

**Rose Kennedy Greenway Conservancy
Finance, Audit & Risk Management Committee Meeting
Tuesday, July 30th, 2019 – 12.11 p.m.
185 Kneeland Street, 2nd Floor, Boston**

Meeting Minutes

Committee Members Present In Person: Bud Ris (exited the room at 1.20 p.m.), Mark Boyle, David Wilkinson, Susanne Lavoie

Committee Members Present Over the Phone: Karen Johnson

Committee Members Absent: Kim Sherman Stamler, Robyn Reed

RFKGC Staff Present: Jesse Brackenbury, Tracey Cooke, Srivi Radhakrishnan, Keelin Caldwell

Non-Committee Members Present Over the Phone: None

Open Session

Co-Chair Bud Ris called the meeting to order in Open Session with a quorum present, in person, at 12:11 pm.

1. **After a motion was made by Mr. Ris and seconded by Mr. Wilkinson, the minutes from the May 7th 2019 meeting were unanimously approved.**

2. Ms. Cooke presented the 2019 mid-year update on the 2019 Budget. The update showed a comparative surplus of \$370K including both operating and capital. She also explained that most of the items that lead to this surplus (higher than expected proceeds at the 10 year Greenway Gala, increased Earned Income, and savings in salaries and benefits due to staff vacancies) are one-time. Mr. Brackenbury explained that this surplus would be used to accelerate both capital projects and advance operating expenditures from 2020. The following capital projects were planned on being advanced: P18 garden design development, Rings Fountain control panel replacement, carousel lighting replacement, Chin Park red gate+cage & Light Blades resurfacing, pickup truck modifications, and Chin Park fountain water treatment.
Operating expenses for Public Art and Maintenance and Horticulture were advanced from 2020 into 2019, and some money would be reserved as an

additional 2019 contingency. The FARMC agreed with the approach and moved on to the next item on the agenda at 1.30 pm.

3. Mr. Brackenbury and Ms. Cooke sought approval for the following procurements:
 - a. Design for a signature garden on Parcel 18 by Julie Moir Messervy Design Studio, with Wolf Landscape Architecture for \$98K.
 - b. The contract for Electrical and Lighting assessment and study by AECOM for The Greenway has been amended to include Chin Park at the request of the BID; increasing the pre-approved order of \$60K by \$36K and bringing it to a total of \$96K.
 - c. Labor and Equipment from WET Design to replace the Rings Fountain Control Panel for \$75K.
 - d. Purchase of a third electric vehicle from NITCO for \$34K, bringing total purchases in the last year to \$99K.

At 1.00 pm, after a motion was made by Ms. Lavoie and seconded by Mr. Wilkinson, the Committee unanimously approved all the items.

Mr. Brackenbury informed the Committee that whilst the Conservancy had obtained approval for Max Ultimate Food for \$50K their invoice had increased to \$ 63K. This was mainly because the dining was more grand to commemorate the 10 year Gala.

4. Mr. Brackenbury updated the Committee on staff performance, vacancies and new positions added to the Conservancy's staff. Staff exited the room. The Executive Director's performance review was briefly discussed and his increase in compensation reported by FARMC Co-Chair Bud Ris. Staff then rejoined the meeting.
5. Mr. Brackenbury also updated the Committee on overnight security. The Conservancy's Senior Park Ranger is on short-term disability leave and the second park ranger had departed in the spring; the replacement park ranger has only recently been hired. The Conservancy, noticing evidence of illegal behavior while shorthanded on Rangers, has hired New England Security for night and early morning shifts; NES has provided Greenway security for the Gala and Trillium. NES is finding significant overnight issues. The Committee members had multiple

questions on the nature of the problems, timings and help from BPD. Mr. Brackenbury said this pilot might well be continued even after both Rangers return so Ranger hours can be concentrated during peak park visitor hours.

6. At 1.35 pm, Tracey updated the Committee on the Paid Family Medical Leave Benefit that was being introduced by the State which would be funded by contributions by both employers and employees. The estimate for the contribution to be made by The Conservancy in Q4 of 2019 is \$ 3K.
7. No Members of the public present sought to be heard.

Upon a motion made by Mr. Wilkinson and seconded by Mr. Boyle, The Finance, Audit and Risk Management Committee of the Rose Kennedy Greenway Conservancy Board of Directors was unanimously adjourned at 1:40 pm.