

Southfield Redevelopment Authority  
Board of Directors Meeting  
Wednesday, April 4, 2018 @ 7:00pm  
Conference Room, SRA office

Directors Present:                   Kelli O'Brien-McKinnon, Vice-Chairman  
  Pat O'Leary, Clerk  
  Tom Henderson  
  Chris Primiano  
  Robert Rizzi  
  David Rubin

Not Present:                         Lyndsey Kruzer, Chairman  
  Tony Agnitti  
  Chris Aiello

Also Present:                       Paul Niedzwiecki, Executive Director  
  Jim Young, Land Use Administrator  
  Rob Downey, Asst. Planner

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

#### Minutes

**VOTED: Motion of Tom Henderson, seconded by Chris Primiano, to table the March 26, 2018 minutes until the April 18<sup>th</sup> meeting.**

**Unanimous 6-0 vote**

#### FY17 Audit Exit Conference with Powers & Sullivan

Michael Nelligan of Powers & Sullivan reviewed the FY17 audit. He said the audit went well this year, all transactions were posted appropriately, records are in good shape and the year pretty much went according to plan. Financial statements through June 30, 2017 were reviewed: OPEB Stabilization Account, Assets, Liabilities, General Fund Revenues and Expenditures.

Mr. Nelligan made a recommendation that, going forward, the Board hire the auditor in late spring, in order to have the audit conducted by May or June, in order to comply with the 120 day reporting deadline.

Executive Director, Mr. Niedzwiecki, suggested some controls and structure of free cash.

### OML Presentation from Attorney Galvin

Attorney Bob Galvin provided the presentation on the Open Meeting Law (OML), explaining that the ethics portion would be presented another evening.

#### Highlights and recommendations:

- New board members must receive copies of each determination made by the Atty. General of board OML violations over the prior 5 years
- Difference between Public vs. Non-Public Bodies subject to the OML
- "Deliberation" is defined as communication via any medium among a quorum of a public body on any public business within its jurisdiction
- "Meeting" is defined as a deliberation by a quorum of public body with respect to any matter within the body's jurisdiction
- Legal notices must include the date and time of posting
- As of October, 2017 reason for remote participation can include "reasonable difficulty" in physically attending the meeting
- iPhones are acceptable means of communication
- Chair must notify those in attendance that the meeting is being recorded
- Executive Session minutes should be reviewed twice per year to see if minutes can be released
- Update agenda if new items come in after posting

Atty. Jon Witten said that if a closed hearing is re-opened for additional evidence and/or deliberation, the hearing must be re-advertised.

### Treasurer Update

Treasurer Eric Hart reported that he has attended a class on control procedures and will provide an update at a future meeting.

Mr. Hart also said:

- He hopes to have the list of abatements for the next meeting
- He is working on recommendations for internal controls and financial reconciliation policy
- He has submitted the job description and advertisement verbiage for the part time accounting position
- He will present the amount LStar owes to SRA at the next meeting

### Executive Director's Report

Mr. Niedwiecki said that LStar will be moving their office location on April 6<sup>th</sup>. He also reported that LStar's Kyle Corkum spoke before the Weymouth Town Council on April 2<sup>nd</sup> and that, at the next SRA meeting, Tom Berkley will present a project update, including the results of recent discussions regarding a permanent water solution.

Mr. Niedwiecki also mentioned that he has recently met with Rockland and Weymouth officials.

Topics not reasonably anticipated by the Chairman 48 hours in advance of the meeting: none

Public Comments on this evening's topics of discussion:

Mrs. Parsons of Rockland asked if the SRA office was moving.

Mr. Niedwiecki explained it will soon be necessary because the building is expected to be demolished to make way for future development.

Next Meeting: April 18, 2018

**VOTED: Motion of Chris Primiano, seconded by Tom Henderson, to adjourn the meeting at 8:30 PM**

**Unanimous 6-0 vote**



Patricia Fitzgerald, Recording Secretary



Kelli O'Brien McKinnon, Vice Chairman

**Documents reviewed during the meeting:**

FY 17 Financial Statements

OML Presentation Slides