March 25th Executive Committee acting as OCPC Council Minutes
7:00pm  Via Zoom meeting - meeting was recorded via Zoom

Executive Committee members:
Christine Joy - Plympton
Sandra Wright - Bridgewater
Eldon Moreira – West Bridgewater
Bob Moran – Brockton
Lee Hartmann – Plymouth delegate
Jeanmarie Kent Joyce – Easton delegate

Staff: Charles Kilmer, Brenda Robinson and Mary Waldron  
Guest: Howard Wright (came in about 45 minutes into the meeting)

Draft minutes:
Discussion while waiting for quorum and staff join in.

- Mary does not have a confirmed listing of Executive Committee. It was stated that those attending are to be considered as members of the Executive Committee. Mary sent a listing of what she had received from Pat Ciaramella and it has some voids.

- Mary sent a listing of the checks that will be sent out. With no Treasurer due to David Klein’s resignation, Christine Joy has signatory authority for a second signature. Sandra and Christine authorized the Executive Director to utilize their signature stamps to execute the checks.

- Zoom Pro – OCPC purchased and it allows for unlimited time. Lee Hartmann thanked Joanne Zygmunt for her training on Zoom Pro. The Town of Plymouth utilized our Zoom for a longer meeting.

- Joanne Zygmunt assisted staff with getting emails on phone via a Zoom meeting. Charlie connected the Star system for conference call.

- Mary had a meeting EDA regarding FEMA funds for economic development.

Agenda

Chair Joy – called the March 25th meeting of the Old Colony Planning Council – with the Executive Committee meeting - to order at 7pm.

Roll Call:
Present
1) Sandra Wright – Bridgewater Delegate  
2) Robert Moran – Brockton Delegate
3) Jeanmarie Kent Joyce – Easton Delegate
4) Lee Hartmann – Plymouth Delegate
5) Christine Joy – Plympton Delegate
6) Eldon Moreira - West Bridgewater Delegate

Absent:
Frank Staffier – Avon

------------------------- Quorum ascertained -------------------------
Minutes of February 26th 2020

- A motion to approve was made by Jeanmarie Kent Joyce, seconded by Eldon Moreira.  
  Unanimously approved.

Financial report – Brenda Robinson and Mary reviewed. ** Pages should be numbered.
  - Total expense.  $119,537.25
  - Statement of Budget Resources.  Program Income and active Grants and AAA (pass through funding).  DLTA funding was provided in full.
  - Operating Budget as a result of the Audit Committee.  Original budget comparison to year to date.  Asking staff to reduce costs.  Manager’s need to approve.
  - Grant budget
  - Cash position.  January 2020 and activities.  OPEB account took a loss.
  - AAA receipts - $30,000 set aside to pay the volunteer drivers.
  - Not in the report is the listing of checks for the month.
  - Brenda revised the report a bit to accommodate suggestions from the Audit Committee.

   Motion to approve by Sandra Wright and seconded by Jeanmarie Joyce Kent.  Unanimously approved.

Staff report:
Executive Director had shared the staff report providing an overview of transportation matters and programs, Septic Program, Economic and Community Development Department and the AAA and Ombudsman Program.

- Mary called out a new format, Project Board with projects and deadlines.  It is well organized.
- Patrick Hamilton last day was March 31st.
- Staff is handling things as best as we can, things together.  With the COVID-19 – employees are working remotely and making their best effort checking with supervisors.
- Brenda is using the laptop that Pat Ciaramella returned so she has QuickBooks at home to process.
- It is a new culture in the office for staff working remotely.  It is harder to manage, but a system for accountability of time is being enforced.
- Mary holds every Monday Manager’s meeting at 9am.  We are looking to create a contingency plan, process for keeping the office virus free and keeping in mind the potential of furlough.
- Conversation with MARPA.  The other regional planning agencies’ are being a resource to their towns.  EDA conversation – the need to get the towns up and running.  Mary shared a resource paper on way for OCPC and our communities can communicate remotely.
- Lee Hartmann commented that Charlie, Bruce, Joanne, Laurie and Mary have all been helpful to Plymouth.

Regional Clearinghouse Review:
Two environmental notifications – Bridge replacement and Waste Water Management Plan.
Sandra Wright weighed in on the Environmental Notice.

Old Business:  None

New Business:
With the resignation of David Klein, the delegate from Abington, The position of Treasurer has become vacant.  The Audit Committee recommended that Sandy Wright be the Treasurer and Robert Moran become the Secretary.

Christine Joy made a motion to appoint Sandra Wright as Treasurer.  It was seconded by Eldon Moreira.

Unanimously approved.

Christine Joy made a motion to appoint Bob Moran as Secretary.  It was seconded by: Jeanmarie Kent Joyce.

Unanimously approved.
**Review 2020-2024 amendment 3.** Two projects, BAT - workforce grant for public transportation and a project in Brockton Corridor improvement.

Motion to approve TIP Amendment III made by: Eldon Moreira. Seconded by: Bob Moran

*Unanimously approved*

**Audit Subcommittee Report:**

- Audit has not been filed yet but expected to be filed in the next day or two. 990’s have not been filed yet. The Audit has to go “upstairs” to the Tax Department of MARCUM LLC. Their reference to the legislation affecting was noted in the Audit as the Auditor recommended. Members were provided a copy of the management letter. The communication has not been positive.

- Retirement legislation. MARPA is seeking a consultant/lobbyist to track the legislation.

- An RFP has been issued for firms for auditing services. Sent 10 RFP’s out to vendors working in our catchment area, there has not been any submissions yet. Brockton Area Transit. SRPEDD shared their RFP sample that was helpful.

- Sandy asked about the Actuary and they being of help to us. Sandy felt that the Actuary should be of more assistance to us. Sandy would like to meet with the Actuary – set up a Zoom conference. Work through Brenda to set up. Get questions to Brenda. Set up an Audit/Finance Meeting.

**Information Technology Plan 2020-2025:**

Howard Wright of Wright Technology provided a document that Wright Technology prepared as assessed of our current IT needs: Document called: Old Colony Planning Council 324. Many were aware that there was no follow through from the existing vendor and communication lacked, hence service to OCPC operations. The new server has not been fully transferred, due in part to the paving software but also due to the current vendor lack of follow through.

Howard Wright, CEO of Wright Technology. Howard presented the Executive Committee through the document with priorities. Wiring is old – 15 plus years. No formal backup. Concern if ransom ware. Anti-virus does not exist. Email is antiquated. With COVID-19 and the need to work remotely, getting Office 365 for staff to collaborate remotely would be recommended. Computers are custom built. Howard suggested for staff to have laptops. Also looking at our phone system as they are tied into each other. Perhaps having employees have cell phones. E-fax system. Data backup system is critical for retrieval, but also for record keeping. Struggle for staff to get documents and emails in a relatively short time due to the dates wiring and computers.

Questions:

Lee – once you do this, it will be another 5/6 years that it will have to be replaced. Some of our computers are 12-13 years old. Mary is having OCPC files/emails backed up to be archived.

Christine - How much is it going to costs?

Rewiring and upgrade of wiring:

Costs - $5000

17 work stations, with two drops. Plus 6 other drops for printers.

Costs: $150/month. Data backup $1500

365 migration

Costs: $3500 moving data to the cloud. Moving all files to the cloud.

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Laptops cost approximately $1000 a piece for each workstation. Mary suggested these be phased in over time. Cell phone $35 a month.

Bob Moran asked about procurement procedures/laws. Charlie post meeting sent along the procurement procedures.

Lee asked Howard about the cable/wiring noting that this is important. Howard is going to have some vendors come in to give an assessment. OCPC is an easy building to re-wire. Will need to get a Gig switch.

Bob – wifi access. One or two drops. Ebiquity manage remotely. Good coverage. Adapt the building? Easy. Run on a wireless network. Comcast - OCPC currently pays $450/month. North Atlantic Network – another charge the phone system is expensive. Mary indicated that she will need to track potential cost savings.

Christine voiced that it sounds like we need to do this but it would be nice to have a plan with a plan and cost associated. Mary will ask for a more detailed – and long term plan from Wright Technology.

Robert Moran made a motion to authorize the Executive Director to spend $1800 back and to approve spending up to $3500 for 365 migration. It was properly seconded by Jeanmarie Kent Joyce.

** Voted to approve - Sandy Wright abstaining. Sandy disclosed that Howard is brother-in-law.

Mary reconfirmed how Wright Technology came to OCPC and had no knowledge of their relationship.

Lee Hartmann made a motion to approve the Executive Director to spending up to $5000 for wiring through ROM. It was properly seconded by Bob Moran. **Voted Unanimously.

** Management will make some recommendation.

Committees/Subcommittee - who is on executive committee? *** Mary will set up a time to meet with Christine to review and make recommendations as well as craft a letter to communities without any representation to the Council.

Bob Moran – knowledge. Growing reliance on the bylaws. Executive Committee – at least 5 including Brockton General meeting are required 4 times a year. The President has the authority to appoint Committees. Filing vacancy at the next council meeting.

Lee is the chair of the bylaw committee. John Costa made some recommended revisions.

Program Development Committee – created to brainstorm to find innovative ways to service the communities. Came up with ideas with delegates, staff and other members of the 17 communities. Look at the commercial end of traffic counts. Lee Hartmann is the Chair of this committee.

Personnel Committee. Eldon is the current chair. Staff has provided recommendations and they need to be collapsed into one document. Mary accumulated samples from SRPEDD and MVPC.

Community Concerns:
Update of OCPC’s procedure for dealing with COVID-19. Mary reviewed the steps that have been taken to day as well as preparing for the future.
Bob Moran - The Chinese word for Crisis is two words - Danger and Opportunity. There may be an opportunity for the Council to be seen in a different light. Army Corp refitting vacant buildings for health care needs. We do not want to miss the opportunity to be engaged.
Bob Moran works in the utility industry and with that knows that there is a ranking circuit three tier seeing educational facilities being moved to the first tier to become centers for field hospitals. Vulnerability plans. Are any of our area colleges/universities being looked at for such. Stonehill, Bridgewater State, Massasoit. Facilities with dorms, cafeteria, gyms etc. will be ones to focus on. OCPC should identify facilities that could be useful to the effort.

Mary reached out to the Mayor to convene the area communities, said thank you but I will let you know.

Motion to adjourn