



**BOARD OF SELECTMEN**

**CALENDAR**

**FOR**

**TUESDAY, FEBRUARY 14, 2017**

**SELECTMEN'S HEARING ROOM**

- Neil Wishinsky-  
Chairman
- Nancy A. Daly
- Benjamin J. Franco
- Nancy S. Heller
- Bernard W. Greene
- Melvin A. Kleckner –  
Town Administrator

1. **OPEN SESSION**

**6:30 P.M.** Question of whether the Board of Selectmen shall enter into Executive Session for the purpose of discussing litigation strategies in the matter of Prentice Pilot and Estifanos Zerai-Misgun v. the Town of Brookline et, al.

2. **PROPOSED EXECUTIVE SESSION**  
**LITIGATION**

For the purpose of discussing litigation strategies in the matter of Prentice Pilot and Estifanos Zerai-Misgun v. the Town of Brookline et, al.

3. **ANNOUNCEMENTS/UPDATES**

**7:00 P.M..** Selectmen to announce recent and/or upcoming Events of Community Interest.

4. **PUBLIC COMMENT**

**Public Comment period for citizens who requested to speak to the Board regarding Town issues not on the Calendar.**

*Up to fifteen minutes for public comment on matters not appearing on this Calendar shall be scheduled each meeting. 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 Selectmen's office at 617-730-2211 or by e-mail at [sorsini@brooklinema.gov](mailto:sorsini@brooklinema.gov). The full Policy on Public Comment is available at <http://www.brooklinema.gov/376/Meeting-Policies>*

5. **MISCELLANEOUS**

Approval of miscellaneous items, licenses, vouchers, and contracts.

- A. Question of approving the minutes of February 7, 2017.
- B. Question of granting a Temporary Wine and Malt Alcoholic Beverages Sales License to Olive Connection for a Cooking Class being held from 6pm-8pm on Thursday, March 9, 2017 at 1426 Beacon Street.

6. **CALENDAR**

Review and potential vote on Calendar Items

7. **NATIONAL GRID GAS LINE LEAK PILOT**

Question of approval of participation of pilot program conducted by National Grid to test and correct certain gas line leaks in the public way.

8. **CLIMATE ACTION WEEK**

Members of the Climate Action Brookline will appear to present information about Brookline Climate Week which will take place from March 27-April 2, 2017.

9. **NOISE BY-LAW WAIVER  
PUBLIC HEARING**

7:30 P.M. Public Hearing on the request of National Grid for a Waiver of the Noise By-Law in connection with a Reliability Project of the company's gas infrastructure on Beacon Street.

10. **BOARDS AND COMMISSIONS - INTERVIEWS**

The following candidates for appointment/reappointment to Boards and Commissions will appear for interview:

**Solid Waste Advisory Committee**

Mary Litterst  
John Shreffler

11. **ANNUAL TOWN ELECTION**

Question of authorizing the appearance of certain offices on the May 2, 2017 Annual Town Election Ballot.

12. **FY2018 FINANCIAL PLAN**

**Town Administrator Melvin A. Kleckner and Deputy  
Town Administrator Melissa Goff will present the FY2018  
Financial Plan.**

13.

**BOARDS AND COMMISSIONS - APPOINTMENTS**

**Question of making an appointment to the Planning Board.**

*The Town of Brookline does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities. Individuals who need auxiliary aids for effective communication in programs and services of the Town of Brookline are invited to make their needs known to Lloyd Gellineau, Town of Brookline, 11 Pierce Street, Brookline, MA 02445. Telephone (617) 730-2328; TDD (617) 730-2327; or e-mail at [Lgellineau@brooklinema.gov](mailto:Lgellineau@brooklinema.gov)*





## MINUTES

### BOARD OF SELECTMEN

#### IN BOARD OF SELECTMEN TUESDAY, FEBRUARY 7, 2017 6<sup>th</sup> FLOOR HEARING ROOM

Present: Selectman Neil Wishinsky, Selectman Nancy Daly  
Selectman Benjamin J. Franco, Selectman Nancy S.  
Heller, Selectman Bernard W. Greene

#### OPEN SESSION

Question of whether the Board of Selectmen shall enter into Executive Session for the purpose of discussing strategy with respect to litigation in the matter of Churchill Paes v. the Town of Brookline, et al.

In Open Session- the Chair must state the purpose for Executive Session, stating all subjects that may be revealed without compromising the purpose for which the Executive Session was called.

The Chair then stated the reason(s) for the Executive Session:

*To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body, and the chair so declares. G.L. c. 30A, §§ 21(a)(3)*

The Board of Selectmen, during a properly constituted and noticed meeting:

VOTED: to go into Executive Session

Roll Call Vote: Voting in the Affirmative:

Wishinsky, Daly, Franco, Heller, Greene

The Board will reconvene in Open Session.

#### PROPOSED EXECUTIVE SESSION

#### LITIGATION

For the purpose of discussing strategy with respect to litigation in the matter of Dawn Churchill Paes v. the Town of Brookline, et al., MCAD Docket No. 13BEM00204, and related matters.

In Board of Selectmen  
Tuesday, February 7, 2017  
Page 2 of 11

ANNOUNCEMENTS/UPDATES

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

The PAYT program is starting its public announcements starting with cart size selection.

The Pan Asian Lunar New Year's celebration was another great and successful event. Selectman Daly acknowledged the efforts of Chris Chanyasulkit of the Diversity, Inclusion and Community Relations Department; she really brought the event to life

The Senior Tax Committee has convened.

Selectman Greene announced that he attended Frank Farlow's memorial service and quoted a passage Frank's son gave, it was both moving and fitting in remembering Mr. Farlow, an active Brookline citizen.

Town Administrator Kleckner is in Washington D.C. attending a conference relating to local government.

PUBLIC COMMENT

Public Comment period for citizens who requested to speak to the Board regarding Town issues not on the Calendar.

*Up to fifteen minutes for public comment on matters not appearing on this Calendar shall be scheduled each meeting. 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 Selectmen's office at 617-730-2211 or by e-mail at sorsini@brooklinema.gov. The full Policy on Public Comment is available at <http://www.brooklinema.gov/376/Meeting-Policies>*

Ray Schwartz, Babcock St. Spoke about the Transportation Board's reaction to the Babcock Street bicycle lane project. He noted lack of minutes and open meeting law offenses. He also spoke about improper signage on Babcock Street that has not been rectified.

Chairman Wishinsky said that he observed a recent Transportation Board meeting and noted that public comment was solicited and encouraged.

MISCELLANEOUS

Approval of miscellaneous items, licenses, vouchers, and contracts.

Question of approving the minutes of January 31, 2017.

The minutes of January 31, 2017 were approved as amended.

Aye: Neil Wishinsky, Nancy Daly, Benjamin J. Franco, Nancy Heller, Bernard Greene

In Board of Selectmen  
Tuesday, February 7, 2017  
Page 3 of 11

CALENDAR

Review and potential vote on Calendar Items

INTERIM HEALTH DEPARTMENT DIRECTOR

Question of appointing Pat Maloney (Director of Environmental Health) as Acting Director of the Health Department effective Tuesday, February 7, 2017.

Deputy Town Administrator Melissa Goff stated that the Town Administrator's memo indicates that the screening panel has identified candidates that are being evaluated. They are close to a recommendation.

Selectman Greene asked about the screening panel and if there are any Asian members to reflect a large part of our community. He also addressed capturing a diverse applicant pool.

Director of Human Resources Sandra DeBow replied that there is not an Asian panel member, but the panel is very diverse and includes members of the community. She added that they received resumes from a very broad candidate pool.

On motion it was,

Voted to appoint Pat Maloney (Director of Environmental Health) as Acting Director of the Health Department effective Tuesday, February 7, 2017.

Aye: Neil Wishinsky, Nancy Daly, Benjamin J. Franco, Nancy Heller, Bernard Greene

RECREATION DEPARTMENT – PERSONNEL

Question of authorizing the filling of the Assistant Recreation Director (T-10) vacancy in the Recreation Department.

Deputy Town Administrator Melissa Goff stated that Melissa Battite has left her position to become the Recreation Director in the Town of Lexington, and that Recreation Director Lisa Paradis is anxious to start the hiring process.

Selectman Daly noted that Ms. Battite has worked here for many years, and this is a great opportunity for her.

On motion it was,

Voted to authorize the filling of the Assistant Recreation Director (T-10) vacancy in the Recreation Department.

In Board of Selectmen  
Tuesday, February 7, 2017  
Page 4 of 11

Aye: Neil Wishinsky, Nancy Daly, Benjamin J. Franco, Nancy Heller, Bernard Greene

BOARDS AND COMMISSIONS – INTERVIEWS - CANCELLED

The following candidates for appointment/reappointment to Boards and Commissions will appear for interview:

Transportation Board  
Pam Zelnick

This agenda item was cancelled.

REMOVAL OF PUBLIC SHADE TREE

Question of granting a permit to Jewish Community Housing for the Elderly (JCHE) for the removal of a public shade tree located at 12 Williams Street.

Selectman Daly stated that she understands this request stems from neighbors wanting to remove the tree in order to replace the current driveway.

Attorney Jennifer Gilbert representing JCHE stated that the abutters of the condo building requested a public hearing before the Town's Tree Warden. She explained the process under Chapter 87 where if there is one written objection to the removal of a public tree, a hearing is required. There were two objections, and one was withdrawn.

Brookline Tree Warden, Tom Brady reviewed the conditions under Chapter 87 where the Board of Selectmen is required to make a decision on the public shade tree removal if there was an objection submitted.

Mr. Brady reviewed the condition of the tree in question which he feels has a life span of 5-7 years, depending on weather conditions etc. The prognosis for this tree is poor and he supports removing it and replacing it with 6 additional trees in that area. He also added that the new sidewalks going in will be better for the trees in this location due to the materials being used.

Joe Geller, Landscape Architect for JCHE described the design plans for the plantings around the building. He noted that the tree will be removed in efforts to move the driveway so there will no longer be a shared access with the abutters; this will actually provide a larger circulation area for vehicles, and improve some parking issues.

Chairman Wishinsky asked if there were any comments from the public; there were none.

The Board acknowledged that the tree is in poor health, and there will be a significant amount of new plantings, the cost of the removal will be on JCHE, plus the improved

In Board of Selectmen  
Tuesday, February 7, 2017  
Page 5 of 11

root conditions related to the new sidewalks.

On motion it was,

Voted to grant a permit to Jewish Community Housing for the Elderly (JCHE) for the removal of a public shade tree located at 12 Williams Street.

Aye: Neil Wishinsky, Nancy Daly, Benjamin J. Franco, Nancy Heller, Bernard Greene

#### NETA RMD LICENSE – AMENDMENT TO CONDITIONS

Question of approving an additional condition on the New England Treatment Access, Inc. d/b/a NETA, Registered Marijuana Dispensary (RMD) License.

First Assistant Town Counsel Patty Correa stated that this is a request from the Police Department to make an informal process formal. The current practice is when NETA request approval of a Security Manager is vetted through the Police Department. This new condition makes that part of the formal process and is now conditioned in their license. She added that NETA supports this condition.

Selectman Heller asked if there will be any changes to this Board's approval process with directors, managers and assistant managers.

Ms. Correa replied no, that process remains as is.

On motion it was,

Voted to approve an additional condition on the New England Treatment Access, Inc. d/b/a NETA, Registered Marijuana Dispensary (RMD) License.

Aye: Neil Wishinsky, Nancy Daly, Benjamin J. Franco, Nancy Heller, Bernard Greene

#### EQUAL EMPLOYMENT OPPORTUNITY POLICY

Sandra DeBow (Human Resources Director), Lloyd Gellineau (Chief Diversity Officer), and Kelly Race (Chair, Commission for Diversity, Inclusion and Community Relations) will appear to present and seek the Board of Selectmen's adoption of the Equal Employment Opportunity Policy.

Human Resources Director Sandra DeBow introduced Kelly Race, Chair of the Diversity, Inclusion and Community Relations Committee, and she reviewed the proposed policy. It was noted that there is no current policy and this has been in the making for some time now.

Selectman Franco asked about the training process, and why the focus is on managers and Department heads, and not all employees. Ms. Race replied that it is the manager's

In Board of Selectmen  
Tuesday, February 7, 2017  
Page 6 of 11

responsibility to implement town policies, and they did not want to make it a mandatory requirement for all staff and have implications if they did not attend.

Selectman Daly noted that this policy relates to the hiring process which managers participate in.

Ms. Race added that there could be some form of informal training that employees could take.

Selectman Franco asked about next steps relating to recruiting and implementing efforts to hire a diverse work force. Ms. Race said they have implemented tracking systems and data review strategies.

Selectman Greene addressed the resources to implement these data review and tracking systems. Many times the data is there but not the resources to compile it. He said this is something to think about.

Selectman Heller thanked everyone who worked on this comprehensive policy.

Selectman Greene added that the Diversity, Inclusion and Community Development Committee worked really hard on this policy and thanked them.

On motion it was,

Voted to adopt the Equal Employment Opportunity Policy as presented.

Aye: Neil Wishinsky, Nancy Daly, Benjamin J. Franco, Nancy Heller, Bernard Greene

### SOCIAL MEDIA POLICY

Sandra DeBow, Human Resources Director, will appear to present and seek the Board of Selectmen's adoption of the Social Media Policy.

Director of Human Resources Sandra DeBow stated that this issue continues to change frequently. The rules in general are simple; be respectful, abide by the open meeting laws, and use caution when representing the Town on social media.

Assistant Human Resources Director Leslea Noble added that an important part in drafting the policy was to look at the various social media sites and how the Town is being represented, what is working well, and what is not, and how to centralize all the accounts. They realized that social media is an important way to communicate with the residents, but is not the only way. They also reviewed whether or not every department needs its own social media page, and perhaps they could all be combined.

Chairman Wishinsky stated that he likes the structured way of thinking but questioned the process for someone wanting to open a social media account on behalf of the

In Board of Selectmen  
Tuesday, February 7, 2017  
Page 7 of 11

Town.

Ms. Noble replied that the request would be reviewed by the Social Media Action Plan Committee (SMAP) with the appropriate Department Head.

Selectman Daly spoke about the section that addresses errors posted that need to be corrected, and how they are to remain on the media site striking through the error. Her concern is if something that may be interpreted as offensive to another be taken down at once.

Ms. Noble noted that transparency and open meeting laws come into play; if something is inappropriate we have the ability to take it down, and noted that the sites do not allow comments to come through so if it is coming from the outside that is not an issue.

Ms. DeBow added that as a public document it has to be preserved; obviously if it is offensive to anyone it would be rectified.

Chairman Wishinsky also noted that the appearance of several revisions to language on a social site could be confusing and messy in appearance.

Selectman Heller said that the School Department has several media sites and asked if they were helpful in crafting this policy.

Ms. Noble replied there was a lot of collaboration going on and some policies will be Town/ School combined and the School Department will be putting together their own policy.

Selectman Daly noted cell phone use and feels that employees should not be using their cell phones for outside social media use during working hours.

Ms. DeBow replied that is difficult to monitor, there may be instances where a parent needs to check in with schools, and children during the day using social media.

Selectman Greene commented on home use and if an employee is engaged in bad behavior online, how would that be handled.

Ms. DeBow replied they will not infringe on freedom of speech or expression related to someone's personal home use; this would require further review should it come up; if the Town is referenced somehow on their social page that would be easier to address. To address the cell phone use, under no circumstance should personal use of cell phones impact your job. That will be incorporated into the policy.

The Board held the vote on this pending further review and possible revisions.

8-10 WALDO STREET – 40B ELIGIBILITY

Further discussion and approval of the Board of Selectmen’s response to MassDevelopment’s request for comments relative to the application submitted by Chestnut Hill Realty for a Project Eligibility Letter to apply for a Comprehensive Permit for 8-10 Waldo Street (a/k/a the Waldo-Durgin garages).

Chairman Wishinsky stated that the Planning Department has worked on a draft letter to the state agency relating to the proposed 40b at 8-10 Waldo Street.

He reviewed the letter that captures the comments heard from the public and this Board. The tone of the letter is strong and the most strident reflection of the nature of the proposal. The Town has asked the State to deny this application. The letter reflects the massing, height, shadow effects, traffic impacts and most notably it fails to meet the guidelines that honor 40b affordable housing efforts.

Selectman Daly noted that these are proposed high end luxury apartments and the developer is requesting the use of public funds associated with an affordable housing program; this is a great concern. It was also noted that the rental rates of this development would impact the market rates in the area, causing a real concern for affordable housing in the community.

Selectman Greene addressed the use of the adverb “outrageously”, he feels the letter would be more persuasive if just presenting the facts and not an opinion. Selectman Daly disagreed; she feels this letter need to express their strong objections to this application.

It was decided to replace “outrageously” with “highly”.

The Board offered some revised language, and Planning Director Alison Steinfeld will revise the letter.

On motion it was,

Voted to approve the letter to MassDevelopment as amended and authorize the Chair to sign it on behalf of the Board if all the Selectmen are unable to sign it.

Aye: Neil Wishinsky, Nancy Daly, Benjamin J. Franco, Nancy Heller, Bernard Greene

SANCTUARY CITY

Discussion of a Statement regarding the Town of Brookline’s Status as a Sanctuary Town.

Chairman Wishinsky stated that there was a discussion last week with two competing versions of the statement. Selectmen Greene and Franco submitted a statement for consideration. The approved statement will be presented to the Diversity, Inclusion and

In Board of Selectmen  
Tuesday, February 7, 2017  
Page 9 of 11

Community Relations Committee for review and input.

Selectman Greene read the statement.

The Board made some slight edits to the statement.

Selectman Franco stated that he is proud of this statement that not only reflects the Town's position in terms of a Sanctuary Town status, but incorporates some subsistent measures into it, and adds some policy.

Selectman Heller thanked Selectman Greene and Franco for putting this together for the Town.

On motion it was,

Voted to approve the following statement regarding the Town of Brookline's Status as a Sanctuary Town.

STATEMENT OF THE BOARD OF SELECTMEN - February 7, 2017

The Brookline Board of Selectmen is deeply concerned by the Trump Administration's recent statements and executive orders on immigration policy. While this Board, along with the rest of the world, continues to try to understand the implications of the administration's unprecedented actions, we wish to reaffirm certain guiding moral principles that this Board believes Brookline values as they relate to the people who have been targeted by the President's executive orders, which includes our commitment to providing welcome and sanctuary to all Brookline residents and visitors, regardless of immigration status.

Because of these principles, Brookline's Board of Selectmen strives to protect the safety and well-being of all Brookline residents and visitors, regardless of immigration status, by supporting the health, mental health, well-being, safe haven, and sanctuary of refugees and immigrants, whether documented or not. We believe the actions of the Trump Administration in targeting and denigrating immigrants and refugees has created an atmosphere of fear and hatred in the country and, potentially, in Brookline. We also believe that an attack on one group will lead to attacks on other groups, as the increased incidence of anti-Semitic attacks in Massachusetts illustrates, and that attacks on immigrants, refugees, and other groups must be resisted and combated by all legal means.

We further reaffirm our support for the sentiments expressed in Town Meeting's Warrant Article 24 voted at the November, 1985 Town Meeting and Warrant Article 26 voted at the November 2006 Town Meeting concerning safe sanctuary in Brookline for immigrants and refugees from all countries regardless of their immigration status.

In addition, the Town will respect the status of those who are lawful Permanent Residents and Visa holders.

In Board of Selectmen  
Tuesday, February 7, 2017  
Page 10 of 11

The recent developments in Washington portend overreaching enforcement of existing immigration laws that threaten to violate the Constitution and the laws of the United States, including international treaties respecting immigrants and refugees that are a part of United States Federal law, and undoubtedly in violation of long established American moral principles. The likely aggressiveness of the new administration's actions is evidenced by its threat to commandeer local police forces to perform immigration status checks and enforce immigration laws that are solely the responsibility of the Federal government. In response to these developments:

- The Board of Selectmen has initiated a review of the Police Department's policies as they relate to responding to varying types of requests for assistance by U.S. Immigration and Customs Enforcement. The Board has elected to solicit the input of the Town's Commission on Diversity, Inclusion and Community Relations by asking the Commission to review the current policies and to recommend any changes it believes are warranted, especially changes related to the police department's interactions with immigrants and refugees.
- Town services and resources will be made available to provide for the health, mental health, education, shelter, sustenance, and well-being of all of our residents and visitors, including immigrants, irrespective of their legal status, and refugees; no actions against any person within the Town of Brookline shall be based solely on that person's status as an immigrant or refugee; and no Town employee shall ask for information on the immigration status of any person unless reasonably necessary for the provision of services by Town employees.
- The Board of Selectmen directs Town Counsel to work with other towns and cities and the State Attorney General to develop legal strategies and measures to protect Town actions and to defend against any punitive measures undertaken by the Federal government against state and local governmental entities.
- The Board of Selectmen further requests that Brookline civil society, including houses of worship, service organizations, political entities, nonprofit organizations, educational institutions, and individuals (1) learn about, (2) provide support, welcome, safe haven, and sanctuary to, and (3) help integrate into the fabric of our community, all resident or visiting immigrants, irrespective of their legal status, and all refugees.

Aye: Neil Wishinsky, Nancy Daly, Benjamin J. Franco, Nancy Heller, Bernard Greene

#### BOARDS AND COMMISSIONS - APPOINTMENTS

The following candidates for appointment/reappointment to the following Boards and Commissions:

Board of Assessors  
Planning Board  
Transportation Board

In Board of Selectmen  
Tuesday, February 7, 2017  
Page 11 of 11

Board of Assessors

On motion it was,

Voted to reappoint Gary McCabe to the Board of Assessors for a term ending August 31, 2019 or until a successor can be appointed.

Planning Board

There was a tie vote; this vote was held for further review.

Transportation Board

On motion it was,

Voted to appoint Jonathan Kapust to the Transportation Board for a term ending August 31, 2019 or until a successor can be appointed.

There being no further business, the Chair adjourned the meeting at 9:10 p.m.

ATTEST



TOWN OF BROOKLINE  
APPLICATION FOR A TEMPORARY WINE AND MALT ALCOHOLIC  
BEVERAGES SALES LICENSE

Date: 2/6/17

I hereby make application for a TEMPORARY ALCOHOLIC BEVERAGE LICENSE  
for the purpose of selling and dispensing WINE AND MALT alcoholic beverages  
permitted by law at a

cooking class

(state whether meeting, banquet, concert, picnic, wedding, etc.)

which is to be held by Olive Connection

(Name of Organization)

1426 Beacon St. Brookline

(Address of Organization)

a Retail food organization, on the 9<sup>th</sup> day of March

between the hours of 6-8 pm at the following described place:

Olive Connection Specialty Food Store

[NOTE: Under state law, temporary licensees may not sell alcoholic beverages between  
the hours of 2 a.m. and 8 a.m.]

State law permits issuance of a temporary license to sell alcohol only to the responsible  
manager of an organization.

The above organization represents and warrants that the following individual is the  
organization's responsible manager:

Name: Maurice Sapoznik Address: 37 Lowell Rd Brookline

Title: owner Date of Birth: 6-7-46

Telephone number(s) (24-hour contact information): 617-921-5107

Email address(es): sportsman2@mac.com

Complete name and address of officer of the organization applying:

Name: Maurice Sapoznik Title: owner Address: 37 Lowell Rd Brookline

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Address: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Address: \_\_\_\_\_

1) How many cases or barrels, etc. of malt or wine beverages are to be available for sale? None

2) What is the maximum number of people to attend? 25

3) What is the age group of people to attend? 21-70

4) Are you charging an admission fee? Yes

5) How will alcoholic beverages be dispensed or served and by whom? Please state the names, addresses and telephone numbers of all person(s) serving alcoholic beverages.

with Maurice Sapp-mich 3710 Newell Rd. Brookline partnering with wine cellar - Beacon St

6) State whether or not the person(s) dispensing or serving alcohol received TIPS certification or equivalent safe-service-of-alcohol training, and the date(s) of any such certification or training. (PLEASE ATTACH DOCUMENTATION PERTAINING SO SUCH CERTIFICATION OR TRAINING.):

Tips card attached

7) If any attending are under age 21, what method will be used to check I.D. and what procedures will be followed to make certain that those under age 21 are not served and are not allowed to consume alcoholic beverages?

8) Will a police detail or other types of security be provided? no

If "Yes" what type and how many?

Note: Police details are arranged for by contacting the Brookline Police Department.

9) If different from the responsible manager identified above, please state the name, address, age, and 24-hour contact information of the official, employee, or representative of the organization who will be physically present at the event and who has been duly authorized by the organization to be responsible for supervising the event to ensure compliance with all applicable federal, state, and local laws, regulations, ordinances and conditions on the license and maintenance of order and decorum:

(Name) \_\_\_\_\_ (Address) \_\_\_\_\_ (Date of Birth) \_\_\_\_\_

Telephone number(s) (24-hour contact information): \_\_\_\_\_

Email address(es): \_\_\_\_\_

10) Does the organization have a pending application for a liquor license as a common victualler, innholder or club? Is the premises for which a temporary license is sought already the subject of a liquor license? Yes No

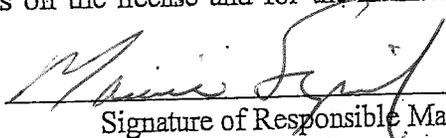
If the answer is yes to either question, please detail: \_\_\_\_\_

11) Please describe the portion(s) of the premises where the sale, storage and/or furnishing of alcohol will take place, including a specification and description of all indoor and outdoor portions of the premises (e.g., in the case of a function, table areas, bars, dance floors, tented area, etc.):

*all inside the store.  
The cooking class includes paella instruction  
& samplings + Spanish wine & sherry education & tasting.*

**Town Property Use:** In the event that the applicant seeks to use a Town property in connection with the event that is the subject of this application, this application must be accompanied by proof that the applicant has secured, and that there is in effect during the period of time for which the license is sought, a general liability policy naming the Town as an additional insured, or, if the general liability policy exempts alcohol-related incidents or occurrences, a liquor liability policy naming the Town as an additional insured. By signing this application, the organization and its officers, employees, agents and representatives absolve the Town and its officials, officers, employees, agents and representatives from all liability in connection with the applicant's proposed use. By signing this application, the organization agrees to indemnify the Town for any damage to the Town's personal and real property resulting from the use, and agrees to indemnify the Town for any expenses the Town incurs in restoring the property to its condition prior to the use (in excess of any routine cleaning and maintenance service the Town would ordinarily have performed irrespective of the use.

**Certification:** I certify that I, as the responsible manager of the organization, have been duly authorized to apply for this license on behalf of the organization, and that I will be responsible for the organization's compliance with all applicable federal, state, and local laws, regulations, ordinances and conditions on the license and for the maintenance of order and decorum at the event.

  
\_\_\_\_\_  
Signature of Responsible Manager



eTIPS Off Premise 2.0 SSN: XXX-XX-XXXX

Issued: 1/6/2016

Expires: 1/6/2019

ID#: 4161250

D.O.B.: XX/XX/XXXX

Maurice Sapoznik  
Olive Connection  
1426 Beacon St  
Brookline, MA 02446-2003

For service visit us online at [www.gettips.com](http://www.gettips.com)



HEALTH COMMUNICATIONS INC.

1400 Key Blvd., Suite 700

Arlington, VA 22209

703-524-1200

[www.gettips.com](http://www.gettips.com)

*This card was issued for successful completion of the TIPS program.*

Signature: \_\_\_\_\_





**BROOKLINE POLICE DEPARTMENT**

*Brookline, Massachusetts*

DANIEL C. O'LEARY  
CHIEF OF POLICE

To: Chief Daniel O'Leary

From: Lieutenant Derek Hayes

Re: Olive Connection, Temporary One Day All Kinds License: 03-09-17

Date: February 8, 2017

---

Sir,

The Olive Connection, through their owner, Maurice Sapoznik, has applied for a Temporary Section 14 One Day Wine and Malt Beverages License for a private event to be held on Thursday, March 9<sup>th</sup>, 2017 between 6pm and 8pm. The Olive Connection is located at 1426 Beacon St. and currently holds a Food Vendor's License.

Maurice Sapoznik (06-07-46) will be the responsible manager on site for this event and will ensure compliance with all applicable Federal, State and local laws, regulations, ordinances, and any conditions on the permit.

This event is expecting no more than twenty five (25) attendees. All alcoholic beverages at this event will be served by Maurice Sapoznik who is certified in the safe service of alcohol. A copy of his certification was submitted.

There is sufficient parking available in the Centre St. parking lot and on the street. This location is accessible by public transportation.

I see no reason to oppose this license request.

Respectfully submitted,

Lieutenant Derek Hayes



February 14, 2017

DRAFT    DRAFT    DRAFT

Ms. Amy Smith  
Director of Gas Pipeline Safety & Compliance National Grid  
40 Sylvan Road  
Waltham, MA 02451  
[amy.smith@nationalgrid.com](mailto:amy.smith@nationalgrid.com)

Re: Brookline/ National Grid/ HEET pilot study

Dear Ms. Smith,

On behalf of the Town of Brookline, we would like to request to participate in a pilot study in collaboration with National Grid and HEET to identify high volume gas leaks in Brookline. With an estimated 5 to 7% of all natural gas leaks emitting half of all the methane gas being leaked, addressing these leaks will dramatically reduce emissions and save ratepayer money in the fastest, most efficient manner. As you know, the Town of Brookline has the second highest number of gas leaks per linear mile in the Commonwealth.

As we are all aware, Massachusetts law now requires gas companies to repair these high-volume, environmentally significant gas leaks on an accelerated schedule. In order to ensure a town and utility friendly method of identifying and fixing high-volume leaks, HEET, a Cambridge nonprofit working on gas leaks, along with Mothers Out Front and other allies, is partnering with Columbia Gas, Eversource, and National Grid in a pilot study to study the selected leaks and measure their emissions. HEET will provide independent oversight and analysis. The result will assist National Grid and other utilities in Massachusetts to develop best practices for finding and fixing the biggest leaks first.

### **Proposed program**

National Grid will use gas leak survey data to locate what it believes to be high-volume gas leaks in Brookline, then select about 5% of the existing leaks in Brookline, or about 12 - 14 leaks.

National Grid will share the addresses of these proposed leaks with Brookline DPW for approval, then share the addresses with HEET, along with the addresses of 2 suspected low-volume leaks National Grid needs to repair for other reasons. National Grid will not divulge to HEET which leaks are high vs. low volume.

HEET will resurvey approximately 50% of these leaks (or 8 to 9 leaks) before repairs to confirm the ability to replicate the data used to select the suspected high- and low-volume leaks. These surveys would not be disruptive to street traffic, would be performed in a similar fashion to the method National Grid uses to surveys leaks, and would be performed by qualified personnel with appropriate safety gear.

Before repairing all of the selected high- and low-volume leaks, National Grid will measure the emissions of these leaks using common utility tools. The measurement would take 5 minutes. They will record the measurement and share it with HEET. If possible, HEET staff will be there to watch the measurement take place.

National Grid will repair the leaks after sharing the measurement data with HEET. After the leak is fixed, HEET will return to the 8 to 9 randomly selected leaks to see if any gas remains at the site and confirm that there is no secondary unrepaired leak at the site.

## 7. - 2

**Results:** HEET will provide independent oversight to show either:

- The utility method is working to find and fix high-volume leaks
- Or to create a database of information about the selected leaks across the 3 utility territories to assist the utilities in discerning what metrics can help them select higher volume leaks in the future.

Utilities across the state will need this information to be able to reduce emissions as well as to make sure that they aren't unintentionally digging up city streets for low-volume leaks.

**Researchers:** HEET, Boston University Professor Nathan Phillips, Bob Ackley of Gas Safety Inc, Sierra Club of Mass. and Metropolitan Area Planning Council (MAPC).

**Note:** At National Grid's request, neither Prof. Phillips nor Bob Ackley will work on the Brookline data. However, the systems they have helped create will be used in Brookline.

- 1) The Town of Brookline will provide an expedited permitting process and scheduling of police details as well as work to remove any reasonable barriers to the study.
- 2) National Grid will perform the study, which includes measurements before and after repairs. National Grid will repair of selected leaks and will absorb all costs associated with permitting and police details.
- 3) HEET will absorb the cost of independent verification for the resurvey of 50% of the repaired leaks.

Thank you for your consideration.

Sincerely,

Neil Wishinsky, Chair, Board of Selectmen

cc: Audrey Schulman, HEET  
Andrew Pappastergion, Commissioner of DPW  
Peter Ditto, Director of Transportation and Engineering  
Daniel O'Leary, Police Chief

## **Brookline / National Grid / HEET Pilot Study**

5 to 7% of all natural gas leaks are gushers that emit half of all the gas being leaked. Fixing these leaks will dramatically reduce emissions and save ratepayer money in the fastest most efficient manner.

A new law ([Bill H.4568](#), Section 13) in Massachusetts requires gas companies to repair these high-volume, "environmentally significant" gas leaks on an accelerated schedule. However, since the utilities have, until now, only been mandated to worry about safety, they do not have a proven utility-friendly method of finding the high-volume leaks.

The Dept. of Public Utilities is proposing that the utilities use an untested method to find the leaks and then estimate the amount of gas saved. Under these circumstances we not only would not be sure that the leaks are actually high volume, the utilities would be able to get faster and larger cost recovery for fixing these leaks.

In order to ensure the utilities are finding and fixing proven high-volume leaks, HEET, a Cambridge nonprofit working on gas leaks, has talked Columbia Gas, Eversource, and National Grid into a pilot study to study the selected leaks and measure their emissions. HEET will provide independent oversight and analysis. The result will allow National Grid and other utilities in Mass. learn how to find and fix the biggest leaks first.

### **Proposed program**

National Grid will use gas leak survey data to locate what it believes to be high-volume gas leaks in Brookline. Probably National Grid would select about 5% of the existing leaks in Brookline, or about 12 - 14 leaks (please note, this is HEET's speculation).

National Grid would share the addresses of these proposed leaks with Brookline DPW for approval, then share the addresses with HEET, along with the addresses of 2 suspected low-volume leaks they need to repair for other reasons. They wouldn't tell HEET which leaks are which.

HEET would resurvey approximately 50% of these leaks (or 8 to 9 leaks) before repairs to ensure we can replicate National Grid's data used to select the suspected high- and low-volume leaks. These surveys would not be disruptive to street traffic, would be performed in a similar fashion to how National Grid surveys leaks, and would be performed by qualified personnel with appropriate safety gear.

Before repairing all of the selected high and low volume leaks, National Grid will measure the emissions of these leaks using common utility tools. The measurement would take 5 minutes. They will record the measurement and share it with HEET. If possible, HEET staff will be there to watch the measurement take place.

After the leak is fixed, HEET will return to the 8 to 9 randomly selected leaks no gas remains at the site, thus confirming there was no secondary unrepaired leak at the site.

**Results:** HEET will provide independent oversight to show either:

- The utility method is working to find and fix high-volume leaks
- Or to create a database of information about the selected leaks across the 3 utilities so the utilities learn what metrics can help them select higher volume leaks in the future.

Utilities across the state will need this information to be able to reduce emissions and wasted money in the future as well as to make sure that they aren't tearing up city streets for low-volume leaks.

**Researchers:** HEET, Boston University Professor Nathan Phillips, Bob Ackley of Gas Safety Inc, Sierra Club of Mass. and Metropolitan Area Planning Council (MAPC).

**Note:** At National Grid's request, both Prof. Phillips and Bob Ackley will not be working on the Brookline data. The systems however that they have helped create will be used in Brookline.

DRAFT ONLY 2/9 for Brookline Board of Selectmen meeting 2/14

## Climate Week 2017: *Turning Point*

### What Is Climate Week?

Now in its 7th year, Climate Week is a series of events focused on climate education and action. Climate Week is produced by Climate Action Brookline with community partners, organizations, businesses and individuals. We invite citizens of all ages to learn and engage in personal, local, state, national, and global actions.

### Website and Contact

[www.climateweek2017.org](http://www.climateweek2017.org) for updates and information [info@climateactionbrookline.org](mailto:info@climateactionbrookline.org)

### Details

FREE: All events are free and open to the public. WEATHER: events are held rain or shine unless the town declares a weather emergency or cancellation by event organizer

### About Climate Action Brookline (CAB)

CAB is a 501c3 that advocates for drawing down carbon emissions, breaking free from fossil fuels and growing clean energy. We partner with citizens and advocacy groups to build the climate movement all year long. CAB is a member of Massachusetts Climate Action Network and MA Power Forward, a statewide climate coalition. Sign up for our newsletter and see our meetings and events schedules at [www.climateactionbrookline.org](http://www.climateactionbrookline.org)

## MONDAY, MARCH 27

### Tactics and Strategy in Urban Design: *Responses to Climate Change*

Russell Preston, Founder of Principle Group; Board member Congress for the New Urbanism

### 6:15–8pm

As a designer and urbanist since 1999 and contributor to Tactical Urbanism guides, Russell Preston will discuss the book, *Tactical Urbanism: Short-Term Action for Long-Term Change* by Michael Lydon and Tony Garcia. Tactical urbanism is an approach whereby quick, low-cost, creative community-based projects can lead to public and government support for permanent inspiring projects that improve urban living and promotes action from the bottom up when strategies and policies from the top move too slowly. How this and other urban approaches can be applied to climate change will be compared.

**Main Library, 361 Washington St., Brookline, Hunneman Hall, 2nd floor**

## TUESDAY, MARCH 28

### **Climate Café 2017: *Finding Your Place in the Climate Movement***

Anne Goodwin, Leadership Team, Mothers Out Front Massachusetts; Ben Hellerstein, State Director, Environment Massachusetts

#### **6:30–7pm refreshments; 7-8:30pm program**

Do you think about working for climate service and justice but want to know how to get started or continue to engage given what we now face? Climate leaders Anne Goodwin and Ben Hellerstein present TED talk style presentations about their own personal journeys into the climate movement. Following the presentations we will break into small groups and explore ways to deepen our commitment to address climate change personally and in society.

**Temple Sinai, 50 Sewall Ave., Brookline, Ehrenfried Hall**

## WEDNESDAY, MARCH 29

### **Activism in Massachusetts Cities and Town: *What's Happening?***

Moderator: Carol Oldham, Exec. Dir. Mass Climate Action Network Presenters: Werner Lohe, Co-Chair Brookline Selectmen's Climate Action Committee; Dr. Nathan Phillips, Professor, Earth and Environment, Boston University; Audrey Shulman, founder of HEET; (TBD . City of Somerville Planning Department)

#### **7–9pm**

Local climate initiatives are the roots of broader political action. Gas pipeline leaks are mobilizing active citizens at the town level across the Commonwealth. Hear about what is being done to identify and mitigate the worst gas leaks. Learn about townwide net zero goals being applied to schools and individual buildings. Find out how Somerville incorporated climate change into urban planning. Discover how these efforts came to be and what level of success has been achieved. Discuss in group sessions how you can contribute to that effort.

**All Saints Parish, 1773 Beacon St., Brookline, Entry via Parish House door via courtyard to the right**

## THURSDAY, MARCH 30

### **Fighting For Climate at the Massachusetts Statehouse**

#### ***Will Massachusetts Lead the Nation?***

Moderator: Claire Miller, MA Power Forward & Lead Community Organizer, Toxics Action Center Presenters: Senator James Eldridge, Becky Smith, MA Power Forward & MA Campaigns Director Clean Water Action; Serafina Zeringo, Research Director for the Joint Committee on Environment, Natural Resources, and Agriculture (other presenters need confirmation)

## 8. - 3

### 6pm, refreshments; 6:30-8pm program

We can affect our state's energy outcomes for years to come by working for an impactful 2017. Find out how statehouse legislative leaders, staff, and citizen groups are fighting for this year's climate bills. What are the bills? What has worked so far and why? What can we do right now? Learn how to apply tools to power Massachusetts and the nation forward. Help keep our state in the forefront of climate action.

**State House, 24 Beacon Street, Boston, MA (House Meeting Room location needs confirmation)**

### FRIDAY, MARCH 31

**Broadening the Outlook – Two Views on Screen: *Where To Invade Next* and *Time To Choose***

**Abridged versions of films by Michael Moore and Charles Ferguson**

**6:30–8:30pm**

Michael Moore goes on a European invasion, looking for ideas that he can steal and bring back home. He finds social norms in foreign cultures that would seem bizarre and unworkable to Americans but which have American roots. The contrasts are entertaining, but also raise moral questions and challenge U. S. social norms. *Time to Choose* points to the role of technology in stopping climate change. But is a transformation in American life style, western values, and sense of community not also required? Discuss the messages in these two films.

**United Parish, 15 Marion St., Brookline, Willett Hall**

### SATURDAY, APRIL 1

**(Brookline Bike Ride)**

**(John Dempsey, morning ride needs confirmation)**

### 3R DEPOT

***Pitch in to Reduce Reuse and Recycle! Education, action and fun for the whole family!***

**10am-2pm**

LEARN ABOUT: the new Pay as You Throw trash program, bike safely in Brookline, progress in fixing gas leaks, emergency preparedness and more SHARE: recycle your cell phones, eyeglasses, soda pull tabs. PICK UP: used sports gear at the Annual Sports Gear Exchange LISTEN: The library's Book Bike and story hours, entertainment by Music Out Front. MAKE ART: Brookline Arts Center recycled materials event EAT: at the Carbon Cafe and learn about the hidden environmental costs of your food. TRY OUT: drive an electric car (bring your driver's license). DONATE: old bicycles to Bikes Not Bombs. BRING: paper for shredding \$5/box. **Unfortunately, no styrofoam collection this year.**

## 8. - 4

Pierce School and Town Hall Parking Lot , Pierce St and 50 School St. entrances

### **YOUTH CLIMATE ADAPTATION CHALLENGE: *An Art and Science Fair***

**11am – 2pm**

Join budding scientists, artists, and performers as they step up to the challenges brought about by climate change using nature inspired innovation in art and science. Brookline students from K-12 crank up their creativity to address problems of our changing climate using biomimicry, eco-art, and more. You be the judge!

**Pierce School Cafeteria and Auditorium, entrances from both Pierce St and 50 School St., Brookline**

### **YOUTH IN ACTION: *Advocating For Their Future***

Moderator: Emily Kirkland, Director of Organizing for 350MA

**2:30pm – 4:30pm**

Teens have been advocating for climate change action and getting standing ovations all over the country. A short video of work from many corners of the United States along with the work of local teen activists will be followed by an audience-participation discussion. (Suggested Ages: 8-18)

**Pierce School, Pierce St and 50 School St. entrances, Brookline; Auditorium**

## **SUNDAY, APRIL 2**

### **The Muddy River Project: *Phase 2 in Brookline***

Fran Gershwin, Chair Muddy River Restoration Project Maintenance and Management Oversight Committee

**10:00 -11:30am**

A walk led by Fran Gershwin, chair, Muddy River Restoration Project Maintenance and Management Oversight Committee (MMOC), will start at the Longwood T Station, and follow the Brookline side of the Riverway to Leverett Pond in Olmsted Park. The focus will be on Brookline features of Phase 2 of the project and current project status. The event will end with refreshments in the lobby of the Brook House, 33 Pond Avenue, provided by the Friends of the Muddy River.

**Meet at Longwood T Station on the D Green Line, Chapel Street near Longwood Ave., Brookline**

### **Nature Walk at D. Blakely Hoar Sanctuary**

Alex Cassie, Brookline Park Ranger

**12-1:00 pm**

## 8. - 5

Join Brookline Park Ranger Alex Cassie for a guided walk through D Blakely Hoar Sanctuary, one of three nature sanctuaries in Brookline. The sanctuary showcases a wetland environment and unique rock formations and is home to a diverse population of plants and animals. This easy-pace walk through a picturesque New England ecosystem offers insight into how climate change can affect our local natural areas. Walk will be held rain, snow or shine, so please dress accordingly.

(to be decided - Meet at Gerry Road Entrance behind the Baker School , Brookline)

<http://www.brooklinema.gov/1050/D-Blakeley-Hoar-Sanctuary>

### **The New Era of Planet History: *The Place of Science, Fossil Fuels and Clean Energy in Times Ahead***

Moderator: Eugenia Gibbons, Clean Energy Director of Mass Energy; Presenters: Seth Itzkan and Karl Thidemann, Co-Founders Soil4Climate; Liz Stanton, Consultant and Global Development & Environment Institute, Tufts University; Sue Reid, Vice President Climate & Energy Programs of Ceres

#### **2pm refreshments; 2:30-4pm program**

Human behavior has so impacted our global ecology and climate that scientists have declared we are in a new era of planet history. What do we know about the new era? What can we do given the politics our nation faces? This forum highlights essential actions to *change the zeitgeist*. Break out into small group discussions following the presentations.

**Town Hall, 333 Washington Street, Brookline, Room 103**

### **Climate Week Related Exhibits**

**Mothers Out Front Brookline, Rena Sokolow, Sybil Senters,**

### **Thanks to Climate Week 2017 Organizations and Committees**

All Saint's Parish Church

Bikes not Bombs

Brookline Arts Center

Brookline Bank

Brookline Booksmith

Brookline Bicycle Advisory Committee

Brookline Board of Selectmen

Brookline Building Department

Brookline Department of Public Health

Brookline Department of Public Works

Brookline Parks and Open Space

Brookline Public Library

Brookline Public Transportation Advisory Committee

Brookline Recreation

Brookline Schools

Brookline Senior Center

Climate Action Brookline

Friends of the Muddy River

League of Women Voters

MA Power Forward

Mass Climate Action Network

Mass Energy Consumers Alliance

Mothers Out Front Brookline

Pierce School

Selectmen's Climate Action Committee

State Representative Frank Smizik and staff

Temple Sinai

United Parish Church

**And special thanks to dozens of dedicated individuals, organizers and volunteers  
for your planning and skills**

**Please join in Climate Week**

**On behalf of Climate Action Brookline**

**Climate Week 2017 Steering Committee** Michael Berger, Mary Dewart, Pat Maher, David Pantalone



# nationalgrid

January 27, 2017

Mr. Neil Wishinsky, Chair  
Brookline Board of Selectmen  
333 Washington St  
Brookline, MA 02445

Re: Suspension of Noise Control By-law for New Gas Service

Dear Chair Wishinsky,

National Grid would like to respectfully request a suspension of the Noise Control By-law at the Board of Selectmen Meeting on February 14<sup>th</sup>, 2017. The waiver will allow us to perform the relay of the gas main on Beacon St, during the evening to night hours. With the expectations of a March 1, 2017 start date and an estimated finish date of June 1, 2017

The project is part of our continued efforts to maintain and operate the safe and reliable delivery of natural gas service. The work entails the replacement and upgrade of our existing gas mains in Beacon St. approximately from the intersection of St. Paul St, to the intersection with Winchester St.

After careful consideration, discussion, and guidance from Public Works, we agreed to divide the work into two phases. The first phase of the project would be the portion between St. Paul and Pleasant St. This portion of the was completed during day hours. The second phase of the project, between Pleasant and Winchester St, was identified as night work in order to lower impact on businesses, traffic, and other abutters. The night work would be subject to conditions and restrictions set forth by the Town.

National Grid will notify the abutters of the public hearing via US Mail, as well as via a public notice in the local paper.

We appreciate your time and assistance,

Sincerely,

John Barkas  
Community & Customer Management ~ MA South  
[John.barkas@nationalgrid.com](mailto:John.barkas@nationalgrid.com)  
617.217.8954

cc: Andrew Pappastergion, Commissioner Public Works  
Kevin Johnson, Highway & Sanitation  
Peter Ditto, Engineering  
Todd Kirrane, Transportation



January 27, 2017

*Notice of Public Hearing*

To: All Interested Persons

National Grid is scheduled to present a request for a suspension of the Noise Control Bylaw at approximately 7:30PM at the February 14th, 2017 Board of Selectmen's meeting. The meeting will take place in the Selectmen's Hearing Room, 6<sup>th</sup> floor, Town Hall.

The request is in support of a reliability project of the Company's gas main in Beacon St. The work will extend from approximately the intersection with St Paul St., to the intersection with Winchester St. The final schedule of work will be determined after discussion with town officials. Expectations of a March 1, 2017 start date and an estimated finish date of June 1, 2017

If you would like to express any concerns for this work, or our petition, kindly attend the Board of Selectmen's meeting on this date. If you have any questions about the project, please call **John Barkas**, Manager, Community & Customer Management, at **(617) 217-8954**.

January 27, 2017

Este é um aviso importante. Queira mandá-lo traduzir.  
Este es un aviso importante. Sírvase mandarlo traducir.  
Avis important. Veuillez traduire immédiatement.  
Questa è un' informazione importante, si prega di tradurla.  
ĐÂY LÀ MỘT BÀN THÔNG CÁO QUAN TRỌNG  
XIN VUI LÒNG CHO DỊCH LẠI THÔNG CÁO ẤY  
Это очень важное сообщение.  
Пожалуйста, попросите чтобы  
вам его перевели.

Dear Resident/Business Owner:

This is an important notice from **National Grid** regarding reliability work on our gas infrastructure on Beacon St, Brookline. The work will extend from approximately the intersection with St. Paul St, to the intersection with Winchester St. With our expectations of a March 1, 2017 start date and an estimated finish date of June 1, 2017.

The project is part of our continued efforts to maintain and operate the safe and reliable delivery of natural gas service. The work entails the replacement and relocation of an existing gas main and services.

National Grid is scheduled to present a request for a suspension of the Noise Control Bylaw, in order to conduct night work, at approximately 7:30PM at the February 14, 2017 Board of Selectmen's meeting. If you would like to express any concerns for this work, or our petition, kindly attend the Board of Selectmen's meeting on this date.

If you have any questions about the project, please call John Barkas, Manager, Community & Customer Management, at (617) 217-8954. For general inquiries, National Grid **Customer Service** can be reached 24/7 at 1-800-233-5325.

Sincerely,

National Grid

Cc: Mayor/Town Manager/Town Administrator/DPW/J Barkas



Memorandum

**To:** MELVIN KLECKNER, TOWN ADMINISTRATOR  
**From:** PATRICK J. WARD, TOWN CLERK  
**Date:** 2/10/2017  
**Re:** VACANCIES RELATING TO MAY 2, 2017 ANNUAL TOWN ELECTION

---

Pursuant to M.G.L., c.41, section 10, the Board of Selectmen, not less than fifteen days before the last day to submit nomination papers to the Registrars of Voters for certification (March 14, 2017), must file with the Town Clerk a notice of election for any office that would not normally appear on the ballot.

Attached, please find a sample recommended vote regarding those vacancies that currently exist. I will update the Board if any further vacancies occur.

An attestation of the Selectmen's affirmative action on the final version of such a vote must be delivered to my office no later than 5:00 p.m. on Monday, February 27, 2017, therefore, the final recommended vote should occur *no later than* the Selectmen's scheduled meeting for Tuesday, February 21, 2017.

*As of 2/8/17*

**SAMPLE  
NOTICE OF ELECTION**

Pursuant to M.G.L., Chapter 41, section 10 and M.G.L., Chapter 43A, section 5, the following vacancies have occurred and the Town Clerk is hereby directed to place on the ballot for the May 2, 2017 Annual Town Election the following offices:

- One Town Meeting Member - Two Year Term (Precinct 12)
- One Town Meeting Member – One Year Term (Precincts 2, 4 and 6)

*As of 2/8/17*

**SAMPLE  
NOTICE OF ELECTION**

Pursuant to M.G.L., Chapter 41, section 10 and M.G.L., Chapter 43A, section 5, the following vacancies have occurred and the Town Clerk is hereby directed to place on the ballot for the May 2, 2017 Annual Town Election the following offices:

- One Town Meeting Member – Two Year Term (Precinct 12)  
Pct. #12 – Donald C. Weitzman moved outside of the precinct.
- One Town Meeting Member – One Year Term (Precincts 2, 4 and 6)  
Pct. #2 – Resignation of Eunice White  
Pct. #4 – Passing of Frank W. Farlow  
Pct. #6 – Passing of Robert I. Sperber



# FY2018 FINANCIAL PLAN



**BOARD OF SELECTMEN**  
NEIL WISHINSKY, Chairman  
NANCY A. DALY  
BENJAMIN J. FRANCO  
NANCY HELLER  
BERNARD GREENE

MELVINA A. KLECKNER, Town Administrator  
MELISSA GOFF, Deputy Town Administrator  
AUSTIN FAISON, Assistant Town Administrator

# FY2018 BUDGET OVERVIEW

- ❖ FY 2018 Budget balances \$303 million of revenues and expenses (all in). Represents a 4.2% increase over FY 2017.
- ❖ School Budget increases by 3.3%
- ❖ Municipal Budgets increase by 1.7%
- ❖ Capital Budget represents 8.8% of prior year net revenue
- ❖ Enterprises are up by 1.1%
- ❖ Reserves and long-term liability funding meet goals

# THE FY2018 BUDGET

	<u>FY 2017</u>	<u>FY 2018</u>	<u>\$\$\$ CHANGE</u>	<u>% CHANGE</u>
<b>REVENUES</b>				
Property Tax	204,064,199	211,298,230	7,234,031	3.5%
Local Receipts	23,836,698	29,556,650	5,719,952	24.0%
State Aid	19,657,251	20,273,713	616,462	3.1%
Free Cash	5,311,538	8,354,017	3,042,479	57.3%
Other Available Funds	7,840,067	3,045,386	(4,794,681)	-61.2%
Enterprises (net)	30,877,664	31,229,446	351,782	1.1%
<b>TOTAL REVENUES</b>	<b>291,587,417</b>	<b>303,757,442</b>	<b>12,170,025</b>	<b>4.2%</b>
<b>EXPENDITURES</b>				
Municipal Departments	71,523,394	72,720,981	1,197,587	1.7%
School Department	101,118,783	104,500,312	3,381,529	3.3%
Non-Departmental	70,839,465	77,211,691	6,372,226	9.0%
Special Appropriations	8,879,375	9,724,903	845,528	9.5%
Enterprises (net)	30,877,664	31,229,446	351,782	1.1%
Non-Appropriated	8,348,739	8,370,109	21,370	0.3%
<b>TOTAL EXPENDITURES</b>	<b>291,587,417</b>	<b>303,757,442</b>	<b>12,170,025</b>	<b>4.2%</b>

# OVERRIDE FRAMEWORK

## GENERAL FRAMEWORK OF THE THREE-YEAR PLAN

In millions of \$'s

Revenue

\$7.665 Override Funds  
\$2.289 Non-property tax efficiencies and revenues  
 \$9.954 Total Plan

Expenditures

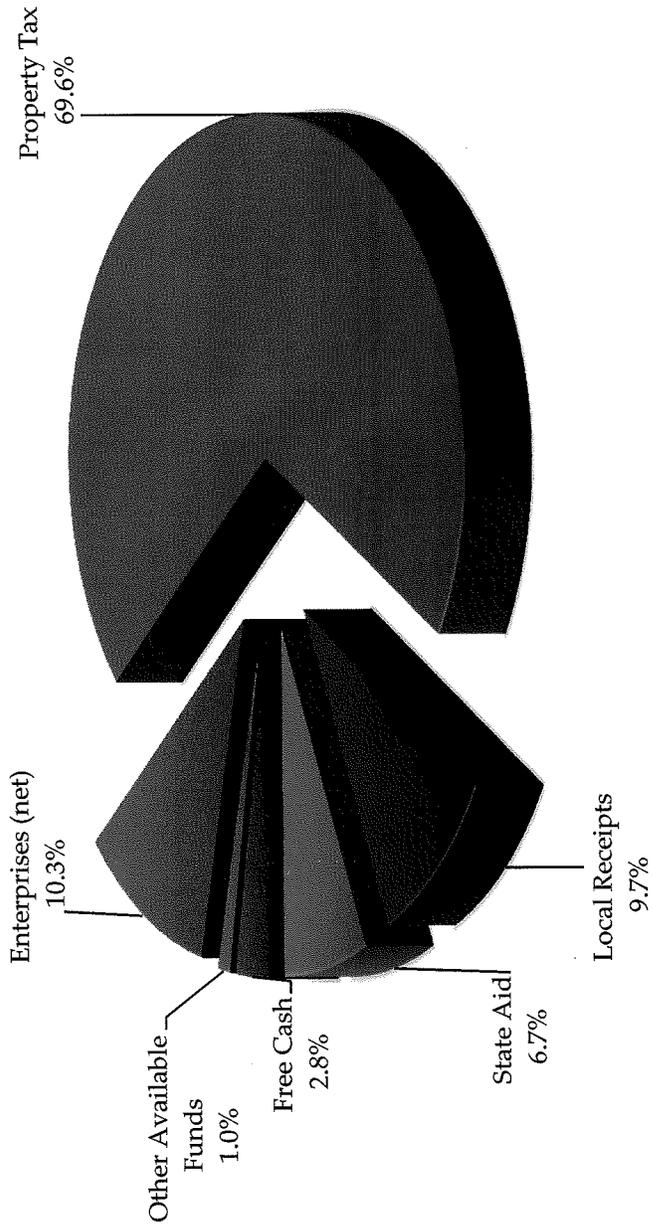
	Year 1	Year 2	Year 3	Total
Override funds	\$6.20	\$1.465	\$0	\$7.665
Non-override funds		\$1.00	\$1.29	\$2.289
	\$6.20	\$2.465	\$1.29	\$9.954

# OVERRIDE TARGETS VS. EXPERIENCE

<u>Override Targets Compared to Actual Experience</u>			
	<u>Projected</u>	<u>Actual</u>	<u>Variance</u>
Override Funds	\$7,665,000	\$7,665,000	\$0
Parking Meter Rates	\$850,000	\$850,000	\$0
Refuse Fee	\$615,000	\$150,000	(\$465,000)
Library Materials Fines	\$20,000	\$0	(\$20,000)
Cemetery Fees	\$16,000	\$25,000	\$9,000
Soule Childcare Rates	\$100,000	\$50,000	(\$50,000)
PILOT/Other	\$50,000	\$225,000	\$175,000
Online credit card fee for MVExcise	\$45,000	\$0	(\$45,000)
<b>Total Town Operating Revenue</b>	<b>\$1,696,000</b>	<b>\$1,300,000</b>	<b>(\$396,000)</b>
School Revenue	\$88,000	\$88,000	\$0
Town Expenditure Reductions	\$513,000	\$130,570	(\$382,430)
<b>Projected Allocation to School</b>	<b>\$9,962,000</b>	<b>\$9,183,570</b>	
<b>Target used for Override</b>	<b>\$9,954,000</b>	<b>\$9,183,570</b>	<b>(\$770,430)</b>

# REVENUES

## FY18 REVENUES



# REVENUES

## (Property Taxes)

- ❖ Property Taxes: At \$211 million, represents over two-thirds of the Town's overall revenue
- ❖ Increase over FY 2017 is \$7.23 million (+3.5%)

<u>PROPERTY TAXES</u>	
Prior Year Levy Limit	203,036,517
2 1/2 % Increase	5,075,913
New Growth	2,165,000
Debt Exclusion (Debt Service Costs)	1,020,800
<b>Annual Levy FY 2018</b>	<b>211,298,230</b>

# REVENUES

## (State Aid)

- ❖ State Aid: \$20.27 million, up by 3.1%
- ❖ UGGA increases \$238K (3.9%) and reflects the Governor's commitment to tie Local Aid to consensus revenue projection
- ❖ Chapter 70 increases \$418K which primarily reflects a growth in the foundation budget as a result of enrollment

# REVENUES

## (Local Receipts)

- ❖ Local Receipts: \$29.56 million, up by 24%
- ❖ Parking Meter Receipts- Municipal Modernization allows town to treat as a Local Receipt instead of annual transfer from Parking Meter Fund (\$5.15M)
- ❖ Lodging and Meals Local Option Taxes: +6.3%  
\$72K for Red Cab site, \$75K Circle Cinema
- ❖ Building Permits: +4.2%
- ❖ Motor Vehicle Excise Taxes: +2.0%

# REVENUES

## (Free Cash)

- ❖ Free Cash: \$8.35 million
- ❖ Total certified Free Cash is \$10,854,017.  
Remaining balance is left unappropriated to meet our Unreserved Fund Balance (10% policy)
- ❖ Unreserved Fund balance is projected at 11%
- ❖ Free Cash limited to one-time funds

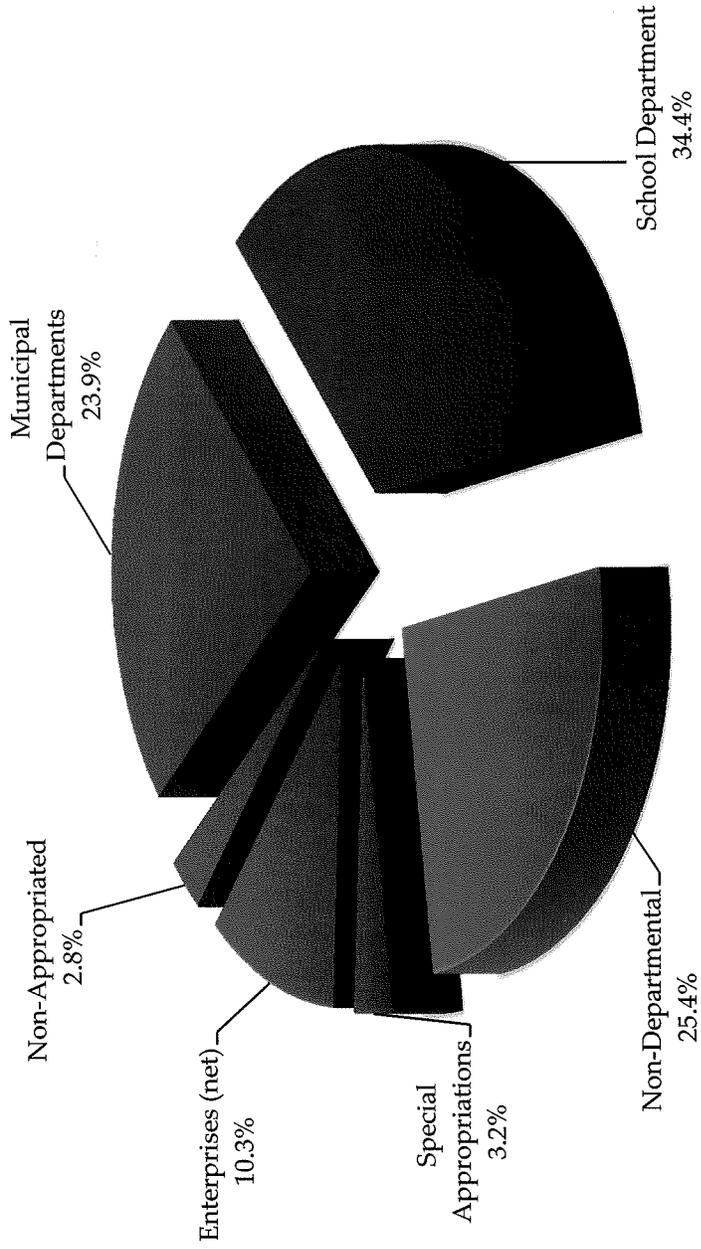
# REVENUES

## (Other Available Funds)

- ❖ Parking Meter Fund (separate fund by law)
  - ❖ Municipal Modernization now allows communities to treat parking meter revenue as a local receipt (balance at end of FY2018 available for one-time use)
- ❖ Reimbursements from Enterprises for General Fund related costs
  - ❖ Increase in Cemetery Trust support \$25K
  - ❖ One-time Capital Project Surplus \$148K

# EXPENDITURES

## FY18 EXPENDITURES



# EXPENDITURES

## (Schools)

- ❖ School Budget: Up by 3.3%
- ❖ Town-School Partnership formula continues to share enrollment growth
- ❖ Supported by \$770,430 of funds that would otherwise be allocated for Town services.
- ❖ Refer to School Committee's budget for more details

# EXPENDITURES

## (Municipal Departments)

- ❖ Modest growth of 1.7% to cover fixed costs and contractual increases
- ❖ Includes reserve for salary/wage increases
- ❖ Limited effort at investment and initiatives
  - ❖ Pay-As-You Throw implemented in FY2017
  - ❖ Town Clerk budget increased to reflect special election
  - ❖ Additional funding for Outside Counsel (HR)

# EXPENDITURES (Non-Departmental)

- ❖ Group Health Insurance
  - ❖ Assumption of 5% composite rate increase for GIC (final rates in March)
  - ❖ Increased subscribers (primarily schools) is accounted for in Town-School Partnership formula
- ❖ Pension Funding
  - ❖ Unfunded liability has increased based on investment losses in '15
  - ❖ Rate of Return assumption went from 7.6% to 7.40% (was 8.15% a few years ago). Significant increase to the FY2018 appropriation and annual increases going forward (7.85% annually).
  - ❖ Recommending \$300,000 from Free Cash
- ❖ Contribution to OPEB Liability
  - ❖ +\$250,000
  - ❖ Recommending additional \$600,000 from Free Cash

# EXPENDITURES

## (Special Appropriations)

- ❖ Revenue financed Capital Budget: \$9.58 million in FY 2018
  - ❖ \$3.52 million from general operating revenue
  - ❖ \$6.06 million from Free Cash
- ❖ Capital expenses are 8.8% of the Town's prior year net revenue
- ❖ Debt plan for High School adjusted to account for accelerated schedule and decision to not participate with the MSBA

# EXPENDITURES

## (Non-Appropriated and Enterprises)

- ❖ Non-Appropriated Expenses: 0.3% increase
  - ❖ MBTA Assessment
  - ❖ Norfolk County Assessment
  - ❖ Overlay
  
- ❖ Enterprises: 1.1% growth
  - ❖ Increase in the MWRA Assessment (Water/Sewer Enterprise Fund)
  - ❖ Golf Enterprise growth from driving range

# FY18 POLICY ISSUES & INITIATIVES

## ❖ Land Use and Chapter 40B Developments

- 12 separate proposals adding over 1,000 units (mostly market rate)
- Budget implications from these projects are substantial
- Strain on Town resources (Planning staff, ZBA)

## ❖ Uncertain Federal Landscape

- New Administration
- Sanctuary City status
- Community Development Block Grant (CDBG) uncertainty
- Federal funding for education/other federal aid
- Continued tax exempt status for municipal bonds

# FY18 POLICY ISSUES & INITIATIVES

## ❖ Trash Collection and H-PAYT

- FY2018 first full year of program
- Fee review to reduce the subsidy (OSC recommendation)

## ❖ Diversity and Inclusion

- Applicant Tracking
- Study of management classification and compensation

## ❖ Shifting Nature of Information Technology

- Shift from hardware and software acquisition to Cloud based applications
- Business and Administrative Manager

# FY18 POLICY ISSUES & INITIATIVES

## ❖ Performance Management

- GFOA Training
- Town-wide goal setting

## ❖ School Expansion

- High School
- 9<sup>th</sup> School at Baldwin
- Post Override Plan- How long can we go and what are the impacts?

## ❖ Focus on Town-wide Obligations and Mandates

- 40Bs
- School expansion bleeds into Town Departments
- Town Meeting “non-binding” resolutions

# LONG-RANGE FINANCIAL PLAN

- ❖ Important to take a longer outlook on financial and budget issues.
- ❖ Consistent with our longer range capital planning process.
- ❖ The Plan is based upon assumptions. The nature of long range budget forecasting is conservative and cumulative.
- ❖ Deficits beginning in FY2018 ranging from \$2.3M to \$15.2 million in FY2022, representing a structural gap between revenue growth of 3.3% and expenditure growth of 4.5%.
- ❖ Our goal is to eliminate that gap in a way that balances revenue growth and expenditure control.

# FINANCIAL PLAN SUMMARY

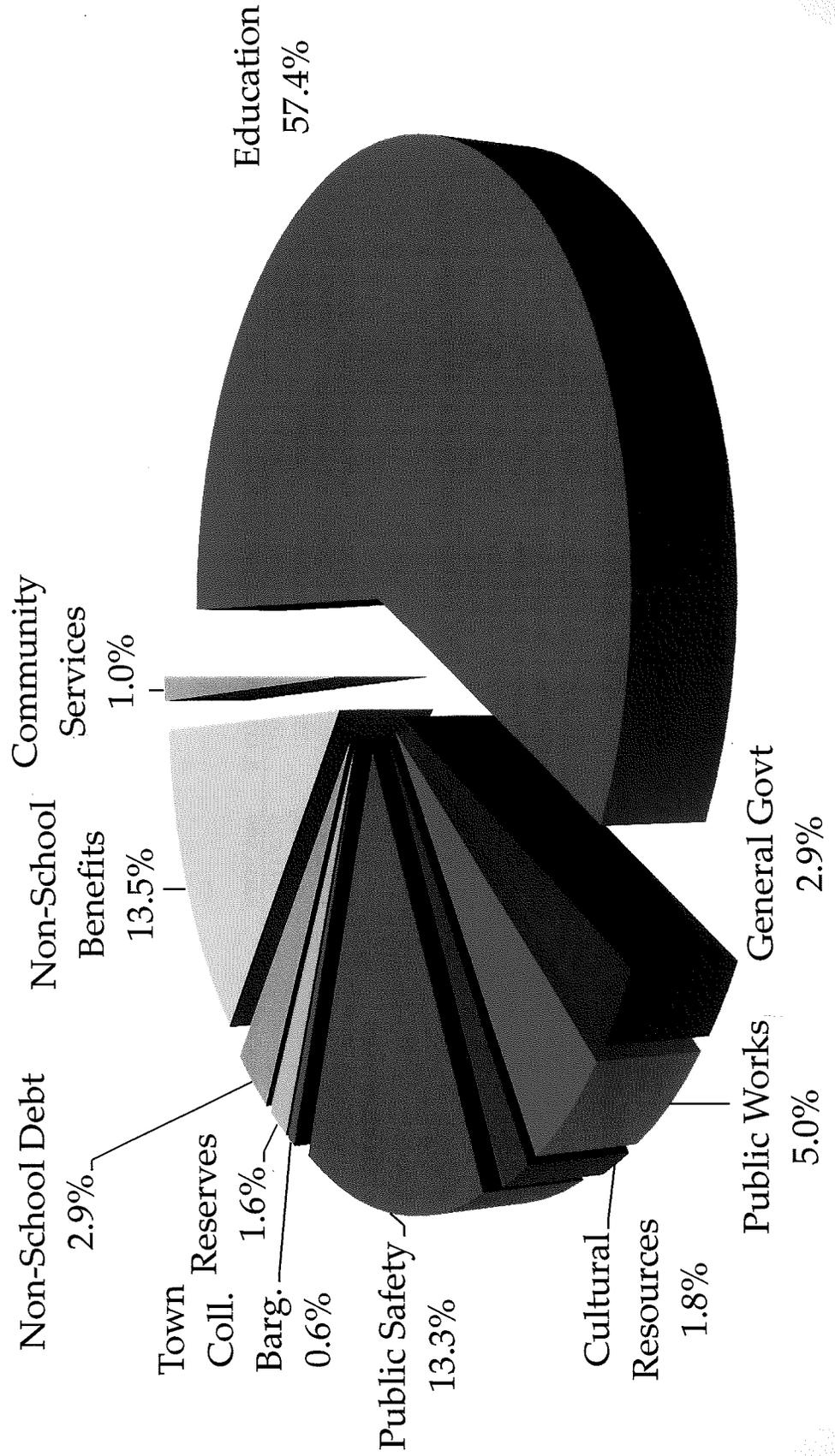
## FY2018 FINANCIAL SUMMARY BY FUND

	General Fund *	Water & Sewer Enterprise Fund	Golf Enterprise Fund	Recreation Revolving Fund	Parking Meter Fund	Cemetery Trust	Capital Project Surplus	TOTAL	% of Total
<b>REVENUES</b>									
Property Taxes	211,298,230							211,298,230	69.6%
Local Receipts	29,556,650							29,556,650	9.7%
State Aid	20,273,713							20,273,713	6.7%
Parking Meter Receipts							0	0	0.0%
Walnut Hill Cemetery Fund						100,000	100,000	100,000	0.0%
State Aid for Libraries							0	0	0.0%
Golf Receipts			1,647,098				1,647,098	1,647,098	0.5%
Recreation Program Revenue				3,108,526			3,108,526	3,108,526	1.0%
Water and Sewer Receipts		29,271,308					29,271,308	29,271,308	9.6%
Capital Project Surplus							147,900	147,900	0.0%
Free Cash	8,354,017						8,354,017	8,354,017	2.8%
<b>TOTAL FINANCIAL PLAN REVENUE</b>	<b>269,482,610</b>	<b>29,271,308</b>	<b>1,647,098</b>	<b>3,108,526</b>	<b>0</b>	<b>100,000</b>	<b>147,900</b>	<b>303,757,442</b>	
<b>EXPENDITURES **</b>									
General Government	9,156,236							9,156,236	3.0%
Public Safety	39,227,611							39,227,611	12.9%
Public Works	14,357,331	25,027,652				100,000		39,484,983	13.0%
Library	3,974,583							3,974,583	1.3%
Health & Human Services	2,690,013							2,690,013	0.9%
Recreation	1,000,208		1,313,981	2,724,756				5,038,945	1.7%
Schools	104,500,312							104,500,312	34.4%
Personal Services Reserve	715,000							715,000	0.2%
Collective Bargaining (Town)	1,500,000							1,500,000	0.5%
Personnel Benefits **	58,310,594	2,233,725	115,020	380,594				61,039,933	20.1%
Non-Departmental **	3,781,181		64,972	3,176				3,849,329	1.3%
Debt Service	12,322,428	2,009,931	153,125					14,485,484	4.8%
Revenue-Financed CIP (Special Appropriations)	9,577,003						147,900	9,724,903	3.2%
Non-Appropriated	8,370,109							8,370,109	2.8%
<b>TOTAL FINANCIAL PLAN EXPENDITURES</b>	<b>269,482,610</b>	<b>29,271,308</b>	<b>1,647,098</b>	<b>3,108,526</b>	<b>0</b>	<b>100,000</b>	<b>147,900</b>	<b>303,757,442</b>	
<b>% OF TOTAL FINANCIAL PLAN</b>	<b>88.7%</b>	<b>9.6%</b>	<b>0.5%</b>	<b>1.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>		

\* Includes revenue from Property Taxes, Local Receipts, State Aid, and Free Cash. Instead of being shown in the General Fund, revenue from the 'Other Available Funds' category is shown in the fund from which they are transferred to the General Fund.

\*\* For purposes of this analysis, the reimbursements from the enterprise funds and revolving fund are deducted from the General Fund and re-allocated within that particular fund. Accounts with an \*\* had amounts deducted from them in the General Fund.

# FULLY ALLOCATED FY2018 GENERAL FUND OPERATING BUDGET



# GENERAL FUND SUMMARY

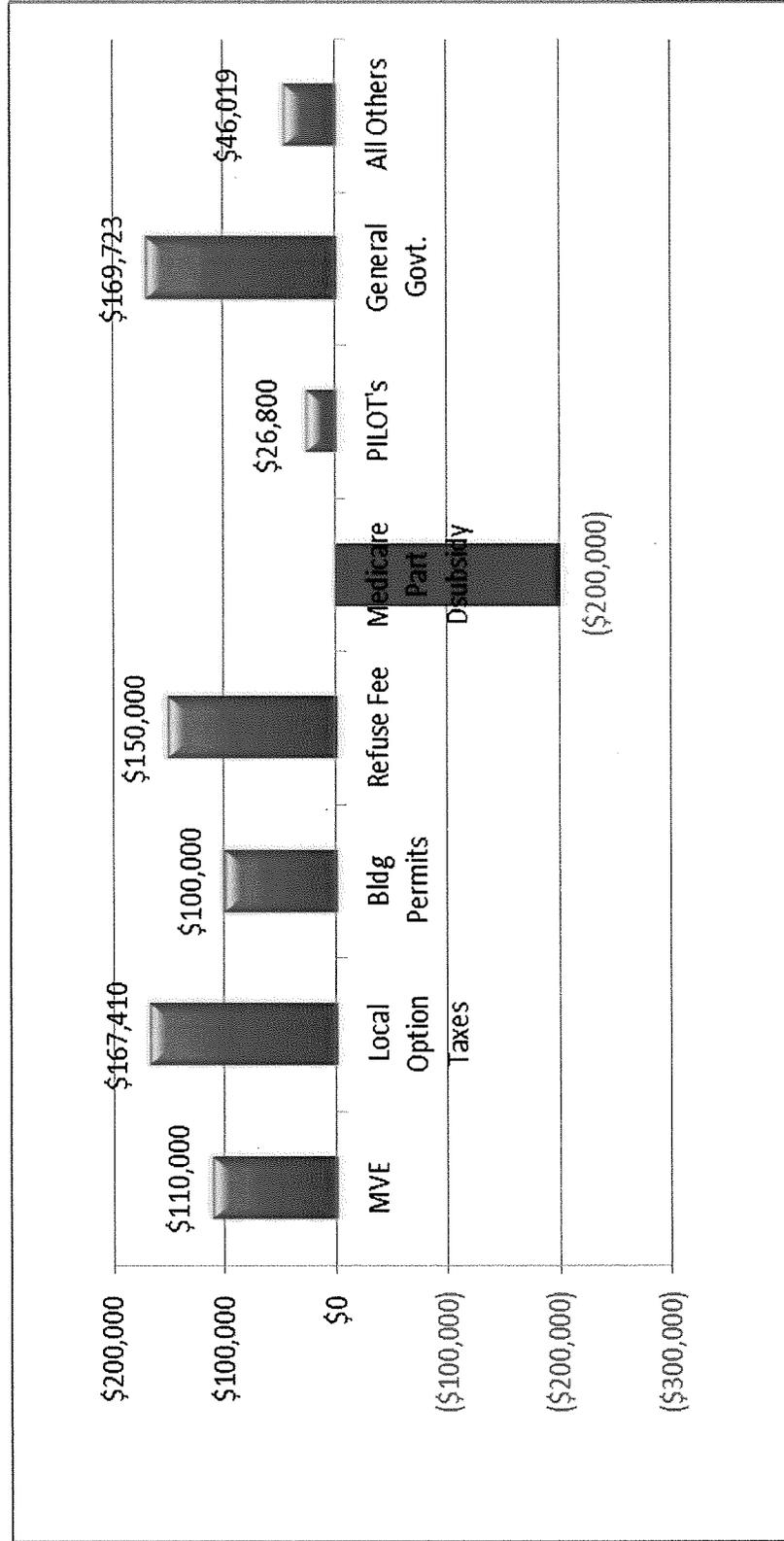
## FY2018 RECOMMENDED GENERAL FUND BUDGET SUMMARY

	FY2014 ACTUAL	FY2015 ACTUAL	FY2016 ACTUAL	FY2017 BUDGET	FY2018 BUDGET	INCREASE/DECREASE \$	%
<b>REVENUE</b>							
Property Tax	175,783,902	182,239,297	195,049,924	204,064,199	211,298,230	7,234,031	3.5%
Local Receipts	25,522,496	25,847,019	29,377,154	23,836,698	29,556,650	5,719,952	24.0%
State Aid	16,633,741	17,675,450	18,837,306	19,657,251	20,273,713	616,462	3.1%
Free Cash	7,655,155	5,084,152	5,016,501	5,311,538	8,354,017	3,042,479	57.3%
Other Available Funds	6,852,688	9,003,508	6,895,644	7,840,067	3,045,386	(4,794,681)	-61.2%
<b>TOTAL REVENUE</b>	<b>232,447,982</b>	<b>239,849,426</b>	<b>255,176,529</b>	<b>260,709,753</b>	<b>272,527,996</b>	<b>11,818,243</b>	<b>4.5%</b>
<b>(LESS) NON-APPROPRIATED EXPENSES</b>							
State & County Charges	6,196,321	6,201,541	6,319,715	6,393,642	6,508,126	114,484	1.8%
Tax Abatement Overlay	1,726,503	2,080,721	1,965,726	1,840,902	1,750,000	(90,902)	-4.9%
Deficits & Judgments	3,049	25,000	25,000	25,000	25,000	0	0.0%
Cherry Sheet Offsets	111,026	126,443	91,451	89,197	86,983	(2,214)	-2.5%
<b>TOTAL NON-APPROPRIATED EXPENSES</b>	<b>8,036,899</b>	<b>8,433,705</b>	<b>8,401,892</b>	<b>8,348,741</b>	<b>8,370,109</b>	<b>21,368</b>	<b>0.3%</b>
<b>AMOUNT AVAILABLE FOR APPROPRIATION</b>							
						<b>11,796,870</b>	<b>4.7%</b>
<b>APPROPRIATIONS</b>							
Town Departments	65,964,138	68,477,847	68,442,342	71,523,392	72,720,981	1,197,590	1.7%
School Department	82,780,770	82,780,770	95,916,093	101,118,783	104,500,312	3,381,529	3.3%
Non-Departmental Total	60,329,975	60,749,287	63,465,863	70,839,464	77,211,691	6,372,227	9.0%
General Fund Non-Departmental	57,700,095	58,262,334	60,945,219	68,224,397	74,414,203	6,189,806	9.1%
Water and Sewer Enterprise Fund Overhead *	2,125,747	1,973,970	1,988,729	2,057,070	2,233,725	176,656	8.6%
Golf Enterprise Fund Overhead *	150,416	163,049	177,791	182,097	179,992	(2,105)	-1.2%
Recreation Revolving Fund Overhead *	353,717	349,934	354,124	375,900	383,770	7,870	2.1%
<b>OPERATING BUDGET SUBTOTAL</b>	<b>209,074,883</b>	<b>212,007,904</b>	<b>227,824,298</b>	<b>243,481,638</b>	<b>254,432,986</b>	<b>10,951,347</b>	<b>4.5%</b>
Revenue-Financed CIP (Special Appropriations)	12,933,500	8,581,000	10,113,000	8,879,375	9,724,903	845,528	9.5%
<b>TOTAL APPROPRIATIONS</b>	<b>222,008,383</b>	<b>220,588,904</b>	<b>237,937,298</b>	<b>252,361,017</b>	<b>264,157,887</b>	<b>11,796,870</b>	<b>4.7%</b>
<b>BALANCE</b>						<b>0</b>	

\* These Overhead figures match the Water and Sewer Enterprise Fund Reimbursement, Golf Enterprise Fund Reimbursement, and Recreation Revolving Fund Reimbursement revenue sources found under the "Other Available Funds" revenue category.

# LOCAL RECEIPTS\*

\*Exclusive of Parking Meters  
 FY18 increase of \$569,952 (2.4%).



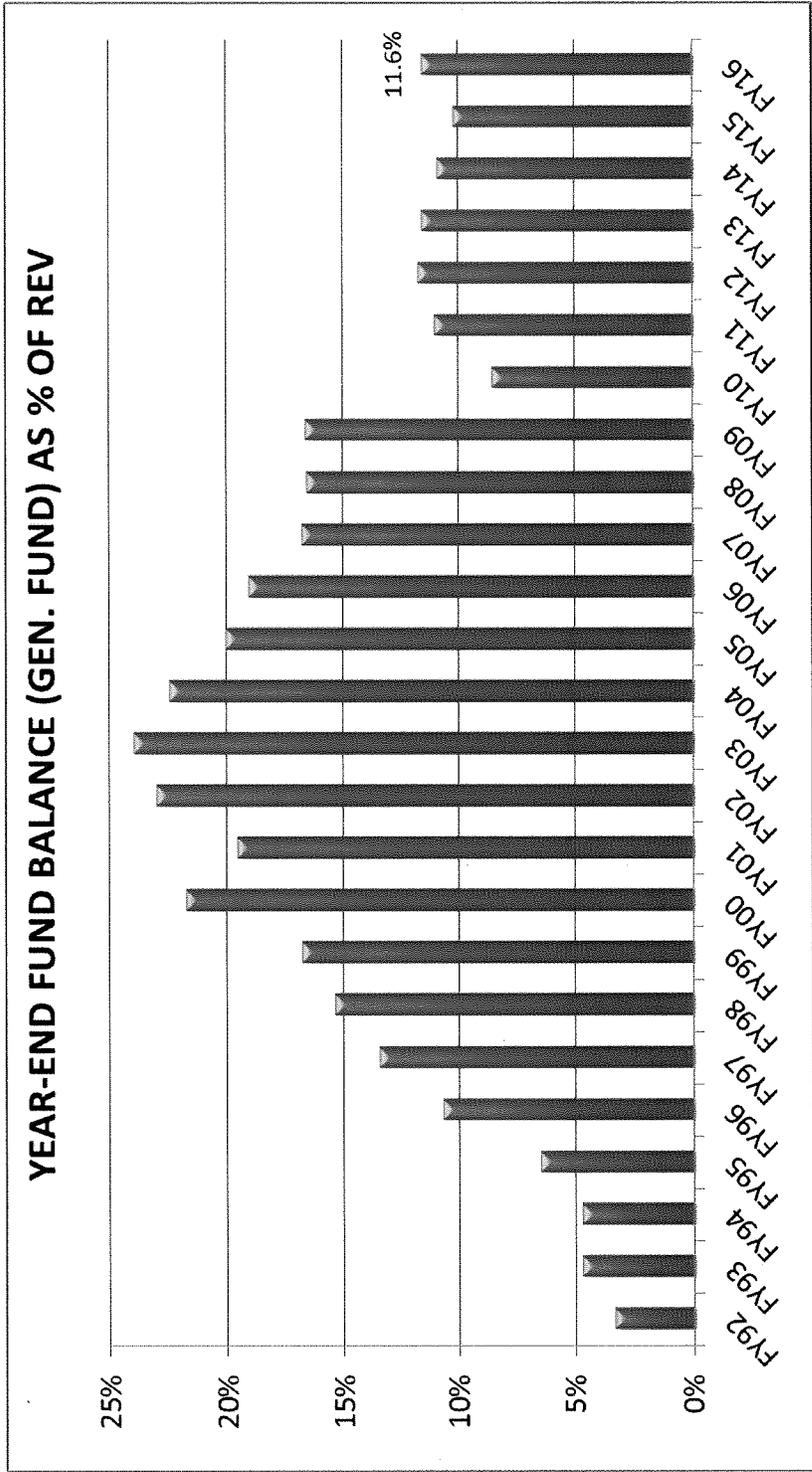
# FREE CASH

- ❖ Free Cash as of 7/1/16 certified at \$10,854,017.
- ❖ For FY18 leaving \$2.5 million unappropriated to help maintain undesignated fund balance.
- ❖ Free Cash sequencing:

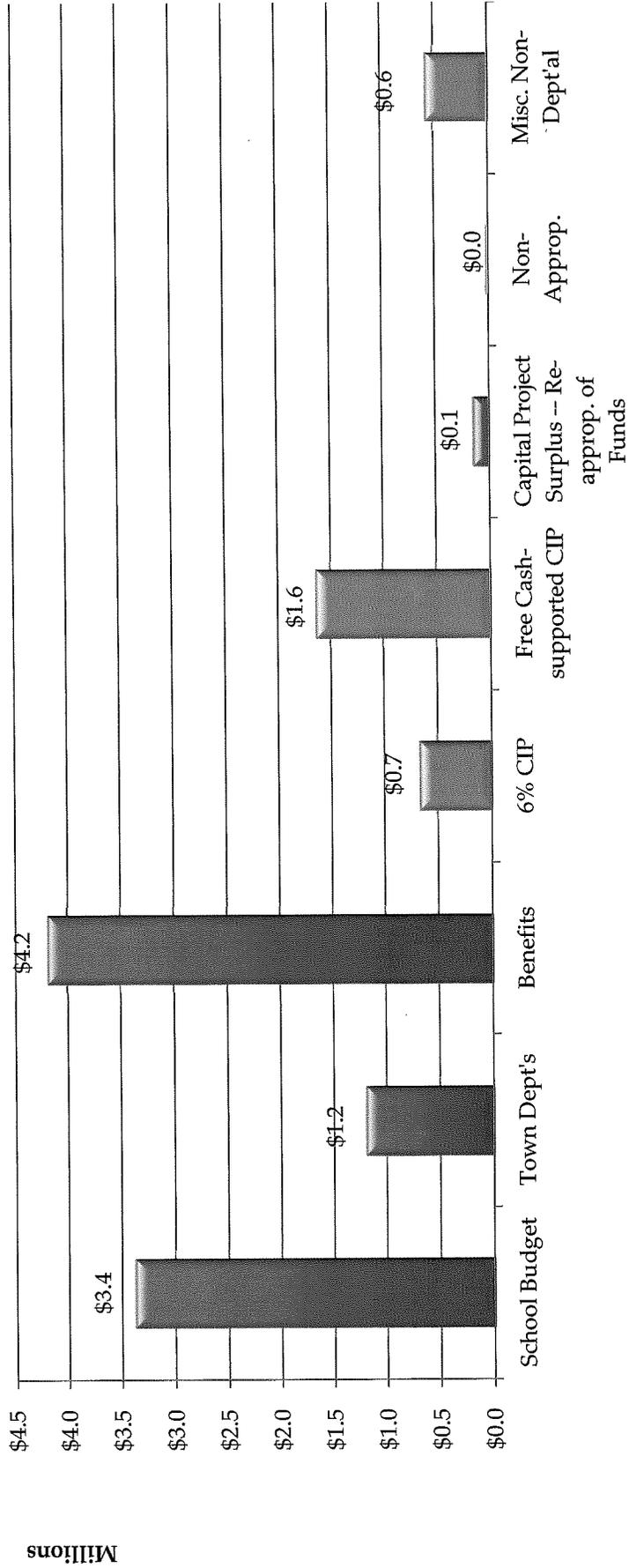
Free Cash Certification	\$10,854,017
1. Operating Budget Reserve (25% of Operating Budget Reserve)	\$615,003
2. Fund Balance	\$2,500,000
a. Unreserved Fund Balance (left unappropriated)	\$2,500,000
b. Stabilization Fund (appropriated)	\$0
3. Liability Reserve (to get fund to 1% of Prior Yr Net Revenue)	\$203,644
4. Capital Improvements (to get to 7.5% of Prior Yr Net Revenue)	\$3,690,016
5. Affordable Housing Trust Fund (since Fund Balance below \$5M)	<u>\$576,803</u>
Sub-Total	\$7,585,466
Amount available for Special Use (#6)	\$3,268,551
6. Special Use:	
Additional CIP	\$2,368,551
OPEB's	\$600,000
Pension Fund	\$300,000

# FUND BALANCE

- ❖ Continue to stress the importance of Fund Balance position.
- ❖ Steps taken over past three budget cycles have improved fund balance.
- ❖ Unprecedented snow storms put strain on Town reserves in FY15 (reserve fund +Overlay)
- ❖ FY 2018 budget proposes to leave \$2.5M unappropriated in order to continue to at least maintain the current position.



# GENERAL FUND EXPENDITURE GROWTH



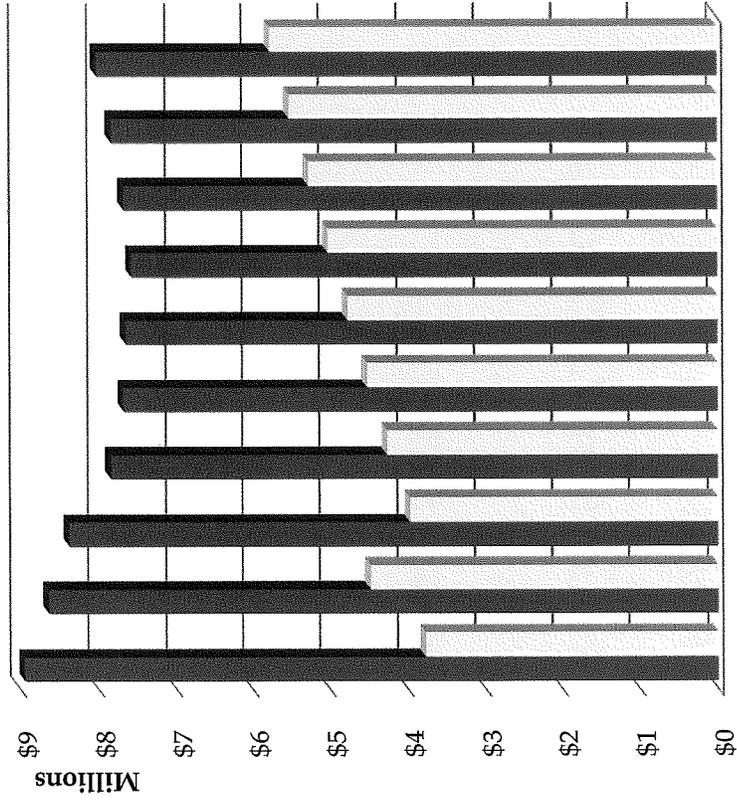
# OPEB'S

- ❖ FY18 Financial Plan includes the following:
  - Increase in funding from operating revenue by the "regular" \$250K to \$3.2M.
  - Full assessment of Town special revenue funds for their liability; some assessment by Schools.
  - Use of "run-off" from funding for Non-Contributory retirees.
  - Medicare Part D Subsidy (\$200K) remains to OPEB funding. Funding source reduced by \$200K.
  - Free Cash of \$600K used to support Fund.

❖ Breakdown for the FY18 OPEB \$4.5M approp.:

- ❖ Operating Rev - \$3,203,092
- ❖ Medicare Part D - \$200,000
- ❖ Town Spec Rev Funds - \$126,027
- ❖ School Spec Rev Funds - \$185,961
- ❖ Non-Contributory Retiree Savings - \$165,000

■ Add'l Funding to get to ARC  
 □ Town Funding Plan

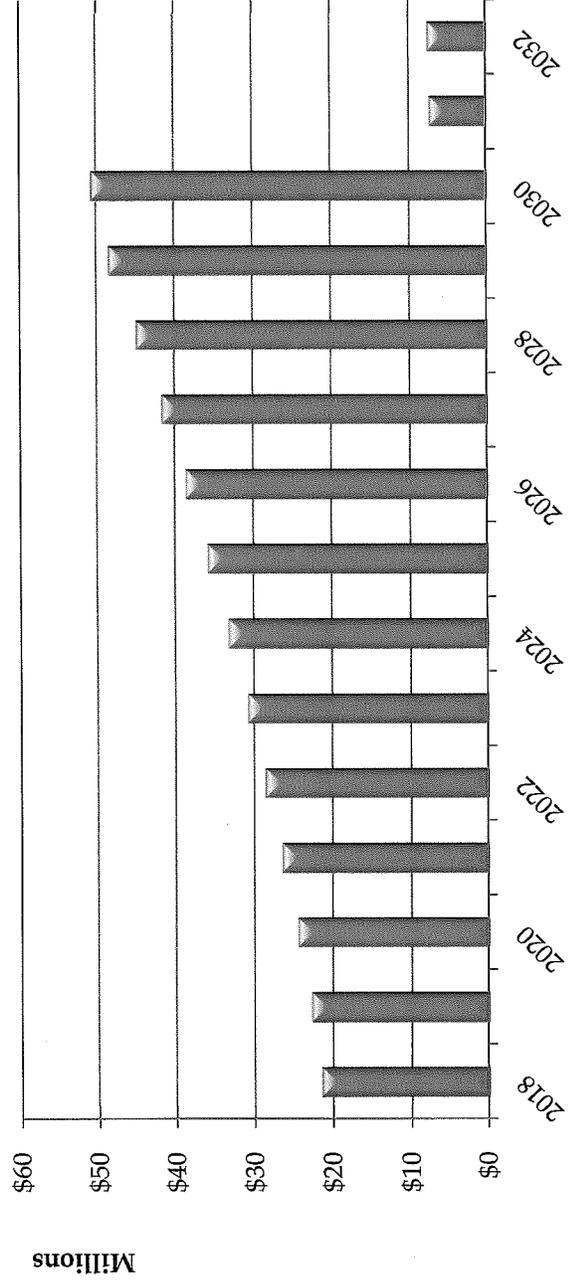


2017 2018 2019 2020 2021 2022 2023 2024 2025 2026

# CONTRIBUTORY PENSIONS

- ❖ Follows existing funding plan, which is in effect for FY18+19
- ❖ Full funding date of 2030
- ❖ Retirement Bd reduced assumed annual Rate of Return from 7.65% to 7.4%
- ❖ Free Cash of \$300K added in FY18
- ❖ Increase of \$1.78M (9%)
- ❖ Increases of 7.85% annually (prior funding schedule was 5.6%)

PENSION SYSTEM FUNDING SCHEDULE



# FY18 BUDGET SUMMARY

(in millions)

<u>Operating Revenue</u>	
Prop Taxes	\$7.23
Local Receipts	\$5.72
State Aid	\$0.62
<u>Misc.</u>	<u>(\$1.75)</u>
Total Incr in Op Rev	\$11.82
<u>Operating Expenditures</u>	
Schools	\$3.38
Benefits	\$4.19
Town Dept's	\$1.20
CIP+ Debt Service	\$2.43
Non-Appropriated	\$0.02
<u>Misc</u>	<u>\$0.60</u>
Total Incr in Op Exp	\$11.82

# FY18 TOWN BUDGET GROWTH

	<u>(in thousands)</u>
Coll Barg *	\$719
1/2% carry Forward AFSCME	\$50
Steps, etc.	\$302
HR Budget	\$135
Misc	\$87
Town Clerk (2 vs 3 elections)	(\$68)
Utilities	(\$28)
<b>TOTAL</b>	<b>\$1,198</b>

# FY2018 WATER & SEWER ENTERPRISE FUND

	FY2017 BUDGET	FY2018 BUDGET	INCREASE/DECREASE \$	%	% of Total
<b>REVENUE</b>					
Rate Revenue	28,058,259	28,793,808	735,549	2.6%	98.4%
Late Payment Fees	80,000	80,000	0	0.0%	0.3%
Water Service Charges	115,500	115,500	0	0.0%	0.4%
Fire Service Fee	225,000	225,000	0	0.0%	0.8%
Other	506,500	57,000	(449,500)	-88.7%	0.2%
<b>TOTAL REVENUE</b>	<b>28,985,259</b>	<b>29,271,308</b>	<b>286,049</b>	<b>1.0%</b>	
<b>EXPENDITURES</b>					
Personnel	2,573,918	2,631,830	57,912	2.2%	9.0%
Services	353,798	353,798	0	0.0%	1.2%
Supplies	123,020	123,020	0	0.0%	0.4%
Other	10,580	10,580	0	0.0%	0.0%
Utilities	92,054	93,891	1,837	2.0%	0.3%
Capital Outlay	946,800	561,800	(385,000)	-40.7%	1.9%
Inter-Governmental (MWRA)	20,254,703	20,962,918	708,215	3.5%	71.6%
Benefits	1,494,338	1,652,403	158,065	10.6%	5.6%
Inter-Departmental Overhead	562,732	581,322	18,590	3.3%	2.0%
Debt Service	2,289,891	2,009,931	(279,960)	-12.2%	6.9%
Reserve	283,426	289,815	6,389	2.3%	1.0%
<b>TOTAL EXPENDITURE</b>	<b>28,985,259</b>	<b>29,271,308</b>	<b>286,049</b>	<b>1.0%</b>	
<b>BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>		

# FY2018 GOLF COURSE ENTERPRISE FUND

	FY2017 BUDGET	FY2018 BUDGET	INCREASE/DECREASE		% of Total
			\$	%	
<b>REVENUE</b>					
Greens Fees	1,027,431	949,462	(77,969)	-7.6%	57.6%
Golf Cart Rentals	194,661	210,000	15,339	7.9%	12.7%
Pro Shop Sales	100,000	100,000	0	0.0%	6.1%
Concessions	48,190	49,636	1,446	3.0%	3.0%
Golf Clinics	25,000	25,000	0	0.0%	1.5%
Other	127,549	313,000	185,451	145.4%	19.0%
<b>TOTAL REVENUE</b>	<b>1,522,831</b>	<b>1,647,098</b>	<b>124,267</b>	<b>8.2%</b>	
<b>EXPENDITURES</b>					
Personnel	525,188	622,774	97,586	18.6%	37.8%
Services	123,648	135,271	11,623	9.4%	8.2%
Supplies	223,250	313,868	90,618	40.6%	19.1%
Other	8,100	10,300	2,200	27.2%	0.6%
Utilities	109,880	120,348	10,468	9.5%	7.3%
Capital Outlay	86,420	86,420	0	0.0%	5.2%
Debt Service	228,125	153,125	(75,000)	-32.9%	9.3%
Benefits / Other	182,097	179,992	(2,105)	-1.2%	10.9%
Reserve	36,123	25,000	(11,123)	-30.8%	1.5%
<b>TOTAL EXPENDITURE</b>	<b>1,522,831</b>	<b>1,647,098</b>	<b>124,266</b>	<b>8.2%</b>	
<b>BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>		

# FY2018 RECREATION REVOLVING FUND

	FY2017 BUDGET	FY2018 BUDGET	INCREASE/DECREASE		% of Total
			\$	%	
<b>REVENUE</b>					
Aquatic	857,611	900,932	43,321	5.1%	29.0%
Elliot Center	70,996	31,430	(39,566)	-55.7%	1.0%
Environmental Programs	161,768	173,596	11,828	7.3%	5.6%
Ice Skating	54,163	54,493	330	0.6%	1.8%
Off-Site Out of Town Trip	577,765	617,875	40,110	6.9%	19.9%
Outdoor Recreation	114,500	133,126	18,626	16.3%	4.3%
Outdoor Athletics	182,148	184,640	2,492	1.4%	5.9%
Soule Center	630,024	675,414	45,390	7.2%	21.7%
Soule Gym	288,767	301,290	12,523	4.3%	9.7%
Tappan Facility	46,900	35,730	(11,170)	-23.8%	1.1%
<b>TOTAL REVENUE</b>	<b>2,984,642</b>	<b>3,108,526</b>	<b>123,884</b>	<b>4.2%</b>	
<b>EXPENDITURES</b>					
Personnel	1,845,569	1,957,753	112,183	6.1%	63.0%
Services	380,105	397,643	17,538	4.6%	12.8%
Supplies	224,074	198,177	(25,897)	-11.6%	6.4%
Other	42,842	61,833	18,991	44.3%	2.0%
Utilities	108,172	101,871	(6,301)	-5.8%	3.3%
Capital Outlay	7,980	7,480	(500)	-6.3%	0.2%
Benefits / Other	375,900	383,770	7,870	2.1%	12.3%
<b>TOTAL EXPENDITURE</b>	<b>2,984,642</b>	<b>3,108,526</b>	<b>123,884</b>	<b>4.2%</b>	
<b>BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>		

# CAPITAL IMPROVEMENT PROGRAM

- ❖ Developed within the parameters of the CIP Policies.
- ❖ Calls for an investment of \$115.8 million over the next six years, for an average of \$19.3 million/yr.
- ❖ Schematic Design for School Building Projects (non-MSBA)
  - ❖ 9th School at Baldwin \$1.5M cash
  - ❖ High School \$1.5M bond funded
- ❖ Debt Exclusions will be required for remaining 9<sup>th</sup> School at Baldwin, including improvements to Soule Field, and for a portion of any BHS project
  - ❖ CIP supports \$35M of Town funding for BHS project
- ❖ At full funding -- 6% of prior year net revenue + Free Cash to get to 7.5%. Use additional Free Cash to get to 8.8%

# CIP FUNDING SUMMARY

	2018	2019	2020	2021	2022	2023
Total General Fund Revenue	272,527,996	281,771,949	290,776,328	300,697,442	310,137,297	318,731,420
<b>LESS:</b>						
Non Appropriations	8,370,109	8,567,763	8,770,359	8,978,019	9,190,871	9,409,044
Debt Exclusions	1,020,800	4,505,739	4,469,139	3,517,539	3,517,539	3,517,539
Free Cash	8,354,017	4,400,000	4,500,000	4,650,000	4,775,000	4,925,000
Capital Project Surplus	147,900	0	0	0	0	0
<b>Net Revenue</b>	<b>254,635,171</b>	<b>264,298,446</b>	<b>273,036,830</b>	<b>283,551,884</b>	<b>292,653,887</b>	<b>300,879,837</b>
Prior Year Net Revenue	246,001,077	254,635,171	264,298,446	273,036,830	283,551,884	292,653,887
<b>6% CIP FUNDING POLICY</b>						
Net Debt Financed <sup>1</sup>	11,241,628	12,062,725	12,659,219	12,267,307	12,825,559	15,364,220
Net Debt Financed as a % of Prior Yr Net Rev	4.57%	4.74%	4.79%	4.49%	4.52%	5.25%
Revenue Financed	3,518,436	3,215,385	3,215,408	4,114,903	4,187,554	2,195,013
Revenue Financed as a % of Prior Yr Net Rev	1.43%	1.26%	1.22%	1.51%	1.48%	0.75%
<b>SUB-TOTAL 6% Dedicated to CIP</b>	<b>14,760,065</b>	<b>15,278,110</b>	<b>15,874,627</b>	<b>16,382,210</b>	<b>17,013,113</b>	<b>17,559,233</b>
Free Cash for CIP	6,058,567	3,327,292	3,260,408	3,236,336	3,114,216	2,891,494
Capital Project Surplus -- Re-approp. of Funds	0	0	0	0	0	0
Other Funds (Sale of Town-owned land)	0	0	0	0	0	0
<b>FUNDS AVAILABLE FOR CIP THROUGH GEN. FUND WITHIN TAX LEVY</b>	<b>20,818,632</b>	<b>18,605,402</b>	<b>19,135,035</b>	<b>19,618,546</b>	<b>20,127,329</b>	<b>20,450,727</b>
As % of Prior Yr Net Rev	8.5%	7.3%	7.2%	7.2%	7.1%	7.0%
Debt Exclusions	1,020,800	4,505,739	4,469,139	3,517,539	3,517,539	3,517,539
<b>TOTAL FUNDS AVAILABLE FOR CIP THROUGH GEN. FUND</b>	<b>21,839,432</b>	<b>23,111,141</b>	<b>23,604,174</b>	<b>23,136,085</b>	<b>23,644,868</b>	<b>23,968,266</b>
As % of Prior Yr Net Rev	8.8%	9.0%	8.8%	8.3%	8.2%	8.1%

<sup>1</sup> As defined in the CIP Policies, "Net Debt" is total debt service exclusive of debt service related to a Debt Exclusion and debt service funded by enterprise fund revenues.

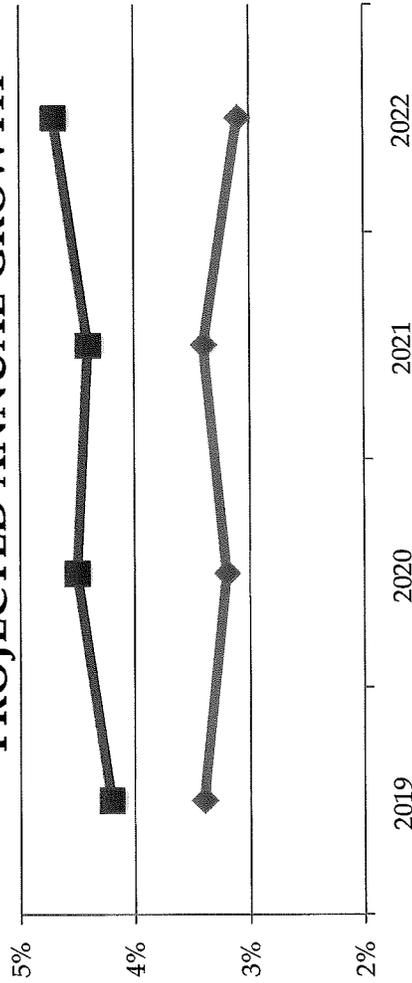
# MAJOR CIP PROJECTS

- Parking Meter Technology Upgrade - \$805,200 (FY17-21)
- BHS - \$36.5 million of Town funding (FY18, FY23)
- 9<sup>th</sup> School at Baldwin - \$1.5 million (FY18, schematic design)
- Classroom Capacity - \$6.37 million (FY17-22)
- Village Square - \$7.1 million (FY17) - - all outside funding
- Coolidge Corner Improvements - \$647K (FY18)
- Larz Anderson - \$4.9 million (FY19, FY21)
- Fire Sta. Renovations - \$2.4 million (FY18-22)
- Brookline Reservoir Park - \$2.3 million (FY17-18)
- Robinson Playground - \$1.2 million (FY20-FY21)
- Larz Anderson Park - \$9.0 million (FY19-21)
- Cypress Playground - \$2.6 million (FY19-20)

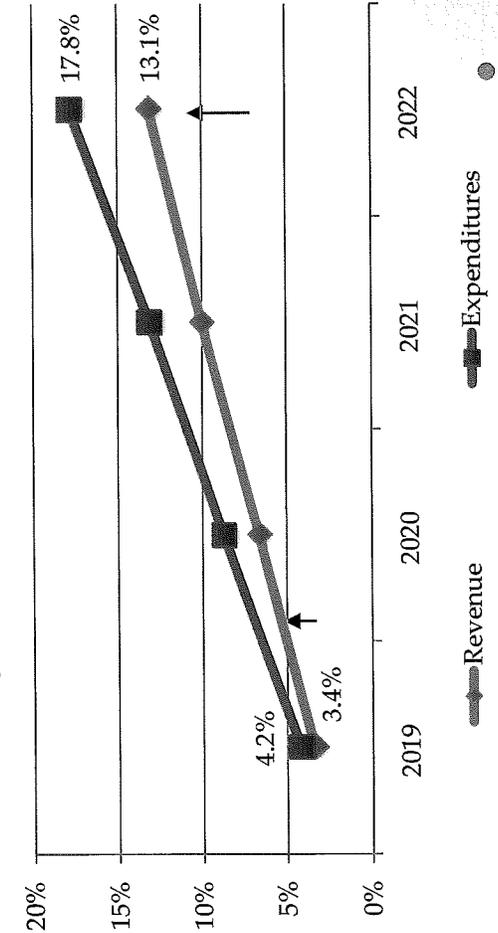
	2018	2019	2020	2021	2022
<b>REVENUE</b>					
Property Taxes	211,298,230	223,746,105	231,844,514	240,277,299	248,496,293
Local Receipts	29,556,650	29,864,146	30,182,689	30,889,056	31,334,028
State Aid	20,273,713	20,760,968	21,138,310	21,650,233	22,174,954
Other Available Funds	3,045,386	3,000,729	3,110,815	3,230,855	3,357,023
Free Cash (for Appropriation)	8,354,017	4,400,000	4,500,000	4,650,000	4,775,000
<b>TOTAL REVENUE</b>	<b>272,527,996</b>	<b>281,771,949</b>	<b>290,776,328</b>	<b>300,697,442</b>	<b>310,137,297</b>
\$% Increase	11,818,243	9,243,952	9,004,379	9,921,114	9,439,854
% Increase	4.5%	3.4%	3.2%	3.4%	3.1%
<b>EXPENDITURES</b>					
Departmental	71,570,981	73,366,245	75,180,004	77,021,982	78,902,384
Collective Bargaining - Town	1,150,000	1,110,000	1,130,000	1,160,000	1,180,000
Schools	102,712,330	108,139,948	113,927,990	120,008,901	126,170,612
Collective Bargaining - School	1,787,982	1,898,881	1,898,881	1,898,881	1,980,000
Non-Departmental - Benefits	61,039,934	64,098,089	68,423,683	73,415,451	78,766,154
Non-Departmental - General	1,389,319	707,027	741,404	754,631	801,025
Non-Departmental - Debt Service	12,322,428	16,628,464	17,188,358	15,844,846	16,403,098
Non-Departmental - Reserve Fund	2,460,011	2,546,352	2,642,984	2,730,368	2,835,519
Special Appropriations from:	9,724,903	6,901,262	6,947,674	8,001,534	8,155,350
Non-Appropriated	8,370,109	8,567,763	8,770,359	8,978,019	9,190,871
<b>TOTAL EXPENDITURES</b>	<b>272,527,996</b>	<b>283,964,031</b>	<b>296,851,338</b>	<b>309,814,614</b>	<b>324,385,013</b>
\$% Increase	11,818,243	11,436,035	12,887,307	12,963,275	14,570,399
% Increase	4.5%	4.2%	4.5%	4.4%	4.7%
<b>CUMULATIVE SURPLUS / (DEFICIT)</b>	<b>0</b>	<b>(2,192,083)</b>	<b>(6,075,010)</b>	<b>(9,117,171)</b>	<b>(14,247,716)</b>
<b>DEFICIT AS A % OF OP REV</b>	<b>0.0%</b>	<b>-0.8%</b>	<b>-2.1%</b>	<b>-3.1%</b>	<b>-4.7%</b>
Surplus / (Deficit) Prior to Collective Bargaining	2,937,982	816,798	(3,046,129)	(6,058,290)	(11,087,716)
Town Share of Surplus / (Deficit)	1,150,000	1,251,310	728,862	1,005,496	2,137,782
Town Collective Bargaining	1,150,000	1,110,000	1,130,000	1,160,000	1,180,000
<b>Total Town Surplus / (Deficit)</b>	<b>0</b>	<b>141,310</b>	<b>(401,138)</b>	<b>(154,504)</b>	<b>957,782</b>
School Share of Surplus / (Deficit)	1,787,982	(434,511)	(3,774,992)	(7,063,787)	(13,225,498)
School Collective Bargaining	1,787,982	1,898,881	1,898,881	1,898,881	1,980,000
<b>Total School Surplus / (Deficit)</b>	<b>0</b>	<b>(2,333,392)</b>	<b>(5,673,873)</b>	<b>(8,962,668)</b>	<b>(15,205,498)</b>

# FUTURE REVENUE & EXPENDITURE GROWTH

PROJECTED ANNUAL GROWTH



PROJECTED CUMULATIVE GROWTH





**Planning Board  
(As of 2/7/17)**

**MEMBERS:**

Linda Hamlin, Chair.....Term expires 2018

Robert Cook.....Term expires 2017

Mark J. Zarrillo.....Term expires 2017

Blair Hines.....Term expires 2019

Matthew Oudens.....Term expires 2019

Steven Heikin.....Term expires 2020

Sergio Modigliani.....Term expired 2016 (not seeking reappointment)

---

**Available Seats: 1**

**Recent Activity:**

Susie Roberts (Interviewed on 10/18/16)

Ben Olson (Interviewed on 12/13/16)

Alan Mountjoy (Interviewed on 1/31/17)

