



Franklin Regional Council of Governments

Executive Committee —*MINUTES*

Date & Time:	Thursday, January 8, 2015 /2:30 p.m.
Location:	JW Olver Transit Center, 12 Olive Street Greenfield, MA - Library
Facilitator:	Bill Perlman, Chair

ATTENDEES:

- Bill Perlman, Regionally Elected Representative
- John Paciorek, Regionally Elected Representative
- Sam Lovejoy, F. Regional Planning Board Representative
- Kevin Fox, Colrain Representative

STAFF:

- Linda Dunlavy, Executive Director
- Rebekah Boyd-Owens, Administrative Services Coordinator
- Bob Dean, Director of Regional Services
- Jessica Atwood, Director of Community Services

ABSENCES & REGRETS: William Martin, Greenfield Representative, regrets

1 Adopt 11/13/14 minutes

Bill Perlman opened the meeting at 2:31 p.m.

Sam moved approval of the minutes of the 11/13/14 meeting. John seconded. Motion passed unanimously.

2 CEDS and EDD Governing Board Appointments

Jessica Atwood described regulatory changes to the Comprehensive Economic Development Strategy (CEDS) program, which provides a framework for region-wide economic development planning and is operated with the guidance of the Federal Economic Development Administration (EDA). The CEDS maintains the region's eligibility for EDA funding, and in 2006 FRCOG was designated an Economic Development District (EDD).

The CEDS program is administered by the FRCOG with oversight by the EDD Governing Board and the CEDS Committee. Before this year, EDA regulations had specific membership guidelines regarding the composition of the Board and the Committee. These guidelines have recently changed. However, to apply these changes to the EDD Board bylaws, the EDD Board must be brought up to compliance under the old rules. The EDD Board needs to elect two additional government employees or government officials to be in compliance. Jessica requested for two FRCOG Ex Com members to serve on the EDD Board. The CEDS Committee will appoint these volunteers to the EDD Board at their next meeting. Because part of the role of EDD Board is to oversee staffing and resources for economic

development planning, it makes sense for Ex Com members to serve on the EDD Board. Sam Lovejoy and Linda Dunlavy volunteered to serve on the EDD Board.

John P moved the Executive Committee appoint Sam and Linda to the EDD Governing Board. Kevin Fox seconded. Motion passed unanimously.

The CEDS committee includes appointments from municipal governments and regional entities. Currently Bill Martin is the member from the FRCOG Ex Com and Linda Dunlavy serves as the alternate, leaving the Ex Com with four empty seats. Jessica recommends reappointing Martha Field from GCC. Linda explained that the CEDS oversees the development of the Comprehensive Economic Development Strategy Plan, which is supposed to be a blueprint for economic development activities for the county. The Plan has been a large document, but no one feels accountable. She'd like to see the CEDS Committee include more leadership from other regional organizations to further develop accountability region-wide.

Sam moved to appoint Martha Fields from Greenfield Community College to the CEDS Committee. John P seconded. Motion passed unanimously.

3 Review changes to FCECS Bylaws

Bill Perlman explained that the Franklin County Emergency Communication System Oversight Committee (FCECSOC) needs Exec Com approval before finalizing their bylaws, and asks the committee to review the final draft. FCECSOC changes include removal of references to a shared info system and making the FRCOG staff person (Tracy Rogers) the clerk. Bob went over the edits to the draft revised bylaws (see handout) with the group, which included changing one of the required meetings from September to December (at the start of budget season) and giving additional authority to chair to make decisions between meetings in the case of an emergency.

The committee discussed the extent and limitations of the FCECS oversight committee chair's additional authority and how an emergency situation is defined. Members suggested changes in the verbiage of the document. The agreed-upon language states the FCECSOC chair can initiate the process required for approval of reserve fund expenditures without FCECS board approval. He/she is not declaring a state of emergency, but rather, saying an eminent problem must be addressed.

Bob explained FCECS is considering adding a line item for equipment replacement. Bill allowed that they are beginning to see some small failures of equipment and said 5 years from now they expect to see real problems. Bob hopes the FCECS will make a decision about the line item so that if they agree it's needed, a line item addition can be approved at the January council meeting. Sam wonders if it isn't time to start dialogue with the towns (and 151 units) about the costs and the depreciation schedule of the tower. Linda suggests we may need to make changes in the FRCOG bylaws since currently they state that program expenditures of reserves must be approved by Finance Committee.

John Paciorek moved to approve the changes in the FCECS oversight committee operating procedure document as amended by the Exec Com. Sam seconded the motion. Passed unanimously.

4 – Hatchery Road (Montague) Update

Linda explained that the MASS Department of Transportation (MassDOT) is now not expected to initiate a letter to change the right of way on Hatchery Road because the Adams family has filed a suit against MassDOT.

5- Review FY16 Budget

Linda described Finance Committee and staff budget preparation for the upcoming Council meeting. So far the budget includes a 1.5% increase to health insurance; 1 % COLA; and increased front desk hours from 15 hours to 30 benefitted hours. (See handout) By changing over to the Mass State Retirement System, we are relieved of the statutory assessment of approximately \$240,000, but have included insurance normal costs (5.55% of current payroll) as suggested by legislators. The 3rd draft of the budget was built with a contribution to OPEB at \$150,000, which finance staff still feels is higher than program budgets can handle, but nevertheless lower than the actuarial assessment.

Kevin asked when an agency spends the OPEB. Linda believes that's a good question and that we need to have that discussion.

Linda described the Personnel Committee's work on a salary survey of agencies similar to ours for use in reforming our salary structure. In the current draft of the budget the statutory assessment to towns is down from \$240,000 but up for regional services, which still collectively saves towns \$90,000.

Program Budgetary Items

The increased contribution to OPEB is spread across all programs, thus, all program budgets are going up. Increased assessment to Greenfield, based on increased use, will help balance out the costs to the Cooperative Inspection program. The REPC voted to increase assessment to towns by 50% (from \$100 to \$150/town). The Accounting Program budget is not quite done and it's rumored that Rowe is leaving. Cooperative purchasing will see little change. CPHS is becoming more reliant on municipal funding and less reliant on grants, and is planning to begin retaining Board of Health fees in FY16.

6 – Business Not Reasonably Anticipated 48 Hours in Advance of Meeting

The route of the Kinder Morgan (KM) natural gas pipeline has changed; the new route no longer passes through Orange and Warwick but will have a greater impact on Shelburne and Northfield. Neighboring RPAs have formed committees in impacted communities, inviting communities of both routes to planning meetings. Berkshire RPA has obtained a safety grant and is helping towns to understand their rights and responsibilities. Peggy is asking KM to consider holding workshops before open houses. FRCOG is working come up with a way to share work between towns and planning agencies.

John P moved to adjourn; Kevin F. seconded. Motion passed unanimously. Meeting adjourned at 3:48 p.m.

Documents Distributed:

- Agenda
- Minutes from 11/13/14 Meeting
- CEDS/EDD factsheet
- Draft revised FCECSOC Bylaws
- Budget summary