



THE PUBLIC SCHOOLS OF BROOKLINE
BROOKLINE, MASSACHUSETTS 02445
PHONE 617-730-2425

LINUS J. GUILLORY JR., PhD
SUPERINTENDENT OF SCHOOLS

SAMUEL A. RIPPIN
DEPUTY SUPERINTENDENT
OF ADMINISTRATION AND FINANCE

July 26, 2021

Request for Gift Acceptance

The School Department requires specific authorization for acceptance of gifts.

Motion: School Committee Accepts the donation listed below for school department use:

<u>Donor</u>	<u>Recipient</u>	<u>Amount</u>	<u>Reason</u>	<u>Account Number</u>
Anonymous donation through a Donor Advised Fund	PSB Food Services Department	\$162,000.00	Please see attached letter of intent, proposal and supporting documentation.	3899SE25-482030 School Lunch Revolving – Contributions & Donations



Hemenway & Barnes LLP

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Gioia C. Perugini
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July 7, 2021

Trustees

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Thomas L. Guidi
Diane C. Tillotson

Sasha Palmer, Food Services Director
Public Schools of Brookline
333 Washington Street
Brookline, MA 02445

Dear Ms. Palmer:

As per our recent correspondence, I am writing to inform you that my client plans to recommend a charitable gift of \$162,000 to The Public Schools of Brookline Food Services Department. This gift will be used to support the purchase and installation of dishwashers at Baker, Lawrence, Lincoln, Old Lincoln, and Pierce schools, as well as reusable trays, utensils, glasses, and related storage accessories. The gift also includes funding for training in sanitation, education and outreach, and a part-time steward position for the coming school year. This is outlined in detail in the proposal you submitted in June 2020, a copy of which is attached.

As I understand it, you will be seeking approval for this gift from the Brookline School Committee. The donor wishes to remain anonymous, and will recommend this gift from her Donor Advised Fund. The donor will require a final report at the conclusion of the school year, advising on progress on this reuse project.

Thank you in advance. Please let me know if any of the School Committee members have any additional questions.

Sincerely,

Gioia C. Perugini
Philanthropic Advisor

PUBLIC SCHOOLS of BROOKLINE

Department of Food Services

***Food Service Director
Sasha Palmer
Sasha_palmer@psbma.org
Tel. 617 730 2499***

***Assistant Food Service Director
Tess Washburn
Tess_washburn@psbma.org
Tel. 617 730 2436***

Dear Gioia,

I was asked to send you the departments Reusable Grant Proposal documents to be forwarded to the organization.

Please find attached a copy of the proposal and supporting documentations.

Thank you in advance.

Sincerely

Sasha Palmer

Title: Brookline Food Service Reusable Grant Proposal

Description of Need

Brookline Public School system, with nine K-8 elementary schools and one High School provides education services to approximately 7,850 students. Food service in the schools provides breakfast and lunch to all students, but the current method of single use throwaway plastic food ware and utensils is environmentally unsustainable and expensive. The system needs to transition to a sustainable model using dishwashers, reusable trays and utensils. The Food Service Department is requesting \$162,000 from the Foundation to fund this transition. Included in this transition is the town's commitment to collection of food waste by the Brookline Department of Public Works for composting, another essential aspect of the sustainable food service program.

Students and parents look to the schools to educate their children to be good students and good citizens. Toward this end, the school department strives to model environmentally sustainable practices, to show that single use plastic, while convenient, is harmful to the environment. Reuse is less expensive and environmentally friendly. Many students are active in environmental groups, actively working to support environmentally friendly programs and actions in their schools. Students need to see their school system transitioning to a sustainable model of food service, part of their daily experience at school. Currently most of the 8 elementary schools in the district lack the tools and the training to implement such a program.

The Department of Public Works in Brookline, and their counterparts all over the US, is faced with a solid waste crisis. Brookline trash fees increased substantially in January 2021 and are predicted to continue to rise. Trash collection at the schools contributes significantly to tonnage and costs. The DPW and the town as a whole need to address this issue, decreasing or eliminating organics in the trash and decreasing use of single use items and packaging.

Impact

Food Services, in an attempt to be environmentally friendly during COVID, have been purchasing compostable trays and silverware for distribution of meals to students. In the abbreviated 2019-2020 school year the department spent \$83,667.37 on compostable trays and utensils. Data collected by a group of students in the Lincoln School showed that just one school processed 11,532 compostable trays and 1152 utensils over a six month period, for a cost of \$9622.34. These costs do not include costs for collection, trucking and disposal of the waste produced. Nor do they include the environmental costs of producing the compostable material. Throwaway food waste at Brookline High School weighs over 30 tons annually, a considerable

cost to haulers, a considerable loss to composting and re-earthing that food waste. The savings in time, money, and energy will be considerable as the following study indicates.

A study of dishware options in schools in Missouri and Alabama found that using reusable compartment trays consumed the least amount of energy, produced the least amount of solid waste, produced the lowest greenhouse emissions, and was also the least expensive option. (School Nutrition Foundation, 2009). This proposal budgets for newer model dishwashers which diminish water and energy usage further.

The School Department has adopted many environmentally friendly practices to comply with the Town's 2018 Article 8.32 Sustainable Food Packaging Bylaw passed in 2018, which prohibits the use of disposable Polystyrene (Plastic #6) and Polyvinyl Chloride (Plastic #3) food service ware. The town has also banned Polyethylene Terephthalate (Plastic #1) for food containers, cups and lids. The pandemic abruptly upended plans to make these changes. Adopting more sustainable practices in school food service will highlight the need for town wide adherence to these policies, moving business and families toward more sustainable practices.

An immediate impact: As schools exit Covid, this additional food service safety will provide parents, students and staff with confidence that all measures are in place to properly sanitize trays and utensils.

Program

We will install five new dishwashers including plumbing and electrical service. There will be new dishwashers installed at Lawrence, Lincoln, Baker, Pierce, and Old Lincoln elementary schools. Ridley and Runkle schools have functioning dishwashers; Driscoll will soon be demolished and completely rebuilt; installing a new system there at this time would not be economical. Brookline High School, Heath school, Ridley and Runkle School all have a functioning dishwasher. The size and type of dishwasher to be purchased with funds from the Foundation varies somewhat among the schools. All schools will be furnished with the necessary washable, reusable trays and utensils. Staff will be supplied with the best cleaning products and trained in use of the dishwashers and the cleaning products. The contract for this service and training is attached to this proposal. One additional staff person will be needed for one year until that position can be included in the Department budget. This transition to dishwashers and reusable in the schools will save energy, reduce solid waste (both plastics and food waste), save money and provide environmental leadership in Brookline.

Food service leaders will work closely with staff in all the schools to ensure that all staff are properly trained in food safety, cleanliness, use of the cleaning materials and new dishwashers. The same training will be required of kitchen and janitorial staff in all schools prior to the new school year to assure sanitary practices in collection of food waste for composting.

Information and education about this new program, the transition to reusables, will be provided to all teachers through school administrative communications and to all parents through the Parent Newsletters of each school. Student members of the various school environmental clubs will be ambassadors for the program, providing students with responses to their questions about the transition.

Reporting

In one year the Food Services Director will provide the Foundation with a report detailing implementation, impact, and expenses, use of Foundation funds, for the purposes outlined above.

Budget

Attached is a breakdown of expenses to complete the project as well as quotes.

Brookline Food Service Department
Project Budget

Organization: Food Service Department
 EIN:
 Project Name:
 Project Period:

Public Schools of Brookline Food Services
 04 6001102
 Food Service Reusable Project
 July 2021 - June 2022

	Quantity	This Request	Total Project Budget
<i>Project Expenses</i>			
Baker School Dishwasher Project		\$ 15,188.24	\$ 15,188.24
Lincoln School Dishwasher Project		\$ 21,248.21	\$ 21,248.21
Lawrence School Dishwasher Project		\$ 15,954.31	\$ 15,954.31
Pierce School Dishwasher Project		\$ 21,248.21	\$ 21,248.21
Old Lincoln Dishwasher Project		\$ 15,188.24	\$ 15,188.24
Serving Trays		\$ 29,950.00	\$ 29,950.00
Knives		\$ 3,500.00	\$ 3,500.00
Forks		\$ 2,200.00	\$ 2,200.00
Spoons		\$ 2,400.00	\$ 2,400.00
Bowls		\$ 5,762.50	\$ 5,762.50
Tray racks		\$ 1,599.00	\$ 1,599.00
Cutlery holders		\$ 1,606.50	\$ 1,606.50
Drinking Glass		\$ 2,100.00	\$ 2,100.00
Electrical (\$1150 each)		\$ 5,750.00	\$ 5,750.00
Training Dishwasher Sanitation (all schools)		\$ 14,600.00	\$ 14,600.00
Steward(Position) Year 1, 15 per hr 5hrs per day for 180 days		\$ 13,500.00	\$ 13,500.00
Education and Outreach		\$ 4,500.00	\$ 4,500.00
		\$ 1,500.00	\$ 1,500.00
<i>Total Expenses</i>		\$ 162,606.97	\$ 162,606.97

Notes:



Your Electrical Solution, Inc.
345 Washington Street
Pembroke, MA 02359

Quotation

Date	Quotation #
1/27/2021	1797

Name / Address

Brookline/Contract 333 Washington Street Brookline, MA 02445 Attn: Ms Karen King

Project

Description	Qty	Rate	Total
New Lincoln School * Provide power and wiring for new dishwasher		1,150.00	1,150.00
Lawrence School * Provide power and wiring for new dishwasher		2,325.00	2,325.00
		Total	\$3,475.00



Service Agreement

SFS of New England
P.O. Box 600
Hubbardston, MA 01452

Brookline Public Schools School Nutrition Department

SFSPac® Food Safety & Sanitation System, Education Plan, Just-in-Time Delivery of Detergents, Dispensing Equipment, HACCP Verification Educational Accessories for the School Session
From July 2021 to June 2023

SFSPAC® SANITATION & SAFETY SYSTEM

MATERIALS

SFSPac® proposes to provide the following cleaning detergents in quantities sufficient to maintain proper levels of sanitation as required by the **Brookline Public Schools Nutrition Department**. SFSPac® liquid cleaning detergents are manufactured in pre-measured portion controlled packets. Package labeling exhibits clear dilution and use instructions in English and Spanish. All SFSPac® cleaning detergents utilize the "Rule of One" mixing concept, fill to the marked line and add one. Detergents dilute instantly in hot or cold water, make an effective cleaning solution that leaves no film or residue, and will not stain or discolor equipment when used at recommended proportions. SFSPac® cleaning detergents are biodegradable, butyl free, acid free, phosphate free and carcinogen free. All SFSPac® cleaning detergents are Green Seal Certified where protocols are available.

SERVICE

SFSPac® proposes the following goods and services as an integral part of their food safety and sanitation system. The system will consist of, but not be limited to, the following components:

- "Just-In-Time" site-based delivery of environmentally friendly, bio-degradable, color-coded cleaning materials and supplies that were developed exclusively for schools to the **10 sites** in the district.
- Pre-service notification (Master Schedule) provided prior to service. Each site will be visited routinely during the academic year with a working standard of every 25 serving days.
- Service reports will be provided at the sites visited and sent electronically to the School Nutrition Director immediately following each visit. Reports will include date, service time devoted to each site, a brief description of the education, services provided, and the Education Module that was presented during the visit. Additionally, the Service Representative will complete a HACCP Verification check during each visit.
- SFSPac® has HACCP certified trainers available to help with Food Service Manager Certification and the implementation of our sanitation program. Additionally, our Service Representatives are certified ServSafe® instructors and can assist the District with food safety re-certification and certification of new employees.
- As a part of our Hazardous Communication Plan, SFSPac® will work with the School Nutrition Department to perform annual Hazardous Materials Audits in each facility to assess potential liability.
- Education will start with an introduction of the Annual Lesson Planner at the initial in-service and will continue during each site visit with a predetermined lesson plan. Education curriculum will focus on good sanitation practices and food safety based on HACCP principles. Additionally, there will be on the spot "Corrective Action" education as a result of the HACCP verification.
- Guaranteed maximum 48-hour response time to problems, concerns or emergencies.
- Color-coded, properly labeled spray bottles, buckets, and ancillary support items, such as oven scrapers, Pac cutters, thermometer cups, etc. will be provided as needed during the service to each site, including re-supply.
- Color-coded Safety Data Sheets in English will be provided, monitored, and updated at each site.
- Each site will be provided with a SFSPac® Procedure & Reference guide that provides general kitchen practices, cleaning material mixing and use instructions, SDS, sanitizer logs, temperature logs, and equipment cleaning procedures. Additionally, sites will have the ability to access the SFSPac® Education Video for reference, new employee orientation, and education.

FOOD SAFETY EDUCATION PROGRAM

MATERIALS

SFSPac® will assist the district in the development of their Food Safety Program based on HACCP Principles. Manuals with Standard Operating Procedures, Temperature Logs, Sanitizer Logs and Program Overview will be provided for each site.

EDUCATION

The Education Program includes in-service; ongoing individual education and site based education in each school. Materials include topics of cleaning for health, sanitizing techniques, food safety, temperature logs, calibrating thermometers and record keeping.

TECHNOLOGY

SFSPac® will, on each service visit, complete a check list verifying compliance with your Food Safety Program Standard Operating Procedures. Reports are provided to each Site Manager as well as to the Food Service Director after each visit. The Director is also provided a summary by email within 24 hours of each Site Visit.

Cleaning Detergents Provided

SFS All Purpose Cleaner
SFS Germicidal Detergent
SFS Degreaser
SFS Pot & Pan Detergent
SFS Sanitizer
MyTerra High Strength Machine Detergent
MyTerra Drying Agent and Rinse Additive
MyTerra Delimer

COSTING OF PROGRAM

The price for the program shall be for delivery of the specified SFSPac® Sanitation & Safety System on a Set Cost basis. Service billings will be based on the annual set cost billed in 10 equal installments on the 1st day of each month, September 1st to June 1st.

SFSPac® Sanitation & Safety:

Full Program Cost	SFS Service - 6 Sites	Dishwashers - 6 Site
\$14,600.00 Annually	\$1,460.00 - 10 Monthly Billings	(Included in Annual/Monthly Total)

AGREEMENT TERMS:

This is a 2 year agreement with an option to extend term one (1) year by mutual agreement between Brookline Public Schools and SFS of New England, Inc.. Any proposed cost increase of more than 5% for year 3 will result in this agreement being renegotiated between the two parties.

07/01/2021-06/01/2023: Cancellation clause; 30 days written notice. All materials, dispensers, accessories and instructional charts that are provided as part of this program remain the property of **SFS of New England** and may be removed if, and when the program is cancelled

BILLING AND REMITTANCE:

All billings will be from SFS of New England, unless otherwise notified. Remittance should be made payable to:
SFS of New England, P.O. Box 600, Hubbardston, MA 01452

**Maryellen Normen, Deputy Superintendent for
Administration and Finance**

Date

Authorized Signature

Brian Jette, President; SFS of New England, Inc.
Authorized Signature

Date



Harbour Food Service Equipment

Guiding The Food Service Industry Since 1929

Quote

01/21/2021

To:
Brookline Public Schools
Karen King

Project:
Lawrence School - Dishwasher
27 Francis Street
Brookline, MA

From:
Harbour Food Service Equipment
Chris Hawes
229 Marginal Street
Chelsea, MA 02150
617-884-3900
chawes@harbourfood.com

Project Code: 23591

Item	Qty	Description	Sell	Sell Total
1	1 ea	DISHWASHER, DOOR TYPE, VENTLESS Hobart Model No. AM15VL-2 Advansys Ventless Dishwashing Machine, door type, energy recovery, hot water sanitize, internal condensing system, 40 racks/hr, straight-thru or corner installation, solid-state controls with digital status, Sense-A-Temp™ 70°F rise booster heater, self-draining stainless steel pump & impeller, electric tank heat, automatic fill, revolving upper and lower wash arms & rinse arms, automatic drain closure, scrap screen and basket, door actuated start, stainless steel tank, tank shelf, chamber, trim panels, frame & feet, 208-240v/60/3-ph, cULus, NSF, ENERGY STAR®, Free factory startup for installations within a 100 mile radius of a Hobart service office; installation beyond 100 miles will be charged at the quoted rate by the local Hobart service office Dimensions 69(h) x 29.5(w) x 35(d)	\$15,144.67	\$15,144.67
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea	DOOR LOCK NO Without Door lock		
	1 ea	SADDLE/LEG-EXTN Sink Saddle & 3" leg extension (typically ordered with sink-rail kit)	\$193.74	\$193.74
	1 ea	SINK-RAIL Adjustable Sink Rail Kit for 3-compartment sink (typically ordered with saddle & leg extension)	\$480.31	\$480.31
	1 ea	FLD-DWN-TBL/LOCK Fold Down Table & Lock	\$660.59	\$660.59
	1 ea	HARBOUR REBATE Mass Save Instant Rebate, if eligible. Your natural gas and/or electricity provider must be an approved gas or electric provider. Weight: 531 lbs total	-\$900.00	-\$900.00
			ITEM TOTAL:	\$15,579.31
2	1 ea	DELIVER AND SET Harbour Food Service Equipment Model No. DELIVERY Delivery, set in place and removal of packaging materials. Ready for connection by others	\$375.00	\$375.00
			ITEM TOTAL:	\$375.00
			Total	\$15,954.31



Harbour Food Service Equipment

Guiding The Food Service Industry
Since 1929

Quote

01/21/2021

To:
Brookline Public Schools
Karen King
karen_king@psbma.org

Project:
Baker School - Dishwasher
205 Beverly Road
Brookline, MA

From:
Harbour Food Service Equipment
Chris Hawes
229 Marginal Street
Chelsea, MA 02150
617-884-3900
chawes@harbourfood.com

Project Code: 23593

Item	Qty	Description	Sell	Sell Total
1	1 ea	DISHWASHER, DOOR TYPE, VENTLESS Hobart Model No. AM15VL-2 Advansys Ventless Dishwashing Machine, door type, energy recovery, hot water sanitize, internal condensing system, 40 racks/hr, straight-thru or corner installation, solid-state controls with digital status, Sense-A-Temp™ 70°F rise booster heater, self-draining stainless steel pump & impeller, electric tank heat, automatic fill, revolving upper and lower wash arms & rinse arms, automatic drain closure, scrap screen and basket, door actuated start, stainless steel tank, tank shelf, chamber, trim panels, frame & feet, 208-240v/60/3-ph, cULus, NSF, ENERGY STAR®, Free factory startup for installations within a 100 mile radius of a Hobart service office; installation beyond 100 miles will be charged at the quoted rate by the local Hobart service office Dimensions 69(h) x 29.5(w) x 35(d)	\$15,144.67	\$15,144.67
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea	DOOR LOCK NO Without Door lock		
	1 ea	FRONT-LOADST Front load kit for AM15 & AM15VL (field installation required)	\$568.57	\$568.57
	1 ea	HARBOUR REBATE Mass Save Instant Rebate, if eligible. Your natural gas and/or electricity provider must be an approved gas or electric provider. Weight: 451 lbs total	-\$900.00	-\$900.00
			ITEM TOTAL:	\$14,813.24
2	1 ea	DELIVER AND SET Harbour Food Service Equipment Model No. DELIVERY Delivery, set in place and removal of packaging materials. Ready for connection by others	\$375.00	\$375.00
			ITEM TOTAL:	\$375.00
			Total	\$15,188.24



Harbour Food Service Equipment

Guiding The Food Service Industry
Since 1929

Quote

01/27/2021

To:
Brookline Public Schools
Karen King
karen_king@psbma.org

Project:
Lincoln School - Dishwasher
19 Kennard Road
Brookline, MA

From:
Harbour Food Service Equipment
Chris Hawes
229 Marginal Street
Chelsea, MA 02150
617-884-3900
chawes@harbourfood.com

Project Code: 23592

Item	Qty	Description	Sell	Sell Total
1	1 ea	SOILED DISHTABLE GSW USA Model No. DT72S-L Soiled Dishtable, straight design, left-to-right operation, 72"W x 30"D x 34"H, 16/304 stainless steel construction, 8"H backsplash, 8" OC splash mount faucet holes, 20"W x 20"D x 6" deep pre-rinse sink bowl, stainless steel legs & cross-braces, ETL Dimensions 34(h) x 72(w) x 30(d)	\$2,641.19	\$2,641.19
	1 ea	DT-RS Rack Slide For Soiled Dish Table, 20" x 20" tub, ETL		
	1 ea	Custom Modify to add disposal control mounting bracket		
	1 ea	T&S Brass B-0133-B EasyInstall Pre-Rinse Unit, wall mount. base faucet with spring check cart. & lever handles, 2" dia. flanges with 1/2" NPT female eccentric flanged inlets, 35-1/2"H, 15" overhang, 8-1/4" clearance, 18" riser, (B-0107) spray valve, B-0044-H flex stainless steel hose, 6" wall bracket, quarter-turn Eterna cartridges, low lead		
	1 kt	T&S Brass B-0230-K Installation Kit, (2) 1/2" NPT nipples, lock nuts & washers, (2) short "EII" 1/2" NPT female x male		
	1 ea	DT72C-R Clean Dishtable, straight design, left-to-right operation, 72"W x 30"D x 34"H, 16/304 stainless steel construction, 8" backsplash, stainless steel legs & cross-braces, ETL Weight: 156.49 lbs total		
			ITEM TOTAL:	\$2,641.19
3	1 ea	DISPOSER Salvajor Model No. 200-SA-3-WSP Water Saving Package with Operator Sensor, Disposer, Sink Assembly, 3-1/2" sink collar, 2 Hp motor, start/stop push button, drain/flush/time delay, automatic reversing & water saving with safety line disconnect ARSS-LD control, includes fixed nozzle, chrome plated vacuum breaker, solenoid valve, sink stopper & flow control, heat treated aluminum alloy housing, UL, CSA, CE	\$3,887.35	\$3,887.35
	1 ea	208v/60/1-ph, 12.1 amps		
	1 ea	LSA8 Disposer support leg, for 3/4 HP - 2 HP disposers Weight: 121 lbs total		
			ITEM TOTAL:	\$3,887.35

Item	Qty	Description	Sell	Sell Total
4	1 ea	 DISHWASHER, DOOR TYPE, VENTLESS Hobart Model No. AM15VL-2 Advansys Ventless Dishwashing Machine, door type, energy recovery, hot water sanitize, internal condensing system, 40 racks/hr, straight-thru or corner installation, solid-state controls with digital status, Sense-A-Temp™ 70°F rise booster heater, self-draining stainless steel pump & impeller, electric tank heat, automatic fill, revolving upper and lower wash arms & rinse arms, automatic drain closure, scrap screen and basket, door actuated start, stainless steel tank, tank shelf, chamber, trim panels, frame & feet, 208-240v/60/3-ph, cULus, NSF, ENERGY STAR®, Free factory startup for installations within a 100 mile radius of a Hobart service office; installation beyond 100 miles will be charged at the quoted rate by the local Hobart service office Dimensions 69(h) x 29.5(w) x 35(d)	\$14,244.67	\$14,244.67
	1 ea	Standard warranty - 1-Year parts, labor & travel time during normal working hours within the USA		
	1 ea	DOOR LOCK NO Without Door lock		
	1 ea	HARBOUR REBATE Mass Save Instant Rebate, if eligible. Your natural gas and/or electricity provider must be an approved gas or electric provider. Weight: 451 lbs total		
			ITEM TOTAL:	\$14,244.67
6	1 ea	DELIVER AND SET Harbour Food Service Equipment Model No. DELIVERY Delivery, set in place and removal of packaging materials. Ready for connection by others	\$475.00	\$475.00
			ITEM TOTAL:	\$475.00
			Total	\$21,248.21