

BFAC Moderator's Committee Meeting 6/24/2021
Draft Minutes

The initial meeting of the Moderator's Committee (MC) pursuant to Article 36 of Brookline's 2021 Annual Town Meeting was held on Thursday, June 24th at 7:30pm via Zoom. The MC will report to Town Meeting on progress relating to the 2020 Report of the Brookline Fiscal Advisory Committee. The meeting followed all the guidelines of the Open Meeting Law.

Documents referenced:

- BFAC Feb.5, 2020 Final Report [final report](#)
- MC Charge from the Moderator

In Attendance: David Pollak (Chair), Ben Franco, Petra Bignami, Janet Gelbart, Michael Toffel,
Absent: David Kirschner

Other Attendees: Kate Poverman (Moderator). Kate MacGillivray (Office of the Town Administrator), Carla Benka (Advisory Committee), Ben Birnbaum (Advisory Committee), Mark Gray.

Kate Poverman opened the meeting and read the Charge to the Committee.

Actions Taken:

- Election of Chair of the Committee: David Pollak. Unanimous.
- Meeting Minutes/Note Taker: Petra Bignami Volunteered

I: Introductions & Backgrounds of Committee Members

II: Discussion & Affirmation of MC's Charge

III: Discussion of Work Plan & Output: Ideas, Suggestions, Report Formats

IV: Discussion of Timeline for 1st Report (due August 15th 2021)

V: Discussion of Scheduling Constraints

- a. Effective Deadline August 5th
- b. Must include 1 Public Hearing & Presentation

VI: Comments from Other Attendees & Group Discussion

Immediate Action Items/Assignments:

I: Petra Bignami to circulate Doodle Poll to all MC Members and coordinate with Chair on setting future meeting dates.

II. Janet Gelbart to amend and re-format BFAC implementation spreadsheet for purposes of facilitation and streamlined communication/coordination of responses from various town groups

and bodies (SB, AC, SC, etc.). Will coordinate with Chair Pollak on progress and finalization of the document.

a. Template to include:

- i. Shorthand BFAC recommendations as well as summaries as in text of Article 36.
- ii. Response Options for Template:
 1. Discussed-No Action
 2. Discussed-Implemented
 3. Not Yet Discussed-Plans to Discuss in Quarter X of Year Y
 4. No Plans to Discuss
 5. Comments

III. Chair David Pollak to liaise with necessary groups and bodies on invitations for future meetings.

END