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

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

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

MEETING NOTICE

There will be a meeting of the

EXECUTIVE COMMITTEE

on Thursday, December 4, 2014, 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 3:40, 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 6, 2014 *	(4:05)
III.	Financial Reports	(4:10)
	A. November Expenditures Report *	
	B. Accounts Receivable Report	
	C. Status of Receipt of Community Assessments for FY 2015	
	D. Other	
IV.	Delegate & Alternate Issues	(4:15)
V.	Items Requiring Action *	(4:20)
	A. Approval of Sick Leave Policy	
	B. Other	
VI.	Committee Reports	(4:30)

VII. Executive Director's Report (4:35)

A. Report on New Contracts/Agreements
B. Public Health Alliance Services
C. Status of District Local Technical Assistance Funding for 2015
D. Mass Housing Partnership Rural Housing Summit – December 18th, College of the Holy Cross, Worchester
E. Citizen Planner Training Collaborative Fall Course –Reading a Subdivision/ANR Plan, December 18th, BRPC
F. Massachusetts Recreational Trails Grant Round – deadline for submissions is February 2, 2015
G. Other

VIII. Old Business (4:40)

IX. New Business (4:45)

A. January BRPC Meeting Agenda Items
B. Executive Director's Performance Review for FY 2014
C. Other

X. Adjournment (5:15)

* Items Requiring Action

Attachments: 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 6, 2014
At the Berkshire Regional Planning Commission Office
1 Fenn Street, Suite 201, Pittsfield, MA 01201

I. Call to Order

A. The meeting is called to order at: 4:00 p.m.
Chair Sheila Irvin started the meeting by reading a statement regarding the open meeting law. BRPC records all meetings. Others may record the meeting after informing the chair. Any documents presented must be left with the chair of the meeting.

B. Roll Call:
Sheila Irvin, Chair
Kyle Hanlon, Vice Chair
Marie Raftery, Clerk
Chuck Ogden, Treasurer
Rene Wood, Commission Development Committee Chair
Roger Bolton, Clearinghouse Review Committee Chair
James Mullen, Regional Issue Chair
John Duval, At Large
Sam Haupt, At Large

A quorum is present.

Others Present: Andy McKeever – iberkshires Reporter

Staff Present: Nat Karns – Executive Director
Tom Matuszko – Assistant Director
Melissa Provencher – Senior Planner

II. Approval of Minutes of Executive Committee Meeting of October 9, 2014

Rene Wood moved to approve; Chuck Ogden seconded. Unanimously approved with three abstentions.

III. Financial Reports

A. October Expenditure Report

Nat asked all to look at the complete expenditure list, and he would answer any questions.

Rene Wood moved to approve the October 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. The Town of Dalton aged receivable for $5,212.19 was invoiced late and will be paid when the town re-appropriates funds.

C. Status of Receipt of Community Assessment for FY2015
All communities have paid, except Windsor. A reminder was sent. Nat to follow up with the Town Treasurer.

D. Other - none

IV. Delegate and Alternate Issues

Roger Bolton stated Nat urged towns affected by the pipeline to begin negotiations regarding the Tennessee Gas Pipeline for host community agreements. During the Clearinghouse Review Committee meeting, Melissa Provencher reported her understanding of the provision for a town to be provided consulting help financed by the proponent is not allowed for host community agreements.

Rene Wood would like this issue and any other financial issues added to the Key Berkshires Issues and Opportunity list.

Sam Haupt asked about the failed attempt to bring a rail car manufacturer to Berkshire County. Nat replied BRPC had very limited involvement in this process. He did hear the successful Chinese firm would do all the manufacturing and assembling in Massachusetts. There had been concern that if the Chinese firm were to locate in Berkshire County existing Berkshire County employers would lose skilled employees. The other unsuccessful companies that have a presence in the U.S. would only assemble the cars here and would have had a lesser impact.

Rene Wood suggested Nat follow up with 1Berkshires to see if they plan to do a post mortem.

V. Clearinghouse Review – DEIR for Connecticut Expansion Project (Sandisfield & Tyringham)

Roger reported the Clearinghouse Committee met and suggested some changes to the comments from BRPC staff on the Draft Environmental Impact Report submitted by Tennessee Gas Pipeline Company for the Connecticut Expansion Project. The committee stressed the important transportation and safety issues in their comments.

Roger asked the Executive Committee to approve the comments presented. Rene suggested comments be added that the proponent do an upfront assessment at the proponent's expense. Also, the final EIR should include the assessment along with any financial resources.

Roger Bolton moved to approve with suggested changes; Rene Wood seconded. Unanimously approved.

VI. Items Requiring Action

A. Approval to Submit Grant Application to the U.S. Environmental Protection Agency for Brownfields Assessment Program

Chuck Ogden moved to approve; Rene Wood seconded. Unanimously approved.

B. Approval to Submit Grant Application to the Massachusetts Environmental Trust for Conservation Commission Training on Wetlands Permitting for Natural Gas Pipelines

Rene Wood moved to approve; Roger Bolton seconded. Unanimously approved.

C. **Other** - none

VII. Committee Reports

A. **Commission Development Committee** – Rene Wood reported the committee will meet before the next Commission meeting to discuss the Annual Dinner and the 5th Thursday topic on Community Land Trust.
Rene also asked on status of two previous requests from the Commission Development Committee?

Nat responded:
1. The Executive Committee approval memo will include descriptions.
2. The guidelines for running meetings is in progress.

B. **Other** - none

VIII. Executive Director's Report

A. **Report on New Contracts/Agreements**
B. **Public Health Alliance Services**
C. **Massachusetts Energy Facility Siting Board Public Hearing on Tennessee Gas Pipeline Connecticut Expansion Project – November 5th, 7 p.m., Sandisfield Arts Center**
D. **Initiation of Federal Energy Regulatory Commission Environmental Assessment Process for Tennessee Gas Pipeline's Connecticut Expansion Project**
BRPC will be submitting comments on the MEPA review to the State Energy Facilities Siting Board who has to comment to FERC. BRPC will also submit these comments to FERC with a request for a full Environmental Impact Statement.

E. **Citizen Planner Training Collaborative Fall Courses – November 13th & December 18th, BRPC**
F. **Tennessee Gas Pipeline Company Northeast Energy Direct Project Open Houses**
All dates have been cancelled until after the holidays.

G. **Solicitation of 2015 District Local Technical Assistance Projects from Municipalities**
H. **FY 15 Peer-to-Peer Technical Assistance Program Grants Availability**
I. **FY 15 MA Downtown Initiative Program Availability**
J. **MassWorks Project Announcements**
K. **Announcement of Award of MassDevelopment Brownfields Funds to Town of Great Barrington for Ried Cleaners Site Assessment**
The assessment will need to be done to find out how far the chemicals have traveled.
L. **Disposal of Surplus (obsolete) Computers**
M. **Other** – Gwen Miller is leaving BRPC to go to work for the town of Lenox.

IX. Old Business

A. **Commission Meeting – November 20th**
At the November 20th Commission meeting, we have the following agenda items:
- Home-Based Business Regulations - planning training topic
- Draft EPA Municipal Stormwater Permit Regulations
- Approve the CEDs Annual Report

Semi-annual review of progress on *Sustainable Berkshires*. Will present in January.

B. **Other** – none

X. New Business

A. BRPC Delegate & Alternate and Staff Informal Holiday Get-Together

Last year we held an informal get-together for Commission members and staff immediately prior to the December Executive Committee meeting. We would like to gauge your interest in doing that again this year. Light food and refreshments would be provided. The Executive Committee meeting will be on December 4th.

All agreed an excellent idea.

B. Briefing Paper on Key Regional Issues for Incoming Governor

In the past, when there has been a change in Governor, we have prepared a fairly short briefing paper on key issues facing the Berkshires and provided that to the transition team in the month after the election.

The Executive Committee should send their comments back to Nat by November 10th. Jamie asked to include infrastructure and bikeways. Rene Wood suggested a cover letter to stress the relationship of this organization has had with the Governor's Administration and invite them to BRPC.

C. Other – none

XI. Adjournment

Kyle Hanlon moved to adjourn the meeting which was seconded by Jamie Mullen.
The meeting was adjourned at 5:14 p.m.

Materials distributed or presented during this meeting:

Agenda
Minutes
Check Register
Aged Receivables
Executive Director's Memo
Technical Assistance Report
Draft DEIR for Connecticut Expansion Project
2014 CPTC Fall Workshops
Tennessee Gas Pipeline open house dates/locations
District Local Technical Assistance 2015 and form
FY15 Peer to Peer Grants Available
Massachusetts Downtown Initiative

BERKSHIRE REGIONAL PLANNING COMMISSION
Check Register
For the Period From Nov 1, 2014 to Nov 30, 2014

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Cash Account	Amount	
10526	11/3/14	MIIA HEALTH BENEFITS TRUST	1040.000	1,373.32	Dental Insurance
10527	11/3/14	MIIA HEALTH BENEFITS TRUST	1040.000	19,226.74	Health Insurance
10528	11/3/14	MUTUAL OF OMAHA	1040.000	641.75	Life; Disability Insurance
10529	11/3/14	NORTHERN BERKSHIRE COMMUNITY COALITION	1040.000	5,105.93	#349 BOAPC Subcontractor
10530	11/3/14	CITY OF PITTSFIELD	1040.000	245.00	Parking
10531	11/3/14	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	3,867.00	Rent
10532	11/3/14	BERKSHIRE MOUNTAIN	1040.000	75.00	Water
EFT	11/4/14	AMAZON.COM	1040.000	41.27	322 NAD/DP - Supplies
10492V	11/10/14	BERNSTEIN, CUSHNER & KIMMELL	1040.000	-318.50	Void Ck
10533	11/13/14	BCK LAW, P.C.	1040.000	318.50	Replacement
10534	11/13/14	BERKSHIRE CHAMBER OF COMMERCE	1040.000	200.00	Dues
10535	11/13/14	EMPLOYERS ASSOC.OF THE NORTHEAST, INC.	1040.000	64.50	Reference Check
10536	11/13/14	FAIRVIEW HOSPITAL, INC.	1040.000	2,676.78	Svcs: Sept 2014 #345 FRCOG/MRC15
10537	11/13/14	FEDEX	1040.000	111.59	Postage
10538	11/13/14	FRANKLIN REGIONAL COUNCIL	1040.000	3,636.61	#263 MT/HIST - SVCS: 070114-093014
10539	11/13/14	NATHANIEL W. KARNS	1040.000	357.70	Expense Report
10540	11/13/14	KELLEY CLEANING SERVICES	1040.000	245.00	Cleanintg Services
10541	11/13/14	MAZZEO'S RISTORANTE	1040.000	1,168.00	5th Thursday
10542	11/13/14	MIIA PROPERTY & CASUALTY GROUP, INC.	1040.000	99.00	Workers Compensation
10543	11/13/14	PETTY CASH & MARIANNE SNIEZEK	1040.000	32.65	Misc Expenditures
10544	11/13/14	BERKSHIRE TECHNOLOGY PARTNERS	1040.000	858.83	Utilities
10545	11/13/14	SAMEL'S DELI & CATERING	1040.000	188.80	Meeting
10546	11/13/14	NANCY SIMONDS-RUDERMAN	1040.000	175.00	341 AFDO-FDA/S7 - Training/Consulting
10547	11/13/14	MARIANNE SNIEZEK	1040.000	5.60	Expense
10548	11/13/14	TRC ENVIRONMENTAL CORPORATION	1040.000	24,496.83	304 EPA/ASSESS - Svcs: 070114-083114
10549	11/13/14	VALLEY GREEN SHREDDING, LLC	1040.000	105.00	Recycling/Shredding
10550	11/13/14	W.B. MASON COMPANY, INC.	1040.000	303.26	Office Supplies
EFT	11/18/14	UNANET TECHNOLOGIES	1040.000	6,612.00	2 Year Time Software Renewal
10551	11/19/14	MASS STATE EMPLOYEES RET.SYSTEM	1040.000	10,280.69	Employee Retirement
10552	11/20/14	MARY AGOGLIA	1040.000	3,592.00	338 ANF/CICPHN14 - Svcs: 101514-111514
10553	11/20/14	NEW ENGLAND NEWSPAPERS, INC.	1040.000	828.31	#281 TPL Advertising/Public Notices
10554	11/20/14	CORNERSTONE	1040.000	583.74	Telephone/Internet
10555	11/20/14	LOUISE DERAGON	1040.000	2,854.40	338 ANF/CICPHN14 - Svcs: 101514-111514
10556	11/20/14	SCOTT B. KRZANIK	1040.000	1,512.00	330 HRIA/PHDIG14 - Svcs: 101514-111514
10557	11/20/14	PITNEY BOWES PURCHASE POWER	1040.000	159.83	Postage
10558	11/20/14	RESERVE ACCOUNT	1040.000	500.00	Postage
10559	11/20/14	CITY OF PITTSFIELD	1040.000	4,999.00	#166 EPA/RLF
Total				97,223.13	

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Nov 30, 2014

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
10/AMEC/DAL	TOWN OF DALTON	11/19/14	10-063014-2-DAL	261.60				261.60
10/AMEC/DAL	**TOWN OF DALTON**			**261.60**				**261.60**
10/AMEC/LEN	TOWN OF LENOX	11/19/14	10-063014-2-LEN	656.20				656.20
10/AMEC/LEN	**TOWN OF LENOX**			**656.20**				**656.20**
10/AMEC/PTS	CITY OF PITTSFIELD	11/19/14	10-063014-2-PTS	2,082.20				2,082.20
10/AMEC/PTS	**CITY OF PITTSFIELD**			**2,082.20**				**2,082.20**
250/DAL/CLNUP	DALTON REDEVELOP.AUTHORITY-D,	7/31/14	250-063014-22				5,930.25	5,930.25
250/DAL/CLNUP	DALTON REDEVELOP.AUTHORITY-D,	11/13/14	250-093014-23	2,005.38				2,005.38
250/DAL/CLNUP	**DALTON REDEVELOP.AUTHORITY-DAL/CLNUP**			**2,005.38**			**5,930.25**	**7,935.63**
263/MT/HIST	MASS DOT - MT/HIST	10/27/14	263-093014		17,137.87			17,137.87
263/MT/HIST	MASS DOT - MT/HIST	11/20/14	263-103114-2.4	6,776.41				6,776.41
263/MT/HIST	**MASS DOT - MT/HIST**			**6,776.41**	**17,137.87**			**23,914.28**
281/TPL13	MASSDOT#75425 - TPL13	11/20/14	281-103114-3.1	30,498.88				30,498.88
281/TPL13	**MASSDOT#75425 - TPL13**			**30,498.88**				**30,498.88**
283 BHPA/INSP/CLK	TOWN OF CLARKSBURG	10/21/14	283-093014-5-CLK		250.00			250.00
283 BHPA/INSP/CLK	**TOWN OF CLARKSBURG**				**250.00**			**250.00**
283 BHPA/INSP/WSH	TOWN OF WASHINGTON	10/21/14	283-093014-5-WSH		675.00			675.00
283 BHPA/INSP/WSH	**TOWN OF WASHINGTON**				**675.00**			**675.00**
284/BHPN/PHN/ADAMS	TOWN OF ADAMS	10/1/14	284-100114-2-ADM		1,463.71			1,463.71
284/BHPN/PHN/ADAMS	**TOWN OF ADAMS**				**1,463.71**			**1,463.71**

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Nov 30, 2014

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Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
284/BHPN/PHN/NAD	CITY OF NORTH ADAMS	10/1/14	284-100114-2-NAD		2,018.75			2,018.75
284/BHPN/PHN/NAD	**CITY OF NORTH ADAMS**				**2,018.75**			**2,018.75**
284/BHPN/PHN/PTS	CITY OF PITTSFIELD - BOARD OF HEA	11/1/14	284-093014	5,175.00				5,175.00
284/BHPN/PHN/PTS	**CITY OF PITTSFIELD - BOARD OF HEALTH**			**5,175.00**				**5,175.00**
284/BPHN/PHN/WSH	TOWN OF WASHINGTON	10/1/14	284-100114-2-WSH		255.50			255.50
284/BPHN/PHN/WSH	**TOWN OF WASHINGTON**				**255.50**			**255.50**
290/MASSDOT/PRSDL	MASSACHUSETTS DEPT OF TRANSPO	10/23/14	290-102314-2.7		36,593.16			36,593.16
290/MASSDOT/PRSDL	**MASSACHUSETTS DEPT OF TRANSPORTATION**				**36,593.16**			**36,593.16**
310/MBPT2	MASSDOT#77954 - MBPT2	10/27/14	310-093014		6,439.27			6,439.27
310/MBPT2	MASSDOT#77954 - MBPT2	11/20/14	310-103114-2.2	12,490.70				12,490.70
310/MBPT2	**MASSDOT#77954 - MBPT2**			**12,490.70**	**6,439.27**			**18,929.97**
314/BCBOHA	BERKSHIRE COUNTY BOARDS OF HE	7/10/14	314-063014-4				31.92	31.92
314/BCBOHA	**BERKSHIRE COUNTY BOARDS OF HEALTH ASS**						**31.92**	**31.92**
315/TOWN OF DALTON	TOWN OF DALTON	6/26/14	315-063014-01-FINAL				5,212.49	5,212.49
315/TOWN OF DALTON	**TOWN OF DALTON**						**5,212.49**	**5,212.49**
317/FRCOG/WF	FRANKLIN REGIONAL COUNCIL OF G	10/27/14	317-093014		5,163.84			5,163.84
317/FRCOG/WF	**FRANKLIN REGIONAL COUNCIL OF GOVT**				**5,163.84**			**5,163.84**
320/LEE/BFAWP	TOWN OF LEE	11/13/14	320-093014-05	7,562.75				7,562.75
320/LEE/BFAWP	**TOWN OF LEE**			**7,562.75**				**7,562.75**
325/PVPC/TL	PIONEER VALLEY PLANNING COMMI	7/10/14	325-063014-3				-2.00	-2.00

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Nov 30, 2014

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Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90 Over 90 days	Amount Due
325/PVPC/TL	PIONEER VALLEY PLANNING COMMI	10/20/14	325-093014-4		2,395.84		2,395.84
325/PVPC/TL	**PIONEER VALLEY PLANNING COMMISSION**				**2,395.84**	**-2.00**	**2,393.84**
333/EOT08	OFFICE OF TRANSPORTATION PLANN	11/6/14	333-093014-6	10,841.13			10,841.13
333/EOT08	**OFFICE OF TRANSPORTATION PLANNING**			**10,841.13**			**10,841.13**
336/MAPC/POPA	WESTERN MASS HOMELAND SECURI	10/9/14	336-093014-5		786.31		786.31
336/MAPC/POPA	**WESTERN MASS HOMELAND SECURITY REGIO**				**786.31**		**786.31**
342/MAPC/MR2	WESTERN MASSACHUSETTS HOMEL	11/6/14	342-103114-1	2,270.78			2,270.78
342/MAPC/MR2	**WESTERN MASSACHUSETTS HOMELAND SECU**			**2,270.78**			**2,270.78**
343 MAPC/ERC	METROPOLITAN AREA PLANNING CC	10/27/14	343-093014-1		4,154.76		4,154.76
343 MAPC/ERC	**METROPOLITAN AREA PLANNING COUNCIL**				**4,154.76**		**4,154.76**
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HE	11/10/14	350-103114-1	1,570.72			1,570.72
350/BCBOHA	**BERKSHIRE COUNTY BOARDS OF HEALTH ASS**			**1,570.72**			**1,570.72**
351/SND/PROC	TOWN OF SANDISFIELD	10/30/14	351-093014-1		2,075.00		2,075.00
351/SND/PROC	**TOWN OF SANDISFIELD**				**2,075.00**		**2,075.00**
353/MGIS/RS15	INFORMATION TECHNOLOGY DIVISI	11/6/14	353-103114-1	3,500.00			3,500.00
353/MGIS/RS15	**INFORMATION TECHNOLOGY DIVISION**			**3,500.00**			**3,500.00**
354 WSH/RM	TOWN OF WASHINGTON	10/24/14	354-102414-RM-WSH		3,300.00		3,300.00
354 WSH/RM	**TOWN OF WASHINGTON**				**3,300.00**		**3,300.00**
TOWN OF MT WASHINGTO	TOWN OF MT WASHINGTON	10/13/14	2014 ANNUAL DINNER		-6.00		-6.00

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Nov 30, 2014

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Customer ID	Customer	Date	Invoice/CM #	0 - 30	31 - 60	61 - 90	Over 90 days	Amount Due
TOWN OF MT WASHINGTO	**TOWN OF MT WASHINGTON**				**-6.00**			**-6.00**
TOWN OF NEW MARLBORO	TOWN OF NEW MARLBOROUGH	10/30/14	103014 5TH THURS		36.00			36.00
TOWN OF NEW MARLBORO	**TOWN OF NEW MARLBOROUGH**				**36.00**			**36.00**
TOWN OF SHEFFIELD	TOWN OF SHEFFIELD	10/30/14	103014 5TH THURS-1		36.00			36.00
TOWN OF SHEFFIELD	**TOWN OF SHEFFIELD**				**36.00**			**36.00**
TOWN OF WINDSOR	TOWN OF WINDSOR	7/1/14	FY15-WND				633.10	633.10
	Ask Chuck Ogden to contact town for Assessment							
TOWN OF WINDSOR	**TOWN OF WINDSOR**						**633.10**	**633.10**
Report Total				**85,691.75**	**82,775.01**		**11,805.76**	**180,272.52**

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

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

MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission

FROM: Nathaniel W. Karns, AICP, Executive Director

DATE: November 20, 2014

SUBJ: Agenda Items

III. Financial Reports

C. Status of Receipt of Community Assessments for FY 2015

A follow-up letter has been sent to the Windsor Town Accountant. If we do not receive payment within thirty days, we will ask Chuck to contact them as he has had success in the past..

V. Items Requiring Action

A. Approval of Sick Leave Policy

Attached is a draft Sick Leave Policy. We have always offered sick leave to full-time, permanent employees only but cannot find that we actually have any written policy. With the passage of the ballot initiative, we want to be in position to be fully compliant with the law on July 1. We considered making it effective earlier but due to existing contracts involving our off-site public health employees, it is preferable to make this effective on July 1, 2015.

VII. Executive Director's Report

A. Report on New Contracts/Agreements

Since your last meeting on November 6th, we have entered into one new contract:

- Franklin Regional Council of Governments for Broadband Last Mile Planning

We are also pleased to announce that the Berkshire Bank Foundation is providing funding through Berkshires Tomorrow, Inc. to prepare an update handbook for planning and zoning boards.

B. Public Health Alliance Services

The Public Health Alliance has given proposals to both Great Barrington and West Stockbridge for inspectional services. Great Barrington is hiring us temporarily to fill in some of their services, but plans to hire a full time person to fill the vacancy. Also are providing some title 5 services to Pittsfield right now as they work on getting a qualified soil evaluator in house.

For further information about Public Health Alliance Services, contact Public Health Program Manager Laura Kittross at lkittross@berkshireplanning.org or 413-442-1521, ext. 37.

C. Status of District Local Technical Assistance Funding for 2015

The DLTA funds which provide a significant portion of our funding to support a wide range of planning activities requested by our local governments have been at risk as the State deals with its FY 2015 budget shortfall. While we have a signed contract, we do not yet have the funds in hand so a reduction in or elimination of that contract is a possibility. The Governor announce his proposed reductions on November 19th and the proposed reduction in the statewide DLTA funding was 1.5%, which is certainly manageable. We will continue to need to be concerned as other proposed cuts require legislative concurrence. For further information contact Executive Director Nat Karns at nkarns@berkshireplanning.org or 442-1521, ext. 26.

D. Mass Housing Partnership Rural Housing Summit – December 18th, College of the Holy Cross, Worcester

The Mass Housing Partnership is holding the first Rural Housing Summit on from 9 a.m. to 1:15 p.m. at the College of the Holy Cross in Worcester. For further information, contact Senior Planner Pat Mullins at pmullins@berkshireplanning.org or 442-1521, ext. 17, or Planner Jaclyn Pacejo at jpacejo@berkshireplanning.org or ext. 32.

E. Citizen Planner Training Collaborative Fall Course –December 18th, BRPC

Attached are the announcement, course descriptions, statewide course schedule, and registration form for the 2014 CPTC Fall Workshop series. These are excellent workshops for both new and experienced planning and zoning board members. For further information, contact Senior Planner Brian Domina at bdomina@berkshireplanning.org or 442-1521, ext. 14.

F. Massachusetts Recreational Trails Grant Round – deadline for submissions is February 2, 2015

Attached is the announcement of this year's grant round for the Recreational Trails grants.

IX. New Business

A. January BRPC Meeting Agenda Items

The next Commission meeting will be on Thursday, January 15th. We will need to approve the community assessments for FY 2016 at that meeting. We should be prepared to report on implementation activities for *Sustainable Berkshires* and also to discuss some implementation priorities. We will be in the midst of developing the new Regional Transportation Plan and should be able to present at least proposed goals and objectives to the Commission for consideration.

B. Executive Director's Performance Review for FY 2014

I plan on sending the Executive Committee my self-evaluation a couple of days prior to your meeting.

Attachments (4)

Draft Sick Leave Policy
MHP News – Rural Housing Summit in December
2014 CPTC Fall Workshop Series @ BRPC
Recreational Trails Program Trails Grants Announcement

Sick Leave Policy

Purpose
BRPC recognizes that employees will need days off from work from time to time to address medical needs.

Sick leave may be used for any of the following conditions:

- When an employee cannot perform his/her duties because he/she is incapacitated by personal illness or injury
- When a member of an employee's immediate family (spouse, children, parents, grandparents, brothers, sisters, domestic partners) are ill and require personal care, the employee may utilize sick leave
- When an employee has been granted Family and Medical Leave
- When through exposure to contagious disease, the presence of the employee at his/her work location would jeopardize the health of others
- When an employee visits a physician, dentist, or hospital for treatment

Sick leave can be denied if abuse is evident. The employee may be requested to furnish written verification of the nature and dates of disability from an attending physician when absences cover 5 or more calendar days, or upon request of the Executive Director

Full- time permanent employee:
Sick leave for full time permanent employees who work the customary thirty-five (35) hours weekly and who maintain continuous employment status is one and one-quarter days earned for each calendar month (15 days per year). Sick leave is earned each pay period at a rate of 4.4 hours. The maximum sick leave earned is 230 hours.

Part-time permanent employee (less than an average of 20 hours per week):
Sick leave for part time permanent employees who work an average of between 17.5 and 20 hours per week is .625 days earned for each calendar month (7.5 days per year). Sick leave is earned each pay period at a rate of 2.2 hours. The maximum sick leave earned is115 hours. Part-time permanent employees who work regularly less than 17 ½ hours per week will earn sick leave on a prorated rate and have a prorated maximum sick leave earned.

Off-site, flexible schedule permanent employee (more than 20 hours but less than 40 hours per week):
Sick leave for Off-site Flexible Schedule employees who work an average of 35 hours per week will earn sick leave each pay period at the rate below and have maximum earned sick leave hours as specified below.

Average Hours worked	Hours earned per pay period	Maximum Hours
20 to 25	2.2	115
16 to 30	3.3	172.5
31 to 40	4.4	230

Sick leave will be evaluated each fiscal year to determine the amount of hours to be earned per pay period for the following fiscal year. For new employees sick leave earned will be based on the expected hours in the employee's employment offer.

Off-site, flexible schedule part time employee:
Sick leave for employees who do not work a fixed schedule, do not work in the Berkshire Regional Planning Commission office, and work regularly less than twenty (20) hours per week will earn sick leave on a prorated rate.

Full-time temporary employee:
Sick leave for employees who work the customary thirty-five (35) hours weekly and who are hired for a limited period of time, up to a year, is one and one-quarter days earned for each calendar month (15 days per year). Sick leave is earned each pay period at a rate of 4.4 hours. The maximum sick leave earned is 105.6 hours for one year of employment.

Part-time temporary employee:
Part-time temporary employees will earn sick leave on the same basis as part-time permanent employees.

Seasonal employee (Intern);
There is no sick leave for an advanced student or graduate gaining supervised practical experience for no more than six months.

Termination of Employment:
Upon termination, employees will **not** be reimbursed for unused sick leave, except for employees hired prior to July 1, 2001 who may be covered by prior policies.

Effective Date:
For existing full-time permanent employees, this policy is effective immediately. For all other employees, this policy is effective as of July 1, 2015.

MHP News

Rural Housing Summit in December

Culmination of year-long effort to examine rural housing challenges and opportunities

November 7, 2014

BOSTON, Nov. 7, 2014 --- Addressing the unique housing needs of rural communities in Massachusetts will be the focus of a half-day Rural Housing Summit on Thursday, Dec. 18, 2014 from 9 a.m. to 1:15 p.m., at the College of the Holy Cross in Worcester. The Summit is the culmination of a year-long effort by MHP to examine rural housing challenges and opportunities, engage with those working in these areas and explore policy/program options.

The event is open to municipal employees, state and local elected officials, town volunteers, non-profit organizations, regional agencies, rural service providers and anyone working in rural areas on housing and other socioeconomic issues.

Release of Rural Initiative white paper

The highlight of the event will be the release and discussion of an MHP white paper highlighting the difficulties in addressing rural housing affordability and proposing recommendations to address them. This white paper was written following a year-long collaboration non-profits, regional planning agencies and statewide agencies.

Agenda

The agenda will include the release of MHP's white paper, guest speakers, a roundtable discussion with professionals from rural areas and more. An outline of the day's events is as follows:

9:00-9:30 a.m. -- Registration

9:30-9:45 a.m. -- Opening remarks by Aaron Gornstein, Undersecretary for Housing and Community Development

9:45-10:15 a.m. -- Presentation of MHP Rural Initiative white paper

10:15-11:45 a.m. -- Roundtable discussion featuring rural housing professionals, moderated by State Representative Stephen Kulik

11:45-1:15 p.m. -- Lunch with featured guest speaker Charlotte Davis, Executive Director of Rural Maryland Council

Registration information

Continental breakfast and lunch will be provided. **Registration is required, and payment must be received prior to the event.** The cost to register for this event is $25/person if registration is received on or before Dec. 11 **OR** $35/person if received after Dec. 11. Click here to register.

For more information about this event, contact MHP's Carsten Snow at 617-330-9955 ext. 252 or csnow@mhp.net.

Tel 617-330-9955 | Toll-free 800-752-7131 | Fax 617-330-1919
MHP | 160 Federal Street, Boston, MA 02110
SUBSCRIBE NEWSLETTER

2014 CPTC Fall Workshop Series @ BRPC

VESTED RIGHTS & NONCONFORMING STRUCTURES & USES PRESENTER: DON DUBENDORF, ESQ.
THURSDAY, NOVEMBER 13, 2014
7:00 PM

READING A SUBDIVISION/ANR PLAN PRESENTER: DENNIS G. EGAN, ESQ.
THURSDAY, DECEMBER 18, 2014
7:00 PM

TRAININGS TO BE HELD AT:

BERKSHIRE REGIONAL PLANNING COMMISSION
1 FENN STREET, SUITE 201
PITTSFIELD, MA 01201

PLEASE SEE THE ATTACHED BROCHURE FOR REGISTRATION INSTRUCTIONS

CPTC Massachusetts CITIZEN PLANNER TRAINING COLLABORATIVE

Berkshire Regional Planning Commission

Fall Workshops!

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

URBAN HARBORS INSTITUTE
UNIVERSITY OF MASSACHUSETTS BOSTON
UMASS BOSTON

Citizen Planner Training Collaborative

CPTC

Fall 2014 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.masscptc.org

Fall 2014 Course Descriptions

Creating Master Plans
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 credit)
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.

Introduction to the Zoning Act (MIIA credit)
For newer board members, this course addresses the history and purposes of zoning, adoption of zoning bylaws, variances and special permits, public hearing and voting requirements, and other key procedural requirements.

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

Planning With Community Support
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.

Roles and Responsibilities of Planning & Zoning Boards, Part 1 (MIIA credit)
Join us if you are a new Board member or building inspector. This program will launch you into your role as a local official, introduce you to the functions of the two boards and the main tools of planning and zoning.

Reading 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.

Site Plan Review
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.

Special Permits and Variances (MIIA credit)
Participants will hear the difference between special permits and variances; the issues and criteria for decision-making; timeliness; and procedural requirements.

NEW **The Value and Process of Housing Production Planning**
This workshop addresses the process and value of a municipality taking on the task of housing planning. Some communities do not have a housing plan or have not done much housing planning except as needed to react to a particular housing proposal. The session will show how to look at existing housing (finding the data), explain how to establish realistic goals and objectives, and lay out a menu of strategies to accomplish goals.

Vested Rights and Nonconforming Structures and Uses (MIIA credit)
Clarifies the difference between a nonconforming structure, lot and use. Explains the difference between a nonconforming and a noncompliant structure; familiarizes board members with issues regarding alterations to nonconforming structures or uses. Describes separate and common protection, as well as vested rights for subdivision and ANR plans.

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

Thank You to Our Collaborators

The Citizen Planner Training Collaborative expresses its gratitude to the Regional Planning Agencies and other organizations supporting the Fall 2014 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

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 2014 Workshops:

dhcd Massachusetts

URBAN HARBORS INSTITUTE
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UMASS BOSTON

Save the date!
The next CPTC Spring Conference takes place on Saturday, March 21, 2015 at Holy Cross College in Worcester. Contact CPTC if you have suggestions for session topics.

Citizen Planner Training Collaborative

Fall 2014 Course Schedule

No.	Course Title	Day/Time	Trainer	Location/Sponsor
1	Site Plan Review	10/8/2014 6:30–8:30 p.m.	Wayne Feiden, FAICP, City of Northampton	PVPC, 60 Congress Street, 2nd floor, Springfield Sponsor: Pioneer Valley Planning Commission
2	Introduction to the Zoning Act	10/16/2014 7:00–9:00 p.m.	Kurt Gaertner, AICP, MA Executive Office of Energy and Environmental Affairs	MRPC Conference Room, 1427R Water Street, Fitchburg Sponsor: Montachusett Regional Planning Commission
3	How to Hold a Perfect Public Hearing	10/21/2014 6:00–8:00 p.m.	Krisitn Kassner, AICP, Town of Burlington	Burlington Town Hall Annex, Meeting Room A, 29 Center Street, Burlington Sponsor: Metropolitan Area Planning Council
4	Site Plan Review	10/21/2014 6:00–8:00 p.m.	Paul Bobrowski, Esq.	FRCOG, 12 Olive Street, 1st floor conference room, Greenfield Sponsor: Franklin Regional Council of Governments
5	Vested Rights and Nonconforming Structures and Uses	10/25/2014 8:30–10:30 a.m.	Joel B. Bard, Esq., Kopelman and Paige, P.C.	MVC, 33 New York Avenue, Oak Bluffs Sponsor: Martha's Vineyard Commission
6	Roles & Responsibilities of Planning & Zoning Boards, Part 1	10/27/2014 7:00–9:00 p.m.	Pam Brown, Esq., FAICP, Brown and Brown, P.C.	MVPC, 160 Main Street, Haverhill Sponsor: Merrimack Valley Planning Commission
7	Special Permits and Variances	10/28/2014 6:00–8:00 p.m.	Paul Bobrowski, Esq.	FRCOG, 12 Olive Street, 1st floor conference room, Greenfield Sponsor: Franklin Regional Council of Governments
8	Introduction to the Zoning Act	10/29/2014 7:00–9:00 p.m.	Elizabeth Lane, Esq., Kopelman and Paige, P.C.	OCPC, 70 School Street, Brockton Sponsor: Old Colony Planning Council
9	The Next Chapter in 40B: Targeted Training for Zoning Board Members	10/29/2014 7:00–9:00 p.m.	Paul Haverty, Esq., Regnante, Sterio & Osborne LLP	NMCOG, 40 Church Street, Suite 200, Lowell Sponsor: Northern Middlesex Council of Governments
10	Planning with Community Support	10/29/2014 7:00–9:00 p.m.	Ezra Glenn, AICP, Massachusetts Institute of Technology	Littleton Police Headquarters, Community Room, 500 Great Road, Littleton Sponsor: Metropolitan Area Planning Council
11	How to Hold a Perfect Public Hearing	10/30/2014 7:00–9:00 p.m.	Brian Currie, AICP, Town of Falmouth	Brewster Town Hall, Rooms A & B, 2198 Main Street, Brewster Sponsor: Cape Cod Commission
12	Creating Master Plans	11/6/2014 7:00–9:00 p.m.	Ralph Willmer, FAICP, VHB-Vanasse Hangen Brustlin, Inc.	Framingham Memorial Building (Town Hall), 150 Concord Street, Framingham Sponsor: Metropolitan Area Planning Council
13	Site Plan Review	11/11/2014 7:00–9:00 p.m.	Angus Jennings, AICP, A. G. Jennings, LLC	OCPC, 70 School Street, Brockton Sponsor: Old Colony Planning Council
14	Site Plan Review	11/12/2014 7:00–9:00 p.m.	Angus Jennings, AICP, A. G. Jennings, LLC	Barnstable Town Hall, Selectmen's conference room, 367 Main Street, Hyannis Sponsor: Cape Cod Commission
15	Creating Master Plans	11/13/2014 7:00–9:00 p.m.	Ralph Willmer, FAICP, VHB-Vanasse Hangen Brustlin, Inc.	MRPC Conference Room, 1427R Water Street, Fitchburg Sponsor: Montachusett Regional Planning Commission
16	Vested Rights and Nonconforming Structures and Uses	11/13/2014 7:00–9:00 p.m.	Donald Dubendorf, Esq., Dubendorf Law	BRPC, 1 Fenn Street, Suite 201, Pittsfield Sponsor: Berkshire Regional Planning Commission
17	Special Permits and Variances	11/17/2014 7:00–9:00 p.m.	Pam Brown, Esq., FAICP, Brown and Brown, P.C.	MVPC, 160 Main Street, Haverhill Sponsor: Merrimack Valley Planning Commission
18	Creating Master Plans	11/18/2014 7:00–9:00 p.m.	Judi Barrett, RKG Associates, Inc.	CMRPC, Union Station, 2 Washington Square, 2nd floor, Grant Conference Room, Worcester Sponsor: Central MA Regional Planning Commission
19	Introduction to the Zoning Act	11/18/2014 7:00–9:00 p.m.	Kurt Gaertner, AICP, MA Executive Office of Energy and Environmental Affairs	NMCOG, 40 Church Street, Suite 200, Lowell Sponsor: Northern Middlesex Council of Governments
20	The Value and Process of Housing Production Planning	11/20/2014 7:00–9:00 p.m.	Judi Barrett, RKG Associates, Inc.	CMRPC, Union Station, 2 Washington Square, 2nd floor, Grant Conference Room, Worcester Sponsor: Central MA Regional Planning Commission
21	Reading a Subdivision Plan	12/18/2014 7:00–9:00 p.m.	Dennis G. Egan, Esq., Cohen Kinne Valicenti & Cook LLP	BRPC, 1 Fenn Street, Suite 201, Pittsfield Sponsor: Berkshire Regional Planning Commission

www.masscptc.org

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.

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

CPTC offers two certificates to participants who have completed the following workshops:

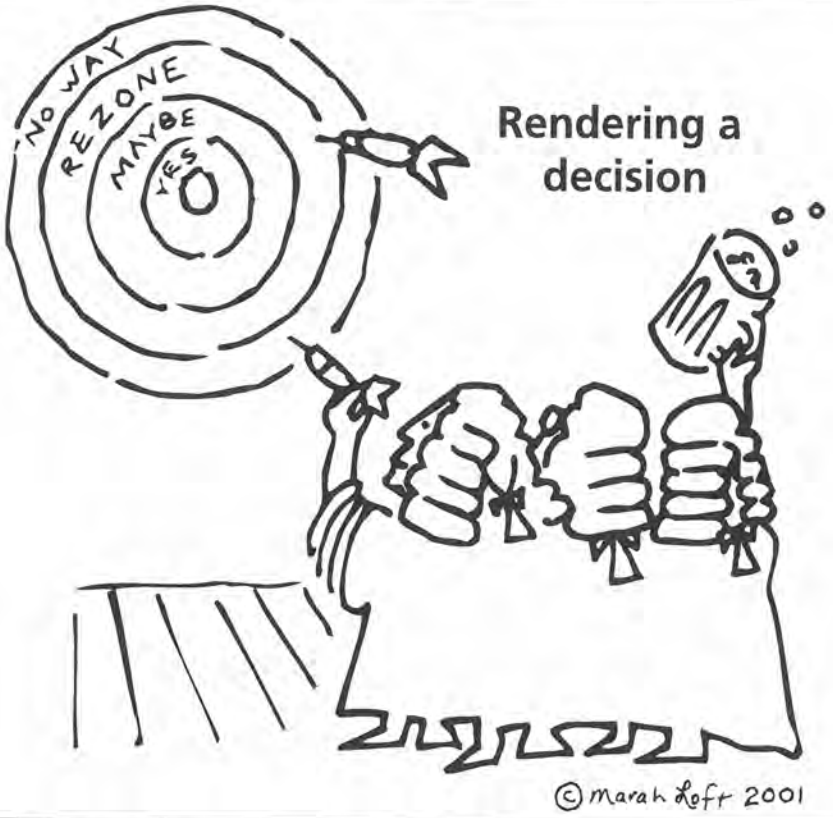
LEVEL 1 CERTIFICATE (complete 3 of the following):

1) The Roles and Responsibilities of Planning and Boards of Appeals, Part 1 & 2
2) Introduction to the Subdivision Control Law (incl. Approval-Not-Required Lots)
3) Introduction to the Zoning Act
4) How to Write Reasonable and Defensible Decisions

LEVEL 2 CERTIFICATE (complete 3 of the following):

1) Planning with Community Support (for planning boards only)
2) Vested Rights and Nonconforming Structures and Uses
3) Zoning Exemptions
4) Special Permits & Variances

CPTC reserves the right to make minor revisions.



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 • P.O. Box 912 • Greenfield, MA 01302 **or fax to** (413) 625-2099

The Official Website of the Executive Office of Energy and Environmental Affairs

Energy and Environmental Affairs

EEA Home | Agencies | Department of Conservation and Recreation | Services & Assistance | Grants & Technical Assistance | Recreational Trails Program

Recreational Trails Program

Trails Grants

The Massachusetts Department of Conservation and Recreation (DCR) accepts applications for Recreational Trails Grants on an annual basis. **The next deadline for all RTP grants is February 1st, 2015.** Only application materials delivered or post-marked by February 1st will be accepted.

Education Grants

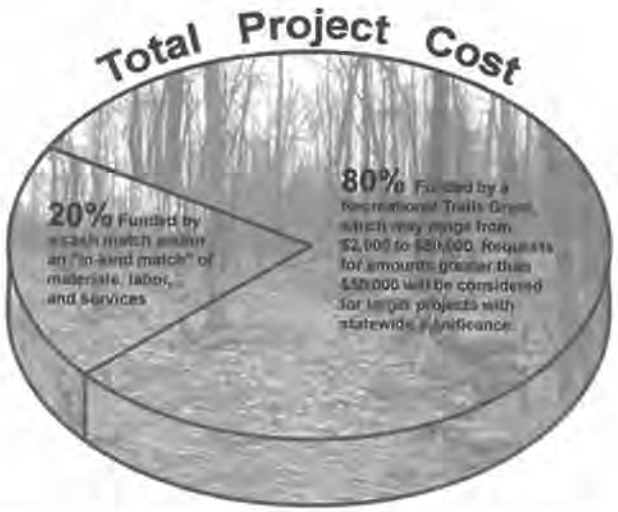
The Recreational Trails Program will award 2-3 new grants focused on statewide trail education initiatives. **The deadline for this grant application is February 1st**. For more information, go to Recreational Trails Program - Education Grants

Send Us Your Contact Information

Please take this opportunity to e-mail amanda.lewis@state.ma.us now with your current contact information so that we can update our records and keep you informed about the Greenways and Trails Program.

Program Overview

The Massachusetts Recreational Trails Program generally provides grants ranging from $2,000 to $50,000, however, grant proposals will be accepted, considered and awarded for larger amounts up to $100,000, based on need, breadth and reach of the trail project. RTP grants are **REIMBURSEMENT** grants, meaning the grant will be awarded and grantees must apply for reimbursement after expenditures have been made and providing the required documentation. Grants are awarded for a variety of trail protection, construction, and stewardship projects throughout Massachusetts. RTP is part of the national Recreational Trails Program, which is funded through the Federal Highway Administration (FHWA). Funds are disbursed to each state to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses. In Massachusetts, funds are administered by the Department of Conservation and Recreation (DCR), in partnership with the Massachusetts Recreational Trails Advisory Board (MARTAB).



Recreational Trails grants are 80-20 challenge grants. In other words, 80% of the project costs are reimbursed to grantees, but at least 20% of the total project value must come from other sources.

Related Topics

- DCR Trails Guidelines and Best Practices Manual 3MB
- Trail Proposal and Evaluation Form
- Connections Newsletter
- Recreational Trails Program
- RTP Education Grants
- Massachusetts Greenway & Trails Links
- Massachusetts Recreational Trail Advisory Board
- Trails System Planning
- On the Road Ahead
- Publications & Resources
- Annual Massachusetts Trails Conference
- Contact DCR

RTP Grant Application Materials

- RTP Trail Grants Application 2015
- RTP Educational Grant Application 2015
- Standard Contract
- Signature Verification Form
- W-9
- Terms & Conditions
- EFT Form
- A-133 Form
- Guidelines for Filling Out Fiscal Paperwork
- RTP Grant Agreement

2012 Recreational Trails Program Grant Summaries

2011 Recreational Trails Program Grant Summaries

2010 Recreational Trails Program Grant Summaries

dcr
Massachusetts

Program legislation requires that portions of funds be reserved for different types of projects. The Recreational Trails Program allocates 30% of its funds to motorized use, 30% to non-motorized use, and 40% to diverse use projects. The Recreational Trails program also requires that projects be primarily recreation- rather than transportation-oriented, and will give priority to projects creating or facilitating physical, on-the-ground trail improvements, which protect or enhance the site's natural and cultural resources, and link individuals and communities to these resources.

Suggested Projects

This list is intended to inspire your creativity, not to limit your options.

Suggested Activities for Recreational Trails Projects include:

- Construction of new trails.
- Acquisition of land or easements to protect critical sections of priority trails (such as state-wide Long-Distance trails).
- Enhancement, stewardship and maintenance of existing trails (this could include bridge construction, drainage work, trail hardening, trail grooming, etc.).
- Development of trailside and trailhead facilities (such as signage, kiosks, maps, gates, and interpretive displays).
- Trail stewardship aimed at educating users, minimizing impacts on natural and cultural resources, and resolving conflicts.
- Projects that demonstrate creative approaches to trail construction, partnerships, resource protection, and stewardship.
- Provision of features that facilitate trail access and use by persons with disabilities.
- Youth Corps – projects that accomplish any of the above by creation or use of an existing youth corps program, whether local or national in nature are highly encouraged!

Suggested Types of Trails for Recreational Trails Projects:

- Long distance trails (such as Mass Central Rail Trail, Mid-state Trail, New England National Scenic Trail, Metacomet-Monadnock Trail, Appalachian Trail, Warner Trail, Bay Circuit Trail, and Mahican-Mohawk Trail).
- Trails that link natural and recreational resources (such as state or local parks) to homes, schools, neighborhoods, and communities - especially communities of socio-economic and environmental need.
- Urban trails in densely populated areas with underserved populations.
- Water trails.
- Trails on 'non-traditional" open spaces such as utility and transportation corridors, watershed lands, former industrial sites, and landfills.
- Snowmobile, ATV or off-road motorcycle trails.

Project Selection Criteria

To evaluate and select proposals, DCR and the Massachusetts Recreational Trails Advisory Board will use the following criteria to assess whether the proposal:

- Clearly demonstrates the need for the project, such as satisfying a recreational demand, connecting under-served communities, or solving a significant trails issue.
- Furthers one of the goals or strategies identified in **Commonwealth Connections**, or an adopted regional or local plan.

- Describes a realistic, tangible trail project that can be accomplished in the time given, and has as a realistic and appropriate budget.
- Creates, expands or enhances a trail system or new trail connections, with real and lasting public benefits.
- Thoroughly considers relevant environmental, social and cultural issues, and minimizes or mitigates impacts to natural and cultural resources, addressing all applicable permitting issues.
- Creates partnerships among trail users, organizations, or agencies.
- Demonstrates community support for the project.
- Actively facilitates a variety of compatible trail uses.

Requirements

1. Timeline: FOUR (4) unbound copies of your application (see list of application materials on the right sidebar of this page), including all supporting materials, must be postmarked by **February 1, 2015**. One set of Financial Documents is required, with ORIGINAL signatures, no copies! If the full grant is also available in electronic form (including maps and pictures), then four hardcopies can be sent in with one electronic copy. **Grant awards will typically be announced and awarded after a period of nine months from the grant deadline date**. All applicants will be notified, whether or not they will receive funding, at the same time. All grant funds must be expended and grant-funded work completed within 24 months after the contract start date (which will be signed after the grant award is announced). **No grant work may begin until the grant contract and agreement has been finalized.**

2. Eligibility: All state, regional, municipal, and some federal government agencies, as well as IRS-approved non-profit organizations are eligible for grants under the program. State and federal agencies should call for additional details on eligibility.

3. Permitting: It is the applicant's responsibility to ensure that any necessary permits (e.g. Natural Heritage, Mass Historic, Wetlands Protection Act) are in place prior to starting the project. Failure to obtain necessary permits may prevent grant payment.

4. Land Ownership: Proposals for projects that will take place on land that is not owned or managed by the applying organization must include a signed statement from the appropriate landowner or manager specifically authorizing the project and ensuring that the property is open for continuing public access. If the project will take place on private land, an easement for public access with a commitment of no less than 10 years must be in place prior to the award.

5. Acquisitions: All real property acquisitions must comply with federal and state law. They must be done in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. § 4601 et seq., as amended; which can be found at http://www.fhwa.dot.gov/realestate/ua/index.htm. In addition, the applicant will be required to have an appraisal prepared, which must be reviewed by an independent review appraiser, certifying that the appraisal meets the standards of the Uniform Appraisal Standards for Federal Land Acquisitions. These standards can be found at http://www.usdoj.gov/enrd/land-ack. Both the appraisal and review must be submitted prior to funding approval.

6. Equipment Purchases: Equipment may only be purchased with grant funding if its use will be on-going for at least five years and integral to the project, such as snowmobile trail grooming.

- **Cost/Value Analysis**: For projects requiring only limited use of equipment, rental or contracting should be considered and a demonstrated cost/value comparison and proof of necessity must be provided within the grant narrative. Be sure to provide specific timeframes and cost analysis, as the review team will scrutinize cost comparisons closely and this will directly affect a grantee's chances of funding.
- **Reporting**: Grants awarded for the purchase of equipment will require subsequent documentation of the equipment's use and condition for a minimum of five years on a bi-annual basis following the grant award, or for a longer timeframe, based on the size, cost and quality of the equipment, to be determined by the MARTAB review team.
- **Equipment Term:** If the equipment is abandoned or sold within the specified reporting timeframe, the equipment or its sale price must be redistributed towards similar trail project equipment or trail work as indicated in the original grant project proposal. Proof of this redistribution must be submitted to RTP. If the documentation is considered insufficient, the equipment or sale value must be returned directly to RTP for redistribution. If the recipient organization is dissolved or ceases operation within the reporting timeframe, it will be the responsibility of the grantee to donate the equipment to another organization with similar purpose and goals, to be used for tasks similar to those in the original project proposal. If any of the above occurs outside of the required reporting timeframe, the grant recipient is still encouraged to follow similar protocol until the equipment is no longer functional.

7. Signage: Where applicable, each RTP project site must display a permanent RTP acknowledgement sign. The sign should be constructed of sturdy material that is permanent, large enough to be clearly visible and located at a prominent access point to the trail area. The suggested language identifies the site as a cooperative venture (i.e. "A Cooperative Trail Project between the 'Name of Municipality/Org.' and the Recreational Trails Program"). Any printed materials such as trail brochures, celebration announcements or website information should also identify the financial partnership that made the project a reality. Stickers or decals should be printed and displayed on all equipment purchased with RTP funding.

8. Match: The project application must include estimates for the matching portion of the project cost. The match must cover a minimum (greater amounts are encouraged) of 20% of the total value of a project. For example, an $8,000 grant would require at least $2,000 in matching contributions, for a total project value of $10,000. If your project is selected for a grant, the match will need to be documented with invoices, time sheets, or other acceptable records. The actual, documented value of the match must equal at least 20% of the total project value before the final grant payment can be made and the grant closed out. If submitting multiple reimbursement requests throughout the grant contract period, each individual request must include a match of 20% of that reimbursement request.

8. Disadvantaged Business Enterprise Program and Assurances of Non-Discrimination: The requirements at 49 **Code of Federal Regulations (CFR) Part 26: Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs** apply to all RTP grants as do the **Federal Highway Administration Assurances for Title VI and Other Non-discrimination Statutes and Regulations**. Upon grant award, compliance with these regulations and completion of their subsequent documentation will be required by each grantee, under the instruction and assistance of the RTP Coordinator, before any reimbursement of funds is authorized.

9. Upon grant award, all grantees must review and sign the Massachusetts **RTP Grant Agreement**. This does not need to be signed and submitted with the application materials. However, it is advised that all applicants review this agreement before submitting proposals, to become familiar with the responsibilities and requirements associated with the grant program.

Eligible vs. Ineligible Projects

For the full Recreational Trails Program Guidance document, see
http://www.fhwa.dot.gov/environment/recreational_trails/guidance/rtp9908_toc.cfm

Eligible Project Categories:

1. Maintenance and restoration of existing recreational trails
2. Development and rehabilitation of trailside and trailhead facilities and trail linkages for recreational trails
3. Purchase and lease of recreational trail construction and maintenance equipment
4. Construction of new recreational trails
5. Acquisition of easements and fee simple title to property for recreational trails or recreational trail corridors

Ineligible Project Categories:

1. Condemnation of any kind of interest in property
2. Construction of recreational trails on land where the proposed trail use is not permitted
3. Feasibility studies
4. Law enforcement
5. *Planning
6. Roads
7. Sidewalks

*Planning activities, including but not limited to feasibility studies, conceptual designs, alternatives analyses, strategic planning, land protection prioritization and development strategies are ineligible for funding under the RTP program. However, if an activity defined as planning constitutes less than 25% of the total proposed project value, it can be permitted and the project can be eligible for funding. The end result of the project must be on-the-ground trail creation or maintenance, or completion of all steps leading to that point in the project. ***If the end result of an activity is a written document or graphic output that is meant to guide decision-making, it is likely a planning activity.***

Engineering and other activities that are deemed necessary for construction are eligible activities. Engineering includes, but may not be limited to, surveying, engineering plans, permitting, cost estimating and development of bid specifications. ***If the end result of an activity is to allow a project to be quantified, bid and constructed, it can be viewed as an "engineering" activity and thus is eligible.***

Examples of planning projects (Ineligible):

- Convening stakeholders, developing vision and goals, articulating a strategy and prioritizing projects
- Assessing/Surveying a trail system to identify general trail needs, appropriate use, realignments, new trails and trail closures to recommend improvements to the trail system and guide decision-making

Examples of engineering projects (Eligible):

- Completion of engineering plans for a trail project - with the condition that all necessary feasibility studies/conceptual designs for the project are included in the grant application. Project proponents will be required to submit the completed plans to the RTP Coordinator before final reimbursement is paid. If it is found that the project is incomplete or the document is limited activities ineligible for RTP funding, all reimbursements will be withheld.
- Surveying/Assessing a trail system to document the specific type and extent of repair work needed and estimating the amount of person hours the work will take so that a repair project can be appropriately bid

Guidelines for "in-kind" match contributions

Allowed:

- Money from other grants and donations
- Municipal, agency, or organizational funds

- Donations of money, labor or materials

Not allowed:

- Match contribution that does not directly relate to the proposed project
- Contributions that occurred prior to notification of the grant award
- Matching contributions applied to any other grant

For more information about the program or its requirements, please contact:

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Executive Director

MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission

FROM: Nathaniel W. Karns, AICP, Executive Director

DATE: November 10, 2014

RE: **November Technical Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of October 2014. 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
Dalton	Provided assistance with design standards.	Town Manager
Dalton	Provided a Map of existing and potential commercial land for design guidelines.	Town Manager
Dalton	Provided zoning and environmental constraint maps.	Planning Board Clerk
North Adams	Provided a map of Western Gateway Heritage State Park.	City Planner
Pittsfield	Provide demographic data for a grant application.	Community Development Dept.
Savoy	Provided guidance regarding electricity aggregation.	Select Board Chair
Sheffield	Provided information about solar photovoltaic facilities.	Sheffield Planning Board
Stockbridge	Provided guidance on community plans.	Master Plan Committee Member
West Stockbridge	Responded to a request for BRPC to get involved in Monument Mountain H.S. renovation issues.	Planning Board Member