



TOWN of BROOKLINE

Massachusetts

BUILDING DEPARTMENT

Charles A. Simmons
Director of Public Buildings

January 3, 2022

TO: Select Board
Advisory Committee

FROM: Charles A. Simmons, Director of Public Buildings *CAS*

SUBJECT: Request for Reserve Fund Transfer

The Building Department is requesting \$68,500 to cover a deficit in the Town Hall (complex) outside cleaning services account.

The Town Hall Complex is maintained by three (3) Full Time Custodians and one (1) Part-time House worker. In addition, their work is supplemented by an outside cleaning company.

This Fiscal year, there have been Full and Part-time employees that have been out long-term due to various personal issues. As a result, in order to maintain the buildings properly, additional services were requested from the cleaning company to cover their cleaning schedules. This has caused a deficit in the cleaning services account. It is anticipated that the final deficit amount will be \$68,500.

Thank you for your consideration.

TOWN OF BROOKLINE

Request for Reserve Fund Transfer

To the Select Board:

Date: 1/3/2022

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

Department Building Total Transfer Requested \$68,500.

Org # 2500 2540 Object # 523590 AMOUNT \$68500 -
Org # Object # AMOUNT
Org # Object # AMOUNT

Description (or attach memorandum):

please see attached memo

Handwritten signature

Department Head

Approved:

Select Board