

PIONEER VALLEY PLANNING COMMISSION (PVPC)

Minutes of Executive Committee Meeting
Thursday, December 21, 2017
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
Lynn Arnold – Holland
Marilyn Gorman Fil – Monson
Michael Marciniec - Palmer

PVPC Staff:

Tim Brennan, Executive Director
Lisa Edinger, Accountant
James Mazik, Deputy Director for Operations/Community Development Section Manager
Catherine Ratte, Principal Planner/Environment and Land Use Section Manager
Lori Tanner, Senior Economic Development and Policy Analyst
Lynn Shell, Support Staff

1. Chairman's Call to Order, Welcome and Approval of the Minutes of the Executive Committee Meeting Held on October 26, 2017

The December 21st Executive Committee meeting was called to order at 4:00 p.m. by the Commission Chairman, Walter Gunn. Mr. Gunn welcomed everyone in attendance and called for a motion to approve the minutes of the October 26, 2017 Executive Committee meeting.

MOVED BY JUDY TERRY, SECONDED BY DOUG ALBERTSON, TO APPROVE THE MINUTES OF THE OCTOBER 26, 2017 EXECUTIVE COMMITTEE MEETING AS PRESENTED.

Mr. Gunn asked if there were any comments, corrections or questions concerning the minutes of the October 26, 2017 Executive Committee meeting but none were forthcoming.

THERE BEING NO QUESTIONS OR COMMENTS, THE MINUTES OF THE OCTOBER 26, 2017 EXECUTIVE COMMITTEE MEETING WERE APPROVED WITH TWO EXECUTIVE COMMITTEE MEMBERS, MARILYN GORMAN FIL AND MICHAEL MARCINIEC, ABSTAINING FROM THE VOTE.

2. Warrant/Financial Reports

Mr. Gunn noted that copies of the October and November 2017 warrants had been distributed to Executive Committee members and he asked PVPC Accountant Lisa Edinger to comment on the subject warrants. Ms. Edinger first highlighted several of the larger payments listed on the October warrant including check #16101 payable to Design Consultants, Inc. in the amount of \$19,010 which she noted is for the Commission's Urban Tree Project. Ms. Edinger stated that check #16112 payable to Nuestras Raices, Incorporated in the amount of \$10,920.88 is also for the Commission's Urban Tree Project and she noted that this expense is for project-related outreach, meetings and workshops. Ms. Edinger stated that check #16123 payable to the Town of Agawam DPW in the amount of \$11,932.60 is for the Agawam Stormwater Utility Project. She explained that the PVPC received a check from the Town of Agawam which exceeded their cash match so this is a reimbursement for their overpayment.

As regards the November warrant, Ms. Edinger first pointed out that check #16047 payable to Jac Patrissi in the amount of \$39.99 was cancelled and reissued as check #16214 because the check was lost. Ms. Edinger next stated that check

#16174 in the amount of \$13,000 payable to the Planning Commission's CPA firm Melanson Heath is a payment for the PVPC's Fiscal Year 2017 audit. Ms. Edinger noted that Patrice Squillante of Melanson Heath will present the PVPC's FY 17 audit report at the January 25th Executive Committee meeting. Ms. Edinger also highlighted check #16201 in the amount of \$9,500 payable to Kim Lundgren and Associates. Ms. Edinger stated that this payment is for the Springfield Climate Action and Resilience Plan and she noted that Kim Lundgren performed the initial set up and development of an online dashboard tool. Ms. Edinger then referred to check #16230 payable to the Commonwealth of Massachusetts/GIC. She explained that this is PVPC's quarterly portion of health insurance which is only through the month of September, however, she stated that the PVPC has earmarked funds for the remainder of this expense. Finally, Ms. Edinger highlighted check #16235 in the amount of \$78,205.27 payable to HMA Contracting and she noted that this is the final payment for the Blanche Barlow Acres Project.

Ms. Edinger next reviewed the *Pioneer Valley Planning Commission Financial Summary Profile* report listing PVPC's account balances as of December 21, 2017. After Ms. Edinger had completed her report, Mr. Gunn 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 Amherst in Order for the PVPC to Provide Economic Development Planning Services to the Town

Mr. Gunn called on Lori Tanner, PVPC Senior Economic Development and Policy Analyst, to address agenda item 3. Ms. Tanner stated that the Town of Amherst is undertaking some economic development planning through their Community Compact agreement with the state. Ms. Tanner noted that the Town will be doing a fairly comprehensive overall economic development plan and they are contracting with the PVPC to assist the Town with this project. Ms. Tanner stated that PVPC staff will be doing data collection and the PVPC will also be subcontracting out for a market analysis, a public outreach process and a *Strengths, Weaknesses, Opportunities and Threats* (SWOT) analysis.

Following Ms. Tanner's report, Mr. Gunn called for a motion to address agenda item 3.

MOVED BY LYNN ARNOLD, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$19,780 CONTRACTUAL AGREEMENT WITH THE TOWN OF AMHERST IN ORDER FOR THE PVPC TO PROVIDE ECONOMIC DEVELOPMENT PLANNING SERVICES TO THE TOWN.

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

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

4. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Consultant Firm, Elan Planning, Design and Landscape Architecture PLLC, Which Will Assist the PVPC by Conducting a Market Study and Retail Leakage Analysis as a Component of the Town of Amherst's Economic Development Plan

Mr. Gunn once again called on Lori Tanner to address this agenda item. Ms. Tanner stated that as part of the Town of Amherst's Economic Development Plan, the PVPC subcontracted with the consultant firm, Elan Planning, Design and Landscape Architecture PLLC, to assist with a *Market Study and Retail Leakage Analysis* which she noted is frequently referred to as a *Gap Analysis*. Ms. Tanner explained that the firm compares consumer expenditures in different categories and they can determine if community members are going outside of their community to purchase furniture, for example, or staying in the area for specific items such as groceries. Ms. Tanner stated that they can try to determine if it is possible to bring back certain markets to the community.

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

MOVED BY JUDY TERRY, SECONDED BY MICHAEL MARCINIEC, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$3,000 CONTRACTUAL AGREEMENT WITH THE CONSULTANT FIRM, ELAN PLANNING, DESIGN AND LANDSCAPE ARCHITECTURE PLLC, WHICH WILL ASSIST THE PVPC BY CONDUCTING A MARKET STUDY AND RETAIL LEAKAGE ANALYSIS AS A COMPONENT OF THE TOWN OF AMHERST'S ECONOMIC DEVELOPMENT PLAN.

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

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

5. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Blandford Planning Board in Order for the PVPC to Undertake a Planning Board Assistance Program Which Will Support the Town in the Review and Administration of an Application for a Large Scale, Ground-Mounted Photovoltaic Solar Facility

Mr. Gunn called on Catherine Ratte, PVPC Principal Planner/Environment and Land Use Section Manager, to address this agenda item. Ms. Ratte stated that this is a relationship that PVPC Senior Planner Larry Smith has facilitated with the Town of Blandford wherein the developer will pay the Town to hire PVPC staff to help them work through the local permitting process. Ms. Ratte noted that the Town will receive the benefit of working with an experienced planner and she noted that Mr. Smith has also developed a significant amount of knowledge about large scale solar PV installations which will be especially helpful for Blandford. In response to a question raised by Ms. Terry, Ms. Ratte stated that she could try to find out the exact location for this solar facility and she would forward this information along to Ms. Terry.

After a brief discussion, Mr. Gunn called for a motion to address agenda item 5.

MOVED BY GEORGE KINGSTON, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$3,634 CONTRACTUAL AGREEMENT WITH THE BLANDFORD PLANNING BOARD IN ORDER FOR THE PVPC TO UNDERTAKE A PLANNING BOARD ASSISTANCE PROGRAM WHICH WILL SUPPORT THE TOWN IN THE REVIEW AND ADMINISTRATION OF AN APPLICATION FOR A LARGE SCALE, GROUND-MOUNTED PHOTOVOLTAIC SOLAR FACILITY.

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 a Mutually Acceptable Contractual Agreement With the Springfield Housing Authority (SHA) to Manage a Grant Which Will Construct a Rain Garden at a SHA's Property on St. James Avenue in Springfield

Mr. Gunn again called on Principal Planner Catherine Ratte to address this agenda item. Ms. Ratte stated that it has been difficult to get residents in the City of Springfield to agree to constructing a rain garden on their property, however, the Springfield Housing Authority (SHA) is willing to do so and she noted that this SHA property is in a very visible location. Ms. Ratte also stated that the City of Springfield is moving forward in a related effort designed to get City residents more involved in green infrastructure initiatives.

After Ms. Ratte had responded to a series of clarifying questions raised by Executive Committee members, Mr. Gunn called for a motion to address agenda item 6.

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO RETROACTIVELY AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED \$6,000, WITH THE SPRINGFIELD HOUSING AUTHORITY (SHA) TO MANAGE A GRANT WHICH WILL CONSTRUCT A RAIN GARDEN AT A SHA'S PROPERTY LOCATED AT 1177 ST. JAMES AVENUE IN SPRINGFIELD.

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

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

7. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Massachusetts Department of Conservation and Recreation to Restore Important Linkages for the Highland Footpath in the Chester-Blandford State Forest

Mr. Gunn again called on Catherine Ratte to address this agenda item. Ms. Ratte stated that this project involves the restoration of linkages for the Highland Footpath in the Chester-Blandford State Forest. She also noted that the PVPC will be conducting a Walkability Analysis in the Town of Chester. Ms. Terry pointed out that the Highland Footpath is a very long trail and she asked where the work will be conducted. Mr. Brennan stated that PVPC's Principal Environmental Planner Patty Gambarini is doing a lot of field work with a variety of Audubon groups and she has given several presentations on this topic. Mr. Brennan explained that this path extends from the Pioneer Valley region into the Berkshires and the goal is to try to get some sense of order about where these trails actually lie and where they will continue to lie in the future. Ms. Ratte stated that in terms of the Highland Footpath, this PVPC work will specifically involve the Newman Marsh Trail and the Sanderson Brook bridge crossing.

Mr. Gunn then called for a motion to address agenda item 7.

MOVED BY DOUG ALBERTSON, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED \$38,900, WITH THE MASSACHUSETTS DEPARTMENT OF CONSERVATION AND RECREATION TO RESTORE IMPORTANT LINKAGES FOR THE HIGHLAND FOOTPATH IN THE CHESTER-BLANDFORD STATE FOREST INCLUDING RESTORING SEGMENTS OF THE NEWMAN MARSH TRAIL AND DESIGN WORK NEEDED TO RESTORE A SANDERSON BROOK BRIDGE CROSSING.

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

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

8. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Massachusetts Department of Housing and Community Development for FY2018 District Local Technical Assistance (DLTA) Services and for the PVPC to Commit a Required 5% Cash Match of its 2018 DLTA Contract Amount

Mr. Brennan reported that the Commonwealth's Fiscal Year 2018 District Local Technical Assistance (DLTA) funds have now been officially released by Governor Baker and he noted that there is no change in the funding level from last year which is \$2.8 million statewide. Mr. Brennan reported that the contracts will need to be revised in terms of their scope due to the Administration's new Housing Choice Initiative and he stated that the best estimate from the officials at the overseeing state agency is that the PVPC would likely receive its DLTA contract sometime during the last week of December. Given that the money has been released at the same dollar amount as last year, Mr. Brennan stated that the PVPC will need to be prepared to sign on to the contract and commit the 5% cash match. Mr. Brennan noted that the other 5% match will come by way of in kind contributions from the communities that receive the DLTA services in the coming year. Mr. Gunn commented that the Commission's DLTA solicitation letters have already been sent out. Mr. Brennan explained that the PVPC was notified about the changes after the letters were sent out, however he noted that the revisions are supposedly fairly modest. Mr. Brennan added that PVPC's Municipal Services Coordinator, Joshua Garcia, has sent out a follow-up memo cautioning people that there would be some changes to this year's DLTA eligibility requirements.

At this point, Mr. Gunn called for a motion to address agenda item 8.

MOVED BY JUDY TERRY, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$254,069 CONTRACTUAL AGREEMENT WITH THE MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FY2018 DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA) PROGRAM SERVICES FOR ELIGIBLE PROJECTS IN PVPC MEMBER COMMUNITIES INCLUDING A REQUIRED 5% CASH MATCH (\$12,703.50) COMMITMENT BY THE PVPC.

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

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

9. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the City of Westfield for FFY 2018 CDBG-Funded Housing Rehabilitation Services Required in the City

Mr. Gunn called on James Mazik, PVPC Deputy Director for Operations and Community Development Section Manager, to address agenda item 9. Mr. Mazik stated that the PVPC has a contract for Federal Fiscal Year 2017 with the City of Westfield for Community Development Block Grant (CDBG) funds for Housing Rehabilitation and he noted that the City would like to contract with the PVPC for their new Federal Fiscal Year 2018 allocation in an amount not to exceed \$100,000. Mr. Mazik explained that when the Cities of Westfield, Northampton and Easthampton contract for Housing Rehabilitation monies, they do so for the whole amount unlike the Community Development Fund (CDF) communities where the contract is just for the administration delivery.

Following Mr. Mazik's summary, Mr. Gunn called for a motion to address agenda item 9.

MOVED BY LYNN ARNOLD, SECONDED BY DOUG ALBERTSON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, EFFECTIVE JANUARY 1, 2018, NOT TO EXCEED ONE HUNDRED THOUSAND DOLLARS AND NO CENTS (\$100,000.00), WITH THE CITY OF WESTFIELD TO IMPLEMENT ITS FFY18 CDBG-FUNDED HOUSING REHABILITATION PROGRAM. (NOTE: \$86,500 IS FOR HR LOANS AND \$13,500 IS FOR PVPC'S PROGRAM ADMINISTRATION.)

Mr. Gunn asked if there were any questions regarding the motion for agenda item 9 but none were forthcoming.

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

10. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Central Massachusetts Regional Planning Commission (CMRPC) in order for the PVPC to Provide Housing Rehabilitation Services for a FFY 2017 Community Development Project That the CMRPC is Administering in the Town of Leicester

Mr. Gunn again called on Deputy Director James Mazik to address agenda item 10. Mr. Mazik stated that the Central Massachusetts Regional Planning Commission (CMRPC) was successful in getting funding for the Town of Leicester under the Federal Fiscal Year 2017 Community Development Fund (CDF) program which included housing rehabilitation. Mr. Mazik stated that CMRPC does not have the staff capacity to conduct housing rehabilitation services so they would like to subcontract that work to the PVPC given that the PVPC does have a number of staff who are experienced in this area. Mr. Mazik noted that the PVPC will receive \$25,000 to oversee this project.

Mr. Gunn then called for a motion to address agenda item 10.

MOVED BY GEORGE KINGSTON, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, EFFECTIVE JANUARY 1, 2018, NOT TO EXCEED TWENTY-FIVE THOUSAND DOLLARS AND NO CENTS (\$25,000.00), WITH THE CMRPC IN ORDER FOR THE PVPC TO PROVIDE HOUSING REHABILITATION SERVICES UNDER ITS FFY17 LEICESTER COMMUNITY DEVELOPMENT FUND PROGRAM AWARD THAT WILL COMPLETE UP TO FIVE (5) UNITS OF HOUSING REHABILITATION IN THIS COMMUNITY.

Mr. Gunn asked if there were any questions regarding the motion for agenda item 10 but none were forthcoming.

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

11. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Central Massachusetts Regional Planning Commission (CMRPC) in order for the PVPC to Provide Technical Assistance required for a FFY 2017 Community Development Project that the CMRPC is Administering in the Town of North Brookfield

Mr. Gunn once again called on Deputy Director James Mazik to address this agenda item. Mr. Mazik stated that the PVPC was successful in acquiring funds for the Town of North Brookfield for a major infrastructure project in the Town's North Common Street area. Mr. Mazik noted that the distance to North Brookfield is somewhat far for PVPC

staff to travel. He stated that one of CMRPC's staff, Andrew Lowe, is familiar with the area therefore the PVPC will subcontract with the CMRPC for staff assistance which will include meetings, site visits, construction monitoring and other project-related assistance as deemed necessary.

Mr. Gunn then called for a motion to address agenda item 11.

MOVED BY LYNN ARNOLD, SECONDED BY MICHAEL MARCINIEC, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, EFFECTIVE JANUARY 1, 2018, NOT TO EXCEED TEN THOUSAND DOLLARS AND NO CENTS (\$10,000.00), WITH THE CMRPC IN ORDER FOR THE PVPC TO PROVIDE TECHNICAL ASSISTANCE AND SUPPORT REQUIRED FOR A FFY 2017 COMMUNITY DEVELOPMENT FUND PROGRAM AWARD TO THE TOWN OF NORTH BROOKFIELD THAT THE CMRPC IS ADMINISTERING UNDER CONTRACT WITH THE TOWN.

Mr. Gunn asked if there were any questions regarding the motion for agenda item 11 but none were forthcoming.

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

12. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Metropolitan Area Planning Council (MAPC), Acting on Behalf of the Western Homeland Security Advisory Council, to Introduce and Advance the Multi-Agency Coordination Center (MACC) Project Encompassing Communities in the Hampden County Portion of PVPC's Planning District

Mr. Brennan stated that he is reporting on behalf of Todd Zukowski, PVPC GIS/Cartographic Section Manager, who was unable to attend today's Executive Committee meeting. Mr. Brennan stated that the Metropolitan Area Planning Council (MAPC) has a statewide contract for Homeland Security work. Mr. Brennan explained that this is a project that basically addresses how to deal with a disaster on a massive scale and how to manage multiple casualties, including where to take people and how to process a large-scale relocation in a thoughtful, orderly fashion. Mr. Brennan stated that this concept is being introduced in the Homeland Security district and he noted that the Commonwealth is focused on Hampden County which has the lion's share of our region's population.

Mr. Gunn then called for a motion to address agenda item 12.

MOVED BY JUDY TERRY, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED \$50,000, WITH THE METROPOLITAN AREA PLANNING COUNCIL (MAPC), ACTING ON BEHALF OF THE WESTERN HOMELAND SECURITY ADVISORY COUNCIL, IN ORDER TO INTRODUCE AND ADVANCE THE MULTI-AGENCY COORDINATION CENTER (MACC) PROJECT ENCOMPASSING COMMUNITIES IN THE HAMPDEN COUNTY PORTION OF THE PVPC'S PLANNING DISTRICT.

Mr. Gunn asked if there were any questions regarding the motion for agenda item 12 but none were forthcoming.

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

13. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable, Three Year Lease Agreement With Toshiba Business Solutions for a New Office Copier to Support the Planning Commission's Day-to-Day Operations

Mr. Brennan stated that Deputy Director Jim Mazik and PVPC Office Manager, Executive Assistant Indrani Gallagher solicited proposals for a new office copier and he noted that this is the agreement that they are recommending. Mr. Mazik added that there have been problems with the current copier and he noted that the lease on that equipment is now terminating. Mr. Mazik also noted that the new copier will be a more heavy duty and more productive copier, and he believed it may be less expensive to lease than the current copier.

Mr. Gunn called for a motion to address agenda item 13.

MOVED BY GEORGE KINGSTON, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE, \$26,120.88 (\$8,706.96/YEAR) THREE YEAR LEASE AGREEMENT WITH TOSHIBA BUSINESS SOLUTIONS FOR A NEW, COLOR/BLACK AND WHITE OFFICE COPIER TO SUPPORT THE PLANNING COMMISSION'S DAY-TO-DAY OPERATIONS.

Mr. Gunn asked if there were any questions regarding the motion for agenda item 13 but none were forthcoming.

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

14. Executive Director's Highlights Including an Update on Ongoing Efforts to Work With the Commonwealth's Retirement Funding Obligations Working Group

Mr. Brennan stated that at our last Commission meeting we heard about the Administration's new Housing Choice Initiative and he noted that the program director attended the recent MARPA/RPA Directors meeting. Mr. Brennan stated that in terms of the production of more units that they are seeking, they do not necessarily need to be classified as "affordable" units. Mr. Brennan then referred to the *Housing Choice Designation* handout that was included in today's meeting packet noting that if a community opts to get into the Housing Choice Initiative (HCI) program, they must meet a number of criteria including several housing best practices. He stated that there isn't a complete break from affordability but the actual unit count includes all units. Mr. Brennan stated that he is trying to seek the state's HCI program director to give a presentation at the April Commission meeting. Mr. Brennan noted that if the Governor's legislation were to pass, either as a standalone or comingled with some form of zoning reform legislation, it would mean that the two-thirds threshold would not be barred. Mr. Brennan added that it is his understanding that there will be a defined application period and communities can decide whether or not to apply.

Mr. Brennan next reported that he received clarification that a meeting on the Massachusetts State Rail Plan has been announced for January 23rd at the Worcester Regional Transit Authority and the expectation is that it will be the only statewide meeting to be held on the State Rail Plan. Mr. Brennan stated that it will be important to step up our advocacy for three key projects, including expanded service on the Knowledge Corridor north of Springfield to serve Holyoke, Northampton and Greenfield, adding that he is still cautiously optimistic that this will happen in 2018. Mr. Brennan remarked that the bigger item is the passenger rail link with Boston via the Inland Route and the third project is an upgrade to the New England Central Railroad which is a freight corridor that crosses Vermont, Massachusetts and Connecticut.

Mr. Brennan stated that there was a recent meeting of the Massachusetts Gaming Commission's Local Community Mitigation Advisory Committee for the communities that surround Springfield, the host community of the MGM casino. Mr. Brennan stated that the meeting focused heavily on guidelines for mitigation grants that municipalities can apply for and he noted that the next round will be opening in February 2018. Mr. Brennan stated that he listened online to the Massachusetts Gaming Commission's meeting and they did in fact approve the guidelines for 2018. He noted that the biggest area of concern which is shared across the Commonwealth is that there is a proposal from the state police for funds amounting to over \$2 million that will come out of the mitigation category to train state police officers to populate the casinos that will be opening in 2018 and 2019. Mr. Brennan stated that he raised the question of whether this would be a one-time expense statewide noting that if this will be an annual cost, it would allow fewer dollars for the mitigation fund. Mr. Brennan stated that the message throughout the state was that if this is a one-time reasonable expense, it may happen but should not on an ongoing yearly schedule.

Also related to the MGC, Mr. Brennan stated that agencies in the regions where there are casinos have been asked to bring forward ideas for a Gaming Economic Development Fund which is for projects that have an economic development future benefit to them that is somehow tethered to the casino. Mr. Brennan explained that the MGC solicits and vets the ideas and puts them in a white paper which will eventually be sent on to the State Legislature which will decide on how these funds will be spent. Mr. Brennan underscored that it is the State Legislature that decides what will be funded and what the funding amount will be. Mr. Brennan stated that the 3 ideas that he presented include funding for the PVTA to provide late night and weekend bus service in Springfield for casino workers who could not otherwise get to the casino. Mr. Brennan stated that this idea was received favorably and should clearly be on the list of recommendations. Mr. Brennan stated that his second proposal is to provide funds for the nonprofit Common Capital which makes loans to small and start up businesses that cannot access traditional bank financing and he believed that this idea also has a good chance of getting a favorable viewing. Mr. Brennan stated that the third idea he put forward is the creation of a regional lockup noting that the City of Springfield had encouraged him to include this suggestion on the PVPC list as it would be regional

in scope. Mr. Brennan stated that this idea has gotten significant pushback from several advisory groups and he was unsure whether this idea would go forward even though it is only a suggestion to initiate an in-depth analysis of its feasibility and costs.

Mr. Brennan next reported that on behalf of the Commission, he and Chairman Gunn have sent a letter to the Cannabis Control Commission urging them to honor and respect municipal temporary moratoriums to allow time for the communities to put their zoning regulations in place.

Finally, Mr. Brennan gave an update on the Massachusetts State Retirement Board (MSRB) funding obligation working group. Mr. Brennan stated that over the last 4-6 weeks there was some confusion among our regional planning agencies (RPAs) about what was happening with this working group and that it was supposed to come to some sort of closure by the end of December. Mr. Brennan reported that it has now been learned that the working group will be generating a draft report that will be shared with the affected RPAs before it is sent to the Legislature and it will have recommendations about how to address the problem. Mr. Brennan stated that there was supposed to be a draft report available by last week's MARPA meeting but the December meeting of the working group was cancelled and there is no draft report to share. Mr. Brennan noted, however, that there seems to be evidence that some of the other groups such as the regional vocational schools and the regional health groups, have reached a tentative agreement to go along with what the report will say in terms of taking a percentage of their total payroll as a way to address this issue. Mr. Brennan noted that there are two levels of the percentage. He stated that the higher rate would mean a 10% increase to the PVPC's indirect cost rate and the lower rate would result in a 5% upward change. Mr. Brennan stated that there is an ongoing effort to convince this working group that the circumstances of the RPAs are different from the other organizations. Mr. Brennan felt that some headway has been made in that respect but he noted that even though the RPAs are classified legally as a special state district, he did not think the recommendation will be that they should be treated comparable to state agencies. Mr. Brennan stated that he did not think it will be an easy choice for RPAs because when they receive the report that recommends this percentage rate they can (1) choose to not accept that option and seek legislation themselves; or (2) they can agree to the lower percentage amount and see what the Legislature does. Mr. Brennan stated that he wanted to make sure that Executive Committee members are aware that the PVPC is working on this matter and that this information is on the record.

15. Personnel Issues Including an Update on Current Staff Recruitment Efforts

Mr. Brennan stated that the PVPC has begun recruitment for a Senior Planner in the Land Use section noting that they are trying to recruit someone with good, solid zoning skills in addition to other planning skills. Mr. Brennan noted that the position was just recently advertised and he believed that three applications have been received to date.

16. Other Business

Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contract Agreement With Behavioral Health Network Inc. at Valley Human Services of 96 South Street, Ware, Massachusetts for Domestic Violence Prevention Services in the Towns of Ware and Warren through their respective FY17 CDF Program-Funded Ware Domestic Violence Prevention Program and Warren Domestic Violence Prevention Program.

Mr. Gunn called for a motion to address agenda item 16.

MOVED BY JUDY TERRY, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT ENCOMPASSING JANUARY 1, 2018 THROUGH DECEMBER 31, 2018, NOT TO EXCEED TWENTY THREE THOUSAND FOUR HUNDRED THIRTY SIX THOUSAND DOLLARS AND NO CENTS (\$23,436.00), WITH THE BEHAVIORAL HEALTH NETWORK INC. AT VALLEY HUMAN SERVICES TO ASSIST THE PVPC IN THE IMPLEMENTATION OF THE FEDERAL FISCAL YEAR 2017 CDF PROGRAM-FUNDED DOMESTIC VIOLENCE PREVENTION PROGRAMS IN THE TOWNS OF WARE AND WARREN.

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 UNANIMOUSLY APPROVED.

Mr. Gunn asked if there was any other business to conduct. Mr. Mazik stated that he would like to provide a brief update

on a case involving the Community Economic Development Assistance Corporation (CEDAC) Home Modification Loan Program (HMLP). Mr. Mazik reported that this situation has finally been resolved noting that settlement has been agreed upon and reached and PVPC will be getting direction from CEDAC and the Department of Housing and Urban Development (HUD) regarding the financial piece. He noted that the court hearing which was scheduled and delayed has now been dismissed.

There being no further business for the Executive Committee to conduct, Chairman Gunn adjourned the December 21st Executive Committee meeting at 5:11 p.m. without objection.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

List of Documents and Other Items Distributed at the December 21, 2017 Meeting

1. Executive Committee December 21, 2017 Meeting Agenda and Suggested Motions
2. Executive Committee October 26, 2017 Meeting Minutes
3. PVPC Warrant: October 1 through October 31, 2017
4. PVPC Warrant: November 1 through November 30, 2017
5. PVPC Financial Summary Profile as of December 21, 2017
6. Informational flyer: Housing Choice Designation