

PIONEER VALLEY PLANNING COMMISSION (PVPC)

Minutes of Executive Committee Meeting
Thursday, May 25, 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
T.J. Cousineau – Blandford
Marilyn Gorman Fil - Monson

PVPC Staff:

Pat Beaudry, Manager of Public Affairs
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 March 23, 2017

The May 25th Executive Committee meeting was called to order at 4:02 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 March 23, 2017 Executive Committee meeting.

MOVED BY JUDY TERRY, SECONDED BY MARK CAVANAUGH, TO APPROVE THE MINUTES OF THE MARCH 23, 2017 EXECUTIVE COMMITTEE MEETING AS PRESENTED.

Mr. Gunn asked if there were any comments, corrections or questions concerning the minutes of the March 23, 2017 Executive Committee meeting but none were forthcoming.

THERE BEING NO QUESTIONS OR COMMENTS, THE MINUTES OF THE MARCH 23, 2017 EXECUTIVE COMMITTEE MEETING WERE UNANIMOUSLY APPROVED.

Mr. Gunn noted that an updated agenda had been previously emailed to Executive Committee members and he added that hard copies of this updated agenda were also available at today's meeting. Mr. Gunn then moved to take up the next item on the agenda.

2. Warrant/Financial Reports Including Recommended Amendments to the Commission's Current, FY 2017 Operating Budget

Mr. Gunn asked PVPC Accountant Lisa Edinger to comment on the March and April 2017 warrants. Ms. Edinger first highlighted several of the larger items listed on the March warrant including check #15620 in the amount of \$19,279.65 payable to the Conway School of Landscape Design and she explained that this payment is for the Urban Tree Planting project. Ms. Edinger also noted that check #15648 in the amount of \$8,381.90 and payable to Rick Barus had to be voided because Mr. Barus did not receive the check in the mail. Ms. Edinger stated that since this payment had already been approved, the payment was reissued as two smaller checks which would not require double signatures. As regards

the April warrant, Ms. Edinger highlighted check #15707 in the amount of \$13,686.63 payable to the Pioneer Valley Regional Ventures Center and she explained that this payment is for a Massachusetts Emergency Management Agency (MEMA) Hazard Mitigation project. Ms. Edinger then reviewed the staff report entitled, *Pioneer Valley Planning Commission Financial Summary Profile*, listing PVPC's account balances as of May 25, 2017.

Ms. Edinger next addressed the Commission's current Fiscal Year 2017 operating budget and she referred to three relevant documents that had been distributed. Ms. Edinger first noted that the *FY 2018 Commission Budget* report is the Planning Commission's final approved budget for the new FY 2018 which begins on July 1st. Ms. Edinger next explained that the *PVPC 9 Month Budget*, encompassing the time period of July 1, 2016 through March 31, 2017, is the Commission's current budget with its status through the end of March 2017. Ms. Edinger then reviewed the recommended changes to the Commission's current budget as outlined in a staff report entitled *Proposed/Amended FY 2017 Budget Revenue (July 1, 2016 through June 30, 2017)*. Ms. Edinger explained that some of the categories had been estimated fairly high and those amounts were reduced in order to more accurately reflect the Commission's budget status as of May 2017. After Ms. Edinger had addressed several questions raised by Executive Committee members, Mr. Gunn called for a motion to approve the proposed amendments to the Fiscal Year 2017 Commission Budget as recommended by staff.

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 2017 OPERATING BUDGET.

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.

3. Staff Presentation Highlighting the Results of a Recent Survey of Commission Members by PVPC Manager of Public Affairs Pat Beaudry

Mr. Gunn welcomed PVPC Manager of Public Affairs Pat Beaudry. Mr. Beaudry noted that at the previous Executive Committee meeting he presented a draft survey that he prepared which was subsequently sent out to Commission members. Mr. Beaudry then provided Executive Committee members with a breakdown of the results from the survey. As regards activities that Commission members would be interested in, Mr. Beaudry noted that the most popular response was hosting a PVPC staff member at one of their local planning meetings. Mr. Beaudry remarked that the survey results will also be helpful in terms of knowing who is interested in getting involved in advocacy or communications and he stated that he will be following up with individuals who offered to help and with those who offered to host PVPC staffers. Mr. Beaudry stated that there is a range of topics that Commission members would like to see addressed at future Commission meetings noting that there is a great deal of interest in tracking zoning reform information. Mr. Beaudry asked Executive Committee members to let him know if they would like to offer any suggestions on how to make this process more conducive to participation next year. In response to a question from Mr. Gunn, Mr. Beaudry stated that there was a mix of folks who responded to the survey, but he believed that community size ranged in population between 15,000 and 40,000. Mr. Brennan suggested that the summary graphics be included in the materials distributed for the PVPC's 2017 Annual Meeting. Mr. Gunn thanked Mr. Beaudry for his report and he then moved to take up the next agenda item.

4. Review and Endorse the Pioneer Valley Region's Proposed 2017 Comprehensive Economic Development Strategy (CEDs) Annual Report as Recommended by the Plan for Progress Coordinating Council (the final draft version of the 2017 CEDs Annual Report is attached for your reference, review and comment)

Mr. Gunn called on PVPC Senior Economic Development and Policy Analyst Lori Tanner to address this agenda item. Ms. Tanner noted that the public comment period for the proposed 2017 Comprehensive Economic Development Strategy (CEDs) Annual Report officially ends on June 2nd and she indicated that she's likely received most of the feedback and comments that she expects will be submitted. Ms. Tanner remarked that the Executive Committee will therefore be asked to adopt the 2017 CEDs with the caveat that further edits may be needed to address requested changes to the 2017 CEDs document. Ms. Tanner referred to the *Major Committed Projects of Regional Significance* annotated on page 5 of the CEDs and she stated that she intends to remove the Springfield Union Station project from this list and move it into the completed projects since its now confirmed that Union Station will open to the public on June 25th. Ms. Tanner also noted that the Pioneer Valley Transit Authority (PVTA) Transit Pavilion in Westfield has recently been completed and,

therefore, she is taking this project out of the CEDS list of ongoing projects. In addition, Ms. Tanner stated that Agrimark in West Springfield is undergoing a major expansion and she plans to add it to the *Major Committed Projects of Regional Significance*, noting that these projects are intended to be major projects that clearly have a regional impact. Mr. Gunn asked about the new PVTA Bus Operations and Maintenance Facility. Mr. Brennan stated that this project is definitely moving forward and as regards the cost, he noted that PVPC Transportation Planners, Dana Roscoe or Andy McCaul, could provide the most recent and reliable cost estimate. At this point, Ms. Tanner responded to several questions raised by Executive Committee members. Following this exchange, Mr. Gunn called for a motion to address agenda item 4.

MOVED BY GEORGE KINGSTON, SECONDED BY JUDY TERRY, THAT THE PIONEER VALLEY PLANNING COMMISSION EXECUTIVE COMMITTEE HEREBY APPROVES AND ADOPTS THE PIONEER VALLEY'S 2017 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) ANNUAL UPDATE AS RECOMMENDED BY THE PLAN FOR PROGRESS COORDINATING COUNCIL AND AS CORRECTED OR EDITED DURING THE REQUIRED PUBLIC COMMENT PERIOD THAT ENDS JUNE 2, 2017 AND, SIMULTANEOUSLY, AUTHORIZES THE FINAL 2017 CEDS TO BE SUBMITTED TO THE FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) FOR FORMAL APPROVAL.

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.

5. Authorization for the Executive Director to File the Commission's Annual Partnership Planning Grant Application With the Economic Development Administration (EDA) to Encompass Fiscal Year 2018 and to Commit \$15,500 of PVPC Local Funds Towards This EDA-Supported Economic Planning Project

Mr. Gunn once again called on Lori Tanner to address this agenda item. Ms. Tanner stated that the PVPC just received the solicitation to reapply for these Economic Development Administration (EDA) funds. Ms. Tanner noted that this is year two of a three year cycle and she stated that the process is essentially the same as it has been in the past. Ms. Tanner explained that this new planning grant is not only to produce the 2018 CEDS report but it is also for the Plan for Progress meetings and information sessions that are conducted throughout the year and to pursue implementation of all the Plan's recommended action strategies and goals. As regards PVPC's financial match, Ms. Tanner stated that the EDA had allowed the PVPC to count a higher level of poverty in the Cities of Holyoke and Springfield for a 70% EDA 30% PVPC match but she noted that PVPC's match has recently been increased to 40%. Ms. Tanner added that the PVPC provides in-kind contributions of staff time as well as a substantial cash match for this ongoing work in support of the planning region.

After Ms. Tanner responded to several informational questions, Mr. Gunn called for a motion to address agenda item 5.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO FILE, NEGOTIATE AND EXECUTE AN ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) PARTNERSHIP PLANNING GRANT SUBJECT TO A MUTUALLY ACCEPTABLE WORK PROGRAM, BUDGET AND CONTRACTUAL AGREEMENT, ENCOMPASSING FISCAL YEAR 2018 WHICH THE PVPC WILL CARRY OUT OVER THE ANTICIPATED JULY 1, 2017 THROUGH JUNE 30, 2018 TIME PERIOD. FURTHER, THE EXECUTIVE DIRECTOR IS HEREBY AUTHORIZED TO COMMIT UP TO \$15,500 OF PVPC LOCAL FUNDS TOWARDS THIS EDA-SPONSORED PLANNING PROJECT IN FY 2018.

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

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

6. Overview and Requested Executive Committee Endorsement of a Grant Application on the Part of the PVPC, for Submittal to the Massachusetts Department of Energy Resources (DOER), in Order to Undertake a Coordinated, Regional Renewable Energy Project Under the Provisions of DOER's Affordable Access to Clean Energy Program

Mr. Gunn called on Catherine Ratte, Principal Planner/Environment and Land Use Section Manager, to address this agenda item. Ms. Ratte explained that the *Affordable Access Regional Coordination Program* is a funding opportunity for up to \$150,000 from the Massachusetts Department of Energy Resources (DOER) for the Commonwealth's regional planning agencies. Ms. Ratte stated that one of the program's funding objectives is to develop and implement a plan to

build the capacity of PVPC staff to advise our member communities, particularly those with low income housing units, regarding how to pursue clean energy opportunities. Ms. Ratte stated that the funding is also to provide training and education for the inhabitants and managers of low income housing facilities about opportunities for clean energy projects and she noted that PVPC can apply on behalf of PVPC's member municipalities for up to \$12,500 each for studies of different types of clean energy projects. Ms. Ratte stated that the PVPC proposes to apply for the maximum of \$150,000 which includes \$50,000 to build the capacity of PVPC staff, \$60,000 for training and education and a total of \$40,000 for the municipal projects. Ms. Ratte noted that DOER has indicated that applications will be more favorably reviewed if the Commission submits a letter of support and, therefore, she stated that she is asking the Executive Committee for its willingness to endorse a letter of support that she will prepare and share with each of them. Ms. Ratte stated that the subject grant is due July 21, 2017, award notifications would be sent on September 8, 2017 and the approved project would begin on October 23, 2017. Ms. Ratte then responded to a series of questions raised by Executive Committee members. In response to a question from Mr. Kingston, Ms. Ratte stated that if the Town of East Longmeadow officials are interested, she would like to talk with local officials as soon as possible, noting that if the PVPC can identify specific municipal projects, our application will be more compelling. Mr. Gunn asked if Ms. Ratte could send an additional memo to PVPC Commissioners to solicit interest in this project. Mr. Kingston also requested that Ms. Ratte provide him with program information that he could give to East Longmeadow's Housing Administrator and Ms. Ratte agreed to do so.

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

MOVED BY DOUGLAS ALBERTSON, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE COMMITTEE TO ENDORSE AND LEND ITS FULL SUPPORT FOR A GRANT APPLICATION ON THE PART OF THE PVPC, FOR SUBMITTAL TO THE MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES (DOER), IN ORDER TO UNDERTAKE A COORDINATED, REGIONAL RENEWABLE ENERGY PROJECT UNDER THE PROVISIONS OF DOER'S NEW AFFORDABLE ACCESS TO CLEAN ENERGY PROGRAM.

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 this point, at the request of Mr. Brennan and as agreed to by a consensus of the Executive Committee, Mr. Gunn stated that the next agenda item to be taken up will be agenda item 12a.

12a) Contract Authorization with the City of Chicopee and the Springfield Water and Sewer Commission

Mr. Gunn again called on PVPC Principal Planner Catherine Ratte to address this agenda item. Ms. Ratte stated that PVPC received a Regionalization and Efficiency Grant in the fall of 2016 for nitrogen trading feasibility analysis. She noted that the Springfield Water and Sewer Commission and the City of Chicopee each committed \$21,150 as a cash match to help fund this nitrogen trading study which will evaluate the capacity of the Springfield Water and Sewer Commission's wastewater treatment plant to process nitrogen for Chicopee and potentially others. This analysis must be conducted in concert with a qualified engineering firm, and PVPC will allocate this \$42,300 as a portion of the state grant needed to fund the engineering study. Ms. Ratte stated that this contract is between the Springfield Water and Sewer Commission, the City of Chicopee and the PVPC to commit to paying the Springfield Water and Sewer Commission for the cost of the engineering firm Kleinfelder Northeast, Inc. which totals \$84,600. Ms. Ratte stated that the Chicopee City Council has officially approved the City's cash match and once the contract is in place, the PVPC can invoice Chicopee for their share of the engineering analysis. Ms. Ratte noted that the Springfield Water and Sewer Commission has already signed the contract with Kleinfelder, therefore the Executive Committee is authorizing the PVPC to contract with the Springfield Water and Sewer Commission so they can eventually make the payments to the engineering consultant, Kleinfelder.

At this point, Mr. Gunn called for a motion to address agenda item 12a.

MOVED BY GEORGE KINGSTON, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$42,300 CONTRACTUAL AGREEMENT WITH THE CITY OF CHICOPEE AND THE SPRINGFIELD WATER AND SEWER COMMISSION REQUIRED IN ORDER TO CARRY OUT THE CONNECTICUT RIVER NITROGEN TRADING ANALYSIS PROJECT AS WELL AS TO PROVIDE THE CASH MATCH FOR A \$42,300 REGIONALIZATION AND EFFICIENCY GRANT RECENTLY AWARDED TO THE PVPC.

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.

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

7. Review, Discussion and Approval of Proposed, Revised PVPC Staff Salary Ranges That Would Take Effect as of July 1, 2017

Mr. Brennan stated that the PVPC's staff salary ranges have not been reviewed and updated in over 5 years. He noted that last year it was necessary to go over the limit for one of our staff categories in order to accommodate this staff member's annual evaluation and this prompted a review of all the salary ranges in order to update them and also to add some new categories. Mr. Brennan pointed out that the PVPC now has an Accounting Assistant category that didn't previously exist as well as Manager of Public Affairs and Manager of Municipal Services positions. Mr. Brennan then referred to a staff report that had been distributed entitled *Current and Proposed, Revised PVPC Staff Salary Ranges* and he stated that he is recommending that the updated salary ranges that are listed in this document be formally approved by the Executive Committee. Mr. Brennan stated that he asked Ms. Edinger and Mr. Mazik to review his recommendations and he made some additional changes based on feedback that was provided by Mr. Mazik. Mr. Brennan also noted that there are categories annotated on the document which are in a managerial class that do not have a specific salary range category applied to them which is a personnel practice which the Executive Committee put in place many years ago. Mr. Brennan then responded to several questions raised by Executive Committee members and following this brief discussion, Mr. Gunn called for a motion to address this agenda item.

MOVED BY GEORGE KINGSTON, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO APPROVE A SERIES OF PROPOSED, REVISED PVPC STAFF SALARY RANGES AS OUTLINED IN A REPORT OF THE EXECUTIVE DIRECTOR WHICH IF APPROVED, WOULD TAKE EFFECT AS OF JULY 1, 2017.

Mr. Gunn asked if there were any further 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. Report on the Status of State Retirement Board Issues Potentially Affecting the PVPC and 9 Other Massachusetts RPAs Including Recent Meetings and Deliberations of the MA Working Group on Retirement Funding on Which the RPAs Have a Representative Appointed by the Governor

Mr. Brennan stated that this is not an action item but he wanted to explicitly include this item on the agenda and have it recorded in the minutes for the public record. Mr. Brennan noted that this problem dates back to 2014 when the PVPC received news that for over a half century, the Massachusetts State Retirement Board (MSRB) had not been collecting employee contributions for retired employees and although the MSRB would not retroactively bill the PVPC, they indicated that from that point forward the PVPC would receive annual bills for monies claimed that are owed to the MSRB. Mr. Brennan noted that in 2014, the PVPC received a bill for over \$51,000, in 2015 we received a second bill for over \$241,000, and we received another bill in 2016 that was for over \$248,000. Mr. Brennan stated that although the PVPC has not yet received a bill in 2017, he estimates it will be at least \$250,000. Mr. Brennan noted that PVPC's obligation is now well over \$½ million and he underscored that there is absolutely no way and no capacity for the Commission to pay such a huge financial obligation. Mr. Brennan stated that he anticipates that these bills will continue and they will escalate in cost as there are more staff who retire from the PVPC over the foreseeable future.

Mr. Brennan reported that after a long delay, legislation was enacted to establish a working group which in the past year has finally started to meet and move forward. Mr. Brennan noted that that the Massachusetts Association of Regional Planning Agencies (MARPA) was asked to nominate one official MARPA representative for the 10 potentially affected regional planning agencies (RPAs) noting that our representative on the working group is Janet Pierce, Executive Director of the Central Massachusetts Regional Planning Commission who was appointed by the Governor. Mr. Brennan stated that 7 RPAs are directly affected including the PVPC. He stated that 3 RPAs are potentially affected, including the Berkshire Regional Planning Commission, Franklin Regional Council of Governments and the Metropolitan Area Planning Council, and although all 3 agencies are in the state retirement system, the MSRB has not yet found a way to bill

them. Mr. Brennan mentioned that there are some other groups that are not public agencies that have also been tapped by the state retirement system including regional vocational schools and regional health districts. Mr. Brennan stated that there have been only three meetings of the working group to date and he noted that our representative on the working group is mostly trying to find a feasible way that the 7 affected RPAs can pay at least a portion of the cost. Mr. Brennan noted that the driving force behind the work group is the Executive Office of Administration and Finance (A&F). Mr. Brennan reported that MARPA has decided to request a meeting with the key representatives from A&F and the MSRB to try to plead our case as to why the RPAs do not have the financial wherewithal to pay these MSRB invoices and he noted that we have requested an opportunity to convene this meeting as soon as possible.

Mr. Brennan explained that he is not asking for any action on the part of the Executive Committee at this time but he wanted use today's meeting to underscore that this is a troubling and extraordinarily complicated issue. Mr. Brennan underscored that PVPC is trying to find a way to behave in a responsible manner but there is no way that he or his RPA colleagues can manufacture a financially feasible solution. Mr. Brennan noted that when PVPC received its first bill, our first step was to ask for and we were given a meeting with the MSRB to talk about some means for a compromise and we were told that the only solution would have to come out of the State Legislature. At this point, Mr. Brennan responded to a series of questions raised by Executive Committee members. As regards any legislative remedy, Mr. Brennan stated that, thus far, the Legislature's response was to craft legislation that created the working group. He noted that the working group has specific deadlines as to when they are supposed to report out their recommendations and, currently, they are running about 2 years behind schedule. Mr. Brennan also stated that there has been some discussion about trying to contact a number of the key legislators that we talked to in the past and he noted that it soon may be time to revisit some of our region's legislators one on one.

9. Personnel Issues Including a Report and Action on the Recommendations of the PVPC Operations Subcommittee Regarding the Executive Director's 2016 Performance Evaluation – Judy Terry, Operations Subcommittee Chair (report to be distributed)

Mr. Brennan reported that he has just learned that PVPC's Environment and Land Use Senior Planner Jaimye Bartak has announced that she is resigning from the PVPC to take a position with the Springfield Water and Sewer Commission. Mr. Brennan noted that Ms. Bartak has been with the PVPC staff for almost 4 years. He stated that her last official day is June 30th however she will take a week off and therefore her final day in the office will be June 23rd.

At this point, Mr. Gunn thanked PVPC Operations Subcommittee members for their participation in the April 27, 2017 Subcommittee meeting and he noted that it was a good working session which covered a whole range of topics. Mr. Gunn then asked the Operations Subcommittee Chair Judy Terry to provide her report on the Executive Director's 2016 Performance Evaluation. Ms. Terry referred to a packet that she had distributed to Executive Committee members which included minutes from the April 27, 2017 PVPC Operations Subcommittee meeting as well as Mr. Brennan's 2016 Performance Evaluation. Ms. Terry briefly reviewed some of the issues that were discussed at the meeting and she noted that the minutes outline how the Operations Subcommittee came to their conclusion regarding Mr. Brennan's annual performance evaluation.

Mr. Gunn thanked Ms. Terry for her work as Chair of the Operations Subcommittee and he then called for a motion to address the Operations Subcommittee's report and recommendations.

MOVED BY GEORGE KINGSTON, SECONDED BY MARK CAVANAUGH, THAT THE EXECUTIVE COMMITTEE ENDORSES THE 2016 PERFORMANCE EVALUATION AND FINDINGS OF THE PVPC'S OPERATIONS SUBCOMMITTEE APPLICABLE TO THE PLANNING COMMISSION'S EXECUTIVE DIRECTOR AND HEREBY APPROVES, RETROACTIVE TO HIS DECEMBER 1, 2016 ANNIVERSARY DATE, THE EXECUTIVE DIRECTOR'S RECOMMENDED 2016 MERIT SALARY ADJUSTMENT AS OUTLINED IN THE APPLICABLE REPORT OF THE OPERATIONS SUBCOMMITTEE.

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 expressed his appreciation to Executive Committee members for their work and he stated that he has been very fortunate to have great board members to work with throughout his tenure at the PVPC.

10. Confirm the List of Nominations for 5 PVPC Officers and 4 At-Large Executive Committee Members to be Presented for Approval at the June 15th Annual Meeting, Walter Gunn, Chairman

Mr. Gunn stated that he put together a slate of five PVPC officers and four at-large members that will be voted on at the PVPC's June 15th Annual Meeting. Mr. Gunn noted that the slate includes:

Chairman	Walter Gunn, Longmeadow
Vice Chairman	Judy Terry, Chesterfield
Secretary/Clerk	Douglas Albertson, Belchertown
Treasurer	George Kingston, East Longmeadow
Assistant Treasurer	Mark Cavanaugh, South Hadley
At-Large Member	Lynn Arnold, Holland
At-Large Member	T.J. Cousineau, Blandford
At-Large Member	Marilyn Gorman Fil, Monson
At-Large Member	Michael Marciniac, Palmer

Executive Committee members indicated their concurrence with Mr. Gunn's slate of nominations. Mr. Gunn noted that Lynn Arnold could not be here today but he stated that Ms. Arnold let him know that she is interested in remaining on the Executive Committee. Mr. Gunn noted that he has not yet heard back from Michael Marciniac but he is hoping he will agree to continue his service on the Executive Committee. At this point, Mr. Cousineau announced that he was nominated by the Blandford Selectboard to be an Alternate Commissioner and he will send his appointment confirmation information to Indrani Gallagher in the next week or so.

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

Mr. Brennan first asked Mr. Mazik if he would like to provide any project updates. Mr. Mazik noted that at the last PVPC Executive Committee meeting he reported that PVPC had discovered that a number of historic preservation projects had not been filed or completed including projects in Springfield, Northampton, Amherst, Wilbraham, Worcester, Pittsfield and Holyoke. Mr. Mazik then provided a brief update on the status of each of the projects. He reported that these issues are being satisfactorily resolved and many of the projects are now back on track generating the products that need to be completed.

Mr. Brennan then began his report, noting that he spent a lot of time on advocacy for the Fiscal Year 2018 state budget. Mr. Brennan pointed out that the District Local Technical Assistance (DLTA) program is the RPAs principal source of state funding directed to help cities and towns. He noted that the DLTA program was included in the Governor's proposed budget and, likewise, included in the House version of the proposed FY 2018 state budget but it was not included in the Senate's budget. Mr. Brennan stated that efforts were made unsuccessfully to get the program into the Senate's budget but he is cautiously optimistic that we can achieve progress in the Conference Committee. Mr. Brennan added that we are likewise advocating for funding for the next round of the Regionalization and Efficiency Grants and the Community Compact Agreement awards that many PVPC municipalities have been benefiting from. Mr. Brennan stated that we have also been advocating for operating assistance for the Commonwealth's regional transit authorities, including the Pioneer Valley Transit Authority (PVTA). He explained that the regional transit authorities were given an increase in funding several years ago and a promise of a certain escalation every year however that is apparently not happening in FY 2018. Mr. Brennan noted that the Pioneer Valley Transit Authority (PVTA) is facing a deficit of approximately \$1.2 million adding that they will have to cut services unless another funding source(s) can be found. Mr. Brennan added that PVPC staff has been spending a lot of time on this problem and he noted that a series of public hearings will soon be taking place across the region.

Mr. Brennan noted that the Trump Administration's proposed FFY 2018 federal budget was released and he pointed out that there are lots of program cuts including the Community Development Block Grant, the Economic Development Administration, the Home Program, the Transportation Investment Generating Economic Recovery (TIGER) discretionary grant program and the U.S. Department of the Treasury Community Development Financial Institution Fund (CDFI). He noted that the CDFI does not benefit PVPC but it allows our region's nonprofit Common Capital to make loans to eligible small business firms.

As regards the PVPC 2017 Annual Meeting, Mr. Brennan stated that this year there are two PVPC Regional Recognition Award recipients, noting that one recipient is Marcus "Jeff" Boyle, who is a Selectboard member from the Town of

Hatfield until just after the end of the 2016 calendar year. Mr. Brennan noted that Mr. Boyle has served ably on the Commission and also as a Metropolitan Planning Organization (MPO) member. Mr. Brennan stated that Mr. Boyle has been notified and Mr. Boyle and his wife are planning to attend the Annual Meeting. Mr. Brennan reported that the second award recipient is former State Representative Ellen Story from Amherst who has served in the State Legislature for nearly 25 years representing a district comprised of Amherst and Pelham.

Mr. Brennan stated that there was a detailed rail briefing with the Governor's Representative from western Massachusetts Michael Knapik. Mr. Brennan noted that we are still working on expansion of service on the Knowledge Corridor North/South and we are moving along with the passenger rail connection that would link Boston-Worcester-Palmer-Springfield-Hartford and New Haven via the Inland Route.

Mr. Brennan reported that he finished his duty as a member of the PVTA Administrator Screening Committee and he stated that the Committee recommended 3 candidates as finalists, including PVPC Principal Planner Dana Roscoe. Mr. Brennan reported that the PVTA Advisory Board ultimately selected Sandra Sheehan to fill the Administrator's post and the PVTA hopes that she will commence her role as the new Administrator by June 1st. Mr. Brennan stated that Ms. Sheehan began her professional career at the PVPC many years ago and she now works for the Greater Hartford Transit District.

Mr. Brennan noted that the PVPC Environment and Land Use Section has been hosting 2 fellows from Latin America from the Institute for Training & Development (ITD). Mr. Brennan stated that their tenure is now ending and they will be giving their final presentations in Amherst on May 26th.

Mr. Brennan then highlighted some of the great work being accomplished by PVPC staff including efforts by Senior Transportation Planner Andrew McCaul and Principal Planner Gary Roux to access a specific category of federal "CMAQ" funds to support additional north/south rail service. Mr. Brennan also noted that Principal Planner Dana Roscoe came up with an idea regarding a category of federal funds which if successful, will provide \$500,000 for the PVTA which could significantly reduce the PVTA's \$1.2 million operating deficit. In addition, Mr. Brennan stated that Principal Planner David Elvin has been leading the PVTA Bus Consolidation Project in Springfield and he has also been working on the PVTA's FY 2018 funding shortfall. Mr. Brennan next reported that PVPC Manager of Public Affairs Pat Beaudry and Municipal Services Coordinator Joshua Garcia have been working on the Hilltown Collaborative economic development project. Mr. Brennan noted that the state is intrigued by this project and Lt. Governor Polito will attend a meeting in the Town of Huntington on June 7th. Mr. Brennan then noted that Deputy Director James Mazik has been doing a lot of work to resolve the issues with a series of historic preservation projects. Mr. Brennan stated that Northampton has expressed their appreciation to Mr. Mazik for going out to talk to them and for his honesty and efforts in following through. Finally, Mr. Brennan noted that Executive Assistant Indrani Gallagher has done a lot of work to assist him in preparing for the PVPC's 2017 Annual Meeting.

12. Other Business Including a Request for the Commission's Companion Nonprofit, (Pioneer Valley Regional Ventures Center, Inc.) to Serve as the Fiscal Sponsor for "Trains in the Valley" Website and Coalition on an Interim Basis

Mr. Brennan reported that he received a request from the founders of a website called Trains in the Valley asking that the Pioneer Valley Regional Ventures Center, Inc. (PVRVC) temporarily serve as their fiscal sponsor as they are pursuing their own Section 501 (c) (3) status with the IRS. Mr. Brennan asked Executive Committee members if they had any objection to this request. Mr. Brennan noted that Trains in the Valley understands that they will be obligated for the 3% fee we charge to nonprofits to cover the cost of audit reports and related expenses. Mr. Gunn asked if this should be a PVRVC agenda item. Mr. Brennan stated that he did not see the need for convening a special PVRVC meeting given that Executive Committee members comprise most of the PVRVC Board and there are only 2 other PVRVC Board members, however, he noted that he could schedule a meeting if Executive Committee members wished to do so. Mr. Gunn agreed that this would not be necessary and he called for a motion to address this agenda item.

MOVED BY GEORGE KINGSTON, SECONDED BY T.J. COUSINEAU, THAT THE EXECUTIVE COMMITTEE ENDORSES A REQUEST FOR THE PIONEER VALLEY REGIONAL VENTURES CENTER, INC. TO SERVE AS THE FISCAL SPONSOR FOR TRAINS IN THE VALLEY WEBSITE AND COALITION ON AN INTERIM BASIS.

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

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

Mr. Gunn asked if there was any other business to conduct before adjourning the meeting. There being no further business for the Executive Committee to conduct, Chairman Gunn adjourned the May 25th Executive Committee meeting at 5:40 p.m. without objection.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

List of Documents and Other Items Distributed at the May 25, 2017 Meeting

1. Executive Committee May 25, 2017 Meeting Agenda and Suggested Motions
2. Executive Committee March 23, 2017 Meeting Minutes
3. PVPC Warrant: March 1, 2017 through March 31, 2017
4. PVPC Warrant: April 1, 2017 through April 30, 2017
5. PVPC Financial Summary Profile as of May 25, 2017
6. PVPC 9 Month Budget (July 1, 2016 through March 31, 2017)
7. PVPC Proposed/Amended FY 2017 Budget Revenue (July 1, 2016 through June 30, 2017)
8. PVPC FY 2018 Commission Budget (July 1, 2017 through June 30, 2018)
9. Final Draft Version of the 2017 CEDS Annual Report
10. Summary of Current and Proposed, Revised PVPC Staff Salary Ranges