

## Memorandum

**To:** Brookline Select Board  
Brookline School Committee

**From:** Alexandra Vecchio, Sustainability and Natural Resources Director  
Kevin Johnson, Highway and Sanitation Director  
Erin Chute, Commissioner of Public Works

**Date:** December 16, 2025

**Cc:** Shelly Dein, Sustainability Deputy Director  
Katie Weatherseed, Sustainability Outreach and Program Manager  
Charles Carey, Town Administrator  
Mark Parece, Fleet Manager  
Bella Wong, Superintendent of Schools

**Re:** Fleet Management, Electrification, and Vehicle Replacement Policy

---

The Department of Public Works is responsible to optimize fleet procurement, maintenance and management for the Town of Brookline. The Department is responsible to write specifications for Town vehicles and equipment, lease vehicles for the Town, lead fleet optimization initiatives, record and register fleet vehicles, fuel, maintain and repair the Town's fleet, intake and decommission Town vehicles and electrify the fleet.

The Fleet Management and Vehicle Replacement Policy addresses fleet use, electrification, replacement schedules, and model standardization. The goal of this Policy is to schedule a systematic replacement of vehicles in order to minimize operating cost, reduce climate impacts, and maximize trade values, safety, reliability, efficiency, and work function. Standardized models are recommended for the purpose of controlling or reducing vehicle maintenance costs. It is the Town's goal to electrify the fleet and reduce reliance on fossil fuels. The Town shall make every effort to convert the fleet to electric while considering function, availability and cost.

Exemptions to the policy shall be approved by the Town Administrator or designee. Vehicles exempt from the procurement prioritization hierarchy outlined below include off-road vehicles, motorcycles, heavy-duty vehicles, and emergency vehicles (including police and fire vehicles). While exempt vehicles are not required to meet the zero-emission requirements, exempt vehicle purchases should prioritize the most fuel-efficient model available and consider fuel-reduction and emissions-reduction technology, such as diesel particle filters, selective catalytic reduction systems, exhaust gas recirculation, NOx adsorbers, oxidation catalysts, anti-idling devices, etc. Non-exempt vehicles require documentation if there are no suitable replacement electric vehicle that meets the operational needs of the Town.

### Definitions:

- a) Alternative fuel vehicle - A dedicated, flexible fuel, or dual-fuel vehicle designed to operate on at least one alternative fuel (such as electricity, biodiesel, propane, or natural gas) to reduce carbon emissions.
- b) Battery electric vehicle – An electric vehicle that draws propulsion energy solely from an onboard electrical energy storage device during operation that is charged from an external source of electricity.
- c) Fleet vehicles - On road vehicle assets owned or leased and operated by the Town.
- d) Gross vehicle weight (GVW) - The operating weight of a vehicle, as specified by the manufacturer, including passenger and cargo loads.
- e) Heavy duty vehicle – Vehicles having a manufacturer's gross vehicle weight rating (GVWR) of more than 8,500 pounds. Examples include fire engines, ambulances, and some public works vehicles.
- f) Hybrid electric vehicle – A vehicle powered by an internal combustion engine and a small electric motor that uses energy stored in a battery. Under light load, for instance during initial acceleration, only electricity is

consumed. The vehicle is typically fueled with gasoline to operate the internal combustion engine, and the battery is charged through the engine and regenerative braking, not by plugging in.

g) Light-duty vehicle– A vehicle with a GVW of less than 8,500 pounds.

h) Plug-in hybrid electric vehicle – An electric vehicle with an on-board electrical energy storage device that can be recharged from an external source of electricity and that also has the capability to run on another fuel.

i) Zero emission vehicle (ZEV) – Zero emission vehicles include battery electric vehicles, plug-in hybrid electric vehicles, and fuel-cell electric vehicles; if the most recent definition of ZEVs per the Massachusetts Zero Emission Vehicle Commission diverges from this scope, the Commission definition shall take precedence.

1. The Town will divide its automotive fleet into categories based upon assignment, purpose and operational function. The categories shall include: administrative vehicles, pickup and utility trucks, service and passenger vans, inspection and survey vehicles, marked emergency service vehicles, un-marked emergency service vehicles, and motor pool vehicles.

The categories shall be defined as indicated below and will include vehicle descriptions, life cycles, and model types. The vehicles shall be reviewed for replacement within the specified time period with consideration of maintenance costs, mileage, budget impact, and overall departmental needs.

Vehicle procurement shall be prioritized as follows:

1. Battery-electric vehicle (BEV) or fuel cell electric vehicle (FCEV)
2. Plug-in hybrid vehicle (PHEV)
3. Hybrid electric vehicle (HEV)
4. Most fuel-efficient internal combustion or vehicle that runs on alternative fuels in accordance with the requirements of the Green Community Fuel Efficient Vehicle Policy

When determining the most fuel-efficient vehicle for a given category, the Town will utilize the fuel efficiency limits contained in the most recent guidance for the Fuel-Efficient Vehicle Policy established by the Massachusetts Department of Energy Resources (DOER) Green Communities Division. The Department of Public Works, in conjunction with the Chief Procurement Officer shall support each Department to help determine the specifications of the standard model.

- A) Administrative Vehicles: The vehicles within this category are assigned to department heads and other administrative users where the primary function of the vehicle is as a means of transport in support of administrative functions. The term of replacement for this type of vehicle shall be seven (7) years.
- B) Pickup Trucks: The vehicles within this category are assigned to field personnel engaged in a variety of operations and maintenance functions. This category of equipment shall include four-wheel drive and two-wheel drive pickup trucks with a minimum replacement GVW of 8,600 pounds. The term of replacement for this class of vehicle shall be seven (7) years.
- C) Passenger and Cargo Vans / 11,000- 15,000 GVW Cabs and Chassis: The vehicles within this category are assigned to personnel engaged in a variety of municipal functions including Public Works maintenance, Fire Services maintenance, Public Facilities maintenance, School Department maintenance, and Recreation and School Department passenger transport. This category of vehicles shall include 8,800 GVW cargo vans, 8,800 GVW passenger vans, 8,800 GVW utility body trucks, and 11,000 to 15,000 GVW cabs and chassis with dump and utility bodies. The term of replacement for this class of vehicle shall be eight (8) years.

- D) Inspection/Survey Vehicles: The vehicles within this category are assigned to personnel engaged in inspection and/or survey-type work incorporating a combination of administrative and field work functions. The term of replacement for this class of vehicle will be seven (7) years. The standard model will be a small or mid-sized vehicle that may include a variety of types. The types of vehicles in this class include: hatchback sedans, station wagons, vans and minivans.
- E) Marked Emergency Service Vehicles: The vehicles within this category are assigned to public safety personnel engaged in a variety of duties requiring a standard sized platform that will accommodate the installation and transportation of specialized equipment. These vehicles are assigned primarily to Police and Fire personnel. The vehicles within this category contain some combination of the following equipment as may be deemed appropriate by function: telecommunications equipment, audible and visual warning systems, mobile data terminals, fire suppression devices, electronic testing equipment, video surveillance equipment, traffic radar, basic and advanced medical equipment, emergency lighting, hand tools, hazmat gear, secondary clothing and footwear, access keys, Town plans and directories, traffic control equipment, and other equipment as may be required. The standard model vehicle for this category shall be either a full-size public safety type sedan or some other special purpose four-wheel drive utility type vehicle. The term of replacement for this class of vehicle shall be three (3) years.
- F) Un-Marked or Semi-Marked Emergency Service Vehicles: The vehicles within this category are assigned primarily to Public Safety and Public Service personnel engaged in both administrative and field-related emergency service type functions. Vehicles assigned in this category support Law Enforcement, Fire Service, Public Works, Building Dept. and other Emergency Management functions that include severe weather emergencies, public or private infrastructure emergencies, and/or public utility failures. The term of replacement for these vehicles shall be five (5) years.
2. In an effort to standardize parts and to control maintenance costs, a standard model will be selected, based upon criteria determined by the Town's Commissioner of Public Works, or their designee, working in conjunction with the Chief Procurement Officer, and shall be purchased subject to the requirements of Massachusetts General Laws Chapter 30B.
3. In an effort to maximize replacement value, to reduce cost of vehicle maintenance, and to control the expansion of the fleet size, a specific replacement schedule will be maintained. No vehicles will be added to the Town's inventory or passed down to other staff without the approval of the Town Administrator's Office. Vehicles shall not be recycled from one municipal department to another unless the recycled replacement is more efficient than the vehicle it is replacing. In addition, when considering vehicle replacement, the function of the vehicle will be reviewed for potential replacement with a more fuel-efficient vehicle, including a zero-emission non-exempt vehicle.
4. The Town will maintain an annual vehicle inventory for all vehicles and a plan for replacing any vehicles with those that adhere to the electric-first hierarchy established by this policy. The Chief Procurement Officer in conjunction with the Town Administrator, or their designee, shall review all fleet purchase requests from each Department during the budget planning process and purchase all vehicles except those in the Fire Department.