

BERKSHIRE REGIONAL PLANNING COMMISSION
1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201
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www.berkshireplanning.org

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

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

MEETING NOTICE

There will be a meeting of the

EXECUTIVE COMMITTEE

on Thursday, May 7, 2015, 4:00 p.m.
at the Berkshire Regional Planning Commission Office
1 Fenn Street, Suite 201, Pittsfield, MA

AGENDA

- | | | |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| I. | Call to Order & Open Meeting Law Statement | (4:00) |
| II. | Approval of Minutes of Executive Committee Meeting of April 2, 2015 * | (4:05) |
| III. | Financial Reports | (4:10) |
| | A. April Expenditures Report * | |
| | B. Accounts Receivable Report | |
| | C. Other | |
| IV. | Delegate & Alternate Issues | (4:15) |
| V. | Clearinghouse Review – Review of Grant Application by the City of Pittsfield to the U.S. Economic Development Administration for Supporting Infrastructure for the Berkshire Innovation Center at the William Stanley Business Park * | (4:20) |
| VI. | Items Requiring Action * | (4:30) |
| | A. Approval to Submit Application to DEP for Section 319 Water Quality Improvement Grant to Assist Communities in Exploring Stormwater Utilities to Comply with New EPA Stormwater Permit Requirements | |
| | B. Other | |
| VII. | Committee Reports | (4:35) |
| | A. Clearinghouse Review Committee – Proposed Name Change | |
| | B. Nominating Committee | |

- VIII. Executive Director's Report (4:45)
- A. Report on New Contracts/Agreements
 - B. Status of District Local Technical Assistance and Community Incentive Challenge Grant Funding for 2016
 - C. Workshop on Municipal Roles & Responsibilities for Permitting of Interstate Natural Gas Pipelines – Wednesday, June 3rd, 6-8 p.m., Berkshire Community College
 - D. Other
- IX. Old Business (4:50)
- A. May Commission Meeting
 - B. Other
- X. New Business (4:55)
- XI. Adjournment (5:00)

* Items Requiring Action

Attachments: March 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, April 2, 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
Roger Bolton, Clearinghouse Review Committee Chair
Rene Wood, Commission Development Committee Chair

A quorum is present.

Others Present: None

Staff Present: Nat Karns, Executive Director
Tom Matuszko, Assistant Director
Marianne Sniezek, Office Manager
Melissa Provencher, Senior Planner

II. Approval of Minutes of Executive Committee Meeting of March 15, 2015

Rene Wood moved to approve; seconded by Kyle Hanlon. Unanimously approved with one abstention.

III. Financial Reports

A. March 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. Accounts Receivable Report

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

Nat explained the aged invoices to Dalton will be paid once the town re-appropriates the money. Melissa explained one of the Dalton invoices, funds will be re-appropriated at the next town meeting.

Roger asked about the aged invoices to communities for \$4,000 or \$3,000. Nat responded the invoices are for the communities' contribution to cover the EPA not allowed "Admin portion" of BRPC's overhead.

C. Other – None

IV. Delegate and Alternate Issues

Roger made a formal request to the Commission Development Committee to review the necessary steps to change the Clearinghouse Review Committees' name to the Environmental Review Committee.

V. Clearinghouse Reviews

A. 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 10th. The Clearinghouse Committee meet on Wednesday, April 1st and have modifications incorporated into the Clearinghouse Review Report.

Roger Bolton moved the Executive Committee approve the Clearinghouse Review Report presented; seconded by Rene Wood.

Roger stated the Final Environmental Impact Report was deficient in many respects. One recommendation is Tennessee Gas should be required to submit a supplemental report due to the FEIR did not provide adequate information to allow the evaluation to be done. There also was no explanation in the FEIR on the preferred compressor alternative that Tennessee Gas considered and rejected. Roger pointed out, BRPC is the only agency that will comment on Berkshire County roads, bridges and culverts impacted by heavy truck traffic.

Rene Wood suggested to add additional information and clarify some of the language.

The motion to approve was unanimously approved, with the additional information and clarification.

B. Environmental Notification Forms for Murdock Pond and Basin Pond Dredging Projects (Great Barrington)

Roger Bolton moved the Executive Committee approve the Environmental Notification Forms letter; seconded by Kyle Hanlon. Unanimously approved.

Melissa explained the comment period has been extended to April 28th.

Nat explained the Clearinghouse Review Committee recommended two comments be added to the draft letter:

- The two ponds are connected by a pipe. One pond drains into the other pond.

- Drainage into the Thomas & Palmer Brook would affect fishing and water quality.

Roger Bolton moved to amend the original motion to add the comments discussed and any additional comments from staff that are needed to the Environmental Notification Forms letter; seconded by Kyle Hanlon. Unanimously approved.

VI. Items Requiring Action

A. Approval of Salary Increase Ranges for FY 2016

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%

Chuck Ogden moved to approve Salary Increase Ranges for FY 2016 as presented; Kyle Hanlon seconded. Unanimously approved.

B. Approval to Sign Transit Planning Contract for 2015

Kyle Hanlon moved to approve the Executive Director to sign the Transit Planning Contract for 2015 as presented; Chuck Ogden seconded. Unanimously approved.

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

Roger Bolton moved the approval to submit the application as presented; Marie Raftery seconded. Unanimously approved.

D. Other - none

VII. Committee Reports

A. Commission Development Committee

- 5th Thursday will be at Pittsfield Country Club on April 30th. The topic will be Planning for Healthy Communities
- The Nominating Committee will be meeting shortly.
- Review bylaws regarding the change of the Clearinghouse Review Committee name. Rene asked if anyone had any other changes regarding the bylaws to notify her.
- Annual Meeting – The idea would be to have one topic for the legislative delegation to discuss instead of one topic per person. A topic from the Young Adult Survey or the Age Friendly Survey results could be a topic. The staff will check with each of our legislators to see if they would be willing to speak again this year.

B. Comprehensive Economic Development Strategy Committee

Roger explained at the last Comprehensive Economic Development meeting the topic of forming an Economic Development District Board was discussed.

The board would consist of colleges, 1Berkshire, Berkshire Regional Employment Board and businesses. One member on the board would be from BRPC. The Comprehensive Economic Development committee would be a subset of the board.

- BRPC would be more competitive for EDA funding. There would be a 50% match requirement. The match requirement would be an issue. Currently we could use District Local Technical Assistance as match.
- This would be a Countywide Venture
- Supports Sustainable Berkshires Plan for the Region.

Nat explained out of 13 regions in Massachusetts 7 regions have Economic Development Districts. BRPC would need letters of support from 17 out of our 32 municipalities. It would take 2 to 3 years after applying to get approved as a district. EDA would automatically provide funding of \$60,000 to \$70,000 each year to the district.

Rene Wood moved BRPC to explore this option and come back to the Executive Committee with a proposal; Kyle Hanlon seconded. Unanimously approved.

- C. Other – Finance Committee** – Will meet after the May 7, 2015 Executive Meeting to recommend the FY2016 Budget

VIII. Executive Director’s Report

- A. Report on New Contracts/Agreements**
- B. Public Health Alliance Services**
- C. Status of District Local Technical Assistance Funding for 2015 & 2016**
- D. Workshop for Berkshires Conservation Commissions – Saturday, April 11th, BRPC**
- E. Pipeline Emergencies Training – Thursday, April 23rd, Berkshire Hills Country Club, Pittsfield**
Nat pointed out this training is free.
- F. 5th Thursday Dinner for Planning & Zoning Boards – April 30th, Pittsfield Country Club**
- G. Workshop on Municipal Roles & Responsibilities for Permitting of Interstate Natural Gas Pipelines**
- H. Other**

IX. Old Business - none

X. New Business

A. May Commission Meeting

We have the following items for the agenda for the full Commission meeting on May 21st:

- Adoption of the BRPC FY 2016 budget
- 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 15th and the venue will again be Pittsfield Country Club.

C. Other – none

XI. Adjournment

Kyle Hanlon moved to adjourn the meeting which was seconded by Roger Bolton.
The meeting was adjourned at 5:10 p.m.

Materials distributed or presented during this meeting:

Agenda
Minutes
Check Register
Aged Receivables
Executive Director's Memo
Technical Assistance Report
BTCF – Workshop announcements for Berkshire County Conservation Commissioners
Clearinghouse Review Report EOEEA# 15205 Connecticut Expansion Project
Draft letter EEA# 15342 and 15351 Dredging Gt. Barrington

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Apr 1, 2015 to Apr 30, 2015

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount	
10791	4/1/15	BERKSHIRES TOMORROW, INC.	1040.000	2,371.75	Software Lease
10792	4/1/15	MIIA HEALTH BENEFITS TRUST	1040.000	1,373.32	Dental Insurance
10793	4/1/15	MIIA HEALTH BENEFITS TRUST	1040.000	19,266.79	Health Insurance
10794	4/1/15	CITY OF PITTSFIELD	1040.000	260.00	Parking
10795	4/1/15	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	3,867.00	Rent
10796	4/1/15	THOMAS E. MATUSZKO	1040.000	75.52	Expense Report
10797	4/1/15	MARY AGOGLIA	1040.000	1,792.00	March - #284;332;350;370
10798	4/1/15	LOUISE DERAGON	1040.000	2,803.20	March - #284;332;350;370
10799	4/1/15	NATHANIEL W. KARNS	1040.000	157.41	Expense Report
10800	4/1/15	KELLEY CLEANING SERVICES	1040.000	265.00	Cleaning Svcs
10801	4/1/15	SCOTT B. KRZANIK	1040.000	810.00	March - #283 Inspectional Svcs
10802	4/1/15	SAMEL'S DELI & CATERING	1040.000	201.75	#369 DLT - Meeting (REDD)
10803	4/1/15	STAPLES ADVANTAGE	1040.000	49.59	Voided
10804	4/1/15	PITNEY BOWES, INC.	1040.000	196.97	Meter Lease
10803V	4/1/15	STAPLES ADVANTAGE	1040.000	-49.59	Voided
EFT	4/8/15	FORM BASED CODES INSTITUTE	1040.000	225.00	#369 Training
EFT	4/16/15	GORILLOFFICE.COM	1040.000	84.39	Supplies
10805	4/21/15	BRENDA JEAN CHURCH	1040.000	1,545.00	#357 HR Specialist
10806	4/21/15	BCK LAW, P.C.	1040.000	4,882.00	#369/#370 Legal
10807	4/21/15	BERKSHIRE HILLS COUNTRY CLUB, INC.	1040.000	1,288.05	Voided
10808	4/21/15	COMPUWORKS	1040.000	2,517.50	Qtrly Contract Agreement
10809	4/21/15	CONSTANT CONTACT, INC.	1040.000	223.20	#167 BBPC
10810	4/21/15	CORNERSTONE	1040.000	584.40	Telephone/Internet
10811	4/21/15	COUNTRY CLUB OF PITTSFIELD	1040.000	100.00	Deposit - 5th Thurs
10812	4/21/15	DT SYSTEMS	1040.000	80.00	Phone
10813	4/21/15	ENTERPRISE RENT-A-CAR	1040.000	262.74	#344/#359/#281 Car Rentals
10814	4/21/15	FAIRVIEW HOSPITAL, INC.	1040.000	2,788.81	#345 FRCOG/MRC15- SVCS Feb
10815	4/21/15	FRANKLIN COUNTY HOME CARE CORP	1040.000	105.00	#370/#350 Matter of Balance
10816	4/21/15	FEDEX	1040.000	91.05	Postage
10817	4/21/15	MACFARLANE OFFICE PRODUCTS, INC.	1040.000	179.94	Map Supplies
10818	4/21/15	NEW ENGLAND OFFICE SUPPLY	1040.000	84.56	Supplies
10819	4/21/15	NANCY SIMONDS-RUDERMAN	1040.000	200.00	#341 Contractor
10820	4/21/15	STAPLES ADVANTAGE	1040.000	512.05	Supplies
10821	4/21/15	W.B. MASON COMPANY, INC.	1040.000	529.90	Supplies
10822	4/21/15	THE WESTERN MASS PUBLIC HEALTH ASSOC.	1040.000	25.00	Kryzanik - Training
10807V	4/21/15	BERKSHIRE HILLS COUNTRY CLUB, INC.	1040.000	-1,288.05	Voided
10823	4/21/15	BERKSHIRE HILLS COUNTRY CLUB, INC.	1040.000	1,358.50	Voided
10823V	4/21/15	BERKSHIRE HILLS COUNTRY CLUB, INC.	1040.000	-1,358.50	Voided
10824	4/21/15	BERKSHIRE HILLS COUNTRY CLUB, INC.	1040.000	1,275.29	#360 Training
EFT	4/22/15	PIZZA WORKS	1040.000	66.75	#281 TPL - AIRNB Meeting
10825	4/29/15	BCK LAW, P.C.	1040.000	232.50	#375 PWG - Legal Bill
10826	4/29/15	THE BRIEN CENTER	1040.000	827.40	#349 BOAPC

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Check Register

For the Period From Apr 1, 2015 to Apr 30, 2015

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount	
10827	4/29/15	COMPUWORKS	1040.000	789.00	Computer - MS
10828	4/29/15	EMPLOYERS ASSOC.OF THE NORTHEAST, INC.	1040.000	129.00	Reference Checks
10829	4/29/15	JENNIFER L. KIMBALL	1040.000	16.22	Expense Report
10830	4/29/15	LAURA KITTROSS	1040.000	244.09	Expense Report
10831	4/29/15	MACFARLANE OFFICE PRODUCTS, INC.	1040.000	1,224.65	Copying
10832	4/29/15	MARK MALOY	1040.000	8.35	Expense Report
10833	4/29/15	SANDRA B. MARTIN	1040.000	340.71	Expense Report
10834	4/29/15	MASS STATE EMPLOYEES RET.SYSTEM	1040.000	9,830.33	Employee Retirement
10835	4/29/15	PATRICIA A. MULLINS	1040.000	144.05	Expense Report
10836	4/29/15	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.000	156.00	#349 BOAPC
10837	4/29/15	VALLEY GREEN SHREDDING, LLC	1040.000	70.00	Shredding/Recycling
10838	4/29/15	WJ BLUEPRINT & DIGITAL GRAPHICS	1040.000	578.70	#349 BOAPC
10839	4/29/15	LAUREN L. GAHERTY	1040.000	159.87	Expense Report
10840	4/29/15	THAT'S A WRAP	1040.000	212.50	#356 BTCF/BEE Meeting
10841	4/29/15	W.B. MASON COMPANY, INC.	1040.000	38.44	Supplies
10842	4/29/15	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	1,525.57	Utilities
10843	4/29/15	THOMAS E. MATUSZKO	1040.000	104.39	Expense Report
10844	4/29/15	DIANE PERSSON	1040.000	147.23	Expense Report
10845	4/29/15	MELISSA J. PROVENCHER	1040.000	11.58	Expense Report
10846	4/29/15	SAMEL'S DELI & CATERING	1040.000	72.70	#369 Meeting
Total				66,666.57	

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Apr 30, 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
10/5TH 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	4/29/15	166-033115	13,101.43				13,101.43
166/EPA/RLF	EPA: EPA/RLF			13,101.43				13,101.43
263/MT/HIST	MASS DOT - MT/HIST	4/30/15	263-033115	5,875.78				5,875.78
263/MT/HIST	MASS DOT - MT/HIST			5,875.78				5,875.78
281/TPL13	MASSDOT#75425 - TPL13	3/25/15	281-022815-3.5		39,898.38			39,898.38
281/TPL13	MASSDOT#75425 - TPL13	4/23/15	281-033115-3.6	44,841.87				44,841.87
281/TPL13	MASSDOT#75425 - TPL13			44,841.87	39,898.38			84,740.25
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	4/1/15	283-033118	137.50				137.50
283 BHPA/INSP/WSH	TOWN OF WASHINGTON			137.50		175.00	437.50	750.00
284/BHPN/PHN/ADAMS	TOWN OF ADAMS	4/1/15	284-040105-ADM-4	1,463.75				1,463.75
284/BHPN/PHN/ADAMS	TOWN OF ADAMS			1,463.75				1,463.75
284/BHPN/PHN/NAD	CITY OF NORTH ADAMS	4/1/15	284-040115-NAD-4	2,018.75				2,018.75
284/BHPN/PHN/NAD	CITY OF NORTH ADAMS			2,018.75				2,018.75
284/BHPN/PHN/PER	TOWN OF PERU							

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Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
284/BHPN/PHN/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH	4/1/15	284-033115-3-PTS	3,875.00				3,875.00
284/BHPN/PHN/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH			3,875.00				3,875.00
284/BPHN/PHN/GTB	TOWN OF GREAT BARRINGTON	4/1/15	284-040115-4-GTB	1,217.75				1,217.75
284/BPHN/PHN/GTB	TOWN OF GREAT BARRINGTON			1,217.75				1,217.75
284/BPHN/PHN/WSH	TOWN OF WASHINGTON							
287/LEE/CLNUP	TOWN OF LEE	4/29/15	287-033115-10	10,657.50				10,657.50
287/LEE/CLNUP	TOWN OF LEE			10,657.50				10,657.50
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/COMM DEV	DEPT OF COMMUNITY DEVELOPMENT	4/29/15	304-033115-11	22,329.97				22,329.97
304/COMM DEV	DEPT OF COMMUNITY DEVELOPMENT			22,329.97				22,329.97
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
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
310/MBPT2	MASSDOT#77954 - MBPT2	4/30/15	310-033115-6.2	975.43				975.43
310/MBPT2	MASSDOT#77954 - MBPT2			975.43				975.43
311/FCCDC/ERNT	FRANKLIN COUNTY COMMUNITY DEVELOPMENT	4/6/15	311-033115-07	4,058.96				4,058.96

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Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
311/FCCDC/ERNT	FRANKLIN COUNTY COMMUNITY DEV CORP			4,058.96				4,058.96
313/FRCOG	FRANKLIN REGIONAL COUNCIL OF G	2/28/15	313-030215-4			615.89		615.89
313/FRCOG	FRANKLIN REGIONAL COUNCIL OF GOVERN					615.89		615.89
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 C	4/22/15	317-033115	13,221.39				13,221.39
317/FRCOG/WF	FRANKLIN REGIONAL COUNCIL OF GOVT			13,221.39				13,221.39
320/LEE/BFAWP	TOWN OF LEE	3/25/15	320-022815-09		9,471.59			9,471.59
320/LEE/BFAWP	TOWN OF LEE				9,471.59			9,471.59
322/NAD/DP	CITY OF NORTH ADAMS	4/16/15	322-033115-12	341.45				341.45
322/NAD/DP	CITY OF NORTH ADAMS			341.45				341.45
325/PVPC/TL	PIONEER VALLEY PLANNING COMM	7/10/14	325-063014-3				-2.00	-2.00
325/PVPC/TL	PIONEER VALLEY PLANNING COMM	4/28/15	325-033115-6	1,727.75				1,727.75
325/PVPC/TL	PIONEER VALLEY PLANNING COMMISSION			1,727.75			-2.00	1,725.75
333/EOT08	OFFICE OF TRANSPORTATION PLANN	4/16/15	333-033115-11	326.56				326.56
333/EOT08	OFFICE OF TRANSPORTATION PLANNING			326.56				326.56
335/LBD	MASSDOT#82513 - LBD	4/30/15	335-033115	1,375.71				1,375.71
335/LBD	MASSDOT#82513 - LBD			1,375.71				1,375.71
336/MAPC/POPA	WESTERN MASS HOMELAND SECUR	4/16/15	336-033115-8	2,049.95				2,049.95

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Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
336/MAPC/POPA	WESTERN MASS HOMELAND SECURITY REGIO			2,049.95				2,049.95
338/ANF/CICPHN14	EXECUTIVE OFFICE FOR ADMIN/FIN/	4/29/15	338-033115-10% HOLD	4,704.00				4,704.00
338/ANF/CICPHN14	EXECUTIVE OFFICE FOR ADMIN/FINANCE			4,704.00				4,704.00
342/MAPC/MR2	WESTERN MASSACHUSETTS HOMEL	3/12/15	342-022815-5		1,096.13			1,096.13
342/MAPC/MR2	WESTERN MASSACHUSETTS HOMEL	4/16/15	342-033115-6	595.47				595.47
342/MAPC/MR2	WESTERN MASSACHUSETTS HOMELAND SECU			595.47	1,096.13			1,691.60
344 LEE/RM	TOWN OF LEE	3/10/15	344 - FINAL BILL		1,295.33			1,295.33
344 LEE/RM	TOWN OF LEE				1,295.33			1,295.33
345 FRCOG/MRC15	FRANKLIN REGIONAL COUNCIL OF C	4/13/15	345-033115	2,908.66				2,908.66
345 FRCOG/MRC15	FRANKLIN REGIONAL COUNCIL OF GOVERN			2,908.66				2,908.66
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
347/DPH/EPP14	MASS DEPT OF PUBLIC HEALTH	3/20/15	347-063015-4		39,393.00			39,393.00
347/DPH/EPP14	MASS DEPT OF PUBLIC HEALTH				39,393.00			39,393.00
351/SND/PROC	TOWN OF SANDISFIELD	4/22/15	351-033115-3	2,075.00				2,075.00
351/SND/PROC	TOWN OF SANDISFIELD			2,075.00				2,075.00
352 BB/BUW14	BERKSHIRE UNITED WAY	4/16/15	352-033115-6	1,687.50				1,687.50
352 BB/BUW14	BERKSHIRE UNITED WAY			1,687.50				1,687.50
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 Apr 30, 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
357/GTB-SHF/CDBG	TOWN OF GREAT BARRINGTON				17,768.66			17,768.66
366 AFDO-FDA/DAL	AFDO	4/29/15	366-033115 FULL CNT	2,500.00				2,500.00
366 AFDO-FDA/DAL	AFDO			2,500.00				2,500.00
CITY OF PITTSFIELD	CITY OF PITTSFIELD	4/27/15	043015 5TH THURSDAY	120.00				120.00
CITY OF PITTSFIELD	CITY OF PITTSFIELD			120.00				120.00
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 LEE	TOWN OF LEE							
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 RICHMOND	TOWN OF RICHMOND	4/27/15	043015 5TH THURS	60.00				60.00
TOWN OF RICHMOND	TOWN OF RICHMOND			60.00				60.00
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				142,494.51	108,923.09	790.89	17,614.72	269,823.21

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Apr 30, 2015

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Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
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BERKSHIRE REGIONAL PLANNING COMMISSION
1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201
TELEPHONE (413) 442-1521 · FAX (413) 442-1523
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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: May 4, 2015
SUBJ: Agenda Items

V. Clearinghouse Review – Review of Grant Application by the City of Pittsfield to the U.S. Economic Development Administration for Supporting Infrastructure for the Berkshire Innovation Center at the William Stanley Business Park

The City of Pittsfield is submitting an application for a Public Works Grant to the U.S. Economic Development Administration for public infrastructure needed for the Berkshire Innovation Center at the William Stanley Business Park. Final details are being worked out this week but components which probably will be in the application are:

- Modern traffic signal at East Street/Woodlawn Avenue
- Replacement water line between East Street and Tyler Street
- Fiber and switch for broadband from MBI Broadband 123 middle-mile network
- Rooftop Solar for BIC
- Sidewalk, lighting, parking and landscaping serving BIC site
- Stormwater drainage system serving BIC site
- Advanced Manufacturing and Life Sciences Equipment for BIC

EDA requires review by the “Regional Clearinghouse” (BRPC). The Clearinghouse Committee will meet on Tuesday, May 5th and we should have their recommendation for your meeting.

VI. Items Requiring Action

- A. Approval to Submit Application to DEP for Section 319 Water Quality Improvement Grant to Assist Communities in Exploring Stormwater Utilities to Comply with New EPA Stormwater Permit Requirements

Approval is requested to submit an application to DEP under the Clean Water Act Section 319 Grant Program. The focus of the grant is to investigate the potential to establish Municipal Storm Water Utilities, as well as other mechanisms, as a means to comply with the new stormwater permitting requirements. This grant program requires a 40% non-federal match; we are actively working with the City of Pittsfield and the seven affected towns to determine a mechanism to provide the match, which would have to be from non-Commission funds.

VII. Committee Reports

A. Clearinghouse Review Committee

At its April 1st meeting, the Clearinghouse Review committee unanimously endorsed a recommendation to change the Committee's name to "Environmental Review Committee". A change in the Commission bylaws is required to accomplish that and the Commission Development Committee will be taking that up.

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

Since your last meeting on April 2, we have entered into a number of new contracts:

- MassDOT – annual Transit Planning contract for April 1 – March 31
- Berkshire Taconic Community Foundation – regional data collection
- Berkshires Tomorrow – data collection for the Central Berkshire Regional School District
- Town of Sandisfield – Master Plan
- City of Pittsfield – EDA Public Works Grant Application preparation
- Town of Egremont – Mass in Motion (Health in all Policies, Complete Streets)
- Metropolitan Area Planning Council – Healthy Community Design
- Mass Fisheries & Wildlife – Ecological Restoration (this qualifies us to do community involvement work for DFW on specific projects which are not necessarily known at this time)

B. Status of District Local Technical Assistance and Community Innovation Challenge Grant Funding for 2016

As previously reported, the Governor, for the first time ever, included DLTA funding in his proposed budget, at \$2.0 million. The House Budget, which was approved last week, increased the funding to \$2.8 million, which is level funded from FY 2015. We will immediately work with Senator Downing to try to get it in the Senate Ways and Means budget for the first time. Any assistance Commission members or our communities can provide to inform Senator Downing of the importance of this program to their communities would be appreciated. He has always been very supportive of this program but giving him specific information is always helpful.

The Governor and House budgets restored funding to the Community Innovation Challenge grant program at \$2.0 million, plus a new program entitled Community Compact Grants proposed at \$650,000 to incentivize municipal best practices.

For reference, this is budget line item 1599-0026. For further information contact Executive Director Nat Karns at nkarns@berkshireplanning.org or 442-1521, ext. 26.

C. Workshop on Municipal Roles & Responsibilities for Permitting of Interstate Natural Gas Pipelines – Wednesday, June 3rd, 6-8 p.m., Berkshire Community College

A workshop is being held for local officials, particularly members of select boards, conservation commissions, and others who will be directly involved in local governmental actions regarding natural gas pipelines. 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. Further information and registration information will be available within the next couple of weeks.

These sessions will be held in four locations across northern Massachusetts, in collaboration with the other affected regional planning commissions. The Berkshire session will be from 6-8 p.m. on Wednesday, June 3rd at Berkshire Community College. A session is also scheduled in Greenfield from 6-8 p.m. on Tuesday, May 26th. For further information contact Senior Planner Melissa Provencher at 442-1521, ext. 22 or mprovencher@berkshireplanning.org.

IX. Old Business

A. May Commission Meeting

We have the following items for the agenda for the full Commission meeting on May 21st:

- Adoption of the BRPC FY 2016 budget
- 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

BERKSHIRE REGIONAL PLANNING COMMISSION

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Executive Director

MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission
FROM: Nathaniel W. Karns, AICP, Executive Director
DATE: April 6, 2015
RE: **March Technical Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of March 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
Becket	Provided assistance regarding solar connections issues with WMECO. Provide information on what other towns have worked out in their contracts with WMECO.	Energy Committee Member
Egremont	Provided Solar Zoning Overlay District zoning map.	Planning Board Member
Gt. Barrington	Provided updated parcel maps with dimensions	Town Planner
Lanesborough	Provided assistance with developing zoning language to allow accessory buildings across the street from principal buildings.	Planning Board Member
Lenox	Provided assistance with special permits as it relates to the transfer of real property.	Land Use Director
Lenox	Provided review of Open Space and Recreation Plan.	Land Use Director

Town/City/State	Municipal Technical Assistance	Board/Organization
North Adams	Provided letter of support for updated Open Space and Recreation Plan.	City Planner
New Ashford	Provided contact information for county purchasing program and county dispatch program.	Select Board Member
Sheffield	Provided assistance with the review of a proposed solar photovoltaic bylaw. Also provided assistance on formatting of bylaw.	Planning Board Member & Clerk
Sheffield	Provided assistance in reviewing zoning amendment change.	Interdepartmental Clerk
Williamstown	Prepare survey on Survey Monkey.	Economic Development Committee Member