

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, October 12, 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
Marie Raftery, At Large
John Duval, At Large

A quorum is present.

Others Present: Andy Mckeever, iberkshires Staff

Staff Present: Nathaniel Karns, Executive Director
Marianne Snizek, Office Manager
Chris Gruba, Senior Planner
Justin Gilmore, Planner
Rebecca Haight, Community & Economic Development Program Associate/Planner
William Sikula, Planner
Margaret McDonough, Planner

II. Introduction of New Staff

Chris Gruba - Senior Planner – Zoning and Bylaws
Justin Gilmore - Planner – Transportation and Complete Streets
Rebecca Haight - Community & Economic Development Program Associate/Planner
William Sikula – Planner – CDBG and Housing
Margaret McDonough – Planner – Age Friendly Berkshires and Hazard Mitigation

The Executive Committee welcomed all new staff.

III. Approval of Minutes of Executive Committee Meeting of September 7, 2017

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

IV. Financial Reports

A. September Expenditure Report

Everyone reviewed the completed expenditure list for September.

Chuck Ogden moved to approve the September 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. Status of Receipt of Community Assessments for FY 2018

All communities have paid their FY2018 Assessment.

D. Other – Marianne reported MassDOT approved the destruction of old contract records resulting in approximately \$74,000 reduction to our long-term liabilities on our balance sheet.

V. Delegate and Alternate Issues – None

VI. Items Requiring Action

A. Approval to Submit Grant Application to the Executive Office of Energy and Environmental Affairs Municipal Planning Grant Program to implement age friendly zoning practices in up to three municipalities

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the Executive Office of Energy and Environmental Affairs to implement age friendly zoning practices in up to three municipalities and to sign any resulting contracts. As an implementation issue, updating municipal land use practices to more easily allow multiple options for housing for seniors to remain in their communities is an important one to tackle. This will be a regional application which will develop desired bylaws which then can be adapted for other communities. There is a 25% match required which will be provided through District Local Technical Assistance funds or the Tufts Foundation Age-Friendly grant.

Nat explained North Adams, Sheffield and Egremont will be the communities involved in this regional application to develop model bylaws for elderly housing to keep people in their homes.

Chuck Ogden moved to approve the Executive Director to submit a grant application to the Executive Office of Energy and Environmental Affairs to implement age friendly zoning practices in up to three municipalities and to sign any resulting contracts on behalf of the Commission; seconded by CH Hoss. Unanimously approved.

B. Approval to Submit Other Planning Assistance Grant Applications to the Executive Office of Energy and Environmental Affairs

The Executive Committee is also requested to authorize the Executive Director to submit other Planning Assistance grant applications to the Executive Office of Energy and Environmental Affairs and to sign any resulting contracts. There are several other potential zoning projects which are under consideration in several communities which may be

eligible for this new program. We are in discussion with the communities to determine interest and the easiest path forward to obtain this grant funding. Community funds or DLTA funds may be used to provide the 25% match required.

Nat reported we will be submitting an application on behalf of Cheshire for housing due to the work on their Master Plan. Nat also reported BRPC will assist Lanesborough with their application related to the mall. Most likely most of the mall will not be reused for retail. There is no approval needed for Lanesborough.

Marie Raftery moved to approve the Executive Director to submit a grant application to submit other Planning Assistance grant application on behalf of the town of Cheshire to the Executive Office of Energy and Environmental Affairs and to sign any resulting contracts on behalf of the Commission; seconded by Chuck Ogden. Unanimously approved.

C. Other - None

VII. Committee Reports

A. Commission Development Committee

CJ reported the 5th Thursday scheduled for November 30th will be community planners discussing their prospective, issues and what they are currently working on. The Committee is looking for ideas for topics for future 5th Thursday Training events and Commission Meetings. At the last meeting it was discussed to review the Commission's bylaws once the new Executive Director was in place. Last CJ hoped all can attend the Annual Dinner on October 19, 2017.

B. Environment Review Committee

Nat explained the Secretary is requiring the filing of a full Environment Impact Review for the Daley Development waste handling facility.

C. Regional Issues Committee

Nat reported on the meeting held on October 4th. The topic discussed was Short-Term Housing Rentals. The Committee plans to have for approval a letter of a few needs related to Short-Term Rentals. Those needs are:

1. Legislative needs
2. Sync the codes. Syncing the codes must be done by the state. The codes for housing, health and zoning do not align and the thresholds are not the same.
3. Allowing municipalities to regulate based on zoning.

The next topic the committee will look at is housing availability. Whether tiny housing, row housing or town houses would help availability.

D. Other - None

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

B. Hiring of Four New Staff

C. Status of Senior Economic Development Planner Position

Nat reported we are closer to filling this position.

D. BRPC Annual Meeting with Thomas Krens as Guest Speaker – Thursday, October 19th, Country Club of Pittsfield

The Annual Meeting of the Berkshire Regional Planning Commission will be held on the evening of Thursday, October 19th and will be held at the Country Club of Pittsfield. Our guest speaker will be Thomas Krens.

D. Workforce Skills Planning Facilitated Discussions – Wednesday, October 18th and Thursday, October 19th

E. 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

Attached is the program of the 2017 fall workshops sponsored by the Citizen Planner Training Collaborative across the state. BRPC will host two workshops, the first on Thursday, November 2nd from 6-8 p.m. on Roles and Responsibilities for Planning & Zoning Boards. The second will be on Thursday, November 9th from 6-8 p.m. on Municipal Vulnerability and Resilience Planning (this second workshop qualifies for AICP credits for the professional planners in the region). We will provide some food for the workshops. All registrations are through the CPTC website at <http://masscptc.org/>. For further information, contact Senior Planner Chris Gruba at 442-1521, ext. 12 or cgruba@berkshireplanning.org.

Nat encouraged community boards to attend. The open meeting law is covered during the November 2nd training.

John stated he will take the information back to Adams. Kyle commented he has attended the all-day training at Holy Cross in the Spring. The training stressed what not to do and was very useful. Nat said communities receive MIIA credit when people attend these trainings that entitles your municipality to a reduction in its insurance cost. Nat will share what CPTC courses are the most useful to new members.

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

G. MassDOT Working Group on Pittsfield to New York City Seasonal Passenger Rail Service

H. Community Compact Applications for 2018

Applications for FY 2018 Community Compacts may now be submitted. All Berkshire communities are eligible for new Compacts this year, except Lanesborough and Windsor who were approved last year. Go to <https://www.mass.gov/orgs/community-compact-cabinet> for information on the Community Compact Program. The list of eligible Best Practices is very extensive and every community should be able to find two items for which they would like assistance. Thus far, 26 of 32 Berkshire municipalities have taken advantage of this very useful program. For further information, contact Executive Director Nat Karns at 442-1521, ext. 26 or nkarns@berkshireplanning.org.

Nat stressed to members to make sure your community signs up for two best practices.

I. Planning Assistance Grant Opportunity from Executive Office of Energy & Environmental Affairs – application deadline October 23, 2017

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

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

L. District Local Technical Assistance Projects for 2018

It is not too soon for municipalities to be considering what assistance they might like to receive from BRPC staff under the 2018 District Local Technical Assistance Program. We are waiting on our contract from the State but expect that in the next several weeks. Priorities have not changed from prior years and focus on planning for growth and housing and on planning for collaborations between municipalities. DLTA has been used to assist communities and the state in meeting Community Compact commitments over the past two years as well. We expect to solicit potential assistance projects from our cities and towns in November and make decisions early in December. For further information, contact Assistant Director Tom Matuszko at tmatuszko@berkshireplanning.org or 442-1521, ext. 34. If you need information prior to October 26th, contact Nat Karns at 442-1521, ext. 26 or nkarns@berkshireplanning.org.

We will begin the solicitation for new projects once BRPC receives the guidelines for the 2018 District Local Technical Assistance funds.

IX. Old Business

A. Committee Membership for FY 2018

We have several new committee members as a result of the orientation session and the September Commission meeting (assisted greatly by the sales pitch from our Chair, Kyle Hanlon). Attached is an up-to-date committee membership list.

B. Status of Search for New Executive Director

Nat announced the Search Committee will hold its first meeting on Tuesday, October 17th at 1:30 p.m. at BRPC. Kyle said the progress will be reported to the Commission on a regular basis.

X. New Business

A. Potentially Providing “Backbone Organization” Support to Berkshire County Education Task Force

Nat asked the Executive Committee for their thoughts on providing support to the Berkshire County Education Task Force. The committee is a volunteer committee and has received funding from private donations and received state earmark funding. The committee’s goal is to enhance better education, not necessarily to reduce cost. BRPC is being asked to have a support role for assistance with grant writing, scheduling meetings, preparing minutes, finding technical and legal experts. BRPC would have to be paid to hire a staff person or consultant for this support role. BRPC would not set any policies.

It was determined that BRPC as a county agency involved with the task force makes sense but asked the Berkshire Education Task Force to provide more details before a final decision could be made.

B. November 16th BRPC 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 Commission Development Committee also has established some 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).

B. Executive Director's Annual Performance Review

Nat handed out a brief self-evaluation. Nat's performance review will be done at the next Executive Committee meeting.

XI. Adjournment

Marie Raftery moved to adjourn the meeting which was seconded by Chuck Ogden. The meeting was adjourned at 5:05 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 9/7/2017 to 10/12/2017

Rebecca Haight Resume

William J. Sikula Resume

Berkshire Regional Planning Commission Organizational Chart FY 2018

BRPC Annual Meeting flyer

Berkshire County Regional Employment Board Workforce Discussions

Citizen Planner Training Collaborative Fall 2017 Workshops

EOEEA Planning Assistance Grant Request for Responses

BRPC Committee Membership FY 2018

BCETF – Draft Support Berkshire County Education Task Force

Personnel Evaluation Form – FY2017 Performance