The Committee met at the Old Courthouse, 99 Main Street, Northampton, MA. **Councilors present:** William R. Barnett, Chairman; Eileen Stewart, Vice-Chairman; James A. Drawe; George A. Symborski; Russell Peotter, Alternate. **Others present:** Executive Director Todd Ford; Middlefield Councilor Joseph Kearns.

**Call to Order:** With a quorum present, Chairman Barnett called the meeting to order at 5:10 PM.

**Consent Agenda:** Councilors approved and signed personnel papers and payment schedules. Peotter moved, Symborski seconded, all voting yes, to award Bid #1131, **Copier Machine Supplies**, to the various bidders as recommended. Drawe moved, Peotter seconded, all voting yes, to award Bid #1133, **Street Sweeping**, to Split Excavating, Inc., Hadley, MA.

**Approval of Record of Proceedings:** Stewart moved, Drawe seconded, all voting yes, to approve the December 15, 2016, Record of Proceedings as submitted.

**Executive Director’s Report:** Ford reported that he appointed Lydia King as the Records Access Officer for HCOG. She has been in contact with HCOG Attorney Lawless to ensure that regulations are being followed. Sabrina Fowler has been hired as the Municipal Accountant Assistant, replacing William Shattuck who accepted a full-time position with a hedge fund firm. Fowler will be doing fieldwork in the Town of Goshen and with non-profit agencies, working with WiredWest, and Department cross-training.

**Executive Session:** At 5:20 PM Peotter moved, Drawe seconded, that the Executive Committee go into Executive Session pursuant to MGL Chapter 30A, §22 (g)(1), to review and approve Executive Session Minutes of December 8 and December 15, 2016, §21 (2), to conduct contract negotiations with the Executive Director, and, §21(a)(10), to discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164 and not reconvene in open session. Barnett stated that the purpose of the meeting is to discuss pricing, contractual relationships, marketing strategy, areas of potential future growth and risk, municipal aggregation, strengths, opportunities, weaknesses, and threats. Motion carried unanimously on a roll call vote. The Executive Session adjourned at 6:45 PM.

Respectfully submitted, 

Approved by the Executive Committee of the Hampshire Council of Governments, 2017

Lydia B. King, Recording Secretary

William R. Barnett, Chairman
The Committee met at the Old Courthouse, 99 Main Street, Northampton, MA. **Councilors present:** William R. Barnett, Chairman; Eileen Stewart, Vice-Chairman; James A. Drawe; George A. Symborski; Russell Peotter, Alternate. **Others present:** Executive Director Todd Ford; Middlefield Councilor Joseph Kearns; Attorney David Lawless.

**Call to Order:** With a quorum present, Chairman Barnett called the meeting to order at 5:00 PM.

**Executive Director's Report:** Ford reported that staff is planning for the Mass. Municipal Association’s Annual Meeting and Trade Show. The HCOG will have a booth that will include information about services and programs in general, and Hampshire Power, Hampshire Solar, Hampshire Cloud, and the Purchasing Cooperative in particular. Ford is working with Paragus I.T. to integrate Hampshire Cloud into the Hampshire I.T. program, which will be limited to Hampshire I.T. customers. Ford announced that the Hadley Board of Selectmen appointed Donald Pipczynski to fill the vacancy of former Councilor Michael Sarsynski, Jr. The Graphic Design and Communications Intern produced the Hampshire Power Newsletter. She is beginning work on the HCOG’s annual report. The Solar Renewable Energy Credit program has reached 1,000 customers. Yashira Ortiz, who has been managing the program, is working with the programs main vendors to organize a customer appreciation party. Ford was informed that the Northampton Community Preservation Committee has awarded the HCOG $100k for the Courthouse renovations. The award is contingent upon the State releasing money from the Bond Bill to move the project forward. The HCOG has requested that $1.3M be released to complete work to the tower. The Conway School of Design has prepared a landscaping plan for the Courthouse lawn. The plan will be used to get additional funds for the preservation of the grounds. Ford spoke about Ortiz, who was first hired as a customer service agent. With staffing changes, Ortiz took on more responsibilities and is now in charge of the SREC program. She has also been working with the Director of Energy Operations, Sales, and Innovations Sinead Coleman putting forward proposals. Coleman has revised Ortiz’s job description and title to better reflect Ortiz’s responsibilities and has recommended a salary increase commensurate with the work she is performing. Included with the information was a matrix of changes to the program and a letter of endorsement from Northeast Solar. Ford recommended approval of the raise and job title. Councilors questioned the amount of the raise and change in duties. Action was tabled until the next scheduled meeting for additional information. Ford went on to report that staff is scheduling interviews with consulting firms to perform marketing and sales services. The interviews will include discussion of services, fee structure, etc. Electricity staff are preparing for phase three of Hampshire Solar. Staff has set a record selling 414 kW in net-metering credits in quarter four of 2016. Social media, cold calls, HCOG workshops, etc. have all been successful in gaining new customers. Through cross-training, Director of Procurement Services Batchelder is doing well learning about the electricity programs.

**Consent Agenda:** Councilors approved payment schedules. Stewart moved, Symborski seconded, all voting yes, to award Quote #Q-1132, Printer & Fax Machine Supplies, to the various bidders as recommended.

**Approval of Record of Proceedings:** Drawe moved, Stewart seconded, all voting yes, to approve the January 5, 2017, Record of Proceedings as submitted.

**Executive Session:** At 5:25 PM Stewart moved, Drawe seconded, that the Executive Committee go into Executive Session pursuant to MGL Chapter 30A, §22 (g)(1), to review and approve Executive Session Minutes of January 5, 2017, §21 (2), to conduct contract negotiations with the Executive Director, and, §21(a)(10), to discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164 and not reconvene in open session. Barnett stated that the purpose of the meeting is to discuss pricing, contractual relationships, marketing strategy, areas of potential future growth and risk, municipal aggregation, strengths, opportunities, weaknesses, and threats. Motion carried unanimously on a roll call vote. The Executive Session adjourned at 7:15 PM.

Respectfully submitted,

Approved by the Executive Committee of the Hampshire Council of Governments ____________, 2017

Lydia B. King, Recording Secretary  
William R. Barnett, Chairman
The Committee met at the Old Courthouse, 99 Main Street, Northampton, MA. **Councilors present:** William R. Barnett, Chairman; Eileen Stewart, Vice-Chairman (arrived at 5:15 PM); James A. Drawe; Russell Peotter, Alternate. **Others present:** Executive Director Todd Ford; Middlefield Councilor Joseph Kearns; Insurance Trust Director Joseph Shea; Attorney David Lawless.

**Call to Order:** With a quorum present, Chairman Barnett called the meeting to order at 5:10 PM.

**Consent Agenda:** Councilors approved and signed personnel papers and payment schedules.

**Time Scheduled Items:** Shea was present to put forward the proposed Insurance Year 2018 insurance premiums. The rates were announced at the Insurance Advisory Committee Meeting January 11th. He explained that the life insurance rate is unchanged and is a three year contract expiring June 30, 2020. Shea then reviewed the dental renewals discussing the bid responses and plan benefits. The contract was awarded to Guardian. Although the cost was slightly higher, the company reimburses more to the dentist so there is less out of pocket expenses from the subscriber to make up the difference. Shea went on to review the health insurance renewals. He explained how the Preferred Provider Option operates. In responses to Councilors concerns about rising costs, Shea explained that the cost of pharmaceuticals rose 26% two years ago, 39% last year, and just under 10% to date. Medical expenses have also risen. The State’s insurance provider, Group Insurance Commission, has increased co-pays and deductibles to manage the rising cost of health insurance. Employers are looking at avenues to reduce costs, including surcharges. A discussion concerning reinsurance covering claims in excess of $250k followed. Shea then went on to provide a summary of the Health Maintenance Option plan. He also discussed other expenses and adjustments which resulted in a $9.8MM financial loss over the last two years. The proposed IY2018 insurance premiums reflects an increase of 9.4% for HMO and 10.8% for PPO. The increases generate $5MM in additional premiums. If the trends continue, the Trust will experience another loss. Shea then reviewed the audited financials for Fiscal Year 2016. Auditors recommend three months’ worth of claims in reserve. Shea addressed questions. Peotter moved, Stewart seconded, to recommend approval of the Insurance Year 2018 rates as presented. Motion carried unanimously.

**Executive Director’s Report:** Ford drew Councilors attention to the packet of information provided including an energy Bill filed by newly elected Representative Solomon Goldstein-Rose. He added that the Councilors may want to become involved. Ford continued discussion from the last meeting regarding electricity staff changes. Yashira Ortiz’s supervisor recommended that she be promoted to Solar and Sustainability Program Coordinator. Ortiz, who was hired as a Customer Service Representative, will be taking over the responsibility of managing the Solar Renewable Energy Credits program. She will continue to streamline the enrollment and quality control process, has been meeting with solar vendors, and will look into enhancing the program. Stewart commented that Ortiz was doing an incredible job and applauded her work. Concerning approval of the promotion, Lawless explained that the HCOG’s Employee Handbook gives the Executive Director authority to create new positions, including approval of job descriptions and filling the position. Also, the HCOG’s Charter, Article 4, Section 3(c), gives the Executive Director the authority to fix the compensation of all HCOG employees within the limits of the current fiscal year’s budget and HCOG’s personnel policies. Lastly, Ford stated that the **Law Library lease agreement** has been signed with the State. This is the third amendment to the 99 year contract.

**Approval of Record of Proceedings:** Stewart moved, Peotter seconded, all voting yes, to approve the January 12, 2017, Record of Proceedings as submitted. As follow-up to discussion at the January 12th meeting, Ford stated that the landscaping plan created as a project by a Conway School of Design student will be available for viewing. The plan was solicited to be used for future grants for landscaping restoration of the Courthouse lawn. It is not an accepted or approved design, it was a school project and an affordable way to get design information.

**General Discussion:** Lawless explained that discussion concerning the Executive Director’s evaluation
would be limited to the process: negotiation of Ford’s contract is being held in executive session at the Executive Committee and Full Board meetings. Lawless then reviewed the process: evaluation is done by the Full Board in open session; a number of written evaluations have been received, a distilled report of the evaluation created, and goals for the upcoming year have been proposed by Ford. It was Lawless’ recommendation that one person report at the Full Board meeting. Once a contract has been negotiated, it will be approved in open session to execute.

Executive Session: At 5:56 PM Stewart moved, Drawe seconded, that the Executive Committee go into Executive Session pursuant to MGL Chapter 30A, §22 (g)(1), to review and approve Executive Session Minutes of January 12, 2017, §21 (2), to conduct contract negotiations with the Executive Director, and, §21(a)(10), to discuss trade secrets or confidential, competitively-sensitive or other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities pursuant to section 1F of chapter 164 and not reconvene in open session. Barnett stated that the purpose of the meeting is to discuss pricing, contractual relationships, marketing strategy, areas of potential future growth and risk, municipal aggregation, strengths, opportunities, weaknesses, and threats. Motion carried unanimously on a roll call vote. The Executive Session adjourned at 7:11 PM.

Respectfully submitted,

Approved by the Executive Committee of the Hampshire Council of Governments __________, 2017

Lydia B. King, Recording Secretary

William R. Barnett, Chairman
The Committees met at the Old Courthouse, 99 Main Street, Northampton, MA. **Councilors present:** William R. Barnett; James A. Drawe; Joseph Furnia; Joseph Kearns; Eileen Stewart; John Trickey; Kyle Vincent.

**Call to Order:** At 12:10 with a quorum present, Chairman Barnett called the Executive Committee to order, Kyle Vincent called the Electricity Committee to order, and Kearns called the Finance Committee to order.

Stewart moved, Vincent seconded, that the Executive, Electricity, and Finance Committees go into Executive Session pursuant to MGL Chapter 30A, §21(a)(10), to discuss confidential, competitively-sensitive and other proprietary information provided in the course of activities conducted by a governmental body as an energy supplier under a license granted by the department of public utilities concerning the Business Cooperation Agreement, Marketing Agreement, Competitive Supplier Agreement, and Energy and Net Metering Credit Purchase and Sale Agreement signed with a solar developer and not reconvene in open session. Barnett stated that the purpose of the meeting is to discuss competitively sensitive information and strategy with respect to the HCOG’s electricity operations. Motion carried unanimously on a roll call vote. The Executive Session adjourned at 1:50 PM.

Respectfully submitted, Approved by the Executive Committee of the Hampshire Council of Governments ________, 2017

Lydia B. King, Recording Secretary William R. Barnett, Chairman