

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, June 2, 2016, 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 5, 2016 * | (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 of Resolution to Renew Line of Credit with TDBank | |
| | B. Other | |
| VI. | Committee Reports | (4:25) |
| | A. Commission Development Committee | |
| | B. Environmental Review Committee | |
| | C. Regional Issues Committee | |
| VII. | Executive Director's Report | (4:35) |
| | A. Report on New Contracts/Agreements & Unsuccessful Applications | |
| | B. Northeast Energy Direct Pipeline – Withdrawal of Application | |
| | C. 2017 State Budget and District Local Technical Assistance Funding | |
| | D. Training for New Members of Planning & Zoning Boards – July 30th | |
| | E. Other | |

- VIII. Old Business (4:40)
 - A. BRPC Strategic Plan
 - B. Other

- IX. New Business (4:50)
 - A. Summer Commission Meeting
 - B. 2016 Kusik Award
 - C. Other

- X. Adjournment (5:00)

* Items Requiring Action

Attachment: April 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. KARNIS, A.I.C.P.
Executive Director

DRAFT MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Thursday,

May 5, 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
Rene Wood, Commission Development Committee Chair
Roger Bolton, At Large
John Duval, At Large
Sam Haupt, At Large

A quorum is present.

Others Present: None

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

II. Approval of Minutes of Executive Committee Meeting of April 14, 2016

Rene Wood moved to approve with a modification; seconded by Kyle Hanlon. Unanimously approved with 2 abstentions.

III. Financial Reports

A. April Expenditure Report

All reviewed the completed expenditure list. There were no questions regarding vendors paid.

Sam Haupt moved to approve the April 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.

All reviewed the aged receivable report. No questions were asked

C. Other - None

IV. Delegate and Alternate Issues – Roger reported he is the Commission’s representative on the Comprehensive Economic Development Strategy (CEDs) Committee. The Committee met this past week regarding the annual report. There was very good discussion at the meeting.

V. Items Requiring Action

A. Approval to be Subgrantee for Mass. Dept. of Housing & Community Development Grant Application to U.S. Dept. of Housing & Urban Development for Lead Abatement & Healthy Homes Program

Approval was requested for the Executive Director to be authorized to sign a grant contract with the Mass. Department of Housing & Community Development to administer a lead abatement and healthy housing program for Berkshire County and to enter into any resulting contracts and subcontracts. DHCD is submitting a grant application to the U.S. Department of Housing & Urban Development for a statewide program and have stipulated that BRPC will administer the program in the Berkshires on their behalf. This builds on the housing rehabilitation projects we have been running in several communities for the past 3-4 years. Funding received would optimally be used to supplement existing local housing rehabilitation programs in the County and we expect that most of the work will be done by local community development staffs in Adams, North Adams and Pittsfield where most of the likely projects would be located. The only matches are being provided through other existing programs. The total amount requested is \$1,032,000 over three years for Berkshire County.

Tom explained BRPC would oversee the funding and work with North Adams, Adams and Pittsfield on the removal of lead by contractors. There would also be money for training. Marianne explained BRPC would receive a percentage of the money based on 45 units.

Rene Wood moved to approve the Executive Director to sign a grant contract with the Mass. Department of Housing & Community Development to administer a lead abatement and healthy housing program for Berkshire County and to enter into any resulting contracts and subcontracts on behalf of the commission; seconded by Marie Raftery. Unanimously approved.

B. Approval to Respond to a Request for Proposals from the Mass. Executive Office of Energy & Environmental Affairs, Office of Technical Assistance and Technology for Building Chemical Safety into Climate Change Resiliency Planning Program

Approval was requested for the Executive Director to be authorized to respond to a Request for Proposals from the Mass. Executive Office of Energy & Environmental Affairs, Office of Technical Assistance and Technology for Building Chemical Safety into Climate Change Resiliency Planning Program, and to enter into any resulting contacts. The program is to sponsor workshops designed to build awareness and educate local officials, community leaders, Local Emergency Planning Committees and businesses about toxic chemicals stored, used and transported through their communities. We have not yet seen the solicitation so do not know any of the details but have been informed that this opportunity will be available.

Rene Wood moved to approve the Executive Director to respond to a Request for Proposals from the Mass. Executive Office of Energy & Environmental Affairs, Office of Technical Assistance and Technology for Building Chemical Safety into Climate Change Resiliency

Planning Program, and to enter into any resulting contracts on behalf of the Commission; seconded by Chuck Ogden. Unanimously approved.

C. Approval to Submit a Grant Application to the Robert Wood Johnson Foundation, Culture of Health Global Ideas for US Solutions Program

Approval was requested for the Executive Director to be authorized to submit a grant application to the Robert Wood Johnson Foundation, Culture of Health Global Ideas for US Solutions Program, and to enter into any resulting contacts. The project is under development but builds on the Age Friendly Berkshires work we have been engaged in. The budget is under development and we do not yet know the amount. No match is required.

Tom explained Robert Wood Johnson Foundation is a leader in public health. The grant would allow research to gather examples from other countries and how to apply what is being done elsewhere to our region.

Rene Wood moved to approve the Executive Director to submit a grant application to the Robert Wood Johnson Foundation, Culture of Health Global Ideas for US Solutions Program, and to enter into any resulting contacts on behalf of the commission; seconded by Marie Raftery. Unanimously approved.

D. Approval to Enter into Contract with the Western Massachusetts Homeland Security Council for the Children in Disaster (CID)-Reunification Project

Approval was requested for the Executive Director to be authorized to enter into a grant contract with the Western Massachusetts Homeland Security Council for the Children in Disaster (CID)-Reunification Project and to enter into any resulting contracts. The capability to reunify children with their families/primary caregivers following a disaster is a noted gap in local, regional and state emergency plans. This project will develop a Family Reunification Plan checklist and template which any department or organization can adopt and adapt to meet their reunification plan needs. The project budget is \$17,025. No local match is required.

Rene Wood moved to approve the Executive Director to Enter into Contract with the Western Massachusetts Homeland Security Council for the Children in Disaster (CID)-Reunification Project on behalf of the Commission; seconded by Kyle Hanlon. Unanimously approved.

E. Other - None

VI. Committee Reports

A. Commission Development Committee

Rene reported the Nominating Committee met and nominate the slate of officers to be presented at the first Commission meeting in the summer.

Chair	Kyle Hanlon
Vice-Chair	Sheila Irvin
Clerk	Marie Raftery
Treasurer	Charles Ogden

Rene discussed when reviewing the attendance to the Commission meetings the Nominating Committee found there is not consistent attendance by the same people. Suggestions to increase Commission attendance was discussed:

- Mentoring to develop leadership talent.
- Where there is not an active delegate or alternate or no alternate named we should contact the communities to ask the Selectboards to appoint a Selectboard member who will attend on a regular basis as the alternate.

- Topics at the Commission meetings that are more interactive draw a larger attendance. Maybe at every other meeting the topic be interactive. It appears the attendance is based on if a specific topic affects their community.
- Letting people know the topics in the email when the agenda is sent. Some people may never open the attachments.
- A suggestion was made that this be a topic of discussion at the first Executive meeting of the new fiscal year when there is a new slate of officers.

Tom explained the Planning Board appoints the Delegate and the Selectboard or the Chief Executive Official appoints the Alternate. The Alternate does not have to be on a board. The Executive Committee officers are Delegates or Alternates. The officers and the At-Large members are approved at the Commission meeting. Chairs of the committees who are Delegates or Alternates are appointed by the Chair of the Executive Committee. Committees also can have non-Commission members. Members on Committees are one way of looking for the next leaders on the Executive Committee.

VII. Executive Director's Report

- A. Report on New Contracts/Agreements & Unsuccessful Applications**
- B. MassDOT Capital Investment Plan – May 5th Pittsfield Public Meeting, Comments Deadline – May13, 2016**

Rene suggested a couple of additional comments be sent to MassDot on the Capital Investment Plan.

- Off the shelf bridge designs for municipalities to save money and time.
- MassDot work with Amtrak to schedule a more reasonable time other than late afternoon, which forces people to drive to Boston, for a train from Pittsfield to Boston.

- C. Northeast Energy Direct Pipeline – Suspension of Activities**

Tom explained he is not sure what “Suspended” or “Suspension with prejudice” means or how long the suspension can occur. Marianne informed all, she did ask our insurance agent about reducing the cost of our professional insurance, which had increased this upcoming fiscal year due to our participation in the pipeline review.

Tom also explained he did not have any information on the judge’s decision on the cutting down of trees along the path of the Connecticut Expansion Project.

- D. 2017 State Budget and District Local Technical Assistance Funding**
- E. Age of Disruption Tour – Tuesday, May 17, 2016**
- F. Availability of Community Parcel Level Maps Showing Availability of MBI 123 Broadband Network**
- G. Appointment to Massachusetts Rural Policy Advisory Commission**
- H. Other - None**

VIII. Old Business

- A. May Commission Meeting May 19, 2016**
 - **FY 2017 budget adoption**
 - **Ride Sharing Services (such as Uber and Lyft)**
 - **Draft Transportation Improvement Program for FY 2017 – 2021**
 - **Draft FY 2017 Unified Planning Work Program**
 - **Regional Issues Committee recommended comments on the latest zoning reform legislation**
 - **Potentially – comments on Expanded Environmental Notification Form for West Branch of Housatonic River Restoration Project Tel-Electric (a.k.a. Mill Street) Dam Removal (Pittsfield) – Tom reported this project was not in the Environmental Monitor. At this time BRPC is not sure there will be the need for an Environmental**

Review Committee meeting. If there is a review, it will be dealt with at the June Executive Committee meeting.

- **CAKE and refreshments** – It was decided to serve chocolate and vanilla cake to celebrate BRPC's 50th Anniversary.

Roger suggested in the email or the agenda that the May Full Commission meeting will be during 3rd Thursday and downtown parking may be an issue.

B. BRPC Strategic Plan

The committee discussed ideas:

- Members agreed the timeline of August 1, 2016 was ambitious due to people's summer schedules.
- There should be public forums (North, Central and South County) to gather input from the public.
- A public survey, via Survey Monkey, could be another way to get public input. The survey could be done instead of the forums or both methods could be done.
- Any public information gathered would be advisory to the committee only.
- A statement was made that if public comment is not sought, it appears to be a closed process. If there are not any public comments at least we asked and gave the opportunity for public comment
- The thinking is after a Strategic Plan is completed then we would start the search for a new Director.
- There was discussion about the timing of the Strategic Plan. Should we create a new Strategic Plan and give it to the new Executive Director or should the new Executive Director be a part of the development of the new Strategic Plan? Both have clear advantages and dis-advantages.
- All should go to BRPC's website to review our current mission statement and goals. <http://berkshireplanning.org/about/mission-and-goals/>
- The Commission has changed in the last 5 or 6 years. We should look at what we did previously. Are there things we no longer do? What are we doing now and what should we be doing in the future. What are we developing into? These are the directions we are seeing. These are the grants that are playing a part of what we are currently doing. The Strategic Plan is not an exact blue print of what the future should be but more of a framework that guides what direction you are going.
- Where are the grants/money coming from? The money can be the deciding factor on what work we do because there is no money to do anything else.

Tom asked for feedback on the Draft Ideas for who should be on the committee and public comments:

- Outside parties – yes
- Outsiders other than Commission members – yes, suggested members were Chris Ketchen and Ben Downing
- Tom asked others to send Nat any other suggestions for members.
- The committee should consist of more than 3 to 4 Commission members. Commission members should outnumber outsiders.
- Public comment worked well with the young and age friendly surveys. The outreach used was facebook, other organizations and the internet.
- Tom asked all to send questions that should be on a public survey to Nat.
- Forums might spark interest in the Commission.
- Ask other RPA's how they updated their mission statement and goals and the Strategic Plan process that was used in relation to hiring a new director.

Nat will be attending a succession workshop in May. At the June Executive Meeting, Nat will share what he has learned and he may have other comments or ideas from the workshop.

C. Other - None

IX. New Business – None

X. Adjournment

Kyle Hanlon moved to adjourn the meeting which was seconded by Marie Raftery.
The meeting was adjourned at 5:00 p.m.

Materials distributed or presented during this meeting:

Agenda

Minutes

Check Registers

Aged Receivables

Executive Director's Memo

Technical Assistance Reports

New Grants starting 4/15/2016 – 5/5/2016

MassDOT Capital Investment Plan Public Meeting Schedule

BRPC Comment Letter dated 4/28/2016 on the MassDOT Capital Investment Plan

Tennessee Gas Pipeline Co. Letter dated 4/22/16 to FERC suspending permitting activities

Dr. Bill Thomas 2016 Age of Disruption Tour`

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount		
11513	5/2/16	MIIA HEALTH BENEFITS TRUST	1040.000	1,299.95		Dental Insurance
11514	5/2/16	MIIA HEALTH BENEFITS TRUST	1040.000	21,123.27		Health Insurance
11515	5/2/16	MUTUAL OF OMAHA	1040.000	770.01		Life; LTD; STD
11516	5/2/16	CITY OF PITTSFIELD	1040.000	330.00		Parking
11517	5/2/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	4,012.00		Rent
11519	5/2/16	CENTRAL BERKSHIRE HABITAT FOR HUMANITY	1040.000	9,432.06	410 FRCOG/WCC	Consultant
11520	5/2/16	RUTH E. DINERMAN	1040.000	1,500.00	410 FRCOG/WCC	Consultant
11521	5/2/16	LAUREN L. GAHERTY	1040.000	164.91		Expense Report
11522	5/2/16	BERKSHIRE MOUNTAIN	1040.000	71.00		Water
EFTV	5/2/16	ADCARE EDUCATIONAL INSTITUTE	1040.000	-50.00		VOID
11498V	5/2/16	EAMMON COUGHLIN	1040.000	-162.42		VOID
EFT	5/2/16	EMPLOYERS ASSOC.OF THE NORTHEAST, INC.	1040.000	275.00		Staff Dev NK
EFT	5/2/16	MISSIONRS	1040.000	140.27	400 FDA/FOOD16	Equipment
11523	5/4/16	MARY AGOGLIA	1040.000	3,060.75	Health Grants	Nurses
11524	5/4/16	ALDAM PRESS, INC.	1040.000	23.28	349 BOAPC16	Printing
11525	5/4/16	BRIDGE, INC.	1040.000	2,292.00	349 BOAPC16	Consultant
11526	5/4/16	EAMMON COUGHLIN	1040.000	152.00		Expense Report
11527	5/4/16	LOUISE DERAGON	1040.000	808.50	Health Grants	Nurses
11528	5/4/16	LESLIE DRAGER	1040.000	464.00	Health Grants	Nurses
11529	5/4/16	EMPLOYERS ASSOC.OF THE NORTHEAST, INC.	1040.000	753.00	Admin	Annual Dues
11530	5/4/16	FAIRVIEW HOSPITAL, INC.	1040.000	2,849.27	391 FRCOG/MRC16	Consulting
11531	5/4/16	KELLEY CLEANING SERVICES	1040.000	215.00		Cleaning contractors
11532	5/4/16	KAREN ROWE	1040.000	51.55	410 FRCOG/WCC	Reimbursement
EFT	5/15/16	CODE42	1040.000	9.99		Computer Crash Software
EFT	5/17/16	NEW ENGLAND NEWSPAPERS, INC.	1040.000	2.95	Admin	Archive Article
EFT	5/18/16	AMAZON.COM	1040.000	54.72	400 FDA/FOOD16	Equipment
EFT	5/18/16	AMAZON.COM	1040.000	73.26	400 FDA/FOOD16	Equipment
EFT	5/18/16	AMAZON.COM	1040.000	134.91	400 FDA/FOOD16	Equipment
EFT	5/18/16	AMAZON.COM	1040.000	494.58	400 FDA/FOOD16	Equipment
EFT	5/18/16	AMAZON.COM	1040.000	64.80	400 FDA/FOOD16	Equipment
EFT	5/18/16	AMAZON.COM	1040.000	104.07	400 FDA/FOOD16	Equipment
EFT	5/18/16	SAME DAY DISTRIBUTING	1040.000	133.07	400 FDA/FOOD16	Equipment
EFT	5/18/16	POSTMASTER	1040.000	265.41	408 DLTA16	Postage
EFT	5/18/16	CUSTOMINK, LLC	1040.000	383.16	400 FDA/FOOD16	Equipment
11533	5/19/16	ADCARE EDUCATIONAL INSTITUTE	1040.000	50.00		Training
11534	5/19/16	ADELSON MOYNIHAN KOWALCZYK, PC	1040.000	1,200.00		Quarterly Review CPA
11535	5/19/16	ALDAM PRESS, INC.	1040.000	94.04	349 DPH/BOAPC15	Printing
11536	5/19/16	BCK LAW, P.C.	1040.000	7,987.30	375 PWG/PF	Legal
11537	5/19/16	BECKS PRINTING	1040.000	269.00	349 DPH/BOAPC15	Printing
11538	5/19/16	CORNERSTONE	1040.000	601.96		Telephone
11539	5/19/16	FEDEX	1040.000	21.77		Mailing
11540	5/19/16	TOWN OF GREAT BARRINGTON	1040.000	7,724.96	400 FDA/FOOD16	Grant Expenses

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount		
11541	5/19/16	HOME INSTEAD SENIOR CARE	1040.000	7,350.00	397 BTI/SRHCSP	Consultant
11542	5/19/16	MASS STATE EMPLOYEES' RET.SYSTEM	1040.000	10,071.04		Employees State Retirement
11543	5/19/16	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.000	2,462.51	349 BOAPC16	Consultant
11544	5/19/16	NEW ENGLAND INSTITUTE ADDICTION STUDIES	1040.000	310.00	349 BOAPC16	Meetings
11545	5/19/16	PETTY CASH / SHANNON ZALESKI	1040.000	46.82		Misc Expenses
11546	5/19/16	PITTSFIELD PCTV COMMUNITY TELEVISION	1040.000	50.00	281 TPL	Subscription
11547	5/19/16	CITY OF PITTSFIELD	1040.000	266.46	403 PTS/EDA	Grant Overage
11548	5/19/16	W.B. MASON COMPANY, INC.	1040.000	97.24		Office Supplies
11549	5/19/16	SHANNON ZALESKI	1040.000	56.21		50th Anniversary Expenses
11550	5/19/16	TOWN OF GREAT BARRINGTON	1040.000	164.32	357 CDBT	Reimb: Advertising
11551	5/19/16	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.000	50.00	349 BOAPC16	Training
1054	5/19/16	RALPH G. LOMBARDI, JR.	1048.000	14,197.50	357 CDBG	Contractor
Total				104,367.45		

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of May 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	
283 BHPA/INSP/BKT	TOWN OF BECKET	4/21/16	283-033116-BKT		450.00			450.00	
283 BHPA/INSP/BKT	TOWN OF BECKET				450.00			450.00	
283 BHPA/INSP/WSH	TOWN OF WASHINGTON	4/21/16	283-033116-WSH		525.00			525.00	
283 BHPA/INSP/WSH	TOWN OF WASHINGTON				525.00			525.00	
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	
297 BTI	BERKSHIRES TOMORROW, INC.	4/21/16	297-033116		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	MP Checking
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	MP Checking
304/TOWN OF LEE	TOWN OF LEE					2,000.00		2,000.00	
320/LEE/BFAWP	TOWN OF LEE	4/4/16	320-013116-19		5,305.00			5,305.00	Drawdown has occurred
320/LEE/BFAWP	TOWN OF LEE	4/4/16	320-022916-20		4,339.38			4,339.38	
320/LEE/BFAWP	TOWN OF LEE	5/12/16	320-033116-21	5,224.14				5,224.14	
320/LEE/BFAWP	TOWN OF LEE			5,224.14	9,644.38			14,868.52	
335/LBD	MASSDOT#82513 - LBD	4/21/16	335-033116-9.2		2,221.27			2,221.27	
335/LBD	MASSDOT#82513 - LBD				2,221.27			2,221.27	
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH ASS	4/13/16	350-033116-3		3,262.91			3,262.91	
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH ASS				3,262.91			3,262.91	

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As of May 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	
373/STK/319	TOWN OF STOCKBRIDGE	1/19/16	373-123115-4				787.84	787.84	LG Asking
373/STK/319	TOWN OF STOCKBRIDGE						787.84	787.84	Jorga
375 PWG/PF SCHODACK	TOWN OF SCHODACK	5/19/16	375-043016-1	8,129.30				8,129.30	
375 PWG/PF SCHODACK	TOWN OF SCHODACK			8,129.30				8,129.30	
383/LEE/OSRP	TOWN OF LEE	3/2/16	383-013116-2-FINAL				5,000.00	5,000.00	TM Following
383/LEE/OSRP	TOWN OF LEE						5,000.00	5,000.00	Up
384 DAL/MP	TOWN OF DALTON	4/26/16	384-033116-2		2,551.26			2,551.26	
384 DAL/MP	TOWN OF DALTON				2,551.26			2,551.26	
385 MAPC/MACC	METROPOLITAN AREA PLANNING COUNCIL	3/10/16	385-022916-8				820.12	820.12	Contacted
385 MAPC/MACC	METROPOLITAN AREA PLANNING COUNCIL	4/12/16	385-033116-9		1,493.49			1,493.49	Sending \$
385 MAPC/MACC	METROPOLITAN AREA PLANNING COUNCIL				1,493.49		820.12	2,313.61	
386/STK/319	TOWN OF STOCKBRIDGE	1/19/16	386-123115-2				2,485.45	2,485.45	LG Asking
386/STK/319	TOWN OF STOCKBRIDGE						2,485.45	2,485.45	Jorga
387 MAPC/REGSH	METROPOLITAN AREA PLANNING COUNCIL	12/9/15	387-113015-5				657.33	657.33	Lost Ck/Reissue
387 MAPC/REGSH	METROPOLITAN AREA PLANNING COUNCIL	3/10/16	387-022916-8				1,714.08	1,714.08	Contacted
387 MAPC/REGSH	METROPOLITAN AREA PLANNING COUNCIL	4/12/16	387-033116-19		515.09			515.09	Sending \$
387 MAPC/REGSH	METROPOLITAN AREA PLANNING COUNCIL				515.09		1,714.08	657.33	2,886.50
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	4/13/16	389-033116-7		2,296.45			2,296.45	
389 BCBOHA/PWTF-T	BERKSHIRE CTY BOARDS OF HEALTH ALLIANCE				2,296.45		2,041.08	4,337.53	
391 FRCOG/MRC16	FRANKLIN REGIONAL COUNCIL OF GOVERNMENTS	5/16/16	391-043016	2,970.18				2,970.18	

BERKSHIRE REGIONAL PLANNING COMMISSION

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As of May 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	
391 FRCOG/MRC16	FRANKLIN REGIONAL COUNCIL OF GOVERN			2,970.18				2,970.18	
392 MAPC/COAD16	METROPOLITAN AREA PLANNING C	12/9/15	392-113015-4				405.39	405.39	Lost Ck/Reissue
392 MAPC/COAD16	METROPOLITAN AREA PLANNING C	3/10/16	392-022916-7-FINAL			183.22		183.22	Sending
392 MAPC/COAD16	METROPOLITAN AREA PLANNING COUNCIL					183.22	405.39	588.61	
396 GTB/CDBG-R14	TOWN OF GREAT BARRINGTON	5/5/16	396-033116-2	43,109.51				43,109.51	
396 GTB/CDBG-R14	TOWN OF GREAT BARRINGTON			43,109.51				43,109.51	
401 MAPC/SURVEY	METROPOLITAN AREA PLANNING C	12/9/15	401-113015-1				974.00	974.00	Lost Ck/Reissue
401 MAPC/SURVEY	METROPOLITAN AREA PLANNING COUNCIL						974.00	974.00	
402/DEP/NPDES	DCOMM OF MASSACHUSETTS	2/19/16	402-123115-01CR				-0.01	-0.01	
402/DEP/NPDES	DCOMM OF MASSACHUSETTS	4/27/16	402-033116-2		4,040.64			4,040.64	
402/DEP/NPDES	DCOMM OF MASSACHUSETTS				4,040.64		-0.01	4,040.63	
405 MAPC/SUVT	METROPOLITAN AREA PLANNING C	12/9/15	405-113015-1				179.46	179.46	Lost Ck/Reissue
405 MAPC/SUVT	METROPOLITAN AREA PLANNING C	3/10/16	405-022916-4			9,372.26		9,372.26	Contacted
405 MAPC/SUVT	METROPOLITAN AREA PLANNING C	4/12/16	405-033116-5		5,960.74			5,960.74	Sending \$
405 MAPC/SUVT	METROPOLITAN AREA PLANNING COUNCIL				5,960.74	9,372.26	179.46	15,512.46	
407/FRCOG/MTWP	FRANKLIN REGIONAL COUNCIL OF C	5/5/16	407-033116	10,771.99				10,771.99	
407/FRCOG/MTWP	FRANKLIN REGIONAL COUNCIL OF GOVT			10,771.99				10,771.99	
411 MAPC/COAD17	METROPOLITAN AREA PLANNING C	4/14/16	411-033116-2		190.26			190.26	
411 MAPC/COAD17	METROPOLITAN AREA PLANNING COUNCIL				190.26			190.26	
412 MAPC/DMP	METROPOLITAN AREA PLANNING C	3/10/16	412-022916-1			954.78		954.78	
412 MAPC/DMP	METROPOLITAN AREA PLANNING COUNCIL					954.78		954.78	

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of May 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	
413 PTS/HHHA	CITY OF PITTSFIELD	3/10/16	413-031016-1				4,000.00	4,000.00	Contacted
413 PTS/HHHA	CITY OF PITTSFIELD						4,000.00	4,000.00	Sending \$
414/DAL/SW16	TOWN OF DALTON	4/27/16	414-033116-1		1,376.10			1,376.10	
414/DAL/SW16	TOWN OF DALTON				1,376.10			1,376.10	
419/PTS/POS	CITY OF PITTSFIELD	5/3/16	419-050316	6,000.00				6,000.00	
419/PTS/POS	CITY OF PITTSFIELD			6,000.00				6,000.00	
49/OUTS/ADM	ADAMS: OUTSOURCE PLNR(GIS)-OUTS/ADM	2/11/16	49-013116-6				640.00	640.00	Reissued Ck
49/OUTS/ADM	ADAMS: OUTSOURCE PLNR(GIS)-OUTS/ADM	5/16/16	49-043016-8	320.00				320.00	
49/OUTS/ADM	ADAMS: OUTSOURCE PLNR(GIS)-OUTS/ADM			320.00			640.00	960.00	
PARKING PERMIT FEES	PARKING PERMIT FEES	6/1/16	JUNE 2016 MATUSZKO	-25.00				-25.00	
PARKING PERMIT FEES	PARKING PERMIT FEES	6/1/16	JUNE 2016 ZALESKI	-35.00				-35.00	
PARKING PERMIT FEES	PARKING PERMIT FEES			-60.00				-60.00	
TOWN OF MT WASHINGTO	TOWN OF MT WASHINGTON	6/30/16	FY17-MTW	-123.56				-123.56	
TOWN OF MT WASHINGTO	TOWN OF MT WASHINGTON			-123.56				-123.56	
Report Total				76,341.56	34,530.33	25,388.07	13,129.46	149,389.42	

* M10187X0000000523902000100930200 *

SECRETARY'S CERTIFICATE

The undersigned, Secretary of **Berkshire Regional Planning Commission**, a **Massachusetts** corporation (the "Corporation"), hereby certifies that at a duly called meeting of the Board of Directors of the Corporation held on _____, 20 ____, at which meeting a quorum of the Directors of the Corporation were present and voting throughout, the following resolution was adopted:

"Resolved: That the Corporation be, and on behalf of the Corporation, the Executive Director is authorized and empowered:

To borrow, from time to time, from TD Bank, N.A. ("Bank"), such sum or sums of money as said officer(s) may deem necessary or advisable for the purpose of this Corporation, including without limitation, **\$180,000.00** evidenced by that certain **Amended and Restated Revolving Demand Note**, dated **May 19, 2016**, by **Berkshire Regional Planning Commission** in favor of the Bank in the principal amount of **\$180,000.00**;

To mortgage, pledge, hypothecate, sell, assign and transfer to Bank and to grant to Bank security interests in, as security for money borrowed and for all other obligations of this Corporation to Bank, all property of this Corporation, whether real, personal, or of whatever kind or nature and wherever situated, and whether now owned or hereafter acquired or arising;

To make, execute, seal, acknowledge and deliver, in the name of this Corporation, promissory notes, loan agreements, credit agreements, construction loan agreements, financing agreements, security agreements, mortgages, deeds of trust, deeds to secure debt, guaranties, and all other instruments, documents and agreements required by Bank (collectively, the "Loan Documents") in connection with, or to give effect to, the foregoing resolutions or any of the powers and authority therein granted and to continue, extend, modify or amend the same from time to time, all such Loan Documents to be in such form and on such terms and conditions as any of the said officer(s) shall, by his, her or their execution and delivery thereof, deem satisfactory; hereby ratifying, approving and confirming all that any of the said officer(s) has done or may do respecting any of the foregoing; and that the Board of Directors may, from time to time, delegate the authority hereinbefore granted to such additional officer(s) or agents of this Corporation as the Board of Directors may determine; and

That all resolutions relative to the authority of any officer or other agent to act on behalf of the Corporation in any dealing or transaction with the Bank shall remain in full force and effect until written notice of modification thereof shall be received by Bank and that the Bank may conclusively rely on the signatures of the officers or agents designated in such resolutions until notified in writing by the Secretary of the Corporation of any change in such officers or agents and thereafter the Bank may conclusively rely on the signatures of the successors in office."

I further certify that the foregoing resolutions have not been altered, amended or rescinded but remain in full force and effect and that the persons currently authorized and empowered to act thereunder and their specimen signatures are as follows:

Executive Director

Nathaniel Karns

WITNESS my hand and the seal of the Corporation this **May 19, 2016**.

Marie Raftery, Secretary

Loan Number - Note 1: 05239020001



May 23, 2016

Kimberly D. Bose, Secretary
Federal Energy Regulatory Commission
888 First Street, N.E.
Washington, DC 20426

Re: Tennessee Gas Pipeline Company, L.L.C., Docket No. CP16-21-000
Northeast Energy Direct Project
Notice of Withdrawal of Certificate Application

Dear Ms. Bose:

On November 20, 2015, Tennessee Gas Pipeline Company, L.L.C. (“Tennessee”) filed with the Federal Energy Regulatory Commission (“Commission”) a certificate application (“Application”) in the above-referenced docket for the Northeast Energy Direct Project (“Project”). On April 22, 2016, Tennessee submitted a letter to the Commission requesting that the Commission not take any further action in processing the Application, pending Tennessee submitting a status report to the Commission no later than May 26, 2016. The April 22, 2016 letter was filed following Kinder Morgan, Inc., Tennessee’s parent company, announcing on April 20, 2016 that the company would suspend further work and expenditures on the Project, as a result of inadequate capacity commitments from prospective customers and a determination that the Project is uneconomic.

Pursuant to Rule 216(a) of the Commission’s Rules of Practice and Procedure, 18 C.F.R. § 385.216(a)(2015), Tennessee provides notice of its withdrawal of the Application in this proceeding. Tennessee appreciates the Commission Staff’s diligent efforts on the Project, during both the pre-filing and certificate review processes.

In accordance with the Commission’s filing requirements, Tennessee is submitting this filing with the Commission’s Secretary through the eFiling system, and is providing a copy of this filing to the Office of Energy Projects and to all parties on the official service list for this proceeding.

Respectfully submitted,

TENNESSEE GAS PIPELINE COMPANY, L.L.C.

By: /s/ J. Curtis Moffatt
J. Curtis Moffatt
Deputy General Counsel and Vice President Gas
Group Legal

cc: Mr. Terry Turpin (Commission Staff)
Mr. Rich McGuire (Commission Staff)
Mr. Eric Tomasi (Commission Staff)
All parties on service list

BERKSHIRE REGIONAL PLANNING COMMISSION
1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201
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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: May 24, 2016
SUBJ: Agenda Items

V. Items Requiring Action

A. Approval Of Resolution to Renew Line of Credit with TDBank

Approval of the attached resolution for the renewal of our Line of Credit with TDBank is needed. We have kept of line of credit open with them for a number of years in case we have short-term cash flow issues. Thus far in FY 2016 we have not had to use it, nor do we expect to in the final month. The line of credit is for up to \$180,000.

VII. Executive Director's Report

A. Report on New Contracts/Agreements & Unsuccessful Applications

Attached is a list of new contracts and agreements entered into since the May 6th Executive Committee meeting. Of note is the approval of 3 of the 4 EPA brownfields grant applications Senior Planner Melissa Provencher worked on with the Towns of Adams and Lee and the non-profit associated with the Greylock (Cariddi) Mill project in North Adams. We are, of course, disappointed that the funding for the regional brownfields assessment program was not funded but we may be able to work with MassDEP on a small number of sites in the region as they did receive funding for a statewide program, the first funding they have received in several years.

B. Northeast Energy Direct Pipeline – Withdrawal of Application

As you are probably aware, Tennessee Gas Pipeline Company, a.k.a. Kinder Morgan, has formerly withdrawn the application to FERC for the Northeast Energy Direct pipeline project. This means this project is officially dead and if it came up again, would commence as an entirely new application. A copy of their letter in this regard to FERC is attached.

This does not affect the Connecticut Expansion project in Sandisfield and the legal proceedings regarding the status of imminent domain on Article 97 lands continue, as does TGP's request to begin removal of trees in the construction area. The legal proceedings for this project would presumably set a precedent for future pipeline or other interstate utility projects in Massachusetts.

C. 2017 State Budget and District Local Technical Assistance Funding

As most of you know, District Local Technical Assistance funding has been the lifeblood of BRPC's ability to provide significantly enhanced planning services to our municipalities since the program began in 2009. The Governor's proposed 2017 budget only recommended \$2.0 million for District Local Technical Assistance (DLTA) funding to the regional planning agencies, a decrease of \$800,000 (29% decrease). The House Budget has increased the funding to the historic \$2.8 million level. The House has historically also been more favorably disposed than the Senate to DLTA. This is included in budget line item 1599-0026.

Even the level funding in the House budget is in the face of a substantial increase in requests for DLTA services from our towns and cities, much of which is driven by the new Community Compact program. The Administration is recommending that municipalities seek DLTA assistance for many of their Community Compact commitments so the regional planning agencies need additional DLTA funding to support Community Compact initiatives.

In BRPC's case, we received 28 valid applications this year, as opposed to 24 last year. Most of the regions are reporting increased applications as well. Even last year we were unable to meet several requests and this year is even worse. We therefore are working with the other regions to advocate for an increase in the funding available in FY 2017 to \$3.4 million from the existing \$2.8 million. The \$2.8 million has been steady for the past three years.

There is a Senate budget amendment to fund DLTA at the requested \$3.4 million. Senator Downing is a co-sponsor. The Senate is meeting this week to consider budget amendments and their final version of the budget so we should have further information regarding where this stands at the Executive Committee meeting.

D. Training for New Members of Planning and Zoning Boards – July 30th

BRPC will again host a summer workshop on planning and zoning board roles and responsibilities. The details of this year's training are just being worked on but we expect it will be on the evening of July 30th at our office. For further information, contact Senior Planner Brian Domina at 442-1521, ext. 14 or at bdomina@berkshireplanning.org.

VIII. Old Business

A. BRPC Strategic Plan

Since the last meeting, our thinking has evolved a bit based on that discussion, as well as discussions at the Commission Development Committee and with senior staff. Working backwards on the calendar, we want to present a new/revised Mission Statement and Objectives for the Commission at the 2016 Annual Meeting on October 20th. We will use the September 30th 5th Thursday Dinner to provide a proposed plan and get feedback and input into it.

Attached is the existing Mission Statement and Goals from 1993. Senior staff has discussed the Mission Statement a little bit and think it might use some tweaking but essentially seems pretty appropriate to us. We believe that the goals need some rethinking in light of where we are today and the kinds of requests we are seeing from not only our municipalities but other entities in the region.

As a step in this process, I would like support from the Executive Committee for the Chair, Vice Chair and myself to work on getting a 7-11 member working group formed and starting work by June 15th, have a couple of working meetings, and hopefully have a draft mission statement and set of goals ready for the summer Commission meeting in July or very early August. Unless wholesale changes are determined to be necessary, it would be my hope that 3-4 meetings would be enough to get through this stage.

IX. New Business

A. Summer Commission Meeting

We will need a Summer Commission meeting in July or early August to vote on officers for FY 2017 and to discuss the Mission Statement and Goals as discussed above. We will determine if there are one or two other agenda items to include.

B. 2016 Kusik Award

It is not too soon to be considering possible recipients for the 2016 Charles Kusik Award.

Attachments: Secretary's Certificate – Line of Credit
New Grants starting 5/6/2016 – 6/2/2016
Tennessee Gas Pipeline Co. Letter dated 5/23/16 to FERC withdrawing application
BRPC 1993 Mission Statement and Goals

New Grants received 5/6/2016 to 6/2/2016

Name	Grant Amount FY16
Lanesborough Hazard Mitigation Plan Update	\$10,000.00
Mount Washington Maps	\$700.00
Egremont Complete Streets	\$23,605.40
Brownfield Adams Assessment	\$400,000.00
Brownfield Lee Assessment	\$300,000.00
Brownfield North Adams Greylock Flume Clean Up	\$200,000.00

Grants Did Not Receive 5/6/2016 to 6/2/2016

Mass Assoc. of Health Bds. Health Impact Assessment	\$14,000.00
Brownfield Regional Assessment	\$400,000.00

final
1/26/94

MISSION STATEMENT
Personnel Search Committee

We, the Berkshire County Regional Planning Commission, shall serve the cities and towns of Berkshire County and their common good.

We shall provide technical assistance, maintain a forum for the discussion of regional issues and deliver regional planning services.

We commit to promote a balance between economic development and resource preservation.

We commit to foster the enhancement of this region's human, natural and man-made resources, without prejudice.

October 13, 1993

*final
distributed
11/26/94*

**RECOMMENDED GOALS FOR BCRPC
ENDORSED BY THE PERSONNEL SEARCH COMMITTEE
NOVEMBER 10, 1993**

In recognition of the Berkshire's unique geographic characteristics and quality of life, the following goals are adopted:

1. To develop and promote regional and subregional planning.
2. To provide technical assistance to municipalities.
3. To take an active role in local planning issues which have a regional or subregional impact.
4. To provide a forum for discussion of issues that are significant to the Berkshires and to seek consensus.
5. To promote a balance between economic development and resource preservation by analysis and persuasion.
6. To assist communities in promoting the growth, stability and prosperity of businesses which provide quality jobs for a diverse workforce.
7. To encourage efficient utilization of existing infrastructure and buildings.
8. To research, analyze and encourage innovative and progressive methods of land use planning and land use management.
9. To assure BCRPC is responsive and open institutionally to change through continuing evaluation of its mission and goals.
10. To advocate the interests of the Berkshires on issues.
11. To develop and promote a regional policy plan.

BERKSHIRE REGIONAL PLANNING COMMISSION

1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201

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

www.berkshireplanning.org

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

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

MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission
FROM: Nathaniel W. Karns, AICP, Executive Director
DATE: May 2, 2016
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 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 information about agricultural land protection and potential analysis.	Berkshire Natural Resource Council/Berkshire Grown
Gt. Barrington	Updated a neighborhood map.	Assessor
Lanesborough	Prepared NPDES Phase II Annual Report.	Town Manager
Lanesborough	Provided assistance with solar bylaw and attended the planning board meeting.	Town Administrator
Otis	Provided assistance with site plan review process.	Planning Board Secretary
Pittsfield	Provided demo delay bylaws.	City Planner
New Marlborough	Provided information regarding a road survey.	Town Administrator
Williamstown	Provided information on local economic development marketing & promotion.	Planning Board Member