



Franklin Regional Council of Governments

COUNCIL — *MINUTES*

Date & Time:	Thursday, October 18, 2019 / 5:30 – 7:00 p.m.
Location:	William B. Allen Room, Olver Transit Center, 12 Olive Street, Greenfield
Facilitator:	John O’ Rourke, Vice Chair

REPRESENTATIVE ATTENDEES:

Kayce Warren, Ashfield; **Stanley Garland**, Bernardston; **John O’Rourke**, Conway; **Trevor McDaniel**, Deerfield; **Bryan Smith**, Erving (5:42p.m.); **John Ward**, Gill; **William Martin**, Greenfield; **Brian DeVriese**, Heath; **Patricia Duffy**, Leverett; **Michele Giarusso**, Leyden; **Steve Ellis**, Montague; **Wayne Hachey**, New Salem; **Jane Peirce**, Orange; **Andrew Baker**, Shelburne; **Rebecca Torres**, Shutesbury; **Tom Fydenkevez**, Sunderland; **Michael Idoine**, Wendell; **Lynn Sibley**, Whately; **Bill Perlman**, Regionally Elected; **Jim Basford**, FRPB.

REGRETS: **Kevin Fox**, Colrain; **Jennifer Morse**, Rowe; **Jay DiPucchio**, Regionally Elected

ABSENT: **Heather Butler**, Buckland; **Sarah Reynolds**, Charlemont; **Hussain Hamdan**, Hawley; **Alice Houghtaling**, Monroe; **Alexander Meisner**, Northfield; **Larry “Doc” Pruyne**, Warwick.

STAFF & VISITORS: **Linda Dunlavy**, Executive Director; **Claire McGinnis**, Finance Director; **Rebekah Boyd**, Administrative Services Coordinator; **Bob Dean**, Director of Regional Services; **Phoebe Walker**, Director of Community Services; **Rachel Stoler**, Community Health Program Manager; **Philippe Simone**, GCTV

1. Call to order Roll Call	Chair Michele Giarusso
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The chair convened the meeting at 5:30 p.m. Roll call was taken and a quorum was met with 19 members and 75.215% of the weighted vote of the total membership in attendance. (At 5:42 p.m., the member from Erving arrived, bringing the weighted vote up to 84.79 %.)

3. Adopt 7/18/19 minutes	Chair Michele Giarusso
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Bill P. moved to adopt the minutes of the July 18, 2019 meeting. Michael I. seconded the motion, which passed 13-0, with 6 abstentions.

4. Council Update	John O’ Rourke
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Vice Chair John O’ Rourke welcomed FRCOG Council newcomers:

- **Patricia Duffy**, engaged citizen for Leverett
- **Trevor McDaniel**, Chair of the Deerfield Select Board
- **Jane Peirce**, Select Board member and alternate representative for Orange

Next FY20 Council Meetings:

January 30 (*snow date February 6*); April 16; July 16; October 15.

John encouraged all Councilors to attend the January 30 Council meeting, the meeting at which the FRCOG's FY21 budget will be presented for endorsement. He also invited members to attend January Finance Committee meetings for an advance review of the budget. Finally, the Vice Chair thanked Jane Peirce for agreeing to sit on the Personnel Committee, and invited others to join, as the board is still short at least one member.

5. Executive Committee Update

Bill Perlman, Committee Member

In its meetings since July, the FRCOG Executive Committee:

- Reviewed and approved the Memo of Understanding between FRCOG and county municipalities regarding the FCECS impending move to the state interoperable radio system, and eventual decommissioning. The memo outlines the responsibilities of both the FRCOG and its member municipalities related to radio system equipment, insurance, financing, licensing, operation, and so on. The committee also discussed and voted to approve the *FCECS Oversight Committee Operating Procedures* manual, revised to reflect the transition from an external system manager to an internal staff member.
- Learned of the FRCOG's Information Technology (IT) security measures. These include daily server back-up onsite; weekly server back-up off-site; the use of firewalls; virtual private network (VPN) use for off-site work; strict access protocol for the accounting program; screening and quarantine of emails as needed; and a maintenance contract with Northeast IT, with whom staff members regularly consult.
- Received two county road action petitions from the City of Greenfield for a portion of Woodard Road and for Court Square. The committee held a public hearing at which members discussed and approved of discontinuance of the Woodard Road section and its transfer to the city. The public hearing and decision regarding Court Square discontinuance and transfer is forthcoming.
- Learned of the staff's intention, along with Representative Natalie Blais and Senator Jo Comerford, to convene a forum focused on wastewater issues in Franklin County towns.
- Convened as the Economic Development District Governing Board to appoint suggested members to the Comprehensive Economic Development Strategy (CEDS) committee.

6. Executive Director Update

Linda Dunlavy

Linda highlighted FRCOG's recent work (see *Council Updates* for details), including:

The Rural Policy Plan was presented and well received at the 4-county summit. With the publication of the Plan, The Rural Policy Advisory Commission strives to keep rural issues at the forefront of policy drafting and legislation.

The River Corridor Management Toolkit, the result of a 10-year effort, is available to all interested in river restoration and protection. The kit contains a model river corridor protection overlay zoning district bylaw, and a model river corridor easement restriction.

Brownfields. FRCOG received \$200,000 in grant funding for Brownfields assessments. Towns with sites potentially contaminated with hazardous materials should apply for first-step redevelopment funding.

Census 2020. Online census postcards will be sent out in March and FRCOG will host an informational workshop in January. We're seeking help from, police, town hall officials, and volunteers to engage the

citizenry in responding to the census. Towns without broadband can direct citizens to visit the library to fill out the questionnaire, so that we can have counted the most accurate number possible for FC.

Regional Animal Control. The FC sheriff and towns worked with FRCOG to establish regional animal control. The Animal Control Officer will work out of the sheriff's office and serve Buckland, Colrain, Gill, Heath, Monroe, Northfield, and Shelburne.

FCECS At the Sept. 5 forum about the FC emergency communication system, the secretary of EOTTS announced the office's commitment to moving FC to the statewide emergency system. The CoMIRS engineering study will be done sometime in January. Staff and the FCECS Oversight Committee will then review the study to see how migration is integrated and how the engineers address the paging issue.

Valley Flyer Take the train! We have two years to more than double ridership at the Greenfield, Northampton and Holyoke train stations in order to maintain the 4-train-a-day service. FRCOG received marketing money for this effort, thanks to Sen. Comerford and MassDOT.

Staff Changes Jeanette Voas is retiring after 13 ½ years of work with the Partnership for Youth. This is a loss to FRCOG and we'll miss her.

7. Franklin Regional Planning Board Update

James Basford, FRPB appointee

Jim reported the FRPB is exploring impacts of large-scale solar developments on farmlands and forests in the region. The board will enjoy a presentation by the Harvard Forest in November, as well as a presentation of the *Rural Policy Plan*.

8. Personnel Committee

- *First Reading: Out-Of-State Travel Policy*

Bill Perlman, Committee Chair

The Personnel Committee is proposing a change to the travel reimbursement policy and is bringing this edition to the Council for a first read (see handout, subsection 1, *Out Of State Travel*.) The committee is working with staff to establish a standard procedure for compensation for out of state travel for conferences, trainings, and consultations. The new section addresses preferred times of travel, a cap to number of work hours in a day and compensated time standards for staff. The proposed policy dictates that anything above and beyond this standard must be negotiated with a supervisor in advance.

9. Finance Committee Update

Lynn Sibley, Committee Chair

- *Present Fiscal Review, FRCOG's budget development document*
- *Vote on amendments to the FY20 budget*

Lynn reported that the Finance Committee approved the following FY20 budget amendments:

- **\$94,000** for the Collective Purchasing program, which has doubled in size with the absorption of a portion of the Hampshire Council of Government's (HCG) Collective Purchasing program. Purchasing revenues are expected to increase to help cover this transition year.

- **\$63,645** following the Cooperative Public Health (CPHS) program’s expansion from 11 towns to 14. Erving, Shelburne, Colrain and Bernardston have all joined or expanded their membership in the program.
- **\$91,000** from Capital Reserve for the Franklin County Emergency Communication System to repair communication between Mount Grace and New Salem towers.

Fiscal Review for FY21 Budget Development

Claire presented a slideshow to complement the printed *Fiscal Review for FY21 Budget Development* distributed to each member (*See publication for details.*)

Mayor Martin asked if any FRCOG employees working with the Safe Schools, Safe Streets grant funded program are also City of Greenfield employees, and if so, if their fringe benefits are paid for by the grant or by the city? Phoebe W. replied that that two FRCOG employees work in the city’s schools, but neither of them are benefited employees at FRCOG. The position they have with FRCOG are in addition to any work they have in Greenfield, she said.

Members of the Council expressed that the *Fiscal Review* is helpful to them and asked that FRCOG staff use a town-focused layout, similar to that found on pages 2 & 3, for the annual town reports.

10. Special Presentation

- *Communities That Care: Data and Resources for Town Use* Rachel Stoler

Rachel Stoler presented a slideshow outlining the work of the Communities That Care (CTC) Coalition, a regional health coalition made up of key community agencies (DA, hospital, schools, municipalities, etc.) focused on youth health outcomes. The 17-year-old CTC has been nationally recognized for using a “collective impact” approach, which involves the commitment of important actors from different community sectors to use a common agenda for solving a specific social problem. Different strategies are combined to create a more consistent and impactful outcomes.

11. Business Not Reasonably Anticipated 48 Hours in Advance

Stan G. motioned for adjournment. John O. seconded. The meeting adjourned at 6:39 p.m. with all in favor.

Documents Distributed:

- Agenda
- Draft minutes of the July 18, 2019 meeting
- FY20 FRCOG Council Membership and Committee Contacts Listing
- October 2019 FRCOG Programmatic Updates
- Executive Summary of the *Rural Policy Plan for the Commonwealth of Massachusetts*
- Out of State Travel First Read Revision to the FRCOG Personnel Policy
- Rural Public Health: A Path Forward flyer
- 2019 Flu Clinic schedule
- *Fiscal Review for FY21 Budget Development*