



Catalyst for Regional Progress

PVPC

Timothy W. Brennan, Executive Director

**EXECUTIVE COMMITTEE MEETING**

**DATE:** Thursday, June 28, 2018

**TIME:** 4:00 p.m.

**PLACE:** Pioneer Valley Planning Commission (PVPC)  
60 Congress Street – 2nd Floor, Large Conference Room  
Springfield, Massachusetts 01104

**A G E N D A**

	<u>Action</u>	<u>Information</u>
1. Chairman’s Call to Order, Welcome and Approval of the Minutes of the Executive Committee Meeting Held on May 24, 2018 (these meeting minutes to be distributed)	<input checked="" type="checkbox"/>	
2. Warrant/Financial Reports (to be distributed)		<input checked="" type="checkbox"/>
3. Review, Discuss and Endorse the Pioneer Valley’s 2018 Comprehensive Economic Development Strategy (CEDS) Annual Report as Recommended by the Plan for Progress Coordinating Council (see attached draft version of the 2018 CEDS Annual Report which was previously mailed out to Executive Committee members for review and comment)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable FY 2019 Contractual Agreement With the Town of Hadley Planning Board in Order for the PVPC to Continue Hadley’s Planning Board Assistance Program	<input checked="" type="checkbox"/>	
5. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable FY 2019 Contractual Agreement With the Town of Southampton Planning Board in Order for the PVPC to Continue Southampton’s Planning Board Assistance Program	<input checked="" type="checkbox"/>	
6. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Year 1 Contractual Agreement with Lois Luniewicz in Order to Undertake and Complete Required Services Under the PVPC’s Fiscal Year 2019 Contract With the Franklin Regional Council of Governments for the Support of the Hampden County Medical Reserve Corps Program Inclusive of an Option to Enter Into Subsequent Year 2 and Year 3 Agreements Subject to Available Funding and Satisfactory Performance	<input checked="" type="checkbox"/>	
7. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with Peter Prieto in Order to Undertake and Complete Services Required as the Central Hampden County Medical Reserve Corps Team Leader	<input checked="" type="checkbox"/>	

	<u>Action</u>	<u>Information</u>
8. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Town of West Springfield for Housing Rehabilitation Oversight Services Requested by the Town	<input checked="" type="checkbox"/>	
9. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Year 1 Contractual Agreement With Eric A. Kinshurf CPA for Regional Municipal Accounting Services Required by the Towns of Blandford, Chesterfield and Goshen Inclusive of an Option to Enter Into Subsequent Year 2 and Year 3 Agreements Subject to Available Funding and Satisfactory Performance	<input checked="" type="checkbox"/>	
10. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Year 1 Contractual Agreement(s) to Provide, in FY 2019, Regional Municipal Accounting Services to the Towns of Blandford, Chesterfield and Goshen Inclusive of an Option to Enter Into Subsequent Year 2 and Year 3 Agreements Subject to Available Funding and Satisfactory Performance	<input checked="" type="checkbox"/>	
11. Authorization to Commit an Initial \$40,000 of PVPC Local Funds to the Commission's Special Projects Funding Pool for the Fiscal Year 2019 Time Period	<input checked="" type="checkbox"/>	
12. Review and Approval of a Series of Recommended Changes to the PVPC Operations Manual Which Encompass Housekeeping Items, Revised Personnel Policies, Procurement Revisions and Modifications Required to Comply With OMB's Uniform Administrative Requirements, Cost Principles and Audit Specifications for Federal Grant Awards (please see attached PVPC Operations Manual with proposed revisions annotated in red as was distributed prior to the 5-24-18 Executive Committee meeting)	<input checked="" type="checkbox"/>	
13. Executive Director's Highlights Including an Update on the Status of Recent, Additional 2017 Billings Received From the Massachusetts State Retirement Board		<input checked="" type="checkbox"/>
14. Personnel Issues Including a Follow-up Discussion Focusing on Establishing the Composition of the PVPC Executive Director Search Committee and Related Issues	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
15. Other Business	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

ADJOURN

NOTE: *Immediately following the conclusion of the June 28<sup>th</sup> Executive Committee meeting, there will be a short meeting of the Board of the Pioneer Valley Regional Ventures Center, Incorporated to address several, time-sensitive agenda items.*

TWB/las  
Attachments

cc: PVPC Commission Members  
PVPC Staff