

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



Select Board Hearing Room
6th Floor, Brookline Town Hall

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**Select Board Agenda
Regular Meeting
Tuesday, June 30, 2026 at 5:30 PM**

Revised added item 6W

1. Open Session

- 1a. Question of entering into Executive Session for the purpose stated in items two (2), and three (3), and to reconvene in Open Session.

2. Executive Session - Public Employee Committee

- 2a.
Executive session, pursuant to G.L. c. 30A, § 21(a)(3) ("Purpose 3"), for the purpose of discussing strategy related to collective bargaining with the Town's union personnel, specifically, the public employee committee.

3. Executive Session Minutes

- 3a. Question of approving the following Executive Session minutes ("Purpose 7"):
April 7, 2026
May 19, 2026

4. Announcements/Updates

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

5. Public Comment

Public Comment period for those who request to speak to the Board regarding Town issues. Persons wishing to speak may sign up in advance beginning on the Friday preceding the meeting or may sign up in person at the meeting. Speakers will be taken up in the order they sign up. Advance registration is available by calling the Select Board's office at 617-730-2202 or by e-mail at kmacgillivray@brooklinema.gov. The full Policy on Public Comment is available at BrooklineMA.gov/SelectBoard.

6. Miscellaneous

Approval of miscellaneous items, licenses, and contracts.

- 6a. Question of approving the meeting minutes from June 16, 2026
- 6b. Question of accepting the transmittal of the Age-Friendly Cities Committee Progress Report & Action Plan.
- 6c. Question of approving \$5,000 in grant funds from the Asian Community Fund at the Boston Foundation for BAAFN's operating expenses in FY27.
- 6d. Question of approving the request from COA Director and Age-Friendly Cities Committee Co-chair Emily Williams, to authorize and submit a letter of support for Brookline's application for redesignation within the AARP Network of Age-Friendly States and Communities via the Age-Friendly Cities Committee.
- 6e. Question of approving an Appropriation Transfer request from the Director of Public Health & Human Services (PHHS) in the amount of \$2,000 from the Services account to the following utilities account:
From 51005110 524010 services \$2,000
To: 51005110 natural gas \$2,000
- 6f. Question of approving an Appropriation Transfer request from the Town Clerk in the amount of \$540.00:
From: 16201620 531012 elections/office supplies \$540.00
To: 16201610 553010 public records/prof dues \$540.00
- 6g. Acceptance of MassDOT Vulnerable Road User (VRU) Assessment Project: Traffic Signal Improvements at Municipally Owned Signals and Execution of MOA, and to authorize the Town Administrator to sign the related documents on the board's behalf.
- 6h. Question of appointing Town Administrator Charles Carey as hearing officer, pursuant to M.G.L. Ch. 31, s. 41, for individual hearings on whether four members of the Fire Department should be discharged on grounds of medical incapacity.
- 6i. Question of approving the following Change Orders with TRAC Builders in the amount of \$430,924.57 related to the Fire Station project:
TRAC PCO 53 - \$23,532.05 – repair existing wood trim in 2nd floor
TRAC PCO 60 - \$3,169.74 – Change door swing and hardware to accommodate new front entrance
TRAC PCO 61 - \$2,180.07 - Repair trim in foyer
TRAC PCO 52 - \$1,532.47 – Construct wood stands for 2 sets of washers/dryers to elevate them.
TRAC PCO 66 - \$17,774.98 – added lockers as per Fire Department request
TRAC Window PCO - \$382,735.26 – furnish and install new windows in fire station 4

- 6j. Question of approving Change Order 5 with Cambridge 7, in the amount of \$64,650.00, to prepare bid drawings and provide construction administration for new windows at Fire Station 1
- 6k. Question of approving an Authorization to Hire request from the Director of Public Buildings for two (2) positions:
(2) Non-licensed HVAC Tradespersons
- 6l. Question of awarding Contract No. PW/27-01 Beacon Street and General Grounds Maintenance in the amount of \$248,630.00 to Perez Landscaping, Inc of Norwood, MA
*Approved pending final determination that all required documentation for the contracts has been submitted.
- 6m. Question of awarding Contract No. PW/27-02 Skyline Park Maintenance in the amount of \$51,912.36 to Handy Hub Landscaping, LLC of Concord, MA.
*Approved pending final determination that all required documentation for the contracts has been submitted.
- 6n. Question of awarding Contract No. PW/27-03 Traffic Signals and Emergency Streetlight Services in the amount of \$47,770.00 to Dagle Electrical Construction Corp of Wilmington, MA.
*Approved pending final determination that all required documentation for the contracts has been submitted.
- 6o. Question of awarding Contract No. PW/27-04 School Grounds Maintenance 1 in the amount of \$69,517.50 to Green Designs Landscaping, Inc of Abington, MA.
*Approved pending final determination that all required documentation for the contracts has been submitted.
- 6p. Question of awarding Contract No. PW/27-05 School Grounds Maintenance 2 in the amount of \$75,457.50 to Green Designs Landscaping, Inc of Abington, MA.
*Approved pending final determination that all required documentation for the contracts has been submitted.
- 6q. 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, July 11, 2026/Hours of entertainment will be from 12:00 PM-12:30 PM.
- 6r. Question of approving a One-Day Wine and Malt Beverages, Non-Sales License, Bill Ewall & Bonnie Tumetty for a 50th Anniversary Party at First Parish at Brookline, located at 382 Walnut St., to be held on Saturday, July 11th, 2026, from 5:00 PM – 10:00 PM, with a

maximum number of attendees of 65 people.

-

6s. Question of approving the Fire Chief's recommendation for reduction in force pursuant to the FY27-29 override proposal.

6t. Question of renewing Open Air Parking Licenses for 2026-2027

6u. Question of renewing the Mobile Food Vendor Licenses for Zack's Ice Cream Truck and Boston Ice Cream Truck.

6v. Question of affirming the Audit Committee's recommendation of a certified public accounting firm to audit the Town.

6w. Question of accepting a grant from the Commonwealth of Massachusetts - Department of Environmental Protection in the amount of \$319,198.05 to support the purchase of an all-electric refuse truck and authorize the Town Administrator to sign all necessary contractual, fiscal and electronic funds transfer agreements associated with the grant.

7. Calendar

Review and potential vote on Calendar Items.

8. Boards and Commissions - Interviews

8a. Conservation Commission

Matthew Eddy

Ernest Cook

Cameron Ashrafzadeh

8b. Brookline Commission for the Arts

Arav Patel

Kelley Pope

Sayaka Minegishi

9. Annual Appointments

9a. Question of making Annual Appointments as recommended by the Town Administrator of department heads, administrators, and other officials and employees, and of setting the benefits, salaries, and wages of all non-union employees, effective July 1, 2026.

10. Solect Energy Solar Panels

- 10a. Question of executing the Bill of Sale and Solar Panel Storage Agreements with Solect Energy for Pierce School, Brookline High School, Hayes School, Brookline Village Library, and Fire Station #1.

11. Public Outreach & Communication

- 11a. 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.

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[Select Board Webpage](#)

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Requests for language access may be sent to the Language Access Coordinator at ODEICR@brooklinema.gov.

Select Board Minutes
June 16, 2026 at 9:30 AM
1218 W Roxbury Parkway (Municipal Golf Course)

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

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

Chair Pearlman made the opening remarks outlining the agenda and meeting goals.

1a. Question of approving the meeting minutes from June 2, 2026.

Approved

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

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)

Approved

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

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

Approved

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

1e. Question of approving an Authorization to Hire request from the Planning Director:

Preservation Planner (T6)

Approved

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

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.

Approved

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

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.

Approved

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

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 \$35,000

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

Approved

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

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.

Approved

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

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

Approved

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

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.

Approved

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

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

Approved

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

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.

Approved

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

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.

Approved

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

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.

HELD

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.

Approved

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

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 at a minimum, consistent with the Memorandum of Agreement, the following:

- 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.

Approved

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

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

Administrative Head Clerk (C10)

Approved

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

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.

Chair Pearlman updated the board on this request. Some World Cup matches are beginning at a late hour, and there is an interest from local businesses to extend their operating hours to serve this community.

The Select Board approved a temporary measure allowing holders of all-alcohol on-premise licenses to remain open until 3:00 AM on nights when World Cup matches are broadcast, provided each establishment receives approval from the Police Department, which will review records and ensure compliance with safety requirements; this extension does not alter the rule that outdoor dining, they must close at 11:00 PM, and the Board emphasized that the later hours are not a license to overcrowd or otherwise violate operating standards.

On motion, it was,

Voted to conditionally authorizing holders of alcoholic beverage service licenses to remain open until 3 AM on mornings following World Cup matches, and subject to police department approval.

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

3. Boards and Commissions - Appointments

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

HELD

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

Approved

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

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

HELD

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

Approved

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

4. Review of Boards & Committees/Handbook

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

The Select Board undertook an extensive review of all boards and committees, identifying which are active, dormant, duplicative, or candidates for consolidation. The board discussed the need to streamline structures, revive certain groups such as the Surveillance Committee (potentially merged with IT Advisory), and sunset committees whose work is completed or obsolete, such as Climate Action and certain taxation-related groups. They also explored combining Tree Protection and Tree Planting, reconsidering the role and necessity of the Human Resources Board, and improving recruitment to avoid the same volunteers serving on numerous bodies.

The board emphasized better outreach, establishing application deadlines, reconsidering automatic reappointments, adding alternate seats to bring in new voices, and updating the Boards & Committees Handbook to include clearer expectations for member conduct, attendance, and potential removal for cause. Staff will notify affected committees and return on June 30 with recommendations for formal votes.

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

The board agreed that Brookline needs a clearer, more proactive policy for identifying when the Town should buy or sell property, since recent opportunities showed that the current process is too ad hoc. They expressed support for creating a temporary policy-development committee, not a permanent board, to draft criteria for evaluating parcels and guide future decisions, with staff returning this summer with a proposed charge.

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

The Select Board discussed ways to broaden participation on boards and committees, emphasizing the need to recruit beyond the “Brookline 100” and bring in new voices. Members highlighted creating clearer application timelines, actively publicizing vacancies and upcoming term expirations, and offering alternate seats to engage newcomers. The board agreed that automatic reappointments should not be assumed, and that outreach, especially through better communication, direct recruitment, and visibility at community events, should help diversify and strengthen volunteer involvement.

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

The Select Board reviewed the Boards & Committees Handbook and discussed a series of updates aimed at strengthening expectations and improving clarity. Proposed changes included adding explicit language requiring members to treat colleagues, staff, and residents with respect; tightening and clarifying the rules around attendance and when a member may be removed for cause; and correcting inconsistencies in the section on term expirations and reappointments.

Members also debated how to define “for-cause” removal, how to balance free-speech protections with committee mission alignment, and whether future bylaw amendments might be needed to formalize removal authority. Staff will work with Town Counsel to draft revised language and return with a redlined version for the Board to review.

5. 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.

The Select Board approved using \$146,000 from the Affordable Housing Trust Fund to cover the FY27 salary and benefits of the Senior Housing Planner, with the understanding that this is a one-time bridge until the position can shift to the general fund in FY28.

On motion, it was,

Voted 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.

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

5b. Question of voting to approve unencumbering \$3.75 million from the Affordable Housing Trust Fund.

The board took up the item regarding the unencumbering of \$3.75 million from the Affordable Housing Trust Fund, but staff clarified during the meeting that this action had already been completed in March, making a new vote unnecessary.

Anthony Buono noted that the \$5M allocation was initiated in 2013, and asked if this could be discussed at a future meeting. Melissa Goff, Deputy Town Administrator noted they could take a look at that allocation.

6. 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).

Kara Brewton, Planning Director, made a presentation on potential development opportunities.

Kara Brewton outlined key development priorities for the coming year, focusing on projects already underway, such as Claremont's River Road proposal, 40 Kent Street, Brookline Place commercial build-out, and City Realty's Chestnut Hill West, and recommended concentrating staff resources on completing these commitments.

Director Brewton also highlighted three strategic areas for FY27: finishing the Centre Street Lots study, restarting the Kent–Station Street senior housing process now that parking analyses are complete, and exploring redevelopment potential at Kent/Webster, where two private parcels border a Town-owned lot.

The board agreed with the need to prioritize existing work given limited staff capacity and acknowledged that some earlier efforts, such as Centre Street Lots, remain paused, while others, like Lower Boylston rezoning, are effectively dormant due to lack of consensus and shifting market conditions. Members expressed interest in eventually reviving certain projects, but emphasized completing active planning efforts first.

7. Town School Partnership

7a. Question of reviewing and approving an MOU between the Public Schools of Brookline and the Town of Brookline.

The Select Board reviewed and approved a new Town–School Partnership Memorandum of Understanding (MOU) designed to implement key recommendations from the Expenditures & Revenue

Study Committee (ERSC). The updated MOU clarifies responsibilities between the Town and Public Schools of Brookline, strengthens coordination on shared services, and formalizes expectations around budgeting practices, financial transparency, and long-term planning. A major focus was improving collaboration on items such as financial forecasting, capital project coordination, and operational efficiencies.

Board members also discussed the future role and structure of the Town School Partnership (TSP) itself. With ERSC concluding its work, TSP will now take on a larger, ongoing role in monitoring shared service agreements, addressing structural budget issues, and coordinating school–town financial policy. Members emphasized the importance of using TSP to strengthen communication, resolve overlapping responsibilities, and ensure both Town and School leadership are aligned heading into future budget cycle.

On motion, it was,

Voted to approve an MOU between the Public Schools of Brookline and the Town of Brookline.

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

8. Lunch

9. **Appointment of Liaisons to Boards and Committees**

9a. Question of appointing liaisons to various board and committees.

The Select Board reviewed and finalized its annual list of liaison assignments to boards and committees. Members confirmed their preferences, clarified meeting schedules, and discussed practical adjustments, such as possibly shifting the Licensing Review Committee meeting time to accommodate availability. The board also addressed how certain reorganizations would affect liaison roles: for example, the Surveillance Committee will be merged with the IT Advisory Committee, with member Buono tasked to draft a new combined charge. Staff will distribute meeting schedules so liaisons can integrate the assignments into their calendars.

On motion, it was,

Voted to approve the proposed appointment as presented by the Town Administrator.

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

10. **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.

Melissa Goff reviewed the required action from Town Meeting.

The Select Board reviewed all actions required of it following the 2026 Annual Town Meeting and identified several items needing formal follow-up. Staff will prepare the June 30 agenda to include any votes required to implement Town Meeting mandates.

Key follow-up tasks include:

- Article 1 – Final certification of Town Meeting actions, scheduled for the June 30 meeting.
- Roadway Conditions of Appropriation – The Board will receive an update from the DPW Commissioner on how the department will meet Town Meeting’s requirement to integrate Vision Zero, Complete Streets, and roadway-safety priorities into repaving plans.
- Article 17 (Surveillance & Digital Tools Reporting) – Staff will prepare written guidance for departments clarifying prohibited technologies and new reporting obligations.
- Article 9-11 (Commemorative Committees) – The Board will consider creating a 9/11 Memorial Committee, following the framework included in the Town Meeting resolution.
- Article 23 (Select Board Stipend Study) – A moderator’s committee will be formed to study Select Board compensation and report back with recommendations.
- Article 25 (BRIC Membership Review) – The Board will send a formal directive to the Police Commissioner’s Advisory Committee (PCAC) instructing it to examine whether Brookline should remain a member of the Boston Regional Intelligence Center and to report findings.
- Special Town Meeting Items – Staff will return with any necessary tax-certainty agreement materials relating to previously approved MOAs.

The Board agreed that staff should notify all affected committees and return on June 30 with items ready for formal votes to ensure Town Meeting directives are implemented promptly

11. 2030 Roadmap

11a. 2030 Roadmap assignments for the Select Board

Town Administrator Carey made a presentation.

Purpose & Process. The Roadmap captures shared strategic priorities for the Select Board and Town staff through 2030, developed via member and department head interviews, multiple workshops (July–Dec 2025; Mar–May 2026), and adoption in May 2026. It sets stable, transparent direction for policy and operations across administrations.

Guiding Values. Brookline seeks to remain welcoming, accessible, predictable, and fiscally responsible, with government that is efficient, transparent, responsive, and data-driven. Decision-making emphasizes stakeholder input, best available evidence, and prudent finance.

Priority Themes for Year 1 (FY27). In practice, the Board clustered near-term work into three lanes:

- **Funding prioritization** (tie budgets to plan priorities; integrate roadway safety/repaving and capital planning; tee up fall discussions before FY28 budget).

- **Public-bodies process improvements** (consolidate/sunset dormant committees; revive/merge tech & surveillance work; clearer expectations in the Boards & Committees Handbook including conduct, attendance, and “for-cause” removal language).
- **Communication strategy** (stronger public education on warrant articles; consistent email response practices; targeted office hours and outreach to diversify participation).

Specific Early Actions Highlighted at the Retreat.

- **Town Meeting follow-ups** (e.g., roadway conditions of appropriation; PCAC review of BRIC membership; memorial committee formation; stipend study via Moderator’s committee).
- **Roadway safety & reporting** (Vision Zero/Complete Streets integration; annual crash reporting; prioritization plan to inform FY28 funding).
- **Committee structure** (merge Surveillance with IT Advisory under a new charge; consider combining Tree Protection and Tree Planting; review the Human Resources Board role).
- **Recruitment & outreach** (publicize vacancies and term expirations; add *alternate* seats; avoid over-reliance on the same volunteers).

Emergency readiness & training. The Roadmap calls for regular participation in Town-provided trainings (FEMA and tabletop exercises) so the Board can communicate accurately and reassure the public in crises.

Development & economic growth (linked plans). To support long-term fiscal stability, the Roadmap aligns with Planning’s work on targeted development areas, market studies, and infrastructure (open space deficits; Eversource grid constraints), with Select Board liaisons coordinating across land-use boards.

What’s next (near-term milestones)

- **September (FY28 goal-setting):** Board sets FY28 goals and funding priorities before the budget cycle.
- **Summer/Fall:** Staff bring back committee consolidation proposals and Handbook redlines; DPW presents roadway prioritization plan meeting Town Meeting conditions.
- **Ongoing:** Strengthen communications (warrant article explainers; response policy), and track Town Meeting implementation via action lists.

12. 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.

The Select Board discussed the need for a more consistent and proactive communication approach, noting that past messaging around major issues, including warrant articles and budget matters, has often been confusing or too late for residents to meaningfully engage. Members agreed to revisit the Town’s email response policy, improve coordination with the Communications Officer, and create

clearer public-facing materials, such as accessible explanations of warrant articles and better-organized web content.

The board also noted the value of targeted office hours, direct outreach at community events, and efforts to reach people beyond the small group who typically participate in Town government. These improvements will return to the Board for further review once draft updates and materials are prepared.

There being no further business, the Chair ended the meeting at 3:00 pm.

ATTEST

Select Board Minutes
June 16, 2026 at 9:30 AM
1218 W Roxbury Parkway (Municipal Golf Course)

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

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

Chair Pearlman made the opening remarks outlining the agenda and meeting goals.

1a. Question of approving the meeting minutes from June 2, 2026.

Approved

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

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.

Approved

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

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)

Approved

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

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

Approved

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

1e. Question of approving an Authorization to Hire request from the Planning Director:

Preservation Planner (T6)

Approved

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

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.

Approved

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

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.

Approved

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

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 \$35,000

To: 539031 Police Supplies \$35,000

Approved

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

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

Approved

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

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.

Approved

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

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

Approved

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

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.

Approved

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

1m. Question of approving the application of a new Common Victualler/ Entertainment/ Outdoor Seating License for Peddi Ravi Teja d/b/a Shaws 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

Approved

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

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.

Approved

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

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.

Approved

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

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.

HELD

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.

Approved

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

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 Select Board proposed the following slate to the Planning Board which includes at a minimum, consistent with the Memorandum of Agreement, the following:

- 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.

Approved

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

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

Administrative Head Clerk (C10)

Approved

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

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.

Chair Pearlman updated the board on this request. Some World Cup matches are beginning at a late hour, and there is an interest from local businesses to extend their operating hours to serve this community.

he Select Board approved a temporary measure allowing holders of all-alcohol on-premise licenses to remain open until 3:00 AM on nights when World Cup matches are broadcast, provided each establishment receives approval from the Police Department, which will review records and ensure

compliance with safety requirements; this extension does not alter the rule that outdoor dining, they must close at 11:00 PM, and the Board emphasized that the later hours are not a license to overcrowd or otherwise violate operating standards.

On motion, it was,

Voted to conditionally authorizing holders of alcoholic beverage service licenses to remain open until 3 AM on mornings following World Cup matches, and subject to police department approval.

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

3. Boards and Commissions - Appointments

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

HELD

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

Approved

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

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

HELD

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

Approved

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

4. Review of Boards & Committees/Handbook

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

The Select Board undertook an extensive review of all boards and committees, identifying which are active, dormant, duplicative, or candidates for consolidation. The board discussed the need to streamline structures, revive certain groups such as the Surveillance Committee (potentially merged with IT Advisory), and sunset committees whose work is completed or obsolete, such as Climate Action and certain taxation-related groups. They also explored combining Tree Protection and Tree Planting, reconsidering the role and necessity of the Human Resources Board, and improving recruitment to avoid the same volunteers serving on numerous bodies.

The board emphasized better outreach, establishing application deadlines, reconsidering automatic reappointments, adding alternate seats to bring in new voices, and updating the Boards & Committees

Handbook to include clearer expectations for member conduct, attendance, and potential removal for cause. Staff will notify affected committees and return on June 30 with recommendations for formal votes.

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

The board agreed that Brookline needs a clearer, more proactive policy for identifying when the Town should buy or sell property, since recent opportunities showed that the current process is too ad hoc. They expressed support for creating a temporary policy-development committee, not a permanent board, to draft criteria for evaluating parcels and guide future decisions, with staff returning this summer with a proposed charge.

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

The Select Board discussed ways to broaden participation on boards and committees, emphasizing the need to recruit beyond the “Brookline 100” and bring in new voices. Members highlighted creating clearer application timelines, actively publicizing vacancies and upcoming term expirations, and offering alternate seats to engage newcomers. The board agreed that automatic reappointments should not be assumed, and that outreach, especially through better communication, direct recruitment, and visibility at community events, should help diversify and strengthen volunteer involvement.

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

The Select Board reviewed the Boards & Committees Handbook and discussed a series of updates aimed at strengthening expectations and improving clarity. Proposed changes included adding explicit language requiring members to treat colleagues, staff, and residents with respect; tightening and clarifying the rules around attendance and when a member may be removed for cause; and correcting inconsistencies in the section on term expirations and reappointments.

Members also debated how to define “for-cause” removal, how to balance free-speech protections with committee mission alignment, and whether future bylaw amendments might be needed to formalize removal authority. Staff will work with Town Counsel to draft revised language and return with a redlined version for the Board to review.

5. 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.

The Select Board approved using \$146,000 from the Affordable Housing Trust Fund to cover the FY27 salary and benefits of the Senior Housing Planner, with the understanding that this is a one-time bridge until the position can shift to the general fund in FY28.

On motion, it was,

Voted 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.

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

5b. Question of voting to approve unencumbering \$3.75 million from the Affordable Housing Trust Fund.

The board took up the item regarding the unencumbering of \$3.75 million from the Affordable Housing Trust Fund, but staff clarified during the meeting that this action had already been completed in March, making a new vote unnecessary.

Anthony Buono noted that the \$5M allocation was initiated in 2013, and asked if this could be discussed at a future meeting. Melissa Goff, Deputy Town Administrator noted they could take a look at that allocation.

6. 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).

Kara Brewton, Planning Director, made a presentation on potential development opportunities.

Kara Brewton outlined key development priorities for the coming year, focusing on projects already underway, such as Claremont's River Road proposal, 40 Kent Street, Brookline Place commercial build-out, and City Realty's Chestnut Hill West, and recommended concentrating staff resources on completing these commitments.

Director Brewton also highlighted three strategic areas for FY27: finishing the Centre Street Lots study, restarting the Kent–Station Street senior housing process now that parking analyses are complete, and exploring redevelopment potential at Kent/Webster, where two private parcels border a Town-owned lot.

The board agreed with the need to prioritize existing work given limited staff capacity and acknowledged that some earlier efforts, such as Centre Street Lots, remain paused, while others, like Lower Boylston rezoning, are effectively dormant due to lack of consensus and shifting market conditions. Members expressed interest in eventually reviving certain projects, but emphasized completing active planning efforts first.

7. Town School Partnership

7a. Question of reviewing and approving an MOU between the Public Schools of Brookline and the Town of Brookline.

The Select Board reviewed and approved a new Town–School Partnership Memorandum of Understanding (MOU) designed to implement key recommendations from the Expenditures & Revenue Study Committee (ERSC). The updated MOU clarifies responsibilities between the Town and Public Schools of Brookline, strengthens coordination on shared services, and formalizes expectations around budgeting practices, financial transparency, and long-term planning. A major focus was improving collaboration on items such as financial forecasting, capital project coordination, and operational efficiencies.

Board members also discussed the future role and structure of the Town School Partnership (TSP) itself. With ERSC concluding its work, TSP will now take on a larger, ongoing role in monitoring shared service agreements, addressing structural budget issues, and coordinating school–town financial policy. Members emphasized the importance of using TSP to strengthen communication, resolve overlapping responsibilities, and ensure both Town and School leadership are aligned heading into future budget cycle.

On motion, it was,

Voted to approve an MOU between the Public Schools of Brookline and the Town of Brookline.

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

8. Lunch

9. **Appointment of Liaisons to Boards and Committees**

9a. Question of appointing liaisons to various board and committees.

The Select Board reviewed and finalized its annual list of liaison assignments to boards and committees. Members confirmed their preferences, clarified meeting schedules, and discussed practical adjustments, such as possibly shifting the Licensing Review Committee meeting time to accommodate availability. The board also addressed how certain reorganizations would affect liaison roles: for example, the Surveillance Committee will be merged with the IT Advisory Committee, with member Buono tasked to draft a new combined charge. Staff will distribute meeting schedules so liaisons can integrate the assignments into their calendars.

On motion, it was,

Voted to approve the proposed appointment as presented by the Town Administrator.

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

10. **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.

Melissa Goff reviewed the required action from Town Meeting.

The Select Board reviewed all actions required of it following the 2026 Annual Town Meeting and identified several items needing formal follow-up. Staff will prepare the June 30 agenda to include any votes required to implement Town Meeting mandates.

Key follow-up tasks include:

- Article 1 – Final certification of Town Meeting actions, scheduled for the June 30 meeting.
- Roadway Conditions of Appropriation – The Board will receive an update from the DPW Commissioner on how the department will meet Town Meeting’s requirement to integrate Vision Zero, Complete Streets, and roadway-safety priorities into repaving plans.
- Article 17 (Surveillance & Digital Tools Reporting) – Staff will prepare written guidance for departments clarifying prohibited technologies and new reporting obligations.
- Article 9-11 (Commemorative Committees) – The Board will consider creating a 9/11 Memorial Committee, following the framework included in the Town Meeting resolution.
- Article 23 (Select Board Stipend Study) – A moderator’s committee will be formed to study Select Board compensation and report back with recommendations.
- Article 25 (BRIC Membership Review) – The Board will send a formal directive to the Police Commissioner’s Advisory Committee (PCAC) instructing it to examine whether Brookline should remain a member of the Boston Regional Intelligence Center and to report findings.
- Special Town Meeting Items – Staff will return with any necessary tax-certainty agreement materials relating to previously approved MOAs.

The Board agreed that staff should notify all affected committees and return on June 30 with items ready for formal votes to ensure Town Meeting directives are implemented promptly

11. 2030 Roadmap

11a. 2030 Roadmap assignments for the Select Board

Town Administrator Carey made a presentation.

Purpose & Process. The Roadmap captures shared strategic priorities for the Select Board and Town staff through 2030, developed via member and department head interviews, multiple workshops (July–Dec 2025; Mar–May 2026), and adoption in May 2026. It sets stable, transparent direction for policy and operations across administrations.

Guiding Values. Brookline seeks to remain welcoming, accessible, predictable, and fiscally responsible, with government that is efficient, transparent, responsive, and data-driven. Decision-making emphasizes stakeholder input, best available evidence, and prudent finance.

Priority Themes for Year 1 (FY27). In practice, the Board clustered near-term work into three lanes:

- **Funding prioritization** (tie budgets to plan priorities; integrate roadway safety/repaving and capital planning; tee up fall discussions before FY28 budget).
- **Public-bodies process improvements** (consolidate/sunset dormant committees; revive/merge tech & surveillance work; clearer expectations in the Boards & Committees Handbook including conduct, attendance, and “for-cause” removal language).
- **Communication strategy** (stronger public education on warrant articles; consistent email response practices; targeted office hours and outreach to diversify participation).

Specific Early Actions Highlighted at the Retreat.

- **Town Meeting follow-ups** (e.g., roadway conditions of appropriation; PCAC review of BRIC membership; memorial committee formation; stipend study via Moderator’s committee).
- **Roadway safety & reporting** (Vision Zero/Complete Streets integration; annual crash reporting; prioritization plan to inform FY28 funding).
- **Committee structure** (merge Surveillance with IT Advisory under a new charge; consider combining Tree Protection and Tree Planting; review the Human Resources Board role).
- **Recruitment & outreach** (publicize vacancies and term expirations; add *alternate* seats; avoid over-reliance on the same volunteers).

Emergency readiness & training. The Roadmap calls for regular participation in Town-provided trainings (FEMA and tabletop exercises) so the Board can communicate accurately and reassure the public in crises.

Development & economic growth (linked plans). To support long-term fiscal stability, the Roadmap aligns with Planning’s work on targeted development areas, market studies, and infrastructure (open space deficits; Eversource grid constraints), with Select Board liaisons coordinating across land-use boards.

What’s next (near-term milestones)

- **September (FY28 goal-setting):** Board sets FY28 goals and funding priorities before the budget cycle.
- **Summer/Fall:** Staff bring back committee consolidation proposals and Handbook redlines; DPW presents roadway prioritization plan meeting Town Meeting conditions.
- **Ongoing:** Strengthen communications (warrant article explainers; response policy), and track Town Meeting implementation via action lists.

12. 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.

The Select Board discussed the need for a more consistent and proactive communication approach, noting that past messaging around major issues, including warrant articles and budget matters, has often been confusing or too late for residents to meaningfully engage. Members agreed to revisit the Town's email response policy, improve coordination with the Communications Officer, and create clearer public-facing materials, such as accessible explanations of warrant articles and better-organized web content.

The board also noted the value of targeted office hours, direct outreach at community events, and efforts to reach people beyond the small group who typically participate in Town government. These improvements will return to the Board for further review once draft updates and materials are prepared.

There being no further business, the Chair ended the meeting at 3:00 pm.

ATTEST

Age-Friendly Cities Committee (AFCC)

Progress Report: 2023–2025

Executive Summary

From 2023 through 2025, the Age-Friendly Cities Committee advanced a coordinated, multi-year agenda to strengthen Brookline’s livability for older adults across transportation, housing, health, mobility, communications, and civic engagement. Guided by AARP’s 8 Domains of Livability and grounded in cross-departmental partnerships, the AFCC delivered measurable improvements in access, equity, and community resilience while building the infrastructure needed for long-term sustainability.

1. Strengthening Governance & Strategic Capacity

Across the last three years, the AFCC modernized its internal structure, expanded membership, established and improved coordination with Town departments. The committee developed a comprehensive Goals & Priorities Matrix, now the backbone of planning, reporting, and the AARP re-designation process. Leadership transitions—including the appointment of a new Council on Aging Director—were supported with continuity planning and expanded collaboration across Recreation, Library, Health, DPW, and Emergency Management.

2. Securing and Advancing Age-Friendly Designation

Brookline first achieved United Nations World Health Organization Age-Friendly designation in 1998 and in 2023 AARP Age-Friendly Community designation, deepened implementation in 2024, and launched a re-designation process in 2025 aligned with the Governor’s *ReiMagine Aging 2030* plan. This work institutionalized age-friendly principles across municipal planning, budgeting, and program design.

3. Transforming Transportation Access

The AFCC led major improvements in mobility for older adults, including:

- Thousands of subsidized Lyft/GoGo/medical rides annually.
- Expanded Senior Center shuttle service and new grocery-store routes.
- A new electric vehicle van and expanded South Brookline service.
- A restructured medical transportation model after ARPA funding ended.
- MBTA accessibility advocacy, including redesign of Fairbanks/Brandon Hall stops.

These changes significantly reduced transportation barriers for low-income and mobility-limited residents.

4. Advancing Dementia-Friendly and Inclusive Design

Through a partnership with Boston University’s MetroBridge, students and faculty assessed the Senior Center, libraries, and parks for dementia-friendly design. The project produced tools and recommendations now being shared statewide, positioning Brookline as a leader in dementia-friendly municipal planning. In addition, the AFCC also explored launching a new Memory Café in South Brookline under the guidance of JF&CS.

5. Improving Housing Stability & Affordability

The committee monitored and influenced major developments—including 108 Centre Street, Fisher Hill, and Balfour—and elevated concerns about affordability, evictions, and accessibility. AFCC members engaged in Town Meeting debates on zoning, disability accommodations, and housing stability policies, ensuring older adults’ needs were represented.

6. Expanding Digital Inclusion

The Tech Buddies program distributed tablets, provided multilingual digital-literacy training, and installed hybrid-meeting technology at the Senior Center. Library-based “Talking Tech” hours and expanded digital resources further reduced the digital divide for older adults.

7. Enhancing Pedestrian Safety & Accessibility

AFCC advocacy shaped the Washington Street Complete Streets redesign, accessible pedestrian signal upgrades, sidewalk repair priorities, snow-removal enforcement, and pedestrian lighting needs. The committee also supported ADA reviews of curb cuts, accessible parking, and MBTA station redesigns.

8. Strengthening Emergency Preparedness

In partnership with Emergency Management, the AFCC promoted Smart911, AlertBrookline, and functional-needs registries; supported evacuation and sheltering planning; and advanced municipal facility safety assessments. This work improved Brookline’s readiness for climate-related and public-health emergencies.

9. Expanding Recreation & Social Connection

The AFCC helped grow Active Older Adult (AOA) programs, nature walks, wellness outings, intergenerational snow-shoveling/leaf-raking, and adult education offerings. Wisdom Café, Talking Tech, and expanded library programming strengthened social connection and reduced isolation.

10. Improving Communications & Information Access

First established in 1996, through record-setting AFC-TV episodes, expanded newsletter coordination, and stronger partnerships with Brookline.News and Town Communications, the AFCC significantly improved information access for older adults—both digitally and through paper-based outreach.

Overall Impact

Between 2023 and 2025, the AFCC delivered systems-level improvements in transportation, housing, health, mobility, and communication—while building the strategic infrastructure needed for long-term age-friendly planning. Brookline is now better positioned to support its rapidly growing older-adult population, advance equity, and sustain its leadership as one of the most age-friendly communities in Massachusetts.

Top 10 Accomplishments (2023–2025)

1. Secured and Maintained AARP Age-Friendly Community Designation (2023–2025)

- Achieved initial AARP Age-Friendly designation (2023), strengthened implementation (2024), and launched re-designation planning aligned with the Governor’s *ReiMagine Aging 2030* plan (2025).
- Demonstrates long-term commitment, measurable progress, and statewide alignment.

2. Built a Comprehensive, Multi-Year Goals & Priorities Matrix

- Developed a living strategic tool mapping AFCC priorities to AARP’s 8 Domains of Livability, Town departments, and measurable actions.
- Became the backbone for planning, reporting, and the re-designation application.

3. Transformed Transportation Access for Older Adults

- Delivered thousands of subsidized rides annually, expanded Lyft/GoGo programs, launched grocery shuttle routes, and secured MassDOT/TNC grants.
- Added the first electric Senior Center van and expanded South Brookline service (2025).
- Reconfigured medical transportation post-ARPA to ensure continuity.

4. Advanced Dementia-Friendly Community Design Through BU MetroBridge

- Partnered with BU to evaluate the Senior Center, libraries, and parks for dementia-friendly design.
- Produced tools, assessments, and recommendations now being shared statewide.
- Positioned Brookline as a model for dementia-friendly municipal planning.

5. Strengthened Housing Stability & Older Adult Affordability

- Monitored and influenced major developments (108 Centre St., Balfour The Newbury at Fisher Hill, Colonel Floyd Brookline Housing Authority).
- Advocated for housing stability policies, bridge subsidies, and zoning accommodations for people with disabilities.
- Elevated risks of eviction and affordability challenges for older adults.

6. Expanded Digital Inclusion Through Tech Buddies

- Distributed tablets, provided multilingual tech training, and installed hybrid-meeting technology at the Senior Center.
- Created ongoing digital-literacy programming through the Housing Authority, Libraries and Senior Center.

7. Elevated Pedestrian Safety & Accessibility Town-Wide

- Influenced Washington Street Complete Streets design, accessible pedestrian signals, sidewalk repairs, and snow-removal enforcement.
- Raised visibility of pedestrian lighting needs, shrubbery obstructions, and ADA-compliant curb cuts.
- Supported MBTA accessibility redesigns (Fairbanks/Brandon Hall).

8. Strengthened Emergency Preparedness for Older Adults

- Partnered with Emergency Management to promote Smart911, AlertBrookline, and functional-needs registries.
- Integrated older-adult needs into evacuation planning, sheltering, and municipal safety assessments.

9. Expanded Recreation, Social Connection & Intergenerational Programming

- Grew Active Older Adult (AOA) programs, nature walks, wellness outings, and intergenerational snow-shoveling/leaf-raking.
- Supported Wisdom Café, Talking Tech, and expanded adult education offerings (BACE).
- Addressed social isolation through targeted programming.

10. Strengthened Communications Infrastructure for Older Adults

- Produced record numbers of AFC-TV episodes (Episodes 50–57), elevating Town departments and community resources.
- Improved coordination with Brookline.News, BrooklineCAN, and the Town's Communications Office.

- Promoted nondigital outreach to reduce information-access disparities.
-

Why These 10 Accomplishments Stand Out

These accomplishments demonstrate:

- Systems-level impact (transportation, housing, emergency preparedness)
- Cross-sector collaboration (BU, DPW, MBTA, HSL, Recreation, Library, OEM)
- Equity-driven outcomes (digital inclusion, dementia-friendly design, affordability)
- Sustainability and institutionalization (AARP designation, strategic matrix, CHIP alignment)
- Measurable improvements in mobility, safety, access, and social connection

Summary of Accomplishments: 2023-2025

2023 Progress Report of Accomplishments

(Based on official AFCC minutes from Jan–Dec 2023)

1. Governance, Membership & Organizational Capacity

- Strengthened committee membership with new representatives from the Library, Recreation, and Health Department.
Example from minutes: “Darlene Johnson – Community Health Manager... replacing Lynn Karsten on the AFCC.”
 - Ensured continuity of leadership and clarified committee structure, including confirming AFCC chair/co-chair appointments.
 - Initiated updates to the Town website to correct AFCC membership listings and term dates.
 - Expanded collaboration with Town departments (DPW, Transportation, Health, Library, CoA, Recreation) through regular briefings and guest presentations.
-

2. Major Policy & Program Achievements

A. AARP Age-Friendly Community Designation

- Completed and submitted Brookline’s application for AARP Age-Friendly Community designation.

Minutes: “Brookline is now an AARP age-friendly community.”

- Coordinated Select Board approval and prepared for public communications and press outreach.

B. ARPA-Funded Initiatives

- Supported multiple ARPA proposals benefiting older adults, including:
 - Electric Senior Center van and charging station.
 - Bookmobile funding (Library/Friends/Foundation partnership).
 - Technology upgrades for hybrid meetings at the Senior Center.
- Ensured older adults’ needs were represented in Town Administrator’s ARPA omnibus proposal.

C. Transportation Access & Innovation

- Conducted a community transportation survey (AARP-funded) with strong participation across neighborhoods.
- Expanded transportation services:
 - 7,666 Lyft/GoGo/medical rides and 3,721 Senior Center shuttle rides reported.
 - Monthly grocery bus trips for Housing Authority residents.
 - Increased outreach to South Brookline and low-income older adults.
- Applied for and secured MassDOT and TNC-funded transportation grants.
- Evaluated Via, Uber, Lyft, and wheelchair-accessible options for future service models.

D. Housing Stability & Affordability

- Monitored major housing developments affecting older adults:
 - 108 Centre Street (HSL/2Life).
 - Colonel Floyd, Walnut/Juniper, and Balfour Fisher Hill.
- Engaged in Town Meeting discussions on:
 - Housing Stability Office re-establishment.
 - MBTA Communities Act zoning implications.
 - Bridge Subsidy proposal for older adults on housing waitlists.

- Raised concerns about rising evictions of older adults and the need for coordinated Town response.
-

3. Pedestrian Safety, Mobility & Infrastructure

Micro-Mobility & Sidewalk Safety

- Conducted extensive review of proposed micro-mobility regulations with CoA, CoD, and Transportation Board.
- Advocated for older-adult safety in sidewalk use, speed limits, and enforcement.
- Highlighted risks for people with hearing, vision, or mobility impairments.

Accessible Pedestrian Signals & Crosswalks

- Tracked DPW's multi-phase accessible pedestrian signal upgrades at 15 intersections.
- Identified malfunctioning signals and inconsistent repair timelines.
- Encouraged reporting through BrookOnLine and direct coordination with DPW and Transportation.

Benches, Snow Removal & Street Conditions

- Raised need for additional benches along Beacon and Harvard Streets.
 - Advocated for improved snow-removal enforcement and sidewalk maintenance.
 - Collaborated with DPW on hazardous waste, textile recycling, and shredding events at the Senior Center.
-

4. Health, Wellness & Social Connection

Community Health Assessment & Improvement Plan

- Participated in the Town's two-year Community Health Assessment (CHA) process.
- Promoted the Community Health Equity Survey and ensured older adults were represented.
- Supported Health Department programs:
 - Fall Prevention Program.
 - Flu and COVID vaccination clinics.
 - Farmers Market Coupon Program (expanded to Hancock Village).

Tech Buddies & Digital Inclusion

- Expanded Tech Buddies program:
 - Distributed tablets to low-income older adults.
 - Provided training on Libby, Overdrive, Kanopy, Hoopla, and transportation apps.
- Installed new hybrid-meeting technology at the Senior Center.

Recreation & Social Engagement

- Continued monthly nature walks, pickleball sessions, and special trips.
 - Supported Brookline Day and other community events.
 - Encouraged intergenerational programming and social-connection initiatives.
-

5. Communications & Information Access

- Strengthened collaboration with Brookline.News, BIG, BrooklineCAN, and Town communications channels.
 - Promoted AFC-TV episodes featuring Town Administrator, Police Chief, Transportation leaders, and others.
 - Identified gaps in local news coverage—especially elections—and advocated for improved information dissemination.
 - Supported Library outreach to older adults, including home-delivery planning and building-based programming.
-

6. Advocacy & Community Voice

Town Meeting & Policy Engagement

- Provided input on warrant articles related to:
 - Housing stability.
 - MBTA Communities Act compliance.
 - Water/sewer discounts for low-income residents.
 - Property Tax Work-Off increases.
- Raised concerns about zoning, retail impacts, and older-adult mobility in Harvard Street and Washington Street planning.

Boards & Commissions

- Encouraged older-adult participation in Town boards, committees, and advisory groups.
-

7. Subcommittee Contributions

Transportation

- Reviewed RFPs for new transportation models.
- Coordinated with MBTA on accessibility and fare-system updates.

Housing

- Monitored senior housing pipeline and affordability trends.

Health

- Supported public health programming, food security initiatives, and emergency preparedness.

Library

- Advanced planning for Bookmobile and home-delivery services.

Commission on Disabilities

- Developed micro-mobility recommendations and ADA-related guidance.

Communications

- Produced multiple AFC-TV episodes and maintained AFCC web updates.
-

Summary: 2023 Was a Year of Foundation-Building and Strategic Alignment

Across 2023, the AFCC strengthened its organizational infrastructure, secured major designations and grants, expanded transportation access, advanced housing and pedestrian-safety advocacy, and deepened its role in Town-wide planning processes. The committee laid the groundwork for 2024's more operational achievements by building partnerships, gathering data, and elevating older-adult priorities across Brookline's government.

2024 Progress Report of Accomplishments

(Based on official AFCC minutes from Jan–Dec 2024)

1. Governance, Membership & Organizational Capacity

- Added multiple new members, strengthening representation across Town departments and neighborhoods.
Example from minutes: “Kelley Pope has been approved by the Select Board as a member.”
 - Successfully recruited new liaisons from Recreation, Library, and community organizations.
 - Developed and refined a Goals & Priorities Matrix (led by Margo Rosenbach) to track objectives, contacts, resources, and status across AARP livability domains.
Minutes note: “Draft matrix – Goal/priority contact points, resources, status.”
 - Strengthened internal communications through regular AFC-TV programming, expanded newsletter coordination, and improved web updates.
-

2. Policy & Program Achievements

A. Caregiver Parking (PARC Program)

- Designed and advanced a new resident-based caregiver parking permit model, reducing administrative burden and improving caregiver reliability.
Minutes: “Pilot program was approved... permits will be issued to residents not cars.”
- Coordinated with DPW, Transportation Board, and Brookline Police to secure operational support.

B. Tax Relief & Financial Security for Older Adults

- Supported Town Assessor and Finance Director presentations to expand awareness of senior tax exemptions, deferrals, and the Means-Tested Senior Exemption.
Minutes: “Reminder: New Tax Work-Off maximum raised to \$2,000.”
- Promoted the increase in the Senior Property Tax Work-Off Program from \$1,875 to \$2,000.

C. Housing & Development

- Monitored and influenced planning for 108 Centre Street, including community space negotiations, covered walkway considerations, and programmatic partnerships (e.g., Goddard House, Brookline Adult Ed).
- Tracked affordable housing lotteries and accessibility issues across new developments.

D. Transportation & Mobility

- Expanded transportation access through subsidized rides, Lyft/ride-hail education, and multilingual training materials.
Minutes: “Translated written guide to using Lyft into the 3 languages.”
 - Coordinated with MBTA on accessibility improvements (e.g., Fairbanks stop redesign).
-

3. Pedestrian Safety & Infrastructure Advocacy

Washington Street Complete Streets Project

- Provided consistent older-adult–focused input on design, parking, drop-off zones, benches, and accessible crossings.
Minutes: “We need to have safe access to the sidewalk for people using walkers.”
- Ensured AFCC representation on the Complete Streets Design Committee (e.g., Betsy Pollock appointment).
- Raised concerns about utility trenching, repaving quality, and sidewalk hazards.

Sidewalks, Snow Removal & Street Lighting

- Hosted DPW leadership for an in-depth review of snow/ice removal protocols and enforcement.
Minutes: “Snow & Ice Enforcement Team – Public Works, Public Health, Building, Police.”
 - Advocated for improved sidewalk repair processes and ADA-compliant detectable warning panels.
 - Elevated street-lighting needs for safety and visibility, especially in winter months.
-

4. Health, Wellness & Social Connection

Community Health Assessment & Improvement Plan (CHA-CHIP)

- Participated in multiple feedback sessions and pushed for transportation to be included as a core objective.
Minutes: “CoA pushing for transportation as one of the objectives.”
- Monitored progress on four priority areas: financial security, access to services, housing affordability, and mental/behavioral health.

Dementia-Friendly & Age-Friendly Initiatives

- Partnered with BU’s MetroBridge program to pilot a dementia-friendly spaces checklist for Town Hall, libraries, and parks.

Minutes: “Students will create a preliminary simple checklist... for dementia-friendly spaces.”

Social Isolation & Engagement

- Supported expansion of recreation programs, walking tours, pickleball, intergenerational activities, and Wisdom Café gatherings.
- Continued Tech Buddies program and digital literacy support.

5. Communications & Information Access

- Strengthened collaboration with the Town’s new Communications Officer to improve messaging, branding, and accessibility.
Minutes: “Working with Select Board and Chas on strategic communications plan.”
- Promoted Brookline.News, AFC-TV, and Senior Center newsletters as key information channels.
- Advocated for paper handouts and non-digital outreach to reduce digital divide barriers.

6. Advocacy & Community Voice

Comprehensive Plan (2040)

- Ensured older adults’ needs were integrated into the Town’s 24-month Comprehensive Plan process.
Minutes: “AFCC members should be unofficial ambassadors... Need to have older adult voices heard.”
- Participated in focus groups, surveys, and ambassador training.

Boards & Commissions

- Promoted recruitment of older adults for Town committees and advisory bodies.

7. Subcommittee Contributions

Transportation

- Delivered hundreds of subsidized rides and expanded registration for Senior Center transportation.

Minutes: “840 subsidized riders... 497 people registered.”

Housing

- Monitored accessory dwelling unit policy changes and affordable housing pipeline.

Health

- Supported public health programming, including opioid rescue kits, flu clinics, and social-services gap analysis.

Commission on Disabilities

- Advanced ADA compliance reviews, including Pierce School variance and Washington Street redesign.

Recreation

- Expanded trip offerings, seasonal programs, and partnerships with the Teen Center.

Summary: 2024 Was a Year of Structural Progress

Across 2024, the AFCC strengthened its governance, deepened cross-departmental partnerships, influenced major Town planning processes, and advanced concrete improvements in transportation, pedestrian safety, housing, and communications. The committee also expanded its role in health planning, dementia-friendly design, and social-connection initiatives—positioning Brookline to remain a national leader in age-friendly community development.

2025 Progress Report of Accomplishments

(Based on official AFCC minutes from January–December 2025)

1. Governance, Leadership & Organizational Capacity

- Welcomed Emily Williams as the new Director of the Council on Aging and Co-Chair of the AFCC, marking a major leadership transition after Ruthann Dobek’s retirement.
- Updated AFCC membership roster multiple times throughout the year, adding new representatives from the Commission on Disability, Recreation, and citizen members.
- Responded to the Select Board’s request for an annual AFCC presentation, preparing a comprehensive slide deck highlighting mission, accomplishments, and alignment with AARP/WHO domains.
- Began planning for AARP Age-Friendly re-designation, forming a subcommittee and aligning the action plan with the Governor’s *ReiMagine Aging 2030* framework.

- Continued development of the Goals & Priorities Matrix, integrating AARP's 8 Domains of Livability and adding operational and planning dimensions.
-

2. Major Policy & Program Achievements

A. MetroBridge Dementia-Friendly Public Spaces Project

- Partnered with Boston University's MetroBridge program to evaluate the Senior Center, two library branches, and a park for dementia-friendly design.
- Hosted student walk-throughs, interviews, and expert-informed assessments.
- Prepared for a public presentation of findings and a statewide dissemination through the Executive Office of Aging & Independence.
- Identified opportunities for future Memory Cafés and dementia-friendly programming.

B. Transportation Access & Innovation

- Hired Sebastian Ware as the new Senior Center Transportation Coordinator.
- Integrated the first electric vehicle into the Senior Center fleet, with another EV planned for 2026.
- Piloted transportation partnerships with the Teen Center and expanded South Brookline service.
- Reconfigured medical transportation in response to the loss of ARPA funds, establishing a capped ride model while exploring alternatives.
- Supported MBTA accessibility improvements, including consolidation of Fairbanks and Brandon Hall stops with raised walkways.

C. Housing & Development

- Monitored occupancy at Hebrew Senior Life Centre Communities Brookline 108 Centre Street.
 - Engaged with the Fisher Hill Uses Committee to advocate for intergenerational community space once Pierce School relocates.
 - Tracked zoning warrant articles related to disability accommodations and housing affordability.
-

3. Health, Wellness & Social Connection

A. Age-Friendly Health Systems (AFHS)

- Hosted Alice Bonner (IHI) to introduce the 4Ms Framework (What Matters, Medication, Mentation, Mobility).

- Explored opportunities for Brookline to become an Age-Friendly Health System community partner.
- Identified potential actions:
 - Mapping all local health providers.
 - Identifying which are AFHS-recognized.
 - Integrating AFHS goals into the AFCC action plan.
 - Using AFC-TV and BrooklineCAN to educate residents.

B. Memory Café Expansion

- Hosted Beth Soltzberg (JF&CS) to explore restarting a Brookline Memory Café.
- Identified libraries and the Senior Center as ideal locations.
- Reviewed national Memory Café Alliance resources and training.
- Discussed outreach strategies, including flyers, newsletters, and social media.

C. Public Health & CHIP

- Supported the Community Health Improvement Plan (CHIP) through:
 - Participation in working groups.
 - Coordination with the new Human Services Navigator.
 - Promotion of flu clinics, COVID clinics, and emergency preparedness.

D. Recreation & Social Engagement

- Expanded Active Older Adult (AOA) programming:
 - Wellness outings (Newport Mansions, Boston Lights, museums).
 - Nature walks with expanded capacity.
 - Intergenerational snow-shoveling and leaf-raking program.
- Strengthened collaboration with Recreation's new leadership (Cadence Turner).
- Supported BACE's expanded adult education offerings (ceramics, Tai Chi, photography, Mah Jongg, improv).

4. Pedestrian Safety, Mobility & Infrastructure

- Continued monitoring of the Washington Street Complete Streets Project, including concerns about crossing times, turning vehicles, and accessible design.
 - Raised issues related to:
 - Dark Skies warrant article and potential impact on pedestrian lighting.
 - Shrubbery obstructing sidewalks (promoted BrookOnLine reporting).
 - Speed hump installations in multiple neighborhoods.
 - Supported Commission on Disability reviews of accessible parking, curb cuts, and MBTA station redesigns.
-

5. Communications & Information Access

- Strengthened multi-channel communication through:
 - AFC-TV (Episodes 50–57), featuring Senior Center leadership, BIG, Food Bank, OEM, and others.
 - Brookline.News, BrooklineCAN Newsletter, Brookline Beacon, and Town Administrator updates.
 - Promoted Smart911, AlertBrookline, and emergency preparedness resources.
 - Encouraged broader dissemination of MetroBridge findings and dementia-friendly recommendations.
-

6. Emergency Preparedness & Community Resilience

- Hosted Cheryl Anne Snyder (Emergency Management) for a comprehensive briefing on:
 - Emergency Operations Center functions.
 - Smart911 Functional Needs Registry.
 - Evacuation planning and sheltering.
 - Municipal Facility Safety Project.
 - Identified opportunities for Senior Center collaboration on emergency planning and resident education.
-

7. Subcommittee Contributions

Transportation

- Expanded EV fleet.
- Reconfigured medical ride program.
- Improved South Brookline service.
- Supported MBTA accessibility changes.

Housing

- Monitored 108 Centre Street occupancy.
- Engaged in zoning and accessibility warrant articles.

Health

- Supported CHIP implementation and public health clinics.
- Advanced AFHS education.

Library

- Expanded Wisdom Café, Talking Tech, and older-adult programming.
- Planned new gaming and intergenerational programs.

Recreation

- Expanded AOA programming, outings, and nature walks.
- Strengthened coordination with Senior Center.

Commission on Disabilities

- Evaluated accessible parking, curb cuts, and MBTA station redesigns.
- Reviewed Dark Skies implications for pedestrian safety.

Communications

- Produced record number of AFC-TV episodes.
- Improved outreach across multiple platforms.

Summary: 2025 Was a Year of Transition, Innovation, and Strategic Alignment

Across 2025, the AFCC navigated major leadership transitions, advanced dementia-friendly and age-friendly initiatives, strengthened transportation and recreation offerings, and deepened its role in emergency preparedness, public health, and interdepartmental collaboration. The committee also laid the groundwork for AARP re-designation and expanded its strategic planning tools, positioning Brookline for a more integrated and equitable age-friendly future.

Age-Friendly Cities Committee

Three-Year Strategic Roadmap (2026–2028)

Building on the 2023–2025 Accomplishments

Vision for 2026–2028

Brookline will strengthen its position as a national leader in age-friendly municipal innovation by expanding equitable access to transportation, housing, health, social connection, and civic participation. Over the next three years, the AFCC will shift from capacity-building to **implementation, opportunity building, and scaling.**

Strategic Priority 1: Secure AARP Re-Designation & Institutionalize Age-Friendly Governance

Objectives

- Complete the AARP re-designation application using the Goals & Priorities Matrix as the backbone.
- Embed age-friendly principles into Town planning, budgeting, and departmental workplans.
- Formalize AFCC’s advisory role in major Town initiatives (Comprehensive Plan, OSRP, CARP, CHIP).

Key Actions (2026–2028)

- Publish an annual Age-Friendly Impact Report.
- Establish an interdepartmental Age-Friendly Leadership Roundtable (quarterly).
- Develop a public dashboard tracking progress across the 8 Domains of Livability.

Success Indicators

- AARP re-designation awarded by 2026.
 - Age-friendly metrics incorporated into Town Administrator and Select Board priorities.
 - Dashboard launched and updated quarterly.
-

Strategic Priority 2: Build a Fully Integrated, Equitable Transportation System for Older Adults

Objectives

- Expand mobility options in North and South Brookline.
- Ensure continuity of medical transportation post-ARPA.
- Strengthen MBTA accessibility advocacy.

Key Actions

- Scale the electric-vehicle fleet and launch the **South Brookline Connector** as a permanent service.
- Develop a sustainable funding model for medical rides (Town, grants, philanthropy).
- Partner with MBTA on accessibility for C-line stations and bus stop redesigns.
- Expand multilingual mobility training (Lyft, GoGo, TNCs, CharlieCard).

Success Indicators

- 10% increase in ride volume by 2028.
- Stable funding for medical transportation secured.
- Accessibility and Age-Friendly improvements completed at priority MBTA stations (e.g. C-line and bus stations)

Strategic Priority 3: Advance Dementia-Friendly & Inclusive Design Across Brookline

Objectives

- Launch a South Brookline Memory Café.
- Scale the MetroBridge dementia-friendly assessment model Town-wide.
- Integrate dementia-friendly design into parks, libraries, and municipal buildings.

Key Actions

- Publish a **Brookline Dementia-Friendly Design Guide** based on MetroBridge findings.
- Pilot dementia-friendly improvements at the Senior Center, Putterham Library, and one park.
- Train Town staff and volunteers on dementia-inclusive communication and design.

Success Indicators

- Memory Café launch by 2026.

- Three municipal sites upgraded using dementia-friendly principles (e.g. Town Hall, Senior Center, Library).
 - Brookline recognize as a Dementia-Friendly Community by 2028.
-

Strategic Priority 4: Strengthen Housing Stability, Affordability & Aging in Community

Objectives

- Ensure older adults can remain safely housed in Brookline.
- Influence zoning, development, and affordability policies.
- Expand access to supportive services in senior housing.

Key Actions

- Advocate for accessible, affordable units in new developments (e.g., Fisher Hill, 108 Centre St. community space).
- Partner with HSL, BHA, and 2Life to expand supportive services (R3 model).
- Promote ADUs, home modifications, and tax relief programs.

Success Indicators

- Increase in older-adult applicants and residents in affordable units.
 - Formalized partnership with HSL/BHA for supportive services.
 - Expanded uptake of tax exemptions, deferrals, and work-off programs.
-

Strategic Priority 5: Expand Digital Inclusion & Information Access

Objectives

- Close the digital divide for older adults.
- Strengthen multi-channel communication (digital + paper).
- Expand AFC-TV as a core information platform.

Key Actions

- Scale Tech Buddies with new devices, multilingual training, and volunteer expansion.
- Launch a “Digital Navigation Desk” at the Senior Center and libraries.

- Produce 8–10 AFC-TV episodes annually, including emergency preparedness, transportation, and housing.

Success Indicators

- 30% increase in Tech Buddies participation.
 - Digital Navigation Desk serves 500+ residents annually.
 - AFC-TV viewership increases year over year.
-

Strategic Priority 6: Improve Pedestrian Safety, Mobility & Public Space Accessibility

Objectives

- Work with Pedestrian Safety Committee and ensure older adults' needs shape major infrastructure projects.
- Continue to improve sidewalk, lighting, and crossing safety Town-wide.

Key Actions

- Influence Washington Street implementation and future Complete Streets projects.
- Advocate for pedestrian-scale lighting in the context of Dark Skies.
- Conduct annual walk audits with the Commission on Disability and PedAC.
- Promote BrookOnLine reporting for sidewalk, lighting, and vegetation issues.

Success Indicators

- Documented improvements in priority corridors.
 - Increased number of accessible parking spaces and ADA-compliant curb cuts.
 - Annual walk audit reports published.
-

Strategic Priority 7: Strengthen Social Connection, Recreation & Intergenerational Engagement

Objectives

- Reduce social isolation.
- Expand meaningful recreation and learning opportunities.

Key Actions

- Grow AOA programs, nature walks, and wellness outings.
- Expand intergenerational programs (Teen Center, schools, volunteers).
- Support BACE’s adult education expansion (Mah Jongg, ceramics, Tai Chi, tech, arts).

Success Indicators

- 25% increase in participation in recreation and social programs.
- Intergenerational programs offered quarterly.
- New programming launched in South Brookline.

Strategic Priority 8: Enhance Emergency Preparedness & Community Resilience

Objectives

- Ensure older adults are protected during climate, health, and infrastructure emergencies.

Key Actions

- Promote Smart911 and the Functional Needs Registry.
- Develop emergency plans for senior housing and large residential buildings.
- Partner with OEM on sheltering, evacuation, and communication protocols.

Success Indicators

- 50% increase in Smart911 registrations among older adults.
- Emergency plans completed for all senior housing sites.
- Annual emergency preparedness AFC-TV episode and community workshop.

Conclusion: A Roadmap for Leadership, Equity & Impact

This 2026–2028 roadmap positions Brookline to deepen its age-friendly leadership through **implementation, scaling, and institutionalization**. By building on the strong foundation of 2023–2025, the AFCC will continue driving systems-level change that ensures Brookline remains a vibrant, inclusive, and equitable community for all older adults.

1. AFCC Strategic Roadmap Matrix (2026–2028)

Aligned to AARP’s 8 Domains of Livability

AARP Domain of Strategic Priorities Livability		Key Actions	Success Indicators
1. Outdoor Spaces & Buildings	Expand dementia-friendly and accessible public spaces	• Implement MetroBridge recommendations in Senior Center, libraries, parks • Publish Brookline Dementia-Friendly Design Guide • Conduct annual walk audits with CoD & PedAC	• 3 municipal sites upgraded • Annual accessibility audit published
	Build an integrated, equitable mobility system	• Scale EV fleet & launch South Brookline Connector • Secure sustainable medical ride funding • Expand multilingual mobility training • Advocate for MBTA accessibility	• 20% increase in ride volume • Stable medical ride funding • Accessibility improvements at priority stations
3. Housing	Strengthen housing stability, affordability & aging in community	• Advocate for accessible units in new developments • Expand supportive services (HSL/BHA R3 model) • Promote ADUs, home modifications, tax relief	• Increased older-adult occupancy in affordable units • Expanded uptake of tax exemptions/deferrals
4. Social Participation	Expand recreation, learning & intergenerational engagement	• Grow AOA programs, nature walks, wellness outings • Expand BACE adult education offerings • Launch intergenerational programs with Teen Center & schools	• 25% increase in participation • Quarterly intergenerational programs
5. Respect & Social Inclusion	Reduce isolation and strengthen community belonging	• Launch Memory Café • Expand Wisdom Café & Talking Tech	• Memory Café launched • Increased

AARP Domain of Strategic Priorities Livability (2026–2028)		Key Actions	Success Indicators
6. Civic Participation & Employment	Increase older-adult voice in Town planning & governance	• Promote neighborhood-based “Senior Center Without Walls” • Formalize AFCC advisory role in major Town plans (Comprehensive Plan, OSRP, CARP, CHIP) • Recruit older adults for boards & commissions • Publish annual Age-Friendly Impact Report	• participation in social-connection programs • Older-adult representation increases • Annual report adopted by Select Board
	7. Communication & Information Strengthen multi-channel communication & digital inclusion	• Scale Tech Buddies & Digital Navigation Desk • Produce 8–10 AFC-TV episodes annually • Expand paper-based outreach	• 30% increase in Tech Buddies participation • AFC-TV viewership grows year over year
	8. Community & Health Services Improve access to health, emergency preparedness & supportive services	• Integrate AFHS 4Ms into community health planning • Promote Smart911 & Functional Needs Registry • Support CHIP implementation	• 50% increase in Smart911 registrations • CHIP goals advanced with older-adult metrics

2. AFCC Website Summary (Public-Facing)

Clear, accessible, and written for residents, partners, and Town staff

Age-Friendly Cities Committee: 2026–2028 Strategic Roadmap

Brookline is proud to be part of the AARP Network of Age-Friendly States and Communities. Building on major accomplishments from 2023–2025, the Age-Friendly Cities Committee

(AFCC) has developed a three-year roadmap to strengthen Brookline’s livability for older adults across all eight AARP Domains of Livability.

Our Vision

Brookline will remain a national leader in age-friendly innovation—expanding mobility, housing stability, health access, social connection, and inclusive design so that all older adults can thrive in our community.

Our Priorities for 2026–2028

- **Transportation:** Expand mobility options, including new electric vehicles, improved South Brookline service, and accessible MBTA stations.
- **Housing:** Support affordable, accessible housing and strengthen services for residents aging in community.
- **Health & Wellness:** Advance the Community Health Improvement Plan (CHIP), promote emergency preparedness, and expand dementia-friendly programs.
- **Social Participation:** Grow recreation, learning, and intergenerational programs that reduce isolation and build community.
- **Outdoor Spaces:** Improve accessibility of parks, sidewalks, lighting, and public buildings.
- **Communication:** Expand Tech Buddies, AFC-TV, and paper-based outreach to ensure all residents can access information.
- **Civic Engagement:** Increase older-adult participation in Town planning, boards, and commissions.
- **Age-Friendly Governance:** Complete Brookline’s AARP re-designation and embed age-friendly principles into Town operations.

What’s New

- A South Brookline Memory Café
- A dementia-friendly design guide for municipal spaces
- Expanded electric-vehicle transportation services
- A Digital Navigation Desk at the Senior Center and libraries
- Annual walk audits and accessibility improvements
- A public dashboard tracking age-friendly progress

Our Commitment

The AFCC works closely with the Council on Aging, Health Department, Recreation, Library, DPW, Emergency Management, and community partners to ensure Brookline remains a welcoming, inclusive, and supportive place for residents of all ages.

Add roster

History

Mission



Caitlin Starr, Assistant Director

11 Pierce St.
Brookline, MA 02245
617-730-2326

Memorandum

To: Brookline Select Board
From: Caitlin Starr, Assistant Director
Date: June 17, 2026
Re: Approval of Grant Funds for BAAFN FY27
CC: Melanie Otsuka

Chairperson Pearlman,

The Office of Diversity, Equity, Inclusion, and Community Relations seeks the Select Board's authorization to accept \$5,000.00 in Grant funds from the Asian Community Fund at the Boston Foundation.

These grant funds are to be appropriated into account 5200SH07 and used for the Brookline Asian American Family Network's operating expenses in FY27.

Thank you for considering this request.

Sincerely,

Caitlin Starr, MPH, CDE
Office of Diversity, Equity, Inclusion, and Community Relations - Town of Brookline
Assistant Director
11 Pierce Street
Brookline, MA 02445
617-730-2345

Memorandum

To: David Pearlman, Select Board Chair

From: Emily Williams, Director, Brookline Senior Center/ Council on Aging

Date: June 1, 2026

Re: AARP Network of Age-Friendly States and Communities Redesignation Letter of Commitment

Dear Chair Pearlman,

The Age-Friendly Cities Committee (AFCC) respectfully requests that the Select Board vote to support and authorize Brookline's application for redesignation within the AARP Network of Age-Friendly States and Communities. As the proud first town in New England to join this global movement under the World Health Organization, Brookline has long pioneered municipal age-readiness. Sustaining our official active standing in the AARP network preserves this legacy, boosts the town's national visibility, and positions Brookline for competitive AARP Community Challenge grant opportunities.

For the past 14 years, AFCC has worked in close collaboration with the Brookline Council on Aging/Senior Center to involve citizen members and volunteers in a range of activities targeting the needs and interests of Brookline's older population. This enduring collaboration has allowed the Town of Brookline to enhance its reach and involvement of older adults at the Senior Center and beyond.

To satisfy AARP's strict redesignation cycle requirements, our committee has spent the last year evaluating local progress and modernizing our strategy. The final submission package includes:

1. The Updated Community Assessment: A fresh review of local demographic data identifying current gaps, strengths, and evolving community priorities.
2. The 3-Year Action Plan (2026–2028): An updated implementation roadmap addressing housing, transit, public spaces, and health services in line with [AARP's 8 Domains of Livability](#).
3. The Progress Report: An overview of recent successes, detailed in our attached Goals & Accomplishments document.



Emily J. Williams, Director

Senior Center
93 Winchester St.
Brookline, MA 02446
617-730-2777

Today, the AFCC coordinates with over 30 external partner organizations and directly collaborates with Town departments to ensure Brookline's physical infrastructure and municipal services evolve alongside our aging population. To formalize this application, AARP requires an updated letter of commitment signed by the town's highest executive authority. We kindly request that the Select Board vote to approve this submission and authorize you to sign the accompanying AARP commitment letter. We are available to discuss this upcoming cycle and answer any questions at an upcoming Select Board meeting.

Sincerely,

A handwritten signature in black ink, appearing to be "Emily Williams", with a long, horizontal flourish extending to the right.

Emily Williams

Director, Brookline Council on Aging and Senior Center
Co-chair, Age-Friendly Cities Committee

DRAFT COVER LETTER

Transmittal of the Age-Friendly Cities Committee Progress Report & Action Plan
From the Chair of the Select Board

June 1, 2026

Dear Colleagues and Community Partners,

On behalf of the Select Board, I am pleased to transmit the Age-Friendly Cities Committee's 2023–2025 Progress Report and the accompanying 2026–2028 Action Plan. These documents reflect three years of sustained, cross-departmental work to strengthen Brookline's commitment to being an inclusive, accessible, and supportive community for older adults.

Brookline's **older residents now represent nearly one in five members of our community**. Their needs, contributions, and lived experiences are central to our long-term planning. The Age-Friendly Cities Committee has played a critical role in ensuring that Town policies, programs, and investments reflect this reality. The progress report highlights major achievements across transportation, housing, health, pedestrian safety, emergency preparedness, digital inclusion, and social connection. It also documents Brookline's continued leadership as an AARP-designated Age-Friendly Community and our alignment with the Commonwealth's ReiMagine Aging 2030 framework.

The accompanying three-year Action Plan builds on this momentum. It outlines clear priorities across the eight domains of livability, identifies responsible departments and partners, and provides a roadmap for measurable progress. The plan reflects the Town's commitment to equity, accessibility, and intergenerational engagement, and it positions Brookline to continue leading statewide efforts in age-friendly municipal innovation.

I want to extend my gratitude to the Age-Friendly Cities Committee, the Council on Aging, and the numerous Town departments and community partners who drove this work forward. Their collaboration and shared commitment demonstrate the best of Brookline's civic spirit.

The Select Board looks forward to continued partnership as we advance the next phase of this important work. Thank you for your leadership, your advocacy, and your ongoing service to the community.

Sincerely,

[Name]

Chair, Brookline Select Board

SELECT BOARD

David Pearlman, Chair
Michael Rubenstein, Vice Chair
Bernard Greene
Amanda Zimmerman
Anthony Buono



BROOKLINE
MASSACHUSETTS

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

June 30, 2026

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The Select Board looks forward to continued partnership as we advance the next phase of this important work. Thank you for your leadership, your advocacy, and your ongoing service to the community.

Sincerely,

David Pearlman
Chair, Brookline Select Board

Memorandum

To: Select Board

From: Tanya Hong, Assistant Director for Operations

Date: June 8, 2026

Re: **FY26 Request for Appropriation Transfer for Utility Expenses**

CC: John Kleschinsky, Director of PHHS
Chas Carey, Town Administrator
Melissa Goff, Deputy Town Administrator

The Department of Public Health & Human Services (PHHS) requests approval to transfer \$2,000 from the Services account to the following utilities account:

	Org #	Org Name	Obj #	Obj Name	Amount
From:	51005110	Health	524010	Services	\$2,000
To:	51005110	Health	561011	Natural Gas	\$2,000

Utility costs for the Public Health Center have continued to increase. This transfer is necessary to ensure adequate funding for utility expenses through the end of FY26

Thank you for your attention and consideration of my request.

TOWN OF BROOKLINE

REQUEST FOR APPROPRIATION TRANSFER

DATE: 06/08/2026

To the Select Board:

Authority is hereby requested for permission to make the following transfer(s) within the appropriation for the Public Health and Human Services

Department Name

	<u>ORG #</u>	<u>ORG NAME</u>	<u>OBJECT #</u>	<u>OBJ NAME</u>	<u>AMOUNT</u>
FROM:	51005110	Health	524010	Services	\$2,000
TO:	51005110	Health	561011	Natural Gas	\$2,000

FROM:					
TO:					

FROM:					
TO:					

FROM:					
TO:					

FROM:					
TO:					

John Kleschinsky
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

TOWN OF BROOKLINE

REQUEST FOR APPROPRIATION TRANSFER

DATE: 6/9/2026

To the Select Board:

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:	16201620	ELECTIONS	531012	OFFICE SUPPLIES	\$540
TO:	16201610	PUBLIC RECORDS	553010	PROFESSIONAL DUES/MEMBERS	\$540

FROM:					
TO:					

FROM:					
TO:					

FROM:					
TO:					

FROM:					
TO:					

Ben Kaufman
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



Memorandum

To: Select Board
From: Dan Murphy, Director of Engineering and Transportation
Date: June 26th, 2026
Re: Acceptance of MassDOT Vulnerable Road User (VRU) Assessment project: Traffic Signal Improvements at Municipally Owned Signal Grant
Cc: Chas Carey, Town Administrator

The Department of Public Works is pleased to inform the Select Board that the Town has been selected to receive traffic signal equipment through the Massachusetts Department of Transportation's Vulnerable Road User (VRU) Assessments Project: Traffic Signal Improvements at Municipally Owned Signals. The equipment package is intended to improve the safety of roadway users, including pedestrians, bicyclists, and other vulnerable road users, at high-risk signalized intersections. The equipment includes 5 Accessible Pedestrian Signal pedestrian push buttons, 39 signal backplates with yellow reflective borders, 3 "Turning Traffic Must Yield to Pedestrians" signs, and 18 traffic signal visors. The grant is valued at approximately \$35,000.

Please find attached materials for the Massachusetts Department of Transportation Memorandum of Agreement (MOA). Under the MOA, MassDOT will procure and deliver the traffic signal equipment at no cost to the Town. The Town will be responsible for installation of the equipment, and any other work needed to complete the installations. Installation will be paid with Vision Zero capital funding that is available and already approved by Town Meeting.

The locations identified for the traffic signal equipment are within Brookline's Vision Zero High Priority Network. The Town's Vision Zero Action Plan identifies traffic signal improvements, including improved pedestrian accessibility, visibility, and signal equipment upgrades, as important systemic safety interventions to improve safety for vulnerable roadway users.

The following 13 intersections are included in the MassDOT VRU traffic signal equipment procurement:

1. Washington Street and Brookline Avenue
2. Washington Street and Emerald Necklace Crossing
3. Brookline Avenue and Pearl Street
4. High Street and Walnut Street
5. Longwood Avenue and Saint Paul Street
6. Longwood Avenue and Kent Street
7. Longwood Avenue and Chapel Street
8. Harvard Street and Babcock Street
9. Harvard Street and Beacon Street / Coolidge Corner
10. High Street and Cypress Street
11. Kent Street and Aspinwall Avenue
12. Beacon Street and Charles Street
13. Beacon Street and Hawes Street

This grant significantly reduces the overall cost to the Town for these traffic signal safety improvements. Staff recommends that the Select Board vote to accept a traffic signal equipment supply grant valued at approximately \$35,000 through this program and authorize the Town Administrator to execute the MOA with MassDOT.

MEMORANDUM OF AGREEMENT
VULNERABLE ROAD USER (VRU) ASSESSEMENTS PROJECT:
TRAFFIC SIGNAL IMPROVEMENTS AT MUNICIPALLY OWNED
SIGNALS

This Memorandum of Agreement (“Agreement”) is made and entered into by and between the Massachusetts Department of Transportation, established pursuant to Chapter 6C of the General Laws, as amended, having its principal place of business at Ten Park Plaza, Boston, Massachusetts, 02116 (“MassDOT”), and the CITY/TOWN of _____, Brookline, MA, a municipal corporation and political subdivision of the Commonwealth of Massachusetts (“Municipality”). The Municipality and MassDOT are each sometimes referred to individually herein as a “Party”, and collectively as the “Parties.”

RECITALS

WHEREAS, to improve safety for Vulnerable Road Users (VRU) in the Commonwealth of Massachusetts, MassDOT intends to procure certain materials to assist municipalities with improvements or modifications to existing traffic signals at high-risk intersections within municipally owned roadways; and

WHEREAS, Municipality has requested that MassDOT provide the materials identified in Exhibit A (the “**Items**”) to modify or upgrade the applicable existing traffic signal equipment at the high-risk intersections identified in Exhibit B (the “**Locations**”), which are within municipally owned public roadway(s); and

WHEREAS, MassDOT has confirmed that Municipality is listed in the 2023 Massachusetts Vulnerable Road Users (VRU) Safety Assessment as a top 5 percent VRU community for pedestrian and bicyclist safety concerns, and has approved Municipality’s request; and

WHEREAS, Municipality has agreed to install the Items at the Locations at its own expense; and

WHEREAS, MassDOT and Municipality seek to confirm their respective rights and obligations in connection with the Items as set forth in this Agreement.

NOW, THEREFORE, in consideration of the premises herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Recitals.** The recitals in this Agreement are true and correct, and are incorporated herein by reference and made part of this Agreement.
2. **Items.** MassDOT agrees to provide Municipality with the Items identified in Exhibit A. MassDOT will fund the entire cost of the Items, including the cost of delivery to Municipality at a location agreed to by the Parties. Upon delivery, ownership of the Items will transfer to Municipality.

It is understood and agreed that MassDOT's procurement of the Items is contingent upon availability and continued appropriation of federal funds, and if for any reason whatsoever, such funds are terminated or reduced or otherwise become unavailable, MassDOT may terminate this Agreement immediately.

3. **Installation.** Municipality, at its sole expense, shall install the Items at the Locations identified in Exhibit B, in accordance with the plans contained in Exhibit C applicable to each Location. Aside from funding and providing the Items, MassDOT shall have no further obligations. Municipality shall provide all necessary labor, materials, equipment, and other services necessary to install the Items in accordance with vendor specifications. Municipality shall comply with all federal, state, and local laws, ordinances, rules and regulations applicable to the installation of the Items. Municipality shall install each Item in conformance with the following: (1) MassDOT standards for such devices; (2) applicable Public Right-of-Way Accessibility Guidelines (PROWAG) (<https://www.access-board.gov/prowag/>), including by not limited to, those requirement found in Chapter 4; and (3) applicable Architectural Access Board Regulations, including but not limited to, 501 C.M.R. 20.00 - 22.00. Prior to installation, Municipality shall also obtain, at its sole cost and expense, any and all applicable permits, approvals, including local approvals, and/or clearances required by local and state agencies, commissions, or bodies necessary for the completion of the project. Municipality's failure to comply with any requirement of this paragraph shall constitute a material breach of this Agreement and MassDOT may require Municipality to correct the deficiency at its own expense.

Municipality shall install each Item within ninety (90) days of its delivery to Municipality. In the event that Municipality cannot complete the installation within the ninety-day period due to extraordinary circumstances, it may request an extension. Any request for an extension must be made in writing to MassDOT soon as practicably possible, but not later than sixty (60) days after Municipality's receipt of the Item. Municipality's request shall include a justification describing the extraordinary circumstances for the requested extension, the anticipated installation date, and any other information deemed necessary by MassDOT. After conferring with FHWA, MassDOT, in its sole and exclusive discretion, may agree to grant said request for an extension of time if it finds that sufficient justification has been provided by the Municipality. If Municipality fails to install a Item within the ninety-day period without an approved extension, ownership of the Item shall revert to MassDOT and Municipality must return the Item to MassDOT at its sole expense.

Within seven (7) days of installing each Item, Municipality shall provide MassDOT with a photograph depicting the Item as installed and documentation, in a form acceptable to MassDOT, evidencing the Item's location and the date of its installation.

4. **Operation and Maintenance.** Municipality, at its own expense, shall be solely responsible for the operation, maintenance, and repair of each Item until the earlier of (1) the Item's useful life or, (2) the remainder of the useful life of the existing traffic signal on which the Item is installed. The Items shall be operated and maintained in accordance with the applicable provisions of the most recent edition of the *Manual on Uniform Traffic Control Devices* (MUTCD). The provisions of this Section shall survive the expiration or earlier termination of this Agreement. Failure on the part of Municipality to fulfill its

responsibilities for the proper maintenance and operation of the Items may disqualify Municipality from participation in future Federal Aid Projects in which Municipality has maintenance responsibility. Municipality's obligations under this Section shall survive the expiration or earlier termination of this Agreement.

5. **Term.** This Agreement shall be effective as of the date of full execution by Municipality and MassDOT and, unless terminated earlier as provided herein or otherwise agreed in writing by the Parties, shall remain in full force and effect for a period of two (2) years after Municipality's receipt of the Items. This Agreement may be terminated by mutual agreement of the Parties, upon such terms and conditions as the Parties may mutually agree upon. Such termination shall be effective in accordance with a written agreement by the Parties.

In addition, MassDOT may, by written notice to Municipality, terminate this Agreement in any one of the following circumstances:

- (a) The Municipality neglects or fails to comply with any provision of this Agreement in accordance with its terms or within the time specified for performance herein, and Municipality fails to cure any such failure within thirty (30) calendar days after receipt of notice specifying such failure. In the event this Agreement is terminated pursuant to this provision, MassDOT shall not be liable to the Municipality for any costs incurred or burdens assumed upon or subsequent to, and associated with, such termination.
- (b) The applicable Federal funding source fails to appropriate or otherwise make available funds for the Agreement. In the event this Agreement is terminated pursuant to this provision, MassDOT shall not be liable to Municipality for any costs.

In the event that MassDOT terminates this Agreement subsequent to the delivery of an Item to Municipality but prior to its installation, Municipality shall, at its expense, return the Item to the applicable MassDOT District Office.

6. **Compliance with Laws.** Municipality, in meeting its obligations hereunder, shall comply with all applicable federal, state, county, municipal and other governmental statutes, laws, rules, orders, regulations and ordinances. Municipality's obligations under this Section 6 shall survive the expiration or earlier termination of this Agreement.
7. **Indemnification.** To the extent permitted by the laws of the Commonwealth, Municipality shall indemnify, defend (at Municipality's sole expense and with counsel reasonably acceptable to MassDOT), and hold harmless MassDOT and all of MassDOT's officers, agents, and employees, from and against any and all suits, claims, proceedings, liabilities, losses damages, penalties, charges and expenses (including attorneys' fees and experts' fees) of every name and nature, based on or arising out of any actual or alleged loss or injury (including death) to persons or damage to real or tangible property that are caused or alleged to be caused, in whole or in part, by, or to arise out of the acts or omissions of, Municipality, or its employees, contractors, subcontractors, or agents, in its performance of the obligations set forth herein.

Municipality's obligations under this Section 7 shall survive the expiration or earlier termination of this Agreement.

8. **Notices.** Any notices required or permitted to be given hereunder shall be given in writing and shall be delivered (a) in person, (b) by certified or registered mail, postage prepaid, return receipt requested, or (c) by a commercial overnight courier that guarantees next day delivery and provides a receipt. Such notices shall be addressed as follows:

If to MassDOT: Massachusetts Department of Transportation
Highway Division of Traffic & Safety Engineering
10 Park Plaza, Suite 7520
Boston, MA 02116
Attention: _____

If to Municipality: _____
Engineering & Transportation
333 Washington St, 4th Floor
Brookline, MA 02445

Attention: _____

or to such other address as either Party may from time to time specify in writing to the other Party. Any notice shall be effective only upon delivery.

9. **Authority.** The individuals executing this Agreement represent that they are empowered and duly authorized to so execute this Agreement on behalf of the Parties they represent.
10. **Miscellaneous.** This Agreement represents the entire agreement between the Parties with respect to the subject matter hereof, superseding any prior oral or written agreements or understandings regarding the same, and any modification amendment or change to the terms and conditions hereof shall be binding only when expressed in writing and signed by both Parties hereto. This Agreement may be signed in multiple counterparts each of which shall be deemed an original, but all of which when taken together shall constitute one and the same instrument. This Agreement shall be governed by and interpreted in accordance with the laws of the Commonwealth of Massachusetts, without regard to its choice of law rules. If any provision or condition of this Agreement shall be deemed invalid or unenforceable, the remaining provisions and conditions shall remain in full force and effect and shall be valid and enforceable to the fullest extent permitted by law.

REMAINDER OF PAGE LEFT INTENTIONALLY BLANK
SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, Municipality and MassDOT have caused this Agreement to be executed by their duly authorized officers or representatives.

MASSACHUSETTS DEPARTMENT
OF TRANSPORTATION

MUNICIPALITY

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

EXHIBIT A - ITEMS

Table 12: Brookline Summary of Procurement Items

Intersection	Description										
	819.850 Accessible Pedestrian Signal (APS) Pushbutton (EA)		819.852 Push Button for Walk Signal (Sign) (EA)		818.80 Non-Louvered Backplates and Reflectorized Borders for 8 Inch Post Mounted Signal (EA)	818.81 Non-Louvered Backplates and Reflectorized Borders for 12 Inch Post Mounted Signal (EA)	818.82 Non-Louvered Backplates and Reflectorized Borders for Combination 8/12 Inch Post Mounted Signal (EA)	832. Warning- Regulatory and Route Marker (SF)	818.06 12" Signal Lenses (EA)	818.08 Visors for 8 Inch Signal (EA)	818.07 Visors for 12 Inch Signal (EA)
	Left Arrow	Dual Arrow	Left Arrow	Dual Arrow	3 Section	3 Section	3 Section	R10-15L	Yellow		
Washington Street/Brookline Avenue	1	-	1	-	-	-	-			-	-
Washington Street and Emerald Necklace Crossing	-	1	-	1	-	-	-		-	-	-
Brookline Avenue and Pearl Street	-	-	-	-	-	2	-		-	-	-
High Street and Walnut Street	2	-	2	-	-	-	-	-	-	-	-
Longwood Avenue and Saint Paul Street	-	-	-	-	6	1	-	-	-	4	-
Longwood Avenue and Kent Street	-	-	-	-	4	4	-	-	-	5	-
Longwood Avenue and Chapel Street	-	-	-	-	-	3	-	-	-	-	-
Harvard Street and Babcock Street	-	-	-	-	-	4	-	14	1	-	-
Harvard Street and Beacon Street	-	-	-	-	-	-	-	-	-	-	-
High Street and Cypress Street	1	-	1	-	-	6	-	-	-	-	2
Kent Street and Aspinwall Avenue	-	-	-		-	4	4	-	-	4	3
Beacon Street and Charles Street	-	-	-		-	1	-	-	-	-	-
Beacon Street and Hawes Street	-	-	-	-	-	-	-	-	-	-	-
TOTAL	4	1	4	1	10	25	4	14	1	13	5

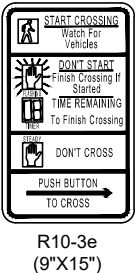
EXHIBIT B - LOCATIONS

1. Washington Street and Brookline Avenue
2. Washington Street and Emerald Necklace Crossing
3. Brookline Avenue and Pearl Street
4. High Street and Walnut Street
5. Longwood Avenue and Saint Paul Street
6. Longwood Avenue and Kent Street
7. Longwood Avenue and Chapel Street
8. Harvard Street and Babcock Street
9. Harvard Street and Beacon Street (Coolidge Corner)
10. High Street and Cypress Street
11. Kent Street and Aspinwall Avenue
12. Beacon Street and Charles Street
13. Beacon Street and Hawes Street

EXHIBIT C - PLANS



MAJOR ITEMS REQUIRED		
PAY ITEM	QUANTITY	ITEM
816.50	1 LS	TRAFFIC EQUIPMENT REMOVED AND STACKED
819.850	1 EA	ACCESSIBLE PEDESTRIAN SIGNAL (APS)
819.852	1 EA	PUSH BUTTON FOR WALK SIGNAL (SIGN)
819.6	1 LS	TRAFFIC SIGNAL CONTROLLER MODIFICATIONS
PLUS ALL NECESSARY DUCT, CABLE, LABOR, MISCELLANEOUS MATERIAL AND EQUIPMENT TO COMPLETE THE INSTALLATION.		



LEGEND	
EXISTING	PROPOSED
	PEDESTRIAN SIGNAL HEAD
	APS PUSH BUTTON
	TRAFFIC SIGNAL HEAD
	TRAFFIC SIGNAL CABINET
	SIGN

- NOTES:
1. APS SPEECH MESSAGE "WAIT" SHALL BE PROGRAMMED FOR P8.
 2. P8 SHOULD BE EQUIPPED WITH A TACTILE ARROW POINTING TO THE LEFT.
 3. ARROWS ON PROPOSED R10-3e SIGNS SHALL MATCH THE ORIENTATION OF THE TACTILE ARROWS OF THE ASSOCIATED PUSHBUTTON.



SCALE: 1" = 30'

Bowman

Washington Street and Brookline Avenue

Phase	Movement	Roadway	Calculated Intervals		Existing Intervals		Recommended Intervals	
			Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)
φ6	EBT	Washington Street	4.0	1.5	4.0	5.0	4.0	5.0
φ1	EBL		3.0	3.5	3.0	3.5	3.0	3.5
φ2	WBT		4.0	1.5	4.0	5.0	4.0	5.0
	WBL		3.0	5.0				
φ3	NBT	Brookline Avenue	3.0	2.0	4.0	4.0	4.0	4.0
	NBL		3.0	2.5				
φ4	SBT		3.5	2.0	4.0	3.5	4.0	3.5
	SBL		3.0	2.0				

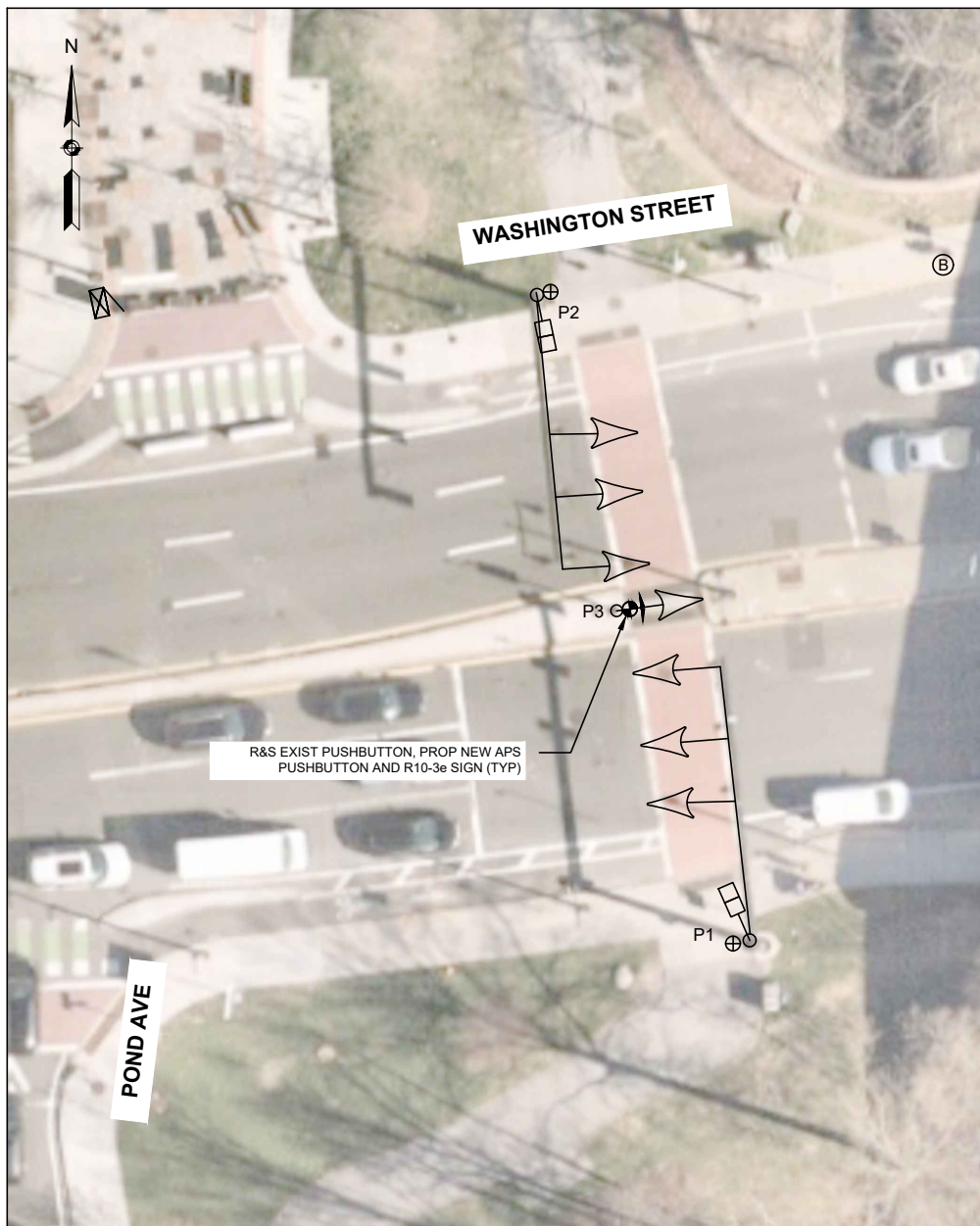
Yellow clearance and all-red interval calculations are based on MassDOT Guidance dated January 8, 2013.

Turning speed for all turning movements considered to be 20 mph.

Speeds based on posted speed limit + 7 mph

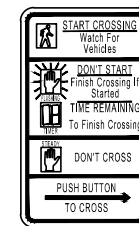
Calculated values for yellow and all-red clearance Interval are rounded to the nearest half-second (0.5s), using the following methodology:

- * Values ending in n.0 to n.1 should be rounded down to the nearest whole number;
- * Values ending in n.2 to n.4 should be rounded up to the half-second;
- * Values ending in n.6 should be rounded down to the half-second;
- * Values ending in n.7 to n.9 should be rounded up to the next whole number.



MAJOR ITEMS REQUIRED

PAY ITEM	QUANTITY	ITEM
816.50	1 LS	TRAFFIC EQUIPMENT REMOVED AND STACKED
819.850	1 EA	ACCESSIBLE PEDESTRIAN SIGNAL (APS)
819.852	1 EA	PUSH BUTTON FOR WALK SIGNAL (SIGN)
819.6	1 LS	TRAFFIC SIGNAL CONTROLLER MODIFICATIONS
PLUS ALL NECESSARY DUCT, CABLE, LABOR, MISCELLANEOUS MATERIAL AND EQUIPMENT TO COMPLETE THE INSTALLATION.		



R10-3e
(9"X15")

LEGEND

EXISTING



PEDESTRIAN SIGNAL HEAD

APS PUSH BUTTON

TRAFFIC SIGNAL HEAD

TRAFFIC SIGNAL CABINET

BUS STOP

PROPOSED



NOTES:

1. APS SPEECH MESSAGE "WAIT" SHALL BE PROGRAMMED FOR P3.
2. P3 SHOULD BE EQUIPPED WITH A DUAL TACTILE ARROW (RIGHT AND LEFT).
3. ARROWS ON PROPOSED R10-3e SIGNS SHALL MATCH THE ORIENTATION OF THE TACTILE ARROWS OF THE ASSOCIATED PUSHBUTTON.



SCALE: 1" = 30'

VULNERABLE ROAD USER ASSESSMENT

WASHINGTON ST AND EMERALD CROSSING
BROOKLINE, MA

Bowman

Washington Street and Emerald Necklace Crossing

Phase	Movement	Roadway	Calculated Intervals		Existing Intervals		Recommended Intervals	
			Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)
φ2 and φ6	EBT	Washington Street	4.0	1.0	3.0	4.0	4.5	1.0
	WBT		4.5	1.0	3.0	1.0	4.5	1.0

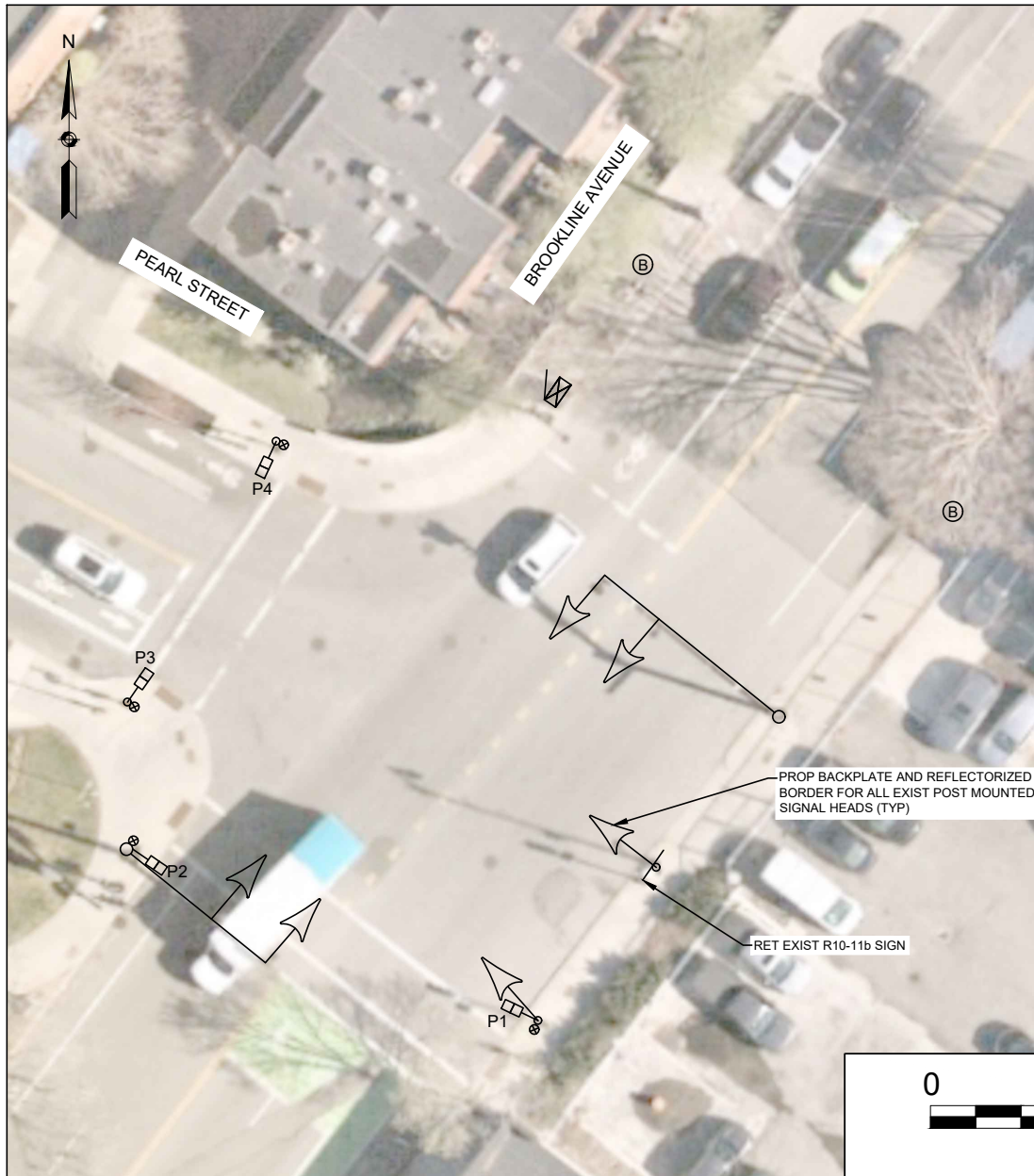
Yellow clearance and all-red interval calculations are based on MassDOT Guidance dated January 8, 2013.

Turning speed for all turning movements considered to be 20 mph.

Speeds based on posted speed limit + 7 mph

Calculated values for yellow and all-red clearance Interval are rounded to the nearest half-second (0.5s), using the following methodology:

- * Values ending in n.0 to n.1 should be rounded down to the nearest whole number;
- * Values ending in n.2 to n.4 should be rounded up to the half-second;
- * Values ending in n.6 should be rounded down to the half-second;
- * Values ending in n.7 to n.9 should be rounded up to the next whole number.



MAJOR ITEMS REQUIRED

PAY ITEM	QUANTITY	ITEM
818.81	2 EA	BACKPLATES AND REFLECTORIZED BORDERS FOR 12 INCH SIGNAL HEAD
819.6	1 LS	TRAFFIC SIGNAL CONTROLLER MODIFICATIONS
PLUS ALL NECESSARY DUCT, CABLE, LABOR, MISCELLANEOUS MATERIAL AND EQUIPMENT TO COMPLETE THE INSTALLATION.		



R10-11b

LEGEND

EXISTING

- PEDESTRIAN SIGNAL HEAD
- APS PUSH BUTTON
- TRAFFIC SIGNAL HEAD
- TRAFFIC SIGNAL CABINET
- BUS STOP SIGN
- SIGN



SCALE: 1" = 30'

VULNERABLE ROAD USER ASSESSMENT

BROOKLINE AVE AND PEARL ST
BROOKLINE, MA

Bowman

Brookline Avenue and Pearl Street

Phase	Movement	Roadway	Calculated Intervals		Recommended Intervals	
			Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)
	EBT	Pearl Street	3.5	1.0	3.5	3.0
	EBL		3.0	3.0		
	NBT	Brookline Avenue	3.5	1.5	3.5	2.0
	NBL		3.0	2.0		
	SBT		3.0	1.0		

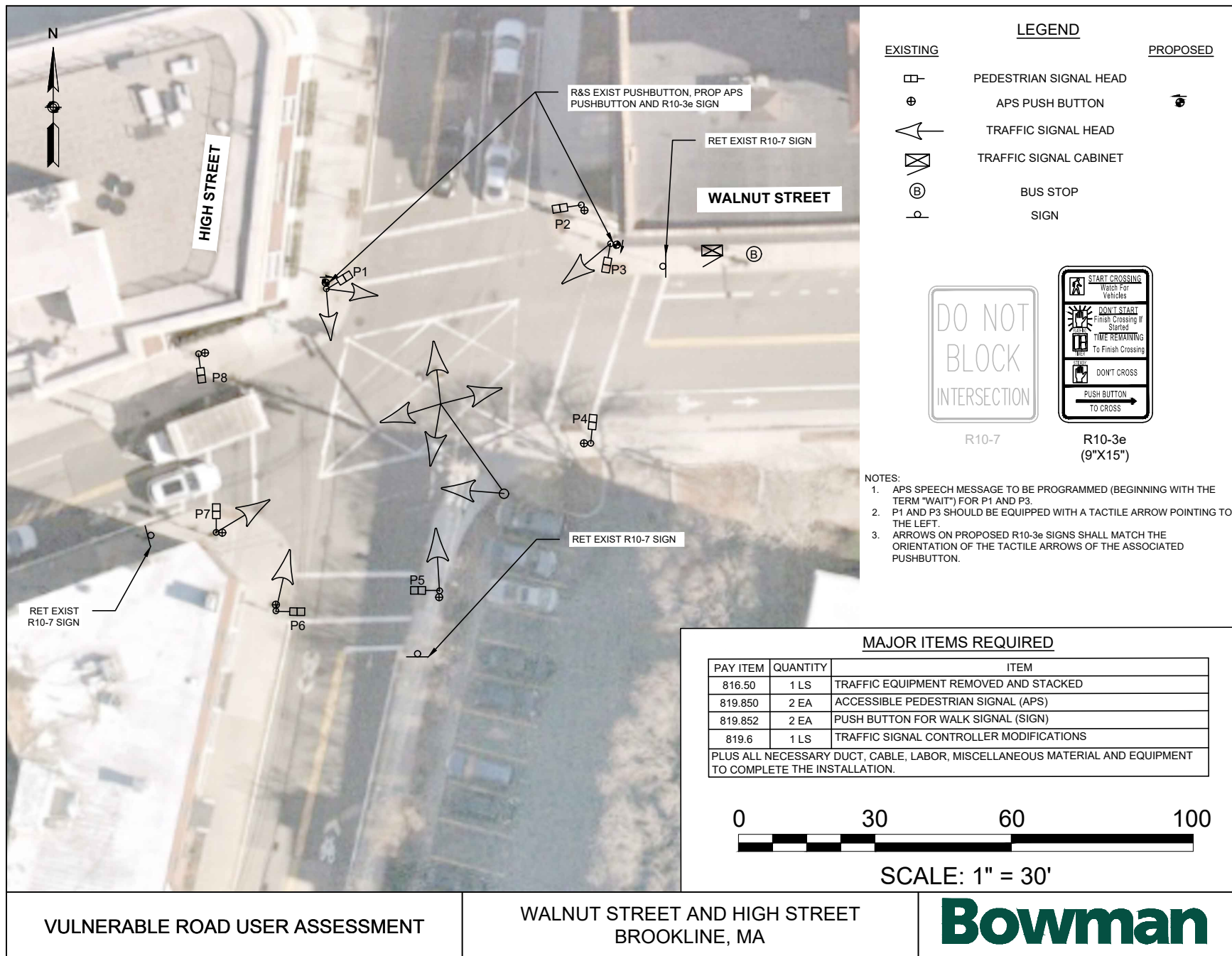
Yellow clearance and all-red interval calculations are based on MassDOT Guidance dated January 8, 2013.

Turning speed for all turning movements considered to be 20 mph.

Speeds based on posted speed limit + 7 mph

Calculated values for yellow and all-red clearance Interval are rounded to the nearest half-second (0.5s), using the following methodology:

- * Values ending in n.0 to n.1 should be rounded down to the nearest whole number;
- * Values ending in n.2 to n.4 should be rounded up to the half-second;
- * Values ending in n.6 should be rounded down to the half-second;
- * Values ending in n.7 to n.9 should be rounded up to the next whole number.



VULNERABLE ROAD USER ASSESSMENT

WALNUT STREET AND HIGH STREET
BROOKLINE, MA

Bowman

Walnut Street and High Street

Phase	Movement	Roadway	Calculated Intervals		Existing Intervals		Recommended Intervals	
			Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)
φ6	EBT	Walnut Street	4.0	1.0	4.0	3.0	4.0	3.0
	EBL		3.0	3.0				
φ2	WBT		3.5	1.0				
	WBL		3.0	2.5				
φ8	NBT	High Street	4.5	1.5	4.0	2.0	4.5	2.0
	NBL		3.5	2.0				
φ4	SBT		3.5	1.0				
	SBL		3.0	1.5				

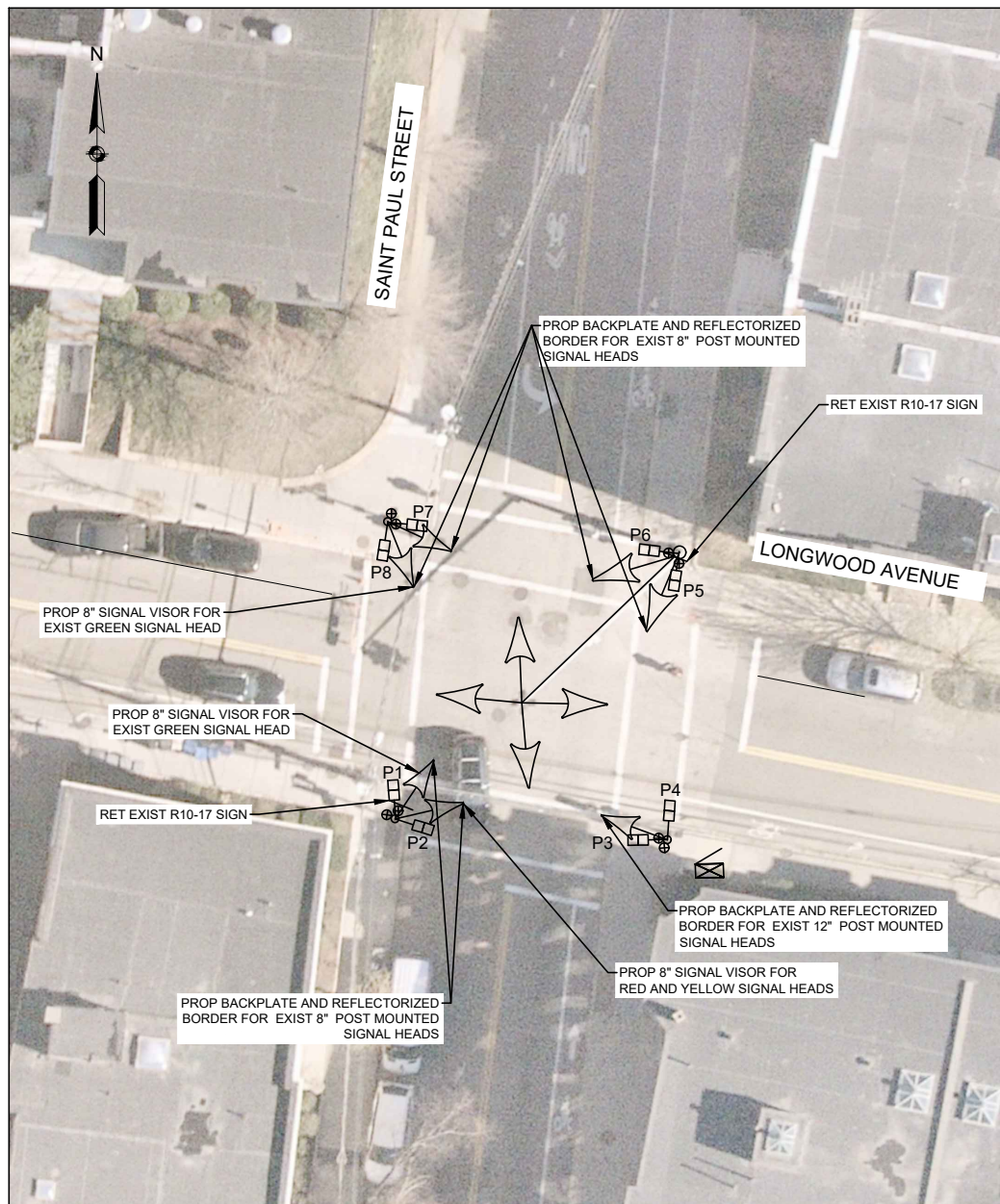
Yellow clearance and all-red interval calculations are based on MassDOT Guidance dated January 8, 2013.

Turning speed for all turning movements considered to be 20 mph.

Speeds based on posted speed limit + 7 mph

Calculated values for yellow and all-red clearance Interval are rounded to the nearest half-second (0.5s), using the following methodology:

- * Values ending in n.0 to n.1 should be rounded down to the nearest whole number;
- * Values ending in n.2 to n.4 should be rounded up to the half-second;
- * Values ending in n.6 should be rounded down to the half-second;
- * Values ending in n.7 to n.9 should be rounded up to the next whole number.



MAJOR ITEMS REQUIRED

PAY ITEM	QUANTITY	ITEM
818.08	4 EA	VISOR FOR 8 INCH SIGNAL HEAD
818.81	1 EA	BACKPLATES AND REFLECTORIZED BORDERS FOR 12 INCH SIGNAL HEAD (3 SECTION)
818.80	6 EA	BACKPLATES AND REFLECTORIZED BORDERS FOR 8 INCH SIGNAL HEAD (3 SECTION)
819.6	1 LS	TRAFFIC SIGNAL CONTROLLER MODIFICATIONS
PLUS ALL NECESSARY DUCT, CABLE, LABOR, MISCELLANEOUS MATERIAL AND EQUIPMENT TO COMPLETE THE INSTALLATION.		

LEGEND

EXISTING

-  PEDESTRIAN SIGNAL HEAD
-  APS PUSH BUTTON
-  TRAFFIC SIGNAL HEAD
-  TRAFFIC SIGNAL CABINET
-  SIGN



R10-17



SCALE: 1" = 30'

VULNERABLE ROAD USER ASSESSMENT

LONGWOOD AVENUE AND SAINT PAUL STREET
BROOKLINE, MA

Bowman

Saint Paul Street and Longwood Avenue

Phase	Movement	Roadway	Calculated Intervals		Existing Intervals		Recommended Intervals	
			Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)
2 and 6	EBT	Longwood Avenue	4.0	1.0	3.0	1.0	4.0	1.0
	EBL		3.0	1.5				
	WBT		3.0	1.0				
	WBL		3.0	2.0				
4 and 8	NBT	Saint Paul Street	3.0	1.0	3.0	1.0	3.0	1.5
	NBL		3.0	1.5				
	SBT		3.0	1.0				
	SBL		3.0	1.5				

20 mph "safety zone"

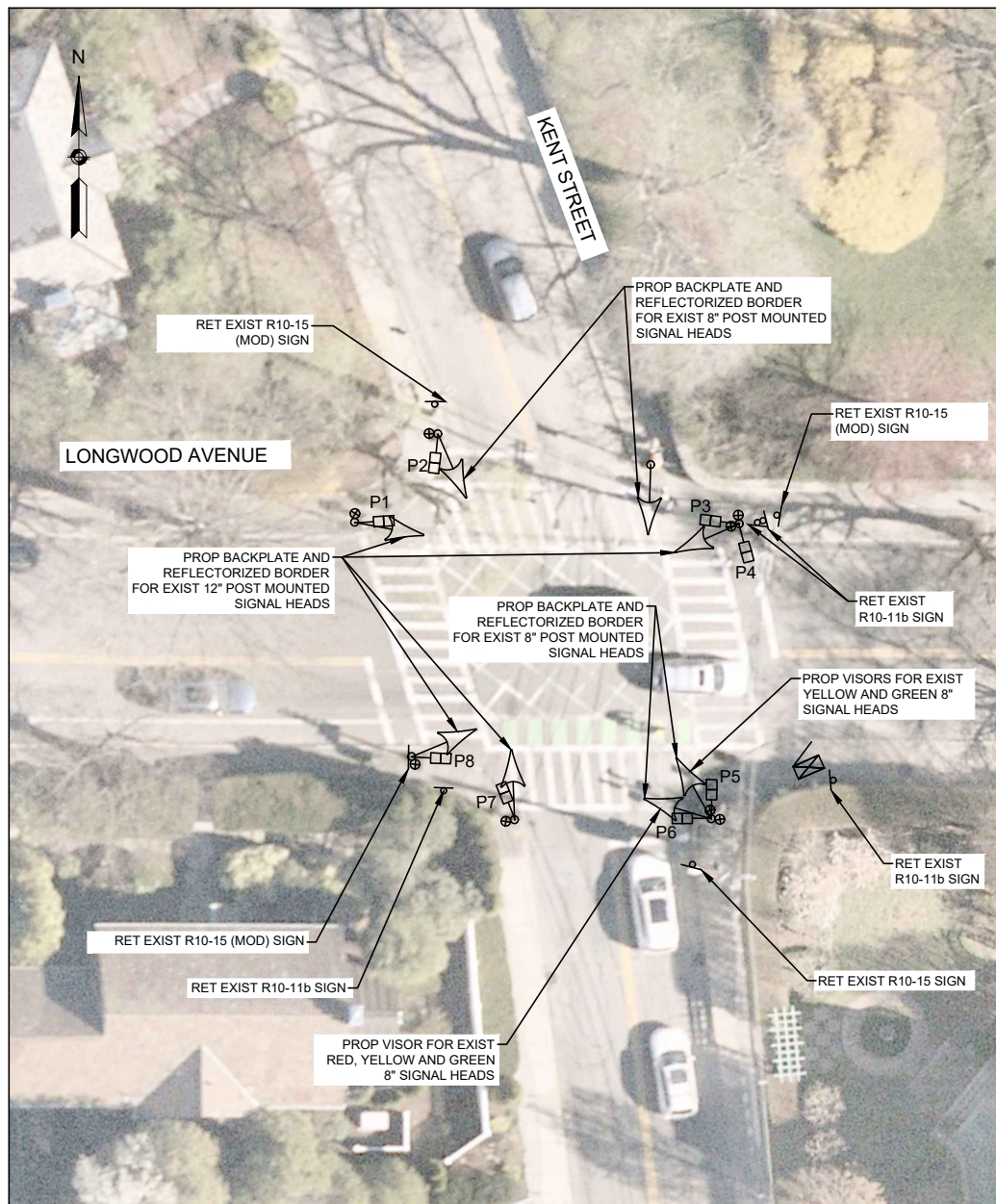
Yellow clearance and all-red interval calculations are based on MassDOT Guidance dated January 8, 2013.

Turning speed for all turning movements considered to be 20 mph.

Speeds based on posted speed limit + 7 mph

Calculated values for yellow and all-red clearance Interval are rounded to the nearest half-second (0.5s), using the following methodology:

- * Values ending in n.0 to n.1 should be rounded down to the nearest whole number;
- * Values ending in n.2 to n.4 should be rounded up to the half-second;
- * Values ending in n.6 should be rounded down to the half-second;
- * Values ending in n.7 to n.9 should be rounded up to the next whole number.



MAJOR ITEMS REQUIRED

PAY ITEM	QUANTITY	ITEM
818.80	4 EA	BACKPLATES AND REFLECTORIZED BORDERS FOR 8 INCH SIGNAL HEAD
818.81	4 EA	BACKPLATES AND REFLECTORIZED BORDERS FOR 12 INCH SIGNAL HEAD
818.08	5 EA	VISOR FOR 8" SIGNAL HEAD
819.6	1 LS	TRAFFIC SIGNAL CONTROLLER MODIFICATIONS
PLUS ALL NECESSARY DUCT, CABLE, LABOR, MISCELLANEOUS MATERIAL AND EQUIPMENT TO COMPLETE THE INSTALLATION.		

LEGEND

EXISTING

-  PEDESTRIAN SIGNAL HEAD
-  APS PUSH BUTTON
-  TRAFFIC SIGNAL HEAD
-  TRAFFIC SIGNAL CABINET
-  SIGN



R10-11b



R10-15 (MOD)



SCALE: 1" = 30'

VULNERABLE ROAD USER ASSESSMENT

LONGWOOD AVENUE AND KENT STREET
BROOKLINE, MA

Bowman

Longwood Avenue and Kent Street

			Calculated Intervals		Existing Intervals		Recommended Intervals	
Phase	Movement	Roadway	Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)
3	EBT	Longwood Avenue	3.0	1.0	3.0	1.0	3.0	1.5
	EBL		3.0	1.5				
	WBT		3.0	1.0	3.0	1.0		
	WBL		3.0	1.5				
2 (lead)	WBT	Longwood Avenue	3.0	1.0	3.0	1.0	3.0	1.5
	WBL		3.0	1.5				
1	NBT	Kent Street	3.5	1.0	3.0	1.0	3.5	1.0
	NBL		3.0	1.5				
	SBT		3.5	1.0				
	SBL		3.0	2.0				

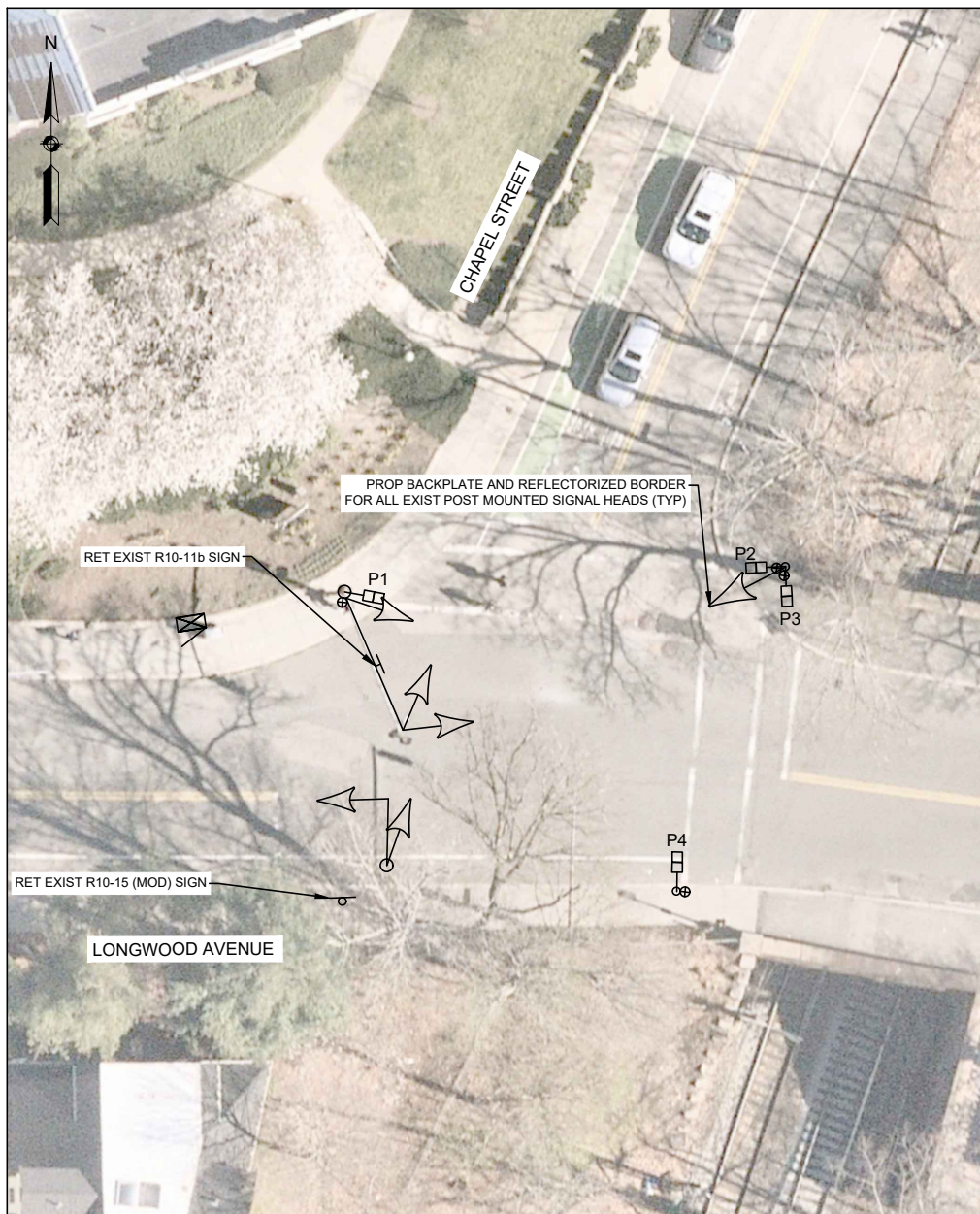
Yellow clearance and all-red interval calculations are based on MassDOT Guidance dated January 8, 2013.

Turning speed for all turning movements considered to be 20 mph.

Speeds based on posted speed limit + 7 mph

Calculated values for yellow and all-red clearance Interval are rounded to the nearest half-second (0.5s), using the following methodology:

- * Values ending in n.0 to n.1 should be rounded down to the nearest whole number;
- * Values ending in n.2 to n.4 should be rounded up to the half-second;
- * Values ending in n.6 should be rounded down to the half-second;
- * Values ending in n.7 to n.9 should be rounded up to the next whole number.



MAJOR ITEMS REQUIRED

PAY ITEM	QUANTITY	ITEM
818.81	3 EA	BACKPLATES AND REFLECTORIZED BORDERS FOR 12 INCH SIGNAL HEAD (3 SECTION)
819.6	1 LS	TRAFFIC SIGNAL CONTROLLER MODIFICATIONS
PLUS ALL NECESSARY DUCT, CABLE, LABOR, MISCELLANEOUS MATERIAL AND EQUIPMENT TO COMPLETE THE INSTALLATION.		

LEGEND

EXISTING

-  PEDESTRIAN SIGNAL HEAD
-  APS PUSH BUTTON
-  TRAFFIC SIGNAL HEAD
-  TRAFFIC SIGNAL CABINET
-  MAST ARM MOUNTED SIGN
-  SIGN



R10-15
(MOD)



R10-11b/
R3-7bP (MOD)



SCALE: 1" = 30'

VULNERABLE ROAD USER ASSESSMENT

LONGWOOD AVENUE AND CHAPEL STREET
BROOKLINE, MA

Bowman

Longwood Avenue and Chapel Street

Phase	Movement	Roadway	Calculated Intervals		Existing Intervals		Recommended Intervals	
			Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)
φ1	EBT	Longwood Avenue	3.0	1.0	4.0	1.0	4.0	2.0
	EBL		3.0	2.0				
	WBT		3.5	1.0				
φ3	SBT	Chapel Street	3.0	1.0	4.0	1.0	4.0	1.5
	SBL		3.0	1.5				

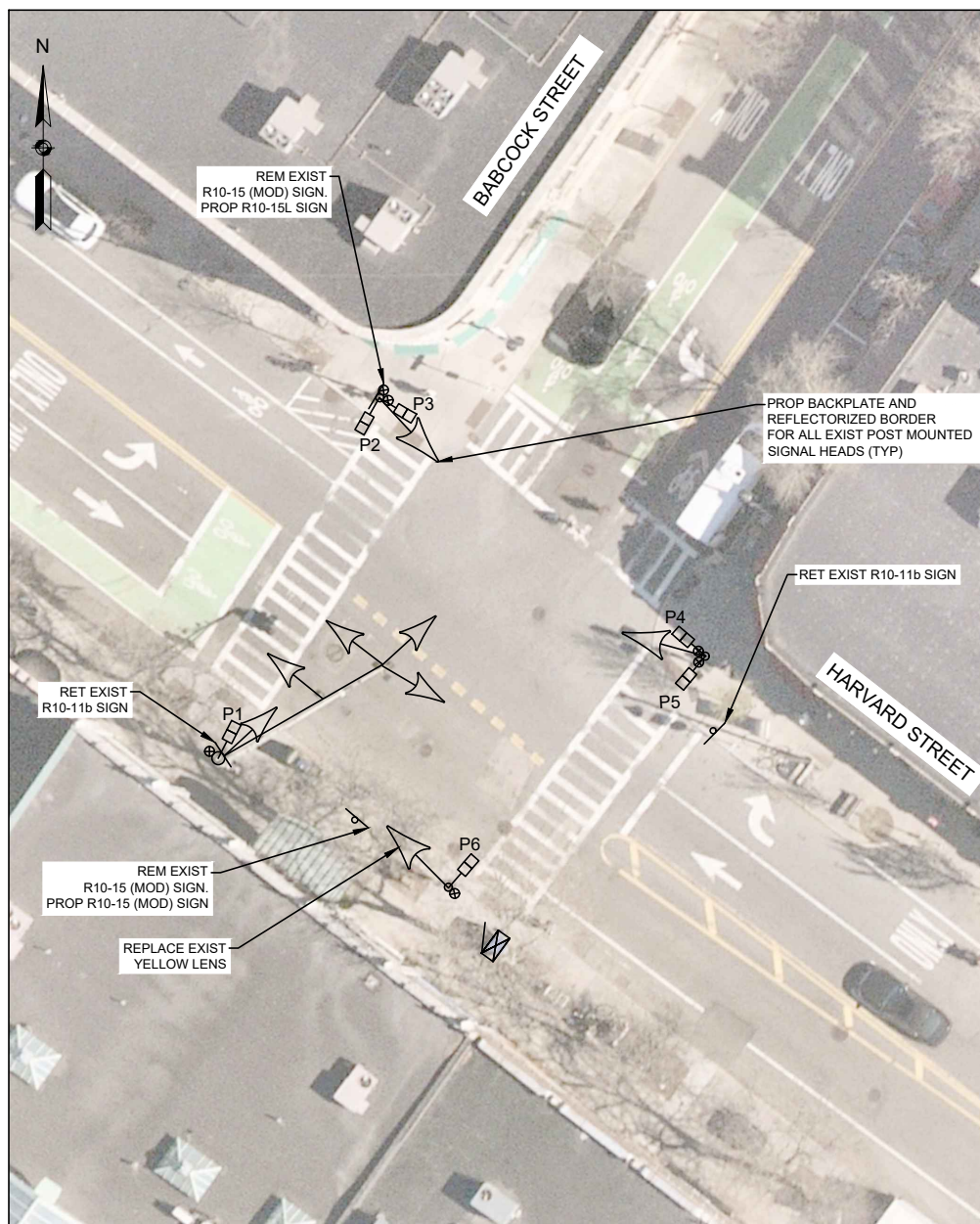
Yellow clearance and all-red interval calculations are based on MassDOT Guidance dated January 8, 2013.

Turning speed for all turning movements considered to be 20 mph.

Speeds based on posted speed limit + 7 mph

Calculated values for yellow and all-red clearance Interval are rounded to the nearest half-second (0.5s), using the following methodology:

- * Values ending in n.0 to n.1 should be rounded down to the nearest whole number;
- * Values ending in n.2 to n.4 should be rounded up to the half-second;
- * Values ending in n.6 should be rounded down to the half-second;
- * Values ending in n.7 to n.9 should be rounded up to the next whole number.



MAJOR ITEMS REQUIRED

PAY ITEM	QUANTITY	ITEM
816.50	1 LS	TRAFFIC EQUIPMENT REMOVED AND STACKED
818.81	4 EA	BACKPLATES AND REFLECTORIZED BORDERS FOR 12 INCH SIGNAL HEAD (3 SECTION)
832	14 SF	WARNING-REGULATORY AND ROUTE MARKER - ALUMINUM PANEL (TYPE A)
818.06	1 EA	REPLACE EXISTING SIGNAL LENS
819.6	1 LS	TRAFFIC SIGNAL CONTROLLER MODIFICATIONS
PLUS ALL NECESSARY DUCT, CABLE, LABOR, MISCELLANEOUS MATERIAL AND EQUIPMENT TO COMPLETE THE INSTALLATION.		



R10-11b



R10-15
(MOD)



R10-15L
(30"x30")

NOTES:

1. APS SPEECH MESSAGE TO BE PROGRAMMED AS FOLLOWS:
 "WAIT" WHEN THE PUSHBUTTON IS PRESSED (P1-P6)
 P2 AND P5 - "HARVARD STREET. WALK SIGN IS ON TO CROSS HARVARD STREET"
 P3 AND P4 - "BABCOCK STREET. WALK SIGN IS ON TO CROSS BABCOCK STREET"

LEGEND

EXISTING



PEDESTRIAN SIGNAL HEAD



APS PUSH BUTTON



TRAFFIC SIGNAL HEAD



TRAFFIC SIGNAL CABINET



SIGN



SCALE: 1" = 30'

VULNERABLE ROAD USER ASSESSMENT

HARVARD STREET AND BABCOCK STREET
BROOKLINE, MA

Bowman

Harvard Street and Babcock Street

Phase	Movement	Roadway	Calculated Intervals		Existing Intervals		Recommended Intervals	
			Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)
6	EBT	Harvard Street	3.5	1.0	3.0	1.0	4.0	1.0
1	EBL		3.0	1.5	3.0	1.0	3.0	1.5
2	WBT		4.0	1.0	3.0	1.0	4.0	1.0
8	SBT	Babcock Street	3.5	1.0	3.0	1.0	3.5	1.0
	SBL		3.0	2.0				

Yellow clearance and all-red interval calculations are based on MassDOT Guidance dated January 8, 2013.

Turning speed for all turning movements considered to be 20 mph.

Speeds based on posted speed limit + 7 mph

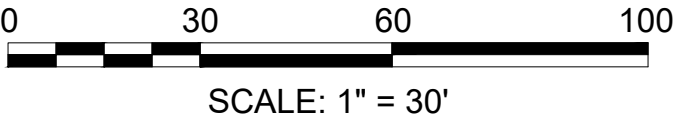
Calculated values for yellow and all-red clearance Interval are rounded to the nearest half-second (0.5s), using the following methodology:

- * Values ending in n.0 to n.1 should be rounded down to the nearest whole number;
- * Values ending in n.2 to n.4 should be rounded up to the half-second;
- * Values ending in n.6 should be rounded down to the half-second;
- * Values ending in n.7 to n.9 should be rounded up to the next whole number.



MAJOR ITEMS REQUIRED		
PAY ITEM	QUANTITY	ITEM
819.6	1 LS	TRAFFIC SIGNAL CONTROLLER MODIFICATIONS
PLUS ALL NECESSARY DUCT, CABLE, LABOR, MISCELLANEOUS MATERIAL AND EQUIPMENT TO COMPLETE THE INSTALLATION.		

LEGEND	
EXISTING	
	PEDESTRIAN SIGNAL HEAD
	APS PUSH BUTTON
	TRAFFIC SIGNAL HEAD
	TRAFFIC SIGNAL CABINET
	MAST ARM MOUNTED SIGN
	MBTA TROLLEY STOP



Harvard Street and Beacon Street

Phase	Movement	Roadway	Calculated Intervals		Existing Intervals		Recommended Intervals	
			Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)
6	EBT	Beacon Street	3.5	1.5	4.0	3.0	4.0	3.0
2	WBT		3.5	2.0	4.0	3.0	4.0	3.0
8	NBT	Harvard Street	3.5	2.5	4.0	3.0	4.0	3.0
4	SBT		3.5	3.0	4.0	4.0	4.0	4.0

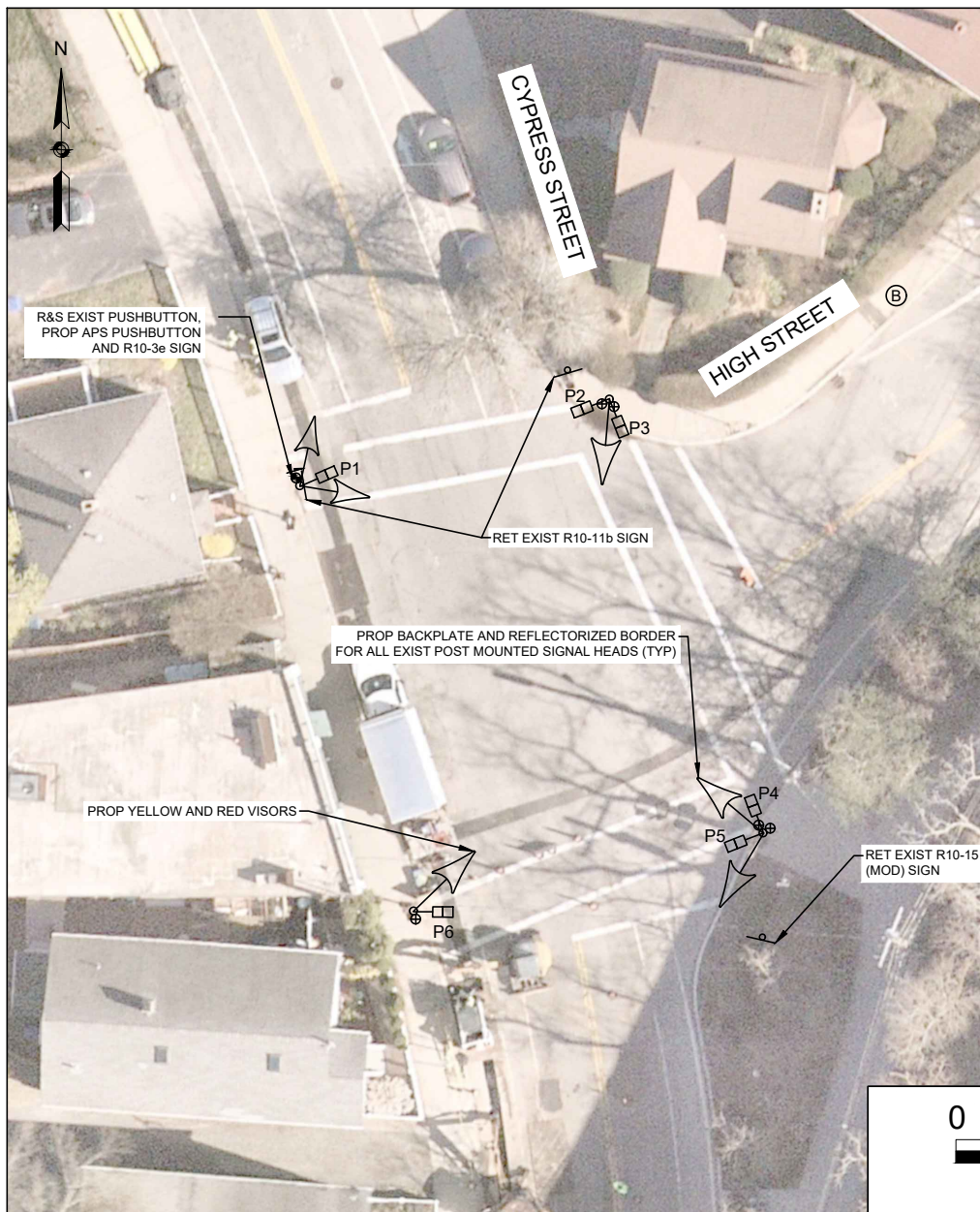
Yellow clearance and all-red interval calculations are based on MassDOT Guidance dated January 8, 2013.

Turning speed for all turning movements considered to be 20 mph.

Speeds based on posted speed limit + 7 mph

Calculated values for yellow and all-red clearance Interval are rounded to the nearest half-second (0.5s), using the following methodology:

- * Values ending in n.0 to n.1 should be rounded down to the nearest whole number;
- * Values ending in n.2 to n.4 should be rounded up to the half-second;
- * Values ending in n.6 should be rounded down to the half-second;
- * Values ending in n.7 to n.9 should be rounded up to the next whole number.



PAY ITEM	QUANTITY	ITEM
816.50	1 LS	TRAFFIC EQUIPMENT REMOVED AND STACKED
818.81	6 EA	BACKPLATES AND REFLECTORIZED BORDERS FOR 12 INCH SIGNAL HEAD
819.850	1 EA	ACCESSIBLE PEDESTRIAN SIGNAL (APS)
819.852	1 EA	PUSH BUTTON FOR WALK SIGNAL (SIGN)
818.07	2 EA	VISORS FOR 12 INCH SIGNAL HEAD
819.6	1 LS	TRAFFIC SIGNAL CONTROLLER MODIFICATIONS
PLUS ALL NECESSARY DUCT, CABLE, LABOR, MISCELLANEOUS MATERIAL AND EQUIPMENT TO COMPLETE THE INSTALLATION.		

LEGEND

EXISTING



PEDESTRIAN SIGNAL HEAD
APS PUSH BUTTON
TRAFFIC SIGNAL HEAD
TRAFFIC SIGNAL CABINET
BUS STOP
SIGN

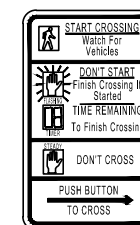
PROPOSED



R10-11b



R10-15
(MOD)



R10-3e
(9"x15")

NOTES:

1. THE FOLLOWING APS SPEECH MESSAGES SHALL BE PROGRAMMED FOR P1:
"WAIT" WHEN THE BUTON IS PRESSED
"WALK SIGN IS ON FOR ALL CROSSINGS" WHEN THE PEDESTRIAN PHASE IS ON
2. P1 SHOULD BE EQUIPPED WITH A TACTILE ARROW POINTING TO THE LEFT.
3. ARROWS ON PROPOSED R10-3e SIGNS SHALL MATCH THE ORIENTATION OF THE TACTILE ARROWS OF THE ASSOCIATED PUSHBUTTON.



SCALE: 1" = 30'

VULNERABLE ROAD USER ASSESSMENT

HIGH STREET AND CYPRESS STREET
BROOKLINE, MA

Bowman

High Street and Cypress Street

Phase	Movement	Roadway	Calculated Intervals		Existing Intervals		Recommended Intervals	
			Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)
1	WBT	High Street	3.0	1.0	3.0	2.0	3.0	2.0
	WBL		3.0	1.5				
3	NBT	High Street	3.0	1.5	3.0	2.0	3.0	2.0
	SBT	Cypress Street	3.0	1.0				
	SBL		3.0	2.0				

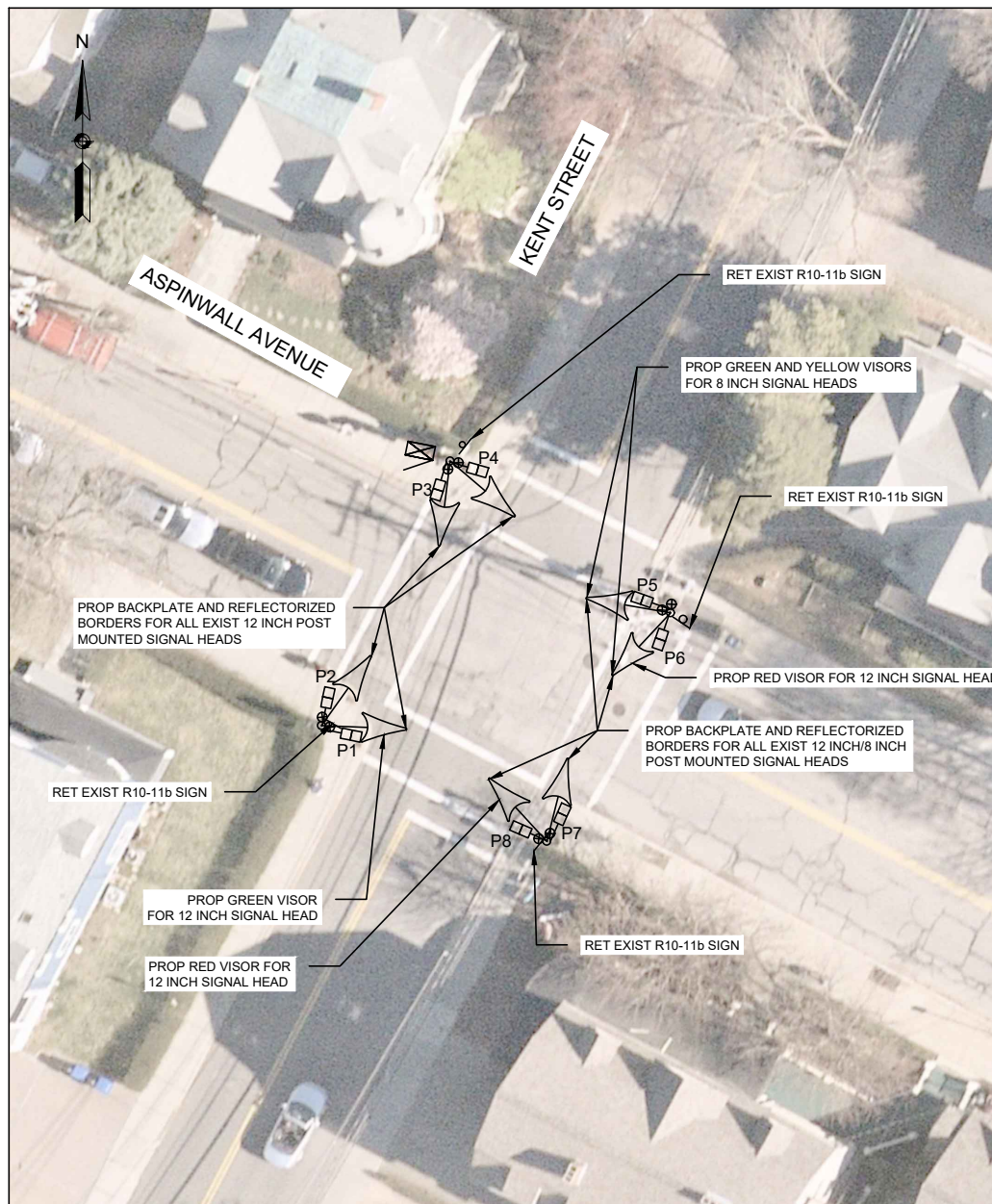
Yellow clearance and all-red interval calculations are based on MassDOT Guidance dated January 8, 2013.

Turning speed for all turning movements considered to be 20 mph.

Speeds based on posted speed limit + 7 mph

Calculated values for yellow and all-red clearance Interval are rounded to the nearest half-second (0.5s), using the following methodology:

- * Values ending in n.0 to n.1 should be rounded down to the nearest whole number;
- * Values ending in n.2 to n.4 should be rounded up to the half-second;
- * Values ending in n.6 should be rounded down to the half-second;
- * Values ending in n.7 to n.9 should be rounded up to the next whole number.



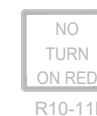
MAJOR ITEMS REQUIRED

PAY ITEM	QUANTITY	ITEM
818.81	4 EA	BACKPLATES AND REFLECTORIZED BORDERS FOR 12 INCH SIGNAL HEAD (3 SECTION)
818.82	4 EA	BACKPLATES AND REFLECTORIZED BORDERS FOR 12 INCH/8 INCH SIGNAL HEAD (3 SECTION)
818.07	3 EA	VISORS FOR 12 INCH SIGNAL HEAD
818.08	4 EA	VISORS FOR 8 INCH SIGNAL HEAD
819.6	1 LS	TRAFFIC SIGNAL CONTROLLER MODIFICATIONS
PLUS ALL NECESSARY DUCT, CABLE, LABOR, MISCELLANEOUS MATERIAL AND EQUIPMENT TO COMPLETE THE INSTALLATION.		

LEGEND

EXISTING

-  PEDESTRIAN SIGNAL HEAD
-  APS PUSH BUTTON
-  TRAFFIC SIGNAL HEAD
-  TRAFFIC SIGNAL CABINET
-  SIGN



SCALE: 1" = 30'

VULNERABLE ROAD USER ASSESSMENT

KENT STREET AT ASPINWALL AVENUE
BROOKLINE, MA

Bowman

Kent Street and Aspinwall Street

Phase	Movement	Roadway	Calculated Intervals		Existing Intervals		Recommended Intervals	
			Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)
2	EBT	Aspinwall Avenue	3.0	1.0	3.0	2.0	3.5	2.0
	EBL		3.0	1.5				
	WBT		3.5	1.0				
	WBL		3.0	1.5				
1	NBT	Kent Street	3.0	1.0	3.0	2.0	3.5	2.0
	NBL		3.0	1.5				
	SBT		3.5	1.0				
	SBL		3.0	1.5				

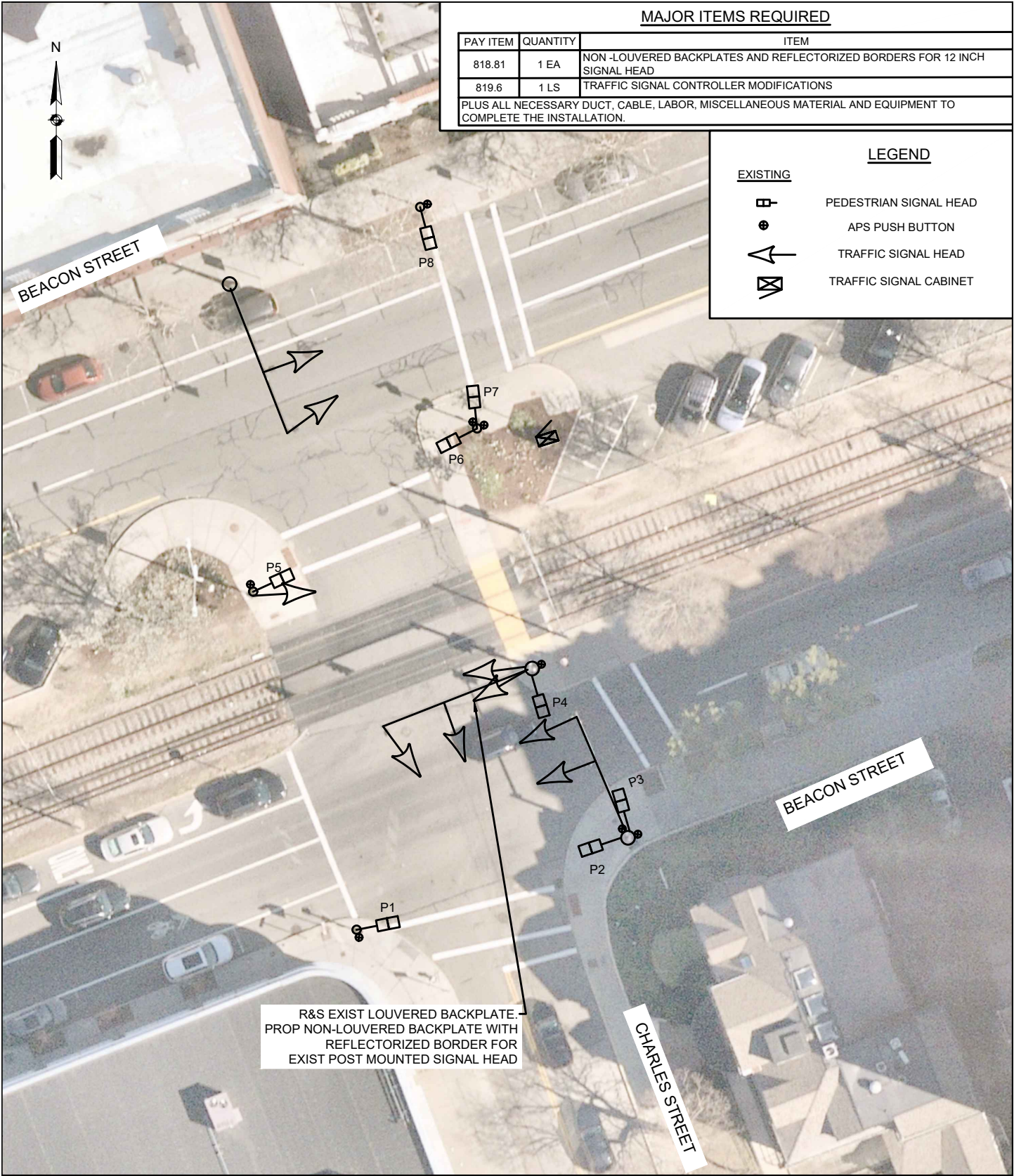
Yellow clearance and all-red interval calculations are based on MassDOT Guidance dated January 8, 2013.

Turning speed for all turning movements considered to be 20 mph.

Speeds based on posted speed limit + 7 mph

Calculated values for yellow and all-red clearance Interval are rounded to the nearest half-second (0.5s), using the following methodology:

- * Values ending in n.0 to n.1 should be rounded down to the nearest whole number;
- * Values ending in n.2 to n.4 should be rounded up to the half-second;
- * Values ending in n.6 should be rounded down to the half-second;
- * Values ending in n.7 to n.9 should be rounded up to the next whole number.



MAJOR ITEMS REQUIRED

PAY ITEM	QUANTITY	ITEM
818.81	1 EA	NON -LOUVERED BACKPLATES AND REFLECTORIZED BORDERS FOR 12 INCH SIGNAL HEAD
819.6	1 LS	TRAFFIC SIGNAL CONTROLLER MODIFICATIONS
PLUS ALL NECESSARY DUCT, CABLE, LABOR, MISCELLANEOUS MATERIAL AND EQUIPMENT TO COMPLETE THE INSTALLATION.		

LEGEND

EXISTING

- PEDESTRIAN SIGNAL HEAD
- APS PUSH BUTTON
- TRAFFIC SIGNAL HEAD
- TRAFFIC SIGNAL CABINET

Beacon Street and Charles Street

Phase	Movement	Roadway	Calculated Intervals		Existing Intervals		Recommended Intervals	
			Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)
6	EBT	Beacon Street	4.0	1.0	4.0	3.0	4.0	3.0
1	EBL		3.0	2.5	4.0	3.0	4.0	3.0
2	WBT		3.0	1.0	4.0	3.0	4.0	3.0
8	NBT	Charles Street	4.0	1.5	4.0	3.0	4.0	3.0

Yellow clearance and all-red interval calculations are based on MassDOT Guidance dated January 8, 2013.

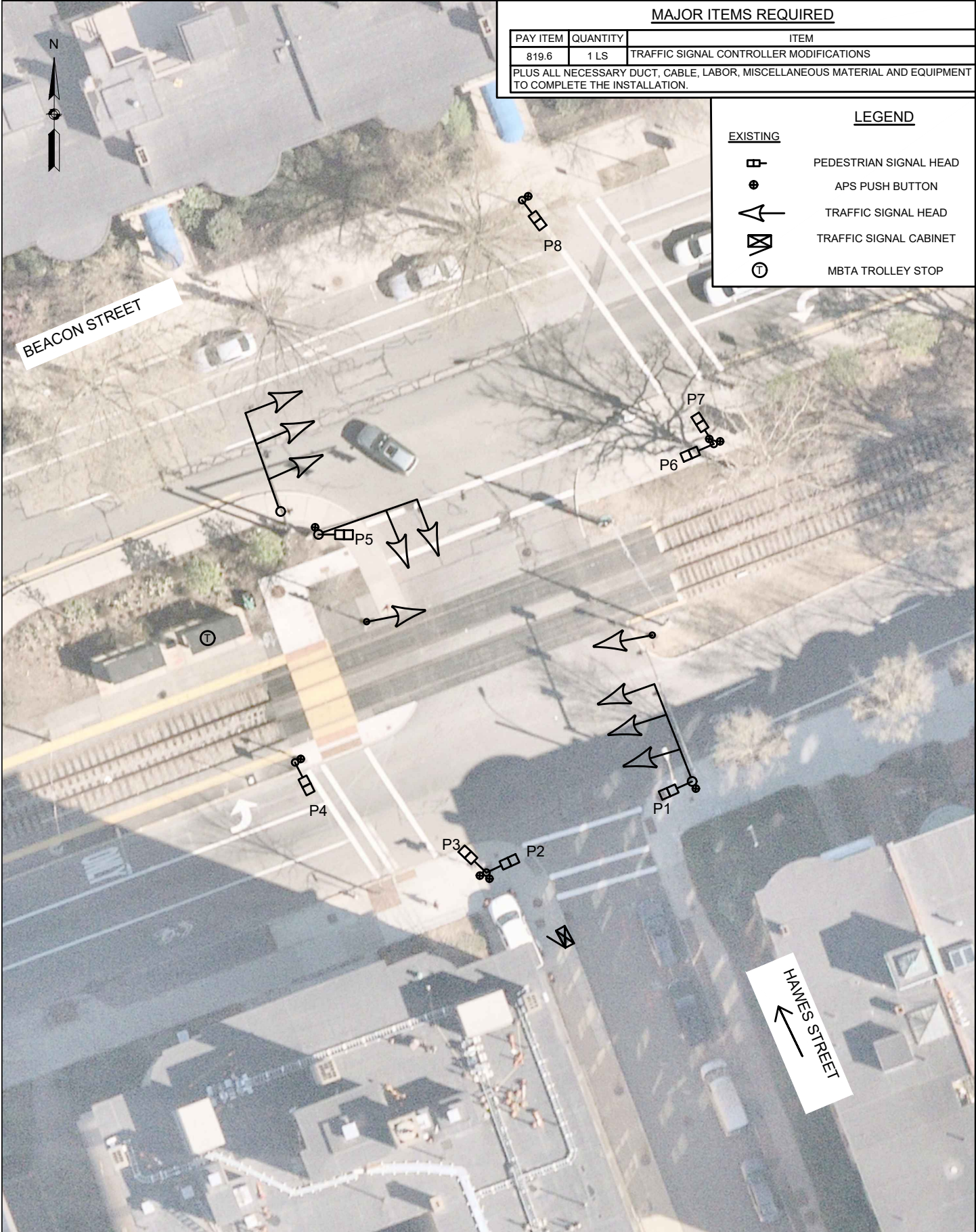
Turning speed for all turning movements considered to be 20 mph.

Speeds based on posted speed limit + 7 mph

Calculated values for yellow and all-red clearance Interval are rounded to the nearest half-second (0.5s), using the following methodology:

- * Values ending in n.0 to n.1 should be rounded down to the nearest whole number;
- * Values ending in n.2 to n.4 should be rounded up to the half-second;
- * Values ending in n.6 should be rounded down to the half-second;
- * Values ending in n.7 to n.9 should be rounded up to the next whole number.

MAJOR ITEMS REQUIRED		
PAY ITEM	QUANTITY	ITEM
819.6	1 LS	TRAFFIC SIGNAL CONTROLLER MODIFICATIONS
PLUS ALL NECESSARY DUCT, CABLE, LABOR, MISCELLANEOUS MATERIAL AND EQUIPMENT TO COMPLETE THE INSTALLATION.		



Beacon Street and Hawes Street

Phase	Movement	Roadway	Calculated Intervals		Existing Intervals		Recommended Intervals	
			Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)	Yellow (sec)	Red (sec)
φ 6	EBT	Beacon Street	3.0	1.0	4.0	3.0	4.0	3.0
φ 1	EBL		3.00	2.5	4.0	4.0	4.0	4.0
φ 2	WBT		3.50	1.5	4.0	3.0	4.0	3.0
φ 5	WBL		3.00	2.0	4.0	4.0	4.0	4.0
φ 8	NBT	Hawes Street	4.00	1.0	4.0	3.0	4.0	3.0

Yellow clearance and all-red interval calculations are based on MassDOT Guidance dated January 8, 2013.

Turning speed for all turning movements considered to be 20 mph.

Speeds based on posted speed limit + 7 mph

Calculated values for yellow and all-red clearance Interval are rounded to the nearest half-second (0.5s), using the following methodology:

- * Values ending in n.0 to n.1 should be rounded down to the nearest whole number;
- * Values ending in n.2 to n.4 should be rounded up to the half-second;
- * Values ending in n.6 should be rounded down to the half-second;
- * Values ending in n.7 to n.9 should be rounded up to the next whole number.



Charles Carey, Town Administrator

Town Hall, 6th Floor

333 Washington St.

Brookline, MA 02445

CONFIDENTIAL Memorandum

To: Select Board

From Charles Carey, Town Administrator

Date June 18, 2026

Re: Medical Incapacity Hearings

CC: John F. Sullivan, Fire Chief / Emergency Management Coordinator

Ann Hess Braga, Human Resources Director

I respectfully request that the Select Board appoint me as its designated hearing officer for four discrete matters in which the Fire Department is seeking to separate employees on grounds of medical incapacity. Pursuant to Massachusetts General Law Chapter 31, Section 41, the Select Board, as the appointing authority for all members of the Fire Department, must either hold a hearing or authorize its designee to do so if contemplating an adverse employment action with consequences greater than five days' suspension. Appointing me as the hearing officer is Brookline's standard practice in matters where a member of Town Counsel's office is not available, and was last done in 2025 for a disciplinary proceeding.

In each of the four instances referenced above, it is the opinion of the Department, based on evaluations from medical professionals, that the employees in question are medically unable to perform their duties and will not likely recover their capacity to do so. A hearing for each employee is necessary to allow them to present their own evidence (via a union representative and/or counsel if they see fit) and argue the contrary case, should they choose to do so. As hearing officer, it will be my responsibility to determine, in a fair and impartial manner, whether the Department has met its burden of proof.

The names and ranks of the employees who will be the subject of these hearings are listed below; their information will be redacted from the public-facing version of this memorandum to preserve their medical privacy.

| [REDACTED]

Should the Board authorize my appointment, I anticipate holding these hearings in late July, and issuing final determinations as soon as possible thereafter. Thank you for your consideration of this request.

END OF DOCUMENT

TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02146

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 08-Jun-26

TO:	TRAC Builders P O Box 96 30 S. Washington St N. Attleboro MA 02760
-----	---

Purchase Order Number

25201683

Vendor Number

6554

PAYMENT AMOUNT

\$1,532.47

BUDGET \$13,643,601.11
BALANCE \$13,647,313.66

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C234		6C0002

FOR: Fire Station #1 and #4

Change Order #	Date	
	5/8/2026	Washer/Dryer Stand

AMOUNT
\$1,532.47

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Nathan Peck

Brooke Duskin

Jason Bowers

BOARD OF SELECTMEN

APPROVAL OF:

Bernard Greene, Chairman

David Pearlman

Michael Rubenstein

Amada Zimmerman

Anthony Buono

DS

mt



To: Lap Yan
 Town of Brookline
 P.O. Box 9103
 Brookline, MA 02446-9103
 Ph: (617)730-2170

Number: PCO#62

Date: 5/8/26

Job: 25-0401 Brookline Fire Stations 1 & 4

Description: Washer/Dryer Stand T&M

We are pleased to offer the following specifications and pricing to make the following changes:

Washer/Dryer Stand per FD upstairs

8 hours @ 93.26 = 746.08

Cost Code	Description		Price
06-200	Finish Carpentry		\$1,332.58
		Subtotal:	\$1,332.58
	Subcontractor Mark-Up	6.00 %	\$0.00
	Self Performance	15.00 %	\$199.89
			\$0.00
		Total:	\$1,532.47
OK!!!			
If you have any questions, please contact me at .			

ARCHITECT

TRAC Builders, Inc.
 CONTRACTOR
 PO Box 96

OWNER

North Attleboro, MA 02761

 (Signature)

 (Signature)

 (Signature)

 By

 By

 By

 Date

 Date

 Date



How doers get more done.

WEST ROXBURY MA 02132 (617)327-5000
JOIN OUR TEAM! CAREERS.HOMEDEPOT.COM

2665 00080 08831 05/08/26 09:15 AM
SALE SELF CHECKOUT

852981002098 8 IN SHIMS <A>
8" COMPOSITE SHIM (12 PC BDL)
202.28

764666732964 312DMT1 <A>
DECKMATE III TAN 3-1/2 IN, 1 LB
608309446033 FMCIXVA50SM <A>
CORTEX VERANDA TRIM 2" 50 LF
835490004616 AZEK TRIM <A>
1X12X8 AZEK PVC S2S TRADITIONAL TRIM
3077.64

090489437602 2X10-8FT GC <A>
2X10-8FT #1 PT GC
3017.68

SUBTOTAL 53.04
SALES TAX 327.96
TOTAL 348.46

XXXXXXX3564 MASTERCARD
AUTH CODE 340697/8800722
AUTH MODE - ISSUER
Chip Read
AID A0000000041010

USD\$ 348.46
TA
Mastercard

NAME: FIRE BROOKLINE
08/26 09:15 AM



**How doers
get more done.**

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2665 00038 49189 05/20/26 06:51 AM
SALE CASHIER YULEISI

041343012107 SD FIRE 120 <A>	10.97
GS SMART DISPENSER FIREBLOCK 12OZ	
073257005357 HUSKY 50CT <A>	29.97
HUSKY 42G CONTRACTOR BAGS 50CT	
098945076624 1X10X8PRME <A>	27.81
1X10-8FT PRIMED FJ S4S BOARD	
027541001235 BOTTLE WATER <A>	5.98N
1/2 LITER WATER 24PK	
769887036815 2X8-8 GDF <A>	
2X8-8FT PREMIUM FIR	
4@10.72	42.88
762935302412 PVC SHEET <A>	99.98
1/2X48-8FT VERANDA REV PVC SHEET	
751166866145 HDX 12 IN. X <A>	9.98
HDX 12 IN. X 12 IN. MICROFIBER ROLL	
077089150056 3"WHTBRBSRSH <A>	
CHIP 3.0 FLAT BRUSH	
3@1.97	5.91
5060460470145 CROCPAINT100 <A>	17.98
CROCODILE CLEANING CLOTHS FOR PAINT	
079340652842 LOCULTMCLEAR <A>	
LOCTITE POWER GRAB ULT CLEAR 9 OZ	
2@13.48	26.96
052427017789 GORULTSPRY <A>	17.98
GORILLA ULT SPRAY ADHESIV 12.2OZ	
764666680265 3IN CS 1LB <A>	11.48
3" CONSTRUCTION SCREW 1 LB	
764666106215 3"FNDWLSCW1# <A>	6.97
3" FINE DRYWALL SCREW 1 LB	
030699927227 T-KNIFE <A>	3.98
ANVIL T-KNIVES 2/4/6 PLASTIC	
039645112625 20#WATERSTOP <A>	26.97
20LB QUIKRETE WATER-STOP CEMENT	
-----Swiffer Buy 50 Get 10-----	
037000928102 SSFRWJW <A>	27.97
SWIFFER WETJET STARTER KIT	
MAX REFUND VALUE \$23.22	
037000084433 SWFFRWJ 24 <A>	15.97
SWIFFER WETJET PAD MULTISFC 24CT	
MAX REFUND VALUE \$13.26	
037000265351 SWIFMPLIQ2 <A>	14.97
SWIFFER WETJET REFILL OWF 42OZ 2PK	
MAX REFUND VALUE \$12.43	
Swiffer Buy 50 Get 10	-10.00

SUBTOTAL	394.71
SALES TAX	24.30
TOTAL	\$419.01

XXXXXXXXXXXX9882 MASTERCARD USD\$ 419.01

AUTH CODE 214076/6384382 TA
AUTH MODE - ISSUER
Chip Read
AID A0000000041010 Mastercard

P.O.#/JOB NAME: STATION 4
2665 05/20/26 06:51 AM



2665 38 49189 05/20/2026 9747

RETURN POLICY DEFINITIONS		
POLICY ID	DAYS	POLICY EXPIRES ON
A 1	90	08/18/2026

ee Time Card

 # (DEMIRARIAN)

	Sun May 10	Mon May 11	Tue May 12	Wed May 13	Thu May 14	Ma
eeon: (#25-0401) Brookline Fire Stations 1 & 4						
ish Carpentry	☐ 8	REG ☐ 8	REG ☐ 8	REG ☐ 8	REG ☐ 8	REG ☐ 8
eeon: (#25-0401) Brookline Fire Stations 1 & 4 > (#PCO#62) Washer/Dryer Stand T&M						
ish Carpentry						☐ 8

TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02146

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 08-Jun-26

TO:	TRAC Builders P O Box 96 30 S. Washington St N. Attleboro MA 02760
-----	---

Purchase Order Number

25201683

Vendor Number

6554

BUDGET \$13,643,601.11
BALANCE \$13,693,366.24

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C234		6C0002

PAYMENT AMOUNT

\$17,774.98

FOR: Fire Station #1 and #4

Change Order #	Date	
	6/2/2026	Lockers

AMOUNT

\$17,774.98

DS

mt

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Nathan Peck

Brooke Duskin

Jason Bowers

BOARD OF SELECTMEN

APPROVAL OF:

Bernard Greene, Chairman

David Pearlman

Michael Rubenstein

Amada Zimmerman

Anthony Buono



To: Lap Yan
 Town of Brookline
 P.O. Box 9103
 Brookline, MA 02446-9103
 Ph: (617)730-2170

Number: PCO#66
 Date: 6/2/26
 Job: 25-0401 Brookline Fire Stations 1 & 4

Description: Additional turnout gear lockers per BFD

We are pleased to offer the following specifications and pricing to make the following changes:

Procure additional metal lockers - \$15,150.00

Install lockers - 16 hours @ 93.26 = \$1,492.16

Cost Code	Description	Price
10-500	Lockers	\$15,150.00
10-500	Lockers	\$1,492.16
		Subtotal: \$16,642.16
		Subcontractor Mark-Up 6.00 % \$909.00
		Self Performance 15.00 % \$223.82
		\$0.00
		Total: \$17,774.98
If you have any questions, please contact me at .		

ARCHITECT

TRAC Builders, Inc.
 CONTRACTOR
 PO Box 96
 North Attleboro, MA 02761

OWNER

 (Signature)

 (Signature)

 (Signature)

 By

 By

 By

 Date

 Date

 Date

Quotation

GEARGRID®

GearGrid LLC
670 15th St SW
Forest Lake, MN 55025
Phone: (651) 464-4468
www.geargrid.com

Quote Number: 00017115

Quote Date: 6/2/2026

Customer Number:

Project Name: Brookline Fire Station 4 - Additional Lockers

Specification Section:

Addenda Acknowledged:

Sold To:

TRAC Builders Inc
P O Box 96
North Attleboro, MA 02761

Ship To:

TRAC Builders Inc
Brookline Fire Station #4 - 827 Boylston St
Chestnut Hill, MA 02467

Phone: (774) 677-2123

Fax:

E-mail: smccarthy@tracbuilders.com

Confirm To:	Carrier	F.O.B.	Terms	Quote Provided By:
Steve McCarthy	Old Dominion	Origin	Prepaid	Renee Alexander

Part Number	Description	UOM	Quantity Ordered	Price	Extended Amount
412506	24"W x 24"D x 72"H - Wall Mount - With Door - Bank of 6 Opening	LOT	1	\$3,987.00	\$3,987.00
442404	24"W x 24"D x 83"H 4-Pack Std. Lkrs with mobile or freestand. base - double sided - ND		1	\$1,837.00	\$1,837.00
442506	24"W x 24"D x 83"H 6-Pack Std. Lkrs with mobile or freestand. base - double sided - Door		1	\$3,747.00	\$3,747.00
482502	24"W x 24"D x 83"H 2-Pack Std. Lkrs with mobile or freestand. base - single sided - Door		1	\$1,753.00	\$1,753.00
401024	GearHanger Hanging Rod 24"	EA	18	\$28.00	\$504.00
492031	GearHanger Secure Bracket (Kit)	EA	6	\$6.00	\$36.00
401021	HeavyHanger	EA	18	\$16.00	\$288.00
401013	GearDryer Coat Drying Hanger	EA	18	\$16.00	\$288.00
401012	GearGlove Drying Hanger	EA	18	\$16.00	\$288.00

Quote Notes:

- (18) GearGrid Lockers
 - Lockers **include** Secure Doors
 - Locker Size: 24"W x 24"D
 - **Consists both of Wall Mount & Mobile/Free-Standing Locker types**
 - **Standard inclusions:** Top adjustable shelf, bottom adjustable shelf, 3 adjustable apparel hooks, back grid panel and nameplate holder
 - **Added Accessories:** Hanging Rod, Coat Hanger, Coat Drying Hanger & Glove Hanger
 - **Excludes:** Nameplates (source locally or through www.firehouseid.com)
- Full assembly required
- **No** tax included (GearGrid is not responsible for collecting/remitting MA tax)
- 3% processing fee applies to credit card purchases

Layout/Dims:

Wall Mount - Bank of 6 - Overall Length: 145.25"

Mobile - 4-Pack - **Double Sided** - 2 Lockers Back-to-Back - Dims: 51"W x 48"D x 83 1/4"H

Mobile - 6-Pack - **Double Sided** - 3 Lockers Back-to-Back - Dims: 75"W x 48"D x 83 1/4"H

Mobile - 2-Pack - **Single Sided** - 2 Locker Openings - Dims: 51"W x 24"D x 83 1/4"H

1. Assembly/Installation provided by: TRAC Builders Inc
2. GearGrid can provide (NON-UNION, NON-CERTIFIED PAYROLL) Assembly and Installation for an ADDED price of: N/A
Estimated Ship Date: Approximately Please check at time of order weeks after receipt of order.
3. This quote does not include nameplates, please source at www.firehouseid.com or locally
4. If Doors are ordered GearGrid does not provide padlocks or other locking devices unless otherwise indicated.
5. When Powerbars are ordered, electrical wiring, receptacles and installation of electrical are not included. Please consult local certified electrician.
6. GearGrid products are packaged on 74" long x 44" wide skids, standard trailer delivery. Off-loading by others. If lift gate or other special services are desired, this must be requested at the time of initial quote request.

Net Order:	\$12,728.00
Freight:	\$2,422.00
Sales Tax:	
Order Total US \$:	\$15,150.00

Quotation is valid for 90 days for product costs; freight charges are valid for 30 days.

TERMS AND CONDITIONS OF SALE

1. **GENERAL.** These Terms and Conditions apply to all sales of goods ("Goods") by GearGrid, LLC ("GearGrid") to any proposed Buyer ("Buyer"). Any additional or different terms and conditions proposed by the Buyer are objected to and hereby rejected, notwithstanding any terms and conditions that may be contained in any purchase order, acknowledgment, notice, communication or other Buyer form, unless such additional or different terms are expressly accepted by Seller in writing, signed by an authorized officer of Seller. Acceptance by Buyer of any goods from Seller shall be considered acceptance of these Terms and Conditions. If these Terms and Conditions, or any related documents from Seller, are deemed to be a response to a Buyer document, then notwithstanding any additional or different terms that may be embodied in Buyer's document, Seller's response is expressly conditional on Buyer's consent to the additional and/or different terms and conditions set forth in these Terms and Conditions. If these Terms and Conditions are not acceptable to Buyer, Buyer must notify Seller in writing at once.
2. **VERBAL ORDERS.** Verbal orders are accepted only on the terms herein and in Seller's order acknowledgment. Any discrepancies between Seller's order acknowledgment and the Buyer's verbal order are not binding on Seller. PLEASE REVIEW GEARGRID'S ORDER ACKNOWLEDGMENT CAREFULLY.
3. **PAYMENT.** Unless otherwise stated in GearGrid's order acknowledgment or quotation, all invoices are due 30 days after the invoice date. Past due accounts will be charged interest at 1.5% per month, but not more the maximum interest rate allowed by law. Any wire transfer or related fees associated with payment of individual invoices will be the responsibility of the Buyer. A 3% fee will be added to any order paid using a credit card.
4. **SHIPPING DATES.** All shipping dates represent only a reasonable estimate of the time required for manufacturing at the time of order acceptance or quotation. These dates shall not be construed as promises or agreements to ship or deliver goods on specific dates.
5. **SHIPMENT - RISK OF LOSS.** Except as otherwise provided in Seller's invoice, all shipments will be made by F.O.B. Seller's manufacturing facility in Forest Lake, Minnesota. Shipping and insurance costs are not included in the individual product prices and shall be paid by Buyer. All goods are shipped at Buyer's risk. Title to the goods and risk of loss or damage shall pass to Buyer upon tender of delivery to the carrier in Forest Lake, Minnesota. All claims for shortage or for damage in transit must be reported to Seller within 10 days of delivery.
6. **DELAYS.** Delivery shall be subject to, and contingent upon, strikes, labor difficulties, riot, war, fire, delay or defaults of common carriers, governmental decrees or orders, inability to obtain necessary material or facilities or any other delays beyond Seller's reasonable control. Seller shall not be liable for any losses caused by such delays.
7. **CANCELLATION.** A cancellation fee will be applied to all cancelled orders. The amount of the cancellation fee will be based on the percent completion of the customer order.
8. **TAXES -** Seller's prices do not include taxes or other governmental charges with respect to the sale, purchase, delivery, use or transportation of Goods. Any such taxes which Seller may be required to pay or collect under any existing or future law shall be promptly paid to Seller by Buyer upon demand.
9. **WARRANTIES AND DISCLAIMERS.** Seller warrants to the Buyer that the Goods shall be free from defects in materials and workmanship for a period of one year from time of shipment. If Buyer notifies Seller in writing within the applicable period from the date of shipment by Seller ("Warranty Period") of such a defect in any Goods, and if Seller determines that such Goods are not in conformity with this warranty, Seller will repair or replace such Goods or refund to Buyer the purchase price of such Goods. Any claims not made within the Warranty Period are deemed waived by Buyer. **SELLER MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE OR USE OR AGAINST INFRINGEMENT, ALL OF WHICH ARE HEREBY DISCLAIMED BY SELLER.**
10. **PRODUCT WARRANTY PERIOD.** Unless otherwise stated, all GearGrid products are warranted as described in Warranties and Disclaimers, for a period of 2 years, except for the GridIron locker line which carries a 10 year standard warranty.
11. **RETURN & RESTOCKING POLICY.** Goods may not be returned without the Seller's consent, at its discretion and will be subject to a restocking fee. A minimum 25% restocking fee will apply to all returned products. No product may be returned without a Return Authorization and agreement provided by GearGrid. Any returned product received in damaged condition, will be subject to credit adjustment.
12. **LIMITATION OF REMEDIES. IN NO EVENT SHALL SELLER'S OBLIGATIONS WITH RESPECT TO ANY GOODS EXCEED THE PURCHASE PRICE PAID TO SELLER BY BUYER FOR THOSE GOODS. IN NO EVENT SHALL SELLER BE LIABLE TO BUYER FOR ANY SPECIAL, CONSEQUENTIAL OR INCIDENTAL DAMAGE, LOSS OR EXPENSE (INCLUDING WITHOUT LIMITATION, LOSS OF PROFITS OR GOODWILL), WHETHER SUCH CLAIM IS BASED ON CONTRACT, NEGLIGENCE, STRICT TORT OR WARRANTY.**
13. **INTERNATIONAL TRANSACTIONS.** If the Goods are to be shipped outside of the United States, no shipment will be authorized until Seller has received an irrevocable letter of credit issued to Seller for the entire purchase price of the Goods and issued or confirmed by a bank located in the United States that is acceptable to Seller in its sole discretion. The Convention on Contracts for the International Sale of Goods shall not apply to any transaction subject to these Terms and Conditions.
14. **GOVERNING LAW/DISPUTES -** These Terms and Conditions shall be governed by and interpreted in accordance with the internal laws of Minnesota. No action with respect to the Goods or arising out of these Terms and Conditions may be brought by Buyer more than one year after the cause of action has accrued. All disputes shall be resolved in state or Federal courts located in Hennepin County, Minnesota.
15. **EXCLUSIVE AGREEMENT -** No agreement varying these Terms and Conditions will be binding upon Seller unless in writing and signed by an officer of Seller.
16. **ASSEMBLY AND INSTALLATION (WHEN APPLICABLE)** GearGrid will be responsible for assembly/installation for the items quoted when the price is indicated on quote and accepted by customer. Customer will be responsible for off-loading material from carrier and storing in a safe, secure environment until scheduled installation. Customer is responsible for noting any damage to shipment with carrier at the time of delivery. The damage to be noted on Bill of Lading prior to signing and accepting shipment. Customer will also immediately notify GearGrid of shipment damage via email to sales@geargrid.com. Evidence of damage including description and pictures will be necessary. Customer will be responsible for providing a trash receptacle for packing materials and skid disposal. Customer will be responsible for accurate field measurements prior to GearGrid releasing order for production. Field dimensions should also note the material make-up of walls or floors that lockers will be anchored into and any impediments that will require special installation circumstances. Inaccurate field dimensions or omission of special installation circumstances that require additional costs in terms of materials or labor will be the sole responsibility of Customer. Customer will coordinate a firm installation date no later than 30 days prior to the required install date to allow for installer to coordinate travel logistics. If jobsite is not ready for installation as of previously agreed upon date,

Customer will be responsible for additional travel, lodging and other costs associated with delay. Customer will make sure area is free and clear of any obstructions/clutter to allow for adequate space to work freely. Customer will advise of open days/hours work can be performed on site. GearGrid is not able to provide Certified Payroll or Union Wages.

17. **APPROXIMATE LABOR REQUIRED FOR ASSEMBLY AND INSTALLATION.** Using the information below will allow you to approximate the Man Hours required to assemble and install GearGrid products. These figures are provided as a courtesy and are dependent on a variety of factors including: labor experience and skill, jobsite conditions, accessories included, layout, etc. Please feel free to use these calculations, however GearGrid is not responsible for actual assembly and installation times.

First 6 Lockers: 1 hour per locker
Each locker after the first 6: .75 hours per locker
Locker Doors: Add .25 hours per door
Hose Racks, Slingers, Miami, Suffolk, etc: 2 hours each

TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02146

PURCHASE ORDER CHANGE FORM

INVOICE DATE; 08-Jun-26

TO:	TRAC Builders P O Box 96 30 S. Washington St N. Attleboro MA 02760
-----	---

Purchase Order Number

25201683

Vendor Number

6554

PAYMENT AMOUNT

\$3,169.74

BUDGET \$13,643,601.11
BALANCE \$13,674,015.45

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C234		6C0002

FOR: Fire Station #1 and #4

Change Order #

Date

4/27/2026

Door and frames

AMOUNT

\$3,169.74

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Nathan Peck

Brooke Duskin

Jason Bowers

BOARD OF SELECTMEN

APPROVAL OF:

Bernard Greene, Chairman

David Pearlman

Michael Rubenstein

Amada Zimmerman

Anthony Buono



To: Lap Yan
 Town of Brookline
 P.O. Box 9103
 Brookline, MA 02446-9103
 Ph: (617)730-2170

Number: PCO#60

Date: 4/27/26

Job: 25-0401 Brookline Fire Stations 1 & 4

Description: Door swing change at 100a

We are pleased to offer the following specifications and pricing to make the following changes:

Door swing change at 100a.

Cost Code	Description	Price
08-051	H.M. Doors & Frames	\$2,990.32
		Subtotal: \$2,990.32
	Subcontractor Mark-Up	6.00 % \$179.42
	Self Performance	15.00 % \$0.00
		\$0.00
		Total: \$3,169.74

If you have any questions, please contact me at .

ARCHITECT

TRAC Builders, Inc.
 CONTRACTOR
 PO Box 96

OWNER

North Attleboro, MA 02761

 (Signature)

 (Signature)

 (Signature)

 By

 By

 By

 Date

 Date

 Date

TCI THOMPSON COMPANY INC.Change No.
5rev2

DISTRIBUTORS & INSTALLERS OF: ARCHITECTURAL HARDWARE/METAL DOORS & FRAMES/WOOD DOORS



ORDER REQUEST

CHANGE

PROPOSAL

TO: Trac Builders

DATE: 5/7/2026

PROJECT: Brookline Fire Station #1 & #4

TCI CONTRACT #: 7846/7846A

CONTRACTOR REF#:

ATTN: Josh Conroy

FROM: Bob Curtin

Ext. 1337

E-Mail: jconroy@tracbuilders.com

1 Page(s) Total

CHANGE REQUESTED BY: Steve McCarthy

DATE:

MATERIAL FOR: Swing change at 100A

8hrs @ \$135.09/hr = \$1,080.72

MATERIAL:

Hollow Metal Doors	\$1,201.00
Hollow Metal Frames	\$0.00
Wood Doors	\$0.00
Finish Hardware	\$535.00

AN EXECUTED AUTHORIZATION TO
PROCEED MUST BE RECEIVED BY
TCI PRIOR TO PROCESSING OF THE
ABOVE MATERIAL

TOTAL MATERIAL: \$1,736.00

10% OHP \$173.60

FREIGHT: \$0.00

TAX: \$0.00

ACCEPTED DATE: _____

C.O. #: _____

BY: _____

* INSTALLATION: \$1,080.72

* **Doors & Hardware Only.*** **No Frame Installation Included.**

TOTAL CHANGE ORDER REQUIRED:

\$2,990.32

805 PLEASANT STREET / P.O. BOX 890160 / EAST WEYMOUTH, MA 02189-0003
TEL. (781)331-6610 / FAX (781)337-1128

TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02146

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 08-Jun-26

TO:	TRAC Builders P O Box 96 30 S. Washington St N. Attleboro MA 02760
-----	---

Purchase Order Number

25201683

Vendor Number

6554

PAYMENT AMOUNT

\$3,169.74

BUDGET \$13,643,601.11
BALANCE \$13,674,015.45

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C234		6C0002

FOR: Fire Station #1 and #4

Change Order #	Date	
	4/27/2026	Door and frames

AMOUNT

\$3,169.74

DS

mt

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Nathan Peck

Brooke Duskin

Jason Bowers

BOARD OF SELECTMEN

APPROVAL OF:

Bernard Greene, Chairman

David Pearlman

Michael Rubenstein

Amada Zimmerman

Anthony Buono



To: Lap Yan
 Town of Brookline
 P.O. Box 9103
 Brookline, MA 02446-9103
 Ph: (617)730-2170

Number: PCO#60

Date: 4/27/26

Job: 25-0401 Brookline Fire Stations 1 & 4

Description: Door swing change at 100a

We are pleased to offer the following specifications and pricing to make the following changes:

Door swing change at 100a.

Cost Code	Description	Price
08-051	H.M. Doors & Frames	\$2,990.32
		Subtotal: \$2,990.32
	Subcontractor Mark-Up	6.00 % \$179.42
	Self Performance	15.00 % \$0.00
		\$0.00
		Total: \$3,169.74

If you have any questions, please contact me at .

ARCHITECT

TRAC Builders, Inc.
 CONTRACTOR
 PO Box 96

OWNER

North Attleboro, MA 02761

 (Signature)

 (Signature)

 (Signature)

 By

 By

 By

 Date

 Date

 Date

TCI THOMPSON COMPANY INC.Change No.
5rev2

DISTRIBUTORS & INSTALLERS OF: ARCHITECTURAL HARDWARE/METAL DOORS & FRAMES/WOOD DOORS

CHANGE

ORDER REQUEST



PROPOSAL

TO: Trac Builders

DATE: 5/7/2026

PROJECT: Brookline Fire Station #1 & #4

TCI CONTRACT #: 7846/7846A

CONTRACTOR REF#:

ATTN: Josh Conroy

FROM: Bob Curtin

Ext. 1337

E-Mail: jconroy@tracbuilders.com

1 Page(s) Total

CHANGE REQUESTED BY: Steve McCarthy

DATE:

MATERIAL FOR: Swing change at 100A

8hrs @ \$135.09/hr = \$1,080.72

MATERIAL:

Hollow Metal Doors	\$1,201.00
Hollow Metal Frames	\$0.00
Wood Doors	\$0.00
Finish Hardware	\$535.00

AN EXECUTED AUTHORIZATION TO
PROCEED MUST BE RECEIVED BY
TCI PRIOR TO PROCESSING OF THE
ABOVE MATERIAL

TOTAL MATERIAL: \$1,736.00

10% OHP \$173.60

FREIGHT: \$0.00

TAX: \$0.00

ACCEPTED DATE: _____

C.O. #: _____

BY: _____

* INSTALLATION: \$1,080.72

* **Doors & Hardware Only.*** **No Frame Installation Included.**

TOTAL CHANGE ORDER REQUIRED:

\$2,990.32

805 PLEASANT STREET / P.O. BOX 890160 / EAST WEYMOUTH, MA 02189-0003
TEL. (781)331-6610 / FAX (781)337-1128

TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02146

PURCHASE ORDER CHANGE FORM

INVOICE DATE; 08-Jun-26

TO:	TRAC Builders P O Box 96 30 S. Washington St N. Attleboro MA 02760
-----	---

Purchase Order Number

25201683

Vendor Number

6554

PAYMENT AMOUNT

\$2,180.07

BUDGET \$13,643,601.11
BALANCE \$13,645,781.19

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C234		6C0002

FOR: Fire Station #1 and #4

Change Order #	Date	
	5/1/2026	Foyer Trim Work

AMOUNT
\$2,180.07

DS
Mt

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Nathan Peck

Brooke Duskin

Jason Bowers

BOARD OF SELECTMEN

APPROVAL OF:

Bernard Greene, Chairman

David Pearlman

Michael Rubenstein

Amada Zimmerman

Anthony Buono



To: Lap Yan
 Town of Brookline
 P.O. Box 9103
 Brookline, MA 02446-9103
 Ph: (617)730-2170

Number: PCO#61
Date: 5/1/26
Job: 25-0401 Brookline Fire Stations 1 & 4

Description: Foyer Trim Work T&M

We are pleased to offer the following specifications and pricing to make the following changes:

Foyer trim in the lobby

16 hrs @ 93.26 = 1,492.16

Cost Code	Description	Price
06-200	Finish Carpentry	\$1,895.71
		Subtotal: \$1,895.71
	Subcontractor Mark-Up	6.00 % \$0.00
	Self Performance	15.00 % \$284.36
		\$0.00
	Seems excessive but due to small amount will allow.	Total: <u>\$2,180.07</u>
If you have any questions, please contact me at .		

ARCHITECT

TRAC Builders, Inc.
 CONTRACTOR
 PO Box 96
 North Attleboro, MA 02761

OWNER

 (Signature)

 (Signature)

 (Signature)

 By

 By

 By

 Date

 Date

 Date

7:42

80

Back

Currently Selected Receipt

Your Electronic R...

THE HOME DEPOT

How doers
get more done.

WEST ROXBURY MA 02132 (617)327-5000

JOIN OUR TEAM! CAREERS.HOMEDEPOT.COM

2645 00038 35774 04/10/26 10:03 AM

SALE CASHIER VULEISI

098945076471 IN12X16 FINE <A>

1X12X16 PRIMED PJ FINE

4864.63

098945076525 1X6X8PRIME <A>

1X6-8FT PRIMED PJ 84S BOARD

4815.72

091097285552 225PC TAPCON <A>

36.97

TAPCON 3/16X1-3/4 STAR FLAT, 225PK

030699825424 6"X6" PATCH <A>

6.48

ANVIL DRYWALL REPAIR PATCH 6X6

03106461312 8"X8" PATCH <A>

ANVIL DRYWALL REPAIR PATCH 8X8

287.48

14.96

SUBTOTAL 379.81

SALES TAX 23.74

TOTAL \$403.55

XXXXXXXXXXXX9882 MASTERCARD

USD\$ 403.55

AUTH CODE 153210/4181811

TA

AUTH MODE - ISSUER

Chip Read

87

RECEIVED

FOR RETURN

04/10/26 10:03 AM

TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02146

PURCHASE ORDER CHANGE FORM

INVOICE DATE; 10-Jun-26

TO: TRAC Builders
P O Box 96
30 S. Washington St
N. Attleboro MA 02760

Purchase Order Number
25201683

Vendor Number
6554

PAYMENT AMOUNT
\$382,735.26

BUDGET \$13,643,601.11
BALANCE \$14,076,101.50

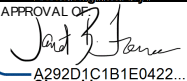
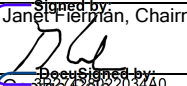
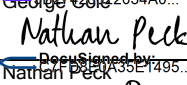
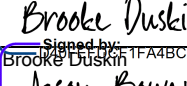
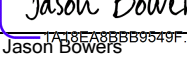
FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C234		6C0002

FOR: Fire Station #1 and #4

Change Order #	Date	
	10-Jun-26	Furnish and install windows and front door for Fire Station 4

AMOUNT
\$382,735.26

BUILDING COMMISSION

APPROVAL OF:  6/10/2026
Signed by: Janet Fierman, Chairman
APPROVAL OF:  6/10/2026
Signed by: George Goff, Chairman
APPROVAL OF:  6/10/2026
Signed by: Nathan Peck
APPROVAL OF:  6/10/2026
Signed by: Brooke Duskin
APPROVAL OF:  6/11/2026
Signed by: Jason Bowers

BOARD OF SELECTMEN

APPROVAL OF: _____
Bernard Greene, Chairman

David Pearlman

Michael Rubenstein

Amada Zimmerman

Anthony Buono

DS


WINDOWS

TRAC
Window Product \$96,049.44
Shop Drawings \$7,500.00
Installation \$93,760.00
Installation Materials \$65,055.72
Lifts \$6,000.00
Masonry Support Inc.
Supervision \$6,000.00
Tile \$2,500.00
Paint \$19,799.28
Base Total \$296,664.44
OH&P 15% \$44,499.66
Bond 1% \$2,966.64
Base Grand Total \$344,110.74

DOOR

TRAC
New Door \$15,307.00
Installation \$9,690.00
Materials \$8,300.00
Paint Inc.

Supervision Inc.
Base Total \$33,297.00
OH&P 15% \$4,994.55
Bond 1% \$332.97
Door Grand Total \$38,624.52
Total COR \$382,735.26

TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02146

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 08-Jun-26

TO:	TRAC Builders P O Box 96 30 S. Washington St N. Attleboro MA 02760
-----	---

Purchase Order Number

25201683

Vendor Number

6554

PAYMENT AMOUNT

\$23,532.05

BUDGET \$13,643,601.11
BALANCE \$13,670,845.71

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C234		6C0002

FOR: Fire Station #1 and #4

Change Order #	Date	
	3/3/2026	Finish carpentry trim on the 2nd floor + plus materials

AMOUNT

\$23,532.05

DS
Mt

BUILDING COMMISSION

APPROVAL OF:

Janet Fierman, Chairman

George Cole

Nathan Peck

Brooke Duskin

Jason Bowers

BOARD OF SELECTMEN

APPROVAL OF:

Bernard Greene, Chairman

David Pearlman

Michael Rubenstein

Amada Zimmerman

Anthony Buono



To: Lap Yan
 Town of Brookline
 P.O. Box 9103
 Brookline, MA 02446-9103
 Ph: (617)730-2170

Number: PCO#53

Date: 3/23/26

Job: 25-0401 Brookline Fire Stations 1 & 4

Description: T&M Finish Carpentry

We are pleased to offer the following specifications and pricing to make the following changes:

T&M for finish carpentry trim on the 2nd floor + plus materials.

208 labor hours @ 93.26. Time cards attached as back up. Reciepts for materials attached as back up.

Cost Code	Description		Price
06-200	Finish Carpentry		\$20,462.65
		Subtotal:	\$20,462.65
	Subcontractor Mark-Up	6.00 %	\$0.00
	Self Performance	15.00 %	\$3,069.40
			\$0.00
		Total:	\$23,532.05

If you have any questions, please contact me at (401)943-3800.

ARCHITECT

TRAC Builders, Inc.
 CONTRACTOR
 PO Box 96

 North Attleboro, MA 02761

OWNER

 (Signature)

 (Signature)

 (Signature)

 By

 By

 By

 Date

 Date

 Date

TOWN OF BROOKLINE

333 Washington Street, Brookline, Massachusetts 02146

PURCHASE ORDER CHANGE FORM

INVOICE DATE: 08-Jun-26

TO: Cambridge Seven
1050 Mass Ave
Cambridge MA 02138

Purchase Order Number

24201051

Vendor Number

26886

PAYMENT AMOUNT

\$64,650.00

BUDGET \$1,775,450.12
BALANCE \$279,975.43

FUND	ORGANIZATION	ACTIVITY	OBJECT
	2594C2324		6C0002

FOR: Fire Station #1

Change Order	Date	
5	5/14/2026	For Fire Station 1

AMOUNT

\$64,650.00

DS

mt

BUILDING COMMISSION

APPROVAL OF:

Janet Fieman, Chairman

George Cole

Nathan E. Peck

Brooke Duskin

Jason Bowers

BOARD OF SELECTMEN

APPROVAL OF:

Bernard Greene, Chairman

David Pearlman

Michael Rubenstein

Amada Zimmerman

Anthony Buono

Architecture
Urban Design
Planning
Programming
Interior Design
Graphic Design
Exhibit Design

Mr. Lap Yan
Town of Brookline - Project Manager
333 Washington Street, Third Floor
Brookline, MA 02445

14 May 2026

Sent via email: lyan@brooklinema.gov

**Re: Brookline Fire Station no. 1
New Window Design and Construction Administration Services**

Dear Mr. Yan,

Per our Contract Agreement Article 3, we are requesting Additional Services to provide design services at Station 1. We understand that the Town would like to add new scope to the project to install new windows at the station. The original design contract excluded all work to the envelope of the building. At this time, the Town would like to provide all new windows to the historic structure. We understand there are 57 windows in the building including 10 unique types. See attached scope diagram.

This work will involve research of historic window types, profiles and dimensions, preparation of design drawings, meetings with the historic commission to gain approvals and construction drawings to provide detailed documents and construction administration services to the contractor currently working in the building.

CambridgeSeven Project Team

Stefanie Greenfield will be the Principal in Charge and James Puopolo will be the lead design and construction administrator. CambridgeSeven will not contract any outside consultants

Owner-Provided Contractor

We understand the Town will continue to work with TRAC builders to perform this work.

Overall Scope of Work

CambridgeSeven will provide the following:

Task 1 Schematic Design 8 Weeks

- Research historic window patterns
- Determine new methods to achieve the look of the historic window
- Prepare Design Elevations to review with Historic Commission

Task 2 Construction Drawings 10 Weeks

- Provide Construction Drawings for new operable windows in existing wall
- We assume the existing window sills, head, and jamb will be replaced with this project as needed.
- New window design will be a double glazed system
- Provide window specifications
- Assist with bidding process

Task 3 Construction Administration 15 Weeks

- Provide construction administration services to include:
 - submittal review
 - RFI's
 - onsite job meetings

Brookline Station 1_New Windows

5/14/2026

Page 2

Scope of Work not included

- Apparatus Bay roll up Doors are not included
- Envelope Analysis
- Energy Modeling
- Existing Envelope Insulation
- Stretch Code Analysis / Modeling
- Detection, discovery, handling, removal, encapsulating and any other treatment of asbestos or other hazardous materials or pollutants.
- Services performed beyond April 2027.

Assumptions

This proposal, including the fees, is based on the following assumptions:

- We assume the Authority having jurisdiction will allow for a full replacement window project in lieu of energy analysis of the historic thermal envelope.
- We assume the work may be done in tandem with the current interior renovation project.
- Specifications will be listed on the drawings. No separate spec. book will be provided for this work.
- The General Contractor will provide this work as a change order to their base scope.

Fee and Expenses

CambridgeSeven will provide the above services for the following fee:

Task 1 and 2	\$46,360.00
Task 3	<u>\$18,290.00</u>
Total	\$64,650.00

In Summary

Thank you for the opportunity to work on the Brookline Fire Station Projects. If you have any questions or would like any additional information, please do not hesitate to contact us.

Sincerely,

Accepted by:

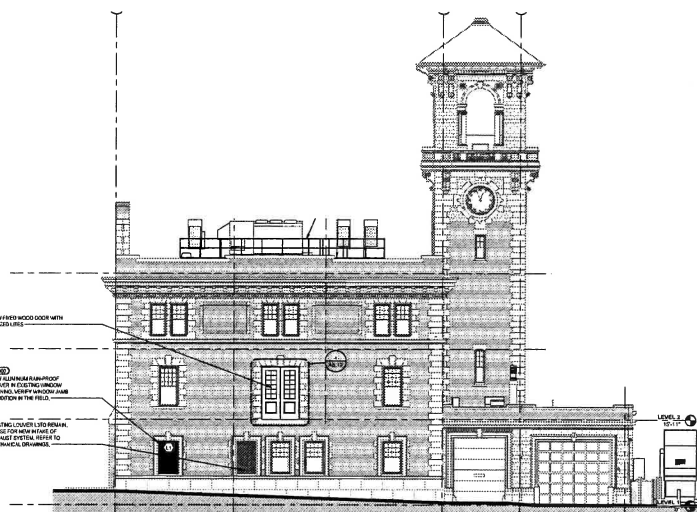
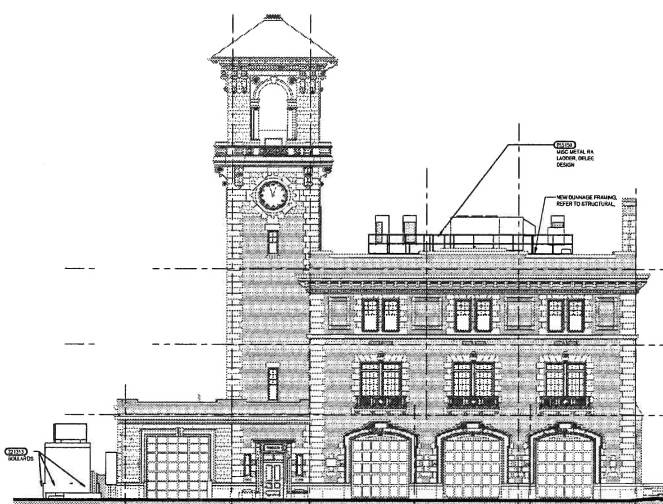
José Silveira, Principal, CFO / COO

Mr. Lap Yan
Project Manager, Town of Brookline

Date

Date

xc: Stefanie Greenfield, Jim Puopolo,



Terms and Conditions

Rev 13 August 2024

Services

For time and expense contracts, and for additional services under all contracts, the legal name, Cambridge Seven Associates, Inc., should be used. Services shall be billed according to the standard hourly billing rates as defined in Schedule A. These rates may be revised annually in conjunction with normal salary adjustments by CambridgeSeven.

Reimbursable Expenses

Expenses incurred by CambridgeSeven on behalf of the Project are in addition to the fee for services and shall be billed at a multiple of one-and-one-tenth (1.10) times the actual CambridgeSeven costs. These shall include all expenditures made or incurred (other than direct personnel and overhead expenses) in the interest of the project, including, without limitation: consultant fees and expenses not included in fee for services; transportation and living when traveling in connection with the project; reproduction of drawings, specifications and reports; materials and reproduction costs; photography; model materials; equipment rental; and postage and delivery charges.

Payments

On signing, the Client shall provide CambridgeSeven an initial payment of 10% of the total budgeted architectural design fee. That initial payment shall be held by CambridgeSeven, and credited to the final invoice. If the initial payment exceeds the final invoice, CambridgeSeven shall promptly refund the difference.

Payments are due within thirty (30) days after the date of each bill. Payments not made within said 30 days will bear interest from the end of said 30-day period at the rate of one-and-one-half percent (1.5%) per month until paid. Failure of the

client to make payments when due shall be cause for suspension of services or termination of this agreement by CambridgeSeven without prejudice to any other remedies available to CambridgeSeven, and no such suspension or termination shall constitute breach of this agreement by CambridgeSeven.

CambridgeSeven shall be entitled to reimbursement of all costs actually incurred by it in collecting overdue accounts under this contract, including, without limitation, legal fees. No deduction shall be made from CambridgeSeven's compensation on account of any claim or claims for which CambridgeSeven furnishes to the client reasonable evidence of professional liability or other insurance coverage regarding such claims. Payment to CambridgeSeven is the responsibility solely of the client and is not subject to third-party agreements. All fees and expenses are net US dollars exclusive of transfer costs and tariffs.

General Terms

Acceptance and Review—Any proposal to which these terms and conditions are attached is subject to renegotiation if not accepted by the client in writing within 30 days following submission thereof. If an extension is desired, the client shall notify CambridgeSeven in writing prior to the expiration of said 30 days. The attached proposal, when accepted, and these terms and conditions shall become the "Agreement" between client and CambridgeSeven. The fees and terms, except for annual adjustments in standard hourly billing rates, shall remain in full force and effect for one year from the date of the Agreement, and shall be subject to revision at that time, or any time thereafter, if CambridgeSeven gives written notice to the client at least 60 days prior to the requested date of revision. In the event that the parties fail to agree on new rates, either party may terminate the

Terms and Conditions (continued)
Rev 13 August 2024
Page 2

Agreement by giving the other party seven days written notice.

Damages Limitation – Each party preserves any claim for general and direct damages. Each party waives any claim against the other for special or indirect damages, including lost profits or loss of use, lost revenue, lost data, or loss of business investments, opportunities, or goodwill, or any similar damages of any kind; and waives any claim for punitive or exemplary damages. This waiver applies to any such damages which arise out of, or result from, this agreement or its termination, regardless of the basis for or theory of any claim or action, and whether these losses or damages are foreseeable. This waiver does not include any damages for which a party's insurance policy provides coverage. Nor does it include any punitive or exemplary damage claim whose waiver is precluded by law.

Additional Services—Requests for additional services must be authorized by client in writing before additional services can begin.

Ownership of Documents—As instruments of service, all documents, including original drawings, magnetic and optical media, including CADD materials of any kind, statements of probable cost, budget estimates, specifications, field notes, photographs, and data, and the copyright therein, are and remain the property of CambridgeSeven. On CambridgeSeven's payment in full, client shall receive a license to use the instruments of service solely and exclusively for constructing, using, maintaining, altering or adding to the project. This license will terminate only if CambridgeSeven rightfully terminates the agreement due to the client's default. Any use of project documents without the participation of CambridgeSeven for extensions of the project or for new projects, or for the completion of this project without the participation of CambridgeSeven, shall require

written permission of CambridgeSeven and shall entitle CambridgeSeven to further reasonable compensation. Client shall indemnify and hold CambridgeSeven harmless from and against all losses, damages and expenses, including legal expense, which may arise as a result of unauthorized use of project documents.

Termination—In the event of termination full payment shall be made for services performed to the termination date by CambridgeSeven and its consultants, including reimbursable expenses then due and all terminal expenses. In the event of termination by CambridgeSeven for good cause, full payment shall be made for services performed to the termination date by CambridgeSeven and its consultants, including reimbursable expenses then due and all terminal expenses, and, in addition, costs of termination and damages for breach of contract, including ten percent (10%) of the unpaid balance of the contract, shall be paid to CambridgeSeven.

Hazardous and Other Special Materials—Client agrees that no part of CambridgeSeven's services under this agreement shall include location, identification, treatment, encapsulation, removal or disposal, or any other services relating to asbestos, pollutants, or any hazardous or toxic materials; and client understands that CambridgeSeven has no obligation to carry insurance which would cover any such services.

Publicity—Whenever client publishes or causes to be published or exhibits information about the project, client shall accurately attribute credit to CambridgeSeven. If the Agreement is terminated prior to the completion of the services described herein, no distribution of project documents to persons other than the parties hereto shall be made without CambridgeSeven's specific written authorization.

Terms and Conditions (continued)
Rev 13 August 2024
Page 3

Force majeure—CambridgeSeven shall not be responsible for and shall not incur any liability for delays, loss, damages, costs, claims, loss of profit, or consequential loss resulting from (a) any prohibition, enactment, embargo, or other limitation imposed by governmental authority; (b) disease or illness, including without limitation, ones affecting employees of CambridgeSeven; (c) plague, epidemic, pandemic, outbreaks of infectious disease or any other public health issues, including quarantine or other employee restrictions; (d) war, industrial action, act of terror or civil unrest; (e) destruction or damage to buildings by fire, storm, tempest, vandalism, lightning, explosion, or bursting or overflowing of water tanks, or similar losses; (f) the failure or withdrawal of public service; and (g) acts of God, force majeure, or any other cause beyond its control.

Insurance and Claims—CambridgeSeven agrees to carry the following insurance during the term of this Agreement: Worker's Compensation, General Liability, Professional Liability and Comprehensive Automobile Liability. Certificates of insurance will be furnished upon request. If the Client requires insurance coverage or limits in excess of CambridgeSeven's normal policies, and it is available, Client agrees to reimburse CambridgeSeven for any resulting additional expense. The Client shall at all times indemnify and save harmless CambridgeSeven and its officers, agents, employees and consultants on account of any claims, damages, losses, litigation, expenses, counsel fees, and compensation arising out of any claims, damages, personal injuries, property losses and/or economic damages sustained by or alleged to have been sustained by any person or entity, to the extent caused in whole or in part by the omissions or negligence of the Client, its agents, employees, contractors and subcontractors in connection with the project. For any damage on account of any error,

omission or other professional negligence of CambridgeSeven or its consultants, CambridgeSeven's and its consultants' aggregate liability will be limited to a sum not to exceed the lesser of the amounts paid CambridgeSeven to date under the contract or \$500,000.

Statements of Probable Cost and Budget Estimates will be made on the basis of our experience and qualifications and represent our opinions based on our best judgments as design professionals familiar with the construction industry, but CambridgeSeven cannot and does not guarantee that proposals, bids, or the project construction cost will not vary from such statements or estimates since CambridgeSeven has no control over construction costs. During administration of a construction contract, CambridgeSeven shall visit the site at appropriate intervals to generally review the work of the contractor and to keep the client advised in general as to the progress and quality of the work. CambridgeSeven shall not, however, be responsible for the work of the contractor or for the failure of the contractor to perform its contract with client, or for construction sequences or methods, or for safety means and measures, all of which are the responsibility of the contractor.

Laws, Rules, and Regulations—CambridgeSeven will use its best professional efforts in accordance with normal standards of good professional practice in performing its services, and to identify laws, rules, and regulations that apply to the project, to interpret the same in a reasonable manner, to seek the advice of governmental officials and/or legal counsel when questions of interpretation and/or applicability arise, and to produce reports, plans, and other documents that are consistent therewith. Having done so in accordance with normal standards of good professional practice, CambridgeSeven will have

Terms and Conditions (continued)
Rev 13 August 2024
Page 4

met its obligation hereunder, and will not be responsible for contrary interpretations or determinations by enforcement authorities or others. CambridgeSeven will, at the client's request, furnish certificates to lenders or others regarding such compliance with laws, rules, and regulations, provided that each such certificate is consistent with the above, that the requested form of each such certificate is furnished to CambridgeSeven no less than two weeks before the date on which it is required by the client, and that no such certificate shall increase CambridgeSeven's obligations or liabilities under the Agreement.

Miscellaneous—The Agreement (together with any project-specific proposal submitted with it) constitutes the entire agreement between the parties with respect to CambridgeSeven's services described herein, supersedes all prior agreements, and may be amended only in writing. The client and CambridgeSeven each binds itself and its partners, successors,

executors, administrators and assigns to the Agreement and its covenants. Except as specifically provided, neither the client nor CambridgeSeven will assign or transfer its interest in the Agreement without the written consent of the other, except that CambridgeSeven shall have the right in any event to assign its rights and delegate its obligations hereunder to a controlled entity for the purpose of convenient compliance with professional registration laws; and may pledge accounts earned hereunder to banks for conventional accounts receivable financing purposes. Nothing herein shall be construed as creating any personal liability on the part of any officer, employee, or agent of either party hereto, nor shall it be construed as giving any right or benefits hereunder to anyone other than the client and CambridgeSeven. The Agreement shall be construed in accordance with and shall be governed by the laws of the Commonwealth of Massachusetts, U.S.A.

Schedule A**Standard Hourly Billing Rates**

Effective 1 January 2026

These rates may be adjusted annually in conjunction with normal salary adjustments by CambridgeSeven.

Professional Category	Hourly Rates:
Principal	\$335
Senior Designer Level IV	\$280
Senior Designer Level III	\$260
Senior Designer Level II	\$215
Senior Designer Level I	\$195
Designer Level IV	\$180
Designer Level III	\$150
Designer Level II	\$120
Designer Level I	\$105
Junior Designer	\$95
Senior Exhibit Designer Level II	\$230
Senior Exhibit Designer Level I	\$215
Exhibit Designer Level II	\$185
Exhibit Designer Level I	\$175
Senior Graphic Designer	\$175
Graphic Designer	\$135
Technical Support	\$100
Court Testimony, waiting in court, and preparation time:	\$500

Additional Services - Requests for additional services must be authorized by client in writing before additional services can begin.

Memorandum

To: Select Board

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

Date: June 8, 2026

Re: Authorization to Hire – Two Non-Licensed HVAC Tradespersons

The Building Department is requesting permission to fill two (2) open positions. The positions are Non-Licensed HVAC Tradesperson.

They would do limited HVAC work such as changing belts, filters, greasing fittings on bearings, changing motors and pulleys, checking and repairing temperature controllers and other related work. These non-licensed HVAC Tradespersons replace the use of outside contractors.

These two (2) positions are budgeted in the Operating Budget from the School Buildings Salary accounts. This position was approved by the School Committee.

Thank you for your consideration.

cc: Cam Gomes, Energy Systems Manager
Joan Tolson, Accounting Administrator



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:** Non-Licensed HVAC Tradesperson **Grade:** MN-05

2. **Department:** Building Department **Division:** Public Buildings

3. **Position Control #:** 250000059 **Prior Incumbent:** N/A

a. Reason for Leaving: ☐ Resignation ☐ Retirement ☐ Other: _____

4. **Budgetary Information:**

Department Code: 2500 Budget Code: 25003430-510101 % 100

☐ 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.

Limited HVAC work such as changing belts, filters, greasing fittings and bearings, changing motors and pulleys, checking and repairing temperature controllers and other related work.

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

Using outside contractors.

11. Suggested sources for specialized recruitment advertising:

Human Resources will work closely with the department to post the position widely with recruiting websites.

13. **Signatures:**

Department Head: _____ Date: 6/10/2024

Human Resources: _____ Date: _____

Town Administrator: _____ Date: _____

14. **Approvals:**

Date on SB Agenda: _____

Date Approved: _____



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:** Non-Licensed HVAC Tradesperson Grade: MN-05

2. **Department:** Building Department Division: Public Buildings

3. Position Control #: 250000060 Prior Incumbent: N/A

a. Reason for Leaving: ☐ Resignation ☐ Retirement ☐ Other: _____

4. **Budgetary Information:**

Department Code: 2500 Budget Code: 25003430-510101 % 100

☐ 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.

Limited HVAC work such as changing belts, filters, greasing fittings and bearings, changing motors and pulleys, checking and repairing temperature controllers and other related work.

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

Using outside contractors.

11. Suggested sources for specialized recruitment advertising:

Human Resources will work closely with the department to post the position widely with recruiting websites.

13. **Signatures:**

Department Head: _____ Date: 6/10/2024

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
Milee Pradhan, Director of Parks and Open Space

Date: June 17, 2026

Re: PW/27-01 Beacon Street and General Grounds Maintenance

Cc: Dan Murphy, Director of Engineering and Transportation

On June 3, 2026 proposals for "Beacon Street and General Grounds Maintenance", Contract No. PW/27-01, were publicly opened and read. Five bids were received, the lowest three are as follows:

	Base Bid	w/Alternate 1
Perez Landscaping, Inc.	\$221,630.00	\$248,630.00
Park Landscape Associates, Inc.	\$236,462.36	\$261,212.36
Pathfinder Tree Service, Inc.	\$250,245.00	\$274,095.00

The work in this contract consists of landscape maintenance and snow removal.

Public Works recommends that this contract be awarded to Perez Landscaping, Inc. of Norwood, MA, in the amount of \$248,630.00.

Town Of Brookline

Contract Coding Approval Form

Department: Public Works/Engineering Division

Vendor Name: Perez Landscaping, Inc.

Vendor Number: 60781 Amount of Contract: \$248,630.00

Contract #: PW/27-01 Beacon St and General Grounds Maintenance

Purpose of Contract:

Description: Landscape maintenance and snow removal.

Coding:

Org #	Org Name *	Acct #	Acct Name	Amount
46004650		523599		\$248,630.00

* For "WS" or "C" accounts, please call it "CIP", preceded by your Dept (e.g., 4998WS08 would be "DPW CIP").

Department Head:



Date 6/15/26

Comptroller and Purchasing Approvals

Funds Available/Codes Correct


Comptroller

6/23/26
Date Approved by Comptroller

Complies with Appropriate Procurement Law
(MGL ch 149, ch 30 30 30M, or ch 30B)

R.S.
Purchasing

6/23/26
Date Approved by Purchasing

Memorandum

To: Select Board
Chas Carey, Town Administrator

From: Erin Chute, Commissioner of Public Works
Milee Pradhan, Director of Parks and Open Space

Date: June 17, 2026

Re: PW/27-02 Skyline Park Maintenance

Cc: Dan Murphy, Director of Engineering and Transportation

On June 3, 2026 proposals for "Skyline Park Maintenance", Contract No. PW/27-02, were publicly opened and read. Six bids were received, the lowest three are as follows:

Handy Hub Landscaping, LLC	\$51,912.36
Park Landscape Associates, Inc.	\$62,178.00
Perez Landscaping, Inc.	\$63,930.00

The work in this contract consists of landscape maintenance and snow removal.

Public Works recommends that this contract be awarded to Handy Hub Landscaping, LLC of Concord, MA, in the amount of \$51,912.36.

Town Of Brookline

Contract Coding Approval Form

Department: Public Works/Engineering Division

Vendor Name: Handy Hub Landscaping, LLC

Vendor Number: _____ Amount of Contract: \$51,912.36

Contract #: PW/27-02 Skyline Park Maintenance

Purpose of Contract:

Description: Landscape maintenance and snow removal.

Coding:

Org #	Org Name *	Acct #	Acct Name	Amount
46004650		523599		\$51,912.36

* For "WS" or "C" accounts, please call it "CIP", preceded by your Dept (e.g., 4998WS08 would be "DPW CIP").

Department Head: _____

Date 6/15/20

Comptroller and Purchasing Approvals

Funds Available/Codes Correct

Chl
Comptroller

6/20/20
Date Approved by Comptroller

Complies with Appropriate Procurement Law
(MGL ch 149, ch 30 30 30M, or ch 30B)

RS
Purchasing

6/20/20
Date Approved by Purchasing

Memorandum

To: Select Board
Chas Carey, Town Administrator

From: Erin Chute, Commissioner of Public Works
Kevin Johnson, Director of Highway and Sanitation

Date: June 17, 2026

Re: PW/27-03 Traffic Signals and Emergency Streetlight Services

Cc: Dan Murphy, Director of Engineering and Transportation

On June 17, 2026 proposals for "Traffic Signals and Emergency Streetlight Services", Contract No. PW/27-03, were publicly opened and read. Three bids were received, they are as follows:

Dagle Electrical Construction Corp.	\$47,770.00
Pine Ridge Technologies, Inc.	\$55,330.00
Coviello Electric and General Contracting Co., Inc.	\$60,440.00

The work in this contract consists of traffic signal and emergency streetlight services

Public Works recommends that this contract be awarded to Dagle Electrical Construction Corp. of Wilmington, MA, in the amount of \$47,770.00.

Town Of Brookline

Contract Coding Approval Form

Department: Public Works/Engineering Division

Vendor Name: Dagle Electrical Contractors, Inc.

Vendor Number: 48636 Amount of Contract: \$47,770.00

Contract #: PW/27-03

Purpose of Contact:

Description: Traffic signals and emergency streetlight services

Coding:

Org #	Org Name *	Acct #	Acct Name	Amount
42004250		522052		\$32,000.00
42004250		522051		\$15,770.00

* For "WS" or "C" accounts, please call it "CIP", preceded by your Dept (e.g., 4998WS08 would be "DPW CIP").

Department Head: *Ken [Signature]*
if Deputy

Date 6/22/24

Comptroller and Purchasing Approvals

Funds Available/Codes Correct

Chido
Comptroller

6/23/26

Date Approved by Comptroller

Complies with Appropriate Procurement Law
(MGL ch 149, ch 30 30 30M, or ch 30B)

RS
Purchasing

6/23/26
Date Approved by Purchasing

Memorandum

To: Select Board
Chas Carey, Town Administrator

From: Erin Chute, Commissioner of Public Works
Milee Pradhan, Director of Parks and Open Space

Date: June 17, 2026

Re: PW/27-04 School Grounds Maintenance 1

Cc: Dan Murphy, Director of Engineering and Transportation

On June 3, 2026 proposals for "School Grounds Maintenance 1", Contract No. PW/27-04, were publicly opened and read. Five bids were received, the lowest three are as follows:

Green Designs Landscaping, Inc. \$69,517.50

Park Landscape Associates, Inc. \$87,384.21

Ciro Carbone & Sons, Inc. \$98,770.00

The work in this contract consists of landscape maintenance and snow removal services at Lawrence School, Lincoln School, Pierce School, Old Lincoln School, and the High School Complex.

Public Works recommends that this contract be awarded to Green Designs Landscaping, Inc. of Abington, MA, in the amount of \$69,517.50.

Town Of Brookline

Contract Coding Approval Form

Department: Public Works/Engineering Division

Vendor Name: Green Designs Landscaping, Inc.

Vendor Number: _____ Amount of Contract: \$69,517.50

Contract #: PW/27-04 School Grounds Maintenance 1

Purpose of Contract:

Description: Landscape maintenance of school grounds including weeding, mowing, trimming, raking, edging, pruning sweeping, and snow removal
Additional hourly maintenance at various locations including pruning, raking, weeding, mowing, trimming, seeding, incidental planting, leaf removal and disposal, and snow removal.

Coding:

Org #	Org Name *	Acct #	Acct Name	Amount
46004651		523599		\$62,517.50
42004230		524058		\$7,000

* For "WS" or "C" accounts, please call it "CIP", preceded by your Dept (e.g., 4998WS08 would be "DPW CIP").

Department Head: _____

Date 6/15/26

Comptroller and Purchasing Approvals

Funds Available/Codes Correct

Comptroller

Date Approved by Comptroller

Complies with Appropriate Procurement Law
(MGL ch 149, ch 30 30 30M, or ch 30B)

Purchasing

Date Approved by Purchasing

Memorandum

To: Select Board
Chas Carey, Town Administrator

From: Erin Chute, Commissioner of Public Works
Milee Pradhan, Director of Parks and Open Space

Date: June 17, 2026

Re: PW/27-05 School Grounds Maintenance 2

Cc: Dan Murphy, Director of Engineering and Transportation

On June 3, 2026 proposals for "School Grounds Maintenance 2", Contract No. PW/27-05, were publicly opened and read. Five bids were received, the lowest three are as follows:

Green Designs Landscaping, Inc. \$75,457.50

Park Landscape Associates, Inc. \$96,789.21

Ciro Carbone & Sons, Inc. \$118,900.00

The work in this contract consists of landscape maintenance and snow removal at Baker School, Baldwin School, Driscoll School, Hayes School, Florida Ruffin Ridley School, Runkle School.

Public Works recommends that this contract be awarded to Green Designs Landscaping, Inc. of Abington, MA, in the amount of \$75,457.50.

Town Of Brookline

Contract Coding Approval Form

Department: Public Works/Engineering Division

Vendor Name: Green Designs Landscaping, Inc.

Vendor Number: _____ Amount of Contract: \$75,457.50

Contract #: PW/27-0⁵ School Grounds Maintenance 2

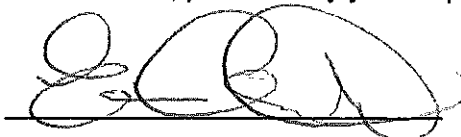
Purpose of Contract:

Description: Landscape maintenance of school grounds including weeding, mowing, trimming, raking, edging, pruning sweeping, and snow removal
Additional hourly maintenance at various locations including pruning, raking, weeding, mowing, trimming, seeding, incidental planting, leaf removal and disposal, and snow removal.

Coding:

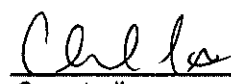
Org #	Org Name *	Acct #	Acct Name	Amount
46004651		523599		\$56,482.5
42004230		524058		\$9,000
4925K073	DPWCIP	6P0044		\$9,975

* For "WS" or "C" accounts, please call it "CIP", preceded by your Dept (e.g., 4998WS08 would be "DPW CIP").

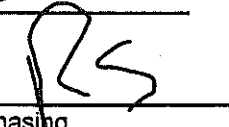
Department Head: 

Date 6/15/26

Comptroller and Purchasing Approvals

Funds Available/Codes Correct 
Comptroller

6/23/26
Date Approved by Comptroller

Complies with Appropriate Procurement Law
(MGL ch 149, ch 30 30 30M, or ch 30B) 
Purchasing

6/22/26
Date Approved by Purchasing

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, July 11, 2026. Hours of entertainment will be from 12:00 PM-12:30 PM.

This application is scheduled to go before the Board on **June 30, 2026**. May we please have the reports **June 16, 2026**.

Thank you.



BROOKLINE POLICE DEPARTMENT
Brookline, Massachusetts

JENNIFER PASTER
CHIEF OF POLICE

JENNIFER PASTER
CHIEF OF POLICE

Chief,

I have reviewed the application for an Entertainment License submitted by the new business, Junbi Matcha & Tea, for a lion dance performance proposed to take place on Saturday, July 11, 2026, from 12:00 PM to 12:30 PM, at 190 Washington Street, Brookline.

As this is a new business, there is no prior complaint, enforcement, or call history associated with the location.

Based on the information provided, the requested entertainment consists of a one-time cultural performance of approximately 30 minutes in duration during daytime weekend hours. The event will feature a traditional lion dance accompanied by drums and cymbals.

Given the limited duration, daytime scheduling, and cultural nature of the performance, it is my opinion that the event is unlikely to create significant noise, traffic, public safety concerns, or other adverse impacts on the surrounding neighborhood.

Accordingly, I have no objections to the issuance of the requested Entertainment License.

Sincerely,

Sergeant Daniel Avila
Brookline Police Department
Phone: 617-730-2654
Email: rmccarthy@brooklinema.gov





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: Sarang Holdings LLC
D/B/A: Junbi Matcha & Tea
LOCATION: 190 Washington Street, Brookline MA 02445
TELEPHONE # [REDACTED] EMAIL ADDRESS: brookline@junbishop.com
DATE (S): Saturday, July 11, 2026 HOURS: FROM: 12 pm TO: 12:30 pm
RAIN DATE(S): _____

DO YOU CURRENTLY HOLD A COMMON VICTUALLER'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: _____
#OF INSTRUMENTS: _____ CONCERT: ☐
VOCAL MUSIC: ☐ #OF VOCALIST: _____

EVENT DESCRIPTION: Lion Dance (consists of 6 dance members) for the shop's

grand opening to bring good luck and remove negative energy. Dance will take place in front of the shop at 190 Washington Street, and inside the shop for 30 mins.

Chithank Nguyen

6/15/2026

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 9, 2026

May we please have a report on the attached request for:

A One-Day **Wine and Malt** Beverages, Non-Sales License, Bill Ewall & Bonnie Tumetty for a 50th Anniversary Party at First Parish at Brookline located at 382 Walnut St. to be held on Saturday, July 11th, 2026 from 5:00 PM – 10:00 PM with a maximum number of attendees of 65 people.

This application will go before the Board on **June 30, 2026**. May we please have the report **ASAP**.

Thank you.

Event date: July 11th
Hearing Date: June 30th

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.

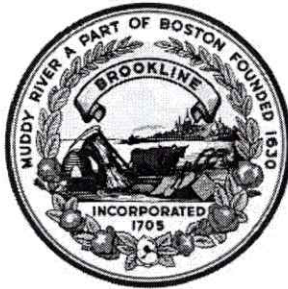
YOUR NEXT STEPS AFTER SUBMITTING YOUR APPLICATION:

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: 5.7.26

I hereby make application for a TEMPORARY ALCOHOLIC BEVERAGES LICENSE for the purpose
of ~~selling and~~ dispensing alcoholic beverages permitted by law at a

50th Wedding Anniversary Party
(state whether it's a meeting, banquet, concert, picnic, wedding, etc.)

which is to be held by Bill Ewall & Bonnie Turnetty
(Name of Organization)

22 Linden St. Brookline
(Address of Organization)

a _____ organization, on the 11th day of July

between the hours of 5pm - 10pm at the following described place:

FIRST PARISH in Brookline, 382 Walnut St.

[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: Bill Ewall Address: [REDACTED]

Title: Husband Date of Birth: [REDACTED]

Telephone number(s) (24-hour contact information): [REDACTED]

Email address (es): [REDACTED]

Complete name and address of officer of the organization applying:

Name: Bill Ewall Title: Husband Address: [REDACTED]

Name: _____ Title: _____ Address: _____

Name: _____ Title: _____ Address: _____

1) How many cases or barrels, etc. of alcohol beverages are to be available for sale?

3 cases of wine, 3 cases of beer

2) What is the maximum number of people to attend? 65

3) What is the age group of people to attend? half 40's, half 70's

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.

Licensed Bartender

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):

TIPS -

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? There will be 6-12
grandchildren, supervised by their
parents.

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 manager 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:

(Name) (Address) (Date of Birth)

Telephone number(s) (24-hour contact information): _____

Email Address(es): _____

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.):

There is a large banquet hall, The
Peterson Room and an adjacent seating
area with a large table + some large
chairs + a sofa. The alcohol will be
served by the bartender working behind
a table in the corner of the large room,
Food will be served in the seating area.

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



On-Premise

CERTIFIED

Issued: 01/18/2025

Certificate #: ON-000035901230

Expires: 01/18/2028

Christopher T Coury

59 Bryant St 1L

Malden

MA 02148





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

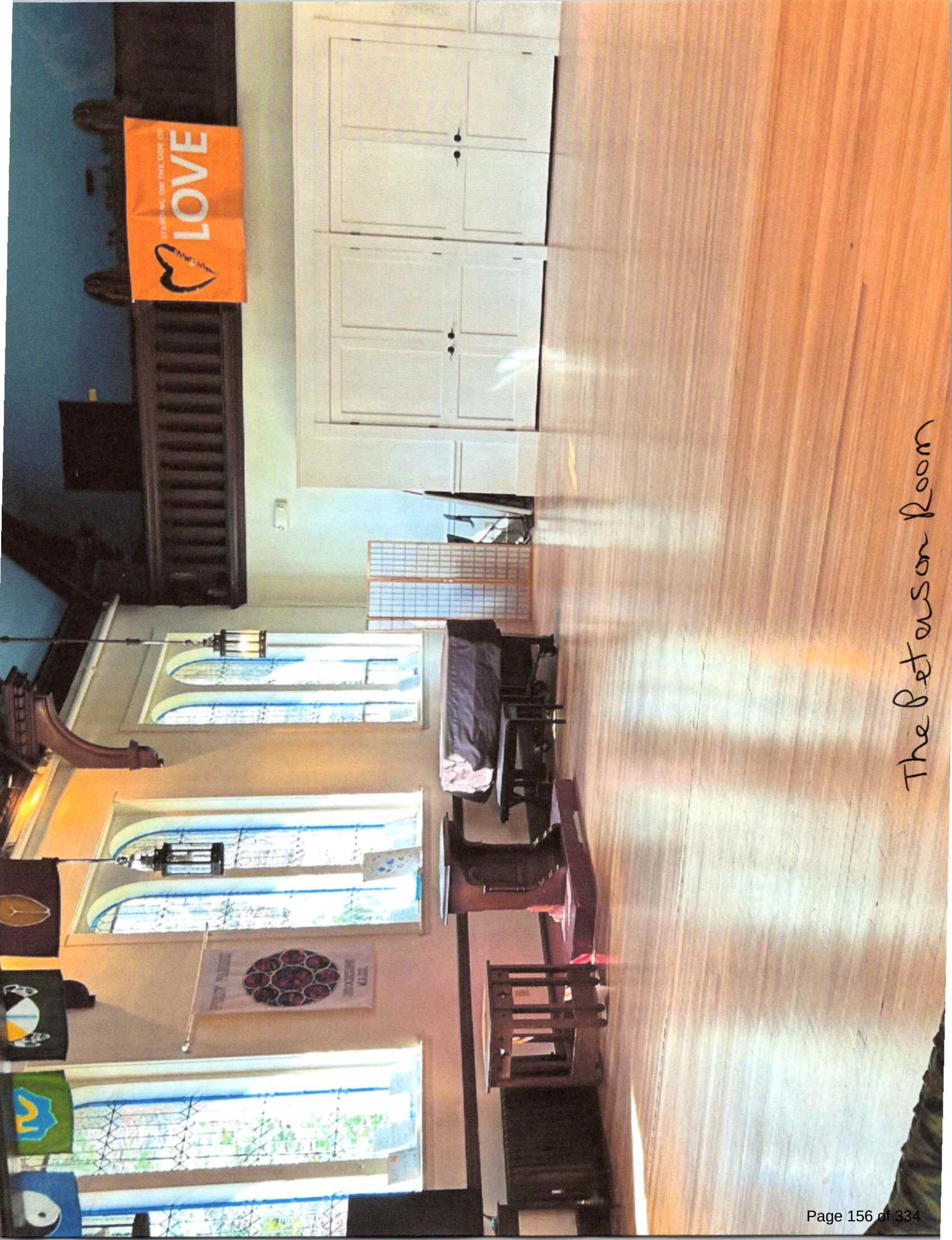
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Veracity Insurance Solutions, LLC. Pleasant Grove, UT, 84062	CONTACT NAME: Veracity Insurance Solutions, LLC PHONE (A/C, No, Ext): (844) 520-6992 FAX (A/C, No): E-MAIL ADDRESS: info@filprogram.com
INSURED Food and Beverage Staffing LLC 60 Bristol St. Cambridge, MA, 02141	INSURER(S) AFFORDING COVERAGE INSURER A: Accelerant National Insurance Company NAIC # 10220

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSUREE BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE PO INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☒ CLAIMS-MADE ☒ OCCUR ☐ PROFESSIONAL LIABILITY (CLAIMS-MADE FORM) GENL AGGREGATE LIMIT APPLIES PER ☒ POLICY ☐ PROJECT ☐ LOC	☒	☐	N0276GL00000100-F330764	09/16/2025	09/16/2026	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS COMP/OP AGG \$2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS	☐	☐				
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION \$	☐	☐				EACH OCCURRENCE 0 AGGREGATE 0 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED (Mandatory in NH) If yes describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A ☐				☐ WC STATUTORY LIMITS ☐ OTHER \$ E.L. EACH ACCIDENT \$ E.L. DISEASE EA EMPLOYEE \$ E.L. DISEASE POLICY LIMIT \$
A	LIQUOR LIABILITY ☐ CLAIMS-MADE ☒ OCCUR	☒	☐	DT810225-LLA2191913	09/16/2025	09/16/2026	\$100,000 Occurrence / \$300,000 Aggregate
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space required) Certificate holder has been added as additional insured regarding the above mentioned policy per attached Additional Insured - Owner of Premises (FLL2021)							

CERTIFICATE HOLDER	CANCELLATION
Food & Beverage Staffing LLC 60 Bristol Street Suite #2 Cambridge, MA, 02141	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 

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The Peterson Room



SEATING AREA



BROOKLINE POLICE DEPARTMENT

Brookline, Massachusetts

JENNIFER PASTER
CHIEF OF POLICE

To: Chief Jennifer Paster

From: Lieutenant Noah J. Brother

Re: Bill Ewall & Bonnie Tumetty Temporary Wine and Malt Alcoholic Beverage Sales License -
July 11th, 2026

Date: June 23, 2026

Chief:

Brookline residents, Bill Ewall & Bonnie Tumetty have applied for a Temporary One-Day Wine and Malt Alcoholic Beverages License, for a "50th anniversary celebration," to be held Saturday, July 11th, 2026 from 5:00PM– 10:00PM at the First Parish Church, located at 382 Walnut Street.

Bill Ewall will be the responsible manager on-site for the event and will ensure compliance with all applicable Federal, State, and local laws, regulations, ordinances, and any conditions on the permit and previously discussed conditions.

The event is anticipated to have a maximum of 65 attendees. Christopher Coury of Food and Beverage Staffing, LLC will be serving all alcoholic beverages for the event. Christopher Coury has submitted evidence of certification in the Safe Service of Alcohol, and Food and Beverage Staffing, LLC has submitted a Certificate of Insurance.

I find NO reason to deny this application.

Respectfully Submitted,

Lt. Noah J. Brother

Lieutenant Noah J. Brother
Liquor Licensing/Inspections

Digitally signed by Lt. Noah J. Brother
DN: cn=Lt. Noah J. Brother, o, ou,
email=Nbrother@brooklinema.gov, c=US
Date: 2026.06.23 18:42:49 -04'00'



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



June 30., 2026

Brookline Select Board

From: John F. Sullivan, Fire Chief

RE: FY 27 budget reduction, layoff authorization

Dear Select Board,

The FY 27 budget for the Brookline Fire Department (BFD) includes the permanent loss of one (1) officer-grade position. After review of the department's workflow and the organizational impact, the determination was to reduce the position of "Captain" in the department's Training Division. Traditionally, the Training Captain's role centered around coordination and execution of the department's recruit academy. Over the past two years, the fire department has been successfully utilizing the expanded Massachusetts State Fire Academy system to train our recruits in the same manner the vast majority of Massachusetts communities have done for decades. With that, the role of the Training Captain has been significantly reduced, and its elimination will have the least operational impact on the department at this time.

The process which the department must follow to decrease the authorized complement is subject to Civil Service (CS) rules administered by the Massachusetts Human Resources Division (HRD). The BFD Administration and Town Human Resources have had a series of in-person, TEAMS meetings and email correspondences with HRD to verify the proper process. The reduction is considered a "layoff" in the Civil Service process. The department has furnished CS with a list of the current "permanently" appointed Captains for verification. The layoff is determined by the most recent date the individual was hired onto the department not their promotion date. That individual then may choose to be "demoted" back to their previous grade in lieu of layoff. For this scenario, the least senior Captain demotes to Lieutenant, and the same process unfolds again in that grade. The least senior Lieutenant receives the layoff notice, then chooses to demote to firefighter. The BFD currently has two (2) vacancies in the firefighter rank, with a third anticipated in mid-July. As such, no current firefighter will be losing their position.

Civil Service has determined the current Captain with the least time in the department and that individual will receive the "layoff" notice. Under CS rules, anyone demoted by virtue of layoff has priority reinstatement for 10-years, and applies to both anticipated demotion ranks. We anticipate a vacancy in the rank of Captain within the next 3-6 months, at which time the affected Captain would retain their original "permanent" status, and by extension so would the affected Lieutenant. Ironically, due to a current unrelated long-term vacancy in the Captain rank, both of these demoted employees will be immediately re-promoted back to their original officer grade(s) albeit in a "temporary" status. Neither will lose time in grade, pay or even change their assignments as a result of this unrelated long-term vacancy.

I have met with the leadership and legal counsel of IAFF Local 950 to outline and confirm the process, and have had personal discussions with all BFD affected members. At this time, I request that you authorize the Town and BFD administrations to proceed with the "layoff" notices for both the Captain and subsequently the Lieutenants positions, authorize the administrations to accept the anticipated demotion requests and make such appropriate corresponding changes within the

department's table of organization.

I'd be happy to answer any additional questions you might have.

Sincerely,

A handwritten signature in black ink, appearing to read "John F. Sullivan". The signature is stylized with a large, looped "J" and a long, horizontal flourish at the end.

John F. Sullivan, Fire Chief/EMD

Open Air Parking Renewals

Question of renewing Open Air Parking Licenses for 2026-2027 (locations attached).

Application Details:

The Fire Department approves all licenses.

The Police Department pending all licenses.

The Building Department pending approval for all licenses contingent on locations that will require the parking area to be restriped.

The following locations have not yet renewed for reasons noted:

Category 3

94 Beaconsfield Rd. (No response)
1319 Beacon St. (No response)
105 Longwood Ave. (No response)
227 Cypress St. Parking (No response)
1401 Beacon St. (No response)
251 Harvard St. Parking (No response)

Category 2

411 Harvard St. (Pending)
1187 Beacon St. (Pending)
382 Washington St. (Pending)

Reports (Attached):

Fire Department (Approved)
Police Department (Pending)
Building Department (Pending)



BROOKLINE FIRE DEPARTMENT
Town of Brookline, Massachusetts

350 Washington Street
PO Box 470557
Brookline, MA 02447-0557
Tel: 617-730-2272
Fax: 617-730-2391
www.brooklinema.gov

FIRE DEPARTMENT
John F. Sullivan
Chief of Department

BROOKLINE FIRE DEPARTMENT
M E M O R A N D U M

Date: June 26, 2026

To: Charles Carey, Town Administrator

From: Paul Canney, Captain, Fire Prevention Division

Re: Open-Air Parking Renewal 2026

The Brookline Fire Department has inspected the addresses on the 2026 Open-Air parking renewal list and recommends approval for all listed properties.



TOWN of BROOKLINE

Massachusetts

BUILDING DEPARTMENT

Daniel F. Bennett
Building Commissioner

INTEROFFICE MEMORANDUM

Date: June 12, 2026

To: Charles Carey
Town Administrator

From: Daniel Bennett
Building Commissioner

Re: Open-Air Parking Space License Renewals 2026-2027

Pursuant to an email with attachments received on June 12, 2026 Building Department staff reviewed the list of open-air parking space license renewals.

The site visits/inspections were performed during regular business hours and not in the evening when the parking areas are full. The inspectors observed a few sites at several locations that will require the parking area to be restriped. Property owners have been contacted regarding the deficiencies and advised to make the necessary corrections.

Department staff continues to work year-round with property owners of open-air lots to ensure they are properly maintained, clean and compliant parking areas. If a complaint is received staff follows up to ensure compliance.

It appears the list of 2026-2027 open-air parking areas are generally in compliance.



Open Air Parking License Summary

CONTACT_TYPE = Business Owner

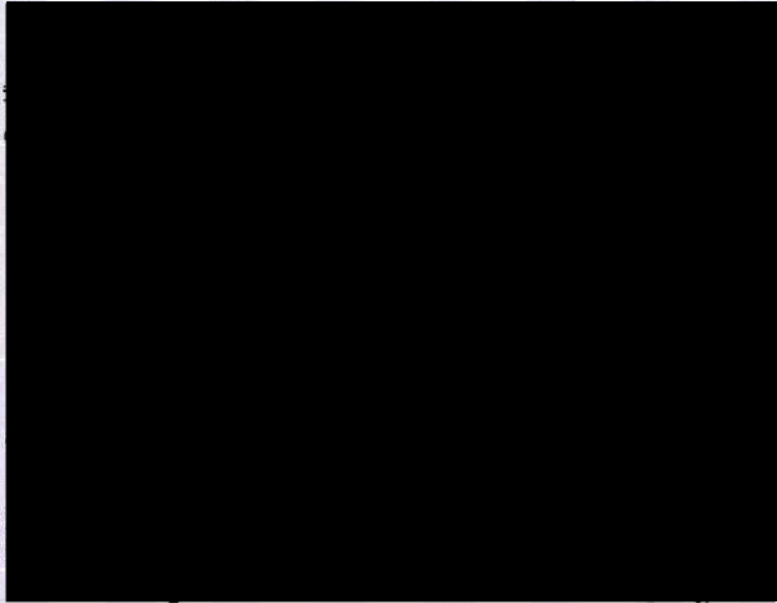
EXPIRATION_DATE = 6/30/2026 12:00:00 AM

RECORD_MODULE = Licenses

RECORD_TYPE = Open Air Parking License

Count(RECORD ID)										24
RECORD ID	BUSINESS NAME	Contact Addr 1	Contact Addr 2	Contact City	Contact State	Contact Zip	Location	# Spaces	ADDR FULL LINE#	
OAP-000001	Fred Beacon LLC							15	94 BEACONSFIELD ROAD, #100, BROOKLINE, MA 02445	
OAP-000002	CMS Partners LLC							25	209 HARVARD STREET, BROOKLINE, MA 02446	
OAP-000003	Harvard & Beacon LLC							15	1319 BEACON STREET, BROOKLINE, MA 02446	
OAP-000004	The Chai Hospitality							9	123 LONGWOOD AVENUE, BROOKLINE, MA 02446	
OAP-000005	ADA Management LLC							5	218 FREEMAN STREET, #_CONDOMAIN, BROOKLINE, MA 02446	
OAP-000006	56 HARVARD AVE							14	56 HARVARD AVENUE, BROOKLINE, MA 02446	
OAP-000007	Evan Banks Realty, LLC							20	101 LONGWOOD AVENUE, BROOKLINE, MA 02446	
OAP-000008	105 LONGWOOD PARKING							13	105 LONGWOOD AVENUE, BROOKLINE, MA 02446	
OAP-000009	Linda Taylor Revocable Trust							13	111 LONGWOOD AVENUE, BROOKLINE, MA 02446	

Licenses\OpenAirSummary

RECORD ID	BUSINESS NAME	Contact Addr 1	Contact Addr 2	Contact City	Contact State	Contact Zip	Location	# Spaces	ADDR FULL LINE #
OAP-000010	KS Company Trust				MA	02446		37	1309 BEACON STREET, BROOKLINE, MA 02446
OAP-000011	PLEASANT VENTURES				MA	02446		17	135 DUMMER STREET, BROOKLINE, MA 02446
OAP-000012	149 NAPLES RD.				MA	02446		8	149 NAPLES ROAD, BROOKLINE, MA 02446
OAP-000013	165 Winthrop Rd Realty Tr				MA	02791		9	165 WINTHROP ROAD, BROOKLINE, MA 02445
OAP-000014	27 WINSLOW RD				MA	02446		4	27 WINSLOW ROAD, #1, BROOKLINE, MA 02446
OAP-000015	Nordblom				MA	02446		24	28 PLEASANT STREET, BROOKLINE, MA 02446
OAP-000016	Nordblom				MA	02446		36	32 PLEASANT STREET, BROOKLINE, MA 02446
OAP-000017	Vernon Towers LLC				MA	02446		3	35 VERNON STREET, BROOKLINE, MA 02446
OAP-000018	The Brookline Teen Center				MA	02446		18	40 ASPINWALL AVENUE, BROOKLINE, MA 02446
OAP-000019	William Burrows				MA	02446		15	43 WINCHESTER STREET, BROOKLINE, MA 02446
OAP-000020	Boston University				MA	02215		106	766 COMMONWEALTH AVENUE, BROOKLINE, MA 02446
OAP-000021	Nordblom				MA	02446		9	77 MARION STREET, BROOKLINE, MA 02446
OAP-000022	Preferred Realty Corporati				MA	02446		1	251 HARVARD STREET, #12, BROOKLINE, MA 02446
OAP-000023	ST PAUL ST PARKING - 12 PAUL ST				MA	02446		37	18 SAINT PAUL STREET, BROOKLINE, MA 02446
OAP-000024	United Parish in Brookline				MA	02446		14	210 HARVARD STREET, BROOKLINE, MA 02446

Mobile Food Vendor Renewal (Ice Cream Truck)

Applicant(s): Ahmad Alkhatatbih d/b/a Zack's Ice Cream
Mahmoud Alkhatatbeh d/b/a Boston Ice Cream

Application Details:

Question of approving the renewals of Ice Cream Truck from owner Ahmad Alkhatatbih d/b/a Zack's Ice Cream and Mahmoud Alkhatatbeh d/b/a Boston Ice Cream.

The following conditions apply to license:

Not permitted to sell at schools during school hours and in parks. The vendor cannot operate beyond 30 minutes in any location.

The vendor can only operate music from vehicle while traveling between locations. Music cannot be played during parked service times and at Town park and playground areas.

Reports (Attached):

Health Department (Pending)
Police Department (Pending)
Transportation Department (Pending)

SELECT BOARD

David Pearlman, Chair
Michael Rubenstein, Vice Chair
Bernard Greene
Amanda Zimmerman
Anthony Buono



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

May 20, 2026

TO ALL MOBILE FOOD VENDOR LICENSEES:

Renewals for annual Mobile Food Vendor Licenses must be filed in person at Town Hall, online, or by mail at/to
Brookline Town Hall
6th Floor – Licensing
333 Washington St.
Brookline, MA 02445

PAID

Zack's Ice Cream Truck

RE: **LN-2017-0624**
Zack's Ice Cream Truck

Renewal Fee: \$75.00

All Mobile Food Vendor licenses expire on 6/30/2026.

In order that the premises can be inspected and certified for renewal in time to ensure action by the Select Board prior to the end of the year, application for renewal **must be filed**

BY JUNE 10th

Renewal applications can be filed at the Office of the Select Board, 333 Washington Street, Sixth Floor, Brookline, MA 02445 or online. *In order to renew online, your email address **MUST** be registered to your license in our system. If you have renewed online in the past, please go to <http://www.brooklinema.gov/SBLicenses>, click the Online Renewals button, and log in to pay for your renewal. If you have not renewed online in the past, please register online and then email BASupport@brooklinema.gov to link your record to your web account.*

The present licensee in each case will not be permitted to operate after July 1 unless the new license is in his/her possession.

Your early cooperation in this matter is requested to allow sufficient time for any necessary corrections to be made to the premises there by preventing a lapse in business operations after the first of the year.

There will be a \$50.00 late fee charged for any renewal received after the deadline.

Sincerely,

Charles Carey
Town Administrator

Applicant Signature

6-8-2026
Date

SIGN AND RETURN THIS PAGE

SELECT BOARD

David Pearlman, Chair
Michael Rubenstein, Vice Chair
Bernard Greene
Amanda Zimmerman
Anthony Buono



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

APPLICATION FOR RENEWAL - MOBILE FOOD VENDOR

DATE: May 20, 2026

APPLICANT: Zack's Ice Cream Truck

ADDRESS: [REDACTED] 51

PHONE NO: [REDACTED] MAIL ADDRESS: _____

LOCATION OF BUSINESS: [STREET NBR] not found [STREET NAME] not found [UNIT NBR] not found

BUSINESS NAME - D/B/A: Zack's Ice Cream Truck

License #: LN-2017-0624

GENERAL DESCRIPTION OF FOOD ITEMS SOLD:

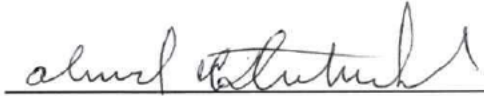
prepackaged ice cream

All Mobile Food Licenses are issued subject to and conditioned on the licensee's compliance with Article 8.14 of the Town's General By-Laws and Chapter 140 Section 54 of the Massachusetts General Laws, in addition to any rules, regulations and restrictions established under the authority of those laws:

APPLICANT SIGNATURE: [Signature]

PAYMENT OF TAXES CERTIFICATION

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes as required under law.



*Signature of Individual



Social Security #

By: Corporate Officer

Voluntary or Federal ID #

*This license will not be issued unless this certification clause is signed by the applicant.

**Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law Chapter 62C, Section 49A.

SELECT BOARD

David Pearlman, Chair
Michael Rubenstein, Vice Chair
Bernard Greene
Amanda Zimmerman
Anthony Buono



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

May 20, 2026

TO ALL MOBILE FOOD VENDOR LICENSEES:

Renewals for annual Mobile Food Vendor Licenses must be filed in person at Town Hall, online, or by mail at/to
Brookline Town Hall
6th Floor – Licensing
333 Washington St.
Brookline, MA 02445

PAID

MAHMOUD ALKHATATBEH

RE: **BUS-000031**
BOSTON ICE CREAM TRUCK

Renewal Fee: \$75.00

All Mobile Food Vendor licenses expire on 6/30/2026.

In order that the premises can be inspected and certified for renewal in time to ensure action by the Select Board prior to the end of the year, application for renewal **must be filed**

BY JUNE 10th

Renewal applications can be filed at the Office of the Select Board, 333 Washington Street, Sixth Floor, Brookline, MA 02445 or online. *In order to renew online, your email address **MUST** be registered to your license in our system. If you have renewed online in the past, please go to <http://www.brooklinema.gov/SBLicenses>, click the Online Renewals button, and log in to pay for your renewal. If you have not renewed online in the past, please register online and then email BASupport@brooklinema.gov to link your record to your web account.*

The present licensee in each case will not be permitted to operate after July 1 unless the new license is in his/her possession.

Your early cooperation in this matter is requested to allow sufficient time for any necessary corrections to be made to the premises there by preventing a lapse in business operations after the first of the year.

There will be a \$50.00 late fee charged for any renewal received after the deadline.

Sincerely,

Charles Carey
Town Administrator

Applicant Signature

Date

SIGN AND RETURN THIS PAGE

SELECT BOARD

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



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

APPLICATION FOR RENEWAL - MOBILE FOOD VENDOR

DATE: May 20, 2026

APPLICANT: MAHMOUD ALKHATATBEH

ADDRESS: [REDACTED]

PHONE NUMBER: [REDACTED] ADDRESS: BOSTONICECREAMTRUCK@GMAIL.COM

LOCATION OF BUSINESS: [STREET NBR] not found [STREET NAME] not found [UNIT NBR] not found

BUSINESS NAME - D/B/A: BOSTON ICE CREAM TRUCK

License #: BUS-000031

GENERAL DESCRIPTION OF FOOD ITEMS SOLD:

Ice Cream, soda, Water

All Mobile Food Licenses are issued subject to and conditioned on the licensee's compliance with Article 8.14 of the Town's General By-Laws and Chapter 140 Section 54 of the Massachusetts General Laws, in addition to any rules, regulations and restrictions established under the authority of those laws:

APPLICANT SIGNATURE: Alkhatahel

PAYMENT OF TAXES CERTIFICATION

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes as required under law.



*Signature of Individual



By: Corporate Officer

Voluntary or Federal ID #

*This license will not be issued unless this certification clause is signed by the applicant.

**Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing or delinquency will be subject to license suspension or revocation. This request is made under the authority of Massachusetts General Law Chapter 62C, Section 49A.

Town of Brookline, Massachusetts - Purchasing Division

REQUEST FOR PROPOSALS
FOR
PROFESSIONAL AUDITING SERVICES

2026

P-26-13

For Further Information About the Scope of Service, Please Contact:
Chelsea Stevens, Comptroller, at castevens@brooklinema.gov

For Questions Pertaining To This Request for Proposal, Please Contact:
Richard Saville, Chief Procurement Officer, at rsaville@brooklinema.gov

TOWN OF BROOKLINE

Massachusetts

DEPARTMENT OF FINANCE

PURCHASING DIVISION

333 Washington Street

Brookline, MA 02445

617-730-2194

Fax: 617-264-6446

RFP Response is due: June 5 at 10:00 AM. Please email responses to Richard Saville rsaville@brooklinema.gov and Eric Miller emiller@brooklinema.gov.

This RFP is exempt from the requirements of MGL Chapter 30B.

The Town of Brookline, Massachusetts (the Town) invites qualified independent certified public accounting firms, licensed to practice in the Commonwealth of Massachusetts, to submit written fixed fee proposals to conduct the annual independent financial audit of the year-end financial reports of the Town for Fiscal Years 2025, 2026, and 2027 with the potential to renew at three-year increments thereafter, in accordance with the specifications summarized below. The quoted fee shall be all inclusive for all services.

I. Information Furnished to Proposers:

A. General Information

The Town of Brookline has a population of approximately 64,000 and has a current operating budget of \$418,000,000. The Town is governed by a five (5) member Select Board/Town Administrator, Representative Town Meeting, and other separately elected boards overseeing quasi-independent departments. In addition, the Town operates Water/Sewer and Golf Enterprise Funds.

B. Description of Financial Records

The Town maintains its general financial records in accordance with the Revised Uniform Massachusetts Accounting System on a modified accrual basis.

The general ledger records of the Town are computerized, and the Town uses Tyler/MUNIS for the maintenance of its financial record-keeping system and vendor processing. The Town processes payroll within MUNIS.

Cash and receivable reconciliations are made monthly.

C. Scope of Services Required

1. An independent audit of the Town's financial records of all activities including assurance of compliance with relevant federal and state laws and Town financial policies.
2. The audit is to be performed in accordance with generally accepted auditing standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.
3. The annual audits shall cover the fiscal years ending June 30, 2025, 2026, and 2027.
4. The audit shall be conducted for the purposes of forming an opinion of whether the financial statements of the Town present fairly the respective financial position of the governmental activities, discretely presented component units, each major fund, and the aggregate remaining fund information of the Town as of each June 30th, and the respective changes in financial position for the years then ended, in conformity with US Generally Accepted Accounting Principles.
5. The successful proposer will also furnish the following independent Auditor Reports:
 - a. Independent Auditors Report on Compliance with Requirements that Could Have a Direct and Material Effect on Each Major Program, Internal Control Over Compliance and on the Schedule of Expenditures of Federal Awards in Accordance with OMB Circular A-133.
 - b. Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Governmental Auditing Standards.
6. The successful proposer will furnish a management letter, which shall identify any management weaknesses observed, assess their effect on financial management and financial reporting, and propose steps to correct or eliminate the weaknesses. Prior to the completion of the management letter, the independent auditor shall meet with the department head of each department for which there is a management comment to review the findings and the recommendations in detail. The final copy of the management letter shall contain printed responses from the head of each department for which there is a management recommendation.
7. A senior representative of the auditing firm shall conduct an annual audit planning conference with the Director of Finance and Comptroller at least one month prior to the start of each audit, and shall provide the Comptroller with weekly status reports during the course of the audit field work.

8. The independent auditing and accounting firm shall be available during normal business hours throughout the contract period to provide the Town with advice and guidance on financial accounting and reporting issues. The auditor will also be expected to keep the Town informed of the working requirements of all new accounting and financial matters related to municipalities.

9. Prior to the submission of the final audit document the auditor shall meet with the Director of Finance and Comptroller to review the auditor's findings and conclusions.

10. At the conclusion of each audit the principal of the audit shall meet with the Audit Committee to conduct a visual presentation and discuss the findings resulting from the audit. The presentation and discussion will be open to the public.

11. All audit work papers are the property of the auditors and shall be retained for a period of seven years. Work papers shall be available for examination or duplication without charge to authorized Town personnel and representatives of Federal or State Agencies upon request of that Agency or the Town. Working papers will also be made available for examination, at no charge, or duplication, at a reasonable charge, to subsequent auditors engaged by the Town.

D. Report Requirements

1. Deliverables shall consist of:

- a. Digital copies of the audited annual financial report;
- b. Digital copies of the federal single audit report, including necessary audit opinion letters;
- c. Digital copies of the annual management letter.

2. The auditor shall be responsible for the distribution of copies of all reports to state and federal regulatory and oversight agencies.

E. Time Considerations

The Town expects the audit to be completed 4 months after the Auditor and Town mutually agree to begin the audit.

II. Information to be Supplied by the Proposers

A. Letter of Introduction

A two-page (maximum) letter describing the firm and the proposal. The letter should include the following:

- 1. A brief description of the firm and its principals;
- 2. The firm's experience providing auditing services to Massachusetts

municipalities;

3. The names and qualifications of the individuals who would comprise the auditing team;

4. A statement that the proposal meets all the requirements of the RFP;

5. A brief statement that will demonstrate the firm's understanding of the Town of Brookline and the requirements of the audit;

6. A statement describing the ability of the firm to undertake the Brookline audit given their existing work schedule;

7. Identification of the firm's contact person for the proposal including: name, title, address, telephone numbers, and email address;

8. The letter must be signed by an individual authorized to contractually bind the firm.

B. Professional Experience

1. List each of the firm's Massachusetts municipal auditing engagements during the past ten (10) year period. Identify the name of the Town, years engaged, and current engagements.

2. Provide five (5) municipal audit client references from the past three (3) year period, including name of the key financial person and contact information.

C. Key Staff

Provide detailed information for each staff person to be assigned to work on the audit. This will include their education, formal certifications, length of service with the firm, and professional experience particularly auditing Massachusetts municipalities. Provide a description of the work and role each of the staff will perform on the audit for Brookline.

D. Proposer's Approach to the Audit

Submit a detailed work plan, including a chart identifying each of the major tasks to be completed and the amount of time scheduled for completion.

E. Price Proposal

The Price Proposal shall be submitted in a separate envelope from the Technical Proposal. The Town is seeking an all-inclusive fixed price for each engagement year of the audit. The price shall include all staff time, overhead, and indirect costs. The Town is seeking a three-year engagement. Include in the cost proposal a table showing the hourly rates for each staff professional.

III. Selection Process

The Town intends to consider responses in the Technical Proposals before considering the price proposal.

A. Minimum Criteria

The Town will evaluate each of the submitted proposals for compliance with

the following minimum criteria:

1. The proposal is complete including all signed required certifications.
2. The proposers, at a minimum, must have ten (10) years of consecutive experience providing auditing services to Massachusetts municipalities with FY 2025 being the most recent year.
3. The proposers must have successful experience providing audit services to no less than five (5) Massachusetts municipalities within the past three (3) fiscal years with FY 2025 being the most recent year.
4. The proposers must be responsible and responsive.

A firm failing to meet any of the minimum criteria will be excluded from further consideration.

B. Comparative Evaluation Criteria

Each proposal meeting the Minimum Evaluation Criteria shall be rated according to the following Comparative Evaluation Criteria:

Highly Advantageous

1. Successful completion of 20 Massachusetts municipal audits in the past five years.
2. Five outstanding references from Massachusetts municipalities in the past three years and zero references that they would not hire the firm again.
3. Zero Massachusetts municipalities that expressed concern about the lateness of the completion of the audit.
4. An outstanding technical proposal demonstrating a complete understanding of the Town's requests and requirements as shown in the Proposer's Approach to the Audit.

Advantageous

1. Successful completion of 10-19 Massachusetts municipal audits in the past five years.
2. Three outstanding references from Massachusetts municipalities in the past three years and zero references that they would not hire the firm again.
3. One Massachusetts municipality that expressed concern about the lateness of the completion of the audit.
4. A well-written and good technical proposal demonstrating an understanding of the Town's requests and requirements as shown in the Proposer's Approach to the Audit.

Not Advantageous

1. Successful completion of less than 10 Massachusetts municipal audits in the past five years.
2. Two or fewer outstanding references from Massachusetts municipalities in the past three years and zero references that they would not hire the firm again.

3. Two or more Massachusetts municipalities that expressed concern about the lateness of the completion of the audit.
4. The Technical Proposal lacked the comprehensiveness that satisfactorily demonstrates an understanding of the Town's requests and requirements as shown in the Proposer's Approach to the Audit.

C. Interviews

After review and grading of the Technical Proposals, the Town may, at its discretion, schedule interviews with any or all of the proposers for the purpose of further evaluation of the proposer's qualifications and ability to provide the required service. Interviewees will be ranked based on their presentation and answers to questions.

D. Final Contract Award

The Town of Brookline will select the auditing firm that best meets the needs of the community and in the best interest of the Town of Brookline.

TOWN OF BROOKLINE

Massachusetts

DEPARTMENT OF FINANCE

PURCHASING DIVISION

333 Washington Street
Brookline, MA 02445
617-730-2194
Fax: 617-264-6446

Q: Is the 2025 in the request a typo?

A: No, it is not a typo. The Town of Brookline is looking for an audit firm to complete the FY 2025 audit first, and then the FY 2026 audit.

Q: Could you pass along the budget for your audits and the Financial Statements?

A: All budgets and past audits can be found on our website here:

<https://www.brooklinema.gov/851/Budget-Central>

Q: Could you confirm if this bid includes the school end of year report, student activities and/or work associated with the contributory retirement?

A: Yes, these are all to be included in the RFP.

Town of
Brookline

Proposal to Serve as Independent Auditors



Roselli, Clark & Associates
500 West Cummings Park, Woburn, MA
2 Evergreen Lane, Hopedale, MA
www.roselliclark.com

PRESENTATION TO
TOWN OF BROOKLINE
PROPOSAL
TO SERVE AS
INDEPENDENT AUDITORS

June 5, 2026



ROSELLI, CLARK & ASSOCIATES

500 WEST CUMMINGS PARK • SUITE 4900
WOBURN, MA 01801

2 EVERGREEN LANE
HOPEDALE, MA 01747

www.roselliclark.com

PRIMARY CONTACT INFORMATION

Tony Roselli, CPA, Partner
Email: troselli@roselliclark.com

Direct: (617) 750-4604

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ROSELLI, CLARK & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS

500 West Cummings Park
Suite 4900
Woburn, MA 01801

Telephone: (781) 933-0073

www.roselliclark.com

June 5, 2026

Mr. Richard Seville
Purchasing Agent
Town of Brookline, Massachusetts
333 Washington Street
Brookline, MA 02455

Dear Mr. Seville

We proudly present the attached quotation/proposal to serve as independent auditors to the Town of Brookline, Massachusetts ("the Town"). The partners of Roselli, Clark & Associates (the "Firm") commit to you that the audit work we perform for the Town will be a high priority to our management team and other Firm members. To that end, we trust that our proposal/quotation will not only communicate to the Town our skills, experience and qualifications, but also our enthusiasm and interest in being retained as your independent auditors. We hope to work with you for many years to come!

Unlike many other CPA firms that offer a wide range of audit, tax and accounting services, our Firm is highly concentrated in financial statement audits and related accounting services to Massachusetts **Cities, Towns, fire districts, water districts, school districts, light departments and other special purpose agencies**. In fact, Massachusetts governmental auditing and consulting represents over 80% of our business and nearly all our remaining business is concentrated in industries that use fund accounting.

Since our inception in 1988, our Firm has served as independent auditors to well over 200 Massachusetts Cities, Towns, fire districts, water districts, school districts, light departments, public retirement systems and other special purpose districts/authorities. Recently, we acquired a majority of the municipal practices of Giusti and Hingston CPA in Georgetown, McCarthy and Hargrave CPA in Marlborough, and Bill Fraher, CPA in Provincetown. These strategic acquisitions have clearly placed our Firm among the top municipal audit firms in Massachusetts. ***In fact, all three practices had specialized in municipal accounting for over 35 years and as a group were the lead auditors for many municipal audits throughout Massachusetts.*** This is the reason why we are confident that we will meet or exceed your expectations if awarded the audit contract.

We assign highly qualified and experienced professionals to all our audit engagements. You can count on a partner being very involved at the time of your audit field work. In doing so, we are confident that any and all issues and complex accounting areas will be resolved adequately and timely.

Our commitment to exceeding the expectations of our clients has led to very few client losses. In fact, the Firm has experienced over 600% growth over the past ten years, which has caused us to become a leading provider of municipal auditing services in the Commonwealth of Massachusetts and are frequent presenters of accounting and statutory topics at many governmental conferences and tradeshows.

Our client's value our year-round commitment to their needs, no matter how large or small the client or nature of their needs.

Our proposal to serve includes the following:

- An audit of the Town's Basic Annual Financial Statements as of and for the years ended June 30, 2025, 2026, and 2027 and in accordance with *Government Audit Standards* issued by the Comptroller General of the United States of America;
- A Report to Governance/Management Letter highlighting areas in which we believe improvements will benefit the Town;
- An audit of the Town's compliance with Uniform Guidance (the Single Audit);
- Completion and preparation of the Town's AU805 report for the Retirement System;
- End of Year Report services for the School Department;
- An in-person exit conference with the Town management at your option
- Student Activity audits for the school department.

Also included in our proposal/quotation are the following nonaudit services:

- Conversion of internal accounting to GAAP based financial statements;
- Assistance in the preparation of Management's Discussion and Analysis and Transmittal Letter;
- Year round on-call availability to the lead client service partner assigned to the Town;

Any other services that you request from time to time will be provided at a negotiated fee.

Our fees are included in the separate price proposal at the back of this document.

We are confident that we have the skills, experience and dedication to exceed your expectations. We encourage you to read through the attached quotation and contact us with any questions or concerns you may have.

We understand your fiscal 2025 audit has not been completed and carries with it the utmost urgency. That being said, given the challenges inherent in a transition audit we implore you to begin gathering the information now, that typically cause challenges in these transitions such as:

- Capital Asset Inventory detailed list from CBIZ.***
- Other Post Employment Benefits (OPEB) actuarial valuation.***
- Audit workbook with adjustments from CBIZ for 2024 audit.***

If we are awarded the contract and have these items by July 1, 2026, we can commit to financial statement drafts by July 31, 2026.

The quotation will remain in effect for ninety-days from submission and shall be considered withdrawn at the conclusion of this period and/or upon selection of an independent auditor by the Town. We also acknowledge we have reviewed the request for proposal and amendment.

Very truly yours,



Tony Roselli, CPA, CGMA Partner
Roselli, Clark & Associates

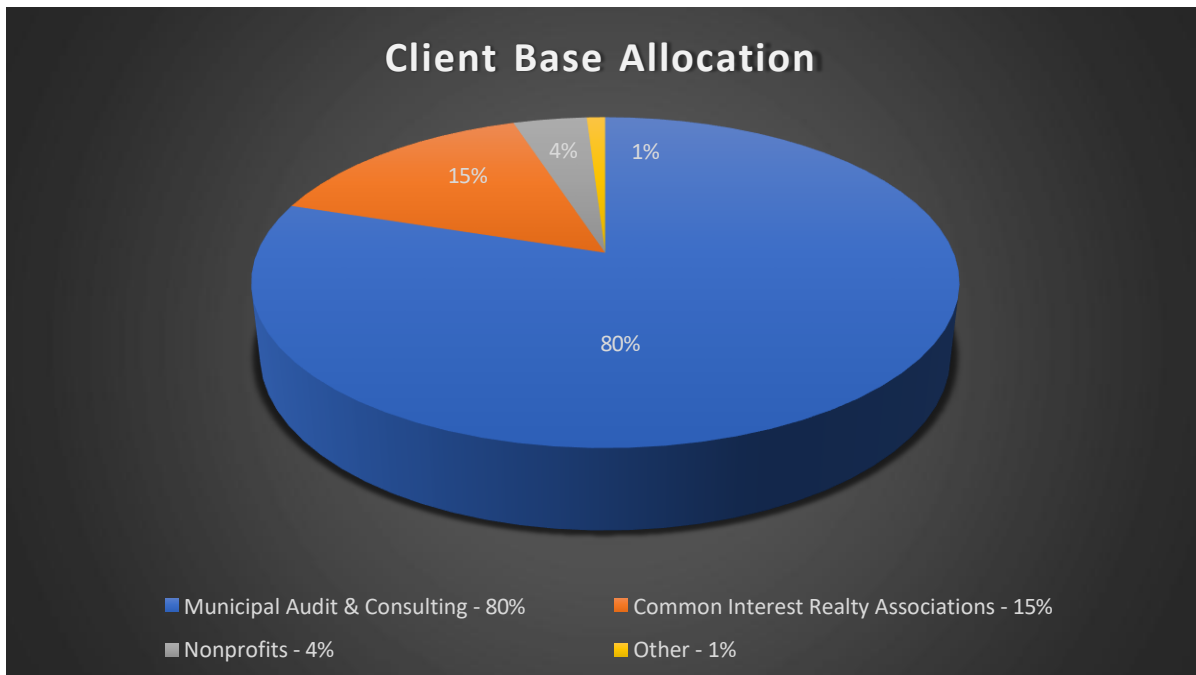
FIRM PROFILE

FIRM INFORMATION

Our Firm is a Massachusetts-based Certified Public Accounting partnership licensed to practice in the Commonwealth of Massachusetts and permitted to practice in the state of New Hampshire. We were originally founded in 1988 under the name Tucci & Roselli. In 2005, the partnership was reorganized as Roselli, Clark & Associates. We are headquartered in Woburn, Massachusetts and have a satellite office in Hopedale, Massachusetts. Our clients are located throughout all of Massachusetts with a strong presence in Metro Boston area as the Firm audits Somerville, Medford, Malden, Everett, Revere, Chelsea and Arlington and completes award winning ACFRs for all seven of those cities and towns.

We currently employ approximately twenty professionals, in addition to support staff and are in the process of hiring additional CPAs and accountants to meet the needs of our exponentially growing practice.

For the past 30+ years, our Firm's primary focus has been Massachusetts municipal auditing services. Today, approximately 80% of our Firm's client base is concentrated in municipal audits, which include cities, towns, school districts, light departments, special purpose districts, government authorities and public retirement systems.



Our Firm is among the fastest growing municipal audit firms in the Commonwealth of Massachusetts. In fact, over the past ten years we've grown over 600% in size.

Our municipal client base is diverse. Our municipal government clients' have annual budgeted general fund revenues ranging from \$1 million to almost \$500 million.

The practice is managed by four experienced Certified Public Accountants, each of whom have invested significant years of service within the municipal sector. Two partners began their careers with the Big Four accounting firm Deloitte & Touche. One partner served as a town accountant for the Town of Canton. This industry specialization and dedication has been a catalyst for growth and has helped our Firm become recognized as a leading provider of accounting, audit and consulting services to Massachusetts municipalities and districts.

Our Firm's Municipal Division is organized into the following segments illustrated as follows:



FIRM PHILOSOPHY

Experience Matters. Your auditor should be technically proficient in the governmental accounting standards as issued by the Government Accounting Standards Board, or GASB, as well as Yellow Book Auditing Standards. Additionally, your auditor should have a strong working knowledge of the legal and statutory accounting requirements set forth by Massachusetts General Laws, the Division of Local Services of the Massachusetts Department of Revenue, the Public Employee Retirement Administration Commission, and Department of Public Utilities. This proficiency takes years to achieve as municipal accounting and auditing, particularly in the Commonwealth of Massachusetts, is highly specialized and dramatically different than the accounting standards used in private industry. The Firm's personnel have completed many financial statements audits for very large Cities throughout the Commonwealth, and is proficient in such endeavors.

We are constantly educating ourselves in the most recent government accounting and auditing standards. Our commitment to continuing education and professional development is outlined in the next section of this proposal/quotation.

Our Firm has memberships with a number of professional associations and technical resource providers including:

- American Institute of Certified Public Accountants, or AICPA
- Governmental Accounting Standards Board, or GASB
- Governmental Audit Quality Center, or GAQC, of the AICPA
- Massachusetts Society of Certified Public Accountants, or MSCPA
- Governmental Accounting and Auditing Committee of the MSCPA
- Massachusetts Municipal Association, or MMA
- Massachusetts Association of School Business Officials, or MASBO
- Government Finance Officers' Association, or GFOA
- Massachusetts Government Finance Officers' Association, or MGFOA
- ACFR Special Review Committee of the GFOA

Audit programs and checklists are sourced from Practitioners Publishing Company, or PPC, which is the industry standard for published audit materials. Our membership to these groups and use of the PPC audit tools keeps us up to date with the latest issues and trends in government accounting and auditing.

Value Matters. In addition to receiving an audit report on the financial statements, when we observe areas in which you can improve or recognize efficiencies, we bring these to the attention of management. We focus on constructive feedback on your financial operations. Because of our experience, we focus on issues that matter. We don't formally communicate immaterial items that have little impact on your financial operations ... too many of these items makes it difficult to see the forest through the trees. Instead, we focus on key areas of financial and operating risk including fraud prevention and identification and compliance with applicable finance laws and regulations.



Technology Matters. Our Firm has been conducting “paper-less” audits for over 10 years. Each Firm member is furnished with up-to-date notebook computers, professional-grade scanners and high resolution second monitors to more efficiently deliver auditing services. We use the CCH ProSystems FX Engagement software for our auditing and assurance services. We subscribe to PPC audit checklists to better ensure that we deliver a high-quality audit.

With respect to data security, each notebook's hard drive is encrypted to prevent unauthorized access. We communicate electronically to our office using secure VPN's. Additionally, we have a secure file sharing portal (via Citrix) to better ensure data sharing between parties is as secure as possible.

Your Time Matters As Well As Our Communication. In addition to being technically proficient, your auditor should possess the necessary experience to lead the audit from start to end with as little interruption to your day-to-day operations. Our audit teams generally include a significant degree of partner interaction. Therefore, our more junior audit staff can direct their questions to our partners and not to your staff. Additionally, our risk-based audits allow us to focus our audit resources on the accounting and finance areas that matter the most. This approach also allows our partners to understand the issues immediately, as they arise, and these are communicated very timely to Management. Determinations are made at that time regarding observations to include in the management letter which allows management to challenge the issues and direct a revision if applicable prior to publication.

CONTINUING EDUCATION AND PROFESSIONAL DEVELOPMENT

Our professional staff working on municipal engagements are required to adhere to one of the strictest continuing professional education standards in the public accounting industry. To that end, we have implemented policies within our Firm to ensure that these standards are achieved. We access educational material from many sources including the GAQC, Massachusetts Society of Certified Public Accountants, Governmental Finance Officers Association and PPC, among others. Our Firm has developed in-house training programs taught by our partners. Because of our skills, experience and commitment to continuing educations, our partners are frequent speakers at industry events. The overall continuing professional education program we've implemented assures that our Firm's personnel will complete the necessary steps to remain educationally compliant in accordance with the strict guidelines established by the *Government Auditing Standards* issued by the Comptroller General of the United States.

One of our many voluntary affiliations is with the Governmental Accounting and Auditing Committee of the Massachusetts Society of Certified Public Accountants. Our Firm currently hosts the monthly committee meetings and this is the fourth time we have been the seated Chair. In addition, all our management personnel are active members of this committee. As a result, this allows us to participate with other municipal audit firms' personnel in round table discussions that include many of the current issues facing governments. These monthly meetings are attended by other CPA firms, members of the Massachusetts Department of Revenue Bureau of Accounts, DESE, the State Auditor's Office, municipal finance directors and specialized speakers. Key areas of development by this committee in recent years include:

- Federal grant trends and procedures including ARPA and CARES.
- Multiple discussions regarding GASB implementation including those most visible to Massachusetts communities that focus on Pension, OPEB, Compensated Absences, Leases and prior period restatements.
- The student activities audit guidelines, including the creation of the regulations for DESE.
- Updates to UMAS.
- Update to EOYR procedures.
- Many other discussion topics.

QUALITY REVIEW

Our Firm is committed and dedicated to providing quality service and maintaining our standing within the profession. We are presently enrolled in the AICPA peer review program and many years ago participated in the Massachusetts Department of Revenue desk review program. In order to ensure favorable reviews, we've implemented formal quality control policies and procedures that meet all professional standards, including an independent annual inspection of our records. We are constantly challenging and updating our quality control procedures to improve upon what we believe to be an excellent attestation program. A copy of our unqualified System Review Report (i.e., our Peer Review Report) can be found on our website and is included later in this document. This report included a review of our government engagements and satisfied the peer review Yellow Book requirements.

Additionally, our Firm has been accepted as a member of the Governmental Audit Quality Center, or GAQC, of the American Institute of Certified Public Accountants, or AICPA. Membership in the GAQC is restricted to those firms that have exhibited an enhanced level of quality control. As a member of the GAQC, our Firm benefits by gaining access to comprehensive and valuable resources and tools that will assist in further enhancing the quality of our Firm's governmental audits. The GAQC membership provides timely information on a variety of technical, legislative and regulatory subjects that can be applied to our Firm's governmental audits to help ensure compliance with the appropriate standards and changes in regulations. Our Firm believes that membership in the GAQC enable us to continue audit quality initiatives and demonstrates our continued commitment to deliver the highest quality governmental audit services possible to our clients.



Highlights

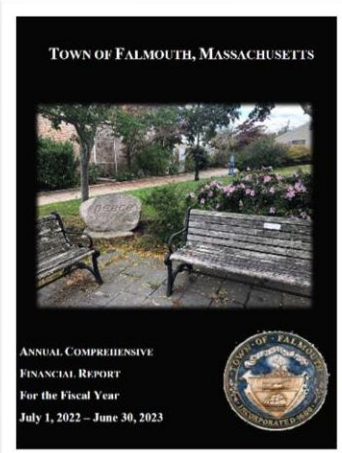
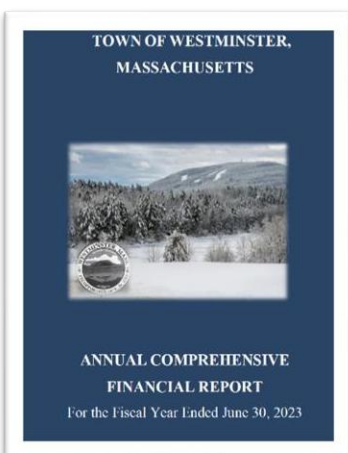
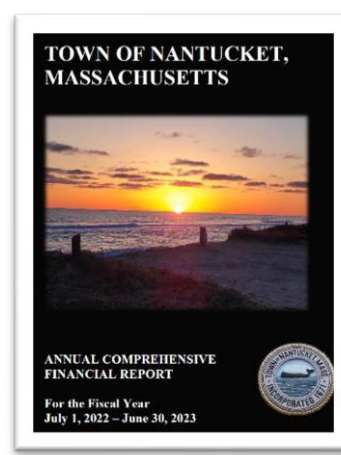
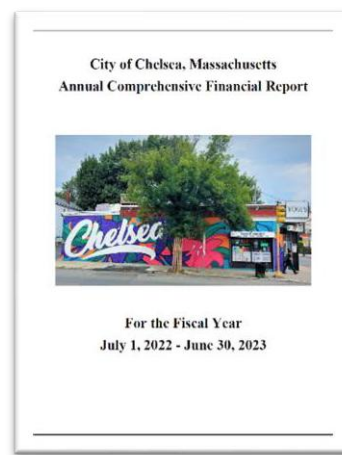
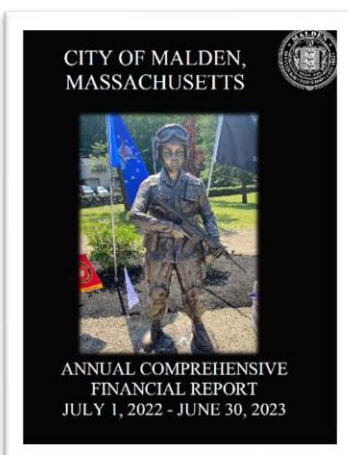
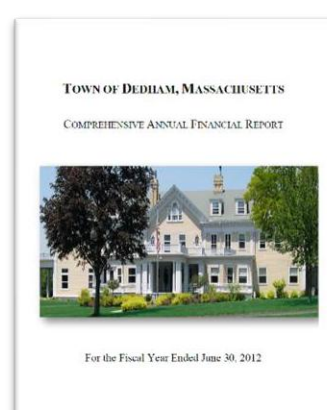
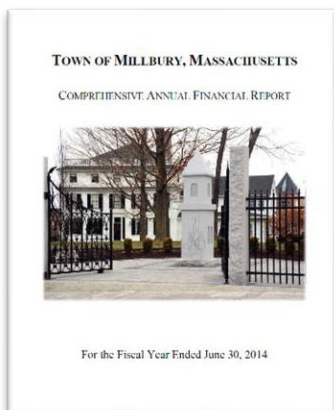
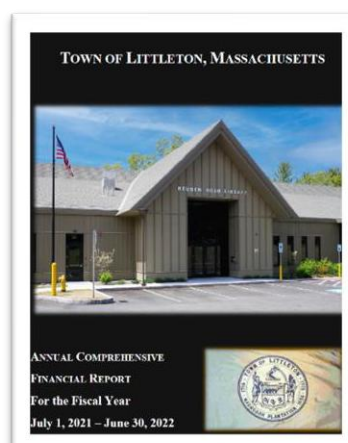
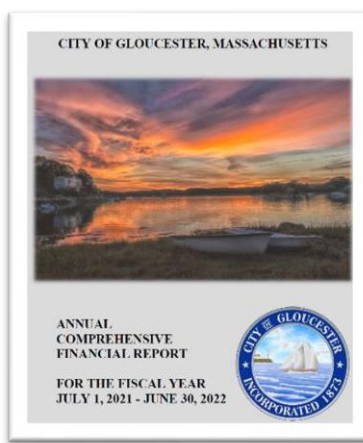
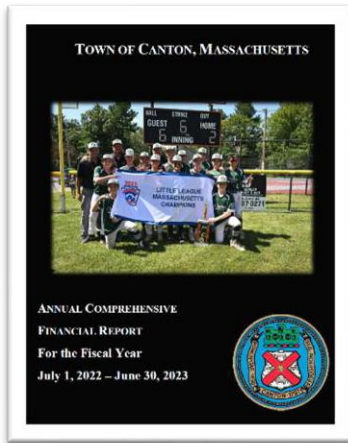
- Nearly 40 years providing services to the Massachusetts municipal sector.
- Over 220 years combined municipal audit experience of Partners and Managers.
- Significant presence in the Greater Boston area.
- Industry leader with over 200 municipal audits scheduled for fiscal year 2026 and well over 100 in each of the last 5 years.
- Ten CPAs – approximately 50% of professional staff.
- Proficient in all municipal software solutions – Munis, Acela (Softright), Vadar, Admins, Harpers.
- ACFR proficient preparers with 88 awards in 88 attempts and 16 pending – see below.
- Statewide discussion leaders in multiple topics.
- Passed 10 out of 10 Peer Reviews since 1991.

Annual Comprehensive Financial Report

The Firm has devoted substantial resources to providing our clients with the higher level of reporting associated with the GFOA certificate program for the Annual Comprehensive Financial Report. To that end, the table below includes all reports completed to date. The Firm will have completed 104 annual comprehensive financial reports for 19 municipalities at the end of the 2025 season. Award compliance has been 100% with no instances of failure.

In addition, both Tony Roselli our managing partner and Paul Gargano are currently reviewers in the GFOA Certificate program.

	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
City of Malden	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Town of Dedham		X	X												
Town of Millbury			X	X	X										
Town of Canton			X	X	X	X	X	X	X	X	X	X	X	X	X
Town of Westminster			X	X	X	X	X	X	X	X	X	X	X	X	X
Town of Littleton												X			
Town of Nantucket				X	X	X	X	X	X	X	X	X	X	X	X
Town of Falmouth						X	X	X	X	X	X	X	X	X	X
City of Gloucester							X	X	X	X	X	X	X	X	X
City of Medford							X	X	X	X	X	X	X	X	X
City of Chelsea									X	X	X	X	X	X	X
Town of Marblehead														X	X
Town of Charlton														X	X
City of Beverly															X
City of Somerville															X
City of Revere															X
City of Everett															X
Town of Arlington															X
Town of Hull															X



REFERENCES

The following table presents a selection of our comparable clients scheduled for audit in fiscal year 2026 that would be available for reference.

City of Somerville

Edward Bean
City Auditor
(617) 625-6600 X3210

City of Revere

Richard Viscay
Chief Financial Officer
(781) 248-6619

City of Malden

Chuck Ranaghan
Chief Financial Officer
(781) 389-2520

City of Chelsea

Socheath Toda
City Auditor
(617) 901-7608

City of Medford

Robert Dickenson
Chief Financial Officer
(781) 393-2413

City of Everett

Bill Fowler
City Auditor
(617) 758-9634

Similar Size Clients and projects

Largest Municipal Clients		
Municipality	Amount Raised	Population
Fall River	531,217,022	95,074
Somerville	480,024,373	81,045
Everett	360,089,106	49,079
Plymouth	354,399,203	61,217
Revere	317,078,771	53,864
Chelsea	311,493,149	40,787
Haverhill	309,172,248	67,187
Medford	277,001,238	59,659
Malden	275,064,817	66,263
Arlington	266,363,088	46,308
Average top 10	348,190,302	62,048
Brookline	462,488,342	63,191
	per 2026 tax recap	

AUDIT TEAM

Roselli, Clark and Associates Team

	Position	CPA	Experience	Assigned to Town	Assignment
Tony Roselli	Partner	X	42	X	Client Services Partner
Chad Clark	Partner	X	31	X	Field Partner
Paul Gargano	Partner	X	31	X	Single Audit Partner, QC
Terenzio Volpicelli	Partner	X	30	X	Retirement System,
Don Piatt	Partner	X	21		
Pam Guo	Manager	X	26		
Annie Hammil	Manager	X	25		
Robert Briand	Manager		12		
Branden Young	Manager	X	7	X	Field Manager
Meghan Repoff	Senior	X	12		
George Hunt	Senior		25		
Meghan Flaherty	Senior	X	5	X	Field Senior
Kat Carpenter	Senior		7		
Joe Gargano	Staff		4		
Michael Wilkinson	Staff		3		
Jack Norris	Staff		3	X	Field Staff
Kyle Rogers	Staff		2		
Stephen Smolinsky	Staff		2		
Ryan Edwards	Staff		1		
David Tuccinardi	Staff		1	X	Field Staff

Tony Roselli, CPA, CGMA – Tony is a founding member and our Firm’s managing partner. Tony has been working with Massachusetts municipalities since 1984 when he was first employed at the Big Four firm Deloitte & Touche. Tony’s over forty years’ experience in this field sets him apart from the rest.

Tony keeps atop the most recent accounting trends within the industry and is often used as an informal sounding board for the Massachusetts DOR. Tony was recognized as an accounting thought leader in the implementation and adoption of GASB Statements No. 67 and 68, which changed the way public pension audits and financial statements were performed and presented. Tony is a frequent speaker throughout the Commonwealth and frequently serves Massachusetts municipalities in consultative capacities. In addition to overseeing the Firm’s over 200 municipal clients, Tony has serviced all of the Firm’s ACFR clients and is a GFOA ACFR reviewer for the Special Review Committee. Tony will be the audit services partner overseeing all your needs.



Chad Clark, CPA, CGMA – Chad is the one of the Firm’s founding partners. Chad has been working with Massachusetts municipalities since 1996 when he was first employed by Tucci and Roselli, the predecessor firm to Roselli, Clark and Associates. A graduate of the University of New York Albany, where he earned a Masters in Accounting, Chad excelled early in his career and became a partner with the Firm in eight years. In addition to working on over 50 of the Firm’s municipal entities, Chad has been very instrumental in expanding the Firms technology platforms using the MIS degree he earned as an undergraduate at Castleton State in Vermont. Chad has been very instrumental in assisting municipalities as a full-service Partner whenever the need arises. Chad will be handling all your field audit needs.



The following are some of his accomplishments:

- Accounting policies and procedures manual and implementation of internal control.
- Software evaluation and conversion.
- Year-end reporting including balance sheets and free cash.
- Tax rate setting advice regarding tax recapitulation.
- Cash reconciliation consulting

Paul Gargano, CPA – Paul is also a Partner with the Firm. Paul joined the Firm in 2009 after working for several years as a municipal specialist with Powers and Sullivan and five years as Town Accountant for Canton. Paul has approximately 31 years of industry experience and his concentration has revolved around financial statement reporting and single audit compliance. Paul has serviced over 100 municipal entities in his career and is considered a leader in the single audit field. He also serves as lead internal control partner with the Firm and oversees the Firm’s peer review process. Paul also is a GFOA ACFR reviewer for the ACFR Special Review Committee.



Paul will be handling the Town's Single Audit needs and completing quality review prior to the ACFR submission to GFOA.

Terenzio Volpicelli, CPA - Terenzio joined the Firm in 2008 with extensive experience in SEC reporting, internal controls and compliance with the Sarbanes-Oxley requirements. Our Firm recognized a decade ago that governmental accounting was becoming more and more complicated and elements of private industry accounting and financial reporting were creeping their way into the government sector. Terenzio's background has been instrumental in our Firm's ability to quickly react to the ever-changing regulatory environment within government accounting and Terenzio's transition to the municipal sector was swift and destructive. He is currently one of the leaders in the industry in Massachusetts and is the lead engagement partner for the City of Fall River, our Firm's largest client. Terenzio oversees all of the Firm's Retirement Systems and will be assigned to complete the retirement system aspects of the Town's engagement as well as concur on the financial statements.



Branden Young, CPA – One of the young members of our staff, Branden has proven to be highly capable of completing significant challenges by passing the CPA exam at a young age on his first attempt. He is entering his sixth year with the firm and has already worked on the majority of the Firm's large clients including the completion of all the audit field work, single audit, end of year reports, student activities and preparation of the financial statements and management letters.



Branden is quickly becoming a critical part of our growing practice and will be a valuable member of the team that services your Town.

Tony Roselli, Partner, CPA, CGMA

Licenses and Certifications

- Certified Public Accountant (licensed in Massachusetts)
- Chartered Global Management Accountant

Education

- Bentley University, BS in Accountancy (1984)
- Completed course; Massachusetts Certified Public Purchasing Official

Work Experience

- Roselli, Clark and Associates, Partner (2005 – Present)
- Tucci and Roselli, Partner (1989 – 2004)
- Deloitte and Touche, Supervisor (1984 – 1988)

Discussion Leader/Instructor

- Topics
 - Regionalization – A Guide to a More Efficient Government
 - Fraud – Prevention, Policies and Procedures
 - How To Read Your Audit Report – Guide for Treasurers
 - Student Activities – A Guide to Compliance
 - OPEB – Guide to Chapter 32B Section 20
 - How to prepare an Annual Comprehensive Financial Report
- Discussion Groups
 - Massachusetts Municipal Accountants and Auditors Association
 - Massachusetts Collectors and Treasurers Association
 - Massachusetts Association of School Business Officials
 - Massachusetts Society of Certified Public Accountants
Town of Brookline, Massachusetts

Memberships

- American Institute of Certified Public Accountants
- Massachusetts Society of Certified Public Accountants
- Government Finance Officers Association

Committees/Affiliations

- Massachusetts Society of Certified Public Accountants – Government Accounting and Auditing Committee Member, former Chairman
- American Institute of Certified Public Accountants - Government Audit Quality Center
- Massachusetts Municipal Association
- Government Finance Officers Association – Special Reviewer
- Massachusetts Association of School Business Officials

Skills

- Financial Statement preparation
- Annual Comprehensive Financial Report preparation
- GASB implementation
- Yellow Book
- Auditing standards
- Single Audit Uniform Guidance
- Bond rating evaluation and analysis
- Municipal budgeting
- Strategic short and long-term planning
- Student Activities
- Net School Spending consultation (Chapter 70)
- Free Cash consultation
- Tax Recap consultation
- Departmental operational reviews
- Discussion leader/instructor

Paul Gargano, Partner, CPA

Licenses and Certifications

- Certified Public Accountant (licensed in Massachusetts)
- Certified Government Accountant (previous)

Education

- Northeastern University, Certificate of Advanced Accounting (1996)
- University of Massachusetts – Lowell, BS Industrial Management (1995)
- Completed course; Massachusetts Certified Public Purchasing Official

Work Experience

- Roselli, Clark & Associates, Partner (2009 – Present)
- Town of Canton, Massachusetts, Town Accountant (2005 – 2009)
- Sullivan, Rogers and Company, Manager (2003 – 2004)
- Powers and Sullivan, Supervisor (1997 – 2002)
- Private Sector Accounting (3 years)

Discussion Leader/Instructor

- Topics
 - How To Read Your Audit Report – Guide for Treasurers
- Discussion Groups
 - Worcester County Collectors and Treasurers Association

Memberships

- American Institute of Certified Public Accountants
- Massachusetts Society of Certified Public Accountants

Committees/Affiliations

- Massachusetts Society of Certified Public Accountants – Government Accounting and Auditing Committee Member (*Current Chairman*)
- Government Finance Officers Association – Special Reviewer

Skills

- Financial Statement preparation
- Annual Comprehensive Financial Report preparation
- GASB implementation
- Yellow Book
- Auditing standards
- Interim Town Accountant
- Interim Treasurer
- Free cash consultation
- Schedule A
- Softright – proficient
- MUNIS – proficient
- VADAR - proficient
- Single Audit Uniform Guidance
- DESE End of Year Financial Report compliance
- Departmental operational reviews
- Regional School Districts
- Discussion leader/instructor

Chad Clark, Partner, CPA, MS

Licenses and Certifications

- Certified Public Accountant (licensed in Massachusetts)

Education

- State University of New York at Albany, MS in Accountancy (1996)
- Castleton State College, BS in Business Administration – Accounting, Minor in Computer Information Systems (1995)
- Completed course; Massachusetts Certified Public Purchasing Official

Work Experience

- Roselli, Clark and Associates, Partner (2005 – Present)
- Tucci and Roselli, Manager (1996 – 2005)
- Sullivan, Powers and Company, Staff (1995)

Discussion Leader/Instructor

- Topics
 - Fraud – Prevention, Policies and Procedures
 - How To Read Your Audit Report – Guide for Treasurers
 - Student Activities – A Guide to Compliance
- Discussion Groups
 - Massachusetts Municipal Accountants and Auditors Association
 - Massachusetts Collectors and Treasurers Association
 - Massachusetts Association of School Business Officials

Memberships

- American Institute of Certified Public Accountants
- Massachusetts Society of Certified Public Accountants

Committees/Affiliations

- Massachusetts Society of Certified Public Accountants – Government Accounting and Auditing Committee Member (*Past Chairman*)
- American Institute of Certified Public Accountants - Government Audit Quality Center
- Massachusetts Municipal Association
- Massachusetts Association of School Business Officials

Skills

- Financial Statement preparation
- GASB implementation
- Single Audit Act Uniform Guidance
- Departmental operational reviews
- Yellow Book
- Auditing standards
- Contributory Retirement Systems
- Management Information Systems
- Student Activities
- Discussion leader/instructor

Terenzio Volpicelli, Partner, CPA

Licenses and Certifications

- Certified Public Accountant (licensed in Massachusetts)

Education

- Bryant University – BS, Financial Accounting (1995)

Work Experience

- Roselli, Clark and Associates, Manager (2008 – Present)
- Stowe and Degon, Manager (2002 – 2004)
- Deloitte and Touche, Senior (1995 – 1999)
- Private Sector Accounting, SEC Controller (7 years)

Committees/Affiliations

- Massachusetts Society of Certified Public Accountants – Government Accounting and Auditing Committee Member

Memberships

- Massachusetts Society of Certified Public Accountants

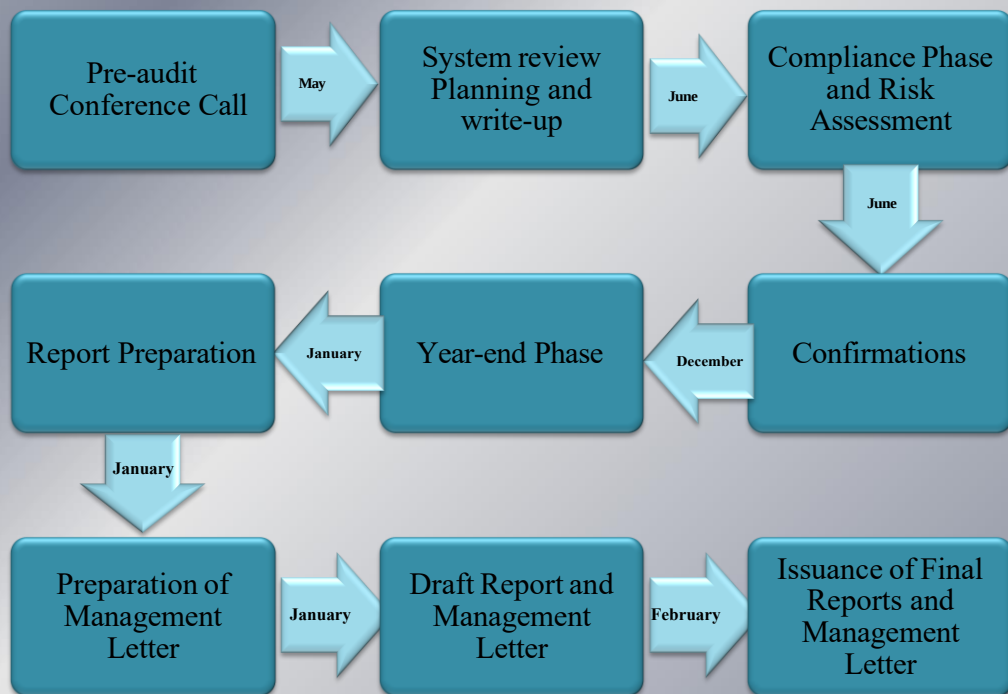
Skills

- Financial Statement preparation
- GASB implementation
- Yellow Book
- Auditing Standards
- Single Audit Uniform Guidance
- Contributory Retirement Systems
- Student Activities
- Departmental operations review
- Policies and Procedures
- Fraud Assessment
- Quality review
- SEC financial reporting
- Sarbanes Oxley compliance
- COSO internal control framework

AUDIT WORK PLAN

A critical component of our due diligent process was the development of a work plan that ensures that the Town's financial statements will be issued in accordance with the request for proposal timelines.

We anticipate the following timeline (after the initial year) in order to meet your official disclosure deadlines. *In the initial year (2025) we expect to start immediately and complete the audit within 30 days if all information is made available to us.*



In the discussion that follows, we will define our plan using the following criteria:

1. The audit team;
2. A summary of the components of the audit process;
3. A detail discussion of the components of the audit process; and
4. A listing of the types of documentation we will require for the audit.

Components of the Audit Process

Preliminary Phase

Planning

Risk Assessment

System Review and Write-up

Compliance Testing

Analytical Review

Year-end Phase

Cash

Receivables

Capital Assets

Warrants Payable

Accrued Payroll

Retainage

Compensated Absences

OPEB

Retirement

Debt

Fund Equity

Reporting

Report preparation

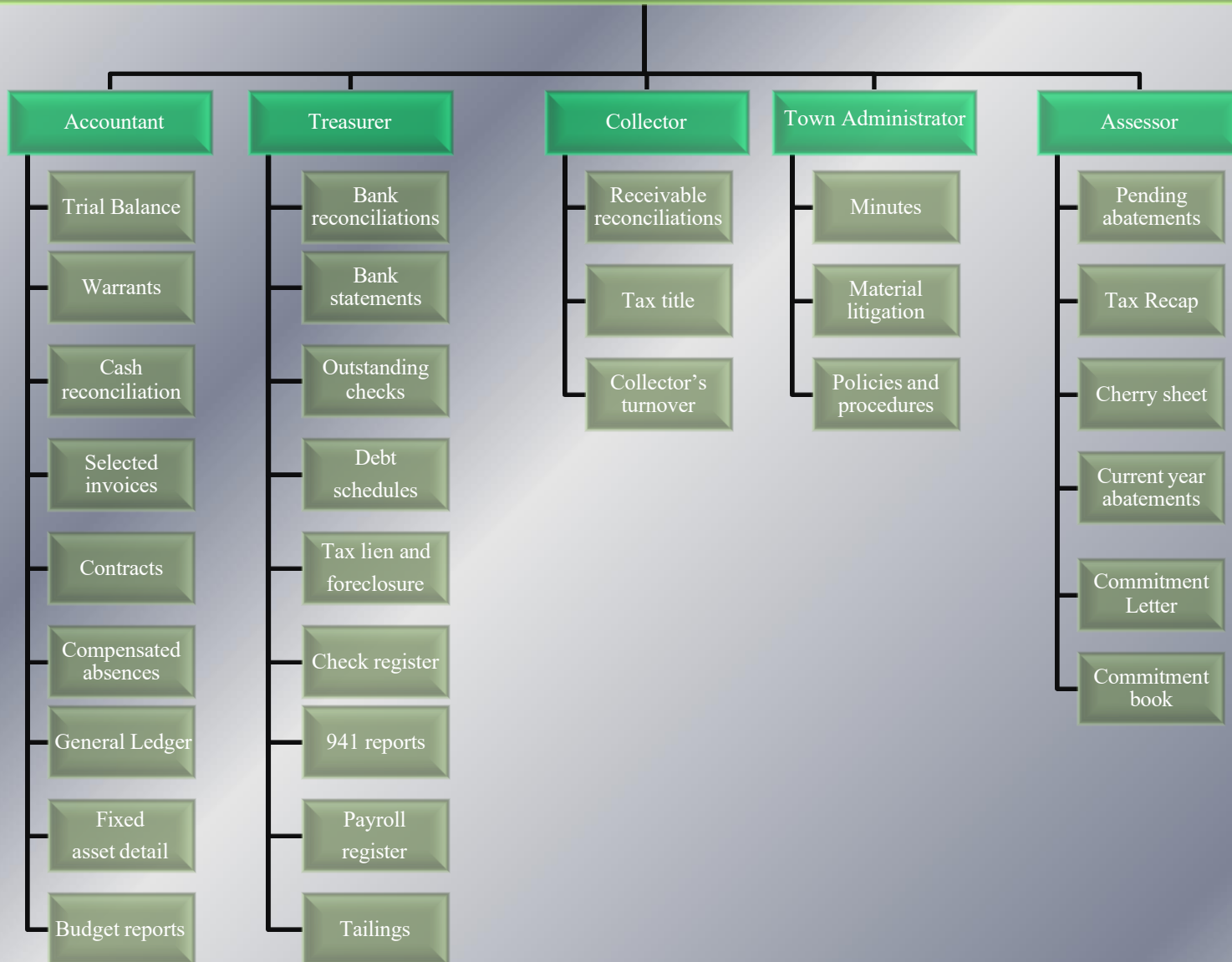
Uniform Guidance

Report on Internal Control

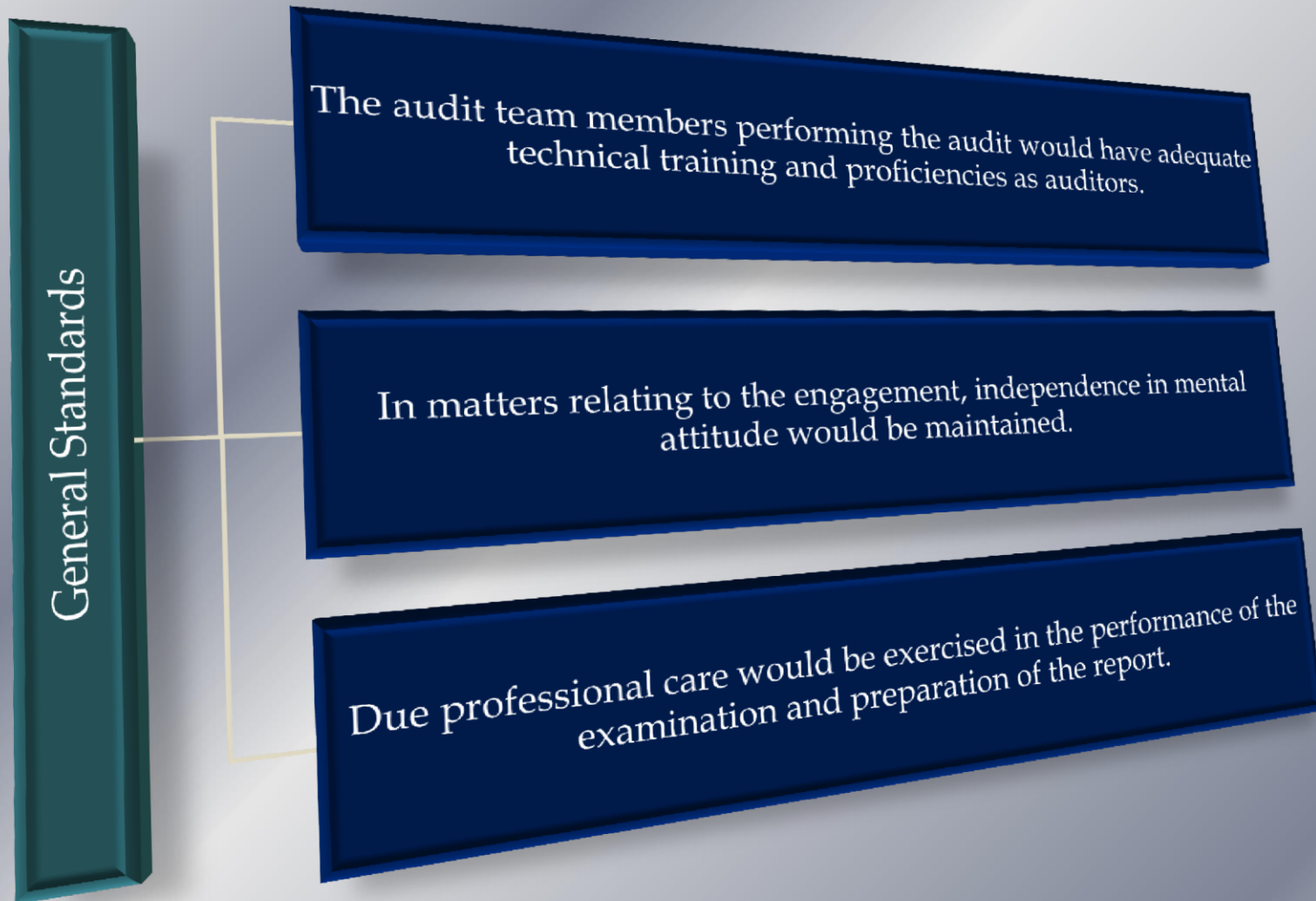
Management Letter

Agreed Upon Procedures

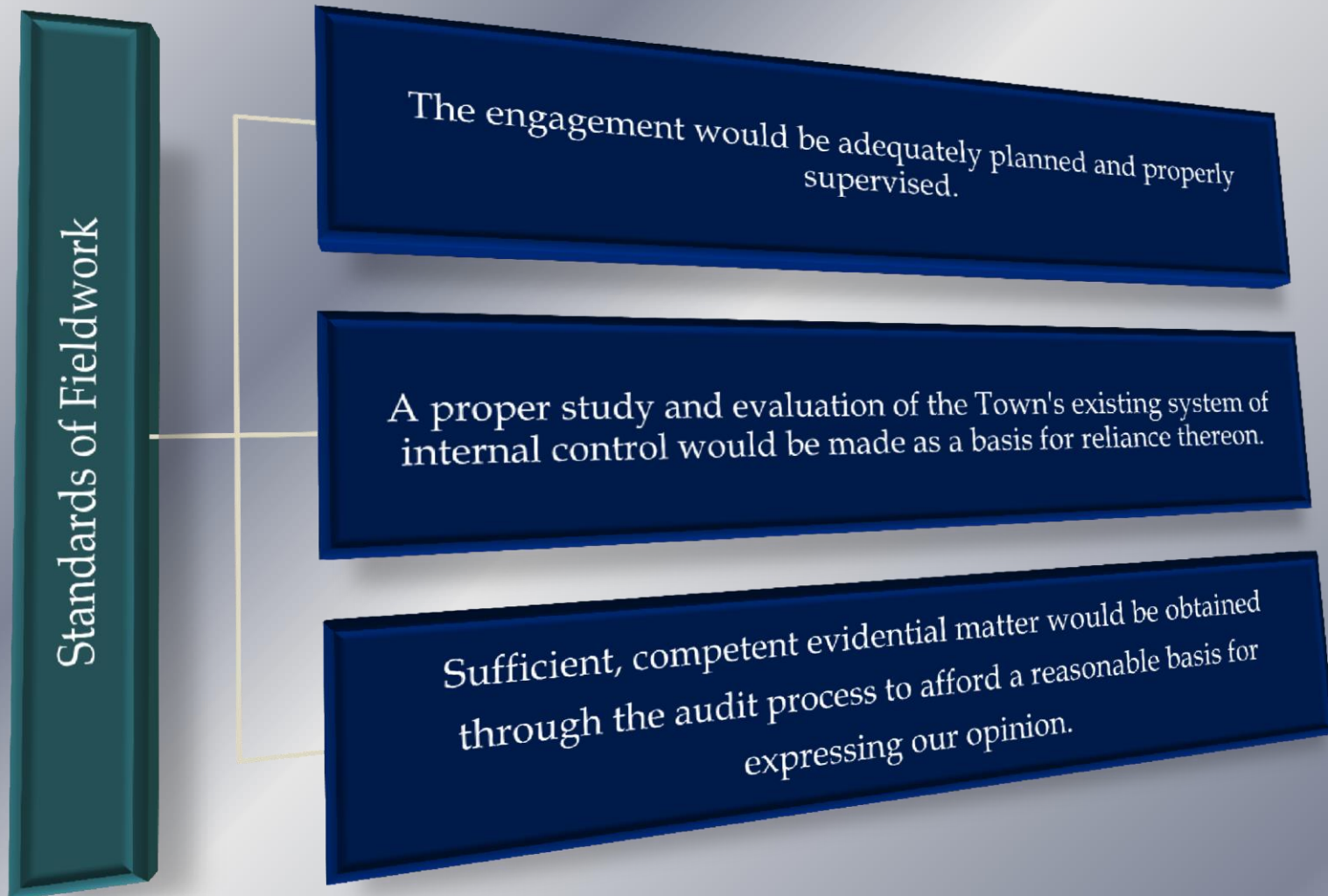
Select Items Needed During Our Audit Process



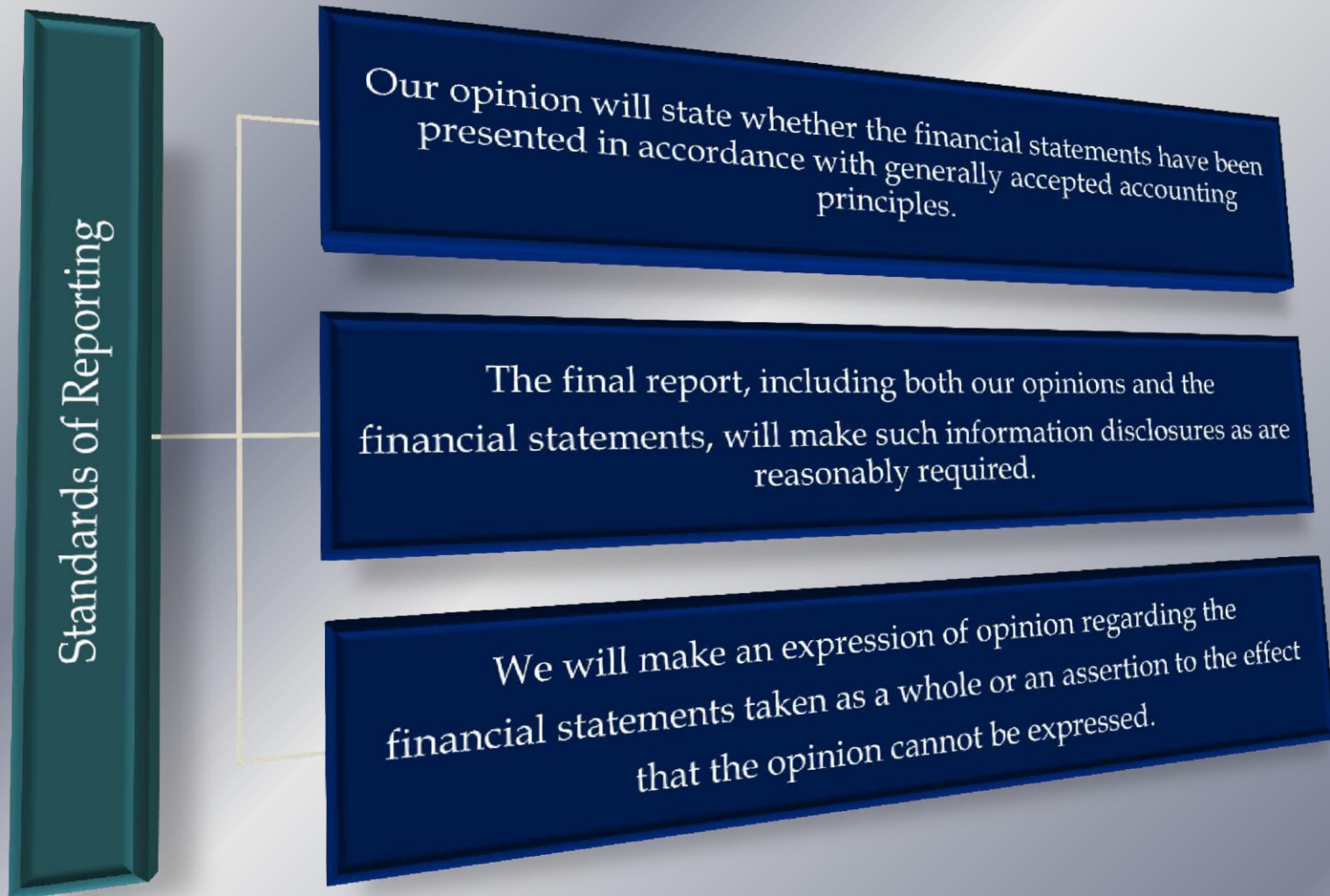
AUDITING STANDARDS - GENERAL



AUDITING STANDARDS - FIELDWORK



AUDITING STANDARDS - REPORTING



DETAILED COMPONENTS OF THE AUDIT PROCESS

Planning -

(1) Pre-audit conference which will outline the expectation of both parties. (2) *Statement on Auditing Standards* (SAS) requires that preliminary analytical review is performed as a basis of assessing preliminary risk areas or identifying items in the initial stage that the auditor would review in further detail later in the audit. This could include deterioration in receivables causing the auditor to increase efforts in the detail testing, or unusual balances in fixed assets could cause the auditor to determine the depreciation may not have been recorded or any other myriad of financial statement risk that may arise. The preliminary analytical review would be done using the client balance sheet as compared to the prior year, and the prior year as compared to the issued report. The client would be included in such a process, such that the expectations developed during the process are valid. Preliminary planning materiality is also determined at this point.

Risk Assessment -

Once the planning stage has begun, the auditing standards require the auditor to perform a complete risk assessment. We accomplish this through the use of practice aids provided by PPC, which are in the form of checklists that are done in conjunction with the client. This procedure is intended to highlight financial statement risk; for example if we discover that the client is not reconciling receivables, we would increase our procedures in this area as the risk of error would be elevated.

System Reviews And Write-ups -

A review of the basic transaction flows, including meeting with key personnel who oversee the transaction flow. This is done hand in hand with risk assessment and results in detailed memos and transaction cycle processes. Deficiencies in the flow would be documented and discussed with the client, for example, does the client have a centralized personnel department, if not, we would discuss how the client mitigates this deficiency.

Compliance Testing -

Testing detail transactions which will be used in evaluating the systems of internal control. The compliance test is developed based on the results of the previous tests. Risk in various areas is assessed as low, moderate or high and this evaluation drives the sample size to be used. Typically, sample sizes are 25, 40 or 60 of each major transaction type as one would hardly ever conclude that risk is low. Once again, the PPC practice Aids guide us through the selection process. As part of this process, we would also perform a fraud review as required under SAS #99.

This includes sitting down with members of your management team and clerical staff individually and inquiring about possible fraud or areas susceptible to fraud. We would also review legal compliance in this area of the audit - compliance with Chapter 30B, etc.

Cash -

Substantiate cash balances through confirmation and review of bank reconciliations, bank statements, and major transactions near the close of the fiscal year. Outstanding checklists will be tested using a statistical based design using PPC as a practice aid and tolerable misstatement to determine sample size. Investments would be confirmed and adjusted to fair value under GASB 31. Footnotes will be presented in accordance with GASB 3 and GASB 40.

Receivables -

Review detail supporting general ledger balances. Reconcile between detail and general ledger balances. Substantiate overlay. Discuss the need for a possible allowance for doubtful accounts.

Review 60 day accrual; review for possible inclusion of intergovernmental receivables (i.e. have all the conditions of reimbursement been met as described in GASB 33).

We will review the age of receivables and receivable trends; if receivables are increasing we will research to determine why.

Fixed Assets -

We will design a statistical sample to vouch additions; the sample will be developed using tolerable misstatement as a guide for determining sample size. We will recalculate the Town's recorded depreciation. This will be done using an analytical procedure. We will determine that the activity is appropriately rolled forward. We will observe large fixed assets to assure they exist.

Payables -

Perform search for unrecorded liabilities through review of invoices and cash disbursement transactions. Selections will be made using tolerable misstatement as a guide. All disbursements over a certain amount will be vouched. This typically could be 25 to 40 disbursements. We would also review accrued payroll, compensated absences, OPEB (GASB 75), Net Pension Liability, Agency liabilities and others in this area.

Debt -

Debt confirmations to be circulated and received confirms to be compared to recorded balances. We would review debt ordinances for compliance, arbitrage, and disclosure. We would obtain the Statement of Indebtedness and determine if it is accurately filed. Leases and promissory notes would also be reviewed in this section if applicable.

<i>Fund Equity -</i>	Review revenue and expenditure detail, review propriety of transfers, compare budgetary amounts to actual amounts, investigate large variances, and review propriety of encumbrances. Reconcile fund balance to prior year. Disbursements/receipts are tested systemically in the prior compliance area and reliance on the system is developed or denied based on this test. Additionally, significant analytical review procedures will be performed on the ending balances, comparing them to the budget and to the prior year.
<i>Special Revenue -</i>	Roll forward general ledger, review grants, and reconcile school activity to Town reports.
<i>Permanent & Agency -</i>	Roll forward general ledger and confirm investment activity.
<i>Capital Projects-</i>	Roll forward general ledger balances, confirm bond proceeds and other debt issuances; determine receivable balances relative to any MSBA reimbursement of a School Project. Vouch disbursements to assure they are proper capital items.
<i>GASB 34/54 -</i>	Convert accounting records to GASB 34/54 format, review fixed assets, and review Management Discussion and Analysis.
<i>Analytical review -</i>	This is performed at the conclusion of each section and ongoing throughout the audit. See preliminary analytical review above. Balances are compared to the expectations developed during the preliminary analytical review process.

PEER REVIEW

Rodrigues, Drum & Company, LLC

Certified Public Accountants

215 Pleasant St. Fl. 4 – PO Box 3634
Fall River, Massachusetts 02722

Tel: (508)679-6079 (508)999-0020
Fax: (508)672-4938

Report on the Firm's System of Quality Control

To the Partners of Roselli, Clark & Associates and the
Peer Review Committee of New England Peer Review:

We have reviewed the system of quality control for the accounting and auditing practice of Roselli, Clark & Associates (the Firm) in effect for the year ended May 31, 2024. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the Firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards, including compliance audits under the Single Audit Act. As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Roselli, Clark & Associates in effect for the year ended May 31, 2024 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency (ies)* or *fail*. Roselli, Clark & Associates has received a peer review rating of *pass*.

Rodrigues, Drum & Company, LLC

December 3, 2024

Where Your Financial Success Begins

Member: American Institute of Certified Public Accountants - Division for Firms
Web: WWW.Rodriguesaccounting.com Email: Doug@rodriguesaccounting.com

Town of Brookline

Price Proposal



Roselli, Clark & Associates
500 West Cummings Park, Woburn, MA
2 Evergreen Lane, Hopedale, MA
www.roselliclark.com

**PRESENTATION TO
TOWN OF BROOKLINE**

**PRICE
PROPOSAL**

June 5, 2026



ROSELLI, CLARK & ASSOCIATES

**500 WEST CUMMINGS PARK • SUITE 4900
WOBURN, MA 01801**

**2 EVERGREEN LANE
HOPEDALE, MA 01747**

www.roselliclark.com

PRIMARY CONTACT INFORMATION

Tony Roselli, CPA, Partner
Email: troselli@roselliclark.com

Direct: (617) 750-4604

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ROSELLI, CLARK & ASSOCIATES
CERTIFIED PUBLIC ACCOUNTANTS

500 West Cummings Park
Suite 4900
Woburn, MA 01801

Telephone: (781) 933-0073

www.roselliclark.com

June 5, 2026

Mr. Richard Seville
Purchasing Agent
Town of Brookline, Massachusetts
333 Washington Street
Brookline, MA 02455

Dear Mr. Seville

Please find attached, our prices by component to complete the services outlined in your request for proposal.

The prices quoted herein include the cost of all labor, materials, insurance, and all other necessary expenses to fulfill the conditions of the contract. All travel costs to be incurred by the contractor shall be paid by the contractor.

We herewith propose to provide Annual Independent Audit Services in accordance with our technical proposal and otherwise as noted herein.

A handwritten signature in black ink, appearing to read 'Tony Roselli', with a stylized flourish at the end.

Very truly yours,
Tony Roselli, CPA, CGMA

PRICING TABLE

	Proposed Audit costs		
	2025	2026	2027
Financial Statement Audit			
Single Audit and Management Letter	\$ 120,000	\$ 122,500	\$ 125,000
EOYR procedures	7,500	7,500	7,500
Pension System Financials and AU805	7,500	7,500	7,500
	<u>\$ 135,000</u>	<u>\$ 137,500</u>	<u>\$ 140,000</u>
Brookline High School	\$ 7,500	\$ 7,500	\$ 7,500
Baker	3,000	-	-
Heath	3,000	-	-
Pierce	3,000	-	-
Ridley	-	3,000	-
Lincoln	-	3,000	-
BEEP	-	3,000	-
Lawrence	-	-	3,000
Runkle	-	-	3,000
Driscoll	-	-	3,000
	<u>\$ 16,500</u>	<u>\$ 16,500</u>	<u>\$ 16,500</u>

SCHEDULE BY SECTION BY HOURS

Hours by staff designation and section			
Audit Section	Hours	Level	
Pre-audit conference	4	Partner	
Preliminary analytical review	16	Partner	
Risk assessment	30	Manager/Supervisor	
Control/Compliance testing	80	Staff/Senior	
Confirmations	8	Staff/Senior	
Cash/Investments	40	Manager/Supervisor	
Receivables	30	Staff/Senior	
Fixed assets	15	Staff/Senior	
Payables	15	Staff/Senior	
Debt	8	Manager/Supervisor	
OPEB - GASB 75	20	Manager/Supervisor	
Compensated absences	8	Staff/Senior	
MTRS	2	Staff/Senior	
General Fund Activity	24	Partner	
Budget	16	Partner	
Special Revenue Fund Activity	16	Manager/Supervisor	
Trust and agency Fund Activity	16	Manager/Supervisor	
Enterprise Funds	40	Manager/Supervisor	
Final analytical review	12	Partner	
Meetings (SAS99) and other	10	Manager/Supervisor	
GASB 34/54 Conversion	8	Manager/Supervisor	
Pension - GASB 67 and 68 AU805	35	Manager/Supervisor	
Report Preparation	40	Manager/Supervisor	
Management Discussion and Analysis	8	Partner	
Checklists	24	Manager/Supervisor	
Financial Statement audit subtotal	525		
Single Audit reporting and compliance	60	Manager/Supervisor	
Single Audit testing	60	Staff/Senior	
End of year school agreed upon procedures	50	Staff/Senior	
Review time	50	Manager/Supervisor	
Management Letter	25	Partner	
Total audit all areas	770		
Breakdown:			Rate
Partner	125	16.23%	\$275/hour
Manager	377	48.96%	\$200/hour
Staff/Senior	268	34.81%	\$125/hour
	770		



June 5, 2026

Technical Proposal

Proposal to provide professional
auditing services to:

RFP Number: P-26-13

Town of Brookline, Massachusetts

Prepared by:

Jennifer Cook, CPA, MBA, Signing Director

jennifer.cook@CLAconnect.com

Direct 617-984-8187

CLAconnect.com

CPAS | CONSULTANTS | WEALTH ADVISORS

CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See [CLAGlobal.com/disclaimer](https://claglobal.com/disclaimer).

Securities and investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor, member FINRA/SIPC.



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A. Letter of Introduction

June 5, 2026

Richard Saville, Chief Procurement Officer
Town of Brookline
rsaville@brooklinema.gov
emiller@brooklinema.gov

Via email submittal only

Dear Mr. Saville:

Thank you for inviting us to propose our services to Town of Brookline (the Town). CLA’s experience with similar government entities, client-focused approach, and robust resources position us as a highly qualified candidate to continue your engagement.

1. Brief description of the firm and its principals

CLA exists to create opportunities for our clients, our people, and our communities through industry-focused wealth advisory, digital, audit, tax, consulting, and outsourcing services. Our broad professional services allow us to serve clients more completely. Our professionals are immersed in the industries they serve and have specialized knowledge of their operating and regulatory environments. With more than 9,000 people in about 120 U.S. locations and a global vision, we promise to know you and help you. CLA has more than 1,200 principals and signing directors, including more than 375 equity owners, none of whom own more than a 2% interest in the firm. Names can be provided upon request.

2. CLA’s experience providing auditing services to Massachusetts municipalities

CLA has deep experience serving Massachusetts governmental organizations, supported by dedicated teams in Boston, Andover, and Quincy who focus almost exclusively on the government sector. Our professionals are passionate about this work and committed to exceeding expectations. As a CPA firm experienced with state and local governments, CLA understands the financial and legal compliance requirements unique to the Commonwealth. Your engagement team currently audits more than 50 Massachusetts governmental entities and brings extensive experience serving organizations across the state and throughout New England.

3. Names and qualifications of the individuals who would comprise the auditing team

Jennifer Cook, CPA, MBA, Signing Director	Joel Eshleman, CPA, CISA, CITP, CIA, Principal
Christian (Chris) J. Rogers, CPA, Managing Principal, Public Sector	Ed Boyd, CPA, Director

4. Requirements met statement

Our proposal meets all the requirements from the Town's RFP.

5. Understanding of the Town of Brookline and the requirements of the audit

We have read the Request for Proposal (RFP) and understand the scope of the work to be performed as detailed in the RFP under “Scope of Services Required”. Should CLA be selected to serve this engagement, we will perform these services within the time period specified in the RFP and as finalized in the planning stages of the engagement. To meet the requirements of the RFP, the audit will be performed in accordance with auditing standards generally accepted in the United States of America, and any other applicable federal, state, and local laws or regulations.



6. CLA's ability to undertake the Brookline audit given their existing work schedule

CLA has the ability to undertake the Town's audit. We deliver timely audit completion and reporting through disciplined planning, proactive project management, and consistent communication. Clear milestones are established at the outset, supported by One Family Scheduling (OFS) to align skilled resources and maintain continuity. Client HQ streamlines document requests and tracking, improving transparency and reducing delays. Ongoing status updates and direct communication enable early issue resolution, effective expectation management, and on-schedule report delivery.

7.and 8. Contact and authorized person

I, Jennifer Cook, your engagement principal-in-charge, will serve as the Town's primary contact for this engagement. As a principal of CLA, I am authorized to sign, bind, and commit the firm to the obligations contained in this proposal and the Town's RFP. My contact information is:

Jennifer Cook, CPA, MBA, Signing Director
Phone number: 617-984-8187
Email: jennifer.cook@CLAconnect.com

Address: CLA Boston
Two International Place, 22nd Floor
Boston, MA 02110

Why CLA is the right fit for the Town

We're excited about the opportunity to continue working with the Town. Here's why CLA stands out:

- **We know you!** Our existing relationship means we understand your operations and can hit the ground running.
- **Industry-specialized insights.** CLA is one of the largest firms specializing in regulated industries, giving you access to deep knowledge and resources for your audit needs.
- **Single audit experience.** We lead the nation in OMB *Uniform Guidance* audits, with a dedicated team focused on these complex procedures and requirements.
- **Efficient and thoughtful approach.** With experience serving more than 3,700 government clients, our audit methodology is designed to reduce disruption and deliver results on time.
- **Clear communication.** You'll work directly with senior professionals who stay engaged and keep you informed on important issues.
- **Consistent, reliable service.** We focus on non-SEC clients, so your needs stay front and center. Our state and local government team brings specialized knowledge that's directly relevant to you.
- **Offshoring.** Independence shapes how we work at CLA. We're a U.S.-built, privately held partnership that does not offshore any of our work. Keeping jobs local supports our culture and our clients. To help grow the talent pipeline, we launched the CLA Academy in 2024 to train people new to accounting, tax, audit, and financial systems.
- **A legacy of independence.** For more than 70 years, CLA has remained privately held and partnership-led. **We fund our own growth, technology, and succession**, keeping our focus on integrity, transparency, and impeccable client service for the next generation.

We're ready to continue supporting the Town with the same care, aptitude, and responsiveness you've come to expect. We want to continue to serve you, and we have the qualifications to deliver quality, timely work. This proposal outlines how we'll work together and demonstrates the value you've come to appreciate when we exceed expectations. Please reach out if you need more information on our firm or our proposal.

Sincerely, **CliftonLarsonAllen LLP**



Jennifer Cook, CPA, MBA, Signing Director



B. Professional Experience

1. Massachusetts municipal auditing engagements

See below a sampling of Massachusetts municipal clients served during the past ten (10) year period.

Government Name	Years Audited	Scope of Work
City of Boston	2025-Present	Audit of financial statements (Annual Comprehensive Financial Report (ACFR)) in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
City of Brockton	2014-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
City of Framingham	2022-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
City of Newton	2004-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report; MUNIS consulting
City of Waltham	2012-Present	Audit of financial statements (Annual Comprehensive Financial Report (ACFR)) in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
City of Worcester	2005-Present	Audit of financial statements (Annual Comprehensive Financial Report (ACFR)) in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of Bedford	2010-Present	Audit of financial statements (Annual Comprehensive Financial Report (ACFR)) in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report

Government Name	Years Audited	Scope of Work
Town of Bourne	2008-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of Chelmsford	2023-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of Dennis	2004-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of Edgartown	2007-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; management letter; DESE's EOYR agreed-upon procedures report
Town of Foxborough	2025-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of Hadley	2024-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of Hamilton	2005-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; management letter
Town of Hingham	2018-Present	Audit of financial statements (Annual Comprehensive Financial Report (ACFR)) in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of Lynnfield	2025-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report

Government Name	Years Audited	Scope of Work
Town of Mashpee	2003-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of Monson	2025-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of Nahant	2004-2024	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of Natick	2008-2023	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of North Attleborough	2024-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of Plainville	2024-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of Provincetown	2013-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of Rockport	2025-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of Stoneham	2018-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report

Government Name	Years Audited	Scope of Work
Town of Sutton	2024-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of Swansea	2004-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of Tyngsborough	2023-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of West Newbury	2025-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter
Town of Westford	2025-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report
Town of Whitman	2024-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter
Town of Winchester	2003-Present	Audit of financial statements in accordance with U.S. generally accepted auditing standards and <i>Government Auditing Standards</i> ; federal single audit; management letter; DESE's EOYR agreed-upon procedures report

State and local government experience

You can benefit from a close personal connection with a team of professionals devoted to governments. Our goal is to become familiar with all aspects of your operations — not just the information needed for the year-end audit — so that we can offer proactive approaches in the areas that matter most to you:

- Finding new ways to operate more effectively and efficiently
- Responding to regulatory pressures and complexities
- Maintaining quality services in the face of changing budgetary priorities
- Providing transparent, accurate, and meaningful financial information to stakeholders, decision-makers, and your constituents

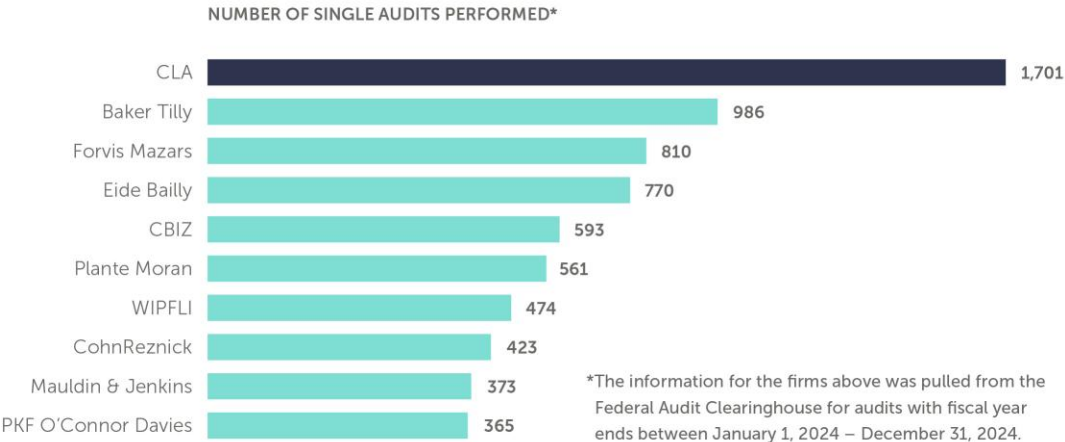
We understand the legislative changes, funding challenges, compliance responsibilities, and risk management duties that impact you. Our experienced government services team can help you navigate the challenges of today, all while seamlessly strategizing for the future.



Single audit experience

CLA performs the largest number of single audits in the United States

We audited \$249 billion dollars in federal funds expended in 2024. The chart below illustrates CLA’s experience in serving organizations that receive federal funds and demonstrates our firm’s dedication to serving the government and nonprofit industry.



It is more important than ever to find qualified auditors who have significant experience with federal grants specific to the Town and can enhance the quality of the Town's single audit. Therefore, the single audit will be performed by a team of individuals who are managed by personnel who specialize in single audits in accordance with OMB's *Uniform Guidance* and who can offer both knowledge and quality for the Town. As part of our quality control process, the single audit will be reviewed by a firm Designated Single Audit Reviewer.

You'll need an audit firm experienced in performing single audits and a familiarity with the specific programs in which you are involved and will benefit from CLA's experience in this area.

Deep industry connections

CLA actively supports industry education as a thought leader and industry speaker. We focus on supporting the educational needs of the industry through nationally sponsored trade events. Our team of professionals is sought after, both as educators and as experienced speakers who are invited to speak and teach at major professional events by leading trade associations, including those shown here.



We are also actively involved in and/or are members of the following professional organizations:

- American Institute of Certified Public Accountants (AICPA)
- AICPA's State and Local Government Expert Panel
- AICPA's Government Audit Quality Center (GAQC)
- Government Finance Officers Association (GFOA)
- Special Review Committee for the GFOA's Certificate of Achievement for Excellence in Financial Reporting (Certificate) Program
- Association of Government Accountants
- Massachusetts State Society of CPAs
- Government Accounting and Auditing Committee
- Massachusetts GFOA
- Accounting, Auditing and Financial Reporting Committee

Our involvement in these professional organizations, combined with various technical services we subscribe to, allows us to be at the forefront of change in the constantly changing government environment. We take our responsibility for staying current with new accounting pronouncements, auditing standards, other professional standards and laws and regulations seriously.

Insight to strengthen your organization

When you're ready to go beyond the numbers to find value-added strategies, we offer resources to help you respond to challenges and opportunities including:

- [National webinars](#) — Access complimentary professional development opportunities for your team.
- [Articles and white papers](#) — Stay current on industry information as issues arise.

Curious: *We care, we listen, we get to know you.*



Support at every turn

With [dedicated services specific to state and local governments](#), you have access to guidance on all aspects of your operations.

- [Audit](#), review, and compilation of financial statements
- Compliance audits (HUD, OMB Single Audits)
- [Cybersecurity](#)
- [Enterprise risk management](#)
- [Forensic accounting, auditing, and fraud investigation](#)
- Fraud risk management
- [Grant compliance](#)
- Implementation assistance for complex Governmental Accounting Standards Board (GASB) statements
- [Internal audit](#)
- [Outsourced business operations](#)
- [Performance auditing](#)
- [Purchase card \(p-card\) monitoring and analytics](#)
- [Risk assessments](#)
- Strategic, financial, and operational consulting
- [Telecom management services](#)
- [Business opportunity assessments](#)
- [System optimization and selection](#)



2. References

Our clients say it best. And their independent, authentic perspective is invaluable in learning about the experience you’ll have when working with us. We encourage you to connect with our clients to hear about it firsthand.

City of Boston	
Client Contact	Scott Finn, City Auditor
Phone Number Email	617-635-4671 scott.finn@boston.gov

City of Waltham	
Client Contact	Paul Centofanti, City Auditor
Phone Number Email	781-314-3222 pcentofanti@city.waltham.ma.us



Town of Whitman	
Client Contact	Mary Beth Carter, Town Administrator
Phone Number Email	781-618-9704 Mcarter@whitman-ma.gov

Town of Hingham	
Client Contact	Ann MacNaughton, Town Accountant
Phone Number Email	781-804-2473 machnaughtona@hingham-ma.org

City of Worcester	
Client Contact	Robert Stearns, City Auditor
Phone Number Email	508-799-1053 stearnsr@worcesterma.gov

Transparent: We place honesty and integrity at the center of all communication. We welcome you to start an open and candid conversation with those who know us best.



C. Key Staff

Your service team

The true value in working with our team is developing a relationship with leaders who understand your industry, challenges, and opportunities — with the full support of an entire CLA family behind them.

Meet your service team below.

Engagement Team Member	Role	Years' Experience
Jennifer Cook, CPA, MBA Signing Director	Relationship and engagement leader – Jennifer will serve as the Town's relationship and engagement leader. She will have overall engagement responsibility including planning the engagement, developing the audit approach, supervising staff, and maintaining client contact throughout the engagement and throughout the year. Jennifer is responsible for total client satisfaction through the deployment of all required resources and continuous communication with management and the engagement team.	20+
Christian (Chris) J. Rogers, CPA Managing Principal, Public Sector	Technical resource principal – Chris will be the technical resource for the audit team as well as the Town personnel. His many years of serving governmental entities will be an invaluable resource.	32+
Ed Boyd, CPA Director	Engagement manager – Ed will act as the lead manager on the engagement. In this role, he will assist the engagement leader with planning the engagement and performing complex audit areas. He will perform a technical review of all work performed and is responsible for the review of the annual comprehensive financial report and all related reports.	17+
Joel Eshleman, CPA, CISA, CITP, CIA Principal	Information systems – Joel will assist the audit team in documenting and evaluating general computer controls and IT application controls.	25+
Additional staff – We will assign additional staff to your engagement based on your needs and their experience providing services to similar clients.		

Detailed biographies including education, formal certifications, length of service with the firm, and professional experience auditing Massachusetts municipalities can be found in **Appendix A** of our proposal.

Collaborative: *Support from a responsive local team complemented by national resources. We consider the whole of your organization, bringing innovative teams to the table.*



D. CLA’s Approach to the Audit

Easing the transition

Transitioning to a new audit relationship is a pivotal moment — one that brings both opportunity and complexity. At CLA, we approach this transition with a deep understanding of the nuances involved and a commitment to making the process as smooth and efficient as possible.

Our team is experienced in onboarding new clients with care and precision, so expectations are aligned, communication is clear, and momentum is maintained from day one. We prioritize collaboration, transparency, and responsiveness to help you feel confident and supported throughout the engagement.

The CLA Seamless Assurance Advantage (SAA)

The CLA Seamless Assurance Advantage (SAA) is an innovative approach to auditing that utilizes leading technologies, analytics, and audit methods to help solve client problems and create a seamless experience.



A different approach

SAA is unlike any conventional audit process. SAA does not depend on physical location. It reduces the time our professionals spend on site, creates fewer disruptions, enables more efficient use of resources (yours and ours), and allows for more impactful interactions with your people.

Insights through analytics

CLA uses strategic data analysis to examine whole data sets to gain a deeper understanding of your organization. Insights that were once impossible can now come into focus to help you measure performance, enhance strategic decision making, and understand your competitive opportunities.



Effective technology

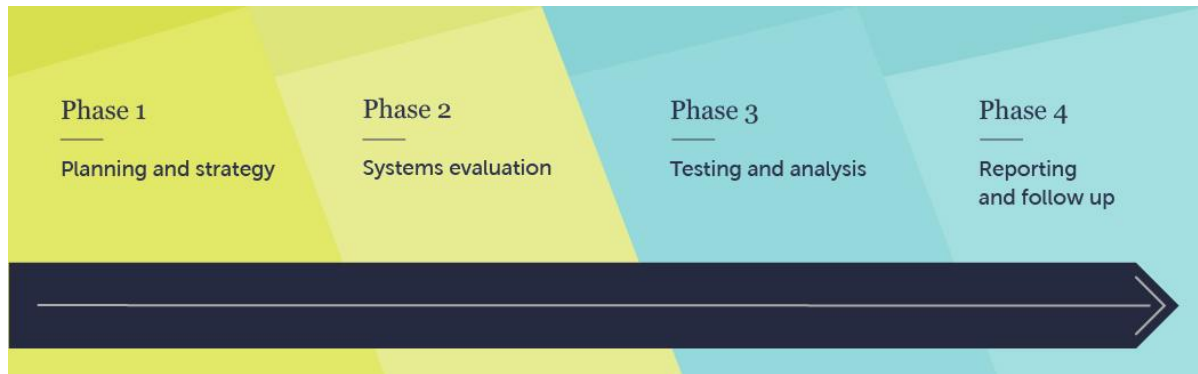
Client HQ is a personalized hub designed to deliver the content and resources most relevant to your business. From industry insights to tools curated specifically for you, Client HQ helps you stay informed and ahead.

Within this hub, HQ Exchange is the engagement platform that powers your relationship with CLA. Whether your engagement involves assurance, tax, consulting, or a combination, HQ Exchange provides a single point of access where you can track progress, share information securely, and maintain visibility into the work we’re doing together.





Financial statement audit approach



Phase 1: Planning and strategy

The main objective of the planning phase is to identify significant areas and design efficient audit procedures.

- Conduct an entrance meeting. Jennifer Cook and staff will meet with the Town personnel to agree on an outline of responsibilities and time frames
 - Establish audit approach and timing schedule
 - Determine assistance to be provided by the Town personnel
 - Discuss application of generally accepted accounting principles
 - Address initial audit concerns
 - Establish report parameters and timetables
 - Progress reporting process
 - Establish principal contacts
- Gain an understanding of your operations, including any changes in organization, management style, and internal and external factors influencing the operating environment
- Identify significant accounts and accounting applications, critical audit areas, significant provisions of laws and regulations, and relevant controls over operations
- Determine the likelihood of effective Information Systems (IS) - related controls
- Perform a preliminary overall risk assessment
- Confirm protocol for meeting with and requesting information from relevant staff
- Establish a timetable for the fieldwork phase of the audit
- Determine a protocol for using TeamMate Analytics and Expert Analyzer (TeamMate), our data extraction and analysis software, to facilitate timely receipt and analysis of reports from management
- Compile an initial comprehensive list of items to be prepared by the Town, and establish deadlines

We will document our planning through:

- **Entity profile** — This profile will help us understand the Town's activities, organizational structure, services, management, key employees, and regulatory requirements.
- **Preliminary analytical procedures** — These procedures will assist in planning the nature, timing, and extent of auditing procedures that will be used to obtain evidential matter. They will focus on enhancing our understanding of the financial results and will be used to identify any significant transactions and events that have occurred since the last audit date, as well as to identify any areas that may represent specific risks relevant to the audit.
- **General risk analysis** — This will contain our overall audit plan, including materiality calculations, fraud risk assessments, overall audit risk assessments, effects of our IS assessment, timing, staffing, client assistance, a listing of significant provisions of laws and regulations, and other key planning considerations.

- **Account risk analysis** — This document will contain the audit plan for the financial statements, including risk assessment and the extent and nature of testing by assertion.
- **Prepared by client listing** — This document will contain a listing of schedules and reports to be prepared by the Town personnel with due dates for each item.
- **HQ Exchange** — HQ Exchange is where your engagement lives. It creates clarity and accountability by making every step of the process visible to you, from initial planning through final delivery. By using HQ Exchange across all CLA service lines, we bring a consistent way of working — reducing the need for duplicate conversations and helping prevent things from getting lost between teams. For you, this means fewer surprises, faster answers, and confidence that your entire CLA team is aligned and working toward the same goals. Even with many professionals involved, HQ Exchange makes the experience feel seamless, collaborative, and transparent.

The audit engagement will be planned under the direction of the engagement leader and in-charge. We will clearly communicate any issues in a timely manner and will be in constant contact as to what we are finding and where we expect it will lead.

Using the information we have gathered and the risks identified, we will produce an audit program specifically tailored to the Town that will detail the nature and types of tests to be performed. We view our programs as living documents, subject to change as conditions warrant.

Phase 2: Systems evaluation

We will gain an understanding of the internal control structure of the Town for financial accounting and relevant operations. Next, we will identify control objectives for each type of control material to the financial statements, and then identify and gain an understanding of the relevant control policies and procedures that effectively achieve the control objectives. Finally, we will determine the nature, timing, and extent of our control testing and perform tests of controls. This phase of the audit will include testing of certain key internal controls:

- Electronic data, including general and application controls reviews and various user controls
- Financial reporting and compliance with laws and regulations

We will test controls over certain key cycles, not only to gather evidence about the existence and effectiveness of internal control for purposes of assessing control risk, but also to gather evidence about the reasonableness of an account balance. Our use of multi-purpose tests allows us to provide a more efficient audit without sacrificing quality.

Our assessment of internal controls will determine whether the Town has established and maintained internal controls to provide reasonable assurance that the following objectives are met:

- Transactions are properly recorded, processed, and summarized to permit the preparation of reliable financial statements and to maintain accountability over assets
- Assets are safeguarded against loss from unauthorized acquisition, use, or disposition
- Transactions are executed in accordance with laws and regulations that could have a direct and material effect on the financial statements

We will finalize our audit programs during this phase. We will also provide an updated prepared by client listing based on our test results and anticipated substantive testing.



During the internal control phase, we will also perform a review of general and application information services/information technology (IS/IT) controls for applications significant to financial statements to conclude whether IS general controls are properly designed and operating effectively.

Based on our preliminary review, we will perform an initial risk assessment of each critical element in each general control category, as well as an overall assessment of each control category. We will then assess the significant computer-related controls.

For IS/IT-related controls we deem to be ineffectively designed or not operating as intended, we will gather sufficient evidence to support findings and will provide recommendations for improvement. For IS controls we deem to be effectively designed, we will perform testing to determine if they are operating as intended through a combination of procedures, including observation, inquiry, inspection, and re-performance.

Phase 3: Testing and analysis

The extent of our substantive testing will be based on results of our internal control tests. Audit sampling will be used only in those situations where it is the most effective method of testing.

After identifying individually significant or unusual items, we will decide the audit approach for the remaining balance of items by considering tolerable error and audit risk. This may include (1) testing a sample of the remaining balance; (2) lowering the previously determined threshold for individually significant items to increase the percent of coverage of the account balance; or (3) applying analytical procedures to the remaining balance. When we elect to sample balances, we will use TeamMate to efficiently control and select our samples.

Our workpapers during this phase will clearly document our work as outlined in our audit programs. We will provide the Town with status reports and be in constant communication with the Town to determine that all identified issues are resolved in a timely manner. We will hold a final exit conference with the Town to summarize the results of our fieldwork and review significant findings.

Phase 4: Reporting and follow up

Reports to management will include oral and/or written reports regarding:

- Independent Auditors' Report
- Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
- Independent Auditors' Report on Compliance for Each Major Federal Program, Report on Internal Control Over Compliance, and Report on the Schedule of Expenditures of Federal Awards Required by the *Uniform Guidance*
- Management Letter
- Written Communication to Those Charged with Governance, which includes the following areas:
 - Our responsibility under auditing standards generally accepted in the United States of America
 - Changes in significant accounting policies or their application
 - Unusual transactions
 - Management judgments and accounting estimates
 - Significant audit adjustments
 - Other information in documents containing the audited financial statements
 - Disagreements with the Town
 - The Town's consultations with other accountants
 - Major issues discussed with management prior to retention



- Difficulties encountered in performing the audit
- Fraud or illegal acts

Once the final reviews of working papers and financial statements are completed, our opinion, the financial statements, and management letter will be issued.

The Town will be given a draft of any comments we propose to include in the management letter. Items not considered major may be discussed verbally with management instead of in the management letter. Our management letter will include items noted during our analysis of your operations.

We will make a formal presentation of the audit results to those charged with governance, if requested.

Elevating with artificial intelligence (AI)

CLA is committed to harnessing cutting-edge technology to enhance client service. We may use AI to enhance your audit engagements. This can include:

- **Research and document drafting:** CLA professionals may use Microsoft Copilot to ask questions and make requests of generative AI with secure access to CLA-specific resources.
- **Document summarization:** We may use CLA Family Assistant to help extract and summarize information relevant to our audits, including minutes review, leases, debt agreements, and other document types.
- **Invoice extraction:** CLA may use AI tools to extract relevant fields from invoices and other documents.

When AI is used, the work is supervised by CLA professionals who verify results before making final decisions. Client information remains confidential when working with these tools.

Single audit approach

OMB's *Uniform Guidance* (2 CFR Part 200) affects how federal grants are managed and audited and impacts every organization that receives federal assistance. Grant compliance can be a confusing topic and many of our clients rely on their federal funding as a major revenue source, so it is important that they understand what these changes mean to their organization. As a leader in the industry, CLA professionals are available to provide guidance and tools tailored to the Town's needs, and to assist in compliance with these rules.

The AICPA clarified auditing standard, AU-C 935 "Compliance Audits," requires risk-based concepts to be used in all compliance audits including those performed in accordance with 2 CFR Part 200. Our risk-based approach incorporates this guidance.

We will conduct our single audit in three primary phases, as shown below:



Phase 1: Risk assessment and planning

The risk assessment and planning phase will encompass the overall planning stage of the single audit engagement. During this phase, we will work closely with the Town's management to determine that programs and all clusters of programs are properly identified and risk-rated for determination of the major programs for testing. We will also review the forms and programs utilized in the prior year to determine the extent of any changes which are required.

We will accomplish this by following the methodology below:

- Determine the threshold to distinguish between Type A and B programs, including the effect of any loans and loan programs
- Utilizing the preliminary Schedule of Expenditure of Federal Awards, we will identify the Type A and significant Type B programs (25% of Type A threshold) in accordance with the *Uniform Guidance*
- Identify the programs tested and the findings reported for the past two fiscal years. Determine and document the program risk based on the past two single audits
- Prepare and distribute Type B program questionnaires to determine risk associated with Type B programs
- Determine the major programs to be tested for the current fiscal year based on the previous steps
- Based on our determination of the major programs, we will obtain the current year compliance supplement to aid in the determination of direct and material compliance requirements, and customize the audit program accordingly
- Determine the preferred methods of communication during the audit

Phase 2: Major program testing

We will determine the programs to be audited based on the risk assessment performed in the planning phase. We will perform the audit of the programs in accordance with *Uniform Guidance*.

To accomplish this, we will perform the following:

- Schedule an introductory meeting and notify the Town's management of the major programs for the current fiscal year
- Plan and execute the testing of the expenditures reported on the Schedule of Expenditures of Federal Awards
- Perform tests of compliance and internal controls over compliance for each major program identified
- Schedule periodic progress meetings to determine that schedules are adhered to and identify issues as they arise
- Conduct entrance and exit conference meetings with each grant manager

Phase 3: Final assessment and reporting

We will re-perform the steps noted in the preliminary assessment and planning stage once the final Schedule of Expenditures of Federal Awards is received to determine if additional major programs were identified.

Based on the final determination of the programs we will perform the following:

- Identify Type A and significant Type B programs which were not previously identified
- Re-assess the risk and determine if we are required to audit additional programs
- Perform compliance testing at the entity wide level related to procurement and cash management requirements
- Perform testing to validate the status of prior year findings for those programs not selected for audit



- Prepare the Schedule of Findings and Questioned Costs
- Conduct exit conference with the Town's management to review drafts of required reports:
 - Independent Auditors' Report on Internal Control over financial reporting and on compliance and other matters based on an audit of Financial Statements Performed in accordance with *Government Auditing Standards*
 - Independent Auditor's Report on Compliance for Each Major Federal Program, Report on Internal Control Over Compliance, and Report on the Schedule of Expenditures of Federal Awards Required by the *Uniform Guidance*

Throughout the single audit, we will maintain communication through periodic progress meetings with those designated by the Town. These meetings will be on a set schedule, but as frequently as the Town determines. During these meetings, we will discuss progress impediments and findings as they arise.

Communication process and commitment to transparent engagement

When management also serves as those charged with governance, communication must be especially clear, timely, and actionable. Our approach is designed to keep your leadership team fully informed, prepared, and empowered throughout the audit process.

Ongoing dialogue with leadership

We proactively connect with leadership to:

- Share audit progress and timelines
- Discuss preliminary observations and potential exceptions
- Clarify fact patterns and validate our understanding
- Collaborate on resolving issues early and efficiently
- Enable alignment and support timely decision making

Formal reporting and governance insights

Because your management team also fulfills governance responsibilities, we consolidate our communications to deliver both operational and oversight value. Formal communications include:

- A tailored entrance meeting to outline our audit plan, areas of focus, and responsibilities
- Periodic updates on audit status, key risks, and emerging findings
- A comprehensive exit presentation and written communication covering:
 - Significant accounting policies and estimates
 - Audit adjustments and passed entries
 - Disagreements with management, if any
 - Consultations with other accountants
 - Difficulties encountered during the audit
 - Any identified fraud, illegal acts, or material weaknesses

Why it matters

Our communication process is designed to support your dual role as both management and governance. By providing timely, relevant, and actionable insights, we help you fulfill your operational and oversight responsibilities with confidence. We also provide a management letter with leading practices and recommendations that can serve as a roadmap for continuous improvement.



Your voice, your schedule

We adapt our communication rhythm to your needs — whether that’s aligning with internal reporting cycles, fiscal year-end milestones, strategic planning timelines, or real-time outreach when issues arise. Our team is always available to provide additional context or respond to emerging questions.

Data analytics

In addition to standard auditing methodology, a distinguishing aspect of CLA’s audit services incorporates the power of data analytics to multiply the value of the analyses and the results we produce for clients. CLA’s data methodology is a six-phase, systematic approach to examining an organization’s known risks and identifying unknown risks. Successful data analysis is a dynamic process that continuously evolves throughout the duration of an engagement and requires collaboration of the engagement team.

Data analytics are utilized throughout our audit process, our **Risk Assessment, Data Analytics and Review (“RADAR”)** is a specific application of general ledger data analytics that has been implemented on all audit engagements. RADAR is an innovative approach created and used only by CLA that aims to improve and replace traditional preliminary analytics that were being performed.

The phases in our data analytics process are as follows:

1. Planning

In the planning stage of the engagement, the use of data analysis is considered and discussed to determine that analytics are directed and focused on accomplishing objectives within the risk assessment. Areas of focus, such as journal entries, cash disbursements, inventory, and accounts receivable are common.

2. Expectations

We consider the risks facing our client and design analytics to address these risks. Through preliminary discussions with management and governance, we develop and document expectations of financial transactions and results for the year. These expectations will assist in identifying anomalies and significant audit areas in order to assess risk.

3. Data acquisition

Sufficient planning, a strong initial risk assessment, and an adequate understanding of your systems will serve as the foundation necessary to prepare our draft data request list. We will initially request information in written format and conduct follow-up conversations helping CLA practitioners share a mutual understanding of the type of data requested and the format required. If there are going to be any challenges/obstacles related to obtaining data, or obtaining data in the preferred format, they will generally be discovered at this point.



4. Technical data analysis

Technical analysis of the data requires the skillful blend of knowledge and technical capability. Meaningful technical analysis provides the engagement team with a better understanding of the organization. The additional clarity assists the engagement team to better assess what is “normal” and, in turn, be better suited to spot anomalies, red flags, and other indications of risk. Analytics generally fall into five categories, each looking into the data set in a different way and deployed with a different purpose.



5. Interpret results and subsequent risk assessment

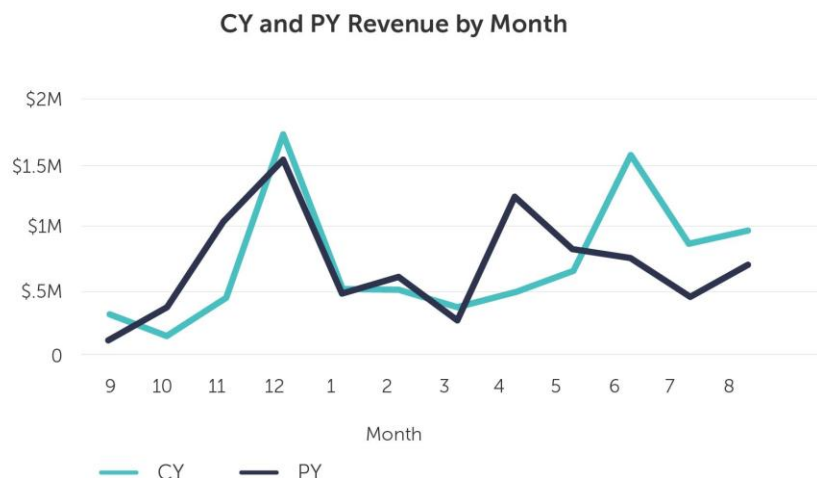
Trends and anomalies will be identified through the performance of the above referenced analytics. Comments regarding the interpretation of those trends and anomalies will be captured. When trends are identified, they are reconciled against expectations. For anomalies identified, the approach to further audit procedures will be considered.

6. Response and document

The last process is to capture responses and determine that our procedures are properly documented. Abstracts, charts, or summaries of both trends and anomalies are retained in audit documentation to support our identification of risks. Our analysis can be tailored and customized to help analyze an array of information, including client-specific and proprietary data. Key benefits of data analytics include:

- Built-in audit functionality including powerful, audit specific commands and a self-documenting audit trail
- 100% data coverage, which means that certain audit procedures can be performed on entire populations, and not just samples
- Unlimited data access allows us to access and analyze data from virtually any computing environment
- Eliminates the need to extrapolate information from errors (a common effort when manually auditing data) and allows for more precise conclusions

The below figure illustrates typical data analytics scenarios.



CLA Intelligence Platform: Digital services and generative AI

Let us help you harness cutting-edge technology to transform the way your teams work and uncover deeper business and financial insights.



Digital transformation is no longer optional, it's a necessity. With CLA, you'll find a [comprehensive suite of capabilities](#) spanning automation and integration, data analytics, software, and cybersecurity — offering you new opportunities to navigate and thrive in the digital age.

By leveraging digital product solutions and services, you can improve your business operations and achieve big goals, whether that's streamlining processes, enhancing customer experiences, embracing generative artificial intelligence (AI), or driving innovation. We help you put digital solutions in place to:

Drive growth and profitability	Drive more value from software	Gain efficiencies and quality
Improve employee experience and retention	Make data-driven decisions	Make your data work for you
Manage security more effectively	Put the power of AI in your hands	Reduce cyber and other threats



Consulting and outsourcing

An organization that is strong across functional areas can turn business challenges into opportunity. As human resources compliance issues become increasingly complex, organizations need flexibility to expand and contract to meet rapidly changing business needs.

CLA can help you manage your day-to-day operations so you can focus on what you do best. Whether you need a team to become an extension of yours or simply want resources to lean on, we have the experience to offer relevant guidance and services customized and scaled to your needs — even as those needs change.



Engagement timeline

Count on clear communication and regular updates.

We have designed a plan that meets your needs and key deadlines. In our planning meeting, we'll discuss this timeline with you in greater detail and adjust as appropriate. The timeline below is for the FY 2025 audit, the timeline assumes timely receipt of audit requests and access to prior auditors workpapers.

July	Pre-interim work Review prior year workpapers Request initial planning documents from the Town
July	Interim audit work begins
August	Audit fieldwork begins
October	Draft reports
November	Presentation to the Town
Ongoing	Planning and update meetings

Reliable: Look for us to respond in hours, not days. We strive to deliver service that exceeds your expectations.



Appendix

A. Your service team biographies





Jennifer Cook, CPA, MBA

CLA (CliftonLarsonAllen LLP)

Signing Director
Boston, Massachusetts

617-984-8187
jennifer.cook@CLAconnect.com



Profile

Jennifer has more than 20 years (all at CLA) of experience in public accounting dedicated to providing auditing and consulting services to governmental organizations. She specializes in governmental auditing and accounting with an emphasis on Massachusetts governments, including state agencies, local governments, public pension plans, housing authorities, and other governmental entities. She manages, plans, and performs her engagements with an astute knowledge of governmental accounting and auditing standards. Jennifer also has extensive experience with the standards required by the federal single audit.

Technical experience

- Governmental GAAP (GASB)
- U.S. General Accepted Auditing Standards (GAAS)
- *Government Auditing Standards*
- *Uniform Guidance*
- Financial reporting

Education and professional involvement

- Bachelor of science in accounting from Bryant University, Smithfield, Rhode Island
- Certified Public Accountant
- American Institute of Certified Public Accountants (AICPA)
- Massachusetts Society of Certified Public Accountants (MSCPA)
- MSCPA Governmental Accounting and Auditing Committee
- Association of Government Accountants
- Government Finance Officers Association (GFOA)

Key relevant clients

- City of Boston
- City of Brockton
- City of Waltham
- Town of North Attleborough
- Town of Whitman
- City of Worcester





Christian (Chris) J. Rogers, CPA

CLA (CliftonLarsonAllen LLP)

Managing Principal, Public Sector
Boston, Massachusetts

617-548-4613
chris.rogers@CLAconnect.com



Profile

Chris has 32 years (12 years with CLA) of experience providing auditing, financial reporting, and consulting services to states, state agencies, local governments, public pension plans, and special purpose districts. He has served as the principal-in-charge on hundreds of government audit engagements. For 11 years, Chris served as the co-founder of Sullivan, Rogers & Company LLC, (a Massachusetts-based entity), whose sole focus was providing exemplary services to governmental units throughout the Commonwealth of Massachusetts. During this time, his partners and staff provided assurance and consulting services to more than 80 government entities and earned a trustworthy reputation as a premier governmental assurance and consulting firm. Chris is the co-author of the Massachusetts Department of Revenue's (Division of Local Services, Bureau of Accounts) publication titled, *A Practical Guide for Implementation of Governmental Accounting Standards Board Statement 34 for Massachusetts Local Governments*.

Technical experience

- Governmental GAAP (GASB)
- U.S. Generally Accepted Auditing Standards (GAAS)
- *Government Auditing Standards*
- Uniform Guidance
- Financial reporting

Education and professional involvement

- Bachelor of science in accounting from Quinnipiac University, Hamden, Connecticut
- Certified Public Accountant (Massachusetts, Oregon, Vermont)
- American Institute of Certified Public Accountants (AICPA)
- Massachusetts Society of Certified Public Accountants (MSCPA)
- MSCPA Governmental Accounting and Auditing Committee
- Association of Government Accountants
- Government Finance Officers Association (GFOA)
- Public Pension Financial Forum (P2F2), *associate member*
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Finance Reporting Program, *member (former)*
- AICPA State and Local Government Expert Panel, *member (former)*



Key relevant clients

- Commonwealth of Massachusetts
- State of Vermont
- City of Boston
- City of Brockton
- City of Newton
- City of Waltham
- City of Worcester





Ed Boyd, CPA

CLA (CliftonLarsonAllen LLP)

Director
Andover, Massachusetts

978-229-0611
ed.boyd@CLAconnect.com



Profile

Ed has over 17 years (less than 1 year with CLA) of experience in public accounting dedicated to providing governmental financial reporting, auditing, and consulting services to state and local governments. He has performed, managed, and/or reviewed numerous single audits and Yellow Book Audits for a wide range of governments in Massachusetts and through New England. Ed is responsible for developing, implementing, and maintaining firm standards for conducting and reporting on governmental audits. He is also responsible for staying abreast of new professional pronouncements and providing communication and appropriate training to firm and client personnel.

Ed is actively involved in both the accounting and auditing industries, as well as state and local governments. He has served as a past Chair of the Massachusetts Society of CPA's (MSCPA) Governmental Accounting and Auditing Committee. He previously served as a member of the volunteer Special Review Committee for the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting Program. Ed has also conducted speaking engagements for groups such as the MSCPA, the Massachusetts Municipal Accountants and Auditors Association (MMAAA), and other specific trainings for Massachusetts local government finance professionals.

Technical experience

- Governmental Generally Accepted Accounting Principles (GAAP)
- U.S. Generally Accepted Auditing Standards and *Government Auditing Standards*
- Uniform Guidance
- Financial reporting

Education and professional involvement

- Bachelor of science in accounting from Southern New Hampshire University, Manchester, New Hampshire
- Certified Public Accountant (Massachusetts)
- American Institute of Certified Public Accountants (AICPA)
- Massachusetts Society of Certified Public Accountants (MSCPA)
- MSCPA Governmental Accounting and Auditing Committee, *Past Chair*
- GFOA Special Review Committee for the Certificate of Achievement for Excellence in Finance Reporting Program, *Past member*



Key relevant clients with CLA

- City of Worcester, MA
- City of Manchester, NH
- Borough of East Stroudsburg, PA
- City of Warwick, RI

Speaking engagements

- Massachusetts Municipal Auditors' & Accountants' Association, Inc. Spring Annual Education Program, GASB Updates, March 2017
- Uniform Massachusetts Accounting System (UMAS) Overview, April 2023

Civic organizations

- Francis Ouimet Scholarship Fund – Alumnus





Joel Eshleman, CPA, CISA, CITP, CIA

CLA (CliftonLarsonAllen LLP)

Principal
Baltimore, Maryland

717-857-2611
joel.eshleman@CLAconnect.com



Profile

Joel is a principal with CLA's Value and Risk Services group. He has more than 25 years of experience (16 years with CLA) and is a leader of the System and Organization Control (SOC) reporting service line. In addition, he provides leadership and performance of information technology audit and attestations to our assurance clients. His experience includes five years with a Big 4 firm performing information technology, business process and control, and third-party reporting reviews. He has extensive experience with internal control assessments within financial institutions and is responsible for managing the performance and reporting of SSAE 21 in a wide range of industries, including financial institutions, government services, healthcare, data center operations, and call center hosting. Beyond his experience in third-party reporting, Joel has experience with assessing internal controls in student loan agencies, state and local government units, financial institutions, and higher education institutions.

Technical experience

- Leads the operational needs of the SSAE 21 service line by providing:
 - Guidance on interpretation of the standards
 - Establishing practices for planning, risk assessment, performance, and report
 - Monitoring standards for updates and changes
 - Training internal and external practitioner and users of SOC reports
- Has significant experience in effectively coordinating and directing complex projects ensuring completion with strict regard for client specifications, time and budgetary constraints and the development of numerous risk services offerings including:
 - SSAE 21 assurance engagements
 - ERP controls assessments and utilizations
 - Developed procedures for the evaluation of information technology controls in support of a financial audit and service organization reporting
 - Served as the project manager for information technology (IT) control audits, service organization audits, business advisory projects, internal audit projects, and data analytics
 - Current state assessments, including inefficiency and process improvement identification
 - Future state design and process reengineering and implementation
 - Application of Control Objectives for Information and Related Technology (COBIT) guidelines as published by the Information Systems Audit and Control Association (ISACA)



Education and professional involvement

- Bachelor of science in accounting, York College of Pennsylvania, York, Pennsylvania
- Certified Public Accountant in Pennsylvania and Maryland
- Certified Information Security Auditor
- Certified Information Technology Professional
- Certified Internal Auditor

Key relevant clients

- Commonwealth of Pennsylvania
- Maryland Transportation Administration
- Delaware River Bay Authority
- Delaware Joint Toll Bridge Commission
- Pennsylvania Turnpike Commission

CLAconnect.com

CPAS | CONSULTANTS | WEALTH ADVISORS

CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See [CLAglobal.com/disclaimer](https://claglobal.com/disclaimer).

Securities and investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor, member FINRA/SIPC.



B. Quality management procedures and peer review



CLA maintains a robust system of quality management designed to consistently meet professional standards and regulatory requirements. Our approach aligns with the AICPA's current quality management standards, emphasizing a risk-based framework, continuous monitoring, and a culture of quality across the firm.

Key components of our system include:

- Defined quality objectives and risk-based responses tailored to our assurance practice
- Annual internal inspections and engagement-level second reviews
- Ongoing training and development to enhance staff competence and independence
- Required reviews for all single audits to maintain compliance with *Uniform Guidance*
- Strict adherence to AICPA ethical standards, including confidentiality and objectivity

We're proud to have received a "pass" rating — the most positive possible — in our most recent peer review, **which included government engagements**. A copy of the report follows this response.





Report on the Firm's System of Quality Control

To the Principals of CliftonLarsonAllen LLP
and the National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of CliftonLarsonAllen LLP (the "Firm") applicable to engagements not subject to Public Company Accounting Oversight Board ("PCAOB") permanent inspection in effect for the year ended May 31, 2025. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants ("Standards").

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a system review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported on in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The Firm is responsible for designing and complying with a system of quality control to provide the Firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The Firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the Firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans; audits performed under FDICIA; and examinations of service organizations (SOC 1® and SOC 2® engagements).

As a part of our peer review, we considered reviews by regulatory entities as communicated by the Firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of CliftonLarsonAllen LLP applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2025, has been suitably designed and complied with to provide the Firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. CliftonLarsonAllen LLP has received a peer review rating of *pass*.

Cherry Bekaert LLP

Atlanta, Georgia
November 6, 2025



June 5, 2026

Price Proposal

Proposal to provide professional
auditing services to:

RFP Number: P-26-13

Town of Brookline, Massachusetts

Prepared by:

Jennifer Cook, CPA, MBA, Signing Director

jennifer.cook@CLAconnect.com

Direct 617-984-8187

CLAconnect.com

CPAS | CONSULTANTS | WEALTH ADVISORS

CLA (CliftonLarsonAllen LLP) is an independent network member of CLA Global. See [CLAGlobal.com/disclaimer](https://claglobal.com/disclaimer).

Securities and investment advisory services are offered through CliftonLarsonAllen Wealth Advisors, LLC, an SEC-registered investment advisor, member FINRA/SIPC.



E. Price Proposal

Your investment

Having upfront conversations builds relationships.

Based on our understanding of your requirements, we propose the following fees:

Professional Services	FY 2025	FY 2026	FY 2027
Financial statements audit	\$93,000	\$95,000	\$97,000
Single audit*	\$15,000	\$16,000	\$17,000
Pension Financial Audit (Fiduciary Component Unit) – Including Pension Plan Schedules	\$20,000	\$21,000	\$22,000
Total	\$128,000	\$132,000	\$136,000

**Includes the audit of 2 major programs, the cost for additional programs will be \$7,000 for each program.*

Our fee quote is designed with an understanding that:

- Your personnel will provide documents and information requested in a timely fashion.
- There are no significant changes to the scope, including no significant changes in auditing, accounting, or reporting requirements.

Hourly rates

The table below shows our standard hourly billing rates by classification:

Staff Level	Hourly Rate
Principal/Signing Director	\$350+
Director	\$235 - \$400
Manager	\$200 - \$300
Senior	\$170 - \$230
Associate	\$150 - \$200



No surprises

Our clients don't like fee surprises. Neither do we. If changes or complexities occur — or any “out-of-scope” work is required — we'll discuss a revised fee proposal with you first.

It's not our policy or practice to bill our clients every time we receive a phone call or email. We're invested in our relationships and strongly encourage intentional and frequent communication. Contact us year-round as changes or questions arise.

Our last word on fees: we're committed to serving you and creating a long-standing relationship. If fees are a deciding factor in your selection of a professional services firm, give us a call and let's discuss.

Transparent: Clear, authentic communication and market-based fees.



6/23/26 Audit Committee Meeting

Attendees: Paul Healy, Chair; Ana Albuquerque, Lee Selwyn, Jesse Hefter, Steve Herscovici, Bernard Greene

Other: Lincoln Heineman, Finance Director; and Chelsea Stevens, Comptroller

1. Open Meeting

Meeting was called to order at 2PM

2. Discuss & Vote to Recommend an Audit Firm to Select Board

Finance Director Lincoln Heineman gave an overview of the RFP Process used to solicit a new audit firm. Though an official bid process is not required, the Town of Brookline's bylaws require a competitive process. Staff send the RFP out to all known/active audit firms in the state. Responses were received from CliftonLarsonAllen (CLA) and Rosselli, Clark & Associates. A team consisting of Lincoln Heineman (Finance Director), Melissa Goff (Deputy Town Administrator), Chelsea Stevens (Comptroller), Paul Healey (Chair of the Audit Committee), Ana Albuquerque (Audit Committee Member), and Bernard Greene (Select Board and Audit Committee Member) interviewed both audit firms and recommend selecting Rosselli, Clark & Associates as the Town's next auditors. The Committee discussed and then entertained a vote to recommend Rosselli, Clark & Associates as the next auditors, with this recommendation to go to the Select Board for a vote. Mr. Greene made the motion, Ms. Albuquerque seconded. The motion was approved unanimously.

3. Discuss & Vote for a New Chair

Mr. Healy let the Committee know he would be leaving the Audit Committee and therefore a new Chair needs to be appointed. The Committee discussed and Mr. Herscovici agreed to take on the role. Mr. Hefter made the motion which was seconded by Ms. Albuquerque. The vote was 5-0 with one abstention.

4. Adjourn

The meeting was adjourned at 2:31pm



Memorandum

To: Select Board

From: Alexandra Vecchio, Sustainability & Natural Resources Director

Date: June 29, 2026

Re: Accepting MassDEP Diesel Emission Reduction Act (DERA) Grant

Cc: Erin Chute, Public Works Commissioner

Kevin Johnson, Deputy Commissioner of Operations

Charles Carey, Town Administrator

The Department of Public Works Sustainability and Natural Resources Division respectfully requests that the Select Board accept a grant from the Commonwealth of Massachusetts - Department of Environmental Protection in the amount of \$319,198.05 to support the purchase of an all-electric refuse truck and authorize the Town Administrator to sign all necessary contractual, fiscal and electronic funds transfer agreements associated with the grant.

The Sustainability and Natural Resources Division applied for and was one seven entities awarded a Diesel Emission Reduction Act (DERA) grant, which aims to reduce air pollution by bringing cleaner technologies into the transportation network. Administered by the Massachusetts Department of Environmental Protection (MassDEP), this DERA grant will support the town's purchase of a new all-electric refuse packer. This grant, totaling \$319,198.05, will cover almost half the cost of a new all-electric packer which will be used for the collection of residential yard waste as well as trash collection in public areas around town. The remaining cost of the trash packer (\$380,636) will be funded through DPW's capital equipment budget.

This is an important step towards reducing the town's greenhouse gas emissions, electrifying our heavy-duty vehicles, and achieving our climate action goals as outlined in the recently adopted Climate Action & Resiliency Plan.

The Sustainability and Natural Resources Division respectfully requests the Select Board accept the DERA grant of \$319,198.05 and authorize the Town Administrator to sign all necessary contractual, fiscal, and electronic fund transfer agreements associated with this grant.



Commonwealth of Massachusetts

CONTRACTOR AUTHORIZED SIGNATORY LISTING

This form is jointly issued and published by the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default form for all Commonwealth Departments when another form is not prescribed by regulation or policy.

Signature for Corporation (C or S), Partnership, Trust/Estate, Limited Liability Company

(must match Form W-9 tax classification)

Contractor Legal Name	Contractor Vendor/Customer Code (if available, not the Taxpayer Identification Number or Social Security Number)
-----------------------	--

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor’s behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor’s authorized signatory, and not by a representative, designee or other individual.)

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver’s licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

There are three types of electronic signatures that will be accepted on this form: **1) Traditional “wet signature” (ink on paper); 2) Electronic signature that is either: a. hand drawn using a mouse or finger if working from a touch screen device; or b. An upload picture of the signatory’s hand drawn signature; 3) Electronic signature affixed using a digital tool such as Adobe Sign or DocuSign.** Typed text of a name not generated by a digital tool, computer generated cursive, or an electronic symbol are not acceptable forms of electronic signature.

Authorized Signatory Name	Signature (Signature as it will appear on contract or other documents)	Title	Phone Number	Email Address

Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.

I certify that I am a responsible authorized officer of the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor’s employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

Please note you cannot self-certify your own signature as a single signer listed above.

Signature	Date
Print Name	Phone Number
Title	Email Address

A copy of this listing must be attached to the “record copy” of a contract filed with the department.



OFFICE OF THE COMPTROLLER

ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION AGREEMENT FORM

Complete this form to enroll, modify, or terminate an existing Electronic Funds Transfer (EFT) agreement with the Commonwealth of Massachusetts departments.

Part I: Reason for Submission			See Instructions on Page 3
☐ New Enrollment	☐ Change Enrollment	☐ Cancel Enrollment	
Document Included (Optional)			
☐ Voided Check	☐ Bank Letter		
Part II: Account Holder Information			See Instructions on Page 3
Account Holder Legal Name			
dba Name If different from above			
Legal Address Number, Street, Apartment/Suite Number			
City		State	Zip Code
Account Holder Tax Identification Number 9 digits	Employer Identification Number (EIN)	Social Security Number (SSN)	
Part III: Financial Institution Information			See Instructions on Page 3
Financial Institution Name			
Routing Number Only 9 digits	Account Number	Account Type ☐ Checking ☐ Savings	
If this is an Enrollment Modification, you must include your old financial institution information or your request will be returned.			
Old Financial Institution Name			
Old Routing Number Only 9 digits	Old Account Number	Old Account Type ☐ Checking ☐ Savings	
Part IV: Vendor/Customer Information			See Instructions on Page 3
This is the person we will contact for any questions regarding this EFT Authorization			
Contact Person's Name		Contact Person's Title	
Contact Person's Phone		Contact Person's Email	

This completed form should be submitted to the requesting department or the department you are currently doing business with.

(Revised November 2023)



OFFICE OF THE COMPTROLLER

ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION AGREEMENT FORM

Part V: Authorization

See Instructions on Page 3

By signing below, I hereby certify that the account(s) indicated on this form is under my direct control and access; therefore, I authorize the State Treasurer as fiscal agent for the Commonwealth of Massachusetts to initiate, change, or cancel credit entries to the account(s) as indicated on this form.

For ACH debits consistent with the International ACH Transaction (IAT) rules check one:

☐

I affirm that payments authorized by this agreement are not to an account that is subject to being transferred to a foreign bank account.

☐

I affirm that payments authorized by this agreement are to an account that is subject to being transferred to a foreign bank account.

This authority is to remain in full force and effect until the Office of Comptroller (CTR) has received written notification from either me or an authorized officer of the organization of the account's termination in such time and in such a manner as to afford CTR a reasonable opportunity to act upon it.

Account Holder Authorized Signature

Print Name

Title

Date

Part VI: Verification from the Commonwealth Department

See Instructions on Page 3

I hereby certify the Vendor/Customer is an authorized signatory and verified by internal records and verbal confirmation initiated by our department.

VCC/VCM Document ID

Three letter Department Code

Signature

Print Name

Title

Phone Number

Date



OFFICE OF THE COMPTROLLER

ELECTRONIC FUNDS TRANSFER (EFT) AUTHORIZATION AGREEMENT FORM

INSTRUCTIONS

All EFT requests are subject to a 5 (five) day pre-certification period in which all accounts are verified by the qualifying financial institution before any direct deposits are made.

Part I: Reason for Submission

Indicate your reason for completing this form by checking the appropriate box: New EFT enrollment, a change to your EFT enrollment account information, or cancellation of your EFT enrollment. The Commonwealth of Massachusetts reserves the right to request additional documentation such as Voided Check as verification of account ownership.

Part II: Account Holder Information

- **Account Holder Name:** Enter the accounts holder legal name (individual or business name), as reported to the Internal Revenue Service (IRS).
- **d/b/a Name:** Enter the d/b/a name if applicable.
- **Street Address:** Enter the account holder's street address. Enter the account holder's city, state, and zip code.
- **Account Holder Tax Identification Number:** Enter the tax identification number as reported to the IRS. If the business is a group, organization or corporation, provide the Federal employer identification number (EIN). If enrolling as an individual provide your Social Security Number.

Part III: Financial Institution Information

- **Financial Institution Name:** Enter your Financial Institution's name (this is the name of the bank or qualifying depository that will receive the funds). **NOTE:** The account name to which EFT payments will be paid is to the name submitted on Part II of this form.
- **Routing Number:** Enter the bank or financial institutional nine-digit routing number, including applicable leading zeros.
- **Account Number:** Enter the account holder's account number with the financial institution, including applicable leading zeros.
- **Account Type:** Select the account type (Checking or Savings).
- **Old Financial Institution Name:** Enter your Old Financial Institution's name (this is the name of the bank or qualifying depository that has been receiving the funds).
- **Old Routing Number:** Enter the old bank or financial institutional nine-digit routing number, including applicable leading zeros.
- **Old Account Number:** Enter the old account holder's account number with the financial institution, including applicable leading zeros.
- **Account Type:** Enter the old account type (Checking or Savings).

NOTE: Supporting bank documents must be in the account holder legal name only.

Part IV: Contact Information

- Enter the name, title, telephone number, and email address of a contact person who can answer questions about the information submitted on this EFT Authorization Form.

Part V: Authorization

- By your signature on this form, you are certifying that the account is drawn in the Name of an Individual, or the Legal Business Name of the person or entity who has sole control of the account to which EFT deposits are made.
- The EFT authorization form must be signed and dated by the same account holder name in Part II and include a title and telephone number.
- Submit this form electronically, or mail it with the original signature in black or blue ink to the Commonwealth of Massachusetts Department that you are doing business with.

Part VI: Verification from the Commonwealth Department

By your signature on this form, you are certifying that authentication of the vendor/customer's authorized signatory was conducted by review of the Contractor Signatory Authorization Form (CASL) or by another internal verification process, and additional verification was conducted to confirm banking or address change request. Departments should have multiple known vendor contacts to confirm any registration change.

Application Form

Translation Available

Profile

Select whether your application is for reappointment or a new application: *

☒ New Application

Matthew

First Name

Eddy

Last Name

[REDACTED]

Email Address

[REDACTED]

Home Address

Brookline

City

MA

State

02445

Postal Code

What Precinct do you live in (if known)?

☒ Precinct 3

[REDACTED]

Primary Phone

Which Boards would you like to apply for?

Conservation 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.

Served as the administrator for the Muddy River Restoration Project Maintenance and Management Oversight Committee (MMOC) 2020-2025; experience evaluating permits and construction documents. Graduate degree in natural resource management with focus on forest conservation; 10-year Brookline resident who lives in a FEMA 1% floodplain. Enrolled in MACC "Fundamentals for Conservation Commissioners" certificate program. Science teacher, 22 years.

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?

Advancing synergies between conservation initiatives and Town’s Climate Action and Resiliency and Urban Forest Master Plans. Ongoing stewardship of public and private wetlands and natural areas in context of development. Expanding public outreach.

Are you involved in any other Town activities? If so, describe.

If by Town activities you refer specifically to municipal participation, then no, not at this time.

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

☒ Male



Date of Birth



Environmental Program Leadership | Watershed Stewardship & Sustainability Initiative Planning |
Non-profit Team Development

PROJECT AND PROGRAM MANAGEMENT EXPERIENCE

- 2025 *Sustainability Consultant, Riverstone Sustainability, Newburyport, MA*
- Provided LEED certification support, sustainability master planning and resilience planning for colleges and universities.
 - Developed Excel-based tool for internal management and reporting of LEED documentation.
- 2020-25 *Committee Administrator, Muddy River Restoration Project
Maintenance & Management Oversight Committee (MMOC), Boston, MA*
- Served as the sole employee for a state-established public “accountability partnership” for agencies executing a \$90 million restoration of an urban river and historic park system.
 - Directed all committee activities and strategic planning. Developed annual committee priorities, proposed oversight objectives, and produced structured reports tracking project milestones. Facilitated all committee and subcommittee meetings; onboarded new committee members.
 - In partnership with committee chair, ensured interagency coordination between Boston Parks & Recreation, Boston City Council, Brookline Department of Public Works, MA Department of Conservation and Recreation, and MA Executive Office of Energy and Environmental Affairs.
 - Managed all committee correspondence, including comment letters, regulatory responses, meeting minutes, and public communications.
 - Compiled statistical data and analyzed technical reports on flood mitigation, water quality, and landscape maintenance; converted findings into clear visuals for committee review and public reporting. Strong Excel and Office Suite skills.
 - Conducted semi-monthly field inspections, maintained detailed photographic and written records, and recommended corrective actions to public agencies.
 - Guided interpretation of state and federal regulations (NPDES/MS4, Chapter 91, 401 WQS, Article 80, etc.); prepared and reviewed city contracts and Scopes of Work for landscape maintenance activities and capital investments in public parks.
 - Cultivated positive working relationships with all MMOC non-profit member organizations. Maintained effective public engagement through website overhaul, social media posts, tours, and articles in local newspapers.
 - Oversaw archives and institutional records, coordinating a digital conversion and office relocation.

PROJECT AND PROGRAM MANAGEMENT EXPERIENCE (CONTINUED)

- 2007-10 *Academic Dean, The Bay School of San Francisco*, San Francisco, CA
- Oversaw all aspects of curriculum development and academic policy development, scheduling, placement, standardized testing, reporting, and student support for a new independent high school of approximately 300 students in grades 9-12.
- 2001 *Project Coordinator, The Conservation Fund*, Arlington, VA
- Convened panel of ten natural resource professionals in reviewing sustainable forestry planning and implementation for the 58,000-acre Chesapeake Forests Project in Salisbury, MD.
- 2000-01 *Assistant Manager of School Forests, Yale School of Forestry and Environmental Studies*
- Assisted the Forest Manager and Director in the day-to-day management of Yale's 11,000 acres of demonstration forest. Oversaw timber sales.
- 1998-99 *Site Foreman/Volunteer Coordinator, AmeriCorps/Habitat for Humanity*, Menlo Park, CA
- Coordinated and oversaw construction of three new single-family homes in cooperation with future low-income homeowners. Trained over 500 volunteers in proper tool use, site safety, construction.

INDEPENDENT SCHOOL EXPERIENCE

Prior to entering the environmental field, I taught high school science (AP and Introductory Biology, Honors and Introductory Chemistry, AP and Honors Environmental Science) and served on key school committees for more than 25 years. Through this work I developed skills in curriculum design, oral and written communication, effective reporting and record-keeping, team development, ability to work with diverse constituencies, comfort with technology, mentorship/supervision, and time management.

- 2023-24 *Science Teacher and Coach, Winsor School*, Boston, MA
- 2016-20 *Science Teacher and Coach, St. Mark's School*, Southborough, MA
- 2012-16 *Science Teacher, Georgetown Day School*, Washington, DC
- 2011-12 *Science Teacher, Washington Latin Public Charter School*, Washington, DC
- 2005-10 *Science Teacher, The Bay School of San Francisco*, San Francisco, CA
- 2002-05 *Science Teacher, Menlo School*, Atherton, CA
- 1993-97 *Science Teacher and Coach, The Potomac School*, McLean, VA

EDUCATION

- 2001 *Master of Forest Science, Yale School of Forestry and Environmental Studies*, New Haven, CT
- 1993 *Bachelor of Arts: Molecular Biophysics and Biochemistry, Yale University*, New Haven, CT

Application Form

Translation Available

Profile

Select whether your application is for reappointment or a new application: *

☒ New Application

Ernest Cook
First Name Last Name

[Redacted]
Email Address

[Redacted]
Home Address

Brookline MA 02446
City State Postal Code

What Precinct do you live in (if known)?

☒ Precinct 1

[Redacted]
Primary Phone

Which Boards would you like to apply for?

Conservation 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.

Served on the board of the Brookline GreenSpace Alliance for many years. Currently vice-president. Board of Advisors of the Charles River Watershed Association. Over 30 years service with the Trust for Public Land in creating new programs to protect and restore urban parks, to foster natural climate solutions, and to finance land protection (including a leading role in the design of the Community Preservation Act in the late 90s). Principal author of open space plans, including the Land Protection Plan authorizing expansion of the Aransas National Wildlife Refuge in Texas. Design and oversight of a conservation easement program to protect habitat of the gopher tortoise in Georgia that succeeded in preventing this species from being listed under the ESA. Co-chair of the Sustainability Committee of the Riverside Boat Club in Cambridge, MA.

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?

Keenly interested in advancing green infrastructure strategies to manage stormwater.

Are you involved in any other Town activities? If so, describe.

Brookline GreenSpace Alliance, as mentioned above. Former Town Meeting member. Played a role in supporting previous overrides with public opinion polling and campaign strategy (but not involved in the May 2026 campaign).

Do you have time constraints that would limit your ability to attend one to two meetings a month?

No. I am semi-retired and gradually reducing my professional workload.



Upload a Resume

Demographics

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Male



Date of Birth

Select one of the following

☒ answer 1

ERNEST COOK

Brookline, MA 02446

PARKS AND CONSERVATION PROGRAM LEADER

Widely experienced in land conservation, public finance, philanthropy and fundraising. Expertise in design and implementation of programs that create and manage parks, including planning, funding, evaluation and land acquisition. Specialist in government relations and ballot measures.

CONSULTING EXPERIENCE

Principal, Land/Water Associates

2010 – present

Advisor to foundations to develop grant programs focused on government funding of conservation, the economic value of the natural world, conservation easements, and land protection projects throughout the U.S. and Canada. Advisor to conservation organizations and public agencies on public and private funding.

Key clients and projects include:

- **Network for Landscape Conservation**
Served as Executive Director (part time) responsible for managing relationships with federal agency partners, the Association of Fish and Wildlife Agencies, and funders. With the Fish & Wildlife Service, convened a national forum on the “Future of Conservation”.
- **New City Parks**
Raised state and federal funds for revitalizing urban parks in low-income cities in New York.
- **National Wildlife Refuge Association**
Served as lead consultant in preparing land protection plans for expansion of two wildlife refuges in Texas and associated environmental assessment.
- **Cynthia and George Mitchell Foundation**
Coordinated several foundations to launch the “Texas Environmental Impact Finance Challenge” and collaborated with the impact investment firm Quantified Ventures to manage an RFP process and technical design of financing instruments that will introduce pay-for-performance financing for investments in resilience to local governments in Texas.
- **Bloomington Management Advisors**
Member of a consulting team evaluating the Delaware River Watershed Initiative for the William Penn Foundation.
- **US Endowment for Forestry and Communities**
Prepared a successful proposal to the USDA Natural Resources Conservation Service for a Regional Conservation Partnership Program award to fund conservation easements and habitat restoration to advance the Georgia Gopher Tortoise Conservation Initiative. Now overseeing program implementation.
- **Friends of Brazoria Wildlife Refuges**
Raised over \$2 million in private funds to leverage \$11 million in commitments from the Migratory Bird Conservation Fund and help the San Bernard National Wildlife Refuge acquire almost 5,000 acres of bottomland hardwood forest.
- **Connecticut River Conservancy**
Evaluated strategies for advancing federal legislation to support a watershed-wide conservation and restoration collaborative.

- **Houston Endowment, Inc.**
Oversaw development of park and conservation master plans for local governments in the Houston area. Promoted participation of land trusts in FEMA hazard mitigation plans and applications for FEMA funding to support nature-based solutions to hazard mitigation.
- **National Park Service**
Prepared a public presentation on the history of land protection leading to establishment of Connecticut's first national park.
- **Texas Conservation Alliance**
Raised over \$500,000 and managed a successful public education campaign reaching millions of voters regarding a proposed constitutional amendment to dedicate the state sales tax on sporting goods to the state parks agency.
- **Knobloch Family Foundation**
As the foundation's first executive director and sole grants officer, developed a strategy to support conservation economics, conservation easement integrity, conservation finance, and complex land protection initiatives and managed \$5-10 million in annual grant awards.

PREVIOUS CAREER EXPERIENCE

The Trust for Public Land

1994 – 2018

Senior Vice President and Director, Park and Conservation Services

Created vision for national parks and conservation programs and services, raised funds, recruited program directors, directed research and government relations, and marketed services to government agencies, nonprofit partners and foundations. Managed \$5 million budget with 25 staff based in offices around the country. Key programs and services included:

- Conservation Finance Program – Founded national program helping state and local governments in research and design of legislation and ballot measures that have dedicated over \$90 billion in public funds to parks and land conservation.
- Conservation Campaign – Founded lobbying affiliate and served as its president since 2000. Supported hundreds of ballot measure campaigns with over 80% winning percentage.
- Parks for People Initiative – Founded and directed national program for many years. The Trust for Public Land has become the nation's leader in creating new urban parks.
- National Conservation Easement Database – Directed creation of geospatial database that presents a comprehensive view of the impact of conservation easements in America.
- Climate Conservation – Led initiative to document and accelerate the impact of land conservation and restoration in mitigating greenhouse gas emissions.

The Trust for Public Land

1983 – 1993

Project Manager, Regional Director

Negotiated land acquisition and sale to public agencies to create new parks and conservation areas. Oversaw field operations, government relations and fundraising for parks and conservation in two regions, Midwest and New England.

EDUCATION

New York University, **Master of Public Administration (M.P.A.), Planning and Public Finance**

Harvard University, **Bachelor of Arts, English and American Literature**

Application Form

Translation Available

Profile

Select whether your application is for reappointment or a new application: *

☒ New Application

Cameron M Ashrafzadeh
First Name Middle Initial Last Name

[Redacted]
Email Address

[Redacted] [Redacted]
Home Address Suite or Apt

Brookline MA 02446
City State Postal Code

What Precinct do you live in (if known)?

☒ Precinct 1

[Redacted]
Primary Phone

Which Boards would you like to apply for?

Conservation 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.

As a clinical research coordinator, I spend significant time working in team settings. I also help organize, facilitate, and carryout projects. These organization, team-working, analytical, and problem solving skills are useful items I can bring to these commissions and boards to help bolster and aid them in accomplishing their missions.

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?

Growing up in a family of physicians, I grew up around the phrase, "an ounce of prevention is worth a pound of cure." The work of the Advisory Council of Public Health has been incredibly impactful in implementing social programs designed to place people in contact with the appropriate care. However, beyond just facilitating connections and providing necessities such as improved nutrition, the promotion of preventative care and screenings can also dramatically improve clinical outcomes. With such great proximity to the Longwood Medical area, attempts to setup screening days and provide health screenings to the people of Brookline and help improve the general health and healthcare management of the public. Wetlands are a vitally important habitat. As vibrant hubs of biodiversity with an increasingly important role in carbon sequestration, protecting these habitats is only becoming more important from an ecological perspective. Further, these habitats provide numerous benefits in terms of mitigating flooding, an item which led to the foundation of the conservation efforts of the Muddy River. The work the Conservation Commission has done with developing and steering the direction of Brookline's park lands is incredible. I believe that the conservation efforts of the Conservation Commission in tandem with the recreational development is imperative for a sustainable and ecologically-beneficial approach to park development. Despite this, I believe there is work that can be done to help engage the public with these conservation areas and help educate on the importance of these wetlands areas. Further, beyond larger private donors, crowd-focused small scale fundraising could provide another revenue stream for the conservation commission to further increase the Land Acquisition Fund. I believe voting is a vitally important part of the American society. I have always grown up around the notion that voting was not merely a right, but a civic duty to help bring about a better world. Brookline, meanwhile, has remained below the state average in voter participation. I would like to help push to bring the voter participation within Brookline up to and beyond the state average. By providing greater access to resources about elections -- including education on upcoming elections and polling stations -- as well as public get out the vote drives, increased voter registration, turnout, and participation can lead to a more democratic electoral process.

Are you involved in any other Town activities? If so, describe.

I am not involved in other town activities.

Do you have time constraints that would limit your ability to attend one to two meetings a month?

Outside of working a full time job, no. After 5 and on weekends I should be readily available.

Question applies to Registrars of Voters

What is your political party affiliation?

Unenrolled


Upload a Resume

Demographics

Ethnicity

☒ Middle Eastern

Gender

☒ Male



Date of Birth

Cameron M. Ashrafzadeh

EDUCATION

Boston University, College of Arts and Sciences

Bachelor of Arts in Biology

Boston, MA

Class of 2024

- **GPA:** 3.56
- **Relevant Coursework:** Introduction to Biology/Chemistry, Organic Chemistry I and II, Cell Biology, Genetics, Principles of Neuroscience, Molecular Biology, Statistics, Calculus I
- **Awards:** Dean's List (Fall 2020, Spring 2021, Spring 2023, Fall 2023, Spring 2024).

CERTIFICATIONS

- CITI Good Clinical Practice and Information Privacy Security
- IATA/DOT Trained
- Diabetic Retinopathy Clinical Research Network Refraction, Visual Acuity, Humphrey Visual Field, and AST Contrast Sensitivity Certified
- LASIK Machine Operation (iDesign Refractive Studio, STAR Excimer Laser, iFS Femtosecond Laser)

PROFESSIONAL EXPERIENCE

Joslin Diabetes Center, Beetham Eye Institute

Clinical Research Coordinator

Boston, MA

June 2024–Present

- Trained and obtained certifications in ICH/GCP, HIPAA privacy, IATA/DOT, and more.
- Trained to work as a clinical research coordinator in a patient-facing role, performing study procedures and pre-examination of patients, including refraction, visual acuity, tonometry, Humphrey visual fields, and more.
- Facilitated study activities by screening, consenting, enrolling, and scheduling patients as well as managing study patient flow during study visits.
- Maintained, validated, and organized study records.
- Processed, stored, and shipped whole blood, serum, plasma, vitreous, and aqueous humor samples.
- The Beetham Eye Institute was awarded as a DRCR Network top recruiting site of 2024 and March 2026 DRCR Site of the Month.
- Invited to speak on a panel at the 2025 DRCR Coordinator Meeting in Asheville, NC.

Chobanian and Avedisian School of Medicine, Dr. Gong Lab

Undergraduate Student Researcher

Boston, MA

October 2021–May 2024

- Interpreted preliminary data with Dr. Gong to determine avenues for further research and implications of current research.
- Performed statistical analysis and wrote abstracts based on findings that were presented at a symposium and lab meetings.
- Constructed 3D models of cells from electron microscopy to determine the effects of netarsudil on cellular dimensions.
- Mentored and trained fellow undergraduate researchers in methods used for cell identification, tracing, and 3D modeling.
- Received UROP student research award funding for project.

Boston University, Animal Behavior Class with Professor Wasserman

Class Lab Learning Assistant

Boston, MA

September 2023–December 2023

- Worked with graduate teaching fellows to organize and optimize the lab for students' experience.
- Answered questions from students to help them with the lab and learn the associated goals.
- Assisted with class setup and cleanup.

Modesto Eye Center

Ophthalmic Technician

Modesto, CA

May – August 2021

- Conducted pre-examination, chief complaint, history or present illness, and reviews of systems with patients.
- Used various modalities to perform diagnostic imaging and visual tests.
- Utilized Covid protocol while managing patient flow.

ADDITIONAL SKILLS

- Proficient with fundus imaging machines, Zeiss's OCT Cirrus machine, OptoVue AngioVue, autorefraction machines, ocular topography machines, visual field machines, refraction, and visual acuity testing.
- Acquainted with lab techniques both in practice and in theory.

COMPUTER AND LANGUAGE SKILLS

Computer: Proficient in Microsoft Office, Adobe Acrobat, 3D Reconstruct, and Amira. Acquainted with RStudio and Prism GraphPad.

Language: English (native), Spanish (intermediate), Farsi (beginner)

PUBLICATIONS

- **Ashrafzadeh C.M.**, Bahi M., Mostafa A., El Manhaly M., Ghoneim M., Al-Bayoumy B., Khamis E., Mostafa M., Aziz H.A., Khaled N., Souka A., Silva P.S., Aiello L.P. & Ashraf M., Prospective Data Curation Enables High-Performance AI for Diabetic Retinopathy Screening in a Resource-Limited Setting, *Ophthalmology Science* (2026), doi: <https://doi.org/10.1016/j.xops.2026.101191>.

ABSTRACTS

- **Ashrafzadeh, C. M.**, Bahi, M., Mostafa, A. M., Al-Bayoumy, B., Khamis, E., Abdelaziz, H., Mostafa, M., Ghonneem, M., Elmanhaly, M., Khalid, N., Souka, A., Sun, J. K., Silva, P. S., Aiello, L. P., & Ashraf, M. (2025). Bridging Gaps in Diabetic Retinopathy Care with Locally Developed AI Technology. *Investigative Ophthalmology & Visual Science*, 66(8), 4185.
- Bahi, M., **Ashrafzadeh, C. M.**, Mostafa, A. M., Al-Bayoumy, B., Khamis, E., Abdelaziz, H., Mostafa, M., Ghonneem, M., Elmanhaly, M., Khalid, N., Souka, A., Sun, J. K., Silva, P. S., Aiello, L. P., & Ashraf, M. (2025). Development of an Artificial Intelligence (AI) Model for Detecting Optical Coherence Tomography (OCT) Confirmed Diabetic Macular Edema (DME) from Ultrawide Field Images (UWFI). *Investigative Ophthalmology & Visual Science*, 66(8), 4192.
- Ozcil, A. T., Sampani, K., **Ashrafzadeh, C. M.**, Bahi, M., Talaspayeva, A., Tiskaoglu, N., Duy, D., Hersch, S., Fickweiler, W., Ashraf, M., Sun, J. K., Aiello, L. P., & Silva, P. S. (2025). Ungradable Rates Using AI-Based Screening for Diabetic Retinopathy Deployed Beyond FDA-Approved Indications. *Investigative Ophthalmology & Visual Science*, 66(8), 1742.
- Tiskaoglu, N., Sampani, K., **Ashrafzadeh, C. M.**, Bahi, M., Talaspayeva, A., Ozcil, A. T., Duy, D., Hersch, S., Fickweiler, W., Ashraf, M., Sun, J. K., Aiello, L. P., & Silva, P. S. (2025). Comparison of Red-Green and Red-Green-Blue Ultrawide Field Imaging for Assessing Diabetic Retinopathy Severity. *Investigative Ophthalmology & Visual Science*, 66(8), 1062.
- Park, S., Arquiza, R., **Ashrafzadeh, C. M.**, Gong, H. (2023) Investigation of the Effect of Netarsudil on the Inner Wall Endothelial Cells of Schlemm's Canal of Human Eye Using Serial Block-Face Scanning, *Mol Biol Cell* 35, 3075 (B747/P1718).
- **Ashrafzadeh, C. M.**, Arquiza, R., and Gong, H. (2022). The Effects of Netarsudil on the Dimensions of Schlemm's Canal Inner Wall Endothelial Cells in Non-Flow Segments. Undergraduate Research Opportunities Program, Unpublished abstract.

PRESENTATIONS

- **Ashrafzadeh, C. M.**, Bahi, M., Mostafa, A., Al-Bayoumy, A., Khamis, E., Abdelaziz, H., Mostafa, M., Ghoneim, M., Elmanhaly, M., Khalid, N., Souka, A., Sun, J. K., Silva, P. S., Aiello, L. P., Ashraf, M. (2025, May 7). *Bridging Gaps in Diabetic Retinopathy Care with Locally Developed AI Technology* [Poster Presentation]. The Association for Research in Vision and Ophthalmology, Salt Lake City, Utah, United States of America
- **Ashrafzadeh, C. M.**, Arquiza, R., Gong, H. (2022, October 21). *Effect of Netarsudil on Dimensions of Schlemm's Canal's Inner Wall Endothelial Cells in Non-Flow Regions of Human Eyes* [Poster Presentation]. Undergraduate Research Opportunity Program Poster Symposium, Boston, MA, United States of America.

HONORS AND AWARDS

- Knights Templar Eye Foundation Travel Grant, ARVO Annual Meeting 2025

EXTRACURRICULAR ACTIVITIES

Piano

Student

Boston, MA

January 2022 – Present

- Learned Chopin Op. 48, no. 2, Rachmaninoff Op. 16, no. 5, Scriabin Op. 16, no. 3, and more.
- Performed in an open attendance student recital held by the Boston University graduate student instructor.

Translation Available

Profile

Select whether your application is for reappointment or a new application: *

☒ New Application

Arav

First Name

K

Middle Initial

Patel

Last Name

Email Address

Home Address

Brookline

City

MA

State

02445

Postal Code

What Precinct do you live in (if known)?

☒ Precinct 6

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

Question applies to Brookline Youth Council

Which of the following precincts do you live in? *

☒ Precincts 5, 6, 7, or 8

Question applies to Brookline Youth Council

Are you between the age of 14 and 18? (BYC members must be between these ages to serve.)

☒ 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 bring hands-on leadership and community engagement experience. As Founder and Chapter Leader of Impact Walls at Brookline High School, I've designed and led public art initiatives and coordinated student volunteers on neighborhood improvement projects. I also have direct experience working with community members through my volunteer work at the Brookline Food Pantry, where I interact with families and help manage operations. These experiences have given me insight into what our community needs and how to mobilize young people to make a real difference.

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?

I'd like to see more youth involvement in community beautification and public space improvement projects. There's a lot of potential energy among high school students that isn't always channeled into civic engagement. I'd also like to focus on making volunteer opportunities more accessible and visible to young people, and creating more spaces where student voices are heard in town decisions that affect us.

Are you involved in any other Town activities? If so, describe.

Yes. I volunteer at the Brookline Food Pantry, where I help with weekly food distribution and organize donated goods. I'm also a CPR-certified youth soccer referee. Additionally, I work at Tappan Green Restaurant, which is located in Brookline High School.

Do you have time constraints that would limit your ability to attend one to two meetings a month?

No, I'm able to commit to attending regular meetings.


Upload a Resume

Demographics

Ethnicity

☒ Asian or Pacific islander

Gender

☒ Male


Date of Birth

ARAV PATEL

EDUCATION

Brookline High School | Brookline, Massachusetts

Expected Graduation 2028 | GPA: 3.8

Communication 101 | University of Massachusetts Boston

College-level course in public speaking, audience engagement, and persuasive communication

LEADERSHIP & INITIATIVES

Founder and Chapter Leader, Impact Walls | Brookline, Massachusetts | 2025–2026

- Founded the Brookline High School chapter of a nonprofit using public art to strengthen community spaces
- Designed and led a public art mural initiative to improve neighborhood spaces and promote civic pride
- Led and coordinated student volunteers for neighborhood cleanup efforts addressing vandalism and neglected areas

WORK EXPERIENCE

Hotline Staff, Tappan Green Restaurant | Brookline High School | 2025–2026

- Took customer orders and provided food recommendations in a fast-paced restaurant environment
- Prepared and assembled food items with attention to detail and food safety standards
- Delivered orders to customers while maintaining exceptional service and professionalism
- Collaborated with team members to ensure efficient kitchen operations

Youth Soccer Referee | Brookline, Massachusetts | March 2025–June 2025

- Officiated youth soccer games for kindergarten through fifth grade players
- Ensured fair play and player safety while managing game flow
- Demonstrated leadership and decision-making in a fast-paced environment

COMMUNITY SERVICE

Volunteer, Brookline Food Pantry | Brookline, Massachusetts | February 2026–Present

- Support weekly food distribution efforts by preparing produce and meat bags for local families
- Organize donated goods to improve efficiency and distribution operations
- Guide visitors through the pickup process while maintaining an organized and welcoming environment

ATHLETICS

Brookline High School

- Cross Country JV (2024, 2025)
- Indoor Track JV (2025)

LANGUAGES

Chinese (Currently in Chinese 4)

CERTIFICATIONS

CPR Certified

Application Form

Translation Available

Profile

Select whether your application is for reappointment or a new application: *

☒ New Application

Kelley

First Name

Pope

Last Name

Email Address

Home Address

Suite or Apt

Brookline

City

MA

State

02446

Postal Code

What Precinct do you live in (if known)?

☒ Precinct 17

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.

Hi Members of Council for the Arts, Bernard Greene suggested I reach out to you all. I'm a young senior now retired and a Music Industry Veteran. For the last several years, I have been a Volunteer Arts and Crafts teacher for the Brookline Senior Center and 2Life. I also sit on Brookline Council on Aging Board. I started my career touring with Dolly Parton ,as I study Stage Production and Lighting in 1978 at UNCW. I then left for California, where I pursued my career and spent a decade at the prestigious Westlake Recording Studios. Along my career path, I became a Manager to Burning Tree and another band. Signing them to a major record company and development deals. I then Produced a live charity concert "Trouble in Paradise", which raise 1/3 of a million dollars in 1985. These funds went directly to house displaced homeless family's who were forced out of their homes due to slum landlords developing deals. Joining me on my plight to rehouse these family's were :Ray Manzarek from The Doors, Christine McVie and Mick Fleetwood from Fleetwood Mac, The Go's Go's , the Bangles, Jackson Browne and many more. I brought Brian Wilson from the Beach Boys out of seclusion. This was his first appearance on stage and 11 years. I was able to reunite with Brian before he passed where he reminded me what my act of kindness did for him. Quote "that you never know how your deeds of kindness can change a person life in a positive way." He expresses to me how grateful he is for that opportunity I gave him on the show I Produced. Humbling and heartfelt we both are. Sadly we lost Brian recently. From LA, I lived in NYC with my then boyfriend Greg Hawkes from The Cars. I toured with him on The Cars "Door to Door" tour in 87. I then moved to London where I worked freelance promotion for several artists. I moved to Boston in 1994 and worked at Berklee College . It was very hard for me to find employment in Music here in Boston the 90's, as what few successful places of employment and most all of them couldn't even match my salary. I retired. I volunteer my time to Outside the Box Festival on the Boston Commons as Artists Liaison. And for Friendshipworks where I still act as their Brookline Ambassador. And was awarded their prestigious David Libby Award for my volunteer work. Since 2000, I resurrected the defunked UK record label Creation Records online in 2000. Where I oversee all the digital platforms . Doing so, has given the bands that's use to call Creation home, a second chance at their bands reuniting and continuing their careers. I even booked a live instore appear with The band RIDE here in Brookline at Village Vinyl. The owner Jonathan loved it. It's been fun. Over the last several years I have been teaching Arts and Crafts at the 2Life Residences in Brookline and Newton. As well as the Brookline Senior Center. I'm also a current Board member for Council on Aging in Brookline. I know I can bring fresh aspects and experience to your board with with my prior and current experiences. And would welcome the opportunity to sit down and introduce myself to you all. Please feel free to call me at 617.676.5268 Looking forward to hearing from you. Kindly Kelley Pope Volunteer Arts and Crafts Teacher

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?

I'd like to see more Live Arts evolve in Brookline. Perhaps utilizing Coolidge Corner Theater and outdoor areas for more Art oriented temporary Galleries and live performance and Events. Interested in showcasing new artists. And collaborating on new ideas with the board.

Are you involved in any other Town activities? If so, describe.

Yes I'm a board member at Council on Aging and Ambassador for FriendshipWorks.

Do you have time constraints that would limit your ability to attend one to two meetings a month?

None

Demographics

Ethnicity

☒ Caucasian/Non-Hispanic

Gender

☒ Female

Date of Birth

Application Form

Translation Available

Profile

Select whether your application is for reappointment or a new application: *

☒ New Application

Sayaka

First Name

Minegishi

Last Name

Email Address

Home Address

Suite or Apt

Brookline

City

MA

State

02446

Postal Code

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 would bring experience as both a practicing artist and community contributor to the Commission. For me, art serves as a voice—one that communicates ideas, emotions, and experiences beyond words while creating opportunities for connection and dialogue. Through my work as an artist, my leadership and art design experience with the Brandeis University Japanese Students Association, my experience at the Lane Cove Music and Cultural Center in Australia, and my upcoming solo exhibition at Brookline Public Library's Putterham Branch, I have developed skills in community engagement, visual communication, and public arts participation. Having lived across multiple countries, I would contribute an inclusive and internationally informed perspective to support Brookline's arts community and expand access to meaningful artistic experiences.

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?

I would like to see the Commission continue expanding access to the arts by creating more opportunities for emerging and local artists while also supporting creative expression across the broader community. I am especially interested in initiatives that make art visible and accessible in everyday public spaces and encourage participation from people of different backgrounds, cultures, ages, and abilities—including individuals with disabilities—not only professional or established artists. I also value programs that create opportunities for community members to share their voices and experiences through creative work. For me, art serves as a voice that communicates ideas, emotions, and experiences beyond words and creates meaningful connections between people. I would be excited to support initiatives that strengthen cultural exchange, increase inclusion, and help ensure that Brookline’s arts community remains welcoming, representative, and accessible to all.

Are you involved in any other Town activities? If so, describe.

Yes. I am currently preparing for a solo exhibition at the Brookline Public Library Putterham Branch, which will be displayed during July and August. Through this exhibition, I hope to contribute to Brookline’s cultural community by creating opportunities for residents to engage with art in an accessible public setting. My work explores themes of nature, everyday experiences, and connection, and I view art as a voice that communicates ideas and emotions beyond words. In addition, I have been actively involved in artistic and community-oriented activities through leadership and visual design roles in student organizations and through sharing my artwork with local audiences.

Do you have time constraints that would limit your ability to attend one to two meetings a month?

no


Upload a Resume

Demographics

Ethnicity

☒ Asian or Pacific islander

Gender

☒ Nonbinary or third gender


Date of Birth

Select one of the following

- ☒ answer 1
- ☒ answer 2
- ☒ answer 3

Sayaka (Saya) Minegishi

EDUCATION

Brandeis University , Waltham MA	August 2021- Present
Neuroscience 4-year Bachelor/Masters (M.S.) Graduate Program	
Harvard Summer School , Cambridge MA	June - August 2019, June -August 2023
The University of Queensland , Queensland, Australia	August 2020- August 2021
Gap Year: Bachelor of Biomedical Science, Biological and Biomedical Sciences	

PROFESSIONAL EXPERIENCE

Computational Neuroscience Training Grant Fellowship , Waltham MA	May 2024 - Present
<i>Computational Neuroscience Training Fellow</i>	
- A year-long fellowship/grant for my research and training, funded by the National Institutes of Health (NIH). - Investigate the role of calcium-activated chloride channels in blood pressure regulation in the sympathetic ganglia of neonatal animal models. - Gain experience and skills in various aspects of computational neuroscience, including computational modeling, machine learning, programming, data analysis, and lab skills.	
Lane Cove Music and Cultural Centre , New South Wales, Australia	June 2017
<i>Cultural Arts Assistant</i>	
- A week-long internship at the Music and Cultural Arts office. Assisted in answering phone calls, organizing documents, and sending mail to ensure that the business is running smoothly.	

RESEARCH EXPERIENCE

Undergraduate Researcher at the Birren Lab, Brandeis University	September 2021 - Present
<i>Undergraduate Researcher and Research Assistant</i>	
- Create MATLAB programs to conduct automated electrophysiological data acquisition and analysis under Professor Susan Birren at the Volen National Center for Complex Systems - Study electrophysiological techniques using Axon Patch-Clamp, wet lab techniques such as RT-qPCR, cell culture maintenance and imaging, and statistical data analysis - Gain experience and mentorship to bolster computational research and programming skills - Provide computational support to lab staff	

ADDITIONAL EXPERIENCES

Pancreatic Cancer Action Network (PANCAN)	Boston, MA
<i>Volunteer</i>	April 2023 – Present
- Managed activities at the Kids' Play Zone in the PurpleStride Boston fundraising event in April 2023. - Maintain active volunteer status through participation in board meetings and event planning	
Brookline Food Pantry	Brookline, MA
<i>Volunteer</i>	July 2019 - Present
- Regularly engaged in customer service, preparing grocery packages for clients, carrying groceries to the clients' cars and cleaning the pantry.	
Brookline High School Library	Brookline, MA
<i>Volunteer Librarian</i>	October 2019-Jaunuary 2020
- Assisted students and teachers in locating, borrowing, and returning school devices and books, as well as organizing books.	
Brookline Teen Center Academic Support	Brookline, MA
<i>Academic Tutor in Brookline Peer Tutor Program</i>	November 2019 – January 2020
- Tutored Japanese and mathematics, including Algebra Advanced and Precalculus, to students in grades 9 to 12.	

Academic Tutor and Mentor in Brookline Tutor Mentor Program

March 2019-June 2019

- Tutored a fifth-grade student with a learning disability in academics for 2 hours every week, focusing on reading comprehension, oral reading skills, spelling, and mathematics. Also Mentored the student in various activities to help build self-confidence and communication skills.

‘Broadie for a Week’ at the Broad Institute of MIT and Harvard

Cambridge, MA

High School Intern

April 16th - 19th, 2019

- Engaged in lectures and hands-on laboratory activities in the fields of infectious disease, cancer, cell circuits, and computational biology, through wet lab skills such as qPCR and microscopy

After School Homework Club at Willoughby Girls High School

New South Wales, Australia

Mentor

- Tutored two students in grades seven and eight on subjects ranging from Mathematics to English, working 45 minutes per fortnight.

LEADERSHIP

Brandeis Library Student Advisory Council , <i>Student Representative</i>	Sep 2023- June 2024
Brandeis University Japanese Students Association , <i>Executive Board Member & Art Designer</i>	Sep 2023- June 2024
Brandeis University American Cancer Society , <i>Relay for Life Committee</i>	Sep 2023- June 2024

TRAINING and CERTIFICATIONS

Google Cloud: Developing Applications with Google Cloud Specialization (via Coursera)	October 2021
IBM: Advanced Data Science with IBM Specialization (via Coursera)	June 2021
IBM: IBM Data Science Professional Certificate (via Coursera)	March 2021
Johns Hopkins University: Biostatistics in Public Health Specialization (via Coursera)	March 2021

AWARDS

-
- Computational Neuroscience Training Grant Fellowship at Brandeis University, funded by the National Institutes of Health, 2024.
 - NECTFL Board of Directors Award for Latin at Brookline High School, 2020.
 - AP Scholar with Distinction Award, College Board, 2020.
 - National Honor Society Membership, Brookline High School Chapter, 2019.
 - 2nd Place Winner in the 13-17 Years Category of Lane Cove Captured Photography Competition, 2018.
 - First in Year 10 Mathematics at Willoughby Girls High School, 2017.
 - 3rd in Course for Latin 200 Hours at New South Wales School of Languages, 2017.
 - Equal First in Year 9 Mathematics, Willoughby Girls High School, 2016.
 - Equal First in Year 9 Science, Willoughby Girls High School, 2016.
 - Distinction (top 8% of test-takers in NSW, Australia) in ICAS Writing Competition Year 9, 2016.

SKILLS

Programming: Matlab, Python, Java, HTML, CSS, Javascript, R, Mathematica. Machine learning and deep learning using Python

Applications: Microsoft Office Suite, Axon pCLAMP Software Suite, Clampfit, Clip Studio Paint Pro, Adobe Dreamweaver, Adobe Photoshop Elements, Procreate

SELECT BOARD

David Pearlman, Chair
Michael Rubenstein, Vice Chair
Bernard Greene
Amanda Zimmerman
Anthony Buono



BROOKLINE
MASSACHUSETTS

333 Washington St.
Brookline, MA 02245
SelectBoard@BrooklineMA.gov
617-730-2200

Memorandum

To: Select Board
From: Charlie Young Assistant Town Administrator for Finance
Date: June 29, 2026
Re: **Annual Reappointment of Department Head and Senior Management Personnel**
CC: Charles Carey, Town Administrator

Prior to beginning of each new fiscal year, it is a practice of the Select Board to reappoint certain department head and senior management personnel and to address other matters involving classification, compensation, and benefits for the Town's management and non-union employees. Please find below an explanation of each recommended action followed by proposed votes.

1. Reappoint existing staff classified within the Department Head schedule and Miscellaneous Personnel

It is my privilege to recommend the reappointment of the following senior level Department Head positions requiring annual approval from the Select Board: Planning and Community Development Director, Director of Finance, Chief Information Officer, Public Health and Human Services Director, and Commissioner of Public Works as appearing on the provided Attachment A for Fiscal Year 2027 ("FY27"). Please note that positions such as the Town Administrator, Chief of Police, Fire Chief, and Town Counsel have a different status due to provisions of other laws and/or their eligibility to negotiate employment agreements.

2. Authorize a one and a half percent (1.5%) general wage adjustment in all management or non-union wage or salary schedules

I am recommending the Select Board approve a general wage adjustment for FY27 for all management and non-union personnel at the rate of 1.5% effective July 1, 2026. This includes department heads, mid-manager technical/professionals, confidential departmental staff, and miscellaneous positions. The recommended rate of increase is consistent with the relevant labor market, in line with compensation adjustments for other employee groups, and is sufficiently budgeted for in FY27. The Department Head salary schedule is included as Attachment C.

VOTED: To approve the reappointment of Department Heads and other management personnel as appearing on Attachment A and miscellaneous personnel as appearing on Attachment D for Fiscal Year 2027 (July 1, 2026 through June 30, 2027) as recommended by the Town Administrator.

VOTED: To approve wage adjustments of 1.5% effective July 1, 2026 for positions on the Department Head Pay Plan, the Mid-Management Professional/Technical Pay Plan, and for other non-union positions as recommended by the Town Administrator.

ATTACHMENTS

ATTACHMENT A

ATTACHMENT B

ATTACHMENT C

ATTACHMENT D

FY27 Annual Re-Appointments

FY27 Recommended Step/Salary Adjustments

FY27 Department Head Salary Schedule

FY27 Miscellaneous Positions

ATTACHMENT A
FY27 ANNUAL RE-APPOINTMENTS

DEPARTMENT HEADS

Planning and Community Development	KARA BREWTON
Director Director of Finance	LINCOLN HEINEMAN
Chief Information Officer	FENG YANG
Public Health and Human Services Director	JOHN KLESCHINSKY
Commissioner of Public Works	ERIN CHUTE

ATTACHMENT B

FY27 RECOMMENDED STEP/SALARY ADJUSTMENTS FOR DEPARTMENT HEADS/ADMINISTRATORS BASED UPON IMPLEMENTATION OF CLASSIFICATION AND SALARY PLANS

	Position	Name	FY26		FY27	
			Grade-Step	Salary 7/1/2025	Grade-Step	Salary 7/1/2026
(1)	Town Administrator	Charles E. Carey	D11-12	\$240,998	D11-12	\$244,613
	Chief of Police	Jennifer Paster	D9-12+	\$192,367	D9-12+	\$195,253
(2)	Chief of Fire	John Sullivan	D9-12+	\$192,367	D9-12+	\$195,253
	Commissioner of Public Works	Erin Chute	D10-4	\$184,428	D10-5	\$190,002
	Director of Finance/Treasurer	Lincoln Heineman	D10-4	\$184,428	D10-5	\$190,002
	Town Counsel	Joseph Callanan	D9-3	\$168,243	D9-4	\$173,328
	Deputy Town Administrator of Policy and Fiscal Affairs	Melissa Goff	D11-4	\$213,936	D11-5	\$220,402
	Chief Information Officer	Feng Yang	D10-2	\$179,017	D10-3	\$184,428
	Chief of Operations - Fire	David Randolph	D7+	\$174,508	D7+	\$177,125
	Superintendent of Police	Paul Campbell	D7+	\$174,508	D7+	\$177,125
	Director of Planning & Community Development	Kara Brewton	D9-2	\$165,756	D9-3	\$170,766
	Building Commissioner	Daniel Bennett	D9-5	\$173,328	D9-6	\$178,567
	Town Librarian	Jill Mercurio	D8-5	\$161,989	D8-5	\$164,419
	Director of Public Health & Human Services	John Kleschinsky	D8-1	\$152,623	D8-2	\$157,236
	Director of Engineering/Transportation	Daniel Murphy	D8-1	\$152,623	D8-2	\$157,236
	Human Resources Director	Ann Braga	D8-4	\$159,595	D8-5	\$164,419
	Director of Water and Sewer	James Hersey	D7-1	\$141,318	D7-3	\$147,773
	Director of Recreation	Timothy Davis	D8-2	\$154,913	D8-3	\$159,595
	Comptroller	Chelsea Stevens	D6-9	\$147,401	D6-10	\$151,857
(3)	Director of Highway/Sanitation	Kevin Johnson	D7-9	\$159,193	D7-10	\$164,005
	Director of Parks and Open Space	Milee Pradhan	D7-1	\$141,318	D7-2	\$145,589
	Director of Sustainability	Alexandra Vecchio	D7-2	\$143,438	D7-3	\$147,773
	Chief Procurement Officer	Richard Saville	D6-1	\$130,850	D6-2	\$134,805
(4)	Chief Assessor	Edward Costigan	D6-11	\$151,857	D6-12	\$156,446
	Payroll Director	Dawn Divito	D6-5	\$138,879	D6-6	\$143,077
(5)	Associate Town Counsel	John Buchheit	D5-12	\$142,717	D5-12	\$144,858
(6)	Town Clerk	Benjamin Kaufman	D5-2	\$122,975	D5-3	\$126,692
	Director Diversity, Equity, Inclusion & Comm. Rel./CDO	Lloyd Gellineau	D5-8	\$134,466	D5-9	\$138,530
(5,7)	Director of Public Buildings	Charles Simmons	T17-8	\$159,617	T17-8	\$162,011
	Director of Council on Aging	Emily Williams	D6-10	\$149,612	D6-11	\$154,134

(1) Does not include \$2,500 stipend for performance

(2) Does not include \$25,000 in additional stipend(s) for Emergency Management duties.

(3) Does not include \$9,500 stipend for Deputy Commissioner duties.

(4) Does not include \$10,000 stipend for Board of Assessors duties.

(5) Current incumbents grandfathered with Department Head benefits.

(6) Does not include \$3,500 in additional stipend(s) for Board of Appeals and Board of Registrars duties.

(7) Does not include additional stipend for project management duties.

ATTACHMENT C

7/1/2026	FY27 DEPARTMENT HEAD SALARY SCHEDULE											
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12
D-1	\$84,764	\$86,035	\$87,326	\$88,636	\$89,965	\$91,315	\$92,685	\$94,075	\$95,486	\$96,918	\$98,372	\$99,848
D-2	\$93,240	\$94,639	\$96,058	\$97,499	\$98,962	\$100,446	\$101,953	\$103,482	\$105,035	\$106,610	\$108,209	\$109,832
D-3	\$102,564	\$104,103	\$105,664	\$107,249	\$108,858	\$110,491	\$112,148	\$113,831	\$115,538	\$117,271	\$119,030	\$120,816
D-4	\$112,821	\$114,513	\$116,231	\$117,974	\$119,744	\$121,540	\$123,363	\$125,214	\$127,092	\$128,998	\$130,933	\$132,897
D-5	\$122,975	\$124,819	\$126,692	\$128,592	\$130,521	\$132,479	\$134,466	\$136,483	\$138,530	\$140,608	\$142,717	\$144,858
D-6	\$132,813	\$134,805	\$136,827	\$138,879	\$140,962	\$143,077	\$145,223	\$147,401	\$149,612	\$151,857	\$154,134	\$156,446
D-7	\$143,438	\$145,589	\$147,773	\$149,990	\$152,239	\$154,523	\$156,841	\$159,193	\$161,581	\$164,005	\$166,465	\$168,962
D-8	\$154,913	\$157,236	\$159,595	\$161,989	\$164,419	\$166,885	\$169,388	\$171,929	\$174,508	\$177,126	\$179,782	\$182,479
D-9	\$165,756	\$168,243	\$170,766	\$173,328	\$175,928	\$178,567	\$181,245	\$183,964	\$186,723	\$189,524	\$192,367	\$195,253
D-10	\$179,017	\$181,702	\$184,428	\$187,194	\$190,002	\$192,852	\$195,745	\$198,681	\$201,661	\$204,686	\$207,757	\$210,873
D-11	\$207,660	\$210,775	\$213,936	\$217,145	\$220,402	\$223,708	\$227,064	\$230,470	\$233,927	\$237,436	\$240,998	\$244,613

Range = 1.14339

Steps = 1.50%

**ATTACHMENT D
FY27 MISCELLANEOUS POSITIONS**

<u>Agent for Burial of Indigent Soldiers, Sailors and Marines</u>	JOHN KLESCHINSKY
<u>State Aid Agent</u>	JOHN KLESCHINSKY
<u>Sealer of Weights and Measures</u>	ELMON HENDRICKSON
<u>Inspector of Petroleum</u>	JOHN SULLIVAN
<u>Director of Civil Defense</u>	JOHN SULLIVAN
<u>Keeper of the Lock-Up</u>	JENNIFER PASTER
<u>Right to Know Coordinator</u>	ANN BRAGA
<u>Agent for Management of Real Estate</u>	LINCOLN HEINEMAN
<u>Animal Control Officer</u>	BRIAN BRIDGES
<u>Fence Viewer</u>	ERIN CHUTE
<u>Inspector of Animals</u>	KALYEE ABATO DAI NGUYEN NEIL LIU CAMERON SHAMEY
<u>Inspector of Wires</u>	BRIAN RICHARD
<u>Local Moth Superintendent of Insect Pest Control</u>	ERIN CHUTE
<u>Weigher of Coal</u>	ELMON HENDRICKSON
<u>Measurers of Wood/Bark</u>	ELMON HENDRICKSON LINCOLN HEINEMAN

Memorandum

To: Select Board

From: Alexandra Vecchio, Director of Sustainability and Natural Resources
Shelly Dein, Deputy Director of Sustainability

Date: June 30, 2026

Re: **Executing Bill of Sale and Solar Panel Storage Agreements for Pierce School, Brookline High School, Hayes School, Brookline Village Library, and Fire Station #1**

Cc: Chas Carey, Town Administrator
Melissa Goff, Deputy Town Administrator
Erin Chute, Commissioner of Public Works
Dan Bennett, Building Commissioner
Charlie Simmons, Director of Public Buildings
Lap Yan, Deputy Director of Capital Projects
Bella Wong, BPS Interim Superintendent
Joe Albuquerque, BPS Director of Operations

The Department of Public Works respectfully requests permission to approve Bill of Sale and Storage Agreements for the installation of the rooftop solar arrays at Pierce School, Brookline High School (phase 2), Hayes School, Brookline Village Library, and Fire Station #1.

Investment Tax Credit and Safe Harbor Provisions

The One Big Beautiful Bill Act (OBBBA), requires renewable energy projects start construction by July 4, 2026 or be constructed and placed in service by December 31, 2027, to be eligible for the solar Investment Tax Credit (ITC). Strict “safe harbor” provisions allow developers to lock in federal tax credits for commercial solar projects if projects can demonstrate that it began construction on or before July 4, 2026, by incurring at least 5% of total project costs by July 4, and then by demonstrating that work continues consistently until completion, within four calendar years. Under the OBBBA, significant new foreign entity restrictions apply as well, which include requirements of where materials can be sourced.

The value of the ITC is generally 30% of project costs. The exception is the Pierce School because the project includes tax-exempt bond financing, that reduces the eligible basis. For Pierce, the ITC is estimated at 25.5% of project costs.

Preliminary Project Design

Following the guidance of the Solar Financial Working Group, the Department of Public Works Sustainability and Natural Resources Division engaged solar design and construction services from Solect Energy to advance the five projects that we expect to be completed within the required timeline, and that should therefore qualify for the ITC. Solect has purchased and warehoused appropriate solar panels that meet the OBBBA requirements and has completed site visits and prepared preliminary designs for all sites. Construction contingencies have been included in the project budgets to adjust for potentially modified final designs.

Current designs for the solar arrays are as follows:

Location	System Size	Expected First Year Production
Pierce School	328.63 kW DC	406,877 kWh
Brookline High School (Phase 2)	247.8 kW DC	308,784 kWh
Hayes School	205.32 kW DC	240,799 kWh
Brookline Village Library	59.59 kW DC	69,011 kWh
Fire Station #1	21.24 kW DC	23,810 kWh

Cost Estimates

The current cost estimates include contingencies as mentioned previously. Eversource interconnection costs are not yet known and final structural designs haven't been developed yet, so those costs are estimated at this point. The final contract prices may change based on design modifications, interconnection costs, and final structural designs.

Current estimates are as follows:

Location	Project Cost	Expected ITC	Net Savings After 20 Years
Pierce School	\$1,150,456	\$293,366	\$1,345,502
Brookline High School (Phase 2)	\$839,984	\$251,995	\$1,469,470
Hayes School	\$684,620	\$205,386	\$1,105,661
Brookline Village Library	\$278,911	\$83,673	\$215,811
Fire Station #1	\$123,022	\$36,907	No net savings*

*Based on current electricity costs which don't include future demand charges due to future building electrification

The funding for the Pierce School's solar array is from the construction project budget. The four

additional rooftop projects are funded as part of the Strategic Solar Initiative which was voted by Town Meeting as part of the FY27 CIP.

Operation and Maintenance

The Purchase and Installation contract with Solect Energy will include one year of system Operation and Maintenance. Afterwards, it is the recommendation of staff that, the Town enter into an ongoing O&M contract.

Building Commission and School Committee Votes

The purchase and installation of rooftop solar at the Pierce School was authorized by the Building Commission at their June 16, 2026 meeting. The purchase and installation of rooftop solar at the Pierce School, Brookline High School, and Hayes School was similarly approved by the School Committee at their June 18, 2026 meeting. The purchase and installation of the rooftop solar at the Brookline Village Library was favorably reviewed and discussed at the June 9, 2026 Library Trustees meeting, although no vote was requested.

Next Steps

Should the Select Board approve this request, the Bills of Sale and Panel Purchase and Storage Agreements will need to be signed immediately, so that the Town can incur costs to demonstrate that the projects have begun construction before July 4, to meet the safe harbor requirements.

Staff will finalize negotiations on the full Purchase and Installation Agreements for these projects and return to the Board later this summer to award and execute those contracts.

Recommendation and Vote

The Department of Public Works respectfully requests the Select Board approve and authorize the execution of the five (5) Bills of Sale and Storage Agreements between the Town of Brookline and Solect Energy for the Pierce School, Brookline High School (phase 2), Hayes School, Brookline Village Library, and Fire Station #1 Solar Projects.

BILL OF SALE

THIS BILL OF SALE (this "Agreement") dated as of June 30, 2026, by and between Solect Energy Development LLC, located at 87 Hayden Rowe St, Hopkinton, MA 01748 ("Seller"), and Town of Brookline, MA, located at 333 Washington St, Brookline, MA, 02445 ("Buyer"). Seller and Buyer are sometimes referred to herein as a "Party" and, collectively, the "Parties".

WHEREAS, subject to the terms and conditions of this Agreement, the Parties have agreed that Seller shall sell, transfer and assign to Buyer all of Seller's right, title and interest in and to certain equipment owned by Seller set forth on Exhibit A (the "Equipment"); and

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Sale, Transfer and Assignment. On the Payment Date, Seller hereby assigns, sells, transfers, and conveys to Buyer all right, title and interest of Seller in and to the Equipment, with such Equipment free and clear of all liens. Title and risk of loss to the Equipment shall transfer to Buyer upon the Payment Date, and Buyer accepts the Equipment as of the Payment Date. Delivery of the Equipment will be made from Seller to Buyer on the Payment Date, which delivery shall be at EMS Warehousing, 210 Grove Street, Suite 100, Franklin, MA 02038.

2. Purchase Price. The purchase price for the Equipment is specified on Exhibit A (the "Purchase Price"), which shall be an indefeasible payment by wire transfer in readily available funds to Seller pursuant to the wire instructions provided by Seller to Buyer. Buyer shall pay the Purchase Price to Seller within 3 business days of the date of execution of this Agreement and receipt of invoice. The date of payment of the Purchase Price shall be the "Payment Date."

3. Equipment Warranty. On the Payment Date, Seller further transfers and assigns to Buyer the product warranty provided by the manufacturer for the Equipment (the "Equipment Warranty").

4. Representations. Each Party hereby represents and warrants that (i) it has full right, power and authority to make this Agreement and (ii) its entry into this Agreement and performance of its obligations hereunder do not conflict with or violate the provisions of any agreement to which it is a party or by which it is bound. Buyer acknowledges that it will be responsible for all costs, expenses, insurance, taxes and other benefits and burdens with respect to the Equipment.

5. Limitation of Liability. Seller shall not be liable for any loss of business or profits, revenue or goodwill or any indirect, consequential, special, exemplary or punitive losses or damages. Seller's maximum liability related to this Agreement shall be limited to the Purchase Price.

6. Miscellaneous. This Agreement may be amended, supplemented or modified only by a written instrument duly executed and delivered by each Party. The terms and provisions of this Agreement are intended solely for the benefit of each Party and their respective successors or permitted assigns, and it is not the intention of the Parties to confer third-party beneficiary rights upon any other person. This Agreement shall be construed, interpreted and the rights of the Parties determined in accordance with the laws of the Commonwealth of Massachusetts without reference to its choice of law provisions. This Agreement may be executed in counterpart copies, each of which shall be an original, but all of which shall constitute a single instrument. The exchange of copies of this Agreement and of signature pages by electronic means shall constitute effective execution and delivery of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

Solect Energy Development LLC

By: _____
Name: John Bodt
Title: President

Select Board, Town of Brookline

By: _____
Name: David Pearlman
Title: Chair, Select Board

By: _____
Name Michael Rubenstein
Title: Vice Chair, Select Board

By: _____

Name: Bernard Greene

Title: Member, Select Board

By: _____

Name: Amanda Zimmerman

Title: Member, Select Board

By: _____

Name: Anthony Buono

Title: Member, Select Board

School Committee, Town of Brookline

By: _____

Name: Dr. Bob Weintraub

Title: Chair, School Committee

EXHIBIT A

Equipment and Equipment Pricing

<u>Description (to include manufacturer, model number and wattage)</u>	<u>Quantity</u>	<u>Price</u>
Seraphim TOPCon 590W solar panels	180 panels (5 pallets)	\$53,550.00
	Sales Tax:	N/A
	Total Price:	\$53,550.00

Panel serial numbers to be provided promptly following the Payment Date.

STORAGE AGREEMENT

This STORAGE AGREEMENT (this "Agreement") is made and entered into as of June 30, 2026, by and between Solect Energy Development LLC ("Provider"); and Town of Brookline, MA ("Owner"). Provider and Owner may be referred to individually as a "Party" or collectively as the "Parties."

WHEREAS, Provider and Owner entered into a Bill of Sale, dated as of even date herewith (the "Bill of Sale"), pursuant to which Provider sold certain equipment to Owner specified in the Bill of Sale (such equipment, the "Equipment"); and Provider and Owner desire to enter into this Agreement to provide for the storage of the Equipment by Provider on behalf of Owner.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Storage Services. Provider agrees to store the Equipment at its facility located at EMS Warehousing, 210 Grove Street, Suite 100, Franklin, MA 02038 or such other reasonable location selected by Provider ("Facility"). Title to the Equipment shall at all times remain with Owner, and nothing in this Agreement shall be construed as transferring title to Provider.
2. Term. The initial term of this Agreement shall commence on the Effective Date specified in the Bill of Sale and continue for twelve months ("Initial Term"), unless earlier terminated in accordance with this Agreement. Thereafter, this Agreement shall automatically renew for successive twelve-month periods ("Renewal Terms") unless either Party provides written notice of non-renewal at least thirty (30) days prior to the expiration of the then-current term. Notwithstanding the foregoing, this Agreement will automatically terminate after the Equipment is no longer being stored at the Facility.
3. Storage Fees. Owner shall pay Provider a monthly storage fee of **\$159.30** to be \$0.0015 per watt, reflecting a pass-through of Solect's costs ("Storage Fee"), payable in advance on the first business day of each calendar month. All payments shall be made in U.S. dollars via ACH to Provider's account specified in the Bill of Sale. Late payments shall accrue interest at the lesser of 1.5% per month or the maximum rate permitted by law. Provider may update the Storage Fee by providing Owner with written notice thereof at least 60 days prior to any annual Renewal Term. Provider may bill Owner quarterly in advance. For the avoidance of doubt, no fee will be charged after the Equipment is no longer being stored at the Facility, and no fee shall be owed unless it is described on an invoice delivered to the Owner at least five (5) business days before payment is due.
4. Access. Owner may access the Facility to inspect or retrieve Equipment during the Facility's normal business hours, provided Owner provides at least forty-eight (48) hours' prior written notice.
5. Handling Standards. Provider shall: (a) store the Equipment in a dry, secure, and temperature-controlled environment; (b) exercise reasonable care in handling the Equipment; and (c) implement commercially reasonable security measures to protect the Equipment from theft or damage. Provider shall not be liable for any loss or damage to the Equipment resulting from: (a) acts of God, including but not limited to flood, earthquake, or other natural disasters; (b) war, civil unrest, or acts of terrorism; (c) [intentionally deleted]; or (d) ordinary wear and tear.
6. Termination. The Owner may terminate this Agreement for convenience upon not less than 90 days' written notice to the other Party. Further, either Party may terminate this Agreement if the other Party breaches the terms hereof and does not cure such breach within 10 days of written notice thereof. Owner must remove the Equipment within 10 days of termination. Failure to do so may result in disposal or additional storage fees. Equipment unclaimed for 90 days after termination may be deemed abandoned and sold/liquidated to cover unpaid fees.
7. Insurance Requirements. Owner shall maintain at its own expense all-risk property insurance covering the full replacement value of the Equipment or will self-insure for the same; notwithstanding the foregoing, this obligation will not apply after the Equipment is no longer being stored at the Facility.
8. Limitation of Liability. Provider shall not be liable for any loss of business or profits, revenue or goodwill or any indirect, consequential, special, exemplary or punitive losses or damages. Provider's maximum liability related to this Agreement and the Bill of Sale shall be limited, in the aggregate, to the Purchase Price specified in the Bill of Sale.
9. Miscellaneous. This Agreement may be amended, supplemented or modified only by a written instrument duly executed and delivered by each Party. The terms and provisions of this Agreement are intended solely for the benefit of each Party and their respective successors or permitted assigns, and it is not the intention of the Parties to confer third-party beneficiary rights upon any other person. This Agreement shall be construed, interpreted and the rights of the Parties determined in accordance with the laws of the Commonwealth of Massachusetts without reference to its choice of law provisions. This Agreement may be executed in counterpart copies, each of which shall be an original, but all of which shall constitute a single instrument. The exchange of copies of this Agreement and of signature pages by electronic means shall constitute effective execution and delivery of this Agreement.

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Title: President

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Title: Member, Select Board

School Committee, Town of Brookline

By: _____
Name: Dr. Bob Weintraub
Title: Chair, School Committee

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WHEREAS, subject to the terms and conditions of this Agreement, the Parties have agreed that Seller shall sell, transfer and assign to Buyer all of Seller's right, title and interest in and to certain equipment owned by Seller set forth on Exhibit A (the "Equipment"); and

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Sale, Transfer and Assignment. On the Payment Date, Seller hereby assigns, sells, transfers, and conveys to Buyer all right, title and interest of Seller in and to the Equipment, with such Equipment free and clear of all liens. Title and risk of loss to the Equipment shall transfer to Buyer upon the Payment Date, and Buyer accepts the Equipment as of the Payment Date. Delivery of the Equipment will be made from Seller to Buyer on the Payment Date, which delivery shall be at EMS Warehousing, 210 Grove Street, Suite 100, Franklin, MA 02038.

2. Purchase Price. The purchase price for the Equipment is specified on Exhibit A (the "Purchase Price"), which shall be an indefeasible payment by wire transfer in readily available funds to Seller pursuant to the wire instructions provided by Seller to Buyer. Buyer shall pay the Purchase Price to Seller within 3 business days of the date of execution of this Agreement and receipt of invoice. The date of payment of the Purchase Price shall be the "Payment Date."

3. Equipment Warranty. On the Payment Date, Seller further transfers and assigns to Buyer the product warranty provided by the manufacturer for the Equipment (the "Equipment Warranty").

4. Representations. Each Party hereby represents and warrants that (i) it has full right, power and authority to make this Agreement and (ii) its entry into this Agreement and performance of its obligations hereunder do not conflict with or violate the provisions of any agreement to which it is a party or by which it is bound. Buyer acknowledges that it will be responsible for all costs, expenses, insurance, taxes and other benefits and burdens with respect to the Equipment.

5. Limitation of Liability. Seller shall not be liable for any loss of business or profits, revenue or goodwill or any indirect, consequential, special, exemplary or punitive losses or damages. Seller's maximum liability related to this Agreement shall be limited to the Purchase Price.

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Title: Member, Select Board

School Committee, Town of Brookline

By: _____

Name: Dr. Bob Weintraub

Title: Chair, School Committee

EXHIBIT A
Equipment and Equipment Pricing

<u>Description (to include manufacturer, model number and wattage)</u>	<u>Quantity</u>	<u>Price</u>
Seraphim TOPCon 590W solar panels	216 panels (6 pallets)	\$64,260.00
	Sales Tax:	N/A
	Total Price:	\$64,260.00

Panel serial numbers to be provided promptly following the Payment Date.

STORAGE AGREEMENT

This STORAGE AGREEMENT (this "Agreement") is made and entered into as of June 30, 2026, by and between Solect Energy Development LLC ("Provider"); and Town of Brookline, MA ("Owner"). Provider and Owner may be referred to individually as a "Party" or collectively as the "Parties."

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3. Storage Fees. Owner shall pay Provider a monthly storage fee of **\$191.16** to be \$0.0015 per watt, reflecting a pass-through of Solect's costs ("Storage Fee"), payable in advance on the first business day of each calendar month. All payments shall be made in U.S. dollars via ACH to Provider's account specified in the Bill of Sale. Late payments shall accrue interest at the lesser of 1.5% per month or the maximum rate permitted by law. Provider may update the Storage Fee by providing Owner with written notice thereof at least 60 days prior to any annual Renewal Term. Provider may bill Owner quarterly in advance. For the avoidance of doubt, no fee will be charged after the Equipment is no longer being stored at the Facility, and no fee shall be owed unless it is described on an invoice delivered to the Owner at least five (5) business days before payment is due.
4. Access. Owner may access the Facility to inspect or retrieve Equipment during the Facility's normal business hours, provided Owner provides at least forty-eight (48) hours' prior written notice.
5. Handling Standards. Provider shall: (a) store the Equipment in a dry, secure, and temperature-controlled environment; (b) exercise reasonable care in handling the Equipment; and (c) implement commercially reasonable security measures to protect the Equipment from theft or damage. Provider shall not be liable for any loss or damage to the Equipment resulting from: (a) acts of God, including but not limited to flood, earthquake, or other natural disasters; (b) war, civil unrest, or acts of terrorism; (c) [intentionally deleted]; or (d) ordinary wear and tear.
6. Termination. The Owner may terminate this Agreement for convenience upon not less than 90 days' written notice to the other Party. Further, either Party may terminate this Agreement if the other Party breaches the terms hereof and does not cure such breach within 10 days of written notice thereof. Owner must remove the Equipment within 10 days of termination. Failure to do so may result in disposal or additional storage fees. Equipment unclaimed for 90 days after termination may be deemed abandoned and sold/liquidated to cover unpaid fees.
7. Insurance Requirements. Owner shall maintain at its own expense all-risk property insurance covering the full replacement value of the Equipment or will self-insure for the same; notwithstanding the foregoing, this obligation will not apply after the Equipment is no longer being stored at the Facility.
8. Limitation of Liability. Provider shall not be liable for any loss of business or profits, revenue or goodwill or any indirect, consequential, special, exemplary or punitive losses or damages. Provider's maximum liability related to this Agreement and the Bill of Sale shall be limited, in the aggregate, to the Purchase Price specified in the Bill of Sale.
9. Miscellaneous. This Agreement may be amended, supplemented or modified only by a written instrument duly executed and delivered by each Party. The terms and provisions of this Agreement are intended solely for the benefit of each Party and their respective successors or permitted assigns, and it is not the intention of the Parties to confer third-party beneficiary rights upon any other person. This Agreement shall be construed, interpreted and the rights of the Parties determined in accordance with the laws of the Commonwealth of Massachusetts without reference to its choice of law provisions. This Agreement may be executed in counterpart copies, each of which shall be an original, but all of which shall constitute a single instrument. The exchange of copies of this Agreement and of signature pages by electronic means shall constitute effective execution and delivery of this Agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

Solect Energy Development LLC

By: _____
Name: John Bodt
Title: President

Select Board, Town of Brookline

By: _____
Name: David Pearlman
Title: Chair, Select Board

By: _____
Name Michael Rubenstein
Title: Vice Chair, Select Board

By: _____
Name: Bernard Greene
Title: Member, Select Board

By: _____
Name: Amanda Zimmerman
Title: Member, Select Board

By: _____
Name: Anthony Buono
Title: Member, Select Board

School Committee, Town of Brookline

By: _____
Name: Dr. Bob Weintraub
Title: Chair, School Committee

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BILL OF SALE

THIS BILL OF SALE (this "Agreement") dated as of June 30, 2026, by and between Solect Energy Development LLC, located at 87 Hayden Rowe St, Hopkinton, MA 01748 ("Seller"), and Town of Brookline, MA, located at 333 Washington St, Brookline, MA, 02445 ("Buyer"). Seller and Buyer are sometimes referred to herein as a "Party" and, collectively, the "Parties".

WHEREAS, subject to the terms and conditions of this Agreement, the Parties have agreed that Seller shall sell, transfer and assign to Buyer all of Seller's right, title and interest in and to certain equipment owned by Seller set forth on Exhibit A (the "Equipment"); and

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Sale, Transfer and Assignment. On the Payment Date, Seller hereby assigns, sells, transfers, and conveys to Buyer all right, title and interest of Seller in and to the Equipment, with such Equipment free and clear of all liens. Title and risk of loss to the Equipment shall transfer to Buyer upon the Payment Date, and Buyer accepts the Equipment as of the Payment Date. Delivery of the Equipment will be made from Seller to Buyer on the Payment Date, which delivery shall be at EMS Warehousing, 210 Grove Street, Suite 100, Franklin, MA 02038.

2. Purchase Price. The purchase price for the Equipment is specified on Exhibit A (the "Purchase Price"), which shall be an indefeasible payment by wire transfer in readily available funds to Seller pursuant to the wire instructions provided by Seller to Buyer. Buyer shall pay the Purchase Price to Seller within 3 business days of the date of execution of this Agreement and receipt of invoice. The date of payment of the Purchase Price shall be the "Payment Date."

3. Equipment Warranty. On the Payment Date, Seller further transfers and assigns to Buyer the product warranty provided by the manufacturer for the Equipment (the "Equipment Warranty").

4. Representations. Each Party hereby represents and warrants that (i) it has full right, power and authority to make this Agreement and (ii) its entry into this Agreement and performance of its obligations hereunder do not conflict with or violate the provisions of any agreement to which it is a party or by which it is bound. Buyer acknowledges that it will be responsible for all costs, expenses, insurance, taxes and other benefits and burdens with respect to the Equipment.

5. Limitation of Liability. Seller shall not be liable for any loss of business or profits, revenue or goodwill or any indirect, consequential, special, exemplary or punitive losses or damages. Seller's maximum liability related to this Agreement shall be limited to the Purchase Price.

6. Miscellaneous. This Agreement may be amended, supplemented or modified only by a written instrument duly executed and delivered by each Party. The terms and provisions of this Agreement are intended solely for the benefit of each Party and their respective successors or permitted assigns, and it is not the intention of the Parties to confer third-party beneficiary rights upon any other person. This Agreement shall be construed, interpreted and the rights of the Parties determined in accordance with the laws of the Commonwealth of Massachusetts without reference to its choice of law provisions. This Agreement may be executed in counterpart copies, each of which shall be an original, but all of which shall constitute a single instrument. The exchange of copies of this Agreement and of signature pages by electronic means shall constitute effective execution and delivery of this Agreement.

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Title: Member, Select Board

School Committee, Town of Brookline

By: _____

Name: Dr. Bob Weintraub

Title: Chair, School Committee

EXHIBIT A
Equipment and Equipment Pricing

<u>Description (to include manufacturer, model number and wattage)</u>	<u>Quantity</u>	<u>Price</u>
Seraphim TOPCon 590W solar panels	288 panels (8 pallets)	\$85,680.00
	Sales Tax:	N/A
	Total Price:	\$85,680.00

Panel serial numbers to be provided promptly following the Payment Date.

STORAGE AGREEMENT

This STORAGE AGREEMENT (this "Agreement") is made and entered into as of June 30, 2026, by and between Solect Energy Development LLC ("Provider"); and Town of Brookline, MA ("Owner"). Provider and Owner may be referred to individually as a "Party" or collectively as the "Parties."

WHEREAS, Provider and Owner entered into a Bill of Sale, dated as of even date herewith (the "Bill of Sale"), pursuant to which Provider sold certain equipment to Owner specified in the Bill of Sale (such equipment, the "Equipment"); and Provider and Owner desire to enter into this Agreement to provide for the storage of the Equipment by Provider on behalf of Owner.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Storage Services. Provider agrees to store the Equipment at its facility located at EMS Warehousing, 210 Grove Street, Suite 100, Franklin, MA 02038 or such other reasonable location selected by Provider ("Facility"). Title to the Equipment shall at all times remain with Owner, and nothing in this Agreement shall be construed as transferring title to Provider.
2. Term. The initial term of this Agreement shall commence on the Effective Date specified in the Bill of Sale and continue for twelve months ("Initial Term"), unless earlier terminated in accordance with this Agreement. Thereafter, this Agreement shall automatically renew for successive twelve-month periods ("Renewal Terms") unless either Party provides written notice of non-renewal at least thirty (30) days prior to the expiration of the then-current term. Notwithstanding the foregoing, this Agreement will automatically terminate after the Equipment is no longer being stored at the Facility.
3. Storage Fees. Owner shall pay Provider a monthly storage fee of **\$254.88** to be \$0.0015 per watt, reflecting a pass-through of Solect's costs ("Storage Fee"), payable in advance on the first business day of each calendar month. All payments shall be made in U.S. dollars via ACH to Provider's account specified in the Bill of Sale. Late payments shall accrue interest at the lesser of 1.5% per month or the maximum rate permitted by law. Provider may update the Storage Fee by providing Owner with written notice thereof at least 60 days prior to any annual Renewal Term. Provider may bill Owner quarterly in advance. For the avoidance of doubt, no fee will be charged after the Equipment is no longer being stored at the Facility, and no fee shall be owed unless it is described on an invoice delivered to the Owner at least five (5) business days before payment is due.
4. Access. Owner may access the Facility to inspect or retrieve Equipment during the Facility's normal business hours, provided Owner provides at least forty-eight (48) hours' prior written notice.
5. Handling Standards. Provider shall: (a) store the Equipment in a dry, secure, and temperature-controlled environment; (b) exercise reasonable care in handling the Equipment; and (c) implement commercially reasonable security measures to protect the Equipment from theft or damage. Provider shall not be liable for any loss or damage to the Equipment resulting from: (a) acts of God, including but not limited to flood, earthquake, or other natural disasters; (b) war, civil unrest, or acts of terrorism; (c) [intentionally deleted]; or (d) ordinary wear and tear.
6. Termination. The Owner may terminate this Agreement for convenience upon not less than 90 days' written notice to the other Party. Further, either Party may terminate this Agreement if the other Party breaches the terms hereof and does not cure such breach within 10 days of written notice thereof. Owner must remove the Equipment within 10 days of termination. Failure to do so may result in disposal or additional storage fees. Equipment unclaimed for 90 days after termination may be deemed abandoned and sold/liquidated to cover unpaid fees.
7. Insurance Requirements. Owner shall maintain at its own expense all-risk property insurance covering the full replacement value of the Equipment or will self-insure for the same; notwithstanding the foregoing, this obligation will not apply after the Equipment is no longer being stored at the Facility.
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WHEREAS, subject to the terms and conditions of this Agreement, the Parties have agreed that Seller shall sell, transfer and assign to Buyer all of Seller's right, title and interest in and to certain equipment owned by Seller set forth on Exhibit A (the "Equipment"); and

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Sale, Transfer and Assignment. On the Payment Date, Seller hereby assigns, sells, transfers, and conveys to Buyer all right, title and interest of Seller in and to the Equipment, with such Equipment free and clear of all liens. Title and risk of loss to the Equipment shall transfer to Buyer upon the Payment Date, and Buyer accepts the Equipment as of the Payment Date. Delivery of the Equipment will be made from Seller to Buyer on the Payment Date, which delivery shall be at EMS Warehousing, 210 Grove Street, Suite 100, Franklin, MA 02038.

2. Purchase Price. The purchase price for the Equipment is specified on Exhibit A (the "Purchase Price"), which shall be an indefeasible payment by wire transfer in readily available funds to Seller pursuant to the wire instructions provided by Seller to Buyer. Buyer shall pay the Purchase Price to Seller within 3 business days of the date of execution of this Agreement and receipt of invoice. The date of payment of the Purchase Price shall be the "Payment Date."

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By: _____

Name: Anthony Buono

Title: Member, Select Board

EXHIBIT A
Equipment and Equipment Pricing

<u>Description (to include manufacturer, model number and wattage)</u>	<u>Quantity</u>	<u>Price</u>
Seraphim TOPCon 590W solar panels	36 panels (1 pallets)	\$10,710.00
	Sales Tax:	N/A
	Total Price:	\$10,710.00

Panel serial numbers to be provided promptly following the Payment Date.

STORAGE AGREEMENT

This STORAGE AGREEMENT (this "Agreement") is made and entered into as of June 30, 2026, by and between Solect Energy Development LLC ("Provider"); and Town of Brookline, MA ("Owner"). Provider and Owner may be referred to individually as a "Party" or collectively as the "Parties."

WHEREAS, Provider and Owner entered into a Bill of Sale, dated as of even date herewith (the "Bill of Sale"), pursuant to which Provider sold certain equipment to Owner specified in the Bill of Sale (such equipment, the "Equipment"); and Provider and Owner desire to enter into this Agreement to provide for the storage of the Equipment by Provider on behalf of Owner.

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Storage Services. Provider agrees to store the Equipment at its facility located at EMS Warehousing, 210 Grove Street, Suite 100, Franklin, MA 02038 or such other reasonable location selected by Provider ("Facility"). Title to the Equipment shall at all times remain with Owner, and nothing in this Agreement shall be construed as transferring title to Provider.
2. Term. The initial term of this Agreement shall commence on the Effective Date specified in the Bill of Sale and continue for twelve months ("Initial Term"), unless earlier terminated in accordance with this Agreement. Thereafter, this Agreement shall automatically renew for successive twelve-month periods ("Renewal Terms") unless either Party provides written notice of non-renewal at least thirty (30) days prior to the expiration of the then-current term. Notwithstanding the foregoing, this Agreement will automatically terminate after the Equipment is no longer being stored at the Facility.
3. Storage Fees. Owner shall pay Provider a monthly storage fee of **\$31.86** to be \$0.0015 per watt, reflecting a pass-through of Solect's costs ("Storage Fee"), payable in advance on the first business day of each calendar month. All payments shall be made in U.S. dollars via ACH to Provider's account specified in the Bill of Sale. Late payments shall accrue interest at the lesser of 1.5% per month or the maximum rate permitted by law. Provider may update the Storage Fee by providing Owner with written notice thereof at least 60 days prior to any annual Renewal Term. Provider may bill Owner quarterly in advance. For the avoidance of doubt, no fee will be charged after the Equipment is no longer being stored at the Facility, and no fee shall be owed unless it is described on an invoice delivered to the Owner at least five (5) business days before payment is due.
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6. Termination. The Owner may terminate this Agreement for convenience upon not less than 90 days' written notice to the other Party. Further, either Party may terminate this Agreement if the other Party breaches the terms hereof and does not cure such breach within 10 days of written notice thereof. Owner must remove the Equipment within 10 days of termination. Failure to do so may result in disposal or additional storage fees. Equipment unclaimed for 90 days after termination may be deemed abandoned and sold/liquidated to cover unpaid fees.
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WHEREAS, subject to the terms and conditions of this Agreement, the Parties have agreed that Seller shall sell, transfer and assign to Buyer all of Seller's right, title and interest in and to certain equipment owned by Seller set forth on Exhibit A (the "Equipment"); and

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Sale, Transfer and Assignment. On the Payment Date, Seller hereby assigns, sells, transfers, and conveys to Buyer all right, title and interest of Seller in and to the Equipment, with such Equipment free and clear of all liens. Title and risk of loss to the Equipment shall transfer to Buyer upon the Payment Date, and Buyer accepts the Equipment as of the Payment Date. Delivery of the Equipment will be made from Seller to Buyer on the Payment Date, which delivery shall be at EMS Warehousing, 210 Grove Street, Suite 100, Franklin, MA 02038.

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Town of Brookline, MA
Brookline Library

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EXHIBIT A
Equipment and Equipment Pricing

<u>Description (to include manufacturer, model number and wattage)</u>	<u>Quantity</u>	<u>Price</u>
Seraphim TOPCon 590W solar panels	108 panels (3 full pallets)	\$32,130.00
	Sales Tax:	N/A
	Total Price:	\$32,130.00

Panel serial numbers to be provided promptly following the Payment Date.

STORAGE AGREEMENT

This STORAGE AGREEMENT (this "Agreement") is made and entered into as of June 30, 2026, by and between Solect Energy Development LLC ("Provider"); and Town of Brookline, MA ("Owner"). Provider and Owner may be referred to individually as a "Party" or collectively as the "Parties."

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School Committee, Town of Brookline

By: _____
Name: Dr. Bob Weintraub
Title: Chair, School Committee

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Select Board Communications Protocol

Adopted February 6, 2024

This protocol is not intended to restrict informal and reasonable telephonic communications, communications while a Select Board member is out and around Town, or other modes of communication to Select Board members, which may not be subject to the public records law.

All Select Board members are provided with a Town email account. All Town communications conducted via email should be done using this account for security, privacy, and public records reasons.

Communications to the Select Board

The Select Board welcomes input from the public on issues via the following mediums:

- Brooklinema.gov individual email addresses
- SelectBoard@brooklinema.gov
- Public Comment at Select Board meetings – via zoom or in person
- Mail, hard copy communications
- Town Hall, 6th Floor, Select Board Office

Be advised that any material you send to the Select Board is considered a public record and may be subject to public records requests.

The Select Board encourages civility in discussions as reflected in the Code of Conduct for the Town of Brookline. While you're not required to provide your name, contact information, and home address this can be helpful for Select Board members and Town staff when crafting a response.

Communications from the Select Board

Communications received in the Select Board's email account or by U.S. Postal Service or hand delivery:

- The Select Board Office will forward any communications received that requires a response to individual Select Board members who (1) serves as a chair or liaison to a Board or Commission relevant to the communication, (2) has been assigned a Warrant Article for presentation to Town Meeting that is the subject of the communication, (3) has some level of expertise in the subject of the communication, or (4) has expressed an interest in the subject of the communication. The Select Board member who has received the communication shall take the lead in preparing or determining the appropriate response.
- This does not preclude any other member of the Select Board from responding to a communication individually or requesting the item be put before the Select Board on their agenda for further discussion at a future meeting. As a courtesy and to coordinate communications from the Select Board, such individual member shall notify the Select Board Office of all such communications.

- The Select Board Office and/or the Select Board Chair shall provide the Select Board member assigned to respond to a communication with the names of any appropriate Town staff who will be able to provide background information on the subject of the communication.
- The Select Board Office will create an 'auto reply' for the Select Board email account and respond to communications indicating that the communication has been received and will be answered by a member of the Select Board or a member of Town staff.

Select Board communications to Town Staff:

The Select Board is a unitary body and speaks only as a body at properly noticed meetings.

- Free and open communication between individual members of the Select Board and Town staff is important to the work of the Select Board and is of value to Town staff. Such individual Select Board members should be clear that they are communicating as an individual Select Board member, not representing the Select Board as a body, unless such authority to speak for the Select Board has been given.
- Select Board Members will often need information from specific Town departments to be informed or to respond to a resident's complaint or suggestion. Select Board Members seeking such information from Town departments shall email the relevant Department Head or staff member or contact them by telephone. As a courtesy and to give the Town Administrator an opportunity to intervene to avoid any inadvertent interference with the operations of Town government, the Town Administrator shall be notified of all such communications.
- Select Board Members should make requests for information well in advance of when the information is needed in order to be respectful of Departments and staff's busy schedules; Department Heads should appropriately prioritize requests from Select Board members so that the Select Board member will have sufficient time to review and utilize the information.
- Department Heads shall, wherever appropriate, delegate inquiries to specific technical staff.

SELECT BOARD WARRANT ARTICLE GUIDELINES

Petitioners of warrant articles should expect that the Select Board will ask some standard questions of them when they present their articles to the Select Board for consideration. The following are suggested guidelines to prepare for those questions:

- Petitioners should prepare explanations that stand on their own and are expressed clearly and concisely. While internet links to background material (from reliable sources with relevant expertise) may be included, they are not a substitute for a clear and complete explanation of the warrant article. To assist the Select Board and others in their review of internet linked material, the petitioner is encouraged to provide the Select Board with a concise summary of the linked material and an explanation of why it is included. Internet sourced data and opinions are not a substitute for persuasive arguments in the explanatory material.
- Petitioners should expect to describe the nature and extent of their engagement with Town staff, boards, and commissions regarding their warrant article, if relevant.
- Petitioners should be prepared to identify who will be impacted by their warrant article among Town residents, businesses, organizations, and other parties and the nature and extent of their outreach to them.
- Petitioners should expect to describe how they have sought to accommodate feed-back from Town staff, boards, commissions, residents, businesses, organizations, and other parties in the drafting and redrafting of their warrant article.
- Petitioners should be prepared to provide a reasonable estimate of the expected financial and operational impact on the Town, or if an estimate is not practical, a narrative of what any costs would include and an estimate of the impact on staff resources. For example, would the implementation of a warrant article require the hiring of additional staff, the acquisition of new equipment, or the redesign of an existing process or procedure? Such estimates can be based on a petitioner's meetings and conversations with Town staff, boards, and commissions.
- Petitioners should be able to explain why they believe that their warrant article is relevant to Brookline.

Dear TMMA,

The opening date of the Warrant for the 2017 Annual Town Meeting is fast approaching, so it seems like a good opportunity to pass along some suggestions for the filing of a Warrant Article by Citizens' Petition. These suggestions are based on our experiences as Advisory Committee Subcommittee Chairs over the past several years.

Of course, the first place to look for guidance in preparing this type of Article is pp. 7-9 of the Town Meeting Handbook (<http://www.brooklinema.gov/DocumentCenter/View/294>). Information on these pages includes the steps necessary in filing an article, be it an amendment to the General By-laws of the Town or the Zoning By-law, an appropriation, or a non-binding resolution. The list of suggestions below pertains specifically to the post-filing process.

As many of you know, any citizen petition goes through a lengthy vetting process that generally begins about a week after the Warrant closes. For any Article, this process includes public hearings held by the Board of Selectmen and the appropriate Subcommittee of the Advisory Committee as well as a public meeting of the full Advisory Committee. In addition, the Planning Board holds a public hearing on any zoning article. Furthermore, under Article 3.22 of the Town's By-law, any board, commission or committee intending to take a position on a warrant article, before taking its first (or only) vote on the Article, must hold a public hearing with respect to the Article.

In order to negotiate the vetting process from the first step of drafting an Article through the final step of presenting it to Town Meeting, we strongly encourage citizen petitioners to consider the following recommendations:

1. Do your research. Often times the goals of warrant articles can be accomplished by working with Department Heads and/or the Board of Selectmen. The Selectmen meet weekly and allot time at every meeting for public comment. Boards and Commissions can also be a forum for a change in policy or practice of a Town Department.
- 1.2. Check with Town Counsel (Joslin Murphy: jhmurphy@brooklinema.gov, or the Moderator (Sandy Gadsby: sgadsby@foleyhoag.com) as to proper form for your Article;
3. ~~2.~~ Contact the Deputy Town Administrator (Melissa Goff; mgoff@brooklinema.gov) with regard to an Article seeking to appropriate funds;
4. Do not forget to submit your article electronically. The best format to submit articles is Microsoft Word 2010 or higher. Try to keep font and formatting consistent and minimize objects and pictures to the extent possible.

3. If the proposed Article pertains to the work of a particular Town Department, contact the Department head to discuss what impact, if any, the proposal might have on staff time and budget. Give Departments ample time to review and respond before filing your article;
4. Respond as quickly as possible to inquiries as to availability for an Advisory Committee Subcommittee public hearing, a subsequent full Advisory Committee meeting, and a Selectmen's hearing;
5. Keep Advisory Committee Subcommittee chairs and the Deputy Town Administrator informed as to language changes to the Article made during the vetting process so that all entities reviewing the Article are on the same page (*literally and figuratively*). If brokering compromise language with a subcommittee be sure that the revised language makes it to the end of the process and is the main motion in front of Town Meeting.
6. If possible, identify a colleague (co-petitioner) who would also be able to speak on behalf of your Article at a hearing or meeting if you're unavailable;
7. Address questions about the review process at any time to the Advisory Committee's Chair or Vice-Chair or to the Deputy Town Administrator.

(We believe that) [W]e speak on behalf of all Advisory Committee members when we express our thanks to those who make the substantial effort to bring issues that they deem important to the attention of Town Meeting and the Brookline community. We know that going through the vetting process can sometimes seem never-ending and may be tedious and frustrating. We also recognize that petitioners, like members of the Advisory Committee, are volunteering their time and energy to the Town. We hope that the above suggestions will make the review process run more smoothly and will help all of us present to all of you our best and most thoughtful work at Town Meeting.

Many thanks for your consideration.

Carla Benka, Chair, Capital Subcommittee
John Doggett, Chair, Administration and Finance Subcommittee
Janet Gelbart, Chair, Personnel Committee
Angela Hyatt, Chair, Planning and Regulation Subcommittee
Sytske Humphrey, Chair, Human Services Subcommittee
Janice Kahn, Chair, Public Safety Committee
Mike Sandman, Chair, School Subcommittee

Commented [MG1]: Hugh was not aware that his compromise language didn't make it to Town Meeting- he thought that was what was actually voted, but it was not. The AC compromise failed to get the votes, and the original language passed TM.

Dear Town Meeting Members and Potential Warrant Article Petitioners,

Over the past year, the Select Board has been developing a five-year roadmap to identify goals, strategies and actions that will prioritize the work of the Select Board and Town Staff. You can read the entire roadmap [here](#). The 2030 Roadmap was adopted by the Select Board on May 19th, 2026.

Goal 2 on the roadmap is as follows:

STRENGTHEN THE ALIGNMENT OF GOALS AND PRACTICES, IMPROVE EFFICIENCY, AND STRENGTHEN GOVERNANCE OF TOWN GOVERNMENT.

Strategy 2.E is as follows:

IMPROVE WARRANT ARTICLE DEVELOPMENT AND REVIEW, AND ENFORCEMENT OF BY-LAWS.

Finally, under Strategy 2.E, there is the following Select Board action, 2.E.1:

CONFIRM THAT WARRANT ARTICLES 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.

Per this action, the Select Board invites anyone expecting to file a warrant article for the upcoming Fall Special Town Meeting to engage with Town Staff before the warrant article filing deadline. While the filing deadlines have not yet been set, we can reasonably anticipate a filing deadline at the beginning of September, according to past practices. Therefore, we look forward to engaging with potential petitioners in the months of July and August to vet warrant articles and identify previously stated priorities and work plans which might be impacted by proposed warrant articles.

Note that this engagement is not intended to replace the Town's legislative processes in any way. Engaging with Town Staff is not a requirement to file a warrant article, nor is collecting the necessary signatures for a petition necessary to engage with Town Staff. However, the Select Board believes that engaging with Town Staff will facilitate the Town's legislative processes and allow issues that necessitate a change in scope to be considered before filing a warrant article.

For petitioners who wish to engage with Town Staff, we ask that you send drafts and explanations for your proposed warrant articles to [Melanie Otsuka, the Assistant Town Administrator,] so that the Select Board office can keep track of your proposals and confirm with other staff their level of engagement with your proposed warrant articles.

Good governance is a key to a strong community. We hope that this effort will strengthen the governance of our Town and improve the efficiency of our town operations.

Thank you for all of your efforts to improve our community.

Sincerely,

Brookline Select Board