

**Town of Brookline
Advisory Committee Minutes
Thursday, June 1, 2023
Room 203, Brookline High School**

Present: Patricia Correa, John Doggett, Dennis Doughty, Harry Friedman, David-Marc Goldstein, Neil Gordon, Kelly Hardebeck, Amy Hummel, Joslin Murphy, Markus L. Penzel, David Pollak, Stephen Reeders, Carlos Ridruejo, Lee Selwyn, Christine Westphal

Absent: Ben Birnbaum, Harry Bohrs, Clifford Brown, Susan Granoff, Alisa Jonas, Janice Kahn, Pamela Lodish, Carol Levin, Alok Somani, Carolyn R. Thall, Donelle O’Neal, Linda Olson Pehlke, Anita Johnson, Katherine Florio

Also Attending: Deputy Town Administrator Melissa Goff, Assistant Town Administrator for Finance Charles Young, DPW Commissioner Erin Gallentine, Director of Highway & Sanitation Kevin Johnson, Perry Grossman, and Regina Frawley.

The meeting was called to order at 6:00 PM.

Public Comment – There were no public comments.

Assistant Town Administrator for Finance Charles Young gave an overview of the departmental deficits (see chart). In addition to requests being considered at this meeting there is an expected deficit in Fire Overtime; School Building Utilities - \$450K last year. This year the budget is going to be \$600 or \$700K over. Cost increases that have affected other departments (Fire Utilities \$15K, Library Utilities \$10K). These will be addressed at a future meeting.

FY23 APPROPRIATION	2,930,043
APPROVED	
-	0
TOTAL APPROVED	0
TOTAL BALANCE (\$\$)	2,930,043
TOTAL BALANCE (%)	100.0%

REQUESTS	
DPW Snow and Ice	447,141
Town Clerk VOTES Act and Special Election	90,000
Town Meeting	25,000
TOTAL REQUESTS	562,141

BALANCE (\$) IF APPROVED	2,367,902
BALANCE (%) IF APPROVED	80.8%

Fire Overtime (estimate)	825,000
Building School Utilities (estimate)	700,000
Fire Utilities (estimate)	15,000

Library Utilities (estimate) 10,000

TOTAL POTENTIAL REMAINING	1,550,000
BALANCE (\$) IF APPROVED	817,902
BALANCE (%) IF APPROVED	27.9%

1. Consideration of Reserve Fund Transfer and Appropriation Transfer for Snow and Ice: \$546,586

The Reserve Fund Transfer is for \$447,141. Erin reviewed 22-23 season, responded to 17 emergency response events (mixed precipitation but only 13 inches of snowfall); pretreatment with brine, sand and salt and clean up. She shared historic data and an average of 19 responses and 37 inches. Full details are in the linked memo.

The Appropriation Transfer is for \$93,500.

Comments, Questions, Discussion

David Marc Goldstein: Regarding private vendors, is that a contract where you call as needed or they automatically come? A: Kevin Johnson noted they come as we need them, typically 24-48 hours' notice. Rule of thumb, under 3 inches, we don't call; 17 events this year we called them 4 times.

Lee Selwyn: If we had a year with zero weather events, how much of a RFT would you be coming for? A: We shouldn't be coming back – the amount we typically get is sufficient to get basics up and ready. Base budget covers it. Salt is reusable for next year.

Carlos Ridruejo: Are we still plowing private ways? A: A vote in the 60s or 70s that authorized the Town to plow certain private ways and those are the ones we plow and no others.

Typically there are different property owners that are responsible for different private roads. We have plowed some but some associations.

Erin will send a list of private ways we are authorized to plow.

Harry Friedman: What if we said we didn't want to pay one of these? A: These are legal obligations.

A **MOTION** was made and seconded to approve the Appropriation Transfer of \$93,500 as submitted in the memo.

By a **VOTE** of 14 in favor, none opposed, and no abstentions, the Advisory Committee approves the Appropriation Transfer of \$93,500 as submitted in the memo.

A **MOTION** was made and seconded to approve the Reserve Fund Transfer of \$447,141 as submitted in the memo.

By a **VOTE** of 14 in favor, none opposed, and no abstentions, the Advisory Committee Approves the Reserve Fund Transfer of \$447,141.

2. Consideration of Reserve Fund Transfer Request for Town Clerk VOTES Act (including Vote by Mail) and Special Election: \$90,000

Charlie Young, standing in for Town Clerk Ben Kaufman, gave background on this need and the associated costs. It is a conservative estimate. The Town Clerk's office is requesting a Reserve Fund Transfer of \$90,000 to cover remaining FY23 costs in the Town Clerk's office. These funds will be allocated to cover salaries, meals, and supplies for the final two months of the fiscal year in the Town Clerk's office. The linked memo provides additional information.

Comments, Questions, Discussion

John Doggett: Money coming back from the State by passes the Town School Partnership.

Harry Friedman: If we have 7 days of early voting, could we cut it back to 4? A: Would need to ask Ben.

Kelly Hardebeck clarified that it is a week as mandated by state law.

Charlie noted that early voting was popular in the fall and numbers have been increasing. Tried to budget for the number of elections expected (4).

No ballot questions, no mailing is necessary. The budget for this may be hard to pin down.

A **MOTION** was made and seconded to approve the Reserve Fund Transfer for the Town Clerk VOTES Act (including Vote by Mail) and Special Election for \$90,000.

By a **VOTE** of 14 in favor, none opposed, and no abstentions, the Advisory Committee approves the Reserve Fund Transfer for the Town Clerk VOTES Act (including Vote by Mail) and Special Election for \$90,000.

3. Consideration of Reserve Fund Transfer Requests for Town Meeting: \$25,000

With an additional Special Town Meeting held in January and the first in-person Annual Town Meeting in three years beginning last week, the budget for Town Meeting personnel and supplies is projected to be in deficit due to unanticipated expenses in Fiscal Year 2023 ("FY23"). This request for a reserve fund transfer of \$25,000 into the Town Meeting budget would cover the projected deficit in these accounts including estimated remaining expenses associated with 2023 Annual Town Meeting.

Comments, Questions, Discussion

David Marc Goldstein: Coffee and cookies budget? Previously from Roche Brothers but now being provided by the School.

Harry Friedman: Cookies are not very good, prefer you go back to Roche Brothers. Also, given that November Town Meeting will be hybrid how much will it be to run such a meeting? A: We still won't know but will adjust to meet the demand.

Lee Selwyn: Recommend caps for the coffee cups and larger cups.

A **MOTION** was made and seconded to approve the Reserve Fund Transfer Requests for Town Meeting for \$25,000.

By a **VOTE** of 13 in favor, none opposed, and 1 abstention, the Advisory Committee to approved the Reserve Fund Transfer Requests for Town Meeting for \$25,000.

6:45 PM **Other business**

There was some discussion regarding increased utilities costs. Charlie noted that the School is set to realize \$600K in Group Health Savings. The Town is recommending that the Schools reserve those funds for utilities.

The Chairman reminded everyone to respond to the Doodle Poll for the Executive Session and consideration of the Reserve Fund Transfer for utilities.

Upon a **MOTION** made and seconded to adjourn, and voted unanimously, the meeting was adjourned at 6:50 p.m.

Documents Presented

<https://www.brooklinema.gov/DocumentCenter/Index/4240>

- RFT and Request for Appropriation Transfer Snow and Ice 5.26.23
- RFT Request Town Clerk 5.26.23
- RFT Town Meeting 5.26.23
- RFT Request Memo Town Clerk 5-30-23
- RFT Request Memo Town Meeting 5-30-23

VOTES

	Vote 1	Vote 2	Vote 3	Vote 4
# Votes Yes	14	14	14	13
# Votes No	0	0	0	0
# Votes Abstain	0	0	0	1
Vote Description:	MAIN MOTION: APPROVE DPW FUND TRANSFERS IN THE AMOUNT OF \$93,500 — Landscape, Education/Training, Solid Waste Service	MAIN MOTION: APPROVE RESERVE FUND TRANSFER REQUEST FOR DPW SNOW REMOVAL IN THE AMOUNT OF \$447,141.21	MAIN MOTION: APPROVE RESERVE FUND TRANSFER REQUEST FOR TOWN CLERK — \$90,000	MAIN MOTION: APPROVE RESERVE FUND TRANSFER FOR TOWN MEETING — \$25,000
Ben Birnbaum				
Harry Bohrs				
Cliff Brown				
Patty Correa	Y	Y	Y	Y
John Doggett	Y	Y	Y	Y
Katherine Florio				
Harry Friedman	Y	Y	Y	A
David-Marc Goldstein	Y	Y	Y	Y
Neil Gordon	Y	Y	Y	Y
Susan Granoff				
Kelly Hardebeck	Y	Y	Y	Y
Amy Hummel	Y	Y	Y	Y
Anita Johnson				
Alisa Jonas				
Janice Kahn				
Pam Lodish				
Joslin Murphy	Y	Y	Y	Y
Donelle O'Neal, Sr.				
Linda Olson Pehlke				
Markus Penzel	Y	Y	Y	Y
David Pollak	Y	Y	Y	Y
Stephen Reeders	Y	Y	Y	Y
Carlos Ridruejo	Y	Y	Y	Y
Lee Selwyn	Y	Y	Y	Y
Alok Somani				
Carolyn Thall				
Christine Westphal	Y	Y	Y	Y
Dennis Doughty				