

Bernard W. Greene – Chair
David Pearlman – Vice Chair
John VanScoyoc
Paul Warren
Michael Rubenstein
Charles Carey – Town Administrator



Select Board Hearing Room
6th Floor, Brookline Town Hall

Click [Here](#) to Register for Meeting
Or call: [646-828-7666](tel:646-828-7666)
Meeting ID: 160 594 2074

[Watch with Brookline Interactive Group](#)

Select Board Agenda Regular Meeting

Tuesday, March 31, 2026 at 5:30 PM

The Assistive Listening Devices used in the Select Board Hearing Room are currently out of service. The Town is actively working to address this issue, but we will not be able to provide Assistive Listening Devices for the March 31, 2026, Select Board Meeting. We apologize for any inconvenience this may cause.

Captioning via Zoom in the Hearing Room and on BIG will be provided during the meeting. Preferred seating will be provided to audience members who need to view the captioning in the room.

If you need additional reasonable accommodations not mentioned above, please contact Sarah Kaplan, ADA Coordinator, at skaplan@brooklinema.gov.

Agenda revised 3/30/2026; Warrant Article 9 has been rescheduled to April 14.

Agenda revised 3/31/2026; Warrant Articles 18 and 19 have been rescheduled to April 7.

1. Announcements/Updates

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

2. 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/Select-Board.

3. Miscellaneous

Approval of miscellaneous items, licenses, and contracts.

3a. Question of approving the meeting minutes from March 24, 2026.

3b. Question of accepting a check in the amount of \$50.00 from Linda Goldman to support of the Brookline Commission for Women.

- 3c. Question of accepting the transmission of the Advisory Council on Public Health's Annual Report to the Select Board.
- 3d. Question of approving an Authorization to Hire request from the Human Resources Director:
HR Coordinator: C10
- 3e. Question of approving an Authorization to Hire request from the Recreation Director:
Leader Teacher Soule: GN06
- 3f. Question of approving and Authorization to Hire request from the Public Health Director:
Shared Services Manager: T7
- 3g. Question of approving the execution of Amendment #1 to the Gridwealth Massachusetts Community Solar Customer Agreement, which offers the Town a 10% discount on the value of the Net Metering Credits generated.
- 3h. Question of approving Contract Amendment 3 for Contract No. PW/19-16, Traffic/Safety Improvements at the Intersection of Hammond Street and Woodland Road, in the amount of \$458,500.00 with Tighe & Bond (formerly WorldTech Engineering, LLC).
- 3i. Question of approving Extra Work Order 1 for Contract No. PW/25-05, Schick Park Reconstruction, in the amount of \$9,926.97 with Mountain View Landscapes and Lawncare, Inc.
- 3j. Question of approving Extra Work Order 1 for Contract No. PW/26-03, Upkeep of Trees and Related Work, in the amount of \$122,826.00 with Northern Tree Service, LLC.
- 3k. Question of approving the Financial Interest Contract Disclosure form submitted by Council on Aging employee, Jessica Milley-Gee.
- 3l. Question of accepting a gift in the amount of \$250.00 from Chi Chi Wu, to support the Brookline Asian American Family Network.

4. Calendar

Review and potential vote on Calendar Items.

5. Boards and Commissions - Annual Reports

- 5a. Presentation of the Brookline Commission on Disability's Annual Report to the Select Board

6. Campaign Finance Training

- 6a. Presentation by Assistant Town Counsel Jonathan Simpson on Campaign Finance requirements

7. Department Budget Reviews

Review of the following FY27 Departmental Budgets:

- 7a. Health Department
- 7b. Veterans
- 7c. Council on Aging
- 7d. Library
- 7e. Department of Public Works

8. Parking Fine Increases

- 8a. Question of authorizing the Town Administrator to request review of an increase in parking violation fines from the Transportation Board. The final decision on any possible fine increase will be made by the Select Board after the Transportation Board offers its opinion and approval of any proposed new fine schedule.

9. Override

- 9a. Question of finalizing ballot question regarding a potential override. ***Please note: the packet has been updated to include a draft Memorandum of Understanding between the Town and Schools, as well as an interim report from CliftonLarsonAllen (CLA) regarding their progress on a follow-up analysis of the School Department issues from last year, for the Board's use in this discussion.
- 9b. Review of process for explanatory mailer under M.G.L. Ch. 53, Sec. 18B.

10. (8:00 PM) Warrant Articles - Public Hearing

Public hearing, discussion, and possible vote on the following Warrant Articles for the 2026 Annual Town Meeting:

- 10a. Article 20. Resolution to establish an official annual Town-wide commemoration of September 11, 2011 and a memorial to all those from Brookline, Massachusetts, who died on September 11, 2001 (Childs, TMM4, et al.)
- 10b. Article 17. Create a new Article 6.XX of the Town's General By-Laws to prohibit civil immigration enforcement activities on Town facilities (Wu, TMM7, et al.)

- 10c. Article 25. Resolution requesting the discontinuance of state and local collaboration with Federal Immigration Enforcement and participation in related information-sharing programs (Lebovitz, TMM8; Wu, TMM7, et al.)

11. Warrant Articles - Continued

Continued discussion and possible vote on warrant articles for the May 26, 2026 Annual Town Meeting, including but not limited to:

- 11a. Article 21. Resolution expressing support for the Massachusetts Medicare for All legislation (Labaree)
- 11b. Article 7. Establish an Override Stabilization Fund (Select Board)

12. 2026 Second Special Town Meeting

- 12a. Discussion and possible vote on amendments to Special Town Meeting, Warrant Article 1
- 12b. Question of calling a Second Special Town Meeting, if necessary to reflect changes to the articles on the Warrant for STM 1 that cannot be made by amendment(s) to those articles, on one of several potential dates (Tuesday, May 26, 2026; Wednesday, May 27, 2026; Tuesday, June 2, 2026; or another date identified by the Select Board) at 7:35 p.m. at the High School Auditorium and Zoom remote meeting; to waive the requirements of Sections 2.1.2 through 2.1.4 of the Town's By-Laws; to open and close the Warrant; and to insert in the said Warrant the following articles:

STM 2 – Article 1 – Amend the Zoning By-Law and Zoning Map to establish and accommodate a Chestnut Hill Commercial (CHC) Overlay District (Select Board).

STM 2 – Article 2 – Authorize the Select Board to enter into any necessary agreement(s) and/or amendments to existing agreements, including a Memorandum of Agreement, and to accept a related restrictive covenant in the form of a Tax Certainty Agreement, related to the development of 1280, 1290, 1300, and 1330 Boylston Street within the proposed Chestnut Hill Commercial (CHC) Overlay District. (Select Board).

The Town of Brookline does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities. The Town of Brookline does not discriminate on the basis of disability in its hiring or employment practices. This notice is provided as required by Title II of the Americans with Disabilities Act (ADA) and by Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information

may be sent to Sarah Kaplan, Community Relations Specialist and ADA / Section 504 Coordinator. Persons with disabilities who need either auxiliary aids and services for effective communication, written materials in alternative formats, or reasonable modifications in policies and procedures in order to access programs and activities of the Town of Brookline are invited to make their needs and preferences known to the ADA Coordinator. This notice is available in alternative formats from the ADA Coordinator.

[Select Board Webpage](#)

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.



Select Board Minutes
Tuesday, March 24, 2026 at 5:30 PM
6th Floor Hearing Room

1. Open Session

- 1a. Question of entering into Executive Session for the purpose stated in item two (2), and to reconvene in open session.

Chair Greene announced that the Board shall enter into Executive Session for the purpose of considering the purchase, exchange, lease, or value of real property, specifically the Coolidge Corner Theatre (property located at 280-290 Harvard Street). The board will reconvene in open session.

On motion, it was,

Voted to enter into Executive Session

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

2. Executive Session

- 2a. Executive session, pursuant to G.L. c. 30A, § 21(a)(6) ("Purpose 6"), for the purpose of considering the purchase, exchange, lease, or value of real property, specifically the Coolidge Corner Theatre (property located at 280-290 Harvard Street).

3. Announcements/Updates

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

- Monday, March 30, 2026, the MBTA will present on the "MBTA C Branch Station Accessibility Project", which will upgrade multiple stations to meet ADA standards. Staff will answer questions about the project, construction plans, and expected impacts.

4. Public Comment – No speakers

5. Presentation of Citation to Ken Liss of Brookline Historical Society

Chair Greene read the Citation recognizing Kenn Liss and his long and impactful service as President of the Brookline Historical Society.

CITATION

Brookline Select Board

The Brookline Select Board expressing its appreciation to

Kenneth "Ken" Liss

for his exemplary service and scholarship in preserving and sharing the history of Brookline

WHEREAS the Brookline Select Board rightfully honors those exemplary Brookline residents whose civic work, scholarship, and leadership have enriched the cultural and civic life of our Town; and

WHEREAS Kenneth “Ken” Liss has served for many years as President of the Brookline Historical Society, leading the organization in its mission to preserve, interpret, and promote Brookline’s heritage; and

WHEREAS under the leadership of Ken Liss, the Historical Society has maintained and interpreted Brookline’s historic properties, including the Edward Devotion House — one of the Town’s oldest colonial-era structures and headquarters of the Society — as well as the Widow Harris House and the Putterham School at Larz Anderson Park, thereby preserving tangible links to Brookline’s colonial and early history; and

WHEREAS Ken Liss has developed and led walking tours and virtual tours of Brookline neighborhoods and commercial corridors, such as “*A Century and a Half of Shopping in Coolidge Corner*,” bringing to life the stories of the people and places that have shaped our community; and

WHEREAS Ken Liss has overseen the Historical Society’s expansion of online resources, making Brookline’s history widely accessible through digital archives, photo collections, neighborhood histories, and innovative “then and now” features; and

WHEREAS Ken Liss has contributed important research on topics of civic and social significance, including the study of Brookline’s racially restrictive covenants, published as “*Thomas Aspinwall Davis, Amos Lawrence, and Brookline Racial Covenants*,” which have helped the Town and its residents confront difficult aspects of our past with honesty and rigor; and

WHEREAS Ken Liss has worked with other local public historians and educators to provide historical details and documentation for their projects, such as *Hidden Brookline*, which provides walking tours and uncovers and educates the public about the history of enslaved people in the Town and the efforts of Town residents to undermine and abolish slavery; and

WHEREAS Ken Liss has served as an important and vital public historian, giving lectures, writing extensively for the Historical Society’s website, and contributing articles and commentary to *Brookline.News* and other local outlets, where his “Brookline Past & Present” features have illuminated the historical context of contemporary issues; and

WHEREAS Ken Liss has worked in partnership with Town officials, schools, civic groups, and cultural institutions such as the Public Library of Brookline, using history to strengthen community connections and inform public discourse; and

WHEREAS through these many contributions, Ken Liss has helped generations of residents and students engage more fully with Brookline’s unique past, deepened civic understanding of the Town’s development, and inspired appreciation for the role of history in shaping our collective identity.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING, on this 6th Day of January 2026, the Brookline Select Board, on behalf of the residents of Brookline, hereby acknowledges, commends, and thanks **Kenneth “Ken” Liss** for his outstanding and sustained contributions to the Town of Brookline’s historical preservation, public education, and civic life, and expresses its deepest gratitude for his scholarship, stewardship, and leadership.

Ken Liss remarked that leading the Historical Society continues to be a meaningful responsibility, fueled by appreciation for Brookline and enthusiasm for learning more about the town’s past, and expressed gratitude to the community for the recognition and for ongoing support.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

6. Miscellaneous

Approval of miscellaneous items, licenses, and contracts.

6a. Acknowledgment of March 31, 2026, as Transgender Day of Visibility

Chair Greene read the Proclamation:

PROCLAMATION
Brookline Select Board

International Transgender Day of Visibility

March 31, 2026

WHEREAS, In November 2025, Town Meeting urges the Select Board to proclaim March 31, 2026, and this date thereafter, as Transgender Day of Visibility;

WHEREAS, the Town of Brookline is committed to honoring the dignity, resilience, and vital contributions of transgender residents, workers, students, and community members; and

WHEREAS, yearly on March 31, many around the world observe Transgender Day of Visibility to celebrate the lives and many contributions of transgender individuals globally and to bring awareness to the challenges the community faces, such as discrimination, poverty, and violence at disproportionate levels; and

WHEREAS, national advocacy organizations highlight the importance of uplifting transgender voices, sharing stories that foster understanding, and encouraging communities to stand firmly against prejudice in all forms; and

WHEREAS, communities across the country commemorate this day through visible demonstrations of support; including educational programming, community gatherings, and symbolic activities such as flag-raising to create space, affirmation, and a sense of belonging for transgender people; and

NOW, THEREFORE, the Select Board of the Town of Brookline hereby proclaims March 31, 2026 as **International Transgender Day of Visibility** and encourages all Brookline residents to promote inclusion, challenge discrimination, uplift transgender voices, and ensure that Brookline remains a welcoming, affirming, and safe community for all.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

6b. Question of approving the following meeting minutes:

March 10, 2026.

Approved, as amended

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

March 17, 2026 (Workshop)

Approved, as amended

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

6c. Question of approving the following seven (7) Change Orders in the total amount of \$30,215.04 with TRAC Builders, related to the Fire Station projects:

Change Order #21 - \$2,385.00 - Cost to saw cut openings greater than 12" that were NIC.

Change Order #22 - \$1,100.28 - Cost to infill existing hole at chimney.

Change Order #23 - \$10,353.02 - Cost to install and fabricate structural lintels

Change Order #24 - \$10,023.73 - Cost to install structural channels at HVAC openings at lower level.

Change Order #26 - \$765.36 - Cost to remove/reinstall ductwork at HVAC .

Change Order #27 - \$1,496.27 - Cost to center ERPs per Bulletin 5.1 and 5.2.

Change Order #29 - \$4,091.38 - Cost to wiring new fire pole per Bulletin 1 & add outlets at patrol

desk.

Total - \$30,215.04

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6d. Question of approving an Authorization to Hire request from the Director of Public Health and Human Services:

Director of Veterans Services (T10)

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6e. Question of approving an Authorization to Hire request from the Chief of Police:
Dispatcher (ETD)

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6f. Question of awarding and executing Contract No. PW/26-42 with Brown and Caldwell in the amount of \$136,641 for professional engineering services to conduct water quality sampling and analysis at the Brookline Reservoir.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6g. Question of approving an Appropriation Transfer request from the Director of Public Health & Human Services in the amount of \$15,000 as follows:

From: Professional/Tech Services \$12,000.00

To: Natural Gas \$2,000.00

To: Water \$1,000.00

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6h. Question of approving the petition of Verizon New England Inc. to for permission to construct, and a location for underground conduit in Summit Avenue running northeasterly and southeasterly from pole P.1A opposite Atherton Road a distance of about 125 feet to manhole MH38/386.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6i. Question of approving the petition of NStar Electric Company d/b/a Eversource Energy for permission to construct, and a location for underground conduit in St. Mary's Street running

southerly from manhole 17753 south of Beacon Street a distance of about 395 feet to manhole 8928 via manhole 8927 and reroof manhole 8928 with two roof openings.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6j. Question of approving the application for a Change of Manager of record from Shenrong Huang to Yung Li at 195 Washington St. Brookline, MA 02445

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

Question of approving the application for a Change of Ownership in Coporation for Brookline Sky, Inc d/b/a OMORI at 195 Washington St. Brookline, MA 02445

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

Question of approving the application for a Change of Officers, Directors, LLC Manager for Brookline Sky, Inc d/b/a OMORI at 195 Washington St. Brookline, MA 02445

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

Question of approving the application for a Transfer in Stock for Brookline Sky, Inc d/b/a OMORI at 195 Washington St. Brookline, MA 02445

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6k. Question of approving the application for an All-Alcohol Package Store License for Brookline Wine LLC at 27 Harvard Street Brookline, MA. Proposed manager will be Nicholas Lisotto and proposed Alternate Manager will be Nathan Derri.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6l. Question of approving the application of a new Common Victualler/ Entertainment/ Outdoor Dining License for HDR Holding Massachusetts LLC d/b/a Wonder at 392 Harvard St. Hours of operation and Entertainment will be Sunday - Saturday 10:00 AM – 12:00 AM. Seating will consist of 13 inside dining seats and no operation of Outdoor Dining.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6m. Question of approving the application of a new Common Victualler/ Entertainment/ Outdoor Seating License for Cupcake Therapy Brookline LLC d/b/a Cupcake Therapy at 288 Washington

St. Hours of operation and Entertainment will be Sunday - Saturday 5:00 AM – 11:30 PM.
Seating will consist of 28 inside dining seats and no operation of Outdoor Dining.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6n. Question of approving the application of Manager, Raul Miller and Alternate Managers Alex Pappas, Destiney Dixon, and Ryan O’Neill for Deeze Cannabis LLC, d/b/a Deeze Cannabis at 1351 Beacon Street.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6o. Question to approve the application for Change of Lodging House Agent from Abigail Hoff to Mariane Diniz at 89 Marion St. Brookline, MA.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

7. Police Chief Contract

Question of approving and executing a successor agreement with Chief of Police Jennifer Paster

The Select Board acknowledged a new three-year contract for Police Chief Jennifer Paster. Board members praised the Chief for steady leadership, improved staffing, updated policies, stronger financial management, and stabilizing the department during difficult earlier years.

The contract was fully reviewed by HR and Town Counsel.

Chief Paster briefly thanked the Board, noting consistent support throughout her tenure

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

8. Calendar

9. (6:30 PM) License Violations - Public Hearings (Continued)

- 9a. Continuation of licensing panel hearing on alleged license violation by Seven Subs (no renewal submitted).

Town Administrator Carey, reviewed that several attempts to communicate with the business owner has failed. The representatives did not appear at the last licensing hearing. It was noted that the owner may be out of -state, however, the business appears to be still operating.

On motion, it was,

Voted to deem the business as closed.

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 9b. Continuation of licensing panel hearing on alleged license violation by Maruichi Select (failed Fire Department inspection).

Deputy Chief, Todd Cantor, reviewed that the restaurant failed the Fire Department's inspection due to a non-compliant hood suppression system. The Inspectors returned on several occasions and it was still not addressed. The system has been non-complaint for months.

A Maruichi Select employee reported the issue is now fixed by Impact Fire, with documentation provided, explaining that frequent management turnover may have caused the delay. It was added that cooking operations had stopped until compliance is confirmed.

Town Administrator Carey noted the frequent management turnover, and announced that the proper paperwork needs to be filed to acknowledge that.

- Next Steps: The Fire Department will conduct a re-inspection
- The business must update corporate/ownership information with the Town.
- The business will appear at the April licensing hearing.

10. (7:00 PM) Override - Public Hearing

Presentation and hearing on override vote.

Presentation by the Public Schools of Brookline:

Bella Wong, Superintendent

Susan Givens, Deputy Superintendent for Administration and Finance

Valerie Frias, School Committee Chair

Mariah Nobrega, Finance and Capital Improvements Subcommittee Chair

Administrator Carey presented override options, explained the financial assumptions, and laid out the implications of different funding levels for FY27–FY29.

Brookline's Override Structure & Current Challenge

- Brookline traditionally structures operating overrides to cover three fiscal years.
- Rising healthcare costs, fixed costs, and limited levy growth are straining both town and school budgets.
- Key cost drivers include:
 - Healthcare increases (8–12% annually)
 - State decisions affecting co-pays and drug coverage
 - CIP revenue limits
 - OPEB contributions being held flat

Overview of Town and School Needs

- Town request: \$5.31M (slightly less, inflation-adjusted, than 2023 request).
- Schools require phased increases due to operating deficits.
- Several override models were presented (Tier 1, Tier 2, sub-options).

Two Main Override Models

Tier 1 – Phased (23.25M)

- Schools phase increases over three years.
- Town takes its share upfront and uses stabilization for out-years.
- Tax increases phase in: 8%, 12%, 18% cumulative.
- Pros: Lower immediate taxpayer burden; aligns with voter familiarity.
- Cons: Highest total levy impact; minimal buffer if school deficits worsen.

Tier 2 – Upfront (18.6M)

- Both town and schools take the override amount upfront and deposit unused amounts into stabilization.
- Pros: Lower override number on ballot; creates a buffer for FY30; flexibility if assumptions change.
- Cons: Higher tax shock in year one; bigger cliff in FY30; heavier dependence on pension/OPEB savings.

Additional Options Requested by the Board

Carey modeled:

- \$20M override → requires proportional cuts on both sides.
- \$16.3M override → keeps year-one tax increase $\leq 10\%$; significant FY30 cliff.
- Options below \$16M judged not viable due to unsustainable school impacts.

Town cuts under this model:

DPW: Tree protection & Horticulture Specialist (\$300,000)

Police: 2 Patrol Officers (\$170,000)

Buildings: Plumber (\$80,000)

Town Clerk: FT Clerk 0 typist (30,000)

Public Schools of Brookline – Presentation Summary

Superintendent, Bella Wong made a presentation:

1. Leadership & Initial Work

- New senior leadership team now in place for 9 months.
- Conducted 200+ entry interviews with town, school staff, and community to assess needs.
- Built stronger collaboration with town departments.
- Nearly all commitments outlined in the spring MOA are completed or in progress.

Major Budget Realities

- Town capacity for school cost increases has sharply declined.
 - Historical average annual support: \$6M/year.
 - Projected: \$2.5M (FY27), –\$90k (FY28), –\$500k (FY29).
- Rising fixed costs, especially Special Education tuition, transportation, utilities.
- Non-salary portion of the school budget is down to 12.5%, below typical 15% levels.

Cuts Already Made (to Prepare FY27 Budget)

- Reduced projected FY27 costs by \$5.8M.
- Proposed reduction of 22.1 FTEs, mostly through right-sizing based on class size and caseload.
- District office staff reduced; EdTech specialists reduced 50%.
- Staffing now aligns roughly

What Full Funding Supports

- Preserves class sizes at guideline levels.
- Maintains Tier 1 & Tier 2 supports, which help prevent costly special education identification later.
- Maintains core arts, music, world language, and high school programming.
- Avoids violating DESE requirements for instructional hours and high school accreditation concerns.

Consequences of Underfunding

86% Funding Scenario (Option 3A)

- Requires additional \$2.5M in cuts and 19.3 more FTE reductions.
- Eliminations include:
 - Conservatory
 - Many MTSS supports and athletic programming
 - Loss of general education paraprofessionals beyond current cuts
- Future cuts must come almost entirely from staff, due to non-salary lines already minimized.

Failed Override (0% — catastrophic scenario)

Year 1 cuts (\$5.3M):

- Eliminate:
 - Elementary world language
 - Most music programs
 - 50%+ paraprofessionals in grades K–1
- Class sizes inflate dramatically; high school teaching loads increase.

- 58.2 FTEs eliminated in Year 1 alone.

Years 2–3:

- Additional \$13M in cuts required.
- Total loss over 3 years: 210.3 FTEs (14.5% of district staff).
- Risks:
 - Loss of compliance with DESE standards
 - Increase in special education referrals due to loss of early-grade supports
 - Long-term erosion of programming unlikely ever to be restored

Superintendent’s Closing Message

- No new programs in the FY27–29 request—only preservation of existing services.
- The request reflects careful stewardship, extensive reductions already made, and a commitment to long-term sustainability.
- Partial funding would “significantly compromise educational programming”, especially for vulnerable learners.
- Full funding is needed to prevent irreversible harm to Brookline’s school system.

Public hearing:

The Brookline Educators Union representative, Justin Brown, emphasized that only the full \$23.2 million override can preserve stable, high-quality teaching and learning in the Public Schools of Brookline, arguing that anything less would mean job losses, program cuts, and long-term harm to students. The union described full funding as an investment in stability, trust, and educational excellence, noting that a failed override would cause catastrophic staff reductions and undermine school operations. The BEU urged the Select Board to place the full amount on the ballot and committed to mobilizing its members in support of a successful override campaign.

The Brookline Firefighters Union representative, Declan Ward, warned that insufficient override funding would directly endanger public safety by forcing firehouse closures, layoffs, and reduced frontline staffing, which would slow emergency response in this dense, high-risk town. The union emphasized that seconds matter during fires and medical emergencies, and cuts would mean fewer firefighters on scene when lives depend on rapid action. Recent tragedies in Fall River and Needham were cited as examples of what happens when resources are inadequate, and the union stressed that mutual aid cannot replace a fully staffed local department. The message to the Select Board and residents was clear: approving the override is essential to maintaining safety, and without it, the question is not if inadequate staffing will cost lives, but when.

1. Dave Porter, (TMM6), urged placement of only a full-funding override on the ballot, stating that partial amounts undermine trust, as seen after the 2023 override and the loss of elementary world language. The comments emphasized that the community deserves a clear, honest funding request and that current town and school leadership can identify the level truly required.

2. Jeremy Redburn, (Yes for Brookline 2026) noted a petition signed by 1,269 Brookline residents calling for a full-funding override and urged the Select Board to act quickly, set the override at the level identified by town and school leadership, and communicate clearly about the consequences of insufficient funding. The statement emphasized widespread concern about losing essential town and school services and highlighted strong community readiness to support a complete and honest override request.
3. Marissa Vogt, (TMM6, & Library Trustee) urged the Select Board to place only a single, fully funded override on the ballot, stating that multiple options would confuse voters and repeat the problems created by the insufficient 2023 override. The comments emphasized the need for transparency, noted the harm caused by prior cuts such as the loss of elementary world language, and called for an override that honestly reflects town and school needs.
4. Emily Jaffe, (Precinct 9; Co-Chair, Brookline SEPAC), described the override as an equity issue, emphasizing that underfunding would most harm students with disabilities, students from low-income families, and others who rely entirely on public school supports. The remarks highlighted those cuts would mean larger classes, fewer services, and disrupted learning for those with the least margin for loss, and urged the Select Board to place only fully funded override options on the ballot to uphold Brookline's commitment to fairness and student well-being.
5. Erin Myer (Parent) expressed strong community support for a full-funding override, noting many residents are prepared to back the schools and town despite the financial challenge. The comments urged the Select Board to trust expert guidance from the superintendent, ERSC, and other advisors, and to give voters a clear opportunity to support essential services that families and students rely on.
6. Jane Licurse, (Francis Street), urged the Select Board to avoid multiple override options, stressing that several choices would confuse voters. The comments supported placing only a fully funded override on the ballot and emphasized that Proposition 2½ restricts revenue growth in ways that no longer match rising costs, making a complete and honest request essential for maintaining town and school service.
7. Dick Benka, (ERSC member, TMM14) warned that placing both phased and upfront override structures on the ballot would confuse voters and risk misleading them since the "lower" upfront amount could actually result in higher taxes over three years. The comments urged the Select Board to avoid multiple conflicting options, emphasized legal constraints that make tier interactions complicated, and recommended limiting the ballot to options that do not create unnecessary targets during an override campaign.
8. Alisa Plazonja, (Precinct 8), cautioned that multiple override options would trigger predictable voter behavior, with many choosing a middle option even if inadequate, increasing the likelihood of underfunding. The comments recommended offering only a full-funding override or clearly labeling smaller options as resulting in service cuts. The remarks also encouraged exploring additional revenue sources, including higher parking meter rates.
9. Sarah Lipsky?, (Parent), shared comments prepared by a student describing the importance of Chinese class and Conservatory, noting that both programs offer meaningful learning and creative opportunities that would be lost under cuts.

10. Sophia Warner (Parent) urged the Select Board to avoid multiple override options and supported placing only a fully funded override on the ballot. The comments highlighted concerns about program losses, increased class sizes, and reduced supports at elementary schools, and emphasized that Brookline’s strong public schools are central to the town’s appeal and should be protected through full funding.

Select Board discussion

1. Should there be multiple override options?

- Majority view (Warren, Pearlman, Rubenstein, Chair Greene):
Place only one full-funding override on the ballot.
 - Multiple options would confuse voters.
 - An insufficient option would mislead the public the way the 2023 override did.
 - Full funding is the only way to avoid severe school and town service cuts.
 - The community feedback overwhelmingly favored a single, fully funded question.
- Minority view (VanScoyoc):
Argue for including a second, lower option (about 85%).
 - Removing choice could anger voters.
 - A lower option might pass if the larger one fails.
 - A single option is a “roll of the dice” and risks a total failure.

2. Concerns About Voter Confusion

Board members stressed:

- Voters may not understand differences between phased vs. upfront levy structures.
- Behavioral economics suggests voters may choose a “middle option” even if inadequate.
- The 2023 experience—voters passed an override but still saw program cuts—damaged trust.

3. Discussion of Financial Structure

The Board discussed:

- Full pay-as-you-go funding vs. taking the town portion upfront.
- Complexities in explaining tax impacts under phased versus front-loaded approaches.
- The importance of aligning the override number with what is actually needed for level services.

4. Fiscal and Political Risks

- Members acknowledged the risk of a failed override, but the majority believed a confusing or insufficient option would create greater long-term harm, including cuts to:
 - Fire and police staffing
 - School programming
 - Early-grade paraprofessionals

- Arts and music
- Town infrastructure support

Paul Warren emphasized that cuts would “decimate” schools and threaten public safety.

5. Motions

On motion to add an 85% of the funding request option to the ballot, it was,

Voted 1-3-1, motion failed.

Aye: John VanScoyoc

Against: Bernard Greene, David Pearlman, Michael Rubenstein

Abstained: Paul Warren

On motion, it was,

Voted 4-0-1 to place a single full-funding override totaling \$23,254,439. on the May 5, 2026 ballot. The structure includes the town portion taken upfront and the school portion phased over three years.

Aye: Bernard Greene, Paul Warren, David Pearlman, Michael Rubenstein

Abstained: John VanScoyoc

11. Rights of First Refusal for Affordable Housing

Discussion and potential vote regarding rights of refusal for permanent affordable housing. Planning Department staff, David Guzman and Kara Brewton reviewed the policy request to routinely decline the Town’s right of first refusal on standard, compliant resales of deed-restricted affordable units, streamlining a process that typically involves simple verification of income-qualified buyers and compliance with affordability covenants. More complex cases will still come to the Board, and new safeguards require staff to notify the Board of routine declinations and return for review at the five-year mark.

Explanation:

When the owner of an affordable unit elects to sell the property, the Town must receive a Notice of Intent to Sell and determine whether to exercise its Right of First Refusal. Historically, the Town has not exercised the Right directly unless instructed by the Select Board. In lieu of exercising its Right of First Refusal, Town staff facilitate the resale process in accordance with the terms of the deed restriction and the guidelines established by the state’s Local Initiative Program. Resales of these affordable units are typically managed by staff through an established marketing and lottery process. This approach ensures that:

- The unit is sold to an income-eligible first-time homebuyer household.
- All affordability restrictions remain in place in perpetuity.
- The Town maintains compliance with state affordable housing regulations.
- The resale process remains timely, consistent, and administratively efficient. This method has been used successfully in prior resales and represents the standard practice

On motion, it was,

Voted:

To authorize (but not require) the Director of Planning & Community Development, on behalf of the Select Board and the Town of Brookline, to decline the Town's Right of First Refusal under the following conditions:

- a. The sale is for an individual home, sold and purchased by an individual household;
- b. The sale, if it includes the home and land under the same ownership, does not include more than 5,000 square feet of property;
- c. The seller authorizes the Department of Planning & Community Development to fairly market and administer an affordable housing lottery that follows Brookline's affordable housing lottery procedures and policies (such as a preference for Brookline residents and employees);
- d. The Department of Planning & Community Development will notify the Select Board by email of the sale (and notice that the Town is not exercising its Right of First Refusal) at the same time the general public is notified of the sale;
- e. The Department of Planning & Community Development will work with the seller and prospective buyers to facilitate the resale of the unit to an income-qualified first-time homebuyer household and ensure that all new documents comply with the affordability requirements of the Town's Affordable Housing program;
- f. The property prior to the proposed sale includes an affordable housing covenant in perpetuity, at or below the income level when the home was originally created;
- g. Wherever possible, the Department of Planning & Community Development will work with the state's Local Initiative Program to ensure that units are included on the state's Subsidized Housing Inventory (if not already);
- h. The Department of Planning & Community Development will include an annual summary on any such sales where the Town did not exercise its Right of First Refusal in the Annual Report; and
- i. This authorization will expire on March 24, 2031 unless otherwise renewed by the Select Board.

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

12. Boards and Commissions - Interviews

12a. Brookline Commission for Women

Shawn O'Neal

Shawn O'Neal expressed interest in serving on the Brookline Commission for Women by highlighting lived experience as a disabled woman and a longtime Brookline resident. The comments emphasized a desire to contribute ideas that support disabled and elderly community members, expand accessibility, and strengthen community engagement. Shawn also referenced the importance of libraries and public resources as places of knowledge and inclusion

12b. Fisher Hill West Uses Advisory Committee - **postponed**

George Cole

13. Boards and Commissions - Annual Reports - **postponed**

13a. Presentation of the Brookline Commission on Disability's Annual Report to the Select Board

14. Department Budget Reviews

Review of the following FY27 Departmental Budgets:

14a. Town Clerk

The Town Clerk, Ben Kaufman, explained that the FY27 budget rises sharply only because the year includes three elections instead of one, while all other lines remain flat, producing no additional operational increase. The office maintains standard hours (8–5 Mon–Thurs, 8–12:30 Fri), and occasional brief closures occur only for all-staff training related to elections. Aside from election-driven costs, the Town Clerk’s budget remains stable and unchanged.

14b. Finance Department

Finance Director, Lincoln Heineman, reported a largely level budget for FY27, with a 1% overall decrease absent an override, noting that the only increases come from contractual software costs while reductions occur mainly in purchasing personnel. The department highlighted major accomplishments such as maintaining the Town’s AAA bond rating, supporting the Expenditures & Revenues Study Committee, and securing updated PILOT agreements, while also outlining goals that include integrating financial systems, maximizing taxable portions of exempt properties, and preparing for potential impacts of statewide legislation. The presentation emphasized ongoing work on financial policy, reserve management, and future OPEB planning, and acknowledged that staffing cuts under a no-override scenario would slow services such as residential exemption processing and procurement

14c. Advisory Committee

The Advisory Committee Chair, Dennis Doughty, presented a small FY27 budget totaling \$31,272 after reducing its request to mirror town wide cuts, with most funding dedicated to the salary of the Committee’s administrative assistant and smaller amounts for meeting food, professional dues, and training. The Committee noted rising interest in MMA events, modestly increasing the training line, while reducing meal costs due to fewer in-person meetings. The AC emphasized that the budget is lean, functional, and primarily supports essential administrative and training needs.

14d. IT Department

IT Director, Feng Yang, presented a \$2.74M FY27 budget reflecting a modest 1.98% increase driven mainly by software licensing and step increases, while highlighting major accomplishments in cybersecurity, infrastructure upgrades, digital services, and service-desk performance. The department reported maintaining an “A” cybersecurity rating, earning an MMA website award, and achieving a 97% customer-satisfaction rate on support tickets. IT also outlined ongoing work to manage emerging AI tools responsibly through governance policies, training, and pilot testing, and emphasized the need for continued investment in security, data protection, and reliable town wide technology systems

15. Parking Fine Increases - postponed

- 15a. Question of authorizing the Town Administrator to request review of an increase in parking violation fines from the Transportation Board. The final decision on any possible fine increase will be made by the Select Board after the Transportation Board offers its opinion and approval of any proposed new fine schedule.

16. (9:00 PM) Warrant Articles - Public Hearing - postponed

Public hearing, discussion, and possible vote on the following Warrant Articles for the 2026 Annual Town Meeting:

- 16a. Article 17. Create a new Article 6.XX of the Town's General By-Laws to prohibit civil immigration enforcement activities on Town facilities (Wu, TMM7, et al.)
- 16b. Article 25. Resolution requesting the discontinuance of state and local collaboration with Federal Immigration Enforcement and participation in related information-sharing programs (Lebovitz, TMM8; Wu, TMM7, et al.)

17. Warrant Articles – Continued - postponed

Continued discussion and possible vote on warrant articles for the May 26, 2026 Annual Town Meeting, including but not limited to:

- 17a. Article 7. Establish an Override Stabilization Fund (Select Board)

There being no further business, the Chair ended the meeting at 10:58 pm.

ATTEST



Select Board Minutes
Tuesday, March 24, 2026 at 5:30 PM
6th Floor Hearing Room

1. Open Session

- 1a. Question of entering into Executive Session for the purpose stated in item two (2), and to reconvene in open session.

Chair Greene announced that the Board shall enter into Executive Session for the purpose of considering the purchase, exchange, lease, or value of real property, specifically the Coolidge Corner Theatre (property located at 280-290 Harvard Street). The board will reconvene in open session.

On motion, it was,

Voted to enter into Executive Session

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

2. Executive Session

- 2a. Executive session, pursuant to G.L. c. 30A, § 21(a)(6) ("Purpose 6"), for the purpose of considering the purchase, exchange, lease, or value of real property, specifically the Coolidge Corner Theatre (property located at 280-290 Harvard Street).

3. Announcements/Updates

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

- Monday, March 30, 2026, the MBTA will present on the "MBTA C Branch Station Accessibility Project", which will upgrade multiple stations to meet ADA standards. Staff will answer questions about the project, construction plans, and expected impacts.

4. Public Comment – No speakers

5. Presentation of Citation to Ken Liss of Brookline Historical Society

Chair Greene read the Citation recognizing Kenn Liss and his long and impactful service as President of the Brookline Historical Society.

CITATION

Brookline Select Board

The Brookline Select Board expressing its appreciation to

Kenneth "Ken" Liss

for his exemplary service and scholarship in preserving and sharing the history of Brookline

WHEREAS the Brookline Select Board rightfully honors those exemplary Brookline residents whose civic work, scholarship, and leadership have enriched the cultural and civic life of our Town; and

WHEREAS Kenneth “Ken” Liss has served for many years as President of the Brookline Historical Society, leading the organization in its mission to preserve, interpret, and promote Brookline’s heritage; and

WHEREAS under the leadership of Ken Liss, the Historical Society has maintained and interpreted Brookline’s historic properties, including the Edward Devotion House — one of the Town’s oldest colonial-era structures and headquarters of the Society — as well as the Widow Harris House and the Putterham School at Larz Anderson Park, thereby preserving tangible links to Brookline’s colonial and early history; and

WHEREAS Ken Liss has developed and led walking tours and virtual tours of Brookline neighborhoods and commercial corridors, such as “*A Century and a Half of Shopping in Coolidge Corner*,” bringing to life the stories of the people and places that have shaped our community; and

WHEREAS Ken Liss has overseen the Historical Society’s expansion of online resources, making Brookline’s history widely accessible through digital archives, photo collections, neighborhood histories, and innovative “then and now” features; and

WHEREAS Ken Liss has contributed important research on topics of civic and social significance, including the study of Brookline’s racially restrictive covenants, published as “*Thomas Aspinwall Davis, Amos Lawrence, and Brookline Racial Covenants*,” which have helped the Town and its residents confront difficult aspects of our past with honesty and rigor; and

WHEREAS Ken Liss has worked with other local public historians and educators to provide historical details and documentation for their projects, such as *Hidden Brookline*, which provides walking tours and uncovers and educates the public about the history of enslaved people in the Town and the efforts of Town residents to undermine and abolish slavery; and

WHEREAS Ken Liss has served as an important and vital public historian, giving lectures, writing extensively for the Historical Society’s website, and contributing articles and commentary to *Brookline.News* and other local outlets, where his “Brookline Past & Present” features have illuminated the historical context of contemporary issues; and

WHEREAS Ken Liss has worked in partnership with Town officials, schools, civic groups, and cultural institutions such as the Public Library of Brookline, using history to strengthen community connections and inform public discourse; and

WHEREAS through these many contributions, Ken Liss has helped generations of residents and students engage more fully with Brookline’s unique past, deepened civic understanding of the Town’s development, and inspired appreciation for the role of history in shaping our collective identity.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING, on this 6th Day of January 2026, the Brookline Select Board, on behalf of the residents of Brookline, hereby acknowledges, commends, and thanks **Kenneth “Ken” Liss** for his outstanding and sustained contributions to the Town of Brookline’s historical preservation, public education, and civic life, and expresses its deepest gratitude for his scholarship, stewardship, and leadership.

Ken Liss remarked that leading the Historical Society continues to be a meaningful responsibility, fueled by appreciation for Brookline and enthusiasm for learning more about the town’s past, and expressed gratitude to the community for the recognition and for ongoing support.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

6. Miscellaneous

Approval of miscellaneous items, licenses, and contracts.

6a. Acknowledgment of March 31, 2026, as Transgender Day of Visibility

Michael Rubenstein read the Proclamation:

PROCLAMATION
Brookline Select Board

International Transgender Day of Visibility

March 31, 2026

WHEREAS, In November 2025, Town Meeting urges the Select Board to proclaim March 31, 2026, and this date thereafter, as Transgender Day of Visibility;

WHEREAS, the Town of Brookline is committed to honoring the dignity, resilience, and vital contributions of transgender residents, workers, students, and community members; and

WHEREAS, yearly on March 31, many around the world observe Transgender Day of Visibility to celebrate the lives and many contributions of transgender individuals globally and to bring awareness to the challenges the community faces, such as discrimination, poverty, and violence at disproportionate levels; and

WHEREAS, national advocacy organizations highlight the importance of uplifting transgender voices, sharing stories that foster understanding, and encouraging communities to stand firmly against prejudice in all forms; and

WHEREAS, communities across the country commemorate this day through visible demonstrations of support; including educational programming, community gatherings, and symbolic activities such as flag-raising to create space, affirmation, and a sense of belonging for transgender people; and

NOW, THEREFORE, the Select Board of the Town of Brookline hereby proclaims March 31, 2026 as **International Transgender Day of Visibility** and encourages all Brookline residents to promote inclusion, challenge discrimination, uplift transgender voices, and ensure that Brookline remains a welcoming, affirming, and safe community for all.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

6b. Question of approving the following meeting minutes:

March 10, 2026.

Approved, as amended

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

March 17, 2026 (Workshop)

Approved, as amended

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

6c. Question of approving the following seven (7) Change Orders in the total amount of \$30,215.04 with TRAC Builders, related to the Fire Station projects:

Change Order #21 - \$2,385.00 - Cost to saw cut openings greater than 12" that were NIC.

Change Order #22 - \$1,100.28 - Cost to infill existing hole at chimney.

Change Order #23 - \$10,353.02 - Cost to install and fabricate structural lintels

Change Order #24 - \$10,023.73 - Cost to install structural channels at HVAC openings at lower level.

Change Order #26 - \$765.36 - Cost to remove/reinstall ductwork at HVAC .

Change Order #27 - \$1,496.27 - Cost to center ERPs per Bulletin 5.1 and 5.2.

Change Order #29 - \$4,091.38 - Cost to wiring new fire pole per Bulletin 1 & add outlets at patrol

desk.

Total - \$30,215.04

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6d. Question of approving an Authorization to Hire request from the Director of Public Health and Human Services:

Director of Veterans Services (T10)

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6e. Question of approving an Authorization to Hire request from the Chief of Police:
Dispatcher (ETD)

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6f. Question of awarding and executing Contract No. PW/26-42 with Brown and Caldwell in the amount of \$136,641 for professional engineering services to conduct water quality sampling and analysis at the Brookline Reservoir.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6g. Question of approving an Appropriation Transfer request from the Director of Public Health & Human Services in the amount of \$15,000 as follows:

From: Professional/Tech Services \$12,000.00

To: Natural Gas \$2,000.00

To: Water \$1,000.00

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6h. Question of approving the petition of Verizon New England Inc. to for permission to construct, and a location for underground conduit in Summit Avenue running northeasterly and southeasterly from pole P.1A opposite Atherton Road a distance of about 125 feet to manhole MH38/386.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6i. Question of approving the petition of NStar Electric Company d/b/a Eversource Energy for permission to construct, and a location for underground conduit in St. Mary's Street running

southerly from manhole 17753 south of Beacon Street a distance of about 395 feet to manhole 8928 via manhole 8927 and reroof manhole 8928 with two roof openings.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6j. Question of approving the application for a Change of Manager of record from Shenrong Huang to Yung Li at 195 Washington St. Brookline, MA 02445

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

Question of approving the application for a Change of Ownership in Coporation for Brookline Sky, Inc d/b/a OMORI at 195 Washington St. Brookline, MA 02445

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

Question of approving the application for a Change of Officers, Directors, LLC Manager for Brookline Sky, Inc d/b/a OMORI at 195 Washington St. Brookline, MA 02445

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

Question of approving the application for a Transfer in Stock for Brookline Sky, Inc d/b/a OMORI at 195 Washington St. Brookline, MA 02445

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6k. Question of approving the application for an All-Alcohol Package Store License for Brookline Wine LLC at 27 Harvard Street Brookline, MA. Proposed manager will be Nicholas Lisotto and proposed Alternate Manager will be Nathan Derri.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6l. Question of approving the application of a new Common Victualler/ Entertainment/ Outdoor Dining License for HDR Holding Massachusetts LLC d/b/a Wonder at 392 Harvard St. Hours of operation and Entertainment will be Sunday - Saturday 10:00 AM – 12:00 AM. Seating will consist of 13 inside dining seats and no operation of Outdoor Dining.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6m. Question of approving the application of a new Common Victualler/ Entertainment/ Outdoor Seating License for Cupcake Therapy Brookline LLC d/b/a Cupcake Therapy at 288 Washington

St. Hours of operation and Entertainment will be Sunday - Saturday 5:00 AM – 11:30 PM.
Seating will consist of 28 inside dining seats and no operation of Outdoor Dining.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6n. Question of approving the application of Manager, Raul Miller and Alternate Managers Alex Pappas, Destiney Dixon, and Ryan O’Neill for Deeze Cannabis LLC, d/b/a Deeze Cannabis at 1351 Beacon Street.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

- 6o. Question to approve the application for Change of Lodging House Agent from Abigail Hoff to Mariane Diniz at 89 Marion St. Brookline, MA.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

7. Police Chief Contract

- 7a. Question of approving and executing a successor agreement with Chief of Police Jennifer Paster.

The Select Board acknowledged a new three-year contract for Police Chief Jennifer Paster. Board members praised the Chief for steady leadership, improved staffing, updated policies, stronger financial management, and stabilizing the department during difficult earlier years.

The contract was fully reviewed by HR and Town Counsel.

Chief Paster briefly thanked the Board, noting consistent support throughout her tenure.

Approved

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

8. Calendar

9. (6:30 PM) License Violations - Public Hearings (Continued)

- 9a. Continuation of licensing panel hearing on alleged license violation by Seven Subs (no renewal submitted).

Town Administrator Carey, reviewed that several attempts to communicate with the business owner has failed. The representatives did not appear at the last licensing hearing. It was noted that the owner may be out of -state, however, the business appears to be still operating.

On motion, it was,

Voted to deem the business as closed.

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

9b. Continuation of licensing panel hearing on alleged license violation by Maruichi Select (failed Fire Department inspection).

Deputy Chief, Todd Cantor, reviewed that the restaurant failed the Fire Department's inspection due to a non-compliant hood suppression system. The Inspectors returned on several occasions and it was still not addressed. The system has been non-complaint for months.

A Maruichi Select employee reported the issue is now fixed by Impact Fire, with documentation provided, explaining that frequent management turnover may have caused the delay. It was added that cooking operations had stopped until compliance is confirmed.

Town Administrator Carey noted the frequent management turnover, and announced that the proper paperwork needs to be filed to acknowledge that.

- Next Steps: The Fire Department will conduct a re-inspection
- The business must update corporate/ownership information with the Town.
- The business will appear at the April licensing hearing.

10. **(7:00 PM) Override - Public Hearing**

Presentation and hearing on override vote.

Presentation by the Public Schools of Brookline:

Bella Wong, Superintendent

Susan Givens, Deputy Superintendent for Administration and Finance

Valerie Frias, School Committee Chair

Mariah Nobrega, Finance and Capital Improvements Subcommittee Chair

Administrator Carey presented override options, explained the financial assumptions, and laid out the implications of different funding levels for FY27–FY29.

Brookline's Override Structure & Current Challenge

- Brookline traditionally structures operating overrides to cover three fiscal years.
- Rising healthcare costs, fixed costs, and limited levy growth are straining both town and school budgets.
- Key cost drivers include:
 - Healthcare increases (8–12% annually)
 - State decisions affecting co-pays and drug coverage
 - CIP revenue limits
 - OPEB contributions being held flat

Overview of Town and School Needs

- Town request: \$5.31M (slightly less, inflation-adjusted, than 2023 request).
- Schools require phased increases due to operating deficits.

- Several override models were presented (Tier 1, Tier 2, sub-options).

Two Main Override Models

Option 1 – Phased (23.25M)

- Schools phase increases over three years.
- Town takes its share upfront and uses stabilization for out-years.
- Tax increases phase in: 8%, 12%, 18% cumulative.
- Pros: Lower immediate taxpayer burden; aligns with voter familiarity.
- Cons: Highest total levy impact; minimal buffer if school deficits worsen.

Option 2 – Upfront (18.6M)

- Both town and schools take the override amount upfront and deposit unused amounts into stabilization.
- Pros: Lower override number on ballot; creates a buffer for FY30; flexibility if assumptions change.
- Cons: Higher tax shock in year one; bigger cliff in FY30; heavier dependence on pension/OPEB savings.

Additional Options Requested by the Board

Carey modeled:

- \$20M override → requires proportional cuts on both sides.
- \$16.3M override → keeps year-one tax increase $\leq 10\%$; significant FY30 cliff.
- Options below \$16M judged not viable due to unsustainable school impacts.

Town cuts under this model:

DPW: Tree protection & Horticulture Specialist (\$300,000)

Police: 2 Patrol Officers (\$170,000)

Buildings: Plumber (\$80,000)

Town Clerk: FT Clerk/typist (30,000)

Public Schools of Brookline – Presentation Summary

Superintendent, Bella Wong made a presentation:

1. Leadership & Initial Work

- New senior leadership team now in place for 9 months.
- Conducted 200+ entry interviews with town, school staff, and community to assess needs.
- Built stronger collaboration with town departments.

- Nearly all commitments outlined in the spring MOA are completed or in progress.

Major Budget Realities

- Town capacity for school cost increases has sharply declined.
 - Historical average annual support: \$6M/year.
 - Projected: \$2.5M (FY27), –\$90k (FY28), –\$500k (FY29).
- Rising fixed costs, especially Special Education tuition, transportation, utilities.
- Non-salary portion of the school budget is down to 12.5%, below typical 15% levels.

Cuts Already Made (to Prepare FY27 Budget)

- Reduced projected FY27 costs by \$5.8M.
- Proposed reduction of 22.1 FTEs, mostly through right-sizing based on class size and caseload.
- District office staff reduced; EdTech specialists reduced 50%.

What Full Funding Supports

- Preserves class sizes at guideline levels.
- Maintains Tier 1 & Tier 2 supports, which help prevent costly special education identification later.
- Maintains core arts, music, world language, and high school programming.
- Avoids violating DESE requirements for instructional hours and high school accreditation concerns.

Consequences of Underfunding

86% Funding Scenario (Option 3A)

- Requires additional \$2.5M in cuts and 19.3 more FTE reductions.
- Eliminations include:
 - Conservatory
 - Many MTSS supports and athletic programming
 - Loss of general education paraprofessionals beyond current cuts
- Future cuts must come almost entirely from staff, due to non-salary lines already minimized.

Failed Override (0% — catastrophic scenario)

Year 1 cuts (\$5.3M):

- Eliminate:
 - Elementary world language
 - Most music programs
 - 50%+ paraprofessionals in grades K–1
- Class sizes inflate dramatically; high school teaching loads increase.

- 58.2 FTEs eliminated in Year 1 alone.

Years 2–3:

- Additional \$13M in cuts required.
- Total loss over 3 years: 210.3 FTEs (14.5% of district staff).
- Risks:
 - Loss of compliance with DESE standards
 - Increase in special education referrals due to loss of early-grade supports
 - Long-term erosion of programming unlikely ever to be restored

Superintendent’s Closing Message

- No new programs in the FY27–29 request—only preservation of existing services.
- The request reflects careful stewardship, extensive reductions already made, and a commitment to long-term sustainability.
- Partial funding would “significantly compromise educational programming”, especially for vulnerable learners.
- Full funding is needed to prevent irreversible harm to Brookline’s school system.

Public hearing:

The Brookline Educators Union representative, Justin Brown, emphasized that only the full \$23.2 million override can preserve stable, high-quality teaching and learning in the Public Schools of Brookline, arguing that anything less would mean job losses, program cuts, and long-term harm to students. The union described full funding as an investment in stability, trust, and educational excellence, noting that a failed override would cause catastrophic staff reductions and undermine school operations. The BEU urged the Select Board to place the full amount on the ballot and committed to mobilizing its members in support of a successful override campaign.

The Brookline Firefighters Union representative, Declan Ward, warned that insufficient override funding would directly endanger public safety by forcing firehouse closures, layoffs, and reduced frontline staffing, which would slow emergency response in this dense, high-risk town. The union emphasized that seconds matter during fires and medical emergencies, and cuts would mean fewer firefighters on scene when lives depend on rapid action. Recent tragedies in Fall River and Needham were cited as examples of what happens when resources are inadequate, and the union stressed that mutual aid cannot replace a fully staffed local department. The message to the Select Board and residents was clear: approving the override is essential to maintaining safety, and without it, the question is not if inadequate staffing will cost lives, but when.

1. Dave Porter, (TMM6), urged placement of only a full-funding override on the ballot, stating that partial amounts undermine trust, as seen after the 2023 override and the loss of elementary world language. The comments emphasized that the community deserves a clear, honest funding request and that current town and school leadership can identify the level truly required.

2. Jeremy Redburn, (Yes for Brookline 2026) noted a petition signed by 1,269 Brookline residents calling for a full-funding override and urged the Select Board to act quickly, set the override at the level identified by town and school leadership, and communicate clearly about the consequences of insufficient funding. The statement emphasized widespread concern about losing essential town and school services and highlighted strong community readiness to support a complete and honest override request.
3. Marissa Vogt, (TMM6, & Library Trustee) urged the Select Board to place only a single, fully funded override on the ballot, stating that multiple options would confuse voters and repeat the problems created by the insufficient 2023 override. The comments emphasized the need for transparency, noted the harm caused by prior cuts such as the loss of elementary world language, and called for an override that honestly reflects town and school needs.
4. Emily Jaffe, (Precinct 9; Co-Chair, Brookline SEPAC), described the override as an equity issue, emphasizing that underfunding would most harm students with disabilities, students from low-income families, and others who rely entirely on public school supports. The remarks highlighted those cuts would mean larger classes, fewer services, and disrupted learning for those with the least margin for loss, and urged the Select Board to place only fully funded override options on the ballot to uphold Brookline's commitment to fairness and student well-being.
5. Erin Myer (Parent) expressed strong community support for a full-funding override, noting many residents are prepared to back the schools and town despite the financial challenge. The comments urged the Select Board to trust expert guidance from the superintendent, ERSC, and other advisors, and to give voters a clear opportunity to support essential services that families and students rely on.
6. Jane Licurse, (Francis Street), urged the Select Board to avoid multiple override options, stressing that several choices would confuse voters. The comments supported placing only a fully funded override on the ballot and emphasized that Proposition 2½ restricts revenue growth in ways that no longer match rising costs, making a complete and honest request essential for maintaining town and school service.
7. Dick Benka, (ERSC member, TMM14) warned that placing both phased and upfront override structures on the ballot would confuse voters and risk misleading them since the "lower" upfront amount could actually result in higher taxes over three years. The comments urged the Select Board to avoid multiple conflicting options, emphasized legal constraints that make tier interactions complicated, and recommended limiting the ballot to options that do not create unnecessary targets during an override campaign.
8. Alisa Plazonja, (Precinct 8), cautioned that multiple override options would trigger predictable voter behavior, with many choosing a middle option even if inadequate, increasing the likelihood of underfunding. The comments recommended offering only a full-funding override or clearly labeling smaller options as resulting in service cuts. The remarks also encouraged exploring additional revenue sources, including higher parking meter rates.
9. Sarah Lipsky?, (Parent), shared comments prepared by a student describing the importance of Chinese class and Conservatory, noting that both programs offer meaningful learning and creative opportunities that would be lost under cuts.

10. Sophia Warner (Parent) urged the Select Board to avoid multiple override options and supported placing only a fully funded override on the ballot. The comments highlighted concerns about program losses, increased class sizes, and reduced supports at elementary schools, and emphasized that Brookline’s strong public schools are central to the town’s appeal and should be protected through full funding.

Select Board discussion

1. Should there be multiple override options?

- Majority view (Warren, Pearlman, Rubenstein, Chair Greene):
Place only one full-funding override on the ballot.
 - Multiple options would confuse voters.
 - An insufficient option would mislead the public the way the 2023 override did.
 - Full funding is the only way to avoid severe school and town service cuts.
 - The community feedback overwhelmingly favored a single, fully funded question.
- Minority view (VanScoyoc):
Argue for including a second, lower option (about 85%).
 - Removing choice could anger voters.
 - A lower option might pass if the larger one fails.
 - A single option is a “roll of the dice” and risks a total failure.

2. Concerns About Voter Confusion

Board members stressed:

- Voters may not understand differences between phased vs. upfront levy structures.
- Behavioral economics suggests voters may choose a “middle option” even if inadequate.
- The 2023 experience—voters passed an override but still saw program cuts—damaged trust.

3. Discussion of Financial Structure

The Board discussed:

- Full pay-as-you-go funding vs. taking the town portion upfront.
- Complexities in explaining tax impacts under phased versus front-loaded approaches.
- The importance of aligning the override number with what is actually needed for level services.

4. Fiscal and Political Risks

- Members acknowledged the risk of a failed override, but the majority believed a confusing or insufficient option would create greater long-term harm, including cuts to:
 - Fire and police staffing
 - School programming
 - Early-grade paraprofessionals

- Arts and music
- Town infrastructure support

Paul Warren emphasized that cuts would “decimate” schools and threaten public safety.

5. Motions

On motion to add an 85% of the funding request option to the ballot, it was,

Voted 1-3-1, motion failed.

Aye: John VanScoyoc

Against: Bernard Greene, David Pearlman, Michael Rubenstein

Abstained: Paul Warren

On motion, it was,

Voted 4-0-1 to place a single full-funding override totaling \$23,254,439. on the May 5, 2026 ballot. The structure includes the town portion taken upfront and the school portion phased over three years.

Aye: Bernard Greene, Paul Warren, David Pearlman, Michael Rubenstein

Abstained: John VanScoyoc

11. Rights of First Refusal for Affordable Housing

Discussion and potential vote regarding rights of refusal for permanent affordable housing. Planning Department staff, David Guzman and Kara Brewton reviewed the policy request to routinely decline the Town’s right of first refusal on standard, compliant resales of deed-restricted affordable units, streamlining a process that typically involves simple verification of income-qualified buyers and compliance with affordability covenants. More complex cases will still come to the Board, and new safeguards require staff to notify the Board of routine declinations and return for review at the five-year mark.

Explanation:

When the owner of an affordable unit elects to sell the property, the Town must receive a Notice of Intent to Sell and determine whether to exercise its Right of First Refusal. Historically, the Town has not exercised the Right directly unless instructed by the Select Board. In lieu of exercising its Right of First Refusal, Town staff facilitate the resale process in accordance with the terms of the deed restriction and the guidelines established by the state’s Local Initiative Program. Resales of these affordable units are typically managed by staff through an established marketing and lottery process. This approach ensures that:

- The unit is sold to an income-eligible first-time homebuyer household.
- All affordability restrictions remain in place in perpetuity.
- The Town maintains compliance with state affordable housing regulations.
- The resale process remains timely, consistent, and administratively efficient. This method has been used successfully in prior resales and represents the standard practice

On motion, it was,

Voted:

To authorize (but not require) the Director of Planning & Community Development, on behalf of the Select Board and the Town of Brookline, to decline the Town's Right of First Refusal under the following conditions:

- a. The sale is for an individual home, sold and purchased by an individual household;
- b. The sale, if it includes the home and land under the same ownership, does not include more than 5,000 square feet of property;
- c. The seller authorizes the Department of Planning & Community Development to fairly market and administer an affordable housing lottery that follows Brookline's affordable housing lottery procedures and policies (such as a preference for Brookline residents and employees);
- d. The Department of Planning & Community Development will notify the Select Board by email of the sale (and notice that the Town is not exercising its Right of First Refusal) at the same time the general public is notified of the sale;
- e. The Department of Planning & Community Development will work with the seller and prospective buyers to facilitate the resale of the unit to an income-qualified first-time homebuyer household and ensure that all new documents comply with the affordability requirements of the Town's Affordable Housing program;
- f. The property prior to the proposed sale includes an affordable housing covenant in perpetuity, at or below the income level when the home was originally created;
- g. Wherever possible, the Department of Planning & Community Development will work with the state's Local Initiative Program to ensure that units are included on the state's Subsidized Housing Inventory (if not already);
- h. The Department of Planning & Community Development will include an annual summary on any such sales where the Town did not exercise its Right of First Refusal in the Annual Report; and
- i. This authorization will expire on March 24, 2031 unless otherwise renewed by the Select Board.

Aye: Bernard Greene, John VanScoyoc, Paul Warren, David Pearlman, Michael Rubenstein

12. Boards and Commissions - Interviews

12a. Brookline Commission for Women

Shawn O'Neal

Shawn O'Neal expressed interest in serving on the Brookline Commission for Women by highlighting lived experience as a disabled woman and a longtime Brookline resident. The comments emphasized a desire to contribute ideas that support disabled and elderly community members, expand accessibility, and strengthen community engagement. Shawn also referenced the importance of libraries and public resources as places of knowledge and inclusion

12b. Fisher Hill West Uses Advisory Committee - **postponed**

George Cole

13. Boards and Commissions - Annual Reports - **postponed**

13a. Presentation of the Brookline Commission on Disability's Annual Report to the Select Board

14. Department Budget Reviews

Review of the following FY27 Departmental Budgets:

14a. Town Clerk

The Town Clerk, Ben Kaufman, explained that the FY27 budget rises sharply only because the year includes three elections instead of one, while all other lines remain flat, producing no additional operational increase. The office maintains standard hours (8–5 Mon–Thurs, 8–12:30 Fri), and occasional brief closures occur only for all-staff training related to elections. Aside from election-driven costs, the Town Clerk’s budget remains stable and unchanged.

14b. Finance Department

Finance Director, Lincoln Heineman, reported a largely level budget for FY27, with a 1% overall decrease absent an override, noting that the only increases come from contractual software costs while reductions occur mainly in purchasing personnel. The department highlighted major accomplishments such as maintaining the Town’s AAA bond rating, supporting the Expenditures & Revenues Study Committee, and securing updated PILOT agreements, while also outlining goals that include integrating financial systems, maximizing taxable portions of exempt properties, and preparing for potential impacts of statewide legislation. The presentation emphasized ongoing work on financial policy, reserve management, and future OPEB planning, and acknowledged that staffing cuts under a no-override scenario would slow services such as residential exemption processing and procurement

14c. Advisory Committee

The Advisory Committee Chair, Dennis Doughty, presented a small FY27 budget totaling \$31,272 after reducing its request to mirror town wide cuts, with most funding dedicated to the salary of the Committee’s administrative assistant and smaller amounts for meeting food, professional dues, and training. The Committee noted rising interest in MMA events, modestly increasing the training line, while reducing meal costs due to fewer in-person meetings. The AC emphasized that the budget is lean, functional, and primarily supports essential administrative and training needs.

14d. IT Department

IT Director, Feng Yang, presented a \$2.74M FY27 budget reflecting a modest 1.98% increase driven mainly by software licensing and step increases, while highlighting major accomplishments in cybersecurity, infrastructure upgrades, digital services, and service-desk performance. The department reported maintaining an “A” cybersecurity rating, earning an MMA website award, and achieving a 97% customer-satisfaction rate on support tickets. IT also outlined ongoing work to manage emerging AI tools responsibly through governance policies, training, and pilot testing, and emphasized the need for continued investment in security, data protection, and reliable town wide technology systems

15. Parking Fine Increases - postponed

- 15a. Question of authorizing the Town Administrator to request review of an increase in parking violation fines from the Transportation Board. The final decision on any possible fine increase will be made by the Select Board after the Transportation Board offers its opinion and approval of any proposed new fine schedule.

16. (9:00 PM) Warrant Articles - Public Hearing - postponed

Public hearing, discussion, and possible vote on the following Warrant Articles for the 2026 Annual Town Meeting:

- 16a. Article 17. Create a new Article 6.XX of the Town's General By-Laws to prohibit civil immigration enforcement activities on Town facilities (Wu, TMM7, et al.)
- 16b. Article 25. Resolution requesting the discontinuance of state and local collaboration with Federal Immigration Enforcement and participation in related information-sharing programs (Lebovitz, TMM8; Wu, TMM7, et al.)

17. Warrant Articles – Continued - postponed

Continued discussion and possible vote on warrant articles for the May 26, 2026 Annual Town Meeting, including but not limited to:

- 17a. Article 7. Establish an Override Stabilization Fund (Select Board)

There being no further business, the Chair ended the meeting at 10:58 pm.

ATTEST



Lloyd Gellineau, Chief Diversity Office

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

Memorandum

To: Brookline Select Board
From: Caitlin Starr, Assistant Director
Date: March 23, 2026
Re: Gift Donation to the Brookline Commission for Women
CC: Melanie Otsuka, ATA for Operations

Select Board Members,

The Office of Diversity, Equity, Inclusion, and Community Relations seeks the Select Board's authorization to accept a \$50.00 Gift Donation from Linda Goldman to the Brookline Commission for Women in support of their work and mission.

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



Advisory Council of Public Health

Brookline Public Health

Memorandum

Charles Homer, MD, MPH, Chair

Public Health Building

11 Pierce St.

Brookline, MA 02445

To: Select Board

From: Advisory Council of Public Health

Date: February 21, 2026, 2025

Subject: Annual Report

The Council was established by state law in 1945.¹ The primary role of ACPH is to advise the Director and the Department on public health matters. The Director, who is appointed by the Select Board, shall have “the powers, perform the duties and be subject to the obligations of Board of Health in towns.”

The mission of the Advisory Council on Public Health (ACPH) is to preserve, protect & promote the physical, mental, and environmental health of the Brookline Community.

In pursuit of its mission, ACPH also advocates for policies and services that advance public health. It does so through engagement in public policy discussion and through partnerships to reduce health inequities and respond to emerging public health challenges.

Throughout CY 2025, the Council advised the Directors on departmental strategy and services. Activities of particular importance included:

- Providing support for the current Director, John Kleschinsky in his new role following the mid-year departure of the previous Director, Sigalle Reiss
- Reviewing and providing feedback enabling the finalization of the Community Health Improvement Plan and particularly the action plan for its implementation.

¹ Acts of the General Court, 1945: Chapter 345, Section 3. The selectmen shall appoint an advisory council of public health whose duties shall be to act in an advisory capacity to the director of public health. Said council shall consist of six members. The members of such council shall elect annually in May a chairman from their own number. They shall serve without compensation and may be removed by the selectmen for cause. They shall meet quarterly, and additional meetings may be held at any time at the call of the chairman or of the director, who shall be secretary of the advisory council.

- Finalizing the Brookline Human Services Gap Analysis and Recommendations and supporting its implementation
- Reviewing and communicating to Town Meeting recommendations concerning warrant articles related to public health priorities, particularly those articulated in the Community Health Improvement Plan.
- Exploring expanding health department regulations relating key public health concerns as a means of flexibly addressing such concerns that are within the scope of public health.
- Addressing how Brookline public health can best address some of the threats to public health posed by the current federal administration.

At its monthly meetings, the Council reviews and discusses Departmental division reports and program updates, and offers suggestions for opportunities for improvement.

Numerous warrant articles in both the Spring and Fall Town Meeting sessions had significant relevance to public health and to the responsibilities of the Department for implementation. In the spring, these included articles related to plastic bags and take out items, proposed creation of a “Commission on Thriving Children and Youth,” carrying firearms in health care facilities and places where alcohol is served, the real estate transfer fee (home rule petition), brokers fee (resolution), and support for transgender, nonbinary and gender diverse people. In the fall these included the article concerning childcare (aligning the town with state rules), zoning on Clark Road (former Maimonides lower school), the renter’s handbook, dark skies, and LGBTQIA+ pride month and history month.

ACPH closely monitored and provided guidance to the Department in selecting the appropriate software in support of the Department’s expanded role in enabling Town residents to have ready access to appropriate human services. We met with Eliza Usen, MSW, the Town’s new Human Services Resource Coordinator and discussed her strategy to engage across Town departments, community agencies and residents.

ACPH heard and discussed proposed regulations related to the keeping of animals. In addition, we learned about new state tobacco guidelines and discussed how these can best be implemented here in Brookline where, up until this point, tobacco control is

embedded in bylaws rather than departmental regulations. Affiliate member Anthony Ishak also brought to ACPH's attention the deleterious health impact of a kratom, a derivative of a leaf from Southeast Asia. He shared with us regulations banning this substance from being sold adopted in several towns in Massachusetts. The Department is working with Town Counsel, and all of these will continue to be finalized in 2026.

In response to a question from the liaison between ACPH and the School Committee (Jesse Hefter), ACPH reviewed the extensive activities being undertaken by the Department to prevent and address substance use.

Related to threats to public health resulting from federal administration action, ACPH considered and advised the Department on strategies concerning hunger and food insecurity, immigrant fears harming access to services, and vaccine hesitancy. We were pleased to engage with the Friends of Public Health in these efforts.

Following up on the strategic planning and organizational development activities undertaken in 2023, the Council completed its development of a Council manual, developed a Council self-assessment tool, and undertook its first self-assessment. In general, ACPH members felt that the Council is fulfilling its functions well and receiving the appropriate support and information it needs. The one area of concern was the continued lack of diversity on ACPH, and how it continues to not reflect the diversity of the Town. One member of the Council resigned mid-year (Andy Epstein), and we have not yet identified a replacement.

ACPH continued its focus on health equity. We reviewed and provided feedback on the Department's web pages on equity (Equity in Action and Equity Data).

The ACPH would like to recognize the outstanding work of PH&HS staff and their dedication to improving the health and well-being of all the residents of Brookline. We view it as a great privilege to be working in support of this outstanding Department.



Ann Hess Braga, Director

Town Hall, 2nd Floor
333 Washington St.
Brookline, MA 02245
617-730-2121

Memorandum

To: Select Board
From: Ann H. Braga, HR Director
Date: January 30, 2026
Re: ATH HR Coordinator/Admin Head Clerk

Human Resources is requesting to hire a HR Coordinator(Admin Head Clerk) for the department.

The position was originally budgeted as a full-time position. Our long-time employee has decided to move out of state and we need to fill the position. The HR Coordinator provided critical services in the employment cycle of our employees including processing new hires and pre-employment CORIs, processing WC and IOD payrolls, processing FMLA applications and confirming eligibility as well as departmental payroll and bills. Through a variety of factors, the employee currently in the position currently works under 20 hours, down from 30 hours. As a result, other HR team members have been covering the work that they have not been able to complete during their hours. While challenging in the short term, it is not feasible for the existing department staff to continue with the added workload.

I have met with the Position Review Committee to discuss the operations of our department before having the position brought to the Select Board for consideration.

Thank you for your consideration.



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:** HR Coordinator/ADMIN HEAD CLERK Grade: C-10

2. **Department:** Town HR Division: _____

3. Position Control #: 142000005 Prior Incumbent: K. Aldin

a. Reason for Leaving: ☒ Resignation ☐ Retirement ☐ Other: Moving

4. **Budgetary Information:**

Department Code: AP Budget Code: 14201420 510102 % 100

☐ Grant Funded-Name: _____ ☐ Revolving Fund ☐ Enterprise Fund

☐ Full-Time: # of hours/week: ☐ 37 ☐ 37.5 ☐ 40 ☐ 42 or ☒ Part-Time hrs/week: 29.5

6. **Position Information:**

Summarize the primary function of this position.

SUPPORT HR FUNCTIONS INCLUDING WC/IOD PAYROLL, FMLA PROCESSING, PAYROLL & VENDOR
PAYMENTS, NEW HIRES, PRE EMPLOYMENT

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

There are no acceptable alternatives to filling this essential position.

11. Suggested sources for specialized recruitment advertising:

MMA website and all other appropriate websites.

13. **Signatures:**

Department Head: _____ Date: _____

Human Resources: Leslea Noble Digitally signed by Leslea Noble
Date: 2026.03.24 11:27:27 -04'00' Date: _____

Town Administrator: _____ Date: _____

14. **Approvals:**

Date on SB Agenda: _____

Date Approved: _____

**ADMINISTRATIVE HEAD CLERK
HUMAN RESOURCES**

**C-10
Confidential Non-Union
Non-Exempt**

Position Purpose:

Administrative, financial and customer service duties overseeing the daily administrative operations of the Human Resources office. Performs a wide range of complex administrative duties that require general knowledge of bookkeeping, payroll, and pre-employment processes. Administer Human Resources functions including matters related to Massachusetts Civil Service, Omnibus Transportation Employee Testing Act, CORI/SORI, and other highly confidential personnel matters.

Supervision:

Responsibility: Performs a wide range of complex administrative duties that require thorough knowledge of departmental operations in managing and analyzing confidential department information and the exercise of judgment and initiative to interpret guidelines, policies, procedures, and practices. Duties require consideration attention to detail and accuracy. Incumbent is expected to plan and prioritize own activities, following established methods and policies.

Supervision Received: Works under the policy direction of the Director of Human Resources and the administrative direction of the Assistant Director in accordance with established policies and procedures; resolves problems of other staff generally seeking guidance regarding administrative policies or procedures. Job functions require the exercise of judgment and a broad knowledge of department operations.

Job Environment:

Work is performed under typical business office conditions.

Has access to confidential information related to payroll, personnel and medical records, union negotiations, and other personal and private information about Town and School employees.

Has daily contact with municipal employees, other town and school departments, citizen committees, legal and medical professionals, insurance providers, and vendors. Has regular contact with the general public. Resolves issues and provides information by telephone, in writing, and in person.

Operates PC-based computer systems, components, telecommunications equipment, and other standard office equipment.

Errors could adversely impact public, personnel and labor relations with legal and financial consequences.

Essential Functions:

*Human Resource Admin Head Clerk
Town of Brookline, MA
Revised June 2022
Page 1*

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

Submits requests, tracks, and reviews CORI/SORI information for Town and School applicants, employees and volunteers.

Administers and oversees pre-employment process for Town employment including, but not limited to assisting with acknowledgement and response correspondence, and maintaining databases. May coordinate and administer pre-employment evaluations or exams, such as psychological exams for public safety personnel. Prepares offer letters, forms, including medical releases and schedules pre-placement physicals and new hire orientations.

Assists the Assistant Director of Human Resources in orientation and other training as may be required of the department or assigned by the Director or Assistant Director of Human Resources.

Ensures smooth running of Human Resources department through proper communication; organizes, delegates and reviews communications and correspondence.

Assists the Director of Human Resources in all areas and functions. Regularly responsible for special projects and activities requiring knowledge of department's subject matter areas and familiarity with laws, procedures, rules and regulations underlying such areas, e.g., unemployment and workers' compensation rules. Assists the HR Board as needed.

Reviews bills from unemployment program third-party administrator. Acts as back-up liaison to the unemployment program and responds to requests for information as needed.

Prepares and maintains records of purchase orders; orders, receives and processes payments for materials and supplies.

Prepares the necessary forms and reports for accounts payable processing; reviews documents for accuracy; detects errors and makes changes as necessary. Prepares periodic financial, statistical or operational reports as assigned.

Monitors the department's payroll and maintains attendance files. Researches and prepares employment history to establish official documentation for the purpose of retirement, longevity, employee verification, etc.

Responsible for the maintenance of office equipment, and the general maintenance of the office. Maintains internal control system for monitoring, ordering, and distributing materials and office supplies.

*Admin Head Clerk
Town of Brookline, May
Revised June 2022
Page 2*

Responsible for a variety of on-going projects and activities requiring comprehensive knowledge of departmental activities and familiarity with general human resources operations.

Assists staff, vendors, the public and other departments in the furnishing of information and the resolution of problems; suggests alternative courses of action; researches questions; handles unusual or difficult situations.

Provides back-up support to other Human Resources staff as needed.

Performs similar or related work as required.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associates degree in business, office administration, or related field; three to five years of Human Resources experience, preferably in the public sector. Bachelor's in Human Resources Management, public administration or related field or Human Resources graduate certificate preferred. Experience with office automation including spreadsheet, database, internet, word processing, and other typical computer applications required; experience working with people; or any equivalent combination of education, training and experience.

Knowledge, Ability and Skill:

Knowledge: Knowledge of public sector personnel practices and applicable federal and state laws regulating benefits, workers compensation, hiring and collective bargaining matters; familiarity with the rules and regulations governing civil service.

Ability: Ability to establish and maintain effective communication, both written and oral, with employees, school and town officials. Ability to respond well under pressure, to meet deadlines and make sound decisions. Ability to identify and analyze complex issues and to develop appropriate recommendations. Ability to produce accurate, thorough, and professionally presentable work. Ability to learn new technologies.

Skill: Excellent public relations skills to deal with people effectively and appropriately. Strong conceptual, analytical, and writing skills. Computer skills that encompass effective use of word processing, spreadsheet, report generation, presentation, and various payroll and budget functions. Organizational skills.

Physical Requirements:

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

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Lifts/moves objects weighing up to 10 pounds.

Human Resource Admin Head Clerk
Town of Brookline, MA
Revised June 2022
Page 3

Ability to view computer screens and work with details for extended periods of time. Ability to operate a keyboard and calculator at an efficient speed.

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

Attn: Brookline Select Board
From: Tim Davis, Director of Recreation

RE: Authorization to Hire: Leader Teacher – Soule, Recreation

The Brookline Recreation Department respectfully requests support to hire a Lead Teacher position for the Soule Early Education Center. Operated by Brookline Recreation, Soule serves children ages 2.9 to 5 years and offers a wide range of developmental programs tailored to our youngest residents.

This position will fill a current full-time vacancy in our center. Fulfillment of this position is essential to maintain our strict ratios and supervision needs as required by the Department of Early Education and Care. This position is funded out of the Recreation Department Revolving Account, with no impact to the Town's general operating fund.

If you have any other questions regarding this position, please do not hesitate to reach out at my contact information below. Thank you for your support.

Respectfully,



Tim Davis, CPRP
Director of Recreation



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:** Lead Teacher Soule Grade: GN06

2. **Department:** Recreation Division: Soule

3. Position Control #: 630000041 Prior Incumbent: D. Williams

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

4. **Budgetary Information:**

Department Code: TO Budget Code: 6321SL04 - 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.

This is a lead teacher position to assist in classroom teaching, day to day operations, and coverage for full time teachers where there are call out.

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

There are no acceptable alternatives to filling this essential position.

11. Suggested sources for specialized recruitment advertising:

Linked in, physical flyering, social media, EEC Boards

13. **Signatures:**

Department Head: _____ Date: _____

Human Resources: Leslea Noble Digitally signed by Leslea Noble
Date: 2026.03.23 12:50:34 -04'00' Date: _____

Town Administrator: _____ Date: _____

14. **Approvals:**

Date on SB Agenda: _____

Date Approved: _____

Memorandum

To: Select Board

From: John Kleschinsky, MPH, DrPH, Director

Date: March 17 2026

Re: Personnel Authorization to Hire

CC: Chas Carey, Town Administrator
Melissa Goff, Deputy Town Administrator
Ann Braga, Director of Human Resources
Leslea Noble, Asst. Director of Human Resources

The Department of Public Health and Human Services respectfully submits the attached Authorization to Hire Request form and associated position description for the Shared Services Manager position. The Department seeks to fill this position following the resignation of Cam Hoffpauir. The primary function of this position is to provide day-to-day oversight, coordination, and administrative support for the full-time staff assigned through the Shared Services regional collaborative. This role ensures consistent supervision, facilitates communication across participating communities, and maintains the operational continuity necessary to deliver high-quality public health services.

**REGIONAL SHARED SERVICES MANAGER
DEPARTMENT OF PUBLIC HEALTH**

T-7

Position Purpose:

Performs administrative, supervisory, and professional work to manage, develop, and support the regional shared services program (e.g., the Metro Public Health Collaborative, or “MPHC”) to ensure coordination, support and delivery of shared public health services for the participating public health departments; manages grants and oversees reimbursements to partner communities; other related work as required.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring a high level of leadership, initiative, knowledge, and independent judgment to manage services provided by the MPHC, which includes collaborating with staff in partner communities on MPHC projects, training, and credentialing. Incumbent is expected to analyze situations and conditions and plan and prioritize own activities, following established policies and procedures.

Supervision Received: Work is performed under the administrative direction of the Brookline Director of Public Health and Human Services, or designee in coordination with participating communities’ MPHC Advisory Council. Resolves procedural and administrative problems independently, requesting assistance with situations which do not have clear precedents.

Supervision Given: Has direct supervisory responsibility for MPHC staff and interns; collaborates with and provides training to staff in partner communities; oversees regional MPHC contracts. Participates in hiring of MPHC staff and provides daily direction.

Job Environment:

Work is performed under typical office conditions. Frequently attends and facilitates off-site meetings and attends community presentations and/or activities. Regularly operates an automobile, computer, telephone, and other standard office equipment.

Makes frequent contact with staff in partner communities, the general public, other town departments, local and regional public health professionals and organizations, professional staff at various foundations, contractors, and representatives of various local/state/federal agencies. Contact is in person, by telephone, text, and email.

Has access to confidential documents such as bid proposals, draft contracts, health data and personnel records including information from partner communities.

Errors in judgment or omissions could result in loss of department services, loss of funding, and have serious financial ramifications to the Town.

*Town of Brookline, MA
Shared Services Manager – Department of Public Health
Revised October 2023*

1

Essential Functions:

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

Plan and administer cross-jurisdictional sharing activities across the collaborative communities; conducts on-going monitoring and evaluation of project activities. Assist in developing policies, plans and procedures for shared services arrangement.

Prepare, write, and manage grant reports, deliverables, and related budgets; support management of the grant budget and other related budgets; develop the annual budget and present to MPHC Advisory for approval. regularly monitoring expenses and meeting all relevant grant reporting requirements, including quarterly expenditure reports and progress updates.

Coordinates and facilitates shared services meetings and represents collaborative at local, regional and statewide meetings.

Supervise regional staff serving participating communities in concert with staff from collaborative communities to ensure shared staff meet their responsibilities and fulfill MPHC Advisory priorities.

Coordinates activities for regional staff including but not limited to the Senior Public Health Specialist(s) and Epidemiologist.

Develop, engage, and maintain relationships with key community stakeholders from participating communities including public health, human service and community-based organizations.

Work with public health staff within the communities to design and implement program initiatives and special projects to improve health outcomes, including, but not limited to: trainings, credentialing, communication, education, community outreach strategies, research projects, advocacy efforts, and grant writing.

Collect and report required data to MA Department of Public Health.

Attend monthly or periodic check-in meetings with Office of Local and Regional Health staff.

Recommended Minimum Qualifications:**Education and Experience:**

Bachelor's Degree in public health or environmental health science, health administration, social work or a related field; a Master's in Public Health or related field is preferred; three to five years

*Town of Brookline, MA
Shared Services Manager – Department of Public Health
Revised October 2023*

of related experience in public health or health administration; or an equivalent combination of education and experience

Special Requirements:

Valid motor vehicle operator's license

Knowledge, Ability and Skill:

Knowledge: Experience in program management and administration, preferably in public health or a related field, and experience working with a wide range of stakeholders, such as municipal and public health officials. Demonstrated cultural competency with expertise working with diverse, multi-lingual individuals and communities. Knowledge of the public health landscape in Massachusetts. Knowledge of grant administration.

Ability: Ability to work independently. Ability to prioritize and effectively manage multiple tasks. Ability to deal with the public tactfully and effectively, and to maintain positive public relations. Able to communicate effectively and efficiently with staff and external stakeholders, verbally and in writing at all times. Ability to work effectively under time constraints to meet deadlines. Ability to work with diverse group to achieve consensus.

Skill: Communication skills including interpersonal and public speaking. Strong supervisory skills. Computer skills in word processing, spreadsheets, and presentation applications. Skills in grant writing and budget development.

Physical Requirements:

Minimal physical effort is required when performing office work; moderate physical effort is required to perform field work. The employee is frequently required to stand, walk, sit, speak and hear, reach with hands and arms, use hands to operate equipment, stoop, bend and carry equipment; may be required to lift up to 30 pounds. Vision requirements include the ability to read technical documents and plans, use a computer and operate a motor vehicle.

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

Town of Brookline, MA
Shared Services Manager – Department of Public Health
Revised October 2023



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:** Shared Services Manager Grade: T-7
2. **Department:** Public Health & Human Services Division: Shared Services
3. Position Control #: 510000037 Prior Incumbent: Cam Hoffpauir
- a. Reason for Leaving: ☒ Resignation ☐ Retirement ☐ Other: resignation

4. **Budgetary Information:**

Department Code: HA 0000 Budget Code: 5100SH65-510101 % 100

☒ Grant Funded-Name: Public Health Excellence ☐ 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.

Provides oversight, coordination, and administrative support for Shared Services regional collaborative staff.

Ensures consistent supervision, facilitates regional communications, and maintains operational continuity.

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

There are no alternatives to filling this grant funded position.

11. Suggested sources for specialized recruitment advertising:

We will work with HR to actively recruit high quality and diverse pool for this position.

13. **Signatures:**

Department Head: <u>John H Kleschinsky</u>	Digitally signed by John H Kleschinsky Date: 2026.03.17 14:01:33 -04'00'	Date: <u>03-17-2026</u>
Human Resources: <u>Leslea Noble</u>	Digitally signed by Leslea Noble Date: 2026.03.17 15:18:41 -04'00'	Date: <u>03-17-26</u>
Town Administrator: _____		Date: <u>03-17-26</u>

14. **Approvals:**

Date on SB Agenda: _____

Date Approved: _____



Memorandum

To: Select Board

From: Shelly Dein, Deputy Director of Sustainability
Alexandra Vecchio, Sustainability and Natural Resources Director

Date: March 31, 2026

Re: Gridwealth Net Metering Credit Agreement Amendment

Cc: Charles Carey, Town Administrator
Melissa Goff, Deputy Town Administrator
Erin Chute, Commissioner of Public Works
Kevin Johnson, Highway and Sanitation Director and Deputy Commissioner of Public Works

The Department of Public Works respectfully requests the Select Board approve and authorize the execution of Amendment #1 to the Gridwealth Massachusetts Community Solar Customer Agreement which offers the Town a 10% discount on the value of the Net Metering Credits generated.

Net Metering Credit Agreement Overview

In October 2025, the Select Board approved and authorized the execution of an agreement with Gridwealth, a solar developer, to receive a 10% discount on the value of Net Metering Credits generated from two proposed rooftop solar arrays on buildings in Acton, Massachusetts. The credits would be applied to the Town's unmetered streetlight electricity account.

Since then, Gridwealth notified Brookline staff that the anticipated new Acton may not proceed and therefore it will replace Brookline's net metering credits with those from three other solar projects. These three projects are already constructed and operational, and generating net metering credits and will result in slightly higher than anticipated savings for the Town.

Gridwealth has agreed to provide net metering credits to cover a minimum of 80% of the Town's unmetered streetlight expenses. An Amendment has been drafted to (1) identify the replacement solar arrays that will be the source of the net metering credits (Attachment A), and (2) indicate that Gridwealth will provide net metering credits to cover at least 80% of the Town's unmetered streetlight account's electric bill.

This arrangement remains an opportunity for the Town to save money on electricity, and to support the development of renewable energy in this region. It does not include the Town receiving Renewable Energy Credits (RECs) or directly reducing our greenhouse gas emissions.

Savings Estimate

The Department of Public Works (DPW) is still proposing that the Net Metering Credits be applied to the Town's Unmetered Streetlight account. This account was selected because it is a single Town account with a large expense, and directing the credits to one account reduces the administrative burden to process the associated bills. In fiscal year 2025, the Unmetered Streetlight account used



1,225,447 kWh, costing the Town \$236,294 in electricity. Gridwealth has agreed to allocate enough net metering credits to this account to cover at least 80% of the expenses. Based on the value of the Net Metering Credits now expected, the Town can expect to save roughly \$18,903/year in electricity costs.

This is a 20-year contract and the value of the credits will fluctuate with the value of electricity. However, the Town will consistently receive a 10% discount off the value of the net metering credits for the duration of the contract. Over the course of 20 years, the Town can expect to save approximately \$378,000 in electricity costs.

Operation and Maintenance

The ongoing operation and maintenance of the solar arrays remain the responsibility of Gridwealth. It is in Gridwealth's financial interest to make sure that the arrays are functioning to their maximum capacity.

Attachments

- 1. Amendment No 1 to the Gridwealth Massachusetts Community Solar Customer Agreement**
- 2. Executed October 22, 2025 Gridwealth Massachusetts Community Solar Customer Agreement**

Recommendation

It is recommended that the Town proceed with executing Amendment #1 to the Gridwealth contract to receive Net Metering Credits to reduce the Town's cost of electricity and to support the development of renewable energy projects in the region.

AMENDMENT NO. 1
TO THE
GRIDWEALTH MASSACHUSETTS COMMUNITY SOLAR CUSTOMER AGREEMENT

This Amendment No. 1 (“Amendment”) is made and entered into as of _____, 2026 (the “Amendment Effective Date”), by and between HPC Services, Inc. d/b/a Gridwealth Services, a Massachusetts Corporation (“Gridwealth”), and Town of Brookline (“Customer”). Gridwealth and Customer may be referred to individually as a “Party” and collectively as the “Parties.”

RECITALS

WHEREAS, the Parties entered into that certain Massachusetts Community Solar Customer Agreement dated October 22, 2025 (the “Agreement”);

WHEREAS, the Parties desire to amend Section III (Customer CSSC Subscription) of the Agreement to modify the minimum allocation commitment;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the Parties agree as follows:

1. Amendment to Section III – Customer CSSC Subscription

Section III of the Agreement is hereby amended to add the following sentence at the end of the first paragraph:

“Gridwealth agrees to allocate to Customer a minimum of net metering credits valued at eighty percent (80%) of the Customer’s monthly electricity invoices for the Eversource accounts listed in Section II above.”

Except as expressly modified herein, Section III remains in full force and effect.

2. Amendment to Attachment A

Attachment A is hereby amended as enclosed.

3. No Other Modifications

Except as expressly amended by this Amendment, all terms, conditions, and provisions of the Agreement dated October 22, 2025 shall remain unchanged and in full force and effect.

3. Ratification

The Agreement, as amended by this Amendment, is hereby ratified and confirmed in all respects.

4. Counterparts; Electronic Signatures

This Amendment may be executed in counterparts and delivered electronically. Electronic signatures shall be deemed originals and fully binding.

IN WITNESS WHEREOF, the Parties have executed this Amendment No. 1 as of the
Amendment Effective Date written above.

GRIDWEALTH
HPC SERVICES, INC.
D/B/A GRIDWEALTH SERVICES

By: 

Name: Todd Ford

Title: President & CEO

Date: February 17, 2026

CUSTOMER
TOWN OF BROOKLINE

By: _____

Name: _____

Title: _____

Date: _____

Attachment A

This Attachment is a list of Projects: in development or in construction or currently operating and immediately available for Customer operating and immediately

SYSTEM INFORMATION – SYSTEM 1
Community Solar Project Name: 612 Plaine Street Solar LLC
Project Location (Utility Service Territory): Eversource
Project Size (kW DC): 373
Estimated Commercial Operation Date: 9/22/2022
Estimated # of Subscribers to Project: 6

SYSTEM INFORMATION – SYSTEM 3
Community Solar Project Name: 130 Commerce Way Rooftop Solar LLC
Project Location (Utility Service Territory): Eversource
Project Size (kW DC): 273
Estimated Commercial Operation Date: 7/1/2022
Estimated # of Subscribers to Project: 7

SYSTEM INFORMATION – SYSTEM 2
Community Solar Project Name: 77 South Street Solar LLC -NMC
Project Location (Utility Service Territory): Eversource
Project Size (kW DC): 281
Estimated Commercial Operation Date: 9/2024
Estimated # of Subscribers to Project: 8

Gridwealth

Massachusetts Community Solar Customer Agreement

I. INTRODUCTION

This Customer Agreement, inclusive of all disclosure forms, attachments, and exhibits (“Agreement”) is a binding agreement between HPC Services, Inc. DBA Gridwealth Services, a Massachusetts Benefit Corporation (“Gridwealth”) with executive offices at 33 Union Avenue, Sudbury MA 01776, and the person or entity in Section II below (“Customer”) to purchase net metering credits as defined in 220 CMR 18.02 (each a “CSSC,” or aggregated, “CSSCs”) through Gridwealth.

II. CUSTOMER INFORMATION

Customer Legal Name (Legal Entity if Business)	Town Of Brookline
Customer Contact Name	Shelly Dein
Customer Billing Name if Different	Town Of Brookline, C/O Town Hall, Building Dept
Customer’s Email	sdein@brooklinema.gov
Customer’s Phone	(617) 879-4529
Customer’s Billing Address	333 Washington Street, 4 th Floor, Brookline, MA 02445

Please Insert Information Exactly as Stated On Local Utility Bill				
Local Utility	Name On Electric Bill	Utility Account Number	Utility Service Address	Utility Service City, State
Eversource	Town Of Brookline DPW ST LIGHTS	74010968357	Various STS 4000082412	Brookline MA 02445
	<i>[Additional accounts to be added via amendment]</i>			

VIII. SIGNATURES

By affixing your signature, below, you (a) acknowledge that you have read this Agreement, above and below, including all disclosure forms, attachments, and exhibits in their entirety, and (b) agree to all such terms and conditions on behalf of the applicable Party, and are the customer of record if Customer is a residential customer. If the Customer is a business entity, the Party affixing his/her signature also represents and warrants that he/she is properly authorized to do so and has the authority to bind the applicable business entity and Party to this Agreement.

CUSTOMER

Town Of Brookline

GRIDWEALTH

HPC SERVICES, INC. DBA GRIDWEALTH
SERVICES

Signature: _____

Printed Name: _____

Title: _____

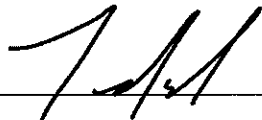
Signature: _____

Signature: _____

Printed Name: _____

Title: _____

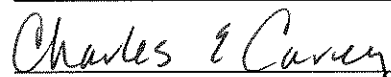
Date: _____



Todd Ford

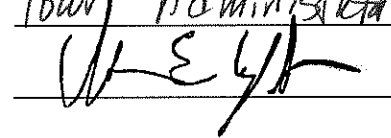
President & CEO

October 22, 2025



Charles E. Carey

Town Administrator



- 8) **Reserved.**
- 9) **Insufficient Funds Penalties.** Customer agrees to pay a transaction fee of fifteen dollars (\$15.00): (a) if any Customer payment is rejected by Customer's bank or deposit account for any reason, including but not limited to insufficient funds or (b) to collect any early termination fee(s) due under the terms of this Agreement.
- 10) **Local Utility Account/Customer Relocation.** Customer authorizes Gridwealth to make corrections to and amend any Local Utility paperwork to allow Gridwealth to offer the services in this Agreement. Customer agrees to provide six (6) months advance written notice to Gridwealth if Customer is moving or making material changes to its Local Utility Account information. Customer agrees to cooperate reasonably with Gridwealth and any Project Owner as may be reasonably necessary to effectuate the intent of this Agreement.
- 11) **Events of Default.** Customer will be in material default under this Agreement if Customer:
- (a) fails to timely pay the Total Amount Due on Customer's Monthly Invoices and further fails, after Gridwealth has provided written notice of such failure, to make a payment for the Total Amount Due within five (5) business days of receipt of such notice.
 - (b) fails to perform any other material obligation in this Agreement and such failure continues for a period of five (5) business days after receipt of written notice.
 - (c) fails to properly establish, maintain, or make payments pursuant to the terms herein.
 - (d) terminates its account with the Local Utility without providing notice in accordance with the terms herein, or assigns, transfers this Agreement without prior written consent in accordance with Section 15; or
 - (e) makes an assignment for the benefit of creditors, admitting insolvency, files a voluntary (or receives an involuntary) petition for bankruptcy, or is adjudicated bankrupt or insolvent, or undertakes or experiences any substantially similar activity.
- 12) **Remedies in Case of Default.** If Customer is in material default, in addition to other actions or remedies available under this Agreement or law, Gridwealth may take one or more of the actions set forth below, including, at its option:
- (a) taking any reasonable action to mitigate any loss attributable to Customer's default, with any loss incurred added to the amount Customer owes, which amount will be immediately due.
 - (b) recovering from Customer a payment equal to sums accrued, due and owing plus all late charges, penalties, and interest.
 - (c) using any other remedy available in this Agreement or by law; and/or

(ii) that owns or acquires ownership of the Project or the development rights thereto, or (iii) that owns another community Project or the development rights thereto in the same Local Utility service territory; provided (with respect to this clause (B) and following clause (C) the succeeding person or entity or transferee agrees to be bound to this Agreement; or (D) any Gridwealth affiliate.

- 16) **Force Majeure Event.** Neither Party will be considered in breach of this Agreement or liable for any delay or failure to comply with this Agreement, if and to the extent that such delay or failure is attributable to the occurrence of a Force Majeure Event. A "Force Majeure Event" means any act or event that prevents performance of obligations (other than obligations to pay money) in accordance with this Agreement, if such act or event is beyond the reasonable control, and not the result of the fault or negligence of the affected Party and the affected Party is unable to overcome such act or event with the exercise of reasonable due diligence. A Force Majeure Event will include but not be limited to the following acts or events: (i) natural phenomena, such as storms, hurricanes, floods, lightning, volcanic eruptions, and earthquakes; (ii) explosions or fires arising from lightning or other causes unrelated to the acts or omissions of the party seeking to be excused from performance; (iii) acts of war or public disorders, civil disturbances, riots, insurrection, sabotage, epidemic, pandemic, terrorist acts, or rebellion; (iv) strikes or labor disputes; and (v) action or inaction by a governmental authority. Gridwealth will have the option of terminating this Agreement without liability or damages with after written notice to Customer if a Force Majeure Event continues for at least ninety (90) days. If Gridwealth terminates this Agreement due to a continuing Force Majeure Event, Customer will be responsible for making any and all payments due prior to the date of such termination.
- 17) **Changes in Law.** If a new law is enacted, or there are any revisions in the implementation of amendments to, or interpretations of, any law, including, without limitation, changes affecting approved or anticipated rates, tariffs, taxes, charges, fees, assessments, or other costs relating to the licensing, marketing, supply, generation, transmission, or distribution of electric power and/or energy and/or CSSCs that could affect the anticipated economic return to Gridwealth under this Agreement, or the eligibility of the Project to generate or allocate CSSCs, Gridwealth will have the right, at its option, to terminate this Agreement without penalty or damages with five (5) days written notice. If Gridwealth terminates this Agreement due to changes in law, Customer will remain responsible for paying amounts due on the Monthly Invoices sent prior to the date of such termination, and for all CSSCs received.
- 18) **Governing Law.** This Agreement will be governed, construed, and enforced in accordance with the laws, and held within the state and/or federal courts of the Commonwealth of Massachusetts, without regard to its conflict of laws rules.
- 19) **Waiver.** Any delay, failure, or choice of a Party to enforce or not enforce any provision of this Agreement, including but not limited to any remedy listed in this Agreement, or require performance by the other Party, will not be construed to (i) be a waiver of such provision or a Party's right to enforce that provision; or (ii) affect the validity of this Agreement.
- 20) **Notices.** All notices either Party sends the other under this Agreement will be in writing and sent by (a) electronic mail to the most recent electronic mail address Gridwealth has on file for Customer with a copy to the Customer's address below or (b) personal delivery, overnight courier, or certified or registered mail, return receipt requested to Customer at Gridwealth's most recent billing address on file with a copy to the Customer's address below, or if to Gridwealth, to

Attachment A

This Attachment is a list of Projects: in development or in construction or currently operating and immediately available for Customer.

SYSTEM INFORMATION – SYSTEM 1
Community Solar Project Name: 848 Main Acton Solar
Project Location (Utility Service Territory): Eversource
Project Size (kW DC): 420
Estimated Commercial Operation Date: 1/2026
Estimated # of Subscribers to Project: 1

SYSTEM INFORMATION – SYSTEM 2
Community Solar Project Name: 930 Main Acton Solar
Project Location (Utility Service Territory): Eversource
Project Size (kW DC): 312
Estimated Commercial Operation Date: 1/2026
Estimated # of Subscribers to Project: 1



Memorandum

To: Select Board
Chas Carey, Town Administrator

From: Dan Murphy, PE, Director of Engineering and Transportation

Date: March 25, 2026

Re: Approval Request for Amendment 3 PW/19-16, Traffic/Safety Improvements @ Hammond & Woodland

Cc: Erin Chute, Commissioner of Public Works

Attached for your approval is Amendment 3 for work to be done by Tighe and Bond (formerly WorldTech Engineering, LLC) in conjunction with Contract No. PW/19-16, Traffic/Safety Improvements at the Intersection of Hammond Street at Woodland Road.

Amendment 3 is for additional survey work, design, and construction administration services for the intersection improvements of Hammond Street at Woodland Road and the mill and overlay of Hammond Street and is valued at \$458,500.00. We ask for your approval of this work.



B-0778-019

March 6, 2026

Mr. Daniel J. Murphy, PE
Director of Engineering & Transportation
Town of Brookline
333 Washington Street
Brookline, MA 02445

**Re: Contract #PW/19-16 Traffic / Safety Improvements at the Intersection of Hammond Street at Woodland Road
Professional Engineering Services
Amendment No. 3**

Dear Mr. Murphy:

Tighe & Bond is submitting for your review and approval Amendment No. 3 to Contract #PW/19-16 Traffic / Safety Improvements at the Intersection of Hammond Street at Woodland Road dated July 20, 2018, authorized on October 23, 2018, as amended on September 3, 2019, as assigned on January 1, 2023, by acquisition of WorldTech Engineering, LLC, and as further amended on January 28, 2025.

As requested, Tighe & Bond will update the Preliminary Design Plans as prepared within the agreement set forth in Amendment No. 2. Plan modifications will include Town requested geometric modifications along the Beaver Country Day School entrance and removal of proposed drainage system modifications notwithstanding structures required based on curb line modifications.

A limit of work extension has been requested by the Town and shall be incorporated into the preliminary and final submission documents. Revised limits of work along Hammond Street will be extended southerly to Horace James Circle, and northerly to Boylston Street (Route 9). The revised limits will include the implementation of buffered bicycle lanes and a two-way left turn lane along the corridor, based on August 2024 sketch plans over aerial imagery prepared by Environmental Partners (Apex). Highway design improvements will include pavement milling and an overlay of Hammond Street, along with the required Americans with Disabilities Act (ADA) accessible pedestrian upgrades including, but not limited to, sidewalk and curb ramp reconstruction.

A limited topographic survey will be obtained to support the preliminary and final designs of the expanded limits of work design of the project. Based on the expedited timeline for preliminary design package requested by the Town, the preliminary plans for the expanded scope will be drafted using aerial imagery and GIS data until the topographic field survey is complete. Design plans prepared as part of Final Design will be issued to the contractor once the project is awarded. The plans prepared as part of the Preliminary Design stage will be included as part of the bid package and utilized to prepare item list and associated bid quantities.

The project will be advanced to the Final Design Phase and preparation of contract bid documents. Final design plans will incorporate the amended survey file as the basemap. Services are also to include coordination with a subcontractor, who will provide electronic bidding services including the tracking of plan holders, issuing addenda to prospective bidders, and summarizing bid results. Construction Administration services are also further defined to reflect full-time construction observation services per the Town's request.

300 TradeCenter
Suite 5580
Woburn, MA 01801

T 781.933.4800

[TIGHEBOND.COM](https://www.tighebond.com)

The previous amendments and original scope are attached to this document to reference document changes.

The details of Amendment No. 3 are as follows:

To Section I. *Scope of Services*, Part A. Phase 1 - Preliminary (25%) Design Plans

To Subsection 1. Topographic Survey Subsection 1a. ADD the following:

Additional survey will be conducted by a survey subconsultant. Expanded survey limits will include the following:

1. Hammond Street from the southerly sideline of Boylston Street (Route 9) to the beginning of Horace Jame Circle. Approximately 4,675 linear feet.
2. The northeasterly section of Horace James Circle encompassing Hammond Street and Newton Street, extending 50 linear feet east of the golf club driveway on Newton Street.
3. 200 feet along the north leg of Woodland Road.
4. 100 feet along the south leg of Woodland Road.
5. 200 feet along the Beaver Country Day School Driveway.
6. 50 feet of the following abutting side streets:
 - a. Sheafe Street
 - b. Heath Street (West of Hammond)
 - c. Heath Street (East of Hammond)
 - d. Pine Road
 - e. Glenoe Road
 - f. Cedar Road
 - g. Aston Road
 - h. Laurel Road

To Subsection 2, Preliminary Design, paragraph a, after the last sentence, INSERT the following:

The preliminary design will be further revised to incorporate buffered bicycle lanes and a two-way left turn lane along the corridor, as originally sketched over aerial imagery in August 2024 by Environmental Partners (Apex). Highway design improvements will include pavement milling and overlay of Hammond Street, along with the required pedestrian upgrades to meet compliance with the Americans with Disabilities Act (ADA) standards. It is assumed under revised preliminary design that all the linework provided by August 2024 sketch plans will need to be redrawn to establish alignment offsets using the expanded alignment from the previously engineered intersection plans.

This plan set will be submitted using aerial imagery and GIS data. This is to accommodate progressing the design under the expedited bidding timeline, as requested by the Town. The design will fully implement proposed improvements within the requested additional topographical survey at final design.

To Section I. Scope of Services, Part B. Phase 2 - Final Design

To Part B. Phase 2 - Final Design after the last sentence ADD the following:

Final design will be revised based on the expanded project limits to incorporate updated field survey collected under the Agreement. Design plans prepared as part of Final Design will be issued to the contractor once the project is awarded. The plans prepared as part of the Preliminary Design stage will be included as part of the bid package and utilized to prepare item list and associated bid quantities.

Tighe & Bond assumes the Massachusetts Water Resources Authority (MWRA) does not have infrastructure within the footprint of the project as defined herein, thus an 8(m) Permit will not be required. As the southern end of the project terminates at the Hammond Street / Hammond Pond Parkway rotary that is under the jurisdiction of the Department of Conservation and Recreation (DCR), a Construction Access Permit will be required. The permitting fee includes a predefined application fee, trench fee, and a sidewalk excavation fee based on the square footage of impacted area within DCR jurisdiction. For the purpose of establishing a comprehensive permit fee, Tighe & Bond assumes 3,900 sf of disturbed area related to the construction of the proposed sidewalk. For the purpose of establishing a comprehensive budget, we have carried an ALLOWANCE of \$24,000 for permitting fees associated with the DCR Construction Access Permit as described herein.

To Section I. Scope of Services, Part C. Phase 3 - Construction Administration

To Part C. Phase 3 - Construction Administration DELETE subsection 1a. in its entirety and REPLACE with the following:

- a. Assist the Town in preparing electronic advertisement documents to upload to the Central Register. This will include services to host bid documents, issuance of addenda, compile/summarize bids, and compile PDF packets of each bidder. Tighe & Bond assumes the Town will advertise the project through COMMBUYS. Tighe & Bond shall advertise project in a circulated newspaper, request wage rates, submit MassDOT Prequalification package, and issue Recommendation of Award to Town.

To **Part C. Phase 3 - Construction Administration**, subsection 1d. REPLACE "24 hours" with "48 hours". This reflects the additional hours expected to provide bidding assistance services.

To Part C. Phase 3 - Construction Administration DELETE subsection 2. in its entirety and REPLACE with the following:

2. Contract Administration

- a. Office Services may be performed at any time during the construction period of service. Services shall include the review, approval, and tracking of shop drawings, site visits, periodic observations, consultation and interpretation of contract documents, review and respond to Requests for Information (RFI's), review change orders, attend regularly scheduled meetings with the TOWN, and other related work in connection with the project.
- b. Prepare for and attend a preconstruction meeting with the TOWN and the contractor to review project scope, schedule, establish points of contact, and review submittal requirements prior to the start of construction. This Scope of Services includes one (1) preconstruction meeting, meeting preparation, attendance, meeting minutes, and follow-up correspondence.

- c. Review project shop drawing submittals received by the contractor. Submittals may be returned for corrections and resubmittal should the respective item not comply with the contract documents. This Scope of Services assumes up to one (1) revision per shop drawing submittal for the purposes of establishing the budget for this agreement. A shop drawing log will be maintained electronically and submitted to the TOWN as required. For budgeting purposes this Scope of Services assumes up to 75 hours for shop drawing reviews and approvals.
- d. Review Requests for Information (RFI's) from the contractor and provide a written response to adequately address the specific question or item submitted for clarification. Where necessary, sketches or plans may be developed to provide clarification. For the purposes of establishing a budget, this agreement assumes up to 45 hours of review and response time.
- e. Prepare for and attend construction progress meetings with the Contractor and the TOWN throughout the construction project duration. Meeting agendas and meeting minutes will be prepared for each meeting. This agreement assumes that bi-weekly meetings will be held for the duration of the construction contract. For the purposes of establishing a budget, this agreement assumes up to fourteen (14) virtual progress meetings and a pre-construction meeting with two representatives from Tighe & Bond present for a total of forty (40) hours.

To Part C. Phase 3 - Construction Administration DELETE subsection 3. in its entirety and REPLACE with the following:

3. Visits to the Site, Observation of Construction, and Project Management

- a. To provide periodic updates to the TOWN, Tighe & Bond shall furnish a Project Manager to assess the progress and quality of the work of the Contractor.
- b. In connection with observations of the work of Contractor, while in progress, Tighe & Bond shall provide a full-time construction observer to be on site during construction hours. The Construction Observer shall have prior experience observing comparable municipal roadway infrastructure projects in urban environments across the Commonwealth, a strong understanding of MassDOT Standard Specifications and Construction Details as the basis for project design standards, comprehensive knowledge of contract documents, and strong communication skills. For the purposes of establishing a budget, this agreement assumes up to one construction observer on site for an 8-hour day, 5 days a week, for twenty-two (22) weeks, which equates to 880 hours. In addition, this agreement also assumes 72 hours for senior level staff to be on site to account for site visits that require in-person coordination with the contractor. The level of effort required for construction observation will depend on ongoing and planned work by the Town and will be reviewed as construction progresses. The town shall direct Tighe & Bond via written communication regarding changes to onsite requirements of the Construction Observer based on the assumptions listed under Paragraph b herein.

- c. Through more extensive on-site observations of the work in progress and field checks of materials and equipment by the Construction Observer and the Project Manager, Tighe & Bond shall endeavor to provide further protection for the TOWN against defects and deficiencies in the work of the Contractor. Tighe & Bond will bring discrepancies and latent issues encountered with the work to the Brookline Department of Public Works, designated Project Manager for action. It is assumed the Town will identify a Project Manager and Point of Contact at the Pre-Construction Meeting. However, Tighe & Bond shall not, during such visits or as a result of such observations of the Contractor's work in progress direct or have control over the Contractor's work nor shall Tighe & Bond have authority over or responsibility for the means, methods, techniques, sequences or procedures selected by the Contractor, for safety precautions and programs incident to the work of the Contractor, for any failure of the Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to the Contractor's performing and furnishing the work, or responsibility of construction for the Contractor's failure to furnish and perform the work in accordance with the Contract Documents or the TOWN's general requirements and/or accepted standards.
- d. Based on information obtained during such visits and such observations, Tighe & Bond shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents. Tighe & Bond shall keep the TOWN informed of the progress of the work. The responsibilities of Tighe & Bond contained in this paragraph are expressly subject to the limitations set forth in the following "paragraph e" and other expressed or general limitations in this Agreement and elsewhere.
- e. The purpose of Tighe & Bond's visits to, and representation by the Construction Observer at the site will be to enable Tighe & Bond to better carry out the duties and responsibilities assigned to and undertaken by Tighe & Bond during the Construction Phase that the completed work of Contractor will conform in general to the Contract Documents and that the integrity of the design concept of the completed project as a functioning whole as indicated in the Contract Documents has been implemented and preserved by the Contractor. Conversely, Tighe & Bond shall not, during such visits or as a result of such observations of the Contractor's work in progress direct or have control over the Contractor's work nor shall Tighe & Bond have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by the Contractor, for safety precautions and programs incident to the work of the Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to the Contractor's furnishing and performing the work. Accordingly, Tighe & Bond neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

To Part C. Phase 3 - Construction Administration DELETE subsection 4. in its entirety and REPLACE with the following:

4. Payment Requests, Change Orders, and Work Change Directives

- f. Review Applications for Payment with the Contractor for compliance with the established procedure for their submission and forward with recommendations to the TOWN, noting particularly the relationship of the payment requested to the schedule of values, work completed, and materials and equipment delivered at the site but not incorporated in the work.

- g. Tighe & Bond shall review applications for payment and the accompanying data schedules, determine the amounts owing to Contractor(s) and recommend in writing to the TOWN payments to Contractor(s) in such amounts. Tighe & Bond shall compile all data necessary and prepare documentation, for TOWN signature. This agreement assumes up to eight (8) payment applications with one (1) revision per application for a total of 56 hours of review time.
- h. Recommendations of payment will include final determinations of quantities and classifications of such work (subject to any subsequent adjustments allowed by the Contract Documents). By recommending any payment Tighe & Bond shall not thereby be deemed to have represented that on-site observations made by Tighe & Bond to check the quality or quantity of the Contractor's work as it is performed and furnished have been exhaustive, extended to every aspect of the work in progress, or involved detailed inspections of the work beyond the responsibilities specifically assigned to Tighe & Bond in this Agreement and the Contract Documents. Neither Tighe & Bond's review of the Contractor's work for the purposes of recommending payments nor Tighe & Bond's recommendation of any payment (including final payment) will impose on Tighe & Bond responsibility to direct or control such work or for the means, methods, techniques, sequences or procedures of construction or safety precautions or programs incident thereto, or the Contractor's compliance with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work.
- i. Tighe & Bond shall recommend Change Orders and Work Change Directives to TOWN as appropriate and shall prepare Change Orders and Work Change Directives as required. This agreement assumes approximately 16 hours for this task.

To Part C. Phase 3 - Construction Administration ADD the following:

5. Daily Reports

- a. When on-site, Tighe & Bond, through the Construction Observer shall prepare a daily report or keep a diary or log book, recording the Contractor's hours on the job site, weather conditions, data relative to questions of work change directives, change orders or changed conditions, list of job site visitors, daily activities, decisions, equipment and personnel on site, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to the TOWN. Tighe & Bond shall also maintain a record of the names, addresses and telephone numbers of all Contractors, subcontractors and major suppliers of materials and equipment. For the purpose of establishing a budget, this agreement assumes up to 110 hours for daily report generation.

6. Final Punchlist & Traffic Signal Inspection

- a. After substantial completion of traffic signal systems and following required testing period, Tighe & Bond will administer a final inspection of the traffic signal installation. A final report will be prepared identifying signal system punch list items to be addressed by the Contractor prior to contract closeout.
- b. Schedule, attend, and log outstanding items based on field walk with the TOWN and the Contractor. Tighe & Bond shall provide a summary of punchlist items and furnish document to the Contractor for implementation prior to final payment and contract closeout.

To Section II. Fees

To Part A, REVISE the fees as outlined in the table below:

	Phase 1 Preliminary Design	Phase 2 Final Design	Phase 3 Construction Administration	Total Value
Original Agreement 10/23/2018	\$57,500.00		-	
Amendment No. 1 9/3/2019	\$17,000.00		-	
Amendment No. 2 1/28/2025	\$36,000.00		-	
Previously Approved TOTAL	\$110,500.00		\$0.00	\$110,500.00
<i>Amendment No. 3 (this amendment)</i>	<i>\$120,000.00</i>	<i>\$53,000.00</i>	<i>\$285,500.00</i>	<i>\$458,500.00</i>
Approved plus Amended TOTAL	\$283,500.00		\$285,500.00	\$569,000.00
Billing Type	Lump Sum		Time & Expense	

To Part A, REVISE the lump sum fee associated with **Phase 1 - Preliminary (25%) Design Plans** and **Phase 2- Final Design Plans** to **\$283,500.00**.

DELETE Part B in its entirety and REPLACE it with the following:

The TOWN will pay Tighe & Bond for the work as described in **Phase 3 - Construction Administration** on a time-and-expense basis at Tighe & Bond's Standard Billing Rates in effect at the time that the services are performed and shall not exceed **\$285,500.00** without prior authorization from the TOWN.

Other Terms Unchanged

All other terms and conditions of the AGREEMENT shall remain in full force and effect and unchanged by this Amendment and are hereby expressly reaffirmed by the parties hereto and thereto.

IN WITNESS WHEREOF, the parties hereto have made and executed the AGREEMENT by their duly authorized representatives as of _____ day of _____

OWNER

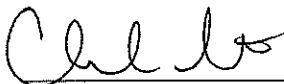
Town of Brookline, Massachusetts

Select Board

APPROVED AS TO FORM

Town Counsel

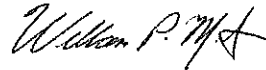
CERTIFICATION AS TO THE AVAILABILITY OF FUNDS BY PRIOR APPROPRIATION FOR SERVICES RENDERED PURSUANT TO THIS AMENDMENT NO. 3 IN THE AMOUNT OF \$458,500.00

 _____

Comptroller

ENGINEER

TIGHE & BOND, INC.



William P. Mertz
Sr. Vice President

DATE: 03/06/2026

DATE: _____

DATE: _____

DATE: 3/24/26

Contract #PW/19-16 Traffic/Safety Improvements at the Intersection of Hammond Street at Woodland Road

Amendment No. 3 - Fee Breakdown with Expenses

	Labor	Expenses	Total
<u>Phase 1 Preliminary Design</u>			
Engineering Labor	\$72,150		
Survey		\$47,850	
Phase 1 Total	\$72,150	\$47,850	\$120,000
<u>Phase 2 Final Design</u>			
Engineering Labor	\$53,000		
Phase 2 Total	\$53,000	\$0	\$53,000
<u>Phase 3 Construction Administration</u>			
Bid Assistance Labor	\$10,300		
Project Dog (Bid Administration)		\$1,000	
Bid Advertisement and Related Fees (Newspaper Ad, Mailings, Permit Fees)		\$25,100	
Bid Assistance Subtotal	\$10,300	\$26,100	\$36,400
Construction Administration Labor	\$84,000		
Construction Administration Subtotal	\$84,000	\$0	\$84,000
Construction Inspection Labor	\$161,400		
Expenses (Mileage, Misc Expenses)		\$3,700	
Construction Inspection Subtotal	\$161,400	\$3,700	\$165,100
Phase 3 Total	\$255,700	\$29,800	\$285,500
<u>Grand Total</u>	<u>\$380,850</u>	<u>\$77,650</u>	<u>\$458,500</u>

2026 FIXED HOURLY RATE SCHEDULE



TECHNICAL PROFESSIONALS

Senior Vice President	\$350.00
Vice President	\$320.00
Safety & Health Director	\$280.00
Senior Consultant	\$280.00
Principal Landscape Architect	\$230.00
Principal Engineer	\$270.00
Senior Project Manager	\$270.00
Project Manager 2	\$230.00
Project Manager 1	\$195.00
Senior Landscape Architect 2	\$190.00
Senior Landscape Architect 1	\$180.00
Senior Engineer 2	\$225.00
Senior Engineer 1	\$210.00
Senior MEP Professional 2	\$220.00
Senior MEP Professional 1	\$205.00
Project Engineer 2	\$175.00
Project Engineer 1	\$155.00
Project MEP Professional 2	\$175.00
Project MEP Professional 1	\$155.00
Project Landscape Architect 2	\$160.00
Project Landscape Architect 1	\$150.00
Staff Engineer 2	\$140.00
Staff Engineer 1	\$125.00
Landscape Designer 2	\$145.00
Landscape Designer 1	\$130.00
Land Survey Technician 3	\$165.00
Senior Architect 2	\$215.00
Senior Architect 1	\$190.00
Project Architect 2	\$160.00
Project Architect 1	\$145.00
Principal Planner	\$220.00
Senior Planner	\$205.00
Project Planner	\$140.00
Planner 2	\$130.00
Planner 1	\$115.00
Construction Observer 4	\$215.00
Construction Observer 3	\$165.00
Construction Observer 2	\$145.00
Construction Observer 1	\$120.00

TECHNICAL PROFESSIONALS

Principal Compliance Specialist	\$230.00
Senior Compliance Specialist 2	\$195.00
Senior Compliance Specialist 1	\$175.00
Project Compliance Specialist 2	\$150.00
Project Compliance Specialist 1	\$140.00
Compliance Specialist 2	\$120.00
Compliance Specialist 1	\$105.00
Principal Environmental Scientist	\$240.00
Senior Environmental Scientist 2	\$210.00
Senior Environmental Scientist 1	\$185.00
Senior Data Management Specialist 1	\$180.00
Environmental Data Specialist 2	\$125.00
Environmental Data Specialist 1	\$115.00
Project Environmental Scientist 2	\$155.00
Project Environmental Scientist 1	\$145.00
Environmental Scientist 2	\$125.00
Environmental Scientist 1	\$115.00

GIS PROFESSIONALS

GIS Technical Director	\$265.00
Senior GIS Project Manager	\$220.00
GIS Project Manager 2	\$200.00
GIS Project Manager 1	\$170.00
Senior Development Engineer	\$220.00
Senior GIS Analyst 2	\$205.00
Senior GIS Analyst 1	\$170.00
GIS Analyst 2	\$150.00
GIS Analyst 1	\$130.00
GIS Technician 2	\$105.00
GIS Technician 1	\$85.00

SUPPORT

Digital Project Manager	\$230.00
Digital Project Specialist	\$150.00
BIM Manager	\$200.00
CAD Manager	\$205.00
Senior Designer	\$175.00
Drafter/Designer 2	\$140.00
Drafter/Designer 1	\$120.00
Remediation Technician 1	\$105.00
Intern	\$80.00
Contract Specialist	\$140.00
Administrative Support	\$95.00

EXPENSES

1. Automobile transportation expenses for employee travel directly related to the project shall be invoiced at the prevailing Federal rate per vehicle mile.
2. Outside reimbursable expenses and services, which are rendered to Tighe & Bond, Inc. by other than direct employees, and any permitting fees paid by Tighe & Bond, Inc. on behalf of the Client, shall be invoiced at Tighe & Bond, Inc.'s direct cost plus 10% administrative fee.
3. Reimbursable expenses such as in-house field supplies and equipment rental, tolls and parking, overnight mailings and bulk notification mailings, and in-house printing shall be invoiced at cost or unit costs as applicable.
4. Costs for items such as regular mailings of project documents, telephone or fax communications, and miscellaneous in-house printing are included in the hourly rates shown above.

PROVISIONS

1. Rates are effective until December 31, 2026, at which time rates will be increased based on annual salary review.
2. The above rates are based on services performed during the hours of 6:00AM to 8:00 PM, Monday through Friday, excluding holidays. For Client requested on-site services for night shifts, weekends, or holidays, including engineers or construction observers providing on-site services during construction, or staff providing environmental emergency response services outside of these hours, the above rates will be invoiced at a premium.

Town Of Brookline

Contract Amendment Approval Form

Department: Public Works/Engineering Division

Contract #: PW/19-16 Traffic/Safety Improvements at the Intersection of Hammond Street at Woodland Road (Professional Engineering Services)

Vendor Name and Address: Tighe&Bond, 300 TradeCenter, Suite 5580
Woburn, MA 01801

Change Order/Extra Work Order #: 3

Purchase Order #: 19100126

Amount of Amendment \$458,500.00

Purpose of Amendment:

Description: Amendment 3

Coding:

Org #	Org Name *	Acct #	Acct Name	Amount
4997C239	DPW CIP	6H0034		\$458,500.00

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

Department Head: Erin Chute Date 03/25/26

Comptroller and Purchasing Approvals

Funds Available/Codes Correct Chute 3/20/26
Comptroller Date Approved by Comptroller

Complies with Appropriate Procurement Law DLG 3/20/26
(MGL ch 149, ch 30 30 30M, or ch 30B) Purchasing Date Approved by Purchasing



B-0778-019

March 6, 2026

Mr. Daniel J. Murphy, PE
Director of Engineering & Transportation
Town of Brookline
333 Washington Street
Brookline, MA 02445

**Re: Contract #PW/19-16 Traffic / Safety Improvements at the Intersection of Hammond Street at Woodland Road
Professional Engineering Services
Amendment No. 3**

Dear Mr. Murphy:

Tighe & Bond is submitting for your review and approval Amendment No. 3 to Contract #PW/19-16 Traffic / Safety Improvements at the Intersection of Hammond Street at Woodland Road dated July 20, 2018, authorized on October 23, 2018, as amended on September 3, 2019, as assigned on January 1, 2023, by acquisition of WorldTech Engineering, LLC, and as further amended on January 28, 2025.

As requested, Tighe & Bond will update the Preliminary Design Plans as prepared within the agreement set forth in Amendment No. 2. Plan modifications will include Town requested geometric modifications along the Beaver Country Day School entrance and removal of proposed drainage system modifications notwithstanding structures required based on curb line modifications.

A limit of work extension has been requested by the Town and shall be incorporated into the preliminary and final submission documents. Revised limits of work along Hammond Street will be extended southerly to Horace James Circle, and northerly to Boylston Street (Route 9). The revised limits will include the implementation of buffered bicycle lanes and a two-way left turn lane along the corridor, based on August 2024 sketch plans over aerial imagery prepared by Environmental Partners (Apex). Highway design improvements will include pavement milling and an overlay of Hammond Street, along with the required Americans with Disabilities Act (ADA) accessible pedestrian upgrades including, but not limited to, sidewalk and curb ramp reconstruction.

A limited topographic survey will be obtained to support the preliminary and final designs of the expanded limits of work design of the project. Based on the expedited timeline for preliminary design package requested by the Town, the preliminary plans for the expanded scope will be drafted using aerial imagery and GIS data until the topographic field survey is complete. Design plans prepared as part of Final Design will be issued to the contractor once the project is awarded. The plans prepared as part of the Preliminary Design stage will be included as part of the bid package and utilized to prepare item list and associated bid quantities.

The project will be advanced to the Final Design Phase and preparation of contract bid documents. Final design plans will incorporate the amended survey file as the basemap. Services are also to include coordination with a subcontractor, who will provide electronic bidding services including the tracking of plan holders, issuing addenda to prospective bidders, and summarizing bid results. Construction Administration services are also further defined to reflect full-time construction observation services per the Town's request.

300 TradeCenter
Suite 5580
Woburn, MA 01801

T 781.933.4800

[TIGHEBOND.COM](https://www.tighebond.com)

The previous amendments and original scope are attached to this document to reference document changes.

The details of Amendment No. 3 are as follows:

To Section I. *Scope of Services*, Part A. Phase 1 - Preliminary (25%) Design Plans

To Subsection 1. Topographic Survey Subsection 1a. ADD the following:

Additional survey will be conducted by a survey subconsultant. Expanded survey limits will include the following:

1. Hammond Street from the southerly sideline of Boylston Street (Route 9) to the beginning of Horace Jame Circle. Approximately 4,675 linear feet.
2. The northeasterly section of Horace James Circle encompassing Hammond Street and Newton Street, extending 50 linear feet east of the golf club driveway on Newton Street.
3. 200 feet along the north leg of Woodland Road.
4. 100 feet along the south leg of Woodland Road.
5. 200 feet along the Beaver Country Day School Driveway.
6. 50 feet of the following abutting side streets:
 - a. Sheafe Street
 - b. Heath Street (West of Hammond)
 - c. Heath Street (East of Hammond)
 - d. Pine Road
 - e. Glenoe Road
 - f. Cedar Road
 - g. Aston Road
 - h. Laurel Road

To Subsection 2, Preliminary Design, paragraph a, after the last sentence, INSERT the following:

The preliminary design will be further revised to incorporate buffered bicycle lanes and a two-way left turn lane along the corridor, as originally sketched over aerial imagery in August 2024 by Environmental Partners (Apex). Highway design improvements will include pavement milling and overlay of Hammond Street, along with the required pedestrian upgrades to meet compliance with the Americans with Disabilities Act (ADA) standards. It is assumed under revised preliminary design that all the linework provided by August 2024 sketch plans will need to be redrawn to establish alignment offsets using the expanded alignment from the previously engineered intersection plans.

This plan set will be submitted using aerial imagery and GIS data. This is to accommodate progressing the design under the expedited bidding timeline, as requested by the Town. The design will fully implement proposed improvements within the requested additional topographical survey at final design.

To Section I. Scope of Services, Part B. Phase 2 - Final Design

To Part B. Phase 2 - Final Design after the last sentence ADD the following:

Final design will be revised based on the expanded project limits to incorporate updated field survey collected under the Agreement. Design plans prepared as part of Final Design will be issued to the contractor once the project is awarded. The plans prepared as part of the Preliminary Design stage will be included as part of the bid package and utilized to prepare item list and associated bid quantities.

Tighe & Bond assumes the Massachusetts Water Resources Authority (MWRA) does not have infrastructure within the footprint of the project as defined herein, thus an 8(m) Permit will not be required. As the southern end of the project terminates at the Hammond Street / Hammond Pond Parkway rotary that is under the jurisdiction of the Department of Conservation and Recreation (DCR), a Construction Access Permit will be required. The permitting fee includes a predefined application fee, trench fee, and a sidewalk excavation fee based on the square footage of impacted area within DCR jurisdiction. For the purpose of establishing a comprehensive permit fee, Tighe & Bond assumes 3,900 sf of disturbed area related to the construction of the proposed sidewalk. For the purpose of establishing a comprehensive budget, we have carried an ALLOWANCE of \$24,000 for permitting fees associated with the DCR Construction Access Permit as described herein.

To Section I. Scope of Services, Part C. Phase 3 - Construction Administration

To Part C. Phase 3 - Construction Administration DELETE subsection 1a. in its entirety and REPLACE with the following:

- a. Assist the Town in preparing electronic advertisement documents to upload to the Central Register. This will include services to host bid documents, issuance of addenda, compile/summarize bids, and compile PDF packets of each bidder. Tighe & Bond assumes the Town will advertise the project through COMMBUYS. Tighe & Bond shall advertise project in a circulated newspaper, request wage rates, submit MassDOT Prequalification package, and issue Recommendation of Award to Town.

To **Part C. Phase 3 - Construction Administration**, subsection 1d. REPLACE "24 hours" with "48 hours". This reflects the additional hours expected to provide bidding assistance services.

To Part C. Phase 3 - Construction Administration DELETE subsection 2. in its entirety and REPLACE with the following:

2. Contract Administration

- a. Office Services may be performed at any time during the construction period of service. Services shall include the review, approval, and tracking of shop drawings, site visits, periodic observations, consultation and interpretation of contract documents, review and respond to Requests for Information (RFI's), review change orders, attend regularly scheduled meetings with the TOWN, and other related work in connection with the project.
- b. Prepare for and attend a preconstruction meeting with the TOWN and the contractor to review project scope, schedule, establish points of contact, and review submittal requirements prior to the start of construction. This Scope of Services includes one (1) preconstruction meeting, meeting preparation, attendance, meeting minutes, and follow-up correspondence.

- c. Review project shop drawing submittals received by the contractor. Submittals may be returned for corrections and resubmittal should the respective item not comply with the contract documents. This Scope of Services assumes up to one (1) revision per shop drawing submittal for the purposes of establishing the budget for this agreement. A shop drawing log will be maintained electronically and submitted to the TOWN as required. For budgeting purposes this Scope of Services assumes up to 75 hours for shop drawing reviews and approvals.
- d. Review Requests for Information (RFI's) from the contractor and provide a written response to adequately address the specific question or item submitted for clarification. Where necessary, sketches or plans may be developed to provide clarification. For the purposes of establishing a budget, this agreement assumes up to 45 hours of review and response time.
- e. Prepare for and attend construction progress meetings with the Contractor and the TOWN throughout the construction project duration. Meeting agendas and meeting minutes will be prepared for each meeting. This agreement assumes that bi-weekly meetings will be held for the duration of the construction contract. For the purposes of establishing a budget, this agreement assumes up to fourteen (14) virtual progress meetings and a pre-construction meeting with two representatives from Tighe & Bond present for a total of forty (40) hours.

To Part C. Phase 3 - Construction Administration DELETE subsection 3. in its entirety and REPLACE with the following:

3. Visits to the Site, Observation of Construction, and Project Management

- a. To provide periodic updates to the TOWN, Tighe & Bond shall furnish a Project Manager to assess the progress and quality of the work of the Contractor.
- b. In connection with observations of the work of Contractor, while in progress, Tighe & Bond shall provide a full-time construction observer to be on site during construction hours. The Construction Observer shall have prior experience observing comparable municipal roadway infrastructure projects in urban environments across the Commonwealth, a strong understanding of MassDOT Standard Specifications and Construction Details as the basis for project design standards, comprehensive knowledge of contract documents, and strong communication skills. For the purposes of establishing a budget, this agreement assumes up to one construction observer on site for an 8-hour day, 5 days a week, for twenty-two (22) weeks, which equates to 880 hours. In addition, this agreement also assumes 72 hours for senior level staff to be on site to account for site visits that require in-person coordination with the contractor. The level of effort required for construction observation will depend on ongoing and planned work by the Town and will be reviewed as construction progresses. The town shall direct Tighe & Bond via written communication regarding changes to onsite requirements of the Construction Observer based on the assumptions listed under Paragraph b herein.

- c. Through more extensive on-site observations of the work in progress and field checks of materials and equipment by the Construction Observer and the Project Manager, Tighe & Bond shall endeavor to provide further protection for the TOWN against defects and deficiencies in the work of the Contractor. Tighe & Bond will bring discrepancies and latent issues encountered with the work to the Brookline Department of Public Works, designated Project Manager for action. It is assumed the Town will identify a Project Manager and Point of Contact at the Pre-Construction Meeting. However, Tighe & Bond shall not, during such visits or as a result of such observations of the Contractor's work in progress direct or have control over the Contractor's work nor shall Tighe & Bond have authority over or responsibility for the means, methods, techniques, sequences or procedures selected by the Contractor, for safety precautions and programs incident to the work of the Contractor, for any failure of the Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to the Contractor's performing and furnishing the work, or responsibility of construction for the Contractor's failure to furnish and perform the work in accordance with the Contract Documents or the TOWN's general requirements and/or accepted standards.
- d. Based on information obtained during such visits and such observations, Tighe & Bond shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents. Tighe & Bond shall keep the TOWN informed of the progress of the work. The responsibilities of Tighe & Bond contained in this paragraph are expressly subject to the limitations set forth in the following "paragraph e" and other expressed or general limitations in this Agreement and elsewhere.
- e. The purpose of Tighe & Bond's visits to, and representation by the Construction Observer at the site will be to enable Tighe & Bond to better carry out the duties and responsibilities assigned to and undertaken by Tighe & Bond during the Construction Phase that the completed work of Contractor will conform in general to the Contract Documents and that the integrity of the design concept of the completed project as a functioning whole as indicated in the Contract Documents has been implemented and preserved by the Contractor. Conversely, Tighe & Bond shall not, during such visits or as a result of such observations of the Contractor's work in progress direct or have control over the Contractor's work nor shall Tighe & Bond have authority over or responsibility for the means, methods, techniques, sequences or procedures of construction selected by the Contractor, for safety precautions and programs incident to the work of the Contractor or for any failure of Contractor to comply with laws, rules, regulations, ordinances, codes or orders applicable to the Contractor's furnishing and performing the work. Accordingly, Tighe & Bond neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

To Part C. Phase 3 - Construction Administration DELETE subsection 4. in its entirety and REPLACE with the following:

4. Payment Requests, Change Orders, and Work Change Directives

- f. Review Applications for Payment with the Contractor for compliance with the established procedure for their submission and forward with recommendations to the TOWN, noting particularly the relationship of the payment requested to the schedule of values, work completed, and materials and equipment delivered at the site but not incorporated in the work.

- g. Tighe & Bond shall review applications for payment and the accompanying data schedules, determine the amounts owing to Contractor(s) and recommend in writing to the TOWN payments to Contractor(s) in such amounts. Tighe & Bond shall compile all data necessary and prepare documentation, for TOWN signature. This agreement assumes up to eight (8) payment applications with one (1) revision per application for a total of 56 hours of review time.
- h. Recommendations of payment will include final determinations of quantities and classifications of such work (subject to any subsequent adjustments allowed by the Contract Documents). By recommending any payment Tighe & Bond shall not thereby be deemed to have represented that on-site observations made by Tighe & Bond to check the quality or quantity of the Contractor's work as it is performed and furnished have been exhaustive, extended to every aspect of the work in progress, or involved detailed inspections of the work beyond the responsibilities specifically assigned to Tighe & Bond in this Agreement and the Contract Documents. Neither Tighe & Bond's review of the Contractor's work for the purposes of recommending payments nor Tighe & Bond's recommendation of any payment (including final payment) will impose on Tighe & Bond responsibility to direct or control such work or for the means, methods, techniques, sequences or procedures of construction or safety precautions or programs incident thereto, or the Contractor's compliance with laws, rules, regulations, ordinances, codes or orders applicable to Contractor's furnishing and performing the work.
- i. Tighe & Bond shall recommend Change Orders and Work Change Directives to TOWN as appropriate and shall prepare Change Orders and Work Change Directives as required. This agreement assumes approximately 16 hours for this task.

To Part C. Phase 3 - Construction Administration ADD the following:

5. Daily Reports

- a. When on-site, Tighe & Bond, through the Construction Observer shall prepare a daily report or keep a diary or log book, recording the Contractor's hours on the job site, weather conditions, data relative to questions of work change directives, change orders or changed conditions, list of job site visitors, daily activities, decisions, equipment and personnel on site, observations in general, and specific observations in more detail as in the case of observing test procedures; and send copies to the TOWN. Tighe & Bond shall also maintain a record of the names, addresses and telephone numbers of all Contractors, subcontractors and major suppliers of materials and equipment. For the purpose of establishing a budget, this agreement assumes up to 110 hours for daily report generation.

6. Final Punchlist & Traffic Signal Inspection

- a. After substantial completion of traffic signal systems and following required testing period, Tighe & Bond will administer a final inspection of the traffic signal installation. A final report will be prepared identifying signal system punch list items to be addressed by the Contractor prior to contract closeout.
- b. Schedule, attend, and log outstanding items based on field walk with the TOWN and the Contractor. Tighe & Bond shall provide a summary of punchlist items and furnish document to the Contractor for implementation prior to final payment and contract closeout.

To Section II. Fees

To Part A, REVISE the fees as outlined in the table below:

	Phase 1 Preliminary Design	Phase 2 Final Design	Phase 3 Construction Administration	Total Value
Original Agreement 10/23/2018	\$57,500.00		-	
Amendment No. 1 9/3/2019	\$17,000.00		-	
Amendment No. 2 1/28/2025	\$36,000.00		-	
Previously Approved TOTAL	\$110,500.00		\$0.00	\$110,500.00
<i>Amendment No. 3 (this amendment)</i>	<i>\$120,000.00</i>	<i>\$53,000.00</i>	<i>\$285,500.00</i>	<i>\$458,500.00</i>
Approved plus Amended TOTAL	\$283,500.00		\$285,500.00	\$569,000.00
Billing Type	Lump Sum		Time & Expense	

To Part A, REVISE the lump sum fee associated with **Phase 1 - Preliminary (25%) Design Plans** and **Phase 2- Final Design Plans** to **\$283,500.00**.

DELETE Part B in its entirety and REPLACE it with the following:

The TOWN will pay Tighe & Bond for the work as described in **Phase 3 - Construction Administration** on a time-and-expense basis at Tighe & Bond's Standard Billing Rates in effect at the time that the services are performed and shall not exceed **\$285,500.00** without prior authorization from the TOWN.

Other Terms Unchanged

All other terms and conditions of the AGREEMENT shall remain in full force and effect and unchanged by this Amendment and are hereby expressly reaffirmed by the parties hereto and thereto.

IN WITNESS WHEREOF, the parties hereto have made and executed the AGREEMENT by their duly authorized representatives as of _____ day of _____

OWNER

Town of Brookline, Massachusetts

Select Board

ENGINEER

TIGHE & BOND, INC.



William P. Mertz
Sr. Vice President

DATE: 03/06/2026

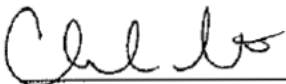
DATE: _____

APPROVED AS TO FORM

N/A for Amendment- DELETE

DATE: _____

CERTIFICATION AS TO THE AVAILABILITY OF FUNDS BY PRIOR APPROPRIATION FOR SERVICES RENDERED PURSUANT TO THIS AMENDMENT NO. 3 IN THE AMOUNT OF \$458,500.00



DATE: 3/24/26

Comptroller

Contract #PW/19-16 Traffic/Safety Improvements at the Intersection of Hammond Street at Woodland Road

Amendment No. 3 - Fee Breakdown with Expenses

	Labor	Expenses	Total
<u>Phase 1 Preliminary Design</u>			
Engineering Labor	\$72,150		
Survey		\$47,850	
Phase 1 Total	\$72,150	\$47,850	\$120,000
<u>Phase 2 Final Design</u>			
Engineering Labor	\$53,000		
Phase 2 Total	\$53,000	\$0	\$53,000
<u>Phase 3 Construction Administration</u>			
Bid Assistance Labor	\$10,300		
Project Dog (Bid Administration)		\$1,000	
Bid Advertisement and Related Fees (Newspaper Ad, Mailings, Permit Fees)		\$25,100	
Bid Assistance Subtotal	\$10,300	\$26,100	\$36,400
Construction Administration Labor	\$84,000		
Construction Administration Subtotal	\$84,000	\$0	\$84,000
Construction Inspection Labor	\$161,400		
Expenses (Mileage, Misc Expenses)		\$3,700	
Construction Inspection Subtotal	\$161,400	\$3,700	\$165,100
Phase 3 Total	\$255,700	\$29,800	\$285,500
<u>Grand Total</u>	<u>\$380,850</u>	<u>\$77,650</u>	<u>\$458,500</u>

2026 FIXED HOURLY RATE SCHEDULE



TECHNICAL PROFESSIONALS

Senior Vice President	\$350.00
Vice President	\$320.00
Safety & Health Director	\$280.00
Senior Consultant	\$280.00
Principal Landscape Architect	\$230.00
Principal Engineer	\$270.00
Senior Project Manager	\$270.00
Project Manager 2	\$230.00
Project Manager 1	\$195.00
Senior Landscape Architect 2	\$190.00
Senior Landscape Architect 1	\$180.00
Senior Engineer 2	\$225.00
Senior Engineer 1	\$210.00
Senior MEP Professional 2	\$220.00
Senior MEP Professional 1	\$205.00
Project Engineer 2	\$175.00
Project Engineer 1	\$155.00
Project MEP Professional 2	\$175.00
Project MEP Professional 1	\$155.00
Project Landscape Architect 2	\$160.00
Project Landscape Architect 1	\$150.00
Staff Engineer 2	\$140.00
Staff Engineer 1	\$125.00
Landscape Designer 2	\$145.00
Landscape Designer 1	\$130.00
Land Survey Technician 3	\$165.00
Senior Architect 2	\$215.00
Senior Architect 1	\$190.00
Project Architect 2	\$160.00
Project Architect 1	\$145.00
Principal Planner	\$220.00
Senior Planner	\$205.00
Project Planner	\$140.00
Planner 2	\$130.00
Planner 1	\$115.00
Construction Observer 4	\$215.00
Construction Observer 3	\$165.00
Construction Observer 2	\$145.00
Construction Observer 1	\$120.00

TECHNICAL PROFESSIONALS

Principal Compliance Specialist	\$230.00
Senior Compliance Specialist 2	\$195.00
Senior Compliance Specialist 1	\$175.00
Project Compliance Specialist 2	\$150.00
Project Compliance Specialist 1	\$140.00
Compliance Specialist 2	\$120.00
Compliance Specialist 1	\$105.00
Principal Environmental Scientist	\$240.00
Senior Environmental Scientist 2	\$210.00
Senior Environmental Scientist 1	\$185.00
Senior Data Management Specialist 1	\$180.00
Environmental Data Specialist 2	\$125.00
Environmental Data Specialist 1	\$115.00
Project Environmental Scientist 2	\$155.00
Project Environmental Scientist 1	\$145.00
Environmental Scientist 2	\$125.00
Environmental Scientist 1	\$115.00

GIS PROFESSIONALS

GIS Technical Director	\$265.00
Senior GIS Project Manager	\$220.00
GIS Project Manager 2	\$200.00
GIS Project Manager 1	\$170.00
Senior Development Engineer	\$220.00
Senior GIS Analyst 2	\$205.00
Senior GIS Analyst 1	\$170.00
GIS Analyst 2	\$150.00
GIS Analyst 1	\$130.00
GIS Technician 2	\$105.00
GIS Technician 1	\$85.00

SUPPORT

Digital Project Manager	\$230.00
Digital Project Specialist	\$150.00
BIM Manager	\$200.00
CAD Manager	\$205.00
Senior Designer	\$175.00
Drafter/Designer 2	\$140.00
Drafter/Designer 1	\$120.00
Remediation Technician 1	\$105.00
Intern	\$80.00
Contract Specialist	\$140.00
Administrative Support	\$95.00

EXPENSES

1. Automobile transportation expenses for employee travel directly related to the project shall be invoiced at the prevailing Federal rate per vehicle mile.
2. Outside reimbursable expenses and services, which are rendered to Tighe & Bond, Inc. by other than direct employees, and any permitting fees paid by Tighe & Bond, Inc. on behalf of the Client, shall be invoiced at Tighe & Bond, Inc.'s direct cost plus 10% administrative fee.
3. Reimbursable expenses such as in-house field supplies and equipment rental, tolls and parking, overnight mailings and bulk notification mailings, and in-house printing shall be invoiced at cost or unit costs as applicable.
4. Costs for items such as regular mailings of project documents, telephone or fax communications, and miscellaneous in-house printing are included in the hourly rates shown above.

PROVISIONS

1. Rates are effective until December 31, 2026, at which time rates will be increased based on annual salary review.
2. The above rates are based on services performed during the hours of 6:00AM to 8:00 PM, Monday through Friday, excluding holidays. For Client requested on-site services for night shifts, weekends, or holidays, including engineers or construction observers providing on-site services during construction, or staff providing environmental emergency response services outside of these hours, the above rates will be invoiced at a premium.

March 23, 2026

Select Board
Town Hall
Brookline, MA 02445

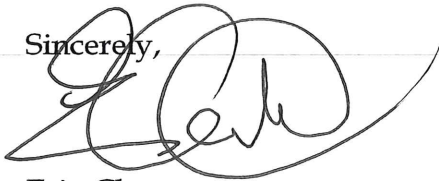
Dear Board Members:

Attached for your approval is Extra Work Order Number 1 for work done by Mountain View Landscapes and Lawncare, Inc., in conjunction with Contract No. PW/25-05, Schick Park Reconstruction.

The extra work order is for additional stone veneer, pavilion footings, stairs and walls redesign, and tree protection fencing costs and credits for wall repair, perforated pipe, individual tree protection, temporary fencing and screen.

The Department of Public Works respectfully asks for your approval of this work.

Sincerely,



Erin Chute
Commissioner of Public Works

EXTRA WORK ORDER

Number 1

I, Sean Corrigan, duly authorized representative of Mountain View Landscapes and Lawncare, Inc., Contractor, agree to perform all labor and supply such materials as may be necessary to perform the additional work in change orders 1, 2, 3, 5 and additional tree protection fencing under the contract for Schick Park Improvements.

I further agree that the amounts paid to Mountain View Landscapes and Lawncare, Inc., Contractor, for performing the additional work and the credits for change order 4, perforated pipe, individual tree protection fencing, temporary fencing and screen shall be as follows:

<u>Lump sum cost for CO 1 Stone Veneer attached</u>	<u>\$1,772.81</u>
<u>Lump sum cost for CO 2 Pavilion Footings attached</u>	<u>\$2,319.78</u>
<u>Lump sum cost for CO 3 Stair Redesign attached</u>	<u>\$4,616.87</u>
<u>Lump sum credit for CO 4 Wall Repair attached</u>	<u>(\$8,514.80)</u>
<u>Lump sum cost for CO 5 Wall Redesign attached</u>	<u>\$26,300.31</u>
<u>Credit for deletion of 214 lf of 6" Perf PVC Pipe at Stone Trench at \$50.00/lf</u>	<u>(\$3,128.00)</u>
<u>Credit for deletion of 11 each of Individual Tree Protection at \$346.00/each</u>	<u>(\$3,806.00)</u>
<u>Cost for addition of 58 lf of Tree Protection Fencing at \$12.50/lf</u>	<u>\$725.00</u>
<u>Credit for deletion of 284 lf of Temp CLF w/Screen at \$33.00/lf</u>	<u>(\$9,372.00)</u>
<u>Credit for deleting 141 lf of 6ft Screen for Existing CLF at \$7.00/lf</u>	<u>(\$987.00)</u>

The above work is in connection with the contract between Mountain View Landscapes and Lawncare, Inc., and the Town of Brookline, Massachusetts, "Schick Park Improvements," Contract No. PW/25-05, dated May 20, 2025.

Approved:

3/18/2026
Date

Approved:

[Signature]
Commissioner of Public Works

Mountain View Landscapes and Lawncare, Inc.
(Contractor)
Sean Corrigan V.P.
Authorized Representative

Town Administrator



Landscapes and Lawncare, Inc.

67 Old James Street, Chicopee, MA 01020 * tel. (413) 536-7555 x 110 * fax. (413) 536-5607

February 18, 2026

To: Town of Brookline

Attn: Karen Hersey

Re: Change Stone Vencer from Boston Blend Mosaic (specified) to Boston Blend Square/Rectangle

Please accept our proposal for the changes in work. The scope of work includes: The change of stone veneer form specified Boston Blend Mosaic to Boston Blend Sq/Rec as indicated on 'Approved as Noted' Submittal

General Contractor:

		<u>Hrs</u>	<u>Rate</u>	
Labor:	(Operator/ Foreman)	0	\$111.98	\$ -
	(Laborer)	0	\$94.66	\$ -
Materials:				\$ 1,584.25
Equipment:	(Crew Truck)		\$125.00	\$ -
	(Skid Steer)		\$243.00	\$ -
	(Mini Excavator)		\$415.00	\$ -
	(Excavator)		\$625.00	\$ -
	(Loader)		\$285.00	\$ -
	(Backhoe)		\$645.00	\$ -
	(Dozer)		\$505.00	\$ -
	(Roller)		\$370.00	\$ -
Subtotal GC Labor and Materials				\$ 1,584.25
Overhead and Profit				<u>10%</u> \$ 158.43
				<u>\$ 1,742.68</u>

General Contractor Work Total **\$ 1,742.68**

Subcontractors:

{Subcontractor Name}

Subtotal Subcontractors	\$ -
Overhead and Profit	<u>10%</u> \$ -
	\$ -

Subcontractor Work Total **\$ -**

Sub Total	\$ 1,742.68
1.7% Bonds	\$ 30.14

Estimate Total **\$ 1,772.81**

Sincerely,

Mountainview Landscapes & Lawncare, Inc.

Mark Lacombe

Mark Lacombe, Project Manager

Quote

Page:

1

Quote expires
May 28, 2025 12:00 am

Ondrick Natural Earth
729 Fuller Road
Chicopee, MA 01020 U.S.A.

Ticket #: Q-026251
Ticket date: 4/28/25
Station: 5

Sold to: Mountain View Commercial Grounds Maint
67 Old James Street
Chicopee, MA 01020 US
413-736-7555
Paul Mantoni

Ship to: Schick Park Improvments
Brookline, MA US

Customer #:	MOUNT VIEW COM	Ship date:		Ship-via code:			
Sales Rep:	ONE	Location:	MAIN	Terms:	Net 30 days		
Quantity	Item #	Description	Ship-from location	Price	Selling unit	Ext	prc
185.0000	SY-VTMFFL	Boston Blend Mosaic Flats12sf		12.50	SQ.FT	2,312.50	
20.0000	SY-VTCBBMOSC5	Boston Blend Mosaic Corn5LF		25.55	LINFT	511.00	
1.00	100022	Freight Charges For Orders		150.00	EACH	150.00	

User: MGR

Total line items: 3

Sale subtotal: 2,973.50

Tax: 0.00

Total: 2,973.50

All Purchases Final





Swenson Granite Company LLC

369 North State Street
Concord, NH 03301
USA

Tel:

Fax:

BILL TO

MOUNTAIN VIEW LANDSCAPES & LAWN CARE INC
67 OLD JAMES STREET CHICOPEE, MA 01020 USA
Phone No:

SHIP TO

South Hadley
489 Granby Road
South Hadley, MA 01075
USA

Quotation

SWGCQU000590

02-17-2026

Expiry date 03-18-2026
Representative Michael D Kenney
Terms
Incoterm Ex Works
Ship via Customer Pickup
Currency USD

Note:

****50% DEPOSIT REQUIRED TO START PRODUCTION 1 WEEK PRODUCTION****

#	Quantity	Unit	Product number and description	Unit price	Discount	Amount
1	185.00	sq. ft	WA2180 MISC. THIN SAWN VENEER FLATS SSW09-ST	\$21.15	\$0.00	\$3912.75
2	20.00	lin. Ft	WA2190 MISC. THIN SAWN VENEER CORNERS **SPECIAL ORDER BOSTON BLEND SQ/REC'S + CORNERS.** SSW09-ST	\$32.25	\$0.00	\$645.00

CUSTOMER'S APPROBATION

Your signature on this document means that you agree with the terms and conditions of this order.

Date

Signature

Total Quantity

205.00

Sub total \$4557.75
Freight \$0.00
Tax \$284.86
Total \$4842.61
\$USD

SWGCQU000590



Landscapes and Lawncare, Inc.

67 Old James Street, Chicopee, MA 01020 * tel. (413) 536-7555 x 110 * fax. (413) 536-5607

September 23, 2025

To: Town of Brookline

Attn: Karen Hersey

Re: Excavate & Breakup Concrete Footings from Existing Pavilion Structure

Please accept our proposal for the changes in work. The scope of work includes: The additional Labor & Equipment needed to breakup and remove oversized footings from existing Pavilion structure

General Contractor:

		Hrs	Rate	
Labor:	(Operator/ Foreman)	0	\$111.98	\$ -
	(Laborer)	0	\$94.66	\$ -
Materials:				\$ -
Equipment:	(Crew Truck)		\$125.00	\$ -
	(Skid Steer)		\$243.00	\$ -
	(Mini Excavator)		\$415.00	\$ -
	(Excavator)		\$625.00	\$ -
	(Loader)		\$285.00	\$ -
	(Backhoe)		\$645.00	\$ -
	(Dozer)		\$505.00	\$ -
	(Roller)		\$370.00	\$ -
Subtotal GC Labor and Materials				\$ -
Overhead and Profit				10% \$ -
				\$ -

General Contractor Work Total \$ -

Subcontractors:

{Subcontractor Name} **Clark & Sons, Inc.**

Subtotal Subcontractors	\$ 2,073.04
Overhead and Profit	10% \$ 207.30
	\$ 2,280.34

Subcontractor Work Total \$ 2,280.34

Sub Total	\$ 2,280.34
1.7% Bonds	\$ <u>39.44</u>

Estimate Total \$ 2,319.78

Sincerely,

Mountainview Landscapes & Lawncare, Inc.

Mark Lacombe

Mark Lacombe, Project Manager

INVOICE

Clark & Sons Inc.
48 Woodcrest Ct
Chicopee, MA 01020

Clarksonsinc@gmail.com
+1 (413) 315-0003
www.clarkandsonsinc.com



Bill to
Mountain View Landscapes And Lawncare
67 Old James St Chicopee MA 01020 US

Invoice details
Invoice no.: 1458
Invoice date: 08/20/2025
Due date: 08/20/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Jack Hammer	Machine and jack hammer pick up/delivery	1	\$1,350.00	\$1,350.00
2.	Operator		8	\$ 90.38	\$ 723.04
Total					\$2,073.04

Ways to pay

VISA Discover AMEX PayPal venmo

View and pay



Landscapes and Lawncare, Inc.

67 Old James Street, Chicopee, MA 01020 * tel. (413) 536-7555 x 110 * fax. (413) 536-5607

February 18, 2026

To: Karen Hersey/Aaron Kraemer
Town of Brookline

Re: Stair Re-design Additional Cost

Please accept our proposal for the changes in work. The scope of work includes: Delete cheekwall footings. Field cut & modify existung rebar to accommodate stair design revisions due to existing field conditions.

<u>General Contractor:</u>		<u>Hrs</u>	<u>Rate</u>	
Labor:	(Operator/ Foreman)	0	\$111.98	\$ -
	(Laborer)	0	\$94.66	\$ -
Materials:	Concrete, cy	-4	\$198.00	\$ (792.00)
Equipment:	(Crew Truck)		\$73.50	\$ -
	(Skid Steer)		\$243.00	\$ -
	(Mini Excavator)		\$415.00	\$ -
	(Excavator)		\$625.00	\$ -
	(Loader)		\$285.00	\$ -
	(Backhoe)		\$645.00	\$ -
	(Dozer)		\$505.00	\$ -
	(Roller)		\$370.00	\$ -
Subtotal GC Labor and Materials				\$ (792.00)
Overhead and Profit			0%	\$ -
				\$ (792.00)
General Contractor Work Total				\$ (792.00)
<u>Subcontractors:</u>				
{Subcontractor Name}			Cosgrove	
Subtotal Subcontractors			\$ 4,845.80	
Overhead and Profit		10%	\$ 484.58	
			\$ 5,330.38	
Subcontractor Work Total				\$ 5,330.38
			Sub Total	\$ 4,538.38
1.7%			Bonds	\$ 78.49
Estimate Total				\$ 4,616.87

Sincerely,

Mountainview Landscapes & Lawncare, Inc.

Mark Lacombe

Mark Lacombe, Project Manager



Cosgrove Construction, LLC

77 Heywood Ave West Springfield, MA 01089

Tel: (413) 426-8011

10/20/2015

Re: Add Costs Associated with Staircase Re-Design

L/E Credit to Delete Cheekwall Footings:

		<u>Hrs</u>	<u>Rate</u>		
Labor:	(Operator/ Foreman)	0		\$	-
	(Laborer)	-2	\$74.90	\$	(149.80)
Materials:				\$	-
Equipment:	(Crew Truck), days	-1	\$500.00	\$	(500.00)
Subtotal:				\$	(649.80)
Overhead and Profit		0%		\$	-
				\$	(649.80)
				Total:	\$ (649.80)

Add L/E to Field Cut & Modify Existing Rebar to New Stair Design:

		<u>Hrs</u>	<u>Rate</u>		
Labor:	(Operator/ Foreman)	0		\$	-
	(Laborer)	40	\$74.90	\$	2,996.00
Materials:				\$	-
Equipment:	(Crew Truck), days	2	\$500.00	\$	1,000.00
	Rebar Bender/Chop Saw, days	2	\$500.00	\$	1,000.00
Subtotal:				\$	4,996.00
Overhead and Profit		10%		\$	499.60
				\$	5,495.60
				Total:	\$ 5,495.60

Total Add Cost: \$ 4,845.80



Landscapes and Lawncare, Inc.

67 Old James Street, Chicopee, MA 01020 * tel. (413) 536-7555 x 110 * fax. (413) 536-5607

February 18, 2026

To: Karen Hersey/Aaron Kraemer
Town of Brookline

Re: Credit Existing Wall Repair-Delete Top of Wall less +/-12 ft Either Side of New Stairs

Please accept our proposal for the changes in work. The scope of work includes: Delete wall repair on top of wall less +/-12 feet either side of new stairs.

General Contractor:

		Hrs	Rate	
Labor:	(Operator/ Foreman)	0	\$111.98	\$ -
	(Laborer)	-80	\$94.66	\$ (7,572.80)
Materials:	Cleaner/Mortar	-1	\$942.00	\$ (942.00)
Equipment:	(Crew Truck)		\$73.50	\$ -
	(Skid Steer)		\$243.00	\$ -
	(Mini Excavator)		\$415.00	\$ -
	(Excavator)		\$625.00	\$ -
	(Loader)		\$285.00	\$ -
	(Backhoe)		\$645.00	\$ -
	(Dozer)		\$505.00	\$ -
	(Roller)		\$370.00	\$ -
Subtotal GC Labor and Materials				\$ (8,514.80)
Overhead and Profit				\$ -
				\$ (8,514.80)

General Contractor Work Total \$ (8,514.80)

Subcontractors:

{Subcontractor Name}

Subtotal Subcontractors

Overhead and Profit 10% \$ -
\$ -

Subcontractor Work Total \$ -

Sub Total \$ (8,514.80)
0.0% Bonds \$ -

Estimate Total \$ (8,514.80)

Sincerely,

Mountainview Landscapes & Lawncare, Inc.

Mark Lacombe

Mark Lacombe, Project Manager



Landscapes and Lawncare, Inc.

67 Old James Street, Chicopee, MA 01020 * tel. (413) 536-7555 x 110 * fax. (413) 536-5607

February 18, 2026

To: Karen Hersey/Aaron Kraemer
Town of Brookline

Re: CIP Concrete Walls Re-design Add Cost

Please accept our proposal for the changes in work. The scope of work includes: Full forming of CIP concrete walls due to existing rubble underground which does NOT allow us to earth form below ground portions of walls. Work includes additional excavation and disposal of deleterious material, concrete wall forms & ancillary materials, and additional backfilling including import structural fill material as needed.

<u>General Contractor:</u>		Hrs	Rate		
Labor:	(Operator/ Foreman)	0	\$111.98	\$	-
	(Laborer)	0	\$94.66	\$	-
Materials:	Concrete, cy		\$198.00	\$	-
	Structural Fill, ton	25	\$27.25	\$	681.25
Equipment:	(Crew Truck)		\$73.50	\$	-
	(Skid Steer)		\$243.00	\$	-
	(Mini Excavator)		\$415.00	\$	-
	(Excavator)		\$625.00	\$	-
	(Loader)		\$285.00	\$	-
	(Backhoe)		\$645.00	\$	-
	(Dozer)		\$505.00	\$	-
	(Roller)		\$370.00	\$	-
Subtotal GC Labor and Materials				\$	681.25
Overhead and Profit			10%	\$	68.13
				\$	749.38
General Contractor Work Total				\$	749.38
<u>Subcontractors:</u>					
Cosgrove			\$	15,044.00	
Clark & Sons			\$	7,777.66	
Subtotal Subcontractors				\$	22,821.66
Overhead and Profit			10%	\$	2,282.17
				\$	25,103.83
Subcontractor Work Total				\$	25,103.83
				Sub Total	\$ 25,853.20
				1.7% Bonds	\$ 447.11
Estimate Total				\$	26,300.31

Sincerely,

Mountainview Landscapes & Lawncare, Inc.

Mark Lacombe

Mark Lacombe, Project Manager



Cosgrove Construction, LLC

77 Heywood Ave West Springfield, MA 01089

Tel: (413) 426-8011

11/21/2025

Re: Add Costs Associated with Full Forming of CIP Concrete Walls

Add M/L/E to fully form CIP Concrete Walls:

		<u>Hrs</u>	<u>Rate</u>		
Labor:	(Operator/ Foreman)	0		\$	-
	(Laborer)	140	\$74.90	\$	10,486.00
Materials:		1	\$190.36	\$	190.36
Equipment:	(Wall Forms), each	8	\$375.00	\$	3,000.00
				\$	-
Subtotal:				\$	13,676.36
Overhead and Profit		10%		\$	1,367.64
				\$	15,044.00

Total Add Cost: \$ 15,044.00

INVOICE

Clark & Sons Inc.
48 Woodcrest Ct
Chicopee, MA 01020

Clarksonsinc@gmail.com
+1 (413) 315-0003
www.clarkandsonsinc.com



Bill to
Mountain View Landscapes And Lawncare
Mountain View Commercial Grounds
Maintenance, LLC
67 Old James St
Chicopee
MA
01020
US

Invoice details

Invoice no.: 1508
Invoice date: 12/09/2025
Due date: 01/08/2026

#	Product or service	Description	Qty	Rate	Amount
1.	crew truck		2	\$225.00	\$450.00
2.	Labor	Operator	20	\$90.38	\$1,807.60
3.	excavator	Mini excavator	2.5	\$400.00	\$1,000.00
4.	Skid steer		2.5	\$450.00	\$1,125.00
5.	Laborer		20	\$76.40	\$1,528.00
6.	Trucking		8	\$145.00	\$1,160.00
7.	10% mark up		1	\$707.06	\$707.06

Total \$7,777.66

Ways to pay



Checks can be mailed to 51 Terry Lane Belchertown MA 01007

View and pay

Town Of Brookline

Contract Amendment Approval Form

Department: Public Works/Engineering Division

Contract #: PW/25-05 Schick Park Reconstruction

Vendor Name and Address: Mountain View Landscapes and Lawncare, Inc.
67 Old James Street, Chicopee, MA 01020

Change Order/Extra Work Order #: 1

Purchase Order #: 25100268

Amount of Amendment: \$9,926.97

Purpose of Amendment:

Description: Additional stone veneer, pavilion footings, stairs and wall redesign costs and credits for wall repair, perforated pipe, individual tree protection, temporary fencing and screen.

Coding:

Org #	Org Name *	Acct #	Acct Name	Amount
4924K189		6P0067		\$9,926.97

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

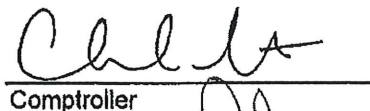
Department Head:



Date 3/23/26

Comptroller and Purchasing Approvals

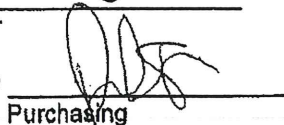
Funds Available/Codes Correct


Comptroller

3/19/26

Date Approved by Comptroller

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


Purchasing

3/23/26

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: March 16, 2026

Re: EWO #1 Upkeep of Trees and Related Work PW /26-03

Cc: Dan Murphy, Director of Engineering and Transportation
Jack Schleifer, Urban Forestry Manager
Karen Hersey, PE, Project Engineer

Attached for your approval is Extra Work Order Number 1 in the amount of \$122,826 for work to be performed by Northern Tree Service, LLC, in conjunction with Contract No. PW/26-03, Upkeep of Trees and Related Work.

The contract amendment is requested to address additional snow related work and also address the current deficit in tree pruning, maintenance, and emergency tree response funding. Approval of this extra work order will allow the Town's Parks and Open Space Division to complete outstanding service requests and proactively undertake needed tree maintenance and risk mitigation work in the coming months.

These funds will also help prevent further deferred maintenance, which can lead to increased future costs and heightened public safety risks if pruning and hazard mitigation activities are delayed.

The Department of Public Works respectfully asks for your approval of this work. Thank you for your consideration.

TOWN OF BROOKLINE

ENGINEERING DIVISION

EXTRA WORK ORDER

Number 1

I, Don Lockwood, duly authorized representative of Northern Tree Service, LLC, Contractor, agree to perform all labor and supply such materials as may be necessary to perform additional snow related work, pruning, maintenance and emergency tree response under the contract for Upkeep of Trees and Related work.

I further agree that the amount or amounts paid to Northern Tree Service, Inc., Contractor, for performing the above-specified work shall be as follows:

Additional snow related work, pruning, maintenance and emergency tree response \$122,826.00

The work is in connection with the contract between Northern Tree Service, LLC, and the Town of Brookline, Massachusetts, "Upkeep of Trees and Related Work," Contract No. PW/26-03, dated June 24, 2025.

Approved:

03/25/26

Date

Northern Tree Service, LLC

(Contractor)

Don Lockwood

Authorized Representative

Approved:

Erin Chute

Commissioner of Public Works

Town Administrator

Town Of Brookline

Contract Amendment Approval Form

Department: Public Works/Engineering Division

Contract #: PW/26-03 Upkeep of Trees and Related Work

Vendor Name and Address: Northern Tree Service, LLC, 1290 Park St, PO Box 790,
Palmer, MA 02069

Change Order/Extra Work Order #: 1

Purchase Order #: 2600009

Amount of Amendment: \$122,826.00

Purpose of Amendment:

Description: Additional pruning and snow related work.

Coding:

Org #	Org Name *	Acct #	Acct Name	Amount
46004680		523599		\$68,0000
4925K051	DPW CIP	6C0011		\$6,760
4996TW11	DBH Fund	523599		\$30,000
42004230		524058		\$18,066

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

Department Head: Erin Chute Date 03/25/26

Comptroller and Purchasing Approvals

Funds Available/Codes Correct Chute
Comptroller

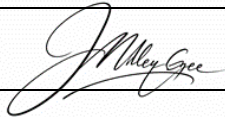
3/24/26
Date Approved by Comptroller

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

3/24/26
Date Approved by Purchasing

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 19**

	MUNICIPAL EMPLOYEE INFORMATION
Name:	Jessica Milley-Gee
Title or Position:	Operations Coordinator
Municipal Agency:	Town of Brookline – Council on Aging
Agency Address:	93 Winchester Street Brookline, MA 02446
Office Phone:	617-730-2759
Office E-mail:	jmilleygee@brooklinema.gov
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
	PARTICULAR MATTER
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	The Council on Aging (COA) has been awarded a \$50,000 FY26 state earmark grant through the Executive Office of Aging & Independence for intergenerational arts programming. The director of the COA/ Senior Center, Emily Williams, has chosen to allocate a portion of this grant (\$2,000) toward a short-term photography and videography project to capture the Senior Center's physical space, programs, and other activities for marketing, fundraising, newsletter, and website use.
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	As Operations Coordinator, my duties include managing day-to-day administrative operations, processing weekly departmental payroll, managing accounts payable, and assisting the Director with grant management and budget reporting. These duties may require me to process the contract, vendor paperwork, invoices, or other payments related to this specific vendor project, as well as all other projects relative to the earmark.
	FINANCIAL INTEREST IN THE PARTICULAR MATTER
Write an X by all that apply.	☐ I have a financial interest in the matter. ☒ My immediate family member has a financial interest in the matter. ☐ My business partner has a financial interest in the matter. ☐ I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. ☐ I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.
Financial interest	COA Director Emily Williams wishes to hire my spouse, Colin Gee (a freelance

in the matter	photographer), as a vendor for this \$2,000 photography project. If hired, he would receive a direct financial payment of \$2,000 from grant funds for his services.
Employee signature:	
Date:	3/24/26

DETERMINATION BY APPOINTING OFFICIAL

	APPOINTING AUTHORITY INFORMATION
Name of Appointing Authority:	
Title or Position:	
Agency/Department:	
Agency Address:	
Office Phone:	
Office E-mail	
	DETERMINATION
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.
Appointing Authority signature:	
Date:	
Comment:	

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.



Caitlin Starr, Assistant Director

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

Memorandum

To: Brookline Select Board
From: ODEICR
Date: 3/26/26
Re: Approval of Sponsorship Funds
CC: Melanie Otsuka

Chairperson Greene,

The Office of Diversity, Equity, Inclusion, and Community Relations and the Brookline Asian American Family Network seek the Select Board's authorization to accept \$250.00 from Chi Chi Wu.

These sponsorship funds are to be appropriated into account 5200SH07 and used for BAAFN's general operating expenses.

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

BROOKLINE COMMISSION ON DISABILITY





HISTORY OF THE COMMISSION

- Welcome
- MGL Chapter 40 - 1983
- BCOD Established – 1986
- Reconfirmed - 2017

CURRENT COMMISSION MEMBERS



James Lee
(Chair)



Saralynn Allaire
(Treasurer)



Joan Mahon



Lynn Miczek
(PedAC Liaison)



Elaine Ober



Liz Stryer



Henry Winkelman
(Deputy Chair)



John VanScoyoc
(Select Board Liaison)

NON-VOTING MEMBERS



Sarah Kaplan
(ADA Coordinator)



Nancy Moore
(Transportation Board Liaison)



REMEMBERING ROB HEIST

- Honoring Rob Heist
- Years of Service
- Commitment to Accessibility

WHAT IS A DISABILITY?

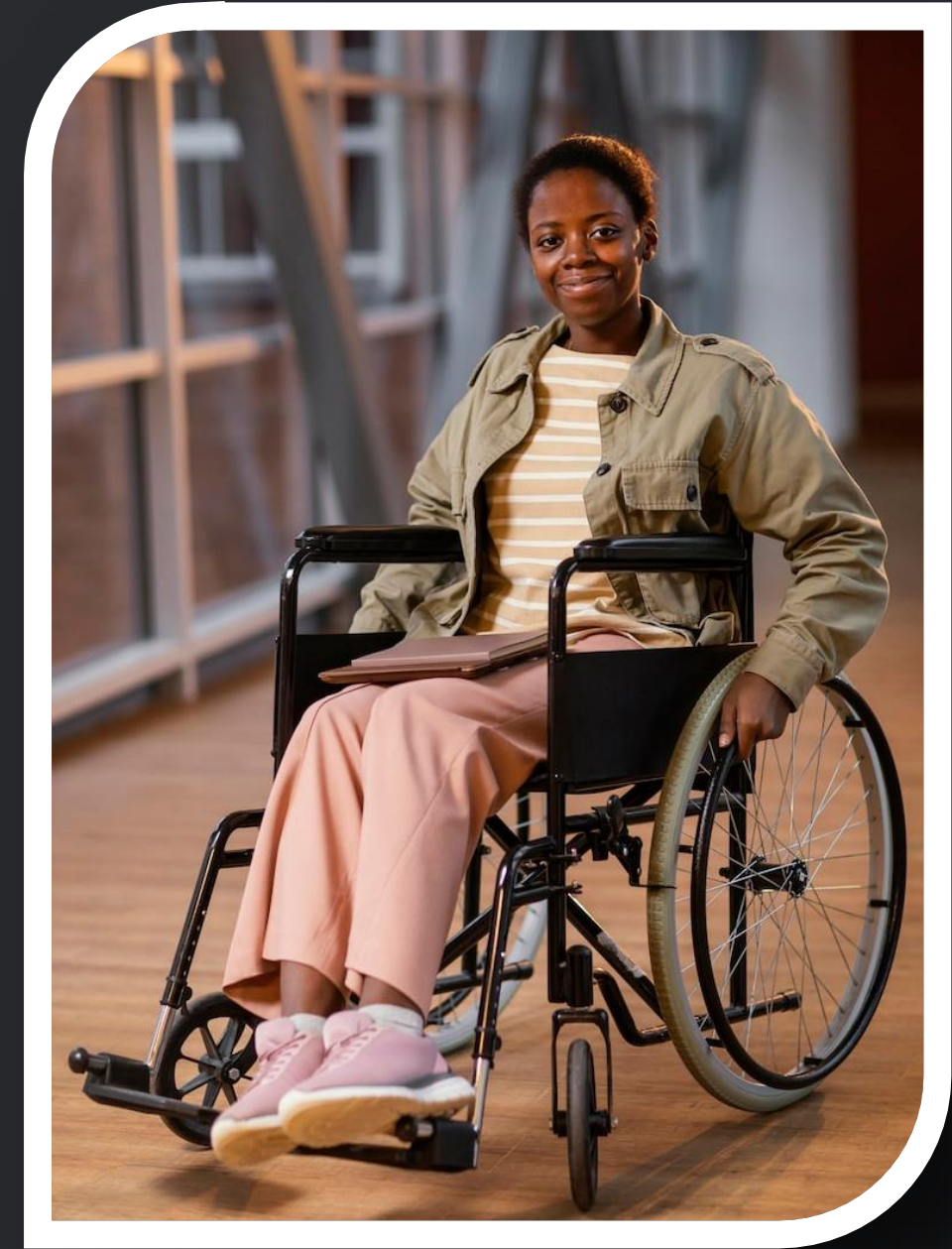
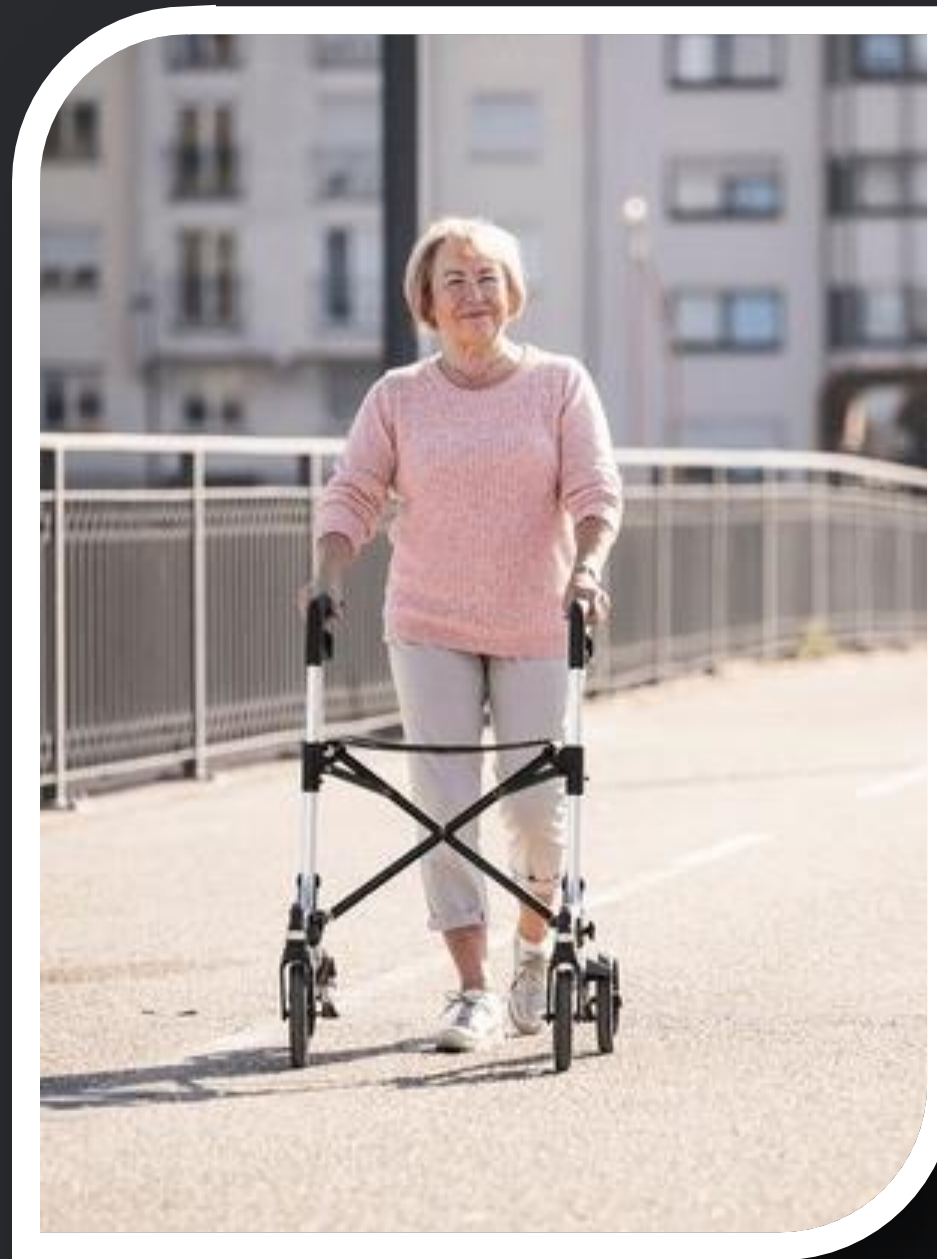
The ADA defines a person with a disability as a person who has a physical or mental impairment that substantially limits one or more major life activities.

This includes people who have a record of such an impairment, even if they do not currently have a disability.

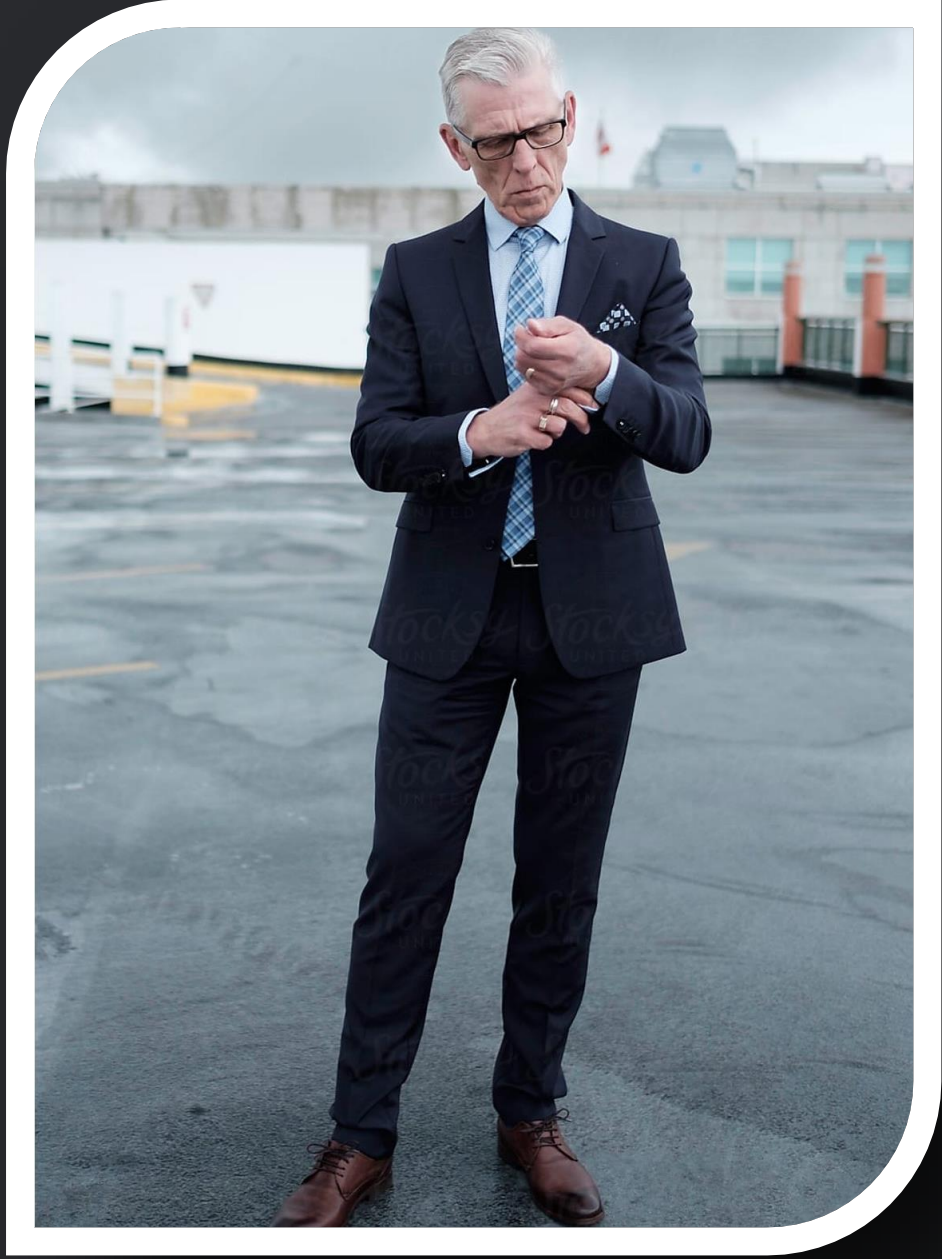
It also includes individuals who do not have a disability but are regarded as having a disability.

The ADA also makes it unlawful to discriminate against a person based on that person's association with a person with a disability.

APPARENT DISABILITIES



NON-APPARENT DISABILITIES



WHAT DOES THE COMMISSION DO?

- Remove Barriers
- Advise on Policy & Development
- Promote Inclusive Participation



A microphone on a podium with a blurred crowd in the background.

WARRANT ARTICLES SUPPORTED

- **Article 13**
Fisher Hill Resolution (Fall 2025)
- **Articles 14 & 15**
*Reasonable Accommodations and
Zoning Process and the Demolition
Delay By-Law (Spring 2025)*
- **Article 16**
Bicycle Space Size (Spring 2025)

MBTA & TRANSPORTATION ACCESSIBILITY



**C Line
Accessibility
Updates**

**Brandon Hall /
Fairbanks Review**

**Fenway Path –
Phase 3**



SCHOOL & TRAFFIC SAFETY

- Hayes School Improvement Project
- Minimum 5 Accessible Parking Spaces
- Transportation Board Letter

VARIANCE & DEVELOPMENT REVIEW

- 1026 Commonwealth Ave Variance
- ADA-Compliant Sidewalks – Juniper Street (Walnut High Apartments)





SUBCOMMITTEES ESTABLISHED

- Accessible Parking
- Disability Pride Display
- Event Planning

ACCESSIBLE PARKING INITIATIVE

Assess Locations
& Quantity

Identify
Obstructions

Improve
Usability



GRANTS & ACCESSIBILITY FUNDING



**≈\$50,000 MOD
Grant for FY 2026**

**Tactile Plates –
Beacon Street**

**Completion by
June 30, 2026**

LEGISLATIVE & COMMUNITY ENGAGEMENT

- Wheelchair Repair Legislation
- Brookline High School Scholarships
- Brookline Day outreach
- United Parish Church



COMMITTEE CONNECTIONS

**Pedestrian Advisory
Committee**

**Age Friendly
Cities Committee**

Centre Street Lots

Bridle Path

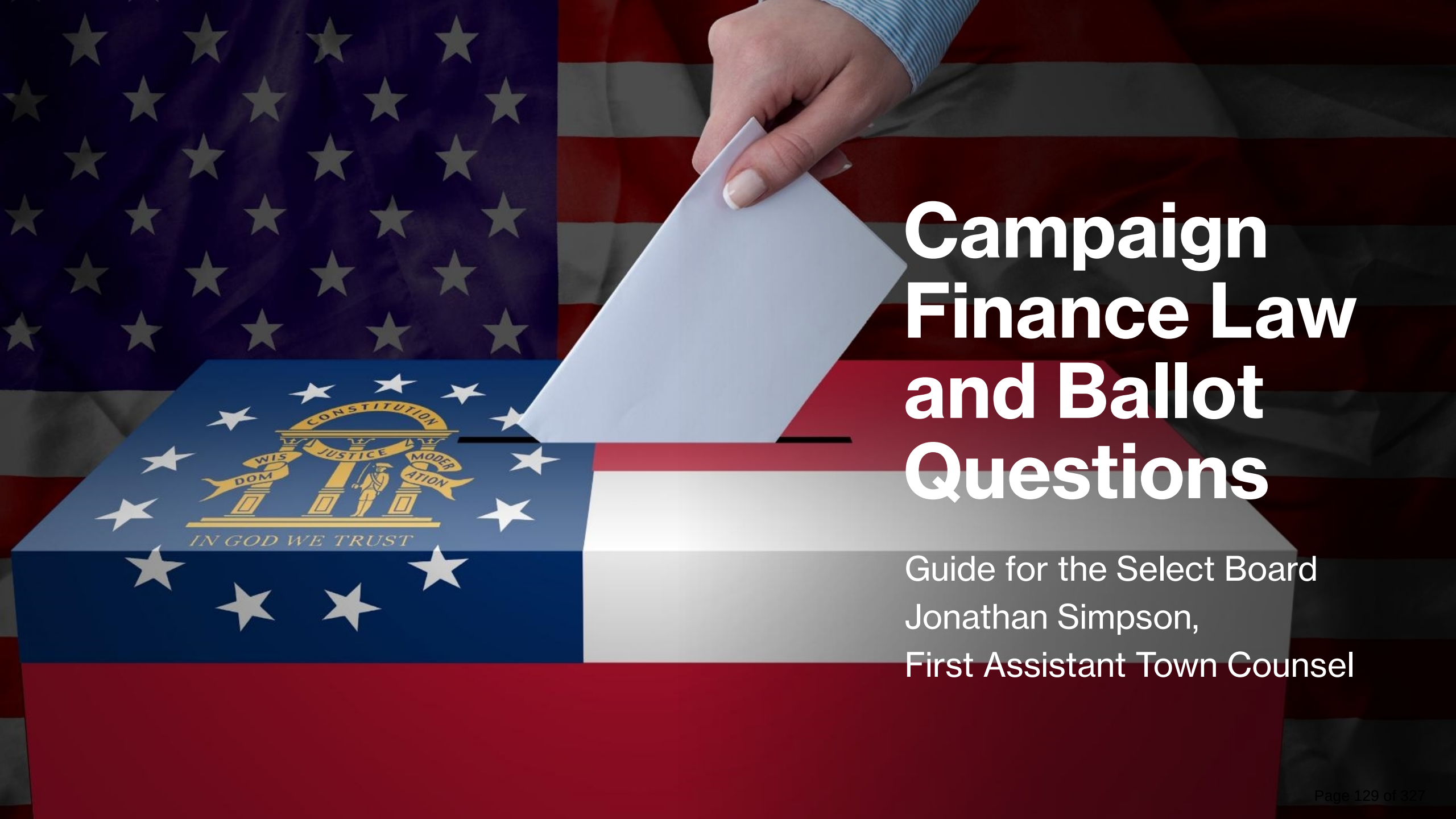


BCOD Webpage

- Webpage Redesign Approved
- Periodic Review
- Ongoing Coordination

QUESTIONS





Campaign Finance Law and Ballot Questions

Guide for the Select Board
Jonathan Simpson,
First Assistant Town Counsel

Introduction





Key Advice

Mass Emails

Mass emails are not allowed. Send emails only to those who have solicited them.

Fundraising

Fundraising connected to the Town is prohibited. Follow the established fundraising guidelines to ensure ethical fundraising practices.

Use of Public Resources

Public resources cannot be used to influence voters. Ensure that staff time and resources are not used for partisan purposes.



No Mass Emails

Mass emails should be avoided to prevent violations and ensure that communication is targeted and effective. Violating the policy can lead to consequences such as wasted time, reduced productivity and damage to reputation.

This applies even when the content is attempting to be “objective” or “informational”.



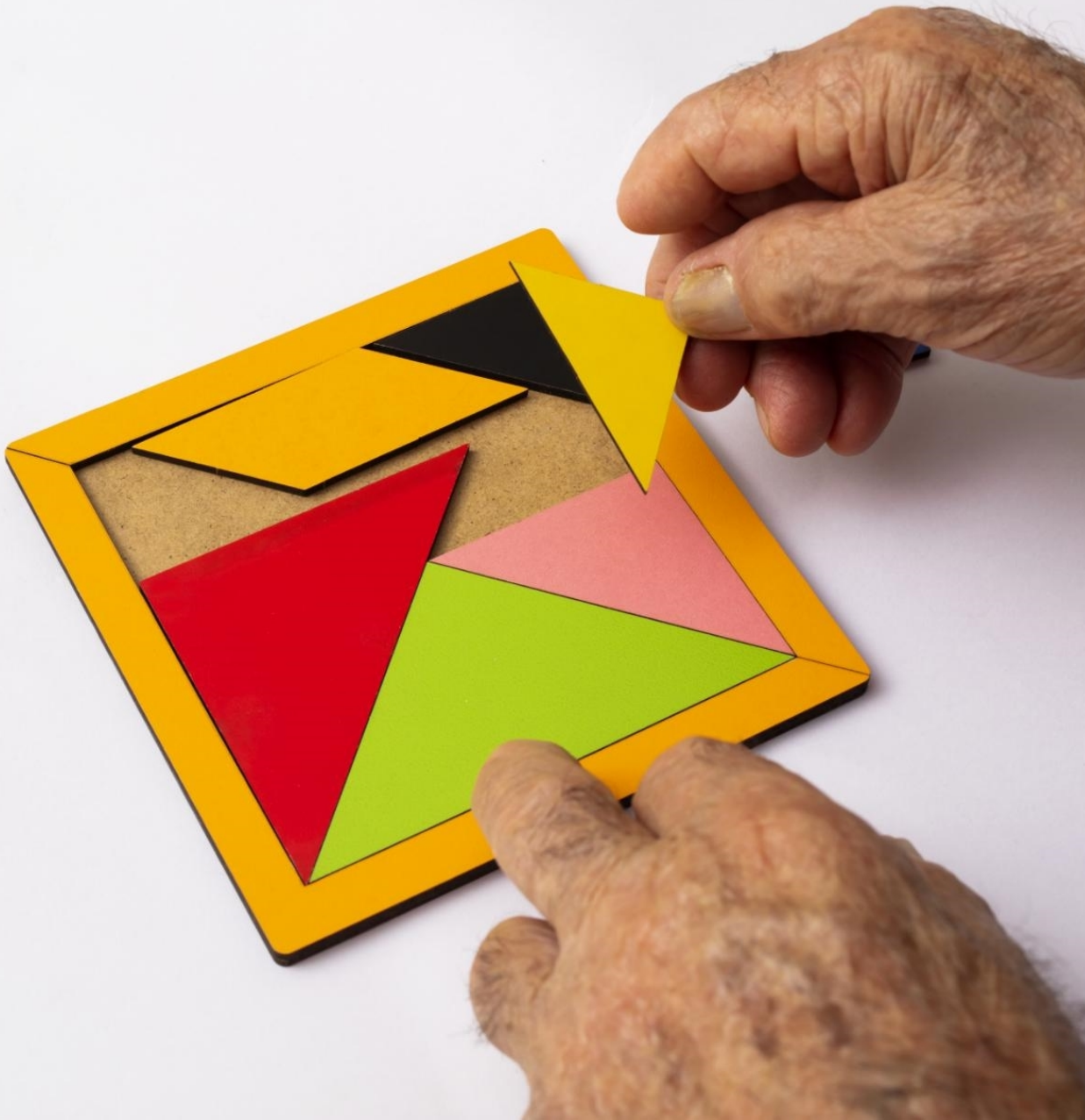
What To Avoid

Political Fundraising by Public Employees

Political fundraising by public employees is prohibited by law.

Political Fundraising in Town buildings

Political fundraising by anyone is prohibited in schools according to the law.



You cannot use public resources to influence voters

Public resources cannot be used to influence voters, including staff time and access to resources. This ensures fairness and impartiality in the election process.

For appointed officials and public employees, you cannot use the “weight of your office” to influence voters, outside of certain exceptions.



HOWEVER, you can NOT use public resources to influence the election. Refrain from engaging staff, using Town or PSB email lists or social media accounts, or municipal spaces.

For everyone else: logistical messages ONLY.



Personal Political Activity

Voting

Voting is one of the most important forms of personal political activity. Always make sure to vote in every election and make your voice heard.

State Positions

As elected officials, it is important to state your positions on political issues. This can be done through social media, letters to elected officials, or discussions with friends and family, so long as public resources are not used. For appointed officials or employees, however, this must be confined to either: (1) your private time; or (2) matters within your purview, if you have a policy-making role.



Policy-Making Positions

Select Board members may take public positions on ballot questions.

For Department Heads and certain Division Heads with policy-making responsibilities, public positions on ballot questions are allowed if related to matters within your purview..



Analysis of Ballot Questions

Preparation of Analyses

Preparation of analyses is a crucial step in understanding and interpreting ballot questions. It helps voters make informed decisions about the issues that are being voted on.

Sharing Analyses

Sharing analyses is important to ensure that voters have access to information that can help them make informed decisions. Analyses can be shared upon request, at meetings, or on the website.

Avoid Unsolicited Distribution

It is important to avoid unsolicited distribution of analyses as it can be misleading and can create confusion among voters.



Equal Access to Public Buildings

- **Private groups should be allowed to use public buildings with equal access for both sides.**
- **This ensures fairness and consistency in the use of public spaces.**

Best Practices

- **When in doubt, be cautious in your actions and avoid acting immediately.**
- **Review the Town Administrator's Memo for guidance.**
- **Ask for guidance from the Town Counsel's Office to ensure compliance with campaign finance laws.**



Questions & Answers

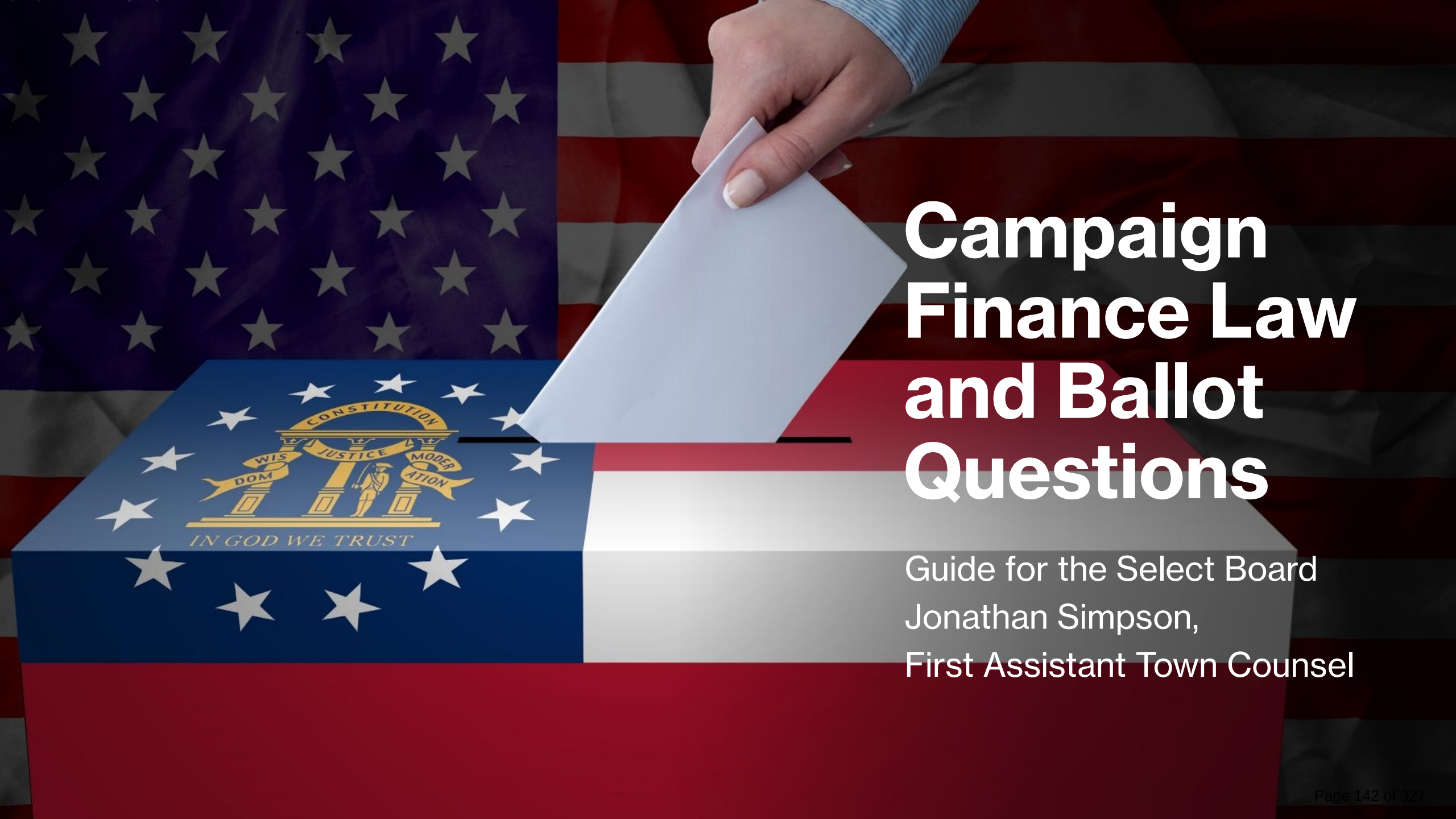
Don't be afraid to ask!

Email or call Town Counsel's Office.

Our email is

towncounseloffice@brooklinema.gov

Our phone number is 617-730-2190



Campaign Finance Law and Ballot Questions

Guide for the Select Board
Jonathan Simpson,
First Assistant Town Counsel

Introduction

A group of five men are gathered in a room with wood-paneled walls, engaged in a discussion. One man with glasses and a beard is speaking, while others listen attentively. The scene is lit with warm, low-key lighting, creating a focused and intimate atmosphere.



Key Advice

Mass Emails

Mass emails at public expense are not allowed. Send those types of emails only to those who have solicited them.

Fundraising

Fundraising connected to the Town is heavily regulated. Follow the established fundraising guidelines to ensure ethical fundraising practices.

Use of Public Resources

Public resources cannot be used to influence voters. Ensure that staff time and resources are not used for partisan purposes.



No Mass Emails

Mass emails using a Town or School email list should be avoided to prevent violations and ensure that communication is targeted and effective. Violating the policy can lead to wasted time, reduced productivity and damage to reputation.

This applies even when the content is attempting to be “objective” or “informational”.



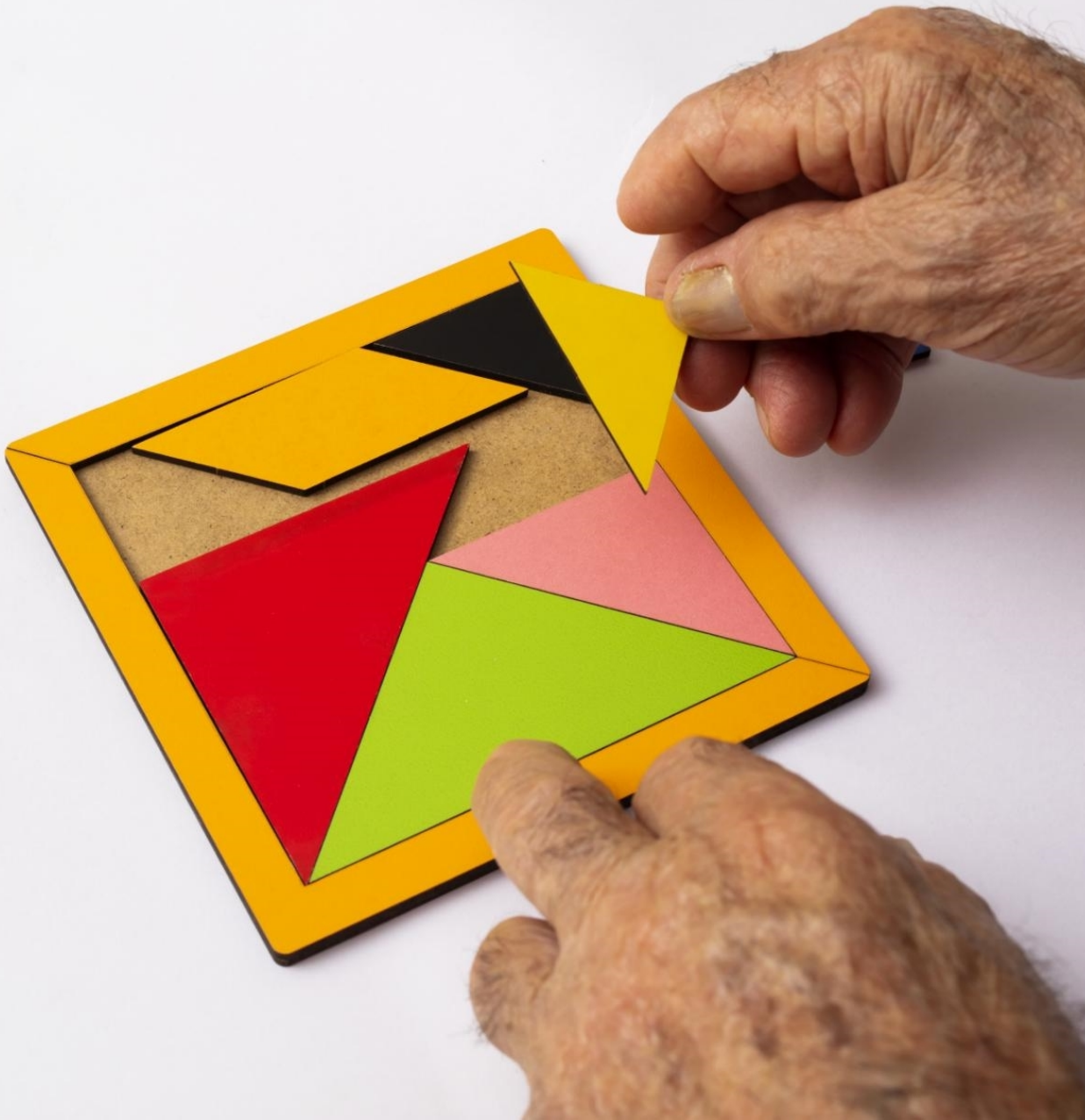
What To Avoid

Political Fundraising by Public Employees

Political fundraising by paid public employees is prohibited by law pursuant to M.G.L. c. 55, s. 13. Fundraising by unpaid appointed officials and elected officials is not barred by section 13 but is subject to other restrictions.

Political Fundraising in Town buildings

Political fundraising by anyone is prohibited in schools or other Town buildings according to the law.



You cannot use public resources to influence voters

Public resources cannot be used to influence voters, including staff time and access to resources. This ensures fairness and impartiality in the election process.

For appointed officials and public employees, you cannot use the “weight of your office” to influence voters, outside of certain exceptions.

Additional note: State ethics law prohibits the use of resources obtained during public service (such as email addresses) to be used for purposes outside of that role.



HOWEVER, you can NOT use public resources to influence the election. Refrain from engaging staff, using Town or PSB email lists or social media accounts, or municipal spaces.

Page 148 of 327



Personal Political Activity

Voting

Voting is one of the most important forms of personal political activity. Always make sure to vote in every election and make your voice heard.

Stating Your Positions

As elected officials, it is important to state your positions on political issues. This can be done through social media, letters to elected officials, or discussions with friends and family, so long as public resources are not used. For appointed officials or employees, however, this must be confined to either: (1) your private time; or (2) matters within your purview, if you have a policy-making role.



Policy-Making Positions

Select Board members may take public positions on ballot questions.

For Department Heads and certain Division Heads with policy-making responsibilities, public positions on ballot questions are allowed if related to matters within your purview..



Analysis of Ballot Questions

Preparation of Analyses

Preparation of analyses is a crucial step in understanding and interpreting ballot questions. It helps voters make informed decisions about the issues that are being voted on.

Sharing Analyses

Sharing analyses is important to ensure that voters have access to information that can help them make informed decisions. Analyses can be shared upon request, at meetings, or on the website.

Avoid Unsolicited Distribution

It is important to avoid unsolicited distribution of analyses as it can be misleading and can create confusion among voters.



Equal Access to Public Buildings

- **Private groups should be allowed to use public buildings with equal access for both sides.**
- **This ensures fairness and consistency in the use of public spaces.**

Best Practices

- **When in doubt, be cautious in your actions and avoid acting immediately.**
- **Review the Town Administrator's Memo for guidance.**
- **Ask for guidance from the Town Counsel's Office to ensure compliance with campaign finance laws.**





Questions & Answers

Don't be afraid to ask!

Email or call Town Counsel's Office.

Our email is

towncounseloffice@brooklinema.gov

Our phone number is 617-730-2190

Town of Brookline FY27 Program Budget

Human Services | Health and Human Services



Program Description

The vision of Brookline Public Health and Human Services is an inclusive community that is healthy, safe, connected and equitable for all. Our mission is to preserve, protect, and promote the physical, mental, and environmental health of the Brookline Community. We collaborate with partners to reduce health inequities, respond to emerging public health challenges, and enforce and implement policy to reduce morbidity and mortality in the community. Among the steps taken by the Department in accomplishing this vision is the control of existing and potential environmental hazards; the provision of health education and clinical health services, with emphasis on the prevention and early detection of chronic diseases and the surveillance, control and prevention of infectious diseases.

The Department consists of the following divisions:

Public Health Administration provides resources and administrative support to the department and maintains the physical plant, housing a broad range of programs and services offered by the Public Health Department. The Director of Public Health and Human Services, with advice and policy guidance from the Advisory Council of Public Health, provides overall management and program direction to the department.

Environmental Health oversees various programs and services, many of which are mandated by state regulations. These services encompass inspections and permits for food establishments, enforcement of housing standards, inspection of swimming pool facilities, management of solid waste, control of animals and pests, enforcement of bans on plastic bags and polystyrene, addressing general health concerns, and calibration and certification of weighing and measuring devices. Moreover, the division also addresses issues such as asbestos removal, lead abatement, hazardous waste management, and enforcement of state and local tobacco control laws, which includes issuing permits for tobacco retailers, monitoring tobacco product sales, and implementing workplace smoking restrictions.

Public Health Nursing & Epidemiology oversees the department's public health nursing functions. This includes, but is not limited to: professional, clinical, supervisory and technical work to create, promote, implement and manage public health clinics and educational programs, assessment of community needs, investigation and reporting of communicable diseases/epidemiology, emergency preparedness and enforcement of laws and regulations that protect health and ensure safety.

Community Health Services provides a range of health education and promotional programs addressing a broad range of health conditions and concerns. The focus of these activities is early detection of disease conditions, physical activities for residents, and a plethora of community engagement activities. This division also takes the lead of National Public Health Week, Climate Week, Bike to School Day, and other community-based public health initiatives.

Emergency Preparedness provides resources and programming to improve community preparedness and resiliency. In addition to creating and maintaining plans for response to public health emergencies such as pandemics or bio-terrorist attacks, the division works with other members of the Town's Emergency Management Team to prepare for, and respond to, all-hazard events. Emergency Preparedness staff work to build strong relationships with regional, state, and national public health partners. The division oversees more than 200 volunteers, including medical and non-medical professionals who serve as members of the Brookline Medical Reserve Corps (MRC). MRC volunteers are trained to assist in a variety of Town activities, events, and emergencies, with a focus on helping to provide medical countermeasures. Because emergencies and disasters impact

vulnerable populations most significantly, the division prioritizes community preparedness efforts for those most vulnerable.

Behavioral Health Intervention and Prevention (BHIP) features a broad range of activities designed to reduce substance use, mental health concerns, and violence among Brookline youth and community members. The Brookline Student Intervention and Prevention program provides school-based counseling and interventions to Brookline youth with substance use and mental health difficulties and supports their families. This division also staffs the Brookline Coalition for Wellness and Prevention (B-WELL); provides prevention education; runs peer leadership training for the high school and elementary schools; provides consultation, trainings, and presentations to community members and service providers; provides clinical support to SHARP program; staffs the Brookline Parent Education Network (B-PEN); and updates materials, information, and resources on the website and on social media.

Metro Public Health Collaborative (MPHC) is a public health shared services arrangement between the public health departments of Brookline, Arlington, Belmont, and Newton, MA. The MPHC is funded annually through the Massachusetts Public Health Excellence (PHE) grant, which is distributed by the Massachusetts Department of Public Health and managed by the Brookline Department of Public Health & Human Services as the MPHC's fiscal agent. The MPHC consists of shared staff who work to develop, implement, and evaluate regional public health programming, projects, and services with additional departmental support (i.e., inspectional services, grant coordination, data communication, etc.) for each partner municipality as needed.

FY27 Objectives

Public Health Administration:

1. Develop the Community Health Improvement Plan Year 2 Action Plan (SB objectives 1,5,9).
2. Continue to expand the utilization of our Human Services Navigator and FindHelp, the Brookline resource inventory that serves as a human services clearinghouse to direct residents to services.
3. Strengthen our comprehensive substance use response by effectively utilizing current Opioid Settlement Agreement funds for harm reduction, prevention, and connections to care, while actively seeking to expand our impact by applying for supplemental statewide grants through Rize Massachusetts.
4. Explore new models for expanding the delivery of human services to Brookline residents in a cost efficient manner (SB objective 16).
5. Develop a plan to maintain critical public health staff currently funded through offsets from grant, settlement, and ARPA funding sources (SB objective 18).
6. Develop standard operating procedures to improve the delivery of intra- and inter-departmental services.

Environmental Health:

1. *Enhance our retail food safety framework by continuing participation in the FDA's National Retail Food Regulatory Program. Our efforts will focus on achieving key benchmarks, including: Standard 1 (Food Code Adoption), Standard 2 (Staff Training), Standard 3 (HACCP-Based Inspections), Standard 5 (Illness Preparedness & Response), Standard 6 (Compliance & Enforcement), and Standard 7 (Community Outreach).*
2. Revise the food establishment fee schedule to align with FDA Food Code risk categories, ensuring fees are proportional to an establishment's operational risk (SB objective 2).
3. Continue to conduct food safety inspections according to the FDA's risk-based model, ensuring that inspection frequency directly corresponds to an establishment's operational complexity and risk to public health—ranging from annually for low-risk facilities to quarterly for those with the highest risk.

Public Health Nursing & Epidemiology:

1. Evaluate flu vaccine types to ensure maximum benefit to high-risk populations and pediatric populations, including state supplied inventory and senior high-dose.
2. Explore the expansion of vaccine clinics to cover other infectious diseases (e.g., COVID-19, RSV).
3. Ensure all reportable diseases are tracked and data is collected in MAVEN (secure, web-based surveillance program) to document information, track trends, collect data, and conduct case investigations related to communicable diseases and clusters.
4. Provide Directly Observed Therapy (DOT) and case management services to all active Tuberculosis cases in Brookline.
5. Maintain an active response in the event of communicable disease outbreaks by providing residents with critical resources to eliminate or decrease the spread of communicable disease.
6. Work with the Brookline Public School nurse staff to ensure at least 90% immunization coverage in children, especially those uninsured or facing other barriers to care.
7. Utilize the Massachusetts Immunization Information System (MIIS) (secure web-based surveillance program) and ColorHealth to receive reports, document information, track trends, and collect data related to immunization status.

8. Continue distribution of harm reduction kits with Naloxone, fentanyl test strips and treatment information.

Community Health Services:

1. Promote participation in the Brookline Bounty Food Coupon Program (formerly the farmers' market food coupon program) to reach at least 750 families and redeem at least \$50,000 of coupons by the end of the season. Continue the Brookline Bounty Birds initiative to provide turkeys and chickens to at least 100 households for the Thanksgiving holiday.
2. Develop and promote two basic needs programs addressing diaper need and period poverty. This includes hosting product drives and educational activities in partnership with the Friends of Brookline Public Health and the Brookline Food Pantry.
3. Offer two to five educational events in April during National Public Health Week aligned with APHA guidance featuring emerging public health issues.
4. Improve and maintain website content for residents to increase public knowledge, awareness, and engagement about public health programs and events in the community. Publish a quarterly social media report highlighting department activities.
5. Develop a comprehensive communication plan to improve promotion, awareness, education, and community events. Increase engagement on the following platforms: Facebook, Instagram, YouTube, and Inhabit. Expand digital presence through use of new platforms, including Brookline.News and Nextdoor.
6. Explore outside funding opportunities for community health programs, monitoring state and national funding sources, and applying for at least one grant.
7. Support implementation of the Community Health Improvement Plan, prioritizing strategies identified in the Year 2 Action Plan.
8. Collaborate with Divisions of Public Health Nursing and Epidemiology and Emergency Preparedness to organize and host at least four flu clinics vaccinating ~900 residents in 2026. Assist the Public Health Nurse with additional community clinics for COVID-19 and other vaccines.
9. Partner with Council on Aging to deliver health education to seniors, including two health forums reaching at least 100 seniors.
10. Collaborate with the Office of Diversity, Inclusion, and Community Relations to expand inclusivity in public health programming through culturally responsive materials, diverse visuals, and language translation.
11. Launch the Health Champions program with the Office of Diversity, Equity, Inclusion, and Community Relations and Women Thriving to engage low-income and under-represented communities, empowering participants to promote public health programs and strengthen diverse engagement and trust.
12. Support the Friends of Public Health by improving membership tracking, increasing existing membership by 100, and engaging at least one corporate member. Organize 2 forums sponsored by Friends to highlight public health topics and the work of the department.

Emergency Preparedness:

1. Collaborate with the State of Massachusetts Animal Response Team and/or the VCA animal hospitals to deliver 2 trainings to BARC members.
2. Maintain and build the Emergency Preparedness Buddies Program that was transitioned to Public Health this past May.
3. Increase Emergency Preparedness messaging and volunteer engagement through social media outlets and increase followers by 25%.
4. Distribute MRC volunteer shirts and fanny packs to volunteers. Record sizes on Master Volunteer spreadsheet.
5. Keep building the CNP, increase outreach and attend at least 2 community events.

Behavioral Health Intervention and Prevention (B-BHIP):

1. Continue to build and facilitate the Brookline Coalition for Wellness and Prevention (B-WELL) as the primary driver of community-wide substance use prevention and wellness initiatives. Key activities will include convening bimonthly meetings and hosting a strategic Wellness Summit in February to establish the coalition's annual goals.
2. Actively support the Brookline High School community by embedding B-BHIP staff in key collaborative groups, including the BHS Deans' Teams, BHS Clinical Services Team, SIT Team, faculty groups, SEED, Wellness Committee, and the Vaping Task Force. The goals of this engagement are to strengthen prevention efforts, participate in wellness-related school and town meetings, and partner with Peer Leadership to introduce new prevention resources.
3. The Brookline Parent Education Network (B-PEN) will provide robust community education through a multi-channel communications strategy and targeted parent trainings. Key initiatives include maintaining a consistent digital presence via the B-PEN website and school PTO newsletters, delivering 4-6 annual trainings

to engage 200-400 community members, and strategically expanding prevention outreach to middle school parents.

4. As part of the W2B2 regional grant, collaborate with Watertown, Waltham, and Belmont to address the intersection of adolescent mental health and substance use. Key strategies will include implementing Mental Health First Aid training for school faculty and executing a "Trusted Adult" campaign to train both students and adults on creating supportive connections.
5. In partnership with the Public Schools of Brookline, B-BHIP will administer the Brookline Youth Health Survey, with a goal of increasing the student response rate by 25% to ensure the collection of robust data that will inform future health programming and messaging.
6. Lead the Brookline High School Peer Leadership Program, focusing on recruiting 40 students for the 2026-27 school year to serve as positive role models. The program will promote healthy behaviors through targeted workshops for 8th and 9th graders, presentations to community groups, and a consistent digital and school-based outreach strategy.
7. Deliver direct substance use prevention services and interventions for at-risk Brookline teens and their families, with an annual goal of serving at least 75 individuals and 20 families. Interventions will focus on addressing the use of alcohol, nicotine, marijuana, and other drugs.
8. Implement targeted violence prevention initiatives to achieve a 10% reduction in physical and implied violence, as measured by the Brookline Youth Health Survey. Key actions include supporting weekly SHARP Warriors, the Day of Change, the Domestic Violence task force, and the Captain's Council, while also ensuring robust support for students navigating the Title IX process.

Metro Public Health Collaborative:

1. Strengthen the administrative capacity and robustness of partner public health departments through the standardization and alignment of internal and external policies and procedures in accordance with Massachusetts local public health statutory duties and core services.
2. Augment the surveillance and tracking of infectious diseases across partner communities by coordinating and maintaining Massachusetts Virtual Epidemiologic Network (MAVEN) for partner public health departments.
3. Enhance data collection and record keeping for partner public health departments by assessing current methods and implementing new protocol and software.
4. Strengthen the environmental protection and sanitation capabilities of partner public health departments through capacity building, training opportunities, and standardization of inspection processes.
5. Expand vaccine access for all residents across partner communities through shared nursing support at local vaccine clinics and coordination of special vaccine programs including Vaccines for Children (VFC).
6. Supplement the delivery of the Foundational Public Health Services within each partner public health department.
7. Advocate for increased support and funding of local public health through statewide initiatives including the State Action for Public Health Excellence (SAPHE 2.0) legislation.
8. Increase the number of partner public health department staff who meet the Massachusetts Department of Public Health "Workforce Performance Standards" as defined by the Special Commission on Local and Regional Public Health's "2019 Blueprint for Excellence" by promoting accessibility and availability of trainings, certifications, and other professional development opportunities.

FY26 Accomplishments

Public Health Administration:

1. Following the completion of the Community Health Improvement Plan, the department developed a Year 1 Action Plan, began implementation, and established a Steering Committee to provide leadership and working groups to ensure progress across the four priority areas.
2. Expanded Human Services capacity within the Department by reviewing and selecting a human services resource platform, FindHelp and hiring a Human Services Navigator.
3. Expanded grant funding from the Massachusetts Department of Public Health, Tobacco Control Program for our regional Tobacco Collaborative by including the City of Newton in our Collaborative.
4. Developed public health regulations for kratom, tobacco control, and synthetic cannabinoids.
5. Continued to support the comprehensive Rodent Control Action Plan and presented available data on town website to track complaints, and activity in the Modern Smart City system.

Environmental Health:

1. The Environmental Health Division successfully enhanced its food safety program by aligning with key FDA standards. Adherence to the 2013 FDA Food Code (Standard 1) and the use of a compliant Accela inspection form (Standard 3) were maintained. A new, four-category risk-based inspection schedule was implemented,

leading to an increased volume of inspections. Additionally, internal controls were strengthened by updating Standard Operating Procedures for plan reviews to include more comprehensive guidelines for variances and HACCP plans.

2. In 2025, the Division successfully maintained its foodborne illness preparedness (Standard 5), marked by a year with zero outbreaks. We continue to enhance our response capabilities through regional tabletop exercises and will complete an annual review of all illness complaints in December 2025. A key area identified for improvement is the proactive verification of emergency contact information. For community outreach (Standard 7), we successfully concluded our efforts by hosting a well-attended public health carnival in April, which featured a popular food safety station.
3. The Division developed a new regulation concerning the keeping of animals.
4. To enhance compliance and staff expertise, the Division staff will partner with the regional Shared Services Division to provide targeted training for persons-in-charge at restaurants with recent violations by the end of 2025. Internally, we are advancing staff competency to meet Standard 2, with a goal for all inspectors to complete coursework by mid-2026; two staff members have already met this benchmark. Concurrently, we are strengthening our enforcement processes (Standard 6) by evaluating and refining compliance action reviews in collaboration with our IT department and Accela.
5. The Division demonstrated significant regulatory activity, processing 39 applications for new food establishments and successfully licensing 28 of them. The team also managed hundreds of annual renewals, including 265 food permits, 51 weights and measures certifications, 35 swimming pool permits, and 32 tobacco licenses. Furthermore, the Division supported project-based and temporary community activities by issuing 89 asbestos removal permits, 49 temporary food permits, and 17 demolition permits.
6. The Division collaborated with the Rodent Task Force, an inter-departmental team, to continue to implement the Rodent Control Action Plan to address rodent activity.

Public Health Nursing & Epidemiology:

1. Ensured all reportable diseases were tracked and data was collected in MAVEN (secure, web-based surveillance program) documenting information, tracking trends, collecting data, and conducting case investigations related to communicable diseases and clusters.
2. Provided Directly Observed Therapy (DOT) and case management services to all active Tuberculosis cases in Brookline.
3. Worked with the Brookline Public School nurse staff to ensure 90%+ immunization coverage in children, especially those uninsured or facing other barriers to care.
4. Utilized the Massachusetts Immunization Information System (MIIS) (secure web-based surveillance program) to receive reports, document information, track trends, and collect data related to immunization status.
5. Brookline Project Citizens Accessing Naloxone (Project CAN) distributed 351 boxes or 702 doses of Naloxone.

Community Health Services:

1. Partnered with Town departments and community-based organizations to begin implementation of the Year 1 Action Plan of the Community Health Improvement Plan.
2. More than 800 income-eligible Brookline families participated in the Brookline Bounty Food Coupon Program, which continues to be sustained through town general funds. Brookline Bounty Birds distributed turkeys, chickens, and hens to 145 households in collaboration with the Senior Center, Public Schools of Brookline, Brookline Housing Authority, and Veterans Services.
3. Supported the Public Health Nursing & Epidemiology and Emergency Preparedness divisions with planning and staffing four community flu clinics, vaccinating more than 700 residents.
4. Continued revitalization of the Friends of Brookline Public Health, advocacy group comprised of Brookline residents who support work of the Public Health Department. Co-organized a spring program on Vaccine Hesitancy: A Global Public Health Challenge with the Rotary Club.
5. Organized five activities to celebrate National Public Health Week 2025, including the Public Health Carnival, Pilates with Healthworks, The Period Project, The Heart Beat Project, and a free screening of Inside Out 2, attracting close to 100 residents and town staff.
6. Worked with the Office of Diversity, Inclusion, and Community Relations and Women Thriving to begin developing the Community Health Champions program.
7. Secured the RIZE Mosaic Municipal Matching Grant, allowing expansion of Project CAN (Citizens Accessing Naloxone) through the installation of 24/7 harm-reduction kiosks.

Emergency Preparedness:

1. Absorbed the EP Buddies Program from the Office of Emergency Management (OEM) with the intent to maintain the program.

2. In conjunction with Public Health Nursing & Epidemiology and the Substance Use Prevention Coordinator, Emergency Preparedness Coordinator maintained BDPHHS as an approved Community Naloxone Program (CNP) Affiliate Program site through the Massachusetts Department of Public Health (MDPH) Bureau of Substance Addiction Services (BSAS).
3. Coordinated volunteer support for multiple community events, including National Public Health Week's Carnival, Brookline Day, Dog Day, the Rabies Clinic, National Night Out, The Eid Fair and the Boston Marathon.
4. Coordinated and operated four large-scale town-wide flu clinics, and 10 Homebound vaccine visits, administering approximately 735 vaccines and providing 285 hours of volunteer services, and 69 volunteers.

Behavioral Health Intervention and Prevention (B-BHIP):

1. During the 2025-26 school year, the Division trained three social work interns and provided direct services to 92 students, with 39 of those students receiving support for marijuana, vaping, or other drug use. All staff are trained in iDecide, a brief intervention program used as an alternative to suspension. Additionally, B-BHIP staff supported the School Health and Wellness Departments by helping implement Signs of Suicide (SOS) classes and conducting SBIRT substance use screenings for 525 ninth-graders.
2. The Brookline Coalition for Wellness and Prevention (B-WELL) Steering Committee met eight times to establish its foundational mission, vision, and agenda. To support this launch, staff engaged with 48 community members and organizations, with plans to connect with 50 more this year. Separately, the Division continues its work with the W2B2 Community Grant and successfully secured additional funding for youth anti-nicotine projects.
3. The Peer Leadership program enrolled 50 students who promoted positive social intervention by acting as "upstanders." Through expanded school-based and off-site projects, they raised awareness about substance use, sexual harassment, and mental health. Trained in Mental Health First Aid and Narcan administration, the Peer Leaders conducted health classes for all ninth-graders, developed interventions for anxiety and depression, and contributed videos and expertise to B-PEN parent seminars.
4. The Brookline Parent Education Network (B-PEN) advisory board met five times to plan outreach and events, resulting in four successful community programs that served over 300 parents and guardians.
5. B-PEN expanded its digital outreach by updating its website and Facebook page while consistently publishing materials, including tip sheets and regular submissions to high school and elementary PTO newsletters.

Metro Public Health Collaborative:

1. Ensured continuity of Vaccines for Children (VFC) appointments and community flu clinics during temporary absence of Brookline nurse through sharing of regional public health nurse.
2. Expanded Vaccines for Children (VFC) program coverage through installation of an evening clinic in Belmont open to qualified families of Brookline.
3. Standardized housing inspection process with state and federal level guidelines and procedures.
4. Secured RIZE-Mosaic grant to hire a Regional Peer Recovery Coach who provides social and skill-based support to community members living with or seeking substance use recovery.

Health and Human Services Budget Summary

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
HEALTH & HUMAN SERVICES					
HEALTH & HUMAN SERVICES					
SALARIES	\$1,197,507	\$1,215,092	\$1,142,757	-\$72,335	-6%
SERVICES	\$77,256	\$313,358	\$313,358	\$0	0%
SUPPLIES	\$18,307	\$9,000	\$9,000	\$0	0%
OTHER	\$8,224	\$54,420	\$4,420	-\$50,000	-92%
UTILITIES	\$40,068	\$44,828	\$52,154	\$7,326	16%
BUDGETED CAPITAL	\$7,353	\$8,691	\$9,747	\$1,056	12%
HEALTH & HUMAN SERVICES TOTAL	\$1,348,715	\$1,645,389	\$1,531,436	-\$113,953	-7%
HEALTH & HUMAN SERVICES TOTAL	\$1,348,715	\$1,645,389	\$1,531,436	-\$113,953	-7%
EXPENSES TOTAL	\$1,348,715	\$1,645,389	\$1,531,436	-\$113,953	-7%

Budget Statement: The Health and Human Services Budget is decreasing by **-\$113,953** or **-7%**. Salary increases are being offset by moving one General Fund FTE onto the Opioid Stabilization Fund for **-\$72,335**, while the Other category is being reduced by **-\$50,000**. Utilities are increasing based on higher energy prices and capital increases reflect leased computer equipment costs. A complete explanation of reductions is included in Town Administrator's Budget Message in Section I.

FTE Summary: The number of net positions funded by the General Fund is decreasing by 1 FTE as shown on the Five-Year FTE Summary below, but Health staffing levels are level overall with a minor increase of 0.2 FTE.

Below are budget tables by division and individual account followed by FTE tables showing long-term and budget year figures.

Health Admin

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
HEALTH & HUMAN SERVICES					
HEALTH & HUMAN SERVICES					
SALARIES					
PERMANENT FULL TIME	\$269,841	\$278,604	\$281,458	\$2,854	1%
PERMANENT PART TIME	–	\$49,535	\$49,535	\$0	0%
OVERTIME PAY	\$4,944	–	–	\$0	–
LONGEVITY PAY	–	\$900	\$700	-\$200	-22%
SICK PAY BUYOUT	\$2,212	–	–	\$0	–
VACATION BUYOUT	\$6,898	–	–	\$0	–
A DAY BUYOUT	\$5,131	–	–	\$0	–
CLOTHING-UNIFORM ALLOWANCE	\$1,100	\$1,100	\$1,100	\$0	0%
SALARIES TOTAL	\$290,126	\$330,139	\$332,793	\$2,654	1%
SERVICES					
COPY EQUIP RENTAL/LEASES	\$1,935	\$2,227	\$2,227	\$0	0%
OTHER RENTALS/LEASES	\$1,345	–	–	\$0	–
MEDICAL/HOSPITAL SERVICES	–	\$1,750	\$1,750	\$0	0%
PROFESSIONAL/TECH SERVICE	\$56,827	\$16,947	\$16,947	\$0	0%
WIRELESS COMMUNICATIONS	\$5,337	\$6,000	\$6,000	\$0	0%
PRINTING SERVICES	\$2,791	–	–	\$0	–
ADVERTISING SERVICES	\$672	\$500	\$500	\$0	0%
SUBSCRIPTIONS	\$1,100	\$300	\$300	\$0	0%
SERVICES TOTAL	\$70,006	\$27,724	\$27,724	\$0	0%
SUPPLIES					
OFFICE SUPPLIES	\$5,903	\$1,900	\$1,900	\$0	0%
SPECIAL PROGRAM SUPPLIES	\$2,965	–	–	\$0	–
MEALS & RECEPTIONS	\$1,075	–	–	\$0	–
MEDICAL SUPPLIES	\$4,778	\$2,350	\$2,350	\$0	0%
SUPPLIES TOTAL	\$14,721	\$4,250	\$4,250	\$0	0%
OTHER					
FOOD SECURITY-VOUCHERS	–	\$50,000	–	-\$50,000	-100%
EDUCATION/TRAINING/CONFERENCES	\$6,012	\$1,795	\$1,795	\$0	0%
HOTEL	–	\$800	\$800	\$0	0%
OTHER TRAVEL	–	\$725	\$725	\$0	0%
PROFESSIONAL DUES/MEMBERS	\$1,423	\$800	\$800	\$0	0%
OTHER TOTAL	\$7,434	\$54,120	\$4,120	-\$50,000	-92%
UTILITIES					
ELECTRICITY	\$26,371	\$30,456	\$35,122	\$4,666	15%

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
NATURAL GAS	\$9,417	\$9,798	\$11,807	\$2,009	21%
GENERATOR FUEL	–	\$300	\$300	\$0	0%
GASOLINE	\$717	\$741	\$1,029	\$288	39%
WATER	\$3,562	\$3,533	\$3,896	\$363	10%
UTILITIES TOTAL	\$40,068	\$44,828	\$52,154	\$7,326	16%
BUDGETED CAPITAL					
LEASED COMPUTER EQUIPMENT	\$7,353	\$8,691	\$9,747	\$1,056	12%
BUDGETED CAPITAL TOTAL	\$7,353	\$8,691	\$9,747	\$1,056	12%
HEALTH & HUMAN SERVICES TOTAL	\$429,707	\$469,752	\$430,788	-\$38,964	-8%
HEALTH & HUMAN SERVICES TOTAL	\$429,707	\$469,752	\$430,788	-\$38,964	-8%
EXPENSES TOTAL	\$429,707	\$469,752	\$430,788	-\$38,964	-8%

Health Environmental Health

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
HEALTH & HUMAN SERVICES					
HEALTH & HUMAN SERVICES					
SALARIES					
PERMANENT FULL TIME	\$448,569	\$516,284	\$526,918	\$10,634	2%
PERMANENT PART TIME	\$91,069	\$66,687	\$66,687	\$0	0%
OVERTIME PAY	\$3,196	\$10,623	\$10,623	\$0	0%
LONGEVITY PAY	\$1,250	\$900	\$1,250	\$350	39%
HEALTH INSP SPEC PAY-RETIREABL	–	\$2,000	\$2,000	\$0	0%
EXTRA COMPENSATION	\$1,000	–	–	\$0	–
SICK PAY BUYOUT	\$426	–	–	\$0	–
VACATION BUYOUT	\$4,300	–	–	\$0	–
A DAY BUYOUT	\$4,140	–	–	\$0	–
CLOTHING-UNIFORM ALLOWANCE	\$2,400	\$2,250	\$2,250	\$0	0%
SALARIES TOTAL	\$556,349	\$598,744	\$609,728	\$10,984	2%
SERVICES					
PROFESSIONAL/TECH SERVICE	\$750	\$94,000	\$94,000	\$0	0%
SERVICES TOTAL	\$750	\$94,000	\$94,000	\$0	0%
SUPPLIES					
OFFICE SUPPLIES	\$336	\$900	\$900	\$0	0%
SPECIAL PROGRAM SUPPLIES	\$2,788	\$2,000	\$2,000	\$0	0%
SUPPLIES TOTAL	\$3,124	\$2,900	\$2,900	\$0	0%
OTHER					
PROFESSIONAL DUES/MEMBERS	\$790	\$250	\$250	\$0	0%
OTHER TOTAL	\$790	\$250	\$250	\$0	0%
HEALTH & HUMAN SERVICES TOTAL	\$561,014	\$695,894	\$706,878	\$10,984	2%
HEALTH & HUMAN SERVICES TOTAL	\$561,014	\$695,894	\$706,878	\$10,984	2%
EXPENSES TOTAL	\$561,014	\$695,894	\$706,878	\$10,984	2%

Health Mental Health

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
HEALTH & HUMAN SERVICES					
HEALTH & HUMAN SERVICES					
SERVICES					
PROFESSIONAL/TECH SERVICE	\$6,100	–	–	\$0	–
MENTAL HEALTH PROGRAM	–	\$191,634	\$191,634	\$0	0%
SERVICES TOTAL	\$6,100	\$191,634	\$191,634	\$0	0%
SUPPLIES					
SPECIAL PROGRAM SUPPLIES	–	\$850	\$850	\$0	0%
SUPPLIES TOTAL	–	\$850	\$850	\$0	0%
HEALTH & HUMAN SERVICES TOTAL	\$6,100	\$192,484	\$192,484	\$0	0%
HEALTH & HUMAN SERVICES TOTAL	\$6,100	\$192,484	\$192,484	\$0	0%
EXPENSES TOTAL	\$6,100	\$192,484	\$192,484	\$0	0%

Health Child Health

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
HEALTH & HUMAN SERVICES					
HEALTH & HUMAN SERVICES					
SALARIES					
PERMANENT PART TIME	\$29,193	–	–	\$0	–
SALARIES TOTAL	\$29,193	–	–	\$0	–
HEALTH & HUMAN SERVICES TOTAL	\$29,193	–	–	\$0	–
HEALTH & HUMAN SERVICES TOTAL	\$29,193	–	–	\$0	–
EXPENSES TOTAL	\$29,193	–	–	\$0	–

Health Community Health

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
HEALTH & HUMAN SERVICES					
HEALTH & HUMAN SERVICES					
SALARIES					
PERMANENT FULL TIME	\$113,026	\$107,294	\$198,835	\$91,541	85%
PERMANENT PART TIME	\$65,140	\$88,064	–	-\$88,064	-100%
PART TIME TEMPORARY SAL	\$2,091	\$500	\$500	\$0	0%
LONGEVITY PAY	–	\$720	\$900	\$180	25%
SICK PAY BUYOUT	\$6,655	–	–	\$0	–
VACATION BUYOUT	\$12,655	–	–	\$0	–
A DAY BUYOUT	\$820	–	–	\$0	–
SALARIES TOTAL	\$200,387	\$196,578	\$200,235	\$3,657	2%
SERVICES					
GENERAL CONSULT SERVICES	\$400	–	–	\$0	–
SERVICES TOTAL	\$400	–	–	\$0	–
SUPPLIES					
OFFICE SUPPLIES	\$364	\$1,000	\$1,000	\$0	0%
SUPPLIES TOTAL	\$364	\$1,000	\$1,000	\$0	0%
OTHER					
PROFESSIONAL DUES/MEMBERS	–	\$50	\$50	\$0	0%
OTHER TOTAL	–	\$50	\$50	\$0	0%
HEALTH & HUMAN SERVICES TOTAL	\$201,151	\$197,628	\$201,285	\$3,657	2%
HEALTH & HUMAN SERVICES TOTAL	\$201,151	\$197,628	\$201,285	\$3,657	2%
EXPENSES TOTAL	\$201,151	\$197,628	\$201,285	\$3,657	2%

Health Substance Abuse

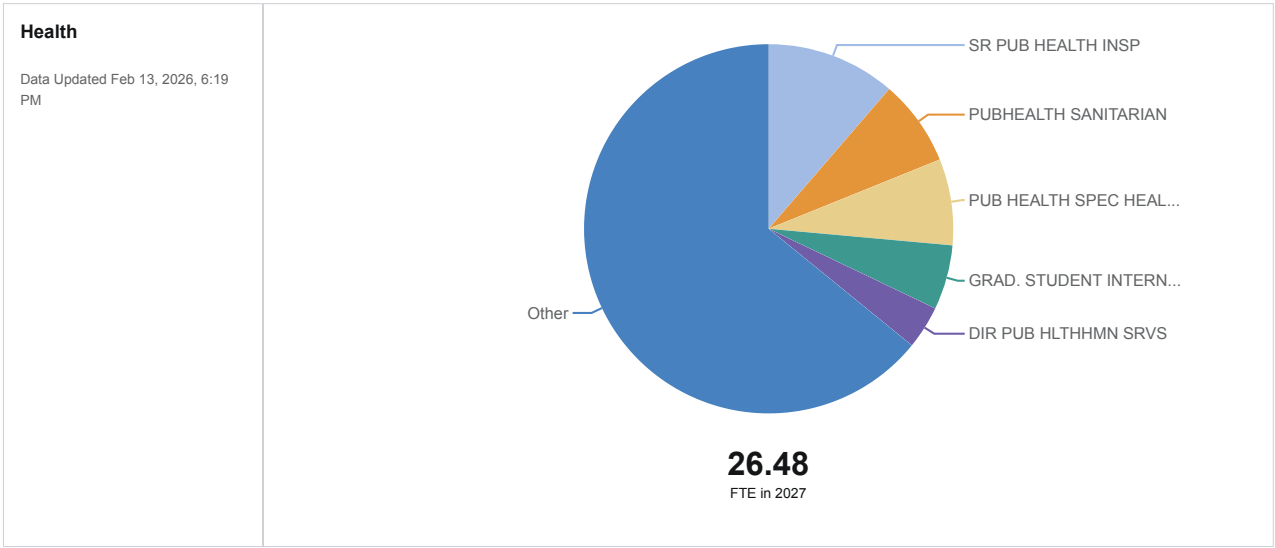
	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
HEALTH & HUMAN SERVICES					
HEALTH & HUMAN SERVICES					
SALARIES					
PERS OFFSETS	–	-\$382,801	-\$474,037	-\$91,236	24%
PERMANENT FULL TIME	\$106,014	\$417,854	\$419,460	\$1,606	0%
PERMANENT PART TIME	\$15,438	\$54,578	\$54,578	\$0	0%
SALARIES TOTAL	\$121,452	\$89,631	\$1	-\$89,630	-100%
SERVICES					
SERVICES OFFSETS	–	-\$30,000	-\$30,000	\$0	0%
PROFESSIONAL/TECH SERVICE	–	\$30,000	\$30,000	\$0	0%
SERVICES TOTAL	–	\$0	\$0	\$0	–
SUPPLIES					
SUPPLIES OFFSETS	–	-\$33,750	-\$33,750	\$0	0%
OFFICE SUPPLIES	–	\$2,000	\$2,000	\$0	0%
SPECIAL PROGRAM SUPPLIES	–	\$31,750	\$31,750	\$0	0%
SUPPLIES TOTAL	–	\$0	\$0	\$0	–
OTHER					
OTHER OFFSETS	–	-\$3,000	-\$3,000	\$0	0%
EDUCATION/TRAINING/CONFERENCES	–	\$2,000	\$2,000	\$0	0%
PROFESSIONAL DUES/MEMBERS	–	\$1,000	\$1,000	\$0	0%
OTHER TOTAL	–	\$0	\$0	\$0	–
HEALTH & HUMAN SERVICES TOTAL	\$121,452	\$89,631	\$1	-\$89,630	-100%
HEALTH & HUMAN SERVICES TOTAL	\$121,452	\$89,631	\$1	-\$89,630	-100%
EXPENSES TOTAL	\$121,452	\$89,631	\$1	-\$89,630	-100%

Five-Year FTE Summary

Health

FULL-TIME EQUIVALENTS (FTES)							
	FY2023	FY2024	FY2025	FY2026	FY2027	1YR Chng	5YR Chng
All Positions							
HEALTH & HUMAN SERVICES	20.06	22.28	24.28	26.28	26.48	0.20	6.42
ALL POSITIONS TOTAL	20.06	22.28	24.28	26.28	26.48	0.20	6.42
Non-General Funded Positions	–	–	10.27	13.27	14.27	1.00	14.27
Net General Funded Positions	20.06	22.28	14.01	13.01	12.21	–	–

FY27 FTE Summary



Health

	Budget	FTEs
DIR PUB HLTHHMN SRVS	154,913	1
CHIEF SANIT ASST DIR	115,140	1
ASST DIR PUB HLTH POLICY	107,294	1
EPIDEMIOLOGIST HEALTH GRANT	74,181	1
SHARED SVCS MGR HEALTH GRANT	89,631	1
PUB HEALTH SPEC HEALTH GRANT	158,630	2
SR. CLERK TYPIST	49,535	0.94
EMERG PREP COORD GRANT	82,992	1
HUMAN SERVICES NAVIGATOR	76,845	1
OS ADMIN AND OUTREACH COORD	26,011	0.27
ADMIN HEAD CLERK - HEALTH	71,752	1
OS COMM HEALTH SPECIALIST	65,882	1
SUBSTANCE USE COALITION COORD	78,213	1
PUBLIC HEALTH NURSE	109,204	1
CRD SUB ABU VIO PRVN	91,226	1
TOBACCO COORD	75,501	1
PUBHEALTH SANITARIAN	174,113	2
SR PUB HEALTH INSP	237,665	3
COMMUNITY HEALTH MANAGER	89,631	1
SR OFFICE ASST HEALTH	54,793	1
SR. PUBLIC HEALTH INSPECTOR	38,445	0.49
SEALER OF WEIGHTS/MEASURES	28,242	0.48
B-PEN MEDIA COORDINATOR	28,567	0.5
STUDENT INTERNS HEALTH	500	0.3
GRAD. STUDENT INTERNS HEALTH GRANT	11,095	1.5
TOTAL	2,090,001	26.48

HEALTH	ACTUAL	ACTUAL	ACTUAL	ESTIMATE	ESTIMATE
PERFORMANCE / WORKLOAD INDICATORS	FY2023	FY2024	FY2025	FY2026	FY2027
<u>ENVIRONMENTAL HEALTH</u>					
INSPECTIONS					
Routine & Reinspections Food	283	304	441	300	600
Food Complaint	31	42	31	30	30
Suspect Illness Food	13	14	11	13	15
Food Pre-Operational	29	39	30	40	30
HACCP (specialized food operations)	7	8	10	8	10
Recreational Camp for Children	11	12	20	12	20
Public/Semi-Public Pool	38	34	38	36	36
Polystyrene	7	11	3	10	0
Housing Code	231	184	209	200	180
Total Inspections	650	648	793	649	921
<u>PERMITS</u>					
Asbestos Removal	59	89	79	92	85
Body Art Establishment	3	3	3	3	3
Body Art Paractitioner	4	3	6	3	3
Food Establishment	220	304	290	306	295
Keeping of Animals	19	18	19	18	19
Lead Abatement	0	1	1	2	2
Recreational Camp for Children	17	26	22	26	26
Summer Market	31	30	22	20	22
Public/Semi-Public Swimming Pool	39	35	38	35	40
Temporary Food	55	49	80	49	60
Tobacco Sales	18	16	16	16	18
Weights and Measures	43	54	52	54	54
Well Construction	0	0	0	0	0
Total Permits	508			624	627
<u>PUBLIC HEALTH NURSING</u>					
Child Immunizations (Indvls)	104	126	181	150	150
Child Immunizations (Vaccines)	223	252	345	300	300
Disease Outbreaks Tracked	1	1	2	1	2
Disease Cases Confirmed	2,253	1,376	1,174	1,500	1,500
Human Exposure to Animals, Rabies Control	58	47	56	45	60
Total Flu Shots	800	886	794	950	900
TB Infected Persons	92	143	42	130	130

Active TB Cases	1	4	1	5	4
Covid-19 Home Antigen Test Distributed	20,000	5,000	1,280	7,000	0
Homebound Influenza Vaccine Appointments (65+)	40	9	12	15	15
Blood Drives with American Red Cross	12	12	8	12	8
Naloxone Distributed (number of boxes)	0	351	354	400	400

EMERGENCY PREPAREDNESS

MRC Volunteers (total)	408	213	209	250	250
MRC Trainings	5	7	18	9	20
MRC Events/Deployments	20	13	21	15	22
MRC Volunteer Hours	929	531.5	946	584	950
MRC Coordinator Trainings			16	20	20
EP Community Education Programs			33	30	30

SUBSTANCE MISUSE- BHS students*

Lifetime marijuana use	23%	24%	12%	25%	20%
Heavy marijuana use	4%	4%	3%	3%	3%
Lifetime alcohol use	36%	34%	34%	30%	30%
Binge drinking	10%	10%	10%	9%	9%
Alcohol use before age 14	3%	5%	4%	5%	4%
Lifetime tobacco use	19%	21%	21%	20%	20%
Tobacco use past 30 days	9%	12%	13%	11%	11%

**These data are collected every two years from the BHS Student Health Survey.*

PREVENTION/INTERVENTION SERVICES

Peer Leader Health Class Presentations	40	20	26	30	30
Community/Parent Presentations	7	5	7	5	10
Students served	78	76	92	100	110
Counseling Service hrs./Youth	900	616	736	840	900
School Violation Referrals	27	37	39	45	45
Police/Youth Diversion	4	4	2	10	5
Families Served	12	285	325	400	400
Outreach Information	20	40	63	65	150

Town of Brookline FY27 Program Budget

Human Services | Veterans' Services



Program Description

The Department of Veterans' Services, as mandated by Massachusetts General Laws, Chapter 115, assists eligible Veterans and/or their dependents. The Department provides direct financial aid and assistance in paying medical bills to those who meet specific eligibility requirements. The Department receives reimbursement from the State for 75% of benefit expenditures and assists Veterans in obtaining benefits from the Veterans Administration (VA) and from other programs funded 100% by the Federal government. The Department assists eligible Brookline veterans to enroll in VA Health care system and also assists them with any treatment and any prescription access issues they may encounter. Additional departmental responsibilities include the planning of all Memorial Day activities, the registration and decoration of Veterans' graves, and making arrangements for the Veterans Day Program.

FY27 Objectives

1. To continue to provide to Brookline veterans and their families the highest level of service and the most aggressive advocacy possible as we continue to serve the brave men and women returning home from the war and all Brookline veterans.
2. To provide our veterans and their families with the services they require in a professional manner ensuring they are treated with the highest level of dignity and respect.
3. To assist veterans with seeking alternative sources of income (SS, SSI, SSDI, unemployment, healthcare Medicare/Medicaid, Mass Health, Springwell) and housing to lessen the Town's financial burden.
4. To continue to maintain a high level of accuracy in reporting and filing Veteran's Benefits forms to the State Department of Veterans' Services, resulting in a 75% reimbursement to the Town.
5. Continue to assist Brookline veterans wishing to file claims for damages due to dioxin exposure. Changes in the federal laws and extensive advertising has both increased awareness and left many veterans confused as to their rights and eligibility.
6. To continue to work with the Veterans of Foreign Wars, American Legion and all other Veterans' organizations to coordinate the Memorial Day, Veterans Day observances and support community events.
7. To work with and provide leadership for both the VFW and American Legion as they continue to revitalize their Veterans' Post, making it more pertinent to a younger, more diverse generation of veterans. The Veterans' Post building is both a tremendous asset to the veterans of Brookline and to the entire community at large.
8. To coordinate with VA Social Workers and Case Managers to help assist with the transition of returning veterans from conflicts throughout the world, by aiding them in applying for benefits, such as medical, financial, educational, employment, and outreach counseling. To work with the Veteran's Administration on the Veterans Affairs Supportive Housing (VASH) Program, the Court Street Shelter for Veterans, Brookline

Housing Authority and other social service agencies in securing housing for veterans and their dependents in crisis.

9. To provide assistance and advocacy for veterans applying for VA benefits including Compensation and Pension, Montgomery GI bill, VA Healthcare and widow pensions.

FY26 Accomplishments

1. Continued to achieve approval of all Veterans' Benefits by filing precise and accurate claims to the State Veterans' Services Department. Dept. of Veterans' Services working with the Treasurers Officer reviews all reimbursements to ensure there are no discrepancies and adjudicates with Mass. Vet Services to ensure we receive all of our reimbursements due.
2. Provided over \$50,000 financial assistance to approximately 15 Brookline veterans and their families in their time of need.
3. Reduced the costs to the Town by ensuring that all veterans and their dependents receiving financial assistance under Mass. General Laws Chapter 115 have health, prescription coverage and by seeking alternate sources of income for our veterans including both VA pensions and SSDI income.
4. Filed monthly reports in a timely manner to the State Department of Veterans' Services achieving maximum reimbursement to the Town (75% of all MGL Ch. 115 costs).
5. Strengthened our bonds with the Boston VA Medical Center (VAMC) resulting in us being able to coordinate much faster veteran appointments and assistance. It remains our highest priority to ensure that our veterans receive the best quality healthcare in the timeliest manner. Assisted over 30 Brookline Veterans with enrollment in the VA HealthCare system and in securing necessary clinic appointments.
6. Assisted veterans/dependents in filing VA Claims for service-connected and non-service. Assisted two disabled veterans in receiving 100% service connected disability pensions. Experienced a 20 -25% increase in request for claims assistance due to the passing of the PACT legislation.
7. Provided assistance in filing for service-connected disabilities, burial allowances, widows' pensions, Aid and Attendance and educational benefits. In addition, continued to maintain over 150 VA case files in-house.
8. Coordinated increase in new benefits to Brookline Veterans and families over \$70,000 dollars. Our office worked with the VA Regional Office to assist our veterans in obtaining these needed VA benefits. Brookline Veterans and the families received Thousands of dollars in direct aid and pension for our Veterans along with critical medical care and pharmaceutical support.
9. Assisted the Brookline American Legion and VFW Post with attracting a new and diverse generation of veterans to join the Veterans' Post. Assisted the veterans' organization in providing scholarships to Brookline residents and financial aide to local organizations.
10. Assisted Veterans in dealing with health, housing, food insecurity and other economic issues that continue to result due to inflation.
11. Assisted Cold War era veterans who are disturbed by the war in the Ukraine.

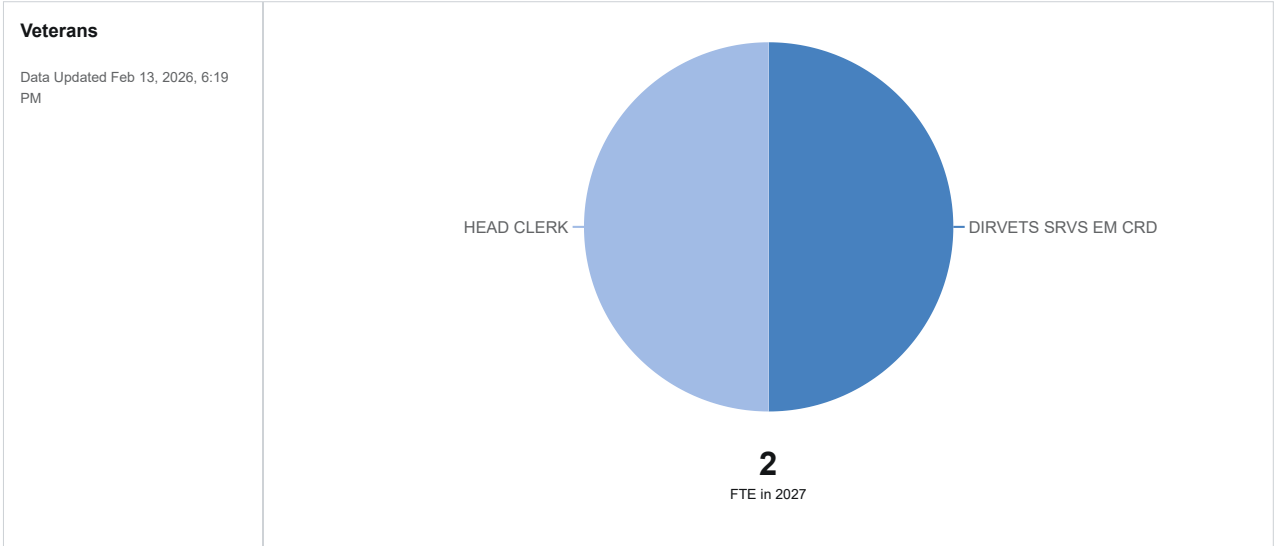
Veterans Detailed

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
VETERANS' SERVICES					
VETERANS' SERVICES					
SALARIES					
PERMANENT FULL TIME	\$167,100	\$169,543	\$158,674	-\$10,869	-6%
OVERTIME PAY	\$705	\$533	\$533	\$0	0%
LONGEVITY PAY	\$2,000	\$900	\$750	-\$150	-17%
A DAY BUYOUT	\$4,490	–	–	\$0	–
CLOTHING-UNIFORM ALLOWANCE	\$550	\$550	\$550	\$0	0%
SALARIES TOTAL	\$174,845	\$171,526	\$160,507	-\$11,019	-6%
SERVICES					
COPY EQUIP RENTAL/LEASES	\$1,829	\$2,388	\$2,388	\$0	0%
MAILING SERVICES	–	\$5,000	\$5,000	\$0	0%
SERVICES TOTAL	\$1,829	\$7,388	\$7,388	\$0	0%
SUPPLIES					
OFFICE SUPPLIES	\$529	\$1,150	\$1,150	\$0	0%
SUPPLIES TOTAL	\$529	\$1,150	\$1,150	\$0	0%
OTHER					
EDUCATION/TRAINING/CONFERENCES	\$510	–	–	\$0	–
OTHER TRAVEL	–	\$600	\$600	\$0	0%
PROFESSIONAL DUES/MEMBERS	\$70	\$85	\$85	\$0	0%
VETERAN'S BENEFITS	\$7,339	\$108,154	\$108,154	\$0	0%
VETERAN'S PAYROLL	\$83,624	–	–	\$0	–
MEDICAL BILLS PD FOR VETS	\$231	–	–	\$0	–
MEMORIAL/VETERANS/FLAG DAY OBS	\$29,363	\$18,500	\$18,500	\$0	0%
OTHER TOTAL	\$121,137	\$127,339	\$127,339	\$0	0%
BUDGETED CAPITAL					
LEASED COMPUTER EQUIPMENT	–	\$574	\$574	\$0	0%
BUDGETED CAPITAL TOTAL	–	\$574	\$574	\$0	0%
VETERANS' SERVICES TOTAL	\$298,341	\$307,977	\$296,958	-\$11,019	-4%
VETERANS' SERVICES TOTAL	\$298,341	\$307,977	\$296,958	-\$11,019	-4%
EXPENSES TOTAL	\$298,341	\$307,977	\$296,958	-\$11,019	-4%

Budget Statement: The Veterans' Services budget is decreasing by \$11,019 or -4% due to a reduction in the Salaries line based on staffing changes. Other line items including the Veterans' Benefits remain stable.

FTE Summary: Staffing levels remain stable at 2 FTEs.

FY27 FTE Salary



Veterans		
	Budget	FTEs
DIRVETS SRVS EM CRD	97,327	1
HEAD CLERK	61,347	1
TOTAL	158,674	2

VETERANS	ACTUAL	ACTUAL	ESTIMATE	ESTIMATE
PERFORMANCE / WORKLOAD INDICATORS	FY2024	FY2025	FY2026	FY2027
Performance:				
% of Claims Approved by the State	100%	100%	100%	100%
Workload:				
Recipients of Benefits (Monthly Average)	18	15	18	17
Service Recipients	1,200	1,100	1,200	1,200
Information Requests	1,600	1,300	1,600	1,500

Town of Brookline FY27 Program Budget

Human Services | Council on Aging



Program Description

Over the past year, the Brookline Council on Aging (COA) and Senior Center strengthened services, expanded access, and advanced policies that support older adults to live and thrive in Brookline. The COA witnessed a leadership transition with the retirement of its exceptional director, Ruthann Dobek. She concluded a remarkable career devoted to supporting and advocating for older adults.

In collaboration with a wide range of community partners, including the Brookline Community Aging Network, the Council on Aging strengthened the independence, dignity, and social connection of thousands of older adults. By working closely with Town departments, local organizations, and the Brookline Senior Center Foundation, we expanded and enhanced transportation services, social work support, caregiver resources, food security initiatives, digital access, and diverse educational and wellness programs—while increasing hours and programming to serve more residents across the community. We maintained Brookline's designations as both an Age-Friendly and Dementia-Friendly Community and deepened equity-focused outreach to ensure culturally and linguistically responsive services.

Central to this work, the Age-Friendly Cities Committee coordinated implementation and refinement of the Town's Age-Friendly Action Plan; monitored progress toward its goals; advised and updated the Select Board on policy matters; communicated and reported directly to the AARP Age-Friendly Cities and Communities to redesignate the Town as Age Friendly; and convened action plan items areas focused on Brookline's livability: health and human services, transportation, housing, libraries, and social participation.

Together, these efforts reinforced Brookline's commitment to thoughtful planning, cross-department collaboration, and measurable progress in meeting the needs of a dramatically growing older population.

This report is respectfully submitted by Emily J. Williams, Director of the Brookline Council on Aging and Senior Center.

Brookline Age-Friendly Cities Committee

The COA Department co-chairs the Brookline Age-Friendly Cities Committee, a Select Board committee responsible for identifying and reporting on age-friendly activities and needs of Brookline residents.

The Age-Friendly Cities Committee coordinates Brookline's Age-Friendly initiative, refining and overseeing implementation of the Town's action plan while keeping the Select Board informed and advising on related policy issues. The committee serves as the Town's liaison to the WHO and AARP Age-Friendly Networks and works through areas focused on health and human services, transportation, housing, municipal services, safety, and

social participation. It collaborates with Town departments, boards, and commissions, promotes effective communication on issues affecting older residents, and keeps the public informed about the initiative's progress and accomplishments.

Brookline Senior Center

The COA operates the Brookline Senior Center, located at 93 Winchester Street, a centrally situated and welcoming hub for residents age 60 and over and community groups. The Senior Center offers a wide array of programs and services, including nutritious lunches, health clinics, health education, exercise and wellness classes, Asian and Russian outreach, English as a Second Language (ESL) classes, a computer lab, adult education courses, art exhibits, trips, and diverse recreational opportunities.

FY 26 Objectives

1. **Promote Public Health, Safety, and Emergency Preparedness.** a) Expand access to preventive health programming, behavioral health supports, and chronic disease self-management initiatives in alignment with the Community Health Improvement Plan (CHIP). b) Strengthen dementia-friendly and caregiver support initiatives. c) Enhance emergency preparedness planning for older adults in collaboration with Public Health, Police, Fire, and Emergency Management. d) Increase home safety interventions through social work, durable medical equipment access, and fall-prevention programming. e) Improve care coordination through enhanced communication and data-sharing with the new Public Health referral database to ensure timely follow-up and integrated service delivery.
2. **Advance Equity, Inclusion, and Access to Town Services.** a) Expand culturally and linguistically responsive programming for immigrant, LGBTQIA+, and historically underserved older adults in partnership with the Diversity, Equity, Inclusion, and Community Relations and Library departments. b) Increase enrollment in critical public benefits (SNAP, Fuel Assistance, Medicare Savings Programs, tax relief programs). c) Use findings from the community-wide needs assessment to guide equitable service delivery and reduce disparities. d) Improve accessibility of programs through extended hours, hybrid offerings, transportation support, and improved digital engagement tools.
3. **Strengthen Transportation and Mobility Infrastructure.** a) Sustain and expand senior transportation services, including EV fleet integration, creating an older adult municipal parking sticker program, review and implement policy changes to parking near the Senior Center. b) Collaborate with Select Board, Transportation Board, and Planning staff to advance age-friendly and accessible transportation policies. c) Identify sustainable funding strategies for TRIPPS and other mobility programs. d) Promote walkability and safe pedestrian infrastructure in alignment with Age-Friendly goals.
4. **Support Housing Stability and Aging in Community.** a) Partner with the Brookline Housing Authority and other housing organizations, the Planning and Community Department, and community stakeholders to advance age-friendly housing strategies. b) Expand home care, caregiver supports, and case management to reduce unnecessary institutionalization. c) Advocate for policies that support affordable, accessible housing options for older adults.
5. **Enhance Economic Security and Civic Engagement** a) Increase participation in the Senior Property Tax Work-Off Program and employment assistance initiatives. b) Expand volunteer and intergenerational programming, including partnerships with Brookline High School and local organizations. c) Encourage representation of older adults on Town boards and commissions. d) Support older adults impacted by economic instability through emergency assistance and resource coordination.
6. **Promote Climate Action and Environmental Sustainability** a) Continue fleet electrification and sustainable practices (e.g. new HVAC system) at the Senior Center. b) Integrate climate resilience planning into services for vulnerable older adults. c) Partner with Sustainability and Natural Resources staff to educate older adults on energy efficiency programs and cost-saving initiatives.
7. **Ensure Financial Sustainability, Innovation, and Operational Quality** a) Implement and fully integrate the MySeniorCenter database to modernize program registration, data collection, reporting, and performance measurement. b) Utilize data analytics from MySeniorCenter to inform strategic planning, measure outcomes, and support evidence-based budget decisions. c) Strengthen coordination between COA and Public Health through shared referral tracking systems to improve efficiency and resident outcomes. d) Pursue diverse funding sources including grants, CDBG, state, federal, and private funds. e) Maintain compliance with Age-Friendly and Dementia-Friendly designation requirements. f) Support staff development and organizational capacity following leadership transition.
8. **Advance Advocacy, Strategic Planning, and Cross-Department Collaboration** a) Partner with the COA Board, Age-Friendly Cities Committee, and Brookline Community Aging Network to guide long-term strategic planning for aging well in Brookline. b) Support coordinated advocacy efforts at the local, state, and federal levels to advance policies benefiting older adults and caregivers. c) Monitor and refine implementation of the Age-Friendly Action Plan, reporting measurable progress to the Select Board. d) Promote cross-department collaboration to align COA initiatives with Town-wide strategic priorities.
9. **Expand Community Engagement and Communication.** a) Increase visibility of COA programs across North and South Brookline areas through strategic communications and partnerships. b) Strengthen collaboration

with Town departments to ensure cross-department alignment on issues impacting older residents. c) Provide regular updates to the Select Board on Age-Friendly Action Plan progress. d) Foster inclusive community spaces at the Senior Center and in other locations that promote lifelong learning, connection, and civic participation. e) Leverage MySeniorCenter and digital communication platforms to enhance outreach, streamline member engagement, and improve resident experience.

FY26 Accomplishments

During FY26, the Brookline Council on Aging focused on strengthening services, expanding access, and improving quality of life for older adults across the community. Projects centered on the following outcomes:

1. Strong Leadership and Community Partnerships. a) Ensured a smooth leadership transition and provided strong organizational support to the Council on Aging's new Director. b) Sustained processes to Brookline's re-designation as an Age-Friendly Community through AARP and the World Health Organization, reinforcing the Town's long-term commitment to aging well.
2. Strengthened partnerships with Town departments, community organizations, and advisory committees to coordinate services and reduce duplication.
3. Supported the work of BrooklineCAN, the Age-Friendly Cities Committee, and the Brookline Senior Center Foundation to expand programs, fundraising capacity, and community engagement.
4. Increased opportunities for older adults to participate in civic life, including serving on Town boards and commissions.
5. Improved Health, Safety, and Preparedness. a) Maintained a safe, welcoming environment at the Brookline Senior Center through continued collaboration with Public Health, Department of Public Works, and emergency preparedness officials. b) Advanced implementation of Brookline's Community Health Improvement Plan (CHIP) to improve health outcomes for older adults. c) Sustained Brookline's status as a Dementia-Friendly Community, supporting residents living with dementia and their caregivers. d) Expanded access to vision-related services and education through hosting the Massachusetts Association of the Blind's VIBRANT program.
6. Reduced Social Isolation and Increased Community Connection. a) Delivered a broad range of in-person, hybrid, and virtual programs that reduced social isolation and strengthened social connection. b) Expanded fitness, wellness, educational, and recreational opportunities, including affordable options for low-income older adults. c) Extended Senior Center hours to include evenings, increasing access for community groups with varied schedules. d) Supported lifelong learning and engagement through diverse daily programming at the Senior Center.
7. Increased Equity, Inclusion, and Access. a) Advanced equity and inclusion efforts to ensure programs and services reach older adults of all backgrounds. b) Expanded culturally and linguistically appropriate services for Russian, Asian, and Hispanic older adults, including translation, outreach, and education. c) Partnered with LGBTQIA+ organizations to provide supportive programming for LGBTQIA+ older adults. d) Increased outreach to connect older adults with critical benefits such as SNAP, Fuel Assistance for residents of all ages, Medicare, and food programs.
8. Expanded Transportation and Mobility Options. a) Sustained and expanded senior transportation services, ensuring reliable access to medical appointments, shopping, and social activities. b) Increased participation in subsidized rideshare programs to offer flexible transportation options. c) Advocated for the use of rideshare revenue to support senior transportation services. d) Convened community stakeholders to explore sustainable transportation solutions for seniors, low-income residents, high school students, and others with limited access to limited public transit. e) Maintained funding for the TRIPPS program and pursued additional local, state, federal, and private resources. f) Advanced research and best practices to promote equitable access to transportation for older adults. g) Secured Community Development Block Grant (CDBG) funding to support transportation services for low-income seniors.
9. Strengthened Social Services and Caregiver Support. a) Provided comprehensive geriatric assessments, counseling, and case management to older adults and their families. b) Supported caregivers through the Alzheimer's support group programs and referrals, enabling residents to remain safely in their homes. c) Delivered high-quality, affordable home care through the Home and Escort Linkage Program (HELP). d) Addressed food insecurity through targeted nutrition programs for low-income older adults. e) Operated a durable medical equipment exchange to improve safety and independence at home.
10. Enhanced Economic Security and Volunteer Engagement. a) Supported employment opportunities for economically vulnerable older adults. b) Continued administration of the Senior Property Tax Work-Off Program while advocating for increased participation and benefits. c) Recruited, trained, and supported volunteers, especially those from our partnership with the Students Helping Older People (SHOP) program with Brookline High School, who play a critical role in delivering programs and services.
11. Improved Digital Access and Communication. a) Expanded access to services for older adults through partnerships with Brookline Interactive Group, Brookline Community Aging Network, and other organizations. b) Managed and strengthened the Tech Buddies program with the Brookline Housing Authority and Hebrew Senior Life to improve digital literacy and confidence. c) Continued publication of trusted resources, including the Brookline Beacon, Elder Resource Guide, Scam Prevention Book, and Ask the Geriatrician. d) Increased

visibility of services through infographics, Town communications, and social media. e) Increased visibility of services through infographics, Town communications, and social media.

12. Environmental Sustainability. a) Advanced climate-related initiatives by introducing recycling and sustainability projects at the Brookline Senior Center in collaboration with other Town departments. b) COA fleet expansion now includes a new 6 passenger electric vehicle (EV) van. This addition supports our town's sustainability goals while providing a quiet, comfortable, and environmentally friendly ride for the community.

COA Budget Detailed

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
COUNCIL ON AGING					
COUNCIL ON AGING					
SALARIES					
PERMANENT FULL TIME	\$926,919	\$1,023,748	\$1,038,227	\$14,479	1%
PERMANENT PART TIME	\$17,807	\$129,158	\$131,089	\$1,931	2%
OVERTIME PAY	\$6,512	–	–	\$0	–
PART TIME TEMPORARY SAL	\$30,917	\$10,000	–	-\$10,000	-100%
LONGEVITY PAY	\$5,338	\$4,000	\$2,000	-\$2,000	-50%
SICK PAY BUYOUT	\$13,443	–	–	\$0	–
VACATION BUYOUT	\$86,914	–	–	\$0	–
A DAY BUYOUT	\$16,624	–	–	\$0	–
CLOTHING-UNIFORM ALLOWANCE	\$1,700	\$2,050	\$2,050	\$0	0%
SALARIES TOTAL	\$1,106,173	\$1,168,956	\$1,173,366	\$4,410	0%
SERVICES					
OFFICE EQUIP R & M	\$31	\$500	\$500	\$0	0%
OFFICE EQUIP RENTALS/LEAS	\$1,568	\$1,568	\$1,568	\$0	0%
PARKING RENTALS/LEASES	\$4,020	\$15,980	\$15,980	\$0	0%
BUILDING CLEANING SERVICE	\$40,640	\$44,907	\$44,907	\$0	0%
WIRELESS COMMUNICATIONS	\$1,521	\$1,660	\$1,660	\$0	0%
SERVICES TOTAL	\$47,779	\$64,615	\$64,615	\$0	0%
SUPPLIES					
OFFICE SUPPLIES	\$20,462	\$10,000	\$10,000	\$0	0%
BUILDING MAINTENANCE SUPP	\$2,847	\$8,846	\$8,846	\$0	0%
SUPPLIES TOTAL	\$23,309	\$18,846	\$18,846	\$0	0%
OTHER					
AUTO REIMBURSEMENT	\$222	\$2,250	\$2,250	\$0	0%
EDUCATION/TRAINING/CONFERENCES	\$430	–	–	\$0	–
PROFESSIONAL DUES/MEMBERS	–	\$2,000	\$2,000	\$0	0%
OTHER TOTAL	\$652	\$4,250	\$4,250	\$0	0%
UTILITIES					
ELECTRICITY	\$49,838	\$77,610	\$82,806	\$5,196	7%
NATURAL GAS	\$14,476	\$2,797	\$3,031	\$234	8%
GASOLINE	\$3,585	\$4,990	\$4,235	-\$755	-15%
WATER	\$5,806	\$5,025	\$5,299	\$274	5%
UTILITIES TOTAL	\$73,705	\$90,422	\$95,371	\$4,949	5%
BUDGETED CAPITAL					
FURNITURE, FIXTURES, EQUIPMENT	\$7,719	–	–	\$0	–
LEASED COMPUTER EQUIPMENT	\$8,711	\$8,913	\$9,469	\$556	6%

ACTUAL		BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
BUDGETED CAPITAL TOTAL	\$16,430	\$8,913	\$9,469	\$556	6%
COUNCIL ON AGING TOTAL	\$1,268,048	\$1,356,002	\$1,365,917	\$9,915	1%
COUNCIL ON AGING TOTAL	\$1,268,048	\$1,356,002	\$1,365,917	\$9,915	1%
EXPENSES TOTAL	\$1,268,048	\$1,356,002	\$1,365,917	\$9,915	1%

Budget Statement: The Council on Aging (COA) budget is increasing by \$9,915 or 1%. Salary increases for staff compensation are being offset by a reduction in temporary part-time for a net increase of \$4,410. Other changes to the budget include a \$4,949 increase in the category of utilities, based on higher cost per unit for energy prices, and \$556 increase in capital for leased computer equipment.

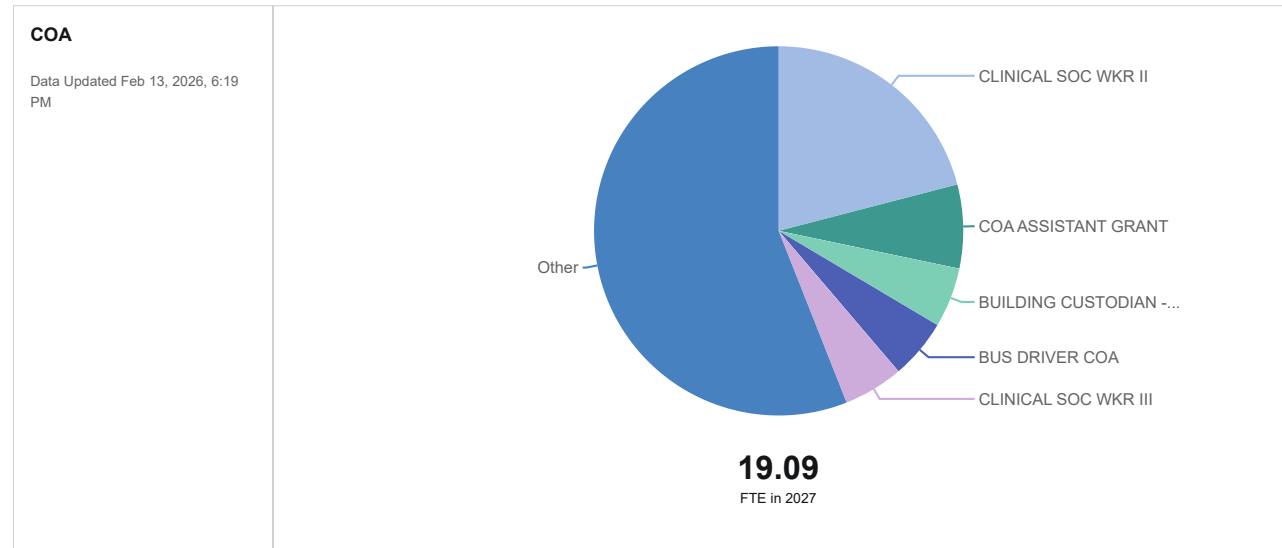
FTE Summary: COA staffing levels remain stable at 19.09 FTEs with approximately 3.7 of those FTEs attributable to grants or other funds.

Five-Year FTE Summary

COA

	FULL-TIME EQUIVALENTS (FTEs)						
	FY2023	FY2024	FY2025	FY2026	FY2027	1YR Chng	5YR Chng
All Positions							
COUNCIL ON AGING	17.01	17.01	17.71	18.09	18.09	0.00	1.08
LIBRARY	0.50	–	–	–	–	0.00	-0.50
ALL POSITIONS TOTAL	17.51	17.01	17.71	18.09	18.09	0.00	0.58
Non-General Funded Positions							
Grants and External Sources	–	–	3.70	3.70	3.70	0.00	3.70
NON-GENERAL FUNDED POSITIONS TOTAL	–	–	3.70	3.70	3.70	0.00	3.70
Net General Funded Positions	17.51	17.01	14.01	14.39	14.39	–	–

FY27 FTE Salary



COA

	Budget	FTEs
DIRECTOR OF COA	151,857	1
SUPV OF SERVICES	104,034	1
PROGRAM MANAGER - COA	89,631	1
COA OPERATIONS COORDINATOR	66,486	1
CLINICAL SOC WKR III	82,992	1
HOME CARE COORDNTR	82,992	1
CLINICAL SOC WKR II	308,771	4
BUILDING CUSTODIAN - COA	60,176	1
BUS DRIVER COA	47,115	1
TRANSP COORDINATOR	47,537	0.68
JOBS PROGRAM COORD GRANT	23,229	0.45
CUSTODIAL ASSISTANT COA	44,171	1
GROUP LEADER - COA	38,535	0.59
BETS COORDINATOR	10,188	0.33
COMMUNITY AIDE COA	16,418	0.4
COA ASSISTANT	3,454	0.11
STAFF ASSISTANT COA	14,957	0.28
COA ASSISTANT GRANT	45,576	1.4
CLINICAL SOC WKR III GRANT	36,403	0.53
COMMUNITY AIDES GRANT	27,878	0.89
COMMUNITY RELATIONS COORD	22,299	0.43
TOTAL	1,324,699	19.09

COUNCIL ON AGING	ACTUAL	ACTUAL	ACTUAL	ESTIMATE	ESTIMATE
PERFORMANCE / WORKLOAD INDICATORS	FY2023	FY2024	FY2025	FY2026	FY2027
VOLUNTEERS					
Volunteers - Total	270	279	337	275	350
Volunteers - New	62	66	89	85	95
Tax Work Off Volunteers	34	33	33	35	35
Estimated Volunteer Hours	40,000	40,000	41,000	41,000	42,000
Income Tax Preparation with AARP Volunteers	187	264	279	260	300
Older Adult Job Placements (estimated)	14	62	40	50	60
Geriatric Social Work					
New Referrals	68	59	58	60	70
Case Consultations	140	155	150	150	165
Homecare Program (H.E.L.P.)					
New Referrals	37	53	71	50	60
Total Clients	539	596	646	575	600
Equipment Loan Fund Program-items borrowed	600	600	583	600	600
PARC-caregiver parking permits issued	232	285	264	280	280
Springwell Lunches served	11,241	9,137	9,076	10,000	10,000
Food Commodity Program Clients	204	294	286	300	300
Food Commodity Program (pounds distributed)	2,170	2660	2,840	2,660	2,700
Information/Referral Contacts	10,500	10,500	10,500	11,000	12,000
Transportation Subsidies Programs					
Elderbus/Van Contributions	\$3,031.00	\$3,137.00	\$3,633.00	\$3,500.00	\$3,800.00
Transportation Subsidies Program					
Total Clients	413	538	550	560	600
New Referrals	53	0	100	100	100
Rides to & from the Senior Center	3,721	4,125	5,000	4,000	6,000
Rides: medical & other essential locations	7,666	10,642	8,800	11,000	10,000
Senior Center Programming and Participants					
Fitness Center Total Members*			87	90	95
Fitness Center New Members*			34	40	40
Participant Count-Daily*			200	250	275
Average # Daily Programs	15	15	15	15	15
Community Relations and Engagement*					
Beacon newsletter distribution				24,000	24,000
Outreach Events				12	20
Digital (website, social media traffic)			26,000	28,000	30,000
Digital Technology*					
Technology Assistance Hours		434	882	900	1,000

Council on Aging Budget Presentation FY27

Emily J. Williams



Mission

The Brookline Senior Center is a **Town gathering place** dedicated to enriching the aging experience for Brookline older adults over the age of 60.

The mission of the Brookline Senior Center is to provide social services that allow people to remain **independent**.

Our goal is helping people **maintain their independence** so they continue to be active members of the community.

We believe in enhancing growth and a **sense of belonging** while encouraging individual contribution and the sharing of life experiences.

The Senior Center **welcomes all** who enter our doors, regardless of age, income, disability, ethnic or religious background.

We recognize the efforts of all our program collaborators and are **grateful** for their support.

FY27 Budget Summary

	FY25	FY26	FY27	% Change
Salaries	\$1,106,173	\$1,168,956	\$1,173,366	<1%
Services	\$47,779	\$64,615	\$64,615	0
Supplies	\$23,309	\$18,846	\$18,846	0
Utilities	\$73,705	\$90,422	\$95,371	5%
Total	\$1,268,048	\$1,356,002	\$1,365,917	1%

- **Council on Aging FY27 Budget Overview**

The FY27 budget totals **\$1,365,917**, representing a **\$9,915 (1%) increase** over FY26. The modest growth reflects current staffing levels, with salary adjustments largely offset by reductions in temporary part-time expenses, resulting in a net salary increase of **\$4,410**.

- Additional changes include a **\$4,949 increase in utilities** due to rising energy costs, HVAC replacement to all electric and a **\$556 increase in leased computer equipment** to support technology needs.
- All other operating expenses remain level funded, demonstrating continued fiscal stability while maintaining services for older adults.



Strategic Priorities

1. Health & Safety
2. Equity & Aging in Community
3. Sustainable Infrastructure & Innovation

Expanding Programs for Healthy Aging

Infrastructure

31 COA staff support >3,000 unduplicated older adult residents.

42,000 hours (20 FTE) given by 370 volunteers equivalent to \$1,344,000 in supplemental department funding.

20,000 sq. ft. Senior Center no longer meets the needs of a rapidly growing population.

Programs and Communications

- Sustained grant and Brookline Senior Center Foundation funding programs including Aging Solo & Wise Aging, fitness, and lifelong learning.
- Initiated cross-departmental Emergency Preparedness Services
- COA expands Town Departmental initiatives.



Top 3 Accomplishments & Successes

1. Strengthened Health & Safety Net Programming

- Met increased demand for health, caregiver, and social service supports, while advancing community health partnerships to help older adults remain safe and independent.

2. Expanded Equity & Community Connection

- Increased inclusive programming, benefits access, and hybrid engagement opportunities to reduce social isolation and reach historically underserved older adults.

3. Advanced Transportation & Age-Friendly Progress

- Sustained key access to and limited transportation services to residents most in need.
- Initiated Age-Friendly re-designation with AARP.
- Strengthened interdepartmental partnerships, and advanced innovation and sustainability initiatives.



G

R

O

W

T

H

COA PERFORMANCE/ WORKLOAD INDICATORS

	ACTUAL FY2022	ACTUAL FY2023	ACTUAL FY2024	ACTUAL FY2025	ESTIMATE FY2026	ESTIMATE FY2027
VOLUNTEERS						
Volunteers- Total	360	270	279	337	275	350
Volunteers- New	58	62	66	89	85	95
Tax Work Off Volunteers	33	34	33	33	35	35
Estimated Volunteer Hours	40,000	40,000	40,000	41,000	41,000	42,000
Income Tax Preparation with AARP Volunteers	230	187	264	279	260	300
Older Adult Job Placements (estimated)	15	14	62	40	50	60
Geriatric Social Work						
New Referrals	62	68	59	58	60	70
Case Consultations	130	140	155	150	150	165
Homecare Program (H.ELP.)						
New Referrals	79	37	53	71	50	60
Total Clients	524	539	596	646	575	600
Equipment Loan Fund Program-items borrowed	429	600	600	583	600	600
PARC-caregiver parking permits issued	147	232	285	264	280	280
Springwell Lunches served	11,241	11,241	9,137	9,076	10,000	10,000
Food Commodity Program Clients	199	204	294	286	300	300
Food Commodity Program (pounds distributed)	NA	2,170	2660	2,840	2,660	2,700
Information/Referral Contacts	10,500	10,500	10,500	10,500	11,000	12,000
Transportation Subsidies Programs						
Elderbus/Van Contributions	\$2,720	\$3,031	\$3,137	\$3,633	\$3,500	\$3,800
Transportation Subsidies Program						
Total Clients	297	413	538	550	560	600
New Referrals	55	53	0	100	100	100
Rides to & from the Senior Center	4305	3,721	4,125	5,000	4,000	6,000
Rides medical & other essential locations	NA	7,666	10,642	8,800	11,000	10,000
Senior Center Programming and Participants						
Fitness Center Total Members*				87	90	95
Fitness Center New Members*				34	40	40
Participant Count-Daily*				200	250	275
Average # Daily Programs	15	15	15	15	15	15
Community Relations and Engagement*						
Beacon newsletter distribution					24,000	24,000
Outreach Events					12	20
Digital (website, social media traffic)				26,000	28,000	30,000
Digital Technology*						
Technology Assistance Hours			434	882	900	1,000
*new reporting						

Innovation & Modernization

Bridging the Digital Divide

Tech Support staff and volunteer requests increase and launch of a MySeniorCenter

→ Goal: improve and expand digital access & communication to strengthen social, tech, and transportation services.

HVAC and Electrification

New HVAC system and EV

→ Goal: New EV pilot with the Teen Center (in progress)

Community Needs Assessment

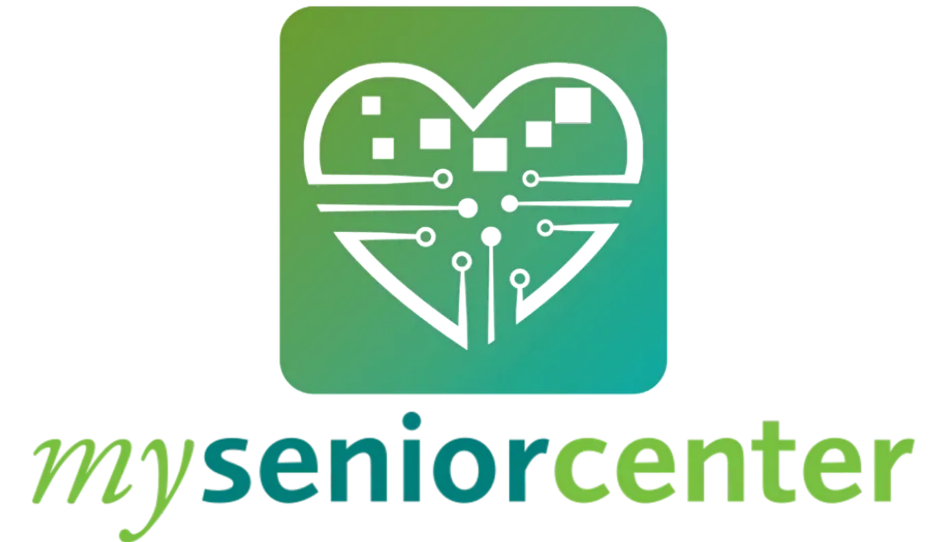
Town of Brookline Needs Assessment for older adults launched in FY26.

→ Goal: to develop and implement a strategic plan for the future of aging in Brookline.

Space and Transit Challenges

There is a need for a additional space to meet the growing demand of services and programs.

→ Goal: Community Center at Fisher Hill This need is exasperated by the lack of public transportation from South Brookline and the difficulty in finding parking near the Senior Center for those who drive.



Future Growth Entails...

1. *Starting with the data.*
2. *Tracking usage closely.*
3. *Asking the community directly.*
4. *Partnering across departments.*
5. *Applying the equity in aging lens across Town Departments.*



Town of Brookline FY27 Program Budget

Cultural Services | Library



Program Description

The Public Library of Brookline promotes discovery, connection, and opportunity for all residents by providing free and equitable access to information, technology, and cultural resources. Through innovative programs, diverse collections, and welcoming public spaces, the Library supports lifelong learning and promotes connection and civic engagement to strengthen the community while connecting residents to a wider world of ideas.

Under the leadership of the Library Director and staff, the Library delivers high-quality services that meet the educational, cultural, and informational needs of residents of all ages. An elected Board of twelve Trustees provides governance, stewardship, and support for the Library's mission and long-term sustainability.

Library services are provided from three locations: Brookline Village (361 Washington St), Coolidge Corner (31 Pleasant St), and Putterham (959 West Roxbury Parkway). Each location provides comprehensive library services while also offering unique collections, spaces, and programs that reflect community interests and needs.

- Brookline Village houses a full Reference Department, including a full-time archivist, an extensive collection of art and historical artifacts, and the Brookline Room, which preserves and shares the town's local history.
- Coolidge Corner is home to the World Language Center, featuring materials in Chinese, Russian, Hebrew, Hindi, and French, as well as the Tool Library, which expands access to practical resources for everyday projects.
- The Putterham Library is a staple in the South Brookline neighborhood and prides itself in hosting a vibrant slate of programming for all ages. It features a ADA-accessible garden and patio that support inclusive programming and outdoor learning.

Our collections of over 434,000 books, DVDs, magazines, newspapers, music CDs, comic books and graphic novels and online resources is yours to browse and borrow. The Library offers an extensive digital collections that can be enjoyed from home or on-the-go. The collection features e-books, e-audiobooks and digital magazines and newspapers through services like Libby, hoopla and PressReader; classical music via the NAXOS Music Library; and a wide range of popular music, movies, and television through hoopla and Kanopy, including Criterion Collection films and PBS programming. Online learning opportunities include The Great Courses and LinkedIn Learning, where residents can pursue personal enrichment and professional development and earn micro-certifications across a wide range of subjects.

In response to evolving community needs, the Library expanded its Library of Things to include tools, laptops, Roku, Wi-Fi hotspots, craft-along kits, induction cooking kits, sewing machines, and more. Supporting hands-on learning and creativity, the Library's IdeaSpace provides access to advanced STEM and fabrication technologies, including 3D printers, a laser cutter, a vinyl cutter, and other digital and analog tools.

Online library resources and services are available at www.brooklinelibrary.org. The Public Library of Brookline is a member of the Minuteman Library Network, a cooperative of 43 public and academic libraries that share resources and circulating collections, further expanding access and opportunity for Brookline residents.

The Library consists of the following six sub-programs:

The **Administrative and Support Sub-program** is responsible for the organization and management of the library. The Administrative staff keeps informed of current developments in the library field, initiates appropriate customer service-oriented initiatives to best serve the public, evaluates existing library services based on community need, and prepares strategic planning for review and approval by the Library Board of Trustees.

The **Brookline Village Services Sub-program** includes the following departments: Youth Services, Reference, Circulation, and Collection Services. The Reference Department coordinates programs for adults, selects adult nonfiction materials and other collections, and provides answers to in-depth reference questions. They also maintain and make accessible the archives and the art and artifact collections. The Supervisor of Children's Services runs the Brookline Village Children's Room and oversees the selection of materials and programming by the Children's librarians at the branch libraries.

The **Branch Services Sub-program**, comprised of the Coolidge Corner and Putterham Libraries, provides a broad spectrum of library services for patrons of all ages. Collections, hours of service, programming, and facilities are designed to reflect the demographics and service needs of their respective neighborhoods and are re-evaluated regularly.

The **Youth Service's Services Sub-program** provides library services for children from birth through age 17. Staff aid children in the selection of material for school assignments and leisure reading, they also provide robust and exciting programming. Brookline Village's Tween Room has a dedicated Tween librarian who curate services for our 4th-7th grade patrons.

The **Circulation and Collection Services Sub-Program** is responsible for providing exemplary visitor experiences at all three locations. They oversee all borrower operations surrounding checking out materials, returns, holds and interlibrary loan delivery. The Circulation Supervisor manages the Brookline Village Circulation Department and recommends appropriate policies and procedures around the loan of materials to Library Administration. The Collection Services Supervisor at Brookline Village does the central planning for accession and de-accession of library materials, and reviews and selects digital content. This Department does all the receiving and processing of new materials so they are ready for borrowing at all three locations.

FY27 Objectives

1. Support K-12 Education and Lifelong Learning focusing on 2 key areas: STEAM (science, technology, engineering, the arts, and math) and Literacy.
2. Partner with organizations in Brookline and beyond to increase the reach of library collections, programs, and services especially to those who are unfamiliar with what the library is and does
3. Implement library-wide strategy for equity and inclusion that will include deliberate practices to increase diversity both within the organization and in our collections, programs, and services.
4. Implement library-wide strategy for equity and inclusion that will include deliberate practices to increase diversity both within the organization and in our collections, programs, and services. library staff, collections, programs, and services without having to visit a library

FY26 Accomplishments

1. Welcomed 537,161 visitors across three locations, marking Brookline as the 4th busiest library system in the Commonwealth.
2. Focused on improving staff morale though working with a workplace consultant, providing staff development opportunities (including an ergonomics workplace evaluation) and successfully recruiting to fill vacancies across all departments and

locations.

3. Hosted 1032 programs, attended by 30,038 people promoting literacy, connection, inclusivity and lifelong learning.
4. Expanded English Language Learner tutoring, programming and resources.
5. Upgraded self-checkout terminals for easier borrowing.
6. Expanded collection offerings in the Library of Things Collection and LOTE4Kids, a new service featuring children's eBooks and audiobooks in many world languages.
7. Surveyed the community to introduce after-hour programs, and piloted 4 program opportunities for all ages.
8. Interacted with 16,151 kids through passive programming opportunities in the Youth Services Room such as scavenger hunts, media literacy games.
9. Created a community art walk in partnership with local art organization with nearly 200 participants.
10. Educated cardholders on our vast offering of e-book and digital resources. This contributed to the Library's 8% usage increase of our digital collections from the prior fiscal year.

Library Summary

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
LIBRARY					
LIBRARY					
SALARIES	\$3,196,749	\$3,573,116	\$3,543,802	-\$29,314	-1%
SERVICES	\$231,929	\$245,469	\$245,469	\$0	0%
SUPPLIES	\$828,835	\$620,099	\$636,101	\$16,002	3%
OTHER	\$904	\$2,200	\$2,200	\$0	0%
UTILITIES	\$275,751	\$257,566	\$297,648	\$40,082	16%
BUDGETED CAPITAL	\$132,857	\$51,396	\$53,180	\$1,784	3%
LIBRARY TOTAL	\$4,667,024	\$4,749,846	\$4,778,400	\$28,554	1%
LIBRARY TOTAL	\$4,667,024	\$4,749,846	\$4,778,400	\$28,554	1%
EXPENSES TOTAL	\$4,667,024	\$4,749,846	\$4,778,400	\$28,554	1%

Budget Statement: The budget for the Public Library is increasing by **\$28,554** or **1%**. Utilities are increasing by \$40,082 to meet greater usage and higher energy prices, while capital is increasing \$1,784 for staff leased computer equipment. Supplies are increasing by \$16,002 for books and materials, which are each being offset by a net decrease in funds for part-time staff of -\$29,314. For explanations of reductions, refer to the Town Administrator's Budget Message in Section I.

FTE Summary: Library staffing levels are relatively stable with a reduction of -0.56 FTEs in the category of part-time personnel.

Below are budget tables by division and individual account followed by FTE tables showing long-term and budget year figures.

Library Administrative Division

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
LIBRARY					
LIBRARY					
SALARIES					
PERMANENT FULL TIME	\$398,041	\$376,422	\$408,937	\$32,515	9%
SHIFT DIFFERENTIAL	–	\$25,370	\$25,370	\$0	0%
OVERTIME PAY	\$803	\$67,513	\$67,513	\$0	0%
PART TIME TEMPORARY SAL	\$32,042	–	–	\$0	–
EXTRA COMPENSATION	–	\$1,000	\$1,000	\$0	0%
SICK PAY BUYOUT	\$6,405	–	–	\$0	–
VACATION BUYOUT	\$13,026	–	–	\$0	–
A DAY BUYOUT	\$527	\$5,439	\$5,439	\$0	0%
CLOTHING-UNIFORM ALLOWANCE	\$1,100	\$1,100	\$1,100	\$0	0%
SALARIES TOTAL	\$451,944	\$476,844	\$509,359	\$32,515	7%
SERVICES					
OFFICE EQUIP R & M	\$6,434	\$8,713	\$8,713	\$0	0%
COMPUTER SOFTWARE R & M	\$59,368	–	–	\$0	–
PHOTOCOPY SERVICE CONTRAC	\$1,305	\$1,793	\$1,793	\$0	0%
PROFESSIONAL/TECH SERVICE	\$870	–	–	\$0	–
WIRELESS COMMUNICATIONS	\$4,562	\$2,518	\$2,518	\$0	0%
POSTAGE	–	\$4,240	\$4,240	\$0	0%
PRINTING SERVICES	–	\$1,000	\$1,000	\$0	0%
DELIVERY SERVICES	\$11,200	\$300	\$300	\$0	0%
SERVICES TOTAL	\$83,738	\$18,564	\$18,564	\$0	0%
SUPPLIES					
OFFICE SUPPLIES	\$147,910	\$20,678	\$20,678	\$0	0%
SUPPLIES TOTAL	\$147,910	\$20,678	\$20,678	\$0	0%
OTHER					
IN STATE MILEAGE	\$151	\$400	\$400	\$0	0%
OTHER TOTAL	\$151	\$400	\$400	\$0	0%
BUDGETED CAPITAL					
FURNITURE, FIXTURES, EQUIPMENT	\$106,576	–	–	\$0	–
LEASED COMPUTER EQUIPMENT	\$26,280	\$26,396	\$28,180	\$1,784	7%
LEASED NETWORK EQ & SOFTWARE	–	\$25,000	\$25,000	\$0	0%
BUDGETED CAPITAL TOTAL	\$132,857	\$51,396	\$53,180	\$1,784	3%
LIBRARY TOTAL	\$816,601	\$567,882	\$602,181	\$34,299	6%
LIBRARY TOTAL	\$816,601	\$567,882	\$602,181	\$34,299	6%
EXPENSES TOTAL	\$816,601	\$567,882	\$602,181	\$34,299	6%

Library Central Services

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
LIBRARY					
LIBRARY					
SALARIES					
PERMANENT FULL TIME	\$406,382	\$446,184	\$449,010	\$2,826	1%
SHIFT DIFFERENTIAL	\$5,230	–	–	\$0	–
OVERTIME PAY	\$12,136	–	–	\$0	–
PART TIME TEMPORARY SAL	\$16,603	–	–	\$0	–
LONGEVITY PAY	\$1,521	\$2,400	\$2,400	\$0	0%
SICK PAY BUYOUT	\$1,271	–	–	\$0	–
VACATION BUYOUT	\$3,897	–	–	\$0	–
A DAY BUYOUT	\$1,987	\$5,117	\$5,117	\$0	0%
CLOTHING-UNIFORM ALLOWANCE	\$3,850	\$4,950	\$4,950	\$0	0%
SALARIES TOTAL	\$452,877	\$458,651	\$461,477	\$2,826	1%
SERVICES					
OFFICE EQUIP R & M	–	\$2,835	\$2,835	\$0	0%
COMPUTER SOFTWARE R & M	\$691	–	–	\$0	–
AUDIO REPAIR & MAINTENANCE	–	\$1,000	\$1,000	\$0	0%
BINDING SERVICES	–	\$1,200	\$1,200	\$0	0%
SERVICES TOTAL	\$691	\$5,035	\$5,035	\$0	0%
SUPPLIES					
OFFICE SUPPLIES	\$838	\$8,309	\$8,309	\$0	0%
LIBRARY MATERIALS	\$403	–	–	\$0	–
BOOKS & PERIODICALS	–	\$349,528	\$365,530	\$16,002	5%
AUDIO	\$3,054	–	–	\$0	–
BOOKS	\$226,907	–	–	\$0	–
DOWNLOADABLE ITEMS	\$167,712	–	–	\$0	–
B&P-INTERNET	\$44,972	–	–	\$0	–
VIDEO GAMES	\$3,089	–	–	\$0	–
PERIODICALS	\$44,083	–	–	\$0	–
VIDEO & DVD	\$28,987	–	–	\$0	–
SUPPLIES TOTAL	\$520,046	\$357,837	\$373,839	\$16,002	4%
LIBRARY TOTAL	\$973,614	\$821,523	\$840,351	\$18,828	2%
LIBRARY TOTAL	\$973,614	\$821,523	\$840,351	\$18,828	2%
EXPENSES TOTAL	\$973,614	\$821,523	\$840,351	\$18,828	2%

Library Branch Services

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
LIBRARY					
LIBRARY					
SALARIES					
PERMANENT FULL TIME	\$557,004	\$621,492	\$611,024	-\$10,468	-2%
SHIFT DIFFERENTIAL	\$3,474	–	–	\$0	–
OVERTIME PAY	\$17,064	–	–	\$0	–
PART TIME TEMPORARY SAL	\$336,841	\$375,008	\$301,025	-\$73,983	-20%
LONGEVITY PAY	\$4,165	\$5,900	\$5,900	\$0	0%
SICK PAY BUYOUT	\$90	–	–	\$0	–
VACATION BUYOUT	\$2,547	–	–	\$0	–
A DAY BUYOUT	\$2,184	\$4,446	\$4,446	\$0	0%
CLOTHING-UNIFORM ALLOWANCE	\$6,050	\$5,500	\$5,500	\$0	0%
SALARIES TOTAL	\$929,419	\$1,012,346	\$927,895	-\$84,451	-8%
SERVICES					
OFFICE EQUIP R & M	–	\$11,299	\$11,299	\$0	0%
BUILDING MAINTENANCE	\$32,284	\$30,153	\$30,153	\$0	0%
BUILDING CLEANING SERVICE	–	\$525	\$525	\$0	0%
WIRELESS COMMUNICATIONS	–	\$3,773	\$3,773	\$0	0%
DELIVERY SERVICES	–	\$13,700	\$13,700	\$0	0%
SERVICES TOTAL	\$32,284	\$59,450	\$59,450	\$0	0%
SUPPLIES					
OFFICE SUPPLIES	\$232	\$4,050	\$4,050	\$0	0%
BOOKS & PERIODICALS	–	\$126,520	\$126,520	\$0	0%
SUPPLIES TOTAL	\$232	\$130,570	\$130,570	\$0	0%
OTHER					
IN STATE MILEAGE	–	\$500	\$500	\$0	0%
OTHER TOTAL	–	\$500	\$500	\$0	0%
UTILITIES					
ELECTRICITY	\$51,616	\$59,869	\$66,702	\$6,833	11%
UTILITIES TOTAL	\$51,616	\$59,869	\$66,702	\$6,833	11%
LIBRARY TOTAL	\$1,013,552	\$1,262,735	\$1,185,117	-\$77,618	-6%
LIBRARY TOTAL	\$1,013,552	\$1,262,735	\$1,185,117	-\$77,618	-6%
EXPENSES TOTAL	\$1,013,552	\$1,262,735	\$1,185,117	-\$77,618	-6%

Library Children's Services

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
LIBRARY					
LIBRARY					
SALARIES					
PERMANENT FULL TIME	\$400,803	\$376,397	\$381,738	\$5,341	1%
SHIFT DIFFERENTIAL	\$3,211	–	–	\$0	–
OVERTIME PAY	\$7,919	–	–	\$0	–
PART TIME TEMPORARY SAL	\$73,510	\$153,596	\$153,703	\$107	0%
LONGEVITY PAY	\$2,481	\$900	\$900	\$0	0%
SICK PAY BUYOUT	\$11,516	–	–	\$0	–
VACATION BUYOUT	\$19,788	–	–	\$0	–
A DAY BUYOUT	\$1,270	\$1,560	\$1,560	\$0	0%
CLOTHING-UNIFORM ALLOWANCE	\$3,850	\$2,750	\$2,750	\$0	0%
SALARIES TOTAL	\$524,349	\$535,203	\$540,651	\$5,448	1%
SERVICES					
OFFICE EQUIP R & M	–	\$820	\$820	\$0	0%
SERVICES TOTAL	–	\$820	\$820	\$0	0%
SUPPLIES					
OFFICE SUPPLIES	\$3,536	\$2,017	\$2,017	\$0	0%
LIBRARY MATERIALS	\$171	–	–	\$0	–
BOOKS & PERIODICALS	–	\$84,903	\$84,903	\$0	0%
BOOKS	\$93,953	–	–	\$0	–
B&P-INTERNET	\$950	–	–	\$0	–
SUPPLIES TOTAL	\$98,610	\$86,920	\$86,920	\$0	0%
OTHER					
IN STATE MILEAGE	–	\$400	\$400	\$0	0%
OTHER TOTAL	–	\$400	\$400	\$0	0%
LIBRARY TOTAL	\$622,959	\$623,343	\$628,791	\$5,448	1%
LIBRARY TOTAL	\$622,959	\$623,343	\$628,791	\$5,448	1%
EXPENSES TOTAL	\$622,959	\$623,343	\$628,791	\$5,448	1%

Library Circulation/Support Services

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
LIBRARY					
LIBRARY					
SALARIES					
PERMANENT FULL TIME	\$490,508	\$676,966	\$691,207	\$14,241	2%
SHIFT DIFFERENTIAL	\$3,138	–	–	\$0	–
OVERTIME PAY	\$9,695	–	–	\$0	–
PART TIME TEMPORARY SAL	\$81,847	\$153,596	\$153,703	\$107	0%
LONGEVITY PAY	\$1,403	\$3,650	\$3,650	\$0	0%
EXTRA COMPENSATION	–	\$1,000	\$1,000	\$0	0%
SICK PAY BUYOUT	\$23	–	–	\$0	–
VACATION BUYOUT	\$3,336	–	–	\$0	–
A DAY BUYOUT	\$450	\$4,634	\$4,634	\$0	0%
CLOTHING-UNIFORM ALLOWANCE	\$3,850	\$5,500	\$5,500	\$0	0%
SALARIES TOTAL	\$594,249	\$845,346	\$859,694	\$14,348	2%
SERVICES					
OFFICE EQUIP R & M	\$276	\$2,536	\$2,536	\$0	0%
COMPUTER SOFTWARE R & M	\$298	\$40,132	\$40,132	\$0	0%
DELIVERY SERVICES	\$2,000	–	–	\$0	–
CATALOGUING SERVICES	\$103,692	\$109,888	\$109,888	\$0	0%
SERVICES TOTAL	\$106,266	\$152,556	\$152,556	\$0	0%
SUPPLIES					
OFFICE SUPPLIES	\$9,697	\$8,029	\$8,029	\$0	0%
SUPPLIES TOTAL	\$9,697	\$8,029	\$8,029	\$0	0%
OTHER					
IN STATE MILEAGE	–	\$500	\$500	\$0	0%
OTHER TOTAL	–	\$500	\$500	\$0	0%
LIBRARY TOTAL	\$710,212	\$1,006,431	\$1,020,779	\$14,348	1%
LIBRARY TOTAL	\$710,212	\$1,006,431	\$1,020,779	\$14,348	1%
EXPENSES TOTAL	\$710,212	\$1,006,431	\$1,020,779	\$14,348	1%

Library Plant Maintenance

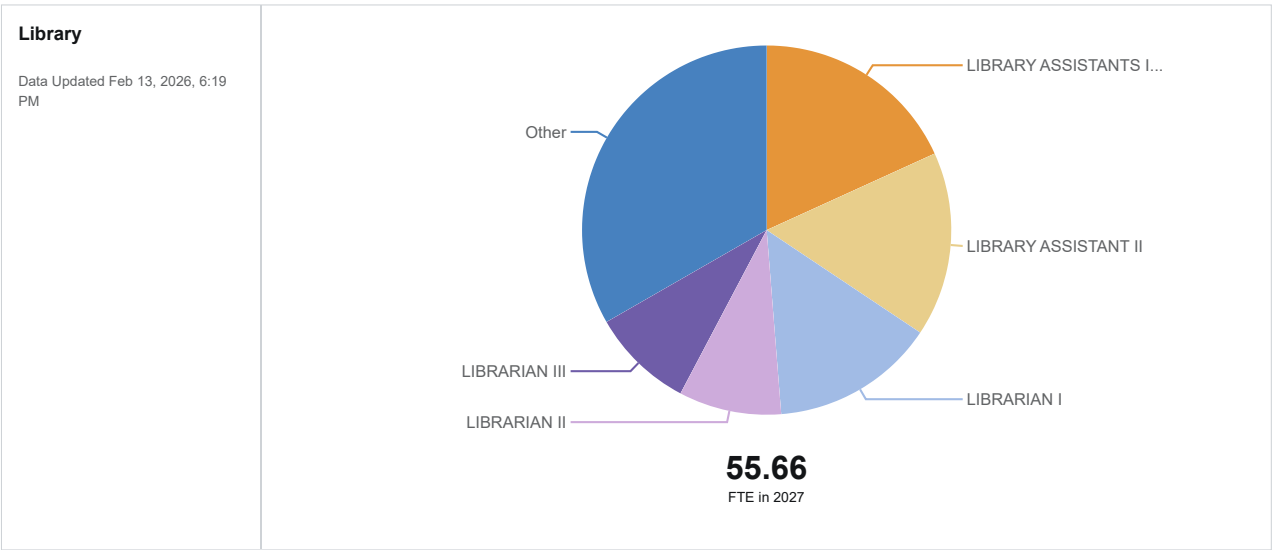
	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
LIBRARY					
LIBRARY					
SALARIES					
PERMANENT FULL TIME	\$236,573	\$237,761	\$237,761	\$0	0%
OVERTIME PAY	\$1,465	–	–	\$0	–
LONGEVITY PAY	\$2,550	\$1,800	\$1,800	\$0	0%
A DAY BUYOUT	\$922	\$1,365	\$1,365	\$0	0%
CLOTHING-UNIFORM ALLOWANCE	\$2,400	\$3,800	\$3,800	\$0	0%
SALARIES TOTAL	\$243,910	\$244,726	\$244,726	\$0	0%
SERVICES					
BUILDING CLEANING SERVICE	\$8,950	\$8,689	\$8,689	\$0	0%
WIRELESS COMMUNICATIONS	–	\$355	\$355	\$0	0%
SERVICES TOTAL	\$8,950	\$9,044	\$9,044	\$0	0%
SUPPLIES					
MAINTENANCE SUPPLIES	\$11,978	\$16,065	\$16,065	\$0	0%
SUPPLIES TOTAL	\$11,978	\$16,065	\$16,065	\$0	0%
OTHER					
IN STATE MILEAGE	\$753	\$400	\$400	\$0	0%
OTHER TOTAL	\$753	\$400	\$400	\$0	0%
UTILITIES					
ELECTRICITY	\$132,279	\$131,720	\$146,752	\$15,032	11%
NATURAL GAS	\$63,839	\$50,696	\$64,811	\$14,115	28%
WATER	\$28,018	\$15,281	\$19,383	\$4,102	27%
UTILITIES TOTAL	\$224,135	\$197,697	\$230,946	\$33,249	17%
LIBRARY TOTAL	\$489,726	\$467,932	\$501,181	\$33,249	7%
LIBRARY TOTAL	\$489,726	\$467,932	\$501,181	\$33,249	7%
EXPENSES TOTAL	\$489,726	\$467,932	\$501,181	\$33,249	7%

Five-Year FTE Summary

Library

FULL-TIME EQUIVALENTS (FTES)							
	FY2023	FY2024	FY2025	FY2026	FY2027	1YR Chng	5YR Chng
All Positions							
LIBRARY	49.62	51.89	52.22	52.22	51.66	-0.56	2.04
ALL POSITIONS TOTAL	49.62	51.89	52.22	52.22	51.66	-0.56	2.04
Non-General Funded Positions	-	-	-	-	-	-	-
Net General Funded Positions	49.62	51.89	52.22	52.22	51.66	-	-

FY27 FTE Summary



Library

	Budget	FTEs
NETWORK SERVICES ADMIN	100,823	1
LIBRARY PAGE	106,506	3.09
LIBRARY DIRECTOR	161,989	1
ASST LIB DIR ADMIN	115,140	1
LIBRARIAN III	390,647	5
LIB III CIRC SUPV	78,406	1
LIBRARIAN II	342,180	5
LIBRARIAN I	507,951	8
EXEC ASST TO LIB DIR	68,306	1
BUSINESS MANAGER LIBRARY	63,502	1
LIBRARY ASSIST III	264,146	5
LIBRARY ASSISTANT II	448,824	9
BUILDING CUSTODIAN LIBRARY	237,761	4
LIBRARIANS PT	26,494	0.44
LIBRARY ASSISTANTS I & II	475,432	10.13
TOTAL	3,388,107	55.66

PERFORMANCE / WORKLOAD INDICATORS

	ACTUAL FY2018	ESTIMATE FY2019	ACTUAL FY2022	ACTUAL FY2023	ACTUAL FY2024	ACTUAL FY2025	ESTIMATE FY2026	ESTIMATE FY2027
Total Physical Circulation	1,138,338	1,166,462	845,113	827,584	814,962	785,557	820,000	801,582
<u>Total Digital Circulation</u>	73,803	85,611	<u>204,447</u>	<u>295,843</u>	<u>310,304</u>	<u>335,896</u>	<u>345,000</u>	<u>365,000</u>
Total Collection Use			1,049,560	1,123,427	1,125,266	1,121,453	1,165,000	1,166,582
Total Visitation	624,093	624,815	384,902	470,205	546,039	566,551	550,000	576,923
Volumes Added	30,455	25,114	26,899	24,892	26,914	23,231	26,548	23,200
Volumes Withdrawn	67,553	40,000	28,374	21,533	23,847	33,391	24,531	20,000
Interlibrary Loan:								
Borrowed	153,234	155,000	205,423	189,941	79,489	177,196	95,000	181,254
Loaned	125,285	135,000	164,290	137,384	121,468	126,628	125,000	129,584
Non-MLN items borrowed	1,079	1,100	609	315	325	1,101	350	1,150
Non-MLN items loaned	1,626	1,700	884	775	785	1,010	800	1,089
<u>Main Library</u>								
Physical Circulation	565,158	582,140	472,446	347,286	404,503	447,589	410,000	465,387
Visitation	318,363	321,547	197,200	254,192	304,904	293,791	312,587	301,278
Volumes Added	16,994	17,000	14,821	14,299	14,628	13,466	14,600	11,200
Volumes Withdrawn	35,195	20,000	16,056	12,349		15,901		
<u>Coolidge Corner</u>								
Physical Circulation	336,186	268,948	478,932	280,768	273,199	212,994	281,546	217,693
Visitation	223,812	240,000	136,647	161,494	180,105	203,312	185,421	209,835
Volumes Added	9,137	7,614	7,929	6,819	7,519	6,232	7,452	7,500
Withdrawn volumes	2,168	5,000	8,441	7,038		11,909		
<u>Putterham</u>								
Physical Circulation	163,491	165,000	97,308	199,530	137,260	124,974	145,000	130,574
Visitation	91,918	76,598	51,055	54,519	61,030	69,448	65,000	730,214
Volumes Added	4,324	5,000	4,149	3,774	4,757	3,533	4,496	4,500
Withdrawn volumes	2,168	5,000	3,877	2,146		5,581		
<u>Children's</u>								
Physical Circulation	332,803	325,647	397,976	411,858	375,676	365,207	410,567	365,000

PERFORMANCE / WORKLOAD INDICATORS (con't.)

	ACTUAL FY2018	ESTIMATE FY2019	ACTUAL FY2022	ACTUAL FY2024	ACTUAL FY2024	ACTUAL FY2025	ESTIMATE FY2026	ESTIMATE FY2027
% of Total Materials								
Budget for Children	25%	25%	17%	17%	20%	20%	20%	20%
<u>Programs</u>								
Program Attendance (All)	35,605	36,495	11,018	26,675	32,067	30,311	33,547	30,900
Children's	738	500	197	652	674	683	675	685
Attendance	26,029	15,617	5,207	16,887	18,889	24,679	19,475	25,000
Young Adult	97	100	144	63	108	68	100	70
Attendance	1,777	3,000	1,489	1,003	1,337	828	1,500	900
Adult	619	805	336	426	447	430	450	430
Attendance	8,399	8,500	4,322	8,785	5,112	4,804	5,500	5,000
Number of Registered Borrowers	4,289	4,500	41,343	41,426	41,968	42,164	42,500	42,250

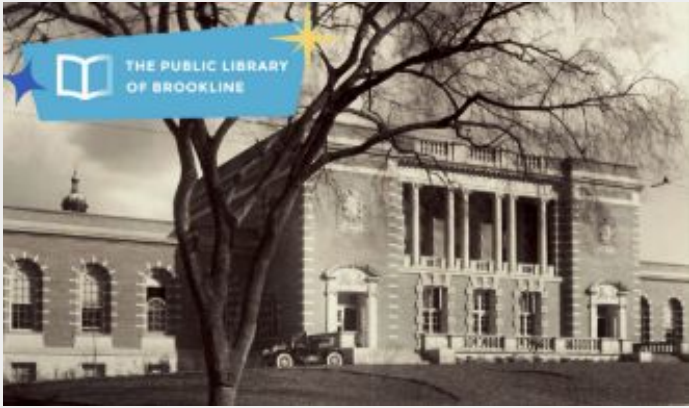


THE PUBLIC LIBRARY OF BROOKLINE:

Where Stories Begin

FY27 Library Budget Presentation

Jill Mercurio, Library Director



YOUR LIBRARY IN FY25

556K

VISITORS

up **3.7%** from last year

785K+

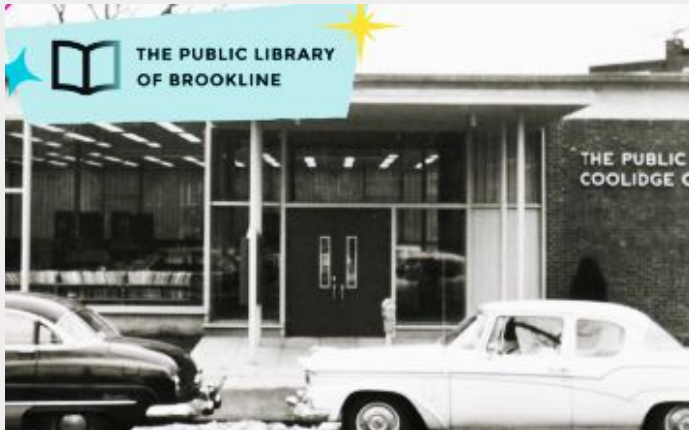
PHYSICAL BORROWS

4th Highest in Commonwealth

335K

EBOOKS & EAUDIO

up **8%** from last year



1180+

PROGRAMS

30,300+ total attendance

OPEN 7 DAYS A WEEK

- 63 hours weekly at main location
- 175 hours across all branches
- 27/7 digital borrowing



POWERED BY OUR TEAM

Made possible by **55.66 FTEs** who expanded partnerships, championed information access and promoted community connection and inclusion.



**THE PUBLIC LIBRARY
OF BROOKLINE**

FY25: ACTION ITEMS

• ART WALK IN COOLIDGE CORNER

- Expanded local partnerships
- Created “passports” to guide patrons to art venues in the Library’s neighborhood during Arts Festival
- Engaged 200 participants



• AFTER HOURS PROGRAMS

- Surveyed residents on interests and availability; Hosted 4 programs
- Deepened engagement with visitors outside of regular hours



FY25: ACTION ITEMS

- **PROMOTING DIGITAL RESOURCES**

- Marketing campaign, tutorials and guides
- Educational programming - partnered with Housing Authority & Senior Center



- **LIBRARY OF THINGS COLLECTION**

- Analyzed usage
- Formed Interdepartmental team to coordinate collection management
- Updated Collection Policy



ONGOING STRATEGIC PLAN OBJECTIVES

- Support **K-12 Education** and **Lifelong Learning** focusing on 2 key areas: **STEAM** (science, technology, engineering, the arts, and math) and **Literacy**
- **Partner with organizations** in Brookline and beyond - especially to those unfamiliar with what the library offers
- Implement library-wide strategy that increases **diversity, equity and inclusion** within the organization and across all collections, programs, and services
- **Increase opportunities** for residents **to engage with library staff, collections, programs, and services** without needing to visit in person





REBUILD THE TEAM

Support and develop the staff to deliver the full range of Library services with confidence, excellence and care.

NEW STRATEGIC PLAN

Meet and survey residents and stakeholders to create a new Strategic Plan reflecting the community and their evolving needs.

ENHANCE COMMUNICATIONS

Enhance communication and marking so residents know the full range of benefits available for free through the Library.



WHY CERTIFICATION MATTERS?

Certification allows Brookline residents to borrow materials from libraries throughout Minuteman Network and across the Commonwealth - dramatically expanding what a single library card can do.

It also makes our Library eligible for approximately \$140,000 in annual State Aid to Public Libraries.

CERTIFICATION REQUIREMENTS

To maintain certification, both the municipality and the Library must meet:

- **Municipal Appropriation Requirement (MAR)**- a minimum local funding threshold must be met annually
- **Library collections funding** at 12% of municipal budget
- **Minimum Standards of Free Public Library Service** as defined by the Massachusetts Board of Library Commissioners
- Submission of **annual compliance reports**



FY27 LIBRARY BUDGET: \$4,778,400

The FY27 budget proposal represents a modest of **\$28,554 (approximately 1%)** over the prior year.

UTILITIES + \$40,082

Increased to meet greater usage and higher energy prices

CAPITAL + \$1,784

Increased for staff leased computer equipment

SUPPLIES + \$16,002

Increased for materials to meet rising costs and reader demand

These increases are *offset* by a net decrease to our part-time staff line of **\$29,314**.





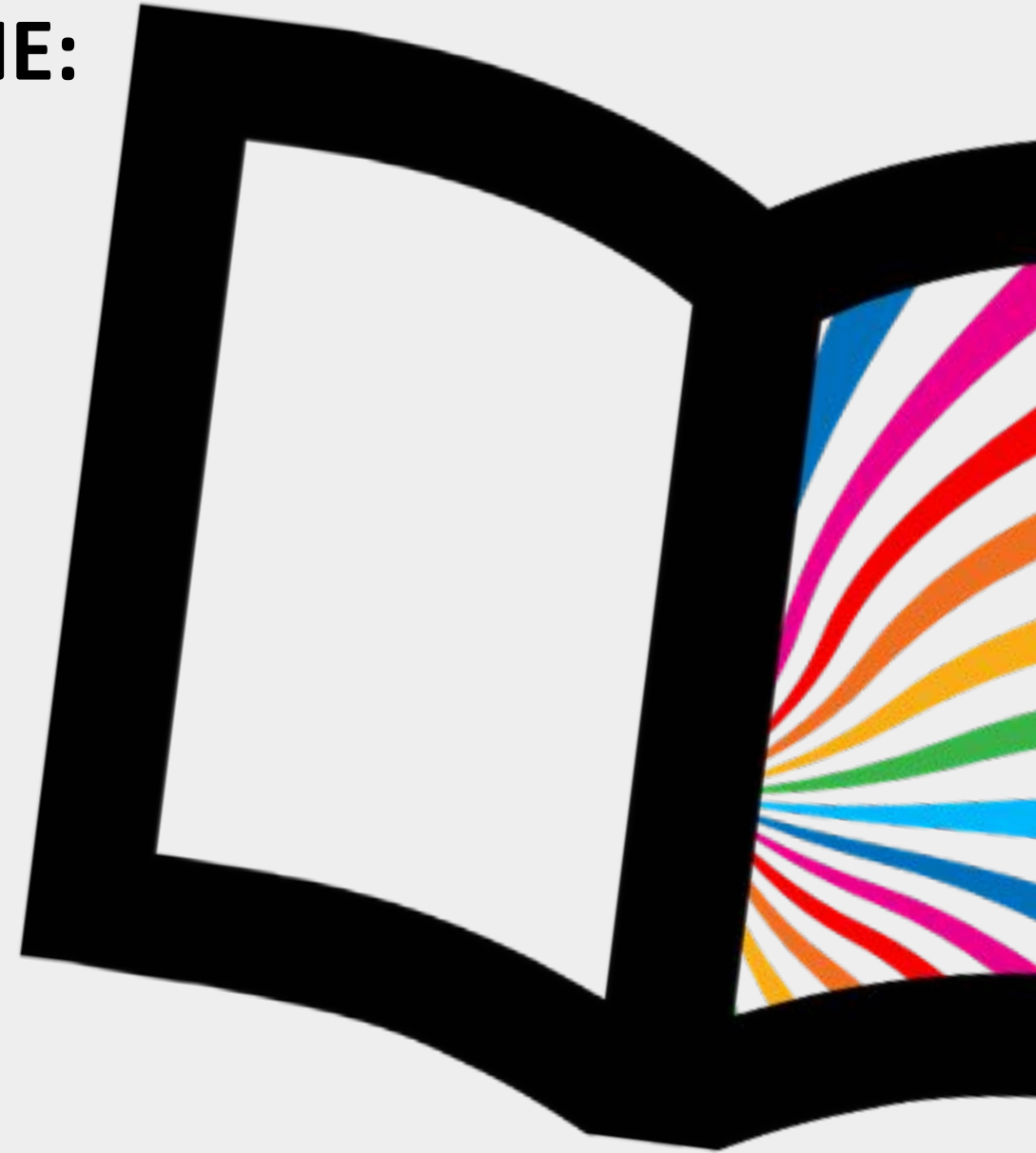
THE PUBLIC LIBRARY OF BROOKLINE:

Where Stories Begin

Thank you for your continued investment in The Public Library of Brookline. Your support makes it possible for us to serve every resident — from the youngest reader to the lifelong learner — with the resources, programs, and community engagement they deserve.

Your library. Your community. Your story.

Jill Mercurio, Library Director



Town of Brookline FY27 Program Budget

Public Facilities | Public Works



Program Description

The Public Works Department provides services and programs that protect the safety and welfare of the public, balance community goals for livability, inclusivity, and economic vitality, and fulfill local, state, and federal mandates. Department services are delivered in a manner that is professional, environmentally and fiscally responsible, convenient, and understandable to the public.

The Department of Public Works is responsible for the planning, design, construction, operation, maintenance, and management of streets, sidewalks, bicycle, and multi-modal pathways, parklands, open space, public grounds, cemeteries, water distribution systems, sewer collection systems, stormwater utility, street lights, and signalization. The Department is also responsible for the collection and disposal of solid waste and recycling, urban forestry, environmental regulatory compliance, emergency response, snow and ice management, and fleet maintenance services to Town departments.

The Public Works Department consists of the following sub-programs:

Central Administration - The primary goal of the Central Administration function is to provide continuous coordination and effective leadership of all Divisions to ensure that constituent services, operations, regulatory compliance, and employee support are carried out professionally and efficiently. The specific functions include budget preparation and internal expenditure control; clerical and accounting activities for the processing of payrolls, purchases, billings, and utility invoices; long-range planning; compliance with all federal, state, and local laws and regulations; and interacting with all boards, commissions, and departments as well as with municipal, utility, and regional authorities. Central Administration also plays a key role in delivering responsive and professional customer service to residents, staff, and community partners.

Engineering/Transportation - The responsibilities of the Engineering and Transportation Division are centered on providing design, engineering, planning, technical, regulatory, and construction support and management for the Department, in addition to providing planning, permitting, multi-agency coordination, and management of programs related to transportation and mobility on the public way. These responsibilities include the preparation of plans, specifications, and bidding documents for various construction projects involving public ways, utilities, parks, open space, playgrounds, school grounds, cemeteries, and public grounds; preparation of estimates and drawings; contract administration and construction inspections; review of all street opening requests by public utilities; supervision of the maintenance of the Town's traffic signal and street lighting systems; and the review and approval of plot plans for new construction. The Division is the lead for MADOT-funded and supported projects for the Town.

Included in these responsibilities is serving as principal staff for the six-member Transportation Board, which has the authority to make rules and regulations relative to pedestrian, vehicle, bicycle, and micro-mobility movement within the Town. The Division prepares regulations, safety studies, complete streets plans, safety improvement plans, and analyzes proposals for Transportation Board approval. Additionally, the Division provides staff support to the Bicycle Advisory Committee, Shared Mobility Advisory Committee, Pedestrian Advisory Committee, and the

Safe Routes to School Townwide Task Force and technical support to the Select Board, Zoning Board of Appeals, Planning Board, and other Town Departments. The Division also oversees curb management for the Town including managing the on-street parking meter system, public lots, and twenty permit parking programs, and oversees the outdoor dining, taxi cab industry, valet licenses, livery licenses, jitney licenses, bike share, car share, and publically accessible electric vehicle charging programs. Finally, staff acts as the liaison and coordinates activities with regional and state organizations including MADOT, the MBTA, MBTA Advisory Board, Boston Region MPO, Metropolitan Area Planning Council, and the Regional Transportation Advisory Committee of the Boston MPO.

Highway - The Division maintains a highly visible service to the community, with the goal of maintaining the physical safety, utility, and appearance of all public ways.

Roadway Maintenance - The Road Maintenance Element is responsible for street, sidewalk, and trench repairs, asphalt overlays, granite curbing, and the replacement of Town-owned fences and walls. The School Department also receives maintenance through this Element, with work accomplished on walkways, school parking areas, and drainage problems.

Street Cleaning - The Street Cleaning Element keeps all public ways machine-swept and litter-free. To accomplish this year-round task, 125 solar-powered compacting trash receptacles in commercial areas must be emptied daily. Main streets in the commercial areas are swept three times per week. Residential streets are swept approximately every nine to fourteen days, and leaves, grass, and common litter are removed daily.

Snow and Ice Control - The Winter Snow and Ice Control Element plows and treats approximately 100 miles of street (250 lane miles), 47 miles of public sidewalks and adjacent curb ramps, dedicated bike lanes, 9.5 miles of private ways, 20 walking paths/stairs (1.2 miles), 11 elementary schools, one high school campus, three libraries, 11 town buildings, 15 public parking lots, 33 public parks, and hand clears, and sands handicap-accessible ramps in business and commuter areas. Public ways near churches, temples, bus stops, elderly housing, schools, and residences of paraplegics are given precedence to ensure public safety. The sidewalks are plowed to provide access to the elderly and children along school routes. The sidewalks were selected by a 1978 Snow Committee and were confirmed by a 1983 Moderator's Snow Committee.

Traffic Control/Street Lighting - The Traffic Control and Lighting Element places, repairs, and manufactures street and traffic signs, inspects street lights and traffic signals, maintains parking meters, and letters and paints pavement, crosswalks, and center lines. The street lighting portion of this Element funds the operation, maintenance, and energy costs of all street lights and traffic signals in the Town. This Unit is also responsible for maintaining the Town's Emergency Notification System (public safety call boxes/alarms).

Motor Equipment Maintenance - Utilizing a centralized approach to maintain productivity and efficiency, the Motor Equipment Maintenance Element maintains and repairs the Town's entire fleet, except for Fire Department Vehicles. Repair and maintenance records are kept to establish and monitor accurate operating costs and budget figures. Service contracts are used for major repair items that cannot be serviced at the Municipal Service Center. The supply budget is used to purchase all maintenance, repair, and parts to service more than 370 pieces of equipment across 10 departments.

Sanitation - This Division provides for solid waste collection and disposal/recycling of all household rubbish. The collection and disposal/recycling of this material impacts the health and welfare of the entire community. The effectiveness of this operation depends heavily on residents' cooperation in complying with established rules and regulations. Hazardous Materials drop-off, CRTs, metals, bulk materials, and collection and disposal of leaves and sweeper debris from public ways for disposal are also incorporated into this sub-program.

Parks and Open Space - The Division maintains over 120 properties and 500 acres of Town-owned park and recreation facilities. The goal is to provide a network of well-maintained parks and open spaces that fulfill the passive and active recreational needs of the community, preserve the historical, and cultural integrity of the landscape, enhance the environmental resilience within the Town, and provide access to all. The Division coordinates implementation of the Climate Action Plan across the Department of Public Works; supports ecological initiatives in collaboration with other Divisions and Departments; develops partnerships, education and outreach to help the Town's natural resources, parks and open spaces and the resident's ability to enjoy and connect to them. This objective is accomplished through the goals of the following six elements:

Conservation - The seven-member Conservation Commission and staff serve all citizens by protecting and preserving the environment. Functions and goals include the following statutory responsibilities: enforcing local, state, and federal environmental regulations; administering the Wetlands Protection Act and the United States Flood Insurance Program; and administering conservation areas and easements.

Public Grounds - The Division manages and maintains over 485 acres of public land, comprised of 38 parks and playgrounds, land around 15 public buildings, five parking areas, and over 41 traffic islands, for passive and active recreation purposes; provide maintenance and repair of equipment and fixtures; manage and maintain playing fields; and remove snow and ice during the winter months. The Element also maintains 24 playing fields, 25 tot lots for older and younger children, 25.5 basketball courts, and 32 tennis court areas.

School Grounds - The Division provides for the maintenance of and improvements to 32 acres of landscaped areas around ten public schools. This Element is responsible for pruning trees and shrubs, raking leaves, removing litter, cutting grass, fertilizing, and seeding. In the winter months, functions include snow removal from walks, steps, ramps, and parking areas on school grounds.

Skating Rink - The Skating Rink function supports the maintenance and operation of the Larz Anderson outdoor skating rink in coordination with the Recreation Department. The goal is to provide quality maintenance of the outdoor skating facility given the operational challenges due to the age of the facility and varying weather conditions. While DPW employees provide services to manage and maintain the ice, the costs are accounted for in the Recreation Revolving Fund via a charge-off to cover the cost of the employees' time and service contracts.

Forestry - The Forestry Element preserves and maintains over 60,000 shade trees along public ways, parks, school grounds, cemeteries, and all other public grounds. The Element provides for the safety of all public ways and grounds by removing dead and dangerous limbs and trees and is responsible for replacing trees in areas where they have been removed.

Cemetery - The goals of the Cemetery Element are to maintain and improve the Walnut Hills Cemetery and the Old Burying Ground, which total 48.5 acres, and to provide properly coordinated and dignified burials. Functions include selling lots, recording deeds, constructing foundations, mowing grass areas, pruning shrubs and small trees, laying out and preparing lots, and coordinating burials.

Sustainability and Natural Resources – The Division is responsible for the creation and execution of the Town's Climate Action and Resiliency Plan (CARP) and the Open Space and Recreation Plan (OSRP). It brings together staff from all of the DPW Divisions as well as other Departments to identify, fund, develop, and prioritize various sustainability programs, projects, and policies to help the Town achieve its climate, sustainability, and natural resource goals. The Division also helps to educate members of the community about effective strategies, resources, and programs that residents can utilize to help the Town reduce greenhouse gas emissions, increase resiliency to the impacts of climate change, and support a healthy and robust open space network.

Conservation and Natural Resource Management- The seven-member Conservation Commission and staff serve all citizens by protecting and preserving the environment. Functions and goals include the following statutory responsibilities: enforcing local, state, and federal environmental regulations; administering the Wetlands Protection Act and the United States Flood Insurance Program; and administering conservation areas and easements.

Climate Mitigation and Adaptation – The Division works in partnership with the five-person Zero Emissions Advisory Board (ZEAB) to advise on climate action in the Town, including proposing climate mitigation strategy, tactics, priorities, milestones, and public communications. ZEAB works with the public, including residents, landlords, developers and business operators, to remove barriers to electrification allowing the Town to achieve its Zero Emissions goals.

Water and Sewer Enterprise Fund - The DPW is responsible for the Water and Sewer Enterprise Fund. For a description of the Enterprise Fund and all functions and services of this Division, please see the section for the Water and Sewer Division.

FY27 Objectives

Administration:

1. DPW Leadership Team and IT Systems Manager will further evaluate and enhance the merged BrookOnLine Customer Request Portal and PeopleGIS Work Order System software to increase their ability to serve as efficient, effective, and valuable tools for DPW and the Town, including improved communication with residents, asset and supply management and reporting with the Town's GIS database.
2. Continue a digital transformation strategy for department tools, technology, services, and deliverables to maximize employee efficiency and customer service, including online DPW street opening and occupancy permits.
3. Identify and actively seek federal, state, and local grant opportunities to leverage Town funds to improve Brookline's natural resources, accessibility, green infrastructure, complete streets, and assets in the public ROW.
4. Identify new opportunities for recruitment and hiring.
5. Continue educational opportunities for all DPW staff that focus on technical training, supervisory skills, town policies and procedures, and DEI goals.
6. Create Standard Operating Procedures for key Division functions and operations.

Engineering & Transportation:

1. Manage and advance the design and public process associated with the Washington Street Complete Street Corridor project that is currently scheduled for funding as part of the MassDOT Transportation Improvement Program (TIP). The primary objective is to hold the MassDOT public hearing, work with businesses, advance the parking and wayfinding study, and continue working on a 75% Design Submittal to MassDOT for review and approval **(Select Board Goal 11)**
2. Manage and advance the design and public process associated with the Beacon Street Bridle Path project for submittal to the MassDOT Transportation Improvement Program (TIP). **(Select Board Goals 11,12,14,15)**
3. Review and update the five-year Capital Improvement Plan for the rehabilitation of roadways applying an industry best practice Cost-Benefit-Value formula to prioritize projects and ensure efficient spending on Town roadway assets. **(Select Board Goal 11)**
4. Update the Department's standard details and specifications to maximize value, deliverables, and contract management.
5. Increase Town sidewalk and ramp work, focusing on priority areas and replacing fair and poor ramps and sidewalks ahead of road maintenance and in priority areas to improve the safety and efficiency of the road maintenance and rehabilitation program. **(Select Board Goal 15)**
6. Improve coordination and communication with the Building and Planning Departments for site plan reviews, Town building projects, and development projects. Focus on improving internal and external customer support and satisfaction. **(Select Board Goal 2)**
7. Develop a prioritization plan with the public for bike network improvements with a focus on connecting to existing and planned improvements currently designed to add to our existing network utilizing roads, public space, private easements etc...for highest rider comfort level to achieve a more comprehensive all age and ability well connected network to schools, parks, transit, and commercial areas with safe secure bike parking **(Select Board Goal 15)**
8. Develop written processes, schedules, and accountability to streamline project delivery on road maintenance and rehabilitation projects for greater efficiency to further advance the condition of the public ROW. **(Select Board Goal 11)**
9. Advance the design for the Davis Path Footbridge to the 75% level and work towards getting the project accepted as a Transportation Improvement Program project through the Metropolitan Planning Organization **(Select Board Goals 11,15)**
10. Commence the Willow Pond Environmental Restoration Project.
11. Design and bid Netherland Road Safety improvements to provide a safe crossing at a critical Emerald Necklace Path location. **(Select Board Goals 11,15)**
12. Commence engineering documents and bid one of the Town's 13 identified signalized intersections in need of full replacement due to the equipment having reached its end-of-life cycle and to improve safety. **(Select Board Goals 11,15)**
13. Apply for grant funding to support a Complete Streets Design and Construction Project for street(s) identified as high-priority locations for improvements. **(Select Board Goals 11,15)**
14. Commence construction of the Hammond Street and Woodland Road traffic light installation and road diet.
15. Continue to plan for and oversee the expansion of the BlueBikes Bike Share, Car Share, and the Publicly Accessible Electric Vehicle Charging programs.
16. Complete a pilot program for a new parking meter provider. Commence first phase of multispace and single space meter replacement.
17. Continue updating Department standard details and specifications related to Town requirements.
18. Coordinate a multi-division/department review of best practices for urban tree planting, soils, installation, and management as it relates to construction, asset management, accessibility, planting and maintenance on public streets and sidewalks. **(Select Board Goals 11,14,15)**
19. 21. Pilot test low volume signals for possible removal and replacement with 4-way stop to reduce vehicular speeds and improve safety. **(Select Board Goals 11)**

Highway, Sanitation & Fleet Services:

1. Develop and enforce a set of Standard Operating Procedures (SOPs) focused on improving efficiency, consistency, and safety within fleet maintenance operations. SOPs will include improved preventive maintenance schedules, repair protocols, and performance tracking mechanisms.
2. Create and launch a structured training program that enables all employees to be cross-trained across the various operational areas of the Division, and where feasible, the Department. This will increase workforce flexibility, enhance service continuity, and strengthen overall team competency.
3. Pilot an organics collection program in municipal buildings. Launch a composting initiative for food scraps and organic waste in town offices and facilities. Provide staff training, collection bins, and signage to encourage proper separation and to model best practices for the community.
4. Oversee the phased installation of new multi-space meters and single-head meters throughout the Town to improve parking management, enhance user convenience, and increase revenue accuracy through an updated payment system.
5. Collaborate with internal teams and software providers to enhance the asset management and work order tracking systems. The goal is to improve data accuracy, streamline maintenance workflows, and strengthen communication with residents regarding service requests and asset conditions.
6. Organize and execute a community electronic waste (e-waste) collection event in North Brookline to provide residents with a convenient and environmentally responsible option for disposing of electronic items.
7. Coordinate a Hazardous Waste Drop-Off Event in North Brookline. Partner with the designated vendor to host a hazardous waste collection event in North Brookline, ensuring residents have safe and accessible means to dispose of hazardous materials in compliance with environmental regulations.
8. Continue to engage the community in textile recovery through more drop-off bins and regular clothing drives, making it easier for everyone to recycle and give new life to textiles.
9. Continue refining the newly optimized snow plow routes by integrating detailed, turn-by-turn directions for all drivers. This will improve route efficiency, reduce response times during snow events, and promote safer and more consistent service delivery.
10. Develop, create, and distribute an educational brochure focused on proper trash storage and rodent prevention best practices to improve community awareness and compliance.

Parks & Open Space:

1. Organize a minimum of four public events in Brookline's parks and open spaces that encourage stewardship, maintenance, and increased beautification with public support.
2. Design and install accessible public parklets in commercial areas in partnership with nearby businesses that help with ongoing maintenance and litter removal.
3. Commence construction and renovation of Griggs Park.
4. Complete construction bid documents for outdoor ice-skating rink at Larz Anderson Park in partnership with the Building, Preservation and Recreation Departments and the public.
5. Continue the Design Review process for the restoration and preservation of historic structures at Larz Anderson Park.
6. Review the Walnut Hills Cemetery Master Plan in coordination with the Walnut Hills Cemetery Trustees.
7. Commence construction bid documents for the roadway repairs and drainage improvements at Walnut Hills Cemetery.
8. Continue to repair, replace, and add Big Belly trash receptacles on town and school grounds to support the Town's Rodent Control Action Plan.
9. Continue stem-by-stem inventory of existing trees located in Brookline parks and Town grounds to document their size, condition, and species as outlined in Urban Forest Climate Resiliency Masterplan.
10. Maintain existing inventory of trees in the public way using the Town's maintenance management System (PeopleGIS).
11. Analyze the public tree planting data from the last decade and current canopy coverage to prioritize annual planting in public spaces where urban heat island effect is the greatest, and areas where canopy cover is the lowest that help connect habitat corridors as identified in the Urban Forest Climate Resiliency Master Plan and Open Space and Recreation Plan.
12. Annual planting will be prioritized in public spaces with ongoing or future renovation planned for the next generation of shade trees.
13. Develop tree planting guidelines and best practices for planting in commercial areas.
14. Complete CPA projects for restoration of Foster Fence at Old Burying Ground and Minot Rose Garden Trellis.
15. Commence Design Review Process of CPA project for Ridley and Coolidge Playground Tennis Courts.
16. Commence Design Review Process for Soule Playground and Athletic Fields.
17. Commence Design Review Process for New Lincoln School Grounds.

Sustainability & Natural Resources:

1. Implement the adopted and prioritized goals in the 2026 Climate Action and Resiliency Plan for FY27.
2. Increase staff capacity to protect trees on private property through the implementation of the Tree Preservation Bylaw by developing educational resources, outreach materials, and trainings for the public.
3. Apply for a Green Communities or Climate Leader Community grant to support implementation of the energy efficiency and decarbonization goals identified in the Town's Climate Action and Resiliency Plan.
4. Determine and begin implementation of a climate resiliency "seed project" in alignment with the goals identified in the Municipal Vulnerability Preparedness 2.0 planning process.

5. Conduct comprehensive outreach regarding the Mass Save program and track the completion of home energy assessments, weatherization jobs, and HVAC upgrades to ascertain barriers to participation.
6. Implement ongoing volunteer initiative at Dane Park for habitat and trail restoration.
7. Increase grant funding to support the implementation of the Climate Action and Resiliency Plan and Open Space and Recreation plan, particularly initiatives that improve climate resiliency, ecological sustainability, and achieve other environmental co-benefits such as reduced flooding, mitigation of urban heat island, and reduced waste generation.
8. Procure new LiDAR data and analyze tree canopy coverage changes from the last LiDAR analysis.
9. Increase marketing and outreach regarding the Front Yard Tree Planting Program to increase the planting of trees on private property within 20 feet of the public right-of-way.
10. Convene a staff working group to examine canopy-specific requirements for projects requiring Design Review under Zoning Bylaw Section 5.09.
11. Increase the number of electric vehicles in the Town's fleet and the procurement of electric landscape maintenance equipment.
12. Redesign, update and disseminate Conservation Restriction educational resources to increase awareness and expand acreage of protected natural areas.
13. Implement ongoing invasive plant species maintenance and management protocols in conservation areas. (Strategic Plan Obj. 1.3)
14. Expand public access to Level 3 Electric Vehicle Charging infrastructure.
15. Expand solar panel installation on municipal properties.
16. Organize or support at least three public educational events that support goals identified in the Open Space and Recreation Plan, the Urban Forest Climate Resiliency Master Plan, and/or the Climate Action and Resiliency Plan.

FY26 Accomplishments

Administration:

1. Completed a grant-funded compensation and pay plan report with GovHR that analyzed all positions within the 5 Divisions of DPW, interviewed representatives of each position, evaluated the positions against nine key criteria, classified each, reviewed compensation in the market, and made recommendations for the Town to aid in the creation of a modified pay plan that will serve as a tool to appropriately and competitively compensate positions that will attract and retain qualified and competent employees for the Town of Brookline.
2. Updated DPW job descriptions across all Divisions to reflect changes in function, tasks, technology, education, services, expectations, and skills required for each position.
3. Establish an onboarding/mentorship program that aids in learning, growth, and advancement for new or entry-level DPW staff.
4. Completed a 5-year project to design, fund, and install, upgrade, or replace Accessible Pedestrian Signal and count-down timers at traffic signal locations throughout the Town to improve pedestrian access and safety.
5. Developed, integrated, and helped fund through grants a new Sustainability and Natural Resources Division in DPW. Hired a new Director, developed an organizational chart with direct and indirect reports, created job descriptions, and hired a Deputy Director of Sustainability and Community Outreach and Program Manager.
6. Evaluated the efficiency, cost, and sustainability of the Town of Brookline Sanitation Program. Moved to a hybrid contractual service model for improved service and reliability supported by contractual and in-house programs. The new model will provide greater reliability, sustainability, and cost control and positively impact morale and productivity in DPW.
7. Completed the negotiation process for assigned employee contracts. (Strategic Plan Obj. 3.2)
8. Continued the in-house Commercial Driver's License Program for employees to participate in obtaining Class A or B Licenses.
9. Provided annual Winter Storm Operations Training to new and existing DPW employees that respond during snow emergencies.
10. Receive approval from the Federal Highway Administration and MassDOT on the Beacon Street Bridle Path Earmark and Project and execute a contract to commence the next phase of engineering and design.

Engineering & Transportation:

1. Completed a five-year capital plan for the rehabilitation of roadways using a Cost-Benefit-Value model to ensure efficient spending on asset management and updated the sidewalk and roadway conditions inventory.
2. Continued the MassDOT process for design and construction bid documents for the pedestrian, bike, and micro-mobility safety improvements on Kennard Road as part of the Town's Traffic Calming and Safe Routes to School programs.
3. Completed construction of roadway, drainage, and site improvements for the access road through Larz Anderson Park
4. Managed and supported various phases of the engineering, bidding, and construction oversight at Schick Park and other Town Parks
5. Continued close coordination with the Building Department and Owners Project Manager to ensure the continued success of the Pierce School design-build project.
6. Establish priorities and an implementation strategy in accordance with the Town's Vision Zero Policy to commence the design and construction of traffic calming and safety countermeasures at priority locations.

7. Continued progress on the Washington Street Complete Street Project with the Design Review Committee to submit a 25% plan to MassDOT with a strong focus on improved safety and access for pedestrians, bicycles, micro-mobility, public transit, vehicles, and emergency response vehicles.
8. Completed the hydrologic and hydraulic model of the Town's drainage system to determine existing capacity, identify constraints and impediments, and plan for future improvements to increase our resilience and prepare for future flooding associated with climate change.
9. Commenced road rehabilitation on the following Town-controlled roadways:
 - Heath Street
 - Russett Road
 - South Street
 - Tully Street
 - Lowell Road
10. Completed the Bonded Wearing Course pavement preservation treatment project on 1/3 of Beacon Street, Pond Avenue and Sumner Road with pavement markings for improvements for pedestrian, bicycle, and micro-mobility safety and access.
11. Completed and actuated Level 2 charging ports installations at 4 park locations in the Town of Brookline
12. Oversaw the retrofit installation of APS pedestrian push buttons and countdown timers at various intersections to improve safety and access for vision-impaired pedestrians.
13. Advance the design for a new Davis Path footbridge. With continued support from various Town Boards and Commissions, the team has identified federal grant funding that may support the construction of this critical connection for our community.
14. Through collaboration with the Vision Zero Committee and the community, oversee the creation of a Vision Zero Policy for the Town of Brookline.
15. Complete design and bidding of the Hammond St and Woodland Road traffic light installation.

Highway, Sanitation & Fleet Services:

1. Continued to implement the Zero Waste Framework: Supporting composting programs in 5 public schools in accordance with the School Compost Guide.
2. Continued the implementation of the Zero Waste Framework: We provided compost and recycling waste receptacles at 13 Town-organized events to build visibility for and knowledge around waste diversion in Brookline. Some of the larger events were Brookline Day, Ridley School End Carnival, Juneteenth, Park Fest, and Police Night Out.
3. Research and select electric vehicles that best fit the town's needs. Considering the operational and financial factors such as range, task, charging infrastructure, and cost.
4. Completed a plan with the Town Administrator's office and Purchasing Division to work with Town departments on the acquisition and procurement of electric vehicles, including funding and installation of charging infrastructure while ensuring continuity of service for Brookline residents.
5. Commence the development of a Preventative Maintenance program for town-wide traffic signals and school zone flashers plan will be implemented in phases.
6. Improved the clarity and effectiveness of responses to the Town's BrookOnLine citizen request and work order system by combining both to send out a single message.
7. Created an onboarding Standard Operating Procedure with the Environmental Health and Safety Officer for all DPW new hires.
8. Increase education and training on work zone safety to better protect Brookline employees and the public by ensuring that each employee is trained to set up a proper work zone.
9. Improve the Vehicle Preventive Maintenance Schedule Performance.
10. Create an onboarding Standard Operating Procedure with the Environmental Health and Safety Officer for all DPW new hires.
11. Commenced a pilot for 4 compost drop-off collection bins to expand access to composting services to all residents in Brookline.
12. Updated the Snow and Ice Winter Maintenance Plan.
13. Inspected all APS on Beacon Street and identified the need for system and service upgrades and maintenance.

New Parks & Open Space:

1. Designed and installed four accessible public parklets in commercial areas in partnership with nearby businesses that help with ongoing maintenance and litter removal.
2. Constructed one new community garden for public access at Eliot Recreation Center.
3. Reached substantial completion for the renovation of Schick Playground.
4. Reached substantial completion for the renovation of Amory tennis courts, comfort station, parking lot, Hall's Pond Boardwalk, and Amory Woods Boardwalk.
5. Completed the construction bid documents for the renovation of Griggs Park.
6. Completed construction bid documents for Skyline Park landscape improvements, comfort station, and pavilion.
7. Continue implementation of the Town's Tree Preservation Bylaw.
8. Completed a tree inventory of public trees located in Harry Downes, Warren Eliot Playground, Waldstein Playground, Runkle School, Baker School, and Hayes School.

9. Completed the development of a Larz Anderson Park Historic and Cultural Landscape Report.
10. Commenced construction bid documents for the roadway repairs and drainage improvements throughout Walnut Hills Cemetery.
11. Commenced the timeline for Walnut Hills Cemetery Master Plan in coordination with the Walnut Hills Cemetery Trustees.
12. Commence the Design Review process for the restoration and preservation of historic structures at Larz Anderson Park.
13. Created strategies to evolve the Green Dog Program based on community survey feedback.
14. Implemented enhanced forestry and Design Review procedures to ensure notice, transparency, and communication around removal of existing trees that are part of Capital Improvement Project with a focus on preservation of existing Heritage Trees.

Sustainability & Natural Resources:

1. Hired and onboarded four new full-time and two part-time staff in the Sustainability and Natural Resources Division.
2. Led a data-driven, public process to complete the Town's 2026 Climate Action and Resiliency Plan and commence a strategy for implementation.
3. Established Brookline's second mini-forest at Ridley School in partnership with the Parks and Open Space Division and Brookline Mothers Out Front.
4. Expanded pollinator gardens on public property with the installation of two new gardens and developed a MOU for all public-private partnerships to maintain current and future pollinator gardens.
5. Added 6 new electric vehicles to the Town Fleet.
6. Obtained a MassCEC grant to install four public EV charging stations along the right-of-way.
7. Installed a 200kW dc solar panel system on Driscoll School.
8. Reorganized and developed a new Sustainability and Natural Resources Division website that improves community access to information on sustainability programs, policies, and clearly communicates Town progress on key climate and natural resource goals.
9. Commenced implementation of the 2025 Tree Preservation Bylaw as feasible by developing a website with outreach materials, creating and implementing a new permitting system, and instituting an internal review process.
10. Develop and promote invasive species management guidelines for public and private properties.
11. Began implementation of the Community First Partnership grant, a 3-year program to increase outreach about Mass Save Programs and energy efficiency to residents to help the Town reach its climate reduction goals.
12. Began implementation of the Municipal Vulnerability Preparedness 2.0 Grant.
13. Applied for and became a certified MA Climate Leader Community through the Massachusetts Department of Energy Resources.
14. Completed the first Large Building Energy Reporting as required by the Massachusetts Legislature for all Town buildings greater than or equal to 20,000 square feet.
15. Completed the Municipal Decarbonization Roadmap grant to identify Brookline's pathway to municipal building and fleet decarbonization.
16. Updated the Town's fleet policy to reflect the Town's prioritization of electric vehicles over internal combustion engines when acquiring a new vehicle.

DPW Detailed

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
PUBLIC WORKS ADMIN					
SALARIES	\$991,614	\$1,071,026	\$1,084,466	\$13,440	1%
SERVICES	\$72,565	\$97,904	\$91,904	-\$6,000	-6%
SUPPLIES	\$8,264	\$4,500	\$4,500	\$0	0%
OTHER	\$16,485	\$22,900	\$17,900	-\$5,000	-22%
BUDGETED CAPITAL	\$961,243	\$985,301	\$986,108	\$807	0%
PUBLIC WORKS ADMIN TOTAL	\$2,050,172	\$2,181,631	\$2,184,878	\$3,247	0%
ENGINEERING/TRANSPORTATION					
SALARIES	\$1,072,475	\$1,189,286	\$1,199,801	\$10,515	1%
SERVICES	\$261,234	\$349,002	\$339,002	-\$10,000	-3%
SUPPLIES	\$13,104	\$14,000	\$14,000	\$0	0%
OTHER	\$6,413	\$5,000	\$5,000	\$0	0%
ENGINEERING/TRANSPORTATION TOTAL	\$1,353,226	\$1,557,288	\$1,557,803	\$515	0%
HIGHWAY					
SALARIES	\$3,043,036	\$3,584,134	\$3,549,457	-\$34,677	-1%
SERVICES	\$1,038,148	\$562,685	\$562,685	\$0	0%
SUPPLIES	\$1,142,615	\$733,787	\$733,787	\$0	0%
OTHER	\$23,353	\$6,000	\$6,000	\$0	0%
UTILITIES	\$718,104	\$845,473	\$897,530	\$52,057	6%
BUDGETED CAPITAL	\$2,704	–	–	\$0	–
HIGHWAY TOTAL	\$5,967,960	\$5,732,079	\$5,749,459	\$17,380	0%
SANITATION					
SALARIES	\$1,295,695	\$767,427	\$772,411	\$4,984	1%
SERVICES	\$2,890,093	\$5,739,830	\$6,069,653	\$329,823	6%
SUPPLIES	\$85,265	\$87,640	\$67,640	-\$20,000	-23%
OTHER	\$59	\$10,000	\$10,000	\$0	0%
UTILITIES	\$9,738	\$11,164	\$13,015	\$1,851	17%
SANITATION TOTAL	\$4,280,850	\$6,616,061	\$6,932,719	\$316,658	5%
PARKS & OPEN SPACES					
SALARIES	\$2,744,440	\$3,067,922	\$3,021,858	-\$46,064	-1%
SERVICES	\$900,272	\$1,000,815	\$1,016,536	\$15,721	2%
SUPPLIES	\$181,899	\$194,958	\$194,958	\$0	0%
OTHER	\$11,850	\$11,600	\$11,600	\$0	0%
UTILITIES	\$365,097	\$404,150	\$425,782	\$21,632	5%
PARKS & OPEN SPACES TOTAL	\$4,203,557	\$4,679,445	\$4,670,734	-\$8,711	0%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$17,855,765	\$20,766,504	\$21,095,593	\$329,089	2%
EXPENSES TOTAL	\$17,855,765	\$20,766,504	\$21,095,593	\$329,089	2%

Budget Statement: The Building Department budget is increasing by **\$568,208** or **5%**. Salaries are increasing by \$101,470, primarily due to the addition of an HVAC maintenance position that has allowed the Town to realize savings in repair and maintenance. The category of services is increasing by \$50,437, which includes a reduction to pay for the increase to salaries as well as an addition of 2.5% to repair and maintenance per the 2008 override. The most substantial increase comes under utilities at \$414,174, which is increasing due to paying higher costs per unit for energy.

FTE Summary: Public Works staffing is decreasing by 1 FTE overall, which is comprised of 2 FTE reductions and the addition of grant-funded staff in the Sustainability Division. Non-general funded FTEs increased to reflect this change and the total net change in FTEs is shown below on the Five-year FTE Summary.

Below are budget tables by division and individual account followed by FTE tables showing long-term and budget year figures.

DPW Admin Detailed

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
PUBLIC WORKS ADMIN					
SALARIES					
PERMANENT FULL TIME	\$963,418	\$1,176,774	\$1,192,192	\$15,418	1%
OVERTIME PAY	\$1,192	–	–	\$0	–
PART TIME TEMPORARY SAL	\$3,283	–	–	\$0	–
LONGEVITY PAY	\$3,750	\$3,750	\$3,750	\$0	0%
EXTRA COMPENSATION	–	\$1,650	\$1,650	\$0	0%
SICK PAY BUYOUT	\$649	–	–	\$0	–
VACATION BUYOUT	\$6,576	–	–	\$0	–
A DAY BUYOUT	\$10,881	–	–	\$0	–
CLOTHING-UNIFORM ALLOWANCE	\$1,865	–	–	\$0	–
OFFSET	–	-\$111,148	-\$113,126	-\$1,978	2%
SALARIES TOTAL	\$991,614	\$1,071,026	\$1,084,466	\$13,440	1%
SERVICES					
OFFICE EQUIP R & M	\$80	\$500	\$500	\$0	0%
D P EQUIP R & M	–	\$1,700	\$1,700	\$0	0%
COMPUTER SOFTWARE R & M	\$28,800	\$29,200	\$29,200	\$0	0%
COPY EQUIP RENTAL/LEASES	\$408	\$4,270	\$4,270	\$0	0%
PHOTOCOPY SERVICE CONTRAC	\$384	\$184	\$184	\$0	0%
PROFESSIONAL/TECH SERVICE	\$12,925	\$17,000	\$11,000	-\$6,000	-35%
WIRELESS COMMUNICATIONS	\$29,000	\$27,000	\$27,000	\$0	0%
POSTAGE	–	\$8,000	\$8,000	\$0	0%
PRINTING SERVICES	\$836	\$9,400	\$9,400	\$0	0%
DEED & ATB TRANSFER FEES	–	\$150	\$150	\$0	0%
SUBSCRIPTIONS	\$132	\$500	\$500	\$0	0%
SERVICES TOTAL	\$72,565	\$97,904	\$91,904	-\$6,000	-6%
SUPPLIES					
OFFICE SUPPLIES	\$3,874	\$3,000	\$3,000	\$0	0%
MEALS & RECEPTIONS	\$4,391	\$1,500	\$1,500	\$0	0%
SUPPLIES TOTAL	\$8,264	\$4,500	\$4,500	\$0	0%
OTHER					
IN STATE TRAVEL -OTHER	\$1,839	–	–	\$0	–
OUT-OF-STATE BUSINESS MEALS	\$348	–	–	\$0	–
EDUCATION/TRAINING/CONFERENCES	\$4,880	\$19,000	\$14,000	-\$5,000	-26%
AIRFARE	\$634	–	–	\$0	–
HOTEL	\$3,992	–	–	\$0	–
OTHER TRAVEL	\$283	\$900	\$900	\$0	0%
PROFESSIONAL DUES/MEMBERS	\$4,509	\$3,000	\$3,000	\$0	0%
OTHER TOTAL	\$16,485	\$22,900	\$17,900	-\$5,000	-22%

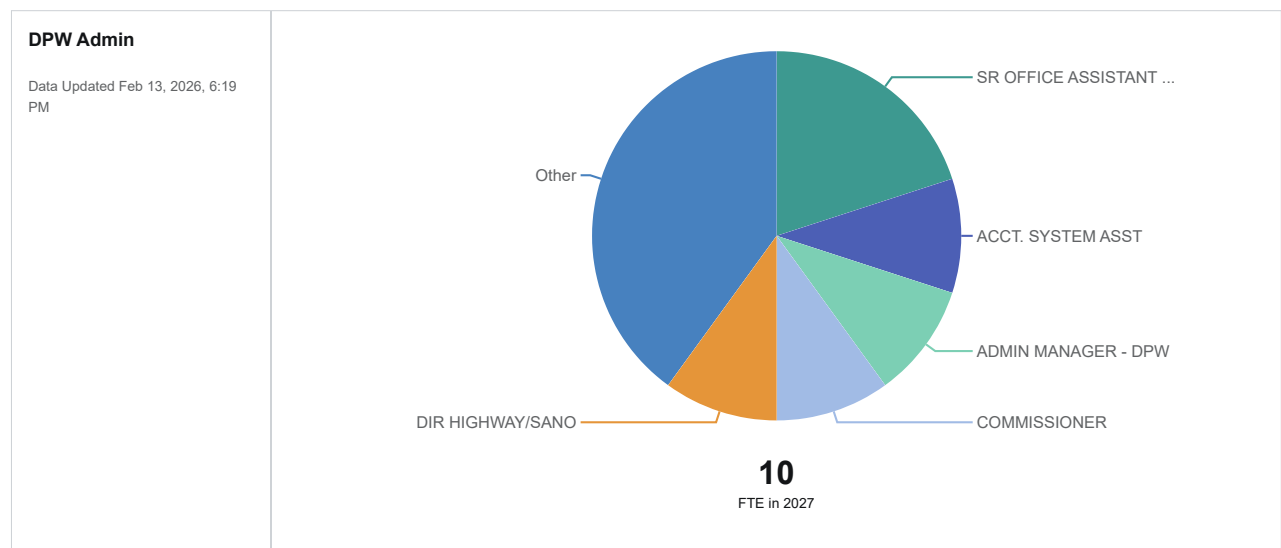
	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
BUDGETED CAPITAL					
TRUCKS- BUD	\$151,989	\$255,626	\$255,626	\$0	0%
LEASED COMPUTER EQUIPMENT	\$25,075	\$26,400	\$27,207	\$807	3%
LEASED ROLLING STOCK	\$764,789	\$672,383	\$672,383	\$0	0%
BUD-MAINTENANCE EQUIPMENT	\$19,390	\$30,892	\$30,892	\$0	0%
BUDGETED CAPITAL TOTAL	\$961,243	\$985,301	\$986,108	\$807	0%
PUBLIC WORKS ADMIN TOTAL	\$2,050,172	\$2,181,631	\$2,184,878	\$3,247	0%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$2,050,172	\$2,181,631	\$2,184,878	\$3,247	0%
EXPENSES TOTAL	\$2,050,172	\$2,181,631	\$2,184,878	\$3,247	0%

Five-Year FTE Summary

Public Works

	FULL-TIME EQUIVALENTS (FTES)						
	FY2023	FY2024	FY2025	FY2026	FY2027	1YR Chng	5YR Chng
All Positions							
DEPARTMENT OF PUBLIC WORKS	127.91	130.91	136.91	130.91	125.91	-5.00	-2.00
ALL POSITIONS TOTAL	127.91	130.91	136.91	130.91	125.91	-5.00	-2.00
Non-General Funded Positions							
Capital & Special Appropriations	–	–	3.75	4.75	4.75	0.00	4.75
Grants and External Sources	–	–	–	2.00	3.01	1.01	3.01
Enterprise/Revolving Funded	–	–	2.00	2.00	2.00	0.00	2.00
NON-GENERAL FUNDED POSITIONS TOTAL	–	–	5.75	8.75	9.76	1.01	9.76
Net General Funded Positions	127.91	130.91	131.16	122.16	116.15	–	–

FY27 FTE Salary



DPW Admin

	Budget	FTEs
COMMISSIONER	187,194	1
DIR HIGHWAY/SANO	171,081	1
DIR OF ENG/TRANSPORT	154,913	1
DIR SUSTAINABILITY	145,589	1
DIR PARKS OPEN SPACE	143,438	1
ENV HEALTH & SAFETY OFFICER	113,126	1
SR OFFICE ASSISTANT DPW ADMIN	108,509	2
ADMIN MANAGER - DPW	100,033	1
ACCT. SYSTEM ASST	68,309	1
TOTAL	1,192,192	10

The following pages include budget, FTE, and indicators tables for each division of Public Works.

Engineering and Transportation - **Pg. 236**

Highway - **Pg. 239**

Sanitation - **Pg. 245**

Parks & Open Space - **Pg. 248**

Water & Sewer - **Pg. 255**

Town of Brookline FY27 Program Budget

Public Facilities | DPW Engineering and Transportation Division

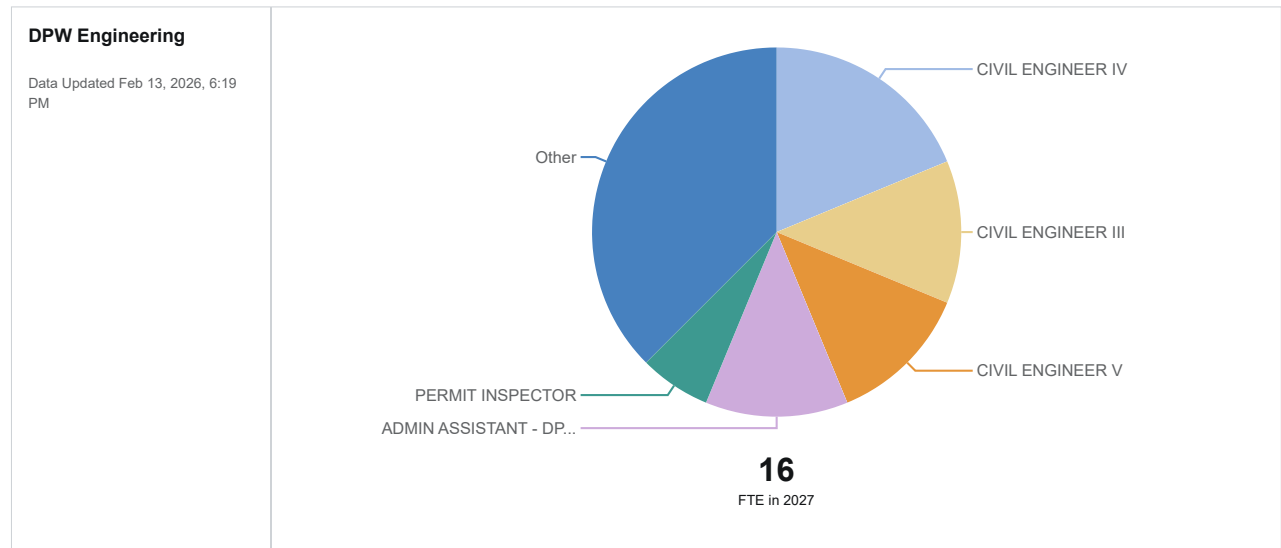


DPW Engineering & Transportation Detailed

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
ENGINEERING/TRANSPORTATION					
SALARIES					
PERMANENT FULL TIME	\$1,010,101	\$1,603,098	\$1,613,515	\$10,417	1%
OVERTIME PAY	\$34,490	\$8,626	\$8,626	\$0	0%
LONGEVITY PAY	\$4,575	\$5,575	\$5,875	\$300	5%
EXTRA COMPENSATION	–	\$1,600	\$1,600	\$0	0%
SICK PAY BUYOUT	\$2,805	–	–	\$0	–
VACATION BUYOUT	\$5,135	–	–	\$0	–
A DAY BUYOUT	\$13,455	–	–	\$0	–
CLOTHING-UNIFORM ALLOWANCE	\$1,915	–	–	\$0	–
OFFSET	–	-\$429,613	-\$429,815	-\$202	0%
SALARIES TOTAL	\$1,072,475	\$1,189,286	\$1,199,801	\$10,515	1%
SERVICES					
D P EQUIP R & M	–	\$4,660	\$4,660	\$0	0%
COMPUTER SOFTWARE R & M	\$880	–	–	\$0	–
OTHER EQUIP R & M	–	\$1,000	\$1,000	\$0	0%
COPY EQUIP RENTAL/LEASES	\$2,700	\$2,660	\$2,660	\$0	0%
PHOTOCOPY SERVICE CONTRAC	–	\$184	\$184	\$0	0%
SOFTWARE LICENSES	\$6,663	–	–	\$0	–
STORAGE RENTALS	\$197,622	\$240,600	\$240,600	\$0	0%
PROFESSIONAL/TECH SERVICE	\$44,189	\$80,698	\$70,698	-\$10,000	-12%
PRINTING SERVICES	\$8,652	\$12,000	\$12,000	\$0	0%
ADVERTISING SERVICES	–	\$200	\$200	\$0	0%
LICENSES	\$528	\$7,000	\$7,000	\$0	0%
SERVICES TOTAL	\$261,234	\$349,002	\$339,002	-\$10,000	-3%
SUPPLIES					
OFFICE SUPPLIES	\$11,145	\$12,000	\$12,000	\$0	0%
UNIFORMS & PROTECTIVE CLO	\$1,958	\$2,000	\$2,000	\$0	0%
SUPPLIES TOTAL	\$13,104	\$14,000	\$14,000	\$0	0%

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
OTHER					
EDUCATION/TRAINING/CONFERENCES	\$5,074	\$5,000	\$5,000	\$0	0%
PROFESSIONAL DUES/MEMBERS	\$1,339	—	—	\$0	—
OTHER TOTAL	\$6,413	\$5,000	\$5,000	\$0	0%
ENGINEERING/TRANSPORTATION TOTAL	\$1,353,226	\$1,557,288	\$1,557,803	\$515	0%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$1,353,226	\$1,557,288	\$1,557,803	\$515	0%
EXPENSES TOTAL	\$1,353,226	\$1,557,288	\$1,557,803	\$515	0%

FY27 FTE Summary



DPW Engineering

	Budget	FTEs
DEP DIR OF ENGINEERING	127,789	1
ASSOC DIR TRANSP & MOBILITY	120,555	1
SUSTAINABLE TRANSP ENGINEER	118,626	1
CIVIL ENGINEER V	237,050	2
PROJECT COORDINATOR	118,626	1
TRANSPORT ENGINEER	95,193	1
CIVIL ENGINEER IV	303,562	3
CIVIL ENGINEER III	179,670	2
SR PERMIT INSPECTOR	95,193	1
PERMIT INSPECTOR	95,165	1
ADMIN ASSISTANT - DPW ENG	122,085	2
TOTAL	1,613,514	16

ENGINEERING/TRANSPORTATION
PERFORMANCE / WORKLOAD INDICATORS

	ACTUAL FY2024	ACTUAL FY2025	ESTIMATE FY2026	ESTIMATE FY2027
% of Roadway Pavement Treatment	7.6%	2.0%	7.6%	2.0%
% of Roadway Pavement Reconstruction	2.1%	4.6%	4.0%	4.0%
Average Roadway Surface Rating (RSR)				
For all Streets and Road Segments*	68.20	68.20	TBD	TBD
*Updated every 3 years				
Overnight Parking Spaces	200	105	200	106
(average utilization out of 326)				
Street Permits	729	753	700	750
Street Opening	371	408		
Occupancy	358	345		
Public Utility Construction				
Reviews	10	10	10	10
Traffic Counts	32	200	30	200
Taxi Cab Licenses	1	2	1	3
Contracts Administered	30	36	30	30
Parking Permits Total	7,643	7,137	7,450	7,200
Commercial	968	1,053	800	
Residential	3,828	3,129	3,800	
Temporary	2,847	2,955	2,850	
Moving/Construction Signs	5,194	6102	5,000	6100

Town of Brookline FY27 Program Budget

Public Facilities | DPW Highway Division



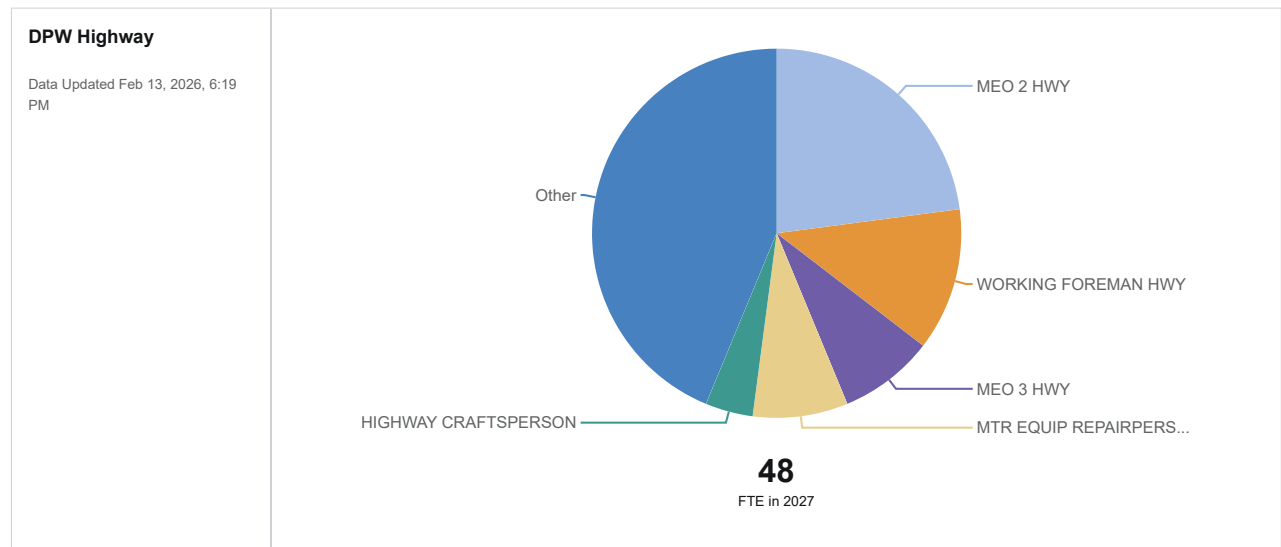
DPW Highway Detailed

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
HIGHWAY					
SALARIES					
PERMANENT FULL TIME	\$2,086,495	\$3,354,404	\$3,289,077	-\$65,327	-2%
SHIFT DIFFERENTIAL	\$21,113	\$22,120	\$22,120	\$0	0%
WORKING OUT OF CLASS	\$15,308	\$15,955	\$15,955	\$0	0%
OVERTIME PAY	\$12,454	\$150,791	\$150,791	\$0	0%
OT-SNOW-ROADWAYS	\$213,617	–	–	\$0	–
OT SNOW FACILITIES	\$212,088	–	–	\$0	–
OT EMERGENCY	\$13,862	\$26,254	\$26,254	\$0	0%
OT SCHEDULED	\$299,731	\$46,901	\$46,901	\$0	0%
OT SPECIAL EVENTS	\$44,519	\$9,003	\$9,003	\$0	0%
OT TAXI CAB INSPECTIONS	–	\$2,274	\$2,274	\$0	0%
LONGEVITY PAY	\$15,050	\$13,150	\$16,800	\$3,650	28%
EXTRA COMPENSATION	\$7,843	\$550	\$550	\$0	0%
SICK PAY BUYOUT	\$13,899	–	–	\$0	–
VACATION BUYOUT	\$49,938	–	–	\$0	–
A DAY BUYOUT	\$16,500	–	–	\$0	–
CLOTHING-UNIFORM ALLOWANCE	\$19,121	\$28,000	\$28,000	\$0	0%
TOOL ALLOWANCE	\$1,500	\$2,000	\$2,000	\$0	0%
OFFSET	–	-\$87,268	-\$60,268	\$27,000	-31%
SALARIES TOTAL	\$3,043,036	\$3,584,134	\$3,549,457	-\$34,677	-1%
SERVICES					
BOTTLED WATER SERVICE	\$3,653	\$1,500	\$1,500	\$0	0%
OFFICE EQUIP R & M	–	\$500	\$500	\$0	0%
D P EQUIP R & M	\$722	\$794	\$794	\$0	0%
COMPUTER SOFTWARE R & M	\$11,008	\$4,800	\$4,800	\$0	0%
COMMUNICATIONS EQUIP R & M	\$9,334	\$10,000	\$10,000	\$0	0%
SIDEWALK/CURB RECONSTRUCTION	\$0	–	–	\$0	–
STREET LIGHTING R & M	\$18,942	\$20,000	\$20,000	\$0	0%

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
TRAFFIC SIGNAL R & M	\$8,318	\$40,000	\$40,000	\$0	0%
MOTOR VEHICLE/EQUIP R & M	\$271,018	\$147,000	\$147,000	\$0	0%
OTHER EQUIP R & M	\$9,907	\$2,200	\$2,200	\$0	0%
BUILDING MAINTENANCE	\$5,163	\$4,000	\$4,000	\$0	0%
COPY EQUIP RENTAL/LEASES	\$3,081	\$3,443	\$3,443	\$0	0%
PHOTOCOPY SERVICE CONTRAC	\$95	\$75	\$75	\$0	0%
SOFTWARE LICENSES	\$6,047	—	—	\$0	—
MOTOR VEHICLE/EQUIP RNTL	\$338,624	\$80,000	\$80,000	\$0	0%
OTHER RENTALS/LEASES	\$3,042	\$1,850	\$1,850	\$0	0%
BUILDING CLEANING SERVICE	\$39,528	\$45,600	\$45,600	\$0	0%
TRAFFIC CONTROL PAINTING	\$97,673	\$138,673	\$138,673	\$0	0%
PROFESSIONAL/TECH SERVICE	\$42,655	\$1,850	\$1,850	\$0	0%
CONTRACT LABORERS	\$124,520	\$25,600	\$25,600	\$0	0%
WIRELESS COMMUNICATIONS	\$20,358	\$23,800	\$23,800	\$0	0%
POSTAGE	\$6,608	—	—	\$0	—
PRINTING SERVICES	\$8,300	—	—	\$0	—
LICENSES	\$900	\$1,000	\$1,000	\$0	0%
UNIFORM CLEANING SERVICES	\$8,650	\$10,000	\$10,000	\$0	0%
SERVICES TOTAL	\$1,038,148	\$562,685	\$562,685	\$0	0%
SUPPLIES					
OFFICE SUPPLIES	\$4,756	\$4,000	\$4,000	\$0	0%
EQUIPMENT MAINT SUPPLIES	—	\$3,000	\$3,000	\$0	0%
PARKING METER PARTS/SUPPLIES	\$13,314	\$31,175	\$31,175	\$0	0%
MAINTENANCE SUPPLIES	\$12,017	\$8,000	\$8,000	\$0	0%
MEALS & RECEPTIONS	\$5,078	—	—	\$0	—
SNOW & ICE CONTROL SUPP	\$362,520	\$125,000	\$125,000	\$0	0%
CONSTRUCTION SUPPLIES	\$143,931	\$209,463	\$209,463	\$0	0%
OILS & LUBRICANTS	\$26,493	\$25,000	\$25,000	\$0	0%
TIRES	\$59,735	\$43,850	\$43,850	\$0	0%
MOTOR VEHICLE SUPPLIES	\$502,609	\$273,779	\$273,779	\$0	0%
UNIFORMS & PROTECTIVE CLO	\$12,161	\$10,520	\$10,520	\$0	0%
SUPPLIES TOTAL	\$1,142,615	\$733,787	\$733,787	\$0	0%
OTHER					
EDUCATION/TRAINING/CONFERENCES	\$6,002	\$4,000	\$4,000	\$0	0%
PROFESSIONAL DUES/MEMBERS	\$219	—	—	\$0	—
PROPERTY DAMAGE	\$17,132	\$2,000	\$2,000	\$0	0%
OTHER TOTAL	\$23,353	\$6,000	\$6,000	\$0	0%
UTILITIES					
ELECTRICITY	\$448,410	\$529,163	\$616,917	\$87,754	17%
NATURAL GAS	\$52,855	\$66,085	\$59,501	-\$6,584	-10%
GASOLINE	\$65,260	\$87,646	\$63,786	-\$23,860	-27%
DIESEL	\$132,604	\$148,290	\$141,115	-\$7,175	-5%
WATER	\$18,975	\$14,289	\$16,211	\$1,922	13%
UTILITIES TOTAL	\$718,104	\$845,473	\$897,530	\$52,057	6%
BUDGETED CAPITAL					
BUD-MAINTENANCE EQUIPMENT	\$2,704	—	—	\$0	—
BUDGETED CAPITAL TOTAL	\$2,704	—	—	\$0	—
HIGHWAY TOTAL	\$5,967,960	\$5,732,079	\$5,749,459	\$17,380	0%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$5,967,960	\$5,732,079	\$5,749,459	\$17,380	0%

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
EXPENSES TOTAL	\$5,967,960	\$5,732,079	\$5,749,459	\$17,380	0%

FY27 FTE Salary



DPW Highway

	Budget	FTEs
FLEET SUPERVISOR	108,196	1
OPERATIONS MANAGER HWY	99,060	1
GEN FOREMAN HWY - DPW HWY	94,687	1
TRAF/FR ALARMSYSUPV	94,243	1
MER FOREMAN HWY - DPW HWY	84,942	1
SUPT OF FIRE ALARM	84,616	1
CONSTR SUPV HWY	76,505	1
SIGNAL MAINTAINER	71,193	1
TRAF SYS TECHNICIAN	70,889	1
ADMIN ASSISTANT HWY	65,436	1
WORKING FOREMAN MER HWY - DPW HWY	141,778	2
WELDER/METAL FAB	70,889	1
SUPV CONSTR TRADES HWY	70,889	1
WORKING FOREMAN HWY	410,613	6
MTR EQUIP REPAIRPERS HWY	273,740	4
STOREKEEPER HWY	68,434	1
MEO 3 HWY	268,317	4
MASON	60,269	1
HIGHWAY CRAFTSPERSON	120,538	2
CARP LAB CRAFTSPER - DPW HWY	60,268	1
MEO 2 HWY	662,960	11
PAINTER AND LABORER	115,307	2
MEO 1 HWY	115,307	2
TOTAL	3,289,076	48

DPW Road Maintenance Subdivision

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
HIGHWAY					
SALARIES	\$551,234	\$981,550	\$1,008,383	\$26,833	3%
SERVICES	\$6,012	\$6,203	\$6,203	\$0	0%
SUPPLIES	\$86,033	\$136,776	\$136,776	\$0	0%
OTHER	\$4,396	\$2,000	\$2,000	\$0	0%
BUDGETED CAPITAL	\$2,704	—	—	\$0	—
HIGHWAY TOTAL	\$650,379	\$1,126,529	\$1,153,362	\$26,833	2%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$650,379	\$1,126,529	\$1,153,362	\$26,833	2%
EXPENSES TOTAL	\$650,379	\$1,126,529	\$1,153,362	\$26,833	2%

DPW Cleaning Subdivision

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
HIGHWAY					
SALARIES	\$726,041	\$916,149	\$917,482	\$1,333	0%
SERVICES	\$616	\$776	\$776	\$0	0%
SUPPLIES	\$15,613	\$6,900	\$6,900	\$0	0%
HIGHWAY TOTAL	\$742,271	\$923,825	\$925,158	\$1,333	0%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$742,271	\$923,825	\$925,158	\$1,333	0%
EXPENSES TOTAL	\$742,271	\$923,825	\$925,158	\$1,333	0%

DPW Snow Removal Subdivision

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
HIGHWAY					
SALARIES	\$426,329	\$153,767	\$153,767	\$0	0%
SERVICES	\$590,631	\$134,185	\$134,185	\$0	0%
SUPPLIES	\$619,960	\$163,268	\$163,268	\$0	0%
OTHER	\$18,347	\$2,000	\$2,000	\$0	0%
HIGHWAY TOTAL	\$1,655,266	\$453,220	\$453,220	\$0	0%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$1,655,266	\$453,220	\$453,220	\$0	0%
EXPENSES TOTAL	\$1,655,266	\$453,220	\$453,220	\$0	0%

DPW Traffic Subdivision

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
HIGHWAY					
SALARIES	\$515,709	\$619,488	\$622,521	\$3,033	0%
SERVICES	\$127,815	\$205,449	\$205,449	\$0	0%
SUPPLIES	\$66,999	\$96,665	\$96,665	\$0	0%
UTILITIES	\$372,437	\$443,452	\$516,992	\$73,540	17%
HIGHWAY TOTAL	\$1,082,960	\$1,365,054	\$1,441,627	\$76,573	6%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$1,082,960	\$1,365,054	\$1,441,627	\$76,573	6%
EXPENSES TOTAL	\$1,082,960	\$1,365,054	\$1,441,627	\$76,573	6%

DPW M.E. Maintenance Subdivision

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
HIGHWAY					
SALARIES	\$823,724	\$913,180	\$847,304	-\$65,876	-7%
SERVICES	\$313,074	\$216,072	\$216,072	\$0	0%
SUPPLIES	\$354,009	\$330,178	\$330,178	\$0	0%
OTHER	\$609	\$2,000	\$2,000	\$0	0%
UTILITIES	\$345,667	\$402,021	\$380,538	-\$21,483	-5%
HIGHWAY TOTAL	\$1,837,084	\$1,863,451	\$1,776,092	-\$87,359	-5%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$1,837,084	\$1,863,451	\$1,776,092	-\$87,359	-5%
EXPENSES TOTAL	\$1,837,084	\$1,863,451	\$1,776,092	-\$87,359	-5%

HIGHWAY	ACTUAL	ACTUAL	ESTIMATE	ESTIMATE
PERFORMANCE / WORKLOAD INDICATORS	FY2024	FY2025	FY2026	FY2027
Snow Accumulation	9.7	29.17	30	30
Snow Removal By-Law Enforcement				
Citations Issued	19	332	30	300
Concrete Sidewalks				
Placed (cu. yds.)	58	91	500	800
Asphalt Installed (tons)	805	833	800	800
Recycled Roadway Products (tons)	-	705	1200	1200
Sign Installations	315	332	315	325
Traffic Signal Repair Calls	154	157	120	120
Fire Alarm Service Calls	6	27	10	10
Parking Meter Repairs	965	1,153	950	950
Graffiti Removed Highway (# sites)	179	524	200	200
Service Calls	2,463	2,889	2,000	2,000
Pavement Markings				
Crosswalks	108,805	134,108	100,000	125,000
Lines	946,196	447,678	850000	800,000
Street Light Outages	133	161	60	60
Statutory Inspections of				
Town-owned Vehicles	240	252	250	250
Scheduled Preventative Maintenance				
Work Orders (Vehicles)	430	392	430	430
Automotive Technician				
Training Session Hours	240	180	200	200
Street Cleaning (tons)	1,109	937	900	900

Town of Brookline FY27 Program Budget

Public Facilities | DPW Sanitation

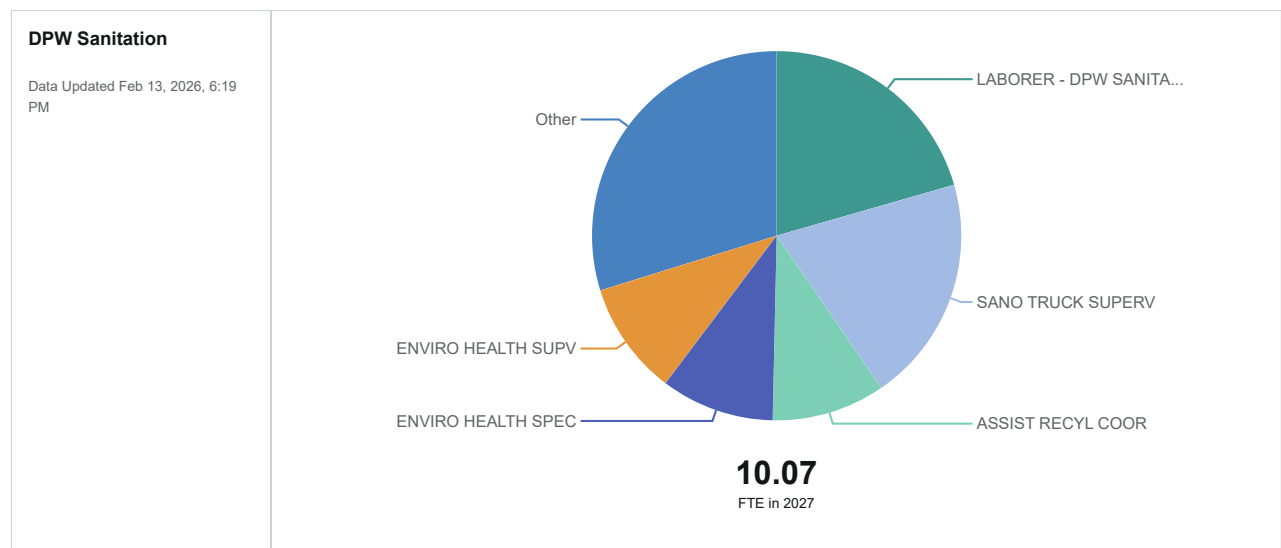


DPW Sanitation Detailed

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
SANITATION					
SALARIES					
PERMANENT FULL TIME	\$1,018,510	\$621,111	\$627,895	\$6,784	1%
WORKING OUT OF CLASS	\$11,320	\$7,739	\$7,739	\$0	0%
OVERTIME PAY	\$20,379	\$60,852	\$60,852	\$0	0%
OT EMERGENCY	\$82	–	–	\$0	–
OT SCHEDULED	\$136,513	–	–	\$0	–
OT SPECIAL EVENTS	\$2,968	–	–	\$0	–
PART TIME TEMPORARY SAL	\$74,344	\$64,275	\$64,275	\$0	0%
LONGEVITY PAY	\$6,038	\$6,100	\$4,300	-\$1,800	-30%
EXTRA COMPENSATION	–	\$550	\$550	\$0	0%
SICK PAY BUYOUT	\$4,028	–	–	\$0	–
VACATION BUYOUT	\$9,185	–	–	\$0	–
A DAY BUYOUT	\$6,459	–	–	\$0	–
CLOTHING-UNIFORM ALLOWANCE	\$5,869	\$6,800	\$6,800	\$0	0%
SALARIES TOTAL	\$1,295,695	\$767,427	\$772,411	\$4,984	1%
SERVICES					
D P EQUIP R & M	\$527	\$2,700	\$2,700	\$0	0%
COMPUTER SOFTWARE R & M	\$22,848	\$11,800	\$11,800	\$0	0%
OTHER EQUIP R & M	\$24,635	\$5,250	\$5,250	\$0	0%
SOFTWARE LICENSES	\$48	–	–	\$0	–
OTHER RENTALS/LEASES	\$8,717	–	–	\$0	–
SOLID WASTE DISPOSAL CT	\$2,732,939	\$5,689,540	\$6,019,363	\$329,823	6%
OFFICE/CLERICAL SERVICES	\$13,430	\$24,000	\$24,000	\$0	0%
EDUCATION/TRAINING SERVIC	\$21,639	–	–	\$0	–
PROFESSIONAL/TECH SERVICE	\$53,415	\$6,540	\$6,540	\$0	0%
POSTAGE	\$11,363	–	–	\$0	–
PRINTING SERVICES	\$533	–	–	\$0	–

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
SERVICES TOTAL	\$2,890,093	\$5,739,830	\$6,069,653	\$329,823	6%
SUPPLIES					
OFFICE SUPPLIES	\$2,559	\$1,000	\$1,000	\$0	0%
RECYCLING SUPPLIES	\$55,055	\$79,000	\$59,000	-\$20,000	-25%
MEALS & RECEPTIONS	\$2,001	–	–	\$0	–
CONSTRUCTION SUPPLIES	\$18,048	\$3,000	\$3,000	\$0	0%
UNIFORMS & PROTECTIVE CLO	\$7,603	\$4,640	\$4,640	\$0	0%
SUPPLIES TOTAL	\$85,265	\$87,640	\$67,640	-\$20,000	-23%
OTHER					
EDUCATION/TRAINING/CONFERENCES	\$59	\$10,000	\$10,000	\$0	0%
OTHER TOTAL	\$59	\$10,000	\$10,000	\$0	0%
UTILITIES					
ELECTRICITY	\$9,738	\$11,164	\$13,015	\$1,851	17%
UTILITIES TOTAL	\$9,738	\$11,164	\$13,015	\$1,851	17%
SANITATION TOTAL	\$4,280,850	\$6,616,061	\$6,932,719	\$316,658	5%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$4,280,850	\$6,616,061	\$6,932,719	\$316,658	5%
EXPENSES TOTAL	\$4,280,850	\$6,616,061	\$6,932,719	\$316,658	5%

FY27 FTE Salary



DPW Sanitation

	Budget	FTEs
CODE ENFORCE INSPECT SVCS MGR	88,063	1
ENVIRO HEALTH SUPV	94,876	1
ZERO WASTE PROGRAM MGR	89,631	1
ENVIRO HEALTH SPEC	73,562	1
ASSIST RECYL COOR	62,662	1
SANO TRUCK SUPERV	134,158	2
TRSFR STA SCALE OPER	84,942	1
LABORER - DPW SANITATION	64,275	2.07

	Budget	FTEs
TOTAL	692,169	10.07

SANITATION	ACTUAL	ACTUAL	ESTIMATE	ESTIMATE
PERFORMANCE / WORKLOAD INDICATORS	FY2024	FY2025	FY2026	FY2027
Solid Waste (tons)	7,971	8,155	8200	8200
Collection/Disposal				
Cost per ton	\$297.00	\$320.00	\$287.00	\$290.00
Recycling (tons)				
Commingled/Paper	4,075	3,976	4500	4200
Cost per ton	\$457.00	\$463.00	\$475.00	\$480.00
Metal	119	101	119	120
Composting (tons)	2,898	3,700	3000	3800
% of Solid Waste Diverted				
Due to Recyc./Compost	49%	66%	50%	60%
Commercial Refuse				
Establishments	62	62	60	62

Town of Brookline FY27 Program Budget

Public Facilities | DPW Parks & Open Space Division



DPW Parks Detailed

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
PARKS & OPEN SPACES					
SALARIES					
PERMANENT FULL TIME	\$2,210,824	\$2,817,347	\$2,771,172	-\$46,175	-2%
SHIFT DIFFERENTIAL	\$621	\$1,996	\$1,996	\$0	0%
WORKING OUT OF CLASS	\$9,032	\$4,726	\$4,726	\$0	0%
OVERTIME PAY	\$19,958	\$121,991	\$121,991	\$0	0%
OT EMERGENCY	\$12,961	\$27,323	\$27,323	\$0	0%
OT SCHEDULED	\$189,515	–	–	\$0	–
OT SPECIAL EVENTS	\$14,788	\$8,587	\$8,587	\$0	0%
PART TIME TEMPORARY SAL	\$209,680	\$211,090	\$211,090	\$0	0%
LONGEVITY PAY	\$10,950	\$13,950	\$15,200	\$1,250	9%
EXTRA COMPENSATION	–	\$550	\$550	\$0	0%
SICK PAY BUYOUT	\$6,488	–	–	\$0	–
VACATION BUYOUT	\$39,291	–	–	\$0	–
A DAY BUYOUT	\$5,298	–	–	\$0	–
CLOTHING-UNIFORM ALLOWANCE	\$15,033	\$12,000	\$12,000	\$0	0%
OFFSET	–	-\$151,638	-\$152,777	-\$1,139	1%
SALARIES TOTAL	\$2,744,440	\$3,067,922	\$3,021,858	-\$46,064	-1%
SERVICES					
BOTTLED WATER SERVICE	\$2,073	–	–	\$0	–
OFFICE EQUIP R & M	–	\$200	\$200	\$0	0%
D P EQUIP R & M	\$3,215	\$2,536	\$2,536	\$0	0%
COMPUTER SOFTWARE R & M	\$1,000	\$3,000	\$3,000	\$0	0%
OTHER EQUIP R & M	–	\$50	\$50	\$0	0%
R & M LARZ PAVILION/RINK	\$129,710	\$124,600	\$124,600	\$0	0%
COPY EQUIP RENTAL/LEASES	\$1,636	\$1,293	\$1,293	\$0	0%
PHOTOCOPY SERVICE CONTRAC	\$45	\$76	\$76	\$0	0%
SOFTWARE LICENSES	\$1,923	–	–	\$0	–

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
EQUIP CLEANING/REPAIR/MAINT	\$576	\$3,500	\$3,500	\$0	0%
LANDSCAPING SERVICES	\$730,546	\$812,610	\$828,331	\$15,721	2%
GENERAL CONSULT SERVICES	–	\$3,000	\$3,000	\$0	0%
PROFESSIONAL/TECH SERVICE	\$13,876	\$30,000	\$30,000	\$0	0%
INTERNET RELATED SERVICES	\$1,500	–	–	\$0	–
WIRELESS COMMUNICATIONS	\$5,620	\$9,250	\$9,250	\$0	0%
PRINTING SERVICES	\$5,716	\$8,000	\$8,000	\$0	0%
ADVERTISING SERVICES	\$1,200	\$200	\$200	\$0	0%
LICENSES	\$399	\$1,000	\$1,000	\$0	0%
PEST CONTROL SERVICES	–	\$1,500	\$1,500	\$0	0%
SUBSCRIPTIONS	\$1,236	–	–	\$0	–
SERVICES TOTAL	\$900,272	\$1,000,815	\$1,016,536	\$15,721	2%
SUPPLIES					
OFFICE SUPPLIES	\$4,809	\$4,000	\$4,000	\$0	0%
MAINTENANCE SUPPLIES	\$15,902	\$27,000	\$27,000	\$0	0%
AGRICULTURAL SUPPLIES	\$125,344	\$109,000	\$109,000	\$0	0%
MEALS & RECEPTIONS	\$1,534	\$50	\$50	\$0	0%
CONSTRUCTION SUPPLIES	\$26,967	\$43,378	\$43,378	\$0	0%
SAFETY SUPPLIES	\$238	\$900	\$900	\$0	0%
UNIFORMS & PROTECTIVE CLO	\$7,104	\$10,630	\$10,630	\$0	0%
SUPPLIES TOTAL	\$181,899	\$194,958	\$194,958	\$0	0%
OTHER					
EDUCATION/TRAINING/CONFERENCES	\$9,793	\$8,500	\$8,500	\$0	0%
OTHER TRAVEL	–	\$100	\$100	\$0	0%
PROFESSIONAL DUES/MEMBERS	\$2,057	\$3,000	\$3,000	\$0	0%
OTHER TOTAL	\$11,850	\$11,600	\$11,600	\$0	0%
UTILITIES					
ELECTRICITY	\$32,934	\$49,190	\$45,550	-\$3,640	-7%
NATURAL GAS	\$14,999	\$17,859	\$16,987	-\$872	-5%
HEATING OIL	\$1,285	\$1,250	\$1,250	\$0	0%
GASOLINE	\$42,030	\$61,629	\$55,621	-\$6,008	-10%
DIESEL	\$19,541	\$19,459	\$23,976	\$4,517	23%
WATER	\$254,307	\$254,763	\$282,398	\$27,635	11%
UTILITIES TOTAL	\$365,097	\$404,150	\$425,782	\$21,632	5%
PARKS & OPEN SPACES TOTAL	\$4,203,557	\$4,679,445	\$4,670,734	-\$8,711	0%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$4,203,557	\$4,679,445	\$4,670,734	-\$8,711	0%
EXPENSES TOTAL	\$4,203,557	\$4,679,445	\$4,670,734	-\$8,711	0%

DPW Parks Forestry Subdivision

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
PARKS & OPEN SPACES					
SALARIES	\$284,349	\$535,033	\$536,135	\$1,102	0%
SERVICES	\$170,395	\$175,253	\$175,253	\$0	0%
SUPPLIES	\$5,296	\$6,600	\$6,600	\$0	0%
OTHER	\$285	–	–	\$0	–
PARKS & OPEN SPACES TOTAL	\$460,325	\$716,886	\$717,988	\$1,102	0%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$460,325	\$716,886	\$717,988	\$1,102	0%
EXPENSES TOTAL	\$460,325	\$716,886	\$717,988	\$1,102	0%

DPW Parks Public Grounds Subdivision

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
PARKS & OPEN SPACES					
SALARIES	\$1,316,085	\$1,292,798	\$1,295,469	\$2,671	0%
SERVICES	\$556,266	\$660,199	\$672,994	\$12,795	2%
SUPPLIES	\$134,090	\$139,780	\$139,780	\$0	0%
OTHER	\$10,343	\$9,000	\$9,000	\$0	0%
UTILITIES	\$331,189	\$354,098	\$390,182	\$36,084	10%
PARKS & OPEN SPACES TOTAL	\$2,347,972	\$2,455,875	\$2,507,425	\$51,550	2%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$2,347,972	\$2,455,875	\$2,507,425	\$51,550	2%
EXPENSES TOTAL	\$2,347,972	\$2,455,875	\$2,507,425	\$51,550	2%

DPW Parks School Grounds Subdivision

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
PARKS & OPEN SPACES					
SALARIES	\$669,000	\$813,125	\$812,683	-\$442	0%
SERVICES	\$161,446	\$121,027	\$123,953	\$2,926	2%
SUPPLIES	\$40,539	\$43,698	\$43,698	\$0	0%
UTILITIES	\$31,193	\$46,452	\$32,000	-\$14,452	-31%
PARKS & OPEN SPACES TOTAL	\$902,178	\$1,024,302	\$1,012,334	-\$11,968	-1%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$902,178	\$1,024,302	\$1,012,334	-\$11,968	-1%
EXPENSES TOTAL	\$902,178	\$1,024,302	\$1,012,334	-\$11,968	-1%

DPW Parks Forestry Subdivision

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
PARKS & OPEN SPACES					
SALARIES	\$284,349	\$535,033	\$536,135	\$1,102	0%
SERVICES	\$170,395	\$175,253	\$175,253	\$0	0%
SUPPLIES	\$5,296	\$6,600	\$6,600	\$0	0%
OTHER	\$285	–	–	\$0	–
PARKS & OPEN SPACES TOTAL	\$460,325	\$716,886	\$717,988	\$1,102	0%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$460,325	\$716,886	\$717,988	\$1,102	0%
EXPENSES TOTAL	\$460,325	\$716,886	\$717,988	\$1,102	0%

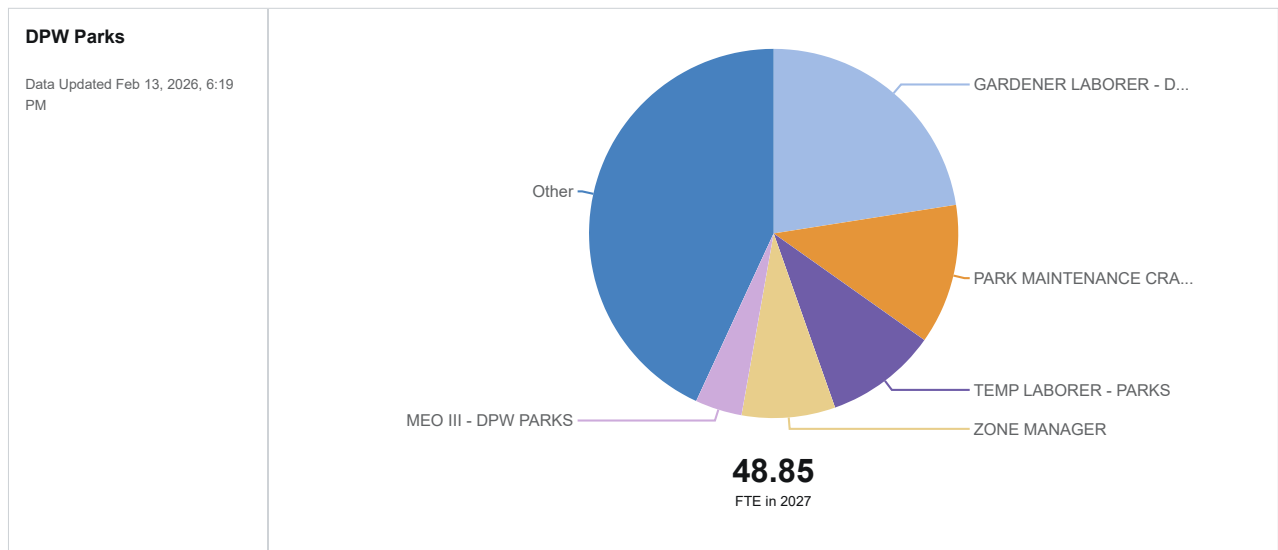
DPW Parks Cemetery Subdivision

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
PARKS & OPEN SPACES					
SALARIES	\$309,218	\$242,872	\$187,665	-\$55,207	-23%
SERVICES	\$2,620	\$14,036	\$14,036	\$0	0%
SUPPLIES	\$371	\$3,380	\$3,380	\$0	0%
OTHER	–	\$500	\$500	\$0	0%
UTILITIES	\$2,715	\$3,600	\$3,600	\$0	0%
PARKS & OPEN SPACES TOTAL	\$314,923	\$264,388	\$209,181	-\$55,207	-21%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$314,923	\$264,388	\$209,181	-\$55,207	-21%
EXPENSES TOTAL	\$314,923	\$264,388	\$209,181	-\$55,207	-21%

DPW Parks Sustainability

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
PARKS & OPEN SPACES					
SERVICES	–	\$25,000	\$25,000	\$0	0%
PARKS & OPEN SPACES TOTAL	–	\$25,000	\$25,000	\$0	0%
DEPARTMENT OF PUBLIC WORKS TOTAL	–	\$25,000	\$25,000	\$0	0%
EXPENSES TOTAL	–	\$25,000	\$25,000	\$0	0%

FY27 FTE Salary



	Budget	FTEs
SENIOR LANDSCAPE ARCHITECT	117,189	1
DEP DIR OF SUSTAINABILITY	117,189	1
TREE WARDEN	107,294	1
OPERATIONS MANAGER - PARKS	108,196	1
CONSERVATION ADMINISTRATOR	96,945	1
GENERAL FOREMAN - DPW PARKS	94,687	1
GENERAL FOREMAN - FORESTRY	89,841	1
SUSTAINABILITY OUTREACH MGR	95,250	1
LANDSCAPE PLANNER/ARCHITECT	98,671	1
CODE ENFORCEMENT SUPERVISOR	81,541	1
CEMETERY SUPERVISOR	75,264	1
FORESTRY SUPERVISOR	76,505	1
ADMINISTRATIVE ASSISTANT - DPW PARKS	65,436	1
CONSERVATION ASSISTANT	60,738	1
PARK RANGER	73,562	1
ZONE MANAGER	273,742	4
FORESTRY ZONE MANAGER	68,435	1
MEO III - DPW PARKS	134,159	2
GARDENER LABORER - DPW PARKS	634,190	11
TREE CLIMBER - FORESTRY	74,042	1
TREE PROTECTION AGENT - PT	40,248	0.48
ENERGY ADVOCATE - PT	41,600	0.53
TEMP LABORER - PARKS	153,006	4.79
PARK RANGER - PT	57,583	1.75
STUDENT INTERN PARKS	500	0.3
PARK MAINTENANCE CRAFTSMAN	421,882	6
ATHLETIC FIELDS SUPV	76,505	1
TOTAL	3,334,200	48.85

PARKS AND OPEN SPACE PERFORMANCE / WORKLOAD INDICATORS	ACTUAL FY2024	ACTUAL FY2025	ESTIMATE FY2026	ESTIMATE FY2027
Wetlands Permits and Certificates Issued	8	6	7	8
Turf Grass Restoration Program in Acres	77	135	120	120
Graffiti Removed Parks (# sites)	15	7	20	10
Landscape Improvements to School Grounds incl. Aeration, Overseeding (acres)	16	23	20	20
Vandalism Repairs	1	2	2	2
Maintenance Requests Closed within 3 days	>85%	>85%	>85%	>85%
Public Shade Trees Removed	198	172	200	200
Street Trees Planted	229	164	380	350
Park & Open Space Trees Planted	127	85	90	100
Dangerous Limbs and Hangers Removed	244	274	240	275
Pruning and Lifting Trees on Streets (# of streets)	19	10	16	15
Citizen Requests for Pruning of Town-owned Trees	374	305	350	350
Cemetery: Burials	64	62	70	70
Headstones Set	34	39	37	40
Plots sold	56	65	52	65

Town of Brookline FY27 Program Budget

Public Facilities | Water and Sewer Enterprise Fund



Program Description

The Water and Sewer Division is responsible for operating and maintaining the municipal water distribution system, the sanitary sewer system, and the stormwater collection system in accordance with industry standards and all applicable federal, state, and local regulations, including those promulgated by the Massachusetts Water Resources Authority (MWRA). The Division is also responsible for monitoring and making recommendations for improvements in water conservation and usage at Town-owned facilities. The goals of the Division are to provide adequate and reliable water for domestic use and fire protection and to safely collect and convey wastewater from homes, businesses, institutions, and roadways. The specific functions are outlined under the Water and Sewer Sub-programs below.

The finances are handled via an Enterprise Fund, which was established by Town Meeting in 2001 when the provisions of Chapter 44, Section 53F1/2 were accepted. Prior to that vote, the Water and Sewer operations were accounted for in the General Fund. Treating the Water and Sewer operation as an enterprise fund allows for the use of the full accrual basis of accounting, a requirement of the Government Accounting Standards Board's (GASB) statement #34. The Enterprise Fund fully reimburses the General Fund for expenses incurred on behalf of the water and sewer operation, including fringe benefits.

The **Water Sub-program** is responsible for maintaining and operating the municipal water distribution system in accordance with industry standards promulgated by the American Water Works Association and all applicable state and federal regulations. The goals of the Division are to provide adequate and reliable water for domestic use and fire protection while promoting the health, safety, and welfare of the community. The specific functions of the Sub-program are:

1. Maintenance and repair of 136 miles of water mains, 11,160 service accounts, 9,129 service lines, 1,506 hydrants, and 2,032 valves;
2. Maintenance of 11,160 water meters;
3. Investigation of customer complaints for high bills, poor pressure, and leaks;
4. Maintenance of public water supply services, reservoirs, and grounds;
5. Snow removal from fire hydrants;
6. Processing of water and sewer utility invoices;
7. Inspection of public and private plumbing systems in compliance with state regulations for cross-connection control; and,
8. Administration of programs to promote water conservation.

The **Sewer Sub-program** is responsible for maintaining and operating the municipal sewer and surface water drain systems in accordance with all applicable state, federal, and MWRA regulations for the collection and discharge of wastewater. The specific functions of the Sub-program are:

1. Operate, maintain, and repair 111 miles of sewer mains and 117 miles of surface water drains;
2. Clean, maintain, and repair 3,300 catch basins and 1,675 manhole structures;
3. Remove snow from catch basins to provide for roadway drainage during storms;
4. Investigate customer complaints for sewer backups and drainage problems;
5. Perform investigations and analyses to determine system capacity and structural deficiencies.

FY27 Objectives

Following the Department of Public Works Strategic Plan, the Water and Sewer Division continues to focus on promoting the health, safety, welfare, and economic vitality of the community by providing adequate and reliable water for domestic use and fire protection and safely collecting and conveying wastewater and stormwater from homes, businesses, institutions, and roadways. The following is a list of goals and objectives for the new fiscal year:

1. Continue the Meter Transmission Unit (MTU) swap to improve the reliability and accuracy of water usage readings.
2. Continue the multi-year water meter replacement program to increase the accuracy of the readings and avoid losses in revenue from under-registration.
3. Utilize the results of the Water Service Line Inventory to develop and implement a plan to remove any potentially lead-containing pipes from the system in accordance with DEP rules and regulations. Older water service lines will also be replaced based on roadway improvement projects.
4. Continue CCTV pipeline inspection of the sewer and drain systems by identifying and recording areas for further rehabilitation and locating problem areas for immediate repair.
5. Continue annual water main and service pipe leak detection with Water and Sewer Division personnel for better efficiency and cost reduction, while working toward the reduction of unaccounted-for-water in the distribution system and the reduction of average daily water use.
6. Clean and maintain stormwater catch basins with a frequency and thoroughness that meets or exceeds DEP & EPA regulations.
7. Continue rehabilitation of the sanitary sewer distribution system to remove extraneous flows caused by inflow and infiltration.
8. Continue the annual uni-directional flushing program to protect water quality as mandated by the Department of Environmental Protection (DEP).
9. Continue the investigation and planning for the U.S. EPA Region 1 Massachusetts Small MS4 General Permit covering stormwater Phase II regulated discharges as mandated by EPA including the commencement of a Stormwater/Green Infrastructure Strategic Plan and enhanced Illicit Discharge Detection and Elimination Program work.
10. Complete the Stormwater Master Plan.
11. Continue the Fire Hydrant Replacement Program by replacing old hydrants with new compression-type hydrants.
12. Continue to expand the "paperless" Water System Asset Management and Work Order Programs.
13. Continue to optimize the water meter software program and synergize with the Town's billing system.
14. Identify and obtain grant opportunities to fund capital utility upgrades to water, wastewater, and stormwater systems.
15. Improve the tracking of water usage on private and public accounts to identify potential leaks/losses, bolster water conservation efforts, and increase customer participation in water management through public education and awareness.
16. Continue maintenance and upkeep on Town's Singletree Water Storage Tank.

FY26 Accomplishments

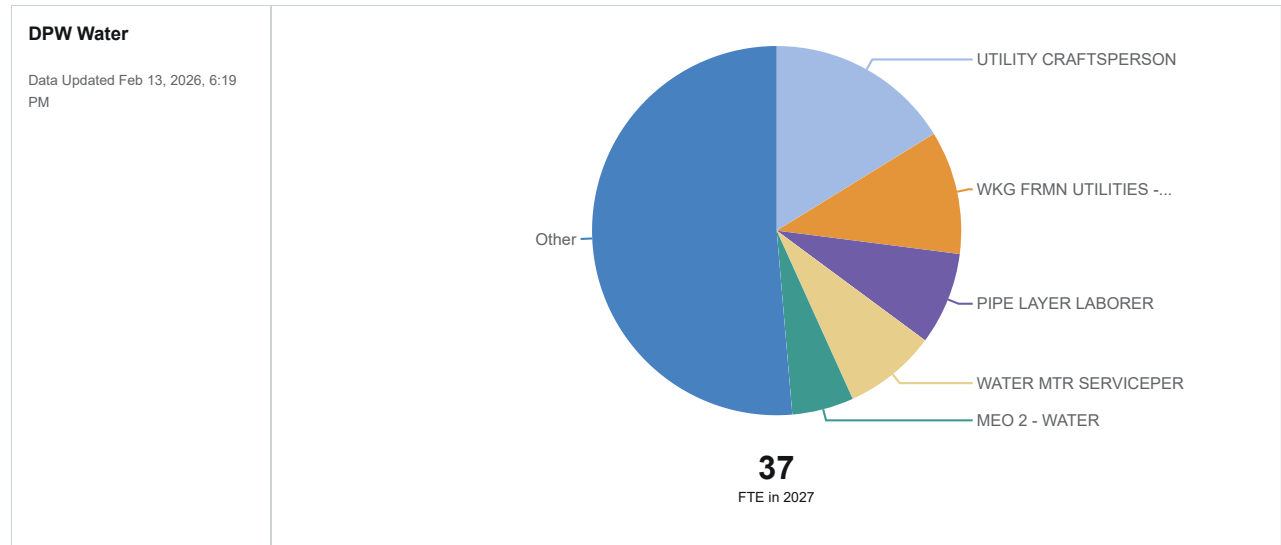
The Water and Sewer Division is pleased to report on the following accomplishments for FY26:

1. Continuation of the "in-house" water main and service pipe leak detection program.
2. Continuation of the Fire Hydrant Replacement Program by replacing old hydrants with new compression-type hydrants.
3. Continued the CCTV pipeline inspection of the sewer and drain systems by identifying and recording areas for further rehabilitation and locating problem areas for immediate repair.
4. Completed the fifteenth year of the annual uni-directional flushing program to protect water quality as mandated by the Department of Environmental Protection (DEP).
5. Ongoing design and construction of improvements to the sanitary sewer distribution system to remove extraneous flows caused by inflow and infiltration.
6. Continued working toward the reduction of unaccounted-for-water in the distribution system and the reduction of average daily water use to 65 gallons per capita per day (GPCPD) as mandated by DEP regulations.
7. Continued investigation and planning for the U.S. EPA Region 1 Massachusetts Small MS4 General Permit covering stormwater Phase II regulated discharges as mandated by EPA.
8. Ongoing Implementation of a Water System Asset Management Program that will improve the Division's efficiency in operating and maintaining the distribution system and provide valuable information for future capital improvement planning.
9. Continued the transition for "in the field" paperless inspections, work order system tracking, and record keeping.
10. Updated the 10-year Financial Plan for the Water and Sewer Enterprise Fund to create sustainable and predictable rates while ensuring there are adequate reserves.
11. Continued MTU installation to improve the accuracy and reliability of meter readings.
12. Continued Water Meter Replacement Program.
13. Completed Stormwater Model and began the development of a Stormwater Master Plan
14. Obtained grants and loans from the MWRA for the Inflow and Infiltration program to fund sewer system rehabilitation work.

DPW Water Subdivision

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
WATER					
SALARIES	\$2,195,600	\$2,992,742	\$2,983,243	-\$9,499	0%
SERVICES	\$276,954	\$296,025	\$282,025	-\$14,000	-5%
SUPPLIES	\$118,666	\$173,500	\$177,000	\$3,500	2%
OTHER	\$12,192	\$166,631	\$297,866	\$131,235	79%
UTILITIES	\$116,051	\$126,709	\$146,935	\$20,226	16%
INTERGOVERNMENTAL	\$8,391,620	\$9,027,083	\$9,779,714	\$752,631	8%
BUDGETED CAPITAL	\$494,126	\$853,623	\$817,583	-\$36,040	-4%
DEBT SERVICE	\$958,787	\$1,092,250	\$1,345,500	\$253,250	23%
INTERFUND TRANSFERS OUT	\$2,016,007	\$2,356,360	\$2,344,767	-\$11,593	0%
WATER TOTAL	\$14,580,003	\$17,084,923	\$18,174,633	\$1,089,710	6%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$14,580,003	\$17,084,923	\$18,174,633	\$1,089,710	6%
EXPENSES TOTAL	\$14,580,003	\$17,084,923	\$18,174,633	\$1,089,710	6%

FY27 FTE Summary



DPW Water

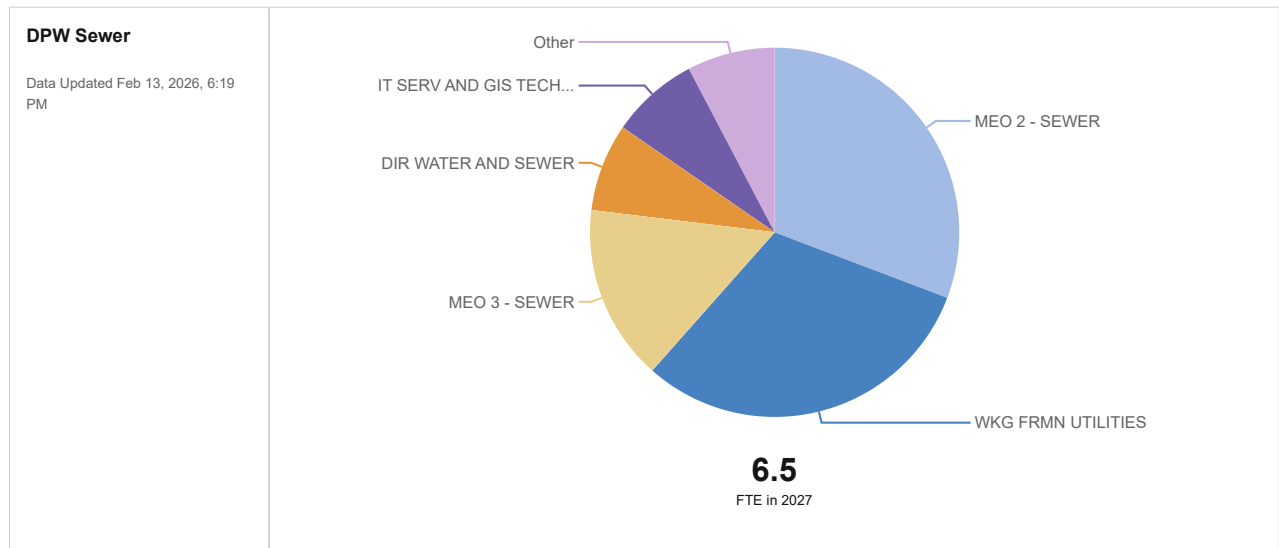
	Budget	FTEs
DIR WATER AND SEWER - WATER	72,795	0.5
OPERATIONS MANAGER - W&S	108,196	1
IT SERV AND GIS TECH MANAGER - WATER	52,222	0.5
W&S ASSET MANAGER - WATER	80,521	1
WATER WORKS DIV FRMN	92,714	1
ENVIRO ENGINEER	118,626	1
WATER USE ANALYST	80,115	1
UTILITIES FOREMAN	76,505	1
WATER SERVICE INSP	76,505	1
BACKFLOW PREVENTECH	73,562	1
WATER METER FOREMAN	72,369	1
SENIOR CLERK TYPIST - W&S	62,578	1
MOTOR EQUIP REP FRMN	70,883	1
WKG FRMN UTILITIES - WATER	273,742	4
MTR EQUIP REPAIRPER	68,435	1
MEO 3 - WATER	134,158	2
MEO 2 - WATER	120,538	2
WATER MTR SERVICEPER	180,807	3
WATER WK SERVICEPER	120,537	2
CARPEN LAB CRAFTSPER	60,269	1
UTILITY CRAFTSPERSON	361,614	6
PIPE LAYER LABORER	172,961	3
BUSINESS MANAGER - WATER	42,471	0.5
CO-OP STUDENT	30,000	0.5
TOTAL	2,603,123	37

DPW Sewer Subdivision

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
Expenses					
DEPARTMENT OF PUBLIC WORKS					
SEWER					
SALARIES	\$390,580	\$586,853	\$727,104	\$140,251	24%
SERVICES	\$115,980	\$262,500	\$270,500	\$8,000	3%
SUPPLIES	\$24,988	\$32,000	\$32,800	\$800	3%
OTHER	\$3,943	\$198,963	\$358,811	\$159,848	80%
INTERGOVERNMENTAL	\$13,457,245	\$14,169,817	\$13,750,000	-\$419,817	-3%
BUDGETED CAPITAL	\$30,366	\$80,000	\$80,000	\$0	0%
EXPENSES	\$14,127	—	—	\$0	—
DEBT SERVICE	\$1,226,905	\$1,417,779	\$1,507,029	\$89,250	6%
INTERFUND TRANSFERS OUT	\$596,472	\$647,119	\$655,837	\$8,718	1%
SEWER TOTAL	\$15,860,605	\$17,395,031	\$17,382,081	-\$12,950	0%
DEPARTMENT OF PUBLIC WORKS TOTAL	\$15,860,605	\$17,395,031	\$17,382,081	-\$12,950	0%

	ACTUAL	BUDGET	RECOMMENDED		
	FY2025	FY2026	FY2027	\$ Chng	% Chng
EXPENSES TOTAL	\$15,860,605	\$17,395,031	\$17,382,081	-\$12,950	0%

FY27 FTE Summary



DPW Sewer

	Budget	FTEs
DIR WATER AND SEWER	72,795	0.5
IT SERV AND GIS TECH MANAGER	52,222	0.5
BUSINESS MANAGER - SEWER	42,471	0.5
WKG FRMN UTILITIES	136,871	2
MEO 3 - SEWER	67,079	1
MEO 2 - SEWER	120,538	2
TOTAL	491,976	6.5

WATER & SEWER

PERFORMANCE / WORKLOAD INDICATORS

Performance:

	ACTUAL FY2024	ACTUAL FY2025	ESTIMATE FY2026	ESTIMATE FY2027
Water Demand - MGD	4.53		5.00	
Avg. Daily Sanitary Flow - MGD	7.59		8.00	
Unaccounted Water - %	10.5%		10.0%	

Catch Basin Cleaning:

Number of Basins	1,719	1600
% of Total Basins	55.0%	50%
Total Sediments (tons)	386	700

Cross Connection

Revenue	\$89,505.00	\$90,000.00
---------	-------------	-------------

Workload:

Complaint Responses:

Water	620	400
Sewer	80	100

Service Responses	505	750
-------------------	-----	-----

Service Pipes Installed	114	150
-------------------------	-----	-----

Hydrants Repaired/

Replaced	33	25
----------	----	----

Sewer Structures Repaired	56	100
---------------------------	----	-----

Sewerage Blockages

Memorandum

To: Select Board
Transportation Board

From Charles Carey, Town Administrator

Date March ###, 2026 **DRAFT v1**

Re: Motor Vehicle Parking Fines Increase

CC: Melissa Goff, Deputy Town Administrator for Policy & Fiscal Affairs
Erin Chute, Commissioner of Public Works
Jennifer Paster, Chief of Police
Lincoln Heineman, Finance Director
Erin Chute, Commissioner of Public Works
Robert Guptill, Associate Director of Transportation & Mobility

I write to respectfully request that the Select Board and Transportation Board consider an increase in fines for certain motor vehicle parking infractions. Specifically, I recommend:

- Increasing all parking fines that are currently below \$40 to \$40;
- Applying a \$15 increase in fine to the new rates for nonpayment within 21 days of the citation, for a new maximum fine of \$55; and
- Applying an additional \$15 increase in fine to the new rates for nonpayment once the unpaid citation is reported to the registrar, for a new maximum fine of \$70.

In practice, this would result in the changes set forth below, with all unlisted fines remaining the same:

Infraction	Current Fine	New Fine	Unpaid w/in 21 Days	Unpaid Once Reported
Parking Lot Permit Violation	\$30.00	\$40.00	\$55.00	\$70.00
Impeding Snow Removal	\$25.00	\$40.00	\$55.00	\$70.00
Less than 10' Unobstructed Lane	\$25.00	\$40.00	\$55.00	\$70.00
Double Parking	\$30.00	\$40.00	\$55.00	\$70.00
Parked w/in Intersection	\$25.00	\$40.00	\$55.00	\$70.00
Stopping Violation	\$25.00	\$40.00	\$55.00	\$70.00
Fire Station Entrance	\$25.00	\$40.00	\$55.00	\$70.00
Fire Station Across Street	\$25.00	\$40.00	\$55.00	\$70.00
Adjacent to Center Strip/Island	\$25.00	\$40.00	\$55.00	\$70.00
On Bridge/Approaches	\$25.00	\$40.00	\$55.00	\$70.00
Loading Zone	\$25.00	\$40.00	\$55.00	\$70.00
No Parking/Restricted Area	\$30.00	\$40.00	\$55.00	\$70.00
On Sidewalk	\$25.00	\$40.00	\$55.00	\$70.00
In Crosswalk	\$25.00	\$40.00	\$55.00	\$70.00
Blocking Driveway	\$25.00	\$40.00	\$55.00	\$70.00
Unattended Bus	\$25.00	\$40.00	\$55.00	\$70.00
Overnight Parking (On Street)	\$30.00	\$40.00	\$55.00	\$70.00
Overnight Parking (Off Street)	\$30.00	\$40.00	\$55.00	\$70.00
Permit Parking Violation	\$25.00	\$40.00	\$55.00	\$70.00

In Taxi Stand	\$25.00	\$40.00	\$55.00	\$70.00
Meter Overtime	\$25.00	\$40.00	\$55.00	\$70.00
Within 20' of Intersection	\$25.00	\$40.00	\$55.00	\$70.00
Exceeding Posted Time Limit	\$25.00	\$40.00	\$55.00	\$70.00
Improper Storage	\$25.00	\$40.00	\$55.00	\$70.00
Unregistered Vehicle on Street	\$25.00	\$40.00	\$55.00	\$70.00
Parked >1' From Curb	\$25.00	\$40.00	\$55.00	\$70.00
Standing Violation	\$25.00	\$40.00	\$55.00	\$70.00
Parked Wrong Direction	\$25.00	\$40.00	\$55.00	\$70.00
Angled Parking Violation	\$25.00	\$40.00	\$55.00	\$70.00
Violating Angled Parking Only Sign	\$25.00	\$40.00	\$55.00	\$70.00
Exceeding Posted 2-Hour Limit	\$30.00	\$40.00	\$55.00	\$70.00
Metered Space Violation	\$25.00	\$40.00	\$55.00	\$70.00
Unpaid Meter	\$25.00	\$40.00	\$55.00	\$70.00

Statutory Authority

Brookline's Transportation Board was created by a special act of the state legislature in 1973. That act was most recently amended in 2012, and it states that the Transportation Board "may prescribe a schedule of fines for each violation of parking regulations... [a]ll other violations of regulations adopted under this act, except as otherwise provided by statute, shall be subject to fines not to exceed \$50 for each offense...."

Chapter 138 of the Acts of 2001 further provides that, "[n]otwithstanding any general or special law to the contrary, the [Brookline Select Board] may establish a schedule of fines for all other parking violations. Except for the fines for parking within 10 feet of a fire hydrant, the fines in the schedule shall not exceed \$50.00, if paid within 21 days, \$55.00 if paid thereafter but before the parking clerk reports to the registrar as provided in section 20A½ of chapter 90 of the General Laws, and \$70.00 if paid thereafter."

These special acts raise questions as to the concurrent statutory authority and limitations for setting parking fines. In 2007, the last time the fines were raised, the Transportation Board took up the issue first and made a recommendation to the Select Board. This time, especially given the language in the Acts of 2001 about fines in excess of \$50, we recommend following the same procedure. The Transportation Board would take up this request first, consider it, and pass on its proposed fine increase to the Select Board for final adoption.

History & Rationale

The last time the Town of Brookline raised its parking fines was in March 2007, when certain fines went from \$15 to \$25 or \$30. Since then, the cost of enforcement has grown dramatically. Revenue from parking fines has still not recovered to its pre-pandemic highs, though we are seeing a trend up in FY23 and FY24 actual numbers.

Unlike with fees, because fines are intended to be punitive and discourage the behavior in question, the focus is not whether they are reasonably related to the cost of enforcement, but rather whether they are proportional to the offense committed. Courts look to the gravity of the offense and the need for deterrence in determining whether a fine is proportional.

Other communities' fines can be indicative of whether ours are proportional to their preventative goals. In this case, we have some clear comparators. In February of this year, Cambridge increased several of its fines from \$30 to \$40, noting that this put the city on par with Boston but below neighboring Somerville. Most of Newton's fines, however, remain at \$25.

Analysis

We estimate that implementing these proposed fee increases could generate an additional \$1.25M for the Town when compared to an average of five representative non-pandemic years (FY24, FY23, FY22, FY19, and FY18). The additional revenue has been built into the projections for the FY2027 budget. A spreadsheet detailing that analysis is attached to this memorandum as Appendix "A."

Assuming conservatively that we would see a 15% reduction in receipts due to increased compliance, this would still result in just over \$1.06M of additional revenue. While this is below where collections were in earlier years, and does not cover the full cost of parking enforcement, it is a significant improvement over the current situation.

The FY27 budget proposes taking \$125,000 of that additional revenue and directly reinvesting it in modernizing our traffic enforcement operations. A new task force comprising leadership from the Select Board Office, Department of Public Works, Police Department, and Finance Department will use that money to evaluate gaps in how we enforce traffic laws and invest it in solutions. The remainder of the funds will pass through the Town-School revenue split, resulting in the schools receiving roughly 59% of the remaining revenue and the other municipal departments 41%.

END OF MAIN DOCUMENT

Appendix A: Fee Increase Analysis

	VIOLATION	CURRENT FINE	2024	2023	2022	2019	2018	AVERAGE	AVG POTENTIAL REVENUE	\$5+	\$10+	\$15+
1	HP	\$100.00	624	504	413	428	362	\$ 466.20	\$ 46,620.00	\$ 46,620.00	\$ 46,620.00	\$ 46,620.00
2	HYDRANT	\$100.00	644	615	613	561	368	\$ 560.20	\$ 56,020.00	\$ 56,020.00	\$ 56,020.00	\$ 56,020.00
3	SNOW EMERGENCY	\$50.00	7	1	45	33	35	\$ 24.20	\$ 1,210.00	\$ 1,210.00	\$ 1,210.00	\$ 1,210.00
4	PERMIT VIOLATION/LOT	\$30.00	30	34	39	95	296	\$ 98.80	\$ 2,964.00	\$ 3,458.00	\$ 3,952.00	\$ 3,952.00
5	SNOW REMOVAL	\$25.00	0	0	3	29	6	\$ 7.60	\$ 190.00	\$ 228.00	\$ 266.00	\$ 304.00
6	10' UNOBSTRUCTED LANE	\$25.00	3	3	6	3	6	\$ 4.20	\$ 105.00	\$ 126.00	\$ 147.00	\$ 168.00
7	DOUBLE PARKING	\$30.00	168	152	84	304	160	\$ 173.60	\$ 5,208.00	\$ 6,076.00	\$ 6,944.00	\$ 6,944.00
8	W/IN INTERSECTION	\$25.00	11	8	10	18	18	\$ 13.00	\$ 325.00	\$ 390.00	\$ 455.00	\$ 520.00
9	STOPPING VIOLATION	\$25.00	31	41	16	12	5	\$ 21.00	\$ 525.00	\$ 630.00	\$ 735.00	\$ 840.00
10	FIRE STATION	\$25.00	1	1	0	1	0	\$ 0.60	\$ 15.00	\$ 18.00	\$ 21.00	\$ 24.00
11	FIRE STATION/ACROSS	\$25.00	0	0	4	2	4	\$ 2.00	\$ 50.00	\$ 60.00	\$ 70.00	\$ 80.00
12	BUS STOP	\$100.00	256	407	263	343	125	\$ 278.80	\$ 27,880.00	\$ 27,880.00	\$ 27,880.00	\$ 27,880.00
14	CENTER STRIP/ISLAND	\$25.00	0	0	1	0	2	\$ 0.60	\$ 15.00	\$ 18.00	\$ 21.00	\$ 24.00
13	ON BRIDGE	\$25.00	11	2	0	5	0	\$ 3.60	\$ 90.00	\$ 108.00	\$ 126.00	\$ 144.00
15	LOADING ZONE	\$25.00	383	229	253	463	342	\$ 334.00	\$ 8,350.00	\$ 10,020.00	\$ 11,690.00	\$ 13,360.00
16	NO PARKING/RESTRICTED	\$30.00	12,572	12,531	10,432	13,178	10,866	\$ 11,915.80	\$ 357,474.00	\$ 417,053.00	\$ 476,632.00	\$ 476,632.00
17	SIDEWALK	\$25.00	125	258	145	254	164	\$ 189.20	\$ 4,730.00	\$ 5,676.00	\$ 6,622.00	\$ 7,568.00
18	CROSSWALK	\$25.00	49	45	53	75	49	\$ 54.20	\$ 1,355.00	\$ 1,626.00	\$ 1,897.00	\$ 2,168.00
19	DRIVEWAY	\$25.00	152	154	120	302	143	\$ 174.20	\$ 4,355.00	\$ 5,226.00	\$ 6,097.00	\$ 6,968.00
20	UNATTEND BUS	\$25.00	4	4	2	3	9	\$ 4.40	\$ 110.00	\$ 132.00	\$ 154.00	\$ 176.00
21	ANP/ON STREET	\$30.00	17,485	14,720	14,797	18,095	20,046	\$ 17,028.60	\$ 510,858.00	\$ 596,001.00	\$ 681,144.00	\$ 681,144.00
22	ANP/OFF STREET	\$30.00	0	13	33	36	115	\$ 39.40	\$ 1,182.00	\$ 1,379.00	\$ 1,576.00	\$ 1,576.00
23	PERMIT VIOLATION	\$25.00	2,160	2,603	3,398	5,002	3,398	\$ 3,312.20	\$ 82,805.00	\$ 99,366.00	\$ 115,927.00	\$ 132,488.00
24	TAXI	\$25.00	105	140	100	132	124	\$ 120.20	\$ 3,005.00	\$ 3,606.00	\$ 4,207.00	\$ 4,808.00
25	METER LIMIT	\$25.00	5	8	11	37	48	\$ 21.80	\$ 545.00	\$ 654.00	\$ 763.00	\$ 872.00
26	20' INTERSECTION	\$25.00	60	40	46	18	10	\$ 34.80	\$ 870.00	\$ 1,044.00	\$ 1,218.00	\$ 1,392.00
28	POSTED LIMIT	\$25.00	350	392	230	150	334	\$ 291.20	\$ 7,280.00	\$ 8,736.00	\$ 10,192.00	\$ 11,648.00
29	STORAGE	\$25.00	35	17	38	15	11	\$ 23.20	\$ 580.00	\$ 696.00	\$ 812.00	\$ 928.00
30	UNREGISTERED	\$25.00	41	44	41	48	37	\$ 42.20	\$ 1,055.00	\$ 1,266.00	\$ 1,477.00	\$ 1,688.00
31	1' CURB	\$25.00	144	77	85	105	111	\$ 104.40	\$ 2,610.00	\$ 3,132.00	\$ 3,654.00	\$ 4,176.00
32	STANDING VIOLATION	\$25.00	6	10	4	11	10	\$ 8.20	\$ 205.00	\$ 246.00	\$ 287.00	\$ 328.00
33	WRONG DIRECTION	\$25.00	514	453	494	501	358	\$ 464.00	\$ 11,600.00	\$ 13,920.00	\$ 16,240.00	\$ 18,560.00
34	ANGLED PARKING	\$25.00	2	6	2	7	1	\$ 3.60	\$ 90.00	\$ 108.00	\$ 126.00	\$ 144.00
35	ANGELD PARKING ONLY	\$25.00	1	5	0	6	2	\$ 2.80	\$ 70.00	\$ 84.00	\$ 98.00	\$ 112.00
36	2HR	\$30.00	17,987	18,768	16,077	20,463	17,269	\$ 18,112.80	\$ 543,384.00	\$ 633,948.00	\$ 724,512.00	\$ 724,512.00
38	METER SPACE VIOLATION	\$25.00	800	567	520	937	552	\$ 675.20	\$ 16,880.00	\$ 20,256.00	\$ 23,632.00	\$ 27,008.00
39	UNPAID METER	\$25.00	47,519	41,472	37,961	52,191	51,651	\$ 46,158.80	\$ 1,153,970.00	\$ 1,384,764.00	\$ 1,615,558.00	\$ 1,846,352.00
40	BIKE LANE	\$50.00	523	502	500	416	204	\$ 429.00	\$ 21,450.00	\$ 21,450.00	\$ 21,450.00	\$ 21,450.00
TOTAL			104,832	96,849	88,861	116,298	109,259	\$ 103,219.80	\$ 2,876,030.00	\$ 3,373,231.00	\$ 3,870,432.00	\$ 4,130,788.00

\$1,254,758.00

March 29, 2026

**Memorandum of Agreement Between the
Town of Brookline (TOB) and the Public Schools of Brookline (PSB)**

Whereas, it is well-documented that Brookline, along with many other municipalities in the Commonwealth, is struggling to align expenses with revenues, and desires to improve its financial sustainability; and,

Whereas, the Brookline Expenditures & Revenues Study Committee (ERSC), which recently concluded its analysis, made multiple recommendations about how Brookline might consider modifications to expenditures and revenues, in the short-term and long-term; and,

Whereas, the ERSC also recommended a memorandum of agreement to extend the ongoing close collaboration between the Town of Brookline and the Public Schools of Brookline to continue to investigate these recommendations, following the previously successful MOA of fall 2025; and,

Whereas, the TOB Administrator and the PSB Superintendent are also enthusiastic to continue their collaboration and optimize the finances and operations of the TOB and PSB, for the benefit of the Brookline Community; therefore,

School Administration in collaboration with Town Administration commits to:

1. Evaluate the school model, which will include consideration of creating middle schools and/or other configurations. (PSB)
2. Complete the work included in the Town /School MOU dated October 2025 with respect to using MUNIS as the town-wide financial system of record by the end of fiscal 2027. (PSB, TOB)
3. Confirm teaching assignments align with contractual terms, while maintaining student support programming. (PSB)
4. Evaluate technology financial efficiencies when considering the maintenance of educational objectives. (PSB)
5. Evaluate the policy and practice of the use of space in PSB buildings by non-school entities for the purposes of determining appropriate reimbursement or remuneration for the use of such spaces during or outside of school hours. (PSB, TOB)
6. Evaluate the policy and practice of use of PSB properties for youth athletics to optimize coordination and efficiency of scheduling. (PSB, TOB)
7. Evaluate the policy and practice regarding the governance of facilities management to optimize coordination with shared goals and planning. (PSB, TOB)
8. Review BEEP financials to ensure the funding of its programming, designed to meet identified mandated student needs, is financially prudent and geared toward a status of being self-funded if possible. (PSB)

9. Bargain in good faith with all units with an aim toward establishing sustainable financial stability and retention. (PSB, TOB)
10. Evaluate shared assets and services for improved operational efficiency without detriment to service. (PSB, TOB)

DRAFT



To: Charles Carey, Town Administrator

Cc: Select Board and School Committee

From: Hannah York, CPA, Principal

Date: March 30, 2026

Re: Update on Public Schools of Brookline (PSB) Review Follow-up

This memo serves to provide an update regarding the ongoing follow-up work on the Public Schools of Brookline (PSB) Review being conducted by CLA. Although our review of files is still underway, we would like to share the current status of our efforts and some initial observations from the work performed thus far.

As part of our review process, CLA has conducted interviews with several individuals holding key positions within PSB. These interviews included discussions with the Superintendent, Deputy Superintendent of Administration and Finance (OAF), School Department Comptroller, Deputy Superintendent of Student Services, and Human Resources Support staff. During our onsite visits and throughout these interviews, we observed a notable improvement in the work environment and a generally more positive atmosphere within the organization.

In addition to the interviews, we have requested a range of documents for further examination. These documents are comprised of updated financial policies and procedures, detailed general ledger reports from the FY26 Munis system, and listings of new employees and contractors hired during FY26 to provide student support services. Using the information obtained, we are selecting samples for review to assess proper authorizing signatures, procurement procedures, and onboarding documentation. This evaluation will help determine whether the recommendations outlined in last year's report have been implemented effectively.

A summary of previously reported findings is presented below, along with our observations regarding whether those issues have been resolved, based on the information currently available.

Budget related observations and findings:

1. Finding: Fiscal year 2025 salary budget deficit – no update as FY25 is closed.
2. Finding: Fiscal year 2025 Special Education (“SPED”) expenses – no update as FY25 is closed.

3. Finding: Fiscal year 2026 budget projected deficit.

Follow-up Status/Observation: We have examined the PSB response to our report submitted to the School Committee and the Town Manager's office, noting the cost reduction measures described therein. Updated system-generated reports concerning budget status have been received and will undergo review and analysis prior to issuing a final update.

4. Finding: Growth in available revolving fund balances.

Follow-up Status/Observation: Although our review of current fund balances within the financial system is ongoing, PSB management has indicated that many of these balances have been reduced to minimal levels. Furthermore, it was observed during discussions that delays in posting cash receipts to the financial system result in corresponding delays in allocating costs to these funds. Continued collaboration with the Town to streamline interdepartmental processes will support more timely and informed budgetary decisions.

Internal Controls related observations and findings:

5. Finding: Potential violations of established internal controls: Signatures on Contracts.

Follow-up Status/Observation: We are still reviewing contracts for evidence of signatures on them prior to services commencing, but it was communicated to us that the approval process requires that the Deputy Superintendent of OAF sign all contracts for them to move forward in the financial system and pay invoices for services. This procedure is maintained in the updated internal controls policy, but there is not any mention of specific ramifications for circumventing the internal controls policy. However, it is the view of PSB management that this is not required, as failures to follow established protocols would be in violation of their employment contracts, and the supervisors oversee and address such issues with the employees.

6. Finding: Potential violation of established internal controls: CORI Checks and OSS hiring.

Follow-up Status/Observation: The Human Resources Standard Operating Procedures provided for hiring and onboarding new employees contains the recommended forms, such as CORI approval, I-9, W-4, as well as other mandatory documents. However, as with the contracts above, PSB management does not feel that the written onboarding procedures should include ramifications for circumventing the protocols when hiring new employees, as this would be a violation of their employment contracts.

As it relates to contracting with new vendors, the recommended documents are not described in the onboarding SOP. The PSB staff interviewed explained that the documents are being requested and that the new vendor contracts will not move forward without them, as they will not be approved by the Deputy Superintendent of OAF without them. We will be requesting documentation for a sampling of new hires for review to verify that these protocols were followed.

Office of Student Services related observations and findings:

7. Finding: Misunderstanding of certain SPED requirements.

Follow-up Status/Observation: According to interviews with the Deputy Superintendent of Student Services, the hiring process for new vendors and employees has been revised to comply with federal requirements mandating services to commence “as soon as possible,” rather than within two days as previously understood. This adjustment ensures that services will not begin until CORI checks are completed and evaluated to confirm safety for student interaction. Documentation will be requested for a sample of new vendors to verify adherence to these protocols.

8. Finding: The improper handling and reporting of settlements.

Follow-up Status/Observation: According to interviews with the Deputy Superintendent of Student Services, OSS and OAF leadership convenes regularly to systematically review out-of-district placements and settlements. Comprehensive transparency is maintained by providing the School Committee with details regarding each case. The data is first analyzed in meetings between OSS and OAF leadership prior to presentation to the School Committee. Procedures pertaining to settlements stipulate that each must be re-evaluated against current IEPs, rather than automatically continued annually. Additionally, third-party assistance is not employed for OOD placements; approval is contingent upon inclusion in the IEP assessment conducted by the designated team, regardless of parental requests.

Documentation connected to OOD placements and settlement data submitted to the School Committee remains under review. Preliminary findings indicate a year-over-year reduction in settlement agreements and OOD expenses, attributed to ongoing and rigorous data evaluation processes.

9. Finding: Federal grant management and procurement deficiencies.

Follow-up Status/Observation: The updated financial policy, including procurement processes and documentation related to selected federal contracts, is currently under review to determine compliance with applicable federal procurement regulations.

Additionally, based on discussions with the School Comptroller, the information entered in GEM\$ for the Special Education IDEA Grant is consistent with the budgeted amounts approved by the Deputy Superintendent of OAF. All entries have been validated within GEM\$ according to the approved budget, which has effectively mitigated delays in grant fund disbursement and reduced risks associated with noncompliance due to unallowable expenditures. We have received a copy of the State’s October 2025 monitoring report for the IDEA Grant, which noted no findings of noncompliance. Nonetheless, certain recommendations were provided for strengthening internal controls, several of which correspond with our earlier suggestions. These recommendations will be incorporated into our review of requested documentation to confirm that appropriate controls have been enacted.

Working environment related observations and findings:

10. Finding: Breakdown in inter- and intra-departmental communication.

Follow-up Status/Observation: During on-site discussions with PSB personnel, it was observed that the overall working environment has become significantly more positive. Employees interviewed reported improved cohesion within the department, contributing to increased effectiveness and efficiency in workflow. In an interview with the Superintendent, it was noted that she engaged with over 200 employees upon joining PSB. These interactions appear to have provided employees with an opportunity to communicate their perspectives and have their concerns acknowledged.

Furthermore, a Human Resources consultant was engaged to assess the work environment and provide recommendations for improvement following consultations with staff members. The consultant continues to serve as Interim Human Resources Director while the organization conducts interviews to fill this position permanently.

11. Finding: Lack of protection of sensitive information.

Follow-up Status/Observation: Although the formal written policies and procedures do not explicitly address confidentiality requirements or the consequences of breaches, both the Superintendent and Deputy Superintendent of OAF confirmed that these expectations were effectively communicated to all staff through staff meetings and individual conversations. This approach underscored the importance of protecting sensitive information as directed by PSB leadership. Since the implementation of these measures, no related incidents have been reported.

In conclusion, it appears that the recommendations from the report have been considered by PSB leadership and improvements have been made. This is especially evident in the overall work environment. We will be reviewing additional information and conducting follow-up meetings to further support the responses from the key staff interviewed.

Sincerely,

Hanah York, CPA

Principal, CLA



Memorandum

TO: Bernard Greene, Chair, Brookline Select Board
All Other Members of the Brookline Select Board

CC: Ben Kaufman, Town Clerk
Charles Carey, Town Administrator
Melissa Goff, Deputy Town Administrator
Melanie Otsuka, Assistant Town Administrator for Operations
Jonathan Simpson, First Assistant Town Counsel
Susan Harris, Associate Town Counsel

FROM: Joe Callanan, Town Counsel

SUBJECT: Compliance with General Laws, c. 53, § 18B for the 2026 Annual Town Election

DATE: March 27, 2026

I hope with this memorandum to explicitly describe how we intend to have the Town comply with General Laws, c. 53, § 18B, and the entire public process, including the solicitation of arguments by advocates, proponents and opponents, of the Select Board approved ballot question.

Background. Town Meeting adopted section 18B, a copy of which is attached as Exhibit A, as Warrant Article 2 during the Special Town Meeting held on January 10, 2023. The warrant article became effective the following day and henceforth requires that the Town provide residents with clear, substantive, and non-partisan information about local ballot questions.

During a Select Board meeting, held on Tuesday, March 24, 2026, the board approved one question for inclusion on the ballot of the next Annual Town Election that the board already had scheduled for Tuesday, May 5, 2026. That single question is attached as Exhibit B.

What Section 18B Allows. The state law Town Meeting adopted in 2023 allows the Town to create a mailer that includes information about local ballot questions—kind of like the “Red Book” the state creates for statewide questions. We are allowed to publish the question, a summary Town Counsel prepares, a one-sentence description of what a yes and no vote would do, and arguments, for and against, prepared by residents.

Section 18B(b) allows the Select Board to “print information relating to each question that shall appear on the” Town’s local ballot. The statute specifies a method where municipalities may inform voters about local ballot questions. The statute allows the Town to mail every voting household the following information: (i) “the full text of each question;” (ii) “a fair and concise summary of each question, including a [one] sentence statement describing the

effect of a yes or no vote”; and (iii) “arguments for and against each question.” G.L. c. 53, § 18B(b).

The Select Board already approved Item no. i. Office of Town Counsel is preparing Item no. ii. Finally, residents, and not Town Counsel, will prepare Item no. iii, arguments for and against each question.

The Previous Section 18B Process. In the spring 2023, the Town had local ballot questions and we sent ballot information to Brookline voters. We intend to follow that process as closely as we can, including applying lessons learned in 2023 in the hope of a smoother process. A copy of the 2023 section 18B ballot information is attached as Exhibit C.

There will be, at least, one significant difference from our experience last time. In 2023, one of the local questions included a question about cannabis retailers. The process for local ballot questions related to cannabis and overrides are quite different. This year, we do not have any such question related to cannabis.¹

On the actual ballot, by law, we cannot include summaries of override questions. State law specifically says what information we can place on the ballot regarding an override or debt exclusion. Another state law regarding cannabis also says what we can place on the ballot. But, the two laws are different.

General Laws, c. 59, § 21C, so-called Proposition 2 ½, says we can only place the question on a ballot. Chapter 94G allows us to place the question, a summary, and the text of the bylaw.

Arguments, for and against, local ballot questions may appear in a different document—a mailer that will be sent to 30,000 Brookline households. These arguments are only allowed in the mailer because of section 18B. No state law allows arguments on the ballot.

Seeking Written Arguments. Section 18B(d) states that “[n]ot later than [seven] days after the determination that a question shall appear on the ballot,” Town Counsel “shall seek written arguments from the principal proponents and opponents of the question.” Since the Select Board determined on Tuesday, March 24, 2026, to place a question on the local ballot, we have until Tuesday, March 31, 2026, to seek written arguments. We suggest we do not wait until that deadline. Instead, we wish to seek arguments from the principal proponents and opponents starting immediately.

We would kindly ask that you forward this memorandum to the members of the of Town Meeting Member Association listserv, and anyone else you believe appropriate. Town staff will forward this memorandum to members of the Advisory Committee, and other Town boards

¹ There may well be one or even two cannabis-related initiative petition questions at the November 2026 statewide election. Two cannabis-related initiative petitions are before the legislature for approval after obtaining the required number of signatures. But, these statewide cannabis-related initiative petitions are distinct from the Brookline-specific cannabis-related ballot question from 2023.

and commissions. We will have the memorandum placed on the Town Clerk's website, "[Election Information](#)" page, in a new section entitled "Local Ballot Question Information."

Advocates step forward. Proponents and opponents for each question may volunteer to be the "principal" advocate of the proposed arguments. If anyone is interested in advocating for a particular position on a ballot question, we would ask that they contact me via email jcallanan@brooklinema.gov or by calling (617) 308-1525, to identify themselves as either a proponent or opponent and for which question.

We would ask advocates to identify themselves to me as early as possible. More than one person may wish to advocate for a particular position on a ballot question. In that case, we will let the multiple advocates know as they may try to work together as opposed to finding out after they have already prepared a 150-word argument.

If we have multiple advocates for the same position on the same question, our first step would be to introduce them to each other and strongly encourage them to collaborate and choose amongst themselves a "principal." The statute allows Town Counsel to determine "the principal proponents and opponents of a ballot question," G.L., c. 53, § 18B(e).

We would prefer, however, to work collaboratively with all prospective advocates and not have to rely on the statute's authority to choose a "principal" among more than one volunteer advocate. If all prospective advocates cannot work collaboratively, despite what will be our best efforts, the statute allows Town Counsel to "determine, based on a review of arguments received, the person or group best able to present arguments for and against a question." *Id.*

We would rather not exercise that authority. So, we will stress to the multiple advocates that it would be better for them to work together than rely upon us to pick who will "best able to present [their] arguments." If forced to choose, my decision must be based upon "a review of arguments received." My decision cannot on any other grounds.

If elected officials and any organized entities wish to "co-sponsor" an argument and be listed on the mailer, they should receive permission from the principal advocate. If principal advocate wishes to list more advocates, we would be fine with their decision, but we need an email from the principal advocate that they wish to add the additional advocates and from the additional advocates that they agree to be added. Given space limitations, which we discuss in more detail below, we may have to impose a limit on how many additional advocates may be included in the mailer.

Receiving Written Arguments. Section 18B(d) requires that we "provide not less than [seven] days' written notice to the opponents and proponents of the date on which the written arguments shall be received." Arguments for and against each ballot question should be no more than 150 words. G.L., c. 53, § 18B(d). An argument may contain 149 words, but not 151 words.

Thus, ***we propose a deadline to receive arguments to be Friday, April 3, 2026 at 4:30 p.m., which is more than seven days from today.***

We will not consider any proposed arguments received after that date and time. Nor will we provide any preference to any arguments before any other arguments received later, as long as all arguments are received before the deadline.

Arguments should be sent via email to jcallanan@brooklinema.gov with a copy also sent to townclerk@brooklinema.gov. *Id.* (“Proponents and opponents shall submit their arguments, which shall be not more than 150 words, to the solicitor or counsel, together with a copy thereof to the city or town clerk or, in a district, to the clerk of each city and town within the district.”)

If anyone wishes to submit a proposed argument, but does not wish to use email, we suggest they call the Office of Town Counsel, (617) 730-2190, to make other arrangements. For example, Town Hall is usually closed Friday afternoons after 12:30, so hand delivery of a proposed argument on the day of the deadline may be problematic without any advance notice.

If no advocate steps forward, Town Counsel will prepare the argument. G.L. c. 53, sec. 18B(e) (“If no argument is received by the solicitor or counsel within the time specified by the solicitor or counsel, the solicitor or counsel shall prepare an argument and submit the argument to the governing body and to the city or town clerk or, in a district, to the clerk of each city and town within the district within the time specified in subsection (d).”) Of course, we would prefer that residents prepare these arguments and not Town staff.

The Written Arguments: Generally. We received many inquires during the 2023 process as to what was and was not permissible arguments. This process of creating the mailer is a transparent, open, and public process. For example, the statute requires that all versions of the argument are available for public inspection, not just public records. This memorandum is a public record. Any argument sent to us will be available for public inspection. We cannot keep advocates’ identity anonymous.

Since we are using government resources, we will rely heavily upon First Amendment principles. Thus, for example, arguments cannot be defamatory. But, opinions are typically not defamatory. We will review facts to ensure they are accurate, but we will not insist that any advocate include any particular facts. Only that the facts they do include are true.

The Written Arguments: Advocates’ Identity. The principal advocate must identify themselves by name and mailing address, and if they want, any organization with which they are affiliated. We thought this was a fair compromise between some communities who allow anonymous arguments and the state’s Red Book, which requires name, street address, and phone number.

Advocates have some choice in how they wish to be identified in the mailer. We will require one name and address, but not for every advocate listed. This disclosure helps readers understand that Town residents prepared these arguments, and not Town staff. Town staff prepared the questions and we prepared the summaries, but residents prepare the arguments.

If listed, organizations must be legally established, and not unincorporated associations. We will ask for proof, and if not received, we will not list the organization.

Some advocates have objected to requiring an individual's name and address, which we note is generally required to address public meetings. As you can see from the mailer in 2023, we allowed individual's name and address, organizational references, if you speak for an organization, and names, but no addresses. While your personal identity may not be included in the mailer, we cannot guarantee anonymity.

The Written Arguments: Contents. In addition to not more than 150 words, we will allow each argument to include (i) one image or table; (ii) one QR code; and (iii) no more than five website links. Images and QR codes will not count as "words," but tables and websites will count as words. Microsoft Word's Word Count feature typically counts each website as one word. Microsoft Word's Word Count feature will be the definitive authority here.

Arguments that include a webpage link and a QR code that links to a webpage cannot link to a webpage that asks for donations. [OCPF regulations](#), interpreting G.L. c. 55, § 13, bar us from linking "to the part of a website that solicits political contributions (i.e., a link directly to the "donate" section of a social media page or a website). 970 CMR 1.24(2)(d).

This regulation means the landing page of any hyperlink and QR code cannot include any reference to contributions. You may keep somewhere else on your website a contribution page, just not the webpage linked in your argument or where the QR code lands.

Advocates will have to certify to us that the linked webpage will not refer to any contribution request. If they do not, we will delete the links and the QR codes from their proposed arguments.

Reviewing Written Arguments after Receipt. After Friday, April 3, 2026, we will have received written arguments and know the identities of the proposed proponents and opponents. If there is no identified proponent or opponent for a particular position, the Office of Town Counsel will draft a 150-word argument for that particular position ourselves.

The proposed arguments shall only include advocacy germane to the individual question and the particular position. For example, an opponent cannot volunteer to provide the proposed proponent argument leaving the voters essentially two arguments against and none in support of a question. The proposed argument must be about the local ballot question, and not a different national or international concern.

We will count the number of words of each proposed argument. The statute requires “not more than 150 words.” G.L. c. 53, § 18B(d). Thus, an argument may contain 149 words, but not 151 words. Again, Microsoft Word’s Word Count feature will be the definitive authority here.

If, for example, we discover an advocate submitted more than 150 words, or some other problem, we will ask them to modify their argument on a short timeframe to keep the process on track. If the advocate does not comply after receiving notice, we will take the first 150 words which will end the argument after the 149th word, wherever that may be.

The advocacy must be truly, First Amendment–protected speech. The arguments cannot include obscenity, words harmful to minors, speech inciting imminent lawless action, true threats, or so-called “fighting words.” The proposed arguments cannot include commercial speech nor defamatory content.

For example, while subjective statements and statements of opinion are not defamatory, a statement may be defamatory if it would reasonably be understood to declare or imply provable assertions of fact. See *e.g. Milkovich v. Lorain Journal Co.*, 497 U.S. 1, 20, 110 S. Ct. 2695 (1990) (“Thus, unlike the statement, “In my opinion Mayor Jones is a liar,” the statement, “In my opinion Mayor Jones shows his abysmal ignorance by accepting the teachings of Marx and Lenin,” would not be actionable.”).

Thus, we will review any proposed argument along these lines before agreeing that a proposed argument may be mailed unchecked to more than 30,000 Brookline households at taxpayers’ expense. See *e.g. Town of Brookline v. Goldstein*, 388 Mass. 443, 450 (1983) (“Those [First Amendment] rights do not disable the government from taking reasonable steps to ensure that such rights are not exercised in a manner which infringes on the legitimate rights of other citizens.”)

Communicating with Advocates after this Review. If this review requires any editing of the proposed arguments, we will communicate our concerns to the advocate promptly. If they are multiple advocates and multiple arguments for the same position, we will convene everyone on that side and question together to discuss cooperatively a mutually agreeable argument. We expect this process to occur in the first few days of April. At the end of this phase of the process, we hope to have draft arguments available for public circulation.

Public Circulation of the Draft Ballot Information. We hope to have a draft of the complete section 18B ballot information by Tuesday, April 7, 2026. We will email this information to advocates and ensure it is posted on the Town Clerk’s website, “[Election Information](#)” page, in a section entitled “Local Ballot Question Information.”

We will ask you again to share the release of this information with the members of the Town Meeting Member Association listserv. Town staff will forward this draft ballot information to

other elected officials, members of the Advisory Committee, and other Town boards and commissions.

At this point the public may weigh in on all the proposed ballot information, except the text of the ballot questions themselves as they have been set already by the Select Board. Thus, the public may critique the proposed summaries, one-sentence descriptions, and the arguments for and against.

If anyone has any concerns, then they should send me an email at jcallanan@brooklinema.gov. We will be unlikely to take phone calls during this time, and strongly suggest you communicate to me any concerns in writing only.

Unless the public identifies an issue that we overlooked in our review that we described above and we should have caught upon our initial review, **only** the advocates may change their proposed argument at this point. Advocates will be able to see the arguments of their counterparts and they may change their arguments in response. We want to re-emphasize this point: the advocate controls their own argument at this point – whether they wish to respond to critiques they receive is entirely up to them.

Advocates will have until **Thursday, April 9, 2026, at 4:30 p.m.** to revise their draft arguments. This is optional: advocates do not need to change their draft arguments at all. If the changes create new issues as to our review we described above, we will communicate with the relevant advocates before noon the next day.

Advocates may change, wholesale, their arguments from their initial submission to their final submission. Furthermore, no revision is required, so, advocates may make *either* no revision, a complete revision, or any combination in between those extremes.

Concerns over Circulation of the Draft Information. If anyone is concerned about this public circulation of the draft ballot information, we wish to respond by pointing out three things. First, the statute explicitly expects a public process. G.L., c. 53, § 18B(f). (“All arguments filed or prepared pursuant to this section and the information prepared pursuant to subsection (b), **shall be open to public inspection** at the” Town Clerk’s Office) (emphasis added). It does not state the information shall be public records, which the Town would have ten business days to produce. The statute says the information must be available immediately upon request.

Second, this process we describe within this memorandum is what I promised the Advisory Committee when they considered adopting this statute. *Combined Reports*, January 10, 2023, Special Town Meeting, Article 2 – Supplement No. 1, at page 2 (“No objection to voters being better informed surfaced during the subcommittee’s public hearing or the Advisory Committee meeting. Accordingly, **much of the discussion centered on the role of Town Counsel as a presumably neutral party, areas where Town Counsel (or others) might exercise discretion over content** ...”) (emphasis added); *Id.* at page 4 (“TC Callanan

indicated **he'd conduct a transparent, public process** including outreach to TMMs through the Listserv, to ballot question committees, and other relevant groups and individuals in a vetting process. **All relevant correspondence would be available to the public. ... , TC indicated he could exercise some discretion regarding claims made, and assuring that arguments are on point within the context of the ballot question."** (emphasis added).

Third, the Town has a demonstrated history of expecting fairness, transparency, accountability, and equity in the administration of its municipal government. As the Town implements section 18B for the just the second time, and in all other matters too, we would want our office involved in a process that only models the acme in transparency and accountability.

Format of the Final Ballot Information. The Town's envelope stuffing machine has a capacity of only three sheets of paper, or a total of six pages. We have space constraints that may affect formatting and allowable space. Please see the 2023 section 18B ballot information is attached as Exhibit C as an example.

There are three types of statements within the mailer. First, the text of the questions, which the Select Board has already voted, so we cannot change them once the ballot has been set.

Second, summaries prepared by Town Counsel. The summaries need to be "fair and concise" and absent advocacy.

The third type of statements within the mailer are the advocates' argument. While this portion will be the largest, but it is not infinite.

Submission of the Final Ballot Information to the Select Board. After advocates have had a chance to revise their draft arguments, submitted any changes, and we have heard from the public on all the reviewable section 18B information, we hope to have a final copy ready to submit to the Select Board on Friday, April 10, 2026. Our intent is that the Select Board would approve the final version of ballot information during your meeting scheduled for Tuesday, April 14, 2026. G.L., c. 53, § 18B(b) (first sentence).

If the Select Board were to approve the information at that meeting, then we would be able to meet the statute's mailing deadline. G.L., c. 53, § 18B(b) (penultimate sentence) ("The arguments and summary shall be submitted by the solicitor or counsel to the governing body at least 20 days before the election for distribution to voters in accordance with subsection (b).") Twenty days before the May 5 election would be Wednesday, April 15, 2026.

After the Select Board Meeting of Tuesday, April 14, 2026. We would strongly suggest the Select Board approve the section 18B ballot information during its Tuesday, April 14, 2026 meeting. Otherwise, we may miss other deadlines.

The Town Clerk, Ben Kaufman, indicated that Town staff will require three full days of work to complete the more than 30,000-piece mailing, including printing, folding, stuffing envelopes, sealing, and adding postage.

Since mailing ballots and the section 18B ballot information use the same staff and equipment, Town Clerk's Office will likely complete work on mailing ballots before the Town staff can start the section 18B ballot information work.

The Town Clerk intends to finishing mailing "Vote by Mail" ballots by Wednesday, April 15, 2026. Working after that job, printing of the section 18B ballot information could begin Thursday, April 16, to complete the mailing by Sunday, April 19, 2026. Tuesday, April 21, 2026 is the next business, as Monday, April 20, 2026 is Patriots Day.

Thus, we would prefer not to have any further delay in approving the section 18B ballot information **after** the Tuesday, April 14, 2026 Select Board meeting.

Conclusion. I intended this memorandum to address any concerns anyone may have about our plans to comply with the section 18B ballot information obligations. If I have not, then please feel free to contact me. Thank you very much.

EXHIBIT A

Massachusetts General Laws Annotated

Part I. Administration of the Government (Ch. 1-182)

Title VIII. Elections (Ch. 50-57)

Chapter 53. Nominations, Questions to be Submitted to the Voters, Primaries and Caucuses (Refs & Annos)

M.G.L.A. 53 § 18B

§ 18B. Information relating to questions on city, town or district ballot; contents; written arguments by principal proponents and opponents; public inspection

Effective: January 3, 2011

Currentness

<[Section impacted by 2020, 45, [Secs. 1](#) and 1A, as amended by 2020, 92, [Secs. 1](#) to 3, effective March 23, 2020 and 2021, 5, [Secs. 1](#) and 2, effective March 16, 2021 and 2020, 92 [Secs. 15](#) to 17 effective June 5, 2020 relating to postponing municipal elections in order to address disruptions caused by the outbreak of COVID-19.] >

(a) As used in this section “governing body” shall mean, in a city, the city council or board of aldermen acting with the approval of the mayor subject to the charter of the city, in a town having a town council, the town council, in every other town, the board of selectmen and in a district as provided in [sections 113 to 119, inclusive, of chapter 41](#), the prudential committee, if any, otherwise the commissioners of the district.

(b) The governing body of a city, town or district which accepts this section in the manner provided in [section 4 of chapter 4](#) shall print information relating to each question that shall appear on the city, town or district ballot. The information shall include: (1) the full text of each question; (2) a fair and concise summary of each question, including a 1 sentence statement describing the effect of a yes or no vote, which shall be prepared by the city solicitor, town counsel or counsel for the city, town or district; and (3) arguments for and against each question as provided in subsections (d) and (e). Not later than 7 days before an election at which the question shall be submitted to the voters in a city, town or district, the information in this subsection shall be sent to each household wherein a person whose name appears on the current voting list for the city, town or district resides.

(c) Not later than the day following the date of the determination that a question shall appear on the ballot in an election, the governing body shall provide written notification to the city solicitor or town or district counsel and to the city or town clerk.

(d) Not later than 7 days after the determination that a question shall appear on the ballot, the city solicitor or town or district counsel, as applicable, shall seek written arguments from the principal proponents and opponents of the question. For the purposes of this section, the principal proponents and opponents of a question shall be those persons determined by the solicitor or counsel to be best able to present the arguments for and against the question. The solicitor or counsel shall provide not less than 7 days’ written notice to the opponents and proponents of the date on which the written arguments shall be received. Proponents and opponents shall submit their arguments, which shall be not more than 150 words, to the solicitor or counsel, together with a copy thereof to the city or town clerk or, in a district, to the clerk of each city and town

within the district. The arguments and summary shall be submitted by the solicitor or counsel to the governing body at least 20 days before the election for distribution to voters in accordance with subsection (b). A copy of the arguments and summary shall also be submitted by the solicitor or counsel to the city, town or district clerk.

(e) In determining the principal proponents and opponents of a ballot question, the solicitor or counsel shall contact each ballot question committee, if any, as defined in [section 1 of chapter 55](#). The principal proponents or opponents of a ballot question may include officers of a ballot question committee or officers of a city, town or district office or committee including, but not limited to, a finance committee or a school committee. In addition, the principal proponents or opponents may include the first 10 signers or a majority of the first 10 signers of a petition initiating the placement of such question on the ballot. The solicitor or counsel shall determine, based on a review of arguments received, the person or group best able to present arguments for and against a question. If no argument is received by the solicitor or counsel within the time specified by the solicitor or counsel, the solicitor or counsel shall prepare an argument and submit the argument to the governing body and to the city or town clerk or, in a district, to the clerk of each city and town within the district within the time specified in subsection (d).

(f) All arguments filed or prepared pursuant to this section and the information prepared pursuant to subsection (b), shall be open to public inspection at the office of city or town clerk or, in a district, at the office of the clerk of each city and town within the district. In addition, each city or town clerk shall make such information available to the voters at all polling places within the city, town or district.

Credits

Added by [St.2010, c. 188, § 37, eff. July 27, 2010](#). Amended by [St.2010, c. 409, § 3, eff. Jan. 3, 2011](#).

M.G.L.A. 53 § 18B, MA ST 53 § 18B

Current through Chapter 11 of the 2026 2nd Annual Session. Some sections may be more current; see credits for detail.

EXHIBIT B

Proposed ballot.

Question 1.

Shall the Town of Brookline be allowed to assess an additional \$23,254,439 in real estate and personal property taxes for the purposes of funding the costs of Brookline Public Schools (\$17,944,439) and funding the costs of additional expenditures in municipal departments (\$5,310,000) for the fiscal year beginning July 1, 2026?

Yes _____ No _____

EXHIBIT C



Ben Kaufman, Town Clerk

Town of Brookline Massachusetts

Town Hall, 1st Floor
333 Washington Street
Brookline, MA 02445-6899
(617) 730-2010 Fax (617)
730-2043

April 12, 2023

«FirstName» «MiddleName» «LastName» «Suffix»
«Address» «UnitNumber»
«City», «State» «PostalCode»

Dear Resident,

The Town of Brookline prepared this mailing, pursuant to GL c. 53, § 18B, to provide residents information about local ballot questions at the Annual Town Election on May 2, 2023.

As provided by law, proponents and opponents of each question prepared and wrote 150-word arguments and these arguments reflect their opinions, and not the opinions of the Town of Brookline. The Town of Brookline does not endorse these arguments, nor does the Town certify the truth or accuracy of any statement made in these arguments.

Listed with each question is the identity of the advocates, and any relevant organizations, who wrote each argument. Any written comments by others, and earlier drafts about each argument, are on file in the Office of the Town Clerk and will be available to the voters at all polling places.

For information about Early Voting, Voting by Mail, Registering to Vote, and other election-related information, please visit:
brooklinema.gov/townclerk

Questions 1 through 3 are separate questions. You may vote for or against each question independently. Each question requires a majority of those voting on that question to pass.

Question 1.

Shall the Town of Brookline be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds issued in order to pay costs of constructing a new PreK-8 School which includes renovations/addition to the existing historic Pierce School and other site improvements including reconstruction and repair of the Town Hall and Pierce School garages which are beneath the new school and the Town Park across School Street, including the payment of all costs related to designing the new school project, equipping and furnishing the school, site improvements, and all other costs incidental and related thereto?

TOWN COUNSEL SUMMARY:

State law, commonly known as "Proposition 2 ½," limits the total amount of money that a Town can raise through property taxes by, among other things, setting a so-called levy limit. By passing an "override" or an "exclusion," Proposition 2 ½ allows the voters of a Town

to assess property taxes more than the levy limit's usual allowable annual increase. Typically, the levy limit may only increase at an annual rate of 2.5 percent.

Proposition 2 ½ allows a Town to raise funds for the payment of certain capital projects and for the payment of associated debt service costs. This process is called a "debt exclusion", which is a temporary tax levy increase until the Town pays off the bonds. Question 1 is a debt exclusion question.

EXHIBIT C

Letter to Brookline Households

Information regarding local ballot questions for the 2023 annual municipal elections, scheduled for May 2, 2023

April 12, 2023

page 2 of 6

If passed, this ballot question would fund the renovation of the John Pierce School in the Brookline Village neighborhood.

The proposed renovation includes:

- (i) a full demolition of the Pierce School Building facing School Street, which was added in 1973, and construction of a new building in its place;
- (ii) renovations and additions to the historic Pierce School Building facing Pierce Street, which dates to 1855;
- (iii) reconstruction and repair of the park across School Street; and
- (iv) other site improvements including the reconstruction and repair of the Town Hall and Pierce School garages underneath the 1973 Pierce School Building.

When complete, the new Pierce School will have the capacity to educate approximately 725 K-8 students in a four-section, fully Americans with Disability Act-compliant building. The new Pierce School will also contain three classrooms for preschoolers in the Brookline Early Education Program, known as BEEP.

A “yes” vote on this question would allow a temporary property tax increase to pay for the bonds necessary for the Pierce School Building capital project.

A “no” vote would make no changes to the amount of property taxes the Town may raise other than what is allowed by Proposition 2 ½, so-called.

Yes _____ No _____

Proponent: Jeff Rudolph, Campaign Manager
Lisa Sears, Treasurer
State Representative Tommy Vitolo, Campaign Co-Chair
School Committee Member Andy Liu, Campaign Co-Chair
Select Board Member Mike Sandman, Campaign Co-Chair
Yes for Brookline
29 Greenough Street
Brookline, Massachusetts 02445

Brookline desperately needs a new Pierce School. Please vote YES to build it.

The Pierce School in Brookline Village houses 700+ K-8 students in a building designed for ~550. Twelve classes (~250 kids) and the library must function daily in one multi-story open space—a difficult learning environment for easily distracted students. Kids with hearing or other physical limitations cannot fully participate—they must be reassigned to other schools. Voting YES approves a 21st Century, fossil-fuel-free, safe, accessible, and appropriately-sized school.

With Massachusetts contributing up to \$38 million, the school will cost Brookline ~\$172 million—similar in cost to recent, comparable projects elsewhere. There is no realistic, less expensive alternative. Voting no will forfeit state funding and incur additional cost inflation. A renovation to code would cost nearly as much money and leave many problems unsolved.

See for yourself—take a tour. Sign-ups, and much more information, available at: <https://yesforbrookline.com/>



Opponent: Spend Smart Brookline
Post Office Box 470664
Brookline, Massachusetts 02447

- Pierce needs improvements, but **\$212M for one school** is outlandish - Most expensive elementary school in MA history.
- Plan is too large, too elaborate – result of flawed process, **no budget**. We need accountability.
- Lost state matching funds because too many “extras.”
- **Enrollment** has dropped – \$122 million Driscoll will open one-third empty.

EXHIBIT C

Letter to Brookline Households

Information regarding local ballot questions for the 2023 annual municipal elections, scheduled for May 2, 2023

April 12, 2023

page 3 of 6

- **Options** to renovate or modestly rebuild – saving tens of millions – were **cast aside**. That's **poor planning**.
- Property **taxes and fees** rose 36% in the past five years.
- Immediate 5% **tax increase** – Pierce contributes to **additional** 23% in next five years.
- Increase lasts **25 years**, **\$314 million** with interest.
- Town is over **half billion** dollars in **debt**.
- Revision can cost less – **No other town** is building as expensively and putting as high a **tax burden** on residents for **one elementary / middle school**.
- **Demolition** of massive concrete structure has major **climate impacts** – **Greenest approach** is re-use, not new construction.
- <https://www.SpendSmartBrookline.org/no1>



Questions 2A and 2B are separate questions. You may vote for or against each question independently. Each question requires a majority of those voting on that question to pass. If both Questions 2A and 2B pass, the question with the highest dollar amount will prevail over the other.

Question 2A.

Shall the Town of Brookline be allowed to assess an additional \$11,983,367 in real estate and personal property taxes for the purposes of funding the costs of Brookline Public Schools (\$6,988,367) and funding the costs of additional expenditures in municipal departments (\$4,995,000) for the fiscal year beginning July 1, 2023?

TOWN COUNSEL SUMMARY:

State law, commonly known as "Proposition 2 ½," limits the total amount of money that a Town can raise through property taxes by, among other things, setting a so-called levy limit. By passing an "override" or an "exclusion," Proposition 2 ½ allows the voters of a Town to assess property taxes more than the levy limit's usual allowable annual increase. Typically, the levy limit may only increase at an annual rate of 2.5 percent.

By passing an "override," Proposition 2 ½ allows a Town to assess more taxes than the allowable increases for governmental expenses likely to recur or continue, although the additional funds may be used for any public purpose. An override increases the amount of property tax revenue a Town may raise in the year specified and also into future years. Question 2A is an override question.

If passed, this question would increase property taxes by \$11,983,367 gradually over the next three years. The override would fund municipal and school operations and close certain budget deficits facing Brookline. Current service levels would be maintained.

The municipal, or "Town", portion of the override totals \$4,995,000. This part will close the deficit and pay for additional streetscape and roadway maintenance, vehicle replacement, facilities maintenance, employee recruitment and retention, rodent control, Planning Department studies, forestry management, and other Town initiatives. The school portion of the override totals \$6,988,367. This part will close that department's deficit and achieve the staffing levels, class sizes, caseloads, and programming the Public Schools of Brookline has requested.

Question 2A, and the following Question 2B, both request authorization to assess additional property taxes. Question 2A does not include all the requested increases in property taxes that Question 2B does.

Any question with a majority of votes passes. Questions 2A and 2B may also both fail to reach a majority of votes. But, if both questions pass, only the higher amount in question 2B will be the new higher levy limit.

A "yes" vote on this question allows a permanent \$11,983,367 Townwide property tax increase for the purposes of funding the costs of Brookline Public Schools (\$6,988,367) and funding the costs of additional expenditures in municipal departments (\$4,995,000).

A "no" vote would make no changes to the amount of property taxes the Town may raise other than what is allowed by Proposition 2 ½, so-called.

Yes _____ No _____

EXHIBIT C

Letter to Brookline Households

Information regarding local ballot questions for the 2023 annual municipal elections, scheduled for May 2, 2023

April 12, 2023

page 4 of 6

Proponent: Jeff Rudolph, Campaign Manager
Lisa Sears, Treasurer
State Representative Tommy Vitolo, Campaign Co-Chair
School Committee Member Andy Liu, Campaign Co-Chair
Select Board Member Mike Sandman, Campaign Co-Chair
Yes for Brookline
29 Greenough Street
Brookline, Massachusetts 02445

Massachusetts municipalities cannot raise real estate taxes more than 2-1/2% per year without a town-wide vote.

Brookline's expenses have risen by 4% a year or more. Every year it is more difficult to maintain roads, schools, and public safety services. Brookline is asking voters to raise taxes by \$11.98 million in three steps:

	Town (Million \$)	Schools (Million \$)
2023-24	\$ 2.860	\$ 3.690
2024-25	\$ 1.120	\$ 1.710
2025-26	<u>\$ 1.015</u>	<u>\$ 1.580</u>
	\$ 4.995	\$ 6.980

Total by 2025-26:	\$ 11.98
% increase in taxes:	4.20%

The case for the override is simple: To maintain Town and School services and catch up on road and building repairs, we need more revenue.

Please vote for Question 2A even if you vote for Question 2B.

See where the money will go here:

<https://www.brooklinema.gov/3590/FY2024-26-Override-Central>

See the impact on the property you live in here:

<https://apps.brooklinema.gov/assessors/odesearch.asp>



Opponent: A.K. Nandakumar and Roger Blood

Property taxes have increased 36% in just five years. They will jump another 23% in the next five years if Questions 1 and 2 pass (inclusive of other known debt). Brookline's outstanding debt is nearly \$1/2 billion. That's 60% more than what it was only five years ago.

The proposed \$12 million operating override -- by far the largest in Brookline's history -- raises annual taxes over 4%, compounded annually. Government by override is necessary only when there is no political will to close our growing operating deficit.

Voting No on Question 2A will tell our Town and School officials that fixing Brookline's structural budget deficit -- including controlling costs-- should be their highest priority. Residents deserve accountable leadership.

Brookline cannot be affordable when large overrides are scheduled every few years. To avoid facing yet another override 3-4 years down the road, we must say No to Question 2 now.



Question 2B.

Shall the Town of Brookline be allowed to assess an additional \$13,833,367 in real estate and personal property for the purposes of funding the costs of Brookline Public Schools (\$6,988,367), funding the costs of additional expenditures in municipal departments (\$4,995,000), and funding the costs of a municipal composting collection service (\$1,850,000) for the fiscal year beginning July 1, 2023?

TOWN COUNSEL SUMMARY:

State law, commonly known as "Proposition 2 1/2," limits the total amount of money that a Town can raise through property taxes by, among other things, setting a so-called levy limit. By passing an "override" or an "exclusion," Proposition 2 1/2 allows the voters of a Town to assess property taxes more than the levy limit's usual allowable annual increase. Typically, the levy limit may only increase at an annual rate of 2.5 percent.

By passing an "override," Proposition 2 1/2 allows a Town to assess more taxes than the allowable increases for governmental expenses likely to recur or continue, although the additional funds may be used for any public purpose. An override increases the amount of property tax revenue a Town may raise in the year specified and also into future years. Question 2B is an override question.

If passed, this question would increase property taxes by \$13,833,367 gradually over the next three years. The override would fund municipal and school operations and close certain budget deficits facing Brookline. Current service levels would be maintained, and the \$13,833,367 override would provide \$1,850,000 in funding for a municipal composting collection service.

EXHIBIT C

Letter to Brookline Households

Information regarding local ballot questions for the 2023 annual municipal elections, scheduled for May 2, 2023

April 12, 2023

page 5 of 6

The municipal, or “Town”, portion of the override totals \$4,995,000. This part will close the deficit and pay for additional streetscape and roadway maintenance, vehicle replacement, facilities maintenance, employee recruitment and retention, rodent control, Planning Department studies, forestry management, and other Town initiatives. The school portion of the override totals \$6,988,367. This part will close that department’s deficit and achieve the staffing levels, class sizes, caseloads, and programming the Public Schools of Brookline has requested. Finally, this question also includes \$1,850,000 in funding for a municipal composting collection service.

Question 2B, and the previous Question 2A, both request authorization to assess additional property taxes. Question 2B includes the increases in property taxes from Question 2A and more—funding for municipal composting.

Any question with a majority of votes passes. Questions 2A and 2B may also both fail to reach a majority of votes. But, if both questions pass, only the higher amount in question 2B will be the new higher levy limit.

A “yes” vote on this question allows a permanent \$13,833,367 Townwide property tax increase for the purposes of funding the costs of Brookline Public Schools (\$6,988,367), funding the costs of additional expenditures in municipal departments (\$4,995,000), and funding the costs of a municipal composting collection service (\$1,850,000).

A “no” vote would make no changes to the amount of property taxes the Town may raise other than what is allowed by Proposition 2 ½, so-called.

Yes _____ No _____

Proponent: Jeff Rudolph, Campaign Manager
Lisa Sears, Treasurer
State Representative Tommy Vitolo, Campaign Co-Chair
School Committee Member Andy Liu, Campaign Co-Chair
Select Board Member Mike Sandman, Campaign Co-Chair
Yes for Brookline
29 Greenough Street
Brookline, Massachusetts 02445

Voting “Yes” for Question 2B accepts the \$11.98 million requested in Question 2A, and adds funding for a new service, town-wide composting. Composting will reduce trash costs, reduce the rodent population, and help the environment. The additional cost for composting will add \$1.85 million, or 0.65% to our taxes.

Composting – add'l cost:	\$1.85M
% increase in taxes:	0.65%

According to the 2020 US census there are almost 27,000 households in Brookline. Based on the projection of the number that will participate, \$1.85 million will cover the Town’s costs.

When you vote for Question 2B, please also vote for Question 2A. That helps ensure that funds requested in 2A win approval.

Census data here; scroll down to see the number of households:
<https://censusreporter.org/profiles/16000US2509210-brookline-ma/>

See where the money will go:
<https://www.brooklinema.gov/3590/FY2024-26-Override-Central>

See the tax impact where you live:
<https://apps.brooklinema.gov/assessors/odesearch.asp>

More info here:
<https://yesforbrookline.com/>



Opponent: Paul Hsieh, TMM pct. 4
115 Walnut Street
Brookline, MA 02445

Full disclosure: I am a strong supporter of townwide composting in Brookline.

I oppose Question 2B because this plan is not ready for prime time and is unlikely to achieve townwide composting.

Currently, 2000 Brookline households are paying \$120/year to compost with Black Earth. The green bin costs \$29.50.

Question 2B asks for \$1.85 million/year to **offer** composting with an extra undisclosed opt-in fee. In other communities, tax-funded opt-in composting without extra fees results in about 30% participation. 30% of 13,000 households with municipal service is 4000. Composting for 4000 households privately would cost \$480,000/year. Unless all 13,000 households opt in, 2B will create a tax surplus that will end up in the general fund.

No on 2B is **not** no on townwide composting. It is no to an unspecified tax surplus. If you want townwide composting, as I do, advocate for a more thoroughly town-vetted process.

EXHIBIT C

Letter to Brookline Households

Information regarding local ballot questions for the 2023 annual municipal elections, scheduled for May 2, 2023

April 12, 2023

page 6 of 6

Question 3.

Shall the Town of Brookline adopt the following changes to the Town's General Bylaws that would limit the number of Storefront Marijuana Retailer licenses to no more than four, consistent with Warrant Article 15 of the November 2022 Special Town Meeting?

TOWN COUNSEL SUMMARY:

If passed, this local ballot question would limit the number of storefront marijuana retailer licenses in the Town to four or less. The November 2022 Special Town Meeting passed this proposed bylaw as Warrant Article 15. State law requires that the Town of Brookline voters decide whether to adopt this bylaw change. G.L., c. 94G, § 3(e).

The license cap will stay unchanged for all other license types. These other license types include marijuana delivery operators, social consumption retailers, and marijuana couriers. The present license cap for each license type equals 20% of the number of liquor licenses for off-premises alcohol consumption that the Select Board has issued. Today, the cap is five.

A "yes" vote on this question would limit the number of storefront marijuana retailer licenses in the Town to four or less.

A "no" vote would make no changes to the number of storefront marijuana retailer licenses in the Town.

TEXT OF THE BYLAW:

Section 8.37.4 Caps on the Number Select Board Licenses for Marijuana Retailers

The Select Board shall not issue more Marijuana Establishment licenses in each of the following categories of Marijuana Establishment licenses than the number that is 20% of the number of liquor licenses for off-premises alcohol consumption that have been issued by the Select Board pursuant to M.G.L. c. 138, §15, as rounded up to the nearest whole number in the event the number is a fraction: a) Marijuana Delivery Operators, b) Social Consumption Retailers, and c) Marijuana Couriers.

The Select Board shall not issue more than four Storefront Marijuana Retailer licenses.

Yes _____ No _____

Proponent: Susan Park, President
Parents for Yes on 3
Post Office Box 786
Brookline, Massachusetts 02446
www.yesonthree.org

Town Meeting recently approved a limit on cannabis storefronts to the existing four. State law requires a YES vote on Q3 to finish the process of

adopting this limit. Vote **Yes to Keep the Cannabis Cap**. Otherwise, 1-3 more stores are likely.

In Brookline, cannabis storefronts outnumber supermarkets and hardware stores. A YES vote allows different businesses to flourish while maintaining access to cannabis at four dispensaries.

Recent state law changes dramatically decreased the revenue towns collect from cannabis. Revenue from our existing shops will remain.

Brookline has 8 unused social equity licenses for warehouses and couriers. These could enable individuals from underrepresented communities to participate in the cannabis industry. Those 8 social equity licenses will remain available regardless of the Q3 outcome.

By **voting YES to confirm the bylaw**, we also help parents to navigate the footprint of the industry in Brookline, while ensuring continued access to cannabis.



Opponent: For Brookline PAX
Marty Rosenthal, Co-chair, TMM pct. 9, 62 Columbia Street, Brookline, Massachusetts
Neil Gordon, Co-chair, TMM pct. 1, 87 Ivy Street, Brookline, Massachusetts
Donelle O'Neal, Sr., Board Member, TMM pct. 4, 68 Village Way, Brookline, Massachusetts

Question 3 is the latest effort of persistent, vocal, well-intentioned (but we believe misguided) anti-cannabis activists to limit legal cannabis sales in Brookline. After Brookline voted 61-39% (a state ballot question) to legalize cannabis, Town Meeting consistently voted against unreasonable restrictions. Question 3 proponents argue that Town Meeting voted to restrict licenses, but many Town Meeting Members thought only that voters should decide this. Brookline has granted four of its five authorized licenses, and with a new Cannabis Equity Policy will likely reserve the other for Social Equity applicants, partially mitigating adverse, racially tinged impacts on populations disproportionately harmed by neo-Prohibition, from 1936's *Reefer Madness* through Nixon's *War on Drugs*, and beyond. Limiting licenses won't reduce cannabis consumption, including by teens for whom it is risky. It would foreclose a Social Equity license, and shift some purchases to non-Brookline dispensaries, reducing much-needed Town tax revenue. Please Vote NO on 3.

ARTICLE 20

TWENTIETH ARTICLE

Submitted by: Elizabeth Childs (TMM-04), Ariel Gruzman (TMM-05), Jarred Alexandrov, and Nancy O'Connor

A Resolution to Establish an Official Annual Town-wide Commemoration of September 11 and a Memorial to all those from Brookline, Massachusetts, who died on September 11, 2001

To see if the Town will adopt the following Resolution:

WHEREAS: In years past, the remembrance of September 11, 2001 has been organized by different groups who were aware of the significance of September 11, 2001 because of the heroism of fallen and sickened fire fighters, police officers, first responders and ordinary civilians, who were willing to fight and die to save others on the day of the deadliest terrorist attack in world history, which claimed the lives of 2,997 Americans, including at least eight from Brookline. Among those groups were a group of firefighters and their families, who established the Manuel Del Valle Jr. Memorial bench and garden at Brookline Fire Station 5 on Babcock Street with an annual celebration since 2011, the Brookline Fire Department's annual Fireman's Solemn Ceremony held each September 11, and the citizen-led 9/11 Remembrance organizers since 2020 with broadcast by Brookline Interactive Group.

WHEREAS: Many cities and towns have established permanent September 11, 2001, memorials through committee processes, including Boston, Cambridge, Natick, Needham, Newton, and Wellesley. Many cities and towns hold annual 9/11 Remembrance ceremonies, including Boston, Cambridge, Lexington, Milton, Natick, Needham, Newton, and Wellesley.

WHEREAS: This year (2026) is the twenty-fifth anniversary of the terrorist attacks of September 11, 2001, nationally recognized as Patriot Day, a National Day of Service and Remembrance. Formalizing the September 11 Remembrance Ceremony as an official Town-sponsored event and assigning the 9/11 Memorial Advisory Committee responsibility to coordinate the logistics of the event assures continuity, institutional support, and coordination with relevant Town departments, independent of individual organizers.

WHEREAS: We should remember September 11, 2001, as "a day when all Americans from every walk of life unite in our resolve for justice and peace." (President George W. Bush on September 11, 2001) Ordinary Americans performed extraordinary selfless acts to defend the values of a free and open society against Al-Qaeda terrorists acting on an extremist ideology that justified the deliberate murder of civilians. Among them were Daniel C. Lewin, a Brookline resident and the first casualty of September 11, 2001, who attempted to stop the hijackers on American Flight 11, which hit the North Tower in New York City at 8:46 a.m., and the 40 passengers and crew of United Flight 93 who, with no hope for their

own survival, fought the terrorists successfully, averting a hit on the White House or US Capitol that day and saving hundreds of lives.

WHEREAS: September 11 reminds us of the courage each day that first responders bring to their work in protecting our Town and its residents, our gratitude for their presence, and the honor we bestow on the 343 firefighters who died that day, including Brookline's Manuel Del Valle, Jr. of NYC Engine 5 and NYC Ladder 3 firefighter Gerard P. Dewan, brother of Brookline firefighter Jack Dewan, the 60 NYC police officers who died in the Towers, and the 125 United States Department of Defense workers who died in the Pentagon hit by American Flight 77 with its 64 casualties of passengers and crew.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Town honors all those who gave their lives on September 11, 2001, one of the most important days in American history, by committing to erect a physical memorial so all will know of the sacrifices, heroism and bravery of our Town's residents, especially our children and young people born after September 11, 2001, and to create a place of solace for all in Town who grieve for the loss of life on that day.

BE IT FURTHER RESOLVED THAT: Town Meeting urges the Select Board to:

Establish an Official Annual Town-wide 9/11 Remembrance Ceremony to be held on the morning of September 11, and to sponsor and fund the organization and logistical support, including the use of Town facilities, for the ceremony, which is to be planned and coordinated by the 9/11 Memorial Advisory Committee.

Establish a 9/11 Memorial Advisory Committee comprised of 9 members appointed for three-year terms to include:

- Five (5) Brookline citizens appointed by the Select Board
- One (1) Select Board member, designated by the Select Board
- One (1) representative of the Brookline Fire Department, to be the Chief or the Fire Chief's designee
- One (1) representative of the Brookline Police Department, to be the Chief or the Police Chief's designee
- One (1) representative designated by the Brookline Historical Society

Charge the 9/11 Memorial Advisory Committee to study, consider, and make recommendations to the Select Board regarding the creation of a permanent physical memorial in the Town of Brookline commemorating the victims of the terrorist attacks of September 11, 2001, and deliver a report by May 2027, unless extended by a vote of the Select Board, to recommend location, design, historical context, inclusion criteria, community engagement, and funding.

Charge the 9/11 Memorial Advisory Committee to plan and coordinate the annual 9/11 Remembrance Ceremony.

Receive, consider, and act on the report by the 9/11 Memorial Advisory Committee with regards to the establishment of a permanent physical marker in the Town commemorating the Town's victims of the terrorist attacks of September 11, 2001.

or act on anything relative thereto.

PETITIONER'S ARTICLE DESCRIPTION

This article proposes the establishment of an official annual Town-wide September 11 Remembrance Ceremony and a permanent physical memorial to honor the victims of September 11, 2001, recognizing especially those victims with Brookline ties. This article proposes that the Select Board accomplish these worthy initiatives by appointing a committee structured to reflect a balance of public representation, historical and Town expertise, and Select Board oversight. Its nine members would include five members of the public, a Select Board member, the Police and Fire Chiefs or their designees, and a representative of the Brookline Historical Society.

The article requests that the Select Board appoint the 9/11 Memorial Advisory Committee as above and charge the Committee with addressing two Town needs regarding 9/11 Remembrance:

First, despite being a community with one of the largest losses of life on 9/11 outside of New York City and Boston, the Town does not have a physical memorial to publicly and permanently commemorate those individuals with Brookline ties who died on September 11, 2001, including some known to have acted with valor. Research to date indicates that there are at least eight known victims of the September 11 attacks with direct ties to Brookline, including individuals who lived in Brookline, attended Brookline schools, or had other significant connections to the Town.

In addition to the civilian victims of the attacks, September 11 holds particular significance for first responders, many of whom lost their lives in the line of duty or experienced lasting impacts because of their work that day. Brookline's Police and Fire Departments play a central role in the Town's annual remembrance ceremony, and their inclusion in the committee's work reflects the importance of honoring both the victims of the attacks and the sacrifices of first responders as part of the Town's collective memory. A physical memorial establishes a lasting recognition of the critical role firefighters and police officers have in our civic life, is an acknowledgement of the responsibility they hold for the peace and safety in our community and is an appreciation of the selflessness of their actions to save and protect others every day.

Many young people who were not alive on September 11, 2001, and who may not learn about it in school have no memory of why this day is one of the most important days in

American history. A physical memorial is a starting point for learning about this day and a manifestation of the significant cultural, historical, structural, and personal changes that happened that day, ensuring that future generations in Brookline understand the sacrifices made and the lasting impact on our community and nation. As the deadliest terrorist attack in world history and the single greatest loss of life on American soil by a foreign adversary (2,997 killed on that day), it changed the United States dramatically, including the creation of the Department of Homeland Security; the bringing down of the Twin Towers, the international symbol of United States economic power; the invasion of Afghanistan on October 7, 2001; the realization that America was hated and despised and that our freedoms, rights, culture and history were under attack by foreign entities which glorified violence; an awareness that America was vulnerable. Personally, there are members of our community in their 30's who still remember that traumatic day as children, frightened for their own safety or for the safety of their parents, or young adults who witnessed the attacks in New York City and Washington DC firsthand and continue to suffer from the trauma.

As the 25th anniversary of the attacks approaches in 2026, the article establishes a structured and inclusive process for evaluating whether and how a permanent memorial should be created. The committee's role with respect to the physical memorial is advisory and temporary. It would study potential locations, design concepts, historical framing, criteria for inclusion, community engagement, and possible funding strategies, and would submit a final report with recommendations to the Select Board. The memorial advisory role would conclude upon submission of that report, unless extended by the Select Board.

The article does not authorize the construction of a memorial, the selection of a site or design, or appropriation of funds. Any funding, site and design approval related to a physical memorial would require separate action through the normal Town approval and budget processes.

Many neighboring communities have established permanent September 11 memorials through similar committee-based processes. For example, Newton maintains a permanent memorial at City Hall, Needham has a dedicated September 11 memorial site developed with public safety involvement, and Cambridge has installed a permanent memorial near City Hall that incorporates historical and educational elements. Boston has both a memorial in the Public Garden and one at Logan Airport. Natick and Wellesley have physical markers as well. Brookline is among a small number of neighboring municipalities that do not currently have a permanent physical memorial.

Second, the article formalizes Brookline's annual September 11 remembrance ceremony as an official Town-sponsored event and assigns the committee an ongoing coordinating role in putting on the ceremony. While the ceremony has been held for several years, it has not previously been designated as an official Town observance. This designation is intended to ensure continuity, institutional support, and coordination with relevant Town departments, independent of individual organizers. The article authorizes the committee, through the Select Board, to recommend a small amount of funding for limited logistical needs of the annual ceremony, including filming and broadcast coverage by Brookline Interactive

Group, in order to ensure public access and an archival record of the Town's official observance, somewhere in the order of \$750/year, which would need to be approved separately through the Town budget processes.

SELECT BOARD'S RECOMMENDATION

ROLL CALL VOTE:

Aye:

ADVISORY COMMITTEE'S RECOMMENDATION

XXX

ARTICLE 17

SEVENTEENTH ARTICLE

Submitted by: Chi Chi Wu, Town Meeting Member Pct.7; C. Scott Ananian, Town Meeting Member Pct. 10; Alec Lebovitz, Town Meeting Member Pct 8; Amy Newell, Town Meeting Member Pct. 7; Marissa Vogt, Town Meeting Member Pct. 6; Jessica Chicco, Chair, Immigrant Advancement Committee of the Commission on Diversity, Equity, Inclusion, and Community Relations

To see if the Town will adopt the following as a new Article 6. __ of the Town By-laws:

Article 6. __

CIVIL IMMIGRATION ENFORCEMENT ACTIVITIES ON TOWN PROPERTY

No person shall use any Town facilities, including but not limited to parking lots, parks, public school grounds, and police stations, as a staging area, processing location, operations base, or other supporting location for civil immigration enforcement in the absence of a valid judicial warrant or court order authorizing such uses. Prohibited uses include but are not limited to assembling, mobilizing, or deploying vehicles, equipment, materials, or personnel for the purpose of carrying out federal civil immigration enforcement operations or disrupting the lawful exercise of rights granted by the Massachusetts and United States Constitutions.

Nonpublic spaces of public buildings shall be off-limits to civil immigration enforcement officials in the absence of a valid judicial warrant or court order authorizing their presence therein. Access to public buildings remains solely to provide specific services to members of the public, or to conduct Town operations, and access to such buildings shall be for those purposes only.

Or act on anything relative thereto.

PETITIONER’S ARTICLE DESCRIPTION

Brookline is proudly a town of immigrants. According to data from the Brookline Community Foundation’s [Understanding Brookline report](#), almost one-third of our population is foreign-born, the second largest percentage in Massachusetts behind Everett (43%), or approximately 20,000 residents. Brookline’s immigrants contribute enormously to our Town’s economy and civic life as community members, workers, caregivers, business owners, taxpayers and more.

Since early 2025, the federal Immigration and Customs Enforcement (ICE) and other federal immigration officers have wreaked havoc and terror in immigrant communities,

including Chicago, Minneapolis and St. Paul, Minnesota, and Portland and Lewiston, Maine. ICE agents have fomented chaos, violated residents' constitutional rights, and perpetrated egregious acts of violence, including the fatal shootings of Renee Nicole Good and Alex Pretti.

ICE and other federal immigration officers have also targeted Latino and immigrant communities in Massachusetts, with most of those detained having no criminal records. This includes the kidnapping of Rümeysa Öztürk, a PhD student at Tufts University for exercising her First Amendment rights; illegally kidnapping an 18-year old with no warrant and detaining him for a week with no access to showers or sufficient food in Worcester County; illegally kidnapping and assaulting a lawful permanent resident in Essex County, stealing his belongings, and threatening his legal status; assaulting a resident of Middlesex County, smashing his car's windows and dragging him from it; detaining a first-year college student at Boston Logan Airport and forcing her out of the country in defiance of a court order; and repeatedly using unlawfully excessive force in encounters with Massachusetts residents.

On January 29, 2026, the Governor of Massachusetts issued Executive Order No. 650 ("E.O. 650") which, among other things, bars federal immigration officers from using state facilities to "facilitate civil immigration enforcement efforts" or conducting enforcement activity in nonpublic spaces of public buildings. Several other Massachusetts communities, including Boston, Newton, Cambridge, Somerville, Chelsea, and Lynn, have issued or are intending to issue executive orders clarifying policies surrounding civil immigration enforcement and adopting relevant provisions of E.O. 650 locally.

On February 10, 2026, the Brookline Select Board adopted a [Proclamation](#) declaring, among other measures, that:

1. Town facilities, including but not limited to parking lots, parks, and public school grounds, shall not be used as a staging area, processing location, operations base, or other supporting location for civil immigration enforcement by any law enforcement agency in the absence of a valid judicial warrant or court order authorizing such uses. Prohibited uses include but are not limited to assembling, mobilizing, or deploying vehicles, equipment, materials, or personnel for the purpose of carrying out federal civil immigration enforcement operations or disrupting the lawful exercise of rights granted by the Massachusetts and United States Constitutions
2. Nonpublic spaces of public buildings remain off-limits to civil immigration enforcement officials in the absence of a valid judicial warrant or court order authorizing their presence therein. Access to public buildings remains solely to provide specific services to members of the public, or to conduct Town operations, and access to such buildings is for those purposes only.

The Article that follows is intended to codify the two provisions above into Part Six of the Town By-Laws. This would give these two provisions the force of legislation action and make them binding regulation.

SELECT BOARD'S RECOMMENDATION

ROLL CALL VOTE:

Aye:

ADVISORY COMMITTEE'S RECOMMENDATION

XXX

**Article 17:
Prohibition
Against Civil
Immigration
Enforcement
Activities on
Town Property**

Background

- One third of Brookline residents are immigrants
 - Second highest percentage after Everett
 - Source [Brookline Community Foundation's Understanding Brookline report](#)
- Abuses by Immigration and Customs Enforcement (ICE) nationally
 - Surges in Minnesota, Chicago and Portland Maine
- Abuses by ICE in Massachusetts
 - Numerous of examples of ICE detainment
 - Potential surge in Boston area??

Precedent for No Immigration Enforcement Bans

- Modeled on Select Board Proclamation passed February 10, 2026
- Similar to Governor Healey's Executive Order 650
- Similar to prohibitions in Boston, Boston, Newton, Cambridge, Somerville, Chelsea, and Lynn

Paragraph 1: Article vs Proclamation

No person shall use any Town facilities, including but not limited to parking lots, parks, public school grounds, and police stations, as a staging area, processing location, operations base, or other supporting location for civil immigration enforcement in the absence of a valid judicial warrant or court order authorizing such uses. Prohibited uses include but are not limited to assembling, mobilizing, or deploying vehicles, equipment, materials, or personnel for the purpose of carrying out federal civil immigration enforcement operations or disrupting the lawful exercise of rights granted by the Massachusetts and United States Constitutions.

1. Town facilities, including but not limited to parking lots, parks, and public school grounds, shall not be used as a staging area, processing location, operations base, or other supporting location for civil immigration enforcement by any law enforcement agency in the absence of a valid judicial warrant or court order authorizing such uses. Prohibited uses include but are not limited to assembling, mobilizing, or deploying vehicles, equipment, materials, or personnel for the purpose of carrying out federal civil immigration enforcement operations or disrupting the lawful exercise of rights granted by the Massachusetts and United States Constitutions

Paragraph 2: Article vs Proclamation

Nonpublic spaces of public buildings shall be off-limits to civil immigration enforcement officials in the absence of a valid judicial warrant or court order authorizing their presence therein. Access to public buildings remains solely to provide specific services to members of the public, or to conduct Town operations, and access to such buildings shall be for those purposes only.

2. Nonpublic spaces of public buildings remain off-limits to civil immigration enforcement officials in the absence of a valid judicial warrant or court order authorizing their presence therein. Access to public buildings remains solely to provide specific services to members of the public, or to conduct Town operations, and access to such buildings is for those purposes only.

Why a By-Law?

- Increased enforceability
- Gives Town Meeting a say if a reversal is sought

ARTICLE 25

TWENTY-FIFTH ARTICLE

Submitted by: Alec Lebovitz, Town Meeting Member Pct. 8; Chi Chi Wu, Town Meeting Member Pct. 7; C. Scott Ananian, Town Meeting Member Pct. 10; Amy Newell, Town Meeting Member Pct. 7; Marissa Vogt, Town Meeting Member Pct. 6; Jessica Chicco, Chair, Immigrant Advancement Committee of the Commission on Diversity, Equity, Inclusion, and Community Relations

To see if the Town will adopt the following resolution:

WHEREAS, Brookline is home to a thriving community of immigrants, with nearly one in three residents who are foreign-born, forming an integral part of the Brookline community; and

WHEREAS, Brookline values the contributions that immigrants provide to our community, and seeks to treat them with dignity and respect; and

WHEREAS, the Trump administration has indicated it will continue to use federal agents and troops to terrorize immigrants, communities of color, protesters, and communities whose elected officials oppose Trump or his policies; and

WHEREAS, the Trump administration has carried out indiscriminate operations targeting Latino and other immigrant communities in Massachusetts, including major operations in May and September 2025;

WHEREAS, during the course of these operations, agents of Immigration and Customs Enforcement (ICE) and Customs and Border Protection (CBP) repeatedly committed acts of violence against Massachusetts residents, which included: the kidnapping of Rûmeysa Öztürk, a PhD student at Tufts University for exercising her First Amendment rights; illegally kidnapping an 18-year old with no warrant and detaining him for a week with no access to showers or sufficient food in Worcester County; illegally kidnapping and assaulting a lawful permanent resident in Essex County, stealing his belongings, and threatening his legal status; assaulting a resident of Middlesex County, smashing his car's windows and dragging him from it; detaining a first-year college student at Boston Logan Airport and forcing her out of the country in defiance of a court order; and repeatedly using unlawfully excessive force in encounters with Massachusetts residents; and

WHEREAS, section 287(g) of the Immigration and Nationality Act authorizes ICE to delegate to local police the authority to enforce civil immigration policy, but the use of section 287(g) agreements has diverted taxpayer resources away from public safety and to immigration enforcement, and has led to civil rights abuses across the nation, including abuses against Massachusetts residents across the Commonwealth; and

WHEREAS, every entity that held 287(g) agreements in Massachusetts, except the Massachusetts Department of Corrections, has terminated those agreements and Governor Healey's Executive Order 650 prohibits state agencies from entering into any new 287(g) agreements unless there is a public safety need; and

WHEREAS the Select Board passed a Policy on Federal Immigration Enforcement on April 25, 2017, also adopted as General Order 43.0 of the Brookline Police Department (BPD), which prohibits BPD from inquiring about a person's immigration status or taking any policing action against a person based solely on the person's real or suspected immigration status, and prevents any funds, resources, facilities, property, equipment, or personnel of BPD to be used for federal immigration enforcement, except for the forwarding of fingerprints; and

WHEREAS BPD is part of the Boston Regional Intelligence Center (BRIC), which targets Black, Latino and immigrant Muslim communities with 97.7% of people in its database being people of color; and

WHEREAS BRIC shares information with the Department of Homeland Security, including in one case falsely accusing a high school student of being a gang member, resulting in the detention and deportation of this student; and

WHEREAS currently the BPD shares the fingerprints of individuals arrested or booked into custody with the FBI to see if those individuals have a criminal record and outstanding warrants, and such fingerprints are made available to ICE under the Secure Communities program; and

WHEREAS the Mayor of Boston has in her Executive Order directed the City, through its public safety agencies, to ensure that its established de-escalation protocols are used to protect peaceful protestors and to issue guidance communicating that, consistent with its statutory authority and longstanding practice, the Boston Police Department shall investigate all violence, property damage, and allegations of criminal conduct, including by federal officials; and

WHEREAS General Order 51 of the BPD set protocols for the BPD for managing crowds and preserving the peace during demonstrations and General Order Number 50 of the BPD sets forth a duty by police officers to intervene and report the use by another law enforcement officer of physical force, including deadly force, beyond that which is necessary or objectively reasonable based on the totality of the circumstances; and

WHEREAS the Town of Brookline had previously applied for and received grants under the Urban Areas Security Initiative (UASI) program offered by the Federal Emergency Management Agency, but such UASI grants now require that 10% of the funds be dedicated to supporting collaboration between local law enforcement and ICE.

NOW THEREFORE, BE IT RESOLVED:

1. That Brookline Town Meeting condemns the unconstitutional actions of President Trump, his appointees, and federal agents engaged in unlawful operations to attack people in Massachusetts communities on the basis of their perceived race, ethnicity, language, or political preferences, and calls on other communities and public officials to join in this condemnation.
2. That Brookline Town Meeting calls upon Governor Maura Healey and Lieutenant Governor Kim Driscoll to immediately cease all cooperation agreements with ICE, including ending the 287(g) agreement with the Massachusetts Department of Corrections and any informal agreements that may be in place, and to refrain from entering into any new 287(g) agreements.
3. That Brookline Town Meeting calls upon the Massachusetts Legislature to pass, and Governor Healey to sign, legislation similar to General Order 43.0 of the BPD preventing any cooperation between state and local law enforcement and federal civil immigration authorities.
4. That Brookline Town Meeting calls upon the Select Board to order the BPD, and BPD to withdraw from BRIC.
5. That Brookline Town Meeting calls upon the Select Board to order the BPD, and the BPD to cease forwarding fingerprints to the FBI when individuals are arrested or taken into custody for misdemeanors or when the individual is a minor, so that such fingerprints are not shared with ICE.
6. That Brookline Town Meeting calls upon the Select Board to order the BPD, and the BPD apply the protocols in General Order 51 to preserve the peace when there are peaceful demonstrations and legal observers to ICE actions and to investigate allegations of excessive use of force and criminal conduct, including by federal officials, pursuant to General Order 50.
7. That Brookline Town Meeting calls upon the Select Board and Town personnel to cease applying for grants under the UASI Program.
8. That the Town Clerk shall cause this resolution to be submitted to Governor Maura Healey, Lieutenant Governor Kim Driscoll, Attorney General Andrea Campbell, Norfolk County District Attorney Michael Morrissey, the Brookline Select Board, and Brookline Police Chief Jennifer Paster.

Or act on anything relative thereto.

PETITIONER’S ARTICLE DESCRIPTION

Brookline Town Meeting is at a pivotal moment to advocate for the dignity and rights of all residents, particularly our immigrant communities. According to data from the Brookline Community Foundation’s [Understanding Brookline report](#), almost one-third of our population is foreign-born are immigrants, the second largest percentage in Massachusetts behind Everett (43%). Our approximately 20,000 immigrant residents contribute significantly to our cultural and economic fabric. This resolution affirms our commitment to treating all individuals with respect and dignity.

This resolution urges several different parties to take specific actions:

1. It urges Governor Maura Healey and Lieutenant Governor Kim Driscoll to withdraw from the 287(g) agreement between the Massachusetts Department of Corrections and ICE, which undermines our values and jeopardizes public safety. The 287(g) program has proven to be a conduit for civil rights abuses, diverting essential resources from community safety to immigration enforcement. Other Massachusetts law enforcement agencies have terminated their 287(g) agreements. By taking a stand against this program, Brookline can lead by example, prioritizing justice over compliance with unjust federal policies. This resolution is not merely a local concern; it is a call to action for our state leaders to uphold the rights of all residents.
2. It urges the Massachusetts Legislature to pass, and Governor Healey to sign, legislation similar to the Policy on Federal Immigration Enforcement adopted by the Select Board on April 25, 2017, which is now General Order 43.0 of the Brookline Police Department, preventing any cooperation between state and local law enforcement and federal civil immigration authorities. Other municipalities have adopted similar policies or ordinances, including Boston with its Trust Act and the City of Cambridge.
3. It urges the Select Board and Brookline Police Department to withdraw from the Boston Regional Intelligence Center (BRIC), which targets Black, Latino and immigrant Muslim communities with [97.7% of people in its database being people of color](#) and which [shares information](#) with the Department of Homeland Security. [In one case](#), a high school student was falsely accused of being a gang member, which resulted in the detention and deportation of this student.

4. It urges the BPD to stop sharing fingerprints with the FBI when an individual is arrested or taken into custody for misdemeanors or when the individual is a minor. Currently the BPD shares the fingerprints of any individuals arrested or booked into custody with the FBI to see if those individuals have a criminal record and outstanding warrants. Such fingerprints are made available to ICE under the Secure Communities program, which has resulted in immigrants being detained by ICE after such sharing.
5. It urges the BPD to apply the protocols in General Order 51 to preserve the peace when there are peaceful demonstrations and legal observers to ICE actions and to investigate allegations of excessive use of force and criminal conduct, including by federal officials, pursuant to General Order 50. The Mayor of Boston issued similar directives in her Executive Order of February 2026, and Brookline should do the same.
6. It urges the Select Board and town officials to cease applying for grants under the Urban Areas Security Initiative (UASI) program because such grants now require that 10% of the funds be dedicated to supporting collaboration between local law enforcement and ICE. We understand that the Town is intending not to apply again for such a UASI grant.

SELECT BOARD'S RECOMMENDATION

ROLL CALL VOTE:

Aye:

ADVISORY COMMITTEE'S RECOMMENDATION

XXX

**Article 25:
Resolution:
No
Cooperation
with ICE**

Resolutions General/Directed at State Officials

- Condemns actions of President Trump and federal officials in targeting on the basis of perceived race, ethnicity, language, or political preferences,
- To Governor Healey: Exit 287(g) agreement with Department of Corrections
- To MA Legislature: Pass legislation similar to General Order 43.0 of the BPD preventing any cooperation between state/local law enforcement and ICE

Resolutions Directed at Select Board/Brookline Police

- Apply General Order 51 for peaceful demonstrations and legal observers to ICE actions & investigate excessive use of force by federal officials under General Order 50
- Withdraw from the Boston Regional Information Center (BRIC)
- Stop sending fingerprints to the FBI for misdemeanors and minors
- Stop applying for grants under the Urban Areas Security Initiative (UASI) program

Withdrawing from the BRIC

- BRIC is not just about sharing resources, it includes surveillance of lawful activity and significant data sharing.
- BRIC disproportionately collects information on Black, Latine and Muslim communities
 - Nearly 98% of people in its database are people of color
- Information is shared with the Department of Homeland Security, an agency marked by lawless, unconstitutional, and violent behavior

Limiting sharing of fingerprints with DHS

- Immigration civil arrests frequently happen after fingerprints are shared by local police with the federal government upon someone's arrest
 - Most (or all) immigration enforcement in Brookline results from this print sharing
- Since the creation of Secure Communities, the prints are automatically shared with immigration for civil immigration enforcement
- Limiting the sharing of fingerprints for juveniles and those with misdemeanor offenses will avoid disproportionate consequences and will allow for due process in criminal proceedings

No longer applying for UASI grants

b. National Priority Areas (NPAs) Minimum Spend Requirements

Requires that SHSP and UASI recipients allocate at least 30% of their funds between the five NPAs. The five NPAs, along with the relevant minimum spend percentage, are:

- Enhancing the Protection of Soft Targets/Crowded Places: No minimum spend.
- Supporting Homeland Security Task Forces and Fusion Centers: No minimum spend.
- Enhancing Cybersecurity: No minimum spend.
- Enhancing Election Security: At least 3% of the total SHSP and UASI target allocation ~~must be dedicated to this area~~
- Supporting Border Crisis Response and Enforcement: At least 10% of the total SHSP and UASI target allocation must be dedicated to this area.

- Supporting Border Crisis Response and Enforcement.
 - Example activities under border crisis response and enforcement support may include:
 1. Participation in the Department of Homeland Security/Immigration and Customs Enforcement 287(g) training program;
 2. Cooperation with Immigration and Customs Enforcement detainees; and
 3. Other jurisdictional responsibilities to support the enforcement of United States immigration law.

FFY25 UASI grants require recipients to spend 10% of the grant on immigration enforcement activities such as cooperating on detainers, participating in 287(g) agreements, or otherwise supporting immigration enforcement.

“[T]he Town of Brookline does not aid, abet, or participate in any way in civil immigration enforcement” (SB Proclamation, 1/2026)

ARTICLE 21

Submitted by: Frances Labaree

VOTED: That To see if the Town adopts~~will~~ adopt the following resolution:

Whereas: access to health care has become one of the biggest political issues of the day and is of great concern to ourselves-us and our neighbors; and

Whereas: the U.S. remains one of the few countries that does not provide universal publicly funded health care~~;~~; and

Whereas: the cost of health care keeps increasing thereby creating a burden and a concern to us all; and

Whereas: the number of fn people who do not have affordable access to quality health care increases, negatively impacting the health of our communities decreases; and

Whereas: the cost of health insurance increases and the policies include up-front costs of co-pays and deductibles that are a burden for employers and employees; and

Whereas~~;~~, in particular, the money spent by Cities and Towns to cover their employees is a burdensome cost to both the employer and the employees; and

Whereas: these funds could be better spent to improve the overall quality of life and to increase wages and salaries and other benefits; and

Whereas: Massachusetts has been a leader in providing coverage for quality health care for its people; and

Whereas: there is an alternative means of providing health care for all that also provides better coverage, without co-pays and deductibles, and includes medical, dental, long-term, and preventative care; and

Whereas: legislation has been introduced in the MA state legislature to create a single-payer health care system~~An Act Establishing Medicare for All in Massachusetts creates that alternative and has been introduced in the Legislature as (-HD.1228 and an equivalent SD piece of legislation SD.2342)~~; and

Whereas: this Act~~such a law~~ would save the Town of Brookline an estimated \$35,415,168.24~~tens of~~ millions of dollars in the first year alone;

Therefore, be it Resolved:

That the Town of Brookline urges the Commonwealth to develop and establish a state health care system that provides universal, affordable, and accessible coverage for all residents and reduces costs for municipalities~~endorses An Act~~

~~Establishing Medicare for All in Massachusetts~~ and will communicate its support of such to our State Representative(s) and State Senator(s).

~~Or act on anything relative thereto.~~

ARTICLE 7

SEVENTH ARTICLE

Submitted by: Select Board

To see if the Town will vote to establish an Operating Override Stabilization Fund, pursuant to the provisions of Section 5B of Chapter 40 of the General Laws, for the purpose of funding budget priorities detailed in the Town Administrator's proposed annual operating budgets, and to raise and appropriate, or transfer from available funds, a sum of money to be deposited in said Fund; or act on anything related thereto.

PETITIONER'S ARTICLE DESCRIPTION

Subsequent to a recommendation from the Expenditures & Revenues Study Committee, the Select Board will make a decision on whether to place a Proposition 2½ operating override on the May 2026 ballot. As currently envisioned, the entire proposed override amount would be raised in Fiscal Year 2027, with amounts not needed in that fiscal year, but necessary for operations in ensuing fiscal years, to be appropriated to the Operating Override Stabilization Fund so they are available for future appropriation by Town Meeting. Passage of this article is needed to establish this funding mechanism.

SELECT BOARD'S RECOMMENDATION

ROLL CALL VOTE:

Aye:

ADVISORY COMMITTEE'S RECOMMENDATION

XXX

MEMORANDUM OF AGREEMENT
BY AND BETWEEN
THE TOWN OF BROOKLINE AND FRED STARIKOV, TRUSTEE OF THE 1296 BOYLSTON
BROOKLINE TRUST

This Memorandum of Agreement between Fred Starikov, trustee of the 1296 Boylston Brookline Trust, with a principal place of business at City Realty Group, 500 Lincoln Street, Allston, Massachusetts 02134, their successors and assigns (“hereinafter collectively referred to as “CITY”) and the Town of Brookline, a municipal corporation (“Town”), located in Norfolk County, Massachusetts and acting by and through its Select Board (the “Board”), (collectively referred to as the “Parties”) is made and entered into this ____ day of _____, 2026, upon the mutual promises and obligations hereinafter set forth and additional consideration which the parties acknowledge is adequate and appropriate, upon the following terms and conditions:

WHEREAS, the Town’s Office of Planning and Community Development (“the Planning Department”) intends to submit a zoning by-law amendment (the “Proposed Zoning Amendment”) for consideration at a Special Town Meeting to be called within and concurrent to the Annual Town Meeting commencing May 26, 2026, which would, if passed, create an overlay district (the “CHC Overlay District”);

WHEREAS, CITY seeks to construct a mixed use project in compliance with the Proposed Zoning Amendment, which is currently proposed to include a full service hotel with branded amenitized condominium units and ground floor retail space (the “Hotel & Condo Building”), a medical office building with retail space (the “Medical Office Building”) and a residential building (the “Residential Building”) which may include both above and below grade structured parking (hereinafter collectively referred to as the “Mixed Use Project” or “Project”), a summary of the proposed Mixed Use Project and associated concept site plan, to be further refined through the Special Permit, Design Advisory Team, and site plan review process, are attached hereto as Exhibit A;

WHEREAS, the proposed location for the Mixed Use Project is made up of four parcels located at 1280, 1290, 1300 and 1330 Boylston Street in Brookline, Massachusetts all as more particularly described in the legal descriptions contained in Exhibit B, attached hereto and incorporated herein by reference (collectively referred to as the “Property” or the “Site” unless otherwise indicated) and all located within the CHC Overlay District;

WHEREAS, the Parties agree that the Mixed Use Project will benefit the Town in many ways including but not limited to: providing twenty-one (21) affordable units on-site in the Residential Building; a cash-payment in the amount of \$10.93 Million in lieu of the requirement of providing 15% on-site affordable units in the Hotel & Condo Building as further described below, made payable to the Affordable Housing Trust Fund; a 95-year Tax Certainty Agreement; improvements to the public realm including

infrastructure improvements and landscaping and pedestrian connections through the Site from Heath Street to Boylston Street, increased open and green space, improved pedestrian and bicycle amenities and improved design and aesthetics;

WHEREAS, in recognition of the intent and spirit of the vision of the Planning Department as expressed in the Proposed Zoning Amendment and the adopted Chestnut Hill Commercial Area Design Guidelines & Standards, CITY has expressed its commitment to work with the Town to provide a project with buildings of high quality architecture, urban and sustainable design;

WHEREAS, the Parties agree that the Mixed Use Project is beneficial to the Chestnut Hill Commercial Area and Town, but will also have impacts on the Town; accordingly, if CITY proceeds with the Mixed Use Project, CITY agrees to take steps to mitigate the impacts of the Mixed Use Project on the Town as hereinafter set forth;

WHEREAS, the impacts on the Town from the Mixed Use Project will include additional demands on the Town's public safety infrastructure which the Town fully intends to address in part by the purchase and outfitting of a new ladder truck; and CITY intends to assist in the mitigation of those demands by making a contribution, calculated as a percentage of the hard construction costs of the project, which the Parties agree may be partly utilized for said ladder truck;

WHEREAS, the provisions of this Agreement are available for consideration by the Planning Board and the Board of Appeals in reviewing any application for a special permit(s) for the Mixed Use Project, and in the context of any site plan review sought for the Mixed Use Project;

WHEREAS, the Parties wish to enter into this Agreement to memorialize their mutual understandings and obligations with respect to the Mixed Use Project and those certain permits and approvals required for the Mixed Use Project, as well as any other agreements between CITY and the Town pertaining to the Mixed Use Project, including a 95-year Tax Certainty Agreement, all on the terms and conditions hereinafter set forth;

WHEREAS, the Parties contemplate entering into such further binding agreements as reasonably appropriate and approved by both Parties to proceed with the Mixed Use Project and to satisfy the mutual obligations contained herein;

WHEREAS, the Parties have discussed the terms and conditions to be included in this Agreement in connection with the Mixed Use Project and in order to mitigate impacts upon the Town;

NOW THEREFORE, in consideration of the promises and mutual obligations of the Parties hereto and upon good and valuable consideration the receipt and sufficiency of which the Parties acknowledge, each of them does hereby covenant and agree as follows:

1. All references herein to the following terms shall have the meanings hereinafter set forth:
 - a) All references to the “Proposed Zoning Amendment” shall be construed as a reference to the text of a Warrant Article prepared for the Town Meeting commencing May 26, 2026, or any Special Town Meetings held concurrently, a copy of which is attached hereto as Exhibit C, as such text may be amended at any such Town Meeting, provided that such amendments (hereinafter referred to as “Amendment(s)”) do not impose burdens on the Mixed Use Project which are materially adverse to the financial feasibility of the Project in the reasonable judgement of CITY (which may include construction or operation costs). The Proposed Zoning Amendment as presented in the Reports of the Select Board and Advisory Committee for the contemplated Special Town Meeting, along with any Amendments thereto prepared by the Select Board, Planning Board, or Advisory Committee submitted with the Combined Reports for the relevant Special Town Meeting will be considered not to be materially adverse to the financial feasibility of the Project, unless CITY has indicated such in writing within 7 days of the Combined Reports being posted to the Town website or prior to the commencement of the night of Town Meeting where the Proposed Zoning Amendment and any Amendment(s) in the Combined Reports are to be considered, whichever is earlier. Any other Amendments proposed to the Proposed Zoning Amendment, presented in Supplements to the Combined Reports after the original Combined Reports are posted to the Town website or otherwise (for example, on the floor of Town Meeting), shall be considered materially adverse to the financial feasibility of the Project unless CITY has indicated that is not the case in writing. If any such Amendment/s to the Proposed Zoning Amendment as passed do impose burdens on the Mixed Use Project which are materially adverse to the financial feasibility, as that term is defined in this section, of the Project and as a result CITY decides in its sole discretion not to proceed with the Mixed Use Project or that the Amendment/s prohibits CITY from proceeding with the Mixed Use Project as proposed, then CITY shall so notify the Town in writing, and in such case this Agreement shall become null and void and of no force and effect. It shall be the Town’s responsibility to provide the relevant Combined Reports and all Amendment(s) to City in a timely manner so as to facilitate City’s ability to review any Amendment regardless of when and how it is filed with Town Meeting for consideration.
 - b) All references to the “Town Meeting Approval Conditions” shall be construed as references to: (i) approval by the May 2026 Town Meeting or any

concurrent Special Town Meetings and the Attorney General of the Proposed Zoning Amendment; (ii) authorization by Town Meeting of the acceptance of the 95-year Tax Certainty Agreement attached hereto as Exhibit D; (iii) authorization by Town Meeting for the Select Board to execute this Agreement and any other documents or agreements necessary or appropriate for implementation of the proposed Mixed Use Project; (iv) written confirmation from CITY to the Town that the Proposed Zoning Amendment, to the extent it has been modified from the form it was passed by Town Meeting, such as in the course of review by the Attorney General, will allow it to proceed with the Mixed Use Project as currently contemplated including as modified with CITY's approval, and in each case with challenge periods to all such Town Meeting actions having passed (which, in the case of the Proposed Zoning Amendment, shall be the challenge period under G.L. c. 40, Secs. 32 and 32A) with no challenges by unrelated third parties pending or, if any of such actions is/are challenged, the same having been finally disposed of in a manner favorable to the Town Meeting action, not later than June 1, 2030.

- c) All references to the "Special Permit and Other Required Approvals" shall be construed as references to such other special permits, variances, licenses and/or other approvals, including but not limited to any additional special permits under the existing Zoning By-Law and Proposed Zoning Amendment, including building permits and final Certificates of Occupancy, which are necessary, in CITY's reasonable determination, to allow for the construction and operation of the Mixed Use Project such that a majority of the ground floor area of each of the Medical Office, Residential and Hotel & Condo Buildings are open and operating, with all the appeal periods having passed, with no appeals pending or, if any such permit or approval is appealed, the same having been finally disposed of favorably to CITY not later than two (2) years from the date of issuance of the permit or approval which is the subject of the appeal.
 - d) All references to the "Permitted Buildings" shall be construed as references to the buildings that are permitted to be built by any Special Permit and Other Required Approvals, regardless of any changes to the Project resulting from conditions associated with such Special Permit and Other Required Approvals.
2. Unless this Agreement has been terminated, CITY agrees to not file applications for comprehensive permits pursuant to MGL c. 40B for any portion of the Site. In the event the Town does not proceed to file the Proposed Zoning Amendment and related Articles for consideration at the May 2026 Annual or any concurrent Special Town Meetings or in the event the Zoning does not pass so the Mixed Use Project may proceed, as determined by City with the written notices described above in either Section 1(a) or 1(b), then CITY may, in its discretion, submit an application(s) for Comprehensive Permit(s). In the event the Town adopts a

General By-Law, Zoning By-Law, or other rule or regulation which would in CITY's reasonable judgement prevent CITY from proceeding with the Mixed Use Project as proposed and described herein, then notwithstanding the above CITY may in its discretion file an application(s) for comprehensive permits pursuant to MGL c. 40B for any portion of the Site.

3. Upon satisfaction of the Town Meeting Approval Conditions, i) CITY shall immediately record this Agreement with the Norfolk Registry of Deeds and/or Norfolk Registry District of the Land Court, as appropriate and at its own expense and shall provide evidence of such recording to Town Counsel; and ii) CITY and the Town shall execute the 95-year Tax Certainty Agreement and CITY shall deliver the same to Town Counsel or a mutually agreed upon escrow agent to be held in escrow pursuant to mutually agreed upon conditions under the provisions of this Agreement (the "Escrow Agent"). In the event the Town Meeting Approval Conditions are not satisfied by June 1, 2030, this Agreement and the obligations set forth in the 95-year Tax Certainty Agreements shall become null and void and of no force and effect.
4. Upon satisfaction of the Town Meeting Approval Conditions, CITY agrees to use best efforts to diligently apply for all permits and approvals necessary to proceed with the Mixed Use Project subject to financing and economic conditions.
5. In the event that the Special Permit and Other Required Approvals are satisfied for a building on the Site (presumably, the Hotel & Condo Building, as CITY intends to complete it first), CITY shall deliver notice thereof to Town Counsel or the Escrow Agent, as the case may be, who shall thereafter record with Norfolk Registry of Deeds and/or the Norfolk Registry District of the Land Court, as appropriate, the 95-year Tax Certainty Agreement for the entire Site. In the event that no Special Permit and Other Required Approvals for any building are satisfied, and CITY does not proceed with the Mixed Use Project, CITY or the Town may deliver notice to the Escrow Agent who shall thereafter immediately return the original copy or copies of the Tax Certainty Agreement as the case may be and simultaneously notify the Town that such original/s was/were returned to CITY. In such case where the Tax Certainty Agreement is returned to CITY, all obligations set forth in the Tax Certainty Agreement shall become null and void and of no force and effect. Any future application for any project on this property that utilizes the CHC Overlay District created by the Proposed Zoning Amendment will require the execution of a Tax Certainty Agreement in substantially similar form to be placed in escrow and then recorded for the entire Site upon the issuance of a Special Permit and Other Required Approvals for any project on the Site that has utilized the Proposed Zoning Amendment.

6. Voluntary Special Permit Conditions: CITY hereby acknowledges that the following conditions of the Special Permits, site plan review, or both for the Mixed Use Project shall be acceptable to CITY and shall not be grounds for objection to the Special Permits granted by the Brookline Zoning Board of Appeals (“Board of Appeals”) or the site plan review granted by the requisite public body:
- a) The Project shall be construed as reference to the mixed-use development proposal currently anticipated to include three buildings: Building A which includes no more than 204 hotel rooms, 126 condominium units and 25,000 SF of retail, Building B which includes no more than 156,000 SF of medical office and 32,000 SF of retail and Building C, which includes no more than 140 residential apartments, which is depicted in more detail in Exhibit A and B, incorporated herein, as such plan may be modified during the site plan and design review process and the special permit process.
 - b) The approved Special Permit plans are titled _____, and dated _____. Related to these plans, the following restrictions are noted:
 - i. All buildings shall be fossil fuel free and meet the Town of Brookline sustainability requirements or the State requirements, whichever is greater, at the time CITY applies for the building permit(s) for each respective phase of the Project.
 - ii. There shall be no vehicular access to the Site to or from Heath Street with the exception of emergency vehicles.
 - iii. There shall be at least two pedestrian access points through the site from Heath Street to Boylston Street.
 - iv. The duration of overnight occupancy of the hotel rooms to individual hotel patrons shall not exceed ninety (90) consecutive days as to each hotel room.
 - v. For the Residential Building, parking fees must be separate (unbundled) from any rental, lease, sale, employment, contract, or other arrangement that permits a user to occupy the building.
 - c) CITY shall make a payment to the Town’s Housing Trust Fund of \$10.93 Million dollars, as permitted by Section 4.08(6)(c). If the Mixed Use Project receives its first temporary or permanent Certificate of Occupancy for the Hotel/Condo building more than five years after the Town Meeting Approval Conditions have been met or after October 1, 2031, whichever is later, then this value shall be updated by the Housing Advisory Board using the same methodology as documented and agreed to at their meeting on December 3, 2025. The Cash Payment for the Hotel & Condo Building and

the fifteen percent (15%) on-site units affordable for households with incomes not exceeding 50% Area Median Income in the Residential Building are intended to serve as full compliance with the affordable housing requirements relating to Section 4.08(7)(c) of the Zoning Bylaw, subject to all remaining requirements of Section 4.08 of the Zoning Bylaw including approval by the Board of Appeals, and be eligible for inclusion on EOHLC's Subsidized Housing Inventory through the Local Initiative Program (LIP) as local action units. A legal instrument shall be provided to secure the provision of on-site units and cash payments prior to the issuance of a building permit. The legal instrument shall be subject to the following buy-out schedule for the Hotel & Condo Building:

A payment will be made upon the closing sale of each condominium that equals to \$10.93M times the undivided percentage interest of the condominium association associated with the condominium. For example, if the condominium owns 0.5% of the undivided percentage interest, then the payment upon sale of the condominium would be \$54,650. Any condominium with an undivided percentage interest that is not sold by 3 years following the issuance of a Certificate of Occupancy for the Hotel & Condo Building (or any Temporary Certificate of Occupancy for same) would require payment of that condominium's percentage. At any point after a 10% increment of the condominium units are completed such that a Temporary Certificate of Occupancy is sought, there shall be verification by the Director of Planning & Community Development that cash payments due from any previously issued TCOs have been fully paid before any additional TCO can be obtained. No final Certificate of Occupancy for the residential units shall be issued until the Director of Planning & Community Development verifies that all cash payments due have been paid.

- d) All illuminated exterior signage shall be designed and installed with the ability to be automatically dimmed after midnight.
- e) To ensure compliance with the Town's Transportation Demand Management Policy, the Owner(s) of the Site or any portion thereof shall be subject to traffic monitoring and annual reporting to the Town of Brookline, including the following features: (i) No later than thirty (30) days prior to the anticipated issuance of a building permit for the Project, a TDM plan shall be submitted to the Town, for review and approval by the Director of Engineering & Transportation and the Planning and Community

Development Director (or designee); (ii) In connection with preparation of the TDM plan, CITY shall provide information as to its existing policies relating to employee transportation then in effect, and the mode use resulting from such existing policies; (iii) in connection with preparation of the TDM plan, CITY shall propose vehicular mode share goals for each user type; (iv) A 5-year annual monitoring and reporting program will commence after receipt of every Certificate of Occupancy for the Permitted Buildings. If the final Certificate of Occupancy for the Mixed Use Project is issued between September 1 and February 29, the monitoring will take place during the months of September or October and a report provided to the Town no later than November 30. If the final Certificate of Occupancy for the Mixed Use Project is issued between March 1 and August 31, monitoring will take place during the months of April or May and be reported to the Town no later than June 30; (v) The monitoring program will be based on traffic counts and employee surveys as to vehicle, transit, pedestrian, and bicycle usage to the Mixed Use Project. The monitoring program will provide detailed information on the travel modes to work and overall transportation characteristics by type of traveler (employee, visitor, etc.). The survey instrument to be used for mode share monitoring will be provided to the Director of Engineering & Transportation for approval prior to conducting the survey. The employee survey (which may be conducted through electronic means) will be sent out to all employees of any and all businesses residing in the Mixed-Use Project, with a goal of securing a 60 percent minimum response rate. A hotel guest/visitor survey shall be conducted during normal business hours, with a goal of securing at least 200 hotel guest/visitor surveys. Notwithstanding the foregoing, any annual monitoring requirements shall apply only to non-residential uses.

- f) In the event the employee vehicular mode share is greater than the target vehicular modes in the TDM plan, then the TDM plan shall be modified to incorporate any reasonable requests of the Director of Engineering & Transportation within sixty (60) days after he/she issues his/her determination. Failure to issue such a determination within sixty (60) days of receiving the Annual Report shall be deemed acceptance of the Annual Report and the existing provisions of the TDM plan. If any Owner objects to any new request as being unreasonable or not required, such matter may be presented to the Transportation Board for recommendation to the Board of Appeals for determination, and during such process the applicant will not be considered out of compliance with Section 5.09.3.c.6.d of the Zoning By-law. Following the issuance (or deemed issuance) of the foregoing determination, the Building Department shall use its best efforts

to issue the annual permit for the Transportation Access Plan Agreement (TAPA) under Section 5.09.3.c.6.d of the Zoning By-law with appropriate due diligence.

- g) A Certificate of Occupancy for the Residential Building shall not be issued until the Medical Office Building is deemed weather-tight by the Building Commissioner.
- h) CITY will install two (2) publicly accessible, short-term parking Level 3 or higher EV chargers on the site subject to utility company approval, at an estimated cost of \$100,000 - \$300,000 per charger. A mutually acceptable location of the chargers will be determined during site plan review. CITY will make best efforts to maximize the visibility of the chargers, and to promote their accessibility and location (via signage or otherwise) to drivers on Boylston Street.
- i) CITY will mitigate construction impacts to public sidewalks, street curbs, street pavement, trees and landscaping, currently estimated at a value of \$400,000. CITY will complete this work with the approval of and in coordination with the Town's Department of Public Works. All work required shall be related specifically to mitigation of the construction for this Mixed Use Project.
- j) In support of the Town's goals related to climate action and resiliency, in particular its goal of promoting building material salvage and reuse by adopting policies that require deconstruction, setting diversion targets, and offering permitting incentives to encourage recovery over disposal:
 - i. CITY will create and implement a Waste Management Plan utilizing a template recommended by the Town's Sustainability Division, to determine what materials CITY will generate in advance of demolition and identify specific waste diversion opportunities, if any, for those materials, be it through deconstruction, source separation, or mixed C&D recycling, depending on cost and feasibility of such options, if any.
 - ii. CITY will share findings and provide feedback to the Town's Sustainability Division with a minimum commitment of two information-sharing discussions about the Waste Management Plan and feasibility of implementation of any options and the process with the Sustainability Division at mutually agreed upon checkpoints before and after demolition.

- iii. CITY will explore sustainable design elements and site features, such as those described in the memorandum attached hereto as Exhibit E. This provision shall not be interpreted as superseding or granting a waiver from any obligation from other provisions of this MOA or any other source including, but not limited to, local, state, and federal regulations, laws, or statutes.
 - k) Prior to issuance of a Building Permit the Owner/Applicant shall file a landscape plan for review and approval by the Director of Regulatory Planning and Town Tree Warden which shall include a landscape buffer at the Western edge of the Site with densely planted shrubs or trees which are of a type that may be expected to form a year-round dense screen.
7. All Parties to this agreement acknowledge the requirement in the Proposed Zoning Amendment that CITY devote 2% of the hard construction cost of constructing its project (including any building, garage, site work, above ground or underground structures, but exclusive of tenant fit-up) to advance the planning, designing, or implementation of offsite pedestrian, bicycle, streetscape, or vehicular infrastructure improvements (such as, but not limited to, intersection safety improvements, pedestrian-scale lighting, public art not contemplated by Section 8 below, street furniture) on all roadways and sidewalks within a quarter mile of the CHC Overlay District or public safety improvements (collectively, "Mitigation Work"). All Parties agree this contribution is roughly proportional to the cumulative impact the Project will have on the Town's transportation and public safety infrastructure. Potential uses for the contribution include, but are not limited to:
- a) A BlueBikes station provided by CITY on the Site or in a location agreed to by the Commissioner of Public Works, with an estimated cost of \$65,000 for a 19-dock station with ten bikes, including installation costs;
 - b) Design costs for multi-modal safety improvements to neighboring streets, including Boylston and Heath Streets, to improve vehicular capacity and reduce traffic impacts by broadening the ability of tenants and visitors to use different modes of transportation to and from the site safely, with the monies covering such costs to be transmitted to the Town at least six (6) months in advance of any special permit application for the Site;
 - c) Streetscape improvements to address the condition and aesthetics of Chestnut Hill Commercial Area's public realm and transportation infrastructure; and
 - d) Public safety improvements including apparatus and equipment such as an additional ladder truck and the cost to outfit it.

8. Within twelve (12) months of receiving the first Certificate of Occupancy for a building within the Project, CITY will fund, in an amount up to \$150,000, the installation of a Chestnut Hill Commercial Area gateway public art installation to be located on the Site or in another mutually agreed upon location within the Chestnut Hill Commercial Area. Said installation will be visible from Boylston Street. The Call for Artists process for this public art installation will be executed by the Brookline Commission for the Arts utilizing the process established under the Brookline Art Makes Community (BAMC) public art initiative. Call for Artists' criteria will be developed in partnership with CITY or their designee. Special outreach will be conducted to the Chestnut Hill neighborhood in specifying opportunities for public input on the Call for Artists' criteria. Brookline Commission for the Arts will select at least three finalists from which CITY or their designee will choose the awardee. Concurrent with the payment for the installation, CITY will make an additional one-time payment of \$20,000 to the Town, as a contribution to the maintenance of the public art.
9. CITY commits to continued exploration with the Town, other Chestnut Hill property owners, and potentially the Massachusetts Department of Transportation (MassDOT) and Department of Conservation and Recreation (DCR) regarding the potential establishment of a Chestnut Hill Business Improvement District (BID) to provide amenities and services that will ensure the long-term success and vibrancy of the Chestnut Hill Commercial Area. Within two years of filing the special permit application, CITY commits to convene at least one meeting – featuring a presentation from a Business Improvement District (BID) expert, whose consulting services will be paid for by CITY – of Chestnut Hill Commercial Area commercial property owners to initiate a discussion about advancing a BID in Chestnut Hill.
10. No later than the issuance of a Certificate of Occupancy for every Permitted Building, CITY and the Town shall enter into a Maintenance Agreement, in a form approved by the Commissioner of Public Works, for the upkeep of the Town-owned property adjacent to the Site and extending to the curb-line, such as planters, street trees, and snow and leaf removal.
11. To the extent CITY or any future operator of any building on the Site provides a shuttle service for residents, hotel guests, employees, or otherwise, CITY or the future operator will ensure that the public at large can utilize the shuttle for free. The shuttle will stop at the Chestnut Hill Green Line station. Public access to said shuttle must be clearly promoted on the shuttle and any accompanying shuttle promotional materials. Shuttle ridership information shall be shared with the Town on an annual basis, preferably as part of the TDM plan reporting.
12. Subject to reasonable availability of materials and assessment of feasibility, CITY will seek to participate in a low-carbon concrete installation pilot program

regarding the installation and maintenance of no less than 200 square feet of low-carbon concrete sidewalk, patio, or hardscaping on a mutually agreed upon location. CITY commits to sharing information about installation and wear-and-tear with the Town's Sustainability Division at regular intervals.

13. City agrees to explore options with its consultants and contractors for the use of sustainable materials and geothermal energy for both the construction of the Project and its ultimate use.
14. CITY acknowledges that it will be responsible for funding any costs related to Building Department plan review or inspections for the Project, up to \$100,000.
15. The Hotel & Condo Building will have conference room/meeting space, and CITY will make conference room/meeting space available to neighborhood or Town groups twice a year, free of charge, upon requests made with an appropriate amount of lead time.
16. CITY will make a one-time payment of Twenty-Five Thousand Dollars (\$25,000) to each of the following Brookline non-profit organizations prior to issuance of the Building Permit:
 - i. The Brookline High School Innovation Fund;
 - ii. The Brookline Teen Center;
 - iii. Martin Trust Early Learners;
 - iv. Brookline Community Foundation.
 - v. Brookline Community Development Corporation; and
 - vi. Brookline Early Education Program
17. CITY acknowledges that it is solely responsible for the items listed below in the subparts to this Section as they relate and are required for this Project, and that it does not expect contribution from the Town other than what is required by law or regulation:
 - a) Water and sewer infrastructure costs
 - b) MEPA or MassDOT permitting and any related costs necessary for said permitting
 - c) Utilities capacity analysis

18. In the event that any phase of the Project is below the Minimum Commercial Use Requirement for the built space as set forth in the Proposed Zoning Amendment or as may be required in a Project Special Permit or Site Plan Approval, the Owner of the Site (or the Owner of the portion of the site intended to house the majority of the building space that led to the failure to meet the Minimum Commercial Use Requirement) shall pay a penalty as set forth herein:

- a) It is anticipated that the Project will proceed in two phases with the Hotel & Condo Building constructed first followed by the Medical Office Building and Residential Building. CITY intends for the Hotel & Condo Building to meet the Minimum Commercial Use Requirement for built commercial square footage. The Medical Office Building and Residential Building, if constructed simultaneously, will also meet the Minimum Commercial Use Requirement. However, if after the issuance of a Certificate of Occupancy (temporary or final, hereinafter referred to as "CO") for the Residential Building there is a delay in the construction of the Medical Office Building, and such delay causes the Project to fall below the Minimum Commercial Use Requirement, and such delay is more than three (3) ~~five (5)~~ years from the date of the CO for the Residential Building, then the Owner of the Site (which shall mean the Owner of majority of the portion of the Site intended to house the Medical Office Building if the Site is no longer under the control of a single entity) shall make payments to the Town to compensate for the unrealized property tax revenue (the "Penalty Payments"). If the Project has received a CO for any building (including, potentially, the Hotel & Condo Building) within 5 years of the Town Meeting Conditions being met, the three-year period described in this subsection shall be extended to six (6) years. If the Project receives its first CO for any building (including, potentially, the Hotel & Condo Building) more than 5 years after the Town Meeting Conditions being met but less than 7 years after Town Meeting Conditions are met, the three-year period described in this subsection shall be extended to five (5) years.
- b) Prior to the issuance of the building permit for the Residential Building or Medical Office Building, the Tax Assessor will estimate the value of the Medical Office Building upon completion (the "Estimated Medical Office Value") and shall provide such estimate to CITY. CITY shall have the right to challenge or otherwise appeal the Estimated Medical Office Value to the Board of Assessors. Any dispute over the Estimated Medical Office Value shall be handled first through non-binding mediation. The Penalty Payments shall be made quarterly to the Town in an amount equivalent to the projected tax payments of the Estimated Medical Office Value in the current year, net of the current required property tax payments attributed to the Medical Office building as commercial space (if partially constructed, for example). The Penalty Payments shall begin on the 5th

anniversary of the issuance of the CO for the Residential Building, and shall continue until a CO is issued for commercial space that is sufficient to meet the Minimum Commercial Use Requirement.

- c) In the event that a delay is caused by a Force Majeure event (as defined in Section 18(d) of this Agreement) or a delay in inspections, review, or permit issuance by any relevant state agency or town department, then the start of such Penalty Payments shall be extended by an equivalent amount of time, but in no case shall any extension be granted if the delay is related to blasting work related to ledge removal.

19. Undertakings of the Town:

On _____, 2026 the Select Board voted to recommend favorable action on the Proposed Zoning Amendment and a Warrant Article related to the general authorization for this Memorandum of Agreement and the 95-year Tax Certainty Agreement subject to the terms and conditions of this Agreement and shall convey its votes and favorable report to the Advisory Committee and in the Combined Reports (or any supplements thereto) which shall be delivered to all Town Meeting Members. The Select Board shall support and undertake action necessary to obtain the expedited approval of the Attorney General of The Commonwealth of Massachusetts of the Proposed Zoning Amendment by Town Meeting. The Select Board shall also, to the extent appropriate, cooperate with CITY and shall encourage Town staff to cooperate with CITY in reviewing in a timely and expeditious manner any required permits and approvals for the Project. To the extent necessary, the Select Board or its designee shall also file a Warrant Article for consideration at a future Town Meeting in order for the Board to accept the relocation of the existing Sewer Easement.

The Town shall take steps to submit future Warrant Article(s) to relocate existing utility or water sewer easements as needed for the completion of the Mixed Use Project.

20. Miscellaneous:

- a) It is the intent of the Parties that the obligations in this Agreement shall run with the land comprising the Mixed Use Project and be binding upon and inure to the benefit and burden of CITY and its mortgage lenders and their heirs, successors and assigns during their respective periods of ownership of and/or interests in the Mixed Use Project and its components and shall survive any transfer of the Property or any portion thereof. CITY agrees to provide a copy of this Agreement to any transferee of the Property or any portion thereof. In the event that CITY sells, transfers or assigns all or a portion of its rights in the Site or the Project, it shall notify the Town of the name, address and other contact information of the successor or assignee no later than thirty (30) days

before the closing on the sale or transfer of the Site or any interest therein to the successor or assignee.

- b) Each of the Parties signing below hereby represents and warrants that it is authorized to enter into this Agreement and execute the same on behalf of, and to bind legally, such Party.
- c) All notices or requests required or permitted hereunder shall be in writing and addressed, if to the Town as follows:

Select Board
Town of Brookline
333 Washington Street
Brookline, MA 0 2445

with a copy to:

Town Counsel
Office of Town Counsel
333 Washington Street
Brookline, MA 02445

If to CITY addressed as follows:

Fred Starikov, 1296 Boylston Brookline Trust
City Realty Group
500 Lincoln Street
Alston, MA 02134

And a copy to:

Robert L. Allen, Jr., Esq.
Jennifer Dopazo Gilbert, Esq.
Law Office of Robert L. Allen, LLP
300 Washington Street
Brookline, MA 02445

Each of the Parties shall have the right by notice to the other to designate additional parties to whom copies of notices must be sent, and to designate changes in address. Any notice shall have been deemed duly given if mailed to such address postage prepaid, registered or certified mail, return receipt requested, on the date the same is received or when delivery is refused, or if delivered to such address by hand or by nationally recognized overnight courier service, fees prepaid, when delivery is received or when delivery is

refused, or if transmitted by facsimile or other electronic means with confirmatory original by one of the other methods of delivery herein described, on the date so transmitted by facsimile or other electronic means.

- d) If and to the extent that either of the Parties is prevented from performing its obligations hereunder by an event of force majeure, such party shall be excused from performing hereunder and shall not be liable in damages or otherwise, and the Parties instead shall negotiate in good faith with respect to appropriate modifications to the terms hereof to confer the benefits to each respective party as contemplated by this Agreement. For purposes of this Agreement, the term force majeure shall mean any cause beyond the reasonable control of the affected party, including without limitation: acts of God, fire, earthquake, floods, explosion, actions of the elements, war, terrorism, riots, mob violence, inability to procure or a general shortage of labor, equipment, facilities, materials or supplies in the open market; failure of transportation, strikes, lockouts; actions of labor unions; condemnation, laws or orders of governmental or military authorities, requirement of statute or regulation, action of any court, regulatory authority, or public authority having jurisdiction; or any other cause similar to the foregoing, not within the reasonable control of such party obligated to perform such obligation. With respect to any particular obligation of CITY only, the term force majeure shall include the denial of, refusal to grant or appeals of any permit or approval of any public or quasi-public authority related to Town Meeting Approval Conditions and Special Permit and Other Required Approvals, official, agency or subdivision and any litigation brought by a third party relating to such particular obligation.
- e) Failure by CITY to perform any term or provision of this Agreement shall not constitute a default under this Agreement unless and until CITY fails to commence to cure, correct or remedy such failure within sixty (60) days of the receipt of written notice of such failure from the Town to CITY and thereafter fails to complete such cure, correction or remedy within ninety (90) days of receipt of such written notice or, with respect to defaults which cannot reasonably be cured, corrected or remedied within such ninety (90) day period, within such additional period of time as is reasonably required to remedy such default, provided CITY exercises due diligence in the remedying of such default and notifies the Town of the steps being taken to remedy the default.
- f) The Parties agree that time is of the essence with respect to the obligations of the Parties as set forth herein. Subject to market conditions and financing availability, CITY agrees to use best efforts to diligently apply for the necessary special permits and site plan approvals and then expeditiously as possible after the issuance of the Special Permit(s)/Site Plan Approval(s) for the Mixed Use

Project to apply for all necessary building permit(s) and to diligently commence work on the Mixed Use Project subject to the terms herein. The Town agrees to request an expedited determination from the Office of the Attorney General with respect to any Proposed Zoning Amendment.

- g) The obligations of CITY do not constitute the personal obligations of CITY's employees, directors or officers and the Town shall not seek recourse against any of the foregoing or any of their personal assets for satisfaction of any liability with respect to this Agreement or otherwise. In no event shall CITY be liable for any incidental, indirect, punitive or special or consequential damages.
- h) Each Party agrees from time to time, upon not less than ten (10) days' prior written request from the other, to execute and deliver a statement in writing certifying that this Agreement is in full force and effect (or if there have been any modifications, setting them forth in reasonable detail), and that there are no uncured defaults of either Party under this Agreement (or, if not, specifying the respects in which the requesting party is not in compliance in reasonable detail), in form reasonably acceptable to and which may be relied upon by any prospective purchaser, tenant, mortgagee or other party having an interest in the Property and any component of the Mixed Use Project. Upon full performance by CITY of its obligations hereunder, the Town, at CITY's request shall issue a statement in a form appropriate for recording with the Norfolk County Registry of Deeds and filing with the Norfolk Registry District stating that all of the terms of this Agreement have been satisfied.
- i) Whenever the consent or approval of any party is required under this Agreement, such consent or approval shall not unreasonably be withheld, delayed or conditioned.
- j) This Agreement shall be deemed to have been executed within the Commonwealth of Massachusetts and the rights and obligations of the Parties shall be governed by Massachusetts law. Any action to enforce the terms of this Agreement shall be brought in Norfolk County Superior Court.
- k) If any provision of this Agreement or the application of such provision to any person or circumstances shall be determined to be invalid or unenforceable, the remaining provisions of this Agreement or the application of the provision to persons or circumstances other than those to which it is held invalid or unenforceable shall not be affected and shall be valid and enforceable to the fullest extent.
- l) This Agreement and the accompanying 95-year Tax Certainty Agreement set forth the entire agreement of the Parties with respect to the subject matter thereto. The failure of any party to strictly enforce the provisions hereof shall

not be construed as a waiver of any obligation hereunder. This Agreement may be modified only in a written instrument signed by the Select Board and CITY. The Parties do not intend for any third party to be benefited hereby.

- m) This Agreement and the accompanying 95-year Tax Certainty Agreement shall be deemed null and void and of no force and effect if Town Meeting Approval Conditions are not met.

IN WITNESS WHEREOF, the parties have executed this Agreement under seal as of the date first written above.

1296 BOYLSLTON BROOKLINE TRUST

TOWN OF BROOKLINE,
By and through its Select Board

By _____

Fred Starikov,
Trustee,
1296 Boylston Brookline Trust

Dated: _____

Dated: _____

ADD signatory entities for each parcel if different:

XXXXXXXXXXXXXXXXX LLC

By _____
XXXXXXXXXXXXXXXXX

Dated: _____

Duly Authorized on behalf of XXXXXXXXXXXXXXXX

XXXXXXXXXXXX Trust,

By _____
Trustee of the
XXXXXXXXXXXX Trust

Dated: _____

COMMONWEALTH OF MASSACHUSETTS

NORFOLK, ss

I hereby certify that on this _____ day of _____, 2026, personally appeared the above named _____, and provided identification in the form of _____, and who executed the foregoing as his free act and deed as _____ of the _____ LLC.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

NORFOLK, ss

I hereby certify that on this _____ day of _____, 2026, personally appeared the above named _____, and provided identification in the form of _____, and who executed the foregoing as his free act and deed as _____ of the _____ LLC.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

NORFOLK, ss

I hereby certify that on this _____ day of _____, 2026, personally appeared the above named _____, and provided identification in the form of _____, and who executed the foregoing as his free act and deed as _____ of the _____ LLC.

Notary Public
My Commission Expires:

COMMONWEALTH OF MASSACHUSETTS

NORFOLK, ss

I hereby certify that on this _____ day of _____, 2026, personally appeared the above named _____,
_____, and _____, personally known to me and who executed the foregoing as their free act and deed as members of the Select Board of the Town of Brookline acting on behalf of the Town of Brookline.

Witness our hands and seals at Norfolk County, Brookline, Massachusetts, this _____ of _____, 2019.

Notary Public
My Commission Expires: