

PIONEER VALLEY PLANNING COMMISSION (PVPC)

Minutes of Executive Committee Meeting
Thursday, October 25, 2018
Pioneer Valley Planning Commission (PVPC)
60 Congress Street, Large Conference Room
Springfield, Massachusetts 01104

Present were:

Walter Gunn, Chair – Longmeadow
Judith Terry, Vice-Chair – Chesterfield
Douglas Albertson, Secretary/Clerk – Belchertown
George Kingston, Treasurer – East Longmeadow
Mark Cavanaugh, Assistant Treasurer – South Hadley
Lynn Arnold – Holland
Michael Marciniec - Palmer

PVPC Staff:

Tim Brennan, Executive Director
Pat Beaudry, Manager of Public Affairs
Lisa Edinger, Accountant
James Mazik, Deputy Director for Operations/Community Development Section Manager
Catherine Ratte, Principal Planner/Environment and Land Use Section Manager
Lynn Shell, Support Staff

1. Chairman's Call to Order, Welcome and Approval of the Minutes of the Executive Committee Meeting Held on September 27, 2018

The October 25th Executive Committee meeting was called to order at 4:00 p.m. by Commission Chairman Walter Gunn. Mr. Gunn welcomed everyone in attendance and he called for a motion to approve the minutes of the September 27, 2018 Executive Committee meeting.

MOVED BY JUDY TERRY, SECONDED BY LYNN ARNOLD, TO APPROVE THE MINUTES OF THE SEPTEMBER 27, 2018 EXECUTIVE COMMITTEE MEETING.

Mr. Gunn asked if there were any comments, corrections or questions concerning the September 27th meeting minutes but none were forthcoming.

THERE BEING NO QUESTIONS OR COMMENTS, THE MINUTES OF THE SEPTEMBER 27, 2018 EXECUTIVE COMMITTEE MEETING WERE UNANIMOUSLY APPROVED.

Mr. Gunn then moved to take up the next item on the agenda.

2. Warrant/Financial Reports

Mr. Gunn asked PVPC Accountant Lisa Edinger to comment on the September 2018 warrant. Ms. Edinger stated that there are two payments that she would like to highlight including check #16851 in the amount of \$10,282.52 payable to Design Consultants, Inc. which is for two final invoices for the Planning Commission's Urban Tree Project. Ms. Edinger then referred to check #16879 in the amount of \$14,720 payable to the Center for Watershed Protections, Inc. which she explained is for work related to the DEP-funded Offsite Mitigation Guidance Manual. There being no questions pertaining to the September warrant, Ms. Edinger next reviewed a report entitled *Pioneer Valley Planning Commission Financial Summary Profile* and she noted that as of October 25, 2018, all of PVPC's account balances look good. Ms. Edinger stated that as regards the Accounts Receivable balance, there are still several invoices that are due for the month of September. Ms. Edinger also noted that the balance for Accounts Payable is low but she is waiting for the GIC quarterly invoice which she expects to receive soon.

At this point, Mr. Brennan provided an update on PVPC's Fiscal Year 2019 local assessment invoices and he noted that all FY 2019 payments have now been received from PVPC's member communities. Mr. Brennan then asked Ms. Edinger if PVPC's CPA firm, Melanson Heath, had completed their FY 2018 audit field work. Ms. Edinger noted that the auditors conducted their field work at the PVPC over two weeks in early October and she stated that everything went well. Ms. Edinger added that hopefully PVPC will have the CPA's final audit reports in hand by December.

Ms. Edinger next discussed the PVPC's 3 Month Budget Report for the time period encompassing July 1, 2018 through September 30, 2018 and she highlighted several FY 2019 budget line items that may need to be adjusted later in the year including: *FICA Taxes*; *Tenant Reserve Contribution*; and, *Insurance*. Ms. Edinger pointed out that there were higher expenses incurred this quarter for *Computer Supplies/Equipment/Software* which included the purchase of 5 computers and she noted that she is closely monitoring this budget item. In addition, Ms. Edinger noted that the amount for *Advertising* is high for this quarter and she explained that expenses included an ad for a PVPC Planner position as well as extensive advertising costs related to a land use project. There being no questions for Ms. Edinger, Mr. Gunn then moved to take up the next agenda item.

3. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Town of Granby to Conduct the Town's "Green Communities" Project

Mr. Gunn called on Catherine Ratte, Principal Planner/Environment and Land Use Section Manager, to address this agenda item. Ms. Ratte stated that the PVPC helped the Town of Granby apply for a competitive Green Communities grant. She noted that the Town was awarded the grant and the PVPC will help the Town with procurement and management.

Mr. Gunn called for a motion to address agenda item 3.

MOVED BY GEORGE KINGSTON, SECONDED BY MICHAEL MARCINIEC, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$6,375 CONTRACTUAL AGREEMENT WITH THE TOWN OF GRANBY TO CONDUCT THE TOWN'S "GREEN COMMUNITIES" PROJECT.

Mr. Gunn asked if there were any questions regarding the motion for agenda item 3 but none were forthcoming.

THERE BEING NO FURTHER COMMENTS OR QUESTIONS, THE MOTION WAS UNANIMOUSLY APPROVED.

4. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Town of Holland to Prepare a Housing Production Plan for the Town

Mr. Gunn again called on Principal Planner Catherine Ratte to address this agenda item. Ms. Ratte stated that the Town of Holland entered into a Community Compact with the Commonwealth and they were awarded \$15,000 for a Housing Production Plan, however, the Town did not immediately move forward with implementing this project. Ms. Ratte stated that DLS Senior Deputy Commissioner Sean Cronin then contacted the PVPC about the status of this work. Ms. Ratte noted that the Town of Holland had not asked the PVPC to prepare their Housing Production Plan. She stated that PVPC has since offered to conduct this work and the Town of Holland officials have now indicated they wish to hire the PVPC to complete their state-funded Housing Production Plan.

Mr. Gunn called for a motion to address agenda item 4.

MOVED BY JUDY TERRY, SECONDED BY DOUG ALBERTSON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$15,000 CONTRACTUAL AGREEMENT WITH THE TOWN OF HOLLAND TO PREPARE A HOUSING PRODUCTION PLAN FOR THE TOWN.

Mr. Gunn asked if there were any comments or questions regarding the subject motion but none were forthcoming.

THERE BEING NO COMMENTS OR QUESTIONS, THE MOTION WAS APPROVED WITH ONE EXECUTIVE COMMITTEE MEMBER, LYNN ARNOLD OF HOLLAND, ABSTAINING FROM THE VOTE.

5. Review, Discussion and Possible Action on a Request From Principal Planner/Section Manager Catherine Ratte for a Special Exemption From the Commission's Salary Administration Plan That's Linked to a Staff Promotion

Mr. Gunn stated that Principal Planner Catherine Ratte has asked that a PVPC Environment and Land Use Section staff member be granted a special exemption from the Commission's Salary Administration Plan and he noted that due to serious concerns that were raised by the Executive Director, it was determined that Ms. Ratte would need to bring her exemption request before the Executive Committee for their review and recommendation. Mr. Gunn then asked Ms. Ratte to address this agenda item. Ms. Ratte first distributed a memo that she had prepared which outlined the rationale for her request. She noted that a staff promotion was approved by Mr. Brennan, however, the proposed salary increase is greater than the maximum percentage that Mr. Brennan is authorized to allow. Ms. Ratte stated that her request is based on the salary range for a Senior Planner/Specialist as outlined under *Staff Categories* in the 2018 version of the PVPC Operations Manual. Mr. Brennan commented that he recognizes the merit of this employee and he was willing to award the maximum allowable amount, however, the 26% salary increase requested by Ms. Ratte would go well beyond that amount. Mr. Brennan explained that many years ago, a PVPC consultant put together the framework of the Commission's Salary Administration Plan which includes guidance for the Executive Director in terms of what he is authorized to do regarding salary adjustments for PVPC personnel. Mr. Brennan underscored that the PVPC is a public agency which relies on taxpayer dollars to conduct its work and we need to act responsibly. Mr. Brennan also agreed with a comment made by Mr. Mazik that there needs to be equity maintained among all the Commission's staff members.

At this point, a series of questions were raised by Executive Committee members and a discussion followed. Ms. Ratte explained that she is recommending a promotion for staff member Ashley Eaton from Planner to Senior Planner Specialist because the job would involve the role of Housing Specialist and she noted that it has been challenging for the Land Use Section to fill the position of Housing Planner. She also noted that staff retention is a goal. Mr. Brennan then commented that in his discussions with Ms. Ratte, he understood that the promotion was from Planner to Senior Planner and he was not made aware of it being recommended by Ms. Ratte as a promotion to the rank of Senior Planner Specialist. Ms. Ratte responded that Mr. Brennan's understanding that he was approving a Senior Planner is an important clarification given that there is a different salary range for the Senior Planner Specialist.

After further discussion, Ms. Arnold stated that she would like to make a recommendation that the staff member in question be promoted to the position of Senior Planner II, adding that there would be an opportunity at the next annual performance review to promote to Senior Planner Specialist. Executive Committee members agreed and suggested that the maximum allowable 15% salary increase be awarded as Mr. Brennan had previously agreed to. Mr. Gunn underscored that the Executive Committee is merely providing guidance for the Executive Director by way of this recommendation and he is allowed to follow it as he sees fit.

Mr. Gunn then called for a motion to address this agenda item.

MOVED BY LYNN ARNOLD, SECONDED BY GEORGE KINGSTON, THAT THE EXECUTIVE COMMITTEE RECOMMENDS TO THE EXECUTIVE DIRECTOR THAT HE MOVE FORWARD WITH A PROMOTION OF STAFF MEMBER ASHLEY EATON FROM PLANNER TO SENIOR PLANNER II WITH THE MAXIMUM ALLOWABLE 15% SALARY INCREASE. PENDING A GOOD ANNUAL PERFORMANCE REVIEW IN NOVEMBER 2019, MS. EATON WOULD BE ELIGIBLE TO BE CONSIDERED FOR PROMOTION TO THE RANK OF EITHER SENIOR PLANNER I OR SENIOR PLANNER SPECIALIST BASED ON HER PERFORMANCE AND ACCOMPLISHMENTS OVER THE FORTHCOMING YEAR.

Mr. Gunn asked if there were any questions regarding the motion for agenda item 5 but none were forthcoming.

THERE BEING NO FURTHER COMMENTS OR QUESTIONS, THE MOTION WAS UNANIMOUSLY APPROVED.

6. Authorization for the Executive Director to Negotiate and Execute Mutually Acceptable Contractual Agreements With the Following Communities in Order for the PVPC to Administer FFY 2018 Massachusetts Department of Housing and Community Development (DHCD) Community Development Fund (CDF) Grant Award Programs:

- | | | |
|-----------------------|----------------------------|------------------------|
| a) Town of Warren | e) Town of Spencer | h) City of Easthampton |
| b) Town of Russell | f) Town of Agawam | i) Town of Hardwick |
| c) Town of Ware | g) Town of East Longmeadow | j) Town of Wales |
| d) Town of Huntington | | |

Mr. Gunn called on James Mazik, Deputy Director for Operations and Community Development Section Manager, to address this agenda item. Mr. Mazik reported that as regards the FFY 2018 Massachusetts Department of Housing and Community Development (DHCD) Community Development Fund (CDF) Grant Awards, PVPC will receive a total of \$55,000 in application preparation fees of which \$16,000 will be deposited into an unrestricted reserve account. Mr. Mazik noted that the balance of the fees will be kept in an account which will be used for program development for future applications. Mr. Mazik then provided a brief description of the CDF projects for each of the communities. Mr. Mazik also noted that reference to the Town of Agawam in the motion for agenda item 6 (i) should be corrected to read Town of Hardwick.

Mr. Gunn then called for a motion to address agenda items 6 a) through 6 j).

a) Town of Warren

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED ONE HUNDRED EIGHTY THOUSAND DOLLARS AND NO CENTS (\$180,000), WITH THE TOWN OF WARREN IN ORDER FOR THE PVPC TO PROVIDE GRANT MANAGEMENT SERVICES TO A MULTI-COMMUNITY FFY2018 MASSACHUSETTS CDF PROGRAM ENCOMPASSING THE TOWNS OF WARREN, WARE AND HARDWICK.

b) Town of Russell

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED TWO HUNDRED THIRTY-THREE THOUSAND FIVE HUNDRED SEVENTY-SIX DOLLARS AND NO CENTS (\$233,576.00), WITH THE LEAD TOWN OF RUSSELL IN ORDER FOR THE PVPC TO PROVIDE GRANT MANAGEMENT SERVICES TO ADMINISTER A MULTI-COMMUNITY FFY2018 MASSACHUSETTS CDF PROGRAM ENCOMPASSING THE TOWNS OF RUSSELL, HUNTINGTON, CHESTER AND MIDDLEFIELD.

c) Town of Ware

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED ONE HUNDRED FIVE THOUSAND NINE HUNDRED FORTY-FIVE DOLLARS AND NO CENTS (\$105,945.00), WITH THE TOWN OF WARE IN ORDER FOR THE PVPC TO PROVIDE GRANT MANAGEMENT SERVICES TO ADMINISTER ITS FFY2018 MASSACHUSETTS CDF PROGRAM.

d) Town of Huntington

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED ONE HUNDRED FOUR THOUSAND DOLLARS AND NO CENTS (\$104,000.00), WITH THE TOWN OF HUNTINGTON IN ORDER FOR THE PVPC TO PROVIDE GRANT MANAGEMENT SERVICES TO ADMINISTER ITS FFY2018 MASSACHUSETTS CDF PROGRAM.

e) Town of Spencer

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED ONE HUNDRED FORTY-SEVEN THOUSAND DOLLARS AND NO CENTS (\$147,000.00), WITH THE TOWN OF SPENCER IN ORDER FOR THE PVPC TO PROVIDE GRANT MANAGEMENT SERVICES TO ADMINISTER ITS FFY2018 MASSACHUSETTS CDF PROGRAM.

f) Town of Agawam

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED ONE HUNDRED EIGHTY-SEVEN THOUSAND SEVEN HUNDRED FIFTY DOLLARS AND NO CENTS (\$187,750.00), WITH THE TOWN OF AGAWAM IN ORDER FOR THE PVPC TO PROVIDE GRANT MANAGEMENT SERVICES TO ADMINISTER ITS FFY2018 MASSACHUSETTS CDF PROGRAM.

g) Town of East Longmeadow

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED ONE HUNDRED SEVENTY-NINE THOUSAND DOLLARS AND NO CENTS (\$179,000.00), WITH THE TOWN OF EAST LONGMEADOW IN ORDER FOR THE PVPC TO PROVIDE GRANT MANAGEMENT SERVICES TO ADMINISTER ITS FFY2018 MASSACHUSETTS CDF PROGRAM.

h) City of Easthampton

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED ONE HUNDRED ELEVEN THOUSAND FIVE HUNDRED SIXTY-THREE DOLLARS AND NO CENTS (\$111,563.00), WITH THE CITY OF EASTHAMPTON IN ORDER FOR THE PVPC TO PROVIDE GRANT MANAGEMENT SERVICES TO ADMINISTER ITS FFY2018 MASSACHUSETTS CDF PROGRAM.

i) Town of Hardwick

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED ONE HUNDRED THIRTY-FIVE THOUSAND DOLLARS AND NO CENTS (\$135,000.00), WITH THE TOWN OF HARDWICK IN ORDER FOR THE PVPC TO PROVIDE GRANT MANAGEMENT SERVICES TO ADMINISTER ITS FFY2018 MASSACHUSETTS CDF PROGRAM.

j) Town of Wales

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED TWO HUNDRED ONE THOUSAND DOLLARS AND NO CENTS (\$201,000), WITH THE TOWN OF WALES IN ORDER FOR THE PVPC TO PROVIDE GRANT MANAGEMENT SERVICES TO A MULTI-COMMUNITY FFY2018 MASSACHUSETTS CDF PROGRAM ENCOMPASSING THE TOWNS OF WALES, HOLLAND AND BRIMFIELD.

Mr. Gunn asked if there were any questions regarding the motions offered to address agenda items 6 a) through 6 j) but none were forthcoming.

THERE BEING NO COMMENTS OR QUESTIONS, THE MOTIONS WERE THEN ALL UNANIMOUSLY APPROVED.

7. Authorization for the Executive Director to Negotiate and Execute Mutually Acceptable Contractual Agreements With the Following Communities in Order to Implement Domestic Violence Prevention Projects Encompassed Within FFY 2018 Massachusetts Department of Housing and Community Development (DHCD) Community Development Fund (CDF) Grant Award Programs: (a) Town of Ware, (b) Town of Warren, (c) Town of Russell

Mr. Gunn again called on Deputy Director James Mazik to address agenda item 7. Mr. Mazik explained that these are separate contracts for program delivery services and he noted that this is work that is being conducted in the communities of Ware, Warren and Russell by PVPC's Manager of Domestic Violence Prevention Programs, Monica Moran.

Mr. Gunn then called for a motion to address agenda items 7 a) through 7 c).

a) Town of Ware

MOVED BY JUDY TERRY, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED THIRTY-FIVE THOUSAND DOLLARS AND NO CENTS (\$35,000.00), WITH THE TOWN OF WARE IN ORDER FOR THE PVPC TO IMPLEMENT THE WARE DOMESTIC VIOLENCE PREVENTION SERVICES PROJECT UNDER THE TOWN'S FFY2018 MASSACHUSETTS CDF PROGRAM.

b) Town of Warren

MOVED BY JUDY TERRY, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED THIRTY THOUSAND DOLLARS AND NO CENTS (\$30,000.00), WITH THE TOWN OF WARREN IN ORDER FOR THE PVPC TO IMPLEMENT THE WARREN DOMESTIC VIOLENCE PREVENTION SERVICES PROJECT UNDER THE TOWN'S FFY2018 MASSACHUSETTS CDF PROGRAM.

c) Town of Russell

MOVED BY JUDY TERRY, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED FORTY THOUSAND DOLLARS AND NO CENTS (\$40,000.00), WITH THE LEAD TOWN OF RUSSELL IN ORDER FOR THE PVPC TO IMPLEMENT THE SOUTHERN HILLTOWNS DOMESTIC VIOLENCE PREVENTION SERVICES PROJECT UNDER A MULTI-COMMUNITY FFY2018 MASSACHUSETTS CDF PROGRAM ENCOMPASSING THE TOWNS OF RUSSELL, HUNTINGTON, MIDDLEFIELD AND CHESTER.

Mr. Gunn asked if there were any questions regarding the motions offered to address agenda item 7 a) through 7 c) but none were forthcoming.

THERE BEING NO COMMENTS OR QUESTIONS, THE MOTIONS WERE THEN ALL UNANIMOUSLY APPROVED.

8. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Novak Consulting Group, Incorporated for Shared Police Department Assessment Services

Mr. Gunn again called on Deputy Director James Mazik to address agenda item 8. Mr. Mazik stated that this project is funded through the Commonwealth's District Local Technical Assistance (DLTA) funds. He noted that there was a kick-off meeting today in the Town of Chester with the Chester Board of Selectmen, the Blandford Board of Selectmen and the Blandford Chief of Police, as well as Blandford's Town Administrator Joshua Garcia, and the Novak Consulting Group. Mr. Mazik explained that the Novak Consulting Group is being retained to look at the short-term, intermediate and long-term options for consolidation of the departments and they will make specific recommendations on how best to move forward. Mr. Mazik added that there is a quick timeframe for this project noting that DLTA funding ends on December 31st.

After Mr. Mazik responded to several questions raised by Executive Committee members, Mr. Gunn called for a motion to address agenda item 8.

MOVED BY JUDY TERRY, SECONDED BY DOUG ALBERTSON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED FIFTEEN THOUSAND FIVE HUNDRED DOLLARS AND NO CENTS (\$15,500.00) WITH THE NOVAK CONSULTING GROUP, INC. TO PERFORM A SHARED POLICE DEPARTMENT ASSESSMENT FOR THE TOWNS OF BLANDFORD AND CHESTER.

Mr. Gunn asked if there were any other questions regarding the motion for agenda item 8 but none were forthcoming.

THERE BEING NO FURTHER COMMENTS OR QUESTIONS, THE MOTION WAS UNANIMOUSLY APPROVED.

9. Personnel Issues Including Updates on Recent Staff Recruitment Efforts

Mr. Brennan announced that PVPC has hired two new staff members. He stated that Eric Weiss, who is from Belchertown, has been hired to replace Joshua Garcia as PVPC's Municipal Services Coordinator and he noted that Mr. Weiss will begin working at the PVPC on Monday, October 29th. Mr. Brennan also reported that Andrew Smith who works for the City of Holyoke has been hired as a Land Use Senior Planner with a focus on sustainability and he will begin his duties at the PVPC on November 12th.

Mr. Brennan noted that PVPC's former lead Transit Planner, David Elvin, recently resigned from the PVPC and has relocated to Minneapolis. Mr. Brennan also announced that Transit Planner Julia Carey-Ruiz resigned effective November 1st and has accepted a consulting job in Connecticut. Mr. Brennan noted that recruitment for David Elvin's position is underway and if two qualified and experienced candidates are found, PVPC will hire both individuals. Mr. Brennan then asked Mr. Mazik to provide an update on recruitment efforts within PVPC's Community Development Department. Mr. Mazik announced that unfortunately due to health reasons, PVPC's Public Health Emergency Preparedness (PHEP) Planner Stephanie Bozigian-Merrick can no longer continue in her position and he noted that recruitment has begun for a new PHEP Planner. Mr. Mazik stated that the Hampden County Health Coalition (HCHC) membership is very active in the recruitment process and they will conduct the first round of interviews. Mr. Mazik stated that he will conduct the second round before referring the finalists to Mr. Brennan. Mr. Mazik noted that Ms. Bozigian-Merrick has agreed to continue working for a short period of time in order to assist with the transition to the new PHEP Planner.

10. Executive Director's Highlights Including Noteworthy Staff/Agency Accomplishments; an Update on Massachusetts State Retirement Board Billings; and Plans for Replacement of a Crash-Damaged PVPC Vehicle Following the Recent Insurance Settlement

Mr. Brennan announced that Monica Moran, PVPC's Manager of Domestic Violence Prevention Programs, was recently chosen as the recipient of the Founder's Day Award for 2018 and he noted that a press release about Monica Moran was included in today's meeting packet. Mr. Brennan remarked that Ms. Moran is extremely well deserving of this special recognition.

Mr. Brennan reported that PVPC has begun outreach meetings with the Chambers of Commerce and thus far has met with the Chambers in Westfield and Chicopee. Mr. Brennan explained that one of the principal reasons for these meetings is to promote awareness for the expansion of passenger rail service north of Springfield which is targeted for June 2019. He added that PVPC is also trying to address other matters related to work that the PVPC is conducting in those communities. Also as regards rail issues, Mr. Brennan stated that on October 13th, the PVPC hosted a meeting of the Rail Users Network. Mr. Brennan explained that this is a national organization that decided to hold their annual meeting in our region this year given all the rail activities going on in Connecticut and Massachusetts and he noted that the meeting was well attended and deemed a success.

Mr. Brennan next reported that with the help of PVPC's Manager of Public Affairs Pat Beaudry, he met with Jon Niedzielski who is the new Regional Manager for Congressman James McGovern. Mr. Brennan also noted that a meeting has been set up for early November with Senator Edward Markey's Regional Director Melissa Olesen and next week he will meet with State Senator Elect Jo Comerford who will presumably take over the seat previously filled by Senator Stanley Rosenberg who stepped down from the State Senate earlier this year.

Mr. Brennan next reported that this morning we held our annual cross border New England Knowledge Corridor Partnership 2018 "State of the Region" Conference which included a presentation by the Chief Technology Officer from Stanley Black and Decker, followed by two panel discussions. Mr. Brennan noted that this event went extremely well although he felt that attendance could have been higher.

At this point, Mr. Brennan reminded Executive Committee members that efforts are being made to close down PVPC's unnecessary companion non-profits. He noted that the Pioneer Valley Redevelopment Corporation was dissolved in May and focus is now on the Regional Education and Business Alliance (REBA). Mr. Brennan stated that REBA has approximately \$45,000 in assets which will need to be spent down and he reported that the staff was recently able to move those funds from the Bank of America to the PVPC's United Bank account.

Mr. Brennan next stated that effective October 1st, PVPC has switched to a no-cost Employee Assistance Program (EAP) option that is available under the GIC. Mr. Brennan also announced that PVPC's second round of Sexual Harassment Prevention Training for staff will take place in early November. Mr. Brennan noted that this training will be conducted by

PVPC's Manager of Domestic Violence Prevention Programs Monica Moran who had previously conducted an excellent Sexual Harassment Prevention Training for staff.

Mr. Brennan announced that a Rural Policy Advisory Commission Listening Session is scheduled for Tuesday, December 11th here at the PVPC and he noted that there have been many requests from the small rural towns particularly regarding the Commonwealth's energy programs and the PVPC's model adult use marijuana zoning bylaw which was completed and distributed back in June.

Mr. Brennan commented that he had nothing new to report regarding the issues with the Massachusetts State Retirement Board and that no meetings of the relevant Work Group have been held since 2017.

Finally, Mr. Brennan reported that the PVPC has received a settlement in the amount of \$3500 on the PVPC's Prius vehicle that was damaged in an accident in August. Mr. Brennan noted that PVPC is getting ready to replace this vehicle and will look at all options however he noted that it has to be a hybrid or electric vehicle. Mr. Brennan added that PVPC is trying to get multiple electric vehicle charging stations installed here at 60 Congress Street.

11. Other Business

Mr. Gunn asked if there was any other business to conduct before adjourning today's Executive Committee meeting. There being no further business for the Executive Committee to conduct, Chairman Gunn called for a motion to adjourn the October 25th Executive Committee meeting.

MOVED BY GEORGE KINGSTON, SECONDED BY DOUG ALBERTSON, TO ADJOURN THE OCTOBER 25, 2018 EXECUTIVE COMMITTEE MEETING; ALL THE EXECUTIVE COMMITTEE MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION AND THE MEETING WAS ADJOURNED WITHOUT OBJECTION AT 5:10 P.M.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

List of Documents and Other Items Distributed at the October 25, 2018 Meeting

1. Executive Committee October 25, 2018 Meeting Agenda and Suggested Motions
2. Executive Committee September 27, 2018 Meeting Minutes
3. PVPC Warrant: September 1 through September 30, 2018
4. PVPC Financial Summary Profile as of October 25, 2018
5. PVPC 3 Month Budget (July 1, 2018 through September 30, 2018)
6. Memo from PVPC Principal Planner Catherine Ratte re: *Request for Salary Increase for Approved Internal Staff Promotion*
7. 2018 PVPC Operations Manual – B. PVPC Staff Categories, Salary Ranges
8. Press Release October 15, 2018: Zonta Club of Quaboag Valley– *Monica Moran Named Founder's Day Recipient for 2018*
9. Staff Resignation Letter dated October 15, 2018