

CAPITAL SUBCOMMITTEE MEETING
JANUARY 18, 2022
Via Zoom Platform

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Passcode: TM&5XHuc

The Capital Subcommittee met remotely at 3:00 pm on January 18, 2022 to review a Reserve fund Transfer (RFT) request from Public Buildings Director Charlie Simmons and to discuss the preliminary FY 23 CIP and related issues with Deputy Town Administrator Melissa Goff. In addition to Ms. Goff other attendees included Subcommittee members Carol Levin, Harry Friedman, Pam Lodish, John Doggett and Carla Benka; Director of Public Buildings Charlie Simmons; Advisory Committee members Janice Kahn and Neil Gordon; Park and Recreation Commissioners Wendy Sheridan Ames and Nancy O'Connor; School Committee member Helen Charlupski; Town Meeting members Mary Dewart, Rich Nangle, Mark Gray, and Mike Toffel; Friends of Larz Anderson Park representative Peter Senopoulos; and other members of the public.

Mr. Simmons noted that the Town Hall complex is maintained by three full time custodians and one part-time house worker, supplemented by an outside cleaning company. Because members of the cleaning staff have been out for long periods of time due to illness and other personal issues, Mr. Simmons has had to increase the hours of the outside cleaning company, thus creating a deficit in the cleaning services account. It is anticipated that a RFT of \$68,500 will be necessary to close the deficit gap.

Asked if there had been any budget savings from the buildings being restricted to the public and occupied by fewer staff members, he responded that regardless of how many people were using or occupying the buildings, standards of hygiene and cleanliness had to be maintained. The amount of funds requested was as firm a number as he can provide, given the uncertainties created by the pandemic.

Harry Friedman moved to approve the request; John Doggett seconded; the vote was unanimously in favor of approval.

Melissa Goff presented the projects included in the preliminary FY 23 CIP, noting that at the urging of the Director of Parks and Open Space, she was recommending that the scheduling of the renovations of Schick Park and Skyline Park be adjusted so that Schick would be delayed by two years and Skyline would be moved up to 2023 because the artificial turf was failing and needed to be replaced. Harry Friedman asked about comparative usage of each and noted that this was the second time that the renovation of Schick would be delayed.

Other comments offered by subcommittee members or Melissa during the discussion included:

- The Fire Stations Project needed a separate meeting, perhaps held jointly with the Public Safety subcommittee, due to its projected costs and complex scheduling. The engineer at GGD who had been in charge of the project is retiring.
- There are likely to be other funding sources for some of the capital projects, including money from the Federal Infrastructure Program and American Recovery Program Act (ARPA). Color coding the CIP spreadsheet indicating which projects would be eligible for which funds was requested.
- The Water and Sewer Enterprise Fund Reserve that had been used for several capital projects recently would not be available this year, consequently CIP dollars were being requested for upgrades to the fuel system equipment at the Water Division's building on Netherlands Road. ARPA funds may be used for other W&S projects to take pressure off the ratepayers.
- A citizen's petition asking for more funding for the Transportation Division staff to work on projects to ensure pedestrian and bicyclist safety is being circulated. There is a total of over \$1m dollars in the FY 23 for such projects currently proposed.
- A new CIP category for Climate Change preparation and mitigation should be considered, but a set of metrics and analysis to guide decisions of what projects to undertake and how to prioritize them should come first. Should projects that produce a return on investment be given priority?
- Student enrollment projections should be analyzed with regard to the continuing request to rent space for classroom and administrative office space.
- Renovations to the Baldwin School cannot be accommodated in the FY 23 – FY 28 CIP as currently planned.
- The cost of renting administrative space should be separated from the cost of renting classroom space. Both uses are being accommodated at 2 Clark Road under the title of "Classroom Capacity." (To be discussed with PSB)
- A robust PILOT program could help to support capital projects. Justin Casanova-Davis will be able to provide an update on the Town's PILOT program.
- Tasks for AC:
 - tracking debt service numbers.
 - an informational session on Climate Change Initiatives, including impact on budget, determining priorities, etc.
 - an informational session on the Housing Production Plan

Questions raised by Subcommittee members included:

- Why would the proposed work at Willow Pond not be supported with a Water and Sewer Enterprise Fund bond instead of a general bond? (Q for Erin Gallentine.)
- Are there places where the Golf Course Master Plan and the Golf Course Clubhouse Master Plan intersect/overlap? (Q. for Leigh Jackson.)
- Is there a limit to the amount of debt and debt-service costs the Town can or will assume? The projected cost of the Pierce School is \$220m with only \$30m coming from the MSBA; preliminary estimates for the Skating Rink are in the neighborhood of \$50m, but depend on whether a new rink would be covered or completely enclosed; and the Fire Stations Projected is currently budgeted for \$45m. (Bond companies look at ability to pay, including voters supporting overrides and tax collection rate.)
- Can the occupancy costs of OLS when it is used as swing space be capitalized and included in the debt exclusion as part of project cost? (Depends on overall project cost and is up to School Building Committee)
- Are there previously appropriated funds that have not been expended and could/should be re-allocated? (Subcommittee could recommend unexpended, unencumbered funds for FY 23, including feasibility study for Town-owned parcels of former Newbury College property.)
- What is the relationship between Climate Sustainability Initiatives and the budget? Do line items in the Building Department's CIP such as Energy Management belong under the heading of Climate Sustainability? Those investments may help with utility costs (as do solar panels?). What kinds of investments is the Town required to make? (Need for a meeting with Building Department, SB Climate Action Committee and Climate activists.)
- Status of Oak Street properties? When do we capture the sale proceeds for the CIP? (After bond is paid off.) Should one townhouse be retained as part of compensation package for Town Administrator? Superintendent of Schools? Police or Fire Chief?

FY 23 CIP public hearings will take place in March. A formal presentation of the operating budget and CIP to the Select Board and Advisory Committee will take place on February 15th.

By unanimous vote, the meeting was adjourned at 4:00.

Respectfully submitted,

Carla Benka
Capital Subcommittee Co-Chair



TOWN of BROOKLINE

Massachusetts

BUILDING DEPARTMENT

Charles A. Simmons
Director of Public Buildings

January 3, 2022

TO: Select Board
Advisory Committee

FROM: Charles A. Simmons, Director of Public Buildings *CAS*

SUBJECT: Request for Reserve Fund Transfer

The Building Department is requesting \$68,500 to cover a deficit in the Town Hall (complex) outside cleaning services account.

The Town Hall Complex is maintained by three (3) Full Time Custodians and one (1) Part-time House worker. In addition, their work is supplemented by an outside cleaning company.

This Fiscal year, there have been Full and Part-time employees that have been out long-term due to various personal issues. As a result, in order to maintain the buildings properly, additional services were requested from the cleaning company to cover their cleaning schedules. This has caused a deficit in the cleaning services account. It is anticipated that the final deficit amount will be \$68,500.

Thank you for your consideration.

TOWN OF BROOKLINE

Request for Reserve Fund Transfer

To the Select Board:

Date: 1/3/2022

It is hereby requested that you approve and transmit to the Advisory Committee the following Reserve Fund Transfer:

Department Building Total Transfer Requested \$68,500.

Org # 2500 2540 Object # 523590 AMOUNT \$68500 -
Org # Object # AMOUNT
Org # Object # AMOUNT

Description (or attach memorandum):

please see attached memo

[Handwritten Signature]

Department Head

Approved:

Select Board