

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](http://www.berkshireplanning.org)

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

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

MEETING NOTICE

There will be a meeting of the

EXECUTIVE COMMITTEE

on Thursday, July 11, 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 June 6, 2013 *                                                                                                                    | (4:05) |
| III. | Financial Reports                                                                                                                                                                       | (4:10) |
|      | A. June Expenditures Report *                                                                                                                                                           |        |
|      | B. Accounts Receivable Report                                                                                                                                                           |        |
|      | C. Other                                                                                                                                                                                |        |
| IV.  | Delegate & Alternate Issues                                                                                                                                                             | (4:15) |
| V.   | Business Requiring Action                                                                                                                                                               | (4:20) |
|      | A. Approval to Enter into Agreements with Municipalities for Planning Technical Assistance Services for FY 2014 *                                                                       |        |
|      | B. Approval to Submit Grant Application to the Federal Reserve Bank of Boston for a Working Cities Challenge Grant                                                                      |        |
| VI.  | Committee Reports                                                                                                                                                                       | (4:25) |
|      | A. Clearinghouse Review Committee – ENF for Environmental Remediation of 100 Bridge Street (former New England Log Homes Site) – Great Barrington and Refresher on Committee Procedures |        |
|      | B. Commission Development Committee                                                                                                                                                     |        |
|      | C. Regional Issues Committee – Land Use Reform Legislation; August meeting to be determined                                                                                             |        |
|      | D. Other                                                                                                                                                                                |        |

- VII. Executive Director's Report (4:30)
- A. Report on New Contracts/Agreements
  - B. Status of Filling Soon-to-be Vacant Planner Position
  - C. Public Health Alliance Services
  - D. Other
- VIII. Old Business (4:35)
- A. Status of Transfer of 501c(3) from Berkshire Learning Initiative to BRPC
  - B. Other
- IX. New Business (4:40)
- A. August Executive Committee Meeting – August 8<sup>th</sup>?
  - B. Orientation for New Delegates and Alternates
  - C. September BRPC Meeting
  - D. Usefulness of Community Liaison Program?
  - E. BRPC Representation of Six “Rest of River” Municipalities
  - F. Other
- X. Adjournment (4:55)

\* Items Requiring Action

Attachment: May Local Technical Assistance Report

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

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

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

## DRAFT MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Thursday, June 6, 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: 4:02 p.m.

Chair 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  
Rene Wood, Vice Chair  
Chuck Ogden, Treasurer  
Gale LaBelle, Clerk  
Roger Bolton, Clearinghouse Review Committee Chair  
James Mullen, Regional Issues Committee Chair  
Kyle Hanlon, At large  
Marie Raftery, At large

A quorum is present.

Others Present: Kate Fletcher – Stockbridge Delegate  
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 May 2, 2013

Jamie Mullen moved to approve; Marie Raftery seconded. Unanimously approved. Staff was asked to double check the December 2011 date shown in item V.A. [that is the correct date].

### III. Financial Reports

#### A. May Expenditure Report

Nat Karns explained unusual expenses. Rene Wood moved to approve, seconded by Chuck Ogden. Unanimously approved.

#### B. Accounts Receivable Report – Staff continuing to follow up on aged receivables. Becket/CDBG11 staff working with the town, payment expected shortly. West Stockbridge has denied payment for invoice #7 in the amount of

\$660.62 for the MEMA-Hazard Mitigation Plan. Rene Wood has contacted West Stockbridge regarding payment by leaving voicemails twice with no returned calls. Chuck Ogden will follow up.

**C. Other – none**

**IV. Delegate and Alternate Issues – None**

**V. Business Requiring Action - None**

**VI. Committee Reports**

**A. Clearinghouse Review Committee – ENF for Environmental Remediation of 100 Bridge Street (former New England Long Home Site) – Great Barrington and Refresher on Committee Procedures.** Nat explained BRPC is involved with this site through the revolving loan fund. The Brownfield Committee makes all the decisions regarding the project. Nat is estimating the comments will be due on July 2<sup>nd</sup>. Roger also stated at the next meeting they will discuss procedures and the types of projects the committee reviews.

**B. Regional Issues Committee – Land Use Reform Legislation – June 11<sup>th</sup>, 4 p.m., BRPC -** Jamie informed the group the meetings have been well attended. Nat explained the legislation is streamlined compared to CLURPA and some sections have been added that are new. Sheila commented the editorials in the newspaper have been positive regarding the Land Use Reform Legislation.

**C. Commission Development Committee –** Rene commented on the last 5<sup>th</sup> Thursday event on Medical Marijuana. Materials are posted on BRPCs website.

**D. Nominating Committee –** Report on slate of Officers for FY2014 - Rene reported the following officers would be recommended at the next Commission meeting. All have accepted the nomination.

- Sheila Irvin, Chair
- Kyle Hanlon, Vice Chair
- Gale LaBelle, Clerk
- Chuck Ogden, Treasurer

**E. Finance Committee – none**

**F. Transportation Committee – none**

**VII. Executive Director's Report**

**A. Report on New Contracts/Agreements**

**B. 2014 District Local Technical Assistance Funding –** Nat encouraged letters be send to keep the DLTA money included in the House budget in the conference committee report.

**C. FY 2014-2017 Transportation Improvement Program and MPO Meeting – Tuesday, June 25<sup>th</sup>, 4 p.m., BRPC**

**D. Launch of Marketing Campaign for the Scenic Byways of Western Massachusetts – Friday, June 28<sup>th</sup>, Summit House, Skinner State Park, Hadley**

**E. 7<sup>th</sup> Annual Massachusetts Housing Institute – Wednesday and Thursday, June 12<sup>th</sup> & 13<sup>th</sup>, Devens Conference Center**

**F. Improving Stream Crossings Workshops – Monday, June 17<sup>th</sup>, Berkshire Community College**

**G. Passenger Rail Station Public Meetings – Wednesday, June 26<sup>th</sup>, Great Barrington Fire Station; Wednesday, July 10<sup>th</sup>, Lenox Town Hall; both at 6:30 p.m.** Nat explained the places and times have changed:

Lenox - June 29, 2013 at 6:30 p.m. not July 10<sup>th</sup>.

Gt. Barrington – July 10, 2013 at 6:30 p.m. at the First Congregational Church

(different location) [the Great Barrington location has changed again, to Monument Mountain High School]

**H. Other**

**VIII. Old Business**

- A. Status of Transfer of 501c(3) from Berkshire Learning Initiative to BRPC**  
Nat explained the next step is to expand the purpose of the non-profit beyond education. Documents will need to be signed at the July meeting allowing the executive committee members to become officers for the non-profit.
- B. Other - none**

**IX. New Business**

- A. Next Executive Committee Meeting – Thursday, July 11<sup>th</sup>, 4 p.m., BRPC**  
All agreed
- B. Summer BRPC Meeting – tentative – July 11<sup>th</sup>, 5 p.m.?**  
Nat explained the topics for the agenda will be election of officers, endorsement of the Clearinghouse Committee comments on the ENF for Environmental Remediation of 100 Bridge Street (former New England Long Home Site, and comments on the Land Use Reform Legislation.  
All agreed to have the full Commission meeting after the Executive meeting July 11<sup>th</sup>, starting at 5 p.m.
- C. Executive Director’s Annual Performance Review**  
Marianne and Tom left the meeting.

After a discussion of Nat’s self review, the committee recommended the following:

An Exceeds Expectations rating  
Additional 5 days (1 week) of vacation accrued will continue in FY 2014 and indefinitely into future years.  
Cost of Living increase of 1.44% and a bonus prorated at 2/3 of 1 week’s pay due to Nat being at the top his pay scale range.

Kyle Hanlon moved to approve, seconded by Rene Wood. Unanimously approved.

**D. Other - none**

**X. Adjournment**

Chuck Ogden moved to adjourn the meeting which was seconded by Jamie Mullen. The meeting was adjourned at 5:18 p.m.

Materials distributed or presented during this meeting:

Agenda  
Minutes  
Check Register  
Aged Receivables  
Executive Director’s Memo  
Technical Assistance Memo  
Karns’ self review  
Karns’ salary history

# BERKSHIRE REGIONAL PLANNING COMMISSION

## Check Register

For the Period From Jun 1, 2013 to Jun 30, 2013

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount	
9617	6/3/13	MIIA HEALTH BENEFITS TRUST	1040.00	1,148.54	Dental Insurance Premiums - June 2013
9618	6/3/13	MIIA HEALTH BENEFITS TRUST	1040.00	17,401.23	Health Insurance Premiums - June 2013
9619	6/3/13	CITY OF PITTSFIELD	1040.00	280.00	Parking Permits (Reimbursed by staff)
9620	6/3/13	BERKSHIRE TECHNOLOGY PARTNERS	1040.00	3,591.00	Rent for June
9621V	6/3/13	FORESIGHT LAND SERVICES	1040.00		Void
9622V	6/3/13	MACFARLANE OFFICE PRODUCTS, INC.	1040.00		Void
9623V	6/3/13	MUTUAL OF OMAHA	1040.00		Void
9624V	6/3/13	PITTSFIELD PCTV COMMUNITY TELEVISION	1040.00		Void
9625V	6/3/13	STUDIO TWO, LLC	1040.00		Void
9626V	6/3/13	W.B. MASON COMPANY, INC.	1040.00		Void
EFT	6/3/13	SAGE SOFTWARE, INC.	1040.00	34.00	Peachtree Support
9627	6/3/13	EMPLOYERS ASSOC.OF THE NORTHEAST, INC.	1040.00	119.50	#296 ANF/CICPHN13 Reference Checks
9628	6/3/13	FORESIGHT LAND SERVICES	1040.00	2,500.00	#272 BKT/SHP Feb Services
9629	6/3/13	KELLEY CLEANING SERVICES	1040.00	200.00	Office Cleaning
9630	6/3/13	MACFARLANE OFFICE PRODUCTS, INC.	1040.00	1,036.25	Copying Services
9631	6/3/13	MUTUAL OF OMAHA	1040.00	474.31	Disability/Life
9632	6/3/13	PITTSFIELD PCTV COMMUNITY TELEVISION	1040.00	50.00	#281 TPL13 Dues
9633	6/3/13	STUDIO TWO, LLC	1040.00	37.50	Calendar Updates
9634	6/3/13	W.B. MASON COMPANY, INC.	1040.00	236.76	Office Supplies
9387V	6/3/13	GWEN MILLER	1040.00	-17.63	Gwen Never Cashed Check
9635V	6/3/13	GWEN MILLER	1040.00		Void

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9636	6/3/13	GWEN MILLER	1040.00	17.63	Replacement Check
EFT	6/17/13	AMAZON.COM	1040.00	73.41	#296 Blood Pressure Cuff
EFT	6/17/13	SPRINGHILL SUITES	1040.00	243.54	Hotel Bill for Conf - P Mullins
9637	6/18/13	NEW ENGLAND NEWSPAPERS, INC.	1040.00	409.12	#281 TPL13 Notices
9638	6/18/13	FAIRVIEW HOSPITAL, INC.	1040.00	2,656.50	#276 FRCOG/MRC13 March Professional Service:
9639	6/18/13	FEDEX	1040.00	80.94	Postage
9640	6/18/13	FORESIGHT LAND SERVICES	1040.00	3,750.00	#272 BKT/SHP Dec - Jan
9641	6/18/13	FRANKLIN REGIONAL COUNCIL	1040.00	5,557.85	#263 MT/HIST Jan - March
9642	6/18/13	HILLTOWN COMUNITY DEVELOPMENT CORP.	1040.00	12,250.00	#272 BKT/SHP Jan
9643	6/18/13	NATHANIEL W. KARNS	1040.00	96.78	Expense Reimbursement
9644	6/18/13	LINDA LUDWIG	1040.00	142.60	Meeting in Lowell
9645	6/18/13	THE MARKETPLACE CATERING	1040.00	204.20	#300 BCC Meeting
9646	6/18/13	MASS. HOUSING PARTNERSHIP	1040.00	125.00	Registration (P Mullins)
9647	6/18/13	CHARLES OGDEN	1040.00	42.00	Travel
9648	6/18/13	PITNEY BOWES GLOBAL FINANCIAL SERV.,LLC	1040.00	157.35	Postage Meter Rental
9649	6/18/13	SAMEL'S DELI & CATERING	1040.00	123.75	General Meeting
9650	6/18/13	STUDIO TWO, LLC	1040.00	1,293.75	#235 HUD/RP May Services
9651	6/18/13	TIME WARNER CABLE	1040.00	438.19	Telephone
9652	6/18/13	TRC ENVIRONMENTAL CORPORATION	1040.00	4,359.30	#250 DAL/CLNUP Feb-Mar
9653	6/18/13	W.B. MASON COMPANY, INC.	1040.00	77.34	Supplies
9654	6/18/13	W.B. MASON CO., INC.	1040.00	39.52	Supplies

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9655	6/18/13	BERKSHIRE MOUNTAIN	1040.00	129.00	Water
9656	6/18/13	WJ BLUEPRINT & DIGITAL GRAPHICS	1040.00	823.06	Encapsulated Maps
9657	6/18/13	BCARC, INC.	1040.00	85.33	Mailing
9658	6/19/13	MASS STATE EMPLOYEES RET.SYSTEM	1040.00	8,570.79	Retirement Contributions
EFT	6/20/13	PHASE ONE COMPUTING SERVICES, INC.	1040.00	175.00	Ptree Training
9659	6/27/13	BERKSHIRE VISITORS BUREAU	1040.00	240.00	#167 BBPC Annual Dues
9660	6/27/13	BARBARA CHOON	1040.00	3,158.40	#296 ANF/CICPHN13 Professional Services
9661	6/27/13	BRIAN M. DOMINA	1040.00	77.41	Expense Reimbursement
9662	6/27/13	LAUREN L. GAHERTY	1040.00	47.68	Expense Reimbursement
9663	6/27/13	BRENDA J. HITCHCOCK	1040.00	2,800.00	#296 CICPHN13 Professional Svcs
9664	6/27/13	AMY F. KACALA	1040.00	218.86	Expense Reimbursement
9665	6/27/13	NATHANIEL W. KARNS	1040.00	195.92	Expense Reimbursement
9666	6/27/13	KELLEY CLEANING SERVICES	1040.00	200.00	June Cleaning Services
9667	6/27/13	JENNIFER L. KIMBALL	1040.00	2,080.00	#300 DPH/PHDIG13 Professional Services
9668	6/27/13	LAURA KITTROSS	1040.00	5,574.56	#274 DPH/EPP13 /#300 DPH/PHDIG13 Professior
9669	6/27/13	SCOTT B. KRZANIK	1040.00	2,151.00	#300 DPH/PHDIG13 Professional Services
9670	6/27/13	CLETUS K. KUS	1040.00	43.98	Expense Reimbursement
9671	6/27/13	MACFARLANE OFFICE PRODUCTS, INC.	1040.00	467.58	Copying Expenses June
9672	6/27/13	MARK MALOY	1040.00	120.45	Expense Reimbursement
9673	6/27/13	THOMAS E. MATUSZKO	1040.00	76.72	Expense Reimbursement
9674	6/27/13	GWEN MILLER	1040.00	49.61	Expense Reimbursement

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9675	6/27/13	PATRICIA A. MULLINS	1040.00	254.57	Expense Reimbursement
9676	6/27/13	PETTY CASH & MARIANNE SNIEZEK	1040.00	29.50	Expense Reimbursement
9677	6/27/13	DIANE PERSSON	1040.00	3,871.72	#274 DPH/EPP13 Professional Services
9678	6/27/13	DOUGLAS PLACHCINSKI	1040.00	277.49	Expense Reimbursement
9679	6/27/13	MELISSA J. PROVENCHER	1040.00	109.59	Expense Reimbursement
9680	6/27/13	BERKSHIRE TECHNOLOGY PARTNERS	1040.00	1,130.54	Utilities May-June
9681	6/27/13	SAMEL'S DELI & CATERING	1040.00	119.40	Gen Meeting
9682	6/27/13	UNITED PARCEL SERVICE	1040.00	<u>22.98</u>	Mailing
<b>Total</b>				<b>92,331.37</b>	

**BERKSHIRE REGIONAL PLANNING COMMISSION**

Aged Receivables

As of Jun 30, 2013

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

Customer ID Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
10/AMEC/DAL TOWN OF DALTON	6/30/13	10-063013-2-DAL	874.44				874.44
<b>10/AMEC/DAL TOWN OF DALTON</b>			<b>874.44</b>				<b>874.44</b>
10/AMEC/LEN TOWN OF LENOX	6/30/13	10-063013-2-LEN	2,217.33				2,217.33
<b>10/AMEC/LEN TOWN OF LENOX</b>			<b>2,217.33</b>				<b>2,217.33</b>
10/AMEC/PTS CITY OF PITTSFIELD	6/30/13	10-063013-1-PTS	7,318.23				7,318.23
<b>10/AMEC/PTS CITY OF PITTSFIELD</b>			<b>7,318.23</b>				<b>7,318.23</b>
10/MAPS/SBREPC SOUTHERN BERKSHIRE REGIONAL	6/17/13	10-061713-1	1,373.06				1,373.06
<b>10/MAPS/SBREPC SOUTHERN BERKSHIRE REGIONAL</b>			<b>1,373.06</b>				<b>1,373.06</b>
214/WMC/MBI WESTERNMA CONNECT, INC-WMC/M	5/14/13 6/24/13	214-043013-11 214-053113-12	152.92	306.21			306.21 152.92
<b>214/WMC/MBI WESTERNMA CONNECT, INC-WMC/MBI</b>			<b>152.92</b>	<b>306.21</b>			<b>459.13</b>
222/GTB/PM TOWN OF GREAT BARRINGTON: GTB/PM	6/11/13	222-053113-2	765.34				765.34

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Customer ID Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
<b>222/GTB/PM</b>			<b>765.34</b>				<b>765.34</b>
<b>TOWN OF GREAT BARRINGTON: GTB/PM</b>							
235/HUD/RP	6/30/13	235-063013	11,412.01				11,412.01
HUD ADMINISTERING OFFICE							
<b>235/HUD/RP</b>			<b>11,412.01</b>				<b>11,412.01</b>
<b>HUD ADMINISTERING OFFICE</b>							
240/BKT/GCTA	4/24/13	240-033113-5			6,602.00		6,602.00
TOWN OF BECKET: BKT/GCTA							
<b>240/BKT/GCTA</b>					<b>6,602.00</b>		<b>6,602.00</b>
<b>TOWN OF BECKET: BKT/GCTA</b>							
245/BKT/CDBG11	4/29/13	245-033113-9			6,902.38		6,902.38
TOWN OF BECKET: BKT/CDBG11							
	5/31/13	245-043013-10	3,937.18				3,937.18
	6/25/13	245-053113-3	2,701.06				2,701.06
<b>245/BKT/CDBG11</b>			<b>6,638.24</b>		<b>6,902.38</b>		<b>13,540.62</b>
<b>TOWN OF BECKET: BKT/CDBG11</b>							
250/DAL/CLNUP	5/7/13	250-033113-11		5,704.85			5,704.85
DALTON REDEVELOP.AUTHORITY-D							
	5/30/13	250-043013-12		4,640.21			4,640.21
	6/20/13	250-033113-11R	-2,183.55				-2,183.55
	6/20/13	250-053113-13	10,821.17				10,821.17
<b>250/DAL/CLNUP</b>			<b>8,637.62</b>	<b>10,345.06</b>			<b>18,982.68</b>
<b>DALTON REDEVELOP.AUTHORITY-DAL/CLNUP</b>							
253/FRCOG/RT116	4/24/13	253-033113-16			1,572.39		1,572.39
FRCOG - FRCOG/RT116							
	4/24/13	253-022813-15			3,285.32		3,285.32
	6/7/13	253-043013-17	3,056.37				3,056.37
	6/25/13	253-053113-18	3,983.82				3,983.82

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<b>253/FRCOG/RT116</b> <b>FRCOG - FRCOG/RT116</b>			<b>7,040.19</b>		<b>4,857.71</b>		<b>11,897.90</b>
258/FRCOG/MKT FRCOG - FRCOG/MKT	3/15/13 4/1/13 4/12/13	258-013113-12 258-022813-13 258-033113-14				3,295.32 2,905.17 5,274.31	3,295.32 2,905.17 5,274.31
<b>258/FRCOG/MKT</b> <b>FRCOG - FRCOG/MKT</b>					<b>8,179.48</b>	<b>3,295.32</b>	<b>11,474.80</b>
261/LEE/EDF TOWN OF LEE	6/25/13	261-053113-2	3,335.27				3,335.27
<b>261/LEE/EDF</b> <b>TOWN OF LEE</b>			<b>3,335.27</b>				<b>3,335.27</b>
262/RR HOOSIC RIVER REVIVAL COALITION-RR	6/30/13	262-063013-3	112.43				112.43
<b>262/RR</b> <b>HOOSIC RIVER REVIVAL COALITION-RR</b>			<b>112.43</b>				<b>112.43</b>
263/MT/HIST MASS DOT - MT/HIST	4/17/13	263-033113-3.2			5,764.14		5,764.14
<b>263/MT/HIST</b> <b>MASS DOT - MT/HIST</b>					<b>5,764.14</b>		<b>5,764.14</b>
272/BKT/SHP TOWN OF BECKETT - BKT/SHP	5/31/13	272-043013-6	4,514.99				4,514.99
<b>272/BKT/SHP</b>			<b>4,514.99</b>				<b>4,514.99</b>

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<b>TOWN OF BECKET - BKT/SHP</b>							
276/FRCOG/MRC13	6/13/13	276-043013-6	2,656.50				2,656.50
FRANKLIN REGIONAL COUNCIL OF G	6/25/13	276-052513-7	2,693.45				2,693.45
<b>276/FRCOG/MRC13</b>			<b>5,349.95</b>				<b>5,349.95</b>
<b>FRANKLIN REGIONAL COUNCIL OF GOVERNMENT</b>							
277/BB/BUW13	5/13/13	277-043013-8		1,667.98			1,667.98
BERKSHIRE UNITED WAY: BB/BUW1	6/11/13	277-053131-9	1,662.72				1,662.72
<b>277/BB/BUW13</b>			<b>1,662.72</b>	<b>1,667.98</b>			<b>3,330.70</b>
<b>BERKSHIRE UNITED WAY: BB/BUW13</b>							
281/TPL13	5/16/13	281-043013-1.7		35,537.38			35,537.38
MASSDOT#75425 - TPL13	6/10/13	281-053113-1.8	31,457.90				31,457.90
<b>281/TPL13</b>			<b>31,457.90</b>	<b>35,537.38</b>			<b>66,995.28</b>
<b>MASSDOT#75425 - TPL13</b>							
282/MAPC/MRP11	3/11/13	282-022813-4			1,154.66		1,154.66
FRCOG - MAPC/MRP11	5/13/13	282-043013-6		2,327.51			2,327.51
	6/11/13	282-053113-7	3,945.89				3,945.89
<b>282/MAPC/MRP11</b>			<b>3,945.89</b>	<b>2,327.51</b>	<b>1,154.66</b>		<b>7,428.06</b>
<b>FRCOG - MAPC/MRP11</b>							
283 BHPA/INSP/EGR	6/25/13	283-062513-4	1,412.50				1,412.50
TOWN OF EGREMONT							
<b>283 BHPA/INSP/EGR</b>			<b>1,412.50</b>				<b>1,412.50</b>
<b>TOWN OF EGREMONT</b>							

**BERKSHIRE REGIONAL PLANNING COMMISSION**

Aged Receivables

As of Jun 30, 2013

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

Customer ID Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
283 BHPA/INSP/GTB TOWN OF GREAT BARRINGTON	6/13/13	283-061313-1-GTB	800.00				800.00
<b>283 BHPA/INSP/GTB TOWN OF GREAT BARRINGTON</b>			<b>800.00</b>				<b>800.00</b>
283 BHPA/INSP/SHF TOWN OF SHEFFIELD	6/25/13	283-062513-2	62.50				62.50
<b>283 BHPA/INSP/SHF TOWN OF SHEFFIELD</b>			<b>62.50</b>				<b>62.50</b>
283 BHPA/INSP/WSH TOWN OF WASHINGTON	4/15/13 6/25/13	283-033113-4-WSH 283-062513-5			150.00		150.00 662.50
<b>283 BHPA/INSP/WSH TOWN OF WASHINGTON</b>			<b>662.50</b>		<b>150.00</b>		<b>812.50</b>
287/LEE/CLNUP TOWN OF LEE	3/21/13 6/25/13	287-022813-1 287-053113-01				2,891.47	2,891.47 9,013.90
<b>287/LEE/CLNUP TOWN OF LEE</b>			<b>9,013.90</b>			<b>2,891.47</b>	<b>11,905.37</b>
288/BB/BTCF13 BERKSHIRE TACONIC COMMUNITY FOUNDATION	6/11/13	288-053113-3	2,225.25				2,225.25
<b>288/BB/BTCF13 BERKSHIRE TACONIC COMMUNITY FOUNDATION</b>			<b>2,225.25</b>				<b>2,225.25</b>
290/MASSDOT/PRSDL MASSACHUSETTS DEPT OF TRANSPC	5/1/13 6/13/13	290-043013-2 290-053113-3		10,783.62			10,783.62 8,969.29
			8,969.29				

**BERKSHIRE REGIONAL PLANNING COMMISSION**

Aged Receivables

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Customer ID Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90 Over 90 days	Amount Due
<b>290/MASSDOT/PRSDL</b>			<b>8,969.29</b>	<b>10,783.62</b>		<b>19,752.91</b>
<b>MASSACHUSETTS DEPT OF TRANSPORTATION</b>						
292/MAPC/SHELT3	5/13/13	292-043013-1		1,880.93		1,880.93
WESTERN MASS HOMELAND SECUR	6/11/13	292-053113-2	3,117.85			3,117.85
<b>292/MAPC/SHELT3</b>			<b>3,117.85</b>	<b>1,880.93</b>		<b>4,998.78</b>
<b>WESTERN MASS HOMELAND SECURITY REGION</b>						
293 EOT07	5/31/13	293-043013-1	1,261.05			1,261.05
MASS DEPT OF TRANSPORTATION	6/12/13	293-053113-2	3,215.93			3,215.93
<b>293 EOT07</b>			<b>4,476.98</b>			<b>4,476.98</b>
<b>MASS DEPT OF TRANSPORTATION</b>						
49/OUTS/ADM	6/27/13	49-063013-11	1,295.00			1,295.00
ADAMS: OUTSOURCE PLNR(GIS)-OUTS/ADM						
<b>49/OUTS/ADM</b>			<b>1,295.00</b>			<b>1,295.00</b>
<b>ADAMS: OUTSOURCE PLNR(GIS)-OUTS/ADM</b>						
BCBOHA	6/26/13	062613 UTILITIES	68.84			68.84
BCBOHA						
<b>BCBOHA</b>			<b>68.84</b>			<b>68.84</b>
<b>BCBOHA</b>						
TOWN OF ADAMS	6/1/13	5TH THURS MAY 2013	64.00			64.00
TOWN OF ADAMS						
<b>TOWN OF ADAMS</b>			<b>64.00</b>			<b>64.00</b>
<b>TOWN OF ADAMS</b>						

**BERKSHIRE REGIONAL PLANNING COMMISSION**

**Aged Receivables**

As of Jun 30, 2013

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

<b>Customer ID</b>	<b>Date</b>	<b>Invoice/CM #</b>	<b>0 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>Over 90 days</b>	<b>Amount Due</b>
<b>Customer</b>							
<b>Report Total</b>			<b>128,977.14</b>	<b>62,848.69</b>	<b>32,455.71</b>	<b>7,341.45</b>	<b>231,622.99</b>

BERKSHIRE REGIONAL PLANNING COMMISSION  
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SHEILA IRVIN, Chair  
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GALE LABELLE, Clerk  
CHARLES P. OGDEN, Treasurer

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:** July 3, 2013  
**SUBJ:** Agenda Items

V. Business Requiring Action

- A. Approval to Enter into Agreements with Municipalities for Planning Technical Assistance Services for FY 2014

We request approval by the Executive Committee for the Executive Director to be authorized to enter into intergovernmental agreements and contracts with Berkshire municipalities, state agencies and non-profit organizations for planning technical assistance services during the course of FY 2014. During the course of each year we have a number of requests to provide services in excess of those permitted under our general fund allowance. These require written agreements to provide services and be reimbursed for our costs. Grant applications will continue to be brought to the Executive Committee for approval as has been done in the past. We will continue to provide a monthly report on new agreements and contracts to the Executive Committee.

- B. Approval to Submit Grant Application to the Federal Reserve Bank of Boston for a Working Cities Challenge Grant

The Executive Committee is requested to authorize Assistant Director Tom Matuszko to submit a grant application to the Federal Reserve Bank of Boston for a Working Cities Challenge Grant and for the Executive Director to enter into any resulting contracts and agreements. BRPC is applying, in collaboration with the City of Pittsfield, Berkshire County Regional Employment Board, 1Berkshire, Berkshire Works, Berkshire United Way, Berkshire County Regional Housing Authority, the Adult Learning Center, Compact for Education, Berkshire Community College, and Mildred Elley career school for a grant to help make the workforce development system more effective so the region can better meet its labor force needs now and in the future. The Working Cities Challenge Grant is a new grant initiative being offered through the Federal Reserve Bank of Boston. Only 20 cities in the Commonwealth are eligible to apply. BRPC will be the lead applicant and, if awarded, would administer the grant on behalf of the coalition. Applications are due July 26<sup>th</sup>. A 20% match is required, however the City and BUW are already committed to helping meet that match; it is unclear at present if BRPC will need to assist with match. Any BRPC match commitment will be of in-kind services funded through other grants or contracts.

## VI. Committee Reports

### A. Clearinghouse Review Committee

The Committee met on July 1<sup>st</sup> on the ENF for the site remediation at the New England Log Homes site. The Committee will be meeting in late August to discuss its procedures for reviews to determine if clarifications or modifications would be helpful.

### B. Commission Development Committee

### C. Regional Issues Committee

The Regional Issues Committee met on June 11<sup>th</sup> to wrap up discussion on the land use reform legislation. A meeting will be held in the latter half of August with the primary topic being utility relocation issues, based on a request made at the May Commission meeting.

## VII. Executive Director's Report

### A. Report on New Contracts/Agreements

Since your last meeting, we have entered into the following new contracts:

- Town of Cheshire for Pavement Management Assessment
- City of North Adams and Town of Windsor for Public Health Nursing Services

We expect momentarily to receive a notice to proceed from MassDOT for Mohawk Trail Bike Path final planning for the portion in North Adams (Williamstown town line to Gateway Heritage State Park). Closely related work to actually develop final designs in Williamstown and preliminary designs in North Adams will be handled directly by MassDOT from grant funds obtained by BRPC through the National Scenic Byways program.

### B. Status of Filling Soon-to-be Vacant Planner Position

As noted in the Director's report to the Commission, Planner Mackenzie Greer has submitted her resignation and will become North Adam's first City Planner in many years. Mackenzie's last day with BRPC will be July 31<sup>st</sup>. We posted the Planner position already and will be trying to fill it prior to summer vacations kicking into high gear later this month.

### C. Public Health Alliance Services

We will routinely keep you updated on the status of the expanding regional Public Health program. Provision of public health nursing services has fairly rapidly expanded, with Egremont, Great Barrington and Washington being early adopters and then Clarksburg joining. Very recently both North Adams and Windsor signed on. Inspection Services has been a little slower to grow, with Egremont, Washington and, most recently, Peru utilizing the regional public health agent and Sheffield, Great Barrington, and Becket using limited inspection services.

## VIII. Old Business

### A. Status of Transfer of 501c(3) from Berkshire Learning Initiative to BRPC

We continue to plug away at this with a couple of items needing to be done by Western Mass Connect and then by the BRPC Executive Committee. Western Mass Connect just filed the annual paperwork with the Secretary of State and IRS. We expect that there should be some formal actions needed at your next meeting. After the transfer is accomplished, we will then file an updated statement of purpose.

IX. New Business

A. August Executive Committee Meeting – August 8<sup>th</sup>?

We will need an Executive Committee meeting sometime in August to at least get the annual organizational items done subsequent to the election of officers and appointment of Committee Chairs and At-Large Member(s). Due to my vacation schedule, our normal 1<sup>st</sup> Thursday date does not work. The next Thursday is the 8<sup>th</sup> or we could delay for another week or two.

B. Orientation for New Delegates and Alternates

Over the past several years, we have held an orientation session for new delegates and alternates. Generally it has been very lightly attended. We would like to discuss its utility and the possibility of modifying it fairly significantly to provide a better orientation and opportunity for all staff and Commission members to interact in a somewhat informal manner.

C. September BRPC Meeting

At this early date we do not have any required agenda items. We have been informed that EPA is hoping to release its proposed “remedy” for dealing with the PCB contamination in the Housatonic River shortly after Labor Day. However, we have seen these soft target dates slide repeatedly given the complexity of the issues and intensity of discussions.

We should have at least one element of the *Sustainability Plan* to introduce. In addition, the MPO was presented a highway safety analysis at its June meeting which might be educational and useful for Commission members.

D. Usefulness of Community Liaison Program?

We would like Executive Committee input into the usefulness of the Community Liaison Program. We note it in the Commissioner’s Handbook but receive very few inquiries based on it.

E. BRPC Representation of Six “Rest of River” Municipalities

We need to have a discussion about BRPC acting as the intermediary between the negotiator the six rest of river municipalities (Pittsfield, Lenox, Lee, Stockbridge, Great Barrington, and Sheffield) have decided to engage and those communities. If agreeable, the attorney who has been selected, Matthew Pawa, will enter into an agreement for services with BRPC. BRPC will in turn enter into intergovernmental agreements with the six municipalities. They will be covering the cost of the negotiator and may need to cover some BRPC staff time which, thus far, has been able to be covered through DLTA funds. A working group of the six communities, which is facilitated by BRPC staff, will continue to make decisions over the direction the negotiations, and potential litigation, will take.

This is an unusual intermediary role for a regional planning commission to take on, as far as we have been able to ascertain. Essentially BRPC, as an entity representing 32 municipalities and with a board comprised of all 32, will be acting on behalf of six of the 32 in what may end up involving protracted negotiation and even litigation. The six communities’ desires could at some point be at conflict with the desires of the larger region but BRPC would still be contractually obligated to represent the collective interests of the six municipalities.

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Executive Director

**MEMORANDUM**

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

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of May 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.

<b>Town/City/State</b>	<b>Municipal Technical Assistance</b>	<b>Board/Organization</b>
Adams	Provided technical assistance with solar bylaws.	Select Board member
Mt. Washington	Provided technical assistance with agricultural use exemptions.	Planning Board Member
New Marlborough	Provided zoning maps.	Planning Board Member
Sheffield	Review of draft demolition delay bylaw and provided information.	Historic Commission
Stockbridge	Provided technical assistance on Great Estates bylaw revision, new amendments for next version and options to consider to strengthen bylaw.	Planning Board Member
Washington	Provided technical assistance with bylaw changes and presented at town meeting.	Planning Board

<b>Assistance Recipient</b>	<b>Non-Municipal Technical Assistance</b>	<b>Organization</b>
Private	Provided BRPC MEPA comments on Hoosac, Berkshire and Savoy wind projects.	Wind Developer
Private	Provided information on Rest of River clean-up.	Housatonic Railroad