Charter

Brookline School District Facilities Committee (BFC)

1. **Purpose:**
   This document defines the charter, structure, scope & responsibilities, work product, and longevity of the Brookline Facilities Committee.

2. **Background:**
   The Brookline School Board (BSB) is solely accountable to oversee all aspects associated with the maintenance, management, operation, and general condition of the physical plants of the district.

   There is the consensus of the School Board and Administration that many aspects of the environmental and electric delivery systems have either reached or exceeded their useful service life requiring either an upgrade or complete replacement. In addition, the school buildings lack major efficiencies which could significantly reduce operating costs while improving performance and comfort. In addition, there is significant concern about the projected enrollment of the school buildings and whether or not the buildings can handle the capacity.

   As part of its planning efforts, BSB is seeking either facility upgrades or replacements of the CSDA and RMMS environmental and electric delivery systems to ensure/enhance smooth and efficient operations. BSB is also seeking a recommendation for better managing enrollment increases.

3. **Charter:**
   The BSB shall impanel, as its agent, a facility committee to do all appropriate studies, investigations, and recommendations on the current and future state of the environmental and electric delivery systems and capacity of the CSDA and RMMS buildings.

4. **Structure/Members:**
   The Brookline School District Facility Committee (BFC) shall self-organize selecting its officer positions of Chair, Vice Chair, and Secretary. The BFC shall notice all meetings and record meeting minutes available to the public. The BFC will be comprised as follows:

Role	Member	Representing
Appointed Brookline School Board Member	**Tracy Perry**	Brookline School Board
Appointed Brookline Finance Committee Member	**NEEDED**	Brookline Finance Com
Select SME Contractor/Vendor (non-voting member)		EEI
Brookline Select Board Appointed Member	**Brian Rater**	Brookline
Brookline Community Member at Large	**NEEDED**	Brookline
SAU#41 Administration	**Gina Bergskaug** **Lance Flamino**	Superintendent Business Administrator

	Lance Finamore	Facilities Director
BSD Administration	**Dan Molinari**	RMMS Principal

5. Scope & Responsibilities:

The BFC is expressly impaneled to advise the School Board on capital improvements, upgrades, replacements, and enhancements to the school building's environmental and electric delivery systems.

BFC's responsibilities include but are not limited to:

a. Conducting on-site studies, investigations, and evaluations of the building's environmental and electric delivery systems
b. Conduct regular monthly meetings at a minimum to assess findings, next steps, and develop recommendations
c. Engaging with approved third-party subject matter experts (SMEs)
d. Engaging with community energy groups
e. Engaging in Request for Comment/Request for Pricing (RFC/RFP) activities
f. Presenting monthly updates of progress to the School Board
g. Making a recommendation to the BSB for any and all projects that address the issues at hand.

6. Work Product/Deliverables

The work product of the BFC shall be to develop and deliver recommendations and costed plans for:

a. Environmental and electric delivery system upgrades and/or replacements
b. Energy efficiency options
c. Practical clean energy options
d. Necessary space increases

The BFC shall deliver the final work product to the Brookline School Board no later than its June 2027 meeting.

7. Longevity:

The BFC will be impaneled and commence its work in April 2026 pending board approval of this charter. The BFC will disband no later than June 30, 2027, unless this charter is renewed by a specific School Board action.