

Southfield Redevelopment Authority  
Board of Directors Meeting  
Joint Meeting with Advisory Board  
Applicable Subdivision Board  
Monday, June 12, 2017 @ 7:00pm  
Conference Room, SRA office

Directors Present: Lyndsey Kruzer, Chairman  
Kelli O'Brien-McKinnon, Vice Chairman  
Pat O'Leary, Clerk  
Tom Henderson  
Chris Primiano  
Robert Rizzi  
Steve LeMott  
Chris Aiello  
Anthony Agnitti

Advisory Board Members Present: Carol Karlberg, Chairman  
Bruce Hughes, Vice Chairman  
Bill Koplovsky  
Martin Pillsbury  
Eric Miller  
Jesse McSweeney

Also Present: Jim Young, Land Use Administrator  
Scott Bois, Finance/Treasurer  
Rob Downey, Assistant Planner  
Diana Smith, PT Accountant  
Matt Barry & Tom Berkley, LStar

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

Minutes – May 22, 2017

**VOTED: Motion of Chris Aiello, seconded by Steve LeMott, to approve the minutes of the Directors meeting held on May 22, 2017**

**7-0-2 vote Rizzi and Henderson abstained**

Revised Disposition and Development Agreement (DDA)

The Chairman noted SRA and LStar reached agreement on all material terms in the DDA and the fee structure insured SRA viability. Terms included a limit of 5% increase in Budget over prior year (8% total increase for a 5 year period) and an SRA Free Cash pledge to the Budget of the higher of \$350K or 20%

of Free Cash, with a minimum Free Cash reserve of \$500K to be maintained. The Board was looking to diligently cut and control costs, spend more wisely, and build flexibility into the budget. LStar would cover any Budget shortfall; Entitlement fees incurred and not collected by LStar after May, 2015 were waived. The Directors received a final red line DDA copy prior to the meeting; a DDA presentation and potential vote would occur at next meeting.

#### FY18 Budget Discussion with Advisory Board

The Advisory Board was informed that LStar's unpaid Entitlement fee (approximately \$550K) was waived, and the fee structure would go away. LStar would pay Annual Developer Fees to SRA equal to any budgetary shortfall. The SRA Directors agreed to pledge Free Cash to the budget going forward, and noted that future generation of Free Cash would most likely not occur again until full build out. The Executive Director Position was not yet included in the FY18 Budget; the salary range would be flexible and commensurate with municipal salaries with no employment contract; an at-will employee. The Collins Center would be engaged to conduct an Executive Director search and LStar would cover the cost.

#### Edward J. Collins, Jr., Center for Public Management

Mr. Kobayashi attended the meeting to review the Collins Center scope of services and to submit a service agreement proposal to the Board. Once the Board established powers and duties of the Executive Director position, the Collins Center would commence active recruitment, develop a profile of SRA priorities, conduct background checks and provide guidance for final interview/selection process. He suggested a screening committee be appointed to work with the Center to evaluate applications and conduct preliminary interviews.

Discussion ensued on using boiler plate job descriptions for a quicker hiring process, Mr. Kobayashi indicated the Board needed to formally hire the Collins Center in order to provide an Executive Director profile.

#### Board Measure 17-023 Edward J Collins Center

**VOTED: Motion of Tony Agnitti, seconded by Pat O'Leary, to delegate the Edward J. Collins, Jr. Center for a flat fee of \$5,000 to develop a job description for the SRA Executive Director**

**Unanimous vote**

#### SRA Staff restructuring

Mr. Primiano reported on the focus of the operations workgroup to look at staffing, work space and budgetary challenges for the SRA five (5) to ten (10) years out and to keep Budget increases within 5%. The Board was obligated under the open meeting law to discuss staff restructuring in a public meeting. The Chairman noted that Mr. Primiano and Atty. Galvin gave notice to staff prior to the meeting that potential restructuring would be on the agenda.

The workgroup determined that the part time accountant position was not a vital position and not required in legislation; there was capacity within the existing staff to absorb the tasks of the part time accountant, and they recommended the work load be redirected and the position eliminated.

Board Measure 17-024 – Part Time Accountant Position

**VOTED: Motion of Chris Aiello, seconded by Tom Henderson to eliminate the position of Part Time Accountant**

**Unanimous 9-0 vote**

**VOTED: Motion of Kelli O'Brien-McKinnon, seconded by Tony Agnitti to make the last day of the Part Time Accountant position June 30, 2017**

**Unanimous 9-0 vote**

**VOTED: Motion of Tom Henderson, seconded by Chris Aiello, to give 50 hours severance with the signing of a release agreement**

**Unanimous 9-0 vote**

Mr. Primiano indicated SRA and LStar would be moving into shared office space with LStar managing the reception area. The SRA Administrative Assistant position would then be redundant. The Admin's clerical tasks could be absorbed by existing staff and the Board would have to arrange for internal agenda packets and public meeting notifications. Ms. Karlberg informed the SRA Board that they were also required (per legislation) to arrange for administrative support to the Advisory Board.

Board Measure 17-025 – Administrative Assistant Position

**VOTED: Motion of Tom Henderson, seconded by Kelli O'Brien-McKinnon, to eliminate the Administrative Assistant position on October 1, 2017 with severance to December 31, 2017 contingent upon a separation agreement**

**Unanimous 9-0 vote**

The Board indicated they had been working for a year on utilizing staff resources wisely, being fiscally responsible, and lobbying the Towns to take on more of SRA's responsibilities.

Mr. Agnitti stated there was a dysfunctional relationship between SRA staff and LStar, that tasks were not done on a timely basis, and that the structure needed to change for the future success of the project.

The Chairman noted the importance of keeping coverage in the office and that the employee handbook should be revised.

Mr. McSweeney noted the Advisory Board was also focused on being fiscally responsible and that they would consider the continuation of an annual 25% reduction in Director Compensation at their next meeting. The Directors were not in favor of the Advisory Board's proposal.

Phase 1A Definitive Subdivision Plan Performance Bond Reduction

Mr. Berkley noted this agenda item would be ready for action at the next meeting.

White Street Development Project

Mr. Barry noted that a final approval from the National Park Service on the boundary adjustment was still pending.

Coast Guard surplus land update

The Chairman stated that the GSA office agreed to meet with SRA & LStar to discuss a potential land transfer.

Public Comment

Mrs. Parsons, Rockland, requested copies of Executive Session minutes on Personnel issues. The Chairman indicated the minutes were not ready for release as there were still matters to be resolved.

The Directors agreed to a special meeting on June 20<sup>th</sup> to act on the DDA and related issues

The Advisory Board would be polled to meet on June 21<sup>st</sup> to make recommendations on the FY18 Budget

**VOTED: Motion of Tom Henderson, seconded by Chris Aiello, to adjourn the meeting**

**Unanimous 9-0 vote**

The Meeting ended at 9:05pm

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Mary Cordeiro, Recording Secretary

Lyndsey Kruzer, Chairman

Documents reviewed during the meeting:

Financial excerpt from DDA

Draft FY18 Budget

Collins Center Scope of Work