

PIONEER VALLEY PLANNING COMMISSION (PVPC)

Minutes of Executive Committee Meeting
Thursday, June 28, 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
George Kingston, Treasurer – East Longmeadow
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
David Elvin, Principal Planner
Indrani Gallagher, Office Manager/Executive Assistant
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 May 24, 2018

The June 28th Executive Committee meeting was called to order at 4:00 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 May 24, 2018 Executive Committee meeting.

MOVED BY JUDY TERRY, SECONDED BY T.J. COUSINEAU, TO APPROVE THE MINUTES OF THE MAY 24, 2018 EXECUTIVE COMMITTEE MEETING.

Mr. Gunn asked if there were any comments, corrections or questions concerning the minutes of the May 24, 2018 Executive Committee meeting but none were forthcoming.

THERE BEING NO QUESTIONS OR COMMENTS, THE MINUTES OF THE MAY 24, 2018 EXECUTIVE COMMITTEE MEETING WERE UNANIMOUSLY APPROVED.

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

2. Warrant/Financial Reports

Mr. Gunn asked PVPC Accountant Lisa Edinger to comment on the May 2018 warrant. Ms. Edinger first highlighted several payments listed on the warrant including check #16476 in the amount of \$9,750 payable to Health Resources in Action, Inc. Ms. Edinger explained that this check had to be voided and reissued as check #16637 because Health Resources in Action did not receive the original check payment. Ms. Edinger also highlighted check #16577 in the amount of \$8,395.89 payable to the Group Insurance Commission and she noted that this is a quarterly payment for PVPC retirees' health insurance benefits. Finally, Ms. Edinger stated that check #16606 in the amount of \$441,364.57, payable to the City of Chicopee DPW, and check #16631 in the amount of \$587,500, payable to Springfield Water, are both for the Connecticut River Cleanup projects. Ms. Edinger next reviewed a staff report entitled *Pioneer Valley Planning Commission Financial Summary Profile* which lists PVPC's account balances as of June 28, 2018. In response to a

question raised about PVPC's Unrestricted Savings Account, Ms. Edinger explained that the increases are due to interest earned on this bank account.

At this point, Mr. Brennan reported that PVPC's Fiscal Year 2019 assessment invoices will be sent out to PVPC's member communities this week. Mr. Brennan noted that the Commission voted to increase the assessment rate at the February 8, 2018 Commission meeting and he pointed out that an advance assessment notice had been sent out in February to PVPC's 43 member communities.

3. Review, Discuss and Endorse the Pioneer Valley's 2018 Comprehensive Economic Development Strategy (CEDS) Annual Report as Recommended by the Plan for Progress Coordinating Council

Mr. Gunn called on PVPC Senior Economic Development and Policy Analyst Lori Tanner to address this agenda item. Ms. Tanner noted that copies of the PVPC's Draft 2018 Comprehensive Economic Development Strategy (CEDS) Annual Report were previously sent out to all Executive Committee members and copies are also being distributed at today's meeting. Ms. Tanner explained that this report is our Annual Update of the Plan for Progress which is a broader long term plan for economic development for the region. Ms. Tanner reported that this document was released for public comment on May 25th and she stated that she has received comments from one Coordinating Council member and additional input from Executive Director Tim Brennan. Ms. Tanner first talked about the *Major Committed Projects of Regional Significance* which appears on page 5 of the draft report and she noted that there are many different projects happening in the region. Ms. Tanner reported that the total estimated investment dollar amount has increased from \$1.5 billion to \$1.7 billion noting that the list of major projects which appears in the report is being updated to include Big Y Foods Distribution Center Expansion; Way Finders Headquarters; Ludlow Mills Clock Tower Building; Easthampton Middle School; Hadley Library and Senior Center; Lumber Yard Housing Development in Northampton; and, Baystate Health and Wellness Center in Longmeadow. As regards the reference to "Green Communities" cited on page 19, Ms. Tanner stated that she will need to ask PVPC Principal Planner Catherine Ratte to provide the actual number of Green Communities in our region so that she can include this information in the 2018 CEDS report. Ms. Ratte responded that there are now approximately 32 Green Communities in our region. Ms. Tanner then referred to the *Regional Economic Performance Indicators* and she pointed out that PVPC's Data Section was not able to provide any data for the goal entitled "3rd Grade Reading Proficiency" which appears on page 28, due to the shift from the MCAS to the PARCC test, however, she noted that she expects this data will be available next year. Also, Ms. Tanner noted that there is no data for "Bridge Conditions" on page 33 because PVPC was unable to obtain the data from MassDOT.

Ms. Tanner then responded to several questions on the CEDS that were raised by Committee members. As regards the *Transportation & Housing Costs* described on page 35, Ms. Tanner stated that new data is expected to be released later in 2019. In response to a question from Mr. Gunn, Ms. Tanner stated that there is no penalty for presenting the report with missing data and she explained that PVPC has included a number of different indicators as well as the qualitative narrative portion that help to describe what we are doing to accomplish the goals. Ms. Tanner added that PVPC has gotten very positive feedback on our agency's CEDS reports to the EDA. Ms. Tanner stated that the Executive Committee is being asked to endorse the draft CEDS as it stands, along with the revisions that she has outlined. She noted that this year's CEDS report needs to be submitted to the federal Economic Development Administration quickly since it is due June 30th.

At this point, Mr. Gunn called for a motion to address agenda item 3 along with the comments that were discussed regarding the number of Green Communities as well as two comments about *Regional Economic Performance Indicators*, and additions to the list of *Major Committed Projects of Regional Significance*, including, Big Y Foods Distribution Center Expansion; Way Finders Headquarters; Ludlow Mills Clock Tower Building; Easthampton Middle School; Hadley Library and Senior Center; Lumber Yard Housing Development in Northampton; and, the Baystate Health and Wellness Center in Longmeadow.

MOVED BY GEORGE KINGSTON, SECONDED BY T.J. COUSINEAU, THAT THE PIONEER VALLEY PLANNING COMMISSION EXECUTIVE COMMITTEE HEREBY APPROVES AND ADOPTS THE PIONEER VALLEY'S 2018 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) ANNUAL REPORT AS RECOMMENDED BY THE PLAN FOR PROGRESS COORDINATING COUNCIL, INCLUSIVE OF THE COMMENTS DESCRIBED ABOVE, AND SIMULTANEOUSLY AUTHORIZES THE FINAL 2018 CEDS TO BE SUBMITTED TO THE FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) FOR ITS APPROVAL.

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

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

4. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable FY 2019 Contractual Agreement With the Town of Hadley Planning Board in Order for the PVPC to Continue Hadley's Planning Board Assistance Program

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

MOVED BY JUDY TERRY, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$7,500 FY 2019 CONTRACTUAL AGREEMENT WITH THE TOWN OF HADLEY PLANNING BOARD IN ORDER FOR THE PVPC TO CONTINUE HADLEY'S PLANNING BOARD ASSISTANCE PROGRAM.

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

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

5. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable FY 2019 Contractual Agreement With the Town of Southampton Planning Board in Order for the PVPC to Continue Southampton's Planning Board Assistance Program

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

MOVED BY LYNN ARNOLD, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE \$9,500 FY 2019 CONTRACTUAL AGREEMENT WITH THE TOWN OF SOUTHAMPTON PLANNING BOARD IN ORDER FOR THE PVPC TO CONTINUE SOUTHAMPTON'S PLANNING BOARD ASSISTANCE PROGRAM.

Mr. Gunn asked if there were any questions regarding the motion for agenda item 5 but none were forthcoming.

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

6. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Year 1 Contractual Agreement with Lois Luniewicz in Order to Undertake and Complete Required Services Under the PVPC's Fiscal Year 2019 Contract With the Franklin Regional Council of Governments for the Support of the Hampden County Medical Reserve Corps Program Inclusive of an Option to Enter Into Subsequent Year 2 and Year 3 Agreements Subject to Available Funding and Satisfactory Performance

Mr. Gunn called on James Mazik, Deputy Director for Operations and Community Development Section Manager, to address this agenda item. Mr. Mazik stated this is a 3 year contract with Medical Reserve Corps (MRC) Coordinator Lois Luniewicz to provide Hampden County MRC consultant services, noting that there was a previous 3 year contract with Ms. Luniewicz. Mr. Mazik stated that there is funding for Fiscal Year 2019 and there is a contract in place which includes an option to renew for Years 2 and 3 if funds are available. Mr. Mazik stated that the Executive Committee is being asked to authorize the contract with Ms. Luniewicz for the 2019 Fiscal Year. Mr. Gunn then called for a motion to address this agenda item.

MOVED BY LYNN ARNOLD, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT WITH LOIS LUNIEWICZ EFFECTIVE JULY 1, 2018, NOT TO EXCEED TWENTY THREE THOUSAND EIGHTY-EIGHT DOLLARS AND NO CENTS (\$23,088.00), IN ORDER TO PERFORM THE REQUIRED CONSULTANT SERVICES IN SUPPORT OF THE FY2019 HAMPDEN COUNTY MEDICAL RESERVE CORPS 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 Negotiate and Execute a Mutually Acceptable Contractual Agreement with Peter Prieto in Order to Undertake and Complete Services Required as the Central Hampden County Medical Reserve Corps Team Leader

Mr. Gunn again called on Deputy Director James Mazik to address this agenda item. Mr. Mazik stated that the PVPC

sought price quotes regarding the role of the Central Hampden County MRC Team Leader and he noted that Peter Prieto responded to serve as the primary person in charge of all the Central Hampden County MRC coordinators. In response to a question from Mr. Kingston, Mr. Mazik stated that he believed the funding for this position had been awarded through the National Association of City and County Health Officials (NACCHO).

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

MOVED BY GEORGE KINGSTON, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT WITH PETER PRIETO, EFFECTIVE JULY 1, 2018, NOT TO EXCEED EIGHT THOUSAND FOUR HUNDRED DOLLARS AND NO CENTS (\$8,400.00), IN ORDER TO PERFORM THE REQUIRED TEAM LEADER SERVICES FOR THE CENTRAL HAMPDEN COUNTY MEDICAL RESERVES PROGRAM.

Mr. Gunn asked if there were any other 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 Town of West Springfield for Housing Rehabilitation Oversight Services Requested by the Town

Mr. Gunn once again called on Deputy Director James Mazik to address this agenda item. Mr. Mazik stated that the Town of West Springfield has asked the PVPC to help them complete their FY16 CDBG Housing Rehabilitation program which includes 2 remaining housing units. Mr. Mazik noted that this project could possibly lead to additional work for the PVPC. Mr. Gunn then called for a motion to address this agenda item.

MOVED BY JUDY TERRY, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED EIGHT THOUSAND DOLLARS AND NO CENTS (\$8,000), WITH THE TOWN OF WEST SPRINGFIELD TO OVERSEE THE REMAINDER OF ITS FY16 CDBG HOUSING REHABILITATION PROGRAM TOTALING UP TO 2 UNITS OF HOUSING REHABILITATION.

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 Year 1 Contractual Agreement With Eric A. Kinsherp CPA for Regional Municipal Accounting Services Required by the Towns of Blandford, Chesterfield and Goshen Inclusive of an Option to Enter Into Subsequent Year 2 and Year 3 Agreements Subject to Available Funding and Satisfactory Performance

Mr. Gunn again called on James Mazik to address this agenda item. Mr. Mazik stated that agenda items 9 and 10 are related. Mr. Mazik explained that 3 years ago the PVPC issued a Request for Proposals (RFP) for Regional Municipal Accounting Services. He noted that the Towns of Blandford and Chesterfield were interested in this service but only Chesterfield decided to participate. Mr. Mazik stated that after PVPC's 3 year contract ended, the PVPC issued another RFP for Regional Municipal Accounting Services and the Towns of Blandford, Chesterfield and Goshen had all opted to participate. Mr. Mazik noted that this contract is for Year 1 with an option to continue in years 2 and 3 based on available funding and performance. Mr. Mazik noted that the difference in the dollar figure in agenda items 9 and 10 is PVPC's administrative fee which amounts to approximately \$1,300 to \$1,500 per community. After Mr. Mazik had responded to several questions raised by Executive Committee members, Mr. Gunn called for a motion to address this agenda item.

MOVED BY GEORGE KINGSTON, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT WITH ERIC A. KINSHERF, CPA, EFFECTIVE JULY 1, 2018, NOT TO EXCEED EIGHTY-ONE THOUSAND AND NO CENTS (\$81,000.00), IN ORDER TO PERFORM THE REQUIRED ACCOUNTING CONSULTANT SERVICES IN SUPPORT OF THE FY2019 REGIONAL MUNICIPAL ACCOUNTING SERVICES PROGRAM.

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

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

10. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Year 1 Contractual Agreement(s) to Provide, in FY 2019, Regional Municipal Accounting Services to the Towns of Blandford, Chesterfield and Goshen Inclusive of an Option to Enter Into Subsequent Year 2 and Year 3 Agreements Subject to Available Funding and Satisfactory Performance

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

MOVED BY T.J. COUSINEAU, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT WITH:

- a) THE TOWN OF BLANDFORD, EFFECTIVE JULY 1, 2018, NOT TO EXCEED TWENTY-EIGHT THOUSAND THREE HUNDRED THIRTY-FOUR DOLLARS AND NO CENTS (\$28,334.00), AND
- b) THE TOWN OF CHESTERFIELD EFFECTIVE JULY 1, 2018, NOT TO EXCEED TWENTY-SIX THOUSAND THREE HUNDRED THIRTY-FOUR DOLLARS AND NO CENTS (\$26,334.00), AND
- c) THE TOWN OF GOSHEN, EFFECTIVE JULY 1, 2018, NOT TO EXCEED THIRTY THOUSAND THREE HUNDRED THIRTY-FOUR DOLLARS AND NO CENTS (\$30,334.00),

FOR THE PVPC TO PROVIDE THE REQUIRED SERVICES TO IMPLEMENT THE FY2019 REGIONAL MUNICIPAL ACCOUNTING SERVICES PROGRAM.

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 APPROVED WITH ONE EXECUTIVE COMMITTEE MEMBER, JUDY TERRY, ABSTAINING FROM THE VOTE.

11. Authorization to Commit an Initial \$40,000 of PVPC Local Funds to the Commission's Special Projects Funding Pool for the Fiscal Year 2019 Time Period

Mr. Brennan explained that this is the initial amount of funding that is being requested to be set aside for the PVPC to continue to provide free Local Technical Assistance and the funds are then divided among the various PVPC departments. Mr. Brennan added that the Executive Committee will likely revisit this again early on in 2019. Mr. Gunn then called for a motion to address agenda item 11.

MOVED BY JUDY TERRY, SECONDED BY LYNN ARNOLD, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO COMMIT AN INITIAL \$40,000 OF PVPC LOCAL FUNDS TO THE PLANNING COMMISSION'S SPECIAL PROJECTS FUNDING POOL FOR THE NEW, 2019 FISCAL YEAR BEGINNING ON JULY 1, 2018.

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

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

12. Review and Approval of a Series of Recommended Changes to the PVPC Operations Manual Which Encompass Housekeeping Items, Revised Personnel Policies, Procurement Revisions and Modifications Required to Comply With OMB's Uniform Administrative Requirements, Cost Principles and Audit Specifications for Federal Grant Awards

Mr. Gunn stated that this item was presented for discussion at the May 24th Executive Committee meeting, however, it was tabled until today's meeting in order to allow additional time for Executive Committee members to review these proposed revisions. Mr. Gunn then called on James Mazik to address agenda item 12. Mr. Mazik stated that some of the proposed changes to the PVPC's Operations Manual are housekeeping items. He noted that the crux of the changes can be found under Section V, *PVPC Procurement and Monitoring Guidelines and Procedures* and are required in order to comply with the OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Mr. Mazik then reviewed the proposed revisions which he noted must be included in the PVPC's Operations Manual. He also stated that the revisions to the Operations Manual were reviewed by PVPC's CPA firm and they believe it meets all the

requirements under the Uniform Guidance. After Mr. Mazik had responded to several questions raised by Executive Committee members, Mr. Gunn called for a motion to address this agenda item.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE 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 asked if there were any further questions regarding the motion for agenda item 12 but none were forthcoming.

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

13. Executive Director's Highlights Including an Update on the Status of Recent, Additional 2017 Billings Received From the Massachusetts State Retirement Board

Mr. Brennan reported that Governor Baker and Transportation Secretary Stephanie Pollack had visited Springfield's Union Station on June 12th where they made two important announcements including a public commitment to expand rail passenger service on the Knowledge Corridor from Springfield north to serve Holyoke, Northampton and Greenfield. Mr. Brennan noted that the pilot service will run for 2 ½ to 3 years and the target launch date is June of 2019. Mr. Brennan also reported that at the June 12th event, Governor Baker talked about the new east-west rail study and the next day, a Request for Proposals was issued by MassDOT with bids due early in July. Mr. Brennan also stated that the long awaited Hartford Line commuter service was launched by the Connecticut Department of Transportation during the weekend of June 16 – 17 and he noted that regular revenue operations began on Monday, June 18th.

Mr. Brennan reported that legislative advocacy efforts are being made to significantly increase funding to \$88 million a year for the Regional Transit Authorities. He also noted that PVPC is advocating for level funding in 2019 for our District Local Technical Assistance (DLTA) program in the amount of \$2.8 million for all 13 Regional Planning Agencies in Massachusetts. As regards Community Preservation Act (CPA) funds from the state, Mr. Brennan reported that efforts to increase those funds were not successful. Mr. Brennan next reported that State Senator Lesser is pushing for a Regional Ballot Initiative that would empower regions to vote to tax themselves for supplemental transportation investments. As regards the various versions of zoning reform legislation, Mr. Brennan noted that there is a narrow initiative by the Governor which will allow votes for certain housing projects at the local level by a simple majority. Mr. Brennan also reported that PVPC Senior Planner Larry Smith completed his Model Zoning Bylaw for Recreational Marijuana which PVPC has broadly distributed to its 43 members. Mr. Brennan stated that he is trying to convince state officials to allow PVPC to conduct a training on this ordinance at our October 11th Commission meeting using the Citizen Planner Training Collaborative model.

Mr. Brennan next reported that the Barnes Aquifer Protection Advisory Committee (BAPAC) recently held a roundtable discussion with the help and leadership of Easthampton Mayor LaChapelle. Mr. Brennan noted that BAPAC members include the communities of Easthampton, Southampton, Holyoke and Westfield. Mr. Brennan pointed out that Westfield has had severe water contamination problems involving lawsuits with the military and the chemical manufacturer which makes their participation difficult at this time. However, Mr. Brennan stated they have some ideas on how to go forward noting that it may be necessary to rewrite the Memorandum of Agreement that is now out of date.

In terms of noteworthy PVPC staff accomplishments, Mr. Brennan stated that with the help of Senior Planner Dillon Sussman, the Town of Williamsburg voted on 3 zoning changes which the PVPC has been working on for several years. Also, Mr. Brennan reported that Transportation Principal Planner David Elvin and some of his colleagues have been conducting supplemental Title VI work for the Pioneer Valley Transit Authority (PVTA) to go through their triennial review which they just completed with favorable results. In addition, Mr. Brennan noted that PVPC's Municipal Services Manager, Joshua Garcia, has been doing a great job as the Temporary Town Administrator for the Town of Blandford and will continue in this role until a new Town Administrator is hired.

Mr. Brennan next provided an update on the issues related to the Massachusetts State Retirement Board (MSRB). Mr. Brennan reported that in May, after a long hiatus, PVPC received a new invoice from the MSRB and he noted that the last bill was from calendar year 2016. Mr. Brennan stated that after PVPC received the first bill in 2014, MSRB officials provided him with a document from early 1960 stating that PVPC certifies it will join the Massachusetts State Retirement system and that PVPC will make a payment, however, it appears that over a period of 50 years, no invoices were ever

issued. Mr. Brennan stated that it is his understanding that this was disclosed as a finding during an MSRB audit in 2013-14 and the MSRB was directed to act on this finding. Mr. Brennan noted that in 2015, legislation was passed and a work group was convened to address this problem. He further noted that the official representative for the Regional Planning Agencies (RPAs) is Janet Pierce, Executive Director for the Central Massachusetts Regional Planning Commission but several other RPA members often attended the meetings of the work group. Mr. Brennan stated that in December 2017, the message conveyed from the work group was that they were finalizing a draft report that they wanted the 7 directly affected RPAs to look at and to indicate how they could make some payment towards this obligation. Mr. Brennan noted that the only possible option was for the work group to agree to a very low percentage of labor costs, adding that the conversation among some of the RPAs was about 1½%.

Mr. Brennan reported that after receiving the latest invoice, PVPC was informed that an additional invoice was being sent for PVPC's most recent retiree and he noted that this total recent bill for just one year amounts to almost \$299,000. Mr. Brennan stated that he has repeatedly informed MSRB officials that there is no way that the PVPC can pay this obligation. Mr. Brennan noted that the work group was supposed to provide a draft report on their findings and then afterwards the Legislature would take up this issue but the RPAs were never given a copy of the draft report. In addition, he noted that numerous meetings of the work group that were supposed to happen since December 2017 never took place and whenever the RPAs have made an inquiry, the answer given was that no meetings of the work group were scheduled. Mr. Brennan stated that the Legislature will adjourn on July 31st and this issue will possibly not come up again until 2019. Mr. Brennan remarked that there is nothing he can recommend that we do at this point but he just wanted to make sure that he is disclosing everything to the Executive Committee regarding this issue and he wanted it to be on the record that efforts have been made to engage the work group. Mr. Brennan stated that he will continue to provide the Executive Committee with updated reports.

14. Personnel Issues Including a Follow-up Discussion Focusing on Establishing the Composition of the PVPC Executive Director Search Committee and Related Issues

Mr. Brennan reported that today is officially Senior Planner Larry Smith's last day of employment at the PVPC, however, he will be extending his retirement a little further into July in order to complete some final work. Mr. Brennan also announced that Senior Planner Dillon Sussman is planning to resign his position as of July 20th. Mr. Brennan stated that the PVPC is very sorry to see Mr. Sussman leave but he noted that the location of his new job will allow him to walk to work. At this point, at the suggestion of Mr. Brennan, Mr. Gunn moved to address a motion appearing under agenda item 15.

15. Other Business

Mr. Brennan reported that the PVPC has been discussing the idea of conducting a Sexual Harassment Prevention Training Program for staff. He noted that Principal Planner David Elvin and Executive Assistant Indrani Gallagher have researched this topic and it is recommended that the PVPC make this a mandatory training. Mr. Brennan stated that the PVPC is planning to conduct this training over the summer and he underscored that this is not an optional training. Mr. Brennan then asked Ms. Gallagher to provide further details about the training. Ms. Gallagher stated that she interviewed an experienced trainer from PVPC's Employee Assistance Program who will conduct the training. She noted that there will be a training for PVPC staff and there will be a separate training for PVPC managers as has been recommended.

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

MOVED BY LYNN ARNOLD, SECONDED BY GEORGE KINGSTON, THAT EFFECTIVE IMMEDIATELY, A NEW PERSONNEL POLICY IS ADOPTED REQUIRING ALL REGULAR PVPC STAFF MEMBERS TO PERIODICALLY ATTEND AND PARTICIPATE IN A COMMISSION-SPONSORED SEXUAL HARASSMENT PREVENTION TRAINING PROGRAM. FURTHER, THE STAFF IS DIRECTED TO MAKE ANY NEEDED MODIFICATIONS TO THE PVPC OPERATIONS MANUAL TO REFLECT THIS NEW STAFF TRAINING REQUIREMENT.

Mr. Gunn asked if there were any questions regarding the motion for agenda item 15 but none were forthcoming.

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

Mr. Gunn then returned to agenda item 14 and he asked Mr. Brennan to begin a discussion about the composition of the PVPC Executive Director Search Committee. Mr. Brennan stated that at the June 14th Annual Meeting, the Commission authorized the Executive Committee to take custodial responsibility for the PVPC Executive Director's search and recruitment process and he noted that the next step is to decide on the composition of the Search Committee. Mr. Brennan

stated that the first meeting of the Search Committee will be convened in July. He noted that the goal is to advertise the position beginning in January 2019 and to have the PVPC's new Executive Director in place by the fall of 2019. Mr. Brennan then talked about 2 documents that had been distributed including, *Initial Schedule of Key Target Dates and Milestones for the PVPC Executive Committee Director Search Process*; and, *Key Questions to Resolve for Phase 1 of PVPC Executive Director Search Process*. Mr. Brennan noted that both documents were discussed at the May 24th Executive Committee meeting and they were also circulated to the entire PVPC staff, several of whom responded with ideas and suggestions. Mr. Brennan pointed out that it is important to keep the staff and the Commission informed. Mr. Brennan added that at the end of the search process, the Commission will need to make final approval based on a recommendation from the Search Committee, noting that the Commission has ultimate appointment responsibility according to PVPC's bylaws.

Mr. Gunn then referred to a document entitled *Options for the Composition of the PVPC Executive Director Search Committee* which outlines 3 suggestions that were put forward for consideration by Mr. Brennan. Mr. Kingston stated that he liked the idea of including an independent outside resource person but he questioned whether that person should be a voting member and he noted that the way the options are set up, the outside person would be the tie-breaker. Mr. Brennan stated that in his experience the outside person does vote but that decision would be up to the Executive Committee. He added that the composition of the Search Committee does not necessarily have to be one of the options he's outlined.

Ms. Terry stated that before discussing the composition of the Committee, it is important to talk specifically about the role of the Committee and she suggested that it would be helpful for the Committee to have a manual to work from. Mr. Brennan explained that the Search Committee will be involved in preparing and reviewing the materials for solicitation in January 2019. In addition, the Committee will need to screen the applications and make determinations in order to reach a list of finalists. Mr. Brennan noted that the Executive Committee and the Commission will be provided with progress reports throughout the process and the expectation is that the Executive Committee and the Commission will endorse the recommendations of the Search Committee. Mr. Brennan stated that the first phase of work includes preparing the materials to be sent out and he noted that he and Mr. Mazik would generate those materials for the Search Committee's review and suggestions. Mr. Kingston felt that Mr. Brennan is the best person to create the job description and criteria and he asked Mr. Brennan to provide the Search Committee with proposed drafts.

A brief discussion followed about the key target dates and it was noted that the first interviews are targeted for April but the selection is not anticipated until July. Mr. Kingston proposed that if 3 finalists are chosen in May, there is no need to wait until July to make a decision. As to the process for presenting the final recommended candidate, Mr. Gunn suggested that the Search Committee should first present their recommendation to the Executive Committee. Mr. Kingston agreed, noting that the Executive Committee should bring only their final recommendation to the full Commission. As regards the independent outside member, PVPC Principal Planner David Elvin stated that it is important that the Committee reflect the diversity of our region and he suggested considering a representative from one of our major cities. A discussion followed and Mr. Brennan pointed out that a mayor from one of the cities cannot be expected to sit on a selection committee particularly if they are not permitted to vote. Mr. Brennan stated that he and Lori Tanner tried to identify some candidates and he remarked that an excellent choice would be Denise Jordan, Former Chief of Staff for Springfield Mayor Domenic Sarno. Mr. Brennan pointed out that Ms. Jordan is very highly respected and she has recently accepted a new role as the Executive Director for the Springfield Housing Authority who is also PVPC's landlord. Mr. Gunn then asked the Executive Committee if they would like to vote today on a composition for the Search Committee.

MOVED BY GEORGE KINGSTON, SECONDED BY T.J. COUSINEAU, TO ADOPT OPTION B AS LISTED ON THE DOCUMENT ENTITLED "OPTIONS FOR THE COMPOSITION OF THE PVPC EXECUTIVE DIRECTOR SEARCH COMMITTEE", WITH AN AMENDMENT TO REMOVE THE COMMISSIONER-AT LARGE AND TO MAKE THE INDEPENDENT OUTSIDE RESOURCE PERSON A NON-VOTING MEMBER.

Mr. Cavanaugh remarked that if the outside person cannot vote, they may not wish to participate. Mr. Mazik agreed and Mr. Marciniac suggested that the motion on the table be amended to allow the outside person to vote. He also suggested having the staff member vote in the case of a tie. Mr. Mazik suggested adding one more Executive Committee member. Mr. Gunn then took a poll of the Executive Committee members present to see who might be interested in serving on the Search Committee, noting that the only member not in attendance is Doug Albertson. Both Mr. Gunn and Ms. Terry stated that they are able to sit on the Search Committee and Mr. Kingston also expressed a willingness to serve. Ms. Arnold, Mr. Cavanaugh, Mr. Cousineau and Mr. Marciniac each stated that they would be willing to participate if needed. As regards the need for alternate members, Mr. Gunn noted that if it is necessary to replace a Search Committee member, it could be included in the proposed manual that we have the ability to choose an alternate member. Mr. Brennan stated that he agreed that the independent outside resource person needs to have a vote. In response to a question from Mr. Kingston, Mr.

Brennan explained that the outside resource person would provide an outside perspective that the rest of the Committee might not be aware of. It was agreed that this individual should simply be referred to as an “independent, outside person” since the word “resource” is often associated with Human Resources. At this point, Mr. Gunn stated that he would like to amend the motion on the table to make the independent outside person serving on the Search Committee a voting member.

MOVED BY WALTER GUNN TO AMEND THE MOTION ON THE TABLE TO MAKE THE INDEPENDENT OUTSIDE PERSON A VOTING MEMBER.

Mr. Mazik noted that there will now be 6 voting members which will be an even number and Mr. Gunn suggested adding one more Executive Committee member to the Search Committee. Ms. Tanner also suggested having 2 PVPC staff members so that there would be more than one channel between staff and the Committee, however, it was noted that Mr. Brennan will be attending the meetings as a non-voting advisory member. Mr. Kingston stated that he is not in favor of electing a PVPC staff member to represent staff on the Committee given that they would be hiring their new “boss”. Ms. Terry agreed that staff should not participate in the selection process, however, she noted that staff needs to be able to provide input regarding the type of leadership they want. Mr. Kingston stated that he liked the idea of having one non-voting staff member. Mr. Gunn then called for an amended motion to include a voting staff member, however, no one seconded and Mr. Gunn withdrew the motion. Mr. Kingston stated that if the outside person is a voting member, there would need to be an amendment to the motion to add one Executive Committee member. At this point Ms. Terry stated that she would like to second Mr. Gunn’s amended motion to make the independent outside person a voting member.

MOVED BY WALTER GUNN, SECONDED BY JUDY TERRY, TO AMEND THE MOTION ON THE TABLE TO MAKE THE INDEPENDENT OUTSIDE PERSON A VOTING MEMBER.

Mr. Marcinec asked if both Mr. Brennan and Mr. Mazik would be allowed to participate in the meetings given that the Committee includes only one PVPC staff member. Mr. Kingston stated that Mr. Brennan would not be a member but he could attend the meetings and offer advice as needed. Mr. Brennan also pointed out that Indrani Gallagher will be providing administrative support for the Search Committee and she will need to attend the meetings but she would not be a formal Committee member. Mr. Kingston also noted that the Committee will need someone to take minutes. Mr. Cavanaugh stated that administrative staff taking minutes would not be a member of the Committee and should be allowed to attend the meetings. Mr. Gunn asked if there were any further questions regarding the amended motion but none were forthcoming.

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

At this point, Mr. Kingston proposed increasing the number of Executive Committee members to 4 in order to have an odd number of voting members.

MOVED BY GEORGE KINGSTON, SECONDED BY MARK CAVANAUGH, TO INCREASE THE NUMBER OF EXECUTIVE COMMITTEE MEMBERS SERVING ON THE SEARCH COMMITTEE TO 4.

Mr. Gunn noted that as per the amended motion, the Search Committee will be composed of:

- PVPC and Search Committee Chair – Walter Gunn
- PVPC and Search Committee Vice Chair – Judy Terry
- 4 PVPC Executive Committee Members
- 1 voting Independent, Outside Person
- 1 non-voting PVPC Staff Member

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

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

Mr. Gunn then called for a motion to select the PVPC staff member.

MOVED BY LYNN ARNOLD, SECONDED BY GEORGE KINGSTON, TO HAVE PVPC DEPUTY DIRECTOR JAMES MAZIK SERVE AS THE NON-VOTING PVPC STAFF MEMBER ON THE SEARCH COMMITTEE.

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 stated that he will contact Denise Jordan of the Springfield Housing Authority about her potential involvement on the Search Committee and he proposed that the selection of the independent, outside voting member be addressed at the July Search Committee meeting.

MOVED BY WALTER GUNN, SECONDED BY JUDY TERRY, TO APPOINT THE INDEPENDENT, OUTSIDE VOTING MEMBER AT THE JULY MEETING OF THE SEARCH COMMITTEE.

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. Brennan suggested approaching potential outside Search Committee members one at a time and Mr. Gunn offered to first contact Denise Jordan. Mr. Marciniac suggested that if Ms. Jordan declines, Mr. Gunn could then send out an email request for other recommendations. At this point, Mr. Gunn asked Executive Committee members to indicate their interest in serving on the Search Committee by using a scale from 1-10 with 10 being the strongest level of interest. Mr. Gunn noted the following responses: George Kingston 7; Lynn Arnold 5-6; T.J. Cousineau 5-6; Marilyn Gorman 5; Mark Cavanaugh 4-5; Michael Marciniac 4. Based on their responses, Mr. Gunn stated that the Search Committee members will be George Kingston, Lynn Arnold and T.J. Cousineau and he will contact Doug Albertson about his interest before selecting the 4th member. Mr. Gunn asked if he could be authorized to appoint the 4th Executive Committee member.

MOVED BY MICHAEL MARCINIEC, SECONDED BY GEORGE KINGSTON, TO EMPOWER CHAIRMAN GUNN TO APPOINT THE 4TH EXECUTIVE COMMITTEE MEMBER TO SERVE ON THE SEARCH COMMITTEE.

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 asked if there was any other business to conduct before adjourning today's Executive Committee meeting. Mr. Brennan then referred to a schedule of proposed Commission and Executive meetings for the second half of the 2018 calendar year. Mr. Brennan pointed out that there will not be an Executive Committee meeting in July and the next Executive Committee meeting will take place on August 16th. Mr. Gunn also noted that the first meeting of the Search Committee will be convened sometime in July. There being no further business for the Executive Committee to conduct, Chairman Gunn called for a motion to adjourn the June 28th Executive Committee meeting at 6:15 p.m.

MOVED BY LYNN ARNOLD, SECONDED BY T.J. COUSINEAU, TO ADJOURN THE JUNE 28, 2018 EXECUTIVE COMMITTEE MEETING; ALL THE EXECUTIVE COMMITTEE MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION AND THE MEETING WAS ADJOURNED WITHOUT OBJECTION AT 6:15 P.M.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

List of Documents and Other Items Distributed at the June 28, 2018 Meeting

1. Executive Committee June 28, 2018 Meeting Agenda and Suggested Motions
2. Executive Committee May 24, 2018 Meeting Minutes
3. PVPC Warrant: May 1 through May 31, 2018
4. PVPC Financial Summary Profile as of June 28, 2018
5. Draft Version of the 2018 CEDS Annual Report
6. PVPC Operations Manual with proposed revisions
7. Options for the Composition of the PVPC Executive Director Search Committee
8. Initial Schedule of Key Target Dates and Milestones for the PVPC Executive Committee Director Search Process
9. Key Questions to Resolve for Phase 1 of PVPC Executive Director Search Process
10. PVPC Bylaws
11. Staff resignation letter dated June 22, 2018
12. Draft Commission/Executive Committee Meeting Schedules for the Second Half of 2018