



BRPC

Berkshire Regional Planning Commission

1 Fenn Street, Suite 201
Pittsfield, MA 01201
T: (413) 442-1521 · F: (413) 442-1523
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berkshireplanning.org

MEETING NOTICE

There will be a meeting of
the
EXECUTIVE COMMITTEE
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
on Thursday, December 3, 2020 at **4:00** p.m.

This will be a **Virtual Meeting** as allowed by Massachusetts Governor Charlie Baker's Executive Order dated March 12, 2020 suspending certain provision of the Open Meeting Law, G.L. c.30 sec.20.

Information to join the meeting is:

<https://us02web.zoom.us/j/3926128831>

Meeting ID: 392 612 8831

Call in information: 312.626.6799, 646.558.8656, 301.715.8592, 346.248.7799, 669.900.9128

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

AGENDA

- I. Call to Order & Open Meeting Law Statement (4:00)
- II. Approval of Minutes of the Executive Committee Meeting of November 5, 2020* (4:05)
- III. Financial Reports (4:10)
 - A. November Expenditures Report *
 - B. Accounts Receivable Report & Assessments
 - C. Line of Credit Report
 - D. FY 20 Audit update
 - E. Other
- IV. Delegate & Alternate Issues (4:15)
- V. Items Requiring Action* (4:20)
 - A. Approval to Accept a Grant from the Berkshire United Way on behalf of the Berkshire Leadership Impact Council*
 - B. Other*
- VI. Committee Reports (4:30)
 - A. Regional Issues Committee
 - B. Other

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

Please Note:

For information regarding postponements or cancellations on the day of a scheduled meeting, please call Berkshire Regional Planning Commission at (413) 442-1521, x5

- VII. Executive Director's Report (4:35)
- A. Report on New Contracts / Agreements
 - B. Berkshires Tomorrow Inc. Update
 - C. Staff Update
 - D. East-West Rail Update
 - E. Rural Policy Advisory Commission Update
 - F. Transportation Climate Initiative (TCI)
 - G. APR 120 Day Notice Waivers
 - H. DLTA Update
 - I. MassWorks Funding Awards
 - J. Local Rapid Recovery Planning Program
 - K. Berkshire County COVID-19 Adaptation Fund
 - L. OSRP Workbook Revisions
 - M. Other
- VIII. Old Business (4:45)
- A. Staff Top Ten Commitments – FY21
 - B. Office Re-Opening Update
 - C. Other
- IX. New Business (4:55)
- A. January Full Commission Meeting (Virtual) – January 21, 2021
 - B. Other
- X. Adjournment (5:00)

Attachments:

- Unapproved Minutes of the Executive Committee Meeting of November 5, 2020
- November Expenditures Report
- November Accounts Receivable Report
- Line of Credit Report
- Memo – Executive Committee Agenda Items
- Draft – Regional Issues Committee Minutes of November 18, 2020
- Christie Lewis Resume
- East-West Rail Commission Comments
- TCI Commission Comments
- Information on the Berkshire County COVID-19 Adaptation Fund
- BRPC Staff Commitments FY 21
- October Technical Assistance

* Items Requiring Action



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DRAFT MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Thursday, November 5, 2020

Virtual Meeting as allowed by Massachusetts Governor Charlie Baker's Executive Order dated July 16, 2020 suspending certain provision of the Open Meeting Law, G.L. c.30 sec.20.

I. Call to Order & Open Meeting Law Statement

A. The meeting was called to order at: 4:01 p.m.

Chair Kyle Hanlon started the meeting by reading a statement regarding the Open Meeting Law. BRPC records all meetings. Others may record the meeting after informing the chair. Any documents presented must be left with the Chair of the meeting.

B. Roll Call:

Kyle Hanlon, Chair
John Duval, Vice Chair
Sheila Irvin, Clerk
Malcolm Fick, Treasurer
Roger Bolton, Environmental Review Committee Chair
Rene Wood, Commission Development Committee Chair
CJ Hoss, Regional Issues Committee Chair
Sam Haupt, At-Large
Buck Donovan, At-Large

Others Present: Barb Davis Hassan, Lanesborough; Fred Shubert, Richmond; Amanda Hamilton, Tyringham; Tammy Daniels, iberkshires staff

Staff Present: Thomas Matuszko, Executive Director, Marianne Snizek, Office Manager, Clete Kus, Transportation Program Manager, Laura Brennan, Senior Planner

A. Approval of Minutes of Executive Committee Meeting on October 1, 2020

Sheila Irvin moved to approve the minutes of the October 1, 2020 meeting, which was seconded by Rene Wood and approved by roll call vote from Rene Wood, John Duval, Roger Bolton, Malcolm Fick, Sheila Irvin, and Kyle Hanlon. CJ Hoss and Sam Haupt abstained.

II. Financial Reports

A. October Expenditures Report

Roger Bolton moved to approve the October expenditures, which was seconded by CJ Hoss and approved by roll call vote from Rene Wood, John Duval, Roger Bolton, Malcolm Fick, Sheila Irvin, CJ Hoss, Sam Haupt and Kyle Hanlon.

B. Accounts Receivable Report & Assessments

Tom reported no issues with the 90-day aged receivables. Marianne reported reminders were sent to communities for assessments and Group Purchasing fees.

C. Line of Credit Report

The line of credit was not needed last month.

D. FY20 Audit Update

Marianne reported the FY20 audit has begun. Once the audit is completed, the Finance Committee will review it and hear a presentation from our accountant.

E. Other – None

III. Delegate & Alternate Issues – None

IV. Items Requiring Action

A. Approval to Submit Grant Applications to U.S. Food and Drug Administration (FDA)/ Association of Food and Drug Officials (AFDO) program

Approval (after the fact) was requested for the Executive Director to submit grant applications to the U.S. Food and Drug Administration, Association of Food and Drug Officials Program. BRPC, working with the Berkshire Public Health Alliance along with the Towns of Dalton, Egremont and Sheffield have applied for 3 small FDA/AFDO (Association of Food and Drug Officials) grants of \$2,500 each to re-assess at least 3 Alliance member Food Safety Programs in accordance with the FDA Program Standards. These are fixed price grants. If awarded, these grants will be used to support Alliance programs, including outreach, planning and training.

Rene Wood moved to approve the Executive Director, after the fact, on behalf of the Commission, to submit a grant application to U.S. Food and Drug Administration (FDA)/ Association of Food and Drug Officials (AFDO) program and authorize the Executive Director to enter into necessary contracts and agreements. Roger Bolton seconded the motion. It was approved by roll call vote from Rene Wood, John Duval, Roger Bolton,

Malcolm Fick, Sheila Irvin, CJ Hoss, Sam Haupt, Buck Donovan and Kyle Hanlon.

B. Approval to Submit Grant Applications MIIA Risk Management Program

Approval was requested for the Executive Director to submit a grant application to the Massachusetts MIIA Risk Management Grant program and to approve any resulting contracts and agreements. This grant opportunity was an offering from MIIA to support risk management initiatives including COVID related products and resources to assist in continued re-opening efforts. The grant budget is \$4,155. There is no local match required.

Rene Wood moved to approve the Executive Director, on behalf of the Commission, to submit a grant application to the Massachusetts MIIA Risk Management Grant program and authorize the Executive Director to enter into necessary contracts and agreements. Malcolm Fick seconded the motion. It was approved by roll call vote from Rene Wood, John Duval, Roger Bolton, Malcolm Fick, Sheila Irvin, CJ Hoss, Sam Haupt, Buck Donovan and Kyle Hanlon.

C. Other – None

V. Committee Reports

A. Environmental Review Committee

The Environmental Review Committee met on Wednesday October 21, 2020. The main topic on the agenda was an Expanded Environmental Notification Form (EENF) with a request for a Single Environmental Impact Report (SEIR) for the Hoosic River Bank Stabilization and Erosion Control Project in the Town of Adams submitted by National Grid (NEP). The Project's goal is to protect existing electrical utility infrastructure near the Hoosic River where bank erosion poses an imminent threat to the integrity of multiple transmission line structures. Comments were due October 23, 2020. The Executive Committee previously authorized the Environmental Review Committee to submit comments, which were included with the meeting material. An additional topic was BRPC's role in reviewing various items related to the Rest of River clean-up with a request this topic be brought to the Executive Committee for discussion.

Roger asked for a discussion of BRPC's role in reviewing MEMA reviews related to the Rest of River clean-up. Tom explained the clean-up is a Federal project and Environmental Protection Agency (EPA) must live up to the standards of the permit. There is extensive public comment and the Rest of River Municipal Committee review. After a discussion it was determined there is no need for the Environmental Review Committee to be involved. Tom also reported all Rest of River Minutes and links for resources are on BRPC's

website. <https://berkshireplanning.org/initiatives/housatonic-rest-of-river-municipal-committee/>

B. Regional Issues Committee

The Regional Issues Committee did not meet in October. November 18, 2020 is the next scheduled meeting. CJ Hoss reported the Committee has a list of potential topics for consideration.

C. Finance Committee

The Finance Committee meet at 3:30 pm on Thursday November 5, 2020 before the Executive Committee meeting. The main topic of the meeting was to recommend the community assessments for FY22.

Malcolm reported the Finance Committee approved, to recommend to the Commission at their November meeting, no increase in the FY22 Community Assessments from the previous year. The recommendation is earlier than in previous years to assist communities in their budgeting process.

D. Other - None

VI. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received / initiated 10/1/2020 to 10/31/2020

- MassDOT Transportation Planning - \$628,859
- Tyringham – Public Health Nursing Services - \$2,200
- Florida – Public Health Nursing Services - \$2,000
- USDA Forest Service Forest Resilience Carbon Storage Practices - \$60,000
- Northern Berkshire Community Coalition - Overdose Data to Action year 2 - \$85,343
- Western Ma Health and Medical Coordinating Coalition (HMCC) - Vaccine Support - \$18,062.73
- EPA Revolving Loan Fund Amendment - \$450,000
- Lenox – CBDG-VC Southern Microenterprise Assistance Program - \$90,000
- Adams – CBDG-VC Northern Microenterprise Assistance Program - \$36,000
- Department of Public Health DPH – COVID19 – Additional Funds- \$50,0000
- Adams – GIS Services - \$11,000

Grants and Contracts Not received - None

- CDC Environmental Public Health and Emergency Response Grant - \$155,465

- DEP – 604b Water Quality Management Planning Grant - \$50,000
- HRSA Rural Communities Opioid Response Program - \$1,000,000

B. Berkshires Tomorrow Inc. (BTI) Update

Aside from some administrative approvals, there were no BTI approvals in October.

C. Staff Updates

- Melissa Provencher was congratulated on her 20-year Anniversary with the Berkshire Regional Planning Commission. Melissa started with BRPC as an intern. Melissa was hired on October 2000 as an Associate Planner and has steadily advance through the organization.
- Tom reported have filled the Environmental Planner position with Emily Lange. Her resume was provided in the meeting materials.
- Senior Planner Caroline Massa is leaving BRPC to become Vermont's State Hazard Mitigation Planner.
- The position did not work out for the recently hired Grant & Procurement Specialist, Jared Latour who resigned immediately. We are re-evaluating that position.

D. East-West Rail Update

At the last East-West Passenger Rail Study Advisory Committee held on Wednesday, Sept. 30, 2020, Advisory Committee members were requested to provide input on several items to be considered for the draft final report. Those comments were included in the meeting material. The draft final report is available for a 30-day public comment period, <https://www.mass.gov/lists/east-west-passenger-rail-study-documents>. The comment period ends on November 19, 2020. Comments must be submitted via the study comment form.

E. Rural Policy Advisory Commission Update

The Rural Policy Advisory Commission (RPAC) met on October 9, 2020. The primary topic of discussion was the economic conditions in rural communities because of the COVID-19 crisis and ways various agencies across the state are dealing with it. RPAC also agreed to send a comment letter, which was included in the meeting material, on the Local Contributions study related to Chapter 70 funding.

F. Culvert & Small Bridges Work Group Training

The proposed "5th Thursday" gathering on Thursday October 29, 2020 to explain the Culvert and Small Bridges Working Group report, <https://www.mass.gov/doc/massachusetts-culverts-and-small-bridges-working-group-report/download> did not occur. MassDOT declined to participate saying that additional documents that needed to be considered along with the report were not yet finished. We are looking to hold the workshop this winter and be able to present the complete package of material.

G. Planner Training Collaborative Fall Virtual Workshops

Tom reported this fall's CPTC training sessions would be virtual. The full schedule of trainings can be accessed here,

<https://masscptc.org/training/autumn/fall-workshops-20.html>

H. Comments on Chapter 70 School Funding

Following up on an item from the last meeting, comments submitted by the Executive Director on behalf of the Commission on the Chapter 70 Local Contributions study were included in the meeting material.

I. Forum on Transportation and Climate Initiative (TCI)

BRPC is co-sponsoring an on-line event entitled *Transportation Climate Initiative: Clean Transportation for Rural Communities*. The Transportation Climate Initiative (TCI) is an initiative of 12 Northeastern states focused on reducing greenhouse gas emissions from the transportation sector through a regional cap and trade program. This event will be an educational opportunity to learn more about the TCI initiative and to discuss how TCI can address the challenges that rural areas are facing. The event scheduled for Tuesday, November 10, 2020 at 7 PM. Registration was at

https://www.t4ma.org/rural_tci

J. Together Conference

The Moving Together Conference is scheduled for November 17 - 19, 2020. The conference brings together transportation leaders and individuals involved in the areas of planning, public health, bicyclist and pedestrian safety, transit, advocacy, elected office, law enforcement and education.

Information and registration is at www.MovingTogetherMA.org

K. Mohawk Trail Woodlands Partnership Entrepreneur Challenge

Business accelerator Lever of North Adams is accepting applications for the Mohawk Trail Entrepreneur Challenge, which seeks entrepreneurs who are building regional businesses that will create jobs in the municipalities included in the Mohawk Trail Woodlands Partnership area. The winner of the challenge will receive \$25,000 to advance their project. To be eligible, entrepreneurs or their businesses must be located in the Mohawk Trail Woodlands Partnership area. Berkshire County member municipalities are Adams, Cheshire, Clarksburg, New Ashford, North Adams, Peru, Windsor or Williamstown. Information is available from Lever Workforce Programs Manager Jade Schnauber, jschnauber@leverinc.org or at <https://leverinc.org/contact/>.

L. DLTA Update

Funding for the DLTA program was included in the Governor's revised FY21 budget proposal at \$3 million. That budget is in the House Ways and Means. This is an important program for Berkshire County and BRPC. The flexibility of this program was instrumental in allowing BRPC to assist with the COVID-19 crisis and subsequent response.

M. Other - None

VII. Old Business

A. Office Space / Lease

Tom reported he spoke with our landlord about extending our lease for one year for an amount less than \$35,000 / year, which is the upper limit where we do not have to do a procurement. Our landlord understood our plight of not knowing how much space we will need due to COVID-19. He was willing to offer us a 3-month lease at the \$35,000/year rate, essentially \$2,916 / month for 3 months. This is substantially below the current monthly rate of about \$4,500 / month. He was willing to consider a longer term depending on the COVID-19 situation next year. He did ask Tom to pursue if there is COVID-19 relief from the requirement that we cannot simply extend our current lease for one year. Tom explained that if BRPC needs to do a full procurement and that the process takes about 6 months. Due to Covid-19, many staff are working remotely. Tom and the landlord agreed they would look at the situation in January. BRPC's lease ends in September 2021, the extension at the lower rate would be until Dec 2021. If staff continue to telework, we would not need more space, could possibly reconfigure the space and have more offices, and shared space. In addition, more conference room space could be considered.

Rene Wood moved to approve the Executive Director, on behalf of the Commission, to except the 3-month extension of our current office lease at a reduced rate if warranted. The motion was seconded by Malcolm Fick and approved by roll call vote from Rene Wood, John Duval, Roger Bolton, Malcolm Fick, Sheila Irvin, CJ Hoss, Sam Haupt, Buck Donovan and Kyle Hanlon.

B. Review of Staff Top Ten Commitments – FY 21

Tom presented the FY21 Top Ten Commitments at the meeting. The Executive Committee decided they would review and discuss at the next Executive Meeting in December.

C. Other – GOOD DEEDS Recognition

Tom reported individuals to be recognized in the critical Care unit at BMC. The Good Deeds recognition is on our website and was in our recent newsletter.

IX New Business

A. Commission Comments on the Transportation and Climate Initiative

As noted in the Executive Director's report, the TCI initiative is focused on reducing greenhouse gas emissions from the transportation sector through a regional cap and trade program. This emissions cap is applied on fuel distributors. This ultimately would likely result in an increase in fuel prices with the revenue being used on emission reductions measures. Previously,

the price of a gallon of gas was projected to increase by 17 cents/ gallon, but that might have changed due to COVID-19. Many of the measures that are being discussed to reduce emissions revolve around increased transit, but that option does not apply to many of our more rural communities. We may be in a situation where rural communities will shoulder the cost of increased fuel prices but not receive commensurate benefits. An excellent analysis can be found at

https://d3n8a8pro7vhmx.cloudfront.net/t4ma/pages/37/attachments/original/1602073069/TCI_Report_Rural_Aug_2020.pdf?1602073069. Previously staff have provided comments at various times in the process. However, the process is nearing closure of the first step as the Governor is expected to sign a Memorandum of Understanding (MOU) prior to the end of the year to enter Massachusetts in the program. Tom asked for discussion on the Commission submitting comments that are more formal.

Tom reported that the Rural Policy Commission would be sending a letter on their concerns. The TCI initiative is a topic for the Regional Issues Committee's next meeting.

B. Commission Comments on the East-West Rail Study

As noted in the Executive Directors report, the draft East-West Rail study is available for public comment until November 19, 2020. The Executive Director, as an Advisory Committee member, has submitted comments as the draft were being finalized. Tom asked if the Commission should submit comments that are more formal. Attached is a copy of the Executive Summary.

The draft Comment letter should be an agenda item for the Commission at its November meeting.

Rene Wood moved to approve the Executive Director, on behalf of the Commission, to submit a comment letter on the East-West Rail Study to MassDOT. The motion was seconded by Sheila Irvin and approved by roll call vote from Rene Wood, John Duval, Roger Bolton, Malcolm Fick, Sheila Irvin, CJ Hoss, Sam Haupt, Buck Donovan and Kyle Hanlon.

C. November Commission Meeting

Possible topics for the November 19, 2020 Commission meeting include:

- CEDS 2020 Annual Update (required)
- Approval of Community Assessments for FY 22
- Presentation on social determinants of health / Grey to Green Project
- Presentation on CDBG CARES Grants to low-moderate income micro-enterprises
- Additional recognition of outstanding Berkshire County responses to COVID-19
- Good Deeds
- TCI draft Comment Letter

- East-West Rail Comment Letter
- If information ready - \$250,000 Earmark

D. Other – Kate Fletcher requested that recorded meetings could be on public TV. All decided to allow for access to recordings of BRPC's meetings. CJ Hoss said that Pittsfield gives PCTV the Zoom information and they can log in and broadcast live and offer reruns. Malcolm Fick stated that Gt. Barrington's meetings are also on public access TV.

X. Adjournment

The meeting was adjourned at 5:05 pm by a motion made by Sam Haupt and seconded by CJ Hoss.

Attachments:

- Unapproved Minutes of Executive Committee Meeting of October 2, 2020
- October Expenditures Report
- October Accounts Receivable Report
- Line of Credit Report
- Memo – Executive Committee Agenda Items
- Comments on the Hoosic River Bank Stabilization and Erosion Control Project EENF
- Emily Lange Resume
- East-West Rail Advisory Committee Comments
- Rural Policy Advisory Commission Comment of the Chapter 70 Local Contributions study
- Citizen Planner Training Collaborative Training Schedule
- Comments on Chapter 70 Local Contributions Study
- FY21 Top Ten Commitments

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Oct 24, 2020 to Nov 24, 2020

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Project	Dept Desc	Description
EFT	10/26/20	ZOOM VIDEO COMMUNICATIONS, INC.	140.00	40 ADMIN	Admin	Telephone
EFT	10/29/20	AMAZON.COM	1,029.00	40 ADMIN	Admin	HP PROBOOK
		GLAXOSMITHKLINE				
CCARD	10/31/20	PHARMACEUTICALS	6,593.95	601 DPH/REGPHN 602 DPH/COVIDREB	DPH Covid Reimbursements	Vaccine
		GLAXOSMITHKLINE				
CCARD	10/31/20	PHARMACEUTICALS	6,593.95	601 DPH/REGPHN 602 DPH/COVIDREB	DPH Covid Reimbursements	Vaccine
14796	11/2/20	1BERKSHIRE	50.00	514 ADM/EP	Adams Economic Planner	Conference
		AAIM TRAINING AND				
14797	11/2/20	CONSULTING LLC	36.00	40 ADMIN	Admin	Background Checks
1159	11/2/20	AK CONSTRUCTION	12,645.00	570 SHFNMBOTS/CDBG19	Sheffield New Marl Otis CDBG FY19	Subcontractor
1160	11/2/20	AK CONSTRUCTION	6,525.00	570 SHFNMBOTS/CDBG19	Sheffield New Marl Otis CDBG FY19	Subcontractor
14798	11/2/20	AMERICAN PLANNING ASSOC.	695.00	40 ADMIN	Admin	Dues
14799	11/2/20	BERKSHIRES TOMORROW, INC.	3,600.00	40 ADMIN	Admin	Software Lease
14821	11/2/20	BERKSHIRES TOMORROW, INC.	12,900.00	615.00 BTI/BCAC/BRLI	Berkshire Remote Learning Initiative	Reallocation of Contract per MM
14822	11/2/20	BERKSHIRES TOMORROW, INC.	2,100.00	615.01 BTI/BCAC/BCETFRemb	BCETF reimbursement	Reallocation of Contract per MM
14823	11/2/20	BERKSHIRES TOMORROW, INC.	9,408.00	575 BTI/BARR2/BCETF	Analysis education quality& equitable access to Education Opportunities	Reallocation of Contract per MM
14824	11/2/20	BERKSHIRES TOMORROW, INC.	13,272.00	583 BTI/BARR/HSG	Berkshire Tomorrow / Barr / High School Graduate Project	Reallocation of Contract per MM
14825	11/2/20	BERKSHIRES TOMORROW, INC.	5,000.00	575 BTI/BARR2/BCETF	Analysis education quality& equitable access to Education Opportunities	Reallocation of Contract per MM
14802	11/2/20	BLUE 20/20	73.60	40 ADMIN	Admin	Vision Insurance
14806	11/2/20	CHARLES KANIECKI	69.00	---	Varied Projects	Expense Report
14813	11/2/20	CITY OF PITTSFIELD	250.00	40 ADMIN	Admin	Parking
14807	11/2/20	CLETUS K. KUS	27.03	---	Varied Projects	Expense Report
14804	11/2/20	EDWARD M. FAHEY	552.56	---	Varied Projects	Expense Report
14805	11/2/20	H TERRY DESIGNS LLC	6,139.00	40 ADMIN	Admin	Website
14803	11/2/20	JACQUELYN DUDA	74.79	---	Varied Projects	Expense Report
		MACFARLANE OFFICE PRODUCTS,				
14808	11/2/20	INC.	360.40	40 ADMIN	Admin	Copying
		MASS STATE BOARD OF				
14810	11/2/20	RETIREMENT	6,800.69	---	---	Retirement
		MICHIGAN TECHNOLOGICAL				
14811	11/2/20	UNIVERSITY	1,495.00	440.05	TPL	Software

BERKSHIRE REGIONAL PLANNING COMMISSION

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Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Project	Dept Desc	Description
14815	11/2/20	MIKE SCUTIERI	180.00	40 ADMIN	Admin	Maintenance
14812	11/2/20	MUTUAL OF OMAHA	792.59	40 ADMIN	Admin	Life; LTD; STD
14800	11/2/20	NEW ENGLAND NEWSPAPERS, INC.	400.00	621 HMCC/VC	Western Ma Health (HMCC) thru DPH- Vaccine Support	Flu Clinic Ad
14809	11/2/20	SANDRA B. MARTIN	100.00	---	Varied Projects	Expense Report
14816	11/2/20	TD BANK	150.00	---	---	VOIDED
14816V	11/2/20	TD BANK	-150.00	---	---	VOIDED
14817	11/2/20	TD CARD SERVICES	1,425.00	40 ADMIN	Admin	CC Pmt - Dun Brad
14818	11/2/20	TD CARD SERVICES	150.00	40 ADMIN	Admin	CC Pmt - Fee
14814	11/2/20	THE COOPER CENTER, LLC	4,393.00	40 ADMIN	Admin	Rent
14801	11/2/20	VALERIE BIRD	289.34	---	Varied Projects	Expense Report
14819	11/2/20	VALLEY GREEN SHREDDING, LLC	70.00	40 ADMIN	Admin	Recycling
14820	11/2/20	W.B. MASON COMPANY, INC.	804.39	40 ADMIN	Admin	Supplies
14771V	11/3/20	LESLIE DRAGER	-5,453.00	---	---	VOIDED
14826	11/5/20	1BERKSHIRE	800.00	617 ADM/CDBG AND 618 LEN/CDBG	MicroEnterprise CDBG	Email Blasts
14830	11/5/20	CHRISTINE ECTOR	184.23	---	Varied Projects	Expense Report
14831	11/5/20	KELLEY CLEANING SERVICES	240.00	40 ADMIN	Admin	Cleaning
14829	11/5/20	LESLIE DRAGER	5,453.00	284 BPHA/PHN	Public Health Nursing	RE-ISSUE Lost Ck - Stop Pay
14832	11/5/20	MASS. MUNICIPAL ASSOCIATION	100.00	560 COMVENGPUR	Community Group Purchasing	Advertising
14835	11/5/20	MIIA HEALTH BENEFITS TRUST	1,708.74	40 ADMIN	Admin	Dental Insurance
14836	11/5/20	MIIA HEALTH BENEFITS TRUST	36,388.24	40 ADMIN	Admin	Health Insurance
14827	11/5/20	NEW ENGLAND NEWSPAPERS, INC.	332.80	40 ADMIN	Admin	Subscription
14833	11/5/20	QUEST CONNECT L.L.C	265.00	40 ADMIN	Admin	Staff Dev B Carroll
14828	11/5/20	SARAH CARLTON	3,850.00	583 BTI/BARR/HSG	Berkshire Tomorrow / Barr / High School Graduate Project	Subcontractor
14834	11/5/20	TD CARD SERVICES	14,612.60	40 ADMIN	Admin	CC Pmt - Vaccine
14840	11/9/20	AMANDA OSGOOD	320.00	284 BPHA/PHN	Public Health Nursing	Nurses
14837	11/9/20	JUNE AXT	3,179.00	284 BPHA/PHN	Public Health Nursing	Nurses
14841	11/9/20	KARA POTTER	1,120.00	284 BPHA/PHN	Public Health Nursing	Nurses
14839	11/9/20	LESLIE DRAGER	7,338.33	284 BPHA/PHN	Public Health Nursing	Nurses
14838	11/9/20	PAULA E. DOWNER	4,175.00	284 BPHA/PHN	Public Health Nursing	Nurses
EFT	11/10/20	UNANET TECHNOLOGIES	5,760.00	40 ADMIN	Admin	Time Tracker Software
14845	11/12/20	BBE OFFICE INTERIORS	470.00	40 ADMIN	Admin	Office Chair
14846	11/12/20	COMPUWORKS	2,487.50	40 ADMIN	Admin	Computer Contract
14847	11/12/20	FEDEX	30.85	40 ADMIN	Admin	Postage
14843	11/12/20	MCKESSON MEDICAL - SURGICAL	24,523.28	601 DPH/REGPHN 602 DPH/COVIDREB	DPH Covid Reimbursements	Vaccine

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Check #	Date	Payee	Amount	Project	Dept Desc	Description
14849	11/12/20	MIRICK, O'CONNELL, DEMALLIE & LOUGEE	615.00	40 ADMIN	Admin	Legal
1077	11/12/20	R&B CUSTOM HOME BUILDERS	6,720.00	522 CHS/NMB/CDBG18	Cheshire-New Marlborough CDBG	Subcontractor
1058V	11/12/20	RALPH G. LOMBARDI, JR	-7,582.50	---	---	VOIDED
1067V	11/12/20	RALPH G. LOMBARDI, JR	-3,369.50	---	---	VOIDED
14848	11/12/20	TOWN OF LENOX	100.09	10 GENERAL	General Fund	Refund Assessment Overpayment
14850	11/12/20	TOWN OF SANDSFIELD	18.23	10 GENERAL	General Fund	Refund Assessment Overpayment
14852	11/12/20	TOWN OF TYRINGHAM	6.51	10 GENERAL	General Fund	Refund Assessment Overpayment
14854	11/12/20	TOWN OF WINDSOR	17.91	10 GENERAL	General Fund	Refund Assessment Overpayment
14851	11/12/20	TPX COMMUNICATONS	918.78	40 ADMIN	Admin	Telephone
14855	11/12/20	VOID		---	---	VOIDED
14844	11/12/20	VOID		---	---	VOIDED
14842	11/12/20	VOID		---	---	VOIDED
14853	11/12/20	W.B. MASON COMPANY, INC. ZOOM VIDEO COMMUNICATIONS,	157.63	40 ADMIN	Admin	Supplies
EFT	11/12/20	INC.	40.00	40 ADMIN	Admin	Telephone
1163	11/16/20	AK CONSTRUCTION	13,437.00	---	---	VOIDED
1163V	11/16/20	AK CONSTRUCTION	-13,437.00	---	---	VOIDED
1165	11/16/20	AK CONSTRUCTION	13,437.00	570 SHFNMBOTS/CDBG19	Sheffield New Marl Otis CDBG FY19	Subcontractor
1161	11/16/20	HENRY E BARTLETT III	11,475.00	---	---	VOIDED
1161V	11/16/20	HENRY E BARTLETT III	-11,475.00	---	---	VOIDED
1164	11/16/20	HENRY E BARTLETT III	11,475.00	570 SHFNMBOTS/CDBG19	Sheffield New Marl Otis CDBG FY19	Subcontractor
1079	11/16/20	RALPH G. LOMBARDI, JR	9,527.00	522 CHS/NMB/CDBG18	Cheshire-New Marlborough CDBG	Subcontractor
14856	11/16/20	THE COOPER CENTER, LLC MASS STATE BOARD OF	729.75	40 ADMIN	Admin	Utilities
14857	11/19/20	RETIREMENT ZOOM VIDEO COMMUNICATIONS,	6,844.20	---	---	Retirement
EFT	11/19/20	INC.	139.22	40 ADMIN	Admin	Telephone
14872	11/23/20	1BERKSHIRE	100.00	40 ADMIN	Admin	Job Posting
14870	11/23/20	BBE OFFICE INTERIORS	404.99	40 ADMIN	Admin	Sit Stand Desk
14869	11/23/20	FEDEX	69.10	40 ADMIN	Admin	Postage
14858	11/23/20	PETTY CASH / SUSAN NAWAZELSKI	50.10	40 ADMIN	Admin	Varied

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Oct 24, 2020 to Nov 24, 2020

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Project	Dept Desc	Description
14871	11/23/20	PHILIP ARNOLD	83.69	---	Varied Projects	Expense Report
14868	11/23/20	VALLEY GREEN SHREDDING, LLC	35.00	40 ADMIN	Admin	Recycling
14867	11/23/20	W.B. MASON COMPANY, INC.	60.89	40 ADMIN	Admin	Supplies

Total 253,517.95

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Nov 24, 2020

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

Customer ID	Customer	Over 90 days	Amount Due	Description
283 BHPA/INSP/BKT	TOWN OF BECKET		6,375.00	
283 BHPA/INSP/EGR	TOWN OF EGREMONT		2,562.50	
283 BHPA/INSP/PER	TOWN OF PERU		1,960.50	
283 BHPA/INSP/RCH	TOWN OF RICHMOND		2,875.00	
283 BHPA/INSP/WSH	TOWN OF WASHINGTON		956.25	
283/BHHA/INSP/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH	450.00	450.00	Coming Soon
283/BHHA/INSP/WND	TOWN OF WINDSOR		1,912.50	
284 BPHA/PHN/SAV	TOWN OF SAVOY		500.00	
284 BPHA/PHN/SND	TOWN OF SANDISFIELD		500.00	
284 BPHA/PHN/TRITOWN	TRI-TOWN HEALTH DEPT		3,144.50	
284 TYRINGHAM	TOWN OF TYRINGHAM		1,250.00	
284/BHPN/PHN/BKT	TOWN OF BECKET		875.00	
284/BHPN/PHN/CHS	TOWN OF CHESHIRE	277.50	1,355.00	Sent Reminder
284/BHPN/PHN/NAD	CITY OF NORTH ADAMS		2,363.25	
284/BHPN/PHN/PER	TOWN OF PERU		500.00	
284/BPHN/PHN/CLK	TOWN OF CLARKSBURG	679.25	1,375.50	Sent Reminder
284/BPHN/PHN/EGR	TOWN OF EGREMONT		534.25	
284/BPHN/PHN/GTB	TOWN OF GREAT BARRINGTON		1,447.00	
284/BPHN/PHN/WSH	TOWN OF WASHINGTON		500.00	
319/ROR	REST OF RIVER COMMITTE MEMBERS	0.02	0.02	Rounding
349 BSAS/EOHHS	BUREAU OF SUBSTANCE ABUSE		6,688.80	
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH ASSO		1,479.41	
432 LAN/ECON	TOWN OF LANESBOROUGH		1,529.50	
440/TPL17	MASSDOT#75425 - TPL13		0.90	
475 DAL/OSRP	TOWN OF DALTON		550.47	
493 RCH/EP	TOWN OF RICHMOND		475.00	
514 ADM/EP	TOWN OF ADAMS		484.50	
522 TOWN OF CHESHIRE	TOWN OF CHESHIRE	-275.18	46,939.82	Will Resolve with Next bill
531 ESBCI/MOB	531 ESBCI/MOB	122.35	122.35	LK Pending
533 FCSD/OJJDP	SDF-SHERIFF'S DEPARTMENT, FRANKLIN		5,169.24	
550 DOER/AARC	COMMONWEALTH OF MASSACHUSETTS		1,610.83	
553 NAD/HM	CITY OF NORTH ADAMS	1,687.08	2,074.66	Caroline Followed Up
554 NMB/HM	TOWN OF NEW MARLBOROUGH	779.72	779.72	Caroline Followed Up
559/FRCOG/MTWP	FRANKLIN REGIONAL COUNCIL OF GOVT		1,372.35	
560 COMMVENPUR	COMMUNITY VENDOR PURCHASING	2,400.00	2,400.00	3 Remaining - sent reminders
562 MAPC/NPI	METROPOLITAN AREA PLANNING COUNCIL		312.34	
575 BTI/BARR2/BCETF	BERKSHIRES TOMORROW, INC.		10,000.00	
584 WSH/TPR	TOWN OF WASHINGTON		5,304.00	
585 NBCC/OD2A	NBCC		13,269.46	
594 LEE/COMC	TOWN OF LEE	31.05	31.05	
596 CLK.HM	TOWN OF CLARKSBURG		2,960.54	
598 OTS/HM	TOWN OF OTIS		2,593.11	
606 BMC/PTSFA	BOSTON MEDICAL CENTER		14,258.44	
608 ADM/MTWPGG	TOWN OF ADAMS	881.64	1,356.60	LB Followed Up
609 BMC/PTSFA	BOSTON MEDICAL CENTER		10,216.60	

BERKSHIRE REGIONAL PLANNING COMMISSION**Aged Receivables**

As of Nov 24, 2020

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

Customer ID	Customer	Over 90 days	Amount Due	Description
614 MAPC/VACEXER	METROPOLITAN AREA PLANNING COUNCIL		9,088.28	
COOK INSURANCE	CHARLES COOK		-0.93	
PARKING PERMIT FEES	PARKING PERMIT FEES	20.00	20.00	
Report Total		7,053.43	172,523.31	

Line of Credit as of 11/23/2020

Current Balance

\$0.00

Available Credit

\$230,000.00

Amount Due

\$0.00

Payment Due Date

Dec 5, 2020



MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: November 27, 2020

SUBJ: Agenda Items – December 03, 2020 Executive Committee Meeting

V. Items Requiring Action

A. Approval to Accept a Grant from the Berkshire United Way on behalf of the Berkshire Leadership Impact Council*

Approval is requested to accept a grant from the Berkshire United Way on behalf of the Berkshire Leadership Impact Council to update Berkshire Benchmarks and to create regional indicators. The Berkshire Benchmark web site needs revamping. In addition, the Benchmarks site never really developed the indicators portion of the site. Working with the Berkshire Leadership Impact Council indicators would be developed to track how Berkshire County is changing over time. The initial grant is for \$10,000, but will be increased to \$140,000 as the project progresses. Staff lead for the project is Mark Maloy, mmaloy@berkshireplanning.org.

B. Other*

VI. Committee Reports

C. Regional Issues Committee

The Regional Issues Committee met on November 18, 2020 (draft – unapproved minutes are attached. The main topic of the meeting was the Transportation and Climate Initiative. The Committee recommended comments about this initiative that were acted on by the Commission at its 11/20/20 meeting.

A. Other

VII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received / initiated 11/1/2020 to 11/30/2020

- Dalton Stormwater 2021 - \$11,000
- Peru Hazard Mitigation - \$18,750
- Otis Municipal Vulnerability Preparedness Grant - \$20,000
- Boston Medical Center - Boston Medical Center- Pittsfield Fiscal Agent HEALING Communities - \$48,911.00
- West Stockbridge Master Plan - \$44,000

- Stockbridge Outsource Planner - \$25,000
- Berkshires Tomorrow – Berkshire Remote Learning Initiative -\$26,650
- Berkshire United Way/Berkshire Leadership Impact Council Berkshire Benchmarks Regional Indicators -\$10,000
- MIIA - Cyber Risk Prevention -technology & hardware to support telework - \$2,862

Grants and Contracts not received

We are not aware of any grants and contracts not received in this period.

B. Berkshires Tomorrow Inc. (BTI) Update

Aside from administrative approvals, there were no November BTI approvals.

C. Staff Updates

- We have filled the Grant & Procurement Specialist position. We are pleased to welcome Christie Lewis to that position. See attached resume.
- Office Assistant Susan Nawazelski is leaving BRPC. We wish her good luck.

D. East-West Rail Update

The draft East-West Rail report was available for public comment. The Commission approved comment at its meeting on November 19th. A final version of those comments it attached.

E. Rural Policy Advisory Commission Update

The Rural Policy Advisory Commission (RPAC) did not meet in November. The next meeting is tentatively scheduled for December 11, 2020. The intended discussion topics are housing and population change.

F. Transportation and Climate Initiative (TCI)

As mentioned under the Regional Issues Committee, the Full Commission approved comments on the TCI. The submitted comments are included.

G. APR 120 Day Notice Waivers

I approved 120 Notice Waivers for the following proposed APR acquisitions:

- Town of Williamstown - APR Project Name: Galusha, William L. and Kelly A., Project ID # 20C05
- Town of Great Barrington - APR Project Name: North Plain Farm, LLC, Project ID # 20C07
- Town of New Marlborough - APR Project Name: MacKenzie, Scott, Project ID # 20C06

H. DLTA Update

As I write this, the fate of the DLTA program funding starting January 2021, is in the hands of a conference committee, as the Senate did not include it in their version of the budget.

I. MassWorks Funding Award

Congratulations to Pittsfield and Sheffield for MassWorks grant awards. The Pittsfield award was for Tyler Street Streetscape improvements including upgrades to sidewalks, crosswalks, and lighting to help stimulate extensive economic and resident investment along the corridor, including six new and

reuse developments. Funds for Sheffield will support the construction of two bridge replacements on Lime Kiln Road and Kelsey Road. It is somewhat disappointing that only 2 of the 11 application from Berkshire County were funded and only 2 of the 36 funded in the state.

J. Local Rapid Recovery Planning Program

The Massachusetts Department of Housing and Community Development will shortly formally announce a new program, the Local Rapid Recovery Planning Program. This is a grant program for municipalities to develop actionable recovery plans tailored to the unique economic challenges and COVID-impacts in each MA city and town. The RFP is expected to be released on November 30th with responses due Dec 18th. Awards will be made in mid January with all work to be completed by June 20, 2021. A Webinar for interested parties is tentatively scheduled for 12/3/20 at 10:00 a.m. DHCD contacts Chris Kluchman, Chris.Kluchman@mass.gov and Emmy Hahn, Elizabeth.Hahn@mass.gov

K. Berkshire County COVID-19 Adaptation Fund

With funds secured by Senator Hinds in the supplemental budget, we are able to launch the Berkshire County COVID-19 Adaptation Fund. Grants through this program will help businesses and organizations with up to twenty-five employees address expenses incurred during the COVID-19 pandemic. Online applications will be available as of December 1st. More information is at [Berkshire County COVID-19 Adaptation Fund - Berkshire Regional Planning Commission \(berkshireplanning.org\)](https://berkshireplanning.org)

L. OSRP Workbook Revisions

The Division of Conservation Services is starting a process to update the requirements for Open Space and Recreation Plans. The goal is to update the requirements to make them more relevant to climate change resiliency while eliminating sections that are less pertinent to open space and recreation. Provide comments to DCS contact Melissa Cryan melissa.cryan@mass.gov

M. Other

VIII. Old Business

A. Staff Top Ten Commitments – FY21

At the last meeting, Executive Committee member wanted to have more time to review the staff's top ten commitments for FY 21.

B. Office Re-Opening Update

Due to the recent uptick in COVID-19 cases I have requested that to the extent possible staff not come into the office to work unless they absolutely have to, i.e. process the mail. When staff are in the office they are to work in individual offices with the door closed.

C. Other

IX. New Business

A. January Full Commission Meeting (Virtual) January 21, 2021

At this time, it is early to prepare for January's meeting.

B. Other



MINUTES OF THE REGIONAL ISSUES COMMITTEE
November 18, 2020
Meeting Held Via Zoom Video Communications

I. Call to Order

The meeting was called to order at 4:05 by CJ Hoss, Committee Chair. The meeting was recorded.

Committee Members Present

CJ Hoss, Chair, Pittsfield
Shelia Irvin, Pittsfield
Chris Rembold, Great Barrington
Andrew Groff, Williamstown
Kyle Hanlon, North Adams
Eleanor Tillinghast, Mount Washington (non-Commission member)

BRPC Staff Present

Tom Matuszko, Executive Director
Laura Brennan, Senior Planner
Clete Kus, Senior Transportation Planner
Alexander Valentini, Economic Development Researcher

Guests Present

Christine Kirby, MA Department of Environmental Protection, Assistant Commissioner

II. Approval of September 14th, 2020 Meeting Minutes

Andrew Groff's municipal affiliation on the September 14th, 2020 meeting minutes was corrected from "North Adams" to "Williamstown".

Chris R. moved to approve the minutes of the September 14th, 2020 meeting. Eleanor T. seconded the motion. The motion passed unanimously.

III. Transportation Climate Initiative (TCI) – Guest speaker Christine Kirby, Assistant Commissioner, Massachusetts Department of Environmental Protection

Christine K. introduced herself and shared a slideshow regarding the TCI with the Committee via Zoom. She said she has been involved with the TCI since its conception in 2010 and has chaired the technical and analysis workgroup since 2018.

Presentation Information

TCI was founded in 2010 with the goal of reducing greenhouse gas emissions from transportation, similar to how the Regional Greenhouse Gas Initiative (RGGI) has worked to reduce greenhouse gas emissions from the power sector. TCI consists of 12 Northeast and mid-Atlantic states and the District of Columbia (ME, NH, VT, MA, CT, RI, NY, PA, NJ, MD,

DE, VA).

Transportation is the source of 43% of CO₂ emissions in the TCI region.

TCI region stats: 72 million people, \$5.3T GDP, 52 million registered vehicles.

The modelled TCI cap of 254 MMT of CO₂ covers more than 3 times the emissions regulated by RGGI.

The TCI draft MOU was published at the end of 2019. The final MOU was meant to be published in Spring 2020, but COVID-19 has delayed it to late Fall 2020. The cap and investment program may start as early as 2022, and the cap will continue to decline for a decade after it begins.

TCI differs from a gas tax in that a gas tax is constant and legislatively difficult to change. TCI, by contrast, is a market-based program with a decreasing cap, which guarantees emissions reductions over time.

Benefits in addition to reduction of CO₂ emissions include reduction in criteria air pollutants, green industry growth, public health savings, and avoided climate disaster damages.

TCI contains a strong focus on equity with a dedication to transparency, community participation, and funding for overburdened and underserved communities.

Committee Questions and Comments

Eleanor T. asked Christine K. if the average cost increase for a gallon of fuel at the pump has been modelled. Christine K. said the final increase depends on cap size, cap reduction aggressiveness, and market conditions, but that the models show a range from \$0.05 to \$0.17 per gallon.

Eleanor T. asked Christine K. if Governor Baker was obligated to proceed with TCI if he signed the MOU. Christine K. said the MOU is non-binding.

Tom M. and CJ H. expressed concern over the impact of the program on Berkshire County given the county's rural circumstances such as lack of public transit, low population density, dependence on privately owned automobiles, and lower household incomes. Christine K. said these considerations are being kept in mind during program design.

Christine K. asked for clarification on the letter BRPC and the Committee is drafting. Tom M. said it is a public comment letter for submission to TCI.

Sheila I. asked if rural communities are included in equity considerations. Christine K. said that they are.

CJ H. asked if it has been considered that municipalities such as Pittsfield have large, gasoline-dependent, fleets. Christine K. said that TCI can be an opportunity for fleet conversion due to the funding it will generate for fleet conversion grant programs.

Eleanor T. asked how much revenue the program will generate for Massachusetts. Christine T. said it cannot be determined until program variables are set (cap size, cap reduction aggressiveness, plus market conditions), but that it will be hundreds of millions of dollars annually.

Eleanor T. asked if it has been determined how revenues would be distributed to different counties, for instance, by population or gallons of fuel combusted. Christine K. said the distribution scheme has not yet been determined.

Tom M. asked if the cap allowances are different per state. Christine K. said that they will be the same throughout the TCI region.

Christine K. left the meeting.

Public Comments Letter

Eleanor T. said that the price increase in gasoline is going to affect Berkshire County residents significantly, and that the letter must contain insistence that revenues will accrue to Berkshire County. The costs of the program cannot be carried by Berkshire County residents if they are unlikely to benefit from the resultant investment.

Tom M. said that he would like more clarification on the "overburdened and underserved communities" language in the equity portion of TCI.

Eleanor T. said that the language in the letter needs to be strong regarding the equitable distribution of funds to Berkshire County.

Andrew G. mentioned that even though revenues might accrue to grant programs available to Berkshire County municipalities, some of the most vulnerable municipalities do not even have the staff capacity to be aware and take advantage of such programs.

Andrew G. said that Berkshire County needs a representative on the committees/other bodies determining program details, and in particular revenue distribution.

CJ H. said that the letter should stress past inequities Berkshire County has endured, MBTA funding in particular.

Kyle H. moved that BRPC staff amend the letter to stress past inequities Berkshire County has endured, make clear that Berkshire County expects at least an equitable distribution of revenues, and request that Berkshire County is given representation in the bodies determining program details, and submit the letter to the Commission for approval. Sheila I. seconded the motion. The motion passed unanimously.

IV. Topics for Future Consideration

Eleanor T. asked Tom M. to circulate any available information regarding solar PILOTS or tax payments to municipalities to committee members.

V. Next Committee Meeting Date – Wednesday, December 16th, 2020 at 4pm

Tom M. said that there likely will not be anything urgent the Committee needs to address by December 16th. The meeting will therefore be postponed to January 27th, 2021. If something urgent arises, the December 16th meeting date will be honored.

Laura B. will email the Committee about the changed meeting date.

VI. Adjournment

Kyle H. moved to adjourn the meeting. Eleanor T. seconded the motion. The meeting was adjourned at 5:22.

DRAFT

Christie Lewis

SUMMARY OF QUALIFICATIONS

- Highly motivated and dedicated Accounting and Administrative professional with more than 20 years experience.
 - Demonstrated proactive approaches to problem-solving with strong decision-making capability.
 - Adept at developing and maintaining detailed administrative and procedural processes.
 - Extremely focused and results-oriented in supporting complex, deadline-driven operations.
 - Proficient in Microsoft Outlook, Word, Excel, Quickbooks and internet.
 - Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response.
-

PROFESSIONAL EXPERIENCE

B&G Foodservice Equipment

Office Administrator, *Albany, NY*

2006 - Present

- Accounts Receivable, Accounts payable, Collections, Invoicing and Purchasing
- Submits payroll for 15 employees to payrolling company
- Manage approximately 3000 customer accounts
- Receive, inspect and record all equipment
- Process average of 4-5 large shipments weekly
- Create invoices for all deliveries, services and equipment
- Ship equipment to clients
- Quality check all shipments, make sure the crew has signed security agreement before equipment leaves warehouse
- Create salesman orders; pull all products and equipment
- Monitor and conduct Inventory Control
- Monitor employee start and end dates, benefit enrollment periods and accrued days off
- Keep updated contact and emergency contact information for all employees
- Source logistics companies for cheapest rates

Berkshire County ARC

Residential Support Staff, *Pittsfield, MA*

2003 - Present

- Provides a full range of personal care services, while involving the individual in completing daily living
- Transferring into and out of bed, wheelchair, and motor vehicle; lifting and turning consumers
- Personal care including: bathing, toileting, dressing, grooming, meal preparation, feeding and clean up

Adelphia Communications

Administrative Assistant, *Pittsfield, MA*

1998 - 2002

- Prepare monthly tracking sheets
- Follow up on customer complaints, resolve issues
- Data entry

Subway

Manager, *North Adams, MA*

1996-1997

- Order all food and supplies
- Prepare and submit all bank deposits
- Supervise 5-7 employees
- Scheduling
- Bookkeeping

EDUCATION

Berkshire Community College • Pittsfield, MA

A.S. Business Careers, 2005

Major College Courses: Management, Accounting, Business Finance, Computer Software Applications



BRPC

Berkshire Regional Planning Commission

KYLE HANLON, Chair
JOHN DUVAL, Vice-Chair
SHEILA IRVIN, Clerk
MALCOLM FICK, Treasurer
THOMAS MATUSZKO, A.I.C.P.
Executive Director

November 19, 2020

Stephanie Pollack, Secretary and CEO
Massachusetts Department of Transportation
10 Park Plaza, Suite 4160
Boston, MA 02116

RE: East/West Rail Study Comments

Dear Secretary Pollack,

We appreciate the effort that has gone into the East/West Rail Feasibility Study which evaluates options for expanded passenger rail service across the Commonwealth. As you are aware, Berkshire County has very limited rail service. This study, along with the soon to be expected one for the northern route through Greenfield to North Adams, are key first steps in bringing about regularly scheduled service that will connect our region to other parts of the state. Our comments are intended to strengthen the integrity of the study and to clarify recommendations that will serve to set the direction for future efforts and lead to the implementation of reliable passenger rail service.

Updated Cost Estimates

Price estimates for the rail infrastructure improvements appear to be high and may overestimate the actual cost. It is recommended that a new price estimate for the improvements be developed by an organization whose main work is rail construction. This would likely improve the benefit cost ratio and provide a cost savings when the project proceeds to bidding/construction. Directly related to this, future efforts should focus on identifying ways to drive the cost down through innovation such as design build and public/private partnerships.

Rail Service Operations and Oversight

Discussion should be included regarding MassDOT's ability to provide oversight on passenger rail services. Options should be explored and evaluated to determine the approach to providing oversight on statewide rail programs and operations. Public-private partnerships should also be investigated and assessed which may result in substantial cost savings and reduced financial risk.

Economic Benefits

The Benefit Cost analysis could be improved by taking into consideration the indirect economic benefits which will result from enhanced rail service. This new service will increase economic activity and add new jobs; increasing ridership above what is reflected in the study. This effect stemming from increased economic

activity should be reflected in new ridership projections and the recalculation of the benefit cost. The draft report recommends working with local and regional governments to facilitate land use decisions. The final report should also include a recommendation for MassDOT to work with and actively engage local and regional governments to identify indirect economic benefits.

Commitment to Further Progress

Most of the recommendations contained in the draft study require further effort. MassDOT should commit to providing the necessary staff support and resources to move identified actions along and insure that they be completed in a professional and expeditious manner and do not languish. The final report should include a schedule for MassDOT to complete these efforts.

Preferred Alternative

BRPC recommends that the 4/5 hybrid be selected as the preferred alternative. It provides the fastest travel time, has the largest number of daily trains, and has the greatest potential for this alternative to achieve success. The draft report recommends keeping Alternatives 3 and 4 under consideration until additional information is known. It is recommended that only one alternative, the 4/5 hybrid, be selected as the only alternative so that it can be expeditiously advanced in greater detail.

Travel Time Improvement

The maximum speed between Springfield and Pittsfield is indicated as being 59 miles per hour. This is the slowest speed rating along the entire route. Improvements should be identified that would increase the average speed of 44 mph and improve the travel time of 1:12 hours between Pittsfield and Springfield.

Corridor Acquisition Analysis

All the alternatives developed in the study are based on the premise that CSX will remain the owner and based on CSX passenger rail requirements that are over burdening and costly. This has resulted in a significant number of improvements being required for the proposed service which come with a significant price tag. An alternative approach could be to acquire the corridor from CSX. A cost analysis could determine the price point where it would be more cost effective to acquire the corridor and lessen the amount of CSX required improvements. Also, by acquiring the corridor, passenger service would not suffer from operation decisions being made by a freight railroad.

Construction Phasing

It is recommended that construction of system upgrades for the preferred alternative, 4/5 hybrid, emanate out of Springfield in a simultaneous manner towards both Pittsfield and Worcester. This will serve to insure that connectivity to

Pittsfield does occur and occur much sooner in comparison to construction of improvements beginning in Boston or Worcester and moving west

Operating and Maintenance (O/M) Costs

The document lacks detailed data on O/M costs for the various alternatives. At a minimum, this information should be provided for the 4/5 hybrid alternative. This information is critical to determine the price point for tickets and to determine what level of subsidy will be necessary. Please add this information to final document along with any other anticipated revenue. Related to operations, the RTC rail corridor capacity analysis was not mentioned in the draft. Please add a discussion and include the analysis in the appendix to the final report.

Service Connection to Albany

The study's recommendations should advise that this new east-west service should connect to Albany/Rensselaer and that MassDOT Rail and Transit Division initiate discussion with Amtrak and NYSDOT. By adding this 37 mile segment, additional options are created and can further increase ridership and provide additional economic opportunities.

Engage CSX

For this new service to become operational, approval from CSX is required. Conversation with CSX should begin immediately to be able to implement this east-west service in a timely manner. Waiting for some future point to start a dialogue would likely lead to further delays. Also, these discussions can be used to determine if CSX has any interest in selling this corridor.

Green House Gas Emission (GHG) Reductions

This study determined that the displacement of vehicles and mode shift to rail will not provide a net reduction in emissions due to high level of pollutant emissions from the locomotives. The study should recommend that more attention be given to identifying a cleaner fuel or another locomotive type that has lower emissions and results in lower GHG emissions.

Legislation and Funding

The final document should include a discussion on appropriations and authorization legislation to secure funding for this rail project at both the State and Federal level. Including policy recommendations for funding and corresponding amounts will assist legislators as they develop their bills to acquire funds. The study is limited in its discussion on other potential funding sources and at a minimum a list of funding sources should be included.

We appreciate the opportunity to provide comments on the draft East/West Passenger Rail Study and trust that these comments will be addressed in the final document. BRPC is committed to improving mobility options in the region and

looks forward to working with MassDOT in advancing this effort through to service implementation.

These comments were endorsed by the Berkshire Regional Planning Commission at its meeting on November 19, 2020.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Thomas Matuszko', with a stylized flourish at the end.

Thomas Matuszko, Executive Director

cc: The Honorable Charles Baker, Governor
The Honorable Edward Markey, U.S. Senator
The Honorable Elizabeth Warren, U.S. Senator
The Honorable Richard Neal, U.S. Congressman
The Honorable Adam Hinds, Senator, Berkshire, Hampshire, Franklin & Hampden District
The Honorable John Barrett, Representative, 1st Berkshire District
The Honorable Paul Mark, Representative, 2nd Berkshire District
The Honorable Tricia Farley-Bouvier, Representative, 3rd Berkshire District
The Honorable Smitty Pignatelli, Representative, 4th Berkshire District
Mayor Linda Tyer, City of Pittsfield
Jonathan Butler, President and CEO, 1Berkshire



BRPC


Berkshire Regional Planning Commission

KYLE HANLON, Chair
JOHN DUVAL, Vice-Chair
SHEILA IRVIN, Clerk
MALCOLM FICK, Treasurer
THOMAS MATUSZKO, A.I.C.P.
Executive Director

TO: Transportation and Climate Initiative

DATE: November 25, 2020

SUBJECT: Transportation and Climate Initiative Comments

FROM: Thomas Matuszko, Executive Director 

The Berkshire Regional Planning Commission, BRPC, has been following the development of the Transportation and Climate Initiative (TCI) which seeks to reduce carbon emissions from the transportation sector. A great deal of information has been presented about TCI through on-line webinars and forums; more of the program details remain to be finalized as the process moves forward. BRPC is supportive of the TCI effort but only if it does not shift the burden to residents that are least likely to benefit from it. As we are nearing a point when Governor Baker is expected to make a final decision to sign on to this initiative, BRPC is using this opportunity to share comments so that funding is allocated equitably to regions and then directed to measures that are beneficial to all residents and would be effective at reducing carbon emissions.

Although some of the specific details of the program remain to be finalized, it appears that more information related to this program exists but has not been made widely available. For example, numerous types of modeling have been performed yet the results have not been summarized or publicized. Both the public and elected officials should have access to this information in an easily understandable format. Also, subject matter experts have alluded to some of the Governor's desires related to the use of TCI funds, but the state's website does not contain any information about this. Over the past two years since this effort began, only a few informational meetings have occurred in our region. A significant program such as TCI, which has far reaching impacts, should include more public outreach meetings with information which is specific to the Commonwealth of Massachusetts. Statements made by officials regarding the program should be posted to the state's website on a regular basis.

Berkshire County is predominately rural, and residents must travel further for typical daily activities such as work, school, shopping, and medical appointments. Transit options are very limited in terms of the number of routes and frequency with no service after 7 PM or on Sundays. As such, residents spend more of their income on transportation costs in comparison to residents in urban areas who also have more transit options. Furthermore, income levels in Berkshire County significantly lag other areas of the Commonwealth and rank as the second lowest. Median household income is nearly 27% less than the statewide average. The stated increase in fuel costs to create a revenue source for TCI is an inequitable burden for our residents. This inequity must be addressed.

One area of significant concern in Berkshire County relates to the equitable distribution of TCI revenue. Many Berkshire County residents still object to the fact that 1% of sales taxes collected in Berkshire County goes directly to MBTA for services which our residents do not utilize or benefit from. The TCI program design for Massachusetts must insure, at a minimum, that revenue collected is distributed equitably in relation to where it was collected. Annual reports on the effectiveness of the program should also include a financial component

containing information on the collection and distribution of program funds. We have strong concerns that TCI revenue will be used extensively to benefit and subsidize the MBTA; a service for which most Berkshire County residents receive little benefit from.

Most recently a minimum investment requirement for the use of TCI revenue was proposed that would establish a minimum investment of 35% for underserved and overburdened communities so that those communities would benefit equitably from clean transportation projects. Each jurisdiction would designate an advisory body with diverse representation, including community residents to identify underserved and overburdened communities, provide guidance for investments, and define goals and metrics for measuring progress. If this proposal moves forward it will be extremely important for rural communities to have representation on the advisory body. Residents in rural communities face many of the problems, such as poverty, as residents in non-rural areas but are not typically considered underserved and overburdened. BRPC formally requests that the advisory body include a representative from our organization.

A report commissioned by the Nature Conservancy mentions that electric vehicles and charging stations are a viable measure to reduce carbon emission in rural areas. Given the income disparities between Berkshire County and other areas of the Commonwealth, the rebate or incentive amount to our residents will need to be significantly higher for this measure to have any meaningful impact of reducing emissions. Simply put, residents do not have the financial means to purchase new vehicles, let alone new electric vehicles with an even a higher cost. Increasing the number of electric vehicles in the Berkshires must also be accompanied by the construction of a network of public charging stations at suitable locations with coverage throughout the region. Additional benefits can also be derived from mandating that local public fleets begin transitioning to electric vehicles, which should be funded by TCI revenue. The use of electric vehicles in public fleets can reduce or eliminate apprehension over new vehicle technology.

Increased funding for transit that would increase service hours and support other innovative transportation options appear as viable candidates for TCI revenue. It is our understanding that Governor Baker desires that a sizable portion of TCI revenue be directed towards transit. Expanding transit in Berkshire County has the potential to reduce emissions; however, the funding should be available for a variety of transit vehicle sizes. Also, several agencies including 1Berkshire, BRPC and the Berkshire Regional Transit Authority are currently designing a program to address employment based first/last mile transportation needs. TCI revenue should be directed at these efforts to improve mobility options while simultaneously reducing emissions. TCI revenue provided for transit should only be used for expanding service or establishing new service and by no means should it be used to supplant existing transit funding.

At least initially, the use of TCI revenue should be prioritized towards those items that have a direct nexus to emission reduction, such as electric vehicles, electric vehicle infrastructure buildout and mass transit. The use of TCI revenue for items, such as support for infrastructure in village and town centers, and the installation of broadband in underserved areas, that would have an indirect benefit should be minimized. These items could consume large amounts of revenue and may not yield demonstratable results.

The COVID-19 pandemic has had a significant impact on the economy at both the state and national level. Although there may be an urgency to begin emission reductions from the

transportation sector and mitigate the effects of climate change, the TCI program should not proceed until the economy has fully recovered. This additional cost impact would further worsen the predicament of businesses and families.

The design of the TCI program is such that emission allowances may ratchet down over time. One thing which the pandemic has taught us is to include provisions for the unexpected. The program design must include provisions to suspend the program under exceptional circumstances such as what we are facing with the pandemic. By having such a provision, it will assist helping to address uncertainty and hardship during difficult times. This is a provision that should be included in the MOU.

BRPC appreciates the opportunity to provide comments on the TCI initiative as Governor Baker considers signing on to the MOU. We seek assurances that our region receives a fair share of the revenue, if not greater, to resolve the inequities faced by rural areas and the income disparities that are further exacerbated from the program design and increased fuel cost. We also want to be involved in decision making process as this program design is finalized and formally request that BRPC be provided a seat at the table and be included in the State's TCI advisory body. Consideration of these comments will help to insure that that a program to address emissions from the transportation sector is designed in a manner that is efficient and equitable while taking rural issues into consideration.

These comments were endorsed by the Berkshire Regional Planning Commission at its meeting on November 19, 2020.

cc:

The Honorable Charles Baker, Governor
The Honorable Adam Hinds, Senator, Berkshire, Hampshire, Franklin & Hampden District
The Honorable Karen Spilka, Senate President, 2nd Middlesex and Norfolk District
The Honorable John Barrett, Representative, 1st Berkshire District
The Honorable Paul Mark, Representative, 2nd Berkshire District
The Honorable Tricia Farley-Bouvier, Representative, 3rd Berkshire District
The Honorable Smitty Pignatelli, Representative, 4th Berkshire District
The Honorable Robert DeLeo, Speaker of the House, 19th Suffolk District
Secretary Kathleen Theoharides, Executive Office of Energy and Environmental Affairs
Secretary Stephanie Pollack, MassDOT
Geoffrey Beckwith, Massachusetts Municipal Association

COVID-19 Adaptation Fund

For Berkshire County



The Berkshire County COVID-19 Adaptation Fund will provide grants to small for- and non-profit businesses in Berkshire County to address fixed debt, payroll, accounts payable, documented lost sales, other working capital expenses that could have been recognized had the COVID-19 pandemic not occurred. The fund will also consider applications from established non-profits to support programs aimed at supporting individuals and groups of individuals impacted economically by COVID-19. The focus of this fund will be on small to medium sized businesses and organizations with a tiered system of maximum awards based on FTEs. Preference will be given to applications from BIPOC (Black, Indigenous, and People of Color)-owned businesses and non-profit organizations offering support to populations affected by COVID-19.

Grants awarded on a rolling, first-come, first-served basis to applicants meeting the following criteria:

- Applicants must have employed 25 or fewer full-time or FTE employees on/prior to 3/1/20
- Applicants may be a for- or non-profit businesses physically located in Berkshire County, MA.
- Applicants must have been in proven operation since January 1, 2020.
- For-Profit Applicants with 5 or fewer employees *must first be deemed ineligible* for CDBG-CV funding based on income qualifications associated with that program.

In order to provide financial relief to businesses and organizations most impacted by closures, policies, or general loss of revenue due to COVID-19, applicants must fall into one of the following categories:

- Five (5) FTEs or fewer - maximum award of \$5,000 (must be ineligible for CDBG-CV funding)
- Six (6) to fifteen (15) FTEs - maximum award of \$10,000
- Sixteen (16) to twenty-five (25) FTEs - maximum award of \$15,000
- Non-profit organizations may submit a proposal for up to \$15,000 to support technical assistance efforts directed at populations impacted economically by COVID-19.

Grants will reimburse qualified expenses on or after April 1, 2020. Applicants will be required to submit proof of an expense, along with proof of payment, for reimbursement. Qualifying expenses include:

- One time purchases to support business continuity (adaptation, cleaning and/or distancing supplies)
- Technical Assistance costs
- Fixed debt payments (rent or lease payments)
- Direct payroll expenses
- Accounts payable (inventory, utilities, insurance, professional services or membership dues)
- Documented lost sales
- Marketing expenses to improve/expand market reach
- Program expenses (specific to non-profit applications for support and technical assistance programs)

Ineligible expenses include:

- State, local or federal taxes
- Expenses prior to April 1, 2020
- Any expense for which the applicant will be reimbursed or compensated through other programs

Ineligible businesses include:

- Real estate rentals/sales
- Businesses that are chains (with the exception of Berkshire County-based businesses)
- Liquor stores
- Weapons/firearms dealers
- Lobbyists
- Cannabis-related businesses
- Businesses owned by persons under age 18.

Berkshire Regional Planning Commission -

Top Commitments – Fiscal Year 2021

For Fiscal Year 2021 the Berkshire Regional Planning Commission staff commit to:

Continue to be actively engaged and make strong efforts to advance economic recovery from the COVID-19 crisis. Actively seek ways and funds to assist Berkshire County to overcome the economic devastation from the COVID-19 shutdown.

Continue to have a strong response to the COVID-19 pandemic including an appropriate response to any resurgence of COVID and an effective way to deliver vaccine to the public.

Support the transformation of local public health in Berkshire County by strengthening our ability to collect and use public health data, streamline operations through electronic systems, and grow the Alliance into a more comprehensive public health district.

Continue to monitor the Transportation Climate Initiative to identify measures and strategies that will be effective in reducing greenhouse gas emissions from the transportation sector. Assist with informing residents about the TCI initiative and support measures that are reasonable, cost effective and which do not adversely impact rural areas.

Working through the Berkshire Leadership Impact Council, develop a set of community indicators and create a state of the county report.

Continue to lead the County Health Initiative (CHI), a group of medical, social service and community organizations that are working towards improving the health status and health outcomes in Berkshire County by fostering a healthy lifestyle environment. Working with other regional partners make significant progress on a County Health Improvement Plan (CHIP) in FY 2020.

Continue to support rail service to and within Berkshire County, including the East-West Passenger rail connection between Pittsfield and Boston, the restoration of rail service on the Housatonic line, the feasibility assessment of rail service between North Adams the Greenfield and the Berkshire Flyer.

Develop a regional housing strategy to provide a framework to position communities in Berkshire County to be able to better utilize existing funding sources, explore new funding sources, improve the region's development capability to improve existing housing stock and increase housing stock to meet the needs of current and perspective residents.

Develop and implement meaningful ways to improve BRPC's approach to social and racial equity, inclusion, and diversity. Continue to build in social determinants of health, anti-racism, and anti-poverty tenets into all that we do.

Continue to work with communities to plan for and mitigate against the increasing impacts on people and the environment from climate change through the Municipal Vulnerability Program and Hazard Mitigation Program. Pursue new and ongoing collaborations with the Executive Office of Energy and Environmental Affairs to secure funding for implementation of adaptation measures.

Increase capacity to assist communities with energy planning, including Green Communities Act provisions, and implementation of efficiency and cost-savings measures.

Work to address climate change adaptation through integrating carbon storage and sequestration into forest management planning practices.

Continue to make and adhere to necessary operational modifications to respond to the COVID-19 pandemic to keep staff safe and the agency fully functional.

Improve the efficiency and effectiveness of the Berkshire Group Purchasing Program, by standardizing forms, better tracking of vendor deliveries and administration fee, providing clear and specific instructions, and expanding the options for items to purchase.

Assess and analyze future office space needs to incorporate COVID-19 related impacts when conducting the required office space procurement to achieve cost effectiveness and minimize operational disruption.



MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: November 27, 2020

RE: **October Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of October 2020. 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	Provide ABR information and consulting. Assist with grant application	Planning Board
Clarksburg	Research zoning for large scale solar installations with follow-up	Planning Board
Peru	Call with Peru Town Administrator to discuss contracting and timeline for the hazard mitigation plan	Town Administrator
Sheffield	Historic District map updates	Historic District