

PIONEER VALLEY PLANNING COMMISSION (PVPC)
Minutes of Executive Committee Zoom Meeting
Thursday, November 4, 2021

Executive Committee Members Present:

Walter Gunn, Chair – Longmeadow
Douglas Albertson, Secretary/Clerk – Belchertown
George Kingston, Treasurer – East Longmeadow
Marilyn Gorman Fil – Monson
Jack Jemsek – Amherst
Michael Marciniac – Palmer
Mark Paleologopoulos – Agawam

PVPC Staff Present:

Kimberly H. Robinson, MUP, Executive Director
Pat Beaudry, Manager of Public Affairs
Lisa Edinger, Director of Finance
Patty Gambarini, Principal Environmental Planner/Section Manager
Ted Harvey, Community Development Deputy Director
Erica Johnson, Director, Community Development
Indrani Kowlessar, Director of Human Resources
Tiffany Menard, Community Development Planner
Dana Roscoe, Principal Planner/Transportation Manager
Gary Roux, Principal Planner/Traffic Manager
Lynn Shell, Administrative Assistant I Specialist

1. Chairman's Call to Order, Welcome and Approval of the September 23, 2021 Executive Committee Meeting Minutes

The November 4, 2021 Executive Committee Zoom meeting was called to order at 4:11 p.m. by Commission Chair Walter Gunn who then took roll call. Mr. Gunn noted there was a quorum with 5 members present. At this point, Ms. Robinson introduced PVPC's new Community Development Section Planner Tiffany Menard.

Mr. Gunn then called for a motion to approve the minutes of the September 23, 2021 Executive Committee Zoom meeting. He noted for the record that Marilyn Gorman Fil and Jack Jemsek had now joined the meeting at 4:14 p.m.

MOVED BY GEORGE KINGSTON, SECONDED BY DOUG ALBERTSON, TO APPROVE THE MINUTES OF THE SEPTEMBER 23, 2021 EXECUTIVE COMMITTEE MEETING. THE MINUTES WERE APPROVED WITH ONE ABSTENTION.

2. Warrant/Financial Reports

Director of Finance Lisa Edinger referred to the PVPC's September 2021 warrant and she highlighted some of the checks appearing on the check listing. She then discussed PVPC's Financial Summary Profile. Ms. Edinger next talked about PVPC's FY22 - 3 Month Budget report (July 1 through September 30, 2021) and there was a brief discussion about the program that is used to generate this report. Ms. Edinger reviewed the expenses through September 30, 2021 and she noted that some of the items may need adjustment.

Ms. Robinson reported on the PVPC's FY21 -12 Month Actual Budget that she and Ms. Edinger put together and she noted that this is our first, year-long budget that includes COVID. She stated that PVPC brought in about \$486,000 more than they predicted which is a combination of COVID dollars, funding from the Local Rapid Recovery Program (LRRP) and Economic Development Administration (EDA) CARES. Ms. Robinson noted they were over budget on expenses by 2.11% which was mostly related to costs around COVID and additional LRRP staffing. She also reported that PVPC's CPA firm is working on our audit and we should expect results in a month or two.

3. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with UMass Clean Energy Extension

Principal Environmental Planner Patty Gambarini stated that PVPC has been working with the UMass Clean Energy Extension to simplify the greenhouse gas inventory approach and this subcontract would help provide us with a little

more technical assistance in doing this work.

MOVED BY GEORGE KINGSTON, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT NOT TO EXCEED \$31,000 WITH UMASS CLEAN ENERGY EXTENSION TO ASSIST WITH GREEN COMMUNITIES TECHNICAL ASSISTANCE FOCUSING ON GHG (GREENHOUSE GAS) EMISSIONS INVENTORIES AND PLANNING FOR NET- ZERO CARBON EMISSIONS. THE MOTION WAS UNANIMOUSLY APPROVED.

4. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Town of Ludlow to Undertake a Joint Planning Process for Municipal Vulnerability Preparedness (MVP) and Hazard Mitigation Planning

MOVED BY DOUG ALBERTSON, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CONTRACTUAL AGREEMENT NOT TO EXCEED \$31,000 WITH THE TOWN OF LUDLOW TO UNDERTAKE A JOINT PLANNING PROCESS FOR MUNICIPAL VULNERABILITY PREPAREDNESS (MVP) AND HAZARD MITIGATION PLANNING. THE MOTION WAS UNANIMOUSLY APPROVED.

5. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Town of Northbridge for Slum & Blight Consultant Services

Community Development Deputy Director Ted Harvey stated that the Town of Northbridge reached out to the PVPC for assistance with slum and blight consultant services for 2 neighborhoods. Ms. Robinson explained that since Northbridge is not in PVPC's region, she contacted the Executive Director of the Central Massachusetts Regional Planning Commission (CMRPC) who encouraged the PVPC to take on the project. Mr. Harvey noted that part of the contract will be with PVPC's GIS section and there will be a public engagement piece as well.

MOVED BY MARILYN GORMAN FIL, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT NOT TO EXCEED ONE HUNDRED AND FORTY THOUSAND DOLLARS AND NO CENTS (\$140,000), WITH THE TOWN OF NORTHBRIDGE TO COMPLETE A SLUM & BLIGHT INVENTORY FOR TWO NEIGHBORHOODS IN THE TOWN. THE MOTION WAS UNANIMOUSLY APPROVED.

6. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with Weston & Sampson for Assistance with Sections of the Westhampton Resilient Master Plan and Open Space and Recreation Plan that Weston & Sampson is Preparing for the Town

MOVED BY MARK PALEOLOGOPOULOS, SECONDED BY DOUG ALBERTSON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT NOT TO EXCEED THIRTY THOUSAND DOLLARS AND NO CENTS (\$30,000), WITH WESTON & SAMPSON FOR PVPC TO ASSIST WITH DATA COLLECTION AND MAPPING, AS WELL AS THE PREPARATION OF REPORTS ON HOUSING, ECONOMIC DEVELOPMENT AND HISTORY/CULTURE FOR THE TOWN OF WESTHAMPTON'S RESILIENT MASTER PLAN AND OPEN SPACE AND RECREATION PLAN. THE MOTION WAS UNANIMOUSLY APPROVED.

7. Contracts Signed Under \$25,000

Ms. Robinson briefly reviewed the following signed PVPC items:

- Subcontract with the Behavioral Health Network related to PVPC's Domestic Violence Prevention advocacy work;
- Amendments to two subcontracts with the Quaboag Valley Community Development Corporation for micro-enterprise business assistance for administrative services;
- Contract for Open Space and Recreation Plan assistance with the City of Chicopee;
- Contract amendment with the Town of Russell around their hazard mitigation to extend the timeframe; and
- Two contracts regarding the Community Health Improvement Plan (CHIP).

Mr. Kingston suggested that it might be helpful for the Executive Committee to receive a summary of the contracts prior to the meeting so they can review and prepare questions. Ms. Robinson stated that she will send out a draft summary for the next meeting and she asked Committee members to provide feedback on ways to improve it.

8. Human Resource Items

Ms. Robinson noted that Tiffany Menard has joined the PVPC's Community Development section and Brittany Merrill has been hired on a temporary full-time basis to assist the Finance Section. She also announced that Transit Data Analyst Amelia Morrissey is leaving the PVPC however she will continue to work remotely for a period of time.

9. Executive Director's Highlights and Updates

Ms. Robinson reported that the PVPC met with several organizations who were interested in the EDA Build Back Better opportunity. PVPC wrote letters of support and 4 out of 5 applications have been accepted as applied by the EDA. Ms. Robinson stated there is a cyber-security application from the Metropolitan Area Planning Commission; a Capitol Region Council of Governments (CROG) application around workforce development in Western Massachusetts and Western Northern Connecticut; an application through the Rocky Mountain Institute involving workforce development for retrofitting buildings to meet our climate change goals; and a robotics application from Northeastern University. She noted there should be feedback by January on who will be identified for funding.

Ms. Robinson next reported that PVPC recently held a press conference with Senator Lesser and Hartford's Mayor Bronin on the East-West Rail ridership study and she noted that ridership is higher than was expected. In addition, the PVPC joined Senator Lesser on his live stream to talk about the study and PVPC plans to brief the offices of Senator Warren and Senator Markey.

Ms. Robinson then provided an update on the LRRP. She noted that PVPC talked to the state about the remaining funds in terms of implementation and technical assistance and there is now potential implementation dollars. She added that PVPC reached out to our LRRP communities, the state has reached out to the rest of the communities in our region, and meetings have been set up with those who are interested. Ms. Robinson next talked about the proposed House and Senate budgets at the state level regarding allocation for the American Rescue Plan Act (ARPA) funds. She noted there is expectation that some of the ARPA dollars might be approved by Thanksgiving. Ms. Robinson next stated that PVPC is joining CROG on a Boston Rail webinar on November 18th at noon and she will make sure that the invitation goes out to all of our Commissioners.

Ms. Robinson noted that she hosted her second meeting as Chair of the New England Knowledge Corridor (NEKC) which Mr. Gunn also attended. Mr. Gunn provided some background information about the NEKC and he noted that they are interested in rebranding. He pointed out that the NEKC still has an important purpose in that it ties our region together with Hartford.

10. Committee Member Comments, Suggestions and Future Agenda Items

Mr. Jemsek gave a brief update on Amherst's new Town Council members. Mr. Gunn then called for a motion to adjourn today's meeting.

GEORGE KINGSTON MADE A MOTION TO ADJOURN AND DOUG ALBERTSON SECONDED THE MOTION. FOLLOWING A ROLL CALL VOTE, THE MEETING WAS ADJOURNED WITHOUT OBJECTION AT 5:28 P.M.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

List of Documents and Other Items Distributed at the November 4, 2021 Meeting

1. Executive Committee November 4, 2021 Updated Agenda and Motions
2. Executive Committee September 23, 2021 Meeting Minutes
3. PVPC Warrant and Payment History September 2021
4. PVPC Financial Summary Profile as of November 2, 2021

5. PVPC FY21 – 12 month actual budget – final
6. PVPC FY22 – 3 month actual budget

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