



Town of Brookline

Massachusetts

Planning Board

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Linda K. Hamlin, Chairman
Steven A. Heikin, Clerk
Robert Cook
Blair Hines
Matthew Oudens
Mark J. Zarrillo

BROOKLINE PLANNING BOARD MEETING MINUTES

Town Hall, Room 103
January 12, 2017 – 8:30 a.m.

Board Present: Linda Hamlin, Steve Heikin, Blair Hines (no quorum)
Staff Present: Kara Brewton, Andy Martineau
Guests Present: George Cole, Carol Levin, Carla Benka, Mark Zarrillo (listening, not participating)

Linda Hamlin called the meeting to order.

STRATEGIC ASSET PLAN (SAP)

Board members present discussed and agreed relative to the SAP:

1. Planning Board Subcommittee to guide SAP work and consultant; to be made up of Planning Board (Bob Cook), Selectman (Neil Wishinsky), Past Selectman (to be determined by Neil), Building Commission (to be determined by Chair of Bldg Comm), Advisory Capital Subcommittee (Carla Benka), Brookline Neighborhood Alliance (to be determined by BNA Board).
2. Timeframe & Cost Estimating – discussed needing placeholder estimates for all items, especially those in the mid-term (5-15 year); far-term (beyond 15-year) may not be as necessary.
3. Confirmed the consultant should spend most of their time regarding real property assets, but the report should also *incorporate and document* other needs identified in the Needs Assessment such as Information Technology infrastructure needs, archive management system and storage, etc. Similarly, the study should summarize projects and estimated costs, but not deeply dive into, issues that are solely under the purview of the Transportation Board such as Complete Street design, nor large infrastructure assets that already have regular maintenance/upgrade plans and programs such as the stormwater system, street lights, pavement maintenance.

4. Confirmed that the report should document potential alternative private uses for each municipal parcel, but recognize that this study will not focus on town missions that usually rely on private partners to develop (e.g., affordable housing, economic development projects). As sites are discussed that could be used for non-municipal purposes, those sites will be flagged as an Appendix of the report, and will be used in part to set up the Major Parcel Study.
5. The SAP should also identify a bottom-line estimate needed for items identified in the SAP, which then could be used by Town officials to have defined goals for revenue creation (e.g., new tax growth from commercial development). This would likely be in the work product, but not necessarily in the executive summary.

Carol Levin suggested the tasks in Part II of the draft RFQ document (to be rewritten as a RFP) could be reorganized into tasks as: what we have; what we need; and gap analysis.

Linda Hamlin noted that in the description of Task A – Brookline-specific needs should be discussed using industry benchmarks, staff interviews, consultant knowledge, and public process.

General agreement that the first sentence in Task A, Deliverable 1 could be deleted altogether, or perhaps rewritten as “Refine benchmarks and basic evaluation criteria for satisfying Town programmatic and service needs that cannot be accommodated by existing facilities.” Also, Task A, Deliverable 3 should be replaced with “Presentation of existing needs assessment base line and gap analysis between projected real asset needs specific to Brookline and existing municipal facilities. Include a white paper summary.”

Steve Heikin noted that the references of Task numbers and letters needs to be consistent; Kara will edit.

Next Steps:

- **This discussion and the Dec. 7th minutes should be brought up at a following Planning Board meeting and ratified as a vote (with a quorum in place)**
- **Kara to work with Bob Cook to move RFP further along and have signed off by Subcommittee at future meeting (date TBD)**
- **Kara to work with Dave Geanakakis to see if we could issue one RFP (not RFQ) that includes, at our option, the ability to move forward with the same consultant for the Major Parcel Study without issuing a separate RFP.**