

**Audit, Finance and Risk Management Committee (FARMC)**  
**Meeting Minutes**  
**January 20, 2015**

**Attendees**

**Directors:**

Present: Christine S. Manfredi, Co-Chair; Robert C. Gore, Co-Chair

Phone: Jim Kalustian

Absent: Martin W. Lynn; John Pregmon; Martin Suuberg

**Greenway Staff:**

Jesse Brackenbury; Renee C. Wood; Laura Jasinski; Steve Anderson

**Public:**

Bus Ris; Janelle Chan

Co-Chair Gore called the meeting to order without quorum at 8:09 AM.

Jesse Brackenbury updated the Committee on the newly proposed balanced budget for FY15. The total proposed budget is up to ~\$7 million, primarily due to three non-recurring projects: new MassDOT parcels, North End improvements, and the Echelman art installation.

When the new lease with MassDOT is executed, the Maintenance & Horticulture department (M&H) will take control of several new parcels. The proposed budget includes additional MassDOT funding and expenditures for these new parcel improvements.

The proposed budget also includes revenues and expenditures for the North End Improvement project. Jesse noted that, though half of the project is funded with a matching grant, an additional \$100k for the project is requested from the Board Designated fund.

Public Art proposed expenses have also been increased with the progression of the Echelman Greenway project installation. However, project expenditures have been met with significant growth in revenue.

Laura Jasinski gave a presentation on the progress of the Echelman Public Art project. Jesse noted that the procurement costs for the engineering and construction on the

Echelma Project are now at ~\$1.2 million. As these increased costs are being funded by new contributors, proceeding with the project was considered a good choice. Possible future changes to cost estimates for the project could include increases for building restoration costs. However, labor estimates were budgeted conservatively and could come down. Insurance estimates for the Echelman project are currently between \$2-15k.

Those committee members present agreed the Echelman project procurements should be recommended to the BOD.

Next Jesse gave a presentation on the North End Improvements project. The Massachusetts Cultural Council has awarded us a \$200k matching grant for NE improvements. As mentioned earlier, the Conservancy is requesting \$100k of Board Designated funds to support the match. Funding this project now will allow M&H to proceed in the spring, the best timing to allow for off-season fallow periods and seasonal planting needs. Co-Chair Manfredi mentioned that the repairs and landscape improvements needed in the North End Parks have previously been discussed at the Board level. Given that fundraising for the project will continue, those present supported the Board Designated fund request.

Regarding Park Operations, Jesse discussed plans to improve the new parcels included in the MassDOT updated lease. This includes \$200k to bring the irrigation system online, restore deteriorating trees and add some new plantings.

Regarding updates, Jesse noted that two changes were recently made to the Employee Guidelines. The Rolling Holiday was replaced with an additional Vacation Day. Also, Sick time was reduced by one day. However, employees can now roll over up to 5 days of sick time to the next fiscal year.

Jesse also noted that the Finance department met with our auditors and are exploring the potential to change our fiscal year end to a calendar year.

Jesse moved the discussion to the Greenway Carousel. The contract with Greenway Carousel Entertainment, our carousel operator, was recently renewed with two notable changes. The revenue share with GCE was previously 10% Op, 90% RFGKC for revenues between \$300-400k. It will now be a 35% Op, 65% RFGKC split. Additionally, GCE will spend \$5k on carousel marketing per \$100k of revenue. Security at the Carousel has not been sufficient. There have been break-ins with two separate thefts of music speakers. The Conservancy is considering options for a deterrent.

The budget for Conservancy partner WORK Inc. will increase by \$20-40k to account for care of the new MassDOT parcels.

The endowment is no longer under the management of Windhaven. The money has been withdrawn, and will be reinvested when a decision for a new manager is reached by the Investment Committee.

The Conservancy is waiting for a final, official lease with MassDOT, pending approval from the Federal Highway Commission. MassDOT's monthly subsidy payment is currently up to date.

With no further business to conduct and upon motion duly made and seconded, the meeting was adjourned at 9:44 AM.