

RECORD OF THE REGULAR MEETING OF THE BROOKLINE SCHOOL COMMITTEE ON THURSDAY, APRIL 27, 2023 AT 6:00 PM IN THE WALSH SCHOOL COMMITTEE ROOM, 5<sup>TH</sup> FLOOR, TOWN HALL, AND BIG BROADCAST/LIVE STREAM. STATUTORY NOTICE OF THIS MEETING WAS FILED WITH THE TOWN CLERK.

School Committee Members Present: David Pearlman (Chair), Andy Liu (Vice Chair), Helen Charlupski, Steven Ehrenberg, Suzanne Federspiel, and Mariah Nobrega (remote). School Committee Members Absent: Valerie Frias and Nancy Rhei Gorer. Also present: Linus Guillory, Tye'sha Fluker (remote), Liza O'Connell (remote), Jenee Uttaro (remote), Grace Wai (remote), Michael Lovato (remote) and Alice MacGarvie Thompson.

Mr. Pearlman called the meeting to order at 6:00 PM.

## **1. ADMINISTRATIVE BUSINESS**

### **ACTION 23-34**

On a motion of Dr. Ehrenberg and seconded by Ms. Federspiel, the School Committee VOTED UNANIMOUSLY (by roll call), with 6 in favor (Mr. Pearlman, Dr. Liu, Ms. Charlupski, Dr. Ehrenberg, Ms. Federspiel and Ms. Nobrega), 0 opposed, and 0 abstentions to approve the following items:

- i. Past Record: March 16, 2023 School Committee Meeting
- ii. Past Record: March 30, 2023 School Committee Meeting
- iii. Acceptance of Funds to Establish the Brookline Commission on Disability Scholarship (Attachment A)
- iv. Acceptance of Funds to Establish the Benaree P. Wiley HBCU Scholarship (Attachment B)
- v. Acceptance of Funds to Establish the Timothy M. McMahon Memorial Scholarship (Attachment C)
- vi. Acceptance of Funds to Establish the David Brodsky Memorial Scholarship (Attachment D)
- vii. Brookline High School Project: William Rawn Associates Contract Amendment No. 31 (Attachment E)
- viii. Driscoll School Project: Gilbane Change Order No. 25 (Attachment F)

## **2. STUDENT REPORT**

Mr. Pearlman announced that Ms. MacGarvie Thompson was recently honored with the Gold Award from the Girl Scouts. Winners of the Gold Award have tackled issues that are important to them and that drive lasting change in their communities and beyond. Ms. MacGarvie Thompson explained that her project, working with others, was the development of an Affordable Housing Zoning Overlay aimed at increasing the number of affordable housing units in Brookline. This work is ongoing, and she encourages community support for this important endeavor.

Ms. MacGarvie Thompson shared the Student Report. She discussed the findings of the Panorama Universal Screener, as presented to the School Committee at the March 30 meeting by Dr. Matt DuBois. She reiterated the racial disparities that surfaced in the survey results, and asked the district to review school culture and policies that might be impacting these findings. She noted that more BIPOC teachers and staff in our school buildings would create a more inclusive climate. Ms. MacGarvie Thompson reported that results from a Student Council survey in January (with over 700 responses) indicate that the two



top issues of concern to BHS students are: addressing issues of racial inequity at BHS, and mental health policy and supports at BHS. She called upon the school district to continue to fund and support the ongoing efforts at the high school to address these student priorities.

### **3. SUPERINTENDENT'S REPORT**

Dr. Guillory presented the Superintendent's Report (Attachment G) including Community Highlights, Superintendent School Visits, Important Dates, and the Spotlight on Excellence. Dr. Guillory congratulated the three Brookline teachers who were recently awarded the Brookline Education Foundation's Caverly Award (Excellence in Teaching) and Sperber Award (Excellence in Administration). Sara O'Shea, 6<sup>th</sup> and 7<sup>th</sup> grade ELA teacher at Heath School and Elizabeth Crane, Biology teacher at BHS, were honored with the Caverly Award, and Dan Bresman, Coordinator of School Within-a-School at BHS, was honored with the Sperber Award. Superintendent Guillory took a moment to applaud the many members of the PSB community who participated in the Boston Marathon on April 17, including PSB graduates Jack Ruske, Jamie Yu, Karina Da Rosa, Lucia Wesemann and Samuel Burrington.

Dr. Guillory noted that the school district is proud to host polling locations for the Town Election in six of our schools, including Driscoll, Heath, Lincoln, Ruffin Ridley, Runkle and BHS. The school district works closely with the Town Clerk's office to minimize any disruption to school operations on Election Day. Superintendent Guillory announced that Ms. Kathleen Davock joined the Public Schools of Brookline last week as the new Assistant to the Superintendent. Ms. Davock spent ten years as Administrative Assistant to the Director of Student Services in the Monomoy Regional School District on Cape Cod, and comes to Brookline highly recommended by her former colleagues. On Wednesday, April 26, Superintendent Guillory hosted a Community Forum for the District Strategic Plan. This forum offered members of the school community the opportunity to learn about the strategic planning process and provide feedback and comments. Dr. Guillory announced that his recent school visits were to Runkle, Ruffin Ridley, Baker and BHS, and that his upcoming school visits will be to Heath, Driscoll, Runkle and Lawrence.

Superintendent Guillory introduced the Spotlight on Excellence: the Top Chef Competition at Tappan Green (the student-run restaurant at Brookline High School). Five student teams participated in the Top Chef Competition this year. The competition required each team to take over the Tappan Green Restaurant for a day, with responsibility for all menu design, planning and presentation, as well as all logistical details such as staffing. BHS educators voted through feedback forms to crown the Top Chef. Dr. Guillory introduced Britt Stevens, Coordinator of the Career and Technology Education program at BHS. Ms. Stevens and three culinary educators, David Pazmino, Divonne McCoy, and Beth Ricardelli, provided highlights of the culinary program at the high school. Three of the students who participated in the Top Chef Competition – Bella Jacopille, Milo Dantowitz, and Jesse Thompson – addressed the committee to share what it was like to participate in the competition. All of the students noted the collaborative nature of the competition, and highlighted what they learned from their peers over the course of the challenge. The School Committee thanked the faculty and students for this enthusiastic presentation, and Dr. Guillory closed with the presentation of the Spotlight on Excellence Award to the Tappan Green Restaurant Top Chef Competition.



Dr. Guillory introduced the newest members of the district leadership team: Vanessa Bilello, Lawrence School Principal (effective July 2023), and Jodi Fortuna, Deputy Superintendent for Teaching and Learning (effective mid-May, 2023). Ms. Bilello has spent the last nine years in the Hopkinton School district, and in addition to being a principal and vice principal, she was also a special education teacher and liaison. She noted that she began her teaching career in Brookline 25 years ago as a paraprofessional intern at Lawrence and Lincoln Schools while completing her graduate work at Boston College. Dr. Fortuna joins us most recently from Boston Public Schools where she served as Academic Response Team Director, Academic Superintendent, and Regional Academic Director. Prior to her time in Boston, Dr. Fortuna served as both a district and school administrator in multiple communities including time as Superintendent of the Hudson Public Schools. Ms. Bilello and Dr. Fortuna commented that they look forward to officially starting their duties in the Public Schools of Brookline.

**ACTION 23-35**

On a motion of Mr. Pearlman and seconded by Ms. Federspiel, the School Committee VOTED UNANIMOUSLY (by roll call), with 6 in favor (Mr. Pearlman, Dr. Liu, Ms. Charlupski, Dr. Ehrenberg, Ms. Federspiel and Ms. Nobrega), 0 opposed, and 0 abstentions, to affirm the selection of Dr. Jodi Fortuna as Deputy Superintendent for Teaching and Learning.

**4. PUBLIC COMMENT**

No members of the public signed up to provide public comment.

**5. PRESENTATIONS AND DISCUSSIONS OF CURRENT ISSUES**

**a. Addressing Issuing of Disproportionality: Current Initiatives and Updates**

Liza O'Connell, Interim Deputy Superintendent for Student Services, and Michael Lovato, Interim Director of Special Education at Brookline High School, led the presentation (Attachment H). The Individuals with Disabilities Education Act (IDEA) requires that states determine disproportionality with respect to: identification of children as students with specific disabilities; a risk ratio for significant disproportionality in special education based on race and ethnicity; student placement in specific educational settings; and disciplinary actions taken (including incidence, duration and type) for both suspensions and expulsions. Ms. O'Connell outlined the learning continuum of educational services to students from general education (with all students having access to grade-level Tier 1 instruction that includes academic, behavioral and social emotional instruction), to Tier II and Tier III interventions (through the Child Study and Student Intervention Team process), to the provision of services through Special Education (for students with a documented disability impacting their progress and which requires specialized instruction). The Massachusetts Department of Elementary and Secondary Education (DESE) identifies potential inequities and, if found, mandates shifts in practice. DESE establishes an October 1 deadline for data submission to review for disproportionality.

Mr. Lovato noted that DESE uses a risk ratio (of between 3.0 to 5.0) to determine a district's disproportionality status. A district with a risk ratio above 4.0, or (as is the case for Brookline) a risk ratio above 3.0 for three consecutive years, means the district is identified as having significant disproportionality. DESE found that Brookline is over-identifying Black and



African American students with a specific learning disability. In response to the DESE finding of significant disproportionality the district has: determined the mandatory allocation of IDEA B funds (\$334,982); initiated a Disproportionality Study Group across schools; initiated and completed an internal audit regarding DESE data collection and submission; and completed an internal case study review.

The school district has outlined Action Steps to address this disproportionality finding. Action Step 1 was to allocate the mandated IDEA B funding; our allocation was earmarked for New Teacher Center MTSS (Multi-Tiered System of Support) and Pre-Referral Training; the mClass screener; participation in the Minority Student Achievement Network; and participation in the Calculus Project Consortium. Action Step 2 was to establish a Disproportionality Study Group, which includes senior members of the Special Education/Students Services team and the Office of Teaching and Learning. Action Step 3 includes a review of race and ethnicity data, and a projection of disproportionality data. Action Step 4 includes the conclusions from the internal case study: which were: a lack of coordinated pre-referral practices within Child Study and Student Intervention Teams; varied interpretation of formal and informal assessment data; varied eligibility diagnoses; the guiding principle of Least Restrictive Environment (LRE) was not considered; and there were limited general education options to address skills gaps (as an alternative to special education eligibility).

Ms. O'Connell noted that to meet the challenge of addressing disproportionality, additional processes are required for data collection and submission, and quality control for data protocols is required. Further, there should be a routinized process for Child Study and Student Intervention Teams; there should be continued professional development for interpretation of formal and informal assessment data and for implicit bias training; and there should be increased general education programming options for students with skills gaps. Ms. O'Connell outlined five steps to address significant disproportionality including: enhance data collection and submission procedures; establish consistent district-wide pre-referral practices and procedures; clarify interventions and supports prior to special education referral; determine increased oversight and interpretation of screener data; and align strategic planning goals that continue to provide professional development for staff learning. Ms. O'Connell highlighted the underlying mission: to provide the rights services to the right students at the right time, which guides our work in this area toward student success.

*School Committee Questions and Comments:*

- From this data, can we conclude that Asian students are being under-identified? *That appears to be true; though DESE does not look for under-identification, the district is aware of this important data point.*
- The risk ratio should be as close to 1.0 as possible, and so even a ratio of 1.94 means that there are far too many students who are over-identified. Staff agreed that even if DESE were to remove Brookline's significant disproportionality label, there are data points here that require attention and intervention. *Efforts should focus on how to prevent over-identification, specifically staff training and professional development. Any ratio over 2.0 is of concern to staff, and measures are being taken to address it.*
- Tire II and Tier III are growth areas for the school district; we need to look carefully at the supports we are providing to students at this level so that students are not over-identified for special education; inclusion is also a growth area. *The district needs to be more creative in the*



*delivery of educational services, focus on student strengths, and seek to minimize the time students might be out of the classroom for remedial services.*

- Mr. Lovato provided a brief overview of the IEP evaluation process that was undertaken after the DESE data submission to carefully review each student record, and understand the underlying diagnosis.
- The disproportionality data shows that a Black/African American student in Brookline is 60 times more likely to be identified as having a specific learning disability than an Asian student, and 20 times more likely to be identified with an intellectual disability than an Asian student. What is it specifically about these two categories that results in such a wide variance, and what is specifically being done to address this? *Real time data through the consistent use of screeners is one key step in addressing the issue. Staff want to be less reactive, and take a more holistic approach to solving this problem.*
- Implicit bias (in the classroom and/or in the CST/SIT process) appears to be a factor driving this disproportionality finding. Solution number five (professional development for implicit bias training) should really be step number one, and training to develop culturally-proficient educators should be prioritized as it will likely make the strongest impact.
- In addition to reviewing data for race and ethnicity, it would also be helpful to see risk ratios for other vulnerable students (for example, socio-economic status). We should not be confined by what DESE looks for as we review data indicators of student success.

The School Committee thanked Ms. O'Connell and Mr. Lovato for this engaging presentation on such an important matter.

#### **b. Discussion and Possible Votes on 2023 Annual Town Meeting Warrant Articles**

Mr. Pearlman introduced Lisa Cunningham and Wendy Stahl, representing the Zero Emissions Advisory Board, to present on Warrant Article 15 (Attachment I). This Warrant Article will amend Article 5.9 of the Town's By-Laws to clarify and update votes previously taken regarding the stretch code and specialized energy code, and add fossil fuel free restrictions in accordance with the Massachusetts Department of Energy Resources demonstration project. The petitioner for this Warrant Article is the Town of Brookline Planning and Community Development Department; department staff are unavailable this evening so Ms. Cunningham and Ms. Stahl will present the merits of the Warrant Article. They noted that Warrant Article 15 will enable the Town of Brookline to participate in the 10 Community Fossil Fuel Free Demonstration Project, and they provided an overview of their work on these issues over the last several years. Warrant Article 15 applies to new construction and major renovations in Brookline. Other communities seeking to be part of this Demonstration Project include Lexington, Arlington, Cambridge, and Newton, among others. Ms. Cunningham noted that the benefits of Warrant Article 15 will be healthier air quality in our community, and more resilient buildings for our neighbors and residents. Mr. Pearlman thanked Ms. Cunningham and Ms. Stahl for this informative presentation.

#### **ACTION 23-36**

On a motion of Dr. Ehrenberg and seconded by Mr. Pearlman, the School Committee VOTED (by roll call) with 5 in favor (Mr. Pearlman, Dr. Liu, Ms. Charlupski, Dr. Ehrenberg, and Ms. Federspiel), 0 opposed, and 1 abstention (Ms. Nobrega), to endorse Warrant Article 15 and issue a statement to Town Meeting to that effect (Attachment J).



Mr. Pearlman discussed Warrant Article 7, the Advisory Committee's annual appropriations article. Ms. Nobrega suggested, and the Committee agreed, that the Committee postpone action on this Warrant Article until the next meeting, to await further clarity around the funding amounts. Mr. Pearlman noted that we did not hear from the petitioners of Warrant Article 19, so the School Committee will take no action on WA19. The School Committee considered Warrant Article 20, to create a new By-Law on Reproductive and Gender Health and Equity, as presented by Ms. Rebecca Stone at the April 10, 2023 meeting.

**ACTION 23-37**

On a motion of Ms. Charlupski and seconded by Dr. Ehrenberg, the School Committee VOTED UNANIMOUSLY (by roll call) with six in favor (Mr. Pearlman, Dr. Liu, Ms. Charlupski, Dr. Ehrenberg, Ms. Federspiel, and Ms. Nobrega), 0 opposed, and 0 abstentions, to endorse Warrant Article 20 and issue a statement to Town Meeting to that effect (Attachment K).

**6. SCHOOL COMMITTEE ACTIONS**

**a. 2024-2025 School Calendar (1<sup>st</sup> Reading)**

Dr. Guillory presented the draft 2024-2025 school calendar for consideration (Attachment L). Ms. Nobrega asked that the calendar be edited to include a link to the full list of religious holidays and cultural celebrations.

**b. Review and Possible Vote of FY2024 User Fees:**

**i. Extended Day Programs**

Ms. Nobrega provided an update to the Committee about the work that has taken place in the Finance Subcommittee since early February to come to agreement on fair and appropriate user fees for PSB building space. Ms. Nobrega met with the Extended Day Directors several times and after extensive discussion all agreed that moving the user fee from a square foot model to a per student model is the most fair and equitable. The Finance Subcommittee was in unanimous agreement with this proposal, as voted upon at their March 29, 2023 meeting.

**ACTION 23-38**

On a motion of Ms. Nobrega and seconded by Dr. Liu, the School Committee VOTED (by roll call) with 5 in favor (Mr. Pearlman, Dr. Liu, Ms. Charlupski, Ms. Federspiel, and Ms. Nobrega), 0 opposed, and 1 abstention (Dr. Ehrenberg), to set a building user fee for FY2024 for the Extended Day Programs of \$110 per EEC capacity student, with a fractional reduction in rent for students in the program who are on full/partial scholarship or using a state voucher (Attachment M).

**ii. Brookline Adult and Community Education**

Ms. Nobrega noted that the Finance Subcommittee also worked closely with the Brookline Adult and Community Education (BACE) program to determine fair and appropriate user fees. BACE has been working to rebuild their program since the pandemic and at this time does not have the fund balance to pay any user fees in FY2024.



**ACTION 23-39**

On a motion of Ms. Nobrega and seconded by Mr. Pearlman, the School Committee VOTED UNANIMOUSLY (by roll call) with 6 in favor (Mr. Pearlman, Dr. Liu, Ms. Charlupski, Dr. Ehrenberg, Ms. Federspiel, and Ms. Nobrega), 0 opposed, and 0 abstentions, to waive all building user fees for the Brookline Adult and Community Education Program for FY2024.

**iii. Proposed Hourly Rates, including hourly rates for PSB partners such as the Brookline Music School and school-based After School Enrichment Programs**

Ms. Nobrega reported that the Finance Subcommittee, working with staff, prepared a detailed spreadsheet of hourly room rates for program partners (such as the Brookline Music School and After School Enrichment Programs), non-profit users, and for-profit users. There are some new school-based enrichment programs that have not yet been consulted on the fees, so this item will be docketed for the next meeting to provide staff time to consult with those program leaders.

**c. Review and Possible Vote of FY 2023 Brookline Adult and Community Education User Fees**

Ms. Nobrega noted that, over the course of working with BACE on FY2024 user fees, it was discovered that the School Committee had not taken official action on user fees for BACE for the current year, FY2023. The intent of the School Committee had been that BACE would not be charged user fees in FY2023 as they are still rebuilding their financial reserves after the pandemic.

**ACTION 23-40**

On a motion of Ms. Nobrega and seconded by Dr. Ehrenberg, the School Committee VOTED UNANIMOUSLY (by roll call) with 6 in favor (Mr. Pearlman, Dr. Liu, Ms. Charlupski, Dr. Ehrenberg, Ms. Federspiel, and Ms. Nobrega), 0 opposed, and 0 abstentions, to waive all building user fees for the Brookline Adult and Community Education Program for FY2023.

**d. Public Schools of Brookline Equity Policy – Staff Recruitment and Retention (2<sup>nd</sup> Reading/Possible Vote)**

Mr. Pearlman introduced the item and thanked Ms. Uttaro, Dr. Liu and Ms. Frias for their work to draft and strengthen this policy (Attachment N). Mr. Pearlman noted there were two important edits since the first reading. First, under Community Building, the policy calls for the district to train educators to confront and challenge biased, racist and xenophobic behavior at the moment it occurs, especially in group settings. Second, under Outcome Measurements, the policy calls for a formal reporting process of this data to the School Committee by December 31 of each year, and calls for the Diversity, Equity, Inclusion and Justice Subcommittee to review progress on a regular basis with regard to the recruitment and retention of a diverse body of educators. Upon a question of Dr. Ehrenberg, Dr. Guillory confirmed that the proposed reporting timeline is manageable for district staff.

**ACTION 23-41**

On a motion of Dr. Liu and seconded by Mr. Pearlman, the School Committee VOTED UNANIMOUSLY (by roll call) with 6 in favor (Mr. Pearlman, Dr. Liu, Ms. Charlupski, Dr. Ehrenberg, Ms. Federspiel, and Ms. Nobrega), 0 opposed, and 0 abstained, to adopt the PSB Equity Policy – Staff Recruitment and Retention.



## **7. SUBCOMMITTEE AND LIAISON REPORTS**

### **a. Capital Improvements Subcommittee**

Ms. Charlupski provided an update on the work that will be undertaken as part of the \$1 million Mini CIP. A substantial portion of this work will be focused on the first floor of Lincoln School and will be done over the summer vacation. The Capital Subcommittee will meet on May 9 and the agenda will include an update on the status of FY23 CIP projects and budget, as well as CIP planning for FY24. The Pierce School Building Committee is planning to meet after the Town Election to discuss next steps, depending upon the outcome of the Pierce Project ballot question.

### **b. Curriculum Subcommittee**

Ms. Federspiel reported that the Curriculum Subcommittee met on Tuesday, April 25, at the Tappan Green Restaurant for a presentation about the Career and Technology Education (CTE) program at BHS. Britt Stevens, CTE Coordinator, made a very informative presentation and we look forward to having her share that work with the full School Committee in the fall. At the April 25 meeting the Curriculum Subcommittee also heard the findings from the New Teacher Center's Social Studies Instructional Review.

### **c. Diversity, Equity, Inclusion, and Justice Subcommittee (DEIJ)**

Dr. Liu announced that the DEIJ Subcommittee and the Policy Subcommittee held a joint meeting on April 13. At that meeting, the Equity Policy – Staff Recruitment and Retention, that the School Committee adopted this evening, was finalized. Dr. Liu noted that while there had been discussion of possibly adding a student section to the PSB Equity Policy, after many discussions Ms. Frias and Ms. Uttaro determined that it was not possible, either because portions of such a policy already exist in another policy, or they are procedures and not policies, or they are matters that can't be mandated due to staffing or funding issues. At the April 13 joint meeting, the subcommittees also discussed new or existing policies to be worked on, including policies concerning: communication and reporting; financial assistance; transgender student protection; the availability of menstrual products; and equitable access to after school activities and programs.

### **d. Finance Subcommittee**

Ms. Nobrega reported that the Finance Subcommittee will be meeting next week to review the Third Quarter Financial Report, and the subcommittee will also review the budget in light of the results of the Town Election. She highlighted one of the items in a recent Accounts Payable batch: an exciting partnership between the Brookline METCO office and the Brookline Teen Center to support BHS students on college visits to Historically Black Colleges and Universities (HBCUs) during the April vacation. It was reported to have been a very successful trip for the student group.

### **e. Government Relations Subcommittee**

Ms. Federspiel reminded the Committee that the Massachusetts Association of School Committees (MASC) is sponsoring their annual Day on the Hill on May 4. Members who are available should consider attending this day of legislative advocacy on Beacon Hill.

### **f. Negotiations Subcommittee**

Dr. Liu reported that since the last School Committee meeting, the Negotiations Subcommittee met twice (April 11 and April 25) with the Brookline Educators Union to discuss



the Paraprofessional Contract. These were relatively brief meetings during which proposals were exchanged, and clarifying questions were asked and answered. The next meeting is scheduled for May 9.

**g. Policy Subcommittee**

The Policy Subcommittee met jointly with the DEIJ Subcommittee, as noted earlier in the Subcommittee Reports. The next meeting of the Policy Subcommittee is scheduled for May 8.

**8. NEW BUSINESS**

Mr. Pearlman announced that Ms. Nobrega, who is participating in the meeting remotely, had audio connection issues earlier in the evening and she was not able to vote on ACTION 23-35. At this time, Ms. Nobrega voted yes, to affirm the hiring of Dr. Jodi Fortuna as the Deputy Superintendent for Teaching and Learning, and the record for that action item has been updated to reflect her vote.

**9. PROPOSED EXECUTIVE SESSION**

Mr. Pearlman announced that the School Committee would not be meeting in Executive Session.

**10. ADJOURNMENT**

Mr. Pearlman adjourned the meeting at 9:08 PM.

Respectfully Submitted,  
Betsy Fitzpatrick, Executive Assistant  
Brookline School Committee





**Brookline High School**  
**Application for New Scholarship Award**  
**(please print)**

**Date of application:** \_\_\_\_\_

1. Title of Scholarship \_\_\_\_\_
2. Please indicate the anticipated amount to be awarded \_\_\_\_\_
3. What criteria do you wish to establish for the recipient? \_\_\_\_\_

\_\_\_\_\_  
(For example, to be given to a member of the tennis team, female or male, majoring in a certain field; etc.)

All Scholarship recipients are chosen by the Brookline High School Scholarship Committee. Scholarship payments are made directly to the institution where the student is enrolled unless prior arrangements have been made with the donor.

4. How is this scholarship to be funded? Please indicate below by checking the box.

- ☐ One time, lump sum award
- ☐ Each year from accumulated interest from a scholarship account held in the Treasurer's Office.
- ☐ A check will be sent to the Scholarship Committee each year. (Deposit - General Scholarship Fund)
- ☐ Other

5. If this scholarship is in memory of a particular individual, please complete the following

Name: (Please Print) \_\_\_\_\_

Living or Deceased \_\_\_\_\_

Resident of Brookline (If so, when) \_\_\_\_\_

Attended Brookline High School (If a graduate, indicate the year of graduation) \_\_\_\_\_

Accomplishments/Honors while at Brookline High School:

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6. Please give any other details explaining relationship to Brookline Public Schools:

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7. Please explain history of Scholarship. Why is it being established?

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8. Please list the contact person(s) who will be responsible for all communications regarding this scholarship. Please indicate complete names, addresses and phone numbers – home and work.

CONTACT PERSON #1	CONTACT PERSON #2
Full Name:	Full Name:
Street	Street:
City:	City
State:	State:
Zip:	Zip:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone
FAX #:	FAX#:
Email:	Email:

9. Please designate the person(s) who will present this scholarship at our Annual Scholarship Ceremony.

Name:	Name:
Street:	Street:
City	City:
State:	State:
Zip:	Zip:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:





Date:

4/3/23

**Brookline High School**  
**Application for New Scholarship Award**  
(Please Print)

1. Title of Scholarship The Benaree P. Wiley, HBCU Scholarship  
TBD
2. Please indicate the anticipated amount to be awarded \_\_\_\_\_

3. What criteria do you wish to establish for the recipient?

(For example, to be given to a member of the tennis team, female or male, majoring in a certain field; etc.)

The Benaree P. Wiley, HBCU Scholarship will be awarded to students from Brookline High School who represent a diverse population, demonstrate financial need, and are attending a HBCU.

All Scholarship recipients are chosen by the Brookline High School Scholarship Committee. Scholarship payments are made directly to the institution where the student is enrolled unless prior arrangements have been made with the donor.

4. How is this scholarship to be funded? Please indicate below:

- ☐ A. One time, lump sum award.
- ☐ B. Each year from accumulated interest from a scholarship account held in the Treasurer's Office.
- ☐ C. A check will be sent to the Scholarship Committee each year. (Deposit - General Scholarship Fund)
- ☒ D. Other: Contributions from Community

5. If this scholarship is in memory of a particular individual, please complete the following:

- Full Name: (Please Print) Benaree P. Wiley
- Living or Deceased living
- Resident of Brookline (If so, when) was a resident in Brookline for over 30 years
- Attended Brookline High School (If graduate, indicate year of graduation) \_\_\_\_\_
- Accomplishments/Honors : see attached



6. Please give any other details explaining relationship to Brookline Public Schools:

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7. Please explain history of Scholarship. Why is it being established?

The Scholarship is being established to help students access and attend Historically Black Colleges and Universities that have been underutilized by the Brookline community

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8. Please list the contact person(s) who will be responsible for all communications regarding this scholarship.  
Please indicate complete names and addresses and phone numbers -- home and work.

CONTACT PERSON #1	CONTACT PERSON #2
Full Name: Philip and Jennifer Philip Page	Full Name: Jennifer Kilson-Page
Street: 221 Mason Ter.	Street:
City: Brookline	City:
State: MA	State:
Zip: 02446	Zip:
Home Phone: 617-699-1298	Home Phone:
Work Phone:	Work Phone:
Cell Phone:	Cell Phone:
FAX #:	FAX#:
Email: ppage221@gmail.com	Email:

9. Please designate the person(s) who will present this scholarship at our Annual Scholarship Ceremony in June?

Name:	Name:
Street:	Street:
City:	City:
State:	State:
Zip:	Zip:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:

Please return this form to: Linda Wentzell Scholarship Coordinator, 115 Greenough Street, Brookline, MA 02445

If you have any questions regarding this form, email the Scholarship Chairperson, Scott\_Butchart@PSBMA.org or Linda\_Wentzell@PSBMA.org



Wiley graduated from Howard University with a B.A. in marketing, and later earned her M.B.A. from Harvard University's Business School. Her career in business and civic engagement took her to many heights, including becoming president and CEO of The Partnership, Inc., in Boston. The Partnership's goal is to assist businesses in the Boston area to attract, retain and develop professionals of color, to increase the number of black professionals at all levels of leadership in the corporate sector of Boston.

Wiley is highly active in the Boston community. She is a past chair of the directors of the Children's Museum in Boston, a trustee of Boston College, and overseer of WGBH Educational Foundation, a director of the Greater Boston Chamber of Commerce and a director of the Boston Foundation. Among her many honors are induction into the Academy of Distinguished Bostonians; the Pinnacle Award for Lifetime Achievement from the Greater Boston Chamber of Commerce; and Harvard Business School Distinguished Alumni Award from the African American Student Union.

Bennie also had the honor of being featured on the cover of Boston magazine as one of Boston's most powerful women.









Date: 4/18/2023

**Brookline High School**  
**Application for New Scholarship Award**  
**(Please Print)**

1. Title of Scholarship The Timothy M. McMahon Memorial Scholarship

2. Please indicate the anticipated amount to be awarded \$2,500

3. What criteria do you wish to establish for the recipient?

*(For example, to be given to a member of the tennis team, female or male, majoring in a certain field; etc.)*

Graduating senior male who excelled academically and athletically

*All Scholarship recipients are chosen by the Brookline High School Scholarship Committee. Scholarship payments are made directly to the institution where the student is enrolled unless prior arrangements have been made with the donor.*

4. How is this scholarship to be funded? Please indicate below:

☐

A. One time, lump sum award.

☐

B. Each year from accumulated interest from a scholarship account held in the Treasurer's Office.

☐

C. A check will be sent to the Scholarship Committee each year. *(Deposit - General Scholarship Fund)*

☒

D. Other: Scholarship donations and family contributions

5. If this scholarship is in memory of a particular individual, please complete the following: \_

✚ Full Name: *(Please Print)* Timothy M. McMahon

✚ Living or Deceased Deceased

✚ Resident of Brookline (If so, when) Yes. 1964 - 1986

✚ Attended Brookline High School (If graduate, indicate) Yes, graduated in 1982

✚ Accomplishments/Honors :

Brookline High School National Honors Society Member

3-sport varsity captain at BHS (football, ice hockey, track)

3-year All-Scholastic Boston Globe and Boston Herald in Football and Ice Hockey at BHS

Inducted in 1982 to the Massachusetts Chapter of the National Football Hall of Fame (Senior Year BHS)

Inducted into the BHS Athletic Hall of Fame in 2016



6. **Please give any other details explaining relationship to Brookline Public Schools:**

Tim was a third-generation family member to attend Brookline public schools, both Heath School and Brookline High School. He went on to study at Harvard University, graduating in the Class of 1986. Tim and his wife, Joanne, (Lincoln School and Brookline High School Class of 1980) met at BHS, married shortly after college, and went on to have a family of five children.

7. **Please explain history of Scholarship. Why is it being established?**

The family of Tim McMahon would like to establish a memorial scholarship in his name because his years as a student in the Brookline public school system, particularly BHS, were instrumental in his academic and athletic growth and achievement throughout high school, college, and professional life.

8. **Please list the contact person(s) who will be responsible for all communications regarding this scholarship.**

*Please indicate complete names and addresses and phone numbers -- home and work.*

<b><u>CONTACT PERSON #1</u></b>	<b><u>CONTACT PERSON #2</u></b>
<b>Full Name:</b> Joanne L. McMahon	<b>Full Name:</b> Samantha L. Bilotta
<b>Street:</b> 34 Grey Shale	<b>Street:</b> 11 Eli Ln
<b>City:</b> Plymouth	<b>City:</b> East Falmouth
<b>State:</b> MA	<b>State:</b> MA
<b>Zip:</b> 02360	<b>Zip:</b> 02536
<b>Home Phone:</b>	<b>Home Phone:</b>
<b>Work Phone:</b>	<b>Work Phone:</b>
<b>Cell Phone:</b> 774-283-1379	<b>Cell Phone:</b> 774-283-1381
<b>FAX #:</b>	<b>FAX#:</b>
<b>Email:</b> mcmahon.tm@comcast.net	<b>Email:</b> sldmcmahon@gmail.com

9. **Please designate the person(s) who will present this scholarship at our Annual Scholarship Breakfast in June?**

<b>Name:</b> Joanne L. McMahon	<b>Name:</b>
<b>Street:</b> 34 Grey Shale	<b>Street:</b>
<b>City:</b> Plymouth	<b>City:</b>
<b>State:</b> MA	<b>State:</b>
<b>Zip:</b> 02360	<b>Zip:</b>
<b>Home Phone:</b>	<b>Home Phone:</b>
<b>Cell Phone:</b> 774-283-1379	<b>Cell Phone:</b>

**Please return this form to: Linda Wentzell Scholarship Coordinator, 115 Greenough Street, Brookline, MA 02445**

If you have any questions regarding this form, please call the Scholarship Chairperson, Scott Butchart or Linda Wentzell at 617-713-5006.

cc: Ms. Robin Coyne, School Committee



## **Proposed PSB Equity Policy – Staff Recruitment and Retention**

### **For April 27, 2023 School Committee 2<sup>nd</sup> Reading**

The Public Schools of Brookline recognize that for the sake of student achievement, community, and belonging, the demographic makeup of the educator workforce should broadly reflect that of the student body. Accordingly, PSB seeks to recruit and retain educators from groups that are currently underrepresented relative to the local community served by PSB.

#### **1. Recruitment**

PSB will take active measures to recruit and hire educators from groups that are currently underrepresented relative to the local community served by PSB. For example, for educators of color, such steps may include, but are not limited to:

- Targeted outreach to race-based affinity groups and affinity spaces, including the holding of events aimed at recruiting educators of color.
- Recruitment from Historically Black Colleges and Universities, the Hispanic Association of Colleges and Universities, Tribal Colleges and Universities, and institutions serving a large AAPI population.
- Recruitment of educators of color from outside Massachusetts. Such educators may be given guidance on the requirements for obtaining a Massachusetts teaching license. Where appropriate, PSB may seek a waiver of the license requirement from the Massachusetts Department of Elementary and Secondary Education (DESE) while the educator works to obtain the required license.
- Intersectional recruitment across multiple identities, for example recruitment of LGBTQ educators of color.

Recruitment will be led collaboratively by the Office of Human Resources and the Office of Educational Equity.

#### **2. Retention**

**A. Mentoring.** All pre-PTS educators will have access to culturally competent mentorship that is centered on coaching and peer support, not evaluation. Such mentorship should help the teacher to navigate PSB services (e.g. Human Resources, Teaching and Learning, and Instructional Technology) and to address professional interactions that may involve bias or insensitivity.

**B. Community Building.** PSB will take active measures to:

- Validate and affirm educators across multiple layers of identity by creating intentional spaces (e.g. staff affinity groups) to uncover their experiences, sentiments, and needs.
- Train educators to confront and challenge biased, racist and xenophobic behavior at the moment it occurs, especially in group settings.
- Provide tailored support to new colleagues as needed. Such support is in addition to, not in place of, individual mentorship as described in “A.”



**C. Supervision and Evaluation.** All supervisors (e.g. principals, vice principals, and curriculum coordinators) who are responsible for evaluating other employees will undergo anti-bias training. This training is meant to ensure that procedures for supervision and evaluation are unbiased and afford employees timely feedback and support.

### **3. Outcome Measurement**

On an ongoing basis, the Subcommittee on Diversity, Equity, Inclusion, and Justice will work with the PSB administration to review progress on recruiting and retaining a diverse body of educators. No later than October 31 of each year, the Superintendent will present data to the Subcommittee on Diversity, Equity, Inclusion and Justice on the demographics of the PSB workforce, as of October 15, including data on recent hiring, departures, and granting of Professional Teacher Status; said report shall be made to the full School Committee no later than December 31 of each year.





Date: 4/18/23

**Brookline High School**  
**Application for New Scholarship Award**  
**(Please Print)**

1. Title of Scholarship David Brodsky Memorial Scholarship
2. Please indicate the anticipated amount to be awarded \$500/year
3. What criteria do you wish to establish for the recipient?  
(For example, to be given to a member of the tennis team, female or male, majoring in a certain field; etc.)  
To be given to a student who excels in the humanities, preferably one who plans to major in philosophy, religion, or English.  
\_\_\_\_\_  
\_\_\_\_\_

*All Scholarship recipients are chosen by the Brookline High School Scholarship Committee. Scholarship payments are made directly to the institution where the student is enrolled unless prior arrangements have been made with the donor.*

4. How is this scholarship to be funded? Please indicate below:

- ☐ A. One time, lump sum award.
- ☐ B. Each year from accumulated interest from a scholarship account held in the Treasurer's Office.
- ☒ C. A check will be sent to the Scholarship Committee each year. (Deposit - General Scholarship Fund)
- ☐ D. Other: \_\_\_\_\_

5. If this scholarship is in memory of a particular individual, please complete the following:

✚ Full Name: (Please Print) David Peter Brodsky

✚ Living or Deceased Deceased

✚ Resident of Brookline (If so, when) 1981-2019 (his death)

✚ Attended Brookline High School (If graduate, indicate 1995-1999 (graduated)

✚ Accomplishments/Honors :

David was an honors student at Brookline High School, where he published, edited, and wrote for a student newspaper. He graduated Magna

Cum Laude from Georgetown University in 2003, majoring in philosophy. He earned his MA in teaching at Boston University School of

Education. He taught English at Mansfield High School and Medway High School. David later worked as a financial analyst at MIT. David

was recognized by all as a man of deep faith, a loving friend and husband, and a true Renaissance thinker.



6. **Please give any other details explaining relationship to Brookline Public Schools:**

Born and raised in Brookline, David had deep ties to the community and Brookline Public Schools. His late mother,  
Patricia Brodsky, taught science at Runkle Elementary School for many years. David spent his entire life as a resident of Brookline.  
His husband Elie continues to live in the house where David grew up.

7. **Please explain history of Scholarship. Why is it being established?**

David touched the lives of all those around him. His love of learning was infectious.  
It's a high honor for the people who love and remember him to help empower the  
next generation of ambitious scholars.

8. **Please list the contact person(s) who will be responsible for all communications regarding this scholarship.**  
*Please indicate complete names and addresses and phone numbers -- home and work.*

<b><u>CONTACT PERSON #1</u></b>	<b><u>CONTACT PERSON #2</u></b>
<b>Full Name:</b> David Heidelberg (point of contact) and Alaina Hammond	<b>Full Name:</b> Elias (Elie) Roumally
<b>Street</b> 98 North First Street, Unit 613	<b>Street:</b> 36 Ackers Ave. #2
<b>City:</b> San Jose	<b>City</b> Brookline
<b>State:</b> CA	<b>State:</b> MA
<b>Zip:</b> 95113	<b>Zip:</b> 02445
<b>Home Phone:</b>	<b>Home Phone:</b>
<b>Work Phone:</b>	<b>Work Phone:</b>
<b>Cell Phone:</b> 914-263-2881	<b>Cell Phone</b> 617-504-3999
<b>FAX #:</b>	<b>FAX#:</b>
<b>Email:</b> david.heidelberg@gmail.com (cc: alainahammond@gmail.com)	<b>Email:</b> eliroumally@gmail.com

9. **Please designate the person(s) who will present this scholarship at our Annual Scholarship Breakfast in June?**

<b>Name:</b> Elias (Elie) Roumally	<b>Name:</b>
<b>Street:</b> 36 Ackers Ave. #2	<b>Street:</b>
<b>City</b> Brookline	<b>City:</b>
<b>State:</b> MA	<b>State:</b>
<b>Zip:</b> 02445	<b>Zip:</b>
<b>Home Phone:</b>	<b>Home Phone:</b>
<b>Cell Phone:</b> 617-504-3999	<b>Cell Phone:</b>

**Please return this form to:** *Linda Wentzell Scholarship Coordinator, 115 Greenough Street, Brookline, MA 02445*

If you have any questions regarding this form, please call the Scholarship Chairperson, Scott Butchart or Linda Wentzell at 617-713-5006.

cc: Ms. Robin Coyne, School Committee



# ATTACHMENT F

## CONTRACT FOR DESIGNER SERVICES

### AMENDMENT NO. 31 \_\_\_\_\_

**WHEREAS**, the Town of Brookline ("Owner") and William Rawn Associates, Architects Inc., (the "Designer") (collectively, the "Parties") entered into a Contract for Designer Services for the Brookline High School Expansion Project (Purchase Order # 21803108) at the Brookline High School on July 6, 2018.  
"Contract"; and

**WHEREAS**, effective as of April 5, 2023 the Parties wish to amend the Contract:

**NOW, THEREFORE**, in consideration of the promises and the mutual covenants contained in this Amendment, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties, intending to be legally bound, hereby agree as follows:

1. The Owner hereby authorizes the Designer to perform services for the Design Development Phase, the Construction Phases, and the Final Completion Phase of the Project, pursuant to the terms and conditions set forth in the Contract, as amended.
2. For the performance of services required under the Contract, as amended, the Designer shall be compensated by the Owner in accordance with the following Fee for Basic Services:

<b>Fee for Basic Services:</b>	<b>Original Contract*</b>	<b>After this Amendment:</b>
		<b>Amendment fee: \$8,885.00</b>
Feasibility Study Phase	\$ _____	\$ _____
Schematic Design Phase	\$ _____	\$ _____
Design Development Phase	\$ _____	\$ _____
Construction Document Phase	\$ _____	\$ _____
Bidding Phase	\$ _____	\$ _____
Construction Phase	\$ _____	\$ _____
Completion Phase	\$ _____	\$ _____
*Includes previous Amendments		
<b>Total Fee</b>	<b><u>\$15,800,448.00</u></b>	<b><u>\$15,809,333.00</u></b>

This Amendment is a result of:

1. Tappan Streetscape construction change from Summer 2022 to Summer 2023



3. The Construction Budget shall be as follows:

Original Budget: \$/a \_\_\_\_\_

Amended Budget \$/a \_\_\_\_\_

4. The Project Schedule shall be as follows:

Original Schedule: \$/a \_\_\_\_\_

Amended Schedule \$/a \_\_\_\_\_

5. This Amendment contains all of the terms and conditions agreed upon by the Parties as amendments to the original Contract. No other understandings or representations, oral or otherwise, regarding amendments to the original Contract shall be deemed to exist or bind the Parties, and all other terms and conditions of the Contract remain in full force and effect.

IN WITNESS WHEREOF, the Owner, with the prior approval of the Authority, and the Designer have caused this Amendment to be executed by their respective authorized officers.

OWNER

\_\_\_\_\_  
(print name)

\_\_\_\_\_  
(print title)

By \_\_\_\_\_  
(signature )

Date \_\_\_\_\_

DESIGNER

Andrew Jonic  
(print name)

Associate Principal  
(print title)

By



(signature) \_\_\_\_\_

Date 4/5/23 \_\_\_\_\_



Tony Guigli  
Project Administrator  
Town of Brookline Building Department  
Brookline Town Hall  
333 Washington Street  
Brookline, MA 02445

April 4, 2023

Project Name: Brookline High School Expansion Project

**Re: Contract Amendment #31 – Tappan Streetscape Reimbursement for Town Prints & Construction Phasing Drawings**

Dear Tony,

Prior to issuance of the Tappan Streetscape Bid Documents, the Town of Brookline requested a change to the construction schedule to increase the likelihood bids for the project would be submitted. The construction schedule duration has changed from 3 months (June, July, August) to 4.5 months (Mid-April, May, June, July, and August). Our team's Construction Administration fee, approved by the Commission in Contract Amendment #30 is a Not to Exceed fee (NTE) based on a 3-month schedule. Invoices associated with CA #30 will be billed on an hourly basis. Per our agreement with the Commission, we will assess our remaining fees prior to the June Building Commission meeting. It is not clear at this time if we will submit a request for additional services due to the additional 1.5 months of construction.

Our traffic engineer, HSH, is responsible for the construction phasing drawings included in the bid documents. The Phasing drawings were revised based on the new 4.5 month construction schedule timeline. This Contract Amendment proposal is for HSH's additional effort to meet with DPW and the High School on two occasions and to update the phasing plans.

Scope #1: Work performed by HSH to revise the Construction Phasing Drawings

The phasing drawings were modified to start construction in April, rather than after the school year ends in June. HSH's proposal includes drafting and meeting time required to update the bid documents. Please see HSH's attached proposal for more information.

*HSH Traffic Engineer: \$6,344*

*WRA 10% Admin.: \$634*

*Subtotal: \$6,978*

Reimbursable Expenses per Article 9.1.2:

The Department of Public Works requested multiple pre-bid photocopies of draft documents for review and comment. Per Article 9.1.2 we have included the printing and delivery costs for prints above and beyond the (2 sets) noted in the contract.



• December 8, 2022: (3) Drawing sets & (3) Spec Manuals for the Town	\$112.04
• December 23, 2022: (2) Drawing sets for Tony Guigli & Rob King	<del>\$259.08</del> (in contract)
• January 14, 2023: (2) Drawing sets for Rob King	\$182.41
• January 20, 2023 (8) Drawing sets for Rob Kefalas:	\$738.01
• March 18, 2023 (10) Drawing sets for Rob Kefalas:	\$701.12
Subtotal:	\$1,733.58
10%:	\$ 173.00
Total:	\$1,907.00

#### **ARTICLE 9: REIMBURSABLE EXPENSES**

9.1 For coordination and responsibility for the services, materials and costs described in 9.1.1 through 9.1.6, the Designer shall be reimbursed its actual costs and those of its Subconsultants, supported by invoices or receipts, plus 10%. Exhibit A identifies a Reimbursables amount as part of the Total Fee. The following are reimbursable expenses, when authorized by the Owner:

- 9.1.1 The actual cost to the Designer for Subconsultants and for additional tests under 4.11 provided, however, that reimbursement for such costs shall not be made unless the rates of compensation, the total estimated cost of the services and the scope of work for said services shall have been previously approved in writing by the Owner. See Exhibit A for assumed testing scope included in the Reimbursable Amount. Scope beyond those amounts would be treated as an additional service fee.
- 9.1.2 The cost of printing more than nine (9) sets of design submittals for a CM at Risk project, or more than eight (8) sets of design submittals for a project pursuant to G.L.c. 149, or more than two electronic versions thereof per design submission deliverable phase or sub-phase.

#### **CA #31 Fee Summary**

1. Scope 1 HSH Phasing Drawings:	\$6,978.00
2. Reimbursable Expenses: Streetscape Prints	\$1,907.00
3. <b>CA #31 Total:</b>	<b>\$8,885.00</b>

Regards,



Andy Jonic, AIA  
Associate Principal  
William Rawn Associates, Architects Inc.  
*Attachments: Proposals*





March 9, 2023

Mr. Andrew Jonic  
Senior Associate  
William Rawn Associates, Architects Inc.  
10 Post Office Square, Suite 1010  
Boston, MA 02109

**Re: Brookline High School Expansion, Brookline, Massachusetts  
Traffic Engineering and Design Consulting Services – Change Order**

Dear Andrew:

*Howard Stein Hudson (HSH)* is pleased to continue supporting William Rawn Associates (WRA) with traffic engineering services related to the Brookline High School (BHS) expansion (the “Project”). As we understand it, the Project’s offsite construction remains ongoing through the summer of 2023. As discussed, HSH has prepared a request for additional fees to address the Town of Brookline construction schedule timeline and to update construction phasing drawings. This letter proposal outlines both the additional traffic engineering consulting services provided for the Project by HSH to date and the anticipated levels of effort for the following ongoing and new tasks.

- Task 1 – Tappan Street Bike Lane (complete)
- Task 2 – Tappan Street Parking Stripping (complete)
- Task 3 – Traffic Signal Design (complete)
- Task 4 – Construction Phase Services (ongoing)
- Task 5 – Meeting and Agency Coordination (ongoing)
- Task 6 – Construction Staging Updates (new task)

The section that follows presents a status of work completed to date for the tasks within each of the above Phases, along with additional efforts and fees requested as appropriate by task.

## Scope and Status of Existing Services

---

### Task 1. Tappan Street Bike Lane

---

This task is complete. No additional fee requested.





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## Task 2. Tappan Street Parking Stripping

---

This task is complete. No additional fee requested.

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## Task 3. Traffic Signal Design

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This task is complete. No additional fee requested.

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## Task 4. Construction Phase Services

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As requested, HSH has modified the expected construction phase services to cover an extended construction period. Per the Town of Brookline direction, construction will begin in April and extend through the end of August 2023, an addition of two months to the original three-month construction schedule.

HSH has been requested to identify construction phase services previously rendered for the traffic signal scope of work that had previously been segmented into a separate construction bid document package and completed during Summer 2022. HSH completed \$500 in labor during this period.

HSH proposes a total Not To Exceed allowance of \$10,000 for the remainder of this Task; this includes an additional allowance of \$1,300 in addition to the \$8,700 of fees previously approved.

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## Task 5. Meeting and Agency Coordination

---

No additional fee requested

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## Task 6. Construction Staging Updates

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Based on a request from the Town of Brookline, HSH has prepared updates to construction phasing and temporary traffic control drawings. Through coordination with the Town of Brookline Department of Public Works, Transportation Department, and Brookline High School, HSH updated a series of two sets of traffic control drawings in preparation for the City's January 6 bid documents.

HSH has revised staging to combine phases; updated backgrounds to reflect other disciplines; and coordinated work zone areas, access to buildings, pedestrian detours, and laydown and parking areas for the construction contract. Coordination occurred during two meetings (December 14, 2022, and January 11, 2023).

HSH requests an amount of \$6,344 in the form of a lump sum as additional fee for this task.

CA #31 Proposed Additional  
Service





## Fee for Services

As noted by task in the following table, in support of past and prior work under, we are requesting an additional lump sum of \$6,344 and an additional allowance of \$1,300, totaling \$7,644, bringing the total contract fee to \$72,144. Fees will be billed on a **Time and Materials** basis and in accordance with the attached fee schedule. Materials or reimbursable (direct) expenses will be billed at cost. Reimbursable expenses do not include permit filing fees.

Task	Contract CA #18 Budget	Additional fixed fee request for work through 3/6/2023	Total for work through 3/6/2023	Additional Allowance Request	Contract Total
Task 1 – Tappan Street Bike Lanes	\$7,750	\$0	\$7,750	\$0	\$7,750
Task 2 – Tappan Street Parking Striping	\$4,750	\$0	\$4,750	\$0	\$4,750
Task 3 – Traffic Signal Design	\$8,500	\$0	\$8,500	\$0	\$8,500
Task 4 – Construction Phase Services	\$8,700	\$0	\$8,700	<del>\$1,300</del>	\$10,000
Task 5 – Meeting Attendance/Agency Coordination	\$34,300	\$0	\$34,300	\$0	\$34,300
Task 6 – Construction Staging Updates	-	\$6,344	\$6,344	\$0	\$6,344
Expenses	<u>\$500</u>	<u>\$0</u>	<u>\$500</u>	<u>\$0</u>	<u>\$500</u>
<b>TOTAL CONTRACT</b>	<b>\$64,500</b>	<b>\$6,344</b>	<b>\$70,844</b>	<b><del>\$1,300</del></b>	<b>\$72,144</b>

Materials or reimbursable (direct) expenses will be billed at cost plus ten percent. Materials or reimbursable expenses are actual expenditures made by HSH in the interest of the project and include but are not limited to printing, photocopying, delivery charges, postage, research materials, local transportation, and any other expenses incurred in the interest of the project. Reimbursable expenses do not include permit filing fees.

CA #31 Additional Service Request

Meetings are budgeted as outlined above; additional meetings, if required, will be billed at the hourly rates shown in the attached rate schedule. Additional team and agency meetings generally cost between \$500 and \$750 per meeting, depending on the duration of each meeting and the staffing required. Additional community meetings range higher at up to \$1,250 per meeting depending on the need to provide supporting materials/graphics and the overall length of the meeting and any





possible team preparation. All additional meetings will be invoiced on a time and materials basis based solely on hours expended as well as any travel costs.

While HSH feels the scope of work and associated fee provided in this proposal is appropriate for this type and size of development in this location and that it will be acceptable to reviewing agencies, should the scope of work change either by request of the Client, reviewing agencies, or the community, HSH will provide an additional services request for advance review and approval by the Client.

## Terms

---

**Payment of Services:** The project work is billable monthly on a time and materials basis, such that if the hours are not spent, you will not be billed. Invoices are due within thirty (30) days of receipt, regardless of whether approvals are granted. Interest of one and one-half percent (1.5%) will be charged per month on unpaid bills after ninety (90) days. If the scope should significantly change or if the schedule is extended past June 30, 2023, we will revise the budget accordingly and resubmit it for your approval. HSH does not accept payment in cash. Payment by check or Automated Clearing House (ACH) is preferred.

**Termination:** Consultant services may be terminated by either party with or without cause upon 10 days advance written notice. Regardless of which party shall affect termination, Client shall, within 30 calendar days of termination, pay HSH for services rendered and all costs incurred up to the time of termination, as well as those costs associated with the termination itself, if any, in accordance with HSH's then-prevailing labor rates. Upon termination of services and full payment of consultant fees, HSH will release all work product related to this contract.

**Indemnification:** Client and HSH will indemnify and each hold harmless each other's employees, officers, directors, and subconsultants from and against all claims and actions, including reasonable attorney fees, arising out of or related to damages or injuries to persons or property related or connected to acts of each other or their employees, officers, directors, subconsultants or agents.

**Insurance:** During the period that services are performed under this Agreement, HSH will maintain the following insurance: (1) Workers Compensation coverage in accordance with the laws of the Commonwealth of Massachusetts; (2) Commercial General Liability with a limit of \$1,000,000 per occurrence and a \$2,000,000 general aggregate; (3) Non-owned and Hired Automobile Liability coverage with a combined single limit of \$1,000,000 and (4) Professional Liability coverage with a \$5,000,000 aggregate limit (claims made basis). Client agrees that HSH will not be liable for any loss, damage, or liability arising out of this Agreement beyond the limits of available insurance coverage.





**Permits/Licenses/Approvals:** HSH is committed to providing technical support to facilitate project progress and approval. However, there are often circumstances beyond HSH's control and responsibility that may affect a project's ability to obtain permits/licenses or necessary written approvals. Therefore, unless indicated within this proposal, HSH does not guarantee our ability to obtain any project permits/licenses or approvals from any agency having jurisdiction over the project.





# Approval

---

Should this proposal be acceptable to you, this letter can serve as a contract by an authorized signature below and returning a copy to us. Should our understanding of the project be incorrect or incomplete, or should you have any revisions or changes, please contact me directly and we will incorporate them as directed. Thank you for your continuing confidence in HSH; we look forward to working with you.

Sincerely,

Thomas A. Stokes, P.E.  
President and CEO

**Approved for the following:**

- Total Contract fee approved in the amount of \$72,144.

**William Rawn Associates**

By: \_\_\_\_\_

Date: \_\_\_\_\_





## Hourly Billing Rates through June 30, 2023

Project Role	Hourly Rate
Co-op/Administrative Assistant	\$85 - \$140
Graphics/Production	\$100 - \$165
Junior Engineer/Planner	\$105 - \$170
Engineer/Planner	\$135 - \$210
Senior Engineer/Planner	\$175 - \$275
Principal/Senior Advisor	\$210 - \$395

*Rates subject to annual adjustment on July 1, 2023.*



1. ALL TEMPORARY TRAFFIC CONTROL WORK SHALL CONFORM TO THE LATEST EDITION OF THE "MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES" (MUTCD) AND ALL REVISIONS INCLUDING MASSDOT REVISIONS, UNLESS SUPERCEDED BY THESE PLANS.
2. ALL SIGN LEGENDS, BORDERS, AND MOUNTING SHALL BE IN ACCORDANCE WITH THE MUTCD AND MASSDOT REVISIONS.
3. TEMPORARY CONSTRUCTION SIGNING AND ALL OTHER TRAFFIC CONTROL DEVICES SHALL BE IN PLACE PRIOR TO THE START OF ANY WORK.
4. TEMPORARY CONSTRUCTION SIGNING, BARRICADES, AND ALL OTHER NECESSARY WORK ZONE TRAFFIC CONTROL DEVICES SHALL BE REMOVED FROM THE HIGHWAY OR COVERED WHEN THEY ARE NOT REQUIRED FOR CONTROL OF TRAFFIC.
5. SIGNS AND SIGN SUPPORTS LOCATED ON OR NEAR THE TRAVELED WAY, CHANNELIZING DEVICES, BARRIERS, AND CRASH ATTENUATORS MUST PASS THE CRITERIA SET FORTH IN "MANUAL FOR ASSESSING SAFETY HARDWARE" (MASH).
6. CONTRACTORS SHALL NOTIFY EACH ABUTTER AT LEAST 24 HOURS IN ADVANCE OF THE START OF ANY WORK THAT WILL REQUIRE THE TEMPORARY CLOSURE OF ACCESS, SUCH AS CONDUIT INSTALLATION, EXISTING PAVEMENT EXCAVATION, TEMPORARY DRIVEWAY PAVEMENT PLACEMENT, AND SIMILAR OPERATIONS.
7. THE FIRST TEN REFLECTORIZED PLASTIC DRUMS OF A TAPER SHALL BE MOUNTED WITH SEQUENTIAL FLASHING LIGHTS.
8. DISTANCES ARE A GUIDE AND MAY BE ADJUSTED IN THE FIELD BY THE ENGINEER.
9. MAXIMUM SPACING OF TRAFFIC DEVICES IN A TAPER (DRUMS OR CONES) IS EQUAL IN FEET TO THE SPEED LIMIT IN MPH.
10. MINIMUM LANE WIDTH IS TO BE 11 FEET (3.3m) UNLESS OTHERWISE SHOWN. MINIMUM LANE WIDTH TO BE MEASURED FROM THE EDGE OF DRUMS OR MEDIAN BARRIER.
11. ALL SIGNS SHALL BE MOUNTED ON THEIR OWN STANDARD SIGN SUPPORTS.
12. REFER TO SHEET 3 GENERAL NOTES FOR ADDITIONAL NOTES REGARDING TEMPORARY TRAFFIC CONTROL PLANS.
13. TEMPORARY CONSTRUCTION SIGNING AND ALL OTHER NECESSARY WORK ZONE TRAFFIC CONTROL NOT COVERED IN THE PLAN SET SHALL REFER TO MASSDOT "STANDARD DETAILS AND DRAWINGS FOR THE DEVELOPMENT OF TRAFFIC MANAGEMENT PLANS".
14. CONTRACTOR SHALL REMOVE ANY EXISTING PAVEMENT MARKINGS THAT CONFLICT WITH PROPOSED TEMPORARY MARKINGS AND SHALL BAG OR REMOVE SIGNAGE THAT CONFLICTS WITH CONSTRUCTION PERIOD TRAFFIC PATTERNS.
15. THE CONTRACTOR SHALL PROVIDE FOR ADEQUATE BARRIER DEFLECTION SPACE WITHIN THE WORK ZONE. LIMITS OF WORK ZONE SHOWN ON PLANS ARE FOR INFORMATIONAL PURPOSES.
16. CONTRACTOR SHALL MAINTAIN ADA-COMPLIANT PEDESTRIAN ACCESS AT ALL TIMES USING PEDESTRIAN MANAGEMENT GUIDANCE SYSTEMS AT WORK ZONES. ACCESS SHALL BE MAINTAINED ALONG ALL SIDEWALKS, TO ALL ABUTTERS, AND TO ALL MBTA BUS STOPS OR TRAIN STATIONS. ANY PEDESTRIAN DETOURS SHALL INCLUDE A FULLY ADA-COMPLIANT PEDESTRIAN DETOUR ROUTE WITH PROPER BARRICADES, RAILINGS, RAMPS, AND SIGNAGE.
17. IN GENERAL, NO WORK SHALL BE PERFORMED WITHIN THE TRAVELED WAY DURING PEAK PERIODS OF 6:30-9:00 AM AND 3:00-6:00 PM. WHEN SCHOOL IS OUT, WORK HOURS SHALL BE 7:00 AM - 4:00 PM MONDAY THROUGH FRIDAY. CONTRACTOR SHALL REMOVE TEMPORARY TRAFFIC CONTROLS WHEN WORK IS NOT BEING PREFORMED AND SHALL ENSURE THAT THE AREA IS SAFE FOR VEHICULAR TRAVEL. IF LANE CLOSURES ARE TO BE USED FOR AN EXTENDED DURATION THROUGHOUT CONSTRUCTION, THE CONTRACTOR SHALL AT ALL TIMES SEEK APPROVAL FROM THE TOWN OF BROOKLINE AND COORDINATE WITH BROOKLINE HIGH SCHOOL AND MBTA BUS OPERATIONS FOR ALL LANE CLOSURES.

ROAD TYPE	DISTANCE BETWEEN SIGNS		
	A	B	C
MOST OTHER ROADWAYS	500 FEET	500 FEET	500 FEET

BASED ON: TABLE 6C-1 MUTCD LATEST EDITION

TAPER LENGTH CRITERIA FOR TEMPORARY TRAFFIC CONTROL ZONES

TYPE OF TAPER	TAPER LENGTH
MERGING TAPER	AT LEAST L
SHIFTING TAPER	AT LEAST 0.5L
SHOULDER TAPER	AT LEAST 0.33L
ONE-LANE, TWO-WAY TRAFFIC TAPER	50 FEET MINIMUM, 100 FEET MAXIMUM
DOWNSTREAM TAPER	50 FEET MINIMUM, 100 FEET MAXIMUM

NOTE: USE TABLE 6C-4 SHOWN BELOW TO CALCULATE L  
SOURCE: TABLE 6C-3 2009 MUTCD

FORMULAS FOR DETERMINING TAPER LENGTHS

SPEED LIMIT (S)	TAPER LENGTH L (FT)
40 MPH OR LESS	$L = \frac{WS^2}{60}$
45 MPH OR MORE	$L = WS$

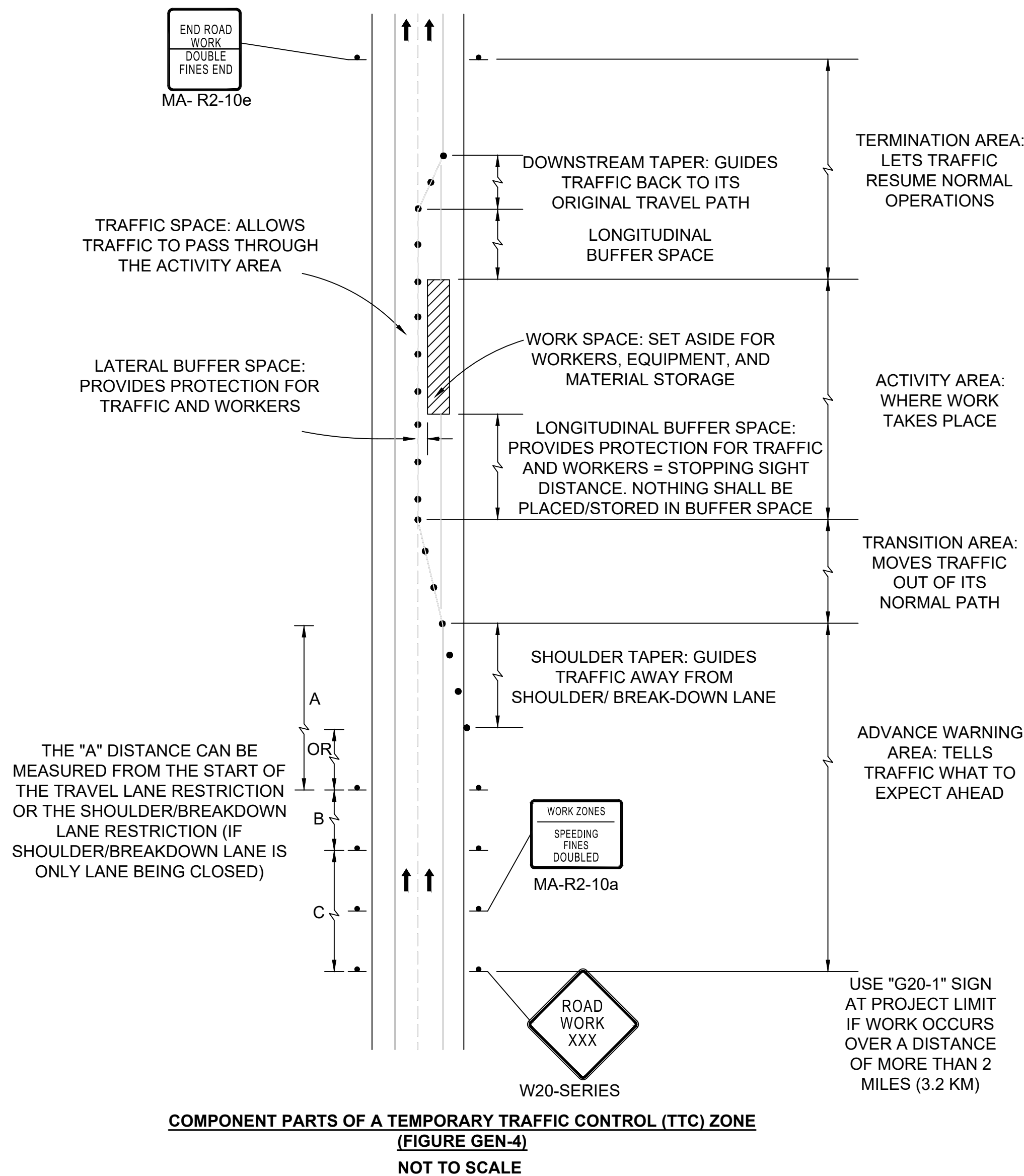
SOURCE: TABLE 6C-4 2009 MUTCD

L = TAPER LENGTH IN FEET

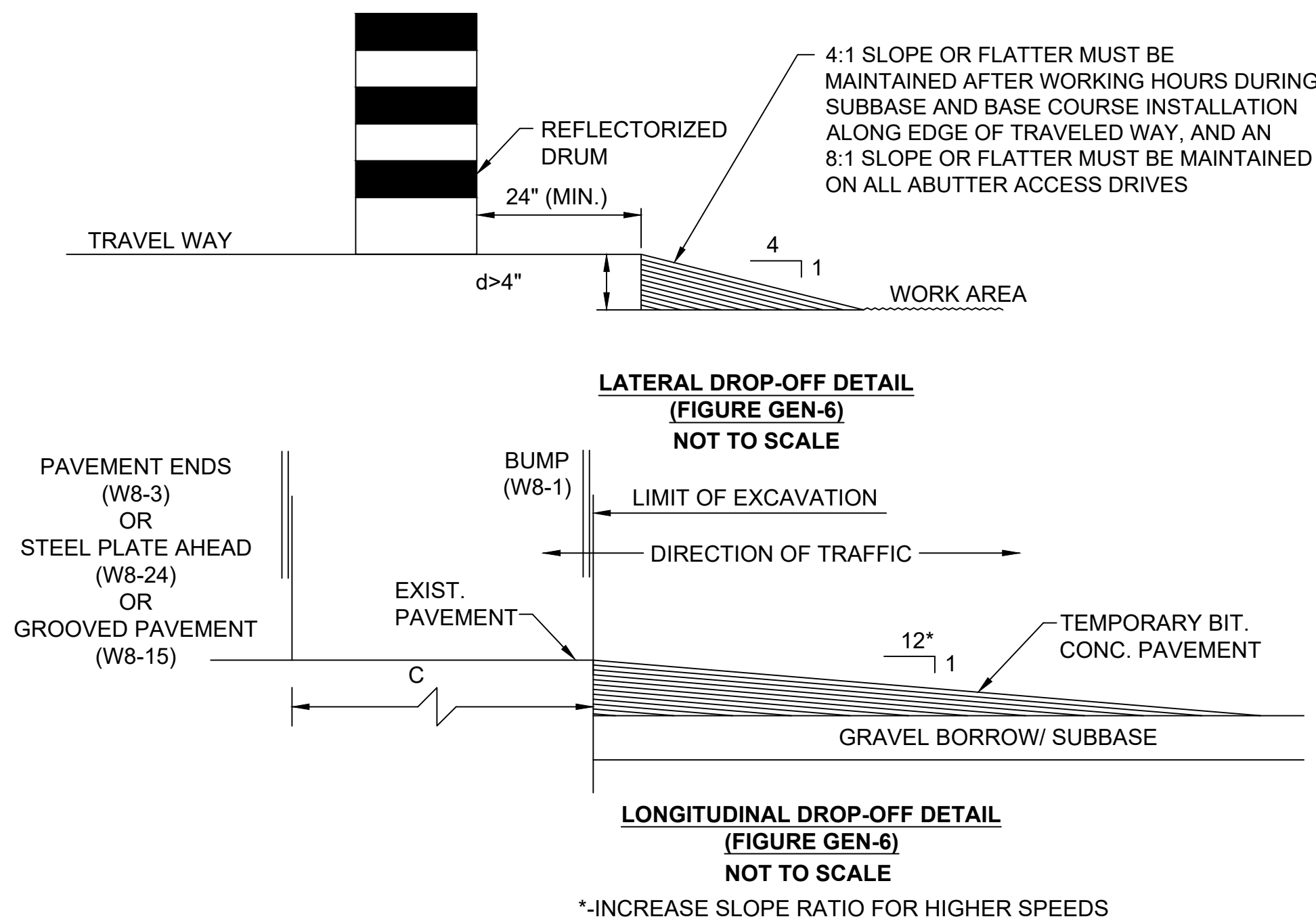
W = WIDTH OF OFFSET IN FEET

S = POSTED SPEED LIMIT, OR OFF-PEAK 85TH-PERCENTILE SPEED PRIOR TO WORK STARTING, OR THE ANTICIPATED OPERATING SPEED IN MPH

WORKZONE DISTANCES



COMPONENT PARTS OF A TEMPORARY TRAFFIC CONTROL (TTC) ZONE  
(FIGURE GEN-4)  
NOT TO SCALE



\*INCREASE SLOPE RATIO FOR HIGHER SPEEDS



WRA PROJECT # 21706

TOWN OF BROOKLINE  
BROOKLINE HIGH SCHOOL  
EXPANSION  
BROOKLINE, MA 02445

TAPPAN STREET IMPROVEMENTS

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CONTRACT DOCUMENT SET  
JANUARY 6, 2023

REVISIONS:

REV. NO.	DATE	REVISION
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DRAWING TITLE:

TEMPORARY TRAFFIC  
CONTROL PLAN

DRAWN BY: CM

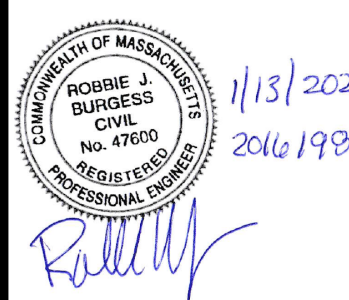
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TTCP-001





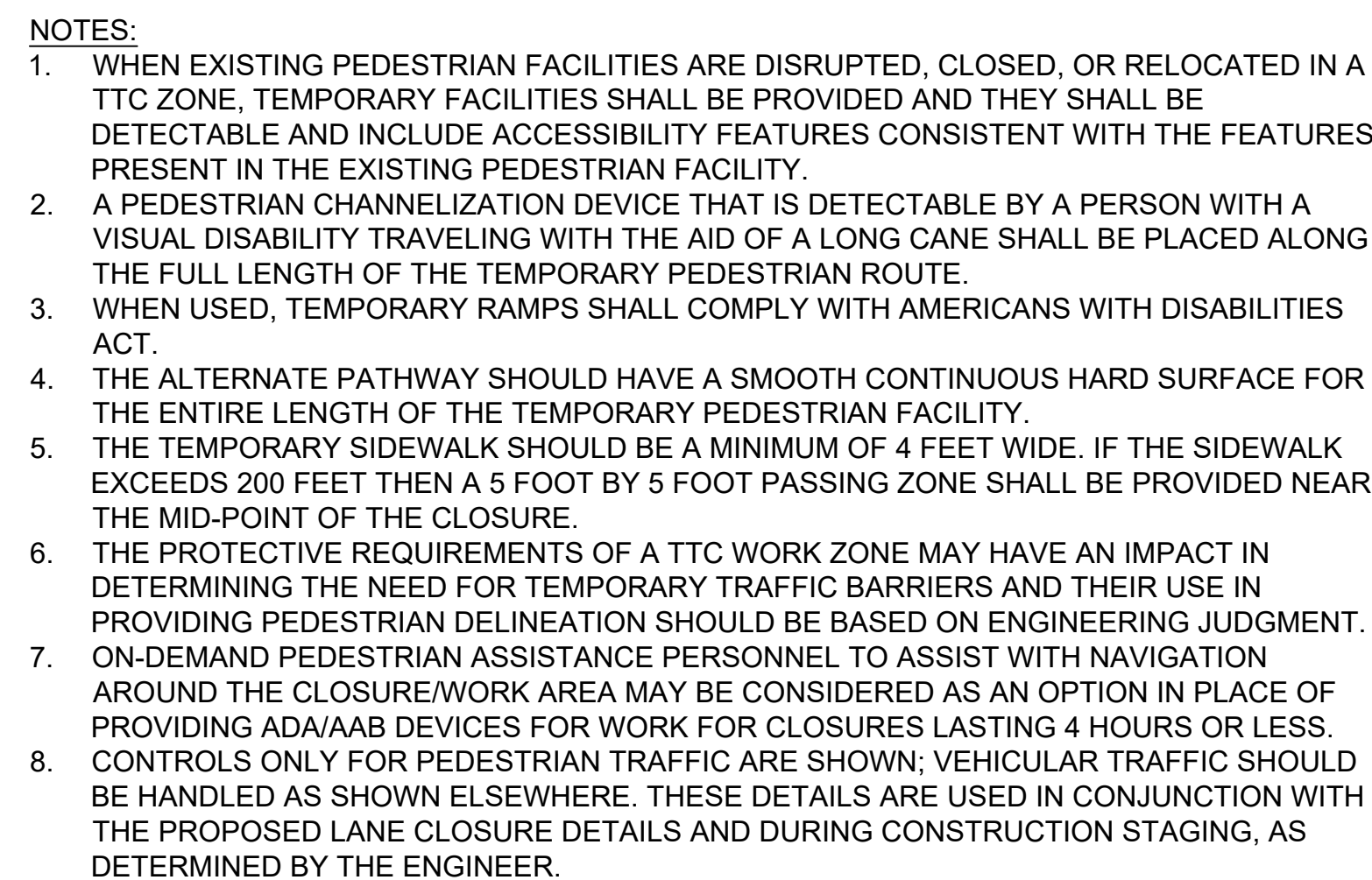


Diagram 1: TEMPORARY CURB RAMP-PARALLEL TO CURB

- OPTIONAL 2-4 IN. WIDE CONTRAST EDGE MARKING
- JOINT/GAP TREATMENT
- 60x60 IN. MIN. TURNING AREA
- YELLOW NON-SLIP PROTECTION (TYP)
- CURB 6 IN REVEAL (TYP)
- 2.0% SLOPE MAX
- 12 IN. MIN.
- 1 IN.
- DETECTABLE EDGING 6 IN. MIN. HEIGHT
- PROTECTIVE EDGING 2 IN. MIN. HEIGHT
- CLEAR SPACE
- DETECTABLE WARNING PANEL

Diagram 2: TEMPORARY CURB RAMP-PERPENDICULAR TO CURB

- JOINT/GAP TREATMENT
- YELLOW NON-SLIP PROTECTION (TYP) 2 IN. MIN.
- 12 IN. MIN.
- 1 IN.
- CURB 6 IN REVEAL (TYP)
- PROTECTIVE EDGING 2 IN. MIN. HEIGHT
- DETECTABLE WARNING PANEL
- OPTIONAL 2-4 IN. WIDE CONTRAST EDGE MARKING

NOTES:

1. CURB RAMPS SHALL BE 60 IN. MINIMUM WIDTH WITH A FIRM, STABLE, AND NON-SLIP SURFACE.
2. PROTECTIVE EDGING WITH A 2 IN. MINIMUM HEIGHT SHALL BE INSTALLED WHEN THE CURB RAMP OR LANDING PLATFORM HAS A VERTICAL DROP OF 6 IN. OR GREATER OR HAS A SIDE APRON SLOPE STEEPER THAN 1:3 (33%). PROTECTIVE EDGING SHOULD BE CONSIDERED WHEN THE CURB RAMPS OR LANDING PLATFORMS HAVE A VERTICAL DROP OF 3 IN. OR MORE.
3. PROTECTABLE EDGING WITH 6 IN. MINIMUM HEIGHT AND CONTRASTING COLOR SHALL BE INSTALLED ON ALL CURB RAMP LANDINGS WHERE THE WALKWAY CHANGES DIRECTION (TURNS).
4. THE CURB RAMP WALKWAY AND LANDING AREA SURFACE SHALL BE OF A SOLID CONTINUOUS CONTRASTING COLOR ABUTTING UP TO THE EXISTING SIDEWALK.
5. CURB RAMPS AND LANDINGS SHOULD HAVE A 1:50 (2%) MAX CROSS-SLOPE.
6. CLEAR SPACE OF 48x48 IN. MINIMUM SHALL BE PROVIDED ABOVE AND BELOW THE CURB RAMP.
7. WATER FLOW IN THE GUTTER SYSTEM SHALL HAVE MINIMAL RESTRICTION.
8. LATERAL JOINTS OR GAPS BETWEEN SURFACES SHALL BE LESS THAN 0.5 IN. WIDTH.
9. CHANGES BETWEEN SURFACE HEIGHTS SHOULD NOT EXCEED 0.5 IN. LATERAL EDGES SHOULD BE VERTICAL UP TO 0.25 IN. HIGH, AND BEVELED AT 1:2 BETWEEN 0.25 IN. AND 0.5 IN. HEIGHT.
10. IF A TEMPORARY PEDESTRIAN RAMP LEADS TO A CROSSWALK, THEN A DETECTABLE WARNING PAD MUST BE ADHERED TO THE BASE OF THE RAMP. IF IT LEADS TO A PROTECTED PEDESTRIAN BYPASS THAT DOES NOT CONFLICT WITH VEHICULAR TRAFFIC, THEN A PAD SHALL NOT BE INSTALLED ON THE RAMP.

The diagram illustrates the cross-section of a pedestrian channelizing device. It features two vertical posts. The left post is labeled with a height of "8 IN. MIN. HEIGHT" and has a "DETECTION PLATE \*\*\*" near its base. The right post is labeled with a height of "32 IN. MIN." and a "HAND-TRAILING EDGE \*\*\*" at the top. A "2 IN. MIN. GAP\*" is indicated between the top of the right post and the detection plate. The base of the right post is labeled with a "2 IN. GAP MAX. \*\*". The entire assembly is labeled "PEDESTRIAN CHANNELIZING DEVICE" and "CROSS SECTION VIEW".

- \* THERE SHALL BE A 2 INCH GAP BETWEEN THE HAND-TRAILING EDGE AND ITS SUPPORT.
- \*\* A MAXIMUM 2 INCH GAP BETWEEN THE BOTTOM OF THE BOTTOM RAIL AND THE SURFACE MAY BE USED TO PROVIDE DRAINAGE.
- \*\*\* THE HAND-TRAILING EDGE AND DETECTION PLATE SHALL BE CONTINUOUS THROUGHOUT THE LENGTH OF THE PATH SUCH THAT A PEDESTRIAN USER WITH A LONG CANE CAN FOLLOW IT.

**PEDESTRIAN DETAILS**  
**(FIGURE PED-4)**  
**NOT TO SCALE**

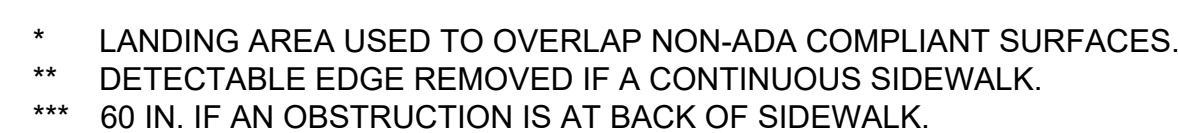
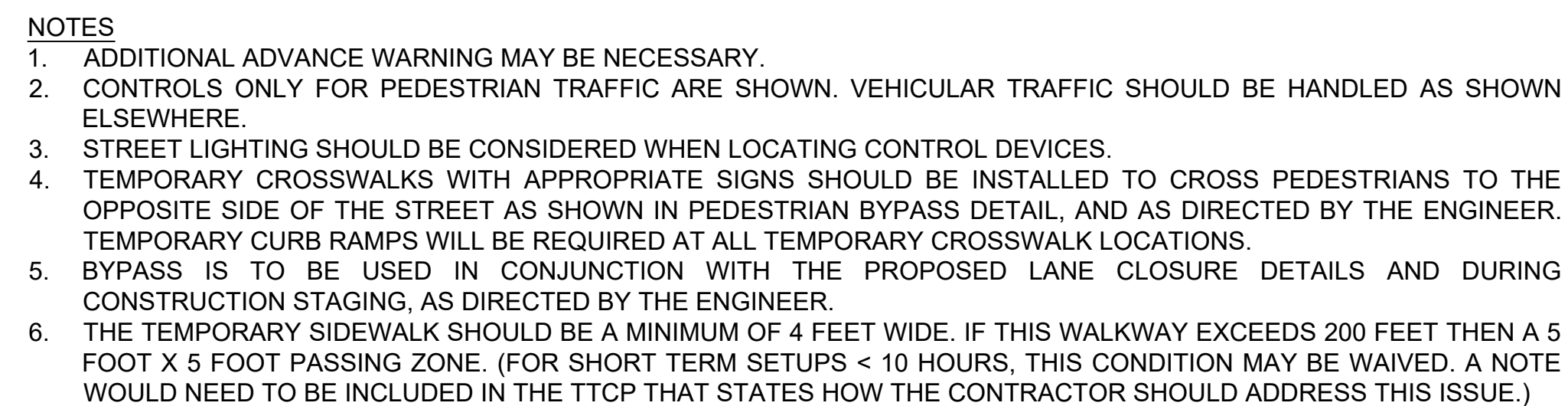


Diagram illustrating the temporary marking for crosswalk lines at a T-intersection, including the following components:

- Signs:**
  - W11-2 W16-7P (Advance Stop Ahead)
  - W11-2 W16-9p (Stop Here)
  - W11-2 W16-7pL (Left Turn Ahead)
  - R9-11 (Two-Way Traffic)
- Dimensions:**
  - 300 FT (100m) (Advance Stop Distance)
  - 300 FT (100m) (Crosswalk Width)
- Markings:**
  - Crosswalk lines
  - Cross-hatching (Optional)

**NOTE:** FOR LONG-TERM STATIONARY WORK, THE DOUBLE YELLOW CENTER LINE AND/OR LANE

**NOTE:** FOR LONG-TERM STATIONARY WORK, THE DOUBLE YELLOW CENTERLINE AND/OR LANE LINES SHOULD BE REMOVED BETWEEN THE CROSSWALK LINES.



WRA PROJECT # 21706

## TAPPAN STREET IMPROVEMENTS

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CONTRACT DOCUMENT SET  
JANUARY 6, 2023

REVISIONS:

REV. NO.	DATE	REVISION
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DRAWING TITLE:

# TEMPORARY TRAFFIC CONTROL PLAN

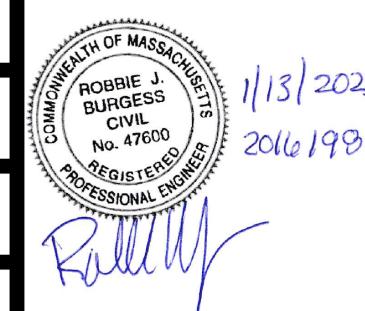
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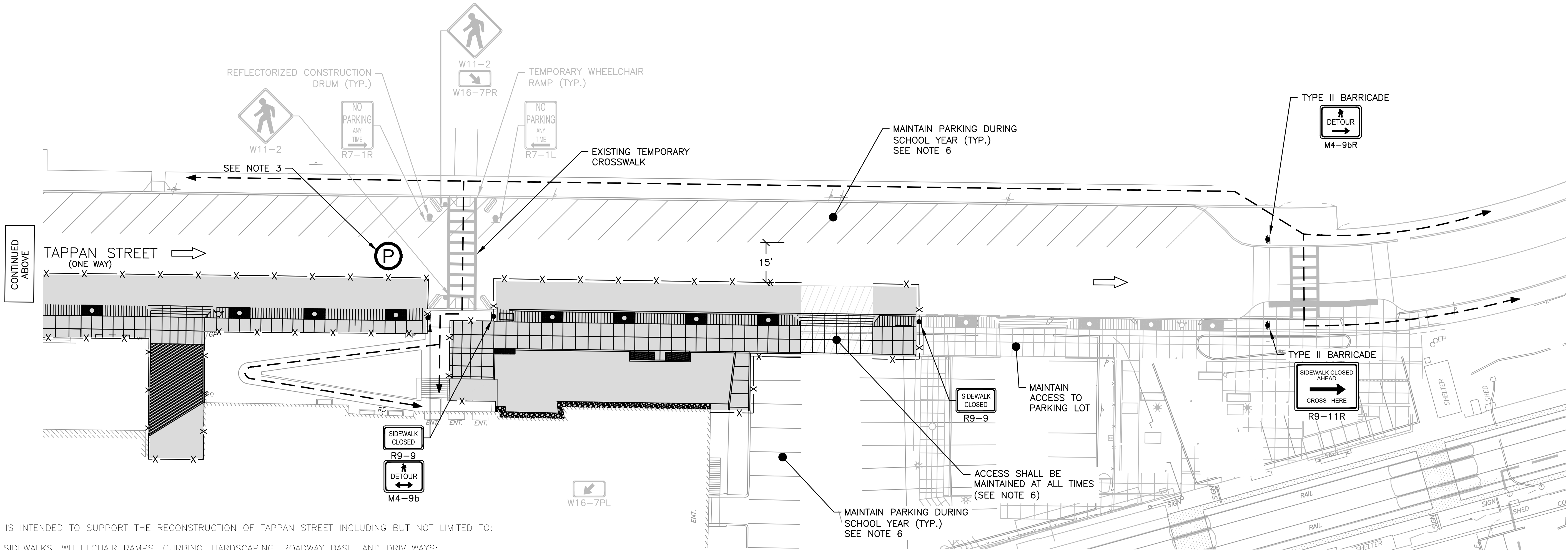
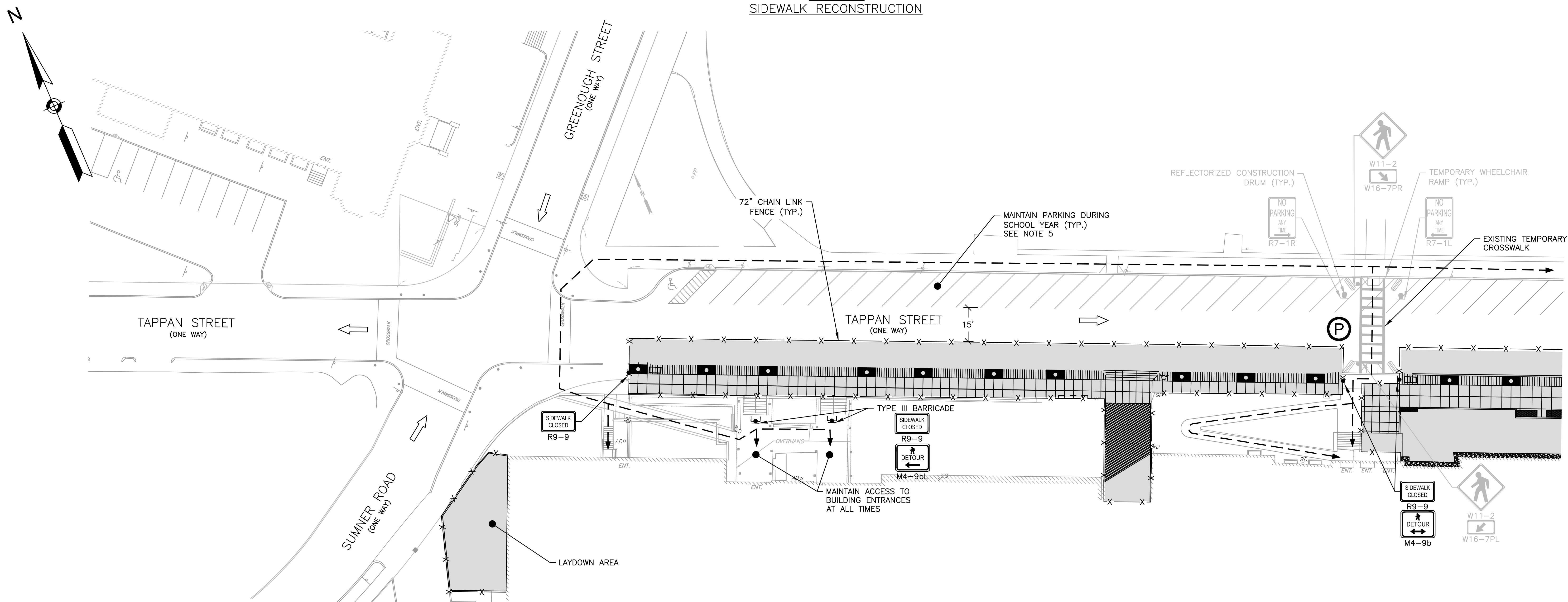
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TTCP-002

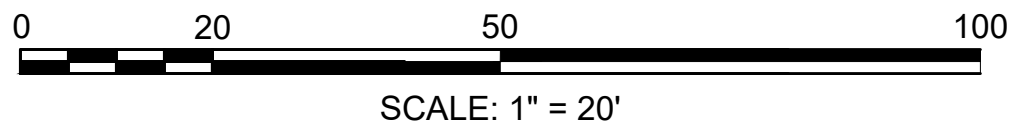
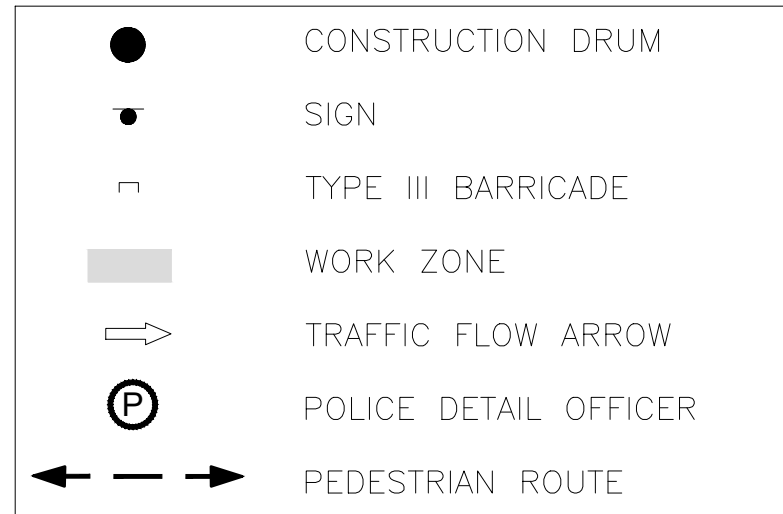


PHASE 1  
SIDEWALK RECONSTRUCTION



WORK TO BE COMPLETED:

1. THE WORK ZONE SHOWN IS INTENDED TO SUPPORT THE RECONSTRUCTION OF TAPPAN STREET INCLUDING BUT NOT LIMITED TO:
  - 1.1. RECONSTRUCTION OF SIDEWALKS, WHEELCHAIR RAMPS, CURBING, HARDSCAPING, ROADWAY BASE, AND DRIVEWAYS;
2. ADDITIONAL WORK MAY BE PERFORMED DURING EACH PHASE THROUGH THE USE OF MUTCD STANDARD TEMPORARY TRAFFIC CONTROL DETAIL WITH PRIOR APPROVAL FROM THE ENGINEER.
3. POLICE OFFICER DETAIL SHALL BE PROVIDED BY THE TOWN OF BROOKLINE, WITH THE OFFICER DETERMINING THE EXACT LOCATION.
4. REFER TO SHEET 20 FOR ADDITIONAL NOTES RELATED TO TEMPORARY TRAFFIC CONTROL.
5. SCHOOL PARKING SHALL BE MAINTAINED AT ALL TIMES DURING SCHOOL YEAR. CONTRACTOR MAY USE PARKING SPACES FOR LAYDOWN BETWEEN JULY 1, 2023 - AUGUST 25, 2023.
6. IN AREAS SHOWN AS RESTRICTED WORKZONES, ACCESS SHALL BE MAINTAINED BY LIMITING DURATIONS AND IMPACTS AS BEST AS PRACTICAL.
7. PHASE 1 WORKZONE IS FOR ACTIVE WORK ONLY. WHEN WORK IS NOT TAKING PLACE, FENCE SHALL BE RELOCATED ADJACENT TO THE WORKZONE SUCH THAT EXISTING NUMBER OF TRAVEL LANES IS RESTORED.
8. CONTRACTOR MAY USE UP TO EIGHT SPACES IN THE TAPPAN STREET GYM PARKING LOT OFF SUMNER ROAD FOR CONTRACTOR PARKING FOR THE DURATION OF THE PROJECT.
9. TOWN OF BROOKLINE TO CONFIRM BUILDING EMERGENCY EGRESS IS NOT IMPACTED BY CONSTRUCTION STAGING PLAN.



WRA PROJECT # 21706

**TOWN OF BROOKLINE**  
**BROOKLINE HIGH SCHOOL**  
**EXPANSION**  
BROOKLINE, MA 02445

TAPPAN STREET IMPROVEMENTS

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**JANUARY 6, 2023**

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**DRAWING TITLE:**  
**TEMPORARY TRAFFIC**  
**CONTROL PLAN**

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CHECKED BY: RB

SCALE: AS SHOWN

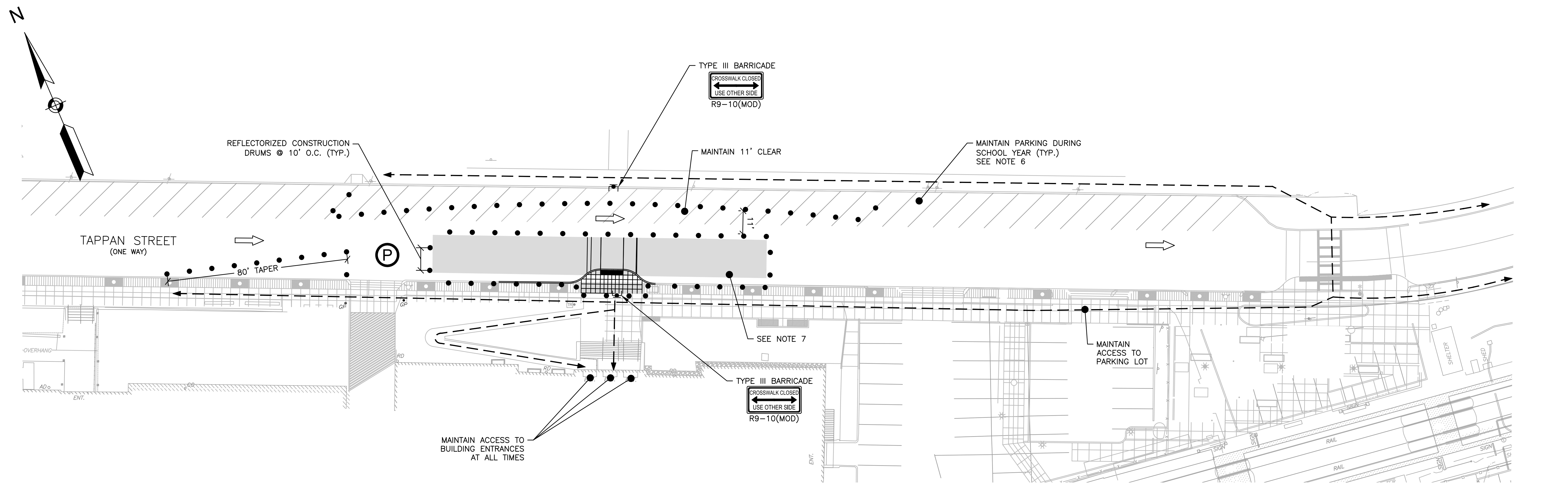
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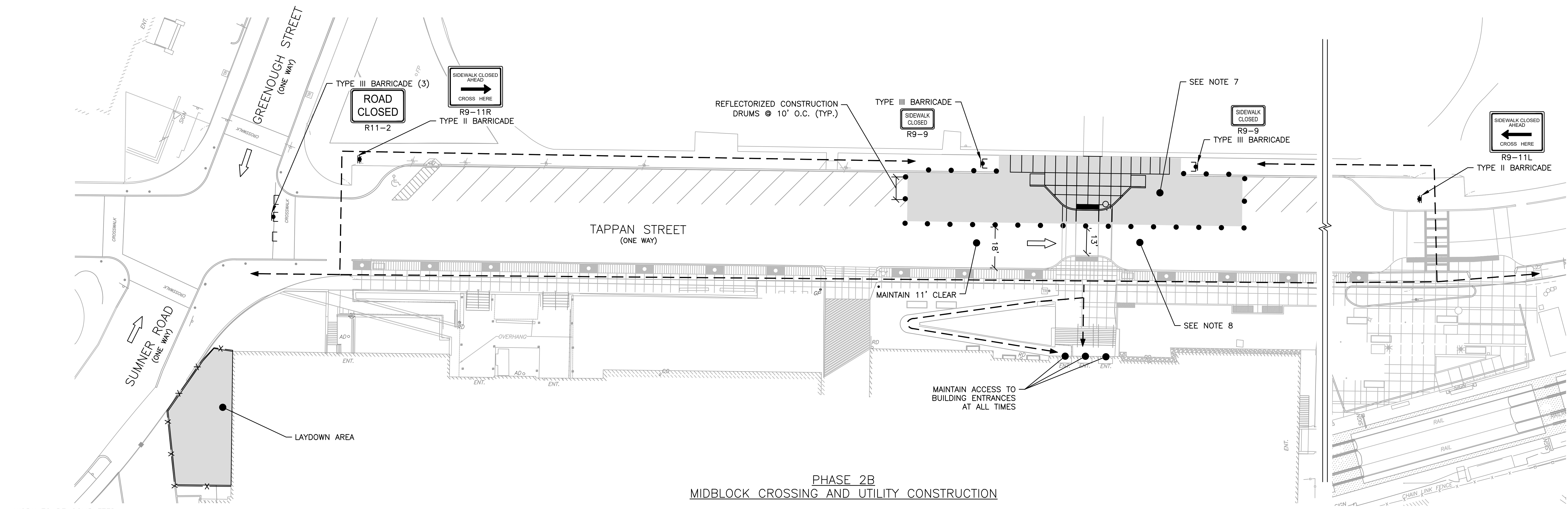
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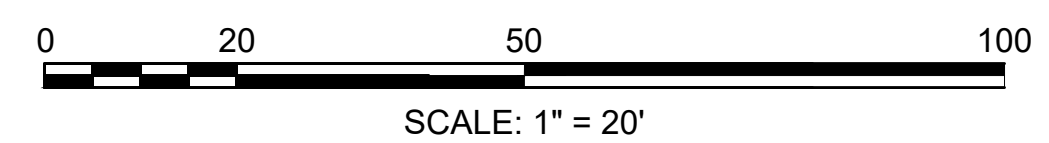
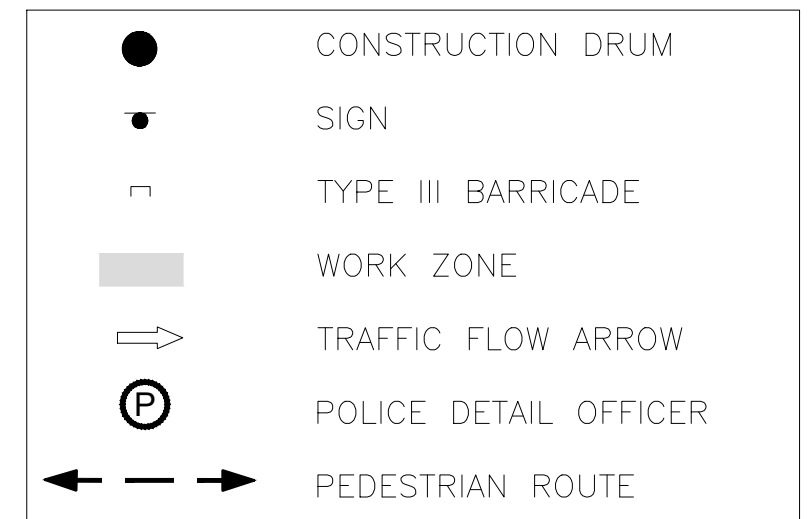
PHASE 2A  
MIDBLOCK CROSSING AND UTILITY CONSTRUCTION



PHASE 2B  
MIDBLOCK CROSSING AND UTILITY CONSTRUCTION

WORK TO BE COMPLETED:

1. THE WORK ZONE SHOWN IS INTENDED TO SUPPORT THE RECONSTRUCTION OF TAPPAN STREET INCLUDING BUT NOT LIMITED TO:
  - 1.1. RECONSTRUCTION OF SIDEWALKS, WHEELCHAIR RAMPS, CURBING, HARDSCAPING, ROADWAY BASE, AND DRIVEWAYS;
2. ADDITIONAL WORK MAY BE PERFORMED DURING EACH PHASE THROUGH THE USE OF MUTCD STANDARD TEMPORARY TRAFFIC CONTROL DETAIL WITH PRIOR APPROVAL FROM THE ENGINEER.
3. POLICE OFFICER DETAIL SHALL BE PROVIDED WHEN NECESSARY, WITH THE OFFICER DETERMINING THE EXACT LOCATION.
4. REFER TO SHEETS TTCP-001 AND TTCP-002 FOR ADDITIONAL NOTES RELATED TO TEMPORARY TRAFFIC CONTROL.
5. IN AREAS SHOWN AS RESTRICTED WORKZONES, ACCESS SHALL BE MAINTAINED BY LIMITING DURATIONS AND IMPACTS AS BEST AS PRACTICAL.
6. SCHOOL PARKING SHALL BE MAINTAINED AT ALL TIMES DURING SCHOOL YEAR. CONTRACTOR MAY USE PARKING SPACES FOR LAYDOWN BETWEEN JULY 1, 2023 – AUGUST 25, 2023.
7. PHASE 2 WORKZONE IS FOR ACTIVE WORK ONLY. WHEN WORK IS NOT TAKING PLACE, FENCE SHALL BE RELOCATED ADJACENT TO THE WORKZONE SUCH THAT EXISTING NUMBER OF TRAVEL LANES IS RESTORED.
8. TAPPAN STREET SHALL NOT BE CLOSED DURING THE SCHOOL YEAR. CONTRACTOR SHALL COORDINATE WITH BROOKLINE HIGH SCHOOL AND THE TOWN OF BROOKLINE FOR TAPPAN STREET CLOSURE.
9. CONTRACTOR MAY USE UP TO EIGHT SPACES IN THE TAPPAN STREET GYM PARKING LOT OFF SUMNER ROAD FOR CONTRACTOR PARKING FOR THE DURATION OF THE PROJECT.
9. TOWN OF BROOKLINE TO CONFIRM BUILDING EMERGENCY EGRESS IS NOT IMPACTED BY CONSTRUCTION STAGING PLAN.



WRA PROJECT # 21706

TOWN OF BROOKLINE  
BROOKLINE HIGH SCHOOL  
EXPANSION  
BROOKLINE, MA 02445

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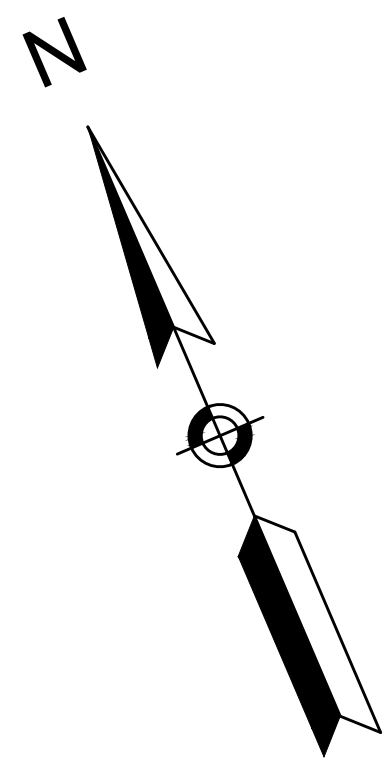
TEMPORARY TRAFFIC  
CONTROL PLAN

DRAWN BY: CM	 1/13/2023 2016.198 
CHECKED BY: RB	
SCALE: AS SHOWN	
DATE: 1/6/23	

DRAWING NUMBER:

TTCP-004





WRA PROJECT # 21706

**TOWN OF BROOKLINE**  
**BROOKLINE HIGH SCHOOL**  
**EXPANSION**  
BROOKLINE, MA 02445

TAPPAN STREET IMPROVEMENTS

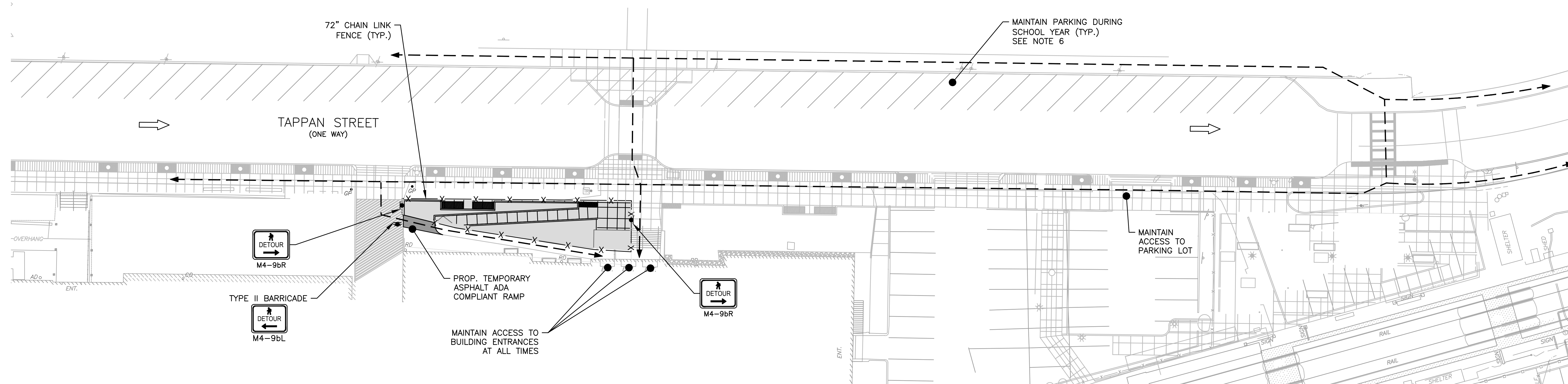
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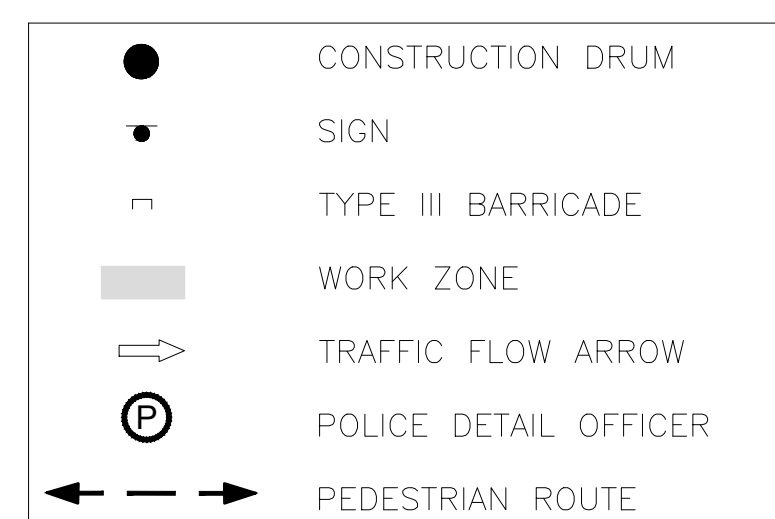
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Andover, Massachusetts 01810



**PHASE 2C**  
**SIDEWALK RECONSTRUCTION**

WORK TO BE COMPLETED:

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2. ADDITIONAL WORK MAY BE PERFORMED DURING EACH PHASE THROUGH THE USE OF MUTCD STANDARD TEMPORARY TRAFFIC CONTROL DETAIL WITH PRIOR APPROVAL FROM THE ENGINEER.
3. POLICE OFFICER DETAIL SHALL BE PROVIDED WHEN NECESSARY, WITH THE OFFICER DETERMINING THE EXACT LOCATION.
4. REFER TO SHEETS TTCP-001 AND TTCP-002 FOR ADDITIONAL NOTES RELATED TO TEMPORARY TRAFFIC CONTROL.
5. IN AREAS SHOWN AS RESTRICTED WORKZONES, ACCESS SHALL BE MAINTAINED BY LIMITING DURATIONS AND IMPACTS AS BEST AS PRACTICAL.
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9. TOWN OF BROOKLINE TO CONFIRM BUILDING EMERGENCY EGRESS IS NOT IMPACTED BY CONSTRUCTION STAGING PLAN.



0 20 50 100  
SCALE: 1" = 20'

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**JANUARY 6, 2023**

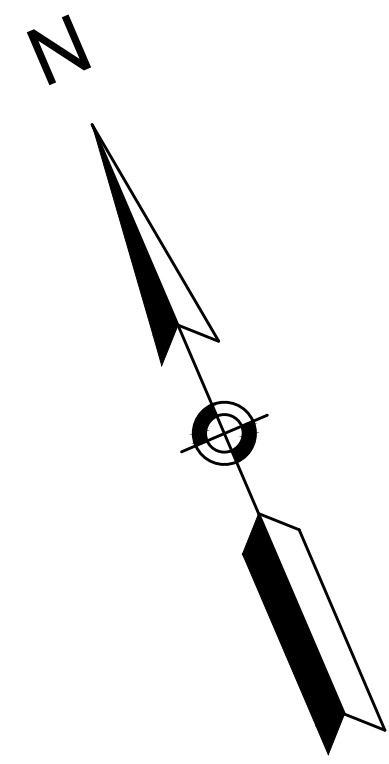
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**CONTROL PLAN**

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DATE: 1/6/23	

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**TTCP-005**





WRA PROJECT # 21706

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**TEMPORARY TRAFFIC**  
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DRAWN BY: CM

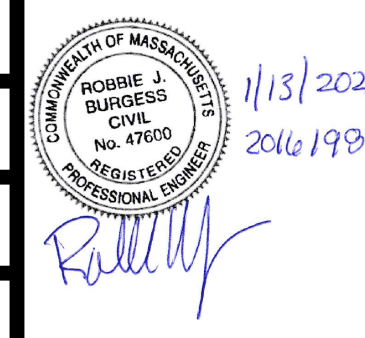
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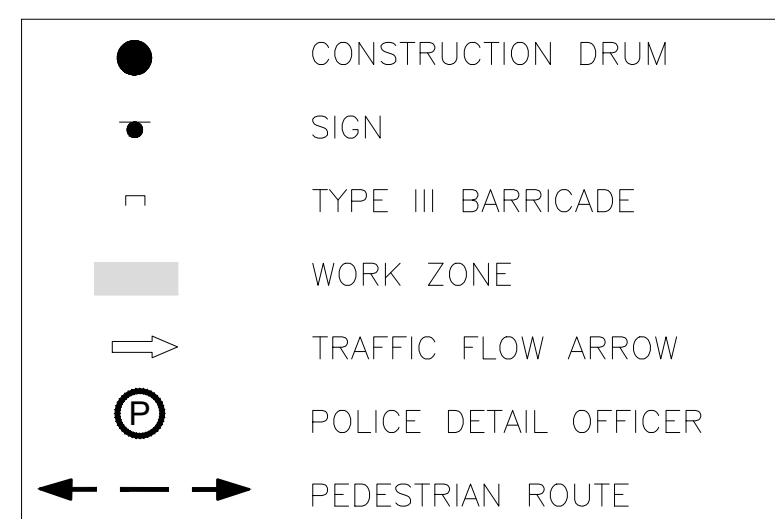
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**TTCP-006**

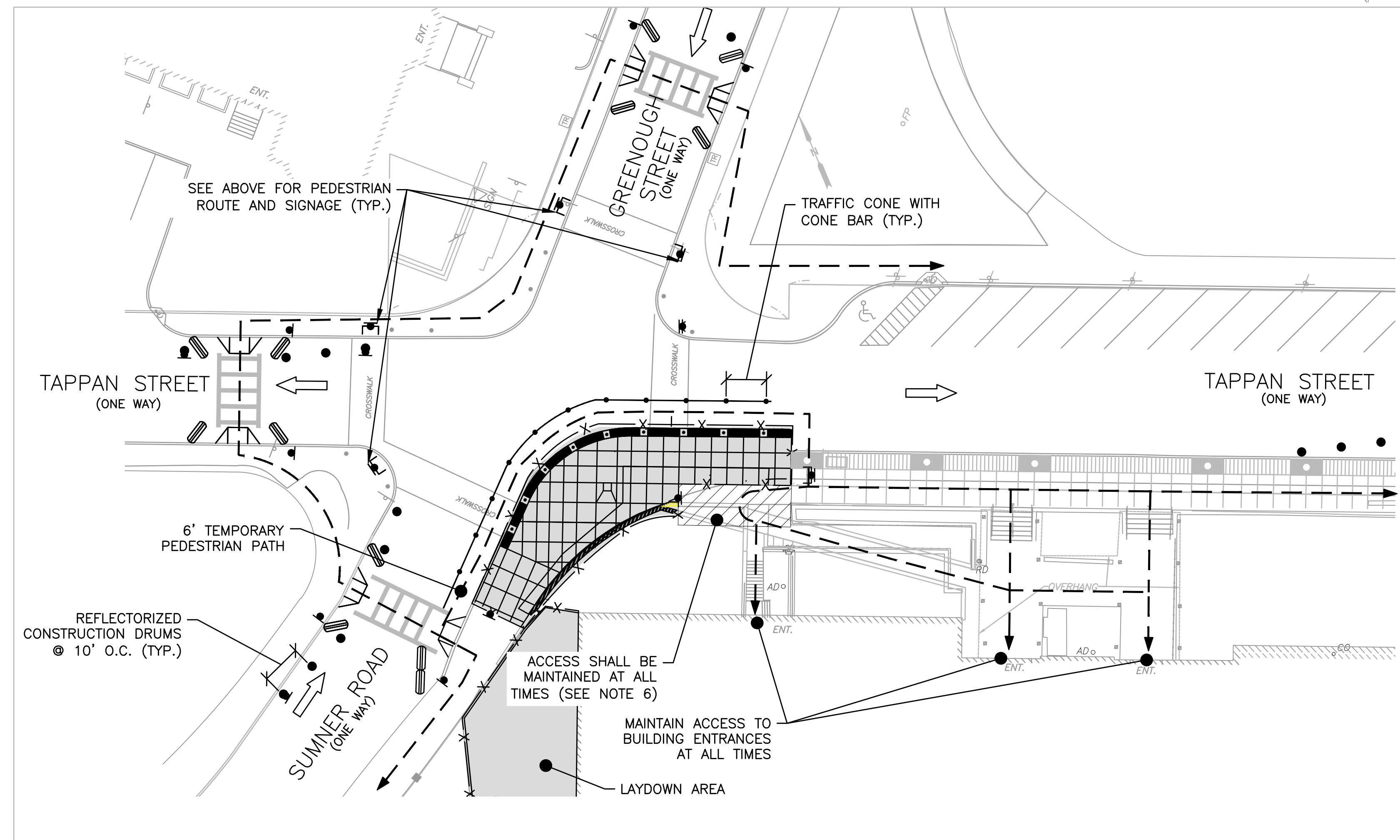


**WORK TO BE COMPLETED:**

1. THE WORK ZONE SHOWN IS INTENDED TO SUPPORT THE RECONSTRUCTION OF TAPPAN STREET INCLUDING BUT NOT LIMITED TO:
  - 1.1. RECONSTRUCTION OF SIDEWALKS, WHEELCHAIR RAMPS, CURBING, HARDSCAPING, ROADWAY BASE, AND DRIVEWAYS;
2. ADDITIONAL WORK MAY BE PERFORMED DURING EACH PHASE THROUGH THE USE OF MUTCD STANDARD TEMPORARY TRAFFIC CONTROL DETAIL WITH PRIOR APPROVAL FROM THE ENGINEER.
3. POLICE OFFICER DETAIL SHALL BE PROVIDED WHEN NECESSARY, WITH THE OFFICER DETERMINING THE EXACT LOCATION.
4. REFER TO SHEET TTCP-001 FOR ADDITIONAL NOTES RELATED TO TEMPORARY TRAFFIC CONTROL.
5. CONTRACTOR SHALL COORDINATE TEMPORARY CLOSURE OF TAPPAN STREET WITH THE TOWN OF BROOKLINE AND BROOKLINE HIGH SCHOOL.
6. IN AREAS SHOWN AS RESTRICTED WORKZONES, ACCESS SHALL BE MAINTAINED BY LIMITING DURATIONS AND IMPACTS AS BEST AS PRACTICAL.
7. SCHOOL PARKING SHALL BE MAINTAINED AT ALL TIMES DURING SCHOOL YEAR. CONTRACTOR MAY USE PARKING SPACES ON TAPPAN STREET FOR LAYDOWN BETWEEN JULY 1, 2023 - AUGUST 25, 2023.
8. WORK DURING THIS PHASE SHALL NOT OCCUR DURING THE SCHOOL YEAR. WORK MAY BE COMPLETED BETWEEN JULY 1, 2023 - AUGUST 25, 2023 OR AS APPROVED BY THE TOWN OF BROOKLINE.
9. CONTRACTOR MAY USE UP TO EIGHT SPACES IN THE TAPPAN STREET GYM PARKING LOT OFF SUMNER ROAD FOR CONTRACTOR PARKING FOR THE DURATION OF THE PROJECT.
10. TOWN OF BROOKLINE TO CONFIRM BUILDING EMERGENCY EGRESS IS NOT IMPACTED BY CONSTRUCTION STAGING PLAN.



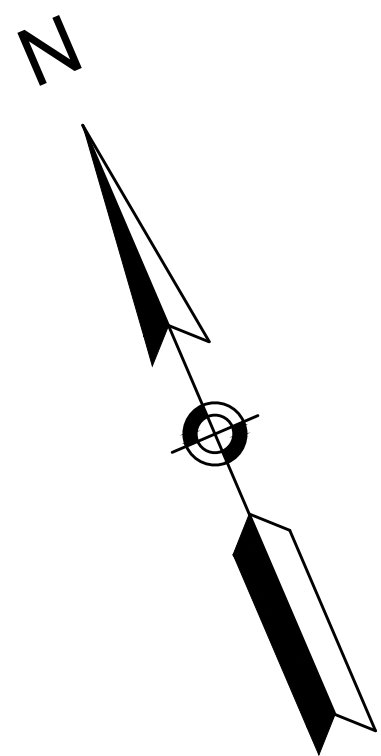
**PHASE 3**  
**SIDEWALK RECONSTRUCTION**



**DETAIL A**  
**NON-WORKING HOURS**

0 20 50 100  
SCALE: 1" = 20'





WRA PROJECT # 21706

**TOWN OF BROOKLINE**  
**BROOKLINE HIGH SCHOOL**  
**EXPANSION**  
BROOKLINE, MA 02445

TAPPAN STREET IMPROVEMENTS

**ARCHITECT**  
William Rawn Associates, Architects, INC. (617) 423-3470  
27 School Street, Second Floor  
Boston, Massachusetts 02108

**LANDSCAPE ARCHITECT**  
Lemon Brooke LLC. (978) 222-3700  
31 Oxbow Road  
Concord, Massachusetts 01742

**CIVIL ENGINEER**  
Nitsch Engineering, Inc. (617) 338-0063  
2 Center Plaza, Suite 430  
Boston, Massachusetts 02108


**TRAFFIC CONSULTANT**  
Howard Stein Hudson (617) 482-7080  
11 Beacon St  
Boston, Massachusetts 02108

**IRRIGATION CONSULTANT**  
Aqueous Consultants (978) 470-1695  
2 Dundee Park Drive  
Andover, Massachusetts 01810

**CONTRACT DOCUMENT SET**  
**JANUARY 6, 2023**

REVISIONS:		
REV. NO.	DATE	REVISION

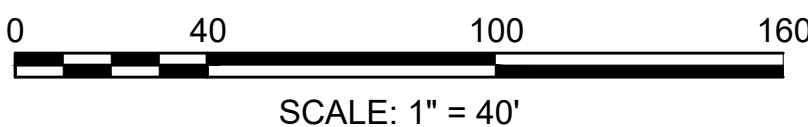
**DRAWING TITLE:**  
**TEMPORARY TRAFFIC**  
**CONTROL PLAN**

DRAWN BY: CM	
CHECKED BY: RB	
SCALE: AS SHOWN	
DATE: 1/6/23	

DRAWING NUMBER:

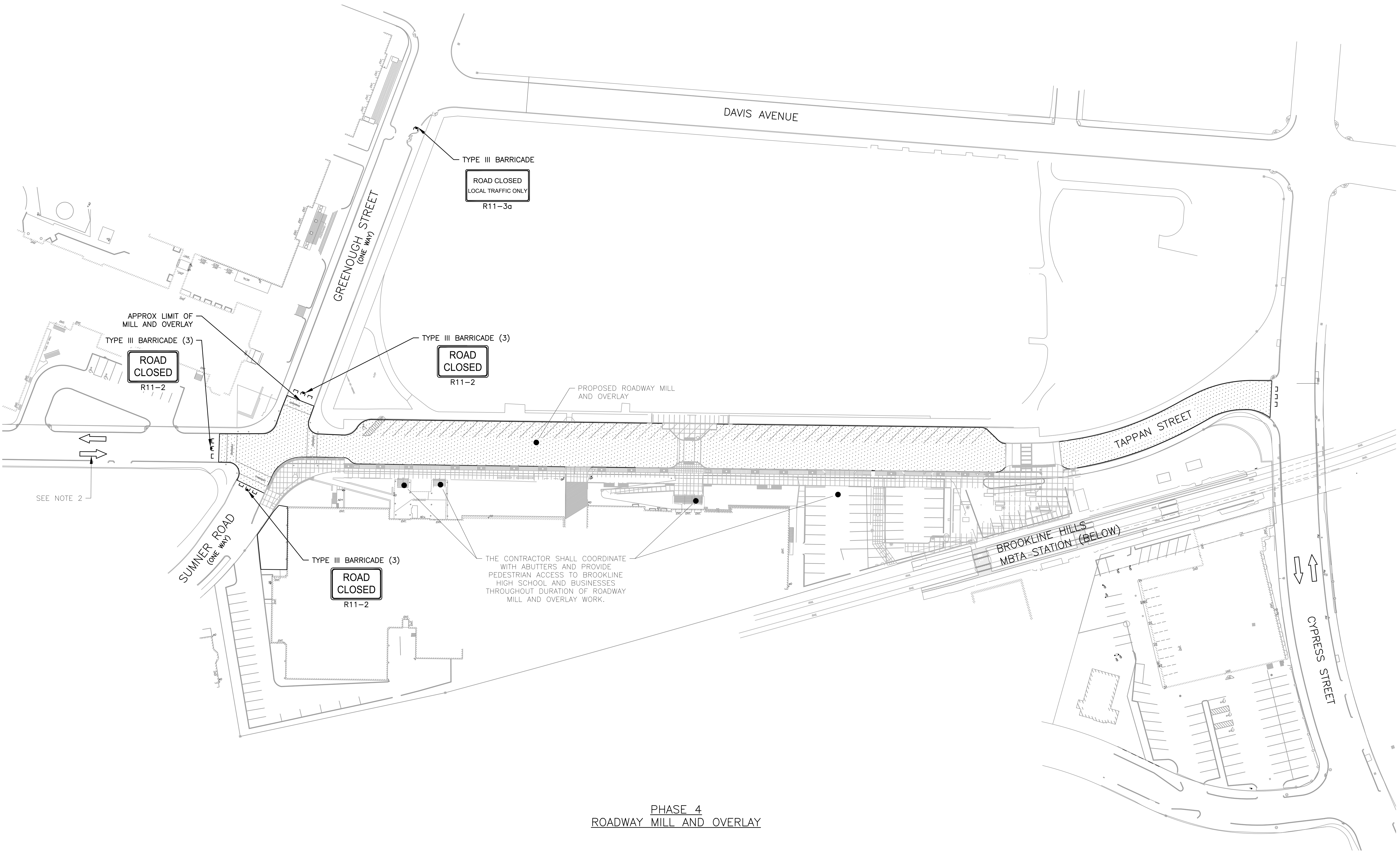
**TTCP-007**

**PHASE 4**  
**ROADWAY MILL AND OVERLAY**



WORK TO BE COMPLETED:

1. THE WORK ZONE SHOWN IS INTENDED TO SUPPORT THE RECONSTRUCTION OF TAPPAN STREET INCLUDING BUT NOT LIMITED TO:
  - 1.1. RECONSTRUCTION OF SIDEWALKS, WHEELCHAIR RAMPS, CURBING, HARDSCAPING, ROADWAY BASE, AND DRIVEWAYS;
2. DUE TO THE LOCATION OF THE PROPOSED ROADWAY MILL AND OVERLAY INTO TAPPAN STREET, THE ROADWAY WILL BE CLOSED TO THROUGH TRAFFIC AND TWO-WAY TRAVEL WILL BE PERMITTED BETWEEN TAPPAN STREET AT BLAKE ROAD AND TAPPAN STREET AT GREENOUGH STREET. UPON COMPLETION OF THE WORK PERIOD, ALL SIGNAGE SHALL BE REMOVED/COVERED, AND THE ROADWAY SHALL BE REOPENED TO ONE WAY TRAVEL. ALL ABUTTERS SHALL BE NOTIFIED OF THE PUBLIC ALLEY CLOSURE PRIOR TO THE START OF THE ROADWAY MILL AND OVERLAY.
3. ADDITIONAL WORK MAY BE PERFORMED DURING EACH PHASE THROUGH THE USE OF MUTCD STANDARD TEMPORARY TRAFFIC CONTROL DETAIL WITH PRIOR APPROVAL FROM THE ENGINEER.
4. POLICE OFFICER DETAIL SHALL BE PROVIDED WHEN NECESSARY, WITH THE OFFICER DETERMINING THE EXACT LOCATION.
5. REFER TO SHEET TTCP-001 FOR ADDITIONAL NOTES RELATED TO TEMPORARY TRAFFIC CONTROL.
6. CONTRACTOR SHALL COORDINATE CLOSURE OF TAPPAN STREET WITH THE TOWN OF BROOKLINE AND MBTA.
7. MILL AND OVERLAY AND SUBSTANTIAL COMPLETION BY AUGUST 25, 2023 AND START OF SCHOOL YEAR.
9. TOWN OF BROOKLINE TO CONFIRM BUILDING EMERGENCY EGRESS IS NOT IMPACTED BY CONSTRUCTION STAGING PLAN.





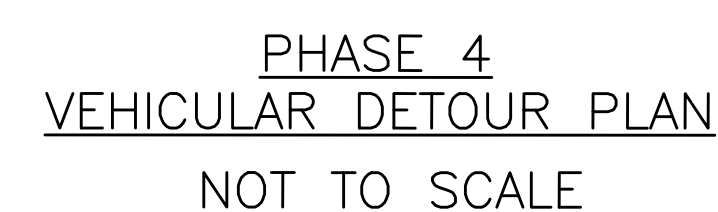


## TAPPAN STREET IMPROVEMENTS

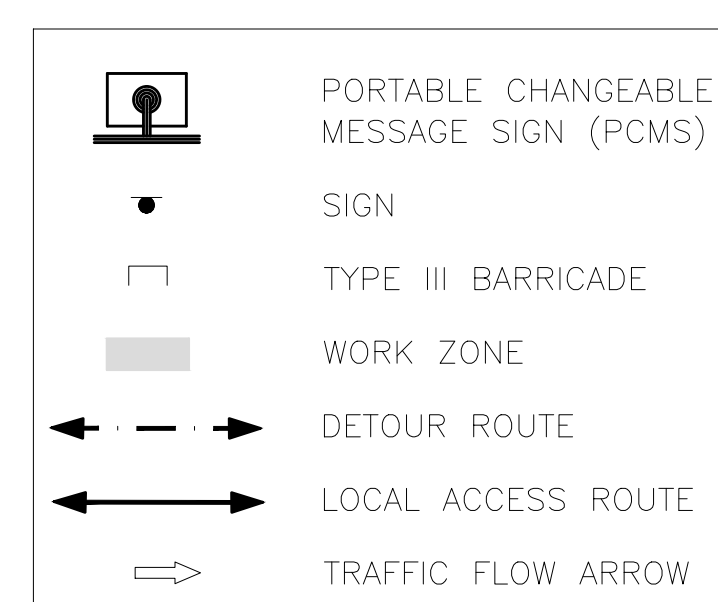
**IRRIGATION CONSULTANT**  
Aqueous Consultants (978) 470-1695  
2 Dundee Park Drive  
Andover, Massachusetts 01810

REVISIONS:		
REV. NO.	DATE	REVISION










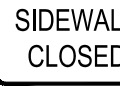
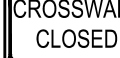
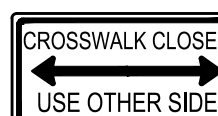

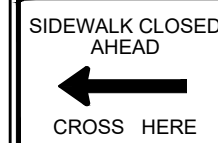
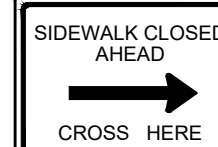

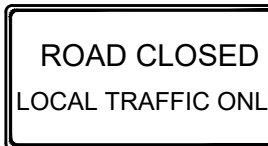



TTCP-008



1. DUE TO THE LOCATION OF THE PROPOSED ROADWAY MILL AND OVERLAY INTO TAPPAN STREET, ROADWAY WILL BE CLOSED THROUGH TRAFFIC AND TWO-WAY TRAVEL WILL BE PERMITTED BETWEEN TAPPAN STREET AT BLAKE ROAD AND TAPPAN STREET AT GREENOUGH STREET AND ON SUMMER STREET BETWEEN BLAKE ROAD AND TAPPAN STREET, UPON COMPLETION OF THE WORK PERIOD, ALL SIGNAGE SHALL BE REMOVED/COVERED, AND THE ROADWAY SHALL BE REOPENED TO ONE WAY TRAVEL. ALL ABUTTERS SHALL BE NOTIFIED OF THE PUBLIC ALLEY CLOSURE PRIOR TO THE START OF THE ROADWAY MILL AND OVERLAY.





SIGN SUMMARY												
IDENTIFI- CATION NUMBER	SIZE OF SIGN		TEXT	TEXT DIMENSIONS (INCHES)			NUMBER OF SIGNS REQUIRED	COLOR		POST SIZE AND NUMBER REQUIRED	UNIT AREA (S.F.)	AREA IN SQUARE FEET
	WIDTH	HEIGHT		LETTER HEIGHT	VERTICAL SPACING	ARROW RTE. MKR.						
M4-9	30"	24"		MUTCD STANDARD DETAIL			2	MUTCD STANDARD DETAIL			5.00	10.00
M4-9b	30"	24"					2				5.00	10.00
M4-9bL	30"	24"					2				5.00	10.00
M4-9bR	30"	24"					3				5.00	15.00
M4-9L	30"	24"					2				5.00	10.00
M4-9R	30"	24"					1				5.00	5.00
M4-10L	48"	18"					1				6.00	6.00
R7-1L	12"	18"					4				1.50	6.00
R7-1R	12"	18"					4				1.50	6.00
R9-9	24"	12"					6				2.00	12.00
R9-9 (MOD)	24"	12"					4				2.00	8.00
R9-10(MOD)	24"	12"					2				2.00	4.00
R9-11aR	24"	12"					1				2.00	2.00
R9-11L	24"	18"					1				3.00	3.00
R9-11R	24"	18"					1				3.00	3.00
R11-2	48"	30"					3				10.00	30.00
R11-3a	60"	30"					3				12.50	37.50
W11-2	36"	36"					5				9.00	45.00
W16-7pL	24"	12"					2				2.00	4.00
W16-7pR	24"	12"					3				2.00	6.00



WRA PROJECT # 21706

TOWN OF BROOKLINE  
BROOKLINE HIGH SCHOOL  
EXPANSION  
BROOKLINE, MA 02445

TAPPAN STREET IMPROVEMENTS

ARCHITECT  
William Rawn Associates, Architects, INC. (617) 423-3470  
27 School Street, Second Floor  
Boston, Massachusetts 02108

LANDSCAPE ARCHITECT  
Lemon Brooke LLC. (978) 222 -3700  
51 Oxbow Road  
Concord, Massachusetts 01742

CIVIL ENGINEER  
Nitsch Engineering, Inc. (617) 338-0063  
2 Center Plaza, Suite 430  
Boston, Massachusetts 02108

TRAFFIC CONSULTANT  
Howard Stein Hudson (617) 482-7080  
11 Beacon St  
Boston, Massachusetts 02108

IRRIGATION CONSULTANT  
Aqueous Consultants (978) 470-1695  
2 Dundee Park Drive  
Andover, Massachusetts 01810

CONTRACT DOCUMENT SET  
JANUARY 6, 2023

REVISIONS:		
REV. NO.	DATE	REVISION

DRAWING TITLE:

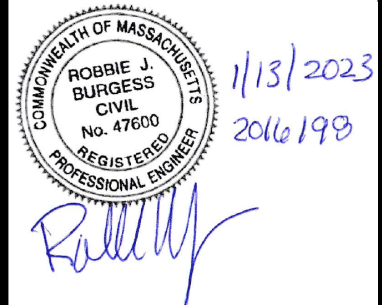
TEMPORARY TRAFFIC  
CONTROL PLAN

DRAWN BY: CM

CHECKED BY: RB

SCALE: AS SHOWN

DATE: 1/6/23



DRAWING NUMBER:

TTCP-009



## Andrew Jonic

---

**From:** Andrew Jonic  
**Sent:** Thursday, December 8, 2022 12:54 PM  
**To:** Chris Berry  
**Subject:** FW: Brookline Expansion Project - Tappan Streetscape Bid Documents - Final Draft

Chris,

Please make the following prints and have them delivered to:  
<https://williamrawnassociates.box.com/s/57fr1ut7c6otnhq3b93oisxowlo8rn8q>

**Tony Guigli**

Project Administrator  
333 Washington Street  
Third Floor  
Brookline, MA

- (1) Half size - drawings
- (1) Set of single sided specifications

**Rob King**

Engineering / Transportation Director  
333 Washington Street  
Third Floor  
Brookline, MA

- (1) Half size - drawings
- (1) Set of single sided specifications

**Rob Kefalas**

Town of Brookline Engineering Division  
333 Washington Street  
Third Floor  
Brookline, MA

- (1) Full size - drawings
- (1) Set of single sided specifications

Project #21706

Thank you,

**Andrew Jonic AIA**  
Associate Principal  
c. 617.548.4275

**WILLIAM RAWN ASSOCIATES** | Architects Inc.

27 School Street  
Second Floor  
Boston, MA 02108  
t. 617.423.3470  
[www.rawnarch.com](http://www.rawnarch.com)



# INVOICE

ANDREW T. JOHNSON CO., INC.



15 TREMONT PLACE  
BOSTON MA 02108  
(617) 742-1610 - Phone  
(617) 523-0719 - Fax

## Bill To:

WILLIAM RAWN ASSOC. ARCH., INC.  
27 SCHOOL STREET, 2ND FL  
BOSTON MA 02108

## Ship To:

WILLIAM RAWN ASSOC. ARCH., INC.  
ANDY JONIC  
c/o ANDREW T. JOHNSON CO., INC.  
15 TREMONT PLACE

154910

Purchase Order No.		Customer ID		Ship Date	Shipping Method	Payment Terms	Date	Invoice	
#21706		000000252600		12/12/2022	COUNTER P/U	Net 30	12/13/2022	IVC128918	
Ordered	Shipped	B/O	Item Number	Description			Discount	Unit Price	Ext. Price
297	297	0	4008A-100	12-12-22 / Andy Jonic			\$0.0000	\$0.3500	\$103.95
1	1	0	100A-100	Brookline Expansion: 33 Plots 30x42 onto Bond Collar Bind			\$0.0000	\$1.5000	\$1.50
<div>21706.00 22</div>									
Subtotal							\$105.45		
Tax							\$6.59		
Total							\$112.04		

provide account numbers and/or invoice numbers making payments. Thank you.

Please provide account numbers and/or invoice numbers making payments. Thank you.



## Andrew Jonic

---

**From:** Andrew Jonic  
**Sent:** Saturday, January 14, 2023 12:00 PM  
**To:** Chris Berry  
**Cc:** Robert Kefalas  
**Subject:** FW: BHS Expansion Tappan Streetscape Improvements

Chris,

Please make the following prints of the Streetscape drawings and send to:

Quantity (1) Full size – drawings (paper cover and back sheet – card stock binding)

Quantity (1) Half size - drawings

**Rob King**

Engineering / Transportation Director  
333 Washington Street  
Third Floor  
Brookline, MA

Project #21706

<https://williamrawnassociates.box.com/s/quvpo8q393g4etz8z0gsxwjkvyxgyu39>

Please expedite printing and delivery. Town Hall is closed on Monday, so please deliver as early as possible on Tuesday.

Thank you,

Andy

**Andrew Jonic AIA**  
Associate Principal  
c. 617.548.4275

**WILLIAM RAWN ASSOCIATES** | Architects Inc.

27 School Street  
Second Floor  
Boston, MA 02108  
t. 617.423.3470  
[www.rawnarch.com](http://www.rawnarch.com)

---

**From:** Andrew Jonic  
**Sent:** Saturday, January 14, 2023 10:10 AM  
**To:** Robert Kefalas <rkefalas@brooklinema.gov>  
**Cc:** Robert King <rking@brooklinema.gov>; Tony Guigli <tguigli@brooklinema.gov>; Ralph Tella <RTella@lordenv.com>; Ammar Dieb <adieba@uec-env.com>; Josh@lemonbrooke.com; Christian Boran <cboran@lemonbrooke.com>; Ian



# INVOICE

ANDREW T. JOHNSON CO., INC.

15 TREMONT PLACE

BOSTON MA 02108

(617) 742-1610 - Phone

(617) 523-0719 - Fax



154994

## Bill To:

WILLIAM RAWN ASSOC. ARCH., INC.  
27 SCHOOL STREET, 2ND FL  
BOSTON MA 02108

## Ship To:

BROOKLINE TOWN HAL  
ROB KING/ENGINEERING/TRANSPORTAT  
333 WASHINGTON STREET  
BROOKLINE MA 02445

Purchase Order No.		Customer ID		Ship Date	Shipping Method	Payment Terms	Date	Invoice
#21706		000000252600		1/16/2023	COURIER	Net 30	1/19/2023	IVC129147
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price	
306	306	0	4008A-100	1-16-23 / Andy Jonic BHS Expansion: 34 Plots 30x42 onto Bond	\$0.0000	\$0.3500	\$107.10	
1	1	0	100A-100	Collar Bind	\$0.0000	\$1.5000	\$1.50	
102	102	0	4009A-100	34 E/prints 15x21	\$0.0000	\$0.3500	\$35.70	
1	1	0	100A-100	Collar Bind	\$0.0000	\$1.5000	\$1.50	
1	1	0	4005B-100	Delivery (See Ship to)	\$0.0000	\$27.5000	\$27.50	
							<b>Subtotal</b>	\$173.30
							<b>Tax</b>	\$9.11
							<b>Total</b>	\$182.41

Please provide account numbers and/or invoice numbers  
when making payments. Thank you.



**From:** Andrew Jonic  
**Sent:** Friday, January 20, 2023 11:06 AM  
**To:** Chris Berry  
**Subject:** RE: BHS Expansion Tappan Streetscape Improvements - Final Bid documents prints

Thanks Chris. I thought ATJs might be using an out of house delivery service.

Andy

**Andrew Jonic AIA**  
Associate Principal  
c. 617.548.4275

**WILLIAM RAWN ASSOCIATES** | Architects Inc.

27 School Street  
Second Floor  
Boston, MA 02108  
t. 617.423.3470  
[www.rawnarch.com](http://www.rawnarch.com)

---

**From:** Chris Berry <[chrisberry@andrewtjohnson.com](mailto:chrisberry@andrewtjohnson.com)>  
**Sent:** Friday, January 20, 2023 10:59 AM  
**To:** Andrew Jonic <[AJonic@rawnarch.com](mailto:AJonic@rawnarch.com)>  
**Subject:** RE: BHS Expansion Tappan Streetscape Improvements - Final Bid documents prints

[External]

Hi Andy , I can only use my courier  
I was suggesting maybe you had someone  
I will cancel other deliveries so I can get this done & it will be delivered by us later in the afternoon  
Thx Have a Great Day  
CB

---

**From:** Andrew Jonic <[AJonic@rawnarch.com](mailto:AJonic@rawnarch.com)>  
**Sent:** Friday, January 20, 2023 10:35 AM  
**To:** Chris Berry <[chrisberry@andrewtjohnson.com](mailto:chrisberry@andrewtjohnson.com)>  
**Cc:** Robert Kefalas <[rkefalas@brooklinema.gov](mailto:rkefalas@brooklinema.gov)>  
**Subject:** BHS Expansion Tappan Streetscape Improvements - Final Bid documents prints

Hi Chris,

Please make the following prints and deliver to Rob Kefalas today.

Quantity: 8  
Size: Full Size Prints



# INVOICE

ANDREW T. JOHNSON CO., INC.

15 TREMONT PLACE

BOSTON MA 02108

(617) 742-1610 - Phone

(617) 523-0719 - Fax



154995

## Bill To:

WILLIAM RAWN ASSOC. ARCH., INC.  
27 SCHOOL STREET, 2ND FL  
BOSTON MA 02108

## Ship To:

TOWN OF BROOKLINE  
ROB KEFALAS  
333 WASHINGTON STREET  
BROOKLINE MA 02445

Purchase Order No.		Customer ID		Ship Date	Shipping Method	Payment Terms	Date	Invoice
21706		000000252600		1/20/2023	COURIER	Net 30	1/23/2023	IVC129188
Ordered	Shipped	B/O	Item Number	Description	Discount	Unit Price	Ext. Price	
306	306	0	4008A-100	1-20-23 / Andy Jonic BHS Expansion: 34 Plots 30x42 onto Bond	\$0.0000	\$0.3500	\$107.10	
1	1	0	100A-100	Collar Bind	\$0.0000	\$1.5000	\$1.50	
2,142	2,142	0	4009A-100	238 E/Prints 30x42	\$0.0000	\$0.2500	\$535.50	
7	7	0	100A-100	Collar Bind	\$0.0000	\$1.5000	\$10.50	
1	1	0	4005B-100	Deliver Today ASAP	\$0.0000	\$42.5000	\$42.50	
Subtotal							\$697.10	
Tax							\$40.91	
Total							\$738.01	

Please provide account numbers and/or invoice numbers  
when making payments. Thank you.



## Andrew Jonic

---

**From:** Andrew Jonic  
**Sent:** Friday, March 18, 2022 9:04 AM  
**To:** Chris Berry; Patty McCarthy  
**Cc:** Colleen de Matta  
**Subject:** RE: BHS Expansion - Streetscape bid drawings and Specification cover page (signed)

Hi Chris,

Please make the following prints of the Streetscape bid drawings for the Town of Brookline. You can download the drawings here:

<https://williamrawnassociates.box.com/s/m1cyvl6fpend7hsqh7ncmgjwuhcc036o>

- (3) half size sets
- (7) full size sets
- Collar bind
- Please send the final invoice to Patty and to me. We will get re-imbursed for some of this order.
- Project #: 21076.56

Thank you,

Andy

**Andrew Jonic AIA**  
Senior Associate  
c. 617.548.4275

**WILLIAM RAWN ASSOCIATES** | Architects, Inc.

27 School Street  
Second Floor  
Boston, MA 02108  
t. 617.423.3470  
[www.rawnarch.com](http://www.rawnarch.com)

---

**From:** Robert Kefalas <rkefalas@brooklinema.gov>  
**Sent:** Thursday, March 17, 2022 11:35 AM  
**To:** Andrew Jonic <AJonic@rawnarch.com>  
**Cc:** Colleen de Matta <CdeMatta@rawnarch.com>; Robert King <rking@brooklinema.gov>; Tony Guigli <tguigli@brooklinema.gov>; Ray Masak <rmasak@brooklinema.gov>  
**Subject:** RE: BHS Expansion - Streetscape bid drawings and Specification cover page (signed)

[External]

Andy-

We need 3 half sets and 7 full sets of the drawings printed and delivered to Brookline Town Hall /4<sup>th</sup> floor Eng Div.



# INVOICE

ANDREW T. JOHNSON CO., INC.



15 TREMONT PLACE  
BOSTON MA 02108  
(617) 742-1610 - Phone  
(617) 523-0719 - Fax

## Bill To:

WILLIAM RAWN ASSOC. ARCH., INC.  
27 SCHOOL STREET, 2ND FL  
BOSTON MA 02108

## Ship To:

TOWN OF BROOKLINE - DPW  
ROBERT KEFALAS  
333 WASHINGTON STREET  
BROOKLINE MA

Purchase Order No.		Customer ID		Ship Date	Shipping Method	Payment Terms	Date	Invoice
21076.56		000000252600		3/18/2022	COURIER	Net 30	3/18/2022	IVC126268
Ordered	Shipped	B/O	Item Number	Description		Discount	Unit Price	Ext. Price
297	297	0	4008A-100	3-18-22 / Andy Jonic 21076.56 BHS: 33 Plots onto Bond 30x42		\$0.0000	\$0.3500	\$103.95
1,782	1,782	0	4009A-100	198 E/Prints 30x42		\$0.0000	\$0.2500	\$445.50
297	297	0	4009A-100	99 E/Prints 15x21		\$0.0000	\$0.2500	\$74.25
10	10	0	100A-100	Collar Bind		\$0.0000	\$1.5000	\$15.00
1	1	0	4005B-100	Delivery (See Ship to)		\$0.0000	\$22.5000	\$22.50
						Subtotal	\$661.20	
						Tax	\$39.92	
						Total	\$701.12	

Please provide account numbers and/or invoice numbers when making payments. Thank you.

Please provide account numbers and/or invoice numbers  
when making payments. Thank you.



4/3/23

Driscoll School Project

**Change Order #25 Summary**

<u>Change Proposal Number</u>	<u>Change Value</u>
ATP 120 R1, ASI 32, 4th Floor RCP Ceiling Clarifications	\$30,855.00
ATP 128R2, ASI 13R3, RCP Revisions - Floor 1	\$49,696.00
ATP 130, ASI 38, Central Stair	\$83,971.00
ATP 138 R2, ASI 24R3, RCP Coordination - Floor 3	\$32,815.00
ATP 146 R1, ASI 16R3, RCP Floor 2 Clarifications	\$40,963.00
ATP 149, Gridlines C2 to C4 Not Ready for Steel	\$0.00
ATP 151, ASI 45, Edge of Slab Clarifications	\$18,534.00
ATP 167 R1, PR 30, Toilet Room Modifications	(-\$910.00)
ATP 169 R1, RFI 458,, Stair #1 - New 5th Floor Header Beam	\$3,196.00
ATP 184R1, RFI 556, Addition of Siamese Connection	\$9,896.00
ATP 187 R1, RFI 399, Volleyball Sleeve Locations	\$1,717.00
ATP 191R2, ASI 72R, RFI 415.1, Teacher Planning Glazing	\$24,477.00
ATP 194, ASI 62, Flagpole Lighting	\$5,759.00
ATP 196, RFI474.1, Mechanical Screen Wall Additional Framing	\$12,878.00
ATP 200, PR 31, Toilet Accessory Modifications	\$21,690.00
ATP 210, RFI 542, Walk-In Cooler Condenser Location	\$9,379.00
ATP 212, ASI 66, Area C Unfolded Elevations and Plans	\$8,735.00
ATP 215, ASI 67, Power Modifications	\$0.00
ATP 218, RFI 586, Add Kitchen Floor Drain Type D	\$7,393.00
ATP 219, RFI 513, Added Fuel Oil Tank Equipment Pad	\$6,752.00
ATP 220, RFI 594, Area B Low Roof Drainage Backwater Valves	\$3,123.00
ATP 224, Monumental Stair Components	\$0.00
ATP 225, Supermetal Firewatch Costs from Fire Watch Allowance	\$0.00
ATP 226, Premium Time Costs for Jan and Feb 2023	\$0.00
ATP 227R1, RFI 627, Sloped ACT at Window	\$3,567.00
ATP 235, Miscellaneous Supports for Elevator	\$0.00
<b>Total Change Order Value</b>	<b>\$374,486.00</b>

**ATP 120 R1, ASI 32, 4th Floor RCP Ceiling Clarifications \$30,855.00**

As part Gilbane's coordination with the trades (VDC coordination), RCPs were modified by floor. Changes to ACT ceiling and GWB soffit layouts and heights, HVAC, fire protection, electrical and lighting systems. Additional credits regarding corridor lighting are to be realized in the forthcoming revised ATP-202.





4/3/23

**ATP 128R2, ASI 13R3, RCP Revisions - Floor 1 \$49,696.00**

As part Gilbane's coordination with the trades (VDC coordination), RCPs were modified by floor. Changes to ACT ceiling and GWB soffit layouts and heights, HVAC, fire protection, electrical and lighting systems.

**ATP 130, ASI 38, Central Stair \$83,971.00**

Costs for changes to the central monumental stair framing geometry and edge of slab. Due to coordination issues between the architectural and structural models at the monumental stairs, modifications were required to be made to the shop drawings to bring the models into alignment. The stair detailing was modified in shop drawings and adjustments were made at the perimeter opening at levels 3 and 4. A delay in the issuance of steel shop drawings at the beginning of the project compounded the issue. The overall process delayed fabrication and affected the sequential installation of the stairs resulting in the costs enumerated.

**ATP 138 R2, ASI 24R3, RCP Coordination - Floor 3 \$32,815.00**

As part Gilbane's coordination with the trades (VDC coordination), RCPs were modified by floor. Changes to ACT ceiling and GWB soffit layouts and heights, HVAC, fire protection, electrical and lighting systems. Additional credits regarding corridor lighting are to be realized in the forthcoming revised ATP-202.

**ATP 146 R1, ASI 16R3, RCP Floor 2 Clarifications \$40,963.00**

As part Gilbane's coordination with the trades (VDC coordination), RCPs were modified by floor. Changes to ACT ceiling and GWB soffit layouts and heights, HVAC, fire protection, electrical and lighting systems. Additional credits regarding corridor lighting are to be realized in the forthcoming revised ATP-202.

**ATP 149, Gridlines C2 to C4 Not Ready for Steel \$0.00**

GMP contingency for Supermetal to unload, store and reload the steel for area between Gridlines C2 to C4 due to the area not being ready to install steel.

**ATP 151, ASI 45, Edge of Slab Clarifications \$18,534.00**

Changes are a combination of MEP coordination for shaft openings and architectural modifications to the roof slab edge stops.

**ATP 167 R1, PR 30, Toilet Room Modifications (-\$910.00)**

Owner requested modifications to Toilet Accessory types resulting in a net credit to the project.

**ATP 169 R1, RFI 458, Stair #1 - New 5th Floor Header Beam \$3,196.00**

There was a discrepancy between the shop drawings and the contract documents for the roof-level supporting beam for egress Stair No. 1. A new header beam was required to be installed and attached to the concrete wall with clip angles and





4/3/23

epoxied anchors. The assignment of the cost of the work has been divided between the GMP and Coordination.

**ATP 184R1, RFI 556, Addition of Siamese Connection \$9,896.00**

At BFD's request, a 2-way fire department connection was changed to a 4-way fire department connection.

**ATP 187 R1, RFI 399, Volleyball Sleeve Locations \$1,717.00**

Specification 11 66 23-2.5 includes the Volleyball Equipment and installation requirements, however a graphic representation was not included in the drawing set. It was agreed to split the costs between the GMP Contingency and E/O.

**ATP 191R2, ASI 72R, RFI 415.1, Teacher Planning Glazing \$24,477.00**

Modifications to the interior glazing details at 15 teacher planning areas for coordination with millwork and drywall.

**ATP 194, ASI 62, Flagpole Lighting \$5,759.00**

Modifying the flagpole to add a top-of-pole light. The flagpole lighting was modified from in-ground uplighting to work with coordination requirements with concrete sidewalk and flagpole foundation. The credit for the in-ground lighting was carried in ATP-171.

**ATP 196, RFI474.1, Mechanical Screen Wall Additional Framing \$12,878.00**

The metal panel screen walls at the roof and dumpster pad required additional support for wind loads per calculations submitted for review during the submittal process.

**ATP 200, PR 31, Toilet Accessory Modifications \$21,690.00**

Owner request to install (21) sanitary product dispensers in the toilet rooms.

**ATP 210, RFI 542, Walk-In Cooler Condenser Location \$9,379.00**

The condensers for the walk-in cooler were moved from the roof to the side wall over the areaway on the first floor due to pump limitations for vertical runs of piping. Additional piping and mounting supports were required for this reconfiguration.

**ATP 212, ASI 66, Area C Unfolded Elevations and Plans \$8,735.00**

Change at Pre-K Room 2710 bay window from brick to phenolic panel for consistency with the other bay windows.

**ATP 215, ASI 67, Power Modifications \$0.00**

Modifications to power requirements in the Gymnasium and Makerspace as a result of Coordination review. No cost change.





4/3/23

**ATP 218, RFI 586, Add Kitchen Floor Drain Type D \$7,393.00**

Per Plumbing Inspector's request, an additional floor drain was required adjacent to the serving line to facilitate floor cleanup.

**ATP 219, RFI 513, Added Fuel Oil Tank Equipment Pad \$6,752.00**

A pad for the fuel tank was required to be added to raise the tank off of the floor. The additional cost for this work has been released as per direction of the OPM.

**ATP 220, RFI 594, Area B Low Roof Drainage Backwater Valves \$3,123.00**

Per request of the Plumbing Inspector, (2) 5 inch Backwater Valves and access panels are required to be installed.

**ATP 224, Monumental Stair Components \$0.00**

GMP contingency to cover components of the Monumental Stairs which were to be included in Supermetal's Contract vs. Miscellaneous Metals Contract.

**ATP 225, Supermetal Firewatch Costs from Fire Watch Allowance \$0.00**

GMP contingency for firewatch details after erection. The costs were negotiated to be \$45,000 and was to be taken from the Firewatch Owner Allowance. The Firewatch Allowance was previously transferred to Temp Heat and Police Detail Allowances to cover costs. Therefore, it was necessary to refund the Firewatch Allowance by transferring costs from the COVID Cleaning Owner's Allowance.

**ATP 226, Premium Time Costs for Jan and Feb 2023 \$0.00**

GMP contingency for premium time only costs for work performed on Saturdays 1/21/23, 1/28/23, 2/4/23, 2/11/23 and 2/18/23.

**ATP 227R1, RFI 627, Sloped ACT at Window \$3,567.00**

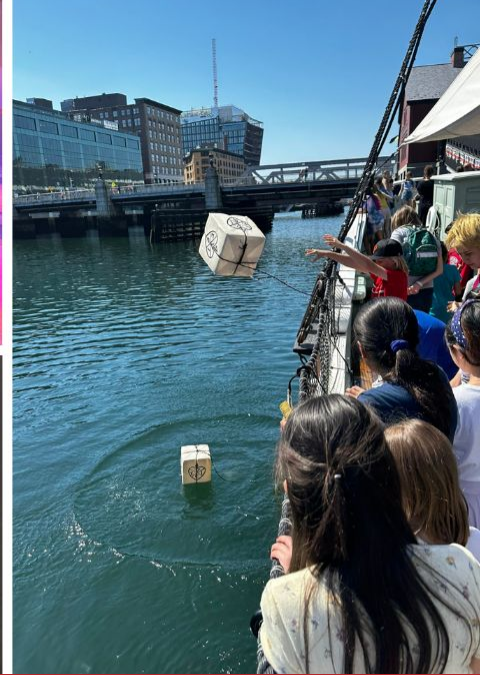
Cost associated with providing a backpan at the storefront and enclosing the upper lite due to coordinate with the sloped ceiling.

**ATP 235, Miscellaneous Supports for Elevator \$0.00**

GMP contingency for cost associated with installing missing brackets on the tube steel side of the hoistway.







PUBLIC SCHOOLS of  
**BROOKLINE**

**Superintendent's Update - April 27, 2023**





# Agenda



- Community Highlights
- Superintendent School Visits
- Important Dates
- Spotlight on Excellence





Media Credit: J. Roffman

Congratulations to the three PSB educators named this year's recipients of the Brookline Education Foundation's **Caverly (Excellence in Teaching)** and **Sperber (Excellence in Administration)** Awards! We look forward to congratulating them in-person at an upcoming School Committee meeting.

- **Sara O'Shea**, 6th/7th grade ELA teacher at Heath School, *Caverly Award*
- **Elizabeth Crane**, BHS biology teacher, *Caverly Award*
- **Dan Bresman**, Coordinator, BHS School Within a School (SWS), *Sperber Award*

# BEF Honors PSB Educators



Congratulations to all of our PSB community members who competed in the **Boston Marathon last Monday! Over 40 representatives from all of our schools participated!**

We especially want to highlight our student alumni who competed in the race:

- Jack Ruske - FRR/BHS Graduate
- Jamie Yu - Heath/BHS Graduate
- Karina Da Rosa - Lincoln/BHS Graduate and PSB Substitute Nurse
- Lucia Wesemann - Lincoln/BHS Graduate
- Samuel Burrington - Pierce/BHS Graduate

PSB students also competed in the B.A.A. Invitational Mile and 1000 meters events last Saturday, as well!

*Media Credit: C. Uyenoyama, Team Brookline*



# Congratulations to our Boston Marathon Competitors!



As is the tradition, **six PSB schools** will serve as polling locations for the Brookline Town election next **Tuesday, May 2** from 7:00 a.m. to 8:00 p.m.

Poll workers will actively guide voters to the polling locations to minimize any disruption to school operations.

Precinct(s)	Location
2, 8	Ruffin Ridley School Gym
5, 5A	Lincoln School Gym
6	BHS Schluntz Gym (115 Greenough)
10, 11	Driscoll School Gym
12, 13, 13A	Runkle School Gym
14, 14A	Heath School Gym

Media Credit: M. Chan

## May 2 Town Election - PSB Polling Locations





I am pleased to announce that **Kathleen Davock** joined PSB earlier this week as the new **Assistant to the Superintendent**.

Ms. Davock has spent the last ten years working as the Administrative Assistant to the Director of Student Services in the Monomoy Regional School District on Cape Cod. In that position, she provided assistance to the full special education team, collaborated on the implementation of a new digital testing platform, and worked collegially with the central office staff on a day-to-day basis to ensure its smooth functioning.

We warmly welcome Ms. Davock into the PSB Community!

*Media Credit: HMFH*

## Introduction of New Assistant to the Superintendent



Recently Completed	
Runkle	Wednesday, 4/12
FRR	Thursday, 4/14
Baker	Tuesday, 4/25
BHS	Thursday, 4/27
Upcoming	
Heath	Friday, 4/28
Driscoll	Monday, 5/1
Runkle	Friday, 5/5
Lawrence	Friday, 5/5

Last night I was pleased to host a Community Forum for parents and caregivers to offer feedback on the **District Strategic Plan**. We met in the theatre at 22 Tappan Street on the BHS campus.

Our work on the District Strategic Plan will continue through June, and I look forward to sharing the progress.



- **Asian American Native Hawaiian, and Pacific Islander Heritage Month:** Monday, May 1 - Wednesday, May 31
- **Mental Health Awareness Month:** Monday, May 1 - Wednesday, May 31
- **K-6 Early Dismissal at 12:40 p.m.:**  
Thursday, May 4 and Wednesday, May 10
- **Cinco de Mayo:** Friday, May 5
- **National Teacher Appreciation Week:**  
Monday, May 8 to Friday, May 12
- **Mother's Day:** Sunday, May 14
- **Memorial Day Holiday (Schools and District Offices Closed):** Monday, May 29

Media Credit: L. Stewart

## PUBLIC SCHOOLS of BROOKLINE

# May 2023

### UPCOMING EVENTS ON THE PSB CALENDAR:

THU  
4

#### Early Dismissal (K-6 students)

K-6 students will be dismissed at 12:40 p.m.

WED  
10

#### Early Dismissal (K-6 students)

K-6 students will be dismissed at 12:40 p.m.

MON  
29

Schools and District Offices  
Closed: Memorial Day Holiday

[www.brookline.k12.ma.us/calendar](http://www.brookline.k12.ma.us/calendar)

#### Other Upcoming Observances

- **Asian American Native Hawaiian Pacific Islander (AANHPI) Heritage Month:** Monday, May 1 to Wednesday, May 31
- **Mental Health Awareness Month:** Monday, May 1 to Wednesday, May 31
- **Cinco de Mayo:** Friday, May 5
- **Vesak (Buddhism):** Friday, May 5
- **National Teachers Appreciation Week:** Monday, May 8 to Friday, May 12
- **Mother's Day:** Sunday, May 14
- **Shavuot (Judaism):** Thursday, May 25 to Friday, May 26



# Important Dates





# Spotlight on Excellence:

## Brookline High School - Top Chef Competition





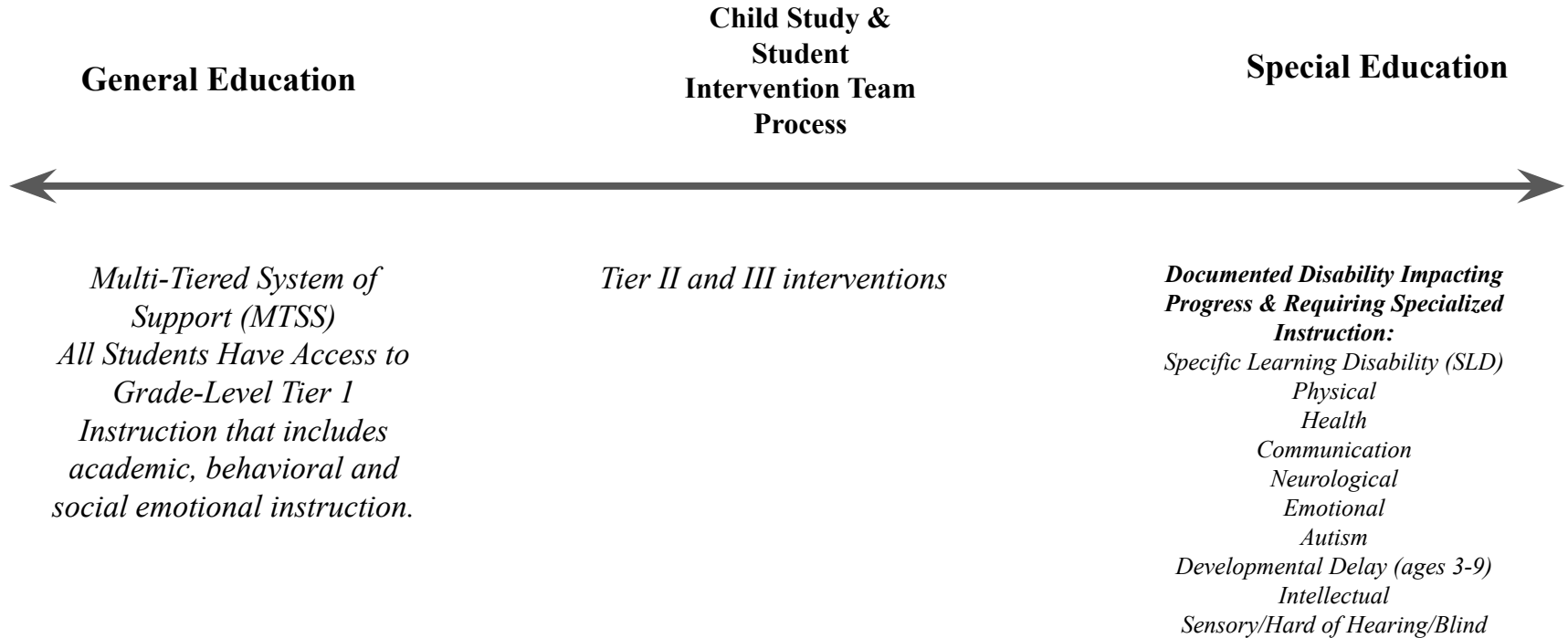
PUBLIC SCHOOLS of  
**BROOKLINE**

Office of Student Services - A Focus on Disproportionality: April 27, 2023





# A Learning Continuum





# I.D.E.A. and Disproportionality

Individuals with Disabilities Education Act (IDEA) requires that states determine disproportionality (34 C.F.R. §300.647(b)) with respect to:

- Identification of children as students with specific disabilities
- Consider risk ratio for significant disproportionality in special education based on race and ethnicity (DESE established risk ratio is 4.0 or *3.0 for three consecutive years*)
- Student placement in specific educational settings
- Disciplinary actions taken (including the incidence, duration, and type), for both suspensions and expulsions



# Department of Elementary & Secondary Education (DESE) Data Collection Procedures

- DESE defines race and ethnicity categories through SIMs data management system (Black/African American, Hispanic, White, Asian, Multi-Race/Non-Hispanic)
- DESE establishes October 1 data submission to review for Disproportionality
  - This includes requirements for special education identification with regard to race and ethnicity over time.
  - [Disproportionality Flagging Rules by the State](#)



# Year by Year Summary of DESE Determination for Disproportionality

*This data is a roll up of race, ethnicity, and different eligibility categories*

YEAR	Determination	DESE Risk Ratio Threshold of 4.0
FY19	At Risk	3.71
FY20	At Risk	3.23
FY21*	At Risk	3.70
FY22	Identified	<b>3.30</b>
FY23	TBD (July determination)	3.02 (2.99)

\*DESE exempted all schools from the risk ratio due to pandemic



# Office of Student Services (OSS) Action Steps

## Response to DESE Finding of Disproportionality

1. Determined mandatory allocation of IDEA B funds (\$334,982)
  - Complete comprehensive coordinated early intervening services (CCEIS) data report to DESE
2. Initiated a Disproportionality Study Group across schools
3. Initiated and completed an **internal audit** regarding DESE data collection & submission
  - Aspen Data
  - SIMs Data
  - Edwin Analytics
4. Completed an internal **case study review** (*a sampling*)



# Action Step #1

## Addressing Fiscal Requirements

### **Mandatory Allocation of Significant Disproportionality Funds (\$347,411.00)**

- New Teacher Center (MTSS and Pre-Referral Training)
- mCLASS, K-2
- Minority Student Achievement Network (MSAN)
- Calculus Project Consortium



# Action Step #2

## Disproportionality Study Group

### With Appreciation:

- Michael Lovato, Interim Director of Brookline High School Special Education
- Nadene Moll, Director of Elementary Special Education
- Samantha Bracy, Director of Elementary Special Education
- Kristen Beaupre, Out-of-District Coordinator
- Maria Letasz, Director of Clinical Services
- Matthew DuBois, Assistant Director of Clinical Services
- Patricia Laham, Coordinator of Health and Nursing
- Malcolm Cawthorne, Director of METCO Programming
- Kendell Jones, PK-8 Coordinator of METCO Services
- Gabe McCormick, Senior Director of Teaching and Learning
- Tham Tran, Finance Manager, Office of Student Services
- Joanne Shaughnessy, Computer Applications Specialist
- Jenee Uttaro, Senior Director of Educational Equity
- Grace Wissman, Interim Deputy of Teaching and Learning



# Action Step #3: Review of FY 2022 Race/Ethnicity Data

*Data ending on October 1, 2021*

*Total Enrollment: 6,990*

DESE Race Categories	% of Students in PSB	% of Students in PSB <u>with an IEP</u>	DESE Risk Ratio Threshold of 4.0
African American/Black	6.4% 434 Students	36.2% 157 Students	2.30
Asian	19.5% 1378 Students	9.1% 126 Students	.48
Hispanic	11.4% 751 Students	28.5% 214 Students	1.82
White	51.2% 3,588 Students	16.2% 583 Students	.87
Multi-Race, Non-Hispanic	11.4% 749 Students	14.5% 110 Students	.85



# Action Step #3: Projecting FY23 Race/Ethnicity Data

*Data ending on October 1, 2022*

*Total Enrollment: 7,060*

DESE Race Categories	% of Students in PSB	% of Students in PSB <u>with an IEP</u>	DESE Risk Ratio Threshold of 4.0
African American/Black	6.4% 483 Students	35.6% 172 Students	1.94
Asian	20.7% 1612 Students	8.1% 132 Students	.35
Hispanic	11.3% 891 Students	28.4% 262 Students	1.62
White	49.9% 3864 Students	17.4% 676 Students	.44
Multi-Race, Non-Hispanic	11.6% 864 Students	15.6% 135 Students	.77



# Action Step #3: Projecting FY 2023 Disproportionality Data

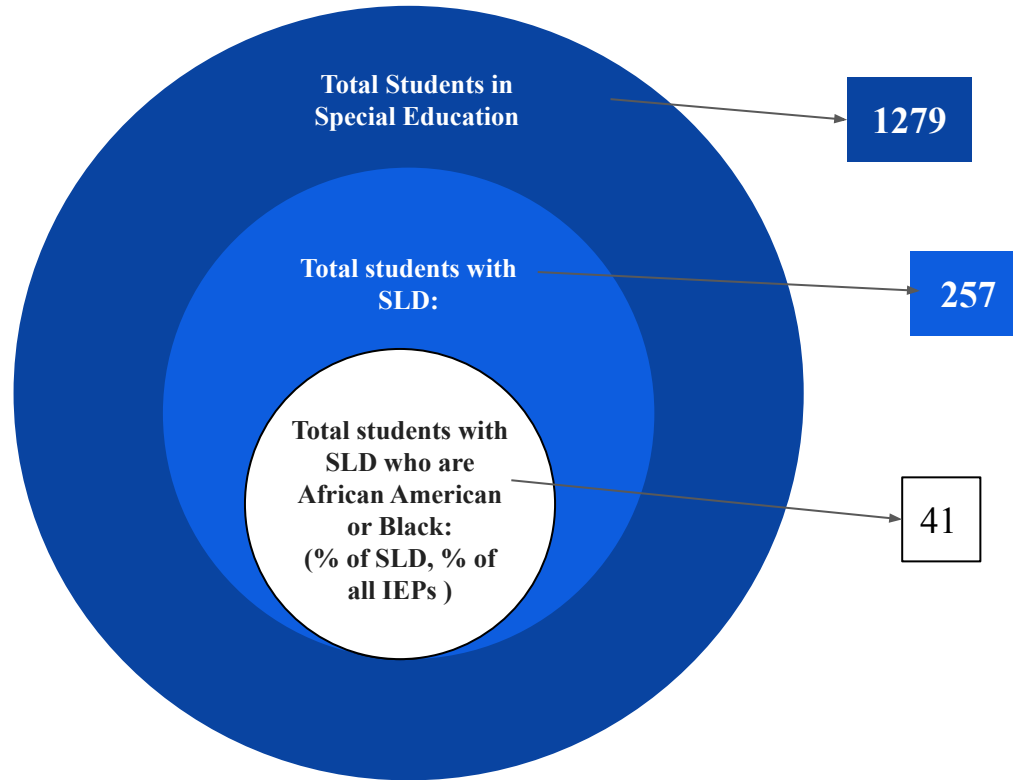
## *Data ending on October 1, 2022*

DESE Race Categories	Specific Learning Disability	Communication	Health	Autism	Emotional	Intellectual
African American/Black	<b>3.02</b>	1.96	2.03	1.43	1.96	2.23
Asian	.05	.4	.2	1.05	.27	.11
Hispanic	1.76	2.28	1.70	1.51	2.64	1.29
White	1.27	.74	1.18	.76	1.07	2.99
Multi-Race Non-Hispanic	1.56	.87	1.90	.49	1.60	NA



# Projecting a DESE Finding for FY23

**Total Students  
at PSB = 7,060**





## Action Step #4

### Case Study Conclusions

- Lack of coordinated pre-referral practices within Child Study & Student Intervention Teams
- Varied interpretation of formal and informal assessment data
- Varied eligibility diagnoses
- Guiding principle of Least Restrictive Environment (LRE) not considered
- Limited general education options to address skill gaps (*as an alternative to special education eligibility*)



# Challenges to Addressing Significant Disproportionality

## 1. Internal audit conclusions

- a. Additional procedures required for data collection and submission
  - i. Additional updating for eligibility diagnoses
  - ii. Quality control for data protocols required

## 2. Case review conclusions

- a. Routinized pre-referral procedures for Child Study and Student Intervention Teams required
- b. Continued professional development for interpretation of formal & informal assessment data required
- c. Continued professional development for implicit bias training required
- d. Increase GenEd programming options for students with skill gaps



# Solutions to Addressing Significant Disproportionality

1. Enhance data collection and submission procedures
2. Establish consistent district-wide pre-referral practices & procedures
3. Clarify interventions and supports prior to special education referral
4. Determine increased oversight and interpretation of screener data
5. Align strategic planning goals that continue to provide professional development for staff learning



## **Solution #1**

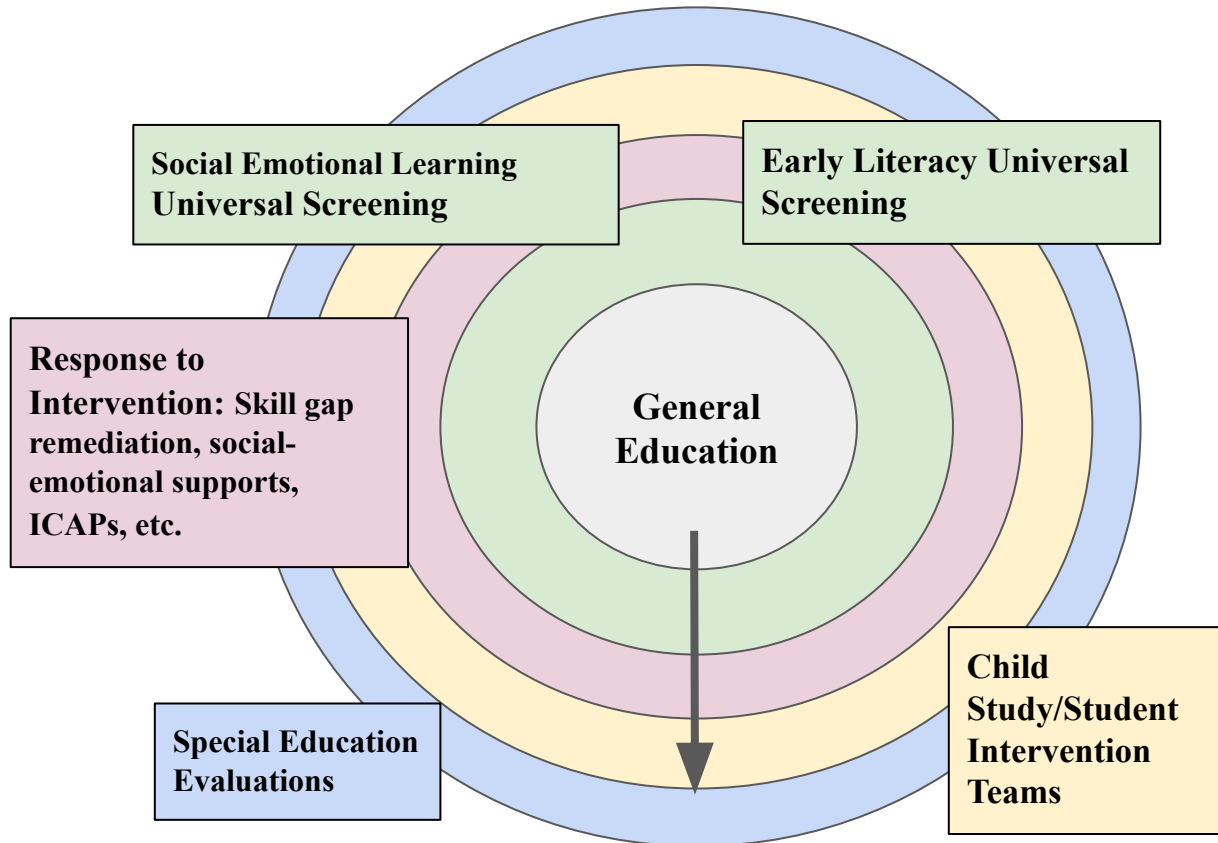
### **Enhance data collection and submission procedures**

- Identify accurate indicators for students at risk
- Create and implement a quality control system (3.0 + Risk Ratio)
- Enhance procedures for reviewing and submission of data
- Initiate routinized review of Child Study & Student Intervention Team referrals



## Solution #2

### Establish Consistent Pre-referral Practices & Procedures



Students should go through different tiers of support before a special education evaluation is considered.

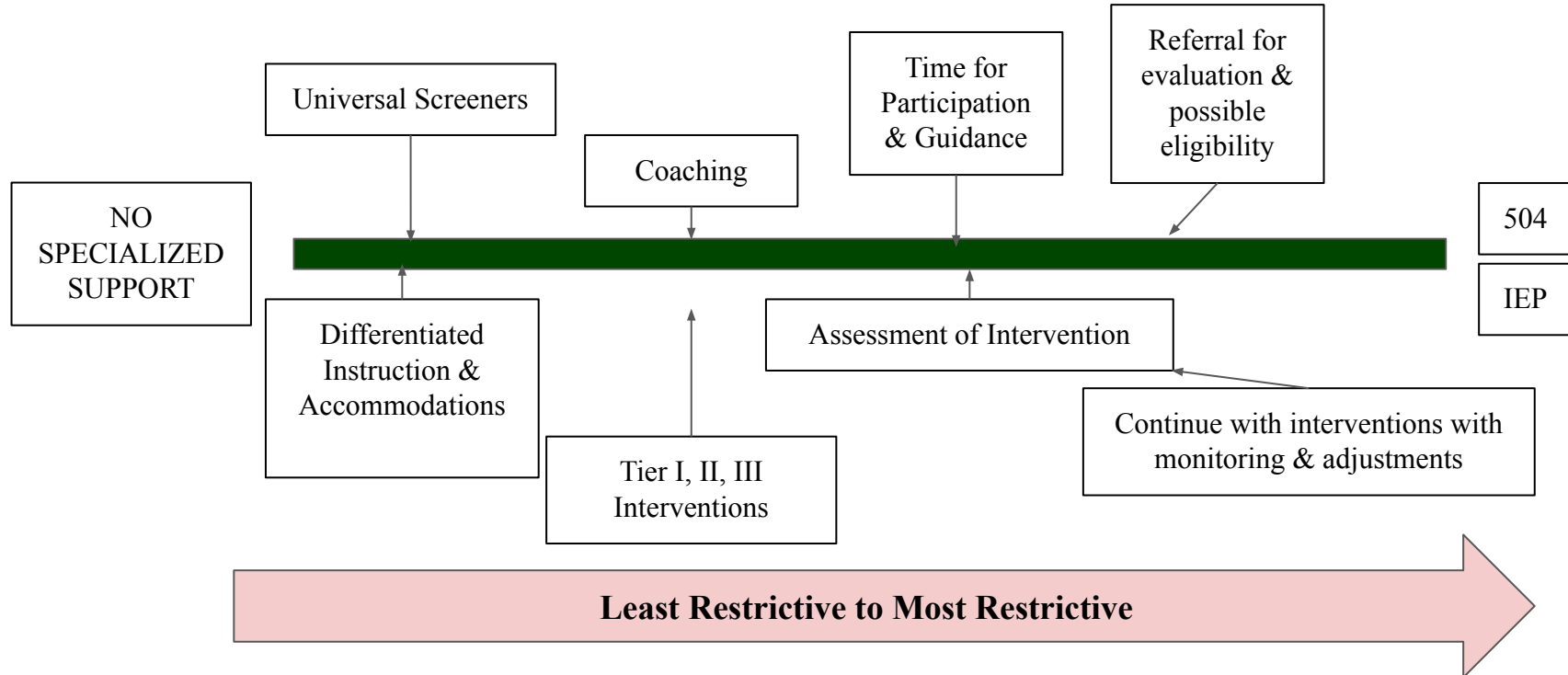
Support must go beyond academic skill gaps and consider clinical needs, behavioral health needs, etc.



## Solution #3

### Clarify Interventions and Supports Prior to SpEd Referral

# Communication and Collaboration





## Solution #4

# Oversight, Use & Analysis of Universal Screening Tools

- Use demographic data to determine whether all student groups are being supported
- Consider expansion of universal screening tools
- Routinely analyze universal screening data to identify varied indicators for student risk
- Evaluate intervention effectiveness consistently over time



## Solution #5

# Align Strategic Planning to Racial Equity & Inclusion Goals

- Teaching and Learning
- Culture and Climate
- Community Engagement
- Systems, Processes and Procedures
- Sustainable Budgetary Planning



# The Power of High Expectations

## **Personalize Instruction**

- Bring students and families into the conversation
- Increase student choice
- Leverage technology

## **Monitor Student Progress and Adapt Instruction**

- Introduce low stakes formative assessments (exit tickets, etc.)
- Expand use of screening tools (i.e. mClass for K-8, etc.)
- Routinely analyze benchmark assessments and screeners

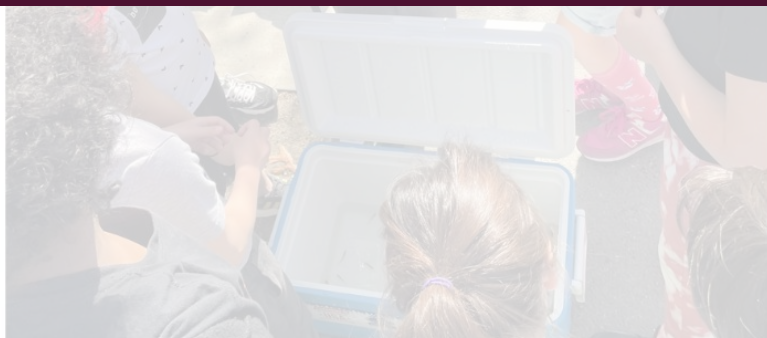
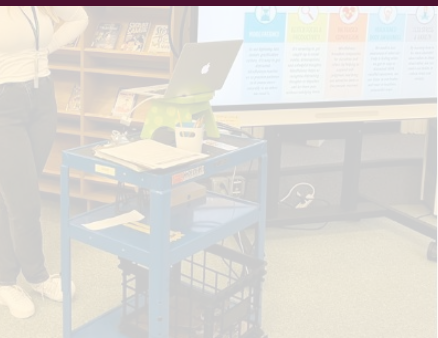
## **Support Teachers in New Ways**

- Increase participation in grade level curriculum





# Thank You!





## **Supplemental Information on WA 15 (DOER FFF Demonstration Program)**

### **Summary**

[Section 84 of Chapter 179](#) of the Acts of 2022, An Act Driving Clean Energy and Offshore Wind, created a municipal opt-in **building electrification demonstration project** administered by the Department of Energy Resources (DOER).

Participants in the project are authorized to opt-in to the all-electric pathway of the existing opt-in Specialized Code. The program is currently limited to the 10 municipalities who have already filed Home Rule Petitions with the legislature. These communities are Arlington, Lexington, Brookline, Acton, Concord, Lincoln, Cambridge, Newton, West Tisbury, and Aquinnah. Four additional communities - Boston, Somerville, Salem, and Northampton - have also passed Home Rule Petitions and are currently on a waitlist to get into this program. Lincoln has already passed this Warrant Article in their Spring Town Meeting, with Acton, Lexington, and Aquinnah also lined up for their Spring Town Meetings.

**The code and the Demonstration Program only covers new construction and major renovations**, comprising a very small percentage of total construction.

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### **Basics of WA 15**

**Why is this Article being brought forward now?** In 2019 Brookline passed WA 21 requiring all new construction and substantial renovations to be all-electric and fossil fuel free. However, the Municipal Law Unit of the MA Attorney General's Office did not approve our bylaw because they ruled that it conflicted with State laws. Subsequently, in 2020, Brookline passed a Home Rule Petition requesting authority from the State Legislature to be able to mandate this Bylaw. We also passed two zoning bylaws in 2021 asking for the same authority through different legal mechanisms. All four of these Warrant Articles addressing fossil fuel free construction passed in Town Meeting with near unanimous votes. In response to growing demand from multiple communities, who have also passed Home Rule Petitions, in 2022 our State legislature developed a Demonstration Program through the Department of Energy Resources (DOER) to allow 10 communities to enact requirements that building construction be fossil fuel free.

**What does the Demonstration Program require of the 10 communities at this stage?** In order to participate in the Demonstration Program, DOER has determined that all of the 10 selected communities, including Brookline, have to pass new bylaws. To simplify the process, DOER has proposed a recommended bylaw for us to adopt. The Warrant Article uses the proposed bylaw language from DOER with one exception: we have eliminated the proposed exemption for biomass heating.



**Is this recommended bylaw the same as what was passed in 2019 and in our Home Rule Petition in 2020?** For the most part, yes. However, the recommended bylaw is simpler. It requires adoption of the Specialized Energy Code (which Brookline already adopted in a special Town Meeting in January 2023 for implementation on July 1, 2023) and alters that code by eliminating the pathways that allow fossil fuels, leaving the remaining all-electric pathway. The recommended bylaw exempts laboratories and medical buildings (but requires that these buildings follow the Specialized code that we have already adopted) and does not provide an exemption for gas cooking.

### **Benefits of WA 15 (DOER FFF Demonstration Program)**

**It will improve health outcomes and health equity.**

- Poor air quality from burning fossil fuels in our buildings is associated with [higher rates](#) of disease and death throughout the Commonwealth.. As advocates for safer indoor air quality in public housing in the Bronx recently noted, [“Everyone deserves to live in a healthy home.”](#)
- Gas appliances are associated with an increased [risk of asthma development](#) in children. In Massachusetts, **1 in 8 children have an asthma diagnosis**. Gas stoves are attributable to about [15% of childhood asthma](#) in the Commonwealth, equal to having a smoker in the home. Gas appliances release [high levels](#) of nitrogen dioxide, carbon monoxide, methane, formaldehyde and benzene, producing indoor air quality that is not allowed outdoors under the Clean Air Act.

**It will reduce costs to build and live in Brookline, and protect our town from costly retrofits.**

- According to [DOER's own data](#), all-electric buildings have the lowest building costs as well as operational costs across all project types when compared with gas:

Building type	Incremental cost to build			Incremental cost to operate		
	Electric	Gas	Electricity edge	Electric	Gas	Electricity edge
Large 1-family	- \$20,062	+ \$3,183	<b>\$23,245</b>	- \$548	- \$302	<b>\$246</b>
Small 1-family	- \$28,597	+ \$7,907	<b>\$36,504</b>	- \$1,053	+ \$496	<b>\$1,549</b>
Townhouse	- \$11,938	+ \$802	<b>\$12,740</b>	- \$335	+ \$21	<b>\$356</b>
6-family	- \$15,690	+ \$2,277	<b>\$17,967</b>	- \$683	- \$14	<b>\$669</b>

From <https://www.mass.gov/doc/summary-of-stretch-code-study-energy-efficiency-analysis-feb-2022/download>  
Summary pages 13-14, detail pages 16-32

- Additional studies confirm DOERs data that construction and operational costs of efficient [all-electric homes](#) are already similar to or lower than their fossil fuel counterparts. All-electric building technology is also mainstream and well-established for [commercial construction](#).



- Brookline's Housing Authority and seven permitted 40Bs are already going all-electric without being required to do so because it is cost effective, even though there is not yet a legal requirement to do so.
- Continuing to allow the installation of new fossil fuel infrastructure results in future displacement and far greater costs, as buildings must be retrofitted in order to achieve the goals of Massachusetts' [Clean Energy and Climate Plan](#). It is fiscally irresponsible to be installing new gas infrastructure when the State has a legally binding target to eliminate fossil fuels from half of our buildings by 2030.

#### **It simplifies the new Specialized code.**

- DOER's recommended bylaw, which we are proposing, simplifies the newly released statewide [Specialized Building Code](#) by simply eliminating the pathways enabling fossil fuel use (Mixed-Fuel and Zero-Energy pathways) and requiring sole use of the All-Electric pathway.

#### **It will help us meet our climate goals.**

- The State has a legally binding obligation to reduce emissions 50% by 2030 and to be 100% net zero by 2050. Brookline has committed to net-zero by 2040, in line with the UN IPCC's recent declaration of global necessity (see below).
- It is impossible to meet our climate mandates without widespread building electrification. See [Massachusetts 2050 Decarbonization Roadmap](#) (pages 44-54). The [Commission on Clean Heat](#) came to the same conclusion, as did the [Carbon Free Boston](#) report.
- The United Nations International Panel on Climate Change has once again issued a [stark warning](#) to the world - we must stop using fossil fuels immediately to secure a liveable future. "The choices and actions implemented in this decade will have impacts for thousands of years," the [report](#) said, calling climate change "a threat to human well-being and planetary health."

#### **Specific questions about the implementation of WA 15 (DOER FFF Demonstration Program)**

**How many buildings will be affected?** Less than 0.5% of buildings in Brookline will be affected each year. Only buildings that are newly constructed, or where over 50% of the building area is being renovated will be affected. A simple kitchen remodel will NOT trigger this requirement.

#### **Why isn't there an exemption for gas cooking?**

The State has decided it is not necessary. Over the four years since Brookline passed its 2019 fossil fuel free bylaw, it has become abundantly clear that gas stoves pose



significant [hazards](#) to human health, [especially children](#). In addition, induction stoves have proven themselves desirable alternatives to gas, with faster and more precise cooking. Electric stoves are also widely used.

**If I live in a 3-unit condo building, and do a full “gut rehab” of my entire unit, would the prohibitions apply?** No, if the units are of similar size, because the work area does not exceed 50% of the aggregate area of the building.

**If I live in a 2-unit condo building, and do a full “gut rehab” of my entire unit, would the prohibitions apply?** Unlikely, if the units are of similar size and there is common area beyond the unit that is not part of the gut rehab – this would ensure that the work area does not exceed 50% of the aggregate area of the building.

**Who opposes all-electric building codes and climate action?** [Utility, real estate and fossil fuel companies](#) continue to be the primary lobbyists delaying climate action, despite widespread support for climate action. There are continued efforts [to undermine the well-established scientific risks](#) of using fossil fuels, in spite of the oil and gas industry having known about severe health and [climate risks for decades](#).

**Is our electricity infrastructure prepared for this?**

According to Eversource ([see page 47 and presentation by Jacob Lucas](#)), they are well prepared for all new construction - and much more - across the region to be completely powered by electricity. Because only 0.5% of our building stock will be electrified each year, the additional demands placed on our electric grid due to this legislation are marginal. The electric utility companies and grid operators are continuously working on efforts aimed at resilience and security of the electricity network.

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#### **Additional Electricity information for WA 15 (DOER FFF Demonstration Program)**

- **Modern electric heat is efficient and cost-effective.** Newly electrified heating systems employ heat pump technology, which is 2 to 5 times more efficient than gas boilers and furnaces and is used all over the world, including [over 30 million square feet](#) of net-zero construction already built in Massachusetts.
- **Electrification reduces input energy needs.** The efficiency gain alone due to switching from fossil fuel to electric vehicles and all-electric appliances almost cuts in half the amount of raw energy needed to fuel the economy.
- **Fossil fuel backup heat is unnecessary.** Heat pumps operate efficiently down to [-15 degrees F](#) and have been [proven by MassCEC](#) not to need fossil fuel backup systems.



- **Electricity is increasingly carbon-free.** Brookline's default electricity ([Brookline Green](#)) is 90% renewable today, and will be 100% in 2024. Furthermore, non-carbon-emitting energy sources currently serve over 50% of New England's overall electricity needs, and this is mandated to increase every year.
- **Ample electricity supply headroom.** New England is currently operating about 20% below the all-time system electric peak demand of 2006. According to the Director of Transmission System Planning at Eversource ([see slides 47-54](#)), the grid has ample supply to accommodate the State's electrification plans. Additionally, according to their forecasts, minimal infrastructure beyond what has already been planned will be needed by 2035.
- **Resource adequacy planned to double by 2050.** Planning by the regional electric grid operator, ISO New England, envisions doubling the region's current 25 gigawatt (GW) capacity to 50 GW by 2050. The first large-scale offshore wind farm in North America is expected to be injecting power into New England's grid by December 2023.
- **Additional supply already in the queue.** Of the 25 GW of additional supply needed regionally, 10 GW will be here by 2035. *That is the business as usual scenario, and it involves very little change to our current transmission grid.*
- **A shift from summer peaking to winter peaking.** Regional electricity demand currently peaks in the summer. By 2035, the annual peak will shift to winter, due largely to heat pump adoption. But again, *the switch from summer peaking to winter peaking will not require unanticipated transmission upgrades in the next 10 years.*
- **The grid is getting cleaner every year.** Beginning in 2024, the proportion of load served by renewables in Massachusetts increases by 3% per year, and that is likely to accelerate quite a bit with legislation proposed to meet our state's greenhouse gas (GHG) emission objectives. But remember Brookline's electricity is already 90% renewable through our Community Choice Aggregation program.
- **Carbon emissions-free energy could make up as much of 90% of total U.S. electricity generation by 2030** according to a [US DOE report](#) analyzing recent policy changes.
- **Rhode Island 100% renewable by 2033.** RI has a statutory requirement to serve 100% of its electrical load with renewables by 2033—which it will do largely by procuring renewable energy certificates from resources around New England.
- **The cost of renewable energy has been consistently and dramatically dropping for several decades.** Fossil fuel prices are unstable and are projected to continue to increase, leaving people vulnerable to unpredictable energy bills.



- **Utility rate impact.** Again, this program applies only to new construction and major renovations—a relatively small number of buildings—so it would not impact utility rates, even if it were enacted state-wide. New and major construction (over 50% of the building area) constitutes only 0.25-0.5% of annual construction activity in Brookline.
- **We can “shave the peak.”** We have the tools to reduce peak electricity demand, primarily through demand response, load shifting, and distributed solar - as well as battery storage, which both the private sector and our utilities are investing in.
- **Gas delivery charges will continue to rise.** In terms of gas delivery costs, the costs of our [GSEP program](#) are now estimated to reach at least \$40 billion dollars. These increased delivery costs have already begun to hit ratepayers, and will accelerate the inevitable transition of our gas system to a stranded asset. We have one of the oldest and leakiest gas pipe infrastructure in the country, leaking methane ([25-80 times more potent than carbon](#)) at a prodigious rate, and causing poor air quality and associated poor health outcomes.



## **WARRANT ARTICLE 15**

**AMEND ARTICLE 5.9 OF THE TOWN'S GENERAL BY-LAWS TO CLARIFY AND UPDATE  
VOTES PREVIOUSLY TAKEN REGARDING THE STRETCH CODE AND SPECIALIZED  
ENERGY CODE, AND ADD FOSSIL FUEL FREE RESTRICTIONS IN ACCORDANCE WITH THE  
MA DOER DEMONSTRATION PROJECT  
(DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT)**

### **SCHOOL COMMITTEE STATEMENT**

On April 27, 2023, the School Committee voted (5-0-1) to recommend passage of WA15. Voting in favor were Mr. Pearlman (Chair), Dr. Liu (Vice Chair), Ms. Charlupski, Dr. Ehrenberg, and Ms. Federspiel. Voting to abstain was Ms. Nobrega.

The School Committee supports fossil fuel free construction due to the better health outcomes and improved air quality that it creates for Brookline's residents. New school buildings in Brookline are already being built fossil fuel free. WA15 is also expected to reduce costs to build and live in Brookline, and protect the town from costly retrofits. All of these benefits from WA15 will make Brookline healthier and more sustainable for all residents, including our youth.



## **WARRANT ARTICLE 20**

### **PROPOSED NEW BROOKLINE BY-LAW ON REPRODUCTIVE & GENDER HEALTH AND EQUITY (STONE, TMM 3, ET. AL)**

#### **SCHOOL COMMITTEE STATEMENT**

On April 27, 2023, the School Committee voted unanimously (6-0-0) to recommend passage of WA20. Voting in favor were Mr. Pearlman (Chair), Dr. Liu (Vice Chair), Ms. Charlupski, Dr. Ehrenberg, Ms. Federspiel and Ms. Nobrega. Further, the School Policy Review Subcommittee, at their March 31, 2023 meeting, voted unanimously to recommend passage of WA20. Voting in favor were Mr. Pearlman and Ms. Frias.

The School Committee supports this new by-law as part of the Town of Brookline's commitment to reproductive and gender health and equity for all residents. Massachusetts has some of the strongest reproductive health access laws in the nation, but enforcement of those laws relies upon the informed cooperation of those on the municipal level. As integral members of the Brookline community, we strongly affirm our commitment to the health and safety of all residents, including students, teachers and staff in the Public Schools of Brookline, through the passage of Warrant Article 20.



# Proposal for ED building user fees for consideration and potential vote by committee Mar 29, 2023

- Proposal by ED Directors: \$110 per EEC capacity student
  - Reduce fees **further** by fraction of enrolled students who are on partial/full scholarships or vouchers
  - % of ED revenue would increase from 1.7% (FY23) to 2.12% before further reductions (exact scope of reductions TBD but based on FY23 data is not a significant proportion.)
- Request that policy take up with OSS/OTL/BEEP a policy/guideline on equitably providing after-school support for after-school programs that take in children with significant needs or preschoolers.
- Direct staff to work with Finance Chair to revise lease, including guarantees of space minimums/attributes, if possible before FY24 lease issued.

	FY23 Actuals				FY24 Extended Day Proposal: Per licensed student cost*		User fee % increase vs FY23	User fee \$ increase vs FY23
	Operating Budget	EEC certified	Rental Fees	% Rent/Revenue	\$110	% Rent/Revenue		
Baker	\$985,500	180	\$13,360	1.36%	\$19,800	2.01%	48.20%	\$6,440
Driscoll**	\$800,000	130	\$9,370	1.17%	\$14,300	1.79%	52.61%	\$4,930
Heath/Clark Rd	\$600,700	180	\$14,184	2.36%	\$19,800	3.30%	39.59%	\$5,616
Lawrence	\$652,715	140	\$10,215	1.57%	\$15,400	2.36%	50.75%	\$5,185
Lincoln	\$738,936	110	\$6,345	0.86%	\$12,100	1.64%	90.70%	\$5,755
Pierce	\$791,143	190	\$14,519	1.84%	\$20,900	2.64%	43.95%	\$6,381
Ruffin Ridley	\$882,640	130	\$22,138	2.51%	\$14,300	1.62%	-35.41%	-\$7,838
Runkle	\$702,000	126	\$14,570	2.08%	\$13,860	1.97%	-4.87%	-\$710
<b>TOTAL</b>	<b>\$6,153,634</b>	<b>1186</b>	<b>\$104,701</b>	<b>1.70%</b>	<b>\$130,460</b>	<b>2.12%</b>	<b>24.60%</b>	<b>\$25,759</b>



# Public Schools of Brookline

**DRAFT 2024-2025 School Calendar: DRAFT**

August 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024						
Su	M	Tu	W	Th	F	Sa
1	H	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	H	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	P	6	7	8	9
10	H	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	N	H	29	30

December 2024						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	H	26	27	28
29	30	31				

January 2025						
Su	M	Tu	W	Th	F	Sa
			H	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	H	21	22	23	24	25
26	27	28	29	30	31	

February 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	H	18	19	20	21	22
23	24	25	26	27	28	








March 2025						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	H	22	23	24	25	26
27	28	29	30			

May 2025						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	H	27	28	29	30	31

June 2025						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	H	20	21
22	23	24	25	26	27	28
29	30					

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	H	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

	Teachers and Paraprofessionals Report		Professional Development Day: No School for Students; Teachers and Paras Report
	First and Last Day of School		Dismissal at 11:30am for BEEP; Noon for K-8; 12:15pm for BHS
	School Closed		Early Dismissal: see see grades and times below
	K-8 Teacher Collaboration: K-8 Students Dismiss at 1:40pm		

~ consult the BEEP schedule of important dates for dismissal times for early childhood parent teacher conferences ~

Aug. 28-29	Teachers and Paraprofessionals Report	Jan. 20	School Closed: Martin Luther King, Jr. Holiday
Sep. 2	Labor Day Holiday	Jan. 29	School Closed: Day of Low Attendance (Lunar New Year)
Sep. 3	First Day of School: Grades 1-12	Feb. 17-21	School Closed: February Vacation
Sep. 3-4	Kindergarten Students: 1/2 day by assignment	March 31	Eid al-Fitr (Category II Holiday)
Oct. 3	School Closed: Day of Low Attendance (Rosh Hashanah)	April 2	K-12 Early Dismissal at 12:40pm
Oct. 12	Yom Kippur (Category I Holiday)	April 10	K-6 Early Dismissal at 12:40pm
Oct. 14	School Closed: Indigenous Peoples' Day	April 13	Passover: Day 1 (Category II Holiday)
Nov. 5	Professional Development Day	April 16	K-6 Early Dismissal at 12:40pm
Nov. 7	K-6 Early Dismissal at 12:40pm	April 18	School Closed: Day of Low Attendance (Good Friday)
Nov. 11	School Closed: Veterans Day Holiday	April 20	Easter (Category I Holiday)
Nov. 13	K-8 Early Dismissal at 12:40pm	April 21-25	School Closed: April Vacation
Nov. 21	K-8 Early Dismissal at 12:40pm	May 1	K-6 Early Dismissal at 12:40pm
Nov. 27	Early Dismissal: BEEP at 11:30; K-8 at Noon; BHS at 12:15	May 26	School Closed: Memorial Day Holiday
Nov. 28-29	School Closed: Thanksgiving Break	June 7	Eid al-Adha (Category II Holiday)
Dec. 4	K-12 Early Dismissal at 12:40pm	June 8	High School Graduation
Dec. 23-	School Closed for Winter Break: Return on Jan. 2	June 19	School Closed: Juneteenth Holiday
Jan. 1		June 20:	Last Day of School (if no weather cancellations)

**Make-Up Days for Weather Cancellations: June 23-27, 2025**