

**Town of Brookline
Advisory Committee Minutes**

July 6, 2021

Present: Scott Ananian, Carla Benka, Ben Birnbaum, Harry Bohrs, Clifford Brown, John Doggett, Dennis Doughty, Harry Friedman, , David-Marc Goldstein, Neil Gordon, Susan Granoff, Kelly Hardebeck, Amy Hummel, Alisa Jonas, Janice Kahn, Steve Kanes, Carol Levin, Pamela Lodish, Linda Olson Pehlke, Donelle O’Neal, David Pollak, Carlos Ridruejo, Michael Sandman, Lee Selwyn, Alok Somani, Paul Warren, , Christine Westphal, Neil Wishinsky, Chi Chi Wu

Absent:

Also Attending: TMM Moderator Kate Poverman, Assistant Town Administrator Justin Casanova-Davis, Commissioner of Public Works Erin Gallentine, Director of Highways and Sanitation Kevin Johnson, Town Clerk Ben Kaufman, CTO&S Chair Jean Berg, CTO&S members Richard Benka, Betsy DeWitt, and Sean Lynn-Jones; Carol Caro, Mark Gray, David Trevert, Regina Frawley, Bonnie Bastien, Ryan Black, and other members of the public.

The meeting was called to order at 7:30 PM.

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.

Public Comment: There was no public comment.

Election of an Advisory Committee Chairperson, Vice-chairperson, and Secretary.

Ben Kaufman, Town Clerk, swore in new and re-appointed members. He will be mailing out yellow oath of office cards and open meeting laws and requested that they be signed and returned to his office as soon as possible – either in public at Town Hall or digitally. Contact Ben via email. Oath needs to be done before you can attend a meeting so please do this over the next few weeks.

Moderator Poverman gave a brief overview of some of the discussion topics for the evening’s meeting, including ways to manage the Committee’s workload more efficiently. She is proposing two vice chairs instead of the usual one to share more of the administrative workload. This will give newer people insight into what is required in terms of administration and provides a good education should one wish to run for Chair.

Carla Benka gave a bit of history on using two vice chairs. She also indicated she would be stepping down at the end of the calendar year.

Moderator: Requested nominations for Secretary of AC for 2022

Nomination: Lisa Portscher

A **MOTION** was made and seconded to nominate Lisa Portscher as Secretary of the AC.

By a roll-call **VOTE** of all in favor, none opposed, and no abstentions, the Advisory Committee approved the election of Lisa Portscher as the Secretary of the AC.

The Moderator requested nominations for the first of two Vice Chairs.

Requesting nominations for Vice-Chair of AC for 2022

Nomination: Carla Benka

A **MOTION** was made and seconded to nominate Carla Benka as Vice-Chair 1 of AC.

By a **VOTE** of 27 in favor, none opposed and one abstention, the Advisory Committee approved the election of Carla Benka Vice-Chair 1 of the AC.

Requesting nominations for a Co-Vice-Chair for AC for 2022

A **MOTION** was made and seconded to nominate Dennis Doughty as Co-Vice-Chair of AC.

If elected I would be honored to serve. Look forward to improving what we do. Listen, synthesize data well.

A **MOTION** was made and seconded to nominate Harry Friedman as Co-Vice-Chair of AC.

Harry noted that he had frankly hoped we would be doing this live and that the AC never had a competitive race. Not helpful to a Committee that is deliberative and depends on collegiality to be doing this so he asks that his name be withdrawn. And if Carla steps down, I will reapply then for co-vice chair.

By a **VOTE** of 26 in favor, none opposed and one abstention, the Advisory Committee approved the election of Dennis Doughty Co-Vice-Chair of the AC.

There was a general expression of gratitude to Harry and hope he reconsiders in January. Would have found it difficult to split a vote between two capable and wonderful people.

Requesting nominations for a Chair for AC for 2022

Nomination: Michael Sandman

By a **VOTE** of 26 in favor, none opposed and one abstention, the Advisory Committee approved the election of Michael Sandman as Chair of the AC.

7:55 pm Review, discussion, and vote on Reserve Fund transfer requests

- Dept of Public Works – Snow and Ice Control

Commissioner of Public Works Erin Gallentine explained that Snow and Ice Budget is held artificially low and is generally sufficient to prepare for the snow season and to address first and second snow events. Following that, as Commissioner, she requests permission from the Town Administrator to run the budget at a deficit, subsequently looking in the late Spring for ways to cover the deficit and then, if necessary, request that the AC approve a Reserve Fund Transfer to cover the balance. See attached memo for additional details.

Questions, Comments

Q: What equipment do you rent and why not buy it outright? A: We have 88 pieces of equipment internally. Ten wheel sanders and snow blowers. We rent additional equipment that allows us to be more efficient. Rely on Contractor equipment – 28 pieces and have agreements for both operators and equipment. One of the other rental fees is for a small bulldozer to get salt pushed into the salt shed that we use for only 3 months. That is the only need we have for that piece of equipment. Our pretreat method of choice is brine – 20 percent rock salt to 77 percent

water and have seen a 39% savings in cost and significant reduction of rock salt – better for environment and cost saving.

Q: Some equipment that clears sidewalks in the business districts – do we have a strategy for clearing sidewalks? It might be good to figure out how we might increase the budget for sidewalk clearing. A: Some equipment in house, other equipment rented. We maintain 241 Lane miles, 47 miles of public sidewalks and adjacent curb ramps, 9.5 miles of private ways, 20 walking paths/stairs (1.2 miles), 11 School grounds/playgrounds, 1 High School Campus, 3 Libraries, 11 Town Buildings, 12 Town Parking lots, 1.5 miles of Parking Reservations, 33 Parks.

Salt brine is water saturated with sodium chloride or rock salt (23 %) dissolved in water (77%).

Brine is part of the Town of Brookline DPW's anti-icing program that helps control costs, reduce the use of salt and is a superior method of treatment in certain conditions.

We have an order of priority for sidewalk treatment in order of safety.

Q: My sense this is a fairly typical request. Is it within the normal range for this type of request? A: Last year's snowfall was abnormally low but previous years were more. We are probably a bit under this year.

Comment: As Erin alluded to the snow budget is artificially low and there are technical reasons for that. This was a relatively light winter and there have been other winters where the reserve fund was depleted and we received some federal funds to support that. It is important that we as an Advisory Committee protect the Reserve Fund and the policy that dictates how many dollars should be set aside in the fund in the annual budget.

Q: What are the technical reasons for underfunding? A: Snow expenditures one year were \$3.6 M – it is very difficult to determine what the expenditure will be in any fiscal year given the uncertainties of weather. If we weren't allowed to have the budget go into the negative, it draws against other budgets and we wouldn't be able to do other work. Because weather is so unpredictable, entering deficit spending is permitted and this has been our standard practice for a long time.

Q: Does any of this come under state declared emergencies and we can apply for funding? A: Yes, but when you apply, even if you are approved, it takes a long time to be reimbursed.

The Department of Public Works respectfully requests your consideration and approval of the attached Request for Appropriation Transfer in the amount of \$170,000 and the Reserve Fund Transfer in the amount of \$851,291 for A MOTION was made and seconded to approve reserve fund transfer for and \$851,291 and appropriation transfer of \$170,000.

By a unanimous VOTE, the Advisory Committee approved the DPW request for a RFT.

- Office of the Town Clerk
- Town Meeting

Q: How did you come up with this estimate? A: Our fiscal year ends June 30 and we had a payroll that hit June 27. We had a deficit of \$100,094

Q: Given all the COVID money we are getting from the Feds, couldn't we use some of those funds (CARES Act)? A: A significant number of other expenses have already been covered by those funds – public safety, unemployment, etc.

Q: Given that our Moderator has asked us to set aside 9 days for Town Meeting in the fall, would you be filing for a budget adjustment depending on the number of Warrant Articles? A: The number of meetings and length of meetings have additional costs and we wanted to reflect that.

A **MOTION** was made and seconded to recommend favorable action on the following transfer

UNANIMOUSLY VOTED:

That the Select Board approve the transmittal to the Advisory Committee for a Reserve Fund Transfer of \$200,000 for the Town Clerk Department.

A **MOTION** was made and seconded to recommend favorable action on the following transfer

UNANIMOUSLY VOTED:

That the Select Board approve the transmittal to the Advisory Committee for a Reserve Fund Transfer of \$20,000 for the Town Meeting account.

8:20 pm Discussion with the Moderator Kate Poverman of guidance for streamlining both the structure of subcommittees and the Advisory Committee's reports and recommendations on Warrant Articles

The Moderator explained that there will be a more in depth discussion to review issues that we are trying to address – work load, perception that AC is getting to be irrelevant and no reason to listen to us, redundancy in what the AC does in terms of work. Also want to decide on a 7:00 pm or 7:30 pm start time for meetings. Suggest that AC focus on its primary mandate: issues that are financial, municipal and deal with structure of the Town, but if it is an issue that is uncontroversial that it examine and report only, with no recommendation. Required by law to report to Town Meeting but doesn't have to make recommendations. The idea is to spend more time on what we should be doing and for other issues we rely on our subcommittees who would make presentations to the full Committee. Just some ideas but goal is to reduce redundancy and make meetings and Town Meeting more efficient. All works in progress.

Comment: This is not quite ready for a full discussion and will be postponed for a later time.

Comment: Advisory Committee is not about what is popular but our role is to give context on complex issues. It should be all of us making a decision and I hope it is a larger discussion. Regarding timing, I still prefer 7:30 pm start time.

8:50 pm Discussion and vote on changing the start time of Advisory Committee meetings from 7:30 pm to 7:00 pm

7:30 pm allows for dinner with family. Also want to make a pitch for in person meetings. I haven't met some of my colleagues in person over the past year. There is an intangible that is missing on Zoom. No joy in these online meetings.

Agree that we need to meet in person. I do agree we need to meet at 7:30 pm and agree that everyone needs to be brought in to discuss the structure, report requirements, etc. not just some small subset.

Are we going to be doing hybrid meetings and have we done anything about the technical outfitting of the room to allow this?

We did have a camera called the owl and it swiveled around and you could see who was in the room and also on Zoom. Two purposes: Make it possible for members to join remotely without going through the pain of a telephone call and Zoom is preferable. It also makes the meeting accessible to the public.

In terms of reorganization about reshuffling committees, perhaps share that so everyone understands what we are thinking about because in the abstract it is unsettling. What prompted the conversation?

Feedback from TMM, efforts to recruit, qualified people who said no because of perceived required time commitment. The issue we have in terms of efficiency is we do everything twice – subcommittee meeting and then full AC meeting and debate everything all over again. One way to do things once – departmental budgets one budget at a time – have a budget committee for all budgets. Another change is to look at land use and sustainability and articles that relate to that broad topic would be handled by another subcommittee. And then another group of articles that may be important to citizens – i.e. Indigenous People’s Celebration Committee statement at Town Meeting – and there was so much time spent on them, and they could be handled with a quick recommendation from a subcommittee with or without much debate.

The whole committee needs to have to have some input into the ultimate decision.

Subcommittee Chairs have been included in this discussion and then it will have to come back to the full AC and everyone can take their shots at it. If the Moderator decides “this is what I want you to do” that is what we will do.

Discussion of relevance of the Advisory Committee – the bigger issue is that Town Meeting seen AC as too conservative.

If our role becomes where we are doing less analysis and overview for the sake of efficiency, can we find an analytical framework? A: We had some educational meetings about what others were doing in other adjacent communities. Look at longer term issues and educate ourselves and the community. Repurposing the Advisory Committee and opening them up to the public to have a better understanding of what we do and how we do it.

Regarding Combined Reports, what I notice what are the points of view of people who oppose the article seem to have slipped from the write-ups.

Regarding start time – not a night owl, need to be accommodating and split the timing. Need to also accommodate people who have to get up early. 7 pm is a compromise. 7 pm is not early. Hope people can shift their thinking.

On start time question, unless we solve the issue of time expanding, if we move to 7 pm we will still run to 10:30 pm. Support it if we can insist on a reasonable end time and be disciplined about that.

If we are moving decisions down to subcommittees need more clarity on their mission statements. Need to do a better job of getting questions answered at the subcommittee level.

On the issue of the time I also favor earlier start time on the possibility that we could end earlier. Sticking to finance and analysis would give this body more influence.

Suggestion for some restructuring was generated from the BFAC report recommendations. Break down silos and have a more holistic view of the budgeting. Don't look at what we are doing for the departments per se but for Town services overall. Worth a shot looking at this restructured approach and it needs to come back to the full committee but you have to start with something. Would like to get away from the conservative/progressive characterizations. Some say the AC is too conservative and doesn't reflect Town Meeting. Well, some also say that Town Meeting is too progressive and doesn't reflect town residents as a whole. Where do those conversations get you? We are supposed to be focusing on the Town, and focusing on the financial health of the Town is a good place to start.

Has this change been vetted by Town Counsel? Can we think about delegating the job of a finance committee to a smaller committee? Consider the value of the Advisory Committee is in the sharing of ideas and expertise and coming together to make recommendations to Town Meeting and some of this may get lost if we have highly specialized committees and the AC just becomes a rubber stamp. Really concerned about the direction of this but would volunteer my time to work on this. I hope you will try to broaden the number of people engaged in these discussions.

Would like to experiment with a 7 pm start, we lose the public the later we go.
The real problem is the end time and what we should be looking at is a hard and fast end time.

It makes a difference when we can actually meet together, eat together and have face to face conversations before the meeting. Early start time usually have dinner and it allows for some time for chats.

What worries me is broad spectrum and diversity and we aren't as diverse as Town Meeting would like us to be. Worry that we don't have a good representative group and often our work is questioned. No matter what time we start or how we set up our committees it will not be enough.

Suggest a compromise that we alternate 7pm and 7:30 pm start times and keep to a definite end time. We are here to have an impact and provide valid and important advise to Town Meeting on financial issues and we need to be effective. We want to have diverse opinion but we want to make sure our final conclusions are clear, have a rationale and people can understand them.

Agree it is the end time that is of importance. Even though BFAC noted that we are the financial committee, no one else is looking at the non-financial issues. The other things we do are not done by anyone else.

Other Business

BFAC Moderators Committee

David Pollock – A Moderator's Committee has asked BFAC to report back to Town Meeting by Aug 15 and again before Fall Town Meeting. Summer report is due very soon and needs a report on progress. Zoom meetings 19th and 26th of July with each committee. Review the questionnaire that relates to what BFAC requested and note that it needs to be returned by a week from Friday. Potentially share with the full AC so they can see. Maybe have a Zoom meeting to go through this? Does Advisory want to delegate to the chair to complete this?

Mike would do a draft response, share with AC, get feedback, and then send the final to David. A Zoom conversation would be scheduled for a quick update on BFAC recommendations.

AC Summer Party

Summer Party on Monday, July 12 at Larz Anderson Picnic Shelter, near the parking area on Goddard 5:30 pm. Pam will send email requesting number of guests and provide VENMO details for RSVP.

Upon a **MOTION** made and seconded to adjourn, and voted unanimously, the meeting was adjourned at 9:39 pm.

Documents Presented:

- FY21 End of Year Reserve Fund Transfer Requests – Town Meeting and Town Clerk Department
- FY21 Reserve Fund Status Spreadsheet
- FY21 Reserve Fund Transfer and Reallocation Request – DPW Snow and Ice

VOTES

VOTES

	Attendance	Vote 1	Vote 2	Vote 3	Vote 4	Vote 5	Vote 6	Vote 7
# Votes Yes	28	28	27	26	26	26	26	26
# Votes No		0	0	0	0	0	0	0
# Votes Abstain		0	1	1	1	0	0	0
Vote Description:		Secretary - Lisa Portscher	Vice Chair 1 - Carla Benka	Vice Chair 2 - Dennis Doughty	Chair - Mike Sandman	RFT - Snow & Ice budget balancing transfer \$170,000 from the DPW wages & salary account and fund \$851,291 from the reserve account	RFT for \$200,000 to the Town Clerk's salary & wages account	RFT of \$20,000 to cover costs of the virtual Town Meeting
	Enter <i>P</i> for Present	Enter Y, N or A	Enter Y, N or A	Enter Y, N or A	Enter Y, N or A	Enter Y, N or A	Enter Y, N or A	Enter Y, N or A
C. Scott Ananian	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Carla Benka	<i>P</i>	Y	A	Y	Y	Y	Y	Y
Ben Birnbaum	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Harry Bohrs	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Cliff Brown	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
John Doggett	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Dennis Doughty	<i>P</i>	Y	Y	A	Y	Y	Y	Y
Harry Friedman	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
David-Marc Goldstein	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Neil Gordon	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Susan Granoff	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Kelly Hardebeck	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Amy Hummel	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Alisa Jonas	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Janice Kahn	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Steve Kanes	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Carol Levin	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Pam Lodish	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Donelle O'Neal	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Linda Olson Pehlke	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
David Pollak	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Carlos Ridruejo	<i>P</i>	Y	Y					
Lee Selwyn	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Alok Somani	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Paul Warren	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Christine Westphal	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Neil Wishinsky	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Chi Chi Wu	<i>P</i>	Y	Y	Y	Y	Y	Y	Y
Mike Sandman	<i>P</i>	Y	Y	Y	A			



TOWN OF BROOKLINE
Massachusetts
DEPARTMENT OF PUBLIC WORKS

Erin Chute Gallentine
Commissioner

June 12, 2021

Select Board
Town Hall – 6th Floor
333 Washington Street
Brookline, MA 02445

Dear Select Board Members:

The Department of Public Works has completed a review of all snow and ice control expenditures for the 2020 – 2021 winter season. The Department responded to 50.5 inches of total snowfall over 21 events, most of which occurred in December and February. The season was unusually long starting with the first snow event on October 30, 2020, and culminating with the last snow event on April 17, 2021. As you may recall, the Town Administrator authorized the expenditure for snow and ice control in excess of the FY2021 available appropriation pursuant to the provisions of Chapter 44, section 31D on December 31, 2020. The completed review has indicated that the total deficit for employee overtime, equipment maintenance, equipment rental services, snow and ice supplies and motor vehicle supplies is \$1,021,291.

A further review of all Department accounts (excluding the Water & Sewer Enterprise) has also indicated that a surplus of \$170,000 exists within the wages and salaries accounts. Application of these funds by internal transfer to the snow and ice overtime account as detailed on the attached Appropriation Transfer Request will leave a deficit balance of \$851,291.

The Department of Public Works respectfully requests your consideration and approval of the attached Request for Appropriation Transfer in the amount of \$170,000 and the attached Reserve Fund Transfer in the amount of \$851,291 for transmittal to the Advisory Committee for further approval as required.

Sincerely,

Erin Gallentine

Erin Chute Gallentine
Commissioner of Public Works

Cc: Melvin Kleckner, Town Administrator
Melissa Goff, Deputy Town Administrator
Advisory Committee



TOWN OF BROOKLINE

REQUEST FOR RESERVE FUND TRANSFER

To the Select Board:

DATE: June 16, 2021

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

DEPARTMENT: Department of Public Works

TOTAL TRANSFER REQUESTED: \$851,291

ORG. #: <u>42004230</u>	ACCT. #: <u>510300</u>	AMOUNT: <u>144,411</u>
ORG. #: <u>42004230</u>	ACCT. #: <u>522070</u>	AMOUNT: <u>12,276</u>
ORG. #: <u>42004230</u>	ACCT. #: <u>523070</u>	AMOUNT: <u>1,649</u>
ORG. #: <u>42004230</u>	ACCT. #: <u>524010</u>	AMOUNT: <u>360,893</u>
ORG. #: <u>42004230</u>	ACCT. #: <u>533210</u>	AMOUNT: <u>188</u>
ORG. #: <u>42004230</u>	ACCT. #: <u>534110</u>	AMOUNT: <u>151,826</u>
ORG. #: <u>42004230</u>	ACCT. #: <u>534220</u>	AMOUNT: <u>3,930</u>
ORG. #: <u>42004230</u>	ACCT. #: <u>534230</u>	AMOUNT: <u>174,600</u>
ORG. #: <u>42004230</u>	ACCT. #: <u>558005</u>	AMOUNT: <u>1,518</u>

DESCRIPTION (or attach memorandum):

Pursuant to the adoption of Chapter 44, section 31D of Massachusetts General Law by the Town
Administrator, the Department of Public Works has incurred additional budget expenses of
\$1,021,291 for snow and ice control for the winter of 2020 – 2021. Internal DPW transfers of
\$170,000 from surplus salaries have reduced the Reserve Fund Transfer request to \$851,291.
(See attached memorandum to Select Board)

Erin Gallentine
DEPARTMENT HEAD

APPROVED:

Julia A. Shal
SELECT BOARD

TOWN OF BROOKLINE

REQUEST FOR APPROPRIATION TRANSFER

To the Select Board:

DATE: June 16, 2021

Authority is hereby requested for permission to make the following transfer(s) within the appropriation for the Department of Public Works

	<u>ORG #</u>	<u>ORG NAME</u>	<u>OBJECT #</u>	<u>OBJ NAME</u>	<u>AMOUNT</u>
FROM:	<u>42004220</u>	<u>Roadways</u>	<u>510101</u>	<u>Salaries</u>	<u>50,000.00</u>
TO:	<u>42004230</u>	<u>Snow & Ice</u>	<u>510341</u>	<u>Overtime</u>	<u>50,000.00</u>
REASON:	<u>To fund a portion of the Snow & Ice Deficit for FY2021</u>				
FROM:	<u>46004650</u>	<u>Public Grounds</u>	<u>510101</u>	<u>Salaries</u>	<u>40,000.00</u>
TO:	<u>42004230</u>	<u>Snow & Ice</u>	<u>510341</u>	<u>Overtime</u>	<u>40,000.00</u>
REASON:	<u>To fund a portion of the Snow & Ice Deficit for FY2021</u>				
FROM:	<u>460004651</u>	<u>School Grounds</u>	<u>510101</u>	<u>Salaries</u>	<u>30,000.00</u>
TO:	<u>42004230</u>	<u>Snow & Ice</u>	<u>510341</u>	<u>Overtime</u>	<u>30,000.00</u>
REASON:	<u>To fund a portion of the Snow & Ice Deficit for FY2021</u>				
FROM:	<u>40004010</u>	<u>Administration</u>	<u>510101</u>	<u>Salaries</u>	<u>50,000.00</u>
TO:	<u>42004230</u>	<u>Snow & Ice</u>	<u>510341</u>	<u>Overtime</u>	<u>50,000.00</u>
REASON:	<u>To fund a portion of the Snow & Ice Deficit for FY2021</u>				
FROM:	_____	_____	_____	_____	_____
TO:	_____	_____	_____	_____	_____
REASON:	_____				

Erin Gallentine

DEPARTMENT HEAD

NOTE: IN ADDITION TO SELECTMEN APPROVAL, THE FOLLOWING TRANSFERS REQUIRE ADVISORY COMMITTEE APPROVAL:

- (1) From Capital (5A); (2) To Personnel (51); (3) Building Dept Transfers of more than \$10,000 to or from Repairs to Public Buildings (522400), unless coming from or going to Public Building Maintenance Supplies (532030); (4) From the Parks & Open Space Division to any other division of DPW; and (5) From the Snow & Ice budget to any other division of DPW.

SELECT BOARD

OFFICE OF SELECT BOARD

MEMORANDUM

TO: Select Board
FROM: Justin Casanova-Davis, Assistant Town Administrator
RE: FY21 End of Year Reserve Fund Transfer Requests
DATE: July 2, 2021

As part of the End of Year process, a complete review of expenditures for the Town Clerk and Town Meeting account indicates that a Reserve Fund Transfer is necessary to cover expenditures for this past fiscal year.

The Town Clerk's office requires a Reserve Fund Transfer of \$200,000 to cover payroll expenditures for this past fiscal year. As the Board is aware, the Town Clerk's office had several elections to run during the pandemic. Staff within the office had additional overtime expenses to provide for the mail-in balloting, early and in-person voting process for this past fiscal year. The office also hired significantly more personnel to assist as poll workers this past fiscal year to provide assistance and ensure that the voting process was done safely and proficiently. In addition to their customary poll duties, many poll workers assisted with the mail-in balloting process.

Additionally, the Town Meeting account requires a Reserve Fund Transfer of \$20,000 to cover payroll and professional/technical service expenditures associated with Town Meeting. These expenses are associated with the additional days and length of Town Meeting nights this past fiscal year. They account for additional compensation for staff working Town Meeting and Communication Access Realtime Translation services, which provide instantaneous translation of what is being said into a visual print display so that it can be read. This was a reasonable accommodation for Town Meeting members who may be deaf or hard of hearing individuals.

Thus to complete the end-of-year fiscal process, we request your consideration and approval of the attached Reserve Fund Transfer in the amount of \$200,000 for the Town Clerk Department and \$20,000 for Town Meeting accounts for transmittal to the Advisory Committee for further approval as required.

Recommended Action

VOTED:

That the Select Board approve the transmittal to the Advisory Committee for a Reserve Fund Transfer of \$200,000 for the Town Clerk Department.

That the Select Board approve the transmittal to the Advisory Committee for a Reserve Fund Transfer of \$20,000 for the Town Meeting account.

CC: Ben Kaufman, Town Clerk
Advisory Committee

TOWN OF BROOKLINE



Request for Reserve Fund Transfer

To the Board of Selectmen:

Date: 7/2/21

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

Department Town Clerk Total Transfer Requested \$ 200,000

Org # 16201620 Object # 510101 AMOUNT \$ 200,000

Org # _____ Object # _____ AMOUNT \$ _____

Org # _____ Object # _____ AMOUNT \$ _____

Org # _____ Object # _____ AMOUNT \$ _____

Org # _____ Object # _____ AMOUNT \$ _____

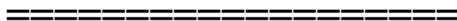
Justin Casanova-Davis

Department Head

Approved:

Board of Selectmen

TOWN OF BROOKLINE



Request for Reserve Fund Transfer

To the Board of Selectmen:

Date: 7/2/2021

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

Department Town Meeting Account Total Transfer Requested \$ 20,000

Org # 98909850 Object # 524010 AMOUNT \$ 20,000

Org # _____ Object # _____ AMOUNT \$ _____

Org # _____ Object # _____ AMOUNT \$ _____

Org # _____ Object # _____ AMOUNT \$ _____

Org # _____ Object # _____ AMOUNT \$ _____

Justin Casanova-Davis

Department Head

Approved:

Board of Selectmen

FY19 RESERVE FUND STATUS

FY21 APPROPRIATION	3,620,855
---------------------------	------------------

APPROVED

Ice Rink	205,000
Town COVID testing	200,000
School COVID testing	300,000

TOTAL APPROVED	705,000
TOTAL BALANCE (\$)	2,915,855
TOTAL BALANCE (%)	80.5%

REQUESTS

Snow and Ice	851,291
Town Clerk	200,000
Town Meeting	20,000

TOTAL REQUESTS	1,071,291
----------------	-----------

BALANCE (\$) IF APPROVED	1,844,564
BALANCE (%) IF APPROVED	50.9%