

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, March 5, 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 January 8, 2015 * | (4:05) |
| III. | Financial Reports | (4:10) |
| | A. January Expenditures Report * | |
| | B. February Expenditures Report * | |
| | C. Accounts Receivable Report | |
| | D. State Retirement System | |
| | E. Other | |
| IV. | Delegate & Alternate Issues | (4:20) |
| V. | Items Requiring Action * | (4:25) |
| | A. Approval to Submit Grant Application to EPA/DEP for a Section 604b Water Quality Assessment Project for Lanesborough Roads around Pontoosuc Lake | |
| | B. Approval to Submit Grant Application to EPA for Recapitalization of Berkshire Brownfields Revolving Loan Fund | |
| | C. Other | |
| VI. | Committee Reports | (4:30) |

- VII. Executive Director's Report (4:35)
 - A. Report on New Contracts/Agreements
 - B. Public Health Alliance Services
 - C. Status of District Local Technical Assistance Funding for 2015
 - D. Tennessee Gas Pipeline Northeast Energy Direct Project – Status Report
 - E. Young Adult Population Survey
 - F. Age Friendly Community Survey
 - G. Citizen Planner Training Collaborative Annual Conference – Saturday, March 21, Holy Cross, Worcester
 - H. Other
- VIII. Old Business (4:50)
- IX. New Business (4:55)
 - A. March Commission Meeting
 - B. Other
- X. Adjournment (5:00)

* Items Requiring Action

Attachments: December Local Technical Assistance Report
January 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, January 8, 2015
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
Marie Raftery, Clerk
Rene Wood, Commission Development Committee Chair
Roger Bolton, Clearinghouse Review Committee Chair
Sam Haupt, At Large

A quorum is present.

Others Present: Sarah Hudson, Tyringham Alternate

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

II. Approval of Minutes of Executive Committee Meeting of December 4, 2014

Rene Wood moved to approve with a clarification; Roger Bolton seconded. Unanimously approved with two abstentions.

III. Financial Reports

A. December Expenditure Report

All reviewed the complete expenditure list, and any questions were answered regarding vendors paid.

Chuck Ogden moved to approve the Expenditures as presented; Rene Wood 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. FY2014 Audit Management Letter – Congratulations on no recommendations and no findings.

D. Other – None

IV. Delegate and Alternate Issues

Roger Bolton commented he was disappointed BRPC was not on Governor Baker's tour of the Berkshires.

V. Items Requiring Action

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

Tom explained the location and date for the Annual Dinner was a recommendation from the Commission Development Committee.

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

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

Tom explained this grant will focus on the Spanish speaking population, Flu clinics and other vaccinations.

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

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

Tom explained after BRPC learned a 501(c) 3 must apply for the grant; there is not a need for a motion for the approval to submit a grant application from BRPC. Tom would like support seeking this designation. There is a need for letters of interest from communities and organizations. BRPC is thinking the letters would come from the City of Pittsfield, City of North Adams, Berkshire County Boards of Health Association and BRPC.

Tom explained this a two-step process in terms of the application.

1. Letter of Intent for the Grant application is due January 20, 2015
2. If invited, the full application will be due at a later date.

BRPC and Public Health staff have been working on county wide efforts regarding Age Friendly Community work. We have identified the needs of our elders to live full active lives; some examples are walking, access to buildings, transportation needs, and food support systems. You commit to bring attention to these needs. There will be a survey done with Councils on Aging.

Rene Wood made a motion for BRPC to write a letter of endorsement of the concept of the designation of an Age Friendly Community for Berkshire County and Berkshires Tomorrow Inc. submitting the grant application; Roger Bolton seconded. Unanimously approved.

D. Other - none

VI. Committee Reports

- A. Commission Development Committee** – Rene reported there will be no meeting on January 15, 2015. The next 5th Thursday topic will be Airbnb at Pittsfield Country Club. The cost will be \$30.00 per person. Please share with your local Boards of Health and other Boards.

Regional Issues Committee – A meeting is planned for Monday January 12, 2015 to discuss comments to EPA on proposed Stormwater Regulations.

Clearinghouse Review Committee - None

Finance Committee – Meeting after Executive meeting today.

VII. Executive Director's Report

A. Report on New Contracts/Agreements

B. Public Health Alliance Services

Gt. Barrington has entered into an agreement with the Health Alliance to temporarily fill in until a full time person is hired in Gt. Barrington. Tom explained a Title 5/soil evaluator does perc and septic system tests.

C. Status of District Local Technical Assistance Funding for 2015

Tom reported BRPC will receive the first half of the money Friday, January 9th. The second half is scheduled for disbursement on or about April 1st. Chuck asked if the Governor could veto the 2nd payment due to budget gaps that need to be covered. DLTA survived the 9C cuts. The governor did reduce the DLTA amount by 1 ½%. It is Rene's understanding the governor controls DLTA funding, not the legislators.

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

Sam requested the survey be moved the top of the announcement section on the website.

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

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**

The Regional Issues Committee plans to meet Monday January 12, 2015 to review comments

- **Update on *Sustainable Berkshires* implementation activities & priorities**

Tom explained a handful of tasks and goals recommended in Sustainable Berkshire have been given to staff who expertise is in that area to work on. An example is in the spring Pat Mullins is planning an Affordable Housing Summit.

IX. New Business

A. BRPC Newsletter

All agreed they liked the information in the newsletter. The block style made it easy to read the newsletter. There were no recommendations for improvement.

B. Other

Elder Map - All reviewed the map and asked the word “elder” or “senior” not be on the map.

Pipeline Updates – Sarah asked if there are any updates on the pipeline.

1. Connecticut expansion in Sandisfield is further along in the process.
2. Kinder Morgan announced the new Northeast Direct Route along existing power line right away.

No other word on any filings

Next step would be Public Open Houses

FERC will begin its process after that

XI. Adjournment

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

Materials distributed or presented during this meeting:

Agenda

Minutes

Check Register

Aged Receivables

FY2014 Audit Management Letter

Executive Director's Memo

Technical Assistance Report

Transportation Survey

MARPA Annual Dinner and Legislator of the Year Award

Recreational Trails Program Trails Grants Announcement

Newsletter

Population for Elders Map

5th Thursday Flyer and Return

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Jan 1, 2015 to Jan 31, 2015

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
10627	1/5/15	MARY AGOGLIA	1040.000	672.00 #327 DPH/PHDIG14 Dec 2014
10628	1/5/15	COUNTRY CLUB OF PITTSFIELD	1040.000	250.00 5th Thursday
10629	1/5/15	LOUISE DERAGON	1040.000	1,160.00 #327 DPH/PHDIG14 Dec 2014
10630	1/5/15	SCOTT B. KRZANIK	1040.000	468.00 #327 DPH/PHDIG14 Dec 2014
10631	1/5/15	THOMAS E. MATUSZKO	1040.000	62.08 Expense Report
10632	1/5/15	MIIA HEALTH BENEFITS TRUST	1040.000	1,299.94 Dental Insurance
10633	1/5/15	MIIA HEALTH BENEFITS TRUST	1040.000	18,104.03 Health Insurance
10634	1/5/15	MUTUAL OF OMAHA	1040.000	605.55 Life; Disability Insurance
10635	1/5/15	CITY OF PITTSFIELD	1040.000	245.00 Parking
10636	1/5/15	DIANE PERSSON	1040.000	104.72 Expense Report
10637	1/5/15	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	3,867.00 Rent Jan 2015
10638	1/5/15	STAPLES ADVANTAGE	1040.000	112.27 Supplies
10639	1/5/15	TRC ENVIRONMENTAL CORPORATION	1040.000	14,391.40 Lee/Cleanup - EPA/Assess
10640	1/5/15	VALLEY GREEN SHREDDING, LLC	1040.000	70.00 Recycle/Shredding
10641	1/5/15	W.B. MASON COMPANY, INC.	1040.000	78.64 Supplies
10642	1/5/15	BERKSHIRE MOUNTAIN	1040.000	50.00 Water
10643	1/8/15	PAWA LAW GROUP, PC	1040.000	20,790.91 319 ROR - Legal Services
10644	1/16/15	ADELSON MOYNIHAN KOWALCZYK, PC	1040.000	2,450.00 Accounting Svcs
10645	1/16/15	BERKSHIRES TOMORROW, INC.	1040.000	2,371.75 Lease Payment - Software
10646	1/16/15	NEW ENGLAND NEWSPAPERS, INC.	1040.000	164.32 357 GTB-SHF/CDBG
10647	1/16/15	BRIDGE, INC.	1040.000	2,000.00 349 BOAPC - Subcontractor
10648	1/16/15	COMPUWORKS	1040.000	2,312.50 Contract Network
10649	1/16/15	COUNTRY CLUB OF PITTSFIELD	1040.000	500.00 Deposit Annual Dinner
10650	1/16/15	EMPLOYERS ASSOC.OF THE NORTHEAST, INC.	1040.000	141.50 Reference Check
10651	1/16/15	ENTERPRISE RENT-A-CAR	1040.000	145.12 RCH/RM
10652	1/16/15	FAIRVIEW HOSPITAL, INC.	1040.000	2,671.82 345 FRCOG/MRC - SVCS Nov 14
10653	1/16/15	FEDEX	1040.000	185.89 Postage - Grant Applications
10654	1/16/15	KELLEY CLEANING SERVICES	1040.000	280.00 Cleaning Svcs
10655	1/16/15	MACFARLANE OFFICE PRODUCTS, INC.	1040.000	705.40 Supplies
10656	1/16/15	RAILROAD STREET YOUTH PROJECT, INC	1040.000	4,691.67 349 BOAPC - Subcontractor
10657	1/16/15	W.B. MASON COMPANY, INC.	1040.000	299.37 Supplies
10658	1/21/15	BCK LAW, P.C.	1040.000	3,110.00 360 Pipeline - Legal
10659	1/21/15	THE CECIL GROUP	1040.000	37,125.00 VOID
10660	1/21/15	CORNERSTONE	1040.000	584.40 Telephone/Internet
10661	1/21/15	ENTERPRISE RENT-A-CAR	1040.000	107.61 DP Staff Dev - NATO Conf
10662	1/21/15	FAIRVIEW HOSPITAL, INC.	1040.000	2,667.48 345 FRCOG/MRC - SVCS Dec 14
10663	1/21/15	FRANKLIN REGIONAL COUNCIL	1040.000	5,333.82 263 MT/HIST - Svcs Nov-Dec
10664	1/21/15	MACFARLANE OFFICE PRODUCTS, INC.	1040.000	527.73 Supplies
10665	1/21/15	MASS STATE EMPLOYEES RET.SYSTEM	1040.000	9,374.77 Employee Retirement
10666	1/21/15	THOMAS E. MATUSZKO	1040.000	83.68 Expense Report
10667	1/21/15	BONNIE L PARSONS	1040.000	4,193.50 263 MT/HIST - Svcs Nov-Dec 14
10668	1/21/15	DOUGLAS PLACHCINSKI	1040.000	177.36 Expense Report

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Jan 1, 2015 to Jan 31, 2015

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
10669	1/21/15	RAILROAD STREET YOUTH PROJECT, INC	1040.000	1,746.67 349 BOAPC - Subcontractor
10670	1/21/15	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	1,629.63 Utilities
10671	1/21/15	PITTSFIELD RETIREMENT SYSTEM	1040.000	5,903.00 VOID
10672	1/21/15	TRC ENVIRONMENTAL CORPORATION	1040.000	41,701.96 VOID
10673	1/21/15	VALLEY GREEN SHREDDING, LLC	1040.000	35.00 Recycle/Shredding
10674	1/21/15	BERKSHIRE MOUNTAIN	1040.000	34.00 VOID
10659V	1/21/15	THE CECIL GROUP	1040.000	-37,125.00 VOID
10671V	1/21/15	PITTSFIELD RETIREMENT SYSTEM	1040.000	-5,903.00 VOID
10672V	1/21/15	TRC ENVIRONMENTAL CORPORATION	1040.000	-41,701.96 VOID
10674V	1/21/15	BERKSHIRE MOUNTAIN	1040.000	-34.00 VOID
10674	1/21/15	TRC ENVIRONMENTAL CORPORATION	1040.000	30,886.67 304 EPA/Assess - Subcontractor
EFT	1/23/15	MASS ASSOC CONSERV COMM	1040.000	125.00 Conference Staff Dev / #281
Total				<u>141,834.20</u>

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Feb 1, 2015 to Feb 28, 2015

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
10676	2/3/15	MARY AGOGLIA	1040.000	1,264.00 330 HRIA/PHDIG14 - Jan 2015
10677	2/3/15	AMERICAN PLANNING ASSOC.	1040.000	1,600.00 VOID
10678	2/3/15	BCK LAW, P.C.	1040.000	140.00 369 DHCD/DLTA15-Pipeline
10679	2/3/15	DALTON REDEVELOPMENT AUTHORITY	1040.000	7,935.63 VOID
10680	2/3/15	LOUISE DERAGON	1040.000	1,516.80 327 DPH/PHDIG14 - Jan 2015
10681	2/3/15	BRIAN M. DOMINA	1040.000	54.17 Expense Report
10682	2/3/15	EMPLOYERS ASSOC.OF THE NORTHEAST, INC.	1040.000	25.49 MASS 6 IN ONE POSTER
10683	2/3/15	ENTERPRISE RENT-A-CAR	1040.000	80.53 361 CLK/RM - Car Rental
10684	2/3/15	JENNIFER L. KIMBALL	1040.000	166.57 Expense Report
10685	2/3/15	LAURA KITROSS	1040.000	222.65 Expense Report
10686	2/3/15	SCOTT B. KRZANIK	1040.000	954.00 330 HRIA/PHDIG14 - Jan 2015
10687	2/3/15	MARK MALOY	1040.000	70.47 Expense Report
10688	2/3/15	SANDRA B. MARTIN	1040.000	160.53 Expense Report
10689	2/3/15	MIIA HEALTH BENEFITS TRUST	1040.000	1,336.63 Dental Insurance
10690	2/3/15	MIIA HEALTH BENEFITS TRUST	1040.000	18,685.41 Health Insurance
10691	2/3/15	PATRICIA A. MULLINS	1040.000	264.80 Expense Report
10692	2/3/15	MUTUAL OF OMAHA	1040.000	639.30 Life; Disability Insurance
10693	2/3/15	CITY OF PITTSFIELD	1040.000	235.00 Parking
10694	2/3/15	DIANE PERSSON	1040.000	151.82 Expense Report
10695	2/3/15	MELISSA J. PROVENCHER	1040.000	36.87 VOID
10696	2/3/15	RAILROAD STREET YOUTH PROJECT, INC	1040.000	1,746.67 #349 SVCS 120114-123114
10697	2/3/15	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	3,867.00 Rent Feb 2015
10698	2/3/15	NANCY SIMONDS-RUDERMAN	1040.000	350.00 340 AFDO-FDA/S7 - Consulting
10699	2/3/15	W.B. MASON COMPANY, INC.	1040.000	306.77 Supplies
10700	2/3/15	BCARC, INC.	1040.000	79.11 Common Ground
10677V	2/3/15	AMERICAN PLANNING ASSOC.	1040.000	-1,600.00 VOID
10701	2/3/15	AMERICAN PLANNING ASSOCIATION	1040.000	1,595.00 VOID
10701V	2/3/15	AMERICAN PLANNING ASSOCIATION	1040.000	-1,595.00 VOID
10702	2/3/15	AMERICAN PLANNING ASSOCIATION	1040.000	1,600.00 Planning Advisory Svc - NK Staff DV
10695V	2/5/15	MELISSA J. PROVENCHER	1040.000	-36.87 VOID
10703	2/5/15	MELISSA J. PROVENCHER	1040.000	11.87 Expense Report
EFT	2/11/15	MOORE MEDICAL	1040.000	182.77 330 HRIA/PHDIG14 - BP Supplies
EFT	2/11/15	VISTAPRINT	1040.000	18.98 Bus Cards - Louise DeRagon
10679V	2/12/15	DALTON REDEVELOPMENT AUTHORITY	1040.000	-7,935.63 VOID
10704	2/17/15	AMERICAN PLANNING ASSOCIATION	1040.000	450.00 Staff Dev - Kus, Clete
10705	2/17/15	NEW ENGLAND NEWSPAPERS, INC.	1040.000	211.27 #281 Advertising
10706	2/17/15	COUNTRY CLUB OF PITTSFIELD	1040.000	1,238.52 5th Thursday
10707	2/17/15	NATHANIEL W. KARNS	1040.000	56.53 Expense Report
10708	2/17/15	KELLEY CLEANING SERVICES	1040.000	215.00 Cleaning Service
10709	2/17/15	MARPA	1040.000	200.00 021915 Meeting
10710	2/17/15	MASS STATE EMPLOYEES RET.SYSTEM	1040.000	9,273.79 Employee Retirement
10711	2/17/15	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.000	2,711.98 #349 SVCS 120114-013115

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Feb 1, 2015 to Feb 28, 2015

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
10712	2/17/15	RESERVE ACCOUNT	1040.000	500.00 Postage
10713	2/17/15	MARIANNE SNIEZEK	1040.000	14.95 Expense Report
10714	2/17/15	STAPLES ADVANTAGE	1040.000	154.02 Supplies
10715	2/17/15	BERKSHIRE MOUNTAIN	1040.000	89.00 Water
EFT	2/18/15	AMAZON.COM	1040.000	163.85 Computer Supplies
Total				<u>49,410.25</u>

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Feb 28, 2015

Filter Criteria Includes: 1) Includes Drop Shipways, Report order is by ID, Report is printed

Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
10/5TH THURSDAY	5TH THURSDAY	1/29/15	012915 5TH THURS	30.00				30.00
10/5TH THURSDAY	5TH THURSDAY			30.00				30.00
10/AMEC/DAL	TOWN OF DALTON	11/19/14	10-063014-2-DAL				261.60	261.60
10/AMEC/DAL	TOWN OF DALTON						261.60	261.60
166/EPA/RLF	EPA: EPA/RLF	2/28/15	166-013115	24,420.31				24,420.31
166/EPA/RLF	EPA: EPA/RLF			24,420.31				24,420.31
250/DAL/CLNUP	DALTON REDEVELOP.AUTHORITY-DAL/CLNUP	7/31/14	250-063014-22				5,930.25	5,930.25
250/DAL/CLNUP	DALTON REDEVELOP.AUTHORITY-DAL/CLNUP	11/13/14	250-093014-23				2,005.38	2,005.38
250/DAL/CLNUP	DALTON REDEVELOP.AUTHORITY-DAL/CLNUP						7,935.63	7,935.63
263/MT/HIST	MASS DOT - MT/HIST	2/28/15	263-013115	3,647.92				3,647.92
263/MT/HIST	MASS DOT - MT/HIST			3,647.92				3,647.92
281/TPL13	MASSDOT#75425 - TPL13	2/17/15	281-013115-3.4	33,597.59				33,597.59
281/TPL13	MASSDOT#75425 - TPL13			33,597.59				33,597.59
283 BHPA/INSP/BKT	TOWN OF BECKET	1/26/15	283-123114-9		700.00			700.00
283 BHPA/INSP/BKT	TOWN OF BECKET				700.00			700.00
283 BHPA/INSP/CLK	TOWN OF CLARKSBURG	10/21/14	283-093014-5-CLK				250.00	250.00
283 BHPA/INSP/CLK	TOWN OF CLARKSBURG						250.00	250.00
283 BHPA/INSP/PER	TOWN OF PERU	1/26/15	283-123114-6		625.00			625.00
283 BHPA/INSP/PER	TOWN OF PERU				625.00			625.00
283 BHPA/INSP/WSH	TOWN OF WASHINGTON	1/26/15	283-123114-7		437.50			437.50
283 BHPA/INSP/WSH	TOWN OF WASHINGTON	2/6/15	283-013115-WSH	175.00				175.00
283 BHPA/INSP/WSH	TOWN OF WASHINGTON			175.00	437.50			612.50
283/BHHA/INSP/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH	1/26/15	283-123114-1		200.00			200.00
283/BHHA/INSP/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH				200.00			200.00
284/BHPN/PHN/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH	11/30/14	284-093014-PTS			1,537.50		1,537.50
284/BHPN/PHN/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH	2/5/15	284-123114-PTS	3,812.50				3,812.50
284/BHPN/PHN/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH			3,812.50		1,537.50		5,350.00
284/BPHN/PHN/CLK	TOWN OF CLARKSBURG	4/1/15	284-043014-CLK-4	-546.25				-546.25
284/BPHN/PHN/CLK	TOWN OF CLARKSBURG			-546.25				-546.25
287/LEE/CLNUP	TOWN OF LEE	2/28/15	287-013115	10,073.30				10,073.30
287/LEE/CLNUP	TOWN OF LEE			10,073.30				10,073.30
304/CITY OF NORTH AD	CITY OF NORTH ADAMS	12/9/14	FY2015 NAD EPA			4,000.00		4,000.00
304/CITY OF NORTH AD	CITY OF NORTH ADAMS					4,000.00		4,000.00
304/EPA/ASSESS13	ENVIRONMENTAL PROECTION AGENCY	2/28/15	304-013115	1,326.44				1,326.44
304/EPA/ASSESS13	ENVIRONMENTAL PROECTION AGENCY			1,326.44				1,326.44
304/TOWN OF ADAMS	TOWN OF ADAMS	12/9/14	FY2015 ADM EPA			4,000.00		4,000.00
304/TOWN OF ADAMS	TOWN OF ADAMS					4,000.00		4,000.00

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Feb 28, 2015

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
304/TOWN OF DALTON	TOWN OF DALTON	12/9/14	FY2015 DAL EPA			3,000.00		3,000.00
304/TOWN OF DALTON	TOWN OF DALTON					3,000.00		3,000.00
304/TOWN OF LEE	TOWN OF LEE	12/9/14	FY2015 LEE EPA			4,000.00		4,000.00
304/TOWN OF LEE	TOWN OF LEE					4,000.00		4,000.00
310/MBPT2	MASSDOT#77954 - MBPT2	2/28/15	310-013115	2,447.96				2,447.96
310/MBPT2	MASSDOT#77954 - MBPT2			2,447.96				2,447.96
311/FCCDC/ERNT	FRANKLIN COUNTY COMMUNITY DEV CORP	1/20/15	311-123114-06		5,244.19			5,244.19
311/FCCDC/ERNT	FRANKLIN COUNTY COMMUNITY DEV CORP				5,244.19			5,244.19
315/TOWN OF DALTON	TOWN OF DALTON	6/26/14	315-063014-01-FINAL			5,212.49		5,212.49
315/TOWN OF DALTON	TOWN OF DALTON					5,212.49		5,212.49
317/FRCOG/WF	FRANKLIN REGIONAL COUNCIL OF GOVT	1/21/15	317-123114		5,405.03			5,405.03
317/FRCOG/WF	FRANKLIN REGIONAL COUNCIL OF GOVT				5,405.03			5,405.03
320/LEE/BFAWP	TOWN OF LEE	1/20/15	320-123114-07		40,813.27			40,813.27
320/LEE/BFAWP	TOWN OF LEE	2/19/15	320-013115	3,916.62				3,916.62
320/LEE/BFAWP	TOWN OF LEE			3,916.62	40,813.27			44,729.89
325/PVPC/TL	PIONEER VALLEY PLANNING COMMISSION	7/10/14	325-063014-3				-2.00	-2.00
325/PVPC/TL	PIONEER VALLEY PLANNING COMMISSION	1/15/15	325-123114-5		1,109.76			1,109.76
325/PVPC/TL	PIONEER VALLEY PLANNING COMMISSION				1,109.76		-2.00	1,107.76
326/BURN/MONTEREY	TOWN OF MONTEREY	12/23/14	FY2015 BURN PERM-MON			90.00		90.00
326/BURN/MONTEREY	TOWN OF MONTEREY					90.00		90.00
326/BURN/PERU	TOWN OF PERU	12/23/14	FY2015 BURN PERM-PER			90.00		90.00
326/BURN/PERU	TOWN OF PERU					90.00		90.00
333/EOT08	OFFICE OF TRANSPORTATION PLANNING	1/15/15	333-123114-8		3,018.13			3,018.13
333/EOT08	OFFICE OF TRANSPORTATION PLANNING	2/28/15	333-013115	3,112.46				3,112.46
333/EOT08	OFFICE OF TRANSPORTATION PLANNING			3,112.46	3,018.13			6,130.59
336/MAPC/POPA	WESTERN MASS HOMELAND SECURITY REGION	1/12/15	336-123114-6		875.95			875.95
336/MAPC/POPA	WESTERN MASS HOMELAND SECURITY REGION				875.95			875.95
342/MAPC/MR2	WESTERN MASSACHUSETTS HOMELAND SECURITY	1/12/15	342-123114-3		331.59			331.59
342/MAPC/MR2	WESTERN MASSACHUSETTS HOMELAND SECURITY	2/11/15	342-013115-4	1,133.39				1,133.39
342/MAPC/MR2	WESTERN MASSACHUSETTS HOMELAND SECURITY			1,133.39	331.59			1,464.98
343 MAPC/ERC	METROPOLITAN AREA PLANNING COUNCIL	1/12/15	343-123114-3		3,865.57			3,865.57
343 MAPC/ERC	METROPOLITAN AREA PLANNING COUNCIL	2/12/15	343-013115	2,341.62				2,341.62
343 MAPC/ERC	METROPOLITAN AREA PLANNING COUNCIL			2,341.62	3,865.57			6,207.19
346/ADM/OUTSPC	TOWN OF ADAMS	1/12/15	346-123114-8		609.13			609.13
346/ADM/OUTSPC	TOWN OF ADAMS				609.13			609.13
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC	1/8/15	350-123114-2		2,064.65			2,064.65

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Feb 28, 2015

Filter Criteria Includes: 1) Includes Drop Shipways, 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
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC				2,064.65			2,064.65
351/SND/PROC	TOWN OF SANDISFIELD	2/12/15	351-123114-2	2,075.00				2,075.00
351/SND/PROC	TOWN OF SANDISFIELD			2,075.00				2,075.00
352 BB/BUW14	BERKSHIRE UNITED WAY	2/11/15	352-013115-5	1,607.54				1,607.54
352 BB/BUW14	BERKSHIRE UNITED WAY			1,607.54				1,607.54
355/DHCD/PDF	TOWN OF DALTON	1/1/15	355-113014-01		15,738.92			15,738.92
355/DHCD/PDF	TOWN OF DALTON	2/28/15	355-013115	3,964.37				3,964.37
355/DHCD/PDF	TOWN OF DALTON			3,964.37	15,738.92			19,703.29
357/GTB-SHF/CDBG	TOWN OF GREAT BARRINGTON	1/15/15	357-123114-1		33,520.32			33,520.32
357/GTB-SHF/CDBG	TOWN OF GREAT BARRINGTON				33,520.32			33,520.32
364/FRCOG/BBLM	FRANKLIN REGIONAL COUNCIL OF GOVTS	2/11/15	364-013115-3	117.43				117.43
364/FRCOG/BBLM	FRANKLIN REGIONAL COUNCIL OF GOVTS			117.43				117.43
49/OUTS/ADM	ADAMS: OUTSOURCE PLNR(GIS)-OUTS/ADM	2/11/15	49-013115-6	1,343.00				1,343.00
49/OUTS/ADM	ADAMS: OUTSOURCE PLNR(GIS)-OUTS/ADM			1,343.00				1,343.00
CITY OF PITTSFIELD	CITY OF PITTSFIELD	1/15/15	012915 ARMSTRONG, G		30.00			30.00
CITY OF PITTSFIELD	CITY OF PITTSFIELD	1/21/15	012915 5TH THURSDAY		30.00			30.00
CITY OF PITTSFIELD	CITY OF PITTSFIELD				60.00			60.00
TOWN OF FLORIDA	TOWN OF FLORIDA	6/30/15	FY16-FLA	-542.82				-542.82
TOWN OF FLORIDA	TOWN OF FLORIDA			-542.82				-542.82
TOWN OF HANCOCK	TOWN OF HANCOCK	2/12/15	10-021215	1,200.00				1,200.00
TOWN OF HANCOCK	TOWN OF HANCOCK			1,200.00				1,200.00
TOWN OF LEE	TOWN OF LEE	1/29/15	012915 5TH THURS-1	30.00				30.00
TOWN OF LEE	TOWN OF LEE			30.00				30.00
TOWN OF MT WASHINGTO	TOWN OF MT WASHINGTON	10/13/14	2014 ANNUAL DINNER			-6.00		-6.00
TOWN OF MT WASHINGTO	TOWN OF MT WASHINGTON	6/30/15	FY16-MTW	-120.55				-120.55
TOWN OF MT WASHINGTO	TOWN OF MT WASHINGTON			-120.55		-6.00		-126.55
TOWN OF NEW MARLBORO	TOWN OF NEW MARLBOROUGH	10/30/14	103014 5TH THURS			36.00		36.00
TOWN OF NEW MARLBORO	TOWN OF NEW MARLBOROUGH	6/30/15	FY16-NMB	-1,089.25				-1,089.25
TOWN OF NEW MARLBORO	TOWN OF NEW MARLBOROUGH			-1,089.25		36.00		-1,053.25
TOWN OF SHEFFIELD	TOWN OF SHEFFIELD	10/30/14	103014 5TH THURS-1			36.00		36.00
TOWN OF SHEFFIELD	TOWN OF SHEFFIELD					36.00		36.00
Report Total				98,073.58	114,619.01	16,717.50	13,723.72	243,133.81

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: February 26, 2015
SUBJ: Agenda Items

V. Items Requiring Action

- A. Approval to Submit Grant Application to EPA/DEP for a Section 604b Water Quality Assessment project

Approval is requested for the Executive Director to submit a grant application to the EPA/DEP Section 604b Water Quality Assessment Program and to sign any resulting contracts and agreements. There are a couple of possible projects under consideration and we will be prepared to discuss which we will pursue at the Executive Committee meeting. No BRPC match is required.

- B. Approval to Submit Grant Application to EPA for Recapitalization of Berkshire Brownfields Revolving Loan Fund

Approval is requested for the Executive Director to submit a grant application to EPA for recapitalization of the Berkshire Brownfields Revolving Loan Fund and to sign any resulting contracts and agreements. As of this week, the existing revolving loan funds available to clean-up brownfields sites in the region have been entirely committed, with known needs for additional funding which is essential for notable projects across the region. The Old Stone Mill in Adams is utilizing the last available hazardous funds as well as a considerable portion of the remaining petroleum clean-up funds, with the very initial phase of clean-up of the Greylock/Cariddi Mill in North Adams utilizing the remaining petroleum funds. Old Stone Mill needs additional hazardous funds as do New England Log Homes in Great Barrington and the Eagle Mill in Lee. Greylock/Cariddi Mill will need both petroleum and hazardous funds in the future. There are other projects which also would like to utilize these clean-up funds. No BRPC match is required. We will apply for the maximum amount allowed, with some emphasis on hazardous funds as those are most needed across the region.

VII. Executive Director's Report

- A. Report on New Contracts/Agreements

Since your last meeting on January 8th, we have entered into four new contracts:

- Town of Otis – Master and Open Space & Recreation Plan
- JSI Research and Training - Immunization Equity Technical Assistance Grant – reaching hard to reach and vulnerable populations with flu vaccine
- AECOM/Tennessee Gas Pipeline – GIS information along preferred gas pipeline route

- Town of Stockbridge – 604b Stockbridge Bowl Watershed Assessment Grant

B. Public Health Alliance Services

Cheshire, Dalton and Sheffield have requested quotes for FY 2016 to provide public health nursing services. Conversations are ongoing with Clarksburg and West Stockbridge about providing comprehensive inspectional services. Sheffield has inquired about increasing their inspectional services, although those would still be limited.

As reported under new contracts, a small grant has been received to develop a plan to reach vulnerable and hard to reach populations with flu vaccines.

Have just been approved to move forward with Prevention Wellness Trust Fund implementation programs around smoking, hypertension, diabetes, and falls reduction.

The Age-Friendly County task force is up and running. A survey (see below in the Director's Report) will officially be released on Monday, March 2nd. An application to the American Association of Retired Persons for Berkshire County to be designated an Age Friendly Community has been submitted.

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 did receive half of the funding contained in the signed contract on January 9th. The second half payment is supposed to occur in April. However, we continue to monitor the DLTA funding situation. 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 also keep a close eye on the Governor's budget proposal for FY 2016 which should be made public in the coming week or so. For further information contact Executive Director Nat Karns at nkarns@berkshireplanning.org or 442-1521, ext. 26.

E. Tennessee Gas Pipeline Northeast Energy Direct Project – Status Report

Tennessee Gas Pipeline (Kinder Morgan) held its open house at Berkshire Community College on Tuesday, February 10th with a respectable turnout. They have indicated they will submit some required resource reports to the Federal Energy Regulatory Commission in March with others to follow in May. Given that FERC may start to schedule its scoping meetings in order to develop the Environmental Impact Statement for this major project at any point, the communities along both the currently "preferred route" and other alternative routes should already be engaged in scoping out what issues they see in their communities in order to participate in a productive way in the scoping sessions. BRPC staff have been assisting a working group of officials from affected public entities (city, towns, water and fire districts) along both the original and now preferred routes to monitor the process and prepare for the FERC scoping to begin. Ten public entities: Cheshire, Dalton, Dalton Fire & Water District, Lanesborough, Lanesborough Village Fire & Water District, Lenox, Pittsfield, Richmond, Washington, and Windsor are entering into Intergovernmental Agreements with BRPC to have us monitor FERC filings and the process, procure an attorney with FERC experience, and procure other technical experts as needed to assist them in reviewing the filings and to provide guidance and expert testimony if need be through the pre-filing stage of this process. Rensselaer County, NY, and the three towns impacted there may also join in this collaborative effort. We are also regularly coordinating with the other Massachusetts and New Hampshire regional planning agencies to share information and see if there are opportunities for working together on this complex project. For further information contact Executive Director Nat Karns (nkarns@berkshireplanning.org or 442-1521 ext 26), Assistant Director Tom Matuszko (tmatuszko@berkshireplanning.org, ext. 34) or Senior Planner Melissa Provencher at mprovencher@berkshireplanning.org, ext 22).

F. Young Adult Population Survey

BRPC is conducting a survey of young adults (18-39) to gain a better understanding of why they live in the Berkshires and why they may leave. The survey is being conducted through the end of March and can be found at <https://www.surveymonkey.com/s/BerkshireYoungAdults>. Your assistance is sought in helping to distribute the survey to anyone you know who is between 18 and 39 and has lived in the Berkshires at some point in their life. A copy of the invitation to participate in and distribute the survey that was sent out is attached. Developing the survey was a collaborative effort that started with a similar effort done by various Vermont colleges and universities and then was refined working with 1Berkshires and a professor at UMass. In the past week, over 3,000 responses have been received. We would like a higher degree of responses from those with less education (those with college and graduate degrees are over-represented in the responses thus far). For further information, contact GIS, Data & Information Manager Mark Maloy (mmaloy@berkshireplanning.org or 442-1521, ext. 29).

G. Age Friendly Community Survey

BRPC, in conjunction with a range of partners, is launching another survey early in March on “Age Friendly Communities”. The flyer announcing the survey is attached. One of the overarching themes in *Sustainable Berkshires* is the need to prepare for the significant increase in the number and proportion of the population that will be elderly in the coming several decades. This survey is intended to better inform a variety of decision-makers about what is needed to make Berkshire County a better place for older adults. For further information, contact Public Health Program Manager Laura Kittross (lkittross@berkshireplanning.org or 442-1521 ext. 37).

H. Citizen Planner Training Collaborative Annual Conference – Saturday, March 21, Holy Cross, Worcester

The Citizen Planner Training Collaborative will be holding its annual day-long conference at College of the Holy Cross in Worcester on Saturday, March 21st. The CPTC 2015 Annual Conference has some exciting new sessions on current planning issues in Massachusetts as well as core sessions for newer Planning Board and Board of Appeals members. Every session offers AICP credits, MIIA credits or CPTC Certificate credits. Some of the topics covered: The RFP/RFQ Process, Climate Adaptation, Design Review, Gas Pipelines, Coordinating Permit Review, Mapping Your Community with Simple Tools, and more. A copy of the conference program is attached and the program and registration material is available online at www.masscptc.org.

IX. New Business

A. March Commission Meeting

We have the following items tentatively for the agenda for the full Commission meeting on March 19th:

- Long-delayed presentation by City Planner Mackenzie Greer of North Adams *Vision 2030*, the City's first master plan in over 40 years
- Regional Transportation Plan – Presentation of the results of the project solicitation and data collected thus far
- The planning training topic was to provide up-to-date information on the Community Preservation Act, which has been modified over the past couple of years, was brought up several times as a recommendation in *Sustainable Berkshires*, and is underutilized in Berkshire County compared to much of the state.

Attachments (3)

Berkshire Young Adult Survey
Age Friendly Community Survey
2015 CPTC Annual Conference Sessions



Berkshire Young Adult Survey

As you may be aware, the Berkshires have been losing population for several decades and are projected to continue to lose population into the foreseeable future.

Over the last two decades, the majority of this loss has been among young adults. This link (<https://www.surveymonkey.com/s/BerkshireYoungAdults>) will bring you to a survey that is designed to gain a better understanding of the various reasons why young adults (18-39) live in the Berkshires as well as why they may have moved away.

Please take a few minutes to complete the survey and to email, share, tweet this survey to anyone you know who has lived in the Berkshires at some point during their life and is between 18 and 39!

The survey should take about 5 minutes to complete.

We will be collecting responses until March 31, 2015.



This survey was created by the Berkshire Regional Planning Commission.



Age Friendly Community Survey

Are you over age 50 and living in Berkshire County?
We want your opinion!

An **Age-Friendly Community** is a way to help older adults remain healthy, active, and engaged in their community for as long as possible. The results of this Age-Friendly survey will help inform planning efforts to make Berkshire County a better place for older adults and all Berkshire residents.

Berkshire County is aging faster than most of Massachusetts and our nation. Nearly 30,000 baby boomers will retire in Berkshire County over the next 10-20 years. This change in our population requires that we all rethink what it means to get older here in the Berkshires, and that we begin to take steps to prepare for this change across every sector of community life.

Pick up a copy of the anonymous survey at your local Council on Aging, library, or town hall. Or go to www.surveymonkey.com/s/BerkshireAgeFriendly to take the survey on line. Or use the QR code below to go to directly to the on line survey. Your answers will help us to begin planning and prioritizing local efforts to address the growing needs and desires of older adults. It should take about 15 minutes. Please ask your spouse, friends and neighbors to complete a separate survey, as **every opinion matters.**



Adams, Great Barrington, Pittsfield and Williamstown
Councils on Aging



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Massachusetts
Citizen Planner Training Collaborative

- [Registration](#)
- [Conference Info](#)
- [Conference Sessions](#)
- [Session Credits: MIIA, AICP & Certificate](#)
-



2015 CPTC Annual Conference Sessions

[Early Morning Sessions](#) | [Late Morning Sessions](#) | [Afternoon Sessions](#)
[Registration](#) | [Conference Info](#)

Early Morning Sessions 9:30 - 11:00

1. Design Review (MIIA) (AICP)

This session will review the criteria and methods of project design reviews. The session leaders will present attendees with a review of the legal basis and justification for design review, a definition of design standards and guidelines, and then present the ways these criteria are written and how they may be applied. The session will continue with a few examples of communities that have implemented design review and what their experiences have been. The attendees will then be invited to participate in a typical design review with actual plans.

Speakers: *Ken Buckland, AICP LEED AP, Principal, The Cecil Group; Lori Massa, AICP, Senior Planner, City of Somerville*

Moderator: *Kathy Joubert, Town of Northborough, CPTC Board*

2. Climate Adaptation and Community Sustainability (AICP)

Climate, resiliency, mitigation, and community sustainability are being discussed in almost every community, but sometimes the discussion doesn't go beyond "we should be doing something about this!" or "lets apply for hazard mitigation or energy grants." Planners need to think creatively and about repurposing planning policies and tools already at their disposal. We will discuss what investment, policy, regulatory and other strategies are being developed and implemented in Massachusetts at all levels. We hope to engage participants to share and take ideas home to their own communities.

Speakers: *Julie Conroy, AICP, Senior Environmental Planner, Metropolitan Area Planning Council; Wayne Feiden, FAICP, Director of Planning and Sustainability, City of Northampton*

Moderator: *E. Heidi Ricci, Senior Policy Analyst, Mass Audubon*

3. Mapping Your Community Using Simple Online Tools (AICP)

This workshop will help planners learn to create both interactive web maps and static paper/PDF maps. Whether the need is to map batches of addresses, make better presentation graphics, or evaluate demographic and land use trends, online mapping and GIS tools are now readily available and simple to use. The workshop will begin by examining some of the basics of map making including scale, projection and cartographic design. It will then review examples of easily accessible map data sources including the U.S. Census Bureau, the state of Massachusetts, and Google. Lastly, examples made from online mapping tools including Google Maps, American Factfinder, Social Explorer, and Mango Maps GIS will be presented.

Speaker: *Dr. Keith A. Ratner, Professor, Salem State University;*

Moderator: *Jack Wiggins, FAICP, Director, Urban Harbors Institute UMass Boston*

4. Get Ready - Gas Pipelines and Local Role in Permitting: Impacts/Zoning/Conservation (AICP)

Several natural gas pipeline expansion projects have been proposed in Massachusetts. Local officials need to understand how the permitting process works through the Federal Energy Regulatory Commission (FERC), and how they and their constituents can provide input. This session will provide an overview of the FERC authority and permitting process, and will help to clarify what extent local bylaws and regulations may be considered, both during the permitting process and over the life of a pipeline.

Speakers: *Eugene Benson, Executive Director, Massachusetts Association of Conservation Commissions; Beverly Woods, Executive Director, Northern Middlesex Council of Government*

Moderator: *Alan Pease, Town of Ashby Planning Board, CPTC Treasurer*

5. Zoning Exemptions (MIIA) (Certificate II)

The Zoning Act provides certain exemptions for agricultural, educational, childcare, and religious uses. Certain state and federal land and uses are also exempted from local zoning regulations. This session explains these exemptions, and the circumstances under which municipalities can enact and impose regulations.

Speakers: *Barbara Saint André, Attorney, Petrini & Associates, P.C.; Judi Barrett, Director of Municipal Planning, RKG Associates, Inc.*

Moderator: *Bruce Hughes, Old Colony Planning Council, CPTC Board*

6. Roles & Responsibilities Part 1 (MIIA) (Certificate I)

Join us if you are a new Planning Board or ZBA member or building inspector. This program will launch you into your role as a local official, introduce you to the functions of the boards and the main tools of

planning and zoning. This session is presented in two parts in order to be able to present the large amount of information and to provide time for questions and answers. We encourage you to sign up for Part 1 and Part 2.

Speakers: *Bob Mitchell, FAICP, Robert P. Mitchell & Associates; Bob Ritchie, Attorney*

Late Morning Sessions 11:15 - 12:30

7. Establishing Local Historic Districts through Bylaws and Ordinances (AICP)

Local historic districts offer the best method of halting demolitions, reviewing new construction and protecting community character within our downtowns, villages and neighborhoods. Since the 1950s, over 120 cities and towns in Massachusetts have established at least one local historic district. In this session, we will cover how local historic districts are established under state law, the variety of local historic districts statewide, the benefits of local historic districts and common areas of confusion. Most proposed local historic districts do not make it to town meeting. We'll discuss why that is and answer many other questions such as - can you really establish a single building local historic district?

Speaker: *Christopher C. Skelly, Director of Local Government Programs, Massachusetts Historical Commission*

Moderator: *Bruce Hughes, Old Colony Planning Council, CPTC Board*

8. Are Your Solar Bylaws Current? (AICP)

This session will provide an overview of the model bylaws created by the State for solar photovoltaic installations and discuss their implementation. It will also address solar siting concerns and potential solutions at the state and local levels.

Speakers: *Kurt Gaertner, AICP, Massachusetts Executive Office of Energy and Environmental Affairs*

Moderator: *Michael DiPasquale, AIA, Extension Assistant Professor, UMass Amherst Department of Landscape Architecture and Regional Planning*

9. The Value and Process of Housing Production Planning (AICP)

This workshop will address the process of developing a local housing plan, including but not limited to a Housing Production Plan as defined in the state's Chapter 40B regulations, and the value both of the process and the plan. Some communities do not have a housing plan or have not done much housing planning except in response to a particular housing proposal. The session will show how to quantify and evaluate a community's existing housing, measure affordability and examine the suitability of existing housing for a variety of household types, explain how to establish realistic goals and objectives, and explore a menu of strategies to accomplish the community's goals.

Speaker: *Judi Barrett, Director of Municipal Planning, RKG Associates, Inc.*

Moderator: *Kathy Joubert, Town of Northborough, CPTC Board*

10. Coordinating Permit Reviews for Complex Projects (MIIA) (AICP)

When project proposals come before your City/Town Boards for local permits, how does your city or town deal with multiple reviews? How do you handle the sequencing and coordination between the Boards charged with issuing the permits? Does this process frequently result in a game of Ping-Pong between the Boards? Join us for a discussion of best practices designed to create a more predictable process for both the

municipality and the project applicant.

Speakers: *Eugene Benson, Executive Director, MA Association of Conservation Commissions; Ralph Willmer FAICP, Senior Planner, Vanasse Hangen Brustlin, Inc*

Moderator: *Jack Wiggin, FAICP, Director, Urban Harbors Institute UMass Boston*

11. Special Permits and Variances (MIIA) (Certificate II)

Are you clear about the difference in purpose and process between Special Permits and variances? Learn about the key issues and complex criteria for making sound decisions. The session discusses important procedural requirements necessary to avoid constructive approval and the importance of meeting timelines.

Speaker: *Barbara Saint André, Attorney, Petrini & Associates, P.C.*

Moderator: *Alan Pease, Town of Ashby Planning Board, CPTC Treasurer*

12. Roles and Responsibilities, Part 2 (MIIA) (Certificate I)

Part 2 of this important and popular topic will be a discussion of the three legs of “Good Government.” It will focus on the Open Meeting, Public Records and Conflict of Interest Laws.

Speakers: *Bob Mitchell, FAICP, Robert P. Mitchell & Associates; Bob Ritchie, Attorney*

Really Good Buffet Lunch 12:30 - 1:30

Afternoon Sessions 1:30 - 3:00

13. Manage A Successful RFP/RFQ Process (AICP)

Learn how to oversee the process of hiring a consultant for planning services. Find out how to write a Request for Proposal/Request for Qualifications; how to conduct the selection and interview process; how to deal with the contract between the consultant and municipality; and how to monitor the work. Sample documents will be provided and attendees are encouraged to discuss particular issues and questions they have faced when dealing with consultant services.

Speakers: *Ralph Willmer FAICP, Senior Planner, Vanasse Hangen Brustlin, Inc; Alan Gordon AICP, Town Planner, Town of Charlton*

Moderator: *Phil DeMartino, Technical Assistance Program Coordinator, MA Department of Housing & Community Development*

14. Town-wide Planning Retreats as a Framework for Master Plan Implementation (AICP)

Town-wide comprehensive planning can be effective at setting out a shared community vision, but identifying specific implementation items and building them into a work plan can be a challenge amid competing priorities. This session will describe innovative models for Town-wide community forums organized (in Westford) around Master Plan Implementation, and (in Ware) around Town-wide zoning amendments. Session speakers were recognized with APA-MA Awards for their work on these innovative, practical approaches to community engagement and coordination among Town Boards, Committees and Departments. This session will describe the approach and how it can be applied in other communities.

Speakers: *Angus Jennings, AICP, Consultant, A.G. Jennings, LLC; Karen Cullen, AICP, Director of Planning & Community Development, Town of Ware; Christopher Glenn Hayes, Consultant*

Moderator: *Michael DiPasquale, AIA, Extension Assistant Professor, UMass Amherst Department of Landscape Architecture and Regional Planning*

15. Inclusionary Zoning (MIIA) (AICP)

This workshop will explore the concept of inclusionary zoning, or zoning that encourages or requires the inclusion of affordable housing in residential or mixed-use developments. The program will cover planning, social, and legal considerations; ways to make inclusionary zoning an effective tool for affordable housing development; issues and problems with inclusionary zoning; public education strategies; and opportunities to make inclusionary zoning realistic for developers.

Speaker: *Judi Barrett, Director of Municipal Planning, RKG Associates, Inc.*

16. Planning With Community Support (AICP)

The course describes ways to structure a planning process — whether for a comprehensive/master plan or something else — that will increase your chances of gaining support of the community through the passage and implementation process. Also covered are techniques for working with (or without) consultants.

Speaker: *Ezra Glenn, AICP, Lecturer in Community Development, Massachusetts Institute of Technology*

17. Vested Rights and Nonconforming Uses & Structures (MIIA) (Certificate II)

Clarifies the difference between a nonconforming structure, lot and use. Explains the difference between a nonconforming and a noncompliant structure; familiarizes board members with issues regarding alterations to nonconforming structures or uses. Describes separate and common protection, as well as vested rights for subdivision and ANR plans.

Speaker: *John J. Goldrosen, Attorney, Kopelman and Paige PC*

Moderator: *Alan Pease, Town of Ashby Planning Board, CPTC Treasurer*

18. Introduction to the Zoning Act (MIIA) (Certificate I)

For newer board members, this course addresses the history and purposes of zoning, adoption of zoning bylaws, variances and special permits, public hearing and voting requirements and other key procedural requirements.

Speaker: *Carolyn M. Murray, Attorney, Kopelman and Paige, P.C.*

Moderator: *Kathy Joubert, Town of Northborough, CPTC Board*

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BERKSHIRE REGIONAL PLANNING COMMISSION

1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201

TELEPHONE (413) 442-1521 • FAX (413) 442-1523

www.berkshireplanning.org

SHEILA IRVIN, Chair
RENE WOOD, Vice-Chair
MARIE RAFTERY, Clerk
CHARLES P. OGDEN, Treasurer

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: January 7, 2015
RE: **December Technical Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of December 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
Adams	Provided information on Redevelopment Authorities and Development and Industrial Commission.	Community Development Director
Cheshire	Provided information on possible funding for master plan elements and on requirements for applicant funding for engineering peer review.	Finance Committee Member
Dalton	Provide information on solar and possible grants or programs.	Council on Aging
Dalton	Provided assistance with design standards and provided draft zoning bylaw language.	Town Manager
Mt. Washington	Provided assistance with questions about non-conforming uses and zoning amendments.	Planning Board Member
New Ashford	Responded to a request regarding private driveway issue and related broadband provision issue.	Planning Board Member

Town/City/State	Municipal Technical Assistance	Board/Organization
Pittsfield	Provided information on mill re-use zoning bylaws.	City Planner
Savoy	Provided suggestions regarding possible assistance with archiving historic records.	Select Board Chair
Williamstown	Provided letter of support for Cable Mills project.	National Trust Community Investment Corp.
Williamstown	Responded to request regarding potential economic development planning assistance.	Select Board Member

Assistance Recipient	Non-Municipal Technical Assistance	Organization
Business	Responded to Community Reinvestment Act survey.	Local Bank

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Executive Director

MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission
FROM: Nathaniel W. Karns, AICP, Executive Director
DATE: February 4, 2015
RE: **January Technical Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of January 2015. 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 information on potential solar on Bushika property in Cheshire.	Planning Board
Gt. Barrington	Provided maps of proposed zoning changes.	Town Planner
Gt. Barrington	Provided technical assistance to town's GIS intern.	Town Planner
Lenox	Provided a letter of support for a grant application.	Land Use Director
Lenox	Provided assistance with an open meeting law question relating to remote participation.	Land Use Director
Lenox	Provided a disc of GIS data.	Land Use Director
New Ashford	Responded to a request regarding assistance with an issue concerning a common driveway and potential town acceptance of the driveway as a street.	Planning Board Member

Town/City/State	Municipal Technical Assistance	Board/Organization
Peru	Responded to a request regarding assistance with establishment of appointed Board of Health.	Select Board Member
Sandisfield	Provided assistance with the review of a proposed access road bylaw.	Planning Board Member
Stockbridge	Provided assistance with a sign bylaw.	Chair of Zoning Appeals Board
Tyringham	Provided assistance with a small wind energy bylaw.	Planning Board Member
Williamstown	Responded to request for guidance and information.	Chair of Affordable Housing Committee

Assistance Recipient	Non-Municipal Technical Assistance	Organization
Organization	Meeting to discuss potential assistance.	Northern Berkshire Educational Collaborative
Private	Responded to request for search of copy of old Pittsfield zoning ordinance for attorney.	Affordable Housing Preservation Project
Private	Provided letter of support for request for Historic Tax Credits.	Developer of Eagle Mill Project