

Southfield Redevelopment Authority
Board of Directors Meeting
Advisory Board
Wednesday, June 5, 2019 @ 6:00pm
Conference Room, SRA office

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

Advisory Board Present: Carol Karlberg, Chairman
Lawrence Leahy
Joseph Shea

Also Present: Jim Young, Land Use Administrator
Eric Hart, Treasurer
Bob Galvin, Attorney

The Chairman called the meeting to order at 6:00pm and said the Board would be going into Executive Session to conduct strategy sessions in preparation for negotiations with non-union personnel (Land Use Administrator and Treasurer) and to reconvene in open session.

**VOTED: Motion of Dave Rubin, seconded by Kelli O'Brien-McKinnon, to go into Executive Session and to reconvene in Open Session
Unanimous 8-0 roll call vote**

Open Session resumed at 6:45pm

Minutes

VOTED: Motion of Kevin Donovan, seconded by Kelli O'Brien-McKinnon, to approve the SRA May 1, 2019 minutes

7-0-1 vote with Pat O'Leary abstaining

Agreement for Parkway Maintenance between SRA and the Southfield Landowners Association

Attorney Galvin said legal counsel for the Southfield Landowners Association were willing to extend the existing agreement for one month; Chairman Henderson agreed.

Mr. Galvin said he will determine what is owed to the SRA and work on an agreement to address the outstanding balance.

VOTED: Motion of Pat O’Leary, seconded by Kelli O’Brien-McKinnon, to ratify the 30-day extension on the Parkway Maintenance Agreement

6-0-2 vote, with Brittany Besler and Dave Rubin abstaining

Facilities Update: Parkway and Navy Property

Jim Young said that he has been looking at reducing SRA’s exposure on the site given the poor condition it was left in by LStar. Recent work has included

- Limiting unauthorized vehicular access to the runway from the Parkway
- Natural Heritage has raised concerns about unauthorized site access and potential impacts to habitat areas along the runways. Recent work has been performed on Taxiway C.
- Limiting access to buildings – re-keying doors and boarding up windows on several Navy buildings

Treasurer’s Report

-Authorization for Warrant signatures:

Treasurer, Eric Hart said two signatures need to be provided.

VOTED: Motion of Kevin Donovan, seconded by David Rubin, to authorize Pat O’Leary as Signature #1 and Tom Henderson as Signature #2

Unanimous 8-0 vote

-FY19 Budget Status and Transfers

Measure 19-011 Transfers

- Transfer \$11,434.50 from Accounting Assistant to Treasurer Salary
- Transfer \$2,000.00 from Recap Assessment and Professional to Other Professional Services
- Transfer \$1,032.45 from IT Equipment to MUNIS Departmental Support
- Transfer \$7,220.00 from Housing Coordinator Services to Planning Engineering Services
- Transfer \$100.00 from Social Security Tax to Unemployment Benefits

VOTED: Motion of Kevin Donovan, seconded by Bob Rizzi, to authorize the above transfers

Unanimous 8-0 vote

Treasurer Position – Discussion and Possible vote

Chairman Henderson said Mr. Hart will be receiving a salary of \$115,000, 20 days of vacation per year, other benefits per Employee Handbook, and up to \$2,000 for professional development expense reimbursement. His background checks were satisfactorily completed.

VOTED: Motion of Kelli O'Brien-McKinnon, seconded by Chris Primiano, to ratify the agreement with Treasurer, Eric Hart, starting July 1, 2019

Unanimous 8-0 vote

Land Use Administrator – Salary Discussion and Possible Vote

This item has been continued to the June 19th meeting.

FY20 Budget

-Reimbursement Agreement with Washington Capital

Mr. Hart said there is a tentative agreement with Washington Capital that they will reimburse SRA for actual operating expenses on a month-to-month basis, until there is a Master Developer involved.

-Advisory Board recommendation

Carol Karlberg, Advisory Board Chairman, said her board is satisfied and they recommend the FY20 Budget, as presented.

Public Comments on topics discussed at this meeting:

Joe Shea, Advisory Board member from Abington, asked if Washington Capital will pay the taxes on the lots they own; Treasurer Hart said he believed so.

Later Mr. Shea asked if someone will be working on legislative changes; Chairman Henderson said they are working with legislators.

Mary Parsons of Rockland, said the Conservation and Management Permit states that if the Land Owners Association does not take care of mowing the rare species habitat, then it will fall to the SRA to do so. She asked if that money was in the budget because the grass needs mowing this year.

Jim Young said the FY20 budget has been increased to address potential habitat management need.

Ms. Parsons then said Wildlands Trust trail posts are being removed and she hears gunshots.

Mr. Young said there are approximately 350 acres of park land and he is evaluating potential maintenance needs on that property.

Ms. Parsons asked if Washington Capital should attend meetings.

Mr. Donovan explained that the bank has an internal process that needs to be completed and SRA has to require a public process for the selection of the next Master Developer.

Chairman Henderson said he would put an update on the next agenda and ask Washington Capital to attend.

Measure 19-012 Transfers

VOTED: That the Board of Directors approve the FY20 General Fund Budget of \$2,740,757.25 including:

**\$72,500.00 for the Board of Directors Budget; motion of Kevin Donovan, seconded by Kelli O'Brien-McKinnon
Unanimous 8-0 vote**

**\$257,950.00 for the General Administration Budget; motion of Chris Primiano, seconded by Kevin Donovan
Unanimous 8-0 vote**

**\$50,000.00 for the Reserve Fund; motion of Kelli O'Brien-McKinnon, seconded by Pat O'Leary
Unanimous 8-0 vote**

**\$203,650.00 for the Finance Budget; motion of Kelli O'Brien-McKinnon, seconded by Kevin Donovan
Unanimous 8-0 vote**

**\$100,000.00 for the Legal Budget; motion of Kevin Donovan, seconded by Kelli O'Brien-McKinnon
Unanimous 8-0 vote**

**\$34,000.00 for the Information Technology Budget; motion of Chris Primiano, seconded by Pat O'Leary
Unanimous 8-0 vote**

**\$229,800.00 for the Planning Budget; motion of Kevin Donovan, seconded by Kelli O'Brien-McKinnon
Unanimous 8-0 vote**

**\$361,825.00 for the Benefits and Insurance Budget; motion of Chris Primiano, seconded by Bob Rizzi
7-0 vote with Kevin Donovan recusing himself**

**\$18,501.00 for the Building Maintenance Budget; motion of Kevin Donovan, seconded by Kelli O'Brien-McKinnon
Unanimous 8-0 vote**

**\$33,500.00 for the Public Works Budget; motion of Kelli O'Brien-McKinnon, seconded by Bob Rizzi
Unanimous 8-0 vote**

**\$1,379,031.25 for the Debt Budget; motion of Kelli O'Brien-McKinnon, seconded by Kevin Donovan
Unanimous 8-0 vote**

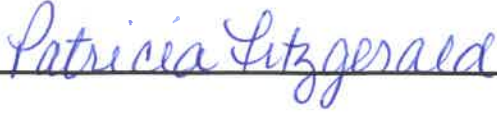
**\$82,000.00 for the Enterprise Fund Budget; motion of Kelli O'Brien-McKinnon, seconded by Kevin Donovan
Unanimous 8-0 vote**

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

Next Meeting: June 19,2019

VOTED: Motion of Kevin Donovan, seconded by Pat O'Leary, to adjourn at 7:35pm.

Unanimous 8-0 vote



Patricia Fitzgerald, Recording Secretary



Tom Henderson, Chairman

Documents reviewed during the meeting:

FY20 Budget worksheets