

Town of Brookline
Advisory Committee Minutes

June 16, 2020

Present Remotely: Vice-Chair Carla Benka, Ben Birnbaum, Harry Bohrs, Clifford Brown, John Doggett, Dennis Doughty, Harry Friedman, Janet Gelbart, David-Marc Goldstein, Neil Gordon, Susan Granoff, Amy Hummel, Alisa Jonas, Janice Kahn, Steve Kanes, Bobbie Knable, David Lescohier, Carol Levin, Fred Levitan, Pam Lodish, Donelle O’Neal, Carlos Ridruejo, Chair Michael Sandman, Lee Selwyn, Kim Smith, Claire Stampfer, Charles Swartz, Paul Warren, Christine Westphal, Neil Wishinsky

Also present: Human Resources Director Ann Braga, Deputy Town Administrator Melissa Goff, DPW Commissioner Andrew Pappastergion, Nathan Shpritz, Jonathan Klein, Robert Lepson, Jules Milner-Brage, Mariah Nobrega, Alek Somani, C. Scott Ananian, Hugh Mattison, Mark A. Grey, Diana Spiegel, Jenny Doggett, and possibly other members of the public.

Absent:

Announcements: Pursuant to this Board’s Authority under 940 CMR 29.10 (8), all Advisory Committee Members will be participating remotely via telephone or video conferencing due to emergency regulations regarding the Corona virus.

The Chair has reviewed the requirements of the regulations. There is a quorum physically present and all votes taken will be recorded by roll call so all above listed Advisory Committee members will be allowed to vote.

AGENDA

7:30 PM

Reserve Fund Transfer Request for an additional \$350,000 for the demolition of the Davis Path Footbridge

DPW Commissioner Pappastergion offered an update on the project. First request was for \$500,000 but bids came back higher. Accepted bid is for \$650K for Demolition with Atlantic Contracting which is scheduled to begin Friday night at midnight; \$110K in design and engineer costs, incurred \$42K in MBTA force accounts which are in-house services from MBTA including protecting wires and right of way, would have been higher if had not been able to coordinate with Green Line shutdown and High School project (Skanska Construction); \$47K contingency for a total of \$800K which is \$350K over what was originally approved. Anticipate erecting a temporary span before the beginning of winter \$650-\$700K range – need to find funding sources; permanent structure construction further down the road.

Questions, Comments, Discussion

Q: The temporary span: what is its lifespan? A: Depends on what we find and procure – possibly a bridge from Army Corp of Engineers – a metal structure. One erected in 1983 spanning Merrimack River and still in use.

Recommend that we get life span out of structure we put up. Utilize the materials and we construct a bridge and understand how long it lasts and plan around that.

Replacement bridge construction is 5-7 years down the road by the time we build it into the CIP and begin design process, then community input, etc. Estimates for a permanent bridge could run \$7-8 million.

Q: Walk us through demolition process –

A: Staging has been set up in Boylston Street playground, set up a crane that will span MBTA right of way and support the bridge, attempt to remove it in one piece and set it down in the playground where it will be demolished.

Q: Concern that the bridge gets used by the kids in the school system, right now if we take it down, we will be sending kids down Rte. 9 with heavy traffic, incurring some police details and other costs, aggravation to students rather than going through Davis Path. Looked at evaluation reports, asked other structural engineers – since you are going to support the bridge during demolition, is there is a way to support it temporarily while we use it for a few years and then when ready to demo it, we build a new one and skip the temporary one?

A: The bridge is crumbling and posing a safety threat. Looked at a variety options but costs were prohibitive and money not well spent. Even with cribbing the bridge would continue to deteriorate and MBTA was also concerned.

Q: What is the cost of temporary bridge? Believe we put \$500K into the FY 21 CIP Street Improvements account. . Do we need to increase that? A: Not aware of any funds put in any budget for a temporary span.

The Advisory Committee allocated half a million from the CIP toward the temporary span and put into Streets line with the thought that in November we would put those funds in their own account and as necessarily.

Q: Who paid for Dean Road bridge project? A: Owned by the State.

A **MOTION** was made and seconded to approve \$350,000 as a reserve fund transfer for the demolition of Davis Path Foot Bridge. By a roll-call **VOTE** of 29-0-0 of the Advisory Committee, the motion passes.

8:00 PM

Further discussion and possible vote on WA 8, including Conditions of Appropriations (FY 21 Operating budget and Special Appropriations/CIP)

Neil Wishinsky provided an overview of the deliberations and recommendations of the ad hoc subcommittee of the Advisory Committee to look at the budget.

Restore Affordable Housing Trust funds.

Classroom Capacity includes roughly \$500K that is not needed this year but is forward funding next year's budget – but it gives us the ability that if things are going south, we have \$500K that we could grab – a bit of robbing Peter to pay Paul, but still a bit of a reserve. Park it where it can do us some good next year.

Table presented to Town Meeting and the impact of the committee's recommendations.

1. Fully Restoring AHTF (Affordable Housing Trust Fund) (line 74) this is an enhancement of the Reserve Fund by \$1.8 from original allocation.
2. Reserve Fund \$4,620,855 (line 71)
3. Street Rehab
4. School and Grounds
5. NEW ITEMS ADA
6. NEW ITEM Classroom Capacity

What to do about OPEBs, not on a funding schedule and once you lock the money away you can't reach it save for retiree health. Some discomfort with locking all of it up without knowing what the near term future is going to be like.

Retiree Group Health Trust Fund (line 61) Town Administrator's revised figure but voted that it be a conditional allocation with \$2million held out and potentially available.

Questions, Comments, Discussion

Q: What are the logistics and feasibility of this? A: Jeana Franconi and Frank Zecha spoke to the actuary and splitting transfer into 2 amounts did not seem to be an issue.

We didn't take the decision lightly. Concerned about why it is not the greatest idea. But want to have a pool of money for changes in revenue, specifically the Schools don't know what the state is going to do with aid, and there could be deficits. Having this available – wherever we take it from will have to be replenished and OPEBs have the longest timeline for replenishment.

The proposal is to appropriate \$4,181,979 with \$2 million not appropriated until December 1.

Small amount of dollars that can get paid back without a schedule; this is a smart way to set aside a pile of money for our use, still allocated to OPEBs but available to us, and hopefully we won't have to touch it. Hold back until Town Meeting in November when we will know whether we will or will not need the funds.

The last time we met to discuss most of these funds, there was a graphic that showed how free cash flowed into each of the fields. Do we have a new one or do we have a one screen summary of the numbers that are being discussed?

Cliff raised concerns – disturbed by this idea despite its appearance as being benign. What is our number, how much do we need, how much do we need to put aside? Seems like it is \$5 million? We have come up with that for our own reserve account, still putting money in Stabilization plus we have created additional buffer - \$11 M to take care of unanticipated expenses over the next 6 months. Not considering additional federal aid possibility. Every item in the CIP has a special interest advocating for it except for pensioners. The Town is allowed to deficit spend right now – if we have an additional shortfall we can borrow to make up the difference – permitted to do this since March but the Town has chosen not to do it. Do we want to go to OPEBs or deficit spend and pay that back over next 3 fiscal years with a modest raise to our taxes? We should not be using other people's money.

Appreciate that the devil is in the details, problem with focusing on spreadsheets is we are losing sight of policy and philosophical decisions we are being asked to make. Revenue shortfall compared to expense. If a private company we would have lines of credit to smooth out short falls. Where do we get that money from? 1) Take it from our obligations to retirees? 2) Take it from investment in infrastructure? 3) Borrow and create a deficit?

Infrastructure needs an advocate.

A fourth option is an override.

Money back into classroom capacity – don't care if it goes to building maintenance, OPEBs, or capital. Last thing I'd like to see is putting more money back into classroom capacity which is essentially short term leases and doesn't belong in Capital.

Q: What does the number represent? Is there any forward payment here? A: It is about \$500,000 in forward funding with haircut from lessors – the intent was to ease pressure to CIP in the out years. Otherwise other CIP projects would be sacrificed because they don't have the same contractual agreements that the leases entail.

It may create problems for the schools but not a financial obligation, because we can get out of those leases.

I don't know of any Town that walks away from a multi-year lease; that conversation hasn't been fully vetted about what it would mean breaking those leases and the impact on other vendors.

Putting money in the Reserve Fund doesn't take it away from anywhere else and everything in this budget is subject to reallocation in November when we understand better what our needs are.

School Department took it upon themselves to go to lessors and ask for help this year They did that and knowing and receiving comments from all lessors that understand language in the lease and legal right to do it but you assured us, it would never happen and yet here it is happening. We made a good case to the lessors that this year was something no one expected and the organizations are facing difficult situations themselves. I would fight the notion of going back to these lessors a second time if this issue comes up again. Share disappointment that these items found their way to a Capital budget as opposed to staying in Operations but if we move them it just means allocating more revenue to schools there than here – zero sum game till the leases burn themselves off.

Town Administrator number / Advisory Committee number – where are we with the Reserve and the CIP?

I was part of the OPEB Committee that came up with the scheme of funding. Don't believe taking money from pensions is an issue because it will be paid back. As to Reserve, we are referring to it as putting funds in there for unforeseen COVID costs but the other reason is because of potential revenue shortfalls. We should avoid references to COVID.

A **MOTION** was made and seconded for favorable action budget Column H (line 57 down) as recommended by the ad hoc subcommittee.

A **MOTION** was made and seconded to **AMEND** with respect to item # 23 d. that \$2M of appropriated funds not be transferred to the OPEB Trust until 12/1/2020.

By a roll-call **VOTE** of 22-6-0 of the Advisory Committee, the AMENDMENT with respect to item 23d passes.

By a roll-call **VOTE** of 21-0-8 of the Advisory Committee, the MAIN Motion passes (as amended).

Discussion, Questions and Comments regarding Select Board motions to reallocate funds from Police Department to DICR.

Select Board Member Raul Fernandez was proposing:

110,715	BEEP
79,728	DICR
41,500	Restore DICR cuts
60,000	DICR

70,000 Domestic Violence position
361,943 Cut police to fund above

John VanScoyoc cut \$166,066 and restored cuts to COA, DICR, Vets and Health (specific allocations were not available at the time of the meeting).

Think this is a knee jerk reaction, a symbolic gesture. If you want to reform policing, be intentional, understand the ramifications.

Yes this is symbolic and it is a moment that might call from symbolism. Pragmatically if we cut the police overtime funds to fund this they will be back for a reserve fund transfer to make up that money.

This looks like a suggestion that doesn't take into consideration what the police department in the Town of Brookline actually does including community outreach. They are in a stressful and demanding position right now especially given COVID. Not the time to decrease the police budget.

Q: What are the implications related to our obligations to policing marijuana dispensaries? Concerned about implications about cutting back particularly when you have police who are sick with COVID and putting stress on staffing. Yes understand problem of over policing but we have the m police dogs on leashes, scooter operation enforcement, and leaf-blowing misuse. What are the implications of lopping off money before we have other trained personnel in place to handle for example, domestic abuse calls? We can't expect one person to be available 24 hours per day. We need to think this through more thoroughly.

Recall that in November we had requests from the neighborhood around NETA because of parking and pot smoking on the street, public urination, etc. Implication was that people are coming from out of Brookline and they don't look like us. Those kinds of remarks indicate an undercurrent in the Town of bias and it flows through the Town. Police cannot reasonably be expected to avoid that sentiment. Need to deal with the attitudes out of the community and if we are to make a change at all, funds should go to community outreach that changes attitudes that flow through to affect the police.

Q: Did anyone ask the Chief to respond to this? A: He was not available to speak tonight to the Select Board.

I believe in thoughtfulness and if we are going to cut money from the police budget, need to know the purpose and what would be the consequences.

Fiscal year starts on July 1 and this is no way to do a piece meal on the fly budget. Reference was made to the DICR memo received seemingly asking for more funding. Previously, we were told the community engagement plan would cost one half FTE but that it could be done with existing staff but would take longer. We recommended no action but it passed. Options are do it more slowly or use half an FTE but now hearing need more than that to do what would take half an FTE to do before.

I think a mistake we make is responding without thinking through without getting a meaningful response and understanding implications. High on the list was more funds for Office of Diversity Inclusion and Community Relations because of the demand and mandate given it. We need to make these sorts of line item changes in November.

In favor of a symbolic gesture but this is coming just as we are putting the budget together and in five months we will be looking at the budget again. We have to be prudent, leaning toward not supporting the motion.

Cutting the police budget without understanding where the cuts are coming from – the Police have been doing much of the work in areas of mental health and we are not providing the services that the police are providing. Not sure symbolism is something we need to apply to our police force given we haven't had these sorts of problems.

We do have problems with over policing in Brookline.

Police are taking the largest Town side department cut of \$655,000.

C. Scott Ananian's budget amendment is essentially the same as Raul Fernandez's motion. It would be a 3% down budget at this point. Mr. Ananian read from a response he received from the Police Chief regarding overtime:

"The overtime dollar amount in the budget is actually artificially low for what is needed each year to maintain service levels in the Police Department. There are contractual and legal obligations to provide overtime for Officers to do annual in service training and to attend court. The bulk of the remaining overtime is to maintain staffing levels of Officers to answer 911 and service calls. The dollar amount is artificially low because by contract and by Fair Labor Standards law Officers can take compensatory time off in lieu of pay for overtime hours worked. This means that Officers can build up compensatory time off banks resulting less money spent but also creating more opportunity and need for future hiring to cover time off. If Officers did not elect to take overtime in the form of compensatory time off the actual dollar amount spent to maintain services over the last five years would have been much higher."

Does the 3% factor in that the BPD has NETA funds?

I would like more planning, but on the other hand symbolism in the moment would be important. Table Police budget until we have heard from the Police Chief.

We have never cut a budget or made a decision without talking to the head of a department and that doesn't diminish how we need to support people in the town.

A **MOTION** was made and seconded to approve the Operating budget as offered by the Town Administrator before tonight's Select Board meeting and any reduction they voted.

A **MOTION** was made and seconded to divide the question – all items and table the Police Department line until we hear from Police Chief Lipson.

The earliest we could meet would be next Monday or Friday but either is past the deadline for the supplemental report. It might be possible to leave this line item blank and take a vote on Monday approximately 48 hours before Town Meeting.

It was suggested that we vote to continue the meeting, thereby avoiding the 48-hour posting requirement, and meet on Thursday to take up the Police budget. Chief Lipson should be invited to attend, as should Dr Gellineau from the ODICR.

Suggest that we vote the budget and plan on a possible reconsideration after we hear from the Police Chief. The Advisory Committee budget message will include a statement that we are going to reconsider the police budget.

Concern was raised about voting the whole budget including the police budget given the controversy.

By a roll-call **VOTE** of 25-4-0 of the Advisory Committee, the **MOTION** to divide the question passes.

By a roll-call **VOTE** of 27-1-1 of the Advisory Committee, the **MOTION** in favor of the full budget excluding the Police Department budget passes.

There were requests to get further data from the Select Board meeting including motions, votes and dollar amounts.

9:30 PM
Other business

A **MOTION** to continue this meeting was made, seconded and voted unanimously and the meeting will be continued on Thursday, June 18 at 7:30 pm.

Documents Presented/Reviewed:

- Reserve Fund and a Transfer of Appropriations request from the School Committee as voted on their June 11 meeting to be submitted to the Select Board for Approval
- Budget memo from Town Administrator Mel Kleckner
- Updated budget table from the Advisory Committee Ad Hoc budget committee
- Proposed Budget Amendment from C. Scott Ananian relevant to Police Department Budget reallocation of funds to DICR
- Letter from Joan Lancourt, Ph.D., Chair, CDICR on behalf of the CDICR Community Engagement Committee regarding budget cuts
- Human Services Subcommittee Report on FY 2021 Budget Office of Diversity, Inclusion and Community Relations (ODICR) from February

VOTES

	Attendance	Vote 1	Vote 2	Vote 3	Vote 4	Vote 5
# Votes Yes	30	29	22	21	25	27
# Votes No		0	6	0	4	1
# Votes Abstain		0	0	8	0	1
Vote Description:		RFT for Davis Path Footbridge	FRED'S AMENDMENT	MAIN MOTION	Budget Vote Divide the Question	Entire Budget excluding the Police Dept. budget
	<i>Present</i>	<i>Enter Y, N or A</i>	<i>Enter Y, N or A</i>	<i>Enter Y, N or A</i>	<i>Enter Y, N or A</i>	<i>Enter Y, N or A</i>
Carla Benka	P	Y	N	Y	Y	Y
Ben Birnbaum	P	Y	Y	Y	Y	Y
Harry Bohrs	P	Y	Y	Y	Y	Y

Cliff Brown	P	Y	N	A	Y	A
John Doggett	P	Y	Y	Y	Y	Y
Dennis Doughty	P	Y	Y	Y	N	Y
Harry Friedman	P	Y	Y	Y	N	N
Janet Gelbart	P	Y	Y	Y	Y	Y
David-Marc Goldstein	P	Y	Y	A	Y	Y
Neil Gordon	P	Y	Y	Y	Y	Y
Susan Granoff	P	Y	Y	Y	Y	Y
Amy Hummel	P	Y	Y	Y	Y	Y
Alisa Jonas	P	Y	N	A	Y	Y
Janice Kahn	P	Y	Y	Y	Y	Y
Steve Kanes	P	Y	Y	Y	Y	Y
Bobbie Knable	P	Y	Y	Y	Y	Y
David Lescohier	P	Y	N	A	Y	Y
Carol Levin	P	Y	N	A	Y	Y
Fred Levitan	P	Y	Y	Y	Y	Y
Pam Lodish	P	Y	N	A	Y	Y
Donnelle O'Neal	P	Y	Y	A	Y	Y
Carlos Ridruejo	P	Y	Y	Y	Y	Y
Lee Selwyn	P	Y	Y	Y	Y	Y
Kim Smith	P	Y	Y	Y	Y	Y
Claire Stampfer	P	Y	Y	Y	N	Y
Charles Swartz	P	Y		A	Y	Y
Paul Warren	P	Y	Y	Y	Y	Y
Christine Westphal	P	Y	Y	Y	Y	Y
Neil Wishinsky	P	Y	Y	Y	N	Y
Mike Sandman	P					



TOWN OF BROOKLINE
Massachusetts
DEPARTMENT OF PUBLIC WORKS

Andrew M. Pappastergion
Commissioner

INTEROFFICE MEMORANDUM

To: Select Board
From: Andrew M. Pappastergion, Commissioner of Public Works
Date: June 10, 2020
Re: **Additional Reserve Fund Transfer Request
Emergency Demolition – Davis Path Footbridge**
Cc: Melvin Kleckner, Town Administrator
Melissa Goff, Deputy Town Administrator
Jared Duval, P.E., Project manager
Advisory Committee

On May 12, 2020, the Select Board approved, and transmitted to the Advisory Committee, a Reserve Fund Transfer Request in the amount of \$500,000 for the emergency demolition of the main span of the Davis Path Footbridge. This request was based on preliminary estimates for remove of the span, design and construction oversight and MBTA force account costs for both the shutdown of the Green Line and occupying the MBTA right-of-way. Based on actual construction, design and MBTA costs that have now been received, the total all-in costs for the removal of the bridge span are \$850,000 as detailed below:

• Demolition Contractor cost (Atlantic Dismantling):	\$650,000.00
• LiRo Engineers contract amendment #3 for demolition design, contract documents and construction oversight:	\$110,500.00
• MBTA Force Account costs:	\$42,000.00
• Project Contingency	\$47,500.00
Total Project Cost:	\$850,000.00

The Department of Public Works respectfully requests your approval, and transmittal to the Advisory Committee, of an additional Reserve Fund Transfer in the amount of \$350,000 to fully fund the emergency demolition of the bridge span including all costs for engineering and MBTA fees. The work has now been scheduled to begin on June 20th to take advantage of a planned MBTA shutdown of the Green Line for work on both the track infrastructure and the high school expansion project.



TOWN OF BROOKLINE

REQUEST FOR RESERVE FUND TRANSFER

DATE: June 10, 2020

To the Select Board:

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

DEPARTMENT: Department of Public Works

AMOUNT: \$350,000.00

ORG. #: 4918K150

ACCT. #: 6H0031

DESCRIPTION (or attach memorandum): _____

Additional funds required for the demolition of the main span of the Davis Path Bridge

based on actual bid prices received, engineering fees and MBTA force account costs.

(See attached Memorandum dated May 10, 2020)


DEPARTMENT HEAD

APPROVED:

SELECT BOARD

TO: Select Board
FROM: Mel Kleckner, Town Administrator
SUBJECT: FY 2021 Budget Discussion
DATE: June 16, 2020

This memorandum is intended to document the many budget issues in play for this evening's Select Board and Advisory Committee meetings. With the deadline looming tomorrow for the supplemental Combined Reports document, both the Select Board and the Advisory Committee are meeting this evening at the same time. Staff and representatives of both bodies will be monitoring each other's meetings to identify inconsistencies and opportunities for compromise. Ultimately, the Board will need to draft motions to amend any budget actions that are different from the Advisory Committee's recommendations.

Modification of Operating Budgets- The FY 2021 Supplemental Budget was prepared with the expectation that there would be a two-step process to adopt it. The first step would take place at the Annual Town Meeting in June and an additional/final step at the Special Town Meeting in November. The proposed Budget to be adopted on June 25 is based upon limited data and information. In addition to limited data on revenue projections and a general lack of information on the nature of re-opening of public services in FY 2021, the amount of time available to make substantial reductions to operating budgets and to communicate them publicly has been inadequate. As a result, I strongly recommend that we revisit the Budget in November with a more comprehensive understanding of the Budget and other issues.

However, I fully understand the urgency of police reform and related issues facing our country and the desire of the Select Board and others to use the Budget to advance public policy positions or statements. In particular, I am aware of the police "defunding" movement and efforts by public officials to acknowledge its ideals with an initial budget action for FY 2021. To my knowledge, there are two specific initiatives to seek reductions to the Police Department budget; 1.) a proposal to reduce the Police Overtime accounts by 20%, (\$166,066) consistent with an action taken by the Mayor of Boston, and 2.) a proposal from Town Meeting Member Scott Ananian to reduce the Police Department budget by \$964,715 and to reallocate these funds to the School budget (\$110,715), for staffing a Community Engagement Specialist in the Office of DICR (\$78,000) and to the Housing Trust Fund (\$726,000). I am expecting additional proposals to be raised at the Select Board and/or Advisory Committee meetings this evening.

One area for reallocation of reductions in police funding (or from other budget capacity) is additional funding for the Town's social service agencies and functions; Health, Diversity Inclusion and Community Relations, Veterans, and Aging. Overall, \$182,387 was reduced from the prior FY 2021 Budget in these social service budgets, most of it in equipment and services accounts. We did recommend a significant expansion in Health Department staffing through the availability of Marijuana Host Community Agreement (HCA) revenue. The FY 2021 Budget recommends using about \$150,000 in HCA funding for an Environmental Health Policy Analyst, an Epidemiologist, and full-time status for currently part-time Community Health Specialists. The Office of DICR requested a Community Engagement Specialist that was not funded in the FY

2021 Budget. This position costs around \$60,000 and represents a priority if additional funding is made available. Finally, there has been some interest in using Town budget funding to supplement our allocation of federal funding in the areas of emergency housing, food and other essential needs for the most vulnerable in our community. Please note that the Select Board has already allocated \$807,337 in federal CDBG funding for the Safety Net Fund, Business Assistance and Food Security, including \$160,663 to the Brookline Food Pantry. We believe more opportunities to allocate federal funding for these activities may emerge in 2021. Any effort to budget local funds for this purpose could make the Town ineligible for federal funding.

Allocation of Free Cash- My supplemental FY 2021 Budget proposed some changes to the traditional Free Cash allocation to the CIP and other financial reserves. I proposed \$1 million to be appropriated to the Stabilization Fund and another \$1 million to be added to the Advisory Committee's Reserve Fund. I recommended a temporary deferral of a \$726,549 appropriation to the Housing Trust Fund. This deferral was intended to be a temporary mechanism to bolster the Town's year-end fund balance and to create some additional financial flexibility. It is unclear whether there are efforts to modify these recommendations. Some members of the Advisory Committee are considering a proposal to reallocate Free Cash and/or make further reductions to the CIP (see CIP section below) in order to bolster operating reserves under the Advisory Committee's jurisdiction and restore the deferral of the Housing Trust Fund. With the additional funding in the Stabilization Fund and the Reserve Fund, I do not believe it is necessary to increase the Reserve Fund any further. In addition, any effort to budget for COVID-19 expenses in this manner would jeopardize the Town's eligibility to secure federal CARES or FEMA funding. I do support the restoration of Housing Trust funds with the understanding that it may likely put more pressure on the out-years of the CIP.

The Capital Improvement Program (CIP) - I proposed a \$2.5 million reduction in the General Fund portion of the CIP. It is my understanding that the capital subcommittee of the Advisory Committee has proposed changes to my recommendations, resulting in a net reduction of \$829,151. This amount would be reallocated to the Advisory Committee's Reserve Fund. With the additional funding in the Stabilization Fund and the Reserve Fund, I do not believe it is necessary to increase the Reserve Fund any further. In addition, any effort to budget for COVID-19 expenses in this manner would jeopardize the Town's eligibility to secure federal CARES or FEMA funding.

Use of Reserves or Long-Term Liability Funding- I have recommended that Town Meeting defer any use of Reserves or funding for our long-term liabilities to meet ongoing operations (other than the additional \$250,000 allocated to OPEB). We may need these options as a cushion against FY 2022 or future budget shortfalls. To my knowledge there are no specific proposals to modify this recommendation at this time, other than a proposal to defer the actual transfer of funds until later in the year.

cc: Mike Sandman, Advisory Committee



TOWN OF BROOKLINE Commission for Diversity, Inclusion and Community Relations

11 Pierce Street, Brookline, Massachusetts, 02445
Telephone: (617) 730-2326 Facsimile: (617) 730-2296

To: Select Board
Advisory Committee

06/15/2020

To the Select Board:

I am writing you on behalf of the CDICR Community Engagement Committee to express our concern about several comments made at the SB meeting of Thurs. June 11 regarding the cuts proposed to the ODICR budget.

When the issue was raised by SB member, Raul Fernandez, the reason given for the cuts was that with the constraints placed on gatherings for the foreseeable future by COVID19, many of the programs ODICR has traditionally supported will not be occurring. While that may be true, there was only passing acknowledgement by the Select Board of the many new responsibilities and work ODICR has been asked to undertake. The Office is now responsible for the design and implementation of the Community Engagement Plan, the work that will flow from the REAF grant making process, the work related to the RFP for a consultant to help implement what is essentially the GARE process, as well as work that will emerge from the collaborative series of Housing Affordability Forums, and the development of a Citizen Complaint Process.

Considered as a whole, this body of work reflects not only an enormous increase in workload for the Office, but an actual and essential shift in focus for the department as a whole - from what might be termed a significant Community Relations focus (expressed through a series of periodic events honoring the various constituencies included in the 'protected class' categories, a range of ethnic festivals, food truck Fridays, etc.) to a focus on what needs to be recognized as the Core mission of ODICR - **INCLUSION** - i.e. the creation of a **Culture of Inclusion** for the Town of Brookline. As a result of COVID19, the societal fault lines of racial and economic inequities have been exposed. They are deep and deeply disturbing. Add to that the outcry from the multiple cruel and inhuman deaths of black men and women at the hands of police, and it is crystal clear that Brookline can no longer afford to ignore the work needed to create a **Culture of Inclusion**.

The changes needed to create this new culture are not a tweak here and a nibble there. In the past couple of weeks alone, we have had multiple examples that illustrate not only the structural and policy changes that need to be made, but, as in the case of the police, a fundamental *reimagining* of how we relate to each other at every level - who is heard, who is at the decision-making table, the unconscious assumptions we make about each other, our ability to truly respect difference - all knit together into the culture of 'how we do things here'. Just one case in point is a Draft of the Community Engagement Plan we will be presenting to you in the next week or so. The on-going implementation of this plan, which embodies a major piece of a cultural *reimagining* in

how Town departments relate to the full range of community members, is going to be more work than dozens of Community Relations events.

This work is also going to require a new set of skills, some of which the department does not already possess, and without those skills, the chances of real success are limited. The plan lays out the broad parameters of what must happen, but sustainable success will only come with the nurturing of the nuances, with the fragile building of relationships of real trust. A small misstep can destroy months of painstaking work. We have already seen that the communities of color are frustrated, cynical and angry - all with good reason. They are demanding inclusion, but there is little trust and a lot of cynicism that an effort like this will bring meaningful change. They have participated countless times in the past, and feel they have little to show for their efforts. We cannot afford to make those same mistakes again.

We have a largely white work force that is well intentioned, and some have taken many of the first steps needed to engage successfully with the whole community, but too often, others are unaware of how their actions are perceived by the communities of color and the other protected classes. And they are already concerned with what many will view as a loss of power and control. Creating *arenas of trust* is going to take a highly skilled effort, and a Community Engagement Specialist with considerable experience in successfully building trust in marginalized communities, and in overcoming the cynicism on both sides - of being able to bridge the gaps - and focus on identifying the policies and programs holding racism in place, and on the processes needed to *reimagine* and revise these policies and practices.

As members of the committee that has developed the plan with the ODICR, it is our responsibility to articulate this significant shift in the focus of ODICR's work, and to go on record saying that not only is this new work essential to alleviating the pain and devastation of the multiple current crises, but it is vastly more, and more complex work. Success in this work requires not a cut to the ODICR budget, but rather an increase that will enable the department to hire a CE Specialist with the necessary skills to augment those the department already possesses.

Thank you for your patience in hearing our concerns, and we stand ready to discuss this further and in more detail.

Joan Lancourt, Ph.D.
Chair, CDICR
On Behalf of the CDICR Community Engagement Committee

FY2021 BUDGET - TABLE 1 JUNE, 2020

	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 BUDGET AC	\$\$ CHANGE FROM FY20	% CHANGE FROM FY20
REVENUES						
Property Taxes	211,374,488	224,490,569	238,487,743	254,898,615	16,410,872	6.9%
Local Receipts	36,277,400	35,725,309	31,120,219	27,051,609	(4,068,610)	-13.1%
State Aid	20,352,973	22,112,759	22,386,947	19,455,995	(2,930,952)	-13.1%
Free Cash	8,354,017	8,427,936	9,081,257	11,065,403	1,984,146	21.8%
Other Available Funds	3,050,446	4,872,678	3,349,771	4,760,457	1,410,687	42.1%
TOTAL REVENUE	279,409,325	295,629,251	304,425,937	317,232,079	12,806,142	4.2%
EXPENDITURES						
DEPARTMENTAL EXPENDITURES						
1 . Select Board	738,119	708,050	831,487	791,662	(39,825)	-4.8%
2 . Human Resources	755,582	498,780	648,415	594,485	(53,930)	-8.3%
3 . Information Technology	1,922,893	2,077,848	2,054,746	2,080,259	25,513	1.2%
4 . Diversity, Inclusion, and Community Rel	228,918	301,017	281,088	261,075	(20,013)	-7.1%
5 . Finance Department	3,372,305	3,280,214	3,447,845	3,286,233	(161,612)	-4.7%
<i>a. Comptroller</i>	588,341	650,453	705,540	686,819	(18,721)	-2.7%
<i>b. Purchasing</i>	661,607	724,872	744,019	697,235	(46,784)	-6.3%
<i>c. Assessing</i>	694,167	735,490	732,477	738,659	6,182	0.8%
<i>d. Treasurer</i>	1,428,190	1,169,399	1,265,809	1,163,520	(102,289)	-8.1%
6 . Legal Services	1,055,753	1,166,351	1,155,413	1,057,022	(98,391)	-8.5%
7 . Advisory Committee	21,427	23,805	28,520	28,520	0	0.0%
8 . Town Clerk	562,943	758,640	669,914	750,024	80,110	12.0%
9 . Planning and Community Development	1,006,669	1,184,050	1,235,485	1,123,926	(111,559)	-9.0%
<i>a. Planning & Administration</i>	665,737	795,520	788,247	764,962	(23,285)	-3.0%
<i>b. Housing</i>	83,864	79,632	102,096	97,683	(4,413)	-4.3%
<i>c. Preservation</i>					0	
<i>c. Economic Development</i>	257,068	308,897	345,141	261,281	(83,860)	-24.3%
10 . Police	16,151,311	18,578,613	18,159,039	17,503,066	(655,973)	-3.6%
11 . Fire	15,070,184	15,586,571	15,998,841	15,822,908	(175,933)	-1.1%
12 . Building	7,653,367	5,511,493	8,613,272	8,746,246	132,974	1.5%
(1) 13 . Public Works	16,336,101	16,069,996	16,015,170	16,008,198	(6,972)	0.0%
<i>a. Administration</i>	885,065	911,556	954,995	950,304	(4,691)	-0.5%
<i>b. Engineering/Transportation</i>	1,179,727	1,306,949	1,374,345	1,350,119	(24,226)	-1.8%
<i>c. Highway</i>	4,944,741	5,532,652	5,348,245	5,103,753	(244,492)	-4.6%
<i>d. Sanitation</i>	3,267,293	3,246,937	3,586,207	4,030,333	444,126	12.4%
<i>e. Parks and Open Space</i>	3,766,756	3,912,389	4,166,568	3,988,879	(177,689)	-4.3%
<i>f. Snow and Ice</i>	2,292,518	1,159,513	584,810	584,810	0	0.0%
14 . Library	4,147,017	4,249,242	4,317,382	3,960,760	(356,622)	-8.3%
15 . Health and Human Services	1,181,028	1,408,011	1,405,442	1,568,639	163,197	11.6%
16 . Veterans' Services	303,845	201,513	346,074	312,087	(33,987)	-9.8%
17 . Council on Aging	902,328	954,436	992,321	913,379	(78,942)	-8.0%
18 . Recreation	1,027,649	983,211	1,116,669	1,034,617	(82,052)	-7.3%
(2) 19 . Personnel Services Reserve	715,000	715,000	715,000	715,000	0	0.0%
(2) 20 . Collective Bargaining - Town	784,317	1,400,693	2,470,000	1,910,000	(560,000)	-22.7%
<i>Subtotal Town</i>	<i>72,437,441</i>	<i>73,541,840</i>	<i>77,317,123</i>	<i>78,468,106</i>	<i>1,150,983</i>	<i>1.5%</i>
21 . Schools	105,196,458	110,918,206	117,385,106	118,998,990	1,613,883	1.4%
22 . Vocational Education Assessments	21,753	13,878	92,895	92,895	0	-

		FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 BUDGET AC	\$\$ CHANGE FROM FY20	% CHANGE FROM FY20
	<i>Subtotal Education</i>	105,218,211	110,932,084	117,478,001	119,091,885	1,613,883	1.4%
	TOTAL DEPARTMENTAL EXPENDITURE	177,655,652	184,473,924	196,468,814	197,559,990	1,091,177	
	NON-DEPARTMENTAL EXPENDITURES						
(1)	23 . Employee Benefits	59,317,285	62,487,155	66,438,626	68,518,848	2,080,222	3.1%
(3)	<i>a. Pensions</i>	21,519,358	23,785,769	24,915,433	26,569,845	1,654,412	6.6%
	<i>b. Group Health</i>	29,055,009	29,632,981	31,650,811	32,701,792	1,050,981	3.3%
	<i>c. Health Reimbursement Account (HRA)</i>	0	0	0	0	0	
(3)	<i>d. Retiree Group Health Trust Fund (GRHTF)</i>	4,480,080	4,570,465	4,781,980	4,181,979	(600,001)	-12.5%
	<i>e. Employee Assistance Program (EAP)</i>	22,825	0	0	0	0	#DIV/0!
	<i>f. Group Life</i>	132,145	132,351	145,000	145,000	0	0.0%
	<i>g. Disability Insurance</i>	13,436	43,808	46,000	46,000	0	0.0%
(3)	<i>h. Worker's Compensation</i>	1,450,000	1,450,000	2,050,000	1,850,000	(200,000)	-9.8%
(3)	<i>i. Public Safety IOD Medical Expenses</i>	200,000	200,000	0	0	0	#DIV/0!
(3)	<i>j. Unemployment Compensation</i>	200,000	200,000	200,000	200,000	0	0.0%
	<i>k. Medical Disabilities</i>	15,709	18,846	40,000	40,000	0	0.0%
	<i>l. Medicare Coverage</i>	2,228,723	2,452,935	2,609,403	2,784,233	174,830	6.7%
(2)	24 . Reserve Fund	1,939,266	1,785,722	2,689,494	4,620,855	1,931,361	71.8%
	25 . HCA Reserve Fund	0	0	0	701,485	701,485	-
	26 . Stabilization Fund	0	0	0	1,000,000	1,000,000	-
	27 . Affordable Housing	576,803	545,112	200,000	726,549	526,549	263.3%
	28 . Liability/Catastrophe Fund	203,644	456,762	389,700	49,729	(339,971)	-87.2%
	29 . General Insurance	334,959	416,563	507,952	703,507	195,555	38.5%
	30 . Audit/Professional Services	123,252	131,994	142,000	142,000	0	0.0%
	31 . Contingency Fund	11,874	14,754	15,000	10,000	(5,000)	-33.3%
	32 . Out-of-State Travel	110	1,677	3,000	0	(3,000)	-100.0%
	33 . Printing of Warrants & Reports	44,567	54,633	55,000	45,000	(10,000)	-18.2%
	34 . MMA Dues	12,588	13,121	13,553	13,891	338	2.5%
	<i>Subtotal General</i>	3,247,063	3,420,338	4,015,699	8,013,016	3,997,317	99.5%
(1)	35 . Borrowing	12,577,453	15,631,273	18,828,262	25,204,625	6,376,363	33.9%
	<i>a. Funded Debt - Principal</i>	9,007,500	10,195,000	11,952,053	13,674,000	1,721,947	14.4%
	<i>b. Funded Debt - Interest</i>	3,566,569	4,977,927	6,716,209	11,237,370	4,521,161	67.3%
	<i>c. Bond Anticipation Notes</i>	0	456,250	100,000	233,256	133,256	133.3%
	<i>d. Abatement Interest and Refunds</i>	3,384	2,095	60,000	60,000	0	0.0%
	TOTAL NON-DEPARTMENTAL EXPENDITURE	75,141,801	81,538,766	89,282,587	101,736,489	12,453,903	13.9%
	TOTAL GENERAL APPROPRIATIONS	252,797,453	266,012,690	285,751,400	299,296,480	13,545,079	4.7%
	SPECIAL APPROPRIATIONS						
	36 . Repairs to Garage Floors (revenue financed)					No motion	
	37 . Town Building Rehab/Upgrade (revenue financed)				60,000		
	38 . Fire Station Alerting System Replacement (revenue financed)				450,000		
	39 . Police/Fire Radio Infrastructure (revenue financed)				900,000		
	40 . Traffic Calming / Safety Improvements (transfer from parking meter fund)				81,500		
	41 . Bicycle Access Improvements (revenue financed)				125,000		
	42 . Parking Meters (transfer from Parking Meter Fund)				216,000		
	43 . Street Rehab. (rev financed (\$1.79M) + Parking meter fund (\$859,916)+Re-approp (\$370,420)				3,149,916		
	44 . Sidewalk Repair/Reconstruction (revenue financed)				336,000		

	FY18 ACTUAL	FY19 ACTUAL	FY20 BUDGET	FY21 BUDGET AC	\$\$ CHANGE FROM FY20	% CHANGE FROM FY20
45 . Stormwater Improvements (revenue financed Water and Sewer fund)				300,000		
46 . Water Meter MTU Replacement (revenue financed Water and Sewer fund)				265,000		
47 . Water Garage Elevator Renovation (revenue financed Water and Sewer fund)				260,000		
48 . Schick Playground (revenue financed)				0	No motion	
49 . Playground Equipment, Fields, Fencing (revenue financed)				310,000		
50 . Town/School Grounds Rehab (revenue financed)				165,000		
51 . Tree Removal and Replacement (revenue financed)				235,000		
52 . School Furniture Upgrades (revenue financed)				0	No motion	
53 . HVAC Equipment (revenue financed)				100,000		
54 . Underground Tank Removal (revenue financed)				0	No motion	
55 . Town/School ADA Renovations (revenue financed)				80,000		
56 . Town/School Elevator Renovation Program (revenue financed)				200,000		
57 . Town/School Energy Conservation Projects (revenue financed)				190,000		
58 . Town/School Energy Management Systems (revenue financed)				125,000		
59 . Public Building Fire Alarm upgrades (revenue financed)				300,000		
60 . Town/School Bldg Security / Life Safety Systems (revenue financed)				160,000		
61 . Classroom Capacity (revenue financed)				2,015,251		
62 . Water System Improvements (utility bond)				2,000,000		
63 . Wastewater System Improvements (utility bond)				3,000,000		
64 . Larz Anderson Park (bond)				2,200,000		
65 . Robinson Playground (bond)				0	No motion	
66 . Town/School Roof Repair/Repl. Program (bond)				3,100,000		
(4) TOTAL REVENUE-FINANCED SPECIAL	9,720,862	10,979,868	9,949,094	9,198,670	(750,424)	-7.5%
TOTAL APPROPRIATED EXPENDITUR	262,518,315	276,992,558	295,700,495	308,495,150	12,794,655	4.3%
NON-APPROPRIATED EXPENDITURES						
Cherry Sheet Offsets	86,983	88,500	89,070	86,027		
State & County Charges	6,492,524	6,672,137	6,826,231	6,796,134		
Overlay	1,722,221	1,762,675	1,785,140	1,829,768		
Deficits-Judgments-Tax Titles	25,000	25,000	25,000	25,000		
TOTAL NON-APPROPRIATED EXPEND	8,326,728	8,548,312	8,725,441	8,736,929	11,488	0.1%
TOTAL EXPENDITURES	270,845,043	285,540,869	304,425,936	317,232,078	12,806,143	4.2%
SURPLUS/(DEFICIT)	8,564,281	10,088,382	0	0	0	

(1) Breakdown provided for informational purposes.

(2) Figures provided for informational purposes. Funds were transferred to departmental budgets for expenditure.

(3) Funds are transferred to trust funds for expenditure.

(4) Amounts appropriated. Bonded appropriations are not included in the total amount, as the debt and interest costs associated with them are funded in the Borr

FY21 BUDGET - TABLE 2 JUNE 2020

Department/Board/Commission	Personnel Services/ Benefits	Purchase of Services	Supplies	Other Charges/ Expenses	Utilities	Capital Outlay	Inter-Gov't'al	Debt Service	Agency Total
Board of Selectmen (Town Administrator)	771,679	6,880	3,048	7,900		2,155			791,662
Human Resources Department (Human Resources Director)	312,086	239,359	14,900	26,500		1,640			594,485
Information Technology Department (Chief Information Officer)	1,205,986	580,773	10,350	15,050		268,100			2,080,259
Diversity, Inclusion, and Community Relations (Director)	234,200	20,000	3,000	3,000		875			261,075
Finance Department (Director of Finance)	2,388,055	813,459	46,960	28,707	1,422	7,630			3,286,233
Legal Services (Town Counsel)	788,138	183,269	2,500	81,500		1,615			1,057,022
Advisory Committee (Chair, Advisory Committee)	24,380		3,275	570		295			28,520
Town Clerk (Town Clerk)	618,072	110,172	20,250	500		1,030			750,024
Planning and Community Department (Plan. & Com. Dev. Dir.)	1,015,630	91,034	9,712	4,550		3,000			1,123,926
Police Department (Police Chief)	16,098,207	516,731	147,857	45,300	298,802	396,169			17,503,066
Fire Department (Fire Chief)	15,235,941	151,426	126,952	27,100	212,883	68,606			15,822,908
Public Buildings Department (Building Commissioner)	2,731,448	3,199,159	24,575	5,248	2,729,946	55,870			8,746,246
Public Works Department (Commissioner of Public Works)	8,529,486	4,707,159	983,420	45,500	1,054,902	687,730			16,008,197
Public Library Department (Library Board of Trustees)	2,828,566	236,861	583,525	4,700	263,984	43,124			3,960,760
Health & Human Services Department (Health & Human Svcs Dir)	1,253,699	221,514	35,100	4,120	49,421	4,785			1,568,639
Veterans' Services (Veterans' Services Director)	150,700	2,388	1,150	157,339		510			312,087
Council on Aging (Council on Aging Director)	769,123	48,418	18,846	4,250	67,042	5,700			913,379
Recreation Department (Recreation Director)	739,336	23,037	86,480	12,400	170,364	3,000			1,034,617
School Department (School Committee)									118,998,990
Total Departmental Budgets	55,694,732	11,151,639	2,121,900	474,234	4,848,766	1,551,834			194,842,095
DEBT SERVICE									
Debt Service (Director of Finance)								25,204,625	25,204,625
Total Debt Service								25,204,625	25,204,625
EMPLOYEE BENEFITS									
Contributory Pensions Contribution (Director of Finance)	26,569,845								26,569,845
Group Health Insurance (Human Resources Director)	32,701,792								32,701,792
Retiree Group Health Insurance - OPEB's (Director of Finance)	4,181,979								4,181,979
Group Life Insurance (Human Resources Director)	145,000								145,000
Disability Insurance	46,000								46,000
Workers' Compensation (Human Resources Director)	1,850,000								1,850,000
Unemployment Insurance (Human Resources Director)	200,000								200,000
Ch. 41, Sec. 100B Medical Benefits (Town Counsel)	40,000								40,000
Medicare Payroll Tax (Director of Finance)	2,784,233								2,784,233
Total Employee Benefits	68,518,848								68,518,848
GENERAL / UNCLASSIFIED									
Vocational Education Assessments									92,895
Reserve Fund (*) (Chair, Advisory Committee)				3,798,904					3,798,904
HCA Reserve (Town Administrator)				701,485					701,485
Stabilization Fund (Director of Finance)				1,000,000					1,000,000
Liability/Catastrophe Fund (Director of Finance)				49,729					49,729
Housing Trust Fund (Planning & Community Development Dir.)									
General Insurance (Town Administrator)		703,507							703,507
Audit/Professional Services (Director of Finance)		142,000							142,000
Contingency (Town Administrator)				10,000					10,000
Out of State Travel (Town Administrator)									
Printing of Warrants (Town Administrator)	15,000	20,000	10,000						45,000
MMA Dues (Town Administrator)				13,891					13,891
Town Salary Reserve (*) (Director of Finance)	1,910,000								1,910,000
Personnel Services Reserve (*) (Director of Finance)	715,000								715,000
Total General / Unclassified	2,640,000	865,507	10,000	5,574,009					9,182,411
TOTAL GENERAL APPROPRIATIONS	126,853,581	12,017,146	2,131,900	6,048,243	4,848,766	1,551,834		25,204,625	297,747,979

(*) NO EXPENDITURES AUTHORIZED DIRECTLY AGAINST THESE APPROPRIATIONS. FUNDS TO BE TRANSFERRED AND EXPENDED IN APPROPRIATE DEPT.



THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS 02445

PHONE 617-730-2425
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BEN LUMMIS
INTERIM SUPERINTENDENT

MARY ELLEN NORMEN
DEPUTY SUPERINTENDENT OF SCHOOLS
FOR ADMINISTRATION & FINANCE

To: Select Board
From: School Committee
Mary Ellen Normen, Deputy Superintendent for Administration and Finance
Date: June 16, 2020
RE: **TRANSFER REQUEST**

Attached and enclosed are reserve fund and a Transfer of appropriations requests from the School Committee as voted on their June 11 meeting to be submitted to the Select Board for Approval.

Reserve Fund:

Motion: request up to \$500,000 from reserve funds to offset the deficit fund balances in revolving funds not covered by other sources.

The School Department is seeking funds to cover non-COVID 19 related expenses to cover deficits in Revolving Funds due to the elimination of revenue post closure on March 13. The funds impacted are BEEP Revolving, Food Service Revolving, Summer School Revolving, among others. The School Department is working to reduce their own expenditures in their operating budget to be the first place revolving fund deficits are covered and balanced. This request is a stop gap to be able to close FY 20 with all funds in balance.

Municipal Department Transfers Under M.G.L c. 44, §33B(b)

Motion: request up to transfer the balance of the Vocational Education Account (29902990) of approximately \$43,159 to 313099-524631 offset transportation costs for out of district students.

[M.G.L c. 44, §33B\(b\)](#):

“Section 33B. (b) A town may, by majority vote at any meeting duly held, transfer any amount previously appropriated to any other use authorized by law. Alternatively, the selectmen, with the concurrence of the finance committee or other entity established under section 16 of chapter 39, may transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated, other than for the use of a municipal light department or a school department, to any other appropriation.

(c) No approval other than that expressly provided in this section shall be required for any transfer under this section.

