

PIONEER VALLEY PLANNING COMMISSION (PVPC)

Minutes of Executive Committee Meeting
Thursday, August 16, 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
Lynn Arnold – Holland
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
Lynn Shell, Support Staff

1. Chairman's Call to Order, Welcome and Approval of the Minutes of the Executive Committee Meeting Held on June 28, 2018

The August 16th Executive Committee meeting was called to order at 4:01 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 June 28, 2018 Executive Committee meeting.

MOVED BY JUDY TERRY, SECONDED BY LYNN ARNOLD, TO APPROVE THE MINUTES OF THE JUNE 28, 2018 EXECUTIVE COMMITTEE MEETING.

Mr. Gunn asked if there were any comments, corrections or questions concerning the June 28th meeting minutes but none were forthcoming.

THERE BEING NO QUESTIONS OR COMMENTS, THE MINUTES OF THE JUNE 28, 2018 EXECUTIVE COMMITTEE MEETING WERE APPROVED WITH ONE EXECUTIVE COMMITTEE MEMBER, DOUG ALBERTSON, ABSTAINING FROM THE VOTE.

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

2. Warrant/Financial Reports Including Summary Report on Merit Salary Adjustments Awarded to Staff During FY2018 and Status of Local Assessment Payments for FY 2019 Received to Date

Mr. Gunn asked PVPC Accountant Lisa Edinger to comment on PVPC's June and July 2018 warrants. Ms. Edinger first highlighted several of the larger expenses listed on the June warrant. Ms. Edinger explained that check #16640 in the amount of \$9,820 and payable to AMEC Massachusetts, Inc. is for two invoices for the MassDEP Agawam Stormwater Utility Project. She also noted that check #16647 in the amount of \$25,000 and payable to the Commonwealth of Massachusetts/GIC is a partial payment on PVPC's January to March employer's share of health insurance. In addition, Ms. Edinger noted that check #16682 in the amount of \$9,900 and payable to Bonnie Parsons is for Historic Preservation Consultant Services. As regards the July 2018 warrant, Ms. Edinger stated that check #16727 payable to the Center for Water Shed Protections, Inc. in the amount of \$5,330 is for the MS4 Grant Offsite Mitigation Manual for Redevelopment Projects. She also noted that check #16731, payable to DeRose Consulting, Inc., in the amount of \$5,000 is for a regional data website project that's being funded through the Pioneer Valley Regional Ventures Center, Inc.

Ms. Edinger next reviewed a report entitled *Pioneer Valley Planning Commission Financial Summary Profile* which outlines PVPC's account balances through August 16, 2018. There being no questions pertaining to the Financial Summary Profile, Ms. Edinger then turned to the PVPC's 12 Month Budget report for the time period encompassing July 1, 2017 through June 30, 2018 and she noted that this report reflects the actual budget figures which encompass the entire 2018 fiscal year. Ms. Edinger pointed out that, overall, PVPC is under budget for FY 2018 although she highlighted several items that came in slightly over budget, including *Unemployment Compensation; Electric; Technical Equipment; Office Equipment and Furniture; Insurance; Travel; Pass-through to Other Agencies; and, Revolving Loan Funds*. Following her review of PVPC's 12 Month Budget report on FY 2018, Ms. Edinger next made reference to a report she had provided to the Executive Committee summarizing merit salary adjustments awarded to PVPC staff over the course of FY2018. Ms. Edinger noted that this report is made available to Executive Committee members for their information and reference and she asked Committee members to email or call her if they should have any questions.

At this point, Mr. Brennan provided an update on the status of PVPC's Fiscal Year 2019 local assessment payments. Mr. Brennan reported that PVPC has received municipal payments from all but 7 member communities and he stated that second invoices will be sent out to those communities after Labor Day if the payment has not been received before then.

3. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Town of Plainfield to Advance the Town's Municipal Vulnerability Preparedness Program

Mr. Gunn called on Catherine Ratte, Principal Planner, Environment and Land Use Section Manager, to address this agenda item. Ms. Ratte explained that although it is not mentioned in the motion, the contract amount of \$25,000 is not only to advance the Town's Municipal Vulnerability Preparedness (MVP) Program but it is also for PVPC staff to work on Plainfield's Hazard Mitigation Plan.

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

MOVED BY LYNN ARNOLD, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$25,000 CONTRACTUAL AGREEMENT WITH THE TOWN OF PLAINFIELD TO ADVANCE THE TOWN'S MUNICIPAL VULNERABILITY PREPAREDNESS PROGRAM/HAZARD MITIGATION PLAN.

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.

4. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Town of Longmeadow to Advance the Town's Municipal Vulnerability Preparedness Program

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

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$15,300 CONTRACTUAL AGREEMENT WITH THE TOWN OF LONGMEADOW TO ADVANCE THE TOWN'S MUNICIPAL VULNERABILITY PREPAREDNESS PROGRAM.

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.

5. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Massachusetts Department of Energy Resources (DOER) to Conduct Work on the Affordable Access Regional Coordination Project

Mr. Gunn called on Principal Planner Catherine Ratte to address this agenda item. Ms. Ratte stated that this is a multi-faceted project that was initiated by the administration of Governor Baker. She explained that the Regional Planning Agencies need to be trained on renewable energy technologies so they can assist low income housing and affordable housing developers and owners regarding renewable energy opportunities and she stated that a consultant will be hired to conduct the required training statewide. Ms. Ratte reported that PVPC has reached out to the Housing Authorities in

Springfield, Chicopee, Holyoke and Westfield and these Housing Authorities will be collaborating with the PVPC. After Ms. Ratte had responded to several questions raised by Executive Committee members, Mr. Gunn called for a motion to address agenda item 5.

MOVED BY T.J. COUSINEAU, SECONDED BY DOUG ALBERTSON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$120,000 CONTRACTUAL AGREEMENT WITH THE MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES (DOER) TO CONDUCT WORK ON THE AFFORDABLE ACCESS REGIONAL COORDINATION PROJECT.

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

THERE BEING NO 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 Massachusetts Department of Environmental Protection (DEP) for Work to Document Nitrogen Loading That Contaminates Rivers, Streams and Other Water Bodies in our Region

Mr. Gunn once again called on Principal Planner Catherine Ratte to address agenda item 6. Ms. Ratte stated that the majority of this contract is for the United States Geological Survey (USGS) to provide technical support services and she noted that the PVPC will oversee and manage this work. Ms. Ratte remarked that the Department of Environmental Protection (DEP) is pleased that PVPC continues to coordinate efforts designed to accurately document nitrogen loading. In response to a question raised by Mr. Kingston, Ms. Ratte stated that this project is focused on the Connecticut River adding that the goal is to continue to apply for funding that will ultimately encompass all the water bodies in our region.

Following a brief discussion, Mr. Gunn called for a motion to address agenda item 6.

MOVED BY JUDY TERRY, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$66,618 CONTRACTUAL AGREEMENT WITH THE MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP), PLUS A CONTRIBUTION OF \$5,000 FROM THE SPRINGFIELD WATER & SEWER COMMISSION, FOR WORK TO DOCUMENT NITROGEN LOADING THAT CONTAMINATES RIVERS, STREAMS AND OTHER WATER BODIES IN OUR REGION. AUTHORIZATION SHALL ALSO ENCOMPASS A MUTUALLY ACCEPTABLE \$55,218 SUB-CONTRACT WITH THE USGS FOR TECHNICAL SUPPORT SERVICES REQUIRED TO SUCCESSFULLY COMPLETE THIS PROJECT.

Mr. Gunn asked if there were any 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 Town of Blandford for a Planning Board Assistance Program

Mr. Gunn once again called on Catherine Ratte to address agenda item 7. Ms. Ratte explained that this contract is for the PVPC to provide planning assistance to support the Blandford Planning Board and she noted that 4 solar projects are currently underway in the Town. Ms. Ratte stated that PVPC Senior Planner Susan Westa will be providing the Planning Board in Blandford with technical assistance as needed. Ms. Ratte added that former Senior Planner Larry Smith will also help with this project, reminding the Committee that Mr. Smith has entered into a contract to provide the PVPC with supplemental consultant services for a one year period.

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 DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$7,500 CONTRACTUAL AGREEMENT WITH THE TOWN OF BLANDFORD FOR A PLANNING BOARD ASSISTANCE PROGRAM.

Mr. Gunn asked if there were any other 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. Authorization to Commit Local Funds to Underwrite the Planning Commission's FY2019 Membership Commitments to the Following Regional Initiatives:

- a) Connecticut River Clean-up Committee
- b) Pioneer Valley Stormwater Committee

Mr. Gunn called for a motion to address agenda item 8 a).

MOVED BY DOUG ALBERTSON, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO COMMIT \$2,000 FROM PVPC LOCAL FUNDS TO UNDERWRITE THE PLANNING COMMISSION'S FY2019 MEMBERSHIP COMMITMENTS TO THE CONNECTICUT RIVER CLEAN-UP COMMITTEE.

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.

Mr. Gunn then called for a motion to address agenda item 8 b).

MOVED BY DOUG ALBERTSON, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO COMMIT \$2,000 FROM PVPC LOCAL FUNDS TO UNDERWRITE THE PLANNING COMMISSION'S FY2019 MEMBERSHIP COMMITMENTS TO THE PIONEER VALLEY STORMWATER COMMITTEE.

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.

9. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Franklin Regional Council of Governments for Public Health Emergency Preparedness Services in Support of the Hampden County Health Coalition in FY 2019

Mr. Gunn called on James Mazik, Deputy Director for Operations and Community Development Section Manager, to address this agenda item. Mr. Mazik stated that this is our annual contract for the Hampden County Health Coalition (HCHC) and he noted that these are Health and Medical Coordinating Council (HMCC) funds which are subcontracted through an agreement with the Franklin Regional Council of Governments (FRCOG). At this point, Mr. Mazik noted that the suggested motion for agenda item 9 needs to be changed to correctly indicate that this contract is retroactive to July 1, 2018 rather than July 1, 2017.

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

MOVED BY LYNN ARNOLD, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, RETROACTIVE TO JULY 1, 2018, NOT TO EXCEED ONE HUNDRED SEVENTY THOUSAND EIGHT HUNDRED TWENTY-SEVEN DOLLARS AND NO CENTS (\$170,827.00), WITH THE FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS TO PROVIDE PUBLIC HEALTH EMERGENCY PREPAREDNESS SERVICES FOR THE HAMPDEN COUNTY HEALTH COALITION IN FY2019.

Mr. Gunn asked if there were any questions regarding the amended 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 Franklin Regional Council of Governments for Public Health Medical Reserve Corps Services for Hampden County in Fiscal Year 2019

Mr. Gunn again called on Deputy Director James Mazik to address this agenda item. Mr. Mazik stated that PVPC received notification that funding for the Medical Reserve Corps (MRC) services was in place as of July 1, 2018 although the

contract was not yet ready to be issued. Mr. Gunn pointed out that the date of July 1, 2017 appearing in the motion for agenda item 10 will need to be changed to July 1, 2018. Mr. Gunn then called for a corrected motion to address this agenda item.

MOVED BY T.J. COUSINEAU, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, RETROACTIVE TO JULY 1, 2018, NOT TO EXCEED TWENTY-THREE THOUSAND ONE HUNDRED SIX DOLLARS AND FIFTY CENTS (\$23,106.50), WITH THE FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS TO PROVIDE MEDICAL RESERVE CORPS COORDINATION AND FACILITATION SERVICES FOR HAMPDEN COUNTY IN FY2019.

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

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

11. Approval of a Required Series of Resolutions in Order for the Commission to Adopt the PVPC's Amended Section 125 Cafeteria Plan for the Time Period Encompassing September 1, 2018 to August 31, 2019 and to Certify and File the Relevant Plan Documentation

Mr. Brennan explained that every year the Executive Committee is required to act on the following resolutions in order to adopt the PVPC's Amended Section 125 Cafeteria Plan for the upcoming 12 month period.

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

MOVED BY GEORGE KINGSTON, SECONDED BY T.J. COUSINEAU, THAT THE EXECUTIVE COMMITTEE APPROVE THE FOLLOWING REQUIRED SERIES OF RESOLUTIONS IN ORDER FOR THE COMMISSION TO ADOPT THE PVPC'S AMENDED SECTION 125 CAFETERIA PLAN FOR THE TIME PERIOD ENCOMPASSING SEPTEMBER 1, 2018 TO AUGUST 31, 2019 AND TO CERTIFY AND FILE ALL RELEVANT SECTION 125 PLAN DOCUMENTATION.

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective September 1, 2018 presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

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

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

12. Personnel Issues Including an Update on the Recent Work Activities and Meetings of the PVPC's Executive Director Search Committee

Mr. Brennan announced that the PVPC has hired Rebecca Basch as an Environment and Land Use Senior Planner to replace Senior Planner Dillon Sussman who has resigned. He noted that Ms. Basch, who is from Vermont, worked for a number of years for the Southern Windsor County Regional Planning Commission and she has a total of approximately 20 years of planning experience. Mr. Brennan stated that Ms. Basch will begin working for the PVPC on August 20th. Mr. Brennan also reported that due to a sufficient volume of work, PVPC will likely be recruiting an additional staff member at either a Planner or a Senior Planner level.

Mr. Brennan reported that PVPC recently completed the first of two mandatory Sexual Harassment Prevention trainings noting that any staff who could not attend the August training will have another opportunity to do so in November. Mr. Brennan added that the PVPC intends to repeat this staff training every two years. Mr. Brennan also reported that, based on

a few suggestions that came out of the training sessions, Mr. Mazik is working on some very minor changes to PVPC's Sexual Harassment policy. Mr. Brennan stated that the policy changes will first be reviewed by PVPC's legal counsel and then they will be presented for formal Executive Committee approval over the next few months.

Mr. Brennan next reported that the first meeting of the Executive Director Search Committee took place on July 26th. He stated that 2 documents were provided in draft form at the meeting and review comments and suggestions were subsequently submitted by George Kingston and Jim Mazik. Mr. Brennan announced that the next Search Committee meeting is scheduled for September 6th, however, the Committee's independent member, Denise Jordan, will be of the country and therefore will not be able to attend that meeting. Mr. Brennan noted that Ms. Jordan has been offered a personal briefing after she returns to the country.

13. Executive Director's Highlights Including Noteworthy Staff/Agency Accomplishments and an Update on Massachusetts State Retirement Board Billings

Before presenting his report, Mr. Brennan asked Mr. Mazik if he would like to provide an update on the recent 2018 Community Development Block Grant (CDBG) awards. Mr. Mazik stated that PVPC's Community Development Section submitted 11 applications for CDBG funding and he reported that 10 were funded. Mr. Mazik noted that this accounts for 35% of the statewide grants awarded competitively for this year which adds up to approximately \$8 million for our region. At this point, Mr. Mazik noted that the PVPC will likely need to hire an additional support staff member to work in PVPC's Community Development Section.

After Mr. Mazik had concluded his update, Mr. Brennan began his report on the *Executive Director's Highlights*. Mr. Brennan first noted that the official legislative session ended on July 31st and he stated that the FY 2019 state budget was passed. Mr. Brennan reported that the District Local Technical Assistance (DLTA) program was level funded at \$2.8 million statewide and the Community Compact program was funded at \$2 million statewide. In addition, he noted that a supplemental budget may bring the Efficiency and Regionalization program up to \$2 million. Mr. Brennan remarked that an extraordinary amount of time and effort was spent advocating for increased funding for the Regional Transit Authorities (RTAs) and he reported that the RTA line item was increased from \$82 to \$84 million. Mr. Brennan also noted that an additional \$2 million was made available to the two largest RTAs, namely, the Pioneer Valley Transit Authority (PVTA) and the Worcester Regional Transit Authority. Mr. Brennan stated that there is an additional \$2 million of RTA funds but he was not sure if they will be accessible to the PVTA and he noted that a special study commission will need to be appointed to work with the state. Mr. Brennan remarked that the PVPC helped to significantly improve the PVTA's position and he pointed out that the most draconian RTA funding cuts will be avoided. Finally, Mr. Brennan reported that nothing happened with zoning reform or with the Community Preservation Act (CPA) funds. Mr. Brennan stated that he approached state officials about PVPC's Citizen Planner Training Collaborative course and they have agreed to PVPC's proposal to conduct a unique course focused on our Model Recreational Marijuana By-law Ordinance which will coincide with the October 11th Commission meeting. Mr. Brennan added that the trainers will be PVPC's Senior Planner Susan Westa and former PVPC Planner Larry Smith. Mr. Brennan also noted that, given its importance, he is seeking a representative from the U.S. Census Bureau to speak at the October 11th full Commission meeting about the 2020 Census.

As regards the pilot expansion of passenger rail service on the Knowledge Corridor north of Springfield, Mr. Brennan stated that MassDOT has provided a specific increased passenger threshold that must be met within the pilot period or the expanded service will end. He noted that the pilot period is targeted to begin in June 2019 and will run for a little over 2 years. Mr. Brennan stated that the PVPC and the Franklin Regional Council of Governments (FRCOG) have developed a one-page fact sheet, map and game plan to try to build awareness with the Chambers of Commerce and other groups about why it is so important to promote ridership during the pilot period.

Mr. Brennan then announced that there will be another statewide municipal conference on implementing municipal best practices and he stated that this event is targeted for Monday, September 24th at the College of the Holy Cross in Worcester. Mr. Brennan noted that MARPA co-sponsors this conference with the state and more details will be forthcoming very soon.

Mr. Brennan reported that he recently met with Massachusetts Gaming Commissioner Bruce Stebbins and with MGC Ombudsman John Ziembra regarding the Gaming Economic Development Fund. Mr. Brennan noted that several proposals were submitted last year for using money that will flow to the Gaming Economic Development Fund once the MGM-Springfield Casino becomes fully operational. Mr. Brennan noted that one proposal that was made by the PVPC was to provide supplemental funds to run late night and weekend PVTA bus service in the City of Springfield to transport casino workers to and from the casino site. Mr. Brennan stated that this proposal was actively supported by MGM and favorably considered by the MGC, however, he reported that the only item that was funded was a statewide Workforce Development

Trust Fund. Mr. Brennan stated that it may be necessary to do more outreach with our Western Massachusetts Legislative Delegation in order to secure these funds in next year's state budget for FY 2020.

Mr. Brennan next reported that the Commonwealth's 13 Regional Planning Agencies were asked to review and provide comments to the state on the MassWorks grant applications that had been submitted. Mr. Brennan stated that there were 17 applications from our region noting that about half of them are Small Town Rural Assistance Program (STRAP) road projects and the other half encompass more traditional economic development projects.

Finally, Mr. Brennan announced that the Knowledge Corridor *2018 State of the Region Conference* will be held on October 25th in downtown Hartford and he noted that he and other members of the Steering Committee are now in the process of recruiting speakers and moderators.

14. Other Business

Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Town of Agawam for Historic Preservation Consulting Services

Mr. Gunn called on Deputy Director James Mazik to address this agenda item. Mr. Mazik stated that 2 years ago the PVPC submitted a proposal to the Town of Agawam, upon their request, to complete a Historic Resources Inventory involving approximately 300 properties, and to complete up to two national register nominations. Mr. Mazik explained that this project was delayed until recently when the Community Preservation Act (CPA) Committee voted to proceed.

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

MOVED BY LYNN ARNOLD, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$71,869 CONTRACTUAL AGREEMENT, EFFECTIVE JULY 27, 2018 WITH THE TOWN OF AGAWAM TO COMPLETE A HISTORIC RESOURCES INVENTORY FOR THE TOWN AND TO COMPLETE POTENTIALLY TWO NATIONAL REGISTER NOMINATIONS.

Mr. Gunn asked if there were any questions regarding the motion for agenda item 14 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 before adjourning today's Executive Committee meeting. Mr. Brennan stated that he had nothing new to report with regard to the Massachusetts State Retirement Board (MSRB) but he noted that Janet Pierce, Executive Director for the Central Massachusetts Regional Planning Commission, might be able to provide an update when MARPA members next meet in late September. Mr. Brennan reminded Executive Committee members that Janet Pierce is the official representative for the Regional Planning Agencies on the MSRB working group. Mr. Brennan also mentioned that he will be on vacation for two weeks beginning August 17th and he noted that Mr. Mazik and Ms. Edinger will be available if Executive Committee members should need assistance during that period of time.

There being no further business for the Executive Committee to conduct, Chairman Gunn called for a motion to adjourn the August 16th Executive Committee meeting.

MOVED BY JUDY TERRY, SECONDED BY T.J. COUSINEAU, TO ADJOURN THE AUGUST 16, 2018 EXECUTIVE COMMITTEE MEETING; ALL THE EXECUTIVE COMMITTEE MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION AND THE MEETING WAS ADJOURNED WITHOUT OBJECTION AT 5:01 P.M.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

List of Documents and Other Items Distributed at the August 16, 2018 Meeting

1. Executive Committee August 16, 2018 Meeting Agenda and Suggested Motions
2. Executive Committee June 28, 2018 Meeting Minutes
3. PVPC Warrant: June 1 through June 30, 2018
4. PVPC Warrant: July 1 through July 31, 2018
5. PVPC Financial Summary Profile as of August 16, 2018
6. PVPC 12 Month Budget (July 1, 2017 through June 30, 2018)
7. Summary Report Merit Salary Adjustments Awarded to Staff FY2018
8. Staff Appointment Acceptance Letter August 2, 2018