

SELECT BOARD CALENDAR

04/16/2024 | 5:00 PM

REMOTE MEETING

- Bernard W. Greene – Chair
- John VanScoyoc – Vice Chair
- Miriam Aschkenasy
- Michael Sandman
- Paul Warren
- Charles Carey – Town Administrator

Please click this URL to Register & Find the Information to Join as an Attendee via your Confirmation Email:

https://brooklinema.zoomgov.com/webinar/register/WN_iF0EJV2TBOFw3WeEHkgBQ

To Join by Phone: 1 646 828 7666
Webinar ID: 161 365 7465

To Watch and Comment:
BrooklineInteractive.org/live

1. **ANNOUNCEMENTS/UPDATES**
5:00 PM **Select Board to announce recent and/or upcoming Events of Community Interest.**
2. **PUBLIC COMMENT**
Public Comment period for residents who requested to speak to the Board regarding Town issues.
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 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 <http://www.brooklinema.gov/376/Meeting-Policies>
3. **CALENDAR**
Review and potential vote on Calendar Items
4. **DEPARTMENTAL BUDGET REVIEW**
Review of the Fy25 Departmental Budgets for:

Building Department**Health and Human Services****5. WARRANT ARTICLES - PUBLIC HEARING**

5:45 PM Public Hearing, discussion and possible vote on the following Warrant Articles for the May 28, 2024 Annual Town Meeting:

Article 8 - Establish a Departmental Revolving Fund for vaccines (Select Board)

Article 4 - Spec. Appropriations. Close-Out Report/Bond Authorization Rescission (Select Board)

6. SPECIAL TOWN MEETING

Question of calling a Special Town Meeting on Tuesday, May 28, 2024, at 8:00 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 article:

STM 2 - Article 1 Police Civil Service

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.

Town of Brookline FY25 Program Budget

Public Safety I Building



Program Description

The Building Department was established to ensure public safety during construction, alteration, repair, and demolition of structures within town. The Department reviews and issues permits for construction, repair, remodeling, and demolition, as well as certificates of occupancy. Staff enforces by-laws and regulations related to zoning, building, plumbing, gas, electrical connections, fire safety, sprinklers, energy, demolition, and lodging houses. The Department performs annual inspections of lodging houses, places of assembly, parking facilities, and common victualler locations prior to their license renewal. The Department is charged with the repair and maintenance of all Town and School buildings and managing the daily operation of Town Hall, the Health Center, and the Public Safety Headquarters building.

The Department consists of the following six sub-programs:

1. The **Administration Sub-program** provides administrative and clerical support for the Department. The clerical staff performs the required office activities for the other sub-programs, including receipt of permit applications and fees, handling of citizen inquiries, preparation of permits, certificates, licenses, and payment vouchers for vendors.
2. The **Code Enforcement and Inspection Sub-program** is responsible for the construction and maintenance of structurally sound and safe buildings, mechanical systems, and equipment as mandated by related codes, by-laws, rules, and regulations. Work is initiated as a result of the application for a permit, complaints, department initiative, or referral and involves dealing with architects, engineers, developers, contractors, lawyers, owners, and tenants.
3. The **Repairs to Public Buildings Sub-program** preserves and maintains Town-owned buildings other than schools, which total 45 buildings with an estimated value of \$135 million. Through periodic surveys and inspections, the Department determines the necessary repairs to preserve and maintain these buildings and establishes a preventive maintenance program consistent with the need.

4. The **Town Hall Maintenance Sub-program** provides for the operation and maintenance of the Town Hall, the Stephen Glover Train Memorial Health Center, and the Public Safety Headquarters building.
5. The **Construction/Renovation Sub-program** supports the Building Commission which, in accordance with Article 3.7 of the Town's By-Laws, participates in the selection of design consultants, reviews and approves plans and specifications, receives proposals, and maintains supervision of the Town's building program. The Project Administrator and his assistant serve as agents of the Building Commission, working with various Town and School agencies for the study, design, and construction of new projects and for major repairs.
6. The **School Plant Sub-program** provides for the maintenance and upkeep of all school buildings, of which there are 16 with an estimated value of \$300 million. Through surveys and inspections and in conjunction with the principals, the custodial staff, and the Superintendent of Schools, a list of necessary repairs is established to preserve and maintain these buildings.

4.A.

FY25 Objectives

1. To assist the Select Board's Office all Town and School departments with the development of a balanced CIP Project list.
2. To assist the School Department with the commencement of construction of the Pierce School project. Assist and oversee the OPM, contractor and design team in all aspects related to the work. Work with School Department and others on a relocation plan for when work is complete in a future fiscal year, Begin the process of procuring FF&E and Technology items by working with Purchasing, School Department and others. Assist project team in meeting MSBA requirements with regards submissions, reporting and utilization of the Propay system for reimbursement requests and other project accounting.
3. To implement a recommended fix to the HVAC issues at 22 Tappan Street Building and seek to recoup any associated costs where applicable.
4. To assist the School Department with the new Michael Driscoll School Project including completion of Phase 2 of the project which includes all site work and geothermal well installation and final commissioning of all building systems. Monitor and assist work of contractor, designers, OPM and other vendors.
5. At the High School complete selective structural and waterproofing repairs in the summer of 2024.
6. As the Building Envelope and Roofing Replacement Program approaches year 15 of a 20-year plan, this overall project will be updated and reviewed to extend it another 20 years.
7. To expand the use of the School Dude Maintenance and Facilities Software Program for Preventative Maintenance and scheduling functions or potentially looking for another program due to an end-of-life notice from School Dude.
8. To use School Dude for additional PM, proactive repairs using the energy management systems.
9. Work with the Select Board's office to implement the recommendations of the Public Buildings Division Study to improve maintenance and repair operations as well as efficiencies for all buildings.
10. Complete the work of Renovations to Fire Stations #1 and #4 as the first phase of the \$65M fire station renovation and new Babcock Street station project. Work with the Fire Chief to begin Phase 2 of the overall plan which is new Babcock Street by procuring design services and commencing design and construction.

4.A.

Objectives Contd.

1. To continue to expand the use of the Town's new website (where appropriate) by listing current and future capital improvement projects (CIP) with project status as well as online bidding of such projects.
2. Work with users of all facilities and continue efforts to make public buildings fully accessible.
3. To continue improving energy efficiency in all Town and School buildings by using grant, rebate monies and/or CIP funds.
4. Investigate, explore and implement new technology and energy conservation measures for all buildings.
5. Work together with the Information Technology Department to expand the Accela permitting system beyond the current capabilities and bring in additional review and approval procedures from other departments.
6. Expand training and education for Inspectors and Tradesmen on the operation of departmental equipment, individual skills, market products and advancements in the construction/renovation industry.
7. Provide training and certification for all Inspectors, Tradesman and Custodians as required by State law.
8. To expand on the OSHA Training staff has received.
9. Assist the Information Technology Department with the implementation of a document management system that will digitize historical information and documents such as department plans, files and other paper documents.
10. Work with the Superintendent to develop a maintenance and capital budget for School buildings including budgeting for the expanding school facilities
11. Expand and upgrade the technology that is used for security.
12. Installation of more non-carbon technologies for building HVAC systems.
13. To continue to work with the Town Administration to install photovoltaic solar panels on Town and School properties.
14. Continue to review Inspectors workload by adjusting permit assignments, complaint investigations and annual inspections.
15. To assist the Library Director with renovation plans for the Main Library.
16. To add staff and reorganize Public Building's Division, based on additional School space being built or purchased in the near future.
17. To work with the HR Department to review Tradesmen position salaries and job functions.
18. Continue to work with the Select Board, Sustainability Director and appointed committees to advance energy efficiencies, programs and policies.
19. Continue to explore initiatives to increase Certificate of Inspection applications for multifamily dwellings.
20. Continue the goal to use no fossil fuels in Town or School Buildings.

4.A.

21. Work on building renovations and new buildings to design those facilities to be net zero ready or capable per the Town's sustainability goals and policy.
22. Develop a plan for the purchase all electric vehicles for the Building Department Inspectors and Tradespersons in an effort to comply with Town Policy.
23. To work with the Planning Department on a comprehensive plan to add power/backbone for new electric vehicles and their power needs at all town buildings sites per policy being developed.
24. Expand the Departments community outreach efforts and work with to develop a plan to move forward.
25. Continue efforts to assist with the implementation of new Energy Codes and Massachusetts Specialized Municipal Opt-in Energy Code at the State and Local level.
26. Assist the School Department to prepare the Old Lincoln and Newbury sites for students from Pierce due the renovation.

4.A.

Objectives Contd.

1. To continue to work with the Town Administration to install photovoltaic solar panels on Town and School properties.
2. Continue to review Inspectors workload by adjusting permit assignments, complaint investigations and annual inspections.
3. To assist the Library Director with renovation plans for the Main Library.
4. To add staff and reorganize Public Building's Division, based on additional School space being built or purchased in the near future.
5. To work with the HR Department to review Tradesmen position salaries and job functions.
6. Continue to work with the Select Board, Sustainability Director and appointed committees to advance energy efficiencies, programs and policies.
7. Continue to explore initiatives to increase Certificate of Inspection applications for multifamily dwellings.
8. Continue the goal to use no fossil fuels in Town or School Buildings.
9. Work on building renovations and new buildings to design those facilities to be net zero ready or capable per the Town's sustainability goals and policy.
10. Develop a plan for the purchase all electric vehicles for the Building Department Inspectors and Tradespersons in an effort to comply with Town Policy.
11. To work with the Planning Department on a comprehensive plan to add power/backbone for new electric vehicles and their power needs at all town buildings sites per policy being developed.
12. Expand the Departments community outreach efforts and work with to develop a plan to move forward.
13. Continue efforts to assist with the implementation of new Energy Codes and Massachusetts Specialized Municipal Opt-in Energy Code at the State and Local level.
14. Assist the School Department to prepare the Old Lincoln and Newbury sites for students from Pierce due the renovation.

4.A.

FY24 Accomplishments

1. Building Department staff continue to serve as staff to the Building Commission; representing them on a day-to-day basis, providing information and recommendations, assist with contracts, change orders and invoices, conduct daily inspections of work sites and with the daily management of contractors, designers and other vendors.
2. Increased storage of electronic data of Building Department construction plans for the 2015, 2016 and 2017 calendar years. The following improvements were completed at various Buildings: (a) Carpeting, new shades, painting and other improvements in various school buildings. (b) New fire doors, exterior and smoke doors, at various school buildings. (c) Upgraded elevators at various Town and School Buildings to meet recent code changes. (d) Assisted with the High School renovations – various projects. (e) Completed successful bid process of 21 Newtons St and 55 Newton St. Installed new local charging stations at various sites for the new fleet of electric town vehicles.
3. Purchased and received two new fully electric vehicles for the Building Inspectors and a van for the tradespersons.
4. Using \$1M in mini school CIP funds, the Building Department upgraded and renovated the first-floor spaces of the New Lincoln School including painting and carpeting.
5. The Baker School Auditorium was renovated with the removal of existing, bolted down chairs, sanding of wooden floor, new paint and shades.
6. Assisted the Fire Chief to secure a Designer for the Fire Station renovation project.
7. Masonry at the New Lincoln School was power washed, repointed and sealed. The Cafeteria exterior was also repainted.
8. Continued to work with all Town departments and users to ensure their buildings were modified for COVID, such as putting in hands free devices, plexi glass installation, modified workstations, etc.
9. Successful implementation of new Energy Codes and Massachusetts Specialized Municipal Opt-in Energy Code at the State and Local level with Department Users.

4.A.

Accomplishments Contd.

1. Assisted New Driscoll School project team to complete Phase 1 of the project which included completion of the new school building, fit out of same (all FF&E and technology installations), move of all operations, clean out of old building, demolition of old building, commencement of site work and geothermal well installation. Continued to assist the School Department with communication and community outreach.
2. Assisted the new Pierce School project team with completion of design, bidding and commencement of construction. Worked with school staff and outside vendors to implement improvements to both Old Lincoln School and the Newbury Campus to make them suitable to house school operations while the project is underway. Assisted School staff with the relocation of operations to these two facilities and clean out of old buildings in advance of construction start. Assisted the project team with MSBA reporting, submittals and Propay and community outreach and communication.
3. For the Brookline High School project, collaborating with the DPW engineering division, completed the design for the Tappan Street Roadway work. Bid the work and retained a contractor .and project completed. Procured design services, completed design, and bid the work of selective Structural and Waterproofing Repairs.
4. Procured design services and completed design of Renovations to Fire Stations #4 and #1 bid the work and commenced construction.
5. Worked with Engineer to complete design of Building Envelope Repairs at five locations. Bid the work and retained a contractor. All repairs All repairs were completed in summer of 2023.
6. Continued to work with interested parties regarding issues with the concrete floor at the Water Garage and how best to proceed.
7. Continue to work with IT Department staff to improve workflow, permit process, categories, inspections, certifications and many other details to customize the Accela Permitting System.
8. Recruited qualified applicants to fill vacant positions and hire additional staff persons for the Building Department.
9. Worked closely with all stakeholders during the planning, permitting, inspections and final occupancy process for various 40B projects.

Building Detailed

	ACTUAL	BUDGET	RECOMMENDED		
	FY2023	FY2024	FY2025	\$ Chng	% Chng
Expenses					

4.A.

	ACTUAL	BUDGET	RECOMMENDED		
	FY2023	FY2024	FY2025	\$ Chng	% Chng
BUILDING					
BUILDING					
SALARIES					
PERMANENT FULL TIME	\$2,504,921	\$3,147,585	\$3,203,470	\$55,885	2%
PERMANENT PART TIME	–	\$20,754	\$20,754	\$0	0%
SHIFT DIFFERENTIAL	\$3,915	\$6,316	\$6,316	\$0	0%
OVERTIME PAY	\$98,819	\$55,380	\$55,380	\$0	0%
PART TIME TEMPORARY SAL	\$100,496	\$103,484	\$103,484	\$0	0%
LONGEVITY PAY	\$11,280	\$24,749	\$13,250	-\$11,499	-46%
STIPENDS	–	\$19,400	\$19,400	\$0	0%
A DAY BUYOUT	\$17,200	–	–	\$0	–
CLOTHING-UNIFORM ALLOWANCE	\$8,008	\$12,201	\$12,651	\$450	4%
OFFSET	–	-\$313,653	-\$316,920	-\$3,267	1%
SALARIES TOTAL	\$2,744,639	\$3,076,216	\$3,117,785	\$41,569	1%
SERVICES					
OFFICE EQUIP R & M	\$441	\$620	\$620	\$0	0%
D P EQUIP R & M	–	\$1,250	\$1,250	\$0	0%
COMPUTER SOFTWARE R & M	–	\$2,241	\$2,241	\$0	0%
BUILDING MAINTENANCE	\$44,521	\$4,729,540	\$4,912,778	\$183,238	4%
BLDG MAINT -REPAIR & MAINTENAN	\$3,990,740	–	–	\$0	–
COPY EQUIP RENTAL/LEASES	\$975	\$3,600	\$3,960	\$360	10%
BUILDING CLEANING SERVICE	\$157,927	\$151,507	\$151,507	\$0	0%
WIRELESS COMMUNICATIONS	\$10,973	\$28,500	\$29,500	\$1,000	4%
SERVICES TOTAL	\$4,205,576	\$4,917,258	\$5,101,856	\$184,598	4%
SUPPLIES					
OFFICE SUPPLIES	\$7,923	\$7,750	\$7,750	\$0	0%
MAINTENANCE SUPPLIES	\$10,909	\$9,900	\$9,900	\$0	0%
MEALS & RECEPTIONS	\$1,788	–	–	\$0	–
BOOKS & PERIODICALS	\$926	–	–	\$0	–
UNIFORMS & PROTECTIVE CLO	\$7,337	\$7,425	\$7,425	\$0	0%
SUPPLIES TOTAL	\$28,883	\$25,075	\$25,075	\$0	0%
OTHER					
EDUCATION/TRAINING/CONFERENCES	\$11,033	\$3,088	\$5,788	\$2,700	87%
PROFESSIONAL DUES/MEMBERS	\$1,578	\$2,160	\$2,460	\$300	14%
OTHER TOTAL	\$12,610	\$5,248	\$8,248	\$3,000	57%
UTILITIES					
ELECTRICITY	\$2,246,635	\$1,918,895	\$2,467,093	\$548,198	29%
NATURAL GAS	\$1,162,870	\$931,161	\$1,091,224	\$160,063	17%
HEATING OIL	\$1,177	–	–	\$0	–
GENERATOR FUEL	\$587	\$2,500	\$3,750	\$1,250	50%
GASOLINE	\$17,455	\$14,566	\$19,082	\$4,516	31%
WATER	\$226,091	\$177,521	\$306,693	\$129,173	73%
UTILITIES TOTAL	\$3,654,814	\$3,044,643	\$3,887,842	\$843,199	28%
BUDGETED CAPITAL					
AUTOMOBILES	–	\$99,500	\$99,500	\$0	0%
CONSTRUCTION EQUIPMENT-BUD	\$26,410	\$7,500	\$7,500	\$0	0%
OFFICE EQUIPMENT -BUD	\$2,593	\$3,800	\$5,000	\$1,200	32%
LEASED COMPUTER EQUIPMENT	\$5,241	\$8,870	\$11,332	\$2,462	28%
BUD-MAINTENANCE EQUIPMENT	\$11,859	\$8,800	\$7,600	-\$1,200	-14%
BUDGETED CAPITAL TOTAL	\$46,103	\$128,470	\$130,932	\$2,462	2%
CAPITAL					
FIRE STATION RENOVATIONS	\$20,936	–	–	\$0	–
CAPITAL TOTAL	\$20,936	–	–	\$0	–
BUILDING TOTAL	\$10,713,561	\$11,196,910	\$12,271,738	\$1,074,828	10%
BUILDING TOTAL	\$10,713,561	\$11,196,910	\$12,271,738	\$1,074,828	10%
EXPENSES TOTAL	\$10,713,561	\$11,196,910	\$12,271,738	\$1,074,828	10%

4.A.

Building Revenue

	ACTUAL		BUDGET	RECOMMENDED	\$ Change	% Change
	FY2022	FY2023	FY2024	FY2025		
Revenues	\$8,603,021	\$7,436,225	\$3,238,653	\$3,320,572	\$81,919	3%

Building Code Enforcement

	ACTUAL	BUDGET	RECOMMENDED	\$ Chng	% Chng
	FY2023	FY2024	FY2025		
Expenses					
BUILDING					
BUILDING					
SALARIES	\$722,785	\$849,881	\$845,830	-\$4,051	0%
SUPPLIES	\$4,821	\$1,800	\$1,800	\$0	0%
OTHER	\$5,116	\$1,970	\$1,970	\$0	0%
UTILITIES	\$13,125	\$10,766	\$14,104	\$3,338	31%
BUDGETED CAPITAL	\$5,241	-	-	\$0	-
BUILDING TOTAL	\$751,089	\$864,417	\$863,704	-\$713	0%
BUILDING TOTAL	\$751,089	\$864,417	\$863,704	-\$713	0%
EXPENSES TOTAL	\$751,089	\$864,417	\$863,704	-\$713	0%

Building Administration

	ACTUAL	BUDGET	RECOMMENDED	\$ Chng	% Chng
	FY2023	FY2024	FY2025		
Expenses					
BUILDING					
BUILDING					
SALARIES	\$265,207	\$278,504	\$278,465	-\$39	0%
SERVICES	\$7,889	\$14,347	\$15,707	\$1,360	9%
SUPPLIES	\$2,477	\$1,200	\$1,200	\$0	0%
OTHER	\$70	\$540	\$540	\$0	0%
BUDGETED CAPITAL	-	\$8,870	\$11,332	\$2,462	28%
BUILDING TOTAL	\$275,643	\$303,461	\$307,244	\$3,783	1%
BUILDING TOTAL	\$275,643	\$303,461	\$307,244	\$3,783	1%
EXPENSES TOTAL	\$275,643	\$303,461	\$307,244	\$3,783	1%

Building Construction/Renovation

	ACTUAL	BUDGET	RECOMMENDED	\$ Chng	% Chng
	FY2023	FY2024	FY2025		
Expenses					
BUILDING					
BUILDING					
SALARIES	\$17,955	\$67,810	\$65,630	-\$2,179	-3%
SERVICES	-	\$2,241	\$2,241	\$0	0%
SUPPLIES	-	\$1,250	\$1,250	\$0	0%
BUILDING TOTAL	\$17,955	\$71,301	\$69,121	-\$2,179	-3%
BUILDING TOTAL	\$17,955	\$71,301	\$69,121	-\$2,179	-3%

	ACTUAL	BUDGET	RECOMMENDED		
	FY2023	FY2024	FY2025	\$ Chng	% Chng
EXPENSES TOTAL	\$17,955	\$71,301	\$69,121	-\$2,179	-3%

Building Town R&M

	ACTUAL	BUDGET	RECOMMENDED		
	FY2023	FY2024	FY2025	\$ Chng	% Chng
Expenses					
BUILDING					
BUILDING					
SALARIES	\$426,179	\$347,559	\$399,982	\$52,423	15%
SERVICES	\$1,099,820	\$1,220,403	\$1,315,566	\$95,163	8%
SUPPLIES	\$5,135	\$4,425	\$4,425	\$0	0%
OTHER	\$7,001	\$2,250	\$5,250	\$3,000	133%
BUDGETED CAPITAL	\$40,862	\$65,100	\$65,100	\$0	0%
BUILDING TOTAL	\$1,578,997	\$1,639,737	\$1,790,323	\$150,586	9%
BUILDING TOTAL	\$1,578,997	\$1,639,737	\$1,790,323	\$150,586	9%
EXPENSES TOTAL	\$1,578,997	\$1,639,737	\$1,790,323	\$150,586	9%

Building Town Hall Maintenance

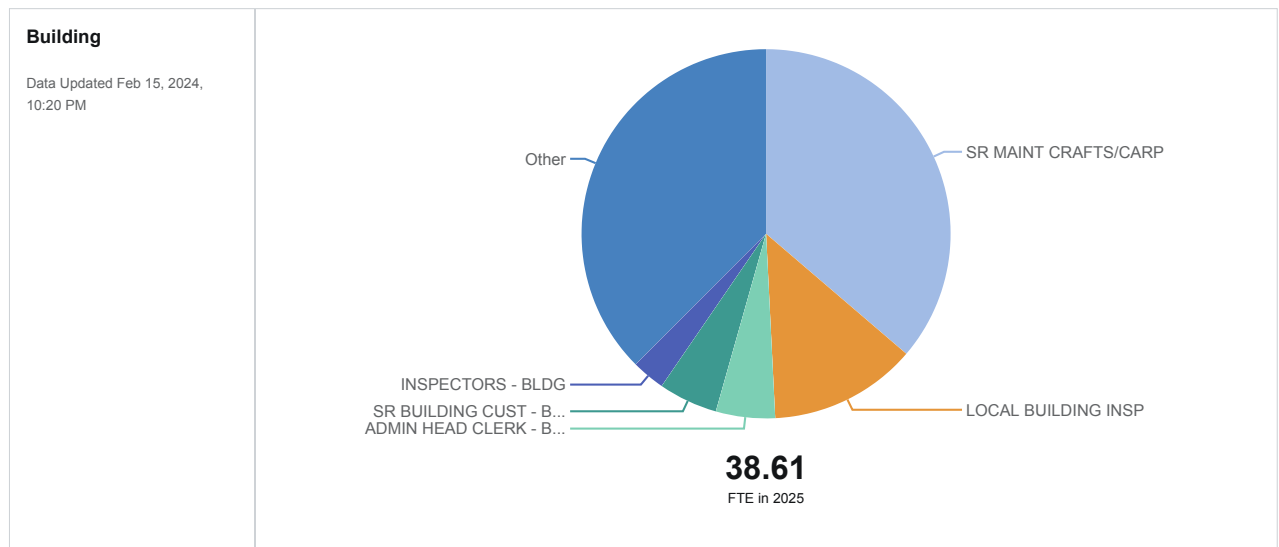
	ACTUAL	BUDGET	RECOMMENDED		
	FY2023	FY2024	FY2025	\$ Chng	% Chng
Expenses					
BUILDING					
BUILDING					
SALARIES	\$230,085	\$243,408	\$242,809	-\$599	0%
SERVICES	\$157,927	\$151,507	\$151,507	\$0	0%
SUPPLIES	\$10,909	\$9,900	\$9,900	\$0	0%
UTILITIES	\$222,827	\$225,470	\$233,828	\$8,359	4%
BUILDING TOTAL	\$621,749	\$630,285	\$638,044	\$7,760	1%
BUILDING TOTAL	\$621,749	\$630,285	\$638,044	\$7,760	1%
EXPENSES TOTAL	\$621,749	\$630,285	\$638,044	\$7,760	1%

4.A.

Building School R&M

	ACTUAL	BUDGET	RECOMMENDED		
	FY2023	FY2024	FY2025	\$ Chng	% Chng
Expenses					
BUILDING					
BUILDING					
SALARIES	\$1,039,115	\$1,289,055	\$1,285,069	-\$3,985	0%
SERVICES	\$2,939,940	\$3,528,760	\$3,616,835	\$88,075	2%
SUPPLIES	\$5,541	\$6,500	\$6,500	\$0	0%
OTHER	\$423	\$488	\$488	\$0	0%
UTILITIES	\$3,418,862	\$2,808,407	\$3,639,910	\$831,503	30%
BUDGETED CAPITAL	-	\$54,500	\$54,500	\$0	0%
BUILDING TOTAL	\$7,403,882	\$7,687,710	\$8,603,302	\$915,592	12%
BUILDING TOTAL	\$7,403,882	\$7,687,710	\$8,603,302	\$915,592	12%
EXPENSES TOTAL	\$7,403,882	\$7,687,710	\$8,603,302	\$915,592	12%

FY25 FTE Salary



4.A.

Building

	FTE Salary	FTE Count
BUILDING COMMISS	160,001.12	1.00
DIR PUBLIC BUILDINGS	156,704.55	1.00
DEP DIR OF CAPITAL	140,464.38	1.00
DEP DIR OF PUB BLDG OPS	117,936.00	1.00
DEPUTY BUILDING COMM	121,597.74	1.00
SR BUILDING SUPV - BUILDING	73,533.38	1.00
PROJECT MANAGER	93,548.13	1.00
OPS MGR PUBLIC BUILD	103,994.38	1.00
ENERGY SYSTEMS MGR	93,548.13	1.00
EMS SPECIALIST	81,189.41	1.00
ELECTRICAL INSPECTOR	92,395.90	1.00
PLUMBING GAS INSPECT	92,395.90	1.00
LOCAL BUILDING INSP	438,851.51	5.00
SR MAINT CRAFTS/CARP	1,040,995.82	14.00
SR BUILDING CUST - BUILDING	133,452.16	2.00
ADMIN HEAD CLERK - BLDG	140,449.41	2.00
BOOKKEEPER/ACCT I	66,096.16	1.00
STAFF ASSISTANT - BUILDING	56,317.59	1.00
HOUSEWORKER - BLDG	20,754.06	0.48
INSPECTORS - BLDG	103,484.20	1.13
TOTAL	3,327,709.93	38.61

PERFORMANCE / WORKLOAD INDICATORS

	ACTUAL FY2022	ESTIMATE FY2023	ACTUAL FY2023	ESTIMATE FY2024	ESTIMATE FY2025
Permits Issued:	6,043	6,075	6,043	6,075	6,175
Building Permits	2,094	2,100	1,870	2,100	2,150
Electrical Permits	1,494	1,450	1,582	1,450	1,500
Plumbing Permits	1,049	1,100	1,051	1,100	1,150
Gas Fitting Permits	729	800	704	800	825
Mechanical Permits	410	420	461	420	470
Sprinkler Permits	44	45	60	45	50
Certificate of Use & Occupancy	223	160	258	160	200
% of Permit Applications Online	98%	98%	98%	98%	98%
% of Trans Paid Online Credit Card/EFT	85%	85%	90%	90%	90%
Certificate of Inspection	488	375	509	375	375
Common Victualler	197	150	190	150	150
Lodging House	65	51	67	51	51
Multi Family	44	75	48	75	75
Place of Assembly, Daycare, School, E	182	210	204	210	210
Inspections performed	10,282		9,812	10,000	10000
Enforcement					
Violation Notices Issued	38	35	292	200	150
Complaints Filed	176	185	173	185	185
Board of Appeals Cases - Denial Ltrs	72-104	80-120	67-87	80-120	80-120

PERFORMANCE / WORKLOAD INDICATORS (con't)

	ACTUAL FY2022	ESTIMATE FY2023	ACTUAL FY2023	ESTIMATE FY2024	ESTIMATE FY2025
Vouchers Processed	3,800	3,500	2,750	3,500	3,500
Committees of Seven	4	3	4	3	3
Public Building Maintenance					
Maintenance Contracts	4	5	0	0	0
Contractor Service Orders	1,873	1,800	1,818	1,800	1,800
In-House Work Orders	9,127	9,000	14,441	9,000	14,000
% of Work Orders Completed					
in Less Than 3 days	41%	50%	43%	50%	50%
in Less Than 7 days	55%	60%	57%	60%	60%
Utility Use					
Town Hall					
Electricity (KWH)	719,705	750,000	794,124	750,000	750,000
Natural Gas (Therms)	21,802	22,500	26,434	22,500	35,000
Oil (gallons)	0	0	0	0	0
Water & Sewer (CCF)	2,011	1,700	1,780	1,700	1,700
School Buildings					
Electricity (KWH)	7,619,778	8,500,000	8,231,461	9,000,000	9,000,000
Natural Gas (Therms)	605,675	800,000	789,624	800,000	800,000
Oil (gallons)	0	0	0	0	0
Water & Sewer (CCF)	11,404	12,000	8,859	12,000	12,000

Town of Brookline FY25 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 seven sub-programs:

The **Administration Sub-program** provides resources and administrative support to the Department and maintains the physical plant, housing a broad range of programs and services offered by the 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.

The **Environmental Health Sub-program** combines a wide range of programs and services. Most of the services are mandated by state law and include the following inspection services: licensing and inspection of food establishments; housing code inspections and enforcement actions; swimming pool inspections; solid waste handling practices; animal, insect, and rodent control; enforcing the Town's plastic bag and polystyrene bans, the abatement of general health nuisances; and the testing and sealing of all weighing and measuring devices. Additional areas include asbestos removal, lead in the environment, hazardous waste, and the enforcement of state and local tobacco control requirements, including the issuance of permits

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for tobacco retailers, monitoring the sale of tobacco products and workplace smoking bans.

The **Public Health Nursing/Epidemiology Sub-group** 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.

The **Community Health Services Sub-program** 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 public health initiative.

The **Emergency Preparedness Sub-program** 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 just over 400 volunteers, including many health 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.

The **Substance Use and Violence Prevention Services Sub-program** features a broad range of activities designed to reduce substance use and violence among Brookline youth. The division provides counseling to Brookline youth and their families with substance use disorder. This division also staffs the Brookline Coalition Advocating Substance Awareness (B-CASA); provides prevention education; peer leadership training for the high school and elementary schools; consultation, trainings, and presentations to community members and service providers; staffs the Brookline Parent Education Network (B-PEN); and updates materials, information, and resources.

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The **Metro Public Health Collaborative (MPHC)**, is a public health shared services arrangement between the 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 visualization, etc.) for each partner municipality on an as-requested basis.

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FY25 Objectives

Public Health Administration:

1. Complete a Community Health Improvement Plan by December 2024 built on the data from the Community Health Assessment completed in 2023.
2. Complete the Human Services Mapping Assessment and Gap Analysis report by the Fall 2024.
3. Continue to build Public Health Codes book to centralize and develop regulations under the legal authority MGL Chapter 111, sec 31. With guidance and input from the Advisory Council on Public health, develop data-informed regulations that engage with stakeholders, and community members.

Environmental Health:

1. The Division will integrate all programs, including food, pool, housing, camps for children, tobacco, etc. into a GIS database allowing us to map our staff/district assignments.
2. The Division has completed approximately 90% of all paper application to an online application process. During FY 25, the EH Division will transition 100% of all paper applications and permit processing and issuance to online services.
3. The Division will send three staff members to attend training conferences including the National Environmental Health Association (NEHA), the National Association of County and City Health Officials (NACCHO), and the Massachusetts Environmental Health Association (MEHA) using the FDA's National Retail Food Regulatory Program grant money as part of the Division's efforts to implement the FDA's National Retail Food Safety Standardization.
4. By the end of 2025 the Division plans to complete the following standards as part of the FDA's National Retail Food Regulatory Program: partially standard 2; fully standard 3; partially standard 5; and partially standard 6.
5. Collaborate with the policy team to research, develop and implement a Public Health Code book.
6. In our continuous efforts to address rodent complaints in Brookline, by the end of 2024, the EH Division and other Town Departments, including Building, Department of Public Works, and Park & Open Space, will reduce rodent complaints by 10% as measured by BrookOnline complaints.

Community Health:

1. Promote participation in the Brookline Bounty Food Coupon Program (formerly known as farmers' market food coupon program) to reach at least 500 families and redeem at least \$40,000 of coupons by the end of the season.
2. Offer two to five educational events in April during National Public Health Week aligned with APHA guidance featuring emerging public health issues.
3. Develop and update website content for residents to provide knowledge, awareness, and engagement about public health issues and events in the community, including a quarterly report of department highlights.

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4. Develop a comprehensive communication/social media plan to increase promotion, awareness, education, and community events. Increase engagement on the following platforms: Facebook, Instagram, YouTube, and Inhabit. Expand social media engagement through use of new platforms - Brookline News and Nextdoor.
5. Explore outside funding opportunities for community health programs, monitoring state and national funding sources, and applying for at least one grant.
6. Assist consultant, Health Resources in Action (HRiA), with development of a Community Health Improvement Plan, prioritizing community needs identified in the Community Health Assessment.
7. 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 2024. Assist the Public Health Nurse with promotion of contracted community clinics for COVID-19 and other vaccines in 2024.
8. Collaborate with Council on Aging to promote health education for seniors, including 2 health forums reaching 100 seniors.
9. Collaborate with the Office of Diversity, Inclusion, and Community Relations to explore avenues for enhancing inclusivity in public health programming through the creation of culturally sensitive materials, the incorporation of diverse visuals, and language translation.
10. Assist the Friends of Public Health by improving membership tracking, increasing existing membership by 60 and engaging at least one corporate member. Arranging 2 forums sponsored by Friends to highlight public health topics and the work of Health Department.
11. Plan two annual Walk, Bike and Roll Days (formerly Car-Free School Day) in K – 8 schools. Collaborate with existing local activist groups targeting public health and climate change—Climate Action Brookline, Mothers out Front, etc. Serve on town’s Safe Routes to School Subcommittee.

Public Health Nursing & Epidemiology:

1. Evaluate flu vaccine types to ensure maximum benefit to high-risk populations, including state supplied inventory and senior high-dose for the 2024-2025 flu season.
2. 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.
3. Provide Directly Observed Therapy (DOT) and case management services to all active Tuberculosis cases in Brookline.
4. Maintain an active response in the event of communicable disease outbreaks by providing residents with critical resources to eliminate or decrease the spread

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- of communicable disease.
5. Work with the Brookline Public School nurse staff to ensure 90% immunization coverage in children, especially those uninsured or facing other barriers to care.
6. Utilize 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.
7. Host five additional community Naloxone trainings.

Emergency Preparedness:

1. Develop plan to start a Disaster Animal Response Team (DART) by December 2024. Implement the DART by June 2025.
2. Complete an audit of all medical licenses within the volunteer database, MA Responds, by June 2025.
3. Write an Emergency Action Plan (EAP) for the Public Health & Human Services Department.
4. Increase frequency of trainings and aim to offer ten trainings (30% increase) in FY25.
5. Increase the number of volunteers who attend trainings by 20%.

Substance Use and Violence Prevention:

1. Continue to build and facilitate a productive community coalition, Brookline Coalition Advocating Substance Awareness (B-CASA), consisting of individuals interested in creating a town-wide integrated approach to substance use prevention and intervention.
2. Continue to contribute to the schoolwide community and serve as an active member of Brookline High School staff by participating in such groups as the BHS Deans' Teams, BHS Clinical Services Team, small tables faculty groups, SEED, the Vaping Task Force and the Wellness Committee etc. all to strengthen partnerships and collaborate on prevention efforts. B-BHIP staff will be active participants in all school and town meetings related to student wellness, substance use, and mental health. We will help facilitate the monthly meetings of the Vaping Task force, bring new resources in vaping prevention to the table.
3. The Brookline Parent Education Network (B-PEN) will continue to provide community education through the creation of weekly tip sheets, news and information, email, missives, weekly B-PEN submissions to the BHS PTO BLAST newsletter, and monthly submissions to the elementary school PTO newsletters with 50 special notices. We will also continue to provide 4-6 community trainings per year reaching 200-300 community members directly.
4. Collaborate with Watertown, Waltham, and Belmont as part of the W2B2 grant through the Massachusetts Department of Public Health and Bureau of Substance Abuse Prevention, looking at the relationship between teen mental health, anxiety, and underage substance use.
5. B-BHIP will work with staff from the Public Schools of Brookline to facilitate a

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- Brookline Youth Risk Behavior Survey and other research projects which will benefit the health of Brookline. Improve data collection by 25%.
6. Lead the Brookline High School Peer Leadership Program, recruiting 45 Peer Leaders for the 24-25 school year to serve as positive role models in the community and actively promote healthy behaviors through workshops for 8th and 9th grade health classes. Provide presentations to 12 parent and community groups, maintain a social media presence with 2 posts per week, public health campaigns, and programming at Brookline High School.
 7. Provide direct service prevention for 140 individuals and 35 families identified to be at risk for substance use disorder. We will continue to provide direct interventions addressing alcohol, nicotine, marijuana, and other drug use for Brookline teens and their families.
 8. Decrease the incidence of physical and implied violence by 10% as measured by the YRBS through education, skill building, and improving access to resources by supporting the weekly SHARP Warriors, the Day of Change, the Domestic Violence task force and the high school-based Captain's Council, as well as supporting students who have had Title 9 cases.

Metro Public Health Collaborative:

1. Strengthen the administrative capacity and robustness of partner health departments through the standardization and congruence of internal and external policies and procedures to help our partners better meet the Massachusetts local public health core services and statutory duties.
2. Increase the number of partner 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" through improving the accessibility and availability of trainings, certifications, and other professional development opportunities.
3. Increase the awareness and tracking of disease and infections across partner health departments by coordinating MAVEN usage and improving local public health and disease data keeping to better anticipate and address health hazards within the region.
4. Expand the emergency preparedness and management capacity of partner health departments by improving regional communication and sharing of resources to better meet the emergency preparedness needs of the region.
5. Strengthen the environmental protection and sanitation capabilities of partner health departments through capacity building and standardization of inspectional operating procedures to better protect the health and well-being of residents.
6. Solidify the operating structure of the collaborative by executing internal governance documentation and implementing internal policies and procedures to improve the efficiency and effectiveness of the MPHIC in achieving its fiscal-year objectives.

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FY24 Accomplishments

Public Health Administration:

1. Completed Community Health Assessment, with an emphasis on health equity and community engagement, to identify the social, economic, and political factors affecting health across Brookline.
2. Secured an increase in the State Public Health Excellence Grant for over \$500,000 per year, to support local public health infrastructure through shared services with the municipalities of Newton, Belmont, and Arlington.
3. Completed the comprehensive Brookline Marijuana Research Study to provide an assessment of the landscape and impact of marijuana in the Town of Brookline, with a particular focus on youth.
4. Established Memorandum of Understanding with the Public Schools of Brookline to define the collaboration around substance use and violence prevention.
5. Established Memorandum of Understanding with the Brookline Center for Community Mental Health to define the community partnership.
6. Implemented comprehensive Rodent Control Action Plan and presented available data on town website to track complaints, food establishment inspections compliance and activity in the Modern Smart City system.
7. Adopted updated Solid Waste Regulations in partnership with Department of Public Works and Select Board.
8. Developed Biosafety Regulations in partnership with Planning and Community Development.

Environmental Health:

1. The EH Division transitioned approximately 90% of paper applications to an online application process.
2. Completed the FDA National Retail Food Regulatory Program Self-Assessment and submitted application for grant to support our efforts to develop a Comprehensive Strategic Improvement Plan.
3. Collaborated with Rodent Task Force, an internal inter-departmental team, to structure and implement the 2024 Rodent Control Action Plan to combat the increase in rodent activity. Actions included developing Rodent Resource webpage, increasing public awareness and prevention strategies, contracting with Pest Control, and mapping rodent hot spots and activity.
4. Responded to the activation of the high WNV risk category with public communication and awareness.
5. Implemented the Lodging house inspection and self-certification program in Fall 2023 to ensure compliance with the state sanitary code.
6. The Chief Sanitarian attended a 12-week, 4-course mentorship-based program from September 18-December 22. The Professional Development Academy offers the program with contents on best practices in leadership, organizational development, effective business communication, negotiation, and collaboration.

development, effective business 4.A, communication, negotiation, and collaboration. The program provided an opportunity to improve and maximize the effectiveness of leadership for our division.

Community Health:

1. In conjunction with Public Schools of Brookline, led 2 Car-Free School Days (now Walk, Bike Roll to School) activities at K – 8 schools. Integrated Car-Free School Day activities with Brookline Safe Routes to School program and Brookline Bicycle Advisory Committee.
2. In partnership with Health Resources in Action (HRiA), assisted in the Community Health Assessment beginning in February 2023. Partnered with Brookline Housing Authority (BHA) and other community organizations to promote the Community Health Equity Survey, a vital tool for data collection in the Community Health Assessment process.
3. More than 700 income-eligible Brookline families benefitted from the food coupon program, which is funded by ARPA through the 2023 season. The program will continue to be funded through the Town's general fund. The division coordinated with the Senior Center to engage residents in transportation to Farmers' Market, conducted mass mailing of survey and provided at least 2 transits to the Famers' Market for seniors.
4. Assisted the Public Health Nursing & Epidemiology and Emergency Preparedness divisions with planning and staffing four community flu clinics, vaccinating over 800 residents.
5. Continued work to revitalize the Friends of Brookline Public Health, advocacy group comprised of Brookline residents who support work of the Public Health Department. Organized a fall program sponsored by the Friends of Brookline Public Health: Planning for a Healthy Winter in Brookline.
6. Monitored pandemic and routinely updated COVID-19 information on website and social media channels.
7. Organized two activities to celebrate National Public Health Week 2023, including the first annual Public Health & Human Services Open House attracting close to 100 residents and town staff. Hosted a virtual community conversation, in joint sponsorship with Friends of Brookline Public Health, Mothers Out Front and Brookline Rotary: PFAS: The Forever Chemical. More than 50 Brookline residents attended.
8. Worked with the Office of Diversity, Inclusion, and Community Relations to begin planning and building the Community Health Champions program.

Public Health Nursing & Epidemiology:

1. Evaluated flu vaccine types to ensure maximum benefit to high-risk populations, including state supplied inventory and senior high-dose vaccine for the 2023-2024 flu season. Purchased an additional 80 doses of high-dose vaccine for residents 65+ years old and scheduled a clinic specifically for older adults at the Brookline Senior Center for the 2023-2024 flu season.

2. Ordered a total of 940 doses of influenza vaccine (public and private) and scheduled four community clinics for the 2023-2024 influenza season.
3. 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.
4. Provided Directly Observed Therapy (DOT) and case management services to all active Tuberculosis cases in Brookline.
5. Worked with the Brookline Public School nurse staff to ensure 90% immunization coverage in children, especially those uninsured or facing other barriers to care. Vaccinated a total of 104 children with 223 vaccines from July 1, 2022 to July 1, 2023. Vaccinated a total of 50 children with 107 vaccines from July 1, 2023 to October 12, 2023.
6. 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.
7. Provided annual blood borne pathogens training to all clinical MRC volunteers who attended Health Department flu clinics.
8. Provided annual training in current immunization techniques to all clinical MRC volunteers who attended Health Department flu clinics.
9. Launched Brookline Project Citizens Accessing Naloxone (Project CAN). Completed six community Naloxone trainings with approximately 20-30 attendees per class and distributed 147 boxes or 294 doses of Naloxone since July 2023.
10. Partnered with Brookline Public Libraries to distribute over 20,000 Covid-19 home antigen test kits to residents since July 2022.

Emergency Preparedness:

1. In conjunction with Public Health Nursing & Epidemiology, Emergency Preparedness Coordinator helped establish 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).
2. Convened MRC leadership team meetings quarterly in FY24.
3. Offered two combination Stop the Bleed/Naloxone trainings to Brookline MRC/CERT members and Region 4AB MRC members, and five additional classes offered to the Brookline community, BHA staff, PSB nurses, Health Dept. Staff and the Senior Center.
4. Re-established regular trainings and offered at least four trainings in FY24.
5. Completed a list-cull of all Brookline MRC volunteers resulting in a succinct list of active volunteers.
6. Coordinated and operated four large-scale town-wide flu clinics, and 10 Homebound vaccine visits, administering approximately 940 vaccines and providing 280 hours of volunteer services, and 70 volunteers.

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7. Coordinated volunteer support for multiple community health events, including National Public Health Week's Open House Event, Brookline Day, and the Boston Marathon.
8. On New Year's Eve, the MRC responded to a flood emergency at a BHA building. Over the course of three days, the MRC provided over 30 volunteers and 85 hours of service.

Substance Use and Violence Prevention:

1. Rebranded, the division to the Brookline Behavioral Health Intervention and Prevention programs (B-BHIP), to better align with our mission which includes substance use, mental health issues, media addiction, violence prevention and other public health programming.
2. B-BHIP welcomed a new social worker to the team with expertise in adolescent development and substance use disorder treatment.
3. For the 2022-23 school year the Division trained three interns and was able to provide services to 78 students during the school year, including 27 youth seen for marijuana, vaping, and other drug use.
4. In the High School B-BHIP expanded support for BHS programming with the creation of social work and clinical team meetings. Staff served as a member of the SEED (Social Equity and Educational Diversity) which focused on equity and racial justice - a large tenet of public health, helped form the Captain's Council to focus sports teams on mental health, substance use and violence prevention and participated in the task force on vaping.
5. B-BHIP supported the school nursing department in their annual SBIRT (Screening, Brief Intervention and Referral to Treatment) by meeting with students identified as having substance use risk factors. Staff also worked with the School Health and Wellness Department in implementing SOS (Symptoms of Suicide) classes in the high school by joining classes and evaluating any students identified as at having suicide risk factors.
6. Worked continuously to sustain the Brookline Coalition Advocating Substance Awareness (B-CASA). The Division held a Wellness Summit on November 30, 2022 with over 80 attendees including peer-leaders, parents, town and school staff, other coalition members, among others. Attendees broke into small groups with each group focused on a specific topic related to teen wellness with Peer Leaders providing the research and facilitating group discussions which will inform B-CASA's interventions in the town.
7. Two staff members attended a CADCA (Community-based, Advocacy focused, Data-driven, Coalition-building Association) Bootcamp, a conference designed to support programs building a substance use prevention coalition and met with CADCA staff to plan all aspects of coalition building.
8. In Peer Leadership, B-BHIP expanded the number of students involved in peer leadership and have added 2 Deans to the Peer Leadership staff. Currently have 40 students enrolled and have expanded the off-site and school-based projects, implemented prevention strategies, raised awareness about marijuana, vaping

- implemented prevention strategies, raised awareness about marijuana, vaping, and other drug use, sexual harassment and gender violence, and mental health issues with a focus on encouraging students to be “upstanders”; students who provide positive interventions in challenging social situations. Peer Leaders conducted over 40 health classes for over 500 PSB students in grades 9-12. Peer Leadership also provided videos and teen experts for B-PEN parent seminars.
9. The Brookline Parent Education Network (B-PEN) held 5 bimonthly meetings with the advisory board to plan our outreach and events. The Division hosted four successful community programs for parents and guardians for each of the high school grades including one with Dr Michael Rich, “the Mediatrician” addressing social media addiction.
 10. B-PEN published numerous outreach materials including tip sheets from each parenting program, the weekly B-PEN submissions to the BHS PTO BLAST newsletter, monthly submissions to the elementary PTO newsletters, and the B-PEN.org parent education website and Facebook page.

Metro Public Health Collaborative:

1. Hired three (3) full-time shared services staff members (Senior Regional Public Health Specialist, Regional Epidemiologist, and Shared Services Coordinator).
2. Added the Town of Arlington as a partner municipality of the collaborative.
3. Secured an additional \$273,000 of funding through the Public Health Excellence grant allotting to roughly \$573,000 for the collaborative’s FY24 annual budget.
4. FY24 Annual Workplan chosen by the Massachusetts Department of Public Health and the Office of Local and Regional Public Health as an exemplary model of guidance to other shared services arrangements.

Health Detailed

	ACTUAL	BUDGET	RECOMMENDED		
	FY2023	FY2024	FY2025	\$ Chng	% Chng
Expenses					
HEALTH & HUMAN SERVICES					
HEALTH & HUMAN SERVICES					
SALARIES					
PERS OFFSETS	–	-\$282,642	-\$282,700	-\$58	0%
PERMANENT FULL TIME	\$859,682	\$1,194,905	\$1,198,700	\$3,795	0%
PERMANENT PART TIME	\$187,194	\$239,751	\$239,751	\$0	0%
OVERTIME PAY	\$4,152	\$10,415	\$10,415	\$0	0%
PART TIME TEMPORARY SAL	\$77	\$500	\$500	\$0	0%
LONGEVITY PAY	\$3,278	\$2,520	\$2,520	\$0	0%
HEALTH INSP SPEC PAY-RETIREABL	–	\$2,000	\$2,000	\$0	0%
SICK PAY BUYOUT	\$5,303	–	–	\$0	–
VACATION BUYOUT	\$25,774	–	–	\$0	–
A DAY BUYOUT	\$7,687	–	–	\$0	–
CLOTHING-UNIFORM ALLOWANCE	\$3,400	\$3,350	\$3,350	\$0	0%
SALARIES TOTAL	\$1,096,547	\$1,170,799	\$1,174,536	\$3,737	0%
SERVICES					
COPY EQUIP RENTAL/LEASES	\$481	\$2,227	\$2,227	\$0	0%
MEDICAL/HOSPITAL SERVICES	–	\$1,750	\$1,750	\$0	0%
PROFESSIONAL/TECH SERVICE	\$23,008	\$106,000	\$106,000	\$0	0%
MENTAL HEALTH PROGRAM	\$177,889	\$191,634	\$191,634	\$0	0%

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	ACTUAL		BUDGET	RECOMMENDED		\$ Chng	% Chng
	FY2023	FY2024	FY2024	FY2025			
WIRELESS COMMUNICATIONS	\$4,968	\$6,000	\$6,000	\$6,000	\$0	0%	
ADVERTISING SERVICES	\$538	\$500	\$500	\$500	\$0	0%	
SUBSCRIPTIONS	\$35	\$300	\$300	\$300	\$0	0%	
SERVICES TOTAL	\$206,919	\$308,411	\$308,411	\$308,411	\$0	0%	
SUPPLIES							
OFFICE SUPPLIES	\$11,862	\$9,500	\$9,500	\$7,500	-\$2,000	-21%	
SPECIAL PROGRAM SUPPLIES	\$6,158	\$7,500	\$7,500	\$4,500	-\$3,000	-40%	
MEALS & RECEPTIONS	\$990	-	-	-	\$0	-	
MEDICAL SUPPLIES	-\$13,212	\$7,000	\$7,000	\$7,000	\$0	0%	
SUPPLIES TOTAL	\$5,798	\$24,000	\$24,000	\$19,000	-\$5,000	-21%	
OTHER							
EDUCATION/TRAINING/CONFERENCES	\$1,860	\$1,795	\$1,795	\$1,795	\$0	0%	
HOTEL	-	\$800	\$800	\$800	\$0	0%	
OTHER TRAVEL	-	\$725	\$725	\$725	\$0	0%	
PROFESSIONAL DUES/MEMBERS	\$1,988	\$1,100	\$1,100	\$1,100	\$0	0%	
OTHER TOTAL	\$3,848	\$4,420	\$4,420	\$4,420	\$0	0%	
UTILITIES							
ELECTRICITY	\$31,759	\$35,077	\$35,077	\$37,775	\$2,698	8%	
NATURAL GAS	\$9,389	\$9,532	\$9,532	\$8,162	-\$1,370	-14%	
GENERATOR FUEL	-	\$300	\$300	\$300	\$0	0%	
GASOLINE	\$1,449	\$1,738	\$1,738	\$1,445	-\$293	-17%	
WATER	\$3,298	\$2,524	\$2,524	\$5,905	\$3,381	134%	
UTILITIES TOTAL	\$45,895	\$49,171	\$49,171	\$53,587	\$4,416	9%	
BUDGETED CAPITAL							
LEASED COMPUTER EQUIPMENT	\$3,106	\$5,970	\$5,970	\$8,722	\$2,752	46%	
BUDGETED CAPITAL TOTAL	\$3,106	\$5,970	\$5,970	\$8,722	\$2,752	46%	
HEALTH & HUMAN SERVICES TOTAL	\$1,362,113	\$1,562,770	\$1,562,770	\$1,568,675	\$5,905	0%	
HEALTH & HUMAN SERVICES TOTAL	\$1,362,113	\$1,562,770	\$1,562,770	\$1,568,675	\$5,905	0%	
EXPENSES TOTAL	\$1,362,113	\$1,562,770	\$1,562,770	\$1,568,675	\$5,905	0%	

Health Revenue

	ACTUAL		BUDGET	RECOMMENDED	\$ Change	% Change
	FY2022	FY2023	FY2024	FY2025		
Revenues	\$147,457	\$162,391	\$106,750	\$106,750	\$0	0%

Health Admin

	ACTUAL		BUDGET	RECOMMENDED	\$ Chng	% Chng
	FY2023	FY2024	FY2024	FY2025		
Expenses						
HEALTH & HUMAN SERVICES						
HEALTH & HUMAN SERVICES						
SALARIES	\$257,849	\$312,603	\$312,603	\$313,109	\$506	0%
SERVICES	\$9,233	\$22,777	\$22,777	\$22,777	\$0	0%
SUPPLIES	-\$1,225	\$13,900	\$13,900	\$11,900	-\$2,000	-14%
OTHER	\$3,738	\$4,120	\$4,120	\$4,120	\$0	0%
UTILITIES	\$45,895	\$49,171	\$49,171	\$53,587	\$4,416	9%
BUDGETED CAPITAL	\$3,106	\$5,970	\$5,970	\$8,722	\$2,752	46%
HEALTH & HUMAN SERVICES TOTAL	\$318,596	\$408,541	\$408,541	\$414,215	\$5,674	1%
HEALTH & HUMAN SERVICES TOTAL	\$318,596	\$408,541	\$408,541	\$414,215	\$5,674	1%
EXPENSES TOTAL	\$318,596	\$408,541	\$408,541	\$414,215	\$5,674	1%

4.A.

Health Environmental Health

	ACTUAL	BUDGET	RECOMMENDED		
	FY2023	FY2024	FY2025	\$ Chng	% Chng
Expenses					
HEALTH & HUMAN SERVICES					
HEALTH & HUMAN SERVICES					
SALARIES	\$520,939	\$587,777	\$589,527	\$1,750	0%
SERVICES	\$19,797	\$94,000	\$94,000	\$0	0%
SUPPLIES	\$3,142	\$5,900	\$2,900	-\$3,000	-51%
OTHER	\$60	\$250	\$250	\$0	0%
HEALTH & HUMAN SERVICES TOTAL	\$543,938	\$687,927	\$686,677	-\$1,250	0%
HEALTH & HUMAN SERVICES TOTAL	\$543,938	\$687,927	\$686,677	-\$1,250	0%
EXPENSES TOTAL	\$543,938	\$687,927	\$686,677	-\$1,250	0%

Health Mental Health

	ACTUAL	BUDGET	RECOMMENDED		
	FY2023	FY2024	FY2025	\$ Chng	% Chng
Expenses					
HEALTH & HUMAN SERVICES					
HEALTH & HUMAN SERVICES					
SERVICES	\$177,889	\$191,634	\$191,634	\$0	0%
SUPPLIES	-	\$850	\$850	\$0	0%
HEALTH & HUMAN SERVICES TOTAL	\$177,889	\$192,484	\$192,484	\$0	0%
HEALTH & HUMAN SERVICES TOTAL	\$177,889	\$192,484	\$192,484	\$0	0%
EXPENSES TOTAL	\$177,889	\$192,484	\$192,484	\$0	0%

4.A.

Health Child Health

	ACTUAL	BUDGET	RECOMMENDED		
	FY2023	FY2024	FY2025	\$ Chng	% Chng
Expenses					
HEALTH & HUMAN SERVICES					
HEALTH & HUMAN SERVICES					
SALARIES	\$9,332	-	-	\$0	-
SUPPLIES	-	\$1,500	\$1,500	\$0	0%
HEALTH & HUMAN SERVICES TOTAL	\$9,332	\$1,500	\$1,500	\$0	0%
HEALTH & HUMAN SERVICES TOTAL	\$9,332	\$1,500	\$1,500	\$0	0%
EXPENSES TOTAL	\$9,332	\$1,500	\$1,500	\$0	0%

Health Community Health

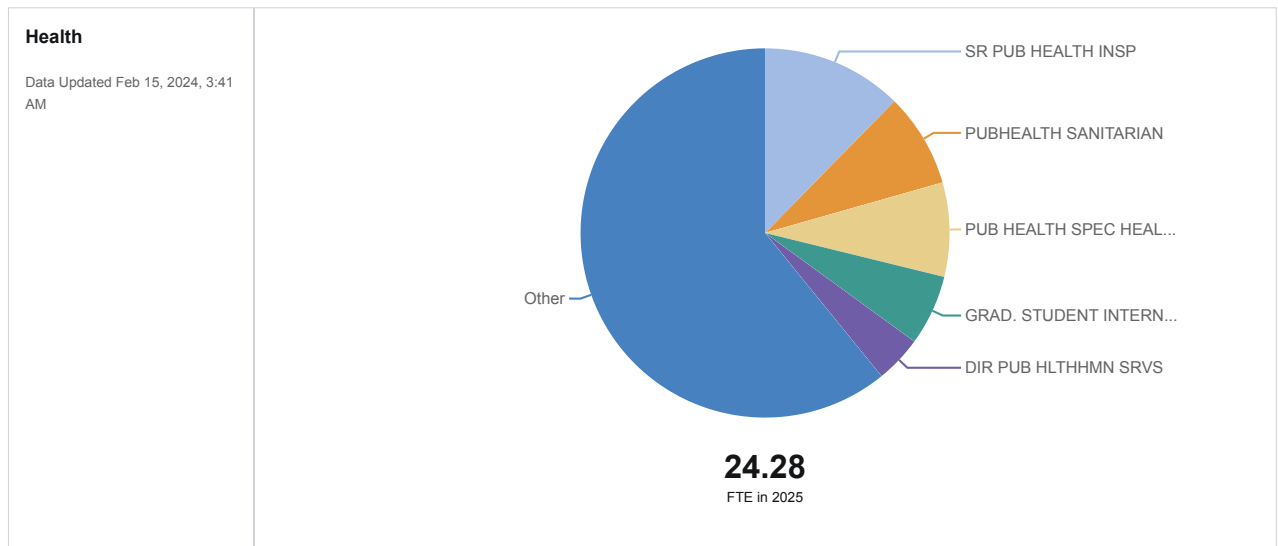
	ACTUAL	BUDGET	RECOMMENDED		
	FY2023	FY2024	FY2025	\$ Chng	% Chng
Expenses					
HEALTH & HUMAN SERVICES					
HEALTH & HUMAN SERVICES					
SALARIES	\$181,894	\$187,255	\$187,255	\$0	0%
SUPPLIES	\$3,431	\$1,850	\$1,850	\$0	0%
OTHER	\$50	\$50	\$50	\$0	0%
HEALTH & HUMAN SERVICES TOTAL	\$185,375	\$189,155	\$189,155	\$0	0%
HEALTH & HUMAN SERVICES TOTAL	\$185,375	\$189,155	\$189,155	\$0	0%
EXPENSES TOTAL	\$185,375	\$189,155	\$189,155	\$0	0%

4.A.

Health Substance Abuse

	ACTUAL	BUDGET	RECOMMENDED		
	FY2023	FY2024	FY2025	\$ Chng	% Chng
Expenses					
HEALTH & HUMAN SERVICES					
HEALTH & HUMAN SERVICES					
SALARIES	\$126,533	\$83,164	\$84,645	\$1,481	2%
SUPPLIES	\$451	-	-	\$0	-
HEALTH & HUMAN SERVICES TOTAL	\$126,984	\$83,164	\$84,645	\$1,481	2%
HEALTH & HUMAN SERVICES TOTAL	\$126,984	\$83,164	\$84,645	\$1,481	2%
EXPENSES TOTAL	\$126,984	\$83,164	\$84,645	\$1,481	2%

FY25 FTE Salary



Health

	FTE Salary	FTE Count
DIR PUB HLTHHMN SRVS	141,677.60	1.00
ASST DIR PUB HLTH POLICY	104,963.17	1.00
ADMIN AND OUTREACH (HCA)	25,001.19	0.27
EPIDEMIOLOGIST HEALTH GRANT	71,300.11	1.00
SHARED SVCS COORD HEALTH GRANT	83,163.69	1.00
PUB HEALTH SPEC HEALTH GRANT	148,351.36	2.00
SR. CLERK TYPIST	48,563.92	0.94
EMERG PREP COORD ARPA	78,374.56	1.00
PUBLIC HEALTH NURSE	112,073.76	1.00
CHIEF SANIT ASST DIR	106,831.49	1.00
CRD SUB ABU VIO PRVN	84,644.25	1.00
PUBHEALTH SANITARIAN	166,817.52	2.00
SR PUB HEALTH INSP	235,546.23	3.00
COMMUNITY HEALTH MANAGER	73,960.69	0.80
SR CLERK	67,959.43	1.00
COMM HEALTH SPECIALIST (HCA)	59,259.72	1.00

4.A.

	FTE Salary	FTE Count
SR OFFICE ASST HEALTH	52,908.62	1.00
SR. PUBLIC HEALTH INSPECTOR	37,078.90	0.49
SEALER OF WEIGHTS/MEASURES	27,688.14	0.48
B-PEN MEDIA COORDINATOR	27,457.42	0.50
STUDENT INTERNS HEALTH	500.00	0.30
SUBSTANCE ABUSE COUNSELOR GRANT	66,018.58	1.00
GRAD. STUDENT INTERNS HEALTH GRANT	11,094.93	1.50
TOTAL	1,831,235.28	24.28

PERFORMANCE / WORKLOAD INDICATORS

	ACTUAL FY2022	ESTIMATE FY2023	ACTUAL FY2023	ESTIMATE FY2024	ESTIMATE FY2025
ENVIRONMENTAL HEALTH					
INSPECTIONS					
Routine & Reinspections Food	377	250	283	300	300
Food Complaint	39	30	31	30	30
Suspect Illness Food	9	10	13	15	15
Food Pre-Operational	36	20	29	25	25
HACCP (specialized food operations)	12	10	7	10	10
Recreational Camp for Children	13	10	11	10	10
Public/Semi-Public Pool	39	40	38	40	40
Polystyrene	56	10	7	10	10
Housing Code	262	250	231	230	230
Total Inspections	843	630	650	670	670
PERMITS					
Asbestos Removal	47	60	59	60	60
Body Art Establishment	3	3	3	3	3
Body Art Paractionier	7	7	4	5	5
Food Establishment	253	265	220	230	230
Keeping of Animals	21	20	19	20	20
Lead Abatement	3	3	0	3	3
Recreational Camp for Children	18	20	17	20	20
Summer Market	38	40	31	35	35
Public/Semi-Public Swimming Pool	31	30	39	40	40
Temporary Food	59	50	55	55	55
Tobacco Sales	18	18	18	18	18
Weights and Measures	59	60	43	50	50
Well Construction	10	5	0	2	2
Total Permits	550	588	508	541	541
PUBLIC HEALTH NURSING					
Child Immunizations (Indvls)	47	150	104	110	100
Child Immunizations (Vaccines)	94	300	223	275	275
Disease Outbreaks Tracked	1	N/A	1	N/A	N/A
Disease Cases Confirmed	7,567	N/A	2,253	N/A	N/A
Human Exposure to Animals, Rabies Control	33	50	58	60	60
Total Flu Shots	654	800	800	932	932
TB Infected Persons	85	N/A	92	N/A	N/A
Active TB Cases	2	N/A	1	N/A	N/A
Covid-19 Home Antigen Test Distributed	30,000	20,000	20,000	5,000	2,000
COVID-19 Vaccine Clinics Organized	28	15	10	8	8
Total Covid-19 Cases Confirmed and Probable Homebound Influenza Vaccine Appointments (65+)	7,748	N/A	1,990	N/A	N/A
Consults for Questions related to COVID-19	1000	250	200	50	20
Blood Drives with American Red Cross	0	12	12	12	12
Naloxone Distributed (number of boxes)	N/A	N/A	0	300	300

4.A.

PERFORMANCE / WORKLOAD INDICATORS

	ACTUAL	ESTIMATE ACTUAL		ESTIMATEESTIMATE	
	FY2022	FY2023	FY2023	FY2024	FY2025
EMERGENCY PREPAREDNESS					
Number of MRC Volunteers (total)	405	300	408	200	200
Number of MRC Trainings	0	8	5	7	10
Number of MRC Events/Deployments	22	12	20	20	25
Number of MRC Volunteer Hours	1112	1000	929	1000	1100
MENTAL HEALTH					
Residents Served	4750	5000	4683	4900	5000
Counseling Services	40250	42000	37466	40000	40000
Outreach services	2800	3000	2873	3000	3000
Consultation to Town & Community agency staff hours	2320	2320	2289	2320	2320
Community Crisis Intervention	1851	2000	1649	2000	2000
Family/individual eviction & homelessness prevented	125	140	147	160	170
Number of Students Served in BYRT	51	55	45	50	50
SUBSTANCE ABUSE - BHS students*					
Lifetime marijuana use	26%	26%	23%	25%	25%
Heavy marijuana use	4%	4%	4%	4%	4%
Lifetime alcohol use	36%	36%	36%	34%	34%
Binge drinking	18%	15%	10%	12%	12%
Alcohol use before age 14	8%	8%	3%	5%	5%
Lifetime tobacco use	15%	15%	19%	21%	21%
Tobacco use past 30 days	5%	5%	9%	12%	12%
<i>*These data are collected every two years from the BHS Student Health Survey.</i>					
Prevention/Intervention Services					
Peer Leader Health Class Presentations	56	50	40	60	60
Community/Parent Presentations	14	15	7	10	10
Students served	264	200	78	150	150
Counseling Service hrs./Youth	2280	2000	900	1500	1500
School Violation Referrals	57	50	27	35	35
Police/Youth Diversion	14	5	4	12	12
Families Served	35	50	12	30	30
Outreach Information	32	50	20	30	30

ARTICLE 8EIGHTH ARTICLE

Submitted by: Deputy Town Administrator, Director of Finance, and Director of Public Health and Human Services

To see if the town will vote to amend the town's general by-laws by adding the following new section 3.11a ½ to establish and authorize revolving funds for use by certain town departments, boards, committees, agencies, or officers under Massachusetts General Laws Chapter 44, § 53E½.

ARTICLE 3.11A ½: DEPARTMENTAL REVOLVING FUNDS

3.11A ½ 1. Purpose. This by-law establishes and authorizes revolving funds for use by town departments, boards, committees, agencies, or officers in connection with the operation of programs or activities that generate fees, charges, or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E½.

3.11A ½ 2. Expenditure Limitations. A town department or agency head, board, committee, or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:

- a. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund, except for those employed as school bus drivers.
- b. No liability shall be incurred in excess of the available balance of the fund.
- c. The total amount spent during a fiscal year shall not exceed the amount authorized by town meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Select Board and Advisory Committee.

3.11A ½ 3. Interest. Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the general fund.

3.11A ½ 4. Procedures and Reports. Except as provided in General Laws Chapter 44, § 53E½ and this by-law, the laws, by-laws, rules, regulations, policies, or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this by-law.

5.A.

May 28, 2024 Annual Town Meeting

8-2

The Comptroller shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund, and the balance available for expenditure in the regular report the Comptroller provides the department, board, committee, agency, or officer on appropriations made for its/their use.

3.11A ½ 5. Authorized Revolving Funds.

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
Revolving Fund	Department, Board, Committee, Agency, or Officer Authorized to Spend from Fund	Fees, Charges, or Other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses Payable from Fund	Other Requirements / Reports	Fiscal Years
Façade Improvement Loan Program	Director of Planning and Community Development	Façade improvement loan repayments	Façade improvement expenses			2024 and subsequent years
Library Copiers	Library Director	Library copying fees	Library copying services			2024 and subsequent years
Public Health Clinic	Director of Public Health and Human Services	Receipts from insurance, Medicare, and Medicaid related to public health clinics	Public health clinic programming			2025 and subsequent years
Recreation	Park and Recreation Commission	Receipts from recreation programs and events	Recreation programs and events			2024 and subsequent years
Repair and Maintenance of Rental Properties	Building Commissioner	Receipts from rental properties	Repair and maintenance of rental properties			2024 and subsequent years
Sidewalk Construction, Maintenance, and Repair	Commissioner of Public Works	Fees paid by property owners for sidewalk improvements	Construction, reconstruction, upkeep, maintenance, repair, and improvement of sidewalks and walkways along public streets and ways over, across, and through town-owned property			2024 and subsequent years
Student Transportation	School Committee	Bus fees	Expenses related to student transportation			2024 and subsequent years

or take any other action relative thereto

PETITIONER'S ARTICLE DESCRIPTION

This article would establish a Public Health Clinic Revolving Fund, allowing the Health Department to use insurance and any other related receipts to directly support the expense of public health clinics, in particular those dispensing the COVID-19 and flu vaccines. This article would also formally establish in the bylaws the Town's other six pre-existing revolving funds. While these 6 revolving funds were previously approved by Town Meeting, current state law requires that they also be codified in the General Bylaws.

SELECT BOARD'S RECOMMENDATION

ADVISORY COMMITTEE'S RECOMMENDATION

XXX

5.A.

May 28, 2024 Annual Town Meeting

x-1

24 FEB 26 AM 10:36

ARTICLE x

x ARTICLE

Submitted by: Select Board

To see if the Town will authorize the Comptroller to close out either all or a portion of the unexpended balances in certain Special Appropriations and return said sums to the Surplus Revenue accounts, and rescind the unused portion of prior borrowing authorizations, or act on anything relative thereto.

PETITIONER'S ARTICLE DESCRIPTION

Section 2.1.4 of the Town's By-Laws requires that each Annual Town Meeting include a warrant article showing the status of all special appropriations.

SELECT BOARD'S RECOMMENDATION

6.A.

OFFICE OF THE SELECT BOARD

MEMORANDUM

TO: Each Member of the Board

FROM: Melissa Goff, Deputy Town Administrator

RE: A Second Special Town Meeting within the Annual Town Meeting

DATE: 4/16/24

Now that the Town has an approved memorandum of agreement with the Police union that will allow the Town to remove the Police Department from Civil Service, an article needs to be filed for Town Meeting action. The Board can call for a Second Special Town Meeting in order to deal with this item during the Annual Town Meeting.

The Board will need to take a vote calling for a Second Special Town Meeting that waives the requirements of Sections 2.1.2 – 2.1.3 of the Town’s By-Laws. The requirements being waived are:

1. posting notice of the Board’s intention to hold a Special Town Meeting at least 14 days prior to the opening of the warrant (Section 2.1.2); and
2. closing the Warrant 75 days prior to the start of the Special Town Meeting (Section 2.1.3).

The Board does have the authority to waive these requirements under Section 2.1.4:

“The requirements of sections 2.1.2 through 2.1.4, inclusive, may be waived when the Select Board determine that emergency conditions, or a situation requiring immediate actions or the provisions of any general or special law require such a waiver.”

The recommended votes are as follows:

6.A.

VOTE TO CALL SPECIAL TOWN MEETING

VOTED: To call a Second Special Town Meeting on Tuesday, May 28, 2024, at 8:00 p.m. at the High School Auditorium and via Zoom; 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 article:

ARTICLE 1:

To see if the Town will vote to remove all positions in the police department of the Town of Brookline from the provisions of the civil service laws, including General Laws, chapter 31, et seq., and the rules and regulations relating to the same, by revoking the Town's acceptance of the provisions of Chapter 267 of the Acts of 1894, voted under the Third Article of the Warrant for the Town Meeting held on May 29, 1894; or act on anything relative thereto.

VOTED: To execute the Warrant for the May 28, 2024 Second Special Town Meeting.

SPECIAL TOWN MEETING 2
ARTICLE 1

FIRST ARTICLE

Submitted by: Select Board

To see if the Town will vote to remove all positions in the police department of the Town of Brookline from the provisions of the civil service laws, including General Laws, chapter 31, et seq., and the rules and regulations relating to the same, by revoking the Town's acceptance of the provisions of Chapter 267 of the Acts of 1894, voted under the Third Article of the Warrant for the Town Meeting held on May 29, 1894; or act on anything relative thereto.

PETITIONER'S ARTICLE DESCRIPTION

This article seeks to remove all positions in the police department of the Town of Brookline from the provisions of the Commonwealth's civil service laws. If approved, the hiring, promotion, and discipline of employees in the police department would no longer be governed by the civil service system, giving the Town more discretion in these personnel matters. The Town and Union have bargained over the impacts of removing the police department from civil service and have agreed that the police department will leave civil service, if this warrant article is approved.

The civil service system was created in the 1880s to combat patronage and nepotism in public hiring. The Town adopted the civil service law via a vote of Town Meeting on May 29, 1894.

In pursuance of the foregoing warrant the inhabitants of the town of Brookline, qualified to vote in elections, met in the Town Hall, in said town, on Tuesday, the twenty-ninth day of May, in the year of our Lord one thousand eight hundred and ninety-four, and were called to order at half-past seven of the clock in the evening, by the Town Clerk, who read the warrant calling said meeting, and the return thereon of the officer who served the same upon the inhabitants.

Third Article taken up,—“ To see if the town will vote to accept the provisions of Chapter 267 of the Acts of 1894.”

Voted, To accept the provisions of Chapter 267 of the Acts of 1894, entitled “ An Act extending the provisions of the Civil Service Act to towns having a population of twelve thousand inhabitants or over.”

...

189th [Annual Report](#) of the Town Officers of Brookline, Massachusetts, and the Town Records for the Year Ending January 31, 1895, pgs. 34-35

Since this vote of Town Meeting more than one hundred years ago, the Town has removed certain positions from civil service. Most recently, in 2009, Town Meeting approved action to remove all remaining municipal and school employees from civil service, except for those in Police and Fire.

The civil service system imposes a reliance on written test scores and legal preferences (residency, etc.) in hiring. Today, fewer and fewer candidates are taking the civil service exam, and in 2022, a court found that the exam had a discriminatory impact. Though a special legislative commission is working to propose civil service reform to the legislature, the proposed legislation will not solve these problems. It was developed without consultation by the Town, and even if it passes this session will not prevent us, in the version as of April 16, 2024, from leaving civil service altogether.

Removing the police department from the limitations imposed by civil service will benefit the police department and the Town. If the police department is no longer forced to rely on the limited lists from the civil service exam for hiring, the candidate pool is likely to be wider and more diverse—no longer limited solely to good test-takers. The police department will be able to promote based on skills assessments, not just a written exam. Removing the police department

6.A.

from the civil service system will mean fewer barriers to entry and greater opportunities to advance, making the police department more attractive to new officers and to lateral hires. It will also make the Town more competitive with other communities. More than 35 communities have left civil service recently, including Lexington, Needham, Wellesley, Framingham, and Franklin.

The Town and the Union are establishing new policies and procedures regarding promotion and hiring that will replace the provisions of civil service. The proposed model which the Town and Union have agreed to for hiring and promotions still takes into account veterans' statuses as a factor, a major point of contention when the question of leaving civil service was last raised in 2021. The current civil service status of any person employed by the police department on the effective date of this article will not be affected. Employees will continue to be protected by the ethics laws, collective bargaining, and anti-discrimination statutes that have rendered the civil service system obsolete.

Further Resources:

- [G.L. c. 4, § 4B](#) (providing that a statute may be revoked in the same manner as it was accepted by a city, town, or municipality)
- May 26, 2009 Annual Town Meeting [Combined Reports](#) with Supplements (see Article 21)
- Select Board Committee on Policing Reforms [Summary](#) of Recommendations for the Select Board Public Hearing
- November 16, 2021 Special Town Meeting [Combined Reports](#) with Supplements (see Article 3, filed but not moved)
- [Tatum et al. v. Commonwealth of Massachusetts Human Resources Division](#), Suffolk Superior Court c.a. no. 0984CV00576 (Oct. 27, 2022) (Findings of fact and conclusions of law regarding inherent bias and disparate impact of exam-based promotions in the civil service context)
- [Special Legislative Commission](#) to Study and Examine the Civil Service Law