Draft Minutes

1. President Christine Joy called the meeting of the Old Colony Planning Council to Order at 7:00 PM. The meeting is being recorded via Zoom.

2. **Roll Call** by Secretary Sandra Wright.
   Steve Santeusanio – Delegate from Abington
   Frank Staffier – Delegate from Avon
   John Costa – Alternate from Avon
   Bob Moran – Delegate from Brockton
   Preston Huckabee – Alternate from Brockton
   Sandra Wright – Delegate from Bridgewater
   Valerie Massard – Delegate from Duxbury
   Jeanmarie Kent Joyce – Delegate from Easton
   Debra Pettey – Delegate Hanson
   Rob Downey – Delegate from Kingston
   Becky Coletta – Delegate from Pembroke
   Lee Hartmann – Delegate from Plymouth
   Christine Joy – Delegate from Plympton
   Doug Sylvestre – Delegate from Stoughton
   Eldon Moreira - Delegate from West Bridgewater
   Fred Guilmetti – Delegate from Whitman
   Dan Salvucci – Alternate sitting in for Delegate Whitman

3. **Accepting of Minutes of April 29th Council meeting.**
   Motion by Frank Staffier to accept, seconded by Sandra Wright
   Roll Call Vote:
   Yes - Steve Santeusanio, – Delegate from Abington
   Yes - Frank Staffier – Delegate from Avon
       John Costa - Alternate
   Yes - Bob Moran – Delegate from Brockton
       Preston Huckabee – Alternate from Brockton
   Yes - Sandra Wright – Delegate from Bridgewater
   Abstain - Valerie Massard – Delegate from Duxbury
   Yes - Jeanmarie Kent Joyce – Delegate from Easton
   Abstain - Debra Pettey – Delegate Hanson
   Yes - Rob Downey – Delegate from Kingston
   Yes - Becky Coletta – Delegate from Pembroke
   Yes - Lee Hartmann – Delegate from Plymouth
   Yes - Christine Joy – Delegate from Plympton
   Yes - Doug Sylvestre – Delegate from Stoughton
   Yes - Eldon Moreira - Delegate from West Bridgewater
   Abstain - Fred Guilmetti – Delegate from Whitman
Yes - Dan Salvucci – Alternate sitting in for Delegate Whitman

Minutes were voted unanimously to accept.

4. **Financial Report** for April 2020 given by Fiscal Manager Brenda Robinson. Brenda Robinson presented the following:

- AAA
- Budget Resources
- Cash Position
- Cash Report
- ROM Bank Balance
- Statement of Expenditures
- Available balances.
- Projected liabilities were reviewed.
- OPEB - gain for the first time in months
- ROM projected Cash Report balances
- Budget Report – Operating Budget with a column with what we started with in June 2019 and then a column for total expenses to date.
- Cash Balances – bank balances as of May 27th 2020 $1,537,069.62

Finances are being watched carefully, reductions of costs are being implemented, and programs are still being delivered.

Bob Moran asked about account receivables. Brenda replied Bills are getting out quickly and nothing totally aged. Huge amounts are AAA.

Fred Guilmetti motioned to accept and seconded by Sandra Wright seconded.

On the motion to accept the financial report - Roll Call:
Yes - Steve Santeusanio, – Delegate from Abington
Yes - Frank Staffier – Delegate from Avon
  John Costa - Alternate
Yes - Bob Moran – Delegate from Brockton
  Preston Huckabee – Alternate from Brockton
Yes - Sandra Wright – Delegate from Bridgewater
Yes - Valerie Massard – Delegate from Duxbury
Yes - Jeanmarie Kent Joyce – Delegate from Easton
Yes - - Debia Pettey – Delegate Hanson
Yes - Rob Downey – Delegate from Kingston
Yes - Becky Coletta – Delegate from Pembroke
Yes - Lee Hartmann – Delegate from Plymouth
Yes - Christine Joy – Delegate from Plympton
Yes - Doug Sylvestre – Delegate from Stoughton
Yes - Eldon Moreira - Delegate from West Bridgewater
Yes - Fred Guilmetti – Delegate from Whitman
Yes - Dan Salvucci – Alternate sitting in for Delegate Whitman

**Finance Report voted unanimously.**
5. Staff Report
   a. Mary Waldron shared Executive Director’s report and briefly highlighted activities encouraging the members to read the full report which is rich detail.
      - Overall the work that the Managers and staff are working hard. Tracking time working remotely
      - 6 month and 12 month Employee Evaluations
      - Develop strategic plan and then getting Council members
      - Thinking outside the box – Paul Chenard and outside dining, Joanne and Laurie held a webinar on the EDA funding
      - One-one meetings with the communities to find out what their needs are and how can OCPC help
      - “pivoting” continues to stay effective

6. Regional Clearinghouse Reviews –
   Industrial Revenue Bonds - None
   Environmental Notifications – Mary reviewed the four:
   1) South Easton - Duplex residential housing development on Foundry Street
   2) Bridgewater - Wastewater Treatment Plant
   3) Bridgewater – High Street Dam removal and bridge replacement
   4) Kingston - Silvia Plan Pond Damn breach

7. Old Business – None

8. New Business
   a. Review and consideration of the Draft FFY 2021 Unified Planning Work Program (UPWP)
      Charlie Kilmer provided a detailed overview of the UPWP.
      After the presentation, Bob Moran made the motion to approve the Draft FFY 2021 and Jeanmarie seconded the motion.
      Accept - Steve Santeusanio, – Delegate from Abington
      Accept - Frank Staffier – Delegate from Avon
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      Accept - Bob Moran – Delegate from Brockton
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      Accept - Sandra Wright – Delegate from Bridgewater
      Accept - Valerie Massard – Delegate from Duxbury
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      Accept - Debra Pettey – Delegate Hanson
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      Accept - Becky Coletta – Delegate from Pembroke
      Accept - Lee Hartmann – Delegate from Plymouth
      Accept - Christine Joy – Delegate from Plympton
      Accept- Doug Sylvestre – Delegate from Stoughton
      Accept - Eldon Moreira - Delegate from West Bridgewater
      Accept - Fred Guilmetti – Delegate from Whitman
Draft FFY Unified Planning Work Program voted unanimously.

b. Audit Subcommittee Report and discussion on the RFP awarding for Auditing Services. Sandra Wright presented the committee’s report. Becky Colletta made a motion to accept the Report of the Audit Committee, seconded by Jeanmarie Kent Joyce.

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Accept - Doug Sylvestre – Delegate from Stoughton
Accept - Eldon Moreira - Delegate from West Bridgewater
Accept - Fred Guilmetti – Delegate from Whitman
    Dan Salvucci – Alternate from Whitman

Finance/Audit Committee Report voted unanimously to accept

A motion was made by Lee Hartmann to award Marcum LLP a three year contract with Marcum LLP. It was seconded by Frank Staffier. Subject to strong communication (weekly check-ins) and scheduling a meeting with management and OCPC finance

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Marcum LLC is awarded a three year contract for auditing services. Voted unanimously

c. Status of the Retirement Legislation
   i. Mary Waldron noted that this is still ongoing. A lobbyist has been hired by MARPA to stay on top of the legislation.

d. COVID-19 Taskforce.
   i. Continues to meet and now focused on getting the office retrofitted to meet the requirements of the Commonwealth standards.

9. Community Concerns
10. Other Business: Bob Moran mentioned that the Metro West- 495 Partnership are partnering with MassHire MetroWest. Running weekly update for employers. What the phases mean for business. Is OCPC partnering with MassHire and Career Centers? Mary replied that MetroSouth, South Shore Chamber and Plymouth Chamber hold weekly updates that OCPC staff participates. Mary also participates on conference calls with MMA and MAPC with the Lt. Governor and statewide leaders. 
11. Visitors Comments/Questions
   Christine welcomed new members delegates filling voids and look forward to robust conversations.

Motion to adjourn was made at 8:12pm by Christine Joy, properly seconded by Jeanmarie Kent Joyce
Adjourn