

Purpose & Scope of Planning Board's Subcommittee for Strategic Asset Plan

The Department of Planning and Community Development will be conducting two related long-term planning studies for the Town of Brookline: a Strategic Asset Plan (SAP) and a Major Parcel Study (MPS). Staff will utilize a Planning Board Subcommittee for policy and process direction during these studies which will include significant consulting services and public process. Town Meeting has approved \$175,000 in consulting services for these two studies.

The Planning Board Subcommittee includes: Planning Board – Bob Cook, Board of Selectmen – Neil Wishinsky, Previous Board of Selectmen – Betsy DeWitt, Building Commission – George Cole, Advisory Committee, Capital Subcommittee – Carla Benka, and Brookline Neighborhood Alliance – Lynda Roseman.

A Request for Proposals (RFP) will be issued following the Subcommittee's review; their first meeting is scheduled for March 22, 7 pm, Room 111. The RFP will include both the Strategic Asset Plan and the Major Parcel Study to attract a larger pool of applicants and to streamline the consultant selection process. However, the Town will retain their rights to not proceed with the selected consultant for the Major Parcel Study. Given past practice for similar consulting services, it is likely the Chief Procurement Officer will include Planning Board Subcommittee members to evaluate the Technical Proposals. The contract will require approval from the Board of Selectmen.

Strategic Asset Plan (now through June 2017)

The purpose and scope of this study is to:

1. Document what facilities will be needed in the next 5 to 15+ years for the Town's programmatic and service needs;
2. Analyze how our existing facilities and properties can accommodate these needs; and
3. Quantify the gap between our needs and our existing facilities.

Additional direction from the Planning Board regarding the Strategic Asset Plan includes:

1. This study will include all property, programs and services owned or managed by the Town of Brookline, including 75 buildings, 107 properties, and 17 Divisions/Departments.
2. This study will need placeholder cost estimates for all items, especially those in the mid-term (5-15 year); far-term (beyond 15-year) may not be as necessary.
3. The study will not include any type of updated facility plans, including conditions assessments or indices, detailed maintenance/renovation/repair studies, detailed quantitative analyses of utilization, or detailed school enrollment projections as part of this scope.
4. 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 internally-conducted staff interviews 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, and pavement maintenance.

5. 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 in an appendix to the report and will be used in part to set up the Major Parcel Study.
6. The SAP may also identify a bottom-line cost estimate for items identified in the SAP which then could be used by Town officials to set 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.

Major Parcel Study (July through December 2017)

The purpose of this study is to:

1. Analyze large public and privately-owned properties in Town with regards to potential development and community goals; and
2. Recommend policies or other actions that encourage future land uses that are best for all stakeholders: property owners, neighborhoods, and the community as a whole.

The scope of this study has not been determined and will be further discussed at future Subcommittee meetings.