

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
GALE LABELLE, Clerk
CHARLES P. OGDEN, Treasurer

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

MEETING NOTICE

A meeting of the Berkshire Regional Planning Commission
will be held on:

Thursday, March 21, 2013 at 7:00 p.m.

Berkshire Regional Planning Commission Offices
Pittsfield, Massachusetts

Meeting Material: All written materials for the meeting are posted on BRPC's website:
www.berkshireplanning.org. Click on the calendar date for the meeting and materials available
will be listed.

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

AGENDA

I. Opening (7:00-7:05)

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes of January 17, 2013 Meeting

II. Comments from the Public (7:05-7:10)

*Members of the public may offer comments regarding topics which are on the agenda or
other matters which they wish to bring to the Commission's attention. Comments are limited
to no more than three minutes and are to be directed to the Commission.*

III. A "Primer" on Affordable Housing (7:10-7:40)

*As a follow-up to the Housing discussion at January's meeting and as part of this Winter/Spring's focus
on Housing and Neighborhoods in the Sustainable Berkshires Plan, Dave Christopolis, Executive
Director of the Hilltown Community Development Corporation will provide an overview on affordable
housing – focusing on "work-force" housing, senior housing, and some of the other common terminology
and programs that permeate the housing world.*

IV. Delegates' Issues (7:40-7:45)

Delegates and Alternates may bring up any issue not on the agenda.

V. Climate Energy Game (7:45-8:30)

Staff recently held two public forums to gather input for the new regional energy plan. Attendees were
asked to play a climate action game whereby they determine what mix of efficiency and renewable

(over)

energy options they prefer to achieve the state's goal of 25% reductions of CO2 by 2020 in Berkshire County. Now it's your time to play! Staff will introduce the game, including some of the energy baseline inventory information.

VI. Siting of Medical Marijuana Facilities (8:30-8:50)

The BRPC Regional Issues Committee has developed comments for consideration by the full Commission to be submitted to the Massachusetts Department of Public Health regarding the development of regulations regarding the siting of medical marijuana growing, processing and distribution facilities. Essentially the Committee would like DPH to leave those aspects which pertain to land use primarily to local governments and for DPH to primarily to focus on the medical and applicant qualification issues which this topic raises.

VII. Approval of Executive Committee Actions between January 17 and March 21, 2013 (8:50-8:55)

VIII. Executive Director's Report (8:55-9:00)

- A. Award of Community Innovation Challenge Grant to Expand the Berkshire Public Health Nursing Program
- B. Improving Stream Crossings Workshops –March 19 (Pittsfield) or March 26 (Greenfield)
- C. 2013 Massachusetts Trails Conference – May 4th, Devens
- D. DHCD Planning & Community Development Conference – May 7th, Devens
- E. 5th Thursday Planning & Zoning Board Dinner – May 30th
- F. Other

IX. Adjournment (9:00)

Other interested citizens and officials are invited to attend.

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

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NATHANIEL W. Karns
Executive Director

DRAFT MINUTES OF THE BERKSHIRE REGIONAL PLANNING COMMISSION MEETING

Thursday, January 17, 2013
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: 7:01 PM

Sheila Irvin reminded all per 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 at the meeting.

B. Roll Call

The following Commission members are present:

Gale LaBelle – Becket Delegate
Timothy Zelazo – Florida Delegate
Chris Rembolt – Gt. Barrington Alternate
Jack Hickey – Lanesborough Alternate
Tom Wickham – Lee Delegate
Mark Smith – Lenox Delegate
Wayne Burkhart – Monterey Alternate
Robert Bott – Mt. Washington Delegate
James Lovejoy – Mt. Washington Alternate
James Mullen – New Marlborough Delegate
Kyle Hanlon – North Adams Delegate
Sheila Irvin – Pittsfield Delegate
Rene Wood – Sheffield Alternate
Kate Fletcher – Stockbridge Delegate
Marie Raftery – Stockbridge Alternate
Ed Nardi – Tyringham Delegate
Sarah Hudson – Tyringham Alternate
Marilyn Wiley – Washington Delegate
Pat Dunlavey – Williamstown Delegate
Roger Bolton – Williamstown Alternate

Staff Present:

Nat Karns - Executive Director
Tom Matuszko – Assistant Director
Marianne Sniezek - Office Manager
Mark Malloy- GIS, Data, IT Manager
Doug Plachcinski – Senior Transportation Planner
Pat Mullins – Senior Planner
Lindsay Errichetto - Planner

Others Present:

Gary Shepherd – Berkshire Regional Transit Authority
Bob Malnati – Berkshire Regional Transit Authority
Mark McClanan – Berkshire Regional Transit Authority
Brad Gordon – Berkshire County Regional Housing Authority
Andy McKeever – Iberkshire staff
Jim Therrien – Berkshire Eagle staff

C. Approval of Minutes of Commission Committee Meeting of November 15, 2012

Rene Wood moved to approve the minutes with a correction to a typo, seconded by Kyle Hanlon. Unanimously approved with 2 abstentions.

II. Public Comments – none

III. Delegate Issues – none

IV. Consideration of Comments on Environmental Notification Form for Main Street (Great Barrington) Reconstruction Project

Senior Transportation Planner Doug Plachcinski presented a brief overview of the ENF for the Main Street Great Barrington Reconstruction Project. The project requires a MEPA review based on the removal of shade trees that exceeds the transportation threshold of fourteen inches or more in diameter. The removal of 33 shade trees will be replaced with 68 new trees. BRPC's comments included the trees used should be native plant species where appropriate instead of cultivars or non-native ornamental trees. BRPC has suggested the planting should be guaranteed for a minimum of 2 year and have a maintenance plan.

Members of the Commission asked whether the project would increase traffic speeds in the downtown. Mr. Placincski indicated that while unnecessary delay at traffic lights would be decreased, thereby decreasing the time it takes for vehicles to move through downtown, it would not increase speeds. A second question was whether all modes of travel were being accommodated (bikes, transit, walking, as well as cars) and the response was that yes, bike accommodation was being provided along the inside travel lane (hence the 14 foot lane width).

Rene Wood moved to approve the Clearinghouse Review Report as written, seconded by Jack Hickey. Unanimously approved

V. Presentation of the Berkshire Regional Transit Authority's 10-Year Vision by BRTA Administrator Gary Shepherd

Gary Shepard stated "This upcoming legislative session, particularly with the budget, will be very important for transportation." To implement BRTA's vision of increased ridership, increased revenue is needed. Mr. Shepard presented to the Commission the Berkshire Regional Transit Authority's 10 year vision to serve our customer what they want. They want greater frequency of service, shorter headways, later evening service, longer service on Saturday, and service on Sunday.

The BRTA would like to extend hours to 10 or 11 at night and days of service with bidirectional routes. Currently buses run every hour. Buses should run every 30 minutes, Saturday hours should be extended and there should be service on Sunday. The economy has changed. We are a 7 day a week 24 hour economy. Thursday and Sunday are the busiest days of the week for many tourist accommodations. BRTA can get people to work but cannot get people who work 3rd shift home. The BRTA can't get people to work on Sundays. Mr. Shepherd stressed increased ridership will help the economy.

The BRTA would like to take the current fixed routes and breakdown the larger "metropolitan" areas into three circular runs. They would like to use mini buses to run shorter bidirectional runs in and around Pittsfield, North Adams and Great Barrington and feed those riders into the express runs (larger buses).

BRTA started providing a bidirectional route in Pittsfield and ridership has increase by 30 percent and increased wheelchairs by 50% without changing hours of service.

Other changes would be adding transfer stations to cut down on deadhead time. An example would be currently sending an empty bus to North Adams. The use of an Intelligent Transportation System (ITS) will allow BRTA to schedule more efficiently. We could have digital bus signs of when a bus would arrive at a stop. We could deviate from a route to pick up a passenger and still be on time to the next stop. Flexible routes could be provided for smaller communities. In the Williams College area BRTA is currently flexing off the current routes to get students where they need to go and when they want to go.

Jamie Mullen encouraged all to write letters of support to our officials regarding the importance of financing the Berkshire Regional Transit Authority. Jamie also restated that 13% of the people do not own cars.

In Amherst there is a five college system paid by the colleges. The use of electronic messaging uses Quick Response codes (QR codes) used on your phones. The system will be tested here with MCLA, BCC and Williams.

James Lovejoy talked about the finances. One cent on sales tax goes to the MBTA; the BRTA does not receive any of this money. There is talk about increasing taxes. The financial conversation is important and needs to be addressed. Gary gave a hypothetical suggestion: keep the 1 cent sales tax generated in the Berkshires in the region to pay for transportation here and only increase the income tax in the area using the MBTA where the income is higher.

Nat informed the group the Transportation Committee, chaired by Sam Haupt will address the financial issues. Members are welcome to the meeting.

VI. Housing Issues in Berkshire Communities – Focused Commission Discussion

Mark Malloy explained the hand out on Median Housing Costs table by Community.

Brad Gordon, Executive Director of the Berkshire County Regional Housing Authority, stressed the data below does not include how people get to their job.

The number of hours a household making minimum wage and living in Berkshire County needs to work to afford

- A one bedroom apartment = 67 (1.7 jobs)
- A two bedroom apartment = 77 (1.9 jobs)
- A three bedroom apartment = 105 (2.6 jobs)
- A four bedroom apartment = 108 (2.7 jobs)

Mr. Gordon asked each delegate and alternate to explain “What are you seeing in your community?”

Timothy Zelazo – Florida

- Senior Issue – keeping seniors in Florida
- Whitcomb Summit is in foreclosure - would be a perfect place for seniors
- In the 70's in Colorado smaller duplexes and multifamily projects where integrated into the community.

Kate Fletcher – Stockbridge

- Year round people can't afford because second homes raises taxes
- Transportation is not flexible
- Employers are not flexible to allow car pooling
- High rent

Marie Raftery – Stockbridge

- Small town – older people
- No Transportation. Must have a car.
- Young families cannot not afford to buy in Stockbridge
- Second home owners are driving up the house prices.

Marilyn Wiley – Washington

- 3rd and 4th generation people are struggling and cannot afford housing.
- Commute to Pittsfield is easy
- Not aware of any rental units in Washington

Sarah Hudson – Tyringham

- Center of Town should have different zoning to allow more duplexes, small houses on smaller lots.
- Transportation is an issue
- High rent
- Year round people can't afford because second homes raises taxes

Mark Smith – Lenox

- Shortage of affordable housing
- New mixed housing across from Caligari's
- Creating two family houses
- Tourists effect the affordability

James Mullen – New Marlborough

- Revised Zoning (from 1 zone to 5 villages) making the rules easier to build up to 6 units of multi-family, mixed incomes and new buildings 2 stories.
- Aging Population - allow housing in the villages
- No apartments available
- Younger population marrying later and not having children - smaller housing needed
- Need finances for Transportation.
- Lack of fiber optics
- Increase density and activities in the center while still dealing with no municipal water and sewer

- Should not segregate lower income and elderly

Tom Wickham – Lee

- Replacement for mill jobs are service jobs in Lee
- Lack of affordable housing
- Try Cluster zoning to allow affordable housing.
- No 2 acre lots with small house
- Lack of jobs. You need to get a job to get a house.

Brad Gordon commented Pittsfield and North Adams have housing for the people in the service jobs. People who have the service jobs cannot afford housing in the community where they work.

Kyle Hanlon – North Adams

- Lowest income in the county
- Can't afford heat
- Substandard housing conditions (sewage leakage and inadequate utilities)
- Absentee landlords
- Inspection services are overwhelmed

Brad Gordon commented affordable housing many times means substandard conditions which becomes a public health issue. Lead paint is still an issue.

Chris Rembolt – Gt. Barrington

- In the middle of developing their master plan
- Older houses are big and drafty
- High cost to convert single family homes to two family
- High heating cost
- Hard to build or rent because of the cost
- Low vacancy in rentals
- Gt. Barrington has added very few affordable housing units
- Need better deals/approach to create 50 units. Those deals come around every 20 years.
- Need diverse income neighborhoods.

Pat Dunlavy – Williamstown

- 100 units lost at the Spruces and 60 more units could be lost
- Interest is high due to the issue at the Spruces
- Williamstown only added 16 units of affordable units in 10 years.
- Net Employer - Employ more than the people who live in town. People from North Adams or Pittsfield work in Williamstown.
- Need to undo zoning from the 80's that is against affordable housing,
- Need more density in the town center

Roger Bolton – Williamstown

- Culture attracts higher income people that drive up taxes
- The huge effort for a small increase in affordable units
- Children who grew up in Williamstown do not stay due to high price of housing and the job market

James Lovejoy – Mt. Washington

- Very Rural
- Major income inequality
- Property value and high taxes
- Town economy depends on the people who are raising our taxes
- Small companies cannot afford to pay higher wages without endangering their survival.

Jack Hickey – Lanesborough

- Rental cost are high
- Highest tax rate in the county, while nearby Hancock is one of the lowest. Hancock is 30% lower than Lanesborough.

Gale LaBelle – Becket

- Young people are living in Sherwood Forest in seasonal cabins.
- Grants are helping fix the Forest area up.
- Elderly housing issue – no transportation and nowhere to go.
- Multiple families are living together
- Passed a Multi-Family Residential Bylaw

Wayne Burkhart – Monterey

- Need for affordable housing
- Need to change the original zoning of 2 acres and 200 ft frontage which does not allow multi units.

Rene Wood – Sheffield

- Exploitation of renters through high cost of rent. The more you can spend the more you can get.
- Few available affordable units.
- Health Issues
- Impact on employers because people cannot afford to live in town. Limits the pool of candidates
- Sheffield has multi family, boarding houses and home-occupations are allowed.
- High cost of building and cost of building lots
- No housing means no young people which means no economic growth and no increase in tax base.
- Aging population

Sheila Irvin – Pittsfield

- A number of affordable units are available. However, many are in poor condition and need major rehabilitation work.
- Older houses have lead or there is no accessibility for the disabled
- Aging people have a difficult time finding 1 or 2 bedroom places to live.

Brad Gordon commented large employers do not step up to assist with affordable housing. If we subsidize housing then we subsidize the employer. In Pittsfield and Adams there is a 50% turnover rate in the schools based on residential instability. Employers should support housing or provide housing.

VII. Sustainable Berkshires – Update and Program for 2013

Tom Matuszko explained the next section will focus on housing and neighborhoods over the next few months. There will be many upcoming public workshops that Tom encouraged all to attend.

VIII. Appointment of Member to the Berkshire County Regional Housing Authority Board

Jamie Mullen made a motion to re-appoint Lisa Sloane, seconded by Kyle Hanlon. Unanimously approved.

IX. Approval of Community Assessment Rate for FY 2014

Rene Wood made a motion to increase the Community Assessments by 2 1/2%, seconded by Wayne Burkhart. Unanimously approved.

X. Approval of Executive Committee Actions between November 15 and January 3, 2013

Ed Nardi moved to approve, seconded by Gale LaBelle. Unanimously approved.

Nat suggested all municipalities look at the issue of Employee vs. Independent Contractor.

XI. Executive Director's Report

- Farewell to Bookkeeper Carrie Leblanc and Welcome to Bookkeeper Linda Ludwig**
- Promotion of Brian Domina to Senior Planner**
- 5th Thursday Planning & Zoning Board Dinner – January 31st, ITAM Lodge, Pittsfield**
Nat reminded all of the dinner.
- Wrap up of District Local Technical Assistance Program for 2012**
- District Local Technical Assistance Program for 2013**
- Initiation of Housatonic Railroad Passenger Station Planning Project**
- The (Non) Risk of Hydraulic Fracturing in the Berkshires**
- Local Land Use Regulation of Medical Marijuana Facilities**
- Other**

XI. Adjournment

Rene Wood made a motion to adjourn, seconded by Ed Nardi. Unanimously approved. Adjourned at 9:05 pm.

Materials distributed or presented during this meeting:

- Meeting Agenda
- Draft Meeting Minutes
- Approval of Executive Committee Actions Memo
- Executive Director's Report
- Technical Assistance Activities

Letter to re-appointment of BCRHA member
Proposed FY14 Community Assessments
Letter Cleveland Reservoir Diversion Maintenance Project
Employee Classifications
5th Thursday Dinner Flyer
Resources on Shale Gas and Hydraulic Fracturing for Mass Residents
2012 Berkshire County (and selected MA) Housing Facts and Related Data
Median Housing Costs
BRTA 10 year Vision
Clearinghouse Review Report

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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: March 13, 2013
SUBJ: Siting of Medical Marijuana Facilities

The Regional Issues Committee met to consider what, if any, comments BRPC might provide to the Department of Public Health as it develops regulations regarding the dispensing of medical marijuana, as required by the referendum which was approved on the November ballot. Based on the Committee's discussion and recommendation, the attached draft letter to DPH was developed. Please be aware that the Committee chose, with full support by staff, to focus purely on the land use siting of medical marijuana dispensing facilities. It chose to stay away from other public health or law enforcement issues or the regulation of individual use under the individual hardship provision in the law. Thus, the comments are limited to the permitting, under local land use regulations, of the growing, processing, distribution and dispensing of medical marijuana at dispensing facilities.

The primary concerns we raise are:

- 1) Allow municipalities to develop their own zoning regulations regarding medical marijuana dispensing facilities;
- 2) Determining the best sequencing of DPH and local permitting;
- 3) Do not allow concentration of multiple facilities in only one community in the county; and
- 4) Provide resources to assist local governments to understand the law and develop local regulations.

If you would like more information on this topic, go to Mass.gov/medicalmarijuana. DPH announced today that they will release draft regulations of the rules on March 29th, hold public hearings on April 19th, and vote on final rules May 8th. If approved, those rules will go into effect on May 24th.

Commission consideration and approval of the draft letter is requested.

Attachment: Draft letter 3/13/2013 to Dr. Lauren Smith, Acting DPH Commissioner

DRAFT 3/13/2013

Dr. Lauren Smith, Acting Commissioner
Department of Public Health
250 Washington Street, 2nd Floor
Boston, MA 02108

RE: Regulations Governing the Siting of Medical Marijuana Dispensing Facilities

Dear Acting Commissioner Smith:

The Berkshire Regional Planning Commission, which serves the 32 cities and towns of Berkshire County, would like to offer comments for the Department of Public Health to consider as it drafts regulations regarding medical marijuana dispensing facilities in Massachusetts. Our comments are focused on the siting of the facilities and the relationship of DPH's jurisdiction with local land use decision-making. We are not commenting on the host of other issues which lie more in traditional public health and law enforcement spheres. Within those broad parameters, we offer the following specific comments:

- 1) We request that the regulations respect traditional local power to make land use decisions within each city or town. The authority to establish reasonable regulations regarding what areas in a community are appropriate for medical marijuana dispensing facilities, whether there are certain uses (schools, camps, churches, day care facilities, drug treatment centers) from which some degree of separation from dispensing facilities are advisable, normal zoning regulations regarding building size, height, parking, etc. and the type of land use approval process this new use will be best regulated under should all be left to local decision-making. In no case should there be any indication that DPH approval of a registration eliminates the need to comply with local zoning; in fact it would be preferable for the regulations to make it clear that they do not supersede or eliminate the need for local permits.
- 2) We would like to have considerable dialogue with appropriate staff at DPH regarding the most appropriate sequencing of State registration and local permitting approvals prior to the release of proposed regulations. This is a complex issue which involves whether it is more efficient for an applicant to get approval from DPH or the locality first or whether there might be a multi-step process, such as qualifying the applicant by DPH, gaining local zoning approval (through by-right zoning, site plan review and approval, or special permit) for a specific site within a specific community, and then DPH approval of the registration which incorporates the local approval for a specific site.
- 3) If there is to be more than one treatment center in Berkshire County, registered centers should be distributed across the county, not concentrated in only one community or subregion. This is an issue which cannot be dealt with most effectively at the individual municipal level. Berkshire County is 946 square miles, stretches 56 miles from Connecticut to Vermont, has very poor public transportation connections, and only limited areas which are even served by public transportation. If facilities end up being located in one concentrated area of the county, most of the region will not have access to a facility and therefore there will be a greater need to issue Hardship Cultivation Registrations.
- 4) Resources should be made available to assist local officials in understanding the law and regulations and to help them craft needed local regulations to properly regulate medical marijuana treatment centers. Education about the law is one needed element but providing

technical assistance to develop appropriate regulations is another. Development of such regulations that are suited to the specific locality is a complex and time-consuming task which is beyond the ability of DPH to do directly. Regional planning agencies do this kind of work on a regular basis for our municipalities and would appear to offer the high level of technical assistance needed to appropriately and adequately regulate in communities. A majority of our municipalities lack any professional staff and only 6 have planners.

We hope that we will be provided the opportunity to discuss these thoughts in more detail with DPH staff in the coming few weeks. Feel free to contact me at 413-442-1521, ext. 26.

Sincerely,

Nathaniel W. Karns. AICP
Executive Director

Cc: The Honorable Benjamin B. Downing
The Honorable Gailanne Cariddi, 1st Berkshire District
The Honorable Paul Mark, 2nd Berkshire District
The Honorable Trisha Farley-Bouvier, 3rd Berkshire District
The Honorable Smitty Pignatelli, 4th Berkshire District
Mr. Geoffrey Beckwith, Massachusetts Municipal Association

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Executive Director

MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission
FROM: Nathaniel W. Karns, AICP, Executive Director
DATE: March 11, 2013
SUBJ: Approval of Executive Committee Actions

In accordance with the bylaws, all actions taken by the Executive Committee on the Commission's behalf must be endorsed at the next Commission meeting.

The Executive Committee took the following actions at its February 7th meeting:

- Approved Hiring Several Off-Site Flexible Schedule Employees
Historic Preservation Planner
Faith Based Emergency Preparedness Planner
- Approved a Telecommuting Policy for BRPC

The Executive Committee took the following actions at its March 7th meeting:

- Approved the Executive Director to Submit Massachusetts Department of Public Health (MDPH) Opioid Abuse Prevention Collaborative Grant Application
- Approved the Executive Director to Submit 604b Water Quality Assessment Grant Application to DEP
- Approved the Executive Director to Submit Letter of Interest to EPA's Smart Growth Implementation Assistance Program for Municipal Economic Development Capacity-Building Program
- Approved the Executive Director on behalf of the Commission to Enter into Contract with Franklin County Community Development Corporation for Economic Resiliency in the Northern Tier Project
- Approved the reallocation of Investment Funds for Retiree Health Benefit Trust

Attachment: Telecommuting Policy

TELECOMMUTING

Purpose:

BRPC recognizes that on limited occasions there are circumstances when an employee may need to work outside the office due to various circumstances which are beyond their control. Allowing such time to be charged must be balanced with the fact that much of our work requires regular interaction with other staff and access to the BRPC computer network. Telecommuting will not be permitted on an ongoing, routine basis.

Allowable Utilization of Telecommuting:

Only employees who have received an overall rating on their most recent performance evaluation of "Meets Expectations" or above are eligible to use this policy.

In order to be able to telecommute, an employee must have ready access to all material or information they need to perform their expected work. They must have access to a computer with software compatible with the BRPC office software; if needing on-line access for the work to be performed, broadband access suitable for transmitting files and documents; email access; and telephone availability. Generally, it will require advanced planning in order to have access to the information and materials necessary to perform their work off-site.

In the following limited circumstances, telecommuting may be permitted, upon approval by the employee's supervisor:

- 1) Due to weather: an employee feels that it is unsafe to commute to work due to current or forecast severe adverse weather conditions. They must notify their immediate supervisor by email or telephone, informing them of the circumstances and what work they intend to accomplish, and receive approval.
- 2) Due to scheduled appointment at home: an employee has a scheduled appointment at home which requires that they may have to wait for more than an hour for an appointment (i.e., the repair/delivery is scheduled between 8 and noon). Unless the purpose of the appointment is due to an unforeseeable emergency, prior approval by the supervisor is required, including what work they intend to accomplish. If due to an emergency, they must notify their immediate supervisor by email or telephone, informing them of the circumstances and what work they intend to accomplish, and receive approval.
- 3) Work deadline: an employee, only with prior approval of their supervisor, may work from home if they are facing a work deadline (generally a grant application or preparation of a final report) and need quiet/uninterrupted time which they cannot get at the office. Extended or frequent use of this provision will not be permitted. The employee must state exactly why they need to utilize this provision, what deadline they are facing, and what work they will accomplish.
- 4) Due to timing and/or location of out-of-office meetings, etc.: If it is not efficient for an employee to be at work for a relatively short period of time due to a meeting or other appointment elsewhere, but they can do some work from home prior to or afterward, they may do so with prior approval of their supervisor. The use of this provision would be limited to no more than 2 ½ hours at both the start and conclusion of a day.
- 5) Family and Medical Leave Purposes: Regardless of "medical necessity", a full-time permanent employee may be permitted to telecommute up to seven hours per week during Family or Medical Leave. The employee must develop a plan for use of this provision and receive approval from their supervisor at least two weeks prior to its implementation. In exceptional circumstances, the

Executive Director may approve extended use of this provision in order for employees to deal with extended medical issues.

Approval Process:

- 1) For emergency or unforeseen circumstances (weather and emergency appointments): The employee must notify their immediate supervisor by email or telephone, informing them of the circumstances and what work they intend to accomplish, and receive approval.
- 2) For foreseen circumstances (forecasted weather conditions, scheduled appointments, or work deadline): The employee must receive prior approval from their supervisor.
- 3) Specific tasks, timelines, and deliverables should be clearly identified, must be approved by the supervisor, and must be reflected on the notes in the Unanet time management submittals.
- 4) Approval is at the discretion of the supervisor. Approval may be withheld or rescinded with or without cause by the supervisor or Executive Director.

Employee Responsibility:

- 1) The employee is responsible for maintaining availability with their supervisor and other staff, as well as clients, and appropriate levels of production and quality of work.
- 2) The employee is to charge only time actually spent performing work duties while telecommuting. For instance, if the employee works for 1 hour while waiting for the delivery (under the scheduled appointment provision), and then is involved in the delivery for ½ hour, and then drives to work, they may only charge 1 hour for the actual work.

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MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission
FROM: Nathaniel W. Karns, AICP, Executive Director
DATE: March 13, 2013
SUBJ: Executive Director's Report

Several items deserve mention.

- A. Award of Community Innovation Challenge Grant to Expand the Berkshire Public Health Nursing Program

We are pleased that the public health nursing program, run by the Berkshire Health Alliance, was chosen for funding from the FY 2013 Community Innovation Challenge Grant round. There was less money this year for this program and it was extremely competitive. The Public Health Nursing Program was one of 27 selected for funding across the Commonwealth. Other successes in Berkshire County were two school projects involving multiple school districts and Tri-Town Health Department for on-line tobacco retailer certification.

- B. Improving Stream Crossings Workshops – March 19 (Pittsfield) or March 26 (Greenfield)

Day-long workshops on improving stream crossings to make them more flood resistant and fish-friendly are being held on three dates in March. The flyer is attached.

- C. 2013 Massachusetts Trails Conference

Attached is an announcement we received regarding the Massachusetts Trails Conference, organized by DCR which will be held on Saturday, May 4th at the Devens Common Center in Devens.

- D. DHCD Planning & Community Development Conference

We received the attached "Save the Date" notice of a planning and community development conference being organized by the Massachusetts Department of Housing & Community Development which is scheduled for Tuesday, May 7th, also at the Devens Common Center.

- E. 5th Thursday Dinner for Planning & Zoning Boards – Thursday, May 30th

An additional "Save the Date" is the next 5th Thursday Dinner which will be on Thursday, May 30th. We are working on organizing this so stay tuned.

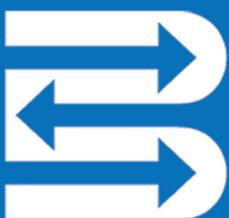
Attachments:

Improving Stream Crossings Workshop flyer

Announcement of 2013 Massachusetts Trails Conference

Save the Date for DHCD Planning & Community Development Conference

IMPROVING STREAM CROSSINGS FLOOD-RESILIENT, FISH-FRIENDLY



Baystate Roads Program

Sharing the Best in Transportation Technology

massDOT
Massachusetts Department of Transportation



**UMASS
AMHERST**
Transportation Center

Baystate Roads Program
UMass Transportation Center
214 Marston Hall
130 Natural Resources Road
Amherst, MA 01003
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Save Time, Postage and Paper...REGISTER ONLINE at www.mass.gov/baystateroads

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PLEASE REGISTER ONLINE at www.mass.gov/baystateroads

If applicable, make checks payable to: **University of Massachusetts**

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

Road - Smart Stream Crossings

Dates Requested: _____
Location (city/town): _____
REGISTRATION FEE
\$20.00 municipal/\$20.00 private sector.
Light breakfast, lunch and course
materials are included.

**Make checks payable to
The University of Massachusetts**

Cancellations must be received 4 days
prior to the workshop or you
will be invoiced.



Why Register Online?

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



Course Description

This workshop will focus on making stream crossings safer and more resilient in the face of future storms. Many crossings fail, in some cases repetitively, due to the inability to pass high flows and materials stirred up by the river. These crossings require ongoing maintenance and repairs when they become plugged with debris. Crossings designed with rivers in mind – and meeting the Massachusetts Stream Crossing Standards – can safely pass huge volumes of water, sediment, and debris stirred up by high flows, and maintain safe passage for emergency personnel and residents. Stream Crossing Standards alone do not satisfy the need for proper engineering and design.

When sizing a crossing for high flows, communities must account for potential effects of climate change on future storm characteristics and changes in stream hydrology due to development. Expert presenters will provide best practices and case studies on replacing road-stream crossings – covering site assessment, engineering standards, permitting, funding and installation.

Who Should Attend

These workshops are recommended for municipal public works supervisors and employees, town and city officials, planners, engineers and private consultants.

Speakers

Julia Blatt, MA Rivers Alliance
Alison Bowden, The Nature Conservancy
Artie McCollum, US Fish and Wildlife Service
Lealdon Langley (Mass DEP), **Scott Jackson** (UMass),
or Dan Rukakoski (Tighe and Bond)
Mike Petrin of Tighe and Bond **or Dave Nyman** of CEI
Amy Singler (American Rivers) **or Carrie Banks** (Ma
 Division of Ecological Restoration)
Scott McCloud (MEMA) **or Rich Zingarelli** (FEMA
 Hazard Mitigation)

Improving Stream Crossings Flood-Resilient, Fish-Friendly

March 13, 2013

Westfield State University
 Horace Mann Center, Garden Room (Downstairs)
 577 Western Ave., Westfield, MA 01086
Free parking will be available at the Horace Mann Center

March 19, 2013

Berkshire Community College,
 Koussevitzky Arts Center, Room K111
 1350 West Street, Pittsfield
Free parking

March 26, 2013

Olver Transit Center*

**LIMITED guest parking is available in the lot above the Transit Center.
 "Pay to Park" lots are available across the street and at the intersection of
 Hope and Olive Streets. Meeting attendees may not use the short term Transit
 Center parking, except as needed by handicapped visitors.*

The workshops are presented by Baystate Roads, in collaboration with the Massachusetts Rivers Alliance, Massachusetts Department of Transportation, Massachusetts Division of Ecological Restoration, US Fish and Wildlife Service, Berkshire Regional Planning Commission, Franklin Regional Council of Governments, American Rivers, Berkshire Environmental Action Team, The Nature Conservancy, The Connecticut River Watershed Council, Housatonic Valley Association, and Tighe and Bond Engineers.

Funding is provided by Massachusetts Environmental Trust and Westfield River Wild and Scenic Advisory Committee.

Agenda

8:30 am	Registration/Breakfast
9:00	Welcome
9:30	The Value of Road-Smart Stream Crossings
10:15	Breakouts: - Group 1: Flume Table Demo - Group 2: Stream Crossing Standards Permitting
10:00	Break
10:10	Breakouts: - Group 2: Flume Table Demo - Group 1: Stream Crossing Standards Permitting
11:00	Engineering Standards & Guidance
12:00	Lunch
12:45	Case Studies/Storm Response
1:30	Break
1:45	Technical & Funding Resources
2:30	Discussion & Wrap Up
3:00	Adjourn

This Course counts towards
 1.0 Roads Scholar Credit/0.5 CEUs
 AICP Credits Pending

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

From: Jahnige, Paul (DCR) [paul.jahnige@state.ma.us]
Sent: Tuesday, March 12, 2013 1:43 PM
To: nkarns@berkshireplanning.org
Subject: 2013 Massachusetts Trails Conference - Announcement and Invitation

2013 MASSACHUSETTS TRAILS CONFERENCE

SATURDAY, MAY 4, 2013

DEVENS COMMON CENTER

31 ANDREWS PARKWAY, DEVENS, MA 01434

The conference is supported by the Massachusetts Department of Conservation and Recreation (DCR) and the Massachusetts Recreational Trails Advisory Board (MARTAB), and the Recreational Trails Grants Program. (see <http://www.mass.gov/dcr/stewardship/greenway/calendar.htm> for web posting)

THEME:

Connectivity Leading to Community

This year's conference explores how trail connections help build community. Trails connect places physically on the landscape, but trails, trail use, trail building and trail promotion can also connect diverse groups of people to each other; connect us to our built, natural and cultural environment; can contribute to local economic opportunities; and contribute to creating healthier communities. Workshops at the 2013 Massachusetts Trail Conference explore these themes and hopefully will also connect and strengthen the Massachusetts Trails Community.

PURPOSE:

Participants will find workshop available on a variety of topics including rail trail design and development, motorized trail user issues, risk and liability, working with volunteers and connecting through new technologies. Participants will also have opportunities to connect with others around the state tackling similar issues. [View the full list of workshops here.](#)

WHO SHOULD ATTEND:

This day-long conference offers 16 workshops for trail planners, advocates, managers, users, land trusts, conservation commissions, friends groups and volunteers interested in creating, managing and promoting sustainable trails for healthy communities. [View the agenda here.](#)

SPEAKERS

Commissioner Edward M. Lambert, Jr.

[Massachusetts Department of Conservation & Recreation](#)

Edward M. Lambert, Jr. was appointed by Governor Deval Patrick and Energy & Environmental Affairs (EEA) Secretary, Richard K. Sullivan, Jr, in February of 2011 to serve as the Commonwealth's Commissioner of Conservation & Recreation. In his role as Commissioner, he oversees the largest of EEA's six agencies, which manages the state's forests, parks, greenways, historic sites, seashores, reservoirs, and watersheds, and administers the many recreational activities and opportunities the Department offers to residents across the Commonwealth.

[Mark Fenton](#)

Mark Fenton is a national public health, planning, and transportation consultant, an adjunct associate professor at Tufts University's Friedman School of Nutrition Science and Policy, and former host of the "America's Walking" series on PBS television.

COST:

Participant registration costs \$25 and includes workshops, materials, breaks and lunch. [Register to attend here.](#)

<http://www.mass.gov/dcr/stewardship/greenway/docs/trailconference2013registration.doc>

DEVENS COMMON CENTER

31 Andrews Parkway | Devens | Massachusetts | 978.772.0188

Devens Common Center, a premier convention facility located in the heart of historic Devens, Massachusetts. You'll enjoy the convenience and upscale setting of a big city event located in a small New England town. We are conveniently accessible by major routes and only 35 miles northwest of Boston and just 15 minutes from I-495

<http://www.devenscommoncenter.com/>

MASSACHUSETTS DEPARTMENT OF CONSERVATION & RECREATION

The Department of Conservation & Recreation (DCR) is the state's value-added agency: offering access to properties and programs that create a lifetime of memories for residents and their families. We are stewards of more than 450,000 acres of land that includes some of the most beautiful and iconic landscapes and facilities anywhere. We touch every corner of the state and nearly every city and town and are integrated into urban, rural, and suburban settings. DCR is the ninth largest parks system in the country, serving a densely-populated state fortunate to have these great properties literally in our backyard.

For DCR properties nearby Devens:

<http://www.mass.gov/dcr/central.htm>

<http://www.mass.gov/dcr/northeast.htm>

Join us on:

twitter.com/massDCR

MASSACHUSETTS OFFICE OF TOURISM

Devens is in the heart of Massachusetts. Explore the region and you'll discover unique cultural delights, gorgeous natural vistas and the opportunity to experience Massachusetts' history.

Take a glimpse back in time at [Old Sturbridge Village](#), a re-creation of an 1830s' rural New England settlement. Visit the [Fruitlands Museum](#) and enjoy a tour, along with views of [Mt. Wachusett](#). Stop by nearby [Wachusett Mountain](#), one of southern New England's most popular ski areas. And be sure to go to the [Worcester Art Museum](#), one of the leading small art museums in America.

<http://www.massvacation.com/centralMass/>

For more information, contact:

Amanda Lewis, DCR Recreational Trails Program

413-586-8706 ext 19, or amanda.lewis@state.ma.us

Dick O'Brien, MARTAB Chairman

dobrien578@gmail.com

DCR Greenways

PLANNING

PRODUCTION

PROGRESS

SAVE
the
DATE

invitation to follow

presented by:



www.mass.gov/dhcd

a **Planning & Community Development Conference**

May 7, 2013

Devens Common Center ~ Devens, Mass.

8 am - 2 pm

Sponsors: MHP, MassDevelopment, MARPA, APA-MA, MACP, MACDC, CHAPA, MSGA, Mel King Institute

Pending Certification Maintenance (CM) Credits for AICP