

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, October 6, 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 September 1, 2016 * | (4:05) |
| III. | Introduction of New Senior Planner – Bill Compton | (4:10) |
| IV. | Financial Reports | (4:15) |
| | A. September Expenditures Report * | |
| | B. Accounts Receivable Report | |
| | C. Status of Receipt of Community Assessments for FY 2017 | |
| | D. Other | |
| V. | Delegate & Alternate Issues | (4:20) |
| VI. | Committee Reports | (4:25) |
| VII. | Executive Director's Report | (4:30) |
| | A. Report on New Contracts/Agreements | |
| | B. District Local Technical Assistance | |
| | C. MassWorks Grant Applications Submitted from County | |
| | D. Community Compact Programs – new Efficiency & Regionalization Grant opens October 15 th | |
| | E. Small Bridge Program – Tuesday, October 11 th , Hilton Garden Inn, Pittsfield | |
| | F. By-law Adoption, Submission, and Review Process Course – Tuesday, October 18 th , Blandford Town Hall | |
| | G. Saving Our Lakes Conference – October 22 nd , Berkshire Community College | |
| | H. BRPC Annual Meeting – Thursday, November 3rd , Berkshire Hills Country Club | |
| | I. Flu Vaccination Clinics – September 27 th through November 3 rd | |
| | J. Other | |

- VIII. Old Business (4:45)
 - A. Draft Mission Statement
 - B. Other
- IX. New Business (5:05)
 - A. Potential November Commission Meeting Items
 - B. Other
- X. Adjournment (5:15)

* Items Requiring Action

Attachment: August Local Technical Assistance Report
New Grants received 9/2/2016 to 10/6/2016

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

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

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

DRAFT MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Thursday,

September 1, 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 Kyle Hanlon 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:

Kyle Hanlon, Chair
Sheila Irvin, Vice Chair
Chuck Ogden, Treasurer
Marie Raftery, Clerk
James Mullen, Environmental Review Committee Chair
Roger Bolton, At Large
John Duval, At Large
Sam Haupt, At Large

A quorum is present.

Others Present: Mike Case, Washington Alternate
Andy McKeever, iberkshires Staff

Staff Present: Nat Karns, Executive Director
Tom Matuszko, Assistant Director
Marianne Snizek, Office Manager
Lauren Gaherty, Senior Planner

II. Approval of Minutes of Executive Committee Meeting of August 4, 2016

Chuck Ogden moved to approve with a correction; seconded by Sheila Irvin. Unanimously approved with 2 abstentions.

III. Financial Reports

A. August Expenditure Report

Everyone reviewed the completed expenditure list for July to August.

Nat explained the checks to contractors for the Housing Rehabilitation Program for Gt. Barrington and Sheffield.

Sheila Irvin moved to approve the July to August 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.

Everyone reviewed the aged receivable report.

C. Status of Receipt of Community Assessments for FY 2017

FY 2017 assessments continuing to be paid. Marianne informed all that BRPC has sent reminders to the communities who have not paid.

D. Other – None

IV. Delegate and Alternate Issues – None

V. Environmental Review - Solar Photovoltaic System ENF (Hinsdale)

Lauren Gaherty informed all that the Environmental Review Committee did not meet. The Chair, Jamie, did review the draft comments on the proposed solar array to be located on a portion of a gravel pit property in Hinsdale. The property is within the Hinsdale Flats Area of Critical Environmental Concern, which is the only reason it is going through MEPA. Lauren explained the comments where sent once the few blank facts where confirmed (ex: number of acres) and filled in on the draft comment letter the Executive Committee received. The comment letter was sent prior to the due date of August 30th.

Chuck Ogden moved to approve the Solar Photovoltaic System comments sent; Roger Bolton seconded. Unanimously approved

VI. Items Requiring Action

A. Approval to Submit Grant Application for Innovations in Accessible Mobility from the National Aging and Disability Transportation Center (NADTC)

The Executive Committee was requested to authorize the Executive Director to submit a grant application to Innovations in Accessible Mobility from the National Aging and Disability Transportation Center (NADTC). The grant would provide a single source for individuals in towns without council on aging van service to call for service to medical appointments from surrounding towns with council on aging van service. The single point contact will be Elder Services of the Berkshires, Inc. There is no match requirement.

Jamie Mullen moved to approve the Executive Director to submit a grant application to the National Aging and Disability Transportation Center (NADTC) on behalf of the Commission; seconded by Chuck Ogden. Unanimously approved.

B. Approval to Sign Four Year Contract with MassDOT for Transportation Planning

The Executive Committee was requested to authorize the Executive Director to sign the new four-year contract with MassDOT to provide transportation planning services for the Berkshires. The contract is for \$2,108,134 over four years, commencing October 1, 2016. There is no match requirement.

Sam Haupt moved to approve the Executive Director to sign a four-year contract with MassDOT for Transportation Planning on behalf of the Commission; seconded by Chuck Ogden. Unanimously approved.

C. Approval to Submit Grant Application to the Berkshire Taconic Foundation HousingUs Community Outreach and Engagement Program

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the Berkshire Taconic Foundation HousingUs Community Outreach and Engagement Program. Berkshire Regional Planning Commission will be the lead applicant, in partnership with the Towns of Great Barrington and Lenox, the CDC of Southern Berkshire, Construct, Inc. and Age Friendly Berkshires, and in collaboration with the Massachusetts Housing Partnership (MHP). The focus of the \$10,000 grant will be to plan, organize and present a day long 'mini-Housing Institute' in Berkshire County to grow capacity in municipalities to develop affordable housing, by providing information and technical instruction in such topics as Housing Production Plans, inclusive zoning, age friendly design, site selection, and financial pro forma. Applicants are required to provide 20% match in cash, services or in-kind staff. The \$2,500 match will consist of in-kind staff from the various partners.

Jamie Mullen moved to approve the Executive Director to submit a grant application to the Berkshire Taconic Foundation HousingUs Community Outreach and Engagement Program on behalf of the commission; seconded by Chuck Ogden. Unanimously approved.

D. Approval to Modify Pay Plan to Make Associate Planner Position Hourly Rather than Salaried

Nat explained to be in compliance with the various labor standards we need to change our employee classification for the Associate Planner position which should be treated as hourly instead of salaried. The key distinction in this case is that the Associate Planner is expected to receive direct supervision regarding their work on a very regular (daily, in this case) basis and we do not expect that Planners or Senior Planners to receive that level of supervision and their work is much more self-directed. The Associate Planner will work a normal 35-hour week, with the total compensation to be expected annually to remain at its current level. If the Associate Planner works more than 35 hours in a week, they would have to be paid for those additional hours and if they worked more than 40 hours in a week, they would earn time and a half. We will manage time to ensure we do not run into paying overtime.

Effective December 1, 2016, we have two Planners who would either need to be paid on an hourly basis or we need to increase their pay level to the new minimum of \$47,476 per the Department of Labor. Our current entry level salary for a Planner is \$45,887. We will not increase the maximum salary amount for Planners, which is \$59,555. We recommend an increase to the entry level pay for a Planner from \$45,887 to \$47,476, effective December 1st. Also, two Planners fall below the \$47,476 amount and recommend the two Planners receive a pay increase on December 1st instead of changing them to hourly.

Marianne re-stated the following:

September 1, 2016 the Associate Planner will change from salaried to hourly.
December 1, 2016 two Planners pay will increase to \$47,476.

Chuck Ogden moved to approve the modified Pay Plan as presented, effective September 1, 2016 to change the Associate Planner Position from salaried to hourly and effective December 1, 2016, two Planner's salaries will be increased to the minimum pay level of \$47,476; Sheila Irvin seconded. Unanimously approved.

E. Approval to Submit a Grant Application for GIS Consulting Services to the Columbia Land Conservancy

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the Columbia Land Conservancy for GIS Consulting Services. The focus of the \$14,875 grant is to assist the Berkshire-Taconic Regional Conservation Partnership in collecting and analyzing GIS information for the four-state region of Connecticut, Massachusetts, New York and Vermont in their collaborative's conservation planning. There is no match requirement.

Jamie Mullen moved to approve the Executive Director to submit a grant application to the Columbia Land Conservancy on behalf of the Commission; seconded by Chuck Ogden. Unanimously approved.

F. Other – None

VII. Committee Reports

A. Regional Issues Committee

Nat and Sheila discussed the last meeting.

- The committee reviewed a letter regarding Building Code Trigger Issues that will be presented at the September 22nd Commission Meeting for approval.
- Status of Broadband Telecommunications in the Berkshires - Fiber optics for the under-served communities will be targeted. Nat explained this is a national problem. Some of the most rural communities will have the best service while the cities and much of the state will have the least. A letter to the governor with a very lengthy cc list stating the issues will be presented to the Commission for approval on September 22nd.

The next Regional Issues meeting is scheduled for September 14, 2016.

B. Other – None

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

B. Hiring New Senior Planner – Bill Compton

C. District Local Technical Assistance

Nat explained we are concerned when the DLTA annual contract and release of the funds will be finalized. In the past, BRPC has received the DLTA funds in December. Ninety percent of our Local Technical Assistance to communities is from DLTA funding. Mayors, Town Select Boards and Planning Boards need to be aware that DTLA funding is critical. The DLTA program allows BRPC to help many communities with many projects such as master plans, energy audits and the implementation of the state's community compacts.

BRPC normally starts the process for requests from communities for DLTA projects in November to allow the work to begin in January. Our current DTLA contract ends December 31, 2016.

BRPC believes it would be helpful if communities that have received or are planning on applying for DLTA assistance this year contacted the Governor, Lieutenant Governor, and Secretary of the Executive Office for Administration and Finance. The community should indicate how the DLTA program has helped their community in the past and how the community would like to use the assistance in the coming year. Communities should request that the funding be released in the next two months to allow work to start on January 2, 2017.

Jamie stated New Marlborough has utilized the DLTA program many times, and he doesn't know what the town would do without it. He also indicated that we should be requesting that the planning boards, who are often the ones receiving the benefit of the DLTA program, need to be informed of the funding situation and that they should as their select boards to advocate for the funding.

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

E. Summary of the Municipal Modernization Act

Nat explained this is a clean-up bill. Marianne informed all a summary of the bill is posted on BRPC's website. <http://berkshireplanning.org/events/announcements/municipal->

- F. Training for New Health Board Members – Monday, August 29th, BRPC
- G. MassDOT All Electronic Tolling & Fare Structure Public Hearing – Thursday, September 15th, MassDOT District 1, Lenox
- H. 5th Thursday Dinner for Planning & Zoning Boards – September 29th, Mazzeo's Restaurante, South Street, Pittsfield
- I. BRPC Annual Meeting – Thursday, October 20th, Pittsfield Country Club
- J. Other - None

IX. Old Business

A. Status of Refreshing Mission Statement and Goals

Nat explained the 5th Thursday Dinner, September 29th will be by invitation only. This event will be free to the invitees. All in attendance will assist with the update of BRPC's Mission Statement and Goals

B. September BRPC Meeting – Thursday, September 22nd

C. Executive Director's Performance Review Addendum

D. Other

X. New Business - None

XI. Adjournment

Jamie Mullen moved to adjourn the meeting which was seconded by Sam Haupt. The meeting was adjourned at 5:08 p.m.

Materials distributed or presented during this meeting:

Agenda

Minutes

Check Registers

Aged Receivables

Executive Director's Memo

Technical Assistance Report

Draft Comments on Solar Photovoltaic Project EEA# 15551 (Hinsdale)

Draft Changes to Personnel Pay Plan

U.S. Department of Labor Wage and Hour Division – Final Rule: Overtime

New Grants received 8/5/2016 to 9/1/2016

William D. Compton cover letter and resume

MassDOT All Electronic Tolling (AET) & Fare Structure Public Hearing Schedule

Performance Review Addendum

Approval of GIS Services Grant Application

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount	Grant	Description
11732	9/1/16	MIIA HEALTH BENEFITS TRUST	1040.000	20,254.63		Health Insurance
11733	9/1/16	EAMMON COUGHLIN	1040.000	49.35		Expense Report
11734	9/1/16	NANCY DOUCETTE	1040.000	38.48		Expense Report
11735	9/1/16	ENTERPRISE RENT-A-CAR	1040.000	91.47	425 EPP/40 Admin	Car Rental
11736	9/1/16	ALLISON HOPE	1040.000	106.38		Expense Report
11737	9/1/16	CHARLES KANIECKI	1040.000	289.44		Expense Report
11738	9/1/16	JEFFREY KENNEDY	1040.000	95.04		Expense Report
11739	9/1/16	JENNIFER L. KIMBALL	1040.000	41.04		Expense Report
11740	9/1/16	LAURA KITTROSS	1040.000	44.81		Expense Report
11741	9/1/16	CLETUS K. KUS	1040.000	30.72		Expense Report
11742	9/1/16	EMILY LINDSEY	1040.000	60.48		Expense Report
11743	9/1/16	MACFARLANE OFFICE PRODUCTS, INC.	1040.000	1,434.86		Copying
11744	9/1/16	MARK MALOY	1040.000	32.24		Expense Report
11745	9/1/16	SANDRA B. MARTIN	1040.000	86.68		Expense Report
11746	9/1/16	THOMAS E. MATUSZKO	1040.000	55.06		Expense Report
11747	9/1/16	MIIA HEALTH BENEFITS TRUST	1040.000	1,232.64		Dental Insurance
11748	9/1/16	PATRICIA A. MULLINS	1040.000	179.39		Expense Report
11749	9/1/16	MUTUAL OF OMAHA	1040.000	592.51		Life; LTD; STD
11750	9/1/16	CITY OF PITTSFIELD	1040.000	300.00		Parking
11751	9/1/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	3,792.00		Rent
11752	9/1/16	UMASS TRANSPORTATION CENTER	1040.000	75.00	281.04 TPL	Training
11753	9/1/16	VALLEY GREEN SHREDDING, LLC	1040.000	70.00		Shredding/Recycling
11754	9/1/16	W.B. MASON COMPANY, INC.	1040.000	263.41		Office Supplies
11755	9/1/16	MARY AGOGLIA	1040.000	4,545.75	Health Grants	Nurses
11756	9/1/16	LOUISE DERAGON	1040.000	1,668.15	Health Grants	Nurses
11757	9/1/16	LESLIE DRAGER	1040.000	783.75	Health Grants	Nurses
11758	9/1/16	KELLEY CLEANING SERVICES	1040.000	250.00		Cleaning Services
11759	9/1/16	BERKSHIRE MOUNTAIN	1040.000	101.00		Water
11760	9/1/16	NATHANIEL W. KARNS	1040.000	150.85		Expense Report
1076	9/2/16	RALPH G. LOMBARDI, JR.	1048.000	7,500.00	396 CDBG	Subcontractor
1077	9/2/16	RALPH G. LOMBARDI, JR.	1048.000	3,497.50	357 CDBG	Subcontractor
1078	9/2/16	NEW ENGLAND FENCE, INC.	1048.000	3,242.50	357 CDBG	Subcontractor
1079	9/2/16	RALPH G. LOMBARDI, JR.	1048.000	15,565.58		void
1079V	9/2/16	RALPH G. LOMBARDI, JR.	1048.000	-15,565.58		void
1080	9/2/16	RALPH G. LOMBARDI, JR.	1048.000	15,656.58	357 CDBG	Subcontractor
EFT	9/8/16	MGXCOPY.COM	1040.000	494.83	Bill to Adams	ADM Copies
11761	9/15/16	BERKSHIRES TOMORROW, INC.	1040.000	1,428.00		MSFT Lease
11762	9/15/16	BERKSHIRE GENERAL STORE	1040.000	107.21		Meeting
11763	9/15/16	FAIRVIEW HOSPITAL, INC.	1040.000	2,995.68		Services
11764	9/15/16	FEDEX	1040.000	21.80		Postage
11765	9/15/16	MARPA	1040.000	2,467.00		Dues
11766	9/15/16	MASS STATE EMPLOYEES' RET.SYSTEM	1040.000	9,910.10		void

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

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

Filter Criteria includes: Report order is by Date.

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Cash Account</u>	<u>Amount</u>	<u>Grant</u>	<u>Description</u>
11767	9/15/16	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.000	1,250.00	349.02 BOAPC	Subcontractor
11768	9/15/16	PETTY CASH / SHANNON ZALESKI	1040.000	75.03		Office Supplies
11769	9/15/16	RAILROAD STREET YOUTH PROJECT, INC	1040.000	911.69	349.02 BOAPC	Subcontractor
11770	9/15/16	UMASS DONAHUE INSTITUTE	1040.000	30,000.00	393 BTI/TUFTS	Subcontractor
11771	9/15/16	UMASS TRANSPORTATION CENTER	1040.000	100.00	281.04 TPL	Training
1081	9/15/16	RALPH G. LOMBARDI, JR.	1048.000	3,479.23		Subcontractor
11766V	9/15/16	MASS STATE EMPLOYEES' RET.SYSTEM	1040.000	-9,910.10		void
EFT	9/15/16	CODE42	1040.000	9.99		Software
11772	9/19/16	MASS STATE EMPLOYEES' RET.SYSTEM	1040.000	9,913.16		Employee State Retirement
EFT	9/20/16	JUNGLE LASERS, LLC	1040.000	350.00		Subscription
EFT	9/21/16	AMAZON.COM	1040.000	207.18		Town Equipment
EFT	9/21/16	AMAZON.COM	1040.000	71.48		Town Equipment
EFT	9/22/16	AMAZON.COM	1040.000	929.96		Town Equipment
Total				121,423.95		

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Sep 30, 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	
281/TPL13	MASSDOT#75425 - TPL13	6/30/16	281-063016-4.9				-48.98	-48.98	Corrected in Aug Billing
281/TPL13	MASSDOT#75425 - TPL13	8/15/16	281-073116-4.1		38,265.68			38,265.68	
281/TPL13	MASSDOT#75425 - TPL13	9/19/16	281-083116-4.11	39,927.74				39,927.74	
281/TPL13	MASSDOT#75425 - TPL13			39,927.74	38,265.68		-48.98	78,144.44	
283 BHPA/INSP/WSH	TOWN OF WASHINGTON	7/1/16	283-093016-1-WSH				525.00	525.00	J Kimball - 2nd Request
283 BHPA/INSP/WSH	TOWN OF WASHINGTON						525.00	525.00	
284/BHPN/PHN/DAL	TOWN OF DALTON	9/30/16	284-093016-1-DAL	1,335.00				1,335.00	
284/BHPN/PHN/DAL	TOWN OF DALTON			1,335.00				1,335.00	
284/BHPN/PHN/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH	9/6/16	284-083116-01 PTS	1,125.00				1,125.00	
284/BHPN/PHN/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH			1,125.00				1,125.00	
284/BPHN/PHN/GTB	TOWN OF GREAT BARRINGTON	9/30/16	284-093016-1-GTB	1,330.25				1,330.25	
284/BPHN/PHN/GTB	TOWN OF GREAT BARRINGTON			1,330.25				1,330.25	
320/LEE/BFAWP	TOWN OF LEE	9/15/16	320-083116	7,277.62				7,277.62	
320/LEE/BFAWP	TOWN OF LEE			7,277.62				7,277.62	
332/BHS/	BERKSHIRE HEALTH SYSTEMS	9/15/16	332.01-01-083116-01	12,751.50				12,751.50	
332/BHS/	BERKSHIRE HEALTH SYSTEMS			12,751.50				12,751.50	
335/LBD	MASSDOT#82513 - LBD	6/27/16	335-053116-11.2				118.15	118.15	DOT did not receive -sent copy
335/LBD	MASSDOT#82513 - LBD	8/31/16	335-073116-1.3	314.69				314.69	
335/LBD	MASSDOT#82513 - LBD			314.69			118.15	432.84	
349 BSAS/EOHHS	BUREAU OF SUBSTANCE ABUSE	9/26/16	349-083116	10,526.21				10,526.21	
349 BSAS/EOHHS	BUREAU OF SUBSTANCE ABUSE			10,526.21				10,526.21	
357/GTB-SHF/CDBG	TOWN OF GREAT BARRINGTON	9/12/16	357-083116-15	2,925.00				2,925.00	
357/GTB-SHF/CDBG	TOWN OF GREAT BARRINGTON	9/12/16	357-083116-15 ESCROW	75,031.42				75,031.42	
357/GTB-SHF/CDBG	TOWN OF GREAT BARRINGTON			77,956.42				77,956.42	
373/STK/604B	TOWN OF STOCKBRIDGE	7/7/16	373-063016			332.22		332.22	L Gaherty - STK waiting on funds
373/STK/604B	TOWN OF STOCKBRIDGE					332.22		332.22	

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Sep 30, 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	
386/STK/319	TOWN OF STOCKBRIDGE	7/12/16	386-063016				2,659.94	2,659.94	L Gaherty - STK waiting on funds
386/STK/319	TOWN OF STOCKBRIDGE						2,659.94	2,659.94	
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	Sent L Kittross Request
389 BCBOHA/PWTF-T	BERKSHIRE CTY BOARDS OF HEALTH ALLIANCE	9/15/16	389-01-083116-01	8,583.86				8,583.86	
389 BCBOHA/PWTF-T	BERKSHIRE CTY BOARDS OF HEALTH ALLIANCE			8,583.86			1,885.53	10,469.39	
396 GTB/CDBG-R14	TOWN OF GREAT BARRINGTON	9/12/16	396-083116-05 ESCROW	15,810.00				15,810.00	
396 GTB/CDBG-R14	TOWN OF GREAT BARRINGTON	9/12/16	396-083116-05	17,320.48				17,320.48	
396 GTB/CDBG-R14	TOWN OF GREAT BARRINGTON			33,130.48				33,130.48	
402/DEP/NPDES	DCOMM OF MASSACHUSETTS	2/19/16	402-123115-01CR				-0.01	-0.01	Will adjust in Sept
402/DEP/NPDES	DCOMM OF MASSACHUSETTS						-0.01	-0.01	
411 MAPC/COAD17	METROPOLITAN AREA PLANNING COUNCIL	9/15/16	411-083116-3	118.11				118.11	
411 MAPC/COAD17	METROPOLITAN AREA PLANNING COUNCIL			118.11				118.11	
412 MAPC/DMP	METROPOLITAN AREA PLANNING COUNCIL	9/15/16	412-083116-2	400.98				400.98	
412 MAPC/DMP	METROPOLITAN AREA PLANNING COUNCIL			400.98				400.98	
422 MAPC/CID	METROPOLITAN AREA PLANNING COUNCIL	9/15/16	422-083116-2	2,575.34				2,575.34	
422 MAPC/CID	METROPOLITAN AREA PLANNING COUNCIL			2,575.34				2,575.34	
423 EGR/CS	TOWN OF EGREMONT	9/22/16	423-083116-3	3,776.98				3,776.98	
423 EGR/CS	TOWN OF EGREMONT			3,776.98				3,776.98	
435 HIN/CS	TOWN OF HINSDALE	9/22/16	435-083116-2	9,682.30				9,682.30	
435 HIN/CS	TOWN OF HINSDALE			9,682.30				9,682.30	
ADAMS COUNCIL AGING	TOWN OF ADAMS	9/13/16	10-090816-01-ADM	494.83				494.83	
ADAMS COUNCIL AGING	TOWN OF ADAMS			494.83				494.83	
PARKING PERMIT FEES	PARKING PERMIT FEES	10/1/16	OCT 2016-MATUSZKO	-25.00				-25.00	
PARKING PERMIT FEES	PARKING PERMIT FEES	10/1/16	OCT 2016 ZALESKI	-25.00				-25.00	
PARKING PERMIT FEES	PARKING PERMIT FEES	11/1/16	NOV 2016-MATUSZKO	-25.00				-25.00	
PARKING PERMIT FEES	PARKING PERMIT FEES	12/1/16	DEC 2016-MATUSZKO	-25.00				-25.00	
PARKING PERMIT FEES	PARKING PERMIT FEES			-100.00				-100.00	

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Sep 30, 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 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 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 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 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				211,207.31	38,265.68	2,992.16	9,541.09	262,006.24

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

MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission
FROM: Nathaniel W. Karns, AICP, Executive Director
DATE: September 29, 2016
SUBJ: Agenda Items

III. Financial Reports

C. Status of Receipt of Community Assessments for FY 2017

We have received the FY 2017 assessments from all but five towns. We sent out reminders early in September. We will do another letter to these five (list attached).

VII. Executive Director's Report

A. Report on New Contracts/Agreements

Attached is a list of new contracts and agreements entered into since the September 1st Executive Committee meeting.

B. District Local Technical Assistance

As was discussed at last week's Commission meeting, we are very concerned that with State revenues not living up to projections through August that the DLTA program will be eliminated through a 9C cut if the September revenues do not pick up considerably. Without this funding, we estimate that 90% of the hands-on local assistance we have been providing to our cities and towns would be gone and we would lose at least one staff position. We have asked our legislative delegation to communicate their concern about the program to the Governor, Lieutenant Governor, and Secretary for Administration & Finance Kristen Lepore, who apparently is the one most cool to protecting this funding. We have been trying to make the case that DLTA is actually providing support to most of the Community Compact agreements out here and that it has primed the pump for Regionalization and Innovation Projects, such as the on-line building permit program.

We believe it would be helpful if communities which have received or are planning on applying for DLTA assistance this year contacted the Governor, Lieutenant Governor, and Secretary of the Executive Office of Administration and Finance, indicate how this program has helped your community and how you may be expecting to use it in the coming year, and request that the funding be released in the next two months so that work can commence on January 2nd. One-by-one, we have been reaching out to communities who have received direct benefit from the DLTA program and asking them to communicate directly with the Administration on how it has helped

them. It especially may be helpful if there are projects the community wants to move forward this year to highlight those.

C. MassWorks Grant Applications Submitted from the County

Thirteen MassWorks applications were submitted from Berkshire County this year and are in the process of being considered by the Baker Administration. The submittals are:

Adams	Hoosac Valley Service Track Extension Project	\$3.5 million
Adams	5-7 Hoosac Street Parking Improvement Project	\$2.1 million
Hinsdale	Old Dalton Road Reconstruction	\$736 thousand
Lee	Forest Street Reconstruction	\$1.0 million
Lenox	Wastewater Treatment Facility Improvements	\$6.3 million
Lenox	New Lenox Road Sewer Replacement Project	\$6.0 million
North Adams	Greylock Mill and Community Infrastructure Improvements	\$3.4 million
North Adams	Extreme Model Railroad Contemporary Architecture Museum	\$5.4 million
Otis	Tyringham Road Reclamation	\$479 thousand
Peru	East Windsor Road Paving Project	\$923 thousand
Stockbridge	Church Street Reconstruction & Related Site Work	\$1.0 million
Washington	Middlefield Road Bridge Deck Replacement	\$200 thousand
Windsor	River Rd.	\$670 thousand

D. Community Compact Programs – new Efficiency & Regionalization Grant opens October 15th

The FY 2017 Community Compact Cabinet Programs have been announced. Attached is a summary sheet of the three programs for this year: Best Practices (only for those communities who did not sign up last year), Efficiency & Regionalization Grants (new this year but similar to the former Community Innovation Challenge Grants program), and IT Grants. A Frequently Asked Questions sheet on the Efficiency & Regionalization Grants program is attached. Further information can be found at Mass.gov by searching on Community Compact Programs. We do encourage those communities who did not sign a Community Compact last year to consider doing so; we would encourage them to sign up for three potential best practices. If you would like to discuss possible projects or applications that you might like BRPC's assistance with, please contact Nat Karns at nkarns@berkshireplanning.org or 442-1521, ext. 26, or Tom Matuszko at tmatuszko@berkshireplanning.org or 442-1521, ext. 34.

E. Small Bridge Program – Tuesday, October 11th, Hilton Garden Inn, Pittsfield

Baystate Roads is holding a workshop on the new Small Bridge Program for which \$50 million has been made available statewide (brochure attached). This is for bridges with a span of 10-20 feet (smaller than that are considered culverts; 20 feet and longer are eligible for the regular bridge program. For further information, contact Public Health Program Manager Laura Kittross at lkittross@berkshireplanning.org or at 442-1521, ext. 32.

F. By-law Adoption, Submission, and Review Process Course – Tuesday, October 18th, Blandford Town Hall

Attached is the notice for the free educational course to be conducted by the Attorney General's Municipal Law Unit on procedures for submitting town by-laws to the Attorney General for review and the process for amending zoning bylaws.

H. Saving Our Lakes Conference – October 22nd, Berkshire Community College

Attached is an announcement of the Lakes and Ponds Association of Western Massachusetts Fall Symposium which will be held the morning of Saturday, October 22nd at Berkshire Community College in Pittsfield.

G. BRPC Annual Meeting – Thursday, **November 3rd**, Berkshire Hills Country Club

The 50th Annual Meeting of the Berkshire Regional Planning Commission will be held on the evening of Thursday, November 3rd and will be held at the Berkshire Hills Country Club. We will get invitations out next week. We had to scramble to change the date due to a conflict we thought we had avoided with the County Selectmen's Association fall meeting. Contact Office Assistant Shannon Zaleski at szaleski@berkshireplanning.org or by calling 442-1521, ext. 10.

H. Flu Vaccination Clinics – September 27th through November 3rd

The schedule for free Flu Vaccination Clinics being held by the Berkshire Public Health Alliance across the county this fall is attached.

VIII. Old Business

A. Draft Mission Statement

A draft new Mission Statement, Vision, Values and Strategies for the Berkshire Regional Planning Commission will be sent to you on Monday. We would like the Executive Committee to spend some time on this at your meeting on Thursday. If possible, we would like to release a proposed set at the Annual Meeting, with Commission consideration for adoption at its November 17th meeting.

IX. New Business

A. Potential November Commission Meeting Items

At this point, we have two definite items for November's Commission meeting:

- Consideration of new Mission, Vision, Values and Strategies for BRPC
- Consideration of Letters regarding Broadband Issues

We can certainly add a couple of additional items. We don't think we will be ready yet to have a letter on the bridge problem which was raised at the September Commission meeting. That will probably take several meetings of the Transportation Advisory Commission to develop that.

Attachments (7):

Aged Receivables – Community Assessments over 90 Days

New Grants received 9/2/2016 to 10/6/2016

FY17 Community Compact Cabinet Programs

Efficiency and Regionalization Grant Program

Small Bridge Program FAQ – Baystate Roads

Email from Attorney General's Office announcing By-law Submittal and Adoption Workshop

Saving Our Lake – LAPA-West Fall Symposium

Berkshire Public Health Alliance Flu Vaccination Clinics

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Sep 30, 2016

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed

Customer ID	Customer	Date	Invoice/CM #	Over 90 days
TOWN OF CHESHIRE	TOWN OF CHESHIRE	7/1/16	FY17-CHS	2,393.51
TOWN OF PERU	TOWN OF PERU	7/1/16	FY17-PER	626.67
TOWN OF SHEFFIELD	TOWN OF SHEFFIELD	7/1/16	FY17-SHF	2,409.79
TOWN OF W STOCKBRIDGE	TOWN OF WEST STOCKBRIDGE	7/1/16	FY17-WST	966.28
TOWN OF WINDSOR	TOWN OF WINDSOR	7/1/16	FY17-WND	665.15
Report Total				<u>7,061.40</u>

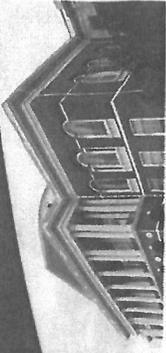
New Grants received 9/2/2016 to 10/6/2016

Name	Grant Amount FY17
FRCOG – Berkshire County Medical Reserve Corps Project	\$30,500
FRCOG – Public Health Emergency Preparedness Programming	\$133,935
BECKETT – Public Health Inspectional Services	\$10,000
DOER – Municipal Energy Technical Assistance	\$25,000
MassDOT Transportation Planning 2017	\$527,033
DALTON – Public Health Nursing Services	\$5,340
NORTH ADAMS – Public Health Nursing Services	\$8,690
DEP – Documenting Bacterial Improvements	\$36,025

Grants Did Not Receive 9/2/2016 to 10/6/2016

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FY17 Community Compact Cabinet Programs



Best Practices — Year 2

Open to muni's who did not apply in FY16

Administered the same way as FY16

Year-round program

Efficiency & Regionalization Grant - New

Open to muni's, RSD's, RPA's and COG's. Also open to school districts exploring regionalization / shared services

Bonus points for CCC communities

2 award cycles

Oct 15 open / Nov 15 close
Jan 1 open / Feb 1 close

IT Grant — Year 2

Open to muni's who have applied for a Best Practices Compact and were not awarded an IT grant in FY16

Mar 1 open / Apr 1 close



Governor Charlie Baker

Home > The Administration > Councils, Cabinets, Commissions, Panels, & Task Forces > Community Compact Cabinet > Efficiency and Regionalization Grant Program

Efficiency and Regionalization Grant Program

Governor Charlie Baker

Lieutenant Governor Karyn Polito

Cabinet

Governor's Internship Program

Councils, Cabinets, Commissions, Panels, & Task Forces

Chronic Unemployment Task Force

Community Compact Cabinet

Best Practice Grant Program

Efficiency and Regionalization Grant Program

Information Technology Grant Program

Governor's Council on Sexual Assault & Domestic Violence

Office of Access & Opportunity

Seaport Economic Council

Workforce Skills Cabinet

Judicial Nominating Commission

SJC Nominating Commission

Staff

About E&R Grants

E&R Grants FAQs

Application

Efficiency and Regionalization Grant Program FAQ

Grant Program FAQs

1. What is the Efficiency and Regionalization Program?

The purpose of the new Efficiency and Regionalization *competitive* grant program is to provide financial support for governmental entities interested in implementing regionalization and other efficiency initiatives that allow for long-term local government sustainability. The grant program will be administered by the Division of Local Services.

2. Who is eligible?

The Efficiency and Regionalization Grant Program is open to: municipalities, regional school districts, school districts considering forming a regional school district or regionalizing services, regional planning agencies and councils of governments. Regional planning agencies and councils of governments may also serve as the administrative or fiscal agent on behalf of municipalities.

3. What is the deadline to apply for an Efficiency and Regionalization Program grant?

There will be two competitive application rounds for this new \$2 million grant program:

- Round 1 opens **October 15, 2016**. All applications are due by **November 15, 2016 at 5 p.m.** A total of **\$1.25 million** will be available for grant awards in this first round.
- Round 2 opens on **January 1, 2017** and will close on **February 1, 2017 at 5 p.m.** A total of **\$750,000** will be available for grants in this second round. Any new applicant or any entity that was not awarded a grant in Round 1 can apply for a Round 2 grant.

4. What can grant funds be used for?

Grant awards will provide one-time funds to assist in the planning and implementation of regionalization and other efficiency initiatives that support long-term municipal sustainability:

- Regionalization: shared services, joint or regional facilities, intergovernmental agreements, consolidations, mergers and other collaborative efforts.
- Internal Efficiencies: for a single entity to plan and implement innovative strategies that improve the quality and efficiency of municipal service delivery.

Planning and implementation activities are eligible. Feasibility studies are NOT eligible.

Examples of eligible expenses include:

- Small capital purchases or improvements that are integral to the implementation of a functional program such as equipment or software;
- Technical assistance including consulting services, assistance in drafting contracts or other agreements; and
- Transition or project management costs, not to exceed one year.

If an applicant seeks to initiate a new program with an Efficiency and Regionalization Program grant, the applicant should be able to show how the new program will be self-sustaining within one year.

Funds cannot be used for grant writing.

5. How will applications be evaluated?

The Secretary of the Executive Office for Administration and Finance will make final decisions based on the criteria set forth below.

Criteria for selection will include but not be limited to:

- Innovation;
- Potential for impact;
- Cost savings and/or other tangible benefits such as service enhancements, service delivery efficiencies;
- Demonstrated feasibility of successful implementation;
- Speed of project timeline for completion; and
- Potential applicability to other local governments (including, in the context of regionalization proposals, opportunity for other local governments to join effort).

Bonus Points

Bonus Points will be awarded to:

- A municipality that applied for the FY16 or FY17 Community Compact Best Practice program before submitting an Efficiency and Regionalization Program grant application.
- An application that is specifically associated with a municipality's best practice(s) agreed to as part of their Community Compact.
- An application that is aligned with any of the FY17 Community Compact Best Practices, which are located www.mass.gov/CCC.

For any application that involves multiple communities, all involved communities must have signed up for the Community Compact Best Practice program in order to qualify for the bonus points. In the case of a regional school district, all member municipalities must have entered into a Compact in order to qualify for the bonus points. For an application submitted by a regional planning agency or council of government, all municipalities associated with the application must have entered into a Compact in order to qualify for the bonus points.

6. **May an eligible entity apply for more than one grant award?**

Municipalities are eligible to submit one individual application and may participate in one multi-jurisdictional application. Regional planning agencies and councils of governments can be the lead applicant for more than one multi-jurisdictional application. Non-regional school districts are eligible to apply if considering forming a regional school district or regionalizing services.

7. **What is the maximum grant award?**

Grant requests from a single government entity of up to \$100,000 will be considered. Grant requests from multi-jurisdictional applications of up to \$200,000 will be considered.

8. **If an application is awarded a grant, what is the next step?**

Once grant announcements have been made, the Division of Local Services will contact the grant recipient(s) to arrange for the execution of the grant contract. Grant payments will be made in two phases: 75% upon the execution of the grant agreement; 25% upon project completion.

9. **By when must projects be completed?**

Projects awarded in the first round of funding must be completed before or by January 1, 2018.

Projects awarded in the second round of funding must be completed before or by May 1, 2018.

For a project to be considered complete, grantees must submit a final report that certifies the project is complete, identifies the results achieved, and how the entity will benefit from the project in the long-term. Once we receive this documentation then we can award the final grant payment.

10. **How do I access the application?**

The application can be found in the Application tab above once the application period opens. **NOTE: You will need a passcode to fill out the grant application.** If your organization is eligible for the Efficiency and Regionalization Program, a passcode was emailed to your organization's Chief Executive on September 14th. The Chief Executive is the Mayor or City Manager in a City, Town Manager/Administrator in a Town, Selectboard Chair if no Manager/Administrator, Superintendent in a Regional School District and Regular School District, Regional Planning Agency Executive Director, and Council of Governments Executive Director. Please see the designated Chief Executive for your organization before seeking to complete an application on your organization's behalf.

11. **Where can I find out more information?**

If you have questions not answered above or your organization's Chief Executive needs assistance with a passcode, please contact the Division of Local Services by sending an email to Pam Kocher at kocherp@dor.state.ma.us

SMALL BRIDGE PROGRAM FAQ



 **BAYSTATE
ROADS**

Sharing the Best in Transportation Technology

massDOT
Massachusetts Department of Transportation



umtc
UMassAmherst Transportation Center

Baystate Roads
UMass Transportation Center
214 Marston Hall
130 Natural Resources Road
Amherst, MA 01003
ST 157201

NON PROFIT ORG.
U.S. POSTAGE
PAID
AMHERST, MA
PERMIT NO. 2

Save Time, Postage and Paper...REGISTER ONLINE at www.baystateroads.org

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

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

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

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

Small Bridge Program FAQ

Date(s) Requested: _____
Location (city/town): _____

REGISTRATION FEE
\$35.00 Public Sector/
\$70.00 Private Sector
Light breakfast, and course
materials are included.

Now Accepting 
or Make checks payable to

The University of Massachusetts

Cancelleds must be received by Friday
8AM of the week before the workshop or
you will be invoiced.



Why Register Online?

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



Course Description

MassDOT has established a Municipal Small Bridge Program to provide financial support to cities and towns for replacement, preservation and rehabilitation projects on small bridges known as BRI's. This workshop will provide an opportunity to obtain information about the program, including the application and reimbursement process, program requirements and schedule, guidance on the MassDOT program review and design review process and a review of Frequently Asked Questions.

Who Should Attend

This course is appropriate for planners, engineers, and public officials responsible for planning, design, maintenance or replacement of municipally owned small bridges.

Instructor

Thomas Donald, MassDOT
Alexander Bardow, MassDOT

Class size is limited to 30 individuals

This Course counts towards
1.0 Roads Scholar Credit/0.4 CEUs

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

Small Bridge Program FAQ

October 4, 2016

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

October 5, 2016

Holiday Inn Taunton,
700 Myles Standish Blvd, Taunton, MA 02780

October 7, 2016

Beechwood Hotel
363 Plantation Street, Worcester, MA 01604

October 11, 2016

Hilton Garden Inn
1032 South St., Pittsfield, MA 01201

October 14, 2016

Courtyard Boston Downtown
275 Tremont Street, Boston, MA 02116

October 18, 2016

TBD

Agenda

7:30 am	Registration/Breakfast
8:00	Introduction
	Eligibility and Application
	Project Selection Process
	Chapter 85 Design Review process
	Contractual Obligations and Reimbursement
	Q&A
12:00	Adjourn

Upcoming Workshops

Advanced Complete Streets

Alternative Intersection Design

Snow & Ice Operations

Team Leadership

See a full listing of workshops at
www.baystateroads.org

From: massplanners-bounces@cs.umb.edu on behalf of [Gunagan, Kelli \(AGO\)](#)
To: massplanners@cs.umb.edu
Subject: Re: [Massplanners] Attorney General's Municipal Law Unit Training on the By-law Adoption, Submission, and Review Process RSVP Today!
Date: Wednesday, September 14, 2016 2:11:49 PM
Attachments: [ATT00001.txt](#)

Good Afternoon -

The Attorney General's Municipal Law Unit invites you and your planning board members and staff to attend a free educational course on the procedure for submitting town by-laws to the Attorney General for review and the process for amending zoning by-laws pursuant to G.L. c. 40A, § 5. This in-depth course will train local officials on the by-law adoption, review, and submission process. Submittal forms and other additional information will be distributed to everyone that attends the course. The course will include a question and answer period.

DATE AND LOCATION:

Tuesday, October 18, 2016 from 10:00 a.m. to 12:30 p.m.

The training will take place at:

Blandford Town Hall
1 Russell Stage Road
Blandford, MA 01008

RSVP:

By Friday, October 14, 2016 by (1) email to: margaret.hurley@state.ma.us or (2) calling the Municipal Law Unit at 508-792-7600.

SAVING OUR LAKES
LAPA-West Fall Symposium
October 22, 2016
Berkshire Community College

0745	Registration and Coffee	
0830	Introduction and Welcome	Mr. Lee Hauge, President, LAPA-West
0840	Key Elements of Successful Lake Management	Dr. Ken Wagner, CLM Water Resource Services, Inc.
0920	Update from DCR Lakes & Ponds	Mr. Jim Straub, DCR Program Coordinator
0930	Understanding Your Watershed	Ms. Jane Peirce Deputy Division Director, DEP Div. of Municipal Services
		and Mr. Robert Hartzel, CLM, GeoSyntec Consultants
1015	Coffee and Exhibitor Visits	
1045	MA Fisheries Role in Lake Management	Mr. Todd Richards, Asst. Director of Fisheries, MA Div. of Fisheries & Wildlife
1100	Impacts of Winter Drawdowns on Lake Ecosystems	Dr. Allison Roy, U.S. Geological Survey, UMass
		and Mr. Jason Carmignani, PhD student, UMass
1145	Presenters Panel / Audience Questions	All above
1230	LAPA West Business Meeting Election of Officers and Directors	LAPA West members
1240	Adjourn	

The Berkshire Public Health Alliance presents:

FLU VACCINATION CLINICS

...at no out of pocket charge to you!

DATE	COMMUNITY	TIME	LOCATION	ADDRESS
Tuesday 9/27/16	Peru	5 – 6:30pm	Peru Town Hall- Community Center	3 East Main Road
Thursday 9/29/16	Housatonic	10am – 12pm	Housatonic Community Center (Housy Dome)	1064 Main Street North
Thursday 9/29/16	Great Barrington	1 -3pm	Claire Teague Senior Center	917 Main Street
Monday 10/3/16	Washington	5 – 7pm	Town Hall	8 Summit Hill Rd
Tuesday 10/4/16	Egremont	9-11:30 am	Egremont Town Hall	171 Egremont Plain Rd
Tuesday 10/4/16	Great Barrington	4 -6pm	Great Barrington Town Hall	334 Main Street
Thursday 10/6/16	North Adams	1:00- 2:30pm	City Hall Room 202	10 Main Street
Thursday 10/13/16	Clarksburg	12-2pm	Senior Center	714 W Cross Rd
Thursday 10/13/16	Clarksburg	3:15-5pm	Clarksburg Elementary School	777 W. Cross Rd
Monday 10/17/16	Dalton	2-4pm	Dalton Senior Center	40 Field Extension Street
Wednesday 10/19/16	North Adams	10- 11:30am	Mary Spitzer Senior Center	116 Ashland St
Wednesday 10/19/16	North Adams	12:30pm– 2:00pm	Friendship Food Pantry	43 Eagle St.
Monday 10/24/16	Dalton	3:30- 5:30pm	Craneville School	71 Park Avenue
Wednesday 10/26/16	Cheshire	1-3pm	Cheshire Community Center/Senior Center	119 School Street
Wednesday 10/26/16	Cheshire	4-6 pm	Cheshire Fire Department	29 South Street
Tuesday 11/1/16	North Adams	3:30– 5:30pm	Colegrove Park Elementary School Gymnasium	24 Church St.
Thursday 11/3/16	DATE HELD TBA	7:15- 9:30am	RESERVED	
TBA	Great Barrington		School Clinic run by Fairview Hosp.	

- **If you have insurance, please bring your insurance card(s) with you.**
- **Please wear short sleeves, or a shirt that has easily rolled-up sleeves.**

The Berkshire Public Health Alliance (Alliance) is a partnership formed through an inter-municipal agreement (IMA) among the 23 Berkshire municipalities of Adams, Alford, Becket, Cheshire, Clarksburg, Dalton, Egremont, Florida, Great Barrington, Hancock, Lanesborough, Mount Washington, New Marlborough, North Adams, Peru, Richmond, Sandisfield, Savoy, Sheffield, Washington, West Stockbridge, Williamstown, Windsor and Berkshire Regional Planning Commission (BRPC).

To learn more about the Berkshire Public Health Alliance, go to:

<http://berkshireplanning.org/major-initiatives/berkshire-public-health-alliance/>

▪Berkshire Public Health Alliance, 1 Fenn Street, Suite #201, Pittsfield, MA 01201▪(413) 447-1521 ext. 37

BERKSHIRE REGIONAL PLANNING COMMISSION

1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201

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

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

MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission
FROM: Nathaniel W. Karns, AICP, Executive Director
DATE: September 7, 2016
RE: **August Technical Assistance Activities**

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

Town/City/State	Municipal Technical Assistance	Board/Organization
Adams	Provided information for MassWorks application for track extension.	Community Development Director
Egremont	Provided technical assistance and attend a meeting on an Outdoor Recreational Development bylaw.	Select Board Member
Gt. Barrington	Provide zoning data to MassGIS for inclusion in MuniMapper.	Planner
Hinsdale	Create maps for MassWorks grant.	Town Administrator
Hinsdale	Responded to request regarding master plans.	Planning Board Chair
Lanesborough	Responded to questions regarding Planning Board process.	Town Administrator
New Ashford	Provided guidance regarding potential subdivision of property.	Planning Board Member
North Adams	Provided maps of historic parcels.	Community Development Staff

Town/City/State	Municipal Technical Assistance	Board/Organization
Pittsfield	<p>Provided assistance with Community Preservation Act passage. Reviewed materials and website in preparation for a meeting. Check CPA Coalition materials for calculations for a potential surcharge on real estate taxes that would fund Community Preservation Act Discussed outreach strategies and possible assistance.</p>	Preserve Pittsfield Member
Pittsfield	Responded to request for planning & zoning fee information.	City Planner