

KYLE HANLON, Chair
SHEILA IRVIN, Vice-Chair
MARIE RAFTERY, Clerk
CHARLES P. OGDEN, Treasurer

NATHANIEL W. KARNS, A.I.C.P.
Executive Director

DRAFT MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Thursday, November 2, 2017
At the Berkshire Regional Planning Commission Office
1 Fenn Street, Suite 201, Pittsfield, MA 01201

I. Call to Order

A. The meeting is called to order at: 4:03 p.m.

Chair Kyle Hanlon started the meeting by reading a statement regarding the open meeting law. BRPC records all meetings. Others may record the meeting after informing the chair. Any documents presented must be left with the chair of the meeting.

B. Roll Call:

Kyle Hanlon, Chair
Sheila Irvin, Vice-Chair
Chuck Ogden, Treasurer
CJ Hoss, Commission Development Chair
Roger Bolton, Environmental Review Chair
Marie Raftery, At Large
John Duval, At Large
Sam Haupt, At large

A quorum is present.

Others Present: Andy Mckeever, iberkshires Staff

Staff Present: Nathaniel Karns, Executive Director
Thomas Matuszko, Assistant Director
Marianne Sniezek, Office Manager

II. Approval of Minutes of Executive Committee Meeting of October 12, 2017

Chuck Ogden moved to approve; seconded by John Duval. Unanimously approved with two abstentions.

IV. Financial Reports

A. October Expenditure Report

Everyone reviewed the completed expenditure list for October.

Chuck Ogden moved to approve the October Expenditures as presented; seconded by Sam Haupt. Unanimously approved

B. Accounts Receivable Report

Staff is continuing to follow up on aged receivables over 90 days. None of the aged receivables are at risk.

C. Other – Marianne reported the Agency audit went smoothly. Auditors had very few questions.

IV. Delegate and Alternate Issues – Roger Bolton commented on the Annual Dinner presentation and questions were very stimulating. The public talk portion was the best-ever at our annual meeting and the most effective ever. John agreed it was very worthwhile meeting and will be contacting Mr. Kren's team.

V. Items Requiring Action

A. Approval to Submit Efficiency and Regionalization Grant Application(s) to the Executive Office for Administration and Finance

The Executive Committee is requested to authorize the Executive Director to submit at least one grant application to the Executive Office for Administration and Finance's Efficiency and Regionalization Grant Program and to sign any resulting contracts. There are several potential applications we may apply for as the lead organization but decisions have yet to be made. The potentials thus far are:

- Berkshire County Education Task Force – to line up qualified consultants to assist pioneer districts working toward regionalization; to continue to support the Task Force; and other activities as established by the Task Force
- Berkshire Broadband Working Group – launching a request for proposals on behalf of multiple cable system dependent communities to seek fiber to the home solutions
- Regional Sustainability Coordinator – this would be a position to greatly increase our efforts across as many communities as wish to participate in developing more energy efficiency, municipal renewable energy, and recycling programs and projects.
- Shared Procurement Officer – the town administrators/managers have indicated that they would be interested in BRPC developing a program whereby procurements are handled centrally rather than each town having to have a procurement officer which requires a fair amount of ongoing training and certification.

Tom explained there are new state requirements for procurement officers that make it harder for communities to train a staff person for a small community that may only do three or four procurements a year. Towns who have expressed an interest thus far are Adams, Lee and Lenox. The application would be how to structure this to work and create a business plan for procurement. It would be on a fee for service basis. If the grant was funded BRPC would use the funds to train someone and do the outreach to communities interested. Tom also mentioned North Adams thought the existing county group purchasing program could be woven into the process.

John thought it was good that BRPC could have a dedicated staff person or persons to do other regionalization work. Tom explained the other thought would be a support person for Green Communities activities for energy efficiencies.

Sam Haupt moved to approve the Executive Director to submit four grant applications to the Executive Office for Administration and Finance's Efficiency and Regionalization Grant Program and to sign any resulting contracts sign any resulting contracts on behalf of the Commission; seconded by Marie Raftery. Unanimously approved.

B. Other - None

VI. Committee Reports

A. Regional Issues Committee

Nat reported the Committee will have a comment letter on legislation regarding Short-Term Rentals for the Commission to approve at its next meeting on November 16, 2017. The next topic the committee will look at is Housing Issues. Tiny houses will be part of the discussion of how tiny houses are regulated or not.

B. Other - Transportation Advisory Committee (TAC) – Sam reported the TAC looked at Culvert Replacements. Massachusetts Department of Environmental Protection (DEP), presented at the last meeting on stream crossings regulations that all town Highway Superintendents, and DPW Directors should see. The biggest take away is the state advises the towns to reach out to DEP for resources and designs to be cost effective. Clete sent a letter to all towns of the results of the TAC's efforts and the next steps for the towns.

VII. Executive Director's Report

A. Report on New Contracts/Agreements

B. New Senior Planner (Economic Development) – Laura Brennan

C. 1Berkshire's Berkshire Initiative for Growth Report

D. Small Town Road Assistance Program Grant Awards to Mount Washington and Stockbridge

E. Brownfields Clean-up Loan Approval for 34 Bridge St (Great Barrington) Project

F. Citizen Planner Training Collaborative Berkshire Workshops – Thursday, November 2nd (Roles and Responsibilities for Planning & Zoning Boards, Part 2) and Thursday November 9th (Municipal Vulnerability and Resilience Planning), BRPC

G. 5th Thursday Dinner for Planning and Zoning Boards – Thursday, November 30th

H. Efficiency and Regionalization Grant Opportunity from Division of Local Services – application deadline November 16, 2017

I. Municipal ADA Compliance Grant Opportunity from Massachusetts Office on Disability – application deadline November 17, 2017

J. Funding Available for Downtown Revitalization Technical Assistance from the Massachusetts Downtown Initiative Program/Department of Housing & Community Development – application deadline November 30, 2017

K. District Local Technical Assistance Projects for 2018

L. Other - None

VIII. Old Business

A. Status of Search for New Executive Director

Kyle reported the committee had its first meeting and the next meeting is scheduled for November 8, 2017. The committee is getting ready to place advertisements for the position in mid-November. The committee has a list of Planning sites and State Chapters in the immediate surrounding area, local sites and BRPC's website.

Nat asked if the committee would consider the approval of Tom to sign checks and contracts in Nat's absence when he takes extended leave this winter. The committee asked for the request be an agenda item for the December meeting with the appropriate language.

B. Providing "Backbone Organization" Support to Berkshire County Education Task Force

As was initially discussed at the October meeting, BRPC has been requested to consider acting as the ongoing support organization from the continuing work of the Berkshire County Education Task Force (BCETF). This would entail: 1) acting as the administrative liaison (organizing meetings, etc.); 2) acting as the fiscal agent (which we already have been doing); 3) writing grants (or connecting BCETF with grant writers) for moving collaboration and consolidation efforts forward; and 4) providing assistance in connecting "pioneer" school districts with necessary technical expertise.

Nat reported the discussion may have been premature or unnecessary. One of the Efficiency and Regionalization Grant applications is for the Education Task Force to figure out what is the appropriate mechanism to looking into the future. If the grant is received BRPC will be the Administrative agent. BRPC can do Admin and Fiduciary work like any other grant we receive. For the long term are the county schools better served by creating an Educational Collaborative or is BRPC is the appropriate place?

The task force is not a legal entity. The Task Force cannot apply for grants. All the school districts were invited to join the group of volunteers. Superintendents, School Committee Members, Town Administrators or Managers and Private Business representatives attend meetings.

C. November 16th BRPC Meeting

We have several things on the agenda thus far for the November 16th meeting:

- Peter Taylor, President of the Berkshire Taconic Community Foundation, has agreed to present *A Closer Look*, the report resulting from a recent process to learn more about the pressing issues facing the four-county region BTCF serves.
- The Regional Issues Committee will have a short draft letter regarding the Short-Term Rental legislation which is under consideration by the legislature.

We should determine what else might be educational and provoke a conversation as we certainly have sufficient time on the agenda for at least one more topic. The Commission Development Committee has mentioned a few topics they would like on future agendas. Based on the discussion from the presentation of the Rural Policy Advisory Commission data at the September Commission meeting, it seems that having presentations by Jonathan Butler of 1Berkshires, Heather Boulger of the Berkshire County Regional Employment Board, and Ellen Kennedy from Berkshire Community College are all on the wish list so we could see if one of them is available (all three at one meeting is too much). At this relatively late date, we have no idea of availability for any of them.

Tom reported the Commission Development Committee recommend an educational topic of the pros and cons on Plastic Bag Ban. Possible speaker could be Jim McGrath or Gina Armstrong from Pittsfield.

D. Executive Director's Annual Performance Review

All staff received a 2.5% cost of living increase including Nat on July 1, 2017. All staff received merit increases of 0-3%. Nat's self-evaluation indicated he believed he should be rated as "Meets Expectations" which would be a merit increase of 1% on top of the cost of living increase.

Chuck Ogden moved to approve a 1% merit increase over the 2.5% Cost of Living increase received on July 1, 2017; seconded by Roger Bolton. Unanimously approved.

E. Other - None

IX. New Business

X. Adjournment

Sheila Irvin moved to adjourn the meeting which was seconded by Chuck Ogden. The meeting was adjourned at 4:50 p.m.

Materials distributed or presented during this meeting:

Agenda

Minutes

Check Registers

Aged Receivables

Executive Director's Memo

Technical Assistance Report

New Grants received 10/12/17-11/2/2017

Laura Wolf Brennan Cover Letter & Resume

Citizen Planner Training Collaborative Fall 2017 Workshops

Notice of Funding Availability for Downtown Revitalization Technical Assistance

Executive Director's Self-Evaluation