



Old Colony Planning Council Monthly Meeting

May 29, 2024, 6:00 pm

Via ZOOM Webinar or In Person

Video: <https://zoom.us/join>
Meeting ID: 832 2140 2258
Passcode: 168176

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MINUTES

**Agenda for Meeting No. 605
May 29, 2024**

**Old Colony Planning Council
70 School St, Brockton, MA 02301**

1. Meeting was called to order by Abington Delegate, Steven Santeusanio, at 6:01PM
2. Roll Call:

TOWN	NAME	ROLL CALL	ROLE
Abington	Steven Santeusanio	Present	Delegate
	Alex Haggerty	Present	Alternate
Avon	Frank Staffier	Present	Delegate
	John Costa	Present	Alternate
Bridgewater	Sandy Wright	Unavailable	Delegate
	Bob Rulli	Present	Alternate
Brockton	Vacant		Delegate
	Preston Huckabee	Unavailable	Alternate
Duxbury	Allison Shane	Present	Delegate
	Vacant		Alternate
East Bridgewater	Peter Spagone Jr.	Present	Delegate
	John Haines		Alternate
Easton	Jeanmarie Kent-Joyce	Present	Delegate
	Vacant		Alternate
Halifax	John Bruno		Delegate
	Jonathan Selig	Present	Alternate
Hanover	Rhonda Nyman	Present	Delegate
	Steve Louko		Alternate
Hanson	Tony De Frias	Present	Delegate
	Joe Campbell		Alternate
Kingston	Val Massard	Unavailable	Delegate
	Paul Basler		Alternate
Pembroke	Becky Coletta	Unavailable	Delegate
	Alysha Siciliano-Perry	Present	Alternate
Plymouth	Lee Hartmann	Unavailable	Delegate
	Vacant		Alternate
Plympton	Vacant		Delegate

	<i>Vacant</i>		<i>Alternate</i>
Stoughton	Will Roth		Delegate
	Marc Tisdelle		Alternate
West Bridgewater	Eldon Moreira	<i>Unavailable</i>	Delegate
	Mike Perez		Alternate
Whitman	Noreen O'Toole	Present	Delegate
	Daniel Salvucci	<i>Unavailable</i>	Alternate
At-Large	Iolando Spinola	Present	Delegate

- a. **OCPC Staff:** Mary Waldron, Charles Kilmer, Megan Fournier, Brenda Robinson, Sean Noel, Rhiannon Dugan, Bill McNulty, Nick Giaquinto, David Klein
3. **Consent Agenda:** *Unanimous Approval*
- a. Items reviewed included the April 2024 Meeting Minutes, Environmental Notices (MEPA) as of May 22nd, [Draft FFY 2025 Unified Planning Work Program \(UPWP\)](#), and [FFY 2025 Title III Grantees](#). Items on the consent agenda can be [found here](#).
4. **April 2024 Financials:** *Unanimous Approval*
At the end of April, we had a positive Financial Standing showing a 4.54% Budget surplus.

- A. **Statement of Expenditures Report** shows total expenses for the month of \$315,877.82 –
- B. **Cash Position Report** shows Income for the month of \$211,360.16 –
- Disbursements for the month were \$400,998.96 –
 - The Total cash available at month’s end was \$2,913,107.91 –
 - OPEB Account had a **GAIN** of \$15,338.96 – Bringing the ending balance in the OPEB account to \$1,125,575.21 – .
- C. **Budget Resources Report:** Cash Receipts being \$211,360.16 – – brings the total Year to Date receipts to \$4,210,085.62 –
- D. **AAA Report:**
- Outstanding Balance for AAA Pass Through Programs was \$1,007,869.93 –
 - Outstanding Balance for AAA Admin and Ombudsman Programs was \$229,035.45 –
 - This brings the total outstanding balance for all AAA Programs to \$1,236,905.38 –
- Voluntary Transportation Account: beginning balance was - \$165,382.89 – . Restricted fund payments to Volunteers were a total of \$1,104.37. Donations received were a total of \$460.51. Bringing the ending balance in the fund to \$164,739.03 –
- E. **ROM Statement and Activity:**
- Balance at the beginning of the month was \$163,870.84 -
 - Receipts were \$8,350, bringing the total receipts to \$83,500 – .
 - Expenses were \$16,211.16 – bringing the total expenses to \$103,314.17 –
 - The ending Statement Balance was \$166,595.41 – .

F. Budget Reports

The Spent to date Percentage rate at the end of the month was 78.76%. The Ideal Percentage in the 10th Month of the Fiscal Year would be 83.3%, so at month’s end we had a 4.54% surplus.

Page One: Expenditures at the end of the month were a total of \$2,216,837 – . Budgeted funds remaining at the end of the month were a total of \$597,870 –

Page Two: Projected Grant Income at the end of the month was \$2,814,707 –

Page Three: No Changes on Page Three. Projected Pass-thru income remains at \$1,719,329 –

5. OCPC Staff Report:

- a. Staff provided presentation on ongoing projects with communities including:
 - i. Local Highway Technical Assistance (LTA)
 - ii. Safe Streets 4 All (SS4A)
 1. [Find the presentation for both LTA and SS4A here](#)
 - iii. Brownfields Steering Committee
 1. [Find details here](#)
 - iv. Avon Municipal Vulnerability Project (MVP)
 1. [Find presentation here](#)

6. Legislative Update:

The Legislative Committee met on Tuesday, May 21st at 3:30pm to discuss legislative priorities and final preparations for the breakfast being held on June 7th. Committee members in attendance included co-chairs, Rhonda Nyman and Noreen O'Toole, Val Massard, and Iolando Spinola. OCPC staff in attendance included Mary Waldron, Megan Fournier, Elise Prince, and Paul Umamo.

During the meeting, the OCPC staff provided a list of top priorities within the departments that they would like to be included in the legislative packet being given out at the Breakfast. The committee will be taking time over the next week to review these items and report back via email their top 3 priorities that they feel should be highlighted during the breakfast itself. Some items of interest included the MBTA Communities & Housing, and grants and the process involved.

The committee felt it would also be beneficial to share with the legislators the importance of grant access as well as learning the process municipalities need to take to apply, receive, and complete. Additionally, it would be important to share OCPC's role in this process.

7. Personnel Committee Update: *Unanimous Approval*

The Personnel Committee met on Tuesday, May 14th to discuss the annual review of the Personnel Handbook to address any suggested amendments, as well as go into Executive Session to review the personnel merit increases. Council members in attendance included myself, Steven Santeusanio, Lee Hartmann, and Frank Staffier, as well as OCPC staff members, Mary Waldron, Charles Kilmer, Sean Noel, and Megan Fournier.

Possible amendments to the Personnel Handbook include:

- Updating language regarding OCPC retirees to return if in agreement with management and be a part time employee vs. contractual so that they may be eligible for benefits.
- Adding the new PFML regulation where employees may now “top off” their PFML pay with accrued vacation and/or sick time and providing alignment with the current OCPC policy.
- Defining the policy of holidays that land on a Saturday which would now be stated that the office would be closed on the Friday preceding the Saturday holiday.
- Clarifying whether part-time staff members receive a holiday if they do or do not work on the day the holiday lands on.
- And, adding in terminology regarding Artificial Intelligence (AI) in the workplace.

The committee was seeking a vote to amend the following items:

- The retiree verbiage.
- Holidays that land on Saturdays
- Adding the AI in the Workplace language, and,
- Part Time staff working during the week of a holiday

8. **Bylaws Committee Update:** *Unanimous Approval*

The Bylaws Committee met on Thursday, May 21st to undertake the annual review of the OCPC bylaws and discuss possible amendments. Those in attendance included chair, Lee Hartmann, and Frank Staffier as well as OCPC staff Mary Waldron, Charles Kilmer, and Megan Fournier. There was not a quorum present, so there were no official votes taken.

The committee discussed the following items:

- Changing the officer title of Secretary to Vice President consisting of the same responsibilities but providing more of a succession plan.
- Whether OCPC has adopted “Robert’s Rule” in the bylaws. This will be further discussed at a future Council Retreat, and,
- The possibility of separating the Finance-Audit Committee into two separate committees, which the committee feels is unnecessary at this time.

At this point, the committee would only be looking for a vote to change the officer title of Secretary to Vice President.

9. **FY 25 Budget:** *Unanimous Approval*

- a. Prior to May and June FY24 expenses being posted, the projected balanced FY25 budget begins with Income & Expenses at \$2,951,619 – Two Million, Nine Hundred Fifty-One Thousand, Six Hundred Nineteen Dollars
- b. This shows a beginning amount of \$73,919 – Seventy-Three Thousand, Nine Hundred Nineteen Dollars in surplus funds.
- c. The process of the budget started in March and has continued being discussed during the past Council meetings as well as the most recent Personnel Committee meeting to finalize Merit increases.
- d. We are trying to be as level funded as possible and we are very confident on sustaining the personnel budget at least for the next 3 years (as most of our grant contracts are within) and beyond.
- e. This will go to full Council tomorrow (May 29th)

10. **Meeting was adjourned at 6:54pm**