

A GUIDE TO RECORDS AND DOCUMENTS OF THE BROOKLINE ADVISORY COMMITTEE

How the Advisory Committee Functions

The Advisory Committee conducts its business in meetings of the full Advisory Committee, and also in meetings of its subcommittees. The subcommittees hold public hearings on all Warrant Articles to be considered at the fall and spring Town Meetings. Prior to the spring Town Meeting, the subcommittees also hold public hearings on the proposed budgets for each of the Town of Brookline's departments, including the Public Schools of Brookline. The subcommittees vote on each Warrant Article and departmental budget and include their recommendations in reports to the full Advisory Committee. The full Advisory Committee then meets to consider each Warrant Article and departmental budget. After hearing the subcommittee report, the Advisory Committee votes its recommendation to Town Meeting.

Where to Find, Agendas, Minutes, and Subcommittee Reports

Agendas for all Advisory Committee and subcommittee meetings and minutes for meetings of the full Advisory Committee are available here:

<http://www.brooklinema.gov/AgendaCenter/Advisory-Committee-1>. Brief summaries of Advisory Committee meetings are posted shortly after each meeting. Complete minutes are subsequently posted after they have been approved.

Subcommittees of the Advisory Committee include a record of their meetings in their reports to the full Advisory Committee. In addition to a summary of the discussion at the subcommittee meeting, the reports include the subcommittee's recommendation. Subcommittee reports are available here:

<http://www.brooklinema.gov/DocumentCenter/Index/649>

Subcommittee reports for the most recent years are also posted here:

<http://www.brooklinema.gov/166/Advisory-Committee> [Use new, simpler URL created by Ben Vivante?]

The files for each report are now given titles that include the date of the subcommittee meeting, the name of the subcommittee, and the Warrant Article

or departmental budget that is the subject of the report. For example, “2015 03 26 Capital SC Report on WA 15” would be the report of the Capital Subcommittee on its March 26, 2015, meeting, at which it considered Warrant Article 15.” Similarly, “2015 03 10 Public Safety SC Report on FY 16 Fire Dept Budget” would be the report of the Public Safety Subcommittee on its March 10, 2015 meeting, at which it considered the Fire Department budget. Subcommittees may consider more than one Warrant Article or departmental budget at each meeting, so there are often multiple reports from the same meeting. Each report covers one Warrant Article or one departmental budget.

The recommendations of the Advisory Committee are included in the Combined Reports that are prepared for each Town meeting. The Combined Reports can be found here: <http://www.brooklinema.gov/1020/Town-Meeting-Files>

Helpful Hints

Advisory Committee files are organized into folders. To view documents for a given year click on the small folder icons (e.g. “2014 Advisory Files”) to open that folder for the relevant year. When you open the folder, all files in that folder will be displayed. Starting in FY2015, subcommittee reports are organized into subfolders for the fall and spring. Thus you will need to click on, for example, “FY2015 Spring Subcommittee Reports” to view the FY2015 spring reports.

Note that most records of the Advisory Committee are organized by fiscal year (July 1-June 30), because Advisory Committee members are appointed for terms that begin on July 1 and end on June 30. Some meetings during the spring of a given fiscal year (e.g., FY2015) will be devoted to preparation of the budget for the following fiscal year (FY2016).

If you have any questions, please contact Lisa Portscher, executive assistant to the Advisory Committee, at lportscher@brooklinema.gov