



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, March 4, 2021 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 February 4, 2021* (4:05)
- III. Financial Reports (4:10)
 - A. February 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 funds and sign any contracts with the Department of Housing and Community Development for the District Local Technical Assistance Program
 - B. Other
- VI. Committee Reports (4:25)
 - A. Regional Issues Committee
 - B. Commission Development Committee

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

- C. Environmental Review Committee
- D. Other

VII. Executive Director's Report (4:30)

- A. Report on New Contracts / Agreements
- B. FY2022 Health and Dental Rate Changes
- C. Berkshires Tomorrow Inc. Update
- D. Staff Update
- E. Rural Policy Advisory Commission Update
- F. East-West Rail Update
- G. DLTA Update
- H. Berkshire County COVID-19 Adaptation Fund Update
- I. 120 Day Notification Waiver Request
- J. Proposed update to the Metropolitan and Micropolitan Statistical Areas program
- K. Mohawk Trail National Scenic Byway Designation
- L. Local Rapid Recovery Plans
- M. U.S. Department of Commerce's Economic Development Administration (EDA)
 - CARES Act Recovery Assistance grant
- N. Other

VIII. Old Business (4:35)

- A. Other

IX. New Business (4:45)

- A. Proposed Changes to Designating Urbanized Areas in the Census
- B. March Full Commission Meeting (Virtual) – March 18, 2021
- C. Other

X. Adjournment (5:00)

Attachments:

- Unapproved Minutes of the Executive Committee Meeting of January 4, 2021
- Line of Credit Report
- Memo – Executive Committee Agenda Items
- Resume – C. Morehouse
- January Technical Assistance

* Items Requiring Action



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DRAFT MINUTES OF THE EXECUTIVE COMMITTEE MEETING

Thursday, February 4, 2021

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

CJ Hoss, Regional Issues Committee Chair

Rene Wood, Commission Development Committee Chair

Others Present: CTSBTv.org; Nancy Socha, BRPC Stockbridge Delegate; Christine Rasmussen, Stockbridge Planning Board

Staff Present: Thomas Matuszko, Executive Director; Marianne Sniezek, Office Manager; Kate Hill Tapia, Office Administrator

A. Approval of Minutes of Executive Committee Meeting on January 7, 2021

Sheila Irvin moved to approve the minutes of the January 7, 2021 meeting, which was seconded by Malcolm Fick and approved by roll call vote from John Duval, Roger Bolton, Malcolm Fick, Sheila Irvin, CJ Hoss, and Kyle Hanlon.

II. Financial Reports

A. January Expenditures Report

The Dunn & Bradstreet expenditure was explained as a subscription to a database of businesses used for economic development work. Roger Bolton motioned to approve the report and Malcolm Fick seconded. The report was approved by roll call vote from John Duval, Roger Bolton, Malcolm Fick, Sheila Irvin, CJ Hoss, and Kyle Hanlon.

B. Accounts Receivable Report & Assessments

There was no discussion on this item.

C. Line of Credit Report

The BRPC Treasurer authorized Tom Matuszko, on behalf of the Commission, as Executive Director to borrow \$125,000 against the BRPC Line of Credit. This need was entirely related to a cash flow issue predominantly related to a few projects. With one project, the Berkshire Adaptation fund, we received a ½ advance payment of \$125,000. In our efforts to distribute COVID related response funds to businesses and non-profits as quickly as possible, we have disbursed significantly more. According to our contract, we are not due the remaining funds (\$125,000) until the end of June. The other projects are CDBG housing rehab related. The reimbursement process to receive funds from the Department of Housing and Community Development (DHCD) CDBG program is laborious and cumbersome. Basically, the contractors are required to bill us. We then must request the funds from DHCD. It takes several weeks for DHCD to release those funds, which are deposited into an account in the lead community. That community must place that spending item on a Select Board warrant and then the town must cut the check. The entire process takes many weeks. Overall, with the housing rehab program, it has been challenging to get and retain contractors who want to work in this program. We have decided not to hold off payment to the contractors until we receive payment from the town. Instead, we pay the contractors promptly after receiving their bill. It did not seem fair to them and we did not want to lose them. The consequence is that we are out of that money. We have generally been able to modulate that difference with advance funds from other projects. Over the last several years we have received a hefty advance payment from the DLTA program that has carried us in the beginning part of the year. This year, the DLTA program is late. It will still be several weeks before we can expect that payment. We disbursed over \$100,000 related to the housing rehab program which we need payment for.

D. FY20 Audit Update

We continue to provide documentation and testing samples to the accountant for the FY20 Audit. The accountant started reviewing documents this past week with the expectation of completing it in a couple of weeks. Due to the pandemic everything takes longer and is backed up.

III. Delegate & Alternate Issues

There was agreement about the productivity and value of the last Commission meeting and a suggestion to continue that kind of meeting where there was a lot of discussion. Tom suggested the new One Stop Growth grant application process as possible topic for March Commission meeting.

IV. Items Requiring Action

A. Approval (after the fact) to Submit Grant Applications to the

Massachusetts Department of Elementary and Secondary Education Regionalization Grant Program *

Approval was requested (after the fact) for the Executive Director to submit a grant application, on behalf of the Berkshire County Education Task Force (BCETF), to the Massachusetts Department of Elementary and Secondary Education Regionalization Grant Program and to approve any resulting contracts and agreements. This grant application seeks funds to enable the BCETF to continue research and planning activities to support greater regionalization and sub-regional efforts in Berkshire County, the year focusing on financial and legal topics. The grant amount is \$200,000. No match is required.

Sheila Irvin moved to approve the Executive Director (after the fact) to submit a grant application on behalf of the Berkshire County Education Task Force (BCETF), to the Massachusetts Department of Elementary and Secondary Education Regionalization Grant Program. Roger Bolton seconded the motion. It was approved by roll call vote from John Duval, Roger Bolton, Malcolm Fick, Sheila Irvin, CJ Hoss, and Kyle Hanlon.

B. Other - NONE

V. Committee Reports

A. Regional Issues Committee

The Regional Issues Committee met January 27, 2021. The main agenda item was a discussion of the Clean Energy and Climate Plan for 2030 leading up to a submission of comments. The committee will meet February 17 to finalize comments. Tom reported that the comments deadline has been moved from February 22 to March 22, 2021 so approval of the comments can go to the full Commission meeting on March 18.

B. Environmental Review Committee

We have received two ENFs. One is for a marijuana facility in Hinsdale. This is undergoing MEPA review only because it is in an Area of Critical Environmental Concern (ACEC). It was decided that the Environmental Review Committee should not submit comments on this ENF. Discussion followed about BRPC's role. Caution was expressed about not "taking sides" about the merits of marijuana. BRPC may to be able to offer technical advice on certain topics. Communities may ask for help especially about odor concerns and future MEPA reviews might warrant comment. Since there is no odor expertise on staff, a presentation to the Regional Issues Committee on cannabis odor may be helpful. CJ noted that Pittsfield had a hard time finding someone with that expertise.

The other ENF has not been noticed in the Environmental Monitor yet.

VI. Executive Director's Report

A. New Grants and Contracts received / initiated 1/1/2021 to 1/31/2021

- Dept Public Health Covid-19 - \$87,910
- Berkshire County Sheriff's Office – Opioid Prevention - \$25,000
- Lanesborough – Public Health Inspection Services - \$25,000
- Otis – Complete Streets - \$21,320.78
- Becket – Pavement Management Survey - \$5,450.00

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

Below is an update of BTI activities from 1/1/2021 through 1/28/2021.

- Approved to accept a \$15,000 donation from Berkshires Taconic Community Foundation for Berkshire Opioids work in the Northern Berkshire region.

C. Staff Update

- Housing Specialist William Thornton Jr was hired to work in the CDBG housing rehab program.
- Office Administrator Kate Hill Tapia was hired to support the daily operations of the Berkshire Regional Planning Commission and Berkshires Tomorrow Inc.
- We still have an opening for a Senior Environmental Planner position.

D. Rural Policy Advisory Commission Update

The Rural Policy Advisory Commission (RPAC) met on January 14, 2021. The focus of the meeting was setting legislative priorities for the upcoming legislative session. The next meeting is tentatively scheduled for February 14, 2021. The intended discussion topic is to finalize legislative priorities.

E. East-West Rail Update

The final report for the East-West Passenger Rail Study was released in early January. There has been no further activity that we are aware of. The Transportation Bond bill did include the following language, "not less than \$50,000,000 shall be used for transportation planning, design, permitting and engineering, acquisition of interests in land, vehicle procurement, construction, construction of stations and right-of-way acquisition for the East-West passenger rail project, which includes Pittsfield to Boston service via Springfield, Palmer, and Worcester." The Berkshire Flyer, the northern passenger rail route and the Housatonic line were also included in the Transportation Bond Bill.

F. DLTA Update

Applications for the 2021 DLTA Program were sent to municipalities this week, with responses due by February 25, 2021. Application material may be accessed at [DLTA Applications Now Available - Berkshire Regional Planning Commission \(berkshireplanning.org\)](https://berkshireplanning.org). The Governor's budget for FY 22, H1, included DLTA at the same funding level as FY 21.

G. Berkshire County COVID-19 Adaptation Fund

Using the \$250,000 earmark funds secured by Senator Hinds, we have dispersed or allocated \$180,000 to 33 small businesses or non-profit organizations. We will soon be making \$15,000 awards to two organizations to provide technical assistance related to COVID-19. Demand has far exceeded our financial ability to provide awards. There are about 65 additional unfunded applicants, representing about \$460,000 in asks. There is some interest to try to secure more revenue for the fund, but those efforts have been unsuccessful thus far.

H. Community One Stop for Growth Application Process

As announced at the Full Commission meeting, the Community One Stop grant program is a fundamentally different way how the Massachusetts Executive Office of Housing and Economic Development will be issuing grants in the future for many important grant programs. It is a single application portal and collaborative review process of community development grant programs that will make targeted investments based on a [Development Continuum](#). The following grant program will be included, [MassWorks](#), [Urban Agenda](#), [43D Expedited Permitting](#), [Housing Choice Community Capital Grants](#), [Massachusetts Downtown Initiative](#), (NEW) [Community Planning Grants](#), (NEW) [Rural Development Fund](#), [Brownfields](#), [Site Readiness](#), and (NEW) [Underutilized Properties](#). An introductory webinar was presented on January 28th. A recording of the webinar as well as the meeting materials can be found [here](#). Beginning February 8th through April 2nd an optional but recommended part of the application process is for communities to submit "Expressions of Interest" for up to 5 community development priorities. Tom believes this to be an important step for a community to receive grant funds.

I. Water and Sewer Funding Workshop

Along with the Franklin Regional Council of Governments (FRCOG), the Pioneer Valley Planning Commission (PVPC), BRPC is sponsoring an information session & discussion about state funding available for water and wastewater infrastructure focusing primarily on the Municipal Vulnerability Preparedness (MVP) program, MassWorks Infrastructure Program, and the Building Resilient Infrastructure and Communities (BRIC) programs. Wednesday, February 24, 6-8 p.m. See attached flyer.

The presentation & discussion will:

- provide an overview of existing State grant programs available to small towns for water and wastewater infrastructure
- discuss the impact of the new Community One Stop for Growth (a new single application portal and collaborative review process) on existing grant resources and previously established application processes
- provide a forum for municipal leaders to discuss funding priorities in their communities with granting agencies

Register at <https://bit.ly/3pdE1Ga>. There is no cost for this workshop. Contact Amanda Doster: adoster@frcog.org or (413) 774-3167 x120.

VII. Old Business

A. Legislative Priorities

Tom outlined how BRPC currently addresses legislation and the state budget and how we might become more proactive. It was agreed that a focus be made on the budget, since that affects existing projects. Proposed legislation also needs to be monitored for its impact on costs for our communities. Given BRPC's expertise, the legislators should be asking for input. Tom will try to connect with all or a subset of our state legislators to identify relevant items for the next budget and legislative rounds.

B. Other

VIII. New Business

A. March Full Commission Meeting (Virtual) March 18, 2021

Agenda will be finalized at next Executive Committee meeting March 4.
Potential topics:

- Electric vehicles charging stations
- Introduction to Jose Delgado, who has been appointed the Director of the Governor's Western Massachusetts Office in Springfield.
- Meeting time
- One Stop Growth grant application process

B. Other

- C.** René complimented BRPC on the recent Common Ground newsletter and gratitude for the amount and depth of BRPC's work. Tom noted that Laura Brennan deserves the credit for the quality of the newsletter.

IX. Adjournment

The meeting was adjourned at 4:50 pm by a motion made by Sheila Irvin and seconded by CJ Hoss. It was approved by roll call vote from René Wood, John Duval, Roger Bolton, Malcolm Fick, Sheila Irvin, CJ Hoss, and Kyle Hanlon.

Attachments:

- Unapproved Minutes of Executive Committee Meeting of January 7, 2021
- Line of Credit Report
- Memo – Executive Committee Agenda Items
- Resume – K. Hill Tapia
- Letter of Interest – W. Thornton
- Flyer – Water and Sewer Funding Workshop
- December Technical Assistance

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Feb 1, 2021 to Feb 28, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Project	Dept Desc	Description
EFT	2/1/21	AMAZON.COM	169.54	284 BPHA/PHN	Public Health Nursing	Supplies
15006	2/1/21	1BERKSHIRE	2,500.00	---	---	Void
15007	2/1/21	AAIM TRAINING AND CONSULTING LLC	77.00	40 ADMIN	Admin	Background Checks
15008	2/1/21	AMERICAN PLANNING ASSOC.	95.00	40 ADMIN	Admin	Zoning Practices
15009	2/1/21	BERKSHIRE VISITING NURSE ASSOC.	18,347.09	602 DPH/COVIDREB	DPH Covid Reimbursements	Recipients
15010	2/1/21	BLUE 20/20	62.58	40 ADMIN	Admin	Vision Insurance
15011	2/1/21	SARAH CARLETON	2,590.00	575 BTI/BARR2/BCETF	BTI/BARR/BCETF - Analysis to Education Opportunities -BARR Grant #19-08097	Subcontractor
15012	2/1/21	BETH CARROLL	55.12	---	Varied Projects	Expense Report
15013	2/1/21	HOWARD J EBERWIN	169.98	---	Varied Projects	Expense Report
15014	2/1/21	FAIRVIEW HOSPITAL, INC.	16,334.87	518-519 FRCOG	FRCOG Berkshire Medical Reserve Corps	Subcontractor
15015	2/1/21	FEDEX	12.95	40 ADMIN	Admin	Postage
15016	2/1/21	GO GRAPHIX	15,000.00	602 DPH/COVIDREB	DPH Covid Reimbursements	Supplies
15017	2/1/21	HAGENS BERMAN SOBOL SHAPIRO LLP	11,192.50	319 ROR	Rest of River	Legal
15018	2/1/21	LAMAR COMPANIES	2,575.00	602 DPH/COVIDREB	DPH Covid Reimbursements	Advertising
15019	2/1/21	MACFARLANE OFFICE PRODUCTS, INC.	449.17	40 ADMIN	Admin	Copying
15020	2/1/21	MASS STATE BOARD OF RETIREMENT	6,833.24	---	---	Retirement
15021	2/1/21	MCKESSON MEDICAL - SURGICAL	120.55	621 HMCC/VC	Western Ma Health (HMCC) thru DPH- Vaccine Support	Supplies
15022	2/1/21	MIIA HEALTH BENEFITS TRUST	1,508.90	40 ADMIN	Admin	Dental Insurance
15023	2/1/21	MIIA HEALTH BENEFITS TRUST	31,721.22	40 ADMIN	Admin	Health Insurance
15024	2/1/21	MULTICULTURAL BRIDGE	15,000.00	629 EOHED/BCCCOVID	Berkshire County COVID-19 Adaptation Fund	Grant Recipient
15025	2/1/21	MUTUAL OF OMAHA	457.36	40 ADMIN	Admin	Life: STD; LTD
15026	2/1/21	THE COOPER CENTER, LLC	4,721.00	40 ADMIN	Admin	Rent
15027	2/1/21	rites of passage and empowerment	15,000.00	---	---	Void
15028	2/1/21	VALLEY GREEN SHREDDING, LLC	35.00	40 ADMIN	Admin	Recycling.Shredding
15029	2/1/21	W.B. MASON COMPANY, INC.	240.57	40 ADMIN	Admin	Supplies
15030	2/1/21	FAIRVIEW HOSPITAL, INC.	3,950.00	621 HMCC/VC	Western Ma Health (HMCC) thru DPH- Vaccine Support	Supplies
EFT	2/1/21	AMAZON.COM	65.92	284 BPHA/PHN	Public Health Nursing	Supplies
15027V	2/2/21	rites of passage and empowerment	-15,000.00	---	---	Void
15031	2/2/21	WOMEN'S FUND OF WESTERN MASS	15,000.00	629 EOHED/BCCCOVID	Berkshire County COVID-19 Adaptation Fund	Grant Recipient
15006V	2/3/21	1BERKSHIRE	-2,500.00	---	---	Void
15032	2/4/21	1BERKSHIRE	1,500.00	629 EOHED/BCCCOVID	Berkshire County COVID-19 Adaptation Fund	Grant Admin
15033	2/4/21	LESLIE DRAGER	7,523.50	Varied PHN	Public Health Nursing	Nurses

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15034	2/4/21	CITY OF PITTSFIELD	225.00	40 ADMIN	Admin	Parking
15035	2/4/21	PITTSFIELD PUBLIC SCHOOLS	14,550.00	583 BTI/BARR/HSG	Berkshire Tomorrow / Barr / High School Graduate Project	PROGRESS BILLING
15036	2/4/21	KARA POTTER	1,155.00	Varied PHN	Public Health Nursing	Nurses
15037	2/4/21	HEATHER QUIMBY	3,167.50	Varied PHN	Public Health Nursing	Nurses
15038	2/4/21	TD CARD SERVICES	3,293.15	40 ADMIN	Admin	Credit Card Payment
15039	2/4/21	VANASSE HANGEN BRUSTLIN, INC.	552.50	547 EOEEA/SW	EOEEA - Stormwater	TECH/PROFESSIONAL SVCS
15040	2/4/21	WBEC FM RADIO	4,920.00	602 DPH/COVIDREB	DPH Covid Reimbursements	Advertising
15041	2/4/21	EDWARD M. FAHEY	247.81	---	Varied Projects	Expense Report
15042	2/4/21	FEDEX	65.50	40 ADMIN	Admin	Postage
15043	2/4/21	DAVID W. KELLEY	300.00	40 ADMIN	Admin	Cleaning Services
15044	2/4/21	NORTH ADAMS PUBLIC SCHOOLS	4,000.00	583 BTI/BARR/HSG	Berkshire Tomorrow / Barr / High School Graduate Project	PROGRESS BILLING
15045	2/4/21	REBECCA SLICK	274.20	---	Varied Projects	Expense Report
15046	2/8/21	GWENDOLYN CARIDDI	133.28	---	Varied Projects	Expense Report
15047	2/8/21	COMPUWORKS	2,487.50	40 ADMIN	Admin	Parking
15048	2/8/21	ROBERT PUTNAM	2,795.00	575 BTI/BARR2/BCETF	BTI/BARR/BCETF - Analysis to Education Opportunities -BARR Grant #19-08097	Subcontractor
15049	2/8/21	R&B CUSTOM HOME BUILDERS	7,980.00	---	---	Void - wrong account
15049V	2/9/21	R&B CUSTOM HOME BUILDERS	-7,980.00	---	---	Void - wrong account
1179	2/9/21	R&B CUSTOM HOME BUILDERS	7,980.00	570 SHFNMBOTS/CDBG19	Sheffield New Marl Otis CDBG FY19	Subcontractor
EFT	2/9/21	URBAN & REGIONAL INFORMATION	195.00	40 ADMIN	Admin	Parking
15050	2/10/21	VALERIE BIRD	174.80	---	Varied Projects	Expense Report
15051	2/10/21	EDWARD M. FAHEY	258.73	---	Varied Projects	Expense Report
15052	2/10/21	LAURA KITROSS	123.50	---	Varied Projects	Expense Report
15053	2/10/21	LAMAR COMPANIES	2,200.00	602 DPH/COVIDREB	DPH Covid Reimbursements	Advertising
15054	2/10/21	MCKESSON MEDICAL - SURGICAL	1,172.91	284 BPHN/PHN	Public Health Nursing	Supplies
15055	2/10/21	CITY OF PITTSFIELD	200.00	40 ADMIN	Admin	Parking
15056	2/10/21	RESERVE ACCOUNT	1,500.00	40 ADMIN	Admin	Postage
15057	2/10/21	PITNEY BOWES, INC.	83.97	40 ADMIN	Admin	Postage Supplies
15058	2/10/21	TPX COMMUNICATONS	935.51	40 ADMIN	Admin	Telephone
15059	2/10/21	NEW ENGLAND NEWSPAPERS, INC.	1,076.16	284 BPHN/PHN	Public Health Nursing	Vaccine Ads
15060	2/10/21	W.B. MASON COMPANY, INC.	512.93	284 BPHN/PHN	Public Health Nursing	Vaccine Supplies
15061	2/10/21	JUNE AXT	770.00	Varied PHN	Public Health Nursing	Nurses
15062	2/10/21	PAULA E. DOWNER	900.00	Varied PHN	Public Health Nursing	Nurses
1180	2/11/21	EMERALD LEAD TESTING	550.00	570 SHFNMBOTS/CDBG19	Sheffield New Marl Otis CDBG FY19	Subcontractor
1181	2/11/21	AK CONSTRUCTION	26,919.00	570 SHFNMBOTS/CDBG19	Sheffield New Marl Otis CDBG FY19	Subcontractor

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1182	2/11/21	AK CONSTRUCTION	6,637.50	570 SHFNMBOTS/CDBG19	Sheffield New Marl Otis CDBG FY19	Subcontractor
15063	2/16/21	VALERIE BIRD	163.31	---	Varied Projects	Expense Report
15064	2/17/21	B&G RESTAURANT SUPPLY, INC.	1,925.67	602 DPH/COVIDREB - 284 BPHA/PHN	Public Health Nursing	Refridgerato
15065	2/17/21	FEDEX	33.06	40 ADMIN	Admin	Postage
15066	2/17/21	MASS STATE BOARD OF RETIREMENT	7,036.83	---	---	Void
15067	2/17/21	VALLEY GREEN SHREDDING, LLC	35.00	40 ADMIN	Admin	Recycling.Shredding
15068	2/17/21	W.B. MASON COMPANY, INC.	332.34	40 ADMIN	Admin	Supplies
15066V	2/17/21	MASS STATE BOARD OF RETIREMENT	-7,036.83	---	---	Void
15069	2/17/21	MASS STATE BOARD OF RETIREMENT	7,057.98	---	---	Void
15069V	2/19/21	MASS STATE BOARD OF RETIREMENT	-7,057.98	---	---	Void
15070	2/19/21	MASS STATE BOARD OF RETIREMENT	7,057.98	---	---	Void
15070V	2/19/21	MASS STATE BOARD OF RETIREMENT	-7,057.98	---	---	Void
15071	2/19/21	MASS STATE BOARD OF RETIREMENT	7,057.98	---	---	Retirement
15001V	2/19/21	BERKSHIRE SCRUBS	-4,000.00	---	---	Void
15003V	2/19/21	CULTURAL MARKET	-4,000.00	---	---	Void
15072	2/19/21	BERKSHIRE SCRUBS	4,000.00	629 EOHED/BCCOVID	Berkshire County COVID-19 Adaptation Fund	Grant Recipient
15073	2/19/21	CULTURAL MARKET	4,000.00	629 EOHED/BCCOVID	Berkshire County COVID-19 Adaptation Fund	Grant Recipient
15074	2/23/21	ADELSON MOYNIHAN KOWALCZYK, PC	12,000.00	40 ADMIN	Admin	Audit
15075	2/23/21	JOSEPH ALSTON A	4,000.00	629 EOHED/BCCOVID	Berkshire County COVID-19 Adaptation Fund	Grant Recipient
15076	2/23/21	AMERICAN PLANNING ASSOCIATION	502.00	40 ADMIN	Admin	Staff Dev - C Kus
15077	2/23/21	COMPREHENSIVE ENVIRONMENTAL, INC.	470.00	580 EOEEA/DAL/PLANA	EOEEA Dalton - Planning Assistance	Subcontractor
15078	2/23/21	BERKSHIRE BURRITO	4,000.00	629 EOHED/BCCOVID	Berkshire County COVID-19 Adaptation Fund	Grant Recipient
15079	2/23/21	JOHN LEWIS	1,000.00	629 EOHED/BCCOVID	Berkshire County COVID-19 Adaptation Fund	Grant Reviewers
15080	2/23/21	LYMPHEDIVAS LLC	8,000.00	629 EOHED/BCCOVID	Berkshire County COVID-19 Adaptation Fund	Grant Recipient
15081	2/23/21	MCKESSON MEDICAL - SURGICAL	134.15	284 BPHN/PHN	Public Health Nursing	Vaccine Supplies
15082	2/23/21	CITY OF NORTHAMPTON	21,000.00	585 NBCC/OD2A	Northern Berkshire Community Coalition - Overdose Data to Action	Subcontractor
15083	2/23/21	ALBERT PARK	500.00	349 DPH/BOAPC15	Opioid Abuse Prevention Collaborative	Speaker Fee
15084	2/23/21	PITNEY BOWES GLOBAL FINANCIAL SERV.,LLC	148.05	40 ADMIN	Admin	Lease Payment

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Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Project	Dept Desc	Description
15085	2/23/21	DENNIS L POWELL	1,000.00	629 EOHED/BCCOVID	Berkshire County COVID-19 Adaptation Fund	Grant Reviewers
15086	2/23/21	THE COOPER CENTER, LLC	1,440.14	40 ADMIN	Admin	Utilities
15087	2/23/21	TAHITI TAKEOUT	8,000.00	629 EOHED/BCCOVID	Berkshire County COVID-19 Adaptation Fund	Grant Recipient
15088	2/23/21	TD BANK	619.79	10 GEN	General Fund	LOC Interest
15089	2/23/21	1BERKSHIRE	1,500.00	629 EOHED/BCCOVID	Berkshire County COVID-19 Adaptation Fund	Grant Admin
15090	2/23/21	ALFRED ENCHILL	1,000.00	629 EOHED/BCCOVID	Berkshire County COVID-19 Adaptation Fund	Grant Reviewers
1183	2/23/21	EMERALD LEAD TESTING	361.00	570 SHFNMBOTS/CDBG19	Sheffield New Marl Otis CDBG FY19	Subcontractor
1184	2/23/21	HENRY E BARTLETT III & DEIRDRA LORING	10,980.00	570 SHFNMBOTS/CDBG19	Sheffield New Marl Otis CDBG FY19	Subcontractor
1185	2/23/21	AK CONSTRUCTION	8,640.00	570 SHFNMBOTS/CDBG19	Sheffield New Marl Otis CDBG FY19	Subcontractor
1186	2/23/21	AK CONSTRUCTION	4,500.00	570 SHFNMBOTS/CDBG19	Sheffield New Marl Otis CDBG FY19	Subcontractor
1188	2/23/21	AK CONSTRUCTION	4,915.00	570 SHFNMBOTS/CDBG19	Sheffield New Marl Otis CDBG FY19	Subcontractor
15091	2/24/21	BERKSHIRE MUSIC SCHOOL, INC	3,000.00	629 EOHED/BCCOVID	Berkshire County COVID-19 Adaptation Fund	Grant Recipient
15092	2/25/21	BART PUBLIC SCHOOLS	3,150.00	583 BTI/BARR/HSG	Berkshire Tomorrow / Barr / High School Graduate Project	PROGRESS BILLING
15093	2/25/21	SARAH CARLETON	2,254.00	583 BTI/BARR/HSG	Berkshire Tomorrow / Barr / High School Graduate Project	Subcontractor
15094	2/25/21	BETH CARROLL	18.31	---	Varied Projects	Expense Report
15095	2/25/21	DONOVAN O'CONNOR & DODIG LLP	88.50	166.09	EPA/RLF	Legal
15096	2/25/21	W.B. MASON COMPANY, INC.	232.86	40 ADMIN	Admin	Supplies
15097	2/25/21	ZOGICS	3,265.75	284 BPHN/PHN	Public Health Nursing	Vaccine Supplies
Total			362,431.42			

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Feb 28, 2021

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

Customer ID	Customer	Over 90 days	Amount Due	Resolution
283 BHPA/INSP/BKT	TOWN OF BECKET	6,375.00	12,750.00	
283 BHPA/INSP/EGR	TOWN OF EGREMONT	2,562.50	5,125.00	LK did not send these invoices when processed. Sending now. Linda Assisting
283 BHPA/INSP/LAN	TOWN OF LANESBOROUGH		6,250.00	
283 BHPA/INSP/PER	TOWN OF PERU	1,960.50	3,921.00	
283 BHPA/INSP/RCH	TOWN OF RICHMOND	2,875.00	5,750.00	
283 BHPA/INSP/WSH	TOWN OF WASHINGTON	956.25	1,912.50	
283/BHHA/INSP/WND	TOWN OF WINDSOR	1,912.50	3,825.00	
284 BPHA/PHN/SAV	TOWN OF SAVOY		500.00	
284 BPHA/PHN/SND	TOWN OF SANDSFIELD	500.00	1,000.00	BC Following Up
284/BHPN/PHN/BKT	TOWN OF BECKET		875.00	
284/BHPN/PHN/CHS	TOWN OF CHESHIRE	1,077.50	2,155.00	BC Following Up
284/BHPN/PHN/DAL	TOWN OF DALTON		1,452.25	
284/BHPN/PHN/NAD	CITY OF NORTH ADAMS		2,363.25	
284/BHPN/PHN/OTS	TOWN OF OTIS		625.00	
284/BHPN/PHN/PER	TOWN OF PERU		500.00	
284/BHPN/PHN/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH		1,550.00	
284/BHPN/PHN/WMST	TOWN OF WILLIAMSTOWN		1,598.25	
284/BHPN/PHN/WND	TOWN OF WINDSOR		500.00	
284/BPHN/PHN/CLK	TOWN OF CLARKSBURG	679.25	1,375.50	BC Following Up
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	1,000.00	BC Following Up
319/ROR	REST OF RIVER COMMITTE MEMBERS		5,155.44	
326/BURN/DALTON	TOWN OF DALTON		95.00	
326/BURN/LAN	TOWN OF LANESBOROUGH		95.00	
326/BURN/OTIS	TOWN OF OTIS		95.00	
326/BURN/STOCKBRIDGE	TOWN OF STOCKBRIDGE		95.00	
326/BURN/TOLLAND	TOLLAND VOLUNTEER FIRE DEPT		100.00	
326/BURN/WINDSOR	TOWN OF WINDSOR		95.00	
349 BSAS/EOHHS	BUREAU OF SUBSTANCE ABUSE		12,841.49	
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC	1,479.41	2,753.02	LK Follow Up
440/TPL17	MASSDOT#75425 - TPL13		44,532.73	
490 USDA	USDA		33,631.22	
493 RCH/EP	TOWN OF RICHMOND	475.00	475.00	LB Follow Up
522 TOWN OF CHESHIRE	TOWN OF CHESHIRE	-275.18	-275.18	Overpmt
526 BCSD/OPIOID19	BERKSHIRE COUNTY SHERIFFS OFFICE		25,000.00	
531 ESBCI/MOB	531 ESBCI/MOB	122.35	122.35	LK Follow Up
533 FCSD/OJDP	SDF-SHERIFF'S DEPARTMENT, FRANKLIN	5,169.24	19,543.34	JK - Needed Amendment
538 ADM/CLNUP	TOWN OF ADAMS		1,955.78	
559/FRCOG/MTWP	FRANKLIN REGIONAL COUNCIL OF GOVT		4,453.80	
560 APALACHEE	APALACHEE, LLC		438.53	
560 GUARDRAIL SOLUTI	GUARDRAIL SOLUTIONS		457.31	
560 MORTON SALT	MORTON SALT, INC.		1,007.60	
560 NORTHEAST PAVING	NORTHEAST PAVING		1,230.79	
562 MAPC/NPI	METROPOLITAN AREA PLANNING COUNCIL		303.38	
571 HRSA/HIV	HEALTH AND HUMAN SERICES		2,886.17	
584 WSH/TPR	TOWN OF WASHINGTON	5,304.00	8,938.25	Tom sent reninder 1/22
585 NBCC/OD2A	NBCC		5,903.64	
588 TOWN OF GTB	TOWN OF GREAT BARRINGTON		3,369.52	
594 LEE/COMC	TOWN OF LEE	31.05	31.05	
597 ADM/MTWP-MVP	TOWN OF ADAMS		117,055.65	
606 BMC/PTSFA	BOSTON MEDICAL CENTER		11,368.90	
614 MAPC/VACEXER	METROPOLITAN AREA PLANNING COUNCIL		11,297.55	
616 WMPHA	WESTERN MASS PUBLIC HEALTH ASSOCIATION		6,000.00	
621 HMCC/VC	FRANKLIN REGIONAL COUNCIL OF GOVT		18,062.73	
CITY OF NORTH ADAMS	CITY OF NORTH ADAMS		10,922.12	
PARKING PERMIT FEES	PARKING PERMIT FEES		225.00	
Report Total		31,705.29	407,271.18	



America’s Most Convenient Bank®

Current Balance

\$125,000.00

Available Credit

\$105,000.00

Amount Due

\$0.00

Payment Due Date

Apr 5, 2021

Date	Description	Debit	Credit
ACCOUNT HISTORY			
2/24/2021	PAYMENT (INTEREST)		\$619.79



MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: February 23, 2021

SUBJ: Agenda Items – March 04, 2021 Executive Committee Meeting

III. Financial Reports

C. Line of Credit Report

The BRPC Line of Credit is still showing a balance of \$125,000. We paid \$619.79 in interest over the last month. Our receipts have improved substantially, and we had received several large CDBG related payments. The Berkshire Adaptation fund project was completed by the end of February and we will submit final paperwork to collect the remaining \$125,000. Once we receive that payment, we should be able to pay back the line of credit, if not before.

D. FY 20 Audit update

We have completed providing documentation and testing samples to the accountant for the FY20 Audit. Also, provided were draft schedules for Federal and State contracts. The accountant has started reviewing the draft schedules. The expectation is to complete the FY20 Audit by the end of March.

V. Items Requiring Action

A. Approval DLTA (after the fact) to accept funds and sign any contracts. *

Approval is requested (after the fact) for the Executive Director to accept funds and contract, on behalf of the Massachusetts Department of Housing & Community Development, FY2021 District Local Technical Assistance Program and to approve any resulting contracts and agreements. The program amount is \$214,214. Match required is \$21,421.

B. Other*

VI. Committee Reports

A. Regional Issues Committee

The current topic before the Regional Issues Committee is the Clean Energy and Climate Plan for 2030. The prior deadline to provide comments on this plan, February 22, 2021, was extended to March 22, 2021. The Regional Issues Committee intends to meet on March 10, 2021 to discuss BRPC

comments. These comments could be considered at the March 18, 2021 Full Commission meeting. However, this Plan is related to the recently passed environmental legislation, parts of which were vetoed by the Governor. There are some significant differences between the Governor's plan and the legislation which may yet again result in a revised comment submission date.

B. Commission Development Committee

The Commission Development Committee intends to meet on March 18, 2021 prior to the Full Commission Meeting. The main topic will be to establish a nominating committee to recommend next year's officers.

C. Environmental Review Committee

The MEPA office is proposing modifications to the MEPA regulations. There are two types of proposed updates. One is related to climate adaptation / resiliency and environmental justice intended to align the MEPA requirements with existing Executive Orders, plans and policies. The other are longer term corrective modifications. Staff is reviewing the proposed changes.

D. Other

VII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received / initiated 02/01/2021 to 02/26/2021

- Northampton Health Department - Comprehensive Opioid, Stimulant, and Substance Abuse Site-Based Program (COSSAP) - \$15,000
- DHCD - District Local Technical Assistance 2021 - \$214,214
- Massachusetts Department of Elementary and Secondary Education (DESE) - BCETF - Berkshire Remote Learning Support Initiative FC-421 - \$200,000
- Massachusetts Department of Elementary and Secondary Education (DESE) - BCETF - FY21 School District Regionalization grant, FC-191 - \$200,000
- U.S. Department of Commerce's Economic Development Administration (EDA) - CARES Act Recovery Assistance grant - \$842,522

Grants and Contracts not received

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

B. FY2022 Health and Dental Rate Changes

BRPC has received our Health and Dental rates changes for FY2022. Health insurance costs for active employees will increase by 1.37%. Dental insurance costs for active employees and retirees will decrease by .63%. BRPCs offers full-time staff (medical, dental and vision) there is a bundle discount of .5% for medical members who have all three.

C. Berkshires Tomorrow Inc. (BTI) Update

Below is an update of BTI activities from 2/1/2021 through 2/28/2021.

- We completed providing documentation and testing samples to the accountant. The accountant will do an overview of the FY20 Accountants Review on March 4, 2021. The Berkshires Tomorrow Inc. tax filing will

also be submitted in March.

D. Staff Update

- We are pleased to welcome Courteny Morehouse as a Senior Environmental Planner.
- With the recently awarded EDA CARES Act grant we will immediately be advertising for a Senior Economic Planner.

E. Rural Policy Advisory Commission Update

The Rural Policy Advisory Commission (RPAC) met on February 12, 2021. The focus of the meeting was a continued discussion about setting legislative priorities for the upcoming legislative session.

F. East-West Rail Update

To my knowledge, there has been no activity this month.

G. DLTA Update

The deadline for DLTA Applications was February 25, 2021. We have 17 different projects we will be trying to advance this year. We will be working with applicants as soon as possible to get projects moving.

H. Berkshire County COVID-19 Adaptation Fund

Using the \$250,000 earmark funds secured by Senator Hinds, Section A of the Adaptation Fund (direct grants) awarded \$207,000 to 38 applicants, prioritizing BIPOC applications. Awards ranged from \$3,000 to \$12,000, with an average award of \$5,447. Section B of the Adaption Fund provided \$15,000 grants each to two Berkshire County non-profits to conduct technical assistance work for residents and businesses in the community. We have completed this effort.

I. 120 Day Notification Waiver Request

After conferring with the town, I approved a 120 day notification request by the Department of Conservation and Recreation to purchase about 109+/- acres of land, or other property interest therein, in the Town of Savoy. The property is currently an undeveloped woodlot. The proposed use for the property will be protected open space for conservation and recreation purposes and as an addition to the Savoy Mountain State Forest.

J. Proposed update to the Metropolitan and Micropolitan Statistical Areas program

I received notice from the U.S. Office of Management and Budget about proposed changes to the Metropolitan and Micropolitan Statistical Area program. Essentially Berkshire County would lose metropolitan Statistical Area designation and become a Micropolitan Statistical Area. These designations are used for dealing with various data sets. After a staff review and communication with others in Berkshire County, we have determined this change would not likely be detrimental and will not be providing comments.

K. Mohawk Trail National Scenic Byway Designation

On January 19, 2021, the U.S. Department of Transportation approved the Mohawk Trail Scenic Byway as a designated National Scenic Byway in the Federal Highway Administration (FHWA) National Scenic Byways Program

(NSBP).

L. Local Rapid Recovery Plans

BRPC has been selected as a "Plan Facilitator" to assist communities develop Local Rapid Recovery Plans. These plans are intended to examine commercial areas in those communities that applied to that program to strengthen the economic recovery from COVID-19. We are still learning about very new this program, which was in a recent training as "building the plane at the same time as attempting to fly it."

M. U.S. Department of Commerce's Economic Development Administration (EDA) - CARES Act Recovery Assistance grant

Although it took longer than anticipated and desired, as noted previously, BRPC received a substantial grant from the Economic Development Administration to assist with economic recovery from the COVID-19 crisis. During this 24-month effort, BRPC, working closely with 1Berkshire, will provide technical assistance for municipalities as well as for and non-profit businesses, using a model of direct business consultations, broad access to professional training providers and content experts, assessment of program effectiveness, and careful tracking of participant progress toward improved agility and resiliency. The main topic areas of work fall into, Regional Resiliency Planning, Recovery Project Support, Economic Indicator Tracking, Technical Assistance and Capacity Building Workforce and Industry Support. Primary BRPC staff contact is Senior Planner Laura Brennan, lbrennan@berkshireplanning.org 413-442-1521 ex14

N. Other

VIII. Old Business

A. Other

IX. New Business

A. Proposed Changes to Designating Urbanized Areas in the Census

The Census Bureau is proposing to update the criteria for defining urbanized areas based on the 2020 Decennial Census. The Census Bureau regularly reviews and updates the criteria every 10 years. In 2000, Berkshire County had the Pittsfield Urbanized Area, with a population of just over 50,000, which is the minimum population required to be an urban area. In 2010, Pittsfield retained its Urbanized Areas designation due to changes in the Urbanized Area criteria, which allowed it to include more of Lanesborough, a narrow sliver along Route 8 through Cheshire, and most of Adams. Our very preliminary analysis indicates the proposed changes for 2020 would eliminate the Pittsfield Urbanized Area. Some federal and state agencies use the Census Bureau's urbanized area classification for nonstatistical uses such as allocating program funds, setting program standards, and implementing aspects of their programs. Changes to the urban area criteria might affect the implementation of those programs potentially resulting in some of our communities being ineligible for certain grant fund. I wanted to bring this to your attention as we may want to provide comments. Written comments

must be submitted on or before May 20, 2021. More information can be found as <https://www.federalregister.gov/documents/2021/02/19/2021-03412/urban-areas-for-the-2020-census-proposed-criteria>.

B. March Full Commission Meeting (Virtual) – March 18, 2021

For the March 18, 2021 we need to:

- Decide whether to change the meeting starting time as was suggested at the last meeting.
- Decide on Agenda topics. These potential topics were previously discussed:
 - Clean Energy and Climate Plan for 2030 comments
 - Electric vehicles charging stations
 - Introduction to Jose Delgado, who has been appointed the Director of the Governor's Western Massachusetts Office in Springfield.
 - Members of the legislative delegation reviewing their legislative and budgetary priorities for the year.
 - Open discussion about community and economic development priorities, especially in relation to the new Community One Stop for Growth program and the new grant opportunities

C. Other

COURTENY MOREHOUSE

Objective: To support communities face 21st century environmental challenges through equitable, sustainable solutions

EXPERIENCE

Housatonic Valley Association | Conservation Projects Manager

September 2017 - Present

STAKEHOLDER ENGAGEMENT

- Partnerships development across a diverse range of stakeholders to further regional conservation goals
- Be the public face of programming. Engage the public through presentations of organization mission and programming at partnerships meetings, interviews, town hall meetings, conferences, classrooms, and education events
- Develop and implement communications and outreach strategy

PROJECT MANAGEMENT

- Manage day to day operations, program tracking, and data management
- Provide strategic and tactical planning and program management including creation of technical documents, scopes of work, and management plans
- Increase program impact through new project development

FUNDRAISING

- \$150,000 in fundraising from 2017 to present
- 80% grant fundraising success rate
- Manage an annual program operating budget of \$250k
- Seek, prepare and manage federal, state-issued and private grants

Hamilton Wetlands Restoration Project | Restoration Assistant

July 2016 - June 2017

- Assisted in research and restoration of seasonal wetlands
- Created and managed restoration
- Managed operations, volunteer engagement and community outreach

Biomimicry Institute | Operations & Development Manager

March 2015 - August 2016

- Managed operations for virtual office of 10 staff and 5 contractors
- Fundraising through private foundation grant fundraising and individual giving
- Coordinate nonprofit Board of Directors and liaised with leadership team

The Good Food Web/Vital Systems, Inc. | Operations Manager

October 2013 - March 2015

- Served as Secretary on the Board of Directors
- Managed business operations
- Developed & implemented organisation-wide administration procedures
- Established and maintained CRM database

EDUCATION

MBA in Sustainable Systems

Presidio Graduate School | San Francisco, CA

June 2013

BA in Biology

Mills College | Oakland, CA

May 2009

SKILLS

Facilitation

Strategic development

Collaboration & partnership development

Program development & implementation

Staff hiring & supervision

Training & technical assistance

Management & supervision

Budget management

Grant writing & management

Public speaking & presentation

TOOLS

ArcMap & ArcPro GIS Software

Land Survey Equipment

NAACC Coordinator I

ACCOMPLISHMENTS/MENTIONS

Friends of the Lake Partnership Award, 2020

[Danbury News Times](#) | January 2021

[NT Insider](#) | July 2020

[Danbury News Times](#) | July 2018

NOTABLE PROJECTS

Watershed Management Plan

Road-Stream Crossing Management Plan

MS4 Municipal Support Services

ADVISORY COMMITTEES

Naugatuck Valley Council of Governments

Naugatuck Greenway Planning Committee

New Milford Riverfront Revitalization Project

REFERENCES

Available on request



MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: February 23, 2021

RE: **January 2021 Assistance Activities**

This report highlights technical assistance provided by the staff of the Berkshire Regional Planning Commission for the month of January 2021. This assistance was provided in response to requests 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
North Adams	Map of proposed bike trail for grant application.	Community Development
Sandisfield	Assistance provided about a marijuana bylaw.	Planning Board
Sheffield	Draft map for visitors.	Select Board

Assistance Recipient	Non-Municipal Technical Assistance	Organization
None		