

PIONEER VALLEY PLANNING COMMISSION (PVPC)  
Minutes of Executive Committee Zoom Meeting  
Thursday, June 25, 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  
Jack Jemsek – Amherst  
Mike Marciniac - Palmer  
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  
Lynn Shell, Administrative Assistant I Specialist  
Lori Tanner, Economic Development Manager  
Molly Goren-Watts, Principal Planner/Manager of Regional Information & Policy Center

1. Chairman’s Call to Order, Welcome and Approval of the Minutes of the May 28, 2020 Executive Committee Meeting

The June 25<sup>th</sup> Executive Committee Zoom meeting was called to order at 4:12 p.m. by Commission Chair Walter Gunn. Mr. Gunn noted that today’s meeting is being held remotely in accordance with the Governor’s emergency orders under COVID-19, and notice was posted as required by the Open Meeting Law. Mr. Gunn then took roll call and the following Executive Committee members responded “present”: Walter Gunn, Judy Terry, Marilyn Gorman Fil, George Kingston, Doug Albertson, Mike Marciniac and Mark Paleologopoulos.

Mr. Gunn next called for a motion to approve the May 28, 2020 meeting minutes.

MOVED BY DOUG ALBERTSON, SECONDED BY MARILYN GORMAN FIL, TO APPROVE THE MINUTES OF THE MAY 28, 2020 EXECUTIVE COMMITTEE MEETING. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MINUTES WERE APPROVED AS PRESENTED BY THE FOLLOWING EXECUTIVE COMMITTEE MEMBERS WHO RESPONDED “YES”: MARK MARCINIEC, WALTER GUNN, JUDY TERRY, DOUG ALBERTSON, GEORGE KINGSTON, MARILYN GORMAN FIL, AND MARK PALEOLOGOPOULOS.

2. Warrant/Financial Reports Including Recommended Amendments to the Commission’s Current FY 2020 Operating Budget

PVPC’s Accounting Manager Lisa Edinger reviewed the May 2020 Financial Warrant and she next discussed the Financial Summary Profile reflecting PVPC’s account balances as of June 25, 2020. Mr. Gunn remarked that the PVPC’s accounts appear to be quite stable. At this point, Mr. Gunn noted that Jack Jemsek had now joined the Zoom meeting and he welcomed him as PVPC’s newly elected Executive Committee member.

Ms. Edinger next reviewed the PVPC’s Proposed/Amended FY 2020 Budget for the July 1, 2019 through June 30, 2020 time period. Mr. Gunn interjected that T.J. Cousineau had also joined the meeting and he noted that all Executive Committee members were now in attendance. Ms. Edinger returned to the budget report and she explained that this is PVPC’s original FY 2020 budget which has been amended to show adjustments to some of the budget categories and it reflects an increase of \$500,000, the amount received from MDPH for COVID-19 funding.

Mr. Gunn then called for a motion to approve PVPC's Proposed/Amended FY 2020 Budget.

MOVED BY MARILYN GORMAN FIL, SECONDED BY T.J. COUSINEAU, TO APPROVE A SERIES OF STAFF RECOMMENDED AMENDMENTS TO THE PLANNING COMMISSION'S CURRENT, FISCAL YEAR 2020 OPERATING BUDGET. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE FOLLOWING EXECUTIVE COMMITTEE MEMBERS RESPONDED "YES": MIKE MARCINIEC, WALTER GUNN, JUDY TERRY, DOUG ALBERTSON, GEORGE KINGSTON, T.J. COUSINEAU, MARILYN GORMAN FIL, AND MARK PALEOLOGOPOULOS; THE MOTION WAS APPROVED WITH ONE ABSTENTION FROM JACK JEMSEK.

3. Authorization for the Executive Director to Execute a Mutually Acceptable Contractual Agreement With the Economic Development Administration (EDA) for \$70,000 for an Economic Development District Section 203 Partnership Planning Grant

Economic Development Manager Lori Tanner explained that this is PVPC's annual EDA Partnership Planning Grant which involves economic development planning activities, particularly the Plan for Progress Coordinating Council and the Comprehensive Economic Development Strategy (CEDs). Ms. Tanner stated that the PVPC helps communities bring their projects and applications to the EDA for funding noting that the project development work will increase. Ms. Tanner stated that PVPC applied for an additional EDA grant in the amount of \$400,000. She explained that there are 4 major activities and one of those activities will be the project development work. Ms. Tanner stated that she hopes to receive an additional contract from the EDA in July. Mr. Gunn noted that the Executive Committee doesn't typically meet in July but it may be possible to convene a Zoom meeting to address that agenda item.

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

MOVED BY GEORGE KINGSTON, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE AN ECONOMIC DEVELOPMENT ADMINISTRATION (EDA) SECTION 203 DISTRICT PLANNING GRANT CONTRACT WHICH ENCOMPASSES THE FISCAL YEAR 2021 PERIOD WHICH THE PVPC WILL CARRY OUT OVER AN ANTICIPATED JULY 1, 2020 THROUGH JUNE 30, 2021 TIME FRAME. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION WAS UNANIMOUSLY APPROVED BY ALL OF THE EXECUTIVE COMMITTEE MEMBERS WHO RESPONDED "YES", SPECIFICALLY, MIKE MARCINIEC, WALTER GUNN, JUDY TERRY, DOUG ALBERTSON, GEORGE KINGSTON, T.J. COUSINEAU, MARILYN GORMAN FIL, MARK PALEOLOGOPOULOS AND JACK JEMSEK.

4. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With Baystate Health to Accept Funding Towards Maintaining and Expanding the Work of the Pioneer Valley Data Website

Ms. Robinson stated that this item will be addressed by Molly Goren-Watts who had not yet joined the meeting and she asked if agenda item 4 could be taken up following agenda item 13.

MOVED BY MARK PALEOLOGOPOULOS, SECONDED BY DOUG ALBERTSON, TO MOVE AGENDA ITEM 4 TO THE END OF TODAY'S ACTION ITEMS FOLLOWING AGENDA ITEM 13. MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION WAS UNANIMOUSLY APPROVED BY ALL THE EXECUTIVE COMMITTEE MEMBERS WHO IN TURN RESPONDED "YES".

5. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Tufts Health Plan Foundation to Conduct Work on Healthy Aging

Catherine Ratte, Principal Planner/Environment and Land Use Section Manager, stated that PVPC will be conducting work on healthy aging for the Town of Belchertown and the City of Northampton in Year One, with limited support for the Towns of Ware and South Hadley; Year Two will include the Town of Monson and the Cities of Agawam and Westfield. In response to a question from Mr. Jemsek, Ms. Ratte stated that her colleague Becky Basch is the lead planner on this project and she will reach out to the Town of Amherst's Council on Aging representative.

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

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 \$195,000, OVER A PERIOD OF THREE YEARS STARTING ON JULY 1, 2020, WITH THE TUFTS HEALTH PLAN FOUNDATION IN ORDER TO CONDUCT WORK ON HEALTHY AGING. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS WHO IN TURN RESPONDED "YES".

6. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Year 7 Contractual Agreement With the Massachusetts Department of Public Health (MDPH) in Order for the PVPC to Facilitate Mass in Motion Work in the Towns of Palmer and West Springfield

Ms. Ratte explained that the goal of Mass in Motion is to improve access to healthy foods and activities, noting that this initiative is targeted to communities with negative health outcomes. She stated that there are significant programs in Holyoke and Springfield and there is an initiative in Hampshire County which includes Belchertown, Northampton, Williamsburg and Amherst. Ms. Ratte noted that 7 years ago the PVPC reached out to everyone in Hampden County that wasn't participating in Mass in Motion and the Towns of Palmer and West Springfield responded.

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 YEAR 7 CONTRACTUAL AGREEMENT, NOT TO EXCEED \$40,000, WITH THE MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH (MDPH) IN ORDER FOR THE PVPC TO FACILITATE MASS IN MOTION WORK IN THE TOWNS OF PALMER AND WEST SPRINGFIELD. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE FOLLOWING EXECUTIVE COMMITTEE MEMBERS RESPONDED "YES": WALTER GUNN, JUDY TERRY, DOUG ALBERTSON, GEORGE KINGSTON, T.J. COUSINEAU, MARILYN GORMAN FIL, MARK PALEOLOGOPOULOS AND JACK JEMSEK; THE MOTION WAS APPROVED WITH ONE ABSENTION FROM MIKE MARCINIEC.

7. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Town of Hadley in Order for the PVPC to Continue Hadley's Planning Board Assistance Program in FY21

Ms. Ratte noted that PVPC's member communities can hire PVPC staff to work as their part-time planner and she explained that this contract is to continue PVPC's Planning Board assistance for the Town of Hadley.

Mr. Gunn then called for a motion to address agenda item 7.

MOVED BY JUDY TERRY, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED \$7,500, WITH THE TOWN OF HADLEY IN ORDER FOR THE PVPC TO CONTINUE HADLEY'S PLANNING BOARD ASSISTANCE PROGRAM IN FY21. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS WHO IN TURN RESPONDED "YES".

8. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Town of Granby in Order for the PVPC to Continue Granby's Planning Board Assistance Program in FY21

Mr. Gunn called for a motion to address agenda item 8.

MOVED BY GEORGE KINGSTON, SECONDED BY DOUG ALBERTSON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED \$7,500, WITH THE TOWN OF GRANBY IN ORDER FOR THE PVPC TO CONTINUE GRANBY'S PLANNING BOARD ASSISTANCE PROGRAM IN FY21. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS WHO IN TURN RESPONDED "YES".

9. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Town of Russell to Complete the Development of the Town's Hazard Mitigation Plan

Ms. Ratte explained that this contract is to complete a Hazard Mitigation Plan for the Town of Russell and she pointed out that Russell is the only remaining PVPC member community that doesn't yet have a Hazard Mitigation Plan.

Mr. Gunn then 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 \$15,000, WITH THE TOWN OF RUSSELL TO COMPLETE THE DEVELOPMENT OF THE TOWN'S HAZARD MITIGATION PLAN. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS WHO IN TURN RESPONDED "YES".

10. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Town of West Springfield for the Administration of Housing Rehabilitation and Associated Consulting Services with Respect to the Town's FY 2019 Community Development Block Grant (CDBG) Program

Erica Johnson, Community Development Principal Planner/Manager, stated that this is a long running program in PVPC's Community Development (CD) section to administer the Housing Rehabilitation Program on behalf of the Town of West Springfield and this year it includes money for technical assistance to help the Town's new CD Director. Mr. Jemsek asked what the Town of West Springfield looks like in terms of affordable housing in relation to other PVPC communities. Ms. Johnson stated that she did not have that answer but she offered to provide Mr. Jemsek with that information. Ms. Robinson explained that Ms. Johnson has taken on this contract for another CD staff member. Mr. Gunn added that there have been changes to PVPC's CD Section due to Jim Mazik's retirement that will be discussed under *Personnel Items*.

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

MOVED BY JUDY TERRY, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT EFFECTIVE JULY 1, 2020 NOT TO EXCEED FORTY FIVE THOUSAND DOLLARS AND NO CENTS (\$45,000.00), WITH THE TOWN OF WEST SPRINGFIELD TO PROVIDE HOUSING REHABILITATION AND CONSULTING SERVICES WITH FUNDING PROVIDED BY THE TOWN'S FY 2019 MINI-ENTITLEMENT CDBG PROGRAM. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS WHO IN TURN RESPONDED "YES".

11. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Franklin Regional Council of Governments, (acting as lead agency for funding received from the Massachusetts Department of Public Health, Office of Preparedness and Emergency Management) for Public Health Emergency Preparedness Services to the Hampden County Health Coalition for FY21 Starting July 1, 2020

Ms. Johnson stated that for the past 13 years, PVPC has administered a contract through the Massachusetts Department of Public Health (MDPH) for Public Health Emergency Preparedness that now comes through the Franklin Regional Council of Governments (FRCOG). She noted that funds came out of 9/11 to help prepare for human related disasters associated with terrorism, adding that focus has moved towards natural disasters and currently the COVID-19 pandemic. In response to a question raised by Mr. Jemsek, Ms. Johnson stated that she has daily communications with FRCOG noting that they serve as the fiduciary agent for MDPH funds on behalf of the 4 counties in western Massachusetts. Ms. Johnson then gave a brief overview of the role performed by Chris Goshea, PVPC's full-time Public Health Emergency Preparedness (PHEP) Planner, a position made possible through this funding. She noted that Mr. Goshea is an EMT, he has an extensive background in training and he works with local boards of health in preparing and exercising their plans for dealing with disaster. Ms. Robinson added that PVPC has been very fortunate to have Mr. Goshea on our staff. She stated that he was very helpful in PVPC's response to COVID-19 and he is an integral part of PVPC's Reopening Committee.

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

MOVED BY JUDY TERRY, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT WITH THE FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS EFFECTIVE JULY 1, 2020, NOT TO EXCEED \$170,827, TO PROVIDE ASSISTANCE TO THE HAMPDEN COUNTY HEALTH COALITION TO PREPARE FOR NATURAL AND HUMAN-MADE PUBLIC HEALTH EMERGENCIES. THERE BEING NO FURTHER QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS WHO IN TURN RESPONDED "YES".

12. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Franklin Regional Council of Governments, (acting as lead agency for funding received from the Massachusetts Department of Public Health) to Provide Staffing to the Hampden County Medical Reserve Corps for FY21 Starting July 1, 2020

Ms. Johnson stated that also coming out of 9/11 was the development of the Medical Reserve Corps (MRC) which is comprised of both medical and non-medical volunteers who are trained to stand up in case of an emergency and she noted that the PVPC does a lot of work with MRC. Ms. Johnson stated that we previously subcontracted the position of MRC Coordinator however PVPC's PHEP Planner Chris Goshea has those skills and experience and now serves in this role providing leadership, training and technical assistance to the 6 individual MRC units in Hampden County.

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

MOVED BY GEORGE KINGSTON, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT WITH THE FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS EFFECTIVE JULY 1, 2020, NOT TO EXCEED \$22,056, TO PROVIDE LEADERSHIP AND TECHNICAL ASSISTANCE TO THE SIX MRC UNITS IN HAMPDEN COUNTY. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS WHO IN TURN RESPONDED "YES".

13. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Massachusetts Department of Public Health to Provide Public Health Capacity Building Related to the COVID-19 Pandemic in Hampden and Hampshire Counties for FY21 Starting July 1, 2020

Ms. Johnson noted that PVPC was tasked with distributing MDPH COVID-19 funds throughout Hampden and Hampshire Counties and MDPH would now like us to work with local public health departments to better understand their needs. She stated that PVPC sent out a survey and we will be setting up opportunities for local boards of health and health directors to talk about what they need and how we can best support them moving forward. Ms. Robinson also noted that PVPC was approached by Senator Jo Comerford about how PVPC could best provide assistance to public health boards in response to COVID-19 given the additional work they need to do.

Mr. Gunn then called for a motion to address agenda item 13.

MOVED BY JUDY TERRY, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT WITH THE MASSACHUSETTS DEPARTMENT OF PUBLIC HEALTH EFFECTIVE JULY 1, 2020, NOT TO EXCEED \$50,000, TO PROVIDE STAFFING AND TECHNICAL ASSISTANCE TO LOCAL PUBLIC HEALTH DEPARTMENTS IN HAMPDEN AND HAMPSHIRE COUNTIES. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS WHO IN TURN RESPONDED "YES".

At this point, Mr. Gunn noted that Molly Goren-Watts had joined the meeting and could now address agenda item 4.

Agenda Item 4 - Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With Baystate Health to Accept Funding Towards Maintaining and Expanding the Work of the Pioneer Valley Data Website

Molly Goren-Watts, PVPC's Manager of Regional Information & Policy Center, explained that the Pioneer Valley Data

Website is supported by a collaboration of funders. Ms. Goren-Watts noted that Baystate Health has been a partner in providing input regarding the direction of the site but they also wanted to be a contributing partner. She stated that the funds provided by Baystate will be used for building out health data as well as overall maintenance of the site.

Following a brief discussion, Mr. Gunn called for a motion to address agenda item 4.

MOVED BY JACK JEMSEK, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT WITH BAYSTATE HEALTH, TO ACCEPT FUNDING IN AN AMOUNT NOT TO EXCEED \$5,000, TOWARDS MAINTAINING AND EXPANDING THE WORK OF THE PIONEER VALLEY DATA WEBSITE. THERE BEING NO FURTHER QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTION WAS UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS WHO IN TURN RESPONDED "YES".

#### 14. Personnel Items

Ms. Robinson noted that Jim Mazik's last day with the PVPC is June 30<sup>th</sup> and the PVPC team is planning a drive-by/walk-by celebration at his home tomorrow. She added that we would also like to allow an opportunity for the full Commission to recognize Jim at our Annual Meeting. Ms. Robinson noted that in addition to his work in PVPC's Community Development (CD) section, Mr. Mazik was responsible for many other tasks for the organization that have now been transferred to other staff members. Ms. Robinson reported that she will take on the role of Acting CD Section Head, working closely with CD Managers Erica Johnson and Chris Dunphy. In addition, she noted that the PVPC is in the process of recruiting a CD Planner and/or Senior Planner. Ms. Robinson then talked about the great work being done in the CD Section and she assured Mr. Jemsek that the CD staff will get back to him with the information he requested. Mr. Jemsek noted that affordable housing is a regional problem and he stated that the Amherst Zoning Board of Appeals is hearing their first Single room Occupancy (SRO) this evening.

#### 15. Executive Director's Highlights and Updates

Ms. Robinson stated that 25% of PVPC staff has successfully moved back into the office and we are trying to ensure safety as much as possible. She noted that Phase 2 began on June 22<sup>nd</sup> and we are allowed up to 50% capacity while still supporting "Safer at Home". Ms. Robinson also reported that the Springfield Housing Authority (SHA) expects to keep the building locked for a while and has installed 2 video doorbells, one for the SHA and one for the PVPC.

Ms. Robinson next talked about NOVUS Insight which provides IT services to various towns and she noted they will also conduct a survey of the town's technology needs. Ms. Robinson stated that NOVUS will be reviewing PVPC's technology needs including computers and phones. She noted that staff have been using their personal cell phones while working remotely and PVPC is investigating technology that involves using an application that staff can upload to their own phone. She added that PVPC is looking at our IT needs over the next 3-5 years to support working in the office and at home.

At this point, Mr. Gunn noted that a letter was sent from the PVPC to municipal officials regarding an IT survey however he pointed out that Longmeadow already has a sophisticated IT Department. Ms. Goren-Watts explained that for communities with their own IT staff, this is an opportunity to have someone do an assessment and provide another perspective. She stated that smaller communities that don't have IT staff might choose to create a contract with NOVUS to be their outsourced IT Director and she noted that PVPC can help with managing contracts with NOVUS. Ms. Goren-Watts stated that we are trying to find out what the challenges are so that we can help provide a regional approach to a solution. Mr. Gunn noted that this program is scalable and very little money is involved, and he recommended that every community should read PVPC's letter. Mr. Cousineau asked to have the letter forwarded to him. In response to a question raised by Mr. Kingston, Ms. Goren-Watts suggested forwarding the letter to his IT Director or to anyone who might be interested.

Finally, Ms. Robinson reported that the PVPC will be installing a secure box outside of the building for bid drop-off.

#### 16. Committee Member Comments, Suggestions and Future Agenda Items

Mr. Jemsek asked that Catherine Ratte send him the information on healthy aging. Ms. Robinson suggested that Mr.

Jemsek could send an email to her and she could forward it to Ms. Ratte. Mr. Jemsek then asked if a memorial is being planned for Tim Brennan. Ms. Robinson responded that she expects to receive an update from Tim's daughter regarding a post-COVID memorial service that his family was planning. She also noted that a small group within the Plan for Progress is working to develop a Tim Brennan Award for organizations committed to supporting the community.

There being no further comments, Chairman Gunn called for a motion to adjourn the June 25<sup>th</sup> Executive Committee Zoom meeting.

MOVED BY GEORGE KINGSTON, SECONDED BY MARILYN GORMAN FIL, TO ADJOURN THE JUNE 25, 2020 EXECUTIVE COMMITTEE MEETING; MR. GUNN TOOK A ROLL CALL VOTE AND ALL EXECUTIVE COMMITTEE MEMBERS RESPONDED "YES"; THE MOTION WAS UNANIMOUSLY APPROVED AND THE MEETING WAS ADJOURNED WITHOUT OBJECTION AT 5:31 P.M.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

List of Documents and Other Items Distributed at the June 25, 2020 Meeting

1. Executive Committee June 25, 2020 Meeting Agenda and Motions
2. Executive Committee May 28, 2020 Meeting Minutes
3. PVPC Warrant: May 1 through May 31, 2020
4. PVPC Financial Summary Profile as of June 25, 2020
5. PVPC FY 2020 Proposed Amended Budget