

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, April 5, 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: 4:00 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
CJ Hoss, Commission Development Chair

A quorum is present.

Others Present: None

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

II. Approval of Minutes

A. Executive Committee Meeting of March 1, 2018

Jamie Mullen moved to approve; seconded by Sheila Irvin. Unanimously approved with one abstention.

B. Executive Committee Executive Session of March 1, 2018

Jamie Mullen moved to approve; seconded by Sheila Irvin. Unanimously approved with one abstention.

III. Financial Reports

A. Expenditure Report

Everyone reviewed the completed expenditure list for March

Jamie Mullen moved to approve the March 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** – Tom did inform all our line of credit has been paid down and Chuck Ogden will be stepping down at the end of his term in June.

VI. Delegate and Alternate Issues – None

VII. Items Requiring Action

A. Approval to Sign Transit Planning Contract for FFY 2018

After-the-fact approval is requested for the Executive Director to be authorized to sign a grant contract with MassDOT for our annual transit planning contract for 2018-2019. This supports our ongoing transit planning activities. The grant amount is \$40,174. The required match is provided through in-kind services by the Berkshire Regional Transit Authority.

Jamie Mullen moved to approve the Executive Director to sign a contract with MassDOT for a Transit Planning Contract for FFY 2018 on behalf of the Commission; seconded by Marie Raftery. Unanimously approved.

B. Approval to Enter into a Contract with the Western Regional Homeland Security Advisory Council for Functional/Access Needs Daily Response Planning

Approval is requested for the Executive Director to be authorized to sign a grant contract with the Franklin Regional Council of Governments on behalf of the Western Regional Homeland Security Advisory Council. This project supports first responders in effectively, safely, and efficiently recognizing and responding to the needs of individuals with functional and access needs in everyday incidents and large-scale incidents such as a mass casualty incident or large-scale disaster response. The contract amount is \$25,000 and no match is required. Staff lead on this project is Senior Planner Sandra Martin who may be reached at smartin@berkshireplanning.org.

Marie Raftery moved to approve the Executive Director to sign a contract with Franklin Regional Council of Governments (FRCOG) on behalf of the Western Regional Homeland Security Advisory Council for Functional/Access Needs Daily Response Planning behalf of the Commission; seconded by Sheila Irvin. Unanimously approved.

C. 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 and to sign any resulting contracts and agreements. No BRPC match is required. With recent loan activity involving the Greylock Mill on Rte. 2 in North Adams and Powerhouse Square 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 in order to keep these important redevelopment projects moving forward. Staff lead on this project is Brownfields Program Manager Melissa Provencher.

Tom explained we have asked for an additional \$500,000.

Jamie Mullen moved to approve the Executive Director to submit a grant application to the U.S. Environmental Protection Agency for Recapitalization of Brownfields Revolving Loan

Fund and to sign any resulting contracts sign any resulting contracts on behalf of the Commission; seconded by Sheila Irvin. Unanimously approved.

D. Approval to Submit Grant Application to the Department of Energy Resources for Three Additional Towns for Municipal Energy Technical Assistance Funding

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the Department of Energy Resources for the Municipal Energy Technical Assistance Grant Program. Grant funds will be used to help additional towns become Green Communities. This will support work in Monterey, Sandisfield and Washington. No BRPC match is required. Staff lead on this project is Senior Planner Lauren Gaherty who can be reached at 442-1521, ext. 35 or at lgaherty@berkshireplanning.org.

Marianne reported BRPC is asking for \$22,000 for the additional communities.

Jamie Mullen moved to approve the Executive Director to submit a grant application to the Department of Energy Resources for Three Additional Towns for Municipal Energy Technical Assistance (META) Funding and to sign any resulting contracts sign any resulting contracts on behalf of the Commission; seconded by Sheila Irvin. Unanimously approved.

E. Approval to Submit Grant Application to the Center for Sharing, funded by the Robert Wood Johnson Foundation, for Cross Jurisdictional Sharing (CJS) of public health services

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the Center for Sharing, funded by the Robert Wood Johnson Foundation, and to sign any resulting contracts and agreements. No BRPC match is required. This \$10,000 grant will allow the BRPC Public Health Program to develop uniform, doable, effective Board of Health (BOH) Standard Operating Procedures, forms, and systems as well as help up to five BOH effectively implement these with the goal of saving money and time as well as meeting State legal requirements and community needs. Staff lead on this project is Public Health Program Manager Laura Kittross who may be reached at lkittross@berkshireplanning.org or 442-1521, ext. 32.

Jamie Mullen moved to approve the Executive Director to submit a grant application to the Center for Sharing, funded by the Robert Wood Johnson Foundation, for Cross Jurisdictional Sharing (CJS) of public health services and to sign any resulting contracts sign any resulting contracts on behalf of the Commission; seconded by Marie Raftery. Unanimously approved.

F. Approval to Submit Grant Application to the Prevent Cancer Foundation for Cancer Prevention and Early Detection Community Grant

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the Prevent Cancer Foundation and to sign any resulting contracts and agreements. This focuses on prevention of liver cancer in high-risk populations experiencing cirrhotic liver disease attributed to alcohol use disorder, and prevention of hepatitis c virus/connections to care in high-risk populations. The grant is for \$25,000 and no match is required. Staff lead on this project is Senior Planner Jennifer Kimball who may be reached at jkimball@berkshireplanning.org or 442-1521, ext. 37.

Jamie Mullen moved to approve the Executive Director to submit a grant application to the Prevent Cancer Foundation for Cancer Prevention and Early Detection Community Grant and to sign any resulting contracts sign any resulting contracts on behalf of the Commission; seconded by Sheila Irvin. Unanimously approved.

G. Approval to Submit Grant Application to the Massachusetts Getting to Zero Coalition for HIV Related Community Engagement Projects

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the Massachusetts Getting to Zero Coalition and to sign any resulting contracts and agreements. The application is for HIV-related community engagement projects. Activities will align local and statewide prevention and care plans to reduce stigma, increase engagement and resiliency, reduce HIV-related deaths, promote access to care and social supports. The grant request is for \$5,000 and no match is required. Staff lead on this project is Senior Planner Jennifer Kimball who may be reached at jkimball@berkshireplanning.org or 442-1521, ext. 37.

Jamie Mullen moved to approve the Executive Director to submit a grant application to the Massachusetts Getting to Zero Coalition for HIV Related Community Engagement Projects and to sign any resulting contracts sign any resulting contracts on behalf of the Commission; seconded by Sheila Irvin. Unanimously approved.

H. Approval of Merit Increase Range for FY 2019

Based on our policy regarding annual pay increases, the following are the proposed increases for FY 2019 based on performance ratings for the past year:

Exceptional -	4.7%
Exceeds Expectations -	3.7%
Meets Expectations -	2.7%
Needs Improvement -	1.7%
Unsatisfactory -	0%

The Northeast Urban Cost of Living increased by 1.7% from February 2017 to February 2018, setting our base. As you are aware, we do not have any automatic increases, such as a step plan, and all increases are based on performance evaluations.

Tom explained BRPC only does merit increase. The cost of living is reviewed each year and rolled into the merit increase. The second step is each supervisor does written evaluations on staff's performance. The Executive Director reviews each evaluation and merit increase. All increases go into effect July 1st.

Jamie Mullen moved to approve the FY2019 Merit increases; seconded by Sheila Irvin. Unanimously approved.

I. Approval of Terms and Conditions of Employment of New Executive Director

The Executive Director Negotiation Committee has met with Tom Matuszko and negotiated salary and terms and conditions for his employment as the new Executive Director. A copy of the offer letter was attached. The Executive Committee needs to approve this and then the full Commission will need to agree at its next meeting which will be on May 17th.

Jamie Mullen moved to approve the Terms and Conditions of Employment of the New Executive Director, Thomas Matuszko, to be presented to the Full Commission for final approval on May 17th; seconded by Marie Raftery. Unanimously approved.

K. Other - None

VIII. Committee Reports

A. Regional Issues Committee

Jamie reported at the last meeting there was a presentation given by Chris Kluchman, FAICP, Housing Choice Program Director.

There was a discussion on issues and concerns related to Berkshire County. Berkshire County needs rehabilitation of housing we currently have verses building new housing.

At the next Regional Issues Committee meeting on April 25th, comments will be generated to be send to the state.

The presentation can be found on BRPC's website calendar for March 28, 2018.

http://berkshireplanning.org/images/uploads/events/2018-03-28_HCI_BRPC.pdf

B. Other –

Finance Committee – Marianne reported will meet May 3, 2018 to recommend the Agency Budget.

Commission Development Committee – CJ reported the Nominating Subcommittee will meet in the next few weeks to recommend Officers for FY 2019

IX. Executive Director's Report

A. Report on New Contracts/Agreements

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

B. New Massachusetts OSHA Municipal Compliance Law

Attached is an email we received from the Massachusetts Interlocal Insurance Association and a fact sheet posted by the Massachusetts Department of Labor Standards (mass.gov/dols). This involves an update to the law regarding employee safety requirements in public sector workplaces and will be effective on February 1, 2019. We are determining what BRPC needs to do to be in compliance, but it also definitely affects all local government work places including municipal governments, fire and water districts, and schools.

C. Culvert Replacement Municipal Assistance Grant Program – 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.

D. DEP Section 319 Nonpoint Source Pollution Competitive Grants – anticipated Application Deadline of June 1st

DEP is starting the FY 2019 grant application process for water quality improvement projects. Applications will be due around June 1st. The announcement providing guidance is attached.

E. Mass. Association of Conservation Commissions Berkshire Workshop for Conservation Commissions – Saturday, April 7th, BRPC

MACC is providing two units of training for conservation commissioners and other interested people at BRPC on Saturday, April 7th. The morning training unit will be on Effective Erosion and Sediment Control and will offer an overview on soil erosion and best management practices to consider while reviewing permit applications as well as what to

use on the ground. The afternoon session will be on Stormwater Requirements for Wetlands Protection and will offer an overview on stormwater hydrology and understanding how to apply important Massachusetts Stormwater Standards during review of permit applications. These programs are free to MACC-member conservation commissioners; others may register and attend. For further information, go to <http://www.maccweb.org>. BRPC staff contact is Senior Planner Lauren Gaherty at 442-1521, ext. 35 or lgaherty@berkshireplanning.org.

F. Age Friendly Berkshires Action Plan Launch Celebration – Tuesday, April 17th, 8:30-11:30 a.m., Berkshire Hills Country Club, Pittsfield

The Action Plan for Age Friendly Berkshires will be launched on Tuesday, April 17th (delayed due to March snow). 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 and registration is required.

G. Release of MassDOT Feasibility Study for the Berkshire Flyer (weekend passenger train NYC-Pittsfield)

MassDOT released the feasibility study for the Berkshire Flyer tourist train service on March 26th. The bottom line is that at least limited service is feasible and this provide the opportunity to prove the concept. We will post a copy on our website as soon as we get access to an electronic version. This is an exciting first step towards implementing fuller passenger rail service serving the Berkshires. For further information, contact Transportation Program Manager Clete Kus at 442-1521, ext. 20 or ckus@berkshireplanning.org.

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

We are schedule to close a loan for \$350,000 for clean-up of the site for the new Berkshire Co-op Market in Great Barrington on April 2nd. 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 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

A. Executive Director Nat Karns’ Retirement Date

Nat will be retired as Executive Director effective Tuesday, May 23rd. The last day he expects to be in the office is Thursday or Friday, May 17th or 18th.

There was a discussion about the celebration at County Club of Pittsfield.

B. Other - None

IX. New Business

A. Possible Agenda Items for May 17th Commission Meeting

We have a number of items for the next Commission meeting on May 17th

- Approval of the FY 2019 budget
- Report of the Nominating Committee for BRPC Officers for FY 2019
- Appointment of Board Member to the Berkshire County Regional Housing Authority
- Consideration of the FFY 2019-2023 Transportation Improvement Program

- Consideration of the FFY 2019 Transportation Unified Planning Work Program
- Presentation on new Socio-Economic Indicators and Updated School Enrollment Projections
- (possible) Presentation on Tiny Houses and building and other codes

B. Executive Director Transition Planning

Tom explained he and Nat are working together on the transition.

1. The Rural Policy Advisory Commission needs a formal approval for Tom to represent Berkshire County. This process will need to be started.
2. Tom wants Nat to work on an hourly basis for 3-7 hours per week. His focus will be on the Rest of River clean-up and Legislation. Nat would report on new legislation to the Regional Issues Committee.
3. At the next Executive meeting on May 4th the Pay Scale Plans with modifications will be presented for approval.
4. Tom would like to not fill the Assistant Director position immediately. Instead he would like to have a newly created position to bring in another skill set into the office. The new position will be a Community Services and Planning Program Manager. This position will have someone with Public Administration, governmental background to work with communities on technical assistance, shared services, capital improvements and strategic planning. Also, this person would oversee Community Planning that Tom currently oversees now.

X. Adjournment

Jamie Mullen moved to adjourn the meeting which was seconded by CJ Hoss. 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

Terms of Employment as Executive Director Letter dated March 20, 2018

New Grants received 3/1/2018-4/5/2018

MIIA announcement regarding new Department of Labor Standards municipal workplace requirements

DOLS – OSHA Safety for Public Sector Highlights of Update Law MGL c149 § 6 ½

Notice of Grant Opportunity for Culvert Replacement Municipal Assistance Grant Program

DEP Section 319 Nonpoint Source Pollution Competitive Grants Program

Age Friendly Berkshires Action Plan Launch Celebration