



Franklin Regional Council of Governments

Executive Committee & Greater Franklin County
Economic Development District Board —*MINUTES*

Date & Time:	Thursday, June 13, 2019/ 4:30 p.m.
Location:	FRCOG Offices, 12 Olive Street, Greenfield, MA – Second Floor, Room 221
Facilitator:	Jay DiPucchio, Chair

Representatives Present:

- Jay DiPucchio, Regionally Elected
- Jim Basford, FRPB Appointee
- Bill Perlman, Regionally Elected
- Kevin Fox, Council Appointee

Staff Members Present:

- Linda Dunlavy, Executive Director
- Jessica Atwood, Econ Dev Prog Manager
- Claire McGinnis, Finance Director
- Rebekah Boyd, Admin Services Coordinator
- Bob Dean, Director of Regional Services

1. Review and adopt 5.9.19 Executive Committee minutes

Jay D. opened the meeting at 4:35 p.m.

Bill P. moved to adopt the 5.9.19 minutes. Jim B. seconded; the motion passed with all in favor.

2. Convene as Economic Development District (EDD) Governing Board

Jessica Atwood joined the meeting to assist the board with the following business:

2019 CEDS Annual Report

Jessica presented for adoption the final draft of *the 2019 Greater Franklin County CEDS Annual Report*. The CEDS committee approved the report after a 30-day public comment and review period. Jessica noted that substantial changes were made from the draft version and provided examples of changes to the Board. Jessica asked for acceptance of the document by the EDD Governing Board. If accepted, the document will be brought to the FRPB to be endorsed and then submitted to the US EDA regional office in Philadelphia at the end of the month.

Jim B. motioned to accept the 2019 Greater Franklin County CEDS Annual Report. Bill P. seconded. Motion passed with all in favor.

EDD Governing Board Bylaws

Jessica requested that the Governing Board vote to approve the proposed changes to the EDD Governing Board bylaws that were sent out to members in advance. The proposed changes seek to simplify and clarify the schedule to appoint members and the overall structure of the Board. At the meeting, one suggestion was for a simple change in voting language, the other was to explain what it means to have a “regionally elected” representative. While the Executive Committee/EDD Governing

Board has authority over the district, EDA guidelines dictate that the board must “...broadly represent the principal economic interests of the region....” Currently, the 5-member Executive Committee meet these criteria. However, if in the future the composition of the Executive Committee does not meet these criteria, the EDD Governing Board can be expanded to include two additional members. The potential to expand by two members would be in the event that the Committee was ever imbalanced or lacking in its representation of economic interests.

The Board discussed the knowledge and experience current members bring to their governance role, areas of representation in which the Board might grow, and felt that the provision for broadening would be an opportunity to represent more fully the community, if needed.

Bill P. motioned to approve proposed amendments to the EDD Governing Board Procedural Rules. Jim seconded. Motion passed with all in favor.

CEDS Committee Appointment

Jessica explained that the CEDS Committee will have a new composition for the new five-year planning cycle starting in July. The former 50+ seats was honed to 19. Current CEDS committee members and town officials were asked for nominations. The opportunity to offer nominations was also posted on the FRCOG website and shared with local business associations and other community stakeholders. Jessica distributed the list of nominations to the Board for their appointment. Four seats are yet to be filled, but can be appointed in July. Members suggested names for potential nomination.

Kevin F. motioned to appoint nominated members to the 2020-2024 CEDS Committee. Bill P. seconded. Motion passed with all in favor.

3. HCG Services Update

The Hampshire County of Governments (HCG) announced they are folding and staff have been in conversations with HCG, the state, and others agencies, about possibly taking over the Tobacco Grant and some of the Collective Purchasing programs when HCG closes.

Tobacco Contract

Linda told the committee that both the FRCOG and the CES were interviewed by the Department of Public Health (DPH), the body deciding which agency will get the grant for the final year of its 3-year cycle. DPH deemed it can deploy an emergency waiver process to allow the 3rd year of the contract to be transferred, and then issue a RFP for another service provider for the next 3-year contract. Presumably, whomever gets it will get the next 3 years, but we don't know, Linda said.

The FRCOG Personnel Committee last week voted to create a new employee position, if FRCOG is awarded the tobacco contract. The position will not exist if the contract is not granted. The committee also voted to forgo usual hiring process, so if we get the contract we will immediately take the HCG staff with the contract. Like all FRCOG positions, this would be an at-will position.

Collective Purchasing

Linda reported that staff have done a financial analysis, a risk analysis, and a benefits analysis and came to the conclusion that the risk of taking over the HCG contract was pretty small, as long as we

can get the individual town contracts transferred from HCG to FRCOG. She feels we're in good shape financially until FY20, which gives FRCOG a year to figure out how to transfer over from the HCG to the FRCOG way of doing things, and decide if the program is financially viable, sustainable over the long term, and a benefit to Franklin County (FC) communities.

FRCOG will hire the existing staff person, as she has built relationships with vendors and towns, and because we'll need an extra person. She has agreed to the offer — a pay cut — and our lawyer is working with HCG lawyer to see what language needs to be included in the contracts to transfer them from HCG to FRCOG. Hiring is contingent on the contractual work being assigned to FRCOG.

Chief Procurement Officer, Andrea Woods stuck her head into the meeting and explained that the details of work assignments have yet to be worked out. Hampshire County (HC) pre-bid meetings will definitely be in HC, however. Kevin allowed that he knows Andrea is busy and asked how FRCOG will provide the kind of service to HC towns currently provided to FC towns. Andrea said HC towns are not used to getting that service, so they won't expect it right off, but she expects it will happen over time. Jim asked if the job description is all encompassing, since the position will evolve. Linda affirmed this, adding that staff hope to have everything settled so she can start on July 1. Andrea added that the language in all bids reported to towns that the procurement process will be assigned to another agency, so it's up to the lawyers to make it legal and solid.

4. FCECS Update

Linda reported that the recent meeting with EOTSS revealed that the project to transition Franklin County to CoMIRS is progressing. The CoMIRS engineering study is nearly complete. Mission Control Partners (EOTSS consultant) are examining options and cost ramifications of transferring fire paging to CoMIRS. Because CoMIRS currently does not provide paging, and the timing and logistics to add it to CoMIRS is currently not known, EOTSS will require that we continue to maintain FCECS until a full transition is made. EOTSS has spent lots of time modeling our existing coverage and comparing it to anticipated CoMIRS coverage. More than 96 % of the FC region gets marginal coverage or better with the existing CoMIRS coverage even before upgrades are made; Franklin County is now at 87% coverage. The transfer will result in better overall coverage for our towns. It appears that EOTSS is considering their potential liability when we transfer.

Radios will need to remain compatible with the existing CoMIRS and after the completion of the statewide project. Two radios meet the requirements – a lower cost Kenwood option and more expensive Motorola option. EOTSS is thinking about providing an allowance to each department based on our inventory and the price of the Kenwood model. Towns/departments would be allowed to upgrade to Motorola but would be required to pay the cost differential — roughly a \$400 to \$600 difference in price. FRCOG has offered to assist with procurement.

Five criteria were assessed by EOTSS to ensure that Franklin County can and should move to CoMIRS:

1. Coverage — better than what we have now even before CoMIRS enhancement
2. Capacity — CoMIRS has adequate capacity to absorb Franklin County
3. Subscriber units — two compatible radios, described above
4. Functionality — EOTSS will require that we maintain FCECS until paging and all other issues resolved

5. Standards adherence — Memorandum of Understanding (MOU) between EOTSS and munis/depts. will be developed and required before transition is made

There are two concerns about the rollout: Shelburne dispatch will be transitioned within migration phase 1, but EOTSS currently has no information about the equipment and functionality of the Greenfield and Montague dispatch centers. FRCOG staff will work on getting EOTSS the information needed. Second, coverage gaps still exist in New Salem and Shutesbury, but our current system is worse, so there will be improvements.

Before the proposed implementation, FRCOG needs to provide EOTSS with outstanding information and work with EOTSS to draft the MOU, which will likely include the following:

- Towns/Units will have no cost for initial radios and equipment
- Towns/Units will have no cost for sustainability of the new system until after the migration project is completed. There may be some kind of sustainability assessment in the future, but the details are not known yet.
- Towns/Units will maintain FCECS until transition to CoMIRS is made, but we will not expand it.
- Towns/units need to abide by all CoMIRS usage protocols.

Phase 1 migration is currently on schedule, but other phases are unknowns until the engineering study is complete and the situation of other dispatch centers is understood. Steps will be: 1.) A public meeting in late summer; 2.) MOU; 3.) The rollout (possibly starting in September); 4.) Equipment distribution. Committee members discussed the differences between the Motorola and Kenwood radios, and expressed a desire for next-generation-compatible radios.

5. County Records Update

Bob Dean explained that FRCOG has received requests to make our county roads/county commissioners' records available electronically. Over time, roving archivists have offered suggestions for how to best maintain these slowly deteriorating records, and one was to work with special collections at the UMASS library. Bob met with the library director, who is very eager to help us move our records to special collections on the 25th floor of the UMass library, where a librarian would oversee them. UMASS would scan the records and make them available online, as they did for Hampshire County. Some books will need to be driven out to the internet archives of Boston Public Library, which is nationwide organization that do the scanning. The entire process will take 6 weeks, during which time records will not be available.

Bob reported that the records transfer cost is between \$2,500 and \$6,000 — reasonable compared to the private company that offered a \$30,000 quote. UMASS archiving would tremendously reduce the number of hands touching the fragile records, protecting them while still keeping them accessible. When the scanning is complete, our website will host a link to the UMASS collections. Meanwhile, removing the books and maps from the records room will free up space for other purposes.

Bill Perlman made a motion to bless the transition of the records to the UMASS Library's Special Collections. Jim seconded, and the motion passed with all in favor.

6. Business not reasonably anticipated 48 hours in advance

Bill P. made a motion to adjourn. Jim B. seconded. Meeting adjourned at 5:32 p.m.

Documents Distributed:

- Agenda
- 5.9.19 Draft Executive Committee/ EDD Board Minutes
- Community Health Needs Assessment Results Briefing Flyer
- CEDS Committee Nominations List