

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, June 4, 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 May 7, 2015 * | (4:05) |
| III. | Financial Reports | (4:10) |
| | A. May Expenditures Report * | |
| | B. Accounts Receivable Report | |
| | C. Other | |
| IV. | Delegate & Alternate Issues | (4:15) |
| V. | Items Requiring Action * | (4:20) |
| | A. Approval to Submit Application to Community Organizations Active in Disasters (COAD) | |
| | B. Approval to Submit Application to Western Massachusetts Homeland Security Advisory Council (WRHSAC) for Shelter Planning | |
| | C. Approval to Submit Application to WRHSAC for Multi-Agency Coordination Center (MACC) | |
| | D. Approval to Submit Application to WRHSAC for Shelter Training | |
| | E. Approval to submit grant application to the Centers for Disease Control/ Department of Public Health for Climate Change Planning for Vulnerable Populations | |
| | F. Approval to submit grant application to the Food & Drug Administration for regional Food Safety Program | |
| | G. Approval to submit grant application to the Federal Highway Administration TIGER grant program for freight rail infrastructure replacement in Canaan, CT, and Sheffield, MA | |
| | H. Approval of Modify Sick Leave Policy to Reflect New Requirement for Family and | |

	Medical Leave	
	I. Accrued Sick Leave Buy Back-Transfer	
	J. Other	
VI.	Committee Reports	(4:50)
VII.	Executive Director's Report	(4:55)
	A. Report on New Contracts/Agreements	
	B. Status of District Local Technical Assistance and Community Incentive Challenge Grant Funding for 2016	
	C. Update on Tennessee Gas Pipeline Northeast Direct Project	
	D. Workshop on Municipal Roles & Responsibilities for Permitting of Interstate Natural Gas Pipelines – Wednesday, June 3 rd , 6-8 p.m., Berkshire Community College	
	E. MassWorks Applications for FY 2015	
	F. Other	
VIII.	Old Business	(5:00)
IX.	New Business	(5:05)
	A. Summer Commission Meeting	
	B. Other	
X.	Adjournment	(5:10)

* Items Requiring Action

Attachments: April Local Technical Assistance Report

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

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KYLE HANLON, Vice-Chair
MARIE RAFTERY, Clerk
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Executive Director

DRAFT MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Thursday, May 7, 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
John Duval, At Large

A quorum is present.

Others Present: Sarah Hudson, Tyringham
Andy McKeever, iberkshire staff

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

II. Approval of Minutes of Executive Committee Meeting of April 2, 2015

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

III. Financial Reports

A. April Expenditure Report

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

Rene Wood moved to approve the Expenditures as presented; Chuck Ogden 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. Other – None

IV. Delegate and Alternate Issues - None

V. Clearinghouse Reviews - 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

Economic Development Administration (EDA) requires review by the “Regional Clearinghouse” (BRPC).

Roger explained the Clearinghouse Committee met on Tuesday, May 5th. Details about the project and the draft letter are presented tonight. Roger stated the application did not raise any objections.

Roger Bolton moved the Executive Committee approve the letter to the City of Pittsfield as presented; seconded by Chuck Ogden. Unanimously approved.

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.

Rene Wood moved to approve the Executive Director to submit the application as presented; Chuck Ogden seconded. Unanimously approved.

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.

Commission Development Committee – Rene reported the Commission Development committee will meet prior to the Full Commission meeting on May 21, 2015. The committee will form a group to review the bylaws and the process to changes the bylaws. Any other requests for bylaw changes should be communicated to Tom Matuszko.

B. Nominating Committee

– Rene reported the Nominating committee would like the current slate of officers to remain for FY2016 and be presented to the Full Commission on May 21, 2015:

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

C. Other – None

VIII. Executive Director's Report

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

Nat explained the workshop will have two parts:

1. Local Permitting Process and the FERC Process – BCK Law Group
2. Pipeline 101 (construct and how pipelines work) – Geo Technical Expert

The workshop will be for boards of selectmen, conservation commissions, planning boards, and town managers.

D. Other – Pipeline workshops for individual property owners.

There will be a workshop that will focus on concerns and questions related to the taking of property and the value placed on the property. What are construction impacts? Communities may want to pass bylaws to control noise and guidelines for usage of roads.

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**

Rogers informed the committee the Economic Development Site Report was submitted to the Comprehensive Economic Development Strategy Committee. The CEDS committee had concerns on the lack of sites available. Rene asked if there could be money, incentives or tax credits to refurbish these sites. Rene suggested an idea of "Made in the Berkshires" or the Western part of the state.

The Chamber of Commerce has a database of available sites and buildings. The problem the Chamber has is keeping the database current because realtors or property owners often don't provide updated information to the Chamber.

- **Presentation of the Berkshire Young Adults Survey results**
- **Nominating Committee Report – Slate of Officers for FY2016**

B. Other - Nat reported Department of Environmental Protection (DEP) has an inventory of contaminated sites on their website. Any building built prior to the 1970's can be presumed to have asbestos, lead paint and PCB's in window chalking

X. New Business - Annual Dinner

Rene asked for input regarding the presentation at the annual dinner. Instead of giving each legislator a question to talk about BPRC would have one or two topics for all to discuss. A few topics suggested are:

- Economic Development
- Changing Demographics

Sheila suggested the topic be our concerns over the lack of available sites and Economic Development. How would they form a Western Mass Consortium? What would their role be and how would they influence Economic Development? A discussion on the loss of the young population. What they see as ways to move forward. Instead of a presentation it would be a roundtable discussion.

Rene asked if we should invite our legislators or Karyn Polito, Lieutenant Governor or a combination. All agreed we should ask the Lieutenant Governor if she would be willing to attend.

XI. Adjournment

Rene Wood moved to adjourn the meeting which was seconded by Kyle Hanlon. 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
Review of the Berkshire Innovation Center
Draft letter to City of Pittsfield

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount	
10847	5/1/15	MIIA HEALTH BENEFITS TRUST	1040.000	1,373.32	Dental Insurance
10848	5/1/15	MIIA HEALTH BENEFITS TRUST	1040.000	19,266.79	Health Insurance
10849	5/1/15	MUTUAL OF OMAHA	1040.000	674.63	LTD;STD;Life
10850	5/1/15	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.000	1,721.24	#349 BOAPC; Consultant
10851	5/1/15	CITY OF PITTSFIELD	1040.000	260.00	Parking
10852	5/1/15	RAILROAD STREET YOUTH PROJECT, INC	1040.000	991.67	#349 BOAPC; Consultant
10853	5/1/15	RAIS	1040.000	2,669.00	#349 BOAPC; Consultant
10854	5/1/15	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	3,867.00	Rent
10855	5/1/15	TRC ENVIRONMENTAL CORPORATION	1040.000	21,548.71	#304 EPA/Assess13
1018	5/4/15	CITY OF PITTSFIELD	1042.000	12,422.50	#166 EPA/RLF
10856	5/12/15	ADCARE EDUCATIONAL INSTITUTE	1040.000	45.00	#349 BOAPC-Training
10857	5/12/15	MARY AGOGLIA	1040.000	1,816.00	#332 PWTF/#284 PHN
10858	5/12/15	BERKSHIRE RECORD	1040.000	204.00	#357 CDBG-GTB/SHF
10859	5/12/15	BRENDA JEAN CHURCH	1040.000	3,090.00	#357 CDBG-GTB/SHF
10860	5/12/15	LOUISE DERAGON	1040.000	2,227.20	#332 PWTF/#284 PHN
10861	5/12/15	BRIAN M. DOMINA	1040.000	75.91	Expense Report
10862	5/12/15	KELLEY CLEANING SERVICES	1040.000	365.00	Cleaning Svcs
10863	5/12/15	SCOTT B. KRZANIK	1040.000	1,233.00	#327 PHDIG
10864	5/12/15	MARPA	1040.000	650.00	FY15 Website
10865	5/12/15	NATIONAL ASSOC. OF STATE FIRE MARS	1040.000	3,009.34	#360 Training
10866	5/12/15	BONNIE L PARSONS	1040.000	1,511.36	#263 MT/Hist
10867	5/12/15	SO BERKSHIRE SHOPPERS GUIDE	1040.000	170.00	#357 CDBG-GTB/SHF
10868	5/12/15	PETTY CASH & MARIANNE SNIEZEK	1040.000	26.39	Misc Expenses
10869	5/12/15	BERKSHIRE MOUNTAIN	1040.000	94.00	Water
EFT	5/12/15	FRED PRYOR SEMINARS/CAREERTRACK	1040.000	149.00	PM Staff Dev
EFT	5/18/15	BIG Y SUPERMARKET	1040.000	122.45	#317 WF Meeting
10870	5/19/15	ADELSON MOYNIHAN KOWALCZYK, PC	1040.000	1,590.00	Qrtly Review
10871	5/19/15	AMERICAN PLANNING ASSOCIATION	1040.000	280.00	PM Staff Dev
10872	5/19/15	BCK LAW, P.C.	1040.000	1,179.50	#360 US/DOT
10873	5/19/15	NEW ENGLAND NEWSPAPERS, INC.	1040.000	187.79	#281 TPL
10874	5/19/15	BRIDGE, INC.	1040.000	2,000.00	#349 BOAPC; Consultant
10875	5/19/15	THE BRIEN CENTER	1040.000	719.80	#349 BOAPC; Consultant
10876	5/19/15	CORNERSTONE	1040.000	585.06	Telephone
10877	5/19/15	COUNTRY CLUB OF PITTSFIELD	1040.000	1,257.48	5th Thursay
10878	5/19/15	DT SYSTEMS	1040.000	80.00	Phone Repair
10879	5/19/15	EMPLOYERS ASSOC.OF THE NORTHEAST, INC.	1040.000	731.00	Dues
10880	5/19/15	FRANKLIN REGIONAL COUNCIL	1040.000	525.72	#263 MT/Hist
10881	5/19/15	NATHANIEL W. KARNs	1040.000	82.96	Expense Report
10882	5/19/15	MASS STATE EMPLOYEES RET.SYSTEM	1040.000	9,711.05	Employee Retirement
10883	5/19/15	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.000	1,472.40	#349 BOAPC
10884	5/19/15	TRC ENVIRONMENTAL CORPORATION	1040.000	49,106.67	#304 EPA/ASSESS13
10885	5/19/15	W.B. MASON COMPANY, INC.	1040.000	274.88	Supplies

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Check Register

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Check #	Date	Payee	Cash Account	Amount	
10886	5/19/15	DALTON REDEVELOPMENT AUTHORITY	1040.000	6,015.00	Void
10886V	5/19/15	DALTON REDEVELOPMENT AUTHORITY	1040.000	-6,015.00	Void
1019	5/19/15	DALTON REDEVELOPMENT AUTHORITY	1042.000	6,015.00	#166 EPA/RLF
10887	5/28/15	BCK LAW, P.C.	1040.000	4,107.50	375 PWG/PF - Legal
10888	5/28/15	BRIAN M. DOMINA	1040.000	39.68	Expense Report
10889	5/28/15	LAUREN L. GAHERTY	1040.000	127.72	Expense Report
10890	5/28/15	JENNIFER L. KIMBALL	1040.000	69.92	Expense Report
10891	5/28/15	LAURA KITROSS	1040.000	245.98	Expense Report
10892	5/28/15	MACFARLANE OFFICE PRODUCTS, INC.	1040.000	1,217.69	Copying
10893	5/28/15	MARK MALOY	1040.000	52.64	Expense Report
10894	5/28/15	SANDRA B. MARTIN	1040.000	856.83	Expense Report
10895	5/28/15	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.000	50.00	#349 BOAPS - Ann Mtg
10896	5/28/15	JACLYN PACEJO	1040.000	257.71	Expense Report
10897	5/28/15	PITTSFIELD PCTV COMMUNITY TELEVISION	1040.000	50.00	#281 TPL
10898	5/28/15	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	887.52	Utilities
10899	5/28/15	TRC ENVIRONMENTAL CORPORATION	1040.000	12,168.74	287 Lee/Clnup
10900	5/28/15	VALLEY GREEN SHREDDING, LLC	1040.000	70.00	Shredding/Recycling
10901	5/28/15	PATRICIA A. MULLINS	1040.000	48.60	Expense Report
Total				175,633.35	

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of May 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
10/5TH 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
250/DAL/CLNUP	DALTON REDEVELOP.AUTHORITY-D	5/19/15	250-043015-23	15,193.92				15,193.92
250/DAL/CLNUP	DALTON REDEVELOP.AUTHORITY-DAL/CLNUP			15,193.92				15,193.92
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	5/26/15	263-043015-8.4	4,173.64				4,173.64
263/MT/HIST	MASS DOT - MT/HIST			4,173.64	5,875.78			10,049.42
281/TPL13	MASSDOT#75425 - TPL13	5/14/15	281-043015-3.7	40,493.53				40,493.53
281/TPL13	MASSDOT#75425 - TPL13			40,493.53				40,493.53
284/BHPN/PHN/PTS	CITY OF PITTSFIELD - BOARD OF HE/	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
304/CITY OF NORTH AD	CITY OF NORTH ADAMS	12/9/14	FY2015 NAD EPA				2,000.00	2,000.00
304/CITY OF NORTH AD	CITY OF NORTH ADAMS						2,000.00	2,000.00
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
310/MBPT2	MASSDOT#77954 - MBPT2	4/30/15	310-033115-6.2		975.43			975.43
310/MBPT2	MASSDOT#77954 - MBPT2	5/26/15	310-043015-7.2	2,262.38				2,262.38
310/MBPT2	MASSDOT#77954 - MBPT2			2,262.38	975.43			3,237.81

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Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
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	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	5/1/15	320-033115-10	5,416.21				5,416.21
320/LEE/BFAWP	TOWN OF LEE	5/27/15	320-043015-11	5,413.96				5,413.96
320/LEE/BFAWP	TOWN OF LEE			10,830.17				10,830.17
325/PVPC/TL	PIIONEER VALLEY PLANNING COMM	7/10/14	325-063014-3				-2.00	-2.00
325/PVPC/TL	PIIONEER VALLEY PLANNING COMM	4/28/15	325-033115-6		1,727.75			1,727.75
325/PVPC/TL	PIIONEER VALLEY PLANNING COMMISSION				1,727.75		-2.00	1,725.75
327/DPH/PHDIG14	DEPARTMENT OF PUBLIC HEALTH	5/1/15	327-033115-17	8,500.00				8,500.00
327/DPH/PHDIG14	DEPARTMENT OF PUBLIC HEALTH			8,500.00				8,500.00
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
336/MAPC/POPA	WESTERN MASS HOMELAND SECUR	5/11/15	336-043015-9	1,756.94				1,756.94
336/MAPC/POPA	WESTERN MASS HOMELAND SECURITY REGION			1,756.94	2,049.95			3,806.89
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 HOMEL	5/11/15	342-043015-7	1,164.21				1,164.21
342/MAPC/MR2	WESTERN MASSACHUSETTS HOMELAND SECUR			1,164.21	595.47	1,096.13		2,855.81

BERKSHIRE REGIONAL PLANNING COMMISSION

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As of May 31, 2015

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Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
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
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
357/GTB-SHF/CDBG	TOWN OF GREAT BARRINGTON	5/14/15	357-033115-3	8,957.59				8,957.59
357/GTB-SHF/CDBG	TOWN OF GREAT BARRINGTON	5/14/15	357-043015-4	16,916.80				16,916.80
357/GTB-SHF/CDBG	TOWN OF GREAT BARRINGTON			25,874.39				25,874.39
362/DAL/SW	TOWN OF DALTON	5/6/15	362-033115-3				1,257.33	1,257.33
362/DAL/SW	TOWN OF DALTON						1,257.33	1,257.33
368/OTS/MP	TOWN OF OTIS	5/26/15	368-043015-1				16,012.09	16,012.09
368/OTS/MP	TOWN OF OTIS						16,012.09	16,012.09
371 JSI/IETA	JSI RESEARCH & TRAINING INSTITUTE	5/28/15	371-063015-2-FINAL				1,500.00	1,500.00
371 JSI/IETA	JSI RESEARCH & TRAINING INSTITUTE						1,500.00	1,500.00
376/EOT09	OFFICE OF TRANSPORTATION PLANNING	5/26/15	376-043015-1				2,922.71	2,922.71
376/EOT09	OFFICE OF TRANSPORTATION PLANNING						2,922.71	2,922.71

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Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
379 PTS/BIC	City of Pittsfield	5/27/15	379-043015-1	3,659.57				3,659.57
379 PTS/BIC	City of Pittsfield			3,659.57				3,659.57
CITY OF PITTSFIELD	CITY OF PITTSFIELD	5/1/15	043015 5TH - HOSS CJ	30.00				30.00
CITY OF PITTSFIELD	CITY OF PITTSFIELD			30.00				30.00
PARKING PERMIT FEES	PARKING PERMIT FEES	5/28/15	MAY 2015 MATUSZKO, T	25.00				25.00
PARKING PERMIT FEES	PARKING PERMIT FEES	5/28/15	MAY 2015 KUS, C	25.00				25.00
PARKING PERMIT FEES	PARKING PERMIT FEES			50.00				50.00
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 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
TOWN OF WINDSOR	TOWN OF WINDSOR	5/20/15	10-052015-WND	840.00				840.00
TOWN OF WINDSOR	TOWN OF WINDSOR			840.00				840.00
Report Total				134,768.26	31,771.48	41,784.46	12,177.22	220,501.42

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of May 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
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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

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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 31, 2015
SUBJ: Agenda Items

V. Items Requiring Action

A. Approval to Submit Application to Community Organizations Active in Disasters (COAD)

Approval is requested to submit an application to COAD and for the Executive Director to enter into any associated contracts and agreements. This is the fourth year of a Western Region Homeland Security Advisory Council (WRHSAC) project to integrate private community resources such as the Faith Community, American Red Cross, Salvation Army, Food Bank, Elder Services, Head Start and many other community based organizations into the emergency response system in a coordinated way. The potential funding range is \$2,500 - \$20,000. There is no match requirement, although some Public Health Emergency Preparedness (PHEP) money may be used to enhance the project.

B. Approval to Submit Application to Western Massachusetts Homeland Security Advisory Council (WRHSAC) for Shelter Planning

Approval is requested to submit an application to WRHSAC for shelter planning and for the Executive Director to enter into any associated contracts and agreements. This project would assist the 3 Berkshire Regional Emergency Planning Committees (REPC) to develop and improve plans for 3 regional shelters in Berkshire County. Awarded funding range is \$5,000 - \$15,000. There is no match requirement, although some Public Health Emergency Preparedness (PHEP) money may be used to enhance the project.

C. Approval to Submit Application to WRHSAC for Multi-Agency Coordination Center (MACC)

Approval is requested to submit an application to WRHSAC for MACC planning and for the Executive Director to enter into any associated contracts and agreements. This WRHSAC project would assist the Central and Southern Berkshire REPCs in planning for regional emergency operations centers to coordinate information and resources during large-scale, regional emergencies. Awarded funding is \$10,000. There is no match requirement, although some Public Health Emergency Preparedness (PHEP) money may be used to enhance the project.

D. Approval to Submit Application to WRHSAC for Shelter Training

Approval is requested to submit an application to WRHSAC for shelter training and for the Executive Director to enter into any associated contracts and agreements. This proposed WRHSAC Training and Exercise project would fund the creation of an in-person train-the-trainer shelter training workshop to support the proposed regional shelters by training shelter team leaders and volunteers. Potential funding range is \$10,000 to \$50,000. There is no match requirement, although some Public Health Emergency Preparedness (PHEP) money may be used to enhance the project.

E. Approval to Submit Grant Application to the Centers for Disease Control/Department of Public Health for Climate Change Planning for Vulnerable Populations

Approval is requested to submit an application to CDC/DPH for climate change impacts and adaptation strategies and for the Executive Director to enter into any associated contracts and agreements. This CDC/DPH funded project would look at climate change impacts and appropriate adaptation strategies to address identified priority issues, especially as they relate to children and seniors. Pending grant range is \$10,000. There is no match requirement.

F. Approval to Submit Grant Application to the Food & Drug Administration for Regional Food Safety Program

Approval is requested to submit an application to FDA for regional food safety program and for the Executive Director to enter into any associated contracts and agreements. This Food and Drug Administration grant is up to five years and would support the creation of a regional food safety program including on-line permitting and shared food safety inspectors. Potential funding is \$70,000 per year for five years. There is no match requirement.

G. Approval to Submit Grant Application to the Federal Highway Administration TIGER Grant Program for Freight Rail Infrastructure Replacement in Canaan, CT, and Sheffield, MA

Approval is requested to submit an application to the Federal Highway Administration (FHWA) for replacements of the ties and rails on the ConnDOT and MassDOT owned Housatonic Railroad line in Canaan, CT, and Sheffield, MA, and related and necessary culvert and bridge replacements and for the Executive Director to enter into any associated contracts and agreements. The intent of the project is to allow for continued and safer rail freight service to regionally significant rail-dependent manufacturers employing approximately 800 workers in both northwest Connecticut and southern Berkshire County. It is expected that ties and rails would be completely replaced, retiring rail which was installed in 1920 and earlier. MassDOT is pledging \$3 million in State funds to be used as a match for this request to FHWA. BRPC is acting as the applicant, in coordination with Northwest Connecticut Council of Governments, and with the full support of MassDOT, ConnDOT and the Housatonic Railroad Company which has a license to continue to provide rail freight service on this line. All improvements would be complementary for future passenger rail service. If successful, one or both of the State DOT's would probably actually implement the project. No BRPC match is required.

H. Approval to Modify Sick Leave Policy to Reflect New Requirement for Family and Medical Leave

Attached is a modified policy on Sick Leave to incorporate the requirement to provide sick leave to all employees, including our part-time ones. Favorable consideration is requested. We should have an updated policy in place by July 1 to be in full compliance with the law.

I. Accrued Sick Leave Buy Back-Transfer

Over a decade ago, we eliminated accrual of sick leave with a pay-out for unused leave upon termination of employment for all new employees. There are five employees remaining under the old system, with a long-term accrued liability for unused sick leave currently at \$42,524. We are trying to finalize details of a program to shift all of these five to the system used by all other employees, in which sick leave hours are accrued but we do not accrue any cost until the hours are

actually used and there would be no payment for accrued sick leave upon ending employment. This is part of an effort to reduce our potential long-term liabilities, regardless of the reason, simply to try to ensure the Commission's financial condition into the future. We will provide the details of the program prior to the Executive Committee meeting.

VI. Committee Reports

VII. Executive Director's Report

A. Report on New Contracts/Agreements

Since your last meeting on May 7, we have not entered into any new contracts although several are expected in the very near future.

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 approved House Budget increased the funding to \$2.8 million, which is level funded from FY 2015. The Senate, despite support from Senator Downing and 15 of his colleagues, did not include any funding for DLTA so it now goes to Conference Committee. DLTA has always been used as a bargaining chip in budget negotiations between the House and Senate. Any assistance Commission members or our communities can provide to inform the Conference Committee members and the House and Senate leadership of the importance of this program to their communities would be appreciated.

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. The Senate budget essentially renamed the CIC grants Community Contact Grants but retain the \$2.0 million in funding for the same purpose as CIC.

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. Update on Tennessee Gas Pipeline Northeast Energy Direct Project

In the latest update on this massive project, TGP is still identifying compressor station sites and FERC will not initiate its project scoping process until those are identified. The next round of Resource Reports from TGP are now expected in July (previously expected in June). FERC has indicated that it wishes to see a comprehensive alternatives analysis of the currently favored route, but important to 15 of 32 municipalities in the county, two other possible routes: the "200" Route Alternative and the Mass. Turnpike Alternative. These three routes would involve, as best we can establish, the following municipalities directly:

Current Preferred Route (the Powerline Alternative): Cheshire, Dalton, Hancock, Hinsdale, Lanesborough, Peru, Windsor

200 Route (the previous "preferred route"): Dalton, Hinsdale, Lenox, Peru, Pittsfield, Richmond, Washington, Windsor

Mass Turnpike Alternative: Becket, Lee, Otis, Richmond, Stockbridge

We would advise officials in all 15 municipalities to pay attention to this process and not to assume that just because they aren't on the currently preferred route that they won't be impacted. For further information, contact Assistant Director Tom Matuszko (tmatuszko@berkshireplanning.org or 442-1521, ext 34), Executive Director Nat Karns (nkarns@berkshireplanning.org or ext. 26), or Senior Planner Melissa Provencher (mprovencher@berkshireplanning.org or ext. 22).

- D. Workshop on Municipal Roles & Responsibilities for Permitting of Interstate Natural Gas Pipelines – Wednesday, June 3rd, 7-9 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. The flyer announcing the workshop is attached..

For further information contact Senior Planner Melissa Provencher at 442-1521, ext. 22 or mprovencher@berkshireplanning.org.

- E. MassWorks Applications for FY 2015

MassWorks released its application information for FY 2015 on Monday, June 1st. Applications will be due later in the summer. As we get more information, we will make it available. As always, it is helpful if communities will inform us of their applications as we have a role in the review. For further information, contact Executive Director Nat Karns at nkarns@berkshireplanning.org or 442-1521, ext 26.

IX. New Business

- A. Summer Commission Meeting

We will need to schedule a Commission meeting this summer. According to the bylaws, we should hold a meeting between July 1 and August 31 to elect officers for the year; it helps in getting up to speed if we can hold it earlier rather than later within those two months..

BRPC Family and Medical Leave

A. Summary

All employees who have completed their introductory period successfully are eligible for up to twelve (12) weeks of leave during a benefit year for one or more of the following reasons:

1 Parental Leave: for the purpose of giving birth or to care for a newborn or newly-placed adopted or foster child who is under eighteen (18) years of age or under twenty-three (23) years of age if the child is mentally or physically disabled.

2 Family Member Health Leave: to care for an immediate family member (spouse, ~~child or parent~~child, parent, sister, brother, grandparent, grandchild, parent-in-law or domestic partner or other member of the employee's household) with a serious health condition.

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3 Personal Health Leave: to care for the employee's own serious health condition.

A serious health condition is defined as an illness, injury, impairment, physical condition, or mental condition that involves in-patient care at a health care facility or continuing treatment by a health care provider.

Employees may apply use unused vacation, sick, ~~and personal leave credits~~ compensatory time or floating holiday time to any approved Family Medical Leave or Short term disability. If the amount of leave granted exceeds the available balances ~~se credits~~, the difference shall be charged to ~~Leave~~ without pPay.

If long-term disability benefits are received under the Commission's Long-Term Disability Insurance Policy, unused vacation, sick and ~~personal compensatory time or floating holiday leave credits available balances~~ may **not** be applied to the period during which those benefits are paid.

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Massachusetts law restricts the total amount of leave to eight weeks in total in the event that two parents are employed by the same employer

Employees shall direct all questions concerning this benefit to the Executive Director or Office Manager.

B. Notice Requirement

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Family and Medical Leave must be requested in writing to the Executive Director. Employees shall make every effort to request this leave at least two weeks in advance or as soon as practicable if the delay in providing notice is for reasons beyond the individual's control, is practically possible and to BRPC asks individuals to try and schedule health care appointments and treatments so as to minimize disruption to the Commission's operations.

If the Commission agrees to provide leave for longer than 8 weeks, the Commission shall not deny job

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reinstatement or other rights and benefits unless the Commission clearly informs the employee in writing prior to the commencement of the leave and prior to any extension that taking longer than 8 weeks will result in denial of reinstatement or loss of other rights and benefits.

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When a female employee becomes pregnant, she shall furnish the Commission with a certificate from her physician stating the expected date of her delivery. She may continue to work so long as her physician certifies that she is able to do so. Accommodations such as light duty assignments may be granted to pregnant employees when positions are available. In case of leave for the birth or placement of a child under age 18, or under age 23 if child is mentally or physically disabled, employees should request the leave at least two weeks in advance or as soon as possible.

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C. Intermittent or Alternative Work Schedules

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Based on the requirements of the medical treatment, employees requesting family and medical leave may request to take the leave intermittently as a series of shorter leaves over an extended period of time or may arrange for an alternative work schedule that has reduced hours and is modified frequently to accommodate the needs of the employee. The Commission may require employees who seek an intermittent or alternative work schedule to transfer temporarily to another position which can better accommodate recurring periods of leave than the employee's regular position, provided that the alternative position is of equivalent status and provides equivalent pay and benefits. Granting intermittent or alternative work schedules is at the option of the Executive Director.

D. Medical Certification Requirement

An application for leave based on the serious health condition of the employee or a family member must also be accompanied by a medical certification statement completed by the applicable health care provider. The certification must state the date on which the health condition commenced, the probable duration of condition, and the appropriate medical facts regarding the condition. If the employee has a serious health condition, the certification must state that the employee cannot perform the essential functions of his/her job. If the employee is needed to care for an immediate family member, the certification must so state and include an estimate of the amount of time the employee will be needed.

E. Employee Benefits During Leave

The Commission will maintain health, life and disability insurance coverage for employees on paid leave under this policy at the level and under the same conditions that the employee would enjoy if not on leave, provided that the employee continues to pay the employee portion of the benefits. At their option, employees may choose to cancel their health and life insurance coverage while on approved family and medical leave, however, they should note that there are Group Insurance Commission restrictions and requirements for reinstatement upon return to regular duty.

Regular payroll deductions will continue if the approved family leave is with pay and the employee chooses to continue coverage. If the leave is without pay, the employee will be billed for the monthly premium. Employees who fail to return to work following the leave will be required to reimburse the Commission for the employer share of health insurance premiums during the family leave, unless the failure to return is due to the continuation, recurrence or onset of a serious health condition.

An employee on unpaid leave is not entitled to the accrual of any seniority or employment benefits that would have accrued if not for the taking of leave. An employee who takes family or medical leave will not lose any seniority or

employment benefits that accrued before the date leave began.

F. Reinstatement Following Leave

Employees on leave are entitled to reinstatement to the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment as they held before going on leave. The Commission cannot guarantee that an employee will be returned to his/her original job.

The Commission shall not be required to restore an employee on family or medical leave to their previous or a similar position if other employees of equal length of service and status in the same or similar position have been laid off due to economic conditions or other changes in operating conditions affecting employment during the period of such family or medical leave.

G. Return from Leave

Employees must provide a written Notice of Intention to Return from Family or Medical Leave at least five (5) working days prior to the employee's planned return before they can return to active status.

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to immediate termination unless an extension is granted. An employee who requests an extension of family leave or medical leave due to the continuation, recurrence or onset of his/her own serious health condition, or of the serious health condition of an immediate household member, must submit a request of an extension, in writing, to the Executive Director. Approval is subject to the same medical certification requirements stated above. This written request should be made as soon as the employee realizes that he/she will be not able to return at the expiration of the leave period.

Consistent with Federal, State and local laws, the Commission will make reasonable accommodation to those employees returning from a medical leave of absence who require such accommodation to allow them to perform the essential functions of their job.

H. Consultation of Employees on Family or Medical Leave

Employees on family or medical leave may be consulted during the duration of the leave in order to keep them informed and for them to provide information necessary in order to continue Commission operations.

It is the responsibility of employees on family or medical leave to keep the Executive Director informed regarding their status, any complications, and expected return to work no less than once per month during the duration of their leave.

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[Berkshire Regional Planning Commission]

INTERSTATE PIPELINE FORUM FOR LOCAL OFFICIALS

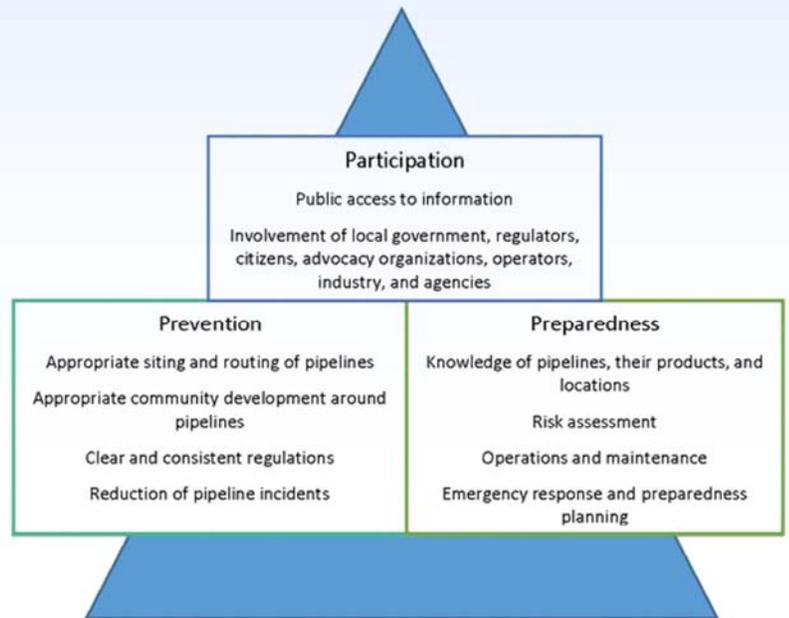
Wednesday June 3, 2015

7PM—9PM

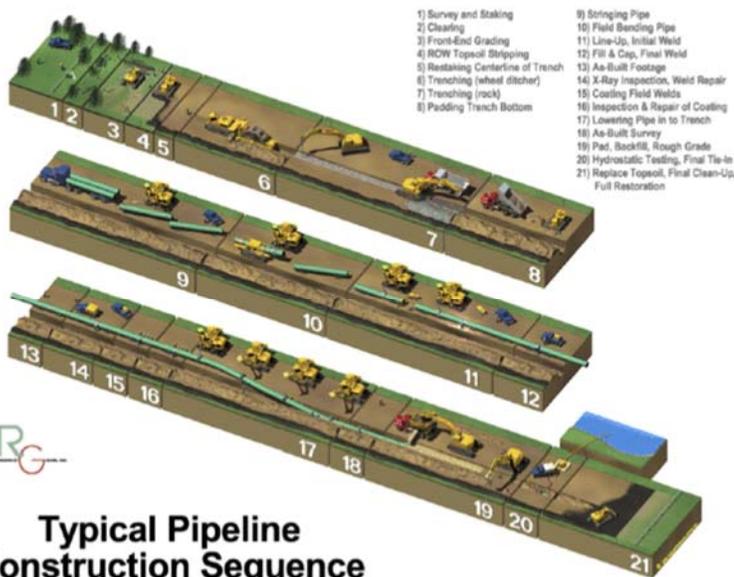
Berkshire Community College

The Berkshire Regional Planning Commission is hosting an educational forum to inform local officials on the proposed "Northeast Energy Direct" Pipeline and the environmental and permitting review process. Counsel from BCK Law, P.C., will explain the approval required by the Federal Energy Regulatory Commission (FERC), which is the federal agency authorized to grant certificates to interstate pipeline projects. The forum will include:

- The overall FERC process,
- Timing and public participation, and
- Approvals needed for a pipeline to proceed to construction.



The forum will focus on how FERC approval interacts with state and local permitting and the role of the local official from application through the lifetime of a pipeline. An environmental engineer from Boscardin Consulting Engineers, Inc., will discuss how pipelines are constructed and what local officials should consider with regard to construction and operation. The presentation will emphasize how towns may participate in the process and how participation can result in both the prevention of negative impacts and a better prepared community. Please RSVP to Melissa Provencher by email or by phone at mprovencher@berkshireplanning.org or (413) 442-1521 ext. 22.



Typical Pipeline Construction Sequence

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
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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: May 5, 2015
RE: **April Technical Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of April 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
Lanesborough	Provided technical assistance with the National Pollutant Discharge Elimination System (NPDES) Phase II Annual Report.	Town Administrator
North Adams	Provided letter of support for Greylock Market applications for DHCD One-Stop funding and for Massachusetts Historic Commission tax credits.	City Planner
New Marlborough	Provided assistance with an agricultural use question related to the town's zoning bylaws, right to farm bylaw and Chapter 40A.	Planning Board Member
New Marlborough	Provided assistance with writing warrant language for accessory apartment bylaw for the next town meeting.	Planning Board Member
Peru	Provided assistance with legal research on the setup of a Board of Health.	Selectmen

Town/City/State	Municipal Technical Assistance	Board/Organization
Williamstown	Provided information from Bennington County Regional Planning Commission about proposal to use vacant Pownal Racetrack as major outdoor concert venue.	Town Manager and Town Planner