

BROOKLINE ADVISORY COMMITTEE  
Administration and Finance Subcommittee  
**Report on FY2021 Town Clerk Budget**

The Administration and Finance Subcommittee held a public hearing on Thursday February 27<sup>th</sup>, 2020 to review the Town Clerk budget. In attendance were Harry Bohrs, Neil Gordon, and Dennis Doughty for the subcommittee; Justin Cassanova-Davis, Assistant Town Administrator; and Advisory Committee member Paul Warren. The proposed operating budget information appears on pp. IV-28 to IV-29 in the FY2021 Financial Plan.

**RECOMMENDATION**

By a vote of 3-0-0, the Administration & Finance Subcommittee recommends FAVORABLE ACTION on the Town Clerk budget as submitted (\$759,725).

**Discussion**

Mr. Cassanova-Davis indicated that this is a level-funded budget except for the most common reason for variance in the Town Clerk budget, namely how many elections are projected. This budget anticipates three elections this coming fiscal year.

The bulk of the discussion, including public comment, revolved around the prolonged medical absence of the Town Clerk and whether that would affect the budget in any substantial way. Mr. Cassanova-Davis indicated that salary savings due to earlier personnel vacancies would likely cover any costs related to temporary help, and that the Clerk's office has been looking for assistance, for example from retired Town Clerks from other towns.

A question was posed regarding the fact that Brookline elects its Clerk whereas many other communities appoint theirs. There appears to be no current movement to change Brookline's approach.

Public comment included the observation that the Town Clerk's office is stretched and that the technology changes that are expected to result from the ECRC may impact the Clerk's office. (In a positive way with respect to budget but may change day-to-day activities.)

One member of the Subcommittee, also a constable, pointed out that constable postings are a statutory requirement and that the Town Clerk's office shows no preference to any particular constable, which Mr. Cassanova-Davis confirmed.

By a vote of 3-0-0 the Subcommittee recommends FAVORABLE ACTION on the Town Clerk budget request of \$759,725.