

PIONEER VALLEY PLANNING COMMISSION (PVPC)

Minutes of Executive Committee Meeting
Thursday, September 27, 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
Lynn Arnold – Holland
T.J. Cousineau – Blandford
Michael Marciniec - Palmer

PVPC Staff:

Tim Brennan, Executive Director
Pat Beaudry, Manager of Public Affairs
Lisa Edinger, Accountant
James Mazik, Deputy Director for Operations/Community Development Section Manager
Catherine Ratte, Principal Planner/Environment and Land Use Section Manager
Dana Roscoe, Principal Planner/Transportation 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 August 16, 2018

The September 27th Executive Committee meeting was called to order at 4:00 p.m. by Commission Chairman Walter Gunn. Mr. Gunn welcomed everyone in attendance and he called for a motion to approve the minutes of the August 16, 2018 Executive Committee meeting.

MOVED BY JUDY TERRY, SECONDED BY T.J. COUSINEAU, TO APPROVE THE MINUTES OF THE AUGUST 16, 2018 EXECUTIVE COMMITTEE MEETING.

Mr. Gunn asked if there were any comments, corrections or questions concerning the August 16th meeting minutes but none were forthcoming.

THERE BEING NO QUESTIONS OR COMMENTS, THE MINUTES OF THE AUGUST 16, 2018 EXECUTIVE COMMITTEE MEETING WERE UNANIMOUSLY APPROVED.

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

2. Warrant/Financial Reports Including a Summary Report on Local Assessment Payments for FY2019 Received to Date

Mr. Gunn asked PVPC Accountant Lisa Edinger if she had any comments to offer pertaining to the August 2018 warrant, copies of which had been distributed. Ms. Edinger first highlighted check #16783 payable to AMEC Massachusetts, Inc. in the amount of \$9,455 which she explained is for two invoices related to the Massachusetts Department of Environmental Protection (MassDEP) Agawam Stormwater Management Project. Ms. Edinger next highlighted three checks which are for the Connecticut River CSO Cleanup Project including check #16784 payable to the City of Chicopee DPW in the amount of \$43,680.84; check #16785 payable to the City of Holyoke DPW in the amount of \$109,990.42; and, check #16786 payable to the Springfield Water and Sewer Commission in the amount of \$100,000. Ms. Edinger also highlighted check #16797 in the amount of \$6,749.95 payable to Eric A. Kinsharf CPA and she noted that this payment is for accounting services for the Towns of Chesterfield, Blandford and Goshen. Finally, Ms. Edinger noted that check #16827 payable to Design Consultants in the amount of \$19,295 is for 4 invoices for the Commission's Urban Tree Project that ended June 30th.

Ms. Edinger next reviewed a report entitled *Pioneer Valley Planning Commission Financial Summary Profile* which

reflects PVPC's account balances. She noted that this report includes the consolidated year end balances for the years 2015, 2016 and 2017 as well as monthly balances for the current year through September 27, 2018. Ms. Edinger also reported that as regards the Planning Commission's Fiscal Year 2018 audit, staff from PVPC's CPA firm, Melanson Heath, will be here at the PVPC offices during the first two weeks of October conducting their FY 2018 audit field work.

Mr. Brennan next provided an update on PVPC's FY 2019 local assessment payments. Mr. Brennan noted that there are two outstanding invoices that remain, however, both of these communities have indicated that they are in the process of submitting their local assessment payments. Mr. Brennan also noted that PVPC's *Public Officials – Errors & Omissions and Employment Practices Liability Insurance Policy* will be renewed as of October 14, 2018 and he pointed out that the yearly fee of \$9400 has not changed. There being no questions for Mr. Brennan, Mr. Gunn moved to take up the next agenda item.

3. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Federal Transit Administration (FTA) Section 5307 Contractual Agreement With the PVTA in Order for the Planning Commission to Perform Transit Planning Work in Federal Fiscal Years 2019 and 2020 as Outlined in the Region's Approved FFY2019 Unified Planning Work Program

Mr. Gunn called on Principal Planner and Transportation Section Manager Dana Roscoe to address this agenda item. Mr. Roscoe remarked that there are two Pioneer Valley Transit Authority (PVTA) contracts that come before the Executive Committee on a yearly basis noting that one contract is for Federal Transit Administration (FTA) Section 5307 funds and the other is for FTA Section 5303 funds. Mr. Roscoe stated that the first contract being addressed in this agenda item is the FTA Section 5307 contract which is for PVTA discretionary funds. He explained that the PVTA is not required to contract with the PVPC but they choose to do so in order for PVPC's Transit Planners and Transportation staff to perform transit planning work that directly supports the PVTA. Mr. Roscoe noted that the total contract amount is the same as the amount for the prior year.

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

MOVED BY DOUG ALBERTSON, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE FEDERAL TRANSIT ADMINISTRATION (FTA) SECTION 5307 CONTRACTUAL AGREEMENT WITH THE PVTA, NOT TO EXCEED \$220,000, IN ORDER FOR THE PLANNING COMMISSION TO PERFORM TRANSIT PLANNING WORK IN FEDERAL FISCAL YEARS 2019 AND 2020 AS OUTLINED IN THE REGION'S APPROVED FFY2019 UNIFIED PLANNING WORK PROGRAM.

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 PVTA to Secure the Required 20% Funding Match for the Planning Commission's FTA Section 5303 Transit Planning Contract Which Encompasses Transit Planning Tasks the Planning Commission Will Perform in Federal Fiscal Years 2019 and 2020 as Outlined in the Region's Approved FFY2019 Unified Planning Work Program

Mr. Gunn again called on Principal Planner Dana Roscoe to address this agenda item. As regards the PVPC's FTA Section 5303 Transit Planning Contract, Mr. Roscoe explained that the PVPC receives 80% of the funds and the PVTA is committing to provide the remaining 20 cents on the dollar which amounts to just over \$50,000. Mr. Roscoe noted that there is also approximately \$40,000 that PVTA has agreed to pay to PVPC's GIS Section in order to prepare their bus route maps and schedules.

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

MOVED BY JUDY TERRY, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED \$100,914, WITH THE PVTA TO SECURE THE REQUIRED 20% FUNDING MATCH FOR THE PLANNING COMMISSION'S FTA SECTION 5303 TRANSIT PLANNING CONTRACT WHICH ENCOMPASSES TRANSIT PLANNING TASKS THE PLANNING COMMISSION WILL PERFORM IN FEDERAL FISCAL YEARS 2019 AND 2020 AS OUTLINED IN THE REGION'S APPROVED FFY2019 UNIFIED PLANNING WORK 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 City of Northampton in Order for the PVPC to Conduct a Required Analysis of Impediments to Fair Housing

Mr. Gunn called on Principal Planner, Environment and Land Use Section Manager, Catherine Ratte, to address this agenda item. Ms. Ratte stated that an *Analysis of Impediments to Fair Housing* is an analysis that is required by the United States Department of Housing and Urban Development (HUD) and she explained that examples of an impediment could be discriminatory behavior from landlords or a physical barrier. Ms. Ratte noted that the Cities of Springfield, Westfield, Holyoke and Chicopee are also required to perform this type of analysis and it has to be conducted every 5 years to satisfy federal regulations.

Mr. Gunn called for a motion to address agenda item 5.

MOVED BY LYNN ARNOLD, SECONDED BY MICHAEL MARCINIEC, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$20,000 CONTRACTUAL AGREEMENT WITH THE CITY OF NORTHAMPTON IN ORDER FOR THE PVPC TO CONDUCT A REQUIRED ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING FOR THE CITY.

Mr. Gunn asked if there were any 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 Consultant Firm, Dodson Flinker Associates of Florence, Massachusetts, to Perform Conceptual Design, Community Engagement and Other Planning Services on an "As Needed" Basis During an Anticipated 2018-2021 Timeframe

Mr. Gunn stated that he has been asked to withdraw agenda item 6 but he noted that Mr. Brennan would like to comment on this agenda item. Mr. Brennan stated that there are certain points with regard to engaging consultants that he wanted to state and reinforce for the record. Mr. Brennan explained that the PVPC's routine practice is to hire consultants when we need them, not on an "as-needed" basis and he noted that consultant work is intermingled with specific PVPC contracts. Mr. Brennan further stated that he never wants to make consultant commitments on behalf of the PVPC for future fiscal years when he does not have any budget in place to cover that time period. He noted that this is not good practice particularly for a public agency to engage in. Finally, Mr. Brennan underscored that his first responsibility must be taking care of PVPC staff, not consultants, and keeping them gainfully employed, adding that PVPC always tries to provide our own planning services unless there is some extraordinary factor that would prevent PVPC staff from being able to execute this work. Mr. Brennan remarked that he wanted to make it clear that these are the normal practices of the PVPC and that is why he would not want to go forward with this particular contract. At this point, Principal Planner Catherine Ratte responded to a series of questions raised by Executive Committee members. Ms. Ratte explained that former PVPC Senior Planner Dillon Sussman had a certain skillset that PVPC has been unable to replace and therefore she discussed with Mr. Mazik the idea of hiring a consultant. Ms. Ratte stated that Mr. Brennan was very clear that he did not authorize moving forward with that idea, however, she stated that she did not correctly hear Mr. Brennan's direction so she proceeded with Mr. Mazik to advance a competitive procurement for a consultant. Ms. Ratte noted that the project she wanted to bid on is the South Hadley Master Plan update which is a \$95,000 project that the Town wants to complete this year. There being no further questions, Mr. Gunn moved to take up the next item on the agenda.

7. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With The Massachusetts Executive Office of Energy and Environmental Affairs in Order for the Planning Commission to Conduct a Regional Wood Waste Inventory

Mr. Gunn again called on Principal Planner Catherine Ratte to address agenda item 7. Ms. Ratte stated that the Executive Office of Energy and Environmental Affairs (EEA) reached out to the PVPC about conducting a Regional Wood Waste Inventory and she noted that Principal Environmental Planner Patty Gambarini developed a scope of work in response. Ms. Ratte reported that she has not yet received this contract from the EEA and therefore she would understand if the Executive Committee would not want to act on this item at today's meeting. Ms. Ratte stated that the EEA has indicated that they are committed to hiring the PVPC to conduct this work on behalf of the communities in Hampshire County adding that the

project will need to be completed by June 30, 2019. Ms. Ratte stated that the PVPC has been asked to carry out this work within a concentrated area in Hampshire County but it is hoped we would develop a process and then replicate it throughout the Commonwealth. Mr. Gunn asked if action on this item could wait until the October 25th Executive Committee meeting. Ms. Ratte stated that this item could probably wait until the October meeting but she added that she felt confident that the PVPC will receive a contract from the EEA. Mr. Gunn then suggested that the Executive Committee act on this item now and Mr. Brennan agreed adding that he would prefer that authorization of the contract not be retroactive. After Ms. Ratte had responded to several questions raised by Executive Committee members, Mr. Gunn called for a motion to address this agenda item.

MOVED BY DOUG ALBERTSON, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$50,000 CONTRACTUAL AGREEMENT WITH THE MASSACHUSETTS EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS IN ORDER FOR THE PLANNING COMMISSION TO CONDUCT A REGIONAL WOOD WASTE INVENTORY.

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 for the Executive Director to Negotiate and Execute a Mutually Acceptable, Three Year Contractual Agreement With Baystate Health in Order for the PVPC to Provide Staff Support Required for the Hampden County Health Improvement Plan

Mr. Gunn once again called on Principal Planner Catherine Ratte to address agenda item 8. Ms. Ratte stated that the Hampden County Health Improvement Plan (CHIP) is something that she and PVPC's Municipal Services Manager Joshua Garcia had jointly initiated several years ago. She noted that the Hampden CHIP got started using District Local Technical Assistance (DLTA) funds and it has been staffed on an ad hoc basis very minimally. Ms. Ratte reported that Baystate Health would like to invest their Determination of Need funds for PVPC staff support for the Hampden CHIP and they asked PVPC to prepare a contract. She stated that PVPC's job would be to continue to convene and facilitate the Hampden County Health Improvement planning group which basically consists of volunteers who serve on various domains to address the outstanding public health issues in Hampden County. Ms. Ratte then responded to several questions raised by Executive Committee members following which Mr. Gunn called for a 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 NOT TO EXCEED \$30,000 PER YEAR CONTRACTUAL AGREEMENT WITH BAYSTATE HEALTH OVER 3 YEARS IN ORDER FOR THE PVPC TO PROVIDE STAFF SUPPORT REQUIRED FOR THE HAMPDEN COUNTY HEALTH IMPROVEMENT 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.

9. Authorizations for the Executive Director to Negotiate and Execute Mutually Acceptable Contractual Agreements With the Following, PVPC Communities to Advance Their Municipal Vulnerability Preparedness (MVP) Programs:

- a) Town of Monson
- b) Town of Granby
- c) City of Easthampton
- d) Town of Palmer

Mr. Gunn again called on Principal Planner Catherine Ratte to address agenda items 9 a, b, c and d. Ms. Ratte reminded Executive Committee members that they had previously authorized Municipal Vulnerability Preparedness (MVP) contracts for the Towns Plainfield and Longmeadow and she stated that PVPC is now ready to enter into MVP contracts with the Towns of Monson, Granby, Palmer and the City of Easthampton. Ms. Ratte explained that these are state funds and the amount of funding varies by community based on their application.

Mr. Gunn then called for a motion to address agenda item 9 a) Town of Monson.

MOVED BY JUDY TERRY, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$18,530 CONTRACTUAL AGREEMENT WITH THE TOWN OF MONSON TO ADVANCE THEIR MUNICIPAL VULNERABILITY PREPAREDNESS (MVP) PROGRAM.

Mr. Gunn asked if there were any questions regarding the motion for agenda item 9 a) 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 9 b) Town of Granby.

MOVED BY T.J. COUSINEAU, SECONDED BY DOUG ALBERTSON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$15,000 CONTRACTUAL AGREEMENT WITH THE TOWN OF GRANBY TO ADVANCE THEIR MUNICIPAL VULNERABILITY PREPAREDNESS (MVP) PROGRAM.

Mr. Gunn asked if there were any questions regarding the motion for agenda item 9 b) 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 9 c) City of Easthampton.

MOVED BY JUDY TERRY, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$28,000 CONTRACTUAL AGREEMENT WITH THE CITY OF EASTHAMPTON TO ADVANCE THEIR MUNICIPAL VULNERABILITY PREPAREDNESS (MVP) PROGRAM.

Mr. Gunn asked if there were any questions regarding the motion for agenda item 9 c) 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 9 d) Town of Palmer.

MOVED BY DOUG ALBERTSON, 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 PALMER TO ADVANCE THEIR MUNICIPAL VULNERABILITY PREPAREDNESS (MVP) PROGRAM.

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

THERE BEING NO FURTHER COMMENTS OR QUESTIONS, THE MOTION WAS APPROVED WITH ONE EXECUTIVE COMMITTEE MEMBER, MICHAEL MARCINIEC, ABSTAINING FROM THE VOTE.

10. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With Novus Insight, Incorporated for Municipal IT Support Services in up to Six, Pilot PVPC Communities Including: Towns of Blandford, Chester, Cummington, Huntington, Montgomery and Middlefield.

Mr. Gunn called on James Mazik, Deputy Director for Operations and Community Development Section Manager to address this agenda item. Mr. Mazik stated that the PVPC received monies to assist the communities of Blandford, Chester, Cummington, Huntington, Montgomery and Middlefield with their IT services and he noted that PVPC issued a Request for Proposals that involved a complicated three tier level of service for IT support. Mr. Mazik stated that if the communities should wish to continue with services, they would enter into an additional separate contract for ongoing, long term IT support services. Mr. Mazik noted that this contract is for Novus Insight, Incorporated to help start the process for the necessary upgrades.

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

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED \$133,000, WITH NOVUS INSIGHT, INCORPORATED FOR MUNICIPAL IT TECHNICAL SERVICES NEEDED IN UP TO 6 PILOT PVPC COMMUNITIES WITH FUNDING SUPPORT AWARDED UNDER THE PROVISIONS OF A COMMUNITY COMPACT EFFICIENCY AND REGIONALIZATION PROGRAM GRANT AWARD.

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 APPROVED WITH ONE EXECUTIVE COMMITTEE MEMBER, T.J. COUSINEAU OF BLANDFORD, ABSTAINING FROM THE VOTE.

11. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Town of West Springfield to Provide Fiscal Year 2017 CDBG Housing Rehabilitation Program Delivery Services

Mr. Gunn again called on Deputy Director James Mazik to address this agenda item. Mr. Mazik noted that West Springfield's Community Development Director retired well over a year ago and the Town restructured their Community Development Department. Mr. Mazik noted that the Town no longer has a housing rehabilitation specialist and they would like to contract with the PVPC for their FY17 CDBG Housing Rehabilitation Program delivery services.

After Mr. Mazik responded to several questions raised by Executive Committee members, Mr. Gunn called for a motion to address agenda item 11.

MOVED BY T. J. COUSINEAU, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED TWENTY-EIGHT THOUSAND DOLLARS AND NO CENTS (\$28,000.00), WITH THE TOWN OF WEST SPRINGFIELD TO PROVIDE FY17 CDBG HOUSING REHABILITATION PROGRAM DELIVERY SERVICES FOR THE REHABILITATION OF 4 TO 5 UNITS OF HOUSING IN WEST SPRINGFIELD.

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. Requested Approval of Amendments to the PVPC's Current Salary Ranges Which Would Take Effect as of September 1, 2018

Mr. Brennan stated that when the PVPC staff salary ranges were reviewed and updated last year, there was one staff category salary range that was missed and which needs to be amended as outlined on a handout that was distributed entitled *Proposed Amendment to the PVPC's Current Salary Ranges*. Mr. Brennan explained that this oversight was discovered when conducting a recent PVPC staff annual performance evaluation. Mr. Brennan stated that he discussed this with Mr. Mazik and there doesn't appear to be another staff category that was missed.

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

MOVED BY JUDY TERRY, SECONDED BY MICHAEL MARCINIEC, TO APPROVE A SERIES OF PROPOSED AMENDMENTS TO THE PVPC'S CURRENT SALARY RANGES WHICH WILL TAKE EFFECT RETROACTIVE TO SEPTEMBER 1, 2018.

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.

13. Review, Discussion and Approval of Recommended Revisions to the PVPC's Existing Sexual and Workforce Harassment Policy

Mr. Brennan noted that a Sexual Harassment Prevention Training was conducted in August for PVPC staff and out of that experience some suggestions were made to refine the Sexual Harassment policy that PVPC had in place. Mr. Brennan stated that Mr. Mazik then took those recommendations to PVPC's legal counsel to be further vetted. Mr. Mazik explained that the biggest change to the PVPC's Sexual Harassment Policy is expanding it to include other types of workplace

harassment and he noted that the revisions are highlighted in red on the copies of the document that had been distributed entitled, *Policy 6. Sexual and Workplace Harassment (revised September 2018)*.

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

MOVED BY LYNN ARNOLD, SECONDED BY DOUG ALBERTSON, TO APPROVE A SERIES OF PROPOSED REVISIONS TO THE PVPC'S EXISTING SEXUAL AND WORKFORCE HARRASSMENT POLICY AS OUTLINED IN A STAFF REPORT DATED SEPTEMBER 2018.

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.

14. Personal Issues Including Updates on Staff Recruitment Efforts and Recent Work Activities and Meetings of the PVPC's Executive Director Search Committee

Mr. Brennan reported that the PVPC is losing two valuable staff members. He first noted that PVPC's lead Transit Planner David Elvin is relocating to Minneapolis in order to be closer to aging parents and he has secured a position as a planner with the Minnesota Department of Transportation. In addition, Mr. Brennan stated that PVPC's Municipal Services Manager Joshua Garcia will be resigning as of September 28th to become the new Town Administrator for the Town of Blandford. Mr. Brennan noted that recruitment is underway for both positions. Mr. Brennan also reminded Executive Committee members that the PVPC hired former Environment and Land Use Senior Planner Larry Smith on a consultant basis until June 2019 and he noted that the PVPC recently hired Rebecca Basch as an Environment and Land Use Senior Planner. Mr. Brennan added that PVPC's Land Use Section is also now recruiting for an entry level or senior level planner depending on the candidate's qualifications.

Mr. Brennan next reported that the Executive Director Search Committee recently held its second meeting and he noted that the *Executive Director, Agency Regional Profile* has just been completed. He also noted that a long and short version of the job advertisement has been prepared and there is a list of where the advertisement will be posted and published in the new 2019 calendar year. In addition, Mr. Brennan stated that a communication from Search Committee Chair Walter Gunn and Vice Chair Judy Terry is ready to be sent out to Chief Elected Officials, Planning Board Chairs, Commission members and PVPC staff. Mr. Gunn suggested that the documents be made available at the October Commission meeting. Mr. Brennan agreed noting that he first needs to review the documents. Mr. Brennan added that the notes that were taken at the first Executive Director Search Committee meeting will be sent out to Commission members as a way to keep them informed and they will also be provided with meeting notes from upcoming meetings as they occur. Mr. Gunn asked Executive Committee members who are not on the Search Committee if they had any questions but none were forthcoming. Mr. Gunn then asked Mr. Brennan to begin his Executive Director's report.

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

Mr. Brennan stated that the next full Commission meeting is scheduled to take place on Thursday, October 11th and it will focus primarily on the 2020 Census which will include a keynote presentation by U.S. Census Bureau Partnership Specialist Georgia Lowe. In addition, Mr. Brennan stated that the agenda will include a brief report on the Executive Director's search. Mr. Brennan noted that following the Commission meeting, there will be a Citizen Planner Training Collaborative (CPTC) workshop which will focus on the model Adult Recreational Marijuana Zoning Ordinance/Bylaw and the trainers will be PVPC Consultant Larry Smith, PVPC Senior Planner Susan Westa and Easthampton City Planner Jeff Bagg.

Mr. Brennan next reported that PVPC's Toyota Prius vehicle was involved in a crash in August while being used locally by one of PVPC's Land Use interns. Mr. Brennan stated that happily no one was hurt but the vehicle sustained damages and the estimate to repair it is \$3800 which will likely exceed its value. Mr. Brennan mentioned that he is waiting to hear from the insurance agency, which is MIIA (Massachusetts Interlocal Insurance Association), however the insurance agent has been very unresponsive. Mr. Brennan stated that he is inclined to switch to a firm previously used by the PVPC which can provide extraordinary customer service. Mr. Brennan indicated he would like the Commission to pursue a new auto insurance provider after the current claim has been settled.

Mr. Brennan next stated that he has begun an ongoing series with the Chambers of Commerce noting that one of the principle reasons for doing so is to try to increase awareness about the expansion of passenger rail service on the

Knowledge Corridor north of Springfield which is currently being targeted for June 2019. Mr. Brennan underscored that if the ridership threshold is not met within the 2 year pilot period, the state will likely end the expanded service.

Mr. Brennan next reported that planning is well underway for our annual Knowledge Corridor *State of the Region Conference* which will take place on Thursday, October 25th at the Infinity Music Hall in downtown Hartford. As regards the keynote speaker for this event, Mr. Brennan stated that he had just received a firm commitment from the Chief Technology Officer of Stanley Black and Decker. Mr. Brennan pointed out that as usual, this is a no cost event, however, anyone who is interested in attending will only need to register in advance.

Mr. Brennan then provided an update on the *Annual Statewide Conference for Municipal Officials* that was presented by MARPA and the state and which took place in Worcester on September 24th. Mr. Brennan felt that this event went very well. He noted that there were 320 attendees and the speakers included Governor Baker, Lieutenant Governor Polito and two cabinet secretaries.

Mr. Brennan next reported that he has decided not to renew PVPC's contract with our existing Employee Assistance Program (EAP) provider. Mr. Brennan stated that the Commission can save the annual contract fee that the PVPC has been paying to this EAP because it's been discovered that EAP services are offered via the GIC at no cost to the Commission. Mr. Brennan stated that after staff research, he has decided to try out the GIC's program option.

Finally, Mr. Brennan gave a brief update on the ValleyBike Share program. Mr. Brennan noted that the program was launched in June and he stated that the number of miles travelled has exceeded 60,000 miles within 3 months. Mr. Brennan reported that the program is going well however there have been some safety concerns as well as problems with certain bikes which were returned for retrofitting. PVPC's Manager of Public Affairs, Pat Beaudry, added that one of the major problems is that the kiosks weren't able to distinguish between actual debit/credit cards and single use gift cards. He also noted that there have been some reports of vandalism. In addition, Mr. Beaudry commented that there needs to be more public education about the fact that the bike is intended to be a single use bicycle and it was discovered that many people were riding with children in the storage basket which is not what the bikes are built for. Mr. Beaudry also pointed out that the program is attracting a large population with very little bike riding experience noting that some individuals are riding against traffic and on sidewalks. Mr. Beaudry stated that safety information has been made available to the public through press releases and he noted that ValleyBike sent emails to everyone who signed up for membership. On the positive side, Mr. Beaudry reported that the City of Easthampton has expressed strong interest in having bike share stations so it can connect with its neighbors.

16. Other Business

Mr. Brennan noted that the next Executive Committee meeting is scheduled to be held on October 25th. Mr. Gunn asked if there was any other business to conduct before adjourning today's Executive Committee meeting. There being no further business for the Executive Committee to conduct, Chairman Gunn called for a motion to adjourn the September 27th Executive Committee meeting.

MOVED BY LYNN ARNOLD, SECONDED BY T.J. COUSINEAU, TO ADJOURN THE SEPTEMBER 27, 2018 EXECUTIVE COMMITTEE MEETING; ALL THE EXECUTIVE COMMITTEE MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION AND THE MEETING WAS ADJOURNED WITHOUT OBJECTION AT 5:02 P.M.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

List of Documents and Other Items Distributed at the September 27, 2018 Meeting

1. Executive Committee September 27, 2018 Meeting Agenda and Suggested Motions
2. Executive Committee August 16, 2018 Meeting Minutes
3. PVPC Warrant: August 1 through August 31, 2018
4. PVPC Financial Summary Profile as of September 27, 2018
5. Proposed Amendment to the PVPC's Current Salary Ranges
6. Recommended Revisions to the PVPC's Existing Sexual and Workforce Harassment Policy
7. Staff Resignation Letter dated August 23, 2018
8. Staff Resignation Letter dated August 30, 2018