



BRPC

Berkshire Regional Planning Commission

1 Fenn Street, Suite 201
Pittsfield, MA 01201
T: (413) 442-1521 · F: (413) 442-1523
TTY: 771 or (800) 439-2370
berkshireplanning.org

MEETING NOTICE

There will be a meeting of
the

BRPC FINANCE COMMITTEE

of the

BERKSHIRE REGIONAL PLANNING COMMISSION

on Thursday, May 6, 2021 at **5:00** 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
- II. Approval of Minutes of the Finance Committee Meeting of March 29, 2020
- III. FY2022 Budget Review and Recommend
- IV. Trust Balance
- V. Other Business
- VI. Adjournment

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



DRAFT MINUTES OF THE FINANCE COMMITTEE MEETING

Monday March 29, 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

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

Chair, Malcolm Fick 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.

Roll Call - Malcolm Fick, Kyle Hanlon, Sheila Irvin, Sam Haupt, John Duval, Marianne Sniezek, Tom Matuszko Kate Hill-Tapia and David Irwin, Adelson.

II. Approval of Minutes of the Finance Committee meeting of November 05, 2020

Kyle Hanlon moved to approve the minutes of the November 5, 2020 meeting which was seconded by Sam Haupt. It was unanimously approved by roll call vote from Sam Haupt, John Duval, Malcolm Fick, Sheila Irvin, and Kyle Hanlon.

III. FY2020 BRPC Audit Review by Adelson

Presentation by David Irwin, Adelson & Company PC:

Dave gave an overview of BRPC's FY 2020 Audit.

Page 3 & 4 – Independent Auditors' Report – This is the opinion of our audit of the Commissions financials for FY20. Dave explained management's responsibility and the auditor's responsibility.

Opinion – Adelson did not have to make any adjustments to the financial statements. The Commissions financials fairly represent the governmental activities in FY20. The Commission has maintained good fiscal management of its operations. No significant financial reporting controls problems were noted during the current year's audit. Adelson has a good clean opinion.

The next section (page 5) is the Management's Discussion and Analysis. Adelson reviews this section and ties the numbers to what is being reported. The agency budget and post-employment benefits estimated liability must be reported. Also, included in the audit is supplementary information for the

reporting of Federal money spent that is reported to the Federal Government. Adelson tested Federal money and had a good clean opinion. Internal controls are tested for cash management, recording of expenses, payroll, revenue, systems and compliance to Grant terms of contract. Adelson did not find any issues with internal controls.

Page 5-1 to 5-6 Management's Discussion and analysis is required by GASB that management provide a narrative to go along with the numbers. Tom and Marianne wrote this section. This summarizes all the financial data in the financial statements and discusses budget versus actual numbers, economic conditions or a large project that Tom wants to discuss.

Page 6 – Statement of Net Position – (Balance Sheet)

Assets - Cash and Equivalents for FY20 out of the \$934,300 Accounts Receivable as of 3/29/2021 \$133 is uncollected. Prepaid expenses are for insurance. Restricted cash and equivalent is due within one year for the Brownfield loan of \$275,000 that was paid. Brownfield notes receivable due within one year is Powerhouse Loans of \$350,000 plus interest for a total of \$381,375.

Capital assets-net - \$55,465 there was a decrease over FY19 related to a decrease in depreciation.

Current Liabilities - Advanced grant revenue of \$475,392 is more than FY19 of \$346,716. – Income will be recorded when the work is done.

Noncurrent liabilities – post-employment benefits other than pensions \$1,198,909. This is an estimated liability. The increase of \$70,179 over last year is due to the change in staff adding insurance, going from individual plans to family plans and a change in the discount rate. There is no requirement for the Commission to put money into a trust. The changes in assumptions will change the calculation from year to year. Staff eligible for benefits and the amount of money in the trust will also affect the calculations. Also included is accrued leave totaling \$103,693 that is more than FY19.

Net Position – If you take the Unrestricted (deficit) of (\$1,070,838) and add back in the estimated post-employment benefit liability of \$1,198,909, the Commissions net position would have been \$128,071 BRPC has a positive working fund balance minus the OPEB obligation, which is an estimated number.

Page 7 – Statement of Activities

Page 8 – Statement of Revenue, Expenditures and the change. Looks at the information by putting the Revenues first. Under revenue is the State pension assistance of \$583,654. This is the State's contribution.

Page 9 – Budget to Actual shows a slight surplus of \$4,137. The Commission Revenues and Expenses basically broke even.

Page 10 to 13 are notes to the Financial Statements. There have not been any significant changes to the Commissions policies.

Page 13 - Custodial Credit Risk Related to deposits – shows the amount of cash in the bank at the end of the year. Cash was all confirmed.

Page 14 – Project receivables for State and Federal receivables compared to the prior year. The Restricted Brownfields Loan Fund – Notes Receivable lists all the revolving loans.

Page 14 to 15 – Restricted Brownfield Loans show loan activity. The loans totaling \$805,236 in FY2020. Loans due within one-year total \$381,375. Loans due after one-year total \$423,861.

Page 16 – Changes in assets – Increases and decreases in leasehold improvements and furniture and fixtures.
Notes Payable – The Commission has a line of credit of \$230,000. No money was due at the end of June 2020.

Page 17 – Shows the schedule for leases and the increases until year 2022. The FY2020 Approved Budget was \$3,434,072. Retirement Plan – BRPC is in a special funding situation where the State makes payments to the retirement system on behalf of the Commission. BRPC recorded that contribution of \$583,654 in FY2020. GASB requires that special funding paid on behalf of BRPC be recognized.

Page 18 – The notes describe BRPC's benefits and the portion paid by BRPC and the percentage the employees pay for the benefits. The retiree's portion of the benefits are funded by the organization and not paid out of the trust. Adelson agrees not to make payments out of the trust until the OPEB liability is funded.

Page 19 – Actuarial Method and Assumptions used to calculate the total OPEB liability.

Page 20 – Required Supplemental Information Schedule of OPEB Contributions are a change in the net OPEB liability. FY19 total OPEB Liability of \$1,853,907 change of \$654,988 to \$1,198,909 equals the total OPEB Liability for FY20. The Sensitivity of the Net OPEB Liability shows if the discount rate and the Healthcare Cost trend rates are changed by 1% or 2%, what the estimated OPEB Liability would be. Adelson does a reasonable check to the numbers that are calculated by the actuary.

Page 21 – Schedule of Changes in Net OPEB Liability and Related Ratios.

Page 22 – Schedule of OPEB Contributions
The schedules are required to be in the audit. The schedules take the information in the notes and lay it out in the required format.

Page 23 to 26 – Supplementary information that is required to show the information in different formats, by revenue, expenses, budget to actual contracts. Schedule of Program Revenues (details for State and Federal Revenues), Schedule of Expenditures (details for expense categories), Schedule of Fringe Benefits, Schedule of Administrative Expenses, Schedule of Other Program Expenses. These summaries are prepared by Marianne and checked by Adelson. The supplementary information ties back to the income statement.

Page 27 – Cost Allocation Method – The overhead rate was 140%, in FY19 the overhead rate was 140%

Page 28 to 30 – Schedule of Revenue and Expenditures by Grant/Contract Activity, MassDOT requires this schedule to be included in the Commission's Audit. This schedule is prepared by Marianne and checked by Adelson.

Page 31 & 32 – Adelson Letter to the Members of the Commission – Internal Control over Financial Reporting

Page 33 & 34 – Adelson to the Members of the Commission – Reporting on Compliance for each Major Federal Program

Page 35 – Summary of Auditor's Results

Page 36 – Schedule of Expenditures of Federal Awards
Federal Funding – The federal spending must be reported back to the Office of Management and Budget through the Federal Clearing House via an electronic filing by Adelson. Adelson also does an opinion for Federal Awards because if there is more than \$750,000 in federal spending, a single audit must be done. The MassDOT contract was tested for fiscal year FY20. Adelson did very specific testing of things using a Compliance Supplement and a clean opinion was sent back to the Federal government by Adelson.

Page 37 – Notes to schedule of Expenditures of Federal Awards

Page 38 – Audit Distribution Single Audit Clearinghouse, DPH Emergency Preparedness Bureau and Office of Transportation Planning

David explained the management letter on page 3 and page 4. The comments and recommendations in this letter are based on our observations during our review.

Comments and Recommendations:

1. During the past few years, the Commission's Brownfields revolving loan fund program has grown, with five notes receivable totaling \$805,236 outstanding at June 30, 2020. The maturity date varies for each note, but is

determined in part by project stabilization and/or the sales of commercial and residential units at each project property.

Recommendation:

The Commission should keep in regular contact with each borrower and monitor the project completion to determine whether repayment is due.

Action Taken:

The Commission will send quarterly statements to all borrowers requesting updates on the status of projects including such items that may impact the maturity date (i.e., unit sales, project stabilization), and whether the projects are on track for repayment by the current maturity date.

The Status of Prior Year Recommendation.

1. As recommended, the Commission has properly documented all loan agreements and amendments.
2. As recommended, the Commission has familiarized themselves with GASB 87 and has documented all lease agreements.
3. As recommended, the Commission has cyber-security policies and procedures in place.

Internal controls are excellent. There was no need for any adjusting entries. Adelson had a good clean opinion.

Malcolm asked if there were any questions.

Sam asked about the Brownfields obligations. David explained the loan agreements states "collateralized by security interest in the borrower's assets". John asked if any loans were at risk. Tom explained the bank has threatened to foreclose on a loan (\$350,000 plus interest \$31,375 = \$381,375). BRPC is not at risk. The Revolving loan fund would incur the loss and there would not be the ability to loan money to others.

John asked about the Fund Balance. The accumulative Fund balance is \$128,071. In FY20 BRPC's surplus of \$4,137 as added to the Fund balance. BRPC's contracts are cost reimbursements the only money BRPC can add to the Fund Balance is from the General Fund.

Malcolm asked for a motion.

Kyle Hanlon moved approve the FY2020 BRPC Audit which was seconded by John Duval. It was unanimously approved by roll call vote from Sam Haupt, John Duval, Malcolm Fick, Sheila Irvin, and Kyle Hanlon.

IV. Co-sponsorship of SD.1334 - An Act Relative to Regional Planning Agencies

Tom explained this Act is related to other RPA's that received large bills from the state for the employer's portion of retirement. Tom may ask all to write letters to support this bill.

V. Vacation and Compensatory Time Balances

Tom wanted to inform the Committee that there are a few staff who have exceed the limits for Vacation and Compensatory time and he is considering how to resolve this. There is a cap on vacation of 140 hours and Compensatory time of 35 hours. Due to COVID the limits were relaxed. Tom would work with individual staff for an option of a combination of a payout or continued carryover of unused time with a goal that all staff would be below the established limits no later than June 30, 2022, provided the public health emergency is lifted early enough in FY 22.

David Irwin commented it is normal to do payouts of accrued time.

This will be discussed at the Executive Committee Meeting on Thursday.

VI. Increase Capitalization Limit

Malcolm asked for a motion to recommend to the Executive Committee to increase the depreciation threshold from \$1,000 to \$2,500.

Sam Haupt moved to recommend to Executive Committee the increase to the Capitalization limit to \$2,500 was seconded by Kyle Hanlon. It was unanimously approved by roll call vote from Sam Haupt, John Duval, Malcolm Fick, Sheila Irvin, and Kyle Hanlon.

VII. Trust Balance

The balance of \$885,039.38 as of 3/23/2021 offsets the unfunded liability of \$1,198,909.

BRPC continues to contribute to the trust. BRPC does not pay retiree benefits from trust.

VIII. Other Business - None

IX. Next Meeting - The next meeting will be May 6, 2021 after the Executive Committee to recommend the FY2022 Budget.

X. Adjournment

The meeting was adjourned at 4:54 pm by a motion made by Kyle Hanlon and seconded by Sam Haupt.

Attachments:

- Unapproved Minutes of Finance Committee Meeting of November 05, 2020
- FY2020 DRAFT BRPC Audit
- SD.1334 An Act Relative to Regional Planning Agencies
- Draft Capitalization Policy
- ICMARC Trust Balance 3/23/2021

Unapproved Draft



BRPC

Berkshire Regional Planning Commission

1 Fenn Street, Suite 201
Pittsfield, MA 01201
T: (413) 442-1521 · F: (413) 442-1523
TTY: 771 or (800) 439-2370
berkshireplanning.org

MEMORANDUM

TO: BRPC Finance Committee Members

FROM: Marianne Sniezek, Office Manager
Thomas Matuszko, Executive Director

DATE: May 6, 2021

SUBJ: Proposed FY 2022 Budget

Attached is the BRPC FY 2022 proposed budget (expenditures and revenues). Highlights for the FY 2022 proposed budget:

- The FY 22 budget is proposed at \$4,493,869. This is \$ 1,059,797 higher than the FY 21 budget. This increase is primarily due to several new grants for Economic Development, Education, and Public Health programs. The increase on the salary expenses of \$496,455 is primarily related to the promotion of a Senior Planner to a Program Manager, hiring an Economic Senior Planner, an additional Planner and an open Administrative position plus a 1% cost of living pay increase. In addition, the subcontractor amount increased by \$321,571. The subcontract amount is “money in, money out” and does not affect our bottom line. The increase in the subcontractor amount is largely due to the addition of economic technical assistance and partners, and the subcontractor assisting with the Mohawk Trail Woodland Partnership Carbon Sequestration and Forest Resiliency project. There was also an increase in subcontractor funds for the Berkshire County Education Task Force.
- Net the subcontracts, the budget is increased from \$2,676,510 to \$3,358,036 totaling an increase of \$687,526.
- The proposed budget has no increase in the assessments to the communities in FY22. The additional amount in this item is due to \$6,000 from the Dalton CDBG grant for grant writing re-imbusement. The proposed budget shows \$0 in Unsecured Projects which is the same as FY21. We have a few awarded grants that will be under contract shortly. There are couple items included in the budget that we do not have contracts for yet. Many of these are contracts we’ve received in previous years. We feel confident that at least most of those will come through. If not, there is enough carryover revenue for the first several months of the year to allow time to adjust. The Public Health application for a Shared Service Grant is not included in the budget. We have other grant applications that have been submitted or will be submitted in the next couple of months if some of the grants in the proposed budget do not come through or are reduced we feel confident for FY22 we will be able to adjust with potential new awards.
- We still have District Local Technical Assistance (DLTA) funding for calendar year 2021 that extends to December 31, 2021. The District Local Technical Assistance (DLTA) funding for calendar year 2022 is included in the budget, but as we all know this is subject to approval by the state legislature.
- Direct billable (Projects) salaries are projected to increase by \$373,312. This can be mostly attributed to the following items. The promotion of a Senior Planner to a Program Manager, hiring an Economic Senior Planner, an additional Planner position, and several part-time Project Specialists. The rest can be attributed to a cost of living increase 1%.
- The Administrative salaries budget increased by \$120,526. This change is attributed to a cost of living increase, an open position we intend to fill and staff charging for staff meetings and agency trainings. Occasionally Program Managers charge to Admin when representing BRPC that cannot be billed to a project.
- The Intern Admin salaries line has increased from \$2,619 due to the availability of and good work from the current intern.

- Overall benefits increased by \$193,231 from \$640,138 to \$833,369. This increase is mostly due to more staff, and staff having more unused vacation or unused compensation hours. The increase in insurance is due to more staff with insurance. The sick accrued time has only increased slightly due to staff using less sick time because of the ability to work remotely and have a more flexible schedule. The retirees Health Insurance had a slight increase because of the estimated increase in cost for FY22.
- The Retiree Health Insurance Liability Trust (GASB 45) is budgeted at last year's budgeted amount of \$45,000. According to the FY20 audit the total projected total OPEB Liability for FY20 equals \$1,198,909. As of March 31, 2021, there was \$894,129.48 in our trust account.
- Non-personnel operating costs are budgeted to increase modestly by \$14,859 from the FY 21 budget. For FY22, we budgeted \$7,083 more for new computer software and maintenance and subscriptions increased by \$7,083 to allow for more remote meetings. The depreciation expense increased by \$5,798 to allow for a possible sound booth and construction or additional cubical partitions.
- There is a decrease in the overall direct project expenses (interest, equipment/software, legal, supplies meetings, printing, travel, and other direct program expenses) from last year by \$17,019, due to COVID-19 and less in-person meetings. Supplies remained level due to \$30,000 for the cost of vaccines for flu clinics conducted by the public health nurses that will be reimbursed by insurance. Other direct project expenses increased slightly for the Grey to Green Project (Health Equity in Pittsfield).
- We have budgeted to put \$15,000 into our reserve to continue to rebuild that fund.
- The overhead rate is targeted at 140%. The United States Department of the Interior, as our "cognizant agency" has provisionally approved an Indirect Cost rate of 140% for FY21. Through March 2021 the initial overhead rate is 140%. We will continue to use the contributions into the Retiree Health Insurance Liability Trust to maintain our overhead rate.

Attachments (2)

FY 2022 Projected Revenues 5.06.2021

FY 2022 Projected Expenditures 5.06.2021

PROJECTED REVENUES	FY2021 Approved	FY2022 Recommended	
Outsource GIS Planner	\$ 11,000	\$ 11,000	1
Brownfield Revolving Loan Fund	\$ 6,000	\$ 17,000	
Berkshire Bike Path Council Support	\$ 1,550	\$ 1,500	
Berkshire Public Health Alliance Inspections	\$ 65,688	\$ 88,075	
Berkshire Public Health Alliance Nursing	\$ 71,206	\$ 75,865	
BRPC Non-profit - Berkshires Tomorrow	\$ 1,000	\$ 719	
Rest of River Coordination	\$ 100,000	\$ 110,000	
Online Burn Permits	\$ 1,500	\$ 1,500	
Opioid Abuse Prevention Collaborative	\$ 106,365	\$ 0	
Berk. County Boards Of Health Assoc. Support Services	\$ 10,000	\$ 10,000	
FDA Regional Food Safety Permitting and Inspection	\$ 70,000	\$ 23,804	
Cheshire Master Plan Support	\$ 2,507	\$ 2,507	
Adams Brownfield Assessment	\$ 4,100	\$ 1,013	
Lee Brownfield Assessment	\$ 3,300	\$ 4,042	
Lanesborough Shared Economic Planner	\$ 10,000	\$ 10,000	1
Transportation Planning	\$ 627,000	\$ 677,844	
Great Barrington Shared Economic Planner	\$ 15,000	\$ 25,000	1
Dalton Open Space	\$ 3,000	\$ 0	
Berkshire Brownfield Assessment Regional	\$ 20,000	\$ 0	
Berkshire Brownfield Assessment - Great Barrington	\$ 7,295	\$ 1,764	
Berkshire Brownfield Assessment - North Adams	\$ 8,449	\$ 3,830	
Farmers Market Promotion Program	\$ 4,200	\$ 0	
Richmond Shared Economic Planner	\$ 10,500	\$ 10,000	1
Adams Shared Economic Planner	\$ 20,000	\$ 10,000	1
Lanesborough Mall Redevelopment	\$ 5,000	\$ 5,000	
Berkshire Benchmarks - Berkshire United Way	\$ 15,000	\$ 14,446	
Emergency Preparedness Planning	\$ 150,908	\$ 150,908	2
Medical Reserve Corps - Berkshire Medical	\$ 23,083	\$ 23,083	2
Medical Reserve Corps - Franklin County	\$ 23,083	\$ 23,083	2
Cheshire/New Marlborough CDBG FY 19	\$ 10,000	\$ 5,000	
Dalton Stormwater Management Support	\$ 11,000	\$ 0	
Berkshire County Sheriff's Office - Opioid Prevention	\$ 100,000	\$ 25,000	1
Lenox Master Plan	\$ 8,840	\$ 0	
Office of Juvenile Justice Delinquency Prevention (Opioid)	\$ 52,874	\$ 42,475	
Adams Brownfields Clean Up	\$ 13,000	\$ 6,422	
District Local Technical Assistance	\$ 97,107	\$ 224,214	
EOEEA - Stormwater	\$ 10,000	\$ 0	
EOEEA - North Adams Zoning	\$ 35,000	\$ 0	
DOER - Affordable Access to Regional Coordination	\$ 58,000	\$ 57,107	
Spontaneous Unaffiliated Volunteer Website Training	\$ 10,003	\$ 0	
Mohawk Trail Woodlands Partnership	\$ 5,000	\$ 0	
Group Purchasing	\$ 40,000	\$ 75,000	
Lenox Economic Planner	\$ 15,000	\$ 29,000	1
Western Mass Homeland Security Planning Support	\$ 13,999	\$ 0	
Regional Energy Planning Assistance	\$ 30,000	\$ 0	
Sheffield New Marlborough Otis - CDBG	\$ 122,000	\$ 3,400	
HIV Capacity Development & Planning	\$ 35,833	\$ 0	
OPIOID Prevention North County	\$ 13,000	\$ 14,700	2
Berkshire County Education Task Force Analysis	\$ 49,000	\$ 0	
Food Safety Retail Standards #3	\$ 0	\$ 7,323	
Food Safety Retail Standards 2020 #1 Washington	\$ 827	\$ 0	
Food Safety Retail Standards 2020 #2 Egremont	\$ 827	\$ 2,519	
Food Safety Retail Standards 2020 #3 Williamstown	\$ 827	\$ 2,837	
EOEEA Dalton Planning Assistance	\$ 40,000	\$ 0	
Age Friendly Transit	\$ 3,000	\$ 0	

PROJECTED REVENUES	FY2021 Approved	FY2022 Recommended
Berkshire Tomorrow / Barr / High School Graduate Project	\$ 171,000	\$ 0
Overdose Data to Action	\$ 85,353	\$ 85,345
Gt. Barrington Housing Needs Assessment	\$ 8,500	\$ 0
North Adams Urban Loop	\$ 40,059	\$ 0
Berkshire Public Health Alliance Administration	\$ 30,600	\$ 20,000 ¹
Nonpoint Source Regional Coordinator	\$ 53,400	\$ 53,909
Monterey Municipal Vulnerability Plan Action	\$ 1,950	\$ 0
Clarksburg Hazard Mitigation	\$ 15,000	\$ 0
Mohawk Trail Woodland Partnership Reg. Adaptation/Resilience	\$ 281,000	\$ 0
Otis Hazard Mitigation	\$ 7,000	\$ 0
HEALing Community Study	\$ 52,874	\$ 55,594
Community Health Improvement Planning	\$ 75,000	\$ 86,837
Health Equity in Pittsfield Green Planning	\$ 179,432	\$ 221,069
Franklin Reg. Council of Gov. / Mass Trails	\$ 33,000	\$ 0
Milltown / Berkshire Benchmarks	\$ 40,000	\$ 0
Milltown / Outdoor Recreation Plan	\$ 25,000	\$ 0
Great Barrington Brownfields Clean-up	\$ 10,000	\$ 0
Otis Municipal Vulnerability	\$ 20,000	\$ 8,518
Western Mass Homeland Security Planning Support	\$ 15,000	\$ 0
Great Barrington Green Communities	\$ 13,407	\$ 5,913 ³
Berkshire Taconic Community Foundation - Post OD in Northern County	\$ 0	\$ 14,700
Coalition for Public Health (WMPHA)	\$ 0	\$ 4,000
Adams - CDBG Covid-19 (DHCD through the CARES Act of 2020)	\$ 0	\$ 13,632
Lenox - CDBG Covid-19 (DHCD through the CARES Act of 2020)	\$ 0	\$ 12,032
USDA Forest Services - MTWP Forest Services Program Forest Resilience	\$ 0	\$ 40,013
Peru- Hazard Mitigation	\$ 0	\$ 7,850
Williamstown MTWP Forest Stewardship, Resilience/Climate Adaptation	\$ 0	\$ 236,403
West Stockbridge Master Plan - ZA - Zoning Amendments	\$ 0	\$ 27,014
FRCOG - Mass Trail - Focusing on Mountain biking	\$ 0	\$ 25,558
Dalton/CDBG	\$ 0	\$ 224,906
Northampton Health Dept-Comprehensive Opioid/Stimulant/Substance Abuse	\$ 0	\$ 30,000
Mass Dept of Elementary and Secondary Education Remote Learning	\$ 0	\$ 155,462
DHCD - LRRP - Local Rapid Recovery Program	\$ 0	\$ 180,572
EDA COVID-19 Regional Recovery Project	\$ 0	\$ 527,885
Mass Dept of Elementary and Secondary Education Regional 2021	\$ 0	\$ 126,979
NEAETC, Community Research Initiative of New England, Inc. Hepatitis C V	\$ 0	\$ 20,000 ²
DHCD - LRRP - Local Rapid Recovery Program SPE Subject Matter Experts	\$ 0	\$ 62,150
BARR Berkshire County Education Task Force Planning	\$ 0	\$ 100,000
BARR BCETF - Action Plan to Implement Portrait of a Graduate	\$ 0	\$ 190,000
Substance Misuse Prevention Grant Program	\$ 0	\$ 40,000 ³
Public Health After Action Report (Pandemic)	\$ 0	\$ 10,000 ²
General:Assessement, Other	\$ 104,626	\$ 110,551
Unsecured New Projects	\$ 0	\$ 0
TOTAL REVENUES	\$ 3,434,072	\$ 4,493,869

¹. Applied for / requested- no decision as of 5/6/2021

². As of 5/6/2021 not yet under contract

³. As of 5/6/2021 awarded but not yet under contract

PROJECTED EXPENDITURES

	FY2021	FY2022
	Approved	Recommended
SALARIES		
Direct Billable	\$ 1,254,012	\$ 1,627,324
Indirect Admin.	\$ 369,851	\$ 490,376
Interns (Admin)	\$ 1,479	\$ 4,098
Subtotal Salaries	\$ 1,625,342	\$ 2,121,797
BENEFITS		
Comp and Vacation Leave	\$ 108,289	\$ 125,626
Holiday and Jury Leave	\$ 61,431	\$ 63,129
Sick unacruded used	\$ 47,097	\$ 47,627
Retirement	\$ 0	\$ 0
Health Insurance	\$ 316,133	\$ 471,181
Retirees Health Insurance	\$ 25,958	\$ 26,026
Retiree Future Health Insurance Liability (GASB 45)	\$ 45,000	\$ 45,000
Workers Comp Insurance	\$ 1,255	\$ 1,337
State Unemployment Insurance	\$ 8,440	\$ 10,189
FICA and Medicare	\$ 26,536	\$ 43,255
Subtotal Benefits	\$ 640,138	\$ 833,369
NON-PERSONNEL		
OPERATING EXPENSES		
Accounting Services	\$ 3,800	\$ 4,525
Advertising	\$ 2,000	\$ 3,490
Audit	\$ 20,300	\$ 20,600
Computer Equipment, Software & Maintenance	\$ 37,315	\$ 46,778
Copying / Scanning Expense	\$ 14,500	\$ 14,500
Depreciation	\$ 25,953	\$ 31,750
Dues & Subscriptions	\$ 13,949	\$ 21,032
Flex Plan Administration	\$ 1,200	\$ 1,200
Insurance (Auto, Officers, Office)	\$ 7,943	\$ 9,083
Janitor	\$ 2,760	\$ 4,600
Legal (Administrative)	\$ 1,100	\$ 1,100
Mapping Supplies	\$ 500	\$ 750
Meetings (Administrative)	\$ 3,400	\$ 2,000
Payroll Services	\$ 3,200	\$ 3,300
Postage	\$ 3,800	\$ 3,800
Printing (Administrative)	\$ 100	\$ 100
Publications	\$ 700	\$ 700
Rent	\$ 54,192	\$ 61,761
Staff Development	\$ 11,000	\$ 15,000
Supplies/Office	\$ 10,000	\$ 12,600
Telephone/Internet	\$ 10,552	\$ 14,574
Travel (Administrative)	\$ 3,200	\$ 2,000
Utilities	\$ 17,500	\$ 13,574
Water & Recycling	\$ 1,865	\$ 1,369
Web Site	\$ 11,410	\$ 1,510
Miscellaneous	\$ 16,250	\$ 1,652
Subtotal Operating (Admin)	\$ 278,489	\$ 293,348

PROJECTED EXPENDITURES

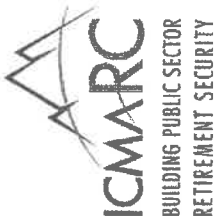
	FY2021	FY2022
	Approved	Recommended
Interest Expense	\$ 500	\$ 1,020
Communications (Projects)	\$ 1,950	\$ 1,950
Equipment / Software (Projects)	\$ 2,419	\$ 2,225
Legal (Projects)	\$ 1,250	\$ 2,000
Meetings /Trainings (Projects)	\$ 19,310	\$ 16,739
Postage (Projects)	\$ 1,050	\$ 1,050
Printing (Projects)	\$ 3,900	\$ 3,000
Supplies (Projects)	\$ 32,000	\$ 32,000
Travel (Projects)	\$ 32,000	\$ 14,000
Other Program Expenses	\$ 16,562	\$ 19,938
Unreimbursed Expenses	\$ 600	\$ 600
Subtotal Operating (Other)	\$ 111,541	\$ 94,522

SUBCONTRACTS/SUBRECIPIENTS

Brownfield Revolving Loan Fund Recipients & Consultants	\$ 1,000	\$ 0
Traffic / Transportation Consultant(s)	\$ 7,000	\$ 14,000
Berkshire Public Health Nursing Program Support	\$ 60,000	\$ 70,000
Rest of River Clean-up Legal Consultation	\$ 120,000	\$ 100,000
Burn Permit Software Consultant	\$ 1,200	\$ 1,200
Medical Reserve Corp Support	\$ 47,825	\$ 47,825
Board of Health Online Permitting Services	\$ 12,000	\$ 10,000
Brownfield Assessment Consultant /Subcontractor	\$ 11,524	\$ 0
Overdose Data Partners	\$ 36,000	\$ 21,000
Nonpoint Source Consultant	\$ 25,000	\$ 11,000
Franklin Regional Council of Governments/Subcontractor	\$ 261,243	\$ 0
Berkshire County Education Subcontractors	\$ 125,470	\$ 315,000
Community Health Improvement Planning Partners	\$ 41,000	\$ 40,000
Health Equity in Pittsfield Green Planning	\$ 65,000	\$ 65,000
Post OD in Northern County Consultant/Subcontractor	\$ 0	\$ 14,700
MTWP Carbon Sequestration and Forest Resiliency	\$ 0	\$ 9,975
Economic Technical Assistance Subcontractors	\$ 0	\$ 320,000
MTWP Carbon Sequestration and Forest Resiliency	\$ 0	\$ 96,133
Subtotal Subcontracts/Subreipients	\$ 814,262	\$ 1,135,833

RESERVE	\$ 15,000	\$ 15,000
----------------	------------------	------------------

TOTAL EXPENDITURES	\$ 3,484,772	\$ 4,493,869
---------------------------	---------------------	---------------------



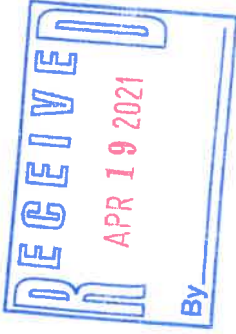
Return Mail Processing Only
 PO BOX 669
 South Windsor, CT 06074-0669

We're excited to announce that we'll be changing our name to MissionSquare Retirement! You can be assured that we'll continue to operate as the same mission-based organization you've come to know, dedicated to serving those who serve our communities.

Quarterly Financial Report for Your VantageCare Retirement Health Savings Plan

0295533.01 AB 0.425 01 TR 01742 ICSN1C32.000000 epp

KYLE HANLON
 BERKSHIRE REGION PLAN COMM (EIP)
 1 FENN STREET, STE 201
 PITTSFIELD MA 01201



January 1, 2021 - March 31, 2021

Total Plan Assets **\$894,129.48**

If You Need Assistance

Website www.icmarc.org
 Call Your Client Services Team 800-326-7272.

Plan Data

Plan Name **BERKSHIRE REGION PLAN COMM (EIP)**
 Plan Number 803222

If any of your data is incorrect, please contact Client Services so that we can update your records.

Account Summary

	This Period	Year-to-Date
Beginning Balance	\$861,494.58	\$861,494.58
Fees	-\$205.37	-\$205.37
Gain/Loss	\$32,840.27	\$32,840.27
Ending Balance	\$894,129.48	\$894,129.48

Asset Allocation

Asset Category	Percentage of Assets	Balance
Balanced/Asset Allocation	100%	\$894,129.48
Total Assets	100%	\$894,129.48



Quarterly Financial Report for Your VantageCare Retirement Health Savings Plan

January 1, 2021 - March 31, 2021

Allocation Summary by Fund

Investment	Percent of Assets	Units/Shares	Unit/Share Value	Ending Balance
Balanced/Asset Allocation				
VT II Model Port Conservative	15%	3,227.5425	\$40.29	\$130,037.69
VT II Model Port Moderate	34%	6,667.2825	\$45.94	\$306,294.96
VT II Model Port Aggressive	51%	9,285.9398	\$49.30	\$457,796.83
Total	100%			\$894,129.48

Activity Summary by Fund

Investment	Beginning Balance	Contributions/Other Credits	Distributions/Other Debits	Transfers	Fees	Gain/Loss	Ending Balance
Balanced/Asset Allocation							
VT II Model Port Conservative	\$128,325.70	\$0.00	\$0.00	\$0.00	-\$31.11	\$1,743.10	\$130,037.69
VT II Model Port Moderate	\$296,163.81	\$0.00	\$0.00	\$0.00	-\$70.78	\$10,201.93	\$306,294.96
VT II Model Port Aggressive	\$437,005.07	\$0.00	\$0.00	\$0.00	-\$103.48	\$20,895.24	\$457,796.83
Total Account	\$861,494.58	\$0.00	\$0.00	\$0.00	-\$205.37	\$32,840.27	\$894,129.48

Activity Detail

Contributions/Other Credits	Distributions/Other Debits
Total	Total
\$0.00	\$0.00

Account Balance by Source

Total Employer	\$894,129.48
-----------------------	---------------------