

**Town of Brookline
Advisory Committee Minutes**

July 13, 2019

Present: 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 Kanés, Bobbie Knable, Carol Levin, Pamela Lodish, Donnelle O’Neal, Susan Park, David Pollak, Carlos Ridruejo, Michael Sandman, Lee Selwyn, Kim Smith, Claire Stampfer, Paul Warren, Robert Weintraub, Christine Westphal, Neil Wishinsky

Absent:

Also Attending: Assistant Town Clerk Linda Golburgh, Jeffery Nutting also representing the Town Clerk’s Office, TMM Moderator Sandy Gadsby, Fire Chief John Sullivan, Deputy Superintendent for Administration and Finance Maryellen Normen, Director of Human Resources Ann Braga, Assistant Town Administrator Justin Casanova-Davis, John VanScoyoc, Mark Izeman, Mark Gray, 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.

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

Linda Golburgh, Assistant Town Clerk swore in all new and re-appointed members. She will be mailing out yellow oath of office cards and packet receipts and requested that they be signed and returned to her office as soon as possible.

The Moderator noted that we have a full committee w/statutory maximum of 30 members. There are representatives from all precincts covered with the exception of Precinct 10, although Bobbie Knable, an at-large member, is from that precinct. The Advisory Committee is comprised of 13 women and 17 men. He noted that he strives to have a committee that is diverse and is a good mixture of viewpoints and professional skill sets. The Moderator noted that he is always seeking new members that have these qualities.

Regarding attendance the by-law states that if you miss more than 7 scheduled meetings, you may be removed however there is some leeway if absences are noticed in advance or for emergency situations.

The Moderator reviewed the Open Meeting Law regulations. You may find out when the next session of Open Meeting Law Training will take place by Town Counsel. A special session may be requested on an earlier date if there is enough interested.

Regarding communications, using the TMMA Listserv should be discouraged especially regarding issues that have come or may come before the Committee. The Committee is subject to the Open Meeting Law and even if you are just commenting on things that have already been discussed in public meetings or on the listserv itself, it is just too risky to go on there. Do not comment, take positions or advocate on the TMMA Listserv. As far as other social media such as Twitter or Facebook, it is pretty much a wide open door; you can express any opinions without risking violation of the Open Meeting Law unless you address your comments to other members of the Committee. In the case of having something you posted then forwarded to the TMMA list, there is no violation.

Additional rules about participation in other organizations – You may not serve on the AC and be in an executive capacity (President, Vice President) in any advocacy group within the Town – Green Caucus and PAX; does not include neighborhood associations. No conflict with CTOS – organizational structure and town governance.

The Advisory Committee is first and foremost a finance committee and your primary responsibility is to act as the financial sieve through which all financial expenditures for the Town will be passed. Please keep this in mind. It is important that this body scrutinize, adjust, and comment on appropriations and budget proposals that come before you to determine if they are appropriate for different projects.

For issues that are not financial in terms of Warrant Articles, the Advisory Committee should be able to abstain from taking a position and may want to consider position this going forward. There is a reasonable argument to be made for the AC not to take a position on other articles such as apologies, statements, resolutions and the like and not necessary to provide recommendation to Town Meeting.

The Moderator reiterated that this is a suggestion that the Committee should consider in its own deliberations, i.e. whether it is necessary to take a position. The Advisory Committee should not get embroiled in political frays in the Town. The bedrock rule is you do not communicate over the TMMA listserv regarding substantive matters that are likely to come before the Committee.

Moderator: Requested nominations for Chair of AC for 2021

Nomination: Michael Sandman

A **MOTION** was made and seconded to nominate Michael Sandman as Chair of the AC.

By a roll-call **VOTE** of 29 in favor, none opposed, and one abstention, the Advisory Committee approved the election of Michael Sandman as Chair of the AC.

The Moderator turned the meeting over to the Chair.

Chair: Requesting nominations for Vice-Chair of AC for 2021

Nomination: Carla Benka

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

By a **VOTE** of 29 in favor, none opposed and one abstention, the Advisory Committee approved the election of Carla Benka Vice-Chair of the AC.

Chair: Requesting nominations for Secretary of AC for 2021

Nomination: Lisa Portscher

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

By a **VOTE** of 30 in favor, none opposed, and no abstentions, the Advisory Committee approved the election of Lisa Portscher as Secretary of AC.

1. Review, discussion and possible vote on a Reserve Fund Transfer request from the Town Clerk's Office for \$109,893 to FY20 salary account for a deficit caused by the COVID crisis and shortage of personnel.

Justin clarified that Towns are allowed to do transfers within 15 days of a new fiscal year without having an impact on the FY21 budget. He also explained the discrepancy between the deficit and the request.

Jeff Nutting – the request is self-explanatory – the shortage of personnel and the need to hire temporary people at the polls.

Question and Comments

Q: For elections in September and November, the governor suggests allowing voters to drop off ballots outside of voting areas. What are your thoughts for this? A: We are in the process of using our own mailbox (previously the Treasurer's mailbox). There will be in person early voting beginning Aug 22nd and regular in-person voting. We will be back with another RFT for FY21 for additional staffing.

Q: Appreciate what you did for the last election. When I received the early voting file – date received field is plugged with the date sent information. Fundamental that this be fixed and will it be repaired? A: It is already fixed.

Q: If a voter requests an absentee ballot and one early voting ballot, is there a way to winnow out to one vote? A: Many people have sent requests for primary and general election already, the AG is to send out a mail in voter request for everyone who hasn't asked for a ballot. You can't count ballots – the first one that gets recorded is the one that counts, the machine won't allow a second vote from the same person to be counted.

Q: In terms of the absence of the Town Clerk, which is a publicly elected position, how do we handle or should we as a finance committee be thinking about the future since this has to do with overtime. Some is hidden and some is clear. But how can we protect ourselves in the future when someone has been elected. How do we manage our budget responsibly? A: Ann Braga responded that there is no specific language in the law about elected employees who cannot work. We cannot offer the options – retirement (age discrimination), disability insurance (disability discrimination). Not sure if we could do something with local by-laws or if you would have to do something with General Laws.

You may want to consider whether you want to continue to have it be an elected position. No current transition plan. It also takes 2-3 years to learn the job and could end up with someone with no experience. It is important to have these conversations.

Q: Newbury College vote by the Select Board could result in override vote in September; wouldn't this be costly? A: Very confusing for voters; Linda and Jeff have respectfully requested that the Select Board change the date to add the question to the ballot for the election in November to avoid having to have an additional election and possible confusion for the voters. The Town Meeting would have to revisit their June vote in November but I don't think we (Town Clerk's office) could handle over 50,000 pieces of mail in 4 weeks.

No impact on agreements with Welltower as November is built into MOU and reloading borrowing authorization.

Q: Costs of the upcoming elections because we need to assume people will have to practice social distancing, etc. Will those costs or what percent will be covered by the CARES Act? A: A good amount of these costs in terms of supplies and the mailbox will be covered by the CARES Act because they were unbudgeted and unintended. We will also submit postage for the mail-in ballots and we will be seeking reimbursement.

Q: How much more expensive was the last election compared to others? And have we fixed the confusing issue with the ballot about address and postage so people won't have to guess? A: A first class stamp gets the ballot delivered to us. The address is 333 Washington Street and that will be on the ballot. Return envelopes will have all the same address. The State is doing prepaid stamps for the application and the ballot. The costs were all about expenses – COVID, Plexiglas, face shields, sanitizer, face masks, overtime for cleaning, mailings about change in voting times, printing costs, and additional staffing for those who couldn't come – elections going forward will be back to regular times and that will be on the staff. Over \$50K for expenses related to COVID and need to look at personnel costs. A regular election typically costs about \$85K.

Q: When Welltower goes on the ballot, you have 16 year olds who will be able to vote for that. A: That legislation hasn't passed yet. And yes we would like to get everyone's requests for a ballot sooner rather than later. Download it from the Sec of State or the Town and request all.

Staff is required to work overtime during elections and 2-3 staff people have to be in the Clerk's office. We get reimbursed for early voting but we will see. A combination of overtime but for gear up of stuffing envelopes the majority will be with part time staff.

Q: What is the rule in MA for when a ballot needs to be postmarked by? A: Mail In early voting 5 pm the Wednesday before (Primary by 8pm Election Day and November elections postmarked by Election Day and in the office by the 6th). Changed for two elections and will return to old way afterward. The people who requested absentee ballot on the Friday before election couldn't vote. Postmarked by Election Day and received by November 6th.

Q: Who pays for the postage – the Town or the State? A: The State is allegedly going to pay for the application and the ballot.

A **MOTION** was made and seconded to recommend approval the following transfer:

VOTED by a roll-call **VOTE** of 29 in favor, none opposed and no abstentions:

That the Advisory Committee approves a Reserve Fund Transfer of \$109,893 to FY20 salary account for a deficit caused by the COVID crisis and shortage of personnel in the Town Clerk's Office.

2. Review, discussion and possible vote on a Reserve Fund Transfer request from the Fire Department for \$76,831 and Request for Appropriation Transfer in the amount of \$67,727.

Justin explained the rationale for the Reserve Fund Transfer the substance of which is found RFT request memo.

A **MOTION** was made and seconded to recommend approval the following transfers:

VOTED by a roll-call **VOTE** of 29 in favor, none opposed, and no abstentions:

That the Advisory Committee approves a Reserve Fund Transfer of \$76,831 for the Fire Department;

That the Advisory Committee approves the transfer within the Fire Department of \$67,727 from Services, Supplies, and Other Charges to Permanent Full Time Salaries in the Fire Department budget.

The Chief updated the Committee that 5 members of the department had been diagnosed with COVID and 44 fire fighters had to be in quarantine. But everyone is back to work and they are doing very well.

3. Review, discussion and possible vote on a Reserve Fund Transfer request from the School Department of the balance of the Vocational Education Account (29902990) of approximately \$43,159 to 313099-524631 offset transportation costs for out of district students.

MaryEllen explained she is still finishing identifying specific accounts and transfers to be made. Again, If PSB does not need the \$100,000 to cover the Special Revenue Fund deficits, then she will not be using the RFT dollars. The ending balance in the operating budget has been a moving target as year-end closed and Cares Act Funds are being transferred.

Questions and Comments

Q: \$97,000 for transportation for three students? A: Tuition cost AND transportation. Budget for three students and only one is going.

Q: Upcoming expenses for the school related to COVID – covered by CARES or other money beyond Town funds and will you have an estimate of those costs? A: Timing – we don't have the timing of what we are delivering for next year. That decision will come out from the State by first or second week of August so trying to anticipate costs and looking for CARES Act funds of up to \$225 per student perhaps.

A **MOTION** was made and seconded to recommend approval the following transfer:

VOTED by a roll-call **VOTE** of 29 in favor, none opposed, and no abstentions:

That the Advisory Committee approves a Reserve Fund Transfer from the School Department of \$43,159 to offset transportation costs for out of district students.

The Chair introduced the three new Advisory Committee members – David Pollak, Susan Park, and Robert Weintraub who each in turn shared a bit about themselves.

Upon a **MOTION** made and seconded to adjourn, and voted unanimously, the meeting was adjourned at 8:50 pm.

Documents Presented:

- Advisory Committee Membership List, FY 21
- Advisory Committee Phone List, FY21
- Advisory Committee Subcommittee Assignments, FY21
- FY20 Town Clerk Department Reserve Fund Transfer Memo
- FY20 Fire Department Reserve Fund Transfer Memo
- June 16 Memo from School Committee Mary Ellen Normen, Deputy Superintendent for Administration and Finance regarding Re-appropriation of Fund

Vote Tally Sheet								
	Attendance	Vote 1	Vote 2	Vote 3	Vote 4	Vote 5	Vote 6	Vote 7
# Votes Yes	30	29	29	30	29	29	29	6
# Votes No		0	0	0	0	0	0	22
# Votes Abstain		1	1	0	0	0	0	1
Vote Description:		Chair of the AC	Vice Chair of the AC	Secretary of the AC	Fire Dept Transfers	Town Clerk Dept Transfer	Schools Voc-Tech Transfer	To call the question on Town Clerk Transfer
	<i>Present</i>							
Carla Benka	P	Y	A	Y	Y	Y	Y	N
Ben Birnbaum	P	Y	Y	Y	Y	Y	Y	N
Harry Bohrs	P	Y	Y	Y	Y	Y	Y	N
Cliff Brown	P	Y	Y	Y	Y	Y	Y	Y
John Doggett	P	Y	Y	Y	Y	Y	Y	Y
Dennis Doughty	P	Y	Y	Y	Y	Y	Y	N
Harry Friedman	P	Y	Y	Y	Y	Y	Y	N
Janet Gelbart	P	Y	Y	Y	Y	Y	Y	N
David-Marc Goldstein	P	Y	Y	Y	Y	Y	Y	N
Neil Gordon	P	Y	Y	Y	Y	Y	Y	N
Susan Granoff	P	Y	Y	Y	Y	Y	Y	N
Amy Hummel	P	Y	Y	Y	Y	Y	Y	N
Alisa Jonas	P	Y	Y	Y	Y	Y	Y	Y
Janice Kahn	P	Y	Y	Y	Y	Y	Y	N
Steve Kanes	P	Y	Y	Y	Y	Y	Y	Y
Bobbie Knable	P	Y	Y	Y	Y	Y	Y	N
Carol Levin	P	Y	Y	Y	Y	Y	Y	Y
Pam Lodish	P	Y	Y	Y	Y	Y	Y	N
Donnelle O'Neal	P	Y	Y	Y	Y	Y	Y	A
Susan Park	P	Y	Y	Y	Y	Y	Y	N
David Pollak	P	Y	Y	Y	Y	Y	Y	N

Carlos Ridruejo	P	Y	Y	Y	Y	Y	Y	N
Lee Selwyn	P	Y	Y	Y	Y	Y	Y	N
Kim Smith	P	Y	Y	Y	Y	Y	Y	N
Claire Stampfer	P	Y	Y	Y	Y	Y	Y	N
Paul Warren	P	Y	Y	Y	Y	Y	Y	Y
Robert J. Weintraub	P	Y	Y	Y	Y	Y	Y	N
Christine Westphal	P	Y	Y	Y	Y	Y	Y	N
Neil Wishinsky	P	Y	Y	Y	Y	Y	Y	N
Mike Sandman	P	A	Y	Y				

OFFICE OF SELECT BOARD

MEMORANDUM

TO: Select Board
FROM: Justin Casanova-Davis, Assistant Town Administrator
RE: **FY20 Fire Department Reserve Fund Transfer**
DATE: July 10, 2020

At the close of the last fiscal year, the Select Board was notified that the Fire Department's FY20 budget would merit further discussion and review due to the return of Firefighter Alston to the payroll. This year there was an additional unanticipated payment of \$60,061 from the fire department budget made to Firefighter Alston in relation to interest for the back pay that he had received.

Now that the last payroll for FY has posted, a review of the Fire Department's wages and salaries account shows a total deficit of \$331,375. \$124,732 of this deficit is related to Overtime for CV-19 efforts. Those expenses are eligible for FEMA and CARES reimbursement and will be transferred to a newly established FEMA reimbursement account. An additional \$42,085 is related to a special buyout that was offered to firefighters who missed their vacation from March through May due to COVID19 staffing restrictions . When you factor in these expenses, the total deficit for the FY is \$144,558.

A review of all of the department's accounts indicates that there is \$67,727 available in non-personnel accounts, which will be used to offset that deficit. Application of these funds via transfer, as detailed on the attached Appropriation Transfer Request form, leaves a deficit balance of \$76,831.

The Fire Department requests your consideration and approval of the attached Request for Appropriation Transfer in the amount of \$67,727 and the attached Reserve Fund Transfer in the amount of \$76,831 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 \$76,831 for the Fire Department.

That the Select Board approve the transmittal to the Advisory Committee of \$67,727 within the Fire Department from Services, Supplies, Other Charges, and Capital to Permanent Full-Time Salaries.

TOWN OF BROOKLINE

Request for Reserve Fund Transfer

To the Board of Selectmen:

Date: 7/10/20

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

Department Fire Department Total Transfer Requested \$ 76,831

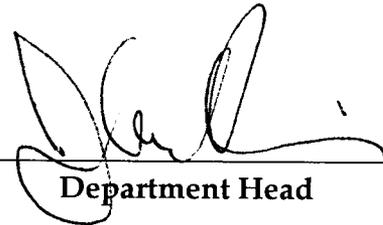
Org # 22002060 Object # 510101 AMOUNT \$ 76,831

Org # _____ Object # _____ AMOUNT \$ _____

Org # _____ Object # _____ AMOUNT \$ _____

Org # _____ Object # _____ AMOUNT \$ _____

Org # _____ Object # _____ AMOUNT \$ _____



Department Head

Approved:

Board of Selectmen

TOWN OF BROOKLINE

REQUEST FOR APPROPRIATION TRANSFER

DATE: 7/10/2020

To the Board of Selectmen:

Authority is hereby requested for permission to make the following transfer(s) within the appropriation for the Fire Department Name

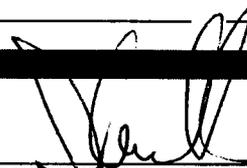
	<u>ORG #</u>	<u>ORG NAME</u>	<u>OBJECT #</u>	<u>OBJ NAME</u>	<u>AMOUNT</u>
FROM:	<u>22002010</u>	<u>Fire Admin.</u>	<u>522040</u>	<u>P. Safety Equip</u>	<u>32,699</u>
TO:	<u>22002060</u>	<u>Fire Training</u>	<u>510101</u>	<u>Perm. Sal</u>	<u>32,699</u>

FROM:	<u>22002010</u>	<u>Fire Admin.</u>	<u>534230</u>	<u>M.Vehicle Supply</u>	<u>29,975.00</u>
TO:	<u>22002060</u>	<u>Fire Training</u>	<u>510101</u>	<u>Perm. Sal</u>	<u>29,975.00</u>

FROM:	<u>22002010</u>	<u>Fire Admin.</u>	<u>551099</u>	<u>Ed. Training</u>	<u>2,369.00</u>
TO:	<u>22002060</u>	<u>Fire Training</u>	<u>510101</u>	<u>Perm. Sal</u>	<u>2,369.00</u>

FROM:	<u>22002010</u>	<u>Fire Admin</u>	<u>5A0003</u>	<u>P. Safety Equip</u>	<u>2,684</u>
TO:	<u>22002060</u>	<u>Fire Training</u>	<u>510101</u>	<u>Perm. Sal.</u>	<u>2,684</u>

FROM:	_____	_____	_____	_____	_____
TO:	_____	_____	_____	_____	_____



 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); (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.

_____	_____
_____	_____

BOARD OF SELECTMEN

07/09/2020 18:23
jcasanovadavis

TOWN OF BROOKLINE-liveSQL
YEAR-TO-DATE BUDGET REPORT

P 1
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FOR 2020 13

ACCOUNTS FOR: 162 TOWN CLERK	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
51 SALARIES							
510101 PERMANENT FULL TIME	383,403.00	6,944.00	390,347.00	391,245.28	.00	-898.28	100.2%
510102 PERMANENT PART TIME	4,500.00	.00	4,500.00	2,358.25	.00	2,141.75	52.4%
510201 TEMPORARY FULL TIME	139,500.00	.00	139,500.00	136,258.11	.00	3,241.89	97.7%
510300 OVERTIME PAY	10,210.00	203.00	10,413.00	114,146.69	.00	-103,733.69	1096.2%
510901 PART TIME TEMPORARY SAL	2,500.00	.00	2,500.00	29,542.50	.00	-27,042.50	1181.7%
513044 LONGEVITY PAY	2,650.00	.00	2,650.00	2,650.00	.00	.00	100.0%
514501 EXTRA COMPENSATION-NON RE	2,000.00	.00	2,000.00	16,540.05	.00	-14,540.05	827.0%
515059 A DAY BUYOUT	.00	.00	.00	3,035.32	.00	-3,035.32	100.0%
515501 CLOTHING-UNIFORM ALLOWANC	1,650.00	.00	1,650.00	1,650.00	.00	.00	100.0%
TOTAL SALARIES	546,413.00	7,147.00	553,560.00	697,426.20	.00	-143,866.20	126.0%
52 OUTSIDE SERVICES							
522010 OFFICE EQUIP R & M	1,000.00	.00	1,000.00	166.00	.00	834.00	16.6%
523011 COPY EQUIP RENTAL/LEASES	3,472.00	.00	3,472.00	3,427.48	.00	44.52	98.7%
523070 MOTOR VEHICLE/EQUIP RNTL	5,500.00	.00	5,500.00	5,933.46	66.54	-500.00	109.1%
524010 PROFESSIONAL/TECH SERVICE	23,600.00	.00	23,600.00	38,347.44	492.01	-15,239.45	164.6%
524020 LEGAL SERVICES	1,500.00	.00	1,500.00	491.60	.00	1,008.40	32.8%
525002 WIRELESS COMMUNICATIONS	1,000.00	.00	1,000.00	420.00	.00	580.00	42.0%
525022 POSTAGE	25,000.00	.00	25,000.00	12,454.00	240.00	12,306.00	50.8%
525030 PRINTING SERVICES	25,300.00	6,527.88	31,827.88	16,199.55	8,000.00	7,628.33	76.0%
525060 ADVERTISING SERVICES	4,000.00	.00	4,000.00	5,289.06	2,417.20	-3,706.26	192.7%
528080 SUBSCRIPTIONS	4,500.00	.00	4,500.00	5,774.62	1,299.88	-2,574.50	157.2%
TOTAL OUTSIDE SERVICES	94,872.00	6,527.88	101,399.88	88,503.21	12,515.63	381.04	99.6%
53 SUPPLIES							
531012 OFFICE SUPPLIES	7,750.00	.00	7,750.00	5,925.50	234.34	1,590.16	79.5%
531025 ELECTION/VOTING MACHINE S	.00	.00	.00	.00	300.00	-300.00	100.0%
533210 MEALS & RECEPTIONS	10,000.00	.00	10,000.00	10,169.55	756.02	-925.57	109.3%
TOTAL SUPPLIES	17,750.00	.00	17,750.00	16,095.05	1,290.36	364.59	97.9%
55 OTHER CHARGES							

07/09/2020 18:23
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TOWN OF BROOKLINE-livesQL
YEAR-TO-DATE BUDGET REPORT

P 2
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FOR 2020 13

ACCOUNTS FOR: 162 TOWN CLERK	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
552090 OTHER TRAVEL	1,950.00	.00	1,950.00	.00	.00	1,950.00	.0%
553010 PROFESSIONAL DUES/MEMBERS	500.00	.00	500.00	175.00	.00	325.00	35.0%
TOTAL OTHER CHARGES	2,450.00	.00	2,450.00	175.00	.00	2,275.00	7.1%
5A BUDGETTED CAPITAL							
5A0017 LEASED COMPUTER EQUIPMENT	1,280.00	.00	1,280.00	949.56	.00	330.44	74.2%
TOTAL BUDGETTED CAPITAL	1,280.00	.00	1,280.00	949.56	.00	330.44	74.2%
TOTAL TOWN CLERK	662,765.00	13,674.88	676,439.88	803,149.02	13,805.99	-140,515.13	120.8%

07/09/2020 18:23
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TOWN OF BROOKLINE-liveSQL
YEAR-TO-DATE BUDGET REPORT

P 3
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FOR 2020 13

ACCOUNTS FOR: 16S	TOWN CLERK SPEC REV	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
<u>52 OUTSIDE SERVICES</u>								
525022	POSTAGE	.00	725.00	725.00	725.00	.00	.00	100.0%
	TOTAL OUTSIDE SERVICES	.00	725.00	725.00	725.00	.00	.00	100.0%
<u>53 SUPPLIES</u>								
531012	OFFICE SUPPLIES	.00	1,500.00	1,500.00	704.17	410.80	385.03	74.3%
	TOTAL SUPPLIES	.00	1,500.00	1,500.00	704.17	410.80	385.03	74.3%
	TOTAL TOWN CLERK SPEC REV	.00	2,225.00	2,225.00	1,429.17	410.80	385.03	82.7%

07/09/2020 18:23
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TOWN OF BROOKLINE-liveSQL
YEAR-TO-DATE BUDGET REPORT

P 4
glytddbud

FOR 2020 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	662,765.00	15,899.88	678,664.88	804,578.19	14,216.79	-140,130.10	120.6%

** END OF REPORT - Generated by Justin Casanova-Davis **

REPORT OPTIONS

	Field #	Total	Page Break
Sequence 1	3	Y	Y
Sequence 2	10	Y	N
Sequence 3	11	Y	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORT

Includes accounts exceeding 0% of budget.

Print totals only: Y

Print Full or Short description: F

Print full GL account: N

Format type: 2

Double space: N

Suppress zero bal accts: Y

Include requisition amount: Y

Print Revenues-Version headings: N

Print revenue as credit: Y

Print revenue budgets as zero: N

Include Fund Balance: N

Print journal detail: N

From Yr/Per: 2019/ 5

To Yr/Per: 2019/ 5

Include budget entries: Y

Incl encumb/liq entries: Y

Sort by JE # or PO #: J

Detail format option: 1

Include additional JE comments: N

Multiyear view: D

Amounts/totals exceed 999 million dollars: N

Year/Period: 2020/13

Print MTD Version: N

Roll projects to object: N

Carry forward code: 1

Find Criteria

Field Name	Field Value
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Org	162*
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Object	5*
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Project	
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Rollup code	
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Account type	
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Account status	
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July 10, 2020

To: Brookline Select Board, Advisory Committee
From: Linda Golburgh, Assistant Town Clerk, Jeffrey Nutting, Town Clerk's Office
Subject: FY20 Budget Deficit



We are writing to request a transfer of funds to our FY 20 Salary account to cover the deficit created by the COVID Crisis and a shortage of personnel.

As you may know the Town Clerk has been on medical leave since January 2020 and as an elected official continues to draw his salary. As a result of that vacancy and the additional cost to run the election we exceeded our budget.

The additional cost include hiring an employee to assist in the office in the Clerk's absence and the need to increase staff do to an overwhelming response to mail in voting and the time it took to process over 12,000 pieces of mail.

Please be advised we expect to have a deficit for FY 21 due to the same ongoing issues.

We are happy to answer any questions that you may have.

TOWN OF BROOKLINE

Request for Reserve Fund Transfer

To the Board of Selectmen:

Date: 7/10/20

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

Department Town Clerk Total Transfer Requested \$ 109,893

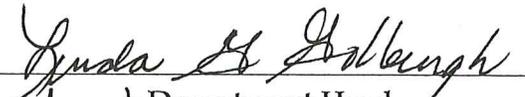
Org # 16201620 Object # 510300 AMOUNT \$ 109,893

Org # _____ Object # _____ AMOUNT \$ _____

Org # _____ Object # _____ AMOUNT \$ _____

Org # _____ Object # _____ AMOUNT \$ _____

Org # _____ Object # _____ AMOUNT \$ _____



Assist. Department Head

Approved:

Board of Selectmen



THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS 02445

PHONE 617-730-2425
FAX 617-730-2108

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.

FY19 RESERVE FUND STATUS

FY20 APPROPRIATION	2,689,494
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APPROVED

Planning - Newbury College Study	100,000
Schools - 2 Clark Road	166,628
Parks - Rink Chiller replacement	65,565
COVID RFT 1	25,000
COVID RFT 2	350,000
COVID RFT 3	188,000
COVID RFT 4	253,102
Snow & Ice	236,024
Davis Path	850,000
Schools	100,000

TOTAL APPROVED	2,334,319
TOTAL BALANCE (\$)	355,175
TOTAL BALANCE (%)	13.2%

REQUESTS

Town Clerk RFT	109,893
Fire RFT	76,831

TOTAL REQUESTS	186,724
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BALANCE (\$) IF APPROVED	168,451
BALANCE (%) IF APPROVED	6.3%

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Brookline Advisory Subcommittee Assignments FY21

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Carla Benka, Vice-Chair	rcvben@earthlink.net	617-277-6102

ADMINISTRATION AND FINANCE *Advisory Committee, Conditions of Appropriation, Debt and Interest, Finance, Information Technology, Selectmen, Town Clerk, Unclassified*

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