

BERKSHIRE REGIONAL PLANNING COMMISSION
1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201
TELEPHONE (413) 442-1521 · FAX (413) 442-1523
Massachusetts Relay Service: TTY: 771 or 1-800-439-2370
www.berkshireplanning.org

SHEILA IRVIN, Chair
RENE WOOD, Vice-Chair
GALE LABELLE, Clerk
CHARLES P. OGDEN, Treasurer

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

MEETING NOTICE

There will be a meeting of the

EXECUTIVE COMMITTEE

on Thursday, April 4, 2013, 4:00 p.m.
at the Berkshire Regional Planning Commission Office
1 Fenn Street, Suite 201, Pittsfield, MA

AGENDA

- | | | |
|------|---|--------|
| I. | Call to Order & Open Meeting Law Statement | (4:00) |
| II. | Approval of Minutes of Executive Committee Meeting of March 7, 2013 * | (4:05) |
| III. | Financial Reports | (4:10) |
| | A. March Expenditures Report * | |
| | B. Accounts Receivable Report | |
| | C. Other | |
| IV. | Review of Commission Mission and Goals & Objectives – Focus on Issues Facing BRPC | (4:15) |
| V. | Delegate & Alternate Issues | (4:45) |
| VI. | Business Requiring Action | (4:50) |
| | A. Approval to Submit Grant Application to DPH to Advance Regional Sharps Collection Program * | |
| | B. Transfer of 501(c)(3) from Berkshire Learning Initiative * | |
| | C. Merit Increases for FY 2014 * | |
| | D. Other | |
| VII. | Committee Reports | (5:10) |
| | A. Clearinghouse Review Committee – ENF and proposed regulation changes by DEP – date not yet set | |
| | B. Regional Issues Committee – Land Use Reform Legislation – April 9 th , 4 p.m., BRPC | |
| | C. Other | |

- VIII. Executive Director's Report (5:15)
- A. Report on New Contracts/Agreements
 - B. Berkshire Municipal Electric Purchase Aggregation Progress
 - C. Attorney General Review of Local Medical Marijuana Facility Actions
 - D. Approval of the Berkshire County Natural Disaster Mitigation Plan by FEMA
 - E. 2014 District Local Technical Assistance Funding
 - F. USDA Rural Development Workshop – Tuesday, April 9th, Pittsfield
 - G. 2013 Massachusetts Trails Conference – Saturday, May 4th, Devens
 - H. DHCD Planning & Community Development Conference – Tuesday, May 7th, Devens
 - I. 5th Thursday Dinner for Planning & Zoning Boards – Regulating Medical Marijuana - May 30th, Cork & Hearth, Lee
 - J. Improving Stream Crossings Workshops – Monday, June 17th, Berkshire Community College
 - K. Other
- IX. Old Business (5:20)
- A. Status of Incorporating Berkshire Health Alliance & Berkshire County Boards of Health Association Staff into BRPC
 - B. Other
- X. New Business (5:25)
- A. May BRPC Meeting
 - B. Other
- XI. Adjournment (5:30)

* Items Requiring Action

Attachment: February Local Technical Assistance Report

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

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RENE C. WOOD, Vice-Chair
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Executive Director

DRAFT MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Thursday, March 7, 2013
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.

Sheila Irvin 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:

Sheila Irvin, Chair
Chuck Ogden, Treasurer
James Mullen, Regional Issues Committee Chair
Roger Bolton, Clearinghouse Review Committee Chair
Sam Haupt, Transportation Chair
Kyle Hanlon, At large
Marie Raftery, At Large

A quorum is present.

Others Present: Sarah Hudson – Alternate, Tyringham
Andy McKeever – Berkshire staff

Staff Present: Nat Karns – Executive Director
Tom Matuszko – Assistant Director
Marianne Sniezek – Office Manager

II. Approval of Minutes of Executive Committee Meeting of February 7, 2012

Chuck Ogden moved to approve, Marie Raftery seconded. Unanimously approved with 3 abstentions.

III. Financial Reports

A. February Expenditure Report

Nat Karns explained unusual expenses.

Chuck Ogden moved to approve, seconded by Rene Wood. Unanimously approved.

B. Accounts Receivable Report – Staff continuing to follow up on aged receivables.

C. Other – none

IV. Review of Commission Mission and Goals & Objectives

The following comments and suggestions were discussed regarding the mission statement and goals:

- Length of the Mission statement: short and very specific goals or a longer statement
- What direction should we go in?
- Resources (money and staff effect on our goals)
- The current statement strikeout “and their common good” add “and advocate on behalf of the region” or add “regional” to Gale’s mission statement.
- Add serve the citizens
- Add that BRPC is a governmental body
- List what BRPC does (transportation, housing, environmental protection and economic development etc.). Someone reading the mission statement should have a sense of what BRPC does.
- Promote the region

At the next meeting:

- Look at other RPAs mission statements
- Discuss Advocacy role. Advocate for who and what?
- How do we want to present BRPC for the future? Before BRPC only did physical planning. Now we offer all sorts of planning, services and advocate for the communities. Do we narrow our role to physical planning or do we expand our role to all sorts of planning, implementation and service provisions?

Sheila asked all to put thoughts together based on the discussion for April’s meeting. Once the Executive committee or a subcommittee gets the language together then we can present the mission and goals to the commission. It may take an extended meeting or a separate meeting to accomplish.

V. Delegate and Alternate Issues – None

VI. Business Requiring Action

A. Approval to Submit Massachusetts Department of Public Health (MDPH) Opioid Abuse Prevention Collaborative Grant Application *

Sam Haupt moved to approve, seconded by Chuck Ogden. Unanimously approved.

B. Approval to Submit 604b Water Quality Assessment Grant Application to DEP *

Roger Bolton moved to approve, seconded by Chuck Ogden. Unanimously approved.

C. Approval to Submit Letter of Interest to EPA's Smart Growth Implementation Assistance Program for Municipal Economic Development Capacity-Building Program *

Rene Wood moved to approve, seconded by Chuck Ogden. Unanimously approved.

D. Approval to Enter into Contract with Franklin County Community Development Corporation for Economic Resiliency in the Northern Tier Project *

Rene Wood moved to approve, seconded by Chuck Ogden. Unanimously approved.

E. Transfer of 501(c)(3) from Berkshire Learning Initiative *

Nat explained he has not received the estimated legal cost to modify the existing non-profit paperwork. Another RPA indicated there may be issues of the level of control of the parent entity over the 501(c)(3). One possibility would be BRPC's Executive committee could be the non-profit board or a sub set of the Executive Committee and the Executive Director could be the nonprofit's board. Sam Haupt suggested discussing this with the Attorney General's office.

Chuck Ogden moved to table the discussion until April's meeting, seconded by Kyle Hanlon. Unanimously approved.

F. Allocation of Investment Funds for Retiree Health Benefit Trust *

- Nat explained currently we have two retirees and we are not paying their health benefits from the trust.
- In order to control the overhead rate, due to three planners out on medical leave over the rest of the fiscal year, BRPC will stop putting money into the trust for the remainder of FY13.
- Currently BRPC has the money invested in three funds 2010, 2020 and 2030. We would like to transfer the funds to 2015, 2025 and 2035 in order to earn more money on our investment.

Gary Schiff from the Finance Committee has reviewed the funds and believes the transfer is logical.

Chuck Ogden moved to approve the transfer to the new funds, seconded by Rene Wood. Unanimously approved.

G. Other - none

VII. Committee Reports

A. Regional Issues Committee – Meeting scheduled for Tuesday March 12, 2013 Regarding Medical Marijuana Facilities Siting

B. Clearinghouse Review Committee – none

C. Commission Development Committee – none

D. Finance Committee – none

E. Transportation Committee – none

VIII. Executive Director's Report

- A. **Report on New Contracts/Agreements**
- B. **2013 District Local Technical Assistance Program**
- C. **Citizen Planner Training Collaborative Annual Conference – Saturday, March 16th, Holy Cross College, Worcester** – In order to receive insurance credit it is important to sign the attendance sheet with BRPC and your town or city for all CPTC or Baystate Road workshops. If your town or city had insurance through MIIA they will also receive credit.
- D. **Improving Stream Crossings Workshops – March 13 (Westfield), March 19 (Pittsfield) or March 26 (Greenfield)**
- E. **Other - none**

IX. Old Business

- A. **BRPC March Meeting** – The Committee is comfortable with the agenda items noted for the March Commission meeting.
- B. **Other - none**

X. New Business

Jamie Mullen will bring to the next Commission Development Committee meeting a possible 5th Thursday or annual dinner speaker candidate.

XI. Adjournment

Rene Wood moved to adjourn the meeting which was seconded by Sam Haupt. The meeting was adjourned at 5:20 p.m.

Materials distributed or presented during this meeting:

Agenda
Minutes
Check Register
Aged receivables
Executive Directors Memo
Technical Assistant Memo
Mission and Goals
Emails Rene Wood, Gale Labelle, Jamie Mullen
CPTC – 2013 Schedule
Improving Stream Crossings
Trust current and proposed funds
Input regarding mission
501c3 memo
Civil Inovation

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Mar 1, 2013 to Mar 31, 2013

Filter Criteria includes: Report order is by Date.

Date	Payee	Cash Account	Amount	
3/4/13	COURIER PRINTING, INC.	1040.00	69.90	Bus Cards
3/4/13	LINDSAY ERRICHETTO	1040.00	54.81	Exp Report
3/4/13	MACFARLANE OFFICE PRODUCTS, INC.	1040.00	768.03	Copy Expense
3/4/13	PETTY CASH & MARIANNE SNIJEZEK	1040.00	74.45	Misc Expenses
3/4/13	CITY OF PITTSFIELD	1040.00	245.00	Parking
3/4/13	BERKSHIRE TECHNOLOGY PARTNERS	1040.00	2,011.52	Utilities
3/4/13	STAPLES CREDIT PLAN	1040.00	198.47	Office
3/4/13	BERKSHIRE TECHNOLOGY PARTNERS	1040.00	3,591.00	Rent
3/4/13	SAGE SOFTWARE, INC.	1040.00	34.00	Peachtree Support
3/5/13	TD BANK	1040.00	346.26	LOC Interest
3/5/13	MIIA HEALTH BENEFITS TRUST	1040.00	1,148.51	Dental Premiums
3/5/13	MIIA HEALTH BENEFITS TRUST	1040.00	17,401.23	Health Premiums
3/5/13	Q DIGITAL STUDIO LTD	1040.00	5,140.00	Website
3/5/13	GODADDY.COM	1040.00	9.29	
3/20/13	AMEC MASSACHUSETTS, INC.	1040.00	16,285.00	PROFESSIONAL SERVICES RENDERED THROUGH 12/31/2012, RE: REGIONAL WASTEWATER STUDY (GEN RWWD)
3/20/13	AMERICAN PLANNING ASSOCIATION	1040.00	440.00	C Kus Dues
3/20/13	BANKER & TRADESMAN	1040.00	249.00	Renewal - M Maloy
3/20/13	BCBOHA	1040.00	321.48	Utilities/Rent
3/20/13	BRIAN M. DOMINA	1040.00	31.08	Exp Report
3/20/13	LINDSAY ERRICHETTO	1040.00	155.39	Exp Report

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Date	Payee	Cash Account	Amount	
3/20/13	ENVIRONMENTAL SYSTEMS RESEARCH INST.	1040.00	4,700.00	ARCINFO; ARCVIEW PRIMARY & SECONDARY MAINTENANCE; ARCGIS SPATIAL & ARCGIS 3D (ADMIN 50% & TPL09 50%)
3/20/13	FEDEX	1040.00	32.07	Mail
3/20/13	BRENDA J. HITCHCOCK	1040.00	1,144.00	BPHA
3/20/13	JAMES HUEBNER	1040.00	76.61	
3/20/13	NATHANIEL W. KARNIS	1040.00	97.72	Exp Reimb
3/20/13	KELLEY CLEANING SERVICES	1040.00	200.00	Cleaning
3/20/13	JENNIFER L. KIMBALL	1040.00	2,690.00	BPHA
3/20/13	LAURA KITROSS	1040.00	5,305.85	BCBOHA
3/20/13	SCOTT B. KRZANIK	1040.00	630.00	BPHA
3/20/13	SANDRA B. MARTIN	1040.00	4,767.74	BCBOHA
3/20/13	MASS STATE EMPLOYEES RET. SYSTEM	1040.00	8,755.98	BRCP Employee Retirement
3/20/13	NEW URBAN PUBLICATIONS	1040.00	79.00	Publication Renewal
3/20/13	DIANE PERSSON	1040.00	1,805.51	BCBOHA
3/20/13	PITNEY BOWES GLOBAL FINANCIAL SERV., LLC	1040.00	157.35	Meter Rental
3/20/13	SAMEL'S DELI & CATERING	1040.00	296.30	Meeting
3/20/13	TIME WARNER CABLE	1040.00	436.55	Phone
3/20/13	UNITARIAN UNIVERSALIST CHURCH	1040.00	275.00	Mtg Rental
3/20/13	W.B. MASON COMPANY, INC.	1040.00	339.15	Office Supplies
3/20/13	W.B. MASON CO., INC.	1040.00	19.38	Office Supplies
3/20/13	BERKSHIRE MOUNTAIN	1040.00	78.00	Water
3/20/13	MACKENZIE M. GREER	1040.00	52.98	Exp Report

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Date	Payee	Cash Account	Amount	
3/20/13	MARK MALOY	1040.00	10.04	Exp Report
3/20/13	PATRICIA A. MULLINS	1040.00	99.30	Exp Report
3/20/13	SARAH HOECKER	1040.00	88.55	Payroll Issue
3/25/13	JENNIFER L. KIMBALL	1040.00	100.00	BPHA
3/25/13	PEREGRINE ENERGY GROUP, INC.	1040.00	10,000.00	HUD - REGIONAL ENERGY AND EFFICIENCY PLAN (TASK ONE)
3/25/13	BERKSHIRE TECHNOLOGY PARTNERS	1040.00	1,448.09	Utilities
3/25/13	SAMEL'S DELI & CATERING	1040.00	154.65	Meetings
			<u>92,414.24</u>	

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Mar 31, 2013

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
10 WINDSOR/MAPS TOWN OF WINDSOR	10-033113-1-WND	385.00				385.00
10 WINDSOR/MAPS TOWN OF WINDSOR		385.00				385.00
10/AMEC/LEN TOWN OF LENOX	10-123112-1-LEN		4,726.47			4,726.47
10/AMEC/LEN TOWN OF LENOX			4,726.47			4,726.47
10/BURN BERKSHIRE BURN PERMIT PROGRA	REQ#BBP/DAL FY13				0.09	0.09
10/BURN BERKSHIRE BURN PERMIT PROG					0.09	0.09
10/OTIS TOWN OF OTIS	10-OTIS-022813-1		2,400.00			2,400.00
10/OTIS TOWN OF OTIS			2,400.00			2,400.00
10/SND TOWN OF SANDISFIELD	10-SND-013113-1		2,600.00			2,600.00
10/SND TOWN OF SANDISFIELD			2,600.00			2,600.00
214/WMC/MBI WESTERNMA CONNECT, INC-WMC/	214-013113-8 214-022813-9	112.45	756.18			756.18 112.45
214/WMC/MBI WESTERNMA CONNECT, INC-WM		112.45	756.18			868.63
222/GTB/PM TOWN OF GREAT BARRINGTON: GT	222-022813-1	1,087.87				1,087.87
222/GTB/PM TOWN OF GREAT BARRINGTON:		1,087.87				1,087.87
245/BKT/CDBG11 TOWN OF BECKET: BKT/CDBG11	245-013113-7 245-022813-8	4,880.83	14,136.80			14,136.80 4,880.83
245/BKT/CDBG11 TOWN OF BECKET: BKT/CDBG11		4,880.83	14,136.80			19,017.63
250/DAL/CLNUP DALTON REDEVELOP.AUTHORITY-	250-013113-9		2,817.12			2,817.12
250/DAL/CLNUP DALTON REDEVELOP.AUTHORIT			2,817.12			2,817.12
252/MEMA/HMP12 MEMA - MEMA/HMP12	REQ#7-W STOCKBRIDGE				660.62	660.62
252/MEMA/HMP12 MEMA - MEMA/HMP12					660.62	660.62

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Customer ID Customer	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
253/FRCOG/RT116 FRCOG - FRCOG/RT116	253-113012-12 253-103112-11 253-123112-13 253-013113-14			1,459.26 2,622.44 5,023.89		1,459.26 2,622.44 5,023.89 10,204.64
253/FRCOG/RT116 FRCOG - FRCOG/RT116			10,204.64	9,105.59		19,310.23
255/NAD/CP CITY OF NORTH ADAMS - NAD/CP	255-022813-5	11,076.84				11,076.84
255/NAD/CP CITY OF NORTH ADAMS - NAD/CP		11,076.84				11,076.84
258/FRCOG/MKT FRCOG - FRCOG/MKT	258-103112-9 258-113012-10 258-123112-11 258-013113-12			2,236.87 2,125.00 3,837.14		2,236.87 2,125.00 3,837.14 3,295.32
258/FRCOG/MKT FRCOG - FRCOG/MKT		3,295.32		8,199.01		11,494.33
261/LEE/EDF TOWN OF LEE	261-013113-1			13,819.88		13,819.88
261/LEE/EDF TOWN OF LEE				13,819.88		13,819.88
264/EOT06 MassDOT - EOT06	264-123112-9 264-013113-10 264-022813-11			3,825.46		3,825.46 2,896.26 2,717.10
264/EOT06 MassDOT - EOT06		2,717.10	2,896.26	3,825.46		9,438.82
267/MAPC/HSP10 FRCOG - MAPC/HSP10	267-013113-8		1,677.11			1,677.11
267/MAPC/HSP10 FRCOG - MAPC/HSP10			1,677.11			1,677.11
272/BKT/SHP TOWN OF BECKET - BKT/SHP	272-013113-4 272-022813-5			23,789.29		23,789.29 6,778.29
272/BKT/SHP TOWN OF BECKET - BKT/SHP		6,778.29	23,789.29			30,567.58
277/BB/BUW13 BERKSHIRE UNITED WAY: BB/BUW	277-022813-6	1,579.28				1,579.28
277/BB/BUW13 BERKSHIRE UNITED WAY: BB/BU		1,579.28				1,579.28
278/LMIM13 TRI-TOWN HEALTH DEPT - LMIM13	278-033113-3	2,500.00				2,500.00
278/LMIM13 TRI-TOWN HEALTH DEPT - LMIM		2,500.00				2,500.00

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As of Mar 31, 2013

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
280/ADM/SCH TOWN OF ADAMS	280-022813-01	2,071.03				2,071.03
280/ADM/SCH TOWN OF ADAMS		2,071.03				2,071.03
281/TPL13 MASSDOT#75425 - TPL13	281-022813-1.5	27,277.55				27,277.55
281/TPL13 MASSDOT#75425 - TPL13		27,277.55				27,277.55
282/MAPC/MRP11 FRCOG - MAPC/MRP11	282-013113-3 282-022813-4	1,154.66	874.91			1,154.66 874.91
282/MAPC/MRP11 FRCOG - MAPC/MRP11		1,154.66	874.91			2,029.57
284/BPHN/PHN/CLK TOWN OF CLARKSBURG	284-063013-2-CLK	512.75				512.75
284/BPHN/PHN/CLK TOWN OF CLARKSBURG		512.75				512.75
284/BPHN/PHN/EGR TOWN OF EGREMONT	284-063013-4-EGR	470.31				470.31
284/BPHN/PHN/EGR TOWN OF EGREMONT		470.31				470.31
284/BPHN/PHN/GTB TOWN OF GREAT BARRINGTON	284-033113-3-GTB	1,047.75				1,047.75
284/BPHN/PHN/GTB TOWN OF GREAT BARRINGTON		1,047.75				1,047.75
284/BPHN/PHN/WSH TOWN OF WASHINGTON	284-063013-4-WSH	255.63				255.63
284/BPHN/PHN/WSH TOWN OF WASHINGTON		255.63				255.63
285/DAL/SW13 TOWN OF DALTON	285-022813-1	1,580.26				1,580.26
285/DAL/SW13 TOWN OF DALTON		1,580.26				1,580.26
287/LEE/CLNUP TOWN OF LEE	287-022813-1	2,891.47				2,891.47
287/LEE/CLNUP TOWN OF LEE		2,891.47				2,891.47
288/BB/BTCF13 BERKSHIRE TACONIC COMMUNITY	288-013113-1		1,276.39			1,276.39

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As of Mar 31, 2013

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Detail Format.

Customer ID Customer	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
288/BB/BTCF13 BERKSHIRE TACONIC COMMUNI			1,276.39			1,276.39
291/MASSGIS13 INFORMATION TECHNOLOGY DIVI	291-022813-1	1,765.80				1,765.80
291/MASSGIS13 INFORMATION TECHNOLOGY DI		1,765.80				1,765.80
49/OUTS/ADM ADAMS: OUTSOURCE PLNR(GIS)-O	49-022813-7		280.00			280.00
49/OUTS/ADM ADAMS: OUTSOURCE PLNR(GIS)-			280.00			280.00
BCBOHA BCBOHA	FEB 2013 UTILITIES	88.17				88.17
BCBOHA BCBOHA		88.17				88.17
Report Total		73,528.36	68,435.17	34,949.94	660.71	177,574.18

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

MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission
FROM: Nathaniel W. Karns, AICP, Executive Director
DATE: March 27, 2013
SUBJ: Agenda Items

IV. Review of Commission Mission and Goals & Objectives – Focus on Issues Facing BRPC

Attached is the brief on my take on issues facing BRPC which provides some context to a later discussion on Mission and goals for BRPC. We will also be researching the Mission statements for some other regional planning agencies and see if we can find other useful succinct information which can help frame the discussion.

VI. Business Requiring Action

A. Approval to Submit Grant Application to DPH to Advance Regional Sharps Collection Program

After-the-fact approval is requested to submit a small grant application to the Massachusetts Department of Public Health (MDPH), on behalf of the Berkshire Public Health Alliance to advance the regional sharps collection program. You may recall that we submitted a much larger grant application for this purpose under the Community Innovation Challenge Grant program which unfortunately just missed being funded. Local Boards of Health are facing a new requirement that “sharps” such as needles, be collected safely outside of the normal trash collection programs. There is no cash match required by BRPC.

B. Transfer of 501(c)(3) from Berkshire Learning Initiative

Attached for Executive Committee discussion is information we have gathered on the potential transfer of the existing 501(c)(3) which was set up for the Berkshire Learning Initiative (a middle school laptop program) in 2006 but which has been inactive for the past 2-3 years. This was tabled at the last meeting in order to obtain the following information:

- 1) The cost for affecting the transfer (legal fees);
- 2) Information on the level of control allowed by the “parent” organization over the 501(c)(3); and
- 3) A discussion with the Attorney General's Office.

All of those should be done by early next week and we will provide supplemental information prior to the meeting.

C. Merit Increases for FY 2014

As the Executive Committee may recall, MassDOT will no longer allow cost-of-living increases and, as our largest single funding agency, they have significant control over our pay discussions. We have submitted a proposed pay increase approach to them to comment upon but haven't heard back yet. Over the past several years, we have used a cost-of-living increase plus a relatively small

(0-1.5% or 0-3.0%) merit increase range. The Bureau of Labor Statistics Northeast Urban Cost of Living Index increased by 1.44% over the preceding year. We are proposing the following for FY 2014:

Unsatisfactory	0% increase
Needs Improvement	1.5% increase
Meets Expectations	2.5% increase
Exceeds Expectations	3.5% increase
Exceptional	4.5% increase

Executive Committee concurrence with this range is requested, keeping in mind that this will be subject to approval by MassDOT.

VII. Committee Reports

A. Clearinghouse Review Committee

The committee is going to be meeting in the next several weeks to review and develop comments on changes proposed to multiple DEP regulations. There is also a new ENF for a dam repair and dredging project at Stedman Pond in Monterey which they will discuss. We believe that the ENF does not have regional issues involved however the DEP regulatory changes appear to have some potentially significant impacts.

B. Regional Issues Committee

The Regional Issues Committee will be meeting on Tuesday, April 9th at 4 p.m. The primary topic is to begin a review of the reintroduced land use reform legislation.

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

Since your last meeting, we have entered into one new contract:

- EOA&F – Community Innovation Challenge Grant for expansion of Public Health Nursing Program

We expect momentarily to receive contracts for execution from:

- MassDOT for the FFY 2013-2014 Transit Planning program
- MassDOT for Mohawk Trail Bike Path design (Williamstown) and final planning and preliminary design (North Adams)

B. Berkshire Municipal Electric Purchase Aggregation Program

We are pleased to report that the work of the Regional Issues Committee and Commission last year on the energy issues in the region has resulted in ten municipalities working together, with North Adams taking the lead, to procure a consultant to work with them to get the requisite approvals from the Departments of Energy Resources and Public Utilities and then to go to bid for power supply contracts on behalf of all the residents and businesses in those municipalities. The participating municipalities are:

- Dalton
- Florida
- Great Barrington
- Lenox
- New Marlborough
- North Adams
- Sheffield
- Tyringham
- West Stockbridge
- Williamstown

The agreement with the consultant, Colonial Power, allows any other municipality to also sign on. Final decisions to enter into power purchase agreements still reside with the individual municipality.

For further information, contact Senior Planner Lauren Gaherty (442-1521, ext. 35 or lgaherty@berkshireplanning.org) or Mike Canales, North Adams Administrative Officer (662-3011 or mcanales@northadams-ma.gov).

C. Attorney General Review of Local Medical Marijuana Facility Actions

The Attorney General has refused to approve a local bylaw outright prohibiting medical marijuana facilities but has approved a moratorium until June 30, 2014 adopted by another municipality. It can be inferred from the latter action that this means that the Attorney General feels that it would be reasonable for a local government to develop regulations on the siting of medical marijuana facilities. The Department of Public Health has stated it plans on releasing its proposed state regulations March 29th. Given the date of release and town meeting warrant schedules, along with the required process to develop and adopt zoning bylaws, it would be prudent for municipalities to adopt zoning moratoria if they feel they wish to have some level of control over these facilities. For further information, contact Senior Planner Brian Domina (442-1521, ext. 14 or bdomina@berkshireplanning.org).

D. Approval of the Berkshire County Natural Disaster Mitigation Plan by FEMA

We have received notification from the Federal Emergency Management Agency (FEMA) that the Berkshire County Multi-Hazard Mitigation Plan has been approved. With this approval, the 19 municipalities which participated in this process and passed the required resolutions are eligible to apply for mitigation grants from FEMA. It also makes the participating communities eligible for points under the National Flood Insurance Program's Community Rating System. The Plan's effective date is February 26, 2013 and it is considered valid for five years. The municipalities which participated and received approval are:

Adams	Lee	Sandisfield
Becket	Lenox	Sheffield
Dalton	Monterey	Stockbridge
Egremont	New Marlborough	Tyringham
Great Barrington	Otis	Washington
Hancock	Pittsfield	Williamstown
	Richmond	

Four other communities are in the process of working through the process and will be wrapped into the full plan. They are:

Clarksburg
Hinsdale
Mount Washington
New Ashford

E. 2014 District Local Technical Assistance Funding

As you may recall, the Governor's budget proposal did not include funding for DLTA. Since then, we have provided information to the Senator and four State Representatives on how the program has benefitted their districts. All have indicated their strong support for the program and indicated they would include it in their priority lists for inclusion in the House and Senate budgets. The House budget should be released very soon. If we need to generate support from our communities, we will let you know.

F. USDA Rural Development Workshop – Tuesday, April 9th, Pittsfield

The Berkshire Taconic Community Foundation is holding workshops on USDA Rural Development programs in April. All of Berkshire County, with the exception of Pittsfield, is eligible for some or all USDA Rural Development programs. The announcement is attached. The Pittsfield workshop is Tuesday, April 9th from 3:30 to 5:30 at 1Berkshire, 66 Allen Street, Pittsfield. There are also workshops in Salisbury, CT and Hillsdale, NY. Each state has its own USDA RDA office so attending the one in Massachusetts is probably more useful to our municipalities.

G. 2013 Massachusetts Trails Conference – Saturday, May 4th, Devens

The announcement for the Massachusetts Trails Conference is attached.

H. DHCD Planning & Community Development Conference – Tuesday, May 7th, Devens

The announcement for the conference is attached. This typically is a very worthwhile conference, particularly for those who are interested in affordable housing issues. For more information on the conference and to register, go to the Department of Housing & Community Development's website: www.mass.gov/hed.

I. 5th Thursday Dinner for Planning & Zoning Boards – Regulating Medical Marijuana – May 30th, Cork & Hearth, Lee

The next 5th Thursday dinner will be held at Cork & Hearth in Lee on May 30th. The program is not yet pulled together but the timely topic will be local regulation of medical marijuana dispensing facilities. We will get announcement out in early May. For more information, contact Senior Planner Brian Domina (442-1521, ext. 14; bdomina@berkshireplanning.org).

F. Improving Stream Crossings Workshop – Monday, June 17th, Berkshire Community College

The Berkshire workshop had been scheduled in March but we had a significant snowfall that day so it was postponed. The rescheduled day-long workshops on improving stream crossings to make them more flood resistant and fish-friendly are being held on Monday, June 17th. For more information, contact Senior Planner Lauren Gaherty (442-1521, ext. 35; lgaherty@berkshireplanning.org).

IX. Old Business

A. Status of Incorporating Berkshire Health Alliance & Berkshire County Boards of Health Association Staff into BRPC

As we have discussed at some length over the past several months, due to the new interpretations by several state agencies and the IRS regarding the distinction between contractors/consultants and employees, and markedly stepped up enforcement by a number of State and several federal agencies, we have been in the process of trying to ensure that we are in compliance. There will be four people who have been working as consultants or contractors, primarily in the health planning arena but also managing the Public Health Alliance who will become off-site flexible schedule employees effective July 1. We are still working out exactly how many will be 20 hours or more per week and how many will be part-time. The visiting nurses and the health inspectors will continue to be contractors as they fit within that definition (they require specialized certifications/training that we do not possess in-house).

X. New Business

A. BRPC May Meeting

The agenda items we have at this point are:

- Adoption of the FY 2014 budget
- A presentation by staff from the Mass Housing Partnership regarding affordable housing programs and initiatives
- We should be far enough along on the development of the FY 2014 – FY 2017 Transportation Improvement Program for the Commission to consider it and instruct the Chair regarding its priorities for road improvement projects in the region.

We could brief the Commission on the various DLTA projects which will be undertaken this year. There had been discussion at an earlier Executive Committee meeting about the large number of fairly new delegates and alternates and the need to provide them more information about the services BRPC provides. Given the fairly light agenda, we could certainly spend some time on either of these possibilities.

Attachments: Issues Facing BRPC
USDA Rural Development Workshops flyer from BTCF
2013 Massachusetts Trails Conference announcement from DCR
Planning & Community Development Conference 2013 flier from DHCD

ISSUES FACING BRPC

The Berkshire Regional Planning Commission is undertaking a strategic planning exercise. As part of the exercise BRPC staff identified some key items facing the region and BRPC in the next several years. These are compiled, not in a prioritized manner, only to help the BPRC Executive Committee conduct strategic planning deliberations.

NATIONAL AND STATE ISSUES

- **Federal Government:**
 - Sequestration: The long term effects of sequestration are unknown but contribute to an air of uncertainty, especially about future funding, since so much (over 70%) of BRPC's funds are federally derived.
- **State Government:**
 - Declining State Services: There has been a reduction in state personnel to provide services. This has contributed to such things as a longer period to have contracts approved and response to questions. It has also led to a decrease in services available to municipalities, which may provide an opportunity for BRPC to provide those services.

BERKSHIRE COUNTY ISSUES

- **Housing:**
 - Affordable Housing: Housing, especially work force housing, will continue to be an important issue for the region and will likely become an even more important issue without a strong economic recovery and with greater income inequality. BRPC has only limited housing planning capacity. There is only limited housing planning capacity in the region.
- **Changing Demographics:**
 - Elderly Board members: Many members of volunteer Boards are in the older age groups. As these individuals become incapable to serve, municipalities will find it difficult to staff volunteer boards. This may be an impetus for regionalization of services but also could contribute to harder working relationships with municipalities.
 - Elderly Housing: Housing related to the elderly will be important for two reasons: housing stock that becomes available when elderly can no longer live at home; and housing for the elderly when they can no longer live at home. BPRC has limited staff capacity related to elderly housing.
 - Elderly Care: The region will need to plan for increased services for care of the elderly. BPRC work will need to factor in that greater resources will need to be placed in elderly care provision and less available for other purposes.
- **Economy:**
 - Status Quo: There is no "silver bullet" for economic development that will result in strong economic growth. Due to a number of factors, Berkshire County's growth will be slow and steady and will need to build on the assets that are already here, rather than attracting new major investors. With uncertain federal and state funding, an important source of potential funding for BRPC is the municipalities. Without a strong economy and accompanying tax revenue, these funds will be difficult to secure.
 - Local Leadership: Due to number of factors, extensive, effective leadership of economic development activities will likely be led by strong, effective local economic development committees. BRPC needs to increase capacity in this area to be a partner with the municipalities in these efforts.

- **Local Governments:**
 - Services: Municipalities are generally not increasing professional staff and in some cases actually decreasing. This will contribute to hindered working relationships with municipalities as there will be no professional staff to partner with and the existing staff will be too busy to partner with BRPC on various initiatives. There is also increased pressure for municipalities to provide more professionalized services (public health being a current focus area) and an opportunity for BRPC to provide assistance.
 - Climate Change: Localities are likely to face increasing impacts, and associated costs, from climate change. BRPC needs to increase capacity in this area to be able to assist communities.
- **Digital Impact:**
 - E- Government: Most of our mid - large size communities have some interest in e-government. This is a potential area in which BRPC could be substantively involved. Limited advanced technical capacity is the norm in most municipalities. Berkshire communities are behind other areas of the state. This could be more important if the Wired West efforts pay off.
 - Telecommuting and Home-Based Businesses: Telecommuting and home-based businesses will continue to have land use and economic impacts to municipalities. BRPC will need to assist municipalities with effective strategies to deal with this.
- **Governance Efficiency:**
 - Performance Management: Performance management is “in vogue” now with the state and many municipalities moving in that direction. BPRC is developing limited capacity in this area. This is an area BRPC could be more involved in.
 - Working Relationships: BRPC currently has limited working relationships and networking with Boards of Selectmen. No strong working relationship with the Managers / Administrators group and BRPC staff exists. These relationships would need to be strengthened if BRPC were to have a greater involvement in assisting in some capacity with government services.
- **Regionalization:**
 - Slow Implementation: While the state has advocated for regionalization of services, municipal elected leaders and staff have been reluctant to give up the local control and autonomy, despite declining general state aid to municipalities. Future efforts are likely to only occur slowly and will require a “slow but steady” involvement by BRPC. Thus far, areas in which some level of regionalization has been achieved are limited to those where the request for assistance starts with municipal officials.
 - Opportunities for Shared Services: Municipalities have expressed interest in shared services for the following items: IT services, HR services, procurement services. BRPC would need to develop or enhance capacity to provide that service or other specialized services.
 - Full Cost: A major regionalization challenge is having municipalities pay true costs for services, especially if they are getting services from volunteers at low or no cost. Without outside subsidies of some sort, it will be difficult for BRPC to broker regional services efforts.

EXPANDING OPPORTUNITIES

- **New Relationships:**
 - New Relationships: In recent years BRPC has forged new working relationships with county wide organizations through such work as Berkshire Benchmarks, health planning and Sustainable Berkshires. These relationships could provide new opportunities if BRPC is flexible enough to capitalize on them.

- **Sustainable Berkshires:**
 - Implementation Opportunities: The extensive comprehensive planning process will yield significant and agreed-to needed actions. This framework will present the opportunity for BRPC to be involved in or be the catalyst to those efforts.
- **Affordable Care Act:**
 - Health and Wellness Planning: The Affordable Care Act promises significant resources for Health and Wellness planning and implementation. Building upon current work with Boards of Health, this could be an area of increased work for BRPC.
- **Expanding Role of BRPC:**
 - Expanding Role: With the changing nature of state and local governments and shrinking resources for other agencies and organizations, BRPC is increasingly being considered to fill those voids, such as serving as the fiduciary agent for various ad hoc entities. This contains both an opportunity for BRPC to expand its influence but also contains the risk for BRPC to stray from its mission or not re-capture the full costs to provide that service.

BRPC LEADERSHIP AND ADMINISTRATION

- **Internal BRPC Administration:**
 - Overhead Rate: BRPC's overhead rate depends on professional planning staff billable hours to dissipate administrative costs. To keep a steady overhead rate (which is already relatively high) in the face of increasing variable costs, (i.e. health care costs which are likely to continue to grow) and fixed costs (i.e. rent) direct labor revenue must increase, either through commensurate salary increases (unlikely) or additional staff. This will be challenging in the face of changing funding sources.
 - Staff Tenure: BRPC has a number of long term experienced staff who are at the high end of the salary and benefit ranges. BRPC is able to provide a high level of service because of this. There is, however, a cost associated with this that puts upward pressure on the overhead rate. In addition, this increases the GASB liability as that staff retire.
 - Technology costs: In order to keep current with technology, BRPC must continually invest, (i.e. website), which contributes to upward pressure on the overhead rate.
 - Senior Staff Leadership: The next several years could see a change in senior agency leadership due to retirement.
- **Policy Leadership:**
 - Commission Leadership: The number of fully engaged Delegates and Alternates is fairly small and many of them have been filling this role for a number of years. Delegates and Alternates already have full schedules with their "day jobs" as well as their volunteer municipal work so being active with Commission activities is difficult.
 - Background of Commission Members: By State law, the Commission Delegates are members of local planning boards, whose formal primary focus is land use planning. Almost all of the opportunity areas for BRPC lie outside of land use planning and lean more to municipal services. Thus there is a mismatch between the primary interests of our policy board and where the Commission may be headed in providing a fuller range of services.
- **Changing Funding Sources:**
 - Federal Budget: Overall, there is great uncertainty of the federal budget. Currently 72% of BRPC's budget is federally funded, either as direct contract or pass-through.

- Comprehensive Planning: There currently are and will likely continue to be limited opportunities for “pure” comprehensive planning activities. State grant funds for planning through programs such as the Smart Growth Technical Assistance, or even the District Local Technical Assistance program, have essentially dried up. At the federal level, BRPC was extremely fortunate to have received a Sustainable Communities Planning Grant. That program has since been eliminated.
- Environmental Planning: Environmental planning funds have essentially dried up.
- Emergency Preparedness: Emergency Preparedness Planning Funds are facing significant reductions, if not elimination.
- Scenic Byways: The scenic byway program has been eliminated.
- TCSP Program: TCSP program [the funding source for the Passenger Rail Station Study] has been eliminated.
- Transportation Planning: Transportation planning funds have been capped and due to our lack of population growth, we are actually seeing a decrease in funding. There is some threat that Berkshire County may lose its MPO status.
- Map-21: Implementation of the new federal transportation program is unknown. There could be new opportunities or more restrictions on funded activities. Over the past several years, there has been increased emphasis by the Feds and State on meeting administrative requirements with resulting impacts on resources to actually conduct planning. BRPC needs to be involved as these requirements unfold. This was also a short-term transportation bill and a totally new bill will be developed in the next 18 months.
- District Local Technical Assistance and Community Innovation Challenge Grants: The Patrick Administration has been fairly supportive of DLTA and CIC grants and tried to build some combination of these into the annual State budget. The Administration is in its final two years and whether the next one will be supportive is an unknown. The House Speaker has also been very supportive of these programs but the Senate somewhat less so.

From: Berkshire Taconic Community Foundation [news@berkshiretaconic.org]
Sent: Monday, March 25, 2013 4:26 PM
To: nkarns@berkshireplanning.org
Subject: USDA Funding Workshops hosted by Berkshire Taconic Community Foundation

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News Brief

March 25, 2012

Hosted by Berkshire Taconic Community Foundation

USDA Rural Development Workshops for CT, MA, NY

Learn what the USDA Can Do for You
Loans, Grants & Technical Assistance

The workshops are free.

[Register](#)

WHO SHOULD ATTEND:

Town boards & committee members planning town projects
Small business owners, Farmers & Nonprofits
Anyone interested in learning about funding opportunities

Tuesday, April 9

3:30pm - 5:30pm

Central Station, 66 Allen Street, Pittsfield, MA

*Co-sponsored by the Berkshire Chamber of Commerce &
Nonprofit Business Network*

Thursday, April 18

3:00pm - 5:00pm

Salisbury Town Hall, 27 Main Street, Salisbury, CT

Co-sponsored by the Tri-State Chamber of Commerce

Thursday, April 25

3:30 - 5:30pm

Roeliff Jansen Library, 9091 Route 22, Hillsdale, NY;

Participants are welcome to attend any
session regardless of where they live.

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**Berkshire
Taconic
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Foundation**
800 N Main Street

ABOUT US DEPARTMENT OF AGRICULTURE:

USDA Rural Development is committed to helping improve the economy and quality of life in rural America. Its financial programs support public services such as water, sewer, housing, health clinics, emergency, electric and telephone services. The USDA promotes economic development by supporting loans to businesses. And it offers technical assistance and information to help agricultural producers and cooperatives get started and improve their operations.

USDA Rural Development has funded projects that

- Protect habitat in historic towns
- Improve sewer and waste management
- Create green products developed by entrepreneurial farmers
- Use and promote renewable energy
- Use LEED certified building practices and materials
- Promote economic vitality in the arts

ABOUT BERKSHIRE TACONIC COMMUNITY FOUNDATION:

For over 25 years, Berkshire Taconic Community Foundation has built stronger communities and helped donors make a difference through charitable giving in northwest Litchfield County, CT; Berkshire County, MA; and Columbia County and northeast Dutchess County, NY. Each year, the foundation distributes over \$7 million through grants and scholarships to nonprofits and individuals in the arts and education, health and human services and environmental protection. Berkshire Taconic is a 501(c)(3) nonprofit public charity.

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From: Jahnige, Paul (DCR) [paul.jahnige@state.ma.us]
Sent: Tuesday, March 12, 2013 1:43 PM
To: nkarns@berkshireplanning.org
Subject: 2013 Massachusetts Trails Conference - Announcement and Invitation

2013 MASSACHUSETTS TRAILS CONFERENCE

SATURDAY, MAY 4, 2013

DEVENS COMMON CENTER

31 ANDREWS PARKWAY, DEVENS, MA 01434

The conference is supported by the Massachusetts Department of Conservation and Recreation (DCR) and the Massachusetts Recreational Trails Advisory Board (MARTAB), and the Recreational Trails Grants Program. (see <http://www.mass.gov/dcr/stewardship/greenway/calendar.htm> for web posting)

THEME:

Connectivity Leading to Community

This year's conference explores how trail connections help build community. Trails connect places physically on the landscape, but trails, trail use, trail building and trail promotion can also connect diverse groups of people to each other; connect us to our built, natural and cultural environment; can contribute to local economic opportunities; and contribute to creating healthier communities. Workshops at the 2013 Massachusetts Trail Conference explore these themes and hopefully will also connect and strengthen the Massachusetts Trails Community.

PURPOSE:

Participants will find workshop available on a variety of topics including rail trail design and development, motorized trail user issues, risk and liability, working with volunteers and connecting through new technologies. Participants will also have opportunities to connect with others around the state tackling similar issues. [View the full list of workshops here.](#)

WHO SHOULD ATTEND:

This day-long conference offers 16 workshops for trail planners, advocates, managers, users, land trusts, conservation commissions, friends groups and volunteers interested in creating, managing and promoting sustainable trails for healthy communities. [View the agenda here.](#)

SPEAKERS

Commissioner Edward M. Lambert, Jr.

[Massachusetts Department of Conservation & Recreation](#)

Edward M. Lambert, Jr. was appointed by Governor Deval Patrick and Energy & Environmental Affairs (EEA) Secretary, Richard K. Sullivan, Jr, in February of 2011 to serve as the Commonwealth's Commissioner of Conservation & Recreation. In his role as Commissioner, he oversees the largest of EEA's six agencies, which manages the state's forests, parks, greenways, historic sites, seashores, reservoirs, and watersheds, and administers the many recreational activities and opportunities the Department offers to residents across the Commonwealth.

[Mark Fenton](#)

Mark Fenton is a national public health, planning, and transportation consultant, an adjunct associate professor at Tufts University's Friedman School of Nutrition Science and Policy, and former host of the "America's Walking" series on PBS television.

COST:

Participant registration costs \$25 and includes workshops, materials, breaks and lunch. [Register to attend here.](#)

<http://www.mass.gov/dcr/stewardship/greenway/docs/trailconference2013registration.doc>

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<http://www.devenscommoncenter.com/>

MASSACHUSETTS DEPARTMENT OF CONSERVATION & RECREATION

The Department of Conservation & Recreation (DCR) is the state's value-added agency: offering access to properties and programs that create a lifetime of memories for residents and their families. We are stewards of more than 450,000 acres of land that includes some of the most beautiful and iconic landscapes and facilities anywhere. We touch every corner of the state and nearly every city and town and are integrated into urban, rural, and suburban settings. DCR is the ninth largest parks system in the country, serving a densely-populated state fortunate to have these great properties literally in our backyard.

For DCR properties nearby Devens:

<http://www.mass.gov/dcr/central.htm>

<http://www.mass.gov/dcr/northeast.htm>

Join us on:

twitter.com/massDCR

MASSACHUSETTS OFFICE OF TOURISM

Devens is in the heart of Massachusetts. Explore the region and you'll discover unique cultural delights, gorgeous natural vistas and the opportunity to experience Massachusetts' history.

Take a glimpse back in time at [Old Sturbridge Village](#), a re-creation of an 1830s' rural New England settlement. Visit the [Fruitlands Museum](#) and enjoy a tour, along with views of [Mt. Wachusett](#). Stop by nearby [Wachusett Mountain](#), one of southern New England's most popular ski areas. And be sure to go to the [Worcester Art Museum](#), one of the leading small art museums in America.

<http://www.massvacation.com/centralMass/>

For more information, contact:

Amanda Lewis, DCR Recreational Trails Program

413-586-8706 ext 19, or amanda.lewis@state.ma.us

Dick O'Brien, MARTAB Chairman

dobrien578@gmail.com

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Planning & Community Development Conference 2013



A Planning & Community Development Conference



Tuesday, May 7, 2013 | 8:00 am - 2:00 pm
Devens Common Center | Devens, MA

Registration fee is \$45 - space is limited

This conference will help communities engage in planning, community/economic development and housing production that supports the Commonwealth's "Choose Growth" policies and Sustainable Development Principles. Learn about local and regional activities currently underway that assure Massachusetts continues its progress toward a healthy economy, a diverse supply of housing and a vibrant quality of life.

- **Welcome Address - Lt. Governor Timothy P. Murray**
- **Choose Growth – Secretary Gregory Bialecki, EOHEd**
- **Keynote – The Honorable Kimberley Driscoll, Mayor, City of Salem**

Who should attend: local officials, planning and community/economic development professionals, board and commission members and non-profit and for-profit developers.

Questions? Call 1-617-573-1353 or e-mail MaryJane.Gandolfo@state.ma.us

Planning, Production & Progress Conference "At a Glance"	
8:00 am - 9:00 am	Registration, Continental Breakfast & Sponsor's Exhibits
9:00 am - 9:30 am	Opening Remarks - Lt. Governor Timothy P. Murray & Secretary Gregory Bialecki, EOHEd
9:45 am - 11:00 am	Concurrent Workshops
11:15 am - 12:30 pm	Concurrent Workshops
12:30 pm - 1:30 pm	Lunch & Keynote - The Honorable Kimberley Driscoll, Mayor, City of Salem
1:30 pm - 2:00 pm	Sponsor's Exhibits & Networking



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BERKSHIRE REGIONAL PLANNING COMMISSION

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Executive Director

MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission
FROM: Nathaniel W. Karns, AICP, Executive Director
DATE: March 5, 2013
RE: **February Technical Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of February 2013. This assistance was provided in response to requests staff received as identified in the Board/Organization column. Responses to requests were supported by local assessment funds or grant funds, if available and permitted by the funding agencies. This report is intended to keep municipal officials informed regarding the uses to which local assessment funds are put and to indicate the types of local and technical assistance that BRPC can provide. If assistance to others may be useful to your community, please feel free to contact us for details.

Town/City/State	Municipal Technical Assistance	Board/Organization
Adams	Provided technical assistance on Brownfields liability question.	Director of Community Development
Dalton	Provided technical assistance with writing application for DOER grant.	Town Manager
Egremont	Provided technical assistance regarding application to Mass Historical Preservation Project Fund.	Planning Board member
Gt. Barrington	Provided technical assistance with revisions to an Open Space Residential Design zoning bylaw.	Planning Board Chair
Gt. Barrington	Provided technical assistance on Brownfields liability question.	Planning Board
Lenox	Provide GIS zoning data to Conway School for Town's Open Space Recreation Plan.	Town Planner
Lenox	Provided a list and map of municipal land.	Sustainability Coordinator
Mt. Washington	Provided technical assistance with the special permit process.	Planning Board Secretary
Mt. Washington	Provided information for search and rescue on non municipal land. Researched role of State Police for search and rescue operations.	Selectboard member

Town/City/State	Municipal Technical Assistance	Board/Organization
North Adams	Provided the latest Low and Moderate Income data.	Community Development Director
Pittsfield	Provided technical assistance regarding multiple potential locations for Hazard Mitigation Plan grant application.	City Engineer
Sandisfield	Provided letter of support to for Community Development Block Grant application.	Grant writer
Sheffield	Provided technical assistance with the review and comments of a temporary moratorium on medical marijuana treatment center.	Alternate
Sheffield	Provided technical assistance with several re-zoning issues.	Planning Board
Sheffield	Provided a map of assessor neighborhoods.	Assessor
Washington	Provided technical assistance with a zoning enforcement question and a question regarding solar photovoltaics.	Planning Board
Williamstown	Provided assistance gathering information regarding for programs that support residential home owners maintaining their homes.	Affordable Housing Committee
County	Provided state ownership data.	1 st Berkshire District State Representative

Assistance Recipient	Non-Municipal Technical Assistance	Organization
Organization	Provided contact information on Yankee Rowe decommissioning.	RPA in Wisconsin
Private	Provided a list of traffic consultants.	Local Business