

**Town of Brookline
Advisory Committee Minutes**

February 3, 2022

To access a recording of this meeting, click on the link and enter the passcode below:

<https://brooklinema.zoomgov.com/rec/share/uT0qVHQP-ZTdRsoUAFFAkvgS8we4eBRISrHu7siwelcHlbTA0OsF1-bXtJZ0hByy.flXaOzGANKbvpTjK>

Passcode: ?#Nmiw6n

Present: Scott Ananian, Carla Benka, Ben Birnbaum, Harry Bohrs, Clifford Brown, John Doggett, Dennis Doughty, Katherine Florio, Harry Friedman, David-Marc Goldstein, Neil Gordon, Susan Granoff, Amy Hummel, Anita Johnson, Georgia Johnson, Alisa Jonas, Janice Kahn, Carol Levin, Pam Lodish, Linda Olson Pehlke, Donelle O’Neal, David Pollak, Stephen Reeders, Carlos Ridruejo, Lee Selwyn, Alok Somani, Christine Westphal

Absent Kelly Hardebeck

Also Attending: Town Moderator Kate Poverman; Select Board Chair Heather Hamilton; Select Board member John Van Scoyoc; Director of Public Buildings Charles Simmons; and Fred Levitan, Mark Gray, Jennifer Lewis, Perry Grossman and other members of the public.

The meeting was called to order at 7:00 PM.

Announcements: Pursuant to this Board’s Authority under 940 CMR 29.10 (8), all Advisory Committee Members will be participating remotely via telephone or video conferencing due to emergency regulations regarding the Corona virus. The Chair has reviewed the requirements of the regulations. There is a quorum physically present and all votes taken will be recorded by roll call so all above listed Advisory Committee members will be allowed to vote.

7:00 Public Comment

There was no public comment.

7:15 Election of Chair and Vice Chair

Town Moderator Kate Poverman began the meeting by taking nominations for Chair of the Advisory Committee. A **MOTION** was made and seconded to nominate Dennis Doughty as Chair of the Advisory Committee. By a **VOTE** of 23-0-1, the motion carried.

A **MOTION** was made and seconded to nominate Harry Friedman and Carla Benka as Vice Chairs. By a **VOTE** of 23-0-1, the motion carried.

7:30 Welcome New Advisory Committee Members

Katherine Florio sits on the Board of League of Women Voters and is very interested in local government. When this opportunity came up she jumped at the chance to learn about how the Town works, while also having an opportunity

to contribute. She hopes to bring a willingness to learn and some enthusiasm. She has a background in financial analysis, publishing, and public boards.

Anita Johnson has been a TMM since 2008. She is a recently retired Assistant US Attorney in the Civil division. Before that with at DOJ in Washington and she worked for Ralph Nader for a number of years. The Advisory Committee's work always seemed to her to be very knowledgeable and thorough and the Committee addresses a very broad range of issues which attracted her attention. She is very interested in learning the many issues that the AC all must consider and consider so thoroughly. And she is also interested in additional service to the Town.

Georgia Johnson was a TMM in Precinct 14 and now in Precinct 6 since moving. She is President of the Board of the Brookline Community Mental Health Center and also on the Coolidge Corner Theater Board, so she is active in Town affairs. She really appreciates the amount of support that the Town provides for our community nonprofits and would like to be able to give back in recognition of that support. She has always been impressed with the AC and its taking a deep dive into issues and give an even-handed assessment and representation of articles more than anyone else seemed to.

Stephen Reeders was brought up in a foreign country and has had three careers – physician, scientist and, most recently, investing in health care which he's been doing since 1992. He became an American citizen in about 2000 having moved to as a professor in 1988 and to Brookline in 1995. A couple of years ago he began to feel that opinion in America was being polarized and he thought that, rather than stand on the sidelines and just watch, he would try and get involved in something, be helpful and use what experience he has to the benefit of people around him, and that is why he is here.

Dennis gave a brief overview of how the AC works and its adaptation to the Zoom environment. How we engage in debate (putting names in chat). Finalizing subcommittee assignments and finding mentors for new members and that information will be shared next week and before the next meeting on February 15.

7:35 Discussion and Vote on Reserve Fund Transfer Request of \$68,500 from Building Department/Public Buildings Division

Carla Benka gave a brief report on the Capital Subcommittee review of the Building Department RFT request. For new members Carla explained that the Advisory is the sole keeper of the Reserve Fund. The subcommittee voted unanimously in favor of the RFT. 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.

A **MOTION** was made and seconded to approve the RFT request of \$68,500 for the Building Department/Public Buildings Division. By a **VOTE** of 26-0-0 the Advisory Committee recommends favorable action on the RFT for \$68,500.

7:45 Discussion of Responses to Recent Survey of Advisory Committee Members

Dennis introduced some of the results/recommendations from the Advisory Committee Survey and highlighted three topics for this evening's discussion.

1. Chair of the Select Board Heather Hamilton joined to discuss how the Advisory Committee can streamline Warrant Article review process. Delighted to hear about AC's thinking of ways to do things differently; was the impetus for her to consider new ways to do things on the Board.

Idea: When the Warrant closes, take a red pen to those that the Select Board does not need to weigh in on. Members can request others be added back to the list but it would be assigned to that member. Then Select Board members would be assigned to join AC meeting to hear the discussion and then report back to Heather. Trying to save Board time, Staff time and Petitioner's time.

Questions, Comments, Discussion

Amy: Has CTOS weighed in on this? No. Working together is good but we are two different branches of government. Very good elements but some issues. People who go to a Select Board hearing may be different than those who attend Advisory Committee. If same people over again, we may fall into group think. We tried red lining in AC but I was less enamored than others.

Neil: We spend more time talking about whether to take up an article and consider it than simply taking up the article and considering it. Lots of redundancy in Combined Reports. Article, motion, discussion in committee, then repeated in full Advisory and then taken up by the Select Board. Perhaps let Advisory Committee report stand and if there are comments or dissent, just write that up and share it. Combined Reports are daunting and 4 inches thick and an inch and half of that is redundant

Janice: Acknowledge Heather acknowledging the hard work of the AC. Select Board is elected. Advisory Committee is appointed. People who speak before the Select Board are more political. I think we should do our work apart from the politics. Select Board should continue to have hearings, because we have different conversations. We have two layers – committee hearings and meetings, and full Advisory Committee meetings – adds depth to conversation.

Harry B: The form used when submitting a warrant article. Select Board may have something similar and if so may be good for petitioners if we came up with a streamlined form. Different people showing up to different bodies is an intriguing idea. As a body we are meant to be as unpolitical as we can be and I think we do to draw politics out of it. When we have hearings we have heard from people that they feel that is the only time they get to be heard.

Heather responded to theme separation of powers. Intention is to hear the same things at the same time. Not trying to combine the two powers just see redundancy and trying to use it to our advantage so we are hearing the same information from the same folks at the same time.

Harry F: Give support to three of the things you said cut down on time petitioners have to go from meeting to meeting. Anything that can make that more efficient and easier on the petitioners I support. Anything that would cut down size of Combined Reports I also support. Reading the reports when I was first elected to Town Meeting led me to discover that the stuff from the AC was really only what I needed to read. I would also add cutting back Select Board time at Town Meeting. He offered an anecdote about a Select Board member after the position of the AC was given, went on to explain at length what Wood and Bark was about. Encourage members of the Select Board to not weigh in or speak on at Town Meeting.

Lee: What role do you envision for the 2 Select Board members attending our hearings – participants or observers?
A: The role is negotiable. What I would like is that members be given the courtesy of being allowed to ask questions of the petitioners. But we can be straight up observers if we need to go slowly with this. Only experimenting and we can try it and then never do it again. Just want to find what works and how do we adopt.

Scott: Agree with Harry about looking at this from the perspective of the petitioners and the staff. It is like a game of telephone and wastes people's time. Think more people should attend subcommittee hearings as that is where the real work is done. There is a learning curve that people expect to show up at Select Board and give an opinion but should attend during committee discussions.

Donelle: Agree about cutting back time and making the process easier. Agree with Heather about at least trying this. It can't hurt. John Van Scoyoc has popped into some of our meetings and asked helpful questions. Too bad that the Select Board and Advisory Meetings fall on the same day.

Alisa: Advisory focus is just looking at the warrants, we have luxury of time that Select Board doesn't because they are all doing so much more. This is a service we can provide to them and everyone. Agree that it would be great for Select Board members to join us during subcommittee hearings. Still there are many things that surface in the large group as well. Think Heather's proposal will be helpful to the Town.

Carol: Thank you Heather for all the time you volunteer on behalf of the Town, it's really impressive. Agree with much of what has been said tonight. I would like to bring us back to BFAC recommendations particularly the one that encouraged the Select Board to assign primary responsibility to certain Members for financial operations for capital investments, and I feel this is sort of a permutation of what you're proposing - a liaison from the Select Board to the Capital committee who would come, who would be part of our discussions. You know we've talked about having financial summits and that's not what the conversation is about tonight, but we are entering budget season somehow have better coordination between AC review of the budgets and SB review of the budgets. This might be a way to build on what you are suggesting.

Heather: Thank you for that comment and it has certainly been on the back of my mind. Personally frustrated that the Select Board didn't act on BFAC recommendations. We haven't digested it and responded to it. Part of the reason I thought about doing Warrant Article review differently because I also wanted to do budget review differently this year also. We have each been assigned 3 different department heads and to ask three questions of them: What are your challenges and accomplishments? What would you do with an unlimited budget? Where do you see the department in 5 years? Building relationships.

The Chair noted that it is great we are offering our opinion and helping Heather refine her ideas but the Select Board can join any of our meetings or hearings as members of the public at any time.

Susan: Agree this is a great proposal. Committee hearings and meetings are working sessions. We do a lot of homework and dig deeply into the articles and where appropriate offer recommendations for improvements. Good for SB members to hear the kinds of information that comes out at the subcommittee level. Not clear how the Select Board members will be functioning during the subcommittee hearings. There to ask questions or answer questions but would not take part in deliberations. How would this impact the timing of our subcommittee hearings? Will it be more complicated to coordinate when SB members will be free to attend these meetings?

Heather: Reiterated that they will not participate in deliberations. It is essentially an opportunity for SB members to determine if it needs to come before the full Select Board.

Carla: How did members respond to this recommendation from you?

Heather: Some are more willing than others and we are all willing to find something that works better.

Ben: Heather is on the side of virtue and I think whatever she would like to do with the SB in terms of efficiency we can accommodate. Don't see a problem with this. If it doesn't work, it isn't a statute or home rule petition and we can go back to the old way.

2. Discussion about Public Comment Period (85% were ok with it)

Amy: Subcommittees are the opportunity to share public comment. This takes away from Advisory Committee time.

Lee: Agree with Amy and think giving more time seems like an abuse. Comment about reports – offer two thoughts – one relates to hearing from the public at AC meetings, we can't participate in listserv discussions and if we are going to issue our reports early potentially several weeks of the combined reports what we might want to consider is to schedule opportunities for TMM to meet with the AC and be in a position to respond to questions on our reports that other TMM may have. And we could do it without violating open meeting law. We might want to consider taking all AC reports and putting them in a separate document and not sprinkle them throughout the Combined Reports. AC opinion should be highlighted and make a separate booklet, a standalone document, on the website instead of being printed.

The Chair noted there is a school of thought that if we were to publish our reports in advance, and a comment came through on the TMMA we could post a published item in the report without further debate or discussion.

Carla explained "Two Fingers" – a gesture AC members could use if they have something to say immediately after a comment has been made instead of waiting their turn.

Amy: Let's not abbreviate things too much.

The Chair noted that we get a regular cadence of communication with the public and Town Meeting Members with our write ups for the Combined Reports. A straw poll indicates that people have reacted favorably to the new format for write ups.

Harry F: I didn't care about public 15-minutes; we did it to appear more warm and welcoming. Except for marijuana article, we rarely used up the full 15.

Janice: Healthy thing to have comments at the start of our meetings but hold to a very strict two minute time limit. We might get a comment before the full AC that may offer a perspective that we didn't hear at subcommittee. No particular drawbacks to doing this.

Linda: **Petitioner's Questionnaire** – as a petitioner I found it extensive and a challenge to fill it out and felt it wasn't used. Timing isn't know, when do you return it? No overwhelming support for this so would like to hear from a subcommittee chair who found it useful. Also do we have a clear policy about petitioners presenting again to the full Advisory – done on an ad hoc basis and is it a redundancy if we do allow it?

Neil: We should publish through a link on TMM listserv any report we draft as soon as it becomes available. Let TMM see our work in real time. I like 15 minute public comment time, otherwise it is just a closed meeting and it is not a good look for us.

Carla: Capital had 3 articles last go round and found information from the petitioner to be useful. Two petitioners who had never gone through the process, the form was a good way to generate a good Q&A on what would be expected of them at subcommittees, AC meetings, and Town Meeting. It was helpful to petitioners to get their thoughts together. It was inconsistently applied having the petitioner address the full AC. After the subcommittee report petitioners are asked if they agree and sometimes they take the opportunity to talk more at length.

The Chair noted he agreed with Carla. Certain circumstances when the subcommittee should cede their time to allow someone with more expertise to explain more in depth the issues. We should explore your experience to see if we can streamline it but keep process in place.

Alok: Regarding the petitioner questionnaire, acknowledging I was author of the early drafts, we were trying to accomplish making sure information we received that the petitioners have thought about what they are proposing and they are able to articulate it. Important that the petitioners respect our time and wanted the process to benefit from some consistency.

David P: Echoing the tending toward consistency. When an AC member was a petitioner they should have stepped back from the privileges of being an AC member. Times when subcommittee came to AC with a recommendation, and when it came time to put a motion on the floor, someone put a contrary motion on the floor. When the subcommittee comes with a recommendation, we should let that be the motion and then we can have discussions and amendments. We haven't come far enough in finding balance for reports. We should have a recommendation and have it in a direction. But not just bullets of pros and cons but our reports and standing with Town Meeting would be enhanced if we make the case for both sides and then followed up with our recommendation.

Q: How would you image we would achieve that? A: The authors of the subcommittee report should represent both sides. Object to tilting the report to where the majority landed. Reasons for and against for your consideration and the way we considered it, our opinion is 14-6.

Scott: Jury is still out on the minority report. Folks should reserve right to object to them once one is written.

Alisa: Harping on pro and con and want to follow up on David's comment. We shouldn't have majority/minority reports but simply pro con and where we landed. Even if vote is 23-1 it might be we had deliberations and there may be strong opinions on both sides but we came to a consensus to vote one way. Town meeting members will be able to review them and make rational questions on how to vote.

The Chair asked, for those of you who have expressed concern that reports are slanted, do we feel that this is a widespread problem or just a few conspicuous examples that we need to be sensitive to it?

It is useful for people to see good reasons to see the issue both ways. Some reports already do that.

Neil: Not hearing much of the difference in our reporting and strength of recommendation based on our voting. 13-14 is a divided Advisory Committee. The strength of our argument in a 60/40 split implies a lot of pro and con that is balanced. Temper our recommendation based on the strength of the vote, consensus or lack thereof.

Amy: What is critical for the AC to consider all sides and even if 28-1 or 14-15 that all sides are addressed in some way. And we should take that into account when we write our reports and our speeches. Have good detail so we then provide that material to the TMMA. The weight of it should change if overwhelming or split. When someone gets up and speaks at Town Meeting there is no "I" – you are representing the committee and the discussion and what we decided. Give the con view and refute it or they take over. We have to hit both pro and con.

Susan: In our efforts to streamline our reports, in the past, we would include the pros and cons of the comments made by the public at the subcommittee level. Not even a mention that a public hearing had been held. That is an opportunity to share multiple points of view, so include public hearing was held and how many people attended and different points of view heard. Regarding the final report it should be a work of advocacy, and good advocacy is to deal with the opposite point of view and refute that.

John: We are deficient at the subcommittee level; we don't engage experts in the field to represent the other point of view, i.e. natural gas pipelines, electricity, animal products, etc. They might present an opposing view or they may not. We often see the petitioner represent the opposition and recommend that our subcommittees get the view of the experts in those fields so a balanced view can be presented to Town Meeting.

Ben: Not sure why we are spending all this time on this. We are not kids. We have made scores of hundreds of reports to boards, supervisors, professional groups. Our job is to advise. And advising means you allow for diverse views and then state why the AC believes what is the best way to go. The petitioner gets to swing their bat and other people get up to comment. We are to be advocates. It is our job. Yeah we have to do the research and we have to know what the other side knows. Know the ground as well as anyone can. And that was our job 100 years ago. It is a business presentation so why do we have to rebuild them.

Harry B: Weak link is how much time the AC has at the podium. Have limited time and may deserve more given all of the work we do and insight we add.

Cycle back on standardizing questions we would ask Department Heads during the budget review. Will help include context for our reports. Make sure we don't tread on SB toes. We will try to schedule time to look at this more closely at another meeting.

8:30 Other Business

Reminder: Joint Meeting with the Select Board on February 15 starting at 5:30 pm of a Budget Review and continue discussion in Advisory Committee after this meeting.

FYI and to Action: Living Wage bylaw needs to be reconsidered given changes in the minimum wage and the way we drafted that article.

There being no other business, a MOTION was made and seconded to adjourn, By a unanimous vote the meeting adjourned at 9:14 pm.

Documents Presented:

- Capital Subcommittee Report on Building Department RFT
- Memo to Select Board and Advisory Committee for RFT to Building Department
- Results of AC Survey

Votes:

	Attendance	Vote 1	Vote 2	Vote 3	Vote 4
# Votes Yes	26	23	23	23	26
# Votes No		0	0	0	0
# Votes Abstain		1	1	1	0
Vote Description:		Chair: Dennis Doughty	Vice Chair: Harry Friedman	Vice Chair: Carla Benka	Reserve Fund Transfer of \$68,500 for Building Department
	<i>Enter P for Present</i>	<i>Enter Y, N or A</i>	<i>Enter Y, N or A</i>	<i>Enter Y, N or A</i>	<i>Enter Y, N or A</i>
Scott Ananian	P				Y
Carla Benka	P	Y	Y	A	Y
Ben Birnbaum	P	Y	Y	Y	Y
Harry Bohrs	P				Y
Cliff Brown	P	Y	Y	Y	Y
John Doggett	P	Y	Y	Y	Y
Katherine Florio	P	Y	Y	Y	Y
Harry Friedman	P	Y	A	Y	Y
David-Marc Goldstein	P	Y	Y	Y	Y
Neil Gordon	P	Y	Y	Y	Y
Susan Granoff	P	Y	Y	Y	Y
Kelly Hardebeck	A				
Amy Hummel	P	Y	Y	Y	Y
Anita Johnson	P	Y	Y	Y	Y
Georgia Johnson	P	Y	Y	Y	Y
Alisa Jonas	P	Y	Y	Y	Y
Janice Kahn	P	Y	Y	Y	Y
Carol Levin	P	Y	Y	Y	Y
Pam Lodish	P	Y	Y	Y	Y
Linda Olson Pehlke	P	Y	Y	Y	Y
Donelle O'Neal, Sr.	P	Y	Y	Y	Y
David Pollak	P	Y	Y	Y	Y
Stephen Reeders	P	Y	Y	Y	Y
Carlos Ridruejo	P	Y	Y	Y	Y
Lee Selwyn	P				Y
Alok Somani	P	Y	Y	Y	Y
Christine Westphal	P	Y	Y	Y	Y
Dennis Doughty	P	A	Y	Y	

CAPITAL SUBCOMMITTEE MEETING
JANUARY 18, 2022
Via Zoom Platform

The Capital Subcommittee met remotely at 3:00 pm on January 18, 2022 to review a Reserve fund Transfer (RFT) request from Public Buildings Director Charlie Simmons and to discuss the preliminary FY 23 CIP and related issues with Deputy Town Administrator Melissa Goff. In addition to Ms. Goff other attendees included Subcommittee members Carol Levin, Harry Friedman, Pam Lodish, John Doggett and Carla Benka; Director of Public Buildings Charlie Simmons; Advisory Committee members Janice Kahn and Neil Gordon; Park and Recreation Commissioners Wendy Sheridan Ames and Nancy O'Connor; School Committee member Helen Charlupski; Town Meeting members Mary Dewart, Rich Nangle, Mark Gray, and Mike Toffel; Friends of Larz Anderson Park representative Peter Senopoulos; and other members of the public.

Mr. Simmons noted that the Town Hall complex is maintained by three full time custodians and one part-time house worker, supplemented by an outside cleaning company. Because members of the cleaning staff have been out for long periods of time due to illness and other personal issues, Mr. Simmons has had to increase the hours of the outside cleaning company, thus creating a deficit in the cleaning services account. It is anticipated that a RFT of \$68,500 will be necessary to close the deficit gap.

Asked if there had been any budget savings from the buildings being restricted to the public and occupied by fewer staff members, he responded that regardless of how many people were using or occupying the buildings, standards of hygiene and cleanliness had to be maintained. The amount of funds requested was as firm a number as he can provide, given the uncertainties created by the pandemic.

Harry Friedman moved to approve the request; John Doggett seconded; the vote was unanimously in favor of approval.

Melissa Goff presented the projects included in the preliminary FY 23 CIP, noting that at the urging of the Director of Parks and Open Space, she was recommending that the scheduling of the renovations of Schick Park and Skyline Park be adjusted so that Schick would be delayed by two years and Skyline would be moved up to 2023 because the artificial turf was failing and needed to be replaced. Harry Friedman asked about comparative usage of each and noted that this was the second time that the renovation of Schick would be delayed.

Other comments offered by subcommittee members or Melissa during the discussion included:

- The Fire Stations Project needed a separate meeting, perhaps held jointly with the Public Safety subcommittee, due to its projected costs and complex scheduling. The engineer at GGD who had been in charge of the project is retiring.

- There are likely to be other funding sources for some of the capital projects, including money from the Federal Infrastructure Program and American Recovery Program Act (ARPA). Color coding the CIP spreadsheet indicating which projects would be eligible for which funds was requested.
- The Water and Sewer Enterprise Fund Reserve that had been used for several capital projects recently would not be available this year, consequently CIP dollars were being requested for upgrades to the fuel system equipment at the Water Division's building on Netherlands Road. ARPA funds may be used for other W&S projects to take pressure off the ratepayers.
- A citizen's petition asking for more funding for the Transportation Division staff to work on projects to ensure pedestrian and bicyclist safety is being circulated. There is a total of over \$1m dollars in the FY 23 for such projects currently proposed.
- A new CIP category for Climate Change preparation and mitigation should be considered, but a set of metrics and analysis to guide decisions of what projects to undertake and how to prioritize them should come first. Should projects that produce a return on investment be given priority?
- Student enrollment projections should be analyzed with regard to the continuing request to rent space for classroom and administrative office space.
- Renovations to the Baldwin School cannot be accommodated in the FY 23 – FY 28 CIP as currently planned.
- The cost of renting administrative space should be separated from the cost of renting classroom space. Both uses are being accommodated at 2 Clark Road under the title of "Classroom Capacity." (To be discussed with PSB)
- A robust PILOT program could help to support capital projects. Justin Casanova-Davis will be able to provide an update on the Town's PILOT program.
- Tasks for AC:
 - tracking debt service numbers.
 - an informational session on Climate Change Initiatives, including impact on budget, determining priorities, etc.
 - an informational session on the Housing Production Plan

Questions raised by Subcommittee members included:

- Why would the proposed work at Willow Pond not be supported with a Water and Sewer Enterprise Fund bond instead of a general bond? (Q for Erin Gallentine.)
- Are there places where the Golf Course Master Plan and the Golf Course Clubhouse Master Plan intersect/overlap? (Q. for Leigh Jackson.)
- Is there a limit to the amount of debt and debt-service costs the Town can or will assume? The projected cost of the Pierce School is \$220m with only \$30m coming from the MSBA; preliminary estimates for the Skating

Rink are in the neighborhood of \$50m, but depend on whether a new rink would be covered or completely enclosed; and the Fire Stations Projected is currently budgeted for \$45m. (Bond companies look at ability to pay, including voters supporting overrides and tax collection rate.)

- Can the occupancy costs of OLS when it is used as swing space be capitalized and included in the debt exclusion as part of project cost? (Depends on overall project cost and is up to School Building Committee)
- Are there previously appropriated funds that have not been expended and could/should be re-allocated? (Subcommittee could recommend unexpended, unencumbered funds for FY 23, including feasibility study for Town-owned parcels of former Newbury College property.)
- What is the relationship between Climate Sustainability Initiatives and the budget? Do line items in the Building Department's CIP such as Energy Management belong under the heading of Climate Sustainability? Those investments may help with utility costs (as do solar panels?). What kinds of investments is the Town required to make? (Need for a meeting with Building Department, SB Climate Action Committee and Climate activists.)
- Status of Oak Street properties? When do we capture the sale proceeds for the CIP? (After bond is paid off.) Should one townhouse be retained as part of compensation package for Town Administrator? Superintendent of Schools? Police or Fire Chief?

FY 23 CIP public hearings will take place in March. A formal presentation of the operating budget and CIP to the Select Board and Advisory Committee will take place on February 15th.

By unanimous vote, the meeting was adjourned at 4:00.

Respectfully submitted,

Carla Benka
Capital Subcommittee Co-Chair



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
Org # Object #
Org # Object #

AMOUNT \$68500 -
AMOUNT
AMOUNT

Description (or attach memorandum):

please see attached memo

[Handwritten Signature]

Department Head

Approved:

Select Board

TOWN OF BROOKLINE CAPITAL IMPROVEMENT PROGRAM: FY2023 - FY2028

CATEGORY CODES (CC):

1 = New Facility Construction
 2 = Facility Renovation / Repair
 3 = Parks/Open Space/Playgrounds
 4 = Infrastructure
 5 = Vehicles
 6 = Miscellaneous

REVENUE CODES (RC):

A = Property Tax/Free Cash/Overlay Surplus
 B = General Fund Bond
 C = State / Federal Aid
 D = Golf Budget
 E = Golf Bond
 F = Utility Budget
 G = Utility Bond
 H = CDBG
 I = Other
 J = Re-Appropriation of Funds
 K = Debt Exclusion Override

CC	Total	Prior Year (FY22)	FY2023		FY2024		FY2025		FY2026		FY2027		FY2028		Future Years		
			Amount	RC	Amount	RC	Amount	RC	Amount	RC	Amount	RC	Amount	RC	Amount	RC	
GENERAL GOVERNMENT																	
2	Larz Anderson Garage	135,000							135,000	A							
6	Town Building Furniture	50,000									25,000	A			25,000	A	
2	Garage Floor Sealants	675,000					225,000	A			200,000	A	100,000	A	150,000	A	
2	Town Rehab/Upgrade	370,000							85,000	A			90,000	A	100,000	A	
6	Technology Applications	425,000					125,000	A			150,000	A			150,000	A	
6	Voting Machines	130,000	130,000														
	General Government Total	1,785,000	130,000	-	-	-	350,000		220,000		465,000		195,000		425,000		
PUBLIC SAFETY																	
5	Fire Apparatus Rehab	2,165,000				125,000	A	240,000	A	300,000	A			500,000	A	1,000,000	A/B
5	Engine #1 Replacement	700,000			700,000	B											
5	Engine #4 Replacement	725,000				725,000	B										
2	Fire Station Renovations	45,000,000			45,000,000	K											
6	Radio Infrastructure	2,700,000	900,000		900,000	A	900,000	A									
2	Public Safety Building Locker Room Improvements	450,000			450,000	A											
	Public Safety Total	51,740,000	900,000	47,050,000	1,750,000		240,000		300,000		-		500,000		1,000,000		
LIBRARY																	
2	Renovation of the Main Library	39,655,000														39,655,000	B/C/I
	Library Total	39,655,000	-	-	-	-	-	-	-	-	-	-	-	-	39,655,000		
PUBLIC WORKS:																	
Transportation																	
4	Traffic Calming / Safety Improvements	1,310,000			560,000	A	50,000	A	150,000	A	100,000	A	150,000	A	150,000	A	
4	Bicycle Access Improvements	1,572,000			472,000	A			250,000	A	100,000	A	250,000	A	250,000	A	
4	Parking Meter Technology Upgrade	328,000	140,000		188,000	A											
4	Hammond/Woodland Traffic Signal / Road Diet	1,700,000						1,700,000	B								
4	Wash/Harv/Kent/Davis Traffic Signal Upgrade	1,490,000	140,000				1,350,000	B									
4	Transportation Network Company Mitigation Project	1,381,754	81,754		100,000	C	200,000	C	200,000	C	200,000	C	200,000	C	200,000	C	
4	Accessible Pedestrian Signal Conversion	618,000	50,000		50,000	A									518,000	A/C	
	Public Works - Transportation Sub-Total	8,399,754	411,754	1,370,000	1,600,000		2,300,000		400,000		600,000		600,000		1,118,000		
Engineering/Highway																	
4	Street Rehab - Town	17,447,224	2,072,224		1,880,000	A	1,930,000	A	1,980,000	A	2,030,000	A	2,080,000	A	2,770,000	A	
4	Street Rehab - State	7,684,840	960,605		960,605	C	960,605	C	960,605	C	960,605	C	960,605	C	960,605	C	
4	Sidewalk Repair	3,010,000	344,000		353,000	A	362,000	A	371,000	A	380,000	A	390,000	A	410,000	A	
4	Parking Lot Rehab.	205,000													205,000	A	
4	Davis Path Footbridge	13,000,000													13,000,000	B/C	
4	Pedestrian Lighting	200,000											200,000	A			
4	Washington St. Rehab and Complete Streets	5,900,000	600,000		700,000	A	800,000	A	800,000	A	800,000	A	2,200,000	B			
4	Washington St. Rehab and Complete Streets - State	26,000,000											26,000,000	C			
	Public Works - Engineering/Highway Sub-Total	73,447,064	3,976,829	3,893,605	4,052,605		4,111,605		4,170,605		31,630,605		4,265,605		17,345,605		

TOWN OF BROOKLINE CAPITAL IMPROVEMENT PROGRAM: FY2023 - FY2028

CATEGORY CODES (CC):

- 1 = New Facility Construction
- 2 = Facility Renovation / Repair
- 3 = Parks/Open Space/Playgrounds
- 4 = Infrastructure
- 5 = Vehicles
- 6 = Miscellaneous

REVENUE CODES (RC):

- A = Property Tax/Free Cash/Overlay Surplus
- B = General Fund Bond
- C = State / Federal Aid
- D = Golf Budget
- E = Golf Bond
- F = Utility Budget
- G = Utility Bond
- H = CDBG
- I = Other
- J = Re-Appropriation of Funds
- K = Debt Exclusion Override

CC	Total	Prior Year (FY22)	FY2023		FY2024		FY2025		FY2026		FY2027		FY2028		Future Years		
			Amount	RC	Amount	RC	Amount	RC	Amount	RC	Amount	RC	Amount	RC	Amount	RC	
Water / Sewer																	
4	Stormwater Improvements	1,600,000	400,000	600,000	E	600,000	E										
4	Water System Improvements	6,000,000	2,000,000	2,000,000	E	2,000,000	E										
6	Water Meter MTU Replacement	280,000	280,000														
4	Wastewater System Improvements	15,000,000	3,000,000	3,000,000	E	3,000,000	E	3,000,000	E	3,000,000	E						
2	Fuel System Equipment Upgrade	140,000		140,000	E												
Public Works - Water / Sewer Sub-Total		23,020,000	5,680,000	5,740,000		5,600,000		3,000,000		3,000,000		-		-		-	
Parks and Playgrounds																	
3	Amory tennis courts, Parking and Halls Pond	2,400,000						2,400,000	B								
3	Fisher Hill Gatehouse Safety and Structural Improv	425,000									425,000	A					
3	Larz Anderson Park	12,800,000				2,500,000	B	1,000,000	B	3,500,000	B				5,800,000	B	
3	Murphy Playground	915,000	915,000														
3	Riverway Park	625,000											625,000	A			
3	Robinson Playground	1,150,000	1,150,000														
3	Schick Playground	1,485,000		1,485,000	B												
3	Boylston St. Playground	1,600,000				1,600,000	B										
3	Griggs Park	1,900,000						250,000	A	1,650,000	B						
3	Soule Athletic Fields	4,490,000										490,000	A	4,000,000	B		
3	Skyline Park Turf replacement and Park Improvem	3,210,000				410,000	A	2,800,000	B								
3	Monmouth Park	740,000									740,000	A					
3	New Lincoln School Grounds	3,000,000													3,000,000	B	
3	Heath School Grounds	3,000,000													3,000,000	B	
3	Baker School Grounds	3,700,000													3,700,000	B	
3	Longwood Playground/Lawrence Schoool Grounds	4,000,000													4,000,000	B	
3	Willow Pond Environmental Restoration	3,080,000	280,000	2,800,000	B												
3	Parks/Playgrounds Rehab/Upgrade	2,070,000	260,000	200,000	A	200,000	A	210,000	A	220,000	A	325,000	A	325,000	A	330,000	A
3	Town/School Ground Rehab.	1,235,000	165,000	90,000	A	90,000	A	120,000	A	185,000	A	190,000	A	195,000	A	200,000	A
3	Tennis Courts / Basketball Courts	650,000												650,000	A		
2	Comfot Stations	150,000										25,000	A	25,000	A	100,000	A
Public Works - Parks and Playground Sub-Total		52,625,000	2,770,000	4,575,000		4,800,000		6,780,000		5,555,000		2,195,000		5,820,000		20,130,000	
Conservation/Open Space																	
3	Tree Removal&Repl/Urban Forestry Mgmt	2,612,224	482,224	300,000	A	245,000	A	315,000	A	315,000	A	315,000	A	320,000	A	320,000	A
3	Old Burial Ground	250,000														250,000	A
3	Walnut Hills Cemetery	770,000														770,000	I
Public Works - Conser /Open Space Sub-Total		3,632,224	482,224	300,000		245,000		315,000		315,000		315,000		320,000		1,340,000	
Public Works Total		161,124,042	13,320,807	15,878,605		16,297,605		16,506,605		13,440,605		34,740,605		11,005,605		39,933,605	
RECREATION																	
2	Eliot Rec Improvements	775,000														775,000	A
2	Golf Course - Clubhouse Master Plan - Phase 1	350,000		350,000	D												
3	Soule Courtyard Renovation	95,000									95,000	A					
Recreation Total		1,220,000	-	350,000		-		-		-		95,000		-		775,000	

TOWN OF BROOKLINE CAPITAL IMPROVEMENT PROGRAM: FY2023 - FY2028

CATEGORY CODES (CC):

- 1 = New Facility Construction
- 2 = Facility Renovation / Repair
- 3 = Parks/Open Space/Playgrounds
- 4 = Infrastructure
- 5 = Vehicles
- 6 = Miscellaneous

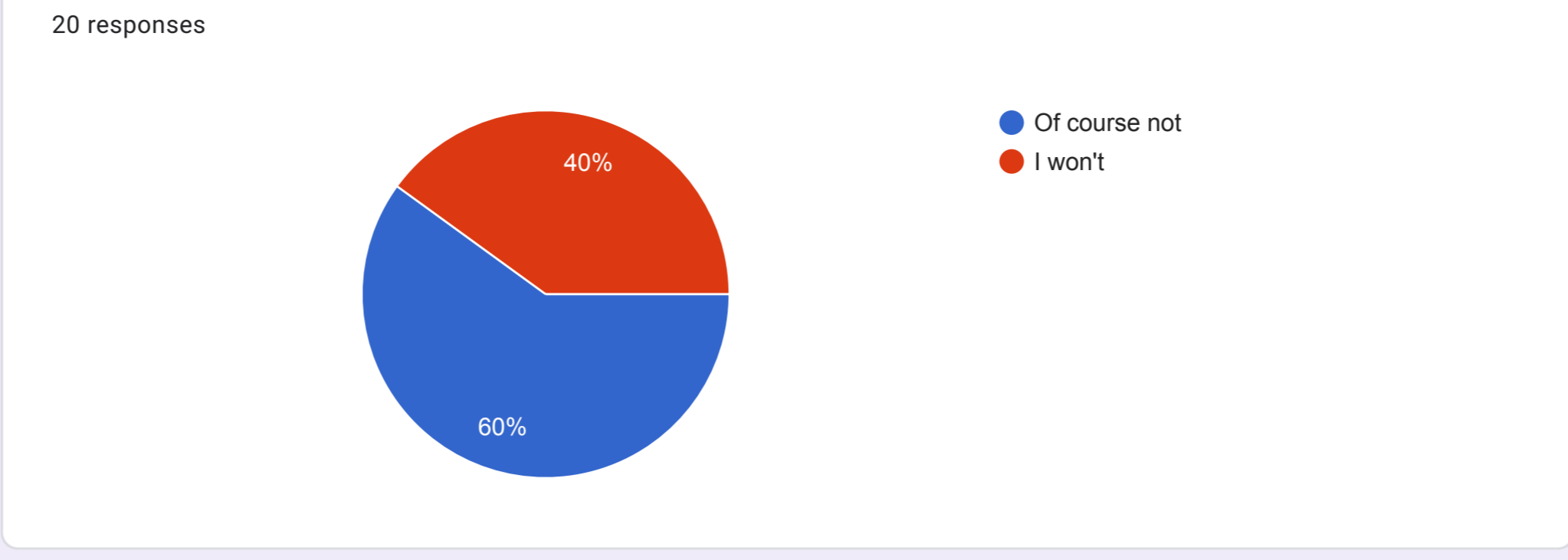
REVENUE CODES (RC):

- A = Property Tax/Free Cash/Overlay Surplus
- B = General Fund Bond
- C = State / Federal Aid
- D = Golf Budget
- E = Golf Bond
- F = Utility Budget
- G = Utility Bond
- H = CDBG
- I = Other
- J = Re-Appropriation of Funds
- K = Debt Exclusion Override

CC	Total	Prior Year (FY22)	FY2023		FY2024		FY2025		FY2026		FY2027		FY2028		Future Years		
			Amount	RC	Amount	RC	Amount	RC	Amount	RC	Amount	RC	Amount	RC	Amount	RC	
SCHOOL																	
6	Furniture Upgrades	355,000		25,000	A							70,000	A	130,000	A	130,000	A
6	BHS Public Address System Replacement	340,000		340,000	A												
2	HVAC Equipment	1,000,000					200,000	A	100,000	A	100,000	A	200,000	A	400,000	A	
2	Underground tank removal	330,000		50,000	A		100,000	A			30,000	A	100,000	A	50,000	A	
2	Town/School ADA Renovations	740,000	85,000	85,000	A	90,000	A	90,000	A	95,000	A	95,000	A	100,000	A	100,000	A
2	Town/School Elevator Renov. Program	800,000					100,000	A			300,000	A	300,000	A	100,000	A	
2	Town/School Energy Conservation Projects	1,220,000	165,000	100,000	A		205,000	A	90,000	A	215,000	A	220,000	A	225,000	A	
2	Town/School Energy Management System	930,000		100,000	A	130,000	A	50,000	A	130,000	A	135,000	A	135,000	A	250,000	A
2	Town/School Bldg Envelope/Fenestration Rep	6,500,000	750,000			1,500,000	B	1,850,000	B						2,400,000	A/B	
2	Town/School Roof Repair/Repl. Program	7,000,000		650,000	B	650,000	B	1,700,000	B						4,000,000	A/B	
2	Public Building Fire Alarm upgrades	2,075,000	175,000			90,000	A	225,000	A	310,000	A	700,000	A	225,000	A	350,000	A
2	Town/School Bldg Security / Life Safety Sys	1,750,000	170,000	250,000	A	170,000	A	170,000	A	190,000	A	300,000	A	300,000	A	200,000	A
2	Town/School Compactor Replacements	50,000													50,000	A	
2	School Rehab/Upgrade	685,000		50,000	A						250,000	A	250,000	A	135,000	A	
2	Pierce School	220,000,000		220,000,000	K												
2	Baldwin School Study and Reuse														9,075,000	B	
2	Classroom Capacity	12,316,913	1,733,928	1,827,048	A	1,881,159	A	1,935,844	A	1,238,934	A	1,050,000	A	1,350,000	A	1,300,000	A
School Total		265,166,913	3,078,928	223,477,048		4,511,159		6,625,844		2,153,934		3,245,000		3,310,000		18,765,000	

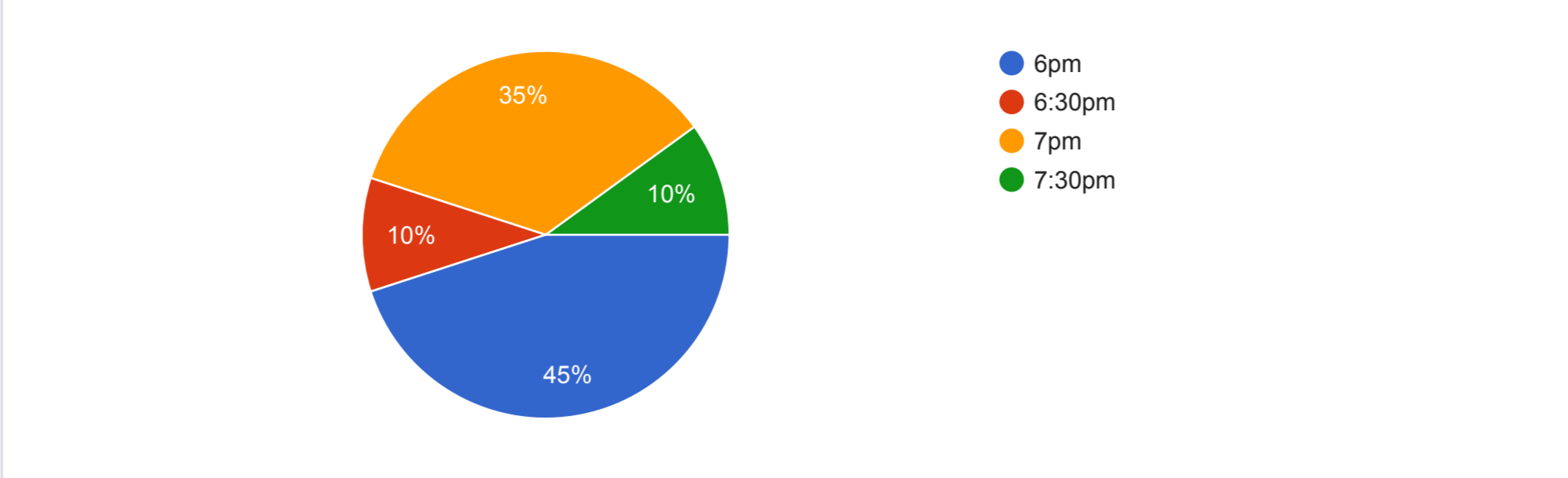
20 responses

I won't forward this questionnaire

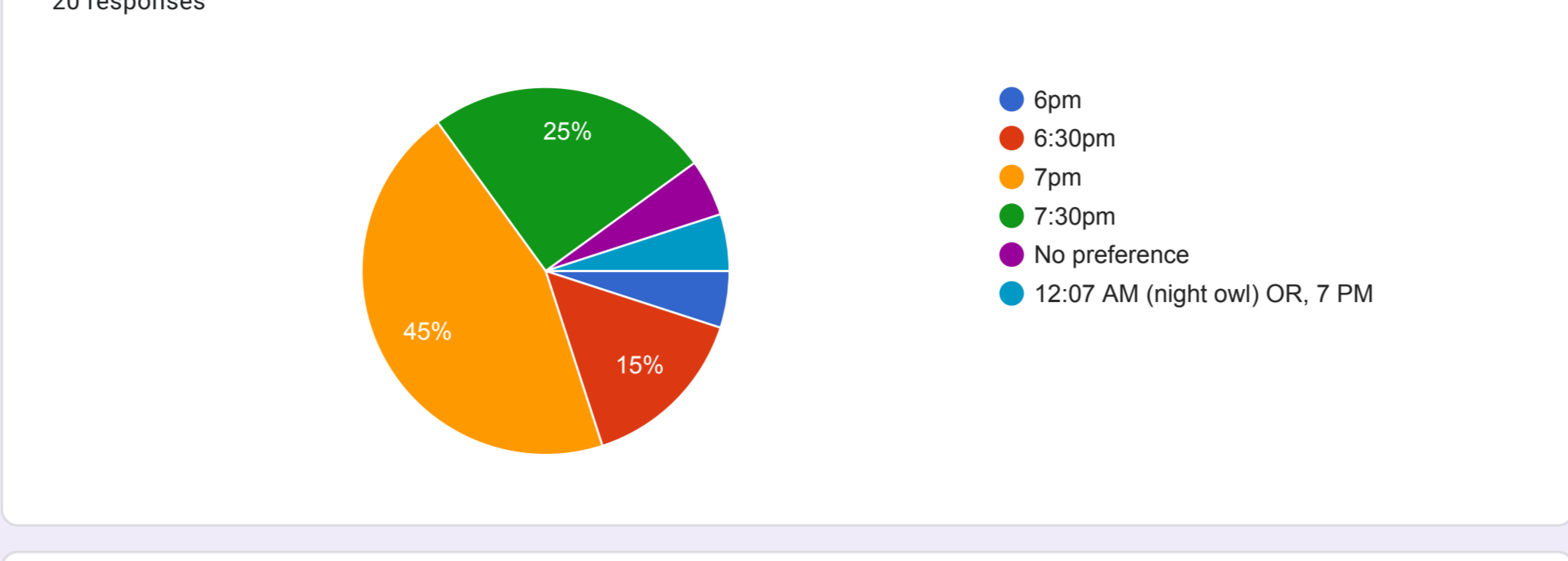


Logistics

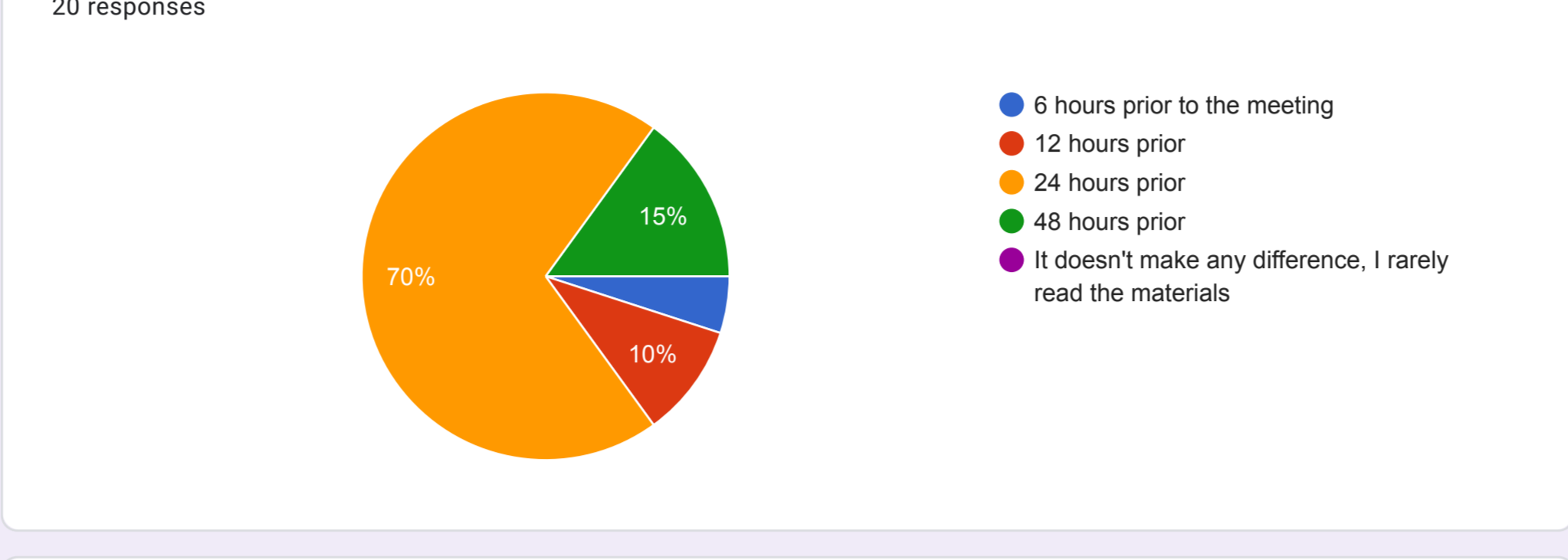
If we moved many AC meetings to start earlier, what's the earliest time where you think you'd be able to make most of the meetings?



What is your preference for our regular start time?



When do you need to receive meeting materials in order to have a decent chance of having read them?



Optional: Any suggestions on how we could routinely deliver materials further in advance than we do now?

Not a clue - there are many different writing styles and time constraints on members. Urging no later than 24 hours before the meeting would be a good aspirational goal.

Given 1) the inordinate amount of time it takes to set up SC hearings, and 2) the inordinate number of warrant articles that now come before us, and 3) the inordinate number of lacunae and errors in both information and logic that riddle nearly every draft warrant article, set subcommittee hearings further in advance of related AC hearings, which means at the very least hiring someone whose very job would be to whip the SC meetings. If Brookline doesn't want to invest in this, Brookline needs to invest in being a city. Volunteerism is a lovely thing when it comes to cleaning trash each spring from the Astory nature preserve, but if you want it to support an annual operating budget approaching \$400 million intelligently and diligently, you can't be playing nodge and secretary and hall monitor (among other things) and hope to be efficient.

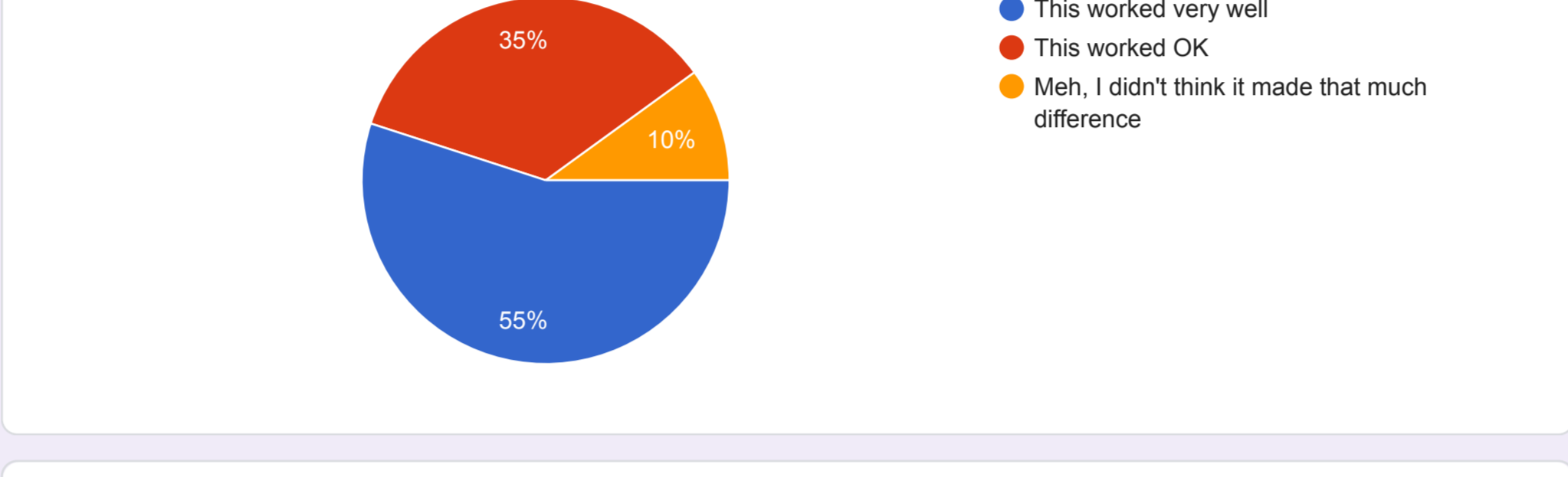
A packet with the planned meeting materials at least 24 hours in advance. Additional materials can come later if necessary, but ideally one packed from one source that is the same every meeting.

Maybe have a shared drive or dropbox that people could save things to and would automatically send out a notice when there are new contents?

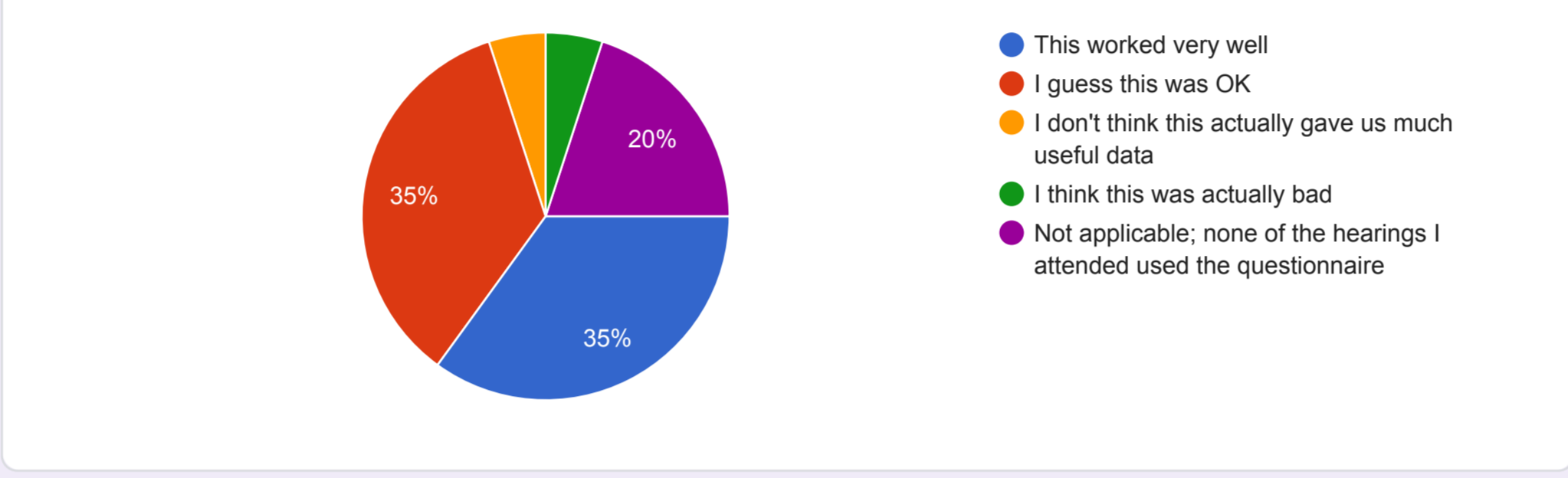
Video of a subcommittee meeting for people who can't be there would be a better idea than 24 hours before the full AC

Innovations

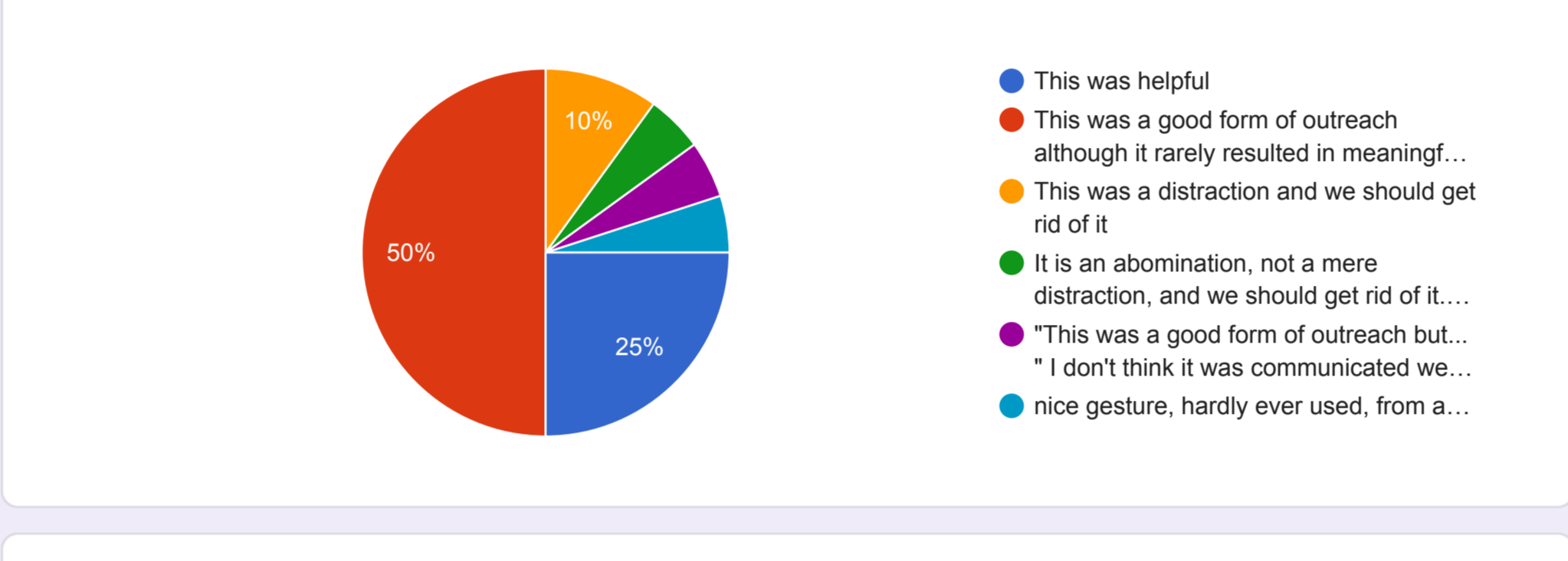
Combined Report Template



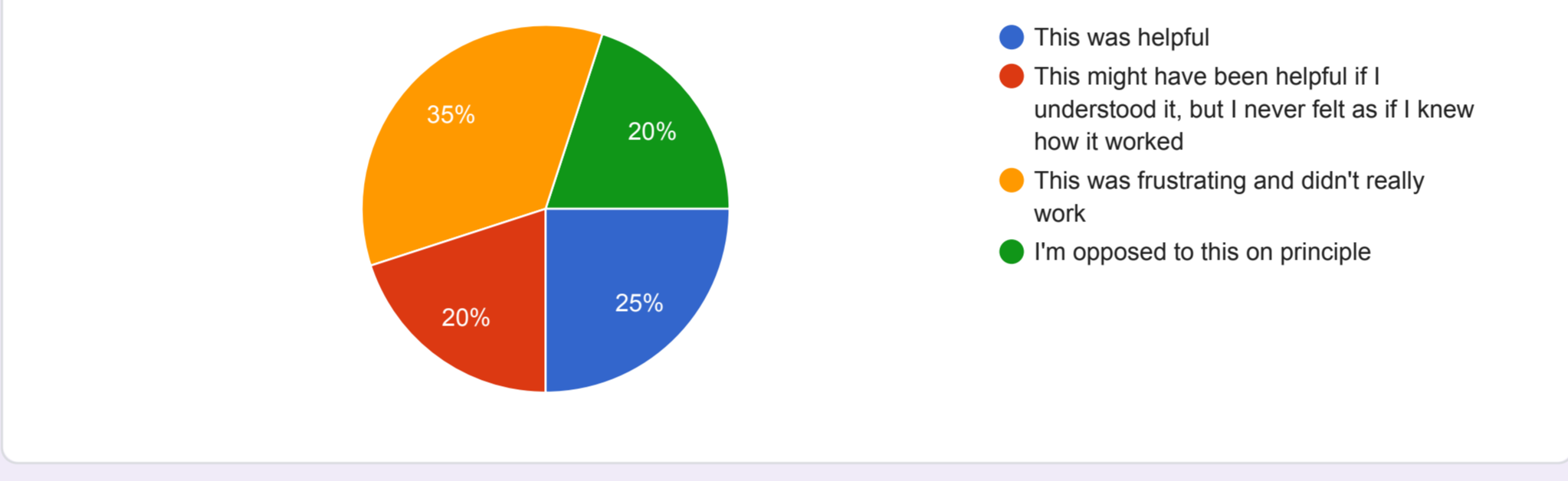
Petitioner Questionnaire



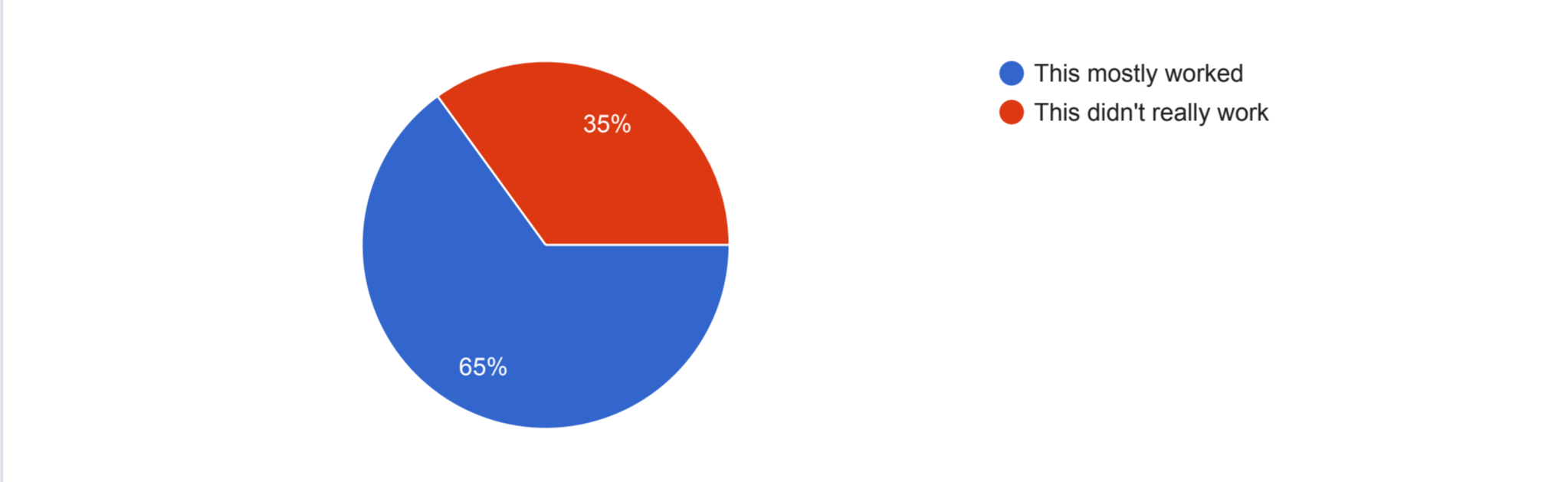
Public Comment Period



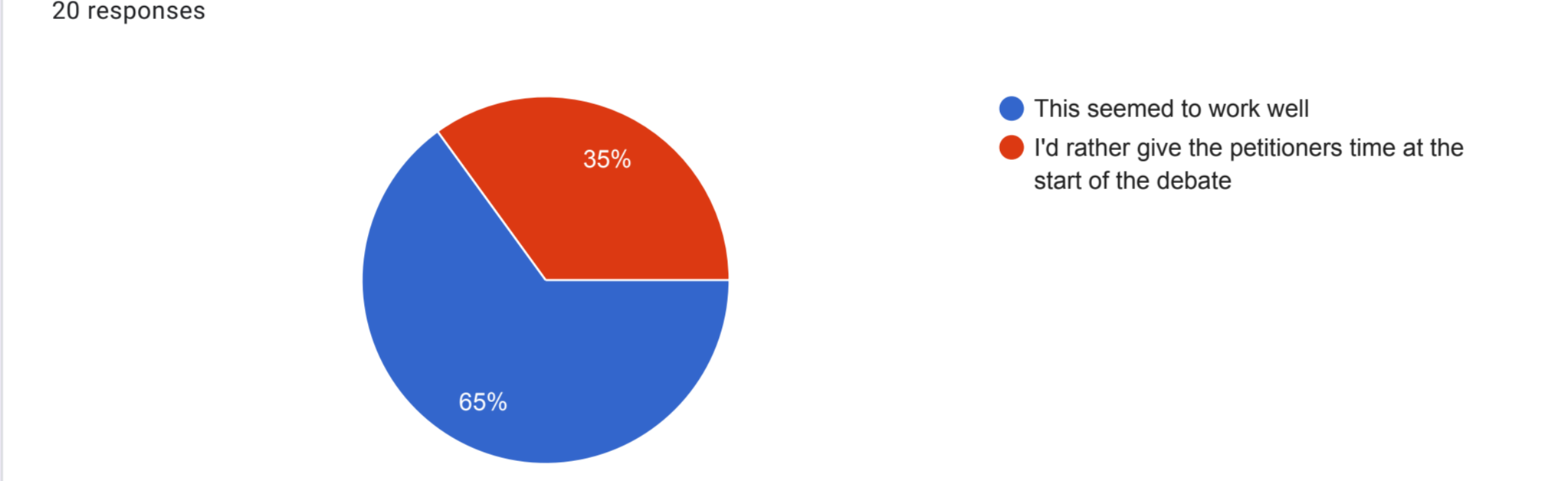
Report vs. Recommendation



Committee of the Whole



Subcommittee Presentations



Other comments about our experimentation?

We still do not seem clear as to which warrant articles are appropriate for the AC to opine on.

The form that petitioners filled out was useful, but I had technical issues and couldn't figure out how to read everything the petitioner wrote nor how to print out the answers in a readable way. And this will reveal me - I believe AC meetings (not subcommittee meetings) should be webinars so that folks in the audience can't interrupt the work of the AC. That's the other reason I like the 15 minute public comment period.

I found the experiments for the most part useful.

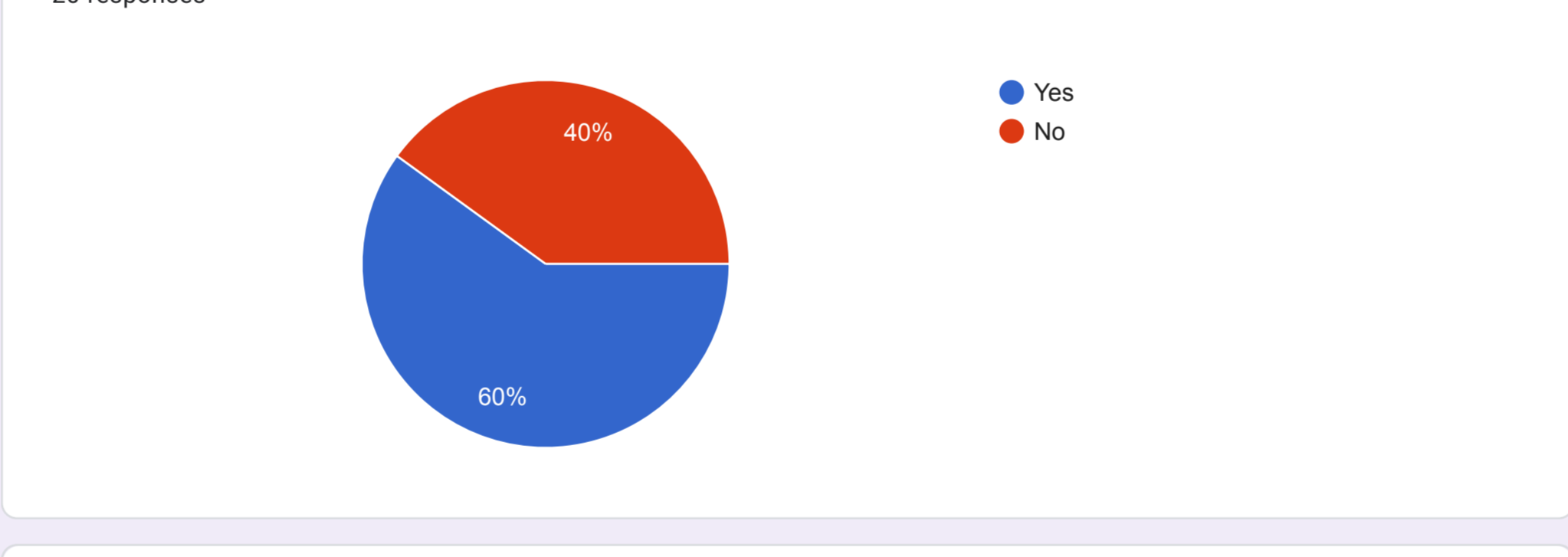
The report template purports to ask report writers to provide a neutral presentation of the pros and cons of the Warrant Article, but the reports continue to be highly partisan for the AC recommendation and rarely made a convincing case of the values of the 'other side'. This is a destructive pattern that undermines AC's credibility in the extreme.

Petitioners should NOT be there to do their entire dog and pony show. I admit there are times when it has proven helpful, but most of the time it just prolongs things.

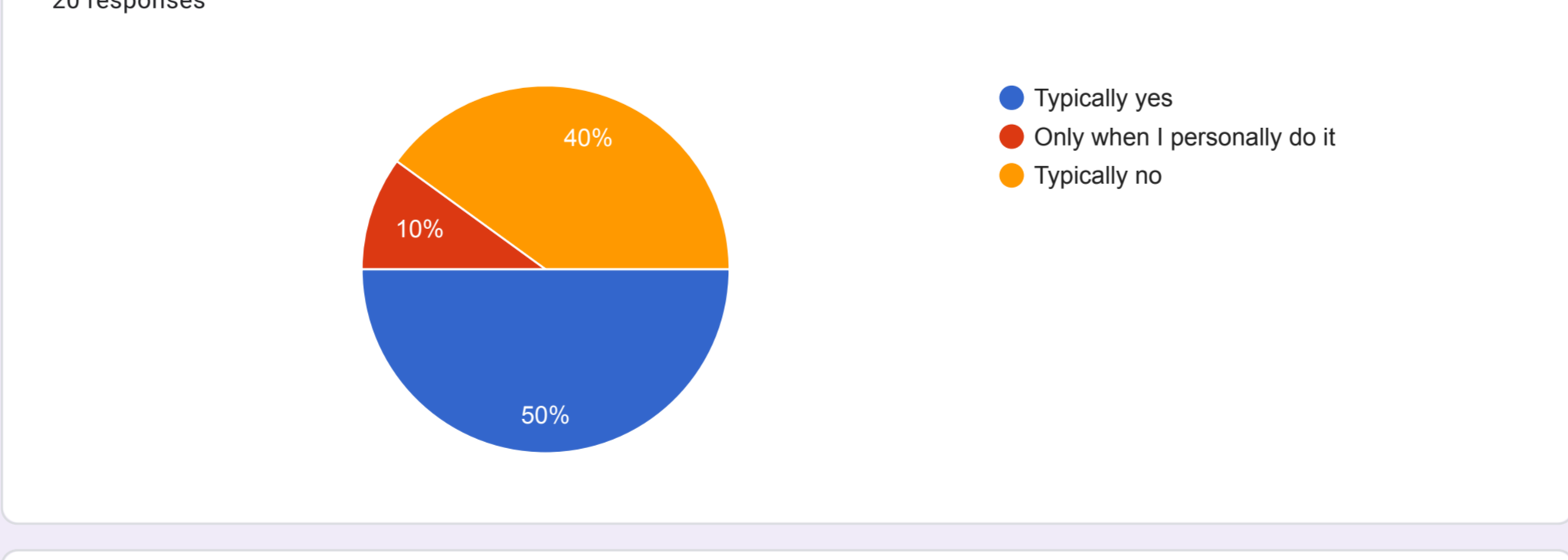
The petitioner questionnaire would be more valuable if it was consistently used.

Debate in the Zoom age

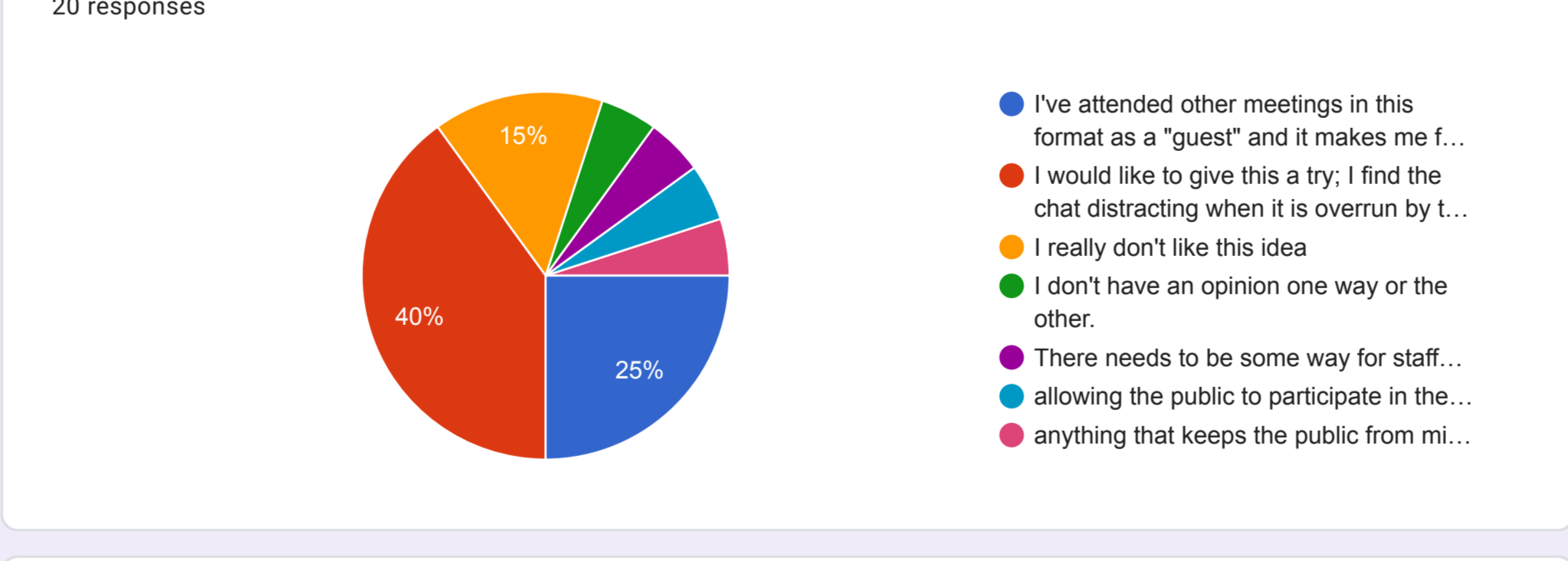
Would it be reasonable to find a way to impose explicit time limits on speakers (a la Town Meeting)?



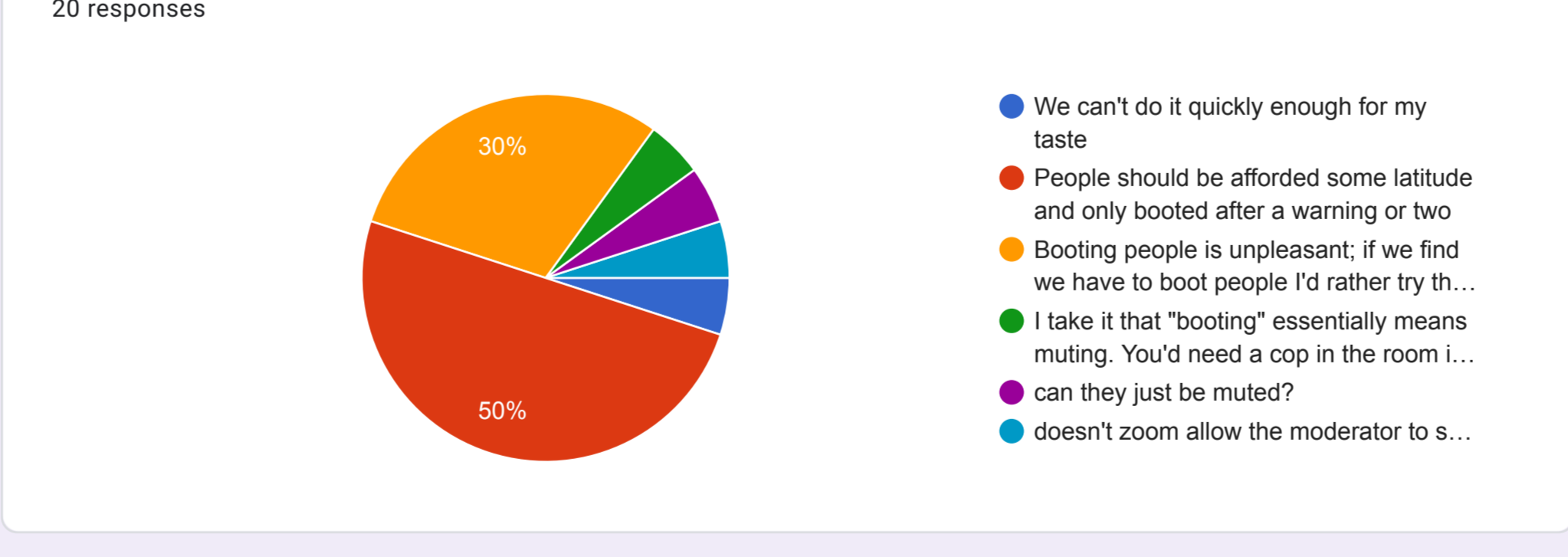
In general, when someone interrupts with a "two finger" comment, do YOU feel as if the interruption was a legitimate use of this practice?



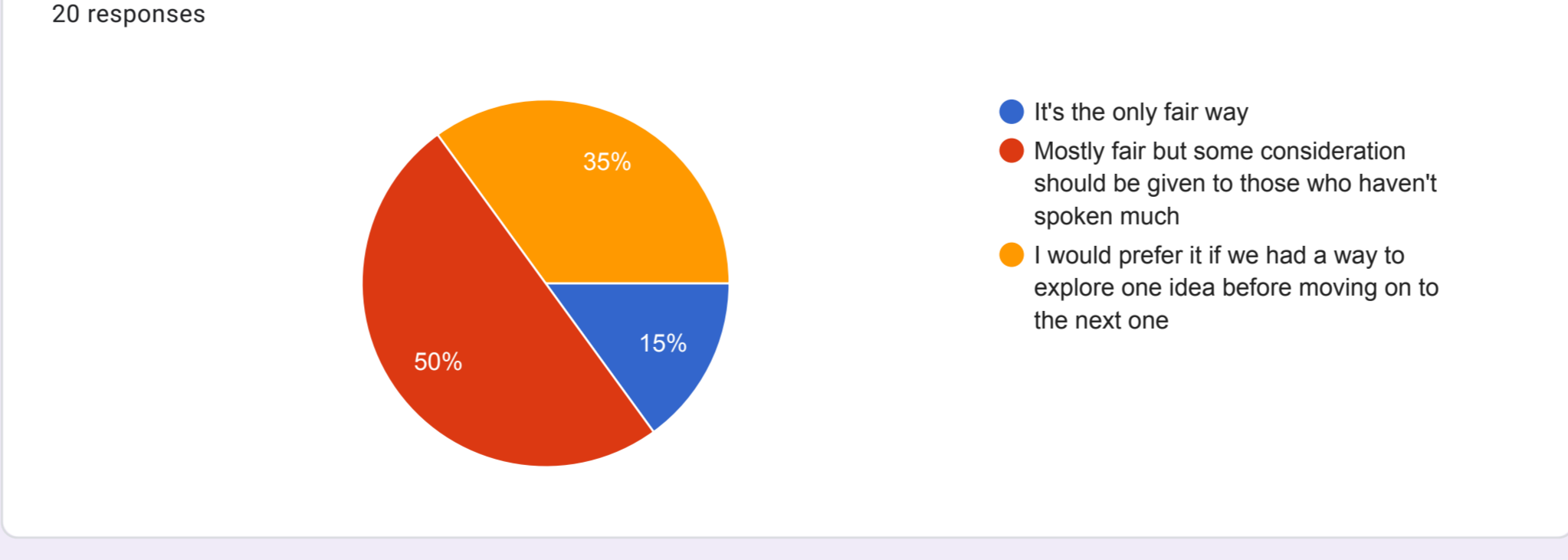
How would you feel about trying out our meetings as a 'webinar' (a la Town Meeting), where members of the public could not participate in the chat and we would all be "panelists"?



How do you feel about summarily booting members of the public from the meeting if they don't follow the rules? (i.e., failure to mute, abuse of chat, etc.)



How important is "first come, first served" to you when it comes to comments and questions?



Other comments regarding debate?

Thanks for taking this on!

Any comment that begins "I agree with X" needs to end with "X." A joke.

AC culture has long been a culture of scrum. It used to work when there was time: fewer articles, fewer issues, face-to-face conversation, and an easy-going culture that fostered gentle regard. Zoom, 40+ articles, the contempt of Town Meeting for us, and, frankly, contempt within the group for other members, have tilted the axis. As a result, participation is not the social pleasure—even the privilege—it once was or seemed, and the chair's role as leader of the pack is more complex and dangerous and difficult. I have sat on trustee boards and staffed trustee boards (and even chaired one) whose memberships were rank with ego. But there were rules of order everyone knew and adhered to. That's not our custom. Maybe it never will be. In which case AC work is going to continue to be a chore, and so will keeping people on the committee and getting people to join the committee.

We should commit ourselves to brevity and honor the commitment.

No win situation. Probably easier to enforce "rules" when we meet in person.

How to "enforce the rules" makes sense, but we should also look to other ways to...

Anything else?

Any other comments?

One question you didn't ask was about the articles for the Combined Reports and the review process for the final submission to Melissa. That's what the TMMs typically see - not the subcommittee reports - so that needs some attention.

I don't see the point of anonymity here. We know each others voices. -Ben

AC can continue to make recommendations, but should radically change it's reports to provide clear and strong cases for both sides of all questions. This will raise AC's credibility and value to TM. This is emphatically not being done right now.

Better communication, especially about scheduled WA hearings, to encourage public/TM participation, and to raise awareness of what AC is actually doing.

When reports on budgets and articles are given, the written report should be summarized, not read, and the AC reporter should highlight the issues, if any, that produced substantive discussions at the public hearing.

Whoever is monitoring the chat and keeping the list of speakers is just fantastic!