

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, March 1, 2018
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
Marie Raftery, Clerk
James Mullen, Regional Issues Committee Chair
Roger Bolton, Environmental Review Committee Chair

A quorum is present.

Others Present: Sarah Hudson, Tyringham Alternate

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

II. Approval of Minutes of Executive Committee Meeting of February 1, 2018

Jamie Mullen moved to approve; seconded by Marie Raftery. Unanimously approved with two abstentions.

III. Financial Reports

A. Expenditure Report

Everyone reviewed the completed expenditure list for February

Jamie Mullen moved to approve the February Expenditures as presented; seconded by Marie Raftery. 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 – None

VI. Delegate and Alternate Issues – None

VII. Items Requiring Action

A. Approval to Contract with the City of Greenfield to Prepare an ADA Self-Evaluation and Transition Plan

Authorization for the Executive Director to enter into a contract with the City of Greenfield to prepare an ADA Self-Evaluation and Transition Plan and to sign any resulting subcontracts is requested. By way of background, we were approached by Greenfield after the Franklin Regional Council of Governments had indicated they did not have the staff time available to conduct the work within the timeframe necessary. Conducting this project will ultimately be of use to our municipalities as we don't have this experience directly and having up-to-date ADA Self-Evaluation and Transition Plans is becoming more of a requirement for some grant programs, such as Community Development Block Grants. The contract will be for \$40,000. Community & Economic Development Program Manager Pat Mullins will be responsible for this project.

Nat explained BRPC needs the experience and this was a good opportunity. Tom explained the evaluation will look at infrastructure, buildings, and parks for ADA compliance to see what is needed and how to be compliant. In order to receive grant funding from the Massachusetts office of Disabilities a community must have an ADA plan.

Marie Raftery moved to approve the Executive Director to sign a contract with the City of Greenfield to Prepare an ADA Self-Evaluation and Transition Plan on behalf of the Commission; seconded by Roger Bolton. Unanimously approved.

B. Other - None

VIII. Committee Reports

A. Commission Development Committee

Tom reported at the last meeting on February 22nd a Nominating Subcommittee for Officers for FY 2019 was established.

B. Environmental Review Committee

Nat explained there is a MEPA review for the reconstruction of Walker Street in Lenoxdale. There is little wetland impact. There is an impact on a number of public shade trees. The road is currently a 2-lane road with no bike lane or sidewalks. Complete Streets elements are being incorporated into the design which triggers a MEPA review. Portions of the project are within an Area of Critical Environmental Concern.

Nat asked for a motion to allow the Environmental Review Committee and staff to submit comments prior to the March 13, 2018 deadline.

Roger Bolton moved to approve the Environmental Review Committee and staff to submit comments on behalf of the commission; seconded by Marie Raftery. Unanimously approved.

C. Regional Issues Committee

Nat reported the next meeting would be at 4 pm on March 7, 2018. There will be a presentation on Housing Choice. Also invited to the meeting will be Community Development Directors and housing staff in our communities.

- D. **Other** – Marie reported she is the BRPC representative for Westfield River Committee and there will be a Wild and Scenic Westfield River Film festival. There will 2.5-hour short films. The flyer will be posted on BRPC’s website under Announcements

IX. Executive Director’s Report

A. Report on New Contracts/Agreements

Attached is a list of new contracts and agreements entered into since the February 1st Executive Committee meeting.

B. Comments on State Rail Plan Due to MassDOT no later than Friday, March 2nd

The draft State Rail Plan is open for public comment until Friday, March 2nd. A copy of the draft plan may be found at https://www.mass.gov/files/documents/2018/01/26/2018PubComm_1.pdf We encourage comments on the plan; we welcome reinforcement of BRPC’s suggestions (see letter posted on our website) and those of the Berkshire County Selectmen’s Association (copy attached).

C. Culvert Replacement Municipal Assistance Grant Program – Grant Briefing – March 7th, 1-3 p.m., MassDOT District Office, Lenox and April 6 Application Deadline

The Division of Ecological Restoration in Mass Fish & Game is seeking proposals for replacing undersize, perched, and or degraded culverts located in areas of high ecological value. The Notice of Grant Opportunity is attached. Based on requests, they have added a grant briefing in the Berkshires at the MassDOT District 1 office in Lenox for Wednesday, March 7th from 1 – 3 p.m.

D. DEP Section 319 Nonpoint Source Pollution Competitive Grants – Pre-RFR Meeting- Tuesday, March 6th, Worcester

DEP is starting the FY 2019 grant application process for water quality improvement projects. Applications will be due around June 1st. The announcement for the pre-Request for Responses meeting is attached.

E. Community Branding & Wayfinding Workshop – Wednesday, March 7th, Springfield

The announcement for the upcoming Massachusetts Downtown Initiative’s Community Branding & Wayfinding Workshop is attached.

F. Age Friendly Berkshires Action Plan Launch Celebration – Tuesday, March 13th, Berkshire Hills Country Club, Pittsfield

The Action Plan for Age Friendly Berkshires will be launched on Tuesday, March 13th. The goal of Age Friendly Berkshires is “Making the Berkshires a great place to grow up and a great place to grow old!” The announcement is attached.

G. Annual Citizen Planner Training Collaborative Conference – Saturday, March 17th, Worcester

The 2018 Citizen Planner Training Collaborative conference is now accepting registrations. The announcement is attached. This is typically a very good program for planning and zoning board members and, even though it means giving up a Saturday, is very helpful in expanding your knowledge about planning and zoning. For more information or to register, go to: <http://masscptic.org>.

H. 5th Thursday Dinner for Planning & Zoning Boards – March 29th

Save the date for the next BRPC 5th Thursday Dinner for Planning & Zoning Boards. Details are being worked on and announcements should be sent in the next couple of weeks. For further information contact Assistant Director Tom Matuszko at tmatuszko@berkshireplanning.org or 413-442-1521, ext. 34.

I. Brownfield Revolving Loan Fund Closing on Clean-up Funds for Powerhouse Square Project (Great Barrington)

We expect to close a loan for \$350,000 for clean-up of the site for the new Berkshire Co-op Market in Great Barrington early in March. With this loan, we will have obligated all hazardous waste site clean-up funds we have available, leaving only about \$70,000 in petroleum site clean-up funding. We expect to be able to apply for additional funds to recapitalize the brownfields revolving loan fund from EPA within the next several months. We have plenty of brownfields assessment funds available at this time. For further information, contact Environment & Energy Program Manager Melissa Provencher at mprovencher@berkshireplanning.org or 442-1521, ext. 22.

VIII. Old Business

IX. New Business

Kyle announced before we go into Executive Session we need to form a negotiating committee.

Kyle asked for a motion allowing a three-person sub-committee to be formed to negotiate with Tom terms and conditions for the new Executive Director position.

Marie Raftery moved to have a three person Negotiating Committee formed; seconded by Roger Bolton. Unanimously approved.

Kyle asked for volunteers from the Executive Committee to negotiate with Tom in an open meeting at a later date.

The following people volunteered:

Jamie Mullen

Sheila Irvin

Kyle Hanlon

Nat explained per the Open Meeting Law, the Executive Committee could not negotiate in Executive Session for non-collective bargaining agreements. Non-collective negotiating must be held in an open session.

The Negotiating Committee will negotiate with Tom. The Negotiating Committee will write a formal conditional offer letter to Tom. If Tom accepts the offer then the offer will be presented to the Executive Committee in an Open Meeting on April 5, 2018, for approval.

Tom and Sarah left the meeting.

A. Executive Session to Discuss Possible Terms and Conditions to be negotiated with new Executive Director

The Chair stated he would accept a motion to go into Executive Session as allowed by MGL chapter 30A, section 21(a)(2) to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel. We do not expect to return to regular session after the Executive Session is completed.

Roll call vote:
Kyle Hanlon - yes
Sheila Irvin - yes
Jamie Mullen - yes
Marie Raftery -yes
Roger Bolton –yes

X. Adjournment

The meeting adjourned upon adjournment of the Executive Session.

Materials distributed or presented during this meeting:

Agenda

Minutes

Check Registers

Aged Receivables

Executive Director's Memo

Technical Assistance Report

New Grants received 2/1/2018-2/21/2018

Comments of the Berkshire County Selectmen's Association regarding Draft State Rail Plan

Notice of Grant Opportunity for Culvert Replacement Municipal Assistance Grant Program

DEP Section 319 Nonpoint Source Pollution Competitive Grants Program

Massachusetts Downtown Initiative – What is Community Branding & Wayfinding? A Tool for your
Downtown

Age Friendly Berkshires Save the Date!

17th Annual CPTC Conference