

Southfield Redevelopment Authority  
Board of Directors Meeting  
Special Permit Granting Authority  
Applicable Subdivision Board  
Advisory Board  
Monday, June 26, 2017 @ 7:00pm  
Conference Room, SRA Office

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

Directors Absent: Chris Aiello, Anthony Agnitti

Also Present: Jim Young, Land Use Administrator  
Scott Bois, Finance/Treasurer  
Rob Downey, Assistant Planner  
Carol Karlberg, Eric Hart and Eric Miller, Advisory Board  
Tom Murray, Bill Ryan and Matt Barry, LStar

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

Minutes

**VOTED: Motion of Bob Rizzi, seconded by Tom Henderson, to approve the minutes of the June 12, 2017 Board of Director meeting  
Unanimous 7-0 vote to approve**

PUBLIC HEARINGS

7:00PM Special Permit Granting Authority hearing was opened and continued to the next meeting, per LStar's request.

**VOTED: Motion of Tom Henderson, seconded by Steve LeMott, to open the Public Hearing on LStar's Development Plan Application for Stonebridge Project, and continue it to Monday, July 10, 2017 @ 7:00pm  
Unanimous 7-0 vote**

7:05PM Applicable Subdivision Board hearing was opened and continued to the next meeting, per LStar's request.

**VOTED: Motion of Tom Henderson, seconded by Kelli O'Brien-McKinnon, to open the Public Hearing**

**on LStar's Definitive Subdivision Plan Application for Stonebridge Project, and continue it to Monday, July 10, 2017 @ 7:05pm**  
**Unanimous 7-0 vote**

EDC/PBC Boundary Adjustment Closing Documents

The Board was informed that the documents were still under review by NPS and therefore not ready for execution at this time and the matter would be carried over to the next meeting.

Phase 1A Definitive Subdivision Plan Performance Bond Reduction

Mr. Young noted the updated list was still under final review by Weymouth DPW and the matter would be carried over to the next meeting.

Third Amended and Restated Disposition and Development Agreement

The Chairman stated the final execution copy of the DDA was distributed electronically to the Board and that it would be executed by both SRA and LStar tomorrow.

Staffing – Salary review and Assistant Planner role

The Chairman noted the Part Time Assistant Planner, Rob Downey, was working on a full time basis at \$15 per hour. Discussion ensued on his job duties and skill set, his 4 years of institutional knowledge and experience on the Union Point project, and on similar municipal positions and comparable salaries.

**VOTED: Motion of Tom Henderson, seconded by Chris Primiano, to convert the Assistant Planner to a full time salaried position at \$22 per hour/annual salary of \$45,760, effective July 1, 2017**

**Unanimous 7-0 vote**

FY18 General Fund Budget

Ms. Karlberg, Chairman, noted the Advisory Board reviewed the FY18 Budget requirements in detail including LStar's funding obligations in the DDA; and SRA's use of Free Cash for FY17 general fund revenues. Mr. Hart, Secretary, noted the Advisory Board agreed that the Unemployment Benefits line item was insufficient in light of the two positions that were recently eliminated.

Ms. Karlberg noted in past years that the Advisory Board was provided with updates, but many SRA meetings were held in Executive Session with no communication at all to the Advisory Board. Mr. Hart noted the Advisory Board's willingness to assist as appropriate on SRA work groups that function outside the Board. The Chairman indicated the Board appreciated the Advisory Board's diverse expertise, and Ms. O'Brien-McKinnon volunteered to be a liaison between the two Boards.

The Directors reviewed each FY18 Budget recommendation.

Board Measure 17-030

**VOTED: Motion of Tom Henderson, seconded by Kelli O'Brien-McKinnon, to approve the Board of Directors Budget of \$75,187.50**

**Unanimous 7-0 vote**

**VOTED: Motion of Tom Henderson, seconded by Chris Primiano, to approve the General**

**Administration Budget of \$128,200.00**

**Unanimous 7-0 vote**

**VOTED: Motion of Tom Henderson, seconded by Kelli O'Brien-McKinnon, to approve the Finance Budget of \$152,750.00**

**Unanimous 7-0 vote**

**VOTED: Motion of Tom Henderson, seconded by Steve LeMott, to approve the Legal Budget of \$200,000**

**Unanimous 7-0 vote**

The Board agreed that next year's legal expenses should be much lower than FY17.

**VOTED: Motion of Tom Henderson, seconded by Pat O'Leary, to approve the Information Technology Budget of \$50,000.00**

**Unanimous 7-0 vote**

**VOTED: Motion of Tom Henderson, seconded by Pat O'Leary, to approve the Planning Budget of \$202,600.00**

**Unanimous 7-0 vote**

**VOTED: Motion of Tom Henderson, seconded by Pat O'Leary, to approve the Benefits & Insurance Budget of \$179,000.00**

**Unanimous 7-0 vote**

**VOTED: Motion of Tom Henderson, seconded by Kelli O'Brien-McKinnon, to approve the Building Maintenance Budget of \$16,500.00**

**Unanimous 7-0 vote**

Discussion ensued on the LStar agreement to share building maintenance costs. Mr. Bois noted the budget line item was reduced by half from last year.

**VOTED: Motion of Tom Henderson, seconded by Steve LeMott, to approve the Public Works Budget of \$7,500.00**

**Unanimous 7-0 vote**

**VOTED: Motion of Tom Henderson, seconded by Pat O'Leary, to approve the Debt Budget of \$1,133,084.00**

**Unanimous 7-0 vote**

**VOTED: Motion of Tom Henderson, seconded by Kelli O'Brien-McKinnon, to approve a Total FY18 Budget of \$2,144,821.40**

**Unanimous 7-0 vote**

**FY18 Water/Sewer Enterprise Fund Budget**

Mr. Bois reviewed revenue projections based on user rates and water/sewer consumption, and noted the Enterprise Budget was level funded.

**VOTED: Motion of Tom Henderson, seconded by Kelli O'Brien-McKinnon to approve the FY18 Enterprise Fund Budget of \$625,000.00**

**Unanimous 7-0 vote**

#### SRA Employee Handbook

The Chairman noted that additional changes were made to the employee handbook. The Board agreed to review changes and consider voting at the next meeting.

Mr. Primiano was informed that LStar's past due water bills were paid up, but there was still a past due invoice (approximately \$20K) for Parkway snow plowing.

#### Public Comment

Ms. Marques. Weymouth, noted signature page of the DDA included two LStar entities that were not registered to do business in Massachusetts. Ms. Marques was informed that an entity with signatory authority would sign the DDA.

Mr. Galluzzo, Bridgewater, commended the Board for controlling costs by reducing staff, and suggested the Board rescind their stipends as well. Mr. Galluzzo was informed that the Board had no authority over their stipends, that the Advisory Board set their salary.

Next meeting July 10, 2017

**VOTED: Motion of Bob Rizzi, seconded by Chris Primiano, to adjourn the meeting**

**Unanimous vote**

The meeting ended at 8:10pm

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Mary Cordeiro, Recording Secretary

Lyndsey Kruzer, Chairman

Documents reviewed during the meeting:

FY18 Budget