

David Pearlman – Chair  
Michael Rubenstein– Vice Chair  
Bernard Greene  
Amanda Zimmerman  
Anthony Buono  
Charles Carey – Town Administrator



Ouimet Room, Brookline Golf Course  
1218 W Roxbury Parkway  
Chestnut Hill, MA

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Meeting ID: 160 594 2074

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**Select Board Agenda  
Regular Meeting  
Tuesday, June 16, 2026 at 9:30 AM**

**1. 9:30 AM - Opening Remarks / Purpose of Workshop / Miscellaneous**

Approval of miscellaneous items, licenses, and contracts.

- 1a. Question of approving the meeting minutes from June 2, 2026.
- 1b. Question of approving contract PW/26-45 "I&I Investigation and Sewer System Rehabilitation Design in Subareas NI-4, S-1, S-3 and Brington Road" with BETA Group, Inc. of Norwood, MA in the amount of \$204,107.00.  
The work specified in this contract involves the investigation of sewer manholes and pipelines.
- 1c. Question of approving two (2) Authorization to Hire requests from the Director of Libraries:  
  
Librarian II – Collection Services (K-7)  
Librarian II – Reference (K-7)
- 1d. Question of approving nine (9) Authorization to Hire requests from the DPW Commissioner:  
Water and Sewer Division  
2 Pipe Layer Laborer – LN2  
1 Motor Equipment Operator 3 – LN5  
1 Water Meter Foreperson – GN8  
  
Sustainability and Natural Resources  
1 Conservation and Sustainability Assistant – C8  
  
Parks and Open Space Division  
2 Parks Maintenance Craftsman – LN6

1 Operations Manager - T10

Highway, Sanitation & Fleet Services Division  
Environmental, Health & Safety Officer – T12  
Assistant Recycling Coordinator – GN6  
Administrative Assistant – Highway C08

Central Administration  
Senior Accounting Systems Assistant – C10

- 1e. Question of approving an Authorization to Hire request from the Planning Director: Preservation Planner (T6)
- 1f. Question of approving Extra Work Order Number 1, with Five Oaks Construction Inc., related to contract PW/26-09, "Water Service Line Replacements", in the amount of \$30,219.39.
- 1g. Question of approving Amendment 1 to DPW Contract PW/24-06 with Toole Design Group by which the full scope of services originally subcontracted to Green International are instead subcontracted to Feldman Geospatial, at no additional cost to the Town, and to authorize the Town Administrator to sign amended agreements with MassDOT as needed to effectuate this subcontractor change.
- 1h. Question of approving an Appropriation Transfer request from the Chief of Police in the amount of \$75,000.00 as follows:  
From: Police Patrol 510101 \$40,000  
To: 524010 Prof serve \$28,000  
    561010 Utilities \$12,000  
From: 510101 FT Salaries/Dispatch \$35000  
To: 539031 Police Supplies \$35,000
- 1i. Question of approving an Appropriation Transfer request from the Director of Public Buildings in the amount of \$147,500.00:  
  
From: 25002510 510101 Town Buildings Salary \$75,500  
To: 25002540 561011 Natural Gas \$8,500  
To: 25002540 561010 Electricity **\$24,000**  
**To: 25003430 561010 Electricity \$43,000**  
From: 25003430 510101 School Buildings Salary \$72,000  
To: account 25003430 561010 Electricity **\$72,000**
- 1j. Question of accepting a grant in the amount of \$41,784.42 from the Metro Boston Homeland Security Region Urban Areas Security Initiative (UASI) FFY23 program. This grant will reimburse the Town for eligible costs associated with the acquisition and

outfitting of a vehicle for one of the Department's Explosive Detection Canine (EOD K9) teams, more specifically, Officer Walker and "Kemba".

The grant is being provided through the City of Boston Mayor's Office of Emergency Management.

- 1k. Question of accepting a grant in the amount of \$1,890.64 from the Brookline GreenSpace Alliance to support the installation of a pollinator garden at Emerson Garden
- 1l. Request to approve the application for a Change in Category for MDM WINE3 LLC D/B/A VINODIVINO from a Wine and Malt Package Store to an All-Kinds Package Store at 1669 Beacon Street.  
\*Conditioned upon the availability of a pending license with the ABCC. Further Board discussion recommended for future pending licenses with the ABCC.
- 1m. Question of approving the application of a new Common Victualler/ Entertainment/ Outdoor Seating License for Peddi Ravi Teja d/b/a Shahs Halal Food at 830 Commonwealth Ave. Hours of operation and Entertainment will be Sunday - Saturday, 10:00 AM – 3:00 AM. Seating will consist of 25 inside dining seats and no operation of Outdoor Dining.  
\*Approved until 1:00 AM
- 1n. Question of approving the application of a Change of Officers of Gelerman Brothers d/b/a The Butcherie from Walter Gelerman to Gil Zilberberg at 428 Harvard Street.
- 1o. Question of approving the application of Change of Officers/Directors/LLC Managers for Trustee of Boston University d/b/a Boston University. The requests to remove Gary W. Nicksa, Treasurer, Robert A. Brown, President and Erika Geetter, Secretary along with more Trustees to add Nicole K. Tirella, Treasurer, Melissa L. Gilliam, President and Andrew Forsyth, Secretary along with various changes to Trustees.
- 1p. Question of approving a one-day entertainment license for Sarang Holdings LLC d/b/a Junbi Matcha & Tea at 190 Washington Street. Entertainment is Lion Dance with six participants for Junbi Matcha & Tea's Grand Opening that will be held on Saturday, June 27, 2026/ Saturday, July 4, 2026. Hours of entertainment will be from 12:00 PM-12:30 PM.
- 1q. A Nunc pro tunc approval for a Temporary **Wine and Malt** Beverages, Non-Sales License, for the Walpole Handmade Chocolates LLC d/b/a L.A. Burdick Chocolates to be held on Thursday, June 11, 2026 for a Launch Function from 6:00PM – 9:00PM at 1330 Beacon St. with a maximum number of 50 attendees.

1r. Question of approving a Design Advisory Team for any study of an application for a Special Permit by City Realty under the Chestnut Hill Commercial Overlay Zoning District.

The proposed slate includes:

Two Planning Board members

Two Brookline residents with architectural or planning experience

Two members of the precinct where the project is located with architectural or planning experience, and an alternate from the impacted neighborhood

One member of the Economic Development Advisory Board

One member of the Transportation Board.

1s. Question of approving an Authorization to Hire request from the Public Health and Human Services Director:

Administrative Head Clerk (C10)

**2. (9:45 AM) Temporary Extended Hours for On-Premise Alcohol Licenses**

2a. Discussion and possible vote on conditionally authorizing holders of alcoholic beverage service licenses to remain open until 3 AM on mornings following World Cup matches.

**3. (10:00 AM) Boards and Commissions - Appointments**

3a. Question of appointing Inge Formenti to the Brookline Disability Commission.

3b. Question of appointing Shawn O'Neal to the Brookline Commission for Women.

3c. Question of appointing Khandan Baradaran to the Brookline Commission for the Arts

3d. Question of appointing Vassiliy Demenkov to the Preservation Commission.

**4. (10:15 AM) Review of Boards & Committees/Handbook**

4a. Review of all currently active boards and committees appointed by the Select Board.

4b. Discussion of consolidation, efficiencies, and need for new assignments, including but not limited to Real Asset Property Board.

4c. Discussion of recruitment and outreach efforts for boards and committees.

4d. Review of Boards & Committees Handbook; discussion of potential changes for next version.

**5. (11:00 AM) Affordable Housing Trust Actions**

- 5a. Question of authorizing \$146,000 of Housing Trust funds to be utilized for the salary and related employee benefits of the Senior Housing Planner position for Fiscal Year 2027.
- 5b. Question of voting to approve unencumbering \$3.75 million from the Affordable Housing Trust Fund
- 6. **(11:15 AM) Discussion of Future Development Project Opportunities with the Planning Department**
  - 6a. Presentation and discussion of future development and zoning project opportunities with the Planning Department. Review and possible vote of project prioritization schedule. Review of past project committees either paused (Centre Street Lots) or moribund (Lower Boylston).
- 7. **(12:00 PM) Town School Partnership**
  - 7a. Question of reviewing and approving an MOU between the Public Schools of Brookline and the Town of Brookline.
- 8. **(12:30 PM) Lunch**
- 9. **(1:15 PM) Appointment of Liaisons to Boards and Committees**
  - 9a. Question of appointing liaisons to various board and committees.
- 10. **(1:30 PM) 2026 Annual Town Meeting Follow-up Items**
  - 10a. Review of articles and resolutions passed at the Annual Town Meeting and discussion of potential action items.
- 11. **(2:00 PM) 2030 Roadmap**
  - 11a. 2030 Roadmap assignments for the Select Board
- 12. **(2:30 PM) Public Outreach & Communication**
  - 12a. Discussion of Select Board outreach and communication strategy with the broader community, including but not limited to education on warrant articles, email response policies, and office hours.
- 13. **(3:00 PM) End of Meeting**

The Town of Brookline does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. The Town of Brookline does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act (ADA) and by Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information may be sent to Sarah Kaplan, Community Relations Specialist and ADA / Section 504 Coordinator. Persons with disabilities who need either auxiliary aids and services for effective communication, written materials in alternative formats, or reasonable modifications in policies and procedures in order to access programs and activities of the Town of Brookline are invited to make their needs and preferences known to the ADA Coordinator. This notice is available in alternative formats from the ADA Coordinator.

[Select Board Webpage](#)

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Requests for language access may be sent to the Language Access Coordinator at [ODEICR@brooklinema.gov](mailto:ODEICR@brooklinema.gov).



Select Board Minutes  
Regular Meeting  
Tuesday, June 2, 2026 at 5:30 PM  
6<sup>th</sup> Floor Hearing Room

1. **Announcements/Updates**

Select Board to announce recent and/or upcoming Events of Community Interest.

Coolidge Corner Arts Festival: June 6, 11 AM–6 PM, Babcock Street lot

Brookline Juneteenth Celebration: June 19, 12–4 PM, Cypress Field

Brookline Public Libraries hosting Pride events

Start of Pride Month; Amanda Zimmerman read the Brookline Pride Month proclamation.

**SELECT BOARD OF THE TOWN OF BROOKLINE PROCLAMATION**

Recognizing June as LGBTQ Pride Month in the Town of Brookline

WHEREAS, the Town of Brookline has a diverse Lesbian, Gay, Bisexual, Transgender, and Questioning (LGBTQ) community and is committed to supporting visibility, dignity and equity for all people in the community; and

WHEREAS, many of the residents, students, town employees, and business owners within the Town of Brookline who contribute to the enrichment of our Town are a part of the lesbian, gay, bisexual, transgender, and questioning community; and

WHEREAS, various advancements have been made with respect to equitable treatment of lesbians, gay men, bisexual, transgendered, and questioning persons throughout the nation, but there continues to be discrimination against people from this community and around the world making it important for municipalities like Brookline to stand up and show support for our residents who are affected; and

WHEREAS, several cities across the United States recognize and celebrate June as LGBTQ Pride Month; and

WHEREAS, June has become a symbolic month in which lesbians, gay men, bisexual people, transgender, questioning persons, and supporters come together in various celebrations of pride; and

WHEREAS, the rainbow flag, also known as the LGBTQ Pride flag or gay pride flag, has been used since the 1970s as a symbol of Lesbian, Gay, Bisexual, Transgender and

NOW THEREFORE, the Select Board of the Town of Brookline, Massachusetts does hereby proclaim the month of June as LGBTQ Pride month in the Town of Brookline, and invites everyone to reflect on ways we all can live and work together with a commitment to mutual respect and understanding.

2. **Public Comment**

Neil Gordon (Advisory Committee member and Town Meeting Member, Precinct 1) spoke about the Town Meeting process and noted that some Boards and Commissions make recommendations without sufficient public input. Gordon urged these bodies to improve their practices.

**3. Miscellaneous**

Approval of miscellaneous items, licenses, and contracts.

3a. Question of approving the following meeting minutes:

April 28, 2026 as amended

May 26, 2026 as amended

May 27, 2026 approved

Approved

Aye: David Pearlman, Bernard Greene, Michael Rubenstein, Amanda Zimmerman, Anthony Buono

3b. Question of approving and executing Contract PW/25-10 "Monmouth Park Landscape Improvements" with Greener Group LLC in the amount of \$249,998.52.

Approved

Aye: David Pearlman, Bernard Greene, Michael Rubenstein, Amanda Zimmerman, Anthony Buono

3c. Question of approving an Authorization to Hire request from the Finance Director:

Assistant Assessor (T9)

Approved

Aye: David Pearlman, Bernard Greene, Michael Rubenstein, Amanda Zimmerman, Anthony Buono

3d. Question of Approving an Amendment to Contract No. PW/22-09 with Weston & Sampson Engineers in the Amount of \$165,300 for the Preparation of Construction Documents, Bidding Support, Construction Administration and Observation, and Regulatory Reporting and Permit Closeout for the Willow Pond Dredging and Leverett Pond Bank Stabilization Project.

Approved

Aye: David Pearlman, Bernard Greene, Michael Rubenstein, Amanda Zimmerman, Anthony Buono

3e. Question of approving Extra Work Order 3 for Contract No. PW/24-02, Skyline Park Maintenance, in the amount of \$167,100.00 with Perez Landscaping, Inc.

Approved

Aye: David Pearlman, Bernard Greene, Michael Rubenstein, Amanda Zimmerman, Anthony Buono

3f. Question of approving an Appropriations Transfer request from the DPW Commissioner in the amount of \$395,000.00:

Total Transfer Requested: \$8,000 for DPW Education & Training & Supplies from Professional Tech. Services.

From: org #40004010 object #524010 amount \$4,000 services

To: org #40004010 object #551099 amount \$4,000 education/training

From: org #40004010 object #524010 amount \$4,000 services

To: org #40004010 object #531012 amount \$4,000 supplies

Total transfer requested: \$2,000 for parks and open space supplies from salaries

From: org #46004680 object #510101 amount \$2,000 salaries

To: org #46004650 object #534120 amount \$2,000 supplies

Total transfer requested: \$150,000 for snow and ice services from sanitation services

From: org #40004300 object #523593 amount \$150,000 services

To: org #42004230 object #524058 amount \$150,000 services

Total transfer requested: \$75,000 for snow and ice services from roadway maintenance salaries

From: org #42004220 object #510101 amount \$75,000 salaries

To: org #42004230 object #524058 amount \$75,000 services

Total transfer requested: \$75,000 for snow and ice services from parks & open space salaries

From: org #46004680 object #510101 amount \$75,000 salaries

To: org #42004230 object #524058 amount \$75,000 services

Total Transfer Requested: \$85,000 for Highway and Sanitation Utilities from Salaries

From: org #42004220 object #510101 amount \$85,000 salaries

To: org #42004900 object #561022 amount \$3,000 diesel

To: org #42004900 object #561011 amount \$4,000 natural gas

To: org #40004250 object #561010 amount \$35,000 electricity

To: org #40004300 object #561010 amount \$38,000 electricity

To: org #42004900 object #561010 amount \$2,000 electricity

To: org #42004900 object #561030 amount \$3,000 water

Approved

Aye: David Pearlman, Bernard Greene, Michael Rubenstein, Amanda Zimmerman, Anthony Buono

**4. Calendar**

Review and potential vote on Calendar Items.

**5. Reserve Fund Transfer request**

5a. Question of approving a Reserve Fund transfer request from the DPW Commissioner, in the amount of: \$2,068,110.69

From: Reserve Fund \$2,068,110.69

To: Org. #: 42004230 Acct. #: 510101 amount: 12,518.61

Org. #: 42004230 Acct. #: 510341 amount: 231.613.01

Org. #: 42004230 Acct. #: 510342 amount: 350,151.78

Org. #: 42004230 Acct. #: 522070 amount: 177,339.48

Org. #: 42004230 Acct. #: 523070 amount: 688,270.00

Org. #: 42004230 Acct. #: 524010 amount: 10,399.52

Org. #: 42004230 Acct. #: 534110 amount: 362,002.92

Org. #: 42004230 Acct. #: 534230 amount: 178,465.23

Org. #: 42004230 Acct. #: 5a0022 amount: 57,350.14

A Reserve Fund transfer request from the DPW Commissioner for \$2,068,110.69 was reviewed. Charlie Young, Assistant Town Administrator for Finance, and Kevin Johnson, Highway Director, explained that the request was due to a heavy winter with 19 snow events requiring extensive snow hauling.

On motion, it was,

Voted to approve a Reserve Fund transfer request from the DPW Commissioner, in the amount of: \$2,068,110.69.

Aye: David Pearlman, Bernard Greene, Michael Rubenstein, Amanda Zimmerman, Anthony Buono

**6. Chestnut Hill West Memorandum of Agreement**

6a. Question of executing the Memorandum of Agreement between the Town of Brookline and City Realty upon passage of STM 1 Articles 1 and 2 at Town Meeting.

Michael Rubenstein made the introductions and thanked everyone involved in this project and provided a brief summary:

- MOA between Town of Brookline and City Realty
- Follows the passage of STM Articles 1 & 2
- Will be registered with property titles after Attorney General's approval of zoning changes
- 95-year tax certainty agreement was also outlined

Town Administrator Carey added thanks to staff, notably Meredith Mooney, and everyone involved and welcomed the development team to join in the signing of the related documents.

Dennis Doughty, Chair of the Advisory Committee and the Board acknowledged Board member Rubenstein for the tireless hard work that was put into this project.

The City Realty team was also present.

## 7. **Boards and Commissions - Interviews**

### 7a. Conservation Commission

Kelly Brilliant is a Brookline resident and longtime Co-Executive Director of the Fenway Alliance, having spent more than 25 years working on the Muddy River Restoration Project and serving on the Muddy River Maintenance and Management Oversight Committee. Brilliant has experience in coordinating with Boston and Brookline parks agencies, deep familiarity with environmental stewardship, and strong commitment to local green spaces, which motivated this application. Brilliant noted Brookline's commitment to open space, and the Town's Parks and Open Space plan, an impressive document.

## 8. **(6:00 PM) Noise By-Law Waiver - Public Hearing**

8a. Public hearing for a Noise By-law waiver request from National Grid to perform work at 192 Washington Street, the sidewalk over the MBTA tracks, for a project with the MBTA.

Mary Mulroney, representing National Grid requested the noise ordinance as part of the phase 2 project at the MBTA, Brookline Village stop. National Grid is working on an old pipe located under the Washington Street pedestrian bridge and that requires shutting down the MBTA to perform the work. In order to do this, nighttime work is recommended for minimal public transit interruptions.

Dan Murphy, Engineering and Transportation Director, reviewed that the engineering staff will be monitoring the project.

Public hearing: No speakers

On motion, it was,

Voted to approve the Noise By-law waiver request from National Grid to perform work at 192 Washington Street, the sidewalk over the MBTA tracks, for a project with the MBTA.

Aye: David Pearlman, Bernard Greene, Michael Rubenstein, Amanda Zimmerman, Anthony Buono

Public comment continued: No speakers

There being no further business, the Chair ended the meeting at 6:20 PM.

ATTEST

## Memorandum

**To:** Select Board  
Charles Carey, Town Administrator

**From:** Erin Chute, Commissioner of Public Works  
James W. Hersey, P.E. Director of Water & Sewer

**Date:** May 29, 2026

**Re:** Award of Contract PW26-45 with BETA Group for I&I Investigation and Sewer System Rehabilitation

**Cc:** Daniel J. Murphy, P.E. Director of Engineering & Transportation

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Recommended for award and execution, and prepared for your signatures, please find attached contract **PW/26-45 "I&I Investigation and Sewer System Rehabilitation Design in Subareas NI-4, S-1, S-3 and Brington Road"** with BETA Group, Inc. of Norwood, Massachusetts 02062 in the amount of \$204,107.00.

The work specified in this contract involves the investigation of sewer manholes and pipelines for Infiltration and Inflow (I&I). This is the tenth year of a sixteen-year program to line and seal all the sewer mains in Town. The contract includes design services to prepare plans and specifications for bidding purposes for two construction contracts for Subareas NI-4 (Newton Street, Grove Street, Woodcliff Road, Hallwood Road, Intervale Road, Puddingstone Road, Ogden Road, and Plowgate Road), S-1 (Risley Road, Payson Road, Leland Road, Sherrin Road, Conant Road, Hackensack Road, and a portion of Allandale Road), S-3 (Philbrick Road, south end of Clark Road and Buckminster Road, Hedge Road, Kenard Road, portion of Walnut Street and Cypress Street, Milton Road, and Cushing Road), and Brington Road. One contract is for cured-in-place liners, and the other is for sewer manhole sealing. All of the I&I work is part of a long-term multi-year plan to rehabilitate all the sewer mains in Town. Lining improves the structural integrity of the pipe and reduces the infiltration of groundwater into the sanitary sewer system.

Reducing infiltration and inflow saves the Town money because it decreases the amount of flow sent to the wastewater treatment plant. This work is eligible for the MWRA Infiltration and Inflow Grant/Loan Program. There are sufficient funds to complete this work.

**AGREEMENT FOR PROFESSIONAL SERVICES**

Between

**TOWN OF BROOKLINE  
333 Washington Street  
Brookline, Massachusetts 02445**

And

**BETA GROUP, INC.  
315 Norwood Park South  
Norwood, Massachusetts 02062**

For

**SEWER REHABILITATION DESIGN  
in SUBAREAS NI-4, S-1, S-3 & BRINGTON ROAD**

THIS *AGREEMENT* made this \_\_\_ Day of \_\_\_\_\_ 2026, between the *Town of Brookline*, hereinafter called the "CLIENT", and **BETA Group, Inc.**, hereinafter called the "ENGINEER".

WITNESSETH for the considerations hereinafter set forth, the parties hereto agree as follows:

ARTICLE 1 - ENGAGEMENT OF ENGINEER

1.1 CLIENT hereby engages the ENGINEER and the ENGINEER hereby accepts the engagement to provide professional services related to the preparation of construction documents, provide construction administration and related professional services in connection with **Sewer Rehabilitation Design in Subarea NI – 4, S-1, S-3 and Brington Road**, hereinafter called the "PROJECT".

ARTICLE 2 - SERVICES OF ENGINEER

- 2.1 ENGINEER will provide professional engineering services for the PROJECT as more completely described in Attachment A, Scope of Services.
- 2.2 The ENGINEER will serve as the CLIENT’s professional engineering representative for the elements of the PROJECT to which this AGREEMENT applies and will consult with and advise the CLIENT during the performance of services provided under this AGREEMENT.
- 2.3 The ENGINEER shall exercise the degree of skill and care customarily accepted as good professional practices and procedures by members of the same profession currently practicing under similar conditions in the same locality (Standard of Care). No other representation, express or implied, and no warranty or guarantee is included in or intended by this Agreement, or by any report, opinion, document, or other instrument of professional service.
- 2.4 Opinions of probable construction costs, if any, by the ENGINEER represent its judgment as a design professional familiar with the construction industry. It is recognized, however, that

neither the ENGINEER nor the CLIENT has any control over the cost of labor, materials, or equipment, over the construction contractor's methods of determining bid prices, or over competitive bidding or market conditions. Accordingly, the ENGINEER cannot and does not guarantee that bids will not vary from opinions of probable cost.

### ARTICLE 3 - RESPONSIBILITIES OF CLIENT

The CLIENT, at no cost to the ENGINEER, will:

- 3.1 Provide ENGINEER with all available information pertinent to the PROJECT at the onset of the PROJECT.
- 3.2 If required, provide access to and make all provisions for the ENGINEER to enter upon public and private lands as required for ENGINEER to provide the services under this AGREEMENT.
- 3.3 Designate a person to act as CLIENT's representative with respect to the services to be provided under this AGREEMENT, such person to have complete authority to transmit instructions, receive information, interpret and define the CLIENT's decisions with respect to the subject professional services.
- 3.4 Furnish all legal services required in connection with the subject release, including resolution of liability and site access issues with the adjacent property owner(s) and all negotiations in connection therewith.
- 3.5 Administer and pay all application and other fees related to regulatory reviews and permitting approvals with any Federal, State, and local agencies having jurisdiction for the project.

### ARTICLE 4 – COMPENSATION & PAYMENT

- 4.1 For the services performed under this AGREEMENT, and as outlined in Attachment A, the CLIENT will pay the ENGINEER on a time-charge plus expense basis, monthly as charges accrue. Monthly invoices shall reflect personnel and hours worked. If additional work beyond the budget is required, the CLIENT shall be contacted for approval prior to proceeding. CLIENT will not withhold retainage from ENGINEER's fee.
- 4.2 Compensation for labor will be salary cost times a multiplier of **2.20**. Salary cost is defined as salary and wages paid to personnel for time chargeable to the project plus a percentage covering: allowances for sick leave, vacation and holiday pay; taxes and insurance premiums based upon billable time; and medical benefits.
- 4.3 Compensation for direct expenses will be non-salary expenses times a multiplier of **1.10** Non salary expenses include such typical expenses as the cost of: mileage, express mail, printing and reproduction, identifiable supplies, equipment rental, outside specialized sub-consultants (i.e., electrical, instrumentation, geotechnical, etc.) charges, subcontracts for services such as surveys, subsurface investigations, television inspection of sewers, and testing by commercial laboratories, application fees and/or other charges by reviewing authorities.
- 4.4 The fee for the Scope of Services described in Attachment A shall be generally consistent with the Fee Budget in Attachment B and shall not exceed **\$204,107**, without prior written approval from the CLIENT.

ENGINEER reserves the right to renegotiate the Fee Budget should the PROJECT schedule be extended beyond its duration as defined in Article 6 through no fault of the ENGINEER.

- 4.5 Payment to ENGINEER shall be made within 30 days after receipt of an acceptable invoice; any invoice outstanding for more than 30 days after date of invoice will be subject to a financing charge of 1-1/2 percent per month. If the CLIENT objects to any invoice submitted by the ENGINEER, the CLIENT shall so advise the ENGINEER in writing, giving reasons therefore, within fourteen (14) calendar days of receipt of such invoice. If no such objection is made, the invoice will be considered acceptable and payable by the CLIENT.
- 4.6 Invoice payments must be kept current for services to continue. If the CLIENT fails to pay any invoice due to ENGINEER within 45 days of the date of invoice, ENGINEER may, without waiving any other claim or right against the CLIENT, suspend services under this AGREEMENT until the ENGINEER has been paid in full all amounts due ENGINEER and/or any of its sub-consultants and sub-contractors. Sealed plans, final documents, reports, and attendance at meetings/hearings will not be provided unless payment for services is current.

#### ARTICLE 5 – SERVICES NOT INCLUDED

- 5.1 The following services or costs are not included under this AGREEMENT.
- Expert opinions, testimony, or litigation support (including response to subpoenas, depositions, affidavits, reports, or court appearances)
  - All fees associated with obtaining street opening permits and other required agencies review permit fees,
  - All fees associated with proposed soil borings,
  - Payment for police details, if required. These invoices will be processed and paid for by the CLIENT.
- 5.2 For additional services, compensation shall be negotiated with CLIENT in accordance with the terms described under Article 4.

#### ARTICLE 6 – TIME OF COMPLETION

- 6.1 The work to be performed under this AGREEMENT shall commence upon receipt of an executed copy of this AGREEMENT. ENGINEER will perform services under this AGREEMENT in a timely manner consistent with professional skill and care and the orderly progress of work.
- 6.2 Unforeseen site/weather conditions or project delays beyond the control of ENGINEER may result in an adjustment to the indicated schedule. Should such conditions arise, ENGINEER will notify CLIENT as soon as reasonably possible.
- 6.3 This AGREEMENT will terminate **365** calendar days from the date this AGREEMENT is executed, unless extended by mutual agreement between the CLIENT and ENGINEER.

#### ARTICLE 7 - INDEMNIFICATION AND INSURANCE

- 7.1 ENGINEER agrees to indemnify and hold harmless the CLIENT and its officers, and employees against judgments for damages, personal injuries and/or property losses sustained, to the extent

caused by the negligent acts, errors or omissions of the ENGINEER, its employees, or subcontractors in connection with the PROJECT and/or under this AGREEMENT.

7.2 Nothing herein contained shall be construed to obligate the ENGINEER to prepare for or appear in litigation on behalf of the CLIENT, except in consideration of additional compensation to be mutually agreed upon.

7.3 The ENGINEER shall purchase insurance in the following types and limits:

Workman's Compensation	Statutory Limits
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Employer's Liability	\$1,000,000
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Comprehensive General Liability:

Comprehensive general liability insurances coverage of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate for bodily injury, property damage, personal injury and products liability.

Comprehensive Automobile Liability Insurance:

Combined Single Limit	\$1,000,000
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Professional Liability	\$1,000,000 per claim and in the aggregate
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**RG NOTE: THIS SECTION WAS MODIFIED TO BROOKLINE**

7.4 Consultant shall furnish to Town a Certificate(s) of Insurance showing coverage as set forth above prior to performing Consultant Services. All insurance coverage required herein shall be issued by companies licensed and authorized to do business in the State of Massachusetts. The Town shall be a named Certificate Holder on all coverage's set forth above with the additional requirement that the Town and Engineer be named as an additional insured under the Comprehensive General Liability insurance coverage required under Section 7.3 herein. The Town's and Engineer's status as additional insured and/or certificate holder for each coverage shall be referenced on the Certificate of Insurance issued to the Town. The Certificate Holder shall be the Town of Brookline, MA. The Certificate(s) of Insurance shall be attached to this Agreement within Attachment D.

**ARTICLE 8 – TERMINATION OF AGREEMENT**

8.1 Termination for Cause: If, through cause, either party fails to fulfill in a timely manner its obligations under this AGREEMENT, or if either party violates the provisions of this AGREEMENT, either party shall thereupon have the right to terminate this AGREEMENT by written notice to the other party 30 days prior to the effective date of such termination. Cause shall include, but not be limited to: dissolution, termination of existence, insolvency, appointment of receiver, commencement of any proceeding under any bankruptcy or insolvency laws by or against the ENGINEER; non-payment of the ENGINEER by the CLIENT in accordance with the terms of this AGREEMENT.

This AGREEMENT shall not terminate if the party receiving notice begins, within 7 days of receipt of said notice, to correct its failure to perform and proceeds diligently to cure such failure prior to the effective date of termination; provided, however, if such failure cannot be reasonably cured prior to the effective date of termination, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein will extend up to 30 days after the effective date of termination. If the AGREEMENT is terminated, ENGINEER will be paid for services performed up to the date of termination, less payment for compensation previously made.

- 8.2 Termination for Convenience: Either party may terminate this AGREEMENT at any time by giving written notice to the other party of such termination and specifying the effective date of such termination. If the AGREEMENT is terminated by either party, ENGINEER will be paid for services performed as of date of notice is received, less payment for compensation previously made.
- 8.3 Documents: In either of the foregoing events, finished documents, data, studies, surveys, drawings, maps, models, photographs, and reports or other final materials prepared by the ENGINEER under this AGREEMENT shall be surrendered to the CLIENT following ENGINEER receiving just and equitable compensation for services provided under this AGREEMENT.

#### ARTICLE 9 – OWNERSHIP AND REUSE OF DOCUMENTS

- 9.1 One (1) copy of all final project documents (deliverables) shall be furnished by ENGINEER to CLIENT. All final documents prepared by the ENGINEER for the PROJECT shall become the property of the CLIENT upon completion of the project and receipt of final payment by ENGINEER. Any re-use of such documents without ENGINEER’s written verification of suitability for the specific purpose intended shall be without liability or legal exposure to ENGINEER or ENGINEER’s independent professional associates, subcontractors or consultants. Distribution or submission to meet official regulatory requirements or for the purposes in connection with the PROJECT is not to be construed as an act in derogation of the ENGINEER’s rights under this AGREEMENT.
- 9.2 CLIENT agrees to indemnify and hold the ENGINEER harmless from and against any claims or damages that may result from the subsequent use, reuse, transfer or modification of said documents unless ENGINEER has provided written verification of suitability for the specific purpose intended.
- 9.3 If any information hereunder is provided in electronic format, CLIENT recognizes that such plans, documents or other information recorded on or transmitted as electronic media, including contract drawings and specifications (“Electronic Documents”) are subject to undetectable alteration, either intentional or unintentional, due to, among other causes, transmission, conversion, media degradation, software error, or human alteration. Accordingly, the Electronic Documents are provided to CLIENT for informational purposes only and not as record documents.
- 9.4 To the extent permitted by law, ENGINEER retains the copyright in all written work products, including plans, specifications, calculations, computer programs, and computer-generated materials in any form, produced in connection with the work under this AGREEMENT, unless otherwise agreed to in writing by an authorized representative of the ENGINEER. Subject to

Article 9.1, ENGINEER licenses to CLIENT the use of all written work products, including plans, specifications, calculations, and computer-generated materials in any form, produced in connection with the work under this AGREEMENT on a non-exclusive basis solely for the project to which this AGREEMENT applies.

#### ARTICLE 10 -AUTHORIZATION TO BEGIN WORK

10.1 Execution of this AGREEMENT shall be considered Notice to Proceed.

#### ARTICLE 11 – CLIENT FURNISHED INFORMATION

11.1 CLIENT shall provide ENGINEER with all available project related technical data including historical environmental reports, and all other relevant data. ENGINEER shall be entitled to rely upon the accuracy and completeness of CLIENT-furnished information, requirements and instructions, in connection with the performance of services.

11.2 CLIENT shall arrange for site access for ENGINEER, and ENGINEER’s subconsultants and/or subcontractors.

#### ARTICLE 12 – ASSIGNABILITY

12.1 Neither party to this AGREEMENT shall assign any interest in this AGREEMENT, nor transfer any interest in same (whether by assignment or notation), without the prior written consent of the other party.

#### ARTICLE 13 – LIMITATION OF LIABILITY

13.1 CLIENT hereby agrees that to the fullest extent permitted by law, ENGINEER’s total liability, including defense costs if required by this AGREEMENT, to CLIENT and any persons or entities claiming by, through or under the CLIENT, for any and all injuries, claims, indemnity losses, expenses, or damages whatsoever arising out of or in any way related to the PROJECT and/or this AGREEMENT from any cause or causes including, but not limited to ENGINEER’s negligence, errors, omissions, strict liability, statutory liability, indemnity obligation, breach of contract shall not exceed the proceeds recovered under insurance limits specified in Article 7.3.

#### ARTICLE 14 – MISCELLANEOUS

14.1 Questions in dispute under this AGREEMENT shall be submitted to non-binding mediation. On the written notice of either party to the other of the election to submit any dispute under this AGREEMENT to mediation, each party shall designate their representative and shall meet within ten (10) days after the service of the notice. The parties themselves shall then attempt to resolve the dispute within ten (10) days of meeting. Should the parties themselves be unable to agree on a resolution of the dispute, then the parties shall proceed with mediation. The cost of mediation shall be borne equally by both parties. This process shall be considered as a condition precedent to moving to a more formal or judicial process.

14.2 Notwithstanding any other provision of this AGREEMENT, neither party shall be liable to the other for any incidental, special, indirect, or other consequential damages incurred due to the fault of the other party regardless of the nature of the fault or whether it was committed by the CLIENT or ENGINEER, or their employees, subconsultants, or subcontractors. Consequential damages

include, without limitation, liability for loss of use of the Project or existing property, loss of profits, loss of production or business interruption; however, the same may be caused.

- 14.3. Nothing contained in this AGREEMENT shall create a contractual relationship with, or a cause of action in favor of, a third party against either the CLIENT or ENGINEER. ENGINEER's services under this AGREEMENT are being performed solely for the benefit of the CLIENT and no person or other entity shall have any claim against ENGINEER because of this AGREEMENT. In addition, nothing herein shall be construed as creating a contractual relationship between the CLIENT and any employee, representative or consultant of the ENGINEER. The CLIENT agrees that in the event of a dispute regarding this AGREEMENT or the services rendered by ENGINEER hereunder, the CLIENT shall only seek recourse against ENGINEER and waives any right to pursue a claim against ENGINEER's individual directors, officers, or employees.
- 14.4 CLIENT shall require any Contractor(s), hired by the CLIENT for the PROJECT, to name the ENGINEER and its subconsultants as additional insured on Contractor's insurance policies.
- 14.5 ENGINEER shall promptly notify CLIENT upon receipt of any subpoena, court order, governmental or third-party request seeking ENGINEER's testimony, documents, or data relating to the services provided under this AGREEMENT. If ENGINEER is compelled to provide testimony or produce materials by subpoena, court order, or similar legal process in any matter in which CLIENT is a party or non-party, CLIENT agrees to provide additional compensation to the ENGINEER, including reimbursement for legal fees, per the terms described in Article 4.0 via written Amendment to this AGREEMENT.
- 14.6 In accordance with the Massachusetts General Laws Chapter 21E, the performance of the services contained in this AGREEMENT may require the engagement of a Licensed Site Professional (LSP) registered with the Commonwealth of Massachusetts under Massachusetts General Law Chapter 21A and the regulations promulgated by the Massachusetts Department of Environmental Protection (MADEP) thereunder (collectively the LSP Program). These laws and regulations place upon the LSP certain professional obligations owed to the public, including in some instances, a duty to disclose the existence of certain environmental contaminants to the MADEP. In the event that any site for which ENGINEER has provided LSP services is audited by the Massachusetts Department of Environmental Protection (MADEP) pursuant to the provisions of the Massachusetts Contingency Plan, ENGINEER shall be entitled to additional compensation to provide such services as may be necessary to assist CLIENT in its response to MADEP.
- 14.7 CLIENT understands and acknowledges that in the event the LSP's obligations under the LSP Program conflict in any way with the terms and conditions of this AGREEMENT or the wishes or intentions of the CLIENT, the LSP is bound by law to comply with the requirements of the LSP Program. Accordingly, CLIENT recognizes that the LSP shall be immune for all civil liability resulting from any alleged and/or actual conflict with the LSP Program. CLIENT also agrees to hold ENGINEER and its LSP harmless for any claims, losses, damages, fines or administrative, civil or criminal penalties resulting from the LSP's fulfillment of its obligations under the LSP Program.
- 14.8 ENGINEER certifies that it is not listed as debarred or suspended on the Debarment Lists maintained by any local, state, or federal agency. Furthermore, ENGINEER confirms that it will review the Debarment Lists and not knowingly solicit or consider bids, contract, or negotiate

with, or approve a subcontract with any vendor listed as debarred or suspended on the Debarment Lists referenced above.

ARTICLE 15 – JURISDICTION

15.1 This AGREEMENT shall be governed and construed in accordance with the laws of the Commonwealth of Massachusetts.

IN WITNESS WHEREOF, the said Engineer has caused these presents to be signed and its corporate seal to be hereto affixed by:

Christopher Cronin, P.E. its Senior Vice President  
thereby duly authorized, and the said Town executed these presents by its Select Board, acting for said Town, and not individually, and without incurring and individual liability, on the year and day above written.

Town of Brookline

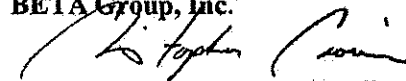
Town Administrator

By: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

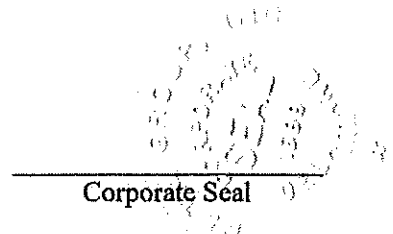
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Engineer:

**BETA Group, Inc.**



Christopher Cronin, P.E., Senior Vice President



Corporate Seal

Approved as to Form:  
Town Counsel



\_\_\_\_\_  
Certified in accordance with  
44, Section 31C and based upon Engineering estimates  
Certification of Availability of Funds

**AFFIDAVIT**

State of       Rhode Island      

Date:       April 3      , 2026

County of       Providence      

The undersigned being duly sworn, deposes and say that he is the \_\_\_\_\_

      Senior Vice President      

(sole owner; partner; president; treasurer; or other duly authorized official of a corporation)

of       BETA Group, Inc.      

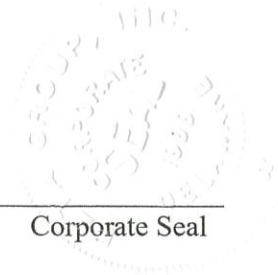
(name of bidder as appearing in submitted proposal),

for Contract in the Town of Brookline on       April 3      , 2026 and certifies that of his own knowledge, said bidder has not, either directly or indirectly, entered into an agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract.

*Christopher Cronin*

Signature of person making affidavit

Christopher Cronin, P.E., Senior Vice President



Corporate Seal

Sworn to before me this   3   day of   April  , 2026:

*Marissa Laduke*

Notary Public

My commission expires:   8/28/28  



Notary Seal

**ATTACHMENT A  
AGREEMENT BETWEEN  
TOWN OF BROOKLINE and  
BETA GROUP, INC.**

**SCOPE OF SERVICES  
SEWER SYSTEM REHABILITATION DESIGN  
in SUBAREAS NI-4, S-1, S-3 & BRINGTON ROAD**

**PROJECT DESCRIPTION**

The Town of Brookline intends to rehabilitate existing non-CIPP lined sanitary sewer mains and their associated manholes in subareas NI-4, S-1, S-3 and Brington Road. The proposed work will be accomplished as described in the following three tasks:

**SCOPE OF SERVICES**

**Task 1 – Rehabilitation of Existing Sanitary Sewers**

- a. Provide Project Administration Services that shall include but not be limited to oversight of the project, coordination of work with sub-contractors, the Town, other agencies.
- b. Perform additional field/office investigation, as necessary, to confirm pipe size and material, and depth of sewer mains.
- c. Prepare 1" = 100' scale plans identifying the location and type of rehabilitation. The plans shall be a graphical depiction, based on the existing Town's GIS data. Plans shall include rehabilitation schedules for cured-in-place liners. Rehabilitation schedules will include manhole identification, pipe length, pipe diameter, pipe material and manhole depth to invert. Traffic Management Plans shall be provided. The anticipated total length of sewer main to be rehabilitated in the subarea is as follows:

CIP Project 8: Subareas NI-4, S-1, S-3 and Brington Road – **29,570** linear feet

Contract documents will require the Contractor to perform internal closed circuit television video inspection (CCTV) for the sewer reaches recommended for rehabilitation. Should any sections of sewer be recommended to be excavated and replaced, these sections will be removed from the contract work to be included in a separate, future dig and replace contract.

Prepare construction drawings (24" x 36") using the Town's GIS mapping as a base. Survey work is not anticipated and will be an additional cost if required. Construction drawings will include the following:

- Cover Sheet
  - Legend and General Notes
  - Pipe Rehabilitation Location Plans
  - Standard Construction Details
  - Traffic Management Plan
- d. Prepare project specifications including the following:
- Information to Bidders
  - Bid Forms, Bid Bond
  - Contract Agreement, Contract Bonds
  - Special Conditions, General Requirements
  - Technical Specifications

Contract documents will be suitable for public bidding under MA Bidding requirements Ch. 30. Contract documents will be prepared to be bid as one (1) contract for construction.

Provide originals of bid documents to the Town. BETA will manage the distribution of bid documents, addendums and create a takers list.

- e. Attend up to 3 meetings.
- f. Provide bidding services that include advertisement in the Boston Herald and Central Register, providing an opinion of probable construction cost, attending the pre-bid meeting, attending the bid opening and letter of recommendation of award letter.
- g. Provide Construction Administration Services that includes review of shop drawings, review and approval of monthly pay requisitions including review of Contractor's pre-lining CCTV, attend pre-construction meeting, assist in coordination of work, answering Contractor's questions during construction, attendance up to (3) construction meetings and project closeout. Construction services shall also include up to 8 hours of CCTV tape review during the Contractor's cleaning/CCTV of sewer mains to determine if a sewer segment requires replacement.
- h. Police details if required will be provided by the Town.

## **Task 2 – Rehabilitation of Sanitary Sewer Manholes**

- a. Provide Project Administration Services that shall include but not be limited to oversight of the project, coordination of work with sub-contractors, the Town, other agencies.
- b. Inspect manholes (non-entry) within project limits, approximately **224** manholes, to determine if repair or rehabilitation work is required and to confirm pipe size, material,

and depth of manholes. The anticipated number of sewer manholes to be inspected and rehabilitated in the subarea is as follows:

CIP Project 8: Subareas NI-4, S-1, S-3 and Brington Road – **224** manholes

- c. Prepare manhole inspection reports including manhole photographs (from street level) and recommendation of rehabilitation methods for each.
- d. Prepare construction drawings (24" x 36") using the Town's GIS mapping as a base. Survey work is not anticipated and will be an additional cost if required. Construction drawings will include the following:
  - Cover Sheet
  - Legend and General Notes
  - Manhole Rehabilitation Location Plans
  - Standard Construction Details
  - Traffic Management Plan
- e. Prepare project specifications including the following:
  - Information to Bidders
  - Bid Forms, Bid Bond
  - Contract Agreement, Contract Bonds
  - Special Conditions, General Requirements
  - Technical Specifications

Contract documents will be suitable for public bidding under MA Bidding requirements Ch. 30. Contract documents will be prepared to be bid as one (1) contract for construction.

Provide originals of bid documents to the Town. BETA will handle the distribution of contract documents, addendums and create a takers list.

- f. Attend up to 1 meeting.
- g. Provide bidding services that include advertisement in the Boston Herald and Central Register, providing an opinion of probable construction cost, attending the pre-bid meeting, attending the bid opening and letter of recommendation of award letter.
- h. Provide Construction Administration Services that include review of shop drawings, review and approval of monthly pay requisitions, attend pre-construction meeting, assist in coordination of work, answering Contractor's questions during construction, attendance up to (3) Construction Meeting and project closeout.
- i. Police details if required will be provided by the Town.

**ATTACHMENT B  
AGREEMENT BETWEEN  
TOWN OF BROOKLINE and  
BETA GROUP, INC.**

**FEE BUDGET  
SEWER SYSTEM REHABILITATION DESIGN  
in SUBAREAS NI-4, S-1, S-3 & BRINGTON ROAD**

Payment for services under Attachment A shall be:

TASK		P.I.C.	P.M.	ENG.	ENG. DES.	TOTAL	SALARY COSTS
<b>1</b>	<b>Rehabilitation of Existing Sanitary Sewers</b>						
1a	Project Administration	16	8	0	0	24	
1b	Field/Office Investigation	0	16	32	0	48	
1c	Preparation of 1" = 100' Scale Plans	8	16	50	16	90	
1d	Preparation of Specifications	8	16	32	0	56	
1e	Meetings - Up to 3 Meetings	0	16	16	0	32	
1f	Bidding Services - Pre-Bid, Bid & Recommendation	0	24	0	0	24	
1g	Construction Admin. - Up to 3 Meetings/Shop Drawings	16	80	48	8	152	
	<b>TOTAL HOURS TASK NO. 1</b>	<b>48</b>	<b>176</b>	<b>178</b>	<b>24</b>	<b>426</b>	<b>\$86,689</b>
<b>2</b>	<b>Rehabilitation of Existing Sanitary Sewer Manholes</b>						
2a	Project Administration	8	16	0	0	24	
2b	Manhole Field Investigation	0	8	120	120	248	
2c	MH Inspection Reports with Recommendations	0	8	50	0	58	
2d	Preparation of 1" = 100' Scale Plans	8	16	50	8	82	
2e	Preparation of Specifications	8	16	32	0	56	
2f	Meetings - Up to 1 Meeting	0	8	8	0	16	
2g	Bidding Services - Pre-Bid, Bid & Recommendation	0	24	0	0	24	
	Construction Admin. - Up to 3 Meetings/Shop Drawings	8	72	32	8	120	
	<b>TOTAL HOURS TASK NO. 2</b>	<b>32</b>	<b>168</b>	<b>292</b>	<b>136</b>	<b>628</b>	<b>\$111,918</b>
	<b>TOTAL HOURS TASKS NO 1 THRU 2</b>	<b>80</b>	<b>344</b>	<b>470</b>	<b>160</b>	<b>1,054</b>	<b>\$198,607</b>
<b>SALARY COSTS:</b>		<b>RATES</b>		<b>HOURS</b>		<b>SALARY COSTS</b>	
	Principal in Charge (P.I.C.)	\$150.00	X	80	=	\$12,000.00	
	Project Manager (P.M.)	\$104.00	X	344	=	\$35,776.00	
	Engineer (Eng.)	\$70.00	X	470	=	\$32,900.00	
	Designer (Eng. Des.)	\$60.00	X	160	=	\$9,600.00	
						<b>\$90,276</b>	
	<b>TOTAL LABOR COST @ 2.20 MARK-UP</b>					<b>\$198,607</b>	
<b>SUBCONTRACTORS &amp; DIRECT COSTS</b>							
	None					\$0	
	Direct Costs (obtaining utility plans, mileage, etc.):					\$5,000	
	Total Costs @ 1.10 markup					<b>\$5,500</b>	
	<b>TOTAL COSTS:</b>					<b>\$204,107</b>	

**ATTACHMENT C  
AGREEMENT BETWEEN  
TOWN OF BROOKLINE and  
BETA GROUP, INC.**

**SCHEDULE  
SEWER SYSTEM REHABILITATION DESIGN  
in SUBAREAS NI-4, S-1, S-3 & BRINGTON ROAD**

Refer to the following page.



**Certificate of Non-Collusion**

The undersigned certifies under penalties of perjury that this AGREEMENT is in all respects bona fide, fair and made without collusion or fraud with any other person. As used in this paragraph the word "person" shall mean any natural person, joint venture, partnership, corporation or other business or legal entity.



\_\_\_\_\_  
(Name of Person Signing)

BETA Group, Inc.

\_\_\_\_\_  
(Name of Business)

**Tax Compliance Certification**

Pursuant to M.G.L. c.62C, Section 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.



\_\_\_\_\_  
(Name of Person Signing)

BETA Group, Inc.

\_\_\_\_\_  
(Name of Business)

**ADDENDUM TO I/I INVESTIGATION AND  
SEWER SYSTEM REHABILITATION DESIGN  
IN SUBAREAS NI-4, S-1, S-3 AND BRINGTON ROAD**

Article 4.4 of the Town of Brookline General By-Laws

By signing below, Contractor, BETA Group, Inc., hereby agrees to comply with the provisions of Article 4.4 of the Town's General By-laws, *Fair Employment Practices with Regard to Contracts*, a copy of which is incorporated herein by reference, with respect to the foregoing Contract.



\_\_\_\_\_  
Contractor

Article 4.5 of the Town of Brookline General By-Laws

Pursuant to Section 4.5.2 of the General By-laws of the Town of Brookline, Contractor (BETA Group, Inc.) hereby certifies under the pains and penalties of perjury that it does not discriminate against any individual because of the race, color, religious creed, national origin, sex, gender identity or gender expression, sexual orientation, which shall not include persons whose sexual orientation involves minor children as the sex object, age or ancestry of the individual.

Signed under the pains of penalties of perjury, on this 3<sup>rd</sup> day of April 2026



\_\_\_\_\_  
Contractor



TOWN OF BROOKLINE

CONTRACT CODING APPROVAL FORM

DEPARTMENT: DPW/Water & Sewer Division Prepared by: JWH

Vendor Name: BETA Group, Inc. Vendor # 428

Contract Name: I & I Investigation and Sewer System Rehabilitation Contract # PW/26-45  
Design in Subareas NI-4, S-1, S-3, and Brington Road

Purpose of Contract/Description\* Amount of Contract \$ 204,107.00

Provide consultant services to investigate and complete design for sewer system rehabilitation contracts in subareas NI-4, S-1, S-3, and Brington Road. Work includes manhole inspections, preparation of plans and specifications, along with bid documents for two rehabilitation construction contracts. Also included in the contract are follow-up field investigations to locate sources of inflow from the recent smoke testing program.

CODING

Org #	Org Name	Acct #	Acct Name	Amount
4997C246	Wastewater Imp	6C0005		\$ 204,107.00
				\$ -
				\$ -
				\$ -
				\$ 204,107.00

\*For "K" or "C" accounts, please call it "CIP", precede by your Dept (e.g., 4909K001 would be "DPW CIP")

Department Head Erin Chute Date 05/29/26

Comptroller and Purchasing Approvals

Funds Available/Codes Correct Chute 6/2/26  
 Comptroller Date Approved by Comptroller

Complies with Appropriate Procurement Law [Signature] 6/1/26  
 MGL ch 149, ch 30 30M, or ch 30B Purchasing Date Approved by Purchasing



## THE PUBLIC LIBRARY OF BROOKLINE

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May 28, 2026

### MEMORANDUM

TO: David Pearlman, Chair Member of the Brookline Select Board

FROM: Jill Mercurio, Town Librarian

DATE: May 28, 2026

SUBJECT: Approval to hire Librarian II – Collection Services

The Public Library of Brookline seeks to fill the Librarian II – Collection Services position at the Brookline Village location.

So far in FY26, the Public Library of Brookline has added 26,221 new physical items to our collection and the Librarian II – Collection Services position is key to making this work possible to meet the needs of our community of active readers.

This position is responsible for performing administrative, direct visitor service, and professional work in classifying, cataloging, and processing print and non-print material for the Library; including world languages and library of things. They help prepare items for circulation by attaching barcodes and proper branch designations. They also manage a budget to purchase new items for the collection by evaluates patron recommendations and professional review sources.

Thank you very much for considering this request.

Jill Mercurio  
Town Librarian

361 Washington St.  
Brookline, MA 02445

Tel: (617) 730-2360  
Fax: (617) 730-2160



# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

Send the completed form to Human Resources for review/approval. HR will send the approved form to the SB for placement on the agenda. This form is required for all full-time, regular and part-time regular positions. This excludes seasonal and temporary positions.

1. **Position Title:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

2. **Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

3. **Position Control #:** \_\_\_\_\_ **Prior Incumbent:** \_\_\_\_\_

a. Reason for Leaving:  Resignation  Retirement  Other: \_\_\_\_\_

4. **Budgetary Information:**

Department Code: \_\_\_\_\_ Budget Code: \_\_\_\_\_ % \_\_\_\_\_

Grant Funded-Name: \_\_\_\_\_  Revolving Fund  Enterprise Fund

Full-Time: # of hours/week:  37  37.5  40  42 or  Part-Time hrs/week: \_\_\_\_\_

6. **Position Information:**

Summarize the primary function of this position.

---

---

7. I have considered the following alternatives to filling this position:

---

11. Suggested sources for specialized recruitment advertising:

---

13. **Signatures:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

14. **Approvals:**

Date on SB Agenda: \_\_\_\_\_ Date Approved: \_\_\_\_\_



**THE PUBLIC LIBRARY  
OF BROOKLINE**

---

May 20, 2026

MEMORANDUM

TO: David Pearlman, Chair Member of the Brookline Select Board

FROM: Jill Mercurio, Town Librarian

DATE: May 20, 2026

SUBJECT: Approval to hire Librarian II – Reference

The Public Library of Brookline seeks to fill the Librarian II – Reference position at the Brookline Village location.

This position is responsible for performing the following duties: perform all reference and reader's advisory related library services, print and electronic; provide professional and direct service work advising and assisting patrons in identifying, accessing, navigating, and retrieving information using the online catalog, electronic database, the internet, and other resources; promotes library use through public relations efforts and may represent the Library before community, school, or professional groups; lead or coordinate library sponsored book discussion groups or other programming efforts.

Thank you very much for considering this request.

Jill Mercurio  
Town Librarian

361 Washington St.  
Brookline, MA 02445

Tel: (617) 730-2360  
Fax: (617) 730-2160



# Town of Brookline

Massachusetts

## Authorization To Hire Request Form

Send the completed form to Human Resources for review/approval. HR will send the approved form to the SB for placement on the agenda. This form is required for all full-time, regular and part-time regular positions. This excludes seasonal and temporary positions.

1. **Position Title:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

2. **Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

3. **Position Control #:** \_\_\_\_\_ **Prior Incumbent:** \_\_\_\_\_

a. Reason for Leaving:  Resignation  Retirement  Other: \_\_\_\_\_

4. **Budgetary Information:**

Department Code: \_\_\_\_\_ Budget Code: \_\_\_\_\_ % \_\_\_\_\_

Grant Funded-Name: \_\_\_\_\_  Revolving Fund  Enterprise Fund

Full-Time: # of hours/week:  37  37.5  40  42 or  Part-Time hrs/week: \_\_\_\_\_

6. **Position Information:**

Summarize the primary function of this position.

---

---

7. I have considered the following alternatives to filling this position:

---

11. Suggested sources for specialized recruitment advertising:

---

13. **Signatures:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

14. **Approvals:**

Date on SB Agenda: \_\_\_\_\_ Date Approved: \_\_\_\_\_

Memorandum

**To:** Select Board  
**From:** Erin Chute, Commissioner of Public Works  
**Date:** May 29, 2026  
**Re:** Authorization to Hire  
**CC:** Leslea Noble, Deputy Director of Human Resources  
Charlie Young, Assistant Town Administrator, Finance  
Melissa Goff, Deputy Town Administrator  
Ann Hess Braga, Director of Human Resources  
Kevin Johnson, Deputy Director of Operations/Highway & Sanitation Director  
James W. Hersey, P.E. Director of Water & Sewer  
Alexandra Vecchio, Director of Sustainability and Natural Resources  
Milee Pradhan, Director of Parks and Open Spaces

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For your meeting on June 16, 2026, I respectfully submit for your review and approval a request for authorization to hire the following positions within the Department of Public Works:

**Water and Sewer Division**

2 Pipe Layer Laborer – LN2  
1 Motor Equipment Operator 3 – LN5  
1 Water Meter Foreperson – GN8

**Sustainability and Natural Resources**

1 Conservation and Sustainability Assistant – C8

**Parks and Open Space Division**

2 Parks Maintenance Craftsman – LN6  
1 Operations Manager - T10

**Highway, Sanitation & Fleet Services Division**

Environmental, Health & Safety Officer – T12  
Assistant Recycling Coordinator – GN6  
Administrative Assistant – Highway C08

**Central Administration**

Senior Accounting Systems Assistant – C10

**Authorization to Hire**

The Department of Public Works respectfully submits for your review and approval the attached Authorization to Hire Request forms and associated position descriptions. These positions are critical to the efficient, effective, and proactive maintenance and management of public assets and services within the Department of Public Works. These are also essential employee for the Town's snow and ice operations.

Please see the attached position descriptions for more information.

## **PIPE LAYER/LABORER**

### **PRIMARY PURPOSE**

Manual labor relating to the activities of the Water and Sewer Division; other related work, as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Install, repair, and maintain water mains, service pipes, hydrants, sewer and drain connections, catch basins, and manholes and other appurtenances related to water and sewer utilities.

Perform preventive maintenance work on sewers and assist in flushing lines to ensure proper flow; inspect catch basins.

Follow all safety rules and procedures.

Assist with the excavation and backfilling of utility trenches; maintain facilities and perform maintenance tasks; perform general maintenance and cleaning of water related storage facilities, reservoirs and associated grounds; cut grass, rake leaves; shovel snow; maintain hydrant valves and water main valves.

Respond to emergencies relating to water and sewer problems.

Perform similar or related work as required, or as situation dictates.

### **SUPERVISION**

Works under the direct supervision of the Working Foreman Utilities or other supervisor, following department rules, regulations and policies to complete assignments; the supervisor provides general and specific instructions; work is checked by the supervisor.

### **WORK ENVIRONMENT**

Work is performed outside in field conditions, with exposure to constant loud noise and potential exposure to equipment with moving mechanical parts and traffic; work may be performed in adverse weather conditions, with exposure to hazards associated with use of heavy equipment. The workload is subject to seasonal fluctuations which can generally be anticipated. The employee responds to weather and other emergency situations.

The employee operates hand, power and pneumatic tools, light trucks and equipment, including drilling and tapping machines, rodding equipment and pumps.

The employee has contact with other DPW employees, contractors and utility company personnel.

Errors could result in personal injury, injury to others, unsanitary conditions, poor public relations, delay or loss of service and damage to equipment.

*Brookline, Massachusetts  
Pipe Layer/Laborer - Water & Sewer Division*

*1*

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

High school diploma; two years of experience performing labor and using light equipment and trucks; experience working on construction projects, water and sewer projects, or other maintenance and utility projects; or an equivalent combination of education and experience.

### **ADDITIONAL REQUIREMENT**

Valid Driver's License, Class D

### **KNOWLEDGE, ABILITY AND SKILL**

Knowledge of equipment operation and maintenance, safety practices and work zone safety.

Ability to operate light equipment and assist other personnel on projects.

Equipment operation and driving skills.

### **PHYSICAL REQUIREMENTS**

Strenuous physical effort is required. The employee is frequently required to use hands to operate equipment, walk, stand, sit, speak, hear, reach with hands and arms, crouch, crawl, stoop, and climb, and continuously lift or move items weighing up to 100 pounds. The employee is required to work in adverse weather conditions. Vision requirements include the ability to operate equipment and vehicles.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



# Town of Brookline

Massachusetts

## Authorization To Hire Request Form

Send the completed form to Human Resources for review/approval. HR will send the approved form to the SB for placement on the agenda. This form is required for all full-time, regular and part-time regular positions. This excludes seasonal and temporary positions.

1. **Position Title:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

2. **Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

3. **Position Control #:** \_\_\_\_\_ **Prior Incumbent:** \_\_\_\_\_

a. Reason for Leaving:  Resignation  Retirement  Other: \_\_\_\_\_

4. **Budgetary Information:**

Department Code: \_\_\_\_\_ Budget Code: \_\_\_\_\_ % \_\_\_\_\_

Grant Funded-Name: \_\_\_\_\_  Revolving Fund  Enterprise Fund

Full-Time: # of hours/week:  37  37.5  40  42 or  Part-Time hrs/week: \_\_\_\_\_

6. **Position Information:**

Summarize the primary function of this position.

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7. I have considered the following alternatives to filling this position:

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11. Suggested sources for specialized recruitment advertising:

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13. **Signatures:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

14. **Approvals:**

Date on SB Agenda: \_\_\_\_\_ Date Approved: \_\_\_\_\_

## WATER & SEWER MOTOR EQUIPMENT OPERATOR 3

### PRIMARY PURPOSE

Specialized Heavy equipment operation and manual labor relating to installing, repairing and maintaining water, ~~and sewer, and drain~~ lines including excavation, trenching, installation of trench safety shoring systems, pipe repair and installation, backfilling, and surface restoration along with or maintaining or constructing highways; other related work, as required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Operate heavy equipment, such as excavators, back-hoes/backhoes, vector-jet truck, crane truck, dump trucks, bobcat, front-end loaders, ~~bucket trucks~~ and tractor trailers; ensure that vehicles and equipment are clean and operating properly.

Depending on division assignment, an employee may excavate and repair broken water, sewer, and drain pipes, conduct fire hydrant repair and replacements, ~~sewer and drain pipes, and highways~~, assist with asphalt paving work, trench work and safety system installation, and sidewalk work, ~~assist with the installation of fire hydrants~~, move heavy pipes, placement of backfill, move plates to cover trenches, and drive trailers to haul material.

During snow and ice emergencies, drive sanders, plows, and front-end loaders and remove snow and ice.

Perform other labor duties when not operating equipment, including operating jack hammers, wheel barreling concrete, raking asphalt, assisting other personnel installing pipes, or other necessary tasks.

May provide technical supervision at a job site.

Perform similar or related work as required, or as situation dictates.

### SUPERVISION

Works under the direct supervision of the Division ~~Fore~~personman or Working Forepersonman, following department rules, regulations and policies; the supervisor provides specific instructions and reviews work performed. May also be required to supervise and lead crew in the absence of the foreperson. Operator has the hoisting license and is ultimately responsible for all excavation work.

### WORK ENVIRONMENT

Work is performed outside in field conditions, with exposure to constant loud noise and potential exposure to equipment with moving mechanical parts and traffic; work

*Brookline, Massachusetts  
Motor Equipment Operator #3 - Water and Sewer Division*

1

may be performed in adverse weather conditions with exposure to hazards associated with maintenance, utility trenches, and construction sites, sanding and plowing, and use of heavy equipment. The workload is subject to seasonal fluctuations which generally can be anticipated. The employee responds to weather and other emergency situations.

The employee operates light equipment and heavy equipment, such as back hoes, vector-jet truck, crane truck, dump trucks, bobcat, front-end loaders, bucket trucks and tractor trailers; the employee uses hand, pneumatic and power tools.

The employee has contact with other DPW employees and utility companies.

Errors could result in property damage, damage to assests, personal injury/bodily harm/loss of life to self and others, injury to others, unsanitary conditions, poor public relations, delay or loss of service and damage to equipment.

#### RECOMMENDED MINIMUM QUALIFICATIONS

##### EDUCATION AND EXPERIENCE

High school diploma; one or two years of experience driving heavy equipment and trucks; ~~experience working on a packer~~, performing snow and ice removal, and using all kinds of specialized heavy equipment; or an equivalent combination of education and experience.

##### ADDITIONAL REQUIREMENTS

Valid Commercial Driver's License, Class A with Tanker Endorsement  
Valid MA Hoisting Engineer's License 2A, plus 4E Clam Bucket Truck supplemental Licensure.

##### KNOWLEDGE, ABILITY AND SKILL

Knowledge of operation and maintenance of specialized heavy equipment, safety practices and the use of equipment at construction sites, and knowledge of excavation practices.

Ability to drive and operate a range of potentially dangerous heavy equipment safely in congested areas, recognize hazards and conditions surrounding the work environment, lift heavy objects and perform heavy manual labor.

Equipment operation and driving skills.

Ability to use computers, tablets, and phones to access records, process work orders, and generate reports.

#### PHYSICAL REQUIREMENTS

Strenuous physical effort is required when performing field duties. The employee is frequently required to use hands to operate equipment, walk, stand, sit, speak, hear,

*Brookline, Massachusetts  
Motor Equipment Operator #3 - Water and Sewer Division*

2

reach with hands and arms, crouch, crawl, stoop, and climb. The employee is required to work in adverse weather conditions, continuously mount and dismount from a truck and lift or move items weighing up to ~~75~~-100 pounds. Vision requirements include the ability to read routine documents and operate vehicles.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

## **WATER METER FOREPERSON**

### **PRIMARY PURPOSE**

Manual and supervisory work relating to the testing, installation, and repair of water meters; other related work, as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Layout, assign, supervise and inspect the work of subordinates installing, testing and repairing water meters; process work orders for installation and repair of water meters; maintain records of meter locations by street address and serial number.

Maintain records of testing and repairs; maintain inventory of meters; submit requisitions to the Operations Manager for purchase of meters and related parts, tools and supplies.

Perform testing of backflow preventors; plan for the installation of backflow prevention devices; obtain testing schedules and make appointments for required inspections of reduced pressure backflows and double check valve assemblies that have been approved; rebuild town-owned backflow devices.

Perform similar or related work as required, or as situation dictates.

### **SUPERVISION**

Works under the direct supervision of the Water Service Inspector, following department rules, regulations and policies to complete assignments; daily work assignments are reviewed by the supervisor.

### **SUPERVISORY RESPONSIBILITIES**

Supervises up to five full-time employees.

### **WORK ENVIRONMENT**

Work is performed outside in field conditions or in shop conditions, with exposure to adverse weather conditions. The workload is generally stable, but the employee may respond to storm emergencies.

The employee operates light trucks and hand tools.

The employee has contact with the general public, contractors, plumbers, and other department employees.

Errors could result in personal injury, injury to others, monetary loss, delay or loss of service and damage to equipment.

*Brookline, Massachusetts  
Water Meter Foreman - Water and Sewer Division  
1*

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

High school diploma; two to three years of experience testing, installing and repairing water meters, or related experience; or an equivalent combination of education and experience.

### **ADDITIONAL REQUIREMENT**

Valid Driver's License, Class D  
MA Cross Connection Control Tester/Surveyor Certification

### **KNOWLEDGE, ABILITY AND SKILL**

Knowledge of methods, techniques, tools and material relating to the testing, installation and repair of water meters, including remote reading devices; knowledge of system repair, water testing and backflow testing; general knowledge of the operation of a water system and its component parts.

Ability to troubleshoot problems and recognize conditions requiring the replacement of water meters and establish working relationships with the general public and plumbers.

Mechanical, troubleshooting and communication skills.

### **PHYSICAL REQUIREMENTS**

Work performed in shop conditions and in the field requires the employee to stand, walk, sit, use hands to operate equipment, lift or move items weighing up to 10 pounds and occasionally more than 60 pounds. The employee is required to work in adverse weather conditions. Vision requirements include the ability to read routine documents and operate vehicles.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.



# Town of Brookline

Massachusetts

## Authorization To Hire Request Form

Send the completed form to Human Resources for review/approval. HR will send the approved form to the SB for placement on the agenda. This form is required for all full-time, regular and part-time regular positions. This excludes seasonal and temporary positions.

1. **Position Title:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

2. **Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

3. **Position Control #:** \_\_\_\_\_ **Prior Incumbent:** \_\_\_\_\_

a. Reason for Leaving:  Resignation  Retirement  Other: \_\_\_\_\_

4. **Budgetary Information:**

Department Code: \_\_\_\_\_ Budget Code: \_\_\_\_\_ % \_\_\_\_\_

Grant Funded-Name: \_\_\_\_\_  Revolving Fund  Enterprise Fund

Full-Time: # of hours/week:  37  37.5  40  42 or  Part-Time hrs/week: \_\_\_\_\_

6. **Position Information:**

Summarize the primary function of this position.

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7. I have considered the following alternatives to filling this position:

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11. Suggested sources for specialized recruitment advertising:

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13. **Signatures:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

14. **Approvals:**

Date on SB Agenda: \_\_\_\_\_ Date Approved: \_\_\_\_\_



# Town of Brookline

Massachusetts

## Authorization To Hire Request Form

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1. **Position Title:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

2. **Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

3. **Position Control #:** \_\_\_\_\_ **Prior Incumbent:** \_\_\_\_\_

a. Reason for Leaving:  Resignation  Retirement  Other: \_\_\_\_\_

4. **Budgetary Information:**

Department Code: \_\_\_\_\_ Budget Code: \_\_\_\_\_ % \_\_\_\_\_

Grant Funded-Name: \_\_\_\_\_  Revolving Fund  Enterprise Fund

Full-Time: # of hours/week:  37  37.5  40  42 or  Part-Time hrs/week: \_\_\_\_\_

6. **Position Information:**

Summarize the primary function of this position.

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13. **Signatures:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

14. **Approvals:**

Date on SB Agenda: \_\_\_\_\_ Date Approved: \_\_\_\_\_



# Town of Brookline

Massachusetts

## Authorization To Hire Request Form

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1. **Position Title:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

2. **Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

3. **Position Control #:** \_\_\_\_\_ **Prior Incumbent:** \_\_\_\_\_

a. Reason for Leaving:  Resignation  Retirement  Other: \_\_\_\_\_

4. **Budgetary Information:**

Department Code: \_\_\_\_\_ Budget Code: \_\_\_\_\_ % \_\_\_\_\_

Grant Funded-Name: \_\_\_\_\_  Revolving Fund  Enterprise Fund

Full-Time: # of hours/week:  37  37.5  40  42 or  Part-Time hrs/week: \_\_\_\_\_

6. **Position Information:**

Summarize the primary function of this position.

---

---

7. I have considered the following alternatives to filling this position:

---

11. Suggested sources for specialized recruitment advertising:

---

13. **Signatures:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

14. **Approvals:**

Date on SB Agenda: \_\_\_\_\_ Date Approved: \_\_\_\_\_

## CONSERVATION ASSISTANT

Grade C-08

### PRIMARY PURPOSE

Administrative and customer service duties assisting with the operations of the department; other related work, as required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The essential functions or duties listed below are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Maintains office files and financial records; answers the telephone; distributes mail; orders office supplies; prepares bulk mailings.

Responds to inquiries from the public; provides information on recycling, conservation issues and wetlands.

Takes minutes of Conservation Commission meetings; prepares minutes; distributes information packets.

Compiles reports and assists with grant-writing.

Maintains and updates the Conservation website; creates promotional brochures.

Acts as the department liaison to the Solid Waste Advisory Committee; prepares for monthly meetings.

Provides administrative assistance to the Conservation Administrator, Director of Parks and Open Space and the DPW Commissioner.

Performs similar or related work as directed, required, or as situation dictates.

### SUPERVISION

Works under the general supervision of the Director of Director of Parks and Open Space and the Conservation Administrator, in accordance with established policies and procedures; works independently to complete assignments according to prescribed time schedules; provides daily status updates.

### WORK ENVIRONMENT

Performs work in office conditions; the nature and volume of work vary to accommodate seasonal changes and reporting deadlines; attends three to four evening meetings per month.

The employee operates standard office equipment.

*Brookline, Massachusetts  
Conservation Assistant*

*1*

The employee has frequent contact with the public and receives occasional assistance from other departments to complete assignments.

Errors could result in delay of service.

#### **RECOMMENDED MINIMUM QUALIFICATIONS**

##### **EDUCATION AND EXPERIENCE**

High school diploma; Associate's Degree preferred; two years of office experience; environmental/conservation experience preferred; or an equivalent combination of education and experience.

##### **KNOWLEDGE, ABILITY AND SKILL**

Knowledge of office practices and procedures and department operations and services; familiarity with environmental and conservation issues, grant-writing techniques and GIS.

Ability to work independently, organize time and accomplish tasks with accuracy and attention to detail; ability to learn and follow legal requirements pertaining to public meetings; ability to communicate effectively with the public verbally and in writing.

Written and oral communication skills; computer skills; office skills; organizational skills.

#### **PHYSICAL REQUIREMENTS**

Minimal physical effort is required to perform duties; ability to sit, speak and hear and operate office equipment; vision requirements include the ability to read documents and use a computer.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Brookline, Massachusetts  
Conservation Assistant*

2

## **PARK MAINTENANCE CRAFTSPERSON**

### **PRIMARY PURPOSE**

Heavy equipment operation and manual labor relating to maintenance of parks, playgrounds, fields and other facilities; other related work, as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Operate vehicles, including dump trucks, front-end loaders, backhoes, leaf collector, trucks and trailers, and other equipment; transport personnel and materials to and from job sites; conduct safety inspections of vehicles to ensure proper operation.

Perform a range of manual work, including mowing lawns and fields, rebuilding baseball diamonds; cleaning tennis courts, weeding fence lines, mulching playgrounds, and emptying barrels in parks.

Trim and prune trees and shrubs; make pathway improvements and repairs; perform light masonry work, carpentry and painting; rake; pick up trash and litter.

Perform field maintenance, such as overseeding with tractor or overseeder; paint lines for soccer, football, and lacrosse; roll and aerate fields; fill sand boxes; prepare pitcher's mounds; close and winterize fields; put up and dismantle nets and polls; clean courts of leaves and debris; store equipment.

May work at the skating rink to make and remove ice, paint ice surface, keep maintenance logs of ice making equipment, drive Zamboni machine to scrape, clean and make ice, and maintain equipment.

Plow snow, sand and shovel snow around public buildings; maintain power equipment, such as mowers and blowers, including lubrication and sharpening of blades.

Perform similar or related work as required, or as situation dictates.

### **SUPERVISION**

Works under the direct supervision of the Zone Manager, following department rules, regulations and policies to complete assignments; the supervisor provides general and specific instructions; work is checked by the supervisor.

### **WORK ENVIRONMENT**

Work is performed outside in field conditions; with exposure to constant loud noise and potential exposure to equipment with moving mechanical parts and traffic; work may be performed in adverse weather conditions, with exposure to hazards associated with trash pick-up, sanding and plowing, and use of heavy equipment. The workload is subject to seasonal fluctuations which can generally be anticipated. The employee responds to weather and other emergency situations.

The employee operates hand, power and pneumatic tools, light and heavy trucks and equipment.

The employee has contact with other DPW employees.

Errors could result in personal injury, injury to others, unsanitary conditions, poor public relations, delay or loss of service and damage to equipment.

#### **RECOMMENDED MINIMUM QUALIFICATIONS**

##### **EDUCATION AND EXPERIENCE**

High school diploma; two years of experience performing labor and driving heavy equipment and trucks and using light equipment; experience working on grounds maintenance projects, construction projects, and performing snow and ice removal; landscaping experience desirable; or an equivalent combination of education and experience.

##### **ADDITIONAL REQUIREMENTS**

Valid Commercial Driver's License, Class B  
Valid MA Hoisting Engineer's License

##### **KNOWLEDGE, ABILITY AND SKILL**

Knowledge of equipment operation and maintenance, safety practices and work zone safety, labor practices and grounds maintenance activities; basic knowledge of landscaping.

Ability to drive and operate potentially dangerous equipment, assist other personnel on projects, lift heavy objects, read plans and diagrams, and recognize maintenance or repair needs of vehicles and equipment.

Equipment operation and driving skills.

##### **PHYSICAL REQUIREMENTS**

Strenuous physical effort is required. The employee is frequently required to use hands to operate equipment, walk, stand, sit, speak, hear, reach with hands and arms, crouch, crawl, stoop, climb, and continuously mount and dismount from a truck and lift or move items weighing up to 100 pounds. The employee is required to work in adverse weather conditions. Vision requirements include the ability to read routine documents and operate equipment and vehicles.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*



# Town of Brookline

Massachusetts

## Authorization To Hire Request Form

1. Position **TITLE**: \_\_\_\_\_ Grade: \_\_\_\_\_

2. Department: \_\_\_\_\_ Division: \_\_\_\_\_

3. Position Control #: \_\_\_\_\_ Prior Incumbent: \_\_\_\_\_

a. Reason for Leaving: \_\_\_\_\_

4. Budgetary Information:

Department Code: \_\_\_\_ Budget Code: \_\_\_\_\_ % \_\_\_\_\_

Grant Funded-Name of Grant: \_\_\_\_\_  Revolving Fund  Enterprise Fund

6. Employment Type:

Full-Time: # of hours/week: \_\_\_\_\_  Part-Time: # of hours/week: \_\_\_\_\_

Permanent  Temporary: expected end date (required) \_\_\_\_/\_\_\_\_/\_\_\_\_

7. Method of Fill:

Promotion – To be Posted Internally from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

New Hire  Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. \_\_\_\_\_

–

2. \_\_\_\_\_

–

3. \_\_\_\_\_

–

9. I have considered the following alternatives to filling this position:

\_\_\_\_\_  
\_\_\_\_\_

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

\_\_\_\_\_  
\_\_\_\_\_

Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other than local papers)

\_\_\_\_\_  
\_\_\_\_\_

12. Please attach the current position description.

13. Signatures:

Department Head Signature: <u>Erin Chute</u>	Date: <u>6/2/2026</u>
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
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15. Notes:

## OPERATIONS MANAGER – PARKS AND OPEN SPACE

### **Position Purpose:**

The purpose of this position is to supervise activities related to maintenance and operations of all Town parks, public grounds, athletic fields, sanctuaries, open spaces, school grounds, ~~and~~ playground facilities, and ice rink in compliance with established local, state, and federal standards; supervises division activities and programs, and serves as liaison between the General Foreman and the Director. Participates in short-term and long-range planning for the department. Responsible for the day-to-day supervision of assigned employees to make the most effective and efficient use of skills, facilities, and equipment available. Responsible for a comprehensive park maintenance/management plan. Performs all other related work as required.

### **Supervision:**

*Supervision Scope:* Performs duties under defined latitude for independent judgment and initiative within established guidelines and policies. Most duties are of a diverse nature requiring the ability to problem-solve.

*Supervision Received:* Work is performed under the general direction of the Director – Parks and Open Space, and in accordance with state and local laws and regulations. Employee generally establishes own work plan and completes work in accordance with established departmental policies and standards; only unusual cases are referred to supervisor.

*Supervision Given:* Exercises supervision, directly and through subordinates, over the Parks and Open Space personnel, including 35 regular and 15 seasonal employees.

### **Job Environment:**

Work performed in the field involves exposure to hazards associated with extreme weather conditions; exposure to extremes in noise and odors when making site visits to various project activities; may be required to wear safety equipment. Other work is performed indoors at public works facilities, maintenance shop, and typical offices. On-call 24/7 to respond to emergencies.

Regularly operates an automobile, light trucks, computer, telephone, radio, pager, and standard office machines.

Coordinates work activities with other divisions, Town departments, State, Federal and Local agencies, utilities and the general public as a whole. Maintains discipline and public relations through accurate communication of information, courteous and expeditious treatment of complaints and requests.

Has access to department-related confidential information regarding personnel.

Errors in judgment could have substantial impact on public acceptance of programs and efficient operations of the department. Errors in supervision could directly affect the public safety of residents, pedestrians and commuters and result in legal ramifications for the Town.

### **Essential Functions:**

*Town of Brookline, MA  
Operations Manager-Parks/Open Space*

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Responsible for the operations and maintenance of all municipal parks, playgrounds, town grounds, school grounds, cemeteries, street trees, traffic circles/islands, athletic fields, ice rink and nature sanctuaries.

Creates, improves and executes a comprehensive park maintenance/management plan, to supervise assigned personnel, to maintain parks facility and fleet maintenance, to ensure that proper safety practices are employed, to oversee contractors, and to supervise accounting systems and purchasing to record, identify and account for assets.

Supervises the implementation of Division activities and programs. Oversees and coordinates all Parks and Open Space activities and serves as a liaison between the General Foreman and the Director.

Supervises the work of Parks and Open Space employees (regular and seasonal) engaged in the maintenance, repair and construction work for the division. Plans and organizes work activities; participates in hiring; conducts orientations; recommends disciplinary action to the Director. Establishes performance goals and objectives for General Foreman of Trees, General Foreman of Parks, and Landscape Architect.

Communicates effectively and regularly with the Director to keep him/her aware of all ongoing operations, situations and events.

Assists in the development and justification of the Division's budget and programs; ensures effective budget management; tracks ongoing spending of general operating budget; tracks on-going spending of CIP.

Develops standard operating procedures and written policies for the Division.

Employs methods of work designed to promote and maintain safety and well-being and to instill safety awareness; teaches awareness of hazards and safety prevention; performs regular safety appraisals and takes prompt corrective action as needed; maintains current safety and training programs. Promotes technical training for proper horticultural practices and turf management.

Manages multiple contractors for fences, playground equipment, grounds maintenance, turf restoration, asphalt and concrete repair, irrigation and drainage improvements.

Coordinates Division's snow and ice control program to manage the removal of snow at all Town and School grounds.

Procures supplies and materials for the Division and implements procedures and methods of inventory controls.

*Town of Brookline, MA  
Operations Manager-Parks/Open Space*

2

Keeps abreast of the latest technology, procedures, methods, systems and materials employed or used in the industry; makes recommendations to the Director. Participates in professional organizations and professional development.

Maintains records and prepares reports as needed and recommends improvement in procedures and methods.

Anticipates and prepares for the seasonal requirements of the Department; ensures equipment operation at peak efficiency at all times.

Maintains excellent public relations by assuring that public inquiries are answered in a courteous manner and that complaints are responded to promptly. Where appropriate, refers public inquiries to the Director.

Performs off-hour and emergency tasks or other duties as necessary. Carries department call phone at all times and will as frequently as may be required be called back to work.

Performs duties common to all supervisory positions as well as those incidental to assigned duties as required.

Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

At least two years of college education in parks management, forestry, horticulture, environmental studies, engineering or related field; bachelors desired; seven years of parks and facility management experience including direct supervision of employees; experience with the public sector is preferred; or any equivalent combination of education, training and experience.

Special Requirements:

Possession of a Massachusetts Class D driver's license required; CDL desired.  
Pesticide Applicators License preferred. Arborist License helpful.

Knowledge, Ability and Skill:

*Knowledge:* Extensive broad knowledge of parks management, playground safety, athletic turf, integrated pest management, fleet maintenance, and safe operations. Knowledge of procurement and purchasing practices. Knowledge and experience with specific functions such as snow and ice operations, fleet maintenance, playground safety, field renovations, soil sciences, drainage and grading, contract management and financial management. Working knowledge of all supplies, materials and equipment used in the management of parks, playgrounds, cemeteries and open spaces.

*Ability:* Ability to plan, schedule and review the work and performance of others in a manner conducive to proficient performance and high morale. Ability to deal with stress after long hours

*Town of Brookline, MA  
Operations Manager-Parks/Open Space*

with the public. Ability to perform budget management and analysis. Ability to write a variety of documents, including correspondence, proposals, and other persuasive and informative materials. Ability to resolve conflicts and maintain harmonious working relationships throughout the organization and with other agencies and departments. Ability to take initiative and apply considerable ingenuity and practical knowledge to interpret and resolve new, unusual, or particularly troublesome situations. Flexibility to be available for emergencies. Ability to maintain organized work records and filing systems.

*Skill:* Interpersonal skills to effectively interact with other Town employees and the general public. Consensus/teambuilding skills. Computer skills word processing, presentations, spreadsheets, and data tracking. Excellent supervisory skills. Skill in operating above mentioned equipment.

Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* Moderate to strenuous physical effort is required to perform supervisory duties. Must have the strength and agility to climb, lift, balance, carry, operate tools and perform other physical functions associated with work responsibilities. Must have the ability to operate automobile, trucks and equipment. May be required to lift equipment weighing 30 - 60 pounds. Required to stand and walk for long periods. A significant portion of shift is spent driving, walking, standing, traversing uneven terrain, and crouching. Ability to monitor radio messages while doing other work throughout the day. Ability to sit for long periods, as necessary. Physical stamina to sustain long work days, including evening meetings, as necessary. Physical ability to have access to parks, recreation facilities, and open spaces sufficient to monitor and evaluate staff performance. Ability to communicate effectively with diverse audiences, including the public and Town personnel at all levels. Incumbent must have excellent eyesight and hearing well within normal ranges and the ability to distinguish colors. Ability to use standard office equipment, including a personal computer, at a moderate skill level.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*



# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

1. Position **TITLE**: \_\_\_\_\_ Grade: \_\_\_\_\_

2. Department: \_\_\_\_\_ Division: \_\_\_\_\_

3. Position Control #: \_\_\_\_\_ Prior Incumbent: \_\_\_\_\_

a. Reason for Leaving: \_\_\_\_\_

4. Budgetary Information:

Department Code: \_\_\_\_ Budget Code: \_\_\_\_\_ % \_\_\_\_\_

Grant Funded-Name of Grant: \_\_\_\_\_  Revolving Fund  Enterprise Fund

6. Employment Type:

Full-Time: # of hours/week: \_\_\_\_\_  Part-Time: # of hours/week: \_\_\_\_\_

Permanent  Temporary: expected end date (required) \_\_\_\_/\_\_\_\_/\_\_\_\_

7. Method of Fill:

Promotion – To be Posted Internally from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

New Hire  Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. \_\_\_\_\_

–

2. \_\_\_\_\_

–

3. \_\_\_\_\_

–

9. I have considered the following alternatives to filling this position:

\_\_\_\_\_  
\_\_\_\_\_

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

\_\_\_\_\_  
\_\_\_\_\_

### Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other than local papers)

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12. Please attach the current position description.

13. Signatures:

Department Head Signature: _____	Date: <u>6/2/2026</u>
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
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15. Notes:

## ENVIRONMENTAL, HEALTH & SAFETY OFFICER

T12

### **Position Purpose:**

Administrative and supervisory work developing, implementing and managing environmental, health and safety programs, plans, and policies for the Department of Public Works in accordance with all applicable government regulations to promote the general health, safety and welfare of the community; employees and contractors. Performs other related work, as required.

The Environmental, Health and Safety Officer supports the Department of Public Works across all Divisions in its operations, services, programs and construction. Major program areas include hazardous material management, sanitary sewer, drinking water, stormwater, public right-of-way, fleet maintenance, trades, survey, engineering, inspectional services, urban forestry, parks, school and town grounds, cemetery, confined space entry; trench work and inspection; traffic safety, streetlights and signalization; and, solid waste management.

### **Supervision:**

*Supervision Scope:* Performs highly responsible functions requiring the exercise of much independent judgment in planning, laying out the work, inspecting the work of construction projects, accounting for records, plans and reports, and in determining the scope and scheduling of maintenance projects.

*Supervision Received:* Works under the general direction of the Commissioner of Public Works, and under the policy direction of the state and local regulatory laws, rules and regulations. Employee functions independently referring specific problems to supervisor only where clarification or interpretation of town policy or procedure is required. Keeps Supervisor informed of progress, problems, and implications of decisions.

*Supervision Given:* Has direct supervisory responsibility for up to five full or part-time employees; has indirect responsibility for all employees as it relates to the functions of this position.

### **Job Environment:**

Includes both general office work and field work. May be subject to a variety of weather conditions, including rain, snow, extreme heat and cold. Field conditions, may include exposure to constant loud noise and potential exposure to equipment with moving mechanical parts; work may be performed in adverse weather conditions, with exposure to hazards associated with maintenance equipment, construction sites, chemicals, and use of heavy equipment. The workload is subject to seasonal fluctuations which can generally be anticipated. The employee may respond to emergency situations.

Operates an automobile/light truck, computers, printers and other peripherals, hand-held devices, monitoring devices, telephone, and other standard office equipment.

*Town of Brookline  
Environmental, Health and Safety Officer  
Department of Public Works  
Created 9/22/2021*

1

The employee has contact with other DPW employees, the general public, residents, visitors and business owners, and other departments.

Has access to department-related confidential information including personnel files and employee medical information.

Errors could result in personal injury, injury to others, monetary loss, poor public relations, delay or loss of service and damage to equipment.

**Essential Functions:**

*The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Responsible for education, training and outreach initiatives fostering a culture of safety and personal responsibility at all levels within the organization.

Conducts audits and inspections of municipal facilities to ensure compliance with applicable environmental, health and safety laws, regulations and standards.

Conducts scheduled and unscheduled inspections of operational activities to ensure compliance with appropriate environmental, health and safety procedures.

Investigates environmental, health and safety complaints submitted by management, employees, unions, the public and/or regulatory agencies. Evaluates concerns and alternatives, resolves complaints and makes recommendations for any applicable corrective action.

Notifies and works with senior management staff regarding environmental, health and safety violations; making recommendations for corrections and following-up to ensure that violations have been properly addressed and corrected.

Oversees proper storage, handling, documentation, labeling and management of hazardous or regulated materials; reviews and assures compliance with environmental, health and safety laws and regulations, submits annual plans, reports, and documents to the respective state and federal agencies

Reviews and develops best practices, guidelines, specifications and procedures for DPW operations and construction that minimize environmental, health and safety risks.

*Town of Brookline  
Environmental, Health and Safety Officer  
Department of Public Works  
Created 9/23/2021  
2*

Remains current on new procedures and technologies related to safety in Massachusetts municipal operations and best management practices, particularly for Public Works.

Identifies and analyzes work place and operational hazards and develops appropriate risk assessments, policies, plans and procedures in response to minimize risk.

Reviews accident and injury data to determine patterns and trends, to prioritize high-impact safety interventions.

Develops standard health and safety procedures for various work practices. Updates the Safety Manual. Develops and implements training and coaching programs that support these practices. Develops and manages an employee recognition program.

Establishes and leads a DPW Safety Council with employees from all Divisions and levels within the organization that represent varying experiences and perspectives of workplace risk and safety. The EH&S Officer shall establish a meeting schedule, a process by which all employees can contribute ideas, training itinerary for the upcoming year and recognition and awards for performance and safety.

Manages accident review processes. Conducts detailed post- accident investigations, coordinating as necessary with Human Resources, Town Counsel, Health, and public safety departments. Develops post-accident recommendations related to plans, procedures or training.

Maintains accurate records and files relating to safety issues; prepares a variety of narrative and statistical reports, correspondence and other written materials as they relate to all matters associated with health and safety of municipal operations employees.

Researches, writes and executes grants and partnerships to provide additional funds and resources to support Department programs, plans, and initiatives.

Works on additional initiatives and work tasks as articulated by the Commissioner of Public Works as they relate to environmental regulations and compliance, performance analysis, policies and procedures, work place health, safety, and wellness or other assigned projects.

Performs related duties as required.

**Recommended Minimum Qualifications:**

Education and Experience:

Bachelor's Degree in physical sciences, workplace safety, industrial hygiene, environmental, health and safety or other related field; five (5) years of professional experience in developing

*Town of Brookline  
Environmental, Health and Safety Officer  
Department of Public Works  
Created 9/22/2021*

and/or administering organization-wide industrial hygiene and/or environmental, health and safety programs required; or equivalent combination of education and experience.

Additional Requirements:

Completion of OSHA 30-hour certification course required. Other OSHA and safety certifications preferred.

Massachusetts Class D license required. Commercial Driver's License and hoisting license desirable.

Knowledge, Ability and Skill:

*Knowledge:* Thorough knowledge of occupational health safety standards as they relate to physical activities carried out by municipal operations staff, including laws, regulations, guidance documents and codes of practice. Working knowledge of record keeping practices associated with industrial and occupational accident research, investigations and records developments and maintenance. Working knowledge of general operating practices associated with work done by the Public Works Department and associated functions. Thorough knowledge of environmental laws, regulations, guidance documents and codes of practice as it relates to the above functions.

*Ability:* Ability to develop and implement an effective safety, hazard control and industrial hygiene program. Ability to assess risks and hazards and make effective recommendations for action and correction. Ability to contribute effectively to the accomplishment of team or work goals, objectives and activities. Ability to establish and maintain effective working relationships with municipal employees;

*Skill:* Skilled at interpreting, applying and explaining applicable laws, codes, regulations and guidelines. Skilled at performing technical, detailed environmental, occupational health, safety and workplace hazard research, preparing clear and concise reports. Skilled at preparing educational and informational materials, correspondence and other written materials. Skilled at dealing effectively with individuals and groups associated with workplace operations; skilled at giving effective oral presentations to large and small groups. Skilled at using initiative and independent judgment within established procedural guidelines.

Physical Requirements:

*(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

Town of Brookline  
Environmental, Health and Safety Officer  
Department of Public Works  
Created 9/23/2021

4

Regularly required to walk, stand, sit, talk, and hear. Tasks may involve extended periods of time at a keyboard or workstation and on the telephone. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions. Lifts/moves objects weighing up to 40 pounds. Must be able to access all areas of buildings and structures. Communicates verbally and in writing. Requires good hand-eye coordination, arm, hand and finger dexterity, and visual acuity to read technical information. Vision and hearing at or correctable to normal ranges. Ability to distinguish colors and odors. *This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Town of Brookline  
Environmental, Health and Safety Officer  
Department of Public Works  
Created 9/22/2021  
5*



# Town of Brookline

Massachusetts

## Authorization To Hire Request Form

Send the completed form to Human Resources for review/approval. HR will send the approved form to the SB for placement on the agenda. This form is required for all full-time, regular and part-time regular positions. This excludes seasonal and temporary positions.

1. **Position Title:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

2. **Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

3. **Position Control #:** \_\_\_\_\_ **Prior Incumbent:** \_\_\_\_\_

a. Reason for Leaving:  Resignation  Retirement  Other: \_\_\_\_\_

4. **Budgetary Information:**

Department Code: \_\_\_\_\_ Budget Code: \_\_\_\_\_ % \_\_\_\_\_

Grant Funded-Name: \_\_\_\_\_  Revolving Fund  Enterprise Fund

Full-Time: # of hours/week:  37  37.5  40  42 or  Part-Time hrs/week: \_\_\_\_\_

6. **Position Information:**

Summarize the primary function of this position.

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7. I have considered the following alternatives to filling this position:

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11. Suggested sources for specialized recruitment advertising:

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13. **Signatures:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

14. **Approvals:**

Date on SB Agenda: \_\_\_\_\_ Date Approved: \_\_\_\_\_



# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

1. Position **TITLE**: \_\_\_\_\_ Grade: \_\_\_\_\_

2. Department: \_\_\_\_\_ Division: \_\_\_\_\_

3. Position Control #: \_\_\_\_\_ Prior Incumbent: \_\_\_\_\_

a. Reason for Leaving: \_\_\_\_\_

4. Budgetary Information:

Department Code: \_\_\_\_ Budget Code: \_\_\_\_\_ % \_\_\_\_\_

Grant Funded-Name of Grant: \_\_\_\_\_  Revolving Fund  Enterprise Fund

6. Employment Type:

Full-Time: # of hours/week: \_\_\_\_\_  Part-Time: # of hours/week: \_\_\_\_\_

Permanent  Temporary: expected end date (required) \_\_\_\_/\_\_\_\_/\_\_\_\_

7. Method of Fill:

Promotion – To be Posted Internally from: \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

New Hire  Transfer – Please explain: \_\_\_\_\_

8. List the top three essential functions of this position:

1. \_\_\_\_\_

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2. \_\_\_\_\_

–

3. \_\_\_\_\_

–

9. I have considered the following alternatives to filling this position:

\_\_\_\_\_  
\_\_\_\_\_

10. The alternatives are less desirable than new hire action for the following reasons:-continued on reverse side-

\_\_\_\_\_  
\_\_\_\_\_

### Authorization To Hire Request Form

11. Suggested sources for specialized recruitment advertising: (other than local papers)

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12. Please attach the current position description.

13. Signatures:

Department Head Signature: <u>Erin Chute</u>	Date: _____
Human Resources Director: _____	Date: _____
Town Administrator: _____	Date: _____

14. Approvals:

Date on BOS Agenda: _____	Date Approved: _____
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15. Notes:

## ASSISTANT RECYCLING COORDINATOR

### PRIMARY PURPOSE

Provides administrative and program support to the Environmental Health Supervisor in planning, developing and coordinating commercial and municipal recycling programs, other related work as required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The essential functions or duties listed below are illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Assists the Environmental Health Supervisor to research and promote, among the business community and municipal agencies, sustainable practices, to include recycling, energy conservation and resource stewardship. Conducts studies, research and analysis; prepares reports, grant proposals and award applications, as directed.

Conducts presentations, provides technical assistance and arranges booths and displays that address and inform the business community about sustainability practices, to include recycling benefits and opportunities.

Works with the Environmental Health Supervisor to conduct site visits of local business, monitoring the progression of business sustainability, resource conservation and recycling programs; assists in coordinating the household hazardous waste and electronic recycling collection area.

Assists in the development, administration and coordination of public relations and promotional materials to include, brochures, videos, newspaper ads and related correspondence and residential recycling programs and litter prevention program. May conduct presentations to schools, and other town entities regarding recycling and litter management programs.

Participates on departmental management teams and town committees to provide input into the development and implementation of special projects; serves as liaison to federal, state and regional agencies dealing with recycling, source reduction, reuse and related programs; remains abreast of current statewide policy initiatives, best practices, legislative, regulatory, and policy developments relating to recycling, waste minimization, reuse, litter control, household hazardous waste and related programs.

Assists in the coordination of disposal companies contracted by the town to collect recyclable materials; ensure that companies collect waste on schedule; respond to citizen complaints and requests for recycle bins.

Perform administrative work; keep records, prepare reports and assist with the department's

*Brookline, Massachusetts  
Assistant Recycling Coordinator - Highway & Sanitation Division*

winter maintenance program.

Perform similar or related work as required, or as situation dictates.

## **SUPERVISION**

**SUPERVISION RECEIVED:** Works under the general direction of the Environmental Health Supervisor, following department rules, regulations and policies to complete assignments; the supervisor provides advice, general oral instructions and suggestions and reviews the results of work.

**SUPERVISORY RESPONSIBILITIES:** May supervise volunteers.

## **WORK ENVIRONMENT**

Most work is performed in an office setting; some work is performed outside in field conditions, with exposure to noise and potential exposure to adverse weather conditions, hazardous waste and unsanitary conditions.

The employee operates motor vehicles, standard office equipment, including electronic devices, and general equipment associated with the activities planned.

The employee generally has contact with the other DPW personnel, private waste disposal companies, property owners, business owners, town departments, state agencies, and the general public.

Errors could result in personal injury, injury to others, poor public relations, delay or loss of service and damage to equipment.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

Associate's degree in business, marketing or environmental management or other related field; and 2-3 years of progressively responsible administrative, office or marketing experience preferably in a municipal environment; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

### **ADDITIONAL REQUIREMENTS**

Valid Driver's License  
DEP Hazardous Waste Training

## **Knowledge, Ability and Skill**

*Knowledge.* General knowledge of the business community and municipal agencies, sustainable environmental management practices regarding recycling, energy conservation and resource stewardship. Basic knowledge of environmental principles and practices, program planning, public relations; public speaking, training and customer service;

*Ability:* Ability to communicate effectively, orally and in writing, with all levels of government, officials from State and local government, Town departments, enforcement agencies, community groups and the public; Ability to establish and maintain effective public relations and collaborations, and to coordinate efforts and promote activities.

Ability to read and interpret manuals, ordinances and other related documents, which may be technical, pertaining to departmental and recycling activities, energy conservation and resource stewardship;

Ability to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Town's values; ability to lead and demonstrate the highest level of ethics.

**Skills:** Administrative and organizational skills such as demonstrated ability to work independently, organize time and accomplish tasks with accuracy and attention to detail; public speaking; and computer skills; including word processing, spreadsheets, presentations and graphic applications; typing and office skills;

Writing skills sufficient to prepare a wide variety of reports, correspondence, newsletters and other document, including design, development, composition and style content.

## **PHYSICAL REQUIREMENTS**

Most work performed in an office; some work is performed in the field; moderate physical effort is often required when performing field duties. The employee is frequently required to hear and speak and routinely is required to walk, stand, sit, crouch, crawl, stoop, and climb. The employee is required to work in adverse weather conditions and lift or move items weighing up to 50 pounds

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

## ADMINISTRATIVE ASSISTANT - HIGHWAY

Grade C-08

### PRIMARY PURPOSE

Administrative and customer service duties overseeing the daily office operations of the highway, sanitation and automotive maintenance divisions; other related work, as required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The essential functions or duties listed below are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Oversees the daily administration of the office and coordinates the work of office staff.

Answers and screens telephone calls; reviews messages from the voice messaging system and distributes to appropriate managers; processes residents' requests for services and dispatches radio calls to supervisors, as appropriate; distributes mail.

Maintains daily attendance records; maintains overtime database and prepares weekly summaries; maintains permit databases and performs data entry duties; processes waste hauler permits.

Prepares requisitions and purchase orders; orders supplies; maintains current balance sheet on all open purchase orders.

Prepares monthly fuel distribution sheets.

Prepares and enters payroll of highway, sanitation and automotive maintenance employees; prepares accident forms and processes workers' compensation claim forms; maintains records of leave taken and prepares reports.

Provides additional administrative support during weather-related emergencies.

Prepares correspondence for the Highway Director, Operations Manager and General Foreman; schedules meetings to be held in the Municipal Service Center and ensures that the meeting room is set up.

Performs similar or related work as directed, required, or as situation dictates.

### SUPERVISION

Works under the general supervision of the Highway Director, in accordance with established policies and procedures; works independently to complete assignments according to prescribed time schedules; work is assigned, reviewed and approved on a regular basis.

*Brookline, Massachusetts  
Administrative Assistant- Highway*

*1*

## **WORK ENVIRONMENT**

Performs work in office conditions; the volume of work is subject to seasonal and weather-related variations; responds during weather-related emergencies.

The employee operates standard office equipment. The employee has frequent contact with other divisions and town departments to coordinate services and resolve the division's administrative issues. The employee is required to use discretion regarding confidential administrative records and matters.

Errors could result in delay of services, monetary loss, damage to equipment or legal repercussions.

## **RECOMMENDED MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE**

High school diploma; Associate's degree preferred; three years of office experience; municipal experience preferred; or an equivalent combination of education and experience.

### **KNOWLEDGE, ABILITY AND SKILL**

**Knowledge** of office practices and procedures; knowledge of basic bookkeeping and/or accounting procedures; knowledge of Division's operations and services.

**Ability** to work independently, organize time and accomplish tasks with accuracy and attention to detail; ability to communicate effectively with the public verbally and in writing; ability to read maps.

**Skills:** Interpersonal skills; computer skills; including word processing, spreadsheets and graphic applications; typing and office skills; organizational skills.

## **PHYSICAL REQUIREMENTS**

Minimal physical effort is required to perform duties; ability to sit, speak and hear and operate office equipment; vision requirements include the ability to read documents and use a computer.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

*Brookline, Massachusetts  
Administrative Assistant- Highway*

*2*



# Town of Brookline

Massachusetts

## Authorization To Hire Request Form

Send the completed form to Human Resources for review/approval. HR will send the approved form to the SB for placement on the agenda. This form is required for all full-time, regular and part-time regular positions. This excludes seasonal and temporary positions.

1. **Position Title:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

2. **Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

3. **Position Control #:** \_\_\_\_\_ **Prior Incumbent:** \_\_\_\_\_

a. Reason for Leaving:  Resignation  Retirement  Other: \_\_\_\_\_

4. **Budgetary Information:**

Department Code: \_\_\_\_\_ Budget Code: \_\_\_\_\_ % \_\_\_\_\_

Grant Funded-Name: \_\_\_\_\_  Revolving Fund  Enterprise Fund

Full-Time: # of hours/week:  37  37.5  40  42 or  Part-Time hrs/week: \_\_\_\_\_

6. **Position Information:**

Summarize the primary function of this position.

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7. I have considered the following alternatives to filling this position:

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11. Suggested sources for specialized recruitment advertising:

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13. **Signatures:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

14. **Approvals:**

Date on SB Agenda: \_\_\_\_\_ Date Approved: \_\_\_\_\_

## ACCOUNTING/SYSTEMS ASSISTANT

Grade C-10

### PRIMARY PURPOSE

Administrative, financial and customer service duties monitoring expenditures and other transactions and providing assistance to the public; other related work, as required.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

*The essential functions or duties listed below are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Provides assistance to contractors and residents on issues pertaining to permits and bonding; tracks information to maintain current data.

Tracks and enters data for disposal tonnage; pays related bills.

Tracks, balances, and reports expenditures and balances to DPW supervisory personnel.

Responds to telephone calls; refers messages to appropriate personnel.

Coordinates the work of office employees to ensure data entry of purchase orders, invoices, payroll and refuse accounts.

Responds to complaints related to public construction activities; responds to claimants and Town Counsel.

Receives and conveys Dig Safe information.

Performs similar or related work as directed, required, or as situation dictates.

### SUPERVISION

Works under the general supervision of the Deputy Commissioner in accordance with established policies and procedures; works independently to complete assignments according to prescribed time schedules.

### WORK ENVIRONMENT

Performs work in office conditions; the nature and volume of work fluctuate according to billing cycles and unforeseen circumstances.

The employee operates standard office equipment.

The employee has frequent contact with the public, town departments, insurance companies, contractors, utility companies and vendors.

The employee is required to use discretion regarding personnel files and legal

*Brookline, Massachusetts  
Finance Systems Assistant*

*1*

proceedings.

Errors could result in loss of service, monetary loss or legal repercussions.

#### **RECOMMENDED MINIMUM QUALIFICATIONS**

##### **EDUCATION AND EXPERIENCE**

High school diploma; three years of office and business experience; customer service experience; or an equivalent combination of education and experience.

##### **KNOWLEDGE, ABILITY AND SKILL**

Knowledge of office practices and procedures; familiarity with public works operations; knowledge of bookkeeping and accounts payable procedures.

Ability to organize time and accomplish tasks with accuracy and attention to detail; ability to communicate with the public effectively, verbally and in writing.

Computer skills, including spreadsheets and word processing; analytical and mathematical skills; organizational skills; interpersonal skills; supervisory skills; general office skills.

#### **PHYSICAL REQUIREMENTS**

Minimal physical effort is required to perform duties; ability to walk, stand, sit, speak and hear and operate office equipment; vision requirements include the ability to read documents and use a computer.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*



# Town of Brookline

Massachusetts

## Authorization To Hire Request Form

Send the completed form to Human Resources for review/approval. HR will send the approved form to the SB for placement on the agenda. This form is required for all full-time, regular and part-time regular positions. This excludes seasonal and temporary positions.

1. **Position Title:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

2. **Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

3. **Position Control #:** \_\_\_\_\_ **Prior Incumbent:** \_\_\_\_\_

a. Reason for Leaving:  Resignation  Retirement  Other: \_\_\_\_\_

4. **Budgetary Information:**

Department Code: \_\_\_\_\_ Budget Code: \_\_\_\_\_ % \_\_\_\_\_

Grant Funded-Name: \_\_\_\_\_  Revolving Fund  Enterprise Fund

Full-Time: # of hours/week:  37  37.5  40  42 or  Part-Time hrs/week: \_\_\_\_\_

6. **Position Information:**

Summarize the primary function of this position.

---

---

7. I have considered the following alternatives to filling this position:

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11. Suggested sources for specialized recruitment advertising:

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13. **Signatures:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

14. **Approvals:**

Date on SB Agenda: \_\_\_\_\_ Date Approved: \_\_\_\_\_



# BROOKLINE PLANNING & COMMUNITY DEVELOPMENT

**Kara Brewton, Director**

Town Hall, 3<sup>rd</sup> Floor  
333 Washington St.  
Brookline, MA 02245  
617-730-2130

## Memorandum

**To:** Select Board

**From:** Kara Brewton, Director of Planning & Community Development

**Date:** June 8, 2026

**Re:** Authorization to Hire Preservation Planner

**CC:** Jennifer Stallion, Labor & Employee Relations Specialist

---

For your next Select Board meeting, I request your authorization to hire the Preservation Planner position within the Department of Planning & Community Development. Attached is the Authorization to Hire Request forms and the associated job description.

In the Regulatory Division, we will continue to hold open one of the Planner positions and a part-time, non-benefitted Preservation Planner position; neither of which were funded for FY28. As of today, we are up slightly in the number of preservation cases (about the same number of cases from last year, one month prior to the end of the fiscal year).

Thank you.

## PRESERVATION PLANNER

### **Position Purpose:**

The purpose of this position is to perform complex administrative and professional work in administering the Town's Local Historic District and Demolition Delay bylaws to identify, preserve, and protect the cultural resources of the town; performs all other related work.

### **Supervision:**

*Supervision Scope:* Performs varied and responsible duties requiring a thorough working knowledge of departmental operations and the exercise of judgment and initiative to carry out assignments independently, analyze situations and conditions, and determine appropriate course of action from among many alternatives.

*Supervision Received:* Work is performed under the administrative direction of the Preservation Commission and the Director of Planning and Community Development. Resolves procedural problems independently, requesting assistance with unusual situations which do not have clear precedents.

### **Job Environment:**

Administrative work is performed under typical office conditions; the noise level is moderate. Makes frequent site visits with occasional exposure to weather extremes. Attends frequent evening meetings.

Operates an automobile, computer, camera, slide projector, scanner, printer, facsimile machine, copier, calculator, typewriter, and other standard office equipment.

Makes frequent contacts with other town departments/boards/committees, other local agencies, governmental agencies, the media, property owners, and the general public. Contacts are in person, in writing, and by telephone and require persuasiveness, resourcefulness, and discretion to influence the behavior of others.

Has access to department-related confidential information.

Errors in judgment or omissions could result in loss of department services, and have serious legal ramifications.

### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

Administers the Town's Local Historic District by-law. Processes applications for review by the Commission. Reviews plans for all exterior renovations to buildings

*Town of Brookline, MA  
Preservation Planner*

*1*

within local historic district. Works with the Building Department to ensure compliance with all regulations. Prepares materials for public hearings.

Administers the town's Demolition Delay by-law. Reviews all requests for demolition in town and determines significance. Prepares reports for public hearings. Works in cooperation with owners to develop and implement alternatives to demolition.

Participates in the design review of National and State Register properties as needed. Assists with the preparation of environmental assessments and reviews as required as part of the town's CDBG entitlement.

Consults with other town departments including Planning, Economic Development, Housing, Conservation, Park & Open Space, Engineering, Cemetery Trustees, etc. on design review and development projects.

Initiates and prepares determination for eligibility for National Register listing.

Provides technical assistance to other town departments regarding grant writing. Reviews/consults on projects involving historic properties.

Provides technical assistance to residents and the general public on a wide variety of subjects including local history, and building preservation, restoration, and renovation.

Maintains municipal and historical records including photographs.

Maintains Certified Local Government status. Maintains records and prepares annual report to the Massachusetts Historical Commission.

Prepares public education programs and materials including walking tours, slide shows, historic publications (books, pamphlets, brochures, design guidelines, etc.).

Participates in special projects including the Comprehensive Plan, Open Space Plan, etc.

Provides staff support to the Preservation Commission. Serves as secretary to the Commission; organizes meetings; prepares public hearing notices; drafts minutes and correspondence.

Obtains information regarding available grants and writes grant proposals.

Performs similar or related work as required, directed or as situation dictates.

**Recommended Minimum Qualifications:**

Education, Training and Experience:

Bachelor's degree and two years of experience in historic preservation or related field; Master's degree highly desirable; or any equivalent combination of education, training and experience.

Special Requirements:

A valid motor vehicle operator's license

Knowledge, Ability and Skill:

*Knowledge:* Working knowledge state and federal regulations pertaining to historic preservation. General knowledge of architectural history. General knowledge of the cultural and landscape resources of historic preservation planning.

*Ability:* Ability to read architectural plans. Ability to assess the significance of buildings and landscapes. Ability to work cooperatively with a wide variety of federal/state/local organizations and agencies. Ability to handle inquiries and/or complaints tactfully and effectively.

*Skill:* Excellent verbal and written communication skills. Skill in all of the above listed tools and equipment. Superior organizational skills.

Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Lifts/moves objects weighing up to 10 pounds. Communicates verbally and in writing. Vision and hearing at or correctable to normal ranges. Ability to operate a keyboard at an efficient speed.

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*



# Town of Brookline

Massachusetts

## Authorization To Hire Request Form

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1. **Position Title:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

2. **Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

3. **Position Control #:** \_\_\_\_\_ **Prior Incumbent:** \_\_\_\_\_

a. Reason for Leaving:  Resignation  Retirement  Other: \_\_\_\_\_

4. **Budgetary Information:**

Department Code: \_\_\_\_\_ Budget Code: \_\_\_\_\_ % \_\_\_\_\_

Grant Funded-Name: \_\_\_\_\_  Revolving Fund  Enterprise Fund

Full-Time: # of hours/week:  37  37.5  40  42 or  Part-Time hrs/week: \_\_\_\_\_

6. **Position Information:**

Summarize the primary function of this position.

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7. I have considered the following alternatives to filling this position:

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11. Suggested sources for specialized recruitment advertising:

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13. **Signatures:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

14. **Approvals:**

Date on SB Agenda: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**Memorandum**

**To:** Select Board  
Chas Carey, Town Administrator

**From:** Erin Chute, Commissioner of Public Works  
James W. Hersey, P.E., Director of Water and Sewer

**Date:** June 1, 2026

**Re:** Extra Work Order No. 1 for PW/26-09 Water Service Line Replacement Contract

**Cc:** Dan Murphy, P.E., Director of Engineering and Transportation  
Michelle Silverwood, Civil Engineer

---

Attached for your approval is Extra Work Order Number 1 for services performed by Five Oaks Construction Inc. in conjunction with contract No. PW/26-09, Water Service Line Replacements.

The extra work payment is due to the contractor for the following change:

- The addition of 16 water service lines
- and the rental cost for a vacuum truck to protect tree roots during excavation.

The total value of the extra work is \$30,219.39. There are funds available to cover the costs.

We kindly ask for your approval of the work.

Sincerely,

Erin Chute  
Commissioner of Public Works



James W. Hersey, P.E  
Director of Water and Sewer

Attachment: Extra Work Order Number 1

TOWN OF BROOKLINE  
EXTRA WORK ORDER NO. 1

I, Michael Chace, duly authorized representative of Five Oaks Construction Co., Inc., Contractor, agree to perform all labor and supply such materials as may be necessary to perform additional work under the contract for Water Service Line Replacements.

I further that the amount or amounts paid to Five Oaks Construction Co., Inc., Contractor, for performing the additional work shall be as follows:

Additional compensation for additional service lines .....	\$22,819.39
Additional compensation for the vacuum truck rental.....	\$7,400.00
<b>Total =</b>	<b>\$30,219.39</b>

The work is in connection with the contract between Five Oaks Construction Co., Inc., and the Town of Brookline, Massachusetts, "Water Service Line Replacements," Contract No. PW/26-09, dated September 16, 2025.

**Approved:**

06/01/2026  
Date

Five Oaks Construction Co., Inc.  
Contractor

Michael Chace  
Authorized Representative

**Approved:**

06/03/2026  
Date

Erin Chute  
Commissioner of Public Works

\_\_\_\_\_  
Town Administrator

# Town Of Brookline

## Contract Amendment Approval Form

Department: Department of Public Works

Contract #: PW26-09

Vendor Name and Address : \_\_\_\_\_

Five Oaks Construction (Michael A. Chace)  
152 Broadmeadow Road  
Groton, MA 01450

Change Order/Extra Work Order #: 1

Purchase Order #: 26100083

Amount of Amendment \$ 30,219.39

Purpose of Amendment:

<b>Description:</b>
Additional funds to cover 16 additional water service lines that were added to the original contracted amount.

Coding:

Org #	Org Name *	Acct #	Acct Name	Amount
4997C236-6C0004				\$30,219.39

\* For "K" or "C" accounts, please call it "CIP", preceded by your Dept (e.g., 4909K001 would be "DPW CIP").

Department Head: *Erin Chute* Date 06/02/26

**Comptroller and Purchasing Approvals**

Funds Available / Codes Correct *Chute* Date 06/02/26  
Comptroller Date Approved by Comptroller

Complies with Appropriate Procurement Law *Eric Miller* Date 6/2/26  
(MGL ch 149, ch 30 30M, or ch 30B) Purchasing Date Approved by Purchasing

Replacement List <sup>1</sup>												
Completion Date	NO.	STREET NAME	Tie Card Page	Main to Curb Stop			Material	Main Size	MWRA (Y/N)	Permanent Restoration		Notes
				Size (in)	Length (ft)					Sidewalk <sup>2</sup>	Road <sup>3</sup>	
29-May-26	120	AMORY STREET	1	1.5	2	CI-L	8"	N	PC	DB	Service is on Thatcher Street	
29-May-26	126	AMORY STREET	2	1.5	19.6	CI-L	10"	N	PC	DB		
29-May-26	132	AMORY STREET	2	1.5	22.5	CI-L	10"	N	PC	DB	May be a tree near	
29-May-26	33	PLEASANT STREET	3	2	30	CI-L	8"	N	PC	DB		
29-May-26	58	PLEASANT STREET	4	2	9.4	CI-L	8"	N	PC	DB		
29-May-26	60	PLEASANT STREET	4	1	8.6	CI-L	8"	N	PC	DB		
29-May-26	62	PLEASANT STREET	4	1	8.6	CI-L	8"	N	PC	DB		
29-May-26	79	PLEASANT STREET	6	1	19	CI-L	8"	N	PC	DB	Realign 1" CT stop to main 1970	
29-May-26	94	PLEASANT STREET	7	1	9	CI-L	8"	N	PC	DB		
29-May-26	136	PLEASANT STREET	8	1	6.6	CI-L	8"	N	PC	DB		
29-May-26	136	PLEASANT STREET	8	1	6.6	CI-L	8"	N	PC	DB		
29-May-26	90	CARLTON STREET	9	1.5	26.1	CI-L	6"	Y	PC	DB		
29-May-26	60	COLCHESTER STREET	10	1	20	CI-L	12"	N	PC	DB		
29-May-26	101	COLCHESTER STREET	11	1	4	CI-L	12"	N	PC	DB		
29-May-26	98	CYPRESS STREET	12	1	6.1	CI-L	12"	N	PC	DB		
29-May-26	150	CYPRESS STREET	13	1	3	CI-L	6"	N	PC	DB	Service off of E Milton Rd.	

1. The Town reserves the right to modify this list if it is deemed to be in its best interest

2. Sidewalk Type: PC = Portland Cement Concrete

3. Road Restoration Type: BC = Bituminous Concrete (Asphalt)

4. C&C = Cut and Cap

Memorandum

**To:** Select Board  
Chas Carey, Town Administrator

**From:** Erin Chute, Commissioner of Public Works

**Date:** June 4, 2026

**Re:** **Contract PW/24-06, Beacon Street Bridle Path Design Engineering  
Amendment 1, Survey Subcontractor Reassignment to Feldman Geospatial**

**Cc:** Dan Murphy, Director of Engineering and Transportation  
Bill Smith, Construction Project Coordinator

---

Attached for Select Board review and signature is a single page Amendment 1 to Contract PW/24-06 with the Toole Design Group by which the Subcontractor Services for Survey, critical to base plan development, are reassigned to Feldman Geospatial, the initial subcontractor, Green International, having recently dissolved its survey sector.

Please note that there is no change to the original contract scope of work or associated fees for these services, and that Toole Design Group, and their newly designated subcontractor, Feldman Geospatial, remain fully responsible to deliver the completed survey work at no additional cost to the Town.

In terms of project schedule, the survey team transition has resulted in a delay in providing a complete survey base plan of the Beacon Street public way, key to accurate concept design explorations for the shared-use path, or Bridle Path, proposed along the median spine of the historic boulevard.

Toole Design reports this week that survey is underway and targets draft review in the next month. Design development can be undertaken thereafter, with the public Design Review Committee meetings anticipated to resume early Fall, 2026.

DPW supports the subcontractor substitution at Amendment 1, having worked successfully in the past with Feldman Geospatial, either directly or through subcontractor relationships at park, roadway and bridge projects.

Funding for this project is supported by a \$2M Federal Transportation Earmark, administered by MassDOT Highway, together with a \$1M local CIP match. MassDOT is aware of the survey subcontractor substitution, and in conversations with DPW supports the Town's contractual reassignment, without change in scope or additional cost. The existing Municipal Earmark Agreement # 127898 with MassDOT will also have to be modified to reflect this change in subcontractor, once Amendment 1 is approved by the Town.

**To that end, DPW would respectfully ask for the Select Board's continued support of the project, with the approval of Amendment 1, and the Board's authorization for the Town Administrator to sign anticipated amended agreements with MassDOT as needed to effectuate this change.**

**AGREEMENT PW/24-06 FOR PROFESSIONAL TECHNICAL SERVICES BY AND  
BETWEEN THE TOWN OF BROOKLINE AND TOOLE DESIGN GROUP, LLC  
AMENDMENT 1**

The Town of Brookline, acting by and through its duly authorized Select Board, (“Town”), make this Amendment 1, dated \_\_\_\_\_, between Toole Design Group, LLC (“Toole”) and the Town of Brookline (the “Town”), individually, the “Party” and collectively (“the Parties”).

WHEREAS, the Town and Toole are parties to a certain Agreement dated January 28, 2025, (the Agreement”), whereby Toole is charged with developing a viable design for the Beacon Street Bridle Path; and

WHEREAS, the parties now desire to amend the aforesaid Agreement;

NOW, THEREFORE, in consideration of the promises herein contained and for other good and valuable consideration, the parties hereto agree as follows:

1. All provisions of this Agreement, the original Agreement and subsequent Amendments, in counterparts, are hereby considered and enforced together constituting the same.
2. The work described in the original Agreement’s Exhibits to be subcontracted by Toole to Green International, shall instead be subcontracted by Toole to Feldman Geospatial, at no additional cost to the Town, or any other government entity. Toole understands and explicitly acknowledges that Toole, and no government entity, will be responsible fully for the cost of their subcontractor, Feldman Geospatial, to complete the full contract scope.
3. By this Amendment, Town and Toole ratify and confirm Amendment 1, dated \_\_\_\_\_ . All other terms and conditions contained in the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, all parties hereto have caused this Amendment to be signed by their duly authorized officers.

**Town of Brookline, Select Board**

**Toole Design Group, LLC**

Date: \_\_\_\_\_

Date: 05/22/2026

\_\_\_\_\_  
Chair

RJ Eldridge  
RJ Eldridge (May 22, 2026 12:58:07 EDT)  
\_\_\_\_\_  
Roswell Eldridge  
Executive Vice President | Chief Operating Officer



## BROOKLINE POLICE DEPARTMENT

*Brookline, Massachusetts*

TO: Charles Carey, Town Administrator  
FROM: Chief Jennifer Paster  
DATE: June 8, 2026  
RE: FY26 Appropriation Transfer Request

I respectfully request that the Select Board approve an appropriation transfer totaling \$75,000 within the Police Department FY26 operating budget.

The requested transfer is made possible by salary savings realized during FY26 as a result of personnel vacancies, staffing transitions, and a grant award to cover overtime costs in our Dispatch Center. These funds are needed to address projected year-end expenditures in several accounts that support ongoing departmental operations.

Specifically, the requested transfers include:

- \$28,000 to Professional Services. These funds will cover Passport Parking expenses, including approximately \$20,000 in June service costs and \$8,000 for ticket processing and implementation of the new parking fines.
- \$12,000 to Utilities. These funds are needed to cover higher-than-anticipated electricity and Verizon telecommunications expenses.
- \$35,000 to Supplies. These funds will support the purchase of class-A uniforms for our current student officers, firearm-cleaning and maintenance supplies, and replacement cameras and related equipment necessary for the department's investigative operations.

With thanks for your consideration,

A handwritten signature in black ink that reads "Jennifer Paster".

Jennifer Paster  
Chief of Police



TOWN OF BROOKLINE

REQUEST FOR APPROPRIATION TRANSFER

DATE: \_\_\_\_\_

To the Board of Selectmen:

Authority is hereby requested for permission to make the following transfer(s) within the appropriation for the \_\_\_\_\_

Department Name

	<u>ORG #</u>	<u>ORG NAME</u>	<u>OBJECT #</u>	<u>OBJ NAME</u>	<u>AMOUNT</u>
FROM:	_____	_____	_____	_____	_____
TO:	_____	_____	_____	_____	_____

FROM:	_____	_____	_____	_____	_____
TO:	_____	_____	_____	_____	_____

FROM:	_____	_____	_____	_____	_____
TO:	_____	_____	_____	_____	_____

FROM:	_____	_____	_____	_____	_____
TO:	_____	_____	_____	_____	_____

FROM:	_____	_____	_____	_____	_____
TO:	_____	_____	_____	_____	_____

DEPARTMENT HEAD

NOTE: IN ADDITION TO SELECTMEN APPROVAL, THE FOLLOWING TRANSFERS REQUIRE ADVISORY COMMITTEE APPROVAL:

(1) From Capital (5A); (2) To Personnel (51); (3) Building Dept Transfers of more than \$10,000 to or from Repairs to Public Buildings (522400); (4) From the Parks & Open Space Division to any other division of DPW; and (5) From the Snow & Ice budget to any other division of DPW.

\_\_\_\_\_  
\_\_\_\_\_

BOARD OF SELECTMEN

## Memorandum

**To:** Select Board

**From:** Charles A. Simmons, Director of Public Buildings *CS*

**Date:** June 2, 2026

**Re:** Budget Appropriation Transfer

---

I would like to request a Budget Transfer for a total amount of \$147,500. This request consists of:

- 1) \$8,500 from account 25002510 510101 Town Buildings Salary to account 25002540 561011 Natural Gas.
- 2) \$24,000 from account 25002510 510101 Town Buildings Salary to account 25002540 561010 Electricity.
- 3) \$72,000 from account 25003430 510101 School Buildings Salary to account 25003430 561010 Electricity.
- 4) \$43,000 from account 25002510 510101 Town Buildings Salary to account 25002540 561010 Electricity.

The transferred monies would be used to pay energy invoices.

Thank you for your consideration.

Attachment



## Memorandum

**To:** Select Board

**From:** Charles A. Simmons, Director of Public Buildings

**Date:** June 2, 2026

**Re:** Budget Appropriation Transfer

---

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- 4) \$43,000 from account 25002510 510101 Town Buildings Salary to account 25003430 561010 Electricity.

The transferred monies would be used to pay energy invoices.

Thank you for your consideration.

Attachment

# TOWN OF BROOKLINE

## REQUEST FOR APPROPRIATION TRANSFER

DATE: June 2, 2026

To the Select Board:

Authority is hereby requested for permission to make the following transfer(s) within the appropriation for the Building Department

*Department Name*

FROM:	<u>ORG #</u>	<u>ORG NAME</u>	<u>OBJECT #</u>	<u>OBJ NAME</u>	<u>AMOUNT</u>
	25002510	Town Buildings	510101	Salaries	\$8,500
TO:	25002540	Town Hall	561011	Gas	\$8,500

FROM:	25002510	Town Buildings	510101	Salaries	\$24,000
TO:	25002540	Town Hall	561010	Electricity	\$24,000

FROM:	25003430	School Buildings	510101	Salaries	\$72,000
TO:	25003430	School Buildings	561010	Electricity	\$72,000

FROM:	25002510	Town Buildings	510101	Salaries	\$43,000
TO:	25003430	School Buildings	561010	Electricity	\$43,000

FROM:	_____	_____	_____	_____	_____
TO:	_____	_____	_____	_____	_____

\_\_\_\_\_  
DEPARTMENT HEAD

**NOTE: IN ADDITION TO SELECTMEN APPROVAL, THE FOLLOWING TRANSFERS REQUIRE ADVISORY COMMITTEE APPROVAL:**

*(1) From Capital (5A); (2) To Personnel (51); (3) From the Parks & Open Space Division to any other division of DPW; and (4) From the Snow & Ice budget to any other division of DPW.*

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SELECT BOARD



## BROOKLINE POLICE DEPARTMENT

*Brookline, Massachusetts*

TO: Charles Carey, Town Administrator

FROM: Chief Jennifer Paster

DATE: June 3, 2026

RE: Acceptance of UASI FFY23 Grant Award - EOD K9 Vehicle

I respectfully request that the Select Board vote to accept a grant award in the amount of \$41,784.42 from the Metro Boston Homeland Security Region Urban Areas Security Initiative (UASI) FFY23 program. This grant will reimburse the Town for eligible costs associated with the acquisition and outfitting of a vehicle for one of the Department's Explosive Detection Canine (EOD K9) teams, more specifically, Officer Walker and "Kemba".

The grant is being provided through the City of Boston Mayor's Office of Emergency Management under the FFY23 UASI Regional EOD K9 Sustainability initiative. The vehicle will replace the Department's current EOD K9 vehicle, which is nearing the end of its useful service life. The replacement vehicle will ensure the continued safe and reliable deployment of our explosive detection canine. Our EOD K9 teams are regularly deployed in support of local operations, major events, dignitary protection details and critical infrastructure protection.

Acceptance of this grant will allow the Department to partially offset the cost of replacing an aging specialized vehicle while maintaining a critical regional public safety asset. The EOD K9 program provides valuable explosive detection resources to Brookline and our regional partners, helping ensure readiness for planned events, emergency incidents, and potential terrorist threats. Procurement will be completed in accordance with all applicable federal, state, and local requirements, including Chapter 30B of the Massachusetts General Laws.

With thanks for your consideration,

A handwritten signature in black ink that reads "Jennifer Paster".

Jennifer Paster  
Chief of Police





**MAYOR'S OFFICE OF  
EMERGENCY  
MANAGEMENT**

**T**  
MICHELLE WU  
MAYOR



May 28<sup>th</sup>, 2026

Chief Jennifer Paster  
Brookline Police Department  
350 Washington St  
Brookline, MA 02445

Dear Chief Paster,

Pursuant to MOA #63509 between the City of Boston and the Town of Brookline, the Mayor's Office of Emergency Management (OEM) is pleased to notify you that the Urban Areas Security Initiative (UASI) FFY23 funding (CFDA#97.067) under the CBRNE Goal Area supports the Town of Brookline Police Department's acquisition of one K9 vehicle to support explosive detection capabilities in Brookline and throughout the Metro Boston Homeland Security Region (MBHSR), in the event of a terrorist attack or emergency incident.

OEM is able to support the cost of this initiative not to exceed Forty-One Thousand Seven Hundred Eighty-Four Dollars and Forty-Two Cents (\$41,784.42). The project must be in compliance with all local, state, and federal requirements. This project must conform to the specifications laid out in the FFY23 UASI Plan Project Justification U23 – 5.4 *Regional EOD K9 Sustainability*. Any equipment not already listed in that Project Justification requires prior approval from OEM. The purchase of vehicle equipment also requires additional notification to OEM and EOPSS approval prior to bid advertisement. All equipment must appear on FEMA's Authorized Equipment List. Procurement must comply with Chapter 30B of the Massachusetts General Laws.

Once procurement is completed and invoices have been paid, please submit a signed letter to OEM indicating the amount requested for reimbursement and referencing this award letter and the corresponding UASI grant year. Included with the letter, please submit proof of 30B compliance: copies of agency purchase orders, vendor invoices, and proof of payment to OEM for reimbursement. The final reimbursement request must be submitted to OEM by May 31, 2026. Failure to provide accurate documentation in a timely manner could result in refusal to reimburse your agency for incurred costs.

If you have any questions, please contact Stephen Maguire at (617) 343-2400 or [Stephen.m.maguire@boston.gov](mailto:Stephen.m.maguire@boston.gov).

Sincerely,

Alicia Woodberry,  
UASI Project Director

Memorandum

**To:** Select Board

**From:** Alexandra Vecchio, Sustainability & Natural Resources Director

**Date:** June 10, 2026

**Re:** Question of Accepting a Grant from Brookline GreenSpace Alliance in the Amount of \$1,890.64 for a Pollinator Garden at Emerson Garden

**Cc:** Erin Chute, Public Works Commissioner

Milee Pradhan, Parks and Open Space Director

Charles Carey, Town Administrator

---

**The Department of Public Works respectfully requests that the Select Board accept a grant from Brookline GreenSpace Alliance in the amount of \$1,890.64 to support the installation of a pollinator garden at Emerson Garden.**

The Emerson Garden pollinator garden is being developed through a collaborative partnership between the Department of Public Works, Brookline GreenSpace Alliance, and Brookline Pollinator Pathway. The garden is scheduled to be planted in June 2026, with the assistance of community volunteers and project partners.

This project will enhance Emerson Garden by increasing the diversity of native flowering plants that provide habitat and food sources for pollinators such as bees, butterflies, and other beneficial insects. In addition to improving the ecological value of the park, the garden will contribute to the Town's growing network of pollinator-friendly landscapes and support local biodiversity which is a prioritized goal in the 2025 Open Space and Recreation Plan.

The grant funds will be used to purchase materials necessary for the project, including soil amendments, native plants, irrigation supplies, and an interpretive sign identifying the area as a pollinator garden. These improvements will help establish and sustain the garden while providing educational opportunities for park visitors.

The Department of Public Works is grateful for Brookline GreenSpace Alliance's support of this community-driven initiative and their ongoing support of Brookline's parks and open spaces. DPW respectfully requests that the Select Board accept this grant in the amount of \$1,890.64.

## **Change of Category**

Applicant: MDM WINE3 LLC  
DBA: VINODIVINO  
Location: 1669 Beacon Street Brookline, MA 02445  
Application Details: Change of Manager of Category

### **Application Details:**

Request to approve the application for a Change in Category for MDM WINE3 LLC D/B/A VINODIVINO from a Wine and Malt Package Store to an All-Kinds Package Store at 1669 Beacon Street.

### **Reports (Attached):**

Police Department (Approved)



**BROOKLINE POLICE DEPARTMENT**

*Brookline, Massachusetts*

**JENNIFER PASTER  
CHIEF OF POLICE**

To: Chief Jennifer Paster

From: Lieutenant Noah J. Brother

Re: MDM WINE3 LLC, d/b/a VINODIVINO – Change in License Category

Date: May 22, 2026

Chief,

MDM WINE3 LLC, d/b/a VINODIVINO, located at 1669 Beacon Street, has applied for a Change in Category from Wine and Malt Package Store to All Kinds Package Store.

Michael Mendes, the corporation’s manager, has submitted this request on behalf of the corporation.

There are presently no issues with the licensee, and **I find NO reason to deny this application.**

Respectfully submitted,

**Lt. Noah J. Brother**

Digitally signed by Lt. Noah J. Brother  
DN: cn=Lt. Noah J. Brother, o, ou,  
email=Nbrother@brooklinema.gov, c=US  
Date: 2026.05.22 18:57:01 -04'00'

Lieutenant Noah J. Brother  
Liquor Licensing/Inspections



Public Safety Building 350 Washington Street, Brookline, Massachusetts 02445  
Telephone (617) 730-2249 ♦ Facsimile (617) 730-8454

OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Jennifer Paster, Chief of Police  
FROM: Charles Carey, Town Administrator  
RE: **Change of Category**  
DATE: May 21, 2026

---

May we please have a report on the attached application:

Applicant: MDM WINE3 LLC  
DBA: VINODIVINO  
License Type: Change of Category  
Location: 1669 Beacon Street Brookline, MA 02445

Request to approve the application for a Change in Category for MDM WINE3 LLC D/B/A VINODIVINO from a Wine and Malt Package Store to an All-Kinds Package Store at 1669 Beacon Street.

This application is scheduled to before the Board on **June 10, 2026**. Please I please have your report no later than **June 3, 2026**.

Thank you.

June 10th

**SELECT BOARD**

Bernard Greene, Chair  
David Pearlman, Vice Chair  
John VanScoyoc  
Paul Warren  
Michael Rubenstein



**BROOKLINE**  
MASSACHUSETTS

333 Washington St.  
Brookline, MA 02445  
SelectBoard@BrooklineMA.gov  
617-730-2200

**CHANGE OF CATEGORY APPLICATION CHECKLIST**

Directions: You must submit all of the documents below **in the order they appear below** as a complete packet. This checklist must be submitted as a cover sheet. Each document must be separated by a separator/divider sheet. Failure to meet these requirements will result in the return of the application packet for resubmission. Your application is not considered complete until it includes all relevant documents in the requisite order.

- 1.  Change of Category Application Checklist

**Alcohol Beverages Control Commission (ABCC)-Required Documents:**

- 2.  **Filing Fee** (Receipt paid to the ABCC) – [Payment Link](#)
- 3.  **Monetary Transmittal Form**
- 4.  **[APPLICATION FOR AMENDMENT-Change of License Classification](#)**
- 5.  **[DOR Certificate of Good Standing](#)**
- 6.  **[DUA Certificate of Compliance](#)**
- 7.  **Vote of the Entity**

**NO Additional Documents Required by the Town of Brookline.**

**YOUR NEXT STEPS AFTER SUBMITTING YOUR APPLICATION:**

- ✓ The Licensing Specialist will schedule your application for a public hearing before the [Licensing Panel](#). You are required to **mail out notification of the hearing to your abutters** via certified mail and **post an advertisement** in the Boston Globe or Boston Herald at least 10 days before the scheduled public hearing. Once you've done so, you will need to submit the certified mail green cards and copy of legal advertisement to the Licensing Specialist to verify that you've done this before the scheduled hearing.
- ✓ You and/or your legal counsel will need to be present at Town Hall or virtually via Zoom for the public hearing to speak on your application.

**For Select Board Office Use Only:**

Required reports:

- Police Department

MCDERMOTT, QUILTY,  
MILLER & HANLEY LLP

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28 State Street, Suite 802  
Boston, Massachusetts 02109

April 16, 2026

**Via Electronic Delivery**

Town of Brookline Select Board  
333 Washington Street  
Brookline, MA 02445  
Attn: Rachelle Morson

**RE: Application for Change of Category of a Package Store License  
(ABCC# 90617-PK-0148)  
MDM WINE 3 LLC  
1669 Beacon Street, Brookline, MA 02445**

Dear Ms. Morson,

Enclosed please find the following documents in connection with MDM WINE3 LLC's application for a Change of Category from Wine & Malt Beverages to All-Alcoholic Beverages Package Store License (ABCC# 90617-PK-0148) to continue to be exercised at the premises located at 1669 Beacon Street, Brookline, Massachusetts:

1. Monetary Transmittal Form and ABCC Payment Confirmation;
2. Department of Revenue Certificate of Good Standing;
3. Department of Unemployment Assistance Certificate of Compliance;
4. Change of Category Application with Applicant Statement; and
5. Entity Vote.

We kindly ask that this matter be included on the next available hearing date. Please let us know if anything additional is required at this time. Thank you for your attention and courtesy in this matter. If you have any questions, please do not hesitate to contact me.

Very truly yours,



Thomas P. Miller, Esq.  
[tmiller@mqmhlaw.com](mailto:tmiller@mqmhlaw.com)

Enclosures  
TPM/mmg

# Monetary Transmittal Form & ABCC Payment Confirmation



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

**RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM**

**APPLICATION FOR AMENDMENT-Change of License Classification**

**APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.**

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN  STATE  ZIP CODE

For the following transactions (Check all that apply):

- |  |  |  |   |
|--|--|--|---|
| <input type="checkbox"/> New License                                   | <input type="checkbox"/> Change of Location  | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)                    | <input type="checkbox"/> Change Corporate Structure (i.e. Corp / LLC) |
| <input type="checkbox"/> Transfer of License                           | <input type="checkbox"/> Alteration of Licensed Premises   | <input type="checkbox"/> Change of License Type (i.e. club / restaurant)             | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)    |
| <input type="checkbox"/> Change of Manager                             | <input type="checkbox"/> Change Corporate Name   | <input checked="" type="checkbox"/> Change of Category (i.e. All Alcohol/Wine, Malt) | <input type="checkbox"/> Management/Operating Agreement               |
| <input type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder                  | <input type="checkbox"/> Change of Hours                              |
|  |  | <input type="checkbox"/> Other <input type="text"/>                                  | <input type="checkbox"/> Change of DBA                                |

**THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL**

**Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3  
 Chelsea, MA 02150-2358**

### Payment Confirmation

**YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT**

Your account has been billed for the following transaction. You will receive a receipt via email.



**Transaction Processed Successfully.**

**INVOICE #: 1ad22996-6a0e-4a1e-8745-7fcd9d1f9497**

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	MDM WINE3 LLC	\$200.00
		<b>\$200.00</b>

**Total Convenience Fee: \$0.35**

**Total Amount Paid: \$200.35**

**Date Paid: 4/16/2026 10:48:52 AM EDT**

#### Payment On Behalf Of

**License Number or Business Name:**  
MDM WINE3 LLC

**Fee Type:**  
FILING FEES-RETAIL

#### Billing Information

**First Name:**  
McDermott, Quilty,

**Last Name:**  
Miller & Hanley LLP

**Address:**  
28 State Street

**City:**  
Boston

**State:**  
MA

**Zip Code:**  
02109

**Email Address:**  
mgillis@mqmhlaw.com

# Change of Category Application with Applicant Statement



**The Commonwealth of Massachusetts**  
**Alcoholic Beverages Control Commission**  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
[www.mass.gov/abcc](http://www.mass.gov/abcc)

**APPLICATION FOR AMENDMENT-Change of License Classification**

**Change of Category**  
(e.g. All Alcohol, Wines and Malt)

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Category Application
- Vote of the Entity
- Abutter's Notification\*
- Advertisement\*

**Change of Class**  
(e.g. Seasonal /Annual)

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Classification Application
- Vote of the Entity
- Abutter's Notification\*
- Advertisement\*

**Change of License Type**  
(§12 ONLY, e.g. general on premises, tavern, inn, restaurant)

- Payment Receipt
- Monetary Transmittal Form
- Change of License Type Application
- Vote of the Entity
- Advertisement\*
- Payment Receipt

*\*If abutter notification and advertisement are required for transaction, please see the local licensing authority.*

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
MDM WINE3 LLC	Brookline	90617-PK-0148

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

This is a Change of Category application to upgrade the existing Package Store License (ABCC# 90617-PK-0148) from a Wines and Malt Beverages License to an All-Alcoholic Beverages License.

**APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Thomas P. Miller, Esq.	Attorney	tmiller@mqmhlaw.com	617-946-4600

**2. LICENSE CLASSIFICATION INFORMATION**

<b><u>2a. Change of License Category</u></b>	Last-Approved License Category	Wines and Malt Beverages
All Alcohol, Wine and Malt, Wine Malt and Cordials	Requested New License Category	All Alcoholic Beverages
<b><u>2b. Change of License Class</u></b>	Last-Approved License Class	
Seasonal or Annual	Requested New License Class	
<b><u>2c. Change of License Type*</u></b>	Last-Approved License Type	
E.g. Restaurant to Club *Certain License Types CANNOT change once issued*	Requested New License Type	

## APPLICANT'S STATEMENT

I, Michael Mendes the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory

of MDM WINE3 LLC  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: *Michael Mendes*

Date: 04/16/2026

Title: LLC Manager

# MDM WINE3 LLC - Applicant Statement & Entity Vote

Final Audit Report

2026-04-16

Created:	2026-04-16
By:	Margo Gillis (mgillis@mqmlp.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3pVua3ue3EJCxZ3glWK-AQYRDa6TI99m

## "MDM WINE3 LLC - Applicant Statement & Entity Vote" History

-  Document created by Margo Gillis (mgillis@mqmlp.com)  
2026-04-16 - 1:54:53 PM GMT
-  Document emailed to Michael Mendes (michael@vinodivino.com) for signature  
2026-04-16 - 1:54:56 PM GMT
-  Email viewed by Michael Mendes (michael@vinodivino.com)  
2026-04-16 - 2:17:09 PM GMT
-  Document e-signed by Michael Mendes (michael@vinodivino.com)  
Signature Date: 2026-04-16 - 2:17:44 PM GMT - Time Source: server
-  Agreement completed.  
2026-04-16 - 2:17:44 PM GMT

Department of Revenue  
Certificate of Good Standing



Commonwealth of Massachusetts  
Department of Revenue  
Geoffrey E. Snyder, Commissioner  
  
mass.gov/dor




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## CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE

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MDM WINE3 LLC  
1669 BEACON ST  
BROOKLINE MA 02445-4434

### *Why did I receive this notice?*

The Commissioner of Revenue certifies that, as of the date of this certificate, MDM WINE3 LLC dba:VINODIVINO is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

**This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.**

### *What if I have questions?*

If you have questions, call us at (617) 887-6400, Monday through Friday, 9:00 a.m. to 4:00 p.m.

### *Visit us online!*

Visit [mass.gov/dor](http://mass.gov/dor) to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief  
Collections Bureau

**Department of Unemployment  
Assistance Certificate of Compliance**

**Department of Unemployment Assistance**  
Commonwealth of Massachusetts  
Executive Office of Labor & Workforce Development



## Certificate of Compliance

Date: April 6, 2026

Letter ID: [REDACTED]

Employer ID (FEIN): [REDACTED]

MDM WINE 3 LLC  
1669 BEACON ST  
BROOKLINE MA 02445-4434



The Department of Unemployment Assistance certifies that as of April 3, 2026, MDM WINE 3 LLC does not currently have any unemployment or wage reporting obligations. By obtaining this certificate, MDM WINE 3 LLC acknowledges they are required to notify the agency if they meet the subjectivity requirements for unemployment insurance outlined in Massachusetts General Laws, Chapter 151A, Section 8 and/or the wage reporting requirements outlined in Massachusetts General Laws, Chapter 62 E, Section 2.

This certificate expires on 03-May-2026 .

Sincerely,

Katie Dishnica, Director  
Department of Unemployment Assistance

### Questions?

Revenue Enforcement Unit  
Department of Unemployment Assistance  
Email us: Revenue.Enforcement@mass.gov  
Call us: (617) 626-5750

# Entity Vote

**ENTITY VOTE**

The Board of Directors or LLC Managers of  Entity Name  
duly voted to apply to the Licensing Authority of  and the  
City/Town  
Commonwealth of Massachusetts Alcoholic Beverages Control Commission on   
Date of Meeting

For the following transactions (Check all that apply):

- Change of Class (i.e. Annual / Seasonal)
- Change of License Type (i.e. club / restaurant)
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Other

“VOTED: To authorize  Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted.”

A true copy attest,

*Michael Mendes*  
\_\_\_\_\_  
Corporate Officer /LLC Manager Signature

**Michael Mendes**  
\_\_\_\_\_  
(Print Name)

**For Corporations ONLY**

A true copy attest,

\_\_\_\_\_  
Corporation Clerk's Signature

\_\_\_\_\_  
(Print Name)

# MDM WINE3 LLC - Applicant Statement & Entity Vote

Final Audit Report

2026-04-16

Created:	2026-04-16
By:	Margo Gillis (mgillis@mqmlp.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAA3pVua3ue3EJCxZ3gIWK-AQYRDa6TI99m

## "MDM WINE3 LLC - Applicant Statement & Entity Vote" History

-  Document created by Margo Gillis (mgillis@mqmlp.com)  
2026-04-16 - 1:54:53 PM GMT
-  Document emailed to Michael Mendes (michael@vinodivino.com) for signature  
2026-04-16 - 1:54:56 PM GMT
-  Email viewed by Michael Mendes (michael@vinodivino.com)  
2026-04-16 - 2:17:09 PM GMT
-  Document e-signed by Michael Mendes (michael@vinodivino.com)  
Signature Date: 2026-04-16 - 2:17:44 PM GMT - Time Source: server
-  Agreement completed.  
2026-04-16 - 2:17:44 PM GMT

**New Common Victualler/  
Entertainment/Outdoor Dining**

Applicant: Peddi Ravi Teja  
DBA: Shahs Halal Food  
License Type: New CV/ Entertainment/Outdoor Dining  
Location: 830 Commonwealth Ave.

**Application Details:**

Question of approving the application of a new Common Victualler/ Entertainment/ Outdoor Seating License for Peddi Ravi Teja d/b/a Shahs Halal Food at 830 Commonwealth Ave. Hours of operation and Entertainment will be Sunday - Saturday, 10:00 AM – 3:00 AM. Seating will consist of 25 inside dining seats and no operation of Outdoor Dining.

**Reports (Attached):**

Building Department (Pending)  
Fire Department (Pending)  
Health Department (Approved)

# Workflow History

SHAHS HAHAL FOOD, [CVEOD-2026-0032-APP](#), 830 COMMONWEALTH AVENUE, BROOKLINE, MA 02215

ASSIGNED DEPT	UPDATED DATE ▲	TASK	STATUS	ACTION BY NAME FML#	COMMENTS
Licensing	5/20/2026	Application Submittal	Accepted	Rachelle Morson	
Board of Health	6/8/2026	Preliminary Health Review	Approved	Roland Lankah	The Brookline Department of Public Health (BDPH) has completed its review of the application and plans submitted for the above establishment. Following this review, the BDPH has determined that it has no objections to issuing the requested license, provided the following conditions are met: 1) The establishment must submit a plan and all required documentation to our online application for a food permit, along with the applicable fee. The BDPH will conduct a plan review and food permit orientation. Upon approval, a food permit will be issued. 2) The operator must maintain certifications in Food Safety and Allergy Awareness. 3) An odor control system is required to be installed and maintained to address any excessive cooking odors, particularly if legitimate nuisance complaints arise. 4) A comprehensive Trash/Recycling Management Plan must be developed and maintained. This plan must be submitted with the Food Permit application for review. 5) A pre-operational inspection is mandatory prior to the granting of the license. 6) The establishment must comply with Town By-Laws regarding the use of artificial trans-fats, polystyrene, and tobacco control. 7) An integrated pest management service, including inspections, treatments, and recommendations, must be provided by a licensed pest control contractor. These conditions are intended to ensure the safe and effective operation of the establishment while maintaining public health standards.

## **Change of Officers / Directors/ LLC Manager**

Applicant: Geleman Brothers  
d/b/a: The Butcherie  
Location: 428 Harvard St. Brookline, MA 02445  
Application Details: Change of Officer/ Directors/ LLC Manager

### **Application Details:**

Question of approving the application of a Change of Officers of Geleman Brothers d/b/a The Butcherie from Walter Geleman to Gil Zilberberg at 428 Harvard Street.

### **Reports (Attached):**

Police Department (Approved)



# BROOKLINE POLICE DEPARTMENT

*Brookline, Massachusetts*

JENNIFER PASTER  
CHIEF OF POLICE

To: Chief Jennifer Paster

From: Lieutenant Noah J. Brother

Re: Gelerman Brothers, d/b/a The Butcherie – Change of Corporate Officers

Date: May 22, 2026

Chief,

Gelerman Brothers Inc., d/b/a The Butcherie, located at 428 Harvard Street, has applied for a change in corporate officers. Walter Gelerman, who previously held the position of President and Director will relinquish his corporate titles. Gil Zilberbeg will acquire the titles of President, Treasurer, Secretary, and Director. Walter Gelerman *WILL retain* his 20% ownership stake in the corporation. Gil Zilberber will maintain his 80% ownership interest. Joshua Gelerman, who previously held the title of Director, no longer holds any position within the company.

According to the application, Gil Zilberberg is a US Citizen, and resident of Brookline. He does not currently, nor has he ever held a direct, indirect, beneficial, or financial interest in any other alcoholic beverages sales license issued by the Commonwealth of Massachusetts, not has he ever had a license which was suspended, revoked, or cancelled.

Gil Zilberberg has submitted fingerprints to the Brookline Police Department for the purposes of conducting a State and National criminal background check.

There are presently no issues with the licensee, and **I see no reason to deny this request.**

Respectfully submitted,

Lt. Noah J. Brother

Digitally signed by Lt. Noah J. Brother  
DN: cn=Lt. Noah J. Brother, o, ou,  
email=Nbrother@brooklinema.gov, c=US  
Date: 2026.05.28 15:31:04 -0400

Lieutenant Noah J. Brother  
Liquor Licensing/Inspections



Public Safety Building 350 Washington Street, Brookline, Massachusetts 02445  
Telephone (617) 730-2249 ♦ Facsimile (617) 730-8454

MEMORANDUM

TO: Jennifer Paster, Chief of Police  
FROM: Charles Carey, Town Administrator  
RE: Change of Officers/Directors/ LLC Managers  
DATE: May 21, 2026

---

May we please have reports on the attached application:

Applicant: Gelerman Brothers Inc  
DBA: The Butcherie  
License Type: Change of Officer/Directors/ LLC Managers  
Location: 428 Harvard St. Brookline, MA 02446

**Application Details:**

Question of approving the application of a Change of Officers of Gelerman Brothers d/b/a The Butcherie from Walter Gelerman to Gil Zilberberg at 428 Harvard Street.

This application is scheduled to go before the Board on **June 10, 2026**. May we please have the reports no later than **June 3, 2026**.

Thank you.

Hearing Date: June 10th

**SELECT BOARD**

Bernard Greene, Chair  
David Pearlman, Vice Chair  
John VanScoyoc  
Paul Warren  
Michael Rubenstein



**BROOKLINE**  
MASSACHUSETTS

333 Washington St  
Brookline, MA 02445  
SelectBoard@BrooklineMA.gov  
617-730-2200

## CHANGE OF OFFICERS, DIRECTORS, LLC MANAGERS APPLICATION CHECKLIST

Directions: You must submit all of the documents below **in the order they appear below** as a complete packet. This checklist must be submitted as a cover sheet. Each document must be separated by a separator/divider sheet. Failure to meet these requirements will result in the return of the application packet for resubmission. Your application is not considered complete until it includes all relevant documents in the requisite order.

- Change of Officers, Directors, LLC Managers Checklist

### Alcohol Beverages Control Commission (ABCC) - Required Documents:

- Filing Fee** (Receipt paid to the ABCC) - [Payment Link](#)
- Monetary Transmittal Form**
- APPLICATION FOR AMENDMENT - Change of Officers, Stock, or Ownership Interest**
- DOR Certificate of Good Standing**
- DUA Certificate of Compliance**
- Vote of the Entity**
- CORI Authorization.** Complete one for the proposed manager of record. This **must** be notarized with a stamp or raised seal.
- Business Structure Documents**
  - a. If Sole Proprietor, **Business Certificate**
  - b. If Partnership, **Partnership Agreement**
  - c. If Corporation or LLC, **Articles of Organization** from the [Secretary of the Commonwealth](#)

### NO Additional Documents Required by the Town of Brookline.

#### **YOUR NEXT STEPS AFTER SUBMITTING YOUR APPLICATION:**

- Contact the Brookline Police Department** at (617) 730-2239 to schedule an appointment to complete a fingerprint-based background check. On the date of the appointment, a payment of \$50 is required for each person to be fingerprinted. This payment can be made by bank check or money order made out to the "Town of Brookline." Please also bring a picture ID with you on the day of the appointment. Fingerprinting must be completed prior to the public meeting.
- You and/or your legal counsel will need to be present at Town Hall or virtually via Zoom for the public Licensing Panel meeting to speak on your application.

#### **For Select Board Office Use Only:**

- Required reports:
- Police Department

## Filing Fee

Your Information

Payment

Receipt

### Payment Confirmation

#### YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT

Your account has been billed for the following transaction. You will receive a receipt via email and via text message



Geleman Brothers inc  
10000 HARVARD ST  
BROOKLINE MA 02446

FILING FEES-RETAIL	Geleman Brothers inc	\$200.00
		\$200.00

Total Convenience Fee: \$5.18

Total Amount Paid: \$205.18

Date Paid: 5/5/2026 3:29:09 PM EDT

#### Payment On Behalf Of

License Number or Business Name:  
Geleman Brothers inc

Fee Type:  
FILING FEES-RETAIL

#### Billing Information

First Name:  
The Butcherie Gil

Last Name:  
Zilberberg

Address:  
428 harvard st

City:  
Brookline

State:  
MA

Zip Code:  
02446

Email Address:  
GILI@THEBUTCHERIE.COM

## Monetary Transmittal Form



The Commonwealth of Massachusetts  
 Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
 MONETARY TRANSMITTAL FORM

**APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: [ABCC PAYMENT WEBSITE](#)

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

98976-PK-0148

ENTITY/ LICENSEE NAME

Iselerman Brothers Inc.

ADDRESS

428 Harvard \*

CITY/TOWN

Brookline

STATE

MA

ZIP CODE

02446

For the following transactions (Check all that apply):

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> New License  | <input type="checkbox"/> Change of Location   | <input type="checkbox"/> Change of Class (i.e. Annual / Seasonal)        | <input type="checkbox"/> Change Corporate Structure (i.e. Corp. / LLC) |
| <input type="checkbox"/> Transfer of License                                      | <input type="checkbox"/> Alteration of Licensed Premises  | <input type="checkbox"/> Change of License Type (i.e. club / restaurant) | <input type="checkbox"/> Pledge of Collateral (i.e. License/Stock)     |
| <input type="checkbox"/> Change of Manager  | <input type="checkbox"/> Change Corporate Name  | <input type="checkbox"/> Change of Category (i.e. All Alcohol/Wine/Malt) | <input type="checkbox"/> Management/Operating Agreement                |
| <input checked="" type="checkbox"/> Change of Officers/<br>Directors/LLC Managers | <input type="checkbox"/> Change of Ownership Interest<br>(LLC Members/ LLP Partners,<br>Trustees) | <input type="checkbox"/> Issuance/Transfer of Stock/New Stockholder      | <input type="checkbox"/> Change of Hours                               |
|   | <input type="checkbox"/> Other  |  | <input type="checkbox"/> Change of DBA                                 |

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3  
 Chelsea, MA 02150-2358

**Application for amendment - change of officers, stock, or ownership interest**



THE COMMONWEALTH OF MASSACHUSETTS  
**Alcoholic Beverages Control Commission**  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

**APPLICATION FOR AMENDMENT**  
**-Change of Officers, Stock or Ownership Interest**

Please click the amendment titles for the video walk-through of the amendment application

**Change of Officers/ Directors/LLC Managers**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

**Change of Ownership Interest**

(e.g. LLC Members, LLP Partners, Trustees etc.)

- Payment Receipt
- Monetary Transmittal
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

**Change of Stock Interest**

(e.g. New Stockholders or Transfer or Issuance of Stock)

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization**

**Non-Profit Club Change of Officers/ Directors**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the club signed by an approved officer
- Business Structure Documents - **Articles of Organization** from the Secretary of the Commonwealth

**Management Agreement**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Vote of Entity
- Management Agreement

*\*If abutter notification and advertisement are required for transaction, please see the local licensing authority.*

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Gelerman Brothers Inc.	Brookline	88946-PK-049

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

This application is being submitted to reflect a change of officer of Gelerman Brothers from Walter Gelerman to Gil Zilberberg

**APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Gil Zilberberg	Owner	Gil@thebutcherie.com	617-505-9849

## APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

### 2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises(Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	<div style="background-color: black; width: 100%; height: 1.2em;"></div>	SSN	DOB
Gil Zilberberg			
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
Owner	90%	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
MA Resident		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
MA Resident		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
MA Resident		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
MA Resident		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
MA Resident		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
MA Resident		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Name of Principal	Residential Address	SSN	DOB
Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen
		<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
MA Resident		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Additional pages attached?  Yes  No

**CRIMINAL HISTORY**  
 Has any individual listed in question 2, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

Yes  No

**MANAGEMENT AGREEMENT**  
 Are you requesting approval to utilize a management company through a management agreement?  
 Please provide a copy of the management agreement.

Yes  No

**APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest**

**3. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST**

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal Gil Zilberberg	Title/Position Owner	Percentage of Ownership 80%
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership
Name of Principal	Title/Position	Percentage of Ownership

**4. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Does any individual or entity identified in question 2, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

**5. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Has any individual or entity identified in question 2, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

**6. DISCLOSURE OF LICENSE DISCIPLINARY ACTION**

Have any of the disclosed licenses listed in question 4 or 5 ever been suspended, revoked or cancelled? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

**7. FINANCIAL DISCLOSURE**

Associated Cost(s): (E.g. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):"

Associated Cost(s): No cost associated. This amendment reflects a change in officers/manager only. No transfer of ownership of financial transaction is involved.

**SOURCE OF CASH CONTRIBUTION**

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
N/A	
Total:	

**SOURCE OF FINANCING**

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
N/A			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

**FINANCIAL INFORMATION**

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

There is no financing associated with this application.

**APPLICANT'S STATEMENT**

I, Gov. Zilbaberg the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager  
Authorized Signatory  
of Steelman Brothers Inc  
Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- (4) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature: [Signature]

Date: May 15/20

Title: Owner

### ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

A large, empty rectangular box with a thin black border, occupying most of the page below the instruction. It is intended for the applicant to provide additional information or clarify answers.

## 2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST(Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name <input style="width: 95%; height: 25px;" type="text"/>	Percentage of Ownership in Entity being Licensed (Write "NA" if this is the entity being licensed) <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;">NA</div>		
---	--	--	--

Name of Principal <input style="width: 95%; height: 25px;" type="text"/>	Residential Address <input style="width: 95%; height: 25px;" type="text"/>	SSN <input style="width: 95%; height: 25px;" type="text"/>	DOB <input style="width: 95%; height: 25px;" type="text"/>
Title and or Position <input style="width: 95%; height: 25px;" type="text"/>	Percentage of Ownership <input style="width: 95%; height: 25px;" type="text"/>	Director <input type="radio"/> Yes <input type="radio"/> No	US Citizen <input type="radio"/> Yes <input type="radio"/> No
Name of Principal <input style="width: 95%; height: 25px;" type="text"/>	Residential Address <input style="width: 95%; height: 25px;" type="text"/>	SSN <input style="width: 95%; height: 25px;" type="text"/>	DOB <input style="width: 95%; height: 25px;" type="text"/>
Title and or Position <input style="width: 95%; height: 25px;" type="text"/>	Percentage of Ownership <input style="width: 95%; height: 25px;" type="text"/>	Director <input type="radio"/> Yes <input type="radio"/> No	US Citizen <input type="radio"/> Yes <input type="radio"/> No
Name of Principal <input style="width: 95%; height: 25px;" type="text"/>	Residential Address <input style="width: 95%; height: 25px;" type="text"/>	SSN <input style="width: 95%; height: 25px;" type="text"/>	DOB <input style="width: 95%; height: 25px;" type="text"/>
Title and or Position <input style="width: 95%; height: 25px;" type="text"/>	Percentage of Ownership <input style="width: 95%; height: 25px;" type="text"/>	Director <input type="radio"/> Yes <input type="radio"/> No	US Citizen <input type="radio"/> Yes <input type="radio"/> No
Name of Principal <input style="width: 95%; height: 25px;" type="text"/>	Residential Address <input style="width: 95%; height: 25px;" type="text"/>	SSN <input style="width: 95%; height: 25px;" type="text"/>	DOB <input style="width: 95%; height: 25px;" type="text"/>
Title and or Position <input style="width: 95%; height: 25px;" type="text"/>	Percentage of Ownership <input style="width: 95%; height: 25px;" type="text"/>	Director <input type="radio"/> Yes <input type="radio"/> No	US Citizen <input type="radio"/> Yes <input type="radio"/> No
Name of Principal <input style="width: 95%; height: 25px;" type="text"/>	Residential Address <input style="width: 95%; height: 25px;" type="text"/>	SSN <input style="width: 95%; height: 25px;" type="text"/>	DOB <input style="width: 95%; height: 25px;" type="text"/>
Title and or Position <input style="width: 95%; height: 25px;" type="text"/>	Percentage of Ownership <input style="width: 95%; height: 25px;" type="text"/>	Director <input type="radio"/> Yes <input type="radio"/> No	US Citizen <input type="radio"/> Yes <input type="radio"/> No
Name of Principal <input style="width: 95%; height: 25px;" type="text"/>	Residential Address <input style="width: 95%; height: 25px;" type="text"/>	SSN <input style="width: 95%; height: 25px;" type="text"/>	DOB <input style="width: 95%; height: 25px;" type="text"/>
Title and or Position <input style="width: 95%; height: 25px;" type="text"/>	Percentage of Ownership <input style="width: 95%; height: 25px;" type="text"/>	Director <input type="radio"/> Yes <input type="radio"/> No	US Citizen <input type="radio"/> Yes <input type="radio"/> No

**CRIMINAL HISTORY**

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

Yes  No

## **DOR Certificate of Good Standing**



## **DUA Certificate of Compliance**

Department of Unemployment Assistance  
Commonwealth of Massachusetts  
Executive Office of Labor & Workforce Development



## Certificate of Compliance

GELERMAN BROTHERS INC  
428 HARVARD ST  
BROOKLINE MA 02446-2430

Date:  
Letter ID:  
Employer ID (FEIN)



The Department of Unemployment Assistance certifies that as of May 5, 2026, GEGERMAN BROTHERS INC is current in all its obligations relating to contributions, payments in lieu of contributions, and the employer medical assistance contribution established in G.L. c. 149, § 189

This certificate expires on 04-Jun-2026 .

Sincerely,

Katie Dishnica, Director  
Department of Unemployment Assistance

**Questions?**  
Revenue Enforcement Unit  
Department of Unemployment Assistance  
Email us: Revenue Enforcement@mass.gov  
Call us (617) 626-5750



**Department of Unemployment Assistance**  
Commonwealth of Massachusetts  
Executive Office of Labor & Workforce Development

**IMPORTANT NOTICE**

The enclosed notice contains important information about unemployment insurance. The notice may contain important deadlines. It may tell you how to appeal an unemployment decision or tell you what your next steps are. You should have it translated immediately. If you need help translating the notice or have questions, please call the Multilingual Services Unit at 1-888-822-3422, and select your language. If you are claiming unemployment benefits, you must continue to certify weekly for each week that you are unemployed. For general help, claimants can call (617) 626-6800. Employers can call (617) 626-5075. Translators are available.

El aviso adjunto contiene información importante sobre el seguro de desempleo. Puede incluir fechas límite importantes. Puede indicarle cómo apelar una decisión sobre el seguro de desempleo o cuáles son sus próximos pasos. Debe traducirlo de inmediato. Si necesita ayuda para traducir el aviso o tiene alguna pregunta, llame a la Unidad de Servicios Multilingües al 1-888-822-3422 y seleccione **1 para español**. Si solicita beneficios de desempleo, debe seguir certificando semanalmente por cada semana que esté desempleado. Para obtener ayuda general, los reclamantes pueden llamar al (617) 626-6800. Los empleadores pueden llamar al (617) 626-5075. Hay intérpretes disponibles.

Avi ki anekse a gen enfòmasyon enpòtan sou asirans chomaj. Avi a ka genyen dat limit ki enpòtan. Li ka di w fason pou fe apel yo n desizyon sou chomaj oswa pwochen etap ou dwe swiv. Ou dwe fe yo tradwi li louswit. Si ou bezwen ed pou fe tradwi loubyen gen okenn kesyon, tanpri rele nimewo Telefòn Gratis lan nan 1-888-822-3422 epi chwazi opsyon **2 pou Kreyòl Ayisyen**. Si ou ap reklame benefis chomaj yo, ou dwe kontinye deklare pou chak semèn ou fe san travay. Pou moun k ap reklame yo jwenn ed jeneral, yo kapab rele (617) 626-6800. Anplwayé yo kapab rele (617) 626-5075. Gen tradiktè ki disponib.

隨附的通知包含有關失業保險的重要信息。該通知可能包含重要的截止日期。它可能會告訴您如何對失業決定上訴或告訴您下一個步驟。您應該立即翻譯它。如果您需要協助翻譯該通知或有疑問，請致電多語言服務部門 1-888-822-3422，並選3 給廣東話。如果您正在領取失業金，您必須繼續每週證明自己失業。如果需一般協助，索賠人士可以致電 (617) 626-6800。僱主們可以致電 (617) 626-5075，可以提供口譯服務。

隨附的通知包含有關失業保險的重要信息。該通知可能包含重要的截止日期。它可能會告訴您如何對失業決定上訴或告訴您下一個步驟。您應該立即翻譯它。如果您需要協助翻譯該通知或有疑問，請致電多語言服務部門 1-888-822-3422，並選4 給普通話。如果您正在領取失業金，您必須繼續每週證明自己失業。如果需一般協助，索賠人士可以致電 (617) 626-6800。僱主們可以致電 (617) 626-5075，可以提供口譯服務。

Thông báo kèm theo có chứa thông tin quan trọng về bảo hiểm thất nghiệp. Thông báo có thể chứa các thời hạn quan trọng. Thông báo có thể cho bạn biết cách kháng cáo quyết định thất nghiệp hoặc cho bạn biết các bước tiếp theo cần làm. Bạn nên dịch thông báo ngay lập tức. Nếu bạn cần trợ giúp dịch thông báo hoặc có thắc mắc, xin vui lòng gọi đến đơn vị dịch vụ đa ngôn ngữ theo số 1-888-822-3422 và chọn **5 cho tiếng Việt**. Nếu bạn đang yêu cầu tiền thất nghiệp, bạn phải tiếp tục chứng nhận hàng tuần cho mỗi tuần bạn còn thất nghiệp. Để được trợ giúp chung, người yêu cầu có thể gọi đến số (617) 626-6800. Người sử dụng lao động có thể gọi đến số (617) 626-5075. Phiên dịch viên có sẵn sàng.

O aviso anexo contém informações importantes sobre o seguro-desemprego. O aviso pode conter prazos importantes. Pode lhe dizer como apelar de uma decisão de desemprego ou dizer quais são seus próximos passos. Você deve traduzi-lo imediatamente. Se você precisar de ajuda com a tradução ou tiver alguma dúvida, por favor ligue para o Serviço de Ligação Gratuita através do número 1-888-822-3422 e seleccione **6 para Português**. Se você estiver solicitando o seguro-desemprego, deverá continuar a certificar-se semanalmente para cada semana que estiver desempregado. Para obter ajuda geral, os requerentes podem ligar para (617) 626-6800. Os empregadores podem ligar para (617) 626-5075. Há intérpretes disponíveis.

В прилагаемом уведомлении содержится важная информация о страховании по безработице. В этом уведомлении могут указываться важные сроки. В нём может описываться, как обжаловать решение относительно пособия по безработице или что делать дальше. Вам следует срочно сделать его перевод. Если вам нужна помощь в переводе уведомления или у вас есть вопросы, позвоните в Отдел языкового обслуживания (Multilingual Services Unit) по телефону 1-888-822-3422 и нажмите **7, чтобы выбрать русский язык**. Если вы подаёте заявление о получении пособия по безработице, вы должны и далее еженедельно подтверждать, что вы являетесь безработным. За помощью общего характера заявители могут обращаться по телефону (617) 626-6800. Работодатели могут звонить по телефону (617) 626-5075. Предлагаются услуги перевода.



**Department of Unemployment Assistance**  
**Commonwealth of Massachusetts**  
**Executive Office of Labor & Workforce Development**



L'avviso qui allegato contiene informazioni importanti riguardanti l'assicurazione di disoccupazione. Questa comunicazione potrebbe contenere delle scadenze importanti. Potrebbe spiegare come fare ricorso contro una decisione o quali potrebbero essere i passi successivi. Vi preghiamo di farla tradurre immediatamente. Se avete bisogno di aiuto per la traduzione o in caso di dubbi, chiamate il numero gratuito 1-888-822-3422 e selezionate **8 per l'Italiano**. Se ricevete il sussidio di disoccupazione, dovrete continuare a mandare i resoconti settimanali per ogni settimana in cui siete disoccupati. Per un aiuto di carattere generale, chiamate il numero (617) 626-6800. I datori di lavoro possono chiamare il (617) 626-5075. Ci sono traduttori disponibili.

សេចក្តីជូនដំណឹងដាក់ប្រាប់មានទូរស័ព្ទមានសំខាន់អំពីការចាត់ដាក់ប្រាក់បង់ប្រាក់ប្រចាំខែមិនមានការងារធ្វើ។ សេចក្តីជូនដំណឹងអាចមានព័ត៌មានបន្ថែម  
 ព័ត៌មានប្រាប់អ្នកអំពីរបៀបដាក់ប្រាក់បង់ប្រាក់ប្រចាំខែមិនមានការងារធ្វើ ឬប្រាប់អ្នកអំពីជំហានបន្ទាប់របស់អ្នក។  
 អ្នកគួរតែធ្វើការបកប្រែយ៉ាងតាមរបៀប។ ប្រសិនបើអ្នកត្រូវការការបកប្រែសេចក្តីជូនដំណឹង ឬមាន  
 សំណួរសូមទូរស័ព្ទទៅអង្គការសេដ្ឋកិច្ចសហរដ្ឋអាមេរិកលេខ 1-888-822-3422, ហើយជ្រើសយកលេខ **9** សម្រាប់ភាសាខ្មែរ។  
 ប្រសិនបើអ្នកត្រូវការការបកប្រែប្រយោជន៍មិនមានការងារធ្វើ ឬត្រូវតែបន្តបញ្ជាក់ប្រចាំសប្តាហ៍ ស្រាប់រៀងរាល់សប្តាហ៍ដែលអ្នកមិនមានការងារធ្វើ។  
 សម្រាប់ជំនួយទូរស័ព្ទ អ្នកអាចទាញទូរស័ព្ទទៅលេខ (617) 626-6800។ ឱ្យអ្នកជំនាញទូរស័ព្ទទៅលេខ (617) 626-5075។  
 មានអ្នកបកប្រែជូន។

ចេញ៖ ការបកប្រែដែលបានផ្តល់ជូននេះគឺជាសេវាសម្រាប់ប្រជាជនដែលមានការងារធ្វើ។ ចេញ៖ ការបកប្រែដែលបានផ្តល់ជូននេះមិនមែនជាការបញ្ជាក់ឱ្យបានប្រាកដប្រាកដនោះទេ។  
 ចេញ៖ ការបកប្រែដែលបានផ្តល់ជូននេះមិនមែនជាការបញ្ជាក់ឱ្យបានប្រាកដប្រាកដនោះទេ។ ចេញ៖ ការបកប្រែដែលបានផ្តល់ជូននេះមិនមែនជាការបញ្ជាក់ឱ្យបានប្រាកដប្រាកដនោះទេ។  
 ចេញ៖ ការបកប្រែដែលបានផ្តល់ជូននេះមិនមែនជាការបញ្ជាក់ឱ្យបានប្រាកដប្រាកដនោះទេ។ ចេញ៖ ការបកប្រែដែលបានផ្តល់ជូននេះមិនមែនជាការបញ្ជាក់ឱ្យបានប្រាកដប្រាកដនោះទេ។  
 ចេញ៖ ការបកប្រែដែលបានផ្តល់ជូននេះមិនមែនជាការបញ្ជាក់ឱ្យបានប្រាកដប្រាកដនោះទេ។ ចេញ៖ ការបកប្រែដែលបានផ្តល់ជូននេះមិនមែនជាការបញ្ជាក់ឱ្យបានប្រាកដប្រាកដនោះទេ។

동봉된 안내문에는 실업 보험에 대한 중요한 정보가 포함되어 있습니다. 안내문에는 중요한 마감일이 포함되어 있을 수 있습니다.  
 안내문을 통해 실업 결정에 대해 이의 제기를 하는 방법이나 다음 단계에 대한 정보를 알려줄 수 있습니다. 이 안내문을 즉시 번역  
 조치를 하여야 합니다. 안내문 번역에 도움이 필요하거나 질문이 있는 경우, 1-888-822-3422번으로 다국어 서비스 부서(Multilingual  
 Services Unit)에 전화하신 다음, **한국어 서비스를 원하시면 11번을 선택하십시오.** 실업 급여를 청구하고 있는 경우, 각 주마다 매주  
 실적 상태임을 계속 증명해야 합니다. 일반적인 도움을 원하시면, 청구인은 (617) 626-6800번으로 문의할 수 있습니다. 고용주는 (617)  
 626-5075번으로 문의할 수 있습니다. 통역 서비스를 이용할 수 있습니다.

L'avis ci-joint comporte des informations importantes sur l'assurance chômage. Il peut contenir des échéances importantes. Il peut  
 vous indiquer comment faire appel d'une décision en matière de chômage ou quelles sont vos prochaines démarches. Si vous avez  
 besoin d'assistance pour la traduction ou si vous avez des questions, veuillez appeler le numéro gratuit 1-888-822-3422 et choisir le  
**12 pour le français**. Si vous demandez des allocations chômage, vous devez continuer à certifier chaque semaine de chômage. Pour  
 obtenir une aide générale, les demandeurs peuvent appeler le (617) 626-6800. Les employeurs peuvent appeler le (617) 626-5075.  
 Des interprètes sont disponibles.

## **Vote of the entity**



## **Cory Authorization**



Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street, First Floor  
Boston, MA 02114

DEBORAH B. GOLDBERG  
TREASURER AND RECEIVER GENERAL

**CORI REQUEST FORM**

JEAN M. LORIZIO, ESQ.  
CHAIRMAN

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

**ABCC LICENSE INFORMATION**

ABCC NUMBER: 88946-pk-0148 LICENSEE NAME: LIQUOR LICENSE CITY/TOWN: BROOKLINE

**APPLICANT INFORMATION**

LAST NAME: ZILBERBERG FIRST NAME: GIL MIDDLE NAME: M  
 MAIDEN NAME OR ALIAS (IF APPLICABLE): PLACE OF BIRTH: UK  
 DATE OF BIRTH: [REDACTED] APPLICABLE: [REDACTED]  
 MOTHER'S M: [REDACTED] LIC. ISSUED: MA  
 GENDER: MALE HEIGHT: 5 6 WEIGHT: 170 EYE COLOR: BLUE  
 CURRENT ADDRESS: [REDACTED] STATE: MASS ZIP: 02446  
 CITY/TOWN: [REDACTED]  
 FORMER ADDRESS: [REDACTED]  
 CITY/TOWN: BROOKLINE STATE: MASS ZIP: 02446

**PRINT AND SIGN**

PRINTED NAME: GIL M ZILBERBERG APPLICANT/EMPLOYEE SIGNATURE: [Signature]

**NOTARY INFORMATION**

On this 5th of May 2024 before me, the undersigned notary public, personally appeared Gil Zilberberg  
 (name of document signer), proved to me through satisfactory evidence of identification, which were MA DL  
 to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose  
 [Signature] - MASS  
 NOTARY

PATRICIA RAMOS-DONES  
NOTARY PUBLIC  
COMMONWEALTH OF MASSACHUSETTS  
MY COMMISSION EXPIRES  
OCTOBER 18, 2030

**DIVISION USE ONLY**

REQUESTOR: [REDACTED] SIGNATURE OF COMMISSIONER: [REDACTED]  
 THIS FORM IS TO BE COMPLETED BY THE APPLICANT AND MUST BE SIGNED BY THE APPLICANT AND THE COMMISSIONER. ALL CORI REQUEST FORMS THAT INCLUDE THIS INFORMATION WILL BE REVIEWED BY THE COMMISSIONER. ALL CORI REQUEST FORMS THAT INCLUDE THIS INFORMATION WILL BE REVIEWED BY THE COMMISSIONER. ALL CORI REQUEST FORMS THAT INCLUDE THIS INFORMATION WILL BE REVIEWED BY THE COMMISSIONER.

## **Business structure documents**

110768

**RECEIVED**

JUN 19 1975

CORPORATION DIVISION  
SECRETARY'S OFFICE

THE COMMONWEALTH OF MASSACHUSETTS

ARTICLES OF ORGANIZATION  
GENERAL LAWS, CHAPTER 156B, SECTION 12

I hereby certify that, upon an examination of the within-written articles of organization, duly submitted to me, it appears that the provisions of the General Laws relative to the organization of corporations have been complied with, and I hereby approve said articles; and the filing fee in the amount of \$425<sup>00</sup> having been paid, said articles are deemed to have been filed with me this

June 19<sup>th</sup> 1975 day of

Effective date

Paul Guzzi

**PAUL GUZZI**  
Secretary of the Commonwealth

TO BE FILLED IN BY CORPORATION  
PHOTO COPY OF ARTICLES OF ORGANIZATION TO BE SENT

To: Bornstein & Cohen, Esqs.

6 Beacon Street

Boston, Mass. 02108

Telephone: 227-5101

FILING FEE: 1/20 of 1% of the total amount of the authorized capital stock with par value, and one cent a share for all authorized shares without par value, but not less than \$125. General Laws, Chapter 156B. Shares of stock with a par value of less than one dollar shall be deemed to have par value of one dollar per share.

Copy Mailed JUL 9 1975

7. By-laws of the corporation have been duly adopted and the initial directors, president, treasurer and clerk, whose names are set out below, have been duly elected.
8. The effective date of organization of the corporation shall be the date of filing with the Secretary of the Commonwealth or if later date is desired, specify date, (not more than 30 days after date of filing.)
9. The following information shall not for any purpose be treated as a permanent part of the Articles of Organization of the corporation.
- a. The post office address of the initial principal office of the corporation in Massachusetts is:  
428 Harvard Street, Brookline, Mass. 02146
- b. The name, residence, and post office address of each of the initial directors and following officers of the corporation are as follows:

	NAME	RESIDENCE	POST OFFICE ADDRESS
President:	Max Gelerman	[REDACTED]	[REDACTED]
Treasurer:	Jack Gelerman	[REDACTED]	[REDACTED]
Clerk:	Jack Gelerman	[REDACTED]	[REDACTED]
Directors:	Max Gelerman	[REDACTED]	[REDACTED]
	Jack Gelerman	[REDACTED]	[REDACTED]

- c. The date initially adopted on which the corporation's fiscal year ends is:  
May 31st
- d. The date initially fixed in the by-laws for the annual meeting of stockholders of the corporation is:  
Third Tuesday in June
- e. The name and business address of the resident agent, if any, of the corporation is:  
None

IN WITNESS WHEREOF and under the penalties of perjury the above-named INCORPORATOR(S) sign(s) these Articles of Organization this 18th day of June 19 75.

Jennie Goldstein  
Jennie Goldstein

The signature of each incorporator which is not a natural person must be by an individual who shall show the capacity in which he acts and by signing shall represent under the penalties of perjury that he is duly authorized on its behalf to sign these Articles of Organization.

3. The total number of shares and the par value, if any, of each class of stock which the corporation is authorized is as follows:

CLASS OF STOCK	WITHOUT PAR VALUE	WITH PAR VALUE		
	NUMBER OF SHARES	NUMBER OF SHARES	PAR VALUE	AMOUNT
Preferred	None	None		\$.....
Common	7500	None		

- \*4. If more than one class is authorized, a description of each of the different classes of stock with, if any, the preferences, voting powers, qualifications, special or relative rights or privileges as to each class thereof and any series now established:

None

- \*5. The restrictions, if any, imposed by the Articles of Organization upon the transfer of shares of stock of any class are as follows:

See By-Laws

- \*6. Other lawful provisions, if any, for the conduct and regulation of the business and affairs of the corporation, for its voluntary dissolution, or for limiting, defining, or regulating the powers of the corporation, or of its directors or stockholders, or of any class of stockholders:

None

\*If there are no provisions state "None".

# The Commonwealth of Massachusetts

**PAUL GUZZI**

Secretary of the Commonwealth

STATE HOUSE

BOSTON, MASS. 02133

## ARTICLES OF ORGANIZATION

(Under G.L. Ch. 156B)

Incorporators

NAME

POST OFFICE ADDRESS

*Include given name in full in case of natural persons; in case of a corporation, give state of incorporation*

I, Jennie Goldstein

45 West Street, Randolph, Mass.

The above-named incorporator(s) do hereby associate (themselves) with the intention of forming a corporation under the provisions of General Laws, Chapter 156B and hereby state(s):

1. The name by which the corporation shall be known is:

GELEMAN BROTHERS, INC. ✓

2. The purposes for which the corporation is formed are as follows:

To buy, sell, process, import, deal in and to engage in the business generally as a dealer in meat and meat products, poultry, fowl, game of all kinds and any other food product or products and commodities of all kinds, sorts and descriptions, at either wholesale or retail, or as a jobber; to engage in the business of buying, selling and distributing or otherwise dealing and trading in livestock and fowl of all kinds, slaughtering the same, and curing, packing, selling or otherwise disposing of all products and by-products thereof; to store, package, manufacture, cure, or otherwise deal in the wholesale and retail merchandising of meat, meat products, poultry, fowl, game, and other food products and commodities of all kinds and description; to enter into and to make contracts of every kind and nature with any person or persons, firm, corporation, municipality, county, state, body politic or governmental agency incidental to the carrying on of the food business; to purchase, lease or otherwise acquire and to hold, use, lease, manage, operate, equip, maintain, sell, pledge, deal in or with any and all kinds of properties, real, personal or mixed tangible or intangible, incidental to the food business, and generally to engage in the kosher meat and food business. To do any and all things permitted under Chapter 156B.

**NOTE:** If provisions for which the space provided under Articles 2, 4, 5 and 6 is not sufficient, additions should be set out on continuation sheets to be numbered 2A, 2B, etc. Indicate under each Article where the provision is set out. Continuation sheets shall be on 8 1/2" x 11" paper and must have a left-hand margin 1 inch wide for binding. Only one side should be used.

## **Change of Officers/ Directors/LLC Managers**

Applicant: Trustees of Boston University  
DBA: Boston University/ WBUR  
Location: 890 Commonwealth Ave Brookline, Ma 02215  
Application Details: Change of Officers

### **Application Details:**

Question of approving the application of Change of Officers/Directors/LLC Managers for Trustee of Boston University d/b/a Boston University. The requests to remove Gary W. Nicksa, Treasurer, Robert A. Brown, President and Erika Geetter. Secretary along with more Trustees to add Nicole K. Tirella, Treasurer, Melissa L. Gilliam, President and Andrew Forsyth, Secretary along with various changes to Trustees.

### **Reports (Attached):**

Police Department (Pending)

MEMORANDUM

TO: Jennifer Paster, Chief of Police  
FROM: Charles Carey, Town Administrator  
RE: Change of Officers/Directors/ LLC Managers  
DATE: May 21, 2026

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May we please have reports on the attached application:

Applicant: Trustees of Boston University  
DBA: Boston University/ WBUR  
License Type: Change of Officer/Directors/ LLC Managers  
Location: 890 Commonwealth Ave. Boston, MA 02215

**Application Details:**

Question of approving the application of Change of Officers/Directors/LLC Managers for Trustee of Boston University d/b/a Boston University. The requests to remove Gary W. Nicksa, Treasurer, Robert A. Brown, President and Erika Geetter, Secretary along with more Trustees to add Nicole K. Tirella, Treasurer, Melissa L. Gilliam, President and Andrew Forsyth, Secretary along with various changes to Trustees.

This application is scheduled to go before the Board on **June 10, 2026**. May we please have the reports no later than **June 3, 2026**.

Thank you.

**SELECT BOARD**

Bernard Greene, Chair  
David Pearlman, Vice Chair  
John VanScoyoc  
Paul Warren  
Michael Rubenstein



**BROOKLINE**  
**MASSACHUSETTS**

333 Washington St.  
Brookline, MA 02445  
SelectBoard@BrooklineMA.gov  
617-730-2200

Hearing Date: 6/10/20  
email: laceved@bu.edu

**CHANGE OF OFFICERS, DIRECTORS, LLC MANAGERS**  
**APPLICATION CHECKLIST**

Directions: You must submit all of the documents below **in the order they appear below** as a complete packet. This checklist must be submitted as a cover sheet. Each document must be separated by a separator/divider sheet. Failure to meet these requirements will result in the return of the application packet for resubmission. Your application is not considered complete until it includes all relevant documents in the requisite order.

- ✓ Change of Officers, Directors, LLC Managers Checklist

**Alcohol Beverages Control Commission (ABCC)-Required Documents:**

- ✓ **1. Filing Fee** (Receipt paid to the ABCC) - [Payment Link](#)
- ✓ **2. Monetary Transmittal Form**
- ✓ **3. APPLICATION FOR AMENDMENT-Change of Officers, Stock, or Ownership Interest**
- ✓ **4. DOR Certificate of Good Standing**
- ✓ **5. DUA Certificate of Compliance**
- ✓ **6. Vote of the Entity** *provided signed letter by Secretary*
- ✓ **7. CORI Authorization.** Complete one for the proposed manager of record. This **must** be notarized with a stamp or raised seal.
- ✓ **8. Business Structure Documents**
  - a. If Sole Proprietor, **Business Certificate**
  - b. If Partnership, **Partnership Agreement**
  - c. If Corporation or LLC, **Articles of Organization** from the [Secretary of the Commonwealth](#).

**NO Additional Documents Required by the Town of Brookline.**

**YOUR NEXT STEPS AFTER SUBMITTING YOUR APPLICATION:**

- ✓ **Contact the Brookline Police Department** at (617) 730-2239 to schedule an appointment to complete a fingerprint-based background check. On the date of the appointment, a payment of \$50 is required for each person to be fingerprinted. This payment can be made by bank check or money order made out to the "Town of Brookline." Please also bring a picture ID with you on the day of the appointment. Fingerprinting must be completed prior to the public meeting.
- ✓ You and/or your legal counsel will need to be present at Town Hall or virtually via Zoom for the public Licensing Panel meeting to speak on your application.

**For Select Board Office Use Only:**

- Required reports:  
 Police Department

Your Information

Payment

Receipt

### Payment Confirmation

**YOUR PAYMENT HAS PROCESSED AND THIS IS YOUR RECEIPT**

Your account has been billed for the following transaction. You will receive a receipt via email.

 **Transaction Processed Successfully.**  
**INVOICE #: 22e5445f-8d25-44be-a373-02a660213ad7.**

Description	Applicant, License or Registration Number	Amount
FILING FEES-RETAIL	04856-RS-0148	\$200.00
		<b>\$200.00</b>

Total Convenience Fee: **\$5.18**

Date Paid: **5/6/2026 1:59:37 PM EDT**

Total Amount Paid: **\$205.18**

**Payment On Behalf Of**  
**License Number or Business Name:**  
 04856-RS-0148

**Fee Type:**  
 FILING FEES-RETAIL

**Billing Information**

**First Name:**  
 Boston University Lupita

**Last Name:**  
 Acevedo

**Address:**  
 1 Silber Way

**City:**  
 Boston

**State:**  
 MA

**Zip Code:**  
 02215

**Email Address:**  
 laceved@bu.edu

The Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
www.mass.gov/abcc

RETAIL ALCOHOLIC BEVERAGES LICENSE APPLICATION  
MONETARY TRANSMITTAL FORM

**APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest**

APPLICATION SHOULD BE COMPLETED ON-LINE, PRINTED, SIGNED, AND SUBMITTED TO THE LOCAL LICENSING AUTHORITY.

ECRT CODE: RETA

Please make \$200.00 payment here: ABCC PAYMENT WEBSITE

PAYMENT MUST DENOTE THE NAME OF THE LICENSEE CORPORATION, LLC, PARTNERSHIP, OR INDIVIDUAL AND INCLUDE THE PAYMENT RECEIPT

ABCC LICENSE NUMBER (IF AN EXISTING LICENSEE, CAN BE OBTAINED FROM THE CITY)

ENTITY/ LICENSEE NAME

ADDRESS

CITY/TOWN

STATE

ZIP CODE

or the following transactions (Check all that apply):

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/  
Directors/LLC Managers
- Change of Ownership Interest  
(LLC Members/ LLP Partners,  
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

THE LOCAL LICENSING AUTHORITY MUST SUBMIT THIS APPLICATION ONCE APPROVED VIA THE ePLACE PORTAL

Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

*The Commonwealth of Massachusetts*  
**Alcoholic Beverages Control Commission**  
 95 Fourth Street, Suite 3, Chelsea, MA 02150-2358  
 www.mass.gov/abcc

**APPLICATION FOR AMENDMENT**

**-Change of Officers, Stock or Ownership Interest**

- Change of Officers/ Directors/LLC Managers**     **Change of Stock Interest**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

(e.g. New Stockholders or Transfer or Issuance of Stock)

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
- Business Structure Documents
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

**Change of Ownership Interest**

(e.g. LLC Members, LLP Partners, Trustees etc.)

- Payment Receipt
- Monetary Transmittal
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Stock Application
- Financial Statement
- Vote of the Entity
- CORI Authorization
- Business Structure Documents
- Purchase & Sale Agreement
- Supporting Financial Records
- Advertisement
  - If Sole Proprietor, **Business Certificate**
  - If partnership, **Partnership Agreement**
  - If corporation or LLC, **Articles of Organization** from the Secretary of the Commonwealth

**Non-Profit Club Change of Officers/ Directors**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Change of Officer/Directors Application
- Vote of the club signed by an approved officer
- Business Structure Documents - **Articles of Organization** from the Secretary of the Commonwealth

**Management Agreement**

- Payment Receipt
- Monetary Transmittal Form
- DOR Certificate of Good Standing
- DUA Certificate of Compliance
- Vote of Entity
- Management Agreement

*\*If abutter notification and advertisement are required for transaction, please see the local licensing authority.*

**1. BUSINESS ENTITY INFORMATION**

Entity Name	Municipality	ABCC License Number
Trustees of Boston University	Suffolk	04856-RS-0148

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages, if necessary.

Change of 3 officers: remove Gary W. Nicksa, Treasurer, Robert A. Brown, President and Erika Geetter, Secretary; and add Nicole K. Tirella, Treasurer, Melissa L. Gilliam, President and Andrew Forsyth, Secretary.  
 Various changes to Trustees - see "additional Information" page attached

**APPLICATION CONTACT**

The application contact is the person who should be contacted with any questions regarding this application.

Name	Title	Email	Phone
Lupita Acevedo	Sr. Administrative Coordinator	laceved@bu.edu	617-353-1776

## ADDITIONAL INFORMATION

ease utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

1. Business Entity Information (Continued)

Please provide a narrative overview of the transaction(s) being applied for. Attach additional pages if necessary.

Various Changes to Trustees

REMOVE THE FOLLOWING TRUSTEES:

Kimberly A.S. Howard  
Richard Reidy  
Jane Moncreiff  
Sharon G. Ryan  
Stephen M. Zide  
Rajen A. Kilachand  
Carolyn Hessler-Radalet  
Sandra Frazier  
S.D. Shibulal  
Alicia C. Mullen  
Maurice Ferre

ADD THE FOLLOWING TRUSTEES:

Antonio G. Gomes  
Kevin E. Smith  
Thomas J. Bickerton  
John D. Couris  
Eric D. Muller  
Lisa Wendt

### APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest

## 2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST

List all individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.). Attach additional page(s) provided, if necessary, utilizing Addendum A.

- The individuals and titles listed in this section must be identical to those filed with the Massachusetts Secretary of State.
- The individuals identified in this section, as well as the proposed Manager of Record, must complete a CORI Release Form.
- Please note the following statutory requirements for Directors and LLC Managers:  
**On Premises (E.g. Restaurant/ Club/Hotel) Directors or LLC Managers** - At least 50% must be US citizens;  
**Off Premises(Liquor Store) Directors or LLC Managers** - All must be US citizens and a majority must be Massachusetts residents.
- If you are a Multi-Tiered Organization, please attach a flow chart identifying each corporate interest and the individual owners of each entity as well as the Articles of Organization for each corporate entity. Every individual must be identified in Addendum A.

Name of Principal	Residential Address	SSN	DOB
Melissa L. Gilliam	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
President	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Nicole K. Tirella	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Treasurer	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Andrew Forsyth	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Secretary	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Rebecca A. Norlander	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Richard C. Godfrey	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Ahmass Fakahany	[REDACTED]	[REDACTED]	[REDACTED]

Title and or Position	Percentage of Ownership	Director/ LLC Manager	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Additional pages attached?  Yes  No

#### CRIMINAL HISTORY

Has any individual listed in question 2, and applicable attachments, ever been convicted of a State, Federal or Military Crime? If yes, attach an affidavit providing the details of any and all convictions.

Yes  No

#### MANAGEMENT AGREEMENT

Are you requesting approval to utilize a management company through a management agreement? Please provide a copy of the management agreement.

Yes  No

## 2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST(Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name	Percentage of Ownership in Entity being Licensed (Write "NA" if this is the entity being licensed)
Trustees of Boston University	NA

Name of Principal	Residential Address	SSN	DOB
Ruth A. Moorman			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Kevin C. Merida			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Kenneth Lin			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Thomas J. Bickerton			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
John D. Couris			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Eric D. Muller			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Nina Tassler			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

**CRIMINAL HISTORY**

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

Yes  No

## 2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST(Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Percentage of Ownership in Entity being Licensed  
(Write "NA" if this is the entity being licensed)

Trustees of Boston Univers

NA

Name of Principal	Residential Address	SSN	DOB
Lisa Wendt			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Maureen A. Alphonse-Cha			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Kenneth Z. Slater			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Shamim Dahod			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Cynthia R. Cohen			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Ryan Roth Gallo			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Malek Sukkar			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

### CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

<input type="radio"/> Yes <input checked="" type="radio"/> No
---

## 2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST(Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Percentage of Ownership in Entity being Licensed  
(Write "NA" if this is the entity being licensed)

Trustees of Boston Univers

NA

Name of Principal	Residential Address	SSN	DOB
Antonio G. Gomes			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Michael D. Fricklas			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Joseph Loscalzo			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Elizabeth C. Thors			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Jonathan Priester			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Cassandra M. Clay			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Ranch C. Kimball			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

### CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

Yes  No

## 2. PROPOSED OFFICERS, STOCK OR OWNERSHIP INTEREST(Continued...)

List all proposed individuals or entities that will have a direct or indirect, beneficial or financial interest in this license (E.g. Stockholders, Officers, Directors, LLC Managers, LLP Partners, Trustees etc.).

Entity Name

Percentage of Ownership in Entity being Licensed  
(Write "NA" if this is the entity being licensed)

Trustees of Boston Univers

NA

Name of Principal	Residential Address	SSN	DOB
Antoinette R. Leatherberry			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Peter L. Wexler			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Hugo X. Shong			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Nathaniel Dalton			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB
Kevin E. Smith			

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
Trustee	0	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

Name of Principal	Residential Address	SSN	DOB

Title and or Position	Percentage of Ownership	Director	US Citizen	MA Resident
		<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

### CRIMINAL HISTORY

Has any individual identified above ever been convicted of a State, Federal or Military Crime?  
If yes, attach an affidavit providing the details of any and all convictions.

Yes  No

**APPLICATION FOR AMENDMENT-Change of Officers, Stock or Ownership Interest**

SEE ATTACHED ADDITIONAL INFORMATION

**3. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST**

List the individuals and entities of the current ownership. Attach additional pages if necessary utilizing the format below.

Name of Principal	Title/Position	Percentage of Ownership
Gary A. Nicksa	Treasurer	0
Robert A. Brown	President	0
Erika Geetter	Secretary	0
Ahmass Fakahany	Trustee	0
Peter L. Wexley	Trustee	0
Hugo X. Shong	Trustee	0

**4. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Does any individual or entity identified in question 2, and applicable attachments, have any direct or indirect, beneficial or financial interest in any other license to sell alcoholic beverages? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below. **SEE ATTACHED ADDITIONAL INFORMATION**

Name	License Type	License Name	Municipality
Trustees of Boston University	Wines & Malt	Nickerson Field	Boston
Trustees of Boston University	Wines & Malt	Agganis Arena	Boston
Trustees of Boston University	Wines & Malt	Questrom	Boston

**5. PREVIOUSLY HELD INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE**

Has any individual or entity identified in question 2, and applicable attachments, ever held a direct or indirect, beneficial or financial interest in a license to sell alcoholic beverages, which is not presently held? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Name	License Type	License Name	Municipality

**6. DISCLOSURE OF LICENSE DISCIPLINARY ACTION**

Have any of the disclosed licenses listed in question 4 or 5 ever been suspended, revoked or cancelled? Yes  No  If yes, list in table below. Attach additional pages, if necessary, utilizing the table format below.

Date of Action	Name of License	City	Reason for suspension, revocation or cancellation

**ADDITIONAL INFORMATION**

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

**3. CURRENT OFFICERS, STOCK OR OWNERSHIP INTEREST (Continued)**

NAME OF PRINCIPLES	TITLE/POSITION	PERCENTAGE OF OWNERSHIP
Elizabeth C. Thors	Trustee	0%
Kimberly A.S. Howard	Trustee	0%
Ranch C. Kimball	Trustee	0%
Stephen M. Zide	Trustee	0%
Richard C. Godfrey	Trustee	0%
Sandra Frazier	Trustee	0%
Kenneth Z. Slater	Trustee	0%
Nathaniel Dalton	Trustee	0%
Richard Reidy	Trustee	0%
Shamim Dahod	Trustee	0%
Rebecca A. Norlander	Trustee	0%
Rajen A. Kilachand	Trustee	0%
Jane Moncreiff	Trustee	0%
Kevin C. Merida	Trustee	0%
S.D. Shibulal	Trustee	0%
Cynthia R. Cohen	Trustee	0%
Michael D. Fricklas	Trustee	0%
Malek Sukkar	Trustee	0%
Carolyn Hessler-Radelet	Trustee	0%
Jonathan Priester	Trustee	0%
Ruth Moorman	Trustee	0%
Alicia C. Mullen	Trustee	0%
Cassandra M. Clay	Trustee	0%
Kenneth Lin	Trustee	0%
Sharon G. Ryan	Trustee	0%
Ryan Roth Gallo	Trustee	0%
Nina Tassler	Trustee	0%
Maureen A. Alphonse-Charles	Trustee	0%
Joseph Loscalzo	Trustee	0%
Maurice Ferre	Trustee	0%
Antoinette R. Leatherberry	Trustee	0%

### ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

#### 4. INTEREST IN AN ALCOHOLIC BEVERAGES LICENSE

NAME	LICENSE TYPE	LICENSE NAME	MUNICIPALITY
Trustees of Boston University	All Alcohol	The Castle	Boston
Trustees of Boston University	All Alcohol	George Sherman Union	Boston
Trustees of Boston University	All Alcohol	Agganis	Boston



**7. FINANCIAL DISCLOSURE**

Associated Cost(s): (E.g. Costs associated with License Transaction including but not limited to: Property price, Business Assets, Renovations costs, Construction costs, Initial Start-up costs, Inventory costs, or specify other costs):”

Associated Cost(s):

N/A

**SOURCE OF CASH CONTRIBUTION**

Please provide documentation of available funds. (E.g. Bank or other Financial institution Statements, Bank Letter, etc.)

Name of Contributor	Amount of Contribution
N/A	
N/A	
N/A	
N/A	
<b>Total:</b>	

**SOURCE OF FINANCING**

Please provide signed financing documentation.

Name of Lender	Amount	Type of Financing	Is the lender a licensee pursuant to M.G.L. Ch. 138.
N/A			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No
			<input type="radio"/> Yes <input type="radio"/> No

**FINANCIAL INFORMATION**

Provide a detailed explanation of the form(s) and source(s) of funding for the cost identified above.

**APPLICANT'S STATEMENT**

Jonathan Webster the:  sole proprietor;  partner;  corporate principal;  LLC/LLP manager

Authorized Signatory

of

Name of the Entity/Corporation

hereby submit this application (hereinafter the "Application"), to the local licensing authority (the "LLA") and the Alcoholic Beverages Control Commission (the "ABCC" and together with the LLA collectively the "Licensing Authorities") for approval.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in the Application, and as such affirm that all statements and representations therein are true to the best of my knowledge and belief. I further submit the following to be true and accurate:

- (1) I understand that each representation in this Application is material to the Licensing Authorities' decision on the Application and that the Licensing Authorities will rely on each and every answer in the Application and accompanying documents in reaching its decision;
- (2) I state that the location and description of the proposed licensed premises are in compliance with state and local laws and regulations;
- (3) I understand that while the Application is pending, I must notify the Licensing Authorities of any change in the information submitted therein. I understand that failure to give such notice to the Licensing Authorities may result in disapproval of the Application;
- 1) I understand that upon approval of the Application, I must notify the Licensing Authorities of any change in the ownership as approved by the Licensing Authorities. I understand that failure to give such notice to the Licensing Authorities may result in sanctions including revocation of any license for which this Application is submitted;
- (5) I understand that the licensee will be bound by the statements and representations made in the Application, including, but not limited to the identity of persons with an ownership or financial interest in the license;
- (6) I understand that all statements and representations made become conditions of the license;
- (7) I understand that any physical alterations to or changes to the size of the area used for the sale, delivery, storage, or consumption of alcoholic beverages, must be reported to the Licensing Authorities and may require the prior approval of the Licensing Authorities;
- (8) I understand that the licensee's failure to operate the licensed premises in accordance with the statements and representations made in the Application may result in sanctions, including the revocation of any license for which the Application was submitted; and
- (9) I understand that any false statement or misrepresentation will constitute cause for disapproval of the Application or sanctions including revocation of any license for which this Application is submitted.
- (10) I confirm that the applicant corporation and each individual listed in the ownership section of the application is in good standing with the Massachusetts Department of Revenue and has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting of child support.

Signature:

Date:

Title:

IN LIEU OF ENTITY VOTE, SEE ATTACHED LETTER AND SECRETARY CERTIFICATE

**ENTITY VOTE**

The Board of Directors or LLC Managers of   
Entity Name

duly voted to apply to the Licensing Authority of   
City/Town

and the

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on   
Date of Meeting

For the following transactions (Check all that apply):

- Change of Officers/Directors/LLC Manager
- Change of Ownership Interest (LLC Members, LLP Partners, Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Management/Operating Agreement
- Other

"VOTED: To authorize   
Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

A true copy attest,

For Corporations ONLY

A true copy attest,

\_\_\_\_\_  
Corporate Officer /LLC Manager Signature

\_\_\_\_\_  
Corporation Clerk's Signature

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Print Name)



TRUSTEES OF BOSTON UNIVERSITY  
SECRETARY'S CERTIFICATE OF AUTHORITY  
REGARDING ALCOHOLIC BEVERAGE LICENSES

I, Andrew Forsyth, hereby certify that I have been duly elected to and now hold the office of Secretary of Trustees of Boston University (the "University"), a non-profit corporation organized and existing under the laws of the Commonwealth of Massachusetts. I further certify as follows:

1. The University has approved the submittal of the application for amendment to the Town of Brookline and the Massachusetts Alcoholic Beverages Control Commission for change of officers and trustees under the University's alcoholic beverage license with the Town of Brookline LICA-19-0491 (ABCC: 04856-RS-0148).
2. The University has approved the authorization of Jonathan Webster, Liquor License Manager, as its manager of record for License Number LICA-19-0491, to sign the application for amendment for change of officers and trustees in the name of Trustees of Boston University and to execute on its behalf any necessary papers, and do all things required relative to the University's alcoholic beverage license.
3. The current officers and trustees of the University are as follows:

President: Melissa L. Gilliam  
 Treasurer: Nicole K. Tirella  
 Secretary (Clerk): Andrew Forsyth  
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IN WITNESS WHEREOF, I hereto set my hand this 3<sup>rd</sup> day of April, 2026.

\_\_\_\_\_  
Andrew Forsyth  
Secretary



Commonwealth of Massachusetts  
Department of Revenue  
Geoffrey E. Snyder, Commissioner

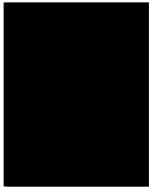
mass.gov/dor



**CERTIFICATE OF GOOD STANDING AND/OR TAX COMPLIANCE**



TRUSTEES OF BOSTON UNIVERSITY  
881 COMMONWEALTH AVE STE 1  
BOSTON MA 02215-1390



***Why did I receive this notice?***

The Commissioner of Revenue certifies that, as of the date of this certificate, TRUSTEES OF BOSTON UNIVERSITY dba:TRUSTEES OF BOSTON UNIVERSITY ATTN: HUMAN RESOURCES is in compliance with its tax obligations under Chapter 62C of the Massachusetts General Laws.

This certificate doesn't certify that the taxpayer is compliant in taxes such as unemployment insurance administered by agencies other than the Department of Revenue, or taxes under any other provisions of law.

**This is not a waiver of lien issued under Chapter 62C, section 52 of the Massachusetts General Laws.**

***What if I have questions?***

If you have questions, call us at (617) 887-6400, Monday through Friday, 9:00 a.m. to 4:00 p.m.

***Visit us online!***

Visit [mass.gov/dor](http://mass.gov/dor) to learn more about Massachusetts tax laws and DOR policies and procedures, including your Taxpayer Bill of Rights, and MassTaxConnect for easy access to your account:

- Review or update your account
- Contact us using e-message
- Sign up for e-billing to save paper
- Make payments or set up autopay

Edward W. Coyle, Jr., Chief  
Collections Bureau



**Department of Unemployment Assistance**  
Commonwealth of Massachusetts  
Executive Office of Labor & Workforce Development



### Certificate of Compliance

Date: March 4, 2026

Letter ID:



Employer ID (FEIN):

BOSTON UNIVERSITY  
25 BUICK ST  
BOSTON MA 02215-1301



The Department of Unemployment Assistance certifies that as of 03-Mar-2026, BOSTON UNIVERSITY is current in all its obligations relating to contributions, payments in lieu of contributions, and the employer medical assistance contribution established in G.L. c. 149, § 189.

This certificate expires on 02-Apr-2026 .

Sincerely,

Katie Dishnica, Director  
Department of Unemployment Assistance

**Questions?**

Revenue Enforcement Unit  
Department of Unemployment Assistance  
Email us: Revenue.Enforcement@mass.gov  
Call us: (617) 626-5750



**Department of Unemployment Assistance**  
**Commonwealth of Massachusetts**  
**Executive Office of Labor & Workforce Development**

Letter ID: [REDACTED]

### IMPORTANT NOTICE

The enclosed notice contains important information about unemployment insurance. The notice may contain important deadlines. It may tell you how to appeal an unemployment decision or tell you what your next steps are. You should have it translated immediately. If you need help translating the notice or have questions, please call the Multilingual Services Unit at 1-888-822-3422, and select your language. If you are claiming unemployment benefits, you must continue to certify weekly for each week that you are unemployed. For general help, claimants can call (617) 626-6800. Employers can call (617) 626-5075. Translators are available.

El aviso adjunto contiene información importante sobre el seguro de desempleo. Puede incluir fechas límite importantes. Puede indicarle cómo apelar una decisión sobre el seguro de desempleo o cuáles son sus próximos pasos. Debe traducirlo de inmediato. Si necesita ayuda para traducir el aviso o tiene alguna pregunta, llame a la Unidad de Servicios Multilingües al 1-888-822-3422 y seleccione **1 para español**. Si solicita beneficios de desempleo, debe seguir certificando semanalmente por cada semana que esté desempleado. Para obtener ayuda general, los reclamantes pueden llamar al (617) 626-6800. Los empleadores pueden llamar al (617) 626-5075. Hay intérpretes disponibles.

Avi ki anekse a gen enfòmasyon enpòtan sou asirans chomaj. Avi a ka genyen dat limit ki enpòtan. Li ka di w fason pou fè apèl yon desizyon sou chomaj oswa pwochen etap ou dwe swiv. Ou dwe fè yo tradwi li touswit. Si ou bezwen èd pou fè tradwi l oubyen gen okenn kesyon, tanpri rele nimewo Telefòn Gratis lan nan 1-888-822-3422 epi chwazi opsyon **2 pou Kreyòl Ayisyen**. Si ou ap reklame benefis chomaj yo, ou dwe kontinye deklare pou chak semèn ou fè san travay. Pou moun k ap reklame yo jwenn èd jeneral, yo kapab rele (617) 626-6800. Anplwayè yo kapab rele (617) 626-5075. Gen tradiktè ki disponib.

隨附的通知包含有關失業保險的重要信息。該通知可能包含重要的截止日期。它可能會告訴您如何對失業決定上訴或告訴您下一個步驟。你應該立即翻譯它。如果您需要協助翻譯該通知或有疑問，請致電多語言服務部門 1-888-822-3422，並選**3** 給廣東話。如果您正在領取失業金，您必須繼續每週證明自己失業。如果需一般協助，索賠人士可以致電 (617) 626-6800。雇主們可以致電 (617) 626-5075。可以提供口譯服務。

隨附的通知包含有關失業保險的重要信息。該通知可能包含重要的截止日期。它可能會告訴您如何對失業決定上訴或告訴您下一個步驟。你應該立即翻譯它。如果您需要協助翻譯該通知或有疑問，請致電多語言服務部門 1-888-822-3422，並選**4** 給普通話。如果您正在領取失業金，您必須繼續每週證明自己失業。如果需一般協助，索賠人士可以致電 (617) 626-6800。雇主們可以致電 (617) 626-5075。可以提供口譯服務。

Thông báo kèm theo có chứa thông tin quan trọng về bảo hiểm thất nghiệp. Thông báo có thể chứa các thời hạn quan trọng. Thông báo có thể cho bạn biết cách kháng cáo quyết định thất nghiệp hoặc cho bạn biết các bước tiếp theo cần làm. Bạn nên dịch thông báo ngay lập tức. Nếu bạn cần trợ giúp dịch thông báo hoặc có thắc mắc, xin vui lòng gọi đến đơn vị dịch vụ đa ngôn ngữ theo số 1-888-822-3422 và chọn **5 cho tiếng Việt**. Nếu bạn đang yêu cầu tiền thất nghiệp, bạn phải tiếp tục chứng nhận hàng tuần cho mỗi tuần bạn còn thất nghiệp. Để được trợ giúp chung, người yêu cầu có thể gọi đến số (617) 626-6800. Người sử dụng lao động có thể gọi đến số (617) 626-5075. Phiên dịch viên có nếu cần.

O aviso anexo contém informações importantes sobre o seguro-desemprego. O aviso pode conter prazos importantes. Pode lhe dizer como apelar de uma decisão de desemprego ou dizer quais são seus próximos passos. Você deve traduzi-lo imediatamente. Se você precisar de ajuda com a tradução ou tiver alguma dúvida, por favor ligue para o Serviço de Ligação Gratuita através do número 1-888-822-3422 e seleccione **6 para Português**. Se você estiver solicitando o seguro-desemprego, deverá continuar a certificar-se semanalmente para cada semana que estiver desempregado. Para obter ajuda geral, os requerentes podem ligar para (617) 626-6800. Os empregadores podem ligar para (617) 626-5075. Há intérpretes disponíveis.

В прилагаемом уведомлении содержится важная информация о страховании по безработице. В этом уведомлении могут указываться важные сроки. В нём может описываться, как обжаловать решение относительно пособия по безработице или что делать дальше. Вам следует срочно сделать его перевод. Если вам нужна помощь в переводе уведомления или у вас есть вопросы, позвоните в Отдел языкового обслуживания (Multilingual Services Unit) по телефону 1-888-822-3422 и нажмите **7, чтобы выбрать русский язык**. Если вы подаёте заявление о получении пособия по безработице, вы должны и далее еженедельно подтверждать, что вы являетесь безработным. За помощью общего характера заявители могут обращаться по телефону (617) 626-6800. Работодатели могут звонить по телефону (617) 626-5075. Предлагаются услуги перевода.

<https://unemployment.mass.gov/Employers>

Ref: aL1001



Department of Unemployment Assistance  
Commonwealth of Massachusetts  
Executive Office of Labor & Workforce Development

Letter ID: [Redacted]

L'avviso qui allegato contiene informazioni importanti riguardanti l'assicurazione di disoccupazione. Questa comunicazione potrebbe contenere delle scadenze importanti. Potrebbe spiegare come fare ricorso contro una decisione o quali potrebbero essere i passi successivi. Vi preghiamo di farla tradurre immediatamente. Se avete bisogno di aiuto per la traduzione o in caso di dubbi, chiamate il numero gratuito 1-888-822-3422 e selezionate **8 per l'italiano**. Se ricevete il sussidio di disoccupazione, dovrete continuare a mandare i resoconti settimanali per ogni settimana in cui siete disoccupati. Per un aiuto di carattere generale, chiamate il numero (617) 626-6800. I datori di lavoro possono chiamare il (617) 626-5075. Ci sono traduttori disponibili.

ສເຕກຸຕີຜູ້ສະໜັບສະໜູນເຊິ່ງເປັນສ່ວນໜຶ່ງຂອງການສະໜັບສະໜູນສຳຄັນຕໍ່ການຊອກຫາວຽກທີ່ມີຄວາມສະດວກສຳລັບທ່ານ ທີ່ຈະຊ່ວຍໃຫ້ທ່ານສູ້ຖືກຳລັງຕ້ານຕໍ່ການຕັດອອກໄປຂອງທ່ານ. ສເຕກຸຕີຜູ້ສະໜັບສະໜູນເຊິ່ງເປັນສ່ວນໜຶ່ງຂອງການສະໜັບສະໜູນສຳຄັນຕໍ່ການຊອກຫາວຽກທີ່ມີຄວາມສະດວກສຳລັບທ່ານ ທີ່ຈະຊ່ວຍໃຫ້ທ່ານສູ້ຖືກຳລັງຕ້ານຕໍ່ການຕັດອອກໄປຂອງທ່ານ. ບຸກຄົນທີ່ມີຄວາມສະຫງ່າຫຼາກຫຼາຍສາມາດສືບຕໍ່ການຊອກຫາວຽກທີ່ມີຄວາມສະດວກສຳລັບທ່ານ ທີ່ຈະຊ່ວຍໃຫ້ທ່ານສູ້ຖືກຳລັງຕ້ານຕໍ່ການຕັດອອກໄປຂອງທ່ານ. ບຸກຄົນທີ່ມີຄວາມສະຫງ່າຫຼາກຫຼາຍສາມາດສືບຕໍ່ການຊອກຫາວຽກທີ່ມີຄວາມສະດວກສຳລັບທ່ານ ທີ່ຈະຊ່ວຍໃຫ້ທ່ານສູ້ຖືກຳລັງຕ້ານຕໍ່ການຕັດອອກໄປຂອງທ່ານ. ບຸກຄົນທີ່ມີຄວາມສະຫງ່າຫຼາກຫຼາຍສາມາດສືບຕໍ່ການຊອກຫາວຽກທີ່ມີຄວາມສະດວກສຳລັບທ່ານ ທີ່ຈະຊ່ວຍໃຫ້ທ່ານສູ້ຖືກຳລັງຕ້ານຕໍ່ການຕັດອອກໄປຂອງທ່ານ. ບຸກຄົນທີ່ມີຄວາມສະຫງ່າຫຼາກຫຼາຍສາມາດສືບຕໍ່ການຊອກຫາວຽກທີ່ມີຄວາມສະດວກສຳລັບທ່ານ ທີ່ຈະຊ່ວຍໃຫ້ທ່ານສູ້ຖືກຳລັງຕ້ານຕໍ່ການຕັດອອກໄປຂອງທ່ານ. ບຸກຄົນທີ່ມີຄວາມສະຫງ່າຫຼາກຫຼາຍສາມາດສືບຕໍ່ການຊອກຫາວຽກທີ່ມີຄວາມສະດວກສຳລັບທ່ານ ທີ່ຈະຊ່ວຍໃຫ້ທ່ານສູ້ຖືກຳລັງຕ້ານຕໍ່ການຕັດອອກໄປຂອງທ່ານ. ບຸກຄົນທີ່ມີຄວາມສະຫງ່າຫຼາກຫຼາຍສາມາດສືບຕໍ່ການຊອກຫາວຽກທີ່ມີຄວາມສະດວກສຳລັບທ່ານ ທີ່ຈະຊ່ວຍໃຫ້ທ່ານສູ້ຖືກຳລັງຕ້ານຕໍ່ການຕັດອອກໄປຂອງທ່ານ.

ເອກະສານແຈ້ງການທີ່ກ່ຽວຂ້ອງກັບການຊອກຫາວຽກທີ່ມີຄວາມສະດວກສຳລັບທ່ານ ທີ່ຈະຊ່ວຍໃຫ້ທ່ານສູ້ຖືກຳລັງຕ້ານຕໍ່ການຕັດອອກໄປຂອງທ່ານ. ເອກະສານແຈ້ງການທີ່ກ່ຽວຂ້ອງກັບການຊອກຫາວຽກທີ່ມີຄວາມສະດວກສຳລັບທ່ານ ທີ່ຈະຊ່ວຍໃຫ້ທ່ານສູ້ຖືກຳລັງຕ້ານຕໍ່ການຕັດອອກໄປຂອງທ່ານ. ເອກະສານແຈ້ງການທີ່ກ່ຽວຂ້ອງກັບການຊອກຫາວຽກທີ່ມີຄວາມສະດວກສຳລັບທ່ານ ທີ່ຈະຊ່ວຍໃຫ້ທ່ານສູ້ຖືກຳລັງຕ້ານຕໍ່ການຕັດອອກໄປຂອງທ່ານ. ເອກະສານແຈ້ງການທີ່ກ່ຽວຂ້ອງກັບການຊອກຫາວຽກທີ່ມີຄວາມສະດວກສຳລັບທ່ານ ທີ່ຈະຊ່ວຍໃຫ້ທ່ານສູ້ຖືກຳລັງຕ້ານຕໍ່ການຕັດອອກໄປຂອງທ່ານ. ເອກະສານແຈ້ງການທີ່ກ່ຽວຂ້ອງກັບການຊອກຫາວຽກທີ່ມີຄວາມສະດວກສຳລັບທ່ານ ທີ່ຈະຊ່ວຍໃຫ້ທ່ານສູ້ຖືກຳລັງຕ້ານຕໍ່ການຕັດອອກໄປຂອງທ່ານ. ເອກະສານແຈ້ງການທີ່ກ່ຽວຂ້ອງກັບການຊອກຫາວຽກທີ່ມີຄວາມສະດວກສຳລັບທ່ານ ທີ່ຈະຊ່ວຍໃຫ້ທ່ານສູ້ຖືກຳລັງຕ້ານຕໍ່ການຕັດອອກໄປຂອງທ່ານ. ເອກະສານແຈ້ງການທີ່ກ່ຽວຂ້ອງກັບການຊອກຫາວຽກທີ່ມີຄວາມສະດວກສຳລັບທ່ານ ທີ່ຈະຊ່ວຍໃຫ້ທ່ານສູ້ຖືກຳລັງຕ້ານຕໍ່ການຕັດອອກໄປຂອງທ່ານ.

동봉된 안내문에는 실업 보험에 대한 중요한 정보가 포함되어 있습니다. 안내문에는 중요한 마감일이 포함되어 있을 수 있습니다. 안내문을 통해 실업 결정에 대해 이의 제기를 하는 방법이나 다음 단계에 대한 정보를 알려줄 수 있습니다. 이 안내문을 즉시 번역 조치를 하여야 합니다. 안내문 번역에 도움이 필요하거나 질문이 있는 경우, 1-888-822-3422번으로 다국어 서비스 부서(Multilingual Services Unit)에 전화하신 다음, **한국어 서비스를 원하시면 11번을** 선택하십시오. 실업 급여를 청구하고 있는 경우, 각 주마다 매주 실적 상태임을 계속 증명해야 합니다. 일반적인 도움을 원하시면, 청구인은 (617) 626-6800번으로 문의할 수 있습니다. 고용주는 (617) 626-5075번으로 문의할 수 있습니다. 통역 서비스를 이용할 수 있습니다.

L'avis ci-joint comporte des informations importantes sur l'assurance chômage. Il peut contenir des échéances importantes. Il peut vous indiquer comment faire appel d'une décision en matière de chômage ou quelles sont vos prochaines démarches. Si vous avez besoin d'assistance pour la traduction ou si vous avez des questions, veuillez appeler le numéro gratuit 1-888-822-3422 et choisir le **12 pour le français**. Si vous demandez des allocations chômage, vous devez continuer à certifier chaque semaine de chômage. Pour obtenir une aide générale, les demandeurs peuvent appeler le (617) 626-6800. Les employeurs peuvent appeler le (617) 626-5075. Des interprètes sont disponibles.



Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
239 Causeway Street, First Floor  
Boston, MA 02114

**CORI REQUEST FORM**

**DEBORAH B. GOLDBERG**  
TREASURER AND RECEIVER GENERAL

**JEAN M. LORIZIO, ESQ.**  
CHAIRMAN

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

**ABCC LICENSE INFORMATION**

ABCC NUMBER: 01856-RS-0148 LICENSEE NAME: \_\_\_\_\_ CITY/TOWN: \_\_\_\_\_  
(IF EXISTING LICENSEE)

**APPLICANT INFORMATION**

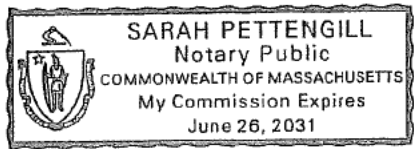
LAST NAME: FORSYTH FIRST NAME: ANDREW MIDDLE NAME: CHARLES  
MAIDEN NAME OR ALIAS (IF APPLICABLE): \_\_\_\_\_ PLACE OF BIRTH: GLASGOW, UNITED KINGDOM  
DATE OF BIRTH: \_\_\_\_\_ ID THEFT INDEX PIN (IF APPLICABLE): \_\_\_\_\_  
MOTHER'S MAIDEN NAME: \_\_\_\_\_ DRIVER'S LICENSE # \_\_\_\_\_ STATE LIC. ISSUED: Connecticut  
GENDER: MALE HEIGHT: 5 11 WEIGHT: 180 EYE COLOR: BROWN  
CURRENT ADDRESS: \_\_\_\_\_  
CITY/TOWN: \_\_\_\_\_ STATE: MA ZIP: \_\_\_\_\_  
FORMER ADDRESS: \_\_\_\_\_  
CITY/TOWN: \_\_\_\_\_ STATE: CT ZIP: \_\_\_\_\_

**PRINT AND SIGN**

PRINTED NAME: ANDREW C. FORSYTH APPLICANT/EMPLOYEE SIGNATURE: [Signature]

**NOTARY INFORMATION**

On this March 13<sup>th</sup> before me, the undersigned notary public, personally appeared Andrew Forsyth  
(name of document signer), proved to me through satisfactory evidence of identification, which were I.D.  
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.  
[Signature]  
NOTARY



**DIVISION USE ONLY**

REQUESTED BY: \_\_\_\_\_  
SIGNATURE OF CORI-AUTHORIZED EMPLOYEE

The DCJ Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 660-4614.

*Stephane Nagubara*  
COMMISSIONER

DL



4d LIC [REDACTED]  
3 DOB [REDACTED]  
4b EXP 05/15/2026  
4a ISS [REDACTED] SEX M  
16 HGT 5-11" 10 EYES BRO  
5 DD 19112710381701MVG  
1 FORSYTH  
2 ANDREW CHARLES

9 CLASS D  
9a END NONE  
12 REST B  
DONOR



*AA*



JEAN M. LORIZIO, ESQ.  
CHAIRMAN

Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150

CORI REQUEST FORM

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

**ABCC LICENSE INFORMATION**

ABCC NUMBER: 04856-RS-0148 (IF EXISTING LICENSEE) LICENSEE NAME: \_\_\_\_\_ CITY/TOWN: \_\_\_\_\_

**APPLICANT INFORMATION**

LAST NAME: Gilliam FIRST NAME: Melissa MIDDLE NAME: Lynn  
MAIDEN NAME OR ALIAS (IF APPLICABLE): \_\_\_\_\_ PLACE OF BIRTH: Washington, D.C.  
DATE OF BIRTH: \_\_\_\_\_ ID THEFT INDEX PIN (IF APPLICABLE): \_\_\_\_\_  
MOTHER'S MAIDEN NAME: \_\_\_\_\_ S LICENSE # \_\_\_\_\_ STATE LIC. ISSUED: MA  
GENDER: Female HEIGHT: 5 6 WEIGHT: 140 EYE COLOR: Brown  
CURRENT ADDRESS: \_\_\_\_\_  
CITY/TOWN: \_\_\_\_\_ STATE: MA ZIP: 02446  
FORMER ADDRESS: \_\_\_\_\_  
CITY/TOWN: \_\_\_\_\_

**PRINT AND SIGN**

PRINTED NAME: Melissa Gilliam APPLICANT/EMPLOYEE SIGNATURE: [Signature]

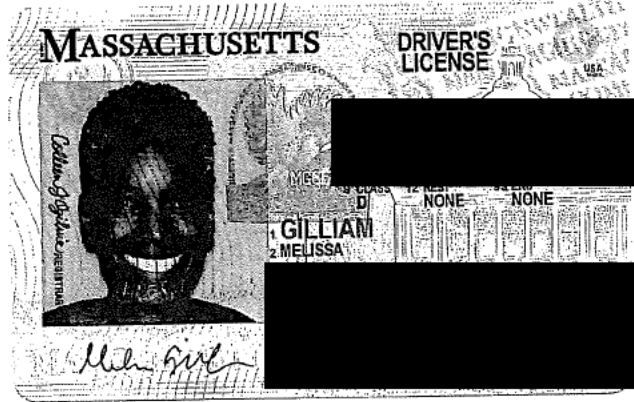
**NOTARY INFORMATION**

On this 12<sup>th</sup> day of March before me, the undersigned notary public, personally appeared Melissa Gilliam  
2026  
(name of document signer), proved to me through satisfactory evidence of identification, which were personally known  
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.  
[Signature]  
NOTARY



**DIVISION USE ONLY**

REQUESTED BY: \_\_\_\_\_  
SIGNATURE OF CORI-AUTHORIZED EMPLOYEE: \_\_\_\_\_  
The DCJ Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. ALL CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 660-4614.





JEAN M. LORIZIO, ESQ.  
CHAIRMAN

Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150

CORI REQUEST FORM

The Alcoholic Beverages Control Commission ("ABCC") has been certified by the Criminal History Systems Board to access conviction and pending Criminal Offender Record Information ("CORI"). For the purpose of approving each shareholder, owner, licensee or applicant for an alcoholic beverages license, I understand that a criminal record check will be conducted on me, pursuant to the above. The information below is correct to the best of my knowledge.

**ABCC LICENSE INFORMATION**

ABCC NUMBER: 04856-RS-0148 LICENSEE NAME: \_\_\_\_\_ CITY/TOWN: \_\_\_\_\_

**APPLICANT INFORMATION**

LAST NAME: Tivella FIRST NAME: Nicola MIDDLE NAME: Rathryn  
MAIDEN NAME OR ALIAS (IF APPLICABLE): \_\_\_\_\_ PLACE OF BIRTH: Port Chester NY  
DATE OF BIRTH: \_\_\_\_\_ ID THEFT INDEX PIN (IF APPLICABLE): \_\_\_\_\_  
MOTHER'S MAIDEN NAME: \_\_\_\_\_ DRIVER'S LICENSE \_\_\_\_\_ STATE LIC. ISSUED: MA  
GENDER: Female HEIGHT: 4 5 WEIGHT: 210 EYE COLOR: Brown  
CURRENT ADDRESS: \_\_\_\_\_  
CITY/TOWN: \_\_\_\_\_ STATE: MA ZIP: \_\_\_\_\_  
FORMER ADDRESS: \_\_\_\_\_  
CITY/TOWN: \_\_\_\_\_ STATE: MA ZIP: \_\_\_\_\_

**PRINT AND SIGN**

PRINTED NAME: N. Tivella APPLICANT/EMPLOYEE SIGNATURE: \_\_\_\_\_

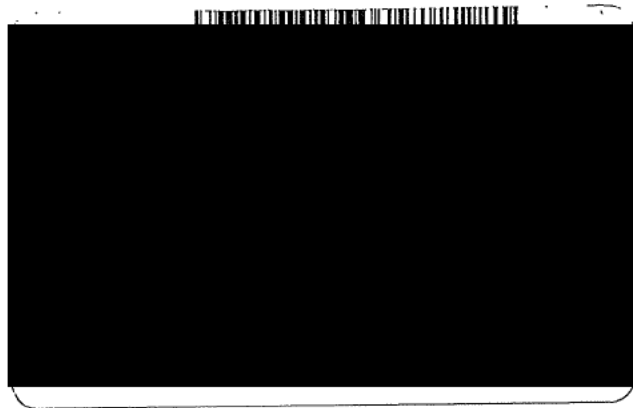
**NOTARY INFORMATION**

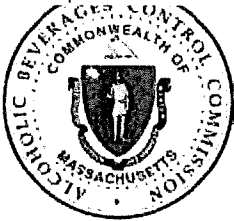
On this 10th day of March before me, the undersigned notary public, personally appeared Nicola Tivella  
(name of document signer), proved to me through satisfactory evidence of identification, which were known to me  
to be the person whose name is signed on the preceding or attached document, and acknowledged to me that (he) (she) signed it voluntarily for its stated purpose.  
Ruth M. Releked  
NOTARY



**DIVISION USE ONLY**

REQUESTED BY: \_\_\_\_\_  
SIGNATURE OF CORI-AUTHORIZED EMPLOYEE  
The DCJ Identify Theft Index File Number is to be completed by those applicants that have been issued an Identify Theft File Number by the DCJ. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process. All CORI request forms that include this field are required to be submitted to the DCJ via mail or by fax to (617) 660-4614.





Alcoholic Beverages Control Commission  
 95 Fourth Street, Suite 3  
 Chelsea, MA, 02150-2358  
 mass.gov/abcc

**Jean M. Lorizio, Esq.**  
*Chairman*

**BENEFICIAL INTEREST DISCLOSURE EXEMPTION REQUEST**

Entity Name:

**Application Contact**

Name:   
 Phone:   
 Email:

The Applicant is seeking an exemption from disclosure under M.G.L. c. 138, §§ 15A & 23 for the following individuals and/or entities (use additional pages if necessary):

	% of ownership in license	Control over operation of license
Name: <input type="text" value="Ahmass Fakahany"/>	<input type="text" value="0"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Name: <input type="text" value="Peter L. Wexler"/>	<input type="text" value="0"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Name: <input type="text" value="Hugu X. Shong"/>	<input type="text" value="0"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Name: <input type="text" value="Elizabeth C. Thors"/>	<input type="text" value="0"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Name: <input type="text" value="Ranch C. Kimball"/>	<input type="text" value="0"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Name: <input type="text" value="Richard C. Godfrey"/>	<input type="text" value="0"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
Name: <input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input type="radio"/> No

The Applicant is seeking an exemption from disclosing to the Licensing Authorities the following regarding the above-named individuals and/or entities (check all that apply):

- Criminal Offender Record Information ("CORI") Authorization Forms
- Beneficial Interest Form (Individual or Corporation)
- Identity of Individual(s) and/or Entities

Please attach a flow chart of the Applicant's organizational ownership structure, including the percentage of ownership for each person/entity. If an entity is a public corporation, please indicate that on the chart.

**ADDITIONAL INFORMATION**

ease utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

**BENEFICIAL INTEREST DISCLOSURE EXEMPTION REQUEST (CONTINUED)**

NAME	% OWNERSHIP IN LICENSE	CONTROL OVER OPERATION OF LICENSE?
Kenneth Z. Slater	0%	No
Nathaniel Dalton	0%	No
Shamim Dahod	0%	No
Thomas J. Bickerton	0%	No
John D. Couris	0%	No
Eric D. Muller	0%	No
Nina Tassler	0%	No
Lisa Wendt	0%	No
Rebecca A. Norlander	0%	No
Kevin C. Merida	0%	No
Cynthia R. Cohen	0%	No
Michael D. Fricklas	0%	No
Malek Sukkar	0%	No
Jonathan Priester	0%	No
Ruth A. Moorman	0%	No
Cassandra M. Clay	0%	No
Kenneth Lin	0%	No
Ryan Roth Gallo	0%	No
Maureen A. Alphonse-Charles	0%	No
Joseph Loscalzo	0%	No
Antoinette R. Leatherberry	0%	No
Antonio G. Gomes	0%	No
Kevin E. Smith	0%	No

Please explain why an exemption from the disclosure requirements of M.G.L. c. 138, §§ 15A & 23, is being sought, including, but not limited to, a description of the hardship(s) posed in obtaining the required information from the individuals and/or entities, and any other information that the Applicant believes would be of assistance to the Commission in considering whether to grant an exemption to the disclosure laws (use additional pages, if necessary):

The above listed individuals live all across the Country and have no percentage interest in the proposed licensee entity. The listed individuals will not participate in the operation of the business at . Because of their domicile, the necessary communication and mailing required to provide the Alcoholic Beverages Control Commission with such personal information as required in section 6 of the application including social security numbers, date of birth, citizenship, and residency would put an undue burden and cost on the applicant.

I do hereby declare under the pains and penalties of perjury that I have personal knowledge of the information submitted in this Exemption Request, and as such, affirm that all statement and representations therein are true to the best of my knowledge and belief.

Signed by:   
Signature:   
Title:   
Date:

**The Commonwealth of Massachusetts, William Francis Galvin  
Corporations Division**

One Ashburton Place - Floor 17, Boston MA 02108-1512 | Phone: 617-727-9640

**Certificate of Change of Directors or Officers**

(General Laws, Chapter 180, Section 6D)

No Fee

Identification Number: 042103547

I, ANDREW FORSYTH, Clerk

of TRUSTEES OF BOSTON UNIVERSITY

certify that pursuant to General Laws, Chapter 180, Section 6D, a change in the directors and/or the president, treasurer and/or clerk of said corporation has been made and that the name, residential street address, and expiration of term of the president, treasurer, clerk and each director are as follows:

Title	Individual Name	Address	Term expires
PRESIDENT	MELISSA L. GILLIAM	[REDACTED]	Indefinite
TREASURER	NICOLE K. TIRELLA		Indefinite
CLERK	ANDREW FORSYTH		Indefinite
TRUSTEE	REBECCA A. NORLANDER		Indefinite
TRUSTEE	RICHARD C. GODFREY		Indefinite
TRUSTEE	AHMASS FAKAHANY		Indefinite
TRUSTEE	RUTH A. MOORMAN		Indefinite
TRUSTEE	KEVIN C. MERIDA		Indefinite
TRUSTEE	KENNETH LIN		Indefinite
TRUSTEE	THOMAS J. BICKERTON		Indefinite
TRUSTEE	JOHN D. COURIS		Indefinite
TRUSTEE	ERIC D. MULLER		Indefinite
TRUSTEE	NINA TASSLER		Indefinite
TRUSTEE	LISA WENDT		Indefinite
TRUSTEE	MAUREEN A. ALPHONSE CHARLES	Indefinite	

TRUSTEE	KENNETH Z. SLATER		Indefinite
TRUSTEE	SHAMIM DAHOD		Indefinite
TRUSTEE	CYNTHIA R. COHEN		Indefinite
TRUSTEE	RYAN ROTH GALLO		Indefinite
TRUSTEE	MALEK SUKKAR		Indefinite
TRUSTEE	ANTONIO G. GOMES		Indefinite
TRUSTEE	MICHAEL D. FRICKLAS		Indefinite
TRUSTEE	JOSEPH LOSCALZO		Indefinite
TRUSTEE	ELIZABETH C. THORS		Indefinite
TRUSTEE	JONATHAN PRIESTER		Indefinite
TRUSTEE	CASSANDRA M. CLAY		Indefinite
TRUSTEE	RANCH C. KIMBALL		Indefinite
TRUSTEE	ANTOINETTE R. LEATHERBERRY		Indefinite
TRUSTEE	PETER L. WEXLER		Indefinite
TRUSTEE	HUGO X. SHONG		Indefinite
TRUSTEE	NATHANIEL DALTON		Indefinite
TRUSTEE	KEVIN E. SMITH		Indefinite
DIRECTOR	UNKNOWN UNKNOWN		Indefinite

SIGNED UNDER THE PENALTIES OF PERJURY, this 27 Day of October, 2025,

ANDREW FORSYTH

, Signature of Clerk/Assistant Clerk

**Dorothy D. Accomando**  
Senior Paralegal



**Boston University**  
Office of the General Counsel  
125 Bay State Road  
Boston, Massachusetts 02215  
T: (617) 353-2185  
F: (617) 353-5529  
[daccoman@bu.edu](mailto:daccoman@bu.edu)

April 3, 2026

Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150-2358

Dear Sir/Madam:

As has been done in past submissions by the Trustees of Boston University ("University") to the Alcoholic Beverages Control Commission ("ABCC") for applications for new licenses and changes of managers/officers, please see the following enclosed documents:

1. Secretary Certificate in lieu of the Vote of Entity form; and
2. Commonwealth of Massachusetts, Acts of 1869, Chapter 322 and Charter, Statutes and By-Laws, in lieu of the Articles of Organization.

The University is a Massachusetts, non-profit corporation (not a Trust). The University was not created under Articles of Organization but rather was created by an Act of the Legislation of the Commonwealth of Massachusetts in 1869 (see copy of Act of 1869, Chapter 322 attached).

The University's By-Laws do not include the names of officers or trustees, but rather provides, among other provisions and in accordance with Massachusetts General Laws, a provision by which such officers/trustees are elected, admitted, and terminated. Upon the University electing or terminating new officers/trustees, in accordance with the provisions of its By-Laws, the University updates its corporate records with the Massachusetts Secretary of the Commonwealth Corporations Division by filing a Change of Directors or Officers form.

Please let me know if you have any questions. You can reach me at (617) 353-2185 or via email at [daccoman@bu.edu](mailto:daccoman@bu.edu).

Very truly yours,

*Dorothy D. Accomando*

Dorothy D. Accomando  
Senior Paralegal

Enclosures

cc: Jason A. Mahler, Associate General Counsel

#XHNSAWLH0D1WWLv1

HOPKINTON BRANCH RAILROAD COMPANY.

Person Pratt, Alvin A. Sweet, &c. hereby made a corporation Branch Railroad Company; &c. and subject to all the laws set forth in all general laws may be in force relating to

may locate, construct and &c. at some convenient point in Hopkinton, thence running a part of said town of Hopkinton, to the Boston Indian Brook in the town of Hopkinton, and switches &c. according to the

may connect its road with &c. and may use the same &c. and transfer its franchises and &c. and ease its road or other property of said corporation, upon &c. and confirmed by vote of &c. stockholders of said corporation, meeting duly called for that

Each of said corporation shall &c. and divided into &c. the number of which shall &c. be, by the directors, and said &c. such real estate and personal &c. for the purpose of this act.

Hopkinton is hereby authorized &c. in the capital stock of the &c. Company, or guarantee the &c. amount of sixty thousand &c. shares of said town shall, by &c. legal voters present and voting &c. such shares, or guarantee the &c. terms of this act, to pay for the &c. of said town, and to hold the same &c. disposition of the town for &c. as any other property it may

SECTION 6. Said town of Hopkinton is hereby authorized to raise by loan or tax, any sums of money which shall be required to pay its instalments on its subscriptions to said stock, and interest thereon, or for any other purpose required by the terms of this act.

—may raise by loan or tax the amount required to pay its subscriptions.

SECTION 7. The selectmen of the town of Hopkinton shall have authority to represent said town at any meeting of the Hopkinton Branch Railroad Company, and said town so represented, is hereby authorized to vote on the whole amount of stock held by said town of Hopkinton, anything in chapter sixty-three of the General Statutes to the contrary notwithstanding.

Selectmen to represent the town at all meetings of said company.

SECTION 8. This act shall take effect upon its passage, and shall be void unless said road is located within two years, and constructed within four years from the passage of this act.

When to take effect.

Approved May 26, 1869.

AN ACT TO INCORPORATE THE TRUSTEES OF BOSTON UNIVERSITY.

Chap. 322

Be it enacted, &c., as follows :

SECTION 1. Isaac Rich, Lee Claffin, Jacob Sleeper, their associates and successors, are hereby constituted a body corporate by the name of the Trustees of Boston University, and they and their successors, and such as shall be duly elected members of said corporation, shall be and remain a body corporate by that name forever. And for the orderly conducting of the business of said corporation, the said trustees shall have power and authority, from time to time, as occasion may require, to elect a president, vice-president, secretary and treasurer, and such other officers of said corporation as may be found necessary, and to declare the duties and tenures of their respective offices; and also to remove any trustee from the said corporation, when in their judgment he shall be rendered incapable, by age or otherwise, of discharging the duties of his office, or shall neglect or refuse to perform the same, and also to elect new members of said corporation. The number of members shall never be less than ten nor greater than thirty, and their qualifications and term of service shall be fixed at the first meeting of the corporation.

Corporators.

Trustees to elect officers, declare duties and tenures of office, and remove officers.

Corporation not to exceed thirty.

SECTION 2. The said corporation shall have full power and authority to determine at what times and places their meetings shall be held, and the manner of notifying the trustees to convene at such meetings; and also to establish boards of instruction in all departments of science and the arts, to elect a president of said university, and such professors, tutors, instructors and other university officers, as

—to determine time, place and manner of notifying and holding meetings by trustees, and establish boards of instruction in all departments of science, &c.

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1869 Act Chap. 322

*Cynthia Pasarski* 2/12/2024

located in the Massachusetts State Library.

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—may purchase and erect buildings, and make rules and by-laws, and regulate the courses of instruction.

Degrees, how conferred.

Corporation may have a common seal, sue and be sued.

—may hold real and personal estate.

—annual income not to exceed \$100,000.

—rents and profits to go to endowment of college.

No religious test required.

they shall judge for the interest thereof, and to determine the duties, salaries, emoluments, responsibilities and tenures of their respective offices. And the said corporation is further empowered to purchase or erect, and keep in repair, such houses and other buildings as they shall judge necessary for the said university; and also to make and ordain, as occasion may require, reasonable rules, orders and by-laws, not repugnant to the constitution and laws of this Commonwealth, with reasonable penalties, for the good government of the said university, and for the regulation of their own body; and also to determine and regulate the courses of instruction in said university, and to confer degrees; but no degree shall be conferred except upon the recommendation of the appropriate faculty.

SECTION 3. The said corporation may have a common seal, which they may alter or renew at their pleasure, and all deeds sealed with the seal of said corporation, and signed by their order, shall, when made in their corporate name, be considered in law as the deeds of said corporation; and said corporation may sue and be sued in all actions, real, personal and mixed, and may prosecute the same to final judgment and execution by the name of the Trustees of Boston University; and said corporation may take and hold in fee simple, or any less estate, by gift, grant, devise, bequest or otherwise, any land, tenements, or other estate, real or personal; but the clear annual income of the same shall not exceed one hundred thousand dollars.

SECTION 4. The clear rents and profits of all the estate, real and personal, of which the said corporation shall be seized and possessed, shall be appropriated to the maintenance and endowment of said university, in such manner as shall most effectually promote virtue and piety, and learning in such of the languages and of the liberal and useful arts and sciences, as shall be recommended from time to time by the said corporation, they conforming to the will of any donor or donors in the application of any estate which may be given, devised or bequeathed for any particular object connected with the university.

SECTION 5. No instructor in said university shall ever be required by the trustees to profess any particular religious opinions as a test of office, and no student shall be refused admission to, or denied any of the privileges, honors or degrees of said university on account of the religious opinions which he may entertain; but this section shall not apply to the Theological Department of said university.

SECTION 6. The I grant any further po any of the powers ve as shall be found nec said university, and : lish overseers or visit sary powers for the b of the same.

SECTION 7. This e

AN ACT TO INCORP Be it enacted, &c., as follo

SECTION 1. Cyrus Southworth, their i made a corporation l Bank, to be located i powers and privileges and restrictions set f or may hereafter be i institutions for saving

SECTION 2. This a

AN ACT TO AUTHORIZE

Be it enacted, &c., as follo

SECTION 1. The L the city of Lynn, is to the amount of se that no part of said a except in the purchas preparation of a suit purposes; and all ir estate, shall be devot corporation.

SECTION 2. This a

AN ACT IN ADDITION PR

Be it enacted, &c., as follo

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1869 Act Chap. 322

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322.

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1869.—<sup>\*</sup>CHAPTERS 323, 324, 325.

633

SECTION 6. The legislature of this Commonwealth may grant any further powers to, or alter, limit, annul or restrain any of the powers vested by this act in the said corporation, as shall be found necessary to promote the best interests of said university, and more especially may appoint and establish overseers or visitors of the said university, with all necessary powers for the better aid, preservation and government of the same.

Legislature may control powers granted by this act.

SECTION 7. This act shall take effect upon its passage.  
*Approved May 26, 1869.*

AN ACT TO INCORPORATE THE WAKEFIELD SAVINGS BANK.  
*Be it enacted, &c., as follows:*

Chap. 323

SECTION 1. Cyrus Wakefield, Daniel Allen and M. S. Southworth, their associates and successors, are hereby made a corporation by the name of The Wakefield Savings Bank, to be located in the town of Wakefield; with all the powers and privileges, and subject to all the duties, liabilities and restrictions set forth in all general laws which now are or may hereafter be in force applicable to savings banks and institutions for savings.

Corporators.

Name.  
Powers and duties.

SECTION 2. This act shall take effect upon its passage.  
*Approved May 26, 1869.*

AN ACT TO AUTHORIZE THE LYNN INSTITUTION FOR SAVINGS TO HOLD REAL ESTATE.

Chap. 324

*Be it enacted, &c., as follows:*

SECTION 1. The Lynn Institution for Savings, located in the city of Lynn, is hereby authorized to hold real estate to the amount of seventy-five thousand dollars: *provided,* that no part of said amount shall be invested in real estate, except in the purchase of a suitable site, and the erection or preparation of a suitable building, to be used for banking purposes; and all income, if any, arising from such real estate, shall be devoted exclusively to the interests of said corporation.

May hold \$75,000 in real estate.  
Proviso.

SECTION 2. This act shall take effect upon its passage.  
*Approved May 26, 1869.*

AN ACT IN ADDITION TO AN ACT TO INCORPORATE THE BOSTON PROVIDENT ASSOCIATION.

Chap. 325

*Be it enacted, &c., as follows:*

SECTION 1. The Boston Provident Association is hereby authorized to hold real and personal estate to the amount of one hundred thousand dollars, in addition to the amount it is now authorized to hold, by virtue of chapter three hundred and sixty-two, of the acts of the year one thousand eight hundred and fifty-four.

May hold \$100,000 additional real and personal estate.

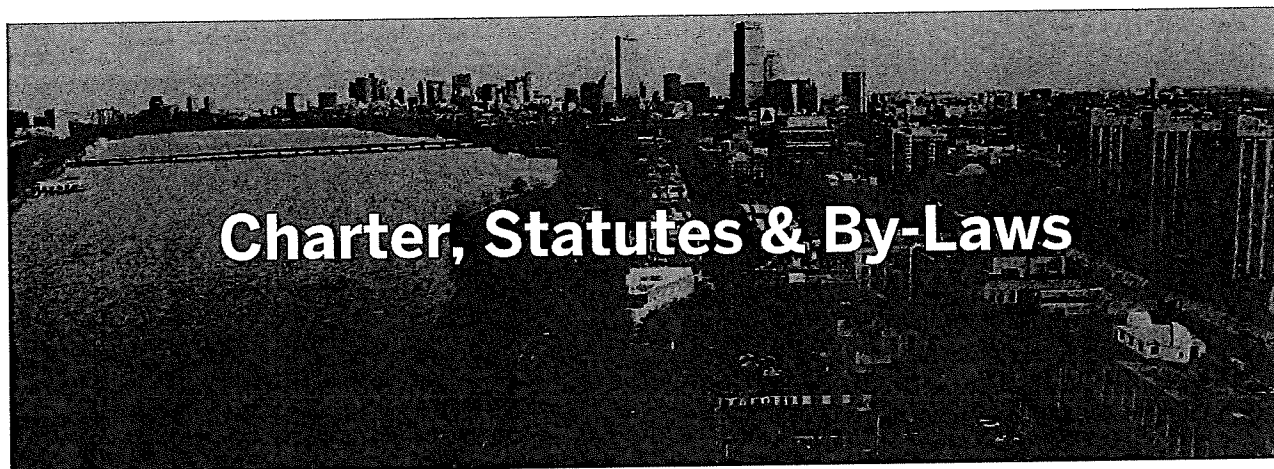
I Hereby certify that the attached is a true copy of  
1867 Act Chap. 322

*April Posen 2/12/2024*

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**Boston University Trustees** <<https://www.bu.edu/trustees/>>



## **The Charter**

### **Acts of 1869, Chapter 322**

COMMONWEALTH OF MASSACHUSETTS, In the year of our Lord one thousand eight hundred and sixty-nine.

AN ACT to Incorporate the Trustees of Boston University.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

**Section 1.** Isaac Rich, Lee Claflin, Jacob Sleeper, their associates and successors, are hereby constituted a body corporate by the name of the Trustees of Boston University, and they and their successors, and such as shall be duly elected members of said corporation, shall be and remain a body corporate by that name forever. And for the orderly conducting of the business of said corporation, the said trustees shall have power and authority, from time to time, as occasion may require, to elect a president, vice-president, secretary and treasurer, and such other officers of said corporation as may be found necessary, and to declare the duties and tenures of their respective offices; and also to remove any trustee from the said corporation, when in their judgment he shall be rendered incapable, by age or otherwise, of discharging the duties



of his office, or shall neglect or refuse to perform the same, and also to elect new members of said corporation. The number of members shall never be less than ten, nor greater than thirty, and their qualifications and term of service shall be fixed at the first meeting of the corporation.<sup>1</sup>

**Section 2.** The said corporation shall have full power and authority to determine at what times and places their meetings shall be held, and the manner of notifying the trustees to convene at such meetings; and also to establish boards of instruction in all departments of science and the arts, to elect a president of said university, and such professors, tutors, instructors, and other university officers as they shall judge for the interest thereof, and to determine the duties, salaries, emoluments, responsibilities and tenures of their respective offices. And the said corporation is further empowered to purchase or erect, and keep in repair, such houses and other buildings as they shall judge necessary for the said university; and also to make and ordain, as occasion may require, reasonable rules, orders and by-laws, not repugnant to the constitution and laws of this Commonwealth, with reasonable penalties for the good government of the said university, and for the regulation of their own body; and also to determine and regulate the courses of instruction in said university, and to confer degrees; but no degree shall be conferred except upon the recommendation of the appropriate faculty. In addition to the powers granted to the corporation by Massachusetts General Laws Chapter 180, the corporation shall have and may exercise the power specified in Section 9A of Massachusetts General Laws Chapter 156B, or any successor provision of similar import, and any other powers which the corporation may now or hereafter lawfully have and exercise.<sup>2</sup>

**Section 3.** The said corporation may have a common seal, which they may alter or renew at their pleasure, and all deeds sealed with the seal of said corporation, and signed by their order, shall, when made in their corporate name, be considered in law as the deeds of said corporation; and said corporation may sue and be sued in all actions, real, personal and mixed, and may prosecute the same to final judgment and execution by the name of the Trustees of Boston University; and said corporation may take and hold in fee simple, or any less estate, by gift, grant, devise, bequest or otherwise, any land, tenements, or other estate, real or personal; but the clear annual income of the same shall not exceed one hundred thousand dollars.<sup>3</sup>

**Section 4.** The clear rents and profits of all the estate, real and personal, of which said corporation shall be seized and possessed, shall be appropriated to the maintenance and endowment of said university, in such manner as shall most effectually promote virtue and piety, and learning in such of the languages and of the liberal and useful arts and sciences, as shall be recommended from time to time by the said corporation, they conforming to the will of any donor or donors in the application of any estate which may be given, devised or bequeathed for any particular object connected with the university.

**Section 5.** No instructor in said university shall ever be required by the trustees to profess any particular religious opinions as a test of office, and no student shall be refused admission to, or denied any of the privileges, honors or degrees of said university on account of the religious opinions which he may entertain; but this section shall not apply to the Theological Department of said university.

**Section 6.** The legislature of this Commonwealth may grant any further powers to, or alter, limit, annul or restrain any of the powers vested by this act in said corporation, as shall be found necessary to promote the best interests of said university, and more especially may appoint and establish overseers or visitors of the said university, with all necessary powers for the better aid, preservation and government of the same. To the fullest extent permitted by law, no trustee or officer shall be personally liable to the corporation or its members for monetary damages for or arising out of a breach of fiduciary duty as a trustee or officer.<sup>4</sup>

**Section 7.** This act shall take effect upon its passage.

May 26, 1869.

Approved,

William Claflin, Governor.

<sup>1</sup>*The last sentence of Section 1 was amended by Chapter 484 of the Acts of 1907, so as to read as follows: "The number of members shall never be less than ten, nor greater than fifty, and their qualifications and term of service may be fixed by the corporation." The last sentence of Section 1 was further amended by Articles of Amendment approved by the Board of Trustees of Boston University,*



*effective October 16, 1987, so as to read as follows: "The number of members and their qualifications and term of service may be fixed by the corporation."*

<sup>2</sup>The last sentence of Section 2 was added by Articles of Amendment approved by the Board of Trustees of Boston University, effective July 29, 1994.

<sup>3</sup>Amended by Chapter 76 of the Acts of 1890, by striking out the words "but the clear annual income of the same shall not exceed one hundred thousand dollars" and inserting in place thereof the following: "provided, however, that nothing herein contained shall be construed to give the said corporation any claim to greater exemption from taxation than it now has under the constitution and laws of this Commonwealth."

<sup>4</sup>The last sentence of Section 6 was added by Articles of Amendment approved by the Board of Trustees of Boston University, effective July 29, 1994.

## **The Statutes**

### **Acts of 1871, Chapter 151**

AN ACT to Authorize the Boston Theological Seminary and the Trustees of Boston University to Unite.

Be it enacted by the Senate and House of Representatives in General Court assembled and by the Authority of the same, as follows:

**Section 1.** The Boston Theological Seminary is hereby authorized and empowered to transfer to the Trustees of Boston University, upon such terms and conditions as shall be fixed and agreed upon by said corporations, the school hitherto maintained by said Boston Theological Seminary, and all the powers, rights, privileges, franchises, property, claims, trusts, and estates, appertaining in law or in equity to said Boston Theological Seminary.

**Section 2.** When such transfer shall have been agreed upon by the two corporations aforesaid, in meetings duly called to act upon that subject, and a certificate thereof signed by the presidents of such corporations shall have been filed in the office of the secretary of the Commonwealth, the Trustees of Boston University shall thereupon take and enjoy all the powers, rights, privileges, franchises, property, claims, trusts, and estates appertaining in law

or in equity to said Boston Theological Seminary, subject to all duties, restrictions and liabilities belonging thereto and said Boston Theological Seminary shall thereafter remain a corporation only for the purpose of executing all such transfers, assignments, and conveyances as may be deemed necessary to vest all such rights, property, claims and estates in the Trustees of Boston University, and for the purpose also of receiving any gifts, devises and bequests that may have been made to it by will or otherwise, and transferring the same as aforesaid.

**Section 3.** This act shall take effect upon its passage.

*Approved March 30, 1871.*

### **Acts of 1874, Chapter 276**

AN ACT to Authorize the New England Female Medical College and the Trustees of Boston University to Unite.

Be it enacted by the Senate and House of Representatives in General Court assembled and by the Authority of the same, as follows:

**Section 1.** The New England Female Medical College may transfer to the Trustees of Boston University, upon such terms and conditions as shall be fixed and agreed upon by said corporations, the school hitherto maintained by said New England Female Medical College, and all the powers, rights, privileges, franchises, property, claims, trusts, and estates, appertaining in law or in equity to said New England Female Medical College.

**Section 2.** When such transfer has been agreed upon by the two corporations aforesaid, in meetings duly called to act upon that subject, and duly executed, and a certificate thereof signed by the presidents of such corporations has been filed in the office of the secretary of the Commonwealth, the Trustees of Boston University shall thereupon take and enjoy all the powers, rights, privileges, franchises, property, claims, trusts, and estates appertaining in law or in equity to said New England Female Medical College, subject to all duties, restrictions and liabilities belonging thereto, and said New England Female Medical College shall thereafter remain a corporation only for the purpose of executing all such transfers, assignments, and conveyances as are deemed necessary to vest all such rights, property, claims and estates in the Trustees



of Boston University, and for the purpose also of receiving any gifts, devises and bequests that may have been made to it by will or otherwise, and transferring the same as aforesaid.

**Section 3.** This act shall take effect upon its passage.

*Approved May 29, 1874.*

### **Acts of 1890, Chapter 76**

AN ACT to Enlarge the Power of the Trustees of Boston University to Hold Property Without Additional Exemption from Taxation.

Be it enacted by the Senate and House of Representatives in General Court assembled and by the Authority of the same, as follows:

Section three of Chapter three hundred and twenty-two of the Acts of the year one thousand eight hundred and sixty-nine is hereby amended by striking out the last two lines thereof, "but the clear annual income of the same shall not exceed one hundred thousand dollars," and inserting in the place thereof the following: "provided, however, that nothing herein contained shall be construed to give the said corporation any claim to greater exemption from taxation than it now has under the constitution and laws of this Commonwealth,"—so that said section shall read as follows:

**Section 3.** The said corporation may have a common seal, which they may alter or renew at their pleasure, and all deeds sealed with the seal of said corporation, and signed by their order, shall, when made in their corporate name, be considered in law as the deeds of said corporation, and said corporation may sue and be sued in all actions, real, personal and mixed, and may prosecute the same to final judgment and execution by the name of the Trustees of Boston University; and said corporation may take and hold in fee simple, or any less estate, by gift, grant, devise, bequest or otherwise, any land, tenements, or other estate, real or personal:—provided, however, that nothing herein contained shall be construed to give the said corporation any claim to greater exemption from taxation than it now has under the constitution and laws of this Commonwealth.

*Approved March 6, 1890.*

## **Acts of 1907, Chapter 484**

AN ACT relative to the Trustees of Boston University.

Be it enacted by the Senate and House of Representatives in General Court assembled and by the Authority of the same as follows:

**Section 1.** Section one of Chapter three hundred and twenty-two of the Acts of the year eighteen hundred and sixty-nine is hereby amended by striking out the last sentence, namely, "The number of members shall never be less than ten, nor greater than thirty, and their qualifications and term of service shall be fixed at the first meeting of the corporation," and by inserting in place thereof the following: "The number of members shall never be less than ten, nor greater than fifty, and their qualifications and term of service may be fixed by the corporation"—so as to read as follows: "Section 1. Isaac Rich, Lee Clafin, Jacob Sleeper, their associates and successors, are hereby constituted a body corporate by the name of the Trustees of Boston University and they and their successors, and such as shall be duly elected members of said corporation, shall be and remain a body corporate by that name forever. And for the orderly conducting of the business of said corporation, the said trustees shall have power and authority, from time to time, as occasion may require, to elect a president, vice-president, secretary, and treasurer, and such other officers of said corporation as may be found necessary, and to declare the duties and tenures of their respective offices, and also to remove any trustee from the said corporation, when in their judgment he shall be rendered incapable, by age or otherwise, of discharging the duties of his office, or shall neglect or refuse to perform the same, and also to elect new members of said corporation. The number of members shall never be less than ten, nor greater than fifty, and their qualifications and term of service may be fixed by the corporation."

**Section 2.** This act shall take effect upon its passage.

*Approved June 7, 1907.*

## **Acts of 1935, Chapter 166**

AN ACT authorizing the Trustees of Boston University to make Contracts to pay Annuities and Validating Certain Contracts already made by Said Corporation.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

**Section 1.** The Trustees of Boston University, a corporation established by law in this commonwealth, may, in consideration of the receipt of funds to be devoted to the purposes for which it is incorporated, bind itself to pay fixed yearly sums in one or more payments each year to such person or persons as may be agreed upon, for a term of years or for the life of such person or persons.

**Section 2.** Any such contracts made by said corporation prior to the effective date of this act, insofar as they are illegal for want of authority to make the same, are hereby validated.

*Approved April 15, 1935.*

## **The By-Laws**

*(As amended through December 2, 2021)*

## **Article I**

### **The Corporation Trustees**

**Section 1.** Membership. The Members of the Corporation shall be the Trustees. The number of Trustees shall never be less than twenty-five and may be as many as shall be elected by the Board of Trustees. The President of the University, the Chairman of the University Advisory Board, and the Chair of the Faculty Council shall each serve as a Trustee during his or her term of office, subject to the approval of the Board of Trustees.

**Section 2.** Qualification. Trustees shall be elected by written ballot of the Board of Trustees at any regular meeting, or at any special meeting the call for which includes notice of the election. Election shall be the only qualification for membership, provided that no full-time employee of the University, receiving compensation from the University, with the exception of the President or the Chair of the Faculty Council, may be a Trustee.

**Section 3.** Term of Office. The term of office of any Trustee, except that of the President of the University, the Chairman of the University Advisory Board and

the Chair of the Faculty Council, shall be one to three years, as the Board of Trustees shall determine. Any Trustee may be re-elected for an immediately succeeding term, subject to a limit of fourteen consecutive years of service; provided, however, that any Trustee then serving as the Chairman of the Board shall continue to serve as a Trustee for so long as he or she serves as Chairman pursuant to the provisions of Section 1 of Article II of these By-Laws. Any Trustee who has served for the number of consecutive years specified in the preceding sentence may be re-elected following a one-year absence from the Board. In exceptional circumstances that create a need for special service, an individual may be elected as a non-voting Trustee, with such special duties and responsibilities as the Trustees may assign, during such one-year absence. Any Trustee, including any ex officio Trustee, may be removed from office with or without cause by the Board of Trustees at any regular meeting, or at any special meeting the call for which includes notice thereof.

**Section 4.** University Advisory Board. There shall be an advisory body known as the University Advisory Board, consisting of no more than fifty members elected by the Board of Trustees and having such rights, powers and duties as may be assigned from time to time by the Board of Trustees. At any regular meeting, or at any special meeting the call for which includes a notice of election, the Board of Trustees may elect one or more members of the University Advisory Board. The term of office of a member of the University Advisory Board shall be one to three years, as the Board of Trustees shall determine. Any member of the University Advisory Board may be re-elected for an immediately succeeding term, subject to a limit of ten consecutive years of service. Any member of the University Advisory Board who has served for ten consecutive years may be re-elected following a one-year absence from the Board. Any member of the University Advisory Board may be removed from office with or without cause by the Board of Trustees at any regular meeting, or at any special meeting the call for which includes notice thereof. The Board of Trustees shall elect annually a Chairman and Vice Chairman of the University Advisory Board. Any vacancy in either of said offices may be filled by the Board or the Executive Committee (subject to ratification by the Board at its next meeting) for the remainder of the term.

**Section 5.** Trustees Emeriti. At any regular meeting, or at any special meeting the call for which includes a notice of election, the Board of Trustees may elect one or more Trustees Emeriti who, in the judgment of the Board of Trustees, have provided distinguished and meritorious service, outstanding leadership,



and exceptional contributions to Boston University over a period of years. Trustees Emeriti shall have such rights, powers and duties as may be assigned from time to time by the Board of Trustees. The term of office of a Trustee Emeritus shall end with the Annual Meeting which coincides with or next follows the third anniversary of his or her election. Any Trustee Emeritus may be re-elected for an immediately succeeding term.

## Article II

### Officers

**Section 1.** Officers. The Board of Trustees shall elect annually a Chairman, one or more Vice Chairmen, a Treasurer, and a Secretary of the Corporation. Each such officer, with the exception of the Treasurer and the Secretary, shall be subject to a limit of six (or, should the Board of Trustees in its discretion determine that circumstances so warrant, up to a maximum of eight) consecutive years of service in that position. An officer who has served for the number of consecutive years specified in the preceding sentence may be re-elected following a one-year absence from the position in question. Vacancies in said offices may be filled by the Board of Trustees or the Executive Committee (subject to ratification by the Board at its next meeting) for the remainder of the term. Election shall be by written ballot if any Trustee so requests. The President of the University shall serve as President of the Corporation during his or her term of office. There shall also be such Assistant Secretaries and Assistant Treasurers of the Corporation as the Corporation may elect, pursuant to the provisions of Sections 4 and 6 of this Article II of these By-Laws.

**Section 2.** Chairman. The Chairman, or in his or her absence a Vice Chairman, shall preside at all meetings of the Corporation. In case all are absent, a Chairman pro tempore shall be chosen by the Trustees present. The Chairman shall be ex officio a member of all committees of the Corporation.

**Section 3.** Secretary. The Secretary, who need not be a Trustee, shall be custodian of all records and papers, and of the common seal of the Corporation. He or she shall keep minutes of all the business transacted at each meeting of the Corporation, which minutes, after approval, shall be maintained as a permanent record, and shall do all other things properly pertaining to the office of Secretary.

**Section 4.** Assistant Secretaries. The Corporation may elect or re-elect for a term of one year, one or more Assistant Secretaries, who need not be Trustees, to whom the Secretary may delegate some or all of the powers and duties of the office.

**Section 5.** Treasurer. The Treasurer, who need not be a Trustee, may, except as limited by the Corporation, and as directed by the President, exercise all of the business powers of the Corporation, shall receive and disburse the funds of the Corporation, and shall invest them as authorized and directed by the Corporation, through its chief investment officer or otherwise. At each regular meeting of the Corporation, the Treasurer shall make, or cause to be made, a report on the financial condition of the Corporation. At the Annual Meeting of the Board of Trustees he or she shall present an audit of the accounts of the Corporation prepared by an independent certified public accountant. The Treasurer shall execute and deliver to the Corporation such bond as may be required.

**Section 6.** Assistant Treasurers. The Corporation may elect or re-elect for a term of one year, one or more Assistant Treasurers, who need not be Trustees, to whom the Treasurer may delegate some or all of the powers and duties of the office. They shall execute and deliver to the Corporation such bonds as may be required.

**Section 7.** Execution of Documents. The Chairman, the President, the Treasurer and any Assistant Treasurer so authorized shall have power to sign all documents on behalf of the Corporation.

## Article III

### Committees

**Section 1.** Executive Committee.

(A) The Executive Committee shall be composed of the President, the Chairman and Vice Chairmen of the Board of Trustees, the chairmen of each of the standing committees of the Board, each of the Treasurer and the Secretary when he or she is a Trustee, and no more than three Trustees elected annually by the Board who may serve on the Committee for a maximum of two consecutive years and who may be re-elected following a one-year absence from the Committee. The Chairman of the Board of Trustees shall be the

Chairman of the Executive Committee, and the Secretary of the Board of Trustees shall be the Secretary of the Executive Committee. The Executive Committee may hold regular meetings without notice at such times and places as its members may from time to time determine, provided that any member who is absent when such determination is made shall be given notice of the determination. Special meetings of the Executive Committee may be held at such time and place as may be designated in a call by the President or the Chairman. A majority of the Executive Committee shall constitute a quorum. Each Trustee shall be provided summary minutes of each meeting of the Executive Committee.

(B) Except as otherwise provided by law or reserved by these By-Laws to the Board of Trustees, the Executive Committee may exercise all powers of the Corporation and delegate to other committees such of its powers and duties as it deems appropriate.

(C) The President shall prepare an agenda for each meeting of the Executive Committee.

**Section 2.** Other Committees. The Corporation may establish such other standing and ad hoc committees with such powers and duties as it deems appropriate for the transaction of its business. Each committee shall have such members, including non-Trustee members without vote, as the Corporation shall determine. The chairman of each committee shall be elected annually by the Board and shall be subject to a limit of six (or, should the Board of Trustees in its discretion determine that circumstances so warrant, up to a maximum of eight) consecutive years of service in that position. A committee chairman who has served for the number of consecutive years specified in the preceding sentence may be re-elected following a one-year absence from the chairmanship. Vacancies in said office may be filled by the Board of Trustees or the Executive Committee (subject to ratification by the Board at its next meeting) for the remainder of the term.

**Section 3.** Consent in Lieu of Meeting; Telephone Conference Meetings. In addition to any other method permitted by law, any committee of the Corporation, including the Executive Committee, may take any action by unanimous written consent in lieu of a meeting and by means of a meeting conducted using a conference telephone or similar communications equipment.

**Section 4.** Executive Session and Recusal. Any committee may at any time, upon the determination of the chairman or vote of the committee, meet in executive session without the presence of persons who are not members of the committee. In addition, the chairman may excuse from participation in any matter any ex officio committee member who is also a University employee or any non-voting committee member when the chairman, in his or her discretion, determines that the presence of such person may present a conflict of interest or otherwise compromise the committee's consideration of such matter. At least four times each year, the Executive Committee shall meet in executive session without the presence of any University employee.

## Article IV

### University Administration

**Section 1.** President. The President of the University is the official head of its educational and administrative programs and shall be elected by the Board of Trustees to hold office at its pleasure. The President shall supervise and direct the management of the University, may, except as limited by the Corporation, exercise all of the business powers of the Corporation, have general oversight of all courses of study and research in the several Schools and Colleges and of the general academic work of the University, be Chairman of all Faculties and of the University Faculty, and be ex officio a member of all committees of the Corporation except the Audit Committee. The President shall prepare an annual budget for presentation to the Board of Trustees. After the adoption of the budget by the Board of Trustees, the President may approve supplemental items of income and expense in accordance with the Trustees' budget policy, and shall from time to time inform the Corporation of such changes.

**Section 2.** Other Officers of Administration. Vice Presidents and Provosts shall be appointed by the Corporation upon the recommendation of the President and shall serve at his or her pleasure with such powers and duties as may be assigned to them by the President.

**Section 3.** Deans. A Dean shall be appointed for each School or College by the Corporation upon the recommendation of the President and shall serve at his or her pleasure.



**Section 4.** Faculties. Following the process specified in the Faculty Handbook, all faculty appointments shall be approved by the President and reported to the Corporation.

Faculty members shall carry out teaching, research and other duties as shall be approved by the Chairman of their department, the Dean of their School or College and the Provost.

## **Article V**

### **Miscellaneous Provisions**

**Section 1.** Power to Acquire, Mortgage or Convey Real Estate. The power of the Corporation to acquire, mortgage or convey real estate shall be exercised by the Board of Trustees or the Executive Committee upon the recommendation of the President, provided, however, that the Board of Trustees or the Executive Committee may delegate limited authority to the President, Treasurer, Assistant Treasurers, and Real Estate Committee, specifying the extent of the authority so delegated.

**Section 2.** Indemnification of Trustees, Officers and Others. To the fullest extent permitted by law, the Corporation shall indemnify and hold harmless its current and former Trustees, Officers, employees and other agents and persons who serve at its request as directors, officers, employees or other agents of another organization against all liabilities, losses, costs and reasonable expenses asserted against or incurred by them in the payment, settlement and defense of claims, actions or proceedings brought against them in such capacity or arising out of their status as such, provided, however, that if the Corporation determines in its discretion that an employee or other agent or a person who serves at the Corporation's request as a director, officer, employee or other agent of another organization has acted willfully, recklessly, with gross negligence, or in violation of his or her duties to the Corporation or of University or public policy, indemnification shall be provided only to such extent and under such conditions as the Board of Trustees, the Executive Committee, the President, or the Treasurer may authorize as a matter of discretion.

## Article VI

### Meetings of the Board of Trustees

**Section 1.** Regular Meetings. There shall be three or more regular meetings of the Board of Trustees each year at such places and times as the President may designate. One of the meetings shall be the Annual Meeting and shall be held between September 1 and December 1.

**Section 2.** Special Meetings. Special meetings of the Board of Trustees may be called at any time by the President, the Chairman, or one-third of the Trustees, to be held at such places and times as stated in the calls to the meetings. No business may be transacted at a special meeting of the Board of Trustees other than that stated in the call to the meeting.

**Section 3.** Notices and Minutes. Notice of each meeting of the Board of Trustees shall be sent to each Trustee at least seven days before the time of the meeting, and the notice of a special meeting shall state the object for which it is called. Each Trustee shall be provided summary minutes of each meeting of the Board of Trustees.

**Section 4.** Quorum. A majority of the Trustees shall constitute a quorum at all meetings of the Board of Trustees.

**Section 5.** Order of Business. The President shall prepare an agenda for each meeting of the Board of Trustees.

**Section 6.** Consent in Lieu of Meeting; Telephone Conference Meetings. The Board of Trustees may take any action by unanimous written consent in lieu of a meeting. Further, the Executive Committee may decide that a meeting shall be conducted using a conference telephone or similar communications equipment in circumstances when there are actions that should be voted on by the Board and the Committee determines that holding a remote meeting is in the best interest of the University.

**Section 7.** Executive Session and Recusal. The Board of Trustees may at any time, upon the determination of the Chairman or vote of the Board, meet in executive session without the presence of persons who are not members of the Board. In addition, the Chairman may excuse from participation in any matter

any ex officio Trustee who is also a University employee when the Chairman, in his or her discretion, determines that the presence of such person may present a conflict of interest or otherwise compromise the Board's consideration of such matter. At least once each year, the Board of Trustees shall meet in executive session without the presence of any University employee.

**Section 8. Guests.** Ordinarily, the President of the Boston University Alumni Association and the senior leadership of the University will be invited by the Chairman and the President to attend meetings of the Board of Trustees except when the Board meets in executive session.

## Article VII

### The University

**Section 1. Academic Governance.** The Faculty Assembly shall speak for the faculty on matters affecting the academic and professional concerns of the faculty of two or more Schools or Colleges of the University, and it shall act through its elected representatives who serve on the Faculty Council. The University Council shall be responsible for developing, reviewing, and recommending to the President action on such academic matters as may be referred to it by the President, the Provost, or the Chair of the Faculty Council. The Faculty Assembly, Faculty Council, and University Council shall operate in accordance with constitutions that are subject to the approval of the Board of Trustees.

**Section 2. Courses of Instruction.** Schools, Colleges, and degree-granting programs shall be established by the Corporation upon the recommendation of the President. The academic requirements of and courses of instruction in a School, College or degree-granting program shall be prescribed by its faculty, subject to the approval of the Dean, Provost, and President. The academic requirements of and courses of instruction comprising any University-wide undergraduate academic programs shall be prescribed by the University Council, subject to the approval of the Provost and President. The President shall report to the Corporation on all significant programmatic and structural changes in the Schools, Colleges, and degree-granting programs.

**Section 3. Promotion to Degrees.** The Corporation, under the limitations imposed by the Charter, shall, on the nomination of the President, promote to

degrees candidates who have been recommended by the appropriate faculty and Dean.

**Section 4. Honorary Degrees.** The Corporation, upon the recommendation of the President and a Committee on Honorary Degrees appointed by the President, may grant honorary degrees.

## Article VIII

### Associate Founders and Memorials

**Section 1. Associate Founders.** The Corporation may from time to time establish levels of philanthropy the attainment of which will qualify the donor for election, at the discretion of the Trustees, as an Associate Founder. The names of Associate Founders shall be published before the list of Trustees in publications of the University which carry the list of Trustees.

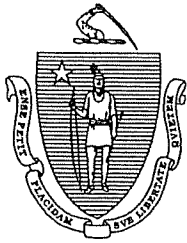
**Section 2. Memorials.** Memorials that entail the naming of University facilities or a permanent endowment must be approved by the President and the Corporation.

## Article IX

### Changes in the By-Laws

The By-Laws may be altered or amended at any meeting of the Board of Trustees by an affirmative vote of not less than two-thirds of the Trustees present. The full text of a proposed amendment shall be sent to the Trustees at least seven days before the date of the meeting at which action thereon is to be taken.





*The Commonwealth of Massachusetts*  
*Secretary of the Commonwealth*  
*State House, Boston, Massachusetts 02133*

William Francis Galvin  
Secretary of the  
Commonwealth

April 2, 2026

TO WHOM IT MAY CONCERN;

I hereby certify that

**TRUSTEES OF BOSTON UNIVERSITY**

appears by the records of this office to have been incorporated under the laws of this Commonwealth on **May 26, 1869** and is subject to Massachusetts General Laws Chapter 180.

I also certify that so far as appears of record here, said corporation still has legal existence.



In testimony of which,  
I have hereunto affixed the  
Great Seal of the Commonwealth  
on the date first above written.

*William Francis Galvin*

Secretary of the Commonwealth

Processed by KM

QC by: abc





# Administration

The University's leadership, overseen by the [Board of Trustees](#), supervises academics, operations, and long-range planning for the University.



**President**  
Malcolm C. Roberts



**University Provost and  
Chief Academic Officer**  
Gloria Waters



**Vice President &  
Chief of Staff**  
Catherine Wynn



**Chief of Staff to the  
Provost**  
Judith Semelitsky



**Senior Vice  
President for  
Advancement**  
Nicholas Schizas



**Dean Ad Interim,  
Chobanian &  
Avedisian School  
of Medicine**  
How Young Park



**Vice President for  
Alumni Relations,  
Communication &  
Engagement**  
Susan Wilbur



**Vice President for  
Development**  
Joshua B. B.



**Vice President for  
Principal,  
International, and  
Foundation Giving**  
Christopher W.



**Vice President for  
Schools and  
Colleges**  
Deborah E. Hayes



**Dean, College of  
Arts & Sciences**  
Susan Schuch



**Interim Vice  
President of the  
Arts**  
How Young Park



**Dean, College of  
Communication**  
Marissa D'Arment



**Vice President &  
Secretary of the  
Board of Trustees**  
Frederick G. G.



**Dean, College of  
Engineering**  
Lisa Morgan



**Interim Vice  
President and  
Associate Provost  
for Enrollment &  
Student  
Administration**  
Christopher J. B.



**Dean, College of  
Fine Arts**  
How Young Park



**Senior Vice  
President for  
Financial Affairs,  
Chief Financial  
Officer, and  
Treasurer**  
Heidi E. Proff



**Dean, College of  
General Studies**  
Hilda K. K.



**Vice President for  
Financial**  
Christopher J. B.



**Associate Provost  
for Computing &  
Data Sciences**  
Azar Bastani

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**Senior Vice**

**Pardee School of Global Studies**  
Scott Taylor



**Dean, Henry M. Goldman School of Dental Medicine**  
Cataldo Leone



**Dean, Marsh Chapel**  
Robert A. Hill



**Dean, Metropolitan College & Extended Education**  
Taryn Zaretsky



**Dean, Questrom School of Business**  
Susan Fourtist



**Dean, Sargent College of Health & Rehabilitation Sciences**  
Jack Danzardian



**Dean, School of Hospitality Administration**  
Aimee Egnoffo



**Dean, School of Law**  
Angela Cavusoff-Wilg



**Dean, School of Public Health**  
Adnan Hyder



**Dean, School of Social Work**  
Barbara Justice



**Dean, School of Theology**  
G. Stephen Park



**Dean, Wheelock College of Education & Human Development**

**Associate Provost for Research**  
Kenneth P. Letchman



**Chief Health Officer and Executive Director of Student Health Services**  
Andrew Platt



**Dean of Students**  
Susan Campbell-Foster



**Associate Provost for Undergraduate Affairs**  
Anne Griffin

**President,**  
**General Counsel**  
Erika Beeler



**Vice President & Chief Information Officer**  
Elizabeth Seltzer



**Chief Investment Officer**  
Lila Mumawell



**Senior Vice President for Operations**  
Derek Howe



**Vice President for Auxiliary Services**  
Rita Zinger



**Vice President for Campus Planning & Operations**  
Charles Snyder



**Interim Vice President for Human Resources**  
Gretchen Beeson



**Chief Safety, Security & Preparedness Officer**  
Kelly Nee



**Chief Transformation Officer**  
Stephanie Sadtler



**Senior Vice President for University Relations**  
Hannah Farwell



**Vice President for Federal Relations**  
Jennifer Gaultney



**Vice President for Government & Community Affairs**  
Luke Colburn



**Vice President of Integrated Communication Strategy**  
Brian Brown



**Vice President for Marketing & Creative Services**  
Anne Frick



**Vice President for Public Relations & Social Media**  
Robert Knight



**Director of Athletics**  
Brian Marzulli

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MEMORANDUM

TO: Jennifer Paster, Acting Chief of Police  
Daniel Bennett, Building Commissioner  
John Sullivan, Chief of Fire

FROM: Charles Carey, Town Administrator

RE: One-Day Entertainment

DATE: June 10, 2026

---

May we please have reports on the attached application:

Question of approving a one-day entertainment license for Sarang Holdings LLC d/b/a Junbi Matcha & Tea at 190 Washington Street. Entertainment is Lion Dance with six participants for Junbi Matcha & Tea's Grand Opening that will be held on Saturday, June 27, 2026/ Saturday, July 4, 2026. Hours of entertainment will be from 12:00 PM-12:30 PM.

This application is scheduled to go before the Board on **June 16, 2026**. May we please have the reports **ASAP**.

Thank you.



OFFICE OF SELECT BOARD  
333 WASHINGTON STREET  
BROOKLINE, MA 02445  
(617) 730-2200

**TEMPORARY ENTERTAINMENT APPLICATION**

IN ACCORDANCE WITH THE PROVISIONS OF CHAPTER 140, SECTION 181 (\*183A) OF THE MASSACHUSETTS GENERAL LAWS, THE UNDERSIGNED HEREBY APPLIES FOR A LICENSE FOR THE FOLLOWING FORMS OF ENTERTAINMENT:

APPLICANT: <sup>Sarang</sup> ~~Sarang~~ Holdings LLC

D/B/A: Junbi Matcha & Tea

LOCATION: 190 Washington Street, Brookline

TELEPHONE #: [REDACTED] EMAIL ADDRESS: [REDACTED]

DATE (S): 6/27/2026 or 7/4/2026 HOURS: FROM: 12 pm TO: 12:30 pm

RAIN DATE(S): \_\_\_\_\_

DO YOU CURRENTLY HOLD A COMMON VICTUALALLER'S LICENSE IN BROOKLINE? YES  NO

ARE YOU CHARGING ADMISSION? YES  NO

ARE YOU SERVING ALCOHOL? YES  NO

**TYPE OF ENTERTAINMENT:**

PRIVATE  PUBLIC

RADIO  TAPED MUSIC  JUKE BOX  TELEVISION  MOVIES  DANCING

INSTRUMENTAL MUSIC:  TYPE OF INSTRUMENTS: Lion Dance

#OF INSTRUMENTS: \_\_\_\_\_ CONCERT:

VOCAL MUSIC:  #OF VOCALIST: \_\_\_\_\_

EVENT DESCRIPTION: Lion Dance for Junbi's Grand Opening  
to bring blessings and remove bad luck  
Around 6 participants

[Signature] 6/10/2026

SIGNATURE OF APPLICANT

DATE

OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Jennifer Paster, Chief of Police  
FROM: Charles Carey, Town Administrator  
RE: Temporary - One Day Alcohol License  
DATE: June 8, 2026

---

May we please have a report on the attached request for:

A Nunc pro tunc approval for a Temporary **Wine and Malt** Beverages, Non-Sales License, for the Walpole Handmade Chocolates LLC d/b/a L.A. Burdick Chocolates to be held on Thursday, June 11, 2026 for a Launch Function from 6:00PM – 9:00PM at 1330 Beacon St. with a maximum number of 50 attendees.

This application will go before the Board on **June 16, 2026**. May we please have the report back **ASAP**.

Thank you.

**SELECT BOARD**

Bernard Greene, Chair  
David Pearlman, Vice Chair  
John VanScoyoc  
Paul Warren  
Michael Rubenstein



**BROOKLINE**  
MASSACHUSETTS

333 Washington St.  
Brookline, MA 02445  
SelectBoard@BrooklineMA.gov  
617-730-2200

## ONE-DAY ALCOHOL LICENSE APPLICATION CHECKLIST

**Directions:** To apply for a one-day alcohol permit, you must submit all of the documents below **in the order they appear below** as a complete packet. This checklist must be submitted as a cover sheet. Failure to meet these requirements will result in the return of the application packet for resubmission. Your application is not considered complete until it includes all relevant documents in the requisite order.

1. One-Day Alcoholic Beverages Application Checklist

### **NO Alcohol Beverages Control Commission (ABCC)-Required Documents.**

#### **Documents Required by the Town of Brookline:**

1. One-Day Application Form
2. **Payment** to the "Town of Brookline" for [license fee](#).
3. Copy of **Liquor Liability Insurance**
  - a. Must name the Town as additional insured if serving on Town property.
4. **Copy of Training for Intervention Procedures cards** for all individuals serving alcohol.
5. **Copy of Crowd Management Certification** (if there is a bar).
6. If applying to serve/sell **all** alcohol, proof of 501(c)(3) status.

<https://www.mass.gov/service-details/apply-for-a-special-license-or-permit-abcc>

#### **One-Day Permit**

For a One Day Special Permit you must contact the Local Licensing Authority of the city or town the event is held in.

The Local Licensing Authorities may issue special licenses for the sale of wines and/or malt beverages to any enterprise however, special licenses for the sale of all alcoholic beverages may be issued to non-profit organizations only. The license is to be utilized for a single day.

The Local Licensing Authorities cannot grant special licenses to:

- a. any person for more than a total of 30 days per calendar year,
- b. to any person that has an on premises license application pending before it,
- c. any premises that has an alcoholic beverages license.

**Special licensees CANNOT purchase alcoholic beverages from a package store.**

#### **YOUR NEXT STEPS AFTER SUBMITTING YOUR APPLICATION:**

**YOU MAY NOT SERVE/SELL ALCOHOL UNTIL YOU PICK UP YOUR LICENSE FROM THE SELECT BOARD OFFICE, AND HAVE IT ON HAND FOR THE EVENT.**

#### **For Select Board Office Use Only:**

Required reports:

- Police Department ONLY



OFFICE OF SELECT BOARD  
333 WASHINGTON STREET  
BROOKLINE, MA 02445  
(617) 730-2200

**APPLICATION FOR A TEMPORARY  
ALCOHOLIC BEVERAGES LICENSE**

ON TOWN PROPERTY Yes  No   
WINE & MALT  ALL ALCOHOL (non profit only)

Date: 6/4/2026

I hereby make application for a TEMPORARY ALCOHOLIC BEVERAGES LICENSE for the purpose  
of selling and dispensing alcoholic beverages permitted by law at a  
Launch Function

\_\_\_\_\_  
(state whether it's a meeting, banquet, concert, picnic, wedding, etc.)  
Walpole Handmade Chocolates LLC/dba L.A. Burdick chocolates  
which is to be held by \_\_\_\_\_  
(Name of Organization)

**1330 Beacon Street Brookline MA 02446**  
\_\_\_\_\_  
(Address of Organization)

a **Retail/Cafe** \_\_\_\_\_ organization, on the **11** day of **June**

between the hours of 6pm - 9pm at the following described place:

**L.A. Burdick Chocolates 1330 Beacon Street**  
\_\_\_\_\_

**[NOTE: Under state law, temporary licensees may not sell alcoholic beverages between the  
hours of 2:00AM and 8:00AM]**

State law permits issuance of a temporary license to sell alcohol only to the responsible  
manager of an organization.

The above organization represents and warrants that the following individual is the organization's responsible manager:

Name: Robert Wilson Address: 1330 Beacon Street  
Title: Chief Operating Officer Date of Birth: [REDACTED]  
Telephone number(s) (24-hour contact information): [REDACTED]  
Email address (es): rwilson@burdickchocolate.com

Complete name and address of officer of the organization applying:

Name: Robert Wilson Title: COO Address: [REDACTED]  
Name: Yoon Chang Title: Partner Address: [REDACTED]  
Name: \_\_\_\_\_ Title: \_\_\_\_\_ Address: \_\_\_\_\_

1) How many cases or barrels, etc. of alcohol beverages are to be available for sale?  
None for sale

2) What is the maximum number of people to attend? 50

3) What is the age group of people to attend? 25 70

4) Are you charging an admission fee?  Yes  No

5) Are you charging for alcoholic beverages?  Yes  No

6) Is the event open to the public?  Yes  No

7) Are tickets to the event available for purchase?  Yes  No

8) Will the event feature a bar?  Yes  No

If yes to the above, please attach the Massachusetts Department of Fire Services' Crowd Manager Regulations and Training Program Certificate to application. This on-line training may be found at: <https://www.mass.gov/crowd-manager-regulations-and-training-program>

9) How will alcoholic beverages be dispensed or served and by whom? Please state the name, addresses and telephone numbers of all person(s) serving alcoholic beverages.

Alcohol to be served in champagne classes by store staff

10) State whether or not the person(s) dispensing or serving alcohol received TIPs certification or equivalent safe-service-of-alcohol training, and the date(s) of any such certification or training. (PLEASE ATTACH DOCUMENTATION PERTAINING TO SUCH CERTIFICATION OR TRAINING):

Yes, certified on 5/28/26 (documentation attached).

11) If any attending are under the age of 21, what method will be used to check I.D.s and what procedures will be followed to make certain that those under the age of 21 are not served and are not allowed to consume alcoholic beverages? No one under 21 attending

12) Will a police detail or other types of security be provided?  Yes  No

If "yes" what type and how many? \_\_\_\_\_

Note: Police details are arranged for by contacting the Brookline Police Department.

13) If different from the responsible manger identified above, please state the name, address age, and 24-hour contact information of the official employee or representative of the organization who will be physically present at the event and who has been duly authorized by the organization to be responsible for supervising the event to ensure compliance with all applicable federal, state, and local laws, regulations, ordinances and conditions on the license and maintenance of order and decorum:

Alyssa Schmid

(Name)

(Address)

(Date of Birth)

Telephone number(s) (24-hour contact information) \_\_\_\_\_

Email Address(es): aschmid@burdickchocolate.com

14) Does the organization have a pending application for a license as a common victualler, innholder or club? Is the premises for which a temporary license is sought already the subject of a liquor license?  Yes  No

If the answer is yes to either question, please detail: \_\_\_\_\_

15) Please describe the portion(s) of the premises where the sale, storage and/or furnishing of alcohol will take place, including a specification and description of all indoor and outdoor portions of the premises (e.g., in the case of a function, table areas, bars, dance floors, tented area, etc.): Cafe service counter

Fees:

All Alcohol one day	200 or less people	\$	50.00
	400 or less people		75.00
	400+		100.00
Wine & Malt one day	200 or less people		25.00
	400 or less people		50.00
	400+		75.00

**Town Property Use:** In the event that the applicant seeks to use a Town Property in connection with the event that is the subject of this application, this application must be accompanied by proof that the application has secured and that there is in effect during the period of time for which the license is sought, a general liability policy naming the Town as an additional insured, or, if the general liability policy exempts alcohol-related incidents or occurrences, a liquor liability policy naming the Town as an additional insured. By signing this application, the organization and its officers, employees, agents and representatives absolve the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's proposed use. By signing this application, the organization agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the use, and agrees to indemnify the Town for any expenses the Town incurs in restoring the property to its condition prior to the use in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.

**Certification:** I certify that I, as the responsible manager of the organization, have been duly authorized to apply for this license on behalf of the organization, and that I will be responsible for the organization's compliance with all applicable federal, state, and local laws, regulations, ordinances and conditions on the license and for the maintenance of order and decorum at the event.

  
Signature of Responsible Manager

SELECT BOARD

David Pearlman, Chair  
Michael Rubenstein, Vice Chair  
Bernard Greene  
Amanda Zimmerman  
Anthony Buono



333 Washington St.  
Brookline, MA 02445  
SelectBoard@BrooklineMA.gov  
617-730-2200

June 16, 2026

To: Matthew Hyatt, Brookline Planning Board Chair  
From: Brookline Select Board  
CC: Kara Brewton, Planning and Community Development Director  
Polly Selkoe, Regulatory Planning Director  
Meredith Mooney, Economic Development Director  
Jonathan Simpson, First Assistant Town Counsel  
Jennifer Dopazo Gilbert,  
Clifford Kensington,  
Janice Kahn,  
Jane Flanagan,  
Carla Benka,  
Carlos Ridruejo,  
Lynda Roseman  
Michael Sandman, Chestnut Hill Commercial Area Study Community Advisory Group Chair

Re: Design Advisory Team for City Realty Project

Dear Chair Hyatt,

On May 28th, 2026, Town Meeting voted favorably on two warrant articles in Special Town Meeting 1. Warrant Article 1 creates the new Chestnut Hill Commercial Overlay Zoning District. Warrant Article 2 authorizes the Select Board to enter into a Memorandum of Agreement with City Realty, owners of four parcels at the westernmost end of the Overlay District.

The Select Board signed this Memorandum of Agreement on June 2, 2026.

In the Memorandum of Agreement, the Select Board agreed to advocate for certain membership in the Design Advisory Team for any Study of an application for a Special Permit by City Realty under the Chestnut Hill Commercial Overlay Zoning District. In anticipation of City Realty's application, we urge you to include, at a minimum, the following members to the Design Advisory Team established to consider this application:

- a. Two Planning Board members,
- b. Two Brookline residents with architectural or planning experience,
- c. Two members of the precinct where the project is located with architectural or planning experience, and an alternate from the impacted neighborhood,
- d. One member of the Economic Development Advisory Board, and
- e. One member of the Transportation Board.

All stakeholders for this project—the Town, the neighborhood residents, and City Realty—will benefit from this broad set of perspectives.

Thank you for your consideration.

Sincerely,

---

David Pearlman, Chair

---

Michael Rubenstein, Vice Chair

---

Bernard Greene

---

Amanda Zimmerman

---

Anthony Buono

Memorandum

**To:** Select Board

**From:** John Kleschinsky, MPH, DrPH, Director

**Date:** May 27 2026

**Re:** Personnel Authorization to Hire

**CC:** Chas Carey, Town Administrator  
Melissa Goff, Deputy Town Administrator  
Ann Braga, Director of Human Resources  
Leslea Noble, Asst. Director of Human Resources

---

The Department of Public Health and Human Services respectfully submits the attached Authorization to Hire Request form and associated position description for the Administrative Head Clerk position. The Department seeks to fill this position following the promotion of Tanya Hong. The Administrative Head Clerk plays a critical role in the daily operations of the Department. The position is responsible for comprehensive administrative oversight, including management of departmental payroll and personnel records, coordination of public meetings, processing of permits and licenses, purchasing and accounts payable, and serving as a primary point of contact for residents, vendors, and partner agencies.



# Town of Brookline

## Massachusetts

### Authorization To Hire Request Form

Send the completed form to Human Resources for review/approval. HR will send the approved form to the SB for placement on the agenda. This form is required for all full-time, regular and part-time regular positions. This excludes seasonal and temporary positions.

1. **Position Title:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

2. **Department:** \_\_\_\_\_ **Division:** \_\_\_\_\_

3. **Position Control #:** \_\_\_\_\_ **Prior Incumbent:** \_\_\_\_\_

a. Reason for Leaving:  Resignation  Retirement  Other: \_\_\_\_\_

4. **Budgetary Information:**

Department Code: \_\_\_\_\_ Budget Code: \_\_\_\_\_ % \_\_\_\_\_

Grant Funded-Name: \_\_\_\_\_  Revolving Fund  Enterprise Fund

Full-Time: # of hours/week:  37  37.5  40  42 or  Part-Time hrs/week: \_\_\_\_\_

6. **Position Information:**

Summarize the primary function of this position.

---

---

7. I have considered the following alternatives to filling this position:

---

11. Suggested sources for specialized recruitment advertising:

---

13. **Signatures:**

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

Town Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

14. **Approvals:**

Date on SB Agenda: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**ADMINISTRATIVE HEAD CLERK  
HEALTH DEPARTMENT**

REVISED 5/4/2026

**GRADE C-10  
AFSCME, NON-EXEMPT**

**PRIMARY PURPOSE**

Administrative and supervisory duties assisting with the operations of the Public Health and Human Services Department; other related work, as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The essential functions or duties listed below are illustrations of the type of work that is performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

Responsible for all daily administrative tasks, including scheduling meeting rooms, oversight of energy costs and oversight of regular maintenance issues.

Performs administrative duties; types department correspondence. Responsible for processing the weekly department payroll; maintains personnel records.

Orders equipment and supplies for the department; enters data pertaining to accounts payable and receivable; completes purchase orders and pays department bills.

Responsible for creating and updating databases related to all permits and licenses under the jurisdiction of the department.

Collects and tracks fees received for permits and licenses; submits deposits to the Treasurer.

Provides administrative support to the Emergency Management Team, including pandemic planning and Emergency Dispensing Site coordination, tracking and scheduling dispensing needs, and procuring supplies.

Responds to complaints and requests from citizens in person and by telephone; refers issues to division directors and other staff; prepares complaint intake forms and provides follow-up services.

Oversees all administrative functions related to Public Meetings, including the preparation and posting of agendas and minutes, setup of remote meetings, and accurate recording of official meeting minutes.

Conducts special projects, as assigned. Performs similar or related work as directed, required, or as situation dictates.

*Town of Brookline, MA  
Administrative Head Clerk - Health  
1*

**SUPERVISION**

Works under the general direction of the Assistant Director of Public Health and Human Services, in accordance with established policies and procedures; works independently to complete assignments according to prescribed time schedules; receives assignments from division directors; unusual situations are referred to a supervisor.

Supervises the work of interns and volunteers.

**WORK ENVIRONMENT**

Performs work in office conditions; the nature and volume of work are usually stable; emergency situations may require additional hours.

The employee operates standard office equipment.

The employee has regular contact with the public, health care professionals, outside governmental agencies, other departments and vendors regarding department operations.

The employee is required to use discretion when using department-related confidential information.

Errors related to permits and licenses could result in loss of revenue; purchasing errors could result in equipment problems or loss of services; payroll errors could result in monetary loss.

**RECOMMENDED MINIMUM QUALIFICATIONS****EDUCATION AND EXPERIENCE**

High school diploma plus coursework related to business administration, accounting, finance, and other related course; Associate's Degree or technical training preferred; three to five years of office experience; municipal or health office experience is preferred, supervisory experience preferred; or an equivalent combination of education and experience.

**KNOWLEDGE, ABILITY AND SKILL**

Knowledge of office practices and procedures and department services; familiarity with municipal health regulations. Familiarity with Munis and Accela.

Ability to work independently, organize time and accomplish tasks with accuracy and attention to detail; ability to communicate effectively with the public verbally and in writing; ability to maintain confidential information. Ability to supervise others and independently make decisions and solve problems.

Interpersonal, written and oral communication skills; computer skills, including

*Town of Brookline, MA  
Administrative Head Clerk - Health*

2

spreadsheets, word processing and specialized software applications; mathematical skills, office skills; organizational skills; supervisory skills.

**PHYSICAL REQUIREMENTS**

Minimal physical effort is required to perform duties; ability to sit, speak and hear and operate office equipment; vision requirements include the ability to read documents and use a computer.

*This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.*

**HOUSE . . . . . No. 5478**

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Substituted by the House, on motion of Mr. Walsh of Peabody, for a bill with the same title  
(House, No. 5471)

---

**The Commonwealth of Massachusetts**

\_\_\_\_\_  
**In the One Hundred and Ninety-Fourth General Court  
(2025-2026)**  
\_\_\_\_\_

An Act authorizing municipalities to opt-in to a temporary pilot to extend the hours of liquor licenses and to allow for public consumption in designated districts in summer 2026.

*Whereas*, The deferred operation of this act would tend to defeat its purpose, which is to authorize forthwith municipalities to opt-in to a temporary pilot to extend the hours of liquor licenses and to allow for public consumption in designated districts, therefore it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:*

1           SECTION 1. For purposes of this act, “licensed establishment” shall mean an  
2           establishment holding a license for the sale of alcoholic beverages, whether all alcohol or wines  
3           and malt only, to be drunk on the premises pursuant to section 12 of chapter 138 of the General  
4           Laws.

5           SECTION 2. Notwithstanding any general or special law to the contrary, and subject to  
6           section 5, a local licensing authority in a city or town may, on a temporary basis not to begin  
7           prior to June 8, 2026, allow a licensed establishment to sell alcoholic beverages for off-premises  
8           consumption in districts designated pursuant to section 4. Only licensed establishments located

9 within a district designated pursuant to said section 4 may sell alcoholic beverages to be  
10 consumed within the district.

11 SECTION 3. Notwithstanding any general or special law to the contrary, and subject to  
12 section 5, a licensed establishment may, subject to approval of the local licensing authority, sell  
13 alcoholic beverages on-premises for 1 additional hour beyond the time set forth in the  
14 establishment's license, but not to exceed 3:00 a.m. for the period of June 8, 2026 until July 31,  
15 2026, subject to any applicable local rules or regulations and any conditions placed upon its  
16 license.

17 SECTION 4. Notwithstanding any general or special law to the contrary, and subject to  
18 section 5, a local licensing authority may designate 1 or more areas in that city or town in which  
19 alcoholic beverages are permitted to be consumed in public spaces, subject to such restrictions as  
20 the city or town may deem appropriate and only for the period of June 8, 2026 until July 31,  
21 2026. Alcohol consumed within a designated district shall be limited to alcoholic beverages sold  
22 by participating licensed establishments located within the designated district.

23 SECTION 5. Nothing in this act shall permit a licensed establishment to sell any type or  
24 category of alcohol beyond the type or category of alcohol that the licensed establishment is  
25 permitted to sell under the license issued to it by the local licensing authority pursuant to section  
26 12 of chapter 138 of the General Laws.

27 SECTION 6. This act shall expire on July 31, 2026.

JUN

ECONOMIC AND COMMUNITY DEVELOPMENT

9

2026

# Governor signs bill to extend last call, allow public consumption

Home → News → Economic and Community Development

In anticipation of the FIFA World Cup and other major tourism activities this summer, the governor signed legislation yesterday to create a pilot program allowing, at local option, an extension of "last call" and the consumption of alcohol in designated public spaces.



The law, which was passed by the Legislature earlier in the day, takes effect immediately with the governor's signature.

The law allows a licensed establishment, with permission from the local licensing authority, to sell alcohol for one hour beyond its licensed time, not to exceed 3 a.m.

It also allows local officials to designate one or more public areas in their municipality where alcohol may be consumed legally, with a requirement that the alcohol be sold by a locally licensed establishment.

The pilot programs will end on July 31.

"With many exciting tourism activities ahead this summer, local leaders appreciate the Legislature's swift action on, and the governor's support for, legislation that will support local economies and bustling downtowns by temporarily changing rules for the sale and consumption of alcoholic beverages," said MMA Executive Director and CEO Adam Chardelaine. "This important local option supports our local businesses, communities

The law includes a provision to require the Executive Office of Economic Development, in consultation with the Alcoholic Beverages Control Commission, the Executive Office of Public Safety and Security, and the Department of Revenue to report on the implementation and outcome of the pilot, including revenue results and safety incidents.

The ABCC today issued an advisory to help with the implementation of the pilot program.

The final bill ([H. 5482](#)) represents a compromise between the House and Senate, each of which had passed its own version.

- [Alcoholic Beverages Control Commission advisory](#): Regarding option to temporarily allow on-premises sales of alcoholic beverages for an additional hour and for licensees to sell alcoholic beverages for off-premises consumption in designated areas

Written by [Ali DiMatteo, MMA Legislative and Policy Counsel](#)

## News Categories

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### LOCAL AID AND FINANCE

### MUNICIPAL GOVERNMENT

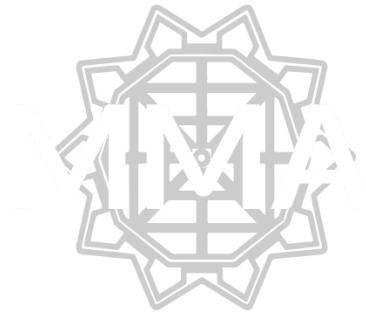
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- [MMA webinar looks at communications after an override win](#)
- [Governor signs transportation bond bill with \\$300M for Ch. 90](#)



Massachusetts  
Municipal  
Association



3 Center Plaza, Suite  
610,  
Boston, Massachusetts  
02108



617-426-7272



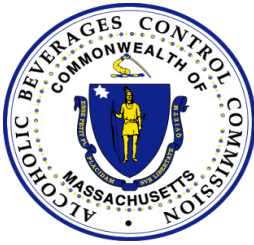
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*Commonwealth of Massachusetts  
Alcoholic Beverages Control Commission  
95 Fourth Street, Suite 3  
Chelsea, MA 02150*

**Jean M. Lorizio, Esq.**  
*Chairman*

**ALCOHOLIC BEVERAGES CONTROL COMMISSION (“ABCC”) ADVISORY  
REGARDING LOCAL LICENSING AUTHORITY’S (“LLA’s”) OPTION TO  
TEMPORARILY ALLOW ITS ON-PREMISES LICENSEES TO SELL ALCOHOLIC  
BEVERAGES FOR ONE ADDITIONAL HOUR NOT TO EXCEED 3:00 AM AS WELL  
AS THE ABILITY FOR ON-PREMISES LICENSEES LOCATED WITHIN PUBLIC  
ALCOHOLIC BEVERAGES CONSUMPTION AREAS DETERMINED BY THE LLA  
TO SELL ALCOHOLIC BEVERAGES FOR OFF-PREMISES CONSUMPTION**

On June 8, 2026, Governor Maura Healey signed “An Act Authorizing Municipalities to Opt-In to a Temporary Pilot to Extend the Hours of Liquor Licenses and to Allow for Public Consumption in Designated Districts in Summer 2026” which permits Local Licensing Authorities the option to temporarily allow its on-premises licensees to sell alcoholic beverages for one additional hour not to exceed 3:00 AM as well as the ability for on-premises licensees located within public alcoholic beverages consumption areas determined by the LLA the authority to sell alcoholic beverages for off-premises consumption. The law took effect immediately. The text of the law can be found [HERE](#).

LLAs may designate one or more areas in their municipality where alcoholic beverages will be permitted to be consumed in public spaces, subject to restrictions that the city or town may deem appropriate, through July 31, 2026. LLAs may authorize its on-premises licensees within the designated public alcoholic beverages consumption area(s) the ability to sell alcoholic beverages for off-premises consumption. Alcoholic beverages consumed within a designated public consumption district are limited to alcoholic beverages sold by participating on-premises licensed establishments located within the designated district.

The law also authorizes LLAs to temporarily allow any of its on-premises licensees to sell alcoholic beverages for one additional hour, not to exceed 3:00 AM, subject to any applicable local rules or regulations and any conditions placed upon its license. On-premises licensees do not need to be within a designated public alcoholic beverages consumption area in order to be eligible for the extra hour of alcoholic beverage service not to exceed 3:00 AM.

**Each LLA must inform the ABCC if it decides to opt-in to this new law, which parts of the law it has opted into, what area(s) the LLA has designated for public alcoholic beverages consumption, and what on-premises licensees have extended their operating hours by one hour not to exceed 3:00 AM by uploading a letter to the ABCC’s eLicensing Portal.**

*Telephone: (617) 727-3040 \* Fax: (617) 727-1510 \* [www.mass.gov/abcc](http://www.mass.gov/abcc)*

Nothing in the law permits a licensed establishment to sell any type or category of alcoholic beverage beyond the type or category of alcoholic beverages that the licensed establishment is permitted to sell under its currently issued license.

The provisions of the law pertaining to public alcoholic beverages consumption areas, on-premises licensees selling alcoholic beverages for off-premises consumption, and **the option for on-premises licensees to sell alcoholic beverages for one additional hour not to exceed 3:00 AM expire Friday, July 31, 2026.**

As always, all licensees must ensure that they comply with the laws of the Commonwealth of Massachusetts, and that sales of alcoholic beverages take place only as authorized by federal, state, and local law.

Questions concerning this Advisory may be directed to Ralph Sacramone, Executive Director of the Massachusetts Alcoholic Beverages Control Commission at (617) 727- 3040 x 731.

(Issued 6/9/2026)

# Application Form

## Translation Available

### Profile

Select whether your application is for reappointment or a new application: \*

New Application

Inge  
First Name

Formenti  
Last Name

[Redacted]  
Email Address

[Redacted]  
Home Address

Brookline  
City

MA  
State

02446  
Postal Code

What Precinct do you live in (if known)?

Precinct 13

[Redacted]  
Primary Phone

Which Boards would you like to apply for?

Brookline Commission on Disability: Submitted

Do you have an existing contract with the Town?

Yes  No

### Interests & Experiences

If New Applicant, what type of experience can you offer this/these Board(s) & Commission(s)? / If Applicant for Reappointment, list your accomplishments on this Board/Commission during your most recent term.

Mobility impaired. Former librarian, competent researcher. Good at synthesizing ideas. Have lived in 6 different states across the country, so have seen a lot of models...

If New Applicant, what type of issue(s) would you like to see this/these Board(s) & Commission(s) address? / If Applicant for Reappointment, what are your future goals on this Board/Commission should you be reappointed?

Housing, accessibility, transportation, quality of life, information and referral

**Are you involved in any other Town activities? If so, describe.**

Member of Age Friendly Cities

**Do you have time constraints that would limit your ability to attend one to two meetings a month?**

No

  
Upload a Resume

---

## Demographics

### Ethnicity

Caucasian/Non-Hispanic

### Gender

Female

  
Date of Birth

**Inge Formenti**  
**19 Winchester St. #508**  
**Brookline MA 02446**  
**(502) 648-7387**  
**ingecconnects@gmail.com**

### **Summary**

Strong process development/improvement skills. Extensive data management experience. Operates well in an ambiguous environment.

### **Skills/Experience**

- Broad experience with relational, flat file, and multidimensional databases and their reporting tools including MS Access, SQL Server, Essbase, Condor, Crystal Reports, Information Access, Intelligent Access. Understanding of a variety of types of data: contact, financial, employee, document attributes
- Developed a number of complex processes involving data transfer and management, and did troubleshooting on many others
- Managed documents in a variety of settings
- Long experience of telephone interactions-help desk, customer service, surveys, information & referral
- High level security-SEC insider status, controlled access to sensitive systems, sworn election official, received and entered data covered by HIPAA and academic research protocols
- Chief Steward, State of Michigan Employee Association
- Experience in .gov, .com, .org, and .edu environments.

### **Job Experience**

2014-2022 Orange County NC Board of Elections, Hillsborough NC  
*Judge (sworn officer)*

Poll worker, election day and early voting. Set up polling place, check in voters, assist with statistics

2014-19 UNC Survey Research Lab, Chapel Hill NC  
*Interviewer*

Conduct telephone interviews on medical longitudinal studies, plus other types of study. Record and document data

2001-2012 American Printing House for the Blind, Louisville KY  
*Librarian*

Answering reference questions relating to the availability of media accessible to the blind, skills and technology of blindness, and training end users on the Louis database. Performing general reference and maintaining the library (ca. 4500 volumes) within the company. Entering titles into the Louis database of accessible materials ( <http://louis.aph.org> ).

Accomplishments include:

- Wrote the data conversion document and exported data for the conversion of Louis from a Cuadra Star platform to TMM (MS SQL Server).
- Created Crystal reports to assist in data conversion to TMM platform and to further daily operations of the group.

2000-2001 Agilent Technologies, Santa Clara CA (Agilent was spun off

from Hewlett-Packard in 2000)

*E-Librarian* (2001)

Organizing and managing documents for the group responsible for migrating the Agilent web site to Broadvision.

Accomplishments include:

- Moving the group to an eRoom environment which provided organization and security to internal documents. Designing room structure and security and training end-users.

- Transferring and indexing documents for a Broadvision document access web site. Redesigning Broadvision hierarchies.

- *Business System Security* (2000-2001)

Top level financial system application security for a multi billion dollar company. Clarifying and negotiating levels of access with reporting segment financial managers, meeting internal and external audit requirements. Finance System helpdesk (Level 1 and 2 support for end user applications in Microsoft SQL Server, Brio, and Essbase, 3 for application security)

Creating informational web pages (FrontPage) relating to application policies and procedures.

Accomplishments include:

- Recognized as the Essbase security expert in both Agilent and Hewlett-Packard (for post-split support)
- Recreating and maintaining complex Essbase security with scripts generated from Microsoft Access after a proprietary security tool failed permanently

1988-2000 Hewlett-Packard Co., Palo Alto CA

*Business System Security* (1998-2000)

Top level financial system application security for a multi billion dollar company. Clarifying and negotiating levels of access with reporting segment financial managers while meeting internal and external audit requirements. Finance System helpdesk (level 1 and 2 support).

Accomplishments include:

- Using MS Access to control user lists and access definitions and to generate security maintenance scripts for Essbase
- Defining requirements for the system split required by the Agilent spin-off and implementing new security

*Department Support* (1995-1998)

Miscellaneous support activities in the Information Technology and Environmental, Health, and Safety departments of HP Labs.

Accomplishments include

- Creating IT's internal billing and reporting process

*Library Technical Services* (1990-1994)

Technical Services in a large technical and business research library.

Accomplishments include:

- Reworking the library's accounting processes in a period of four months, eliminating a full time temporary position
- Selecting, implementing, writing conversion specifications, and supporting the integrated library system (Sirsi's Unicorn)
- Librarian (1988-1990)-General reference and technical services in a medium sized technical library.

Experience prior to 1988 available on request

## **Education**

Michigan State University, East Lansing MI-B.A. (Humanities)  
Case Western Reserve University, Cleveland OH-M.S.L.S. (Library Science)  
Coursework in business, accounting, and data management from several San  
Francisco Bay area junior colleges

# Application Form

## Translation Available

### Profile

Select whether your application is for reappointment or a new application: \*

New Application

Shawn

First Name

K

Middle Initial

O'neal

Last Name

Email Address

Home Address

Suite or Apt

City

State

Postal Code

What Precinct do you live in (if known)?

Precinct 4

Primary Phone

Which Boards would you like to apply for?

Brookline Commission for Women: Submitted

Do you have an existing contract with the Town?

Yes  No

### Interests & Experiences

If New Applicant, what type of experience can you offer this/these Board(s) & Commission(s)? / If Applicant for Reappointment, list your accomplishments on this Board/Commission during your most recent term.

I have been a Brookline resident for 30+ years living first in an elderly building in 1991. After the adoption of my son I got to move to where I reside presently. living in a family unit is the best thing that could ever happen. I got to know kids and their ideas and adults who wanted to learn things about Housing. I became tenant rep for nine or 10 years, also open a food pantry being a tenant, and going through some of the trials and tribulations that I have, I can give my experience as a tenant and some resolutions to difficult Situations. I also can give experience as a handicap tenant changes need to be made, etc.

**If New Applicant, what type of issue(s) would you like to see this/these Board(s) & Commission(s) address? / If Applicant for Reappointment, what are your future goals on this Board/Commission should you be reappointed?**

The issues that I would like to see the Board address is more low income housing tenants, rights I would also like to assist architects so that they can make handicap homes, handicap, accessible housing, fit to the needs of the tenant. By the way I have been asked to work with the architects when they start to build the new building and I have been asked by Micheal Alpin. I would also like to help make a plan, Housing, a great place to live for everyone and encourage other tenants to join in had their ideas and encourage other input and be proud of where you live

**Are you involved in any other Town activities? If so, describe.**

Yes, I am presently on the Brookline Housing advisory committee committee of disabilities I am a Town meeting member And a spokeswoman for the tenants here

**Do you have time constraints that would limit your ability to attend one to two meetings a month?**

Yes



Upload a Resume

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**Demographics**

**Ethnicity**

**Gender**

Date of Birth

## Application Form

---

### Translation Available

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### Profile

Select whether your application is for reappointment or a new application: \*

New Application

Khandan

First Name

Baradaran

Last Name

khandan-baradaran@comcast.net

Email Address

Home Address

Brookline

City

MA

State

02446

Postal Code

What Precinct do you live in (if known)?

Precinct 8

Mobile: (617) 966-7155

Primary Phone

Which Boards would you like to apply for?

Brookline Commission for the Arts: Submitted

Do you have an existing contract with the Town?

Yes  No

---

### Interests & Experiences

If New Applicant, what type of experience can you offer this/these Board(s) & Commission(s)? / If Applicant for Reappointment, list your accomplishments on this Board/Commission during your most recent term.

I have been a Brookline resident for over 30 years, graduating from Heath School and BHS. I have worked in the biotech industry until now. I am a Harvard Ph.D. scientist. My skills include consensus building, budgeting, and management. My hobbies and interests include the arts, preservation of trees and green spaces, and advocacy for democratic norms.

**If New Applicant, what type of issue(s) would you like to see this/these Board(s) & Commission(s) address? / If Applicant for Reappointment, what are your future goals on this Board/Commission should you be reappointed?**

Urban development projects should include a mix of new housing projects, infrastructure/road repairs and preservation of green spaces, including trees.

**Are you involved in any other Town activities? If so, describe.**

No

**Do you have time constraints that would limit your ability to attend one to two meetings a month?**

No

  
Upload a Resume

---

## Demographics

### Ethnicity

Middle Eastern

### Gender

Female

  
Date of Birth

## **SUMMARY**

Scientist entrepreneur with nearly 30 years' experience in the pharmaceutical industry, including over 10 years in the rare disease gene therapy space, including all phases of development and commercialization. Expertise in Regulatory Affairs, CMC, Quality Control and Quality Assurance. Molecular biologist and virologist, providing strategic input from early development to BLA submission, inspection, licensure and post-marketing. Demonstrated ability to initiate and grow new departments, including Quality and Regulatory organizations. Excellent verbal and written communication skills.

## **SKILLS**

- Global Regulatory Strategy (US, EU, UK, Japan)
- Regulatory Affairs & Regulatory CMC Leadership
- IND / IMPD / BLA Submissions
- AAV Gene Therapy & Advanced Therapies
- Quality Systems (GMP, GCP, GLP)
- Inspection Readiness & Compliance
- Health Authority Interactions (FDA, EMA, MHRA)
- Cross-Functional & Executive Leadership

## **EXPERIENCE**

### **Principal, Mill Creek Consulting LLC**

#### **Executive Consultant and Strategic Advisor, Regulatory CMC Cell & Gene Therapy**

**Jul 2025-Present**

- Provides executive-level regulatory and CMC strategy for cell and gene therapy programs across early development through BLA submission, licensure, and post-marketing commitments
- Leads global Regulatory CMC strategy for gene therapy programs, including IND/IMPD submissions, Phase 3-enabling packages, and comparability assessments
- Serves as senior advisor to executive leadership (CEO, CMO, R&D heads) on regulatory risk, development timelines, and agency engagement strategy
- Drives inspection readiness and compliance for FDA, EMA, and MHRA audits, ensuring alignment across GMP, GCP, and quality systems
- Partners with CMC, Quality, and Technical Operations teams to resolve complex development and manufacturing challenges in fast-moving clinical programs
- Provides hands-on leadership for regulatory document development, including INDs, IMPDs, briefing packages, and health authority responses
- Advises biotech leadership teams on organizational build-out of Regulatory, Quality, and CMC functions in early-stage and scaling environments
- Supports multiple rare disease gene therapy programs, bringing over 10 years of specialized AAV and advanced-therapy experience to high-impact consulting engagements
- Consulting projects to date include an AAV gene therapy BLA, a gene editing project and a plasmid project

### **Nanoscope Therapeutics, Dallas TX**

#### **Senior Vice President, Regulatory Affairs**

**Jan 2025-Jun 2025**

#### **Senior Vice President, Regulatory Affairs and Quality**

**Apr 2024-Jan 2025**

- Led global Regulatory Affairs and Quality strategy for clinical-stage gene therapy programs, ensuring compliance across FDA, EMA, and UK regulatory frameworks
- Oversaw end-to-end regulatory execution for INDs, Phase 2/3 and BLA submissions, and accelerated development pathways in rare disease indications
- Built and scaled Quality and Regulatory organizations to support rapid pipeline expansion and inspection readiness
- Acted as executive sponsor for cross-functional governance across CMC, Clinical, Safety, and Manufacturing
- Provided strategic oversight for external regulatory consultants and vendors, ensuring high-quality deliverables and consistent agency messaging

**Ultragenyx Pharmaceutical/Dimension Therapeutics, Cambridge MA**  
**Vice President and Global Head of Regulatory CMC** **May 2021-Apr 2024**  
**Principal Scientist, CMC Product Quality** **Jan 2020-May 2021**  
**Vice President and Global Head of Quality - Gene Therapy** **Nov 2017-Dec 2019**  
**Vice President and Global Head of Quality** **Sep 2015-Nov 2017**  
**Vice President, Regulatory Affairs and Quality Assurance** **Aug 2014-Sep 2015**

- Led a team of 12 FTEs to oversee 16 pipeline programs: 4 marketed products, 6 modalities and multiple geographies, including 4 late stage AAV gene therapy programs.
- Successfully filed four AAV gene therapy IND/IMPDs in less than three years.
- Gained approvals for multiple major submissions, including 3 Phase-3 enabling submissions and multiple comparability assessments.
- As employee #13 of the startup organization, filed first US IND, hired initial Regulatory and Quality teams and implemented a complete Quality system that enabled 2 third party inspections.
- Managed all aspects of GCP, GMP and Regulatory functions initially and then QA and QC organizations after the initial push.
- Drove integration of Regulatory CMC strategy with technical development and lifecycle management for marketed and pipeline products
- Led a team of 30 FTEs to manage end-to-end Quality, QA, and QC organizations, ensuring compliance across development, manufacturing, and commercialization.

**Shire Human Genetic Therapies, Lexington MA**  
**Director, Regulatory CMC** **Jul 2013-Aug 2014**

- Led Regulatory CMC strategy for biologics and genetic therapies across development and commercialization
- Partnered with CMC, Manufacturing, and Quality teams to ensure submission-ready documentation and inspection preparedness

**Biogen Idec, Cambridge, MA**  
**Associate Director, Regulatory CMC** **Nov 2010-Jun 2013**

- Led Regulatory CMC strategy for multiple clinical programs, supporting INDs, BLAs, and global variations

**Novartis Vaccines and Diagnostics, Cambridge MA**  
**Head Government Contracts, Regulatory CMC & Compliance** **Jan 2010-Nov 2010**  
**Senior Manager, Regulatory Affairs** **Jan 2008-Jan 2010**

- Managed regulatory interfaces for federal contracts and public-health initiatives across entire influenza vaccine portfolio, including commercially available vaccine (Fluvirin), BLA ready (Aggripal and CellFluVax) and pandemic flu vaccines (Fluad, H5N1)
- Ensured alignment between regulatory strategy, quality systems, and compliance obligations

**Dyax Corp., Cambridge MA**  
**Sr. Manager, Regulatory CMC** **Mar 2007-Jan 2008**

- Directed Regulatory CMC activities for biologics programs supporting global clinical development
- Oversaw submission readiness and cross-functional regulatory execution of ecalantide (Kalbitor) BLA

**Biogen Idec, Cambridge, MA**  
**Manager, Regulatory CMC** **Apr 2005-Mar 2007**  
**Senior Scientist, Corporate Product Quality** **Apr 2004-Apr 2005**  
**Senior Scientist, QC Virology** **Mar 2002-Apr 2004**  
**Scientist II** **Sep 1999-Mar 2002**

- Led Regulatory CMC strategy for multiple clinical programs, supporting INDs, BLAs, and global variations
- Built deep expertise in viral vector QC, product quality, and regulatory compliance
- Served as key liaison between technical development, Quality, and Regulatory organizations

**Genome Therapeutics Corporation, Waltham MA**  
**Senior Scientist**

**Jun 1997-Sep 1999**

- Conducted molecular biology and genomics research supporting early therapeutic discovery efforts

**EDUCATION**

**Post-Doctoral Fellow, Biochemistry**  
Harvard Medical School

**1997**

**Ph.D., Virology**  
Harvard University

**1995**

**Bachelor of Arts, Molecular Biology**  
Wellesley College

**1985**

*Publications available upon request.*

# Application Form

## Translation Available

### Profile

Select whether your application is for reappointment or a new application: \*

New Application

Vassiliy

First Name

Demerkov

Last Name

Email Address

Home Address

City

Suite or Apt

State

Postal Code

Primary Phone

### Which Boards would you like to apply for?

Preservation Commission: Submitted

### Do you have an existing contract with the Town?

Yes  No

### Interests & Experiences

**If New Applicant, what type of experience can you offer this/these Board(s) & Commission(s)? / If Applicant for Reappointment, list your accomplishments on this Board/Commission during your most recent term.**

I hold a Construction Supervisor License and have more than four years of experience in the construction industry. Through my professional work, I have developed a strong understanding of building practices, materials, and the practical challenges homeowners face when maintaining and improving their properties. As a Brookline resident, I value the character and quality of our community and would welcome the opportunity to contribute my practical construction knowledge to help support thoughtful decisions that benefit the town. I am also interested in becoming a more active and engaged member of our local community and neighborhood.

**If New Applicant, what type of issue(s) would you like to see this/these Board(s) & Commission(s) address? / If Applicant for Reappointment, what are your future goals on this Board/Commission should you be reappointed?**

As a new applicant, I would like to contribute to preserving Brookline's historic character while also supporting thoughtful and practical solutions for homeowners and local businesses. Brookline has a rich architectural heritage, and I believe it is important to protect the historical integrity of buildings and neighborhoods while recognizing the needs of residents to maintain, repair, and improve their homes. I would like to help ensure that preservation guidelines are applied in a clear, fair, and consistent manner so that property owners understand the process and expectations. I am also interested in encouraging solutions that respect historic architecture while allowing for modern functionality, energy efficiency, and long-term sustainability of buildings. My goal would be to support decisions that balance historic preservation with the practical realities faced by homeowners and the community, helping maintain Brookline's unique character for future generations.

**Are you involved in any other Town activities? If so, describe.**

No I'm not.

**Do you have time constraints that would limit your ability to attend one to two meetings a month?**

No I don't. I can attend one or two meetings easily.

  
Upload a Resume

---

**Demographics**

**Ethnicity**

**Gender**

Date of Birth

# Vassiliy Demenkov

## Community Board Candidate Profile

Brookline resident, entrepreneur, and construction professional bringing practical experience in residential building systems, project management, and small business leadership. Holds a Massachusetts Construction Supervisor License and has direct experience working with homeowners on building improvements, renovations, and preservation-sensitive upgrades. I am interested in supporting thoughtful decisions that preserve Brookline's historic character while also recognizing the practical needs of homeowners maintaining and improving their properties.

## Relevant Professional Experience

### **Co-Founder / Operations & Client Consulting – Top Sash Windows & Doors (2022–Present)**

- 1 Co-founded residential construction company specializing in window and door replacement.
- 2 Advise homeowners on building improvements, architectural considerations, and energy efficiency.
- 3 Coordinate installation projects, contractor teams, materials procurement, and project timelines.
- 4 Work with manufacturers providing historically compatible window systems.
- 5 Provide solutions that respect architectural character while improving building performance.

### **Entrepreneur – Agricultural Equipment & Parts Business (2012–Present)**

- 1 Built and managed a business focused on sourcing and selling agricultural equipment and parts.
- 2 Developed B2B and B2C client relationships across national and international markets.
- 3 Managed supplier negotiations, logistics coordination, and customer service operations.
- 4 Expanded business operations through strong client relationships and industry expertise.

## Licenses & Certifications

Massachusetts Construction Supervisor License (CSL)  
Real Estate Salesperson

## Community Involvement & Local Engagement

- 1 Brookline Thrives – Brookline Food Pantry Volunteer (3+ Years)
- 2 Volunteer monthly assisting with food distribution and community support programs.
- 3 Support initiatives helping families and individuals experiencing food insecurity.

## Professional Strengths for Public Boards

- 1 Practical understanding of residential construction and renovation challenges.
- 2 Experience advising homeowners on property maintenance and improvements.
- 3 Balanced perspective that respects historic preservation while recognizing practical homeowner needs.

- 4 Entrepreneurial and operational experience managing projects, budgets, and contractors.
- 5 Strong communication and client consultation skills.

## **Community Commitment**

As a Brookline resident, I value the town's architectural character and strong community identity. I believe it is important to preserve Brookline's historic environment while ensuring policies remain practical and understandable for homeowners. I am interested in contributing my professional experience to help support balanced and informed decisions that benefit residents and protect the long-term character of the town.

Board name	Appointing Authority
Advisory Council of Public Health	Select Board
Age Friendly Cities Committee	Select Board
Audit Committee	Select Board
Board of Assessors	Select Board
Board of Examiners	Select Board
Brookline Commission for the Arts	Select Board
Brookline Commission on Disability	Select Board
Brookline Commission for Women	Select Board
Brookline Youth Council	Select Board
Building Commission	Select Board
Centre Street Lots Committee	Select Board
CIMS Oversight Committee	Select Board
Climate Action Committee	Select Board
Commission for Diversity, Equity, Inclusion & Commu	Select Board
Community Preservation Act Committee	Select Board
Comprehensive Plan Steering Committee	Select Board
Conservation Commission	Select Board
Council on Aging	Select Board
Economic Development Advisory Board	Select Board
Electronic Communication Review Committee	Select Board
Expenditures & Revenues Study Committee	Select Board
Fisher Hill West Uses Advisory Committee	Select Board
Housing Advisory Board	Select Board
Human Resources Board	Select Board
Indigenous People Celebration Committee	Select Board
Information Technology Advisory Committee	Select Board
MLK Celebration Committee	Select Board
Naming Committee	Select Board
OPEB Other Post Employment Benefits	Select Board
Park and Recreation Commission	Select Board
Pedestrian Advisory Committee	Select Board
Pierce School Building Committee	Select Board
Planning Board	Select Board
Police Commissioners Advisory Committee	Select Board
Preservation Commission	Select Board
Real Property Asset Board	Select Board
Registrars of Voters	Select Board
Retirement Board	Select Board
Small Business Development Committee	Select Board
Solid Waste Advisory Committee	Select Board
Surveillance, Technology & Military Type Equipment	Select Board
Taxation Aid Committee	Select Board
Town/School Partnership Committee	Select Board
Transportation Board	Select Board
Tree Planting Committee	Select Board
Tree Protection Committee	Select Board

Trustees of Walnut Hills Cemetery  
Vision Zero Committee  
Zero Emissions Advisory Board  
Zoning Board of Appeals

Select Board  
Select Board  
Select Board  
Select Board

Meeting Frequency	Last Posted Meeting
Monthly	5/5/2026
Monthly	6/9/2026
6 Months	3/27/2026
	5/20/2026
Closed Committee	
Monthly	5/7/2026
Monthly (with added special meetings)	6/10/2026
Monthly	6/10/2026
Monthly	6/3/2026
Monthly	6/9/2026
Monthly	1/15/2026
	2/7/2024
Monthly	6/2/2026
Monthly	6/8/2026
Monthly	6/8/2026
Monthly	6/9/2026
Monthly	6/10/2026
Monthly	6/15/2026
	3/17/2026
Monthly	2/9/2026
Monthly	6/3/2026
	11/12/2025
Monthly	6/12/2026
Annually	2/11/2026
Monthly	6/11/2026
	11/5/2025
Closed Committee	
Monthly (with added special meetings)	6/9/2026
Monthly	6/8/2026
Monthly	5/21/2026
	6/11/2026
Monthly	5/18/2026
Monthly	6/9/2026
	4/3/2026
Monthly	5/18/2026
Monthly	6/9/2026
Monthly	6/9/2026
	11/3/2022
	7/13/2023
	11/17/2025
Every Two Weeks	6/12/2026
	6/3/2026
	10/28/2024

Quarterly

4/29/2026

4/17/2025

Monthly (with added special meetings)

6/23/2026

Monthly

6/17/2026

# Select Board-Appointed Public Bodies Handbook



Version 1.0 – Approved July 15, 2025  
Version 2.0 – Approved October 21, 2025



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## Introduction

This handbook describes the standards, laws, restrictions, and appropriate behaviors for [Town of Brookline's Boards, Commissions, or Committees](#) (collectively known as "public bodies") appointed by the Select Board.

These guidelines can also inform all of Brookline's public bodies subject to the Massachusetts Open Meeting Law and Conflict of Interest Law (State Ethics Act). Information in this Handbook that may also apply to public bodies appointed by other authorities or elected by the voters appear in boxes.

Whether you are interested in serving on a Brookline public body, have been recently appointed to a public body, or have served for many years on a public body, we thank you for your commitment to our Town.

Members of public bodies play a vital role within the community. These bodies and the volunteers who serve on them are essential to the efficient and engaged operation of local government. Public bodies play a critical role in shaping policy, planning, and, in some cases, enforcing state statutes and local by-laws. They often serve as the first point of contact for residents and business owners.

The Select Board views appointments to public bodies as one of its key responsibilities.

We strongly recommend that all members of public bodies, whether Select Board-appointed or not, familiarize themselves with the [Annual Town Report](#), as well as the Code of Conduct and Standards of Services referenced later in this Handbook. Additionally, members should review any general laws or special acts that apply to their respective public body.

### Types of Public Bodies

There are many types of public bodies in the Town of Brookline:

**Statutory Public Bodies:** State statute outlines the powers and duties of statutory public bodies, such as the Board of Assessors, Commission on Disability, Transportation Board, Zoning Board of Appeals, etc. The appointing authorities of these bodies may further define the work of these committees and appoint specific members as authorized.

Town by-laws outline the powers and duties of other statutory public bodies, such as the Brookline Commission for Women; the Council on Aging; the Housing Advisory Board; and the Commission for Diversity, Equity, Inclusion and Community Relations.

**Select Board Advisory Bodies:** The Select Board creates advisory bodies to help the SB perform its duties. For advisory bodies, the Select Board

- is the appointing authority,



- prepares the charge,
- sets the number of members and their terms,
- approves the membership, and
- receives the reports and recommendations of these public bodies.

Most Town of Brookline public bodies are advisory.

**Standing advisory bodies:** Advisory bodies that have ongoing responsibilities. Members of standing advisory bodies serve for terms of a specific length of time. Examples of standing advisory bodies are the Age-Friendly Cities Committee and the Zero Emissions Advisory Board.

**Ad hoc bodies:** Established for a specific goal. Members of an ad hoc body serve until the Select Board determines the body's assignment has been completed. Examples of ad hoc bodies are the Comprehensive Plan Steering Committee and the Expenditures & Revenues Study Committee.

**Subcommittees formed by other bodies:** Some public bodies with appointing authority appoint short-term or longstanding subcommittees reporting directly to that body, typically aimed at addressing specific issues. Examples of subcommittees formed by other bodies include the Shared Mobility Advisory Council, Bicycle Advisory Committee, and Pedestrian Advisory Committee; all of which are appointed by and report to the Transportation Board.

**Staff-led working groups:** In some cases, staff-led working groups are created to advance a project, program, or recruitment. For example, the Town Administrator may form a working group to guide them in the selection of a candidate for an important Town position, such as the Council on Aging Director. As long as such working groups operate solely in an advisory capacity to staff, they are not subject to the Open Meeting Law. Other working groups should pay special attention to the "Subcommittees and Working Groups" section of this handbook.

**Moderator's Committees:** Typically investigate specific issues and report back to Town Meeting. They are usually created by an act of Town Meeting and appointed by the Town Moderator. An example of this type of public body is the Moderator's Committee on Forms of Government.

Public bodies appointed by the Select Board must follow the policies set by the Select Board. Such bodies may adopt additional rules and regulations affecting their operations or body of work, but Select Board policies preempt any such policies if a conflict ever arises.

All other public bodies are encouraged to follow these general policies.



## Applying to a Select Board Public Body

Interested individuals may apply to join a Select Board public body using the Town's website: <https://www.brooklinema.gov/165/Boards-Commissions>. Click the "Apply Now!" button. The Town prefers digital applications but will accept paper applications, which are available at the same link or by request made to the Select Board Office at [selectboard@brooklinema.gov](mailto:selectboard@brooklinema.gov) or by phone at 617-730-2200. **Before** applying, applicants are strongly encouraged to attend meetings of the body that they are interested in joining.

A submitted application is shared with the Chairs and staff liaisons, if any, of all bodies that the applicant is interested in joining. Each Chair then provides feedback on the applicants and the needs of the committee for Select Board consideration. The Select Board will review applications, may conduct interviews, and vote on appointments.

### Requirements

Except for statutory requirements, there are typically no rigid skill or experience requirements to join a public body. Rather, the Select Board is looking to create committees that

1. Have a diversity of ideas, perspectives, experiences, and skills;
2. Have members with experience or skills in the specific area of the public body's responsibility;
3. Will work as a team and be active contributors to accomplish the purpose of the public body;
4. Can meet the expectations of the Chair for participation and attendance; and
5. Reflect racial, ethnic, economic, and other diversities of the town, or have members who, because of the nature of the body's responsibilities, bring a needed perspective to the body.

Appointment to public bodies not established by the Select Board may include other requirements.

### Residency

Members of public bodies serve at the discretion of their appointing authority. Appointing preference will be given to full-time town residents. However, appointing authorities can appoint non-residents to a body as appropriate to its mission and where otherwise not restricted by state or local law. Some public bodies include staff who may not be resident members.

### Members, Associate Members, and Alternate Members

The statutory regulations or Select Board charges of a public body specify its number of full members and their responsibilities. In addition, the statutory regulations or Select



Board charges of a public body may specify that the body contains alternate and/or associate members, how many and their roles.

Alternate members are generally do not vote, but may stand in for a voting member(s). Associate members are generally do not vote and do not stand in during a voting member(s) absence. Unlike the general public, associate members can more actively engage in discussion on agenda items. Serving as an alternate or associate member is an excellent way to become familiar with the work of a public body before taking on the responsibilities of a full member. The Select Board reserves the right to appoint additional alternate or associate members.

If a full-voting seat becomes vacant, alternate or associate members interested in serving in that seat must apply for vacancy, just like other applicants.

### Interviews

The Select Board may decide to interview applicants before voting on an appointment. If they so decide, the Select Board's Office will contact applicants to arrange for interviews with the Select Board. Interviews are typically held during regularly scheduled Select Board meetings in the Select Board's Hearing Room, 6<sup>th</sup> Floor, Brookline Town Hall, 333 Washington Street, or virtually via Zoom. The Select Board reserves the right to make appointments to a public body without an interview. Applicants will be notified by email (or by mail if no email address is given in the application) whether an interview is needed.

### Appointment, Reappointment, Resignation, Removal

#### Appointment

The Select Board makes appointments by a majority vote of the Board in an open, posted meeting. The Select Board's Office will then send appointees a formal Appointment/Reappointment letter.

Terms of office begin on September 1 and end on August 31, unless otherwise determined by state law or Town by-law. Terms may last up to five years, but most terms last three years. Appointments to fill vacancies will cover the remaining term of the vacated position.

Ad hoc bodies are formed to accomplish a specific task and are dissolved when the task is completed. Terms are generally not specified for ad hoc public bodies.

A public body member or applicant is under no obligation to accept an appointment or reappointment, nor is the appointing authority obligated to offer or approve of any such appointment or reappointment.

#### Reappointment

Public body members interested in continuing service after their current term should apply for renewal as outlined above. Current service on a public body is not a guarantee



of reappointment. A renewal application will be considered along with all other new appointment applications received.

If a member's term expires and they do not apply to be reappointed, they may continue to serve as a member until that seat has otherwise been filled.

**Resignation**

A member who can no longer serve or who moves out of Town should resign promptly so that the vacancy may be filled as soon as possible. A notice of resignation should be submitted in writing to the Select Board at [selectboard@brooklinema.gov](mailto:selectboard@brooklinema.gov).

**Removal**

Members shall attend at least 2/3 of the body's public meetings unless otherwise identified in the body's charge. The Select Board may remove and possibly replace members who fail to do so.

If a member is absent three or more times without explanation during an appointment year or has a conflict of interest, the Select Board may ask, in writing, for the member to resign. If the member does not resign within one month of being asked and there is a well-documented history of absence or other legal concerns, the Select Board may remove the member anyway. Removal is by majority vote unless otherwise specified by statute, regulations, or by-law.

**Swearing In & Compliance**

Newly appointed or promoted members will receive a letter from the appointing authority notifying them of their appointment and asking them to contact the Town Clerk's Office to be sworn in.

To make arrangements to be sworn in, or for answers to questions related to swearing in, please contact the Town Clerk at [townclerk@brooklinema.gov](mailto:townclerk@brooklinema.gov). **A member may not vote on or act with respect to any matters until they are duly sworn in.** Members who are reappointed to the same role are not required to be sworn in again.

All members, whether new, promoted, or reappointed, must complete the Open Meeting Law training and Conflict of Interest Law Training within 120 days of their appointment, promotion, or reappointment. Certifications of completion should be filed with [TownClerk@brooklinema.gov](mailto:TownClerk@brooklinema.gov) and [SelectBoard@brooklinema.gov](mailto:SelectBoard@brooklinema.gov).

- [Open Meeting Law Trainings link](#)
- [Conflict of Interest Law Trainings link](#)

Staff appointed to a public body should also complete the Open Meeting Law training and certificate, as they may not be trained as part of their employment onboarding.



The Select Board recognizes that volunteers are not always experienced in the workings of municipal government. New members should contact the Chair of their public body or its staff liaison for an orientation to the body's roles, responsibilities, and recent issues. Issues related to the operational procedures of the body should be resolved with its chair or other members. For help with operational questions that cannot be addressed by the Chair of the body or its staff liaison, members can contact the Select Board's Office at [selectboard@brooklinema.gov](mailto:selectboard@brooklinema.gov).

## Serving on a Public Body

Public bodies have regulatory functions given to them by federal law, state law, Town by-law, Town Meeting/Town Moderator, or Select Board action. Their purpose is to serve the Town by providing expertise and advice to their appointing authority or taking specific actions in accordance with their enabling legislation.

When the Select Board relies on public bodies for advice, members of these bodies should provide candid, measured, and reliable guidance to the Select Board as the Board directs. However, the Board, as the executive body directly accountable to the voters, ultimately decides what policies and procedures to adopt.

The following guidelines apply to public bodies appointed by the Select Board:

- Chairs shall report to the Select Board at least annually.
  - Reporting can take the following forms: a joint meeting, a presentation at a Select Board meeting, a memo to the Select Board, or other forms acceptable to the Select Board.
  - Reporting should include current year activities, goals, how the body meets obligations prescribed in its charge, possible dissolution, recommendations for action by the Select Board, and issues that could rise to the Select Board's attention that will impact future policy.
  - If required by Town by-law, a public body must also submit a report to the Town's Annual Report.
- For guidance regarding the direction of the body or the feasibility of certain initiatives, Chairs should contact their Select Board liaison, if one is assigned to the body, or the Chair of the Select Board.
- Members must be professional and respect Town staff's time and resources. For example, members of a body must not try to influence the performance of staff duties. A staff person's priorities are set by their manager.
- Members must comply with the Open Meeting Laws. [Resources and guides can be found here.](#)<sup>1</sup>

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<sup>1</sup> This section adopted October 24, 2023 by vote of the Select Board, and incorporated as a part of the Handbook in 2025.



## Code of Conduct and Standards of Service

This Code of Conduct and Standards of Service outlines expectations for all members of Town public bodies. It promotes ethical behavior, professionalism, and respectful engagement with colleagues, staff, and the public. It is based on best practices outlined by the Massachusetts Municipal Association.

- Public bodies are responsible for recommending or setting policy; day-to-day operations are managed by the Town Administrator and Town staff.
- Members retain the right to dissent from any action and may vote against a measure. However, once a decision is formally adopted by the public body or the Select Board, the member must fulfill their duty by refraining from any actions, public or private, intended to actively inhibit, obstruct, or deter the implementation of that legally-adopted decision.
- Members must act on behalf of the entire community when making decisions or recommendations.
- Members must be well-informed about their body's responsibilities and applicable local, state, and federal laws.
- Membership on a public body is a form of public service, not a means for personal, political, or financial gain.
- Members must comply with all Town, state, and federal laws, including the Massachusetts Conflict of Interest Law (M.G.L. c. 268A).
- Members must not use their position to access confidential or inside information for personal benefit or to benefit family members, friends, or business associates.
- Members may not reference their appointment in correspondence or use official Town letterhead, Town logo, or the Town Seal unless specifically authorized by their body and issued through the staff liaison, in accordance with M.G.L. c. 40 § 47.
- Members must avoid actual or perceived conflicts of interest.
- Members must treat fellow members, Town staff, and the public with courtesy and professionalism, even during disagreements.
- Civil, constructive dialogue is expected at all times.
- Abusive, threatening, or hostile behavior toward any person—including staff, officials, colleagues, or the public—is prohibited.
- Members of permitting bodies must not meet privately with applicants about matters pending before their body.
- Town staff must be treated with respect, recognizing their professional expertise and broader responsibilities.
- All requests to staff should go through the appropriate liaison or channel and be mindful of staff workload and town-wide priorities.

- Members should respond to constituent inquiries in a timely, respectful, and reasonable manner.
- Constituents should respect the time, role, and capacity of public body members and Town staff.
- Failure to follow this Code may result in denial of reappointment, a request for resignation, or other appropriate corrective action.

### Event Co-Sponsorship

As a member of a public-facing body, your service is extremely valuable to the community. Our residents place a high degree of trust in a public body's ability to be fair, transparent, and impartial when rendering decisions or making recommendations to the Select Board.

From time to time, outside groups have asked public bodies to "co-sponsor" events such as meetings or information sessions. Some outside groups, however, may later lobby those same public bodies to take specific action. (An exception would be a public body created for the sole purpose of celebrating public events, where "co-sponsorship" takes on a different meaning, and there will be no future vote from that public body on other policy matters.) While we know members would not intentionally create the impression that co-sponsoring an event shows how their public body would vote, we must avoid even the appearance of a conflict of interest.

To that end, public bodies whose members are appointed by the Select Board, except those that exist to celebrate public events (e.g., Martin Luther King, Jr. Day Celebration Committee or the Indigenous People Celebration Committee), may not co-sponsor events with outside groups or individuals. Public bodies may still sponsor events with one another. Individual members may attend and speak at events sponsored by outside groups or individuals, provided they do not use their titles to advertise or otherwise imply the endorsement or co-sponsorship of their public body. Public bodies may hold hearings or public events at which they invite outside groups to testify.<sup>2</sup>

### Legislative Advocacy

Public bodies occasionally encounter situations where they believe a change in local, state, or federal policy might be warranted, or where they might wish to comment on a pending legislative or administrative matter. The Select Board welcomes advocacy recommendations from public bodies and relies on them to lend their specialized expertise to the Board in determining what course of action to take or support.

For intergovernmental relations, however, the Town must speak through its chief executive body, the Select Board, or the Select Board's designees. Unless otherwise authorized by the Select Board, public bodies wishing to transmit a formal position for

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<sup>2</sup> This section adopted September 17, 2024 by vote of the Select Board, and incorporated as a part of the Handbook in 2025.



or against state or federal laws or policies should seek the Select Board's approval of any proposed letter or course of action.

Regardless, individual members can advocate politically as private citizens, subject to the restrictions set forth in the Conflict of Interest Law, other relevant ethics rules, and this handbook.

### Town Meeting Engagement

For local laws and policies, several, but not all, Select Board-appointed public bodies have implied statutory obligations to conduct hearings and deliver reports on Warrant Articles in the lead-up to Town Meeting and before the publication of the Combined Reports.

At the time of executing Town Meeting warrants, the Select Board will make requests to various public bodies that they wish to provide reports on a warrant article or articles. If a public body wishes to provide a report on a warrant article outside of the Select Board requests, it should notify the Select Board at [selectboard@brooklinema.gov](mailto:selectboard@brooklinema.gov). Any public body choosing to hold hearings and provide reports should attempt to collaborate with other assigned/approved bodies by holding a joint public meeting/hearing.

Per Article 3.22 of the Town's By-Laws, any public body that wishes to provide a report on a warrant article must hold a duly noticed public hearing before taking its first or only vote with respect to the warrant article.

## Meetings of Public Bodies

### Definition of a Meeting

Meetings of Town public bodies are subject to Massachusetts Open Meeting Law (M.G.L. c. 30A, §§18-25). This law is based on the premise of transparency in public proceedings such that the public is entitled to see and participate in the process of government decision-making and not simply its end result. The Massachusetts Attorney General's Office has the authority to interpret and enforce the Open Meeting Law, issue guidance documents, and conduct training. You must familiarize yourself with the Open Meeting Law.

In addition to reviewing the Attorney General's [Open Meeting Law Guide](#), which is required, you are encouraged to learn more about the requirements of the Open Meeting Law. Available resources include:

- [Frequently Asked Questions](#)
- Public body [checklists](#)
- A searchable [database](#) of the Open Meeting Law determinations
- [Webinar trainings](#) hosted by the Attorney General's Office
- The Division of Open Government's [periodic newsletter](#)

A meeting occurs any time a quorum (usually a simple majority) of the voting members convenes, by whatever means or medium, and discusses or considers any public business or policy over which the board or committee has some jurisdiction or advisory power. A quorum must not meet in private to decide or deliberate toward a decision on public business unless it does so in a properly convened Executive Session. Discussions on, or explanations of, public business items among a quorum of members that occur via email, by telephone, or through a series of communications violate the Open Meeting Law. A board or committee may only conduct administrative functions, such as scheduling meetings, transmitting documents, and setting agendas, by phone and email.

### Subcommittees and Working Groups

You may wish to, from time to time, use “working groups” or otherwise delegate a small number of members to work on a topic or task between regular meetings. Such working groups are probably public bodies that are subject to open meeting law, even if they contain a number of members fewer than required for a quorum. Instead of creating a working group, you can assign a single member to work on a topic that can then be discussed with other members at a public meeting. You should contact the Town Counsel’s Office ([towncounsel@brooklinema.gov](mailto:towncounsel@brooklinema.gov)) for guidance if you are not sure whether a working group is required to follow the Open Meeting Law.<sup>3</sup>

### Accessibility of Public Meetings

Public Meetings are a vital tool for all members of the public to have their voices and opinions heard, including members of the community with disabilities and members of the community who speak languages other than English or have limited English proficiency. To welcome all members of the public, the Town incorporates Universal Design Principles for Public Meetings, which facilitate making public meetings more accessible to all people.

The following statement should appear at the bottom of every agenda:  
If you need reasonable accommodations or modifications related to this meeting, please contact Sarah E. Kaplan, ADA Compliance Officer at [skaplan@brooklinema.gov](mailto:skaplan@brooklinema.gov) or call 617-730-2329. ADA Information: <https://www.brooklinema.gov/Town-Legal-Notice>

You can make meetings more accessible and inclusive by:

- Holding a hybrid meeting. This will allow members of the public multiple ways to attend your meeting. Hybrid meetings help people with disabilities, seniors, people who do not drive or have issues driving at night, people with young

<sup>3</sup> This section incorporated as a result of Attorney General determinations from 2024.

children, and people who need to provide family care. Hybrid meetings also allow those who attend meetings in person and those who do not a way to interact with each other without prioritizing people based on how they attend meetings.

- Turning on captioning in Zoom. In addition to helping those who are deaf or hard-of-hearing, captioning allows people to review the transcript in case they missed something.
- Using [Plain Language](#) in your meeting documents and when you communicate with the public. [The Plain Language Act of 2010](#) was developed “[t]o enhance citizen access to Government information and services by establishing that Government documents issued to the public must be written clearly, and for other purposes.” Using plain language helps everyone understand the discussions and decisions made in public meetings.

The Town does not expect you to know how to provide accommodations. If you receive a request for reasonable accommodations, modifications, effective communication, or otherwise increased accessibility, please contact the Town ADA Compliance Officer. If you receive a language access request, contact the Office of Diversity, Equity, Inclusion, and Community Relations (ODEICR) at [ODEICR@brooklinema.gov](mailto:ODEICR@brooklinema.gov).

#### Language Access

According to a needs assessment conducted by the Town of Brookline, at least 10% of residents identify as Limited English Proficient (LEP). The Town has approved the [Language Access policy](#) to provide these residents access to public information and resources. In collaboration with the Language Access Coordinator (LAC) and ODEICR, translation and interpreting services are **available upon request** to be used by Town staff.

ODEICR and the LAC can assist with the implementation of the policy. Guidelines and training will be provided to help staff:

- Determine what information should be translated.
- Request translation and interpreting services.
- Understand when to request language access services.
- Understand how to work with the LAC and vendors to provide services.
- Handle public requests for translation and interpreting.

If you have questions about the implementation of the language access policy, or if you receive requests for translation or interpreting services, please reach out to the LAC at [ODEICR@brooklinema.gov](mailto:ODEICR@brooklinema.gov).

## Posting a Meeting

**Notice of a public body meeting must be posted to CivicClerk at least 48 hours before the meeting and held in public, even if no vote or decision will be reached.** The 48-hour notice period must exclude weekends (Saturdays or Sundays) and holidays. Except in very specific cases spelled out in the law, the public and the press have the right to attend all open meetings of public bodies.

Under exigent circumstances, a public body can call emergency meetings without posting a notice of the meeting 48 hours before the meeting. However, the public body should consult with the Select Board's Office ([selectboard@brooklinema.gov](mailto:selectboard@brooklinema.gov)) and seek permission from Town Counsel to determine if the emergency meeting law applies to that meeting.

All meeting notices/agendas must include:

- Name of the public body
- Date and time of the meeting
- Address of the meeting, if the meeting will be held in person or hybrid,
- instructions and other information necessary to attend the meeting, such as a registration link and a call-in number for anonymous participation, if the meeting will be held remotely or hybrid,
- A list of all of the topics the chair reasonably anticipates will be discussed at the meeting. The topics must be sufficiently specific to inform the public of the issues to be discussed at the meeting.

Agendas must be uploaded to CivicClerk at least 48 hours before the meeting. The Chair of a public body should review the website to ensure that the agenda, as submitted, has been posted to the website.

The purpose of the Open Meeting Law is to ensure that the deliberations and decisions on which public policy is based are conducted openly in a public setting. Staff liaisons should make every reasonable effort to provide supporting materials / packet materials before the meeting. Any materials not included at the time of the meeting should be promptly loaded after the meeting into the public packet.

## Changes to a Meeting

If there are any changes in the location, time, etc., the amended agenda should be posted as soon as possible and be labeled as "amended." This label should appear in the Notice field on the calendar posting (for changes in date/time) and in the Header field of the agenda in CivicClerk (for changes of agenda content).



## Officers of Public Bodies

Public bodies shall annually elect a chair or co-chairs, unless otherwise determined by the Select Board or in an enacting law or by-law. The public body may also elect a vice-chair and a secretary (if not assigned a staff liaison), but these positions are not required. Newly formed public bodies should elect these officers at their first meeting. Ongoing public bodies should elect officers at the first meeting on or after their June/August term renewal or as customary for that body. The Chair is responsible for notifying the appointing authority of any changes in officers or resignations at [selectboard@brooklinema.gov](mailto:selectboard@brooklinema.gov).

If any offices are vacated mid-term, the position shall be filled for the remainder of the term by majority vote of the public body at the earliest possible date during a duly noticed and convened meeting.

### Chair/Co-Chairs

The Chair (or Co-Chairs) sets meeting agendas, presides at all meetings, decides questions of order, calls special meetings, and, when authorized by the public body, signs official documents. The Chair has the same rights as other members to offer resolutions, make or second motions, discuss questions, and vote.

### Vice-Chair

If Vice-Chair is a standard position of the public body, the Vice-Chair acts as chairperson whenever the Chair is absent from meetings and performs other duties determined by the public body.

### Secretary

If a staff liaison is not assigned to a public body, the public body may consider electing a secretary. If elected, the secretary is responsible for taking and transcribing the body's minutes; scheduling the place, date, and time of a meeting; and posting the meeting agendas and related materials to CivicClerk no later than 48 hours before a meeting (excluding Saturdays, Sundays, and holidays).

### Select Board Liaison

The Select Board annually appoints a Select Board member to serve as a liaison to some public bodies. The liaison maintains communication between the public body and the Select Board and ensures the Select Board is updated on matters of interest. Typically, Select Board liaisons do not vote on decisions of their assigned public bodies.

### Ex-Officios

Ex-Officio members serve on a public body by virtue of holding another office or position. Ex-Officio members may be Town staff (e.g., Department Heads), elected officials, or members of other public bodies whose responsibilities intersect with the work of the public body in question. Primarily, an Ex-Officio provides technical support, policy insight, or organizational context. They are expected to participate regularly,

report relevant developments, and help ensure consistency across Town functions. They may also help form or support subcommittees.

Ex-Officio members may have voting rights, depending on the charge of the public body. An Ex-Officio member is not counted toward quorum unless explicitly specified in the public body's charge.

### Conducting a Meeting

All public bodies should observe generally accepted parliamentary procedures and are encouraged to follow Robert's Rules of Order. Following guidance by the Chair and adhering to customary procedures or adopted rules increases efficiency and maintains objectivity. These procedures include:

- To record a decision of a public body, one of its members should make a motion that clearly states what action the public body will be voting on.
- In most instances, a decision is made by a simple majority of those public body members present and voting at the meeting.
- Votes taken in open session by a public body may **not** be made by secret ballot.

Members of the public should be allowed to speak at a meeting only with the permission of the Chair. Any person may record a meeting using any means of audio or video recording, provided they announce their intention to do so and there is no interference with the conduct of the meeting.

### Quorum

Except as otherwise specified by law, a majority of the voting members of a public body constitutes a quorum. A quorum must be present to call a meeting to order, and a decision ordinarily requires the supporting vote of a majority of the members present and voting.

In the absence of a quorum, the Chairperson may designate an alternate member (if one is appointed to the public body) to sit for the duration of the meeting. If a quorum cannot be achieved, even with an alternate(s), the meeting must disband. No deliberation or votes can be taken.

### Recusal Process

If you believe that you may face an actual or apparent conflict of interest, or other reason that may justify your recusal from participation in any particular matter, you should contact the Town Counsel's Office ([towncounsel@brooklinema.gov](mailto:towncounsel@brooklinema.gov)). You can cure some potential conflicts by filing a simple disclosure form in advance; others cannot be waived and you must recuse yourself. Disclosure forms can be found on [State Ethics Commission's website](#) or made available by request made to the Select Board's Office. You must complete and file disclosure forms with the Select Board's Office ([selectboard@brooklinema.gov](mailto:selectboard@brooklinema.gov)). If you recuse yourself from a particular matter

of business, you should leave the room while the matter is being discussed to avoid any appearance of exerting undue influence.

### *Executive Sessions*

Meetings of public bodies are generally open to the public in accordance with the Massachusetts Open Meeting Law. However, under specific, legally defined circumstances, public bodies may enter into Executive Session. Executive Sessions are closed to the public and should only be used when absolutely necessary and authorized by law.

### *Criteria for Executive Sessions*

A public body may convene in Executive Session only for purposes explicitly permitted under M.G.L. Chapter 30A, Section 21(a):

1. Discussion of individual character or complaints, but not their professional competence, or discussion of the discipline or dismissal of, or complaints or charges brought against, a public officer, employee, staff member or individual (with advance notice to the individual and the right to request an open meeting).
2. Collective bargaining strategy or contract negotiations with nonunion personnel.
3. Strategy with respect to litigation or collective bargaining where public discussion could be detrimental.
4. Deployment of security personnel or devices.
5. Investigation or discussion of criminal complaints.
6. Purchase, lease, or value of real property, where an open meeting may negatively impact negotiations.
7. Compliance with a specific law or federal grant requirement.
8. Preliminary screening of employment candidates, where confidentiality is required to attract qualified applicants.
9. Mediation concerning legal or policy matters involving parties.
10. Discussion of trade secrets or proprietary energy information, when authorized.

Chairs should consult Town Counsel ([towncounsel@brooklinema.gov](mailto:towncounsel@brooklinema.gov)) if there is any uncertainty about the justification or process for Executive Session.

### *Required Procedure for Executive Session*

To enter Executive Session, public bodies must follow these steps:

1. Convene in Open Session.
2. Make a motion to enter Executive Session, stating the reason(s) with as much detail as possible without compromising the purpose.
3. Hold a roll call vote, with a majority of the full body voting in favor.
4. Announce whether the body will reconvene in Open Session after the Executive Session.

For example: “I move that the Committee go into Executive Session under M.G.L. c.30A §21(a)(6) to discuss the lease of real property [Name and address if possible], because discussing it in open session would be detrimental to the negotiating position of the committee, and not to return to open session.”

### Broadcasting/Recording a Meeting

The following Town public bodies shall record their full meetings and post them to CivicClerk within one business day after the meeting, so that Brookline Interactive Group (BIG) may broadcast the recordings.

- The Zoning Board of Appeals
- The Housing Advisory Board
- The Advisory Council of Public Health
- The Commission for Diversity, Equity, Inclusion and Community Relations
- The Transportation Board.

Other Town public bodies are strongly encouraged to record their meetings and post them to CivicClerk within the same week of their public meetings. Meeting recordings can be added to the “External Media URL” section of CivicClerk.

When recording a meeting, the Chair of the public body will announce the recording and will note any objection and the reason given for each objection. In limited circumstances, the Chair may ask the recording to be stopped when a member of the public cites an issue the Chair deems sensitive and asks to stop the recording. Meeting minutes should still be kept while the recording is stopped. If a person online requires anonymity, the Chair will advise them that they have the right to turn off their video and rename themselves.<sup>4</sup>

### Virtual/Hybrid Meetings

Pursuant to the Select Board’s authority under 940 CMR 29.10(8), remote participation is allowed as follows:

1. Before using remote/hybrid participation, the Chair, any subsequent Chair and any staff person assigned to such public body shall be trained by the Information Technology Department, the Select Board Office, or a designee to review the requirements of remote/hybrid participation.
2. Remote/hybrid participation is allowed in public buildings and public schools in rooms with town-issued technology or other devices that ensure that members participating remotely are audible to all persons at the meeting, whether physically present or remote.

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<sup>4</sup> This section adopted November 24, 2020 by vote of the Select Board, and incorporated as a part of the Handbook in 2025.

3. A hybrid meeting must be booked in a room with the necessary technology at least 24 hours before the 48-hour posting deadline so that staff has enough time to accommodate the request and the public is notified properly. The Chair or staff liaison must ensure that the hybrid technology in the assigned room functions properly.
4. To provide technical assistance before a meeting begins, town staff or a designee need at least 24 hours during regular business before the start of the meeting begins to ensure the correct solution is achieved. On-site hybrid/remote meeting support will be conducted by Town staff or designee, such as the Town's community partner, Brookline Interactive Group.
5. To improve public transparency, access, and engagement in Town government, all public bodies that decide to conduct their public meetings and hearings remotely using videoconferencing, must use the Zoom "open meeting" platform, except when authorized by the Select Board to use an alternate platform. The Chair and any staff liaison to such public body shall be trained how to remove disruptive attendees or participants as provided in G.L. c. 30A, s. 20(g).<sup>5</sup>
6. Per Open Meeting Law, when any member participates remotely, any vote must be taken through a roll call vote and remote participants must be identified by name.

### *Standard Zoom Settings*

In 2024, the Town stopped using Zoom webinar for public body meetings. Instead, the Information Technology department developed a set of standard settings that keep meetings secure while allowing attendees to view all other meeting attendees. These settings protect against "zoom bombing" and other disruptions. Each public body can decide how to conduct meetings. If a public body wishes to adopt a less strict set of permissions for attendees, they may do so, so long as they do not use Zoom webinars.<sup>6</sup>

### *Virtual Meeting Etiquette*

1. Set your profile up with your full name and, if desired, the position or entity you represent. This will ensure that meeting participants and viewers watching the meeting know who you are and that meeting minutes are accurate.
2. Mute yourself when you're not speaking or actively involved in the conversation.
3. Notify the meeting organizer if you'll be late or unable to attend so the meeting can proceed accordingly.
4. Arrive (or log on) to a meeting several minutes before the start to ensure a prompt start of the meeting.

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<sup>5</sup> This section adopted February 27, 2024 by vote of the Select Board, and incorporated as a part of the Handbook in 2025.

<sup>6</sup> This section adopted February 2024 by Select Board voted, and incorporated as a part of the Handbook in 2025.

5. Review your background: ensure optimal video quality for viewers; avoid distractions in your background; ensure that nothing in your background conflicts with your role as an official representative of the Town.
6. Dress for the virtual meeting as you would at an in-person meeting. Remember that you may need to get up or stand at some point and the other participants will see whatever is in the scope of your camera.
7. Consider the potential for outside noise, traffic, etc., and choose a quiet area if possible. If you can hear it, others can likely hear it, too.
8. Refrain from all activities that you would not partake in when in a conference or meeting room.
9. Close all other programs on your computer to avoid anything inappropriate from accidentally appearing to other participants.
10. Be an active meeting participant. When interrupted or unable to be active, turn off your camera and microphone until you can return to the meeting. Do not actively participate in a meeting while driving a motor vehicle or doing anything that would compromise your safety or distract other participants.
11. Say your name before you begin speaking the first time or if your camera is off. The speaker isn't always obvious during virtual meetings, especially if there are a large number of participants.

### *Technical Difficulties*

If a public body encounters technical difficulties while meeting, the public body should suspend discussion while correcting the problem. If a remote participant is disconnected from the meeting due to technical difficulties, that fact and the time the disconnection occurred should be noted in the minutes. If a meeting of a public body is posted as a remote or hybrid meeting, and technical difficulties prevent consistent, clear remote access for all participants and the public, the meeting should be canceled or adjourned and rescheduled.

### *Public Comment*

Some public bodies allow members of the public to make comments during their meetings. Any public body that does so should write a public comment policy or adopt one from either the Select Board (available at <https://www.brooklinema.gov/343/Select-Board> under the "Public Comment Policy" tab) or from another public body.

The purpose of a public comment policy is to ensure that interested members of the public are given equal and fair opportunities to make public comments and be heard, regardless of their points of view. To that end, public comment policies should be clear, concise, strictly enforced, and offer minimal discretion. Even something as innocuous as giving one well-regarded commenter an extra fifteen seconds to finish their thoughts but denying it to a later speaker who is openly antagonistic towards the public body is viewpoint discrimination.



The Chair or other designated person should state guidelines and time allowances at the outset of each public comment period. Detailed minutes must be kept. All questions should be directed to the Chair who, in turn, may ask for a response from Board members, staff, or a member of the public.

During public comment, a public body can only halt a member of the public from speaking mid-comment for speech that (a) constitutes a true threat, incitement to imminent lawless conduct, or obscenity; (b) concerns a matter outside of the public body's jurisdiction to address or the scope of a specific hearing; or (c) exceeds the permissible time limit. Disrespectful or even hateful speech, provided it does not violate any of the prior three conditions, is not grounds for cutting off a public comment.

If a Chair anticipates a contentious or otherwise difficult public comment or hearing period, they can contact the Office of Town Counsel ([towncounsel@brooklinema.gov](mailto:towncounsel@brooklinema.gov)) for guidance on how to proceed.

### Public Hearings

Many public bodies (such as the Select Board, Planning Board, and Zoning Board of Appeals) are required by Massachusetts General Laws to conduct formal public hearings on some matters that come before them. Other public bodies may choose to conduct a public hearing on a matter before them to receive input from the community.

All formal public hearings must be conducted according to Massachusetts General Laws. Written hearing notices, the initiations of the hearing, and the conclusions of the hearing may have strict legal time limitations that vary with the nature of the hearing and the public body. It is recommended that all public hearings follow a formal procedure.

The Chair or other designated person should state guidelines and time allowances at the outset of each hearing. Detailed minutes must be kept. All questions should be directed to the Chair who, in turn, may ask for a response from members of the body, staff, or a member of the public.

It is the responsibility of the Chair to maintain order and decorum at the hearing. In the interest of consistency and fairness, the Chair may restrict the nature, number, and frequency of an individual's comments and questions.

### Meeting Logistics

Depending on a public body's workload or particular needs, meetings may be held weekly, biweekly, monthly, quarterly, or less frequently. When possible, public bodies should establish a regular meeting day, hour, and location. Except in cases of emergency, public bodies should not meet on weekends, major religious/official holidays, or Election Day while the polls are open. In addition, public bodies should not



meet while Town Meeting is in session, except to participate in the proceedings of Town Meeting.

The Town maintains a list of all posted meetings on the bulletin board at Town Hall and on the Town website calendar ([brooklinema.gov](http://brooklinema.gov)).

Public bodies must hold meetings where people are physically present in a public building that is open to the public and accessible to persons with disabilities. Meetings must not be held in private homes. A public body may reserve a room in a municipal building through its staff liaison or by contacting [selectboard@brooklinema.gov](mailto:selectboard@brooklinema.gov).

## Record Keeping

### Minutes

As a government body, each public body shall maintain accurate minutes of its meetings. At a minimum, minutes must contain:

- the date, time, and place of the meeting;
- a list of members present or absent, including which members are participating remotely;
- the meeting agenda and all votes or actions taken; and
- a summary of the discussion of each subject.

Each summary must provide enough detail that a member of the public who did not attend the meeting could read the minutes and understand what occurred. Once a public body votes to accept the minutes of a meeting, those minutes become a public record.

Unapproved minutes are also public records and must be released if requested prior to the public body accepting them. Any such unapproved meeting minutes should be marked "Draft".

Public bodies must vote to approve meeting minutes within 30 days or 3 meetings of the meeting recorded, whichever is longer, and publish approved minutes via CivicClerk within 10 business days of approval. Members do not need to have been present at a meeting to vote to approve its minutes. Public bodies may also vote to have their Chair (or any other Member) approve minutes on their behalf, which may be helpful for bodies that meet infrequently.

### Executive Session Minutes

Minutes must be taken during Executive Sessions and must include the date, time, and place; members present; topics discussed (as permitted); all votes taken as a roll call vote.



These minutes remain confidential **only as long as public discourse would defeat the lawful purpose of the Executive Session**, and must be reviewed periodically to determine if they can be released. To release Executive Session minutes, please consult Town Counsel ([towncounsel@brooklinema.gov](mailto:towncounsel@brooklinema.gov)).

### Public Records Law

Massachusetts General Laws, Chapter 66, Section 10, the Public Records Law, established a right of public access to “public records,” as defined by Chapter 4, Section 7, Clause 26. Public records include any document, regardless of physical form or characteristics, made or received by a public official or employee to serve a public purpose, unless expressly exempted by statute. Government records generated, received, or maintained electronically, including electronic mail, are public records.

Retention and destruction of these records should follow the schedule specified by Massachusetts General Laws, Chapter 66, Section 8. Do not delete or destroy public records without first consulting with the staff liaison of the public body, Select Board Office, or Town Clerk. Printed records should be filed with related files of the public body.

Individuals wishing to communicate with a public body are strongly recommended to do so through its staff liaison.

Email addresses of members of public bodies are also public records and must be released by staff upon a formal information request. Members are encouraged, but not required, to set up a separate email address for Town volunteer purposes.

### Email Communications

**Any email to or from a member of a public body related to the business of their body should be copied to “Board Archives” at [boardarchives@brooklinema.gov](mailto:boardarchives@brooklinema.gov).**

This includes, but is not limited to emails between members of public bodies and:

- other members of the same public body (mindful that members violate the Open Meeting Law by deliberating over email if a quorum of members is copied on the chain).
- members of the public regarding the business of their bodies.
- Town staff regarding such business.<sup>7</sup>

### Use of Town Assets

#### Town Equipment and Facilities

Town facilities may only be used for official business of a public body.

<sup>7</sup> This section adopted July 9, 2024 by vote of the Select Board, and incorporated in the Handbook in 2025.



### Staff Support

Some public bodies have a staff liaison who acts as a clerk. This staff liaison may record minutes of meetings, prepare and circulate information for meetings, and perform other administrative duties. The staff liaison also updates the Town Administrator's Office of the body's work and any items of significance that arise.

Some public bodies have other Town staff, such as Department Heads, assigned as a liaison to the Select Board and to provide technical support and information.

### Public Statements, Media and Social Media Use

A member has the right to speak publicly or post on social media as a private citizen, but the member should not purport to represent the public body or exercise the authority of the body except when specifically authorized by that body to do so. If a member identifies themselves as a member of a public body when speaking as a private citizen, others may believe that the member speaks for the public body. Members should avoid such a perception.

#### Media Engagement

Members of public bodies may be approach by the media to get information on a project, event, matter, or decision related to the public body they serve on. Members are able to speak to the press to get information on a project or event but should refrain from commenting on controversial, legal, or confidential matters and should direct those questions to the Chair of their public body or department liaison/department head. Members are encouraged to follow best practices in the Town's Media Engagement Policy<sup>8</sup> as well as informing their departmental liaison they have spoken to the press. In the event that a statement is to be issued from a public body, the Chair should consult with the relevant department head, as well as the Town Communications Officer and/or Town Counsel's Office as necessary.

#### Social Media Use

Public officials must adhere to the Town's Social Media Policy, summarized as follows.<sup>9</sup>

A member's personal social media use must not be attributable to the Town or to their function as a public body member, and it should never create the perception that the member is speaking for or on behalf of the public body. If a member communicates on social media in a way that associates themselves with their public body, they must also include a clear disclaimer indicating that they speak for themselves and not for their public body (for example, stating, "My views are my own and do not reflect those of the Select Board."). When using personal social media, images of the Town logo, Town seal,

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<sup>8</sup> <https://www.brooklinema.gov/DocumentCenter/View/59495/Media-Engagement-Policy-v-July-2025--accessible?bidId=>

<sup>9</sup> <https://www.brooklinema.gov/DocumentCenter/View/20371/Social-Media-Policy>



or other Town identifiers should not be used to endorse or legitimize your personal social media as official on a social media platform. See Section 2 of the Town's Social Media Policy for personal use of social media guidelines.

Public bodies may collaborate with relevant departments to use social media for important purposes, including to inform and communicate with the public. Public bodies should not create social media accounts without working with their department liaison first to determine if current Town social media accounts can be used by the public body to disseminate their information. Town social media accounts can be used by the public body to disseminate their information.

Public bodies that need to create a social media account to support their mission must complete and submit a Social Media Action Plan (SMAP) to the Communications Officer/IT Department **before** the account is created. The Communications Officer/IT Department will review the application and determine if the SMAP meets the criteria for establishing a new account and the account will be on an approved platform. All social media accounts must adhere to the Social Media Account Guidelines outlined in the Social Media Policy. All social media accounts, as well as posts or comments made by public entities, are public records. These accounts, posts, and comments can only be removed if they violate the Town's acceptable content guidelines.

## Memorandum

**To:** Select Board

**From:** Kara Brewton

**Date:** April 13, 2026

**Re:** Affordable Housing Trust Commitment for Senior Housing Planner FY27

**CC:** Roger Blood, Housing Advisory Board Chair

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Following the Housing Advisory Board's recommendation, we request the Select Board vote to: **authorize \$146,000 of Housing Trust funds to be utilized for the salary and related employee benefits of the Senior Housing Planner position for Fiscal Year 2027.**

Historically, the Senior Housing Planner position and the Housing Planner position was funded with Community Development Block Grant funds through eligible activities related to affordable housing. The Housing Planner position primarily enforces existing affordable restrictions for home ownership units, and the Senior Housing Planner position in the past has primarily supported affordable housing development by nonprofit partners. 2Life, Hebrew Senior Life, Brookline Housing Authority, and Brookline Community Development Corporation have over the past several years added or redeveloped much of their affordable housing portfolio, and now that those developments are largely funded, permitted, and/or completed, we do not anticipate the Senior Housing Planner being needed to primarily support identified affordable housing projects for the next couple years.

New affordable housing opportunities will continue to be developed through multiple staff in our department, and often requires a mix of expertise – e.g., community engagement, CDBG and CPA administration, regulatory changes, policy development, and real estate feasibility. Due to the specific CDBG regulations, the unpredictable pace of community process related to housing opportunities, and the broad range of home types the Select Board is looking to add or protect, staff time for these new affordable housing opportunities should not be charged to CDBG funds. This recommendation could change again in a couple years if there is a large pipeline of projects that need to be funded or coordinated with federal funding program regulations.

Additionally, the overall CDBG funding to Brookline has remained flat for many years at \$1.3 million, which means that the magnitude of impact potential has decreased over time. CDBG funds used towards town staff supporting affordable housing competes with the capital funding available for the creation and rehabilitation of affordable homes.

With other staff in place to support our nonprofit housing developers (e.g., Community Planner, CDBG Administrator, Housing & Community Planning Director), the Senior Housing Planner position has in recent years primarily been utilized to support housing policy development and administration of the the Housing Advisory Board, and manage Brookline's inclusionary Zoning By-law cash payments in lieu of on-site affordable units.



At the March 4, 2026 Housing Advisory Board meeting, we discussed the importance of:

- a) remaining in compliance with CDBG funding regulations;
- b) recognizing that CDBG funding is effectively decreasing every year; and
- c) retaining the critical function of the Senior Housing Planner, even in a period of time where cuts to other Divisions are occurring.

As reflected in their vote below, the Housing Advisory Board felt strongly that the Senior Housing Planner position should be supported by the town as a whole, not reliant on housing trust funds. I am thankful the Housing Advisory Board was willing to support this position for Fiscal Year 2027, and will work with the Town Administrator's office to shift this position to a town-funded position moving forward. This may require making other cuts to the Department's budget in FY2028, depending on retirements, available funding, and Select Board priorities.

On March 4, 2026, the Housing Advisory Board (HAB) voted:

"to approve, the allocation of \$146,000 from HAB funds for the upcoming Fiscal Year 2027, to support the salary of the Senior Housing Planner, whose primary responsibilities include facilitation of the Housing Advisory Board, coordination of HAB initiatives, and administrative support for housing programs among other housing responsibilities. The HAB recommends that Housing Trust funds be approved by the Select Board to be made available to fund the Senior Housing Planner salary, up to full funding in an amount not to exceed \$146,000, which would be the full-year cost of fully funding this position. We believe that this position should be incorporated in the Town budget."

Thank you for your consideration of this request for FY2027.



## Memorandum

**To:** Select Board

**From:** Housing Advisory Board

**Date:** June 1, 2026

**Re:** Request for the Select Board to Release \$3.75M Housing Trust Encumbrance

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### Summary

The Housing Advisory Board, acting in its capacity as Trustees of the Town's Affordable Housing Trust Fund (AHTF), respectfully requests that the Select Board vote to release \$3.75 million currently encumbered on the AHTF balance sheet. This action is needed to reverse a funding commitment made in 2024 and to restore these funds for future affordable housing initiatives.

### Background

In late 2024, the Select Board voted to increase the Affordable Housing Trust's encumbered balance by \$3.75 million in order to ensure that the Brookline Housing Authority (BHA) could document sufficient local funding for its Walnut High Phase I redevelopment. At that time, there were unresolved legal questions concerning whether the Community Preservation Act (CPA) funds—expected to cover half of the Town's 10% local match—could be fully relied upon. To avoid any delay or uncertainty for state and federal funders, the Select Board's vote allowed the AHTF to assume financial responsibility for the entire \$7.5 million local share.

Since that vote, the CPA Committee has formally confirmed its commitment of the necessary \$3.75 million, thereby resolving the earlier uncertainty. As a result, the AHTF's encumbrance has become redundant and is no longer needed. This situation was reviewed and discussed at the February 2026 HAB meeting, during which HAB members voted to formally request that the Select Board release the unneeded AHTF encumbrance.

### Requested Action

To restore these Affordable Housing Trust dollars for other high-priority housing purposes, the HAB requests that the Select Board vote to:

Release the \$3.75 million previously encumbered on the AHT, thereby reversing the Select Board's 2024 action and reflecting the confirmed CPA funding now in place.

This step is purely administrative, but essential to maintaining accurate accounting of available Trust resources and ensuring that Brookline can continue to respond strategically to future affordable housing opportunities.

We appreciate the Board's consideration and stand ready to provide any additional information needed.

## Request for Select Board to Release \$3.75 Million Housing Trust Fund Encumbrance

Housing Advisory Board Vote on February 4, 2026

**Vote:** The Housing Advisory Board requests that the Select Board vote to release the redundant \$3.75 million Housing Trust encumbrance for local funding of the Brookline Housing Authority's Walnut-High Phase I development project.

The motion was introduced by Roger Blood and seconded by Steve Heikin.

**In Favor:** Roger Blood (chair), Steve Heikin, Jonathan Klein, Bill Fegan, Shawn O'Neal, Carol Gladstone

**Abstention:** Bernard Green



## Memorandum

**To:** Select Board

**From:** Kara Brewton, Director of Planning & Community Development

**Date:** June 12, 2026

**Re:** Future Development Opportunities

**CC:** Charles Carey

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Thank you for dedicating some of the Select Board's summer workshop on June 16<sup>th</sup> to discuss future development opportunities. Brookline faces increasing fiscal pressures driven by rising health care costs, infrastructure needs, and community expectations for municipal and school services. Increasing the property tax base through development is not a stand-alone solution, but a powerful resource to help maintain public services and infrastructure. This memorandum introduces some of the broader topics related to development opportunities in Brookline and summarizes our current development-related priorities. At the end of this memo, I'm proposing we spend some of our time together to begin a discussion about the role of the Select Board liaison to the Economic Development Advisory Board.

### *Desirable Neighborhoods, Commercial Centers, and Schools*

The high value of Brookline land largely relates to: the adjacency to Boston and Cambridge economic centers; the carefully designed neighborhood patterns and tree-lined streets; the variety of retail, restaurants, services, and cultural amenities; and the highly sought-after public school system and other public services. The consistency of high land value throughout the town means that unlike many communities, there are very few larger parcels of underutilized land which are also desirable for commercial or industrial developments. Residential demand continues to drive most of the new growth in recent years. Developments of any mix of uses are mostly constrained due to the community's standards as expressed in the zoning by-law<sup>1</sup>.

### *Infrastructure Impediments: Public Facilities, Transit, Electrical Network*

As Brookline adds more homes, additional stress to Brookline's over-capacity playgrounds, recreation fields, Senior Center, and other public facilities require more frequent rehabilitation/ reconstruction as a result. While North Brookline includes a fairly dense network of bus and transit lines, the frequency, speed, reliability, and overcrowded conditions limits the extent to which these areas are seen as "easy" transit access for new residents or businesses. Finally, the Governor has identified the region's electrical network capacity as a significant factor in limiting growth and sustainability efforts<sup>2</sup>. For example, a recently opened Brookline multifamily building had to delay their leasing by two months due to Eversource delays that arose only at the

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<sup>1</sup> In addition to blunt floor area-to-lot area maximum ratios, our consultants remind us that Brookline's residential value "isn't quite Cambridge." This distinction is important when we consider mixed-income residential developments. Market rate units in Brookline are not able to cross-subsidize income-restricted affordable units at the same leverage ratio as Cambridge, although certainly more feasible than more suburban communities.

<sup>2</sup> <https://www.mass.gov/info-details/improving-interconnection-to-the-electric-grid>

end of the construction project. In addition to residents delayed being able to move into their new homes, this added hundreds of thousands of dollars each month to the project cost. Anything we can do to support an expanded electrical grid capacity would also likely be new growth of personal property tax.

*Market Forces: Negative Commercial Space Demand, but Correcting*

Nationally, 2025 was the first year that demolitions and conversions of office space outpaced new completions since CBRE (a large commercial real estate services firm) began tracking the market in 1988<sup>3</sup>. Since COVID-19, the only commercial construction started in Brookline was the Porsche dealership redevelopment on Commonwealth Avenue. At the same time, we have seen a handful of older office/medical office condos be converted to residential uses in Brookline. Downtown Boston's office buildings continue to have their value significantly "reset" through resales at significant losses. The resulting decreasing rent averages impact the regional market, lowering the likelihood that newer office construction projects will be financially feasible. Nationally, the projected amount of square footage that will be added in 2026 is less than one-third of what it was in 2019. And compared to other metro regions, Boston is at a further disadvantage as it continues to see a negative growth in employment that uses office space<sup>4</sup>.

Although we don't yet know the long-term impact of more work-from-home operations, some investors are already looking to get ahead of the next upswing. Because not much commercial space has been added over the last several years, there could very well be enough demand for newer office space to justify construction starts within the next couple years. Some experts are already seeing a potential change in the Boston office market this spring, although still an unknown time to recovery<sup>5</sup>. For planning purposes, this means we should in the near-term continue to discourage exclusively residential development on the few remaining sites that are deep enough to accommodate commercial footprints (e.g. Stop and Shop and TJ Maxx sites along Harvard Street). At the same time, we should continue to talk with property owners towards common interests if/when the commercial property market demand starts to recover.

Brookline property investors have improved retail and restaurant properties, and the Town's retail vacancy rate has continued to rebound since COVID compared to peer communities. Although not a large driver to of new commercial property tax growth, this indication that Brookline attracts commercial investment is important. Demand for retail and restaurant space has not yet exceeded existing building footprints, but remains strong in new mixed-use buildings where they have replaced commercial uses. Significant property tax growth in restaurant and retail space for the foreseeable future is not likely outside of larger redevelopments that also include significant housing/hotel.

*Untapped Market Demand*

While regional and national construction trends continue to cycle through, we plan on talking with the Economic Development Advisory Board about possibly having a consultant complete a market/development demand study in the beginning of 2027. In addition to updating external/ regional trends, the

<sup>3</sup> <https://www.cbre.com/insights/books/us-real-estate-market-outlook-2026/office>

<sup>4</sup> Yardimatrix Office National Report, May 2026

<sup>5</sup> <https://bostonrealestatetimes.com/boston-office-market-shows-early-signs-of-stabilization-despite-elevated-vacancy/>

consultant may identify other potential development opportunities related to some of our major institutions. For example, institutions may want to add housing nearby for faculty or students, affiliated start-up business/innovation space, or expanded support services that need additional space.

#### *Increasing Development Potential Broadly*

At least since 2008, Town Meeting actions have primarily added development restrictions across zoning districts. Exceptions to this trend are reducing parking minimums and overlay districts for larger-scale mixed use development. State regulations have required Brookline to take broader efforts in zoning changes to allow development, such as the MBTA Communities Act and the Accessory Dwelling Unit legislation. As you know, Brookline's Comprehensive Plan Steering Committee is currently drafting an updated Comprehensive Plan. Community input has shown an interest in added residential and commercial development, although exactly where, and to what extent, are mixed. Specific recommendations (for development, open space, and many other topics) are likely to be a combination of area-specific and broader ideas. We will update the Select Board with any recommendations that could increase development potential broadly later this summer, once the Steering Committee has a draft ready to release.

#### *Property-Specific Future Development Opportunities*

Formal community engagement processes have historically taken 2-3 years prior to a successful zoning change. This means that the Town's resources (staff, consulting funds, and volunteer bandwidth) dedicated to development opportunities should generally be prioritized for areas that are more likely to have a significant increase in property tax growth. For Fiscal Year 2027, we will continue the Centre Streets Lot Exploratory Study, which may make sense to include consideration, or at least coordination with, future planning for the Babcock Street parking lot. Additionally, our Department and the Department of Public Works earlier this spring completed parking studies for Brookline Village and Washington Square. With those parking recommendations in hand, we are now ready to resume the community conversation and Request for Proposal process for senior housing at the Kent Street parking lot (the public parking lot between Kent and Station Streets).

Additionally, there are at least two private property sales that will drive development in the next couple years, and which the Select Board should consider supporting with a rezoning. The privately-owned properties at 20 and 32 Kent Street are actively for sale. I would like to discuss with the Select Board whether they would be interested in pursuing a public-private partnership that could include air rights of the adjacent town-owned parking lot. The second example is the larger Maimodines property, between Boylston Street and Philbrick Road. For both of these properties, I would recommend starting by soliciting ideas from the surrounding neighborhood.

For the workshop, I will also bring a draft "thematic map" that the Comprehensive Plan Steering Committee is still developing. While still very much a work in progress, we will be able to use that map to discuss likely higher-priority development areas. None of these will be a surprise - all of these areas have been talked about before (e.g., Commonwealth Avenue, larger sites that were purposely carved out of the Harvard Street zoning district for further study like the TJ Maxx site and Stop & Shop site, some commercial nodes, institutional



properties, etc.) I believe the map will help us structure a discussion about varying market demands, property owner interests, likely local neighborhood support or concerns, and Select Board goals.

#### *Next Steps*

I look forward to the open-ended discussion at the workshop, which will help us reflect on our own priorities and resource allocation, plan for budget requests for next year, and communicate with our land use Boards.

One of the next steps I hope to discuss is the role of the Select Board liaison to the Economic Development Advisory Board. Last year's Economic Development Advisory Board update to the Select Board included a request for a designated Select Board liaison. This formal designation has been very helpful so far, and we think could be more beneficial with some further discussion of that Select Board liaison's role and scope of responsibilities. Now that the Select Board has finalized the 2030 Roadmap, we look forward to the liaison working with us and the Economic Development Advisory Board to increase revenue through development (Goal 3B). For example, meetings with land use boards and the Select Board could include more frequent information sharing about ongoing conversations with property owners that may be interested in developing their properties.

I will be developing a couple slides over the weekend that will support this summary with further details. Please feel free to give me a call this weekend on my cell at 508-802-2630 if you have any questions, or would like to cover other specific potential development items.

Thank you.

March 29, 2026

**Memorandum of Agreement Between the  
Town of Brookline (TOB) and the Public Schools of Brookline (PSB)**

**Whereas**, it is well-documented that Brookline, along with many other municipalities in the Commonwealth, is struggling to align expenses with revenues, and desires to improve its financial sustainability; and,

**Whereas**, the Brookline Expenditures & Revenues Study Committee (ERSC), which recently concluded its analysis, made multiple recommendations about how Brookline might consider modifications to expenditures and revenues, in the short-term and long-term; and,

**Whereas**, the ERSC also recommended a memorandum of agreement to extend the ongoing close collaboration between the Town of Brookline and the Public Schools of Brookline to continue to investigate these recommendations, following the previously successful MOA of fall 2025; and,

**Whereas**, the TOB Administrator and the PSB Superintendent are also enthusiastic to continue their collaboration and optimize the finances and operations of the TOB and PSB, for the benefit of the Brookline Community; therefore,

School Administration in collaboration with Town Administration commits to:

1. Evaluate the school model, which will include consideration of creating middle schools and/or other configurations. (PSB)
2. Complete the work included in the Town /School MOU dated October 2025 with respect to using MUNIS as the town-wide financial system of record by the end of fiscal 2027. (PSB, TOB)
3. Confirm teaching assignments align with contractual terms, while maintaining student support programming. (PSB)
4. Evaluate technology financial efficiencies when considering the maintenance of educational objectives. (PSB)
5. Evaluate the policy and practice of the use of space in PSB buildings by non-school entities for the purposes of determining appropriate reimbursement or remuneration for the use of such spaces during or outside of school hours. (PSB, TOB)
6. Evaluate the policy and practice of use of PSB properties for youth athletics to optimize coordination and efficiency of scheduling. (PSB, TOB)
7. Evaluate the policy and practice regarding the governance of facilities management to optimize coordination with shared goals and planning. (PSB, TOB)
8. Review BEEP financials to ensure the funding of its programming, designed to meet identified mandated student needs, is financially prudent and geared toward a status of being self-funded if possible. (PSB)

9. Bargain in good faith with all units with an aim toward establishing sustainable financial stability and retention. (PSB, TOB)
10. Evaluate shared assets and services for improved operational efficiency without detriment to service. (PSB, TOB)



OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Chas Carey, Town Administrator

FROM: Melissa Goff, Deputy Town Administrator

RE: **2026 Annual Town Meeting follow-up**

DATE: 6/12/26

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The Table below summarizes the outcome of the 2026 Annual Town Meeting. Articles that require further action by either establishment/work of a committee or a resolved clause compelling a Select Board response are noted in the “action required” column below.

ARTICLE #	TOPIC	TOWN MEETING VOTE	SB ACTION REQUIRED
1	Wood and Bark	Favorable Action	Established during annual appointments scheduled for 6/30/26.
2	Collective Bargaining	Favorable Action	N/A
3	Comp Balance	Favorable Action	N/A
4	Spec. Approp. Close-Out Report	No Action	N/A
5	FY26 Budget Amendment	No Action	N/A
6	Unpaid Bills	Favorable Action	N/A
7	Override Stab Fund	Favorable Action	N/A
8	FY27 Budget	Favorable Action	See condition of appropriation at the end of this memo.
9	FY27 CPA Appropriations	Favorable Action	N/A

10	AC Committee Assignments	Favorable Action	N/A
11	CTOS Charge and Composition	Favorable Action	N/A
12	Publish Records requests	Favorable Action	N/A
13	Town Clerk Hours	Favorable Action	N/A
14	ADUs	Favorable Action	N/A
15	Inclusionary Zoning	Favorable Action	N/A
16	26 Pleasant Street	Not moved	N/A
17	Immigration Enforcement	Favorable Action	Provide guidance to relevant departments on prohibited activities and reporting requirements.
18	Harvesting data surveillance	Not moved	N/A
19	Surveillance tech civil rights	Not moved	N/A
20	Reso. 911 Memorial	Favorable Action	See attached resolution for requested 9/11 Ceremony, Committee, including committee charge.
21	Reso. Medicare for all	Favorable Action	N/A
22	Reso. Prop 2.5	Favorable Action	Coordinate with the MAPC, MMA, the Collins Center and others to create a regional core services municipal cost index.
23	Reso. Stipends for elected officials	Favorable Action	Urges the Town to provide \$4,999 stipends for Select Board and School Committee members starting 7/1/29. Consider the recommendations of the Moderator's study committee for further adjustments.
24	Reso. Email usage B&C	Not moved	N/A
25	Reco. Immigration enforcement	Favorable Action	Asks the Select Board to direct the PCAC to examine

			the Town's relationship with the BRIC (full resolution attached) and ensure protocols for General Orders 51 and 50 are in place.
STM1 – 1	Chestnut Hill West Zoning	Favorable Action	N/A
STM1 – 2	MOA & Tax Certainty Agreement	Favorable Action	Execute the MOA and tax certainty agreement.

**Article 8**

The Board should monitor the progress of the working group proposed by the following condition of appropriation:

Raise an appropriate \$5,258,000, to be expended under the direction of the Commissioner of Public Works, with any necessary contracts over \$100,000 to be approved by the Select Board, for the rehabilitation of streets, **on the condition that the Department of Public Works and the Transportation Board shall form a working group charged with making a report that documents a prioritization and communication process that integrates the Town's adopted Vision Zero, Complete Streets, Roadway Asset Management, Maintenance and Preservation (RAMMP), and Traffic Calming policies governing the maintenance and enhancement of the public way, to be completed before the submission of the Financial Plan by the Town Administrator for fiscal year 2028; and**

**any design work for a large scale resurfacing project on a road within the Vision Zero High Priority Network, as defined in the Vision Zero Action Plan (June 2025), may only be funded through this appropriation after the Engineering and Transportation Division has submitted to the Transportation Board for review and discussion a memo outlining: the scope of the project, a summary of all Vision Zero treatments that would be appropriate for said road, and a description of any low-cost or quick-build Vision Zero treatments that can be reasonably incorporated into the roadway rehabilitation work without materially delaying necessary maintenance, substantially increasing project cost, or changing the essential purpose of the rehabilitation project.**

The referenced resolutions are attached to this document.

## **ARTICLE 20 MOTION VOTED BY TOWN MEETING**

May 26, 2026 Annual Town Meeting

20-8

details of the Town-wide remembrance ceremony and the physical memorial would reflect resident wishes and would be developed by the 9/11 Memorial Advisory Committee.

The memorial and remembrance ceremony would honor ALL people with ties to Brookline who lost their lives on 9/11, including first responders and brave civilians who fought the terrorists on the planes or who helped rescue innocent civilians in the towers, and all those who lost their lives in the towers.

Human Services Subcommittee members and the full Advisory Committee commended the petitioners' goals. The Subcommittee made changes for clarity and historical completeness that were approved by the petitioners, and the petitioners made changes to include additional information. All changes were found to be in scope by the Moderator.

### **Recommendation**

By a vote of 17-0 with no abstentions, the Advisory Committee recommends FAVORABLE ACTION on the following amended motion under Warrant Article 20. (A redlined version can be found following the vote summary.)

**VOTED: That the Town adopt the following Resolution:**

**WHEREAS:** In years past, the remembrance of September 11, 2001 has been organized by different groups who were aware of the significance of September 11, 2001 because of the heroism of fallen and sickened fire fighters, police officers, first responders and ordinary civilians, who were willing to fight and die to save others on the day of the deadliest terrorist attack in world history, which claimed the lives of 2,977 persons including at least 372 from 102 other countries and also including at least eight from Brookline. Among those groups were a group of firefighters and their families, who established the Manuel Del Valle Jr. Memorial bench and garden at Brookline Fire Station 5 on Babcock Street with an annual celebration since 2011, the Brookline Fire Department's annual Fireman's Solemn Ceremony held each September 11, and the citizen-led 9/11 Remembrance organizers since 2020 with broadcast by Brookline Interactive Group.

**WHEREAS:** Many cities and towns have established permanent September 11, 2001, memorials through committee processes, including Boston, Cambridge, Natick, Needham Newton, and Wellesley. Many cities and towns hold annual 9/11 Remembrance ceremonies, including Boston, Cambridge, Lexington, Milton, Natick, Needham, Newton, and Wellesley.

**WHEREAS:** This year (2026) is the twenty-fifth anniversary of the terrorist attacks of September 11, 2001, nationally

recognized as Patriot Day, a National Day of Service and Remembrance. Formalizing the September 11 Remembrance Ceremony as an official Town-sponsored event and assigning the 9/11 Memorial Advisory Committee responsibility to coordinate the logistics of the event assures continuity, institutional support, and coordination with relevant Town departments, independent of individual organizers.

**WHEREAS:** We should remember September 11, 2001, as "a day when all Americans from every walk of life unite in our resolve for justice and peace." (President George W. Bush on September 11, 2001). Ordinary Americans performed extraordinary selfless acts to defend the values of a free and open society against Al-Qaeda terrorists acting on an extremist ideology that justified the deliberate murder of civilians. Among them were Daniel C. Lewin, a Brookline resident and the first casualty of September 11, 2001, who attempted to stop the hijackers on American Flight 11, which hit the North Tower in New York City at 8:46 a.m., the 60 passengers and crew of United Flight 175, which hit the South Tower at 9:03 a.m., American Flight 77 with its 64 casualties of passengers and crew, and the 40 passengers and crew of United Flight 93 who, with no hope for their own survival, fought the terrorists successfully, averting a hit on the White House or US Capitol that day and saving hundreds of lives.

**WHEREAS:** September 11 reminds us of the courage each day that first responders bring to their work in protecting our Town and its residents, our gratitude for their presence, and the honor we bestow on the 343 firefighters who died that day, including Brookline's Manuel Del Valle, Jr. of NYC Engine 5 and NYC Ladder 3 firefighter Gerard P. Dewan, brother of Brookline firefighter Jack Dewan, the 60 NYC police officers and 84 Port Authority employees including 37 police officers who died in the Towers, and the 125 United States Department of Defense workers who died in the Pentagon hit by American Flight 77.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

The Town honors all those who gave their lives on September 11, 2001, one of the most important days in American history, by committing to erect a physical memorial so all will know of the sacrifices, heroism and bravery of our Town's residents, especially our children and young people born after

May 26, 2026 Annual Town Meeting

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September 11, 2001, and to create a place of solace for all in Town who grieve for the loss of life on that day.

**BE IT FURTHER RESOLVED THAT:** Town Meeting urges the Select Board to:

Establish an Official Annual Town-wide 9/11 Remembrance Ceremony to be held on the morning of September 11, and to sponsor and fund the organization and logistical support, including the use of Town facilities, for the ceremony, which is to be planned and coordinated by the 9/11 Memorial Advisory Committee.

Establish a 9/11 Memorial Advisory Committee comprised of members appointed for three-year terms by the Select Board, a majority of which should be Brookline residents including a Select Board Member, and the remainder may include a Brookline Fire Department representative designated by the Fire Chief, a Brookline Police Department representative designated by the Police Chief, and a representative designated by the Brookline Historical Society.

Charge the 9/11 Memorial Advisory Committee to study and make recommendations to the Select Board regarding the creation of a permanent physical memorial in the Town of Brookline commemorating the victims of the terrorist attacks of September 11, 2001, and deliver a report by May 2027, unless extended by a vote of the Select Board, to recommend location, design, historical context, criteria for who should be included in the memorial, community engagement, and funding.

Charge the 9/11 Memorial Advisory Committee to plan and coordinate the annual 9/11 Remembrance Ceremony.

Receive, consider, and act on the report by the 9/11 Memorial Advisory Committee with regards to the establishment of a permanent physical marker in the Town commemorating the Town's victims of the terrorist attacks of September 11, 2001.

**ARTICLE 25**

**MOTION OFFERED BY SELECT BOARD MEMBER ANTHONY BUONO**

MOVED THAT THE TOWN ADOPT THE FOLLOWING RESOLUTION:

WHEREAS, Brookline is home to a thriving community of immigrants, with nearly one in three residents who are foreign-born, forming an integral part of the Brookline community; and

WHEREAS, Brookline values the contributions that immigrants provide to our community, and seeks to treat them with dignity and respect; and

WHEREAS, the Trump administration has indicated it will continue to use federal agents and troops to terrorize immigrants, communities of color, protesters, and communities whose elected officials oppose Trump or his policies; and

WHEREAS, the Trump administration has carried out indiscriminate operations targeting Latino and other immigrant communities in Massachusetts, including major operations in May and September 2025;

WHEREAS, during the course of these operations, agents of Immigration and Customs Enforcement (ICE) and Customs and Border Protection (CBP) repeatedly committed acts of violence against Massachusetts residents, which included: (1) the kidnapping of Rümeysa Öztürk, a PhD student at Tufts University for exercising her First Amendment rights; (2) illegally kidnapping an 18-year old with no warrant and detaining him for a week with no access to showers or sufficient food in Worcester County; (3) illegally kidnapping and assaulting a lawful permanent resident in Essex County, stealing his belongings, and threatening his legal status; (4) assaulting a resident of Middlesex County, smashing his car's windows and dragging him from it; (5) detaining a first-year college student at Boston Logan Airport and forcing her out of the country in defiance of a court order; and (6) repeatedly using unlawfully excessive force in encounters with Massachusetts residents; and

WHEREAS, section 287(g) of the Immigration and Nationality Act authorizes ICE to delegate to local police the authority to enforce civil immigration policy, but the use of section 287(g) agreements has diverted taxpayer resources away from public safety and to immigration enforcement, and has led to civil rights abuses across the nation, including abuses against Massachusetts residents across the Commonwealth; and

WHEREAS, every entity that held 287(g) agreements in Massachusetts, except the Massachusetts Department of Corrections, has terminated those agreements and Governor Healey's Executive Order 650 prohibits state agencies from entering into any new 287(g) agreements unless there is a public safety need; and

WHEREAS the Select Board passed a Policy on Federal Immigration Enforcement on April 25, 2017, also adopted as General Order 43.0 of the Brookline Police Department (BPD), which prohibits BPD from inquiring about a person's immigration status or taking any policing action against a person based solely on the person's real or suspected immigration status, and prevents any funds, resources, facilities, property, equipment, or personnel of BPD to be used for federal immigration enforcement, except for the forwarding of fingerprints; and

WHEREAS BPD is part of the Boston Regional Intelligence Center (BRIC), which is located in the Boston Police Department, and according to Boston Police Department documents obtained by WBUR in 2019, the racial makeup of the Boston Gang Database was 2.3% White, Non-Hispanic and the rest of the database (97.7%) is comprised of Asian (0.4%), White Hispanic (14.1%), Black Hispanic (9.7%), Black Non-Hispanic (66.4%), East Indian (0%), and 7% are people for which no information on race is available; and

WHEREAS BRIC shares information with the Department of Homeland Security, including in one case falsely accusing a high school student of being a gang member, resulting in the detention and deportation of this student; and

WHEREAS currently the BPD uses the FBI fingerprint database to identify individuals and such fingerprints are made available to ICE under the Secure Communities program; and

WHEREAS the Mayor of Boston has in her Executive Order directed the City, through its public safety agencies, to ensure that its established de-escalation protocols are used to protect peaceful protestors and to issue guidance communicating that, consistent with its statutory authority and longstanding practice, the Boston Police Department shall investigate all violence, property damage, and allegations of criminal conduct, including by federal officials; and

WHEREAS General Order 51 of the BPD set protocols for the BPD for managing crowds and preserving the peace during demonstrations and General Order Number 50 of the BPD sets forth a duty by police officers to intervene and report the use by another law enforcement officer of physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances; and

WHEREAS the Town of Brookline had previously applied for and received grants under the Urban Areas Security Initiative (UASI) program offered by the Federal Emergency Management Agency, but such UASI grants now require that 10% of the funds be dedicated to supporting [Border Crisis Response and Enforcement programs, including Homeland Security Task Forces that could include collaboration between the BPD and ICE.](#)

NOW THEREFORE, BE IT RESOLVED:

1. That Brookline Town Meeting condemns the unconstitutional actions of President Trump, his appointees, and federal agents engaged in unlawful operations to attack people in Massachusetts communities on the basis of their perceived race, ethnicity, language, or political preferences, and calls on other communities and public officials to join in this condemnation.

2. That Brookline Town Meeting calls upon Governor Maura Healey ~~and Lieutenant Governor Kim Driscoll~~ to immediately cease all cooperation agreements with ICE, including ending the 287(g) agreement with the Massachusetts Department of Corrections and any informal agreements that may be in place, and to refrain from entering into any new 287(g) agreements.

3. That Brookline Town Meeting calls upon the Massachusetts Legislature to pass, and Governor Healey to sign legislation similar to General Order 43.0 of the BPD preventing any cooperation between state and local law enforcement and federal civil immigration authorities.

4. That the Brookline Town Meeting calls upon the Select Board to direct the Police Commissioner's Advisory Committee (PCAC) to investigate whether Brookline should remain a member of the Boston Regional Intelligence Center (BRIC). The investigation should determine the extent to which Brookline can rely on the BRIC to (1) provide us with fully transparent and accurate information on its operations, (2) demonstrate compliance of its operations with Brookline's expectations of non-discrimination and due process, (3) provide evidence of accurate and valid determinations of inclusion of individuals in its databases, and (4) show effective oversight of its operations by appropriate local civilian officials. The investigation shall include in-person discussions with BRIC officials and follow-up inquiries to obtain additional information as outlined below.

A. The information that the PCAC shall obtain from BRIC or the Boston Police Department shall include the following:

1. A list of databases maintained by BRIC
2. The content of each of each database as of year-end 2026, including the number of individuals in the data base and their demographic breakdown by race, ethnicity, religion, immigration status, and socio-economic status
3. The criteria used, the justification, and the validity of the justification for including individuals in the BRIC databases
4. Copies of BRIC policies and procedures related to compiling information for its databases; ensuring protection of non-discrimination, due process, and other constitutional rights; and ensuring that its operations and the operations of any entity that uses its data or other intelligence are carried out in a manner

that is not discriminatory in intent or in fact, and does not deny individuals their due process and other constitutional rights

5. A general analysis of BRIC practices and how it is integrated with the work of the DHS and the FBI. Examples include, but are not limited to, its surveillance technology and protest monitoring.
6. Copies or summaries of reforms implemented the past year or two to correct deficiencies in the manner that BRIC operated

B. The PCAC shall perform the following analyses:

1. Whether the databases maintained by BRIC as of year-end 2025 are compiled and maintained in a manner that is not discriminatory, in violation of any rights enjoyed by all persons who are on American soil, or targeting certain communities or groups
2. Whether the databases maintained by BRIC as of year-end 2025 include right-wing, neo-Nazi and racist organizations that present themselves as legitimate threats or engage in terrorist activities
3. Review the BPD booking practices and Select Board General Orders, potentially including the fingerprinting practices, to see how Brookline can best avoid ICE taking advantage of our public safety procedures. They should examine whether,
  - i. As per the spirit of GL c. 276, §33A, the Brookline Police Department should ensure that all detainees be granted a phone call once the chief is made aware of possible ICE enforcement (especially if the Police Chief is aware of ICE agents waiting outside of the station for a potential release)
  - ii. Brookline Police Department and the Select Board should demand ICE notify town officials prior to Immigration enforcement operations
4. Review what Brookline would be required to do if the new UASI grant requirements of dedicating 10% of grant funding to immigration enforcement survive in court

C. The PCAC shall make its recommendations to the Select Board as to whether Brookline should remain a member of the BRIC no later than the next annual Town Meeting.

D. The PCAC's recommendation shall be based on the above information and analyses, its judgment as to the transparency and cooperation of BRIC, and its judgment as to whether Brookline's continued membership in the BRIC would

not violate the values of Brookline and the rights of all persons to due process and the other legal protections afforded persons located in the United States of America.

- E. The PCAC shall confer with the Police Chief, the Fire Chief, Town Counsel, immigration law experts, civil rights experts, members of immigrant community, and members of the Commission for Diversity, Equity, Inclusion Immigrant Advancement Subcommittee on its recommendation and take into consideration their concerns.
  - F. While the PCAC works on this investigation, the Select Board will continue to improve town policy through executive action to protect our immigrant community
5. That Brookline Town Meeting calls upon the Select Board to require the BPD to continue to ensure the BPD apply the protocols in General Order 51 to preserve the peace when there are peaceful demonstrations and legal observers to ICE actions and to investigate allegations of excessive use of force and criminal conduct, including by federal officials, pursuant to General Order 50.
6. That the Town Clerk shall cause this resolution to be submitted to the Governor, the Lieutenant Governor, the Attorney General, and the Norfolk County District Attorney.

Petitioner Explanation:

Brookline Town Meeting is at a pivotal moment to advocate for the dignity and rights of all residents, particularly our immigrant communities. According to data from the Brookline Community Foundation's [Understanding Brookline report](#), almost one-third of our population is foreign-born are immigrants, the second largest percentage in Massachusetts behind Everett (43%). Our approximately 20,000 immigrant residents contribute significantly to our cultural and economic fabric. This resolution affirms our commitment to treating all individuals with respect and dignity.

This resolution urges several different parties to take specific actions:

- 1. It urges Governor Maura Healey and Lieutenant Governor Kim Driscoll to withdraw from the 287(g) agreement between the Massachusetts Department of Corrections and ICE, which undermines our values and jeopardizes public safety. The 287(g) program has proven to be a conduit for civil rights abuses, diverting essential resources from community safety to immigration enforcement. Other Massachusetts law enforcement agencies have terminated their 287(g) agreements. By taking a stand against this program, Brookline can lead by

## Town of Brookline Draft 2030 Roadmap

Approved May 19, 2026

### PURPOSE & PROCESS

The 2030 Roadmap captures the shared strategic priority areas and goals of Select Board members and the Select Board Office. It will guide the Select Board, Select Board Office, and Town Departments in their work, giving staff firm ground to stand on and confidence to pursue their work through changing environments and elected official turnover.

The 2030 Roadmap was iteratively developed between July 2025 and May 2026. The process began with information gathering through individual interviews with Select Board members and department heads, and discussion with the Select Board Office. A summary of interview findings was shared with all who participated. The development of the 2030 Roadmap was discussed at four Select Board workshops (July 29, 2025, October 14, 2025, December 9, 2025, and March 17, 2026), and an update was provided at the February 10, 2026, Select Board meeting. The Select Board, Select Board Office, and department heads reviewed draft versions of the 2030 Roadmap to offer feedback multiple times during its development. It was presented at the May 12, 2026, Select Board Meeting and adopted at the May 19, 2026, Select Board meeting.<sup>1</sup>

### GUIDING VALUES

The Town of Brookline Select Board identified the following guiding values that inform their priorities for the Town and should be considered when implementing the 2030 Roadmap.

#### Values of Brookline:

- Being a welcoming, accessible, accepting, and diverse community.
- Being a predictable and stable place for residents, visitors, and businesses.

#### Values of Brookline Government:

- Continuous improvement of efficiency and outcomes.
- Transparency and responsiveness.
- Decision-making that incorporates feedback from affected stakeholders and the broader community; is based on the best information available, including science, data, input from experts; and is conducted in a fiscally responsible manner.
- Good governance and collaboration across departments and Public Bodies, i.e., Boards, Commissions, and Advisory Bodies.
- Commitment to the values of diversity, equity, and inclusion for all and excellence in its service provision to all residents.
- A growing economy.

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<sup>1</sup> Abby Fullem, Senior Associate at the Consensus Building Institute, facilitated the development of the 2030 Roadmap.

## GOALS & ACTIONS

The Select Board has identified seven goals for inclusion in the 2030 Roadmap. Each goal includes framing, strategies, and key performance indicators. Each strategy includes actions to advance strategies towards the overarching goal. Actions are separated by Select Board and Town staff. The list of actions taken to advance the strategies will likely change over the five-year timeline; new actions will be identified and existing actions will be tried and found unproductive or irrelevant.

### Goal 1) Deliver core services to residents reliably and efficiently within the limits of available resources.

The Town of Brookline provides high-quality services to its residents such as public education, public safety, waste pick-up, libraries, recreation, public health and human services, permitting, and road maintenance. The Select Board wants the Town to provide these services within its organizational capacity and resources so that services are high-quality and sustainable.

Most of the Town's time and resources are spent delivering these core services, some of which are required by law and others promote our values as a town.

#### Strategies

##### **A. Document and communicate to residents the strength of Town services and improve transparency on service performance.** (See also Goal 4.)

###### Select Board

###### Town Staff

- **1.A.1. Legal interns or SBO (Y2-3):** Document the required base services each department provides, levels of service, enforcement requirements, and the source of the requirement (e.g., federal regulation, state statute, warrant article, Public Body, public demand)
- **1.A.2. SBO and Comms (Y2-3):** Develop a dashboard using already-captured data that tracks and illustrates service provision in the Town. Highlight the dashboard in regular outbound communications, including social media, press and direct communications.
- **1.A.3. SBO and Comms (Y2-3):** Determine the appropriate way to assess resident satisfaction with core services. Consider combining surveying efforts when possible and using existing Town survey platforms.

##### **B. Promote the continuous improvement, efficiency, and cost awareness of services.**

###### Select Board

- **1.B.1. (Annual):** Align staff resources (both additional staff and competitive compensation for certain roles) and physical buildings and space (investment in new and existing buildings or parking) in upcoming budget cycles.
- **1.B.2. (Y1):** Expressly include resources needed to implement warrant articles in Select Board reports.

- **1.B.3. (Y2-3):** Review and evaluate staff recommendations through departmental organizational reviews as they progress. (See also Goal 3.)

Town Staff

- **1.B.4. SBO (Y2-3):** Develop recommendations through departmental organizational reviews as they progress. (See also Goal 3.)

**Key Performance Indicators for Goal 1**

Key Performance Indicator	Target
Departments set service goals	All departments set goal by FY27
Dashboard developed to track service provision	Dashboard developed by FY29
Reporting dashboard published	Annually

**Goal 2) Strengthen the alignment of goals and practices, improve efficiency, and strengthen governance of Town government.**

Brookline’s complex system of departments and Public Bodies requires clear alignment, modernized systems, and predictable processes. Improved coordination enhances accountability, reduces duplication, strengthens policy implementation, and ensures consistent experiences for both residents and staff.

**Strategies**

**A. Modernize, coordinate, and streamline operations.**

Select Board

- **2.A.1. (Y1):** Review and adopt the updated Comprehensive Plan.
- **2.A.2. (Y2-3):** Prioritize efficiencies through information technology to improve service delivery, lower costs, and realize measurable productivity gains. Potential efforts could include funding trainings and testing of new IT systems and tools; fund increased migration to the cloud; explore use of business analyst to assess departmental utilization of technology; prioritize the continued digitization of records, especially in the Town Clerk, Buildings, Human Resources, and PHHS departments.

Town Staff

- **2.A.3. SBO/Comms (Ongoing):** Promote existing systems that improve response to citizen inquiries.
- **2.A.4. SBO, and all depts (Y1-Ongoing):** With the Select Board and Town Administrator’s Office, review prioritized recommendations and propose a multi-year funding plan to implement the Comprehensive Plan, and track progress of those goals and recommendations online.
- **2.A.5. SBO (Y2-3):** Evaluate and implement standard operating procedures and other job aids where appropriate to improve operational efficiency and consistency.

- **2.A.6. SBO (Y2-3):** Share resources between departments for common functions, such as writing and managing grants, and business services.
- **2.A.7. IT (Y4-5):** Establish an internal staff committee/user group to streamline online processes (e.g., permits, licenses, Medicaid reimbursements, human resources processes) and reduce manual workflows and track the time each process takes.

**B. Work with the School Committee to improve the function of the Town School Partnership.**

Select Board

- **2.B.1. (Y1):** Determine whether the Expenditures & Revenues Study Committee will continue beyond the spring and, if so, its role in relation to a new role and function of the Town School Partnership.
- **2.B.2. (Y1):** With the Town Administrator, develop a revised Memorandum of Agreement between the Town Administrator and Superintendent.

Town Staff

- **2.B.3. SBO (Y1):** With the Superintendent, develop a revised Town School Partnership Memorandum of Agreement. Base this on the Select Board’s decision regarding Expenditures & Revenues Study Committee and the Town School Partnership.

**C. Improve coordination on and clarity about when to advance major planning projects.**

Select Board

Town Staff

- **2.C.1. SBO (Y1 and Ongoing):** Increase predictability of study and planning schedule by developing a replacement schedule for regular studies and master plans (e.g., pension review, Housing Production Plan, Parks & Open Space, Community Health Improvement Plan) to ensure their continuing relevance under changing conditions and priorities, and increase compliance.
- **2.C.2. SBO (Y1 and Annual):** Inventory and update large planning processes in progress in the Town including the strategic direction to undertake them.

**D. Increase efficacy and efficiency of Public Bodies.**

Select Board

- **2.D.1. (Y1):** With staff recommendation, consolidate or eliminate Public Bodies that no longer serve a core municipal purpose or are dormant.

Town Staff

- **2.D.2. SBO (Y1):** Develop an evaluation protocol to and routinely assess efficacy of Public Bodies and propose improvements.

- **2.D.3. SBO (Y1):** Define roles and expectations for Select Board liaisons, Public Body members, staff, including when staff and Select Board involvement is necessary.
- **2.D.4. SBO and all depts (Y1):** Reduce the administrative burden for staff while remaining in compliance with Open Meeting Law, e.g., explore technology use for transcriptions and summaries, and develop standardized templates.

**E. Improve warrant article development and review, and enforcement of by-laws.**

Select Board

- **2.E.1. (Y1 and Ongoing):** During warrant articles, confirm that they have been properly vetted with staff in advance of filing, and ensure that they are in line with previously stated priorities and work plans. If a warrant article causes the Select Board to reprioritize, identify the impact on redirecting staff time.

Town Staff

- **2.E.2. SBO (Y2-3):** Work with Moderator & Advisory Committee to develop standards for, and processes to educate potential petitioners about, warrant articles, e.g., identifying funding sources for policies with funding implications.

**F. Develop a legislative agenda for Town Meeting.** Incorporate to the extent practicable given existing resources, e.g., 2030 Roadmap; Fiscal Year Financial Plan; check-in meetings with Town Meeting members and the Advisory Committee, and Boards and Commissions priorities; legislative actions enacted by neighboring municipalities to help identify upcoming challenges.

Select Board

- **2.F.1. (Y1 and Ongoing):** Discuss the Town legislative agenda at the Select Board's summer or early fall retreat.
- **2.F.2. (Y1 and Ongoing):** Engage with state elected and appointed officials by joining with the School Committee's annual meeting with state legislators.
- **2.F.3. (Y1 and Ongoing):** With assistance of the Town Administrator, reach out and become more visible to Mayors and City Council members in Boston and Newton, and be aware of common problems and concerns.

Town staff

**Key Performance Indicators for Goal 2**

Key Performance Indicator	Target
Warrant Articles requiring major amendments, referrals or negotiation due to misalignment or process gaps	50% reduction by 2030
% of Select Board annual policy goals achieved	100% by 2030
Select Board legislative agenda adopted	Annually

### **Goal 3) Increase the Town's fiscal health and stability.**

Brookline faces a structural deficit driven by rising fixed costs, limited revenue growth under Proposition 2-1/2, aging infrastructure, reduced federal and state funds, and growing service demands. A sustainable financial future requires disciplined prioritization, revenue diversification, proactive economic development, and modern financial policies and practices that protect the Town's bond rating and debt service capacity.

#### **Strategies**

##### **A. Ensure the recommendations of the Expenditures & Revenues Study Committee are responded to and implemented as appropriate.**

###### **Select Board**

- **3.A.1. (Y1):** Review and assess the work of the Expenditures & Revenues Study Committee to determine whether it should remain as a standing committee of the Town and its relationship to the Town School Partnership.
- **3.A.2. (Y1):** Determine whether the Expenditures & Revenues Study Committee should be used to ensure the continuation of efforts to address fiscal constraints and solutions to fiscal challenges in a Proposition 2-½ environment.

###### **Town Staff**

- **3.A.3. Planning (Y1 and Ongoing):** Establish a subcommittee of the Economic Development Advisory Board (EDAB), which may include an on-call real estate consultant, that could meet three times a year with the Select Board to review all evolving economic development opportunities as well as potential major parcels that may be developed or coming to the market. These discussions may require executive session, if related to potential real estate negotiating position.

##### **B. Increase revenue through development.**

###### **Select Board**

###### **Town Staff**

- **3.B.1. Planning (Y1 and Ongoing):** Proactively seek out mixed-use development opportunities, including commercial and residential.
- **3.B.2. Planning, Building, SBO (Y2-3):** Make development easier through streamlined permitting process and more effective use of public engagement.
- **3.B.3. Planning (Y4-5):** Staff and EDAB will annually present to the Select Board's public meeting their updated five-year economic development plan (including specific strategies for new revenue growth from commercial properties).

##### **C. Increase revenue from non-development sources.**

###### **Select Board**

- **3.C.1. (Y1):** Work with legislative delegation to petition the Legislature to approve additional, local option taxes.

- **3.C.2. (Y1):** Work with the Massachusetts Municipal Association on their plans to petition the Legislature to increase funding to municipalities.

Town Staff

- **3.C.3. Legal (Y1):** Assess the benefits of participation in class action municipal lawsuits versus filing individual actions to redress an injury to the Town.
- **3.C.4. All depts (Y1):** Work with the Massachusetts Municipal Association on their plans to petition the Legislature to increase funding to municipalities.
- **3.C.5. SBO and Finance (Y2-3):** Identify appropriate opportunities to increase fees and fines.
- **3.C.6. Finance (Y2-3):** Review the Town’s Payment in Lieu of Taxes use agreements with local nonprofits with a focus on facility and amenity access.
- **3.C.7. Assessor (Y2-3):** Identify personal property that should be but is not taxed.

**D. Fund investments.**

Select Board

- **3.D.1. (Ongoing)** Continue to fund reserves and unrestricted funds.
- **3.D.2. (Y1):** Develop a 5-year service and funding priority list of strategies in existing plans to receive funding when available. (See also Goal 3, Strategy E.)
- **3.D.3. (Y1):** Revise the Unfunded Liabilities Policy to set deadlines for achieving full funding of the other postemployment benefit (OPEB) liabilities. Specify in the Unfunded Liabilities Policy the amount over the actuarially determined contribution to the OPEB liability that the Town will pay each year and specify clear but limited circumstance for not funding such additional amount.

Town Staff

- **3.D.4. Finance (Y1):** Conduct a review of rating criteria used by rating agencies to assign a triple-A rating to municipal bonds and assess the Town’s financial policies and practices with respect to those criteria.

**E. Reduce costs.**

Select Board

- **3.E.1. (Y1):** Develop a 5-year service and funding priority list of strategies in existing plans to receive funding when available. (See also Goal 3, Strategy D.)
- **3.E.2. (Y2-3):** Review and assess staff recommendations through departmental organizational review. (See also Goal 1.)
- **3.E.3. (Y2-3):** Focus on hiring that will reduce costs or increase revenues more than the cost of the hire, e.g., municipal hearing officer.

Town Staff

- **3.E.4. SBO and all depts (Y2-3):** Develop recommendations to reduce costs through departmental organizational review. (See also Goal 1.)
- **3.E.5. SBO and all depts (Y2-3):** Identify cost savings from actions that modernize or streamline operations. (See also Goal 2.)
- **3.E.6. SBO, PSPO (Ongoing):** Continue analyzing overtime usage to ensure its appropriate and identify any discretionary usage.

**F. Advance fiscal accountability.**

Select Board

Town Staff

- **3.F.1. Comms and SBO (Y1 and Ongoing):** Regularly publicize information and engage residents about the nature of the Town’s financial challenges. (See also Goal 4.)
- **3.F.2. Finance and SBO (Y4-5):** Develop and share guidance for fiscal accountability and identifying funding sources for policies.

**Key Performance Indicators for Goal 3**

Key Performance Indicator	Target
Bond rating	AAA bond rating is maintained
New growth revenue	\$15M-\$20M new growth revenue is obtained between FY26 and FY30
Other new revenue growth	Public/private site control and conceptual planning completed for a combination of projects that would likely see \$15 M of new growth upon construction completion
5-year service and funding plan adoption	5-year service and funding prioritization plan is adopted by FY27

**Goal 4) Improve communication to and engagement with residents.**

Residents expect timely responses, clear information, and meaningful opportunities to participate in decisions. Brookline’s diverse population requires accessible communication channels and consistent engagement practices across departments. Strengthening communication and expanding participation builds trust and ensures that policy reflects community needs. Many Town residents are actively engaged in Town government. The Select Board wants this to continue and to increase involvement from residents not historically engaged.

**Strategies**

**A. Build on improved communication, engagement, and navigability of Town government and services for residents.**

Select Board

- **4.A.1. (Ongoing):** Attend Town-provided emergency training on regular basis.
- **4.A.2. (Y2-3):** Improve communications practices at the department level, e.g., trainings, staff time, peer-to-peer sharing of best practices.
- **4.A.3. (Y2-3):** Improve the Select Board’s ability to respond to residents, e.g., revise the Select Board Communications Protocol (draft 2/5/24) and follow it, host Select Board listening sessions or office hours “on the road” at libraries or schools.
- **4.A.4. (Y4-5):** Work with staff to establish streamlined public process protocols with defined end dates for specific issues, e.g., budget proposal, zoning.

Town Staff

- **4.A.5. All depts (Y1 and Ongoing):** Support emergency management team in their work to provide a comprehensive and well managed standard approach to emergencies by regularly reviewing standard operating procedures and holding drills and after-action reviews as necessary.
- **4.A.6. Comms (Y1 and Ongoing):** Document and communicate to residents the strength of Town services and improve transparency on service performance. (See also Goal 1.)
- **4.A.7. Comms (Y1 and Ongoing):** Regularly publicize information and engage residents about the nature of the Town’s financial challenges. (See also Goal 3.)
- **4.A.8. SBO, CoA, ODEICR, Fire/EM, Police, PHHS (Y1):** Increase collaboration among departments providing services for vulnerable residents, e.g., mental health services and food security.
- **4.A.9. DPW and Comms (Y1):** Increase consistency of public engagement on public way projects and provide information about how roads are prioritized.
- **4.A.10. ODEICR and Comms (Y2-3):** Develop standards for engagement and information dissemination across departments.
- **4.A.11. ODEICR and Comms (Y2-3):** Incorporate user experience best practices when providing resources and information to residents, e.g., create a “one-stop” page on the website.
- **4.A.12. SBO (Y5):** Work with Select Board to establish public process protocols depending on the issue, e.g., budget proposal, zoning.

**B. Diversify residents engaged in Town processes.**

Select Board

- **4.B.1. (Ongoing):** Help recruit underrepresented voices on Public Bodies.

Town Staff

- **4.B.2. Comms, PHHS, ODEICR (Y1 and Ongoing):** Strengthen partnerships with community-based organizations to share information.
- **4.B.3. SBO (Y1 and Ongoing):** Increase multilingual support for Town meetings and resources.
- **4.B.4. SBO and all depts (Ongoing):** Broaden the pool of residents engaged and reflected in decision making.
- **4.B.5. Comms (Y1 and Ongoing):** Increase subscriber base for Town Administrator’s newsletter and other Town communications.

**Key Performance Indicators for Goal 4**

Key Performance Indicator	Target
Select Board communication protocol reviewed annually	Reviewed annually
Responsiveness of Select Board to residents	SB response expectations met 90% of the time by FY27

Engagement standards across departments	Engagement standards adopted by FY29; implemented by FY30
Participation of underrepresented groups	Participation by underrepresented groups increases annually

**Goal 5) Increase the racial and economic diversity of Brookline households.**

Brookline, for historical reasons, has limited Black and Hispanic racial diversity relative to the racial diversity of neighboring communities. The Select Board is committed to increasing the numbers of Black and Hispanic households in Brookline, including high income Black and Hispanic households for whom Brookline’s high home values and rents would not be a barrier. At the same time, Brookline has a growing and diverse population with backgrounds from East, Southeast, and South Asia whose participation in government should be welcomed and encouraged.

In addition, the Select Board is working to expand middle-income and low-income housing opportunities, which will enable the Town to attract and maintain racial and other diversity. Preserving existing subsidized affordable housing and creating opportunities for households of all income levels is essential for economic diversity, civic stability, and a sustainable local economy. Brookline should have reasonably priced housing for the breadth of residents we want to live in our Town. This will require revisiting whether our zoning and regulatory environment is helping the Town achieve these goals.

**Strategies**

**A. Proactively market Brookline to Black and Hispanic families, especially high-income families.**

Select Board

Town Staff

- **5.A.1. Comms, ODEICR (Y2-3):** Develop a marketing plan targeting Black and Hispanic families, especially high-income families. Share information with institutions such as churches, universities, hospitals, and other industries who regularly recruit high income individuals to the Boston area.

**B. Build and preserve housing suitable for households at or below 120% Area Median Income (including but not limited to deed-restricted affordable housing).**

Select Board

- **5.B.1. (Y2-3):** Working with Town staff, review and adopt the Comprehensive Plan.
- **5.B.2. (Y4-5):** Review and adopt the updated Housing Production Plan by November 14, 2029.

Town Staff

- **5.B.3. Planning (Ongoing):** Implement and regularly report on strategies and impacts, including tracking online recommendations from the Housing Production Plan and any related recommendations from the Comprehensive Plan.
- **5.B.4. Planning (Y2-3):** With recommendations from the Housing Advisory Board, develop an approach and strategy to do this, including changing incentives or requirements in the Zoning By-Law.
- **5.B.5. Planning (Y2-3):** Market Brookline deed-restricted affordable housing available to Town and Public School of Brookline employees and retirees, in addition to the general public.
- **5.B.6. Planning (Y4-5):** Remove unnecessary barriers to economically viable housing development.

**Key Performance Indicators for Goal 5**

Key Performance Indicator	Target
Marketing policy development	Created by 2030
Variance in vacancy rate of rental housing	By 2030, noticeable increase and similar or lower than adjacent neighborhoods in other communities Long-term Target: 5%
Availability of affordable housing units	By 2033, 9.2% of year-round housing units are affordable units for households at or below 120% Area Median Income <sup>2</sup>
Black and Hispanic households	Increase in Black and Hispanic households

**Goal 6) Maintain and improve infrastructure quality.**

Reliable infrastructure, including roads, buildings, utilities, technology, and mobility networks, is fundamental to public safety, economic activity, and community wellbeing. Aging assets and climate pressures require coordinated planning, sustainable investment, and modern standards to maintain, improve, and expand infrastructure to serve residents.

**Strategies**

**A. Advance infrastructure work.**

Select Board

- **6.A.1. (Y1):** Establish and fund an accelerated target for roadway maintenance.
- **6.A.2. (Y2-3):** Review infrastructure plans and inventories – e.g., Roadway Asset Management, Maintenance, and Preservation Policy, building inventory – to assess progress and decide how to best advance it.

<sup>2</sup> Matches Housing Production Plan goal

Town Staff

- **6.A.3. DPW, Buildings (Y1 and Ongoing):** Provide updates to Select Board on infrastructure plans and inventories.

**B. Improve roadway safety.**

Select Board

- **6.B.1. (Ongoing):** Establish and fund an accelerated target for roadway safety improvements on the High Priority Network.
- **6.B.2. (Ongoing):** Ensure competitive wages allow the Town to maintain a low staff position vacancy rate.
- **6.B.3. (Y1):** Review roadway safety plans – e.g., Vision Zero, traffic calming, bike access – to assess progress and decide how to best advance it.

Town Staff

- **6.B.4. DPW (Y2-3):** Develop and set targets for reducing the maintenance backlog. Reference specific streets, budget commitment, and numbers of lane miles to be addressed.
- **6.B.5. DPW (Annual):** Incorporate progress on Vision Zero action plan into annual report to the Select Board.

**Key Performance Indicators for Goal 6**

Key Performance Indicator	Target
Achievement of Vision Zero goals	Zero serious injuries and fatalities on our streets
Road maintenance schedule created	Publish and meet annual schedule for road maintenance.
Road maintenance quality	Maintained PCI baseline from 2025

**Goal 7) Improve the Town’s ability to mitigate climate change and increase resilience of assets to climate change.**

Climate change poses significant risks to Brookline’s infrastructure, public health, and fiscal stability. The Select Board wants to focus on actions within its control, rather than those dependent on external progress, e.g., state and regional strategies and funding sources, technological advancements.

**Strategies**

**A. Advance climate action and resilience.**

Select Board

- **7.A.1. (Y1):** Review and adopt the Climate Action and Resilience Plan (CARP).

Town Staff

- **7.A.2. DPW (Sust), PHHS (Ongoing):** Implement and track progress on the Climate Action and Resilience Plan (CARP).
- **7.A.3. Building (Y1 and Ongoing):** Develop and maintain a schedule for electrification; implement stretch energy code; review fees and fines to incentivize fossil free construction

**B. Advance open space and recreation.**

Select Board

- **7.B.1. (Y2-3):** Determine funding priorities in support of acquiring land.

Town Staff

- **7.B.2. DPW (Ongoing):** Implement and track progress on the Open Space and Recreation Plan (OSRP).
- **7.B.3. DPW (Y4-5):** Determine a mechanism to acquire land, e.g., Land Acquisition Fund.

**C. Support and advance work of the Sustainability & Natural Resources Division with coordinated participation from all departments in climate change mitigation, resilience planning, and energy transition work.**

Select Board

Town Staff

- **7.C.1. All depts (Annual):** Provide department data that captures progress on the CARP.
- **7.C.2. DPW, DPW (Sust), Building (Y4-5):** Implement the Fleet Management, Electrification, and Vehicle Replacement Policy

**D. Increase the climate preparedness of Town infrastructure.**

Select Board

- **7.E.1. (Y1 and Ongoing):** Provide guidance to ZEAB to advocate to electric utility companies, state regulators, and local state representatives to advance policies and actions to improve the resilience of the electric grid to be able to accommodate increased load from electrification.

Town Staff

**Key Performance Indicators for Goal 7**

Key Performance Indicator	Target
Amount of Greenhouse Gas Emissions from Brookline.	Per CARP
CARP Adoption	By FY26
Additional KPIs established from CARP	By FY26
Maintain municipally-owned open space in Town	% open Space no less than FY25 baseline

## **PROGRESS TRACKING & IMPLEMENTATION**

Each year, the Select Board and SBO will review the 2030 Roadmap at the March workshop (i.e., the workshop before the SB sets Fiscal Year goals) and make needed revisions. The updated 2030 Roadmap will be used to guide the development of the Fiscal Year goals at the following workshop. In advance of the March workshop, the SBO will track progress on the Key Performance Indicators and update the status of each action.