

PIONEER VALLEY PLANNING COMMISSION (PVPC)
Minutes of Executive Committee Zoom Meeting
Thursday, August 27, 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
Pat Beaudry, Manager of Public Affairs
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
Dana Roscoe, Principal Planner/Transportation Manager
Gary Roux, Principal Planner, Traffic Manager
Lynn Shell, Administrative Assistant I Specialist
Lori Tanner, Economic Development Manager

Guest:

Brooks Fitch, Consultant

1. Chairman's Call to Order, Welcome and Approval of the Minutes of the June 25, 2020 Executive Committee Meeting

The August 27th Executive Committee Zoom meeting was called to order at 4:02 p.m. by Commission Chair Walter Gunn. Mr. Gunn welcomed everyone and he noted that all Executive Committee members were in attendance. Mr. Gunn called for a motion to approve the June 25, 2020 meeting minutes.

MOVED BY DOUG ALBERTSON, SECONDED BY MIKE MARCINIEC, TO APPROVE THE MINUTES OF THE JUNE 25, 2020 EXECUTIVE COMMITTEE MEETING. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MINUTES WERE UNANIMOUSLY APPROVED BY ALL EXECUTIVE COMMITTEE MEMBERS WHO IN TURN RESPONDED "YES".

2. Report by Brooks Fitch Regarding the Tim Brennan Exemplar Award

Brooks Fitch stated that he is seeking support from the Executive Committee with regard to the idea of creating a Tim Brennan Exemplar Award and he noted that this idea was brought forward at the last Plan for Progress (PFP) Coordinating Council meeting. Mr. Fitch then talked about the rationale, vision, goals and guideposts for this award and he pointed out that Tim Brennan left an exemplary legacy. Mr. Fitch stated that they are looking at announcing the award in 2020 and implementing in 2021 and he reported that the Economic Development Council (EDC) would like to be a partner in putting forth this award. Mr. Fitch noted that there would be a profit and nonprofit focus with different criteria for each. He explained that the nonprofit focus would be through the PFP and the PVPC, and one idea is to highlight the award during PVPC's 2021 Annual Meeting. He stated that in 2022, the for-profit organizations would be highlighted through the EDC. Mr. Fitch explained that the award would be a certificate along with a significant plaque that could be displayed in the lobby of the organization and he noted that the expenses for the PFP and PVPC over the 3 years might be at most \$800.

Executive Committee members expressed their support for the idea. Mr. Fitch stated that he, along with Rick Sullivan, Larry Martin and Dianne Doherty, will present to the September 9th Coordinating Council meeting and ask for their

feedback. Ms. Robinson stated that she will talk with Mr. Fitch after that meeting and she will provide an update at the September 24th Executive Committee meeting.

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

PVPC's Accounting Manager Lisa Edinger referred to PVPC's June and July 2020 Financial Warrants. Ms. Edinger first highlighted several checks on the June check listing and she then reviewed a series of checks appearing on the July check listing. There being no questions, Ms. Edinger next reviewed the Financial Summary Profile which lists PVPC's account balances as of August 27, 2020. Ms. Edinger pointed out that the Unrestricted Savings Account balance reflects a slight increase and she explained that Ms. Robinson asked that any money left over from Local Technical Assistance projects as of June 30th be transferred into Unrestricted. Finally, Ms. Edinger reported that the auditors from PVPC's CPA firm, Melanson Heath, will be conducting their audit work at the PVPC during the first two weeks of October.

4. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the U.S. Department of Commerce's Economic Development Administration to Conduct Economic Disaster Recovery Activities Addressing the Economic Impact of the Covid-19 Pandemic in the Pioneer Valley Region

Economic Development Manager Lori Tanner explained that the PVPC did not have to compete for this funding because it is being distributed as a direct grant to the EDA's existing partners which includes the PVPC. Ms. Tanner stated that the EDA provided PVPC with a preapproved scope of work for outreach and technical assistance to communities working on disaster resilience planning. Over the next two years, the PVPC will do an economic impact analysis of the pandemic in the Pioneer Valley and the PVPC will hire short-term grant-funded staff to assist. Ms. Tanner added that PVPC will reach out to every community in the Pioneer Valley to help them develop projects to apply for an even greater amount of EDA funding that is now available.

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

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 U.S. DEPARTMENT OF COMMERCE'S ECONOMIC DEVELOPMENT ADMINISTRATION IN AN AMOUNT NOT TO EXCEED \$400,000 IN ORDER TO CONDUCT ECONOMIC DISASTER RECOVERY ACTIVITIES ADDRESSING THE ECONOMIC IMPACT OF THE COVID-19 PANDEMIC IN THE PIONEER VALLEY REGION. 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".

5. Authorization for the Executive Director to Sign the New Federal Fiscal Year (FFY) 2021 3C Contract with the Massachusetts Department of Transportation

Principal Transportation Planner Dana Roscoe noted that last year MassDOT combined PVPC's FTA Section 5303 contract with the 3C Transportation Planning contract. He stated that they also switched the 3C contract from a 4 year contract to an annual contract and PVPC will need to renew those contracts on an annual basis.

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

MOVED BY GEORGE KINGSTON, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE NEW FEDERAL FISCAL YEAR (FFY) 2021 3C CONTRACT, IN THE AMOUNT OF \$1,403,484, WITH THE MASSACHUSETTS DEPARTMENT OF TRANSPORTATION. 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 Contractual Agreement With the Town of Longmeadow to Update their 2014 Pavement Management Assessment as Requested by the Town

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

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 \$14,700, WITH THE TOWN OF LONGMEADOW TO UPDATE THEIR 2014 PAVEMENT MANAGEMENT ASSESSMENT AS REQUESTED BY THE TOWN. 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".

7. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contract Amendment with the Public Health Institute of Western Massachusetts to Increase PVPC's Budget from \$10,000 to \$15,000, to Advance Implementation of the Springfield Climate Action & Resilience Plan which is Work that is Funded as Part of the Kresge Foundation Climate Change, Health & Equity Project

Principal Planner Catherine Ratte explained that because of COVID, the Kresge Foundation increased their funding to the Public Health Institute of Western Massachusetts (PHIWM) by \$50,000 and PHIWM spread this funding out to all their subcontractors including the PVPC. She stated that this is a \$5,000 increase to PVPC's \$10,000 budget.

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

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACT AMENDMENT WITH THE PUBLIC HEALTH INSTITUTE OF WESTERN MASSACHUSETTS TO INCREASE PVPC'S BUDGET FROM \$10,000 TO \$15,000 TO ADVANCE IMPLEMENTATION OF THE SPRINGFIELD CLIMATE ACTION & RESILIENCE PLAN WHICH IS WORK THAT IS FUNDED AS PART OF THE KRESGE FOUNDATION CLIMATE CHANGE, HEALTH & EQUITY PROJECT. 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 Enter Into a Subcontract with the Public Health Institute of Western Massachusetts (PHIWM) for their Assistance Staffing the Hampden County Health Improvement Plan

Ms. Ratte explained that the PVPC has been collaborating with the PHIWM on staffing for the Hampden County Health Improvement Plan with funding from Baystate Health and now we're receiving additional funding from DPH.

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

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A SUBCONTRACT, IN AN AMOUNT NOT TO EXCEED \$88,000 OVER THE NEXT 5 YEARS, WITH THE PUBLIC HEALTH INSTITUTE OF WESTERN MASSACHUSETTS (PHIWM), FOR THEIR ASSISTANCE STAFFING THE HAMPDEN COUNTY HEALTH IMPROVEMENT 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".

9. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With the Massachusetts Department of Environmental Protection (MA DEP) for the FY21 DEP – Connecticut River Clean-up Committee (CRCC) Combined Sewer Overflow (CSO) Project

There being no questions, Mr. Gunn called for a motion to address agenda item 9.

MOVED BY JUDY TERRY, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED \$1.5 MILLION, WITH THE MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION (MA DEP) FOR THE FY21 DEP – CONNECTICUT RIVER CLEAN-UP COMMITTEE (CRCC) COMBINED SEWER OVERFLOW (CSO) PROJECT. 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".

Ms. Robinson noted that agenda items 10 through 12 are related and she suggested approving all 3 motions with a combined block vote. Executive Committee members agreed and Mr. Gunn called for a block vote to address the motions for agenda items 10 through 12. The block vote was moved by Doug Albertson and seconded by T.J. Cousineau.

10. Authorization for the Executive Director to Negotiate and Execute Mutually Acceptable Subcontracts with the Cities of Holyoke and Chicopee, and the Springfield Water and Sewer Commission, to Conduct Connecticut River Clean-up Committee CSO Projects in FY2021 with Funding Provided by the Massachusetts Department of Environmental Protection

Ms. Ratte noted that this item is related to agenda item 9.

a) City of Holyoke

MOVED BY DOUG ALBERTSON, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE SUBCONTRACT, NOT TO EXCEED \$760,000, WITH THE CITY OF HOLYOKE IN ORDER FOR THE CITY TO CONDUCT CONNECTICUT RIVER CSO CLEAN-UP PROJECTS IN FY2021 WITH FUNDING PROVIDED BY THE MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION.

b) City of Chicopee

MOVED BY DOUG ALBERTSON, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE SUBCONTRACT, NOT TO EXCEED \$250,000, WITH THE CITY OF CHICOPEE IN ORDER FOR THE CITY TO CONDUCT CONNECTICUT RIVER CSO CLEAN-UP PROJECTS IN FY2021 WITH FUNDING PROVIDED BY THE MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION.

c) Springfield Water and Sewer Commission

MOVED BY DOUG ALBERTSON, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE SUBCONTRACT, NOT TO EXCEED \$475,000, WITH THE SPRINGFIELD WATER AND SEWER COMMISSION IN ORDER FOR THIS COMMISSION TO CONDUCT CONNECTICUT RIVER CSO CLEAN-UP PROJECTS IN FY2021 WITH FUNDING PROVIDED BY THE MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION.

11. Authorization for the Executive Director to Accept Membership Dues for the FY21 Connecticut River Clean-up Committee in the Amount of \$2,000 Each From the Cities of Holyoke and Chicopee and the Springfield Water and Sewer Commission; and for the PVPC to Provide a Cash Match of \$2,000

Ms. Ratte stated that the municipalities have paid their dues for the FY 21 Connecticut River Clean-up Committee in the amount of \$2,000 each, and this is to request that the PVPC also contribute \$2,000 in dues.

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

MOVED BY DOUG ALBERTSON, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ACCEPT MEMBERSHIP DUES FOR THE FY21 CONNECTICUT RIVER CLEAN-UP COMMITTEE IN THE AMOUNT OF \$2,000 EACH FROM THE CITIES OF HOLYOKE AND CHICOPEE, AND FROM THE SPRINGFIELD WATER AND SEWER COMMISSION; AND FOR THE PVPC TO PROVIDE A CASH MATCH OF \$2,000.

12. Authorization for the Executive Director to Commit \$3,500 from PVPC Local Funds for PVPC's FY21 Match of Membership Dues to the Connecticut River Stormwater Committee

Ms. Ratte stated that last year the communities increased their contribution to the Connecticut River Stormwater Committee from \$2,000 to \$3,500 and this is to ask that PVPC's dues be increased to match the municipalities' dues.

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

MOVED BY DOUG ALBERTSON, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO COMMIT \$3,500 FROM PVPC LOCAL FUNDS TO PAY FOR PVPC'S MATCH OF FY21 MEMBERSHIP DUES TO THE CONNECTICUT RIVER STORMWATER COMMITTEE. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE MOTIONS FOR AGENDA ITEMS 10, 11 AND 12 WERE UNANIMOUSLY APPROVED BY A COMBINED BLOCK VOTE 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 Town of Monson for the Preparation of a Historic Resources Inventory

Principal Planner Erica Johnson stated that the Town of Monson has granted the PVPC some of their CPA funding to update their Historic Resource Inventory which includes some updates in their Historic District and helping to get them further along with their National Register nominations.

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

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 THIRTY THOUSAND DOLLARS AND NO CENTS (\$30,000.00), WITH THE TOWN OF MONSON TO PREPARE A HISTORIC RESOURCES INVENTORY. THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE AND THE FOLLOWING EXECUTIVE COMMITTEE MEMBERS RESPONDED "YES": JUDY TERRY, T.J. COUSINEAU, GEORGE KINGSTON, DOUG ALBERTSON, JACK JEMSEK, MARK PALEOLOGOPOULOS, MIKE MARCINIEC, AND WALTER GUNN; THE MOTION WAS APPROVED WITH ONE ABSTENTION FROM MARILYN GORMAN FIL.

14. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with Bonnie Parsons for As-Needed Historic Preservation Consultant Services

Ms. Johnson noted that this is a new contract with former PVPC Planner Bonnie Parsons to provide historic preservation consultant services on an "as needed" basis.

Mr. Gunn then called for a motion to address agenda item 14.

MOVED BY JUDY TERRY, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT EFFECTIVE AUGUST 23, 2020, NOT TO EXCEED TEN THOUSAND DOLLARS AND NO CENTS (\$10,000.00), WITH BONNIE PARSONS TO PROVIDE ASSISTANCE WITH HISTORIC PRESERVATION PROJECTS AS REQUESTED BY PVPC. 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 the suggestion of Ms. Robinson, Mr. Gunn called for a block vote to address the following motions for agenda items 15 through 20 which are related to the Community Development Block Grant Cares Act Funding. The block vote was moved by T.J. Cousineau and seconded by George Kingston.

15. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Town of Agawam for the PVPC to Administer Community Development Block Grant (CDBG) Cares Act Funding for the Provision of Microenterprise Assistance in the Towns of Agawam and Southwick and Assistance to Our Community Food Pantry in the Town of Southwick

Ms. Johnson explained that this funding will provide assistance to microenterprises, which are very small businesses with five or fewer employees, and also assistance for social service agencies. Ms. Johnson stated that because of the way the funding worked, and because of it being specific to COVID, it allowed many more towns to be eligible for the funds. She stated that PVPC reached out to all the towns in the region and she noted that the vast majority of the region is covered under one, and sometimes multiple grants that we received. As regards the Towns of Agawam and Southwick, Ms. Johnson noted that they are working together to provide microenterprise assistance. In addition they're funding a food pantry in Southwick that also serves the Towns of Tolland and Granville.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED FIFTY FIVE THOUSAND DOLLARS AND NO CENTS (\$55,000.00), WITH THE TOWN OF AGAWAM TO ADMINISTER THE TOWN'S FUNDING RECEIVED THROUGH THE CDBG CARES ACT PROGRAM.

16. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Town of Chester for the PVPC to Administer Community Development Block Grant (CDBG) Cares Act Funding for the Provision of Social Service Assistance in the Towns of Chester, Blandford, Huntington, Middlefield, Montgomery and Russell

Ms. Johnson stated that this funding is for social service assistance throughout the Southern Hilltowns area to include the Towns of Chester, Blandford, Huntington, Middlefield, Montgomery and Russell.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED THIRTEEN THOUSAND ONE HUNDRED AND SEVENTEEN DOLLARS AND NO CENTS (\$13,117.00), WITH THE TOWN OF CHESTER TO ADMINISTER THE TOWN'S FUNDING RECEIVED THROUGH THE CDBG CARES ACT PROGRAM TO SUPPORT THE SOUTHERN HILLTOWNS ADULT EDUCATION PROGRAM, HILLTOWN SOCIAL SERVICES PROGRAM, AND THE HUNTINGTON FOOD PANTRY.

17. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the City of Easthampton for the PVPC to Administer Community Development Block Grant (CDBG) Cares Act Funding for the Provision of Microenterprise Assistance in the City of Easthampton and Towns of Granby, Hadley, Hatfield, South Hadley, Westhampton and Southampton

Ms. Johnson reported that the City of Easthampton is leading a Microenterprise Assistance Program in conjunction with the Towns of Granby, Hadley, Hatfield, South Hadley, Westhampton and Southampton.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED ONE HUNDRED AND SEVENTEEN THOUSAND DOLLARS AND NO CENTS (\$117,000.00), WITH THE CITY OF EASTHAMPTON TO ADMINISTER THE CITY'S FUNDING RECEIVED THROUGH THE CDBG CARES ACT PROGRAM.

18. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Town of Spencer for the PVPC to Administer Community Development Block Grant (CDBG) Cares Act Funding for the Provision of Microenterprise Assistance and Food Assistance Through Tri-Valley, Inc.

Ms. Johnson stated that the Town of Spencer is conducting a Microenterprise Assistance Program that's specific to the Town and there is also a Food Assistance Program that helps seniors and the disabled with food security.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED TWENTY FIVE THOUSAND DOLLARS AND NO CENTS (\$25,000.00), WITH THE TOWN OF SPENCER TO ADMINISTER THE TOWN'S FUNDING RECEIVED THROUGH THE CDBG CARES ACT PROGRAM.

19. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Town of Ware for the PVPC to Administer Community Development Block Grant (CDBG) Cares Act Funding for the Provision of Social Service Assistance to the Town of Ware on Behalf of 24 Municipalities

Ms. Johnson noted that the grant for the Town of Ware is a social service only grant and there is funding for a senior outreach program that benefits Ware, Warren, Belchertown and Hadley. Ms. Johnson stated that there is also a Domestic Violence Program, noting that Monica Moran, PVPC's Manager of Domestic Violence Prevention Programs, put together a unique program that is a helpline for victims and survivors of domestic violence as well as the perpetrators. She explained that there will be licensed care personnel available to talk with people on both sides and help with short-term problems and long-term solutions. She noted that the scope of the project was sent to all the towns in the region, and 24 communities signed on to be part of it.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED FORTY SIX THOUSAND ONE HUNDRED AND THIRTY THREE DOLLARS AND NO CENTS (\$46,133.00), WITH THE TOWN OF WARE TO ADMINISTER THE TOWN'S FUNDING RECEIVED THROUGH THE CDBG CARES ACT PROGRAM TO SUPPORT THE DOMESTIC VIOLENCE SAFETY ENHANCEMENT PROGRAM IN THE TOWNS OF WARE, HARDWICK, WARREN, AGAWAM, BELCHERTOWN, BLANDFORD, BRIMFIELD, CHESTER, EAST LONGMEADOW, GRANBY, GRANVILLE, HADLEY, HAMPDEN, HOLLAND, HUNTINGTON, MIDDLEFIELD, MONSON, MONTGOMERY, RUSSELL, SOUTH HADLEY, SOUTHWICK, WALES, CHESTERFIELD, PALMER, AND PLAINFIELD; AND THE SENIOR OUTREACH PROGRAM IN WARE, WARREN, BELCHERTOWN AND HADLEY.

20. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Town of Warren for the PVPC to Administer Community Development Block Grant (CDBG) Cares Act Funding for the Provision of Microenterprise Assistance in the Town of Warren

Ms. Johnson stated that the Town of Warren is doing the Microenterprise Assistance Program. Mr. Jemsek asked if the Town of Amherst did not qualify for this program. Ms. Johnson replied that Amherst is doing this on their own adding that Amherst also elected to not participate in other programs. She pointed out that there are other towns that also elected to not participate or did not respond. Ms. Robinson noted that information about this funding was shared early with our Commissioners adding that when there are opportunities, we should talk about ways for our Commissioners to be able to advocate. Ms. Johnson stated that a determination was made in-house to advertise the Domestic Violence Program as encompassing all of the Pioneer Valley however other programs such as the Microenterprise Assistance Program will be just for the communities included in the grant. Ms. Johnson noted that the contract amounts represent funds coming specifically to the PVPC. Ms. Robinson added that overall we received over \$2 Million.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT, NOT TO EXCEED SIXTEEN THOUSAND TWO HUNDRED DOLLARS AND NO CENTS (\$16,200.00), WITH THE TOWN OF WARREN TO ADMINISTER THE TOWN'S FUNDING RECEIVED THROUGH THE CDBG CARES ACT PROGRAM.

THERE BEING NO QUESTIONS OR COMMENTS, MR. GUNN TOOK A ROLL CALL VOTE TO ADDRESS THE MOTIONS FOR AGENDA ITEMS 15 THROUGH 20; ALL OF THE MOTIONS WERE UNANIMOUSLY APPROVED BY A COMBINED BLOCK VOTE BY ALL EXECUTIVE COMMITTEE MEMBERS WHO IN TURN RESPONDED "YES".

21. Approval of a Required Series of Resolutions in Order for the Commission to Adopt the PVPC's Amended Section 125 Cafeteria Plan for the Time Period Encompassing September 1, 2020 to August 31, 2021 and to Certify and File the Relevant Plan Documentation

Executive Assistant/Office Manager Indrani Kowlessar stated that the PVPC has had a Section 125 Plan for several years and she explained that this plan gives the PVPC the ability to take out certain benefits from staff paychecks pre-tax, including life insurance, health and dental insurance, and long term disability. Ms. Kowlessar noted that every year our Plan Administrator requires that our Executive Committee approve the series of resolutions as presented in this motion.

Mr. Gunn then called for a motion to address agenda item 14.

MOVED BY T.J. COUSINEAU, SECONDED BY MARILYN GORMAN FIL, THAT THE EXECUTIVE COMMITTEE APPROVE THE FOLLOWING REQUIRED SERIES OF RESOLUTIONS IN ORDER FOR THE COMMISSION TO ADOPT THE PVPC'S AMENDED SECTION 125 CAFETERIA PLAN FOR THE TIME PERIOD ENCOMPASSING SEPTEMBER 1, 2020 TO AUGUST 31, 2021 AND TO CERTIFY AND FILE ALL RELEVANT SECTION 125 PLAN DOCUMENTATION.

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective September 1, 2020, presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

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".

22. Authorization to Commit an Initial \$41,000 of PVPC Local Funds to the Commission's Special Projects Funding Pool for the Fiscal Year 2021 Time Period

Ms. Robinson noted that historically an allocation is brought to the Executive Committee at the beginning of the fiscal year which is spread across various PVPC sections noting that this item can also be revisited in January and potential dollars added. Ms. Robinson explained that after a discussion with Ms. Edinger and after reviewing the amounts spent by the PVPC sections in the past, they decided to adjust the initial commitment of \$45,000 down to \$41,000. In response to a question that was raised, Ms. Robinson stated that it's impossible at this time to predict the allocation amount that will be needed in January. Ms. Edinger also pointed out that we do not have to spend the entire assessment amount every fiscal year and she noted that Ms. Robinson decided to transfer the amount left over from FY20 into our Unrestricted Savings Account. Ms. Robinson stated that they will have more conversations about this with our auditors in October.

Mr. Gunn then called for a motion to address agenda item 22.

MOVED BY GEORGE KINGSTON, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO COMMIT AN INITIAL \$41,000 OF PVPC LOCAL FUNDS TO THE COMMISSION'S SPECIAL PROJECTS FUNDING POOL FOR THE FISCAL YEAR 2021 TIME PERIOD. 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".

23. Personnel Items

Ms. Robinson reported that recruitment is underway for 2 planners in the Community Development (CD) Section. She stated that they received approximately 45 applications and there will be 6 second round interviews next week. Ms. Robinson also reported that PVPC is recruiting for a Senior Transit Planner with PVTA and those interviews will take place in September. In response to a question from Mr. Jemsek, Mr. Roscoe stated that the PVTA does not have a transit planner on staff so they use their FTA discretionary funds to contract with the PVPC. Finally, Ms. Robinson noted that PVPC will be hiring someone through the EDA grant on a contractual or consulting basis, hopefully by early November.

Ms. Robinson reported that Patti D'Amadio from the Employers Association of the Northeast attended the PVPC staff meeting today where she gave a great presentation about the process of the pay equity audit. Ms. Robinson suggested that Ms. D'Amadio also provide the Executive Committee with this information and she asked that her presentation be added as an item to the September meeting agenda. In addition, Ms. Robinson reported that the Capitol Region Council of Governments (CRCOG) is interested in partnering with PVPC on a compensation study.

24. Executive Director's Highlights and Updates

Ms. Robinson first referred to a letter that PVPC had recently received from the Massachusetts State Retirement Board (MSRB) asking the PVPC to submit over \$2 million. She pointed out that due to COVID, House Bill 48 filed by the MSRB is not going to go anywhere in this legislative session given that there are too many other priorities. Ms. Robinson stated that MARPA hired a lobbyist during the winter to help with this issue and he was able to obtain some useful information from the House Ways and Means Committee. She noted that the lobbyist is now working on concerns around DLTA to ensure that this program continues. In addition, PVPC is going to start sending out information on a weekly basis about what we're doing with regard to DLTA. As regards the issue with the MSRB, Ms. Robinson stated that MARPA will work on hopefully having a long term solution. She noted that both FRCOG and BRPC were included on a bill that allowed them to be seen as state employees so they do not owe this money to the MSRB. She stated that PVPC needs to get a sponsor next year which may be a possibility. Ms. Robinson reported that the individual who has been behind this effort in the Treasury Department is retiring and there may be an opportunity for a legislative solution.

Ms. Robinson announced that there will be a 2 hour virtual State of the Region Conference on October 14th from 9-11 a.m. and she noted that this year marks the 20th Anniversary of the New England Knowledge Corridor (NEKC). Ms. Robinson stated that she has been working with Lyle Wray from CRCOG and they have put together an outline for the event which will include both the Massachusetts and the Connecticut governors talking about the importance of the NEKC. Ms. Robinson stated that they would like to have a Futurist Speaker talk about future trends and she noted that the title for the conference is *Bounce Forward*. She also noted that the NEKC conference and the EDC Developer's Conference will take place one week apart and they plan to do a joint marketing campaign.

Ms. Robinson then asked Executive Committee members to think about options for PVPC's Annual Meeting, noting that according to PVPC's by-laws, everything we needed to do at the Annual Meeting was accomplished at the June Commission meeting in terms of elections. Several ideas were put forward including having back-to-back meetings of the Annual Meeting and the State of the Region Conference. Ms. Robinson suggested asking the Futurist to speak at both meetings or to play a recording at the regular October Commission meeting. She also proposed that another option would be to wait until June 2021 to convene the Annual Meeting which could then include food, music and awards. Ms. Robinson suggested that a decision be made at the September Executive Committee meeting.

Ms. Robinson then provided an update on the status of the Community Development (CD) Section following Jim Mazik's retirement. She stated that work is going well and she noted that she is the Acting Interim CD Section Head. Ms. Robinson stated that a high priority right now is determining a good training and orientation for when we bring on the new staff.

Finally, Ms. Robinson reported that the PVPC hosted a Regional Roundtable yesterday with about 27 participants. She noted that PVPC has conducted several surveys of our cities and towns to determine what assistance they need and the basis for the Regional Roundtable was to talk about health services and potential shared services. Ms. Robinson noted that Northampton had been providing Massachusetts Virtual Epidemiologic Network (MAVEN) reporting for a variety of small towns in Hampshire County but they will no longer be doing that. She stated that PVPC is interested in assisting those towns with MAVEN and potentially setting up some shared service pieces. Ms. Robinson stated that Senator Jo Comerford reached out to the PVPC along with FRCOG to again talk about shared services and she noted that the Department of Public Health is interested in supporting regional services. Ms. Robinson stated that PVPC anticipates having two more Regional Roundtables around this topic.

25. Committee Member Comments, Suggestions and Future Agenda Items

There being no further comments or suggestions, Chairman Gunn called for a motion to adjourn the August 27th Executive Committee Zoom meeting.

MOVED BY T.J. COUSINEAU, SECONDED BY MARILYN GORMAN FIL, TO ADJOURN THE AUGUST 27, 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 5:45 P.M.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

List of Documents and Other Items Distributed at the August 27, 2020 Meeting

1. Executive Committee August 27, 2020 Amended Meeting Agenda and Motions
2. Executive Committee June 25, 2020 Meeting Minutes
3. Tim Brennan Exemplar Award Summary
4. PVPC Warrant: June and July 2020
5. PVPC Financial Summary Profile as of August 27, 2020
6. MA State Board of Retirement - Employer Reimbursement letter dated August 7, 2020