

**Rose F. Kennedy Greenway Conservancy Board Meeting
Tuesday, July 16, 2013 5:30 pm -7:00 pm
Atlantic Wharf, 290 Congress Street**

Meeting Minutes

RKGC Board: Georgia Murray, Young Park, Chris Manfredi, Bob Gore, Martin W. Lynn, Robyn Reed, John Pregmon, Chris Betke, Helen Chin Schlichte, Maggie Hunt, Clinton Bench

RKGC Board Absent: Susanne Lavoie, Chris Fincham, Cheryl Cronin, James Chan

RKGC Staff: Jesse Brackenbury, Linda Jonash, Jodi Wolin, Charlie McCabe, Shawn Meisl

Minutes

Georgia Murray, board chair, welcomed everyone, acknowledging that a quorum was present, and quickly reviewed the meeting agenda for those in attendance. The first item of business was approval of the April 9, 2013 public meeting minutes. **With no comments or changes, a motion was made and duly seconded and the minutes were approved by a roll call vote with 10 in the affirmative and 2 voting present.**

FY 14 Budget and Annual Statement of Goals

Jesse Brackenbury presented on the FY 14 budget and annual statement of goals and results. He highlighted notable expenditures in the areas of maintenance/horticulture and planning and design noting that the WORK Inc. maintenance contract increased slightly based on new bids and includes maintenance of Armenian Heritage Park (and revenues. This budget also reflects no capital maintenance reserve and growing backlog of repairs needed.

The budget for programs/art reflects the continued effort to focus on hosting third party events and not producing them in house, a refocused scope for the Conservancy's education program, and the removal or replacement of the Dewey Square mural. The administration/development departments assumes that an executive director will be hired half-way through the year, benefit allocations for individuals will match actuals and notes a significant depreciation across all departments due to the Carousel project. Conservancy staff noted that a subsidy agreement had been received by MassDOT and that payment was expected soon.

The board asked about the depreciation of the carousel, and it was noted that significant FY13 expenditures result in significant FY14 depreciation. The board also inquired about the projected income from food trucks for FY14 and Conservancy staff noted that the food vending program is conservatively forecast to bring in roughly the same amount in April-June 2014 as in the equivalent period in the 2013 contracts. The 120 Kingston Street project was also addressed by the board inquiring about any discussions that Conservancy had had with the city regarding mitigation support for the park and community. Linda Jonash, Director of Planning and Design noted that linkage payments were negotiated prior to the Conservancy coming on line and that conversations are currently taking place with Forest City and Hudson to work on ways in which they can support the park.

The North End community board members inquired on the status of the new umbrellas and furniture for the park; umbrellas would be in by the end of July and the furniture would arrive in the next week.

Discussion was opened to public comment and several questions were asked. It was clarified that FY13 savings from Nancy Brennan's salary were used to offset deficit spending. There was also a request from the public to have hard copies of the meeting materials available at the meetings for those members of the public attending.

With public comment regarding the budget complete, Georgia Murray called for a motion to approve the FY14 budget. **A motion was made and duly seconded to approve the FY14 budget and the budget was approved by a roll call vote with 12 in the affirmative and none in the negative.**

Supplemental Services Contract Procurement

Jesse Brackenbury outlined the Supplemental Services Contract Procurement, and the Conservancy staff recommendation to enter into a new three-year contract with WORK Inc.

WORK Inc. has been a Greenway partner since 2009 when it began operating the park. The non-profit agency provides opportunities to individuals with disabilities. WORK Inc. has handled basic park care—"mow, blow, snow"—and helps provide an in-park presence 16 hours per day, 365 days per year.

- Out of the three proposals received WORK Inc. was lowest by \$189,442.
- The scope of Work includes the Armenian Heritage Park (Parcel 13).
- The total contract price of \$537,084 falls within the current FY14 budget.

Members of the Finance, Audit, and Risk Management Committee (FARMC) noted that this issue was discussed at length at the last committee meeting and they concurred with the staff recommendation to award WORK Inc. the contract. It was noted that there was only a small annual cost increase in the contract of roughly \$20,000, and the contract expanded to include Armenian Heritage Park.

Jim Cassetta from WORK Inc. was at the meeting to address questions. One Board member asked about performance issues that were highlighted during the procurement process. Mr. Cassetta was forthcoming about the recent issues and provided a detailed plan to ensure that it would not occur moving forward. The Conservancy staff and board were satisfied with the efforts that Mr. Cassetta and his team have taken to address these problems and look forward to continuing the professional partnership with WORK Inc.

There was an additional question regarding snow costs and it was confirmed that this would be a fixed rate contract and snow removal would be additional if it occurred outside of the normal hours of staff coverage or if additional staff is needed.

Georgia Murray called for a motion to approve the supplemental services contract procurement. **A motion was made and duly seconded and the contract procurement was approved by a roll call vote of 12 in the affirmative and none in the negative.**

Document Retention Policy

The Conservancy recently updated its document retention policy as part of good business practice and resulted in a few minor updates to the current policy. Conservancy staff worked closely with legal counsel at Goulston & Storrs and the changes were reviewed and approved by the Finance, Audit, and Risk Management Committee. Jesse Brackenbury acknowledged Goulston & Storrs for their continued support of the Conservancy with in-kind legal services.

Georgia Murray called for a motion to approve the document retention policy. **A motion was made and duly seconded and the document retention policy was approved by a roll call vote of 12 in the affirmative and none in the negative.**

General Greenway Updates

- Greenway staff announced receiving a Mayor's Greenovate award for its organic practices as well as an acknowledgement from the City Parks Alliance as a featured Frontline Park in May.
- It was also noted that Tom Smarr, the Conservancy's previous Supt. of Horticulture was recently hired as Supt. of Horticulture of the High Line in New York.
- Spring horticulture improvements in the N. End, Wharf District, Rowes Wharf, Dewey Square and Chinatown parks were discussed while images of each were projected for those in attendance. A member of the public asked to have the work the North End friends group did in the fall with bulb plantings in parcels 8 & 10, there was also questions regarding tree care the how the Conservancy handled the transplanting of trees from the Carousel site. Linda Jonash was able to address those questions and address the concerns noted from the public.
- The Light Blades have been performing poorly due to components nearly the end of their lifespans; the Conservancy has just ordered 24 new panels (2 for each of the 12) and a new controller that will be the same model that is used by Harbor Fog and the new Carousel. The upgrade will occur this fall.
- Linda Jonash presented an update on the Greenway Carousel opening on August 31, 2013. She showed a number of photos of newly complete d characters, carousel frame and the rounding boards.

The Meeting was adjourned at 7:15 pm

List of Documents Used by the Conservancy at the Meeting

1. Agenda for the July 16, 2013 Public Meeting
2. Minutes of the April 9, 2013 Public Meeting
3. Document Retention Policy
4. FY 14 Budget Presentation and Statement of Goals
5. Supplemental Services Contract Procurement