



Franklin Regional Council of Governments

COUNCIL — MINUTES

Date & Time:	Thursday, April 21, 2016 / 5:30 – 7:00 p.m.
Location:	JW Olver Transit Center, 12 Olive Street Greenfield, MA – Downstairs Meeting Room
Facilitator:	John O’ Rourke, Chair; Elected Chair

ATTENDEES

Stanley Garland, Bernardston; **Rob Riggan**, Buckland (5:50 p.m.); **Toby Gould**, Charlemont; **John O’Rourke**, Conway; **Carolyn Ness**, Deerfield (5:50 p.m.); **William Martin**, Greenfield; **Bill Latrell**, Heath; **Gordon Fretwell**, Leverett; **Michele Giarusso**, Leyden; **Michael Nelson**, Montague; **Wayne Hachey**, New Salem; **Brian Noble**, Northfield; **Joe Judd**, Shelburne; **Dawn Magi**, Warwick; **Michael Idoine**, Wendell; **Lynn Sibley**, Whately; **Sam Lovejoy**, Reg. Plan. Board; **Bill Perlman**, Regional.

STAFF

Linda Dunlavy, Executive Director; **Rebekah Boyd**, Admin Services Coordinator; **Phoebe Walker**, Dir. of Community Services; **Dan Nietsche**, Emergency Preparedness Coordinator; **Tracy Rogers**, Regional Preparedness Program Manager.

REGRETS

Kevin Fox, Colrain; **F. Ellen McKay**, Shutesbury; **Tom Fydenkevez**, Sunderland; **John Paciorek**, Regional

ABSENT

Kayce Warren, Ashfield; **William Bembury**, Erving; **John Ward**, Gill; **John Sears**, Hawley; **David Nash**, Monroe; **David Ames**, Orange; **Marilyn Wilson**, Rowe

1. Meeting Call to Order & Roll Call — Adopt 1/28/16 minutes	John O’Rourke — 5 Mins
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Chair John O’Rourke convened the Council meeting at 5:35 p.m. Roll call was taken and a general and financial quorum was deemed present with 17 members and 58.977% of the weighted vote of the total membership in attendance (*19 members present and 67.435% of the weighted vote at 5:50 pm*).

Michelle moved to adopt the (date amended) minutes of 1/28/16. Sam seconded the motion, which passed unanimously.

2. Council Update	John O’Rourke — 5 Mins
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Next Council Meeting Date:

Thursday, July 21

John O’ Rourke reported that The FRCOG once again co-sponsored Senator Rosenberg’s Municipal Conference, which was held on Saturday, April 9th at GCC. More than 150 elected officials from Hampshire and Franklin Counties were present and Governor Baker provided the lunchtime address via Skype. This continues to be a valuable day for elected officials and it is good for the FRCOG to be so closely involved.

3. Executive Committee Update

Bill Perlman — 5 Mins

Bill Perlman reported that an analysis of the Franklin County Emergency Communication System (FCECS) was completed and recommendations were made for how to proceed in the short- and long-terms. The retimed system is working well. Whether to stay analog or go digital remains a question on the minds of the oversight committee, the biggest hurdle of which is cost. If the system is converted to digital, every radio and pager must be replaced.

4. Executive Director Update

Linda Dunlavy — 15 Mins

Pipeline

Linda told members that Kinder Morgan (KM) has suspended their natural gas pipeline project proposed to run through Franklin County towns. Although it gives towns in opposition to the pipeline breathing room, it's still a concern. Brian Noble suggested that the manner in which KM withdrew makes having to start the project over again from square one a necessity for the company. Sam suggested FERC might let them back in the door. Brian cautioned that we could see the company back in 3 to 5 years price when the price of oil and gas go up.

Highway Sign-making Machine

While the old sign-making machine was like an easy-bake oven using lightbulbs, the new machine, kept in Greenfield and available for use by all Franklin County towns, makes signs digitally with a computer and takes only a half hour per sign. Towns will be asked to sign an agreement before use.

Annual Reports

The FY16 FRCOG annual reports have been handed out to members. Linda asked reps to please distribute them to town offices, libraries, and the like, or to let us know if that's not possible and we can distribute them.

Traffic Counting

Traffic counting, carried out free of charge to all Franklin County towns on a first-come, first-serve basis, has begun. Towns are asked to send in their requests when their needs are known.

Active Shooter Symposium

More than 600 people from throughout western Massachusetts attended the Active Shooter Symposium in Deerfield. Organized and staffed by FRCOG staff, the symposium was a huge success.

DLTA/Community Compact Program

DLTA is the state grant funding that allows the FRCOG to help towns with traditional planning and regionalization projects. New requirements in 2016 dictates FRCOG assist towns that have applied for Community Compact Best Practices. All towns submitted their request forms, and the FRCOG has identified the many projects for 2016, which can be found in the in the FRCOG Updates handout. Michael Idoine asked if one of the projects might be a best practice for appointing or electing town officials. Phoebe Walker said she was unaware of other towns asking for that, but felt Joe Markarian could probably be of some help to Wendell, and will ask him about it.

Climate Change

UMass' new western Mass climate change report can be found on the FRCOG website at http://frcog.org/wp-content/uploads/2016/04/MA_Climate-Change-Report_CSRC-2016.pdf

Many more FRCOG program milestones and new initiatives were distributed in the Updates memo (*see handout*).

5. Personnel Committee Update

Personnel Committee — 20 Mins

Wage and Classification Study

Bill P. related to members that the consultant that assisted with the completion of the cost of living and competitive salary studies has suggested that the salary grading tool have fewer compensation rankings and be updated to better match the employees comprising the FRCOG's staff. With training, supervisors are now applying the new grading tool to employee positions to assess its accuracy and fit. In a month or so we'll review results, he said.

Personnel Policy Update

The FRCOG Personnel Policy was not ready for a first reading by the Council, but Bill P. described the process of updating the "living document," which began with a consultant who suggested changes and helped the personnel committee, with staff feedback, draft an updated rendition. Bill told members the committee went over the document, scrutinizing every detail, making both small and more substantial changes, and reshuffling items to make the text more accessible.

Gordon F., Brain N., and Dawn M. highlighted additions, changes, and clarifications to the policy, which included:

- Part-time employment definitions
- Market-correlated wage increases
- Mileage clarification
- Retiree health insurance (being reviewed by counsel)
- Leave time (looking into earned time-off)
- Sick leave cap
- Attendance and dress code
- Domestic violence policy
- Conflict of interest policy
- Drug-free workplace policy
- Sexual harassment and workplace violence policies

Technology and social media policies are yet to be developed, but the staff is currently collecting best practices. An employee grievance policy also will be added and discussed in July. The committee told Council that members can have the personnel policy sent to them for a detailed look if desired.

Michele G. asked if the committee had considered allowing employees to put together vacation and sick time in order to manage it themselves. Brain N. said they were looking into it, but Linda D. explained that the public health employees don't like such a policy because it encourages staff to come to work sick because they don't want to use their time-off pool for sick time.

Bill M. suggested the committee consider adding the longevity bonus to the base of the salary rather than just as a one-a-year paid bonus, until the employee hits the top of the grade, at which time it reverts to a cash bonus.

6. Planning Board Update

Sam Lovejoy — 10 Mins

Sam L. expressed his desire to have the Council officially thank Peggy S. and Linda D for their intensely difficult and expansive work done on the KM Pipeline proposal under incredibly challenging conditions.

Sam L. moved the Council congratulate Linda Dunlavy and Peggy Sloan for their excellent work done in response to the KM proposed natural gas pipeline. Bill P. seconded. Motion passed unanimously.

7. Finance Committee Update

Lynn Sibley — 5 Mins

Lynn S. reminded members that in January they voted to allow \$40,000 be used by staff, with finance committee oversight, for conversion of the FRCOG accounting software. Since then, staff has looked at options available and time needed to convert by July 1 2016, and has determined, with the recommendation of the Executive Com, that now is not the right time to do so. Because tech support still exists, staff still has time to research, and plan the purchase and conversion of new software.

8. Special Presentation and Discussion – Franklin County Multi-Agency Coordination Center Project

Tracy Rogers & Dan Nietzsche — 20 Mins

Dan Nietzsche and Tracy Rogers shared a PowerPoint presentation on the Franklin County Multi-Agency Coordination Center (MACC) Project (*see handout*).

MACC, similar to MEMA, would be staffed by volunteers acting as intermediaries coordinating resources in a large anticipated Franklin County event (marathons, festivals, hurricanes) and in an emergency situation. MACC will provide situational awareness, handle phone calls, help to find and manage regional services, work with other MACCs in other counties, and only kick the management up to MEMA if overwhelmed. Tracy told the Council that MEMA is on board with the project as they currently have only 8 staff to handle 5 counties. This will also take the burden off Shelburne control, allowing them to take other situational calls regarding closed roads, fires, and so on. MACC will not supersede state or local plans, only provide resource support. GCC and the Sherriff's office are among the places being considered for situating MACC. Fire chiefs voted their unanimous support. FRCOG staff will help to talk with towns about the program, which they hope will be operational by 2017.

Carolyn N. opined that MACC is important to pursue, and warned towns not to create a turf issue. If we have a terrible ice storm, the valley can funnel resources into hills, she said, we can work together and have a conduit more formal than "Hey can you come down and help." Bill P. suggested MACC distribute copies of response plans. Tracy R. agreed that a binder for every town was a good idea.

9. Business Not Reasonably Anticipated 48 Hours in Advance

Bran made a motion to adjourn the meeting. Bill seconded. Adjourned at 6:57 p.m.

Documents Distributed:

- Agenda
- Draft Minutes of January 28, 2016
- Updates of FRCOG Initiatives and Projects
- Personnel Policy First Council Reading
- PowerPoint presentation: *Franklin County Multi-Agency Coordination Center Project*
- Selectboard Essentials Training Flyer: *The Shifting Marijuana Landscape*