



Franklin Regional Council of Governments

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

Date & Time:	Thursday, August 8, 2019/ 5:00 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
- Bill Martin, Council Appointee

Staff Members Present:

- Linda Dunlavy, Executive
- Linda Gross, Asst. Finance Dir. & IT Services
- Bob Dean, Director of Regional Services

1. Review and adopt 5.9.19 Executive Committee minutes

Jay D. opened the meeting at 5:00 p.m.

Bill P. moved to adopt the 6.13.19 minutes. Jim B. seconded. The motion passed 4-0, with one abstention.

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

Members read over the short bios on the list of four suggested appointees to the 2020-2024 CEDS committee (see handout).

Bill P. moved to appoint the candidates on the suggested list as CEDS members. Bill M. seconded; motion passed unanimously.

3. Receive county road petition from Greenfield, re: Woodard Road, and set date/time for View and Public Hearing

Bob Dean presented the petition from the City of Greenfield to discontinue portions of Woodard Road (1889 Franklin County Layout of South Shelburne Road, now known as Woodard Road) between Mohawk Trail (Route 2A) and Shelburne Road. The proposed discontinuance would transfer the road from county road to city road. Members examined the proposed plan.

Bob asked Mayor Martin why the city is seeking to discontinue only the portions on either side of the property owned by the Commonwealth of Massachusetts — where the Registry of Motor Vehicles houses an office — rather than the entire stretch of road. The Mayor allowed that there was no other reason other than uncertainty regarding the status of the road. Bob suggested it would be cleaner to discontinue that entire stretch of the county road and to transfer it all to the City of Greenfield. The Mayor agreed saying he would provide an update to the submitted plan.

Asked if they would like to attend a formal View of the site, the committee declined, as all members are aware of the road's features.

Bill P moved to accept the petition and to set September 12 at 5 p.m. in the Transit Center as the date/time for the public hearing. Kevin seconded the motion, which passed 4-0 in favor, with the Greenfield Mayor Martin abstaining.

4. FRCOG IT security presentation (at the request of Bill Perlman)

Bill P. described IT security measures he learned about at a recent conference, remarking that there is nothing electronic that can't be opened from outside the organization. He said he heard stories about data hackers demanding ransom, blocking hackers, and so on. Public agencies are paying the ransom because the cost of reconfiguring data is more expensive than paying the ransom.

Linda D. agreed, saying that no one in the world is immune from hackers unless they never use a computer. With the help of Linda Gross, she presented the committee with the history of the move to the transit center and the current status of the FRCOG's IT safety and security measures, which include: (see handout for details).

- Servers backed up with files daily on-site
- Servers backed up weekly off-site (can never lose more than a week's amount of data) and kept at the bank.
- Firewall installed
- Employees must use VPN to get through firewall when working off site
- Accounting uses separate server with stricter access protocol
- Email is screened and quarantined

Linda D. explained that the IT maintenance contract is with Northeast IT (NEIT), with whom staff consults regarding considerations for improving network security, and for budgeting purposes. FRCOG is considering cloud computing, but staff are not convinced yet. Linda and Linda answered members' questions about the details of the back-ups, quarantined emails, and the FRCOG's compliance with laws around personnel records.

5. Review and discuss draft FCECS documents

Memo of Understanding (MOU) between FRCOG and Municipalities (see handout)

Linda told committee members that the Mayor asked to edit the Greenfield agreement, so staff decided to update all of the agreements early, given the likelihood of the upcoming move to the Commonwealth of Massachusetts Interoperable Radio System (CoMIRS). Referring to the draft MOU, Linda walked the committee through the following changes in the following sections:

Last "whereas paragraph" — CoMIRS added "...the signatories of the agreement commit to remaining a party to the agreement until the FCECS is fully decommissioned..."

Option to Withdraw Section — Changed from a year's notice to 90 days, and added that if the user withdraws they are removed from the CoMIRS system or placed last on migration schedule.

Decommissioning — Added this section, stating that after paying all maintenance and migration costs, FRCOG will return any remaining money to towns.

Term of Agreement — Changed to “3 years” from “3 years plus automatic renewals.”

On September 5, the FRCOG will host a countywide meeting at GCC with all stakeholders and state officials to discuss the migration to CoMIRS. Bill M. asked if the intent of the current system is to continue to accumulate capital funds. Yes, for now, Linda replied, until we have a clear sense of the time we can shut down the system. Until then, we need to keep FCECS running.

FCECS Oversight Committee Operating Procedures

Linda explained the need to change the FCECS operating procedures document to reflect the transition from an external system manager to an internal staff member. The process for making changes to FCECS operating procedures requires staff to notify the members of the FCECS oversight committee and the FRCOG Executive Committee at least 14 days before a meeting at which proposed changes will be considered for a vote. While exploring the history of how FCECS money is authorized to be spent, staff drafted updated language that incorporates the new internal system manager position and better delineates how decisions are made between Oversight Committee meetings

Bill P. remarked that the Oversight Committee usually gets a system report each month at meetings and discusses any need for spending out of the norm. He explained that if a microwave dish falls, for example, it must be fixed immediately, before the next Oversight Committee meeting. Members talked about the definition of an “emergency.” They discussed the current status of the system; how decisions will be made to repair towers going forward; and a triage procedure that considers the importance of dysfunctional towers relative to others, to determine where to best use obsolete, irreplaceable parts. Linda assured the committee that staff are in constant communication with the state EOTSS about FCECS. A draft of the revised Operating Procedure manual will be sent to the Oversight Committee and then to the Executive Committee, Linda said.

6. Business not reasonably anticipated 48 hours in advance

Linda reported that she was recently on a conference call with Representative Blais and Senator Comerford about wastewater issues in towns. As an outcome of that call, in late October FRCOG will convene a forum focused on wastewater issues in Franklin County towns, inviting state officials and elected officials county-wide. Mayor Martin remarked that sludge-hauling costs have meant a \$140,000 spending increase to the City of Greenfield.

Jim B. moved to adjourn. Kevin F. seconded. Meeting adjourned at 5:52 p.m.

Documents Distributed:

- Agenda
- 6.13.19 Draft Executive Committee/ EDD Board Minutes
- EDD Governing Board — CEDS Committee appointee request
- Petition from the City of Greenfield for the discontinuance of parts of Woodard Road
- FRCOG IT Safety and Security Memo, dated August 6
- Draft Memorandum of Agreement By and Between the FRCOG and FCECS Oversight Committee and Users of the FCECS