

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

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

APPROVED MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Thursday,

March 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: 4:12 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
James Mullen, Environmental Committee Chair
Roger Bolton, At Large
Sam Haupt, At Large

A quorum is present.

Others Present: Carole Owens, Stockbridge Alternate
Linda Schneider, Berkshire Courier
Larry Parnass, Berkshire Eagle
Andy McKeever, iberkshire

Staff Present: Nat Karns, Executive Director
Tom Matuszko, Assistant Director
Marianne Sniezek, Office Manager
Lauren Gaherty, Senior Planner

II. Approval of Minutes of Executive Committee Meeting of February 2, 2017

Chuck Ogden moved to approve with a correction; seconded by Jamie Mullen. Unanimously approved with 1 abstention.

III. Environmental Review – ENF for East Street Culvert Repair (Mt. Washington)

As reported at the January Executive Committee meeting, we are reviewing an ENF for a culvert repair on East Street in Mt. Washington. Because this lies within the Karner Brook Area of Critical Environmental Concern, the Environmental Review Committee will be meeting on it, with their meeting scheduled for 3 p.m. on March 2nd (just before the Executive Committee meeting) at

our office. At MEPA's and our request, the consultant working with Mt. Washington is preparing some supplemental information. The deadline has been extended and comments are due to MEPA no later than March 14th. Senior Planner Lauren Gaherty is the point of contact on this review.

Jamie informed everyone on the Environmental Review Committee's meeting prior to the Executive meeting regarding the East Street Culvert Repair needed in Mt. Washington. At the meeting, Lauren Gaherty gave an overview and Emily Stockman, an environmental consultant hired by Mt. Washington, did a presentation. There were three alternatives evaluated for the repair:

1. Do nothing
2. Open Bottom Culvert
3. Slip liner - the most cost efficient

The Environmental Review Committee amended the comments that the slip liner is the preferred option and why in the letter. The option of an Open Bottom Culvert is ten times costlier.

Nat asked for a motion to allow Lauren to add the amended comments generated by the Environmental Review Committee.

Roger Bolton moved to allow added language from the Environmental Review Committee and staff to be added to the comment letter on the East Street Mt. Washington ENF, EEA #15641; seconded by Chuck Ogden. Unanimously approved.

Jamie also pointed out Jim Lovejoy's comments at the Environmental Review Committee meeting about the burden of cost to the communities and the strain on DPW budgets due to the environmental analysis, permitting and engineering costs involved in replacing culverts.

The Executive Committee recommended the topic of replacing culverts and the cost be looked at by the Regional Issues Committee to generate a BRPC comment letter.

IV. Financial Reports

A. February Expenditure Report

Everyone reviewed the completed expenditure list for January to February.

Jamie Mullen moved to approve the 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 – Everyone was informed BRPC's Health insurance increase will be 4% and Dental insurance will be increased by 3.18% for FY 2018.

V. Delegate and Alternate Issues – None

Public Comments - None

VI. Committee Reports

A. Environmental Review Committee

Jamie reported there is a notice of project change for the Hinsdale Cleveland Reservoir Maintenance Project. The last time the Hinsdale Cleveland Reservoir Project was reviewed and commented on was in 2012. There now have been changes that seem very complicated. The committee discussed if the committee members or staff have the technical expertise to review the project. As a compromise, we are trying to have a presentation from Pittsfield who is the Proponent on March 9th or 10th to help us understand the project.

Comments are due before the next Executive Meeting in April.

Roger Bolton moved to authorize the staff and the Environmental Review Committee to review and if comments are needed submit comments on behalf of the Commission; seconded by Chuck Ogden. Unanimously approved

- B. Regional Issues Committee** – Nat informed everyone the next meeting is scheduled for March 29, 2017.

VII. Items Requiring Action

- A. Approval to Submit Grant Application to the U.S Environmental Protection Agency for Recapitalization of Brownfields Revolving Loan Fund**

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the U.S. Environmental Protection Agency to recapitalize the Berkshire Brownfields Revolving Loan Fund. No BRPC match is required. With recent loan activity involving the Greylock Mill on Rte. 2 in North Adams and the New England Log Homes site in Great Barrington, along with expected future requests from the Eagle Mill project in Lee and one or more sites in Adams, we need additional funds in the loan pool to keep these important redevelopment projects moving forward. Staff lead on this project is Brownfields Program Manager Melissa Provencher.

Nat informed all the grant application was submitted and the Funds were appropriated in FY 2017.

Chuck Ogden moved to approve the Executive Director to submit a grant application after the fact to the U.S Environmental Protection Agency for Recapitalization of Brownfields Revolving Loan Fund on behalf of the Commission; seconded by Jamie Mullen. Unanimously approved.

- B. Approval to Submit Grant Application to the Office on Women Health Prevention Awards (OWHPA) Prevention of Opioid Misuse in Women**

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the Office on Women Health Prevention Awards (OWHPA) Prevention of Opioid Misuse in Women program. The grant would allow for work in preventing prescription and non-prescription opioid misuse in the underserved population of low-income, pregnant women in Berkshire County. There is no match requirement.

Chuck Ogden moved to approve the Executive Director to submit a grant application to the Office on Women Health Prevention Awards (OWHPA) Prevention of Opioid Misuse in Women on behalf of the Commission; seconded by Jamie Mullen. Unanimously approved.

- C. Approval to Submit Grant Application to the U.S. Department of Housing & Urban Development for Lead Hazard Control and Healthy Homes**

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the U.S. Department of Housing and Urban Development for lead hazard control and healthy homes. We will work with the municipalities that have existing or future housing rehabilitation programs funded with Community Development Block Grant funds, and others, to provide the required 10% match, not utilizing scarce BRPC funds directly.

Nat informed everyone the Funds were appropriated in FY 2017. This program would supplement our current CDBG housing rehab program. When a home owner needs a new roof, they must meet the lead abatement requirements first. The town of Adams and the City of Pittsfield have active housing rehabilitation programs and this would provide them additional resources.

This is a three-year program. We would apply for the maximum amount of \$1.5 million dollars and an estimated 50 units per year.

Chuck Ogden moved to approve the Executive Director to submit a grant application to the U.S. Department of Housing & Urban Development for Lead Hazard Control and Healthy Homes on behalf of the Commission; seconded by Jamie Mullen. Unanimously approved.

D. Approval to Sign Contract for FY2018 Transit Planning with MassDOT

The Executive Committee is requested to authorize the Executive Director to sign the FY2018 Transit Planning contract with MassDOT.

Nat explained BRPC works with the Berkshire Regional Transit Authority (BRTA) on their transportation improvement program (TIP) development, annual human resource plan updates, and an updated a list of Human Service Agencies providing transportation services.

Sam Haupt moved to approve the Executive Director to sign the FY2018 Transit Planning contract with MassDOT on behalf of the Commission; seconded by Chuck Ogden. Unanimously approved.

E. Other - None

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

B. District Local Technical Assistance-2017 – Projects to Receive Assistance

We received 25 applications for assistance under the 2017 program. We believe that we will be able to provide all of the assistance requested, at least to some level and a list of the approved projects is attached. These involve a variety of requests and assistance. Staff are working with the municipalities in getting these launched over the course of the next several months. Almost all projects involve either a Community Compact commitment or best practice which is a testament to how well the Best Practices identify "typical" types of needs in a variety of communities.

Jamie commented that is was fantastic BRPC would be able to do work on all 25 applications. Roger commented he was pleased Broadband would be looked at.

Nat encouraged all to contact your state representatives to keep the entire line item in the State FY 2018 budget.

C. MassDOT Online Comment Tool for Capital Investment Plan

MassDOT has announced an online comment tool for the new Capital Investment Plan which can be found at www.Mass.gov/MassDOT/InformationCenter. This tool enables members of the public to easily provide input and suggestions on potential transportation projects to be included in the upcoming five-year Capital Investment Plan. Public comment can also be submitted by email to masscip@state.ma.us. A summary of the 2018-2022 CIP process is attached. We encourage all members of the public and our local officials to submit their comments on their priorities for the State's CIP as soon as you can. For further information, contact Transportation Program Manager Clete Kus at ckus@berkshireplanning.org or 423-442-1521 ext. 20.

Nat encouraged comments from Town Officials to push local capital projects for state aid.

D. Citizen Planner Training Collaborative 16th Annual Spring Conference – Saturday, March 18th, College of the Holy Cross, Worcester

The flyer announcing this year's Annual Conference of the Citizen Planner Training Collaborative, with registration information, is attached. You can also go online to www.masscptc.org to find the information and to register. There is a strong set of sessions, both nuts and bolts to help your board to be more efficient and a number of timely topics.

E. MassMoves Western Massachusetts Workshop – March 28th

As part of the State Senate's 2017 Commonwealth Conversations tour, MassMoves, funded by the Barr Foundation, is facilitating nine public workshops across the state, with the only western Massachusetts one scheduled for March 28th from 11:30 a.m. - 2 p.m. somewhere in the Pioneer Valley. A copy of the general announcement is attached and we will post the information specific to the March 28th workshop on our website when we receive it. You can go on-line to www.MassMoves.org and provide comments at any time.

Nat explained MassMoves is to develop transportation policy. The workshop has a presentation on large scale transportation issues in Massachusetts. Three questions are asked at each table to get feedback. One question is what will a 21st century transportation system look like? A group of people will be attending to stress the great need for much improved transit services in Berkshire County and educate those in attendance.

F. 5th Thursday Dinner for Planning & Zoning Boards – March 30th, Stormwater Management Best Practices, Country Club of Pittsfield

Our first 5th Thursday dinner since the new year will be held on March 30th at the Country Club of Pittsfield. The topic will be Stormwater Best Practices with an expert presenter from CEI, a consulting firm with considerable work on this topic. Dinner information will be going out in several weeks.

G. Grant Award from National Aging and Disability Transportation Center to Improve Access to Medical Services

We are very pleased to announce that BRPC has been awarded funding from the National Aging and Disability Transportation Center to offer medical transportation to more remote parts of the region and create a central scheduling hub and an app for drivers. This was one of six such awards made nationally. This is yet another response to the aging of our population, the desire of seniors to remain in their homes or, at least, their home communities, and to come up with innovative ways to provide them services. For further information contact Public Health Program Manager Laura Kittross at 442-1521, ext. 32 or lkittross@berkshireplanning.org.

IX. Old Business

A. March BRPC Meeting

Topics for the March 16th Commission meeting:

- **Presentation on the Massachusetts Freight Plan**
Our MassDOT representative will present.
- **Update on Progress on the Last-Mile Broadband Project**
Bill Ennen from EOHEd will give the Commission an update.
- **Consideration of Comments on the FY 2018 States Budget** – Nat explained the Commission will comment on important aspects of the proposed state budget.
- The Commission Development Committee recommended an update on the Impacts of the Federal Budget. Nat commented at this point it could be a written report on what we know. The following programs are in jeopardy: EPA Brownfields, Clean Water Act (319 Water Quality and 604B Water Quality

Assessments). BPRC is unsure of Center for Disease Control funding regarding Opioids. BPRC feels transportation funding is probably okay.

B. Other – None

X. New Business

A. Succession Planning

Kyle announced we need to start succession planning to plan for Nat's retirement. Kyle will start to reach out to people to form a search committee, the need to advertise and interview candidates.

Nat handed out a timeline outline that would be helpful to the search committee. Nat gathered information from four other RPAs who have replaced their Executive Directors recently. This will be at least a six-month's process.

Nat informed everyone he would like to retire this late fall or by the first of the year. He would be willing to work a flexible schedule in the winter, perhaps working full time and then taking two or three weeks off.

Kyle asked how everyone feels about who should be involved. Should all commission members or commission members and community members be involved?

Chuck, Jamie and Roger thought only commission members. Sheila stated maybe involving community members like the mission statement process as that allowed us to receive interesting input.

Others thought maybe involving community members for input was good but the search committee should be only commission members.

Everyone agreed a consultant and headhunter would be expensive and not needed.

B. Other - None

XI. Adjournment

Jamie Mullen moved to adjourn the meeting which was seconded by Sheila Irvin. The meeting was adjourned at 5:20 p.m.

Materials distributed or presented during this meeting:

Agenda

Minutes

Check Registers

Aged Receivables

Executive Director's Memo

Technical Assistance Report

To New Grants Received 2/2/2017

DLTA2017 Projects Received

MassDOT 2018-2011 Capital Investment Plan

CPTC Training

MassMoves Workshops

NADTC Innovations in Accessible Mobility Grants

Draft letter re: East Street, Mt Washington ENF, EEA# 15641

Timeline for Hiring The Executive Director