

PIONEER VALLEY PLANNING COMMISSION (PVPC)

Minutes of Executive Committee Meeting  
Thursday, January 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  
Lynn Arnold – Holland  
Marilyn Gorman Fil – Monson  
Michael Marciniec - Palmer

PVPC Staff:

Tim Brennan, Executive Director  
Lisa Edinger, Accountant  
Patty Gambarini, Senior Environmental Planner  
James Mazik, Deputy Director for Operations/Community Development Section Manager  
Catherine Ratte, Principal Planner/Environment and Land Use Section Manager  
Lynn Shell, Support Staff

Guest:

Patrice Squillante, CPA, Melanson Heath & Company, P.C.

1. Chairman's Call to Order, Welcome and Approval of the Minutes of the Executive Committee Meeting Held on November 17, 2016

The January 26<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 November 17, 2016 Executive Committee meeting.

MOVED BY DOUGLAS ALBERTSON, SECONDED BY JUDY TERRY, TO APPROVE THE MINUTES OF THE NOVEMBER 17, 2016 EXECUTIVE COMMITTEE MEETING AS PRESENTED.

Mr. Gunn asked if there were any comments, corrections or questions concerning the minutes of the November 17, 2016 Executive Committee meeting but none were forthcoming.

THERE BEING NO QUESTIONS OR COMMENTS, THE MINUTES OF THE NOVEMBER 17, 2016 EXECUTIVE COMMITTEE MEETING WERE UNANIMOUSLY APPROVED.

After a brief discussion, Mr. Gunn said he would slightly revise the order of today's agenda items.

2. Agenda Item 3 - Introduction of New Staff

Mr. Mazik introduced new staff member, Shannon Walsh, who he noted has been hired to replace Elizabeth Rairigh as PVPC's new Historic Preservation Planner. Mr. Mazik stated that Ms. Walsh received her BA from Gettysburg College and she received a Master's Degree from Boston University and a Master's Degree from the Savannah College of Arts and Design. Next, Ms. Ratte then introduced Corrin Meise-Munns who was recently hired as a Planner 1 in the PVPC's Environment and Land Use Section. Ms. Ratte stated that Ms. Meise-Munns is a recent graduate from the Conway School's Sustainable Design Program, noting that she comes to the PVPC most recently from the Charles River Watershed Association. Executive Committee members welcomed Ms. Walsh and Ms. Meise-Munns. Mr. Gunn then stated that the next agenda item to be taken up will be agenda item 4.

3. Agenda Item 4 - Presentation of the PVPC's Fiscal Year 2016 Audit Reports as Prepared by the Commission's CPA Firm Melanson Heath & Company P.C.

Mr. Gunn introduced Patrice Squillante, Certified Public Accountant from the CPA firm, Melanson Heath, who is here to present the Planning Commission's final Fiscal Year 2016 audit reports and related findings. Mr. Gunn noted that the CPA's Fiscal Year 2016 Audit Reports were previously emailed to Executive Committee members and the hard copy versions of those audit reports have also been distributed at this meeting for review and approval. Mr. Gunn then asked Ms. Squillante to begin her presentation.

Ms. Squillante first reviewed the PVPC's Annual Financial Statements. As regards the *Statement of Net Position*, Ms. Squillante noted that all of PVPC's activities, except for the Other Post-Employment Benefits (OPEB) Trust Fund, are consolidated into one column labeled *Governmental Activities*, as well as items that the Governmental Accounting Standards Board (GASB) has determined need to be reported in PVPC's long term liabilities. Ms. Squillante pointed out that the *Net Pension Liability* which represents GASB's required reporting of PVPC's share of the Massachusetts State Employees' Retirement System, is unrelated to the potential liability for contributions to the Massachusetts State Retirement Board (MSRB) which now amounts to nearly \$800,000, and Ms. Squillante noted that the PVPC should expect to receive another bill for calendar year 2016. Mr. Brennan stated that he would like to point out for the record that this bill is actually being paid by the state but the notion now is for the MSRB to try to have multiple organizations such as the PVPC pay for this obligation. Ms. Squillante agreed but noted that PVPC's contribution is being made by the state by default since some organizations are statutorily exempt from having this contribution assessed to them while others such as the PVPC apparently don't have this exemption which is why the PVPC is now being billed. Ms. Squillante stated that this potential liability is not reflected in the financial statements because of the significant questions that clearly surround this issue and she stated that this is described in the form of a footnote disclosure. As regards PVPC's net OPEB obligation, Ms. Squillante noted that a GASB standard will go into effect in Fiscal Year 2018 which requires that the entire OPEB obligation be reported in the organization's annual audit as a liability. Ms. Squillante noted that this liability grows incrementally each year and she underscored that the PVPC has no significant surplus available to absorb those long term OPEB liabilities.

Ms. Squillante then referred to the *Governmental Funds* appearing on page 11 of the PVPC's FY 2016 Financial Statements and she talked about PVPC's *Unassigned General Funds*, which is essentially PVPC's unobligated cumulative surplus. Ms. Squillante also noted that there is a new reserve in the General Funds which is classified as assigned and this is basically PVPC's special projects or money that was budgeted and set aside. Under *Liabilities*, Ms. Squillante noted that PVPC is using the line of credit but there has not been a pattern of it staying in place or escalating which she indicated would be a negative indication. At this point, Ms. Squillante responded to several clarifying questions which were raised by Executive Committee members.

Ms. Squillante next discussed the Commission's FY 2016 Management Letter as prepared by Melanson Heath, noting that there are technically no repeat issues cited from the previous year. Ms. Squillante stated that a prior year comment that involved payroll withholding was resolved and Melanson Heath has therefore eliminated this finding. Ms. Squillante then reviewed the CPA management letter comments under *Current Year Recommendations* noting that the third and fourth comments are informational and not issues that need to be addressed or corrected. These 4 comments included the following according to Ms. Squillante:

- 1) Monitor and Adjust Indirect Costs for Reimbursable Expenses and Any Timing Differences
- 2) Prepare for New Single Audit Guidelines Over Procurement and Expand Current Policies for Subrecipient Monitoring
- 3) Consider Reauthorizing OPEB Trust Fund Under New Legislation
- 4) Prepare to Implement GASB 74 and 75 for OPEB.

At this point, Ms. Squillante stated that she had concluded her presentation of the PVPC's Fiscal Year 2016 audit findings and recommendations. After asking if there were further questions for Ms. Squillante, Mr. Gunn called for a motion to accept Melanson Heath's FY 2016 audit reports of the PVPC.

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO ACCEPT THE PVPC'S AUDIT REPORTS ENCOMPASSING THE PLANNING COMMISSION'S 2016 FISCAL YEAR (I.E. JULY 1, 2015 THROUGH JUNE 30, 2016) AS PREPARED BY THE PVPC'S CERTIFIED PUBLIC ACCOUNTANT (CPA), MELANSON, HEATH AND COMPANY, P.C. INCLUDING THE RECOMMENDATIONS OUTLINED IN THE CPA'S FINAL FY 2016 MANAGEMENT LETTER.

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.

Mr. Brennan and Mr. Gunn thanked Ms. Squillante for her clear and comprehensive report. At this point, Mr. Gunn stated that he would now return to take up agenda item 2 on today's Executive Committee meeting agenda.

4. Agenda Item 2 - Warrant/Financial Reports

Mr. Gunn noted that copies of the November and December 2016 warrants had been distributed to Executive Committee members for their review and he asked PVPC Accountant, Lisa Edinger, for her comments. Referring to the November warrant, Ms. Edinger highlighted check #15356 and check #15417 each in the amount of \$20,000 noting that both checks are payable to the Commonwealth of Massachusetts GIC and she explained that these are partial payments for PVPC's quarterly employer share of health insurance for PVPC staff. As regards the December warrant, Ms. Edinger noted that under *Board Payment Listing*, there is an amount of zero listed for *employee voluntary and mandatory deductions*. Ms. Edinger explained that there was a delay due to cash flow and this amount will therefore appear on the January 2017 warrant. Ms. Edinger then highlighted check #15445 in the amount of \$4,200 which is payable to Daniel Hodge and she explained that this payment is for analysis work tied to the Inland Route Rail project. Ms. Edinger noted that PVPC is sharing the cost for this project with the Capitol Region Council of Governments and PVPC will thus be reimbursed for half of these expenses. After responding to several informational questions raised by Executive Committee members, Ms. Edinger next reviewed a report entitled *Pioneer Valley Planning Commission Financial Summary* which she underscored reflects PVPC's account balances through January 24, 2017.

Ms. Edinger then reviewed the PVPC's 6 month budget report encompassing the time period of July 1, 2016 through December 31, 2016. Ms. Edinger noted that several budget line items, including *Workers Compensation* and *Membership Fees and Dues*, are over budget at this point because those expenditures occur once and typically at the beginning of the fiscal year. She noted that this will even out and those amounts will be within budget at the end of the fiscal year. Mr. Brennan pointed out that the insurance line item will likely need to be increased given that PVPC had recently gone forward with purchase of the liability insurance policy. Ms. Edinger confirmed that this amount will be increased in a future modified version of the current year operating budget. There being no further questions or comments, Mr. Gunn moved to take up agenda item 5.

5. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Town of South Hadley to Administer its Recreational Trails Act Grant to Develop a New "River to Range" Accessible Trail

Mr. Gunn called on PVPC Senior Environmental Planner Patty Gambarini to address this agenda item. Ms. Gambarini explained that this is a state grant from the Department of Conservation and Recreation's Recreational Trails Program to be used to develop a trail off of Ferry Street in South Hadley near the Mount Holyoke College Community Boathouse. Ms. Gambarini stated that PVPC's work will involve project management and procurement.

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

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$7,074 CONTRACTUAL AGREEMENT WITH THE TOWN OF SOUTH HADLEY TO ADMINISTER THE TOWN'S RECREATIONAL TRAILS ACT GRANT WHICH WILL DEVELOP A NEW "RIVER TO RANGE" ACCESSIBLE TRAIL.

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.

6. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the City of Easthampton to Facilitate the Easthampton-Southampton Shared Conservation Agent Program

Mr. Gunn again called on Senior Planner Patty Gambarini to address this agenda item. Ms. Gambarini stated that this is the first of two grants that the PVPC has been involved in with the Efficiency and Regionalization Grant Program, noting that PVPC Senior Planner Jaimye Bartak had assisted the City of Easthampton with their grant proposal. Ms. Gambarini

explained that this funding is for PVPC staff time to help the City of Easthampton and the Town of Southamptton determine how they will share the services of the Conservation Agent on an ongoing basis following the end of the grant award.

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

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$26,300 CONTRACTUAL AGREEMENT WITH THE CITY OF EASTHAMPTON TO FACILITATE THE IMPLEMENTATION OF THE JOINT EASTHAMPTON-SOUTHAMPTON SHARED CONSERVATION AGENT PROGRAM.

Mr. Gunn asked if there were any questions regarding the motion for agenda item 6 but none were forthcoming.

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

7. Authorization for the Executive Director to retroactively Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Massachusetts Executive Office for Administration and Finance to Establish a Framework for a Nitrogen Trading Program on the Connecticut River in Massachusetts and to Expand the Slate of Regional Services for Connecticut River Stormwater Committee Communities

Mr. Gunn once again called on Senior Planner Patty Gambarini to address agenda item 7. Ms. Gambarini stated that part of this project involves working with wastewater treatment plants on the Connecticut River and she noted that the idea is to take the first steps towards establishing a nitrogen trading program in our region. Ms. Gambarini remarked that nitrogen reduction is a big issue, however she noted that the City of Chicopee has limited ability to expand their plant to accommodate this new, federal treatment requirement. Ms. Gambarini stated that the Springfield Water and Sewer Commission may be in a position to do a higher level of treatment and if the Springfield plant could upgrade, there could be a trade in credits with an entity such as Chicopee's waste water treatment plant. Ms. Gambarini noted that the other part of this grant are intended to expand some of the services currently being offered through the Connecticut River Stormwater Committee which now includes 15 member municipalities.

Mr. Gunn called for a motion to address agenda item 7.

MOVED BY DOUGLAS ALBERTSON, SECONDED BY MICHAEL MARCINIEC, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO RETROACTIVELY NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT NOT TO EXCEED \$111,550 WITH THE MASSACHUSETTS EXECUTIVE OFFICE FOR ADMINISTRATION AND FINANCE TO ESTABLISH A FRAMEWORK FOR A NITROGEN TRADING PROGRAM ON THE CONNECTICUT RIVER IN MASSACHUSETTS AND TO EXPAND THE SLATE OF REGIONAL SERVICES FOR CONNECTICUT RIVER STORMWATER COMMITTEE MEMBER COMMUNITIES. THIS FUNDING, AWARDED UNDER THE COMMONWEALTH'S EFFICIENCY AND REGIONALIZATION GRANT PROGRAM, WILL BE MATCHED BY \$21,150 OF FUNDING EACH COMMITTED BY THE CITIES OF SPRINGFIELD AND CHICOPEE AND ANOTHER \$21,150 COMMITTED FROM THE PVPC'S 2017 DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA) PROGRAM ALLOCATION.

Mr. Gunn asked if there were any 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 Contractual Agreement With the Municipalities of Agawam, Belchertown, Granby, Ludlow, Northampton, South Hadley, and Southwick for Funding to Procure Regional Services for Stormwater Mapping and Data Integration Needed for Compliance With the New MS4 Permit Requirements

Mr. Gunn again called on Patty Gambarini to address this agenda item. Ms. Gambarini began by highlighting that agenda items 8 and 9 are interrelated. She explained that the PVPC is contracting with seven municipalities in order to secure funding that PVPC can commit to a contract with the consultant firm, Wright Pierce. Ms. Gambarini stated that this work comes out of a PVPC year-long project through DLTA, working with municipalities to figure out the best approach to integrating the data collection requirements related to stormwater infrastructure that are in the new permit with available GIS mapping tools. Ms. Gambarini stated that PVPC had issued a Request for Proposals (RFP) soliciting a consultant for

this project and the consultant firm Wright Pierce responded with the most advantageous proposal. Wright Pierce will help collect data that will integrate with the GIS mapping that the municipalities have compiled of their community's stormwater infrastructure. After Ms. Gambarini had responded to a series of questions raised by Executive Committee members, Mr. Gunn called for a motion to address agenda item 8.

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENTS, NOT TO EXCEED \$55,412, WITH 7 PVPC MEMBER MUNICIPALITIES (\$7,916 PER COMMUNITY) INCLUDING AGAWAM, BELCHERTOWN, GRANBY, LUDLOW, NORTHAMPTON, SOUTH HADLEY, AND SOUTHWICK. FUNDING FROM THESE CONTRACTS WILL BE USED TO COVER THE COSTS OF A REGIONAL SERVICES CONTRACT WITH THE CONSULTANT FIRM WRIGHT-PIERCE TO DEVELOP AND DEPLOY AN ON-LINE MOBILE INTEGRATED STORMWATER DATA COLLECTION AND MAPPING APPLICATION FOR THE 7 PARTICIPATING MUNICIPALITIES; TO COVER THE COSTS FOR PVPC TO PURCHASE AN ARCGIS USER ACCOUNT THAT CAN ACCOMMODATE 50 USERS, AND; TO FACILITATE UP TO 8 PROJECT MEETINGS OF REPRESENTATIVES OF THE 7 PARTICIPATING MUNICIPALITIES WITH THE CONSULTANT FIRM WRIGHT PIERCE.

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

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

9. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With Wright-Pierce to Provide Regional Services to 7 Municipalities in Developing and Deploying an On-line Mobile Integrated Data Collection and Mapping Application Needed for Compliance With the New MS4 Permit Requirements

Mr. Gunn noted that Ms. Gambarini had previously explained this consultant contract is directly linked to agenda item 8. Mr. Gunn then called for a motion to address agenda item 9.

MOVED BY JUDY TERRY, SECONDED BY MICHAEL MARCINIEC, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT NOT TO EXCEED \$38,913, WITH THE CONSULTANT FIRM WRIGHT-PIERCE TO RETAIN REGIONAL SERVICES FOR 7 MUNICIPALITIES IN ORDER FOR THE CONSULTANT FIRM TO DEVELOP AND DEPLOY AN ON-LINE MOBILE INTEGRATED DATA COLLECTION AND MAPPING APPLICATION NEEDED FOR COMPLIANCE WITH THE U.S. ENVIRONMENTAL PROTECTION AGENCY'S NEW MS4 STORMWATER PERMIT REQUIREMENTS.

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

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

10. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Massachusetts Department of Housing and Community Development for FY17 District Local Technical Assistance Services and for the PVPC to Provide a Required 5% Cash Match of the Contract Amount

Mr. Brennan stated that it was uncertain if the District Local Technical Assistance (DLTA) program would be funded this fiscal year, however, several state agency leaders successfully fought to fund the DLTA Program in FY 2017 at \$2.8 million statewide. Mr. Brennan stated that the Executive Committee will need to authorize this year's DLTA contract, including a 5% local cash match. Mr. Brennan noted that the PVPC has thus far received at least 25 requests for technical assistance from our cities and towns and the PVPC will begin making some selections later this month. Mr. Gunn then called for a motion to address agenda item 10.

MOVED BY LYNN ARNOLD, SECONDED BY DOUGLAS ALBERTSON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$254,069 CONTRACTUAL AGREEMENT WITH THE MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (DHCD) FOR 2017 DISTRICT LOCAL TECHNICAL ASSISTANCE PROGRAM SERVICES FOR ELIGIBLE PROJECTS IN PVPC MEMBER COMMUNITIES INCLUDING A REQUIRED 5% CASH MATCH (\$12,703.50) COMMITMENT BY THE PVPC.

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 Behavioral Health Network, Inc. at Valley Human Services to Provide Domestic Violence Prevention Support Services under the PVPC's FY16 Ware, Warren, and Hardwick Community Development Fund Domestic Violence Prevention Programs

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 had issued a Request for Proposals (RFP) to subcontract this work to provide Domestic Violence Prevention Support Services. Mr. Mazik noted that the Behavioral Health Network, Inc. at Valley Human Services responded to this RFP and they are being recommended to conduct this work.

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

MOVED BY LYNN ARNOLD, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$23,486 CONTRACTUAL AGREEMENT WITH THE BEHAVIORAL HEALTH NETWORK, INC. AT VALLEY HUMAN SERVICES IN ORDER TO PROVIDE DOMESTIC VIOLENCE PREVENTION SUPPORT SERVICES UNDER THE PROVISIONS OF THE PVPC'S FISCAL YEAR 2016 WARE, WARREN, AND HARDWICK COMMUNITY DEVELOPMENT FUND DOMESTIC VIOLENCE PREVENTION PROGRAMS.

Mr. Gunn asked if there were any questions regarding the 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 Contractual Agreement With UMASS LARP to Research and Develop the Vulnerability Analysis Portion of the PVPC's Work on the Springfield Climate Action Resilience Plan

Mr. Gunn called on Catherine Ratte, Principal Planner, Environment and Land Use Section Manager, to address agenda item 12. Ms. Ratte stated that agenda items 12, 13 and 14 are all related to a previously approved contract that's in place with the City of Springfield in order for the PVPC to facilitate the City's Climate Action Resilience Plan (CARP). As regards the contract with the University of Massachusetts' Department of Landscape Architecture and Regional Planning (LARP), Ms. Ratte explained that the PVPC asked Elisabeth Hamin, LARP Chair and Professor of Regional Planning, to assist the PVPC given her expertise in this area and to help address the project's very tight timetable.

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

MOVED BY LYNN ARNOLD, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$9,775 CONTRACTUAL AGREEMENT WITH UNIVERSITY OF MASSACHUSETTS - DEPARTMENT OF LANDSCAPE ARCHITECTURE AND REGIONAL PLANNING TO CONDUCT RESEARCH AND DEVELOP THE VULNERABILITY ANALYSIS PORTION OF THE PVPC'S WORK ON THE CITY OF SPRINGFIELD'S CLIMATE ACTION RESILIENCE PLAN.

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

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

13. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With Arise for Social Justice to Conduct Grassroots Community Outreach and Organizing Targeting the City's Vulnerable Populations as Part of the PVPC's Work on the Springfield Climate Action Resilience Plan

Mr. Gunn again called on PVPC Principal Planner Catherine Ratte to address this agenda item. Ms. Ratte noted that this project is being funded by the U.S. Department of Housing and Urban Development (HUD). Given that the HUD National Disaster Resilience Program was focused on vulnerable populations, Ms. Ratte stated that the City of Springfield has

requested that the PVPC plan to work closely with local grass roots community groups and she noted that the organization, Arise for Social Justice, has been chosen to conduct community outreach in support of this project.

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

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$9,000 CONTRACTUAL AGREEMENT WITH THE COMMUNITY ORGANIZATION, ARISE FOR SOCIAL JUSTICE, TO CONDUCT GRASSROOTS COMMUNITY OUTREACH AND ORGANIZING TARGETED AT THE CITY'S VULNERABLE POPULATIONS WHICH IS NEEDED AS PART OF THE PVPC'S WORK TO DEVELOP THE CITY OF SPRINGFIELD'S CLIMATE ACTION RESILIENCE PLAN.

Mr. Gunn asked if there were any questions regarding the motion 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 Mutually Acceptable Contractual Agreement for Consultant Services to Design, Plan, and Implement the Stakeholder Identification and Engagement and Broad Community Outreach and Engagement for both the Development of and the Implementation Phase of PVPC's Work on the Springfield Climate Action Resilience Plan

Mr. Gunn once again called on PVPC Principal Planner Catherine Ratte to address this agenda item. Ms. Ratte stated that this contract involves the broader outreach and engagement component as part of PVPC's work on the Springfield Climate Action Resilience Plan. She stated that the PVPC carried out a competitive procurement process to retain needed consultant support services and this generated three responses. Ms. Ratte noted that a local western Massachusetts resource, Partners for a Healthier Community, has been recommended to carry out this work based on the reviews and recommendation of a project subcommittee.

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

MOVED BY LYNN ARNOLD, SECONDED BY DOUGLAS ALBERTSON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$61,000 CONTRACTUAL AGREEMENT WITH PARTNERS FOR A HEALTHIER COMMUNITY, INC., FOR CONSULTANT SUPPORT SERVICES NEEDED IN ORDER TO DESIGN, PLAN, AND IMPLEMENT THE STAKEHOLDER IDENTIFICATION AND ENGAGEMENT PROGRAM AND TO PURSUE BROAD COMMUNITY OUTREACH AND ENGAGEMENT FOR BOTH THE DEVELOPMENT AND IMPLEMENTATION PHASES OF PVPC'S WORK IN PREPARING THE CITY OF SPRINGFIELD'S CLIMATE ACTION RESILIENCE PLAN.

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

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

At this point, Ms. Ratte stated that she would be happy to email Executive Committee members an American Planning Association (APA) report, entitled, *Emerging Trends in Regional Planning*. All of the Executive Committee members in attendance expressed interest in receiving the document and so Ms. Ratte indicated she would distribute it to everyone.

15. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With HMA Contracting Corporation to Serve as Construction Contractor for the Blanche Barlow Parking and Trail Project in Lee

Mr. Gunn called on Deputy Director James Mazik to address this agenda item. Mr. Mazik stated that the Massachusetts Department of Transportation has agreed to reallocate funds to support this project which will create a trail access road and parking area at a site on Route 20 in the Town of Lee. Mr. Mazik stated that the work will involve demolition of a dilapidated building in order to create a parking area along with access to Goose Pond and he noted that the work is scheduled to begin in the spring.

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

MOVED BY LYNN ARNOLD, SECONDED BY MICHAEL MARCINIEC, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$140,910 CONTRACTUAL AGREEMENT WITH THE FIRM, HMA CONTRACTING CORPORATION, BASED IN MECHANICVILLE, NEW YORK WHICH HAS BEEN SELECTED TO SERVE AS CONSTRUCTION CONTRACTOR FOR THE BLANCHE BARLOW PARKING AND TRAIL PROJECT WHICH IS LOCATED IN THE TOWN OF LEE.

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

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

16. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the City of Westfield to Administer its FY17 CDBG Housing Rehabilitation Program

Mr. Gunn again called on Deputy Director James Mazik to address this agenda item. Mr. Mazik stated that the City of Westfield would like to contract with the PVPC to administer the City's Fiscal Year 2017 Community Development Block Grant (CDBG) Housing Rehabilitation Program. Mr. Mazik noted that this will most likely involve three projects.

Mr. Gunn called for a motion to address agenda item 16.

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$100,000 (\$86,500 LOANS, \$13,500 ADMINISTRATION) CONTRACTUAL AGREEMENT WITH THE CITY OF WESTFIELD TO ADMINISTER ITS FISCAL YEAR 2017 CDBG HOUSING REHABILITATION PROGRAM.

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

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

17. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the First Congregational Church in South Hadley to Prepare a National Register Nomination

Mr. Gunn again called on James Mazik to address this agenda item. Mr. Mazik noted that this is under the contract threshold. He explained that this was a contract that PVPC's new Historic Preservation Planner Shannon Walsh had with the First Congregational Church in South Hadley and PVPC would be assuming that contract for the same dollar amount.

After Mr. Mazik responded to several informational questions, Mr. Gunn called for a motion to address agenda item 17.

MOVED BY JUDY TERRY, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$3,000 CONTRACTUAL AGREEMENT WITH THE FIRST CONGREGATIONAL CHURCH IN SOUTH HADLEY TO PREPARE A NATIONAL REGISTER NOMINATION.

Mr. Gunn asked if there were any questions regarding the motion for agenda item 17 but none were forthcoming.

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

18. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Memorandum of Understanding with the Central Massachusetts Regional Planning Commission to Provide Economic Development Planning Services under a Proposed Contract With the Town of Northbridge

Mr. Gunn again called on James Mazik to address this agenda item. Mr. Mazik stated that the Central Massachusetts Regional Planning Commission (CMRPC) had talked with representatives from the Town of Northbridge about preparing an economic development plan for that community. Mr. Mazik noted that CMRPC does not have as much extensive experience in economic development as the PVPC and therefore the CMRPC would like to work with PVPC staff. Mr. Mazik noted that PVPC Environment and Land Use Senior Planner Larry Smith, and Senior Economic Development and Policy Analyst Lori Tanner, had recently met with CMRPC staff in Northbridge to discuss how best to proceed. Mr. Mazik stated that the Town of Northbridge would like to go forward with a contract with CMRPC and they would also like to



formalize a Memorandum of Understanding between the PVPC and the CMRPC so that the PVPC can provide economic development planning services required for this project.

Mr. Gunn called for a motion to address agenda item 18.

MOVED BY LYNN ARNOLD, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE MEMORANDUM OF UNDERSTANDING (MOU) WITH THE CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION IN ORDER FOR THE PVPC TO PROVIDE ECONOMIC DEVELOPMENT PLANNING SERVICES UNDER TERMS OF A PROPOSED CONTRACT WITH THE TOWN OF NORTHBRIDGE.

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

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

19. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Memorandum of Understanding with the Central Massachusetts Regional Planning Commission to Provide Mutual CDBG Services Under the FY17 MA DHCD Community Development Application Process and Subsequent Contract Administration

Mr. Gunn again called on James Mazik to address this agenda item. Mr. Mazik explained that as regards the Community Development Block Grants, the scoring process has changed and the management plan structure needs to be clearly identified. Given this, he underscored that it is necessary to have formal Memorandums of Understanding in place as part of the application process. Mr. Mazik noted that the four communities are Brookfield, Leicester, North Brookfield and Sturbridge. Mr. Mazik stated that the Central Massachusetts Regional Planning Commission (CMRPC) will be taking the lead for Brookfield and Leicester and PVPC will be working in concert with them. Mr. Mazik noted that if Leicester is funded, PVPC would handle the housing rehabilitation portion of the project. Mr. Mazik also noted that the PVPC is working on the North Brookfield and Sturbridge grants separately and CMRPC staff would assist the PVPC to carry out some of the required field work.

Mr. Gunn called for a motion to address agenda item 19.

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE MEMORANDUM OF UNDERSTANDING (MOU) WITH THE CENTRAL MASSACHUSETTS REGIONAL PLANNING COMMISSION IN ORDER FOR THE PVPC TO PROVIDE MUTUAL CDBG SERVICES UNDER THE PROVISIONS OF FISCAL YEAR 2017 MASSACHUSETTS DHCD COMMUNITY DEVELOPMENT GRANT APPLICATION PROCESS AS WELL AS SUBSEQUENT CONTRACT ADMINISTRATION.

Mr. Gunn asked if there were any questions regarding the motion for agenda item 19 but none were forthcoming.

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

20. Review and Approve Modifications to the PVPC Operations Manual Which are Necessary to Comply With Recent Changes Enacted Into Law Under the Commonwealth's Public Records Law

Mr. Gunn again called on James Mazik to address this agenda item. Mr. Mazik referred to a document that he had distributed entitled *Public Records Requests* regarding recent changes to the Public Records Law. Mr. Mazik stated that as required, the guidelines have been posted on PVPC's website. He stated that he is asking the Executive Committee to formally adopt the modifications and he will then include them in the PVPC Operations Manual as a new addition to the manual's policy section.

Mr. Gunn called for a motion to address agenda item 20.

MOVED BY JUDY TERRY, SECONDED BY MARILYN GORMAN FIL, TO APPROVE MODIFICATIONS TO THE PVPC'S OPERATIONS MANUAL WHICH ARE NECESSARY TO COMPLY WITH RECENT CHANGES ENACTED INTO LAW AND REQUIRED BY THE COMMONWEALTH'S RECENTLY UPDATED PUBLIC RECORDS LAW.

Mr. Gunn asked if there were any questions regarding the motion for agenda item 20 but none were forthcoming.

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

## 21. Personnel and Related Issues

Mr. Brennan first asked Mr. Mazik to provide an update regarding the recruitment efforts for PVPC's Public Health Emergency Preparedness (PHEP) Planner position. Mr. Mazik stated that Brian McCartney, who has been working as the Planning Commission's PHEP Planner for the past 2 years, will be leaving the agency due to family reasons and has given his notice to resign as of January 31<sup>st</sup> in order to return to Colorado. Mr. Mazik reported that Mr. McCartney has done a very good job and has taken care of all the deliverables required through the quarter ending on March 31<sup>st</sup> as well as into the next quarter. Mr. Mazik stated that one qualified candidate had interviewed for this position but an agreement could not be reached regarding the salary level. Consequently, Mr. Mazik stated that the PVPC will re-advertise this position with a higher salary range and hopefully attract more qualified individuals to apply for this open PHEP position.

Mr. Brennan then provided Executive Committee members with a memo he had received from PVPC Chief Planner Chris Curtis outlining several questions about post retirement employment options including whether or not it would be possible for him to continue working for a limited time as a part-time PVPC staff person. Mr. Brennan noted that there have been arrangements made in the past where former PVPC employees were hired to work for the PVPC on a specific project for a limited time as a consultant but not as regular PVPC staff. A brief discussion followed regarding what is allowable by the State Retirement Board as regards employment options following retirement. Mr. Marciniac noted that in certain cases it may be possible to obtain a waiver to allow a retired staff member to continue to work but he is not confident this type of arrangement is allowable in the case of the PVPC. Ms. Terry pointed out that there are differences in how retirees are handled depending on the state agency that a staff member is retiring from. She suggested that the PVPC staff member request something in writing from the State Retirement Board. In addition, both Mr. Marciniac and Ms. Terry recommended that a specific written notice of retirement be obtained from Mr. Curtis so that all parties can be aware of the relevant details of Mr. Curtis' planned retirement. Mr. Brennan agreed to follow up on these items and he indicated this item may need to be taken up and addressed by the Executive Committee at their February meeting.

## 22. Executive Director's Highlights

Mr. Brennan reported that a meeting of the Pioneer Valley Metropolitan Planning Organization (MPO) is scheduled for January 31<sup>st</sup>. Mr. Brennan remarked that the state is going through a much more rigorous schedule of frequent meetings, however, he noted that he has asked them not to set up a meeting when there are insufficient agenda items to warrant a meeting being convened.

Mr. Brennan stated that as a result of a discussion with Congressman McGovern's office about the current uncertainty around federal funding, the Franklin Regional Council of Governments (FRCOG) has asked the PVPC to assist them by doing a survey of our Hampshire County municipalities in terms of their level of dependence on federal aid. Mr. Brennan stated that the survey was recently sent to the PVPC's member communities in Hampshire County and he noted that he intends to send the survey out to Hampden County member municipalities as well.

As regards statewide zoning reform legislation, Mr. Brennan reported that legislation has been re-filed and renamed. He stated that it does not have a bill number per se but the house docket number is 2587 and he noted that the co-sponsors will be State Representative Steve Kulik in the House and State Senator Sarah Peake in the Senate.

Mr. Brennan reported that a meeting was convened on December 28<sup>th</sup> by Congressmen Neal and McGovern with Massachusetts Secretary of Transportation Stephanie Pollack to discuss our two highest rail project priorities, one being adding service for the North/South Knowledge Corridor above the City of Springfield which would affect the Cities of Holyoke, Northampton and Greenfield. Mr. Brennan stated that as long as we are willing to accept that this would be a pilot service to prove that the ridership is there, the state and the Administration remain favorably disposed to working with our region to expand service, which would likely include two trains a day in the morning and two trains a day in the late afternoon/evening. Mr. Brennan stated that the second project involves the "Inland Route" as a passenger rail connection between Boston, Worcester, Palmer, Springfield, Hartford and New Haven. Mr. Brennan noted that this project will require \$600 to \$700 million to implement and so Secretary Pollack has stated there is no known reliable source of federal rail funding assistance and this is a major obstacle. Mr. Brennan expressed to Secretary Pollack that it is important to find the money required for preliminary engineering and design work in order to have this Inland Route project ready should any

discretionary funding source become available and Secretary Pollack indicated that perhaps this option could be explored next year.

Mr. Brennan next reported that the PVPC has consummated a lease for our new vehicle using monies that PVPC had accumulated over the last several years. He reminded Executive Committee members that the PVPC's Transportation staff had reviewed this in detail at a previous Executive Committee meeting.

As regards the February PVPC Commission meeting, Mr. Brennan stated that he is trying to organize a session about addressing recreational marijuana. Mr. Brennan reported that the Treasurer's Legislative Director or General Counsel or both may be attending as special guests and he noted that he also invited State Senator James Welch.

Finally, Mr. Brennan announced that he will be attending the National Association of Regional Councils' Annual Federal Briefing to be on February 13<sup>th</sup> and 14<sup>th</sup> in Washington, D.C.

### 23. Other Business

At this point, Mr. Mazik provided a brief update on how several potential project problems are being addressed by the staff. Following Mr. Mazik's report, Mr. Gunn asked if there was any further business to address. There being no further business for the Executive Committee to conduct, Chairman Gunn adjourned the January 26<sup>th</sup> Executive Committee meeting at 6:10 p.m. without objection.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

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

1. Executive Committee January 26, 2017 Meeting Agenda and Suggested Motions
2. Executive Committee November 17, 2016 Meeting Minutes
3. PVPC FY 2016 Audit Report and Management Letter prepared by CPA Firm, Melanson Heath
4. PVPC Warrant: November 1 through November 30, 2016
5. PVPC Warrant: December 1 through December 31, 2016
6. PVPC Financial Summary Profile as of January 24, 2017
7. PVPC 6 Month Budget (July 1, 2016 through December 31, 2016)
8. U.S. EPA letter dated December 15, 2016
9. Public Records Requests
10. PVPC staff resignation letter dated November 18, 2016
11. PVPC staff resignation letter dated December 5, 2016
12. PVPC staff acceptance letter dated December 16, 2016
13. PVPC Staff resignation letter dated December 28, 2016