

PIONEER VALLEY PLANNING COMMISSION (PVPC)

Minutes of Executive Committee Meeting  
Thursday, November 17, 2016  
Pioneer Valley Planning Commission (PVPC)  
60 Congress Street, Large Conference Room  
Springfield, Massachusetts 01104

Present were:

Walter Gunn, Chair – Longmeadow  
Judith Terry, Vice-Chair – Chesterfield  
Douglas Albertson, Secretary/Clerk – Belchertown  
George Kingston, Treasurer – East Longmeadow  
Mark Cavanaugh, Assistant Treasurer – South Hadley  
Lynn Arnold – Holland  
T.J. Cousineau - Blandford

PVPC Staff:

Tim Brennan, Executive Director  
Lisa Edinger, Accountant  
James Mazik, Deputy Director for Operations/Community Development Section Manager  
Jaimye Bartak, Senior Planner  
Gary Roux, 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 September 22, 2016

The November 17<sup>th</sup> Executive Committee meeting was called to order at 4:05 p.m. by the Commission Chairman, Walter Gunn. Mr. Gunn welcomed everyone in attendance and called for a motion to approve the minutes of the September 22, 2016 Executive Committee meeting.

MOVED BY JUDY TERRY, SECONDED BY DOUG ALBERTSON, TO APPROVE THE MINUTES OF THE SEPTEMBER 22, 2016 EXECUTIVE COMMITTEE MEETING AS PRESENTED.

Mr. Gunn asked if there were any comments, corrections or questions concerning the minutes of the September 22, 2016 Executive Committee meeting but none were forthcoming.

THERE BEING NO QUESTIONS OR COMMENTS, THE MINUTES OF THE SEPTEMBER 22, 2016 EXECUTIVE COMMITTEE MEETING WERE UNANIMOUSLY APPROVED.

2. Warrant/Financial Reports

Mr. Gunn called on PVPC Accountant, Lisa Edinger, to offer her comments on the September and October 2016 warrants, copies of which had been distributed to Executive Committee members. Ms. Edinger first highlighted several of the larger expenses which appeared on the September warrant, including check #15212 in the amount of \$525,000 payable to the City of Chicopee DPW, check #15220 in the amount of \$185,998.51 payable to the City of Holyoke DPW and check #15232 in the amount of \$525,000 payable to the Springfield Water & Sewer Commission. Ms. Edinger explained that these payments are for Connecticut River clean-up projects which were funded through a \$1.2 million bond authorization originating from the Massachusetts Department of Environmental Protection. Ms. Edinger then referred to checks #14238 and #15268 noting that both checks indicate a payment amount of "0", and she explained that they are blank checks for land use grant applications which needed PVPC's direct deposit information. As regards the October 2016 PVPC warrant, Ms. Edinger announced that check #15342 in the amount of \$6,000 and is payable to the U.S. Environmental Protection Agency (EPA) represents the final PVPC payment required to reconcile the Commission's Regional Brownfields Revolving Loan Fund account. Ms. Edinger also noted that check #15345 in the amount of

\$6,763.52 and check #15347 in the amount of \$6,391.32, and are each made payable to the Pioneer Valley Regional Ventures Center (PVRVC), are compensation from a Massachusetts Emergency Management Agency (MEMA) hazard mitigation project under which the PVPC is acting as a subcontractor to PVRVC, Incorporated in order to carry out the project's scope of work.

Ms. Edinger next reviewed a report entitled the *Pioneer Valley Planning Commission Financial Summary Profile* which lists PVPC's account balances as of October 16, 2016. Ms. Edinger pointed out that the amount listed for SHA Tenant Reserve is the balance remaining after the cost of resurfacing the parking lot for 60 Congress Street was paid.

Ms. Edinger then discussed PVPC's 3 Month Budget Report encompassing the time period of July 1, 2016 through September 30, 2016. Ms. Edinger noted that although several budget line items listed in the report appear to be over budget, she explained that many of those expenditures are either one-time expenses or are items expected to level out before the end of the current fiscal year. Mr. Brennan added that the budget will be adjusted in the third quarter and he noted that the dollar amount budgeted for insurance will need to be increased to include the PVPC's new liability insurance plan. Ms. Edinger also noted that the audit staff from the Planning Commission's CPA firm, Melanson Heath, have recently conducted FY 2016 audit work at the PVPC and they expect to complete this Fiscal Year 2016 CPA audit by late December.

3. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Sub-Contract With the Enchanted Circle Theatre Group to Perform a Series of Tasks and Activities as Part of the Environmental Protection Agency's Recent Small Grant Award for an Urban Waters Planning Project Centered on Day Brook in Holyoke

Mr. Gunn called on PVPC Senior Planner, Jaimye Bartak, to address agenda item 3. Ms. Bartak stated that the PVPC had successfully applied for a \$60,000 Environmental Protection Agency (EPA) Urban Waters Small Grant to create a green infrastructure plan for Day Brook in Holyoke. She noted that the Enchanted Circle Theatre Group will be helping the PVPC with public outreach tasks such as working with school children to create murals and a story walk along the path at Day Brook. Ms. Bartak explained that Day Brook is basically an underground pipe and many other pipes in Holyoke flow into it. Ms. Bartak stated that Day Brook has a big impact on the Connecticut River combined sewer overflow (CSO) issue and she noted that it is important for people to understand the significance of Day Brook to Holyoke and to the broader region.

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

MOVED BY JUDY TERRY, SECONDED BY DOUGLAS ALBERTSON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE SUBCONTRACT, NOT TO EXCEED \$19,500, WITH THE ENCHANTED CIRCLE THEATRE GROUP TO PERFORM A SERIES OF TASKS AND ACTIVITIES AS PART OF THE ENVIRONMENTAL PROTECTION AGENCY'S RECENT SMALL GRANT AWARD FOR AN URBAN WATERS PLANNING PROJECT CENTERED ON DAY BROOK IN HOLYOKE.

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

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

4. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Consultant Firm, AMEC Foster Wheeler, in Order for This Firm to Complete Four Specific Tasks Required as Part of the Exploring the Feasibility of a Stormwater Utility for the Town of Agawam; a Project That's Funded by the Massachusetts Department of Environmental Protection (DEP)

Mr. Gunn again called on PVPC Senior Planner, Jaimye Bartak, to address this agenda item. Ms. Bartak stated that she is reporting today on behalf of PVPC Senior Environmental Planner Patty Gambarini and she explained that the Town of Agawam has asked the PVPC for help with exploring the feasibility of a stormwater utility for the Town. In response to a question raised by Mr. Kingston, Ms. Bartak stated that the final report the PVPC will generate for this project will be made available for broad public review.

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

MOVED BY LYNN ARNOLD, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$59,000 CONTRACTUAL AGREEMENT WITH THE CONSULTANT FIRM, AMEC FOSTER WHEELER, IN ORDER FOR THIS FIRM TO HELP COMPLETE FOUR SPECIFIC TASKS REQUIRED AS PART OF THE EXPLORING THE FEASIBILITY OF A STORMWATER UTILITY FOR THE TOWN OF AGAWAM; A PROJECT THAT'S JOINTLY FUNDED BY THE MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION (DEP) AND TOWN OF AGAWAM.

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

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

5. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With AdCare in Order for the PVPC to Develop a Complete Streets Score Card With Funding Provided by the Massachusetts Department of Public Health (DPH)

Mr. Gunn once again called on Jaimye Bartak to address agenda item 5. Ms. Bartak stated that the PVPC is a pre-approved vendor with the Massachusetts Department of Public Health (MDPH) for capacity building. Ms. Bartak noted that MDPH had previously asked the PVPC to develop the Healthy Community Design Toolkit and they would now like the PVPC to develop a Complete Streets Score Card for municipalities in order to help them better understand how their Complete Streets policy could be implemented and what local regulations would need to be adjusted or changed in order for their local Complete Streets policy to run smoothly.

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

MOVED BY GEORGE KINGSTON, SECONDED BY MARK CAVANAUGH, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, ESTIMATED AT \$18,000, WITH ADCARE IN ORDER FOR THE PVPC TO DEVELOP A COMPLETE STREETS SCORE CARD WITH FUNDING PROVIDED BY THE MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH (DPH).

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

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

6. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the City of Springfield in Order for the PVPC to Facilitate Development of Springfield's Climate Action Resilience Plan (CARP) Inclusive of Authorizing a Sub-Contract With Partners for a Healthier Community, Incorporated to Work on Community and Stakeholder Engagement

Mr. Gunn again called on Jaimye Bartak to address this agenda item. Ms. Bartak stated that the PVPC assisted the City of Springfield in outreach and engagement for the National Disaster Resilience Competition, a multi-million dollar competition offered through the U.S. Department of Housing and Urban Development (HUD) and she noted that the City of Springfield was one of only 13 communities throughout the nation to be selected for a significant cash award. Ms. Bartak stated that Springfield had received a \$17 million grant and City officials have asked the PVPC to facilitate development of a Climate Action Resilience Plan (CARP). Ms. Bartak stated that the PVPC prepared the proposal in collaboration with Partners for a Healthier Community, however, that contract will need to be put out to solicit competitive bids. In the interim, Ms. Bartak stated that Executive Committee members are being asked to approve only the contract with the City of Springfield in the amount of \$216,723 and she asked that the reference to the subcontract with Partners for a Healthier Community in the amount of \$69,450 be removed from the wording of the suggested motion. Mr. Gunn noted that the subcontract will be a separate item and the motion being addressed today will be for the amount of \$216,723 with the City of Springfield.

After Ms. Bartak responded to a series of questions raised by Executive Committee members, 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 \$216,723 CONTRACTUAL AGREEMENT WITH THE CITY OF SPRINGFIELD IN ORDER FOR THE PVPC TO FACILITATE DEVELOPMENT OF SPRINGFIELD'S CLIMATE ACTION RESILIENCE PLAN (CARP) TO WORK ON COMMUNITY AND STAKEHOLDER ENGAGEMENT ACTIVITIES.

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

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

7. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Town of South Hadley to Manage, on the Town's Behalf, a Recreational Trails Grant, Recently Awarded by the Massachusetts Department of Conservation and Recreation, to Construct the New River to the Range Trail in South Hadley

Mr. Gunn once again called on Jaimye Bartak to address this agenda item. Ms. Bartak stated that the Town of South Hadley requested assistance from the PVPC in preparing a Recreational Trails Grant and that the PVPC had written and submitted a state grant request in the amount of \$49,854. Ms. Bartak added that the local match is \$64,309 which will come from both the Town of South Hadley and Mt. Holyoke College. Ms. Bartak explained that this is Phase 1 of a trail that will be in South Hadley's Bachelor Brook Conservation Area. She remarked that the trail will be 4,000 feet long and it will provide year round parking in a 12 vehicle parking area.

After Ms. Bartak had responded to a series of informational questions raised by Executive Committee members, Mr. Gunn called for a motion to address agenda item 7.

MOVED BY LYNN ARNOLD, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$7,074 CONTRACTUAL AGREEMENT WITH THE TOWN OF SOUTH HADLEY TO MANAGE, ON THE TOWN'S BEHALF, A RECREATIONAL TRAILS GRANT, RECENTLY AWARDED BY THE MASSACHUSETTS DEPARTMENT OF CONSERVATION AND RECREATION, IN ORDER TO CONSTRUCT THE NEW RIVER TO THE RANGE TRAIL IN SOUTH HADLEY.

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

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

8. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With R & R Realty Company, LLC for Historic Preservation Services

Mr. Gunn called on James Mazik, Deputy Director for Operations/Community Development Section Manager, to address this agenda item. Mr. Mazik reported that several properties located on Maple Street in Springfield were recently auctioned by the City of Springfield and purchased by R & R Realty Company who would like to restore them. Mr. Mazik stated that R & R Realty would like to take advantage of the historic tax credits as part of the restoration project and he noted that the City of Springfield is in support of this. Mr. Mazik added that the state would like a separate historic inventory form completed for each property.

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

MOVED BY JUDY TERRY, SECONDED BY MARK CAVANAUGH, TO AUTHORIZE THE EXECUTIVE DIRECTOR, RETROACTIVE TO NOVEMBER 1, 2016, TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED EIGHTEEN THOUSAND TWO HUNDRED SEVENTY-FIVE DOLLARS AND NO CENTS (\$18,275.00), WITH R & R REALTY CO., LLC, IN ORDER TO PREPARE 7 HISTORIC INVENTORY FORMS AND TO COMPLETE APPLICATIONS FOR FEDERAL AND STATE HISTORIC REHABILITATION TAX CREDITS FOR PROPERTIES LOCATED AT 174-184 MAPLE STREET AND 169 MAPLE STREET IN SPRINGFIELD, MASSACHUSETTS.

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

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

9. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Town of Ludlow to Secure FY 2017 Regional Maven Nurse Consultant Services for Communities Within the Hampden County Health Coalition

Mr. Gunn called on Deputy Director, James Mazik, to address agenda item 9. Mr. Mazik stated that the Hampden County Health Coalition (HCHC) has authorized the use of Public Health Emergency Preparedness (PHEP) funds for regional Massachusetts Virtual Epidemiologic Network (MAVEN) nurse services, noting that this is a service that has been provided in the past. Mr. Mazik explained that the contract is retroactive due to a complicating issue with officials of the Department of Public Health (DPH) who needed to be re-educated regarding PVPC's fringe and indirect rate before they could release the contract funds for Fiscal Year 2017. Mr. Mazik then responded to questions raised by Executive Committee members regarding the services of the MAVEN nurse. He explained that the work involves very detailed reporting on diseases which is entered into a statewide data base. Mr. Mazik noted that some communities do not have the means to provide this service so systems are in place for the MAVEN nurse to offer MAVEN services to those communities which are deemed needy.

At this point, Mr. Gunn called for a motion to address agenda item 9.

MOVED BY GEORGE KINGSTON, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR, RETROACTIVE TO JULY 1, 2016, TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED NINE THOUSAND DOLLARS AND NO CENTS (\$9,000.00), WITH THE TOWN OF LUDLOW TO PROVIDE REGIONAL MAVEN NURSE SERVICES TO THE TOWNS OF BLANDFORD, GRANVILLE, MONSON, MONTGOMERY, PALMER, AND TOLLAND UNDER THE PROVISIONS OF THE PVPC'S FY 2017 PUBLIC HEALTH EMERGENCY PREPAREDNESS (PHEP) CONTRACT WITH THE FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS.

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

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

10. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Consultant Firm, Odyssey Advisors, to Conduct a Required Post Retirement Analysis of the Planning Commission in Accordance With GASB 75 Specifications

Mr. Gunn again called on Deputy Director James Mazik to address agenda item 10. Mr. Mazik stated that this type of analysis was previously conducted for the PVPC under the provisions of Statement No. 45 of the Governmental Accounting Standards Board (GASB 45). However, the Planning Commission's CPA firm has indicated that PVPC is now covered by the requirements of GASB 75 and PVPC is, therefore, required to undertake this analysis every two years. Mr. Mazik noted that PVPC intends to contract with Odyssey Advisors of Colchester, Connecticut who will conduct the required 2 year actuarial evaluation of the PVPC. Mr. Gunn asked if this item is addressed in the PVPC's current year budget. Mr. Mazik stated that it will need to be added to the Fiscal Year 2017 PVPC budget and it will need to be routinely budgeted in for future fiscal years.

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

MOVED BY T.J. COUSINEAU, SECONDED BY MARK CAVANAUGH, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED FIVE THOUSAND SIX HUNDRED DOLLARS AND NO CENTS (\$5,600.00), WITH ODYSSEY ADVISORS OF COLCHESTER, CONNECTICUT TO UNDERTAKE A FY 2017-2018 ACTUARIAL EVALUATION OF THE PVPC IN COMPLIANCE WITH GASB 75 REQUIREMENTS.

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

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

11. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the City of Easthampton for Housing Rehabilitation Implementation Services Under the Provisions of Easthampton's Community Preservation Act (CPA) Program

Mr. Gunn called on Deputy Director James Mazik to address agenda item 11. Mr. Mazik stated that the PVPC was asked by the City of Easthampton to manage their Housing Rehabilitation Program which encompasses 3 or 4 units outside their target area using Community Preservation Act (CPA) funding. Mr. Gunn asked Mr. Mazik to explain what is meant by "outside the target area". Mr. Mazik stated that the previous program design for the Community Development Block Grant (CDBG) required a target area and funds could only be expended in the target area. He noted that originally the way this was proposed, CPA funds would be used for town-wide projects because CDBG funds could not be used outside Easthampton's designated target area. Mr. Mazik noted that this rule has changed effective in this next fiscal year.

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

MOVED BY GEORGE KINGSTON, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED ONE HUNDRED THOUSAND DOLLARS AND NO CENTS (\$86,000 FOR HOUSING REHABILITATION AND \$14,000 FOR ADMINISTRATION), WITH THE CITY OF EASTHAMPTON TO MANAGE THE CITY'S FY 2017 CPA HOUSING REHABILITATION PROGRAM.

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

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

12. Review and Approve a Series of Modifications to the PVPC Operations Manual Which are Necessary to Comply With Recent Changes Enacted Into Law Under the Provisions of the Act Modernizing Municipal Finance and Government

Mr. Gunn again called on Deputy Director James Mazik to address this agenda item. Mr. Mazik noted that he had distributed two handouts, namely, *PVPC Procurement Guidelines and Procedures 11.17.16 (revised)* and *PVPC Financial Control Policies, Procedures and Practices* highlighting a series of modifications to the PVPC Operations Manual based on new state procurement regulations which went into effect on November 7, 2016. Mr. Mazik reported that the thresholds were changed as regards Chapter 30B *Supplies and Services*, Chapter 30s39M *Public Works Construction* and Chapter 149 *Public Building Construction*. Mr. Mazik also pointed out that there are changes to the advertising requirements, noting that in addition to the previous requirements, it is now also necessary to publish in COMMBUYS which is a Mass.Gov website for purchasing and selling. Mr. Mazik stated that there are different posting requirements depending upon the contract value which must be followed exactly and he noted that PVPC has already begun following the new procedure. Mr. Mazik then talked about the changes to the PVPC Operations Manual regarding references to the Office of Management and Budget (OMB) Super Circular, noting that the new Super Circular consolidated eight federal circulars into one. Mr. Mazik reported that any references to separate circulars are replaced throughout the PVPC Operations Manual with the reference, *OMB Super Circular (2 CFR Part 200)*. Mr. Mazik noted that whenever there are modifications to the PVPC Operations Manual, Executive Committee members are made aware of the changes and are also asked to endorse them.

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

MOVED BY LYNN ARNOLD, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO APPROVE A SERIES OF MODIFICATIONS TO THE PVPC OPERATIONS MANUAL WHICH ARE NECESSARY TO COMPLY WITH RECENT CHANGES ENACTED INTO STATE LAW UNDER THE PROVISIONS OF THE ACT MODERNIZING MUNICIPAL FINANCE AND GOVERNMENT AS WELL AS TO ADDRESS THE OMB SUPER CIRCULAR WHICH MERGED AND INTEGRATED 8 PREVIOUSLY ISSUED OMB CIRCULARS.

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

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

13. Executive Committee Authorization to Commit Up to \$4,000 of Revenue Generated From Mileage Reimbursement Payments to the PVPC Towards a Down Payment on a New, Three Year Vehicle Lease Agreement Targeted to Take Effect as of January 1, 2017

Mr. Gunn next called on Gary Roux, PVPC Principal Planner/Transportation Section Manager, to address agenda item 13. Mr. Roux stated that the PVPC's lease of a Ford Escape vehicle is currently coming to an end and PVPC is in the process of soliciting quotes for a replacement vehicle. Mr. Roux noted that as a result of looking online at current lease offers, it is estimated that the initial down payment on a new, three year lease would be approximately \$3,000 to \$4,000. Mr. Roux stated that he is asking that some of the revenue that PVPC has generated from mileage reimbursements on PVPC's current vehicle be used towards a down payment on such a new vehicle.

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

MOVED BY GEORGE KINGSTON, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO COMMIT UP TO \$4,000 OF REVENUE GENERATED FROM MILEAGE REIMBURSEMENT PAYMENTS TO THE PVPC TOWARDS A DOWN PAYMENT ON A NEW, THREE YEAR VEHICLE LEASE AGREEMENT TARGETED TO TAKE EFFECT AS OF JANUARY 1, 2017.

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

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

14. Authorization for the Executive Director to Negotiate and Execute a New, Three Year Vehicle Lease Agreement With a Preferred Vendor Pending the Results of the Planning Commission's Procurement Process

Mr. Gunn once again called on PVPC Principal Planner, Gary Roux, to address this item. Mr. Roux stated that the Executive Committee is being asked to authorize the Executive Director to sign a vehicle lease agreement once Mr. Mazik has approved the procurement process and the recommended vehicle that can best meet the quote that PVPC solicited. Mr. Gunn then called for a motion to address agenda item 14.

MOVED BY GEORGE KINGSTON, SECONDED BY DOUGLAS ALBERTSON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A NEW, THREE YEAR VEHICLE LEASE AGREEMENT WITH A PREFERRED VENDOR PENDING THE RESULTS OF THE PLANNING COMMISSION'S APPLICABLE PROCUREMENT PROCESS.

Mr. Gunn asked if there were any questions regarding the motion for agenda item 14 but none were forthcoming.

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

Mr. Roux stated that he and PVPC Accountant, Lisa Edinger, met with Patrice Squillante, one of the auditors from the Planning Commission's CPA firm, Melanson Heath, regarding the revenue source for the new vehicle and they demonstrated to her that the PVPC's contract agreement with MassDOT confirms that leased vehicles are eligible for mileage reimbursement. Mr. Roux further noted that this account was put together 3 years ago after he discussed with the Executive Committee how PVPC could fund a vehicle using this method which Mr. Roux noted has proven to be very successful. Mr. Roux remarked that the idea was to use some of this money towards vehicle maintenance and upkeep. He stated that it was the recommendation of PVPC's auditors to ask the Executive Committee for approval before using this money above and beyond that. Mr. Roux stated that realistically we hope to continue to generate money and use it for other legitimate needs of our agency.

15. Executive Director's Report Including Noteworthy Staff/Agency Accomplishments

Before beginning his report, Mr. Brennan asked Deputy Director James Mazik to provide a brief update on the outcome of the process regarding proposed changes to the guidelines governing the Community Development Block Grant (CDBG) program. Mr. Mazik reminded Executive Committee members that concerns had been raised regarding a series of DHCD proposed changes to the Commonwealth's CDBG program. He noted that as a result of the Rural Policy Advisory (RPA) Commission meeting which took place in September, Department of Housing and Community Development (DHCD) Undersecretary, Chrystal Kornegay had requested that she be provided with some alternative and workable solutions. Mr.

Mazik stated that he attended a meeting which was convened by Franklin Regional Council of Governments (FRCOG) Executive Director, Linda Dunlavy, and the group put together a letter with several possible solutions, most of which appear to have been accepted by DHCD and included in a new CDBG plan. Mr. Mazik noted that the different programs were consolidated into one fund, however, communities will still be allowed to apply for multiple projects. He also reported that DHCD is eliminating target areas and bonus points and he noted that the Community Wide Needs score will not be used. Mr. Mazik also noted that DHCD raised the administrative cost cap to 15%. Mr. Mazik added that the funding cap is now up to \$1.35 million over 2 years and he pointed out that the amount of funding to mini entitlements is off the table for this year. In response to a question raised by Mr. Kingston, Mr. Mazik stated that this information has been released and can be found on the DHCD website under their *CDBG One Year Action Plan Final Changes* and *CDBG One Year Action Plan*.

Following Mr. Mazik's update, Mr. Brennan began his report with a progress report on the State Rail Plan Update. Mr. Brennan noted that the PVPC hosted MassDOT's first public meeting on November 9<sup>th</sup> with approximately 40 attendees, noting that this event had not been well publicized by the state. Mr. Brennan also noted that there were questions that the MassDOT staff presenter was often not able to answer, however, Mr. Brennan was able to help provide some of these answers. Mr. Brennan stated that he is aware that some attendees are sending letters to Massachusetts Transportation Secretary Pollack urging the need for a better, more transparent process.

As regards the District Local Technical Assistance (DLTA) funding for 2017, Mr. Brennan reported that there are ongoing efforts to get these funds released, however, the Baker-Polito Administration have indicated that they are not yet disposed to release these DLTA funds because of a shortfall of state revenues. Mr. Brennan stated that recently state revenues are substantially up so there will be another attempt at DLTA advocacy with the Governor. Mr. Brennan noted that there will be a statewide conference on November 18<sup>th</sup> with all the RPA directors about crafting a letter that would presumably go to the Governor. In the absence of DLTA funding, Mr. Brennan reported that he has asked PVPC staff to apply for the state's *Efficiency and Regionalization Grant Program* and he noted that three applications were recently filed by PVPC, namely: (1) Shared Stormwater Management and Nutrient Loading; (2) an application to fill a gap in funding for our Regional Bike Share Program; and, (3) Shared Conservation Agent for Easthampton and Southamptton. Mr. Brennan stated that PVPC is hopeful that some of these activities will be funded under this new, state grant program.

Mr. Brennan then reported that the Mass Gaming Commission has finally been able to build up its efforts around the Local Community Mitigation Advisory Committee. He explained that this is not for the host community to the MGM Springfield casino but these are the surrounding communities that were affected during the past year by the Ethics Commission rulings. Mr. Brennan stated that two meetings were held at the PVPC in October and November. He noted that most of the focus is on the funding available to the abutting communities to help pay for legitimate mitigation measures.

Mr. Brennan then talked about a problem affecting the City of Westfield which he noted is one of the communities that relies on the Barnes Aquifer for drinking water. Mr. Brennan explained that it was discovered that for several years at Barnes Airport, the Air National Guard Unit had been using a toxic de-icing agent for aircraft which has now been found in the aquifer and he noted that the City of Westfield has had to shut down two wells. Mr. Brennan stated that the PVPC is trying to help by working through our Barnes Aquifer Advisory Committee and he noted that the PVPC filed a grant aimed at trying to help educate the public about this issue. Mr. Brennan remarked that the City will very likely need to buy water to make up for the shortfall and they may also have to install a \$2 Million water purification plant to address this problem.

As regards rail related issues, Mr. Brennan stated that focus is on two projects. He first noted that PVPC is working in concert with the Franklin Regional Council of Governments on expanding rail service on the North/South Knowledge Corridor between Springfield and Greenfield. Mr. Brennan stated that the second project is the Boston, Worcester, Palmer, Springfield, Hartford, New Haven east-west rail connection and using the Inland Route also as a means to reconnect with Montreal which would involve one train a day from Boston to Montreal, one train a day from New Haven to Montreal plus 8 round trips a day between Boston and New Haven. Mr. Brennan pointed out that this project is clearly longer range and will require a strong ongoing advocacy campaign. He stated that there have been two briefings on both issues, noting that one briefing was with Congressmen Neal and McGovern to ask them to lead the advocacy among the Massachusetts Congressional delegation. Mr. Brennan stated that the second briefing was with Congressman Neal and Congressman Larson from Connecticut to start building a cross border advocacy campaign. Mr. Brennan stated that they are seeking a face-to-face meeting with Massachusetts Secretary of Transportation, Stephanie Pollack that can ideally take place before the end of the 2016 calendar year.



Mr. Brennan next reported that there has been a lot of work during the past month on how to approach the next iteration of state zoning reform legislation. Mr. Brennan stated that there was a meeting on November 10<sup>th</sup> that focused on this exclusively by the members of the PVPC's Valley Development Council which includes most of city and town planning staff and others trying to help shape the next iteration of a zoning reform bill to be considered in the next two year legislative session which gets underway in January 2017.

Finally, Mr. Brennan reported that he just learned that PVPC Environment and Land Use Senior Planner, Shawn Rairigh, has resigned his position at the PVPC and has accepted a planning position in East Windsor, Connecticut. Mr. Brennan stated that the PVPC will need to try to move quickly on finding a replacement given the amount of work and some very tight project completion timetables.

#### 16. Other Business

Mr. Gunn asked if there was any further business to address at this meeting. There being no further business for the Executive Committee to conduct, Chairman Gunn adjourned the November 17<sup>th</sup> Executive Committee meeting at 5:10 p.m. without objection.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

#### List of Documents and Other Items Distributed at the November 17, 2016 Meeting

1. Executive Committee November 17, 2016 Meeting Agenda and Suggested Motions
2. Executive Committee September 22, 2016 Meeting Minutes
3. PVPC Warrant: September 1 through September 30, 2016
4. PVPC Warrant: October 1 through October 31, 2016
5. PVPC Financial Summary Profile as of October 16, 2016
6. PVPC Operations Manual: Procurement Guidelines and Procedures 11.17.16 (revised)
7. PVPC Operations Manual: S.III. Financial Control Policies, Procedures, and Practices

mi-exec comm 11.17.16/Admin/Commission/Minutes