

PIONEER VALLEY PLANNING COMMISSION (PVPC)
Minutes of Executive Committee Zoom Meeting
Thursday, April 23, 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
Marilyn Gorman Fil - Monson
Michael Marciniac – Palmer
Mark Paleologopoulos – Agawam

PVPC Staff:

Kimberly H. Robinson, MUP, Executive Director
James Mazik, Deputy Director for Operations/Community Development Section Manager
Lisa Edinger, Accounting Manager
Molly Goren-Watts, Principal Planner/Manager of Regional Information & Policy Center
Erica Johnson, Community Development Principal Planner/Manager
Indrani Kowlessar, Executive Assistant/Office Manager
Catherine Ratte, Principal Planner/Environment and Land Use Section Manager
Lori Tanner, Economic Development Manager
Todd Zukowski, GIS/Cartographic Section Manager
Lynn Shell, Support Staff

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

The April 23rd Executive Committee Zoom meeting was called to order at 4:00 p.m. by Commission Chair Walter Gunn who then took roll call. T.J. Cousineau raised his hand and the following Executive Committee members responded “aye”:
Walter Gunn; Judy Terry; Doug Albertson; George Kingston; Marilyn Gorman Fil; Michael Marciniac; Mark Paleologopoulos.

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

MOVED BY DOUG ALBERTSON, SECONDED BY GEORGE KINGSTON, TO APPROVE THE MINUTES OF THE FEBRUARY 27, 2020 EXECUTIVE COMMITTEE MEETING AS PRESENTED. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN THEN TOOK ROLL CALL AND ALL EXECUTIVE COMMITTEE MEMBERS RESPONDED “AYE” WITH THE EXCEPTION OF MARILYN GORMAN FIL WHO ABSTAINED FROM THE VOTE AND T.J. COUSINEAU WHO WAS EXPERIENCING TECHNICAL DIFFICULTIES WITH ZOOM; IT WAS NOTED THAT THE MINUTES WERE APPROVED.

2. Warrant/Financial Reports

PVPC’s Accounting Manager Lisa Edinger talked about the February 2020 warrant and she highlighted some of the payments appearing on the Complete Check Listing. There being no questions, Ms. Edinger next reviewed the March 2020 warrant. She highlighted several checks including checks #18034 through #18065 which reflect payments to 31 PVPC communities in the first round of COVID-19 emergency funds received from the Massachusetts Department of Public Health. Ms. Edinger next discussed the Planning Commission’s *Financial Summary Profile* which reflects PVPC’s account balances as of April 23, 2020. She pointed out that OPEB is up by \$22,000 which is very good despite the current economic situation. Mr. Paleologopoulos asked if there is anything we could have done to minimize the effect of the economy crashing such as putting the money into something less volatile. Ms. Robinson noted that the funds are in a fairly conservative account and she agreed that it is good to be up by \$22,000. Finally, Ms. Edinger reviewed the PVPC’s FY2020 9 Month Budget encompassing the time period from July 1, 2019 through March 31, 2020. Ms. Edinger noted that several budget line item amounts are under budget and some are over and she anticipates doing an amended budget in May.

3. Authorization for the Executive Director to File the Commission's Annual Partnership Planning Grant Application with the Economic Development Administration (EDA) to Encompass Fiscal Year 2021 (i.e. July 1, 2020 to June 30, 2021) and to Commit \$15,500 of PVPC Local Funds Toward this EDA-Supported Economic Planning Project

Economic Development Manager Lori Tanner stated that we have not yet received the solicitation from the Economic Development Administration (EDA), noting that they are running a little behind schedule; however, she expected to receive it very soon. Ms. Tanner stated that a 40% match is required and in addition, PVPC is providing a fair amount of in-kind contributions. She noted that the grant total will be \$70,000 and the application will likely need to be submitted in May.

Mr. Gunn then called for a motion to address agenda item 3.

MOVED BY MARILYN GORMAN FIL, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO FILE, NEGOTIATE AND EXECUTE AN ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) PARTNERSHIP PLANNING GRANT SUBJECT TO A MUTUALLY ACCEPTABLE WORK PROGRAM, BUDGET AND CONTRACTUAL AGREEMENT, ENCOMPASSING FISCAL YEAR 2021 WHICH THE PVPC WILL CARRY OUT OVER THE ANTICIPATED JULY 1, 2020 THROUGH JUNE 30, 2021 TIME PERIOD. FURTHER, THE EXECUTIVE DIRECTOR IS HEREBY AUTHORIZED TO COMMIT UP TO \$15,500 OF PVPC LOCAL FUNDS TOWARDS THIS EDA-SPONSORED PLANNING PROJECT IN FY2021. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL AND THE MOTION WAS UNANIMOUSLY APPROVED BY THE FOLLOWING EXECUTIVE COMMITTEE MEMBERS WHO RESPONDED "AYE": WALTER GUNN, JUDY TERRY, DOUG ALBERTSON, MARILYN GORMAN FIL, MICHAEL MARCINIEC AND MARK PALEOLOGOPOULOS.

At this point, it was noted that T.J. Cousineau was not participating in the meeting as he appeared to be experiencing technical difficulties. Executive Assistant Indrani Kowlessar tried to reach him by phone but she was unable to do so.

4. Authorization for the Executive Director to Enter Into a License Agreement with the Springfield Housing Authority to Use a Portion of the Land at 60 Congress Street for an Electric Vehicle (EV) Charging Station at No Cost

Ms. Robinson noted that this item had previously been brought before the Executive Committee for discussion. She stated that PVPC heard back from the Springfield Housing Authority and we are ready to move forward with this opportunity.

Mr. Gunn then called for a motion to address agenda item 4.

MOVED BY JUDY TERRY, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A LICENSE AGREEMENT WITH THE SPRINGFIELD HOUSING AUTHORITY TO USE A PORTION OF THE LAND AT 60 CONGRESS STREET FOR AN EV CHARGING STATION AT NO COST. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL AND THE MOTION WAS UNANIMOUSLY APPROVED BY THE FOLLOWING EXECUTIVE COMMITTEE MEMBERS WHO RESPONDED "AYE": WALTER GUNN, JUDY TERRY, GEORGE KINGSTON, DOUG ALBERTSON, MARILYN GORMAN FIL, MICHAEL MARCINIEC AND MARK PALEOLOGOPOULOS.

5. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Massachusetts Department of Housing and Community Development (DHCD) for FY20 District Local Technical Assistance Services and for the PVPC to Provide a Required 5% Cash Match of the Contract Amount

Catherine Ratte, Environment and Land Use Principal Planner, explained that PVPC divides the DLTA funding between our Environment and Land Use Section and our Regional and Municipal Services Section and PVPC solicits proposals from our communities. Ms. Ratte pointed out that PVPC provides a 5% cash match and there is a 5% documented in-kind match from the communities. In response to a question from Mr. Marciniiec, Ms. Ratte stated that this work is invoiced quarterly on a reimbursement basis. Mr. Marciniiec commented that some areas of the state budget will be cut due to shortfalls therefore we may not get everything that is promised. Ms. Robinson stated that part of the conversation at the recent MARPA meeting incorporated concerns about budget cuts and future potential impacts from COVID-19. She noted that MARPA quickly identified the importance of DLTA for the communities and the need to ensure that DLTA money continues to be maintained in the budget. Mr. Gunn asked what PVPC will do if the funding is interrupted. Ms. Robinson noted that PVPC has a signed contract with the state. Ms. Ratte added that we have been in touch with our colleagues at the state and there is no indication that they are contemplating removing the DLTA money at this time.

Mr. Gunn noted that T.J. Cousineau had left the meeting. He then called for a motion to address agenda item 5.

MOVED BY MICHAEL MARCINIEC, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED \$274,935, WITH THE MASSACHUSETTS DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT FOR FY20 DISTRICT LOCAL TECHNICAL ASSISTANCE SERVICES AND FOR THE PVPC TO PROVIDE A REQUIRED 5% CASH MATCH OF THE CONTRACT AMOUNT. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL AND THE MOTION WAS UNANIMOUSLY APPROVED BY THE FOLLOWING EXECUTIVE COMMITTEE MEMBERS WHO RESPONDED "AYE": WALTER GUNN, JUDY TERRY, GEORGE KINGSTON, DOUG ALBERTSON, MARILYN GORMAN FIL, MICHAEL MARCINIEC AND MARK PALEOLOGOPOULOS.

6. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the City of Easthampton to Facilitate an Update to the City's Open Space and Recreation Plan, including Completion of the ADA Survey

Ms. Ratte stated that the City of Easthampton wishes to have their Open Space and Recreation Plan updated before the end of this calendar year and the City would also like to complete their ADA assessment.

Mr. Gunn then called for a motion to address agenda item 6.

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 \$35,000, WITH THE CITY OF EASTHAMPTON TO FACILITATE AN UPDATE TO THE CITY'S OPEN SPACE AND RECREATION PLAN, INCLUDING COMPLETION OF THE ADA SURVEY. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL AND THE MOTION WAS UNANIMOUSLY APPROVED BY THE FOLLOWING EXECUTIVE COMMITTEE MEMBERS WHO RESPONDED "AYE": WALTER GUNN, JUDY TERRY, GEORGE KINGSTON, DOUG ALBERTSON, MARILYN GORMAN FIL, MICHAEL MARCINIEC AND MARK PALEOLOGOPOULOS.

Ms. Robinson noted that the next two agenda items are related and she suggested that Executive Committee members could choose to approve those items at the same time with a combined block vote. Mr. Gunn called for a block vote to address agenda items 7 and 8. The block vote was then moved by George Kingston and seconded by Judy Terry.

7. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement, Not to Exceed \$6,500, with the City of Springfield to Provide Data, Facilitation, and Special Projects Services to Support the Reading Success by 4th Grade Campaign

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 \$6,500 WITH THE CITY OF SPRINGFIELD TO PROVIDE DATA, FACILITATION, AND SPECIAL PROJECTS SERVICES TO SUPPORT THE READING SUCCESS BY 4TH GRADE CAMPAIGN THROUGH APRIL 2020. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL AND THE MOTION WAS UNANIMOUSLY APPROVED BY THE FOLLOWING EXECUTIVE COMMITTEE MEMBERS WHO RESPONDED "AYE": WALTER GUNN, JUDY TERRY, GEORGE KINGSTON, DOUGLAS ALBERTSON, MARILYN GORMAN FIL, MICHAEL MARCINIEC AND MARK PALEOLOGOPOULOS.

8. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement, Not to Exceed \$13,500, with the City of Springfield to Provide Data, Facilitation, and Special Projects Services to Support the Reading Success by 4th Grade Campaign; term will be May to December 2020

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 \$13,500, WITH THE CITY OF SPRINGFIELD TO PROVIDE DATA, FACILITATION, AND SPECIAL PROJECTS SERVICES TO SUPPORT THE READING SUCCESS BY 4TH GRADE CAMPAIGN FOR THE REMAINDER OF THE CALENDAR YEAR, FROM MAY TO DECEMBER 2020. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL AND THE MOTION WAS UNANIMOUSLY APPROVED BY THE FOLLOWING EXECUTIVE COMMITTEE MEMBERS WHO RESPONDED "AYE": WALTER GUNN, JUDY TERRY, GEORGE KINGSTON, DOUG ALBERTSON, MARILYN GORMAN FIL, MICHAEL MARCINIEC AND MARK PALEOLOGOPOULOS.

Molly Goren-Watts, Principal Planner and Manager of PVPC's Regional Information and Policy Center, stated that PVPC has been involved in the *Reading Success by 4th Grade* project for several years. She explained that this campaign had been run by the Davis Foundation and overseen by Sally Fuller, however the Springfield Public Libraries took it over when Sally Fuller retired. Ms. Goren-Watts explained that the first contract outlined in agenda item 7 was intended to get the project off the ground but she noted that items 7 and 8 basically encompass one scope of work that was broken into 2 separate contracts throughout the year. She added that the City of Springfield would like to be able to renew it for up to 3 years.

9. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Collaborative for Education to Provide GIS-based Walking Routes Maps for the Towns of Blandford and Chesterfield

Todd Zukowski, GIS/Cartographic Section Manager, stated that this contract is to provide walking route maps for the Towns of Blandford and Chesterfield noting that PVPC will prepare the maps for the Collaborative for Education who will incorporate them into a brochure. Mr. Albertson commented that the maps are well done and quite useful and Mr. Gunn asked if they could be created for Hampden County. Ms. Ratte felt that the PVPC could develop the maps for Hampden County noting that this was done several years ago for the Towns of West Springfield and Palmer through the Mass in Motion program. At this point, Ms. Terry remarked that Chesterfield's Town Administrator had no knowledge of this project and she expressed concern that there is sometimes a loss of communication between the towns, the PVPC Commissioners and PVPC staff. Mr. Zukowski apologized for not reaching out to the Towns however he noted that the grass roots coordination was being done by the Collaborative for Education and Healthy Hampshire. Ms. Robinson thanked Ms. Terry and Mr. Zukowski for their comments. She noted that this is an opportunity for a larger conversation around engagement with our communities and it is an initiative that PVPC needs to undertake.

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

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 FIVE THOUSAND FIVE HUNDRED SIXTY-FIVE DOLLARS AND NO CENTS (\$5,565.00), WITH THE COLLABORATIVE FOR EDUCATION TO PROVIDE GIS-BASED WALKING ROUTES MAPS FOR BLANDFORD AND CHESTERFIELD. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL AND THE MOTION WAS UNANIMOUSLY APPROVED BY THE FOLLOWING EXECUTIVE COMMITTEE MEMBERS WHO RESPONDED "AYE": WALTER GUNN, JUDY TERRY, GEORGE KINGSTON, DOUGLAS ALBERTSON, MARILYN GORMAN FIL, MICHAEL MARCINIEC AND MARK PALEOLOGOPOULOS.

Ms. Robinson noted that the next two agenda items are related and she suggested that Executive Committee members could choose to approve them at the same time with a block vote. Mr. Gunn called for a block vote to address agenda items 10 and 11. The block vote was then moved by Judy Terry and seconded by Marilyn Gorman Fil.

10. Authorization for the Executive Director to Negotiate and Execute Mutually Acceptable Contractual Agreements With the Commonwealth of Massachusetts Department of Public Health for the PVPC to Administer Emergency COVID-19 Funding for 31 Municipalities in Hampden and Hampshire Counties

Ms. Robinson stated that the PVPC was approached by the Massachusetts Department of Public Health to distribute emergency COVID-19 funds to 31 PVPC municipalities. Community Development Principal Planner/Manager Erica Johnson stated that two separate infusions of \$250,000 were received 5 days apart noting that for the second round we were able to build on efficiencies from the first distribution of funds. Ms. Johnson stated that the 31 towns for whom we are administering the funds don't meet the population limit to get funds directly and they are not part of a recognized health district. She explained that larger communities like the City of Springfield obtained funds on their own. As regards PVPC's administrative fee, Ms. Robinson noted that in the first round PVPC projected how much time this project would take since it involved contracts with 31 different communities. Ms. Johnson added that there will be a lot of Public Health reporting in addition to grant administration therefore hours were held toward the work of PVPC's PHEP Planner Chris Goshea who is qualified to provide this service on behalf of our communities. Ms. Robinson noted that PVPC put out a survey to all of our communities regarding their needs and we hosted a call for them to talk about future needs and ways to adjust the formula for allotting the funds, adding that the second round allotment took in that feedback. Ms. Johnson stated that we were able to adjust so that more money could go to those communities that needed it most.

MOVED BY JUDY TERRY, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, EFFECTIVE MARCH 20, 2020, NOT TO EXCEED TWO HUNDRED AND FIFTY THOUSAND DOLLARS AND NO CENTS (\$250,000.00), WITH THE MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH IN ORDER FOR THE PVPC TO PROVIDE TECHNICAL ASSISTANCE AND GRANT MANAGEMENT SERVICES FOR THE DISTRIBUTION OF \$222,500 TO 31 MUNICIPAL HEALTH DEPARTMENTS/BOARDS OF HEALTH TO SUPPORT PUBLIC HEALTH ACTIVITIES RELATED TO THE COVID-19 PANDEMIC WITH THE REMAINING \$27,500 FOR PVPC ADMINISTRATIVE SERVICES. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL AND THE MOTION WAS UNANIMOUSLY APPROVED BY THE FOLLOWING EXECUTIVE COMMITTEE MEMBERS WHO RESPONDED "AYE": WALTER GUNN, JUDY TERRY, GEORGE KINGSTON, DOUG ALBERTSON, MARILYN GORMAN FIL, MICHAEL MARCINIEC AND MARK PALEOLOGOPOULOS.

11. Authorization for the Executive Director to Negotiate and Execute Mutually Acceptable Contractual Agreements With the Commonwealth of Massachusetts Department of Public Health for the PVPC to Administer a Second Round of Emergency COVID-19 Funding for 31 Municipalities in Hampden and Hampshire Counties

MOVED BY JUDY TERRY, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, EFFECTIVE MARCH 25, 2020, NOT TO EXCEED TWO HUNDRED AND FIFTY THOUSAND DOLLARS AND NO CENTS (\$250,000.00), WITH THE MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH IN ORDER FOR THE PVPC TO PROVIDE TECHNICAL ASSISTANCE AND GRANT MANAGEMENT SERVICES FOR THE DISTRIBUTION OF \$245,500 TO 31 MUNICIPAL HEALTH DEPARTMENTS/BOARDS OF HEALTH TO SUPPORT PUBLIC HEALTH ACTIVITIES RELATED TO THE COVID-19 PANDEMIC WITH THE REMAINING \$4,500 FOR PVPC ADMINISTRATIVE SERVICES. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL AND THE MOTION WAS UNANIMOUSLY APPROVED BY THE FOLLOWING EXECUTIVE COMMITTEE MEMBERS WHO RESPONDED "AYE": WALTER GUNN, JUDY TERRY, GEORGE KINGSTON, DOUG ALBERTSON, MARILYN GORMAN FIL, MICHAEL MARCINIEC AND MARK PALEOLOGOPOULOS.

12. Authorization for the Executive Director to Negotiate and Execute Mutually Acceptable Contractual Agreements With the Town of Belchertown for the PVPC to Administer its Massachusetts Department of Housing and Community Development Reserve Fund Award Program

Deputy Director James Mazik stated that this project involves infrastructure improvements for the Sportshaven Mobile Home Park in the Town of Belchertown. Mr. Albertson remarked that it is surrounded by wetlands and a lot of the units have been condemned, noting that this project will benefit the park residents as well as the Town. Mr. Mazik stated that the Town was seeking DHCD funding. PVPC was asked to put together a cost estimate and we received confirmation that it would be acceptable. The state approved PVPC's online application and we are moving forward with the project.

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

MOVED BY MARILYN GORMAN FIL, SECONDED BY JUDY TERRY, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED ONE HUNDRED SIXTEEN THOUSAND FIVE HUNDRED DOLLARS AND NO CENTS (\$116,500.00), WITH THE TOWN OF BELCHERTOWN IN ORDER FOR THE PVPC TO PROVIDE GRANT MANAGEMENT SERVICES FOR THE IMPLEMENTATION OF THE SPORTSHAVEN MOBILE HOME PARK INFRASTRUCTURE IMPROVEMENTS PROJECT. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK ROLL CALL AND THE MOTION WAS APPROVED BY THE FOLLOWING EXECUTIVE COMMITTEE MEMBERS WHO RESPONDED "AYE": WALTER GUNN, JUDY TERRY, GEORGE KINGSTON, MARILYN GORMAN FIL, MICHAEL MARCINIEC AND MARK PALEOLOGOPOULOS. EXECUTIVE COMMITTEE MEMBER DOUGLAS ALBERTSON ABSTAINED FROM THE VOTE.

13. Personnel Items

Ms. Robinson reported that Environment and Land Use Planner Jillian DeCoursey resigned in March. Ms. Robinson noted that Principal Planners Patty Gambarini and Catherine Ratte agreed to hold off on recruitment and revisit on June 1st.

14. Executive Director's Highlights and Updates

Ms. Robinson expressed appreciation for the quality of work that PVPC staff has been able to accomplish while working

remotely. She stated that the topic of reopening was discussed at the meeting of the Section Heads and there needs to be a conversation about how to repopulate the office noting that we will investigate potential technology or necessary infrastructure pieces in order to work in a different way. Ms. Robinson added that she has begun researching how to effectively clean the office. Ms. Robinson next announced that the Environment and Land Use Section was notified this week that they received a new grant award. She also reported that PVPC is actively communicating with the EDA as well as DHCD and others about what funding will look like around response and recovery and PVPC is expecting a notice regarding a funding opportunity from the EDA. Mr. Gunn asked if the PVPC is going to offer any expertise to the communities on how to reopen and if the PVPC will develop a program to help. Ms. Robinson stated that PVPC would be happy to work on that.

15. Committee Member Comments, Suggestions and Future Agenda Items

Mr. Gunn noted that with the departure of Lynn Arnold, there is an opening on the Executive Committee that needs to be voted on at PVPC's June Annual Meeting and he asked Committee members to let him know if they have any suggestions. He also asked Executive Committee members to let him know if they do not wish to serve for the next fiscal year.

Ms. Terry reported that there was a vacancy on the Town of Chesterfield's Board of Selectmen and a debate was held between the two applicants which was video recorded and is available on the Town's website. Ms. Terry stated that she is bringing this up because during the debate much came out about all the help that has been received from the PVPC and she wanted everyone to know about this, particularly PVPC staff.

Mr. Kingston announced that Constance Brawders is no longer the Planning & Community Development Director for East Longmeadow and he noted that her assistant Bethany Yeo is serving as the Acting Director in the interim. Ms. Robinson stated that East Longmeadow reached out to the PVPC and we are providing 15 hours of local technical assistance to Ms. Yeo as well as potential additional assistance as needed.

Ms. Robinson stated that there was a conversation at the full Commission meeting about the 2020 Annual Meeting, and it was decided that this discussion will need to be revisited in May. She noted that the options are to either postpone or have a virtual meeting. Mr. Marciniac pointed out that if the Annual Meeting is postponed until September, the Executive Committee could not meet in July or August. Mr. Gunn stated that an Executive order would extend our positions and he noted that he will look into it. He also pointed out that normally by now there would be a discussion about a guest speaker. Ms. Robinson stated that she will do some research and she will email the Executive Committee. She pointed out that we will need to think about this before the May 28th Executive Committee meeting.

There being no further comments, Chairman Gunn called for a motion to adjourn the April 23rd Executive Committee meeting.

MOVED BY GEORGE KINGSTON, SECONDED BY MARILYN GORMAN FIL, TO ADJOURN THE APRIL 23, 2020 EXECUTIVE COMMITTEE MEETING; ALL THE EXECUTIVE COMMITTEE MEMBERS PRESENT UNANIMOUSLY APPROVED THE MOTION 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 April 23, 2020 Meeting

1. Executive Committee April 23, 2020 Meeting Agenda and Motions
2. Executive Committee February 27, 2020 Meeting Minutes
3. PVPC Warrant: February 1 through February 29, 2020
4. PVPC Warrant: March 1 through March 31, 2020
5. PVPC Financial Summary Profile as of April 23, 2020
6. PVPC FY20 9 Month Budget