

Dennis Doughty, Chair
Dennis@doughty.org
Harry K. Friedman, Vice Chair
spinmarty@yahoo.com



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**Advisory Committee Agenda
Public Meeting
Thursday, September 17, 2026 at 7:00 PM**

1. Public Comment - 5 minutes

2. Public Meeting

2a. Presentation and Discussion — Town Moderator's Code of Conduct

2b. Discussion of the 2026 Special Town Meeting Warrant

2c. Other Business

3. ADJOURNMENT

The public is welcome to attend. You can view and download the agenda, register for the meeting using the Zoom joining link, and access related documents on the Town Calendar when available.

Public comment on matters specific to this Agenda is welcome only during the public comment and hearing portion of the agenda. The Advisory Committee welcomes and recommends you share written comments in advance, which will be circulated to members of the Committee if received by lportscher@brooklinema.gov no later than noon on the day of the meeting. All public comments become part of the public record.

Further, Subcommittees of the Advisory Committee hold public hearings on all matters on which the Advisory Committee makes a recommendation to Town Meeting. Members of the public are encouraged to participate in subcommittee public hearings if they wish to comment on any item under deliberation by the subcommittee. All public comments become part of the public record.

Finally, any member of the public may make an audio or video recording of an open session of a public meeting. They must first notify the Chair and must comply with reasonable requirements regarding audio or video equipment established by the Chair so as not to interfere with the meeting.

[Advisory Committee Webpage](#)

For help attending meetings on Zoom, go to [BrooklineMA.gov/ZoomTips](https://brooklineMA.gov/ZoomTips). If you need reasonable accommodations or modifications related to this meeting, please contact Sarah E. Kaplan, ADA Compliance Officer, at skaplan@brooklinema.gov or call [617-730-2329](tel:617-730-2329). ADA Information:

[BrooklineMA.gov/Town-Legal-Notice](https://brooklineMA.gov/Town-Legal-Notice)

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

Code of Conduct for the Brookline Advisory Committee

Draft 9/162/2026

This Code of Conduct conveys the Moderator's desire that Advisory Committee appointees maintain a high level of public confidence, trust, and professional respect in how they conduct the business of the Advisory Committee. The Advisory Committee is established pursuant to M.G.L. Chapter 39, Section 16, to consider municipal questions for the purpose of making reports or recommendations to the Town, and to submit the annual budget at the Annual Town Meeting. Additionally, the Advisory Committee is the only authority that may approve transfers from the Reserve Fund (which addresses extraordinary or unforeseen or emergency expenditures), and along with the Select Board, payments from the Liability Insurance Fund. As part of the legislative branch of Town government, the Advisory Committee is an essential part of the checks and balances built into our system of government, which requires independence from the executive branch.

For the Advisory Committee to be effective, it needs to provide sound advice and have the respect of the Town Meeting Members it advises. Its analysis should be rigorous, fact and data based, and Committee Members should strive to consider all arguments made during its hearings and discussions. A primary role of the Advisory Committee is to provide a forum and opportunity for concerns to be aired and opinions to be heard and considered.

Committee Members accept their position as a means of unselfish public service. No action by a member should be, or be perceived to be, an attempt to benefit personally or financially from that position. ~~They shall~~ Members must comply as fully as possible with all applicable laws, including, without limitation:

- The Open Meeting Law (G.L. c. 30A, §§ 18–25)
- The Procurement Laws (G.L. c. 30B)
- The Ethics/Conflict of Interest Statute (G.L. c. 268A)
- The Public Records Law (G.L. c. 66, § 10)
- Town Bylaws including but not limited to Chapter 2.2 which pertains to the Advisory Committee.

Members are free to engage in protected political speech but they are expected to act in the interest of the Committee ahead of the interest of any lobbying or advocacy group they may belong to or represent in other contexts.

The Committee needs to be open and transparent in its proceedings. All Committee proceedings should adhere to the letter and spirit of the Open Meeting Law. The Committee website needs to be current at all times, to the extent practicable.

During Committee hearings and deliberations:

1. Recognize that ~~the a~~ chief function of local government is, at all times, to serve the best interests of ~~all the people of Brookline~~ the public.
2. Treat all fellow committee members with respect despite differences of opinion. Professional respect does not preclude honest disagreement, but requires respect within those differences.
3. Treat all Town staff as professionals, respecting the abilities, experience, and dignity of each.
4. Treat petitioners and members of the public who may be attending with respect.

5. Respect the Committee and public's time by adhering to any time limits announced by the Committee or Subcommittee Chair, staying on topic, not unnecessarily repeating points already made and keeping comments as succinct as possible.

When considering the Town Administrator's Financial Plan and budget, Committee Members are expected to approach the review with the rigor and seriousness expected by the ~~Town's residents while public while at the same time~~ respecting the separation of ~~roles-powers~~ of the executive and legislative branches. Committee Members should strive to work collaboratively with the Town Administrator, Department Heads and other Town Officials whenever possible. It is most productive to critique the numbers and policy choices, not the people presenting them. On the other hand, Town Officials need to recognize that the Committee's job is to scrutinize, question and recommend, not simply ratify what has been proposed – for it is ~~the Advisory Committee's motion that is a vote of the Town Meeting that determines the final budget with the Advisory Committee's motion as~~ the main budget motion at Town Meeting.

Committee Members should approach their review of proposed warrant articles with the same rigor and seriousness they approach the budget ~~review~~. During consideration of warrant articles, where possible, Committee Members should work with petitioners in an attempt to improve the articles. When appropriate, Committee Members should also not be reluctant to recommend No Action or a differing motion.

Members are expected to attend as many hearings of their respective subcommittee(s) and Committee meetings as possible to help assure a quorum and a wide range of perspectives. The Chair should be promptly notified if unable to attend a meeting or unable or unwilling to continue serving. Pursuant to Town Bylaw Section 2.2.2 B.(2), seven or more unexcused absences from full Advisory Committee meetings may be grounds for termination of member's appointment to the Committee.

Formal resignation requires written notification to the Moderator.

Questions or concerns about this Code of Conduct should be addressed to the Moderator.