

MASSACHUSETTS PORT AUTHORITY COMMUNITY ADVISORY COMMITTEE
EXECUTIVE COMMITTEE

MINUTES OF THE MEETING HELD ON FEBRUARY 16, 2016 AT 10:00 A.M.

The meeting of the Members of the Massachusetts Port Authority Community Advisory Committee (Massport CAC) Executive Committee (EC) was held at Brookline Town Hall, 333 Washington Street, Brookline, MA 02445 on February 16, 2016.

Attendees: Chairman David Carlon, Town of Hull, presided; Jerome Falbo, Vice Chair, Town of Winthrop; Myron Kassaraba, Treasurer, Town of Belmont; Maura Zlody, Secretary, City of Boston; Pam Hill, At-large, Town of Concord; Neil Wishinsky, At-large, Town of Brookline; Wig Zamore, At-large, City of Somerville

Also in attendance were Massport CAC members Andrea Adams, Town of Watertown, and Peter Navarra, City of Melrose, and Elizabeth Dello Russo Becker, Massachusetts Port Authority.

The meeting commenced at 10:05 a.m.

1. Ratification and Approval of the Minutes from the January 28, 2016 By-law and Organizational Sub-committee meeting deferred to next Executive Committee meeting due to typo.

2. Discussion of Massport CAC Financial Management (i.e. funding, budget, accounting, contracts and audit)

Options for financial management include, but are not limited to:

- a) a contract between Massport CAC and Massport similar to contact between the MBTA and MassDOT Advisory Committee
- b) an arrangement similar to that between the MWRA and its advisory committee by which any employee of the Massport CAC would be a Massport employee
- c) a shared services model

- o Upon a motion made by MK and seconded by PH, it was voted that MK and DC will meet with Massport finance staff to clarify the CAC's fiduciary responsibilities, identify potential risks and explore one or more financial models; information will be brought back to EC

Members Carlon, Falbo, Hill, Kassaraba, Wishinsky, Zamore and Zlody voted Yes.

3. Massport CAC General Meeting Schedule

- o Upon a motion made by PH and seconded by NW, it was voted that the Massport CAC will meet at least four times per year with meetings occurring on a date during the first two (2) weeks of June, September, December and March, with additional meetings scheduled as determined by the EC. Dates for the next four (4) regularly scheduled meetings are June 9, 2016, September 8, 2016, December 8, 2016 and March 9, 2017.

Members Carlon, Falbo, Hill, Kassaraba, Wishinsky, Zamore and Zlody voted Yes.

Peter Navarra: June 9, 2016 seems like a long time off for a general CAC meeting.

4. Orientation Training and Massport CAC Members' Knowledge Transfer Needs

WZ: one responsibility of Massport CAC is to look at the ways in which Massport manages its environmental impacts so knowledge needs include scale of Massport, scale of Logan, noise, health, equity; OK to break into pieces

MK: relationship between entities and how do we engage with them

DC: need a fact-based training curriculum - the Massport Board of Directors has broad-based materials that summarize what is under Massport's province

EB: Massport can offer training in many areas

JF: training needs to include all subject areas included in the statute

DC and WZ to work with Massport

5. Development of the Massport CAC Mission, Strategy, and Goals

Statute spells out framework

Need to look at Massport budget, annual report (which will be released with budget) and strategic plan

DC: Suggests a comparative analysis of how CAC should work

MC: What should we do, what can we do and how

PH: Suggests regular report from Massport re: pending action items, six months to five years

MK: John Nucci, as CAC representative to Massport Board, would be source of information

7. Public Relations

NW: Suggests press release that Massport CAC elected an Executive Board and identify who they are; the sticking point is a the paragraph describing the CAC

Andrea Adams: Suggests press release re: establishment of CAC

8. Review Massport CAC Website development options

The meeting was adjourned at 12:10 p.m.