



# *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

## **Planning Board Strategic Asset Plan Subcommittee Meeting**

### **Wednesday, March 22, 2017 at 7:00 PM**

### **Town Hall, Room 111**

### **333 Washington Street**

### **Minutes**

Subcommittee Members present: Bob Cook, Neil Wishinsky, Carla Benka, Lynda Roseman,  
Betsy DeWitt

Subcommittee Members not present: George Cole

Staff present: Kara Brewton, Economic Development Director

Handouts & Meeting Materials:

Agenda (3/22/17), Purpose & Scope of Planning Board's Subcommittee for Strategic Asset Plan  
(2/28/17), Request for Proposals Strategic Asset Plan & Major Parcel Study Draft (3/15/17),  
Timeline (3/22/17)

### **Introductions & Committee Logistics**

Bob Cook, Planning Board member, welcomed everyone and introduced himself. The Committee discussed Open Meeting Law & Conflict of Interest Law Requirements. Kara Brewton will notify Board members when the next Open Meeting Law training is held. All the Committee members present confirmed they had within the last two years completed the required Conflict of Interest Law online training.

Bob Cook summarized the Planning Board's discussions regarding the Strategic Asset Plan and Major Parcel Study to date, including the Subcommittee's purpose and scope. Kara Brewton confirmed that all the background documents that will be helpful for potential consultants are provided through a website link in the RFP, and that the Civic Moxie 9<sup>th</sup> Elementary School Site Selection report was uploaded. Carla Benka noted her affiliation in the purpose & scope memo should read "Capital Subcommittee" rather than "Capital Improvements Program Subcommittee."

Betsy DeWitt joined the meeting. Bob Cook noted that Mark Zarrillo (Planning Board member) had expressed interest in potentially responding to the RFP and had recused himself from Planning Board meetings discussing this RFP work. Kara Brewton summarized her discussions with the State Ethics Commission and Dave Geanakakis, Brookline's Chief Procurement Officer (CPO). Mark has also had direct conversations with the State Ethics Commission and has the required disclosure form. If Mark decides to respond to the RFP, the Board of Selectmen would review and make a determination regarding the potential conflict of interest at a public meeting,

ideally before the CPO convenes a Selection Committee for reviewing any and all proposals. To avoid any potential perceived conflict of interest, Bob Cook noted he would not be interested in participating in the consultant selection process and possibly not serving as Chair of this Subcommittee if Mark Zarrillo decides to apply to this RFP and becomes the chosen consultant. He will follow the advice of other committee members.

The Subcommittee discussed the RFP further and agreed that it was ready to be released.

#### Review Action Items & Set Next Meeting Date

1. Kara will confirm that George Cole & Betsy DeWitt have also completed the online Conflict of Interest training in the last two years.
2. Kara will confirm whether the draft School Facilities Inventory and School Enrollment Study have been released and forward them to the Committee. She will post online as soon as available.
3. The Subcommittee has tentatively set April 12th, 8:30 am for the next meeting which will include voting a Chair for the Subcommittee's work.
4. Kara will request the Chief Procurement Officer issue the RFP and Kara will report back to the Committee regarding the selection process and timeline.