

# MASSACHUSETTS PORT AUTHORITY COMMUNITY ADVISORY COMMITTEE

Executive Committee  
Meeting Minutes  
March 3, 2016

Massport CAC Executive Committee  
Minutes of the meeting held on March 3, 2016 at 10:00 A.M.  
Brookline Town Hall, 333 Washington Street, Brookline, MA 02445

The meeting of the Executive Committee of the Massachusetts Community Advisory Committee was held at Brookline Town Hall, 333 Washington Street, Brookline, Massachusetts on March 3, 2016.

**Attendees:** Chairman David Carlon presided, Treasurer Myron Kassaraba, At Large Member Neil Wishinsky, At Large Member Wig Zamore, At Large Member Pam Hill

**Absent:** Vice Chairman Jerome Falbo, Secretary Maura Zlody

The meeting commenced at 10:14 A.M.

## **Massport CAC Financial Management Discussion**

EC discussed pros and cons of shared services vs. independent financial management. Myron Kassaraba reviewed conference call between himself, David Carlon, Elizabeth Becker and John Prankevicius, CFO, Massport. Key issue is adhering to State rules and regulations. Leveraging Massport services would reduce the committee's overhead, ensure compliance through Massport's policies which mirror State policies, and maintain committee independence. Executive Committee agreed to continue pursuing a shared services option with Massport. Discussed need to draft a budget for ratification at the June, 2016, general meeting. Pam Hill suggested the committee develop a shared services agreement that would also cover other services, specifically, legal services. Executive Committee agreed to add that topic to our next meeting agenda.

## **Massport CAC General Meeting**

Continued discussion from previous meeting to set a general meeting schedule. General meetings will be held during the first two weeks of March, June, September, and December starting with June, 2016. Training for committee members would be offered in lieu of a March meeting.

## **Orientation Training and Massport CAC Members Knowledge Transfer Needs**

Elizabeth Becker presented a draft curriculum for member training. Committee provided feedback and a revised curriculum will be provided at the next meeting. Committee agreed on the date of Saturday, May 7, 2016 from 9:00 A.M. – 3:00 P.M. for a training session. EC will revisit training date when curriculum is finalized. Wig Zamore suggested the committee consider hosting a conference on "Airport Impacts." Committee discussed pros and cons of hosting an event. Committee agreed that hosting an event to bring awareness to the issues had merit. Committee agreed to revisit the suggestion after the committee developed and adopted a mission and objectives.

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## **Development of Massport CAC Mission**

EC discussed the need to devote more agenda time for this important topic and agreed to make this a priority for the next meeting. Members agreed to seek mission statement examples of similar government entities for discussion at the next meeting.

## **Review Massport CAC Website Development Options.**

David Carlon updated the EC on the preferred vendor Opus Design. Opus Design is unable to provide services at this time due to their workload. EC agreed to pursue two additional vendors. Myron Kassabara and David Carlon agreed to identify potential vendors for the EC to consider at the next meeting. Wig Zamore expressed needs to improve communication between members and offered web site suggestions.

## **Massport Board of Directors Meeting February 25, 2016.**

David Carlon updated the EC on the Massport Board meeting which was John Nucci's first meeting as a board member. John Nucci and David Carlon met with Tom Glynn, CEO, Massport, after the board meeting. Discussion centered on Massport support and need for greater advocacy and transparency from Massport. Tom Glynn shared that the FAA is considering testing noise mitigation at several airports and Tom Glynn has offered Logan Airport as a location. David Carlon updated Tom Glynn on the MCAC's focus on training members and developing infrastructure as well as developing a mission and goals.

## **Meeting Schedule**

EC agree to next meeting on March 14, 2017, at 10:00 A.M. at Brookline Town Hall.

**VOTE:** Motion to adjourn by Neil Wishinsky, Second by Myron Kassabara. Unanimous vote of members.

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