

PIONEER VALLEY PLANNING COMMISSION (PVPC)
Minutes of Executive Committee Zoom Meeting
Thursday, September 24, 2020

Present were:

Walter Gunn, Chair – Longmeadow
Judith Terry, Vice-Chair – Chesterfield
Douglas Albertson, Secretary/Clerk – Belchertown
George Kingston, Treasurer – East Longmeadow
T.J. Cousineau, Assistant Treasurer – Blandford
Jack Jemsek – Amherst
Mark Paleologopoulos – Agawam

PVPC Staff:

Kimberly H. Robinson, MUP, Executive Director
Lisa Edinger, Accounting Manager
Erica Johnson, Community Development Principal Planner/Manager
Indrani Kowlessar, Executive Assistant/Office Manager
Catherine Ratte, Principal Planner/Environment and Land Use Section Manager
Dana Roscoe, Principal Planner/Transportation Manager
Lynn Shell, Administrative Assistant I Specialist

Guest:

Patti D'Amaddio, EANE Strategic HR and Compensation Services Consultant

1. Chairman's Call to Order, Welcome and Approval of the Minutes of the August 27, 2020 Executive Committee Meeting

The September 24th Executive Committee Zoom meeting was called to order at 4:00 p.m. by Commission Chair Walter Gunn who welcomed everyone in attendance. Mr. Gunn then took roll call and the following Executive Committee members responded "present": Walter Gunn, Jack Jemsek, George Kingston, T.J. Cousineau, Mark Paleologopoulos, Doug Albertson and Judy Terry. Mr. Gunn noted that there is a quorum given that 7 members are in attendance.

Mr. Gunn called for a motion to approve the August 27, 2020 meeting minutes.

MOVED BY JUDY TERRY, SECONDED BY T.J. COUSINEAU, TO APPROVE THE MINUTES OF THE AUGUST 27, 2020 EXECUTIVE COMMITTEE MEETING. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MINUTES WERE UNANIMOUSLY APPROVED BY ALL SEVEN EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE WHO IN TURN RESPONDED "YES".

Ms. Robinson reported that the presentation by EANE Consultant Patti D'Amaddio will need to be delayed briefly due to some technical issues she is experiencing. Mr. Gunn therefore suggested rearranging agenda items 2 and 3 to allow Ms. D'Amaddio additional time to join the meeting. Executive Committee members agreed and Mr. Gunn then asked Ms. Edinger to comment on the Warrant and Financial Reports.

2. Warrant/Financial Reports

PVPC's Accounting Manager Lisa Edinger reviewed the August 2020 warrant and she highlighted several checks appearing on the check listing. There being no questions, Ms. Edinger next reviewed the PVPC Financial Summary Profile, a report listing PVPC's account balances as of September 24, 2020. Finally, Ms. Edinger stated that PVPC's auditors will be conducting their work at the PVPC for two weeks beginning on October 5th.

3. Presentation on the Pay Equity Audit Process by Special Guest, Patti D'Amaddio from the Employers Association of the Northeast (EANE)

Ms. Robinson noted that the Massachusetts Equal Pay Law went into effect on July 1, 2018 and she was encouraged to look into having a pay equity audit conducted on behalf of the PVPC. She stated that she has been working with the Employers Association of the Northeast (EANE), specifically Patti D'Amaddio, who is here today to talk about the *PVPC Compensation Plan Design & Pay Equity Assessment*, noting that she gave this presentation to PVPC staff in August.

Ms. D'Amaddio mentioned that the basic mission of the EANE is to help their members remain compliant with state and federal laws and to implement best practices within their HR infrastructure. She stated that PVPC joined the EANE so that PVPC could receive this consultation adding that there was an incentive for PVPC to have a comprehensive pay equity assessment and to get a corrective action plan in place for approval by the Executive Committee. Ms. D'Amaddio then shared her Power Point presentation on screen and she discussed the project objectives.

Ms. D'Amaddio stated that under the new Massachusetts pay equity law, employees in comparable jobs need to be paid comparably. The law states that compensable factors are jobs that are comparable in skill, effort, responsibility and working conditions and employees should be paid comparably, even if the duties are different. Ms. D'Amaddio noted that the National Position Evaluation Plan (NPEP) is a system that uses a well-defined set of compensable factors and she referred to a table comparing MA Pay Equity Comparability Factors with NPEP Rating Factors noting that they dovetail well. Ms. D'Amaddio stated that within each factor there are degrees ranging from 1 to 6 starting from the lowest to the highest levels of experience and complexity. She stated that they have rated and scored every PVPC position and next steps include identifying if there are any inequities that should be addressed. They will be working on composing accurate position descriptions and they are looking at consolidating the many different PVPC position titles.

Ms. D'Amaddio commented that in addition to internal equity, another goal is to make sure PVPC is paying appropriately to the market and those ranges should be reviewed on a 2 or 3 year basis. Ms. Robinson reported that several organizations are willing to work, gather information and partner with the PVPC including the Montachusett Regional Planning Agency, the Berkshire Regional Planning Commission, the Capitol Region Council of Governments and the National Association of Regional Councils. Ms. D'Amaddio remarked that generally it is good practice to have a third party gather and report data. In response to a question raised by Ms. D'Amaddio, Ms. Robinson stated that the PVPC, which was created through the Massachusetts Legislature, has been referred to as a *quasi-governmental agency* and she stated that individual salaries for the regional planning agencies are public record.

Ms. D'Amaddio then responded to several questions that were raised. In response to a question from Ms. Terry, Ms. D'Amaddio stated that PVPC's employees are all living and working in the same demographic area. However, if anyone was living and working for the PVPC in Boston, a geographic differential would be established that is based on cost of labor and not necessarily cost of living, noting that cost of labor does not track identically with cost of living. Ms. Robinson added that one of the reasons CROG is a good choice for the salary compensation study is that PVPC is in the same labor market as Hartford. Ms. Terry asked where the PVPC is at this point regarding pay equity. Ms. Robinson stated that some salaries are lower than they should be and after she has more finalized results she plans to present the Executive Committee with possible ways to approach this. In response to a question from Mr. Jemsek, Ms. Robinson stated that PVPC staff are responsible for paying into the Massachusetts State Employees Retirement System.

At this point, there being no further questions, Mr. Gunn thanked Ms. D'Amaddio for her presentation. Ms. D'Amaddio stated that she will provide the Executive Committee with a copy of her PowerPoint.

4. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Pioneer Valley Transit Authority for Annual Federal Transit Administration (FTA) Section 5307 Transit Planning Funds Which Support the Planning Commission Transit Planning Work Tasks and Responsibilities

Ms. Robinson noted that she is reporting on behalf of PVPC's Principal Planner/Transportation Manager Dana Roscoe, who had to leave today's meeting early and she stated that this is PVPC's standard FTA Section 5307 contract with PVTA.

There being no questions, Mr. Gunn called for a motion to address agenda item 4.

MOVED BY JUDY TERRY, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE, A MUTUALLY ACCEPTABLE \$280,000 TWELVE MONTH CONTRACTUAL AGREEMENT WITH THE PIONEER VALLEY TRANSIT AUTHORITY FOR FTA SECTION 5307 TRANSIT PLANNING FUNDS WHICH SUPPORT THE PLANNING COMMISSION'S TRANSIT PLANNING WORK TASKS AND RESPONSIBILITIES. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION WAS UNANIMOUSLY APPROVED BY ALL SEVEN EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE WHO IN TURN RESPONDED "YES".

Ms. Robinson noted that the next 11 agenda items are related and she suggested approving items 5 through 15 with a combined block vote. Executive Committee members agreed and Mr. Gunn called for a block vote to address the motions

for agenda items 5 through 15. The block vote was moved by T.J. Cousineau and seconded by George Kingston. Ms. Robinson stated that Principal Planner/Environment and Land Use Section Manager, Catherine Ratte, is here to provide information or answer questions regarding these items.

5. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Town of Agawam to Perform Stormwater Related Work for the Town as Part of the Municipal Vulnerability Preparedness (MVP) Funding

Principal Planner Catherine Ratte stated that the PVPC assisted a number of our member municipalities with their Municipal Vulnerability Preparedness (MVP) Action Grants and Planning Grants and she noted that the Town of Agawam is subcontracting with the PVPC for a portion of their MVP Action Grant.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, IN AN AMOUNT NOT TO EXCEED \$35,000, WITH THE TOWN OF AGAWAM TO PERFORM STORMWATER RELATED WORK FOR THE TOWN AS PART OF THE MUNICIPAL VULNERABILITY PREPAREDNESS (MVP) FUNDING.

6. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Town of Blandford to Prepare a Resilient Master Plan and an Open Space and Recreation Plan Update for the Town

Ms. Ratte explained that the Town of Blandford secured \$102,824 to prepare both a Resilient Master Plan and also to update their Open Space and Recreation Plan.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, IN AN AMOUNT NOT TO EXCEED \$102,824, WITH THE TOWN OF BLANDFORD TO PREPARE A RESILIENT MASTER PLAN AND AN OPEN SPACE AND RECREATION PLAN UPDATE FOR THE TOWN.

7. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Town of Granby to Perform Stormwater Work and to Complete a Resilience Review of the Town's 2016 Master Plan Integrating Results of the Town's Community Resilience Building Process into the Existing Master Plan

Ms. Ratte stated that the Town of Granby secured \$34,000 to focus on the NS4 requirements for their stormwater regulations and this is also to do a review of their Master Plan.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, IN AN AMOUNT NOT TO EXCEED \$34,000, WITH THE TOWN OF GRANBY TO PERFORM STORMWATER WORK AND TO COMPLETE A RESILIENCE REVIEW OF THE TOWN'S 2016 MASTER PLAN INTEGRATING RESULTS OF THE TOWN'S COMMUNITY RESILIENCE BUILDING PROCESS INTO THE EXISTING MASTER PLAN.

8. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the City of Holyoke to Complete Work Related to the City's Municipal Vulnerability Preparedness (MVP) Action Grant

Ms. Ratte explained that this is a subcontract with the City of Holyoke which will focus on their tree inventory.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, IN AN AMOUNT NOT TO EXCEED \$24,000, WITH THE CITY OF HOLYOKE TO COMPLETE WORK RELATED TO THEIR MVP ACTION GRANT.

9. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the City of Springfield to Assist with the City's Municipal Vulnerability Preparedness (MVP) Action Grant Advancing a Racial Equity Impact Assessment in the City and Improving Communications Between Residents and City Department Heads and Lead Staff

Ms. Ratte stated that the City of Springfield would like the PVPC to assist with their MVP Action grant in advancing Racial Equity Impact Assessments and improving communications between their residents and City staff.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, IN AN AMOUNT NOT TO EXCEED \$57,500, WITH THE CITY OF SPRINGFIELD TO ASSIST WITH THEIR MUNICIPAL VULNERABILITY PREPAREDNESS (MVP) ACTION GRANT ADVANCING A RACIAL EQUITY IMPACT ASSESSMENT IN THE CITY AND IMPROVING COMMUNICATIONS BETWEEN RESIDENTS AND CITY DEPARTMENT HEADS AND LEAD STAFF.

10. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Town of Blandford for Green Communities Support with their Competitive Grant Focusing on Educating Residents

Ms. Ratte noted that the Towns of Blandford and Granby would like to engage the PVPC to assist with oversight, procurement and publicity on how the Towns are saving money by being a Green Communities' member.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, IN AN AMOUNT NOT TO EXCEED \$6,000, WITH THE TOWN OF BLANDFORD FOR GREEN COMMUNITIES SUPPORT WITH THEIR COMPETITIVE GRANT FOCUSING ON EDUCATING RESIDENTS.

11. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Town of Granby for Green Communities Support with their Competitive Grant Focusing on Educating Residents

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, IN AN AMOUNT NOT TO EXCEED \$10,000, WITH THE TOWN OF GRANBY FOR GREEN COMMUNITIES SUPPORT WITH THEIR COMPETITIVE GRANT FOCUSING ON EDUCATING RESIDENTS.

12. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Town of Chester to Facilitate Municipal Vulnerability Preparedness (MVP) Planning

Ms. Ratte explained that the Towns of Chester, Granville, and Wilbraham received MVP Planning Grants and she noted that Granville and Wilbraham are also going to update their Hazard Mitigation Plans at the same time.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, IN AN AMOUNT NOT TO EXCEED \$26,500, WITH THE TOWN OF CHESTER TO FACILITATE MVP PLANNING.

13. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Town of Wilbraham to Facilitate Municipal Vulnerability Preparedness (MVP) Planning and a Hazard Mitigation Plan

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, IN AN AMOUNT NOT TO EXCEED \$32,000, WITH THE TOWN OF WILBRAHAM TO FACILITATE MVP PLANNING AND A HAZARD MITIGATION PLAN.

14. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Town of Granville to facilitate Municipal Vulnerability Preparedness (MVP) Planning and a Hazard Mitigation Plan

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, IN AN AMOUNT NOT TO EXCEED \$27,000, WITH THE TOWN OF GRANVILLE TO FACILITATE MVP PLANNING AND A HAZARD MITIGATION PLAN.

15. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Town of East Longmeadow to Facilitate Development of a Master Plan

Ms. Ratte stated that the PVPC will assist the Town of East Longmeadow with development of a Master Plan.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, IN AN AMOUNT NOT TO EXCEED \$85,000, WITH THE TOWN OF EAST LONGMEADOW TO FACILITATE DEVELOPMENT OF A MASTER PLAN.

MR. GUNN TOOK A ROLL CALL VOTE TO ADDRESS THE MOTIONS FOR AGENDA ITEMS 5 THROUGH 15; THE MOTIONS WERE UNANIMOUSLY APPROVED BY A COMBINED BLOCK VOTE BY ALL SEVEN EXECUTIVE COMMITTEE MEMBERS IN ATTENDANCE WHO IN TURN RESPONDED "YES".

16. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Behavioral Health Network for Implementation of the Domestic Violence Victim Safety Enhancement Project

Erica Johnson, Community Development Principal Planner/Manager, explained that this is a subcontract of the CDBG Cares Act Funding. She noted that in addition to managing the Domestic Violence Prevention Program in house, this is to work with the Behavioral Health Network to implement the Domestic Violence Victim Safety Enhancement Project.

Mr. Gunn called for a motion to address agenda item 16.

MOVED BY T.J. COUSINEAU, SECONDED BY JACK JEMSEK, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT NOT TO EXCEED THREE HUNDRED AND SIX THOUSAND ONE HUNDRED AND THREE DOLLARS AND NO CENTS (\$306,103.00), WITH THE BEHAVIORAL HEALTH NETWORK TO IMPLEMENT THE DOMESTIC VIOLENCE VICTIM SAFETY ENHANCEMENT PROJECT ON BEHALF OF 24 TOWNS IN CENTRAL AND WESTERN MASSACHUSETTS THROUGH FUNDING RECEIVED BY THE TOWN OF WARE THROUGH THE CDBG CARES ACT PROGRAM. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION WAS UNANIMOUSLY APPROVED BY ALL 7 EXECUTIVE COMMITTEE MEMBERS PRESENT WHO IN TURN RESPONDED "YES".

17. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with Valley Community Development Corporation for Assistance with the Implementation of a Microenterprise Business Assistance Program with the Lead Communities of Agawam and Easthampton

Ms. Johnson reported that the PVPC needed assistance with the Microenterprise Business Assistance Program and submitted a Request for Proposals. She noted that the Valley Community Development Corporation will be assisting with the application process and the PVPC will be managing the project and reviewing final application materials.

Mr. Gunn called for a motion to address agenda item 17.

MOVED BY GEORGE KINGSTON, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT NOT TO EXCEED EIGHTY NINE THOUSAND EIGHT HUNDRED DOLLARS AND NO CENTS (\$89,800.00), WITH THE VALLEY COMMUNITY DEVELOPMENT CORPORATION TO IMPLEMENT A MICROENTERPRISE BUSINESS ASSISTANCE PROGRAM ON BEHALF OF NINE (9) TOWNS IN WESTERN MASSACHUSETTS THROUGH FUNDING RECEIVED BY THE TOWN OF AGAWAM AND CITY OF EASTHAMPTON THROUGH THE CDBG CARES ACT PROGRAM. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION WAS UNANIMOUSLY APPROVED BY ALL SEVEN EXECUTIVE COMMITTEE MEMBERS PRESENT WHO IN TURN RESPONDED "YES".

18. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with Quaboag Valley Community Development Corporation for Assistance with the Implementation of a Microenterprise Business Assistance Program with the Lead Communities of Spencer and Warren

Ms. Johnson noted that this contract is for the Quaboag Valley CDC to assist with implementation of the Microenterprise Business Assistance Program for communities in the Quaboag Valley area.

Mr. Gunn called for a motion to address agenda item 18.

MOVED BY GEORGE KINGSTON, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT NOT TO EXCEED THIRTY FIVE THOUSAND DOLLARS AND NO CENTS (\$35,000.00), WITH THE QUABOAG VALLEY COMMUNITY DEVELOPMENT CORPORATION TO IMPLEMENT A MICROENTERPRISE BUSINESS ASSISTANCE PROGRAM FUNDING RECEIVED BY THE TOWNS OF SPENCER AND WARREN THROUGH THE CDBG CARES ACT PROGRAM. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION WAS UNANIMOUSLY APPROVED BY ALL SEVEN EXECUTIVE COMMITTEE MEMBERS PRESENT WHO IN TURN RESPONDED "YES".

19. Discussion Regarding the October 2020 Full Commission Meeting

Ms. Robinson stated that she could possibly line up a speaker for the October Commission meeting to talk about how to do surveys and she asked for suggestions about other topics that could be discussed. Ms. Robinson also reported that it was decided that the State of the Region Conference will take place after the election in November and she noted that she found two futurist speakers, namely, Ben Hammersley who would provide a global approach and Chris McMillan from Chester who could speak on a more local level. Ms. Robinson reminded Executive Committee members that it is still an option for folks to tune in to the NEKC State of the Region Conference instead of having the Commission meeting. However, she noted that if the group would like to convene a Commission meeting in October, we could invite a consultant to speak about surveys or we could talk about what the Commission is working on and not necessarily have an outside speaker. Ms. Robinson asked if Executive Committee members had any comments.

Mr. Gunn noted that usually in October, the Citizen Planner Training Collaborative (CPTC) would take place after the Commission meeting which typically brought in a lot of people. Ms. Robinson stated that the CPTC will be held over Zoom although she did not yet have the dates. Mr. Gunn also noted that the State of the Region Conference is important and he felt that Commissioners should be encouraged to attend. Ms. Terry added that it's important to maintain communication with Commissioners and Ms. Robinson agreed. She noted there are a variety of topics we could discuss including the Cares Act Funding and the East West Rail. She stated she will put together an agenda around what the PVPC is doing and she will also look into having a CPTC event or something similar. Mr. Jemsek suggested asking a group of our elected officials to speak at the Commission meeting adding that they could bounce around ideas that might be of interest to all of us. Ms. Robinson noted that local elected officials will be speaking at the State of the Region Conference. She also stated that Senator Jo Comerford has been engaged with the PVPC on the subject of doing more regional shared health services and she suggested that she could possibly take part in this conversation at the October Commission meeting. Mr. Gunn asked Executive Committee members to communicate with Ms. Robinson if they have any other ideas.

20. Proposed 2021 Meeting Schedules for the Commission and the Executive Committee

Ms. Robinson noted that the proposed 2021 Commission and Executive Committee meeting schedules were sent out to Executive Committee members and she asked everyone to let her know if they have any concerns regarding the dates. She also noted that the meetings will all be held via Zoom until we can go back to meeting in person. Mr. Paleologopoulos suggested that it would be useful to be able to share the Executive Committee meeting documents on the screen during Zoom meetings. Ms. Robinson agreed and she stated that we will be looking at doing more screen sharing.

21. Personnel Items

Ms. Robinson first reported that sadly two PVPC retirees have passed away, Mary Hurley who had previously worked as PVPC's accountant, and Jim Gray who had worked in PVPC's Community Development Section. Ms. Robinson was also very sorry to report that Carol Sarno's husband John passed away this morning after suffering from a massive heart attack. Ms. Robinson stated that she is aware that many Executive Committee members know each of these individuals.

Ms. Robinson next provided an update on recruitment for the planner positions in the Community Development Section. She reported that offers have been made to two candidates and both have accepted, noting that Bridget Johnson will be joining the PVPC on October 5th and Nicholas Peavy will begin work on October 13th. Mr. Gunn suggested inviting Ms. Johnson and Mr. Peavy to the next Executive Committee Zoom meeting. As regards recruitment for the position of Senior Transit Planner, Ms. Robinson noted that a discussion with PVTA led to the request for a Data Analyst, especially given the changes in transit through COVID at this time. She stated that interviews have been completed and an offer will be made to one of two candidates, adding that either candidate could be very successful in this position.

22. Executive Director's Highlights and Updates

Ms. Robinson stated that she had a conversation with the Capitol Region Council of Governments (CRCOG) about the potential for the New England Knowledge Corridor, CRCOG and PVPC to potentially share the hiring of a liaison at the federal level and she noted that CRCOG is interested in sharing the procurement. Ms. Robinson also reported that the Franklin Region Council of Governments is interested in joining as well. She stated that she would like to bring this back to the Executive Committee in October as a potential agenda action item.

Ms. Robinson next reported that Brooks Fitch gave a presentation to Coordinating Council members on the Tim Brennan

Exemplar Award and everyone was very supportive of it. She noted that the idea is to announce by the end of this year and to present the award at the June 2021 Annual Meeting. She added that the EDC would take on the responsibility for running the program in the following year. Ms. Robinson asked Executive Committee members to let her know if they have any comments or concerns.

Finally, Ms. Robinson stated that she will be joining a meeting of the Hilltown Collaborative at 6:00 p.m. tonight. She explained that the Collaborative had a three year plan, including increasing economic development, and they hired Jeanne LeClair as Economic Development Director who is now moving on to another position. The Collaborative thinks this is the right time to look at where they are in the progress of their plan and they approached the PVPC to possibly help facilitate their meetings. Ms. Robinson stated that she let them know that the PVPC is happy to explore how we could potentially support those communities. Ms. Terry stated that the Hilltown Collaborative comprises the Southern Hilltowns and she noted that the Commission has not been very involved with the Northern Hilltowns which is an issue. Mr. Cousineau agreed. Ms. Robinson stated that as part of the EDA grant work, the PVPC is hosting round table discussions so that everyone can have that participation, including a one-on-one interaction with her and Eric Weiss. She noted that PVPC has started to figure out how to most effectively use this \$400,000 grant to support our entire region.

At this point, Ms. Ratte noted that during her discussion about the MVP grants, she failed to point out that the PVPC will have a subcontractor assisting with the Master Plans for the Towns of East Longmeadow and Blandford. Ms. Ratte added that this will be an action item for approval at next month's Executive Committee meeting.

23. Committee Member Comments, Suggestions and Future Agenda Items

Mr. Kingston announced that after several years of hard work, East Longmeadow was finally able to get their Mixed-Use Village District Bylaw before the Town Council and it should be voted on within the next couple of weeks.

There being no further comments, Chairman Gunn moved to adjourn the September 24th Executive Committee Zoom meeting. Mr. Gunn took a roll call vote and all seven Executive Committee members present responded "yes". The motion was unanimously approved and the meeting was adjourned without objection at 5:48 p.m.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

List of Documents and Other Items Distributed at the September 24, 2020 Meeting

1. Executive Committee September 24, 2020 Meeting Agenda and Motions
2. Executive Committee August 27, 2020 Meeting Minutes
3. PVPC Warrant: August 2020
4. PVPC Financial Summary Profile as of September 24, 2020