

OCPC Council Meeting– September 29, 2021

6:00 pm via Zoom Meeting

Draft Minutes

President Christine Joy called the meeting of the Old Colony Planning Council to Order at 6:00 PM. The meeting is being held virtually on Zoom and recorded.

President Christine Joy read into the record the Accessibility Statement and Title VI Nondiscrimination Statement.

ATTENDANCE

<u>Roll Call</u>	<u>Town</u>	<u>Member</u>	<u>Role</u>	
Present	Abington	Steven Santeusano	Delegate	
	Abington	Alex Hagerty	Alternate	
Present	Avon	Frank Staffier	Delegate	
	Avon	John Costa	Alternate	
Present	Bridgewater	Sandra Wright	Delegate	
Present	Brockton	Sydnè Marrow	Delegate	
	Brockton	Preston Huckabee	Alternate	
	Duxbury	Vacant	Delegate	
	Duxbury	George Wadsworth	Alternate	
	East Bridgewater	Peter Spagone	Delegate	
	Easton	Jeanmarie Kent Joyce	Delegate	
	Halifax	Vacant	Delegate	
	Hanover	Vacant	Delegate	
	Hanson	Joe Campbell	Delegate	
	Kingston	Valerie Massard	Delegate	
	Kingston	Paul Basler	Alternate	
	Present	Pembroke	Becky Coletta*	Delegate
		Pembroke	Alysha Sciliano-Perry	Alternate
	Present	Plymouth	Lee Hartmann	Delegate
	Present	Plympton	Christine Joy	Delegate
Stoughton		Doug Sylvestre	Delegate	
West Bridgewater		Eldon Moreira	Delegate	
Present	Whitman	Fred Gilmetti	Delegate	
	Whitman	Dan Salvucci	Alternate	
	Delegate At-Large	Vacant		

*Becky Coletta joined late

Staff attending:

Mary Waldron
Charles Kilmer
William McNulty
Brenda Robinson
Dottie Fulginiti

Executive Director
Assistant Director and Transportation Manager
Principal Transportation Planner
Fiscal Officer
Economic Recovery Planner
Administrator, Area Agency on Aging

David Klein
Ray Guarino
Laurie Muncy
Joanne Zygmunt

Principal Transportation Planner
Director of Planning and Economic Development
Senior Economic Development and Environmental Planner

Guest(s):

Sean Noel, soon to be new employee

Consent Agenda:

President Christine Joy moved all the environmental notices to the consent agenda as printed to be included with the minutes of July 28, 2021. Motion to accept the consent agenda.

Motion Sandra
Second Frank

Motion to accept the Consent Agenda (minutes):
Second:

Roll Call to accept the Consent Agenda:

<u>Roll Call</u>	<u>Town</u>	<u>Member</u>	<u>Role</u>
Accept	Abington	Steven Santeusanio	Delegate
	Abington	Alex Hagerty	Alternate
Accept	Avon	Frank Staffier	Delegate
	Avon	John Costa	Alternate
Accept	Bridgewater	Sandra Wright	Delegate
Accept	Brockton	Sydnè Marrow	Delegate
	Brockton	Preston Huckabee	Alternate
	Duxbury	Vacant	Delegate
	Duxbury	George Wadsworth	Alternate
	East Bridgewater	Peter Spagone	Delegate
	Easton	Jeanmarie Kent Joyce	Delegate
	Halifax	Vacant	Delegate
	Hanover	Vacant	Delegate
	Hanson	Joe Campbell	Delegate
	Kingston	Valerie Massard	Delegate
	Kingston	Paul Basler	Alternate
	Pembroke	Becky Coletta	Delegate
	Pembroke	Alysha Sciliano-Perry	Alternate
Accept	Plymouth	Lee Hartmann	Delegate
Accept	Plympton	Christine Joy	Delegate
	Stoughton	Doug Sylvestre	Delegate
	West Bridgewater	Eldon Moreira	Delegate
Accept	Whitman	Fred Gilmetti	Delegate
	Whitman	Dan Salvucci	Alternate
	Delegate At-Large	Vacant	

Consent agenda unanimously accepted.

Financial Report for July 2021
presented by Fiscal Officer, Brenda Robinson

1 **Statement of Expenditures Report** shows total expenses for the month of \$163,917.06

2 **Cash Position Report**

Income for the month of \$109,560.25
Disbursements for the month were \$332,095.68
The Total cash available at month's end was \$1,566,857.94
OPEB Account had a GAIN of – \$19,102.90
Bringing the ending balance in the OPEB account to \$896,375.51

3. **Budget Resources Report**: Total receipts for the month of \$109,560.25 brings the total cumulative receipts for this fiscal year to \$109,560.25

4. **AAA Report** – Reserving AAA Report for the August financials to follow because the AAA Final allocations and billings have been delayed.

Volunteer Transportation funds report shows a July beginning balance of \$186,735.12

Payments to Volunteer Drivers in July were a total of \$1,737.39 and the Volunteer Transportation Donations received were a total of \$25.00 bringing the ending balance in the account at the end of July to \$185,022.73

5. **ROM JULY 2021 Statement and Activity**:

Balance at the beginning of July: \$183,925.46
July Receipts: \$5,850.00
Bringing Total ROM FY22 Receipts to \$5,850.00

July Expenses were: \$11,006.59
Bringing Total ROM Expenses FY22 to \$11,006.59

The ending balance in the ROM Bank Account in June was: \$177,255.50

6. **Budget Report** –

Total Expenditures through End of FY22 ending in July were a total of \$160,758.00
7.18%, 8.33 is avg

Our Percentage spent to date is at 7.18%. - The Ideal Percentage in the 1st Month of the Fiscal Year is 8.33% so we are off to a good start.

Financial Report for August 2021
presented by Fiscal Officer, Brenda Robinson

1. **Statement of Expenditures Report** shows total expenses for the month of \$174,246.31
2. **Cash Position Report**

Income for the month of \$181,331.68
Disbursements for the month were \$483,855.82
The Total cash available at month's end was \$1,257,841.05
OPEB Account had a GAIN of – \$7,986.12
Bringing the ending balance in the OPEB account to \$904,361.63

3. **Budget Resources Report**: Total receipts for the month of \$181,331.68 brings the total cumulative receipts for receipts in FY22 to \$290,882.86

4. **AAA Report** – Pass through total cumulative billings in August was \$1,315,095.00 The Remaining Fund Balances showing at this time are \$1,584,844.00.

Ombudsman and Admin funds show Cumulative Billings Total of \$244,015.00 Bringing the remaining Balances in Admin and Ombudsman to a total of \$270,347.00.

Volunteer Transportation funds beginning balance in August was \$185,022.73.

Total Payments to Volunteers in August were \$659.57. With no donations received in August – this brings the Fund Ending balance to \$184,363.16.

5. **ROM AUGUST 2021 Statement and Activity**:

Balance at the beginning of August: \$177,255.50
August Receipts: \$5,850.00
Bringing Total ROM FY21 Receipts to \$11,700.00

August Expenses were: \$9,682.39
Bringing Total ROM Expenses FY22 to \$20,688.98

The ending balance in the ROM Bank Account in August was: \$178,450.91

Mary Waldron commented there are a few months that we are due AAA funds. Brenda mentioned that AAA payments are usually one or two months behind but now they are three months behind in receipt payments. We had to pay the sub grantees. Because we are owed three months of back pay, we are facing a bit of a cash flow shortage and may need to transfer some money from savings to cover payroll this month. This payment is from the Executive Office of Elder Affairs. This will continue to be a topic for the finance subcommittee.

6. Budget Report –

Total FY22 Expenditures through End of August were \$325,554.00

Our Percentage rate in August is at 14.55% - Ideal Percentage in the 2nd Month of the Fiscal Year would be 16.66% so we continue on a positive trend.

Income/Revenue has increased by \$130,000.00 - due to new Grants added. These added grant funds PLUS the already proposed Miscellaneous expense funds, which has a balance of \$92,233.00 at the end of August, brings the projected Income surplus in August to \$222,233.00.

Accounts payable. All documents should be in by Friday for the audit report. Scheduled for field work the week of Nov 8th. Then the audit can be put together.

Frank wanted to know if we needed to move \$800,000.00 will we have to move money from savings? Brenda explained the process and confirmed this would be resolved relatively soon with the full revenue replacement.

Acceptance of the Finance Report

Motion to accept the Finance Report for July and August 2021: Sandra Wright

Second: Sydné Marrow

<u>Roll Call</u>	<u>Town</u>	<u>Member</u>	<u>Role</u>
Accept	Abington	Steven Santeusanio	Delegate
	Abington	Alex Hagerty	Alternate
Accept	Avon	Frank Staffier	Delegate
	Avon	John Costa	Alternate
Accept	Bridgewater	Sandra Wright	Delegate
Accept	Brockton	Sydné Marrow	Delegate
	Brockton	Preston Huckabee	Alternate
	Duxbury	Vacant	Delegate
	Duxbury	George Wadsworth	Alternate
	East Bridgewater	Peter Spagone	Delegate
	Easton	Jeanmarie Kent Joyce	Delegate
	Halifax	Vacant	Delegate
	Hanover	Vacant	Delegate
	Hanson	Joe Campbell	Delegate
	Kingston	Valerie Massard	Delegate
	Kingston	Paul Basler	Alternate
Accept	Pembroke	Becky Coletta	Delegate
	Pembroke	Alysha Sciliano-Perry	Alternate
Accept	Plymouth	Lee Hartmann	Delegate
Accept	Plympton	Christine Joy	Delegate
	Stoughton	Doug Sylvestre	Delegate
	West Bridgewater	Eldon Moreira	Delegate
Accept	Whitman	Fred Gilmetti	Delegate
		Dan Salvucci	Alternate

Whitman Vacant
Delegate At-Large

Financial Report unanimously accepted.

Staff Report:

Executive Director, Mary Waldron reviewed the staff report noting that we have a new member to the OCPC family. Elijah Romulus and his wife welcomed a new baby boy, Ezekiel.

- Sean Noel accepted the position of management assistant working with David and Brenda starting October 12.
- Mary is in the process of finishing the job description for her assistant.
- Brenda holding monthly grants management meetings.
- Exploring getting rid of land phones.
- Newsletter featuring breweries this month.
- Website is delayed. Hoping to have new website by end of year/first of this year.
- In the future we will send link to Dropbox for board members.
- In the process of working on a staff retreat in December. Inviting Town Administrators, Legislators and Delegates and Alternates.
- Priority in recruiting new council members.
- OCPC has hired Bob Moran as a consultant. Working on assessing and evaluating OPEB and will come back with suggestion on whether to stay with Rockland Trust or go to the County or other avenues.
- Introduced Gabrielle Sylvain-Jean, as assisted living resident.
- Norman Sorgman retired as Ombudsman.
- Community Planning and Economic Development – open space, hazard mitigation, lots of work on writing plans. Housing production plan, Easton. Green Communities, REPA Grant, ED meeting with Avon water/sewer. Meeting with communities, one to one basis to identify priorities to see how we can assist. Economic Recovery, all new funding working with EDA. Debra Beavin of EDA appreciates the staff and the relationship has grown. EDA ARPA funding opportunities.
- Transportation – road safety audits. Oct 1 is the new funding round. Pavement management system new, drone and GIS, Active Transportation Study. Climate change transportation vulnerability assessment project webinar Oct 20th working with regional partners, MAPC, CCC, SERPEDD working together. BAT still a strong partner. Kyle is monitoring MEPA.
- Administration. Mary noted she and staff are meeting with the communities one at a time beginning with Avon, Abington and Easton. Reviewed submissions from Area Agency on Aging, Community Planning and Economic Development, Economic Recovery Planning, Transportation, Drone program, Geographic Information Systems, Community Septic Management.
- Notification of South Coast Rail.
- Oct 7 JTC meeting, Keolis rep will be talking about the vegetation overview plan.

Regional Clearinghouse Reviews:

Industrial Revenue Bonds: None

Environmental Notifications

EEA #16419 – Western Point Saquish (Plymouth)

EEA #16447 – Greystone Village (Kingston)

Certificate – EEA #16409 – Former National Fireworks Site

Public Notice – Notice of Application and Issuance of a Draft Groundwater Discharge Permit (Hanover)

Public Notice – Notice of Intent to Initiate an Aquatic Plant Management Program (Plymouth)

Public Notice – Notice of Scope of Work for a Hydrogeological Evaluation

For information only, no action required by the Council

Re-reappointments to the Comprehensive Economic Development Strategy (CEDS) Committee

Presented by Joanne Zygmunt

No. Member Organization

1 John Murray, Co-chair MassHire Greater Brockton Career Center

2 Maryellen Brett, Co-chair Massasoit Community College

3 Jason Hunter MassHire Greater Brockton Workforce Board

4 Christopher Cooney Metro South Chamber of Commerce

5 Pamela McCarthy Town of Stoughton

6 Rob May City of Brockton

7 Stephanie Danielson Town of Easton

8 Mary Ellen DeFrias MassDevelopment

9 Jennifer (Burke) DeBoisbriand Town of Bridgewater

10 Valerie Massard Town of Kingston

New appointments to be taken up at future meeting(s).

Motion to accept the re-appointments slate to the CEDS Committee: Christine Joy

Second: Becky Coletta

Motion accepted unanimously

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Accept	Abington	Steven Santeusanio	Delegate	
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Accept	Whitman	Fred Gilmetti	Delegate	
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Suicide Prevention Proclamation

Sandra Wright presented a Suicide Prevention Proclamation.

Sandra spoke about the topic and urged people to be aware and intervene. She expressed her gratitude to the Council for bringing this very important topic to the forefront.

Update the Proclamation to designate September as Suicide Prevention month suggested by Becky as follows:
 We, the Old Colony Planning Council, do hereby recognize September as Suicide Prevention month in the OCPC region.

Motion to accept the Suicide Prevention Proclamation as amended: Becky
 Second: Steven Santeusanio

Motion accepted unanimously

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AAA Review: Draft Area Plan and FY 22 Title III Grant Awards: presented by David Klein
David Klein presented the Grant Awards that were approved with summaries and totals.

David reviewed the responses to the AAA Needs assessment survey of Older People. There were over 800 responses. About 40% was through Survey Monkey. 60% were paper surveys. Close to 50% of the respondents are living alone. This will be posted on the OCPC website. There is a link to the responses at the end of the area plan. David reviewed the question “Do you need help with the following things...”

David did a quick general overview of the 2022-2025 Area Plan on Aging and showed the maps and areas of AAA areas. This will also be posted to the website.

Motion to approve the final version of the OCPC AAA Complete Area Plan, 2022 to 2025: Sydné Marrow
Second: Sandra Wright

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	Hanover	Vacant	Delegate
	Hanson	Joe Campbell	Delegate

	Kingston	Valerie Massard	Delegate
	Kingston	Paul Basler	Alternate
	Pembroke	Becky Coletta	Delegate
Left meeting	Pembroke	Alysha Sciliano-Perry	Alternate
	Plymouth	Lee Hartmann	Delegate
Accept	Plympton	Christine Joy	Delegate
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	West Bridgewater	Eldon Moreira	Delegate
	Whitman	Fred Gilmetti	Delegate
Accept	Whitman	Dan Salvucci	Alternate
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Fred Gilmetti had a question on page 5 Goals and Objective and asked what supportive community services to targeted populations means. David explained the money that comes in for \$1.5M each year. Most of that money goes to supportive community services. That is the money that funds the grants to target those supportive services. Targeted population older adults especially lower income and minority older adults.

Motion accepted unanimously.

Status of Retirement Legislation

Executive Director, Mary Waldron said that they continue to work with Senator Brady to get the corrective legislation out of committee with a favorable report.

Suggestions for future meeting agenda items

- Next finance committee meeting will be to talk about the creation of financial policies. Bob Moran will be present and talk about OPEB too.
- Charles Kilmer – every year OCPC is responsible to elect a signatory to the Old Colony MPO and every other year it is an opportunity to elect a member to represent communities with over 15,000 population. Staff sent out letters to the eligible Select Boards and Town Councils and are in the process of receiving responses. This will be on the October 27th meeting agenda. Eligible communities Abington Bridgewater, Duxbury, Easton, Pembroke, Stoughton and Whitman. Charles noted that the current seat is being represented by the town of Whitman, Daniel Salvucci.
- Frank – a few years back discussed about the road across from Cardinal Cushing (Good Samaritan Hospital) to the Avon line. That road is in bad condition. Avon recently had it pave on the Avon side. Ambulances must go very slow. He would like someone from Mayor Sullivan’s office to see if they can do something about it. Sydné Marrow confirmed he was talking about Reservoir Street. Sydné will look into this with the Mayor and DPW. Charles Kilmer can give Sydné the background information on this issue.

Christine Joy congratulated Sydné Marrow to her appointment as Chief of Staff to the Mayor of Brockton.

The next Council meeting will be **October 27, 2021 at 6pm.**
The next Finance committee will be October 26, 2021 at 5:45pm

Motion to adjourn was made at 7:13 pm by Christine Joy
Second: Steven Santeusanio

Adjourned by unanimous vote