



Rose Kennedy Greenway Conservancy Meeting

Tuesday, September 10, 2024 12:00 pm

Meeting Minutes

Committee Members Present via Zoom: Kirsten Hoffman, Jenny Morse, Deniz Johnson, Michael Bonetti

Committee Members Present in Person: Linda See

Committee Members Not Present: Sayed Saleh, Rosalind Gorin

Conservancy Staff Present in Person: Chris Cook, Tracey Cooke, Bwiza Kironyo

Conservancy Staff Present via Zoom: N/A

Invited Guests Present via Zoom: N/A

Members of the Public Present: N/A

Open Session

1. Chair Deniz Johnson called the meeting to order in Open Session with a quorum present at 12:04 PM. **The minutes from the April 30, 2024 meeting were unanimously approved following a motion made by Michael Bonetti and seconded by Linda See.**
2. Chris Cook discussed the \$225k two year extension of the Gala/Glow catering contract, noting that Max Ultimate Food is looking to secure two-year pricing. This proactive measure is intended to stabilize food and staffing costs. Cook mentioned that a major cost associated with events is not only the food but also the tent rental, prompting discussions about budgeting priorities for future events. This procurement will be approved at the September Board meeting.

Chris previewed the \$141.6k procurement for Phoenix Protective Services, addressing concerns regarding an uptick in negative behavior within the park. To combat this, he proposed hiring unarmed security guards to provide coverage from Tuesday to Sunday. Deniz Johnson and Jenny Morse voiced their strong support for extending security coverage to Sunday afternoons and evenings, particularly as the downtown experiences increased traffic on weekends. Chris confirmed that this arrangement would provide flexibility for varying schedules throughout the year. While budget constraints currently limit full seven-day coverage, he acknowledged the need for future discussions on this topic. This procurement will also be approved by the Board.



Tracey Cooke presented a proposal \$100k for an extension of the existing JWG Restoration, Inc. contract for additional work to be performed over the next six months, aimed at addressing ongoing maintenance needs across the park. The Greenway reached out to two firms for pricing, with JWG providing the lower estimate. Chris explained that inflation and the need for constant upkeep of the park's stone features have driven this additional proposal. He emphasized the importance of issuing a new Request for Proposals (RFP) for masonry work to ensure competitive pricing and quality service moving forward. This process will be carried out over the next few months, with a recommendation presented at the March 2025 Board meeting.

3. Tracey provided an overview of the 2024 Mid-Year Forecast, reporting a projected revenue increase of \$168K over the initial 2024 Budget. This was mostly offset by expense increases, resulting in a net surplus of \$27k. Revenue increases were the result of smaller increases in multiple line items. Key areas of expenditure increases include additional PR and increased overnight security. She noted that the organization has remained financially stable despite challenges such as lower summer revenues from the carousel and beer garden due to inclement weather. The Capital Forecast also accounted for ongoing maintenance projects, all of which are fully funded.
4. In his Executive Director updates, Chris reported on the Massachusetts Department of Transportation's (MDOT) awarding of a contract for design work related to a future maintenance facility, clarifying that costs have significantly increased from initial estimates. He mentioned that preliminary architectural drawings and cost estimates should be available before the end of the year. The committee discussed how this facility might impact the operating budget, particularly concerning the supplemental services contract.

Chris highlighted the ongoing mural project by artist Jeffery Gibson, which has garnered attention due to its unique design and cultural significance. The committee discussed potential public relations strategies to proactively manage community responses, particularly in light of anticipated feedback regarding the project's themes. Chris noted the importance of hiring a PR consultant, emphasizing the need for clear communication about the mural's intent and the artist's background.

Tracey addressed the Finance Department's ongoing transition from QuickBooks Desktop to QuickBooks Online, highlighting the challenges encountered during the integration process, particularly with bill.com. Despite these difficulties, she reported that the online system has



facilitated better remote work capabilities. Additionally, she updated the committee on recent staffing changes.

Michael Bonetti left the meeting at 12:55.

5. No members of the public were present for comments.

Upon a motion made by Linda and seconded by Kirsten Hoffman, the Finance, Audit, and Risk Management Committee of the Rose Kennedy Greenway Conservancy Board of Directors unanimously adjourned at 12:57 PM.

Next scheduled FARMC meeting: December 3, 2024, at 12:00 PM.

An optional meeting is scheduled for October 2, 2024, at 12:00 PM if needed.