

PIONEER VALLEY PLANNING COMMISSION (PVPC)

Minutes of Executive Committee Meeting
Thursday, April 26, 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
T.J. Cousineau – Blandford
Marilyn Gorman Fil - Monson

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
Gary Roux, Principal Planner/Traffic Manager
Lynn Shell, Support Staff
Lori Tanner, Senior Economic Development and Policy Analyst

1. Chairman's Call to Order, Welcome and Approval of the Minutes of the Executive Committee Meeting Held on March 22, 2018

The April 26th Executive Committee meeting was called to order at 4:02 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 March 22, 2018 Executive Committee meeting.

MOVED BY JUDY TERRY, SECONDED BY T.J. COUSINEAU, TO APPROVE THE MINUTES OF THE MARCH 22, 2018 EXECUTIVE COMMITTEE MEETING AS PRESENTED.

Mr. Gunn asked if there were any comments, corrections or questions concerning the minutes of the March 22, 2018 Executive Committee meeting but none were forthcoming.

THERE BEING NO QUESTIONS OR COMMENTS, THE MINUTES OF THE MARCH 22, 2018 EXECUTIVE COMMITTEE MEETING WERE UNANIMOUSLY APPROVED.

2. Warrant/Financial Reports Including a Review of the Commission's Current Year Budget Through March 31, 2018

Mr. Gunn noted that copies of the March 2018 warrant had been distributed and that the warrant had also been previously emailed to Executive Committee members for their information and review. Mr. Gunn then asked PVPC Accountant Lisa Edinger if she would like to comment on the subject warrant. Ms. Edinger highlighted several payments appearing on the check listing including check #16375 in the amount of \$205.00, payable to Reminder Publications and she explained that Reminder Publications never received this check so it was voided and reissued as check #16434. Ms. Edinger also highlighted check #16443 in the amount of \$30,000, payable to Commonwealth of Massachusetts/GIC, which she noted is a partial payment for PVPC's October to December quarterly bill for employee health insurance. Ms. Edinger next stated that check #16458 in the amount of \$13,034.09, payable to Behavioral Health Network, is for consultant work related to domestic violence prevention projects. She also noted that check #16462 in the amount of \$10,195.00, payable to Celtic Energy Incorporated, is for a Land Use project and check #16467 in the amount of \$6,500, payable to Energy Management Associates, is for the Granby Junior Senior High School Energy Audit project. Ms. Edinger pointed out that checks #16468, #16471, #16474 and #16475 were mistakenly entered as payable to Hampden County Registry of Deeds but they are actually for the Hampshire County Registry of Deeds and, therefore, those checks were voided and reissued.

Finally, Ms. Edinger stated that check #16476 in the amount of \$9,750, payable to Health Resources in Action, Inc., is for training and technical assistance provided to Mass in Motion communities and check #16493 in the amount of \$8,698.67, payable to Wright-Pierce, is for training on two PVPC stormwater projects.

Ms. Edinger next reviewed a report entitled *Pioneer Valley Planning Commission Financial Summary Profile* which lists PVPC's account balances as of April 26, 2018. Ms. Edinger pointed out that the amount listed under Accounts Receivable totals over \$1 million, however, she noted that this amount is explained by two pass through bills which are for the City of Chicopee and the Springfield Water and Sewer Commission Connecticut River Clean-up projects as reflected in the Accounts Payable balance.

Ms. Edinger next discussed the Commission's 9 month budget report which encompasses the time period from July 1, 2017 through March 31, 2018. Ms. Edinger explained that several budget line items will need to be amended including *Workers' Compensation, Additional Rent, Gas, Insurance and Bank Interest* and noted that she will be preparing a proposed amended FY2018 budget for consideration at the May Executive Committee meeting. Ms. Edinger also noted that the amount for *Pass-through Funds* is very much over budget because of approximately \$1 million in project bills that are payable to Chicopee and Springfield. Mr. Brennan asked about the status of the budget line for *Housing Rehab* and Mr. Mazik stated that this item is usually reconciled at the end of the year. There being no further questions, Mr. Gunn moved to take up agenda item 3.

3. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Town of Middlefield to Facilitate the Development of the Town's Hazard Mitigation Plan

Mr. Gunn called on Catherine Ratte, Principal Planner and Environment and Land Use Section Manager, to address this agenda item. Ms. Ratte reported that the Town of Middlefield does not currently have a Hazard Mitigation Plan and she stated that the Town applied to the Federal Emergency Management Agency (FEMA) through the Massachusetts Emergency Management Agency (MEMA). Ms. Ratte stated that the Town of Middlefield secured funding and the Town has indicated it would like to hire the PVPC to facilitate the development of Middlefield's Hazard Mitigation Plan.

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

MOVED BY DOUG ALBERTSON, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$7500 CONTRACTUAL AGREEMENT WITH THE TOWN OF MIDDLEFIELD TO FACILITATE THE DEVELOPMENT OF THE TOWN'S HAZARD MITIGATION PLAN.

Mr. Gunn asked if there were any other 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 Wilbraham to Conduct a Local Pavement Management and Assessment Project

Mr. Gunn called on PVPC Principal Planner Gary Roux to address agenda item 4. Mr. Roux stated that this is a contract to perform a pavement assessment project for the Town of Wilbraham. He noted that the contract amount is \$14,100 and this work will most likely begin in late summer or fall. Mr. Roux stated that PVPC staff will prepare a report and provide the community with an assessment of their best maintenance strategy moving forward including how they might use their current roadway maintenance dollars. Mr. Roux then responded to several questions raised by Executive Committee members. Mr. Roux noted that the concept behind pavement management is that the community is not just investing in the Town's worst condition roads but they are also investing in good roads to keep them in good condition and thus make better use of the Town's limited resources enabling them to potentially stretch their local pavement budget. Mr. Roux noted that this project is funded by the Town and the Town is eligible to use their Chapter 90 funds for this work. After a brief discussion, Mr. Gunn called for a motion to address agenda item 4.

MOVED BY JUDY TERRY, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$14,100 CONTRACTUAL AGREEMENT WITH THE TOWN OF WILBRAHAM TO CONDUCT A LOCAL PAVEMENT MANAGEMENT AND ASSESSMENT PROJECT.

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.

5. Review and Approval of the Pioneer Valley Region's Proposed, FFY 2019 Unified Planning Work Program (UPWP) Inclusive of an Authorization for the Commission Chairman, or His Designee, to Vote on the Subject UPWP Document as the PVPC's Designated Member of the Pioneer Valley Metropolitan Planning Organization

Mr. Gunn again called on Principal Planner Gary Roux to address this agenda item. Mr. Roux noted that Executive Committee members are being asked to give their permission for Commission Chairman Walter Gunn to vote to endorse the Commission's FFY 2019 Unified Planning Work Program (UPWP) which was released for a 21 day public review at the most recent Pioneer Valley Metropolitan Planning Organization (MPO) meeting. In addition, Mr. Roux reported that the FFY 2019-2023 Transportation Improvement Program (TIP) was also released for public review at that MPO meeting and he stated that the Executive Committee is also being asked to authorize Mr. Gunn to vote to endorse this proposed TIP document as well. Mr. Brennan explained that the Commission Chairman is voting at the behest of the full Commission at MPO meetings, therefore the Executive Committee is being asked to authorize Chairman Gunn to vote to endorse both the subject UPWP and the TIP documents. Mr. Gunn noted that the suggested motion will need to be revised to include the TIP document as part of today's action.

Mr. Roux stated that both the UPWP and the TIP documents will be brought forward for final approval at the scheduled May 22nd MPO meeting. He explained that the TIP is a listing of all the transportation projects that we expect to have constructed based on our regional funding target as well as state identified projects. In addition, the TIP encompasses a list of transit projects based on available PVTA transit funding that's allocated to our region. Mr. Roux stated that the UPWP is an annual listing of all the transportation planning tasks that PVPC expects to undertake over the course of the coming 2019 Federal Fiscal Year and he noted that a major project in the UPWP is a required update to the Pioneer Valley Regional Transportation Plan (RTP) which needs to be updated every 4 years to satisfy federal requirements. Mr. Roux stated that early next year the PVPC will be updating the RTP and the document must be endorsed by the Pioneer Valley MPO by July 2019. At this point, Mr. Kingston commented that the language regarding the MPO members on page 10 of the UPWP needs to be updated. More specifically, he pointed out that the document refers to East Longmeadow as having selectmen, however, the legislative body for the Town of East Longmeadow is now a Town Council. Mr. Roux stated that he will make that language change to the document and he asked Mr. Kingston to suggest how to amend the language for that tier which currently reads "A Selectman of one of the following fourteen (14) suburban and rural towns". Mr. Kingston suggested that the word "selectman" be replaced with the words "selectman or town manager". Mr. Brennan remarked that he did not believe our region's MPO member can be a town manager and Mr. Kingston then suggested "selectmen or town council member". Mr. Roux noted that he will include Mr. Kingston's comment as part of the comments he receives in response to the review of the PVPC's draft UPWP. As regards the RTP, Mr. Brennan asked Mr. Roux to bring a report on the new version of the RTP document to the February 2019 Commission meeting. Mr. Roux agreed that this would be a good time to present an overview of the new RTP document. Mr. Roux further stated that the goal is to release the draft version of the new RTP in April or May 2019 and hopefully have an MPO endorsement voted during June of 2019.

At this point, Mr. Gunn called for a motion with modified wording to address agenda item 5.

MOVED BY DOUG ALBERTSON, SECONDED BY JUDY TERRY, TO APPROVE THE PIONEER VALLEY REGION'S PROPOSED, FFY 2019 UNIFIED PLANNING WORK PROGRAM (UPWP) AND THE FFY 2019-2023 PIONEER VALLEY REGION TRANSPORTATION IMPROVEMENT PROGRAM (TIP) THAT HAVE RECENTLY BEEN RELEASED FOR A 21 DAY PUBLIC REVIEW PERIOD, INCLUSIVE OF AN AUTHORIZATION FOR THE COMMISSION CHAIRMAN, OR HIS DESIGNEE, TO VOTE ON THE SUBJECT UPWP AND TIP DOCUMENTS AS THE PVPC'S DESIGNATED MEMBER OF THE PIONEER VALLEY METROPOLITAN PLANNING ORGANIZATION (MPO).

Mr. Gunn asked if there were any further questions regarding the subject motion 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 Pioneer Valley Regional Ventures Center (PVRVC) Incorporated to Provide Staffing Support to the PVRVC Which is Required for the Implementation of a Regional Data Website

Mr. Brennan stated that the MassMutual Foundation, the Irene E. and George A. Davis Foundation and the Community Foundation of Western Massachusetts have come together to fund a regional state-of-the-art data website that can be used by a whole array of nonprofits and foundations including these three sponsoring organizations. Mr. Brennan noted that PVPC's Regional Information & Policy Center Principal Planner, Molly Goren Watts, is the lead staff member for this project. In response to a question from Mr. Kingston, Mr. Brennan confirmed that these foundation funds are coming to the PVPC by way of the Pioneer Valley Regional Ventures Center in order for the PVPC to be contracted with so this work can be managed by PVPC staff.

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

MOVED BY GEORGE KINGSTON, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE COMMITTEE TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED FIFTY THOUSAND DOLLARS AND NO CENTS (\$50,000.00), WITH THE PIONEER VALLEY REGIONAL VENTURES CENTER, INC., EFFECTIVE RETROACTIVE TO JANUARY 1, 2018, TO PROVIDE STAFFING SUPPORT TO THE PVRVC INCORPORATED ON THE IMPLEMENTATION OF A REGIONAL DATA WEBSITE.

Mr. Gunn asked if there were any other questions regarding the motion for agenda item 6 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 Commonwealth of Massachusetts for a Community Compact Initiative Grant Award to Facilitate Development of a Master Plan for the Town of Wales

Mr. Gunn called on Principal Planner Catherine Ratte to address this agenda item. Ms. Ratte stated that several months ago she and other PVPC staff met with Mr. Brennan to try and ensure that all PVPC member communities are entering into Community Compact agreements with the state. Ms. Ratte reported that Community Development Principal Planner Chris Dunphy worked with the Town of Wales to secure its Community Compact designation and, subsequently, over a period of several months he was able to help the Town with the idea of developing a local Master Plan. Ms. Ratte stated that the Commonwealth agreed to Wales' proposal and the state has decided to contract directly with the PVPC to carry out this master planning work thanks to Mr. Dunphy who worked out the details. Ms. Ratte stated that at least \$50,000 is needed to develop a Master Plan, however, the \$30,000 funding awarded to Wales from the Commonwealth's Community Compact funding pool will allow the PVPC to get started on this project. She noted that the Town of Wales has some funding set aside and the Town is open to supplementing the budget required for this project. Ms. Ratte also reported that the Municipal Vulnerability Preparedness (MVP) funding has just been announced for the second round and they are interested in integrating with other plans. Ms. Ratte stated that Wales will be applying for MVP funds and the PVPC will be assisting them as needed. She stated that the PVPC will be able to do both planning processes at the same time and this could allow the Town to get additional funds through the MVP funding program.

Following a brief discussion, Mr. Gunn called for a motion to address this agenda item.

MOVED BY T.J. COUSINEAU, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE, A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED \$30,000, WITH THE COMMONWEALTH OF MASSACHUSETTS FOR A COMMUNITY COMPACT INITIATIVE GRANT AWARD TO FACILITATE DEVELOPMENT OF A MASTER PLAN FOR THE TOWN OF WALES.

Mr. Gunn asked if there were any further questions regarding the motion for agenda item 7 but none were forthcoming.

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

8. Executive Committee Review and Approval of Proposed Revisions to the PVPC's Current Educational Assistance and Professional Development Policies as Recommended by the PVPC Operations Subcommittee

Mr. Gunn stated that proposed revisions to the PVPC's Educational Assistance and Professional Development Policies were discussed in detail at a March 22nd Operations Subcommittee meeting. Mr. Brennan explained that several months ago he was asked by PVPC staff if there could be revisions to the PVPC's Educational Assistance Policy and after discussing this with Chairman Gunn, they agreed it was something that should be reviewed and possibly revised. Mr. Brennan noted that a survey was sent to all the Massachusetts Regional Planning Agencies (RPAs) regarding their Educational Assistance Policies and he noted that very few had anything comparable to what the PVPC was looking at except for the Metropolitan Area Planning Council in Boston which has updated its policy within the past year. Mr. Brennan felt that this Educational Assistance Policy is a tool the PVPC can use to attract and retain professional staff. Mr. Brennan also stated that Mr. Mazik had subsequently identified and suggested several revisions to PVPC's Professional Development Policy. Mr. Mazik noted that previously PVPC's policy meant that staff members needed to wait 6-9 months to be reimbursed for training costs and he felt it would make more sense to actually reimburse during the application process to minimize the waiting time to receive this reimbursement.

Mr. Brennan noted that the Operations Subcommittee was asked if they would be willing to support the proposed policy revisions and he stated that this item is now being presented to the Executive Committee for final review and action. Mr. Gunn noted that the Operations Subcommittee has endorsed both proposed policy revisions. Mr. Mazik pointed out that there is a stipulation that staff members have an obligation to remain with the PVPC for a certain period of time after receiving the assistance or they must repay the amount of the assistance received. Mr. Brennan reported that the Operations Subcommittee decided to exclude that requirement. Ms. Terry explained that it is difficult at times to actually hold someone to that condition and therefore the contract was eliminated. Mr. Mazik asked if the revised policy replaces the previous section in its entirety, noting that in order to make the necessary changes in the Operations Manual, it will need to be clear as to what language is staying and what is being removed. Mr. Brennan confirmed that the revised policy being presented today replaces the previous section in its entirety. Ms. Terry noted that changing the policy automatically eliminates Section 8 of the Operations Manual entitled *Pioneer Valley Planning Commission Educational Assistance Agreement*. Mr. Mazik suggested that the motion should indicate that this section is being replaced in its entirety. At this point, Mr. Kingston remarked that the National Society of Professional Engineers (P.E.) listed in the Professional Development Policy does not actually provide certification and he suggested that the language should specify what certification is being provided under this policy. Mr. Mazik pointed out that the primary relevant certification for PVPC staff is the American Institute of Certified Planners (AICP) and he suggested changing the language to "AICP and similar required professional certifications". Given that this policy change will need some additional work, Mr. Gunn suggested addressing this item at the next Executive Committee meeting. Mr. Brennan recommended that Executive Committee members vote today on the Educational Assistance Policy and that the Professional Development Policy be addressed at a future Executive Committee meeting.

At this point, Mr. Gunn called for an amended motion for agenda item 8 to address only the proposed revisions to the PVPC's Educational Assistance Policy, noting that the Professional Development Policy will be taken up at a future Executive Committee meeting. Mr. Brennan added that as suggested by Mr. Mazik, the amended motion for agenda item 8 should include language to indicate that the revised Educational Assistance Policy replaces in its entirety the previous section and eliminates the contract entitled *Pioneer Valley Planning Commission Educational Assistance Agreement*.

MOVED BY GEORGE KINGSTON, SECONDED BY MARILYN GORMAN FIL, THAT THE EXECUTIVE COMMITTEE APPROVE THE PROPOSED REVISIONS TO THE PVPC'S CURRENT EDUCATIONAL ASSISTANCE POLICY AS HAS BEEN RECOMMENDED BY THE PVPC'S OPERATIONS SUBCOMMITTEE RECOGNIZING THAT IT ELIMINATES THE PREVIOUS POLICY WORDING IN ITS ENTIRETY INCLUDING SECTION 8 OF THE PVPC OPERATIONS MANUAL ENTITLED "PIONEER VALLEY PLANNING COMMISSION EDUCATIONAL ASSISTANCE AGREEMENT".

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

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

Mr. Mazik stated that he would prepare a revised draft of the Professional Development Policy for consideration at the

next Executive Committee meeting. In response to a question from Mr. Gunn, Mr. Brennan did not feel it was necessary to convene another meeting of the Operations Subcommittee to address the Professional Development Policy given that it is simply a matter of revising the language. After a brief discussion, Mr. Gunn agreed and he moved on to address the next agenda item.

9. Personnel Issues Including a Report and Action on the Recommendations of the PVPC Operations Subcommittee Regarding the Executive Director's 2017 Performance Evaluation – Judy Terry, Operations Subcommittee Chair (report to be distributed)

Mr. Gunn called on PVPC Operations Subcommittee Chair Judy Terry to present her report on the Executive Director's 2017 Performance Evaluation. Ms. Terry first provided Executive Committee members with copies of Mr. Brennan's performance evaluation for their review, along with the minutes from the March 22nd Operations Subcommittee meeting and documents related to the revisions of PVPC's Educational Assistance and Professional Development Policies which had been reviewed, discussed and endorsed at that Subcommittee meeting.

Ms. Terry stated that each year as part of the Executive Director's performance evaluation, Mr. Brennan is asked if he will be continuing for the next year and she reported that, unfortunately for us, Mr. Brennan informed the Operations Subcommittee that he is planning to retire and his target date is the summer of 2019. Ms. Terry noted that as of August 13, 2018, Mr. Brennan will have completed 45 years of service with the PVPC. Ms. Terry remarked that everyone is aware of how much Mr. Brennan has done, noting that his skillful leadership and energy has assisted the development, coordination and improved planning activities within the interstate Knowledge Corridor and throughout the Commonwealth. Ms. Terry added that we must all make the best of Mr. Brennan's vision for the future in the coming months. Ms. Terry stated that the Operations Subcommittee decided that a recruitment plan will need to be developed and implemented during the fall of 2018. She noted that Mr. Brennan agreed to prepare some job tasks for the PVPC executive director position but he would not be directly involved in the actual screening and selection process. Ms. Terry stated that the Operations Subcommittee discussed the option of engaging the services of a professional recruitment firm but decided they would much rather utilize the expertise of PVPC staff, the Executive Committee and the people within our own 43 communities. Finally, Ms. Terry stated that Mr. Brennan's 2017 performance evaluation was excellent, as always, and she and Mr. Gunn then thanked Mr. Brennan for his many years of service.

Mr. Brennan stated that he loves his job and he noted that he has been tremendously fortunate over the years in terms of board members, chair persons and vice chairs he has been able to work with. Mr. Brennan further noted that in addition to working with such a great board, the best part of his job is the PVPC staff and he believed this is the very best RPA in the Commonwealth. Mr. Brennan stated that the decision to retire has been difficult and he noted that if there was still a chance of getting the east west rail connection, that is a big factor that could have changed the equation. Mr. Brennan stated that working as the Executive Director of the Planning Commission has been a great experience and he thanked Executive Committee members for all their help and support over his long tenure at the PVPC noting it was both an honor and privilege to serve as the Commission's Executive Director.

After Executive Committee members had completed their review of the Executive Director's 2017 Performance Evaluation, Mr. Gunn called for a motion to address the recommendations of the PVPC Operations Subcommittee.

MOVED BY GEORGE KINGSTON, SECONDED BY DOUG ALBERTSON, THAT THE EXECUTIVE COMMITTEE ENDORSES THE 2017 PERFORMANCE EVALUATION AND FINDINGS OF THE PVPC'S OPERATIONS SUBCOMMITTEE APPLICABLE TO THE PLANNING COMMISSION'S EXECUTIVE DIRECTOR AND HEREBY APPROVES, RETROACTIVE TO HIS DECEMBER 1, 2017 ANNIVERSARY DATE, THE EXECUTIVE DIRECTOR'S RECOMMENDED 2017 MERIT SALARY ADJUSTMENT AS OUTLINED IN THE APPLICABLE REPORT OF THE OPERATIONS SUBCOMMITTEE.

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

THERE BEING NO QUESTIONS, THE MOTION WAS UNANIMOUSLY APPROVED.

Also as regards other personnel issues, Mr. Brennan reported that Allison Curtis has been hired as a Data Analyst to work with Principal Planner Molly Goren-Watts in PVPC's Regional Information and Policy Center. Mr. Brennan stated that Ms. Curtis will begin working part-time beginning in mid-May, noting that she will soon be graduating from Tufts University and will then begin working full-time in early June. Mr. Brennan also noted that Mr. Mazik is in the midst of

recruitment for a part-time Financial Coordinator and an appointment is expected very soon.

10. Executive Director's Highlights Including Noteworthy Staff/Agency Accomplishments

Mr. Brennan reported that he is very involved in Legislative advocacy both individually at the PVPC and also as part of the statewide MARPA organization and he noted that one of the key issues is trying to increase the funding for the Regional Transit Authorities in FY2019 to \$88 million statewide. Mr. Brennan reported that there is a proposed amendment in the House budget and he noted that 91 members of the House have signed as co-sponsors. Mr. Brennan also noted that efforts are being made to get District Local Technical Assistance (DLTA) funding back into the budget and he stated that we are seeking a \$3.4 million DLTA item for Fiscal Year 2019.

Mr. Brennan stated that work continues on the expansion of passenger rail service on the Knowledge Corridor north-south. Mr. Brennan noted that Positive Train Control (PTC) does not exist on the Knowledge Corridor north in Vermont and there was concern that this could mean that not only would we not get more service on the Knowledge Corridor but they would also shut down the Vermonter. Mr. Brennan stated, however, after further analysis, it was discovered that the amount of service north of Springfield would not lead to the elimination of the Vermonter or affect the additional service.

Mr. Brennan noted that the Connecticut River Clean-Up Committee recently had a 25th Anniversary celebration event. Mr. Brennan stated that he feels there is support for the Connecticut River Clean-Up from the Legislature and the Administration to get about \$10 million over 5 years from the Environmental Bond Bill. He added that this funding level is reasonable and we are cautiously optimistic it will gain Legislative approval.

Mr. Brennan reported there will be a joint meeting of our Valley Development Council and the Municipal Regional Roundtable on May 10th from 1:00 p.m. to 3:00 p.m. which will focus on *Regulations for Adult Use of Marijuana*. Mr. Brennan stated that the panel will include two Commissioners from the Cannabis Control Commission plus a private sector attorney who has been heavily involved in this issue. Mr. Brennan stated that an invitation will be sent to PVPC Commission members who may be interested in attending this May 10th forum.

Mr. Brennan stated that the PVPC is providing assistance to the Springfield Police Department who requested help in terms of mapping and some lighting analysis and he noted that the MGM Springfield Casino now plans to open early on August 26th.

Finally, Mr. Brennan announced that our Pioneer Valley Bike Share project has a tentative launch date of June 28th. Mr. Gunn noted that there have been reports that electric scooters are popping up in cities and becoming a nuisance. Ms. Ratte stated that the Bike Share group met today and decided to draft an ordinance that municipalities could choose to adopt that would require a permit for companies to drop off bikes or scooters in a community. Mr. Brennan also reported that the PVPC will be seeking funds in an effort to get 5 electric vehicle charging stations installed at the PVPC's office site at 60 Congress Street in Springfield.

11. Other Business

Mr. Gunn asked if there was any other business to conduct before adjourning the meeting. There being no further business for the Executive Committee to conduct, Chairman Gunn called for a motion to adjourn the April 26th Executive Committee meeting at 5:08 p.m.

MOVED BY DOUG ALBERTSON, SECONDED BY T.J. COUSINEAU, TO ADJOURN THE APRIL 26, 2018 EXECUTIVE COMMITTEE MEETING AT 5:08 P.M.; ALL THE EXECUTIVE COMMITTEE MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

List of Documents and Other Items Distributed at the April 26, 2018 Meeting

1. Executive Committee April 26, 2018 Meeting Agenda and Suggested Motions
2. Executive Committee March 22, 2018 Meeting Minutes
3. PVPC Warrant: March 1, 2018 through March 31, 2018
4. PVPC Financial Summary Profile as of April 26, 2018
5. PVPC 9 Month Budget (July 1, 2017 through March 31, 2018)
6. Draft Pioneer Valley MPO FY2019 UPWP
7. Pioneer Valley Regional Transportation Improvement Program (TIP) 2019-2023
8. Pioneer Valley Regional Transportation Improvement Program (TIP) Transit 2019-2023
9. PVPC Proposed Revised Educational Assistance Policy
10. PVPC Proposed Revised Professional Development Policy
11. April 9, 2018 Country Journal news article – PVPC Staff Monica Moran Award