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**EXECUTIVE COMMITTEE  
ROUNDTABLE DISCUSSION  
FRIDAY, DECEMBER 14, 2012  
ADVISORY BOARD OFFICE**

**MINUTES APPROVED AT THE JANUARY 11, 2013 MEETING**

Present: John Sullivan, BOSTON; John Sanchez, BURLINGTON; Tim MacDonald, CAMBRIDGE; Andy DeSantis, CHELSEA; Bill Hadley, LEXINGTON; Katherine Dunphy, MILTON; Lou Taverna, NEWTON; Nick Rystrom, REVERE; Rob King, SOMERVILLE; John DeAmicis, STONEHAM. Zig Peret, of WILBRAHAM, was in attendance via Skype.

Also in attendance, Andrew Pappastergion and Joseph Foti, MWRA BOARD OF DIRECTORS; Joseph Favaloro, Matthew Romero, Maggie Kenneally, Cornelia Potter and Mary Ann McClellan, MWRA ADVISORY BOARD STAFF.

**I. Welcome**

Chairman Katherine Haynes Dunphy called the meeting to order at 8:36 a.m.

**II. Office Logistics:**

**• Should we revisit the frequency and location of Advisory Board meetings?**

The Executive Committee determined that the October Advisory Board meeting should be discontinued.

**• Are off-site Executive Committee Meetings desirable to Executive Committee Members?**

The Executive Committee agreed that the Advisory Board office should be the location for Executive Committee meetings.

**• Where should our next address be? (Already time to consider this as current lease expires in two years.)**

After much discussion, the Executive Committee concurred that it would be an acceptable option, alongside others, for the Advisory Board to move into MWRA space as long as the Advisory Board had its own identifiable space.

### III. Staffing Succession Planning and Salaries:

- **What are our staffing needs? How can we best ensure a seamless transition as staff roles change?**

A Junior Budget/Policy Staff person with IT experience was proposed. The Executive Committee requested that a job description and justification for this position be provided.

- **Are staff's salaries competitive?**

There was a consensus of the Executive Committee that a Compensation Study that was proposed can move forward.

In regard to a request to grant a stipend to staff members for parking purposes since the free parking option was taken away, staff agreed to come back to the Executive Committee at its next meeting with suggestions.

- **Can we grow our Budget?**

Staff detailed items that may increase the Advisory Board budget, though staff will continue to seek ways to keep the budget increase requests to a minimum.

### IV. Evolving Role of the Advisory Board:

- **Are we meeting / exceeding our statutory requirements? How could we provide more / better services to our communities / members?**

Staff asked the Executive Committee to think about ways the Advisory Board could evolve and head in the right direction to better serve the communities/members.

### V. Discussion: Draft Proposal for Economic Development Report.

Advisory Board staff has engaged the services of the Collins Center at the University of Massachusetts to do a study on the importance of water and sewer infrastructure for economic development. The results of this study will be used in support of the Advisory Board's legislative initiative for \$100 million for economic development. The cost for the study will be in the \$14,000 range (with \$6,000 being done on a pro-bono basis).

### VI. Adjournment

A motion was made **TO ADJOURN THE MEETING AT 10:26 A.M.** It was seconded and passed by unanimous vote.

Respectfully submitted,



William Hadley, Secretary