

**HAMPDEN COUNTY RECC**  
**REGIONAL 911 EMERGENCY COMMUNICATION DISTRICT PLANNING COMMITTEE**  
**GOVERNANCE AND FINANCE SUBCOMMITTEE**

JUNE 28, 2016

11:00 AM

WILBRAHAM TOWN HALL  
240 SPRINGFIELD ST. WILBRAHAM, MASSACHUSETTS 01095

**APPROVED MINUTES**

The meeting was called to order at 11 AM by the Subcommittee Chair, Paul Federici. All members of the subcommittee were present, including Mr. Federici, Stephen Crane, Ellie Vilano, John Flynn and Nick Breault. Michael Gardner from the Carell Group served as staff facilitator and took the minutes.

The draft Agenda was approved with minor modifications suggested by Michael Gardner, including a reordering of an item and changing “Outline of a Draft Agreement” to “Elements of a Draft Agreement.”

The subcommittee considered and discussed the fundamental issue of whether, as is generally assumed, the DPC should be pursuing a Draft Agreement to form an independent RECC, rather than an IMA. After a motion and second, the group unanimously voted that pursuit of a District Agreement was the best way to proceed.

The group reviewed the proposed draft Mission Statement for the subcommittee, but decided to take no action on it. It was suggested that the text could be useful in drafting a Mission Statement for the main DPC.

The group considered what local Town staff could be used to assist with subcommittee and DPC work, and agreed generally to make Town finance and other staff available to assist the Carell Group in data gathering and consultation for the drafting and preparation of supporting materials for the District Agreement.

The role of Town Counsel in reviewing the text of the draft District Agreement was discussed. Since three of the five towns already use the same outside counsel, it was proposed that all five towns agree to use of that counsel, with the possibility that the funding for this review come from the state grant. It was agreed that this matter would be referred to the full committee for consideration.

The issue of whether the meetings of all the subcommittees were subject to the Open Meeting Law was discussed. The general view of the group was that the subcommittees were subject to the Open Meeting Law and should comply. After motion and second it was unanimously agreed that this recommendation should be presented to the full committee at its next meeting.

The subcommittee considered some of the elements that would go into a District Agreement.

The allocation of financial costs in running the RECC and various options from the original feasibility study were discussed. The subcommittee felt that this difficult matter should be deferred for later consideration.

The size and make-up of the Governing Board was discussed, beginning with the question, is five too few, and ten too many? After consideration the group reached a general consensus that a five person board (based upon the assumption five towns would be participating), with a one town-one vote format, similar to the Pioneer Valley Transit Authority (PVTA), would work best. Whether members should be strictly ex-officio, or at large (e.g. a retired selectperson), or some combination, was discussed. It was generally agreed that persons should be selected for the Governing Board (a working title), based upon local practice. The possibility of a term, and procedures for recall (as with the PVTA) were discussed, for those not serving in ex-officio status. It was agreed that further review and consideration of other RECC organizing documents would be useful in considering this further.

Time did not allow discussion of the various subcommittees that might be included in the RECC, except there was general agreement of the need for strong public safety input via an Operations subcommittee. The group was reminded that Chapter 500 requires the creation of a Finance Advisory Subcommittee, with membership set by statute. By statute, members of the Finance Advisory Subcommittee are not eligible to sit as members of the RECC governing board.

The subcommittee expressed an interest in attending one or more meetings of other RECC governing boards for observation of their proceedings and to possibly be on the agenda of such meetings for further discussion of the practicalities of governing a RECC.

Exploration of scheduling such meetings and the gathering of other sample documents was assigned to the Carell Group.

The next meeting of the subcommittee was scheduled for July 19, 2016 at 12 PM at the Wilbraham Town Hall. The meeting adjourned at 12:20 PM.

Minutes approved at the next meeting of the Governance and Finance Subcommittee, held 7-19-2016