

PIONEER VALLEY PLANNING COMMISSION (PVPC)
Minutes of Executive Committee Zoom Meeting
Thursday, January 28, 2021

Present were:

Walter Gunn, Chair – Longmeadow
Douglas Albertson, Secretary/Clerk – Belchertown
George Kingston, Treasurer – East Longmeadow
T.J. Cousineau, Assistant Treasurer – Blandford
Marilyn Gorman Fil – Monson
Jack Jemsek – Amherst
Michael Marciniec – Palmer
Mark Paleologopoulos – Agawam

PVPC Staff:

Kimberly H. Robinson, MUP, Executive Director
Pat Beaudry, Manager of Public Affairs
Lisa Edinger, Accounting Manager
Patty Gambarini, Principal Environmental Planner/Section Manager
Molly Goren Watts, Principal Planner, Manager of RIPC
Doug Hall, Data Manager, Analyst
Erica Johnson, Community Development Principal Planner/Manager
Indrani Kowlessar, Executive Assistant/Office Manager
Jeff McCollough, Senior Transportation Planner
Catherine Ratte, Principal Planner/Environment and Land Use Section Manager
Gary Roux, Principal Planner/Traffic Manager
Lynn Shell, Administrative Assistant I Specialist
Lori Tanner, Economic Development Manager

Guests:

Tanya Campbell, CPA, Melanson
Carl Fazzina, Greg Bugbee, Novus Insight

1. Chairman's Call to Order, Welcome and Approval of the Minutes of the November 19, 2020 Executive Committee Meeting

The January 28, 2021 Executive Committee Zoom meeting was called to order at 4:02 p.m. by Commission Chair Walter Gunn who welcomed everyone in attendance. Mr. Gunn took roll call and the following Executive Committee members responded "present": Doug Albertson, Mark Paleologopoulos, Jack Jemsek, T.J. Cousineau, George Kingston, Mike Marciniec and Walter Gunn. Mr. Gunn stated that due to a serious health issue, Co-Chair Judy Terry is unable to be here. He noted that her presence at today's meeting will be greatly missed and he wished her a full, speedy recovery.

Mr. Gunn then called for a motion to approve the November 19, 2020 Executive Committee Zoom Meeting minutes.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO APPROVE THE MINUTES OF THE NOVEMBER 19, 2020 EXECUTIVE COMMITTEE MEETING. THERE BEING NO QUESTIONS, COMMENTS, OR ABSTENTIONS, THE MINUTES WERE APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS PRESENT WHO IN TURN RESPONDED "YES".

2. Presentation of the PVPC's Fiscal Year 2020 Audit Reports as Prepared by the Commission's CPA Firm, Melanson

Mr. Gunn welcomed Certified Public Accountant, Tanya Campbell, and he noted that the draft FY 20 audit reports were emailed to Executive Committee members. Ms. Campbell stated that Melanson has not received the signed representation letter so they haven't yet been able to issue final reports. In addition, she stated they are still in the process of doing the federal grant audit however she noted they will meet the deadline.

Ms. Campbell first discussed the roles and responsibilities of Melanson as the independent auditor, and of the Commission's management as well as that of the Executive Committee. She then talked about the financial statements which have five sections including (1) audit opinion, (2) management's discussion and analysis, (3) government-wide statements, (4) fund basis statements (5) footnotes and required supplementary information. Ms. Campbell noted that in FY20, Melanson issued the Commission a Qualified Opinion on the financial statements, which is similar to prior years due to the fact that the figures that are reported in the Commission's financial statements for PVRVC are unaudited.

Ms. Campbell then referred to PVPC's Governmental Fund's Balance Sheet and she talked about the PVPC's Unassigned Fund Balance in the General Fund which is what is available to spend. She also talked about the Assigned Fund Balance which includes some small project accounts and funds that have been set aside over the years by the Board. She noted that while these funds are considered unrestricted from the Board's perspective, technically this is not truly unassigned in terms of accounting standards' perspective which is why it is grouped with the Assigned Fund Balance. Ms. Campbell next turned to the Statement of Net Position which shows the true assets and liabilities of the Commission as of June 30, 2020. She talked about the Net Pension Liability which is the Commission's share of the State Employee Retirement System's unfunded liability, and the Net OPEB Liability which is the Commission's share of the retiree health insurance costs. Ms. Campbell stated that the Net Pension Liability has increased slightly this year. She noted that the contribution that the Commission is required to make to the State Employee Retirement System is not reflected in the financial statements but it is disclosed in a footnote. Ms. Campbell noted that there has also been a slight increase in the Net OPEB Liability which was not unusual given the market conditions between 2019 and 2020. She commented that there is no requirement to fund that liability at this time but she felt that this will change and she noted that the fact the Commission can set money aside every year for its OPEB Trust Fund is very good.

Finally, Ms. Campbell reviewed the Management Letter and she noted there are no major issues to report nor have there been for several years. She stated that their recommendations are for the PVPC to (1) update the Operations Manual for procurement thresholds; (2) modify travel reimbursement policy; and, (3) consider periodically sending letters to local banks to see if they have an account in the Commission's name. Miss Campbell offered to send a sample letter to Ms. Edinger. Ms. Campbell stated that two other minor suggestions include (1) increasing the contract approval threshold and (2) reviewing whether all line-item budget transfers need to be formally approved by the Executive Committee. Ms. Robinson proposed that Melanson's suggestions be presented for approval at the February Executive Committee meeting and Ms. Edinger noted that the Commission's responses are included in the Management Letter. As requested by the Executive Committee, Ms. Campbell agreed to provide hard copies of the FY 20 audit report once she receives the signed representation letter. Ms. Edinger stated she will follow up with this when she is in the office tomorrow. Ms. Robinson and Mr. Gunn then thanked Ms. Campbell for her presentation and Mr. Gunn called for a motion to accept the Commission's FY 20 audit reports as prepared by Melanson.

MOVED BY DOUG ALBERTSON, SECONDED BY GEORGE KINGSTON, TO ACCEPT THE PVPC'S AUDIT REPORTS ENCOMPASSING THE PLANNING COMMISSION'S 2020 FISCAL YEAR (I.E. JULY 1, 2019 THROUGH JUNE 30, 2020) AS PREPARED BY THE PVPC'S CPA FIRM, MELANSON. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE, NOTING THAT MARILYN GORMAN FIL HAD NOW JOINED THE MEETING; THE MOTION FOR AGENDA ITEM 2 WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS PRESENT WHO IN TURN RESPONDED "AYE".

3. Warrant/Financial Reports Including a Review of the Commission's FY21 6 Month Actual Budget (July 1, 2020 to December 31, 2020)

Mr. Gunn pointed out that PVPC's Accounting Manager Lisa Edinger is reporting on both the November and the December 2020 warrants given that there wasn't an Executive Committee meeting in December. Ms. Edinger first highlighted several checks appearing on the November 2020 check listing. She then referred to the December 2020 warrant and she noted that there is a new line item entitled, *Total ACH-Online Payments* which is for telephone and internet services which will now be paid online. Ms. Edinger then reviewed certain checks appearing on the December check listing. There being no questions, Ms. Edinger next referred to PVPC's Financial Summary Profile as of January 21, 2021. She noted that cash flow has been a little slow however PVPC just received a payment from MassDOT and she expected DLTA funds to be arriving soon. She also commented on the OPEB account, noting that the OPEB balance is the highest it has been.

Ms. Edinger next reviewed the PVPC's FY21 6 Month Actual Budget for the period encompassing July through December 2020. Mr. Gunn questioned why many line items are under budget including the staff salaries. Ms. Edinger pointed out that this report only looks at 6 months and those numbers could change.

4. Novus Insight Presentation on the PVPC's IT Assessment

Molly Goren Watts, PVPC's Manager of Data Education and Municipal Technology introduced Novus Insight Senior Sales Manager, Carl Fazzina and Chief Technology Officer, Greg Bugbee. She noted that Novus has done an extensive assessment of technology use at the PVPC and Mr. Fazzina and Mr. Bugbee are here today to provide an overview of their key findings and recommendations. Ms. Goren Watts stated that Novus has been working with the PVPC for the last 2 ½ years setting up our Municipal IT Program, supporting many of our communities in doing assessments of technology and

providing recommendations of how things can be done more efficiently and more effectively. She stated that as a member of the Pioneer Valley Municipal Technology Collaborative, PVPC felt it was important to make use of an assessment as we've been encouraging our municipalities to do.

Carl Fazzina and Greg Bugbee first provided some background information on Novus Insight. Mr. Bugbee then explained that they were approached by the PVPC about improvements to office technology and remote access technology and he noted that their analysis focuses on the following four key areas: (1) *Reliability*: the basic health of the technology systems; (2) *Usability*: how the technology supports the work of the organization; (3) *Sustainability*: expenses, funding and support; and (4) *Security*. Mr. Bugbee stated that they interviewed PVPC staff to gather this data and he then provided an overview of some challenges and goals including compliance needs, security, and the need for a commitment to upgrading software and hardware. He noted that PVPC's IT staffing is limited considering the size of the organization and the amount of work that needs to be implemented and he recommended hiring backup IT staff. Mr. Bugbee then reviewed their technology assessment findings in each of the following areas:

- Backup and Recovery
- In Office Wireless
- On Premises Critical Services
- Age of Computers and Technology Systems
- Email Filtering/Message Hygiene
- Record Retention and E-Discovery Tools
- Additional Security Findings
- File Management
- Folder Redirection
- Staff Training
- Consistent Software Resources
- Asset Management, Ticketing, Remote Management and Patch Management
- Telecommunications Expenses

In response to a question raised by Ms. Gorman Fil, Mr. Bugbee stated there is no disaster recovery plan documented. He noted that the recommendation is that this be put into more of a formal planning process adding that the same is true of incident response, policies and procedures. Finally, Mr. Bugbee reviewed a table outlining their strategic recommendations for the PVPC which describes the priority level, participants, budget, prerequisites and level of disruption for each strategy. Mr. Bugbee pointed out that this is a multi-year process but some areas will need to be addressed soon to ensure safety and security.

Ms. Goren Watts reminded Executive Committee members that the Pioneer Valley Municipal IT Collaborative is available if they would like their communities to get an IT assessment. Ms. Robinson commented that she found it very useful to have a third party conduct an IT assessment and she expressed her appreciation to Novus Insight and to everyone at the PVPC who participated. Ms. Robinson stated that she is committed to moving forward with making improvements in a way that is sustainable and affordable, noting that she and Ms. Edinger have already started looking at different funding pieces. Ms. Robinson proposed that next steps would be to bring the recommendations from Novus to the Executive Committee, along with suggestions around potential funding items, so we can discuss priority pieces and timelines. Ms. Robinson reported that Novus will also bring their presentation to PVPC's full staff meeting in February so that we can discuss how to move forward. Mr. Gunn stated that he will look forward to hearing the feedback from the staff presentation. He also offered to provide some ideas based on the IT approach taken by the Town of Longmeadow. Mr. Gunn then thanked Mr. Bugbee and Mr. Fazzina for their excellent presentation and they agreed to forward a copy of the presentation to Ms. Robinson so that it can be distributed to Executive Committee members.

5. Review and Approval of the PVPC's Diversity, Equity and Inclusion (DEI) Committee Proposed DEI Policy Statement Which will be Included in the PVPC's Operations Manual and Posted on the PVPC's Website

Executive Assistant, Office Manager Indrani Kowlessar explained that the proposed DEI Policy Statement was developed by PVPC's Diversity, Equity and Inclusion Committee, noting that their name is being changed to Justice, Equity, Diversity and Inclusion (JEDI). Ms. Kowlessar stated that the committee comprises six staff members across sections, including herself, Catherine Ratte, Doug Hall, Lori Tanner, Ted Harvey, and Jeff McCullough. She noted that the committee was formed in 2019 to determine the most effective ways that PVPC can increase the diversity of its staff. Ms. Kowlessar

stated that the group agreed to develop a policy statement and she thanked Catherine Ratte for taking the lead on drafting the statement. Ms. Kowlessar noted that with approval from the Executive Committee, the statement will be included in the PVPC's Operations Manual and posted on the PVPC website.

Mr. Gunn then called for a motion to address agenda item 5.

MOVED BY DOUG ALBERTSON, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE COMMITTEE TO APPROVE THE PVPC'S DIVERSITY, EQUITY AND INCLUSION (DEI) COMMITTEE PROPOSED DEI POLICY STATEMENT WHICH WILL BE INCLUDED IN THE PVPC'S OPERATIONS MANUAL AND POSTED ON THE PVPC'S WEBSITE; THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION FOR AGENDA ITEM 5 WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS PRESENT WHO IN TURN RESPONDED "AYE".

6. Authorization for the Executive Director to Enter into a Contract with the Consulting Firm, Weston and Sampson, to Perform Work on the Wilbraham and Granville Hazard Mitigation Plan Updates and the Town's MVP Planning Work

Principal Environmental Planner Patty Gambarini stated that this is a contract with Weston and Sampson to assist with Municipal Vulnerability Preparedness and Hazard Mitigation Planning in Wilbraham and Granville. Given that PVPC's Land Use Section has a lot of work to manage, she explained that they are contracting for help to move that work forward.

There being no questions, Mr. Gunn then called for a motion to address agenda item 6.

MOVED BY MARILYN GORMAN FIL, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, IN AN AMOUNT NOT TO EXCEED \$40,000, WITH THE CONSULTING FIRM, WESTON AND SAMPSON, TO PERFORM WORK ON THE WILBRAHAM AND GRANVILLE HAZARD MITIGATION PLAN UPDATES AND THE TOWN'S MVP PLANNING WORK. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION FOR AGENDA ITEM 6 WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS PRESENT WHO IN TURN RESPONDED "AYE".

7. Authorization for the Executive Director to Enter into a Sub-contract with Neponset River Watershed Association Under a MassDEP MS4 Assistance Grant to Prepare Nitrogen Source Identification Reports for 11 Communities (Agawam, Granby, Longmeadow, Ludlow, Northampton, South Hadley, Southampton, Southwick, Springfield, Westfield, and Wilbraham) and Lake and Pond Phosphorous Control Plans for Two Communities (Ludlow and Wilbraham)

Ms. Gambarini explained that this grant from the Massachusetts Department of Environmental Protection (MassDEP) is for assistance in meeting some of the MS4 permit requirements. She stated that an invitation went out to all members of the Connecticut River Stormwater Committee and 11 communities responded. Ms. Gambarini noted that this work is required for the next year of the permit and this project will develop the method for other communities to follow next year. Ms. Gambarini noted that PVPC is partnering with the Neponset River Watershed Association which is in the Metropolitan Area Planning Council (MAPC) region. She stated that the Neponset River Watershed Association submitted the grant application and received the grant and PVPC is subcontracting with them.

After a brief clarification about the contract, Mr. Gunn called for a motion to address agenda item 7.

MOVED BY MARILYN GORMAN FIL, SECONDED BY JACK JEMSEK, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT, IN A TOTAL AMOUNT NOT TO EXCEED \$42,000, WITH THE NEPONSET RIVER WATERSHED ASSOCIATION UNDER A MASSDEP MS4 ASSISTANCE GRANT TO PREPARE NITROGEN SOURCE IDENTIFICATION REPORTS FOR 11 COMMUNITIES (AGAWAM, GRANBY, LONGMEADOW, LUDLOW, NORTHAMPTON, SOUTH HADLEY, SOUTHAMPTON, SOUTHWICK, SPRINGFIELD, WESTFIELD, AND WILBRAHAM) AND LAKE AND POND PHOSPHOROUS CONTROL PLANS FOR TWO COMMUNITIES (LUDLOW AND WILBRAHAM). THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION FOR AGENDA ITEM 7 WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS PRESENT WHO IN TURN RESPONDED "AYE".

8. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Department of Public Health for PVPC to Provide Pass-through COVID-19 Funds to Select Communities in Hampden and Hampshire Counties Which Include Amherst, Easthampton, Northampton and Southwick

Mr. Paleologopoulos asked why funding for the Town of Southwick is for contact tracing work and not to support testing sites. Community Development Principal Planner Erica Johnson stated that at the time, the Town did not have an active

testing site so they requested funds for contact tracing services. As regards who can go to a particular testing site, Ms. Johnson suggested contacting the sites to find out their requirements, adding that the sites are now all up and running.

There being no questions, Mr. Gunn called for a motion to address agenda item 8.

MOVED BY T.J. COUSINEAU, SECONDED BY DOUG ALBERTSON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT NOT TO EXCEED SEVENTY FIVE THOUSAND DOLLARS AND NO CENTS (\$75,000.00), WITH THE DEPARTMENT OF PUBLIC HEALTH TO PROVIDE PASS-THROUGH COVID-19 FUNDING TO SUPPORT TESTING SITES IN AMHERST, EASTHAMPTON, AND NORTHAMPTON, AND CONTACT TRACING WORK IN SOUTHWICK. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION FOR AGENDA ITEM 8 WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS PRESENT WHO IN TURN RESPONDED "AYE".

9. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Department of Public Health for PVPC to Provide Pass-through COVID-19 Funding to Support Response and Enforcement in 33 Municipalities in Hampden and Hampshire Counties

Ms. Johnson explained that the 33 PVPC communities that are receiving this DPH funding are either smaller communities or they are not part of a health district. She noted that the other communities are covered in other ways.

Mr. Gunn called for a motion to address agenda item 9.

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 TWO HUNDRED AND THIRTY SEVEN THOUSAND SEVEN HUNDRED AND SEVENTY FIVE DOLLARS AND NO CENTS (\$237,775.00), WITH THE DEPARTMENT OF PUBLIC HEALTH TO PROVIDE PASS-THROUGH COVID-19 FUNDING TO SUPPORT RESPONSE AND ENFORCEMENT IN 33 MUNICIPALITIES IN HAMPDEN AND HAMPSHIRE COUNTIES. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION FOR AGENDA ITEM 9 WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS PRESENT WHO IN TURN RESPONDED "AYE".

Ms. Robinson thanked Ms. Johnson for all the work she has been doing with regard to the COVID-19 funding. She noted that the PVPC has been happy to provide the funding from DPH to the communities however she reported that as regards agenda items 8 and 9, DPH will not be paying the PVPC to do this work.

10. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Community Economic Development Assistance Corporation to Provide Construction Monitoring Services in Berkshire, Franklin, Hampshire and Hampden Counties

Ms. Johnson stated that PVPC's Housing Rehabilitation Specialist, Keith Robitaille, provides construction management for homeowners with disabilities who are going through the Home Modification Loan Program to make accessibility modifications to their homes. She explained that Mr. Robitaille manages these projects, and works with the homeowners and contractors to ensure they are getting the repairs needed to make their homes safe and accessible.

Mr. Gunn called for a motion to address agenda item 10.

MOVED BY T.J. COUSINEAU, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT NOT TO EXCEED SIXTEEN THOUSAND DOLLARS AND NO CENTS (\$16,000), WITH THE COMMUNITY ECONOMIC DEVELOPMENT ASSISTANCE CORPORATION TO PROVIDE CONSTRUCTION MONITORING SERVICES TO HOUSEHOLDS PARTICIPATING IN THE HOME MODIFICATION LOAN PROGRAM IN BERKSHIRE, FRANKLIN, HAMPSHIRE AND HAMPDEN COUNTIES. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION FOR AGENDA ITEM 10 WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS PRESENT WHO IN TURN RESPONDED "AYE".

11. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the City of Springfield to Provide Professional Historical Preservation Planning Assistance

Ms. Johnson stated that she is reporting on behalf of PVPC's Historic Preservation Planner Shannon Walsh who has been working on this project specific to one of the many historic districts in the City of Springfield. She explained that Ms. Walsh will be working with the homeowners and the City to ensure the improvements are appropriate for their homes

and the district. She noted that there is a fairly involved income sliding scale system for this program.

Mr. Gunn called for a motion to address agenda item 11.

MOVED BY T.J. COUSINEAU, SECONDED BY DOUG ALBERTSON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT NOT TO EXCEED TWENTY THOUSAND DOLLARS AND NO CENTS \$20,000, WITH THE CITY OF SPRINGFIELD TO PROVIDE PROFESSIONAL HISTORIC PRESERVATION PLANNING ASSISTANCE AND RELATED TECHNICAL SUPPORT RELATED TO ADMINISTERING THE MCKNIGHT HISTORIC HOME RESTORATION PROGRAM IN THE MCKNIGHT HISTORIC DISTRICT OF THE CITY. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION FOR AGENDA ITEM 11 WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS PRESENT WHO IN TURN RESPONDED "AYE".

12. Authorization for the Executive Director to Retroactively Negotiate and Execute a Mutually Acceptable Three Year Lease Agreement with Toshiba America Business Solutions, Inc. for a Copier to Support the PVPC and its Day-to-Day Operations

Ms. Kowlessar stated that this lease is with Toshiba for a copier to replace another Toshiba copier. She noted that the lease expired on January 15th and that is why she is asking for retroactive approval. Ms. Kowlessar stated that this went through the procurement process, three vendors responded and the contract was once again awarded to Toshiba. Ms. Kowlessar noted that this lease amount is slightly lower than the previous one.

Mr. Gunn called for a motion to address agenda item 12.

MOVED BY MARILYN GORMAN FIL, SECONDED BY JACK JEMSEK, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE 3-YEAR LEASE AGREEMENT, IN AN AMOUNT NOT TO EXCEED \$20,433.60, WITH TOSHIBA AMERICA BUSINESS SOLUTIONS, INC. FOR A COPIER TO SUPPORT THE PVPC AND ITS DAY-TO-DAY OPERATIONS. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION FOR AGENDA ITEM 12 WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS PRESENT WHO IN TURN RESPONDED "AYE"

13. Personnel Items

Ms. Robinson stated that she did not have any personnel updates to report.

14. Executive Director's Highlights and Updates

Ms. Robinson stated that MARPA has been having conversations about the potential retirement liability from the state and she reported that a bill is going to be sponsored which is modeled after the bill that was used for the Berkshire Regional Planning Commission and the Franklin Region Council of Governments. Ms. Robinson stated that MARPA is continuing to work with the lobbyist they hired noting that there will be a six month contract with him to continue through this first part of the process and then they will reassess in six months. Ms. Robinson noted that MARPA is taking action to try to have this potential liability changed and although it might take a while this is definitely the right path.

Ms. Robinson next reminded Executive Committee members that PVPC was partnering with the Capitol Region Council of Governments, the Franklin Region Council of Governments and the New England Knowledge Corridor to hire a federal government-relations individual or firm and she reported that this was just awarded at the dollar amount they wanted. She stated that the firm is Capital Edge and PVPC's expense will be \$7500 since the cost is split four ways.

Ms. Robinson reported that Judy Terry is continuing to recover and she is on track to hopefully return home by Valentine's Day. Ms. Robinson noted that Ms. Terry is the representative to the Pioneer Valley on the Rural Policy Advisory Council (RPAC) and Ms. Terry had asked her to start attending the RPAC meetings with her last July. Ms. Robinson noted that she has been attending those meetings and she can share more at the next Executive Committee meeting. Ms. Robinson also reported that this afternoon she was added to the board of the Public Health Institute of Western Massachusetts. Finally, Ms. Robinson noted that the DLTA letters have been sent out to our communities and are due back on February 12th.

15. Committee Member Comments, Suggestions and Future Agenda Items

Mr. Jemsek reported that Doug Hall's presentation to the Amherst Planning Board about the impacts of COVID on the economy was very well received and he noted that many newspapers picked it up. Ms. Robinson also noted that Mr. Hall was contacted by The Republican about an interview so there may be another article on this topic and she was glad that PVPC has someone in house that can speak to this.

Mr. Paleologopoulos stated that as regards today's IT presentation, he believed the numbers that Novus provided will be much higher and that it will be very expensive. He also noted that they didn't mention that sometimes the security of the building is folded into the IT. Ms. Robinson pointed out that PVPC rents its office space from the Springfield Housing Authority (SHA) and she noted that the SHA installed a camera and doorbell that we can use. She commented that we are fortunate that they moved forward with this and that they did not ask the PVPC for a contribution towards that expense. Mr. Gunn asked Executive Committee members to send Ms. Robinson any feedback or suggestions they may have about the IT assessment and he noted that this item will be discussed at the March 25th Executive Committee meeting.

There being no further comments, Chairman Gunn asked Executive Committee members if they agree to adjourn the January 28, 2021 Executive Committee Zoom meeting. All Executive Committee members present in turn responded "Aye" and the meeting was adjourned without objection at 6:00 p.m.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

List of Documents and Other Items Distributed at the January 28, 2021 Meeting

1. Executive Committee January 28, 2021 Meeting Agenda and Motions
2. Executive Committee November 19, 2020 Meeting Minutes
3. Draft FY20 Audit Report and Financial Statements prepared by CPA firm, Melanson
4. PVPC Warrants and Payment History: November and December 2020
5. PVPC Financial Summary Profile as of January 21, 2021
6. PVPC FY21 6 Month Actual Budget
7. DEI Policy Statement