



Executive Committee Meeting Minutes, June 11, 2024

Meeting recording may be found here: https://us06web.zoom.us/rec/share/620-w6OTLQRpnQzKL31tJheAIHo_O87smXd0WSUiiegCWEGDCNVsKNN0jxQM8qfE6.IKR1bQyYyzuJr7Gy

Passcode: ^C8A2?Bj

I. Attendance Roll Call and Vote Sheet

Massport CAC Appointee	Committee Role	Attendance Roll Call	Approve Minutes from 5/13/2024 meeting	Approve Contract Policy	Approve budget to move forward to full committee vote	Approve initial payment of \$62K for REVISION Data Analytics contract	Approval for Executive Director to purchase air quality monitor at a cost of \$41,331.00	Adjourn
Alan Wright	Chair	Y	Y	Y	Y	Y	Not audible	Not audible
Jerry Falbo	Vice Chair	Y	Y	Y	Y	Y	Y	Y
Maura Zlody	Secretary	Y	Y	Y	Y	Y	Y	Y
Ira Goldman	Treasurer	NP	NP	NP	NP	Y	Y	Y
vacant	At-Large	Y	Y	Y	Y	Y	Y	Y
Stephen Fox	At-Large	Y	Y	Y	Y	Y	Y	Y
Wig Zamore	At-Large	Y	Y	Y	Y	Y	Y	Y
Voting Key		Y=Yes	N=No	NP=Not Present	Make a motion	Second the motion	Voting Key	

*Alan Wright attended via phone and was able to text his concurrence on all votes, however the MCAC bylaws require an audible response to be officially recorded. Ira joined late in the meeting but wasn't present for initial votes as noted above.

Staff in attendance included Aaron Toffler, Executive Director, Cindy Baxter Executive Assistant, and Jennifer Dopazo Gilbert, legal counsel.

Guests in attendance included Tommy Butler, Massport Liaison and Alex Chatfield, MCAC rep for Lincoln.

- II. Approval of the prior Executive Committee Minutes/May 14, 2024. Minutes were approved as per voting sheet.
- III. Public Comment. No public comments were made.
- IV. Treasurer's Update – Aaron provided the update in Ira's absence noting that expenses were under budget by slightly over \$25K with a cash balance of \$193K in the bank. Further review of the budget and how the remaining FY2023/2024 amount will be spent was reviewed under "budget" listed below.
- V. Leadership Update- Aaron Toffler
 - Adopt policy for approval of contract provisions – Executive Director as "authorized representative". As per the vote sheet, a provision was approved for the contract policy, which states "The Executive Director of the Massport Community Advisory Committee (MCAC) shall have the authority to approve contract provisions requiring the approval of the MCAC to complete portions of the contract expeditiously. The Executive Director shall notify the Executive Committee of any such approvals. This authority is limited to expenditures under \$25,000."
 - FY 25 budget review – Aaron reviewed the budget in detail and as per the voting sheet, Executive Committee members voted to approve moving the budget to a final vote at the General Committee meeting on June 20th.

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- Project updates. Aaron reviewed several projects underway as follows:
 - Data visualization project with vendor REVISION has been contracted and kickoff completed. Aaron requested that the initial payment for requirements gathering and data source investigation of \$62K be approved by the Executive Committee. The motion passed as noted above in the voting sheet.
 - Hanscom air quality analysis already approved for \$25K is moving forward to contracting and Aaron will complete the \$25K invoice to use funds in the current fiscal year.
 - Logal air quality work. Massport approved Aaron's sole source request and Aaron will take the next steps with Dr. Hudda to initiate contract discussions. Since Massport has approved the research project, Aaron requested Executive Committee approval to spending \$41,331 for an air quality monitor. The motion was approved as noted above in the voting sheet. The monitor will be purchased in the current budget year.
- VI. Volpe Center presentation/discussion - Matt Simon and Chris Roof from the Volpe Center attended and presented an overview of the Center's work. The presentation can be viewed in the recording via the link provided above.
- VII. A sample report produced by the Center can be viewed at this link: [Taskload report outline \(dot.gov\)](#)
- VIII. New Business – Cindy thanked the Executive Committee for the opportunity to be a staff member and noted that she was resigning as of June 21st.
- IX. Correspondence. No new correspondence was received.
- X. Adjournment. Voting was as noted above in the voting sheet.