

PIONEER VALLEY PLANNING COMMISSION (PVPC)  
Minutes of Executive Committee Zoom Meeting  
Thursday, August 26, 2021

Executive Committee Members Present:

Walter Gunn, Chair – Longmeadow  
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  
Patty Gambarini, Principal Environmental Planner/Section Manager  
Erica Johnson, Director, Community Development  
Indrani Kowlessar, Director of Human Resources  
Dana Roscoe, Principal Planner/Transportation Manager  
Lynn Shell, Administrative Assistant I Specialist

1. Chairman’s Call to Order, Welcome and Approval of the Minutes of the May 27, 2021 Executive Committee Meeting

The August 26, 2021 Executive Committee Zoom meeting was called to order at 4:00 p.m. by Commission Chair Walter Gunn. Mr. Gunn took roll call and he noted there was a quorum with 6 members present. He then called for a motion to approve the May 27, 2021 Executive Committee Zoom meeting minutes.

T.J. COUSINEAU, MADE A MOTION TO APPROVE THE MINUTES, MARILYN GORMAN FIL SECONDED THE MOTION AND THE MOTION CARRIED WITH ONE ABSTENTION.

2. Warrant/Financial Reports

Director of Finance Lisa Edinger reviewed PVPC’s warrants for May, June and July 2021 and she highlighted several checks on each check listing. As requested by Mr. Gunn, Ms. Edinger will see if there is a way to put the EFT (electronic funds transfer) payments into the check register as a separate number. Ms. Edinger next reviewed PVPC’s Financial Summary Profile as of August 17, 2021. In response to some questions that were raised, Ms. Robinson explained that historically the Executive Committee does not meet in July, and the June meeting was cancelled because there wasn’t significant business to take care of. Ms. Robinson then talked about the budget that she and Ms. Edinger worked on last year. She also noted that the auditors are scheduled to be here in October.

3. Report on FY2022 Local Assessment Funds, and Authorization to Commit an Initial \$41,000 of PVPC Local Assessment Funds to the Commission’s Special Projects Funding Pool for the Fiscal Year 2022 Time Period

Ms. Robinson explained that the Special Projects Funding is also referred to as Local Technical Assistance (LTA) and it comes out of the annual assessments charged to PVPC’s member communities. She noted that the \$41,000 is a portion of the total amount of the assessment funds that is being set aside for LTA which is on a first-come, first-serve basis.

MOVED BY T.J. COUSINEAU, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO COMMIT AN INITIAL \$41,000 OF PVPC LOCAL ASSESSMENT FUNDS TO THE COMMISSION’S SPECIAL PROJECTS FUNDING POOL FOR THE FISCAL YEAR 2022 TIME PERIOD. THE MOTION WAS UNANIMOUSLY APPROVED.

4. Authorization for the Executive Director to Enter into a Contract with the Massachusetts Department of Environmental Protection (MassDEP) for \$1.5 Million in FY22 for the Connecticut River Combined Sewer Overflow Abatement Project

Principal Environmental Planner Patty Gambarini stated that this is an authorization from the Environmental Bond Bill that PVPC’s Manager of Public Affairs Pat Beaudry helped PVPC secure. She noted that we have had a series of authorizations from the Bond Bill to help with combined sewer separation and abatement work in our region and she talked briefly about the abatement projects.

MOVED BY MARILYN GORMAN FIL, SECONDED BY T.J. COUSINEAU, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH THE MASSACHUSETTS DEPARTMENT OF ENVIRONMENTAL PROTECTION IN A TOTAL AMOUNT NOT TO EXCEED \$1.5 MILLION IN FY22 FOR THE CONNECTICUT RIVER COMBINED SEWER OVERFLOW ABATEMENT PROJECT. THE PROJECT WILL HELP CONNECTICUT RIVER CLEAN UP COMMITTEE MEMBER COMMUNITIES—CHICOPEE, HOLYOKE, AND SPRINGFIELD WATER & SEWER COMMISSION — TO CONDUCT COMBINED SEWER OVERFLOW ABATEMENT AND REMEDIATION WORK IN THE REGION. THE MOTION WAS UNANIMOUSLY APPROVED.

5. Authorization for the Executive Director to Enter into Subcontracts with the Cities of Chicopee, Holyoke, and the Springfield Water & Sewer Commission under the Connecticut River 2022 Combined Sewer Overflow Abatement Project with Funding of \$1.5 Million from the Massachusetts Department of Environmental Protection (MassDEP)

MOVED BY MARILYN GORMAN FIL, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO SUBCONTRACTS WITH THE CITIES OF CHICOPEE, HOLYOKE AND SPRINGFIELD WATER & SEWER COMMISSION UNDER THE CONNECTICUT RIVER 2022 COMBINED SEWER OVERFLOW ABATEMENT PROJECT WITH FUNDING OF \$1.5 MILLION TO PVPC FROM MASSDEP. SUBCONTRACT AMOUNTS WILL BE AS FOLLOWS: CHICOPEE = \$245,000; HOLYOKE = \$745,000; SPRINGFIELD WATER & SEWER COMMISSION = \$495,000. THE MOTION WAS UNANIMOUSLY APPROVED.

6. Authorization for the Executive Director to Sign PVPC's new Federal Fiscal Year (FFY) 2022 3C Contract (October 1, 2021 – September 30, 2022) in the amount of \$1,348,622, with the Massachusetts Department of Transportation

Principal Planner Dana Roscoe stated that this is a combined transit and highway allocation. He noted there is a \$55,000 reduction from what we received last year and he explained that the federal funds have an obligational authority limit so an awardee can never spend 100% of what they are awarded. Mr. Roscoe noted that part of this budget supports the Graphics, Land Use and Data Sections who have been asked to take a reduction to help offset this decrease.

MOVED BY MARILYN GORMAN FIL, SECONDED BY GEORGE KINGSTON, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN PVPC'S NEW FEDERAL FISCAL YEAR (FFY) 2022 3C CONTRACT (OCTOBER 1, 2021 – SEPTEMBER 30, 2022) IN THE AMOUNT OF \$1,348,622, WITH THE MASSACHUSETTS DEPARTMENT OF TRANSPORTATION. THE MOTION WAS UNANIMOUSLY APPROVED.

7. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement with the Franklin Regional Council of Governments for Implementation of the Public Health Emergency Preparedness Project

In response to a question from Mr. Jemsek, Community Development Director Erica Johnson explained that the Franklin Regional Council of Governments (FRCOG) was chosen as the administrative agency for Region 1 which includes Hampden, Hampshire, Franklin and Berkshire Counties.

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 ONE HUNDRED AND SEVENTY THOUSAND EIGHT HUNDRED AND TWENTY SEVEN DOLLARS AND NO CENTS (\$170,827), WITH THE FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS TO IMPLEMENT THE PUBLIC HEALTH EMERGENCY PREPAREDNESS PROJECT ON BEHALF OF 19 COMMUNITIES IN HAMPDEN COUNTY. THE MOTION WAS UNANIMOUSLY APPROVED.

8. Authorization for the Executive Director to Negotiate and Execute a Mutually Acceptable Contractual Agreement With Novus Insight, Inc. in Order to Continue Providing Information Technology (IT) Support Services to Members of the Pioneer Valley Municipal IT Collaborative in Partnership with PVPC

Ms. Robinson stated that this allows PVPC to offer our communities access to the Municipal IT Program without having to go through the Requests for Proposals process. She explained that many communities in our region don't have the staff capacity to run the procurement effectively so this is a service the PVPC decided to provide.

MOVED BY GEORGE KINGSTON, SECONDED BY MARILYN GORMAN FIL, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A MUTUALLY ACCEPTABLE CONTRACTUAL AGREEMENT WITH NOVUS INSIGHT, INC. EFFECTIVE SEPTEMBER 1, 2021, IN ORDER TO PERFORM THE REQUIRED CONSULTANT SERVICES IN SUPPORT OF THE FY2022 PIONEER VALLEY MUNICIPAL IT SUPPORT PROGRAM. THE MOTION WAS UNANIMOUSLY APPROVED.

9. Personnel Items

Ms. Robinson announced that PVPC's Land Use Senior Planner Corrin Meise-Munns will be leaving the PVPC to become

Longmeadow's Assistant Town Manager and she noted that recruitment is underway for a new Environmental Senior Planner. She also reported that Community Development (CD) Planners Nick Peavy and Bridgit Johnson have resigned and PVPC has hired a new CD Senior Planner, Gabriel Filer, who will be starting on September 13<sup>th</sup>.

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

Ms. Robinson reported that PVPC's Transportation Section applied for and received a \$10,000 grant through the AARP to promote Valley Bike to individuals who are 50 years and older. PVPC will send staff to 3 senior centers to do a training tutorial on the bikes, and there will be some work around registering folks for access passes. She also noted that the Economic Development Administration (EDA) has contracted with the New Growth Innovation Network (NGIN) to help provide technical assistance to organizations building capacity around inclusive economic development. She stated that there were over 80 applicants across the country and the PVPC was one of 6 recipients.

Ms. Robinson stated that the PVPC has been working on the American Rescue Plan Act Recovery Funds. She noted that a lot of money has been approved and the PVPC is eligible to apply for 4 of 6 EDA opportunities at this point in time. Chris Giglio from Capital Edge is providing guidance around when these opportunities are coming out and PVPC also hired Maureen McKissick from M2 Consulting who has experience regarding federal government funding.

Ms. Robinson noted that the PVPC would like to provide assistance to our communities around the funding opportunities available at the federal level and PVPC will host 2 roundtables for our communities to share information. She noted that Executive Committee members will be included on those invitations and she will let them know about any opportunities. Ms. Robinson also talked about the Local Rapid Recovery Program (LRRP) noting that PVPC is working with 7 communities. She stated that PVPC would like to connect with them, and the rest of our communities who are participating in the program, to talk about using some of the money going to the communities as a means to implement the LRRP work.

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

Mr. Gunn noted that the Executive Committee is no longer required to approve contracts under \$25,000 and he asked if Executive Committee members could be provided with a summary sheet on the smaller PVPC contracts. Mr. Kingston expressed support for this idea. Ms. Robinson stated that she will try to prepare something for the September Executive Committee meeting.

There was a discussion about the requirements for serving as PVPC Commissioner. It was noted that if a Commissioner is no longer a Planning Board member and they wish to continue serving on the PVPC, they can ask to be appointed as an Alternate.

Finally, Ms. Robinson noted that due concerns about the COVID variant, plans for an in-person October Commission meeting do not seem advisable. PVPC will let everyone know that the October Commission meeting will be via Zoom.

Mr. Gunn then took roll call and the meeting was adjourned at 5:14 P.M.

Respectfully Submitted,

Douglas Albertson, Secretary/Clerk

#### List of Documents and Other Items Distributed at the August 26, 2021 Meeting

1. Executive Committee August 26 2021 Meeting Agenda and Motions
2. Executive Committee May 27, 2021 Meeting Minutes
3. PVPC Warrants and Payment History May, June and July 2021
4. PVPC Financial Summary Profile August 2021