

Southfield Redevelopment Authority
Board of Directors Meeting
December 14, 2015 @ 7:00pm
Conference Room, SRA Office

Directors Present: William Minahan, Chairman
Patricia O'Leary, Vice Chairman
Chris Aiello, Clerk
Ralph Rivkind
John Brewer
Robert Rizzi
Kelli O'Brien-McKinnon
Walter Flynn
Lyndsey Kruser

Also in Attendance: Jim Young, Land Use Administrator
Scott Bois, Treasurer/Collector
Matt Barry, Tom Murray and Bill Ryan LStar Management

The Chairman called the meeting to order at 7:00pm

Minutes

**VOTED: Motion of Chris Aiello, seconded by Robert Rizzi, to accept the minutes of the SRA Board of Directors meeting held on November 23, 2015
7-0-2 vote O'Brien-McKinnon and Flynn abstained**

LIFOC, Alterations Request, East-West Parkway Extension

The Board received SRA's draft alterations request letter in their agenda packets. Mr. Young reviewed the NAVY's LIFOC process for alterations that would permanently alter NAVY-owned property. Mr. Young stated that the Right of Way Bureau at MassDOT has stated that MassDOT hopes to go out to bid for the East-West Parkway Extension Project on January 30, 2016; and that NAVY's approval of alterations to support MassDOT's East-West Parkway Extension Project needed to be in place for bid purposes.

Board members voiced concern with NAVY's requirement for the SRA to certify that environmental matters which may occur on NAVY-owned property during Parkway construction would adhere to Federal, State and Local environmental laws. Mr. Young noted that the SRA would not be directly involved in any East-West Parkway Extension contract let by MassDOT, but was directly involved in the LIFOC Agreement with NAVY.

Mr. Rivkind suggested that the required certifications first be sent to the State to get confirmation in writing that they intend to have their contractor adhere to NAVY's conditions.

The Chairman interrupted the public meeting to ask Board members to stop using their cell phones.

Further discussion ensued on the East-West Parkway Extension Project design. Mr. Brewer voiced concern that a portion of the Parkway extension may have an adverse effect on traffic flow in the cottage neighborhood. Board members suggested that the Homeowners Association send their comments directly to MassDOT, and bring their concerns to the Parkway/NAVY Workgroup. Mr. Young indicated that he would stipulate in his technical comments to MassDOT that NAVY conditions must be adhered to by MassDOT Contractors.

Mr. Rivkind suggested the Board approve the Proposed Alterations letter to NAVY on the condition that MassDOT issue a confirmation letter to the SRA; the NAVY letter to be released upon receipt of confirmation. Mr. Young noted that NAVY was ultimately responsible for all pre-existing onsite environmental conditions, that NAVY would have a 15-day period to respond to SRA's letter of request, and that NAVY is likely to impose conditions on any approval.

Board Measure 15-038 LIFO Alterations Request

VOTED: Motion of Walter Flynn, seconded by Robert Rizzi, that the Board of Directors approve the proposed Alterations Request to Navy for MassDOT's East-West Parkway Extension Project 7-1-1 vote Rivkind opposed, Brewer abstained

Southfield Redevelopment Authority Employee Handbook

The Board received the draft SRA Employee Handbook in their agenda packets.

Ms. Kruzer proposed amendments to Sick Leave and Personal and Vacation Time Policies:

Paid Sick Leave Policy

- To consider lowering accrued sick time or eliminating the short term disability program
- To eliminate paid sick leave buy-out, effective immediately

Personal and Vacation Time Policy

- To allow 3-week vacation time after 5 years of employment instead of 3 years
- To allow 5-week vacation time after 20 years of employment instead of 15 years
- To allow up to 5 carryover vacation days into the following fiscal year, to be implemented after reasonable notice to existing employees.

Some Directors favored a grandfather clause for the existing full time employees; that they keep the benefits they have earned. The Board unanimously agreed to provide the existing staff with a side letter to the SRA Employee Handbook informing them of the benefits to which they are entitled. Mr. Rivkind clarified that the SRA Employee Handbook applied to new full time employees, hired after December 14, 2015.

VOTED: Motion of Lyndsey Kruzer, seconded by Walter Flynn, that the Board of Directors eliminate the Paid Sick Leave Buy-Back Policy for new full time employees, and to allow up to 75 days of sick

leave to be carried forward from year to year

Unanimous vote

VOTED: Motion of Lyndsey Kruzer, seconded by Ralph Rivkind, that the Board of Directors allow 3 week-vacation time after 5 years of employment, and allow 5 week-vacation time after 20 years of employment for new full time employees

Unanimous vote

VOTED: Motion of Lyndsey Kruzer, seconded by Chris Aiello, to allow carry over of up to 5 vacation days, but carryover must be used in the following year

Unanimous vote

Board Measure 15-039 Employee Handbook

VOTED: Motion of Ralph Rivkind, seconded by Walter Flynn, that the Board of Directors approves the Southfield Redevelopment Authority Employee Handbook as amended on December 14, 2015, with the exception of the Personal and Vacation Time and Paid Sick Leave Policies

Unanimous vote

Ms. Kruzer will make final amendments to the Personal and Vacation Time and Paid Sick Leave Policies. A vote to adopt the final amended SRA Employee Handbook will take place at the next meeting.

Ms. O'Leary requested a written delegation of SRA authority. It was suggested that a handbook be created for the Board of Directors, and submitted to the Advisory Board for review.

Status Reports

Mr. Rivkind noted the Agreements Workgroup met with LStar, and will meet again to continue DDA negotiations.

There was no update from the Water and Sewer Workgroup

Mr. Flynn noted the last Master Plan meeting focused on preparation of LStar's zoning proposal to the Town of Rockland

Mr. Young noted that Pulte Homes broke ground on their Brookfield Village project, and that 4 residential projects were currently underway.

Mr. Bois noted that the \$.54 Southfield District Rate was certified by DOR, and that the Towns of Abington and Rockland were proceeding to tax bill print. Weymouth's special assessment/bond matters related to Southfield were still pending, and were expected to be finalized later in the week.

Mr. Barry introduced Tom Murray to the Board, as LStar's new Vice President of Land Development, and noted that water/sewer and master plan designs were progressing.

Public Comment

Mr. Caswell, Southfield Resident, stated the Board should be financially responsible when spending Southfield's tax revenues, even if it was not fair to the SRA employees.

Ms. Hilbert, Weymouth Resident, was informed that the Southfield new growth figure for the Town of Weymouth was estimated at \$2.1M.

Ms. O'Brien-McKinnon stated she was asked by the Rockland Tax Collector to thank Mr. Bois for his much appreciated assistance to set up the Southfield tax bills.

The Chairman thanked Ms. Cordeiro and Ms. Kruzer for their efforts on the SRA Employee Handbook.

Next Meeting – January 11, 2016

VOTED: Motion of Walter Flynn, seconded by Robert Rizzi, to adjourn the meeting

Unanimous vote

The meeting ended at 8:30pm

Mary Cordeiro, Recording Secretary

William H. Minahan, Jr., Chairman

Documents reviewed during the meeting:

Draft Alterations Request Letter to NAVY

SRA Employee Handbook