

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

SHEILA IRVIN, Chair  
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, April 2, 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 March 5, 2015 *   | (4:05) |
| III. | Financial Reports   | (4:10) |
|      | A. March Expenditures Report *  |        |
|      | B. Accounts Receivable Report   |        |
|      | C. Other  |        |
| IV.  | Delegate & Alternate Issues   | (4:15) |
| V.   | Clearinghouse Review – Final Environmental Impact Report for Tennessee Gas Pipeline Connecticut Expansion Project (Sandisfield & Tyringham) * | (4:20) |
| VI.  | Items Requiring Action *  | (4:40) |
|      | A. Approval of Salary Increase Ranges for FY 2016   |        |
|      | B. Approval to Sign Transit Planning Contract for 2015  |        |
|      | C. Approval to Submit Application to Robert Wood Johnson Foundation Roadmaps to Health Prize  |        |
|      | D. Other  |        |
| VII. | Committee Reports   | (4:45) |

- |       |   |        |
|-------|---|--------|
| VIII. | Executive Director's Report   | (4:50) |
|       | <ul style="list-style-type: none"> <li>A. Report on New Contracts/Agreements</li> <li>B. Public Health Alliance Services</li> <li>C. Status of District Local Technical Assistance Funding for 2015 &amp; 2016</li> <li>D. Workshop for Berkshires Conservation Commissions – Saturday, April 11<sup>th</sup>, BRPC</li> <li>E. Pipeline Emergencies Training – Thursday, April 23<sup>rd</sup>, Berkshire Hills Country Club, Pittsfield</li> <li>F. 5<sup>th</sup> Thursday Dinner for Planning &amp; Zoning Boards – April 30<sup>th</sup>, Pittsfield Country Club</li> <li>G. Workshop on Municipal Roles &amp; Responsibilities for Permitting of Interstate Natural Gas Pipelines</li> <li>H. Other</li> </ul> |        |
| IX.   | Old Business  | (4:55) |
| X.    | New Business  | (5:00) |
|       | <ul style="list-style-type: none"> <li>A. May Commission Meeting</li> <li>B. Planning for 2015 Annual Meeting</li> <li>C. Other</li> </ul>  |        |
| XI.   | Adjournment   | (5:05) |

\* Items Requiring Action

Attachments: February 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, March 5, 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  
Roger Bolton, Clearinghouse Review Committee Chair  
James Mullen, Regional Issues Committee Chair  
John Duval, At Large

A quorum is present.

Others Present: Andy McKeever, iberkshires  
Mary Pat Akers, Gt Barrington

Staff Present: Nat Karns, Executive Director  
Marianne Sniezek, Office Manager  
Mark Maloy, GIS Data and IT Manager  
Eammon Coughlin, Planner

#### Introduction of temporary planner, Eammon Coughlin

Nat introduced Eammon to the Executive Committee, explaining Eammon is currently working on a Master Plan and Open Space and Recreational Plan for the town of Otis. He will also be working on similar projects for Richmond and Dalton. Eammon has a Master of Landscape Architecture degree from Cornell, a BS in Environmental Science from the University of Vermont, and almost three years of landscape design experience with several firms in and around Boston.

### II. Approval of Minutes of Executive Committee Meeting of January 8, 2015

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

### **III. Financial Reports**

#### **A. January 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; Kyle Hanlon seconded. Unanimously approved.

#### **B. February Expenditure Report**

Kyle Hanlon moved to approve the Expenditures as presented; Chuck Ogden seconded. Unanimously approved.

#### **C. Accounts Receivable Report**

Staff is continuing to follow up on aged receivables over 90 days. None of the aged receivables are at risk.

Roger asked about the aged invoices for the town of Dalton. Nat explained the money needs to be re-appropriated and believed BRPC will be paid.

**D. State Retirement System** – Nat explained the Director of the State Retirement Board is stating BRPC is not subject to pay the state for unfunded liability due to how BPRC was brought into the State Retirement System under special legislation. The State informed most of our peers they must pay the invoices receive and any future liability. We will keep a close eye on the situation. If BRPC did receive a bill we would react by either reducing or stop putting money into the trust for the Retirees Health Benefit liability in order to manage our overhead rate.

**E. Other** – None

### **IV. Delegate and Alternate Issues**

Sheila introduced Mary Pat Akers from Gt. Barrington. Mary Pat has concerns about regional issues in the area. Regional School Districts and Municipalities can't pay their bills. A good example is churches, there is not enough population to support the churches. How are services shared? What role does the State have? What role does regional groups have? How can these organizations can form regional patterns that can allow them to sustain themselves? BRPC has Public Health Services that services rural areas. Regional School Districts are asking for help. People will say no, but if they see regionalization that works it will help. There is a lot of things going on that is not known to many. Mary Pat asked BRPC to share knowledge of regional service models that work. There is a need for more public awareness of regionalization in both urban and rural areas.

### **V. Items Requiring Action**

#### **A. Approval to Submit Grant Application to EPA/DEP for a Section 604b Water Quality Assessment Project for Lanesborough Roads around Pontoosuc Lake**

Nat explained there are three possible grant applications to be submitted:

1. BRPC applicant to deal regionally with the EPA stormwater regulation changes. We could create a Stormwater Management District that could be funded by local municipalities or businesses.
2. Town of Washington will be an applying, with BRPC's assistance, for watersheds in that town.
3. Possible the town of Lanesborough could have an application.

Jamie Mullen moved to approve BRPC applying for the regional stormwater permitting; Roger Bolton seconded. Unanimously approved.

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

Nat explained we are out of EPA Brownfield Cleanup revolving loan funds. EPA will be releasing additional money to existing funds/projects that are out of money. BRPC will apply for the maximum amount allowed.

Jamie Mullen moved to approve; Chuck Ogden seconded. Unanimously approved.

**C. Other - none**

**VI. Committee Reports**

**Regional Issues Committee** – Jamie reported the Regional Issues Committee has created a list of topics to review.

**Clearinghouse Review Committee** – Roger, chair of the Clearinghouse Committee asked if the name of the committee can be changed to reflect more what the committee actually does. Roger suggested to rename the committee to “Environmental Review Committee”. Nat explained the Commission Development Committee would need to review the request as our bylaws would need to be changed.

Nat reported there will be the need for an Environmental review for the Sandisfield pipeline site. Comments will be due April 10<sup>th</sup>.

**VII. 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**

For FY2016 District Local Technical Assistance and Challenge grants will be funded at \$2 million each in the Governor’s proposed budget. BRPC will encourage our state representatives to support the funds in the governor’s budget and encourage the funds to be level funded which is \$2.8 million for DLT.A.

**D. Tennessee Gas Pipeline Northeast Energy Direct Project – Status Report**

**E. Young Adult Population Survey**

Mark Maloy explained as of March 5<sup>th</sup> there had been 3,700 responses to the young adults survey. Only 2,800 would be usable information. A large percentage of the responses were from young adults not living in Berkshire County. Reason for leaving is jobs. Reason for staying is family. We are struggling to get young adults only with a high school diploma to complete the survey.

**F. Age Friendly Community Survey**

Mark Maloy reported there had been 500 responses received.

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

**H. Other - none**

**VIII. Old Business - none**

**IX. New Business**

**A. March Commission Meeting**

All agreed to the agenda for the full Commission meeting on March 19<sup>th</sup>:

- 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 too much of the state.

**B. Other** - none

## **XI. Adjournment**

Jamie Mullen moved to adjourn the meeting which was seconded by Kyle Hanlon. The meeting was adjourned at 5:15 p.m.

### Materials distributed or presented during this meeting:

Agenda  
Minutes  
Check Register (January and February)  
Aged Receivables  
Executive Director's Memo  
Technical Assistance Report (December and January)  
Berkshire Young Adult Survey  
Age Friendly Community Survey  
2015 CPTC Annual Conference Sessions  
DLTA16 and Challenge Grants

# BERKSHIRE REGIONAL PLANNING COMMISSION

## Check Register

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount
10716	3/2/15	CORNERSTONE	1040.000	584.40 Telephone/Internet
10717	3/2/15	BRIAN M. DOMINA	1040.000	209.66 Expense Report
10718	3/2/15	HOOSIC RIVER WATERSHED ASSOCIATION	1040.000	40.00 Membership
10719	3/2/15	NATHANIEL W. KARNIS	1040.000	62.19 Expense Report
10720	3/2/15	JENNIFER L. KIMBALL	1040.000	155.14 Expense Report
10721	3/2/15	LAURA KITTROSS	1040.000	414.23 Expense Report
10722	3/2/15	MACFARLANE OFFICE PRODUCTS, INC.	1040.000	687.60 Copying Expense
10723	3/2/15	MARK MALOY	1040.000	101.52 Expense Report
10724	3/2/15	THOMAS E. MATUSZKO	1040.000	578.51 Expense Report
10725	3/2/15	MIIA HEALTH BENEFITS TRUST	1040.000	1,390.44 Dental Insurance
10726	3/2/15	MIIA HEALTH BENEFITS TRUST	1040.000	19,538.10 Health Insurance
10727	3/2/15	PATRICIA A. MULLINS	1040.000	146.36 Expense Report
10728	3/2/15	MUTUAL OF OMAHA	1040.000	639.30 Life; Disability Insurance
10729	3/2/15	CITY OF PITTSFIELD	1040.000	260.00 Parking
10730	3/2/15	DIANE PERSSON	1040.000	139.77 Expense Report
10731	3/2/15	MELISSA J. PROVENCHER	1040.000	21.00 Expense Report
10732	3/2/15	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	1,774.74 Utilities
10734	3/2/15	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	3,867.00 Rent
10735	3/2/15	LAUREN L. GAHERTY	1040.000	317.80 Expense Report
10733	3/2/15	VOID	1040.000	VOID
EFT	3/2/15	GODADDY.COM	1040.000	9.94 Subscription
10736	3/5/15	THE BRIEN CENTER	1040.000	70.00 #349 BOAPC SubC
10737	3/5/15	THE CECIL GROUP	1040.000	38,925.00 #320 Lee/BFAWP SubC
10738	3/5/15	COMPUWORKS	1040.000	619.00 Computer Supplies
10739	3/5/15	NATHANIEL W. KARNIS	1040.000	1,224.20 Expense Report
10740	3/5/15	VALLEY GREEN SHREDDING, LLC	1040.000	105.00 Recycling
1016	3/5/15	DALTON REDEVELOPMENT AUTHORITY	1042.000	7,935.63 166 EPA/RLF
1017	3/5/15	CITY OF PITTSFIELD	1042.000	15,720.88 166 EPA/RLF
EFT	3/13/15	ENVIRONMENTAL SYSTEMS RESEARCH INST.	1040.000	1,070.00 Staff Dev - Maloy
10741	3/17/15	ADCARE EDUCATIONAL INSTITUTE	1040.000	100.00 #330 HRIA Conference
10742	3/17/15	MARY AGOLIA	1040.000	1,144.00 VOID
10743	3/17/15	BANKER & TRADESMAN	1040.000	279.00 352 BB/BUW15 - Subscription
10744	3/17/15	BCK LAW, P.C.	1040.000	1,372.00 #360 US/DOT Legal
10745	3/17/15	CORNERSTONE	1040.000	584.40 Telephone/Internet
10746	3/17/15	LOUISE DERAGON	1040.000	1,799.99 #330 HRIA; #370 GTB GrantAID/Su
10747	3/17/15	EXCELSIOR PRINTING COMPANY	1040.000	311.00 #349 Printing
10748	3/17/15	FEDEX	1040.000	117.01 Postage
10749	3/17/15	KELLEY CLEANING SERVICES	1040.000	215.00 Office Cleaning
10750	3/17/15	SCOTT B. KRZANIK	1040.000	1,413.00 #330 HRIA SubC
10751	3/17/15	MACFARLANE OFFICE PRODUCTS, INC.	1040.000	162.00 Supplies
10752	3/17/15	MASS STATE EMPLOYEES RET.SYSTEM	1040.000	9,098.59 VOID
10753	3/17/15	MASS HEALTH OFFICERS ASSOC	1040.000	40.00 #330 HRIA Training

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10754	3/17/15	PITNEY BOWES GLOBAL FINANCIAL SERV.,LLC	1040.000	155.71 Meter Rental
10755	3/17/15	RESERVE ACCOUNT	1040.000	500.00 Postage
10756	3/17/15	STAPLES ADVANTAGE	1040.000	31.08 Supplies
10757	3/17/15	TRC ENVIRONMENTAL CORPORATION	1040.000	10,815.29 #250/#287 Lee & Dalton Clnup
10758	3/17/15	W.B. MASON COMPANY, INC.	1040.000	361.25 Supplies
10742V	3/17/15	MARY AGOGLIA	1040.000	-1,144.00 VOID
10759	3/17/15	MARY AGOGLIA	1040.000	976.00 #330 HRIA; #370 GTB GrantAID/Su
10752V	3/17/15	MASS STATE EMPLOYEES RET.SYSTEM	1040.000	-9,098.59 VOID
10760	3/17/15	MASS STATE EMPLOYEES RET.SYSTEM	1040.000	9,267.63 Employee Retirement
10761	3/19/15	ENTERPRISE RENT-A-CAR	1040.000	104.31 #369 DLTA; #330 HRIA Rental
10762	3/19/15	VANTAGEPOINT TRANSFER AGENTS-803222	1040.000	11,250.00 OPEB Contribution
10763	3/19/15	STAPLES ADVANTAGE	1040.000	44.97 Supplies
10764	3/19/15	BERKSHIRE MOUNTAIN	1040.000	91.00 VOID
10765	3/19/15	BCARC, INC.	1040.000	79.14 VOID
10764V	3/19/15	BERKSHIRE MOUNTAIN	1040.000	-91.00 VOID
10765V	3/19/15	BCARC, INC.	1040.000	-79.14 VOID
10766	3/19/15	BERKSHIRE MOUNTAIN	1040.000	91.00 Water
10767	3/19/15	BCARC, INC.	1040.000	79.14 Common Ground
<b>Total</b>				<b><u>136,677.19</u></b>

**BERKSHIRE REGIONAL PLANNING COMMISSION**

Aged Receivables

As of Mar 31, 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
10/AMEC/DAL	TOWN OF DALTON	11/19/14	10-063014-2-DAL				261.60	261.60
<b>10/AMEC/DAL</b>	<b>TOWN OF DALTON</b>						<b>261.60</b>	<b>261.60</b>
250/DAL/CLNUP	DALTON REDEVELOP.AUTHORITY-D	7/31/14	250-063014-22				5,930.25	5,930.25
250/DAL/CLNUP	DALTON REDEVELOP.AUTHORITY-D	11/13/14	250-093014-23				2,005.38	2,005.38
<b>250/DAL/CLNUP</b>	<b>DALTON REDEVELOP.AUTHORITY-DAL/CLNUP</b>						<b>7,935.63</b>	<b>7,935.63</b>
263/MT/HIST	MASS DOT - MT/HIST	2/17/15	263-013115-5.4		3,647.92			3,647.92
<b>263/MT/HIST</b>	<b>MASS DOT - MT/HIST</b>				<b>3,647.92</b>			<b>3,647.92</b>
281/TPL13	MASSDOT#75425 - TPL13	2/17/15	281-013115-3.4		33,597.59			33,597.59
<b>281/TPL13</b>	<b>MASSDOT#75425 - TPL13</b>				<b>33,597.59</b>			<b>33,597.59</b>
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
<b>283 BHPA/INSP/WSH</b>	<b>TOWN OF WASHINGTON</b>				<b>175.00</b>	<b>437.50</b>		<b>612.50</b>
284/BHPN/PHN/PTS	CITY OF PITTSFIELD - BOARD OF HE	2/5/15	284-123114-PTS		3,812.50			3,812.50
<b>284/BHPN/PHN/PTS</b>	<b>CITY OF PITTSFIELD - BOARD OF HEALTH</b>				<b>3,812.50</b>			<b>3,812.50</b>
284/BPHN/PHN/CLK	TOWN OF CLARKSBURG	4/1/15	284-043014-CLK-4	-546.25				-546.25
<b>284/BPHN/PHN/CLK</b>	<b>TOWN OF CLARKSBURG</b>			<b>-546.25</b>				<b>-546.25</b>
304/CITY OF NORTH AD	CITY OF NORTH ADAMS	12/9/14	FY2015 NAD EPA				4,000.00	4,000.00
<b>304/CITY OF NORTH AD</b>	<b>CITY OF NORTH ADAMS</b>						<b>4,000.00</b>	<b>4,000.00</b>
304/TOWN OF ADAMS	TOWN OF ADAMS	12/9/14	FY2015 ADM EPA				4,000.00	4,000.00
<b>304/TOWN OF ADAMS</b>	<b>TOWN OF ADAMS</b>						<b>4,000.00</b>	<b>4,000.00</b>

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304/TOWN OF DALTON	TOWN OF DALTON	12/9/14	FY2015 DAL EPA				3,000.00	3,000.00
<b>304/TOWN OF DALTON</b>	<b>TOWN OF DALTON</b>						<b>3,000.00</b>	<b>3,000.00</b>
304/TOWN OF LEE	TOWN OF LEE	12/9/14	FY2015 LEE EPA				4,000.00	4,000.00
<b>304/TOWN OF LEE</b>	<b>TOWN OF LEE</b>						<b>4,000.00</b>	<b>4,000.00</b>
310/MBPT2	MASSDOT#77954 - MBPT2	2/19/15	310-013115-4.2		2,447.96			2,447.96
<b>310/MBPT2</b>	<b>MASSDOT#77954 - MBPT2</b>				<b>2,447.96</b>			<b>2,447.96</b>
311/FCCDC/ERNT	FRANKLIN COUNTY COMMUNITY DE	1/20/15	311-123114-06			5,244.19		5,244.19
<b>311/FCCDC/ERNT</b>	<b>FRANKLIN COUNTY COMMUNITY DEV CORP</b>					<b>5,244.19</b>		<b>5,244.19</b>
313/FRCOG	FRANKLIN REGIONAL COUNCIL OF C	2/28/15	313-030215-4		615.89			615.89
<b>313/FRCOG</b>	<b>FRANKLIN REGIONAL COUNCIL OF GOVERNMENT</b>				<b>615.89</b>			<b>615.89</b>
315/TOWN OF DALTON	TOWN OF DALTON	6/26/14	315-063014-01-FINAL				5,212.49	5,212.49
<b>315/TOWN OF DALTON</b>	<b>TOWN OF DALTON</b>						<b>5,212.49</b>	<b>5,212.49</b>
317/FRCOG/WF	FRANKLIN REGIONAL COUNCIL OF C	1/21/15	317-123114			5,405.03		5,405.03
<b>317/FRCOG/WF</b>	<b>FRANKLIN REGIONAL COUNCIL OF GOVT</b>					<b>5,405.03</b>		<b>5,405.03</b>
320/LEE/BFAWP	TOWN OF LEE	2/28/15	320-013105		3,916.62			3,916.62
<b>320/LEE/BFAWP</b>	<b>TOWN OF LEE</b>				<b>3,916.62</b>			<b>3,916.62</b>
322/NAD/DP	CITY OF NORTH ADAMS	3/12/15	322-022815-11	1,021.59				1,021.59
<b>322/NAD/DP</b>	<b>CITY OF NORTH ADAMS</b>			<b>1,021.59</b>				<b>1,021.59</b>

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As of Mar 31, 2015

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Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
325/PVPC/TL	PIONEER VALLEY PLANNING COMM	7/10/14	325-063014-3				-2.00	-2.00
325/PVPC/TL	PIONEER VALLEY PLANNING COMM	1/15/15	325-123114-5			1,109.76		1,109.76
<b>325/PVPC/TL</b>	<b>PIONEER VALLEY PLANNING COMMISSION</b>					<b>1,109.76</b>	<b>-2.00</b>	<b>1,107.76</b>
336/MAPC/POPA	WESTERN MASS HOMELAND SECUR	3/12/15	336-022815-7	924.70				924.70
<b>336/MAPC/POPA</b>	<b>WESTERN MASS HOMELAND SECURITY REGIO</b>			<b>924.70</b>				<b>924.70</b>
342/MAPC/MR2	WESTERN MASSACHUSETTS HOMEL	2/11/15	342-013115-4		1,133.39			1,133.39
342/MAPC/MR2	WESTERN MASSACHUSETTS HOMEL	3/12/15	342-022815-5	1,096.13				1,096.13
<b>342/MAPC/MR2</b>	<b>WESTERN MASSACHUSETTS HOMELAND SECUR</b>			<b>1,096.13</b>	<b>1,133.39</b>			<b>2,229.52</b>
343 MAPC/ERC	METROPOLITAN AREA PLANNING CC	2/12/15	343-013115		2,341.62			2,341.62
<b>343 MAPC/ERC</b>	<b>METROPOLITAN AREA PLANNING COUNCIL</b>				<b>2,341.62</b>			<b>2,341.62</b>
344 LEE/RM	TOWN OF LEE	3/10/15	344 - FINAL BILL	1,295.33				1,295.33
<b>344 LEE/RM</b>	<b>TOWN OF LEE</b>			<b>1,295.33</b>				<b>1,295.33</b>
345 FRCOG/MRC15	FRANKLIN REGIONAL COUNCIL OF C	3/10/15	345-022815	4,159.27				4,159.27
<b>345 FRCOG/MRC15</b>	<b>FRANKLIN REGIONAL COUNCIL OF GOVERNMENT</b>			<b>4,159.27</b>				<b>4,159.27</b>
346/ADM/OUTSPC	TOWN OF ADAMS	1/12/15	346-123114-8			609.13		609.13
<b>346/ADM/OUTSPC</b>	<b>TOWN OF ADAMS</b>					<b>609.13</b>		<b>609.13</b>
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HE	1/8/15	350-123114-2			2,064.65		2,064.65
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HE	3/12/15	350-022815-3	2,760.78				2,760.78
<b>350/BCBOHA</b>	<b>BERKSHIRE COUNTY BOARDS OF HEALTH ASS</b>			<b>2,760.78</b>		<b>2,064.65</b>		<b>4,825.43</b>
357/GTB-SHF/CDBG	TOWN OF GREAT BARRINGTON	3/19/15	357-022815-2	17,768.66				17,768.66

**BERKSHIRE REGIONAL PLANNING COMMISSION**

Aged Receivables

As of Mar 31, 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
<b>357/GTB-SHF/CDBG</b>	<b>TOWN OF GREAT BARRINGTON</b>			<b>17,768.66</b>				<b>17,768.66</b>
371 JSI/IETA	JSI RESEARCH & TRAINING INSTITU	13/10/15	371-031015-01	4,500.00				4,500.00
<b>371 JSI/IETA</b>	<b>JSI RESEARCH &amp; TRAINING INSTITUTE</b>			<b>4,500.00</b>				<b>4,500.00</b>
49/OUTS/ADM	ADAMS: OUTSOURCE PLNR(GIS)-OU	13/12/15	49-022815-7	948.00				948.00
<b>49/OUTS/ADM</b>	<b>ADAMS: OUTSOURCE PLNR(GIS)-OUTS/ADM</b>			<b>948.00</b>				<b>948.00</b>
TOWN OF FLORIDA	TOWN OF FLORIDA	6/30/15	FY16-FLA	-542.82				-542.82
<b>TOWN OF FLORIDA</b>	<b>TOWN OF FLORIDA</b>			<b>-542.82</b>				<b>-542.82</b>
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
<b>TOWN OF MT WASHINGTO</b>	<b>TOWN OF MT WASHINGTON</b>			<b>-120.55</b>			<b>-6.00</b>	<b>-126.55</b>
TOWN OF NEW MARLBORO	TOWN OF NEW MARLBOROUGH	6/30/15	FY16-NMB	-1,089.25				-1,089.25
<b>TOWN OF NEW MARLBORO</b>	<b>TOWN OF NEW MARLBOROUGH</b>			<b>-1,089.25</b>				<b>-1,089.25</b>
<b>Report Total</b>				<b>32,175.59</b>	<b>51,688.49</b>	<b>14,870.26</b>	<b>28,401.72</b>	<b>127,136.06</b>

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

SHEILA IRVIN, Chair  
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:** March 25, 2015  
**SUBJ:** Agenda Items

**V. Clearinghouse Review – Final Environmental Impact Report for Tennessee Gas Pipeline Connecticut Expansion Project (Sandisfield & Tyringham)**

The FEIR for the natural gas pipeline expansion in Sandisfield has been submitted and comments are due no later than April 10<sup>th</sup>. We are working on the staff review and drafting comments; we will share those with the Clearinghouse and Executive Committees as soon as they are done, which may not be until Tuesday. The Clearinghouse Committee will meet on Wednesday, April 1<sup>st</sup> and we should have any modifications they desire incorporated in material to hand out to you at your meeting.

**VI. Items Requiring Action**

A. Approval of Salary Increase Ranges for FY 2016

Per our policy, each year we determine the cost of living as provided in the Bureau of Labor Statistics for the Urban Northeast over the preceding year and that forms the basis for our merit increases for the subsequent year. We do not have a step plan or any other form of salary increase available to employees, except through promotion. From January 2014 through January 2015, the Urban Northeast Cost of Living actually decreased and therefore we are not including any cost of living factor. We are recommending the following increases, based on the overall performance review rating:

Unsatisfactory:	0%
Needs Improvement	0%
Meets Expectations	1.0%
Exceeds Expectations	2.0%
Exceptional	3.0%

B. Approval for Executive Director to Sign Contract with MassDOT for Transit Planning Services for 4/1/2015-3/31/2016

Approval is requested to authorize the Executive Director to enter into the annual contract for transit planning services for April 1, 2015-March 31, 2016, and to enter into any resulting contracts and agreements. There is a 20% local match required which is provided through in-kind services provided by the BRTA.

C. Approval to Submit Application to Robert Wood Johnson Foundation Roadmaps to Health Prize

Approval is requested to submit an application to the Robert Wood Johnson Roadmaps to Health. This will give us technical assistance from this large, national foundation and an award of \$10,000 to bring our collaboration to the next step. No match is required.

## VIII. Executive Director's Report

A. Report on New Contracts/Agreements

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

- Town of Richmond – Open Space & Recreation Plan update
- Town of Stockbridge - EPA/DEP Section 604b Water Quality Assessment Grant for Stockbridge Bowl

B. Public Health Alliance Services

Cheshire has joined the Berkshire Public Health Alliance, bringing the total membership to 23 municipalities. For further information about Public Health Alliance services, contact Public Health Program Manager Laura Kittross at [lkittross@berkshireplanning.org](mailto:lkittross@berkshireplanning.org) or 413-442-1521, ext. 37.

C. Status of District Local Technical Assistance Funding for 2015 & 2016

I am pleased to announce that we have received the second half payment for DLTA for FY 2015. 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.

As reported at the March Commission meeting, the Governor, for the first time ever, included DLTA funding in his proposed budget. The amount is \$2.0 million statewide, which is a decrease from the \$2.8 million which was in the final approved budgets for the past two years. While very pleased that it is in the Governor's budget, we still will immediately work with our House delegation to try to make sure it stays in the House budget and to try to get the \$2.8 million restored. Any assistance Commission members or our communities can provide to inform their State Representatives of the importance of this program to their communities would be appreciated. For reference, this is budget line item 1599-0026. For further information contact Executive Director Nat Karns at [nkarns@berkshireplanning.org](mailto:nkarns@berkshireplanning.org) or 442-1521, ext. 26.

D. Workshop for Berkshires Conservation Commissions – Saturday, April 11<sup>th</sup>, BRPC

A workshop is being held for Berkshire Conservation Commissioners on Saturday, April 11<sup>th</sup> at BRPC. The flyer is attached. This is funded through the Berkshire Environmental Endowment Fund at the Berkshire Taconic Community Foundation and is held in partnership with BTCF and the Massachusetts Association of Conservation Commissions. Two fundamental units are offered: Overview of Conservation Commissions and How to Run an Effective Meeting. For further information contact Senior Planner Lauren Gaherty at [lgaherty@berkshireplanning.org](mailto:lgaherty@berkshireplanning.org) or 442-1521, ext. 35.

E. Pipeline Emergencies Training – Thursday, April 23<sup>rd</sup>, Berkshire Hills Country Club, Pittsfield

Pipeline training for emergency first responders is scheduled for Thursday, April 23<sup>rd</sup> at the Berkshire Hills Country Club. This training is being provided by Phil Oakes, National Program Director/Trainer with the National Association of State Fire Marshalls and a pipeline safety expert and is funded by the U.S. Department of Transportation, Pipeline & Hazardous Materials Safety Administration grant received by BRPC. This is a comprehensive training curriculum for first responders and pipeline safety personnel. The flyer is attached. For further information contact GIS, Data & IT Manager Mark Maloy at [mmaloy@berkshireplanning.org](mailto:mmaloy@berkshireplanning.org) or 442-1521, ext. 29.

F. 5<sup>th</sup> Thursday Dinner for Planning & Zoning Boards – April 30<sup>th</sup>, Pittsfield Country Club

Put the next 5<sup>th</sup> Thursday Dinner for Planning & Zoning Boards on your calendars as it is coming up fast. It will be held at the Pittsfield Country Club and the topic will be “Planning for Health”, especially at it relates to our growing elderly population. Announcements and registration material will be sent out in the immediate future. For further information contact Senior Planner Brian Domina at [bdomina@berkshireplanning.org](mailto:bdomina@berkshireplanning.org) or 442-1521, ext. 14.

G. Workshop on Municipal Roles & Responsibilities for Permitting of Interstate Natural Gas Pipelines

A Berkshire workshop for municipal officials to provide them basic education regarding their roles and responsibilities during the permitting process for interstate natural gas pipelines, as well as some engineering and siting fundamentals for pipelines, will be held tentatively on June 3<sup>rd</sup> at Berkshire Community College. Jeffrey Bernstein, Esq., with BCK Law, will provide education on the FERC pipeline permitting process and roles that municipalities can have in that process. Marco Boscardin, PhD, will provide education on technical aspects of natural gas pipelines. This training is funded by the U.S. Department of Transportation, Pipeline & Hazardous Materials Safety Administration grant received by BRPC. We are still finalizing details; further information and registration information will be available within the next couple of weeks. For further information, contact Senior Planner Melissa Provencher at [mprovencher@berkshireplanning.org](mailto:mprovencher@berkshireplanning.org) or 442-1521, ext. 22.

**IX. New Business**

A. May Commission Meeting

We have the following items tentatively for the agenda for the full Commission meeting on May 21<sup>st</sup>:

- Adoption of the BRPC FY 2016 budget
- Presentation by City Planner Mackenzie Greer of North Adams *Vision 2030*, the City's first master plan in over 40 years
- Consideration of FY 2016-2019 Transportation Improvement Program. There may well be some debate about what project gets added in the latter stage of the Program
- Presentation of the draft recommendations for the 2016 Regional Transportation Plan
- Presentation of the Economic Development Sites Report produced late last year by BRPC, showing the significant scarcity of adequate sites, particularly for manufacturing, for business development in the County
- Presentation of the Berkshire Young Adults Survey results

B. Planning for 2015 Annual Meeting

The Commission Development Committee is recommending that we again invite the legislative delegation, with a more focused approach of perhaps having one topic for them to focus on. The date is Thursday, October 15<sup>th</sup> and the venue will again be Pittsfield Country Club.

Attachments (2)

Workshop Announcement for Conservation Commission Training  
Flyer for Pipeline Emergencies Training



**WORKSHOP ANNOUNCEMENTS: SAT., APRIL 11, 2015**  
**FREE MACC FUNDAMENTAL UNITS**  
**FOR BERKSHIRE COUNTY CONSERVATION COMMISSIONERS**

***Fundamental Units Offered***

- **Unit 1 – Overview of Conservation Commissions** (9:00 am – 11:30 am)
  - Organizational structure of conservation commissions
  - Sources of Authority
  - Key Responsibilities of conservation commissions
  - Relationships with other boards, agencies & the public
  - Understanding relationship between Wetlands Protection Act and other key state/federal regulatory programs
  - Funds and Fees
  
- **Unit 2 – How to Run an Effective Meeting** (12:30 pm – 3:00 pm)
  - Meeting preparation
  - Participants and their interests
  - Group dynamics
  - Record keeping, Public Records Law
  - Communication techniques

The Berkshire Regional Planning Commission (BRPC) and the Massachusetts Association of Conservation Commissions (MACC) are teaming up once again to offer two units of MACC's Certificate Training Program, *Fundamentals for Conservation Commissioners*. **The trainings are offered free of charge for Conservation Commissioners from Berkshire County communities who sign up no later than April 3.** Trainings will be held at the BRPC office at 1 Fenn Street in Pittsfield. Lunch is included between workshop units. Free parking is available at the First Street lot across from Pittsfield Common. Registration form on reverse side.

It is through the generosity of the Berkshire Environmental Endowment Fund, a fund of the Berkshire Taconic Community Foundation, that these trainings can be offered at no charge to our Berkshire County communities.

To register, fill out, scan and return registration form to: [staff@maccweb.org](mailto:staff@maccweb.org).

Or mail paper copy to: MACC, 10 Juniper Road, Belmont, MA 02478



# PIPELINE EMERGENCIES TRAINING

**Do you have an existing natural gas pipeline in your community?  
Is your community in the path of a proposed pipeline?  
Are you prepared for an emergency involving a natural gas pipeline?**

Phil Oakes, National Program Director/Trainer with the National Association of State Fire Marshalls and a pipeline safety expert will be presenting two trainings:

The Pipeline Emergencies training is a comprehensive training curriculum for first responders and pipeline safety personnel. The goal of the training is to help those who will be called to respond to a pipeline accident and save lives, property, and resources.

The training will include:

- Pipeline regulations and safety programs
- Pipeline operations
- Natural gas distribution pipeline operations
- Pipeline emergency response operations
- Tactical response guidelines for pipeline emergencies with scenarios



**Thursday April 23, 2015**

**9:00am—3:00pm**

**(Lunch will be provided)**

**And a second training at**

**6:00pm—9:00pm**

Berkshire Hills Country Club

500 Benedict Road

Pittsfield MA

Space is limited, so RSVP by April 17th to:

Mark Maloy

[mmaloy@berkshireplanning.org](mailto:mmaloy@berkshireplanning.org)

413-442-1521x29



**BERKSHIRE REGIONAL PLANNING COMMISSION**

1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201

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

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Executive Director

**MEMORANDUM**

**TO:** Delegates and Alternates, Berkshire Regional Planning Commission  
**FROM:** Nathaniel W. Karns, AICP, Executive Director  
**DATE:** March 9, 2015  
**RE:** **February Technical Assistance Activities**

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

<b>Town/City/State</b>	<b>Municipal Technical Assistance</b>	<b>Board/Organization</b>
Adams	Provided letter of support and a District Local Technical Assistance letter for Town's CDBG application.	Community Development Director
Egremont	Provided assistance with determining the number of communities with adopted medical marijuana treatment center zoning bylaws and some information on each one.	Delegate
Gt. Barrington	Provided updates to zoning maps.	Town Planner
Lenox	Provided assistance with performance guarantees.	Land Use Director
Lenox	Provided assistance with case law concerning special permit conditions as exactions.	Land Use Director
North Adams	Update maps for Open Space and Recreation Plan and create DVD's of data.	City Planner
Stockbridge	Provided assistance with a sign zoning bylaw.	Chair of Zoning Appeals Board

Town/City/State	Municipal Technical Assistance	Board/Organization
Williamstown	Responded to a request to review a survey on Economic Development.	Select Board Member

Assistance Recipient	Non-Municipal Technical Assistance	Organization
County	Responded to request for guidance regarding approaches to increased collaboration with other districts.	Southern Berkshire Regional School District Member
Private	Responded to request for clarification on process for bylaw amendment.	Local Business
Private	Provided traffic counts.	Realtor