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

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
   Sandra Wright – Delegate from Bridgewater
   Jeanmarie Kent Joyce – Delegate from Easton
   Debra Pettey – Delegate Hanson
   Rob Downey – Delegate from Kingston
   Paul Basler – Alternate from Kingston
   Lee Hartmann – Delegate from Plymouth
   Christine Joy – Delegate from Plympton
   Doug Sylvestre – Delegate from Stoughton
   Eldon Moreira - Delegate from West Bridgewater
   Dan Salvucci – Alternate sitting in for Delegate Whitman

3. Accepting of Minutes of May 27th Council meeting.
   Motion to accept was made by Frank Staffier to accept the minutes as written, seconded by Stephen Santeusanio.

   Roll Call Vote:
   Accept - Steve Santeusanio, – Delegate from Abington
   Accept - Frank Staffier – Delegate from Avon
   John Costa - Alternate
   Accept - Bob Moran – Delegate from Brockton
   Accept - Sandra Wright – Delegate from Bridgewater
   Accept - Jeanmarie Kent Joyce – Delegate from Easton
   Accept - Debra Pettey – Delegate Hanson
   Accept - Rob Downey – Delegate from Kingston
   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 - Dan Salvucci – Alternate sitting in for Delegate Whitman

   Minutes were voted unanimously accepted.

4. Financial Report presented by Fiscal Manager Brenda Robinson and supported by Treasurer Bob Moran. The following was presented:
AAA Report billings $119,872 for the month
Statement of Budget Resources total income $242,719
Dispersements: $300,352
Cash Available $1,378,924
Statement of Expenditures $183,752
OPEB - gain for the second month in a row.
Budget Report – listing of checks were presented. $172,173

No questions
Frank Staffier made a motioned to accept the financial report and seconded by Sandra Wright.

Roll:
Accept - Steve Santeusanio, – Delegate from Abington
Accept - Frank Staffier – Delegate from Avon
John Costa - Alternate
Accept - Bob Moran – Delegate from Brockton
Accept - Sandra Wright – Delegate from Bridgewater
Accept - Jeanmarie Kent Joyce – Delegate from Easton
Accept - Debra Pettey – Delegate Hanson
Accept- Rob Downey – Delegate from Kingston
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 - Dan Salvucci Alternate Whitman

Finance Report voted unanimously.

5. Staff Report
a. Mary Waldron shared Executive Director’s written report and briefly highlighted activities encouraging the members to read the full report which is rich detail.
   - The weekly newsletter was shared and council members were encouraged to submit a highlight for their community as well as a profile of each (with a photo head shot). Mary provided accolades to Joanne Zygmunot who led the newsletter efforts.
   - 6-month employee evaluations are underway which will lead to the development of a strategic plan and then getting Council members engaged in the plan.
   - Dottie Fulginiti will be starting July 1st following up on the one-one meetings

6. Regional Clearinghouse Reviews –
   Industrial Revenue Bonds - None
   Environmental Notifications – Mary reviewed two that were on the agenda for members to review
   1) Duxbury - Keene Street and water supply along the street
   2) Easton – Depot Street. One of the most heavily traveled road in Easton.

7. Old Business
A) COVID-19 Taskforce – putting together a capital improvement to meet the needs in order to open the office to staff. Mary acknowledged Jeanmarie Kent Joyce with her expertise has been extremely
resourceful. Acknowledgement was also given to Bill McMulty who has taken on the role of coordinating the meetings and agendas.

B) Retirement Board $155,044

** Mary to send out letter to the Council

8. New Business

A) **FY21 OCPC Budget** was presented by Fiscal Manager Brenda Robinson as the budget was presented on June 17, 2020 to the Finance/Audit Committee for their preliminary review. The Finance Committee reported the FY 21 budget favorably to the full Council.

The budget is presented differently from years past. Columns with FY18, FY19, FY20 budgets are included so members can compare from years past. Note the asterisks for notes on the line item.

Brenda reviewed line item by line item.

**Questions:**

1) Frank Staffier asked about the line item for postal (line 26) and postage equipment (line 16).
   Increase in both line items.
   
   Brenda answered that the equipment rental Toshiba, copy machine and our postage machine FY21 part of that money has been moved down in postage. That is where it belongs. Because of COVID-19 we will need to updated items, such as plexiglass, work stations and other items.

2) Christine Joy asked about the auto expense. What is it used for?
   Brenda answered: OCPC has a van, gas, excise tax, auto insurance, parking permit, auto repairs and registration
   Charle Kilmer answered: It is a 2008 cargo van and used for our traffic count program and pavement management.
   Christine asked for a more in-depth explanation of Fringe benefits. Is that where we would allocate for retirement?
   Brenda answered: sick days, holidays, health and life insurance. Does this include retirements? Brenda mentioned that there is a small number that OCPC pays to Boston Mutual for retired employee’s grandfathered in. Brenda will share this information out to Christine and everyone.
   Christine asked about the one time capital expenses. Does it make more sense to have it under a separate line items as it skews the budget?
   Mary answered that she is working on a separate capital budget, but with COVID-19 and other items, it was not ready. I would recommend a 6 month review of our capital needs and have in our FY 2022 of our needs.
   Brenda wanted to add that OCPC capitalization threshold is capped at $1000. We can capitalize it as a long term asset.
   Bob Moran added that once they go in as assets, they then can be depreciated.

Sandra Wright made the motion to approve the FY 2021 OCPC Budget and Dan Salvucci seconded the motion.
Yes - Steve Santeusanio – Delegate from Abington
Yes - Frank Staffier – Delegate from Avon
      John Costa – Alternate from Avon
Yes - Bob Moran – Delegate from Brockton
Yes - Sandra Wright – Delegate from Bridgewater
Yes - Jeanmarie Kent Joyce – Delegate from Easton
Yes - Debra Pettey – Delegate Hanson
Yes - Rob Downey – Delegate from Kingston
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 - Dan Salvucci – Alternate from Whitman

Unanimously approved.

B) Personnel Committee reported out that Bob Moran has been named Chair of the Personnel Committee. Various items were discussed including Organization Chart and Laurie Muncy being promoted to the position of Director of the Community Planning and Economic Development Department. Job descriptions for council members, staff and a strategic plan and Mission statement for the Council. Mary raised the question of where we should be, where we want to be as well as where we do not want to be. Bob encouraged council members to be more engaged in the subcommittees.

Question: Bob Moran about the At-Large Member. By statute it should be someone representing the minority community.

Frank Staffier made a motioned to accept the Personnel Committee report and seconded by Dan Salvucci.

Roll:
Accept - Steve Santeusanio, – Delegate from Abington
Accept - Frank Staffier – Delegate from Avon
      John Costa - Alternate
Accept - Bob Moran – Delegate from Brockton
Accept - Sandra Wright – Delegate from Bridgewater
Accept - Jeanmarie Kent Joyce – Delegate from Easton
Accept - Debra Pettey – Delegate Hanson
Accept- Rob Downey – Delegate from Kingston
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 - Dan Salvucci Alternate Whitman
Accept - Dan Salvucci – Alternate sitting in for Delegate Whitman

Personnel Report voted unanimously
9. Community Concerns
   David Klein brought up a community concern – noticed that the Abington Rockland water department has retroactively changed the discount for residents. The age is being raised from 62 to 70 and the formula from a percentage to a flat fee. A better way could have been made. Two new select board and the town manager should call the water department to task. David is going to connect with Steve.
   It may be appropriate for David to advocate.
   Eldon Moreira talked about the excess water bill and that the water department makes their own rules. Sandy Wright confirmed what Eldon stated.

10. Other Business:

   Motion to adjourn was made at 8:18pm by Christine Joy, properly seconded by Eldon Moreira
   Adjourn