

**MINUTES OF THE INNOVATION DISTRICT
DESIGN AND DEVELOPMENT TASK FORCE MEETING #6**

Thursday, July 29, 2010 at 2:30 p.m.

**Holyoke Heritage State Park, Visitors Center Exhibit Hall
221 Appleton Street, Holyoke, Massachusetts**

Task Force Members Present:

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| <input checked="" type="checkbox"/> Tim Brennan, Pioneer Valley Planning Commission | <input type="checkbox"/> William Ward, Regional Employment Board |
| <input checked="" type="checkbox"/> Kathy Anderson, City of Holyoke | <input checked="" type="checkbox"/> John Judge, Springfield Office of Planning and Development |
| <input type="checkbox"/> Robert Gilbert, James Dowd and Sons/Holyoke Chamber of Commerce | <input type="checkbox"/> Felix Morales, Premier Accounting |
| <input type="checkbox"/> William Messner, Holyoke Community College | <input checked="" type="checkbox"/> Gladys Lebron-Martinez, CareerPoint |
| <input checked="" type="checkbox"/> Kip Foley, Cover Technologies, Inc. | <input checked="" type="checkbox"/> Dan D'Alma, IBEW, Local 7 |
| <input checked="" type="checkbox"/> Larry Bay, Holyoke Works | <input type="checkbox"/> Elaine Pluta, City of Holyoke |
| <input type="checkbox"/> Michael Malone, University of Massachusetts | <input checked="" type="checkbox"/> Eric Nakajima, Executive Office of Housing and Economic Development |
| <input type="checkbox"/> John Doyle, CPA Consultant | <input type="checkbox"/> Patrick Larkin, John Adams Innovation Institute – Massachusetts Technology Collaborative |
| <input checked="" type="checkbox"/> James Lavelle, Holyoke Gas & Electric | <input type="checkbox"/> Michael Vedovelli, Massachusetts Office of Business Development |
| <input type="checkbox"/> Douglas Bowen, Peoples Bank (Holyoke) | <input checked="" type="checkbox"/> Richard Henderson, MassDevelopment |
| <input type="checkbox"/> Allan Blair, Western Mass. Economic Development Council | <input type="checkbox"/> James Kurose, UMass/Dept. Computer Science |
| <input type="checkbox"/> Linda Dunlavy, Franklin Regional Council of Governments/Pioneer Valley Connect | <input checked="" type="checkbox"/> Helene Florio, Office of State Senator Michael Knapik |
| <input checked="" type="checkbox"/> John Mullin, UMass Amherst | <input checked="" type="checkbox"/> Natalie Blais, Office of U.S. Congressman John Olver |
| <input checked="" type="checkbox"/> Dianne Fuller Doherty, Western Mass. Regional Office – Small Business Development Center | <input checked="" type="checkbox"/> Brenna E. Murphy, Office of State Representative Michael Kane |
| <input type="checkbox"/> Ira Rubenzahl, Springfield Technical Community College | <input type="checkbox"/> Kevin Kennedy, Office of U.S. Congressman Richard Neal |
| <input checked="" type="checkbox"/> Carlos Gonzalez, Western Mass. Latino Chamber of Commerce (Holyoke & Springfield) | <input checked="" type="checkbox"/> Donald R. Welch, Holyoke City Council |

Guests Present:

Esthela Bergeron, Carousel Studios	Wayne Lehman, Local 596
Jeff Brancato, University of Massachusetts Amherst	Diane M. LeBeau, Sullivan & Associates
Dawn Cordeiro, Community Enterprises	Kathy McKean, MCFA/Victory Theatre
Bill Ennen, Massachusetts Technology Collaborative	Mary Monahan-Burges, AECOM
Jef Fasser, VHB, Inc.	Nilka M. Ortiz, City of Holyoke
Indrani Kowlessar Gallagher, Pioneer Valley Planning Commission	Maria G. Pagan, Holyoke Public Library
Cindy Greene, Holyoke Community College	Nancy Sachs, PCS80
Jack Jemsek, Sovereign Consulting	David Scher, The Canal Gallery
Robert Kispert, Massachusetts Technology Collaborative	Lori Tanner, Pioneer Valley Planning Commission
Connie Kennedy	Linda Vacon, Holyoke City Councilor

1. Call to Order and Welcome With Brief Opening Remarks/Announcements by Co-Chairs

The sixth meeting of the Innovation District Design and Development Task Force was called to order at 2:43 p.m. by the Task Force's Co-Chair Tim Brennan who welcomed all those present. Mr. Brennan noted that several Task Force members were unable to attend this meeting due to vacation or scheduling conflicts, and he thanked those Task Force members who could be here today. Following introductions Mr. Brennan sent around an attendance sheet for Task Force members and Task Force Liaisons to sign for minute-taking purposes. Mr. Brennan also asked Task Force members make sure to speak directly into the closest microphone so that a high-quality audio recording of this meeting could be achieved especially given that this meeting was being videotaped. Mr. Brennan noted that this video recording will be posted on the Innovate Holyoke website so that Task Force members who cannot be in attendance can update themselves on what took place at today's gathering. Mr. Brennan then asked Task Force Co-Chair Kathy Anderson if she had anything else to add. Ms. Anderson announced that Mayor Elaine Pluta had to leave due to an important engagement that was scheduled at the last minute and therefore her aide, Nilka Ortiz, will represent the Mayor's office at this meeting. Mr. Brennan then moved to take up the next item on the agenda.

2. Minutes of the Previous Task Force Meeting Which Was Held on June 24, 2010

Mr. Brennan called for a motion to approve the minutes of the fifth Innovation District Task Force meeting which was held on Thursday, June 24, 2010.

MOVED BY JOHN MULLIN, SECONDED BY HELENE FLORIO, TO APPROVE THE MINUTES OF THE INNOVATION DISTRICT DESIGN AND DEVELOPMENT TASK FORCE MEETING HELD ON JUNE 24, 2010.

Mr. Brennan asked if there were any questions, comments, or corrections regarding the subject minutes but none were forthcoming.

THERE BEING NO QUESTIONS, COMMENTS OR CORRECTIONS, THE MINUTES OF THE INNOVATION DISTRICT DESIGN AND DEVELOPMENT TASK FORCE MEETING HELD ON JUNE 24, 2010 WERE UNANIMOUSLY APPROVED.

3. Presentation and Discussion: An Overview of the Process and Timing for Consultant Proposals Received in Response to the Innovation District RFP Issued by the Massachusetts Technology Collaborative (MTC)

Mr. Brennan commented that over the past several Innovation District Task Force meetings, Task Force members have been working in concert with Massachusetts Technology Collaborative (MTC) staff to develop the Request for Proposals (RFP) document that will be used to recruit a consultant team that will develop the comprehensive strategy that can leverage HPCC-related job and economic development opportunities. Mr. Brennan further noted that many Task Force members had provided very constructive and useful feedback during this process and he thanked them for their efforts. Mr. Brennan stated that the final version of this RFP was posted in early June and a number of responses to the RFP have now been received. Mr. Brennan emphasized that although MTC is chiefly responsible for handling the RFP process, it has always been MTC's intent to engage Task Force members in this consultant recruitment effort from the very beginning. Mr. Brennan then called on MTC's Director of Cluster Development, Robert Kispert, to update Task Force members on the latest developments regarding the RFP and the selection of a consultant firm or consultant team that will work with the Innovation District Task Force to devise a comprehensive and action-focused strategy that will yield long-term economic development opportunities and job growth for Holyoke and the surrounding Pioneer Valley.

Mr. Kispert stated that it has been an interesting effort to try to capture the view of the Task Force and to imbed these ideas into an RFP that's intended to retain a strategic consultant who can help determine how best to leverage Holyoke's High-Performance Computing Center so that it can create economic growth for the Innovation District, the City of Holyoke and the surrounding region. Mr. Kispert noted that when MTC staff put together the RFP the staff were convinced this would need to be a unique RFP document because they could not find a similar model of such a complex work assignment. However, Mr. Kispert said he was confident that the Task Force's input had helped MTC staff craft an excellent RFP that will elicit interesting responses for an array of consulting firms.

Mr. Kispert explained that MTC had released the RFP on June 8th and subsequently held a potential bidders' teleconference on June 21st to answer respondents' questions. Mr. Kispert stated that eight proposals were received by the MTC by the July 15th submission deadline, and he felt that in his opinion this was a qualified group of applicants and that the respondents displayed a good understanding of the requirements laid out in the RFP. Mr. Kispert commented that MTC's objective is to try and select the preferred consultant by Labor Day although he acknowledged that was an ambitious schedule. He added that the next step for the MTC staff was to conduct an initial screening of proposals to determine if there were any consultant applicants which didn't meet the RFP's basic threshold requirements. Mr. Kispert stated the MTC will conduct another detailed screening to determine which proposals appear to have the best potential to meet the requirements of the RFP and the assignment. Once this determination has been made, Mr. Kispert explained that MTC will assemble an external review panel of ten people which will be comprised of several Task Force members as well as individuals drawn from outside of the Task Force membership. Mr. Kispert then stated that once the external review process has been completed the group will identify a subset of consultant applicants which the external review committee will interview face-to-face.

Mr. Kispert next discussed how the proposals would be reviewed and he pointed out that listed in the RFP are specific evaluation criteria and that the scoring and evaluation that MTC is creating is drawn specifically from this criteria. Mr. Kispert further commented that MTC staff will be looking at the various tasks that applicants have been asked to respond to and will make some judgment as to whether they clearly understand what is expected of them and can truly complete the tasks that have been laid out in the RFP in an effective and timely manner.

Mr. Kispert asked Mr. Brennan if he had anything more to add to the information that Mr. Kispert had presented. Mr. Brennan underscored that the external review panel includes Task Force members as an effective way to ensure there is a solid connection between the selected consultant and the Innovation Task Force membership from the very beginning. Mr. Kispert added that the first thing the selected consultant will need to do is meet with the Task Force to outline and explain their approach to this work assignment as well as how they expect to interact with Task Force members on an ongoing basis. Dianne Fuller Doherty asked if the budget for the consultant will be made public and will the applicants know about this in advance. Mr. Kispert explained that the budget will not be publicly disclosed in advance and the applicants were made aware of this fact. Mr. Kispert added that the reason why MTC was not making the budget public is because MTC wanted to see what the applicants indicated would be needed to carry out this work in a cost effective manner. Mr. Kispert further explained that based on the various proposals MTC will look at the budget to determine which application will have the best overall value. Mr. Brennan then emphasized that the goal is to have the selection process completed in September so that the consultant or consultant team hired can be present at the next Task Force meeting since there will be no Task Force meeting held in August. There being no more questions for Mr. Kispert Mr. Brennan thanked him and his MTC colleagues for their work on the RFP as well as their efforts to attract and retain a knowledgeable and experienced consultant.

4. Informational Update from the Holyoke HPCC University Consortium

Mr. Brennan then introduced Jeff Brancato, Associate Vice President for Economic Development of the University of Amherst, to update Task Force members on the site selection process for the Holyoke High-Performance Computing Center (HPCC) project. Mr. Brancato noted that there has been a great deal of interest in the Holyoke community regarding the site selection process. Mr. Brancato further added that some information currently being circulated regarding the site selection has not been entirely accurate so the University Consortium had come up with a formal statement which he distributed to Task Force members at this meeting. Mr. Brancato explained that the purpose of this statement is to clarify the University Consortium's process and the future of the project. Mr. Brancato assured Task Force members that this project is on schedule and it is moving forward rapidly. Mr. Brancato noted that when Governor Patrick was in Holyoke back in March, immediately following the Governor's visit the University Consortium was asked when the final decision on site selection would be determined and in response it was stated that a decision would likely be made in either June or July. Mr. Brancato explained that by making this statement, it was not the intent of the University Consortium to set a firm deadline for site selection. However, Mr. Brancato stated the University Consortium is moving forward on the site selection process and its nonprofit, Section 501(c)3 corporation has been established which will actually build and manage the HPCC facility. Mr. Brancato mentioned that this nonprofit is having its first board meeting next week and at this gathering it will review site selection recommendations that have been brought forward by University Consortium staff. Mr. Brancato noted that the University Consortium's attorneys have informed him that it would be irresponsible for him to presuppose any action of the non-profit's governing board, however, Mr. Brancato underscored that the board members

certainly understand what the site issues and challenges are and the University Consortium's staff have done an excellent job with their analysis of both the Mastex and Open Square sites. Mr. Brancato also reminded Task Force members that once a final decision has been made on the HPCC site, the University Consortium will then need to negotiate for the purchase of the preferred site itself and the conclusion of this process will lead to the signing of binding contracts to acquire the site. Mr. Brancato noted that this process will take some additional time but he was confident this site decision would be resolved soon.

Mr. Brancato next commented that the University Consortium is currently in the process of conducting a search for an executive director of the HPCC facility, and that the Consortium is specifically looking for someone who has had a great deal of experience with managing a high-performance computer facility. Mr. Brancato added that through word of mouth several candidates have come forward and Cisco and EMC have referred potential candidates as well. Mr. Brancato then stated that the search committee is meeting with these candidates and added that the University Consortium has identified an executive search firm which will work with the University Consortium to conduct a formal, nationwide search for the HPCC's executive director. Mr. Brancato further stated that the HPCC's executive director will be in charge of the facility but he or she will also serve as its public face.

Mr. Brancato next moved on to review the final report of the April 15th "Workshop on Educational Opportunities Associated with a Green High Performance Computing Facility," copies of which were distributed to Task Force members at this meeting. Mr. Brancato noted that this workshop had proved to be a successful and timely event and he explained that copies of this report were mailed out to all the University Consortium's board members which will oversee the HPCC facility. Mr. Brancato underscored that workshops, such as this one held at Holyoke Community College last April, are as important as the HPCC facility itself because it will be vitally important to create a program of education and outreach in Holyoke which will build and expand a set of partnerships in the community as well as with the educational campuses in the surrounding area. Ms. Anderson asked if the workshop report is available online and Mr. Brancato stated that it is and he added that the URL is referred to in the University Consortium's written statement on the status of site selection which had been distributed to Task Force members earlier in the meeting.

Mr. Brancato asked if there were any questions or comments regarding his presentation. Mr. Nakajima commended the University Consortium for issuing the public statement regarding the status of the HPCC site selection process. Mr. Nakajima further emphasized that the HPCC project is a collaborative enterprise led by the universities, the City of Holyoke as well as the Executive Office of Housing and Economic Development and is going forward on schedule. Mr. Brennan asked if there would be any follow through regarding the recommendations generated from the April 15th workshop beyond the final report. Mr. Brancato stated that after the workshop a proposal was submitted to the National Science Foundation (NSF) to request financing for a program that would implement a great deal of what was described in the report. Mr. Brancato noted that the NSF review panel was meeting next week and the University Consortium should receive word regarding the results of the review by September. Mr. Brancato then added if this funding does not come through the University Consortium will look for other funding opportunities.

There being no further questions for Mr. Brancato from Task Force members, Ms. Anderson asked if there were any questions from the audience. An audience member noted that at one meeting the HPCC was being talked about as a computer center only. Then in another meeting it appeared that it was only going to be used for educational purposes. This audience member added that at an earlier meeting it had been discussed that the HPCC could be used for business purposes. The questioner wondered if the actual purpose of the HPCC had been determined. This audience member also asked if the HPCC was going to be purchased outright or leased. Mr. Brancato stated that he did not have an answer as to whether the chosen HPCC site would be leased or purchased, as this matter would be determined by the HPCC board. Mr. Brancato then explained that the answer to the first question is that the primary purpose of the HPCC is to provide research computing for academic purposes for the five higher education partners that comprise the University Consortium. However, Mr. Brancato added that the University Consortium is interested in partnerships between the University Consortium's research faculty and industry. Mr. Brennan then reminded the group that the purpose of hiring a consultant is to help determine how to best leverage the HPCC facility to maximum economic advantage. Mr. Brennan further emphasized this is why it is important for the consultant to be engaged and connected to the Task Force and the University Consortium from the very beginning.

There being no further questions or comments for Mr. Brancato, the Task Force Chairs moved to take up the next agenda item.

5. Other Business Including Distribution of a CITI Report Summarizing Recommendations Emanating from an April 2010 Workshop Focusing on Educational Opportunities Associated With the Holyoke HPCC Facility and Anticipated Agenda Items for the Next Full Task Force Meeting

Mr. Brennan asked Ms. Anderson for updates on any local work related to the Holyoke Innovation District or HPCC project. Ms. Anderson noted that the City of Holyoke continues to move forward on its Urban Renewal Plan and stated that a market analysis is being done in the downtown area and a citizen participation committee has been assembled. Ms. Anderson noted that the citizen participation committee was selected by and will advise the Holyoke Redevelopment Authority. Ms. Anderson further noted that the consultants for the City of Holyoke were conducting a building review of all four census tracts in the City's downtown area. Ms. Anderson further explained that the next step will be to set up public meetings in the foreseeable future.

Ms. Anderson then stated that the City of Holyoke was also collaborating with the Pioneer Valley Planning Commission to look at zoning and parking in the downtown area which will complement the work being done on Holyoke's new Urban Renewal Plan. Ms. Anderson further commented that the kickoff meeting of Phase II of the Canal Walk design project recently took place. Ms. Anderson then updated the Task Force on Cisco System's "Smart and Connected Community Initiative." Ms. Anderson stated that she was hoping there would have been a Cisco presentation today, but due to vacation schedules this could not be arranged. However, Ms. Anderson noted that a draft pilot of Holyoke's Smart and Connected Community Initiative had been created by Cisco staff and meetings have taken place with key stakeholders in health care, education and public safety within the first phase of pilot to make sure all concerns have been addressed. Ms. Anderson stated that the pilot needs to be tweaked a bit after all the stakeholder meetings have been held and then it will need to be reviewed by Cisco's attorneys. Lastly, Ms. Anderson stated that the pilot will be presented to the Mayor of Holyoke, the City and then to the Innovation District Task Force and the public at large.

There being no questions for Ms. Anderson, Mr. Brennan mentioned that last week there was a meeting with representatives from the Massachusetts Broadband Institute. Mr. Brennan noted that the Commonwealth of Massachusetts was able to secure a \$40 million broadband stimulus grant award which, commingled with state and bond funds that are in the custody of the Massachusetts Broadband Institute, will add up to a \$71 million investment in this region. Mr. Brennan emphasized that this funding makes it all the more important for the Task Force to leverage the Holyoke HPCC facility to maximum advantage.

Following Mr. Brennan's remarks, the Task Force agreed by consensus to target their next Task Force meeting for Wednesday, September 22nd at 2:30 p.m. There being no further business to conduct, Mr. Brennan adjourned the meeting at 3:36 p.m.