

MASSACHUSETTS PORT AUTHORITY COMMUNITY ADVISORY COMMITTEE
Executive Committee

Minutes of the meeting held on May 16, 2016 at 10:00 a.m.
Brookline Town Hall, 333 Washington Street, Brookline, MA 02445

Attendees: David Carlon (DC), Chairman, presiding; Jerome Falbo (JF), Vice Chairman; Myron Kassaraba (MK), Treasurer; Maura Zlody (MZ), Secretary; Pam Hill (PH), At-Large Member; Neil Wishinsky (NW), At-Large Member; Jennifer Gilbert, Esq.

The meeting commenced at 10:10 a.m.

1. Jennifer Gilbert, Esq., was introduced to members. She has been hired to review the draft Shared Services Agreement/MOU.

2. **Ratification and Approval of the Minutes of the May 5, 2016 Massachusetts Port Authority [Massport] Community Advisory Committee (MCAC) Executive Committee (EC) meeting**

No discussion.

VOTE: Motion by JF to ratify and approve, Second by MK. Unanimous affirmative vote of attending members.

Wig Zamore (WZ), At-Large Member, joined the meeting at 10:45 a.m.

Elizabeth Dello Russo Becker (EB), Senior Legal Counsel, Massachusetts Port Authority, joined the meeting at 11:05 a.m.

3. **Review and Development of the MCAC Mission, Strategy, and Goals**

Review of document drafted by DC, "Massport CAC Mission & Goals, DRAFT 05-06-2016"

- Discussion of slide "Massport CAC Focus for FY 17" – edit to reflect additional statutory responsibilities and implementation and use of a MCAC Web site
- Discussion of slide "Sub-Committee Suggestions" – add Web site to Communication & Community Engagement, edit Environment & Health to description to reflect broad nature
- Discussion of slide "Next Steps," focused on sub-committees
 - as sub-committees will be subject to the Open Meeting Law, a rules-of-the-road or similar educational document should be provided to them for their start
 - the initial work of the sub-committees will be to set up a framework for their issue(s) and establish a planning process
 - prioritizing issues and not trying to immediately propose solutions is essential for success
 - sub-committees will be charged with the identification and prioritization/ranking of issues and will report to the full MCAC
 - the EC needs to be responsible for creating a format for strategic thinking
 - a Web management protocol will need to be developed
 - WZ suggested a temporary subcommittee to integrate the interests of the Logan CAC into the MCAC; MZ noted that present Logan CAC members would become subject to regulatory requirements such as the Open Meeting Law if they were to be somehow joined to the MCAC

DC will edit for next EC meeting.

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4. Proposal to Sponsor an Air Impacts Symposium

WZ proposed that the MCAC co-sponsor a symposium tentatively titled, "Airport Impacts 102 – A Boston Region Primer."

- issues to include Logan Health Impacts, Aviation Noise Impacts, Aviation Air Pollution, Aviation Health Endpoints
- WZ and members of AIR, Inc. have identified numerous local and international scientific experts for participation
- the goal is to target a broad audience
- the EC is very supportive of a symposium
- the issue of co-sponsorship needs additional discussion
- costs will include, but not be limited to, travel and lodging for some experts, venue, food, videotaping and editing, post-symposium publications

Deferred for future consideration.

WZ left meeting at 11:35 a.m.

5. Website Development Progress Update

Peter Navarro (PN), Melrose MCAC member and liaison to Web designer Going Clear Interactive, was joined to the meeting by conference call at 11:30 a.m.

- Web site design is proceeding; a screen shot will be available at the June 9, 2016 MCAC meeting
- contract drafted April 1, 2016 had been reviewed by members, no changes suggested, Massport will send to Going Clear
- at EC request, PN will think about content management options

Members reviewed three logo options developed for MCAC by PN and Terri Navarra. They were asked to work with background tint.

VOTE: Motion by PH to recommend Option 1 logo to CAC membership, Second by JF.
Unanimous affirmative vote.

6. Update on Services Agreement with Massport and Legal Counsel Review

VOTE: Motion by NW to adopt the proposed May 13, 2016 fee agreement under which Massport, on behalf of the MCAC, will pay Jennifer Gilbert, Esq. \$300 per hour for legal work with a \$5,000 cap. Work is to include review of the proposed Services Agreement and other legal services deemed necessary by the EC, Second by PH. Unanimous affirmative vote.

The members and Ms. Gilbert reviewed a May 13, 2016 draft Memorandum of Understanding regarding, but not limited to, funding of the MCAC and travel and administrative policies. It would also create a relationship between Massport and the MCAC that includes some shared administrative services, shared staff and other services at a separate cost.

JF and MZ objected to Section 3.2 regarding limit on use of funding to take legal action against Massport.

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MZ questioned Section 7.3 which would require the MCAC to waive rights to trial by jury.

DC questioned whether the MCAC, as an advisory body, would have standing to litigate any issue.

Ms. Gilbert indicated that it would have standing if, for example, Massport were preventing the MCAC from doing its job.

Raised in a May 15, 2016 MK email to Ms. Gilbert and by others at meeting, are there legal options the MCAC can pursue to utilize funds from the FY2016 budget so that we do not lose the vast majority of the allocation.

Ms. Gilbert will discuss these issues with Massport and will provide EC with draft changes.

Massport would like to have a staff liaison to the MCAC; EB will represent Massport's perspective at meetings and looks forward to continuing collaboration with the MCAC.

JF noted that there may be times when the EC or MCAC will choose to go into Executive Session. EB noted that there are 10 specific purposes for Executive Session. Ms. Gilbert will advise.

7. Review Fiscal Year 2016 funding, and Fiscal Year 2017 budget

VOTE: Motion by MK that invoices for expenses budgeted and approved by the General Membership and Executive Committee can be paid per provisions of the by-laws, Second PH. Unanimous affirmative vote of members present.

Invoices should be sent to MK.

The MOU includes a proposal that Massport and the MCAC share a staff person. Issues to be worked out in a shared employee arrangement would include how supervision would work and the number of hours the person would work.

If the MCAC were to decide to hire its own (direct/separate) employee, a Request for Proposals (RFP) would have to be issued unless there was a match on the state contract list, an unlikely event.

MK put together three potential FY2017 budget scenarios. The EC needs to recommend one option to the membership at the June 9, 2016 meeting.

Discussion continued to next EC meeting.

8. Massport CAC General Meeting Agenda for June 9, 2016

Massport will provide staff to take minutes of this meeting.

Discussion continued to next EC meeting.

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9. **EC Meeting Schedule**

The next EC meeting will be on Thursday, May 26, 2016, at 10:00 A.M. at Brookline Town Hall.

VOTE: Motion to adjourn by NW, Second by JF/PH. Unanimous affirmative vote.

List of Documents and Other Exhibits

- Massport CAC Mission & Goals, DRAFT 05-06-2016
- Memorandum of Understanding [Massport and MCAC], Draft May 13, 2016
- May 15, 2016 email from MK to Ms. Gilbert
- Update of Staffing Discussion & Options, May 15, 2016 email from MK to EC members
- MCAC Budget Worksheet for FY2017 – 3 options
- draft of Massachusetts Port Authority Community Advisory Committee Agenda for the meeting to be held on June 9, 2016 at 4:00 p.m.