

PIONEER VALLEY PLANNING COMMISSION (PVPC)  
Minutes of Executive Committee Zoom Meeting  
Thursday, December 16, 2021

Executive Committee Members Present:

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  
Mark Paleologopoulos – Agawam

PVPC Staff Present:

Kimberly H. Robinson, MUP, Executive Director  
Pat Beaudry, Manager of Public Affairs  
Lisa Edinger, Director of Finance  
Erica Johnson, Director, Community Development  
Indrani Kowlessar, Director of Human Resources  
Dana Roscoe, Principal Planner/Transportation Manager  
Catherine Ratte, Principal Planner/Environment and Land Use Section Manager  
Gary Roux, Principal Planner/Traffic Manager  
Lynn Shell, Administrative Assistant I Specialist

1. Chairman's Call to Order, Welcome and Approval of the November 4, 2021 Executive Committee Meeting Minutes

The December 16, 2021 Executive Committee Zoom meeting was called to order at 5:22 p.m. by Commission Chair Walter Gunn. Mr. Gunn took roll call and he noted there was a quorum with 7 members present. Mr. Gunn called for a motion to approve the minutes of the November 4, 2021 Executive Committee Zoom meeting.

MOVED BY MARILYN GORMAN FIL, SECONDED BY GEORGE KINGSTON, TO APPROVE THE MINUTES OF THE NOVEMBER 4, 2021 EXECUTIVE COMMITTEE MEETING. THE MINUTES WERE APPROVED WITH ONE ABSTENTION.

2. Warrant/Financial Reports

Director of Finance Lisa Edinger reported on the PVPC's October and November 2021 warrants and she highlighted some of the checks appearing on both check listings. She then reviewed PVPC's Financial Summary Profile as of December 9, 2021. Ms. Edinger explained that she opened a separate bank account for the *Judge Peck PVPC Internship Fund* and she noted that contributions can be made payable to the PVPC. Mr. Gunn then stated for the record that Mr. Paleologopoulos left the meeting at 5:35 p.m. due to another commitment.

3. Authorization for the Executive Director to Enter into a Contractual Agreement with the Massachusetts Clean Energy Center (CEC) to Advance our Proposed E-bikes for Environmental Justice Initiative in the Seven Cities and Towns Participating in ValleyBike in Partnership with the Local Governments and the Community-Based Organizations with Whom They Collaborate

Principal Planner Catherine Ratte reported that last year the Massachusetts Clean Energy Center launched a competitive process to advance alternative sources of transportation that produce fewer greenhouse gas emissions. She noted that to apply, the PVPC was encouraged to partner with an organization promoting electric bikes. PVPC partnered with CALSTART and applied collaboratively with the seven ValleyBike communities namely Amherst, Chicopee, Easthampton, Holyoke, Northampton, South Hadley, and West Springfield, who each identified a community-based organization as their partner. Ms. Ratte explained that the goal is to expand the use of the ValleyBike access passes which are no-cost memberships for people who qualify for government benefits. She added that PVPC also has funding from the Clean Energy Center to purchase 50 high quality electric bikes which will be distributed to constituents of the community-based organizations in the seven ValleyBike communities.

MOVED BY DOUG ALBERTSON, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACTUAL AGREEMENT WITH THE MASSACHUSETTS CLEAN ENERGY CENTER (CEC) IN AN AMOUNT NOT TO EXCEED \$500,000, TO ADVANCE OUR PROPOSED E-BIKES FOR ENVIRONMENTAL JUSTICE INITIATIVE IN THE 7 CITIES AND TOWNS PARTICIPATING IN VALLEYBIKE IN PARTNERSHIP WITH THE LOCAL GOVERNMENTS AND THE COMMUNITY-BASED ORGANIZATIONS WITH WHOM THEY COLLABORATE. THE MOTION CARRIED UNANIMOUSLY.

4. Authorization for the Executive Director to Enter into a Contractual Agreement with the Massachusetts Clean Energy Center (CEC) to Advance Work in Springfield to Facilitate Establishment of a New Energy Efficiency/Clean Energy Business in Collaboration with Springfield Works, Community-based Organizations Participating in the LiveWell Springfield Collaborative and Valley Home Insulation

Ms. Ratte stated that PVPC received funding in the amount of \$25,000 through the Massachusetts Clean Energy Center's EmPower Grant which will help to advance work in Springfield to establish an energy efficiency business. She noted that the state will be allocating \$10 million for workforce development in the energy efficiency sector with the new Clean Energy Plan, and the Clean Energy Center is trying to prepare entities to take advantage of this funding. The goal was to support community-based organizations to address access to clean energy incentives which are not being taken up by economically disadvantaged communities.

MOVED BY MARILYN GORMAN FIL, SECONDED BY DOUG ALBERTSON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACTUAL AGREEMENT WITH THE MASSACHUSETTS CLEAN ENERGY CENTER (CEC) IN AN AMOUNT NOT TO EXCEED \$25,000, TO ADVANCE WORK IN SPRINGFIELD TO FACILITATE ESTABLISHMENT OF A NEW ENERGY EFFICIENCY/CLEAN ENERGY BUSINESS IN COLLABORATION WITH SPRINGFIELD WORKS, COMMUNITY-BASED ORGANIZATIONS PARTICIPATING IN THE LIVEWELL SPRINGFIELD COLLABORATIVE AND VALLEY HOME INSULATION. THE MOTION CARRIED UNANIMOUSLY.

5. Authorization for the Executive Director to Enter into a Contractual Agreement with the Town of Southwick to Assist with the Development of the Town's Master Plan to get Started with a Focus on Housing

Ms. Ratte stated that the PVPC will enter into a contract with the Town of Southwick to assist with their Master Plan. She noted that the Town does not have the full amount necessary to complete a master plan and they may apply for District Local Technical Assistance (DLTA) or look for community planning grants from the Commonwealth.

MOVED BY MARILYN GORMAN FIL, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACTUAL AGREEMENT WITH THE TOWN OF SOUTHWICK IN AN AMOUNT NOT TO EXCEED \$50,000, TO ASSIST WITH THE DEVELOPMENT OF THE TOWN'S MASTER PLAN TO GET STARTED WITH A FOCUS ON HOUSING. THE MOTION CARRIED UNANIMOUSLY.

6. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with Growing a New Heart for Domestic Violence Victim Safety Enhancement Project Consultant Services

Community Development Director Erica Johnson stated that this is a collaboration between the PVPC and two subcontractors, namely the Behavioral Health Network and Growing a New Heart, to support the Domestic Violence Victim Safety Enhancement Project funded by the Department of Housing and Community Development (DHCD).

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 FIFTY THOUSAND DOLLARS AND NO CENTS (\$50,000), WITH GROWING A NEW HEART TO PROVIDE TRAININGS TO STAFF, RESOURCES FOR CALLERS, PRESENTATIONS TO KEY STAKEHOLDERS, AND EVALUATION STRATEGIES TO SUPPORT THE REGIONAL DOMESTIC VIOLENCE VICTIM SAFETY ENHANCEMENT PROJECT FUNDED BY DHCD. THE MOTION CARRIED UNANIMOUSLY.

7. Contracts Signed Under \$25,000

Ms. Robinson stated that in November she signed 9 contracts, 4 of which are amendments to previously approved contracts, and there were also 4 contracts related to the Hampden County Community Health Improvement Plan. In addition, the PVPC was hired by the City of Northampton through a Community Compact Best Practice Program to

help promote healthy aging in an equitable and inclusive manner in all policies, programs and services.

8. Human Resource Items

Ms. Robinson reported that Emily Tully has been hired as Senior Planner in PVPC's Environment and Land Use Section and she also noted that recruitment is underway for a data analyst. Mr. Gunn suggested that going forward PVPC might like to consider highlighting new staff members in the PVPC's monthly newsletter.

9. Executive Director's Highlights and Updates

Ms. Robinson stated that she joined a session at Union Station with Congressman Neal and Labor Secretary Marty Walsh which included an informal discussion about the Infrastructure Investment and Jobs Act and how that money could be used. She noted that the East West Rail was also discussed and she heard that Congressman Neal is working to move this project forward, especially regarding potential infrastructure dollars. Ms. Robinson stated that she has been hearing from our cities and towns regarding the need for reporting on these federal and state dollars, therefore the PVPC will be launching a survey of our communities in early January to see what type of assistance is needed. Finally, Ms. Robinson announced that the PVPC now has an indirect rate for the next two years which will enable us to budget into the future.

10. Committee Member Comments, Suggestions and Future Agenda Items

There was a brief discussion about the December Commission meeting and it was noted that that there were four different presentations which was a great deal of information for everyone to process.

Mr. Gunn then called for a motion to adjourn today's meeting.

MARILYN GORMAN FIL MADE A MOTION TO ADJOURN AND T.J. COUSINEAU SECONDED THE MOTION. FOLLOWING A ROLL CALL VOTE, THE MEETING WAS ADJOURNED WITHOUT OBJECTION AT 6:02 P.M.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

List of Documents and Other Items Distributed at the December 16, 2021 Meeting

1. Executive Committee December 16, 2021 Agenda and Motions
2. Executive Committee November 4, 2021 Meeting Minutes
3. PVPC Warrant and Payment History October 2021
4. PVPC Warrant and Payment History November 2021
5. PVPC Financial Summary Profile as of December 9, 2021