

BERKSHIRE REGIONAL PLANNING COMMISSION
1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201
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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, November 3, 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 October 6, 2016 * | (4:05) |
| III. | Financial Reports | (4:15) |
| | A. October Expenditures Report * | |
| | B. Accounts Receivable Report | |
| | C. Other | |
| IV. | Delegate & Alternate Issues | (4:20) |
| V. | Committee Reports | (4:25) |
| VI. | Items Requiring Action * | (4:30) |
| | A. Approval to Submit Grant Application(s) to Efficiency and Regionalization Grant Program | |
| | B. Approval to Submit Grant Application to Berkshire Taconic Community Foundation Central Berkshire Fund | |
| | C. Approval to Submit Grant Application to Berkshire Taconic Community Foundation Barrett Fund for Adams, Cheshire and Savoy | |
| | D. Approval to Submit Grant Proposal to the Department of Public Health for Hepatitis C Planning | |
| | E. Approval to Modify Personnel Pay Plan to Add New Employee Classification | |
| | F. Other | |

- VII. Executive Director's Report (4:40)
 - A. Report on New Contracts/Agreements
 - B. Status of District Local Technical Assistance Funding
 - C. Citizen Planner Training Collaborative Session – November 15th & December 1st, BRPC
 - D. Other

- VIII. Old Business (4:50)
 - A. November Commission Meeting
 - B. Other

- IX. New Business (4:55)
 - A. Berkshires Tomorrow Reports
 - B. Other

- X. Adjournment (5:00)

* Items Requiring Action

Attachment: September Local Technical Assistance Report
New Grants received 10/6/2016 to 10/27/2016

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,

October 6, 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: 4:02 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
Rene Wood, Commission Development Committee Chair
Roger Bolton, At Large

A quorum is present.

Others Present: Sarah Hudson, Tyringham Alternate
Andy McKeever, iberkshires Staff

Staff Present: Tom Matuszko, Assistant Director
Marianne Snizek, Office Manager
Bill Compton, Senior Planner

II. Approval of Minutes of Executive Committee Meeting of September 1, 2016

Rene Wood moved to approve; seconded by Chuck Ogden. Unanimously approved with 1 abstention.

III. Introduction of New Senior Planner – Bill Compton

Kyle welcomed Bill and everyone introduced themselves. Tom explained Bill will be concentrating on Economic Development. The following communities: Gt. Barrington, Hinsdale, Clarksburg and Adams have joined efforts with Lanesborough on using some of his time on local projects and initiatives. There are other communities waiting to see how this project works before joining. This is a great opportunity for the region as well as other communities. Bill will also work on the Comprehensive Economic Development Strategy (CEDS) process and the forming of an Economic Development District.

IV. Financial Reports

A. September Expenditure Report

Everyone reviewed the completed expenditure list for August to September.

Rene Wood moved to approve the August to September 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

The last community assessments have been paid or are in the process of sending a check.

Other – None

V. Delegate and Alternate Issues – Roger asked if BRPC has any alternate funding to do the work normally done under District Local Technical Assistance, if DLTA funding goes away,

Tom explained other options are:

1. Berkshire Tomorrow Inc. our non-profit. Berkshire Tomorrow's mission is education. Foundation money received under our non-profit could be used as an alternative source of funds. Also, the non-profit can apply for private grants, which governmental agencies cannot apply to.
2. Nat is on the Rural Policy Advisory Board with others in the state looking at rural issues and opportunities.
3. Efficiency & Regionalization Grant Programs allows some planning activities.
4. Community Compacts
5. Communities to fund – Rene suggested BRPC notify the communities prior to their budget process to have communities set aside a contingency fund to hire BRPC for technical assistance if DLTA goes away.

Tom explained we should know better the status of the DLTA funds mid-October. The state is waiting for revenue through the end of September to decide on DLTA funding. Nat has been reaching out to each community individually to have communities express to the Governor how important the DLTA program is.

Also, the Executive Committee would like Berkshires Tomorrow updates throughout the year. It was also suggested the Commission receive the same updates.

VI. Committee Reports

Commission Development Committee

Rene reported the Annual Dinner has been changed to November 3rd and the venue was also changed to Berkshire Hills Country Club. The 5th Thursday workshop about BRPC's Mission was a very successful meeting.

Regional Issues Committee

The Broadband Telecommunications letter will be re-worked with the assistance from Lee delegate, Peter Bluhm. The next Regional Issues meeting will be scheduled in October to discuss Smart Growth.

VII. Executive Director's Report

A. Report on New Contracts/Agreements

B. District Local Technical Assistance

C. MassWorks Grant Applications Submitted from County

Tom explained these are very competitive grants and a list of grant applications is listed in the Executive Directors Report.

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

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

Tom explained the training is how to apply for the Small Bridge Program. Clete Kus attended this training and commented on the training was very good.

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

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

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

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

J. Other

VII. Items Requiring Action

Approval to Submit Grant Applications (Regional, Gt. Barrington and North Adams) for Brownfield Programs

Rene Wood moved to approve the Executive Director to submit grant applications for Brownfield Programs on behalf of the Commission; seconded by Chuck Ogden. Unanimously approved.

IX. Old Business

A. Draft Mission Statement

Tom explained that out on the table were the track changes copy and a clean copy after Nat consolidated comments from the 5th Thursday meeting. Tom asked all to review the draft documents. The intent was to present the new vision at our 50th Annual Dinner and ask the Commission for their approval at the November meeting.

Roger thought under Values the last bullet "We act with integrity and the highest standards." is not needed. Sheila explained the comment came about to express that BRPC will not show favoritism when there is a conflict. Everyone agreed the phrases above cover the last bullet. Sarah Hudson and Sheila both agreed the bullet was not needed.

Rene also pointed out that BRPC as an advocate for the region should be its own bullet was suggested at the 5th Thursday workshop. Also, BRPC should market itself more was mentioned at the 5th Thursday.

Kyle suggested everyone send comments to Nat via email instead of trying to suggest changes tonight.

Instead of trying to update and edit the document tonight it was agreed the Executive Committee members would be sent via email BRPC's original Mission Statement & Goals from 1993, BRPC's draft Mission-Vision-Values-Strategies and BRPC's with changes accepted and BRPC's draft Mission-Vision-Values-Strategies with track changes and comments. If anyone has any additional comments, suggestions or edits they should email them to Nat by **Thursday October 13th**.

It was also agreed that the immediate efforts would focus on the Mission, Vision and Values and not the Strategies.

Nat will consolidate the comments and present at the annual dinner and ask the commission to approve at the November 17, 2016 meeting.

B. Other – none

X. New Business

A. Potential November Commission Meeting Items

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

C. Other - All agreed to have the Executive Meeting on November 3, 2016 prior to the Annual Dinner.

XI. Adjournment

Rene Wood moved to adjourn the meeting which was seconded by Chuck Ogden. The meeting was adjourned at 5:02 p.m.

Materials distributed or presented during this meeting:

Agenda

Minutes

Check Registers

Aged Receivables

Executive Director's Memo

Technical Assistance Report

New Grants received 9/2/2016 to 10/06/2016

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

CTPC Fall 2016 Training Workshops

Draft Mission Statement

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

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

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount	Grant	Description
11795	10/3/16	BERKSHIRES TOMORROW, INC.	1040.000	1,428.00	393 BTI/TUFTS	Subcontractor
11796	10/3/16	TOWN OF GREAT BARRINGTON	1040.000	5,800.00	400 FDA/FOOD	Town Equipment
11797	10/3/16	MIIA HEALTH BENEFITS TRUST	1040.000	1,232.64		Dental Insurance
11798	10/3/16	MIIA HEALTH BENEFITS TRUST	1040.000	20,254.63		Health Insurance
11799	10/3/16	MUTUAL OF OMAHA	1040.000	592.51		Life; LTD; STD
11800	10/3/16	CITY OF PITTSFIELD	1040.000	300.00		Parking
11801	10/3/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	3,934.00		Rent
11802	10/3/16	TOWN OF WILLIAMSTOWN	1040.000	5,300.00	400 FDA/FOOD	Town Equipment
EFT	10/3/16	SOUTHBRIDGE HOTEL	1040.000	119.63	Health Grants	Conference
11805	10/4/16	TOWN OF ADAMS	1040.000	6,397.48	400 FDA/FOOD	Town Equipment
11806	10/4/16	MARY AGOGLIA	1040.000	3,855.48	Health Grants	Nurses
11807	10/4/16	BERKSHIRE COUNTY SELECTMEN'S ASSOC.	1040.000	40.00		Meetings
11808	10/4/16	LOUISE DERAGON	1040.000	1,138.50	Health Grants	Nurses
11809	10/4/16	LESLIE DRAGER	1040.000	825.00	Health Grants	Nurses
11810	10/4/16	FULL CIRCLE TECHNOLOGIES, INC.	1040.000	750.00	400 FDA/FOOD	Training
11811	10/4/16	NATHANIEL W. KARNIS	1040.000	18.51		Expense Report
11812	10/4/16	KELLEY CLEANING SERVICES	1040.000	200.00		Cleaning
11813	10/4/16	MAZZEO'S RISTORANTE	1040.000	700.00		5th Thursday
11814	10/4/16	NEW ENGLAND RURAL HEALTH	1040.000	35.00		VOIDED
11815	10/4/16	PITTSFIELD FIRE & SAFETY	1040.000	53.75		Maintenance
11816	10/4/16	W.B. MASON COMPANY, INC.	1040.000	83.71		Supplies
11817	10/4/16	BCARC, INC.	1040.000	105.72		Printing
11807	10/4/16	BERKSHIRE COUNTY SELECTMEN'S ASSOC.	1040.000	40.00		VOIDED
11807V	10/5/16	BERKSHIRE COUNTY SELECTMEN'S ASSOC.	1040.000	-40.00		VOIDED
11814V	10/5/16	NEW ENGLAND RURAL HEALTH	1040.000	-35.00		VOIDED
EFT	10/6/16	UMASS TRANSPORTATION CENTER	1040.000	35.00	440 TPL17	Training
EFT	10/7/16	MASS PUBLIC HEALTH ASSOCIATION	1040.000	75.00	349.02 BOAPC	Training
11818	10/12/16	IBERKSHIRE	1040.000	138.02		Membership
11819	10/12/16	BERKSHIRE HILLS COUNTRY CLUB, INC.	1040.000	300.00		Annual Dinner
11820	10/12/16	WILLIAM D. COMPTON	1040.000	1,500.00		Moving Expenses
11821	10/12/16	ENTERPRISE RENT-A-CAR	1040.000	158.56	TPL/PM	Car Rental
11822	10/12/16	FAIRVIEW HOSPITAL, INC.	1040.000	2,871.52		VOIDED
11823	10/12/16	GREENMAN-PEDERSEN, INC.	1040.000	4,000.00	310 MBPT2	Subcontractor
11824	10/12/16	JOSH BRESSETTE COMMIT TO SAVE A LIFE	1040.000	1,000.00		VOIDED
11825	10/12/16	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.000	1,250.00	349.02 BOAPC	Subcontractor
11826	10/12/16	NEW ENGLAND RURAL HEALTH	1040.000	35.00	349.02 BOAPC	Training
11827	10/12/16	UMASS CONFERENCE SERVICES	1040.000	30.00	440 TPL17	Training
11822V	10/12/16	FAIRVIEW HOSPITAL, INC.	1040.000	-2,871.52		VOIDED
11828	10/12/16	NEW ENGLAND NEWSPAPERS, INC.	1040.000	472.84	434 SHF-GTB/CDBG16	Advertising
11829	10/12/16	JOSH BRESSETTE COMMIT TO SAVE A LIFE	1040.000	1,000.00	349.02 BOAPC	Training
11830	10/12/16	BRENDA JEAN CHURCH	1040.000	2,362.50	357 CDBG	Subcontractor
11824V	10/13/16	JOSH BRESSETTE COMMIT TO SAVE A LIFE	1040.000	-1,000.00		VOIDED

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Oct 1, 2016 to Oct 31, 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>
1082	10/13/16	RALPH G. LOMBARDI, JR.	1048.000	2,800.00	357 CDBG	Subcontractor
EFT	10/13/16	AMAZON.COM	1040.000	40.45		Supplies
EFT	10/15/16	CODE42	1040.000	9.99		Software
EFT	10/20/16	AMAZON.COM	1040.000	52.30		Supplies
11831	10/25/16	NANCY DOUCETTE	1040.000	12.96		Expense Report
11855	10/26/16	PATRICIA A. MULLINS	1040.000	179.12		Expense Report
11832	10/27/16	COMPREHENSIVE ENVIRONMENTAL, INC.	1040.000	2,440.00		Subcontractor
11833	10/27/16	CORNERSTONE	1040.000	665.48		Telephone
11834	10/27/16	COURIER PRINTING, INC.	1040.000	139.80		Printing
11835	10/27/16	EMPLOYERS ASSOC.OF THE NORTHEAST, INC.	1040.000	42.48		Posters
11836	10/27/16	ENTERPRISE RENT-A-CAR	1040.000	165.76	TPL/PM	Car Rental
11837	10/27/16	FAIRVIEW HOSPITAL, INC.	1040.000	5,848.02	431 FRCOG/BMC17	Subcontractor
11838	10/27/16	FEDEX	1040.000	65.65		Postage
11839	10/27/16	HOME INSTEAD SENIOR CARE	1040.000	3,666.20	393 BTI/TUFTS	Subcontractor
11840	10/27/16	CHARLES KANIECKI	1040.000	432.00		Expense Report
11841	10/27/16	LAURA KITTCROSS	1040.000	87.32		Expense Report
11842	10/27/16	MACFARLANE OFFICE PRODUCTS, INC.	1040.000	1,761.59		Copying
11843	10/27/16	SANDRA B. MARTIN	1040.000	638.10		Expense Report
11844	10/27/16	MASS STATE EMPLOYEES' RET.SYSTEM	1040.000	10,281.28		Employee State Retirement
11845	10/27/16	RAILROAD STREET YOUTH PROJECT, INC	1040.000	818.66	349.02 BOAPC	Subcontractor
11846	10/27/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	730.65		Utilities
11847	10/27/16	VALLEY GREEN SHREDDING, LLC	1040.000	70.00		Recycling
11848	10/27/16	W.B. MASON COMPANY, INC.	1040.000	238.78		Supplies
11849	10/27/16	EAMMON COUGHLIN	1040.000	153.95		Expense Report
11850	10/27/16	ALLISON HOPE	1040.000	271.70		Expense Report
11851	10/27/16	KELLEY CLEANING SERVICES	1040.000	200.00		Cleaning
11852	10/27/16	EMILY LINDSEY	1040.000	174.32		Expense Report
11853	10/27/16	TRC ENVIRONMENTAL CORPORATION	1040.000	1,503.75	320 LEE/BFAWP	Subcontractor
11854	10/27/16	BERKSHIRE MOUNTAIN	1040.000	71.00		Water
11856	10/27/16	JOSEPH PFEIFFER	1040.000	750.00	284 BPHA/PHN	Oversight
11857	10/27/16	JENNIFER L. KIMBALL	1040.000	39.86		Expense Report
Total				98,837.65		

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Oct 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	
281/TPL13	MASSDOT#75425 - TPL13	6/30/16	281-063016-4.9				-48.98	-48.98	Adjustment To Be Paid with Aug
281/TPL13	MASSDOT#75425 - TPL13	8/15/16	281-073116-4.1			38,265.68		38,265.68	TPL checking payment status
281/TPL13	MASSDOT#75425 - TPL13	9/19/16	281-083116-4.11		39,927.74			39,927.74	
281/TPL13	MASSDOT#75425 - TPL13	10/25/16	281-093016-4.12	52,017.58				52,017.58	
281/TPL13	MASSDOT#75425 - TPL13			52,017.58	39,927.74	38,265.68	-48.98	130,162.02	
284/BHPN/PHN/PER	TOWN OF PERU	10/1/16	284-123116-2-PER	368.00				368.00	
284/BHPN/PHN/PER	TOWN OF PERU			368.00				368.00	
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/CLK	TOWN OF CLARKSBURG	10/1/16	284-123116-2-CLK	615.75				615.75	
284/BPHN/PHN/CLK	TOWN OF CLARKSBURG			615.75				615.75	
284/BPHN/PHN/GTB	TOWN OF GREAT BARRINGTON	9/30/16	284-093016-1-GTB		1,330.25			1,330.25	Sent Late Sept
284/BPHN/PHN/GTB	TOWN OF GREAT BARRINGTON				1,330.25			1,330.25	
310/MBPT2	MASSDOT#77954 - MBPT2	10/25/16	310-093016-1.4	5,168.66				5,168.66	
310/MBPT2	MASSDOT#77954 - MBPT2			5,168.66				5,168.66	
332/BHS/	BERKSHIRE HEALTH SYSTEMS	10/12/16	332.01-093016-02	2,726.47				2,726.47	
332/BHS/	BERKSHIRE HEALTH SYSTEMS			2,726.47				2,726.47	
335/LBD	MASSDOT#82513 - LBD	6/27/16	335-053116-11.2			118.15		118.15	DOT Sent 2nd Copy
335/LBD	MASSDOT#82513 - LBD	9/30/16	335-083116-2.3		753.26			753.26	In Process
335/LBD	MASSDOT#82513 - LBD	10/25/16	335-093016-3.3	246.09				246.09	
335/LBD	MASSDOT#82513 - LBD			246.09	753.26	118.15		1,117.50	
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC	10/18/16	350-093016-1	857.05				857.05	
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC			857.05				857.05	
357/GTB-SHF/CDBG	TOWN OF GREAT BARRINGTON	9/12/16	357-083116-15		2,925.00			2,925.00	Ck on the way
357/GTB-SHF/CDBG	TOWN OF GREAT BARRINGTON	9/12/16	357-083116-15 ESCROW		75,031.42			75,031.42	Ck on the way
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	Called Town Acct. Left Msg
373/STK/604B	TOWN OF STOCKBRIDGE					332.22		332.22	

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Aged Receivables

As of Oct 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	
386/STK/319	TOWN OF STOCKBRIDGE	7/12/16	386-063016				2,659.94	2,659.94	Called Town Acct. Left Msg
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	OH Fluctuation LY
389 BCBOHA/PWTF-T	BERKSHIRE CTY BOARDS OF HEALTH ALLIANCE	10/12/16	389.01-093016-02	1,477.82				1,477.82	
389 BCBOHA/PWTF-T	BERKSHIRE CTY BOARDS OF HEALTH ALLIANCE			1,477.82			-76.67	1,401.15	
393 BTI/TUFTS	BERKSHIRES TOMORROW, INC.	10/18/16	393-093016-2	8,225.42				8,225.42	
393 BTI/TUFTS	BERKSHIRES TOMORROW, INC.			8,225.42				8,225.42	
396 GTB/CDBG-R14	TOWN OF GREAT BARRINGTON	9/12/16	396-083116-05 ESCROW		15,810.00			15,810.00	Ck on the way
396 GTB/CDBG-R14	TOWN OF GREAT BARRINGTON	9/12/16	396-083116-05		17,320.48			17,320.48	Ck on the way
396 GTB/CDBG-R14	TOWN OF GREAT BARRINGTON				33,130.48			33,130.48	
402/DEP/NPDES	DCOMM OF MASSACHUSETTS	10/19/16	402-093016	5,282.92				5,282.92	
402/DEP/NPDES	DCOMM OF MASSACHUSETTS			5,282.92				5,282.92	
404 PTS/ASSESS	CITY OF PITTSFIELD	10/20/16	404-093016-2	1,333.09				1,333.09	
404 PTS/ASSESS	CITY OF PITTSFIELD			1,333.09				1,333.09	
411 MAPC/COAD17	METROPOLITAN AREA PLANNING COUNCIL	9/15/16	411-083116-3		118.11			118.11	Late payers
411 MAPC/COAD17	METROPOLITAN AREA PLANNING COUNCIL	10/12/16	411-093016-4	545.75				545.75	
411 MAPC/COAD17	METROPOLITAN AREA PLANNING COUNCIL			545.75	118.11			663.86	
412 MAPC/DMP	METROPOLITAN AREA PLANNING COUNCIL	9/15/16	412-083116-2		400.98			400.98	Late payers
412 MAPC/DMP	METROPOLITAN AREA PLANNING COUNCIL	10/12/16	412-093016-3	645.33				645.33	
412 MAPC/DMP	METROPOLITAN AREA PLANNING COUNCIL			645.33	400.98			1,046.31	
421 TYRINGHAM	TOWN OF TYRINGHAM	10/11/16	421-093016-02 FINAL	2,221.07				2,221.07	
421 TYRINGHAM	TOWN OF TYRINGHAM			2,221.07				2,221.07	
422 MAPC/CID	METROPOLITAN AREA PLANNING COUNCIL	9/15/16	422-083116-2		2,575.34			2,575.34	Late payers
422 MAPC/CID	METROPOLITAN AREA PLANNING COUNCIL	10/12/16	422-093016-3	3,916.09				3,916.09	
422 MAPC/CID	METROPOLITAN AREA PLANNING COUNCIL			3,916.09	2,575.34			6,491.43	
426 LAN/HM	TOWN OF LANESBOROUGH	9/30/16	426-083116-01		5,787.49			5,787.49	Sent late Sept

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Oct 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	
426 LAN/HM	TOWN OF LANESBOROUGH				5,787.49			5,787.49	
430 BB/BUW17	BERKSHIRE UNITED WAY	10/12/16	430-093016-1	715.22				715.22	
430 BB/BUW17	BERKSHIRE UNITED WAY			715.22				715.22	
431 FRCOG/MRC17	FRANKLIN REGIONAL COUNCIL OF GOVERNMENT	10/11/16	431-093016-1	8,843.70				8,843.70	
431 FRCOG/MRC17	FRANKLIN REGIONAL COUNCIL OF GOVERNMENT			8,843.70				8,843.70	
435 HIN/CS	TOWN OF HINSDALE	9/22/16	435-083116-2		9,682.30			9,682.30	Called - sent IV copy
435 HIN/CS	TOWN OF HINSDALE	10/11/16	435-093016-3	3,330.89				3,330.89	
435 HIN/CS	TOWN OF HINSDALE			3,330.89	9,682.30			13,013.19	
436 DAL/CS	TOWN OF DALTON	10/13/16	436-081416-1	1,592.45				1,592.45	
436 DAL/CS	TOWN OF DALTON	10/13/16	436-093016-1	14,127.38				14,127.38	
436 DAL/CS	TOWN OF DALTON			15,719.83				15,719.83	
49/OUTS/ADM	ADAMS: OUTSOURCE PLNR(GIS)-OUTS/ADM	10/12/16	49-093016-2	324.00				324.00	
49/OUTS/ADM	ADAMS: OUTSOURCE PLNR(GIS)-OUTS/ADM			324.00				324.00	
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			-50.00				-50.00	
TOWN OF CHESHIRE	TOWN OF CHESHIRE	7/1/16	FY17-CHS				2,393.51	2,393.51	Ck Being Replaced
TOWN OF CHESHIRE	TOWN OF CHESHIRE						2,393.51	2,393.51	
Report Total				114,530.73	172,787.37	38,265.68	5,378.17	330,961.95	

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

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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: October 27, 2016
SUBJ: Agenda Items

VI. Items Requiring Action

A. Approval to Submit Grant Application(s) to Efficiency and Regionalization Grant Program

The Executive Committee is requested to authorize the Executive Director to submit one or more grant applications to the new Efficiency and Regionalization Grant Program from the Executive Office for Administration & Finance. There are several possible topics for which we may apply, including regional economic development planning, public health, and regional stormwater permitting. A final decision has not been made on any of these. There is no match requirement.

B. Approval to Submit Grant Application to Berkshire Taconic Community Foundation Central Berkshire Fund

The Executive Committee is requested to authorize, after-the-fact, a grant application to the Berkshire Taconic Community Foundation Central Berkshire Fund to sponsor the Yoga and Mindfulness for Recovery class in the central Berkshire Region. Yoga and Mindfulness for Recovery is a community-based program to support people in all stages of recovery from addiction. This program was offered last spring in Pittsfield, and was extremely successful (waiting list, high evaluations, requests for additional classes). There is no match requirement.

C. Approval to Submit Grant Application to Berkshire Taconic Community Foundation Barrett Fund for Adams, Cheshire and Savoy

The Executive Committee is requested to authorize, after-the-fact, a grant application to the Berkshire Taconic Community Foundation Barrett Fund for Adams, Cheshire and Savoy to expand a pilot program currently underway in North Adams to Adams and Cheshire that engages individuals post-overdose to direct them to treatment and prevention resources in the community. This is a partnership between the ambulance services, hospital, Brien Center and other service providers. Through BOAPC we would facilitate the expansion. There is no match requirement.

D. Approval to Submit Grant Proposal to the Department of Public Health for Hepatitis C Planning

The Bureau of Infectious Disease at the Department of Public Health has invited us to present them with a proposal to counter the sky high rates of Hepatitis C in the county. Because there is no obvious choice of a provider to work with, we are asking for a planning grant to allow us to assess the situation in the county, build partnerships, educate providers (most are not following state

mandated guidelines on testing) and the public (most of whom are not aware if they are at risk) and to identify a provider(s) for the provision of testing and confirmatory testing for those at high risk, and assistance in facilitating getting those who need it into treatment. Currently many individuals undergo only the first round of testing and are then lost to follow up due to long waits for primary care appointments. There is no match requirement.

E. Approval to Modify Personnel Pay Plan to Add New Employee Classification

We request approval of a modification to the Personnel Pay Plan to add a new employee classification. We have found a need to create a new level of hourly position to provide direct program support to the Community Development Block Grant program. This would be a strong administrative support position, allowing the Program Manager to spend more time on higher level activities and having a direct support staff person to carry out more of the myriad detailed administrative work required by CDBG. We are still working on the exact title and the pay scale that is appropriate and will send that to you prior to Thursday's meeting, along with a draft position description. We expect the pay will be somewhere between the Office Assistant and the Associate Planner levels. This will, at least at the outset, be a part-time (less than 20 hours per week) unbenefited (with the exception of required sick leave) position. We do anticipate that particularly in the public health arena we may in the future need at least one more similar position.

VII. Executive Director's Report

A. Report on New Contracts/Agreements

Attached is a list of new contracts and agreements entered into since the October 6th Executive Committee meeting.

B. District Local Technical Assistance

As you may have seen, State revenues for the first quarter of the year came in essentially on target. However, the Administration continues to voice concerns over whether the budget will be in balance if funding added by the Legislature over the Governor's veto is expended. This would presumably include District Local Technical Assistance funding. Over the past several weeks, a number of municipal officials from the Berkshires contacted the Governor's Office, as well as the Lieutenant Governor and the Secretary for Administration & Finance, to voice how important this program has been, and will continue to be, to their communities. This is very much appreciated. We understand that decisions will be made in the immediate future regarding programs that will be cut through the 9C process. Hopefully the DLTA program will not be one of those. Given this funding environment, until we have a contract in hand, I will continue to be very concerned regarding the future of the DLTA program.

C. Draft State Rail Plan Update 2016 Public Meeting – Wednesday, November 9th, Pioneer Valley Planning Commission, Springfield

Attached is a flyer for the only western Massachusetts public meeting on the draft 2016 State Rail Plan update. This will be at the Pioneer Valley Planning Commission in Springfield at 7 pm on Wednesday, November 9th. This is the first, and possibly the only, opportunity to comment on rail needs, both passenger and freight, of Berkshire County. Further information may be found at www.massdot.state.ma.us/transit/RailPlan.

D. Citizen Planner Training Collaborative Session – November 15th & December 1st, BRPC

There will be two Citizen Planner Training Collaborative Workshops for Planning and Zoning Board members at BRPC this fall. The flyer and registration materials are attached. The first will be on Tuesday, November 15th from 6-8 p.m. on "Zoning Exemptions", with Don Dubendorf, local land use attorney, being the instructor. The second will be on "How to Hold a Perfect Public Hearing" on Thursday, December 1st from 6-8 p.m., with Carolyn Murray, Attorney with KP Law, as the instructor. Food will be provided. Go to www.masscptc.org for further information and to register. Both sessions are very useful both for novice and more experienced planning or zoning board members.

VIII. Old Business

A. November Commission Meeting Items

There are three specific items for November's Commission meeting:

- Consideration of new Mission, Vision, Values and Strategies for BRPC
- Consideration of Letters regarding Broadband Issues
- Mohawk Trail Woodlands Partnership Project

We may have another topic to add but have a couple of weeks to think about that.

IX. New Business

A. Berkshire Tomorrow Reports

As requested at the last meeting, we will provide quarterly updates on the activities of our affiliated non-profit 501(c)3 organization, Berkshires Tomorrow. Attached are an end-of-year balance sheet (for 6/30/2016) which shows a balance of \$123,223. Almost all of these funds are specifically allocated to either the Berkshire County Education Task Force or to Age Friendly work. We recoup a small amount for covering necessary administrative expenses with a total operating expense for FY 2016 of \$3,806. The FY 2016 Activity summary provides a little more detail. We currently have a balance of \$1,562 dollars that is not budgeted for one of the specific projects or to cover some portion of our expenses to administer Berkshires Tomorrow.

We also want to encourage people to sign up for Amazon Smile which provides ½% of any purchase you make through Amazon to a 501(c)3 of your designation. Obviously, there are many worthy charities for you to designate; we just hope that some will see Berkshires Tomorrow as worthy of that support. You can also make a direct contribution to Berkshires Tomorrow, c/o Berkshire Regional Planning Commission, 1 Fenn Street, Ste. 201, Pittsfield, MA 01201. You will receive an acknowledgement letter for any contribution.

Attachments (7):

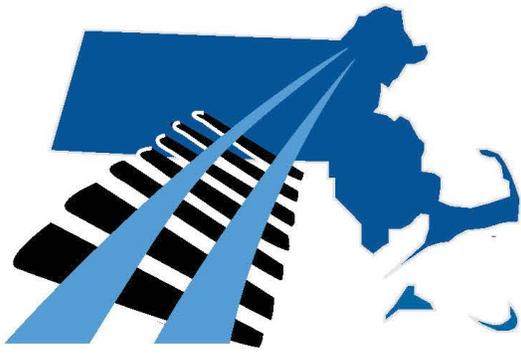
New Grants received 10/7/2016 to 11/3/2016
State Rail Plan Update 2016 Public Meeting Notice
Citizen Planner Training Collaborative Fall 2016 Workshops
Berkshires Tomorrow, Inc. Balance Sheet, June 30, 2016
Berkshires Tomorrow, Inc. FY 2016 Activity
Amazon Smile and Berkshires Tomorrow

New Grants received 10/7/2016 to 11/3/2016

Name	Grant Amount FY17
Egremont – Pavement Management	\$3,680.00
Clarksburg – Complete Streets	\$25,378.48
Dalton Stormwater Management 2017	\$11,000.00
Sandisfield – Complete Streets	\$23,605.40
Sheffield – CDBG FY16	\$221,821.00
Lanesborough – Economic Planner	\$24,000.00
Clarksburg – Economic Planner	\$6,000.00
Hinsdale – Economic Planner	\$6,000.00

Grants Did Not Receive 10/7/2016 to 11/3/2016

Columbia Land Conservancy - GIS Consulting Services	\$14,875.00
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Commonwealth of Massachusetts **STATE RAIL PLAN UPDATE 2016**

**Join us at two public meetings for the DRAFT 2016
State Rail Plan Update!**



Pioneer Valley Planning
Commission – 2nd floor
60 Congress Street
Springfield
7 p.m.



Attleboro Public Library
Balfour Room
74 No Main Street
Attleboro
6:30 p.m.

MassDOT is undertaking an update to the 2010 State Rail Plan to

- Document the current state of the rail system
- Identify planned improvements
- Outline the Commonwealth's four year plan and 20-year visionplan

The rail system in Massachusetts is a critical transportation network for both passengers and goods.

The meeting location is accessible to people with disabilities. Persons who would like to request any language (non-English) interpretation assistance, American Sign Language interpreters, assistive listening devices, handouts in alternative formats, or information on the meeting should contact: Jessica Ortiz by email jortiz@fhiplan.com or by phone (917) 433-7440.

For more information check out the website:
www.massdot.state.ma.us/transit/RailPlan

Fall Workshops!



Massachusetts Department of Housing
and Community Development
100 Cambridge Street, Suite 300
Boston, MA 02114



URBAN HARBORS INSTITUTE
UNIVERSITY OF MASSACHUSETTS BOSTON

Citizen Planner Training Collaborative

Fall 2016 Workshops

Please post this brochure and discuss it
at your next Board meeting!

UMass Extension
Massachusetts Department of Housing
and Community Development
APA—Massachusetts Chapter
Massachusetts Association
of Regional Planning Agencies
Massachusetts Association
of Planning Directors

www.massptc.org

Fall 2016 Course Descriptions

Planning with Community Support (MIIA)(AICP)

The course describes how to run a planning process—whether it is for a comprehensive plan or master plan—that will have the support of the community with the amendment and implementation process. It will explain how to work with or without consultants to make plans that result in local action.

Introduction to the Subdivision Control Law and ANR (MIIA)

Addresses the purposes of the Subdivision Control Law, important procedural requirements and board responsibilities when reviewing subdivision and ANR plans; adoption of subdivision regulations; review of ANR plans; access issues; preliminary and definitive plans; Planning Board waivers; modifying, amending and rescinding plans; enforcement; vested rights and zoning freezes.

The Next Chapter of 40B: Targeted Training for Zoning Board Members (MIIA)(AICP)

Topics will include the following: reviewing the initial application for compliance with 40B eligibility and submission requirements; noticing and conducting the required public hearing; scheduling a site visit; retaining Peer Review consultants; securing sufficient project information to make an informed decision; holding deliberation sessions; drafting and issuing the Comprehensive Permit decision; and managing the Comprehensive Permit. The course will be taught by past and present Zoning Board members familiar with the 40B review process through their prior direct 40B experiences. The curriculum has been prepared by a team of 40B experts led by the Citizens Housing and Planning Association's 40B Training Committee in cooperation with CPTC.

Writing Reasonable and Defensible Decisions (MIIA)

This course covers some key points that will assist boards in writing clear and defensible decisions. It describes criteria that should be contained in local zoning regulations and how these regulations relate to the types of conditions a board may impose when approving a special permit or variance application.

How to Read a Subdivision Plan

Explains how topography, roads, lot lines, wetlands, drainage, utilities, etc. are delineated on a plan. Aids boards with the decision-making and negotiating process.

Zoning for Solar (AICP)

This session will provide an overview of relevant state statutes and the model solar zoning bylaw and accompanying guidance created by the State. It will also feature a discussion on how to implement a solar bylaw, state solar incentives, and what is required to make an installation work.

Zoning Exemptions (MIIA)

Section 3 of the Zoning Act provides certain exemptions for agricultural, educational, childcare and religious uses, as well as state and federal lands and uses, from local zoning regulations. This course explains these exemptions and how they relate to the Fair Housing Act, and identifies under which circumstances municipalities can enact and impose zoning regulations.

Site Plan Review (MIIA)

The Zoning Act does not contain any provisions for the review of site plans, however the process can be a very effective tool for a board to review the details, aesthetics and impacts of a potential project. This course explains the difference between site plan approval and special permits; the review process; the types of conditions a board may impose; reasons for disapproval; the appeal process and the types of information a town can require to be shown on a site plan.

New Changes to the Public Records Law

This session will prepare local officials to follow the recent changes to the Public Records Law and discuss how to implement new practices in response to these changes.

Roles and Responsibilities of Planning & Zoning Boards, Part 2 (MIIA)

This session is designed to discuss more advanced topics for new Board members or building inspectors. Part 2 will focus on the Open Meeting, Public Records, and the Conflict of Interest Laws.

Creating Master Plans (MIIA)

Local officials will learn why and how to prepare, adopt, and implement the master or comprehensive plan described in MGL Chapter 41, Section D. The session will identify the sections of a master/comprehensive plan and specific steps by which the plan will be carried out.

How to Hold a Perfect Public Hearing (MIIA)

This session covers legal and procedural requirements for conducting a public hearing. It also contains video clips to assist boards in avoiding constructive approvals, easing tension between parties over controversial projects and calming chaotic hearings.

Thank You to Our Collaborators

The Citizen Planner Training Collaborative expresses its gratitude to the Regional Planning Agencies and other organizations supporting the Fall 2016 sessions:

Berkshire Regional Planning Commission
Cape Cod Commission
Central Massachusetts Regional Planning Commission
Franklin Regional Council of Governments
Martha's Vineyard Commission
Merrimack Valley Planning Commission
Metropolitan Area Planning Council
Montachusett Regional Planning Commission
Northern Middlesex Council of Governments
Old Colony Planning Council
Pioneer Valley Planning Commission
Southeast Regional Planning and Economic Development District

Thank you to our moderators, trainers and workshop site coordinators. Special thanks to CHAPA and DHCD for coordinating the 40B workshops.

Major sponsors of the Fall 2016 Workshops:



URBAN HARBORS INSTITUTE
UNIVERSITY OF MASSACHUSETTS BOSTON

Save the date!

The next CPTC Annual Conference takes place on Saturday March 18, 2017 at Holy Cross College in Worcester. Contact CPTC if you have suggestions for session topics.

Workshops designated (MIIA) entitle your town to credit under the MIIA Rewards Program towards public officials liability insurance.

Workshops designated (AICP) may entitle the participant to CM credits.

Citizen Planner Training Collaborative

Fall 2016 Course Schedule

No.	Course Title	Date/Time	Trainer	Location/Sponsor
1	Planning with Community Support (AICP)	Tu. 10/11/2016 7:00–9:00 p.m.	Judi Barrett, RKG Associates	NMCOG, 40 Church Street, Suite 200, Lowell Sponsor: Northern Middlesex Council of Governments
2	Introduction to Subdivision Control Law and ANR	Th. 10/13/2016 6:30–8:30 p.m.	Paul Bobrowski, Attorney	PVPC, 60 Congress Street, 2nd Floor, Springfield Sponsor: Pioneer Valley Planning Commission
3	The Next Chapter of 40B: Targeted Training for Zoning Board Members	Th. 10/20/2016 7:00–9:00 p.m.	Laura Shufelt, MA Housing Partnership	Harwich Town Hall, Griffin Room, 732 Main Street, Harwich Center Sponsor: Cape Cod Commission
4	Writing Reasonable and Defensible Decisions	Th. 10/20/2016 7:00–9:00 p.m.	Adam Costa, Attorney, Blatman, Bobrowski, Mead & Tallerman, LLC	Westminster Town Hall, 11 South Street, Westminster Sponsor: Montachusett Regional Planning Commission
5	How to Read a Subdivision Plan	M. 10/24/2016 7:00–9:00 p.m.	Joseph Peznola, PE, Hancock Associates	MVPC, 160 Main Street, Haverhill Sponsor: Merrimack Valley Planning Commission
6	Zoning for Solar (AICP)	W. 10/26/2016 7:00–9:00 p.m.	Kurt Gaertner, AICP, Executive Office of Energy & Environmental Affairs	CMRPC, 2 Washington Square, Union Station, 2nd Floor, Union Hall, Worcester Sponsor: Central MA Regional Planning Commission
7	Zoning Exemptions	W. 10/26/2016 7:00–9:00 p.m.	Barbara Saint Andre, Attorney, KP Law P.C.	Franklin Town Hall, 355 East Central Street, Franklin Sponsor: Metropolitan Area Planning Council
8	Introduction to Subdivision Control Law and ANR	W. 10/26/2016 7:00–9:00 p.m.	Ilana Quirk, Attorney, KP Law P.C.	OCPC, 70 School Street, Brockton Sponsor: Old Colony Planning Council
9	Introduction to Subdivision Control Law and ANR	Th. 10/27/2016 7:00–9:00 p.m.	Pamela Brown, FAICP, Attorney, Brown & Brown PC	Boxborough Town Hall, Grange Meeting Room, 2nd floor, 29 Middle Road, Boxborough Sponsor: Metropolitan Area Planning Council
10	Site Plan Review (AICP)	Th. 10/27/2016 6:30–8:30 p.m.	Adam Costa, Attorney, Blatman, Bobrowski, Mead & Tallerman, LLC	SRPEDD, 88 Broadway, Taunton Sponsor: Southeast Regional Planning & Economic Development District
11	The Commonwealth's New Public Records Law: What Planning Board Members and Staff Need to Know	Th. 10/27/2016 7:00–9:00 p.m.	Bob Ritchie, Attorney	PVPC, 60 Congress Street, 2nd Floor, Springfield Sponsor: Pioneer Valley Planning Commission
12	Site Plan Review (AICP)	W. 11/2/2016 6:30–8:30 p.m.	Brian Currie, AICP, Town of Falmouth	Hanover Town Hall, 550 Hanover Street, Hanover Sponsor: Metropolitan Area Planning Council
13	Zoning Exemptions	Tu. 11/15/2016 6:00–8:00 p.m.	Donald Dubendorf, Attorney, Dubendorf Law	BRPC, 1 Fenn Street, Suite 201 Pittsfield Sponsor: Berkshire Regional Planning Agency
14	Introduction to Subdivision Control Law and ANR	Th. 11/3/2016 7:00–9:00 p.m.	Ilana Quirk, Attorney, KP Law P.C.	CMRPC, 2 Washington Square, Union Station, 2nd Floor, Union Hall, Worcester Sponsor: Central MA Regional Planning Commission
15	Site Plan Review (AICP)	M. 11/7/2016 6:30–8:30 p.m.	Kristin Kassner, AICP, Town of Burlington	NMCOG, 40 Church Street, Suite 200, Lowell Sponsor: Northern Middlesex Council of Governments
16	Zoning Exemptions	W. 11/9/2016 6:00–8:00 p.m.	Paul Bobrowski, Attorney	FRCOG, 12 Olive Street, 1st Floor Conference Room Sponsor: Franklin Regional Council of Governments
17	Writing Reasonable and Defensible Decisions	M. 11/14/2016 7:00–9:00 p.m.	Luke Legere, Attorney, McGregor and Legere	Framingham Library McAuliffe Branch, 746 Water Street Sponsor: Metropolitan Area Planning Council
18	Roles and Responsibilities of Planning & Zoning Boards, Part 2	Tu. 11/15/2016 7:00–9:00 p.m.	Carolyn Murray, Attorney, KP Law P.C.	Orleans Town Hall, Skaket Room, 19 School Road, Orleans Sponsor: Cape Cod Commission
19	Creating Master Plans	Tu. 11/15/2016 6:00–8:00 p.m.	Wayne Feiden, FAICP, City of Northampton	FRCOG, 12 Olive Street, 1st Floor Conference Room Sponsor: Franklin Regional Council of Governments
20	How to Read a Subdivision Plan	Tu. 11/15/2016 7:00–9:00 p.m.	Joseph Peznola, PE, Hancock Associates	OCPC, 70 School Street, Brockton Sponsor: Old Colony Planning Council
21	Introduction to the Subdivision Control Law/ANR	W. 11/16/2016 7:00–9:00 p.m.	Eric R. Smith, AICP, Town of Athol	Athol Town Hall, 584 Main Street, Athol Sponsor: Montachusett Regional Planning Commission
22	Zoning Exemptions	Th. 11/17/2016 7:00–9:00 p.m.	Brian Currie, AICP, Town of Falmouth	SRPEDD, 88 Broadway, Taunton Sponsor: Southeast Regional Planning & Economic Development District
23	Creating Master Plans	M. 11/28/2016 7:00–9:00 p.m.	Judi Barrett, RKG Associates	MVPC, 160 Main Street, Haverhill Sponsor: Merrimack Valley Planning Commission
24	How to Hold a Perfect Public Hearing	Th. 12/1/2016 6:00–8:00 p.m.	Carolyn Murray, Attorney, KP Law P.C.	BRPC, 1 Fenn Street, Suite 201 Pittsfield Sponsor: Berkshire Regional Planning Agency

Who Should Attend:

- Planning, zoning, building, conservation officials
- Citizens interested in land-use and development issues in their communities
- Municipal staff members who serve boards and planning departments
- Professional planners, and others who consult with municipal boards

Cost:

Each workshop is \$30 (unless otherwise noted) and includes valuable handout materials. Payment is due with registration. Town checks may be sent by separate mail and arrive after the deadline.

Time:

Workshops typically last two hours. Please arrive 10–15 minutes before the workshops.

Registration Deadline:

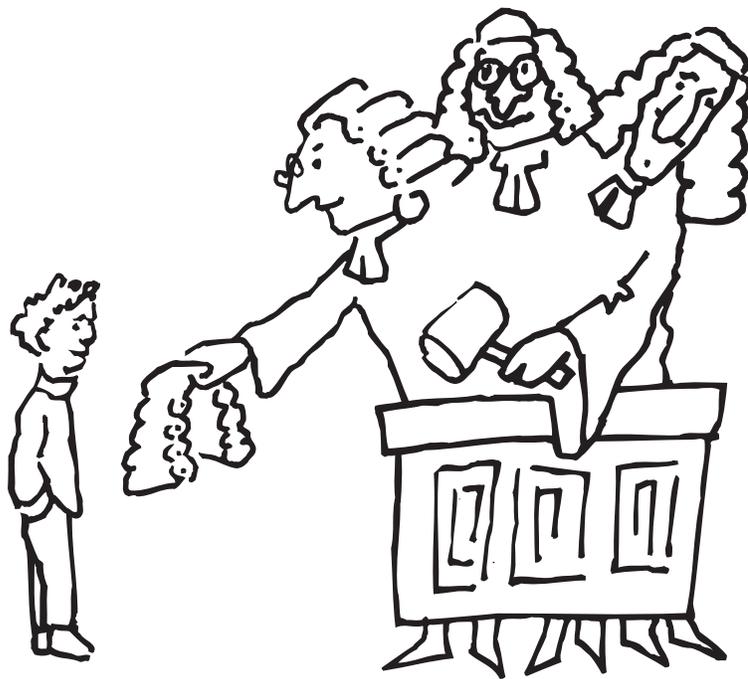
Five calendar days before the date of workshop to guarantee that there will be enough space and handouts for you. **We DO NOT confirm registration.** Please assume that you are registered once you have sent in your form or registered online.

Refund Policy:

Refunds honored if in writing before workshop date. CPTC reserves the right to cancel workshops. In that case, you will be notified prior to the workshop date and registration fees will be returned.

Questions:

www.masscptc.org
or Elaine Wijnja, DHCD, at (617) 573-1360.



© Marah Left 2001

Interested in other courses?

Contact CPTC for
"On-Demand" Training at
coordinator@masscptc.org

For a fixed fee of \$400, a cost which may be shared by several cohosting communities, we will have a trainer come to your city or town to address a specific learning topic.

Refer to our website:

www.masscptc.org

CPTC Core Curriculum

You can get credit for taking many of the CPTC courses offered throughout the year, including the annual conference. Credit applies as follows:

CPTC CERTIFICATE PROGRAM:

CPTC offers a Level One Certificate for completing three (3) courses.

Must Complete:

1. The Roles and Responsibilities of Planning and Boards of Appeals, Part 1
2. The Roles and Responsibilities of Planning and Boards of Appeals, Part 2

Complete one (1) of the following:

3. Introduction to the Subdivision Control Act
4. Introduction to the Zoning Act
5. How to Write Reasonable and Defensible Decisions

CPTC offers a Level Two Certificate for completing Level One requirements and 3 of the following courses:

1. Planning with Community Support (applies to planning board members only)
2. Non-conforming Structures, Lots, and Uses, and Vested Rights
3. Zoning Exemptions
4. Special Permits and Variances

Registration and Information

Registration Form (One person per form. Please print clearly.)

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Daytime phone: _____

City/Town served: _____

Board Affiliation: _____

Workshops attending:

Workshop Number: _____ Workshop Name: _____

Workshop Number: _____ Workshop Name: _____

Workshop Number: _____ Workshop Name: _____

Do you need a receipt? Yes No

Check enclosed? # _____ Check being mailed? Yes No

Online registration is available at www.masscptc.org.
Email registration will not be accepted.

Please make check payable to CPTC and mail complete registration to:
CPTC • C/O Urban Harbors Institute, UMass Boston, 100 Morrissey Boulevard,
Boston, MA 02125 or fax to (617) 287-5575.

BERKSHIRES TOMORROW, INC.

Balance Sheet

June 30, 2016

ACCT#

ASSETS

CURRENT ASSETS

1040	CHECKING ACCOUNT	\$	21,452.70	
1042	MONEY MARKET ACCOUNT		100,060.00	
	TOTAL CURRENT ASSETS			121,512.70

PROPERTY AND EQUIPMENT

	TOTAL PROPERTY AND EQUIPMENT			0.00
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OTHER ASSETS

1610	ORGANIZATION COSTS		3,017.69	
1710	ACCUM AMORT ORGANIZATION		(1,307.54)	
	TOTAL OTHER ASSETS			1,710.15
	TOTAL ASSETS			\$ 123,222.85

LIABILITIES AND CAPITAL

CURRENT LIABILITIES

2100	ACCOUNTS PAYABLE	\$	6,302.68	
2255	OTHER ADVANCES		113,342.41	
	TOTAL CURRENT LIABILITIES			119,645.09

LONG-TERM LIABILITIES

	TOTAL LONG-TERM LIABILITIES			0.00
	TOTAL LIABILITIES			119,645.09

NET ASSETS

3900	RETAINED EARNINGS		2,115.54	
	Net Income		1,462.22	
	TOTAL CAPITAL			3,577.76
	TOTAL LIABILITIES & CAPITAL			\$ 123,222.85

Unaudited - For Management Purposes Only

Berkshires Tomorrow Inc.
FY 2016 Activity

Income by Project

Berkshire County Task Force Advanced Revenue	\$	(74,000.00)
Berkshire County Task Force Revenue	\$	74,000.00
Total Berkshire County Task Force	\$	-
Age Friendly Advance Revenue	\$	(39,342.41)
Age Friendly Revenue	\$	86,000.00
Total Age Friendly Revenue	\$	46,657.59
Prevention of Hospitalization	\$	10,000.00
Total Grant Revenue	\$	56,657.59
Other Income		
Lease Revenue	\$	5,712.00
Donation Match	\$	(100.00)
Interest	\$	60.00
Total Other Income	\$	5,672.00
Total Income	\$	62,429.59

Expenses

Amortization	\$	603.48
Admin Services	\$	922.41
Accounting Services	\$	450.00
Equipment / Software	\$	1,659.11
Insurance Director and Officers	\$	700.00
Bank Charges	\$	(8.20)
Postage	\$	82.98
Operating Expenses	\$	3,806.30
Subcontractors (BRPC)	\$	56,457.59
Legal	\$	-
Professional Expenses	\$	56,457.59
Total Expenses	\$	60,867.37
Net Income	\$	1,562.22

Amazon Smile and Berkshires Tomorrow



Amazon has a charitable arm called Smile, which donates 0.5% of every purchase made to a charity of your choice. Berkshires Tomorrow Inc. is setup to receive donations through Amazon Smile. To use Amazon Smile, go to: <https://smile.amazon.com/ch/03-0572303>. Enter your Amazon username and password and your account will then be set to donate to Berkshires Tomorrow.

Whenever you shop through Amazon, go to <https://smile.amazon.com> first and then 0.5% of any purchase you make will go to Berkshires Tomorrow. You will see in orange "Supporting:" with the name of the charity you support. If you ever decide to change your charity, select the drop down triangle after the charity, you can select Change your charity.

Berkshires Tomorrow Inc. is organized exclusively for charitable, educational, and scientific purposes including, without limitation, improving and enhancing the quality of education and learning opportunities for the general public and local officials, and planning and integrating innovative methods and technologies into regional and local education and governance, in Berkshire County, Massachusetts.

BERKSHIRE REGIONAL PLANNING COMMISSION

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Executive Director

MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission
FROM: Nathaniel W. Karns, AICP, Executive Director
DATE: October 13, 2016
RE: **September Technical Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of September 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
Egremont	Responded to request regarding master plans.	Planning Board Chair
Lanesborough	Responded to request for assistance with planning board form.	Town Administrator
Lanesborough	Responded to request for guidance on Approval Not Required Subdivision.	Planning Board Member
Stockbridge	Responded to request for guidance on special permit conditions.	Planning Board Member
Commonwealth of Massachusetts	Interview consultant regarding stretch code.	Department of Energy Resources