

**Rose Kennedy Greenway Conservancy  
Finance, Audit & Risk Management Committee Meeting  
Monday, October 3rd, 2017 – 12:30 am  
185 Kneeland Street, 2<sup>nd</sup> Floor, Boston**

**Meeting Minutes**

**Committee Members Present In Person:** Christine Manfredi, Mark Boyle, Robyn Reed, Susanne Lavoie

**Committee Members Absent:** Kim Sherman Stamler, Bud Ris, Tom O'Brien

**RFKGC Staff Present:** Jesse Brackenbury, Tracey Cooke, Talia Aronson

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Open Session

Committee Co-Chair Christine Manfredi called the meeting to order in Open Session with a quorum present, in person, at 12:36.

1. Mr. Brackenbury presented proposal procurements for three Public Art projects, landscape architecture consultants, and auditors.
  - a. *Public Art:* The staff proposed approval for 3 public art procurements of \$97,000, \$99,000, and \$67,000. The public art will be fully funded from philanthropy and earned income. Board members asked questions about the possible brightness of the neon light signs for nearby residents; Mr. Brackenbury said the Conservancy was committed to assuring this wasn't an issue and would discuss this matter with Curator Lucas Cowan.
  - b. *Landscape Architecture consultants:* The Conservancy received a grant from the Lynch Foundation to fund the Southern Boxwood Gardens renovation project. The Conservancy proposed to engage the assistance of Crosby Schlessinger Smallridge for their consulting design services for up to \$97,000.
  - c. *Auditors:* Mr. Brackenbury discussed the Conservancy's satisfaction with auditors AAF over the past 3 years. The Committees discussed the affordability of the three-year (vs. one-year) proposal. **After a motion made by Ms. Manfredi to accept the AAF 3 year procurement (for 3 years at ~\$84,000 total or \$93,100 total if the Conservancy requests that AAF drafts the financial Statements), and seconded by Ms. Reed, the AAF procurement was unanimously approved.**

- d. After a motion made by Ms. Manfredi to approve all proposed procurements, and seconded by Ms. Lavoie, the Public Art Glow procurements and Capital Design Procurement were also unanimously approved.**
2. Mr. Brackenbury discussed the Capital Repair Plan. The state set up a 5-year plan for paying for capital repairs. Items included in this plan have to cost at least \$50,000 and have at least a 10-year lifespan. As directed, the Conservancy has created a one-year FY18 plan and a five-year FY19-FY23 plan. The Conservancy will submit a revision to the capital plan each year. The FY18 plan consists of a \$50,000 purchase for two vehicles and \$100,000 for repairs to the Rings Fountain basin. **After a motion made by Ms. Manfredi to accept the Capital Repair Plan, and seconded by Ms. Reed, the Capital Repair Plan was unanimously approved.**
  3. Mr. Brackenbury presented the 2017 August forecast to actual. There were no questions.
  4. Ms. Cooke discussed the 2018 Budget timeline. The budget will be presented to FARMC in December. Mr. Brackenbury noted that the Conservancy will approach the budget as if the BID exists. There were no questions.
  5. Mr. Brackenbury discussed Strategic Business Planning and informed the Board that the Conservancy selected TDC to provide consultant assistance. There were no questions.
  6. Ms. Manfredi updated the Committee on the legal costs incurred by volunteer Lisa Schimmel in 2016 relating to a public inquiry about the Conservancy. The Committee recommended covering the full costs.
  7. No Members of the public present sought to be heard.

**The Finance, Audit and Risk Management Committee of the Rose Kennedy Greenway Conservancy Board of Directors was adjourned, upon a motion made by Christine Manfredi, seconded by Robyn Reed, and a unanimous vote in favor at 1:55.**