

Southfield Redevelopment Authority
Board of Directors Remote Participation Meeting
Wednesday, January 20, 2021 @ 7:00pm

Directors Remotely Present, via Attendance Rollcall:

Tom Henderson, Chairman
David Rubin, Vice-Chairman
Pat O’Leary, Clerk
Kelli O’Brien McKinnon
Robert Rizzi
Brittany Besler
Chris Primiano
Kevin Donovan

Also Remotely Present: Jim Young, Land Use Administrator
Eric Hart, Treasurer
Patricia Fitzgerald, Recording Secretary

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

*In response to Governor Baker's declaration of a public health emergency and the related Emergency Executive Order dated March 12, 2020, the Southfield Redevelopment Authority (“the Authority”) shall be meeting remotely until further notice. The **application Webinar #844-8020-5199** provided through **ZOOM** and a **Passcode of 885364** will be used for this purpose.*

The Zoom online link and dial-in instructions were provided 48 hours in advance of the meeting.

This application will permit the public to access and participate in future Board meetings and hearings. We extend our thanks for your understanding and participation in this manner, which is intended to keep members of the Board and the public safe.

This meeting may be recorded via Zoom.

Open Session Minutes

VOTED: Motion of Kelli O’Brien McKinnon, seconded by Kevin Donovan, to accept the December 16, 2020 minutes as written.

7-0-1 rollcall vote; Bob Rizzi abstained

MassWorks Infrastructure Grant Application
-Proposal from Anderson Strategic Advisors, LLC

Chairman Henderson introduced April Anderson of Anderson Strategic Advisors (economic development consultant). and stated that the Authority was considering engaging Ms. Anderson to prepare and submit a MassWorks Grant application (in June) for the \$3M Union Street/Liberty Street sewer improvement project.

Ms. Anderson discussed her past experience as well as her success rate with obtaining MassWorks Grants (23 of 25 applications, totaling approximately \$55M). Ms. Anderson proposed a flat fee of \$50,000 for the initial application and said if the first grant application is not successful, she will prepare another application at no charge.

Ms. O'Leary asked for more details on the \$3M Union Street/Liberty Street project. It was pointed out that the project was one of several projects that were approved by the Board in October as candidates for use of funds from the recent 2010A Infrastructure Bond refunding effort, and that the project is shovel ready since the Town of Weymouth had already fully designed and permitted the project.

Chairman Henderson explained that if the Authority decides to engage Ms. Anderson, the application will be discussed in detail with Weymouth, and Weymouth would be a secondary applicant on the submittal.

Ms. Anderson also discussed the overall application and agency review schedule.

Bob Luongo, Director of Planning, Town of Weymouth, said Weymouth stated that he wished the Town would have had more notice about this request, as Weymouth is concerned that another MassWorks Grant application could impact their planned resubmittal of the \$7M grant application for Columbian Square.

Mr. Young stated that the Authority is aware of the needed improvements to Columbian Square, however sewer capacity is the most urgent infrastructure need for Union Point, as the site is currently at capacity. He stated that the Authority has and will continue to work with the Town of Weymouth and their engineering consultant(s) on the phased improvements needed to the Weymouth sewer system.

Chairman Henderson suggested this discussion be tabled for a week.

VOTED: Motion of Kelli O'Brien McKinnon, seconded by Bob Rizzi, to continue this discussion to January 27, 2021

Ms. Besler suggested the Chairman be given authority to move this grant application forward.

Ms. O'Brien-McKinnon withdrew her motion.

VOTED: Motion of Kelli O'Brien McKinnon, seconded by Dave Rubin, to give the Chairman authority to engage April Anderson, contingent upon receiving an endorsement from the Town of Weymouth in the next week.

6-2-0 rollcall vote; Pat O'Leary and Chris Primiano voted against

-Resolution for Amendment to Exhibit A (Series 2020A Improvements) of the 2010A Infrastructure Development Revenue Bond Refunding Amended and Restated Trust Indenture

Bond counsel, Jay Gonzalez of Hinkley, Allen & Snyder, LLP, explained the reasoning behind amendments to Exhibit A: If bond proceeds are going to be used to reimburse or directly fund the preliminary costs of a particularly infrastructure project before the Authority has a handle on what the total project cost will be, then the Board would need to vote to approve that portion of the project as a separate project in order to be able to certify that sufficient funds are available to complete said preliminary work and access the bond funds.

Chairman Henderson read the resolution:

WHEREAS, the Southfield Redevelopment Authority (the "Authority") issued its \$13,295,000 Infrastructure Development Revenue Refunding Bonds, Series 2020A, dated December 18, 2020 (the "Bonds"), pursuant to Chapter 291 of the Acts of 2014, as amended (the "Act"), and the Authority's Amended and Restated Trust Indenture dated as of December 1, 2020 (the "Indenture"), between the Authority and Wells Fargo Bank, N.A., as bond trustee (the "Trustee"), in order to refund the Authority's Infrastructure Development Revenue Bonds, Series 2010A, pay costs of issuing the Bonds, fund a reserve fund for the Bonds, and pay costs of certain public infrastructure projects identified in Exhibit A of the Indenture, as the same may be amended from time to time (the "Series 2020A Improvements"); and

WHEREAS, the Indenture authorizes the Authority to amend Exhibit A and the list of Series 2020A Improvements by resolution of the Board of the Authority;

WHEREAS, the Authority wants to proceed with funding the development and submission of an application for a MassWorks grant from the Commonwealth of Massachusetts for the Union Street/Liberty Street sewer upgrade project, which is one of the Series 2020A Improvements, and must amend Exhibit A to identify such preliminary costs of the Union Street/Liberty Street sewer upgrade

project as a separate and distinct project component constituting its own Series 2020A Improvement in order to satisfy certain requirements of the Indenture;

NOW, THEREFORE, BE IT RESOLVED by the members of the Board of the Authority, pursuant to the Act, as follows:

Section 1. The Authority hereby approves the use of \$50,000 of proceeds of the Bonds to fund costs of developing and submitting an application for a MassWorks grant for the Union Street/Liberty Street sewer upgrade project (the "Project"). Pursuant to Section 10.01(c) of the Indenture, the Authority hereby amends Exhibit A of the Indenture to add the Project as a new Series 2020A Improvement eligible for funding from proceeds of the Bonds, which amended Exhibit A shall be in the form attached hereto.

Section 2. Each Authorized Officer (as defined in the Indenture), acting singly, is hereby authorized to do all acts and things, and to approve, execute and deliver any and all documents, certificates, and other instruments necessary or desirable to effectuate the amendment to Exhibit A of the Indenture, including, without limitation, a first supplemental indenture by and between the Authority and the Trustee providing for the amendment to Exhibit A of the Indenture.

Section 3. This Resolution shall take effect immediately.

**VOTED: Motion of Tom Henderson, seconded by Bob Rizzi, to adopt the resolution as presented.
8-0-0 unanimous rollcall vote**

Treasurer's Report:

-Transfers

Mr. Hart said there are some small overruns on the budget and requested transfers to cover those balances:

Measure 21-01

VOTED: Motion of Kevin Donovan, seconded by Tom Henderson, that the Board of Directors authorize the transfers of:

- a) \$579.60 from the Reserve Fund to Advertising-General Operations
- b) \$405.00 from the Reserve Fund to Subscriptions
- c) \$175.00 from the Reserve Fund to Insurance-Bond
- d) \$5,000.00 from the Reserve Fund to Building Maintenance

8-0-0 unanimous rollcall vote

Mr. Donovan asked that the 6 month year-to-date budget report provided by Mr. Hart be added to the minutes.

Public Comments

Mary Parsons stated that water and sewer is the responsibility of the Master Developer; she is not happy with the SRA paying those expenses.

Mr. Rubin stated that he keeps hearing about what the master developer is responsible for, but there is no master developer, and the Authority is looking to move the project forward.

Topics Not Reasonably Anticipated by the Chairman 48 hours in advance of the Meeting: none.

Executive Session

Chairman Henderson said the Board would be going into Executive Session (1) to discuss strategy with respect to pending litigation and litigation that is otherwise demonstrably likely where an open meeting may have a detrimental effect on the bargaining or litigating position of the Southfield Redevelopment Authority pursuant to Gen. L. c. 30A Section 21(a)(3) to wit SRA v. LStar Southfield, LLC, et al, (2) to consider the purchase, exchange, lease, or value of real property, the disclosure of the property itself would have a detrimental impact on the bargaining position of the Southfield Redevelopment Authority, and (3) to discuss strategy with respect to contract negotiations with non-union personnel, and not to reconvene in Open Session.

VOTED: Motion of Tom Henderson, seconded by Kevin Donovan, to go into Executive Session and not to reconvene in Open Session.

8-0-0 unanimous rollcall vote

Patricia Fitzgerald, Recording Secretary

Tom Henderson, Chairman

Documents reviewed during the meeting:

- Resolution re. 2020A Bonds
- Measure 21-01
- FY21 6-month YTD- (attached)

SOUTHFIELD REDEVELOPMENT AUTHORITY
YTD APPROPRIATIONS EXPENDITURES
6 Months Ending December 31, 2020

GENERAL FUND	BUDGETED	ACTUAL	SURPLUS (DEFICIT)	YTD %
Expenses				
DIRECTOR'S SALARIES	\$ 45,000.00	\$ 22,500.00	22,500.00	50%
RECORDING SECRETARY	\$ 5,000.00	\$ 915.00	4,085.00	18%
ANNUAL AUDIT	\$ 25,000.00	\$ 3,000.00	22,000.00	12%
Board of Directors	\$ 75,000.00	\$ 26,415.00	48,585.00	35%
EXECUTIVE ADMINISTRATIVE ASSISTANCE		\$ -	0.00	NA
ADVERTISING - GENERAL OPERATIONS	\$ 1,000.00	\$ 1,579.60	(579.60)	158%
PAYROLL SERVICES	\$ 1,500.00	\$ 398.44	1,101.56	27%
SUBSCRIPTIONS	\$ 250.00	\$ 655.00	(405.00)	262%
COPIER LEASE/MAINT/SUPPLIES	\$ 2,500.00	\$ 836.12	1,663.88	33%
OFFICE SUPPLIES/MISC EXPENDITURES	\$ 2,000.00	\$ 570.88	1,429.12	29%
POSTAGE EXPENSE	\$ 500.00	\$ 97.77	402.23	20%
FIRE MV & OTHER INSURANCE	\$ 18,000.00	\$ 17,839.40	160.60	99%
Executive Office	\$ 25,750.00	\$ 21,977.21	3,772.79	85%
RESERVE FUND	\$ 20,000.00	\$ -	20,000.00	0%
Reserve Fund	\$ 20,000.00	\$ -	20,000.00	0%
TREASURER SALARY	\$ 115,000.00	\$ 57,500.00	57,500.00	50%
ACCOUNTING ASSISTANT		\$ -	0.00	NA
RECAP AND ASSESSMENT PROFESSION	\$ 25,000.00	\$ 9,657.50	15,342.50	39%
CAPITAL PROJECT FINANCIAL SERVICES	\$ -	\$ -	0.00	NA
FINANCIAL SERVICES	\$ -	\$ -	0.00	NA
TRAVEL/MILEAGE/CONFERENCE	\$ 500.00	\$ 26.55	473.45	5%
OTHER FINANCIAL SERVICES	\$ 15,000.00	\$ 5,670.00	9,330.00	38%
ACCOUNTING MISC	\$ 200.00	\$ 25.00	175.00	13%
BANK SERVICE CHARGES	\$ 250.00			0%
INSURANCE-BOND	\$ 500.00	\$ 675.00	(175.00)	135%
FINANCE MISC EXPENDITURES	\$ -	\$ -	0.00	NA
Finance	\$ 156,450.00	\$ 73,554.05	82,645.95	47%
SPECIAL COUNSEL	\$ 55,000.00	\$ 3,762.15	51,237.85	7%
Legal	\$ 55,000.00	\$ 3,762.15	51,237.85	7%
INTERNET/WEBSITE	\$ 6,200.00	\$ 4,283.24	1,916.76	69%
COMPUTER SOFTWARE MAINTENANCE	\$ 3,000.00	\$ 1,609.48	1,390.52	54%
FINANCIAL SOFTWARE	\$ 5,000.00	\$ 3,484.00	1,516.00	70%
IT / GIS SERVICES	\$ 3,000.00	\$ 1,006.25	1,993.75	34%
IT EQUIPMENT	\$ 2,500.00	\$ 15.93	2,484.07	1%
Information Systems	\$ 19,700.00	\$ 10,398.90	9,301.10	53%
LAND USE ADMINISTRATOR	\$ 111,120.00	\$ 55,560.00	55,560.00	50%

SOUTHFIELD REDEVELOPMENT AUTHORITY
YTD APPROPRIATIONS EXPENDITURES
6 Months Ending December 31, 2020

HOUSING COORDINATOR	\$ 6,000.00	\$ -	6,000.00	0%
ENGINEERING MISC	\$ 500.00		500.00	0%
PLANNING ENGINEERING SERVICES	\$ 25,000.00	\$ 4,566.60	20,433.40	18%
Planning	\$ 142,620.00	\$ 60,126.60	82,493.40	42%
CONTRIBUTORY RETIREMENT	\$ 142,356.00	\$ 142,356.00	0.00	100%
SHORT&LONG TERM DISABILITY	\$ 4,000.00	\$ 1,327.46	2,672.54	33%
HEALTH INSURANCE	\$ 75,000.00	\$ 39,275.82	35,724.18	52%
SOCIAL SECURITY TAX	\$ 3,000.00	\$ 1,033.20	1,966.80	34%
MEDICARE INSURANCE	\$ 4,000.00	\$ 1,506.47	2,493.53	38%
LIFE INSURANCE	\$ 1,500.00	\$ 482.64	1,017.36	32%
Pension, Benefits & Ins.	\$ 229,856.00	\$ 185,981.59	43,874.41	81%
RENT/LEASE OFFICE BUILDING	\$ 1.00	\$ -	1.00	0%
RENT/LEASE RECORD STORAGE	\$ 9,000.00	\$ 2,126.70	6,873.30	24%
UTILITIES / OIL HEAT	\$ 5,000.00	\$ 638.76	4,361.24	13%
BUILDING MAINTENANCE	\$ 12,500.00	\$ 8,688.30	3,811.70	70%
Maintenance of Building	\$ 26,501.00	\$ 11,453.76	15,047.24	43%
SNOW REMOVAL/PLOWING	\$ 5,000.00	\$ 1,020.00	3,980.00	20%
PARKWAY - STREET LIGHTING	\$ 28,000.00	\$ 5,810.50	22,189.50	21%
TROTTER ROAD STREET LIGHTING	\$ 12,000.00	\$ 178.94	11,821.06	1%
RUBBISH REMOVAL CONTRACT	\$ 1,000.00	\$ 489.39	510.61	49%
VEHICLE MAINTENANCE	\$ 1,500.00	\$ 1,131.53	368.47	75%
GROUNDS CONST/MAINTENANCE	\$ 15,000.00	\$ 8,828.89	6,171.11	59%
GROUNDS CONST/CONSRV PERMIT	\$ 5,000.00	\$ -	5,000.00	0%
Grounds Maintenance	\$ 67,500.00	\$ 17,459.25	\$ 50,040.75	26%
2010A INFRASTRUCTURE BOND SVC	\$ 1,184,483.59	\$ 571,543.85	612,939.74	48%
PARKWAY BOND DEBT SERVICE	\$ 1.00	\$ -	1.00	NA
Debt Service	\$ 1,184,484.59	\$ 571,543.85	612,940.74	48%
TRANSFER OUT	\$ 20,000.00	\$ 20,000.00	0.00	
Transfer Out	\$ 20,000.00	\$ 20,000.00	0.00	100%
Total Expenses	\$ 2,022,861.59	\$1,002,672.36	1,019,939.23	50%
UTILITIES				
	<u>BUDGETED</u>	<u>ACTUAL</u>	<u>SURPLUS (DEFICIT)</u>	<u>YTD %</u>
Expenditures				
WATER OTHER PROF SERVICES	\$ 12,000.00	\$ 3,397.22	8,602.78	28%
SEWER OTHER PROF SERVICES	\$ 22,500.00	\$ 4,206.65	18,293.35	19%
Total Utilities	\$ 34,500.00	\$ 7,603.87	26,896.13	22%