PIONEER VALLEY PLANNING COMMISSION (PVPC)
Minutes of Executive Committee Zoom Meeting
September 24, 2026, 5:00 P.M.

Executive Committee Members Present:
Marilyn Gorman Fil, Vice Chair – Monson
James Whalen, Treasurer – Holland
Jack Jemsek, Assistant Treasurer – Amherst
James Bradbury, At-Large Member – Pelham
Richard Holzman, At-Large Member – Chester
Jack Luttrell, At-Large Member – Wilbraham

PVPC Staff Present:
Kimberly H. Robinson, Executive Director
Ken Comia, Director of Land Use and Environment Department
Lisa Edinger, Director of Finance
Sarah Maroney, Director of Community Development
Gary Roux, Director of Transportation Planning
Deanna Young, Administrative Services Coordinator

1. Call to Order, Welcome, and Approval of the Minutes of the Executive Committee Meeting Held on August 20, 2026

The Executive Committee meeting on September 24, 2026, was called to order at 5:00 p.m. by Vice Chair Marilyn Gorman Fil.

MOVED BY JAMES WHALEN, SECONDED BY JACK LUTTRELL, TO APPROVE THE MINUTES OF THE AUGUST 20, 2026, EXECUTIVE COMMITTEE MEETING. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

2. Listing of Payments/Financial Reports

Lisa Edinger reported that approximately $1.2 million was invoiced for July and August, while expenses totaled approximately $1.6 million, reflecting current payroll and operating costs. The agency received more than $3 million in payments, including the first reimbursement from the recently awarded Economic Development Administration (EDA) grant. The agency has transitioned to monthly invoices to improve cash flow and operational efficiency. Preparation for the annual audit is underway, with auditors expected onsite during the last week of October.

3. Contract Amendment: Town of Palmer for Planning Services Related to Stormwater Infrastructure

Ken Comia presented a proposed amendment to the PVPC's agreement with Palmer. The project originally focused on stormwater resilience planning and related public engagement activities. Since the town planner left Palmer, the town asked the PVPC to assume an expanded role, including project management responsibilities.

The amended agreement authorizes the PVPC to provide project management services, culvert assessments, critical facilities assessments, community engagement activities, and other stormwater resilience planning assistance during fiscal years 2027 and 2028. The total value of the amended contract will not exceed $280,500.

MOVED BY JAMES WHALEN, SECONDED BY JACK JEMSEK, TO AUTHORIZE THE EXECUTIVE DIRECTOR TO AMEND A CONTRACT WITH THE TOWN OF PALMER FOR FISCAL YEAR 2027 AND FISCAL YEAR 2028, TO PROVIDE ASSISTANCE RELATED TO STORMWATER INFRASTRUCTURE AND RESILIENCE, INCLUDING PROJECT MANAGEMENT, CULVERT ASSESSMENTS, CRITICAL FACILITIES, AND COMMUNITY ENGAGEMENT, IN AN AMOUNT NOT TO EXCEED $280,500. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

4. Rescheduling the October Executive Committee Meeting from the 22nd to the 29th

Ms. Robinson requested that the Executive Committee move its October meeting from October 22 to October 29, 2026, because she will be attending the National Association of Regional Councils Executive Directors Conference.

MOVED BY MARILYN GORMAN FIL TO AUTHORIZE THE DATE OF THE OCTOBER EXECUTIVE COMMITTEE MEETING TO BE CHANGED FROM OCTOBER 22 TO OCTOBER 29. THE MOTION CARRIED WITH ONE ABSTENTION FOLLOWING A ROLL CALL VOTE.

5. Appointment of Executive Committee Members to the Operations Subcommittee

Ms. Robinson explained that, under PVPC bylaws, the Operations Subcommittee conducts the annual performance evaluation of the Executive Director and addresses other operational matters throughout the year. Because it is time to begin preparations for the annual evaluation process, volunteers were requested.

Jack Jemsek and Jack Luttrell both volunteered to serve on the operations subcommittee.

MOVED BY MARILYN GORMAN FIL TO APPOINT THE FOLLOWING EXECUTIVE COMMITTEE MEMBERS TO THE OPERATIONS SUBCOMMITTEE, FOR A PERIOD TO LAST UNTIL THE NEXT ELECTION FOR EXECUTIVE COMMITTEE MEMBERS, EXPECTED IN JUNE 2027: JACK JEMSEK AND JACK LUTTRELL. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

6. Contracts Signed Under $25,000

Ms. Robinson reported that nine contracts were signed during the reporting period, with a combined value of slightly more than $121,000. The contracts covered several different areas of the PVPC's work. They included historic preservation planning assistance for the Springfield community preservation committee, transportation modeling services, and municipal planning assistance for Granby, Hadley, and Pelham. Four additional agreements involved subcontractors providing coaching services for the Root Cause Solutions Exchange during fiscal year 2027. This work is connected with Health Resources in Action and the Massachusetts Department of Public Health. No questions were raised about the contracts.

7. Human Resources Items

Ms. Robinson reported significant progress on recruitment efforts within the agency. The Community Development Department recently completed second-round interviews for a Deputy Director position, and staff are conducting reference checks before making a final hiring decision and employment offer. In addition, Land Use and Environment is conducting first-round interviews for a Senior Planner I position, hoping to complete the recruitment process in October. Ms. Robinson also confirmed that the updated employee handbook, approved by the Committee and effective August 21, 2026, had been distributed to all employees.

8. Executive Director's Highlights and Updates

   Ms. Robinson highlighted preparations for the upcoming October 8, 2026, in-person PVPC event at Summit View, an important gathering for Commission members, local officials, stakeholders, and partners. She encouraged Committee members to invite colleagues, friends, and family members, noting that expanded meal options, including additional vegetarian selections, will be available. Ms. Robinson also informed members that several significant grant announcements are expected in the coming weeks and that staff hope to formally announce those awards during the event.

9. Committee Member Comments, Suggestions, and Future Agenda Items

   James Whalen informed the Committee about an Entre Technologies event scheduled for October 29 at White Lion Brewery in Springfield.

   There being no further business to conduct, a motion was called for to adjourn the meeting.

   MOVED BY MARILYN GORMAN FIL TO ADJOURN TODAY'S EXECUTIVE COMMITTEE MEETING. THE MEETING WAS ADJOURNED WITHOUT OBJECTION AT 5:24 P.M.

10. Action Items

    - James Whalen will forward information regarding the Entre Technologies event at White Lion Brewery to Kimberly Robinson or Deanna Young for distribution.

Respectfully Submitted,
Douglas Albertson, Secretary/Clerk

List of Documents and Other Items Distributed at the September 24, 2026, Meeting

1. Executive Committee September 24, 2026, Meeting Agenda
2. September 24, 2026, Possible Motions
3. Executive Committee August 20, 2026, Minutes
4. August 2026 Financial Summary
5. August 2026 List of Payments
6. Signed Contracts – August 2026