

Advisory Committee – Warrant Article Questionnaire  
Fall 2021

Today's Date	
Warrant Article #	
Article Title	
Petitioner(s)	
Petitioner's email	

Not all of these questions apply to all warrant articles. Just answer the ones that do, SAVE the form, ideally with a new file name, and send it back to the chair of the subcommittee charged with vetting your article and to [lportscher@brooklinema.gov](mailto:lportscher@brooklinema.gov). Thank you.

	Question	Responses (Enter N/A for "Not Applicable")
1	Provide the most recent version of the article exactly as it is intended to be voted on by Town Meeting. Please highlight any changes from the version that was originally submitted.	(Attach a separate document with the most recent version.)
2	<p>Goals &amp; Benefits (<u>Briefly, or send a separate file</u>):</p> <p>a. What is the intended policy goal of the proposed Warrant Article?</p> <p>b. Why is this important for the Town?</p> <p>c. Is this something that the Town should do, especially if there are State or Federal resources dedicated to the issue?</p> <p>d. How does the policy goal and the proposed action solve a problem? Does it provide a new benefit, or extend some existing benefit?</p> <p>e. Could Town staff or a Town Board or Committee address the issue effectively without action by Town Meeting?</p>	
3	<p>Does the petitioner, now or in the future, have an equity interest or realize a direct or indirect financial benefit from positive action by Town Meeting?</p> <p>If so, what are those interests or benefits?</p> <p>Please disclose any potential conflict of interest.</p>	

Advisory Committee – Warrant Article Questionnaire  
Fall 2021

	<b>Question</b>	<b>Responses (Enter N/A for “Not Applicable”)</b>
4	<p>General questions:</p> <ul style="list-style-type: none"> <li>a. Why is the proposed solution workable and effective?</li> <li>b. Is there a financial benefit from the proposed solution?</li> <li>c. Who will benefit and who might not benefit from the proposed action?</li> <li>d. What are the perceived pros and cons, both in the short and long term?</li> <li>e. What research on the topic supports or does not support the proposed article?</li> <li>f. What alternatives to the proposed action were considered?</li> </ul>	
5	<p>Consider the impact on town infrastructure (parking, roadways, parks, etc.); residents; the environment; employers; etc. Are there potential adverse effects from positive action on the article by Town Meeting?</p>	
6	<p>Consider town priorities and allocation of funding. What amount of funding might be required to start and maintain the proposed action? What is the source of those funds? How does the proposed article fit within the operating and/or capital budgets?</p>	
7	<p>How does the proposed article and implementation impact the Town administration and staff priorities? Will a department either need to divert staff from an existing program, subcontract the work or add staff?</p>	
8	<p>Who will be responsible for implementing the action that a favorable vote will require? Has the petitioner consulted with those participants?</p>	
9	<p>Community Outreach:</p> <ul style="list-style-type: none"> <li>a. What steps has the petitioner taken to assure that interested parties were notified and provided an opportunity to participate in the preparation of the proposed article?</li> <li>b. Are there are Town Boards or Committees that might be consulted?</li> <li>c. If another board or committee has considered the action of the proposed article, please include a summary of the discussion and outcome.</li> </ul>	
10	<p>Prior Articles:</p> <ul style="list-style-type: none"> <li>a. Do you know whether Town Meeting previously considered any Warrant Articles that address the same or similar topic? If so, do you know what the</li> </ul>	<p>(Continue on next page)</p>

Advisory Committee – Warrant Article Questionnaire  
Fall 2021

	<b>Question</b>	<b>Responses (Enter N/A for “Not Applicable”)</b>
	outcome was? b. How does the proposed article differ from ones that were previously considered? c. Is there new information or are there new circumstances to support raising an issue that was previously considered by Town Meeting?	
11	Anything else you would like the subcommittee to know?	

## **ARTICLE 15**

Submitted by: Chi Chi Wu, Town Meeting Member Pct.7 (Corresponding petitioner); Raul Fernandez, Vice Chair, Select Board; Mariah Nobrega, Town Meeting Member Pct.4 and Member, School Committee; Brookline Asian American Family Network

To see if the Town will adopt the following as a new Article 3.XX of the Town By-laws:

### Article 3.XX

#### Provision of Language Access Services

##### Section 3.XX.1. Definitions

“Limited English proficient” or “LEP” individuals: individuals who do not speak English as their primary language and have a limited ability to speak, read, write, or understand English.

“Oral interpretation”: the act of listening to something in one language (source language) and orally translating it into another (target language).

“Written translation”: the replacement of a written text from one language (source language) into an equivalent written text into another language (the target language).

“Auxiliary aids and services”: items, equipment or services that assist effective communication between a deaf or hard of hearing individual and an individual who is not deaf or hard of hearing.

“Language access services”: oral interpretation services, written translation services, and auxiliary aids and services.

“Department”: any department, commission, office, agency or other division of the Town of Brookline.

"Direct public contact": (1) services administered by a Town department directly to program beneficiaries and/or participants or (2) interactions in person, over the telephone, or electronically with members of the public.

### Section 3.XX.2. Language Access Plan

The Town of Brookline shall develop and implement a language access plan by which the Town will provide language access services to LEP residents and members of the public. The plan shall include detailed steps and specific actions that the Town will take to ensure language access, establish deadlines by which actions will be taken, identify responsible personnel assigned to implement the plan, and establish priorities relative to the implementation of these plans. The plan shall also include guidelines regarding which Town and departmental documents must be subject to written translation in specific languages.

The language access plan shall be developed simultaneously while undertaking an analysis of the following four factors: (1) the number or proportion of LEP persons served or encountered by each department, while recognizing that such numbers may be artificially depressed due to lack of language access; (2) the frequency with which LEP persons come into direct public contact with each department; (3) the nature and importance of the program, activity, or service provided by the department; and (4) the resources available and costs to each department, as well as the resources that the Town can make available to each department to serve LEP individuals. The plan shall designate those languages for which the Town must provide language access services, which shall be re-evaluated every 10 years.

### Section 3.XX.3. Language Access Coordinator

There shall be a Language Access Coordinator (hereinafter Coordinator), which shall be a full-time position within the Office of Diversity, Inclusion and Community Relations as established in Article 3.14.2 and report to the Director of that Office. The role of the Coordinator is to: (a) focus upon language access needs of LEP residents, the Town’s compliance with this Article, and ensuring the ability for full, meaningful participation by LEP residents in Town benefits, services, and activities; (b) along with the Americans

with Disabilities Act (ADA) Coordinator, develop and implement the language access plan described in Section 3.XX.1 on a Town-wide basis; and (c) along with the ADA Coordinator, oversee the implementation of the language access plan by individual departments and provide departments with technical assistance and consultation.

#### Section 3.XX.4. Department liaisons; budget for language access services

- (a) Each department that engages in direct public contact shall designate a Language Access liaison. Such liaison shall be charged with implementation of the language access plan described in Section 3.XX.1 with respect to that department.
- (b) Each department that engages in direct public contact shall have included in its budget an amount set aside for language services. Such amount shall be used to pay for translation of written materials; in person, telephonic, or online oral interpretation services; auxiliary aids and services, and such other expenses related to providing language access services.
- (c) When hiring new staff members, each department that has direct public contact is encouraged to consider recruiting applicants who are proficient in a language other than English.

#### Section 3.XX.5. Town Employee Language Capacity

Within 180 days of the passage of this Article, the Director of Human Resources or the Director's designee shall conduct a survey of the language abilities of all Town employees. The Director shall publish a directory of employees who indicate they are proficient in a language other than English and are willing to provide informal oral or ASL interpretation or written translation services voluntarily.

#### Section 3.XX.6. Recommendations on Language Access from the Disparity Study Report

The Town of Brookline shall make every effort to implement the recommendations regarding language access that will be included in the Disparity Study report to be issued by the Office of Diversity, Inclusion and Community Relations.

or act on anything relative thereto.