

Wednesday April 22nd Executive Committee Minutes

5:30 pm Via Zoom meeting - meeting was recorded via Zoom

- Jean Marie and Lee should have been contacted as at the March 25th meeting, they were accepted as part of the Executive Committee.

1. Roll Call:

Christine Joy

Bob Moran

Sandra Wright

Eldon Moreira

Frank Staffier (John Costa representing)

Staff in attendance: Charles Kilmer, Brenda Robinson and Mary Waldron

2. Minutes – March 25th meeting (will bring up at the April 29th Council Meeting)
3. Financials – Brenda Robinson presented and shared her screen with the financials to review
 - a. Reports that will move in and out
 - a.i. Highlighted in Yellow – saving and checking account cash we have quick access to
 - a.ii. Cash Available: \$729k
 - a.iii. Outstanding A/R - \$357K (AAA, Mass DOT)
 - a.iii.1. Moving forward there may Mass DOT we can't invoice for because we can't do – identify other activities we can employ the staff on (research, grants, people are reallocated to different assignments on the same
 - a.iv. Money Marketing/CD/Treasury Notes – Brenda will look how liquid these assets are next Tuesday. How quickly can we get it, how quickly can we move it
 - a.v. Payroll is covered until May
 - a.vi. In okay shape for the next couple of months
 - a.vii. Just OCPC money, not ROM numbers
 - a.viii. Executive Director will be conservative in spending and yet being aggressive in applying for grant funding to supplement existing funding
4. John Costa - New Member/Alternate from Avon and Abington
 - a. Alternate from Avon - John Costa
 - b. Delegate from Abington –Steven Santeusanio
 - c. Still need representation from Hanover and East Bridgewater
 - c.i. Letter be drafted from Christine Joy to the board of selectmen to those towns and communities asking for a representative. They need to appoint. (Sandy asked if we are going to wait until after election?)
 - c.ii. Complete between now and next week's meeting (April 29th)
 - d. COVID-19 Impact
 - d.i. Survey & results

- d.ii. 40% response rate, 81/140 names
 - d.iii. OCPC will be hosting roundtable discussion to review some of the community needs
 - d.iii.1. Bring in local emergency management team, state, administration as resources to address issues
 - d.iii.2. Reached out to Kevin Tocci WATD to Facebook Live the roundtable discussion, this format can be recorded and saved
 - e. Charlie and Mary attended MARPA (Massachusetts Association of Regional Planning Agencies) meeting on 4/17
 - e.i. Comparison of what we are doing and other regional planning agencies are doing
 - e.ii. Maybe we aren't doing enough, showing the value of OCPC to our communities
 - e.iii. After OCPC Task Force meeting felt better
 - e.iv. Charlie – Mass DOT
 - e.iv.1. Have not issued any guidance to contracts
 - e.iv.1.a. Let's get through the crisis from a health and wellness standpoint
 - e.iv.1.b. Keep everything going as you can
 - e.iv.1.c. This could change in the future RE: contracts
 - e.iv.1.d. DLTA funds can be used at the initiative of the community
5. Retirement Legislation
- a. Still pending, status quo
 - b. Considering hiring a lobbyist
 - c. Keeping an eye on it as well – local legislation
 - d. OCPC will always keep it on agenda
6. Audit Committee Report
- a. Only have on response to the RFP from MARCUM LLC
 - a.i. Went up to \$25,000
 - b. Brenda sent out a note to two other organizations. Extended RFP to May 20th
 - c. Merrimac Valley Planning Commission shared their audit RFP which was helpful.
 - d. 990's have not been filed yet. This is unacceptable and Mary indicated so to MARCUM LLC (4/28/2020 this was accomplished)
 - e. Brenda and Sandy to connect on a contact and the other delegates will share the RFP with their contacts
7. IT Updates
- a. Howard Wright of Wright Technologies has been such an asset in a short period of time
 - b. Have the firewall setup, in the process of getting Office 365
 - b.i. We had an issue with passwords with Network Solutions and reset those
 - b.ii. Windows requires a letter indicating we are a 501-C3. IRS is closed and working on contacting them. Due to 990's not being filed, we need to wait.

- b.iii. David Klein's computer was 13 years old, he received a new desktop and has remote access.

8. Building Update

- a. Rainstorms – a few leaks
- b. Cape Way Aluminum came in for an assessment
 - b.i. Contact has COVID-19 family issues
- c. A lot to owning a building (ROM owns the building)
 - c.i. Not setup just to be a landlord, Bob Moran shared

9. OCPC ROM

- a. Mary set up a ZOOM meeting with Dan Crane, Pat Ciaramella with staff and a few delegates to review the purpose. Some members OCPC Executive Committee become the same OCPC ROM Executive Committee
- b. The Executive OCPC Council that serves as the Executive OCPC ROM
- c. Copy of ROM by-laws prior to next week's meeting. Bob Moran mentioned that there is a flaw in that the ROM make up does not incorporate the new communities that join in after the 13
- d. Supposed to organize in March

10. Personnel Meeting

- a. Eldon, Jeanmarie, Frank and Bob serve and need to meet to review personnel bylaws and best practices
- b. Might be good to get somebody else on this committee
 - b.i. Put out an email for volunteers, if nobody volunteers Christine will serve

Working Remote By-Law

- c. Barnstable County Administrator, Jack Yunits shared the County's remote work by-law
- d. A lawyer on retainer to review. An RFP needs to be created and shared. Mary received a recommendation for an attorney

Political Activity By-Laws

- e. Saw the old ones, need to update
- f. Sick days v vacation days
- g. Asked for references and structures
- h. Have a lawyer review

Next meetings:

Wednesday April 29th 5:30 PM Personnel Committee/Acting as the Nominating Committee

6:00 PM Full council meeting

7:00 PM OCPC ROM meeting

Motion to adjourn