

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
MARIE RAFTERY, 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, January 8, 2015, 4:00 p.m.
at the Berkshire Regional Planning Commission Office
1 Fenn Street, Suite 201, Pittsfield, MA

Please Note: In the case of inclement weather on the day of the meeting, please call BRPC (413-442-1521, ext 15) to confirm if the meeting will still be held.

AGENDA

- | | | |
|------|--|--------|
| I. | Call to Order & Open Meeting Law Statement | (4:00) |
| II. | Approval of Minutes of Executive Committee Meeting of December 4, 2014 * | (4:05) |
| III. | Financial Reports | (4:10) |
| | A. December Expenditures Report * | |
| | B. Accounts Receivable Report | |
| | C. FY 2014 Audit Management Letter | |
| | D. Other | |
| IV. | Delegate & Alternate Issues | (4:15) |
| V. | Items Requiring Action * | (4:20) |
| | A. Approval of Holding 2015 Annual Meeting at the Pittsfield Country Club on October 15th | |
| | B. Approval to Submit Grant Application to the JSI Research & Training Institute/Mass Dept. of Public Health to address immunization disparities | |
| | C. Approval to Submit Grant Application to Tufts Health Plan Foundation for Age-Friendly Community Designation for Berkshire County | |
| | D. Other | |
| VI. | Committee Reports | (4:25) |

- VII. Executive Director's Report (4:30)
- A. Report on New Contracts/Agreements
 - B. Public Health Alliance Services
 - C. Status of District Local Technical Assistance Funding for 2015
 - D. Survey to Aid in Development of 2015 Berkshire Regional Transportation Plan
 - E. Massachusetts Association of Regional Planning Agencies' Annual Award Dinner – Smith College, Northampton, Thursday, February 19th, 4:45 to 7:30 p.m.
 - F. Massachusetts Recreational Trails Grant Round – deadline for submissions is February 2, 2015
 - G. Mass. Assoc. of Conservation Commissions Annual Conference Session on Pipelines & Local Wetlands Permitting – Saturday, February 28th, Holy Cross, Worcester
 - H. Other
- VIII. Old Business (4:40)
- A. January BRPC Meeting Agenda Items
- IX. New Business (4:45)
- A. BRPC Newsletter
 - B. Other
- X. Adjournment (4:55)

* Items Requiring Action

Attachments: November Local Technical Assistance Report

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

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

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

DRAFT MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Thursday, December 4, 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: 4:16 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
Marie Raftery, Clerk
Rene Wood, Commission Development Committee Chair
Roger Bolton, Clearinghouse Review Committee Chair
James Mullen, Regional Issue Committee Chair
John Duval, At Large

A quorum is present.

Others Present: Andy McKeever – iberkshires Reporter

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

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

Jamie Mullen moved to approve with clarifications; Kyle Hanlon seconded. Unanimously approved.

III. Financial Reports

A. November Expenditure Report

Nat asked all to look at the complete expenditure list, and he would answer any questions.

Rene Wood moved to approve the Expenditures as presented; Marie Raftery 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.

C. Status of Receipt of Community Assessment for FY2015

All communities have paid. We received the last payment from Windsor.

D. Other – Nat informed all the Draft FY2014 Audit has been received and reviewed by Marianne and Linda. There are no findings and no recommendations. BRPC finished the year with a small surplus. Nat will be preparing the management letter. Nat informed all that our accountant, Vince Adelson, sent a message on how smoothly the audit went. Nat stated that books are in such good shape due to Marianne and Linda's good work.

IV. Delegate and Alternate Issues

Roger Bolton asked about BRPC's website and that staff's pictures are not posted. Pictures add a certain tone. Rene stated having pictures puts a face with the name. It could be an action item for next year. Nat remarked when BRPC designed the website it was decided not to have pictures on our website. Pictures will be taken under advisement.

V. Items Requiring Action

A. Approval of Sick Leave Policy

We developed a sick leave policy to incorporate current sick leave practices and BRPC wanted to be fully compliant with the law on July 1st by offering sick time to some staff who currently do not accrue sick time.

Some minor suggestion were made to clarify the language in the memo regarding staff who may work less than 17 ½ hours.

Rene Wood moved to approve with clarifications; Kyle Hanlon seconded. Unanimously approved.

B. Approval to Respond to Request to Provide Technical Services for Ecological Restoration to Division of Ecological Restoration

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

C. Approval to Respond to Request for Proposals to the American Planning Association to address chronic disease and wellness

Rene Wood moved to approve; Marie Raftery seconded. Unanimously approved.

D. Other – Otis Master Plan

Tom explained BRPC will be submitting a response to a request for a proposal to Otis for a Master Plan, and Open Space and Recreation Plan. The Executive Committee does not have to approve the response due to BRPC's ability to respond to local requests.

VII. Committee Reports

A. Commission Development Committee – Tom reported the next 5th Thursday meeting will be January 29, 2015 at the Pittsfield Country Club. The possible topic will be Airbnb. The potential health risks will be the main discussion for this topic.

B. Clearinghouse Review Committee - Roger Bolton reported an ENF for Miss Halls School was received. The staff recommended there are no comments needed. The ENF has been

sent to all Clearinghouse Review Committee members for their review and recommendations regarding the need for a meeting.

C. Finance Committee – Marianne reported a meeting is needed in January to recommend Assessment rates for FY2016

D. Other - none

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

B. Public Health Alliance Services

C. Status of District Local Technical Assistance Funding for 2015

Nat reported BRPC received a revised DLTA contract. BRPC's contract was signed and returned on Monday. All other RPA's have not returned their revised contracts. The money will not be disbursed until all revised contracts have been received. There is a push to get the others to return their contracts immediately.

D. Mass Housing Partnership Rural Housing Summit – December 18th, College of the Holy Cross, Worcester

E. Citizen Planner Training Collaborative Fall Course –Reading a Subdivision/ANR Plan, December 18th, BRPC

F. Massachusetts Recreational Trails Grant Round – deadline for submissions is February 2, 2015

G. Other – Berkshire On-line Municipal Building Permit Team and Berkshire Regional Planning Commission received the 2014 Massachusetts Excellence in Technology Award for Cross-Boundary Collaboration from the Center for Digital Government. Tom explained Bill Thornton from Lenox worked hard on the design of the program.

IX. Old Business - none

X. New Business

A. January BRPC Meeting Agenda Items

- Community Assessment approval
- Sustainable Berkshires Regional Plan Report on implementation activities and priorities. Tom reported on the following items from the Sustainable Berkshire Regional Plan
 1. State Wide Food Plan for Growing, Producing and Transporting Food. Pioneer Valley Planning Commission will use work from the Keep Farming section as a model for this State wide plan.
 2. Council on Aging Groups are discussing the concept of Age Friendly Communities. A working group will be sending out surveys to elders on how they like where they live and what are their needs are.
- Regional Transportation Plan presentation on proposed goals and objectives. Two key areas of need in the transportation plan came from the Sustainable Berkshires Regional Plan are:
 1. Transit Services Needs
 2. Aging Population issues and the relationship to transportation

B. Executive Director's Performance Review for FY 2014

The Executive Committee praised BRPC's staff's ability to figure out how to react and adjust when things suddenly are thrust upon the agency and can set some things aside while responding to something new that is more important.

After a discussion of Nat's self-evaluation, Kyle Hanlon made a motion for Nat Karns to receive a pay increase at the rate of last year's cost of living rate and receive an increase to be applied to professional development; seconded by Roger Bolton.

Nat asked the Executive Committee to treat him the same as other staff that are at their maximum pay scale. The increase to be applied to professional development should be at 1/3, 1/2 or 1 week's pay instead of a bonus.

Rene Wood moved to amend the first motion that Nat Karns receive a pay increase, effective immediately, at last year's cost of living rate of 1.01%. In addition, Nat will receive the equivalent of 1 week's pay of \$2,245 to be applied to professional development; Roger Bolton seconded. Unanimously approved.

C. Other - none

XI. Adjournment

Rene Wood moved to adjourn the meeting which was seconded by Kyle Hanlon. The meeting was adjourned at 5:50 p.m.

Materials distributed or presented during this meeting:

- Agenda
- Minutes
- Check Register
- Aged Receivables
- Executive Director's Memo
- Technical Assistance Report
- Draft Sick Policy
- Massachusetts Housing Partnership News
- 2014 CPTC Fall Workshop Series
- Recreational Trails Program
- December 4, 2014 Executive Committee Action Items
- Nat Karns self-evaluation

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
10560	12/1/14	AMEC MASSACHUSETTS, INC.	1040.000	3,000.00 Balance of AMEC thru Dept #10
10561	12/1/14	DIV. OF PROF. LICENSURE	1040.000	66.00 Kryzanik License
10562	12/1/14	BRIAN M. DOMINA	1040.000	407.29 Expense Report
10563	12/1/14	LAUREN L. GAHERTY	1040.000	211.16 Expense Report
10564	12/1/14	NATHANIEL W. KARNS	1040.000	172.04 Expense Report
10565	12/1/14	JENNIFER L. KIMBALL	1040.000	383.04 Expense Report
10566	12/1/14	LAURA KITROSS	1040.000	408.80 Expense Report
10567	12/1/14	MACFARLANE OFFICE PRODUCTS, INC.	1040.000	1,998.98 Copying
10568	12/1/14	MARK MALOY	1040.000	293.41 Expense Report
10569	12/1/14	SANDRA B. MARTIN	1040.000	567.19 Expense Report
10570	12/1/14	MIIA HEALTH BENEFITS TRUST	1040.000	1,373.32 Dental Insurance
10571	12/1/14	MIIA HEALTH BENEFITS TRUST	1040.000	19,226.74 Health Insurance
10572	12/1/14	PATRICIA A. MULLINS	1040.000	230.54 Expense Report
10573	12/1/14	MUTUAL OF OMAHA	1040.000	641.75 Life; Disability Insurance
10574	12/1/14	JACLYN PACEJO	1040.000	260.71 Expense Report
10575	12/1/14	CITY OF PITTSFIELD	1040.000	210.00 Parking
10576	12/1/14	BONNIE L PARSONS	1040.000	4,160.95 #263 SVCS: 090114-103114
10577	12/1/14	DIANE PERSSON	1040.000	328.52 Expense Report
10578	12/1/14	MELISSA J. PROVENCHER	1040.000	212.28 Expense Report
10579	12/1/14	STAPLES ADVANTAGE	1040.000	207.86 Office Supplies
10580	12/1/14	W.B. MASON COMPANY, INC.	1040.000	429.99 Office Supplies
10581	12/1/14	BERKSHIRE MOUNTAIN	1040.000	83.00 Water
10582	12/1/14	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	4,789.89 Rent/Utilities
10584	12/4/14	THE CECIL GROUP	1040.000	7,800.00 #320 SVCS July-Aug
EFT	12/10/14	MARKETPLACE CAFE	1040.000	57.41 #349 BOAPC Meeting
EFT	12/18/14	GORILLAOFFICE.COM	1040.000	84.49 Office Supplies
EFT	12/18/14	SAGE SOFTWARE, INC.	1040.000	63.95 Supplies - 1099's
10585	12/22/14	MARY AGOGLIA	1040.000	1,600.00 #327/350 Svcs thru 12/15/14
10586	12/22/14	DAVID J. BURNHAM	1040.000	1,050.00 #326 Online Burning Subcontractor
10587	12/22/14	CORNERSTONE	1040.000	583.74 Telephone/Internet
10588	12/22/14	LOUISE DERAGON	1040.000	2,337.60 #327/350 Svcs thru 12/15/14
10589	12/22/14	BRIAN M. DOMINA	1040.000	186.58 Expense Report
10590	12/22/14	ENTERPRISE RENT-A-CAR	1040.000	137.11 348 GTB/RM - Car Rental
10591	12/22/14	ENVIRONMENTAL SYSTEMS RESEARCH INST.	1040.000	4,228.00 ARC GIS Maintenance Contract
10592	12/22/14	EVERGREEN PRINTING SUPPLIES	1040.000	282.55 Office Supplies
10593	12/22/14	FAIRVIEW HOSPITAL, INC.	1040.000	3,407.51 #345 FRCOG SVCS: Oct 14
10594	12/22/14	FEDEX	1040.000	35.93 Postage
10595	12/22/14	FRANKLIN REGIONAL COUNCIL	1040.000	5,589.90 #263 MT/HIST: Oct 14
10596	12/22/14	VANTAGEPOINT TRANSFER AGENTS-803222	1040.000	11,250.00 OPEB Contribution
10597	12/22/14	NATHANIEL W. KARNS	1040.000	8.04 Expense Report
10598	12/22/14	KELLEY CLEANING SERVICES	1040.000	200.00 Cleaning Service
10599	12/22/14	JENNIFER L. KIMBALL	1040.000	60.15 Expense Report

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
10600	12/22/14	SCOTT B. KRZANIK	1040.000	1,368.00 #327 PHDIG Sub Svcs to 12/15
10601	12/22/14	CLETUS K. KUS	1040.000	17.58 Expense Report
10602	12/22/14	MARK MALOY	1040.000	9.72 Expense Report
10603	12/22/14	SANDRA B. MARTIN	1040.000	209.20 Expense Report
10604	12/22/14	PATRICIA A. MULLINS	1040.000	339.82 Expense Report
10605	12/22/14	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.000	1,384.73 #349 BOAPC Subcontractor
10606	12/22/14	VIVIAN ORLOWSKI	1040.000	175.00 343 MAPC/ERC Subcontractor
10607	12/22/14	JACLYN PACEJO	1040.000	299.60 Expense Report
10608	12/22/14	THE PITTSFIELD GAZETTE	1040.000	35.00 Subscription
10609	12/22/14	SAMEL'S DELI & CATERING	1040.000	72.50 Meeting
10610	12/22/14	ST. JOSEPH FOOD PANTRY	1040.000	35.00 Pass-Thru (Donation Carries Father)
10611	12/22/14	STAPLES ADVANTAGE	1040.000	9.79 Office Supplies
10612	12/22/14	W.B. MASON COMPANY, INC.	1040.000	44.40 Office Supplies
10613	12/22/14	BCARC, INC.	1040.000	89.16 Commonground Newsletter
10614	12/22/14	NEW ENGLAND NEWSPAPERS, INC.	1040.000	342.00 Berkshire Eagle Subscription
10615	12/22/14	DELUXE FOR BUSINESS	1040.000	317.20 Office Supplies
10616	12/22/14	VALLEY GREEN SHREDDING, LLC	1040.000	70.00 Recycling/Shredding
10617	12/22/14	LAUREN L. GAHERTY	1040.000	14.56 Expense Report
10618	12/22/14	LAURA KITTROSS	1040.000	337.11 Expense Report
10619	12/22/14	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	1,271.31 Utilities
10620	12/22/14	JUDITH WAGNER	1040.000	22.40 Expense Report
10621	12/22/14	NEW ENGLAND NEWSPAPERS, INC.	1040.000	398.64 Advertising TPL and Dal Clnup
10622	12/23/14	ADELSON MOYNIHAN KOWALCZYK, PC	1040.000	16,500.00 Audit Fee Payment
10623	12/23/14	BCK LAW, P.C.	1040.000	3,331.50 Voided
10624	12/23/14	MASS STATE EMPLOYEES RET.SYSTEM	1040.000	9,474.57 Employee Retirement
10625	12/23/14	DOUGLAS PLACHCINSKI	1040.000	344.96 Expense Report
10623V	12/29/14	BCK LAW, P.C.	1040.000	-3,331.50 Voided
10626	12/29/14	BCK LAW, P.C.	1040.000	3,013.00 #360 USDOT/Pipeline Legal
Total				114,821.67

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Dec 31, 2014

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

Customer ID	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
10/AMEC/DAL	11/19/14	10-063014-2-DAL		261.60			261.60
10/AMEC/DAL				261.60			261.60
10/AMEC/LEN	11/19/14	10-063014-2-LEN		656.20			656.20
10/AMEC/LEN				656.20			656.20
250/DAL/CLNUP	7/31/14	250-063014-22			5,930.25		5,930.25
250/DAL/CLNUP	11/13/14	250-093014-23		2,005.38			2,005.38
250/DAL/CLNUP				2,005.38	5,930.25		7,935.63
263/MT/HIST	12/29/14	263-113014-3.4	14,847.22				14,847.22
263/MT/HIST			14,847.22				14,847.22
281/TPL13	11/20/14	281-103114-3.1		30,498.88			30,498.88
281/TPL13	12/29/14	281-113014-3.2	25,218.21				25,218.21
281/TPL13			25,218.21	30,498.88			55,717.09
283 BHPA/INSP/CLK	10/21/14	283-093014-5-CLK			250.00		250.00
283 BHPA/INSP/CLK					250.00		250.00
283 BHPA/INSP/WSH	10/21/14	283-093014-5-WSH			675.00		675.00
283 BHPA/INSP/WSH					675.00		675.00
284/BHPN/PHN/PTS	11/30/14	284-093014-PTS		1,537.50			1,537.50

Was above EPA Grant.
 Needed New Contract.
 Will draw down in a few
 days. MP

JK checking into payment
 status

JK checking into payment
 status

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As of Dec 31, 2014

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Customer ID	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
284/BHPN/PHN/PTS				1,537.50			1,537.50
304/CITY OF NORTH AD	12/9/14	FY2015 NAD EPA	4,000.00				4,000.00
304/CITY OF NORTH AD			4,000.00				4,000.00
304/COMM DEV	12/9/14	FY2015 PTS EPA	4,000.00				4,000.00
304/COMM DEV			4,000.00				4,000.00
304/TOWN OF ADAMS	12/9/14	FY2015 ADM EPA	4,000.00				4,000.00
304/TOWN OF ADAMS			4,000.00				4,000.00
304/TOWN OF DALTON	12/9/14	FY2015 DAL EPA	3,000.00				3,000.00
304/TOWN OF DALTON			3,000.00				3,000.00
304/TOWN OF GT BARR	12/9/14	FY2015 GTB EPA	4,000.00				4,000.00
304/TOWN OF GT BARR			4,000.00				4,000.00 Ck Received 1/5/15
304/TOWN OF LEE	12/9/14	FY2015 LEE EPA	4,000.00				4,000.00
304/TOWN OF LEE			4,000.00				4,000.00
310/MBPT2	11/20/14	310-103114-2.2		12,490.70			12,490.70
310/MBPT2	12/29/14	310-113014-2.2	3,388.63				3,388.63
310/MBPT2			3,388.63	12,490.70			15,879.33
314/BCBOHA	7/10/14	314-063014-4				31.92	31.92 Ck Received 1/5/15
314/BCBOHA						31.92	31.92

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Dec 31, 2014

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

Customer ID	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due	
315/TOWN OF DALTON	6/26/14	315-063014-01-FINAL				5,212.49	5,212.49	Lost Invoice by Dalton; Need to reprocess. May take a while.
315/TOWN OF DALTON						5,212.49	5,212.49	
317/FRCOG/WF	10/27/14	317-093014				5,163.84	5,163.84	TM checking into payment
317/FRCOG/WF						5,163.84	5,163.84	
319/ROR	12/8/14	319-120814-4-PTS	4,944.18				4,944.18	
319/ROR	12/8/14	319-120814-4-LEN	4,944.18				4,944.18	
319/ROR			9,888.36				9,888.36	
325/PVPC/TL	7/10/14	325-063014-3				-2.00	-2.00	
325/PVPC/TL	10/20/14	325-093014-4				2,395.84	2,395.84	LG checking into payment
325/PVPC/TL						2,395.84	-2.00	2,393.84
326/BURN/BECKET	12/23/14	FY2015 BURN PERM-BKT	90.00				90.00	
326/BURN/BECKET			90.00				90.00	
326/BURN/CHESHIRE	12/23/14	FY2015 BURN PERM-CHS	90.00				90.00	
326/BURN/CHESHIRE			90.00				90.00	
326/BURN/DALTON	12/23/14	FY2015 BURN PERM-DAL	90.00				90.00	
326/BURN/DALTON			90.00				90.00	Ck Received 1/5/15
326/BURN/GTB	12/23/14	FY2015 BURN PERM-GTB	90.00				90.00	

BERKSHIRE REGIONAL PLANNING COMMISSION

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

Customer ID	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due	
326/BURN/GTB			90.00				90.00	Ck Received 1/5/15
326/BURN/HAN	12/23/14	FY2015 BURN PERM-HAN	90.00				90.00	
326/BURN/HAN			90.00				90.00	
326/BURN/LAN	12/23/14	FY2015 BURN PERM-LAN	90.00				90.00	
326/BURN/LAN			90.00				90.00	
326/BURN/LEE	12/23/14	FY2015 BURN PERM-LEE	90.00				90.00	
326/BURN/LEE			90.00				90.00	
326/BURN/LENOX	12/23/14	FY2015 BURN PERM-LEN	90.00				90.00	
326/BURN/LENOX			90.00				90.00	
326/BURN/MONTEREY	12/23/14	FY2015 BURN PERM-MON	90.00				90.00	
326/BURN/MONTEREY			90.00				90.00	
326/BURN/PERU	12/23/14	FY2015 BURN PERM-PER	90.00				90.00	
326/BURN/PERU			90.00				90.00	
326/BURN/PITTSFIELD	12/23/14	FY2015 BURN PERM-PTS	90.00				90.00	
326/BURN/PITTSFIELD			90.00				90.00	
326/BURN/RICHMOND	12/23/14	FY2015 BURN PERM-RCH	90.00				90.00	Ck Received 1/5/15
326/BURN/RICHMOND			90.00				90.00	

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Customer ID	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
326/BURN/SHEFFIELD	12/23/14	FY2015 BURN PERM-SHF	90.00				90.00
326/BURN/SHEFFIELD			90.00				90.00
326/BURN/STOCKBRIDGE	12/23/14	FY2015 BURN PERM-STK	90.00				90.00
326/BURN/STOCKBRIDGE			90.00				90.00
326/BURN/WINDSOR	12/23/14	FY2015 BURN PERM-WND	90.00				90.00
326/BURN/WINDSOR			90.00				90.00
327/DPH/PHDIG14	12/30/14	327-123114-16	9,750.00				9,750.00
327/DPH/PHDIG14			9,750.00				9,750.00
332/BHS/PWTF	12/1/14	332-120114	4,000.00				4,000.00
332/BHS/PWTF			4,000.00				4,000.00
							Ck Received 1/5/15
333/EOT08	12/15/14	333-113014-7	1,710.06				1,710.06
333/EOT08			1,710.06				1,710.06
342/MAPC/MR2	11/6/14	342-103114-1		2,270.78			2,270.78
342/MAPC/MR2	12/8/14	342-113014	2,810.77				2,810.77
342/MAPC/MR2			2,810.77	2,270.78			5,081.55
							Ck Received 1/5/15
343 MAPC/ERC	10/27/14	343-093014-1			4,154.76		4,154.76
343 MAPC/ERC					4,154.76		4,154.76
							Ck Received 1/5/15
346/ADM/OUTSPC	12/23/14	346-113014-7	958.25				958.25

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Dec 31, 2014

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

Customer ID	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due	
346/ADM/OUTSPC			958.25				958.25	
354 WSH/RM	12/8/14	354-123114-1	3,300.00				3,300.00	
354 WSH/RM			3,300.00				3,300.00	
357/GTB-SHF/CDBG	12/10/14	357-113014-2	14,249.66				14,249.66	
357/GTB-SHF/CDBG	12/10/14	357-103114-1	15,138.91				15,138.91	
357/GTB-SHF/CDBG			29,388.57				29,388.57	
360/USDOT/PIPELINE	12/30/14	360-113014-01	25,000.00				25,000.00	Advance Request
360/USDOT/PIPELINE			25,000.00				25,000.00	
362/DAL/SW	12/31/14	362-113014-1	2,467.33				2,467.33	
362/DAL/SW			2,467.33				2,467.33	
TOWN OF MT WASHINGTO	10/13/14	2014 ANNUAL DINNER			-6.00		-6.00	
TOWN OF MT WASHINGTO					-6.00		-6.00	
TOWN OF NEW MARLBORO	10/30/14	103014 5TH THURS JAMIE MULLEN			36.00		36.00	Sent reminder
TOWN OF NEW MARLBORO					36.00		36.00	
TOWN OF SHEFFIELD	10/30/14	103014 5TH THURS-1 KATHY ORLANDO			36.00		36.00	Sent reminder
TOWN OF SHEFFIELD					36.00		36.00	
Report Total			157,077.40	49,721.04	12,705.44	11,172.66	230,676.54	

BERKSHIRE REGIONAL PLANNING COMMISSION

Management Letter

June 30, 2014



Richard F. LaFleche, CPA
Vincent T. Viscuso, CPA
Gary J. Moynihan, CPA
Carol Leibinger-Healey, CPA
David M. Irwin, Jr., CPA

November 21, 2014

Nathaniel W. Karns, Executive Director
and the Commission Members
BERKSHIRE REGIONAL PLANNING COMMISSION
1 Fenn Street, Suite 201
Pittsfield, MA 01201-6229

Dear Mr. Karns:

In connection with our audit of the financial statements of Berkshire Regional Planning Commission as of June 30, 2014, we have made a review of the Organization's accounting, financial, and administrative policies and procedures. While the primary objective of such a review is to afford us a basis of determining the scope of our audit procedures, it nevertheless presents us with an opportunity to submit, for your consideration, suggestions for changes in procedures, which in our opinion, would strengthen internal control or contribute to the improvement of operating efficiency.

The comments and recommendations in this letter are based upon observations made in the course of such review. The review was not designed for the purpose of expressing an opinion on internal accounting control, and it would not necessarily disclose all weaknesses in the system. The results of our review did not result in any comments and recommendations.

We would like to express our thanks and appreciation to Berkshire Regional Planning Commission and its personnel for the cooperation given us during the course of our audit.

Sincerely,

Adelson + Company PC
ADELSON & COMPANY PC

COMMENTS AND RECOMMENDATIONS

There were no comments and recommendations for the year ended June 30, 2014.

STATUS OF PRIOR YEAR RECOMMENDATIONS

There were no comments and recommendations for the year ended June 30, 2013.

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
MARIE RAFTERY, 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: January 5, 2015
SUBJ: Agenda Items

V. Items Requiring Action

- A. Approval of Holding 2015 Annual Meeting at the Pittsfield Country Club on October 15th

The Commission Development Committee has recommended holding this year's Annual Meeting at the Pittsfield Country Club on Thursday, October 15th. Executive Committee approval is requested.

- B. Approval to Submit Grant Application to the JSI Research & Training Institute/Mass Dept. of Public Health to address immunization disparities

Approval is requested for the Executive Director to submit a grant application on behalf of the Berkshire Public Health Alliance to the JSI Research & Training Institute/Mass Dept. of Public Health and to sign any resulting contracts and agreements. This is for technical assistance to reduce immunization disparities among hard-to-reach populations in the County. The grant is intended to build capacity and facilitate systems change that will address and ensure sustainable immunization equity, specifically increasing vaccination rates among under-immunized populations. No BRPC match is required.

- C. Approval to Submit Grant Application to Tufts Health Plan Foundation for Age-Friendly Community Designation for Berkshire County

Approval is requested for the Executive Director to submit a grant application to the Tufts Health Plan Foundation and to sign any resulting contracts and agreements. Age-Friendly Communities designation is a World Health Organization (WHO) Program to help communities prepare for rapid population aging. AARP is an affiliate of the WHO Program. BRPC staff have been participating on an Advisory Committee (with Elder Services of Berkshire County, Home Instead Senior Care, City of Pittsfield [Health Department & Mayor's Office], TriTown Health Department, and the Adams, Williamstown, Pittsfield Councils on Aging and BCBOHA) to explore designating Berkshire County as an "Age-Friendly" County.

Tufts Health Plan Foundation has a grant opportunity that could support this designation. The Letter of Intent for the Grant Application is January 20th. The Advisory Committee has not yet decided who the applicant from Berkshire County would be. However, given the short time period, approval is requested to support the designation of Berkshire County as an "Age-Friendly

community” and submit a response to the Tufts Health Plan Foundation to support Age-Friendly Community designation for Berkshire County should be BRPC be asked to be the applicant.

VII. Executive Director’s Report

A. Report on New Contracts/Agreements

Since your last meeting on December 4th, we have entered into one new contract:

- Association of Food and Drug Officials-Voluntary Program Standards

B. Public Health Alliance Services

The Public Health Alliance is hiring the Alliance temporarily to fill in some of their services, but plans to hire a full time person to fill the vacancy. Also are providing some Title 5/soil evaluator services to Pittsfield as they don’t have anyone on staff right now who is qualified.

For further information about Public Health Alliance Services, contact Public Health Program Manager Laura Kittross at lkittross@berkshireplanning.org or 413-442-1521, ext. 37.

C. Status of District Local Technical Assistance Funding for 2015

We continue to monitor the DLTA funding situation. We have signed a contract at the slightly (1.5%) reduced amount, as announced by Governor Patrick. We have been informed that for cash flow reasons, we will receive ½ the amount in January and ½ the amount later in the spring. As you know, these are critical funds in order for BRPC to support a wide range of planning activities requested by our local governments and these have been at risk as the State deals with its FY 2015 budget shortfall. We will continue to need to be concerned as other proposed cuts require legislative concurrence. For further information contact Executive Director Nat Karns at nkarns@berkshireplanning.org or 442-1521, ext. 26.

D. Survey to Aid in Development of 2015 Berkshire Regional Transportation Plan

Attached is an announcement of a survey which we are using as part of an effort to receive public input into the new Regional Transportation Plan. As indicated, the survey can be found on the web at: <https://www.surveymonkey.com/s/BRPC-2016RTP>. For further information, contact Senior Planner Doug Plachcinski at dplachcinski@berkshireplanning.org or 442-1521, ext. 16.

E. Massachusetts Association of Regional Planning Agencies’ Annual Award Dinner – Smith College, Northampton, Thursday, February 19th, 4:45 to 7:30 p.m.

Attached are the announcement for the annual MARPA Award Dinner which this year will be held in Northampton. The award dinner will honor Senate President-Elect Stan Rosenberg. If any Executive Committee member, or other Delegate or Alternate is interested in attending, please contact Executive Director Nat Karns at nkarns@berkshireplanning.org or 442-1521, ext. 26. We have a handful of complimentary seats but can make arrangements for more to attend if there is a desire.

F. Massachusetts Recreational Trails Grant Round – deadline for submissions is February 2, 2015

Attached is the announcement of this year’s grant round for the Recreational Trails grants.

G. Mass. Assoc. of Conservation Commissions Annual Conference Session on Pipelines & Local Wetlands Permitting – Saturday, February 28th, Holy Cross, Worcester

MACC is planning to have a workshop on the pipeline at their Annual Environmental Conference, which will be on February 28 this year, again at Holy Cross in Worcester. The workshop is scheduled for the 3:15-4:30 PM time slot. Their goal for the workshop is to provide current information and update the recommendations they made to commissions this past summer and fall. If your community is crossed by a potential pipeline route, please encourage your local conservation commission members to come to the conference and participate in the

workshop. Gene Benson, Executive Director of MACC has requested that conservation commission members let him know of questions for the pipeline workshop and issues they would like to have discussed there. He can be contacted at Eugene.benson@macweb.org or 617-489-3930.

VIII. Old Business

A. January BRPC Meeting Agenda Items

The next Commission meeting will be on Thursday, January 15th. The following are agenda items:

- Approve FY 2016 community assessments
- Initial Regional Transportation Plan presentation – Goals & Objectives; public survey; schedule for completion of the plan
- The proposed planning training topic is “Inclusionary Zoning”
- Consideration of comments on EPA’s proposed Stormwater Regulations affecting nine Berkshire municipalities
- Update on *Sustainable Berkshires* implementation activities & priorities

IX. New Business

A. BRPC Newsletter

We would like to have a brief discussion about the newsletter – what do you find is useful, missing or not needed? If you have misplaced yours, you can find it on the BRPC Website at www.berkshireplanning.org/events&news/newsletter

Attachments (3)

Regional Transportation Plan Survey Announcement
MARPA Annual Award Dinner Notice
Recreational Trails Program Trails Grants Announcement

The Berkshire Regional Planning Commission is working hard at getting input for the 2016 update of the Berkshire Regional Transportation Plan (RTP). The RTP evaluates current and projected regional transportation needs for Berkshire County for the next twenty (20) years. The RTP helps us make decisions about how we spend our money on highways, freight, bicycle and pedestrian facilities, and transit operations. The RTP is the Berkshire's long-term planning process required by the Federal Highway Administration.

BRPC needs your help and input as we figure out the best ways to spend our Federal funding moving into, out of, and around the Berkshires over the next 25 years. Please follow one of the following links to our survey and take ten minutes or less to answer questions about how you move around, what opinions you have about transportation in the Berkshires, and how much more money you would personally spend to help improve our system. Thank You!

<https://www.surveymonkey.com/s/BRPC-2016RTP>



More information and draft documents will be posted throughout the development of the RTP on the Commission's website: www.berkshireplanning.org. We anticipate presenting the complete draft plan to the Metropolitan Planning Organization in March, 2015.

Please send questions and comments to Douglas Plachcinski, Senior Transportation Planner at (413) 442-1521, X16 or dplachcinski@berkshireplanning.org.

From: [Gallagher, Indrani](#)
To: [Andrew Vorce](#); [Beverly Woods](#); [Brennan, Tim](#); [Buzz Constable](#); [Dennis DiZoglio](#); [Glenn Eaton](#); [Larry Adams](#); [Linda Dunlavy](#); [Marc Draisin](#); [Mark London](#); [Nathaniel Karns](#); [Pat Ciaramella](#); [Paul Niedzwiecki](#); [Stephen Smith](#)
Cc: [Davis, Rebecca](#); [Gallagher, Indrani](#); [Kraft, Nick](#); [Ticotsky, Charles](#)
Subject: Notice of MARPA Annual Dinner and Legislator of the Year Award Presentation
Date: Wednesday, December 31, 2014 1:26:07 PM
Attachments: [image003.png](#)
[image004.png](#)
[Smith College Conference Center Directions.pdf](#)



Massachusetts Association of Regional Planning Agencies

TO: Regional Planning Agency (RPA) Directors
FROM: Tim Brennan, Pioneer Valley Planning Commission/MARPA
SUBJECT: Notice of MARPA Annual Dinner and Legislator of the Year Award Presentation
DATE: December 31, 2014

IMPORTANT ADVANCE NOTICE

After numerous attempts, we can now advise you that MARPA's Annual Award Dinner honoring Senate President-Elect Stan Rosenberg will be held on Thursday, February 19, 2015 in Northampton. The relevant details are as follows:

DATE: Thursday, February 19, 2015
TIME:

- 4:45 to 5:30 p.m. Reception and Cash Bar
- 5:30 to 7:30 p.m. Annual Dinner Honoring Senate President-Elect Stan Rosenberg

LOCATION: Smith College Conference Center
51 College Lane
Northampton, Massachusetts 01063
DIRECTIONS: Travel Directions are Attached

As has been the case in prior years, we will certainly need to ensure we have a great turnout in light of our very special guest and award recipient. Accordingly, please begin to work on recruiting additional policy representatives and staff to attend and participate in this annual MARPA event. More details including dinner options will be forthcoming in January.

If you have any questions or need additional information related to this meeting, please don't hesitate to contact Indrani K. Gallagher here at the Pioneer Valley Planning Commission at 413/781-6045. Thank you!

-
-
-

Timothy W. Brennan, Executive Director of the
Pioneer Valley Planning Commission and MARPA President & Secretary/Treasurer

Attachments

cc: R. Davis, MAPC
C. Ticotsky, MAPC

W. Constable, MARPA

n-reminder-2014 MARPA Annual Dinner\admin\MARPA\2014 Annual Meeting



The Official Website of the Executive Office of Energy and Environmental Affairs

Energy and Environmental Affairs

[EEA Home](#)

[Agencies](#)

[Department of Conservation and Recreation](#)

[Services & Assistance](#)

[Grants & Technical Assistance](#)

[Recreational Trails Program](#)

Recreational Trails Program

Trails Grants

The Massachusetts Department of Conservation and Recreation (DCR) accepts applications for Recreational Trails Grants on an annual basis. **The next deadline for all RTP grants is February 1st, 2015.** Only application materials delivered or post-marked by February 1st will be accepted.

Education Grants

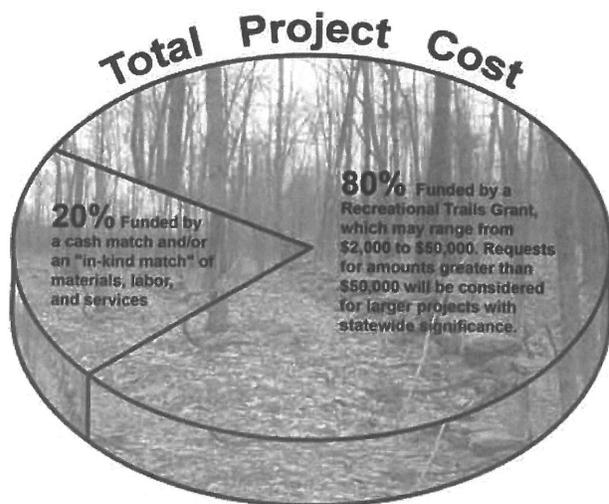
The Recreational Trails Program will award 2-3 new grants focused on statewide trail education initiatives. **The deadline for this grant application is February 1st.** For more information, go to [Recreational Trails Program - Education Grants](#)

Send Us Your Contact Information

Please take this opportunity to e-mail amanda.lewis@state.ma.us now with your current contact information so that we can update our records and keep you informed about the Greenways and Trails Program.

Program Overview

The Massachusetts Recreational Trails Program generally provides grants ranging from \$2,000 to \$50,000, however, grant proposals will be accepted, considered and awarded for larger amounts up to \$100,000, based on need, breadth and reach of the trail project. RTP grants are **REIMBURSEMENT** grants, meaning the grant will be awarded and grantees must apply for reimbursement after expenditures have been made and providing the required documentation. Grants are awarded for a variety of trail protection, construction, and stewardship projects throughout Massachusetts. RTP is part of the national Recreational Trails Program, which is funded through the Federal Highway Administration (FHWA). Funds are disbursed to each state to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses. In Massachusetts, funds are administered by the Department of Conservation and Recreation (DCR), in partnership with the [Massachusetts Recreational Trails Advisory Board \(MARTAB\)](#).



Recreational Trails grants are 80-20 challenge grants. In other words, 80% of the project costs are reimbursed to grantees, but at least 20% of the total project value must come from other sources.

Related Topics

[DCR Trails Guidelines and Best Practices Manual](#) 3MB

[Trail Proposal and Evaluation Form](#)

[Connections Newsletter](#)

[Recreational Trails Program](#)

[RTP Education Grants](#)

[Massachusetts Greenway & Trails Links](#)

[Massachusetts Recreational Trail Advisory Board](#)

[Trails System Planning](#)

[On the Road Ahead](#)

[Publications & Resources](#)

[Annual Massachusetts Trails Conference](#)

[Contact DCR](#)

RTP Grant Application Materials

[RTP Trail Grants Application 2015](#)

[RTP Educational Grant Application 2015](#)

[Standard Contract](#)

[Signature Verification Form](#)

[W-9](#)

[Terms & Conditions](#)

[EFT Form](#)

[A-133 Form](#)

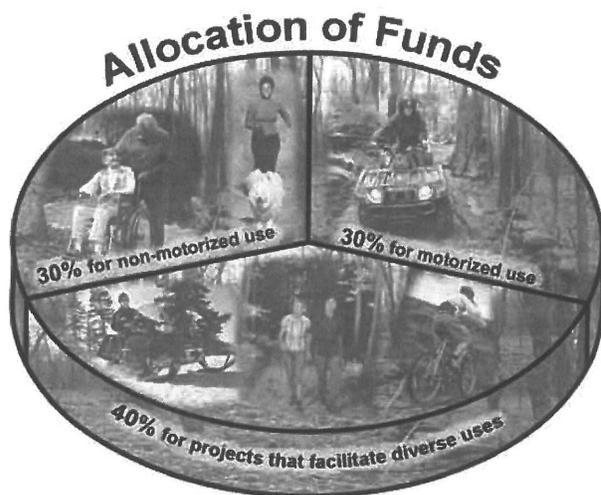
[Guidelines for Filling Out Fiscal Paperwork](#)

[RTP Grant Agreement](#)

[2012 Recreational Trails Program Grant Summaries](#)

[2011 Recreational Trails Program Grant Summaries](#)

[2010 Recreational Trails Program Grant Summaries](#)



Program legislation requires that portions of funds be reserved for different types of projects. The Recreational Trails Program allocates 30% of its funds to motorized use, 30% to non-motorized use, and 40% to diverse use projects. The Recreational Trails program also requires that projects be primarily recreation- rather than transportation-oriented, and will give priority to projects creating or facilitating physical, on-the-ground trail improvements, which protect or enhance the site's natural and cultural resources, and link individuals and communities to these resources.

Suggested Projects

This list is intended to inspire your creativity, not to limit your options.

Suggested Activities for Recreational Trails Projects include:

- Construction of new trails.
- Acquisition of land or easements to protect critical sections of priority trails (such as state-wide Long-Distance trails).
- Enhancement, stewardship and maintenance of existing trails (this could include bridge construction, drainage work, trail hardening, trail grooming, etc.).
- Development of trailside and trailhead facilities (such as signage, kiosks, maps, gates, and interpretive displays).
- Trail stewardship aimed at educating users, minimizing impacts on natural and cultural resources, and resolving conflicts.
- Projects that demonstrate creative approaches to trail construction, partnerships, resource protection, and stewardship.
- Provision of features that facilitate trail access and use by persons with disabilities.
- Youth Corps – projects that accomplish any of the above by creation or use of an existing youth corps program, whether local or national in nature are highly encouraged!

Suggested Types of Trails for Recreational Trails Projects:

- Long distance trails (such as Mass Central Rail Trail, Mid-state Trail, New England National Scenic Trail, Metacomet-Monadnock Trail, Appalachian Trail, Warner Trail, Bay Circuit Trail, and Mahican-Mohawk Trail).
- Trails that link natural and recreational resources (such as state or local parks) to homes, schools, neighborhoods, and communities - especially communities of socio-economic and environmental need.
- Urban trails in densely populated areas with underserved populations.
- Water trails.
- Trails on 'non-traditional' open spaces such as utility and transportation corridors, watershed lands, former industrial sites, and landfills.
- Snowmobile, ATV or off-road motorcycle trails.

Project Selection Criteria

To evaluate and select proposals, DCR and the Massachusetts Recreational Trails Advisory Board will use the following criteria to assess whether the proposal:

- Clearly demonstrates the need for the project, such as satisfying a recreational demand, connecting under-served communities, or solving a significant trails issue.
- Furthers one of the goals or strategies identified in **Commonwealth Connections**, or an adopted regional or local plan.

- Describes a realistic, tangible trail project that can be accomplished in the time given, and has as a realistic and appropriate budget.
- Creates, expands or enhances a trail system or new trail connections, with real and lasting public benefits.
- Thoroughly considers relevant environmental, social and cultural issues, and minimizes or mitigates impacts to natural and cultural resources, addressing all applicable permitting issues.
- Creates partnerships among trail users, organizations, or agencies.
- Demonstrates community support for the project.
- Actively facilitates a variety of compatible trail uses.

Requirements

- 1. Timeline:** FOUR (4) unbound copies of your application (see list of application materials on the right sidebar of this page), including all supporting materials, must be postmarked by **February 1, 2015**. One set of Financial Documents is required, with ORIGINAL signatures, no copies! If the full grant is also available in electronic form (including maps and pictures), then four hardcopies can be sent in with one electronic copy. **Grant awards will typically be announced and awarded after a period of nine months from the grant deadline date.** All applicants will be notified, whether or not they will receive funding, at the same time. All grant funds must be expended and grant-funded work completed within 24 months after the contract start date (which will be signed after the grant award is announced). **No grant work may begin until the grant contract and agreement has been finalized.**
- 2. Eligibility:** All state, regional, municipal, and some federal government agencies, as well as IRS-approved non-profit organizations are eligible for grants under the program. State and federal agencies should call for additional details on eligibility.
- 3. Permitting:** It is the applicant's responsibility to ensure that any necessary permits (e.g. Natural Heritage, Mass Historic, Wetlands Protection Act) are in place prior to starting the project. Failure to obtain necessary permits may prevent grant payment.
- 4. Land Ownership:** Proposals for projects that will take place on land that is not owned or managed by the applying organization must include a signed statement from the appropriate landowner or manager specifically authorizing the project and ensuring that the property is open for continuing public access. If the project will take place on private land, an easement for public access with a commitment of no less than 10 years must be in place prior to the award.
- 5. Acquisitions:** All real property acquisitions must comply with federal and state law. They must be done in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. § 4601 et seq., as amended; which can be found at <http://www.fhwa.dot.gov/realestate/ua/index.htm>. In addition, the applicant will be required to have an appraisal prepared, which must be reviewed by an independent review appraiser, certifying that the appraisal meets the standards of the Uniform Appraisal Standards for Federal Land Acquisitions. These standards can be found at <http://www.usdoj.gov/enrd/land-ack>. Both the appraisal and review must be submitted prior to funding approval.
- 6. Equipment Purchases:** Equipment may only be purchased with grant funding if its use will be on-going for at least five years and integral to the project, such as snowmobile trail grooming.
 - **Cost/Value Analysis:** For projects requiring only limited use of equipment, rental or contracting should be considered and a demonstrated cost/value comparison and proof of necessity must be provided within the grant narrative. Be sure to provide specific timeframes and cost analysis, as the review team will scrutinize cost comparisons closely and this will directly affect a grantee's chances of funding.
 - **Reporting:** Grants awarded for the purchase of equipment will require subsequent documentation of the equipment's use and condition for a minimum of five years on a bi-annual basis following the grant award, or for a longer timeframe, based on the size, cost and quality of the equipment, to be determined by the MARTAB review team.
 - **Equipment Term:** If the equipment is abandoned or sold within the specified reporting timeframe, the equipment or its sale price must be redistributed towards similar trail project equipment or trail work as indicated in the original grant project proposal. Proof of this redistribution must be submitted to RTP. If the documentation is considered insufficient, the equipment or sale value must be returned directly to RTP for redistribution. If the recipient organization is dissolved or ceases operation within the reporting timeframe, it will be the responsibility of the grantee to donate the equipment to another organization with similar purpose and goals, to be used for tasks similar to those in the original project proposal. If any of the above occurs outside of the required reporting timeframe, the grant recipient is still encouraged to follow similar protocol until the equipment is no longer functional.
- 7. Signage:** Where applicable, each RTP project site must display a permanent RTP acknowledgement sign. The sign should be constructed of sturdy material that is permanent, large enough to be clearly visible and located at a prominent access point to the trail area. The suggested language identifies the site as a cooperative venture (i.e. "A Cooperative Trail Project between the 'Name of Municipality/Org.' and the Recreational Trails Program"). Any printed materials such as trail brochures, celebration announcements or website information should also identify the financial partnership that made the project a reality. Stickers or decals should be printed and displayed on all equipment purchased with RTP funding.
- 8. Match:** The project application must include estimates for the matching portion of the project cost. The match must cover a minimum (greater amounts are encouraged) of 20% of the total value of a project. For example, an \$8,000 grant would require at least \$2,000 in matching contributions, for a total project value of \$10,000. If your project is selected for a grant, the match will need to be documented with invoices, time sheets, or other acceptable records. The actual, documented value of the match must equal at least 20% of the total project value before the final grant payment can be made and the grant closed out. If submitting multiple reimbursement requests throughout the grant contract period, each individual request must include a match of 20% of that reimbursement request.

8. Disadvantaged Business Enterprise Program and Assurances of Non-Discrimination: The requirements at 49 Code of Federal Regulations (CFR) Part 26: Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs apply to all RTP grants as do the Federal Highway Administration Assurances for Title VI and Other Non-discrimination Statutes and Regulations. Upon grant award, compliance with these regulations and completion of their subsequent documentation will be required by each grantee, under the instruction and assistance of the RTP Coordinator, before any reimbursement of funds is authorized.

9. Upon grant award, all grantees must review and sign the Massachusetts **RTP Grant Agreement**. This does not need to be signed and submitted with the application materials. However, it is advised that all applicants review this agreement before submitting proposals, to become familiar with the responsibilities and requirements associated with the grant program.

Eligible vs. Ineligible Projects

For the full Recreational Trails Program Guidance document, see http://www.fhwa.dot.gov/environment/recreational_trails/guidance/rtp9908_toc.cfm

Eligible Project Categories:

1. Maintenance and restoration of existing recreational trails
2. Development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails
3. Purchase and lease of recreational trail construction and maintenance equipment
4. Construction of new recreational trails
5. Acquisition of easements and fee simple title to property for recreational trails or recreational trail corridors

Ineligible Project Categories:

1. Condemnation of any kind of interest in property
2. Construction of recreational trails on land where the proposed trail use is not permitted
3. Feasibility studies
4. Law enforcement
5. *Planning
6. Roads
7. Sidewalks

*Planning activities, including but not limited to feasibility studies, conceptual designs, alternatives analyses, strategic planning, land protection prioritization and development strategies are ineligible for funding under the RTP program. However, if an activity defined as planning constitutes less than 25% of the total proposed project value, it can be permitted and the project can be eligible for funding. The end result of the project must be on-the-ground trail creation or maintenance, or completion of all steps leading to that point in the project. *If the end result of an activity is a written document or graphic output that is meant to guide decision-making, it is likely a planning activity.*

Engineering and other activities that are deemed necessary for construction are eligible activities. Engineering includes, but may not be limited to, surveying, engineering plans, permitting, cost estimating and development of bid specifications. *If the end result of an activity is to allow a project to be quantified, bid and constructed, it can be viewed as an "engineering" activity and thus is eligible.*

Examples of planning projects (Ineligible):

- Convening stakeholders, developing vision and goals, articulating a strategy and prioritizing projects
- Assessing/Surveying a trail system to identify general trail needs, appropriate use, realignments, new trails and trail closures to recommend improvements to the trail system and guide decision-making

Examples of engineering projects (Eligible):

- Completion of engineering plans for a trail project - with the condition that all necessary feasibility studies/conceptual designs for the project are included in the grant application. Project proponents will be required to submit the completed plans to the RTP Coordinator before final reimbursement is paid. If it is found that the project is incomplete or the document is limited activities ineligible for RTP funding, all reimbursements will be withheld.
- Surveying/Assessing a trail system to document the specific type and extent of repair work needed and estimating the amount of person hours the work will take so that a repair project can be appropriately bid

Guidelines for "in-kind" match contributions

Allowed:

- Money from other grants and donations
- Municipal, agency, or organizational funds

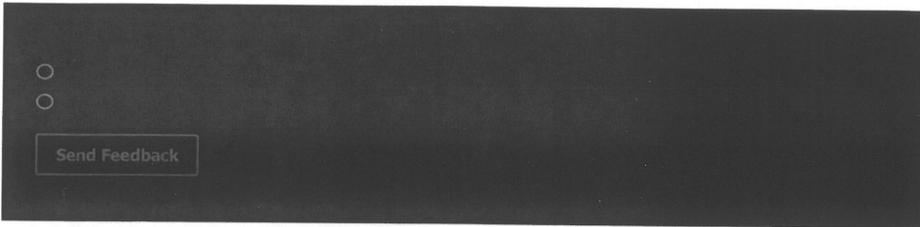
- Donations of money, labor or materials

Not allowed:

- Match contribution that does not directly relate to the proposed project
- Contributions that occurred prior to notification of the grant award
- Matching contributions applied to any other grant

For more information about the program or its requirements, please contact:

Amanda Lewis
Recreational Trails Program Coordinator
136 Damon Road
Northampton, MA 01060
(413) 586-8706 ext. 19
amanda.lewis@state.ma.us



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: December 4, 2014
RE: **November Technical Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of November 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
Cheshire	Provided guidance regarding C,44, Sec. 53G reviews and issue of proposed Dollar General on Rte. 8.	Finance Committee Member
Clarksburg	Provide guidance on land fill solar consultant services RFP.	Town Administrator
Clarksburg	Provided assistance to develop a solar project on the town landfill by reviewing DOER grant options to fit the needs of the town.	Town Administrator
Dalton	Provided assistance with design standards and provided draft zoning bylaw language.	Town Manager
Dalton	Meeting to discuss zoning overlay and development guidelines.	Town Manager
Egremont	Provided assistance with zoning for solar photovoltaic systems.	Planner Board Member
New Marlborough	Provided assistance with zoning for accessory apartments.	Planner Board Member

Town/City/State	Municipal Technical Assistance	Board/Organization
Pittsfield	Provide map and stats on Little Leagues. Updated Little League numbers based on potential new districts.	Community Development Dept.
Sheffield	Provided assistance with zoning for solar photovoltaic facilities.	Sheffield Planning Board
Stockbridge	Provide a Scenic Mountain map.	Conservation Commission