



Town of Brookline

Massachusetts

Planning Board
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Linda K. Hamlin, Chairman
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Robert Cook
Blair Hines
Matthew Oudens
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Planning Board Strategic Asset Plan Subcommittee Meeting July 24, 2017 at 8:30 AM Town Hall, Room 103 333 Washington Street

Minutes

Subcommittee Members present: Neil Wishinsky, Carla Benka, George Cole, Betsy DeWitt, Lynda Roseman

Subcommittee Members not present: Bob Cook

Staff present: Kara Brewton, Polly Selkoe

Sasaki/RKG team: Brie Hensold, Chris Freda, and Julia Carlton from Sasaki; Jahangir Akbar from RKG

Guests: Ilan Wapinski, Henry Winkleman

Handouts & Meeting Materials:

7/24/17 Agenda, 6/5/17 Meeting Minutes, Draft Project Goals from Sasaki/RKG (6/6/17), Sasaki/RKG Presentation (7/24/17)

1. Review & Approve 6/5/17 Minutes

The Subcommittee reviewed and approved the draft meeting minutes as edited.

2. Draft Project Goals Document Review

The Subcommittee agreed that the document did not need any editing. Betsy noted she was curious to see which Town needs could not be accommodated by existing facilities, and Neil noted that not a lot of time has been spent on non-school facility needs by the Town in recent years. Carla wondered whether changing demographics and new proposed building types in South Brookline might mean that we need to plan for changes such as different fire protection equipment, Putterham Library facility planning, etc.

3. Project Updates

The consultants reviewed their progress to date and an updated timeline.

New information given by the consultants included:

- The only programmed capital needs that currently matched the needs assessment (and other studies) seemed to be for schools
- Likely able to further optimize storage needs in-place in some locations: cycling out documents no longer required to be hard copies, efficient storage systems, etc.
- Personnel space is a common category that is being flagged across most Departments, especially in future years; this same type of space could be freed up if existing storage space can be consolidated and/or moved to other locations if the files are rarely accessed
- Ladder truck may be needed in South Brookline due to new development typologies
- Council on Aging is unable to secure some grants only because they don't have additional space for additional personnel to run the grant-funded programs
- Recreation has a 100-child waiting list for after-school programs and is juggling space needs for some of their 400 part-time employees
- Police are not cycling out old equipment, which may help consolidate space needs
- Police & Recreation are spending significant labor time on moving equipment around on an almost daily basis, mostly because there is not enough dedicated space for all of the equipment

Questions identified for further discussion by the Subcommittee included:

- Whether we need a centralized archiving Department or Division, and/or a standardized way of labeling boxes and handling information/ access requests. A document manager could be even short-term to get over an additional start-up period of sorting document systems. Perhaps Town Counsel's office needs to be tapped for more information on any grey areas of retention rules of public documents.
- Need to better defined amount of space needed for storing sensitive documents of historic value (most likely climate-controlled)
- Could the existing Pierce School parking garage be opened in the evenings (and advertised as available parking) for Committee member volunteers at Town Hall?

Suggestions from Subcommittee members included:

- Changing "undeveloped" properties to "open space"
- Change parking lots to "developable" properties
- Conclusions of the report did not need to necessarily prioritize needs, as that would go through a political process. However, the report could instead identify "low-hanging fruit" recommendations and then "other" recommendations
- Better understanding of the ongoing archival consultant contract and any recommendations those findings might bring

Next Steps: aim for the next Subcommittee meeting the week of August 16th; consultants will send available dates to coordinate meeting date.