**PIONEER VALLEY PLANNING COMMISSION (PVPC)**
**Minutes of Executive Committee Zoom Meeting**
**October 29, 2026, 5:00 P.M.**

Executive Committee Members Present:
William Dwyer, Chair – Hadley
Marilyn Gorman Fil, Vice Chair – Monson
Douglas Albertson, Secretary/Clerk– Belchertown
James Whalen, Treasurer – Holland
Jack Jemsek, Assistant Treasurer – Amherst
James Bradbury, At-Large Member – Pelham
Peri Hall, At-Large Member – Goshen
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
Evan Mastroianni, Senior Planner I
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 September 24, 2026

The Executive Committee meeting on October 29, 2026, was called to order at 5:00 p.m. by Chair William Dwyer.

MOVED BY JAMES WHALEN, SECONDED BY MARILYN GORMAN FIL, TO APPROVE THE MINUTES OF THE SEPTEMBER 24, 2026, EXECUTIVE COMMITTEE MEETING. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

2. Listing of Payments/Financial Reports

Lisa Edinger reported that cash flow remains strong. The PVPC received authorization for its first draw under the new Economic Development Administration (EDA) award and submitted a $35,000 draw, which was received the following day. Ms. Edinger indicated that the new EDA draw process is easier and faster, and cautioned that these first-quarter figures should be viewed in context because some revenues and expenses are front-loaded during the fiscal or calendar year.

Peri Hall asked about several large payments appearing on the listing of payments, including an approximately $80,000 payment to UMass and payments to Belchertown, and whether they represent grant-funded projects for which work has been contracted. Ms. Edinger confirmed that the Belchertown payments relate to the Sportshaven mobile home project previously discussed by the Committee. The project is funded through the Massachusetts Department of Environmental Protection (MassDEP). The PVPC draws the grant funds and, once received, passes the funds along to the town.

3. Contract Authorization: U.S. Department of Commerce Economic Development Administration for Partnership Planning Services Related to Regional Economic Development

It was recommended that agenda items 3 through 16 be voted on as a block rather than holding numerous separate roll call votes. A formal consent agenda policy will be placed on a future agenda. It was noted that Item 15 was a duplicate of Item 8.

Kimberly H. Robinson summarized item number 3:

- EDA partnership planning: A three-year agreement supporting regional economic-development work. The prior agreement ended December 31, 2025, and approval of the replacement was delayed until September, 2026.

Gary Roux summarized item number 4:

- Greater Springfield traffic and wayfinding analysis: A $250,000 Massachusetts Gaming Commission mitigation award to consultant Kimley-Horn. The study will examine special event traffic, impacts on Springfield and surrounding communities, wayfinding, and future development scenarios.

Ken Comia summarized the remaining contracts:

- Master plans: Community One Stop funding supported planning work for Russell, Huntington, and Monson.
- Western Massachusetts unpaved roads project, Phase II: The PVPC will lead the work and subcontract with BSC Group.
- Palmer stormwater and climate resilience: The PVPC will lead the project and subcontract with Weston & Sampson.
- Goshen unpaved roads: The PVPC will provide project management and monitoring under a transportation grant.
- Housing and transportation study: A $100,000 project intended to complement the regional housing plan.
- Housing Choice designations: The PVPC will assist Hatfield, Hadley, and Southampton with rural and small-town Housing Choice Community designations.
- Cummington general town bylaw: The PVPC will facilitate the process with the town.
- Hazard mitigation plans: PVPC staff will prepare plans for Hatfield and Worthington.

MOVED BY PERI HALL, SECONDED BY JACK LUTRELL, TO MOVE AND VOTE ON ALL ACTIONABLE ITEMS, SAVE AGENDA ITEM 15, WHICH IS A DUPLICATE, AS A SINGLE MOTION VOTE, AND TO APPROVE THE RESOLUTIONS IN THE SUGGESTED FORM, AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS FOR THE PROJECTS LISTED UNDER AGENDA ITEMS 3 TO 14 AND AGENDA ITEM 16. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

4. Contract Authorization: Kimley-Horn for Greater Springfield Traffic and Wayfinding Analysis

MOVED BY PERI HALL, SECONDED BY JACK LUTRELL, TO MOVE AND VOTE ON ALL ACTIONABLE ITEMS, SAVE AGENDA ITEM 15, WHICH IS A DUPLICATE, AS A SINGLE MOTION VOTE, AND TO APPROVE THE RESOLUTIONS IN THE SUGGESTED FORM, AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS FOR THE PROJECTS LISTED UNDER AGENDA ITEMS 3 TO 14 AND AGENDA ITEM 16. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

5. Contract Authorization: Town of Russell for Providing Assistance for the Development of a Master Plan

   MOVED BY PERI HALL, SECONDED BY JACK LUTRELL, TO MOVE AND VOTE ON ALL ACTIONABLE ITEMS, SAVE AGENDA ITEM 15, WHICH IS A DUPLICATE, AS A SINGLE MOTION VOTE, AND TO APPROVE THE RESOLUTIONS IN THE SUGGESTED FORM, AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS FOR THE PROJECTS LISTED UNDER AGENDA ITEMS 3 TO 14 AND AGENDA ITEM 16. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

6. Contract Authorization: Town of Huntington for the Development of a Comprehensive Plan Document

   MOVED BY PERI HALL, SECONDED BY JACK LUTRELL, TO MOVE AND VOTE ON ALL ACTIONABLE ITEMS, SAVE AGENDA ITEM 15, WHICH IS A DUPLICATE, AS A SINGLE MOTION VOTE, AND TO APPROVE THE RESOLUTIONS IN THE SUGGESTED FORM, AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS FOR THE PROJECTS LISTED UNDER AGENDA ITEMS 3 TO 14 AND AGENDA ITEM 16. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

7. Contract Authorization: Town of Monson for Providing Assistance for the Development of a Master Plan

   MOVED BY PERI HALL, SECONDED BY JACK LUTRELL, TO MOVE AND VOTE ON ALL ACTIONABLE ITEMS, SAVE AGENDA ITEM 15, WHICH IS A DUPLICATE, AS A SINGLE MOTION VOTE, AND TO APPROVE THE RESOLUTIONS IN THE SUGGESTED FORM, AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS FOR THE PROJECTS LISTED UNDER AGENDA ITEMS 3 TO 14 AND AGENDA ITEM 16. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

8. Contract Authorization: Town of Goshen for Providing Assistance Related to Project Management and Monitoring for Unpaved Roads Improvement

   MOVED BY PERI HALL, SECONDED BY JACK LUTRELL, TO MOVE AND VOTE ON ALL ACTIONABLE ITEMS, SAVE AGENDA ITEM 15, WHICH IS A DUPLICATE, AS A SINGLE MOTION VOTE, AND TO APPROVE THE RESOLUTIONS IN THE SUGGESTED FORM, AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS FOR THE PROJECTS LISTED UNDER AGENDA ITEMS 3 TO 14 AND AGENDA ITEM 16. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

9. Contract Authorization: Community Scale for a Housing and Transportation Study

   MOVED BY PERI HALL, SECONDED BY JACK LUTRELL, TO MOVE AND VOTE ON ALL ACTIONABLE ITEMS, SAVE AGENDA ITEM 15, WHICH IS A DUPLICATE, AS A SINGLE MOTION VOTE, AND TO APPROVE THE RESOLUTIONS IN THE SUGGESTED FORM, AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS FOR THE PROJECTS LISTED UNDER AGENDA ITEMS 3 TO 14 AND AGENDA ITEM 16. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

10. Contract Authorization: Massachusetts Executive Office of Housing and Livable Communities for a Rural and Small-Town Housing Choice Community Designation Plan

    MOVED BY PERI HALL, SECONDED BY JACK LUTRELL, TO MOVE AND VOTE ON ALL ACTIONABLE ITEMS, SAVE AGENDA ITEM 15, WHICH IS A DUPLICATE, AS A SINGLE MOTION VOTE, AND TO APPROVE THE RESOLUTIONS IN THE SUGGESTED FORM, AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS FOR THE PROJECTS LISTED UNDER AGENDA ITEMS 3 TO 14 AND AGENDA ITEM 16. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

11. Contract Authorization: Town of Cummington for Providing Assistance with a General Town Bylaw

    MOVED BY PERI HALL, SECONDED BY JACK LUTRELL, TO MOVE AND VOTE ON ALL ACTIONABLE ITEMS, SAVE AGENDA ITEM 15, WHICH IS A DUPLICATE, AS A SINGLE MOTION VOTE, AND TO APPROVE THE RESOLUTIONS IN THE SUGGESTED FORM, AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS FOR THE PROJECTS LISTED UNDER AGENDA ITEMS 3 TO 14 AND AGENDA ITEM 16. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

12. Contract Authorization: Town of Hatfield for Providing Assistance for the Development of a Hazard Mitigation Plan

    MOVED BY PERI HALL, SECONDED BY JACK LUTRELL, TO MOVE AND VOTE ON ALL ACTIONABLE ITEMS, SAVE AGENDA ITEM 15, WHICH IS A DUPLICATE, AS A SINGLE MOTION VOTE, AND TO APPROVE THE RESOLUTIONS IN THE SUGGESTED FORM, AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS FOR THE PROJECTS LISTED UNDER AGENDA ITEMS 3 TO 14 AND AGENDA ITEM 16. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

13. Contract Authorization: Town of Worthington for Providing Assistance for the Development of a Hazard Mitigation Plan

    MOVED BY PERI HALL, SECONDED BY JACK LUTRELL, TO MOVE AND VOTE ON ALL ACTIONABLE ITEMS, SAVE AGENDA ITEM 15, WHICH IS A DUPLICATE, AS A SINGLE MOTION VOTE, AND TO APPROVE THE RESOLUTIONS IN THE SUGGESTED FORM, AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS FOR THE PROJECTS LISTED UNDER AGENDA ITEMS 3 TO 14 AND AGENDA ITEM 16. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

14. Contract Authorization: BSC Group for Providing Administrative and Capacity Building Services for the Western Massachusetts Unpaved Roads Project Phase II

    MOVED BY PERI HALL, SECONDED BY JACK LUTRELL, TO MOVE AND VOTE ON ALL ACTIONABLE ITEMS, SAVE AGENDA ITEM 15, WHICH IS A DUPLICATE, AS A SINGLE MOTION VOTE, AND TO APPROVE THE RESOLUTIONS IN THE SUGGESTED FORM, AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS FOR THE PROJECTS LISTED UNDER AGENDA ITEMS 3 TO 14 AND AGENDA ITEM 16. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

15. Contract Authorization: Town of Goshen for Providing Administrative Services for Unpaved Road Improvement

    MOVED BY PERI HALL, SECONDED BY JACK LUTRELL, TO MOVE AND VOTE ON ALL ACTIONABLE ITEMS, SAVE AGENDA ITEM 15, WHICH IS A DUPLICATE, AS A SINGLE MOTION VOTE, AND TO APPROVE THE RESOLUTIONS IN THE SUGGESTED FORM, AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS FOR THE PROJECTS LISTED

UNDER AGENDA ITEMS 3 TO 14 AND AGENDA ITEM 16. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

16. Contract Authorization: Weston and Sampson for Providing Consultant Services for the Town of Palmer Stormwater and Climate Resilience Project

MOVED BY PERI HALL, SECONDED BY JACK LUTRELL, TO MOVE AND VOTE ON ALL ACTIONABLE ITEMS, SAVE AGENDA ITEM 15, WHICH IS A DUPLICATE, AS A SINGLE MOTION VOTE, AND TO APPROVE THE RESOLUTIONS IN THE SUGGESTED FORM, AUTHORIZING THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS FOR THE PROJECTS LISTED UNDER AGENDA ITEMS 3 TO 14 AND AGENDA ITEM 16. THE MOTION CARRIED UNANIMOUSLY FOLLOWING A ROLL CALL VOTE.

17. Contracts Signed Under $25,000

Ms. Robinson reported that the PVPC signed eight contracts totaling approximately $75,000 during September. The contracts covered a range of activities, including participation in Live Well Springfield, work on the Springfield EATS project, support for the Hampden County Health Coalition, assistance with developing an application to MassDEP, and work in Goshen.

18. Human Resources Items

Ms. Robinson reported that Jacob Robinson, formerly Executive Director of the Amherst Chamber of Commerce, is expected to join the PVPC on November 9, 2026, as Deputy Director of Community Development. She also reported that the PVPC is recruiting for a planner or senior planner in the Land Use and Environment Department and expects to repost an additional senior planner position. She noted that the department has a substantial workload, as reflected in the number of contract authorizations considered at the meeting.

19. Executive Director's Highlights and Updates

Ms. Robinson reported that 98 people attended the PVPC's October in-person meeting, compared with 100 attendees the previous year. The PVPC received substantial positive feedback regarding the meeting's format, including the panel discussions and the opportunity to address a variety of topics. She invited Committee members to share suggestions for the following year's event.

Ms. Robinson also reported that October was a busy month for grant announcements. The PVPC is still awaiting decisions from the Massachusetts Executive Office of Housing and Livable Communities regarding Community Development Block Grant applications submitted in April. The associated projects had been expected to begin on July 1, but as of October 29, the PVPC has not been informed which communities have received awards.

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

Mr. Dwyer proposed placing the establishment of a formal consent agenda process and policy on a future agenda. The proposal follows the Committee's decision to consider the contract authorizations collectively rather than conduct numerous individual motions and roll call votes.

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

MOVED BY JAMES WHALEN, TO ADJOURN TODAY'S EXECUTIVE COMMITTEE MEETING. THE MEETING WAS ADJOURNED WITHOUT OBJECTION AT 5:26 P.M.

21. Action Items

- Kimberly Robinson will include the establishment of a formal consent agenda process and policy on the next meeting agenda.

Respectfully Submitted,
Douglas Albertson, Secretary/Clerk

List of Documents and Other Items Distributed at the October 29, 2026, Meeting

1. Executive Committee October 29, 2026 Meeting Agenda
2. October 29, 2026 Possible Motions
3. Executive Committee September 24, 2026 Minutes
4. September 2026 Financial Summary
5. September 2026 Listings of Payments
6. September 2026 Signed Contracts