

**BERKSHIRE REGIONAL PLANNING COMMISSION**  
**1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201**  
**TELEPHONE (413) 442-1521 · FAX (413) 442-1523**  
[www.berkshireplanning.org](http://www.berkshireplanning.org)

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

THOMAS MATUSZKO, A.I.C.P.  
Executive Director

**MEETING NOTICE**

A meeting of the Berkshire Regional Planning Commission  
will be held on:

Thursday, July 12, 2018 at **5:00 p.m.** at the BRPC Office  
1 Fenn Street, Ste. 201  
Pittsfield, MA 01201

**Meeting Material:** All written materials for the meeting are posted on BRPC's website:  
[www.berkshireplanning.org](http://www.berkshireplanning.org). Click on the calendar date for the meeting and materials available  
will be listed.

**AGENDA- REVISED**

**I. Opening (5:00-5:05)**

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes May 17, 2018 Meeting

**II. Comments from the Public (5:05-5:10)**

*Members of the public may offer comments regarding topics which are on the agenda or other matters which they wish to bring to the Commission's attention. Comments are limited to no more than three minutes and are to be directed to the Commission.*

**III. Delegates and Alternate Issues (5:10-5:15)**

*Delegates and Alternates may bring up any issue not on the agenda.*

**IV. Election of BRPC Officers for FY 2019 (5:15-5:20)**

*The Nominating Committee proposed the following slate of officers for FY 2019:*

*Chair: Kyle Hanlon, North Adams Delegate*  
*Vice Chair: Sheila Irvin, Pittsfield Delegate*  
*Clerk: Marie Raftery, Stockbridge Delegate*  
*Treasurer: John Duval, Adams Alternate*

*Nominations will be taken from the floor.*

- V. Endorsement of Committee Chairs and At-Large Executive Committee Member Appointment for FY 2019 (5:20-5:25)**
- The BRPC bylaws require the Commission to approve the Committee Chairs as recommended by the BRPC Chair.*
- VI. Authorization for Executive Committee to Act on Behalf of the Commission (5:25-5:30)**
- The BRPC bylaws require the Commission to vote annually to reconfirm the authorization of the Executive Committee to act in the name of and on behalf of the Commission. See attached memo.*
- VII. Approval of Letter to the Federal Energy Regulatory Commission (FERC) in Response to a Notice of Inquiry (5:30 – 5:35)**
- FERC is requesting advisory comments on how it certifies new natural gas transportation facilities.*
- VIII. Approval of Letter to Department of Commerce on Proposed Collection of Information – 2020 Census (5:35 – 5:40)**
- The Department of Commerce is accepting comments on the proposed collection of information for the 2020 Census.*
- IX. Approval of Executive Committee Actions - May 3rd and June 7, 2018 (5:40-5:45)**
- X. Presentation on Berkshire Investments (5:45-6:05)**
- As part of our work on the Comprehensive Economic Development Strategy (CEDS) we have been tracking various development or re-development investments in the county. The magnitude of investment is somewhat surprising. Our summer researcher, Alex Valentini will present his findings and a tool he has developed to keep the investment tracking current.*
- XI. Executive Director’s Report (6:05-6:10)**
- A. Status of District Local Technical Assistance, Community Compact, and Efficiency and Regionalization Programs in FY 2019 State Budget
  - B. New Planning Board Member Training – 6 to 8 p.m., Thursday, July 26<sup>th</sup>, 3<sup>rd</sup> Floor Conference Room at BRPC
  - C. Nominations for 2018 Charles Kusik Award
  - D. State Ethics Form
  - E. BRPC Annual Meeting
  - F. Other
- XII. Adjournment (6:10-)**

Other interested citizens and officials are invited to attend.

All times listed are estimates of when specific agenda items may be discussed.

City and Town Clerks: Please post this notice pursuant to M.G.L. Chapter 39, Section 23B

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NATHANIEL W. KARNs  
Executive Director

**DRAFT MINUTES OF THE BERKSHIRE REGIONAL PLANNING COMMISSION MEETING**

**Thursday May 17, 2018  
At the BRPC Office**

**I. Call to Order**

**A. The meeting is called to order at 7:00 PM**

Chair Kyle Hanlon reminded all per 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 at the meeting.

**B. Introductions/Roll Call**

The following Commission members are present:

John Duval – Adams Alternate  
Robert Ronzio – Becket Delegate  
Alvin Blake – Becket Alternate  
Peter Traub – Cheshire Delegate  
Carl McKinney – Clarksburg Delegate  
Jared Kelly – Egremont Delegate  
Malcom Fick – Gt. Barrington Delegate  
Buck Donovan – Lee Delegate  
Pam Kueber – Lenox Delegate  
James Lovejoy – Mt. Washington Alternate  
James Mullen – New Marlborough Delegate  
Kyle Hanlon – North Adams Delegate  
Sheila Irvin – Pittsfield Delegate  
CJ Hoss – Pittsfield Alternate  
Rene Wood – Sheffield Alternate  
Marie Raftery – Stockbridge Delegate  
Sarah Hudson – Tyringham Alternate  
Marilyn Wiley – Washington Delegate  
Roger Bolton – Williamstown Alternate  
John Garcia – Windsor Delegate

**Staff Present:**

Nathaniel Karns – Executive Director  
Thomas Matuszko – Assistant Director  
Marianne Sniezek – Office Manager  
Clete Kus – Transportation Program Manager  
Mark Maloy - GIS, Data and IT Manager

**Others Present:**

None

### **C. Approval of Minutes February 22, 2018 Meeting**

Jamie Mullen moved to approve; Sarah Hudson seconded by. Unanimously approved with 3 abstentions.

### **II. Comments from the Public – None**

### **III. Delegate & Alternate Issues**

Pam shared information regarding Spectrum has available 1G internet service. Nat commented the upload speed is lower. Jim commented Mt. Washington is building their own municipal network using state grant funds.

Kyle announced the Commission Development Committee is looking for volunteers for Committees and topics for educational trainings for BRPC's 5<sup>th</sup> Thursday workshops or Commission meetings.

### **IV. Proposed Transportation Improvement Program for FFY 2019-2023**

The updated Transportation Improvement Program for the Berkshires which establishes which projects will receive the limited federal transportation funds in the region will be before the Berkshire Metropolitan Planning Organization at its meeting on May 22<sup>nd</sup>.

Clete Kus, Transportation Program Manager, presented the projects in the Transportation Improvement Program (TIP) totaling \$168,401,674 million dollars. Clete explained MassDOT determines what bridges must be replaced or repaired. Nat stressed communities should spend money on designs once their communities' project is in the 5-year plan and must be ready to go if other projects are not ready.

Clete asked for a motion to instruct the BRPC Chair on how to vote at the MPO meeting on May 22<sup>nd</sup>.

Jamie Mullen made a motion for the Chair to endorse staff recommendations in the Transportation Improvement Program for FFY 2019-2023 as presented at the next MPO meeting; Roger Bolton seconded. Unanimously Approved.

### **V. Proposed Transportation Unified Planning Work Program for FFY 2019**

The proposed Unified Planning Work Program for FFY 2019, which establishes the transportation planning work which BRPC staff will be involved in for the coming year, was presented by Clete Kus, Transportation Program Manager.

Clete explained the total budget is \$611,000 for the activities under Special Studies, Bicycle & Pedestrian Planning, Regional Transit Planning for BRTA, Road Safety Audits, Climate Change & Green House Gas Emissions, Title IV, RTP Planning & Performance Measures and Passenger & Freight Rail Planning.

Kyle asked for a motion to instruct the BRPC Chair on how to vote at the MPO meeting on May 22<sup>nd</sup>.

Sheila Irvin made a motion for the Chair to endorse staff recommendations in the Transportation Unified Planning Work for FFY 2019 Program as presented at the next MPO meeting; Rene Wood seconded. Unanimously Approved.

### **VI. Presentation of New Socio-Economic Indicators and Updated School Enrollment Projections**

GIS, Data & IT Program Manager Mark Maloy presented an overview of a series of socio-economic indicators for the Berkshires and a three-year update of the school enrollment projections.

Mark reviewed where Berkshire County has improved and where Berkshire County has not improved in the areas of Economy, Housing and Neighborhoods.

Mark explained the enrollment projections show continued decreases in enrollment. The projections are calculated using past trends, births and year to year change.

The Berkshire County Public School Enrollment Projections can be found at the bottom of the Berkshire Benchmark website page under Publications: <http://www.berkshirebenchmarks.org/>

For additional information contact Mark at [mmaloy@berkshireplanning.org](mailto:mmaloy@berkshireplanning.org) at 413-442-1521 ext. 29.

**VII. Approval of Terms of Appointment of Thomas Matuszko as BRPC Executive Director**

At the February meeting, the Commission authorized the Executive Committee to negotiate salary and other terms of employment with Thomas Matuszko as the next BRPC Executive Director. Approval of the salary and other terms of employment negotiated is requested.

Kyle asked for a motion to approve.

Rene Wood moved to approve the salary and other terms of employment for the new BRPC Executive Director, Thomas Matuszko; seconded by Marie Raftery. Unanimously approved.

**VIII. Adoption of FY 2019 Budget for the Berkshire Regional Planning Commission**

Rene suggested BRPC look at dental expenses and services provided. Pam asked about the large increase in health benefits over last year's budget.

Tom explained the increase in insurance expenses has increased due to the health increase of 4.4% and the dental increase of 3.8%. More staff have health and dental plans than in the past.

**The FY2019 Health Insurance increase is due to the following:**

FY 2018 Budget:	\$202,013	
Est Actual FY2018:	\$233,777	Actual is more than budgeted due to more staff. No insurance to single plans or single plans to family plans.
FY2019 Budget:	\$368,796	Budget includes four new family plans.

Kyle asked for a motion to approve the recommended FY 2019 Budget.  
Rene Wood moved to approve the FY 2019 Budget for Berkshire Regional Planning Commission; seconded by Malcom Fick. Unanimously approved.

**IX. Appointment to the Berkshire County Regional Housing Authority Board**

Kyle asked the Commission to reappoint Lisa Sloan of Lee to the Berkshire County Regional Housing Authority Board.

Rene Wood moved to reappoint Lisa Sloan of Lee to the Berkshire County Regional Housing Authority Board; seconded by Marie Raftery. Unanimously approved.

**X. Report of the BRPC Nominating Committee – Officers for FY 2019**

CJ Hoss reported the Nominating Committees nominations for the following slate of officers:

Chair	Kyle Hanlon
Vice-Chair	Sheila Irvin
Clerk	Marie Raftery
Treasurer	John Duval

Three officers have agreed to serve another year. Chuck Ogden after 15 years will be stepping down. John Duval has agreed to serve as the Treasurer. At the next Commission meeting after July 1st other nominations can be taken. The summer Commission meeting is planned for August.

CJ thanked those who have served as officers. The Commission Development Committee will be looking for new leaders in the future.

Rene Wood moved to have a letter sent to Chuck Ogden on behalf of the Commission for his many years of service; seconded by Marie Raftery. Unanimously approved.

**XI. Approval of Executive Committee Actions between February 22, 2018 and May 17, 2018**

Sarah Hudson moved to approve Executive Committee actions between February 22, 2018 and May 17, 2018; Sheila Irvin seconded by. Unanimously approved.

**XII. Executive Director's Report**

**A. FY 19 EOEAA Planning Assistance Grant Applications – due May 23<sup>rd</sup>**

Applications for funding for Planning Assistance Grants from the Executive Office of Energy and Environmental Affairs are due no later than May 23<sup>rd</sup>. A copy of the grant announcement is attached; the response date was changed to May 23<sup>rd</sup> from the 11<sup>th</sup>. It is important to note that hard copies must be in Boston by the due date. BRPC has assisted two communities in applying, one for a zoning overhaul and one for assistance with the new EPA stormwater permitting requirements. For further information, contact Assistant Director Tom Matuszko at [tmatuszko@berkshireplanning.org](mailto:tmatuszko@berkshireplanning.org) or 442-1521, ext. 34.

**B. Comments on Housing Choice Legislation (H.4290) and Related Rep. Kulik/Peake Letter on Land Use Reform**

The Housing Choice legislation submitted by Governor Baker, which is intended to improve the supply of housing across Massachusetts, but which probably has the most applicability in the greater Boston region, has spurred legislative action on the broader topic of land use reform. BRPC has submitted a letter (copy attached) regarding the Housing Choice legislation (H.4290, copy attached). The provisions in the bill conform to related areas in the land use reform legislation which BRPC supported last year. However, the Housing Choice bill does not cover many other areas of the broader land use reform legislation and Representatives Kulik and Peake have written a letter (copy of the draft attached also) to Speaker DeLeo urging that additional provisions which were in the broader legislation be added to the Housing Choice bill. These are concepts BRPC has supported in the past but we haven't yet seen specific legislative language. For further information, contact Executive Director Nat Karns at [nkarns@berkshireplanning.org](mailto:nkarns@berkshireplanning.org) or 442-1521, ext. 26.

**C. MassDOT Capital Investment Plan 2019-2023 Berkshire Public Meeting – Tuesday, May 22<sup>nd</sup>, 5:30 p.m., BRPC Office**

MassDOT is in the process of updating its five year capital investment plan. Its public meeting in the Berkshires will be at BRPC on Tuesday, May 22<sup>nd</sup> at 5:30, after the regular Berkshire MPO meeting. A copy of the MassDOT presentation is available at [www.mass.gov/massdot/cip](http://www.mass.gov/massdot/cip) and public comments may be submitted by email to [masscip@state.ma.us](mailto:masscip@state.ma.us). For further information contact Transportation Program Manager Cleto Kus at [ckus@berkshireplanning.org](mailto:ckus@berkshireplanning.org) or 442-1521, ext. 20.

**D. Mass. Assoc. of Conservation Commissions/DEP Regional Conservation Commission Meeting – Tuesday, May 22<sup>nd</sup>, 6:30 p.m., Lenox Town Hall**

The announcement for the upcoming Massachusetts Association of Conservation Commissions/DEP Regional Conservation Commission meeting is attached. Registration was required: [https://maccweb.site-ym.com/events/event\\_list.asp](https://maccweb.site-ym.com/events/event_list.asp).

**E. District Local Technical Assistance, Community Compact, and Regionalization & Efficiency Programs – Status in State Budget for FY 2019**

The annual events to get the important DLTA funding in the state budget have gotten more complicated this year. Unlike past years, the House chose to fund the budget line item (1599-0026) at only \$4,845,000. DLTA is funded at its historic level of \$2.8 million (the regional planning agencies had requested \$3.4 million) and the House added a number of specific earmark projects in various house districts, amounting to another \$770,000, leaving only \$1,275,000 for the Governor's priorities of the Community Compact program and the Regionalization & Efficiency Program. The Senate Ways & Means budget does not fund DLTA, Community Compact or Regionalization & Efficiency at all, putting \$4,400,000 in this line item but with it allocated to the Executive Office of Public Safety for a \$3,950,000 grant program (for which no Berkshire community is eligible) and \$450,000 for two earmarks to Worcester and Framingham. All Berkshire communities have benefitted over the past years from DLTA and Community Compact; most have also benefited from Regionalization and

Efficiency Grants. From BRPC's perspective, eliminating these programs will eliminate our ability to provide more than a bare minimum of local planning support to our communities and end ongoing support with various critical regional initiatives, such as continuing to work with the five Rest of River towns in protecting their interests in the Housatonic River clean-up.

We requested that our municipal officials and delegates and alternates contact Senator Hinds, Senate President Chandler, and Senate Ways & Means Committee Chair Spilka to request that this line item be fully funded for DLTA at \$3.4 million, Community Compact at \$2.0 million, and Regionalization & Efficiency at \$2.0 million, as the Governor requested. Senator Eldridge has sponsored a budget amendment (#330 (and related #331) for DLTA funding at \$3.4 million. Senators Gobi and DeMacedo have sponsored amendments (#375 and #380 respectively) to fully fund DLTA, Community Compact and Regionalization & Efficiency, along with other items in this line item at \$10.2 million, as the Governor requested. We would like the Senate to pass these amendments, but time is of the essence as the deadline for Senators to sign onto amendments is this week and budget debate in the Senate will commence next week.

For further information, contact Executive Director Nat Karns at [nkarns@berkshireplanning.org](mailto:nkarns@berkshireplanning.org) or 442-1521, ext. 26.

Every community has benefitted from District Local Technical Assistance, Community Compact, and Regionalization & Efficiency Programs. Nat urged all to make phone calls and send emails to support full funding.

#### **F. Regional Transit Authority Funding Status in FY 2019 State Budget**

The regional transit authorities were only funded at \$80 million in the Governor's budget proposal, despite the commitment made when transportation funding was overhauled a few years ago that their funding would at least keep up with inflation. If this promise had been kept, they should be funded at \$88 million in FY 2019. This meant that regional transit authorities across the state, including BRTA, had to plan for service cut-backs starting July 1. The House increased the RTA budget to \$82 million in its budget; the Senate Ways & Means proposed budget increases that to the commitment level of \$88 million. Given that our transit service is already very inadequate, we hope that the legislature will keep its commitment so that service cuts are not required.

#### **G. Status of Funding to Build Berkshire Flyer Program in FY 2019 State Budget**

Senator Hinds has worked hard on a line item for \$100,000 in the Senate budget which would allow BRPC and 1Berkshires to move forward the effort to introduce new seasonal passenger rail service between New York City and Pittsfield, via Rensselaer, NY. With these resources, we expect that service could begin in 2020 but there is a fair amount of work that needs to get done in 2019 in order for things to be in place to successfully launch the service in 2020. While the pace of development and the scale of the immediately planned pilot service is very frustrating to many people, it is a necessary step towards the longer-term goal of a much stronger service.

Concurrently, Senator Hinds is co-sponsoring a budget line item with Senators Lesser and Gobi to require that planning be initiated on east-west passenger rail service across Massachusetts, including Pittsfield. In the meantime, we continue to wait for release of the final MassDOT Rail Plan which apparently has been delayed due to the extensive amount of public commentary on the draft, including from many people and interests in western Massachusetts.

#### **H. Status of Funding for the Berkshire Opioid Abuse Prevention Task Force in FY 2019 State Budget**

For the past several years, the Berkshires has not received a proportionately fair share of funding to fight the opioid epidemic in the region, despite having a very high rate of opioid abuse. Even the funding received has often come later in the year, which prevents effective utilization of those funds and does not allow the community partners focused on this crisis to maintain robust programs.

Recognizing this problem, Representative Mark has lead an effort, with the full support of Representatives Pignatelli, Farley-Bouvier, and Barrett and Senator Hinds, to get dedicated funding to support the Collaborative in the state budget. The House approved a line item (8910-0145) for \$100,000 in its budget. Senator Hinds is working on the Senate side to increase this to \$250,000, which is what is needed to have more robust programs in north, central and southern Berkshire as well as provide funding for the Sheriff to have a full-time outreach worker to reduce recidivism among his "guests" (a large majority of jail inmates suffer from substance abuse and much greater follow-up after release has been shown to significantly reduce return visits). We very much appreciate the

support of the entire Berkshire delegation to find the resources to help tackle this crisis. For further information, contact Senior Planner Jennifer Kimball at [jkimball@berkshireplanning.org](mailto:jkimball@berkshireplanning.org) or 442-1521, ext. 37.

#### **I. State Budget Outside Section Requirement for State-wide Culvert-Small Bridge Working Group**

Many thanks to Senator Hinds to introduce a budget amendment, co-sponsored by Senators Humason and Gobi, for MassDOT and EOEEA to convene a working group, involving many interests, “. . . to identify and evaluate the costs and benefits of existing environmental rules and regulations, engineering standards and permitting processes and their impact on the replacement of deteriorated or substandard culverts and small bridges . . . .” This amendment is the direct result, at least in part, of the work of BRPC on this topic last year. For further information, contact Transportation Program Manager Clete Kus at 442-1521, ext. 20 or [ckus@berkshireplanning.org](mailto:ckus@berkshireplanning.org).

#### **J. MassWorks 2018 Applications due early August**

The Administration has announced the opening of the 2018 MassWorks program. The grant application is available, but the on-line portal won't be available until late May. A copy of this year's application, which is similar to but not exactly the same as last year's, is attached. Applications will be due in early August.

Nat recommended communities should start working on MassWorks Applications now.

#### **XIII. Comments from Retiring Executive Director**

Kyle presented Nat with a plaque that will be hung in BRPC's conference room recognizing the two Executive Directors. All toasted Nat and thanked him for his many years of service at BRPC.

Nat commented in 1994 Berkshire County was struggling. The BRPC office consisted of four transportation planners, one generalist planner and two administrative staff. There has been a huge change in technology since he started. Today we have the strongest and very diverse staff in the office and offsite. We have gone from working on five large projects to sixty or eighty projects. BRPC is the place to go for help or set the table to look at issues. BRPC is relevant to the region. Nat thanked the staff, communities, the commission and community leaders for their support.

#### **XIV. Adjournment**

Jamie Mullen made a motion to adjourn; seconded by Rene Wood. Unanimously approved. Adjourned at 9:00 pm.

##### Materials distributed or presented during this meeting:

Meeting Agenda

Draft Meeting Minutes

Approval of Executive Committee Actions Memo

Executive Director's Report

EOEEA FY 19 Planning Assistance Grants Announcement

BRPC Letter on H.4290 Housing Choice Legislation dated May 7, 2018

H.4290 – An Act to Promote Housing Choices

Draft Rep. Kulik/Peake Letter on Zoning Reform dated May 9, 2018

MassDOT Capital Investment Plan Public Meeting Schedule

MACC/MassDEP Regional Conservation Commission Meeting Series, Lenox

MassWorks Infrastructure Program 2018 Grant Application

Proposed Transportation Improvement Program FFY 2019-2023 & power point

Proposed Transportation Unified Planning Work Program FFY 2019 & power point

Terms of Employment as Executive Director

Proposed FY 2019 Budget memo & Projected Revenue and Expenditures

Memo – Appointment to Berkshire County Regional Housing Authority Board

Environmental Review Report Walker St. Reconstruction

Personnel Pay Plan FY2019

New Socio-Economic Indicators and Updated School Enrollment Projections power point and hand out

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Executive Director

**MEMORANDUM**

**TO:** Delegates & Alternates, Berkshire Regional Planning Commission  
**FROM:** Thomas Matuszko, AICP, Executive Director  
**DATE:** July 3, 2018  
**SUBJ:** Executive Director's Report

This Full Commission meeting is primarily an organizational meeting to elect officers and approve Committee Chairs so that Officers and Committee Chairs can organize their respective committee membership and continue the important work of the committees. I don't want to minimize the importance of this meeting or discourage you from attending. The BRPC Committee are where a lot of work of the Commission happens. Please consider participating in the work of a Committee. Attached is a brief description from the BRPC bylaws.

While we try to keep the summer BRPC meeting relatively short we have an interesting presentation about the level of development or re-development investment that has been, is being or is planned for Berkshire County. The amount is surprising.

Since there was an Executive Committee meeting immediately prior to this Commission meeting, I won't restate all that was in my report for the Executive Committee, but I do want to highlight some items. Alternatively, if you are interested you could attend the Executive Committee meeting at 4:00 pm. All are welcome

A. Status of District Local Technical Assistance, Community Compact, and Efficiency and Regionalization Programs and Other Interests in the State Budget

As I write this memo, the state budget has still not been released by the Conference Committee, hence the status of the District Local Technical Assistance, Community Compact, and Efficiency and Regionalization programs is still unknown. Similarly, the fate of the Berkshire FLYER Working Group, Culvert and Small Bridge Working Group, additional funding for the Berkshire Opioid Abuse Prevention Collaborative and the Berkshire County Education Task Force is unknown. We may know more at the meeting. See attached FY Budget Priorities Letter. For further information, contact Executive Director Tom Matuszko at [tmatuszko@berkshireplanning.org](mailto:tmatuszko@berkshireplanning.org) or 442-1521, ext. 34.

B. New Planning Board Member Training

As we have done for the last several years, we will be having a training for new Planning Board members on Thursday July 26, 2018 from 6:00 to 8:00 at the BRPC office. For further information contact Senior Planner Chris Gruba, [cgruba@berkshireplanning.org](mailto:cgruba@berkshireplanning.org), or 413-442-1521 ex 12.

C. Nominations for 2018 Charles Kusik Award

Nominations are due for the annual Charles Kusik Award which is to be presented at our 2018 Annual Meeting, scheduled for Thursday, October 25<sup>th</sup>. Nominations are due no later than September 3<sup>rd</sup> so that the Executive Committee can discuss them at its September meeting. A copy of the nomination form is

attached. Also attached is a list of prior award winners and a brief description of the reason they won the award. As you can see, it's a pretty impressive list of individuals.

D. State Ethics Forms

As we have to go through every year under the State Ethics Law, we need new forms submitted for our files from all Delegates and Alternates, Committee members, and staff. Attached is a copy of the Summary of the Law, with the Acknowledgement of Receipt at the end. It would be greatly appreciated if you would fill the Acknowledgement form out (last page) and bring it with you to the meeting.

E. BRPC Annual Meeting – Thursday, October 25<sup>th</sup>, Pittsfield Country Club

The Annual Meeting of the Berkshire Regional Planning Commission will be held on the evening of Thursday, October 25<sup>th</sup> and will be held at the Pittsfield Country Club. We will get invitations out in mid-September. Please add this date on your calendar!

Attachments: Committees of the Berkshire Regional Planning Commission  
Memorandum – Authorization for Executive Committee to Act on Behalf of the Commission  
Memorandum – Approval of Executive Committee Actions May and June 2018  
Kusik Award Nomination Form  
Kusik Award Recipients

# **COMMITTEES OF THE BERKSHIRE REGIONAL PLANNING COMMISSION**

## **COMMISSION DEVELOPMENT COMMITTEE**

The Commission Development Committee shall consider Commission education, membership, structure, and process, including periodic evaluation of the performance of the Commission. Periodically, the Committee shall also review the Commission's bylaws to determine whether amendments are needed to enhance the operations of the Commission. It shall consist of at least four (4) members. It

A nominating subcommittee of the Commission Development Committee, comprised only of delegates and alternates and consisting of at least three members, shall recommend a slate of officer candidates for the next fiscal year. Such slate of candidates shall reflect the Commission's desire to rotate officers and be representative of all areas of the region. Such slate shall be provided to delegates and alternates at least 14 days prior to the first meeting after July 1 of each year.

## **ENVIRONMENTAL REVIEW COMMITTEE**

The Environmental Review Committee shall review projects requiring state or federal environmental permits. It may review requests for funding assistance from state or federal agencies and local land use actions for potential regional impacts and compliance with adopted regional plans. The Committee shall advise the Commission or the Executive Committee regarding its recommendations and requested conditions before a given project or action is approved or denied by state, federal, or local authorities. It shall consist of at least five (5) members. It

## **FINANCE COMMITTEE**

The Finance Committee shall have oversight over the Commission's financial operations and shall review the annual audit. It shall recommend the per capita assessments of the member cities and towns for the next fiscal year and present such recommendation to the Commission for approval no later than in February and shall recommend a full budget for the next fiscal year for Commission action prior to the beginning of the next fiscal year. It shall consist of at least four (4) members including the Commission Treasurer who shall serve as Chair.

## **REGIONAL ISSUES COMMITTEE**

The Regional Issues Committee shall provide recommendations to the Commission identifying regional issues facing Berkshire County. It shall provide recommendations on proposed state or federal legislation or regulations, make recommendations to the Commission concerning requests from municipalities for policy or guidance on regional issues and study regional issues and policies. It shall consist of at least five (5) members.

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Executive Director

**MEMORANDUM**

**TO:** Delegates and Alternates, Berkshire Regional Planning Commission  
**FROM:** Thomas Matuszko AICP, Executive Director  
**DATE:** July 12, 2018  
**SUBJ:** Authorization for Executive Committee to Act on Behalf of the Commission

The bylaws for BRPC stipulate that the Delegates (or in the absence of a delegate, the Alternate) must vote annually whether to authorize the Executive Committee to act on the Commission's behalf. Such authorization requires approval by a two-thirds ballot vote of the delegates (22 affirmative votes must be received). The authorization for the Executive Committee to act on the Commission's behalf is limited to the following:

1. Disbursement of Commission funds based on a warrant;
2. Borrowing funds in anticipation of revenue;
3. Hearing and resolving personnel grievances;
4. Making applications for federal, state, and local aid;
5. Seeking contributions;
6. Entering into contracts;
7. Preparing reviews and comments on proposals of a regional or inter-community nature;
8. Establishing policy regarding requests for planning-related advice;
9. Authorization for planning services; and
10. Acting on routine transportation matters (excepting adoption of plans, programs, or endorsement of specific projects).

All actions of the Executive Committee are subject to review and endorsement, modification or change at the next Commission meeting and this authorization may be revoked at any Commission meeting by simple majority vote. The Commission retains sole authority to act on the following:

1. Adoption of regional plans or policies;
2. Adoption of BRPC annual assessment and budgets;
3. Election of officers and approval of At-Large Executive Committee members and all committee chairs;
4. Confirmation of appointments to all committees;
5. Approval of Transportation Improvement Program;
6. Endorsement of specific transportation projects;
7. Modification of the duties of the Executive Director; and
8. Adoption or amendment to the bylaws.

Please leave a completed ballot before leaving the meeting on the 12<sup>th</sup> or return a completed ballot at the next Commission meeting or by mail. Alternatively, you can send Susan Nawazelski an email [officeassistant@berkshireplanning.org](mailto:officeassistant@berkshireplanning.org) stating that you either vote in favor of or oppose authorizing the Executive Committee to act on behalf of the Commission.

Thank you.

The Executive Committee of the Berkshire Regional Planning Commission

\_\_\_\_\_ should be authorized

\_\_\_\_\_ should not be authorized

to act on behalf of the Commission for the remainder of Fiscal Year 2019.

\_\_\_\_\_  
Delegate's signature

\_\_\_\_\_  
Community represented

BERKSHIRE REGIONAL PLANNING COMMISSION  
1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201  
TELEPHONE (413) 442-1521 · FAX (413) 442-1523  
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THOMAS MATUSZKO, A.I.C.P.  
Executive Director

**TO: Delegates and Alternates, Berkshire Regional Planning commission**  
**FROM: Thomas Matuszko, AICP, Executive Director**  
**DATE: July 3, 2018**  
**SUBJ: Approval of Executive Committee Actions May and June 2018**

In accordance with the bylaws, all actions taken by the Executive Committee on the Commission's behalf must be endorsed at the next Commission meeting.

**The Executive Committee took the following action at its May 3, 2018 meeting:**

- **Approved the Executive Director, on behalf of the Commission, to Potentially Submit Grant Application(s) to the Executive Office of Energy & Environmental Affairs for Planning Assistance Grants**

The Executive Committee was requested to authorize the Executive Director to submit one or more Planning Assistance grant applications to the Executive Office of Energy & Environmental Affairs and to sign any resulting contracts and agreements. No BRPC match is required. EOEEA announced the opening of this year's grant round. Staff lead is Assistant Director Tom Matuszko.

- **Approved the Executive Director, on behalf of the Commission, to Submit Grant Application to AARP Community Challenge Grant Program**

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the AARP Community Challenge Planning Grant Program and to sign any resulting contracts and agreements. No BRPC match is required. These Challenge Grants are small "quick-action" grants to make communities livable for people of all ages to improve housing, transportation, public spaces and other community elements that support a more livable community. BRPC proposes to purchase ADA compliant seating, chess tables and outdoor exercise equipment for adults to place in parks close to the center of up to three municipalities in Berkshire County. These amenities are expected to increase use of parks in these municipalities by all ages. Staff lead on this project will be Public Health Program Manager Laura Kittross.

- **Approved the Executive Director, on behalf of the Commission, to Submit Grant Application to the EPA Healthy Communities Grant Program**

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the EPA Healthy Communities Grant Program and to sign any resulting contracts and agreements. BRPC's Healthy Communities, Healthy Homes, Healthy Families project will help address indoor environmental hazards within Berkshire County homes that pose public health risks to sensitive populations by offering education through professionals that are already in the home such as personal care / health care attendants, health inspectors, etc. Residential health hazards such as mold and dampness, other asthma and allergy triggers, injury hazards, pests, and other causes of poor indoor air quality will be targeted. There is a 5% match

requirement which will be met through existing Berkshire County Public Health Alliance resources. Staff lead on this project will be Public Health Program Manager Laura Kittross.

- **Approved the Modifications to Personnel Pay Plan**

The Executive Committee was requested to approve two modifications to the Personnel Pay Plan. The change to the plan would be to create two levels of Office Assistant: An Office Assistant I and Office Assistant II. The distinction between the two levels is to recognize additional experience and ability to make non-routine decisions with or without significant supervision. This will add to our ability to retain or attract well-qualified individuals. Because we operate with a low ratio of administrative staff to planning staff, the ability of the three administrative staff to take responsibility for their work and to work with a minimum of supervision is important to us. The salary levels set are based on the 2017 Compensation Survey for comparable positions conducted by the Employers Association of New England for western Massachusetts.

The second change requested was to establish an hourly, off-site position of Project Specialist. This will change would allow part-time work on very specific projects or topics with the pay level to be determined based on qualifications and the nature of the exact work entailed.

- **Approved the Executive Director, on behalf of the Commission, to Submit Comments on H.4290: An Act to Promote Housing Choices**

The Executive Committee was requested to approve submittal of a letter on the Housing Choice legislation introduced by the Governor earlier this year. The Regional Issues Committee reviewed the legislation and feels that it is appropriate to support it, with a few comments. Due to the expected time constraints to comment on the legislation, they did not want to wait to see actual proposed language and requested this immediately be drafted on put on the Executive Committee's next meeting agenda.

**The Executive Committee took the following action at its June 7, 2018 meeting:**

- **Approved the Executive Director, on behalf of the Commission, to Submit Grant Application to Public Health Service Commissioned Officers Foundation for the Advancement of Public Health for a Seed Grant Application**

The Executive Committee was requested to authorize the Executive Director to submit a grant application for \$5,000.00 to the Public Health Service Commissioned Officers Foundation - Seed Grant 2018 and to sign any resulting contracts and agreements. This grant request is to support HIV training and prevention activities, including outreach, in Berkshire County. There is no match required. Staff lead on this project will be Senior Planner Jennifer Kimball, [jkimball@berkshireplanning.org](mailto:jkimball@berkshireplanning.org), 413-442-1521 x37

- **Approved the Executive Director, on behalf of the Commission, Submit Grant Application to Elder Services of Berkshire County, Inc. for Timed up and go (TUG) testing and Matter or Balance Classes**

The Executive Committee was requested to authorize the Executive Director to submit a grant application on behalf of the Berkshire Public Health Alliance (Alliance) to Elder Services of Berkshire County, Inc., to be a subcontractor for Title III funds. The Alliance submitted a Letter of Intent (LOI) and has been invited to submit a full proposal. The grant (around \$6,500) would allow community health workers to perform TUG (timed up and go) testing at Alliance flu clinics and fund the nurses to continue Matter of Balance (MOB) classes currently funded by the Prevention Wellness Trust Fund (ending June 30). MOB is an evidence-based falls prevention class. The funding would allow up to five eight-week MOB courses in Alliance public health nursing towns, as well as TUG testing at multiple flu clinics. There is a minimum 15% match, which will be funded through municipal revenue under the public health nursing contracts. Staff lead on this project will be Program Manager Laura Kittross, [lkittross@berkshireplanning.org](mailto:lkittross@berkshireplanning.org), 413-442-1521 x32

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Executive Director

**NOMINATION FORM**

**Charles Kusik Award for Outstanding Contributions  
to Planning in Berkshire County**

The Charles Kusik Award was instituted to recognize projects, groups, or individuals who have made outstanding contributions to planning in Berkshire County. Employees, Delegates and Alternates to the Berkshire Regional Planning Commission are not eligible for the award.

I nominate the following for the Charles Kusik Award:

I believe that this project, group, or individual deserves the award because:

Please return to: Executive Committee, BRPC, 1 Fenn Street, Ste. 201, Pittsfield, MA 01201  
Fax Number: 413-442-1523  
E-mail: [tmatuszko@berkshireplanning.org](mailto:tmatuszko@berkshireplanning.org)

Nominations must be received no later than September 3, 2018.

## CHARLES KUSIK AWARD RECIPIENTS

### Berkshire Regional Planning Commission

<u>Year</u>	<u>Recipient(s)</u>	<u>Topic</u>
1996	Mayor John Barrett, III	Reuse of Old Mill Buildings – MassMOCA
1997	Rachel Fletcher & Timothy Gray	Housatonic River Reclamation Efforts
1998	Rep. Peter J. Larkin	Economic Revitalization Efforts – Brownfields Legislation
1999	George S. Wislocki & Tad Ames	Preserving Natural Resources
1999	Mayor Gerald S. Doyle, Jr. & Thomes E. Hickey, Jr.	Economic Development Efforts – GE Settlement
2000	Donald R. Dubendorf, Esq.	Berkshire Connect
2001	Leslie Reed-Evans	Agricultural Preservation
2002	Southern Berkshire Housing Coalition & Community Development Corp. of Southern. Berkshire	Affordable Housing
2003	Robert Race	Lake Preservation
2004	Congressman John Olver	Regional Leadership & Support
2005	No award granted	
2006	Peter Lafayette	Affordable housing
2007	Donald Schmidt	Support to the local planning officials
2008	Sally Bell	Legal service and 30 years support for planning boards
2009	Marjorie Cohen	Bike Path Council
2010	Daniel Bosley	Advanced Economic Development
2011	Donald Goranson	35 years Great Barrington Planning Board
2012	Aimee Thayer	Leadership in Berkshire County and Lanesborough
2013	Mayor Richard J. Alcombright	Planning in North Adams and Collaborative Work with Other Communities
2014	Eleanor Tillinghast	Leadership and Advocacy to Protect the Natural Resources
2015	Donna Cesan	15 years Community Development in Adams
2016	Benjamin B. Downing	10 years as State Senator, Championing Berkshire County, Addressing Issues Important to its Communities
2017	Roberta “Bobbie” Orsi	For Her Initiation of and Leadership to Age Friendly Berkshires
2018		

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Executive Director

July 10, 2018

VIA ELECTRONIC FILING

Federal Energy Regulatory Commission  
Secretary of the Commission  
888 First Street, N.E.  
Washington, DC 20426

RE: Docket No. PL18-1-000 Notice of Inquiry Certification of New Interstate Natural Gas Facilities

Dear Secretary of the Commission:

The Berkshire Regional Planning Commission (BRPC), a substate district of the Commonwealth of Massachusetts established pursuant to Massachusetts General Laws Chapter 40B, appreciates the opportunity to submit these comments to the Federal Energy Regulatory Commission (FERC). These comments are submitted to FERC as it seeks information and stakeholder perspectives to explore whether, and if so how, it should revise its approach on the certification of new natural gas transportation facilities, as established in section 7 of the Natural Gas Act.

BRPC offers the following comments regarding whether, and if so how, FERC should adjust: (1) its methodology for determining whether there is a need for a proposed project, including consideration of precedent agreements and contracts for service as evidence of such need; (2) its consideration of the potential exercise of eminent domain and of landowner interests related to a proposed project; and (3) its evaluation of the environmental impact of a proposed project. Finally, BRPC offers input on specific changes FERC could consider implementing to improve the efficiency and effectiveness of its certificate processes including pre-filing, post-filing, and post-order issuance.

- The methodology for determining whether there is a need for a proposed project should take into consideration other potential or proposed projects. FERC should not make a determination of need based solely on the proposed project when multiple, concurrent projects may be in various stages in the process and when combined exceed the available need. Projects should not be permitted on a “first come, first serve” basis, but rather on the merits of the project. The project that is in the best public interest (i.e., present or future public convenience and necessity) should receive priority, not simply the project that files its application or completes the permit process first.
- In order to protect landowner interests and evaluate environmental impacts of a project a thorough and robust alternatives analysis should be required. The alternatives analysis should take into consideration whether any other projects are currently proposed. Opportunities to expand or loop within existing

pipelines or co-locate within existing transmission corridors should be maximized before pursuing construction of new pipelines over “virgin” land.

- Application materials should be required to meet minimum thresholds to be deemed complete and public comment periods should not begin until all information is complete. In addition, new, updated or revised materials should only be submitted in accordance with a set schedule, clearly identifiable as new, updated or revised material and with adequate time to comment.

In BRPC’s experience during the review of the proposed Northeast Energy Direct project, a significant amount of time and public dollars were spent wading through exhaustive amounts of material that were often incomplete or inaccurate. It appeared as if much of the information that should have been gathered by the applicant prior to submitting an application was obtained by the applicant through the public comment period. In this case, both time and public dollars were wasted on a project that could not demonstrate need and was ultimately withdrawn. This should be prevented in the future. BRPC offers the following suggestions to prevent or limit similar situations.

- The pre-filing approach is beneficial; however, the material submitted during the pre-filing stage should meet a minimum threshold for completeness and the pre-filing stage should not be utilized to gather information at the public’s expense.
- Comment periods should not begin until all required materials are submitted and deemed complete by FERC.
- The applicant should conduct all necessary fieldwork (i.e., route delineation, wetland delineation, etc.) prior to submitting an application. The applicant should not be regularly submitting updated or more detailed information throughout the public comment period.
- Material should only be submitted in draft form during the pre-filing stage. Revised and updated materials and new information should only be submitted according to a set schedule and/or procedure.
- Revised and updated materials and new information should be readily identifiable, and an adequate amount of time should be allowed for public comment – no less than two weeks.
- A clearly defined procedure should be established whereby project changes (i.e., route changes, etc.) would trigger a Notice of Project change or new application.
- A fee schedule should be developed, similar to the local review process, whereby the applicant would pay a fee to obtain information relevant to their application from the impacted municipalities.
- A monetary penalty should be established to discourage applicants from filing prematurely. Fees could be utilized to reimburse communities for their review costs. Communities should be reimbursed for their review costs in those cases where an applicant withdraws their application.

We appreciate the opportunity to provide our stakeholder perspective as FERC explores whether to revise its approach on the certification of new natural gas transportation facilities. We hope that you will take these comments into consideration during the decision-making process.

Sincerely,

Thomas Matuszko, AICP  
Executive Director

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Executive Director

July 12, 2018

Ms. Jennifer Jessup  
Departmental Paperwork Clearance Officer  
Department of Commerce  
Room 6616  
14<sup>th</sup> and Constitution Avenue NW  
Washington, DC 20230  
[PRAComments@doc.gov](mailto:PRAComments@doc.gov)

RE: Comments on Proposed Information Collection on 2020 Census, Docket No. USBC-2018-0005

Dear Ms. Jessup,

On behalf of the Berkshire Regional Planning Commission (BRPC), a substate district of the Commonwealth of Massachusetts established pursuant to Massachusetts General Laws Chapter 40B, we write to offer comments on the 2020 Census proposed information collection. We urge the Department of Commerce to remove the citizenship question from the 2020 Census form, as it will jeopardize the accuracy of the census in our communities. We also urge the Department of Commerce to reduce its reliance on internet responses to the Census.

We believe a full, fair, and accurate census, and the collection of useful, objective data about our nation's people, housing, economy, and communities, is vitally important. Not only is a nationwide census required by the Constitution, it is integral to our democracy, ensuring that district lines and political power are fairly drawn and allocated.

Article 1, Section 2 of the United States Constitution and the 14<sup>th</sup> Amendment mandates that the U.S. House of Representatives be reapportioned every ten years after conducting a national census of all residents. In order to achieve a complete and accurate count, any question that may cause residents to not respond should not be included. We are concerned that by including the citizenship question in the Decennial Census, we will have a large portion of the population that does not respond to the Census in its entirety or leaves that question blank, thus causing statistical issues with the official count. The citizenship question is already asked through the American Community Survey and citizenship data is also available through immigration, Social Security and other state and federal records, providing the data needed to enforce the Voting Rights Act and negating the need to ask it in the Decennial Census.

Berkshire County Massachusetts has been experiencing a decline in population for the last several decades. In the last few years we have been focusing our efforts on attracting new residents to the county. We are concerned that the lack of response that will be caused by this question will undermine some of the changes we have seen in our region. While the county is not defined as a hard-to-count county, the populations that we are seeing growth in tends to be those that go undercounted and the citizenship question will unquestionably reduce their response further.

We are also concerned on the over-reliance on the Internet self-response. Many of the communities in Berkshire County are considered underserved with broadband. The Census Bureau needs to ensure that all communities receive in-person follow-up for those who do not respond to the questionnaire.

Sincerely,

Thomas Matuszko  
Executive Director

DRAFT

## BRPC COMMITTEE MEMBERSHIP

FY 2019 **DRAFT**

July 12, 2018

Items in ***bold italics*** indicates confirmation for FY 19 pending vote or approval.

Items in **highlight** need to be finalized

### Executive Committee

Staff: Thomas Matuszko, Executive Director

***Kyle Hanlon, Chair (North Adams)*** (subject to Commission vote)  
***Sheila Irvin, Vice Chair (Pittsfield)*** (subject to Commission vote)  
***Marie Raftery, Clerk (Stockbridge)*** (subject to Commission vote)  
***John Duval, Treasurer & Finance Committee Chair (Adams)*** (subject to Commission vote)  
***James Mullen, Regional Issues Committee Chair (New Marlborough)***(subject to Commission approval)  
***Rene Wood, Commission Development Committee Chair*** (subject to Commission vote)  
***Roger Bolton, Environmental Review Committee Chair (Williamstown)*** (subj. to Commission approval)  
***Sam Haupt, At- Large (Peru) Transportation Expert*** (subject to Commission approval)  
***Malcolm Fick, At-Large (Gt. Barrington)*** (subject to Commission approval)

### Commission Development Committee

Staff: Thomas Matuszko, Executive Director

***Rene Wood, Chair (Sheffield)*** (subject to Commission approval)  
Sarah Hudson (Tyringham)  
John Duval (Adams)  
Carole Owens (Stockbridge)  
? ()  
***Kyle Hanlon (North Adams) (Ex-Officio)*** (subject to Commission vote)

### Environmental Review Committee

Staff: Thomas Matuszko, Executive Director

***Roger Bolton, Chair (Williamstown)*** (subj. to Commission approval)  
Mark Smith (Lenox), Vice Chair (Non-Commission member)  
James Mullen, (New Marlborough)  
Malcolm Fick, (Great Barrington)  
John "Jack" Hickey (Lanesborough)  
Edward Holub (Dalton)  
Sarah Hudson (Tyringham)  
Eleanor Tillinghast (Mt. Washington) (Non-Commission member)  
***Kyle Hanlon (North Adams) (Ex-Officio)*** (subject to Commission vote)

### Finance Committee

Staff: Marianne Sniezek, Office Manager

***John Duval, Chair & Treasurer (Adams)*** (subject to Commission vote)  
Sam Haupt (Peru)  
Sheila Irvin (Pittsfield)  
Rene Wood (Sheffield)  
***Kyle Hanlon (North Adams) (Ex-Officio)*** (subject to Commission vote)

## Regional Issues Committee

Staff: Thomas Matuszko, Executive Director

**James Mullen, Chair (New Marlborough)** (subject to Commission approval)

Larysa Bernstein (North Adams) (Non-Commission member)

Robert Bott, (Mt. Washington)

Andrew Groff (Williamstown) (Non-Commission member)

Sarah Hudson (Tyringham)

Sheila Irvin (Pittsfield)

Pam Kueber (Lenox)

Gwen Miller (Lenox) (Non-Commission member)

Marie Raftery, (Stockbridge)

Chris Rembold (Gt. Barrington)

Eleanor Tillinghast (Mount Washington) (Non-Commission member)

**Kyle Hanlon (North Adams) (Ex-Officio)** (subject to Commission vote)

## Commission Representatives to Related Groups:

Westfield River Wild and Scenic Advisory Committee – Representative: Marie Raftery (Stockbridge)

Berkshire Metropolitan Planning Organization – Representative: Chair **Kyle Hanlon (North Adams)**; Alternate: Sam Haupt (Peru); second Alternate: To be Determined

Berkshire Brownfields Committee – To be Determined

Berkshire Comprehensive Economic Development Strategy Committee – **Roger Bolton (Williamstown)**

Sustainable Berkshires Plan Consortium – Representative: James Mullen (New Marlborough); Alternate: Roger Bolton (Williamstown)

Mohawk Trail Woodlands Partnership Project Advisory Committee – Representative: **Kyle Hanlon (North Adams)**

# New Planning Board and Zoning Board of Appeals Member Training



**July 26, 2018**

**6:00 –8:00 PM**

Are you a recently elected planning board or zoning board of appeals member, or an experienced member seeking to expand your knowledge about the intricacies of Massachusetts land use law?

If so, this is the training for you!

Experienced Community Development Director Deanna Ruffer will review the duties of board members, the required procedures, and the relevant laws (Zoning Act, Subdivision Control Law). Deanna will also have the answers to your burning land use questions.

**A light dinner and refreshments will be provided.**

**This FREE Training will be held at:**

**Berkshire Regional Planning  
Commission**  
3rd Floor Conference Room  
1 Fenn Street,  
Pittsfield, MA 01201

**With questions, please contact:**

**Christopher Gruba**  
413-442-1521 ext. 12  
cgruba@berkshireplanning.org

**Please use the link below to register by July 24, 2018:**

<https://www.eventbrite.com/e/new-planning-board-zba-member-training-tickets-47827675866>

