

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

MEETING NOTICE

There will be a meeting of the

EXECUTIVE COMMITTEE

on Thursday, April 14, 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 February 2, 2016 * (4:05)
- III. Financial Reports (4:10)
 - A. February Expenditures Report *
 - B. March Expenditures Report *
 - C. Accounts Receivable Report
 - D. Other
- IV. Delegate & Alternate Issues (4:15)
- V. Items Requiring Action * (4:20)
 - A. Approval to Sign Transit Planning Contract for 2016
 - B. Approval to Sign Massachusetts Association of Health Boards - Health Impact Assessment Project Contract
 - C. Approval to Submit Grant Application to Transit Planning 4 All
 - D. Approval to Submit Grant Application to U.S. Department of Transportation TIGER Grant Program
 - E. Approval to Submit Grant Application to Environmental Protection Agency Healthy Communities Grant Program
 - F. Approval of Modifications to Employee Classification Plan & Related Benefits
 - G. Approval of Modifications to Sick Leave Policy
 - H. Approval of Merit Increase Range for FY 2017
 - I. Other

- VI. Committee Reports (4:40)
 - A. Commission Development Committee
 - B. Regional Issues Committee
 - C. Other

- VII. Executive Director's Report (4:45)
 - A. Report on New Contracts/Agreements & Unsuccessful Applications
 - B. 2017 State Budget and District Local Technical Assistance Funding
 - C. MassDOT Complete Streets Application Opened; Additional Berkshire Workshop – Tuesday, April 12th, Pittsfield
 - D. Complete Streets Policy Template Available on BRPC Website
 - E. Age of Disruption Tour – Tuesday May 17, 2016
 - F. Approval of Broadband & Cell Tower Mapping Project by Western Mass Connect
 - G. Relocation of Berkshire Public Health Alliance Staff into BRPC Office
 - H. Donation of Office Furniture to BRPC by Western Mass Connect, Inc.
 - I. Initiation of Work by the U.Mass Donahue Institute on Behalf of the Berkshire County Education Task Force
 - J. Other

- VIII. Old Business (4:50)

- IX. New Business (4:55)
 - A. May Commission Meeting
 - B. Updating BRPC Mission Statement
 - C. Other

- X. Adjournment (5:10)

* Items Requiring Action

Attachment: January Local Technical Assistance Report
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,

February 4, 2016

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 & Regional Issues Committee Chair
James Mullen, Environment Review Committee Chair
Sam Haupt, At Large
John Duval, At Large
Roger Bolton, At Large

A quorum is present.

Others Present: Robert Bishop – Dalton Alternate
Andy McKeever – iberkshires staff

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

II. Approval of Minutes of Executive Committee Meeting of December 5, 2015

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

III. Financial Reports

A. December Expenditure Report

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

B. January Expenditure Report

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

Sam Haupt moved to approve the December and January 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.

Nat pointed out the notes on the Accounts Receivable Report for aged receivables over 90 days.

D. FY2015 Audit – Balance Sheet & Management Report

Nat explained BRPC had no findings and one minor recommendation to ensure next year's audit was easier for the auditors to review. BRPC ended fiscal 2015 with a surplus of \$9,179 minus BRPC's Other Postemployment Benefits for Retirees Health Benefits long term liability. BRPC has been putting money into a trust fund for the long term liability for health benefits. BRPC does not have the larger multiyear programs on the planning side. We do have multiyear contracts on the Public Health side. BRPC must juggle staff according to the contracts.

E. FY2016 – Mid –Year Budget Status

Nat explained the status of the Budget to Actual Report. BRPC's revenue is less than our budget and expenses are also below than the budget. Showing a \$10,250 to the good. Some of this maybe timing.

No Comments from the committee.

F. Other – None

IV. Delegate and Alternate Issues – None

V. Items Requiring Action

A. Approval to Submit Grant Application to Mass. Department of Environmental Protection for EPA 604b Water Quality Assessment Grant

Approval was requested for the Executive Director to be authorized to submit a grant application to the Massachusetts Department of Environmental Protection for an EPA Section 604b Water Quality Assessment Grant and to approve any resulting contracts and agreements. At this point we are requesting approval from the Executive Committee to apply for this grant without a firm idea of what will be applied for. The grant is due later in March but we wanted to get this step out of the way. There is no match required.

Sam Haupt moved to approve the Executive Director to submit on behalf of the Commission a Grant Application to the Mass. Department of Environmental Protection for an EPA 604b Water Quality Assessment grant as presented; Chuck Ogden seconded. Unanimously approved.

B. Approval to Submit Grant Application to the U.S. Department of Health and Human Services for Drug Free Communities Program

Approval was requested for the Executive Director to be authorized to submit a grant application to the U.S. Department of Health and Human Services for the Drug Free Communities Program and to approve any resulting contracts and agreements. The grant is intended to strengthen collaborations to support the efforts of community coalitions working to prevent youth substance abuse. A match is required but it can be in-kind and there are multiple existing sources of in-kind match.

Nat and Tom explained this grant is very competitive multiyear contract for \$700,000. If awarded Jennifer Kimball's coordination role will increase on the Opioid Prevention Task Force. At this time we do not see the need for an additional staff.

Chuck Ogden moved to approve the Executive Director to submit on behalf of the Commission a Grant Application to the U.S. Department of Health and Human Services for Drug Free Communities Program as presented; Kyle Hanlon seconded. Unanimously approved.

C. Other - None

VI. Committee Reports

A. Commission Development Committee – Tom gave a recap of the meeting on January 21, 2016.

1. At the committee's January meeting it was decided a good topic for the March Commission would be Community Compacts.
2. The first choice for a speaker was Governor Baker to celebrate BRPC's 50th Anniversary at our annual dinner for 2016 at the Pittsfield Country Club on October 27th. The second choice was to have a speaker or several speakers discuss the last 50 years in the county and moving forward.
3. The March 31st, 5th Thursday dinner and training will be held at Mazzeo's. The topic will be Complete Streets and Traffic Calming. Finding a speaker is being worked on.
4. The June 30th, 5th Thursday would not be held due to this being close to the long holiday weekend.

B. Other – Regional Issues Committee – Nat informed all the next meeting will be in a few weeks to look at the newest version of the Land Use Legislation. The Committee would like to submit a modified version with comments in March or by May.

No other committee reports.

I. Executive Director's Report

- A. Promotion of Jennifer Kimball from Associate Planner to Planner**
- B. Like BRPC and the Berkshire Opioid Abuse Prevention Partnership on Facebook**
Nat encouraged all to like our Facebook pages.
- C. Report on New Contracts/Agreements & Unsuccessful Applications**
- D. 1Berkshires Uber for Rides Survey**
Nat reported over 1,500 responses had been received in a very short time.
 - There is interest in Uber.
 - People are interested in becoming drivers. The minimum age is 25.
 - Younger retirees are often the most interested in becoming drivers.
 - To become an Uber driver the background checks are greater than a taxi driver.
- E. 5th Thursday Dinner for Planning & Zoning Boards – March 31st**
- F. Aging in Place Public Forums – March 31st & April 1st**
- G. Community Master Plans: Otis, Sandisfield, Dalton, Cheshire, Stockbridge, & Hinsdale**
- H. Additional Funding from Mass. Department of Public Health for Opioid Abuse Prevention Work**
- I. Approval of Homeland Security Planning Project for Long Term Recovery Planning**
- J. Approval of Homeland Security Planning Project for Debris Management Planning**
- K. Approval of Grant from Mass. Department of Public Health to Develop Aging in Place Guidebook**
- L. Other** – Nat pointed out the flyers that were additional information that was not in the packet emailed.
MassDOT Complete Streets Funding – the portal has opened. Complete Streets can be

applied to any of our communities.
2016 CTPC Spring Conference in March 19, 2016

II. Old Business - None

III. New Business

A. March 17th BRPC Meeting

- As a follow-up to the founding of BRPC in 1966, we might give some overview of the Commission's first roughly 25 years (the Karl Hekler years).
- Designate a US Bike Route through the Berkshires which also involves Connecticut and Vermont (a Long Island Sound to Montreal bike route). Both ConnDOT and VtDOT have approved. MassDOT has asked the seven towns along Route 7 to approve. The approval is to allow the bike route to be put on a map.
- Community Compact commitments made in the Berkshires, which is a good follow-up to the discussion about DLTA and the interrelationship of the two programs from the January meeting.
- Update on Establishing an Economic Development District
- Reappointment of two members to the Berkshire County Regional Housing Authority. Richard Grillon of Washington and Lisa Sloane of Lee.

B. Other - None

IV. Adjournment

Sam Haupt moved to adjourn the meeting which was seconded by Kyle Hanlon.
The meeting was adjourned at 4:35 p.m.

Materials distributed or presented during this meeting:

Agenda
Minutes
Check Registers
Aged Receivables
FY2015 Audit Balance Sheet & Management Report
FY2016 Mid-Year Budget Status
Executive Director's Memo
Technical Assistance Reports
New Grants Contract and did not Receive List
2016 CPTC Spring Conference Flyer
MassDot New Complete Streets Program Flyer

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Jan 21, 2016 to Feb 29, 2016

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount	Project	Description
11332	1/27/16	ADCARE EDUCATIONAL INSTITUTE	1040.000	65.00		Replaced Uncashed Ck
11333	1/27/16	BCK LAW, P.C.	1040.000	3,500.00	375 PWG/PF	Legal Services
11334	1/27/16	BRENDA JEAN CHURCH	1040.000	2,197.50	357-GTB-SHF/CDBG	Subcontractor
11335	1/27/16	COMPUWORKS	1040.000	115.00		Computer Supplies
11336	1/27/16	COURIER PRINTING, INC.	1040.000	69.90		Business Cards - Coughlin
11337	1/27/16	MACFARLANE OFFICE PRODUCTS, INC.	1040.000	1,424.86		Copying
11338	1/27/16	RAILROAD STREET YOUTH PROJECT, INC	1040.000	2,666.66	349-BOAPC	Subcontractor
11339	1/27/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	1,240.19		Utilities
11340	1/27/16	SAMEL'S DELI & CATERING	1040.000	117.00	349 DPH/BOAPC15	Meeting
11341	1/27/16	W.B. MASON COMPANY, INC.	1040.000	76.08		Office Supplies
11342	1/27/16	BERKSHIRE MOUNTAIN	1040.000	57.00		Water Expense
11343	1/27/16	BCARC, INC.	1040.000	93.09		Common Ground
11344	1/27/16	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.000	1,594.75	349-BOAPC	Subcontractor
11345	1/28/16	NANCY DOUCETTE	1040.000	46.01		Expense Report
11346	1/28/16	LAUREN L. GAHERTY	1040.000	59.40		Expense Report
11347	1/28/16	ALLISON HOPE	1040.000	109.44		Expense Report
11348	1/28/16	JENNIFER L. KIMBALL	1040.000	99.68		Expense Report
11349	1/28/16	LAURA KITROSS	1040.000	246.42		Expense Report
11350	1/28/16	EMILY LINDSEY	1040.000	25.60		Expense Report
11351	1/28/16	SANDRA B. MARTIN	1040.000	453.28		Expense Report
11352	1/28/16	THOMAS E. MATUSZKO	1040.000	138.08		Expense Report
11353	1/28/16	PATRICIA A. MULLINS	1040.000	69.77		Expense Report
EFT	1/28/16	OPERATION UNITE	1040.000	595.00	349-BOAPC	Training
11354	2/1/16	BCK LAW, P.C.	1040.000	2,158.00	375 PWG/PF	Legal Services
11355	2/1/16	MIA HEALTH BENEFITS TRUST	1040.000	1,299.95		Dental Insurance
11356	2/1/16	MIA HEALTH BENEFITS TRUST	1040.000	21,123.27		Health Insurance
11357	2/1/16	MUTUAL OF OMAHA	1040.000	651.87		Life;STD;LTD
11358	2/1/16	CITY OF PITTSFIELD	1040.000	270.00		Parking
11359	2/1/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	4,012.00		Voided Check
11359V	2/1/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	-4,012.00		Voided Check
11360	2/1/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	4,012.00		Rent
EFT	2/1/16	DELTA AIRLINES	1040.000	283.20	349-BOAPC	Training
11361	2/4/16	MARY AGOGLIA	1040.000	2,450.25		Nursing
11362	2/4/16	LOUISE DERAGON	1040.000	1,006.50		Nursing
11363	2/4/16	LESLIE DRAGER	1040.000	176.00		Nursing
11364	2/4/16	NATHANIEL W. KARNIS	1040.000	18.83		Expense Report
EFT	2/5/16	EMPLOYERS ASSOC.OF THE NORTHEAST, INC.	1040.000	26.55		Office Expense
11365	2/9/16	HOME INSTEAD SENIOR CARE	1040.000	16,088.63	393-BT/TUFTS	Subcontractor
11366	2/9/16	CENTRAL BERKSHIRE HABITAT FOR HUMANITY	1040.000	1,381.63	410 FRBB/WCCI	Meetings/Outreach
11367	2/9/16	TD BANK	1040.000	300.00		Mark Maloy - 15 yrs
EFT	2/11/16	ISLAND PRESS	1040.000	56.00		Complete Streets Book
11368	2/16/16	ADELSON MOYNIHAN KOWALCZYK, PC	1040.000	3,450.00		Audit Balance & DOT

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Jan 21, 2016 to Feb 29, 2016

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount	Project	Description
11369	2/16/16	AMERICAN PLANNING ASSOCIATION	1040.000	2,050.00		Staff Dev-Dues
11370	2/16/16	NEW ENGLAND NEWSPAPERS, INC.	1040.000	171.03	281 MASSDOT/TPC13	Advertising
11371	2/16/16	ENTERPRISE RENT-A-CAR	1040.000	87.38	281 MASSDOT/TPC13	Car Rental
11372	2/16/16	FAIRVIEW HOSPITAL, INC.	1040.000	2,302.49	391 FRCOG/MRC16	Subcontractor
11373	2/16/16	FEDEX	1040.000	21.75		Postage
11374	2/16/16	KELLEY CLEANING SERVICES	1040.000	215.00		Office Cleaning
11375	2/16/16	MAZZEO'S RISTORANTE	1040.000	200.00		Deposit 5th Thursday
11376	2/16/16	MYARES AND HARRINGTON LLP	1040.000	342.00	166 EPA/RLF	Legal Services
11377	2/16/16	TRC ENVIRONMENTAL CORPORATION	1040.000	6,991.65	304 EPA/ASSESS	Subcontractor
11378	2/16/16	VALLEY GREEN SHREDDING, LLC	1040.000	105.00		Recycling/Shredding
11379	2/16/16	W.B. MASON COMPANY, INC.	1040.000	168.46		Office Supplies
11380	2/16/16	BCK LAW, P.C.	1040.000	245.00	375 PWG/PF	Legal Services
11381	2/16/16	DT SYSTEMS	1040.000	30.00		Phone Programming
11382	2/16/16	MASS STATE EMPLOYEES' RET.SYSTEM	1040.000	9,943.87		Employee Retirement Contrib
EFT	2/17/16	CODE42	1040.000	9.99		Crash Pro
EFT	2/24/16	AMAZON.COM	1040.000	149.99	349 DPH/BOAPC15	Monitor
11383	2/29/16	CORNERSTONE	1040.000	602.26		Telephone
11384	2/29/16	COURIER PRINTING, INC.	1040.000	101.43		Envelopes
11385	2/29/16	CPTC	1040.000	65.00		Training
11386	2/29/16	FRANKLIN REGIONAL COUNCIL	1040.000	79.30	263-MT/HIST	Subcontractor
11387	2/29/16	KELLEY CLEANING SERVICES	1040.000	215.00		Office Cleaning
11388	2/29/16	MACFARLANE OFFICE PRODUCTS, INC.	1040.000	2,058.77		Copying
11389	2/29/16	W.B. MASON COMPANY, INC.	1040.000	109.63		Office Supplies
11390	2/29/16	BERKSHIRE MOUNTAIN	1040.000	71.00		Water Expense
11385V	2/29/16	CPTC	1040.000	-65.00		Voided Check
11391	2/29/16	CPTC	1040.000	65.00		Voided Check
11402	2/29/16	MASS ASSOC CONSERV COMM	1040.000	125.00		Voided Check
11402V	2/29/16	MASS ASSOC CONSERV COMM	1040.000	-125.00		Voided Check
EFT	2/29/16	MASS ASSOC CONSERV COMM	1040.000	125.00		Training - Gaherty
Total				96,273.39		

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Mar 1, 2016 to Mar 31, 2016

Filter Criteria includes: Report order is by Date.

Date	Payee	Cash Account	Amount	Project	Description
3/1/16	LESLIE DRAGER	1040.000	192.00	332 BHS/PWTF & PHN	Subcontractor
3/1/16	EMILY LINDSEY	1040.000	28.84		Expense Report
3/1/16	THOMAS E. MATUSZKO	1040.000	618.22		Expense Report
3/1/16	MIA HEALTH BENEFITS TRUST	1040.000	1,299.95		Dental Insurance
3/1/16	MIA HEALTH BENEFITS TRUST	1040.000	21,123.27		Health Insurance
3/1/16	MILLMAN, INC.	1040.000	2,400.00		GASB Software - 2 year
3/1/16	MUTUAL OF OMAHA	1040.000	651.87		Life:STD;LTD
3/1/16	CITY OF PITTSFIELD	1040.000	330.00		Parking
3/1/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	4,012.00		Rent
3/1/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	1,287.07		Utilities
3/1/16	LOUISE DERAGON	1040.000	1,037.85	332 BHS/PWTF & PHN	Subcontractor
3/1/16	BRIAN M. DOMINA	1040.000	24.84		Expense Report
3/1/16	JEFFREY KENNEDY	1040.000	71.28		Expense Report
3/1/16	JENNIFER L. KIMBALL	1040.000	258.22		Expense Report
3/1/16	LAURA KITROSS	1040.000	75.49		Expense Report
3/1/16	NANCY DOUCETTE	1040.000	27.00		Expense Report
3/1/16	LAUREN L. GAHERTY	1040.000	73.98		Expense Report
3/1/16	MELISSA J. PROVENCER	1040.000	57.11		Expense Report
3/2/16	GODADDY.COM	1040.000	10.89		Renewal
3/7/16	VOID	1040.000			Void
3/7/16	VOID	1040.000			Void
3/8/16	MARY AGOLIA	1040.000	2,780.00	332 BHS/PWTF & PHN	Subcontractor
3/8/16	BRENDA JEAN CHURCH	1040.000	1,597.50	357-CDBG	Subcontractor
3/8/16	COMPWORKS	1040.000	789.00	349-BOAPC16	Computer
3/8/16	DT SYSTEMS	1040.000	80.00		Telephone Repair
3/8/16	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.000	1,574.50	349-BOAPC16	Subcontractor
3/9/16	AMAZON.COM	1040.000	140.00	349-BOAPC16	Monitor
3/14/16	BERKSHIRE GENERAL STORE	1040.000	61.17	281 TPL13	Meeting
3/14/16	EVENT REBELS	1040.000	250.00	363 EDA/ABE	Conference N Karns
3/15/16	CODE42	1040.000	9.99		Crash Pro
3/15/16	HILTON GARDEN INN WALTHAM	1040.000	680.76	349-BOAPC16	Training
3/15/16	POSTMASTER	1040.000	413.03	408 DLTA16	Mailing-Age Friendly
3/16/16	POSTMASTER	1040.000	285.66	408 DLTA16	Mailing-Cheshire MP
3/17/16	BANKER & TRADESMAN	1040.000	279.00	395 BB/BUW16	Subscription
3/17/16	BCK LAW, P.C.	1040.000	667.00	375 PWG/PF	Legal Services
3/17/16	NEW ENGLAND NEWSPAPERS, INC.	1040.000	449.36	396 GTB-R-SHF/CDBG	Release of Funds Adv
3/17/16	COURIER PRINTING, INC.	1040.000	69.90		Business Cards
3/17/16	RUTH E. DINERMAN	1040.000	500.00		Void
3/17/16	FEDEX	1040.000	128.00		Postage
3/17/16	HOOSIC RIVER WATERSHED ASSOCIATION	1040.000	40.00		Membership
3/17/16	NATHANIEL W. KARNS	1040.000	80.39		Expense Report

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Mar 1, 2016 to Mar 31, 2016

Filter Criteria includes: Report order is by Date.

Date	Payee	Cash		Project	Description
		Account	Amount		
3/17/16	MASS STATE EMPLOYEES' RET. SYSTEM	1040.000	10,036.80		Employee Retirement Contrib
3/17/16	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.000	2,830.60	349 BOAPC16	Subcontractor
3/17/16	PITNEY BOWES GLOBAL FINANCIAL SERV., LLC	1040.000	146.55		Lease Payment
3/17/16	RAILROAD STREET YOUTH PROJECT, INC	1040.000	2,940.00	349 BOAPC16	Subcontractor
3/17/16	TRC ENVIRONMENTAL CORPORATION	1040.000	12,638.69	304 EPA/ASSESS	Subcontractor
3/17/16	W.B. MASON COMPANY, INC.	1040.000	102.84		Office Supplies
3/17/16	BCARC, INC.	1040.000	92.69		Common Ground
3/17/16	RUTH E. DINERMAN	1040.000	-500.00		Void
3/17/16	CORNERSTONE	1040.000	634.47		Telephone
3/17/16	RUTH E. DINERMAN	1040.000	500.00	410 FRBB/WCCI	Subcontractor
3/17/16	ADCARE EDUCATIONAL INSTITUTE	1040.000	50.00	349 BOAPC16	Meeting
3/17/16	AMAZON.COM	1040.000	140.00	408 DLTA16	Postcards
3/21/16	HOME INSTEAD SENIOR CARE	1040.000	16,288.66	393 BTU/TUFTS	Subcontractor
3/21/16	WESTIN HOTELS & RESORTS	1040.000	495.24	349 BOAPC16	Training
3/22/16	CHAMBERMASTER.COM	1040.000	25.00	281 TPL13	Meeting
3/25/16	VIVALDI'S PIZZERIA	1040.000	65.38	388 DPH/EPP16	Meeting
3/28/16	ALLIANCE APPLIANCE	1040.000	95.00		Fix Fridge
3/28/16	NEW ENGLAND NEWSPAPERS, INC.	1040.000	174.38	281 TPL13	Tip Amendment
3/28/16	NANCY DOUCEITE	1040.000	26.08		Expense Report
3/28/16	ENTERPRISE RENT-A-CAR	1040.000	199.27	349 BOAPC16	Training
3/28/16	HOME INSTEAD SENIOR CARE	1040.000	3,750.00	393 BTU/TUFTS	Subcontractor
3/28/16	ALLISON HOPE	1040.000	183.06		Expense Report
3/28/16	JENNIFER L. KIMBALL	1040.000	226.03		Expense Report
3/28/16	LAURA KITROSS	1040.000	78.62		Expense Report
3/28/16	CLETUS K. KUS	1040.000	52.42		Expense Report
3/28/16	EMILY LINDSEY	1040.000	16.79		Expense Report
3/28/16	MACFARLANE OFFICE PRODUCTS, INC.	1040.000	1,533.34		Copying
3/28/16	MARK MALOY	1040.000	97.91		Expense Report
3/28/16	SANDRA B. MARTIN	1040.000	447.90		Expense Report
3/28/16	MİYARES AND HARRINGTON LLP	1040.000	437.00		Legal Admin
3/28/16	PATRICIA A. MULLINS	1040.000	126.74		Expense Report
3/28/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	1,380.11		Utilities
3/28/16	BRIAN M. DOMINA	1040.000	146.34		Expense Report
3/28/16	LAUREN L. GAHERTY	1040.000	66.42		Expense Report
3/28/16	MAZZEO'S RESTORANTE	1040.000	1,390.00		5th Thursday
3/28/16	W.B. MASON COMPANY, INC.	1040.000	31.40		Office Supplies

101,400.87

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Mar 31, 2016

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	
263/MT/HIST	MASS DOT - MT/HIST	3/15/16	263-022916-3.5	79.30				79.30	Sched 4/14
263/MT/HIST	MASS DOT - MT/HIST			79.30				79.30	
281/TPL13	MASSDOT#75425 - TPL13	1/13/16	281-123115-4.3		6.20			6.20	Will collect with March Bill
281/TPL13	MASSDOT#75425 - TPL13	2/16/16	281-013116-4.4		33,633.82			33,633.82	Sched 3/29
281/TPL13	MASSDOT#75425 - TPL13	3/17/16	281-022916-4.5	30,976.82				30,976.82	
281/TPL13	MASSDOT#75425 - TPL13			30,976.82	33,633.82	6.20		64,616.84	
283/BHHA/INSP/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH	2/6/16	283-123115 PTS		150.00			150.00	Ck In Mail
283/BHHA/INSP/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH				150.00			150.00	
284/BHPN/PHN/DAL	TOWN OF DALTON	3/31/16	284-033116-3-DAL	1,302.53				1,302.53	
284/BHPN/PHN/DAL	TOWN OF DALTON			1,302.53				1,302.53	
284/BPHN/PHN/CLK	TOWN OF CLARKSBURG	4/1/16	284-063016-4-CLK	-600.75				-600.75	
284/BPHN/PHN/CLK	TOWN OF CLARKSBURG			-600.75				-600.75	
284/BPHN/PHN/GTB	TOWN OF GREAT BARRINGTON	3/31/16	284-033116-3-GTB	1,285.50				1,285.50	
284/BPHN/PHN/GTB	TOWN OF GREAT BARRINGTON			1,285.50				1,285.50	
297 BTI	BERKSHIRES TOMORROW, INC.	1/1/16	297-013116			-2.74		-2.74	
297 BTI	BERKSHIRES TOMORROW, INC.					-2.74		-2.74	
304/DALTON REDEV	DALTON REDEVELOPMENT AUTHORITY	1/26/16	304-012616-2			5,000.00		5,000.00	Approved and being forwarded for payment
304/DALTON REDEV	DALTON REDEVELOPMENT AUTHORITY					5,000.00		5,000.00	

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304/DALTON REDEV	DALTON REDEVELOPMENT AUTHORITY					5,000.00		5,000.00
304/TOWN OF LEE	TOWN OF LEE	2/23/16	304-022316-LEE		2,000.00			2,000.00
304/TOWN OF LEE	TOWN OF LEE				2,000.00			2,000.00
310/MBPT2	MASSDOT#77954 - MBPT2	3/16/16	310-022916-8.3	466.98				466.98
310/MBPT2	MASSDOT#77954 - MBPT2			466.98				466.98
325/PVPC/TL	PIONEER VALLEY PLANNING COMMISSION	7/10/14	325-063014-3				-2.00	-2.00
325/PVPC/TL	PIONEER VALLEY PLANNING COMMISSION	11/17/15	320-093015-FINAL				216.67	216.67
325/PVPC/TL	PIONEER VALLEY PLANNING COMMISSION				214.67		214.67	214.67
326/BURN/BECKET	TOWN OF BECKET	12/16/15	FY2016 BURN PERM-BKT				85.00	85.00
326/BURN/BECKET	TOWN OF BECKET						85.00	85.00
326/BURN/MONTEREY	TOWN OF MONTEREY	12/16/15	FY2016 BURN PERM-MON				85.00	85.00
326/BURN/MONTEREY	TOWN OF MONTEREY						85.00	85.00
332/BHS/	BERKSHIRE HEALTH SYSTEMS	3/10/16	332-022916-10					2,919.46
332/BHS/	BERKSHIRE HEALTH SYSTEMS							2,919.46
335/LBD	MASSDOT#82513 - LBD	3/15/16	335-022916-8.2					1,627.09
335/LBD	MASSDOT#82513 - LBD							1,627.09
349 BSAS/EOHHS	BUREAU OF SUBSTANCE ABUSE	3/22/16	349-022916					7,683.04
								Sched 3/29

BERKSHIRE REGIONAL PLANNING COMMISSION

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Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due	
349	BSAS/EOHHS			<u>7,683.04</u>				<u>7,683.04</u>	
	BUREAU OF SUBSTANCE ABUSE								
357	GTB-SHF/CDBG	3/7/16	357-0131116-13	2,574.29				2,574.29	Approved
357	GTB-SHF/CDBG	3/7/16	357-0131116-13-ESCROW	5,014.47				5,014.47	Drawdown in
357	GTB-SHF/CDBG	3/7/16	357-1231115-12	7,655.59				7,655.59	process
357	GTB-SHF/CDBG			<u>15,244.35</u>				<u>15,244.35</u>	
	TOWN OF GREAT BARRINGTON								
368	OTS/MP	10/27/15	368-093015-4				1,118.53	1,118.53	TM following up
368	OTS/MP	3/10/16	368-022916-5-FINAL	4,045.72				4,045.72	
368	OTS/MP			<u>4,045.72</u>			<u>1,118.53</u>	<u>5,164.25</u>	
	TOWN OF OTIS								
373	STK/319	1/19/16	373-123115-4			787.84		787.84	Ckg with
373	STK/319					<u>787.84</u>		<u>787.84</u>	Jorga in STK
	TOWN OF STOCKBRIDGE								
	TOWN OF STOCKBRIDGE								
376	EOT09	3/14/16	376-022916-11	7,986.29				7,986.29	Sched 4/14
376	EOT09			<u>7,986.29</u>				<u>7,986.29</u>	
	OFFICE OF TRANSPORTATION PLANNING								
	OFFICE OF TRANSPORTATION PLANNING								
382	SND/MP	3/10/16	382-022916-4	14,276.69				14,276.69	
382	SND/MP			<u>14,276.69</u>				<u>14,276.69</u>	
	TOWN OF SANDISFIELD								
	TOWN OF SANDISFIELD								
383	LEE/OSRP	3/2/16	383-0131116-2-FINAL	5,000.00				5,000.00	
383	LEE/OSRP			<u>5,000.00</u>				<u>5,000.00</u>	
	TOWN OF LEE								
	TOWN OF LEE								
384	DAL/MP	3/10/16	384-0131116-1	7,173.86				7,173.86	
384	DAL/MP			<u>7,173.86</u>				<u>7,173.86</u>	
	TOWN OF DALTON								
	TOWN OF DALTON								

BERKSHIRE REGIONAL PLANNING COMMISSION

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Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due	
385 MAPC/MACC	METROPOLITAN AREA PLANNING COUNCIL	2/18/16	385-0131116-7	1,120.64	1,120.64			1,120.64	Slow payers
385 MAPC/MACC	METROPOLITAN AREA PLANNING COUNCIL	3/10/16	385-022916-8	820.12				820.12	
385 MAPC/MACC	METROPOLITAN AREA PLANNING COUNCIL			820.12	1,120.64			1,940.76	
386/STK/319	TOWN OF STOCKBRIDGE	1/19/16	386-1231115-2			2,485.45		2,485.45	Ckg with Jorga in STK
386/STK/319	TOWN OF STOCKBRIDGE					2,485.45		2,485.45	
387 MAPC/REGSH	METROPOLITAN AREA PLANNING COUNCIL	12/9/15	387-113015-5				657.33	657.33	Slow payers
387 MAPC/REGSH	METROPOLITAN AREA PLANNING COUNCIL	2/18/16	387-0131116-7	1,735.98				1,735.98	
387 MAPC/REGSH	METROPOLITAN AREA PLANNING COUNCIL	3/10/16	387-022916-8	1,714.08				1,714.08	
387 MAPC/REGSH	METROPOLITAN AREA PLANNING COUNCIL			1,714.08	1,735.98		657.33	4,107.39	
389 BCBOHA/PWTF-T	BERKSHIRE CTY BOARDS OF HEALTH ALLIANCE	3/10/16	389-022916-6	2,041.08				2,041.08	
389 BCBOHA/PWTF-T	BERKSHIRE CTY BOARDS OF HEALTH ALLIANCE			2,041.08				2,041.08	
391 FRCOG/MRC16	FRANKLIN REGIONAL COUNCIL OF GOVERNMENT	3/8/16	391-022916	2,483.86				2,483.86	
391 FRCOG/MRC16	FRANKLIN REGIONAL COUNCIL OF GOVERNMENT			2,483.86				2,483.86	
392 MAPC/COAD16	METROPOLITAN AREA PLANNING COUNCIL	12/9/15	392-113015-4				405.39	405.39	Slow payers
392 MAPC/COAD16	METROPOLITAN AREA PLANNING COUNCIL	2/18/16	392-0131116-6	599.63				599.63	
392 MAPC/COAD16	METROPOLITAN AREA PLANNING COUNCIL	3/10/16	392-022916-7-FINAL	183.22				183.22	

BERKSHIRE REGIONAL PLANNING COMMISSION

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Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due	
392 MAPC/COAD16	METROPOLITAN AREA PLANNING COUNCIL			183.22	599.63		405.39	1,188.24	
393 BTI/TUFTS	BERKSHIRES TOMORROW, INC.	3/9/16	393-022916-7	1,084.45				1,084.45	
393 BTI/TUFTS	BERKSHIRES TOMORROW, INC.			1,084.45				1,084.45	
395 BB/BUW16	BERKSHIRE UNITED WAY	3/14/16	395-022916-5	2,040.66				2,040.66	
395 BB/BUW16	BERKSHIRE UNITED WAY			2,040.66				2,040.66	
396 GTB/CDBG-R14	TOWN OF GREAT BARRINGTON	3/22/16	396-123115-1	32,013.90				32,013.90	Approved Drawdown
396 GTB/CDBG-R14	TOWN OF GREAT BARRINGTON			32,013.90				32,013.90	In Process
401 MAPC/SURVEY	METROPOLITAN AREA PLANNING COUNCIL	12/9/15	401-113015-1				974.00	974.00	Slow payers
401 MAPC/SURVEY	METROPOLITAN AREA PLANNING COUNCIL	2/18/16	401-013116-3		841.27			841.27	
401 MAPC/SURVEY	METROPOLITAN AREA PLANNING COUNCIL				841.27			841.27	
405 MAPC/SUVT	METROPOLITAN AREA PLANNING COUNCIL	12/9/15	405-113015-1				179.46	179.46	Slow payers
405 MAPC/SUVT	METROPOLITAN AREA PLANNING COUNCIL	2/18/16	405-013116-3		2,565.98			2,565.98	
405 MAPC/SUVT	METROPOLITAN AREA PLANNING COUNCIL	3/10/16	405-02916-4	9,372.26				9,372.26	
405 MAPC/SUVT	METROPOLITAN AREA PLANNING COUNCIL			9,372.26	2,565.98		179.46	12,117.70	
408 TOWN OF CHESHIRE	CHESHIRE BOARD OF SELECTMEN	3/23/16	408-032316-REIMB	376.86				376.86	

BERKSHIRE REGIONAL PLANNING COMMISSION

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408	TOWN OF CHESHIRE CHESHIRE BOARD OF SELECTMEN			376.86				376.86
412	MAPC/DMP METROPOLITAN AREA PLANNING COUNCIL	3/10/16	412-022916-1	954.78				954.78
412	MAPC/DMP METROPOLITAN AREA PLANNING COUNCIL			954.78				954.78
413	PTS/HHHA CITY OF PITTSFIELD	3/10/16	413-031016-1	4,000.00				4,000.00
413	PTS/HHHA CITY OF PITTSFIELD			4,000.00				4,000.00
49	OUTS/ADM ADAMS: OUTSOURCE PLNR(GIS)- OUTS/ADM	2/11/16	49-013116-6		640.00			640.00
49	OUTS/ADM ADAMS: OUTSOURCE PLNR(GIS)- OUTS/ADM	3/14/16	49-022916-7	600.00				600.00
49	OUTS/ADM ADAMS: OUTSOURCE PLNR(GIS)- OUTS/ADM			600.00	640.00			1,240.00
	CITY OF PITTSFIELD	3/14/16	032816 5TH THURS	165.00				165.00
	CITY OF PITTSFIELD	3/14/16	032816 5TH THURS-1	66.00				66.00
	CITY OF PITTSFIELD			231.00				231.00
	PARKING PERMIT FEES	4/1/16	APRIL 2016 ZALESKI	-35.00				-35.00
	PARKING PERMIT FEES	4/1/16	APRIL 2016 MATUSZKO	-25.00				-25.00
	PARKING PERMIT FEES	5/1/16	MAY 2016 MATUSZKO	-25.00				-25.00
	PARKING PERMIT FEES	6/1/16	JUNE 2016 MATUSZKO	-25.00				-25.00
	PARKING PERMIT FEES			-110.00				-110.00
	TOWN OF ADAMS	3/30/16	033116 5TH THURS	33.00				33.00
	TOWN OF ADAMS			33.00				33.00
	TOWN OF EGREMONT	3/30/16	033116 5TH THURS	33.00				33.00

BERKSHIRE REGIONAL PLANNING COMMISSION

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TOWN OF EGREMONT	TOWN OF EGREMONT			33.00				33.00
TOWN OF G BARRINGTON	TOWN OF GREAT BARRINGTON	3/28/16	033116 5TH THURSDAY	9.00				9.00
TOWN OF G BARRINGTON	TOWN OF GREAT BARRINGTON			9.00				9.00
TOWN OF LENOX	TOWN OF LENOX	3/30/16	033116 5TH THURS	33.00				33.00
TOWN OF LENOX	TOWN OF LENOX			33.00				33.00
TOWN OF MT WASHINGTON	TOWN OF MT WASHINGTON	6/30/16	FY17-MTW	-123.56				-123.56
TOWN OF MT WASHINGTON	TOWN OF MT WASHINGTON			-123.56				-123.56
TOWN OF PERU	TOWN OF PERU	3/30/16	033116 5TH THURS	33.00				33.00
TOWN OF PERU	TOWN OF PERU			33.00				33.00
Report Total				157,290.59	43,287.32	8,276.75	3,719.38	212,574.04

Pd Assess
Early

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

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

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

MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission
FROM: Nathaniel W. Karns, AICP, Executive Director
DATE: April 1, 2016
SUBJ: Agenda Items

V. Items Requiring Action

A. Approval to Sign Transit Planning Contract for 2016

After-the-fact approval is requested for the Executive Director to be authorized to sign a grant contract with MassDOT for our annual transit planning contract for 2016-2017, and to sign any resulting contracts and agreements. This supports our ongoing transit planning activities. The grant amount is \$38,093. The required match is provided through in-kind services by the Berkshire Regional Transit Authority.

B. After-the-fact approval to Sign Massachusetts Association of Health Boards – Health Impact Assessment Project Contract

After-the-fact approval is requested for the Executive Director to be authorized to sign a grant contract with the Massachusetts Association of Health Boards to conduct a Health Impact Assessment, and to sign any resulting contracts and agreements. Part of this contract is for BRPC staff to receive training from Metropolitan Area Planning Commission (MAPC) staff about how to conduct a HIA. The HIA itself will focus on the effects of potential Complete Streets improvements in the Town of Egremont. The HIA will follow the process outlined in MAPC's HIA Sprint framework and will include a scoping session and workshop with stakeholders, BRPC staff, and representatives from MAPC/MDPH. The contract is for \$8,880 and no match is required.

C. Approval to Submit Grant Application to Transit Planning 4 All

After-the-fact approval is requested for the Executive Director to be authorized to submit a grant application to Transit Planning 4 All and to sign any resulting contracts and agreements. The grant is intended to develop strategies to improve inclusive, coordinated transportation services. The existing Regional Coordinating Council is the primary partner in this effort. The requested grant is \$84,810; no match is required.

D. Approval to Submit Grant Application to U.S. Department of Transportation TIGER Grant Program

Approval is requested for the Executive Director to be authorized to submit a grant application to USDOT for a TIGER (Transportation Investment Generating Economic Recovery) grant to implement infrastructure improvements along Main Street in Lee, and to sign any resulting

contracts and agreements. This is a very recent opportunity and many details have to be worked out, including whether BRPC or the Town of Lee is the most appropriate applicant. The scope of work, which is being developed, will support the Eagle Mill project, as well as other downtown efforts. The budget is under development but the minimum grant award is \$1 million in a rural community. No match is required but the Town will provide some match to make the application more competitive.

E. Approval to Submit Grant Application to Environmental Protection Agency Healthy Communities Grant Program

Approval is requested for the Executive Director to be authorized to submit a grant application to the U.S. Environmental Protection Agency New England Region Healthy Communities grant program and to sign any resulting contracts and agreements. The Healthy Communities Grant Program from EPA New England works directly with communities to reduce environmental risks, protect and improve human health and improve the quality of life. We are just beginning development of the project and do not yet have a definite scope or budget but the maximum award is \$25,000, with a required 5% match (\$1,250) which may be in-kind rather than cash.

F. Approval of Modifications to Employee Classification Plan & Related Benefits

Attached is a proposed modification to BRPC's Employee Classification Plan, which clarifies under which circumstances an employee is enrolled in the Massachusetts Public Retirement System (and do not pay into Social Security) and when they are not in the retirement system and must pay into Social Security.

G. Approval of Modifications to Sick Leave Policy

Attached is a proposed modification to BRPC's Sick Leave Policy. We have been having issues with how to handle sick leave with very part-time flexible schedule off-site employees. These are typically public health inspectors who work less than ten hours in a 2+ week pay period. As a local governmental entity, we are not required to provide sick leave under the recent State law on this topic. We are recommending that we not provide sick leave to these part-time, flexible schedule employees who work less than 15 hours per week. Their flexible schedule allows them to make up work at another time if they do become sick so there should not be a financial impact on them.

H. Approval of Merit Increase Range for FY 2017

Based on our policy regarding annual pay increases, the following are the proposed increases for FY 2017 based on performance ratings for the past year:

Exceptional -	3.65%
Exceeds Expectations -	2.65%
Meets Expectations -	1.65%
Needs Improvement -	0.65%
Unsatisfactory -	0%

The Northeast Urban Cost of Living increased by 0.65% from February 2015 to February 2016, setting our base. As you are aware, we do not have any automatic increases, such as a step plan and all increases are based on performance evaluations.

VII. Executive Director's Report

A. Report on New Contracts/Agreements & Unsuccessful Applications

Attached is a list of new contracts and agreements entered into and unsuccessful applications since the February 4th Executive Committee meeting.

B. 2017 State Budget and District Local Technical Assistance Funding

The annual dance with the State budget and funding for District Local Technical Assistance funding is occurring. The historic funding level for DLTA, which is absolutely vital to support many of the planning efforts requested by our communities, has been \$2.8 million, which is apportioned to the regional planning agencies by formula. BRPC receives \$203,588 annually. The Governor's proposed budget funds the program at only \$2.0 million which would reduce our funding commensurately. At the same time, the Administration is requesting that we use DLTA funding to support Community Compact commitments made by the State and those have resulted in us seeing the largest number of requests for DLTA we have experienced. We have had to decline to provide support to about a quarter of the applications we received and a number of others are being supported at a less than desirable level. Therefore, the regional planning agencies are requesting that DLTA not only be preserved at the \$2.8 million level but actually increased to \$3.4 million annually. We have been working with the House to increase the funding over the level requested by the Governor; the House has traditionally been very supportive of this program and the Berkshire delegation understands its benefit to their communities. We will see what happens with the House budget but will almost certainly be requesting support from our delegates and alternates and municipal leaders in this effort. This support from you may be needed after House Ways & Means Committee releases a proposal or as the Senate begins to take up the budget.

C. MassDOT Complete Streets Application Opened; Additional Berkshire Workshop – Tuesday, April 12th, Pittsfield

MassDOT has released the application for funding under the Complete Streets program. A copy of their announcement is attached. We believe 21 of 32 Berkshire communities have met the first requirement which is to have a municipal representative attend a complete streets workshop (2 have been held in the Berkshires). The next step is for the municipality to adopt a Complete Streets policy (see the next agenda item). Egremont's policy has been approved, with a high score, and they in preparing to begin their planning/prioritization process with funding from MassDOT. Sandisfield has adopted and submitted a policy which is under review by MassDOT.

BayState Roads has announced additional workshops for local officials to attend in order to meet the first requirement so if your community has not had a representative attend yet, it is not too late. A copy of the BayState Roads announcement is attached. To the best of our knowledge, the following towns have not yet met the first prerequisite: Alford, Becket, Cheshire, Florida, Hancock, New Ashford, New Marlborough, Richmond, Savoy, Tyringham, and Windsor. It is fairly easy to believe that Complete Streets has no possible application to our rural communities; that is definitely not the case and there is some level of applicability for almost any community and this program has implementation funding to accomplish some level of improvement. We encourage all towns to take advantage of this program by sending a municipal representative to the workshop, if they have not already done so.

For further assistance and information, contact Senior Planner Emily Lindsey at elindsey@berkshireplanning.org or 442-1521, ext. 12, or Planner Eammon Coughlin at ecoughlin@berkshireplanning.org, 442-1521, ext. 19.

D. Complete Streets Policy Template Available on BRPC Website

BRPC has developed a draft Complete Streets Policy template to assist communities in their efforts to enter into MassDOT's program. The draft policy template was developed based on MassDOT's draft guidance materials and, as presented, is considered robust. This document is intended to serve as a starting point for communities and is intended to be modified in order to meet a municipality's specific needs and desires. Egremont and Sandisfield have both been successful in working from the draft policy and submitting a policy, suited to them, to MassDOT for approval. Egremont has received its approval from MassDOT with a high score so we are confident that the template provides a good starting point. A copy of Complete Streets Policy is available on BRPC's website at <http://www.berkshireplanning.org/events/announcements/draft-complete-streets-policy-template>. Should you have any questions or need assistance, please contact Emily Lindsey @ elindsey@berkshireplanning.org.

E. Age of Disruption Tour – Tuesday, May 17, 2016

The Berkshires are very fortunate to have an internationally known gerontologist, Dr. Bill Thomas, present his "Age of Disruption" tour on May 17, 2016. Described in the Wall Street Journal as one of the nation's "top 10 innovators," Dr. Thomas, the founder of a global non-profit (The Eden Alternative) which works to improve the care provided to older people, has been in the forefront about transforming how our culture perceives aging. The Age of Disruption Tour brings a radical new approach — and conversation — to growth and aging. The 2016 tour features Disrupt Dementia, a community-based workshop, and Dr. Thomas' signature "non-fiction theater" performance, Life's Most Dangerous Game, featuring the unconventional pairing of a physician (Dr. Thomas) and a musician, Nate Silas Richardson. More information is available at <https://drbillthomas.org/local/> and the flyer for this event is attached.

F. Approval of Broadband & Cell Tower Mapping Project by Western Mass Connect

BRPC has received a small grant of \$3,344 from Western Mass Connect which will be used to prepare a GIS data layer of the broadband infrastructure installed by the Mass Broadband Institute across the Berkshires. Having this data layer will facilitate local and regional efforts to more effectively utilize this fiber for economic and community development purposes by being able to more clearly ascertain which properties have reasonable access to it. For further information, contact GIS, Data and IT Program Manager Mark Maloy at mmaloy@berkshireplanning.org or 442-1521, ext. 29.

G. Relocation of Berkshire Public Health Alliance Staff into BRPC Office

On March 1st, we began the process of moving three staff of the Berkshire Public Health Alliance into our primary office space. They have been located in separate, and less desirable, space on the 3rd floor of our building. When the Berkshire Public Health Alliance effort began several years ago, there were logical reasons for them to be housed separately. Increasingly over the past two years, it has become apparent that with initiatives like Age Friendly Communities and disaster planning that physical proximity of the general planning staff and the public health planning staff would enhance collaboration and make for stronger projects and outcomes. Therefore, on March 1, Associate Planner Allison Hope and Planner Jennifer Kimball moved into vacant spaces in "the cube farm". By the end of June, we expect that Laura Kittross also will be relocated and we will vacate the office space upstairs. In addition to the stronger collaboration and enhanced sense of being fully part of BRPC for the public health staff, the move will also serve to reduce our overall overhead rate, benefitting the organization financially.

H. Donation of Office Furniture to BRPC by Western Mass Connect, Inc.

We are grateful to Western Mass Connect for its donation of some very good condition, high quality office furniture to BRPC. The items donated are:

- L-shaped desk with additional hutch
- one green 3-drawer file cabinet
- one computer chair
- one beige armed chair
- miscellaneous office supplies

I. Initiation of Work by the U.Mass Donahue Institute on Behalf of the Berkshire County Education Task Force

The Donahue Institute has initiated work for the Berkshire County Education Task Force to develop solid information and then possible models to adjust the education system across the county to deal with the significant decline in enrollments that are occurring and are expected to continue to occur across the county over the next decade. BRPC has been providing some data for the task force over the past couple of years (there was initial work for a Central Berkshire Regional School District committee which has led to the county-wide discussion). We also are acting as the contracting agency for the Task Force. Over \$65,000 in private donations have been received through Berkshires Tomorrow, Inc., BRPC's affiliated 501(c)3 organization, along with more limited

funding from most of the school districts, to support this effort. A preliminary report is expected by late summer and a final report leading to recommendations is expected in the fall.

IX. New Business

A. May Commission Meeting

The next Commission meeting will be on May 19th. The FY 2017 budget will need to be adopted. The Commission Development Committee has suggested that the topic of Ride Sharing Services (such as Uber and Lyft) be on the agenda. We will have the draft Transportation Improvement Program for FY 2017 – 2021 and the FY 2017 Unified Planning Work Program to discuss as well. The Regional Issues Committee should have recommended comments on the latest zoning reform legislation to bring forward.

Attachments: New Grants starting & Failed Grant Applications 2/1/2016 to 3/30/2016
Proposed Modified Employee Classifications
Proposed Modified Sick Leave Policy
BayState Roads Complete Streets 101 Benefits, Eligibility & Funding
Dr. Bill Thomas 2016 Age of Disruption Tour

EMPLOYEE CLASSIFICATIONS

BRPC has the following employee classifications:

- Full-time permanent employee: Employees who work the customary thirty-five (35) hours weekly and who maintain continuous employment status. All full-time permanent employees are eligible for all employee benefits and must be enrolled in the Massachusetts Public Retirement System. Full-time permanent employees do not contribute to FICA (Social Security) but do contribute to Medicare.
- Part-time permanent employee: Part-time employees who work regularly less than twenty (20) hours weekly and who maintain continuous employment status. Part-time permanent employees are not eligible to participate in the employee benefit program. Part-time permanent employees who work more than 17.5 hours are enrolled in the Massachusetts Public Retirement System. Part-time permanent employees who work less than 17.5 hours (half of full time 35 hours) are not enrolled in the Massachusetts Public Retirement System but must contribute to FICA (Social Security and Medicare).
- Full-time temporary employee: Employees who work the customary thirty-five (35) hours weekly and who are hired for a limited period of time, up to a year. Full-time temporary employees are eligible for all employee benefits, except they are not enrolled in the Massachusetts Public Employee Retirement System but must contribute to FICA (Social Security and Medicare).
- Part-time temporary employee: Employees who work regularly less than twenty (20) hours weekly and who are hired for a limited period of time, up to a year. Part-time temporary employees are not eligible to participate in the employee benefit program but do contribute to FICA (Social Security and Medicare).
- Seasonal employee (Intern): An advanced student or graduate gaining supervised practical experience for no more than six months. Seasonal employees may work up to forty (40) hours per week during their tenure. Seasonal employees are not eligible to participate in the employee benefit program but do contribute to FICA (Social Security and Medicare).
- Off-site, flexible schedule permanent employee: Employees who do not work a fixed schedule, do not work in the Berkshire Regional Planning Commission office, and work no less than twenty (20) hours per week but no more than forty (40) hours per week. Off-site, flexible schedule permanent employees are eligible for some employee benefits as required by law, including all contributory insurance (health, dental, disability, and life) programs, and must be enrolled in the Massachusetts Public Employee Retirement System. Off-site, flexible schedule permanent employees do not contribute to FICA (Social Security) but do contribute to Medicare.
- Off-site, flexible schedule part time employee: Employees who do not work a fixed schedule, do not work in the Berkshire Regional Planning Commission office, and work regularly less than twenty (20) hours per week. Off-site, flexible schedule part time

employees are not eligible to participate in the employee benefit program. Part-time permanent employees who work more than 17.5 hours are enrolled in the Massachusetts Public Retirement System, do not contribute to FICA (Social Security), but do contribute to Medicare. Part-time permanent employees who work less than 17.5 hours (half of full time 35 hours) are not enrolled in the Massachusetts Public Retirement System but do contribute to FICA (Social Security) and Medicare.

EMPLOYEE CLASSIFICATION AND BENEFIT GRID

Full Time	Employee Classification	Hour Requirement	Employment Term	Work Space	Health	Dental	STD	LTD	Life & ADP	Vac	Sick	Flex Plan (TASC)	Holidays (6 fixed @ 7 hr)	Floating Holidays (6)	Staff Development	457B	Jury Duty	Retirement/Medicare	Social Security/Medicare		
					✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Part Time	Permanent	35 hours week	Continuing	In Office																	
	Temporary	35 hours week	Up to 1 Year	In Office																	
	Offsite	20-40 hours per week	Continuing	Offsite																	
	Permanent	17.5 - 19.9 hours/week	Continuing	In Office																	
	Offsite	17.5 - 19.9 hours/week	Continuing	Offsite																	
	Permanent	15-17.4 hours per week	Continuing	In Office																	
Part Time	Offsite	15-17.4 hours per week	Continuing	Offsite																	
	Temporary	< 20 hours per week	Up to 1 Year	In Office																	
	Permanent	< 14.9 hours per week	Continuing	In Office																	
	Offsite	< 14.9 hours per week	Continuing	Offsite																	
Seasonal	Seasonal (Intern)	up to 40 hours	Up to 6 Months	Onsite																	
✓	Included with Position Classification																				
P	Included with Position Classification																				
✓	For Full Time - 7 hours for Jury Duty																				
P	Jury Duty hours are on a Pro-Rated Basis																				

Sick Leave Policy

Purpose

BRPC recognizes that employees will need days off from work from time to time to address medical needs.

Sick leave may be used for any of the following conditions:

- When an employee cannot perform his/her duties because he/she is incapacitated by personal illness or injury
- When a member of an employee's immediate family (spouse, children, parents, grandparents, brothers, sisters, domestic partners) is ill and requires personal care, the employee may utilize sick leave
- When an employee has been granted Family and Medical Leave
- When through exposure to contagious disease, the presence of the employee at his/her work location would jeopardize the health of others
- When an employee visits a physician, dentist, or hospital for treatment

Sick leave can be denied if abuse is evident. The employee may be requested to furnish written verification of the nature and dates of disability from an attending physician when absences cover 5 or more calendar days, or upon request of the Executive Director

Full-time permanent employee:

Sick leave for full time permanent employees who work the customary thirty-five (35) hours weekly and who maintain continuous employment status is one and one-quarter days earned for each calendar month (15 days per year). Sick leave is earned each pay period at a rate of 4.4 hours. The maximum sick leave earned is 230 hours.

Part-time permanent employee (less than an average of 20 hours per week):

Sick leave for part time permanent employees who work an average of between 17.5 and 20 hours per week is .625 days earned for each calendar month (7.5 days per year). Sick leave is earned each pay period at a rate of 2.2 hours. The maximum sick leave earned is 115 hours. Part-time permanent employees who work regularly between 15 and 17 ½ hours per week will earn sick leave on a prorated rate of .058 hours earned to every hour worked and have a prorated maximum sick leave earned.

Off-site, flexible schedule permanent employee (more than 20 hours but less than 40 hours per week):

Sick leave for Off-site Flexible Schedule employees who work an average of 20 to 35 hours per week will earn sick leave each pay period at the rate below and have maximum earned sick leave hours as specified below.

Average Hours worked	Hours earned per pay period	Maximum Hours
20 to 25	2.2	115
26 to 30	3.3	172.5
31 to 40	4.4	230

Sick leave will be evaluated each fiscal year to determine the amount of hours to be earned per pay period for the following fiscal year. For new employees sick leave earned will be based on the expected hours in the employee's employment offer.

Off-site, flexible schedule part time employee:

Sick leave for employees who do not work a fixed schedule, do not work in the Berkshire Regional Planning Commission office, and work regularly ~~less than twenty (20) hours~~ between (15) hours and (19.9) hours per week will earn 1.1 hour sick leave per pay period. ~~on a prorated rate.~~

Average Hours worked	Hours earned per pay period	Maximum Hours
15 to 19.9	1.1	57.5
10 to 14	.60	28.8
1 to 9	.30	14.4

Full-time temporary employee:

Sick leave for employees who work the customary thirty-five (35) hours weekly and who are hired for a limited period of time, up to a year, is one and one-quarter days earned for each calendar month (15 days per year). Sick leave is earned each pay period at a rate of 4.4 hours. The maximum sick leave earned is 105.6 hours for one year of employment.

Part-time temporary employee:

Part-time temporary employees will earn sick leave on the same basis as part-time permanent employees.

Seasonal employee (Intern):

There is no sick leave for an advanced student or graduate gaining supervised practical experience for no more than six months.

Termination of Employment:

Upon termination, employees will **not** be reimbursed for unused sick leave.

Effective Date:

For existing full-time permanent employees, this policy is effective immediately. For all other employees, this policy is effective as of July 1, 2016~~56~~.

New Grants starting 2/1/2016 to 3/30/2016

Name	Grant Amount FY16
Dalton Stormwater Management 2016	\$11,000.00
Western Mass Connect 2016	\$3,344.31
MAPC - Debris Management Plan	\$8,500.00
Pittsfield Healthy Housing for Healthy Aging Mini-grant	\$8,000.00
Berkshires Tomorrow – Berkshire County Education Task Force	\$60,000.00
MassDOT Transit Planning for the Unified Planning Work Program	\$38,093.00

Grants Did Not Receive as of 3/29/2016

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Announcing New Complete Streets Funding Program

The new Complete Streets Funding Program, authorized by the 2014 Transportation Bond Bill, offers Massachusetts municipalities incentives to adopt policies and practices that provide safe and accessible options for all travel modes – walking, biking, transit and vehicles – for people of all ages and abilities.

Online Portal

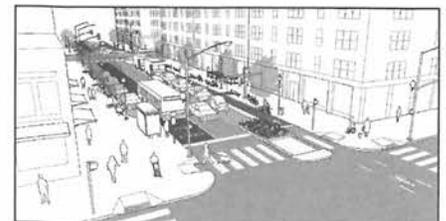
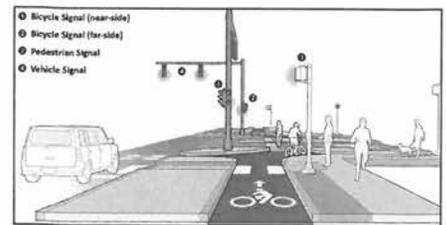
MassDOT has launched an interactive web portal to assist municipalities through the policy development, prioritization planning, and project approval steps of the application process. In addition, a Complete Streets Funding Program Guidance document, explaining the program requirements, model policy guidance and scoring system, and eligible infrastructure, is available online.

Primary Requirements

To be eligible for up to \$50,000 in technical assistance and up to \$400,000 in construction funding, a municipality must meet three primary requirements:

- Attendance of a municipal employee at a Complete Streets training
- Passage of a Complete Streets Policy that scores 80 or above out of a possible 100 points (Tier 1)
- Development of a Complete Streets Prioritization Plan (Tier 2)

MassDOT offers technical assistance to conduct a needs assessment, network gap analysis, and/or safety audit to determine a targeted investment strategy for Complete Streets infrastructure. Upon completion of these requirements, a municipality is eligible for construction funds (Tier 3). Reim-



bursment for technical assistance and project funding will be managed by the appropriate Highway District Local Aid Office.

Available Funding: \$12.5M total for FY16 and FY17 (must be spent by June 30, 2017).

Community Compact Cabinet

Four points will be added automatically to the policy scores of all Community Compact Cabinet members, and any Community Compact member that has selected Complete Streets as one of its best practices will receive an additional four points.

For more information and to register to become a Complete Streets Eligible municipality go to www.mass.gov/massdot/completestreets.

massDOT
Massachusetts Department of Transportation

COMPLETE STREETS 101 BENEFITS, ELIGIBILITY & FUNDING



BAYSTATE ROADS

Sharing the Best in Transportation Technology



massDOT
Massachusetts Department of Transportation

BAYSTATE ROADS
UMass Transportation Center
214 Marston Hall
130 Natural Resources Road
Amherst, MA 01003
ST 153079

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Save Time, Postage and Paper...REGISTER ONLINE at www.mass.gov/baystateroads

Full Name: _____
Title: _____
Agency: _____
Address: _____
Town/City, Zip Code: _____
Telephone: _____ Email: _____

This event is accessible to people with disabilities and individuals with limited English proficiency. If you need a reasonable accommodation (such as American Sign Language Interpreters, assistive listening devices, handouts in alternate formats, etc.) and/or language assistance (such as translated documents or an interpreter) to fully participate, please contact Cindy Schaedig at 413-577-2762 or cschaedig@ecs.umass.edu at least 14 days prior to the event. Such services are provided free of charge.

If applicable, make checks payable to: University of Massachusetts
Please include course name and full name of attendee on check

Mail to: Baystate Roads, UMass Transportation Center,
214 Marston Hall, 130 Natural Resources Rd., Amherst, MA 01003

Complete Streets - 3 Hr.

Dates Requested: _____
Location (city/town): _____

REGISTRATION FEE:
There is no cost to attend

Now Accepting



or Make checks payable to
The University of Massachusetts
Cancellations must be received
7 days prior to the workshop or you
will be invoiced.



Why Register Online?

- Instantly confirm registration!
- View how many seats are left!
- View all courses currently accepting registrations!
- View workshop flyers as well as Newsletters and Tech Notes!
- Save paper and time!

COMPLETE STREETS 101

April 5, 2016 • 1:00 - 4:00 pm

Hadley Farms Meeting House
41 Russell Street, Hadley, MA 01035

April 11, 2016 • 1:00 - 4:00 pm

Colonial Hotel
625 Betty Spring Road, Gardner, MA 01440

April 14, 2016 • 9:00 - Noon

Northern Essex Community College
100 Elliot Street, Haverhill, MA 01830

April 15, 2016 • 1:00 - 4:00 pm

Hilton Garden Inn
1032 South Street, Pittsfield, MA 01201

April 22, 2016 • 9:00 - Noon

Hilton Boston/Woburn
2 Forbes Road, Woburn, MA 01801

April 25, 2016 • 9:00 - Noon

Boston Park Plaza Hotel
50 Park Plaza, Boston, MA 02116

April 26, 2016 • 9:00 - Noon

Old Colony Planning Council
70 School Street, Brockton, MA 02301

April 29, 2016 • 1:00 - 4:00 pm

Beechwood Hotel
363 Plantation Street, Worcester, MA 01605

Course Description

Complete Streets can benefit all communities - rural, suburban and urban! By attending this workshop, local leaders, decision makers, and consultants will gain a solid framework for planning and delivering Complete Streets locally. Learn how the Complete Streets Funding Program can help you design and fund Complete Streets projects. After this training you will understand how Complete Streets can benefit your community.

Instructors will discuss the benefits a multi-modal transportation network has on public health and the environment. The class will build upon the guidance provided in MassDOT's 2006 Project Development and Design Guide and MassDOT's 2012 Healthy Transportation Policy Directive and supporting Engineering Directives.

Instructors will walk you through the Complete Streets 3-tier funding program to show you how all municipalities - regardless of size or location - can benefit. You will have an opportunity to grade a sample policy and learn about the Policy Development process. Lastly, the class will provide guidance on how to build a municipality-wide Complete Streets Prioritization Plan.

Attendance by one municipal official is a prerequisite for eligibility for MassDOT's Complete Streets Funding Program.

Who Should Attend

Mayors, Town Managers, Planning Department Directors & staff, Bicycle and Pedestrian planners or coordinators, Zoning, Health & Planning Board members, Private Consultants (Engineers, Planners, Landscape Architects), Educators and Public Health Officials.



Agenda

Please Note Individual Location Start Times to the Left

10 min	Team and General Introductions
20 min	Understanding Complete Streets
20 min	Introduction to Complete Streets
20 min	Complete Streets Benefits
10 min	Break
20 min	Project Development & Design Guide
30 min	Introduction to Complete Streets Funding Program
30 min	Policy Building and Scoring
15 min	Discussion
5 min	Evaluations

*This Course counts towards
0.5 Roads Scholar Credit/0.3 CEUs/*

There is no cost to attend this class.

Maximum Class Size is 30

Instructor

Douglas Prentiss, P.E., PTOE, is a Senior Traffic/Transportation Engineer at Stantec in Burlington. Doug has a master's degree in transportation engineering from the University of Connecticut and a bachelor's degree in civil engineering from the UMass-Lowell. He is currently involved in Complete Streets initiatives statewide and has provided Complete Streets training for Baystate Roads/MassDOT from its inception four years ago.

This Baystate Roads (LTAP) workshop is a cooperative effort of the Federal Highway Administration, Massachusetts Department of Transportation and the University of Massachusetts Transportation Center.



Dr. Bill Thomas

2016 Age of Disruption Tour

Pittsfield, MA - Tuesday, May 17, 2016

COLONIAL THEATRE
111 SOUTH ST.
PITTSFIELD, MA 01201

PART 1: *Disrupt Dementia*

2:30 - 4:30 pm

Community workshop disrupting stereotypes around dementia and featuring a film premiere by the director of the award-winning documentary *Alive Inside*.

Tickets: \$15

PART 2: *Aging: Life's Most Dangerous Game*

7:00 - 8:30 pm

A Dr. Bill Thomas signature "non-fiction theater" performance featuring an engaging blend of myth, science, original music and storytelling— a joyful, and highly disruptive view of aging. Featuring musical guests Nate Silas Richardson.

Tickets: \$15

“

Awesome, inspiring,
I laughed, I cried,
absolutely fantastic!

”



Dr. Bill Thomas



Nate Silas Richardson

What if everything you know about aging is wrong?

Details & Tickets at drbillthomas.org

BERKSHIRE REGIONAL PLANNING COMMISSION
 1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201
 TELEPHONE (413) 442-1521 · FAX (413) 442-1523
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 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: February 3, 2016

RE: **January Technical Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of January 2016. 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
County	Provided assistance regarding the possibility of partnering w/ BRPC to create central database and public outreach.	Lee Energy Committee
County	Initiated response for a request for status of projects across the region within various bond bills.	Senator Downing
Dalton	Provided an R-4 Zoning Analysis.	Town Planner
Egremont	Provided assistance with lighting bylaws.	Historic Commission Member
Egremont	Created new zoning maps based on recent changes and proposed changes.	Planning Board Member
Gt. Barrington	Map of multi-family properties for rezoning analysis.	Town Planner
Lanesborough	Provided assistance with planning board policy on ANR plans.	Town Administrator

Town/City/State	Municipal Technical Assistance	Board/Organization
Lenox	Sent an inquiry regarding a possible partnership / internship for summer energy tasks.	Center for Eco Technology
Mt. Washington	Provided assistance with building permits for non-conforming structures.	Planning Board Member
North Adams	Provided an update on city's status for Green Communities and provided Green Community Plan report BRPC drafted in 2010.	Assessor
North Adams	Provided letter of support for North Adams-Adams Promise Zone application.	Organization
Stockbridge	Wrap-up of sign bylaw work and attended planning board meeting.	Planning Board Member
West Stockbridge	Provided assistance with changes to the agricultural zoning exemption.	Planning Board Member
State - MA	Provided information regarding issues with broadband availability in Pittsfield.	State Representative

BERKSHIRE REGIONAL PLANNING COMMISSION

1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201

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

www.berkshireplanning.org

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RENE WOOD, Vice-Chair
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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: March 7, 2016
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 2016. This assistance was provided in response to requests staff received as identified in the Board/Organization column. Responses to requests were supported by local assessment funds or grant funds, if available and permitted by the funding agencies. This report is intended to keep municipal officials informed regarding the uses to which local assessment funds are put and to indicate the types of local and technical assistance that BRPC can provide. If assistance to others may be useful to your community, please feel free to contact us for details.

Town/City/State	Municipal Technical Assistance	Board/Organization
Adams	Met with Town's Market Consultant for Greylock Glen	Office of Community Development
Gt. Barrington	Created a list of multi-family properties.	Town Planner
Lenox	Provided assistance regarding Historic District decision appeal.	Town Manager & Planner
North Adams	Provided guidance regarding request for Brown Street Bridge repair funding.	Mayor
Pittsfield	Participate in Tyler Street Transformative District Initiative Open House	City
Pittsfield	Attended design meeting for Columbus Avenue Parking Garage replacement project.	Director of Facilities Maintenance
Sheffield	Provided assistance with bylaw amendment and review bylaw.	Planning Board Secretary

Assistance Recipient	Non-Municipal Technical Assistance	Organization
Private	Responded to request for guidance on permitting issues.	Telecomm Company
Private	Responded to request regarding vacant buildings in Pittsfield.	Eagle Reporter
Private	Provided assistance with liability of 20 acre pond on property and MEMA contact information.	Hinsdale Resident