

BERKSHIRE REGIONAL PLANNING COMMISSION
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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, August 6, 2015, 4:00 p.m.
at the Berkshire Regional Planning Commission Office
1 Fenn Street, Suite 201, Pittsfield, MA

AGENDA

- | | | |
|------|---|--------|
| I. | Call to Order & Open Meeting Law Statement | (4:00) |
| II. | Approval of Minutes of Executive Committee Meeting of June 4, 2015 * | (4:05) |
| III. | Organization of 2015-2016 Executive Committee and Commission | (4:10) |
| | A. Appointment of BRPC Policy Representatives * | |
| | B. Executive Committee & BRPC Meeting Dates/Times for FY 2016 | |
| | C. Committee Membership for FY 2016 | |
| | D. Other | |
| IV. | Financial Reports | (4:25) |
| | A. June Expenditures Report * | |
| | B. July Expenditures Report * | |
| | C. Accounts Receivable Report | |
| | D. Unaudited Year-End Financial Results | |
| | E. Status of Receipt of Community Assessments for FY 2016 | |
| | F. Other | |
| V. | Delegate & Alternate Issues | (4:35) |
| VI. | Items Requiring Action * | (4:40) |
| | A. Approval to Enter into Agreements with Municipalities for Technical Assistance Services for FY 2016 | |
| | B. Approval of Modification to BRPC Personnel Pay Plan to properly structure off-site employees | |
| | C. Approval of Modification to BRPC Sick Leave Policy | |
| | D. Approval to Resubmit Grant Application to the American Planning Association for a Healthy Living Project | |

- E. Other
- VII. Committee Reports (4:50)
 - A. Commission Development Committee
 - C. Other
- VIII. Executive Director's Report (4:55)
 - A. Report on New Contracts/Agreements
 - B. Public Health Alliance Services
 - C. FY 2016 State Budget – District Local Technical Assistance, Community Innovation Challenge Grant, and Community Compact Funding
 - D. Status of H.3665 – Public Records Law “Reform”
 - E. 2015 State Ethics Forms
 - F. Nominations for 2015 Charles Kusik Award for Outstanding Contributions to Planning in Berkshire County
 - G. MassWorks Grant Applications Open – application deadline Friday, August 29th
 - H. Northeast Energy Direct Natural Gas Pipeline-Public Hearing by Massachusetts Energy Facility Siting Board – Tuesday, August 4th, 7 p.m., Taconic High School
 - I. Northeast Energy Direct Natural Gas Pipeline deadline for comments to Federal Energy Regulatory Commission – Monday, August 31st
 - J. Community Compact Program Opens
 - K. Green Communities Division Municipal Energy Technical Assistance Grant Round Opens
 - L. BRPC Annual Meeting – Key Note Speaker: Lt. Governor Karyn Polito, Thursday, October 15th, Pittsfield Country Club
 - M. Appointment of New BRPC Legal Counsel
 - N. Other
- IX. Old Business (5:05)
- X. New Business (5:10)
 - A. Recommendation to Commission to Support Establishment of Formal Berkshire Economic Development District
 - B. September BRPC Meeting
 - C. Orientation for New Delegates and Alternates
 - D. Scheduling Executive Director's Annual Performance Review
 - E. Other
- XI. Adjournment (5:25)

* Items Requiring Action

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

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

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DRAFT MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Thursday, June 4, 2015
At the Berkshire Regional Planning Commission Office
1 Fenn Street, Suite 201, Pittsfield, MA 01201

I. Call to Order

A. The meeting is called to order at: 4:00 p.m.

Chair Sheila Irvin started the meeting by reading a statement regarding the open meeting law. BRPC records all meetings. Others may record the meeting after informing the chair. Any documents presented must be left with the chair of the meeting.

B. Roll Call:

Sheila Irvin, Chair
Kyle Hanlon, Vice Chair
Chuck Ogden, Treasurer
Roger Bolton, Clearinghouse Review Committee Chair
Rene Wood, Commission Development Committee Chair
James Mullen, Regional Issues Committee Chair
Sam Haupt, At Large
John Duval, At Large

A quorum is present.

Others Present: Sarah Hudson, Tyringham

Staff Present: Nat Karns, Executive Director
Tom Matuszko, Assistant Director

II. Approval of Minutes of Executive Committee Meeting of May 7, 2015

Chuck Ogden moved to approve; seconded by Kyle Hanlon. Unanimously approved with 2 abstentions.

III. Financial Reports

A. May Expenditure Report

All reviewed the complete expenditure list, and any questions were answered regarding vendors paid.

Sam Haupt moved to approve the 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.

C. Other - None

IV. Delegate and Alternate Issues

Jamie asked about the recent article in the Berkshire Eagle regarding the Historic District Commission in Lenox. The article mentioned an appeal to BRPC.

Nat explained the Massachusetts Historic District Law states when communities adopt a Historic District and bylaws the communities have two options regarding decisions. The option that includes BRPC is the Historic District Commission's decision can be appealed to Berkshire Regional Planning Commission. If this happens, BRPC creates an ad hoc committee of experts in historic preservation, economic development and an attorney that reviews the appeal. Delegates and alternates are not involved. BRPC does charge a fee to cover expenses of the appeal. The ad hoc committee makes the decision.

Roger mentioned the poor attendance at Commission Meetings. In March and May there were 10 town and cities in attendance. Roger suggested this be looked at. Rene Wood explained the Commission Development Committee has looked at this. To have topics that are interesting helps draw larger attendance. All ideas should be sent to the Commission Development Committee.

Nat explained a quorum is when eight communities are represented. We currently are getting a few above the quorum. We can also look at holidays and the schedule, the date of a Commission meeting can be changed if the meeting is close to a holiday.

VI. Items Requiring Action

A. Approval to Submit Application to Community Organizations Active in Disasters (COAD)

Sam Haupt moved to approve the Executive Director to submit the application as presented; Rene Wood seconded. Unanimously approved.

B. Approval to Submit Application to Western Massachusetts Homeland Security Advisory Council (WRHSAC) for Shelter Planning

Sam Haupt moved to approve the Executive Director to submit the application as presented; Rene Wood seconded. Unanimously approved.

C. Approval to Submit Application to WRHSAC for Multi-Agency Coordination Center (MACC)

Sam Haupt moved to approve the Executive Director to submit the application as presented; Rene Wood seconded. Unanimously approved.

D. Approval to Submit Application to WRHSAC for Shelter Training

Sam Haupt moved to approve the Executive Director to submit the application as presented; Rene Wood seconded. Unanimously approved.

E. Approval to submit grant application to the Centers for Disease Control/ Department of Public Health for Climate Change Planning for Vulnerable Populations

Nat explained the change in the climate has created extreme heat and affects the aging population and people who live in homes with no air conditioning.

Sam Haupt moved to approve the Executive Director to submit the application as presented; Rene Wood seconded. Unanimously approved.

F. Approval to submit grant application to the Food & Drug Administration for regional Food Safety Program

Sam Haupt moved to approve the Executive Director to submit the application as presented; Rene Wood seconded. Unanimously approved.

G. Approval to submit grant application to the Federal Highway Administration TIGER grant program for freight rail infrastructure replacement in Canaan, CT, and Sheffield, MA

Nat explained BRPC is the applicant because BRPC had the staff to do the application and to manage it if successful.. The actual work will not be done by BRPC as we have no expertise at rail infrastructure.

Roger Bolton moved to approve the Executive Director to submit the application as presented; Rene Wood seconded. Unanimously approved.

H. Approval to Modify Sick Leave Policy to Reflect New Requirement for Family and Medical Leave

The committee had a discussion on accrued sick leave buy back and transfer of sick time item "I" on the agenda. Out of sequence the committee approved the motion for agenda topic I-Accrued Sick Leave buy back – transfer. Agenda item H- Approval of the modified sick leave policy to reflect new requirements for family and medical leave was missed. The committee realized there was a fair discussion on item I-Accrued Sick Leave buy back – transfer. The committee agreed on the approval of agenda item "I".

The chair asked for approval of item "H" Approval of the modified sick leave policy.

Jamie Mullen moved to approve BRPC's Family and Medical Leave as presented; Chuck Ogden seconded. Unanimously approved.

The committee realized there had not been a fair discussion of agenda item H before the motion to approve H passed. In order to permit, under the rules of procedure, the committee returned to agenda item H.

Nat explained previously the Executive Committee reviewed a sick policy for part time and off-site employees as of July 1st to earn sick time according to the new law. This is another policy that had been modified to be compliant with the law going into effect July 1, 2015.

Kyle Hanlon moved to reconsider the motion to approve agenda item H - Approval of the modified sick leave policy to reflect new requirements for family and medical leave. After a discussion of agenda item H, the Committee unanimously agreed to reject the motion to reconsider. The approval of H - Approval of the modified sick leave policy to reflect new requirements for family and medical leave remained unaltered.

I. Accrued Sick Leave Buy Back-Transfer

Nat explained BRPC carries a long term liability of approximately \$50,000 for accrued sick leave for five long term employees. The goal is to reduce BRPC's liability and treat all

employees in the same manner regardless of an employee's start date. The issue is when sick time is accrued the grants are charged at the employee's current salary rate. When the sick time is used at a later date it is paid at the current higher salary rate. The rate at which the accrual is earned is lower than when the sick time is paid out. In some cases the accrued liability on the books dates back to 2003 at a much lower rate than current salaries. BRPC is the only RPA that pays out sick liability when someone leaves the organization. There was discussion with the five employees involved; all understand the goal of eliminating the long term liability.

The process will be to allow a conversion of their accrued sick time hours to an un-accrued sick bank and a payout this year or additional payouts by June 2018 at the rate it was earned. Over the next three years the goal is to eliminate the accrued sick liability. As of July 1, 2015 no new accrued sick leave be earned under this plan. Employees cannot earn more than 230 hours.

Jamie Mullen moved to approve the Sick Leave Buy Back-Transfer and allow the Executive Director to make a few small tweaks based on feedback from the five employees but not change the goal; Chuck Ogden seconded. Unanimously approved.

J. Review of BRPC Personnel Pay Plan

Nat explained in an attempt to align pay ranges, re-evaluate pay scales to our peer organizations that was requested a few months ago and the reclassification of a position is the reason for the review and changes in the Personnel Pay Plans. Nat explained the following changes:

1. Community Development Program Manager – This is a new position at the same range as the GIS, Data, IT Manager and the Office Manager.
2. Associate Planner – Currently there is no one in this position. When looking at the some of the Public Health staff who are classified as Associate Planners that are paid hourly, the internal hourly rate was lower than the Off-site staff. These rates are comparable to our peer's rates.
3. Office Manager and Finance Administrator – These two positions are out of whack. When we looked at the competitiveness of these two salaries they were not complete. All managers should be treated the same, it does not matter if they are planners or administrative staff. The Finance Administrator is paid an hourly rate instead of a salary because this position does not supervise anyone.
4. Off-site hourly pay ranges – Changed to be in line with the internal planner staff.

BRPC's senior planners and planners are very competitive, the Executive Director and Assistant Director, Office Manager and Financial Assistant are not competitive. Nat feels the Executive Committee will not have an issue when replacing his position because newer Executive Directors are at a lower rate than his rate.

Tom commented the Off-Site hourly rates are higher because they do not receive paid time off (vacation and holidays).

Nat explained salaries will be adjusted based on where the person is in their current pay range to the new pay range. If someone is in the 65% range of the old pay range then their new salary will be at the 65% range of the new pay range. Promotions are a flat 10% increase per BRPC's benefits policy.

Kyle Hanlon moved to approve the Personnel Pay Plans Policy as proposed excluding the Off-site Employee pay ranges that will be reviewed; Sam Haupt seconded. Unanimously approved.

K. Other – None

VII. Committee Reports

Commission Development Committee – Rene reported the Commission Development Committee's Bylaw Subcommittee met prior to the Executive meeting on June 4, 2015.

The committee reviewed the bylaws and have agreed on the following change or suggestions for changes:

1. The committee agreed with the change regarding the Clearinghouse Review Committee becoming the Environmental Review Committee.
2. The Regional Issues Committee role was reviewed. Nat will following up with the Regional Issues Committee on the possible changes. These could be a second change in the bylaws.

VIII. Executive Director's Report

- A. Report on New Contracts/Agreements**
- B. Status of District Local Technical Assistance and Community Incentive Challenge Grant Funding for 2016**
- C. Update on Tennessee Gas Pipeline Northeast Direct Project**

Nat confirmed Windsor will be the site for a compressor station. The site is 89 acres and the developed area will be 10 to 25 acres. A compressor operates 24/7 and the noise level is equivalent of 10 jet engines. Alternatives may be smaller compressor sites and more of them or a compressor put into a building to control noise.

FERC has indicated that it would like to see an alternatives analysis of the current route and two other possible routes: the "200" Route Alternative and the Mass. Turnpike Alternative. The different routes will affect different communities. FERC decides the route, not Kinder Morgan.

Roger asked if BRPC's comments sent to FERC could be shared the Executive Committee and the Clearinghouse Review Committee.

Rene Wood authorized the Executive Director to make comments on the Tennessee Gas Pipeline Northeast Direct Project and share the comments with the Executive Committee and the Commission afterwards; seconded by Jamie. Unanimously approved.

- D. Workshop on Municipal Roles & Responsibilities for Permitting of Interstate Natural Gas Pipelines – Wednesday, June 3rd, 7-9 p.m., Berkshire Community College**
- E. MassWorks Applications for FY 2015**
- F. Other - None**

IX. Old Business - None

X. New Business

A. Summer Commission Meeting

We should hold a meeting between July 1 and August 31 to elect officers for the year. Possibly a presentation on the pipeline. Scoping comments on the pipeline may need to be approved by the Commission.

5th Thursday in July – New planning board training

- B. Other - None**

XI. Adjournment

Jamie Mullen moved to adjourn the meeting which was seconded by Sam Haupt.
The meeting was adjourned at 5:30 p.m.

Materials distributed or presented during this meeting:

- Agenda
- Minutes
- Check Register
- Aged Receivables
- Executive Director's Memo
- Technical Assistance Report
- Modified BRPC Family Medical Leave
- Interstate Pipeline Forum for Local Officials June 3, 2015
- Draft BRPC Personnel Pay Plan FY2016
- Proposal to Eliminate Accrual of Sick Leave and Pay-Out upon Leaving BRPC Employment

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MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission
FROM: Nathaniel W. Karns, AICP, Executive Director
DATE: July 30, 2015
SUBJ: Agenda Items

III. Organization of 2015-2016 Executive Committee and Commission

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

A. Appointment of BRPC Policy Representatives

There are several policy representative appointments to organizations and committees that are made annually. We have not checked with any of last year's representatives to determine if they wish to continue.

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

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

Sustainable Berkshires Plan Consortium – Regional Issues Committee Chair (and Past-BRPC Chair) Jamie Mullen has been the representative; Roger Bolton has been the Alternate.

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

Executive Committee approval of BRPC Policy Representatives is needed.

B. Executive Committee & BRPC Meeting Dates/Times for FY 2016 (attachment)

A tentative Executive Committee and Commission meeting schedule for FY 2016 is attached which assumes that the day of the month and times will stay the same. We should confirm which day of each month and time of day best meets the Executive Committee members' needs. We have noted possible conflicts concerning a few dates.

C. Committee Membership for FY 2016 (2 attachments)

Attached is a list of Committees with the members from last year. We will start working with Committee Chairs to discuss changes they may like to see. The Executive Committee should also review the list and determine if there are committees that need additional members and review the list of delegates and alternates (attached) to determine appropriate new members.

IV. Financial Reports

D. Unaudited Year-End Financial Status

We are pleased to report that we ended FY 2015 with a surplus of \$9,232.05, primarily because of Marianne's great work at developing a system that more clearly shows our General Fund financial picture and in establishing strict controls over charging to it by staff. Staff has adjusted to this well and deserve a lot of credit for following the new procedures. This is the second year with small surpluses, after a couple of years of losses before that. Slowly rebuilding our reserves has been a financial priority. We will keep those procedures in place as even with two years of modest success, we will need to continue to slowly rebuild those reserves to a more prudent level.

E. Status of Receipt of Community Assessments for FY 2016 (attachment)

We have received the FY 2016 assessments from 22 of 32 municipalities to-date. This is the fastest rate we have experienced in at least two decades for payment of annual assessments. Florida and New Marlborough actually paid the FY 2016 assessment in February after we sent out the required notices. Great Barrington, Lee and Williamstown earned this year's "Atta-Boy/Girl!" for the first payment received in this fiscal year, on July 6th. We will send out reminders early in September to the communities who have not paid at that point. We sincerely appreciate the prompt payment by the 22 communities.

VI. Items Requiring Action

A. Approval to Enter into Agreements with Municipalities for Technical Assistance Services for FY 2016

We request approval by the Executive Committee for the Executive Director to be authorized to enter into intergovernmental agreements and contracts with Berkshire municipalities, state agencies and non-profit organizations for technical assistance services during the course of FY 2016. During the course of each year we have a number of requests to provide services in excess of those permitted under our general fund allowance. These require written agreements to provide services and be reimbursed for our costs. Grant applications will continue to be brought to the Executive Committee for approval as has been done in the past. We will continue to provide a monthly report on new agreements and contracts to the Executive Committee.

B. Approval of Modification to BRPC Personnel Pay Plan to properly structure off-site employees

At the June Executive Committee meeting we brought forth changes to the Personnel Pay Plan. At the meeting, we realized that the rates for the off-site hourly employees were not correct so the plan was approved, excepting those rates. We have modified the plan appropriately and bring you the correct plan for full approval. A copy is attached

C. Approval of Modification to BRPC Sick Leave Policy

We have added a new sick leave accrual for "Off-site, flexible schedule part time employee" which accounts for the new reality that we have one public health inspector who will work less than 10 hours a week. A copy of the proposed revised policy is attached.

D. Approval to Resubmit Submit Grant Application on the American Planning Association for a Healthy Living Project

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the American Planning Association in conjunction with the American Public Health Association (APHA). The grant concentrates on policy, systems and environmental (PSE) changes to encourage active living and healthy eating. There is no match requirement.

VII. Executive Director's Report

A. Report on New Contracts/Agreements

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

B. Public Health Alliance Services

Inspectional Services: We continue to provide comprehensive services for the Towns of Peru, Egremont and Washington. The Town of Becket has contracted with us for most Title 5 services. The Town of Clarksburg is using the Alliance for most services, but chose to remain hourly rather than sign a comprehensive contract. The Town of Great Barrington and the City of Pittsfield are using the Alliance regularly for certain back up Title 5 services (mainly those needing a soil evaluator), as well as occasional other services. The Alliance continues to be appointed as health agents and able to work in North Adams, Sheffield, Chester, Williamstown and several other municipalities. The Alliance is in the process of re-evaluating and revising its fees to ensure the program remains sustainable now that the grant funding has ended.

Public Health Nursing: The Public Health Nursing Program is contracted for comprehensive services in eight towns which is an increase of one town over FY 15. Although the Town of Adams did not renew their contract, the Towns of Cheshire and Dalton have joined the program. In addition to Cheshire and Dalton, the City of North Adams and the Towns of Great Barrington, Egremont, Peru, Washington and Clarksburg have contracted for FY 16 public health nursing services. The public health nurses are also providing hypertension and fall prevention services to all Alliance (and some non-Alliance towns) under the Prevention Wellness Trust Fund grant held by Berkshire Medical Center.

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. FY 2016 State Budget – District Local Technical Assistance, Community Innovation Challenge Grant, and Community Compact Funding

I am very pleased to report that the final FY 2016 state budget contains \$2.8 million for District Local Technical Assistance (level-funded from last year), funding for Community Innovation Challenge Grants, and \$2.0 million in funding for the new Community Compact. We do appreciate the support that various Commission members and our municipalities provided in making their interest in these programs known to our legislative delegation, all of whom have been very supportive.

D. Status of H.3665 – Public Records Law “Reform”

Attached is an email received from Senator Downing after action was delayed on the Public Records Law bill. BRPC had been contacted by the Mass Municipal Lawyers Association as well as the Massachusetts Municipal League about this bill when its passage appeared to be imminent and forwarded their comments to you. If you contacted our delegation about your concerns, that obviously was helpful in slowing this down so that a more balanced consideration could be made. While there are quite possibly some very workable and laudable elements to this bill, there were others that appeared to create a significant problem for our communities and for BRPC itself. We thank those members of the delegation who persuaded House leadership to allow more deliberate consideration of the issues surrounding this bill. I appreciate the time that Rep. Farley-Bouvier and Bethann Steiner in Senator Downing's office spent with me to understand our concerns. Contact Executive Director Nat Karns for more information (nkarns@berkshireplanning.org or 413-442-1521 ext. 26).

E. 2015 State Ethics Forms

In an annual “rite”, attached are the Summary of the Conflict of Interest Law with the acknowledgement of receipt at the bottom of the last page. We need this acknowledgement back

annually for our files in order to be in compliance with the law. In addition, some of you will be approaching your 2 year anniversary and have to take the on-line training and provide us a copy of the certificate that you have done so. If you have done this for your town or city clerk already, just provide us a copy. Thanks. If you have questions, contact Office Assistant Shannon Zaleski (szaleski@berkshireplanning.org) or 413-442-1521, ext. 10) for further information.

- F. Nominations for 2015 Charles Kusik Award for Outstanding Contributions Planning in Berkshire County

Attached is the nomination solicitation and form for this year's Kusik Award. The award will be made at our Annual Meeting which is scheduled for Thursday, October 15th. Please make nominations by September 1.

- G. MassWorks Grant Applications Open – application deadline Friday, August 29th

The 2015 MassWorks program is now open. Information on the program and applications are available at www.mass.gov/hed/economic/eohed/pro/infrastructure/massworks. Based on requests from last year, we checked with MassWorks staff regarding whether project budgets can include the cost to contract with someone, such as BRPC, to assist the town in administering the grant if successful and MassWorks has confirmed that is an eligible cost. If you would like that type of assistance, please contact Nat Karns immediately. However if BRPC is named to provide contract management services, we will not comment on the submitted application (we have had a formal commenter role for the past three grant cycles). For everyone, it is very helpful for us to be aware of your application and what it entails. That allows us to provide much more productive comments on the application during the review process. Contact Nat Karns about MassWorks if you need assistance or want to discuss your application (nkarns@berkshireplanning.org or 413-442-1521 ext. 26).

- H. Northeast Energy Direct Natural Gas Pipeline – Public Hearing by Massachusetts Energy Facility Siting Board – Tuesday, August 4th, 7 p.m., Taconic High School

As part of the process for FERC to develop the scope for the Environmental Impact Statement for the proposed NED project, they have to hold a public hearing and solicit public input. A copy of their notice for the public hearing is attached. Written comments must be received by EFSB no later than August 13th. Their timeframe is constrained by the FERC scoping period timeframe and they need comments a couple of weeks in advance of the FERC August 31st deadline in order to develop and finalize the State's comments. For further information, contact Executive Director Nat Karns (nkarns@berkshireplanning.org or 442-1521 ext.26; Assistant Director Tom Matuszko (tmatuszko@berkshireplanning.org or ext. 34); or Senior Planner Melissa Provencher at mprovencher@berkshireplanning.org or ext. 22).

- I. Northeast Energy Direct Natural Gas Pipeline deadline for comments to Federal Energy Regulatory Commission – Monday, August 31st

The deadline for comments to FERC regarding the issues and concerns which should be addressed in the Environmental Impact Report for the NED gas transmission line is Monday, August 31st. Staff is hard at work with most of the directly affected communities and districts, as well as Rensselaer County, New York, and the three towns there, with the assistance of BCK Law and TECH Environmental, to develop extensive comments. Once completed, we will share those with the Commission and post them on our website. Submitted comments are also posted on the FERC website in their eLibrary under docket #PF-14-22-0000. Nat, Tom and Melissa are also the contacts on this effort.

- J. Community Compact Program Opens

Governor Baker and Lt. Governor Polito have announced that communities may submit their Community Compacts to the State. A copy of the announcement is attached. We understand that a number of communities are committing to explore the concept of exploring how to better collaborate on schools which is one of the possibilities. For further information contact Executive Director Nat Karns.

K. Green Communities Division Municipal Energy Technical Assistance Grant Round Opens

The Massachusetts Green Communities Division has announced the opening of the Municipal Energy Technical Assistance Grant round for this year. Attached is a brief announcement from DOER's e-newsletter. For further information contact Senior Planner Lauren Gaherty a lgaherty@berkshireplanning.org or 442-1521, ext. 35.

L. BRPC Annual Meeting – Key Note Speaker: Lt. Governor Karyn Polito, Thursday, October 15th, Pittsfield Country Club

We are excited to announce that Lt. Governor Karyn Polito will be the keynote speaker at the 49th Annual Meeting of the Berkshire Regional Planning Commission. The annual meeting will be held on the evening of Thursday, October 15th and will be held at the Pittsfield Country Club. We will get invitations out in early September. If you would like to make sure you receive one, contact Office Assistant Shannon Zaleski at szaleski@berkshireplanning.org or by calling 442-1521, ext. 10. We appreciate the assistance of Senator Ben Downing in lining up the Lt. Governor for this event.

M. Appointment of New BRPC Legal Counsel

We have had to find a new legal counsel to represent the Commission for our routine business. Our former counsel, Gary Brackett, retired at the end of June. We asked our town managers/ administrators for any recommendations they might have and the only one who responded recommends Ray Miyares of Miyares & Harrington who are based in Wellesley. We have had occasional interactions with Mr. Miyares over the years and I have always been favorably impressed. Therefore, we engaged Ray as BRPC's legal counsel.

X. New Business

A. Recommendation to Commission to Support Establishment of Formal Berkshire Economic Development District

Several months ago the Berkshire Comprehensive Economic Development Strategy Committee decided to recommend that a formal application be made to the U.S. Economic Development Administration for Berkshire County to be designated an Economic Development District. We are now prepared to move forward with this and want to inform the Executive Committee prior to bringing it to the full Commission at its September meeting for consideration. Attached are a brief proposal and draft procedural rules.

B. September BRPC Meeting

Besides the Economic Development District topic discussed above, the other item we plan on having on the full Commission agenda for September is a briefing on the new Community Compact which is an initiative from Governor Baker to create formal compacts between the Commonwealth and its municipalities on a one-on-one basis. We will also plan on giving the annual overview of Commission activities to orient new and old Delegates and Alternates to the wide array of Commission activities.

C. Orientation for New Delegates and Alternates

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

D. Scheduling Executive Director's Annual Performance Review

I had hoped to have my written self evaluation done but due to a variety of circumstances have not completed it. Given the current work load, I think it will need to be put off until at least October.

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

SCHEDULE OF MEETINGS FOR FY2016

Commission & Executive Committee Meetings

| Commission Meetings | Executive Committee Meetings |
|--|---|
| | Thursday, July 9, 4:00 p.m. |
| | Thursday, August 6, 4:00 p.m. |
| Thursday, September 17, 7:00 p.m. | Thursday, September 3, 4:00 p.m. [Labor Day-9/7] |
| Thursday October 15, Annual Dinner | Thursday, October 1, 4:00 p.m. |
| Thursday, November 19, 7:00 p.m. | Thursday, November 5, 4:00 p.m. |
| | Thursday, December 3, 4:00 p.m. [Hanukkah starts 12/7] |
| Thursday, January 21, 7:00 p.m. | Thursday, January 7, 4:00 p.m. |
| | Thursday, February 4, 4:00 p.m. |
| Thursday, March 17, 7:00 p.m. [St. Patrick's Day] | Thursday, March 3, 4:00 p.m. |
| | Thursday, April 7, 4:00 p.m. |
| Thursday, May 19, 7:00 p.m. | Thursday, May 5, 4:00 p.m. |
| | Thursday, June 2, 4:00 p.m. |

BRPC COMMITTEE MEMBERSHIP

FY 2016

July 23, 2015

Executive Committee

Staff: Nathaniel Karns, Executive Director

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

Commission Development Committee

Staff: Thomas Matuszko, Assistant Director

Rene Wood, Chair (Sheffield)
Sarah Hudson (Tyringham)
John Duval (Adams)
James Lovejoy (Mt. Washington)
James Mullen (New Marlborough)
Sheila Irvin (Pittsfield) (Ex-Officio)

Environmental Review Committee

Staff: Nathaniel Karns, Executive Director

James Mullen, Chair
Malcolm Fisk, Great Barrington
John "Jack" Hickey (Lanesborough)
Sarah Hudson (Tyringham)
Stephen McMahon (West Stockbridge) (Non-Commission member)
Mark Smith (Lenox)
Eleanor Tillinghast (Mt. Washington) (Non-Commission member)
Sheila Irvin (Pittsfield) (Ex-Officio)

Finance Committee

Staff: Marianne Sniezek, Office Manager

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

Regional Issues Committee

Staff: Nathaniel Karns, Executive Director

Marie Raftery, Chair (Stockbridge)

James Mullen, (New Marlborough)

Robert Bott, (Mt. Washington)

Kate Fletcher (Stockbridge)

Sarah Hudson (Tyringham)

CJ Hoss, (Pittsfield)

Caitlin Pemble (Pittsfield) (Non-Commission member)

Marie Raftery (Stockbridge)

Chris Rembold (Gt. Barrington)

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

Andrew Groff (Williamstown) (Non-Commission member)

Thomas Wickham (Lee)

Sheila Irvin (Pittsfield) (Ex-Officio)

Commission Representatives to Related Groups:

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

Berkshire Metropolitan Planning Organization – Representative: Chair Sheila Irvin
(Pittsfield); Alternate: Sam Haupt (Peru); second Alternate: Jack Hickey (Lanesborough)

Berkshire Brownfields Committee – Jack Hickey (Lanesborough)

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

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

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

| TOWNS | LAST NAME | FIRST NAME | TITLE | REC'D CONFIRMATION |
|-------------------------|-------------|---------------|------------------|--------------------|
| ADAMS | Moderski | Sandra | DELEGATE | |
| ADAMS | Duval | JOHN | ALTERNATE | |
| ALFORD | VACANT | | DELEGATE | |
| ALFORD | Gadd | Larry | ALTERNATE | |
| BECKET | Ronzio | Robert | DELEGATE | |
| BECKET | | | ALTERNATE | |
| CHESHIRE | Bator | Bernard | DELEGATE | |
| CHESHIRE | Ciskowski | Wayne | ALTERNATE | |
| CLARKSBURG | Matys | Audrey | DELEGATE | |
| CLARKSBURG | VACANT | | ALTERNATE | |
| DALTON | Darby | Caleb | DELEGATE | 7/8/2015 |
| DALTON | Horth | Louisa | ALTERNATE | |
| EGREMONT | Holmes | Mark | DELEGATE | |
| EGREMONT | Ogden | Charles | ALTERNATE | |
| FLORIDA | Brule | Thomas | DELEGATE | |
| FLORIDA | Dobbert | Christine | ALTERNATE | |
| GREAT BARRINGTON | Fick | Malcolm | DELEGATE | 7/10/2015 |
| GREAT BARRINGTON | HIGA | JEREMY | ALTERNATE | 5/24/2015 |
| HANCOCK | HERRICK | Patricia | DELEGATE | |
| HANCOCK | VACANT | | ALTERNATE | |
| HINSDALE | Brown | Daniel | DELEGATE | |
| HINSDALE | Roussin | Richard | ALTERNATE | |
| LANESBOROUGH | Tinkham | RON | DELEGATE | |
| LANESBOROUGH | Hickey | Jack | ALTERNATE | |
| LEE | Wickham | Thomas | DELEGATE | |
| LEE | Donovan | Buck | ALTERNATE | |
| LENOX | Smith | Mark | DELEGATE | |
| LENOX | Delasco | Thomas | ALTERNATE | |
| MONTEREY | Klein | Larry | DELEGATE | |
| MONTEREY | Burkhart | Wayne | ALTERNATE | |
| MT WASHINGTON | Bott | Robert | DELEGATE | 7/16/2015 |
| MT WASHINGTON | Lovejoy | James | ALTERNATE | |
| NEW ASHFORD | VACANT | | DELEGATE | |
| NEW ASHFORD | Flicker | Kevin | ALTERNATE | |
| NEW MARLBOROUGH | Mullen | James | DELEGATE | |
| NEW MARLBOROUGH | Hardyman | Patricia | ALTERNATE | |
| NORTH ADAMS | Hanlon | Kyle | DELEGATE | |
| NORTH ADAMS | Maloney | Glenn | ALTERNATE | |
| OTIS | Cook | Terry | DELEGATE | |
| OTIS | Crandall | Brian | ALTERNATE | |
| PERU | Haupt | Samuel | DELEGATE | |
| PERU | Haskins | Douglas | ALTERNATE | |
| PITTSFIELD | Irvin | Sheila | DELEGATE | |
| PITTSFIELD | Hoss | CJ | ALTERNATE | |
| RICHMOND | Patterson | Paula | DELEGATE | |
| RICHMOND | Bell | Richard | ALTERNATE | |

| TOWNS | LAST NAME | FIRST NAME | TITLE | REC'D CONFIRMATION |
|--------------------|------------------|------------|--------------------|--------------------|
| SANDISFIELD | Bottum | Gary | DELEGATE | |
| SANDISFIELD | VACANT | | ALTERNATE | |
| SAVOY | Tynan | John | DELEGATE | |
| SAVOY | LaBonte | Daniel | ALTERNATE | |
| SHEFFIELD | Massini-Reynolds | Marie | DELEGATE | |
| SHEFFIELD | Wood | Rene | ALTERNATE | |
| STOCKBRIDGE | Fletcher | Kate | DELEGATE | |
| STOCKBRIDGE | Raftery | Marie | ALTERNATE | |
| TYRINGHAM | Ketron | Holly | DELEGATE | |
| TYRINGHAM | Hudson | Sarah | ALTERNATE | 7/20/2015 |
| WASHINGTON | Wiley | Marilyn | DELEGATE | |
| WASHINGTON | Nelson | Jan | ALTERNATE | |
| WEST STOCKBRIDGE | Bixby | Dana | DELEGATE | |
| WEST STOCKBRIDGE | Zick | Karen | ALTERNATE | |
| WILLIAMSTOWN | Jeschawitz | Amy | DELEGATE | 7/10/2015 |
| WILLIAMSTOWN | Bolton | Roger | ALTERNATE | 6/26/2015 |
| WINDSOR | VACANT | | DELEGATE | |
| WINDSOR | VACANT | | ALTERNATE | |
| | | | TOTAL REC'D | 7 |
| * BOLD =NEW | | | | |

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Jun 1, 2015 to Jun 30, 2015

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|---------|---------|---|--------------|---|
| 10902 | 6/1/15 | MUTUAL OF OMAHA | 1040.000 | 674.63 LTD;STD;Life |
| 10903 | 6/1/15 | CITY OF PITTSFIELD | 1040.000 | 260.00 Parking |
| 10904 | 6/1/15 | BERKSHIRE TECHNOLOGY PARTNERS | 1040.000 | 3,867.00 Rent |
| 10905 | 6/4/15 | MARY AGOGLIA | 1040.000 | 1,760.00 #332 PWTF/#284 PHN |
| 10906 | 6/4/15 | BRENDA JEAN CHURCH | 1040.000 | 3,090.00 #357 CDBG-GTB/SHF |
| 10907 | 6/4/15 | LOUISE DERAGON | 1040.000 | 1,641.60 #332 PWTF/#284 PHN |
| 10908 | 6/4/15 | VANTAGEPOINT TRANSFER AGENTS-803222 | 1040.000 | 11,250.00 OPEB Contribution |
| 10909 | 6/4/15 | NATHANIEL W. KARNS | 1040.000 | 1,123.54 Expense Report |
| 10910 | 6/4/15 | KELLEY CLEANING SERVICES | 1040.000 | 215.00 Cleaning |
| 10911 | 6/4/15 | SCOTT B. KRZANIK | 1040.000 | 2,367.00 #283/#330 SubC Insp Services |
| 10912 | 6/4/15 | MIIA HEALTH BENEFITS TRUST | 1040.000 | 1,373.32 Dental Insurance |
| 10913 | 6/4/15 | MIIA HEALTH BENEFITS TRUST | 1040.000 | 19,266.79 Health Insurance |
| 10914 | 6/4/15 | BONNIE L PARSONS | 1040.000 | 722.50 #263 MT/HIST Subcontractor |
| 10915 | 6/4/15 | PITTSFIELD PCTV COMMUNITY TELEVISION | 1040.000 | 15.00 #281 Video |
| 10916 | 6/4/15 | DIANE PERSSON | 1040.000 | 198.72 Expense Report |
| 10917 | 6/4/15 | W.B. MASON COMPANY, INC. | 1040.000 | 139.96 Supplies |
| 10918 | 6/4/15 | BERKSHIRE MOUNTAIN | 1040.000 | 71.00 Water |
| 10919 | 6/4/15 | BCARC, INC. | 1040.000 | 86.55 Common Grund |
| 10920 | 6/9/15 | MASS. HOUSING PARTNERSHIP | 1040.000 | 100.00 Training |
| 10921 | 6/9/15 | MASS. HOUSING PARTNERSHIP | 1040.000 | 75.00 Training |
| 10922 | 6/11/15 | ADCARE EDUCATIONAL INSTITUTE | 1040.000 | 65.00 Training |
| 10923 | 6/16/15 | BCK LAW, P.C. | 1040.000 | 586.50 #283/#330 Subcontractor |
| 10924 | 6/16/15 | NEW ENGLAND NEWSPAPERS, INC. | 1040.000 | 301.82 #281 TPC/#357 CDBG Advert |
| 10925 | 6/16/15 | THE BRIEN CENTER | 1040.000 | 1,013.60 #349 BOAPC Subcontractor |
| 10926 | 6/16/15 | CORNERSTONE | 1040.000 | 595.06 Telephone |
| 10927 | 6/16/15 | FAIRVIEW HOSPITAL, INC. | 1040.000 | 4,070.09 #345 FRCOG.MRC SubC |
| 10928 | 6/16/15 | FEDEX | 1040.000 | 20.40 Mailing |
| 10929 | 6/16/15 | FRANKLIN REGIONAL COUNCIL | 1040.000 | 1,139.25 #263 MT/HIST Subcontractor |
| 10930 | 6/16/15 | MASS ASSOC CONSERV COMM | 1040.000 | 2,105.00 #356 BTCF/BEE15 Subcontractor |
| 10931 | 6/16/15 | PITNEY BOWES GLOBAL FINANCIAL SERV.,LLC | 1040.000 | 137.39 Postage Meter |
| 10932 | 6/16/15 | RAILROAD STREET YOUTH PROJECT, INC | 1040.000 | 1,746.67 #349 BOAPC Subcontractor |
| 10933 | 6/16/15 | STAPLES ADVANTAGE | 1040.000 | 157.62 Supplies |
| 10934 | 6/16/15 | TRC ENVIRONMENTAL CORPORATION | 1040.000 | 14,370.17 #304 EPA/ASSESS / #287 Lee SubC |
| 1020 | 6/16/15 | DALTON REDEVELOPMENT AUTHORITY | 1042.000 | 15,718.92 #166 EPA/RLF |
| 1021 | 6/16/15 | CITY OF PITTSFIELD | 1042.000 | 2,333.58 #166 EPA/RLF |
| 10935 | 6/16/15 | PITTSFIELD RETIREMENT SYSTEM | 1040.000 | 5,903.00 Pittsfield Retirement |
| 10936 | 6/16/15 | MASS STATE EMPLOYEES RET.SYSTEM | 1040.000 | 9,479.19 Employee Retirement |
| 10603V | 6/16/15 | SANDRA B. MARTIN | 1040.000 | -209.20 voided |
| 10937 | 6/16/15 | SANDRA B. MARTIN | 1040.000 | 209.20 voided |
| 10703V | 6/16/15 | MELISSA J. PROVENCHER | 1040.000 | -11.87 voided |
| 10938 | 6/16/15 | MELISSA J. PROVENCHER | 1040.000 | 11.87 voided |
| EFT | 6/16/15 | AMAZON.COM | 1040.000 | 75.00 Supplies |

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Jun 1, 2015 to Jun 30, 2015

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount |
|----------------|-------------|---------------------------------|---------------------|-----------------------------------|
| 10939 | 6/22/15 | MASS STATE EMPLOYEES RET.SYSTEM | 1040.000 | 87.60 Add'l Amount Due Retirement |
| EFT | 6/22/15 | HARM REDUCTION COALITION | 1040.000 | <u>622.50</u> #301 BOAPC14 |
| Total | | | | <u><u>108,825.97</u></u> |

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Jun 1, 2015 to Jun 30, 2015

Filter Criteria includes: Report order is by Date.

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Jun 1, 2015 to Jun 30, 2015

Filter Criteria includes: Report order is by Date.

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Jul 1, 2015 to Jul 31, 2015

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Cash Account | Amount | |
|---------|--------|------------------------------------|--------------|-----------|---------------------|
| 10940 | 7/1/15 | MARY AGOGLIA | 1040.000 | 1,656.00 | #284 PHN/#332 PWTF |
| 10941 | 7/1/15 | ALDAM PRESS, INC. | 1040.000 | 730.49 | #349 BOAPC Printing |
| 10942 | 7/1/15 | BRIDGE, INC. | 1040.000 | 2,145.96 | #349 BOAPC SubC |
| 10943 | 7/1/15 | THE BRIEN CENTER | 1040.000 | 1,206.60 | #349 BOAPC SubC |
| 10944 | 7/1/15 | COMPUWORKS | 1040.000 | 663.00 | Symantec Licesnses |
| 10945 | 7/1/15 | LOUISE DERAGON | 1040.000 | 1,410.88 | #284 PHN/#332 PWTF |
| 10946 | 7/1/15 | BRIAN M. DOMINA | 1040.000 | 80.51 | Expense Report |
| 10947 | 7/1/15 | E-Z PASS MA | 1040.000 | 50.00 | Travel |
| 10948 | 7/1/15 | ENTERPRISE RENT-A-CAR | 1040.000 | 40.36 | #371 JSI Car Rental |
| 10949 | 7/1/15 | EXCELSIOR PRINTING COMPANY | 1040.000 | 1,880.00 | #349 BOAPC Printing |
| 10950 | 7/1/15 | RYAN FAJARDO | 1040.000 | 12.42 | Expense Report |
| 10951 | 7/1/15 | LAUREN L. GAHERTY | 1040.000 | 76.94 | Expense Report |
| 10952 | 7/1/15 | GREENMAN-PEDERSEN, INC. | 1040.000 | 1,875.14 | 310 MBPT2 |
| 10953 | 7/1/15 | NATHANIEL W. KARNS | 1040.000 | 201.68 | Expense Report |
| 10954 | 7/1/15 | KELLEY CLEANING SERVICES | 1040.000 | 265.00 | Cleaning Services |
| 10955 | 7/1/15 | JENNIFER L. KIMBALL | 1040.000 | 28.56 | Expense Report |
| 10956 | 7/1/15 | LAURA KITTROSS | 1040.000 | 467.85 | Expense Report |
| 10957 | 7/1/15 | SCOTT B. KRZANIK | 1040.000 | 2,808.00 | #283 Inspections |
| 10958 | 7/1/15 | MACFARLANE OFFICE PRODUCTS, INC. | 1040.000 | 1,789.48 | Copying |
| 10959 | 7/1/15 | MARK MALOY | 1040.000 | 119.34 | Expense Report |
| 10960 | 7/1/15 | SANDRA B. MARTIN | 1040.000 | 602.83 | Expense Report |
| 10961 | 7/1/15 | THOMAS E. MATUSZKO | 1040.000 | 347.65 | Expense Report |
| 10962 | 7/1/15 | PATRICIA A. MULLINS | 1040.000 | 315.41 | Expense Report |
| 10963 | 7/1/15 | MUTUAL OF OMAHA | 1040.000 | 674.63 | Life; STD; LTD |
| 10964 | 7/1/15 | JACLYN PACEJO | 1040.000 | 248.08 | Expense Report |
| 10965 | 7/1/15 | CITY OF PITTSFIELD | 1040.000 | 260.00 | Parking |
| 10966 | 7/1/15 | DIANE PERSSON | 1040.000 | 113.89 | Expense Report |
| 10967 | 7/1/15 | DOUGLAS PLACHCINSKI | 1040.000 | 27.60 | Expense Report |
| 10968 | 7/1/15 | RAILROAD STREET YOUTH PROJECT, INC | 1040.000 | 4,484.98 | #349 BOAPC SubC |
| 10969 | 7/1/15 | BERKSHIRE TECHNOLOGY PARTNERS | 1040.000 | 4,790.12 | Rent/Utilities |
| 10970 | 7/1/15 | SAMEL'S DELI & CATERING | 1040.000 | 158.25 | #283 Insp Meetings |
| 10971 | 7/1/15 | STAPLES ADVANTAGE | 1040.000 | 54.77 | Supplies |
| 10972 | 7/1/15 | TERRA NOVA FILMS | 1040.000 | 179.76 | #349 BOAPC |
| 10973 | 7/1/15 | W.B. MASON COMPANY, INC. | 1040.000 | 235.28 | Supplies |
| 10974 | 7/1/15 | BERKSHIRE MOUNTAIN | 1040.000 | 64.00 | Water |
| 10975 | 7/1/15 | VALLEY GREEN SHREDDING, LLC | 1040.000 | 105.00 | Shredding |
| 10976 | 7/1/15 | JUDITH WAGNER | 1040.000 | 18.77 | Expense Report |
| 10977 | 7/1/15 | TRC ENVIRONMENTAL CORPORATION | 1040.000 | 14,642.17 | #250 Dalton Clnup |
| 10978 | 7/1/15 | W.B. MASON COMPANY, INC. | 1040.000 | 57.88 | Supplies |
| EFT | 7/6/15 | MICROSOFT.COM | 1040.000 | 1,199.55 | Equipment |
| EFT | 7/6/15 | AMAZON.COM | 1040.000 | 25.53 | Supplies |
| 10979 | 7/8/15 | BRENDA JEAN CHURCH | 1040.000 | 1,402.50 | #357 HR Specialist |

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Jul 1, 2015 to Jul 31, 2015

Filter Criteria includes: Report order is by Date.

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|---------|---------|--------------------------------------|--------------|-----------|------------------------------|
| 10980 | 7/8/15 | COURIER PRINTING, INC. | 1040.000 | 559.90 | #281 TPL RFP |
| 10981 | 7/8/15 | ENTERPRISE RENT-A-CAR | 1040.000 | 46.99 | Car Rental #40 |
| 10982 | 7/8/15 | MIIA HEALTH BENEFITS TRUST | 1040.000 | 1,420.60 | Dental |
| 10983 | 7/8/15 | MIIA HEALTH BENEFITS TRUST | 1040.000 | 21,071.49 | Health |
| 10984 | 7/8/15 | MIIA PROPERTY & CASUALTY GROUP, INC. | 1040.000 | 2,177.93 | Property Ins |
| 10985 | 7/8/15 | MIIA PROPERTY & CASUALTY GROUP, INC. | 1040.000 | 1,064.21 | Wcomp Ins |
| EFT | 7/10/15 | DELUXE FOR BUSINESS | 1040.000 | 182.03 | #357 CDBG Checks |
| 10986 | 7/15/15 | BCK LAW, P.C. | 1040.000 | 5,077.60 | #360 US/DOT Pipe |
| 10987 | 7/15/15 | NEW ENGLAND NEWSPAPERS, INC. | 1040.000 | 282.06 | #281 TPL Sr. Planner Posting |
| 10988 | 7/15/15 | BERKSHIRE MEDICAL CENTER | 1040.000 | 1,800.00 | #349 BOAPC SubC |
| 10989 | 7/15/15 | BRACKETT & LUCAS | 1040.000 | 145.00 | 375 PWG/PF; #382 SND/MP |
| 10990 | 7/15/15 | BRIDGE, INC. | 1040.000 | 465.00 | #349 BOAPC SubC |
| 10991 | 7/15/15 | BERKSHIRE VISITORS BUREAU | 1040.000 | 375.00 | Dues |
| 10992 | 7/15/15 | ENTERPRISE RENT-A-CAR | 1040.000 | 84.35 | Car Rental |
| 10993 | 7/15/15 | FEDEX | 1040.000 | 76.40 | Mailing |
| 10994 | 7/15/15 | FRANKLIN REGIONAL COUNCIL | 1040.000 | 6,523.85 | #263 MT/Hist SubC |
| 10995 | 7/15/15 | ANUJA KOIRALA | 1040.000 | 415.00 | Staff Development |
| 10996 | 7/15/15 | PETTY CASH & MARIANNE SNIEZEK | 1040.000 | 35.26 | Misc Expenses |
| 1000 | 7/16/15 | BERKSHIRE ROOFING & GUTTERS CO LLC | 1048.000 | 3,753.33 | #357 CDBG Deposits |
| 1001 | 7/16/15 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | 1048.000 | 75.00 | voided |
| 1002 | 7/16/15 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | 1048.000 | 75.00 | voided |
| 1003 | 7/16/15 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | 1048.000 | 75.00 | voided |
| 1001V | 7/16/15 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | 1048.000 | -75.00 | voided |
| 1002V | 7/16/15 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | 1048.000 | -75.00 | voided |
| 1003V | 7/16/15 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | 1048.000 | -75.00 | voided |
| 10998 | 7/16/15 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | 1040.000 | 75.00 | #357 Deed Filings |
| 10999 | 7/16/15 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | 1040.000 | 75.00 | #357 Deed Filings |
| 11000 | 7/16/15 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | 1040.000 | 75.00 | #357 Deed Filings |
| EFT | 7/16/15 | AMERICAN PLANNING ASSOC. | 1040.000 | 250.00 | #281 TPL Sr. Planner Posting |
| EFT | 7/17/15 | INSTITUTE OF TRANSP. ENGINEERS | 1040.000 | 275.00 | #281 TPL Sr. Planner Posting |
| 1004 | 7/20/15 | BUILDEX CONSTRUCTION LLC AND | 1048.000 | 10,964.33 | #357 CDBG Deposits |
| 1005 | 7/20/15 | BUILDEX CONSTRUCTION LLC AND | 1048.000 | 9,496.33 | #357 CDBG Deposits |
| EFT | 7/22/15 | GORILLAOFFICE.COM | 1040.000 | 95.80 | Supplies |
| 11001 | 7/27/15 | BERKSHIRE COMMUNITY COLLEGE | 1040.000 | 24.00 | Water |
| 11002 | 7/27/15 | BCK LAW, P.C. | 1040.000 | 14,808.40 | #304 SubC |
| 11003 | 7/27/15 | BERKSHIRES TOMORROW, INC. | 1040.000 | 1,173.00 | Lease Pmt |
| 11004 | 7/27/15 | COMPUWORKS | 1040.000 | 3,870.50 | Contract/Licenses |
| 11005 | 7/27/15 | CORNERSTONE | 1040.000 | 605.44 | Telephone |
| 11006 | 7/27/15 | DELL MARKETING L.P. | 1040.000 | 321.41 | VLA OFFICE PRO PLUS |
| 11007 | 7/27/15 | ENTERPRISE RENT-A-CAR | 1040.000 | 216.00 | DHCD Meeting |
| 11008 | 7/27/15 | MACFARLANE OFFICE PRODUCTS, INC. | 1040.000 | 1,578.44 | Copying |
| 11009 | 7/27/15 | MASS STATE EMPLOYEES RET.SYSTEM | 1040.000 | 9,405.26 | Employee Retirement |

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Jul 1, 2015 to Jul 31, 2015

Filter Criteria includes: Report order is by Date.

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|----------------|-------------|-------------------------------|---------------------|-------------------|--------------------------|
| 11010 | 7/27/15 | SAMEL'S DELI & CATERING | 1040.000 | 226.75 | DHCD Meeting |
| 11011 | 7/27/15 | TRC ENVIRONMENTAL CORPORATION | 1040.000 | 24,367.50 | #304 EPA/Assess TRC SubC |
| 11012 | 7/27/15 | W.B. MASON COMPANY, INC. | 1040.000 | 737.76 | #347 EPP15 Supplies |
| Total | | | | 171,713.78 | |

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Jul 31, 2015

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

| Customer ID Customer | Date | Invoice/CM # | 0 - 30 | 31 - 60 | 61 - 90 | Over 90 d | Amount Due |
|---|---------|------------------|-----------------|------------------|---------|-----------------|------------------|
| 263/MT/HIST MASS DOT - MT/HIST | 6/30/15 | 263-063015-10.4 | | 6,571.84 | | | 6,571.84 |
| 263/MT/HIST MASS DOT - MT/HIST | | | | 6,571.84 | | | 6,571.84 |
| 281/TPL13 MASSDOT#75425 - TPL13 | 6/30/15 | 281-063015 | | 43,748.80 | | | 43,748.80 |
| 281/TPL13 MASSDOT#75425 - TPL13 | | | | 43,748.80 | | | 43,748.80 |
| 284/BHPN/PHN/CHS TOWN OF CHESHIRE | 7/1/15 | 284-063016-1-CHS | 3,718.00 | | | | 3,718.00 |
| 284/BHPN/PHN/CHS TOWN OF CHESHIRE | | | 3,718.00 | | | | 3,718.00 |
| 284/BHPN/PHN/DAL TOWN OF DALTON | 7/1/15 | 284-093015-1-DAL | 1,302.53 | | | | 1,302.53 |
| 284/BHPN/PHN/DAL TOWN OF DALTON | | | 1,302.53 | | | | 1,302.53 |
| 284/BHPN/PHN/NAD CITY OF NORTH ADAMS | 7/1/15 | 284-093015-1-NAD | 2,119.75 | | | | 2,119.75 |
| 284/BHPN/PHN/NAD CITY OF NORTH ADAMS | | | 2,119.75 | | | | 2,119.75 |
| 284/BHPN/PHN/PER TOWN OF PERU | 7/1/15 | 284-093015-1-PER | 359.25 | | | | 359.25 |
| 284/BHPN/PHN/PER TOWN OF PERU | | | 359.25 | | | | 359.25 |
| 284/BPHN/PHN/CLK TOWN OF CLARKSBURG | 7/1/15 | 284-093015-1-CLK | 600.75 | | | | 600.75 |
| 284/BPHN/PHN/CLK TOWN OF CLARKSBURG | | | 600.75 | | | | 600.75 |
| 284/BPHN/PHN/EGR TOWN OF EGREMONT | 7/1/15 | 284-093015-1-EGR | 461.00 | | | | 461.00 |
| 284/BPHN/PHN/EGR TOWN OF EGREMONT | | | 461.00 | | | | 461.00 |
| 284/BPHN/PHN/WSH TOWN OF WASHINGTON | 7/1/15 | 284-093015-1-WSH | 281.00 | | | | 281.00 |
| 284/BPHN/PHN/WSH TOWN OF WASHINGTON | | | 281.00 | | | | 281.00 |
| 304/CITY OF NORTH AD CITY OF NORTH ADAMS | 12/9/14 | FY2015 NAD EPA | | | | 2,000.00 | 2,000.00 |
| 304/CITY OF NORTH AD CITY OF NORTH ADAMS | | | | | | 2,000.00 | 2,000.00 |
| 304/TOWN OF ADAMS | 7/1/15 | FY2016 ADM EPA-2 | 2,000.00 | | | | 2,000.00 |

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Jul 31, 2015

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

| Customer ID Customer | Date | Invoice/CM # | 0 - 30 | 31 - 60 | 61 - 90 | Over 90 d | Amount Due |
|--|---|--|-----------------|---|---------|-------------------|---|
| TOWN OF ADAMS | | | | | | | |
| 304/TOWN OF ADAMS | | | 2,000.00 | | | | 2,000.00 |
| TOWN OF ADAMS | | | | | | | |
| 310/MBPT2 MASSDOT#77954 - MBPT2 | 6/30/15 | 310-063015-9.2 | | 6,768.98 | | | 6,768.98 |
| 310/MBPT2 | | | | 6,768.98 | | | 6,768.98 |
| MASSDOT#77954 - MBPT2 | | | | | | | |
| 317/FRCOG/WF FRANKLIN REGIONAL COUNCI | 4/22/15 6/30/15 | 317-033115 317-063015 | | | | 13,221.39 | 13,221.39 |
| | | | | 6,717.96 | | | 6,717.96 |
| 317/FRCOG/WF | | | | 6,717.96 | | 13,221.39 | 19,939.35 |
| FRANKLIN REGIONAL COUN | | | | | | | |
| 320/LEE/BFAWP TOWN OF LEE | 6/23/15 6/23/15 6/23/15 6/23/15 6/30/15 | CM 320-022815-09 320-033115-10R 320-043015-11R 320-053115-12 320-063015-13 | | -3,995.00 2,416.21 2,753.96 3,074.75 2,671.58 | | | -3,995.00 2,416.21 2,753.96 3,074.75 2,671.58 |
| 320/LEE/BFAWP | | | | 6,921.50 | | | 6,921.50 |
| TOWN OF LEE | | | | | | | |
| 325/PVPC/TL PIONEER VALLEY PLANNING C | 7/10/14 4/28/15 6/30/15 | 325-063014-3 325-033115-6 325-063015 | | | | -2.00 1,727.75 | -2.00 1,727.75 |
| | | | | 2,032.63 | | | 2,032.63 |
| 325/PVPC/TL | | | | 2,032.63 | | 1,725.75 | 3,758.38 |
| PIONEER VALLEY PLANNING | | | | | | | |
| 332/BHS/ BERKSHIRE HEALTH SYSTEMS | 6/30/15 | 332-063015-2 | | 3,914.31 | | | 3,914.31 |
| 332/BHS/ | | | | 3,914.31 | | | 3,914.31 |
| BERKSHIRE HEALTH SYSTE | | | | | | | |
| 335/LBD MASSDOT#82513 - LBD | 4/30/15 6/30/15 | 335-033115 335-063015-4 | | | | 1,375.71 | 1,375.71 |
| | | | | 2,326.88 | | | 2,326.88 |
| 335/LBD | | | | 2,326.88 | | 1,375.71 | 3,702.59 |
| MASSDOT#82513 - LBD | | | | | | | |
| 336/MAPC/POPA WESTERN MASS HOMELAND S | 6/8/15 6/30/15 | 336-053115-10 336-063015-11-FINAL | | 958.58 905.12 | | | 958.58 905.12 |
| 336/MAPC/POPA | | | | 1,863.70 | | | 1,863.70 |
| WESTERN MASS HOMELAND | | | | | | | |
| 342/MAPC/MR2 WESTERN MASSACHUSETTS H | 6/8/15 6/30/15 | 342-053115-8 342-063015-9-FINAL | | 3,370.89 1,352.70 | | | 3,370.89 1,352.70 |
| 342/MAPC/MR2 | | | | 4,723.59 | | | 4,723.59 |
| WESTERN MASSACHUSETTS | | | | | | | |
| 343 MAPC/ERC METROPOLITAN AREA PLANNI | 6/10/15 | 343-053115 | | 2,716.05 | | | 2,716.05 |
| 343 MAPC/ERC | | | | 2,716.05 | | | 2,716.05 |
| METROPOLITAN AREA PLAN | | | | | | | |

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Jul 31, 2015

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

| Customer ID Customer | Date | Invoice/CM # | 0 - 30 | 31 - 60 | 61 - 90 | Over 90 d | Amount Due |
|--|--------------------|------------------------------|--------|------------------------|---------|-----------------|------------------------|
| 344 LEE/RM TOWN OF LEE | 3/10/15 | 344 - FINAL BILL | | | | 1,295.33 | 1,295.33 |
| 344 LEE/RM TOWN OF LEE | | | | | | 1,295.33 | 1,295.33 |
| 349 BSAS/EOHHS BUREAU OF SUBSTANCE ABUS | 6/30/15 | 349-063015 | | 28,988.40 | | | 28,988.40 |
| 349 BSAS/EOHHS BUREAU OF SUBSTANCE ABU | | | | 28,988.40 | | | 28,988.40 |
| 350/BCBOHA BERKSHIRE COUNTY BOARDS | 6/30/15 | 350-063015-6 | | 1,272.11 | | | 1,272.11 |
| 350/BCBOHA BERKSHIRE COUNTY BOARD | | | | 1,272.11 | | | 1,272.11 |
| 357/GTB-SHF/CDBG TOWN OF GREAT BARRINGTON | 6/15/15 6/30/15 | 357-053115-5 357-063015-6 | | 13,415.83 16,101.87 | | | 13,415.83 16,101.87 |
| 357/GTB-SHF/CDBG TOWN OF GREAT BARRINGT | | | | 29,517.70 | | | 29,517.70 |
| 363/EDA/ABE DEPT.OF COMMERCE-EDA: ED | 6/30/15 | 363-063015-1 | | 7,363.41 | | | 7,363.41 |
| 363/EDA/ABE DEPT.OF COMMERCE-EDA: E | | | | 7,363.41 | | | 7,363.41 |
| 368/OTS/MP TOWN OF OTIS | 6/30/15 | 368-063015-3 | | 440.53 | | | 440.53 |
| 368/OTS/MP TOWN OF OTIS | | | | 440.53 | | | 440.53 |
| 373/STK/604B TOWN OF STOCKBRIDGE | 6/30/15 | 373-063015-1 | | 1,851.42 | | | 1,851.42 |
| 373/STK/604B TOWN OF STOCKBRIDGE | | | | 1,851.42 | | | 1,851.42 |
| 375 PWG/PF CHS TOWN OF CHESHIRE | 6/15/15 | 375-061515-1-CHS | | 4,950.00 | | | 4,950.00 |
| 375 PWG/PF CHS TOWN OF CHESHIRE | | | | 4,950.00 | | | 4,950.00 |
| 375 PWG/PF CNTY RENS COUNTY OF RENSSELAER | 6/15/15 | 375-061515-1 | | 19,800.00 | | | 19,800.00 |
| 375 PWG/PF CNTY RENS COUNTY OF RENSSELAER | | | | 19,800.00 | | | 19,800.00 |
| 375 PWG/PF LAN F/W TOWN OF LANESBOROUGH | 6/15/15 | 375-061515-1-LAN F/W | | 4,950.00 | | | 4,950.00 |
| 375 PWG/PF LAN F/W TOWN OF LANESBOROUGH | | | | 4,950.00 | | | 4,950.00 |

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Jul 31, 2015

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

| Customer ID Customer | Date | Invoice/CM # | 0 - 30 | 31 - 60 | 61 - 90 | Over 90 d | Amount Due |
|--|--------------------|------------------------------|------------------|----------------------|---------|-----------|----------------------|
| 376/EOT09 OFFICE OF TRANSPORTATION | 6/30/15 | 376-063015-3 | | 3,296.04 | | | 3,296.04 |
| 376/EOT09 OFFICE OF TRANSPORTATIO | | | | 3,296.04 | | | 3,296.04 |
| 379 PTS/BIC City of Pittsfield | 6/30/15 | 379-063015-3 | | 1,609.07 | | | 1,609.07 |
| 379 PTS/BIC City of Pittsfield | | | | 1,609.07 | | | 1,609.07 |
| 380 EGR/MIM TOWN OF EGREMONT | 6/11/15 6/30/15 | 380-053115-1 380-063015-2 | | 3,642.20 5,857.16 | | | 3,642.20 5,857.16 |
| 380 EGR/MIM TOWN OF EGREMONT | | | | 9,499.36 | | | 9,499.36 |
| 381/MAPC/HC METROPOLITAN AREA PLANNI | 6/30/15 | 381-063015-1 | | 8,000.00 | | | 8,000.00 |
| 381/MAPC/HC METROPOLITAN AREA PLAN | | | | 8,000.00 | | | 8,000.00 |
| 382/SND/MP TOWN OF SANDISFIELD | 6/30/15 | 382-063015-1 | | 1,245.04 | | | 1,245.04 |
| 382/SND/MP TOWN OF SANDISFIELD | | | | 1,245.04 | | | 1,245.04 |
| CITY OF PITTSFIELD CITY OF PITTSFIELD | 7/1/15 | FY16-PTS | 32,292.69 | | | | 32,292.69 |
| CITY OF PITTSFIELD CITY OF PITTSFIELD | | | 32,292.69 | | | | 32,292.69 |
| TOWN OF CLARKSBURG TOWN OF CLARKSBURG | 7/1/15 | FY16-CLK | 3.13 | | | | 3.13 |
| TOWN OF CLARKSBURG TOWN OF CLARKSBURG | | | 3.13 | | | | 3.13 |
| TOWN OF HANCOCK TOWN OF HANCOCK | 7/1/15 | FY16-HAN | 517.55 | | | | 517.55 |
| TOWN OF HANCOCK TOWN OF HANCOCK | | | 517.55 | | | | 517.55 |
| TOWN OF MONTEREY TOWN OF MONTEREY | 7/1/15 | FY16-MON | 693.68 | | | | 693.68 |
| TOWN OF MONTEREY TOWN OF MONTEREY | | | 693.68 | | | | 693.68 |
| TOWN OF NEW ASHFORD TOWN OF NEW ASHFORD | 7/1/15 | FY16-NAS | 164.57 | | | | 164.57 |
| TOWN OF NEW ASHFORD TOWN OF NEW ASHFORD | | | 164.57 | | | | 164.57 |

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Jul 31, 2015

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

| Customer ID Customer | Date | Invoice/CM # | 0 - 30 | 31 - 60 | 61 - 90 | Over 90 d | Amount Due |
|--|-------------|---------------------|------------------|-------------------|----------------|------------------|-------------------|
| TOWN OF PERU TOWN OF PERU | 7/1/15 | FY16-PER | 611.39 | | | | 611.39 |
| TOWN OF PERU TOWN OF PERU | | | 611.39 | | | | 611.39 |
| TOWN OF SAVOY TOWN OF SAVOY | 7/1/15 | FY16-SAV | 499.51 | | | | 499.51 |
| TOWN OF SAVOY TOWN OF SAVOY | | | 499.51 | | | | 499.51 |
| TOWN OF SHEFFIELD TOWN OF SHEFFIELD | 7/1/15 | FY16-SHF | 2,351.01 | | | | 2,351.01 |
| TOWN OF SHEFFIELD TOWN OF SHEFFIELD | | | 2,351.01 | | | | 2,351.01 |
| TOWN OF STOCKBRIDGE TOWN OF STOCKBRIDGE | 7/1/15 | FY16-STK | 1,405.41 | | | | 1,405.41 |
| TOWN OF STOCKBRIDGE TOWN OF STOCKBRIDGE | | | 1,405.41 | | | | 1,405.41 |
| TOWN OF W STOCKBRIDG TOWN OF WEST STOCKBRIDGE | 7/1/15 | FY16-WST | 942.71 | | | | 942.71 |
| TOWN OF W STOCKBRIDG TOWN OF WEST STOCKBRID | | | 942.71 | | | | 942.71 |
| Report Total | | | 50,323.93 | 211,089.32 | | 19,618.18 | 281,031.43 |

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Jul 31, 2015

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 |
|----------------------------|----------------------------|-------------|---------------------|------------------|----------------|----------------|---------------------|-------------------|
| CITY OF PITTSFIELD | CITY OF PITTSFIELD | 7/1/15 | FY16-PTS | 32,292.69 | | | | 32,292.69 |
| CITY OF PITTSFIELD | CITY OF PITTSFIELD | | | 32,292.69 | | | | 32,292.69 |
| TOWN OF CLARKSBURG | TOWN OF CLARKSBURG | 7/1/15 | FY16-CLK | 3.13 | | | | 3.13 |
| TOWN OF CLARKSBURG | TOWN OF CLARKSBURG | | | 3.13 | | | | 3.13 |
| TOWN OF HANCOCK | TOWN OF HANCOCK | 7/1/15 | FY16-HAN | 517.55 | | | | 517.55 |
| TOWN OF HANCOCK | TOWN OF HANCOCK | | | 517.55 | | | | 517.55 |
| TOWN OF MONTEREY | TOWN OF MONTEREY | 7/1/15 | FY16-MON | 693.68 | | | | 693.68 |
| TOWN OF MONTEREY | TOWN OF MONTEREY | | | 693.68 | | | | 693.68 |
| TOWN OF NEW ASHFORD | TOWN OF NEW ASHFORD | 7/1/15 | FY16-NAS | 164.57 | | | | 164.57 |
| TOWN OF NEW ASHFORD | TOWN OF NEW ASHFORD | | | 164.57 | | | | 164.57 |
| TOWN OF PERU | TOWN OF PERU | 7/1/15 | FY16-PER | 611.39 | | | | 611.39 |
| TOWN OF PERU | TOWN OF PERU | | | 611.39 | | | | 611.39 |
| TOWN OF SAVOY | TOWN OF SAVOY | 7/1/15 | FY16-SAV | 499.51 | | | | 499.51 |
| TOWN OF SAVOY | TOWN OF SAVOY | | | 499.51 | | | | 499.51 |
| TOWN OF SHEFFIELD | TOWN OF SHEFFIELD | 7/1/15 | FY16-SHF | 2,351.01 | | | | 2,351.01 |
| TOWN OF SHEFFIELD | TOWN OF SHEFFIELD | | | 2,351.01 | | | | 2,351.01 |
| TOWN OF STOCKBRIDGE | TOWN OF STOCKBRIDGE | 7/1/15 | FY16-STK | 1,405.41 | | | | 1,405.41 |
| TOWN OF STOCKBRIDGE | TOWN OF STOCKBRIDGE | | | 1,405.41 | | | | 1,405.41 |

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Jul 31, 2015

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

| Customer ID | Customer | Date | Invoice/CM # | 0 - 30 | 31 - 60 | 61 - 90 | Over 90 days | Amount Due |
|-----------------------------|---------------------------------|-------------|---------------------|------------------|----------------|----------------|---------------------|-------------------|
| TOWN OF W STOCKBRIDG | TOWN OF WEST STOCKBRIDGE | 7/1/15 | FY16-WST | 942.71 | | | | 942.71 |
| TOWN OF W STOCKBRIDG | TOWN OF WEST STOCKBRIDGE | | | 942.71 | | | | 942.71 |
| Report Total | | | | 39,481.65 | | | | 39,481.65 |

Updated 7/1/2015 with Hourly rates
 Revised 7/1/2015-6/30/2016
 Note: Exec Director revised rate Dec 4, 2014

PERSONNEL PAY PLAN

**Berkshire Regional Planning Commission
 FY16**

| | | | | | Cost of Living: 0.00% | | | March 2015 The Bureau of Labor Statistics Northeast Urban Cost of Living Index decreased by 0.40% over the preceding year. |
|---|---|----------------------------------|----------------------------------|-----------------------|----------------------------------|----------------------------------|-----------------------|--|
| SALARY | (Approved 6/4/2015) | 2015 | 2015 | 2015 | 2016 | 2016 | 2016 | |
| Position | Qualifications | Starting Salary | Mid-Range | Maximum Salary | Starting Salary | Mid-Range | Maximum Salary | |
| Executive Director | MA/MS + 5 years = 11 years | As established by the Commission | As established by the Commission | \$ 116,755.44 | As established by the Commission | As established by the Commission | \$115,588 | |
| Assistant Director | MA/MS + 5 years = 11 years | \$77,114 | \$87,196 | \$97,278 | \$77,114 | \$87,196 | \$97,278 | |
| Transportation Program Manager | MA/MS + 5 years = 11 years | \$70,104 | \$79,269 | \$88,435 | \$70,104 | \$79,269 | \$88,435 | |
| GIS, Data & IT Manager | MA/MS + 4 yrs = 10 years | \$56,606 | \$67,670 | \$78,735 | \$56,606 | \$67,670 | \$78,735 | |
| Community Development Program Manager | MA/MS + 4 yrs = 10 years | | | | \$56,606 | \$67,670 | \$78,735 | |
| Senior Planner - Transportation | MA/MS + 2 yrs = 8 years | \$52,657 | \$63,936 | \$75,215 | \$52,657 | \$63,936 | \$75,215 | |
| Senior Planner | MA/MS + 2 yrs = 8 years | \$52,657 | \$63,936 | \$75,215 | \$52,657 | \$63,936 | \$75,215 | |
| Planner - Transportation | MS = 6 years | \$45,590 | \$52,380 | \$59,170 | \$45,590 | \$52,380 | \$59,170 | |
| Planner | MA/MS = 6 years | \$45,590 | \$52,380 | \$59,170 | \$45,590 | \$52,380 | \$59,170 | |
| Associate Planner | BA/BS = 4 years | \$35,300 | \$38,965 | \$42,630 | \$37,820 | \$41,860 | \$45,790 | |
| Office Manager | BA/BS + 6 years = 10 years | \$40,596 | \$54,763 | \$68,931 | \$56,606 | \$67,670 | \$78,735 | |
| HOURLY RATES | (Approved 6/4/2015) | | | | | | | |
| Finance Administrator | BA/BS + 2 years = 6 years | \$18.81 | \$23.74 | \$28.67 | \$25.05 | \$28.78 | \$32.51 | |
| Office Assistant (p/t) | AA = 2 years | \$12.14 | \$14.89 | \$17.64 | \$12.14 | \$14.89 | \$17.64 | |
| Intern | Undergrad Student | \$11.78 | | | \$11.78 | | | |
| Intern | BA/BS/in 1 st yr of Grad School | \$12.81 | | | \$12.81 | | | |
| Intern | 2 nd yr of Grad Sch/MA/MS | \$13.32 | | | \$13.32 | | | |
| OFFSITE - HOURLY | (Aug Exec mtg to approve) | | | | | | | |
| Public Health Program Manager (offsite) | MA/MS + 5 years = 11 years | \$36.68 | \$37.53 | \$44.69 | \$31.10 | \$37.18 | \$43.26 | |
| Senior Planner (offsite) | MA/MS + 2 yrs = 8 years | \$35.90 | \$37.28 | \$43.91 | \$28.93 | \$35.13 | \$41.33 | |
| Planner - (offsite) | MA/MS = 6 years | | | | \$25.05 | \$28.78 | \$32.51 | |
| Associate Planner (offsite) | BA/BS = 4 years | \$20.78 | \$23.00 | \$25.16 | \$20.78 | \$23.00 | \$25.16 | |
| Inspector - (offsite) | BA/BS = 4 years and/or special certifications | | | | \$28.93 | \$35.13 | \$41.33 | |

| Hourly rate | | |
|-----------------|-----------|----------------|
| | 24 | 75.833 |
| 2016 | 2016 | 2016 |
| Starting Salary | Mid-Range | Maximum Salary |
| | | \$63.51 |
| \$42.37 | \$47.91 | \$53.45 |
| \$38.52 | \$43.55 | \$48.59 |
| \$31.10 | \$37.18 | \$43.26 |
| \$31.10 | \$37.18 | \$43.26 |
| \$28.93 | \$35.13 | \$41.33 |
| \$28.93 | \$35.13 | \$41.33 |
| \$25.05 | \$28.78 | \$32.51 |
| \$20.78 | \$23.00 | \$25.16 |
| \$31.10 | \$37.18 | \$43.26 |

corrected

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) is ill and requires 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 is 115 hours. Part-time permanent employees who work regularly less than 17 ½ hours per week will earn sick leave on a prorated rate of .058 hours earned to every hour worked 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 20 to 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 |
| 26 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.

| Average Hours worked | Hours earned per pay period | Maximum Hours |
|----------------------|-----------------------------|---------------|
| 15 to 19 | 1.1 | 57.5 |
| 10 to 14 | .60 | 28.8 |
| <u>1 to 9</u> | <u>.30</u> | <u>14.4</u> |

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.

Approved December 4, 2014 (DRAFT 7/27/2015 changes)

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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.

New Grants starting 7/1/2015 – 7/30/2015

| Name | Grant Amount FY16 |
|--|----------------------|
| MAPC - Multi-Agency Coordination Center Phase III - OUTREACH and ADOPT | \$10,000.00 |
| Stockbridge Bowl Management Plan Phase II - 319 | \$21,000.00 |
| MAPC - Regional Shelter | \$15,000.00 |
| Emergency Preparedness Planning | \$133,935.00 |
| BCBOHA - Prevention Wellness Trust Fund Tobacco - PWTFT | \$53,530.00 |
| MAPC - Community Organizations Active in Disasters - COAD16 | \$2,500.00 |
| Berkshires Tomorrow Inc. - TUFTS | \$86,000.00 |
| Stockbridge Sign Bylaw | \$2,800.00 |
| BERKSHIRE BENCHMARK - BERKSHIRE UNITED WAY 16 | \$15,000 |

Nathaniel Karns

From: Senator Ben Downing <connectacm@n2innovations.com>
Sent: Tuesday, July 28, 2015 10:18 AM
To: Nathaniel Karns
Subject: Update on Public Records Reform Bill from Senator Ben Downing

Re: H. 3665, An Act to improve public records

Dear Friend,

Thank you for sharing your concerns with H. 3665, *An Act to improve public records*. I have received a great deal of testimony from local officials throughout my district, most of it concerned with the effects that this legislation may have on small towns.

I am advised by my House colleagues that they have also been contacted by local officials from throughout the Commonwealth. Because so many legitimate concerns have been raised, the House of Representatives will delay consideration of this bill until September. The House hopes this additional time will allow them to work with all stakeholders to craft a stronger public records reform bill that can balance the needs of transparency with the practical considerations of local governments tasked with making records available.

I strongly suggest that you remain engaged in this conversation as the House works to redraft the pending bill. Currently H. 3665 is before the House Committee on Ways and Means. I will continue to monitor this situation, and please be assured that your testimony remains on file in my office.

Again, thank you for your correspondence and please do not hesitate to contact my office in the future.

Sincerely,

BENJAMIN B. DOWNING, *State Senator*

Berkshire, Hampshire, Franklin & Hampden District

**** This account does not receive incoming emails; please do not attempt to respond to this message. Email Senator Ben Downing at Benjamin.Downing@masenate.gov or through the "Contact" page on his website, www.SenatorDowning.com. Thank you!****



State Ethics Commission

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Summary of the Conflict of Interest Law for Municipal Employees

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

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

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

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

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

II. On-the-job restrictions.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

III. After-hours restrictions.

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

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

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

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

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

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

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

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

client's property.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

* * * * *

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

Version 6: Revised May 10, 2013

* * * * *

ACKNOWLEDGMENT OF RECEIPT

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

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

BERKSHIRE REGIONAL PLANNING COMMISSION
1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201
TELEPHONE (413) 442-1521 · FAX (413) 442-1523
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Executive Director

NOMINATION FORM

**Charles Kusik Award for Outstanding Contributions
to Planning in Berkshire County**

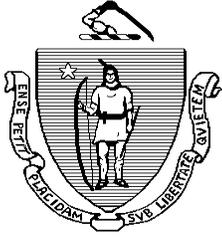
The Charles Kusik Award was instituted to recognize projects, groups, or individuals who have made outstanding contributions to planning in Berkshire County. Employees, Delegates and Alternates to the Berkshire Regional Planning Commission are not eligible for the award.

I nominate the following for the Charles Kusik Award:

I believe that this project, group, or individual deserves the award because:

Please return to: Executive Committee, BRPC, 1 Fenn Street, Ste. 201, Pittsfield, MA 01201
Fax Number: 413-442-1523
E-mail: nkarns@berkshireplanning.org

Nominations must be received no later than September 1, 2015.



**THE COMMONWEALTH OF MASSACHUSETTS
ENERGY FACILITIES SITING BOARD**

ONE SOUTH STATION
BOSTON, MA 02110
(617) 305-3525

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

**NOTICE OF PUBLIC COMMENT HEARINGS BY THE
MASSACHUSETTS ENERGY FACILITIES SITING BOARD:**

**NATURAL GAS PIPELINE AND ASSOCIATED FACILITIES IN
BERKSHIRE, ESSEX, FRANKLIN, HAMPDEN, HAMPSHIRE,
MIDDLESEX, AND WORCESTER COUNTIES PROPOSED BY
TENNESSEE GAS PIPELINE COMPANY**

Tennessee Gas Pipeline Company has proposed a new natural gas pipeline known as the Northeast Energy Direct Project (“Project”) to be constructed in Pennsylvania, New York, Connecticut, Massachusetts, and New Hampshire. In Massachusetts, the Project would include approximately 101.3 miles of new pipeline, plus additional facilities as indicated below:

Proposed New Pipeline Facilities in Massachusetts

| Facility Name | Diameter | Location(s) | Length |
|-------------------------|-----------------|---|---------------|
| MA Mainline Pipeline | 30 or 36 inch | Hancock, Lanesborough, Cheshire, Dalton, Hinsdale, Peru, Windsor, Plainfield, Ashfield, Conway, Shelburne, Deerfield, Montague, Erving, Northfield, Warwick, and Dracut | 63.75 miles |
| Fitchburg Lateral | 12 inch | Townsend & Lunenburg | 8.90 miles |
| Lynnfield Lateral | 20 inch | Dracut, Andover, Tewksbury, Wilmington, North Reading, Reading, & Lynnfield | 15.86 miles |
| Haverhill Lateral | 20 inch | Dracut and Methuen | 5.72 miles |
| Concord Delivery Line | 24 inch | Dracut | 0.51 miles |
| Maritimes Delivery Line | 30 inch | Dracut | 1.20 miles |
| Peabody Lateral | 24 inch | Lynnfield, Middleton, Peabody, and Danvers | 5.37 miles |

Additional Proposed Facilities in Massachusetts

| Facility Type | Locations |
|---|--|
| New compressor stations (3 in total) | Windsor, Northfield, Dracut |
| New meter stations (10 in total) | Lanesborough, Dalton, Deerfield, Dracut (3), Lynnfield, Lunenburg, Longmeadow, Everett |
| Modifications to existing meter stations (2 in total) | North Adams, Methuen |

The Project is currently being reviewed by the Federal Energy Regulatory Commission (“FERC”) in what is called the Pre-Filing Process. FERC will prepare an Environmental Impact Statement (“EIS”) to satisfy the requirements of the National Environmental Policy Act. The EIS will be used by FERC to consider the environmental impacts that could result if it approves the Project. FERC is required to review and recommend measures to avoid, minimize or mitigate such impacts.

The Massachusetts Energy Facilities Siting Board (“Siting Board”) participates in FERC proceedings for natural gas pipelines to represent the interests of the Commonwealth and its citizens. The Siting Board will hold four public hearings to hear directly from residents, officials, and other interested persons about their concerns relating to the Project. The Siting Board hearings below are separate and distinct from the public hearings being held by FERC.

Monday, August 3, 2015, 7:00 p.m.
Dracut Senior High School Auditorium
1540 Lakeview Avenue
Dracut, MA 01826

Tuesday, August 4, 2015, 7:00 p.m.
Taconic High School Auditorium
96 Valentine Road
Pittsfield, MA 01201

Wednesday, August 5, 2015, 7:00 p.m.
Greenfield Community College
1 College Drive (Dining Commons)
Greenfield, MA 01301

Thursday, August 6, 2015, 7:00 p.m.
Lunenburg High School Auditorium
1079 Massachusetts Avenue
Lunenburg, MA 01426

The Siting Board also seeks written comments concerning the proposed Project. Comments should be sent by email to both Stephen.August@state.ma.us and dpu.efiling@state.ma.us or by U.S. mail to: Energy Facilities Siting Board, One South Station, Boston, Massachusetts 02110, Attention: Stephen August, Presiding Officer. The comments should be sent to the Siting Board by August 13, 2015. The Siting Board will use the comments it receives, whether oral or written, in drafting a comment letter on the Project to FERC. If you have any questions, please contact Stephen August at the e-mail or physical address above.

Additional information about the Project is available on the FERC website (<http://www.ferc.gov>). Click on the eLibrary link, click on “General Search” and enter the FERC docket number “PF14-22”. For assistance, please contact FERC Online Support at ferconlinesupport@ferc.gov or call FERC at 1-202-502-8659 or 1-866-208-3676.



The Official Website of the Governor of Massachusetts

**Governor
Charlie Baker**

Home Press Office Press Releases First Community Compact Applications Launched

CHARLIE BAKER
GOVERNOR

KARYN POLITO
LIEUTENANT GOVERNOR

Media Contact

Elizabeth Guyton
elizabeth.guyton@state.ma.us

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For Immediate Release - June 08, 2015

Baker-Polito Administration Launches First Community Compact Applications

Cities and towns pledge to implement best practices, eligible for state assistance and other incentives

BOSTON – Today, the Baker-Polito Administration launched the application process for the Community Compact, an opportunity for cities and towns to enter into partnerships with the state to accomplish mutually agreed upon goals. The Community Compact is the result of Governor Charlie Baker’s first [Executive Order](#) signed in January which created a cabinet to strengthen the Administration’s partnerships with cities and towns. An online portal will be available to local leaders that details the process, commitments, and incentives.

“We have traveled to every corner of the Commonwealth to meet with municipal leaders and learn more about the best ways to partner with our communities, and today we’re proud to launch this application process for the Community Compact,” said **Lt. Governor Polito**. “By promoting best practices and incentivizing our cities and towns, I look forward to championing this effort to create better opportunities for our schools and communities.”

The Community Compact will offer clear mutual standards, expectations, and accountability for both the state and municipalities as both partners seek to create better government for our citizens.

COMMUNITY COMPACT PROCESS:

- A municipal leader completes the [application](#) available at mass.gov/ccp where their city or town pledges to adopt one or more [best practices](#). Municipalities may apply once during this round, and applications will be accepted on a rolling basis. As a partnership, the Commonwealth agrees to fulfill its own set of [commitments](#).
- All applications are reviewed by the Division of Local Services within a month of submission.
- Once approved, both the municipal leader (i.e. Mayor or Board of Selectmen Chair) and Lieutenant Governor Polito will sign the Community Compact.
- The Commonwealth will provide technical assistance, as needed, to the municipality to develop or implement their chosen best practice(s).
- To reward those communities striving to become more innovative and accountable, the Commonwealth offers incentives through various state grants and programs. For example, the fifth annual round of the MassWorks Infrastructure Program is now open, and municipalities who have begun the process of signing a Community Compact will benefit on their MassWorks grant application.

More information on the compacts, obligations, incentives, and deadlines can be found on the [FAQ page of the website](#).

About the Community Compact Cabinet:

Over the last four months, the Community Compact Cabinet—chaired by Lt. Governor Polito and comprised of the secretaries of Housing & Economic Development, Education, Transportation, and Energy & Environmental Affairs, the Senior Deputy Commissioner of Local Services, the Assistant Secretary of Operational Services, and the Chief Information Officer of the Commonwealth—developed, in consultation with cities and towns, the best practices included on the application. The Cabinet members have and will continue to champion municipal interests across all executive secretariats and agencies, helping state agencies be better partners with municipalities and better leveraging their resources for the benefit of communities across the Commonwealth.

###

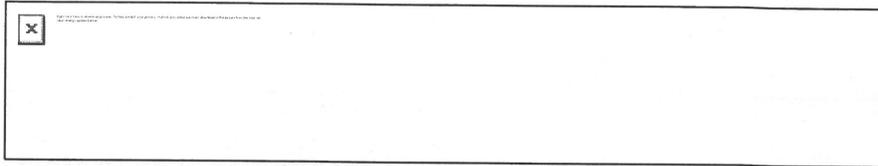
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Nathaniel Karns

From: Massachusetts Department of Energy Resources <green.communities@state.ma.us>
Sent: Thursday, June 18, 2015 4:18 PM
To: Nathaniel Karns
Subject: DOER Update: Mid-June Green Communities Update



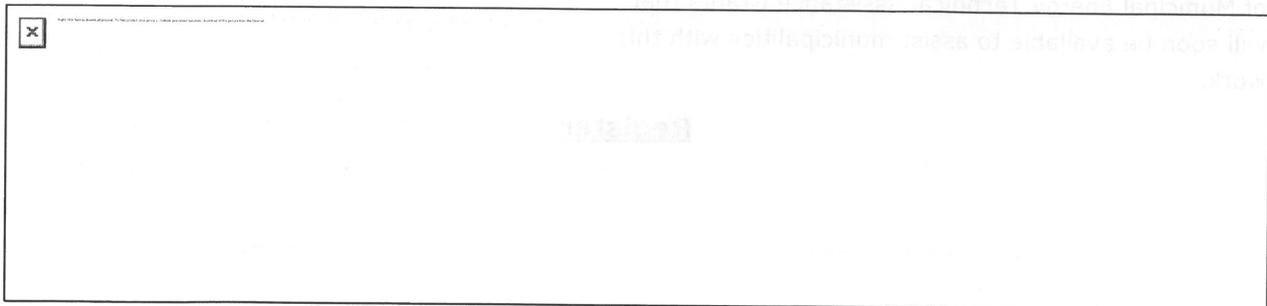
Municipal Energy Technical Assistance Grant Round Opens June 22

The Green Communities Division is making \$350,000 available for a new round of Municipal Energy Technical Assistance (META) grants (formerly known as Owner's Agent Technical Assistance) that will open on June 22 at 9 a.m.

These grants are for independent third parties who help municipalities, regional school districts, and water/wastewater districts negotiate, develop and manage energy projects, or who perform studies to support the development of such projects. The 2015 round of META grants is available to all Massachusetts municipalities (regardless of Green Community designation status), regional school districts, and water and wastewater districts.

Please refer to the [Program Opportunity Notice](#) for information about eligible projects and other details. Note also that the Division will review applications submitted on a first-come, first-served basis, and that no applications will be accepted before 9 a.m. on June 22. After that time, the Division will continue to accept and review applications on a rolling basis as long as funding lasts.

All questions should be referred to Paul Carey at paul.s.carey@state.ma.us. A Q&A is posted to the DOER [Grants and Contracts page](#) and will be updated periodically.



Municipal and Green Technology Collaboration

Proposal to Create a County-Wide Economic Development District in Berkshire County

The Berkshire Regional Planning Commission (BRPC) proposes the following:

- BRPC will conduct outreach to the thirty-two municipalities in Berkshire County to seek the commitment from at least a majority of the municipalities to support the economic development activities of the District Organization.
- BRPC will petition the Economic Development Administration (EDA) to designate Berkshire County as an EDA designated Economic Development District within the meaning of 13 C.F.R. 304.
- BRPC will petition the EDA for BRPC to be designated as the District Organization within the meaning of 13 C.F.R. 304.
- BRPC will establish a District Organization Governing Board to guide BRPC in its function as the District Organization.
- The members of the District Organization Governing Board shall be selected from members of the Berkshire Region Comprehensive Economic Development Strategy Committee (CEDS Committee).
- The CEDS Committee shall be responsible for appointing members to the District Organization Governing Board in accordance with its Procedural Rules. (*see Procedural Rules attached*).
- The District Organization Board shall consist of the following members:
 - 1 member representing BRPC
 - 3 members representing local governments
 - 1 member representing private sector businesses
 - 2 members representing any of the following: Chamber of Commerce Executive Director, representatives of economic development organizations, representatives of workforce development boards, institutions of higher education, minority and labor groups and private individuals.

Berkshire County Economic Development District (EDD) Governing Board Procedural Rules

ARTICLE I – PURPOSE

The purpose of the Berkshire County Economic Development District (EDD) Governing Board is to guide the Berkshire Regional Planning Commission (BRPC) in its function as the District Organization designated by the federal Economic Development Administration (EDA) in _____ (*insert date*) to serve Berkshire County.

The EDD Governing Board is coordinated and supported by BRPC to provide guidance to BRPC, complement the planning work of the Comprehensive Economic Development Strategy (CEDS) Program and the CEDS Committee, and sponsor activities to build local capacity and foster collaboration to implement economic development polices, projects and initiatives. The EDD Governing Board activities serve the “CEDS Region,” defined as the thirty-two municipalities of Berkshire County.

ARTICLE II – ORGANIZATION

As the BRPC is funded by the EDA to implement District Organization activities for Berkshire County, the EDD Governing Board membership shall be in compliance with the current EDA regulations¹. According to current EDA regulations, the Governing Board must be broadly representative of the principal economic interests of the region, including the private sector, public officials, community leaders, representatives of workforce development boards, institutions of higher education, minority and labor groups and private individuals.

The EDD Governing Board membership shall be as follows:

- 1 member representing BRPC
- 3 members representing local governments
- 1 member representing private sector businesses
- 2 members representing any of the following: Chamber of Commerce Executive Director, representatives of economic development organizations, representatives of workforce development boards, institutions of higher education, minority and labor groups and private individuals.

The CEDS Committee shall be the appointing authority for the District Organization Governing Board. Only members of the CEDS Committee are eligible for appointment to the District Organization Governing Board.

EDD Governing Board members may assign an alternate to represent them when absent.

¹13 C.F.R. Chapter III, Part 304.2 (c)(2), as of March 31, 2015.

ARTICLE III - POWERS AND DUTIES

The EDD Governing Board shall have the following powers and duties:

- To convene and conduct meetings at least twice a year. Meetings may be convened on topics important to the EDD Governing Board and implementation of the CEDS Program. Meetings will be open and accessible to the public, and allow an opportunity for the public to comment on CEDS Program activities. Public notice of these meetings will be posted at least 48 hours in advance of the meeting.
- To give guidance to BRPC on economic development planning, research, and CEDS Program implementation activities, and make recommendations for policies, projects, and initiatives to the CEDS Committee and BRPC.
- To make available to the public, as may be reasonably requested, notices, minutes, financial reports, and other such materials prepared for the EDD Governing Board.
- To implement the CEDS Program and activities of the EDD Governing Board and BRPC in compliance with applicable civil rights requirements².

ARTICLE IV - OFFICERS, COMMITTEES, MEETINGS, RULES OF PROCEDURES, AND TERMS OF OFFICE

(1) OFFICERS

The EDD Governing Board shall elect for a two-year term from among its members a Chair, a Vice Chair and a Clerk, and other officers if it so desires, each of whom shall hold his/her office until his/her successor is elected and qualified. The annual election will be during the June meeting, unless otherwise determined. The date of officer elections will be announced at the meeting prior to election to identify potential nominees. A slate of nominations for officers will be mailed to CEDS Committee members at least 14 calendar days in advance of the election. An officer-elect will take possession of his/her office immediately upon the election becoming final. Upon a vacancy in the office of Chair, the Vice Chair shall assume the office of the Chair and shall serve in said capacity until the next annual election. The Clerk shall review the minutes of the EDD Governing Board meetings for accuracy and shall recommend such minutes for adoption by the EDD Governing Board with amendments as required.

(2) COMMITTEES

The EDD Governing Board may establish such advisory committees as may be needed to perform its function and duties.

(3) MEETINGS

The EDD Governing Board shall meet at least twice in a calendar year. In addition, the EDD Governing Board shall meet at such other times as the Chair or Vice Chair shall determine or upon the written petition of five (5) members.

² 13 C.F.R. Chapter III, Part 302.20 (b), as of March 31, 2015

(4) RULES OF PROCEDURES

The EDD Governing Board shall utilize the procedures contained herein for its activities and shall keep a record of its meetings, transactions, resolutions, findings and determinations, all of which shall be a public record. If no other procedures are specified herein, the EDD Governing Board shall follow the most recent edition of Robert's Rules of Order.

(A) QUORUM

The minimum number of members required to be present for business to be transacted shall be four (4) members of the EDD Governing Board.

(B) AMENDMENT OF PROCEDURAL RULES

These procedural rules may be amended at any meeting of the EDD Governing Board by a two-thirds (2/3) majority, where at least a quorum of members are present and voting, and provided that a copy of the proposed amendment has been sent to all members at least 14 calendar days in advance of said meeting.

(C) VOTING

Each member of the EDD Governing Board shall have one vote which may be an "aye" vote or a "no" vote, unless the member abstains from voting.

(D) TERMS OF OFFICE

Each EDD Governing Board member shall serve a term of three years. In the event of a vacancy, the appointing entity will be contacted to determine their EDD Governing Board member appointment.

BERKSHIRE REGIONAL PLANNING COMMISSION

1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201

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

www.berkshireplanning.org

SHEILA IRVIN, Chair
RENE WOOD, Vice-Chair
MARIE RAFTER, 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: July 16, 2015
RE: **June Technical Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of June 2015. 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 |
|------------------------|---|--|
| Becket | Provided technical assistance in a DOER grant application. | Green Committee Member |
| Egremont | Provided assistance with common driveway question and reviewed local bylaw. | Planning Board Member |
| Lenox | Respond to requests for information regarding process for appeals from the Historic District Commission. | Town Planner & Historic Commission Members |
| Sheffield | Provided information on zoning bylaws for illuminated signs. | Planning Board Member |
| Sheffield | Provided information on Green Communities designation and energy efficiency in municipal buildings; inquire about creating regional network of Green Committees peer group to share ideas. Provided examples of projects other towns have done. | Green Committee Member |
| Tyringham | Provided assistance in locating education documents for the ZBA. | Clerk |

| Town/City/State | Municipal Technical Assistance | Board/Organization |
|-----------------|--|-----------------------|
| Tyringham | Provided assistance with questions on solar energy and wind energy bylaws. | Planning Board Member |

| Assistance Recipient | Non-Municipal Technical Assistance | Organization |
|----------------------|------------------------------------|------------------------------|
| Private | Provided traffic counts. | Potential Business in Dalton |

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Executive Director

MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission
FROM: Nathaniel W. Karns, AICP, Executive Director
DATE: June 3, 2015
RE: **May Technical Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of May 2015. This assistance was provided in response to requests staff received as identified in the Board/Organization column. Responses to requests were supported by local assessment funds or grant funds, if available and permitted by the funding agencies. This report is intended to keep municipal officials informed regarding the uses to which local assessment funds are put and to indicate the types of local and technical assistance that BRPC can provide. If assistance to others may be useful to your community, please feel free to contact us for details.

| Town/City/State | Municipal Technical Assistance | Board/Organization |
|------------------------|--|------------------------------|
| Egremont | Respond to questions about a map and data that BRPC produced in 2010. | Historical Commission Member |
| Mt. Washington | Provided assistance with interplay of local zoning code and state building code. | Planning Board Member |
| New Ashford | Responded to request for potential assistance to update Subdivision Rules & Regulations from member of Town Finance Committee. | Finance Committee Member |
| Stockbridge | Provided assistance with the review of the sign bylaw to the committee. | Sign Committee Member |
| Williamstown | Provided examples of Berkshire towns with a demolition delay bylaw in preparation for town meeting. | Assessor |

| Assistance Recipient | Non-Municipal Technical Assistance | Organization |
|-----------------------------|---|-------------------------------|
| Private | Responded to request for a letter of support for grant application. | Housatonic Valley Association |

