

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
KYLE HANLON, Vice-Chair
MARILYN WILEY, 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, June 12, 2014, 4:00 p.m.
at the Berkshire Regional Planning Commission Office
1 Fenn Street, Suite 201, Pittsfield, MA

- | | | |
|------|---|--------|
| I. | Call to Order, Open Meeting Law Statement & Introductions | (4:00) |
| II. | Approval of Minutes of Executive Committee Meeting of April 3, 2014 * | (4:05) |
| III. | Financial Reports | (4:10) |
| | A. April Expenditures Report * | |
| | B. May Expenditures Report * | |
| | C. Accounts Receivable Report | |
| | D. Other | |
| IV. | Delegate & Alternate Issues | (4:15) |
| V. | Clearinghouse Review | (4:20) |
| | A. ENF for Roundabout Construction at Route 8 and Friend St (Adams) | |
| | B. Status of Review of EENF for Connecticut Expansion Project by Tennessee Gas Pipeline Company (Sandisfield and Tyringham) | |
| | C. Other | |
| VI. | Items Requiring Action * | (4:30) |
| | A. Approval to Submit Grant Application to Toxic Use Reduction Institute to Reduce Use of Toxic Substances in Schools | |
| | B. Other | |
| VII. | Committee Reports | (4:35) |
| | A. Commission Development Committee | |
| | B. Regional Issues Committee – Review of H.4065, Land Use Reform legislation | |
| | C. Other | |

- VIII. Executive Director's Report (4:45)
- A. Report on New Contracts/Agreements
 - B. Report on Status of Berkshire Health Alliance
 - C. Status of District Local Technical Assistance and Community Innovation Challenge Grants in FY 2015 State Budget
 - D. MassWorks Grant Applications Open – application deadline Friday, August 29th
 - E. Provision of Outsource Planner Assistance to Adams with Community Development Program Support
 - F. Initiation of Phase II Project to Plan for Evacuation Service Centers in Western Massachusetts
 - G. Approval of Grant of Services by EPA for Brownfields Assessment of Eagle Mill in Lee
 - H. EPA Releases Proposed Remedy for Clean-up of PCB's from Housatonic River
 - I. Other
- IX. Old Business (4:55)
- X. New Business (5:00)
- A. Summer BRPC Meeting(s)
 - B. Scheduling Executive Director's Annual Performance Review
 - C. Other
- XI. Adjournment (5:10)

* Items Requiring Action

Attachment: Technical Assistance Report for March 2014
Technical Assistance Report for April 2014

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

SHEILA IRVIN, Chair
KYLE HANLON, Vice-Chair
MARILYN WILEY, Clerk
CHARLES P. OGDEN, Treasurer

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

DRAFT MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Thursday, April 3, 2014
At the Berkshire Regional Planning Commission Office
1 Fenn Street, Suite 201, Pittsfield, MA 01201

I. Call to Order

A. The meeting is called to order at: 4:00 p.m.

Chair 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
Kyle Hanlon, Vice Chair
Chuck Ogden, Treasurer
Marilyn Wiley, Clerk
Roger Bolton, Clearinghouse Committee Chair
James Mullen, Regional Issues Committee Chair
Rene Wood, Commission Development Committee Chair
Sam Haupt, At Large

A quorum is present.

Others Present: Sarah Hudson, Tyringham Alternate

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

II. Approval of Minutes of Executive Committee Meeting of March 6, 2014

Chuck Ogden moved to approve; Kyle Hanlon seconded. Unanimously approved with three abstentions.

III. Financial Reports

A. March Expenditure Report

Nat asked all to look at the complete expenditure list, and he would answer any questions. Jamie Mullen moved to approve as presented; Kyle Hanlon seconded. Unanimously approved.

B. Accounts Receivable Report

Staff is continuing to follow up on aged receivables over 90 days. None of the aged receivables are at risk. Nat pointed out some aged receivables have been paid. Sam will follow up on Peru's aged burn permit invoice.

C. Other - none

IV. Delegate and Alternate Issues – none

V. Items Requiring Action

A. Approval for Executive Director to Sign Contract with MassDOT for Transit Planning Services for 4/1/2014-3/31/2015

Rene Wood moved to approve as presented; Kyle Hanlon seconded. Unanimously approved.

B. Approval to Submit Grant Application to the U.S. Department of Transportation for TIGER (Transportation Investment Generating Economic Recovery) Planning for Area Around Berkshire Medical Center

Tom explained this project would tie in with the state redesign project for the intersections near BMC to include walkability, accessibility, sidewalks, efforts on Tyler Street, the west side zoning project to increase commercial zoning, and Springside House and park repurpose. Nat explained the project would link transit needs for BMC employees and incorporate neighborhoods with the transportation aspect. One example would be elderly housing needs near the hospital. Another could be looking at the water runoff at Wahconah Park. Roger asked about drug activity in the area. Nat explained physical changes such as lighting would help deter activity. Land Use, Transportation, Housing, Stormwater management and economic development would be included in this grant application. Rene brought up there is local cash match to this project. If awarded she asked if the Executive Committee could see quarterly statements on any cash match.

Rene Wood moved to approve as presented; Kyle Hanlon seconded. Unanimously approved.

C. Approval for Executive Director to Sign Contract(s) with Western Massachusetts Homeland Security Advisory Council for Outreach and Evacuation Service Center Planning

Jamie Mullen moved to approve as presented; Kyle Hanlon seconded. Unanimously approved.

D. Approval to Submit Grant Application to the Pew and Robert Wood Johnson Foundations for Community Health Impact Assessment

Rene Wood moved to approve as presented; Chuck Ogden seconded. Unanimously approved.

E. Approval to Potentially Submit Grant Application to U.Mass. for an Aging Assessment Grant

Rene Wood moved to approve as presented; Roger Bolton seconded. Unanimously approved.

F. Approval to Potentially Submit Grant Application to U.S. Environmental Protection Agency for Healthy Communities Grant Program

Nat explained this is for educational materials to reduce use of toxic chemicals in schools. The City of Pittsfield is the only community eligible. The materials will be for educating facility managers. BRPC is not expected to have to provide the 5% match.

Rene Wood moved to approve as presented; Chuck Ogden seconded. Unanimously approved.

G. Approval to Potentially Submit Grant Application to the U.S. Department of Transportation for TIGER Infrastructure Grant to Modernize Tracks on Housatonic Railroad to Support Existing Manufacturers

Nat explained BRPC may not be the applicant. MassDOT might be the applicant and BRPC would develop the application. The minimum award is a \$1 million and up to \$10 million.

Jamie Mullen moved to approve as presented; Rene Wood seconded. Unanimously approved.

H. Approval of Modification to Staff Development Policy

Chuck Ogden moved to approve as presented; Rene Wood seconded. Unanimously approved.

I. Approval of Merit Increases for FY 2015

Nat explained according to the Bureau of Labor of Statistics in the Urban Northeast from February to February that the Cost of Living has increased 1.03%. The merit increases recommended are ½% less than last year's merit increases. There was discussion that it would be appropriate to conduct an overall review of salaries, which had not been done in several years, to determine if the overall salary levels were still reasonable.

Chuck Ogden moved to approve as presented; Roger Bolton seconded. Unanimously approved.

J. Other - none

VI. Committee Reports - none

VII. Executive Director's Report

A. Report on New Contracts/Agreements

B. Training for Conservation Commissioners, March 29th & April 5th, BRPC

C. Attorney General's Open Meeting Law Training Webinars, monthly starting April 8th

D. Farmland Access in the Berkshires, April 12th, Berkshire Athenaeum

E. Western Massachusetts Housing Workshop, April 25th, Holyoke Community College

F. Next 5th Thursday Dinner – May 29th, Topic will be "Planning for Climate Change" Tom reported the dinner will be at Cork N Hearth in Lee.

G. Status of District Local Technical Assistance and Community Innovation Challenge Grants in FY 2015 State Budget. Nat encourage all to contact their State representatives to support DLTA staying in the FY15 House budget.

H. Advancement of Land Use Reform Legislation (H.1859)

I. Other – Share information with the communities regarding work-study programs.

Marianne explained the process. BRPC has had a BCC student for two years whose major is in business. BCC pays Shannon through a federal work study grant. The communities could have a student do bookkeeping, IT or any other work related to the student's major. The group agreed this information would be beneficial to share with the communities.

VIII. Old Business - none

IX. New Business

A. May 15th BRPC Meeting:

• Kinder Morgan, aka, Tennessee Gas Pipeline, proposed gas line project

It was suggested to send a special invitation to the towns impacted by this. KM should be asked if they will respond to questions or simply want to make a presentation.

Possible questions to ask: How they determine the line location by drawing a line from Albany to New Hampshire and then adjust the line without looking at GIS data, explain the approval process, the safety record of the company, size of the line, timeline of the process.

• Consider and approve the FY 2015 budget

• Inclusionary Zoning

• Nominating Committee Report

B. Other - none

X. Adjournment

Rene Wood moved to adjourn the meeting which was seconded by Sam Haupt.
The meeting was adjourned at 4:40 p.m.

Materials distributed or presented during this meeting:

Agenda
Minutes
Check Register
Aged Receivables
Executive Director's Memo
Draft Staff Development Policy
MACC Fundamental Training
Open Meeting Law Online Trainings
Farmland Access in the Berkshires
Mass Housing Partnership Workshop
Mass Bill No H1859 Summary
Technical Assistance Memo

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Apr 1, 2014 to Apr 30, 2014

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount	
10178	4/1/14	NATHANIEL W. KARNS	1040.00	179.83	Expense Report
10179	4/1/14	KELLEY CLEANING SERVICES	1040.00	230.00	Cleaning Services
10180	4/1/14	MIIA HEALTH BENEFITS TRUST	1040.00	1,354.32	Dental
10181	4/1/14	MIIA HEALTH BENEFITS TRUST	1040.00	18,843.16	Health
10182	4/1/14	MILLIMAN, INC.	1040.00	2,400.00	
10183	4/1/14	MUTUAL OF OMAHA	1040.00	697.22	Life; STD; LTD
10184	4/1/14	NEW URBAN PUBLICATIONS	1040.00	79.00	
10185	4/1/14	CITY OF PITTSFIELD	1040.00	245.00	Parking
10186	4/1/14	BERKSHIRE TECHNOLOGY PARTNERS	1040.00	3,727.00	Rent April
10187	4/1/14	SAMEL'S DELI & CATERING	1040.00	333.50	
10188	4/1/14	VALLEY GREEN SHREDDING, LLC	1040.00	70.00	Recycling/Shredding
10189	4/1/14	W.B. MASON COMPANY, INC.	1040.00	396.51	Office Supplies
EFT	4/1/14	SAGE SOFTWARE, INC.	1040.00	45.00	Monthly Support
EFT	4/3/14	ENVIRONMENTAL SYSTEMS RESEARCH INST.	1040.00	64.00	
EFT	4/3/14	AASHTO	1040.00	144.00	
10190	4/8/14	TD BANK	1040.00	150.00	Gift Card - Anuja
10191	4/9/14	BERKSHIRE COUNTY #1 HIGHWAY	1040.00	50.00	
10192	4/15/14	BERKSHIRE UNITED WAY, INC.	1040.00	1,188.35	
10193	4/15/14	TOWN OF BECKET	1040.00	3,000.00	Audit Fee - Becket
10194	4/15/14	FEDEX	1040.00	122.39	Postage
10195	4/15/14	LAUREN L. GAHERTY	1040.00	176.14	Expense Report
10196	4/15/14	MASS ASSOC CONSERV COMM	1040.00	5,075.00	
10197	4/15/14	MASS COLLEGE OF LIBERAL ARTS	1040.00	978.13	
10198	4/15/14	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.00	2,000.00	
10199	4/15/14	THAT'S A WRAP	1040.00	265.00	
10200	4/15/14	TIME WARNER CABLE	1040.00	421.01	Phone/Internet
EFT	4/24/14	SURVEY MONKEY	1040.00	24.00	Survey Tool
EFT	4/28/14	GOTOMYPC.COM	1040.00	21.14	Remote Access
EFT	4/29/14	NEARC	1040.00	45.00	
10201	4/29/14	BANKER & TRADESMAN	1040.00	279.00	Subscription
10202	4/29/14	BARBARA CHOON	1040.00	1,800.00	
10203	4/29/14	FAIRVIEW HOSPITAL, INC.	1040.00	2,972.87	#312 Subcontractor
10204	4/29/14	FRANKLIN REGIONAL COUNCIL	1040.00	926.16	
10205	4/29/14	BRENDA J. HITCHCOCK	1040.00	496.00	
10206	4/29/14	HOOSIC RIVER WATERSHED ASSOCIATION	1040.00	50.00	
10207	4/29/14	JENNIFER L. KIMBALL	1040.00	24.30	Expense Report
10208	4/29/14	LAURA KITTROSS	1040.00	527.64	Expense Report
10209	4/29/14	SCOTT B. KRZANIK	1040.00	1,314.00	
10210	4/29/14	CLETUS K. KUS	1040.00	24.08	Expense Report
10211	4/29/14	MARK MALOY	1040.00	9.72	Expense Report
10212	4/29/14	THOMAS E. MATUSZKO	1040.00	145.16	Expense Report
10213	4/29/14	GWEN MILLER	1040.00	41.45	Expense Report

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Apr 1, 2014 to Apr 30, 2014

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount	
10214	4/29/14	PATRICIA A. MULLINS	1040.00	84.20	Expense Report
10215	4/29/14	JACLYN PACEJO	1040.00	52.80	Expense Report
10216	4/29/14	RAIS	1040.00	2,696.00	
10217	4/29/14	BERKSHIRE TECHNOLOGY PARTNERS	1040.00	1,489.27	Utilities
10218	4/29/14	STAPLES ADVANTAGE	1040.00	177.31	
10219	4/29/14	VALLEY GREEN SHREDDING, LLC	1040.00	75.00	Recycling/Shredding
10220	4/29/14	W.B. MASON COMPANY, INC.	1040.00	73.16	Office Supplies
10221	4/29/14	BERKSHIRE MOUNTAIN	1040.00	92.00	Water
10222	4/29/14	MassAPA	1040.00	25.00	
10223	4/29/14	BRIAN M. DOMINA	1040.00	70.00	Expense Report
10224	4/29/14	MACFARLANE OFFICE PRODUCTS, INC.	1040.00	1,256.77	Copying Expense
10225	4/29/14	SANDRA B. MARTIN	1040.00	315.20	Expense Report
10226	4/29/14	DOUGLAS PLACHCINSKI	1040.00	190.25	Expense Report
Total				57,532.04	

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From May 1, 2014 to May 31, 2014

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Check #	Date	Payee	Cash Account	Amount	
10227	5/1/14	VANTAGEPOINT TRANSFER AGENTS-803222	1040.00	15,000.00	OPEB
10228	5/1/14	MASS STATE EMPLOYEES RET.SYSTEM	1040.00	10,430.01	Retirement (April)
10229	5/1/14	MIIA HEALTH BENEFITS TRUST	1040.00	1,354.32	Dental Insurance
10230	5/1/14	MIIA HEALTH BENEFITS TRUST	1040.00	18,843.16	Health Insurance
10231	5/1/14	MUTUAL OF OMAHA	1040.00	674.37	Life; STD; LTD
10232	5/1/14	CITY OF PITTSFIELD	1040.00	245.00	Parking
10233	5/1/14	BERKSHIRE TECHNOLOGY PARTNERS	1040.00	3,727.00	Rent May 2014
EFT	5/1/14	SAGE SOFTWARE, INC.	1040.00	45.00	Monthly Support
EFT	5/2/14	VISTAPRINT	1040.00	69.99	Office Supplies
10252	5/13/14	W.B. MASON COMPANY, INC.	1040.00	290.46	Office Supplies
10251	5/13/14	VALLEY GREEN SHREDDING, LLC	1040.00	70.00	Recycle Shredding Service
10250	5/13/14	TRC ENVIRONMENTAL CORPORATION	1040.00	45,075.81	VOID
10249	5/13/14	TIME WARNER CABLE	1040.00	421.21	Telephone/Internet
10248	5/13/14	STUDIO TWO, LLC	1040.00	56.25	#235 HUD
10247	5/13/14	RAIS	1040.00	55.84	
10246	5/13/14	DIANE PERSSON	1040.00	1,320.42	Expense Report
10245	5/13/14	PITTSFIELD PCTV COMMUNITY TELEVISION	1040.00	50.00	
10244	5/13/14	PETTY CASH & MARIANNE SNEZEK	1040.00	58.79	Office Supplies
10243	5/13/14	MASS ECONOMIC DEV COUNCIL	1040.00	65.00	
10242	5/13/14	KELLEY CLEANING SERVICES	1040.00	400.00	Cleaning Services
10241	5/13/14	NATHANIEL W. KARNS	1040.00	119.57	Expense Report
10240	5/13/14	HURWIT & ASSOCIATES	1040.00	1,278.19	
10239	5/13/14	FAIRVIEW HOSPITAL, INC.	1040.00	2,608.91	#312 FRCOG/MRC14
10238	5/13/14	ENTERPRISE RENT-A-CAR	1040.00	65.59	
10237	5/13/14	EMPLOYERS ASSOC.OF THE NORTHEAST, INC.	1040.00	710.00	
10236	5/13/14	NEW ENGLAND NEWSPAPERS, INC.	1040.00	174.38	#281 Advertising
10235	5/13/14	BBE OFFICE INTERIORS	1040.00	70.00	Office Supplies
10234	5/13/14	B&G RESTAURANT SUPPLY, INC.	1040.00	54.71	
10250V	5/13/14	TRC ENVIRONMENTAL CORPORATION	1040.00	-45,075.81	VOID
10253	5/13/14	TRC ENVIRONMENTAL CORPORATION	1040.00	45,076.17	#250/#287 Subcontractor
EFT	5/13/14	THE BOXER	1040.00	222.04	
EFT	5/14/14	EXTENDED STAY AMERICA	1040.00	106.11	A
10254	5/15/14	MASS STATE EMPLOYEES RET.SYSTEM	1040.00	9,870.60	VOID
10254V	5/15/14	MASS STATE EMPLOYEES RET.SYSTEM	1040.00	-9,870.60	VOID
10255	5/15/14	MASS STATE EMPLOYEES RET.SYSTEM	1040.00	9,867.52	Retirement
10256	5/21/14	PATRICIA A. MULLINS	1040.00	387.45	Expense Report
EFT	5/27/14	GOTOMYPC.COM	1040.00	19.90	Remote Access
EFT	5/27/14	SURVEY MONKEY	1040.00	24.00	Admin-Survey Tool
EFT	5/28/14	TRB WEBINAR	1040.00	89.00	
10257	5/29/14	BARBARA CHOON	1040.00	3,072.00	Svcs: 041614-051514 #327 HRIA/PHDIG14
10258	5/29/14	COMPUWORKS	1040.00	2,083.25	Maintenance Contract
10259	5/29/14	CORK 'N HEARTH	1040.00	1,221.00	5th Thursday

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From May 1, 2014 to May 31, 2014

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount	
10260	5/29/14	DELUXE FOR BUSINESS	1040.00	277.38	Checks Non Profit
10261	5/29/14	BRIAN M. DOMINA	1040.00	224.00	Expense Report
10262	5/29/14	LAUREN L. GAHERTY	1040.00	85.00	Expense Report
10263	5/29/14	BRENDA J. HITCHCOCK	1040.00	2,880.00	Svcs: 041614-051514 #327 HRIA/PHDIG14
10264	5/29/14	JENNIFER L. KIMBALL	1040.00	60.48	Expense Report
10265	5/29/14	LAURA KITROSS	1040.00	560.80	Expense Report
10266	5/29/14	SCOTT B. KRZANIK	1040.00	2,412.00	Svcs: 041614-051514 #327 HRIA/PHDIG14
10267	5/29/14	MARK MALOY	1040.00	138.94	Expense Report
10268	5/29/14	SANDRA B. MARTIN	1040.00	477.10	Expense Report
10269	5/29/14	MASS. HOUSING PARTNERSHIP	1040.00	100.00	
10270	5/29/14	THOMAS E. MATUSZKO	1040.00	29.24	Expense Report
10271	5/29/14	MCPPO	1040.00	125.00	
10272	5/29/14	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.00	50.00	
10273	5/29/14	JACLYN PACEJO	1040.00	29.52	Expense Report
10274	5/29/14	PITTSFIELD ECONOMIC REVITALIZATION CORP	1040.00	1,375.00	#166 Loan Fee
10275	5/29/14	DIANE PERSSON	1040.00	222.88	Expense Report
10276	5/29/14	PITTSFIELD FIRE & SAFETY	1040.00	48.00	Maintenance on Exting
10277	5/29/14	BERKSHIRE TECHNOLOGY PARTNERS	1040.00	1,064.09	Utilities
10278	5/29/14	STAPLES ADVANTAGE	1040.00	160.53	Office Supplies
10279	5/29/14	W.B. MASON COMPANY, INC.	1040.00	28.25	Office Supplies
10280	5/29/14	BERKSHIRE MOUNTAIN	1040.00	101.00	Water
10281	5/29/14	BCARC, INC.	1040.00	85.19	
Total				130,961.01	

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of May 31, 2014

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
166/TOWN OF ADAMS	TOWN OF ADAMS	3/13/14	166-031214-1-ADM				2,000.00	2,000.00
166/TOWN OF ADAMS	TOWN OF ADAMS						2,000.00	2,000.00
166/TOWN OF GT BARR	TOWN OF GREAT BARRINGTON	3/13/14	166-031314-1-GTB				2,000.00	2,000.00
166/TOWN OF GT BARR	TOWN OF GREAT BARRINGTON						2,000.00	2,000.00
263/MT/HIST	MASS DOT - MT/HIST	4/10/14	263-033114-7.2		6,687.71			6,687.71
263/MT/HIST	MASS DOT - MT/HIST				6,687.71			6,687.71
281/TPL13	MASSDOT#75425 - TPL13	4/15/14	281-033114-2.6		41,544.79			41,544.79
281/TPL13	MASSDOT#75425 - TPL13	5/15/14	281-043014-2.7	37,326.15				37,326.15
281/TPL13	MASSDOT#75425 - TPL13			37,326.15	41,544.79			78,870.94
283 BHPA/INSP/WSH	TOWN OF WASHINGTON	1/4/14	283-123113-3				50.00	50.00
283 BHPA/INSP/WSH	TOWN OF WASHINGTON						50.00	50.00
284/BHPN/PHN/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH	4/1/14	284-063014-3-PTS		800.00			800.00
284/BHPN/PHN/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH				800.00			800.00
284/BHPN/PHN/WND	TOWN OF WINDSOR	1/1/14	284-123113-2-WND(R)				346.75	346.75
284/BHPN/PHN/WND	TOWN OF WINDSOR	1/1/14	CM 284-123113-2-WND				-251.75	-251.75
284/BHPN/PHN/WND	TOWN OF WINDSOR						95.00	95.00
284/BPHN/PHN/GTB	TOWN OF GREAT BARRINGTON	1/7/14	284-070113-GTB				1,000.00	1,000.00
284/BPHN/PHN/GTB	TOWN OF GREAT BARRINGTON						1,000.00	1,000.00
287/LEE/CLNUP	TOWN OF LEE	4/16/14	287-033114-06		6,039.47			6,039.47

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of May 31, 2014

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
287/LEE/CLNUP	TOWN OF LEE				6,039.47			6,039.47
290/MASSDOT/PRSDL	MASSACHUSETTS DEPT OF TRANSPORTATION	4/10/14	290-033114-2.1		3,453.19			3,453.19
290/MASSDOT/PRSDL	MASSACHUSETTS DEPT OF TRANSPORTATION	5/12/14	290-043014-2.2	10,686.49				10,686.49
290/MASSDOT/PRSDL	MASSACHUSETTS DEPT OF TRANSPORTATION			10,686.49	3,453.19			14,139.68
298/TOWN OF PERU	TOWN OF PERU	5/21/14	298-043014-2	1,728.05				1,728.05
298/TOWN OF PERU	TOWN OF PERU			1,728.05				1,728.05
299/MAPC/FBOPIII	METROPOLITAN AREA PLANNING COUNCIL	3/13/14	299-022814-1			2,939.45		2,939.45
299/MAPC/FBOPIII	METROPOLITAN AREA PLANNING COUNCIL	3/16/14	299-031614-02			3,309.71		3,309.71
299/MAPC/FBOPIII	METROPOLITAN AREA PLANNING COUNCIL	4/14/14	299-041414-03		6,750.00			6,750.00
299/MAPC/FBOPIII	METROPOLITAN AREA PLANNING COUNCIL				6,750.00	6,249.16		12,999.16
304/TOWN OF ADAMS	TOWN OF ADAMS	3/13/14	304-031214-1-ADM			2,000.00		2,000.00
304/TOWN OF ADAMS	TOWN OF ADAMS					2,000.00		2,000.00
304/TOWN OF GT BARR	TOWN OF GREAT BARRINGTON	3/13/14	304-031314-1-GTB			2,000.00		2,000.00
304/TOWN OF GT BARR	TOWN OF GREAT BARRINGTON					2,000.00		2,000.00
309 BB/BUW14	BERKSHIRE UNITED WAY	5/7/14	309-043014-7	2,197.99				2,197.99
309 BB/BUW14	BERKSHIRE UNITED WAY			2,197.99				2,197.99
310/MBPT2	MASSDOT#77954 - MBPT2	4/10/14	310-033114-2		9,365.48			9,365.48

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of May 31, 2014

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
310/MBPT2	MASSDOT#77954 - MBPT2				9,365.48			9,365.48
313/FRCOG	FRANKLIN REGIONAL COUNCIL OF GOVERNMENT	5/12/14	313-043014-2	226.64				226.64
313/FRCOG	FRANKLIN REGIONAL COUNCIL OF GOVERNMENT			226.64				226.64
314/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC	4/7/14	314-033114-2		3,208.64			3,208.64
314/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC				3,208.64			3,208.64
316/NMB	TOWN OF NEW MARLBOROUGH	4/15/14	316-041514-01		3,199.61			3,199.61
316/NMB	TOWN OF NEW MARLBOROUGH				3,199.61			3,199.61
317/FRCOG/WF	FRANKLIN REGIONAL COUNCIL OF GOVT	4/15/14	317-033114-2		18,347.37			18,347.37
317/FRCOG/WF	FRANKLIN REGIONAL COUNCIL OF GOVT				18,347.37			18,347.37
320/LEE/BFAWP	TOWN OF LEE	4/17/14	320-033114-02		2,811.20			2,811.20
320/LEE/BFAWP	TOWN OF LEE				2,811.20			2,811.20
325/PVPC/TL	PIONEER VALLEY PLANNING COMMISSION	1/13/14	325-123113-1			775.84		775.84
325/PVPC/TL	PIONEER VALLEY PLANNING COMMISSION	4/9/14	325-033114-2		2,502.23			2,502.23
325/PVPC/TL	PIONEER VALLEY PLANNING COMMISSION				2,502.23	775.84		3,278.07
327/DPH/PHDIG14	DEPARTMENT OF PUBLIC HEALTH	5/5/14	327-050414-1	9,750.00				9,750.00

BERKSHIRE REGIONAL PLANNING COMMISSION

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Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
327/DPH/PHDIG14	DEPARTMENT OF PUBLIC HEALTH			9,750.00				9,750.00
328/BKT/GCTA2	TOWN OF BECKET	4/30/14	328-033114-1		2,341.33			2,341.33
328/BKT/GCTA2	TOWN OF BECKET				2,341.33			2,341.33
333/EOT08	OFFICE OF TRANSPORTATION PLANNING	5/12/14	333-043014-1	6,329.18				6,329.18
333/EOT08	OFFICE OF TRANSPORTATION PLANNING			6,329.18				6,329.18
336/MAPC/POPA	WESTERN MASS HOMELAND SECURITY REGION	5/7/14	336-043014-1	978.39				978.39
336/MAPC/POPA	WESTERN MASS HOMELAND SECURITY REGION			978.39				978.39
49/OUTS/ADM	ADAMS: OUTSOURCE PLNR(GIS)-OUTS/ADM	5/7/14	49-043014-7	1,242.50				1,242.50
49/OUTS/ADM	ADAMS: OUTSOURCE PLNR(GIS)-OUTS/ADM			1,242.50				1,242.50
TOWN OF ADAMS	TOWN OF ADAMS	5/21/14	052914-FITZGERALD, D	33.00				33.00
TOWN OF ADAMS	TOWN OF ADAMS	5/21/14	052914-ZIEMBA, BARB	33.00				33.00
TOWN OF ADAMS	TOWN OF ADAMS	5/27/14	052914 DONOVAN, A	33.00				33.00
TOWN OF ADAMS	TOWN OF ADAMS			99.00				99.00
TOWN OF BECKET	TOWN OF BECKET	5/27/14	052914 GIRARD, W	33.00				33.00
TOWN OF BECKET	TOWN OF BECKET			33.00				33.00
TOWN OF OTIS	TOWN OF OTIS	5/21/14	052914 ERNST, MICHAEL	33.00				33.00
TOWN OF OTIS	TOWN OF OTIS	5/21/14	052914 ERNST, VICKI	33.00				33.00
TOWN OF OTIS	TOWN OF OTIS	5/21/14	052914 KOBRIN, HAL	33.00				33.00

BERKSHIRE REGIONAL PLANNING COMMISSION

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As of May 31, 2014

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Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
TOWN OF OTIS	TOWN OF OTIS	5/21/14	052914 KOBRIN, SONIA	33.00				33.00
TOWN OF OTIS	TOWN OF OTIS			132.00				132.00
TOWN OF STOCKBRIDGE	TOWN OF STOCKBRIDGE	5/28/14	052914 FLETCHER, K	33.00				33.00
TOWN OF STOCKBRIDGE	TOWN OF STOCKBRIDGE			33.00				33.00
TOWN OF WASHINGTON	TOWN OF WASHINGTON	5/21/14	052914 MIKANIEWICZ	33.00				33.00
TOWN OF WASHINGTON	TOWN OF WASHINGTON	5/21/14	052914 HUEBNER, JIM	33.00				33.00
TOWN OF WASHINGTON	TOWN OF WASHINGTON			66.00				66.00
Report Total				70,828.39	107,051.02	14,249.16	1,920.84	194,049.41

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SHEILA IRVIN, Chair
KYLE HANLON, Vice-Chair
MARILYN WILEY, 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: June 4, 2014
SUBJ: Agenda Items

V. Clearinghouse Review

A. ENF for Roundabout Construction at Route 8 and Friend Street (Adams)

Attached are comments which were submitted to MEPA on June 3rd, after the Clearinghouse Committee had a chance to review draft staff comments. The Committee did not feel that this ENF warranted a meeting. Due to the fact that the deadline for comments to MEPA was June 10th, there was not an opportunity to bring this to the Executive Committee or Commission ahead of time. We can provide MEPA any additional comments you may have.

B. Status of Review of EENF for Connecticut Expansion Project by Tennessee Gas Pipeline Company (Sandisfield and Tyringham)

We have received the Expanded Environmental Notification Form for the Connecticut Expansion gas line Project which has been filed with MEPA. The comment deadline is June 20th. The site visit is scheduled for June 10th in Sandisfield, exact place and time to be determined. We are beginning to determine when the Clearinghouse Review Committee will meet on this project. Due to the timing, authorization for the Clearinghouse Review Committee to prepare and submit comments on behalf of the Commission is requested.

VI. Items Requiring Action

A. Approval to Submit Grant Application to Toxic Use Reduction Institute to Reduce Use of Toxic Substances in Schools

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the Toxic Use Reduction Institute to reduce use of toxic substances in schools. There is no local match required.

VII. Executive Director's Report

A. Report on New Contracts/Agreements

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

- Great Barrington Parcel Map Updates
- Homeland Security – Public Outreach
- Association of Food & Drug Officials – assessment & food safety standards projects
- Partnering For Emergency Preparedness With Faith Based Organizations - Emergency Rest Centers
- Lee Pavement Management Assessment

B. Report on Status of Berkshire Health Alliance

The Berkshire Public Health Alliance continues to move forward. Since the last update, the following has occurred:

- Now providing some limited back up inspectional services in Clarksburg & North Adams (one inspection so far only in North Adams).
- Becket & Adams are both considering signing on to the Public Health Nursing for FY 15, though neither has yet made a decision.
- Town of Chester is considering using inspectional services.
- Working with Peru to create a separate Board of Health (currently Board of Selectmen acts as the BOH)

For further information, contact Public Health Program Manager Laura Kittross at lkittross@berkshireplanning.org or 442-1521, ext. 37.

C. Status of District Local Technical Assistance and Community Innovation Challenge Grants in FY 2015 State Budget

As you were emailed earlier this week, District Local Technical Assistance (DLTA) and Community Innovation Challenge Grant (CIC) funding are both subject to budget conference committee decisions. The DLTA program was level funded by the House at \$2.8 million, with no funding for CIC in the House budget. The Senate did not include funding for DLTA but included \$3.0 million for the CIC program. Now is the time to contact your legislators and the conference committee members to indicate the importance of these to your communities. For further information, contact Nat Karns at nkarns@berkshireplanning.org or 442-1521, ext. 26.

D. MassWorks Grant Applications Open – application deadline Friday, August 29th

Attached is the announcement received earlier this week that this year's applications for MassWorks funding are now available and will be accepted through August 29th. For further information on this program, go to www.mass.gov/hed/massworks

E. Provision of Outsource Planner Assistance to Adams with Community Development Program Support

We are providing temporary assistance through our Outsource Planner Program to the Adams Community Development Department in assisting with the administration of their Community Development program. One of their long-time staff members was elected Treasurer and had to immediately take on that role, leaving them short-staffed with a number of projects underway.

F.. Initiation of Phase II Project to Plan for Evacuation Service Centers in Western Massachusetts

The Western Region Homeland Security Advisory Council is funding BRPC and our counterparts in western Massachusetts to develop plans for evacuation service centers. The plan will define what an evacuation service center is, capacity and flow information, service capabilities, security considerations and integration with regional reception centers. Potential locations to serve as evacuation service centers will also be identified. For further information, contact Senior Planner Sandra Martin at 442-1521 ext. 37 or smartin@berkshireplanning.org.

G. Approval of Grant of Services by EPA for Brownfields Assessment of Eagle Mill in Lee

We have been informed that EPA, through a contractor, will be providing brownfields assessment services to the Eagle Mill in Lee. We had started assessment work under previous EPA funding but did not have sufficient resources to undertake further work which was needed. This assistance directly from EPA Region 1 will make up for our shortage of adequate brownfields resources and move the redevelopment of this vacant mill property forward materially. For further information, contact Senior Planner Melissa Provencher at mprovencher@berkshireplanning.org or 442-1521, ext. 22.

H. EPA Releases Proposed Remedy for Clean-up of PCB's from Housatonic River

As you have probably already seen, EPA has just released its proposed remedy for cleaning many of the PCBs from the Rest of River. The "Remedy" can be found on EPA Region 1's website at www.epa.gov/region1/ge and copies will be available at most town halls in CT & MA along the Housatonic River. There will be a public comment period from June 25 through August 8, 2014. A public meeting on the remedy will be held on Wednesday, June 18th, with a poster session starting at 6 p.m. and the public meeting starting at 7. It will be held at the Lenox Middle/High School auditorium.

IX. New Business

A. Summer BRPC Meeting(s)

We have several important items pending which will require at least one Commission meeting this summer. According to the bylaws, we should hold a meeting between July 1 and August 31 to elect officers for the year. Other items we have are:

- The request from Kinder-Morgan, aka, Tennessee Gas Pipeline, to brief the Commission about its proposed Northeast Expansion Project gas line project. We have not received a firm commitment from Kinder Morgan to attend a Commission meeting. Based on experiences elsewhere, if this is on an agenda we will need to hold it in a large venue (Nessacus Middle School or Lenox Middle/High School auditorium, for example). Kinder Morgan is aware we prefer to meet on a Thursday evening. They have been told that thus far July 10th is our best date but have not confirmed that it will work for them.
- The Regional Issues Committee has met on the most recent version of the land use reform legislation (now H.4065). We will have a draft letter to be considered regarding this lengthy and less than perfect bill. It would be preferable to submit comments on this bill as soon as possible.
- Prior to June 20th we will have comments on the Tennessee Gas Pipeline Connecticut Expansion Project Expanded Environmental Notification Form. This could be left to the Clearinghouse Review Committee to submit comments and not hold a Commission meeting prior to the June 20th deadline for submittal of comments to MEPA.

Most July Thursdays are somewhat problematic: July 3rd is just before a holiday; I will almost certainly be out of town both the 3rd and the 10th (not that my attendance is necessary); and Sheila will be unavailable on the 17th.

B. Scheduling Executive Director's Annual Performance Review

The Executive Committee needs to conduct my annual performance review at some point. We would normally do so in June but it has lagged into July on several occasions. I have not yet prepared my self-evaluation.

Attachments (2):

Clearinghouse Review Report – Intersection Improvement Project, Columbia St. (Rte. 8), Adams 2014 MassWorks Applications – Now available!

Berkshire Regional Planning Commission Clearinghouse Review Report

June 3, 2014

SUBJECT: Intersection Improvement Project, Columbia St. (Rte. 8),
Adams, MA
EOEA#: 15204
LOCATION: Adams
ESTIMATED COST: \$1.9 million
REVIEW TYPE: ENF
PROPONENT: MassDOT Highway Division and Town of Adams
COMMENTS DUE: June 10, 2014

PROJECT DESCRIPTION:

The proposed project involves the construction of a modern roundabout at the intersection of Columbia Street (Rte. 8) and Friend and Renfrew Streets in the Town of Adams. The intersection currently experiences significant delays during peak hours from the side streets, which are expected to worsen under future no-build conditions. The proposed roundabout will improve access from and to Friend Street and Renfrew Street, as well as provide a traffic calming measure for this section of Route 8 where vehicle speeds have been observed to be operating over the posted speed limit of 35 miles per hour. Sidewalk construction is also proposed to improve pedestrian accommodations. In addition, two substandard commercial driveways which are located in very close proximity to the intersection will be eliminated.

The ENF states that the project is proceeding through the MEPA review process because it exceeds the following MEPA review threshold: Conversion of land held for natural resources purposes in accordance with Article 97. The Article 97 impacts are 1,849 sq ft of land at the extreme northeast corner of the Town's Renfrew Park in order to construct the roundabout. This corner of the park is currently maintained as lawn and is separated from the remainder of the park by a paved parking area and walkway.

COMMENTS AND RECOMMENDATIONS:

1. Technical comments on designs/plans:
 - We are very pleased to see the elimination of two commercial driveways which are currently much too close to the intersection to be safe (the northern driveway on Rte. 8 at the 7-11 site; the eastern-most driveway on Friend St. at the auto dealership). One of the original intents of this project was to improve corridor access management along Route 8 and the elimination of these driveways helps accomplish that.
 - The driveway on Renfrew Street into the 7-11 also is moved about 11 feet further from the intersection, which is appreciated. However the driveway width is being increased from approximately 61 feet to 69 feet. Both widths are considerably greater than generally accepted commercial driveway widths. There may be reasons for this excessive width involving the internal flow on the existing site but generally wider driveways increase the chance for vehicle conflicts in the driveway due to the greater

Berkshire Regional Planning Commission Clearinghouse Review Report

uncertainty on the part of drivers as to where they should be. It also makes pedestrian access across the driveway less safe.

- Having a utility pole in the roundabout would appear to create a traffic safety hazard and increase the risk of damage to the utility pole; the overhead wires running over the northbound travel lanes through the roundabout, as well as a pole in the middle of it lack any aesthetic sensitivity. We understand that MassDOT has a new policy which prohibits any state/federal highway funds to be expended in placing utilities underground; that is unfortunate as a broad public policy statement as there are certainly some instances where placing the utilities underground serves broader public policy goals than simply saving money.
- A landscape plan is not provided with the ENF submission, however, the cover sheet indicates that a landscape plan is included in the 100% design submittal. A landscape treatment for the center island with a significant vertical dimension, such as trees or a sculpture with cross-view blockage would have a positive impact on roundabout operations, based on existing research. Blocking the view across the center islands will reduce speeds ahead of the pedestrian crossings, increasing safety for all roadway users. Although the speeds may slow, they will also become more uniform, causing drivers entering the roundabout to accept shorter gaps. The effective capacity of the roundabout will be boosted because more vehicles will occupy the circulatory roadway, thus accomplishing the project's principal goal of congestion mitigation. A significant vertical dimension should be strongly considered regardless of whether the utility pole is removed from the center island, although it may help obscure the visual impact of such an appurtenance.
- We note that a photometric plan is not included in the 100% submittal. Lighting at crosswalks is essential for pedestrian safety at roundabouts. Adequate placement of lighting fixtures may also influence the final location of utility poles.
- We believe the wetlands and Article 97 lands impacts to be very minor and mitigated to the extent possible. The public benefits from the project and its various enhancements for safety, congestion, and pedestrian access outweigh any of the small wetlands or park impacts.

2. Compliance with Regional Plans

- The Project is in accord, as the ENF states, with multiple goals of the 2012 Berkshire Regional Transportation Plan. It has been listed in the FFY 2014-2017 Transportation Improvement Program, adopted by the Berkshire Metropolitan Planning Organization in June 2013, for going to bid prior to September 30, 2014.
- The Project also supports a regional priority project in the 2012 Berkshire County Comprehensive Economic Development Strategy (adopted by BRPC in June 2012). The Greylock Glen project is served by Friend Street and part of the MEPA certification for that project required traffic mitigation at this intersection which the roundabout accomplishes.
- The Project also is supported by various goals and policies in the just adopted *Sustainable Berkshires* plan (regional plan adopted by BRPC, March 2014). Specific elements, policies and strategies which this project helps implement include:

Berkshire Regional Planning Commission Clearinghouse Review Report

Economy - Invest in Making Sites Developer-Ready

Work to make sites developer-ready by pro-actively addressing zoning, infrastructure, or brownfield concerns. [emphasis added]

Infrastructure & Services - Protect and improve the performance of the existing transportation facilities.

Identify operational and management strategies to protect and improve the performance of the existing transportation facilities to relieve vehicular congestion and maximize the safety and mobility of people and goods utilizing techniques such as corridor access management.

Infrastructure & Services - Monitor on an ongoing basis accident data and focus planning and funding on areas with higher than average rates of accidents.

Keep the region's highway safety analysis up-to-date, identifying the locations or corridors with the highest accident rates. , , ,Use high accident locations as criteria in establishing priorities for highway improvement funding. . . .

Infrastructure & Services - Encourage projects that promote a shared, safe transportation system.

Encourage projects, designs and initiatives that promote a shared, safe transportation system for bicyclists, motorists, transit users and pedestrians.

3. Appropriateness of Timing of MEPA Filing

BRPC has previously voiced its strong concern regarding the timing of filings with MEPA by MassDOT on projects (most recently regarding the Dalton-Housatonic Street Project in August 2013). MassDOT apparently always files these as a last punch-list item after plans are at the 100% design stage. This is too late in the process to allow meaningful input regarding the project and is apparently flagrantly intended to reduce the opportunities for input which may allow avoidance, minimization, or mitigation of impacts. We request that MassDOT submit all future transportation projects undergoing MEPA review in the Berkshires to MEPA at approximately the 75% design stage which will allow for meaningful public input at a stage of design which provides a reasonable level of knowledge of potential project impacts. It should also reduce the chances that a project will be unduly delayed by the MEPA process which would appear to be in the best interest of the project proponent. In this project's case, if there were impacts which required an EIR, the project would not be able to proceed in a timely fashion and the funding for it would impact projects in the subsequent years of the Transportation Improvement Program or this project would have no funding available.

These comments were approved by the BRPC Clearinghouse Review Committee on June 3, 2014.

From: Kreuter, Erica (SEA) [erica.kreuter@state.ma.us]
Sent: Monday, June 02, 2014 2:48 PM
To: NKarns@berkshireplanning.org
Subject: 2014 MassWorks Applications - Now available!

Dear Nate,

The 2014 MassWorks application are now available to any interested applicants. As in past years, prior applications are available for those who have applied during previous rounds. This year we will be accepting applications for the 2014 MassWorks Infrastructure Program between Monday, August 18th and Friday, August 29th 2014. Please note that this time period is slightly earlier than past rounds.

If you know of a community interested in applying please direct them to our website at: www.mass.gov/hed/massworks. For a direct access to the online application please visit: <https://madhcd.intelligrants.com/Login2.aspx?APPTHEME=MADHCD>

Do not hesitate to contact me if you or any of the communities have any questions regarding this year's MassWorks round.

Best,

Erica



**Commonwealth of Massachusetts Executive Department
Office of Housing and Economic Development
Press Release**

Contact: Matt Sheaff (HED) – 617-788-3603
Samantha Ormsby (HED) – 617-788-3615
- Follow us on [Twitter](#) –

**PATRICK ADMINISTRATION MAKES APPLICATIONS FOR FOURTH ANNUAL
ROUND OF MASSWORKS INFRASTRUCTURE PROGRAM AVAILABLE**

BOSTON – Monday, June 2, 2014 –Housing and Economic Development Secretary Greg Bialecki today announced that the fourth round of the annual MassWorks Infrastructure Program grant program will be open to new applications online between June 1 and August 29, 2014.

The MassWorks Infrastructure Program provides a one-stop shop for municipalities and other eligible public entities seeking funding to support housing, economic development and job creation. In addition, the Program also supports municipalities with a population of 7,000 or less that may seek grants for road improvements to enhance safety.

The 2014 grant round will support housing or commercial growth opportunities that contribute to the long-term strength and sustainability of Massachusetts with a particular emphasis on projects that support the production of multi-family housing in appropriately located mixed-use districts or that support economic development in weak or distressed areas. The MassWorks Program encourages communities to apply for projects where they have planned ahead for such growth by implementing prompt and predictable permitting and zoning that supports the desired growth.

The materials for the fourth round of grants and the electronic application system were put online June 1, 2014, giving public entities a 10-week head start on gathering information they need to apply for these grants in August. A copy of the 2014 application, guidelines, FAQs and other relevant materials are available at <http://mass.gov/hed/massworks>. All data submitted during the 2011, 2012 and 2013 grant rounds will be available to previous applicants for updating, making reapplying easier. All decisions will be rendered within approximately eight weeks.

In total, the past three grant rounds of the MassWorks Infrastructure Program have assisted over 100 projects with over \$180 million in infrastructure improvement projects in all areas of the Commonwealth.

The first competitive MassWorks grant round was held in September 2011. In the latest round, the Administration approved 33 projects worth over \$79 million.

The MassWorks Program represents six capital budget programs that were consolidated by the Patrick Administration in 2011 and codified by the Jobs Bill signed by Governor Deval Patrick in August 2012. To learn more about the MassWorks Infrastructure Program and how it is supporting job growth and long-term, sustainable economic development, please visit: <http://mass.gov/hed/massworks>.

###

Erica Kreuter
Director, MassWorks Infrastructure Program
Executive Office of Housing & Economic Development
One Ashburton Place, Suite 2101 | Boston, MA 02108
O: (617)788-3631 | Email: Erica.Kreuter@state.ma.us
www.mass.gov/mpro | [@massworks](https://twitter.com/massworks)

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

MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission
FROM: Nathaniel W. Karns, AICP, Executive Director
DATE: April 2, 2014
RE: **March Technical Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of March 2014. 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
Great Barrington	Attended a site visit on bank erosion and provided recommendations.	Lake Mansfield Association
Great Barrington	Provided acreage calculations for open space.	Town Planner
Lenox	Updated a zoning map.	Town Planner
Peru	Provided technical assistance on a special permit public hearing extensions and application withdrawals.	Zoning Board Member
Pittsfield	Provided a map of Richmond Pond.	Community Development Member

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

MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission
FROM: Nathaniel W. Karns, AICP, Executive Director
DATE: May 6, 2014
RE: **April Technical Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of April 2014. 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
Lanesborough	Provided technical assistance on the Annual NPDES Report for the Town.	Town Administrator
Lanesborough	Provided assistance with researching the authority of the Planning Board to impose certain conditions on a definitive subdivision plan.	Planning Board member
Tyringham	Provided assistance with wind energy planning and bylaws.	Planning Board member
Williamstown	Provided guidance on possible approaches to overhauling their Zoning Bylaws.	Planning Board member

Assistance Recipient	Non-Municipal Technical Assistance	Organization
Organization	Provided a letter of support for a grant application.	Community Health Program