

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

KYLE HANLON, Chair
SHEILA IRVIN, 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, August 4, 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 June 2, 2016 * | (4:05) |
| III. | Organization of 2016-2017 Executive Committee and Commission | (4:10) |
| | A. Appointment of BRPC Policy Representatives * | |
| | B. Executive Committee & BRPC Meeting Dates/Times for FY 2017 | |
| | C. Committee Membership for FY 2017 | |
| | D. Other | |
| IV. | Financial Reports | (4:25) |
| | A. June Expenditures Report * | |
| | B. July Expenditures Report * | |
| | C. Accounts Receivable Report | |
| | D. Unaudited Year-End Financial Results | |
| | E. Status of Receipt of Community Assessments for FY 2017 | |
| | F. Other | |
| V. | Delegate & Alternate Issues | (4:35) |
| VI. | Items Requiring Action * | (4:40) |
| | A. Approval to Enter into Agreements with Municipalities for Technical Assistance Services for FY 2017 | |
| | B. Approval to Submit Grant Application to the Department of Energy Resources for a Municipal Energy Technical Assistance Grant | |
| | C. Approve to Submit Grant Application to the Centers for Disease Control for Hepatitis B & C Care | |
| | D. Rescind Termination of Employment Personnel Policy dated January 2001 | |

- E. Other
- VII. Committee Reports (4:50)
 - A. Environmental Review Committee
 - B. Regional Issues Committee
 - C. Other
- VIII. Executive Director's Report (5:00)
 - A. Report on New Contracts/Agreements
 - B. FY 2017 State Budget – District Local Technical Assistance
 - C. Status of Filling Vacant Senior Planner Position
 - D. 2016 State Ethics Forms
 - E. MassWorks Grant Applications Open – application deadline Friday, September 2nd
 - F. Training for New Health Board Members – Monday, August 29th, BRPC
 - G. 5th Thursday Dinner for Planning & Zoning Boards – September 29th, Mazzeo's
Restaurante, South Street, Pittsfield
 - H. BRPC Annual Meeting – Thursday, October 20th, Pittsfield Country Club
 - I. Disposal of Surplus Office Furniture & Computers
 - J. Other
- IX. Old Business (5:10)
 - A. Status of Refreshing Mission Statement and Goals
 - B. Other
- X. New Business (5:15)
 - A. September BRPC Meeting
 - B. Orientation for New Delegates and Alternates
 - C. Executive Director's Annual Performance Review
 - D. Other
- XI. Adjournment (5:45)

* Items Requiring Action

Attachments: May Local Technical Assistance Report
June Local Technical Assistance Report

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

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DRAFT MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Thursday,

June 2, 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
Rene Wood, Commission Development Committee Chair
Roger Bolton, At Large
John Duval, At Large

A quorum is present.

Others Present: Andy McKeever, iberkshire Staff

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

II. Approval of Minutes of Executive Committee Meeting of May 5, 2016

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

III. Financial Reports

A. May Expenditure Report

All reviewed the completed expenditure list. There were a few questions regarding new vendors paid.

Chuck Ogden moved to approve the May Expenditures as presented; Roger Bolton 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. A few questions were asked.

C. Other - None

IV. Delegate and Alternate Issues – None

V. Items Requiring Action

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

Approval to renew of our Line of Credit with TDBank was requested. The line of credit is used if we have short-term cash flow issues. The line of credit is for up to \$180,000. Nat explained we have not used the line of credit recently, but in the past BRPC had issues when contracts could only be billed quarterly causing cash flow issues. BRPC had to cover three months of expenses.

Roger Bolton moved to approve the renewal of BRPC's Line of Credit with TDBank on behalf of the commission; seconded by Rene Wood. Unanimously approved.

B. Other – None

VI. Committee Reports

A. Commission Development Committee

Rene reported the following:

Annual Dinner – Date has been changed back to **October 20, 2016**, since Pittsfield will not be having the 3rd Thursday event in October.

September 30, 2016 5th Thursday at Mazzeo's – the topic will be related to BRPC's Mission Statement and Goals to get input from those who have attended 5th Thursday events in the past.

B. Environmental Review Committee

Nat informed all, BRPC staff will be setting up a meeting in June to discuss the removal of the Pittsfield Tel-Electric Dam. The dam is located behind the Clock Tower and is in very bad condition. The dam is privately owned. Since there is contamination and it is not a simple project, BRPC will comment on its removal. Nat explained the comments will be due in early July.

Rene Wood moved to allow the Environmental Review Committee, BRPC staff, and the Executive Director to comment on the removal of the Pittsfield Tel-Electric Dam on behalf of the Commission; seconded by Roger Bolton. Unanimously approved.

C. Regional Issues Committee

Nat reported the next meeting will be on June 8th to discuss the following topics:

1. Issues Involving the "Triggers" for Various Code Compliance Requirements based on Building Assessed Values. Special Guest – Don Fitzgerald, Lee-Lenox Building Commissioner

2. Revised S.2144 – An Act Promoting Housing & Sustainable Development – Senate Ways & Means Committee Version – Senate debate week of June 6th

Nat explained the Senate Ways and Means Committee came out with their version. Comments on the revised version will be due before our next Executive Committee meeting.

Rene Wood moved to allow the Executive Director to take action as he sees appropriate with our legislative delegation on the revised S.2144 - An Act Promoting the Planning and Development of Sustainable Communities on behalf of the Commission; seconded by Roger Bolton. Unanimously approved.

VII. Executive Director's Report

- 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**

Nat explained the Senate Ways & Means' budget has removed DLTA funding from the budget. The House of Representatives has included \$2.8 million for DLTA funding. BRPC and Senator Ben Downing are asking for \$3.4 million when the Senate takes up the budget this week. Nat requested all to support DLTA funding by sending emails, letters or calling. It is very important local legislators know the importance of DLTA funding.

- D. Training for New Members of Planning & Zoning Boards – July 28th**

The training will be the last Thursday in July.

- E. Other** – Nat reported the Pittsfield Working Cities Challenge Group was awarded \$475,000 by the Federal Reserve Bank of Boston for a program to help get people out of poverty. BRPC worked hard with the group that developed the successful application but does not have a direct role in the project.

VIII. Old Business

- A. BRPC Strategic Plan**

Nat explained we want to present a new/revised Mission Statement and Goals for the Commission at the 2016 Annual Meeting on October 20th. We will use the September 30th 5th Thursday Dinner to provide input to the revised Mission Statement and Goals.

All reviewed the Mission Statement and Goals from 1993. Nat explained senior staff has discussed the Mission Statement and think it might use some tweaking but essentially seems appropriate for what BRPC does.

Mission Statement

Nat thinks services needs to be given more prominence in the Mission Statement. The current Mission Statement now only states regional planning services. BRPC does more services now. Another suggestion is changing the wording "resource preservation" to something else for line three. In the last line "without prejudice" change to reflect BRPC will be as fair as possible.

Goals

Goal number 10 should be tweaked because BRPC advocates a lot for the region. Other suggestions are to add the word "assist" or BRPC provides "assistance" to goals 3 and 7. Also add sustainability and partnering with other organizations. Other goals that could be added would be environmental and legislative reviews. Another suggestion was to do away with the numbers on the goals.

The Mission Statement and Goals language should be updated and be used for guidance for the new Executive Director. It was decided not to do a detailed strategic plan that would lock BRPC

into what they do. Updating the Mission Statement and Goals to reflect what BRPC does now will allow BRPC to be flexible as issues or needs arise.

A subcommittee will be formed with the Commission's Chair, Vice Chair, and Executive Director to work on getting a 7-11 member working group formed and starting work as soon as possible, have a couple of working meetings, and hopefully have a draft mission statement and set of goals ready for the Commission. Members of the Executive Committee made suggestions of possible people for the subcommittee.

B. Other – None

IX. New Business

A. Summer Commission Meeting

A meeting in July or early August to vote on officers for FY2017 and BRPC's Mission Statement and Goals is needed.

After a discussion it was decided in order to avoid the 3rd Thursday event the following date and times would be best:

Executive Committee – July 14, 2016 at 4 pm
Commission Meeting – July 14, 2016 at 5:30 pm

It was suggested to schedule the Executive Director's review for the July Executive Committee meeting. Topics at the Commission could be a first look at Various Code Compliance Requirements based on Building Assessed Values, the election of officers and the approval of meeting schedules for FY2017. It was also suggested when emailing the meeting materials to Delegates and Alternates, the agenda topics should be included in the body of the email.

Rene Wood moved to schedule the Executive Committee meeting at 4 pm and Commission meeting at 5:30 pm on July 14, 2016; seconded by Roger Bolton. Unanimously approved.

B. 2016 Kusik Award

Nat asked the committee to start considering possible recipients for the 2016 Charles Kusik Award.

It was discussed instead of requesting nominations for the Charlies Kusik Award that it should be presented to Senator Ben Downing.

Rene Wood moved to award Senator Ben Downing the 2016 Charlies Kusik Award; seconded by John Duval. Unanimously approved.

C. Other - Nat's Bonus

Nat explained he did not attend a succession workshop in May because the workshop was cancelled. Nat requested instead of paying the him the remaining unused portion of the one-time bonus of \$2,500 that was previously approved for professional development it be converted to time off, which calculates to be approximately 32 vacation hours.

Kyle Hanlon moved to convert the unused professional development money at Nat's current salary rate of pay into vacation hours; seconded by Rene Wood. Unanimously approved

X. Adjournment

Kyle Hanlon moved to adjourn the meeting which was seconded by John Duval. The meeting was adjourned at 5:30 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 5/6/2016 – 6/2/2016

Secretary's Certificate – Line of Credit

Tennessee Gas Pipeline Co. Letter dated 5/23/16 to FERC withdrawing application

BRPC 1993 Mission Statement and Goals

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Executive Director

MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission
FROM: Nathaniel W. Karns, AICP, Executive Director
DATE: July 28, 2016
SUBJ: Agenda Items

III. Organization of 2016-2017 Executive Committee and Commission

We have a few organizational issues for the current year to take up at the Executive Committee meeting. Two require action by the Executive Committee; the other does not.

A. Appointment of BRPC Policy Representatives

There are several policy representative appointments to organizations and committees that are made annually. We have not checked with any of last year's representatives to determine if they wish to continue. It should be noted that due to some incorrect assumptions, Marie Raftery has not been reappointed as Alternate to the Commission (however, no one else has been appointed); those assumptions have been clarified so we do not know yet whether she will be able to remain in her roles for the Commission.

Westfield River Wild and Scenic Advisory Committee – member: Marie Raftery (Stockbridge Alternate) served last year.

Berkshire Metropolitan Planning Organization – alternate representative (the Chair is the primary representative): Transportation Advisory Committee Chair Sam Haupt, Peru Delegate, has been the alternate for the last nine years. For the past six years we also appointed Jack Hickey, Lanesborough Alternate, as second alternate.

Sustainable Berkshires Plan Consortium – Environmental Review Committee Jamie Mullen has been the representative; Roger Bolton has been the Alternate.

Mohawk Trail Woodlands Partnership – BRPC Chair Kyle Hanlon has been the representative

Executive Committee approval of BRPC Policy Representatives is needed.

B. Executive Committee & BRPC Meeting Dates/Times for FY 2017 (attachment)

A tentative Executive Committee and Commission meeting schedule for FY 2017 is attached which assumes that the day of the month and times will stay the same. We should confirm which day of each month and time of day best meets the Executive Committee members' needs.

C. Committee Membership for FY 2017 (2 attachments)

Attached is a list of Committees with the members from last year or who have confirmed to remain for the coming year. We will continue to work with Committee Chairs to discuss changes they may

like to see. The Executive Committee should also review the list and determine if there are committees that need additional members and review the list of delegates and alternates (attached) to determine appropriate new members.

IV. Financial Reports

D. Unaudited Year-End Financial Status

We are pleased to report that we ended FY 2016 with a surplus of \$26,400.70, due to three factors. We continue to manage the use of the General Fund very carefully. DLTA15 closed after December, when our overhead rate was much higher than what we ended the year at; this ended up creating a \$6,738.23 surplus for that project. We also had some items budgeted from the General Fund at the very end of the year which ended up being delayed so that money was not spent. This is the third year with surpluses, and rebuilding our reserves has been a financial priority. We will keep those procedures in place as even with three years of modest success, we will need to continue to slowly rebuild those reserves to a more prudent level.

E. Status of Receipt of Community Assessments for FY 2017

We have received the FY 2017 assessments from 14 of 32 municipalities to-date. Mount Washington actually paid the FY 2017 assessment in March after we sent out the required notices. Florida earned this year's "Atta-Boy/Girl!" for the first payment received in this fiscal year, on July 6th. We will send out reminders early in September to the communities who have not paid at that point. We sincerely appreciate the prompt payment by the 14 communities.

VI. Items Requiring Action

A. Approval to Enter into Agreements with Municipalities for Technical Assistance Services for FY 2017

We request approval by the Executive Committee for the Executive Director to be authorized to enter into intergovernmental agreements and contracts with Berkshire municipalities, state agencies and non-profit organizations for technical assistance services during the course of FY 2017. During the course of each year we have a number of requests to provide services in excess of those permitted under our general fund allowance. These require written agreements to provide services and be reimbursed for our costs. Grant applications will continue to be brought to the Executive Committee for approval as has been done in the past. We will continue to provide a monthly report on new agreements and contracts to the Executive Committee.

B. Approval to Submit Grant Application on the Department of Energy Resources for a Municipal Energy Technical Assistance Grant

The Executive Committee is requested to authorize, after-the-fact, the Executive Director to submit a grant application to the Mass. Department of Energy Resources for a Municipal Energy Technical Assistance Grant. The application was for \$25,000 and we will work with Hinsdale, Lanesborough, North Adams and Richmond. There is no match requirement.

C. Approval to Submit Grant Application to the Centers for Disease Control for Hepatitis B & C Care

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the Centers for Disease Control for Improving Hepatitis B and C Care Cascades: Focus on Increased Testing and Diagnosis. This grant will allow BRPC to work with external partners and stakeholders to conduct a situational awareness analysis to determine disease burdens and trends, and conditions impacting testing, care and treatment of Hepatitis B and C infection. There is no BRPC match required. The grants awarded will average just under \$95,000.

D. Rescind Termination of Employment Personnel Policy dated January 2001

This policy was intended to set requirements regarding giving notice when leaving BRPC employment, limit the use of accrued vacation or compensatory time during the period from when

notice is given and leaving employment, and provided compensation for longer term employees if they were terminated. Parts of the policy are unenforceable and the rest seems unnecessary or not in the Commission's best interests. A copy is attached for your information but we recommend it be rescinded.

VII. Executive Director's Report

A. Report on New Contracts/Agreements

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

B. FY 2017 State Budget – District Local Technical Assistance

As you should be aware, DLTA funding was vetoed by the Governor. The House did not take up this potential override last weekend; they will be convening Saturday and Sunday to continue their work prior to the end of formal session. If DLTA is not funded in FY 2017, our ability to provide local technical assistance will be severely impacted and many local projects that we are already aware of, plus continued regional initiatives, will not proceed. We would also need to eliminate a staff position, perhaps by not filling the position Brian left.

C. Status of Filling Vacant Senior Planner Position

We have interviewed two well qualified applicants to fill the Senior Planner vacancy. For the time being, Tom is trying to keep up with the local zoning assistance and I have been trying to fill in on the economic development planning which Brian had been focused on. We have intentionally put a pause on making a final decision due to the uncertainty about DLTA funding (a primary source of support for this position) as well as needing to firm up commitments from several towns towards receiving more economic development planning assistance.

D. 2016 State Ethics Forms

In an annual "rite", attached are the Summary of the Conflict of Interest Law with the acknowledgement of receipt at the bottom of the last page. We need this acknowledgement back annually for our files in order to be in compliance with the law. In addition, some of you will be approaching your 2 year anniversary and have to take the on-line training and provide us a copy of the certificate that you have done so. If you have done this for your town or city clerk already, just provide us a copy. Thanks. If you have questions, contact Office Assistant Shannon Zaleski (szaleski@berkshireplanning.org) or 413-442-1521, ext. 10) for further information.

E. MassWorks Grant Applications Open – application deadline Friday, September 2nd

The 2016 MassWorks program is now open. Information on the program and applications are available at www.mass.gov/hed/economic/eohed/pro/infrastructure/massworks. Based on requests from last year, we checked with MassWorks staff regarding whether project budgets can include the cost to contract with someone, such as BRPC, to assist the town in administering the grant if successful and MassWorks has confirmed that is an eligible cost. If you would like that type of assistance, please contact Nat Karns immediately. For everyone, it is very helpful for us to be aware of your application and what it entails. That allows us to provide much more productive comments on the application during the review process. Contact Nat Karns about MassWorks if you need assistance or want to discuss your application (nkarns@berkshireplanning.org or 413-442-1521 ext. 26).

F. Training for New Health Board Members – Monday, August 29th, BRPC

The annual training offered to new Health Board members is scheduled for Monday, August 29th at BRPC. There will potentially be a second training offered if too many cannot make this date, sometime in September. For further information, contact Public Health Program Manager Laura Kittross at lkittross@berkshireplanning.org or at 442-1521, ext. 32.

- G. 5th Thursday Dinner for Planning & Zoning Boards – September 29th, Mazzeo’s Restaurante, South Street, Pittsfield

The next 5th Thursday Dinner will be held on September 29th at Mazzeo’s Restaurante on South Street in Pittsfield. The topic will be different – A review of the proposed new Mission Statement and Goals for the Berkshire Regional Planning Commission. While our existing Mission Statement and Goals have served us well for the past 23 years, it seems appropriate to have an engaged conversation about at least “tweaks” to those. As an organization, we have changed significantly in that time and the environment in which we work has also changed significantly. We will invite more than planning and zoning boards to the dinner as much of our work involves other municipal officials. Invitations will go out sometime in early September but get it on your calendar now.

- H. BRPC Annual Meeting – Thursday, October 20th, Pittsfield Country Club

The 50th Annual Meeting of the Berkshire Regional Planning Commission will be held on the evening of Thursday, October 20th and will be held at the Pittsfield Country Club. We will get invitations out in mid September. If you would like to make sure you receive one, contact Office Assistant Shannon Zaleski at szaleski@berkshireplanning.org or by calling 442-1521, ext. 10. Get this on your calendar!

- I. Disposal of Surplus Office Furniture & Computers

With the internal shifting of offices and bringing the public health staff into our office space, we found we had a fair amount of unnecessary office furniture and also had a collection of computers that no longer met our needs. As per our policy, they were offered to our municipalities. Sandisfield took much of the furniture; we are still dealing with a couple of file cabinets and miscellaneous items. The computers will probably need to be discarded.

IX. Old Business

- A. Status of Refreshing Mission Statement and Goals

Now that the summer vacation is behind me, I am getting into work to update the Mission Statement and Goals. Hopefully we can wrap up creating a relatively small (6-8 person) work group on this next week and then can have a couple of meetings in August to get this progressing before the fall. We will make a discussion about this the focus of the 5th Thursday Dinner on September 29th and will have the new Statement and Goals in final form to release at the Annual Dinner on October 20th.

X. New Business

- A. September BRPC Meeting

We have a couple of items coming from the Regional Issues Committee for the September Commission meeting. The first is a letter to the Baker Administration regarding a technical issue involving triggers for various code compliance requirements that significantly disadvantages most of our communities. The second item will involve the new for our communities to seriously consider how to respond to the demands for broadband community-wide. We will also plan on giving the annual overview of Commission activities to orient new and old Delegates and Alternates to the wide array of Commission activities.

- B. Orientation for New Delegates and Alternates

For the last couple of years we did not hold the any orientation as a special meeting but wrapped it into the regular meeting. This seems to work ok and we suggest continuing that approach, unless you feel it is better to go back to our previous practice which involved having an orientation session immediately prior to the Commission meeting

C. Executive Director's Annual Performance Review

I will get the Executive Committee my self-evaluation by Wednesday so you have time to review it prior to the meeting.

Attachments (6):

Schedule of Meetings for FY2017

BRPC Committee Membership - FY 2017

Current List of Delegates & Alternates as of July 26th

Termination of Employment Personnel Policy – 1/2/2001

New Grants Received 6/3/2016 to 7/25/2016

Summary of the Conflict of Interest Law for Municipal Employees

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SCHEDULE OF MEETINGS FOR FY2017

Commission & Executive Committee Meetings

Commission Meetings	Executive Committee Meetings
Thursday, July 14, 5:30 p.m.	Thursday, July 14, 4:00 p.m. CANCELLED
	Thursday, August 4, 4:00 p.m.
Thursday, September 15, 7:00 p.m.	Thursday, September 1, 4:00 p.m.
Thursday October 20, Annual Dinner Pittsfield Country Club	Thursday, October 6, 4:00 p.m.
Thursday, November 17, 7:00 p.m.	Thursday, November 3, 4:00 p.m.
	Thursday, December 1, 4:00 p.m.
Thursday, January 19, 7:00 p.m.	Thursday, January 5, 4:00 p.m.
	Thursday, February 2, 4:00 p.m.
Thursday, March 16, 7:00 p.m.	Thursday, March 2, 4:00 p.m.
	Thursday, April 6, 4:00 p.m.
Thursday, May 18, 7:00 p.m.	Thursday, May 4, 4:00 p.m.
	Thursday, June 1, 4:00 p.m.

NOTE: Commission Development Committee Meetings are at 5:45 p.m. prior to the Commission Meetings.

BRPC COMMITTEE MEMBERSHIP

FY 2017

July 25, 2016

Executive Committee

Staff: Nathaniel Karns, Executive Director

Kyle Hanlon, Chair (North Adams)
Sheila Irvin, Vice Chair (Pittsfield)
Marie Raftery, Clerk & Regional Issues Committee Chair (Stockbridge)
Charles Ogden, Treasurer & Finance Committee Chair (Egremont)
James Mullen, Environmental Review Committee Chair (New Marlborough)
Rene Wood, Commission Development Committee Chair (Sheffield)
Sam Haupt, At- Large (Peru) Transportation Expert
John Duval, At-Large (Adams)
Roger Bolton, At-Large (Williamstown)

Commission Development Committee

Staff: Thomas Matuszko, Assistant Director

Rene Wood, Chair (Sheffield)
Sarah Hudson (Tyringham)
John Duval (Adams)
Kyle Hanlon (North Adams) (Ex-Officio)
CJ Hoss (Pittsfield)

Environmental Review Committee

Staff: Nathaniel Karns, Executive Director

James Mullen, Chair
Mark Smith (Lenox), (Non-Commission member)
Kyle Hanlon (North Adams) (Ex-Officio)
Malcolm Fick, (Great Barrington)
John "Jack" Hickey (Lanesborough)
Sarah Hudson (Tyringham)
Stephen McMahon (West Stockbridge) (Non-Commission member)
Eleanor Tillinghast (Mt. Washington) (Non-Commission member)
Roger Bolton (Williamstown)

Finance Committee

Staff: Marianne Sniezek, Office Manager

Charles Ogden, Chair & Treasurer (Egremont)
Kyle Hanlon (North Adams) (Ex-Officio)
Sam Haupt (Peru)
Sheila Irvin (Pittsfield)

Regional Issues Committee

Staff: Nathaniel Karns, Executive Director

Marie Raftery, Chair (Stockbridge)

Kyle Hanlon (North Adams) (Ex-Officio)

James Mullen, (New Marlborough)

Robert Bott, (Mt. Washington)

~~Kate Fletcher (Stockbridge)~~

Sarah Hudson (Tyringham)

CJ Hoss, (Pittsfield)

Chris Rembold (Gt. Barrington) (Non-Commission member)

Eleanor Tillinghast (Mount Washington) (Non-Commission member)

Andrew Groff (Williamstown) (Non-Commission member)

Thomas Wickham (Lee)

Peter Bluhm (Lee)

Gwen Miller (Lenox) (Non-Commission Member)

Sheila Irvin (Pittsfield)

Commission Representatives to Related Groups:

Westfield River Wild and Scenic Advisory Committee – Representative: Marie Raftery
(Stockbridge)

Berkshire Metropolitan Planning Organization – Representative: **Chair Kyle Hanlon (North Adams); Alternate: Sam Haupt (Peru); second Alternate: Jack Hickey (Lanesborough)**

Berkshire Brownfields Committee – Jack Hickey (Lanesborough)

Berkshire Comprehensive Economic Development Strategy Committee – Roger Bolton
(Williamstown)

Sustainable Berkshires Plan Consortium – Representative: James Mullen (New Marlborough);
Alternate: Roger Bolton (Williamstown)

Mohawk Trail Woodlands Partnership Project Advisory Committee – Representative: Kyle Hanlon
(North Adams)

TOWNS	LAST NAME	FIRST NAME	TITLE	REC'D CONFIRMATION
ADAMS	Moderski	Sandra	DELEGATE	
ADAMS	Duval	John	ALTERNATE	7/11/2016
ALFORD	Glover	Alex	DELEGATE	
ALFORD	VACANT		ALTERNATE	
BECKET	Ronzio	Robert	DELEGATE	
BECKET	LaBelle	Gale	ALTERNATE	7/11/2016
CHESHIRE	Traub	Peter	DELEGATE	
CHESHIRE	Francesconi	Carol	ALTERNATE	7/14/2016
CLARKSBURG	Matys	Audrey	DELEGATE	
CLARKSBURG	McKinney	Carl	ALTERNATE	
DALTON	Darby	Caleb	DELEGATE	7/25/2016
DALTON	Bishop	Robert	ALTERNATE	
EGREMONT	Cherin	Gregory	DELEGATE	7/21/2016
EGREMONT	Ogden	Charles	ALTERNATE	7/5/2016
FLORIDA	Brule	Thomas	DELEGATE	
FLORIDA	Dobbert	Christine	ALTERNATE	
GREAT BARRINGTON	Fick	Malcolm	DELEGATE	7/11/2016
GREAT BARRINGTON	HIGA	JEREMY	ALTERNATE	7/11/2016
HANCOCK	Jordan	Jeff	DELEGATE	
HANCOCK	VACANT		ALTERNATE	
HINSDALE	Brown	Daniel	DELEGATE	7/11/2016
HINSDALE	VACANT		ALTERNATE	
LANESBOROUGH	Tinkham	RON	DELEGATE	
LANESBOROUGH	Hickey	Jack	ALTERNATE	7/13/2016
LEE	Bluhm	Peter	DELEGATE	
LEE	Donovan	Buck	ALTERNATE	
LENOX	VACANT		DELEGATE	
LENOX	Fowler	Ken	ALTERNATE	7/18/2016
MONTEREY	Klein	Larry	DELEGATE	
MONTEREY	Basler	Kenn	ALTERNATE	7/26/2016
MT WASHINGTON	Bott	Robert	DELEGATE	7/13/2016
MT WASHINGTON	Lovejoy	James	ALTERNATE	7/15/2016
NEW ASHFORD	VACANT		DELEGATE	
NEW ASHFORD	Flicker	Kevin	ALTERNATE	
NEW MARLBOROUGH	Mullen	James	DELEGATE	
NEW MARLBOROUGH	Hardyman	Patricia	ALTERNATE	7/5/2016
NORTH ADAMS	Hanlon	Kyle	DELEGATE	7/21/2016
NORTH ADAMS	VACANT		ALTERNATE	
OTIS	Kobrin	Harold	DELEGATE	7/15/2016
OTIS	Ernst	Michael	ALTERNATE	7/15/2016
PERU	Haupt	Samuel	DELEGATE	
PERU	Stergis	Gary	ALTERNATE	
PITTSFIELD	Irvin	Sheila	DELEGATE	
PITTSFIELD	Hoss	CJ	ALTERNATE	7/12/2016
RICHMOND	VACANT		DELEGATE	
RICHMOND	Bell	Richard	ALTERNATE	

TOWNS	LAST NAME	FIRST NAME	TITLE	REC'D CONFIRMATION
SANDISFIELD	Bottum Sr.	Gary	DELEGATE	
SANDISFIELD	Snyder	Andrew	ALTERNATE	
SAVOY	Tynan	John	DELEGATE	7/25/2016
SAVOY	LaBonte	Daniel	ALTERNATE	7/15/2016
SHEFFIELD	Massini-Reynolds	Marie	DELEGATE	
SHEFFIELD	Wood	Rene	ALTERNATE	
STOCKBRIDGE	Pearce	Ruth	DELEGATE	7/11/2016
STOCKBRIDGE	Raftery	Marie	ALTERNATE	
TYRINGHAM	Alsop	Christina	DELEGATE	7/11/2016
TYRINGHAM	Hudson	Sarah	ALTERNATE	7/5/2016
WASHINGTON	Wiley	Marilyn	DELEGATE	7/25/2016
WASHINGTON	Case	Michael	ALTERNATE	7/25/2016
WEST STOCKBRIDGE	Bixby	Dana	DELEGATE	
WEST STOCKBRIDGE	Zick	Karen	ALTERNATE	
WILLIAMSTOWN	Jeschawitz	Amy	DELEGATE	
WILLIAMSTOWN	Bolton	Roger	ALTERNATE	7/5/2016
WINDSOR	VACANT		DELEGATE	
WINDSOR	VACANT		ALTERNATE	
			TOTAL REC'D	27

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

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Check #	Date	Payee	Cash Account	Amount	Project	Description
11573	6/1/16	MIIA HEALTH BENEFITS TRUST	1040.000	1,299.95	--	Dental Insurance
11574	6/1/16	MIIA HEALTH BENEFITS TRUST	1040.000	21,123.27	--	Health Insurance
11575	6/1/16	MUTUAL OF OMAHA	1040.000	665.81	--	Life; LTD; STD
11576	6/1/16	CITY OF PITTSFIELD	1040.000	330.00	--	Parking
11577	6/1/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	4,012.00	--	Rent
11557V	6/1/16	LAURA KITTROSS	1040.000	-297.36	--	void
11578	6/1/16	ALDAM PRESS, INC.	1040.000	807.00	349 BOAPC16	Printing
11579	6/1/16	LAURA KITTROSS	1040.000	291.66	--	Expense Report
11580	6/1/16	THOMAS E. MATUSZKO	1040.000	387.91	--	Expense Report
11581	6/1/16	VALLEY GREEN SHREDDING, LLC	1040.000	105.00	--	Shredding
11582	6/1/16	TOWN OF WILLIAMSTOWN	1040.000	6,725.00	400 FDA/FOOD16	Equipment
11583	6/2/16	BRENDA JEAN CHURCH	1040.000	1,332.50	357 CDBG	Housing Specialist
EFT	6/2/16	AMAZON.COM	1040.000	274.44	349 BOAPC16	
11584	6/8/16	MARY AGOGLIA	1040.000	2,648.25	Health Grants	Nurses
11585	6/8/16	BERKSHIRE AHEC	1040.000	385.00	349 BOAPC16	Health Forum - May
11586	6/8/16	BRIDGE, INC.	1040.000	1,458.40	349 BOAPC16	Contractor
11587	6/8/16	CROWNE PLAZA	1040.000	635.80	349 BOAPC16	Health Forum - May
11588	6/8/16	DELUXE FOR BUSINESS	1040.000	325.05	--	Supplies
11589	6/8/16	LOUISE DERAGON	1040.000	1,277.30	Health Grants	Nurses
11590	6/8/16	LESLIE DRAGER	1040.000	96.00	Health Grants	Nurses
11591	6/8/16	FRANKLIN REGIONAL COUNCIL	1040.000	370.01	263 MT/HIST	Contractor
11592	6/8/16	JOSH GIROUX	1040.000	60.00	349 BOAPC16	
11593	6/8/16	GREYLOCK PRODUCTIONS	1040.000	475.00	349 BOAPC16	Contractor
11594	6/8/16	KELLEY CLEANING SERVICES	1040.000	265.00	--	Cleaning Services
11595	6/8/16	MASS. HOUSING PARTNERSHIP	1040.000	135.00	--	Training
11596	6/8/16	CITY OF PITTSFIELD	1040.000	2,455.00	166 EPA/RLF	DEP FEE
11597	6/8/16	QUEST CONNECT L.L.C	1040.000	250.00	--	Staff Development - Ludwig
11598	6/8/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	8,000.00	--	Pmt 1 - Office Renovation
11599	6/8/16	FRANKLIN REGIONAL COUNCIL	1040.000	3,639.31	void	void
11599V	6/8/16	FRANKLIN REGIONAL COUNCIL	1040.000	-3,639.31	void	void
11601	6/8/16	FAIRVIEW HOSPITAL, INC.	1040.000	3,639.31	391 FRCOG/MRC16	Consulting
1058	6/8/16	RALPH G. LOMBARDI, JR.	1048.000	12,260.23	357 CDBG	Contractor
1059	6/8/16	RALPH G. LOMBARDI, JR.	1048.000	14,197.50	357 CDBG	Contractor
1060	6/8/16	RALPH G. LOMBARDI, JR.	1048.000	12,498.75	357 CDBG	Contractor
1061	6/8/16	THOMAS O'BRIEN	1048.000	1,257.50	357 CDBG	Contractor
11600	6/8/16	VOID	1048.000		--	Void
EFT	6/9/16	BERKSHIRE GENERAL STORE	1040.000	59.64	5610.283.01	Meeting
EFT	6/15/16	CODE42	1040.000	9.99	--	Computer Crash Software
1062	6/15/16	KEVIN M. ZURRIN	1048.000	3,001.50	357 CDBG	Contractor
EFT	6/15/16	BERKSHIRE GENERAL STORE	1040.000	32.94	5610.350.01	Meeting
11602	6/17/16	BBE OFFICE INTERIORS	1040.000	30.00	--	Office Moving
11603	6/17/16	FAIRVIEW HOSPITAL, INC.	1040.000	4,064.00	391 FRCOG/MRC16	Consulting
11604	6/17/16	NATHANIEL W. KARNS	1040.000	52.22	--	Expense Report

BERKSHIRE REGIONAL PLANNING COMMISSION

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Check #	Date	Payee	Cash Account	Amount	Project	Description
11605	6/17/16	MASS STATE EMPLOYEES' RET.SYSTEM	1040.000	10,312.34	--	Employees State Retirement
11606	6/17/16	BONNIE L PARSONS	1040.000	1,720.00	263 MT/HIST	Consultant
11607	6/17/16	CPTC	1040.000	200.00	10 Gen	Meeting
EFT	6/20/16	HEWLETT-PACKARD COMPANY	1040.000	1,422.69	388 DPH/EPP16	Computer
EFT	6/20/16	AMAZON.COM	1040.000	149.99	388 DPH/EPP16	Monitor
EFT	6/21/16	MGXCOPY.COM	1040.000	494.70	413 PTS/HHHA	Booklets
EFT	6/21/16	AMAZON.COM	1040.000	995.98	400 FDA/FOOD16	Tablets
11608	6/30/16	EAMMON COUGHLIN	1040.000	112.39	--	Expense Report
11609	6/30/16	LAUREN L. GAHERTY	1040.000	86.40	--	Expense Report
11610	6/30/16	ALLISON HOPE	1040.000	495.25	--	Expense Report
11611	6/30/16	CHARLES KANIECKI	1040.000	278.10	--	Expense Report
11612	6/30/16	JEFFREY KENNEDY	1040.000	129.60	--	Expense Report
11613	6/30/16	JENNIFER L. KIMBALL	1040.000	101.43	--	Expense Report
11614	6/30/16	CLETUS K. KUS	1040.000	25.32	--	Expense Report
11615	6/30/16	EMILY LINDSEY	1040.000	139.74	--	Expense Report
11616	6/30/16	MARK MALOY	1040.000	16.74	--	Expense Report
11617	6/30/16	SANDRA B. MARTIN	1040.000	419.60	--	Expense Report
11618	6/30/16	THOMAS E. MATUSZKO	1040.000	124.00	--	Expense Report
11619	6/30/16	PATRICIA A. MULLINS	1040.000	496.86	--	Expense Report
11620	6/30/16	SHANNON ZALESKI	1040.000	15.34	--	Expense Report
11621	6/30/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	793.57	--	Utilities
11622	6/30/16	BBE OFFICE INTERIORS	1040.000	420.00	--	Office Moving
11623	6/30/16	COMPUWORKS	1040.000	1,452.00	5604.349.01/388	Computer & Symatec Lic
11624	6/30/16	DT SYSTEMS	1040.000	233.86	--	Telephone Programming
11625	6/30/16	BRIDGE, INC.	1040.000	1,458.40	349 BOAPC16	Contractor
11626	6/30/16	CORNERSTONE	1040.000	675.89	--	Telephone
11627	6/30/16	HOME INSTEAD SENIOR CARE	1040.000	1,004.93	--	Void
11628	6/30/16	KELLEY CLEANING SERVICES	1040.000	215.00	--	Cleaning Services
11629	6/30/16	MIYARES AND HARRINGTON LLP	1040.000	38.00	--	Legal
11630	6/30/16	PITNEY BOWES GLOBAL FINANCIAL SERV.,LLC	1040.000	146.55	--	Meter Lease
11631	6/30/16	RUTH POTE	1040.000	500.00	349 BOAPC16	Speaker
11632	6/30/16	NANCY SIMONDS-RUDERMAN	1040.000	1,500.00	400 FDA/FOOD16	Consultant
11633	6/30/16	VALLEY GREEN SHREDDING, LLC	1040.000	140.00	--	Shredding
11634	6/30/16	W.B. MASON COMPANY, INC.	1040.000	323.40	--	Office Supplies
11635	6/30/16	BERKSHIRE MOUNTAIN	1040.000	78.00	--	Water
11636	6/30/16	GEORGE B. CRANE MEMORIAL CENTER	1040.000	150.00	349 BOAPC16	Space Rental
11637	6/30/16	HOME INSTEAD SENIOR CARE	1040.000	2,450.00	393 BTI/TUFTS	Contractor
11638	6/30/16	MACFARLANE OFFICE PRODUCTS, INC.	1040.000	795.96	--	Copying
11639	6/30/16	TOWN OF NEW MARLBOROUGH	1040.000	6,725.00	400 FDA/FOOD16	Equipment
11627V	6/30/16	HOME INSTEAD SENIOR CARE	1040.000	-1,004.93	--	void
11608V	6/30/16	EAMMON COUGHLIN	1040.000	-112.39	--	void

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Jun 1, 2016 to Jun 30, 2016

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Check #	Date	Payee	Cash Account	Amount	Project	Description
Total				<u>142,716.28</u>		

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount	Project	Description
11640	7/1/16	NATHANIEL W. KARNS	1040.000	64.88		Expense Report
11641	7/1/16	MUTUAL OF OMAHA	1040.000	665.81	--	Life; LTD; STD
11642	7/1/16	CITY OF PITTSFIELD	1040.000	330.00	--	Parking
11643	7/1/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	3,792.00	--	Rent
11644	7/1/16	PITTSFIELD RETIREMENT SYSTEM	1040.000	5,903.00	--	Pittsfield Employee Retirement
11645	7/1/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	10,000.00	--	Pmt 2 - Office Renovation
11646	7/1/16	EAMMON COUGHLIN	1040.000	113.24	--	Expense Report
1063	7/6/16	RALPH G. LOMBARDI, JR.	1048.000	5,874.50	357 CDBG	Contractor
1064	7/6/16	RALPH G. LOMBARDI, JR.	1048.000	6,605.00	357 CDBG	Contractor
11647	7/7/16	MARY AGOGLIA	1040.000	2,558.00	Health Grants	Nurses
11648	7/7/16	LESLIE DRAGER	1040.000	464.00	Health Grants	Nurses
11649	7/7/16	LAURA KITROSS	1040.000	34.95	--	Expense Report
11650	7/7/16	MIIA HEALTH BENEFITS TRUST	1040.000	1,312.72	--	Dental Insurance
11651	7/7/16	MIIA HEALTH BENEFITS TRUST	1040.000	22,032.52	--	Health Insurance
11652	7/7/16	MIIA PROPERTY & CASUALTY GROUP, INC.	1040.000	2,285.96	void	void
11653	7/7/16	MIIA PROPERTY & CASUALTY GROUP, INC.	1040.000	1,100.95		Workers Comp
11654	7/7/16	MIKE SCUTIERI	1040.000	528.00		Painting Offices
11655	7/7/16	LOUISE DERAGON	1040.000	1,848.74	Health Grants	Nurses
1065	7/12/16	RALPH G. LOMBARDI, JR.	1048.000	15,738.75	void	void
1065V	7/13/16	RALPH G. LOMBARDI, JR.	1048.000	-15,738.75	void	void
1066	7/13/16	RALPH G. LOMBARDI, JR.	1048.000	15,738.75	357 CDBG	Contractor
EFT	7/13/16	AMAZON.COM	1040.000	71.90	--	Computer Equipment
11656	7/19/16	ALDAM PRESS, INC.	1040.000	422.78	349 BOAPC16	Printing
11657	7/19/16	BECKS PRINTING	1040.000	1,238.00	349 BOAPC16	Printing
11658	7/19/16	NEW ENGLAND NEWSPAPERS, INC.	1040.000	459.21	281 TPL & 40	Sr. Planner / TPL
11659	7/19/16	BERKSHIRE MOBILE MEDICINE PC	1040.000	1,125.00	349 BOAPC16	Contractor
11660	7/19/16	BRIDGE, INC.	1040.000	1,832.60	349 BOAPC16	Contractor
11661	7/19/16	COMPREHENSIVE ENVIRONMENTAL, INC.	1040.000	4,780.00		Contractor
11662	7/19/16	DT SYSTEMS	1040.000	105.00		Telephone Program
11663	7/19/16	ENTERPRISE RENT-A-CAR	1040.000	242.50	Varied	Car Rental
11664	7/19/16	EXCELSIOR PRINTING COMPANY	1040.000	850.00	void	void
11665	7/19/16	FAIRVIEW HOSPITAL, INC.	1040.000	7,978.30	391 FRCOG/MRC16	Consulting
11666	7/19/16	FRANKLIN REGIONAL COUNCIL	1040.000	1,503.45	void	void
11667	7/19/16	NAN FUTURONSKY	1040.000	2,500.00	349 BOAPC16	Contractor
11668	7/19/16	HOME INSTEAD SENIOR CARE	1040.000	1,004.93	void	void
11669	7/19/16	INTERACTIVE HEALTH LLC	1040.000	3,500.00	349 BOAPC16	Contractor
11670	7/19/16	ANUJA KOIRALA	1040.000	415.00	--	Expense Report
11671	7/19/16	MASS STATE EMPLOYEES' RET.SYSTEM	1040.000	9,937.82		Employee Retirement
11672	7/19/16	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.000	9,087.19	349 BOAPC16	Contractor
11673	7/19/16	PITNEY BOWES PURCHASE POWER	1040.000	500.00		Postage
11674	7/19/16	RAILROAD STREET YOUTH PROJECT, INC	1040.000	2,568.52	349 BOAPC16	Contractor
11675	7/19/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	12,529.41	--	Pmt 3 - Office Renovation

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Check #	Date	Payee	Cash Account	Amount	Project	Description
11676	7/19/16	W.B. MASON COMPANY, INC.	1040.000	430.43		Supplies
1067	7/19/16	KEVIN M. ZURRIN	1048.000	3,668.50	357 CDBG	Contractor
1023	7/19/16	CITY OF PITTSFIELD	1042.000	211.27	166 EPA/RLF	Advertising Reimbursement
11652V	7/19/16	MIIA PROPERTY & CASUALTY GROUP, INC.	1040.000	-2,285.96	void	void
11677	7/19/16	MIIA PROPERTY & CASUALTY GROUP, INC.	1040.000	2,184.96		Liability Insurance
11664V	7/20/16	EXCELSIOR PRINTING COMPANY	1040.000	-850.00		void
11666V	7/20/16	FRANKLIN REGIONAL COUNCIL	1040.000	-1,503.45	void	void
11668V	7/20/16	HOME INSTEAD SENIOR CARE	1040.000	-1,004.93	void	void
Total				144,755.45		

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Jul 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	6/27/16	263-053116-5.5		370.01			370.01
263/MT/HIST	MASS DOT - MT/HIST	6/30/16	263-063016-6.5		3,704.74			3,704.74
263/MT/HIST	MASS DOT - MT/HIST				4,074.75			4,074.75
281/TPL13	MASSDOT#75425 - TPL13	6/30/16	281-063016-4.9		31,561.66			31,561.66
281/TPL13	MASSDOT#75425 - TPL13				31,561.66			31,561.66
283 BHPA/INSP/PER	TOWN OF PERU	7/1/16	283-093016-1-PER	1,500.00				1,500.00
283 BHPA/INSP/PER	TOWN OF PERU			1,500.00				1,500.00
283 BHPA/INSP/WSH	TOWN OF WASHINGTON	7/1/16	283-093016-1-WSH	525.00				525.00
283 BHPA/INSP/WSH	TOWN OF WASHINGTON			525.00				525.00
297 BTI	BERKSHIRES TOMORROW, INC.	4/21/16	297-033116				2.74	2.74
297 BTI	BERKSHIRES TOMORROW, INC.						2.74	2.74
320/LEE/BFAWP	TOWN OF LEE	6/30/16	320-063016-24		4,762.89			4,762.89
320/LEE/BFAWP	TOWN OF LEE				4,762.89			4,762.89
335/LBD	MASSDOT#82513 - LBD	6/27/16	335-053116-11.2		118.15			118.15
335/LBD	MASSDOT#82513 - LBD	6/30/16	335-063016-12.2		1,101.42			1,101.42
335/LBD	MASSDOT#82513 - LBD				1,219.57			1,219.57
349 BSAS/EOHHS	BUREAU OF SUBSTANCE ABUSE	7/20/16	349-053116	16,488.13				16,488.13
349 BSAS/EOHHS	BUREAU OF SUBSTANCE ABUSE	7/25/16	349-063016	37,749.38				37,749.38
349 BSAS/EOHHS	BUREAU OF SUBSTANCE ABUSE			54,237.51				54,237.51
357/GTB-SHF/CDBG	TOWN OF GREAT BARRINGTON	6/30/16	357-063016-14		3,899.61			3,899.61
357/GTB-SHF/CDBG	TOWN OF GREAT BARRINGTON	6/30/16	357-063016-14-ESCROW		73,151.45			73,151.45

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Jul 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
357/GTB-SHF/CDBG	TOWN OF GREAT BARRINGTON				77,051.06			77,051.06
385 MAPC/MACC	METROPOLITAN AREA PLANNING COUNCIL	6/21/16	385-053116-11		433.49			433.49
385 MAPC/MACC	METROPOLITAN AREA PLANNING COUNCIL	6/30/16	385-063016		170.14			170.14
385 MAPC/MACC	METROPOLITAN AREA PLANNING COUNCIL				603.63			603.63
387 MAPC/REGSH	METROPOLITAN AREA PLANNING COUNCIL	6/21/16	387-053116-11		1,102.94			1,102.94
387 MAPC/REGSH	METROPOLITAN AREA PLANNING COUNCIL	6/30/16	387-063016-12		248.36			248.36
387 MAPC/REGSH	METROPOLITAN AREA PLANNING COUNCIL				1,351.30			1,351.30
389 BCBOHA/PWTF-T	BERKSHIRE CTY BOARDS OF HEALTH ALLIANCE	6/30/16	389-FEB-MAYCR		-76.67			-76.67
389 BCBOHA/PWTF-T	BERKSHIRE CTY BOARDS OF HEALTH ALLIANCE	6/30/16	389-063016-9		1,962.20			1,962.20
389 BCBOHA/PWTF-T	BERKSHIRE CTY BOARDS OF HEALTH ALLIANCE				1,885.53			1,885.53
396 GTB/CDBG-R14	TOWN OF GREAT BARRINGTON	6/30/16	396-063016-4		26,036.26			26,036.26
396 GTB/CDBG-R14	TOWN OF GREAT BARRINGTON				26,036.26			26,036.26
402/DEP/NPDES	DCOMM OF MASSACHUSETTS	2/19/16	402-123115-01CR				-0.01	-0.01
402/DEP/NPDES	DCOMM OF MASSACHUSETTS	6/30/16	402-063016-3		8,723.61			8,723.61
402/DEP/NPDES	DCOMM OF MASSACHUSETTS				8,723.61		-0.01	8,723.60
405 MAPC/SUVT	METROPOLITAN AREA PLANNING COUNCIL	6/21/16	405-053116-7		2,586.94			2,586.94
405 MAPC/SUVT	METROPOLITAN AREA PLANNING COUNCIL	6/30/16	405-063016-8		2,803.26			2,803.26
405 MAPC/SUVT	METROPOLITAN AREA PLANNING COUNCIL				5,390.20			5,390.20
407/FRCOG/MTWP	FRANKLIN REGIONAL COUNCIL OF GOVT	6/30/16	407-063016-3		13,689.70			13,689.70
407/FRCOG/MTWP	FRANKLIN REGIONAL COUNCIL OF GOVT				13,689.70			13,689.70
411 MAPC/COAD17	METROPOLITAN AREA PLANNING COUNCIL	6/30/16	411-063016-2		121.41			121.41
411 MAPC/COAD17	METROPOLITAN AREA PLANNING COUNCIL				121.41			121.41

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Jul 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
415/EOT10	OFFICE OF TRANSPORTATION PLANNING	6/30/16	415-063016-03		2,454.52			2,454.52
415/EOT10	OFFICE OF TRANSPORTATION PLANNING				2,454.52			2,454.52
422 MAPC/CID	METROPOLITAN AREA PLANNING COUNCIL	6/30/16	422-063016-1		616.41			616.41
422 MAPC/CID	METROPOLITAN AREA PLANNING COUNCIL				616.41			616.41
CITY OF PITTSFIELD	CITY OF PITTSFIELD	7/1/16	FY17-PTS	33,100.01				33,100.01
CITY OF PITTSFIELD	CITY OF PITTSFIELD			33,100.01				33,100.01
COOK INSURANCE	CHARLES COOK	7/1/16	JULY 2016 INSURANCE	0.20				0.20
COOK INSURANCE	CHARLES COOK			0.20				0.20
HINSDALE, TOWN OF	TOWN OF HINSDALE	6/27/16	408-062716-HND		676.31			676.31
HINSDALE, TOWN OF	TOWN OF HINSDALE				676.31			676.31
TOWN OF ADAMS	TOWN OF ADAMS	7/1/16	FY17-ADM	6,277.88				6,277.88
TOWN OF ADAMS	TOWN OF ADAMS			6,277.88				6,277.88
TOWN OF ALFORD	TOWN OF ALFORD	7/1/16	FY17-ALF	365.50				365.50
TOWN OF ALFORD	TOWN OF ALFORD			365.50				365.50
TOWN OF CHESHIRE	TOWN OF CHESHIRE	7/1/16	FY17-CHS	2,393.51				2,393.51
TOWN OF CHESHIRE	TOWN OF CHESHIRE			2,393.51				2,393.51
TOWN OF CLARKSBURG	TOWN OF CLARKSBURG	7/1/16	FY17-CLK	1,259.28				1,259.28
TOWN OF CLARKSBURG	TOWN OF CLARKSBURG			1,259.28				1,259.28

BERKSHIRE REGIONAL PLANNING COMMISSION

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<u>Customer ID</u>	<u>Customer</u>	<u>Date</u>	<u>Invoice/CM #</u>	<u>0 - 30</u>	<u>31 - 60</u>	<u>61 - 90</u>	<u>Over 90 days</u>	<u>Amount Due</u>
TOWN OF G BARRINGTON	TOWN OF GREAT BARRINGTON	7/1/16	FY17-GTB	5,256.11				5,256.11
TOWN OF G BARRINGTON	TOWN OF GREAT BARRINGTON			5,256.11				5,256.11
TOWN OF LEE	TOWN OF LEE	7/1/16	FY17-LEE	4,397.11				4,397.11
TOWN OF LEE	TOWN OF LEE			4,397.11				4,397.11
TOWN OF MONTEREY	TOWN OF MONTEREY	7/1/16	FY17-MON	711.02				711.02
TOWN OF MONTEREY	TOWN OF MONTEREY			711.02				711.02
TOWN OF NEW MARLBORO	TOWN OF NEW MARLBOROUGH	7/1/16	FY17-NMB	1,116.48				1,116.48
TOWN OF NEW MARLBOR	TOWN OF NEW MARLBOROUGH			1,116.48				1,116.48
TOWN OF OTIS	TOWN OF OTIS	7/1/16	FY17-OTS	1,192.69				1,192.69
TOWN OF OTIS	TOWN OF OTIS			1,192.69				1,192.69
TOWN OF PERU	TOWN OF PERU	7/1/16	FY17-PER	626.67				626.67
TOWN OF PERU	TOWN OF PERU			626.67				626.67
TOWN OF SAVOY	TOWN OF SAVOY	7/1/16	FY17-SAV	512.00				512.00
TOWN OF SAVOY	TOWN OF SAVOY			512.00				512.00
TOWN OF SHEFFIELD	TOWN OF SHEFFIELD	7/1/16	FY17-SHF	2,409.79				2,409.79
TOWN OF SHEFFIELD	TOWN OF SHEFFIELD			2,409.79				2,409.79
TOWN OF STOCKBRIDGE	TOWN OF STOCKBRIDGE	7/1/16	FY17-STK	1,440.55				1,440.55
TOWN OF STOCKBRIDGE	TOWN OF STOCKBRIDGE			1,440.55				1,440.55
TOWN OF TYRINGHAM	TOWN OF TYRINGHAM	7/1/16	FY17-TYR	241.94				241.94

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Jul 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
TOWN OF TYRINGHAM	TOWN OF TYRINGHAM			241.94				241.94
TOWN OF W STOCKBRIDG	TOWN OF WEST STOCKBRIDGE	7/1/16	FY17-WST	966.28				966.28
TOWN OF W STOCKBRIDG	TOWN OF WEST STOCKBRIDGE			966.28				966.28
TOWN OF WINDSOR	TOWN OF WINDSOR	7/1/16	FY17-WND	665.15				665.15
TOWN OF WINDSOR	TOWN OF WINDSOR			665.15				665.15
Report Total				119,194.68	180,218.81		2.73	299,416.22

TERMINATION OF EMPLOYMENT

Senior Staff: For all BRPC employees at or above the rank of Senior Planner, notice of intent to terminate his/her employment shall be submitted to the Executive Director in writing at least four (4) weeks in advance of intended termination date. No employee within this classification may use more than five (5) days of accumulated and available vacation and/or compensatory time towards the required notification period. In special or unusual circumstances, the Executive Director shall have the discretion to grant a waiver to the Commission's notification requirements based upon a written request submitted by the employee seeking the waiver.

The Executive Director will inform the Executive Committee of all benefited employees who terminate their employment with the Commission.

Planners: For all BRPC planners other than those at or above the rank of Senior Planner, notice of intent to terminate his/her employment shall be submitted to the Executive Director in writing at least three (3) weeks in advance of the intended termination date. No employee within this classification may use more than three (3) days of accumulated and available vacation and/or compensatory time towards the required notification period. In special or unusual circumstances, the Executive Director shall have the discretion to grant a waiver to the Commission's notification requirements based upon a written request submitted by the employee seeking the waiver.

Other Staff: For other staff members, notice of intent to terminate his/her employment shall be submitted to the Executive Director in writing at least two (2) weeks in advance of the intended termination date. No employee within this classification may use more than two (2) days of accumulated and available vacation time towards the required notification period. In special or unusual circumstances, the Executive Director shall have the discretion to grant a waiver to the Commission's notification requirements based upon a written request submitted by the employee seeking the waiver.

Severance Pay: One weeks' pay for each year of employment with the Commission in excess of eight (8) years.

Unemployment Compensation: Unemployment compensation is covered under the provision of the Massachusetts Employment Security Laws.

New Grants received 6/3/2016 to 7/25/2016

Name	Grant Amount FY16/FY17
MAPC Western Regional Homeland Security Advisory Council Children in Disasters	\$17,025
BERKS COUNTY BOARDS OF HEALTH ASSOC. (BCBOHA) SUPPORT SERVICES	\$10,000
Berkshire Benchmarks – Berkshire United Way 2017 (An additional \$5,000 maybe requested with advanced approval)	\$10,000
FDA – Food Safety - Regional Food Safety Permitting and Inspection (year 2)	\$69,850
Tufts through Berkshires Tomorrow Age Friendly Berkshires Year 2 \$93,000 minus Admin fee for BTI	\$91,140
Town of Egremont and Peru– Inspectional and Public Health Services	\$11,145
Cheshire, Clarksburg, Egremont, Gt. Barrington, Peru and Washington – Public Health Nursing Services	\$16,109
Town of Adams – GIS Services	\$11,000
Hinsdale Complete Streets	\$28,689.97
Dalton Complete Streets	\$33,539

Grants Did Not Receive 6/3/2016 to 7/25/2016

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[Home](#) > [Education & Training Resources](#) > [Mandatory Conflict Law Education Requirements](#) > [Municipal Employee Summary](#)

Summary of the Conflict of Interest Law for Municipal Employees

This summary of the conflict of interest law, General Laws chapter 268A, is intended to help municipal employees understand how that law applies to them. This summary is not a substitute for legal advice, nor does it mention every aspect of the law that may apply in a particular situation. Municipal employees can obtain free confidential advice about the conflict of interest law from the Commission's Legal Division at our website, phone number, and address above. Municipal counsel may also provide advice.

The conflict of interest law seeks to prevent conflicts between private interests and public duties, foster integrity in public service, and promote the public's trust and confidence in that service by placing restrictions on what municipal employees may do on the job, after hours, and after leaving public service, as described below. The sections referenced below are sections of G.L. c. 268A.

When the Commission determines that the conflict of interest law has been violated, it can impose a civil penalty of up to \$10,000 (\$25,000 for bribery cases) for each violation. In addition, the Commission can order the violator to repay any economic advantage he gained by the violation, and to make restitution to injured third parties. Violations of the conflict of interest law can also be prosecuted criminally.

I. Are you a municipal employee for conflict of interest law purposes?

You do not have to be a full-time, paid municipal employee to be considered a municipal employee for conflict of interest purposes. Anyone performing services for a city or town or holding a municipal position, whether paid or unpaid, including full- and part-time municipal employees, elected officials, volunteers, and consultants, is a municipal employee under the conflict of interest law. An employee of a private firm can also be a municipal employee, if the private firm has a contract with the city or town and the employee is a "key employee" under the contract, meaning the town has specifically contracted for her services. The law also covers private parties who engage in impermissible dealings with municipal employees, such as offering bribes or illegal gifts.

II. On-the-job restrictions.

(a) Bribes. Asking for and taking bribes is prohibited. (See Section 2)

A bribe is anything of value corruptly received by a municipal employee in exchange for the employee being influenced in his official actions. Giving, offering, receiving, or asking for a bribe is illegal.

Bribes are more serious than illegal gifts because they involve corrupt intent. In other words, the municipal employee intends to sell his office by agreeing to do or not do some official act, and the giver intends to influence him to do so. Bribes of any value are illegal.

(b) Gifts and gratuities. Asking for or accepting a gift because of your official position, or because of something you can do or have done in your official position, is prohibited. (See Sections 3, 23(b)(2), and 26)

Municipal employees may not accept gifts and gratuities valued at \$50 or more given to influence their official actions or because of their official position. Accepting a gift intended to reward past official action or to bring about future official action is illegal, as is giving such gifts. Accepting a gift given to you because of the municipal position you hold is also illegal. Meals, entertainment event tickets, golf, gift baskets, and payment of travel expenses can all be illegal gifts if given in connection with official action or position, as can anything worth \$50 or more. A number of smaller gifts together worth \$50 or more may also violate these sections.

Example of violation : A town administrator accepts reduced rental payments from developers.

Example of violation : A developer offers a ski trip to a school district employee who oversees the developer's work for the school district.

Regulatory exemptions . There are situations in which a municipal employee's receipt of a gift does not present a genuine risk of a conflict of interest, and may in fact advance the public interest. The Commission has created exemptions permitting giving and receiving gifts in these situations. One commonly used exemption permits municipal employees to accept payment of travel-related expenses when doing so advances a public purpose. Another commonly used exemption permits municipal employees to accept payment of costs involved in attendance at educational and training programs. Other exemptions are listed on the Commission's website.

Example where there is no violation : A fire truck manufacturer offers to pay the travel expenses of a fire chief to a trade show where the chief can examine various kinds of fire-fighting equipment that the town may purchase. The chief fills out a disclosure form and obtains prior approval from his appointing authority.

Example where there is no violation : A town treasurer attends a two-day annual school featuring multiple substantive seminars on issues relevant to treasurers. The annual school is paid for in part by banks that do business with town treasurers. The treasurer is only required to make a disclosure if one of the sponsoring banks has official business before her in the six months before or after the annual school.

(c) Misuse of position. Using your official position to get something you are not entitled to, or to get someone else something they are not entitled to, is prohibited. Causing someone else to do these things is also prohibited. (See Sections 23(b)(2) and 26)

A municipal employee may not use her official position to get something worth \$50 or more that would not be properly available to other similarly situated individuals. Similarly, a municipal employee may not use her official position to get something worth \$50 or more for someone else that would not be properly available to other similarly situated individuals. Causing someone else to do these things is also prohibited.

Example of violation : A full-time town employee writes a novel on work time, using her office computer, and directing her secretary to proofread the draft.

Example of violation : A city councilor directs subordinates to drive the councilor's wife to and from the grocery store.

Example of violation : A mayor avoids a speeding ticket by asking the police officer who stops him, "Do you know who I am?" and showing his municipal I.D.

(d) Self-dealing and nepotism. Participating as a municipal employee in a matter in which you, your immediate family, your business organization, or your future employer has a financial interest is prohibited. (See Section 19)

A municipal employee may not participate in any particular matter in which he or a member of his immediate family (parents, children, siblings, spouse, and spouse's parents, children, and siblings) has a financial interest. He also may not participate in any particular matter in which a prospective employer, or a business organization of which he is a director, officer, trustee, or employee has a financial interest. Participation includes discussing as well as voting on a matter, and delegating a matter to someone else.

A financial interest may create a conflict of interest whether it is large or small, and positive or negative. In other words, it does not matter if a lot of money is involved or only a little. It also does not matter if you are putting money into your pocket or taking it out. If you, your immediate family, your business, or your employer have or has a financial interest in a matter, you may not participate. The financial interest must be direct and immediate or reasonably foreseeable to create a conflict. Financial interests which are remote, speculative or not sufficiently identifiable do not create conflicts.

Example of violation : A school committee member's wife is a teacher in the town's public schools. The school committee member votes on the budget line item for teachers' salaries.

Example of violation : A member of a town affordable housing committee is also the director of a non-profit housing development corporation. The non-profit makes an application to the committee, and the member/director participates in the discussion.

Example : A planning board member lives next door to property where a developer plans to construct a new building. Because the planning board member owns abutting property, he is presumed to have a financial interest in the matter. He cannot participate unless he provides the State Ethics Commission with an opinion from a qualified independent appraiser that the new construction will not affect his financial interest.

In many cases, where not otherwise required to participate, a municipal employee may comply with the law by simply not participating in the particular matter in which she has a financial interest. She need not give a reason for not participating.

There are several exemptions to this section of the law. An appointed municipal employee may file a written disclosure about the financial interest with his appointing authority, and seek permission to participate notwithstanding the conflict. The appointing authority may grant written permission if she determines that the financial interest in question is not so substantial that it is likely to affect the integrity of his services to the municipality. Participating without disclosing the financial interest is a violation. Elected employees cannot use the disclosure procedure because they have no appointing authority.

Example where there is no violation : An appointed member of the town zoning advisory committee, which will review and recommend changes to the town's by-laws with regard to a commercial district, is a partner at a company that owns commercial property in the district. Prior to participating in any committee discussions, the member files a disclosure with the zoning board of appeals that appointed him to his position, and that board gives him a written determination authorizing his participation, despite his company's financial interest. There is no violation.

There is also an exemption for both appointed and elected employees where the employee's task is to address a matter of general policy and the employee's financial interest is shared with a substantial portion (generally 10% or more) of the town's population, such as, for instance, a financial interest in real estate tax rates or municipal utility rates.

Regulatory exemptions. In addition to the statutory exemptions just mentioned, the Commission has created several regulatory exemptions permitting municipal employees to participate in particular matters notwithstanding the presence of a financial interest in certain very specific situations when permitting them to do so advances a public purpose. There is an exemption permitting school committee members to participate in setting school fees that will affect their own children if they

make a prior written disclosure. There is an exemption permitting town clerks to perform election-related functions even when they, or their immediate family members, are on the ballot, because clerks' election-related functions are extensively regulated by other laws. There is also an exemption permitting a person serving as a member of a municipal board pursuant to a legal requirement that the board have members with a specified affiliation to participate fully in determinations of general policy by the board, even if the entity with which he is affiliated has a financial interest in the matter. Other exemptions are listed in the Commission's regulations, available on the Commission's website.

Example where there is no violation: A municipal Shellfish Advisory Board has been created to provide advice to the Board of Selectmen on policy issues related to shellfishing. The Advisory Board is required to have members who are currently commercial fishermen. A board member who is a commercial fisherman may participate in determinations of general policy in which he has a financial interest common to all commercial fishermen, but may not participate in determinations in which he alone has a financial interest, such as the extension of his own individual permits or leases.

(e) False claims. Presenting a false claim to your employer for a payment or benefit is prohibited, and causing someone else to do so is also prohibited. (See Sections 23(b)(4) and 26)

A municipal employee may not present a false or fraudulent claim to his employer for any payment or benefit worth \$50 or more, or cause another person to do so.

Example of violation : A public works director directs his secretary to fill out time sheets to show him as present at work on days when he was skiing.

(f) Appearance of conflict. Acting in a manner that would make a reasonable person think you can be improperly influenced is prohibited. (See Section 23(b)(3))

A municipal employee may not act in a manner that would cause a reasonable person to think that she would show favor toward someone or that she can be improperly influenced. Section 23(b)(3) requires a municipal employee to consider whether her relationships and affiliations could prevent her from acting fairly and objectively when she performs her duties for a city or town. If she cannot be fair and objective because of a relationship or affiliation, she should not perform her duties. However, a municipal employee, whether elected or appointed, can avoid violating this provision by making a public disclosure of the facts. An appointed employee must make the disclosure in writing to his appointing official.

Example where there is no violation : A developer who is the cousin of the chair of the conservation commission has filed an application with the commission. A reasonable person could conclude that the chair might favor her cousin. The chair files a written disclosure with her appointing authority explaining her relationship with her cousin prior to the meeting at which the application will be considered. There is no violation of Sec. 23(b)(3).

(g) Confidential information. Improperly disclosing or personally using confidential information obtained through your job is prohibited. (See Section 23(c))

Municipal employees may not improperly disclose confidential information, or make personal use of non-public information they acquired in the course of their official duties to further their personal interests.

III. After-hours restrictions.

(a) Taking a second paid job that conflicts with the duties of your municipal job is prohibited. (See Section 23(b)(1))

A municipal employee may not accept other paid employment if the responsibilities of the second job are incompatible with his or her municipal job.

Example : A police officer may not work as a paid private security guard in the town where he serves because the demands of his private employment would conflict with his duties as a police officer.

(b) Divided loyalties. Receiving pay from anyone other than the city or town to work on a matter involving the city or town is prohibited. Acting as agent or attorney for anyone other than the city or town in a matter involving the city or town is also prohibited whether or not you are paid. (See Sec. 17)

Because cities and towns are entitled to the undivided loyalty of their employees, a municipal employee may not be paid by other people and organizations in relation to a matter if the city or town has an interest in the matter. In addition, a municipal employee may not act on behalf of other people and organizations or act as an attorney for other people and organizations in which the town has an interest. Acting as agent includes contacting the municipality in person, by phone, or in writing; acting as a liaison; providing documents to the city or town; and serving as spokesman.

A municipal employee may always represent his own personal interests, even before his own municipal agency or board, on the same terms and conditions that other similarly situated members of the public would be allowed to do so. A municipal employee may also apply for building and related permits on behalf of someone else and be paid for doing so, unless he works for the permitting agency, or an agency which regulates the permitting agency.

Example of violation : A full-time health agent submits a septic system plan that she has prepared for a private client to the town's board of health.

Example of violation : A planning board member represents a private client before the board of selectmen on a request that town meeting consider rezoning the

client's property.

While many municipal employees earn their livelihood in municipal jobs, some municipal employees volunteer their time to provide services to the town or receive small stipends. Others, such as a private attorney who provides legal services to a town as needed, may serve in a position in which they may have other personal or private employment during normal working hours. In recognition of the need not to unduly restrict the ability of town volunteers and part-time employees to earn a living, the law is less restrictive for "special" municipal employees than for other municipal employees.

The status of "special" municipal employee has to be assigned to a municipal position by vote of the board of selectmen, city council, or similar body. A position is eligible to be designated as "special" if it is unpaid, or if it is part-time and the employee is allowed to have another job during normal working hours, or if the employee was not paid for working more than 800 hours during the preceding 365 days. It is the position that is designated as "special" and not the person or persons holding the position. Selectmen in towns of 10,000 or fewer are automatically "special"; selectman in larger towns cannot be "specials."

If a municipal position has been designated as "special," an employee holding that position may be paid by others, act on behalf of others, and act as attorney for others with respect to matters before municipal boards other than his own, provided that he has not officially participated in the matter, and the matter is not now, and has not within the past year been, under his official responsibility.

Example : A school committee member who has been designated as a special municipal employee appears before the board of health on behalf of a client of his private law practice, on a matter that he has not participated in or had responsibility for as a school committee member. There is no conflict. However, he may not appear before the school committee, or the school department, on behalf of a client because he has official responsibility for any matter that comes before the school committee. This is still the case even if he has recused himself from participating in the matter in his official capacity.

Example : A member who sits as an alternate on the conservation commission is a special municipal employee. Under town by-laws, he only has official responsibility for matters assigned to him. He may represent a resident who wants to file an application with the conservation commission as long as the matter is not assigned to him and he will not participate in it.

(c) Inside track. Being paid by your city or town, directly or indirectly, under some second arrangement in addition to your job is prohibited, unless an exemption applies. (See Section 20)

A municipal employee generally may not have a financial interest in a municipal contract, including a second municipal job. A municipal employee is also generally prohibited from having an indirect financial interest in a contract that the city or town has with someone else. This provision is intended to prevent municipal employees from having an "inside track" to further financial opportunities.

Example of violation : Legal counsel to the town housing authority becomes the acting executive director of the authority, and is paid in both positions.

Example of violation : A selectman buys a surplus truck from the town DPW.

Example of violation : A full-time secretary for the board of health wants to have a second paid job working part-time for the town library. She will violate Section 20 unless she can meet the requirements of an exemption.

Example of violation : A city councilor wants to work for a non-profit that receives funding under a contract with her city. Unless she can satisfy the requirements of an exemption under Section 20, she cannot take the job.

There are numerous exemptions. A municipal employee may hold multiple unpaid or elected positions. Some exemptions apply only to special municipal employees. Specific exemptions may cover serving as an unpaid volunteer in a second town position, housing-related benefits, public safety positions, certain elected positions, small towns, and other specific situations. Please call the Ethics Commission's Legal Division for advice about a specific situation.

IV. After you leave municipal employment. (See Section 18)

(a) Forever ban. After you leave your municipal job, you may never work for anyone other than the municipality on a matter that you worked on as a municipal employee.

If you participated in a matter as a municipal employee, you cannot ever be paid to work on that same matter for anyone other than the municipality, nor may you act for someone else, whether paid or not. The purpose of this restriction is to bar former employees from selling to private interests their familiarity with the facts of particular matters that are of continuing concern to their former municipal employer. The restriction does not prohibit former municipal employees from using the expertise acquired in government service in their subsequent private activities.

Example of violation : A former school department employee works for a contractor under a contract that she helped to draft and oversee for the school department.

(b) One year cooling-off period. For one year after you leave your municipal job you may not participate in any matter over which you had official responsibility during your last two years of public service.

Former municipal employees are barred for one year after they leave municipal employment from personally appearing before any agency of the municipality in connection with matters that were under their authority in their prior municipal positions during the two years before they left.

Example : An assistant town manager negotiates a three-year contract with a company. The town manager who supervised the assistant, and had official responsibility for the contract but did not participate in negotiating it, leaves her job to work for the company to which the contract was awarded. The former manager may not call or write the town in connection with the company's work on the contract for one year after leaving the town.

A former municipal employee who participated as such in general legislation on expanded gaming and related matters may not become an officer or employee of, or acquire a financial interest in, an applicant for a gaming license, or a gaming licensee, for one year after his public employment ceases.

(c) Partners. Your partners will be subject to restrictions while you serve as a municipal employee and after your municipal service ends.

Partners of municipal employees and former municipal employees are also subject to restrictions under the conflict of interest law. If a municipal employee participated in a matter, or if he has official responsibility for a matter, then his partner may not act on behalf of anyone other than the municipality or provide services as an attorney to anyone but the city or town in relation to the matter.

Example : While serving on a city's historic district commission, an architect reviewed an application to get landmark status for a building. His partners at his architecture firm may not prepare and sign plans for the owner of the building or otherwise act on the owner's behalf in relation to the application for landmark status. In addition, because the architect has official responsibility as a commissioner for every matter that comes before the commission, his partners may not communicate with the commission or otherwise act on behalf of any client on any matter that comes before the commission during the time that the architect serves on the commission.

Example : A former town counsel joins a law firm as a partner. Because she litigated a lawsuit for the town, her new partners cannot represent any private clients in the lawsuit for one year after her job with the town ended.

This summary is not intended to be legal advice and, because it is a summary, it does not mention every provision of the conflict law that may apply in a particular situation. Our website, <http://www.mass.gov/ethics> contains further information about how the law applies in many situations. You can also contact the Commission's Legal Division via our website, by telephone, or by letter. Our contact information is at the top of this document.

Version 6: Revised May 10, 2013

ACKNOWLEDGMENT OF RECEIPT

I, _____, an employee at _____, hereby acknowledge that I received a
(first and last name) *(name of municipal dept.)*
copy of the summary of the conflict of interest law for municipal employees, revised May 10, 2013, on _____.
(date)

Municipal employees should complete the acknowledgment of receipt and return it to the individual who provided them with a copy of the summary. Alternatively, municipal employees may send an e-mail acknowledging receipt of the summary to the individual who provided them with a copy of it.

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: June 8, 2016
RE: **May Technical Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of May 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 Sustainable Berkshires Certificate of Consistency for a grant application to serve Berkshire County.	Mass Fair Housing Center
Egremont	Update Zoning Maps.	Planning Board Member
Gt. Barrington	Update Zoning Maps.	Planning Board Member
Stockbridge	Responded to request for clarification on special permits and variances.	Planning Board Member
Williamstown	Provide assistance a scope of work for a Housing Needs Assessment.	Town Planner
Williamstown	Provide assistance with community outreach in support of denser residential development, in particular multi-family housing, through the local zoning code.	Town Officials

Assistance Recipient	Non-Municipal Technical Assistance	Organization
Private	Provided previous planning efforts and sent those Community Development Plan documents.	Berkshire Natural Resources Council
Private	Provided assistance with a Department of Environmental Protection grant application and possible BRPC support.	The Trustees of Reservation
Private	Provided a map.	Hoosic River Revival

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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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: July 11, 2016
RE: **June Technical Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of June 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
Pittsfield	Provided a map of Durant Park.	Community Development Department

Assistance Recipient	Non-Municipal Technical Assistance	Organization
State	Provided with planner and senior planner position descriptions and pay plans.	Department of Environmental Conservation (DEC)
Private	Responded to request for information and guidance.	Hydroelectric Development Company
County Agency	Provided letter of support for Mediation Center grant application.	Berkshire County Regional Housing Authority