

PIONEER VALLEY PLANNING COMMISSION (PVPC)

Minutes of Executive Committee Meeting
Thursday, October 26, 2017
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
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 August 17, 2017

The October 26th Executive Committee meeting was called to order at 4:04 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 August 17, 2017 Executive Committee meeting.

MOVED BY JUDY TERRY, SECONDED BY LYNN ARNOLD, TO APPROVE THE MINUTES OF THE AUGUST 17, 2017 EXECUTIVE COMMITTEE MEETING AS PRESENTED.

Mr. Gunn asked if there were any comments, corrections or questions concerning the minutes of the August 17, 2017 Executive Committee meeting but none were forthcoming.

THERE BEING NO QUESTIONS OR COMMENTS, THE MINUTES OF THE AUGUST 17, 2017 EXECUTIVE COMMITTEE MEETING WERE UNANIMOUSLY APPROVED.

2. Warrant/Financial Reports

Mr. Gunn called on PVPC Accountant, Lisa Edinger, to offer her comments on the August and September 2017 warrants. Ms. Edinger first highlighted several payments listed on the August warrant including check #16002 in the amount of \$9,895 payable to AMEC Massachusetts, Inc. which she noted is for a Connecticut River stormwater utility study project in Agawam. Ms. Edinger also highlighted check #16030 in the amount of \$5,710.47 payable to Pioneer Valley Regional Ventures Center and she explained that the PVPC is the subcontractor for a Massachusetts Emergency Management Agency (MEMA) Hazard Mitigation project. As regards the September warrant, Ms. Edinger stated that check #16037 and check #16038 payable to the City of Chicopee DPW are for a Connecticut River Clean-Up/CSO abatement project. She also noted that check #16046 in the amount of \$117,521.93 is for a similar CSO project with the City of Holyoke. Finally, Ms. Edinger noted that check #16076 payable to HMA Contracting in the amount of \$10,609.08 is for consulting work for the Blanche Barlow Acres project which completed as of September 30th. There being no questions regarding these two warrants, Ms. Edinger next turned to the *Pioneer Valley Planning Commission Financial Summary Profile*, a report outlining PVPC's account information as of October 26, 2017, and Ms. Edinger commented that all of the PVPC's account balances look very good at this time.

Ms. Edinger next briefly reviewed the PVPC's 3 Month Budget report which encompasses the time period of July 1, 2017 through September 30, 2017. Mr. Gunn asked why the report reflects a large variance for *Staff*

Health/Dental/Group Insurance. Ms. Edinger explained that the PVPC has not yet been billed for this expense however she noted that the funds for this item have been set aside adding that she is expecting to receive this delayed bill by mid-November. In response to a question raised by Mr. Brennan about the PVPC's Fiscal Year 2017 CPA audit, Ms. Edinger stated that staff from the Planning Commission's CPA firm, Melanson Heath, conducted audit field work at the PVPC during the first two weeks of October. Ms. Edinger stated that she will find out if Melanson Heath will be ready to present the PVPC's Fiscal Year 2017 audit reports at the November or December Executive Committee meeting noting, however, that last year the CPA firm presented their audit findings in January.

At this point, Mr. Brennan reported that PVPC recently received the last two outstanding Fiscal Year 2018 local assessment payments from Hatfield and Holyoke and he noted that 100% of the assessments have now been received from the Commission's member communities. Mr. Gunn thanked Ms. Edinger for her report and he then moved to take up agenda item 3.

3. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Town of East Longmeadow Planning Board in Order for the PVPC to Undertake a Planning Board Assistance Program

Mr. Gunn called on Catherine Ratte, PVPC Principal Planner, Environment and Land Use Section Manager to address this agenda item. Ms. Ratte explained that the Town of East Longmeadow is in need of a part-time planner because the Town's Director of Planning is ill and won't be able to return to work for some period of time. Ms. Ratte stated that PVPC Environment and Land Use Senior Planner Larry Smith will, on an interim basis, be providing the Town with part-time planning assistance. Mr. Kingston stated that the dollar amount for this project will be calculated at \$100 per hour for a total amount not to exceed \$10,000.

Mr. Gunn then called for an updated 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 CONTRACTUAL AGREEMENT WITH THE TOWN OF EAST LONGMEADOW PLANNING BOARD IN ORDER FOR THE PVPC TO UNDERTAKE A PLANNING BOARD ASSISTANCE PROGRAM FOR A DOLLAR AMOUNT NOT TO EXCEED \$10,000 AT A RATE OF \$100 PER HOUR.

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 AS AMENDED WAS APPROVED WITH ONE EXECUTIVE COMMITTEE MEMBER, GEORGE KINGSTON, ABSTAINING FROM THE VOTE.

4. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Massachusetts Department of Energy Resources Which Will Allow the PVPC to Assist the Town of Longmeadow With a Community Solar Feasibility as Well as Procurement Assistance Needed by the Towns of Chesterfield, Chester, Granby and Middlefield for Municipal Building Energy Audits Under Their Green Communities Designation

Mr. Gunn again called on PVPC Principal Planner Catherine Ratte to address this agenda item. Ms. Ratte reported that the PVPC had recently applied for Municipal Energy Technical Assistance (META) grants from the Department of Energy Resources (DOER) on behalf of the Towns of Longmeadow, Chesterfield, Chester, Granby and Middlefield. Ms. Ratte stated that the Towns of Chesterfield, Chester, Granby and Middlefield need to complete their American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Level II audits. She noted that the PVPC will advertise this work to the eligible ASHRAE Level II energy auditors and PVPC will oversee the work of the applicable contractors. As regards the Town of Longmeadow, Ms. Ratte noted that the Town is working towards a "net zero" DPW building with the Town's Green Communities funding and local officials are looking at all opportunities to utilize solar energy by the Town. Ms. Ratte stated that PVPC GIS Specialist Jake Dolinger has been able to capture images of Longmeadow's municipal building roof tops, as well as municipal parking lots, and these images can now be used to help determine how much solar energy could potentially be generated.

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

MOVED BY GEORGE KINGSTON, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$68,750 CONTRACTUAL AGREEMENT WITH THE MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES WHICH WILL ALLOW THE PVPC TO ASSIST THE TOWN OF LONGMEADOW WITH A COMMUNITY SOLAR FEASIBILITY STUDY AS WELL AS PROVIDE PROCUREMENT ASSISTANCE NEEDED BY THE TOWNS OF CHESTERFIELD, CHESTER, GRANBY AND MIDDLEFIELD FOR MUNICIPAL BUILDING ENERGY AUDITS UNDER THEIR GREEN COMMUNITIES STATE DESIGNATION.

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 the Hatfield Conservation Commission in Order for the PVPC to Assist and Support the Town With the Design, Permitting and Construction of a 1.5 Mile Natural Surface Trail (White Rock Trail) and Related Grant Administration and Reporting Requirements

Once again, Mr. Gunn called on Principal Planner Catherine Ratte to address this agenda item. Ms. Ratte stated that the PVPC successfully applied for a Recreational Trails Grant from the Massachusetts Department of Conservation and Recreation on behalf of the Town of Hatfield and she noted that the Town has decided to retain the PVPC to help them oversee and administer this project.

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

MOVED BY LYNN ARNOLD, SECONDED BY DOUGLAS ALBERTSON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$32,094 CONTRACTUAL AGREEMENT WITH THE HATFIELD CONSERVATION COMMISSION IN ORDER FOR THE PVPC TO ASSIST AND SUPPORT THE TOWN WITH THE DESIGN, PERMITTING AND CONSTRUCTION OF A 1.5 MILE NATURAL SURFACE TRAIL (WHITE ROCK TRAIL) AND RELATED GRANT ADMINISTRATION AND REPORTING REQUIREMENTS.

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 to Commit Local Funds to Underwrite the Planning Commission's FY 2018 Membership Commitments to the Following Regional Initiatives:
- a) Connecticut River Clean-up Committee
 - b) Connecticut River Stormwater Committee
 - c) Barnes Aquifer Protection Advisory Committee

Mr. Gunn called on Principal Planner Catherine Ratte to address this agenda item. Ms. Ratte explained that the PVPC annually contributes \$2,000 each to support the work of the Connecticut River Clean-up Committee, the Connecticut River Stormwater Committee and the Barnes Aquifer Protection Advisory Committee and she explained that the participating municipalities also contribute \$2,000 annually to support each of these regional committees. Ms. Ratte noted that the funds collected help pay for PVPC's staff time required to facilitate the work of these regional committees which includes writing grant applications on their behalf. Ms. Ratte added these committees, over many years in operation, have proven an effective way to accomplish regional work.

Mr. Gunn then called for a motion to address agenda item 6 (a).

MOVED BY T.J. COUSINEAU, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO COMMIT \$2,000 FROM PVPC LOCAL FUNDS TO UNDERWRITE THE PVPC'S FY18 MEMBERSHIP DUES COMMITMENT 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 6 (b).

MOVED BY GEORGE KINGSTON, SECONDED BY DOUGLAS ALBERTSON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO COMMIT \$2,000 FROM PVPC LOCAL FUNDS TO UNDERWRITE THE PVPC'S FY18 MEMBERSHIP DUES COMMITMENT TO THE CONNECTICUT RIVER 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.

Mr. Gunn then called for a motion to address agenda item 6 (c).

MOVED BY DOUGLAS ALBERTSON, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO COMMIT \$2,000 FROM PVPC LOCAL FUNDS TO UNDERWRITE THE PVPC'S FY18 MEMBERSHIP DUES COMMITMENT TO THE BARNES AQUIFER PROTECTION ADVISORY COMMITTEE.

At this point, Ms. Terry asked about the status of the Barnes Aquifer. Mr. Brennan stated that as a result of the water contamination, the City of Westfield has now closed down two wells and they may need to build a multi-million dollar water treatment facility. Mr. Brennan pointed out that the Department of Environmental Protection (DEP) has been very responsive to the contamination problem and he noted that DEP officials have visited many area homes to test the water quality and to provide bottled water where necessary.

Mr. Gunn asked if there were any other 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 Consultant Firm Wright Pierce Which Will Develop and Conduct 2 Training Workshops and Prepare Ancillary Instructional Materials That Will Assist MS4 Regulated Municipalities With Stormwater Permit Compliance Activities

Principal Planner Catherine Ratte stated that the PVPC would like to hire the consultant firm, Wright Pierce, to conduct training workshops which the MS4 Stormwater Regulated Municipalities are required to undergo and she noted that these training sessions are currently scheduled to take place on November 8th and 9th. Ms. Ratte stated that these training sessions will be videotaped by the consultant which, in turn, will enable the impacted municipalities to continue this training program over the next 5 years. She added that this is a cost effective way for the affected cities and towns to meet their MS4 stormwater requirements. Ms. Ratte also noted that PVPC Senior Planner Patty Gambarini is currently working in concert with the Massachusetts Statewide Stormwater Collaborative to create a web portal where all the training sessions can be archived and accessible.

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

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$18,986 CONTRACTUAL AGREEMENT WITH THE CONSULTANT FIRM, WRIGHT PIERCE, WHICH WILL DEVELOP AND CONDUCT 2 TRAINING WORKSHOPS AND PREPARE ANCILLARY INSTRUCTIONAL MATERIALS THAT WILL ASSIST MS4 REGULATED MUNICIPALITIES WITH STORMWATER PERMIT COMPLIANCE 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.

8. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Town of Belchertown in Order for the PVPC to Assist the Town Carry Out a Grant-Funded Project Which Will Examine the Feasibility of Creating a Local Stormwater Utility

Mr. Gunn once again called on Principal Planner Catherine Ratte to address this agenda item. Ms. Ratte stated that Senior Planner Patty Gambarini prepared a grant application on behalf of the Town of Belchertown in order to help the Town examine the feasibility of creating a stormwater utility. Ms. Ratte noted that the PVPC would now like to enter into a contract with the Town to carry out this work which is comparable to a project that the PVPC is coordinating in Agawam.

Following a brief discussion, Mr. Gunn called for a motion to address agenda item 8.

MOVED BY LYNN ARNOLD, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$14,500 CONTRACTUAL AGREEMENT WITH THE TOWN OF BELCHERTOWN IN ORDER FOR THE PVPC TO ASSIST THE TOWN CARRY OUT A GRANT-FUNDED PROJECT WHICH WILL EXAMINE THE FEASIBILITY OF CREATING A LOCAL STORMWATER UTILITY.

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

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

9. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable, 3 Year Contractual Agreement With Richard J. Barus of Chester, Massachusetts That Will Provide Housing Rehabilitation Services to the PVPC for FFY2017-FFY2019 Community Development Fund Projects as Well as Other Local, State and Federal Housing Programs

Mr. Gunn called on James Mazik, Deputy Director for Operations and Community Development Section Manager, to address this agenda item. Mr. Mazik first noted that the suggested motion for agenda item #9 will need to be amended as follows:

- FFY 17, second line, \$50.00 per hour should be changed to \$60.00 per hour;
- FFY 18, second line, \$57.50 per hour should be changed to \$63.00 per hour;
- FFY 19, second line, \$60.00 per hour should be changed to \$66.00 per hour.

Mr. Mazik stated that every 3 years, the PVPC typically issues a Request for Proposals (RFP) for housing rehabilitation services. Mr. Mazik stated that this includes housing rehabilitation under the Community Development Fund (CDF) program which includes a base price per unit. However, Mr. Mazik further explained that there is a different hourly rate required under the Community Economic Development Assistance Corporation (CEDAC) program due to different work requirements. Mr. Mazik stated that PVPC had received three inquiries about the RFP but only one person actually responded, namely, Rick Barus who has been providing the PVPC with housing rehabilitation services for many years.

Mr. Gunn then called for a motion to address agenda item 9 as amended.

MOVED BY LYNN ARNOLD, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT WITH RICHARD J. BARUS FOR FFY17 – FFY19 HOUSING RELATED PROJECTS AS FOLLOWS:

FFY 17 (YEAR ONE). A BASE UNIT PRICE OF \$1,540 PER UNIT, ADDITIONAL COMPENSATION AS SPECIFIED IN THE ORIGINAL PROPOSAL, AND AN HOURLY RATE FOR OTHER SERVICES AS NEEDED NOT TO EXCEED \$60.00 PER HOUR FOR AN ESTIMATED 50 UNITS PER YEAR. HOURLY RATE FOR CDF AND RELATED SERVICES: \$60/HOUR. HOURLY RATE FOR CEDAC/HMLP SERVICES: \$80/HOUR.

FFY 18 (YEAR TWO). A BASE UNIT PRICE OF \$1,618 PER UNIT, ADDITIONAL COMPENSATION AS SPECIFIED IN THE ORIGINAL PROPOSAL, AND AN HOURLY RATE FOR OTHER SERVICES AS NEEDED NOT TO EXCEED \$63.00 PER HOUR FOR AN ESTIMATED 50 UNITS PER YEAR. HOURLY RATE FOR CDF AND RELATED SERVICES: \$63/HOUR. HOURLY RATE FOR CEDAC/HMLP SERVICES: \$84/HOUR.

FFY 19 (YEAR THREE). A BASE UNIT PRICE OF \$1,694 PER UNIT, ADDITIONAL COMPENSATION AS SPECIFIED IN THE ORIGINAL PROPOSAL, AND AN HOURLY RATE FOR OTHER SERVICES AS NEEDED NOT TO EXCEED \$66.00 PER HOUR FOR AN ESTIMATED 50 UNITS PER YEAR. HOURLY RATE FOR CDF AND RELATED SERVICES: \$66/HOUR. HOURLY RATE FOR CEDAC/HMLP SERVICES: \$88/HOUR.

Mr. Gunn asked if there were any questions regarding the amended motion applicable to 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 Kleen Rite Services of Ludlow, Massachusetts for Cleaning Services at the PVPC Office in Springfield for up to Three Years

Mr. Gunn again called on Deputy Director James Mazik to address this agenda item. Mr. Mazik stated that the PVPC issued a Request for Proposals (RFP) for PVPC office cleaning services and he noted that approximately 20 people requested this RFP. He also noted that PVPC had conducted a mandatory walk through with about 8 or 9 of the cleaning service vendors that had responded to the RFP. Mr. Mazik explained that this is a contract with renewal options up to 3 years, noting that if the services provided in Year 1 are satisfactory, PVPC will consider renewing the contract for Year 2, and then again in Year 3. Mr. Mazik added that the rule of award was the best price for Year 1. He stated that Kleen Rite Services bid very low for this PVPC contract, noting that their bid for Year 1 is \$760 per month, however, their fee will increase in Year 2 and 3 if the firm is awarded the Year 2 and Year 3 contracts. Mr. Mazik stated that PVPC is looking for Executive Committee approval to award the Year 1 contract to Kleen Rite Services including contract renewal options for Year 2 and Year 3.

After Mr. Mazik responded to several clarifying questions, Mr. Gunn called for a motion to address agenda item 10.

MOVED BY T.J. COUSINEAU, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT WITH KLEEN RITE SERVICES FOR YEAR 1 OCTOBER 25, 2017 THROUGH OCTOBER 24, 2018 OFFICE CLEANING SERVICES IN THE AMOUNT OF SEVEN HUNDRED SIXTY DOLLARS AND NO CENTS (\$760.00) PER MONTH ALONG WITH PROVISIONS THAT WILL ALLOW FOR YEAR 2 AND YEAR 3 CONTRACT RENEWAL OPTIONS.

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.

11. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With Bonnie Parsons for Historic Preservation Consulting Services

Mr. Gunn again called on Deputy Director James Mazik to address this agenda item. Mr. Mazik stated that the PVPC needed assistance in its continuing efforts to catch up with a backlog of historic preservation work. He stated that a Request for Proposals (RFP) was issued and there were 2 very qualified responses, noting that the lower bid was from former PVPC Historic Preservation Planner Bonnie Parsons. Mr. Mazik explained that this contract is effective beginning August 23, 2017 because there was a project deadline that required immediate attention. Mr. Mazik then responded to a series of clarifying questions raised by Executive Committee members after which Mr. Gunn called for a motion to address agenda item 11.

MOVED BY JUDY TERRY, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, EFFECTIVE AUGUST 23, 2017 THROUGH AUGUST 23, 2020, NOT TO EXCEED FIFTY THOUSAND DOLLARS AND NO CENTS (\$50,000.00), WITH BONNIE PARSONS FOR AS-NEEDED AND ASSIGNED HISTORIC PRESERVATION CONSULTING SERVICES BASED ON AN HOURLY RATE OF FIFTY DOLLARS (\$50.00) PER HOUR.

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.

12. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Memorandum of Understanding (MOU) With the Central Hampden County Medical Reserve Corps (MRC) Unit to Enable the PVPC to Serve as Host and Fiscal Agent for this MRC Unit

Mr. Gunn again called on Deputy Director James Mazik to address this agenda item. Mr. Mazik stated that the Cities of Chicopee and Holyoke and the Towns of Agawam and West Springfield have all formally disbanded their Medical Reserve Corps (MRC) units and those units have now merged to become the Hampden County MRC unit. Mr. Mazik stated that the Hampden County MRC unit needs a fiduciary host agent to coordinate and oversee activities and he noted that they would like the PVPC to take on this role. Mr. Mazik stated that all of the communities will be turning over their MRC funds to the PVPC to be managed on their behalf by the PVPC as their host and fiduciary agent. In response to a question from Mr. Gunn, Mr. Mazik explained that the MRC is utilized during emergency situations such as weather events and flu epidemics. Mr. Gunn asked if there were any other questions for Mr. Mazik on this issue but none were forthcoming.

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

MOVED BY GEORGE KINGSTON, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE MEMORANDUM OF UNDERSTANDING (MOU) WITH THE CENTRAL HAMPDEN COUNTY MRC UNIT CONSISTING OF THE MUNICIPALITIES OF CHICOPEE, AGAWAM, WEST SPRINGFIELD, AND HOLYOKE TO ENABLE THE PVPC TO SERVE AS THE HOST AND FISCAL AGENT FOR THE SUBJECT MRC UNIT.

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.

13. Executive Director's Highlights Including an Update on Ongoing Efforts to Address and Resolve Significant Costs Proposed to be Reimbursed by Those Massachusetts RPAs Which are Enrolled in the Massachusetts State Retirement Plan

Mr. Brennan reported that there has been increased activity related to the Massachusetts Gaming Commission (MGC) noting that the PVPC recently hosted two meetings of the Local Community Mitigation Advisory Committee and another meeting will likely take place within the next several weeks. Mr. Brennan also noted that on September 28th, he went before the MGC which met in Springfield with several proposed ideas for use of a Gaming Economic Development Fund. Mr. Brennan explained that once the casinos are operating in Massachusetts there is a casino revenue stream that will be devoted to this fund and the MGC has been tasked with coming up with a list of recommended activities. Mr. Brennan stated that the three ideas he brought forward were: (1) Supplemental PVTA bus services in Springfield to transport casino workers to the casino site when the PVTA is not operating; (2) for the non-bank lenders to small businesses, funds to provide technical business assistance to those that are eligible loan recipients; and (3) regional lock-up for a number of PVPC municipalities in Greater Springfield. Mr. Brennan stated that the regional lock-up facility is an idea that Springfield officials had asked him to bring forward and he noted that he also put forth the idea that the first step ought to be a feasibility study. Mr. Brennan stated that the MGC has to develop a white paper with all the ideas to submit by the end of the calendar year to the Massachusetts Legislature since this is the body that will decide on how the Gaming Economic Development Fund will be used and how much funding each selected activity will be allocated.

As regards the New England Knowledge Corridor's Annual "State of the Region" Conference, it was held at Springfield's Union Station on October 18th and Mr. Brennan noted that this was a very successful event. Mr. Brennan reported that the feedback has been very positive, adding that the event attracted over 350 people and it included 3 members of Congress, the Governor of Connecticut, and the President and CEO of the Eno Center for Transportation based in Washington, D.C. Mr. Brennan noted that a lot of work went into preparing for this conference, and he acknowledged the diligent work and efforts of Executive Assistant Indrani Gallagher and Graphic/Web Designer Ray Centeno.

Mr. Brennan next reported that the PVPC is closely watching the status of an updated version of the Massachusetts State Rail Plan, noting that there are two passenger rail priorities that the PVPC is trying hard to get included in the Commonwealth's new State Rail Plan. Mr. Brennan stated that one priority is to add more service north of Springfield to serve the communities of Holyoke, Northampton and Greenfield, and the second priority is implementing the recommendations outlined in the June 2016 *Northern New England Inter-City Rail Initiative* final report. Mr. Brennan stated that MassDOT officials have indicated that they can only afford to do one statewide rail plan meeting which is tentatively scheduled to take place in Worcester during the first weeks of December.

Mr. Brennan stated that currently the PVPC is again hosting three State Department fellows from South America, noting that they are working here at the PVPC 2-3 days a week during the period October 16th through November 8th.

Mr. Brennan noted that earlier today, as requested by the co-chairs of the City2City initiative, he had forwarded to Executive Committee members via email, an invitation to the City2City all day tour that will take place on Monday, October 30th. Mr. Brennan explained that the City2City program was previously coordinated and supported by the Federal Reserve Bank of Boston and several years ago they asked the PVPC to keep the program running. Mr. Brennan stated that the PVPC organized one out-of-region City2City trip two years ago to Chattanooga, Tennessee. He noted that this time the event is in our region with the idea that there is much to be learned here in the Pioneer Valley. Mr. Brennan stated that as of today, more than 20 people have signed up for the October 30th City2City tour of our region.

Mr. Brennan reported that on September 18th, the Massachusetts Association of Regional Planning Agencies (MARPA), in concert with the state's Division of Local Services, held another statewide Municipal Best Practices Conference at the College of the Holy Cross in Worcester. Mr. Brennan then referred to a letter which was included in today's meeting packet from Lieutenant Governor Polito expressing her appreciation to MARPA for its assistance with this event.

Mr. Brennan stated that the PVPC is trying to get ready for the District Local Technical Assistance (DLTA) program for the next calendar year however he noted that the PVPC's contract may not be ready until early to mid-December. Mr. Brennan pointed out that PVPC does not want to solicit projects from our cities and towns until we are confident that we will be receiving the funds to set up the projects for the coming year.

Finally, Mr. Brennan noted that there was another hearing in the Legislature this past week on State Senator Eric Lesser's bill to conduct a feasibility study for high speed rail access between Springfield and Boston. Mr. Brennan pointed out that PVPC is trying to focus on a project and getting it implemented whereas Senator Lesser is seeking a feasibility study for high speed rail connection between Springfield and Boston. Mr. Brennan stated that at the request of Senator Lesser, PVPC wrote a letter which attempts to clarify what we are trying to do to get a project implemented but noting that high speed rail definitely needs to start with a feasibility study. He stated that Senator Lesser is grateful for the Commission's letter in support of his bill.

14. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Town of Blandford Which Will Allow the Town to Participate in the PVPC's Shared Accounting Program

Mr. Gunn called on Deputy Director James Mazik to address this agenda item. Mr. Mazik noted that 2 years ago, the Towns of Chesterfield and Blandford were interested in participating in a regional accounting program. Mr. Mazik explained that the Town of Chesterfield decided to participate in the program however Blandford had more serious issues that needed to be addressed before they could move forward. Mr. Mazik stated that the Town of Blandford is now ready to participate in the regional accounting program at least for the balance of this fiscal year. Mr. Mazik noted that PVPC's Municipal Services Manager Joshua Garcia is working to expand this program into other communities in the Hilltowns, noting that there seems to be an increased interest in outsourcing accounting at the local level at least for the smaller communities.

Mr. Gunn called for a motion to address agenda item 14.

MOVED BY JUDY TERRY, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT WITH THE TOWN OF BLANDFORD, IN THE AMOUNT OF \$13,667.00 (\$12,667.00 FOR CONSULTANT ACCOUNTANT AND \$1,000 FOR PVPC OVERSIGHT), FOR THE TOWN'S PARTICIPATION IN THE PVPC'S REGIONAL SHARED ACCOUNTING PROGRAM FOR THE PERIOD ENCOMPASSING NOVEMBER 1, 2017 THROUGH JUNE 30, 2018.

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.

15. Other Business

Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Massachusetts Emergency Management Agency (MEMA) on Behalf of the Hampshire Regional Emergency Planning Committee (HREPC), for Which the PVPC Serves as the Fiduciary Agent for That Organization.

Mr. Brennan stated that the PVPC has conducted this activity for a number of years but this is the first year where the dollar amount rose above \$5,000 which required that this contract be presented for approval by the Executive Committee. Mr. Brennan explained that this committee does various kinds of activities related to training, drills, etc., adding that the HREPC members decide on which activities will be undertaken during a given year and PVPC receives and allocates the funds to the eligible projects that the HREPC authorizes.

Mr. Gunn called for a motion to address agenda item 15.

MOVED BY GEORGE KINGSTON, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$5,550 CONTRACTUAL AGREEMENT WITH THE MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY (MEMA), ON BEHALF OF THE HAMPSHIRE REGIONAL EMERGENCY PLANNING COMMITTEE (HREPC), FOR WHICH THE PVPC SERVES AS ITS FIDUCIARY AGENT.

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 asked if there was any further business to address. Ms. Terry stated that she would like to provide an update on the Rural Policy Advisory Commission (RPAC). Ms. Terry noted that at the October Commission meeting, there was a presentation on the Commonwealth's rural towns as well as an abbreviated presentation of the rural town survey that had been conducted by the RPAC. Ms. Terry referred to a hard copy of the survey that she had obtained noting that the survey results are now available online. Ms. Terry pointed out that there is a lot more information and detail in this document than can be provided during a presentation. Ms. Terry reported that there are 29 rural communities within the Pioneer Valley that meet the population criteria of less than 500 people per square mile and she underscored that the PVPC has a big commitment to our rural communities. Ms. Terry noted that the survey was statewide and she reported that there was a survey response rate of 59% across the Commonwealth. She also noted that the Pioneer Valley region had a 76% response rate, adding that only 7 rural PVPC communities had not filled out the survey. Ms. Terry then referred to a second RPAC document entitled *The Commonwealth's Rural Towns* which is a demographics report developed by the Demographics and Economic Development Committees. Ms. Terry stated that both documents can be found by searching for *Rural Policy Advisory Commission* on the Mass.Gov website. Mr. Brennan added that he believed the documents are also posted on the PVPC website. Ms. Terry stated that this information has not yet been distributed to the rural towns and she pointed out that the RPAC does not plan to meet again until January. Ms. Terry noted that it had been suggested that a meeting be set up with PVPC's Manager of Public Affairs Pat Beaudry and with PVPC's Municipal Services Manager Joshua Garcia to talk about thanking our rural communities which had responded to the survey.

Mr. Brennan then provided a brief update on the ongoing issue with the Massachusetts State Retirement Board (MSRB). Mr. Brennan stated that a meeting that was going to take place in August was cancelled. It was supposed to be rescheduled for September however that did not happen and the next meeting is now scheduled for November 7th. Mr. Brennan stated that there has been no follow up that he is aware of since the August 15th meeting when MARPA gave their PowerPoint presentation to key state officials. Mr. Brennan added that MARPA has submitted our audit reports to the chairwoman as requested and he does not expect to learn anything more until after the November 7th meeting has taken place.

At this point, Mr. Brennan noted that, assuming there are sufficient agenda items, the next meeting of the Executive Committee is scheduled for Thursday, November 16, 2017 at 4:00 p.m.

There being no further business for the Executive Committee to conduct, Chairman Gunn adjourned the October 26th Executive Committee meeting at 5:05 p.m. without objection.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

List of Documents and Other Items Distributed at the October 26, 2017 Meeting

1. Executive Committee October 26, 2017 Meeting Agenda and Suggested Motions
2. Executive Committee August 17, 2017 Meeting Minutes
3. PVPC Warrant: August 1 through August 31, 2017
4. PVPC Warrant: September 1 through September 30, 2017
5. PVPC Financial Summary Profile as of October 26, 2017
6. PVPC 3 Month Budget (July 1 through September 30, 2017)
7. Letter dated September 27, 2017 from Lieutenant Governor Karyn Polito – Municipal Conference College of the Holy Cross