Vote and Notice of 2020 Annual Town Meeting

On motion it was,

Moved: That pursuant to Section 8(b) of Chapter 92 of the Acts of 2020 and the June 8, 2020 written request of Town Moderator Edward N. Gadsby, Jr., the 2020 Annual Town Meeting shall be held remotely by means of the Zoom video conferencing platform combined with telephone conference calling as requested by the Moderator.

Moved further: That pursuant to Section 8(c) of Chapter 92 of the Acts of 2020 the following notice is, in consultation with the Moderator, hereby approved and issued:

Notice of the 2020 Annual Town Meeting

i. The 2020 Annual Town Meeting shall be held remotely by means of the Zoom video conferencing platform combined with telephone conference calling as requested by Town Moderator Edward N. Gadsby, Jr. in his June 8, 2020 request accompanying this notice.

ii. The 2020 Annual Town Meeting shall be held remotely by such means on June 23, 2020 at 7:00 p.m.

iii. The Moderator, Town Meeting Members, Town officials, and registered voters residing in the Town who have made prior arrangements to participate in the Meeting may access and witness the deliberations and actions taken at the Meeting by following the instructions provided to them in advance by the Town Clerk or the Moderator. Registered voters residing in the Town who wish to participate in the Meeting and have not made prior arrangements to access the Meeting must submit a request to the Town Clerk not later than 7:00 PM on June 21, 2020. All other interested members of the public may view the deliberations and actions taken at the Meeting via the live video streaming service provided by the Brookline Interactive Group at brooklineinteractive.org/live or on local access channels RCN Channel 15 or Comcast Channel 23.

This notice shall be filed and posted in accordance with the requirements of subsection (b) of Section 10A of Chapter 39 of the General Laws, distributed to each Town Meeting member, and publicly posted no later than June 13, 2020.

Aye: Chair Bernard Greene, Select Board member Nancy Heller, Select Board member Heather Hamilton, Select Board member Raul Fernandez, Select Board member John VanScyoc

ATTEST

Melvin Kleckner
Town Administrator

Linda C. Gildburgh
Assistant Town Clerk
BROOKLINE TOWN MODERATOR
REQUEST TO CALL A REMOTE ANNUAL TOWN MEETING

To the Brookline Select Board:

Pursuant to and as described in section 8(a) of Chapter 92 of the Acts of 2020 of The Commonwealth of Massachusetts, I hereby request that the Select Board call for the 2020 Annual Town Meeting to be held through remote participation. In connection with such request, I submit the following information:

1. I have determined that it is necessary and in the best interests of the Town, in view of the COVID-19 pandemic, that the 2020 Annual Town Meeting be held through remote participation of its Town Meeting Members and other participants rather than as an in-person meeting.

2. I have determined that the optimum remote participation platform to use for such meeting is a combination of the Zoom video system and telephone conference call. In addition, members of the general public who wish to view the proceedings may do so via the video streaming service provided by Brookline Interactive Group in real time at brooklineinteractive.org/live or on RCN Channel 15 or Comcast Channel 23.

3. I confirm that I have consulted with the chair of the Brookline Commission on Disability concerning possible accommodations for persons with disabilities who wish to participate in the meeting.

4. I hereby certify that I have tested the aforesaid video and telephone conferencing platform in a series of practice virtual Town Meeting sessions with Town Meeting Members and others, and that its use would satisfactorily enable the Meeting to be conducted in substantially the same manner as if the meeting occurred in person at the Brookline High School auditorium and in accordance with the operational and functional requirements of Chapter 92. Registered voters residing in the Town wishing to participate in the virtual Annual Town Meeting will be required to submit a request to participate to the Town Clerk not less than 48 hours in advance of the Meeting, and the Town Clerk will verify the requester’s voter registration status and provide the requester with instructions for participating in the Meeting.

Respectfully submitted,

/s/ Edward N. Gadsby, Jr., Town Moderator       June 8, 2020

Linda C. Gough
Assistant Town Clerk
SELECT BOARD’S RECOMMENDATION

At their meeting on June 16, 2020 the Select Board voted FAVORABLE ACTION on the following motion:

VOTED: To support the deferral of Warrant Articles 1, 2, 7, 17, 20-24, and 26-42 until the next scheduled town meeting, with the understanding that the Select Board intends to insert each of the deferred articles into the warrant of the next scheduled town meeting. Any article that was previously submitted by petition will be inserted into the warrant of the next scheduled town meeting without the requirement to re-submit a new petition.

ADVISORY COMMITTEE’S SUPPLEMENTAL RECOMMENDATION

Background:
When it became apparent in March that Brookline’s Town Meeting could not safely be an in-person meeting due to the Covid-19 pandemic, the Moderator suggested that any of the 42 articles on the warrant for the 2020 Annual Town Meeting that were not time-sensitive be postponed until the next scheduled Town Meeting.

Discussion:
Articles 1, 2, 7, 17, 20-24 and 26-42 relate to matters that require action at some point by Town Meeting, but none require urgent action. Some concern was expressed that there would additional articles filed for November’s Special Town Meeting, but the Committee agreed with Moderator’s request, although it decided to move consideration of Article 16 (authorizing but not requiring the sales of the Oak St. townhouses) to the Annual Meeting.

Recommendation:
By a vote of 29-0, the Advisory Committee recommends FAVORABLE ACTION on the Select Board motion to defer Warrant Articles 1, 2, 7, 17, 20-24, and 26-42 until the next scheduled town meeting, with the understanding that the Select Board intends to insert each of the deferred articles into the warrant of the next scheduled town meeting.
ARTICLE 4

SELECT BOARD’S SUPPLEMENTAL RECOMMENDATION

This is an annual article required by Section 2.1.4 of the Town’s By-Laws. Due to the COVID-19 response Town Departments were not asked to update the status of their special appropriations, but these were examined in the context of identifying budget capacity under article 8. There is no recommendation for action under this article and therefore the Select Board unanimously voted NO ACTION under article 4.

ADVISORY COMMITTEE’S SUPPLEMENTAL RECOMMENDATION

BACKGROUND:
Section 2.1.4 of the Town’s By-Laws requires that each Annual Town Meeting include a Warrant Article:

- showing the status of all special appropriations, and to ensure that surplus funds, if any, are managed in a timely fashion;

- identifying the unused portion of borrowing authorization that require rescission.

Under State statutes, surplus funds for revenue-financed capital projects are transferred to free cash at the end of the respective fiscal year. Surplus funds from bond-financed capital projects are also transferred to free-cash, unless they are appropriated under a Warrant Article by Town Meeting for a purpose similar to the original borrowing.

DISCUSSION:
This Warrant Article is basically informational as the Town’s Comptroller has the statutory authority and power to close out the accounts without Town Meeting authorization. There are no accounts or bonded items with funds remaining that need to be closed out.

RECOMMENDATION:
By a vote of 26–0–0, the Advisory Committee recommends NO ACTION.
ARTICLE 5

SCHOOL COMMITTEE REPORT AND RECOMMENDATION

State statutes provide that unpaid bills from previous fiscal years may not be paid from the current year’s appropriations without specific approval of Town Meeting. There are two unpaid bills from Simmons College totaling $51,250. The Public Schools of Brookline has up to four interns from Simmons College annually. The interns are paid directly by Simmons College and the district pays Simmons based on received invoices. Signed contracts with Simmons College and the corresponding purchase orders were not generated in order to safeguard and secure funds for payment in each of the fiscal years of FY 2017 and FY 2018. The employees who were receiving the invoices moved from their roles beginning in FY 2017 for which proper transfer of institutional procedures did not occur. In addition, Simmons College did not follow up on past due balances until fall of 2019. They also could not produce properly executed contract agreements with the district by an authorized administrator. The School Committee has reviewed the bills and agrees to the obligation of the Town.

On June 4, 2020, the School Committee VOTED, by a vote of 6 in favor (Ms. Federspiel, Dr. Abramowitz, Ms. Charlupski, Ms. Ditkoff, Mr. Pearlman, and Ms. Scotto), 0 opposed, and 2 abstentions (Ms. Schreiner-Oldham and Ms. Monopoli), to recommend that Town Meeting vote favorably on Article 5.
Warrant Article 7 was submitted before the pandemic turned our lives upside down. We do not have enough budget information to present to Town Meeting, due to the Covid issues, uncertainty surrounding MBTA costs and surrounding the rate of escalation in costs that we had been experiencing before Covid.

The project staff has reviewed the project schedule going forward. If we complete the 90% drawings for Tappan gym, 3rd floor renovation, Tappan street scape, and deferred maintenance by the end of this summer, we will be able to bid those projects, contingent on funding, before the Fall 2020 Town Meeting. Given this timing, the Building Committee voted to recommend deferment of this article and the Select Board incorporated it into their overall motion for postponement of articles.

The Select Board offers no motion under Article 7.
ARTICLE 8

SELECT BOARD’S SUPPLEMENTAL RECOMMENDATION

The Select Board conducted multiple policy discussions with the Town Administrator as he prepared revisions to the initial FY 2021 Budget. Select Board Chair Bernard Greene and Member Ben Franco represented the Select Board at the Town School Partnership meetings with Advisory Committee and School Committee representatives. At these sessions, various revenue projection scenarios for FY 2021 and beyond were reviewed, with the Town Administrator settling on a $12.1 million revenue loss for FY 2021 compared to the initial Budget submitted in February. The Partnership Committee and the Select Board discussed many strategies to mitigate the impacts of reductions in staffing, programs and services that would result from this loss of revenue. It was acknowledged that the budgetary impacts from the COVID-19 crisis will likely extend into FY 2022. As a result, the Town must be careful not to use all of its options and budgetary flexibility in FY 2021 or the budget impacts in FY 2022 could become insurmountable.

The Town Administrator submitted a revised FY 2021 Budget on June 1 (see Supplemental Budget Message previously included in the Combined Reports) that reduced capital expenditures by $3.5 million and allocated the remaining shortfall among the School and Municipal department operations based on the same relative share of the initial FY 2021 Budget submitted in February. On June 2, the Board received a presentation on this revised Budget and convened a public hearing a week later. At the public hearing on June 9, and in the several days that followed, the Board heard strong and persistent public input to enact “Police Defunding” in the wake of the Floyd murder and other incidents. At its meeting on June 16 the Board considered two separate proposals to reduce funding from the Police department budget and reallocate it to other purposes. The first proposal, initiated by Select Board Member Raul Fernandez, sought to reduce the Police budget by $361,943 and reallocate it to the School department budget and for a new Community Engagement Specialist in the Office of Diversity Inclusion and Community Relations (ODICR). This proposal failed to receive a majority vote of the Board. A second proposal offered by Select Board Member John VanScoyoc did pass. This proposal sought to reduce the FY 2021 Police department’s overtime accounts by 20% and to reallocate the resulting $166,066 to restore budget cuts made in various social service departments including Public Health, ODICR, Veterans and Council on Aging.

The Select Board will carefully follow the Advisory Committee’s final deliberations and decisions on the FY 2021 Budget and consider proposing amendments in those areas that differ from the Board’s recommendations.

The Select Board Voted 4-1 In favor of the Town Administrator’s recommended budget with the exception that they are in agreement with the Advisory Committee’s condition
that the $2 million of the OPEB contribution not be transferred into the trust until December 1, 2020.

ROLL CALL VOTE:

Aye:                                         No:
Heller,                                      Fernandez
Greene
Hamilton
VanScoyoc

The motion is as follows:

VOTED: To approve the budget for fiscal year 2021 set forth in the attached Tables I and II, to appropriate the amounts set forth for such fiscal year in the departments and expenditure object classifications within departments, as set forth in Tables I and II, subject to the following conditions; to raise all sums so appropriated, unless other funding is provided herein; and to establish the following authorizations:

1.) TRANSFERS AMONG APPROPRIATIONS: Transfers between the total departmental appropriations separately set forth in Tables 1 and 2 shall be permitted by vote of Town Meeting or as otherwise provided by Massachusetts General Laws Chapter 44, Section 33B(b). Within each separate departmental appropriation, expenditures shall be restricted to the expenditure object classifications set forth in the recommendation of the Advisory Committee, and voted by the Town Meeting, for each department, subject to the following exceptions:

A) Expenditures within the appropriation for the School Department shall not be restricted.

B) The following transfers within the appropriations for each department (other than the School Department and the Library Department), shall be permitted only with the prior written approval of the Select Board and Advisory Committee:

   i) Transfers from the appropriation for the capital outlay object classification to any other object classification.

   ii) Transfers to the appropriation for the personal services object classification from any other object classification.

   iii) Any transfer which has the effect of increasing the number of positions or the compensation for any position, exclusive of adjustments in wages and benefits voted separately by Town Meeting.
v) Transfers within the Department of Public Works from the Parks Division to any other purpose.

vi) Transfers within the Department of Public Works from the Snow and Ice budget to any other purpose.

vii) With respect to item # 23d that $2M of appropriated funds not be transferred to the trust until 12/1/2020

C) Transfers within the Library Department appropriation shall be permitted with the approval of the Board of Library Trustees, and written notice of such approval shall be submitted promptly to the Advisory Committee, Town Administrator and Town Comptroller.

D) All other transfers within the total appropriation for a particular department shall be permitted with the written approval of the Town Administrator, subject to review and approval of the Select Board, and upon the condition that written notice of each such approval shall be submitted promptly to the Advisory Committee and Town Comptroller.

2.) PROCUREMENT CONTRACTS AND LEASES: The Chief Procurement Officer is authorized to lease, or lease with an option to purchase, any equipment or capital item funded within the FY2021 budget, and to solicit and award contracts for terms of not more than four years, provided that in each instance the longer term is determined to be in the best interest of the Town by a vote of the Select Board.

3.) ALLOCATION OF SALARY ADJUSTMENTS: Appropriations for salary and wage adjustments (Item #20) shall be transferred by the Town Comptroller to the various affected departments within (60) days from the beginning of the fiscal year, or in the absence of duly approved collective bargaining agreements, within (60) days of the approval of the collective bargaining agreements by Town Meeting. The Select Board shall determine the salaries, which may include merit adjustments, for employees not included in any collective bargaining agreement.

Should a balance remain after the Town Comptroller has made the transfers specified herein, said balance shall be transferred by the Town Comptroller to a budget line entitled Personnel Services Reserve (Item #19), which shall be used to fund costs incurred over the course of the fiscal year pursuant to employee contracts and/or established personnel policies. The Town Comptroller shall include an accounting of all transfers made from this reserve in the Annual Financial Report.
4.) **STIPENDS / SALARIES OF ELECTED OFFICIALS:** The stipends of members of the Select Board shall be at the rate of $4,500 per year for the Chair and at the rate of $3,500 per year for each of the other four members. The annual salary of the Town Clerk shall be at the rate of $114,585 effective July 1, 2020, plus any adjustment approved by vote of the Select Board. The Town Clerk shall pay all fees received by the Town Clerk by virtue of his office into the Town treasury for Town use.

5.) **VACANT POSITIONS:** No appropriation for salaries, wages, or other compensation shall be expended for any benefit-eligible position which has become vacant during the fiscal year unless the Select Board, at an official meeting, has determined that the filling of the vacancy is either essential to the proper operation of the Town or is required by law. This condition shall not apply to appropriations of the School Department.

6.) **GOLF ENTERPRISE FUND:** The following sums, totaling $1,881,691 shall be appropriated into the Golf Enterprise Fund, and may be expended under the direction of the Park and Recreation Commission, for the operation of the Golf Course:

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Salaries</td>
<td>$689,557</td>
</tr>
<tr>
<td>Purchase of Services</td>
<td>$264,901</td>
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<tr>
<td>Supplies</td>
<td>$340,485</td>
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<tr>
<td>Other</td>
<td>$11,500</td>
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<tr>
<td>Utilities</td>
<td>$103,414</td>
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<tr>
<td>Capital</td>
<td>$95,800</td>
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<tr>
<td>Debt Service</td>
<td>$137,038</td>
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<tr>
<td>Reserve</td>
<td>$25,000</td>
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<tr>
<td><strong>Total Appropriations</strong></td>
<td><strong>$1,667,695</strong></td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$213,996</td>
</tr>
<tr>
<td><strong>Total Costs</strong></td>
<td><strong>$1,881,691</strong></td>
</tr>
</tbody>
</table>

Total costs of $1,881,691 to be funded from golf receipts with $213,996 to be reimbursed to the General Fund for indirect costs.

7.) **WATER AND SEWER ENTERPRISE FUND:** The following sums, totaling $29,239,144, shall be appropriated into the Water and Sewer Enterprise Fund, and may be expended under the direction of the Commissioner of Public Works for the Water and Sewer purposes as voted below:
Total costs of $29,239,144 to be funded from water and sewer receipts with $2,429,747 to be reimbursed to the General Fund for indirect costs.

8.) REVOLVING FUNDS:

a.) The Park and Recreation Commission is authorized to maintain and operate, under the provisions of General Laws Chapter 44, Section 53E1/2 and Chapter 79 of the Acts of 2005, a revolving fund for special recreation programs and events. All receipts from said programs and events shall be credited to the fund. Annual expenditures from the fund shall not exceed $4,200,000.

b.) The Building Commissioner is authorized to maintain and operate, under the provisions of General Laws Chapter 44, Section 53E1/2 and Chapter 79 of the Acts of 2005, a revolving fund for the repair and maintenance of the Town's rental properties, including all those listed in the vote under Article 13 of the Warrant for the 1999 Annual Town Meeting. All receipts from said rental properties shall be credited to the fund. Annual expenditures from the fund shall not exceed $225,000.

c.) The Commissioner of Public Works is authorized to maintain and operate, under the provisions of General Laws Chapter 44, Section 53E1/2 and Chapter 79 of the Acts of 2005, a revolving fund for the construction and reconstruction, upkeep, maintenance, repair and improvement of sidewalks and walkways along public streets and ways over, across and through town owned property. Annual expenditures from the fund shall not exceed $100,000.
d.) The Director of Planning and Community Development is authorized to maintain and operate, under the provisions of General Laws Chapter 44, Section 53E1/2 and Chapter 79 of the Acts of 2005, a revolving fund for the Façade Improvement Loan Program. Annual expenditures from the fund shall not exceed $30,000.

e.) The Library Director is authorized to maintain and operate, under the provisions of General Laws Chapter 44, Section 53E1/2 and Chapter 79 of the Acts of 2005, a revolving fund for the Copier Program. Annual expenditures from the fund shall not exceed $30,000.

f.) The School Department is authorized to maintain and operate, under the provisions of General Laws Chapter 44, Section 53E1/2 and Chapter 79 of the Acts of 2005, a revolving fund for the School bus Program. Annual expenditures from the fund shall not exceed $75,000.

9.) SCHOOLHOUSE MAINTENANCE AND REPAIR: The sum of $5,460,368, included within the Building Department appropriation for school building maintenance, shall be expended for School Plant repair and maintenance and not for any other purpose. The listing of work to be accomplished shall be established by the School Department. The feasibility and prioritization of the work to be accomplished under the school plant repair and maintenance budget shall be determined by the Superintendent of Schools and the Building Commissioner, or their designees.

10.) SNOW AND ICE BUDGET: The sum of $584,810, included within the Department of Public Works appropriation for snow and ice operations, shall be expended for snow and ice operations and not for any other purpose, unless transferred per the provisions of Section 1.B.vi of this Article 8.

11.) INTERFUND TRANSFERS: In order to fund the appropriations voted for the various departments itemized on Table 1, the Town Comptroller is authorized to make the following interfund transfers:

   Cemetery Sales Special Revenue Fund $100,000
   [to the General Fund for the Department of Public Works]

   Recreation Revolving Fund $471,027
   [to the General Fund for benefits reimbursement]
12.) **BUDGETARY REPORTING:** The Town Comptroller shall provide the Advisory Committee with a report on the budgetary condition of the Town as of September 30, December 31, March 31, and June 30, within 45 days of said dates. This financial report shall include a summary of the status of all annual and special appropriations voted in this article; a report on the status of all special appropriations voted in prior years which remain open at the reporting date; and a summary of the status of all revenues and inter-fund transfers which have been estimated to finance the appropriations voted under this article.

13.) **SPECIAL APPROPRIATIONS:** The appropriations set forth as items 35 through 69, inclusive, in Table 1 shall be specially appropriated for the following purposes. In addition, with the exception of Items #64 - 69, they shall be transferred from the General Fund to the Revenue-Financed Capital Fund.

Appropriate sums of money for the following special purposes:

36.) Appropriate $0, to be expended under the direction of the Building Commissioner with any necessary contracts over $100,000 to be approved by the Select Board for repairs to garage floors. **NOT MOVED**

37.) Appropriate $60,000, to be expended under the direction of the Building Commissioner for the rehabilitation of Town buildings.

38.) Appropriate $450,000, to be expended under the direction of the Fire Chief, with any necessary contracts over $100,000 to be approved by the Select Board, for replacement of the fire station alerting system.

39.) Appropriate $900,000, to be expended under the direction of the Police Chief, with any necessary contracts over $100,000 to be approved by the Select Board, for upgrades/replacement of the Police and Fire Department’s radio infrastructure.

40.) Appropriate $81,500, to be expended under the direction of the Commissioner of Public Works, with the approval of the Select Board, for traffic calming studies and improvements; provided that the Department of Public Works and Transportation Board provide status reports to the Select Board on a semi-annual basis. To meet the appropriation transfer $81,500 from the Parking Meter Fund.

41.) Appropriate $125,000, with any necessary contracts over $100,000 to be approved by the Select Board, to be expended under the direction of the Commissioner of Public Works, for bicycle access improvements.

42.) Appropriate $216,000 with any necessary contracts over $100,000 to be approved by the Select Board, to be expended under the direction of the Commissioner of Public Works, for parking meter technology upgrades. To meet the appropriation transfer $216,000 from the Parking Meter Fund.
43.) Appropriate $2,649,916, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for the rehabilitation of streets. To meet the appropriation transfer $859,916 from the Parking Meter Fund.

44.) Appropriate $336,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for the rehabilitation of sidewalks.

45.) Appropriate $300,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for storm water improvements, and to meet the appropriation transfer $300,000 from the retained earnings of the Water and Sewer Enterprise Fund.

46.) Appropriate $265,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for water meter transmission unit (MTU) replacements, and to meet the appropriation transfer $265,000 from the retained earnings of the Water and Sewer Enterprise Fund.

47.) Appropriate $260,000, to be expended under the direction of the Building Commissioner with any necessary contracts over $100,000 to be approved by the Select Board for repairs to the elevator at the Netherland’s Road facility and to meet the appropriation transfer $260,000 from the retained earnings of the Water and Sewer Enterprise Fund.

48.) Appropriate $0, to be expended under the direction of the Commissioner of Public Works, for the design of the renovation of Schick Playground. NOT MOVED

49.) Appropriate $310,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for the renovation of playground equipment, fields, and fencing.

50.) Appropriate $155,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for the rehabilitation of Town and School grounds.

51.) Appropriate $235,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board and the Tree Planting Committee, for the removal and replacement of trees.

52.) Appropriate $0, to be expended under the direction of the Chief Procurement Officer for school furniture upgrades. NOT MOVED
53.) Appropriate $100,000, to be expended under the direction of the Building Commissioner, with any necessary contracts over $100,000 to be approved by the Select Board for HVAC equipment in Town and School facilities.

54.) Appropriate $0, to be expended under the direction of the Building Commissioner for the removal of underground tanks at Town and School facilities. **NOTMOVED**

55.) Appropriate $80,000, to be expended under the direction of the Building Commissioner for ADA renovations to Town and School facilities.

56.) Appropriate $200,000, to be expended under the direction of the Building Commissioner, with any necessary contracts over $100,000 to be approved by the Select Board for elevator renovations in Town and School facilities.

57.) Appropriate $190,000, to be expended under the direction of the Building Commissioner, with any necessary contracts over $100,000 to be approved by the Select Board for energy conservation projects in Town and School facilities.

58.) Appropriate $125,000, to be expended under the direction of the Building Commissioner, with any necessary contracts over $100,000 to be approved by the Select Board, for upgrades to energy management systems in Town and School facilities.

59.) Appropriate $300,000, to be expended under the direction of the Building Commissioner, with any necessary contracts over $100,000 to be approved by the Select Board for fire alarm upgrades in Town and School facilities.

60.) Appropriate $160,000, to be expended under the direction of the Building Commissioner, with any necessary contracts over $100,000 to be approved by the Board of Select Board and, with respect to School Buildings, by the School Committee, for improvements to life safety systems and building security in Town and School facilities.

61.) Appropriate $3,703,331, to be expended under the direction of the School Superintendent, with any necessary contracts to be approved by the Select Board and School Committee, for the expansion of classroom capacity in various schools.

62.) Appropriate $2,000,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for water system improvements and to meet the appropriation, authorize the Treasurer, with the approval of the Select Board, to borrow $2,000,000 under General Laws, Chapter 44, Section 8(5), as amended, or pursuant to any other enabling authority; and authorize the Select Board to apply for, accept,
receive and expend grants, aid, reimbursements, loans, and all other forms of funding and financial assistance from both state and federal sources and agencies for such purpose. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

63.) Appropriate $3,000,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for wastewater system improvements and to meet the appropriation, authorize the Treasurer, with the approval of the Select Board, to borrow $3,000,000 under General Laws, Chapter 44, Section 7(9), as amended, or pursuant to any other enabling authority; and authorize the Select Board to apply for, accept, receive and expend grants, aid, reimbursements, loans, and all other forms of funding and financial assistance from both state and federal sources and agencies for such purpose. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

64.) Appropriate $2,200,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for improvements at Larz Anderson Park and to meet the appropriation authorize the Treasurer, with the approval of the Select Board, to borrow $2,200,000, under General Laws, Chapter 44, Section 7(1), as amended, or pursuant to any other enabling authority. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

65.) Appropriate $0 to be expended under the direction of the Commissioner of Public Works, for the renovation of Robinson Playground. NOT MOVED

66.) Appropriate $3,100,000, to be expended under the direction of the Building Commission, with any necessary contracts over $100,000 to be approved by the Select Board and, with respect to School Buildings, by the School Committee, for roof repairs/replacements to Town and School facilities and to meet the appropriation, authorize the Treasurer with the approval of the Selectmen, to borrow $3,100,000 under General Law, Chapter 44, Section 7 (3A), as amended, or pursuant to any other enabling authority. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of
issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

14.) **FREE CASH:** Appropriate and transfer $11,065,720 from free cash for the following purposes:

   a.) Operating Budget Reserve Fund (MGL Chapter 40, Section 6) – $2,251,677;
   c.) Stabilization Fund (MGL Chapter 40, Section 5B) - $1,000,000
   d.) Reduce the tax rate (Special Appropriations) – $6,766,965;

   XXX
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<thead>
<tr>
<th></th>
<th>FY18 ACTUAL</th>
<th>FY19 ACTUAL</th>
<th>FY20 BUDGET</th>
<th>FY21 BUDGET</th>
<th>$ CHANGE FROM FY20</th>
<th>% CHANGE FROM FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>211,374,488</td>
<td>224,490,569</td>
<td>238,487,743</td>
<td>254,898,615</td>
<td>(16,410,872)</td>
<td>-6.9%</td>
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<tr>
<td>Local Receipts</td>
<td>36,277,400</td>
<td>35,725,309</td>
<td>31,120,219</td>
<td>27,051,609</td>
<td>(4,686,710)</td>
<td>-13.1%</td>
</tr>
<tr>
<td>State Aid</td>
<td>20,352,973</td>
<td>22,112,759</td>
<td>22,386,947</td>
<td>19,455,995</td>
<td>(2,930,952)</td>
<td>-13.1%</td>
</tr>
<tr>
<td>Free Cash</td>
<td>8,354,017</td>
<td>8,427,936</td>
<td>9,081,257</td>
<td>11,065,403</td>
<td>1,984,146</td>
<td>21.8%</td>
</tr>
<tr>
<td>Other Available Funds</td>
<td>3,050,446</td>
<td>4,872,678</td>
<td>3,349,771</td>
<td>4,390,037</td>
<td>1,040,267</td>
<td>31.1%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>279,409,325</td>
<td>295,629,251</td>
<td>304,425,937</td>
<td>316,861,659</td>
<td>12,435,722</td>
<td>4.1%</td>
</tr>
<tr>
<td><strong>EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>DEPARTMENTAL EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Select Board</td>
<td>738,119</td>
<td>708,050</td>
<td>831,487</td>
<td>791,662</td>
<td>(39,825)</td>
<td>-4.8%</td>
</tr>
<tr>
<td>2. Human Resources</td>
<td>755,582</td>
<td>498,780</td>
<td>648,415</td>
<td>594,485</td>
<td>(53,930)</td>
<td>-13.1%</td>
</tr>
<tr>
<td>3. Information Technology</td>
<td>1,922,893</td>
<td>2,077,848</td>
<td>2,054,746</td>
<td>2,080,259</td>
<td>25,513</td>
<td>1.2%</td>
</tr>
<tr>
<td>4. Diversity, Inclusion, and Community Relations</td>
<td>228,918</td>
<td>301,017</td>
<td>281,088</td>
<td>284,825</td>
<td>3,737</td>
<td>1.3%</td>
</tr>
<tr>
<td>5. Finance Department</td>
<td>3,372,305</td>
<td>3,280,214</td>
<td>3,447,845</td>
<td>3,266,233</td>
<td>-(16,112)</td>
<td>-0.4%</td>
</tr>
<tr>
<td>a. Comptroller</td>
<td>588,341</td>
<td>650,453</td>
<td>705,540</td>
<td>686,819</td>
<td>(18,721)</td>
<td>-2.7%</td>
</tr>
<tr>
<td>b. Purchasing</td>
<td>661,607</td>
<td>724,872</td>
<td>744,019</td>
<td>697,235</td>
<td>(46,784)</td>
<td>-6.3%</td>
</tr>
<tr>
<td>c. Assessing</td>
<td>694,167</td>
<td>735,490</td>
<td>732,477</td>
<td>738,659</td>
<td>6,182</td>
<td>0.8%</td>
</tr>
<tr>
<td>d. Treasurer</td>
<td>1,428,190</td>
<td>1,169,299</td>
<td>1,165,250</td>
<td>1,169,250</td>
<td>(102,289)</td>
<td>-8.1%</td>
</tr>
<tr>
<td>6. Legal Services</td>
<td>1,055,753</td>
<td>1,166,351</td>
<td>1,155,413</td>
<td>1,057,222</td>
<td>(98,110)</td>
<td>-8.5%</td>
</tr>
<tr>
<td>7. Advisory Committee</td>
<td>21,427</td>
<td>23,805</td>
<td>28,520</td>
<td>28,520</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>8. Town Clerk</td>
<td>562,943</td>
<td>758,640</td>
<td>669,914</td>
<td>750,024</td>
<td>80,110</td>
<td>12.0%</td>
</tr>
<tr>
<td>9. Planning and Community Development</td>
<td>1,006,669</td>
<td>1,184,050</td>
<td>1,235,485</td>
<td>1,123,926</td>
<td>-(11,559)</td>
<td>-0.9%</td>
</tr>
<tr>
<td>a. Planning &amp; Administration</td>
<td>665,737</td>
<td>795,520</td>
<td>786,247</td>
<td>764,962</td>
<td>(23,285)</td>
<td>-3.0%</td>
</tr>
<tr>
<td>b. Housing</td>
<td>83,864</td>
<td>79,632</td>
<td>102,096</td>
<td>97,683</td>
<td>(4,413)</td>
<td>-4.3%</td>
</tr>
<tr>
<td>c. Preservation</td>
<td>257,068</td>
<td>308,897</td>
<td>345,141</td>
<td>261,281</td>
<td>(83,680)</td>
<td>-24.3%</td>
</tr>
<tr>
<td>c. Economic Development</td>
<td>3,766,756</td>
<td>3,912,389</td>
<td>4,166,568</td>
<td>3,988,879</td>
<td>(177,689)</td>
<td>-4.3%</td>
</tr>
<tr>
<td>d. Snow and Ice</td>
<td>3,267,293</td>
<td>3,246,937</td>
<td>3,586,207</td>
<td>4,030,333</td>
<td>444,126</td>
<td>12.4%</td>
</tr>
<tr>
<td>e. Parks and Open Space</td>
<td>3,766,756</td>
<td>3,912,389</td>
<td>4,166,568</td>
<td>3,988,879</td>
<td>(177,689)</td>
<td>-4.3%</td>
</tr>
<tr>
<td>f. Snow and Ice</td>
<td>3,267,293</td>
<td>3,246,937</td>
<td>3,586,207</td>
<td>4,030,333</td>
<td>444,126</td>
<td>12.4%</td>
</tr>
<tr>
<td>13. Public Works</td>
<td>16,001,170</td>
<td>16,008,198</td>
<td>(6,972)</td>
<td>(6,972)</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>a. Administration</td>
<td>885,065</td>
<td>911,556</td>
<td>954,995</td>
<td>950,304</td>
<td>(4,691)</td>
<td>-0.5%</td>
</tr>
<tr>
<td>b. Engineering/Transportation</td>
<td>1,179,727</td>
<td>1,306,949</td>
<td>1,374,345</td>
<td>1,350,119</td>
<td>(24,226)</td>
<td>-1.8%</td>
</tr>
<tr>
<td>c. Highway</td>
<td>4,944,741</td>
<td>5,326,625</td>
<td>5,348,245</td>
<td>5,103,753</td>
<td>(244,492)</td>
<td>-4.6%</td>
</tr>
<tr>
<td>d. Sanitation</td>
<td>3,267,293</td>
<td>3,246,937</td>
<td>3,586,207</td>
<td>4,030,333</td>
<td>444,126</td>
<td>12.4%</td>
</tr>
<tr>
<td>e. Parks and Open Space</td>
<td>3,766,756</td>
<td>3,912,389</td>
<td>4,166,568</td>
<td>3,988,879</td>
<td>(177,689)</td>
<td>-4.3%</td>
</tr>
<tr>
<td>f. Snow and Ice</td>
<td>3,267,293</td>
<td>3,246,937</td>
<td>3,586,207</td>
<td>4,030,333</td>
<td>444,126</td>
<td>12.4%</td>
</tr>
<tr>
<td>14. Library</td>
<td>4,147,017</td>
<td>4,249,242</td>
<td>4,317,382</td>
<td>3,960,760</td>
<td>(356,622)</td>
<td>-8.3%</td>
</tr>
<tr>
<td>15. Health and Human Services</td>
<td>1,181,028</td>
<td>1,408,011</td>
<td>1,405,442</td>
<td>1,582,318</td>
<td>176,876</td>
<td>12.6%</td>
</tr>
<tr>
<td>16. Veterans' Services</td>
<td>303,845</td>
<td>201,513</td>
<td>346,074</td>
<td>346,878</td>
<td>613</td>
<td>0.2%</td>
</tr>
<tr>
<td>17. Council on Aging</td>
<td>902,328</td>
<td>954,436</td>
<td>992,321</td>
<td>1,007,416</td>
<td>15,095</td>
<td>1.5%</td>
</tr>
<tr>
<td>18. Recreation</td>
<td>1,027,649</td>
<td>983,211</td>
<td>1,116,669</td>
<td>1,034,617</td>
<td>(82,052)</td>
<td>-7.3%</td>
</tr>
<tr>
<td>(2) Personnel Services Reserve</td>
<td>715,000</td>
<td>715,000</td>
<td>715,000</td>
<td>715,000</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>20. Collective Bargaining - Town</td>
<td>784,317</td>
<td>1,400,693</td>
<td>2,470,000</td>
<td>1,910,000</td>
<td>(560,000)</td>
<td>-22.7%</td>
</tr>
<tr>
<td><strong>Subtotal Town</strong></td>
<td>72,437,441</td>
<td>73,541,840</td>
<td>77,317,123</td>
<td>78,468,106</td>
<td>1,150,983</td>
<td>1.5%</td>
</tr>
<tr>
<td>21. Schools</td>
<td>105,196,458</td>
<td>110,918,206</td>
<td>117,385,106</td>
<td>118,998,990</td>
<td>1,613,883</td>
<td>1.4%</td>
</tr>
<tr>
<td>Item</td>
<td>FY18 ACTUAL</td>
<td>FY19 ACTUAL</td>
<td>FY20 BUDGET</td>
<td>FY21 BUDGET</td>
<td>$ CHANGE FROM FY20</td>
<td>% CHANGE FROM FY20</td>
</tr>
<tr>
<td>---------------------------------------------------------------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>--------------------</td>
<td>-------------------</td>
</tr>
<tr>
<td>22. Vocational Education Assessments</td>
<td>21,753</td>
<td>13,878</td>
<td>92,895</td>
<td>92,895</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Subtotal Education</td>
<td>105,218,211</td>
<td>110,932,084</td>
<td>117,478,001</td>
<td>119,091,885</td>
<td>1,613,883</td>
<td>1.4%</td>
</tr>
<tr>
<td>TOTAL DEPARTMENTAL EXPENDITURES</td>
<td>177,655,652</td>
<td>184,473,924</td>
<td>196,468,814</td>
<td>197,559,990</td>
<td>1,091,177</td>
<td></td>
</tr>
</tbody>
</table>

**NON-DEPARTMENTAL EXPENDITURES**

(1) 23. Employee Benefits

<table>
<thead>
<tr>
<th>Item</th>
<th>FY18 ACTUAL</th>
<th>FY19 ACTUAL</th>
<th>FY20 BUDGET</th>
<th>FY21 BUDGET</th>
<th>$ CHANGE FROM FY20</th>
<th>% CHANGE FROM FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Pensions</td>
<td>21,519,358</td>
<td>23,785,769</td>
<td>24,915,433</td>
<td>26,569,845</td>
<td>1,654,412</td>
<td>6.6%</td>
</tr>
<tr>
<td>b. Group Health</td>
<td>29,055,009</td>
<td>29,632,981</td>
<td>31,650,811</td>
<td>32,701,792</td>
<td>1,050,981</td>
<td>3.3%</td>
</tr>
<tr>
<td>c. Health Reimbursement Account (HRA)</td>
<td>4,480,080</td>
<td>4,570,465</td>
<td>4,781,980</td>
<td>4,181,979</td>
<td>(600,001)</td>
<td>-12.5%</td>
</tr>
<tr>
<td>d. Retiree Group Health Trust Fund</td>
<td>22,825</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td>e. Employee Assistance Program (EAP)</td>
<td>132,143</td>
<td>132,351</td>
<td>145,000</td>
<td>145,000</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>f. Group Life</td>
<td>13,436</td>
<td>43,808</td>
<td>46,000</td>
<td>46,000</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>g. Disability Insurance</td>
<td>1,519,358</td>
<td>2,825,000</td>
<td>2,000,000</td>
<td>2,000,000</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>h. Worker’s Compensation</td>
<td>1,519,358</td>
<td>2,825,000</td>
<td>2,000,000</td>
<td>2,000,000</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>i. Public Safety IOD Medical Expenses</td>
<td>200,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td>j. Unemployment Compensation</td>
<td>200,000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>k. Medical Disabilities</td>
<td>15,709</td>
<td>18,846</td>
<td>40,000</td>
<td>40,000</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>l. Medicare Coverage</td>
<td>2,228,723</td>
<td>2,452,935</td>
<td>2,609,403</td>
<td>2,784,233</td>
<td>174,830</td>
<td>6.7%</td>
</tr>
</tbody>
</table>

(2) 24. Reserve Fund

<table>
<thead>
<tr>
<th>Item</th>
<th>FY18 ACTUAL</th>
<th>FY19 ACTUAL</th>
<th>FY20 BUDGET</th>
<th>FY21 BUDGET</th>
<th>$ CHANGE FROM FY20</th>
<th>% CHANGE FROM FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Funded Debt - Principal</td>
<td>12,577,453</td>
<td>15,631,273</td>
<td>18,828,262</td>
<td>25,204,625</td>
<td>6,376,363</td>
<td>33.9%</td>
</tr>
<tr>
<td>b. Funded Debt - Interest</td>
<td>9,007,300</td>
<td>10,195,000</td>
<td>11,952,053</td>
<td>13,674,000</td>
<td>1,721,947</td>
<td>14.4%</td>
</tr>
<tr>
<td>c. Bond Anticipation Notes</td>
<td>3,566,569</td>
<td>4,977,927</td>
<td>6,716,209</td>
<td>11,237,370</td>
<td>4,521,161</td>
<td>67.3%</td>
</tr>
<tr>
<td>d. Abatement Interest and Refunds</td>
<td>0</td>
<td>456,250</td>
<td>100,000</td>
<td>233,256</td>
<td>133,256</td>
<td>133.3%</td>
</tr>
<tr>
<td>Subtotal General</td>
<td>3,247,063</td>
<td>3,420,338</td>
<td>4,015,699</td>
<td>6,464,516</td>
<td>2,448,817</td>
<td>61.0%</td>
</tr>
</tbody>
</table>

(1) 35. Borrowing

<table>
<thead>
<tr>
<th>Item</th>
<th>FY18 ACTUAL</th>
<th>FY19 ACTUAL</th>
<th>FY20 BUDGET</th>
<th>FY21 BUDGET</th>
<th>$ CHANGE FROM FY20</th>
<th>% CHANGE FROM FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Funded Debt - Principal</td>
<td>12,577,453</td>
<td>15,631,273</td>
<td>18,828,262</td>
<td>25,204,625</td>
<td>6,376,363</td>
<td>33.9%</td>
</tr>
<tr>
<td>b. Funded Debt - Interest</td>
<td>9,007,300</td>
<td>10,195,000</td>
<td>11,952,053</td>
<td>13,674,000</td>
<td>1,721,947</td>
<td>14.4%</td>
</tr>
<tr>
<td>c. Bond Anticipation Notes</td>
<td>3,566,569</td>
<td>4,977,927</td>
<td>6,716,209</td>
<td>11,237,370</td>
<td>4,521,161</td>
<td>67.3%</td>
</tr>
<tr>
<td>d. Abatement Interest and Refunds</td>
<td>0</td>
<td>456,250</td>
<td>100,000</td>
<td>233,256</td>
<td>133,256</td>
<td>133.3%</td>
</tr>
<tr>
<td>Subtotal General</td>
<td>3,247,063</td>
<td>3,420,338</td>
<td>4,015,699</td>
<td>6,464,516</td>
<td>2,448,817</td>
<td>61.0%</td>
</tr>
</tbody>
</table>

TOTAL NON-DEPARTMENTAL EXPENSE 75,141,801 81,538,766 89,282,587 100,187,989 10,905,403 12.2%

TOTAL GENERAL APPROPRIATIONS 252,797,453 266,012,690 285,751,400 297,747,980 11,996,579 4.2%

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 ($859,916)) 2,649,916
<table>
<thead>
<tr>
<th>Description</th>
<th>FY18 Actual</th>
<th>FY19 Actual</th>
<th>FY20 Budget</th>
<th>FY21 Budget SB</th>
<th>$ Change From FY20</th>
<th>% Change From FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sidewalk Repair/Reconstruction (revenue financed)</td>
<td></td>
<td></td>
<td>336,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stormwater Improvements (revenue financed Water and Sewer fund)</td>
<td></td>
<td></td>
<td>300,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Meter MTU Replacement (revenue financed Water and Sewer fund)</td>
<td></td>
<td></td>
<td>265,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water Garage Elevator Renovation (revenue financed Water and Sewer fund)</td>
<td></td>
<td></td>
<td>260,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schick Playground (revenue financed)</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>No motion</td>
<td></td>
</tr>
<tr>
<td>Playground Equipment, Fields, Fencing (revenue financed)</td>
<td></td>
<td></td>
<td>310,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town/School Grounds Rehab (revenue financed)</td>
<td></td>
<td></td>
<td>155,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tree Removal and Replacement (revenue financed)</td>
<td></td>
<td></td>
<td>235,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>School Furniture Upgrades (revenue financed)</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>No motion</td>
<td></td>
</tr>
<tr>
<td>HVAC Equipment (revenue financed)</td>
<td></td>
<td></td>
<td>100,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Underground Tank Removal (revenue financed)</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>No motion</td>
<td></td>
</tr>
<tr>
<td>Town/School ADA Renovations (revenue financed)</td>
<td></td>
<td></td>
<td>80,000</td>
<td></td>
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</tr>
<tr>
<td>Town/School Elevator Renovation Program (revenue financed)</td>
<td></td>
<td></td>
<td>200,000</td>
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<td></td>
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<tr>
<td>Town/School Energy Conservation Projects (revenue financed)</td>
<td></td>
<td></td>
<td>190,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town/School Energy Management Systems (revenue financed)</td>
<td></td>
<td></td>
<td>125,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Building Fire Alarm upgrades (revenue financed)</td>
<td></td>
<td></td>
<td>300,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town/School Bldg Security / Life Safety Systems (revenue financed)</td>
<td></td>
<td></td>
<td>160,000</td>
<td></td>
<td></td>
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<tr>
<td>Classroom Capacity (revenue financed)</td>
<td></td>
<td></td>
<td>3,703,331</td>
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<tr>
<td>Water System Improvements (utility bond)</td>
<td></td>
<td></td>
<td>2,000,000</td>
<td></td>
<td></td>
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<tr>
<td>Wastewater System Improvements (utility bond)</td>
<td></td>
<td></td>
<td>2,000,000</td>
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<tr>
<td>Larz Anderson Park (bond)</td>
<td></td>
<td></td>
<td>2,200,000</td>
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<tr>
<td>Robinson Playground (bond)</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>No motion</td>
<td></td>
</tr>
<tr>
<td>Town/School Roof Repair/Repl. Program (bond)</td>
<td></td>
<td></td>
<td>3,100,000</td>
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</tr>
<tr>
<td>TOTAL REVENUE-FINANCED SPECIAL</td>
<td>9,720,862</td>
<td>10,979,868</td>
<td>9,949,094</td>
<td>10,376,750</td>
<td>427,656</td>
<td>4.3%</td>
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<tr>
<td>TOTAL APPROPRIATED EXPENDITURES</td>
<td>262,518,315</td>
<td>276,992,558</td>
<td>295,700,495</td>
<td>308,124,730</td>
<td>12,424,235</td>
<td>4.2%</td>
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<tr>
<td>NON-APPROPRIATED EXPENDITURES</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Cherry Sheet Offsets</td>
<td>86,983</td>
<td>88,500</td>
<td>89,070</td>
<td>86,027</td>
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<tr>
<td>State &amp; County Charges</td>
<td>6,492,524</td>
<td>6,672,137</td>
<td>6,826,231</td>
<td>6,796,134</td>
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<td>Overlay</td>
<td>1,722,221</td>
<td>1,762,675</td>
<td>1,785,140</td>
<td>1,829,768</td>
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<tr>
<td>Deficits-Judgments-Tax Titles</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
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<td></td>
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<tr>
<td>TOTAL NON-APPROPRIATED EXPENDITURES</td>
<td>8,326,728</td>
<td>8,548,312</td>
<td>8,725,441</td>
<td>8,736,929</td>
<td>11,488</td>
<td>0.1%</td>
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<tr>
<td>TOTAL EXPENDITURES</td>
<td>270,845,043</td>
<td>285,540,869</td>
<td>304,425,936</td>
<td>316,861,658</td>
<td>12,435,723</td>
<td>4.1%</td>
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<tr>
<td>SURPLUS/(DEFICIT)</td>
<td>8,564,281</td>
<td>10,088,382</td>
<td>0</td>
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<td>0</td>
<td></td>
</tr>
</tbody>
</table>

(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 Borrowing Reserve.
<table>
<thead>
<tr>
<th>Department/Board/Commission</th>
<th>Personnel Services/ Benefits</th>
<th>Purchase of Services</th>
<th>Supplies</th>
<th>Other Charges/Expenses</th>
<th>Utilities</th>
<th>Capital Outlay</th>
<th>Inter-Gov’tal</th>
<th>Debt Service</th>
<th>Agency Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Selectmen (Town Administrator)</td>
<td>771,679</td>
<td>6,880</td>
<td>3,048</td>
<td>7,900</td>
<td>2,155</td>
<td>791,662</td>
<td></td>
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</tr>
<tr>
<td>Human Resources Department (Human Resources Director)</td>
<td>312,086</td>
<td>239,359</td>
<td>14,900</td>
<td>26,500</td>
<td>1,640</td>
<td>594,485</td>
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<tr>
<td>Information Technology Department (Chief Information Officer)</td>
<td>1,205,986</td>
<td>580,773</td>
<td>10,350</td>
<td>15,050</td>
<td>268,100</td>
<td>2,080,259</td>
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<tr>
<td>Diversity, Inclusion, and Community Relations (Director)</td>
<td>234,200</td>
<td>35,600</td>
<td>10,500</td>
<td>3,650</td>
<td>875</td>
<td>284,825</td>
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<tr>
<td>Finance Department (Director of Finance)</td>
<td>2,388,055</td>
<td>813,459</td>
<td>46,960</td>
<td>26,707</td>
<td>1,422</td>
<td>7,630</td>
<td>3,286,233</td>
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<tr>
<td>Legal Services (Town Counsel)</td>
<td>708,138</td>
<td>103,269</td>
<td>2,500</td>
<td>81,500</td>
<td>1,615</td>
<td>1,057,022</td>
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</tr>
<tr>
<td>Advisory Committee (Chair, Advisory Committee)</td>
<td>24,380</td>
<td>8,275</td>
<td>570</td>
<td></td>
<td>295</td>
<td>28,520</td>
<td></td>
<td></td>
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<tr>
<td>Town Clerk (Town Clerk)</td>
<td>618,072</td>
<td>110,172</td>
<td>20,250</td>
<td>500</td>
<td>1,030</td>
<td>750,024</td>
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<tr>
<td>Planning and Community Department (Plmn. &amp; Dev. Dir.)</td>
<td>1,015,630</td>
<td>910,344</td>
<td>9,712</td>
<td>4,550</td>
<td>3,000</td>
<td>1,123,926</td>
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<tr>
<td>Police Department (Police Chief)</td>
<td>15,932,141</td>
<td>516,731</td>
<td>147,857</td>
<td>45,300</td>
<td>298,802</td>
<td>1,737,000</td>
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<tr>
<td>Fire Department (Fire Chief)</td>
<td>15,235,941</td>
<td>151,426</td>
<td>126,952</td>
<td>27,100</td>
<td>212,883</td>
<td>15,822,908</td>
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<tr>
<td>Public Buildings Department (Building Commissioner)</td>
<td>2,731,448</td>
<td>3,199,159</td>
<td>24,575</td>
<td>5,248</td>
<td>2,729,946</td>
<td>8,746,246</td>
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<tr>
<td>Public Works Department (Commissioner of Public Works)</td>
<td>8,529,466</td>
<td>4,707,159</td>
<td>985,420</td>
<td>45,500</td>
<td>1,054,902</td>
<td>16,008,197</td>
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<tr>
<td>Public Library Department (Library Board of Trustees)</td>
<td>2,828,566</td>
<td>2,368,611</td>
<td>585,525</td>
<td>4,700</td>
<td>263,984</td>
<td>3,960,760</td>
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<tr>
<td>Health &amp; Human Services Department (Health &amp; Human Svcs Dir)</td>
<td>1,253,699</td>
<td>235,193</td>
<td>35,100</td>
<td>4,120</td>
<td>49,421</td>
<td>1,582,318</td>
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<tr>
<td>Veterans’ Services (Veterans’ Services Director)</td>
<td>178,854</td>
<td>2,388</td>
<td>1,150</td>
<td>47,800</td>
<td>510</td>
<td>346,687</td>
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<tr>
<td>Council on Aging (Council on Aging Director)</td>
<td>863,160</td>
<td>48,418</td>
<td>18,846</td>
<td>4,250</td>
<td>67,042</td>
<td>5,107,416</td>
<td></td>
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<tr>
<td>Recreation Department (Recreation Director)</td>
<td>739,336</td>
<td>23,037</td>
<td>86,480</td>
<td>12,400</td>
<td>170,364</td>
<td>1,034,617</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>School Department (School Committee)</td>
<td>24,380</td>
<td>3,275</td>
<td>570</td>
<td></td>
<td>295</td>
<td>28,520</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Departmental Budgets</td>
<td>55,650,857</td>
<td>11,180,918</td>
<td>2,129,400</td>
<td>481,330</td>
<td>4,848,766</td>
<td>194,842,095</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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

Group Health Insurance (Human Resources Director) 32,701,792

Retiree Group Health Insurance - OPEB’s (Director of Finance) 4,181,979

Group Life Insurance (Human Resources Director) 145,000

Disability Insurance 46,000

Workers’ Compensation (Human Resources Director) 1,850,000

Unemployment Insurance (Human Resources Director) 200,000

Ch. 41, Sec. 100B Medical Benefits (Town Counsel) 40,000

Medicare Payroll Tax (Director of Finance) 2,784,233

Total Employee Benefits 68,518,848

**GENERAL / UNCLASSIFIED**

Vocational Eduaction 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) 703,507 703,507

General Insurance (Town Administrator) 142,000 142,000

Contingency (Town Administrator) 10,000 10,000

Out of State Travel (Town Administrator) 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**

126,809,706 12,046,425 2,139,400 6,055,339 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.
ADVISORY COMMITTEE’S SUPPLEMENTAL RECOMMENDATION

Background

Budgets are an expression of Brookline’s spending priorities. The Advisory Committee does not set those priorities, nor do the Select Board or the Town Administrator. Town Meeting does. The Advisory Committee’s role is to reflect those priorities back in the form of financially responsible recommendations on departmental budgets, capital projects and reserves. When Town Meeting adopts new priorities, our recommendations should reflect that change, although along the way, the Advisory Committee may pause and say, “Are you sure?”

But once Town Meeting sets the course, it’s government’s job to follow it. Thus in November, as residents became increasingly determined to reduce local CO2 emissions, the Advisory Committee worked closely with the authors of Article 21 which prohibits the installation of new HVAC systems that use fossil fuels, and voted overwhelmingly to recommend its approval.

There is never enough money in the budget to satisfy all of our priorities, but if Town Meeting tells the Advisory Committee what its spending priorities are, we will explain how to allocate whatever funds are available in a way that is both responsive to those priorities and fiscally responsible.

The FY21 Budget Resolution

In normal times, we would submit the budget resolution in the Combined Reports. Covid-19 has upended the schedule for budget reviews, and criticism of the police in general and the Brookline Police Department in particular resulted in our vote to postpone a recommendation on the Police budget until the evening of June 18, by which time this Supplemental Report will have gone to the printer.

The final budget resolution under Article 8, including any changes to the Police budget will be emailed to Town Meeting members and posted on the Town Meeting page of the Town website on June 19. Apart from that one line item, the Advisory Committee’s recommendations in this Report are complete.

The Impact of Covid-19

This year, allocating money in a way that is both responsive and fiscally responsible has been painfully difficult. The FY 21 budget is built on the assumption that there will be $12 million less than we expected only a few months ago, so we have what is basically a level-funded budget at a time when costs have risen by about 5%.
The budget makes choices that lean in the direction of keeping Town departmental services largely intact and minimizing layoffs and furloughs. The uncertainty around how schools will operate has caused its own special form of anguish, but we expect that the number of layoff notices sent at the end of May significantly exceed the number of jobs that will be lost. The budget also maintains a modest level of cash reserves in recognition of the likelihood that FY22 revenues will be relatively weak.

This budget is the result of many Zoom meetings, and after overhearing one of them, one resident asked, “Is Brookline going to make it through this? Will everything just fall apart?” The answer is “Yes”, and “No”. Yes, Brookline will make it through, and No, what the people of Brookline have built will not fall apart. This budget will keep our schools and our town operating through an economic and social crisis created by a pandemic. But we will operate on an admittedly uncomfortable diet.

**Post-Covid-19; BFAC**

Much of this narrative is about the impact of Covid-19 on the Town’s budget, but there will be a post-Covid-19 world. When we finally enter that world, we need to bring along a recognition of the issues that the Brookline Fiscal Advisory Committee (“BFAC”) raised in the report submitted at the beginning of 2020. We have not addressed these issue in any detail in this report, but we note progress in one area highlighted that was by BFAC.

BFAC’s report criticized the lack of coordination in both short- and long-term financial planning between the Select Board, School Committee, their respective staffs, and the Advisory Committee. The work to improve coordination started in January, and the budget impacts of Covid-19 have pushed that work forward. The Town-School Partnership Committee has been the medium of communication between the groups of people responsible for Brookline’s budget and finances, and it has helped coordination to a much greater extent than in the recent past.

**Assumptions**

The budget projects a $12.1 million shortfall in the revenue we expected to have when the the original FY21 budget was published on February 15. It is important to understand the assumptions the budget is built on, at where money has been shifted from longer term priorities, and at what we have not been able to fund.

The FY21 Financial Plan published in February projected $358 million in total revenue, a 6.8% increase over FY20. Part of the increase came from a property tax increase approved by the 2018 override, part from the annual increase in property values, new construction and the Proposition 2-1/2 tax increase, and part came from an expected increase in State aid, especially for education.
The Covid-19 shutdown of retail stores, restaurants and travel changed expectations sharply. Brookline relies heavily on non-property tax revenue, which comes primarily from State aid and from local sources. The Town Administrator and his staff developed three scenarios to estimate post-Covid revenue for FY2:1

- Best case: $6 million decline vs. the February 2020 revenue projection
- Middle case: $12.1 million (following the Select Board’s vote to increase parking meter fees)
- Worst case: $19 million

The Town Administrator’s middle case scenario includes a $3,336,225 decrease in State Aid and a reduction in local receipts of $8,823,190 = $12,159,415. The scenario assumes that 100% of property taxes will be collected (which is the case over the long run, even if there are defaults in a given year).

At the end of March, the Advisory Committee’s subcommittee chairs used a model of Brookline’s revenue to produce a range of estimates clustered around a $12 million shortfall. Some subcommittee chairs assumed a decline in property tax receipts, and various individuals had different assumptions about the decline in State aid. Despite the differences in methodology, the Advisory Committee subcommittee chairs and the Town Administrator produced similar projected revenue numbers for a middle case scenario.

The following summary is from the presentation made to the Select Board and viewed separately by the Advisory Committee on June 2, 2020.

**Projected Budget Shortfall:** $12,159,415 (from prior FY 21 Budget)

- State Aid reduced by $3,336,225
- Local Receipts reduced by $8,823,190
- Capital Budget Reduced by $3.5 million
- School Classroom Capacity Fund (leases) reduced by $2.5 million
- Park Renovation Projects deferred $1.3M ($160K savings in FY21)
- Further Consideration of all projects in Fall 2020

**Departmental Operations**

- School Department budget reduced by $4,362,148 (-3.5%)
- Municipal Departments reduced by $3,342,341 (-4.1%)
Reserves and Long-Term Obligations

- Use of One-Time Funds Not Recommended for “Year 1” of the Covid-19 impact
- OPEB Annual Increase Deferred ($250,000)
- Stabilization Fund contributed diverted to the Annual Reserve Fund
  - Note: OPEBs are the largely unfunded obligations for health care insurance to retired employees. Brookline sets funds aside each year to fund these obligations. The FY 20 amount was $4.8 million, due to be increased by 250,000 in FY21.
  - In keeping with the strategy of not using every possible source of funds in the first year of what could be a multi-year problem, the Town Administrator recommends deferring that $250,00 increase, but making the $4.8 million contribution.
  - The Advisory Committee has not yet taken a formal vote, but in our discussion of the recommendation we wanted to make, the consensus was to reduce the base $4.8 million by $2.4 million and using those funds for operating expenses.
- Relying Upon Federal Funding (FEMA, CARES, CDBG)
  - The federal CARES Act will provide Brookline with $5.2 million to cover unbudgeted Covid-19 costs. That will offset the over $1 million for direct Covid-19 costs that has already been transferred by the Advisory Committee from the Annual Reserve fund to Town departments.

Projected changes in revenue from local sources of non-property tax revenue

Revenue from sources other than property taxes account of 21% of Brookline’s total revenue. Those sources include taxes on meals, hotel occupancy and marijuana sales; fees for permits, parking meters, licenses, etc.; interest earned; and payments by non-profit organizations in lieu of property taxes (“PILOT” agreements).

The table below lists the “local sources” of revenue and compares the original FY21 budget with the revised budget submitted on June 2nd.
That $8,823,190 plus the anticipated decrease in State aid of $3,336,225 totals to the $12,159,415 decrease in projected FY21 revenue vs. the original FY21 budget.

### Impact on Municipal Operations

#### Departmental Budget Reductions

<table>
<thead>
<tr>
<th>Departmental Expenditures</th>
<th>Reduction</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Select Board</td>
<td>$37,514</td>
<td>Continued furlough of PT position, professional development</td>
</tr>
<tr>
<td>2. Human Resources Department</td>
<td>$44,300</td>
<td>Professional development, consulting services</td>
</tr>
<tr>
<td>3. Information Technology</td>
<td>$43,975</td>
<td>Intern program, reduction in services</td>
</tr>
<tr>
<td>4. Diversity, Inclusion, and Community Relations</td>
<td>$23,750</td>
<td>Reduced programing</td>
</tr>
<tr>
<td>5. Finance Department</td>
<td>$188,160</td>
<td>Reduced cc transactions, 1 Vehicle, postage, software service</td>
</tr>
<tr>
<td>6. Legal Services</td>
<td>$106,140</td>
<td>Reduced general consulting, claims and settlements</td>
</tr>
<tr>
<td>7. Advisory Committee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Town Clerk</td>
<td>$9,450</td>
<td>Misc. supplies and overtime</td>
</tr>
<tr>
<td>9. Planning &amp; Community Development</td>
<td>$125,423</td>
<td>1.5 Vacancies, delay filling Sustainability position</td>
</tr>
</tbody>
</table>
10. Police $506,412 2 Continued furlough of 2 FT positions, 1 Vacancy, reduced equipment, & training  
11. Fire $424,894 1 Vacancy, reduced equipment and supplies  
12. Building $261,980 1 Vacancy, reduced repair and maintenance funds  
13. Public Works $676,647 3 Vacancies, reduced capital outlay, supplies and services  
14. Library $388,535 1 Vacancy; continued furlough of 9.84 FTE part-time positions for part of the year, supplies  
15. Health $30,000 1 Vehicle  
16. Veterans $34,600 Intern program, reduction in services  
17. Council on Aging $94,037 Continued furlough of part time positions allows staff to shift to grants  
18. Recreation $110,934 Shift 2 positions to Revolving Fund  

<table>
<thead>
<tr>
<th>Department-Wide</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Leased Computer Savings</td>
<td>$20,000</td>
</tr>
<tr>
<td>Utility Savings</td>
<td>$86,175</td>
</tr>
<tr>
<td>Group Health Reduced enrollment</td>
<td>$129,415</td>
</tr>
</tbody>
</table>

**Total Reductions** $33,342,341 Total staff vacancies & reductions: 21.86 FTEs  

**Town Operating Budget**

The Advisory Committee recommends favorable action on the Town’s operating budget of $197,559,990, the formal budget motion can be found at the end of this report.

**Capital Budget**

The FY 2021 CIP recommendations that were originally voted by the Advisory Committee were revised in light of the expectation of a significant decrease in revenue in the coming fiscal year and perhaps beyond. The Advisory Committee’s Capital Subcommittee assessed sixty-six projects based on each one’s impact on public health and safety and on the future cost implications if the project was delayed. The table below summarizes the key changes we recommend.

*The complete list of projects and the Advisory Committee’s rationale for our recommendations are listed in Appendix 2.*
<table>
<thead>
<tr>
<th>Description</th>
<th>Orig. Amount</th>
<th>Reduction from re-Covid budget</th>
<th>Notes</th>
<th>Recommended by AC capital subcommittee?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Garage Floor Sealants</td>
<td>$215,000</td>
<td>($215,000)</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Traffic Calming</td>
<td>$81,500</td>
<td>$81,500</td>
<td>Alt. source of funds</td>
<td>N</td>
</tr>
<tr>
<td>Parking Meter Upgrade</td>
<td>$322,000</td>
<td>($106,080)</td>
<td>Meter upgrade will provide revenue</td>
<td>Y</td>
</tr>
<tr>
<td>Street Rehab</td>
<td>$2,649,916</td>
<td>($370,420)</td>
<td>Alt. source of funds</td>
<td>N</td>
</tr>
<tr>
<td>Robinson Playground</td>
<td>$1,150,000</td>
<td>($1,150,000)</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Schick Park</td>
<td>$160,000</td>
<td>($160,000)</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Town/School Grounds Rehab</td>
<td>$165,000</td>
<td>($10,000)</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>School Furniture</td>
<td>$70,000</td>
<td>($70,000)</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>HVAC Equipment</td>
<td>$150,000</td>
<td>($50,000)</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td>Oil tank removal</td>
<td>$100,000</td>
<td>($100,000)</td>
<td></td>
<td>Y</td>
</tr>
<tr>
<td>Classroom Capacity (Leases)</td>
<td>$6,573,751</td>
<td>($2,500,000)</td>
<td></td>
<td>N</td>
</tr>
<tr>
<td><strong>Total Reduction from pre-Covid budget</strong></td>
<td><strong>($3,500,000)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Reserves

*See Appendix 1 for a detailed description of reserves and the constraints around using them.*

The Advisory Committee recommended and the Select Board agreed that the budgeted $2 million contribution to the Stabilization Fund should be reduced to $1 million, with the remaining $1 million added the annual budget reserve that can be accessed for contingencies by vote of the Advisory Committee.
As noted above, we recommend a $4.2 million contribution to OPEBs in line with Town Administrator’s budget, but we recommend hold back $2 million until December 1, 2020, when both FY21 revenue and Covid-related expenses will be better known.

We cannot change our annual contribution to reduce unfunded pension obligations, but looking forward to FY22, there may be an opportunity to temporarily reduce the $26.6 million contribution to pension liabilities. Brookline is on track to completely fund those obligations by 2030, but we are not required to do so until 2040.

**Free Cash**

The Advisory Committee recommends approval of the Town Administrator’s plan for allocating free cash from FY20 as follows. *Please note the detailed explanation of Free Cash in Appendix 1.*

<table>
<thead>
<tr>
<th>Free Cash Use</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Budget Reserve (“Annual Reserve”) (25% of the Operating Budget Reserve, in line with Brookline financial policies)</td>
<td>$1,699,726</td>
</tr>
<tr>
<td>Unreserved Fund Balance (left unappropriated in free cash)</td>
<td>$2,600,000</td>
</tr>
<tr>
<td>Stabilization Fund</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>Liability Reserve (1% of prior year’s revenue, per financial policies)</td>
<td>$50,529</td>
</tr>
<tr>
<td>Capital Improvements (the normal use of a substantial portion of free cash)</td>
<td>$4,198,356</td>
</tr>
<tr>
<td>Affordable Housing Trust (using Capital Improvement funds in the AC’s line item allocations) to return the fund balance to $5 million</td>
<td>$726,549</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$10,275,160</strong></td>
</tr>
<tr>
<td>Amount available for Special Use: Additional Capital Improvements Plan items</td>
<td>$4,117,109</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$14,392,269</strong></td>
</tr>
</tbody>
</table>

**School Operating Budget**

The Advisory Committee recommends favorable action on the Town’s operating budget of $118,998,990 on the appropriation of $118,998,998 for the School Department’s FY21 Budget, expressing its commitment to the purpose for which these funds are to be appropriated: the delivery of a full-time inclusive high-quality education of children.
Further, the Advisory Committee recognizes that collaboration among our key stakeholders: the Brookline Educators Union, the Remote Learning Task Force, the School Department, the School Committee, teachers and parents (including expertise from the community from multiple disciplines), is essential to ensure that the appropriated funds are effective in providing full-time, synchronous education to all children in the Brookline Public Schools during the 2020-2021 school year, whether that education is online, in person, or hybrid.

Due to the ongoing COVID health crisis, the Public Schools of Brookline’s (PSB) budget has been developed in an environment of unprecedented uncertainty. Some of the factors contributing to the challenges in developing the budget included:

- A reduction in forecasted Town revenue that created efforts on both the Town and School side to close the resulting budget gap.
- The lack of clear information from the State on what school will look like in September.
- A delay in guidance from DESE (Department of Elementary and Secondary Education).
- The learning model likely changing as the year progresses based on the health and safety outlook.
- Contractual obligations with the Brookline Educators Union (BEU).

The uncertain environment, need to close the budget gap, and the increasing concern from the school community resulted in several iterations of the budget that culminated in the School Committee requesting an FY21 appropriation from Town Meeting of $118,998,990. The following is a high-level description of the budget iterations and timing.

The Schools entered the current budget cycle at the start of 2020 facing a likely structural deficit, and before Covid-19, the School Committee and Superintendent had responded by identifying a total of $2,575,928 in cost reductions in an effort to develop a balanced budget. This work was completed at the start of April, and the anticipated request to Town meeting was set at $123,362,138, which represented a 5% increase the FY20 budget approved in May of 2019.

But by the beginning of April, it became apparent that “local source revenue” – parking meters, meals taxes, etc. – would be significantly impacted by the effects of Covid-19 on the local economy. At the beginning of May, the Advisory Committee requested a meeting of the Town-School Partnership committee to review how the shortfall would be split between the various budgets – Town operating, School operating, capital projects, and special appropriations such as our contribution to pensions and benefits for retired Town employees (“OPEBs”).
A series of T-S Partnership meetings resulted in agreement that $118,998,990 would be available, a reduction of $4,462,148 from the pre-Covid budget. The following table summarizes the changes between pre- and post-Covid School budgets.

<table>
<thead>
<tr>
<th>Program</th>
<th>FY20 Budget</th>
<th>FY21 Pre-Covid Budget</th>
<th>FY21 Post-Covid Budget</th>
<th>Change, FY21 Pre-Covid vs. post-Covid</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund (Town Meeting’s appropriation)</td>
<td>$117,385,106</td>
<td>$123,362,138</td>
<td>$118,998,900</td>
<td>$(4,362,128)</td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>$717,523</td>
<td>$505,000</td>
<td>$505,000</td>
<td></td>
</tr>
<tr>
<td>Circuit Breaker State funding</td>
<td>$1,769,814</td>
<td>$2,071,547</td>
<td>$1,971,547</td>
<td>$(100,000)</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$119,872,443</strong></td>
<td><strong>$125,937,685</strong></td>
<td><strong>$121,475,537</strong></td>
<td><strong>$(4,462,148)</strong></td>
</tr>
</tbody>
</table>

School costs have risen by about 5% since last year, almost entirely driven by increases in salaries, which account for 87% of the department’s budget. The School Committee adopted the following cuts to achieve that reduction:

| Total reduction in funds available (see above) | $(4,462,148)  |
| Less: Identified Savings                     |               |
| Central Office, District-wide Leaders & C.O. Expenditures | $1,696,500  |
| Elimination of planned annual increases for all staff except those that are contractually obligated (AFSCME, BEU steps & lanes) | $2,221,500  |
| **Total**                                     | **$3,9917,000** |
| **Remaining deficit**                         | **$(545,148)** |

The Schools have requested a Reserve Fund Transfer of up to $500,000 to close that budget gap. The Advisory Committee will vote on that request on June 18.

**Unknowns for the Schools**

State regulations on BEEP have not been finalized; the budget impact is unknown

State regulations for Early Childhood Education have not yet been fully issued. The final guidelines may impact classroom and program capacity, tuition rates and program revenue.

BEEP enrollment is uncertain
The BEEP program is dependent on tuition to fund its program and personnel. A reduction in enrollment and tuition revenue may result in a program deficit that is not currently accounted for in the FY21 budget.

State COVID regulations on K-12 have not been finalized; the budget impact is unknown

The initial statement from the Department of Elementary and Secondary Education (DESE) was that K-12 classrooms could not have more than ten students present, plus up to two adults. It is still unclear whether DESE will change those guidelines, but if they remain in place all public and private schools in the Commonwealth face a daunting set of questions: How does the school with a fixed number of classrooms and its existing staff of teachers function with these limits? Will there be a hybrid classroom + online model? Will there be split sessions each day, with half the students attending in the morning and half in the afternoon? Will half the students come one week, and half the next, while the ones at home receive online instruction?

What will it cost to implement a different model? What summertime teacher training will be needed? Who will pay for that? Final guidance from DESE is expected at the beginning of July. This will have a substantial impact on the requirements and choices available to Brookline schools.

COVID-related expenses are unknown and are not included in the FY21 Schools budget; eligibility for Federal reimbursement is uncertain

COVID-related expenses may include a wide range of cost categories including but not limited to cleaning supplies and janitorial labor, technology and printed materials, personal protective equipment (PPE), staff training, and support staff. The impact that these costs have on the budget are dependent upon yet-to-be-finalized guidance from the Department of Elementary and Secondary Education (DESE). The extent to which these expenses may be reimbursed by Federal monies and amount available to us is still unknown

Staffs layoff and rescinding of layoffs

The Schools’ contracts with its teachers requires that notice of layoffs for the following school year be sent no later than May 30. Given the uncertainty, the School Dept. issued layoff notices to 300 staff members, because the May 30th deadline forced them to cut deeply to ensure that they had cut far enough for all reasonable scenarios. It’s likely that far fewer staff members will actually lose their jobs, and notices rescinding layoffs are currently being processed and sent out. Nonetheless, some layoffs may be inevitable. (The Town departments have furloughed about 200 employees.)

The Advisory Committee has pointed out an alternative to reducing staff and cutting expenses such as the budget for supplies that had already been reduced in the early April, pre-Covid budget. The alternative is to postpone salary increases for teachers and staff
who are members of unions with which the Schools have signed contracts. That would of 
course require the unions’ agreement. Another possibility is for the unions to agree to 
reduce the 82% share the Schools pay for employee health care insurance, the savings from 
which could be applied to the salary account.

**Whatever teaching model is adopted, and whatever the cost implications, we are 
constrained by the total amount of revenue available and by the need to maintain a 
broad range of public services included in the Town operating budget.**
Appendix 1: An Explanation of “Unassigned Funds”

There have been a number of questions about the Brookline’s unassigned funds – the $26.6 million on the Town’s balance sheet at the at the end of the last fiscal year (on June 1, 2019).

Here’s a breakdown of that number:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stabilization Fund</td>
<td>$6,772,869</td>
</tr>
<tr>
<td>Free Cash</td>
<td>$14,392,269</td>
</tr>
<tr>
<td>Receivables</td>
<td>$5,479,679</td>
</tr>
<tr>
<td>Total</td>
<td>$26,644,817</td>
</tr>
</tbody>
</table>

Receivables are money the Town is owed. Ultimately we will collect some, but not all of it. It’s not cash, and it can’t be spent any more than someone could spend the IOU they might have from a deadbeat brother-in-law.

The Stabilization Fund is Brookline’s “rainy day fund”. It takes a 2/3rds majority of Town Meeting to take money out of the fund. There are restrictions on use of the funds. No more than $1 million can be spend in any one year. The Stabilization Fund has $2 million less in it than the bond rating agencies recommend for Brookline. Withdrawing funds puts our favorable bond rating at risk, which would mean higher interest costs for the school construction projects that are in the pipeline.

The February version of the Town budget included a $2 million payment into the fund. The revised budget reduces that by $1 million. The Advisory Committee has suggested, and the Select Board has agreed, to recommend approving that amount but not actually paying out the funds until November Town Meeting, when the impact of Covid-19 will be clearer. If the funds are needed elsewhere, they could be diverted by Town Meeting without passing through the Stabilization Fund.

Free Cash is the often hardest concept to wrap one’s head around. We have a $325 million-plus budget, and at the end of a typical year, some of that money will remain unspent. For example, if a staff position becomes vacant and it’s not filled, the unused funds set aside for that person’s salary end up in free cash at the end of the year.

The unexpended balance is recycled to fund part of the next year’s budget, so while it’s free on the last day of the fiscal year (June 30), it is allocated for use in the fiscal year that starts the next day.

- A substantial portion is used to fund the following year’s capital projects – parks, pedestrian and bike improvements, etc.
- A portion is used to bring the Affordable Housing Trust Fund up to its target level.
- Another slice goes into the reserve fund that the Advisory Committee uses when either are extraordinary and unanticipated expenses during the year. The $500,000
for removing the Davis Path Footbridge over the D Line is an example; snow removal costs beyond what was budgeted are another example.

- A portion amount is held back to start of the next year’s free cash account, because the amount of cash left over from operations at the end of each fiscal year varies from year to year, so a base amount is retained in the free cash account. As of this writing, the FY21 budget holds back $2.6 million in free cash.

Free cash is “one-time” money, rather like a year-end bonus. Depending on the year, bonuses vary significantly, so using that remaining $2.6 million in “one-time” money for operating expenses is a mistake. It would be like relying on one’s highly variable bonus to pay the mortgage or the rent, rather than living within one’s base income. And we’re headed into a difficult period; we expect free cash at the end of the coming year to be far below the $14.4 million that was available for allocation at the start of FY20.

Benjamin Disraeli said, “There are three kinds of falsehoods – lies, damned lies, and statistics.” Sometimes accounting data is the fourth falsehood. The $26.6 million on the books as of a year ago does not mean we have (or ever had) $26.6 million in a piggy bank. The number is technically correct as an accounting of our assets on that day, but it far exceeds the actual reserves available for the FY21 budget.

And using the reserve funds that do exist to cover this year’s operating expenses means that they will be depleted at the end of FY21, a year in which we expect to generate far less in free cash. That will put us in a second, possibly worse budget crunch for the fiscal year that starts on July 1, 2021.

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For more on the recommended uses of free cash, click on this link to the Commonwealth of Mass. Department of Local Services:

Appendix 2: Capital Improvement Projects

The FY 2021 CIP recommendations that were originally voted by the Advisory Committee were revised in light of the expectation of a significant decrease in revenue in the coming fiscal year and perhaps beyond.

The following recommendations were made after consultation with Department heads and, when appropriate, Division heads. They were also made after considering the following questions:

1. Will the Town incur additional costs (exclusive of inflation) if the project doesn’t proceed in FY 21?
2. Will the safety of the public be impacted if the project does not proceed in FY 21?
3. Are there any opportunity costs to consider if this project is delayed by one year? By two years? (For example, if there will be state or other sources of funds available in FY 21 to help offset the cost of the project, is it likely that those funds would still be available in FY 22 or FY 23?)

An additional consideration was the relationship between the proposed project and efforts to meet the Town’s goal to achieve zero emissions by 2050 community wide.

36. GARAGE FLOOR SEALANTS - Defer
Recommendation: $0
Work can be delayed without incurring additional significant cost.

Sealants are required every seven years for concrete suspended floors. If the floor is not properly sealed to prevent corrosion of the concrete and rebar, the floor will deteriorate, potentially leading to costly repairs including new concrete and possibly structural repairs.

Funds in the amounts of $50,000 and $100,000, previously allocated in FY 14 and FY 16, would be combined with the currently requested $215,000 for work on the garage floors in 1) Fire Stations 1, 4, 6, 7; 2) the Municipal Service Center; and 3) the Main Library.

37. TOWN REHAB/UPGRADES - Fund
Recommendation: $60,000
Funds to be used to address public safety-related repairs or replacements.

This program, instituted in 2017, uses CIP funds for the repair and upgrade of Town facilities during the time between major renovation projects. Items funded under the program have included large-scale painting programs, new flooring, ceilings, window treatments and toilet upgrades. There is currently more than a $300,000 backlog of work
to be done. The Advisory Committee recommends that in FY 21 these funds be used to address public safety-related repairs or replacements, including, but not limited to:

- Public Safety building: stair treads
- Senior Center: flooring, including carpeting

38. FIRE STATION ALERTING SYSTEM REPLACEMENT
Recommendation - $450,000
Necessary for Public Safety

The Brookline Fire Department's “Zetron” fire station alerting system was purchased over 20 years ago and needs immediate replacement. The system was temporarily upgraded in 2016 to accommodate the Town's changeover to fiber optic transmission, however the local vendor notified the Town in August of 2018 that it would no longer support this upgrade. The system continues to degrade and is no longer reliable, with failures experienced on a regular basis.

Technology changes over the past two decades have vastly improved and modern system components both enhance response capabilities and reduce alerting stressors for firefighters. Improvements in the dispatch-side system components provide a faster and more intuitive user-interface for dispatchers, thus reducing their stress as well. The integrated text-to-speech technology standardizing all initial dispatch announcements offers needed consistency and reduces the possibility of responders misunderstanding the alert message.

In-station enhancements will include upgrades to all speakers and alert lighting to comply with NFPA (National Fire Protection Association) 1500 standard for firefighter health and wellness. Wall-mounted message boards, including a timer countdown display, will improve turnout time. In-station video monitors will display current dispatch information incorporating mapping overlays for routing and other vital information. During non-dispatch times these monitors can display all current Fire Department activity as well as Metro Fire activity in real time.

The operating costs for the system include funding for annual service contracts for the software components of the system.

39. RADIO INFRASTRUCTURE
Recommendation: $900,000 (payment in Year 2 under Lease-Purchase financing)
Critical to Public Safety

The upgrading of the radio infrastructure for the police and fire radio channels began last year since replacement parts no longer readily exist for current equipment, and the infrastructure as a whole, including the radio copper circuit connections that will no
longer be supported by Verizon, has reached its “end of service” phase. No work has been permitted for over 10 years due to the T-Band frequency freeze imposed by Congress and the restrictions of the FCC license under which the departments operate.

This project consists of replacing a) Police radio channels 1 and 2; b) Fire radio channel 1; and c) the subscriber radios (portable, hand-held radios and mobile radios that are installed in the departments’ vehicles) for both departments. The estimated cost to rebuild the infrastructure for the three radio channels along with the subscriber costs is $3,944,577.30.

Plans to fund the cost of the project continue to call for a lease-finance approach over a 5-year period. Last year, the first $900,000 leasing payment was made; an additional $900,000 in FY 21 CIP funds is requested to cover the cost of the second leasing payment. By FY 24, the Town will own the equipment.

Currently, the cost of maintaining the equipment in the Police Department is approximately $42,000; the estimated cost of maintaining the equipment in FY 24 is approximately $52,000.

40. TRAFFIC CALMING / SAFETY IMPROVEMENTS
Recommendation: $0 for now, reconsider at the Fall Town Meeting

Funds have been requested to install solar powered Rectangular Rapid Flash Beacons (RRFB) at the two crosswalks across Washington Street at Gardner Road to increase safety for pedestrians crossing this well traveled roadway. The RRFB signal is approved for usage as a warning beacon to supplement standard pedestrian crossing warning signs and has shown to increase the safety of crosswalks by improving the yielding rate of motor vehicles for pedestrians in a crosswalk. The Town has installed RRFBs in similar high pedestrian and motor volume locations with success in improving safety.

41. BICYCLE ACCESS IMPROVEMENTS
Recommendation: $125,000; $50,000 (State Funds) Necessary for Public Safety; Bridle Path funding leverages State Funds

1. Olmsted Beacon Street Bridle Path Feasibility Study ($33,539)

FY 21 funding would be added to the existing $117,757 appropriated from the 2019 Transportation Network Company Funds, along with $50,000 in State funds to underwrite a study for determining the feasibility of the restoration of the Olmsted Bridle Path on Beacon Street.

The restoration of the Bridle Path was rated one of the highest priority projects at the June 2019 Select Board Sustainability Summit It is included in the Transportation Board
approved Green Routes Master Network Bike Plan and has the support of local and regional groups with a wide array of perspectives including transportation and access for the disabled.

Determining feasibility includes identifying necessary relocation or removal of infrastructure and estimating the construction cost to provide for a 10 to 15 foot dedicated multi-use path for use by bikes, scooters, joggers, runners, wheelchairs, and other non-vehicular transportation modes.

2. Green Street Contra-flow Bike Lane ($36,199)

One of the FY 21 Bicycle Access Improvement projects calls for the installation of a contra-flow bicycle lane on the entire length of Green Street from Dwight Street to Harvard Street. Contra-flow bicycle lanes are bicycle lanes designed to allow bicyclists to ride in the opposite direction of motor vehicle traffic. They convert a one-way traffic street into a two-way street: one direction for motor vehicles and bikes, and the other for bikes only.

The second block of the proposed contra-flow bike lane, from John Street to Harvard Street, would be bollard protected. The lane will provide a safer, lower stress connection allowing a cyclist to travel legally from Dwight or John Streets to Harvard Street and make a network connection to the existing north/south bicycle accommodations on Harvard Street from the neighborhoods to the north/east of Harvard Street.

Additionally, the Green Street Contra-flow Bike Lane will allow cyclists on Beacon Street seeking to travel north on Harvard Street to bypass the last block of Beacon Street (where the bike lane ends) as well as the intersection of Beacon Street and Harvard Street to make this connection via John Street and Green Street.

The proposed design includes current best standards for such an installation: 1) using a buffered yellow lane line marking between the motor vehicle and the contra-flow bicycle; 2) BIKE STOP signs as you approach the cross streets of John Street and Harvard Street; and 3) a bike walk next to the existing crosswalk for cyclists to safely cross Harvard Street to enter the southbound bike lane.

The Town of Brookline has had several contra-flow bicycle lanes installed for many years without any reported incidents of accidents, which mirrors the experience of Cambridge and other municipalities.

3. Beacon Street Westbound (St. Mary’s Street to Carlton Street) Parking-Protected Bike Lane ($55,262)

The second Bicycle Access Improvement project proposes to replicate the parking-protected bike lane installation on Beacon Street in Boston immediately before the Town-
line by relocating the existing westbound bike lane to the right of the parking lane so that it becomes a bike lane protected by the curb on one side and parked vehicles on the other.

The bike lane will have the additional protection of bollards installed in line with the parking meters to ensure parked vehicles do not encroach on the bike lane or door zone buffer. These parking protected bike lanes are a lower cost way to provide safer, protected accommodations for cyclists on high stress roadways with multiple lanes, high traffic volumes, high parking turnover, and a high number of double parked vehicles.

An additional benefit is the creation of a splitter island that will provide a year-round location for the popular BlueBikes bike share station that is currently removed in the winter due to its location on the public way.

42. PARKING METER TECHNOLOGY UPGRADE

Recommendation: $216,000

Funds are recommended to be used to replace only old IPS meters at this time, thereby ensuring timely collection of parking meter fees; funds for the replacement of coin-operated meters is not recommended at this time since their replacement will result in greater operating costs for DPW due to data storage services fees.

In 2013, the Town of Brookline undertook the upgrading of metered public parking spaces to provide customer convenience, ensure a regular turnover of spaces in high demand areas, and improve municipal maintenance and collection operations. This effort included the installation of both Digital Luke multi-space parking meters in public parking lots and over 500 IPS single space, credit-card-accepting parking meters in high-use districts along portions of Beacon Street, Harvard Street, Kent Street, and Brookline Avenue. Replacement of the remaining 1,320 coin-only single head parking meter mechanisms with the IPS credit-card-accepting meters continues. The per-unit price of $610 per mechanism includes meter mechanism, installation and commissioning, and an extended 12-month warranty. Upgraded parking meters will also accept coins.

It should be noted that the cost of data storage services for meters is expected to increase by $81,000, reflecting the installation of new IPS meters in place of existing coin-operated meters.

TRANSPORTATION NETWORK COMPANY FUNDS (State)

Because of the timing of the announcement and availability of funds for the municipality by the state, this budget item will require appropriation as part of the November Special Town Meeting.
43. STREET REHABILITATION – TOWN
Recommendation: $3,149,916
Work is required now to prevent further deterioration of roadways and to prevent incurring significant, additional costs in the future.
The sum of $500,000 is placed in this account so that it can be reallocated in November to support the cost of installing a temporary footbridge for Davis Path.

In 1992, the Department of Public Works undertook a comprehensive study of its roads (331 streets which add up to 97.6 miles of paved surface) and implemented a pavement management system. The system was designed to bring Town owned streets to a sufficient level of repair such that the roads could be maintained without undertaking costly full reconstruction. From 1992 to 1997, the Town made some progress in this regard, but funding was inconsistent. Starting in 1997, the Town began allocating $1 million per year to streets, in addition to utilizing Chapter 90 funding from the State for certain thoroughfares.

Based on the recommendations of the 2007/2008 Override Study Committee, the 2008 Override approved by the voters included $750,000 for streets and sidewalks, to be increased annually by 2.5%.

A subsequent assessment and report, indexing roadways according to their condition, noted that roadways with a 75 rating could be kept in good repair with maintenance instead of needing more expensive and time-consuming reconstruction. Reconstructing streets costs at least twice as much as performing preventative maintenance.

In 2014, there was a backlog of $18,492,001, exclusive of curbing, sidewalks, etc.; in 2018 that backlog was approximately $23.5 million, an increase of approximately $1.2 million over 2016, attributable to inflation and deterioration. In order to maintain the PCI (Pavement Condition Index) that existed in 2014, the Town would have needed to invest approximately $2 million dollars in street rehabilitation. As of 2018, to maintain a PCI rating of 73, the amount of needed funding was $4 million. Stantec Consulting Services recommended that the minimal funding for road rehabilitation increase to $3 million “to keep the network in ‘good’ condition and backlog relatively sustainable in the future.”

Beta Engineering has recently been hired to conduct a road conditions assessment/pavement management study and to present a report with findings and
recommendations. Town engineers give the current overall condition of Brookline roads a 67 or 68.

The pre-Covid 19FY 21 CIP calls for $2,649,916 for Street Rehabilitation purposes. Warren Street from Lee Street to Heath Street and Woodland Road from Heath Street (west) to Hammond Street will receive 3” mill and overlay treatment. Walnut Street from Warren Street to Dudley Street; Crafts Road from Cleveland Road to Eliot Street; Lowell Road from Stanton Road to Greenough Street; and Columbia Road from the city line to Harvard Street will be reconstructed. Six other streets in North Brookline will be treated with a bonded wearing course, while 22 streets throughout the town will have surface cracks sealed and/or patched.

It should be noted that work on Warren Street, Walnut Street, Crafts Road, and Lowell Road will be undertaken with a combination of Town and State Funds.

STREET REHABILITATION - STATE
$960,605 (No recommendation or vote required)

The State provides monies under its Chapter 90 program for improvements to certain streets. About 1/3 of Brookline's streets are eligible for 100% State reimbursement. This money supplements the funding appropriated from Town funds for street rehabilitation. Assuming an annual $300 million statewide appropriation of Chapter 90 funds, the Town anticipates an annual State grant of $960,605.

In FY 21, State funds will be combined with Town funds to undertake work on Warren Street, Walnut Street, Crafts Road, and Lowell Road.

44. SIDEWALK REPAIR
Recommendation: $336,000
Necessary for Public Safety

Sidewalks that are not reconstructed as part of the street reconstruction program will be reconstructed with funds from DPW’s Sidewalk Management Plan. Using the formula recommended by the 2007/2008 Override Study Committee and approved by voters in the 2008 Override, DPW has requested $336,000 for sidewalk repair in FY 21.

In accordance with DPW policy, concrete rather than asphalt will be used in sidewalk reconstruction, except in cases determined by the Tree Warden in which asphalt will be used near street trees.
45. STORMWATER IMPROVEMENTS & PERMIT COMPLIANCE  
Recommendation: $300,000  
Supported by Water and Sewer Enterprise Fund

The Environmental Protection Agency’s Stormwater Phase II Rule establishes an MS4 stormwater management program that is intended to improve the Town’s waterways by reducing the quantity of pollutants that stormwater picks up and carries into storm sewer systems during storm events. This project includes consulting services required for compliance with EPA’s Phase II MS4 Permit and installation of structural lining in existing drain crossings along the MBTA C Line and D Line.

46. WATER METER MOBILE TRANSMISSION UNIT (MTU) REPLACEMENT  
Recommendation: $280,000  
Supported by Water and Sewer Enterprise Fund

The Town's water meters and infrastructure were installed in 2006. The batteries of the mobile transmission units, which transfer meter consumption numbers to the collectors for billing are nearing the end of their useful life. This program will continue to replace all 10,000+/- units through FY 22.

47. WATER GARAGE ELEVATOR RENOVATION  
Recommendation: $260,000  
Supported by Water and Sewer Enterprise Fund

The elevator in the Water Division Garage on Netherlands Road is one of 47 elevators, Limited Use/Limited Application, and wheelchair lifts in Town and School buildings. When a building is renovated, most elevators are upgraded, however others continue to age without improvements being made. Maintenance becomes an issue, with parts being increasingly difficult to find. The elevator's controller needs to be upgraded or replaced as technology progresses and older technology is not supported. The elevator in the Netherlands Road facility is twenty years old. This project will upgrade it with new equipment.

48. SCHICK PARK  
Recommendation: $0  
Planning can be delayed without incurring additional significant cost.
In 1945, six house lots atop Aspinwall Hill were purchased from George B. Sargent for recreational purposes. The 1.1-acre “Addington Park” was opened five years later, and later renamed Lotta Bradburn Schick Park. Lotta Schick was a graduate of Wellesley College who was active in Brookline civic affairs for 35 years, 15 of which she served as a member of the School Committee. The park currently features picnic tables, a playground, paths/trails, basketball courts, a baseball/softball field, benches, and a picnic shelter. It was last renovated in 1997-8.

Accessed via Addington Road, Schick Park is in need of a full site renovation to meet new safety and accessibility requirements. Renovations will include new play equipment for older and younger children, repointing the stone walls, repair of the wooden picnic shelter, field renovation, fencing, paving and site furniture. FY 21 funds are requested for planning and design services.

49. PARKS AND PLAYGROUNDS REHABILITATION & UPGRADE
Recommendation: $310,000
Funds to be used to address public safety-related repairs or replacements.

This annual, town-wide program directs CIP funds to the evaluation, repair and replacement of unsafe and deteriorating park, playground, fence, and field facilities or components. Items funded under this program include fences, gates, backstops, retaining walls, picnic furniture, turf restoration, infield refurbishment, bench replacements, play structures, safety surfacing, and drainage improvements. This program avoids more expensive rehabilitation that would be necessary if these items were left to deteriorate.

50. TOWN/SCHOOL GROUNDS REHAB
Recommendation: $165,000
Funds to be used to address public safety-related repairs or replacements.

Town and School grounds require on-going structural improvements and repair. These funds will be applied to maintain or repair landscapes and hardscapes, including plant installation, regrading, reseeding, tree work, repair to concrete or asphalt walkways through the site, trash receptacles, bike racks, drainage improvements, retaining walls, and repairs to stairs, treads, railings, benches, or other exterior structures. This funding does not include replacement of areas over building structures or directly connected to the buildings, such as entrance stairways and ramps into the buildings. Projects such as those are under the Building Department's jurisdiction. This program avoids more expensive rehabilitation that would be necessary if these items were left to deteriorate.
51. TREE REMOVAL AND REPLACEMENT / URBAN FORESTRY MANAGEMENT
Recommendation: $235,000
Funds to be used for the removal of trees before they become public safety hazards and for structural and safety pruning of trees in parks and playgrounds.

The tree removal and replacement program represents the Town's effort to balance street tree removals with plantings. It is critical to remove trees that have matured or have been impacted by storm damage or disease before they become public safety hazards. New tree plantings are also critical since they directly impact the tree-lined character of the community, improve storm water quality, provide oxygen, and reduce heat impact in the summer. Both the planting and watering of new trees are in-house operations, resulting in cost savings and better quality control.

There are other uses for the funds within this CIP allocation, including the removal of trees identified as safety hazards or concerns in the Town’s four conservation areas and in its parks as well as structural and safety pruning of trees in the parks. In addition, funds may be used for new trees, planted in anticipation of the ultimate loss of existing mature trees.

Approximately 200 trees are removed and 350-450 replacement trees are purchased each year. Last year 223 trees were removed. In February of this year 303 trees representing 34 different species were purchased to be planted on the Town’s streets in the spring. It is important to note the growing gap between contractual services related to tree removal and replanting and currently available funds.

This line item also includes funding for Urban Forestry Management in the Town’s parks and open spaces. Storm damage, disease, and old age continue to reduce tree canopies. The funds are utilized to address such needs as tree removal, crown thinning, soil amendments, woodland canopy gap management, removal of invasive species, pest management, health and structural pruning, and planting. Such measures have been developed with the goals of supporting resistance to disease and pests and countering the rapid decline of trees left unmanaged in an urban environment. Work in this regard continues to be undertaken in collaboration with the Olmsted Tree Society of the Emerald Necklace Conservancy.

52. SCHOOL FURNITURE
Recommendation: $0
Purchase can be delayed without incurring additional significant costs.
Outdated and worn school furniture in all schools is replaced on an annual basis. When an individual school is completely renovated or expanded, most or all of the furniture gets replaced as part of the project. Under such circumstances, furniture that is still in good condition is allocated to other buildings, as appropriate. Furniture/furnishings for science and art rooms as well as gymnasiums is often significantly more expensive than traditional classroom furniture. Some furniture becomes obsolete before wearing out.

53. HVAC EQUIPMENT  
Recommendation: $150,000  
Funds to be used in efforts to reach goal to achieve zero emissions by 2050.

The HVAC Equipment Program is intended to undertake proactively, rather than reactively, the replacement of the larger and more expensive parts of boilers, air conditioners (including compressors), and other HVAC equipment before an emergency arises. The cost of this type of work exceeds the limits of the Building Department’s Operations and Maintenance budget, hence the creation of this program within the CIP.

Current plans call for replacing air conditioning compressors and upgrading equipment, starting with the oldest equipment and working in the off-season. There are currently 199 permanent air conditioning systems in both Town and School buildings. Their sizes range from two to 100+ tons and many are 10 years or older. Typically, air conditioning compressors last between five and 10 years, and replacement costs can range from $3,500 to $150,000, depending on the size of the system.

HVAC Equipment funds are also used to replace gas-fired equipment with equipment for heat and for hot water that does not use fossil fuels, thus working towards meeting the Town’s goal to achieve zero emissions by 2050. FY 21 funds will be directed towards the purchase and installation of split-unit heat pumps and air handling units in various spaces of the Baker School.

54. UNDERGROUND TANK REMOVAL  
Recommendation: $0  
Underground tanks have not reached the limit of their warranties.

There are 26 underground oil tanks located on school and municipal building sites throughout the town. They have 30-year warranties, but some of the tanks are approaching 25 years of age. The current schedule calls for 17 of these tanks to be removed and replaced. CIP funds would be used to remove the large tanks with capacities of between 5,000-15,000 gallons and replace them with aboveground tanks with a capacity of 1000 gallons or less, inside the buildings. Older, 275-gallon underground
tanks would be replaced with new tanks of the same size, also aboveground and inside the buildings.

Existing boilers and burners are currently functioning well and do not merit replacement. They are designed to use either natural gas or oil. New, aboveground oil tanks inside the buildings provide the assurance that the buildings will be kept heated in case of an emergency or gas shortage.

If funds become available from the Commonwealth’s Underground Storage Tank Fund, 50% of the cost of removal (generally $50,000) would be reimbursable, thus potentially expanding the scope of the FY 21 program, which currently includes tanks at the Old Lincoln, Baker, Heath and Baldwin Schools and at Town Hall.

55. TOWN/SCHOOL BUILDING - ADA RENOVATIONS
Recommendation: $80,000
Funds necessary to bring public buildings into compliance with the Americans with Disabilities Act

Support for this annual program of improvements is requested to bring Town and School buildings into compliance with the Americans with Disabilities Act (ADA), which requires that the Town make public buildings accessible to all.

FY 20 funds have been budgeted to widen a door at the High School, to modify a family changing room at the Kirrane Aquatic Center, to add vision tape to the staircases at the Driscoll School, and to install automatic door openers at the main branch of the library.

In FY 21 funds will be enable the Town to continue to respond to requests for ADA accommodations in public buildings.

56. TOWN/SCHOOL ELEVATOR RENOVATION PROGRAM
Recommendation: $200,000
Necessary for Public Safety

There are 47 elevators, LULAs (Limited Use/Limited Application), and wheelchair lifts throughout Town and School buildings. When a building is renovated, most elevators are upgraded (new controls, motors, cables, refurbishment of the car, etc.). Some elevators are also partially upgraded to meet the requirements of the existing building codes. The buildings that have not been renovated have elevators that are close to 30 years old. Maintenance is an issue and parts are increasingly difficult to find. The elevator's controller is basically a computer. The controller needs to be upgraded or replaced as
technology progresses and older technology is not supported. This project would upgrade those cars and lifts with new equipment.

Full funding has been secured for the modernization of the elevators at the Unified Arts Building and the Lynch Recreation Center. Other elevators due for renovation include those at the Sperber Education Center, High School, Municipal Service Center, Water Department building on Netherlands Road, Baker School, and Senior Center. It is anticipated that the modernization of the elevators at the High School will be undertaken as part of the High School Renovation and Expansion Project, while funding for the elevator in the Water Department Building will come from the Water and Sewer Enterprise Fund. FY 21 funds will enable work to proceed with the elevator in the Municipal Service Center.

57. TOWN/SCHOOL BUILDING - ENERGY CONSERVATION
Recommendation: $190,000
Project contributes to efforts to reach goal to achieve zero emissions by 2050

Efforts to decrease energy consumption in Town and School buildings include, but are not limited to, lighting retrofit and controls, energy efficient motors, insulation, and heating and cooling equipment. This program augments existing gas and electric utility conservation programs along with Green Communities Grants.

FY 20 funds supported the installation of LED lights at the new Lincoln School (Phase 2) and the Health Department and the installation of fans in the Baker School auditorium, gym, cafeteria, and multi-purpose room.

Plans call for FY 21 funds to be use for Phase Two of LED lighting at the Main Library (representing a savings of approximately 25,000 KWH per year); LED lighting at the Putterham Clubhouse (representing a savings of approximately 3500 KWH per year); and LED lighting at the Public Safety Building (representing a savings of approximately 5,000 KWH per year. In addition, funds will be used to install variable frequency drives on the pumps at the Municipal Services Center and Main Library (representing a savings of approximately 3000 and 4500 KWH per year, respectively).

58. TOWN/SCHOOL BUILDING - ENERGY MANAGEMENT SYSTEM
Recommendation: $125,000
Project contributes to efforts to reach goal to achieve zero emissions by 2050

This project’s purpose is to upgrade the energy management systems in Town and School buildings. A few of the larger buildings have older (30 years) energy management systems that have exceeded their life expectancy and replacement parts are no longer available. These systems will be replaced and upgraded with new web-based systems integrated into the Town’s existing computer network. Other systems will be upgraded with newer software or firmware. The Building Department will continue to work with the Information Technology Department on these projects.

Plans for FY 21 include replacing the existing Siemens system for the High School complex with Johnson Controls and upgrading software for the server as well as replacing older controllers at the Soule Recreation Center, Soule Gym, and Lawrence School with Johnson controllers, which are electronic devices for digital control of packaged air handling units, unit ventilators, fan coils, heat pumps, and other terminal units serving a single zone or room.

59. PUBLIC BUILDING FIRE ALARMS UPGRADES

Recommendation: $300,000

Necessary for Public Safety

The Town engaged with Garcia, Galuska & Desousa to conduct a study to assess the existing fire alarm and fire protection systems. The funding will allow the Building Department to address the recommendations in the study to properly maintain and upgrade these systems, including replacing the panels and fire alarm devices.

On the list for FY 21 are the Heath and Lawrence Schools, Water Department building on Netherlands Road, and the Soule Recreation Center and gym.

60. TOWN/SCHOOL BUILDING - SECURITY/LIFE SAFETY SYSTEMS

Recommendation: $90,000

Necessary for Public Safety
In past years, several large capital projects have been undertaken that included security improvements in Town and School buildings. This program will extend the effort and improve areas where security may be lacking. These funds would also be used to continue the on-going process of replacement and installation of new and upgraded burglar alarms, sprinkler systems, emergency lighting, and egress signs.

FY 20 funds have been budgeted for the replacement of the keycard system in the Public Safety Building; upgrading additional cameras at Town Hall from analog to digital, fire escape inspections, and in school buildings, installing Lock Down buttons to call police, burglar alarms, and other security enhancements.

Work planned for FY 21 includes additional keycard readers, camera upgrades from analog to digital, sprinkler modification in the “lower” Town Hall garage, inspections of plaster ceilings, upgrades for the Aiphone systems (used to permit entry in a school building), and other security measures including the ongoing replacement of doors, door frames, and locks, as needed.

61. CLASSROOM CAPACITY

Recommended- $2,015,251

This amount will provide sufficient funds for leased space at 2 Clark Road and Temples Emeth and Ohabei Shalom in FY 21 and a portion of the lease payments in FY 22.

Classroom Capacity funds are used to meet the space needs of PSB’s students and staff. For the first few years of the account, funds supported “Expand in Place” efforts, including the lease-purchase of modular classrooms. More recently the funds have been used to lease space at 62 Harvard Street for Pierce School classrooms, 20 Webster Place for administrative offices, Temple Ohabei Shalom and Temple Emeth for BEEP classrooms, and most recently to lease the K-2 Maimonides School building at 2 Clark Road. The current lease covers 16 classrooms, parking, play areas, and other educational spaces.

As of April 1, 2020, plans for FY 21 (Year 3 of the 2 Clark Road lease), call for the
facility to be used for at least six BEEP classes as well as a number of School Department
offices.

The recommended sum of $2,015,251 covers lease payments for BEEP classrooms and
PSB administrative offices in FY 21 and provides approximately $500,000 in forward
funding.

The operating expenses of 2 Clark Road ($200,00), which include utilities, repair and
maintenance, technology and snow removal, are charged to the operating budgets of
DPW, IT and the Building Department, all of which are therefore increased to cover these
services.

62. WATER SYSTEM IMPROVEMENTS
Recommendation: $2,000,000 (Utility Bond)
Supported by Water and Sewer Enterprise Fund

The plan for Water System Improvements has three primary objectives: 1) system
redundancy elimination; 2) fire flow improvement; and 3) identification and replacement
of water mains prone to leaks and/or breaks. Requests for funds for improvements will
continue yearly through FY 26.

63. WASTEWATER SYSTEM IMPROVEMENTS
Recommendation: $3,000,000 (Utility Bond)
Supported by Water and Sewer Enterprise Fund

This on-going project provides funding for the rehabilitation of the wastewater collection
system (sanitary sewer). Rehabilitation was based on the recommendations of the
Wastewater Master Plan completed in 1999. Previously construction projects to correct
sewer system deficiencies targeted: 1) structural improvements, 2) sewer and storm drain
separation and 3) hydraulic capacity restoration. Moving forward the primary focus will
be on the removal of inflow and infiltration sources with the overall goals of eliminating
sewerage backups into homes and businesses and lowering MWRA wholesale costs by
reducing extraneous flows. This project should ultimately enhance the efficiency of the
wastewater collection system and help to lower MWRA wholesale costs.

64. LARZ ANDERSON PARK
Recommendation: $2,200,000 (General Fund Bond)
Action required now to prevent further deterioration of the Park’s infrastructure and incurring greater costs in the future

Comprising over 65 acres, Larz Anderson Park, listed on the National and State Registers of Historic Places, is the largest park in Brookline and the flagship park of the Town. Within its borders are not only architecturally significant buildings but also athletic fields, play equipment, picnic areas, walking paths, an ice rink, significant trees, a lagoon, sweeping slopes and magnificent views of the City of Boston.

After $2,200,000 in FY 21 CIP dollars are added to funds approved in previous years, work can commence on roadway and path improvements, restoration of the “Temple of Love” next to the lagoon, and stabilization and repair of the walls at the top of the hill.

65. ROBINSON PLAYGROUND
Recommendation: $0 (General Fund Bond)
Renovation of the playground can be delayed without incurring additional significant cost.

The Margaret E. Robinson Playground is a 2.38-acre park located at Cypress and Franklin Streets in a densely populated neighborhood. It was built on the site of the car barn lot for the Boston Elevated Railway Company in the 1890s. Current playground facilities include a youth baseball/softball field, paved basketball court, multi-use court play area, playground equipment, picnic area, and water play. The Playground is a participant in the Green Dog Program.

Renovation plans include new playground equipment for older and younger children; water play, new irrigation and field renovation; basketball and multi-use court improvements; pathway and drainage improvements; and fence replacement.

66. TOWN/SCHOOL BUILDING – ROOF REPAIR/REPLACEMENT PROGRAM

Recommendation: $3,100,000 (General Fund Bond)

Work is required now to prevent incurring additional significant costs in the future.
A master plan for repair and replacement of roofs on all Town and School buildings was prepared by a consultant. The plan includes a priority list and schedule and calls for $29.3 million over a 20-year period.

The originally prepared list of roofs for repair/replacement in FY 21 included indoor pavilion of Larz Anderson Skating Rink (painted steel roof - $24,015); New Lincoln cafeteria building (shingle - $150,097); Pierce Primary building (EPDM - $30,019) Lawrence School ($1,601,032); and the Heath School (EPDM roof - $1,100,710). (The Heath School is slated for the installation of solar panels so its roof should be replaced before the panels are installed.)

Recent examinations of Town roof conditions revealed water infiltration between layers of roofing in several buildings. Such a situation could result in additional damage and greater expense in future years, consequently going forward, the above-list above may be modified.

VOTED: To approve the budget for fiscal year 2021 set forth in the attached Tables I and II. The Advisory Committee took this vote in 3 motions

1- Items 23-66 FAVORABLE ACTION 21-0-8
2- Items 1-22 with the exception of the Police Budget (item 10) FAVORABLE ACTION 27-1-1
3- Item 10 Police budget ($66,440 reduction from revised budget), and corresponding amendment to item 4, DICR budget FAVORABLE ACTION 24-3-0

to appropriate the amounts set forth for such fiscal year in the departments and expenditure object classifications within departments, as set forth in Tables I and II, subject to the following conditions; to raise all sums so appropriated, unless other funding is provided herein; and to establish the following authorizations:

1.) TRANSFERS AMONG APPROPRIATIONS: Transfers between the total departmental appropriations separately set forth in Tables 1 and 2 shall be permitted by vote of Town Meeting or as otherwise provided by Massachusetts General Laws Chapter 44, Section 33B(b). Within each separate departmental appropriation, expenditures shall be restricted to the expenditure object classifications set forth in the recommendation of the Advisory Committee, and voted by the Town Meeting, for each department, subject to the following exceptions:

A) Expenditures within the appropriation for the School Department shall not be restricted.
B) The following transfers within the appropriations for each department (other than the School Department and the Library Department), shall be permitted only with the prior written approval of the Select Board and Advisory Committee:

i) Transfers from the appropriation for the capital outlay object classification to any other object classification.

ii) Transfers to the appropriation for the personal services object classification from any other object classification.

iii) Any transfer which has the effect of increasing the number of positions or the compensation for any position, exclusive of adjustments in wages and benefits voted separately by Town Meeting.

viii) Transfers within the Department of Public Works from the Parks Division to any other purpose.

ix) Transfers within the Department of Public Works from the Snow and Ice budget to any other purpose.

x) With respect to item # 23d that $2M of appropriated funds not be transferred to the trust until 12/1/2020

C) Transfers within the Library Department appropriation shall be permitted with the approval of the Board of Library Trustees, and written notice of such approval shall be submitted promptly to the Advisory Committee, Town Administrator and Town Comptroller.

D) All other transfers within the total appropriation for a particular department shall be permitted with the written approval of the Town Administrator, subject to review and approval of the Select Board, and upon the condition that written notice of each such approval shall be submitted promptly to the Advisory Committee and Town Comptroller.

2.) PROCUREMENT CONTRACTS AND LEASES: The Chief Procurement Officer is authorized to lease, or lease with an option to purchase, any equipment or capital item funded within the FY2021 budget, and to solicit and award contracts for terms of not more than four years, provided that in each instance the longer term is determined to be in the best interest of the Town by a vote of the Select Board.

3.) ALLOCATION OF SALARY ADJUSTMENTS: Appropriations for salary and wage adjustments (Item #20) shall be transferred by the Town Comptroller to the various affected
departments within (60) days from the beginning of the fiscal year, or in the absence of duly approved collective bargaining agreements, within (60) days of the approval of the collective bargaining agreements by Town Meeting. The Select Board shall determine the salaries, which may include merit adjustments, for employees not included in any collective bargaining agreement.

Should a balance remain after the Town Comptroller has made the transfers specified herein, said balance shall be transferred by the Town Comptroller to a budget line entitled Personnel Services Reserve (Item #19), which shall be used to fund costs incurred over the course of the fiscal year pursuant to employee contracts and/or established personnel policies. The Town Comptroller shall include an accounting of all transfers made from this reserve in the Annual Financial Report.

4.) **STIPENDS / SALARIES OF ELECTED OFFICIALS:** The stipends of members of the Select Board shall be at the rate of $4,500 per year for the Chair and at the rate of $3,500 per year for each of the other four members. The annual salary of the Town Clerk shall be at the rate of $114,585 effective July 1, 2020, plus any adjustment approved by vote of the Select Board. The Town Clerk shall pay all fees received by the Town Clerk by virtue of his office into the Town treasury for Town use.

5.) **VACANT POSITIONS:** No appropriation for salaries, wages, or other compensation shall be expended for any benefit-eligible position which has become vacant during the fiscal year unless the Select Board, at an official meeting, has determined that the filling of the vacancy is either essential to the proper operation of the Town or is required by law. This condition shall not apply to appropriations of the School Department.

6.) **GOLF ENTERPRISE FUND:** The following sums, totaling $1,881,691 shall be appropriated into the Golf Enterprise Fund, and may be expended under the direction of the Park and Recreation Commission, for the operation of the Golf Course:
Salaries $689,557  
Purchase of Services $264,901  
Supplies $340,485  
Other $11,500  
Utilities $103,414  
Capital $95,800  
Debt Service $137,038  
Reserve $25,000  
Total Appropriations $1,667,695  
Indirect Costs $213,996  
Total Costs $1,881,691

Total costs of $1,881,691 to be funded from golf receipts with $213,996 to be reimbursed to the General Fund for indirect costs.

7.) WATER AND SEWER ENTERPRISE FUND: The following sums, totaling $29,239,144, shall be appropriated into the Water and Sewer Enterprise Fund, and may be expended under the direction of the Commissioner of Public Works for the Water and Sewer purposes as voted below:

<table>
<thead>
<tr>
<th></th>
<th>Water</th>
<th>Sewer</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>2,390,649</td>
<td>449,001</td>
<td>2,839,650</td>
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<tr>
<td>Purchase of Services</td>
<td>172,398</td>
<td>149,000</td>
<td>321,398</td>
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<tr>
<td>Supplies</td>
<td>108,220</td>
<td>16,000</td>
<td>124,220</td>
</tr>
<tr>
<td>Other</td>
<td>13,900</td>
<td>3,180</td>
<td>17,080</td>
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<tr>
<td>Utilities</td>
<td>91,561</td>
<td>0</td>
<td>91,561</td>
</tr>
<tr>
<td>Capital</td>
<td>200,300</td>
<td>226,269</td>
<td>426,569</td>
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<tr>
<td>Intergovernmental</td>
<td>7,522,794</td>
<td>13,750,203</td>
<td>21,272,997</td>
</tr>
<tr>
<td>Debt Service</td>
<td>436,709</td>
<td>1,279,212</td>
<td>1,715,921</td>
</tr>
<tr>
<td>Reserve</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Appropriations</td>
<td>10,936,531</td>
<td>15,872,865</td>
<td>26,809,396</td>
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<tr>
<td>Indirect Costs</td>
<td>1,914,874</td>
<td>514,873</td>
<td>2,429,747</td>
</tr>
<tr>
<td>Total Costs</td>
<td>12,851,406</td>
<td>16,387,738</td>
<td>29,239,144</td>
</tr>
</tbody>
</table>

Total costs of $29,239,144 to be funded from water and sewer receipts with $2,429,747 to be reimbursed to the General Fund for indirect costs.
8.) REVOLVING FUNDS:

a.) The Park and Recreation Commission is authorized to maintain and operate, under the provisions of General Laws Chapter 44, Section 53E1/2 and Chapter 79 of the Acts of 2005, a revolving fund for special recreation programs and events. All receipts from said programs and events shall be credited to the fund. Annual expenditures from the fund shall not exceed $4,200,000.

b.) The Building Commissioner is authorized to maintain and operate, under the provisions of General Laws Chapter 44, Section 53E1/2 and Chapter 79 of the Acts of 2005, a revolving fund for the repair and maintenance of the Town's rental properties, including all those listed in the vote under Article 13 of the Warrant for the 1999 Annual Town Meeting. All receipts from said rental properties shall be credited to the fund. Annual expenditures from the fund shall not exceed $225,000.

c.) The Commissioner of Public Works is authorized to maintain and operate, under the provisions of General Laws Chapter 44, Section 53E1/2 and Chapter 79 of the Acts of 2005, a revolving fund for the construction and reconstruction, upkeep, maintenance, repair and improvement of sidewalks and walkways along public streets and ways over, across and through town owned property. Annual expenditures from the fund shall not exceed $100,000.

d.) The Director of Planning and Community Development is authorized to maintain and operate, under the provisions of General Laws Chapter 44, Section 53E1/2 and Chapter 79 of the Acts of 2005, a revolving fund for the Façade Improvement Loan Program. Annual expenditures from the fund shall not exceed $30,000.

e.) The Library Director is authorized to maintain and operate, under the provisions of General Laws Chapter 44, Section 53E1/2 and Chapter 79 of the Acts of 2005, a revolving fund for the Copier Program. Annual expenditures from the fund shall not exceed $30,000.

f.) The School Department is authorized to maintain and operate, under the provisions of General Laws Chapter 44, Section 53E1/2 and Chapter 79 of the Acts of 2005, a revolving fund for the School bus Program. Annual expenditures from the fund shall not exceed $75,000.

9.) SCHOOLHOUSE MAINTENANCE AND REPAIR: The sum of $5,460,368, included within the Building Department appropriation for school building maintenance, shall be expended for School Plant repair and maintenance and not for any other purpose. The listing of work to be accomplished shall be established by the School Department. The
feasibility and prioritization of the work to be accomplished under the school plant repair and maintenance budget shall be determined by the Superintendent of Schools and the Building Commissioner, or their designees.

10.) SNOW AND ICE BUDGET: The sum of $584,810, included within the Department of Public Works appropriation for snow and ice operations, shall be expended for snow and ice operations and not for any other purpose, unless transferred per the provisions of Section 1.B.vi of this Article 8.

11.) INTERFUND TRANSFERS: In order to fund the appropriations voted for the various departments itemized on Table 1, the Town Comptroller is authorized to make the following interfund transfers:

   
<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cemetery Sales Special Revenue Fund $100,000</td>
<td></td>
</tr>
<tr>
<td>[to the General Fund for the Department of Public Works]</td>
<td></td>
</tr>
<tr>
<td>Recreation Revolving Fund $471,027</td>
<td></td>
</tr>
<tr>
<td>[to the General Fund for benefits reimbursement]</td>
<td></td>
</tr>
</tbody>
</table>

12.) BUDGETARY REPORTING: The Town Comptroller shall provide the Advisory Committee with a report on the budgetary condition of the Town as of September 30, December 31, March 31, and June 30, within 45 days of said dates. This financial report shall include a summary of the status of all annual and special appropriations voted in this article; a report on the status of all special appropriations voted in prior years which remain open at the reporting date; and a summary of the status of all revenues and inter-fund transfers which have been estimated to finance the appropriations voted under this article.

13.) SPECIAL APPROPRIATIONS: The appropriations set forth as items 35 through 69, inclusive, in Table 1 shall be specially appropriated for the following purposes. In addition, with the exception of Items #64 - 69, they shall be transferred from the General Fund to the Revenue-Financed Capital Fund.

Appropriate sums of money for the following special purposes:

36.) Appropriate $0, to be expended under the direction of the Building Commissioner with any necessary contracts over $100,000 to be approved by the Select Board for repairs to garage floors. **NOT MOVED**

37.) Appropriate $60,000, to be expended under the direction of the Building Commissioner for the rehabilitation of Town buildings.
38.) Appropriate $450,000, to be expended under the direction of the Fire Chief, with any necessary contracts over $100,000 to be approved by the Select Board, for replacement of the fire station alerting system.

39.) Appropriate $900,000, to be expended under the direction of the Police Chief, with any necessary contracts over $100,000 to be approved by the Select Board, for upgrades/replacement of the Police and Fire Department’s radio infrastructure.

40.) Appropriate $81,500, to be expended under the direction of the Commissioner of Public Works, with the approval of the Select Board, for traffic calming studies and improvements; provided that the Department of Public Works and Transportation Board provide status reports to the Select Board on a semi-annual basis. To meet the appropriation transfer $81,500 from the Parking Meter Fund.

41.) Appropriate $125,000, with any necessary contracts over $100,000 to be approved by the Select Board, to be expended under the direction of the Commissioner of Public Works, for bicycle access improvements.

42.) Appropriate $216,000 with any necessary contracts over $100,000 to be approved by the Select Board, to be expended under the direction of the Commissioner of Public Works, for parking meter technology upgrades. To meet the appropriation transfer $216,000 from the Parking Meter Fund.

43.) Appropriate $3,149,916, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for the rehabilitation of streets. To meet the appropriation transfer $859,916 from the Parking Meter Fund.

44.) Appropriate $336,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for the rehabilitation of sidewalks.

45.) Appropriate $300,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for storm water improvements, and to meet the appropriation transfer $300,000 from the retained earnings of the Water and Sewer Enterprise Fund.

46.) Appropriate $265,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for water meter transmission unit (MTU) replacements, and to meet the appropriation transfer $265,000 from the retained earnings of the Water and Sewer Enterprise Fund.
47.) Appropriate $260,000, to be expended under the direction of the Building Commissioner with any necessary contracts over $100,000 to be approved by the Select Board for repairs to the elevator at the Netherland’s Road facility and to meet the appropriation transfer $260,000 from the retained earnings of the Water and Sewer Enterprise Fund.

48.) Appropriate $0, to be expended under the direction of the Commissioner of Public Works, for the design of the renovation of Schick Playground. **NOT MOVED**

49.) Appropriate $310,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for the renovation of playground equipment, fields, and fencing.

50.) Appropriate $165,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for the rehabilitation of Town and School grounds.

51.) Appropriate $235,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board and the Tree Planting Committee, for the removal and replacement of trees.

52.) Appropriate $0, to be expended under the direction of the Chief Procurement Officer for school furniture upgrades. **NOT MOVED**

53.) Appropriate $150,000, to be expended under the direction of the Building Commissioner, with any necessary contracts over $100,000 to be approved by the Select Board for HVAC equipment in Town and School facilities.

54.) Appropriate $0, to be expended under the direction of the Building Commissioner for the removal of underground tanks at Town and School facilities. **NOT MOVED**

55.) Appropriate $80,000, to be expended under the direction of the Building Commissioner for ADA renovations to Town and School facilities.

56.) Appropriate $200,000, to be expended under the direction of the Building Commissioner, with any necessary contracts over $100,000 to be approved by the Select Board for elevator renovations in Town and School facilities.

57.) Appropriate $190,000, to be expended under the direction of the Building Commissioner, with any necessary contracts over $100,000 to be approved by the Select Board for energy conservation projects in Town and School facilities.

58.) Appropriate $125,000, to be expended under the direction of the Building Commissioner, with any necessary contracts over $100,000 to be approved by the
Select Board, for upgrades to energy management systems in Town and School facilities.

59.) Appropriate $300,000, to be expended under the direction of the Building Commissioner, with any necessary contracts over $100,000 to be approved by the Select Board for fire alarm upgrades in Town and School facilities.

60.) Appropriate $160,000, to be expended under the direction of the Building Commissioner, with any necessary contracts over $100,000 to be approved by the Board of Select Board and, with respect to School Buildings, by the School Committee, for improvements to life safety systems and building security in Town and School facilities.

61.) Appropriate $1,644,831, to be expended under the direction of the School Superintendent, with any necessary contracts to be approved by the Select Board and School Committee, for the expansion of classroom capacity in various schools.

62.) Appropriate $2,000,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for water system improvements and to meet the appropriation, authorize the Treasurer, with the approval of the Select Board, to borrow $2,000,000 under General Laws, Chapter 44, Section 8(5), as amended, or pursuant to any other enabling authority; and authorize the Select Board to apply for, accept, receive and expend grants, aid, reimbursements, loans, and all other forms of funding and financial assistance from both state and federal sources and agencies for such purpose. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

63.) Appropriate $3,000,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for wastewater system improvements and to meet the appropriation, authorize the Treasurer, with the approval of the Select Board, to borrow $3,000,000 under General Laws, Chapter 44, Section 7(9), as amended, or pursuant to any other enabling authority; and authorize the Select Board to apply for, accept, receive and expend grants, aid, reimbursements, loans, and all other forms of funding and financial assistance from both state and federal sources and agencies for such purpose. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.
64.) Appropriate $2,200,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over $100,000 to be approved by the Select Board, for improvements at Larz Anderson Park and to meet the appropriation authorize the Treasurer, with the approval of the Select Board, to borrow $2,200,000, under General Laws, Chapter 44, Section 7(1), as amended, or pursuant to any other enabling authority. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

65.) Appropriate $0 to be expended under the direction of the Commissioner of Public Works, for the renovation of Robinson Playground. NOT MOVED

66.) Appropriate $3,100,000, to be expended under the direction of the Building Commission, with any necessary contracts over $100,000 to be approved by the Select Board and, with respect to School Buildings, by the School Committee, for roof repairs/replacements to Town and School facilities and to meet the appropriation, authorize the Treasurer with the approval of the Selectmen, to borrow $3,100,000 under General Law, Chapter 44, Section 7 (3A), as amended, or pursuant to any other enabling authority. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

14.) FREE CASH: Appropriate and transfer $11,065,720 from free cash for the following purposes:

- e.) Operating Budget Reserve Fund (MGL Chapter 40, Section 6) – $2,251,677;
- g.) Stabilization Fund (MGL Chapter 40, Section 5B) - $1,000,000
- h.) Reduce the tax rate (Special Appropriations) – $6,766,965;
- i.) Housing Trust Fund – $726,549;

XXX
## FY2021 BUDGET - TABLE 1 JUNE, 2020

### REVENUES

<table>
<thead>
<tr>
<th></th>
<th>FY18 ACTUAL</th>
<th>FY19 ACTUAL</th>
<th>FY20 BUDGET</th>
<th>FY21 BUDGET</th>
<th>$% CHANGE FROM FY20</th>
<th>% CHANGE FROM FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Taxes</td>
<td>211,374,488</td>
<td>224,490,569</td>
<td>238,487,743</td>
<td>254,898,615</td>
<td>16,410,872</td>
<td>6.9%</td>
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<tr>
<td>Local Receipts</td>
<td>36,277,400</td>
<td>35,725,309</td>
<td>31,120,219</td>
<td>27,051,609</td>
<td>(4,068,610)</td>
<td>-13.1%</td>
</tr>
<tr>
<td>State Aid</td>
<td>20,352,973</td>
<td>22,112,759</td>
<td>22,386,947</td>
<td>19,455,995</td>
<td>(2,930,952)</td>
<td>-13.1%</td>
</tr>
<tr>
<td>Free Cash</td>
<td>8,354,017</td>
<td>8,427,936</td>
<td>9,081,257</td>
<td>11,065,720</td>
<td>1,984,463</td>
<td>21.9%</td>
</tr>
<tr>
<td>Other Available Funds</td>
<td>3,050,446</td>
<td>4,872,678</td>
<td>3,349,771</td>
<td>4,390,037</td>
<td>1,040,267</td>
<td>31.1%</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td><strong>279,409,325</strong></td>
<td><strong>295,629,251</strong></td>
<td><strong>304,425,937</strong></td>
<td><strong>316,861,976</strong></td>
<td><strong>12,436,039</strong></td>
<td><strong>4.1%</strong></td>
</tr>
</tbody>
</table>

### EXPENDITURES

#### DEPARTMENTAL EXPENDITURES

1. Select Board
   - FY18: 738,119
   - FY19: 708,050
   - FY20: 831,487
   - FY21 Budget: 791,662
   - Change from FY20: (39,825)
2. Human Resources
   - FY18: 755,582
   - FY19: 498,780
   - FY20: 648,415
   - FY21 Budget: 594,485
   - Change from FY20: (53,930)
3. Information Technology
   - FY18: 1,922,893
   - FY19: 2,077,848
   - FY20: 2,054,746
   - FY21 Budget: 2,080,259
   - Change from FY20: 25,513
4. Diversity, Inclusion, and Community Relations
   - FY18: 228,918
   - FY19: 301,017
   - FY20: 281,088
   - FY21 Budget: 327,515
   - Change from FY20: 46,427
5. Finance Department
   - FY18: 3,372,305
   - FY19: 3,280,214
   - FY20: 3,447,845
   - FY21 Budget: 3,286,233
   - Change from FY20: (161,612)
6. Legal Services
   - FY18: 1,055,753
   - FY19: 1,166,351
   - FY20: 1,155,413
   - FY21 Budget: 1,057,022
   - Change from FY20: (98,391)
7. Planning and Community Development
   - FY18: 21,427
   - FY19: 23,805
   - FY20: 28,520
   - FY21 Budget: 28,520
   - Change from FY20: 0
8. Town Clerk
   - FY18: 562,943
   - FY19: 758,640
   - FY20: 669,914
   - FY21 Budget: 750,024
   - Change from FY20: 80,110
9. Police
   - FY18: 16,151,311
   - FY19: 18,578,613
   - FY20: 18,159,039
   - FY21 Budget: 17,436,626
   - Change from FY20: (722,413)
10. Fire
    - FY18: 15,070,184
    - FY19: 15,586,571
    - FY20: 15,998,841
    - FY21 Budget: 15,822,908
    - Change from FY20: (175,933)
11. Building
    - FY18: 16,336,101
    - FY19: 16,069,996
    - FY20: 16,015,170
    - FY21 Budget: 16,008,198
    - Change from FY20: (6,972)
12. Library
    - FY18: 4,147,017
    - FY19: 4,249,242
    - FY20: 4,317,382
    - FY21 Budget: 3,960,760
    - Change from FY20: (356,622)
13. Health and Human Services
    - FY18: 1,181,028
    - FY19: 1,408,011
    - FY20: 1,405,442
    - FY21 Budget: 1,568,639
    - Change from FY20: 163,197
14. Veterans' Services
    - FY18: 303,845
    - FY19: 201,513
    - FY20: 346,074
    - FY21 Budget: 312,087
    - Change from FY20: (33,987)
15. Council on Aging
    - FY18: 902,328
    - FY19: 954,436
    - FY20: 992,321
    - FY21 Budget: 913,379
    - Change from FY20: (70,942)
16. Recreation
    - FY18: 1,076,649
    - FY19: 983,211
    - FY20: 1,116,669
    - FY21 Budget: 1,034,617
    - Change from FY20: (82,052)
17. Personnel Services Reserve
    - FY18: 85,000
    - FY19: 715,000
    - FY20: 715,000
    - FY21 Budget: 715,000
    - Change from FY20: 0
18. Collective Bargaining - Town
    - FY18: 784,317
    - FY19: 1,400,693
    - FY20: 2,470,000
    - FY21 Budget: 1,910,000
    - Change from FY20: (560,000)
19. Subtotal Town
    - FY18: 72,437,441
    - FY19: 73,541,840
    - FY20: 77,317,123
    - FY21 Budget: 78,468,106
    - Change from FY20: 1,150,983
20. Schools
    - FY18: 105,196,458
    - FY19: 110,918,206
    - FY20: 117,385,106
    - FY21 Budget: 118,998,990
    - Change from FY20: 1,613,883

- **Subtotal Town**: 1,150,983
- **Schools**: 1,613,883
<table>
<thead>
<tr>
<th></th>
<th>FY18 ACTUAL</th>
<th>FY19 ACTUAL</th>
<th>FY20 BUDGET</th>
<th>FY21 BUDGET AC</th>
<th>$$ CHANGE FROM FY20</th>
<th>% CHANGE FROM FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>22. Vocational Education Assessments</td>
<td>21,753</td>
<td>13,878</td>
<td>92,895</td>
<td>92,895</td>
<td>0</td>
<td>-</td>
</tr>
<tr>
<td>Subtotal Education</td>
<td>105,218,211</td>
<td>110,932,084</td>
<td>117,478,001</td>
<td>119,091,885</td>
<td>1,613,883</td>
<td>1.4%</td>
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<tr>
<td>TOTAL DEPARTMENTAL EXPENDITURES</td>
<td>177,655,652</td>
<td>184,473,924</td>
<td>196,468,814</td>
<td>197,559,990</td>
<td>1,091,177</td>
<td></td>
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<tr>
<td><strong>NON-DEPARTMENTAL EXPENDITURES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1) 23. Employee Benefits</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Pensions</td>
<td>21,519,358</td>
<td>23,785,769</td>
<td>24,915,433</td>
<td>26,569,845</td>
<td>1,654,412</td>
<td>6.6%</td>
</tr>
<tr>
<td>b. Group Health</td>
<td>29,055,009</td>
<td>29,632,981</td>
<td>31,650,811</td>
<td>32,701,792</td>
<td>1,050,981</td>
<td>3.3%</td>
</tr>
<tr>
<td>c. Health Reimbursement Account (HRA)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>d. Retiree Group Health Trust Fund (OPE)</td>
<td>4,480,080</td>
<td>4,570,465</td>
<td>4,781,980</td>
<td>4,181,979</td>
<td>(600,001)</td>
<td>-12.5%</td>
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<tr>
<td>e. Employee Assistance Program (EAP)</td>
<td>22,825</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>#DIV/0!</td>
<td></td>
</tr>
<tr>
<td>f. Group Life</td>
<td>132,145</td>
<td>132,351</td>
<td>145,000</td>
<td>145,000</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>g. Disability Insurance</td>
<td>13,436</td>
<td>43,808</td>
<td>46,000</td>
<td>46,000</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>h. Worker's Compensation</td>
<td>1,450,000</td>
<td>1,450,000</td>
<td>2,050,000</td>
<td>1,850,000</td>
<td>(200,000)</td>
<td>-9.8%</td>
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<tr>
<td>i. Public Safety IOD Medical Expenses</td>
<td>200,000</td>
<td>200,000</td>
<td>0</td>
<td>0</td>
<td>#DIV/0!</td>
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<tr>
<td>j. Unemployment Compensation</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>200,000</td>
<td>0</td>
<td>0.0%</td>
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<tr>
<td>k. Medical Disabilities</td>
<td>15,709</td>
<td>18,846</td>
<td>40,000</td>
<td>40,000</td>
<td>0</td>
<td>0.0%</td>
</tr>
<tr>
<td>l. Medicare Coverage</td>
<td>2,228,723</td>
<td>2,452,935</td>
<td>2,609,403</td>
<td>2,784,233</td>
<td>174,830</td>
<td>6.7%</td>
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<tr>
<td>(2) 24. Reserve Fund</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25. HCA Reserve Fund</td>
<td>1,939,266</td>
<td>1,785,722</td>
<td>2,689,494</td>
<td>4,620,855</td>
<td>1,931,317</td>
<td>71.8%</td>
</tr>
<tr>
<td>26. Stabilization Fund</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>701,485</td>
<td>701,485</td>
<td></td>
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<tr>
<td>27. Affordable Housing</td>
<td>576,803</td>
<td>545,112</td>
<td>200,000</td>
<td>726,549</td>
<td>526,549</td>
<td>263.3%</td>
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<tr>
<td>28. Liability/Catastrophe Fund</td>
<td>203,644</td>
<td>456,762</td>
<td>389,700</td>
<td>49,729</td>
<td>(339,971)</td>
<td>-87.2%</td>
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<tr>
<td>29. General Insurance</td>
<td>334,959</td>
<td>416,563</td>
<td>507,952</td>
<td>703,507</td>
<td>195,555</td>
<td>38.5%</td>
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<td>30. Audit/Professional Services</td>
<td>123,252</td>
<td>131,994</td>
<td>142,000</td>
<td>142,000</td>
<td>0</td>
<td>0.0%</td>
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<td>31. Contingency Fund</td>
<td>11,874</td>
<td>14,754</td>
<td>15,000</td>
<td>10,000</td>
<td>(5,000)</td>
<td>-33.3%</td>
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<td>32. Out-of-State Travel</td>
<td>110</td>
<td>1,677</td>
<td>3,000</td>
<td>0</td>
<td>(3,000)</td>
<td>-100.0%</td>
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<tr>
<td>33. Printing of Warrants &amp; Reports</td>
<td>44,567</td>
<td>54,633</td>
<td>55,000</td>
<td>45,000</td>
<td>(10,000)</td>
<td>-18.2%</td>
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<td>34. MMA Dues</td>
<td>12,588</td>
<td>13,121</td>
<td>13,553</td>
<td>13,891</td>
<td>338</td>
<td>2.5%</td>
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<tr>
<td><strong>Subtotal General</strong></td>
<td>3,247,063</td>
<td>3,420,338</td>
<td>4,015,699</td>
<td>8,013,016</td>
<td>3,997,317</td>
<td>99.5%</td>
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<tr>
<td>(1) 35. Borrowing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Funded Debt - Principal</td>
<td>12,577,453</td>
<td>15,631,273</td>
<td>18,828,262</td>
<td>25,204,625</td>
<td>6,376,363</td>
<td>33.9%</td>
</tr>
<tr>
<td>b. Funded Debt - Interest</td>
<td>9,007,300</td>
<td>10,195,000</td>
<td>11,952,053</td>
<td>13,674,000</td>
<td>1,721,947</td>
<td>14.4%</td>
</tr>
<tr>
<td>c. Bond Anticipation Notes</td>
<td>3,566,569</td>
<td>4,977,927</td>
<td>6,716,209</td>
<td>11,237,370</td>
<td>4,521,161</td>
<td>67.3%</td>
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<td>d. Abatement Interest and Refunds</td>
<td>0</td>
<td>456,250</td>
<td>100,000</td>
<td>233,256</td>
<td>133,256</td>
<td>133.3%</td>
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<td><strong>TOTAL NON-DEPARTMENTAL EXPENSES</strong></td>
<td>75,141,801</td>
<td>81,538,766</td>
<td>89,282,587</td>
<td>101,736,489</td>
<td>12,453,903</td>
<td>13.9%</td>
</tr>
<tr>
<td><strong>TOTAL GENERAL APPROPRIATIONS</strong></td>
<td>252,797,453</td>
<td>266,012,690</td>
<td>285,751,400</td>
<td>299,296,480</td>
<td>13,545,079</td>
<td>4.7%</td>
</tr>
<tr>
<td><strong>SPECIAL APPROPRIATIONS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>36. Repairs to Garage Floors (revenue financed)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No motion</td>
<td></td>
</tr>
<tr>
<td>37. Town Building Rehab/Upgrade (revenue financed)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>60,000</td>
<td></td>
</tr>
<tr>
<td>38. Fire Station Alerting System Replacement (revenue financed)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>450,000</td>
<td></td>
</tr>
<tr>
<td>39. Police/Fire Radio Infrastructure (revenue financed)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>900,000</td>
<td></td>
</tr>
<tr>
<td>40. Traffic Calming / Safety Improvements (transfer from parking meter fund)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>81,500</td>
<td></td>
</tr>
<tr>
<td>41. Bicycle Access Improvements (revenue financed)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>125,000</td>
<td></td>
</tr>
<tr>
<td>42. Parking Meters (transfer from Parking Meter Fund)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>216,000</td>
<td></td>
</tr>
<tr>
<td>43. Street Rehab. (rev financed ($1.79M) + Parking meter fund ($859,916))</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>3,149,916</td>
<td></td>
</tr>
<tr>
<td>Project Description</td>
<td>FY18 ACTUAL</td>
<td>FY19 ACTUAL</td>
<td>FY20 BUDGET</td>
<td>FY21 BUDGET</td>
<td>$$_{\text{CHANGE FROM FY20}}$$</td>
<td>% CHANGE FROM FY20</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>-------------</td>
<td>---------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>44. Sidewalk Repair/Reconstruction (revenue financed)</td>
<td></td>
<td></td>
<td>336,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>45. Stormwater Improvements (revenue financed Water and Sewer fund)</td>
<td></td>
<td></td>
<td>300,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>46. Water Meter MTU Replacement (revenue financed Water and Sewer fund)</td>
<td></td>
<td></td>
<td>265,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>47. Water Garage Elevator Renovation (revenue financed Water and Sewer fund)</td>
<td></td>
<td></td>
<td>260,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>48. Schick Playground (revenue financed)</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>No motion</td>
<td></td>
</tr>
<tr>
<td>49. Playground Equipment, Fields, Fencing (revenue financed)</td>
<td></td>
<td></td>
<td>310,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50. Town/School Grounds Rehab (revenue financed)</td>
<td></td>
<td></td>
<td>165,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>51. Tree Removal and Replacement (revenue financed)</td>
<td></td>
<td></td>
<td>235,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>52. School Furniture Upgrades (revenue financed)</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>No motion</td>
<td></td>
</tr>
<tr>
<td>53. HVAC Equipment (revenue financed)</td>
<td></td>
<td></td>
<td>100,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>54. Underground Tank Removal (revenue financed)</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>No motion</td>
<td></td>
</tr>
<tr>
<td>55. Town/School ADA Renovations (revenue financed)</td>
<td></td>
<td></td>
<td>80,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>56. Town/School Elevator Renovation Program (revenue financed)</td>
<td></td>
<td></td>
<td>200,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>57. Town/School Energy Conservation Projects (revenue financed)</td>
<td></td>
<td></td>
<td>190,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>58. Town/School Energy Management Systems (revenue financed)</td>
<td></td>
<td></td>
<td>125,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>59. Public Building Fire Alarm upgrades (revenue financed)</td>
<td></td>
<td></td>
<td>300,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>60. Town/School Bldg Security / Life Safety Systems (revenue financed)</td>
<td></td>
<td></td>
<td>160,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>61. Classroom Capacity (revenue financed)</td>
<td></td>
<td></td>
<td>1,644,831</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>62. Water System Improvements (utility bond)</td>
<td></td>
<td></td>
<td>2,000,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>63. Wastewater System Improvements (utility bond)</td>
<td></td>
<td></td>
<td>3,000,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>64. Larz Anderson Park (bond)</td>
<td></td>
<td></td>
<td>2,200,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>65. Robinson Playground (bond)</td>
<td></td>
<td></td>
<td>0</td>
<td></td>
<td>No motion</td>
<td></td>
</tr>
<tr>
<td>66. Town/School Roof Repair/Repl. Program (bond)</td>
<td></td>
<td></td>
<td>3,100,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) TOTAL REVENUE-FINANCED SPECIAL</td>
<td>9,720,862</td>
<td>10,979,868</td>
<td>9,949,094</td>
<td>8,828,250</td>
<td>(1,120,844)</td>
<td>-11.3%</td>
</tr>
<tr>
<td>TOTAL APPROPRIATED EXPENDITURES</td>
<td>262,518,315</td>
<td>276,992,558</td>
<td>295,700,495</td>
<td>308,124,730</td>
<td>12,424,235</td>
<td>4.2%</td>
</tr>
<tr>
<td>NON-APPROPRIATED EXPENDITURES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cherry Sheet Offsets</td>
<td>86,983</td>
<td>88,500</td>
<td>89,070</td>
<td>86,027</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State &amp; County Charges</td>
<td>6,492,524</td>
<td>6,672,137</td>
<td>6,826,231</td>
<td>6,796,134</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overlay</td>
<td>1,722,221</td>
<td>1,762,675</td>
<td>1,785,140</td>
<td>1,830,085</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deficits-Judgments-Tax Titles</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td>25,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(4) TOTAL NON-APPROPRIATED EXPEND</td>
<td>8,326,728</td>
<td>8,548,312</td>
<td>8,725,441</td>
<td>8,737,246</td>
<td>11,805</td>
<td>0.1%</td>
</tr>
<tr>
<td>TOTAL EXPENDITURES</td>
<td>270,845,043</td>
<td>285,540,869</td>
<td>304,425,936</td>
<td>316,861,975</td>
<td>12,436,040</td>
<td>4.1%</td>
</tr>
<tr>
<td>SURPLUS/(DEFICIT)</td>
<td>8,564,281</td>
<td>10,088,382</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

(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 Bond

ARTICLE 8

AMENDMENT OFFERED BY NEIL GORDON, TMM-1 & MARTIN ROSENTHAL, TMM-9, FOR BROOKLINE PAX

MOVED: to amend the Advisory Committee’s main motion under Article 8 by adding the following additional Condition of Appropriations, appropriately numbered: Except for a seeming emergency, no Town or outside grant funds shall be expended, including to pay staff, for purchase, acquisition, or deployment of “Riot Gear,” including from a non-Brookline agency, except by vote of the Select Board (“S/Bd”) as Police Commissioners, after a public hearing with no less than 14 days prior public notice - - with early and broad dissemination of the proposed vote, including related documents. For a seeming emergency meriting immediate need of a specific item, the Chief shall notify the S/Bd Chair, who may authorize immediate purchase, acquisition, or use of that item, pending a hearing as stated above, to be scheduled as soon as practicable.

“Riot Gear” is generally defined as “special clothes and equipment that the police use when they dealing with a large violent group of people”; here including but not limited to, body armor, tactical vests, riot helmets, gas masks, riot shields, tactical goggles, chest protectors, tactical hoods, riot suits, rappelling equipment, forced entry tools, night vision, thermal imaging, dogs, and assault weapons, all terms as generally understood, as well as similar equipment, but excluding traditionally carried protective vests and service weapons, and community service dogs. Such list may be modified by vote of the S/Bd, following a public hearing (as stated above).

EXPLANATION

As to the overall “Police Commissioner” role, including well-publicized public hearings on “policy” issues, see 1987’s “Police & Community Relations Report” (adopted by a unanimous S/Bd), linked on www.brooklinepolice.com/147/Annual-Reports. Since 1988, S/Bds occasionally have -- more often have not -- embraced their role as “Police Commissioners.” Some examples:

- The 1987 Report’s Complaint process was, in 2009, thoroughly reviewed by a large Citizen Complaint Review Committee, (“CCRC”), with a public hearing, then another one by the S/Bd. Then, however, TM passed a PAX resolution supporting CCRC’s dissenting/minority stance. Nonetheless, the S/Bd ignored that, rubber-stamping CCRC’s majority’s report.

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1 For the above definition, see https://dictionary.cambridge.org/us/dictionary/english/riot-gear.
2 (MR was co-author) “Policy issues should be decided only after a public hearing. Broad community input should be solicited, particularly from groups, agencies, or individuals known to have interest or knowledge in such issues.”
3 both, again, by MR.
4 Pax’s 2001 by-law requires SBds to annually summarize for all Resolutions the actions taken, in Annual Reports. 2009’s A/R at best exaggerated and at worst mis-stated the SBd (non-)action -- again, BTWay,
The S/Bd resisted Pax’s 2014 WA making official the decades-long title, “Police Commissioner,” 1st (unanimously/successfully) recommending referral to CTOS, then after CTOS unanimously endorsed it, voting 4-0-1 (the 1, the Chair saying, she “d[id] not agree with this Article”) to amend/dilute it -- but overwhelmingly rejected by TM, adopting Pax’s version;

In 2013, revisions were made to all the BPD Policies-Procedures, including the 2009 Disciplinary process -- but with minimal, if any, public input.

More recently, and basically chaotically, in 2017 another review of the Disciplinary process was done by Bobbie Knable and Kelly Race. After now three years, with two poorly noticed and then aborted public hearings, those proposed changes remain confused and in limbo.

Last November, for TM WA 24 giving the Diversity Commission complaint investigation power, CTOS, Advisory Committee, and PAX all urged a broad study of all complaint procedures. The SBd, however, urged a narrow study -- by the Commission, which had already professed their lack of expertise. While the SBd motion failed, it helped prevent (by two votes) a sorely-needed broader study; and even the Commission now reiterates, it’s a mess.5

As per PAX’s May Newsletter, both Chiefs O’Leary and Lipson have, in answering ATM budget questions, endorsed body and cruiser cameras; but we have none. While there are financial, union, and rules (e.g. privacy) issues, they’ve been widely resolved, e.g. Boston. See -- now ~ four years outdated -- www.bjs.gov/content/pub/pdf/bwclea16.pdf, DoJ’s Body-Worn Cameras in Law Enforcement Agencies, 2016 (47% of US’s 15,328 law enforcement agencies had body cameras, 69% dashboard cameras, 38% personal audio recorders; “The main reasons (about 80% each) were to improve officer safety, increase evidence quality, reduce complaints, and reduce agency liability.”)

The FY-21 Financial Plan for BPD is shockingly silent on some crucial “OBJECTIVES” for “Patrol,” e.g., no mention of cameras -- or, by the way any issues for improving BPD’s (yes, existing, but always improve-able) efforts to keep reducing unconscious, insidious “racial profiling,” to improve 2017’s sanctuary policy, or generally to improve BPD’s crucial -- and often negatively exaggerated6 -- “image.” In fact, even “Community Relations” Objectives have some good, specific trees, but neither the foregoing needs nor any forest.

Our recent “riot gear” incident highlights this entire issue, apparent miscommunication between our Chief and the Norfolk Sheriff -- also seeming non-communication with

after minimal (if any) further debate or public input -- on all five of the resolution’s proposals, saying, “[7/28/09] the [SBd] and Chief adopted a revised disciplinary procedure which included many of the recommendations urged in the resolution.”

5 For the current chaos, see the Civil Service Commission’s recent Hall v. Town of Brookline, # D-19-209.

6 Plts. Zerai-Misgun’s and Pilot’s settlements had, respectively, a disavowal (“would not have been in danger by returning”) and a clear diluting of each’s 2016 (inflammatory) allegations -- ones that most citizens (sadly) swallowed.
the S/Bd. This amendment would check/balance not just that, but the overall, bigger SBd role issue.

- We’ve been urged to refer this to the Military-Surveillance Committee. Respectfully, its (SBd-appointed!!) majority doesn’t reflect the values of TM or the community. Their attempt to dilute TM’s 2019 proposed ban on face-surveillance-recognition was rejected 170-13, then petitioner Amy Hummel’s ban passed 178-9. Those were also “no [MSC] confidence” votes.

We endorse a TASK FORCE with diversity and expertise for many Police/complaint issues -- some crucial, e.g., cameras (above); hiring and promotion diversity; Use of Force (e.g., for mere “noncompliance,” a duty to report misconduct, etc.); criteria for the most pretext-prone traffic stops and for less serious arrests. But we’re very doubtful about some “popular” ideas, like:

(a) “defund” Police? Yes, look for (scalpel) budget changes. But our (yes) excellent BPD, needs to (yes, armed) investigate domestic disputes and mental health events, make traffic stops, etc. -- all sometimes turning violent. BPD is too small for big sledgehammer cuts.

(b) “Civilian Review Board”? As discussed in 1987’s Report, and again 2009’s CCRC, our “de novo” appeal to SBd hearings -- e.g. subpoena power and both rule-making and disciplinary power -- while needing (supra) its biennial improvements, along with all Town complaint procedures -- is still far better than most, maybe all, CRB’s. Then, for under 10 complaints a year, there’s budget issue--

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7 See Terrill, Citizen Complaints Against Police (2015)[www.researchgate.net/publication/283784920].
ARTICLE 8

MOTION OFFERED BY BONNIE BASTIEN, TMM5 & MIRIAM ASCHKENASY, TMM 13

MOVED: That the following condition of appropriation be added to the Fiscal Year 2021 Town Budget:

X) LIMITATION ON EXPENDITURES. No Town funds or funds whose expenditure is controlled by the Town shall be expended after July 1, 2020, for the purpose of compensating Town employees, engaging outside counsel, or any other purpose associated with appealing the MA Superior Court decision of August 2, 2019 in the case of Town of Brookline v. Gerald Alston and the Civil Service Commission, except that such funds may be employed for the sole purpose of terminating litigation and settling the case.
ARTICLE 8

MOTION OFFERED BY DEBORAH BROWN, TMM10 & BONNIE BASTIEN, TMM5

MOVED: That the FY2021 Brookline Police appropriation for Personnel Services/Benefits be reduced by $2,129,000 and the following changes be made to other FY2021 appropriations:

- The Information Technology Department appropriation is increased by $630,000 in order to negotiate contracts with internet providers in support of distance learning for BHA residents.

- The schools appropriations is increased by $1,499,000 with Town Meeting recommending that the School Committee use funds to fund these essential areas:
  - Laptops: 500 @ $300 each = $150,000
  - Social Workers:$71,000 for 15 FTE = $1,065,000
  - Enrichment Challenged Specialist: $71,000 for 4 = $284,000
  - Total: $1,499,000

Explanation: The death of George Floyd and COVID-19 introduced to Brookline a new generation of civic awareness, recent Brookline High graduates. Some Town Meeting members met with them and these expressed real concerns about the inequitable cuts between the various departments and how the town apparently sets priorities. Trying to explain that things are never as simple as they seem was a starting point. A discussion about the “FY-2021 Financial Plan” and how Town Meeting functions only made them clear about the need for a more representative and equitable budget for all of Brookline’s residents.

Policing is a central part of any budget discussion in Brookline, because it consumes such a large portion of the budget on the Town side. Also consider the deep cuts presently having been made on the on the schools side. In addition to cuts, some investments need to be made, and this budget amendment represents such a reimagining.

The proposed budget amendment brings the Brookline Police Department funding to a 17% cut from the original FY21 budget request of $12,650,000, or slightly above the cuts proposed to other Town departments, requested by the Town Administrator before June 1, 2020. It provides critical funding to schools for some specific areas. While the School Committee has not requested these resources, they are well aware of the ask and support it, as does BRJE. This is about protecting our most vulnerable population, our youth. These cuts to the police may create some inconveniences, but we not as much as the cuts to the schools or comparable cuts would to other departments.
ARTICLE 8

MOTION OFFERED BY C. SCOTT ANANIAN, TMM10 & RAUL FERNANDEZ, SELECT BOARD MEMBER

That the FY2021 Brookline Police appropriation for Personnel Services/Benefits be reduced by $1,265,000 and the following changes be made to other FY2021 appropriations:

- The appropriation for Schools be increased by $110,715, with Town Meeting recommending that the School Committee use these funds to fund the BEEP shortfall;
- The Personnel and Benefits appropriation for the Office of Diversity, Inclusion, and Community Relations be increased by $66,440 to fund the hire of a Community Engagement Specialist;
- The Services appropriation for the Office of Diversity, Inclusion, and Community Relations be increased by $30,000 to support the implementation of the Community Engagement Plan;
- The Supplies appropriation for the Office of Diversity, Inclusion, and Community Relations be increased by $11,500 to support the implementation of the Community Engagement Plan, including Office Supplies, Special Programs Supplies, and Meals and Receptions;
- The Personnel and Benefits appropriation for the Health Department be increased by $78,587 to fund a Domestic Violence Advocate;
- The Personnel and Benefits appropriation for the Economic Development Division of the Planning and Community Development Department be increased by $68,244 to restore funding for the Economic Development Long Term Planner position;
- The appropriation for the Affordable Housing Trust Fund be increased by $501,756 with the funds earmarked for improvements to the High Street Veterans property of the Brookline Housing Authority, including patching and painting of front and rear hallways, and new front entranceway floors and stair treads;
- The appropriation for the Affordable Housing Trust Fund be further increased by $368,000 with the funds earmarked for improvements to the Egmont Street Veterans property of the Brookline Housing Authority, including patching and painting for front and rear hallways and new front entranceway floors and stair treads; and
- An appropriation to the Racial Equity Advancement Fund be made of $29,758.

Explanation: This brings the Brookline Police Department funding to a 10% cut from the original FY21 budget request, in line with the cuts proposed to other Town departments,
and to the best of my ability matches the allocations proposed by the Chief of Police in the 10% cut requested by the Town Administrator, as described in his budget letter of June 1, 2020. It restores funding to schools, funds the Community Engagement Plan passed by Town Meeting in WA 30 last Fall, adds Domestic Violence prevention to the Health department, repairs Brookline Housing Authority buildings, and makes the first contribution to the Racial Equity Fund established by Town Meeting in WA 29 last Fall.

It is impossible to create positive change without first knowing where we are, and I’d like to recognize Officer Casey Hatchett, TMM-12, and the others involved with securing federal JAG grant funding to track and publish statistics on how race affects various categories of policing. The results of this work are in the Annual Reports of the Police Department. Unfortunately, the published results show that 52% of the non-residents stopped and questioned by our Police Department (“Field Interrogations”) were Black -- but our neighbor Boston is only 23% Black and Brookline is only 3.4% Black. Worse, as a Black resident of Brookline, you are 5.5 times more likely to be arrested by our Police Department than you would be as a White resident of Brookline. We need to address this, and not by arresting more White people -- we need to reduce the number of arrests. Ultimately, the strongest predictor of the number of arrests by a Police Department is the size of the department.

The Brookline Police Department is the largest single Department in our town, accounting by itself for 22% of the total FTE salaries paid by our Town. The Police Department budget is 1.8 times the Administration and Finance budget, 4.4 times the Library Budget, 11.2 times the Health and Human Services budget, and 67 times the Office of Diversity, Inclusion, and Community Relations. Yet it was trimmed by only 2.8% in the Town Administrator’s budget, while Schools were cut 3.5%, Libraries were cut 9.5%, and Veterans and the Council on Aging were cut 10%.

Ultimately a budget expresses our priorities as a Town, and this amendment attempts to bring the Police Department more in line with the cuts made elsewhere in Town. Tweaking the budget doesn’t solve discrimination or the systemic issues with policing. The Select Board Task force will consider more fundamental reforms. These necessary steps include removing discretionary traffic enforcement from the Department, revisiting the Civil Service requirement on our officers, and aggressively renegotiating the police union contract this summer. But the first step is to act as Town Meeting to make a statement that reform is needed and policing ought to fairly share in the cuts made Town-wide.

**Description of reallocated funds**

The Brookline Early Education Program (BEEP) offers 22 classes throughout the town and serves children with a range of developmental levels and from diverse cultural backgrounds. Due to COVID-19, the BEEP budget has a predicted shortfall for FY21 of $110,715 to reopen at 50% capacity, as presented at the School Committee meeting on June 11, 2020. BEEP will provide 25 low-income spots.
Warrant Article 30, passed by the November 19, 2019 Special Town meeting, established a Community Engagement Plan. An equitable, inclusive community engagement approach to public decisions ensures that everyone, especially those who have been historically left out of these conversations (e.g., low-income people, people of color, recent immigrants, speakers of English as a second language), has a say in the decisions that affect their lives. The Community Engagement Plan was not funded by the Town Administrator or Advisory Committee Budgets.

This article implements the Community Engagement Plan, by hiring a Community Engagement Specialist and providing them with the operations funds needed. The cost (benefits included) of this FTE is that provided by the Brookline Fiscal Advisory Committee in Appendix L ("Fiscal Impact of 2019 Town Meeting Actions") of their February 5, 2020 Final Report, prorated for 10 months (assuming 2 months to hire the new position). The operations costs to fully implement the Community Engagement Plan have been provided by Lloyd Gellineau, Chief Diversity Officer of the Town. It was suggested that, in addition, each of the 17 other Town departments would have $2,000-$5,000 allocated to support Community Engagement efforts within that department; we regret we were unable to fund this but hope that each department head may find discretionary funds to support their own part of the Community Engagement Plan.

The Domestic Violence Advocate FTE is intended to increase Town support for victims of domestic abuse. Salary ($66,822) is equal to that of the civilian Domestic Violence Advocate employed by the Police Department in the FY21 budget, with an additional $11,765 allocated for benefits as advised by Melissa Goff, Deputy Town Administrator. The new position is in the Health and Human Services department.

The Economic Development Long-Term Planner position is based on an annualized salary of $73,540, prorated for 10 months assuming a September 1 start date, with an additional $11,765 allocated for benefits as advised by Melissa Goff, Deputy Town Administrator. This budget was provided by Paul Saner, co-chair of the Economic Development Advisory Board. The Town has outdated zoning, and urgently needs to review and update many of its zoning requirements, especially (but not exclusively) in the transit/commercial corridors where changes could encourage significant mixed-use development. New development along Beacon Street, for example, could bring increased housing opportunities at all levels, including subsidized and middle income housing, along with more robust businesses, all of which will add to our tax base. The Town (through the Planning Board and Preservation Commission) already started a planning process for this which has stalled, in part due to lack of sufficient staff support in the Planning Department. In this crisis, failing to appropriate modest funds to provide sufficient staff to help plan our future and secure long-term affordable housing is shortsighted.

High Street Veterans is a Brookline Housing Authority family development consisting of 177 units of one, two and three-bedrooms in three story, garden-style apartment buildings with mostly six units per entrance. There are also nine wheelchair-accessible, ranch-type units. The cost of repairs and renovations includes $57,000 for painting and patching front
hallways, $52,000 for painting and patching rear hallways, and $461,000 for new front entranceway floors and stair treads, for a total of $570,000. These projects were selected by Michael Jacobs, chair of the Brookline Housing Authority, and the budgets were supplied by him. Only $501,756 has been appropriated for this project, and we urge the Housing Advisory Board to make up the difference from the Affordable Housing Fund.

Egmont Street Veterans is a Brookline Housing Authority family development consisting of 114 units of one, two and three-bedrooms in three story, garden-style apartment buildings with mostly six units per entrance. There are also six wheelchair-accessible, ranch-type units. The apartments are set on St. Paul, Egmont and Pleasant Streets. The cost of repairs and renovations includes $36,000 for painting and patching front hallways, $33,000 for painting and patching rear hallways, and $299,000 for new front entranceway floors and stair treads, for a total of $368,000. These projects were selected by Michael Jacobs, chair of the Brookline Housing Authority, and the budgets were supplied by him. In addition, the units in both developments could use kitchen upgrades at $10,000/unit, which unfortunately we could not fund in this amendment.

The Racial Equity Advancement Fund was requested by Warrant Article 29 of the November 19, 2019 Special Town meeting. The fund is managed by the Office of Diversity, Inclusion, and Community Relations in collaboration with the Commission for Diversity, Inclusion, and Community Relations, which jointly develop funding guidelines and recommend specific projects for approval by the Select Board. The Fund has been created by the Select Board but has not yet been funded, and neither the Town Administrator nor Advisory Committee budgets appropriated any funds.
At the November 2019 Special Town Meeting, a warrant article to authorize the Select Board to dispose of the three condominiums on Oak Street that the Town previously acquired to accommodate the proposed Baldwin School project failed to receive the required two-thirds majority. This article was submitted again by petition to appear on the Annual Town Meeting Warrant. Following a public hearing, the Select Board voted 3-2 to recommend favorable action on this warrant article. The issues discussed at the November town meeting have not changed substantively, and the Board agreed that providing the authorization and acting on that authorization are two separate actions. Should Town Meeting empower the Board to sell the properties the Board will consider such action at a later date.

The Select Board voted FAVORABLE ACTION on the motion offered by the Advisory Committee.

ROLL CALL VOTE:
Aye: Greene, Hamilton, VanScoyoc
No: Heller, Fernandez

ADVISORY COMMITTEE’S SUPPLEMENTAL RECOMMENDATION

Warrant Article 16 authorizes, but does not require the Select Board, to sell the parcels of land located at 15-19 Oak Street, Brookline, Massachusetts. The initial abbreviated warrant proposed for the June Town Meeting did not include Warrant Article 16; however, the expectation that the article would be moved from the floor caused the Advisory Committee to reconsider so that Town Meeting could benefit from the input of a public hearing and more detailed analysis.

By a vote of 23 in favor, none opposed, and 3 abstentions, the Advisory Committee recommends favorable action on WA 16.

Article 16 would authorize the Select Board to sell three residential condominiums at 15-19 Oak Street that were purchased in anticipation of a successful debt exclusion vote for the previously proposed Baldwin School project. The properties were acquired after Town
Meeting authorized their purchase in December of 2018 and in advance of the debt exclusion vote. The transaction was completed in early 2019 and the cost of debt service for the acquisition was incorporated into the debt exclusion referendum which was rejected by Brookline voters at the Annual Town Election on May 7, 2019. The acquisition of the properties was achieved via the issuance of Bond Anticipation Notes (BANs). With the failure of the debt exclusion referendum and no plans to pursue the Baldwin School further, the original rationale for their acquisition no longer exists.

A proposal to sell the properties was brought forth as Article 5 in the November 2019 Special Town Meeting but failed by three votes to gain the two-thirds majority required. Although the School Committee once had proposed using the Oak Street condominiums as office space beginning in the fall of 2020 as part of their overall space planning, it is not actively considering this idea now due to the cost of renovations and the complexities rezoning the property for office use would entail. Consequently, there is no proposed use for the properties at this time.

The Brookline Fiscal Advisory Committee’s (BFAC) final report released in February, 2020 identified concerns about the rising level of debt service the Town has assumed since 2015 as a result of recently approved debt exclusions for Ridley School, Brookline High School, and Driscoll School. The upcoming Town Meeting will be asked to authorize funds for the purchase of land at the former Newbury College site, pending approval of a $14.9 million debt exclusion to be put before the voters by November, and yet another debt exclusion will be required to fund the renovation and expansion of Pierce School. The petitioner argues that sale of the Oak Street properties would free up hundreds of thousands of dollars in debt service and principle repayments which could be used to offset the cost of potential new projects.

With the onset of Covid-19 and the decision to hold a virtual Town Meeting, the Moderator, with the concurrence of the Select Board and Advisory Committee, has suggested limiting the Town Meeting agenda. The proposed list of articles to be deferred until the November Special Town Meeting, which requires Town Meeting approval, initially included Warrant Article 16. However, given the exigent budget circumstances the Town is confronting, it is anticipated that a motion will be made from the floor to consider the sale of the Oak Street properties now. Consequently, the Advisory Committee scheduled a public hearing and is providing its analysis as context for Town Meeting’s debate.

**Discussion**

The petitioner argues that retaining the Oak Street properties makes no sense because they were purchased for a specific purpose that no longer exists. Beginning next year, the Town will be required to begin amortizing the principle payments in addition to interest. Outlays are estimated to be several hundred thousand dollars per year. The bonds would not be considered tax exempt if used to finance income-producing properties making them less attractive. If the Select Board decides to act on an authorization to sell, it would take three to four months to advertise the procurement, generate a purchase and sale agreement, and ultimately close on the property.
Although the properties generated some rental income initially, all three are expected to be vacant shortly, and the Town has been hard pressed to keep up with routine maintenance which cost approximately $30,000 through 2019. Additional work is needed to bring the properties back to rentable condition. The carrying costs of interest and principle would further strain the CIP which is already facing funding challenges due to the impact of Covid-19 on Town revenues. At the same time, there are currently very few houses for sale in Brookline, so that we are in a sellers’ market. If sold, the properties would be considered new development adding approximately $45,000 in tax revenue.

Several members of the public spoke in favor of retaining the properties. In the past, we have regretted selling properties that, if kept, would have proved useful in later years. The units could be converted to office space for the school department or converted to affordable housing, or razed for additional green space. There are currently no town houses in our affordable housing stock and these units would be ideal for that purpose. It might also make sense to look into a long-term lease instead of an outright sale.

Other members of the public disagreed. WA 16 would authorize but not compel the Select Board to sell. All other options can be researched under that authorization, including a transfer to the Brookline Housing Authority for a nominal fee. Having the Town continue to subsidize the units as affordable housing is a very expensive way to increase the affordable housing supply. The Town should explore all avenues to reduce its budget deficit. Neither this property nor the Baldwin school are adequate for building a school and that is the kind of land the Town needs. Although the school committee opposed the sale in November, there is a new school committee now and they might vote in favor of a sale.

The Advisory Committee agreed with the proponents of the sale. A thoughtful plan for use of the property no longer exists and without utility, the property serves no strategic purpose. The purchase was never intended as an investment for the Town, and if the property were just becoming available now, we would not buy it.

Recommendation
By a vote of 23-0-3. the Advisory Committee recommends favorable action on Warrant Article 16.

VOTED

To authorize the Select Board to sell the parcels of land located at 15-19 Oak Street, Brookline, Massachusetts, consisting of approximately 8,209 square feet, including all buildings and structures thereon and all privileges and appurtenances thereto belonging and all interests held pursuant to M.G.L. c. 183A, as well as all trees and shrubs thereon, on such terms and conditions as the Select Board determines to be in the Town’s best interest, or take any other action relative thereto.
FY 2021
Preliminary
Budget

2020 Annual Town Meeting
Budget Detail
Version: 6/18/2020
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School Committee Budget Development Guidelines and Priorities

The Brookline School Committee (BSC) is responsible for approving and overseeing the Public Schools of Brookline (PSB) annual budget. In accordance with those responsibilities, the BSC annual process begins with this statement of priorities and guidelines to inform the Superintendent’s initial construction of a budget for the next fiscal year.

**BUDGET DEVELOPMENT PRINCIPLES**

The budget should serve to accomplish the Public Schools of Brookline district goals:

1. Every Student Achieving
2. Every Student Invested in Learning
3. Every Student Prepared for Change and Challenge
4. Every Educator Growing Professionally

The BSC urges the Administration to follow these **best practice principles** for budget development:

1. Emphasize transparency and accountability in the development, presentation, and management of the annual budget, with expenditures and/or reductions expressed in a format readily understandable by the public and anchored in clear goals, initiatives, and supporting investments for both the district as a whole and for individual program budgets.
2. Describe the effect on the teaching and learning experience (i.e. students, families, and staff) of any proposed budget changes that are substantive (increases and decreases).
3. Minimize reliance on one-time revenues for ongoing operating budget needs.
4. Plan adequate contingency funds for uncertainties and fluctuations in known areas of budget pressure such as (but not limited to) enrollment, special education, and State budget commitments.
5. Maintain solvency within Revolving funds (such as school lunches and adult education).
6. Seek savings through efficiencies within existing programming and/or staffing before seeking additional revenue, provided the proposed change(s) achieve both sustainable improvements in teaching and learning as well as operational efficiencies.
7. Continue the sustainable growth budget model urged by the 2007 Override Study Committee (OSC), approved by the BSC in 2008, and affirmed by the 2014 OSC: ... “consistent with our obligations to engage in good faith bargaining pursuant to M.G.L. Ch. 150E, [the BSC will] incorporate into our approach to bargaining in the coming year the approach recommended in the Override Study Committee Report of January 2008 on managing total personnel costs, so that the combination of salaries, employee health benefits, and staffing levels grow at a sustainable rate.”
8. Develop school level budgets that are informed by a consultative process between budget managers and resource end users (student, families, and staff) in order to ensure that the budget is responsive to end-user concerns about resource allocation priorities. Ensure that this process is described in budget narratives to facilitate district-wide early identification and assessment of budget prioritization issues.
9. Align budget prioritization processes with continuous efforts to measure and evaluate program value, program priority, program effectiveness. These prioritization processes should be guided by state and federal mandates, school committee policy, curriculum coordinators, and staff and educators’ experiences with implementation.

BUDGET DEVELOPMENT CURRENT CONDITIONS & PRIORITIES

The 2018 operating override was structured to cover three years of budget growth, and FY 2021 is the last year in that budget. The FY 2021 budget continues to produce a structural deficit in achieving maintenance of effort.

The BSC and PSB will collaborate with the Board of Selectmen and an Override Study Committee during the establishment of this budget to determine the additional funds required to sustain educational equity and excellence. To that end, the budget should remain consistent with the PSB’s ongoing commitments:

1. **Low student-to-teacher ratios**, especially in the early grades

2. **High quality curriculum**, including:
   - **Program Review** – a periodic fact-based evaluation and revision of our core programs for students; the mathematics program is currently under review; and
   - **Evidence-based student achievement initiatives** that advance our curricular goals

3. **Student and staff diversity, equity and inclusion**, as large inequities in opportunity and achievement by race, income, special needs and language continue to persist in the PSB. Investments should include but are not limited to core education program areas that address these inequities, diverse educator and administrator recruitment, professional development, and the METCO and Materials Fee programs
   - **Financial assistance policy** – The FY 2021 budget should also include funding for a new BSC financial assistance policy aimed at ensuring equitable student access to opportunities, including an assessment of fees charged to students and ensuring an appropriate supplies budget

4. **High quality in-district programming and inclusion classrooms for students with special needs**, including resources required to provide for increasing need for medical support, as well as identifying targeted investments and innovations in district-wide programs. This means ensuring that special needs programming and inclusion is safe, effective, comprehensive, and systematically integrated across all district-wide initiatives, programs, and district-wide capital, administrative, curriculum investments;

5. **District-wide capacity to collect, analyze, and use student data** to understand both individual student growth and access to opportunities, and longitudinal trends for the district;

6. **K-12 art, music, world language, recess, social emotional learning and physical education** as part of the school day;

7. **Educational technology**, including investments required to maintain a robust and flexible technology infrastructure, equitable and universal access to advanced technology for all our
students in a growing School population, professional development and support to bolster approaches to teaching and learning, and costs of implementing and supporting a new statewide testing system.

8. **Continuous efforts to seek feedback** in the budgeting process from the end users of district resources (teachers, staff, school leaders, students, community members, e.g. School Site Councils) about the operationalization of the budget in educational contexts and school management practices. This includes creating opportunities annually to learn from all key stakeholders about perceived over-investments, deficits, and priority areas for sustained levels of investments.

9. During FY 2022, the new superintendent will lead a process to develop a **strategic plan**. Once a strategic plan is in place, it will be guide budget priorities, staffing and resource decisions, and programmatic priorities.

The budget also reflects the following **current conditions**:

1. **Student Enrollment**: The Enrollment Projections Working Group (EPWG) was established in Spring 2019 to assist the District in thinking through a new methodology for projecting student enrollment moving forward. Ultimately, the EPWG hired a consultant, Cropper & McKibben, to produce a demographic analysis for the district. Cropper & McKibben’s ten year enrollment forecast report can be found [here](#). The forecasts from Cropper & McKibben indicate the district’s enrollment growth is leveling off (PK-8 remains stable while BHS will continue to grow before stabilizing)

<table>
<thead>
<tr>
<th>Year</th>
<th>Pre-K through grade 12</th>
<th>Pre-K in Elementary School</th>
<th>Pre-K in off-campus Lease sites</th>
<th>Pre-K through grade 8</th>
<th>Grades 9-12</th>
<th>Out of District Placements</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017-2018 Actual</td>
<td>7,876</td>
<td>62</td>
<td>218</td>
<td>5,482</td>
<td>2,063</td>
<td>51</td>
</tr>
<tr>
<td>2018-2019 Actual</td>
<td>7,938</td>
<td>91</td>
<td>180</td>
<td>5,503</td>
<td>2,102</td>
<td>63</td>
</tr>
<tr>
<td>2019-2020 Actual*</td>
<td>7,777</td>
<td>74</td>
<td>178</td>
<td>5,694</td>
<td>2,083</td>
<td>60</td>
</tr>
<tr>
<td>2020-2021 Projected*</td>
<td>7,867</td>
<td>74</td>
<td>178</td>
<td>5,738</td>
<td>2,129</td>
<td>60</td>
</tr>
</tbody>
</table>

2. **Operating Implications of Capital Needs**: Enrollment growth has had, and will continue to have both operating and capital implications. The pressing needs of the schools for physical expansion and the operating budgets for those buildings are inextricably linked: limitations and/or expansions in the physical plant can drive decisions about class sizes, the number of courses offered and other program choices, and rental space—all of which have implications for the operating budget. The PSB Administration should plan for and highlight those incremental operating costs in the FY 2021 budget, including but not limited to BEEP capacity, High School expansion, the addition of a 9th Elementary School, and the reopening of the renovated Devotion
3. **Collective Bargaining:** The BSC signed new contracts with all of its unions during FY 2017. The 2021 budget reflects the contracts, and future projections should reflect new contracts consistent with the sustainable growth budget model indicated above.

<table>
<thead>
<tr>
<th>BEU</th>
<th>AFSCME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit A – Through August 31, 2019</td>
<td>Food Service – Through June 30, 2021</td>
</tr>
<tr>
<td>Unit B – Through August 31, 2019</td>
<td>Custodial – Through June 30, 2021</td>
</tr>
</tbody>
</table>

4. **State Mandates:** The BSC expects the PSB to continue to budget to meet the demands of various mandated initiatives. Mandated initiatives for FY 2021 include:
   1. **Legislative and DESE regulatory changes.** The PSB will review and update policy, guidelines, and services in accordance with new legislative mandates and DESE regulatory changes.

4. **Special Revenue Funds.** Continue to review and analyze the sustainability of reliance on these funds for basic and specialized program needs.
   a. **Revolving Funds:** See attached fee schedule.
   b. **Grants:** See attached.

5. **Decentralizing Budgeting.** Continue ongoing process for using school-based budgeting that is developed through collaboration and coordination between curriculum coordinators and principals in order to effectively staff, schedule, and resource schools so school-based and district-wide priorities can be met. Coordination and collaboration between curriculum coordinators and principals will be focused on improving reporting of resources allocated and lead to increased school-level decision making.

Submitted by the Brookline School Committee as voted on December 12, 2019.

Julie Schreiner-Oldham, Chair
Sharon Abramowitz, Service
Helen Charlupski, Service
Susan Wolf Ditkoff, Service
Michael Glover, Service

Suzanne Federspiel, Vice Chair
Jennifer Monopoli, Service
David A. Pearlman, Service
Barbara Scotto, Service
Budget Format

School Department Budgets are School Committee policy documents that reflect an organization’s most important priorities. Outstanding budgets align expenditures to an organization’s core values and strategic goals. The Superintendent, Senior Staff, Principals, Curriculum Coordinators, Department Heads, and all other program leaders worked extensively and collaboratively this year to bring the Public Schools of Brookline’s (PSB) goals to life through this document.

The School Department has moved to use OpenGov in partnership with the Town. More detailed department descriptions and information will be available at the web site: https://www.brookline.k12.ma.us/Page/108. We are optimistic that we will have an interactive financial plan for TMMA, boards, committee, employees, and community members to review and see our budget planning document and prioritization of funds.

The budget format is organized to increase transparency, readability, and compare with other Massachusetts communities by using the DESE Chart of Accounts - Criteria for Financial Reporting. The narrative section of each School, Program, Department is organized to provide an overview, goals, and reflect future needs. This document joins programs and departments to reflect the full context that the department or program offers students. It also continues to contain the topics of Program Description, Budget Statement, Objectives and Accomplishments consistent with the Town Financial Plan.

**Personnel:**

- Personnel (51* accounts): List of all funded positions, stipends, & additional compensation by bargaining unit and non-aligned. If it is not listed, it is not funded. Personnel expenses encompass costs related to employee salaries. Included in this is both regular weekly pay, as well as additional compensation, stipends, program development and overtime.
  - Example: Custodians throughout the elementary system are paid weekly through their home code. Additionally, they may receive overtime if they work on a project outside of the scope of their normal day.
  1. Base: Existing staff that were approved and voted by School Committee as of February 15, 2018.
  2. New requests: Mandated, Enrollment, Enhancement, Expansion hired/requested after February 15, 2018
     - In addition to the above, New Requests should have a description summary of why the position is needed, how the district is not already providing this service, and the impact on student learning the position will provide.

New Request Description Summaries Start Here under the charts and tables

**Services, Supplies, Other and Capital**

- Services (52* accounts): Expenditures for services that by their nature can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Services are those expenses that are provided by an outside vendor, and that do not include goods. This
includes a wide variety of activities, from outside consultants to the services provided by private residential placements for children receiving special education services.

- Example: The Public Schools of Brookline contracts out Transportation Services to a number of private companies. You will find the total budget for the contract under the services line in their budget table.

- Supplies (53* accounts): As a general guideline, a supply item is any article or material which meets at least one of the following conditions: It is consumed in use; It loses its original shape or appearance with use; It is expendable, that is, if the article is damaged or if some of its parts are lost or worn out, it is usually better to replace it with an entirely new unit rather than repair it; It is an inexpensive item whose small unit cost (less than $5,000) makes it inadvisable to capitalize the item; It loses its identity by incorporation into a different or more complex item. Supply accounts encompass costs for goods that have an expected life of less than one year. Under this group, we charge textbooks, pens, paper, copy supplies, etc.

  - Example: The BHS Science Department decides to order 15 sheep brains for a Biology class. This is charged to the BHS Science Instructional Supply account.

- Other (55* accounts): Expenditures for transportation, meals, hotels and other travel expenses incurred by staff traveling within the Commonwealth. Per diems in lieu of reimbursement are also included in this grouping. Seminar fees are not travel costs and should be classified as Professional and Technical Services. Also included are expenditures for memberships in professional and technical organizations. The full costs of the dues or membership fees should be charged here even if the cost includes tangible items such as a subscription to a journal. Other accounts are defined as those expenses that are neither durable goods, nor traditional services provided by an outside entity. They are more loosely defined because they encompass a wide variety of costs; examples of this could include:
  - Conference Fees
  - Travel Expenses (mileage, hotels, rental cars, etc.)
  - Dues and Memberships

  - Example: The Director of Educational Technology and Information Science attends the annual Massachusetts School Library Association Conference held in Sturbridge, Massachusetts. This expense is charged to their budgeted Conference Fee line item (316099-553020).

- Capital (5A* accounts): These codes should be used whenever possible to monitor expenditures for eventual capitalization of fixed asset acquisitions. Schools typically have expenditures to either replace or expand equipment used by students and employees in school buildings. Examples include furniture, kilns, and microscopes. Capital accounts are used for durable goods that have an expected lifespan of more than one year, and/or have a cost of greater than $15,000.

  - Example: The Information Technology Services Department, as a part of its annual 5-Year computer replacement plan, leases approximately 350 Apple Computers and charges them to the IT Services Leased Computer Equipment line item (317899-5A0017).
Budget Overview & Summary

After submitting the initial FY 2021 budget for the Public Schools of Brookline (PSB) on January 30, 2020, the debilitating effects of the COVID-19 pandemic reached the United States. Brookline was not exempted. As one of the earliest municipalities in the state to record positive cases, public health officials declared a public health emergency and ordered the closure of most Brookline businesses. On March 13, 2020, Interim Superintendent Ben Lummis closed the Brookline schools. Two days later, Governor Charlie Baker announced the closure of schools across the state. By April, only businesses deemed essential could continue in brick and mortar operation. Schools remain closed.

The mass closures at the federal, state, and municipal levels yielded a devastating impact on local economies. With most businesses closed, the Town could not collect local receipts and state aid at the previously anticipated levels. As approximately 29% of town revenues come from local receipts and state aid, the economic shutdown left Brookline in a precarious fiscal predicament. At a Town-School Partnership meeting on May 15, 2020, the projected budget shortfall for the Town of Brookline was reported to be $12.8 million. To help bridge this gap, the Town notified the PSB that it had to reduce its budget by $6.3 million, a 5.3% reduction from the budget that the School Committee had approved for FY 2021 less than a month earlier.

As the PSB budget was developed between January and April the school department identified approximately $3.8 million of planned, projected, and actual cuts including $1.1 million in actual reductions in order create a balanced budget at the approved level $121,475,537. The need for these reductions was primarily a function of highly competitive rising personnel salaries (approximately 87% of the budget), mandated increases in special education (including a 27% increase in out-of-district tuition expenses), mandated increases in $650,000 transportation, enrollment growth of 232 PreK-12 students in our school buildings since 2017-2018 (at an average cost per student of $19,921.88), three year 2018 override underfunding ($8,375,132) approved by voters.

The January through April 2020 reductions sought to preserve existing programs, staff, and services. The cuts took place in professional development, consolidations of small classes in upper elementary and middle grades, cuts to supplies, cuts to internship programs, staff reductions primarily through attrition, and by not filling previously projected new positions at Brookline High School. The news on May 15 that an additional $6.3 million would need to be cut on top of this $3.8 million meant that presenting a balanced budget to Town Meeting for FY 2021, as required by state law, would require more painful decisions. The original contractual deadline to issue Reduction in Force (RIF) notices to teachers who may not be employed in the fall was also May 15, and School Committee negotiated an extension with the Brookline Educators Union to May 30.

As personnel costs account for 87% of the school budget, it was impossible to make an additional $6.3 million in reductions without impacting staff. School Department administration and School Committee reached out to the Advisory Committee, Select Board, Town Administrator, and other governmental entities to pursue additional funds. Unfortunately, the time constraints of the May 30 contractual deadline
to issue Reduction in Force (RIF) notices rendered many of these external funding channels impractical for timely resolution. Other options pursued by school districts across the state and country, such as pay cuts, freezing Steps and Lanes, and furloughs, require successful negotiations and agreement from unions. In most Massachusetts districts, the RIF deadline is June 15. Getting the update from Town School Partnership on May 15 that the schools had cut $6.3 million left the schools only two weeks to identify all reductions before the May 30 deadline and notify staff.

In an effort to minimize the impact on students of these further cost reductions, Interim Superintendent Lummis identified $1,695,500 worth of cuts to central office, district-wide leadership, and expenditures. Up to $2,016,502 of reductions from the elementary school level and up to $1,258,367 from the high school were also proposed. The categories of cuts within these groupings centered around non-mandated programs that might not be as easily transferrable to an online remote learning model.

Cutting staff positions is not a linear, straightforward process. State regulations and the collective bargaining agreement with the Brookline Educators Union require that any teacher with pre-professional status (three years or less on the job) be “bumped” out of a position before any higher seniority educator with active licensure in the same category. This holds true even if that higher seniority educator does not currently teach in the category for which a license is held. The seniority structure creates a complex matrix of prioritization that spills across multiple departments, programs, and schools. Even in more typical reduction times, it leads districts to issue RIFs to a broader array of teachers than the district actually intends to lay off. Most RIF notices are subsequently recalled during the summer months as the “bumping” process sorts out. The RIFs issued by the PSB in advance of the May 30 contractual deadline were no different in this respect. Indeed, as of June 15, 2020, over 300 of the 362 RIFs have been rescinded, with additional recalls anticipated in the days ahead.

The accelerated pace of recalls has been facilitated by (1) the School Committee’s decision to temporarily eliminate previously budgeted planned annual salary increases for personnel ($2,221,500), (2) the School Committee’s decision to affirmatively renew its commitment to a BEEP program partially subsidized by tuitions and COVID-19 special assessments in 2020-21, and (3) by the Town’s reallocation to the PSB of Capital Improvement Program (CIP) funds covering school leases, principally the BEEP Center at 2 Clark Rd. ($1,918,401). The School Committee’s difficult decision to forgo the previously budgeted annual salary increase for personnel does not affect Steps and Lanes. “Steps” increases provide most teachers with annual salary increases of between 3-5%, capped at 17 years, based on seniority. “Lane” increases provide teachers an approximately 10% one-time salary increase for post-graduate educational attainment that raises their salary from that time forward.

The uncertainty of the COVID-19 pandemic and its impact on schooling for Fall 2020 further complicate formulation of the specific line items of the FY 2021 budget, as the PSB needs to plan for an unknown learning environment under unknown directives and guidelines from the governor, the Department of Elementary and Secondary Education (DESE), U.S. Department of Education (DOE), and public health agencies. To plan for a variety of evolving circumstances necessitates flexibility in staffing, scope of services, and programmatic delivery. Multiple contingencies need to be planned to account for a
traditional full school year in PSB buildings, a partial school year in PSB buildings, a hybrid model of both in-person education and remote learning, and remote learning alone. As of this writing, DESE and the DOE have still not unveiled their full plans for the upcoming school year.

The Department of Early Education & Care recently released requirements around the relaunch of preschool education dictated that class sizes will need to be reduced to 10 students per class. If recommendations from the Department of Elementary & Secondary Education (DESE) also restrict class size, these smaller class sizes in a town already starved for classroom space will pose both a logistical challenge as well as a financial one. Moreover, almost none of this PreK-12 contingency planning accounts for the substantial COVID-19 health expenses of cleaning, equipping, maintaining, and monitoring public school buildings to the extent necessary to promote the safety and wellbeing of our students, staff, and educators. Nor do these contingency plans account for the full COVID-19 related educational and service expenses of hiring additional staff or procuring supplementary resources to ensure a Free and Appropriate Public Education (FAPE) for all students in compliance with federal law, a particular challenge during a pandemic for immunocompromised students and those with physical challenges. Additional funds will be needed for these critical COVID-19 related functions. Further, the Massachusetts Legislature has not completed the state budget leaving uncertain the level of Chapter 70 funding. At this time, it is likely that Chapter 70 funding will not be determined until late summer or even the fall. The School Department and School Committee remain committed to working with our partners at the municipal, state, and federal levels to address this anticipated critical funding shortfall for FY 2021.

Despite the plethora of unprecedented challenges this year, the FY 2021 budget maintains the Public Schools of Brookline’s core mission to ensure that every student develops the skills and knowledge to pursue a productive and fulfilling life, to participate thoughtfully in a democracy, and to succeed in a diverse and evolving global society, no matter what form(s) school takes in the coming year. The FY 2021 budget rests on two foundational principles: first, that Brookline should expect nothing less than exceptional and equitable outcomes for all of our learners, and second, recognition that in an effective school system, what takes place in our classrooms and our schools matters the most. We must use our resources to ensure that we enable every student to succeed at high levels, and to promote the centrality of our classrooms. As such, administration supports principals as instructional leaders, so that principals can support educators, and educators can support each and every one of our students.

The School Committee is responsible for approving and overseeing the Public Schools of Brookline (PSB) annual budget. The budget is driven by the Public Schools of Brookline’s five core values: high achievement for all, educational equity, excellence in teaching, respect for human differences, and collaboration. These values focus on maintaining the quality of education, programs, and services in the face of historic and ongoing enrollment growth, and on maintaining small class sizes and the resources needed to fund new student support positions in guidance, nursing, and English Language Learning. These goals also continue the work on critical priorities, including educational equity, restorative practices, and curricula review and renewal. In adhering to these values, the School Department is urged to follow best practice principles for budget development: 1. emphasize transparency and accountability in the
development, presentation, and management of the annual budget, with expenditures and/or reductions expressed in a format readily understandable by the public; 2. describe the effect on the teaching and learning experience (i.e. students, families, and staff) of any proposed budget changes that are substantive (increases and decreases), 3. minimize reliance on one-time revenues for ongoing operating budget needs; 4. plan adequate contingency funds for uncertainties and fluctuations in known areas of budget pressure such as (but not limited to) the COVID-19 pandemic, enrollment, special education, and State budget commitments; 5. maintain solvency within revolving funds (such as school lunches and adult education); 6. seek savings through efficiencies within existing programming and/or staffing before seeking additional revenue, provided the proposed change(s) achieve both sustainable improvements in teaching and learning as well as operational efficiencies; and 7. reflect the sustainable growth budget models and evaluative metric systems recommended by the 2020 Brookline Fiscal Advisory Committee Report.

In the face of unique public health challenges and town revenue shortfalls, the FY 2021 budget request of $118,998,990 focuses on maintaining the increasingly important commitment to small classes, to maintaining current staffing levels to the greatest extent possible, and to improving services with an agility and preparedness that will enable the PSB to swiftly recalibrate its educational delivery systems to reflect rapidly changing variables in public health and the economy.

This budget overview is organized into two sections designed to explain in detail the major forces affecting the FY2021 budget and provide a high-level summary of the budget focusing on major revenue and expenditure categories.

Section I  Summary of Expenses
Section II  Summary of Revenues
Section I – Summary of Expenses

The proposed FY 2021 budget is no longer designed to continue the commitments to taxpayers made during the 2018 and prior overrides. As recently as the 2018 Override, the School Committee presented the Town with an override request $2 million over what was approved and funded. FY 18 closed with a $475,000 deficit that was balanced using Chapter 70 funds, the Benefit Reserve Account and Special Education Tuition Account that was partially backfilled by Circuit Breaker claim funds over projection from the FY 19 budget. The FY 20 budget is closing also in a deficit due to unforeseen impacts on COVID-19 expenditures. All of which indicate that the district can no longer carry the structural deficit problem by managing the deficit through attrition and unexpended expense lines. While both the 2018 and 2015 operating budget overrides began to address the enrollment challenges and set our schools on a path towards greater stability, improved services, and better support for all of our students, there is still a funding gap.

<table>
<thead>
<tr>
<th>Program</th>
<th>FY20 STM Approved Budget</th>
<th>FY21 Town/School Partnership 5/29/20</th>
<th>FY21 Balanced Budget Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$104,045,184</td>
<td>$104,703,918</td>
<td>$658,734</td>
</tr>
<tr>
<td>Services</td>
<td>$11,502,584</td>
<td>$12,105,650</td>
<td>$603,066</td>
</tr>
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<td>Supplies</td>
<td>$1,799,606</td>
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<td>$1,280,371</td>
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<td>Utilities</td>
<td>$10,350</td>
<td>$10,350</td>
<td>$(5,800)</td>
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<td>Capital</td>
<td>$1,234,348</td>
<td>$1,178,048</td>
<td>$56,300</td>
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<tr>
<td>Transfers to Municipal DebtS OA Title I revision</td>
<td>-</td>
<td>$609,850</td>
<td>$609,850</td>
</tr>
<tr>
<td><strong>ExpenseTotal</strong></td>
<td><strong>$119,872,443</strong></td>
<td><strong>$121,475,537</strong></td>
<td><strong>$1,603,094</strong></td>
</tr>
</tbody>
</table>

The FY 2021 budget expenditures focus on maintaining the increased staffing and improved support services provided since 2015 as well as implement the limited number of strategic investments from the 2018 override in our work to address equity throughout the system. However, the district is unable to fund the planned year three expenditures of the 2018 override.

As our projected operating deficits continue to exist in the upcoming years, the senior management team, principals, and other budget managers will continue work on scheduling, staffing, hiring and programming to find improvements that maintain quality while curtailing expenditures. Our ongoing efforts to find efficiencies and to retool and revamp programs will necessarily result in further reallocation and realignment. PSB’s primary mission is to be in service to students, and we need to fulfill that mission within the reasonable financial limits set by our community.
Personnel

In the FY 2021 budget, all salary line items reflect each employee budgeted at their appropriate step and lane.

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<td>$104,703,918</td>
<td>$658,734</td>
</tr>
</tbody>
</table>

The FY21 personnel increases are a net of the following:

- Live within our means by foregoing adding new positions in favor of preserving, as best we can, the programs, staff, services, and support we currently have -
  - Reduction of planned growth from override - $1,157,208 (teachers and one school-based administrator)
- Eliminated planned annual increases for all staff except those that are contractually obligated (AFSCME, BEU steps and lanes)
- Adjust staffing, programs, and services based on as part of an annual assessment of what is needed in the upcoming year
  - Professional Development: defund 184th day (second district-wide professional development day) that has never been used; Focus teacher mentor programs on beginning teachers - $235,000
  - Consolidation of small classes in upper elementary and middle grades - Lawrence, CCS, Pierce, and Heath - $353,500
  - Special education staff based on reduction of known and anticipated needs of students (6.4 FTE) - $314,000
  - Eliminate BU Internship program - $80,000
  - Reduction of summer OTL optional planning days $9,500
- Identify cost savings through targeted adjustments rather than across the board cuts to any programs
  - Adjustments based on school scheduling needs - does not reduce programming that students will receive (Visual Arts .5 FTE; World Language .4FTE; Math specialist/coach .7 FTE
  - Unfunded Positions in Central Office and District Wide leadership
    - Senior Director Office of Teaching and Learning
    - Special Assistant for Strategy & Performance
    - Special Education Director (retirement)
    - Data Analyst Position
    - K-12 Coordinator for Wellness
    - Consolidate Math and ECE Curriculum Coordinators
Contract Negotiations
The FY 2021 budget requests contain funding to address only agreed collective bargaining negotiations for three AFSCME units. Included in the proposed budget is funding to support the anticipated salary movement for step and level advancement of all school employees. There are no contractual increases for three BEU contracts and the non-aligned employees.

Other Personnel Account Changes
The FY 2021 budget uses a practice of applying a salary differential, attrition, or turnover savings to reduce the total cost of personnel funding. The practice estimates a savings due to employee turnover (resignation, retirement, termination, or reduction in force). The offset used this year is $650,000. The budget experiences an estimated turnover saving of approximately $350,000 for BEU Unit A, and $200,000 for BEU Paraprofessionals, and $100,000 for Unit B, AFSCME and Non-Aligned.

Personnel by Category
Personnel costs (exclusive of benefits) make up 86% of the school budget. The table below provides a summary of bargaining unit, FTE Total, and Budget Request total ($). The School Committee reserves funds for a portion of new FTEs requested to be transferred at the November Special Town Meeting to the Town’s Unclassified Account for Health Insurance as part of the Special Town Meeting appropriation process.

Categorization of Positions and Work Year
The School Department often receives questions about the number of staff. We only show staff in full-time equivalencies (FTE). Positions that utilize head counts, for example are Unit A- Stipends and Unit A-Coaches. Both of these budget lines do not display FTEs but a dollar amount based on head count filled. These positions are additional pay amounts for a specific function for a specific period of time and not benefits eligible. The School Department has traditionally presented their Full-time Equivalency (FTE) summary by bargaining unit. However, this format does not allow the reader to know the basis of work year of 1.0 FTE. Table A, below, is presented in the “Line Number” and “Roll up” order for each category presented in the budget and displays the basis for a 1.0 FTE.

### 1.0 Full-time Equivalency (FTE)

<table>
<thead>
<tr>
<th>Group/ BU</th>
<th>Description</th>
<th>1.0 FTE Based in Work Week/Day in hours</th>
<th>Work Year (Days or Months)</th>
</tr>
</thead>
</table>
| BEU       | Unit A – Teachers         | ● High School: 6.833 Continuous hours (7:25 pm – 3 pm) per day  
              |                                      | 183 days  
              |                                      | ● New teachers + 3 Orientation days  
              |                                      | ● Prof Dev + 1 as notified by Supt. |
|           |                           | ● K- 8: 6.33 Continuous hours (7:30 am–3 pm) per day  
|           | Unit A – Librarians       | K- 12: 7.583 Continuous hours (7:45 am–4 pm) per day  
<p>|           |                           | Same as Above                          |</p>
<table>
<thead>
<tr>
<th>Group/BU</th>
<th>Description</th>
<th>1.0 FTE Based in Work Week/Day in hours</th>
<th>Work Year (Days or Months)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit A</strong> - Library Assistants</td>
<td><strong>K-12</strong>: 8 Continuous hours (7:45 am – 4 pm) per day including 30 minute duty free lunch</td>
<td>Same as Above</td>
<td></td>
</tr>
<tr>
<td><strong>School Adjustment Counselors/Social Workers</strong></td>
<td><strong>K-12</strong>: Shall maintain office hours from 8 am – 4 pm per day</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Pre-School and Pre-Kindergarten Teacher</strong></td>
<td><strong>PreK</strong>: 5.383 hours from 7:30 am – 2 pm or 11:00 am – 5:30 pm per day, 4 ¾ hours are student contact time. <strong>Preschool</strong>: 4.216 hours from 7:30 am – 1 pm or 11:30 am – 5 pm per day, 3 ¾ hours are student contact time.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unit A – Occupational Therapists and Physical Therapists</strong></td>
<td>6.833 Continuous hours (7:25 am – 4 pm) per day including 30 minute duty free lunch</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Unit A – Lab Specialist</strong></td>
<td><strong>K-12</strong>: 8 Continuous hours (7:30 am – 4 pm) per day including 30 minute duty free lunch</td>
<td>191 days</td>
<td></td>
</tr>
<tr>
<td><strong>Unit A – Guidance Counselors</strong></td>
<td><strong>K-12</strong>: Shall maintain office hours from 8 am – 4 pm per day</td>
<td>183 + 8 additional compensatory days</td>
<td></td>
</tr>
<tr>
<td><strong>Unit A – Nurses</strong></td>
<td>● 6.833 Continuous hours (7:25 pm – 3 pm) per day with 30 minute lunch break (on call for emergency)</td>
<td>183 + 6 additional compensatory days</td>
<td></td>
</tr>
<tr>
<td><strong>Unit A – Education Team Facilitators</strong></td>
<td></td>
<td>183 + 8 additional compensatory days</td>
<td></td>
</tr>
<tr>
<td><strong>Unit A Stipends</strong></td>
<td>No set work day or week in hours</td>
<td>Club/Organization</td>
<td></td>
</tr>
<tr>
<td><strong>Unit A – Athletic Stipends</strong></td>
<td>No set work day or week in hours</td>
<td>Season/Sport</td>
<td></td>
</tr>
<tr>
<td><strong>Unit B - Coordinators</strong></td>
<td>7 Hours per day</td>
<td>195 Days</td>
<td></td>
</tr>
<tr>
<td><strong>Vice Principals Curriculum Coordinators</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group/BU</td>
<td>Description</td>
<td>1.0 FTE Based in Work Week/Day in hours</td>
<td>Work Year (Days or Months)</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>----------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td></td>
<td>Supervisors Director of Career and College Counseling</td>
<td>194 Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Director of Educational Technology and Libraries; ELL Coordinator; Dir Steps to Success;</td>
<td>210 Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Director of Athletics</td>
<td>209 Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Director of Special Education</td>
<td>208 Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>METCO Director</td>
<td>203 Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Coordinator of Student Health Services; Program Coordinators (School Within a School, Early Childhood Program Coordinator, Opportunity for Change (ACE), Winthrop House, and Program Coordinator of Special Instruction)</td>
<td>190 Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Paraprofessionals</td>
<td>37.5 Hours per week, 7.5 hour day, plus 30 minute unpaid meal break per day</td>
<td>12 month 260 days</td>
</tr>
<tr>
<td></td>
<td>Aides and Tutors, except as listed in other schedules, Home/Community Liaison, Tappan Security Monitor</td>
<td>7 hours per day plus 30 minute unpaid meal break per day</td>
<td>183 days Year 1; 189 days thereafter</td>
</tr>
<tr>
<td></td>
<td>High School Parent Liaison, Attendance Officer, Performing Arts Production Aide, ELL Aide (formerly ESL/Bilingual Aide), Counselor for Teen Advantage</td>
<td>7 hours per day plus 30 minute unpaid meal break per day</td>
<td>183 days Year 1; 189 days thereafter</td>
</tr>
<tr>
<td></td>
<td>Security Aide, Graphic Arts Publishing Coordinator</td>
<td>7 hours per day plus 30 minute unpaid meal break per day</td>
<td>183 days Year</td>
</tr>
<tr>
<td></td>
<td>Athletic Aide, Building Aide, Science Resource Aide</td>
<td>188 days or 194 Days</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Early Childhood Extended Day Instructor, Handicap Coordinator</td>
<td>183 days Year 1; 189 days thereafter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Food Service Assistant</td>
<td>183 days Year 1; 189 days thereafter</td>
<td></td>
</tr>
<tr>
<td>Group/BU</td>
<td>Description</td>
<td>1.0 FTE Based in Work Week/Day in hours</td>
<td>Work Year (Days or Months)</td>
</tr>
<tr>
<td>----------</td>
<td>-------------</td>
<td>----------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td></td>
<td>Educational Technology Support Specialist, Application Support Specialist, Steps to Success Program Advisor, Special Education Budget Analyst</td>
<td>37.5 Hours per week plus 30 minute unpaid meal break per day</td>
<td>12 Month 260 Days</td>
</tr>
<tr>
<td></td>
<td>Senior Application Support Specialist Webmaster Teen Advantage Coordinator</td>
<td>37.5 Hours per week plus 30 minute unpaid meal break per day</td>
<td>12 Month 260 Days</td>
</tr>
<tr>
<td></td>
<td>METCO Bus Monitor</td>
<td>4 hours per day</td>
<td>187 Days</td>
</tr>
<tr>
<td></td>
<td>Parent Outreach Coordinator, Medication Coordinator, Assistant to the Athletic Director</td>
<td>7.5 hour day, plus 30 minute unpaid meal break per day</td>
<td>201 Days</td>
</tr>
<tr>
<td></td>
<td>System Substitute, System Nurse Substitute</td>
<td>AS NEEDED</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Steps to Success Assistant Program Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AFSME Custodians</td>
<td>40 hours per week, 8 Hours per day, exclusive of meal time,</td>
<td>260 days</td>
</tr>
<tr>
<td></td>
<td>Brookline Educational Secretaries Association</td>
<td>37.5 Hours per week, 7.5 hour day, exclusive of 30 minute unpaid meal break per day</td>
<td>52 weeks exclusive of vacation or other leave; School-year positions shall consist of 45 weeks or 47 weeks, inclusive of school vacation weeks or other leave. The 45-week or 47 week period will be as determined by the Superintendent of Schools or his/her designee.</td>
</tr>
<tr>
<td></td>
<td>Food Service</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-Aligned Central Administrators</td>
<td>40 hours per week, 8 Hours per day, exclusive of meal time,</td>
<td>260 days</td>
</tr>
<tr>
<td></td>
<td>Directors/Deans</td>
<td>37.5 Hours per week, 7.5 hour day, exclusive of 30 minute unpaid meal break per day</td>
<td>260 days</td>
</tr>
<tr>
<td></td>
<td>Non-Supervisory</td>
<td>37.5 Hours per week, 7.5 hour day, exclusive of 30 minute unpaid meal break per day</td>
<td>260 days</td>
</tr>
<tr>
<td></td>
<td>Stipends</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annually staffing changes occur for the following reasons:

1) Enrollment Shifts – Spring
   a) Each year the superintendent includes unallocated teaching positions in anticipation of enrollment shifts and changes as forecasted by the Enrollment Report.
   b) Once enrollment of kindergarten and secondary course selections take place in May, positions are allocated to each Principal to address enrollment needs that arise after the budget is approved.
   c) At the secondary level, Principals may need to reallocate staff within their buildings to address student course selection and class size. This means that the FTEs for all subject areas are modified from one year to the next.

2) Enrollment Shifts – Summer
   a) The school department will continue to experience enrollment shifts and changes due to students who move after school ends in June. Therefore, additional staff over the budget allocation may be added. Generally, the staff added are a result of Individual Education Plans (IEP), English Language learners (ELL), and Kindergarten students, or if the unallocated teacher positions were not adequate.
   b) Each program may reallocate, move, change, and reclassify existing FTE’s to adjust for changing program needs or requirements. These FTEs are highlighted under each bargaining unit.

3) Enrollment Shifts – Future School years
   a) Each program may reallocate, move, change, and reclassify existing FTEs to adjust for changing program needs or requirements. These FTEs are highlighted under each bargaining unit.
   b) Each year due to projected enrollment or enrollment for each fun type changed that occur during the year, additional staff may be requested during the next budget cycle.

4) Reclassification of positions: Periodically positions may be reclassified. Reclassification can consist of
   a) Promotion or demotion of a position within an employee unit;
   b) Transfer from one bargaining unit to another; or
   c) Title change.

Personnel Detail Summary by Category/Line

Brookline Educators Union

Unit A – BEU Teachers: Unit A members are licensed teachers, department heads, and coordinators. They work 183 days and have a salary table recognizing their level of education from bachelors to PhD and the number of years teaching.

Unit A - Stipends: Within the BEU contracts there are stipend positions for various academic, administrative, or extracurricular activities. These positions generally reflect work and activities that are completed outside of the traditional school day.
Unit A – Athletic Coaches: Within the Unit A – BEU contract there are stipend positions for interscholastic athletic personnel. These positions generally reflect work and activities that are completed outside of the traditional school day with School Committee recognized sports teams.

BEU – Unit B - Assistant Principal/Supervisors: Reflects the number of administrators without teaching responsibilities who are part of the Association of Brookline Administrators bargaining contract.

BEU - Paraprofessionals: Members of this bargaining unit provide classroom support and instruction to students. The majority of students served are special education students or students identified in sub separate populations.

American Federation of State, County and Municipal Employees (AFSCME) Employee Groups

AFSCME – Custodians = Line No. 6: Formerly assigned to Facilities employees.

AFSCME - BESA (Brookline Educational Secretaries Association): BESA provides the administrative support function. The positions in this unit are both 12-month and 10-month positions and also both full-time and part-time. While most positions are on a full-time basis of 37.5 hours per week, there are a number at 40 hours per week.

Non-Aligned/Contract Employee Groups

Central Administrators: This categorization includes Superintendent, Deputy Superintendents, and Directors working under the Superintendent who have individual employment contracts and are not in a functional area of any other classification of employee.

Principal: Contains all building principals.

Non-Aligned Salary: This category of employees includes non-represented salaried executive administrative assistants, confidential employees, managers/administrators, and other non-union central office employees.

No Benefit - Non-Union Hourly Employees: This group consists of FTEs associated with non-represented hourly employees. Home/Hospital, 504, translator, and extended year services are budgeted at a flat dollar amount.

Substitutes: There are no FTEs budgeted under substitutes. However, the budget for substitutes is now no longer split into two categories, Payroll and Contracted Services. The district budgets a lump sum for these services. The Personal Services for Substitutes cover the estimated cost of the following short-term employees:

1. Long-Term Teacher Substitutes, who are individuals who are hired for ten or more continuous days to cover a classroom for a teacher who is on a short-term leave of absence.
2. Nurse Substitutes: All of our school nurses are provided by contract sick days, personal days and professional development opportunities. If the building nurse should leave the building for a planned period, the district must have a nurse on site to respond to student emergencies.
3. Instructional Assistant Substitutes: This amount is budgeted to cover the cost of instructional assistants that may be needed on a daily basis.
4. Secretary Substitutes: a secretary substitute is hired if an administrative assistant will be absent for an extended period of time.

Salary Savings: While no FTE is assigned to salary differential, the budget includes ($650,000) as a budget offset.

Operating Budget Expenses

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<td>$ 10,350</td>
<td>$ 10,350</td>
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<tr>
<td>Capital</td>
<td>$ 1,234,348</td>
<td>$ 1,178,048</td>
<td>(56,300)</td>
</tr>
<tr>
<td>Transfers to</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipal Depts OA</td>
<td>$ -</td>
<td>$ 609,850</td>
<td>$ 609,850</td>
</tr>
<tr>
<td>Title I revision</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$ 15,827,259</td>
<td>$ 16,771,619</td>
<td>$ 944,360</td>
</tr>
</tbody>
</table>

The FY21 personnel increases are a net of the following:

- Further refinement of Special Education Tuition and Transportation projections
  - Tuition = $469,581
  - Transportation = $618,138 & 47,500;
- Continue the FY 20 reductions in Supplies/Materials - $600,380
- Public Building Division Utility Expenses for 2 Clark Rd removed prior to Revenue Allocation - $151,922
- School Building Services: $47,136
- Contracted Services reduced
  - Office of Teaching and Learning and General Education Instruction $500,000
  - Office of Student Services = $150,00
- Reduction of “Other” Expense Lines = $300,000

**9000 Programs with Other School Districts**

**9000 Programs with Other School Districts**: Transfers of payments to other school districts or to non-public schools for services provided to students residing in the sending city or town.
Currently there are several alternative public school programs available across the commonwealth for students who do not attend the local district. The educational options for students are the School Choice program, Charter School Initiatives, Innovation Schools Initiative, and regional agricultural, vocational and technical schools. Below is an overview of the programs in which Brookline resident students have taken advantage of in the past. Due to the small numbers of students who attend these programs (less than 4 per year), reporting is not provided on a regular basis and only exists in this format. Below is a five-year history of the tuition assessments received by the Town of Brookline through the Cherry Sheet.

**Innovation Schools**

In January 2010, Governor Patrick signed education reform legislation forming “The Innovation School” model. It is projected to be cost-neutral with regard to the longer-term operation of the School Department. However, the school district must create a new line item appropriation, as the tuition is not charged against the Cherry Sheet as other state education initiatives are funded. The Town of Brookline after year one will receive $6,800 in tuition dollars through Chapter 70 formula calculations. The first year there is no reimbursement. The School Department will have to annually budget for these expenses. The Innovation Schools receive their tuition dollars directly from the school district in the form of tuition payments. The tuition payments are not treated as an expense offset like Charter Schools.

**Commonwealth of Massachusetts Virtual School (CMVS)**

A Commonwealth of Massachusetts Virtual School (CMVS) is a public school operated by a board of trustees where teachers primarily teach from a remote location using the Internet or other computer-based methods and students are not required to be located at the physical premises of the school. Each CMVS determines what grade levels it will serve and what particular programs it will offer.

**Cherry Sheet Tuition Assessments**

The Town receives three types of tuition assessment for educating Brookline resident students. These are School Choice, Charter Schools, and Norfolk Agricultural Technical High School. While these amounts are not shown or reported in the School Department’s appropriation, the Town is responsible for the education of these students. All public schools are required to submit actual enrollment reports to
Department of Elementary and Secondary Education in October and March of the current year. These figures are used to calculate tuition rates for the current year. Any changes to enrollment figures and tuition rates will alter a district’s remaining assessments. It is unknown at this time what the final impact there will be for the FY21 budget. The town will not have confirmed FY21 enrollment until mid-February 2020. This section will be updated as information becomes available.

**Special Education Assessment**
The assessment is to partially reimburse the state for providing special needs education to children enrolled in state hospital schools.

**School Choice**
“The school choice program allows parents to send their children to schools in communities other than the city or town in which they reside. Tuition is paid by the sending district to the receiving district. Districts may elect not to enroll school choice students if no space is available.”

### Massachusetts Department of Elementary and Secondary Education
**Office of District and School Finance**

#### School Choice Trends in Enrollment and Tuition

<table>
<thead>
<tr>
<th>FY</th>
<th>Receiving FTE Pupils</th>
<th>Receiving Tuition</th>
<th>Sending FTE Pupils</th>
<th>Sending Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>2010</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>2011</td>
<td>0.0</td>
<td>0</td>
<td>0.2</td>
<td>2,279</td>
</tr>
<tr>
<td>2012</td>
<td>0.0</td>
<td>0</td>
<td>1.0</td>
<td>5,000</td>
</tr>
<tr>
<td>2013</td>
<td>0.0</td>
<td>0</td>
<td>2.0</td>
<td>10,000</td>
</tr>
<tr>
<td>2014</td>
<td>0.0</td>
<td>0</td>
<td>2.0</td>
<td>13,400</td>
</tr>
<tr>
<td>2015</td>
<td>0.0</td>
<td>0</td>
<td>0.0</td>
<td>0</td>
</tr>
<tr>
<td>2016</td>
<td>0.0</td>
<td>0</td>
<td>1.3</td>
<td>8,829</td>
</tr>
<tr>
<td>2017</td>
<td>0.0</td>
<td>0</td>
<td>3.6</td>
<td>24,550</td>
</tr>
<tr>
<td>2018</td>
<td>0.0</td>
<td>0</td>
<td>3.7</td>
<td>24,757</td>
</tr>
<tr>
<td>2019</td>
<td>0.0</td>
<td>0</td>
<td>6.5</td>
<td>56,166</td>
</tr>
</tbody>
</table>

**Charter Schools**
“Charter schools are independent public schools designed to encourage innovative educational practices. Charter schools are funded by tuition charges assessed against the school districts where the students reside. The state provides partial reimbursement to the sending districts for the tuition costs incurred.”
Massachusetts Department of Elementary and Secondary Education

OFFICE OF DISTRICT AND SCHOOL FINANCE

Summary of Historical Sending District Charter School FTE, Tuition, and Reimbursements, FY96 to present

Select your district using the drop down menu:

<table>
<thead>
<tr>
<th>46</th>
<th>BROOKLINE</th>
<th>FY11</th>
<th>FY12</th>
<th>FY13</th>
<th>FY14</th>
<th>FY15</th>
<th>FY16</th>
<th>FY17</th>
<th>FY18</th>
<th>FY19</th>
<th>FY20</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTE</td>
<td></td>
<td>4.00</td>
<td>3.60</td>
<td>3.00</td>
<td>3.00</td>
<td>3.75</td>
<td>3.03</td>
<td>7.00</td>
<td>3.27</td>
<td>3.30</td>
<td>2.00</td>
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<tr>
<td>Tuition</td>
<td></td>
<td>74,443</td>
<td>56,101</td>
<td>56,482</td>
<td>60,017</td>
<td>66,186</td>
<td>46,139</td>
<td>126,500</td>
<td>65,025</td>
<td>74,756</td>
<td>47,097</td>
</tr>
<tr>
<td>Facilities Aid</td>
<td></td>
<td>3,572</td>
<td>3,211</td>
<td>2,641</td>
<td>2,688</td>
<td>3,329</td>
<td>2,609</td>
<td>6,023</td>
<td>2,920</td>
<td>2,947</td>
<td>1,876</td>
</tr>
<tr>
<td>Transition &amp; Other Aid</td>
<td></td>
<td>30,418</td>
<td>13,412</td>
<td>4,030</td>
<td>6,821</td>
<td>5,299</td>
<td>4,752</td>
<td>128,442</td>
<td>1,788</td>
<td>7,958</td>
<td>9,550</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>33,990</td>
<td>16,623</td>
<td>6,671</td>
<td>6,483</td>
<td>8,618</td>
<td>5,204</td>
<td>71,565</td>
<td>21,147</td>
<td>10,900</td>
<td>2,831</td>
</tr>
<tr>
<td>Net Cost to District</td>
<td></td>
<td>40,425</td>
<td>39,478</td>
<td>49,611</td>
<td>50,528</td>
<td>57,536</td>
<td>45,532</td>
<td>52,955</td>
<td>62,875</td>
<td>65,821</td>
<td>44,290</td>
</tr>
</tbody>
</table>

*To view all fiscal years, unhide columns D through R. Current fiscal year is sourced from March 2020.*

Brookline has had students attending the following school districts whereby we have received assessments: Boston Renaissance Charter Public, Academy of the Pacific Rim, Edward Brooke Charter, and Prospect Hill Academy Charter.

Tuition to Vocational Technical Education Programs & Agricultural Schools

- **Norfolk County Agricultural High School (Norfolk Aggie)** - Norfolk Aggie tuition is assessed to the Town through the county assessment. Norfolk County Agricultural High School is a public high school that currently enrolls over 500 students from the 28 towns of Norfolk County as well as more than 40 out-of-county towns. The school is situated on 365 acres in Walpole and offers specialty training to students who are interested in the following: Animal and Marine Science, Veterinary Science, Marine Science, Dairy and Livestock Management, Research and Animal Technology, Equine Science, Canine Science, Plant Science and Environmental Science, Forestry, Horticulture, Landscape Management, Natural Resources, Mechanical Technology, Diesel and Heavy Equipment Operation and Repair, and Welding and Woodworking.
• **Essex Agricultural and Technical High School** - Tuition has been incorrectly paid and reported in the School Department’s budget as an out-of-district special education tuition expense. This expense is outside the authority of the School Committee. “The primary purpose of an agricultural high school is to prepare students for occupations or additional education related to agriculture, agriscience, agribusiness, the care and management of animals, horticulture, forestry, and environmental science. While agricultural high schools may offer other forms of vocational-technical education, as defined in M.G.L. c. 74, § 1, they shall avoid duplication of programs offered in vocational schools located within a 20-mile radius of the school.” Periodically, students who are interested in programs that are not available at Norfolk County Agricultural High School enroll.

• **Minuteman Regional Vocational Technical School District (Minuteman).** Tuition has been incorrectly paid and reported in the School Department’s budget as an out-of-district special education tuition expense in the School Department Budget. This expense is outside the authority of the School Committee. Minuteman combines academics and college preparation (the main purpose of traditional high schools) with carefully designed courses related to career exploration and learning (the main purpose of vocational-technical schools). The original school planners focused on needs of students living along Massachusetts’ high-tech corridor. Minuteman currently offers 20 different vocational & technical shop concentrations for the students. The programs Minuteman offers are Bio-Technology, Horticulture & Landscaping, Environmental Technology, Health Occupations, Graphic Design, Computer Technology, Electromechanical Technology & Robotics, Engineering, Telecommunications, Cosmetology, Culinary Arts, Early Education, Automotive, Carpentry, Electrical, Heating, Ventilation & Air Conditioning, Plumbing, and Welding & Metal Fabrication.

**Special Education Programs**

Students with disabilities ages 2 years and 9 months to 22 who are unable to be educated within the public schools are entitled to a free and appropriate public education. When a student cannot receive appropriate services within the Public Schools of Brookline, services are provided in other settings including collaborative and private schools. There are associated transportation costs and specialized care for some of our most needy students. The Department of Elementary and Secondary Education has developed a form of reimbursement, Circuit breaker, which provides some fiscal support for high cost students.

The table below summarizes the Budgeted Line Items by the DESE Chart of Accounts and the head counts of the students in each year.
Tuition is monitored by the Deputy Superintendent for Student Services and the Finance Manager of the Office of Student Supports. As a student’s intensive needs become identified and services within the district cannot provide for that student, then the Out-of-District Coordinator is called to meet with the team and parents to plan for the student’s placement in the least restrictive placement/environment.

The Out-of-District Coordinator is the liaison for the student’s IEP and provides case management of all aspects of the student’s program. Costs are monitored through Deputy Superintendent for Student Services.

- Tuition rates for approved special education private day and residential schools are set by the Operational Services Division (OSD) of the Commonwealth of Massachusetts Executive Office of Administration and Finance.
- Each year the OSD provides an estimated rate of inflation, which is used to project tuition for approved special education private day and residential placements. More information is available at the OSD Website: [https://www.mass.gov/special-education-pricing](https://www.mass.gov/special-education-pricing)
- With the exception of extraordinary relief or other unusual circumstances, private schools may request the additional increases in the form of special circumstances or program reconstruction. Private schools must provide the required notice to public schools by Oct. 1 for the following fiscal year. The State can approve increases anytime during that following fiscal year. In such instances, the requested increase is budgeted.
- Collaborative tuition increases are recommended to the Collaborative Board of Directors based on program costs and budget presentations. The Collaborative Board of Directors is made up of member district Superintendents. For the last several years, a 4% increase has been assumed for Collaborative tuitions. Additionally, a 4% increase has been assumed for OSD approved out of state private schools as the rate increases are not set by OSD but rather the respective state agency where the school is located.

<table>
<thead>
<tr>
<th>9000 Series</th>
<th>Programs with Other School Districts</th>
<th>FY2019 Budgeted Head Count</th>
<th>FY2019 Budget</th>
<th>FY2020 Budgeted Head Count</th>
<th>FY2020 Budget</th>
<th>FY2021 Head Count</th>
<th>FY2021 Projection</th>
</tr>
</thead>
<tbody>
<tr>
<td>9100</td>
<td>Tuition to Mass. Schools</td>
<td>1</td>
<td>$116,742</td>
<td>1</td>
<td>$44,376</td>
<td>1</td>
<td>$48,034</td>
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<tr>
<td>9200</td>
<td>Tuition to Out-of-State Schools</td>
<td>3</td>
<td>$165,316</td>
<td>4</td>
<td>$254,326</td>
<td>2</td>
<td>$306,642</td>
</tr>
<tr>
<td>9300</td>
<td>Tuition to Non-Public Schools</td>
<td>46</td>
<td>$4,187,258</td>
<td>62</td>
<td>$5,417,857</td>
<td>61</td>
<td>$5,823,844</td>
</tr>
<tr>
<td>9400</td>
<td>Tuition to Collaboratives</td>
<td>3</td>
<td>$62,407</td>
<td>3</td>
<td>$133,568</td>
<td>3</td>
<td>$141,188</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>53</td>
<td>$4,531,723</td>
<td>70</td>
<td>$5,850,127</td>
<td>67</td>
<td>$6,319,708</td>
</tr>
</tbody>
</table>

Operating Budget: $4,080,313, $328,581, $4,408,894

Circuit Breaker Funding Allocated:
- $1,769,814, $141,000, $1,910,814
- $5,850,127, $469,581, $5,319,708

(under)/Over Budget:
- $ -
- $ 0
• Collaborative programs also tuition-in students from non-member districts. Non-member districts pay a higher tuition than member districts. Brookline will only send students to non-member collaboratives, when it is programmatically appropriate.

• The FY19 Initial Circuit Breaker Reimbursement Calculation (based on FY2018 eligible student claims) is $1,769,814. It represents the Commonwealth’s projected reimbursement rate of 72% of the net claim of $2,458,085. The estimate is based on the number of students who are in school until graduation or turn 22 prior to the end of the school year. The estimate reflects actual time spent in the program and tuition paid. Not all student placements meet the circuit breaker threshold for reimbursement. The reimbursement rate, set by DESE, is also variable.

The FY2021 Budget Projection includes the following known issues:

1. The Annual OSD (Operational Services Division) rate increase for Out of District Tuitions, which for FY2021, is 2.72%.

   **OSD is responsible for setting tuition prices for more than 200 approved special education programs in approximately 100 private schools. This price setting is necessary to accommodate students with needs that cannot be met by their current school district.**

2. Students included for the FY2021 projection are as of November 1, 2019.

What the FY2021 Projection does not include:

1. This projection does not include students who may be placed out between now and March 31, 2020. The Move-In Law requires districts of the sending community to pay for placements in those instances where a child moves after April 1st, for the balance of the existing year and for the next fiscal year. So, for example, if a family from Weston moves to Brookline on April 7th, Weston would be responsible for that student’s Out of District Tuition for the remainder of FY2020 and the entirety of FY2021. It that family moves here on March 27th, we are responsible for FY2021.

2. This projection does include increases related to Program Reconstruction that we have been notified of as of November 1, 2019. Program Reconstruction allows private schools an opportunity to apply to reorganize their existing programs, usually to increase staffing and services in order to address changing student needs. There are 8 students in programs currently under review for Reconstruction. The department may not be informed that these programmatic - and the financial impact of those - changes have been approved until July 1st.

3. This projection does not include a provision for Unilateral Placements or Potential Settlements. The likelihood of the department paying that amount is remote, but there probably will be some additional agreed to settlements that will affect this number. The Reserve Account has been used to offset these in the past. These students will be continuously monitored with the Interim Out of District Coordinator and the Directors so that the department can plan accordingly.
4. This projection does not include a provision for students currently in 'In-House Programs' that might disrupt and require placement in an Out of District Program. Generally, these costs have been mitigated by identifying students who are coming back from Out-of-District Programs into the schools. Because this is a number that is constantly in flux, it's going to take some time to benchmark effectiveness at bringing kids back in house. Additionally, the department has been able to absorb 45 day placements, but that number fluctuates greatly from year to year.

The FY2021 Budget Projection shows a moderate increase in line with the known increase in the OSD approved rates, and program reconstruction rates based on known filings. This is a realistic budget request based on the factors listed above.

Section II – Summary of Revenues

<table>
<thead>
<tr>
<th>Program</th>
<th>FY20 STM Approved Budget</th>
<th>FY21 Town/School Partnership 5/29/20</th>
<th>FY21 Balanced Budget Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund Appropriations</td>
<td>$117,385,106</td>
<td>$118,998,990</td>
<td>$1,613,881</td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>$717,523</td>
<td>$505,000</td>
<td>$(212,523)</td>
</tr>
<tr>
<td>Circuit Breaker</td>
<td>$1,769,814</td>
<td>$1,971,547</td>
<td>$201,733</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$119,872,443</td>
<td>$121,475,537</td>
<td>$1,503,094</td>
</tr>
</tbody>
</table>

While Section I of this overview details the major drivers and priorities of the entire budget, this section summarizes the most significant year-to-year changes in revenues. Full detail of expenditures can be found in the Program Budget Detail section.

1. **Town/School Partnership Revenue**: Estimated $1,613,884
   a. The final and much smaller portion of the revenue reduction is the school portion of budget growth in all Town shared expenses as part of the Town/School Partnership Document.

2. **School Department Revenue Changes since 4/23/20**: Net $(10,790)
   a. Materials Fee/Tuition Account: No change in Revenue Projection (-$212.523)
   b. Circuit Breaker: Updated to Budget Current Year (FY19) Reimbursement (+$201.523)

The Public Schools of Brookline budget request from the Annual Town Meeting for FY 2021 is $118,988,990, an increase of $1,613,884 (1.37%) over FY20 STM vote. The revenues available to fund the budget request are $4,462,148 less than is needed.

**School Department Revenues**
The terms below define the lines in the above revenue chart that will be completed after the May 29,
**Public Schools of Brookline**

2020, Town partnership Meeting.

**General Fund Appropriation:** As of April 4, 2019, estimated amount of funds received as part of the Town/School Partnership is $6,770,956 greater than FY19 STM vote. Sources of funds are tax levy and additional local receipts. We anticipate this number to increase as Chapter 70 and GIC rates become known.

**Tuition and Fees:** The Materials Fee program began in the 1960s. The School Committee policy publishes rates back to 1987-1988 school year. It is a program that has been maintained and currently provides for 199 students of Town and School Department employees. All participating employees use payroll reduction for material fee payments unless they choose to pay in full in advance of the school year. FY2020 revenue is projected at $717,523. In addition, the district is part of an one year SEVIS/Student Exchange Program and charges tuition for two students per year.

**Circuit Breaker Funding:** The Circuit Breaker reimbursement for FY 2019 ($1,769,814; 72% reimbursement rate) serves as the base to calculate the FY 2021 revenue estimate. This practice began in FY 2019, when the district removed an additional $500,000 from the Circuit Breaker account to reflect that all prior year reserves have been expended in balancing the FY 2017 and FY 2018 budgets. All reserves in this account have been expended and will be applied in the fiscal year received.

Circuit Breaker funds are recurring funds, but are subject to change each fiscal year. The amount per student that qualifies for reimbursement can change dramatically from one year to the next depending on prior-year actual circuit breaker eligible expenditures. The other change that occurs is the funding level provided by the legislature to this account. During FY 2019 we started with an estimated 65% Reimbursement rate to receiving additional funds and ending the fiscal year at 72%.

<table>
<thead>
<tr>
<th>Claim Year</th>
<th>Reimb Year</th>
<th>Eligible Students Claimed</th>
<th>Total Eligible Expenses</th>
<th>Foundation</th>
<th>Net Claim</th>
<th>Avg Claim Rate</th>
<th>% Change in Net Claim ($)</th>
<th>% Reimb</th>
<th>Total Adjusted Reimb</th>
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</thead>
<tbody>
<tr>
<td>FY19</td>
<td>FY20</td>
<td>80</td>
<td>6,106,791</td>
<td>3,548,880</td>
<td>2,557,911</td>
<td>31,974</td>
<td>4.06%</td>
<td>75.00%</td>
<td>1,918,446</td>
</tr>
<tr>
<td>FY18</td>
<td>FY19</td>
<td>83</td>
<td>6,030,671</td>
<td>3,572,586</td>
<td>2,458,085</td>
<td>29,615</td>
<td>-5.38%</td>
<td>72.00%</td>
<td>1,768,814</td>
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<td>FY17</td>
<td>FY18</td>
<td>93</td>
<td>6,519,559</td>
<td>3,921,554</td>
<td>2,598,005</td>
<td>27,936</td>
<td>1.16%</td>
<td>72.10%</td>
<td>1,873,044</td>
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<tr>
<td>FY16</td>
<td>FY17</td>
<td>69</td>
<td>5,134,386</td>
<td>2,891,700</td>
<td>2,242,686</td>
<td>32,503</td>
<td>1.09%</td>
<td>73.16%</td>
<td>1,640,674</td>
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<tr>
<td>FY15</td>
<td>FY16</td>
<td>76</td>
<td>5,230,933</td>
<td>3,166,772</td>
<td>2,064,161</td>
<td>27,160</td>
<td>-7.25%</td>
<td>75.00%</td>
<td>1,548,121</td>
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<td>FY14</td>
<td>FY15</td>
<td>73</td>
<td>5,227,622</td>
<td>3,002,080</td>
<td>2,225,542</td>
<td>30,487</td>
<td>-21.04%</td>
<td>73.56%</td>
<td>1,637,136</td>
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<td>FY13</td>
<td>FY14</td>
<td>86</td>
<td>6,232,474</td>
<td>3,463,776</td>
<td>2,818,698</td>
<td>32,776</td>
<td>-1.84%</td>
<td>75.00%</td>
<td>2,114,026</td>
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<tr>
<td>FY12</td>
<td>FY13</td>
<td>86</td>
<td>6,179,472</td>
<td>3,307,860</td>
<td>2,871,612</td>
<td>33,351</td>
<td>74.60%</td>
<td>2,142,130</td>
<td></td>
</tr>
</tbody>
</table>
state shifted from a pay-as you go reimbursement program for residential tuitions to a broader-based, but still-partial, special education reimbursement program. The 2004 legislation expanded the types of expenditures eligible for reimbursement. Each year, there is a potential for a change in the percentage of reimbursement utilized by the State within the Special Education Circuit Breaker Account.¹

Subject to appropriation, the state’s Circuit Breaker Fund reimburses the school district, for up to 75% of in-district and out-of-district student costs, which exceed four times the per pupil foundation amount. The state sets this amount annually as part of the annual state budget deliberations. Historically, the reimbursement rate has been between 35-75%. The district does not know the actual reimbursement rate for the fiscal year until after it submits its annual claim in July for the prior fiscal year expenditure activity. Eligible costs include instructional services, various types of therapies, and specialized equipment. Circuit Breaker specifically excludes transportation and building infrastructure costs. All Circuit Breaker funds received go into the Circuit Breaker Revolving Account, do not require further appropriation, and must be expended by the following June 30th.

**Revolving Fund Reimbursement²**: This revenue offset has been removed for FY 2020. It was intended to cover overhead costs associated with supporting fee-based programs operating under the authority of the School Committee. However, these costs should be charged directly to the specific revolving fund that generates the expense in accordance with statutory regulations and the Division of Local Services, Department of Revenue. The district has removed this as an offset and moved expenditures in the operating budget to these funds for direct payment by the fund.

**Other Revenue**: Other Revenue was supposed to reflect the offset of one-time and non-recurring revenue that can be applied to the upcoming fiscal year. However, one-time funds are general fund receipts in accordance with statutory regulations and the Division of Local Services, Department Of Revenue, and should not be in any type of School Committee account under the rules provided by Chapter 71 or Chapter 40 and 44. If there are identifiable funds to which the expenditures should be charged, the expenses are noted as being transferred to those funds. FY 2020 removed this line as an offset as there are no revenue sources identified. Should one-time funds be received, they will be handled as required and outlined by municipal finance law.

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¹A Primer on Financial Aspects of Special Education [http://www.doe.mass.edu/finance/circuitbreaker/finance.html](http://www.doe.mass.edu/finance/circuitbreaker/finance.html)

²Revolving Funds for School Department Programs [http://www.mass.gov/dor/docs/dls/training/revolvingfundchartschool.pdf](http://www.mass.gov/dor/docs/dls/training/revolvingfundchartschool.pdf)
ARTICLE 1

SELECT BOARD’S SUPPLEMENTAL RECOMMENDATION

Since the filing of this Special Town Meeting, legislation providing for virtual town meetings has been signed into law making this Special Town Meeting unnecessary. A unanimous Select Board voted NO ACTION under Article 1.

ADVISORY COMMITTEE’S SUPPLEMENTAL RECOMMENDATION

Background:
It became apparent in March that Brookline’s Town Meeting could not safely be an in-person meeting due to the Covid-19 pandemic. At the time, there was no legislation permitting virtual town meetings. Article 1 was submitted in case appropriate legislation was not enacted before the June 23rd date for Annual Town Meeting

Discussion:
Legislation allowing for virtual town meeting, submitted by Rep. Vitolo and others, was passed by the General Court and signed by the Governor in early June. Therefore there is not purpose in moving Article 1

Recommendation:
By a vote of 29-0, the Advisory Committee voted no action on Special Town Meeting Article 1.