



SMART GROWTH AND REGIONAL COLLABORATION

Officers Meeting

Draft Minutes

October 5, 2020

9:00 AM – 11:00 AM

ATTENDING: Erin Wortman, President; Adam Chapdelaine, Vice President; Sam Seidel, Treasurer; and Sandra Hackman, Secretary.

MAPC Staff: Marc Draisen, Executive Director; Rebecca Davis, Deputy Director; Eric Hove, Lizzie Grobbel, and Sasha Parodi.

President Wortman called the meeting to order at 9:04 AM and stated that this meeting of the Officers is being conducted remotely via Zoom video conference consistent with Governor Baker's Executive Order of March 12, 2020 and live streamed to YouTube for the public at <https://www.youtube.com/user/MAPCMetroBoston>.

Ms. Wortman called roll and the Officers responded present: Adam Chapdelaine, Sandra Hackman, Sam Seidel, and Erin Wortman.

Approval of Minutes of September 14, 2020

On a motion duly made by Mr. Seidel and seconded by Mr. Chapdelaine:

IT WAS VOTED:

To approve the minutes of the Officers meetings of September 14, 2020 as submitted.

The motion passed 4 – 0.

Aye: Ms. Hackman, Mr. Seidel, Mr. Chapdelaine, and Ms. Wortman.

Review of Contracts

Mr. Draisen briefly reviewed the pass-through contracts, calling attention to the almost \$1 million in state funding that the agency is administering for emergency transportation in cities and towns during the pandemic. This program has worked well, and participating municipalities have had no serious problems or complaints, once they collaborated with an appropriately qualified taxi or livery company.

On the revenue front, both Mr. Draisen and Ms. Davis reported that the flow of contracts has been stable during the pandemic—none that were included in the FY21 budget have dropped out—and that many MAPC departments have brought in new work. Ms. Davis noted that the FY 2021 budget is conservative, and that these and other new contracts will bring in revenue above and beyond that budget. However, she still has significant concerns regarding the FY 2022 budget.

Mr. Draisen highlighted the agency's work on affordable housing strategies in Lynn, where opposition to such housing is intense and racially tinged. MAPC has worked to expand the range of voices participating in the conversation, including cost-burdened tenants.

In Hingham, the agency is developing a full scope of work for the town's Climate Action Plan, which will appear on the town meeting warrant. In Cambridge, MAPC is providing evaluation and support for implementing the Children's Health Insurance Program.

In Stoughton, the agency is performing a zoning and development analysis for the Rte. 27 industrial park area. In Rockport, the agency is reviewing the town's zoning to ensure that it aligns with preferences expressed by residents in visioning workshops.

The Massachusetts Department of Public Health has transferred nearly \$400,000 in additional funds to support the agency's work with hospitals on their COVIDevid efforts, such as by expanding their cache of personal protective equipment and local flu clinics. Mr. Draisen also noted that MAPC is also doing substantial work on the impact of air pollution on COVIDevid rates and seriousness of infection.

Hiring and Staffing Updates

Ms. Davis reported that we have posted the vacant positions in Data Services and Transportation, as the budget includes funding for both. We have also hired a few interns for the fall semester. Our HR Generalist is currently on parental leave, and we have brought on a former HR intern in a part-time capacity.

Emily Torres-Cullinane, who has done outstanding work for the agency for more than 10 years, has been promoted to Ceo-Director of Strategic Initiatives. Carolina Prieto~~a~~ has been promoted to Manager of Community Engagement.

Ms. Davis and Ms. Parodi temporarily left the meeting so the officers could discuss the director's salary with him.

Director's Leave and Salary

Mr. Draisen raised two issues with the officers. The first is his intention to step away from the agency from October 8 to November 5, to work on the Coordinated Democratic Campaign in Maine~~help coordinate the Democratic campaign in Maine~~. To make that leave possible, Mr. Draisen is taking vacation days, and will also work Veterans Day. He will work on MAPC business, including the Work Plan, for approximately four days during that month.

Mr. Chapdelaine said that he didn't think the Officers needed to vote on that plan, and the other Officers agreed. To enable Mr. Draisen to attend the next Officers' meeting, Ms. Wortman proposed moving it to November 9, and they agreed.

Ms. Davis will be acting as Interim Executive Director~~making most decisions~~ in Mr. Draisen's absence, including heading weekly ~~COVID~~related phone calls with municipal leaders and the ~~Baker A~~administration. ~~Mr. Draisen~~He expressed full confidence that Ms. Davis could handle any issues in his absence. Ms. Wortman will be in touch with Ms. Davis about agency business during that month, contacting Mr. Draisen only if necessary.

Mr. Seidel asked whether Mr. Draisen anticipated any major developments during the month, and he responded that looming evictions owing to tenants' inability to afford rent would be important.

The second item relates to the Executive Director's salary. Mr. Draisen's recently signed contract calls for revisiting his salary if the staff receives a pay increase. He reported that he has just approved 2 percent raises for the entire staff, plus 8-10 special increases to ensure equity and retain staff who may be in high demand outside the agency, all effective September 1.

The FY 21 budget includes \$175,000 for raises, and those increases will total \$173,000. The budget also includes a salary of \$197,000 for the director, which reflects a \$20,000 cut voluntarily taken by Mr. Draisen in light of the pandemic, starting April 1.

The officers reinstated \$10,000 of his salary on July 1, which was not included in the budget does not account for, but which can be covered given the consistent arrival of new contracts. Given that the recent staff raises trigger consideration of a revision of Mr. Draisen's salary, he asked that it return to the \$217,000 specified in his contract, plus a 2 percent raise, in January, after the mid-year budget becomes clearer. The budget should be able to accommodate this increase if the state budget includes robust funding for the \$2.8

~~million for~~ District Local Technical Assistance. (Ed.'s note: The ~~G~~governor's proposed budget and the budget released by House Ways & Means both level-fund ~~does include that amount for~~ DLTA.)

Although they expressed frustration at not resetting Mr. Draisen's salary to the contracted amount immediately, given the healthy state of the agency's finances, the officers agreed to his plan as a fiscally prudent approach. Ms. Wortman suggested that Treasurer Seidel alert Finance Director Sheila Wynter Downer now about the expected January salary increase, so she can account for it in the mid-year budget. The Officers intend to vote on this increase at their December meeting.

Ms. Davis and Ms. Parodi rejoined the meeting at 9:48, along with Eric Hove and Lizzie Grobbel.

MetroCommon Update

Mr. Hove noted that we are in the last nine months of the two-year process of creating the regional long-range plan. Now that Action Area public-engagement events are complete, efforts during the fall and winter will focus on completing scenario planning and producing policy chapters. Sarah Philbrick is running models for the Trends and Forecasts chapters¹⁷ and moving into modeling Driving Forces—impacts outside the control of the state and municipalities. Lizzi Weyant and Kasia Hart are midway through drafts of the policy chapters, which they will release for public comment during the late fall and winter.

Ms. Grobbel also provided an overview of MetroCommon work this year, which included focus groups on potential policies to include in the plan, as well as workshops on driving forces and their impact on those policies. She and the MetroCommon team are now planning a virtual roadshow in January on draft recommendations and policies to be implemented over the next 10 and 30 years, which they will present to various constituencies, including through surveys and focus groups. Comments gathered through that outreach will inform the final recommendations and policies. The team expects to bring the completed plan to the June Council meeting.

Mr. Seidel suggested using video to record the visual feel of the region now, to inform awareness and analysis of ensuing changes during the life of the plan.

Agenda for the Fall Council Meeting

Ms. Davis noted that the virtual meeting—to occur on November 18 in lieu of the Executive Committee meeting—will focus on the draft MetroCommon plan. MAPC may tap state or

national speakers~~The intent is to tap national speakers~~ to set the stage, and to use breakout rooms to solicit input from participants. Ms. Wortman noted the importance of engaging a range of voices during the meeting.

Review of Executive Committee Agenda

The October Executive Committee meeting will include a vote on the draft 2020-21 Work Plan.

Date of the Next Officers Meeting

The date of the next Officers meeting is Monday, November 9, 2020, at 9:00 AM.

Other Business Not Known at the Time of the Posting of this Agenda

Mr. Draisen reported that 22 municipalities applied to participate in the Racial Equity Municipal Action Plan (REMAP) program, and that 6 were selected: Bedford, Stoughton, Framingham, Natick, Lynn, and Revere.

The program is a collaboration ~~among~~between MAPC and the Government Alliance on Race and Equity and the Federal Reserve Bank of Boston. Selected municipalities will receive technical assistance to create racial equity action plans. The communities will form core teams of 6-12 people, who will receive training over four months. The intent is to share the results with other communities.

Motion to Adjourn

On a motion duly made by Mr. Chapdelaine and seconded by Mr. Seidel:

IT WAS VOTED:

To adjourn the October 5, 2020 meeting of the Officers at 10:19 AM.

The motion passed 4 – 0.

Aye: Mr. Chapdelaine, Ms. Hackman, Mr. Seidel, and Ms. Wortman.

Respectfully submitted,

Sandra Hackman
Secretary