

BERKSHIRE REGIONAL PLANNING COMMISSION  
1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201  
TELEPHONE (413) 442-1521 · FAX (413) 442-1523  
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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, December 1, 2016, 4:00 p.m.  
at the Berkshire Regional Planning Commission Office  
1 Fenn Street, Suite 201, Pittsfield, MA

***Please Note: In the case of inclement weather on the day of the meeting, please call BRPC (413-442-1521, ext 15) to confirm if the meeting will still be held.***

***There will be an informal holiday get-together of Executive Committee members and staff starting at 3:45, with some holiday treats. Other Delegates and Alternates are also welcome.***

## AGENDA

- |      |   |        |
|------|---|--------|
| I.   | Call to Order & Open Meeting Law Statement                                | (4:00) |
| II.  | Approval of Minutes of Executive Committee Meeting of November 3, 2016 *  | (4:05) |
| III. | Environmental Review – Hoosac Valley Rail Service/Adams Extension Project | (4:10) |
| IV.  | Financial Reports   | (4:25) |
|      | A. November Expenditures Report *   |        |
|      | B. Accounts Receivable Report   |        |
|      | C. Other  |        |
| V.   | Delegate & Alternate Issues   | (4:30) |
| VI.  | Committee Reports   | (4:35) |
|      | A. Commission Development Committee                                       |        |
|      | B. Regional Issues Committee – Meeting on Land Use Reform Legislation     |        |

- VII. Items Requiring Action \* (4:40)
- A. Approval to Submit Grant Application to U.S. Food & Drug Administration for Food Safety Registration & Assessment
  - B. Approval to Submit Grant Application to U.S. Food & Drug Administration for Training of Food Inspectors
  - C. Approval to Submit Grant Application to the American Medical Association for Opioid Drug Safety for Hard-to-Reach Populations
  - D. Approval to Partner with the University of Massachusetts School of Public Health in Two Research Grant Applications to the U.S. Department of Health and Human Services, National Institutes of Health Relating to Opioid Issues
  - E. Approval to Submit Grant Application to the Blue Cross/Blue Shield Catalyst Grant to Support a September Conference
  - F. Other
- VIII. Executive Director's Report (4:50)
- A. Report on New Contracts/Agreements
  - B. Status of District Local Technical Assistance Funding
  - C. Efficiency & Regionalization Grant Applications Submitted by BRPC
  - D. Workshop on Local Regulation of Legalized Marijuana – Thursday, January 26th
  - E. Other
- IX. Old Business (4:55)
- A. Additional Value for BRPC Mission Statement
  - B. Other
- X. New Business (5:05)
- A. January BRPC Meeting
  - B. Other
- XI. Adjournment (5:15)

\* Items Requiring Action

Attachment: October Local Technical Assistance Report

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

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Executive Director

**DRAFT MINUTES OF THE EXECUTIVE COMMITTEE MEETING**

**Thursday,**

**November 3, 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  
Roger Bolton, At Large  
John Duval, At Large

A quorum is present.

Others Present: Andy McKeever, iberkshires Staff

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

**II. Approval of Minutes of Executive Committee Meeting of October 6, 2016**

Chuck Ogden moved to approve with modification; seconded by Sheila Irvin. Unanimously approved.

**III. Financial Reports**

**A. October Expenditure Report**

Everyone reviewed the completed expenditure list for September to October.

Roger asked for an explanation for the Williamstown expense. This expense was for on-line food permits for events.

Roger Bolton 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. We have received the payment from Stockbridge.

**C. Other – None**

**IV. Delegate and Alternate Issues - None**

**V. Committee Reports - None**

**VI. Items Requiring Action**

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

The Executive Committee was 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.

Nat explained this was the old Community Innovation Challenge Grant program. We have a few ideas in mind. Tom explained under the Efficiency and Regionalization Grant there is a topic called Preparing for Success which is Economic Development activities. We are looking to supplement our work with our communities.

Chuck Ogden moved to approve the Executive Director to submit grant applications to Efficiency and Regionalization Grant Program on behalf of the Commission; seconded by Sheila Irvin. Unanimously approved.

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

The Executive Committee was 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.

Nat explained this will supplement our work on the problem of Opioid addiction.

Chuck Ogden moved to approve the Executive Director to submit grant application after-the-fact to Berkshire Taconic Community Foundation Central Berkshire Fund on behalf of the Commission; seconded by Roger Bolton. Unanimously approved.

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

The Executive Committee was 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.

Roger Bolton moved to approve the Executive Director to submit grant application to Berkshire Taconic Community Foundation Barrett Fund for Adams, Cheshire and Savoy on behalf of the Commission; seconded by Chuck Ogden. Unanimously approved.

**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.

Roger Bolton moved to approve the Executive Director to submit grant application to Department of Public Health for Hepatitis C Planning on behalf of the Commission; seconded by Chuck Ogden. Unanimously approved.

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

We requested 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. The pay will be 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.

Nat explained we verified the pay ranges to ensure they were competitive wages. There is not enough work to have a full-time position. Eighteen percent of the CDBG grant can be used for Administration of the grant. There is also some money available for program delivery.

This position will be grant funded and will use the money from the grant more effectively.

Chuck Ogden moved to approve to modify the Personnel Pay Plan to add a New Employee Classification; seconded by Sheila Irvin. Unanimously approved.

**F. Other - The Executive Committee was requested to authorize the Executive Director to accept a state contract for \$150,000 and sign all necessary agreements from the Department of Elementary and Secondary Education to support the Berkshire county Education Task Force.** There is no match required. The grant is for phase II of the Berkshire County Education Task Force Initiative. This is a one-time state appropriation of money in the FY2017 State Budget. Most of the funding will be used to contract with a qualified consultant who will perform considerable work with the Task Force involving modeling of various approaches to deal with the declining student populations across the region.

Nat explained in Phase I Berkshire Tomorrow received approximately \$70,000 from private donations to hire BRPC to hire the UMass Donahue Institute. The Phase I report will be presented November 12<sup>th</sup>.

Chuck Ogden moved to approve the Executive Director to accept a state contract from the Department of Elementary and Secondary Education totaling \$150,000 on behalf of the Commission; seconded by Roger Bolton. Unanimously approved.

## **VII. Executive Director's Report**

- A. Report on New Contracts/Agreements**
- B. Status of District Local Technical Assistance Funding**

Nat stated he is still nervous about DLTA Funding and is waiting to have the contract in hand. Officials did a great job at getting messages to the governor.

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

There are two meetings and BRPC has not seen a draft of the State Rail Plan so don't know whether it includes anything for Pittsfield to New York City passenger service.

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

## **VIII. Old Business**

- A. November Commission Meeting**

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 – Tom commented this topic can be done in January.

Nat explained there will be two actions needed:

1. MEPA – Environmental Review on the Hoosac Valley Rail Service ENF – Rail extension in Adams
2. Rest of River – Nat explained 3 years ago BRPC entered into an intergovernmental agreement to hire legal counsel to negotiate with GE on the clean-up with the six directly impacted municipalities. There is a need for a new agreement as the 3-year term has expired. The draft agreement will need to be approved. BRPC may have a modified role for the Commission to approve. Also, BRPC and the municipalities will submit an appeal. There is a 30-day deadline to do that.

- B. Other**

## **IX. New Business**

- A. Berkshires Tomorrow Reports**

Nat explained the few grants and donations Berkshires Tomorrow received and the expenses for FY2016. Everyone can support Berkshires Tomorrow or any other non-profit through Amazon Smile.

- B. Other**

## **X. Adjournment**

Sheila Irvin moved to adjourn the meeting which was seconded by Chuck Ogden.

The meeting was adjourned at 4:40 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 10/6/2016 to 10/27/2016

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

Draft Personnel Pay Plan

Program Associate Position Description

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Executive Director

**MEMORANDUM**

**TO:** Executive Committee, Berkshire Regional Planning Commission  
**FROM:** Nathaniel W. Karns, AICP, Executive Director  
**DATE:** November 22, 2016  
**SUBJ:** Agenda Items

**III. Environmental Review – Hoosac Valley Rail Service/Adams Extension Project**

Attached are the Environmental Notification Form, without attachments, for this proposed project. We will have a draft set of staff comments to send out on Monday so you have them well before the meeting. Unfortunately, the site visit is scheduled for the morning of the Executive Committee meeting; we expect to have any changes to the draft comments ready by the time you meet.

**VI. Items Requiring Action**

- A. Approval to Submit Grant Application to U.S. Food & Drug Administration for Food Safety Registration & Assessment

The Executive Committee is requested to authorize the Executive Director to submit a grant application to FDA and to sign any resulting contracts or agreements. This project would register and assess 1-2 new communities into the FDA Voluntary Retail (Food Safety) Program Standards. We have applied for and received this grant for the last five years. No match is required.

- B. Approval to Submit Grant Application to U.S. Food & Drug Administration for Training of Food Inspectors

The Executive Committee is requested to authorize the Executive Director to submit a grant application to FDA to for food inspector training and to sign any resulting contracts or agreements. We expect to train 8—11 food inspectors the State/Boston University training that is the basis for becoming an FDA standardized food inspector. This will be the first time this four-day training will be given in western Massachusetts and the first time it will be given by anyone other than BU and the State. There is no match requirement.

- C. Approval to Submit Grant Application to the American Medical Association for Opioid Drug Safety for Hard-to-Reach Populations

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the American Medical Association and to sign any resulting contracts or agreements. This project would support the work of BOAPC; focusing on evidence-based programs related to prescription (opioids) drug safety for the hard-to-reach, underserved, and at-risk populations of young adults between the ages of 18-21. No match is required.

- D. Approval to Partner with the University of Massachusetts School of Public Health in Two Research Grant Applications to the U.S. Department of Health and Human Services, National Institutes of Health Relating to Opioid Issues

The Executive Committee is requested to authorize the Executive Director to partner with the U.Mass School of Public Health in submitting two grant applications to the NIH and to sign any resulting contracts or agreements. BRPC's role would be to support UMass's work and research in Berkshire County and support various administrative aspects of the grant requirements. Both grants focused on various aspects of the opioid epidemic in rural communities. No match is required from BRPC.

- E. Approval to Submit Grant Application to the Blue Cross/Blue Shield Catalyst Grant to Support a September Conference

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the Blue Cross/Blue Shield Catalyst Grant Program and to sign any resulting contracts or agreements. The Catalyst Fund provides small grants to support one-time, non-renewable capacity building efforts in community-based nonprofit organizations seeking to address a health or health care issue. BRPC/BOAPC will be submitting an application to support a September conference (hosted by the BRPC Public Health Program) on the social determinants of health (SDoH).

## **VII. Executive Director's Report**

- A. Report on New Contracts/Agreements

Attached is a list of new contracts and agreements entered into since the November 3rd Executive Committee meeting.

- B. District Local Technical Assistance

We still have not received a contract for DLTA for FY 2017. If this funding, or at least a significant portion of it, is not received soon, it will have significant negative impact on our ability to provide planning services starting on January 1<sup>st</sup>. Even if it is simply delayed, because we are required to go through some process to solicit possible projects, that will reduce the time we have to produce results for our communities. For the immediate future, we have sufficient projects underway to keep staff productively occupied but there will be some limit to that in the coming months.

- C. Efficiency & Regionalization Grant Applications Submitted by BRPC

The Executive Committee authorized submittal of applications to the Executive Office for Administration & Finance at your last meeting, but we were not sure what might be submitted at that time. We submitted an application on behalf of the Town of Clarksburg for the "Drinking Water Supply Improvement for the Town of Clarksburg." Due to various issues and a lack of administrative and other capacity with the independent water district in town, Clarksburg is working to transition the water district into town operations and comply with a DEP Administrative Consent Order.

BRPC is mentioned in Lanesborough's application to prepare an Economic Development Plan but Lanesborough was the actual applicant.

- D. Workshop on Local Regulation of Legalized Marijuana

We have begun to develop a workshop to provide information to local officials regarding how they may approach the legalization of marijuana in Massachusetts. The timeline is relatively short for those towns which may want to consider prohibiting establishment of marijuana shops or other facilities as such prohibition would need to be on Spring town meeting warrants. For other communities, there is the ability to have reasonable regulations but those will take time to develop and there appears to be adequate, not overly generous, time to so.

**IX. Old Business**

A. Additional Value for BRPC Mission Statement

During the very lively and useful discussion regarding the new BRPC Mission Statement, Vision, and Values at the November Commission meeting, the need to include a Value regarding our built environment and sense of place was raised and it was the consensus of those present that a more focused statement should be included. Attached is a slightly revised set of Values which incorporates this. We wanted to run this by the Executive Committee first but would plan on bringing it to the full Commission at the January meeting to reach full closure.

**X. New Business**

A. January BRPC Meeting

At this point, we have three items for the January Commission agenda:

- Set Community Assessments for FY2018
- A Presentation on the Mohawk Trail Woodlands Partnership
- The final bullet discussed for BRPC's Values involving preservation of sense of place
- Changes to the Zoning Enabling Law in the 2016 Legislative Session

We could have another agenda item if you believe that is useful.

Attachments (3):

Environmental Notification Form – Hoosac Valley Rail Service/Adams Extension Project

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

Mission Statement, Vision & Values, with added Value statement

**Commonwealth of Massachusetts**  
**Executive Office of Energy and Environmental Affairs**  
**Massachusetts Environmental Policy Act (MEPA) Office**

**Environmental Notification Form**

*For Office Use Only*

EEA#: 15318

MEPA Analyst: Holly Johnson

*The information requested on this form must be completed in order to submit a document electronically for review under the Massachusetts Environmental Policy Act, 301 CMR 11.00.*

Project Name: Hoosac Valley Rail Service/Adams Extension Project		
Street Address: Between the Gateway Heritage State Park in North Adams and the Discover the Berkshires Visitors Center in Adams		
Municipality: Adams/North Adams	Watershed: Hudson/Hoosic	
Universal Transverse Mercator Coordinates: 654620.28 Easting 4721562.01 Northing Zone 18T	Latitude: 42° 37' 51.4056" N	Longitude: 73° 6' 51.5700" W
Estimated commencement date: Q2 2017	Estimated completion date: Q2 2017	
Project Type: Tourist Rail Service	Status of project design: 60%	
Proponent: MassDOT Rail Office		
Street Address: Ten Park Plaza, Boston, MA 02116		
Municipality: Adams	State: MA	Zip Code: 01220
Name of Contact Person: David Hewett		
Firm/Agency: Epsilon Associates, Inc.	Street Address: 3 Clock Tower Place, Suite 250	
Municipality: Maynard	State: MA	Zip Code: 01754
Phone: 978-897-7100	Fax: 978-897-0090	E-mail: dhewett@epsilonassociates.com

Does this project meet or exceed a mandatory EIR threshold (see 301 CMR 11.03)?  Yes  No

If this is an Expanded Environmental Notification Form (ENF) (see 301 CMR 11.05(7)) or a Notice of Project Change (NPC), are you requesting:

a Single EIR? (see 301 CMR 11.06(8))  Yes  No

a Special Review Procedure? (see 301CMR 11.09)  Yes  No

a Waiver of mandatory EIR? (see 301 CMR 11.11)  Yes  No

a Phase I Waiver? (see 301 CMR 11.11)  Yes  No

*(Note: Greenhouse Gas Emissions analysis must be included in the Expanded ENF.)*

Which MEPA review threshold(s) does the project meet or exceed (see 301 CMR 11.03)?  
CMR 11.03(6)(a)5 - Construction of a New rail or rapid transit line along a New, unused or abandoned right-of-way for transportation of passengers or freight (not including sidings, spurs or other lines not leading to an ultimate destination).

Which State Agency Permits will the project require?  
 DCR Construction and Access Permit.

Identify any financial assistance or land transfer from an Agency of the Commonwealth, including the Agency name and the amount of funding or land area in acres:  
 MassDOT will pay for the project, which is estimated to cost approximately \$3.0 million

<b>Summary of Project Size &amp; Environmental Impacts</b>	<b>Existing</b>	<b>Change</b>	<b>Total</b>
<b>LAND</b>			
Total site acreage*	50.6	0	50.6
New acres of land altered**	0	0	0
Acres of impervious area	0.448	0	0.448
Square feet of new bordering vegetated wetlands alteration	0	0	0
Square feet of new other wetland alteration – Riverfront Area	0	65,945	0
Acres of new non-water dependent use of tidelands or waterways	0	0	0
<b>STRUCTURES</b>			
Gross square footage (platform)	0	3,000	3,000
Number of housing units			0
Maximum height (feet)	0	14	14
<b>TRANSPORTATION</b>			
Vehicle trips per day	0	0	0
Parking spaces	68	0	68
<b>WASTEWATER</b>			
Water Use (Gallons per day)	0	0	0
Water withdrawal (GPD)	0	0	0
Wastewater generation/treatment (GPD)	0	0	0
Length of water mains (miles)	0	0	0
Length of sewer mains (miles)	0	0	0
Has this project been filed with MEPA before? <input checked="" type="checkbox"/> Yes (EEA # <u>15318</u> ) <input type="checkbox"/> No A previous ENF was withdrawn in February 2015.			
Has any project on this site been filed with MEPA before? <input checked="" type="checkbox"/> Yes (EEA # <u>14748</u> ) <input type="checkbox"/> No Ashuwillticook Rail Trail Extension			

\* Total site acreage was approximated based upon the right-of-way width. In the area of new construction site acreage was based on its width from the Right-of-Way (ROW) edge to the fence that will separate the railroad from the Ashuwillticook Rail Trail.

\*\* The project is within an existing right-of-way that has been previously disturbed.

## **GENERAL PROJECT INFORMATION – all proponents must fill out this section**

### **PROJECT DESCRIPTION:**

#### **Project Overview**

The Massachusetts Department of Transportation Rail Office (MassDOT) is advancing the Hoosac Valley Rail Service/Adams Extension Project to enhance the tourist rail service operating in Northern Berkshire County. The Hoosac Valley Rail Service initiated service along the MassDOT-owned Adams Branch rail line in the fall of 2015. The service currently provides roundtrip season excursion services on weekends and holidays between a station located at American Legion Drive in North Adams to Renfrew Street in Adams. The Adams Extension Project will allow the service to be extended, approximately one mile, along a former segment of the Adams Branch, to Hoosac Street in Adams.

The goal of the service is to provide a connection between the Gateway Heritage State Park in North Adams and the Discover the Berkshires Visitors Center in Adams. The rail service is intended to boost tourism and increase business opportunities in the area. The total distance of the route, between the station at American Legion Drive, North Adams and the station at Hoosac Street, Adams, is approximately 5.2 miles. Currently, there is active track that is supporting the service between the station in North Adams and Renfrew Street in Adams (a distance of approximately 4.25 miles), and no changes will be required along that segment. MassDOT is now proposing to complete the route by constructing track within the right-of-way between Renfrew Street and Hoosac Street in Adams. The project is depicted conceptually on Figure 1.

This ENF addresses the entirety of the service and route, but focuses primarily on the proposed 0.9-mile rail extension between Renfrew Street and Hoosac Street that, with service already operating on the remaining northern 4.25 miles of the route, is the only area where any construction or change in use will occur. In addition, although a description of the entire service between North Adams and Adams is being described in the ENF, the service along the northern 4.25 miles will not change with implementation of the extension project. The service operates four to five round trips each operating day between North Adams and Renfrew Street, Adams. Days of operation are limited to weekends between late May and mid-October, with some additional trips occurring during the Christmas season and for other special events. The operating plan with implementation of the extension will remain the same except for extending the trip the additional mile to the station at Hoosac Street.

The rail extension will share a portion of the former Adams Branch Railroad right-of-way with the Ashuwillticook Rail Trail Extension for approximately 0.6 miles of the 0.9-mile new segment of track. The design of the rail project has been closely coordinated with the plans for the Ashuwillticook Rail Trail to ensure safety and to minimize environmental impacts. The proposed project has been designed utilizing the Ashuwillticook Rail Trail Extension plans as the base condition.

#### **Project Site**

The route for the Hoosac Valley Rail Service is shown on Figure 2 USGS Locus and Figure 3 Aerial Locus. The existing rail right-of-way generally follows the Hoosic River. The northern portion of the route is east of the river. The route crosses the river on a bridge approximately 1,500 feet north of Route 8A (Hodges Cross Road). From that point south, the right-of-way is between Route 8 to the west and the Hoosic River to the east. Route 8 (also referred to as State Street, Curran Highway, Howland Avenue, and Columbia Street) is generally a commercial and industrial corridor; however, there are some scattered residential areas as well. The Hoosic River is in some areas confined within a man-made channel near the northern and southern ends of the proposed project route, but is open and meandering in the central portion.

North of Renfrew Street, the rail right-of-way itself is generally, approximately 82.5-foot wide and contains the railbed along which there is active freight rail and the existing tourist service. The right-of-way south of Renfrew Street contains the former railbed (i.e. areas degraded by the presence of discarded ties, ballast, and fill material) interspersed with vegetated areas, areas of disturbed and exposed soils, gravel roads, and gravel parking areas. The right-of-way also contains the newly constructed Ashuwillticook trail extension,

which will be separated from the rail by a fence. The proposed rail extension will share the right-of-way with the trail between Hoosac Street to approximately 500 feet north of Cook Street, a distance of approximately 0.6 miles.

In the area south of Renfrew Street, the Hoosic River channel adjacent to the proposed project corridor is contained within concrete walls and/or man-made levee embankments with steep riprap banks. As a result, no portion of the proposed project is within the 100-year floodplain, and the proposed project area is essentially hydrologically disconnected from the Hoosic River. Project activities will be within the 200-foot Riverfront Area (previously developed and degraded) and/or the 100-foot buffer zone to Bank and Bordering Vegetated Wetland (BVW) only. Work will be located entirely in uplands and outside all wetland resource areas with the exception of Riverfront Area and no impacts to BVW, Bank, or Land Under Water (LUW), or encroachment within the FEMA 100-year floodplain are anticipated.

Portions of the existing rail right-of-way pass through Priority Habitat for State-Protected Rare Species and Estimated Habitats for Rare Wildlife as mapped by the Massachusetts Natural Heritage and Endangered Species Program (NHESP) (See Figure 4), but there are no physical changes to the right-of-way proposed in these areas, and the tourist rail service is already operating along the tracks in these areas. There are no mapped certified nor potential vernal pools in the vicinity of the Project area (see Figure 4). The Project is not located within an Area of Critical Environmental Concern (ACEC) or within any areas designated as Outstanding Resource Waters (ORW). Portions of the project route are also within areas of 100-year Flood Zone as shown on Figure 6. The railbed, however, is generally raised above grade and is unlikely to be affected by flooding.

## **Project Description**

### **Rail Service**

In the fall of 2015, the Hoosac Valley Rail Service began operating between the North Adams station and Renfrew Street in Adams. The seasonal service operated on a few select weekends during its inaugural season but initiated more regularly scheduled service starting in the Spring of 2016. Service was generally limited to weekends with service limited to four round trip excursion trips daily. Adult tickets cost \$12.00, children \$7.00. Educational talks are given on the history of the Hoosac Valley Region and the railroad. Regular weekend service ended on October 10 and is set to resume again in the spring of 2017.

The operating plans for future rail service will be focused on providing a quality recreational visitor experience and will not emphasize train speed or frequency. Upon implementation of the rail extension, the service will provide a slow (i.e. 25-minute) scenic trip over the 5-mile route. The operating plans for the tourist train will include the following:

- ◆ Service will only be seasonal (approximately late April through October), with the potential of some special holiday trains during weekends in November/December;
- ◆ Service will be limited to Fridays, Saturdays, Sundays, and holidays;
- ◆ Projected operating hours will be limited (current proposal is 9 AM to 9 PM);
- ◆ Rail service along the 0.6 mile portion of the Right-of-Way shared with the Ashuwillticook trail will be limited to tourist operation only (no freight);
- ◆ Maximum train operating speeds will be 15 miles per hour;
- ◆ Operation across the Cook Street grade crossing will include manually “flagging” the crossing to stop roadway traffic before the train proceeds, in lieu of blowing the train horn; and
- ◆ Service will use a Budd Rail Diesel Car, which is a self-propelled car (as opposed to traditional locomotive-drawn service).

### **Rail Construction**

The proposed project involves the redevelopment of the abandoned railroad corridor between Renfrew and Hoosac Streets in Adams with the installation of new railroad track, a passenger platform (with canopy), and an at-grade crossing at Cook Street with associated warning signs. Approximately 3,300 linear feet (a distance of approximately 0.9 miles) of new track will be constructed, including the installation of new ties, ballast and regrading of the existing railroad embankment and extension of existing culverts, as necessary. A 3,000 square-foot passenger platform will be constructed at Hoosac Street. The 4-foot high platform will be constructed of wood on concrete footings and have a steel frame canopy and metal roof. The total height will be 14 feet.

**NOTE:** *The project description should summarize both the project's direct and indirect impacts (including construction period impacts) in terms of their magnitude, geographic extent, duration and frequency, and reversibility, as applicable. It should also discuss the infrastructure requirements of the project and the capacity of the municipal and/or regional infrastructure to sustain these requirements into the future.*

**Describe the on-site project alternatives (and alternative off-site locations, if applicable), considered by the proponent, including at least one feasible alternative that is allowed under current zoning, and the reasons(s) that they were not selected as the preferred alternative:**

#### **Off-site Alternative**

The Commonwealth has been working to assist in the re-establishment of scenic rail service in the Berkshire region since 2013 when service was suspended between Lenox and Stockbridge. There are very few operating rail lines in Berkshire County, and only two branch lines where freight rail service volume is limited enough to allow for the safe operation of a tourist excursion service. One is the Housatonic Railroad, the line where scenic rail service was suspended in 2013 and was not considered a feasible option, and the other is the MassDOT-owned Adams Branch. The Adams Branch, with the proposed extension, has the added ability to link two desirable tourist destinations, completing the link between the Gateway Heritage State Park in North Adams and the Discover the Berkshires Visitors Center in Adams.

#### **On-site Alternative**

Various on-site alignment alternatives were considered to accommodate the proposed project within the right-of-way without significant impacts to uses within or adjacent to the corridor. These alternatives included different rail line alignments within the right-of-way and changes in the location of the station platform and configuration. As alternative designs were considered, other right-of-way uses needed to be accounted for which minimized or eliminated alignment flexibility. Other right-of-way uses taken into consideration included the Ashuwillticook Rail Trail Extension, a utility easement that runs the length of the corridor, and U.S. Army Corps of Engineers easements and use restrictions associated with the Hoosic River Flood Control systems. The selected alternative minimizes conflicts with the other right-of-way uses and provides for the safe operation of uses. The rail will be constructed to the west of the trail as this eliminates the need for the trail to cross the tracks, thereby increasing safety. Further, having the rail on the west places it farther from the Hoosic River, thereby helping to minimize environmental impacts.

**NOTE:** *The purpose of the alternatives analysis is to consider what effect changing the parameters and/or siting of a project, or components thereof, will have on the environment, keeping in mind that the objective of the MEPA review process is to avoid or minimize damage to the environment to the greatest extent feasible. Examples of alternative projects include alternative site locations, alternative site uses, and alternative site configurations.*

**Summarize the mitigation measures proposed to offset the impacts of the preferred alternative:**

The proposed project will be constructed and operated so as to minimize environmental impacts to the greatest extent practicable. Proposed mitigation measures are summarized below.

#### **Noise/Vibration**

A sound assessment was performed for the area of the Project that will require the construction of new track. The assessment was based on methodology documented in the Federal Transit Administration's (FTA) Transit Noise and Vibration Assessment manual<sup>1</sup> (see Attachment C). The assessment modeled sound levels at eight locations along the corridor. Of the eight, only one location (six structures at Albert Street just north of Cook Street) was found to have the potential for an adverse impact. This "moderately" impacted area would experience increased noise levels only during the very limited times of operation (seasonally, Friday-Sunday, between 9:00AM and 9:00PM). Potential mitigation for this area could include the construction of a sound barrier to shield the train's mechanical components located in the undercarriage and the contact point between the wheels and the track. Given the very limited amount of service and anticipated low level of impacts, no physical noise barriers are currently proposed.

---

1 "Transit Noise and Vibration Impact Assessment," Federal Transit Administration. FTA-VA-90-1003-06, May 2006.

Operating plans for the service have already incorporated mitigation measures for noise impacts that are most commonly associated with rail service. Federal regulations (49 CFR Part 222) require train locomotive engineers to sound train horns at least 15 seconds in advance of all public grade crossings. The train horn volume must be between 96 and 110 decibels. For most rail services this federal safety requirement results in significant noise impacts in the areas near at-grade crossings. The Hoosac Valley Rail Service / Adams Extension project has incorporated an operating procedure into the service operating plan to make use of an exemption of the federal regulation (§222.33 (a)) which allows horns not to be sounded when the locomotive speed is 15 miles per hour or less and train crew members flag the crossing to provide warning of approaching trains to motorists. This operating procedure will mitigate noise impacts that would otherwise be experienced in the area of Cook Street in Adams each time the train crosses the street.

**Air Quality**

MassDOT will strive to minimize diesel emissions during construction of the proposed project and will seek to ensure that the contractor complies with all applicable federal and state regulations related to air quality and construction vehicle emissions.

Specific measures will be taken to reduce diesel emissions and other construction related air quality impacts including the following:

- Using equipment retrofitted with diesel emissions control devices.
- Maintaining an "idle free" work zone of fossil fuel trucks and equipment. On-site idling time will be limited to five minutes. "Do Not Idle" signs will be posted at appropriate locations.
- Using Ultra Low Sulfur Diesel for all trucks and construction machinery as required by the U.S. EPA.
- Minimizing exposed storage of debris on-site and using wetting agents where needed on a scheduled basis to minimize dust. Further measures related to dust are discussed below under the Solid and Hazardous Waste section.

**Stormwater**

The proposed project will significantly improve stormwater management. The proposed project is being designed in coordination with and will utilize stormwater system improvements recently constructed as part of the associated Ashuwillticook Rail Trail Extension project. As part of the trail project, the existing stormwater facilities within the right-of-way have been improved, cleaned, and regraded to restore functionality. Vegetated drainage swales have been established along the trail to convey stormwater to outfall locations. All proposed stormwater improvements were designed and completed in accordance with the MassDOT Stormwater Handbook and the Massachusetts Department of Environmental Protection (DEP) stormwater management standards.

**Greenhouse Gas**

The proponent is using Budd Rail Diesel Cars to operate the service. These types of locomotives are far more economical and use much less diesel than traditional locomotive-drawn cars. The proponent estimates the use of the Budd car will reduce GHG emissions by approximately 70 percent as described in Attachment D.

**If the project is proposed to be constructed in phases, please describe each phase:**

Project construction will be done in one phase and is expected to be completed in the second quarter of 2017.

**AREAS OF CRITICAL ENVIRONMENTAL CONCERN:**

Is the project within or adjacent to an Area of Critical Environmental Concern?

- Yes (Specify \_\_\_\_\_)  
 No

If yes, does the ACEC have an approved Resource Management Plan? \_\_\_ Yes \_\_\_ No;

If yes, describe how the project complies with this plan: \_\_\_\_\_

Will there be stormwater runoff or discharge to the designated ACEC? \_\_\_ Yes \_\_\_ No;

If yes, describe and assess the potential impacts of such stormwater runoff/discharge to the designated ACEC: \_\_\_\_\_

**RARE SPECIES:**

Does the project site include Estimated and/or Priority Habitat of State-Listed Rare Species? (see [http://www.mass.gov/dfwele/dfw/nhesp/regulatory\\_review/priority\\_habitat/priority\\_habitat\\_home.htm](http://www.mass.gov/dfwele/dfw/nhesp/regulatory_review/priority_habitat/priority_habitat_home.htm))

Yes (Specify PH 1481)  No

See Figure 4 in Attachment B.

**HISTORICAL /ARCHAEOLOGICAL RESOURCES:**

Does the project site include any structure, site or district listed in the State Register of Historic Place or the inventory of Historic and Archaeological Assets of the Commonwealth?

Yes (Specify \_\_\_\_\_)  No

If yes, does the project involve any demolition or destruction of any listed or inventoried historic or archaeological resources?  Yes (Specify \_\_\_\_\_)  No

**WATER RESOURCES:**

Is there an Outstanding Resource Water (ORW) on or within a half-mile radius of the project site?

Yes  No; if yes, identify the ORW and its location: \_\_\_\_\_

*(NOTE: Outstanding Resource Waters include Class A public water supplies, their tributaries, and bordering wetlands; active and inactive reservoirs approved by MassDEP; certain waters within Areas of Critical Environmental Concern, and certified vernal pools. Outstanding resource waters are listed in the Surface Water Quality Standards, 314 CMR 4.00.)*

Are there any impaired water bodies on or within a half-mile radius of the project site?  Yes  No; if yes, identify the water body and pollutant(s) causing the impairment: \_\_\_\_\_.

Is the project within a medium or high stress basin, as established by the Massachusetts Water Resources Commission?  Yes  No

**STORMWATER MANAGEMENT:**

Generally describe the project's stormwater impacts and measures that the project will take to comply with the standards found in MassDEP's Stormwater Management Regulations:

As described above, the proposed project's stormwater controls have been designed to work in conjunction with stormwater management improvements made as part of the Ashuwillticook Rail Trail Extension project. All proposed stormwater improvements were designed and constructed in accordance with DEP stormwater management standards and the MassDOT Stormwater Handbook.

As part of the trail project, the existing stormwater systems in the right-of-way (i.e. existing culverts and drainage swales) were replaced as necessary, cleared of debris, regraded to restore functionality, and loamed and seeded to establish a grass ground surface. In general, the stormwater management strategy within the corridor is to direct stormwater from impervious surfaces via vegetated filter strips, grassed side slopes and grassed swales to the existing drainage structures. Due to the narrow and linear nature of the existing right-of-way, there is very limited space for advanced stormwater treatment systems.

Specific to the proposed project, new grassed swales connecting to the existing storm water system will also be added. A pipe will be installed to replace an existing swale between a Town of Adams public park and one of the proposed pedestrian crossings.

The Town of Adams and DCR will collectively be responsible for future maintenance of the proposed stormwater management system.

**MASSACHUSETTS CONTINGENCY PLAN:**

Has the project site been, or is it currently being, regulated under M.G.L.c.21E or the Massachusetts Contingency Plan? Yes  No ; if yes, please describe the current status of the site (including Release Tracking Number (RTN), cleanup phase, and Response Action Outcome classification):

RTN 1-11501 Hoosic Valley Coal and Grain – 1 Cook Street; RTN-1-11670 Former Adams Manufactured Gas Plant – 31 Columbia Street; RTN 1-17610 Gasoline Release – Racing Mart – 73 Columbia Street.

ATC Associates Inc. (ATC) reviewed the MassDEP's online database of Massachusetts Contingency Plan (MCP) Disposal Sites to identify MCP sites adjacent to the project area that requires new construction. Three MCP sites were identified and are summarized in Attachment G. No investigation was done for the portion of the project north of Renfrew Street as there will be no construction and thus no soil disturbance in those areas.

Is there an Activity and Use Limitation (AUL) on any portion of the project site? Yes X No \_\_\_;  
if yes, describe which portion of the site and how the project will be consistent with the AUL:  
\_\_\_\_\_.

There is a Notice of AUL related to RTN 1-11670. Two lots owned by the Town of Adams which are part of the Columbia WWI Memorial Park. Details are provided in Attachment G.

Are you aware of any Reportable Conditions at the property that have not yet been assigned an RTN? Yes \_\_\_ No X; if yes, please describe: \_\_\_\_\_

**SOLID AND HAZARDOUS WASTE:**

If the project will generate solid waste during demolition or construction, describe alternatives considered for re-use, recycling, and disposal of, e.g., asphalt, brick, concrete, gypsum, metal, wood:

*(NOTE: Asphalt pavement, brick, concrete and metal are banned from disposal at Massachusetts landfills and waste combustion facilities and wood is banned from disposal at Massachusetts landfills. See 310 CMR 19.017 for the complete list of banned materials.)*

An 3,500 cubic yards of soil may require off-site disposal at a landfill capable of accepting this type of waste. All excavated soil will be handled and disposed of in accordance with all applicable state and federal regulations.

Measures will be taken to control worker and public exposure to contaminated soil, including the following specific recommendations. First, a project specific total dust action level will be set and real time dust monitoring will be conducted during construction to assess the risk of exposure to workers and the general public to dust containing arsenic and other contaminants. Intermittent analysis of dust samples will be performed to determine if action levels are appropriate and/or if dust controls and worker protection should be modified. In addition, workers conducting excavation and/or coming into direct contact with soils identified to contain elevated metals or PAHs will use personal protective equipment and engineering controls as appropriate to minimize exposure with contaminated soil.

Will your project disturb asbestos containing materials? Yes \_\_\_ No X;  
if yes, please consult state asbestos requirements at <http://mass.gov/MassDEP/air/asbhom01.htm>

Describe anti-idling and other measures to limit emissions from construction equipment:

MassDOT will strive to minimize diesel emissions during construction of the proposed project and will seek to ensure that the contractor complies with all applicable federal and state regulations related to air quality and construction vehicle emissions.

Specific measures will be taken to reduce diesel emissions and other construction related air quality impacts including the following:

- ◆ Using equipment retrofitted with diesel emissions control devices.
- ◆ Maintaining an "idle free" work zone of fossil fuel trucks and equipment. On-site idling time will be limited to five minutes. "Do Not Idle" signs will be posted at appropriate locations.
- ◆ Using Ultra Low Sulfur Diesel for all trucks and construction machinery as required by the U.S. EPA.
- ◆ Minimizing exposed storage of debris on-site and using wetting agents where needed on a scheduled basis to minimize dust.

**DESIGNATED WILD AND SCENIC RIVER:**

Is this project site located wholly or partially within a defined river corridor of a federally designated Wild and Scenic River or a state designated Scenic River? Yes \_\_\_ No X; if yes, specify name of river and designation:

If yes, does the project have the potential to impact any of the "outstandingly remarkable" resources of a federally Wild and Scenic River or the stated purpose of a state designated Scenic River? Yes \_\_\_ No \_\_\_; if yes, specify name of river and designation: \_\_\_\_\_; if yes, will the project will result in any impacts to any of the designated "outstandingly remarkable" resources of the Wild and Scenic River or the stated purposes of a Scenic River? Yes \_\_\_ No \_\_\_; if yes, describe the potential impacts to one or more of the "outstandingly remarkable" resources or stated purposes and mitigation measures proposed:

**ATTACHMENTS:**

1. List of all attachments to this document.

Attachment A	Proposed Plans Renfrew Street to Southern Terminus
Attachment B	ENF Required Figures
Attachment C	Sound Level Assessment Report
Attachment D	Greenhouse Gas Analysis
Attachment E	Adams DCR and MassDOT Memorandum of Understanding
Attachment F	ATC Soil Sampling Report
Attachment G	Circulation List
Attachment H	List of Required Federal and Local Permits

2. U.S.G.S. map (good quality color copy, 8-½ x 11 inches or larger, at a scale of 1:24,000) indicating the project location and boundaries. See Figure 2 in Attachment B.
3. Plan, at an appropriate scale, of existing conditions on the project site and its immediate environs, showing all known structures, roadways and parking lots, railroad rights-of-way, wetlands and water bodies, wooded areas, farmland, steep slopes, public open spaces, and major utilities. See Figure 3 in Attachment B.
4. Plan, at an appropriate scale, depicting environmental constraints on or adjacent to the project site such as Priority and/or Estimated Habitat of state-listed rare species, Areas of Critical Environmental Concern, Chapter 91 jurisdictional areas, Article 97 lands, wetland resource area delineations, water supply protection areas, and historic resources and/or districts. See Figures 4, 5, 6 in Attachment B.
5. Plan, at an appropriate scale, of proposed conditions upon completion of project (if construction of the project is proposed to be phased, there should be a site plan showing conditions upon the completion of each phase). See Attachment A.
6. List of all agencies and persons to whom the proponent circulated the ENF, in accordance with 301 CMR 11.16(2). Attachment H
7. List of municipal and federal permits and reviews required by the project, as applicable. Attachment I



October 31, 2016

PRINCIPALS

Theodore A Barten, PE  
Margaret B Briggs  
Michael E Guski, CCM  
Dale T Raczynski, PE  
Cindy Schlessinger  
Lester B Smith, Jr  
Robert D O'Neal, CCM, INCE  
Andrew D Magee  
Michael D Howard, PWS  
Douglas J Kelleher  
AJ Jablonowski, PE  
Stephen H Slocomb, PE  
David E Hewett, LEED AP

Secretary, Matthew A. Beaton  
Executive Office of Energy and Environmental Affairs  
100 Cambridge Street, Suite 900  
Boston, MA 02114

**Subject: Hoosac Valley Rail Service/Adams Extension Project  
Environmental Notification Form**

Dear Secretary Beaton:

On behalf of the Massachusetts Department of Transportation Rail Office (MassDOT), I am pleased to submit to you the enclosed Environmental Notification Form for the Hoosac Valley Rail Service-Adams Extension Project.

MassDOT is seeking to enhance the tourist rail service in Northern Berkshire County. The Hoosac Valley Rail Service began operating along MassDOT's Adams Branch rail line in the fall of 2015. The service currently provides roundtrip seasonal excursion service on weekends and holidays between a station in North Adams to Renfrew Street in Adams. The Adams Extension Project will allow this service to be extended, approximately one mile, along a former segment of the Adams Branch, to Hoosac Street in Adams, near the Discover the Berkshires Visitors Center.

This ENF addresses the entirety of the service and route, but focuses primarily on the proposed 0.9-mile rail extension between Renfrew Street and Hoosac Street which is the only area where any construction will occur. The existing service along the northern 4.25 miles will not change with implementation of the extension project and requires no new construction.

On behalf of the MassDOT Rail Office, we look forward to working with you on the review of this project that will provide an enhance tourist experience and an economic stimulus to the Berkshires.

Samuel G. Mygatt, LLB  
1943-2010

ASSOCIATES

Dwight R Dunk, LPD  
David C. Klinch, PWS, PMP

3 Clock Tower Place, Suite 250  
Maynard, MA 01754  
[www.epsilonassociates.com](http://www.epsilonassociates.com)

978 897 7100

FAX 978 897 0099

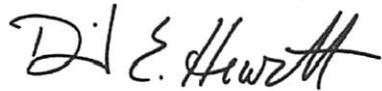
Secretary Matthew A. Beaton  
Executive Office of Energy and Environmental Affairs  
October 31, 2016

2

If you have any questions about the project, please call me at (978) 461-6215.

Sincerely,

EPSILON ASSOCIATES, INC.

A handwritten signature in black ink that reads "D. E. Hewett". The signature is written in a cursive, flowing style.

David Hewett  
Principal

# 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
11858	11/1/16	MIIA HEALTH BENEFITS TRUST	1040.000	1,306.73		Dental Insurance
11859	11/1/16	MIIA HEALTH BENEFITS TRUST	1040.000	21,544.41		Health Insurance
11860	11/1/16	MUTUAL OF OMAHA	1040.000	631.51		Life; LTD; STD
11861	11/1/16	CITY OF PITTSFIELD	1040.000	510.00		Parking
11862	11/1/16	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	3,934.00		Rent
11863	11/1/16	CLETUS K. KUS	1040.000	81.16		Expense Report
11864	11/1/16	THOMAS E. MATUSZKO	1040.000	192.22		Expense Report
11865	11/3/16	A TO Z TRUCKING	1040.000	80.00		Furniture Removal
11866	11/3/16	MARY AGOGLIA	1040.000	3,189.20	Health Grants	Nurses
11867	11/3/16	NEW ENGLAND NEWSPAPERS, INC.	1040.000	332.80		Subscription
11868	11/3/16	LOUISE DERAGON	1040.000	901.00	Health Grants	Nurses
11869	11/3/16	VANTAGEPOINT TRANSFER AGENTS-803222	1040.000	11,250.00	Contribution	OPEB
11870	11/3/16	NATHANIEL W. KARNS	1040.000	49.08		Expense Report
11871	11/3/16	SHANNON NICOL	1040.000	75.00	Cake	Annual Dinner
11872	11/3/16	RANDALL TROPHIES	1040.000	188.75	Award	Annual Dinner
11873	11/3/16	MARY-JANE R. SACKETT	1040.000	144.00		voided
11873V	11/3/16	MARY-JANE R. SACKETT	1040.000	-144.00		voided
11874	11/3/16	MARY-JANE R. SACKETT	1040.000	144.00	Health Grants	Nurses
11875	11/3/16	TOWN OF BECKET	1040.000	40.00		Annual Dinner REF
11876	11/3/16	SOUTHERN BERKSHIRE REGISTRY OF DEEDS	1040.000	75.00	357 CDBG	Filing Fees
11877	11/3/16	SOUTHERN BERKSHIRE REGISTRY OF DEEDS	1040.000	75.00	357 CDBG	Filing Fees
11878	11/3/16	SOUTHERN BERKSHIRE REGISTRY OF DEEDS	1040.000	75.00	357 CDBG	Filing Fees
11879	11/3/16	SOUTHERN BERKSHIRE REGISTRY OF DEEDS	1040.000	75.00	357 CDBG	Filing Fees
11880	11/3/16	SOUTHERN BERKSHIRE REGISTRY OF DEEDS	1040.000	75.00	357 CDBG	Filing Fees
11881	11/3/16	SOUTHERN BERKSHIRE REGISTRY OF DEEDS	1040.000	75.00	357 CDBG	Filing Fees
11882	11/3/16	BERKSHIRE HILLS COUNTRY CLUB, INC.	1040.000	2,220.20		Supplies
EFT	11/9/16	MICHAELS CRAFT STORE	1040.000	46.19		Annual Dinner
EFT	11/15/16	CODE42	1040.000	9.99		Software
11883	11/17/16	AMERICAN PLANNING ASSOCIATION	1040.000	390.00	E Lindsey	Dues
11884	11/17/16	BERKSHIRE GENERAL STORE	1040.000	62.07		Meeting
11885	11/17/16	COMPUWORKS	1040.000	2,487.50		Qtrly Support
11886	11/17/16	LESLIE DRAGER	1040.000	825.00	Health Grants	Nurses
11887	11/17/16	MASS STATE EMPLOYEES' RET.SYSTEM	1040.000	10,295.79		Employee State Retirement
11888	11/17/16	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.000	1,283.04	349.02 BOAPC	Subcontractor
11889	11/17/16	PAWA LAW GROUP, PC	1040.000	5,787.50	319 ROR	Legal
11890	11/17/16	RAILROAD STREET YOUTH PROJECT, INC	1040.000	818.66	349.02 BOAPC	Subcontractor
11891	11/17/16	W.B. MASON COMPANY, INC.	1040.000	572.26		Supplies
EFT	11/18/16	UNANET TECHNOLOGIES	1040.000	6,612.00		Time Software
<b>Total</b>				<b>76,310.06</b>		

**BERKSHIRE REGIONAL PLANNING COMMISSION**

Aged Receivables

As of Nov 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	MDOT - Payments late
281/TPL13	MASSDOT#75425 - TPL13	8/15/16	281-073116-4.1				38,265.68	38,265.68	MDOT - Payments late
281/TPL13	MASSDOT#75425 - TPL13	9/19/16	281-083116-4.11			39,927.74		39,927.74	MDOT - Payments late
281/TPL13	MASSDOT#75425 - TPL13	10/25/16	281-093016-4.12		52,017.58			52,017.58	MDOT - Payments late
<b>281/TPL13</b>	<b>MASSDOT#75425 - TPL13</b>				<b>52,017.58</b>	<b>39,927.74</b>	<b>38,216.70</b>	<b>130,162.02</b>	
283 BHPA/INSP/BKT	TOWN OF BECKET	11/16/16	283-093016-BKT	3,750.00				3,750.00	
<b>283 BHPA/INSP/BKT</b>	<b>TOWN OF BECKET</b>			<b>3,750.00</b>				<b>3,750.00</b>	
283 BHPA/INSP/EGR	TOWN OF EGREMONT	11/16/16	283-093016-EGR	2,745.50				2,745.50	
<b>283 BHPA/INSP/EGR</b>	<b>TOWN OF EGREMONT</b>			<b>2,745.50</b>				<b>2,745.50</b>	
284/BHPN/PHN/PER	TOWN OF PERU	10/1/16	284-123116-2-PER		368.00			368.00	
<b>284/BHPN/PHN/PER</b>	<b>TOWN OF PERU</b>				<b>368.00</b>			<b>368.00</b>	
284/BHPN/PHN/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH	9/6/16	284-083116-01 PTS			1,125.00		1,125.00	JK to follow up
<b>284/BHPN/PHN/PTS</b>	<b>CITY OF PITTSFIELD - BOARD OF HEALTH</b>					<b>1,125.00</b>		<b>1,125.00</b>	
310/MBPT2	MASSDOT#77954 - MBPT2	10/25/16	310-093016-1.4		5,168.66			5,168.66	
<b>310/MBPT2</b>	<b>MASSDOT#77954 - MBPT2</b>				<b>5,168.66</b>			<b>5,168.66</b>	
319/ROR	REST OF RIVER COMMITTE MEMBERS	10/31/16	319-103016-STK	1,157.50				1,157.50	
319/ROR	REST OF RIVER COMMITTE MEMBERS	10/31/16	319-103016-GTB	1,157.50				1,157.50	
319/ROR	REST OF RIVER COMMITTE MEMBERS	10/31/16	319-103016-SHF	1,157.50				1,157.50	
<b>319/ROR</b>	<b>REST OF RIVER COMMITTE MEMBERS</b>			<b>3,472.50</b>				<b>3,472.50</b>	
320/LEE/BFAWP	TOWN OF LEE	10/27/16	320-093016-27-FINAL		8,202.97			8,202.97	
<b>320/LEE/BFAWP</b>	<b>TOWN OF LEE</b>				<b>8,202.97</b>			<b>8,202.97</b>	
332/BHS/	BERKSHIRE HEALTH SYSTEMS	11/7/16	332.01-103116-03	1,360.80				1,360.80	
<b>332/BHS/</b>	<b>BERKSHIRE HEALTH SYSTEMS</b>			<b>1,360.80</b>				<b>1,360.80</b>	
335/LBD	MASSDOT#82513 - LBD	6/27/16	335-053116-11.2				118.15	118.15	MDOT - Payments late
335/LBD	MASSDOT#82513 - LBD	10/25/16	335-093016-3.3		246.09			246.09	
<b>335/LBD</b>	<b>MASSDOT#82513 - LBD</b>				<b>246.09</b>		<b>118.15</b>	<b>364.24</b>	

**BERKSHIRE REGIONAL PLANNING COMMISSION**

Aged Receivables

As of Nov 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	
349 BSAS/EOHHS	BUREAU OF SUBSTANCE ABUSE	11/16/16	349.02-103116	11,816.78			11,816.78	
<b>349 BSAS/EOHHS</b>	<b>BUREAU OF SUBSTANCE ABUSE</b>			<b>11,816.78</b>			<b>11,816.78</b>	
357/GTB-SHF/CDBG	TOWN OF GREAT BARRINGTON	10/31/16	357-093016-16	7,411.44			7,411.44	
357/GTB-SHF/CDBG	TOWN OF GREAT BARRINGTON	10/31/16	357-093016-16-ESCROW	2,147.13			2,147.13	
<b>357/GTB-SHF/CDBG</b>	<b>TOWN OF GREAT BARRINGTON</b>			<b>9,558.57</b>			<b>9,558.57</b>	
389 BCBOHA/PWTF-T	BERKSHIRE CTY BOARDS OF HEALTH ALLIANCE	6/30/16	389-FEB-MAYCR			-76.67	-76.67	deduct from
<b>389 BCBOHA/PWTF-T</b>	<b>BERKSHIRE CTY BOARDS OF HEALTH ALLIANCE</b>					<b>-76.67</b>	<b>-76.67</b>	next bill
404 PTS/ASSESS	CITY OF PITTSFIELD	10/20/16	404-093016-2		1,333.09		1,333.09	
<b>404 PTS/ASSESS</b>	<b>CITY OF PITTSFIELD</b>				<b>1,333.09</b>		<b>1,333.09</b>	
411 MAPC/COAD17	METROPOLITAN AREA PLANNING COUNCIL	10/12/16	411-093016-4		545.75		545.75	
411 MAPC/COAD17	METROPOLITAN AREA PLANNING COUNCIL	11/7/16	411-103116-5	2,788.01			2,788.01	
<b>411 MAPC/COAD17</b>	<b>METROPOLITAN AREA PLANNING COUNCIL</b>			<b>2,788.01</b>	<b>545.75</b>		<b>3,333.76</b>	
412 MAPC/DMP	METROPOLITAN AREA PLANNING COUNCIL	10/12/16	412-093016-3		645.33		645.33	
412 MAPC/DMP	METROPOLITAN AREA PLANNING COUNCIL	11/7/16	412-103116-4	531.53			531.53	
<b>412 MAPC/DMP</b>	<b>METROPOLITAN AREA PLANNING COUNCIL</b>			<b>531.53</b>	<b>645.33</b>		<b>1,176.86</b>	
415/EOT10	OFFICE OF TRANSPORTATION PLANNING	11/16/16	415-103116-05	1,868.53			1,868.53	
<b>415/EOT10</b>	<b>OFFICE OF TRANSPORTATION PLANNING</b>			<b>1,868.53</b>			<b>1,868.53</b>	
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	11/7/16	422-103116-4	2,103.20			2,103.20	
<b>422 MAPC/CID</b>	<b>METROPOLITAN AREA PLANNING COUNCIL</b>			<b>2,103.20</b>	<b>3,916.09</b>		<b>6,019.29</b>	
426 LAN/HM	TOWN OF LANESBOROUGH	9/30/16	426-083116-01			5,787.49	5,787.49	LG Follow Up
<b>426 LAN/HM</b>	<b>TOWN OF LANESBOROUGH</b>					<b>5,787.49</b>	<b>5,787.49</b>	
430 BB/BUW17	BERKSHIRE UNITED WAY	11/3/16	430-103116-2	2,631.52			2,631.52	
<b>430 BB/BUW17</b>	<b>BERKSHIRE UNITED WAY</b>			<b>2,631.52</b>			<b>2,631.52</b>	

**BERKSHIRE REGIONAL PLANNING COMMISSION**

Aged Receivables

As of Nov 30, 2016

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Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
435 HIN/CS	TOWN OF HINSDALE	11/21/16	435-103116-4	2,877.33				2,877.33
<b>435 HIN/CS</b>	<b>TOWN OF HINSDALE</b>			<b>2,877.33</b>				<b>2,877.33</b>
436 DAL/CS	TOWN OF DALTON	11/21/16	436-103116-2	4,247.71				4,247.71
<b>436 DAL/CS</b>	<b>TOWN OF DALTON</b>			<b>4,247.71</b>				<b>4,247.71</b>
438 ADM/PM	TOWN OF ADAMS	11/3/16	438-103116-01	6,196.88				6,196.88
<b>438 ADM/PM</b>	<b>TOWN OF ADAMS</b>			<b>6,196.88</b>				<b>6,196.88</b>
440/TPL17	MASSDOT#75425 - TPL13	11/16/16	440-103116-1.10	33,654.03				33,654.03
<b>440/TPL17</b>	<b>MASSDOT#75425 - TPL13</b>			<b>33,654.03</b>				<b>33,654.03</b>
444/FRCOG/MTWP	FRANKLIN REGIONAL COUNCIL OF GOVT	10/27/16	444-093016-1		2,189.71			2,189.71
<b>444/FRCOG/MTWP</b>	<b>FRANKLIN REGIONAL COUNCIL OF GOVT</b>				<b>2,189.71</b>			<b>2,189.71</b>
450 CLK/CS	TOWN OF CLARKSBURG	11/21/16	450-103116-1	2,936.40				2,936.40
<b>450 CLK/CS</b>	<b>TOWN OF CLARKSBURG</b>			<b>2,936.40</b>				<b>2,936.40</b>
PARKING PERMIT FEES	PARKING PERMIT FEES	12/1/16	DEC 2016-MATUSZKO	-25.00				-25.00
<b>PARKING PERMIT FEES</b>	<b>PARKING PERMIT FEES</b>			<b>-25.00</b>				<b>-25.00</b>
<b>Report Total</b>				<b>92,514.29</b>	<b>74,633.27</b>	<b>46,840.23</b>	<b>38,258.18</b>	<b>252,245.97</b>

New Grants received 11/4/2016 to 11/22/2016

Name	Grant Amount FY17
North Adams – Complete Streets	\$49,565.22
Berkshire Taconic Foundation HousingUs Community Outreach and Engagement Program	\$8,000.00
Pittsfield - Inspection Services	\$1,500.00
Richmond – Affordable Housing Committee	\$4,500.00
Gt. Barrington – Economic Planner	\$24,000.00
Lee – Brownfield Assessment	\$30,000.00
Lenox – Complete Streets	\$38,838.17

Grants Did Not Receive 11/4/2016 to 11/22/2016

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## **BRPC new MISSION STATEMENT**

Berkshire Regional Planning Commission provides leadership and assistance to the County's municipalities, organizations and citizens in achieving County-wide inter-relationships, prosperity, opportunities, quality of life, strength and vibrancy.

*Approved November 17, 2016*

## **BRPC's VISION**

Berkshire Regional Planning Commission, as an indispensable source of support and leadership to municipalities, organizations and citizens, effects positive change through its collaborative efforts to achieve Sustainable Berkshires principles and a high quality of life for County residents, including greater economic growth, sustainable resource management, environmental, social and economic equity, and effective governmental and educational services. BRPC is recognized as the primary:

- Source of trusted, reliable Berkshire County data and analysis.
- Provider of technical assistance to Berkshire County municipalities and organizations.
- Convener of interests seeking to seize opportunities for and confront challenges to the Berkshires.
- Advocate on behalf of the collective interests of Berkshire County.

*Approved November 17, 2016*

## **BRPC's VALUES**

- Enhance the Berkshire's human, environmental and developed resources, including its sense of place and built heritage.
- Provide the highest quality information and analysis as the basis for our work.
- Actively seek, engage and respect varying voices to ensure all viewpoints are considered prior to reaching decisions or providing guidance.
- Engage diverse people, organizations and interests within and outside Berkshire County who can effect change in the region.
- Balance competing public interests.
- Nurture and rely upon partnerships and collaborations to provide optimal outcomes.
- Be responsive and open to change and innovation.
- Respect the contributions of staff, community members, and organizations.
- Act with integrity and the highest ethical standards.

**BERKSHIRE REGIONAL PLANNING COMMISSION**

1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201

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

[www.berkshireplanning.org](http://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:** November 2, 2016  
**RE:** **October Technical Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of October 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.

<b>Town/City/State</b>	<b>Municipal Technical Assistance</b>	<b>Board/Organization</b>
Pittsfield	Provided maps of the Housing Development Incentive Program Zone.	Community Development Program Manager
Sheffield	Provided a Scenic Mountain Act map and materials.	Conservation Commission
Organization	Created an agenda under announcement for a posting on BRPC website.	LAPA West