

PIONEER VALLEY PLANNING COMMISSION (PVPC)

Minutes of Executive Committee Meeting
Thursday, May 24, 2018
Pioneer Valley Planning Commission (PVPC)
60 Congress Street, Large Conference Room
Springfield, Massachusetts 01104

Present were:

Walter Gunn, Chair – Longmeadow
Judith Terry, Vice-Chair – Chesterfield
Douglas Albertson, Secretary/Clerk – Belchertown
Mark Cavanaugh, Assistant Treasurer – South Hadley
Lynn Arnold - Holland
T.J. Cousineau – Blandford
Marilyn Gorman Fil – Monson
Michael Marciniec - Palmer

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
Lori Tanner, Senior Economic Development and Policy Analyst

1. Chairman's Call to Order, Welcome and Approval of the Minutes of the Executive Committee Meeting Held on April 26, 2018

The May 24th Executive Committee meeting was called to order at 4:01 p.m. by Commission Chairman Walter Gunn. Mr. Gunn welcomed everyone in attendance and he called for a motion to approve the minutes of the April 26, 2018 Executive Committee meeting.

MOVED BY JUDY TERRY, SECONDED BY DOUG ALBERTSON, TO APPROVE THE MINUTES OF THE APRIL 26, 2018 EXECUTIVE COMMITTEE MEETING.

Mr. Gunn asked if there were any comments, corrections or questions concerning the minutes of the April 26, 2018 Executive Committee meeting but none were forthcoming.

THERE BEING NO QUESTIONS OR COMMENTS, THE MINUTES OF THE APRIL 26, 2018 EXECUTIVE COMMITTEE MEETING WERE APPROVED WITH TWO EXECUTIVE COMMITTEE MEMBERS, NAMELY LYNN ARNOLD AND MICHAEL MARCINIEC, ABSTAINING FROM THE VOTE.

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

2. Warrant/Financial Reports Including Recommended Amendments to the Commission's Current, FY 2018 Operating Budget

Mr. Gunn asked PVPC Accountant Lisa Edinger to comment on the April 2018 warrant. Ms. Edinger stated that there are two payments she would like to highlight. She first noted that check #16501, payable to Celtic Energy Incorporated in the amount of \$10,195, encompasses 3 invoices and she explained that this is for energy audit services performed for the Towns of Chester, Chesterfield and Middlefield. She also noted that check #16561 payable to Wright-Pierce in the amount of \$5,223.23 is for an active stormwater management project for regional services focused on developing and implementing an online and mobile integrated data collection and mapping application tool for the communities of Agawam, Belchertown, Granby, Ludlow, Northampton, South Hadley and Southwick. After responding to a series of questions

raised by Executive Committee members, Ms. Edinger then went on to review a staff report entitled *Pioneer Valley Planning Commission Financial Summary Profile* which lists PVPC's account balances as of May 24, 2018 and she pointed out that all of PVPC's account balances look healthy.

Ms. Edinger next addressed the Commission's Proposed/Amended Fiscal Year 2018 Budget report for the period encompassing July 1, 2017 through June 30, 2018. Ms. Edinger reviewed the recommended changes to the current year budget and Mr. Brennan pointed out that the total operating budget has actually been reduced from what was originally anticipated for FY 2018. Following Ms. Edinger's report, Mr. Brennan stated that the Executive Committee is now being asked to formally approve the amended FY 2018 budget noting that the Commission's auditors will use this report as the basis for the PVPC's FY 2018 audit report.

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

MOVED BY DOUG ALBERTSON, SECONDED BY T.J. COUSINEAU, TO APPROVE A SERIES OF STAFF-RECOMMENDED AMENDMENTS TO THE PLANNING COMMISSION'S CURRENT, FISCAL YEAR 2018 OPERATING BUDGET AS OUTLINED IN THE STAFF REPORT DATED MAY 24, 2018.

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

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

Mr. Gunn thanked Ms. Edinger for her report and he moved on to address the next agenda item.

3. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the MAPC, Acting on Behalf of the Western Region Homeland Security Advisory Council, in Order for the PVPC to Lead and Coordinate a Multi-RPA Project That's Aimed at Assisting First Responders to Better Address Special Need Individuals During Incident Response Efforts

Mr. Mazik stated that he believed that this contractual agreement with the Metropolitan Area Planning Council (MAPC) was approved at a previous Executive Committee meeting, however, he recommended moving forward with the motion for agenda item 3 to be certain that this contract has been properly authorized by the Executive Committee. Mr. Gunn then called for a motion to address this agenda item acknowledging for the record that this agreement may have previously been approved by the Executive Committee.

MOVED BY T.J. COUSINEAU, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE, NOT TO EXCEED \$25,000, CONTRACTUAL AGREEMENT WITH THE MAPC, ACTING ON BEHALF OF THE WESTERN REGION HOMELAND SECURITY ADVISORY COUNCIL, IN ORDER FOR THE PVPC TO LEAD AND COORDINATE A MULTI-RPA PROJECT THAT'S AIMED AT ASSISTING FIRST RESPONDERS TO BETTER ADDRESS SPECIAL NEED INDIVIDUALS DURING INCIDENT RESPONSE EFFORTS.

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

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

4. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Three Year Lease Agreement With the H.L. Dempsey Company for a New Black and White Copier to Support the PVPC and its Day-to-Day Operations

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

MOVED BY JUDY TERRY, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$6,625.08 (\$2,208.36/YEAR) THREE-YEAR LEASE AGREEMENT WITH THE H.L. DEMPSEY COMPANY OF WEST SPRINGFIELD FOR A NEW BLACK AND WHITE COPIER TO SUPPORT THE PVPC AND ITS DAY TO DAY OPERATIONS.

Mr. Gunn asked if there were any questions regarding the subject motion. Mr. Albertson asked if the lease includes maintenance for the copier. Mr. Brennan stated that he believes that maintenance is included as part of this agreement.

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

5. 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

Mr. Gunn called on James Mazik, Deputy Director for Operations and Community Development Section Manager, to address this agenda item. Mr. Mazik then discussed the proposed changes to various sections of the PVPC Operations Manual including revisions to Section I: *Office Operations and Procedures*; Section III: *Financial Control Policies, Procedures and Practices*; Section IV: *Miscellaneous Practices and Guidelines*; Section V: *PVPC Procurement and Monitoring Guidelines and Procedures*; and, Section VI: *PVPC Required Tracking Forms*. Mr. Mazik stated that the main revisions are found in Section V, *PVPC Procurement and Monitoring Guidelines and Procedures* and he noted that PVPC's auditors had indicated that these requirements will take effect on July 1, 2018. Mr. Mazik explained that Federal officials have combined different OMB circulars into one circular which changes procurement requirements as well as requirements governing monitoring all relevant PVPC contracts. Mr. Mazik then reviewed each of the proposed revisions noting that the PVPC Operations Manual has to be modified to reflect these Federal mandates which the PVPC must adhere to. Mr. Mazik then responded to several questions raised by Executive Committee members. Ms. Terry asked if the Executive Committee could have more time to review all of the proposed changes to the Operations Manual before voting on them. Mr. Gunn suggested that this item be tabled until the June 28th Executive Committee meeting. Mr. Mazik concurred and he invited Executive Committee members to contact him directly if they had any questions and he noted that the subject revisions do need to be approved by the Executive Committee by July 1st. It was then decided by consensus that agenda item 5 would be taken up and voted on at the June 28th Executive Committee meeting. Mr. Gunn then moved to address the next agenda item.

6. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable, Post-Retirement Contractual Agreement With Current PVPC Staff Member, Larry Smith, for Consultant Services Required for the Completion of a Multi-Community Subdivision Regulations Project and Other Select Work Tasks Beginning on or About July 1, 2018

Mr. Gunn called on Catherine Ratte, Principal Planner/Environment and Land Use Section Manager, to address this agenda item. Ms. Ratte stated that PVPC issued a request for quotes for consultant services to three planning consultants. Ms. Ratte noted that one of the consultants did not respond and one indicated that he did not feel that he was qualified to take on work outlined in the bid request. Ms. Ratte stated that PVPC staff member Larry Smith had responded and she recommended that the PVPC enter into a one year contract with Larry Smith for a maximum of \$28,500. Mr. Gunn pointed out that the motion for agenda item 6 specifies a contract amount of \$75 per hour and therefore he suggested that the motion be amended to indicate that the contract amount will be \$28,500 over a one year time period.

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

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$28,500, ONE YEAR, POST-RETIREMENT CONTRACTUAL AGREEMENT WITH CURRENT PVPC STAFF MEMBER, LARRY SMITH, FOR CONSULTANT SERVICES REQUIRED FOR THE COMPLETION OF A MULTI-COMMUNITY SUBDIVISION REGULATIONS PROJECT AND OTHER SELECT PVPC WORK TASKS BEGINNING ON OR ABOUT JULY 1, 2018 AND ENDING ON OR ABOUT JUNE 30, 2019.

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

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

At the request of Mr. Brennan, and as was agreed to by a consensus of the Executive Committee, Mr. Gunn stated that the next agenda items to be taken up will be items 9a and 9b.

9a) Supplemental Title VI Agreement With the PVTA

Mr. Brennan stated that the Pioneer Valley Transit Authority (PVTA) is required to complete Title VI obligations by July 1st, however, given that the PVTA is in the midst of potential service changes, they have asked the PVPC to conduct

this supplemental planning work for them. Mr. Brennan noted that the PVPC has three transit planners who will perform this additional Title VI work between now and July 1st.

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

MOVED BY MARILYN GORMAN FIL, SECONDED BY MARK CAVANAUGH, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A STAND ALONE CONTRACTUAL AGREEMENT WITH THE PIONEER VALLEY TRANSIT AUTHORITY (PVTA), NOT TO EXCEED \$11,700, IN ORDER FOR THE PVPC TO CONDUCT SUPPLEMENTAL TITLE VI ANALYTICAL AND SUPPORT SERVICES REQUIRED BY THE PVTA OVER THE MAY 24, 2018 THROUGH JUNE 30, 2018 TIME PERIOD.

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

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

9b) Video Consultant Agreement for a Healthy Community Design Toolkit Project

Mr. Gunn called on PVPC Principal Planner Catherine Ratte to address this agenda item. Ms. Ratte noted that the Executive Committee had previously approved a contract with the Massachusetts Department of Public Health in the amount of \$60,000 to conduct research and develop video case studies for a Healthy Community Design Toolkit project and she stated that this proposed subcontract is with Todd Video, the consultant firm recommended to perform the required video services.

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

MOVED BY MARILYN GORMAN FIL, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$20,185 SUBCONTRACT WITH THE VIDEO FIRM, TODD VIDEO OF GREENFIELD, MASSACHUSETTS, TO PERFORM VIDEO SERVICES REQUIRED BY THE PVPC FOR A HEALTHY COMMUNITY DESIGN TOOLKIT CASE STUDIES PROJECT WHICH IS BEING FUNDED BY THE MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH.

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

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

At this point, Mr. Gunn stated that he would now return to item 7 as annotated on today's Executive Committee meeting agenda.

7. Executive Director's Highlights Including Noteworthy Staff/Agency Accomplishments

Mr. Brennan noted that advocacy has focused on the State Senate version of the Fiscal Year 2019 state budget and he reported that the Senate has agreed to include \$88 million in their proposed budget for the Commonwealth's 15 Regional Transit Authorities including the PVTA. Mr. Brennan added that the House has also increased the amount for the RTAs but only to \$82 million and as a result this will be a Conference Committee budget item they will need to resolve. Mr. Brennan also stated that this week the Senate is debating hundreds of budget amendments and he noted that there are four amendments that the PVPC is focused on including an amendment dealing with funding in the next fiscal year for District Local Technical Assistance (DLTA) program which in the House budget would be level-funded at \$2.8 million per year. Mr. Brennan reported that DLTA funds were not included in the Senate budget so this is another Conference Committee action item. Mr. Brennan also reported that there was an amendment to the Community Preservation Act to try to get the reimbursement to cities and towns up from 11% to a range of 30-50% starting in FY 2019 and he stated that the fate of this amendment is uncertain. Mr. Brennan remarked that he did not know the fate of two other proposed budget amendments, namely a regional ballot initiative that is being championed by State Senator Lesser as well as an amendment regarding program funding for the Healthy Incentives Program.

Mr. Brennan announced that there will be a ribbon cutting ceremony on June 15th in Hartford for the new Hartford commuter line and he noted that service will be operating free on June 16th and 17th as a way to entice people to try it. Mr. Brennan added that he had hoped that the expansion of rail service north of Springfield to Holyoke, Northampton and Greenfield would happen by the end of calendar year 2018, however, he now expects that the startup date will more likely

be in the spring or summer of 2019. Mr. Brennan noted that he plans to meet with MassDOT staff in Boston on May 25th to get a status report on timing. As regards the State Rail Plan, Mr. Brennan stated that PVPC pushed back on one of the controversial issues in the Plan which is that if there is going to be rail service, there would be no rail service stop in Palmer. Mr. Brennan reported that the state has recently reversed that decision and moved Palmer into Category 2 which means it will be part of a new rail study which will likely start by late summer but he hoped to gain a higher level of certainty after the planned May 25th meeting with MassDOT officials.

Mr. Brennan reported that the PVPC is co-sponsoring a conference on the *Condition of Education in Western Massachusetts* which will take place on Tuesday, June 5th from 11:30 a.m. to 1:30 p.m. at the Log Cabin in Holyoke. Mr. Brennan stated that this is a free event and the link to sign up for the conference is posted on the PVPC website.

Mr. Brennan next reported that the May 1st MARPA *Legislator of the Year* dinner honoring Congressman McGovern was very successful and he thanked Mr. Gunn, Ms. Gorman Fil and Mr. Cousineau for attending. He also noted that the PVPC was represented by Transportation Planner Dana Roscoe and Executive Assistant Indrani Gallagher and he expressed his appreciation for their participation as well.

Mr. Brennan stated that the first round of the Housing Choice Initiative has just been announced by the Administration. He reported that only three communities were selected from our region, namely Amherst and the Cities of Easthampton and Northampton. Mr. Brennan noted that PVPC along with several other Regional Planning Agencies feel that the Housing Choice Initiative program criteria are too disadvantageous to rural municipalities and, therefore, are advocating using alternate criteria for rural municipalities in a future funding round.

Mr. Brennan next reported that the Pioneer Valley Metropolitan Planning Organization (MPO) met on May 22nd and he stated that the MPO approved our region's Transportation Improvement Program (TIP) and the Unified Planning Work Program (UPWP) for Federal Fiscal Year 2019 which begins on October 1st.

Mr. Brennan stated that invitations to the PVPC's June 14th Annual Meeting have been sent out. He noted that the PVPC will use this occasion to honor State Representative Stephen Kulik and State Representative John Scibak who will both be retiring as they complete their public service at the end of 2018. Given this, he hoped that there will be a good turnout for this event.

Mr. Brennan also announced that the Springfield Housing Authority has chosen Denise Jordan as their new Executive Director noting that she is the former Chief of Staff for Mayor Sarno. Mr. Brennan stated that he sent Ms. Jordan a congratulatory email letting her know that the PVPC is looking forward to working with her as she takes on this new challenge.

As regards noteworthy PVPC staff accomplishments, Mr. Brennan reported that Senior Land Use Planner, Dillon Sussman has been working with the Town of Pelham on a Village Center Zoning Proposal which passed at a Town Meeting last month. Mr. Brennan pointed out that the PVPC has been working on this project for 30 years. Mr. Brennan also reported that Mr. Sussman and PVPC Planner Corrin Meise-Munns helped West Springfield obtain an award from the MassDOT *Safe Routes to Schools Program* for the Memorial Elementary School in West Springfield. Mr. Brennan also announced that PVPC Historic Preservation Planner, Shannon Walsh, has landed a very substantial amount of work for Agawam involving complete community-wide inventory of historic properties and National Register Nominations. Finally, Mr. Brennan noted that PVPC's Senior Planner Larry Smith and Municipal Services Manager Joshua Garcia put together a very successful joint meeting of our Valley Development Council and Municipal Regional Roundtable. Mr. Brennan stated that the panel included two Commissioners from the Massachusetts Cannabis Control Commission and private sector Land Use Attorney Joel Bard.

8. Initial Discussion/Work Session Focusing on the Recruitment Process and Timetable for Securing the Planning Commission's Next Executive Director Which is Currently Targeted for Completion by 9-1-19

Mr. Brennan referred to two documents that had been distributed regarding the recruitment process for the next PVPC Executive Director including *Key Questions to Resolve for Phase I* and the *Initial Schedule of Key Target Dates and Milestones*. Mr. Brennan stated that his official retirement day will be on or about August 31, 2019 by which time he will have completed 46 years of service at the PVPC. Mr. Brennan noted that he has accumulated a lot of vacation time and accordingly during the months of July and August 2019, he plans to reduce his work schedule to approximately one day a week during that time if that arrangement is acceptable to the Executive Committee. Mr. Brennan also announced that

beginning in July 2019, Deputy Director for Operations James Mazik would like to decrease his work schedule to approximately 30 hours per week and his target date for retirement is July 1, 2020. Mr. Brennan noted that this information needs to be factored in as part of this discussion. Mr. Brennan suggested that on or about July 1, 2019 it might be wise to consider naming an Interim Executive Director during July and August of 2019 noting that he talked with Mr. Mazik about trying to avoid the financial impact of having two Executive Director's salaries active at the same time. Mr. Brennan noted that he would be happy to spend whatever time is needed with the new Executive Director when he or she comes on board during the September 2019 timeframe. Mr. Brennan stated that he tried to map out what needs to take place between now and the end of the summer/fall of 2019 and he noted that, having carefully reviewed the Commission's Bylaws, the Executive Committee will first need to make a few decisions which will influence the shape of the Executive Director search process going forward.

Mr. Brennan stated that the first key question is whether or not the search and recruitment process will be conducted internally by the Commission which would mean that we would not be trying to hire a search firm or undergo a heavy expense of approximately \$15,000 to \$25,000. Mr. Brennan stated that he talked to several Regional Planning Agencies that hired a search firm and he noted that some were failures while others had very mixed reviews. Mr. Brennan stated that the Berkshire Regional Planning Commission (BRPC) conducted their search internally and he was able to get a briefing about their process. Mr. Brennan stated that the Commission will need to authorize the Executive Committee to take custodial responsibility for bringing the search process forward which is something embedded in PVPC's Bylaws. He noted that we will also need to think about the role of the full Commission in this search process.

Mr. Brennan stated that another key question involves who would constitute a search committee and whether or not that group would comprise the full Executive Committee membership of 9 individuals or if it would be the Operations Subcommittee which consists of 5 members. Mr. Brennan explained that BRPC's search committee included a reduced number of their executive committee members, a staff member and one outsider who was included in order to bring in a different perspective. Mr. Brennan commented that whatever model the Executive Committee uses, it is important that the Commission remain in charge. As regards the question of how to keep the Commission involved and informed, Mr. Brennan stated that he tried to address this on the *Schedule of Key Target Dates and Milestones* noting that a progress report would be provided at each Commission meeting that takes place throughout the recruitment process.

Mr. Brennan then talked about some of the documents that will be needed to conduct the search and he stated that two key documents would be PVPC's 2018 Major Accomplishments report and the Top 10 Resolves for 2019. He also suggested that PVPC include an agency/region profile with graphics, photos and maps which can provide a feeling for the region. Mr. Brennan stated that all materials would be accessible on the PVPC website. He noted that the applicants could apply online and their application would go to a secure email address that would be established for that purpose. Mr. Brennan underscored that there are a lot of legalities to be aware of regarding the application and selection process. He noted that during the initial round, the PVPC cannot disclose the names of the applicants and those interviews would be held in confidence. Also, there are rules that the PVPC must adhere to regarding the Massachusetts Open Meeting Law. Mr. Brennan added that each of the finalists will be asked for permission to have their names disclosed and they must be willing to do the second interviews in public, noting that Commission members and PVPC staff could be invited to be in the room to hear the conversation between the applicant and the search committee. As regards possible costs related to the search, Mr. Brennan stated that he came up with a preliminary estimate of \$5,000 to \$8,000, assuming the PVPC chooses not to hire an outside search firm.

Mr. Brennan impressed upon Executive Committee members that they may need to go to the June 14th Annual Meeting with a request for the Commission to authorize them to take custodial responsibility for the search process. He noted that unless a special meeting is convened, this is the last time the Commission will meet prior to the fall. Ms. Terry stated that it would be helpful to review the PVPC Bylaws and she asked if they are available online. Mr. Brennan stated that the Bylaws can be emailed to Executive Committee members and he noted that the last modifications to the Bylaws were made in 2014.

Mr. Gunn noted that he has asked Executive Committee members individually, or as a group, if they would like to continue serving on the Executive Committee and he stated that he will draw up the nomination slate with the officer positions as they currently stand. Mr. Gunn added that he will give the slate to Indrani Gallagher to be voted on at the June 14th Annual Meeting. At this point, Ms. Terry stated that the Rural Policy Advisory Commission (RPAC) will soon be holding their re-elections and she noted that their next meeting takes place on June 15th. Ms. Terry pointed out that she has become very involved in the RPAC projects and she stated that, unless there are any objections, she would like to continue with this RPAC work. Mr. Brennan remarked that he would like Ms. Terry to continue serving in her RPAC role. Ms. Terry stated

that she believes her appointment will need to be voted on by the Executive Committee and then approved by the Commission.

At this point, Mr. Brennan stated that he would like it to be on the record that the Executive Committee has decided to handle the search recruitment process internally. Mr. Gunn then called for a motion to confirm that, as agreed to by the Executive Committee, the search recruitment process for the PVPC's next Executive Director will be conducted internally.

MOVED BY LYNN ARNOLD, SECONDED BY JUDY TERRY, THAT THE EXECUTIVE COMMITTEE HAS AGREED THAT THE SEARCH RECRUITMENT PROCESS FOR THE PIONEER VALLEY PLANNING COMMISSION'S NEXT EXECUTIVE DIRECTOR WILL BE CONDUCTED INTERNALLY.

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

THERE BEING NO QUESTIONS, THE MOTION WAS UNANIMOUSLY APPROVED.

Mr. Brennan next stated that he needs to understand if the full Executive Committee is going to serve as the search committee so that he can assemble the Annual Meeting agenda accordingly and he again noted that Executive Committee members will have to ask the Commission to empower them to take on that responsibility. In response to a question raised by Mr. Marciniec, Mr. Gunn stated that the Executive Committee will have the authority to regulate the number of individuals on the search committee and they could also add someone from the outside if they chose to do so. A brief discussion followed about potential search committee members from outside of the PVPC. Mr. Gunn stated that questions regarding the composition of the search committee could be addressed once the Executive Committee is formally authorized by the Commission to oversee the search process. Mr. Brennan noted that this could be addressed at the June 28th Executive Committee meeting.

At this point, Mr. Gunn moved on to agenda item 9, *Other Business*, and he stated that he would like to add a motion as agenda item 9c to endorse Judy Terry for reappointment as the PVPC's representative to the Rural Policy Advisory Commission.

9. Other Business

9c) Endorsement of Judy Terry as the PVPC Representative to the Rural Policy Advisory Commission

Mr. Gunn called for a motion to endorse Judy Terry as the PVPC representative to the Rural Policy Advisory Commission.

MOVED BY DOUG ALBERTSON, SECONDED BY MARK CAVANAUGH, THAT THE EXECUTIVE COMMITTEE ENDORSES JUDY TERRY FOR REAPPOINTMENT AS THE PVPC'S OFFICIAL REPRESENTATIVE TO THE RURAL POLICY ADVISORY COMMISSION.

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

THERE BEING NO QUESTIONS, THE MOTION WAS APPROVED WITH ONE EXECUTIVE COMMITTEE MEMBER, JUDY TERRY, ABSTAINING FROM THE VOTE.

Mr. Gunn asked if there is any other business to be discussed at today's Executive Committee meeting. Mr. Brennan stated that immediately following the June 28th Executive Committee meeting, we will once again need to convene a meeting of the Board of the Pioneer Valley Regional Ventures Center (PVRVC) Inc. regarding two opportunities that PVPC Principal Planner Catherine Ratte was recently made aware of. Ms. Ratte stated that the PVPC has been collaborating over the years with a woman by the name of Tina Clarke who has been very active in the Transition Towns Movement. Ms. Ratte explained that this is a sustainability movement that originated in Great Britain and then came to the United States and she noted that there are a number of active groups in our region. Ms. Ratte stated that Ms. Clarke has an opportunity to receive a grant for \$60,000 to further her work. The PVRVC would accept the money and then pay her in installments and there would be \$3,000 allocated to the PVPC to allow the PVPC to track it. Ms. Ratte stated that this would be an opportunity for the PVPC to build up an intercontinental knowledge about what we are trying to achieve regarding sustainability. In response to a question from Ms. Arnold, Ms. Ratte stated that the funding is coming from a Nordic Foundation which is why we need the 501 (c) 3 nonprofit to act on it. Ms. Ratte next stated that the second opportunity is to apply to the Eversource Foundation for a grant related to the Valley Bike share project that will be launched late in June.

Mr. Gunn asked if there was any other business to conduct before adjourning today's meeting. There being no further business for the Executive Committee to conduct, Chairman Gunn called for a motion to adjourn the May 24th Executive Committee meeting at 5:11 p.m.

MOVED BY DOUG ALBERTSON, SECONDED BY JUDY TERRY, TO ADJOURN THE MAY 24, 2018 EXECUTIVE COMMITTEE MEETING; ALL THE EXECUTIVE COMMITTEE MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION AND THE MEETING WAS ADJOURNED WITHOUT OBJECTION AT 5:11 P.M.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

List of Documents and Other Items Distributed at the May 24, 2018 Meeting

1. Executive Committee May 24, 2018 Meeting Agenda and Suggested Motions
2. Executive Committee April 26, 2018 Meeting Minutes
3. PVPC Warrant: April 1, 2018 through April 30, 2018
4. PVPC Financial Summary Profile as of May 24, 2018
5. PVPC Proposed/Amended FY 2018 Budget Revenue (July 1, 2017 through June 30, 2018)
6. PVPC Operations Manual May 24, 2018 Proposed Revisions
7. Key Questions to Resolve for Phase 1 of PVPC Executive Director Search Process
8. Initial Schedule of Key Target Dates and Milestones for the PVPC Executive Director Search Process
9. The Republican news article dated May 24, 2018 re Hampshire Council of Governments