



MEETING NOTICE

There will be a meeting of the
EXECUTIVE COMMITTEE
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Thursday, September 02, 2021 at **4:00 p.m.**

This will be a **Virtual Meeting** as allowed by Ch. 20 of the Acts of 2021 suspending certain provisions of the Open Meeting Law, G.L. c.30 sec.20.

Join Zoom Meeting
<https://us02web.zoom.us/j/3926128831>
Meeting ID: 392 612 8831

Phone: 646 558 8656, 301 715 8592, 312 626 6799, 669 900 9128, 253 215 8782, 346 248 7799

Meeting materials are posted on BRPC's website: www.berkshireplanning.org.
Click on the calendar of events, then the meeting name and follow link to materials.

AGENDA

- I. Call to Order & Open Meeting Law Statement (4:00)
- II. Approval of Minutes of the Executive Committee Meeting of July 8, 2021* (4:05)
- III. Financial Reports (4:10)
 - A. July and August Expenditures Report *
 - B. Accounts Receivable Report & Assessments
 - C. Line of Credit Report
 - D. FY2021 Year End Close
 - E. Other
- IV. Delegate & Alternate Issues (4:15)
- V. Items Requiring Action* (4:20)
 - A. Approval to Enter into a Contract with the Massachusetts Department of Transportation for Transportation Planning Services *
 - B. Approval to Submit a Grant Application to the Massachusetts Clean Energy Center (MassCEC) for a Planning Grant and Letter of Intent to Develop a Funding Application for an E-bike Incentive Program.*
 - C. Approval to Submit Grant Application to MassCEC's EMPOWER Innovation and Capacity Building Program*
 - D. 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

- VI. Committee Reports (4:30)
- A. Berkshire MPO
 - B. Comprehensive Economic Development Strategy Committee
 - C. Regional Issues Committee
 - D. Other
- VII. Executive Director's Report (4:35)
- A. Report on New Contracts / Agreements
 - B. Berkshires Tomorrow Inc. Update
 - C. Staff Update
 - D. Rural Policy Advisory Commission Update
 - E. District Local Technical Assistance Funding
 - F. Training for New Planning Board and Zoning Board of Appeals Members
 - G. Community Compact Grants
 - H. Housing Equity Bill
 - I. Other
- VIII. Old Business (4:45)
- A. Office Space Update
 - B. Annual Meeting
 - C. Kusik Award
 - D. Other
- IX. New Business (5:05)
- A. Citizen Planner Training Collaborative Fall Training
 - B. September Commission Meeting
 - C. Other
- X. Adjournment (5:15)

Attachments:

- Unapproved Minutes of the July 8, 2021 Executive Committee Meeting
- July and August Expenditures Report
- July Aged Receivables Report
- July 2021 Line of Credit Report
- Memo – September 2, 2021 Executive Committee Agenda Items
- Draft Unapproved Minutes of the July 27, 2021 MPO Meeting
- Draft Unapproved Minutes of the August 4, 2021 CEDS Committee meeting
- Transportation Climate Initiative Comment Letter
- Draft Unapproved Minutes of the August 11, 2021 Regional Issue Committee meeting
- Resume – Ned Saviski
- Resume – Claudia Sarti
- Resume – John Roughley
- Resume – Chris Skelly
- Crossroads Grant Program information
- Housing Equity Bill support letter
- Kusik Award Recipients
- BRPC Committee Membership
- CPTC Webinar topic Description Fall 2021
- Memo – July 2021 Technical Assistance

* Items Requiring Action



DRAFT EXECUTIVE COMMITTEE MINUTES

Thursday, July 8, 2021

Virtual Meeting as allowed by Ch. 20 of the Acts of 2021 suspending certain provisions 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: 5:01 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

René Wood, Commission Development Chair, Sheffield Alternate

Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate

CJ Hoss, Regional Issues Committee Chair, Pittsfield Alternate

Buck Donovan, Lee Delegate, At-Large

Sam Haupt, Peru Delegate; At-Large

Others Present: Don Gagnon, Washington Delegate; Mary McGurn, Alternate Egremont; Fred Shubert, Richmond Alternate; Brittany Polito, iBerkshires; Sarah Hudson, Tyringham Alternate

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

C. Approval of Minutes of Executive Committee Meeting on June 3, 2021

Correction: V. Items Requiring Action, paragraph one: complementary (not complimentary).

René Wood moved to approve the minutes of the June 3, 2021 meeting with the above correction. The motion was seconded by CJ Hoss and approved by roll call vote from CJ Hoss, Roger Bolton, Malcolm Fick, Sheila Irvin, Kyle Hanlon, and René Wood.

II. Financial Reports

A. June Expenditures Report

Executive Director Tom Matuszko clarified that payment to the Samuel Harrison Society is a stipend for participating in Pittsfield's Grey to Green project.

Roger Bolton motioned to approve the report and René Wood seconded the motion. The report was approved by roll call vote from CJ Hoss, Roger Bolton, Malcolm Fick, Sheila Irvin, Kyle Hanlon and René Wood.

B. Accounts Receivable Report & Assessments

Tom Matuszko confirmed that BRPC invoices to communities were expedited in order to meet their deadlines for payment prior to fiscal year end.

C. Line of Credit Report

The Line of Credit has been paid off so the balance is zero.

D. Other - None

III. Delegate & Alternate Issues - None

IV. Items Requiring Action

A. Approval to Enter into Intergovernmental Agreements and Contracts with Municipalities

The Executive Committee was requested to authorize the Executive Director to enter into intergovernmental agreements and contracts for services with municipalities on behalf of the Commission for the FY2022.

René Wood moved to approve that the Executive Director to enter into intergovernmental agreements and contracts for services with municipalities on behalf of the Commission for the FY2022. Malcolm Fick seconded the motion. It was approved by roll call vote from CJ Hoss, Roger Bolton, Malcolm Fick, Sheila Irvin, Kyle Hanlon, Buck Donovan, John Duval and René Wood.

B. Approval to Submit a Grant Application to the Local Health Support for COVID-19 Case Investigation and Contact Tracing Program with the Massachusetts Department of Public Health

The Executive Committee was requested to authorize the Executive Director to submit a grant application and to sign any resulting contracts and agreements to the Local Health Support for COVID-19 Case Investigation and Contact Tracing Program with the Massachusetts Department of Public Health. The \$300,000/year application, with federal funds passed through the Department of Public Health, is to support required and ongoing Board of Health COVID-19 disease investigations. This two-year, renewable grant will allow the Berkshire Public Health Alliance to hire staff to ensure that 100% of all COVID-19 cases have comprehensive contact tracing, cluster investigations, isolation, quarantine, social service support as well as data

collection and analysis to determine ways to mitigation infections. There is no BRPC required match.

Tom Matuszko added that this funding is about being prepared if something like COVID-19 happens again.

René Wood moved to authorize the Executive Director to submit a grant application and to sign any resulting contracts and agreements to the Local Health Support for COVID-19 Case Investigation and Contact Tracing Program with the Massachusetts Department of Public Health. It was seconded by Roger Bolton. The motion was approved by roll call vote from Roger Bolton, Malcolm Fick, Sheila Irvin, John Duval, Buck Donovan, CJ Hoss, René Wood and Kyle Hanlon.

C. Other

V. Committee Reports

A. Berkshire MPO

The MPO Committee met June 22, 2021. The Transportation Improvement Program (Oct '21 – Sep '26) or TIP was approved. The Unified Planning Work Program (UPWP) for federal FY22 (10/1-9/30/22) was also approved.

B. Environmental Review Committee

The Environmental Review Committee met June 10, 2021. The Becker Pond Dam Removal was mentioned as a “text book example of how the environmental review process works and BRPC’s participation.” The Committee’s input influenced an improved Environmental Impact Report.

Thanks was given to Melissa Provencher, BRPC Environmental & Energy Program Manager, for her expertise and wonderful work.

C. Other

Richmond Pond trash dumping was reported by Fred Schubert. He would appreciate suggestions on how to deal with this via email, etc.: dadschubert462@yahoo.com They did get more cameras and changed some the camera locations.

VI. Executive Director’s Report

A. Report on New Contracts/Agreements

New Grants and Contracts received / initiated 06/01/2021 to 06/30/2021

- MAPC –After Action Report Scope and Development - \$39,40
- DPH – Berkshire Public Health Alliance Shared Services - \$347,848.75
- Middlefield – Public Health Inspectional Services FY21 - \$1,250
- Tyringham – Public Health Nursing Services FY21 - \$2,500
- Peru – Public Health Inspectional Services FY22 - \$8,626
- Becket– Public Health Inspectional Services FY22 - \$7,012.50

- Egremont– Public Health Inspectional Services FY22 - \$2,818.75
- Peru – Public Health Nursing Services FY22 - \$2,100
- Middlefield – Public Health Inspectional Services FY22 - \$5,000
- Egremont – Public Health Nursing Services FY22 - \$2,243.85
- Middlefield – Public Health Nursing Services FY22 - \$2,625
- Savoy – Public Health Nursing Services FY22 - \$2,000
- Tyringham – Public Health Nursing Services FY22 - \$2,625
- Williamstown – Public Health Nursing Services FY22 - \$6,712.65
- Becket – Public Health Nursing Services FY22 - \$3,675
- Clarksburg – Public Health Nursing Services FY22 - \$2,924.25
- Great Barrington - Public Health Nursing Services FY22 - \$6,077.40
- North Adams – Public Health Nursing Services FY22 - \$9,925.65
- Washington– Public Health Nursing Services FY22 - \$2,100
- Lanesborough - Economic BRPC Services (Planner) FY22 - \$10,000
- Richmond - Economic BRPC Services (Planner) FY22 - \$10,000
- Gt. Barrington - Economic BRPC Services (Planner) FY22 - \$25,000
- Lenox - Economic BRPC Services (Planner) FY22 - \$29,000
- Adams – Forestry Center at Greylock Glen FY21 - \$10,000
- DPH – Substance Addition Services/Pittsfield Youth Prevention Connection - \$80,000

Grants and Contracts not received.

BRPC is not aware of any applications not received.

B. Berkshires Tomorrow Inc. (BTI) Update

- Approved submission of a grant application to EPA's Environmental Justice Small Grants program for \$75,000

C. Staff Update

- Nancy Slattery was hired as full-time Public Health nurse. Her resume was sent with meeting materials.
- Leslie Drager's position was converted from a contract to part-time Public Health Nurse
- Alecia Herrick was hired as Finance Office Assistant. Her resume was sent with meeting materials.
- Nick Russo will start in August as Transportation Planner. He replaces Eammon Coughlin who left to become Adam's Community Development Director.

D. Rural Policy Advisory Commission Update

The Executive Director reported that a feature at the June Rural Policy Advisory Commission (RPAC) meeting was a presentation from a representative from Mass Humanities about the potential to collaborate with the Smithsonian's Museum on Main Street "Crossroad" project to highlight Rural Life in America. Also, the Annual Report (attached) was reviewed.

E. District Local Technical Assistance Funding

The Executive Director reported that FY 22 funding for the District Local Technical Assistance Funding (DLTA) program is still mired in the legislative process. It was included in the House budget, but not in the Senate Ways and Means budget so it would have to be added in by the conference

committee. The conference committee announced today (Thursday 7/8) it has a budget but the budget has not been posted yet. It will likely be posted, and voted on, tomorrow (Friday 7/9).

F. Redistricting

On June 21, 2021 the Executive Director gave testimony (included in meeting materials) at a hearing about redistricting. Although the final Census data is not expected to be released until the end of September, the Special Joint Committee on Redistricting Committee anticipates receiving initial community Census results in the middle of August to prepare proposals for public review by the end of September. The Committee needs to finalize its work with legislation approved and presented to the Governor for his approval by late October / early November 2021.

G. Police Reform

Working with the other Western Mass regional planning agencies, BRPC requested additional funding be considered for implementation of recently passed legislation related to police reform. (The letter is in meeting materials.) The legislation has the potential to improve policing services. It can also increase costs to communities to fully implement the reform.

H. New Planning and Zoning Board Training

BRPC will host a training for new members of Planning Boards and Zoning Boards of Appeals on the evening of July 29th. The virtual training will include a slideshow prepared by the Citizen Planner Training Collaborative and will be presented by a guest speaker. The guest speaker and time of the training are to be determined. BRPC contact Phil Arnold parnold@berkshireplanning.org. Email Tom at tmatuszko@berkshireplanning.org with contacts of people you want to make sure are invited.

I. Other

a. Conservation Committee Member Training

René Wood asked if BRPC could do a Conservation Committee member training. Tom said there was a good guidebook by the Massachusetts Association of Conservation Commissions (<https://www.maccweb.org>) and he will look into this and get back to René.

b. Select Board Member Training

Franklin Regional Council of Governments is offering a training for new Select Board members, "Local Officials Workshop: Select Board 101," on August 19 at 6:00 pm -7:00 pm. Newly elected Select Board Members are invited for an in-depth conversation about the nuts & bolts of serving on a Select Board. The link to the registration is: <https://frcog.org/event/local-officials-workshop-select-board-101/>

VII. Old Business

A. Office Space

Executive Director, Tom Matuszko reiterated that BRPC received the following proposals for office space:

- Alnasco, Steel Reality Inc. - Suite #IE, 703 West Housatonic Street, Pittsfield, MA.
- CT Management Group, LLC

- Option #1: 100 North Street.
- Option #2: Building 12 Third Floor Clock Tower Business Center.
- Option # 3: Building 5 Third Floor Clock Tower Business Center.
- The Cooper Center, LLC

The proposals are available at <https://berkshireplanning.org/brpc-office-lease-request-for-proposal-2021/#more-2171>. After conducting site visits of all the sites, BRPC believes the Cooper Center, the current location, to be the most advantageous proposal, based on price and ability to meet the minimum and extra requirements as stated in the RFP. BRPC would expand to the empty Dominion Solutions space on the same floor.

The Executive Committee was asked to approve this recommendation and authorize the Executive Director to enter into negotiations with the building owner and manager. The Executive Director has until September 1, 2021 to finalize the negotiations for a lease that starts no later than December 1, 2021.

René Wood moved to accept the recommendation to choose the Cooper Center's office space lease proposal and authorize the Executive Director to enter into negotiations. It was seconded by Roger Bolton. The motion was approved by roll call vote from Roger Bolton, Malcolm Fick, Sheila Irvin, John Duval, René Wood, Buck Donovan, CJ Hoss and Kyle Hanlon.

B. Executive Director's Performance Review

Per BRPC's bylaws Tom Matuszko, Executive Director, submitted a review of his accomplishments for the preceding year and goals for the upcoming years (attached in materials packet) as part of his performance evaluation by the Executive Committee.

Committee members shared their appreciation for Tom's and the organization's ability to cope with COVID-19. They noted that he gives BRPC staff the latitude and flexibility to succeed at their jobs, sets a high level of professionalism, is humble, accommodating and collaborative. It was also noted that the organization has received many grants this year.

Tom acknowledged the "all encompassing challenge" of COVID-19 and credits staff who worked even harder than usual which allowed BRPC to be so successful despite the pandemic.

René Wood motioned to recognize Tom's exceptional performance with a 3% pay increase for FY22. Sheila Irvin seconded. The motion was approved by a roll call vote including Roger Bolton, Malcolm Fick, Sheila Irvin, John Duval, René Wood, Buck Donovan, CJ Hoss and Kyle Hanlon.

C. Other - None

VIII. New Business

A. BRPC email Addresses for Officers / Executive Committee Members

The Executive Director asked if BRPC officers and Executive Committee members would like BRPC specific email addresses reflecting the position, i.e., Chair@Berkshireplanning.org, rather than the individual. One reason is to streamline potential public records requests. BRPC's attorneys have recommended saving "everything", including all emails. This would mean checking a new email account unless the BRPC email is set up to be forwarded to an existing account. John Duval, the new Chair said yes. Other members gave mixed responses.

BRPC staff will ensure that future meeting Zoom links are sent via email so they may be saved in members' calendars.

B. Yearly Meeting Schedule

The meeting schedule for Fiscal Year 2022 was agreed upon.

C. September Commission Meeting

As a reminder, the September 16, 2021 meeting will be combined with BRPC's in-person Annual Meeting (COVID conditions notwithstanding.) The Executive Director is working to secure the speaker.

D. Other

Roger Bolton appreciated outgoing Chair Kyle Hanlon's leadership and attention to process and details. Kyle has been an important factor in the functioning of the Executive Committee and the Commission. Kyle said he has learned a lot from Commission members.

IX. Adjournment

The meeting was adjourned at 5:49 pm by a motion made by Roger Bolton and seconded by CJ Hoss. It was approved by roll call vote from Roger Bolton, Malcolm Fick, Sheila Irvin, John Duval, René Wood, Buck Donovan, CJ Hoss and Kyle Hanlon.

Attachments:

- Agenda
- Unapproved Minutes of the June 3, 2021 Executive Committee Meeting
- June Expenditures Report
- June Aged Receivables Report
- June 2021 Line of Credit Report
- Memo – July 8, 2021 Executive Committee Agenda Items
- Becker Pond SEIR Final Comment Letter
- Resume - Nancy Kibby Slattery
- Resume – Alecia Herrick
- Rural Policy Advisory Commission FY21 Annual Report
- Redistricting Testimony
- Police Reform Funding Request
- BRPC Meeting Schedule FY2022 DRAFT
- Memo – May & June 2021 Technical Assistance

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From July 1, 2021 to August 27, 2021

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Amount | DEPT # | DEPT Description | Expense Description |
|---------|---------|--------------------------------------|-----------|--|---|---------------------|
| 15372 | 7/1/21 | CITY OF PITTSFIELD | 300.00 | 40 ADMIN | Admin | Parking |
| 15370 | 7/1/21 | MIIA PROPERTY & CASUALTY GROUP, INC. | 2,844.00 | 40 ADMIN | Admin | Insurance |
| 15371 | 7/1/21 | MUTUAL OF OMAHA | 514.96 | 40 ADMIN | Admin | Life: STD; LTD |
| EFT | 7/1/21 | STRAIGHT TALK WIRELESS | 48.73 | 570 SHFNMBOTS/CDBG19 | Sheffield New Marl Otis CDBG FY19 | Cell Phone |
| 15377 | 7/2/21 | BRENDA JEAN CHURCH | 26.88 | --- | Varied Projects | Expense Report |
| 15380 | 7/2/21 | PATRICIA A. MULLINS | 87.92 | --- | Varied Projects | Expense Report |
| 15384 | 7/2/21 | WILLIAM THORNTON | 214.28 | --- | Varied Projects | Expense Report |
| 15385 | 7/2/21 | ULINE | 76.09 | 284 BPHN/PHN | Public Health Nursing Program | Supplies |
| 15374 | 7/2/21 | AAIM TRAINING AND CONSULTING LLC | 140.00 | 40 ADMIN | Admin | Background Checks |
| 15379 | 7/2/21 | DAVID W. KELLEY | 240.00 | 40 ADMIN | Admin | Cleaning |
| 15383 | 7/2/21 | STATE HOUSE NEWS SERVICE | 988.00 | 40 ADMIN | Admin | Recycling |
| 15386 | 7/2/21 | VALLEY GREEN SHREDDING, LLC | 35.00 | 40 ADMIN | Admin | Recycling |
| 15376 | 7/2/21 | NEW ENGLAND NEWSPAPERS, INC. | 219.00 | 440 TPL21 | Mass DOT | Advertising |
| 15381 | 7/2/21 | PITTSFIELD PCTV COMMUNITY TELEVISION | 125.00 | 440 TPL21 | Mass DOT | Advertising |
| 15373 | 7/2/21 | 1BERKSHIRE | 9,788.20 | 637 EDA/COVIDRRP | EDA COVID-19 Regional Recovery Project | Subcontractor |
| 15382 | 7/2/21 | HEATHER QUIMBY | 542.50 | Varied PHN | Public Health Nursing | Nurses |
| 15375 | 7/2/21 | JUNE AXT | 717.50 | Varied PHN | Public Health Nursing | Nurses |
| 15378 | 7/2/21 | PAULA E. DOWNER | 250.00 | Varied PHN | Public Health Nursing | Nurses |
| 15387 | 7/7/21 | EDWARD M. FAHEY | 374.30 | --- | Varied Projects | Expense Report |
| 15388 | 7/7/21 | FEDEX | 33.37 | 40 ADMIN | Admin | Postage |
| 15391 | 7/7/21 | THE COOPER CENTER, LLC | 4,557.00 | 40 ADMIN | Admin | Rent |
| 15392 | 7/7/21 | THE COOPER CENTER, LLC | 850.00 | 40 ADMIN | Admin | Utilities |
| 15395 | 7/7/21 | W.B. MASON COMPANY, INC. | 110.75 | 40 ADMIN | Admin | Supplies |
| 15394 | 7/7/21 | VANASSE HANGEN BRUSTLIN, INC. | 3,483.75 | 547 EOEEA/SW | EOEEA - Stormwater | Subcontractor |
| 15390 | 7/7/21 | LAURA LIN HEALING ARTS | 2,332.50 | 618 LEN/CDBG-CV | Lenox - CDBG Covid-19 (DHCD through the CARES Act of 2020) | Micro Grant |
| 15393 | 7/7/21 | SUMMIT HOME IMPROVEMENT, LLC | 25,000.00 | 618 LEN/CDBG-CV | Lenox - CDBG Covid-19 (DHCD through the CARES Act of 2020) | Micro Grant |
| 15389 | 7/7/21 | FRANKLIN REGIONAL COUNCIL | 1,859.99 | 625 WMS/MTWPMVP | Williamstown Monawk Trail Woodland Partnership Forest Stewardship, Resilience & Climate Adaptation MVP Action Grant | Subcontractor |
| EFT | 7/8/21 | AMAZON.COM | 268.10 | 40 ADMIN | Admin | Computer Supplies |
| EFT | 7/8/21 | AMAZON.COM | 1,462.68 | 610 HRIA/G2G | Health Resources in Action (HRIA) - Grey to Green: Increasing Health Equity in Pittsfield | Equipment |
| 15396 | 7/9/21 | PETTY CASH | 36.87 | 40 ADMIN | Admin | Varied |
| 15397 | 7/12/21 | MASS STATE BOARD OF RETIREMENT | 7,723.63 | --- | --- | Retirement |
| 15404 | 7/12/21 | REBECCA SLICK | 200.00 | --- | Varied Projects | Expense Report |
| 15402 | 7/12/21 | COMPUWORKS | 790.00 | 40 ADMIN | Admin | Computer Supplies |
| 15406 | 7/12/21 | MIIA HEALTH BENEFITS TRUST | 1,857.09 | 40 ADMIN | Admin | Dental Insurance |
| 15407 | 7/12/21 | MIIA HEALTH BENEFITS TRUST | 41,714.55 | 40 ADMIN | Admin | Health Insurance |
| EFT | 7/12/21 | SAGE SOFTWARE, INC. | 2,903.01 | 40 ADMIN | Admin | Accounting Software |
| 15405 | 7/12/21 | TPX COMMUNICATONS | 932.51 | 40 ADMIN | Admin | Telephone |
| 15401 | 7/12/21 | COMPREHENSIVE ENVIRONMENTAL, INC. | 35,776.25 | 580 EOEEA/DAL/PLANA - 597 ADM/MTWP/MVP - 592 DEP/319REGC | Varied Projects | Subcontractor |

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From July 1, 2021 to August 27, 2021

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Amount | DEPT # | DEPT Description | Expense Description |
|---------|---------|---|-----------|----------------------|--|---------------------|
| 15398 | 7/12/21 | BELLWETHER EDUCATION PARTNERS, INC. | 1,000.00 | 635 DESE/BRLI21 | Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative 23 | Subcontractor |
| 15400 | 7/12/21 | COLLABORATIVE FOR EDUCATIONAL SVCS, INC | 13,425.00 | 635 DESE/BRLI21 | Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative 24 | Subcontractor |
| 15399 | 7/12/21 | BERKSHIRE COUNTY HISTORICAL SOCIETY | 6,000.00 | 638 DESE/REGIONAL21 | MA Dept Elem/Sec Education - BCETF | Subcontractor |
| 15403 | 7/12/21 | BENJAMIN S. KLOMPUS | 9,950.00 | 645 BARR/POG21 | BARR BCETF - Action Plan to Implement Portrait of Graduate | Subcontractor |
| EFT | 7/13/21 | CODE42 | 9.99 | 40 ADMIN | Admin | Crash Pro Services |
| EFT | 7/13/21 | ZOOM VIDEO COMMUNICATIONS, INC. | 40.00 | 40 ADMIN | Admin | Communication |
| EFT | 7/13/21 | NEW ENGLAND RURAL HEALTH | 250.00 | 469 PHOA | Public Health Fund | Training |
| 15410 | 7/14/21 | W.B. MASON COMPANY, INC. | 88.36 | 40 ADMIN | Admin | Supplies |
| 1116 | 7/14/21 | AK CONSTRUCTION & JAMES DAWSON JR. | 1,291.50 | 522 CHS/NMB/CDBG18 | Cheshire CDBG | Subcontractor |
| 1117 | 7/14/21 | AK CONSTRUCTION & JAMES DAWSON JR. | 5,360.00 | 522 CHS/NMB/CDBG18 | Cheshire CDBG | Subcontractor |
| 1118 | 7/14/21 | AK CONSTRUCTION & JAMES DAWSON JR. | 11,970.00 | 522 CHS/NMB/CDBG18 | Cheshire CDBG | Subcontractor |
| 1119 | 7/14/21 | BARTLETT CONST & G. SCHOONMAKER | 7,570.00 | 522 CHS/NMB/CDBG18 | Cheshire CDBG | Subcontractor |
| 1120 | 7/14/21 | EMERALD LEAD TESTING | 335.00 | 522 CHS/NMB/CDBG18 | Cheshire CDBG | Lead Contractor |
| 1115 | 7/14/21 | RALPH G. LOMBARDI, JR | 1,432.60 | 522 CHS/NMB/CDBG18 | Cheshire CDBG | Subcontractor |
| 1206 | 7/14/21 | EMERALD LEAD TESTING | 361.00 | 570 SHFNMBOTS/CDBG19 | Sheffield New Marl Otis CDBG FY19 | Lead Contractor |
| 15409 | 7/14/21 | SARAH DEJESUS | 500.00 | 571 HRSA/HIV | US Dpt of Health & Human Services - Health Resources and Services Adminstration - HIV Capacity Development & Planning | |
| 15408 | 7/14/21 | 18 DEGREES, INC. | 10,000.00 | 610 HRIA/G2G | | Subcontractor |
| EFT | 7/14/21 | AMAZON.COM | 1,326.62 | 650 DPH/SS | Public Health Excellence for Shared Services grant program | Equipment |
| EFT | 7/15/21 | AMAZON.COM | 1,570.10 | 40 ADMIN | Admin | Computer Supplies |
| CCARD | 7/24/21 | DUN & BRADSTREET | 1,482.00 | 545 DHCD/DLTA | District Local Technical Assistance | Subscription |
| 15412 | 7/26/21 | DONOVAN O'CONNOR & DODIG LLP | 510.00 | 166 EPA/RLF | Brownfields Revolving Loan Fund | Legal Services |
| 15414 | 7/26/21 | ANUJA KOIRALA | 500.00 | 40 ADMIN | Admin | Staff Development |
| 15419 | 7/26/21 | BERKSHIRE SPRINGS | 58.00 | 40 ADMIN | Admin | Water |
| 15416 | 7/26/21 | CITY OF PITTSFIELD | 300.00 | 40 ADMIN | Admin | Parking |
| 15411 | 7/26/21 | COMPUWORKS | 3,445.00 | 40 ADMIN | Admin | Computer Supplies |
| 15413 | 7/26/21 | FEDEX | 28.13 | 40 ADMIN | Admin | Postage |
| 15415 | 7/26/21 | MACFARLANE OFFICE PRODUCTS, INC. | 392.61 | 40 ADMIN | Admin | Copying |
| 15417 | 7/26/21 | THE COOPER CENTER, LLC | 4,557.00 | 40 ADMIN | Admin | Rent |
| 15418 | 7/26/21 | VALLEY GREEN SHREDDING, LLC | 35.00 | 40 ADMIN | Admin | Recycling |
| 1207 | 7/26/21 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | 105.00 | 570 SHFNMBOTS/CDBG19 | Sheffield New Marl Otis CDBG FY19 | Liens |
| 1208 | 7/26/21 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | 105.00 | 570 SHFNMBOTS/CDBG19 | Sheffield New Marl Otis CDBG FY19 | Liens |
| 1209 | 7/26/21 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | 105.00 | 570 SHFNMBOTS/CDBG19 | Sheffield New Marl Otis CDBG FY19 | Liens |
| 1210 | 7/26/21 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | 105.00 | 570 SHFNMBOTS/CDBG19 | Sheffield New Marl Otis CDBG FY19 | Liens |
| 15420 | 7/26/21 | MASS AUDUBON WESTERN MA | 45,372.18 | 597 ADM/MTWP/MVP | Adams Mohawk Trail Woodland Partnership Regional Adaptation & Resilience Project | Subcontractor |
| 1211 | 7/26/21 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | 105.00 | Voided | Voided | Voided |
| 1212 | 7/26/21 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | 105.00 | Voided | Voided | Voided |
| 1213 | 7/26/21 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | 105.00 | Voided | Voided | Voided |

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From July 1, 2021 to August 27, 2021

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Amount | DEPT # | DEPT Description | Expense Description |
|---------|---------|--------------------------------------|-----------|----------------------|--|---------------------|
| 1211V | 7/26/21 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | -105.00 | Voided | Voided | Voided |
| 1212V | 7/26/21 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | -105.00 | Voided | Voided | Voided |
| 1213V | 7/26/21 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | -105.00 | Voided | Voided | Voided |
| 15424 | 7/28/21 | SEEGER WEISS LLP | 61,090.00 | 319 ROR | Rest of River | Legal Services |
| 15422 | 7/28/21 | BLUE 20/20 | 72.32 | 40 ADMIN | Admin | Vision Insurance |
| EFT | 7/28/21 | CRUCIAL | 58.43 | 40 ADMIN | Admin | Computer Supplies |
| 15423 | 7/28/21 | MUTUAL OF OMAHA | 518.29 | 40 ADMIN | Admin | Life: STD; LTD |
| 15425 | 7/28/21 | W.B. MASON COMPANY, INC. | 152.73 | 40 ADMIN | Admin | Supplies |
| 15421 | 7/28/21 | VOID | 0.00 | Voided | Voided | Voided |
| EFT | 8/2/21 | AMAZON.COM | 299.95 | 40 ADMIN | Admin | Computer Supplies |
| 15426 | 8/3/21 | LESLIE DRAGER | 100.00 | --- | Varied Projects | Expense Report |
| EFT | 8/3/21 | STAPLES ADVANTAGE | 42.27 | 40 ADMIN | Admin | Supplies |
| 1215 | 8/3/21 | COMMONWEALTH OF MASSACHUSETTS | 105.00 | 570 SHFNMBOTS/CDBG19 | Sheffield New Marl Otis CDBG FY19 | Liens |
| 1216 | 8/3/21 | COMMONWEALTH OF MASSACHUSETTS | 105.00 | 570 SHFNMBOTS/CDBG19 | Sheffield New Marl Otis CDBG FY19 | Liens |
| 1217 | 8/3/21 | COMMONWEALTH OF MASSACHUSETTS | 105.00 | 570 SHFNMBOTS/CDBG19 | Sheffield New Marl Otis CDBG FY19 | Liens |
| 1214 | 8/3/21 | COMMONWEALTH OF MASSACHUSETTS | 105.00 | Voided | Voided | Voided |
| 1214V | 8/3/21 | COMMONWEALTH OF MASSACHUSETTS | -105.00 | Voided | Voided | Voided |
| EFT | 8/6/21 | UNANET TECHNOLOGIES | 227.36 | 40 ADMIN | Admin | Licenses |
| 15430 | 8/9/21 | EDWARD M. FAHEY | 351.30 | --- | Varied Projects | Expense Report |
| 15438 | 8/9/21 | KENNETH WALTO | 5.32 | --- | Varied Projects | Expense Report |
| 15433 | 8/9/21 | LAURA KITROSS | 42.52 | --- | Varied Projects | Expense Report |
| 15436 | 8/9/21 | NANCY SLATTERY | 26.88 | --- | Varied Projects | Expense Report |
| 1054 | 8/9/21 | VOID | | --- | --- | --- |
| 1055 | 8/9/21 | GREYLOCK WORKS | 36,029.20 | 166 EPA/RLF | Brownfields Revolving Loan Fund | Loan |
| 15427 | 8/9/21 | AAIM TRAINING AND CONSULTING LLC | 69.50 | 40 ADMIN | Admin | Background Checks |
| 15439 | 8/9/21 | BERKSHIRE SPRINGS | 86.65 | 40 ADMIN | Admin | Water |
| 15432 | 8/9/21 | DAVID W. KELLEY | 240.00 | 40 ADMIN | Admin | Cleaning |
| 15431 | 8/9/21 | FEDEX | 28.63 | 40 ADMIN | Admin | Postage |
| 15437 | 8/9/21 | VALLEY GREEN SHREDDING, LLC | 35.00 | 40 ADMIN | Admin | Recycling |
| 1121 | 8/9/21 | AK CONSTRUCTION & JAMES DAWSON JR. | 14,370.00 | 522 CHS/NMB/CDBG18 | Cheshire CDBG | Subcontractor |
| 1122 | 8/9/21 | COMMONWEALTH OF MASSACHUSETTS | 105.00 | 522 CHS/NMB/CDBG18 | Cheshire CDBG | Liens |
| 1218 | 8/9/21 | AK CONSTRUCTION & JAMES DAWSON JR. | 7,099.00 | 570 SHFNMBOTS/CDBG19 | Sheffield New Marl Otis CDBG FY19 | Subcontractor |
| 1123 | 8/9/21 | SOUTHERN BERKSHIRE REGISTRY OF DEEDS | 105.00 | 570 SHFNMBOTS/CDBG19 | Sheffield New Marl Otis CDBG FY19 | Subcontractor |
| 15429 | 8/9/21 | BERKSHIRE IMMIGRANT CENTER | 250.00 | 618 LEN/CDBG-CV | Lenox - CDBG Covid-19 (DHCD through the CARES Act of 2020) | Translation |
| 15428 | 8/9/21 | NEW ENGLAND NEWSPAPERS, INC. | 259.40 | 631 DAL/CDBG | Dalton/CDBG | Advertising |
| 15435 | 8/9/21 | BRENDAN SHERAN | 6,000.00 | 635 DESE/BRLI21 | Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative 22 | Subcontractor |
| 15434 | 8/9/21 | MA ENVIRONMENTAL HEALTH ASSOC. | 40.00 | 650 DPH/SS | Public Health Excellence for Shared Services grant program | Membership |
| 15440 | 8/10/21 | MASS STATE BOARD OF RETIREMENT | 7,858.71 | --- | --- | Retirement |
| 15441 | 8/10/21 | MASS STATE BOARD OF RETIREMENT | 7,982.45 | --- | --- | Retirement |
| EFT | 8/10/21 | AMAZON.COM | 41.63 | 40 ADMIN | Admin | Computer Supplies |
| EFT | 8/10/21 | IEDC | 660.00 | 637 EDA/COVIDRRP | EDA COVID-19 Regional Recovery Project | Membership |
| 15445 | 8/11/21 | CHARLES KANIECKI | 315.68 | --- | Varied Projects | Expense Report |

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From July 1, 2021 to August 27, 2021

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| Check # | Date | Payee | Amount | DEPT # | DEPT Description | Expense Description |
|---------|---------|---|-----------|---------------------------|--|---------------------|
| 15443 | 8/11/21 | PHILIP ARNOLD | 150.52 | --- | Varied Projects | Expense Report |
| 15444 | 8/11/21 | VALERIE BIRD | 310.58 | --- | Varied Projects | Expense Report |
| EFT | 8/11/21 | AMAZON.COM | 297.80 | 40 ADMIN | Admin | Computer Supplies |
| 15446 | 8/11/21 | MIIA HEALTH BENEFITS TRUST | 2,059.17 | 40 ADMIN | Admin | Dental Insurance |
| 15447 | 8/11/21 | MIIA HEALTH BENEFITS TRUST | 46,751.24 | 40 ADMIN | Admin | Health Insurance |
| 15448 | 8/11/21 | TD BANK | 1,482.00 | 40 ADMIN | Admin | CC Payment () |
| 15449 | 8/11/21 | TPX COMMUNICATONS | 936.45 | 40 ADMIN | Admin | Telephone |
| 15442 | 8/11/21 | 1BERKSHIRE | 9,045.82 | 637 EDA/COVIDRRP | EDA COVID-19 Regional Recovery Project | Subcontractor |
| EFT | 8/12/21 | ADOBE ACROBAT | 177.63 | 40 ADMIN | Admin | Software Licenses |
| 15451 | 8/18/21 | GWENDOLYN CARIDDI | 105.28 | --- | Varied Projects | Expense Report |
| 15455 | 8/18/21 | MASS STATE BOARD OF RETIREMENT | 8,113.99 | --- | --- | Retirement |
| 15453 | 8/18/21 | WILLIAM THORNTON | 282.24 | --- | Varied Projects | Expense Report |
| 15454 | 8/18/21 | VALLEY GREEN SHREDDING, LLC | 35.00 | 40 ADMIN | Admin | Recycling |
| 15452 | 8/18/21 | HEATHER QUIMBY | 1,855.00 | Varied PHN | Public Health Nursing | Nurses |
| 15450 | 8/18/21 | JUNE AXT | 1,085.00 | Varied PHN | Public Health Nursing | Nurses |
| EFT | 8/23/21 | BAYSTATE ROADS PROGRAM | 25.00 | 40 ADMIN | Admin | Staff Development |
| 15461 | 8/23/21 | THE COOPER CENTER, LLC | 633.46 | 40 ADMIN | Admin | Utilities |
| 15457 | 8/23/21 | COOKED GOOSE PRODUCTIONS | 9,258.00 | 618 LEN/CDBG-CV | Lenox - CDBG Covid-19 (DHCD through the CARES Act of 2020) | Micro Grant |
| 15458 | 8/23/21 | ORIENTASTE RESTAURANT, INC. | 15,000.00 | 618 LEN/CDBG-CV | Lenox - CDBG Covid-19 (DHCD through the CARES Act of 2020) | Micro Grant |
| 15459 | 8/23/21 | SHIRO RESTAURANT | 15,000.00 | 618 LEN/CDBG-CV | Lenox - CDBG Covid-19 (DHCD through the CARES Act of 2020) | Micro Grant |
| 15456 | 8/23/21 | MICHIGAN TECHNOLOGICAL UNIVERSITY | 26,969.00 | 625 WMS/MTWPMVP / 440 TPL | Partnership Forest Stewardship, Resilience & Climate Adaptation MVP Action Grant and MASS DOT | Subcontractor |
| 15460 | 8/23/21 | STACEY M. SILKEY SCHULTZE | 2,000.00 | 635 DESE/BRLI21 | Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative 23 | Subcontractor |
| EFT | 8/24/21 | ADOBE ACROBAT | 169.81 | 40 ADMIN | Admin | Software Licenses |
| EFT | 8/24/21 | MICROSOFT.COM | 53.41 | 40 ADMIN | Admin | Software Licenses |
| 1219 | 8/25/21 | BARTLETT CONST & G. SCHOONMAKER | 5,050.00 | 570 SHFNMBOTS/CDBG19 | Sheffield New Marl Otis CDBG FY19 | Subcontractor |
| 1220 | 8/25/21 | BARTLETT CONST & G. SCHOONMAKER | 6,975.00 | 570 SHFNMBOTS/CDBG19 | Sheffield New Marl Otis CDBG FY19 | Subcontractor |
| 15463 | 8/26/21 | PHILIP ARNOLD | 58.24 | --- | Varied Projects | Expense Report |
| 15462 | 8/26/21 | VOID | | --- | --- | --- |
| 15467 | 8/26/21 | FEDEX | 33.37 | 10 GENERAL | General Fund | Postage |
| 15466 | 8/26/21 | DONOVAN O'CONNOR & DODIG LLP | 60.00 | 166 EPA/RLF | Brownfields Revolving Loan Fund | Legal Services |
| 15464 | 8/26/21 | BLUE 20/20 | 72.32 | 40 ADMIN | Admin | Vision Insurance |
| 15468 | 8/26/21 | MACFARLANE OFFICE PRODUCTS, INC. | 453.67 | 40 ADMIN | Admin | Copying |
| 15469 | 8/26/21 | MARPA | 1,600.00 | 40 ADMIN | Admin | Dues and Subscript |
| 15470 | 8/26/21 | PITNEY BOWES GLOBAL FINANCIAL SERV.,LLC | 148.05 | 40 ADMIN | Admin | Lease Payment |
| 15471 | 8/26/21 | VALLEY GREEN SHREDDING, LLC | 70.00 | 40 ADMIN | Admin | Recycling |
| 15472 | 8/26/21 | W.B. MASON COMPANY, INC. | 328.21 | 40 ADMIN | Admin | Supplies |
| 15465 | 8/26/21 | DLT SOLUTIONS, INC. | 215.60 | 440 TPL21 | Mass DOT | Renewal |
| | | | | | | |

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From July 1, 2021 to August 27, 2021

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Amount | DEPT # | DEPT Description | Expense Description |
|-------------|------|-------|---------------|--------|------------------|---------------------|
| Grant Total | | | \$ 580,743.58 | | | |

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Aug 31, 2021

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

| Customer ID | Customer | Over 90 days | Amount Due | Description |
|----------------------|--------------------------------------|-----------------|------------|-------------------------------|
| 166/EPA/RLF | EPA: EPA/RLF | | 3,242.57 | |
| 283 BHPA/INSP/BKT | TOWN OF BECKET | | 7,012.50 | |
| 283 BHPA/INSP/LAN | TOWN OF LANESBOROUGH | | 6,375.00 | |
| 283 BHPA/INSP/WSH | TOWN OF WASHINGTON | | 1,051.75 | |
| 284 BHPA/PHN/FLA | TOWN OF FLORIDA | | 525.00 | |
| 284 BHPA/PHN/LAN | TOWN OF LANESBOROUGH | | 888.00 | |
| 284 BPHA/PHN NAS | TOWN OF NEW ASHFORD | | 656.25 | |
| 284 BPHA/PHN/SAV | TOWN OF SAVOY | 500.00 | 500.00 | Sent Request |
| 284/BHPN/PHN/CHS | TOWN OF CHESHIRE | | 1,131.38 | |
| 284/BHPN/PHN/DAL | TOWN OF DALTON | | 1,524.75 | |
| 284/BHPN/PHN/PTS | CITY OF PITTSFIELD - BOARD OF HEALTH | | 1,150.00 | |
| 284/BPHN/PHN/CLK | TOWN OF CLARKSBURG | | 731.06 | |
| 284/BPHN/PHN/GTB | TOWN OF GREAT BARRINGTON | | 1,519.35 | |
| 284/BPHN/PHN/RIV | RIVER RUN APARTMENTS | | 133.33 | |
| 284/BPHN/PHN/WSH | TOWN OF WASHINGTON | | 525.00 | |
| 326/BURN/STOCKBRIDGE | TOWN OF STOCKBRIDGE | 95.00 | 95.00 | Need to Follow Up |
| 428 LEE/ASSESS | TOWN OF LEE | 1,701.79 | 1,701.79 | Sent Late - MP had Task Issue |
| 440/TPL17 | MASSDOT#75425 - TPL13 | | 73,762.64 | |
| 466 LAN/SW | TOWN OF LANESBOROUGH | | 1,008.65 | |
| 522 TOWN OF CHESHIRE | TOWN OF CHESHIRE | | 7,910.79 | |
| 533 FCSD/OJJD | SDF-SHERIFF'S DEPARTMENT, FRANKLIN | 1,551.19 | 13,905.55 | JK Following Up |
| 550 DOER/AARC | COMMONWEALTH OF MASSACHUSETTS | 35,852.49 | 35,852.49 | MP Following Up |
| 560 COMMVENPUR | COMMUNITY VENDOR PURCHASING | | 4,000.00 | |
| 560 EJ PRESCOTT, INC | EJ PRESCOTT, INC. | | 168.26 | |
| 560 MARKINGS INC. | MARKINGS, INC. | | 2,304.62 | |
| 560 NORTHEAST PAVING | NORTHEAST PAVING | | 438.06 | |
| 560 TROY SAND & GRAV | TROY SAND AND GRAVEL | | 215.93 | |
| 569 DOER/REPA | COMMONWEALTH OF MASS | | 2,357.81 | |
| 570 SHF-NMB-OTS/CDBG | TOWN OF SHEFFIELD | | 36,554.50 | |
| 580 EOEEA/DAL/PLANA | EXEC OFFICE OF ENERGY AND ENV | 2,608.32 | 34,561.25 | Sent Late |
| 592 DEP/319REGC | DEPT OF ENVIRONMENTAL PROTECTION | | 10,249.52 | |
| 614 MAPC/VACEXER | METROPOLITAN AREA PLANNING COUNCIL | 153.12 | 153.12 | Late Payers |
| 617 ADM/CDBG/CV | TOWN OF ADAMS | | 4,915.23 | |
| 622 USDA/FS/MTWPFRC | USDA FORESTRY SERVICE | | 11,674.03 | |
| 631 DAL/CDBG | TOWN OF DALTON | | 79,102.39 | |
| 635 DESE/BRLI21 | 635 DESE/BRLI21 | | 3,274.00 | |
| 636 DHCD/LRRP | DHCD/LRRP | | 11,200.24 | |
| 637 EDA/COVIDRRP | 637 EDA/COVIDRRP | | 17,167.93 | |
| 642 STK/ADA | TOWN OF STOCKBRIDGE | | 27,640.08 | |
| 651 MAPC/AAR | METROPOLITAN AREA PLANNING COUNCIL | | 5,808.67 | |
| COOK INSURANCE | CHARLES COOK | | -0.26 | |
| GAHERTY, LAUREN INS | GAHERTY, LAUREN | | 1,011.20 | |
| TOWN OF CHESHIRE | TOWN OF CHESHIRE | | 2,577.55 | |
| TOWN OF FLORIDA | TOWN OF FLORIDA | | 599.17 | |
| TOWN OF HANCOCK | TOWN OF HANCOCK | | 875.00 | |
| TOWN OF LEE | TOWN OF LEE | | 4,735.21 | |
| TOWN OF MONTEREY | TOWN OF MONTEREY | | 765.70 | |
| TOWN OF NEW MARLBORO | TOWN OF NEW MARLBOROUGH | | 1,202.33 | |
| TOWN OF PERU | TOWN OF PERU | | 674.86 | |
| TOWN OF RICHMOND | TOWN OF RICHMOND | | 1,175.24 | |
| TOWN OF SAVOY | TOWN OF SAVOY | | 551.37 | |
| TOWN OF SHEFFIELD | TOWN OF SHEFFIELD | | 2,595.07 | |
| TOWN OF STOCKBRIDGE | TOWN OF STOCKBRIDGE | | 1,551.31 | |

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Aug 31, 2021

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

| | | Over 90 | | |
|----------------------|--------------------------|-----------|------------|-------------|
| Customer ID | Customer | days | Amount Due | Description |
| TOWN OF W STOCKBRIDG | TOWN OF WEST STOCKBRIDGE | | 1,040.58 | |
| Report Total | | 42,461.91 | 432,342.82 | |



America's Most Convenient Bank®

Current Balance

\$0.00

Available Credit

\$230,000.00

Amount Due

\$0.00

Payment Due Date

Sep 5, 2021

It appears you don't have any recent activity.

When available, this is where your account activity will display.



MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: August 27, 2021

SUBJ: Agenda Items – September 2, 2021, Executive Committee Meeting

III. Financial Reports

D. FY2021 Year End Close

We are reporting that we ended FY 2021 with a surplus in the General Fund of approximately \$29,000 which was higher than our budgeted amount of \$15,000. Due to the pandemic, the Commission was unable to provide 5th Thursday and CPTC Educational workshops and our Annual Meeting resulting in a savings. Also contributing to the surplus was the application date was changed to FY 2022 for the DHCD Community Development Block Grant application, also resulting in an FY21 savings. The Commission worked on approximately 130 programs in FY 2021. Our accountants are completing their review of the last quarter of FY2021. The BRPC FY 2021 field work for the audit is scheduled for Mid-October.

V. Items Requiring Action

A. Approval to Enter into a Contract with the Massachusetts Department of Transportation for Transportation Planning Services

The Executive Committee is requested to authorize the Executive Director to sign a contract and related items with the Massachusetts Department of Transportation (MassDOT) for transportation planning services. This is our standard contract with MassDOT to allow us to conduct our regular transportation planning service as outlined in the Unified Planning Work Program (UPWP.) This amount of this annual FFY 2022 contract (October 1, 2021 – September 30, 2022, is \$615,413.) Staff lead on this contract is Clete Kus, ckus@berkshireplanning.org ex. 20.

B. Approval to Submit a Grant Application to the Massachusetts Clean Energy Center (MassCEC) for a Planning Grant and Letter of Intent to Develop a Funding Application for an E-bike Incentive Program.*

The Executive Committee is requested to authorize the Executive Director to submit a grant application and to sign any resulting contracts and agreements with MassCEC related to a planning grant which will support BRPC's engagement and participation in the application development process for the ACT4All Grant Program. MassCEC will provide a \$7,500 grant to cover the cost associated with developing an E-bike incentive program for low-

income community members. The scope of the proposal will be to connect service workers, particularly those that live within Adams' Environmental Justice block groups and commute within the Northern Berkshires, with E-bikes. MassCEC anticipates awarding 4-5 projects statewide between \$100,000 and \$500,000 each. There is no BRPC required match for the planning grant. The BRPC contact is Emily Lange, elange@berkshireplanning.org

C. Approval to Submit Grant Application to MassCEC's EMPower Innovation and Capacity Building Program

The Executive Committee is requested to authorize the Executive Director (after the fact) to submit a grant application to the MassCEC EmPower Innovation and Capacity Building Program and to sign any resulting contracts and agreements. Working with the City of Pittsfield, Berkshire Environmental Action Team, Center for EcoTechnology and Berkshire Community Action Council, BRPC is applying for \$23,018 to fund research on issues stemming from split incentives in Pittsfield, whereby tenants pay energy bills and so landlords have no incentive to make efficiency upgrades that would conserve energy and lower tenant's bills. Efforts will culminate in a final report prepared for the City of Pittsfield containing an analysis of Pittsfield's market conditions, a literature review of innovative approaches to split incentives, case studies of related program models across the US, findings of a working group assembled under this grant comprised of local organizations doing related work, and recommendations for how the City of Pittsfield may incentivize or enforce energy efficiency standards. MassCEC's expectation is that Innovation and Capacity Building Grants will serve as "seed" funding for the planning of innovative program models or projects. Grant recipients will then apply for an Implementation Grant for up to \$150,000 in a subsequent funding round to implement the project planned under this grant. This application has no BRPC match requirement. Primary staff contact for this grant submission is Emily Lange, Energy and Environmental Planner, at elange@berkshireplanning.org.

D. Other*

VI. Committee Reports

A. Berkshire MPO

The Berkshire MPO met on July 27, 2021. The main agenda items were an approval of an amendment (4th amendment) to the 2021-2025 TIP to reflect more accurate projects cost and a presentation on the Berkshire County Electric Vehicle Charging Plan. (Draft unapproved minutes are attached.)

B. Comprehensive Economic Development Strategy (CEDS) Committee

The CEDS committee met on August 4, 2021. The main agenda items were a review of the EDA CARES Act award activities, discussion of CEDS 2021 Annual Report and a presentation about the state's "Preparing for the Future of Work in the Commonwealth of Massachusetts" report. (Draft unapproved minutes are attached.)

C. Regional Issues Committee

The Regional Issues Committee met on August 11, 2021. The main agenda item was the Transportation Climate Initiative. (See attached comment

letter.) (Draft unapproved minutes are attached.)

D. Other

VII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received / initiated 07/01/2021 to 08/31/2021

- DHCD Local Rapid Recovery Planning Program Special Matter Experts Technical Assistance - \$63,150.00
- Washington – Public Health Inspectional Services FY22 - \$4,207
- Lanesborough – Public Health Inspectional Services FY22 - \$25,500
- Savoy - Public Health Inspectional Services FY22 – Fee for Service
- Adams - Public Health Nursing Services FY22 - \$3,970
- Cheshire - Public Health Nursing Services FY22 - \$4,525.10
- Dalton – Public Health Nursing Services FY22 - \$6,099
- Lanesborough - Public Health Nursing Services FY22 - \$3,552
- Hinsdale - Public Health Nursing Services FY22 - \$2,856
- Windsor– Public Health Nursing Services FY22 - \$2,100
- Sandisfield – Public Nursing Services FY22 - \$2,100
- DPH – Substance Addition Services/ Berkshire Early Childhood Community Circle- \$156,250
- Adams – GIS Services - \$11,000
- FDA AFDO Food Safety Retail Standards Re-assessment Sheffield - \$2,500
- FDA AFDO Food Safety Retail Standards Re-assessment Egremont - \$2,500
- FDA AFDO Food Safety Retail Standards Re-assessment Adams - \$2,500
- FDA AFDO Food Safety Comprehensive Strategic Plan Egremont - \$2,500
- Stockbridge – Community Planning Services - \$25,000
- Berkshire County Boards of Health Association Support Services - \$11,000
- Monterey – 604B Design and Implementation Plans for Phosphorus Reduction in Lake Garfield - \$3,500
- Dalton – Stormwater Support - \$11,000
- Cheshire – Municipal Vulnerability Preparedness and Hazard Mitigation - \$32,000
- Great Barrington – Green Communities - \$10,000
- River Run Apartments Dalton- Public Health Nursing Services FY22 - \$733.33
- Northern Berkshire Community Coalition - Overdoes Data to Action - \$97,000
- Boston Medical Center- Pittsfield Fiscal Agent HEALING Communities - \$49,500
- FRCOG Berkshire Medical Reserve Corps Emergency Preparedness Planning FY22 - \$22,056
- FRCOG Franklin County Medical Reserve Corps FY22 Emergency Preparedness Planning - \$22,056
- Berkshire United Way – Berkshire Benchmarks - \$10,000
- Lanesborough Stormwater FY22 - \$11,000

Grants and Contracts not received.

- DEP – 604B Funding - \$900 – DEP Funding fell through to be able to fund this

B. Berkshires Tomorrow Inc. (BTI) Update

The board will meet after the Executive Committee meeting to approve Officers and Directors for FY22 along with yearly administrative items.

C. Staff Update

- Bill Thornton has resigned as a part-time Housing Rehab Specialist
- Ned Saviski and Claudia Sarti have been hired as part-time Public Health Inspectors (Resumes attached)
- John Roughley has been hired as a Housing Rehab Specialist. (Resume attached)
- Chris Shelly has been hired as a part-time Project Specialist. (Resume attached)

D. Rural Policy Advisory Commission Update

The Rural Policy Advisory Commission met on August 11, 2021. The primary agenda items were an update on the Mass Humanities collaborative project with the Smithsonian's Museum on Main Street "Crossroad" project to highlight Rural Life in America, a discussion about legislative priorities for the year, and presentations and discussion about various effort across the state to advance affordable housing efforts in rural and small communities. (Crossroads information attached.)

E. District Local Technical Assistance Funding

FY 22 funding for the District Local Technical Assistance Funding (DLTA) was included in the final state budget. We anticipate doing a solicitation to municipalities, like previous years. We appreciate the support the Berkshire delegation has given to this important source of funding for technical assistance to the region's communities.

F. Training for New Planning Board and Zoning Board of Appeals Members

The Citizen Planner Training Collaborative, (CPTC) was unable to secure a presenter for a training for new members of Planning Boards and Zoning Boards of Appeals. Hence, the session, tentatively scheduled for July 29th, did not occur.

G. Community Compact Grants

Several Community Compact grant programs were funded in the state budget. These 4 programs, Best Practices, IT Grant, Efficiency & Regionalization (E&R), and Municipal Fiber (new in FY22) offer funds and / or assistance to communities. The Best Practices Program is open now, and if it is not already over-subscribed it will likely be so soon. (Program material attached.)

H. Housing Equity Bill

Legislation has been proposed, (H.1434/S.891), to provide additional protections to renters. (Support letter attached.)

I. Other

VIII. Old Business

A. Office Space

We continue to negotiate with the representatives of the Cooper Center, the recommended respondent to our office space RFP. We met with representatives and their engineer about possible modifications. Aside from more superficial improvements, i.e. painting, carpeting, etc., the necessary building modifications are relatively minimal. We are assured the space will be ready by the middle of November.

Regarding COVID related items, most staff is still going into the office 2 days a week. Face coverings are requested in common areas. While we are allowing non-BRPC staff in the office (with face coverings), the door to the street is still locked and visitors must call to be admitted.

B. Annual Meeting

Due to the increase in the number of COVID-19 cases, we have changed the Annual meeting from an in-person meeting to a virtual meeting. Also, since the Jewish holy day of Yom Kippur end on the evening of September 16th, we have changed the date of the Annual Meeting to the evening of September 30th. Ashley Stolba, Undersecretary of Community Development within the Executive Office of Housing and Economic Development, will speak about the administration's plans in the future for a strong economic recovery from the COVID crisis.

C. Kusik Award

The Executive Committee needs to decide about the Kusik Award winner.

D. Committee Membership

Attached is a list of the BRPC Committee membership for FY 22.

E. Other

IX. New Business

A. Citizen Planner Training Collaborative (CPTC) Fall Training

The CPTC trainings will be virtual again this fall. CPTC will organize one, possibly 2 workshops, with each RPA. CPTC is seeking our top 3 choices for training. Please let me know your preferences from the attached list and I will relay them to CPTC.

B. September Commission Meeting

This meeting is scheduled for September 16, 2021. Since this is Yom Kippur, we need to determine if we are going to keep this date. If we do change the date, we could move it to the 30th and combine it with our Annual Meeting, as we had previously planned. As we have done in the past, we have been requested to make an appointment to the Berkshire County Regional Housing Authority's (BCRHA) Volunteer Board of Commissioners. Other possible agenda items include:

- A presentation on the Berkshire County Electric Vehicle Charging Station Plan
- A presentation on the administration's Future of Work report

- A possible MEPA comment letter

C. Other



MINUTES OF THE Berkshire Metropolitan Planning Organization (MPO)
Tuesday, July 27, 2021

Meeting Held Via Zoom Video Communications

Meeting Materials: <https://berkshireplanning.org/?s=MPO+meeting>

MPO Representatives/Alternates Present:

| | |
|------------------|--|
| (Blank) | MassDOT (Representing Secretary Jamey Tesler) |
| Zac Feury | City of North Adams |
| Andy Hogeland | North Towns Representative |
| Francisca Heming | MassDOT District 1 (Representing Highway Administrator Gulliver) |
| Sheila Irving | Chair of BRTA |
| Jim Lovejoy | Southwest Towns Representative |
| Ricardo Morales | City of Pittsfield |

Others Present:

| | |
|----------------|--------------------|
| Justin Gilmore | BRPC |
| Anuja Koirala | BRPC |
| Derek Krevat | MassDOT OTP |
| Clete Kus | BRPC |
| Mark Moore | MassDOT District 1 |

I. Introductions

Mr. Lovejoy called the meeting to order at 4:02 p.m. Meeting attendees introduced themselves via a roll call conducted by Mr. Kus.

II. Opportunity for Public Comment

There were no public comments.

Note: Since a quorum was not met at the start of the meeting, MPO members moved on to items on the agenda that were non-action items.

III. Receive a presentation on the Berkshire County Electric Vehicle Charging Station Plan

Mr. Gilmore proceeded to provide MPO members with an overview of the recently completed Berkshire County Electric Vehicle Charging Station Plan. Mr. Gilmore stated that this plan is meant to inform the reader on the state of electric vehicles and charging station technology, and to provide municipal officials with the information needed to begin planning for and deploying electric vehicle charging station infrastructure. These efforts stem from major initiatives and commitments to address climate change. Transportation is the largest source of GHG emissions, and the shift toward electrification represents a major opportunity to work towards decarbonizing the transportation sector. Mr. Gilmore proceeded to review existing conditions, the current state of EV technology and charging stations, EV charging station equipment and installation costs, charging station ownership models and payment options, suitable locations to implement charging stations, funding and assistance programs, charging station planning tools, and recommendations moving forward.

Mr. Hogeland asked if the report was available on the Berkshire Planning website.

Mr. Gilmore stated that the report should be made available in the next week or two, MPO members will be sent a copy when it is made available.

Mr. Lovejoy asked about the funding programs available that assist in offsetting the costs associated with purchasing and implementing EV charging stations.

Mr. Gilmore review the [MassEVIP funding matrix](#) which outlines assistance information.

IV. Approval of the Meeting Minutes from June 22, 2021 (Action Item)

ACTION: Motion by Mr. Lovejoy, seconded by Mr. Hanlon to approve the meeting minutes from the June 22nd meeting.

Mr. Kus conducted a roll call:

Jim Lovejoy – Yea
Francisca Heming – Yea
Sheila Irving – Abstain
Zac Feury – Abstain
Andy Hogeland – Yea
Ricardo Morales – Abstain

VOICE VOTE: Motion carried unanimously. Ms. Irving, Mr. Feury and Mr. Morales all abstained from voting.

V. Approval of an amendment (4th amendment) to the 2021-2025 TIP and authorize chair to sign the certification documents on behalf of the MPO members (Action Item)

Ms. Koirala proceeded to review the 4th amendment to the 2021-2025 TIP. This amendment relates to cost increases for the Savoy bridge superstructure replacement on Center Road over Center Brook project and the Pittsfield bridge replacement on Mill Street over the W. Branch of the Housatonic River project. To date, no comments have been received by the public, and the MPO is requested to approve the amendment.

ACTION: Motion by Mr. Lovejoy, seconded by Mr. Hogeland to approve the 4th amendment to the 2021-2025 TIP and authorize the chairman to sign the certification document on behalf of MPO.

Mr. Kus conducted a roll call:

Jim Lovejoy – Yea
Francisca Heming – Yea
Sheila Irving – Yea
Zac Feury – Yea
Andy Hogeland – Yea
Ricardo Morales – Yea

VOICE VOTE: Motion carried unanimously.

VI. Status reports from member agencies

Mr. Moore provided a brief update District One project to the MPO.

VII. Other Business.

There was no other business.

VIII. Next meeting date – TBD

The next Berkshire MPO meeting date is TBD.

ACTION: Mr. Hogeland motioned to adjourn, seconded by Mr. Morales. Mr. Lovejoy adjourned the meeting at 4:35 p.m.

Materials Distributed:

- [Meeting Agenda](#)
- [Draft MPO June 22, 2021, Meeting Minutes](#)
- [BMPO FFY 2021-2025 TIP 4th Amendment](#)
- [Berkshire County Electric Vehicle Charging Station Plan Presentation](#)



CEDS COMMITTEE MEETING MINUTES
Hybrid ZOOM Virtual Meeting/In-Person Meeting
August 4, 2021

I. Call to Order

Kyle H. called the meeting to order at 1:00PM

Committee Members Present

George Ambriz, Berkshire Community College (Present via Zoom)
Roger Bolton, Williams College (Retired) (Present via Zoom)
Heather Boulger, MassHire Berkshires (Present via Zoom)
John Duval, BRPC Commission Chair (Present via Zoom)
Keith Girouard, Massachusetts Small Business Development Network (Present via Zoom)
Kyle Hanlon, BRPC Executive Committee, CEDS Chair (Present via Zoom)
Lesley Herzberg, Berkshire County Historical Society at Arrowhead (Present via Zoom)
Ben Lamb, 1Berkshire (Present via Zoom)
Allison Marchese, CDC of Southern Berkshire (Present via Zoom)
Laurie Mick, PERC (Present via Zoom)
Mike Nuvalle, City of North Adams (Present via Zoom)
Mark Phillips, Berkshire Agricultural Ventures (Present via Zoom)
Kevin Pink, 1Berkshire (Present via Zoom)
Ian Rasch, Alander Group (Present via Zoom)
Chris Rembold, Town of Great Barrington (Present via Zoom)
Ben Sosne, Berkshire Innovation Center (Present via Zoom)

BRPC Staff Present

Laura Brennan, Economic Development Program Manager
Wylie Goodman, Senior Planner
Mark Maloy, GIS and Data Manager
Alexander Valentini, Economic Development Researcher (Present via Zoom)

Kyle H. asked all present to briefly introduce themselves.

II. Approval of Minutes from March 25th, 2021

Heather B. moved to approve the minutes from the March 25th, 2021 meeting. Roger B. seconded the motion. The Committee unanimously approved the motion. No abstentions.

III. Comments from the Public

No comments from public.

IV. EDA CARES Act project

Berkshire Benchmarks – Mark M. reported on this aspect of the project. For the economy sector of the Berkshire Benchmarks overhaul, the Economic Development Practitioners group has selected ten quantitative indicators to track and review, four of which are priority indicators.

Priority Indicators:

1. Employment by Sector – Between 2001 and 2019, the sector which has experienced the largest decline in employment is manufacturing and the sector which has experienced the largest increase in employment is health care and social assistance.
2. Percent of Households Making Over \$75,000 per annum – A smaller portion of Berkshire County households make more than \$75,000 per annum than the corresponding portions of Massachusetts and United States households. This indicator will be further broken down into smaller demographics according to race and gender to examine inequities within the County.
3. Income by Educational Attainment – For each educational attainment cohort, Berkshire County residents demand less wages than the corresponding State and National cohorts. This discrepancy is especially pronounced for the Bachelor's degree and graduate degree or professional degree cohorts.
4. Income Inequality (GINI Coefficient) – Income inequality is less pronounced in Berkshire County than in Massachusetts and the United States, and has trended downwards since 2011, whereas it has trended upwards in the State and Nation. However, the degree of these trends is not too significant.

Additional sector meetings will be held over the next month, a qualitative survey will be deployed to County residents throughout the winter, website redevelopment will start in September, and an annual report on project progress will be available in time for the bi-annual meeting in April 2022.

Chris R. asked how recent the data is that is being used. Mark M. said that it is the most recently available data; most of it comes from the most recently published American Community Survey, which means it is 2019 data.

Roger B. mentioned that he found it curious how uncompetitive earnings for more educated Berkshire County residents are compared to the State and Nation and would be interested to learn more about this.

Technical Assistance for Businesses – Ben L. spoke on this aspect. At the beginning of the project in March, 1Berkshire deployed a survey to the business community, which will stay active over the duration of the project and continue to inform the topic areas in which 1Berkshire focuses technical assistance. So far, the survey has received approximately 110 responses. The three primary issue areas identified by respondents were: workforce recruitment and retention; social media and e-communications marketing; and grant preparedness and support. A fourth issue, which was found, is that although Berkshire County contains many minority- and woman-owned businesses, not many of these are certified as such. 1Berkshire has issued RFPs to the consultant community and is conducting interviews with consultants who identified any of the three topic areas as areas of expertise. 3 or 4 consultants will eventually be identified and delivery of both group workshops and one-on-one technical assistance will begin Fall 2021.

Roger B. asked to be reminded what EDA grant funded this program. Laura B. said it was the CARES Act.

Technical Assistance for Municipalities – Laura B. spoke on this aspect. The procedure for technical assistance for municipalities is very similar to that for technical assistance for businesses. Initial outreach to town and city leadership throughout the County collected responses on which sorts of technical assistance would be most helpful. The most consistently identified topics included: training for boards and committees; grant identification and management; online communications; and online processing of permits,

licenses, taxes, and other documents. The consultants that 1Berkshire is currently interviewing may also have their ability to deliver technical assistance to municipalities vetted. If needed, BRPC will contract government- or municipality-specific consultants to deliver assistance. A regular e-blast with helpful information and various timely reminders regarding grant and educational opportunities geared towards municipalities is being issued, and some specific, direct, and one-on-one assistance to municipalities has been provided.

Long-term Resiliency Planning – Laura B. spoke on this aspect. BRPC is currently working on the final annual report for its 5-year CEDS published in 2017. This report will not contain a resiliency chapter, but the new 5-year CEDS to be published in 2022 will contain a resiliency chapter. Economic resiliency is defined by EDA as the ability to recover from economic disruptions, the ability to withstand disruptions, and the ability to avoid disruptions altogether. Disruptions may take three primary forms: downturns in the national or international economy; downturns in particular industries critical to a region's economy; and external shocks by way of natural or man-made disasters. EDA further divides resiliency planning activities into two types: Steady-state initiatives and responsive initiatives. BRPC will be evaluating to what degree these initiatives currently exist in Berkshire County, and what can be done to strengthen them. Additional activities to be undertaken will include: debriefing of the agencies throughout the County involved in pandemic response/relief; development of broad coordination protocols; resource mapping on a town-by-town basis; and studying the disproportionate effects of the pandemic on certain demographics. BRPC will also be convening a resiliency planning working group, which will help with the above initiatives.

Kyle H. volunteered to be part of the working group.

Ben L. indicated that 1Berkshire staff will be a part of the working group.

Heather B. said that she or someone from the Workforce Board would participate.

Mark P. said he would be interested in learning more about the working group.

Project Identification and Support – Laura B. spoke on this aspect. BRPC and 1Berkshire staff have been helping County organizations launch projects to help the region recover from the impact of the pandemic, often through job creation, but also through the strengthening of a particular sector/cluster in the County. Laura B. has been working with the BIC on an application for their proposed Manufacturing Academy, and has also worked with Lever, Inc. on some proposals. EDA has recently announced a new round of funding under the American Rescue Plan Act equal to \$3B – this is an opportunity for the County to pursue extensive funding. This funding has a very tight turnaround, and BRPC therefore needs to hear project ideas as soon as possible.

V. Discussion of CEDS 2021 Annual Report

Project Solicitation – Laura B. talked about updating existing priority projects for the 2021 CEDS annual report. Currently, there are 39 priority projects included in the CEDS. BRPC is collecting updates from project stakeholders, and roughly half of the projects have been updated. Additionally, 3 new projects are potentially going to be included in the 2021 Report: Berkshire Digital Economy Build-to-Scale; Redevelopment of Site 9 at the William Stanley Business Park; and Kemble Street Studios. The 2022 5-year CEDS document is going to involve an overhaling of the priority projects list, with more of an emphasis put on those projects that can receive funding from the Federal government.

Ian R. asked how priority projects are removed, as some current projects such as Spring Lawn and Elm Court are unlikely to move forward. Laura B. said that such projects will most likely be removed for the 2021 annual report. Ian R. asked if projects must receive federal funding, specifically EDA funding, to qualify. Laura B. said that some of the current projects may have originally qualified for federal funding, such as historic tax credits, but such considerations will be taken more seriously when building-out the project list for the 2022 5-year CEDS document.

Representative Activities – Laura B. provided an update on the collection of representative activities by BRPC and asked that the agencies/organizations represented by CEDS Committee members submit updates/new reports on their activities that fulfill one or more of the 6 CEDS Goals.

**VI. “Preparing for the Future Work in the Commonwealth of Massachusetts”
(Report issued by the Baker-Polito Administration on July 13th, 2021)**

Wylie G. introduced herself and gave a brief overview of her background.

Wylie G. talked about a recently released report conducted by McKinsey & Co. examining the impact of the pandemic on Massachusetts and how the impact has differed in different regions.

The report posits 3 possible scenarios. In the first scenario, working conditions largely return to how they were before the pandemic, with the frequency of remote working diminishing, and brick-and-mortar commerce rebounding. In the second scenario, pandemic trends continue with many workers choosing to work remotely and e-commerce continuing to displace brick-and-mortar commerce. In the third scenario, remote working trends accelerate, and retail businesses relocate to serve workers in new locations.

Some key shifts, which are already occurring, include: increased need for affordable child-care close to home; increased need for re-skilling the workforce for remote work; increasing inequities for women, low-income, less-educated, and BIPOC workforce; decreased need for office space, public transit, business travel; decrease in immigration; and decreased availability of affordable housing.

The Berkshire County priority clusters that are predicted to see an increase in labor demand include: health care & social services; arts, entertainment & recreation; and manufacturing. The priority clusters that are predicted to see a decrease in labor demand include: retail trade; accommodation & food services, and agriculture, forestry & fishing.

Berkshire County, and especially Southern Berkshire County, experienced a positive shift in net migration between 2019 and 2020. However, the permanence of this migration is unknown.

Future threats that Berkshire County is likely to face include reduced demand for office real estate; need for childcare; need for reskilling; slowing population growth; equity challenges; and housing shortages.

Keith G. asked for the presentation to be shared.

Laura B. encouraged agencies submitting applications to the Commonwealth to reference this report as the Administration invested heavily in this effort and will likely be referencing it for funding decisions.

Roger B. said that the report's conclusion that changing employment conditions will decrease demand for public transit should not discourage Berkshire County from seeking better and more extensive public transit, as the County's transit needs are to a large degree defined by lifestyle needs, not commuting needs.

Ian R. said that there is a significant amount of emphasis on developing affordable housing throughout the County, but that there also needs to be a push for developing more market-rate housing, which is very difficult to do outside of gateway cities like Pittsfield. Roger B. echoed these sentiments and said there must be more a push to accommodate middle-income people who are relocating to the County from urban areas.

VII. Adjournment

The September meeting of the CEDS Committee will take place on Wednesday, September 29th. The CEDS annual report will be largely finished by this meeting, and BRPC staff will be asking for provisional approval of the document from the Committee.

Chris R. moved to adjourn the meeting. Roger B. seconded the motion. The meeting was adjourned at 2:02PM.



BRPC

Berkshire Regional Planning Commission

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

TO: Transportation Climate Initiative

DATE: August 12, 2021

SUBJ: Comments on TCI-P Model Implementation Plan. Framework for Public Engagement and Strategies for Regional Collaboration

FROM: Thomas Matuszko, Executive Director

The Berkshire Regional Planning Commission (BRPC) appreciates the opportunity to provide comment on the Transportation Climate Initiative's Program (TCI-P) Model Implementation Plan (MIP) for Low Carbon Transportation and the companion documents, the Draft Framework for Public Engagement and the Draft Strategies for Regional Collaboration. Collectively, these documents outline the framework and key steps which jurisdictions will follow in developing their own implementation plans. BRPC continues to monitor TCI-P's activities and is supportive of a well-designed program that is transparent and equitable to rural areas. Having had the opportunity to review the next round of framework documents that focus on implementation, public engagement and regional collaboration, BRPC is eager to share comments that will support the interests of the Berkshire region.

Model Implementation Plan

The model implementation plan (MIP) provides a common framework to follow as state's develop their implementation plan. The plan includes nine sections, beginning with an introduction and program goals followed by steps that are intended to advance the goals of the program for which jurisdictions should follow in developing their own implementation plans. The MIP is well intentioned and can be useful for jurisdictions as they develop their own implementation plans; however, the MIP is vague and lacks specificity. The approach being taken by the TCI program is one that is a continuous refinement and consists of numerous plans. More refinement and details should have occurred by this point in time. It is our desire and hope that the implementation plan that is developed for the Commonwealth of Massachusetts takes into consideration our comments and suggestions that are outlined below.

Introduction and Program Goals

More emphasis should be placed on the primary goal of TCI-P which is reducing carbon dioxide emissions from the transportation sector. Since the inception of this program, a number of additional items have been added to the program/goals which take away resources and do not provide a direct CO2 emissions reduction benefit. Emission reduction goals and targets are noticeably absent from the goals.

Our previous comment related to the inclusion of rural areas as an overburdened and underserved community appears to have not received attention in the MIP. Rural areas are disadvantaged, they lack transit service and mobility options. Berkshire County is primarily rural with very low-density development. Household incomes are amongst the lowest in the state. Residents have limited transit options. The rural nature of the county results in vehicle trips which are longer and the options to use public transit is limited to just 14 routes operated by Berkshire Regional Transit Authority. Longer trip lengths result in a disproportionate financial impact as a result of a carbon based fuel tax on our residents. The inclusion of rural area in the definition of overburdened and underserved communities must be mandatory for all implementation plans. Also, directly related to this is the subject of geographic equity which should also be incorporated into the program.

Equity Advisory Body (EAB)

The MIP calls for a majority of members being representatives of overburdened and underserved communities. The EAB composition should have a comparable number of representatives that directly represent rural areas. The selection of representatives to this body should strive to ensure that representatives bring additional expertise in the areas which the EAB is charged with addressing. It is recommended that EAB representatives work on a volunteer basis and only receive reimbursement for travel expenses.

Underserved and Overburdened Communities

This section will describe the process that determine which communities are identified as Underserved and Overburdened. As previously mentioned, we have concern that the current definition does not specifically call out rural areas as overburdened and underserved.

Development of a Public Engagement Plan

This element is included to address the development of a public engagement plan which should be built off the TCI-P Framework for Public Engagement. The development of this plan should be a priority as this plan is applicable to all future efforts including program implementation and it should be finalized quickly. Jurisdictions should find effective ways to solicit input into the decision-making process and must also commit to holding public input meetings in rural areas.

Jurisdiction Specific Rules

The Model Rule serves as a common framework that each TCI-P jurisdiction will use to develop regulations within their respective jurisdictions. At this time, we have no comment on this element. We trust that jurisdictions will take steps to employ robust public input processes to inform and solicit input on their rules.

Transparency, Accountability and Achieving Program Goals through Monitoring and Reporting

This element aims to use ambient air quality monitoring data to assess equity impacts of the program within communities to ensure the effectiveness of the program. Although this seems like a logical approach, the emission reductions from various programs implemented under this effort may not result in detectable emission reduction trends derived from air quality monitoring data. The use of TCI-P funds to expand the state's air quality monitor network should be prohibited as doing so will further erode available funding for measures that actually reduce CO2 emissions.

Annual reports are intended to outline the TCI-P expenditures of the various programs. Specific detailed information on what the annual report will include must be determined and the public should have an opportunity to review and comment. The annual report should not just employ a broad-brush approach. Provisions should be made to allow for questions to be submitted on the annual reports and responses should be provided in a reasonable timeframe. The MIP should be modified accordingly to reflect these items.

Investing Proceeds and Create High Quality Jobs

TCI-P jurisdictions have made a commitment that no less than 35 percent of the proceeds from the auctioning of allowances be directed to ensuring that overburdened and underserved communities benefit equitably from clean transportation projects and programs. As previously mentioned, we request that rural areas be included or designated as overburdened and underserved communities so that they are also able to access these funds.

At present, there is absolutely no information on the level of investment or the process by which these investments will be determined. The draft MIP defers this to the jurisdictions. This is ironic as the MIP is intended to inform the jurisdictions. Without this information in the draft MIP, there is an obvious lack of transparency.

This element also calls for high quality jobs. The payment of higher wages for jobs does not necessarily mean or result in a higher reduction of CO2 emissions. There is also mention of identifying new jobs, skills, and trainings that may be required for TCI-P funded projects, however, there is no specific mention of how the costs associated with this training are proposed to be paid from the TCI-P program. Although there may be some merit to these items, concern exists over additional costs being paid from TCI revenue as it reduces the amount of funding available for projects/programs which result in actual emission reductions.

Collaboration and Administration of TCI-P

An Administration Organization is proposed to provide support and technical assistance to TCI-P jurisdictions with funding based proportionately on each jurisdiction's emission allowance budget. Jurisdictions will create a board to provide oversight of this administrative organization. The organization will be responsible for managing the allowance auctions, emissions reporting and a variety of monitoring activities as well as performing regular program reviews. There is no specific mention

where the funding for this administrative organization will come from, but it is presumed that the proceeds from the allowance auctions will pay for this cost. There is no mention or estimate of the cost. It is our recommendation that a cap be placed on the cost associated with the administrative organization and that additional public input be sought on this.

It is interesting to see that the hiring of an Administrative Organization has proceeded past the planning stage with no opportunity for public input to the process. The manner in which this occurred raises concerns over transparency and whether the hiring of the non-profit administrative organization was done in a cost efficient manner.

There is mention of public engagement associated with periodic program review but no details are provided on how this will occur. More details should be provided and additional input must be sought.

Advancing Additional Policies to Achieve TCI-P Goals

The MIP mentions that in order to achieve long term reductions in pollution from the transportation sector, a combination of policy approaches will be required, and that each jurisdiction will need to consider a range of complementary policies in order to achieve emission reductions. This element of the MIP references a companion document, *Draft Proposed Strategies for Regional Collaboration*, which contains five strategies that must be considered for inclusion in each jurisdictions' implementation plan. The following section provides more insight on the collaboration strategies along with our comments.

Draft Proposed Strategies for Regional Collaboration

1. Air Quality Monitoring in Communities Overburdened by Air Pollution to Ensure Transparency Regarding the Effectiveness of Emissions Reduction Policies

This strategy stresses the importance of air quality monitoring to the successful implementation of TCI-P and directs jurisdictions to work with Equity Advisory Bodies (EAB) to integrate TCI-P into existing air quality monitoring programs and address the need for community scale monitoring. The primary focus of air quality monitoring efforts will be on overburdened and underserved communities.

For this strategy to be effective, representatives to the EAB should have knowledge about the U.S. Environmental Protection Agency's (EPA's) national ambient air quality monitoring program and related requirements. The EAB should also engage each jurisdiction's Department of Environmental Quality to gain more expertise on air quality monitoring, air quality standards and related laws/regulations. TCI-P funds should not be expended to add additional monitoring stations as other sources of funding exist. The EPA provides funding to States for air quality monitoring equipment/stations along with funding for the maintenance and operation of these sites.

2. Ensuring High-Quality Domestic Jobs and Workforce Development

Through previous actions, signatory jurisdictions have committed to work with communities, businesses and labor groups to accelerate the transition to low carbon transportation, promote economic

opportunity and create high quality jobs as goals of this program. This strategy promotes investments funded by TCI-P be subject to prevailing wage rules, that products be obtained from US based manufacturers, provide work force development that creates economic opportunities for people of color and low-income communities, and prioritize employers that have fair chance hiring practices that enable the hiring of previously incarcerated job applicants to make it past the first screening of the hiring process.

This strategy has the potential to provide economic and job opportunities. However, the outcomes do not result in a direct emission reduction and can consume a portion of each jurisdiction's TCI-P funding. It is crucial that each jurisdiction's EAB monitor these activities and that reporting occurs to determine the effectiveness of this strategy.

3. Invest in Transit

The focus of this strategy is to invest in transit and provide safe, reliable and equitable transit service. New and expanded transit will provide access to jobs, healthcare and education and reduce emissions from the transportation sector and would be done in an equitable manner. This strategy can assist in efforts to increase and expand transit in the Berkshires by providing the funding. Provisions should be included so that these investments not only cover capital costs but operational costs as well. It is imperative that these investments are monitored to ensure that the desired outcomes and reductions are being achieved. Acquiring more transit vehicles and placing them into service does not automatically result in a reduction of CO2 and other pollutant emissions. Transit agencies should be required to begin the transition to electric buses now. A process must also be developed to ensure that transit investments result in anticipated emission reductions and that ridership actually increases. Also, the additional funding directed to transit should not be used to supplant existing state and federal transit funds.

4. Replacement of Diesel Trucks and Buses with Zero Emission Vehicles

Current TCI-P signatories are also signatories to a multi-jurisdiction commitment to accelerate the market for medium and heavy-duty vehicles. The goal is to have 100 percent of new trucks and buses sold be zero emissions by 2050 and an interim goal of 30 percent by 2030. Jurisdictions have begun working with stakeholders to identify barriers and propose solutions. Additional activities that are proposed include inclusive participation of communities overburdened by air pollution and the sharing of information.

The MIP does not detail the level of effort that is associated with the strategy nor is there any direction provided regarding the amount of funding that would be directed to this effort. One aspect that appears to be missing from this strategy is to work with vehicle manufacturers to ensure that vehicles will be available, preferably becoming available now. Without the availability of these vehicles, there will not be any emission reductions from this strategy. The success of TCI-P weighs heavily on the availability and use of electric vehicles.

5. Electric Vehicle Corridor Planning

This strategy is focused on collaboration amongst a variety of stakeholders to establish a robust network of fast charging stations for electric vehicles along priority corridors. The concept of coordinating and planning for charging stations has much value and can assist with increasing necessary infrastructure that is required to support electric vehicles. Jurisdictions should engage regional planning agencies and metropolitan planning organizations to assist in these planning and collaboration efforts. These organizations have extensive experience with collaboration efforts and can be a valuable resource. They also have unique insight into the region. Rural areas should not be overlooked in this effort as the need for EV charging will also exist in these areas. Focusing on rural areas will also demonstrate a commitment to maintaining equity within this program.

Framework for Public Involvement

The *Update on Public Engagement Planning*, published in March 2021, outlines the next steps to ensure meaningful, equitable and inclusive participation in implementing the TCI program. This document includes draft principals that are intended to guide jurisdictions with public involvement efforts and it mentions that TCI-P organizations are working with the Metropolitan Group on public engagement efforts. The Metropolitan Group is a social change agency; it is somewhat peculiar that an initiative which is focused on reducing carbon emissions is utilizing a private agency to conduct outreach activities targeting overburdened and underserved communities. It is unclear if the proceeds from the emission offset credits will be used to pay the costs for the Metropolitan Group. If this is in fact the case, this is another instance where program revenue is directed at activities that do not provide direct emission reductions. Related to this subject, it is not known who has been tasked with outreach and engagement to other group and populations.

Regarding TCI jurisdiction points of contact, both the TCI website page and the Massachusetts Transportation and Climate Initiative home page should include the name of an actual person as a point of contact along with their contact information. This will further public engagement/involvement efforts as well as increase transparency and accountability.

In our previous comments submitted to TCI, BRPC discussed issues facing rural areas including the lack of transit routes and limited-service hours. These inequities are similar to those faced by overburdened and underserved communities in urban areas. The TCI-P initiative continues to ignore issues which rural areas experience. It is our desire that as the definition of overburdened and underserved communities is developed, rural areas are included as part of the definition, so they are afforded access to the dedicated funding available to overburdened and underserved communities.

BRPC appreciates the effort which has gone into the documents which comprise the TCI-P implementation plan. We believe that our comments will strengthen the program, assist in reducing carbon emissions from mobile sources, improve transit within the Berkshire region, while also promoting geographic and social equity.

Cc:

The Honorable Charles Baker, Governor

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

Secretary Kathleen Theoharides, Executive Office of Energy and Environmental Affairs

Deborah Szaro, Acting Regional Administrator, U.S. EPA, Region I



BRPC

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MINUTES OF THE REGIONAL ISSUES COMMITTEE

Wednesday, August 11, 2021

Hybrid Zoom Virtual Meeting/In-Person Meeting

I. Call to Order

The meeting was called to order at 4:06pm by Kyle Hanlon. The meeting was recorded.

Committee Members Present

Kyle Hanlon, North Adams (Present via Zoom)

Chris Rembold, Great Barrington (Present via Zoom)

Sheila Irvin, Pittsfield (Present via Zoom)

Eleanor Tillinghast, Mount Washington (non-Commission member) (Present via Zoom)

Committee Members Absent

CJ Hoss, Chair, Pittsfield

Andrew Groff, Williamstown

BRPC Staff Present

Tom Matuszko, Executive Director

Laura Brennan, Economic Development Program Manager

Clete Kus, Transportation Program Manager

Alexander Valentini, Economic Development Researcher (Present via Zoom)

Other Attendees

Brittany Polito, iBerkshires.com (Present via Zoom)

II. Approval of April 28th, 2021 Meeting Minutes

Sheila I. moved to approve the minutes of the April 28th, 2021 meeting. Chris R. seconded the motion.

Roll Call

Sheila I. – Abstain

Chris R. – Yes

Eleanor T. – Yes

Kyle H. – Yes

The motion to approve the minutes of the April 28th, 2021 meeting passed.

III. Transportation Climate Initiative

a. Discussion

Clete K. presented the comment letter. The comment letter addresses the three documents, which have been released for public comment, the Model Implementation Plan, the Draft Framework for Public Engagement, and the Draft Strategies for Regional Collaboration.

Regarding the project goals, BRPC believes that more emphasis should be placed on the

primary goal of the TCI-P – the reduction of transportation emissions – and is concerned that the program has grown to include goals that will have little impact on emissions.

BRPC has previously expressed that rural areas should be included in the definition of overburdened and underrepresented communities; this comment has yet to be addressed. Additionally, BRPC believes that the proposed Equity Advisory Body should include members with expertise on rural areas and suggests that members serve on a volunteer basis and are compensated only for their travel expenses such to maximize the funds applied towards emissions reductions projects.

BRPC believes that the development of a public engagement plan should be a priority and that jurisdictions should solicit input into the decision-making process from rural areas.

BRPC is concerned that the air quality monitoring used to determine TCI-P impacts may not detect emissions reductions and believes that TCI-P funds should not be used to expand the State's air quality monitoring network. Furthermore, the contents of the air quality annual reports meant to be published needs more specificity.

The jurisdictions previously committed to direct no less than 35% of proceeds from the auctioning of allowances towards overburdened and underserved communities. BRPC once again asks that rural areas are included in these communities. Additionally, BRPC asks for further clarification on the level of investment across municipalities. The plan also calls for the creation of high-paying jobs through the investment of proceeds.

BRPC asks that clarification is given regarding the cost and funding of the proposed Administrative Organization and expresses concern that funds used to furnish the Administrative Organization will not go towards emissions-reducing investments.

BRPC believes that members of the proposed Equity Advisory Board should have knowledge of the EPA's national ambient air quality monitoring program and that funding for air quality monitoring should be sought through this program.

BRPC expresses concern that the provisions geared towards generating high-quality jobs may divert funds away from emissions-reducing projects.

BRPC believes that jurisdictions should engage bus and truck manufacturers in order to ensure that sufficient zero-emission vehicles are available, otherwise the desired TCI-P objectives will not be reached.

BRPC believes that jurisdictions should engage regional planning agencies and metropolitan planning organizations in the development of electric vehicle charging corridors/stations.

BRPC is concerned by the decision to hire the Metropolitan Group, a social change agency, to facilitate engagement with overburdened and underserved communities and asks that clarification is given on the funds used to hire this organization.

BRPC asks that a name is provided for each TCI-P jurisdiction point of contact, and not just an email address.

Eleanor T. asked if the TCI-P is likely to move forward now that Rhode Island and Connecticut have not supported the program, and Massachusetts is the final remaining jurisdiction. Clete K. said that he thought it would continue under the current administration. Eleanor T. said that she had read an article in which the administration said they would not continue if Massachusetts were the sole jurisdiction. Clete K. said that he wasn't aware of this, but he believes it is still worthwhile submitting comments in case it is implemented.

Eleanor T. mentioned that Tufts University had published a study that claimed the increase in gas prices as a result of the program could be much higher than the increases published by the state and asked if this letter would be a good place to emphasize the impact of such increases on rural communities, which depend on private transportation and have insufficient public transportation. Clete K. said that such a comment could be included in this letter. Chris R. suggested that the cost impacts could be stressed in the part of the letter that asked for rural areas to be included in the definition of overburdened and underserved communities. Eleanor T. agreed. Tom M. suggested that much of the language could be taken from previously submitted comment letters that addressed these points.

b. Approval of Comment Letter

Eleanor T. said she did not need to see the letter again, but would like a copy. Kyle H. and Brittany P. also asked for copies.

Chris R. asked if the letter would be sent to EPA region 1. Clete K. said that they weren't current recipients, but he would add them if he thought it necessary.

Eleanor T. moved to adopt the letter as amended and approve staff to make changes without further approval. Kyle H. seconded the motion.

Roll Call

Chris R. – Yes

Kyle H. – Yes

Sheila I. – Yes

Eleanor T. – Yes

The motion passed unanimously.

IV. Topics for Future Consideration

Tom M. said that there is legislation that has been filed regarding the PILOT payment program, and he thinks it important for the Committee to weigh in given that there is a lot of publicly owned land in Berkshire County. The Committee agreed.

V. Next Committee Meeting Date – September 22nd, 2021

VI. Adjournment

Chris R. moved to adjourn the meeting. Kyle H. seconded the motion. The meeting was adjourned at 4:42pm.

Ned Saviski

Seeking a professional position which fully utilizes my background and experience.

- Experienced: Professional, Reliable and dedicated leader in the Food and Customer Service industry with over 20 years of experience in the industry. Certified Food Safety Manager and Serve Safe Certification
- Efficient: Planner and organizer with experience managing all aspects of business while ensuring compliance with applicable regulations
- Skilled: Working knowledge of commercial kitchen operations, sanitation and food safety training
- Professional: Excellent oral and written communication skills in business environments.
- Cultural Fit: Native of Berkshire County, residing in Southern Berkshire County, compassion for the populations served, dedicated to promoting staff engagement as a means to improve service excellence

Willing to relocate: Anywhere

Work Experience

Health Inspector

Town of Great Barrington - Great Barrington, MA
July 2020 to Present

01230

Responsibilities

- Annual, bi-annual, and quarterly inspections of all food service establishments including Restaurants, Skilled nursing facilities, Grocery Stores and Convenience stores
- Assist with Title V and Well inspections
- Responding to community complaints
- Pre-operational commercial kitchen inspections
- Assist with housing inspections
- Training local businesses on food code, sanitation and Covid 19 precautions

Director of Food and Nutrition Services

Fairview Commons Skilled Nursing Facility - Great Barrington, MA
November 2017 to June 2020

01230

Responsibilities:

Management of the Dietary Department of the Skilled Nursing Facility.

- Assures Dietary Policies and Procedures are current, reviewed regularly, and implemented accordingly.
- Orders food, supplies and equipment in accordance with the budgets.
- Responsible for receipt, storage, preparation, and service of all food.
- Assists with menu planning in conjunction with the dietician.
- Maintains sanitary equipment and a sanitary kitchen area in compliance with applicable standards.
- Oversees meal service and dining room delivery of meals to residents.

- Responsible for coaching dietary employees to support positive behavior and interactions with others.
- Recruits, hires, orients and trains dietary employees.
- Develops and coordinates the scheduling of work hours, personnel and work assignments in accordance with the budget.
- Meets with residents and their families as needed to discuss concerns and makes every effort to meet their needs/desires. Includes residents' suggestions in menu planning.
- Understands and adheres to all safety, infection control, sanitation, fire, disaster and personnel policies and procedures of the facility.
- Assumes responsibility of promoting and maintaining positive employee relations and effective communications among facility staff.
- Ensures appropriate communication systems within the department, between shifts and between departments so all staff are knowledgeable about the day to day strategies and overall goals.

Co-Owner/ Innkeeper

Blue Shutters Inn Bed and Breakfast - Ogunquit, ME
August 2015 to October 2017

03907

Responsibilities:

Purchased the Inn with Partners. My role included but not limited to:

- Set up and management of reservation system and booking agents
- Business licensing
- Advertising
- Guest service
- Preparing meals and serving
- Cleaning and sanitation
- General Maintenance

Risk Management Analyst / Asset Quality Analyst

Greylock Federal Credit Union - Pittsfield, MA
2010 to August 2015

Responsibilities:

- Investigating crimes against financial institutions
- Detailed reporting
- Auditing
- Monitoring high volume transactions and wire transfers
- Collections
- Customer and small business interviews and interactions
- Monitoring inside employee accounts

Supervisor

KB Toys Retail, Inc - Pittsfield, MA
2003 to 2009

Responsibilities:

- Reporting Sales, Use and Payroll taxes for 5000 plus retail locations
- Business Licensing for all retail locations
- Setting up an organized electronic filing system
- Training and supervision of Tax Coordinators
- Balancing General Ledger Accounts

- Financial reporting to Management

Education

Bachelor's in Finance

Massachusetts College of Liberal Arts - North Adams, MA
September 2008 to June 2011

Associate in Business Management

Berkshire Community College - Pittsfield, MA
September 1999 to June 2006

Vocational in Hotel/Restaurant Management

Taconic Vocational High School - Pittsfield, MA
September 1982 to June 1984

Skills

- Microsoft Excel
- Serving
- Microsoft Word
- Dietary department experience
- Microsoft Office

Additional Information

SKILLS

Professional Verbal Communication and Business Writing Skills

Food Service Inspections - Audits

Computer Literate

Microsoft Office Proficiency

Delegation -Management

Coaching and training

Commercial Kitchen knowledge and work experience

ORGANIZATIONS/AFFILIATIONS

Serve Safe Certified

Certified Food Safety Manager

Covid -19 Trained in Covid-19 positive environment, working knowledge in proper PPE and Infection control

Claudia Sarti

Summary of qualifications/Professional experience

Research Analyst/Assistant Sanitarian, Massachusetts Department of Public Health 2002 - 2011

Worked under the Western Massachusetts District Health Officer assisting and conducting housing and building inspections, working closely with the public in dispute resolution and mediation and providing public education and training to a wide variety of audiences and clients.

| | |
|----------------|---|
| 2012 – 2017 | Health Agent for Town of Worthington, MA |
| 2012 – Present | Health Agent for Town of Ashfield, MA |
| 2012 – 2017 | Health Agent for Town of Savoy, MA |
| 2014 – Present | Health Agent for Town of Huntington, MA |
| 2015 – 2017 | Health Agent for Town of Blandford, MA |
| 2017 – Present | District Health Officer for Eastern Franklin Health District |
| 2019 – Present | Health Agent for Town of Chester |

| | | |
|----------------------------|------------------------------------|--------------------|
| 1998 - 2002 | University of Massachusetts | Amherst, MA |
| Bachelor of Science | | |

Additional professional activities

Massachusetts licensed horseback riding instructor specializing in adult beginner instruction

Natural horsemanship trainer

Owner/Operator of The Bitty Red Barn & Cottage Magick, CISA agricultural business

Additional Certifications

EAGALA (Equine Assisted Growth and Learning Association) certified practitioner.

Multiple certifications in the general field of public health, public health emergency response, MAVEN COVID-19 response, Massachusetts Title 5 inspector

References:

Charlie Kaniecki, MDPH District Health Officer (Ret.)

Lance Chavin Esq., Attorney at Law

Gail Beinvenue, MDPH

John W. Roughley, Jr.

Objective

I plan to utilize the skills and knowledge that I have acquired through my training and work experience. I welcome new challenges and plan to continue to learn in my field. I offer strong communication skills along with effective management skills to maximize productivity.

Experience

Town of Dalton, Dalton, MA - Dalton Highway Department

Superintendent, Sewer, Parks, and Cemeteries 2012 - 2021 Duties Included: Supervising and assisting crews in a wide variety of work in the construction and maintenance of Department activities, work directly with the public, prioritize and assign jobs and tasks, develop and administer annual budgets for multiple departments, review and approve permits for sewer repair and replacement, served on a variety of boards and commissions, attended professional group meetings to keep current on new trends in municipal operations.

Developed a snow and ice program for the Town of Dalton, and effectively managed several capital improvement projects. Assisted in the development of a sewer/storm water I&I control plan along with many gravity sewer improvements.

Procurement - Chapter 90 road improvement projects, prepared bid requests, project cost estimates, supervised contractors on vertical and horizontal construction projects, approved submittals, change orders, and payment requests. Capital improvement, vehicles, equipment, and engineering services.

In addition, other duties included Tree Warden, President of the Berkshire County Highway Superintendents' Association, Sealer of Weights and Measures, member of the Dalton Storm Water Management Committee, and the Dalton Waste Management Committee.

Town of Dalton, Dalton, MA - Dalton Highway Department

Foreman: Highway, Sewer, Parks and Cemeteries 2011 - 2012 Duties Included: Highway - Road maintenance, grading black top, drainage, catch basin rebuild and replacement, vehicle maintenance, snow plowing/removal.

Sewer – Maintain/replace sewer lines, rebuild sewer manholes, sewer pump station maintenance/repair.

Cemetery - excavate and prepare grave sites for burial and complete grounds

maintenance. Parks – building, grounds and playground equipment maintenance.

Brown Oil/Cesco Plumbing and Heating 2007 - 2011 - Co-owner of Fleet Fuel Division

Duties Included: Sales, customer service and dispatch

Cesco Plumbing and Heating – Service Technician/ Plumber 2007 - 2011

Duties included: Maintenance of plumbing and heating equipment.

Training, Certifications, and Licenses

- MCPPO Certified - 2021
- UMass Transportation Road Scholar Program
- OSHA 10
- New England Fuel Institute
- H.V.A.C. School
- Massachusetts Plumbing Code School
- Massachusetts Hoisting License
- Massachusetts CDL License
- Air Brake Maintenance Certification
- HAZMAT Training
- Effective Supervisor Training
- New England Waterworks Association classes:
 - How to be a competent person
 - Trench Safety
 - CPR Certified

References available upon request

Christopher Skelly

Summary

Massachusetts Historical Commission

Director of Local
Government Programs
1997-2021

University of Massachusetts/Amherst

Instructor
2013-2018

National Alliance of Preservation Commissions

National, Local
Commission Trainer
2014-Present

City of Lowell, MA

Neighborhood Planner
1996-1997

Metropolitan Area Planning Council

Transportation Planner
1993-1995

Urban Research and Development Corporation

Land Use Planner
1989-1991

University of Massachusetts/Amherst

Master of Regional Planning
1993

State University of New York/College of Environmental Science and Forestry

Bachelor of Landscape
Architecture
1989

PROFESSIONAL EXPERIENCE

Massachusetts Historical Commission

Boston, Massachusetts

Director of Local Government Programs

1997-present

As part of the State Historic Preservation Office for Massachusetts, provide technical assistance to the 351 cities and towns of Massachusetts on topics including planning, historic preservation, zoning, land use and state/federal regulations.

Lead adult education workshops, in person or virtually, for educating local officials, commissions, boards and citizens on historic preservation planning. Prepare technical guidebooks, reports, summary sheets and data for use by local governments. Evaluate local historic district study reports and local landmark study reports. Assess municipal grant applications. Manage approved grants for local design guidelines and municipal preservation plans. Review state policies and legislation. Prepare the five-year state historic preservation plan. Represent the agency's interest on statewide committees and task forces.

Major Accomplishments:

Authored or co-authored agency guidebooks such as Preservation through Bylaws and Ordinances, the Preservation Planning Manual, A Guidebook for Historic District Commissions and Establishing Local Historic Districts. Preservation through Bylaws and Ordinances was recognized by reviewers at the National Trust for Historic Preservation, Preservation Law Reporter and the American Planning Association.

Managed the production of two 45-minute DVDs entitled Local Historic Districts in Massachusetts and Local Historical Commissions in Massachusetts.

Established and administered the listservs for the statewide historic preservation community and planner community.

Authored the Local Preservation Update electronic newsletter that is distributed to over 2500 individuals.

Prepared model ordinances on historic preservation topics such as demolition delay and architectural preservation districts.

Developed a new approach to community-wide historic property survey plans and completed two survey plans for rural, western Massachusetts communities.

Christopher Skelly

22 William Street, Shelburne Falls, MA 01370

(413) 834-0678

ccskelly12@gmail.com

PROFESSIONAL EXPERIENCE, CONTINUED

National Alliance of Preservation Commissions

Virginia Beach, Virginia

Local Historic Preservation Commission Trainer

2014-Present

Travel nationally as an instructor to provide training to local commissions.

University of Massachusetts, Amherst

Amherst, Massachusetts

Faculty in Master of Science and Design in Historic Preservation Program

2013-18

Instructor of Cultural Resource Management (Arch Des 697N) to graduate level students enrolled in the historic preservation program.

City of Lowell, Massachusetts

Lowell, Massachusetts

Neighborhood Planner in Division of Planning and Development

1996-97

Worked closely with diverse neighborhood organizations and elected officials on short and long term planning projects including abandoned buildings, neighborhood plans, vacant land and surplus city property.

Metropolitan Area Planning Council

Boston, Massachusetts

Transportation Improvement Program Coordinator in a regional planning agency

1993-95

Coordinated project planning and development with municipalities, state officials and consultant engineers.

Urban Research and Development Corporation

Bethlehem, Pennsylvania

Land Use Planner in a landscape architecture/planning office

1989-91

Prepared site engineering drawings, conceptual plans and regional site analysis maps for various clients.

EDUCATION

University of Massachusetts, Amherst

Master of Regional Planning, 1993

Masters Project investigated the economic impact of historic preservation in the city of New Bedford, Massachusetts. Co-authored, Building Better Bicycling, a guidebook for the Massachusetts Highway Department.

College of Environmental Science and Forestry, Syracuse, New York

Bachelor of Landscape Architecture, magna cum laude, 1989

Final project was an off campus semester in London, England studying changes to the landscapes of historic designed urban parks.

LOCAL MUNICIPAL SERVICE

Volunteer local board service includes the planning board, school committee, open space committee and zoning reform committee. Formed a local trails alliance to increase access to trails.

HONORS

Received a Distinguished Service Award from the Massachusetts Chapter of the American Planning Association.

INTERESTS

Personal interests include running, hiking, biking, writing, rehabilitating old houses, sustainable communities, teaching adults and children, child welfare advocacy and exploring new places.

Mass Humanities seeks six communities to host 2022-23 traveling exhibit.

Through a partnership with the nation's largest museum, Mass Humanities will select six local institutions to host "Crossroads: Changes in Rural America," a traveling exhibit produced by the Smithsonian Institution's Museum on Main Street program.

Applications open August 30 for museums, libraries, and other cultural centers interested in welcoming the Smithsonian to their communities. Organizations must be located in a town with a population of 12,000 or less to be eligible to host the exhibit. In October, Mass Humanities will select six sites for the "Crossroads" tour, which arrives in Massachusetts in September 2022.



Smithsonian Institution

"Crossroads" explores how rural American communities changed in the 20th century. From sea to shining sea, the vast majority of the United States landscape remains rural with only 3.5% of the landmass considered urban. Since 1900, the percentage of Americans living in rural areas dropped from 60% to 17%. The exhibition looks at that remarkable societal change and how rural Americans responded.

“We’re excited about the opportunity to partner with the Smithsonian for a Museum on Main Street tour,” said Brian Boyles, Executive Director of Mass Humanities. “As our rural communities in Massachusetts face new challenges, this initiative offers local residents the opportunity to discuss the past, present and future of their hometowns.”

The host sites will receive trainings from the Smithsonian along with a \$10,000 grant from Mass Humanities to host programs during the exhibit, which will be on display for six weeks in each community. Grant funds also support trainings, publicity, planning meetings and staff time. Host sites will be responsible for developing public programs to support the exhibit, including at least one community conversation held in partnership with another local organization.

LEARN MORE ABOUT HOW TO APPLY

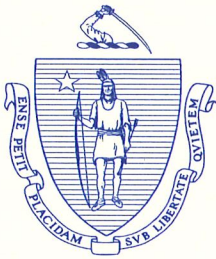
The state affiliate of the National Endowment for the Humanities, Mass Humanities receives major support from Mass Cultural Council.

“The collective stories and history of Massachusetts’ rural towns are rich and colorful,” said Michael J. Bobbitt, Executive Director, Mass Cultural Council. “And, as someone who lived and worked in the DC area for years, I know firsthand just how powerful and enlightening a visit to any of the Smithsonian Museums can be. This is a wonderful opportunity for rurally-focused cultural organizations to truly showcase the Power of Culture in their community, and I encourage all interested parties to apply.”

Launched in 1994, Museum on Main Street (MoMS) is a Smithsonian outreach program that engages small town

audiences and brings revitalized attention to underserved rural communities. The program partners with state humanities councils like Mass Humanities to bring traveling exhibitions, educational resources and programming to small towns across America through their own local museums, historical societies and other cultural venues.

For further information, contact Jen Atwood at jatwood@masshumanities.org.



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

August 9, 2021

Dear School Superintendent, RPA Executive Director, Council of Government Executive Director:

The Baker-Polito Administration is pleased to announce that the seventh year of the **Community Compact Cabinet (CCC) program is set to begin on August 15**. Our Administration thanks our partners in the Legislature for providing funding for the CCC programs. In FY22, we will offer the following programs, the last of which is new:

- **Best Practices**
- **IT Grant**
- **Efficiency & Regionalization (E&R)**
- **Municipal Fiber** (new in FY22)

Detailed information on each of these CCC programs is provided below.

Fostering a strong partnership with our municipalities continues to be a top priority for the Baker-Polito Administration, and **the Community Compact Cabinet is a prime example of how the state remains responsive to the needs of municipalities**. Together we have worked collaboratively to address many municipal issues and, as Chair of the Cabinet, I thank all of you for your efforts on behalf of your communities and the Commonwealth as a whole.

The first six years of the program have been incredibly successful, with all 351 cities and towns signing up for the Best Practices program, close to 230 municipalities and school districts partnering in Efficiency and Regionalization projects, and nearly 300 IT grants awarded.

Fiscal Year 2022 CCC Municipal Grant Programs

Best Practices Program

Beginning August 15, applications for Year 7 of the [CCC Best Practices](https://www.mass.gov/ccp) program can be submitted by those municipalities *who did not apply in FY21 for a Compact*, at www.mass.gov/ccp. Applications are accepted on a rolling basis and will be reviewed within one month of submission. Eligible applicants can choose up to two best practices.

The complete set of best practices is available on the [Community Compact Cabinet website](#).

IT Grant Program

The [Community Compact IT Grant Program](#) is a competitive grant program focused on driving innovation and transformation at the local level via investments in technology. Using the transformative powers of IT, we can drive innovation, make government more efficient, save taxpayer money, and make it easier for residents to interact and transact with their local government.

The application period will run from **September 15, 2021 to noon on October 1, 2021**. *Cities and towns that were awarded an IT Grant Program grant in FY21 will not be eligible in FY22.*

Efficiency and Regionalization Grant Program

The purpose of the [Efficiency and Regionalization](#) (E&R) competitive grant program is to provide financial support for governmental entities interested in implementing regionalization and other efficiency initiatives that allow for long-term sustainability. These grants will provide funds for one-time or transition costs for municipalities, regional school districts, school districts considering forming a regional school district or regionalizing services, regional planning agencies and councils of governments interested in such projects.

The application period will run from **January 10, 2022 to noon on February 10, 2022**. You may access the application page, however, to begin the application you will need a password. The password for your community is NTdf9TTYW16n. Applications cannot be saved once they are started and should be completed all at once.

Municipal Fiber Grant Program

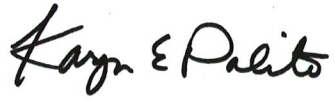
New to the CCC suite of programs in FY22 is the Municipal Fiber Grant program. Authorized as part of the General Government Bond Bill (Chapter 151 of the Acts of 2020) signed into law by the Governor in August 2020, this competitive, matching grant program was created to assist municipalities with the construction of municipal fiber broadband infrastructure and related projects and expenditures.

The application period will run from **March 15, 2022 to noon on April 15, 2022**.

As a reminder, additional tools such as the [Community Compact Connector](#) and [Municipal Grants Calendar](#) are available to help position communities for long term success. The Connector offers a centralized location to identify municipal grants, access the Municipal Grants Calendar, and other resources which support strong municipal governance and state and local collaboration.

It is exciting to have these programs available again for our partners in local government. As Chair of the Community Compact Cabinet, I look forward to working with you in the near future. If you have any questions, contact Sean Cronin, Senior Deputy Commissioner of Local Services, at croninse@dor.state.ma.us.

Sincerely,

A handwritten signature in black ink, reading "Karyn E. Polito". The signature is written in a cursive, flowing style. To the left of the signature is a short vertical line.

Karyn E. Polito
Lieutenant Governor



Pass the COVID-19 Housing Equity bill now

Please use the [endorsement form to sign this letter](#) as an organization, union, congregation, or elected official. Individuals: please use the ["take action" page](#).

July 21, 2021

The Honorable Governor Charles Baker
Senate President Karen Spilka
Speaker of the House Ronald Mariano
Members of the Massachusetts Legislature

If Massachusetts really cares about equity and racial justice, we must act now to prevent COVID-19 evictions and foreclosures

Governor Baker, President Spilka, Speaker Mariano, and members of the Legislature:

As Massachusetts struggles to defeat COVID-19 and recover from the devastating impacts of the pandemic, it is urgent that you act now to protect vulnerable residents by passing ["An act to prevent COVID-19 evictions and foreclosures and promote an equitable housing recovery"](#) (H.1434/S.891).

Vulnerable residents cannot wait: [over 18,000 eviction cases](#) have been filed since October, and things will get even worse after federal COVID-19 eviction and foreclosure protections expire on July 31.

We have welcomed statements of solidarity from elected officials over the past year, affirming their commitment to combating the economic disparities and systemic racism exposed by the COVID-19 pandemic and unprecedented civil rights mobilizations. But those words will ring hollow if our Commonwealth does not take action to protect against the displacement of groups disproportionately harmed both by the pandemic and by evictions and foreclosures: people of color, lower-income and working class households, and frontline and low-wage workers.

The COVID-19 Housing Equity bill (H.1434/S.891), with [nearly 70 cosponsors](#), provides these needed protections but has not yet been scheduled for a hearing.

Meanwhile, countless people affected by the pandemic are getting eviction notices or threats of foreclosure instead of the help they need. The application and delivery system for rent and mortgage assistance is incredibly slow, extremely difficult to navigate, prone to wrongful denials, and particularly inaccessible for people who do not speak English, applicants with disabilities, and those who lack access to computers. Massachusetts has also failed to implement policies recommended by the federal government that would make for quicker, easier, and more equitable distribution of assistance. The state's own data seems to indicate that [a majority of applications for rental assistance are not being approved](#).

Another key problem is that Massachusetts – unlike some other jurisdictions – allows landlords to serve eviction notices and file court cases without first cooperating with rental assistance programs. Tenants often face eviction even as they wait for the state to respond to their applications for help, or in some cases when landlords refuse to accept payment of arrearages offered by state programs. Thrown into a confusing and terrifying eviction process, many tenants are forced out of their homes. Even those who manage to avert displacement in eviction court end up with permanent, public marks on their records that will make it harder to locate new housing in the future and may damage their credit.

Homeowners are struggling as well, with the number of loans in serious default close to levels seen at the time of the foreclosure crisis a decade ago. Over 28,000 homeowners in Massachusetts are more than three months behind on their mortgage. With lenders too often demanding immediate payment of arrearages accrued due to the pandemic, they will be at grave risk of foreclosure when existing protections disappear at the end of the month.

The impacts of these kinds of displacement reverberate for decades; foreclosures and evictions alike cause long-lasting harm to physical and mental health and financial wellbeing. The COVID-19 Housing Equity bill prevents these outcomes by:

1. ensuring landlords cooperate with rental assistance programs before resorting to eviction;
2. requiring the state to simplify the application process for rent and mortgage assistance;
3. protecting the most vulnerable tenants from forced removal for COVID-19 debts;
4. requiring lenders to offer sustainable forbearance plans to homeowners and to protect homeowners whose forbearance plans are ending;
5. and temporarily pausing foreclosures and no-fault evictions during the COVID-19 recovery period.

Our state is now on the [path to rising numbers of COVID-19 evictions](#) and foreclosures, which will reinforce economic inequality, systemic racism, and pandemic disparities. There is still time to instead choose a path toward a stronger, more equitable recovery by passing the COVID-19 Housing Equity bill, but we must move with urgency. Please act before it's too late.

Sincerely,

Join the groups below in speaking up for housing justice. Use the [endorsement form to sign this letter](#) as an organization, union, congregation, or elected official. Individuals: please use the ["take action" page](#).

[list in formation]

Homes for All Massachusetts
 Massachusetts AFL-CIO
 Catholic Charities (Archdiocese of Boston)
 Catholic Charities Agency (Diocese of Springfield)
 Western Massachusetts Network to End Homelessness
 ACLU of Massachusetts
 SEIU MA State Council
 United Way of Massachusetts Bay and Merrimack Valley
 350 Mass
 Action for Boston Community Development, Inc.
 Agencia ALPHA
 Alex Jarrett, City Councilor, Northampton, MA
 Allston Brighton Community Development Corporation
 Allston Brighton Health Collaborative
 Alternatives for Community & Environment (ACE)
 Amherst Municipal Affordable Housing Trust
 Amherst Survival Center
 Arise For Social Justice
 Asian American Resource Workshop
 Asian Task Force Against Domestic Violence (ATASK)
 Baystate Health
 Behavioral Health Network
 Ben Ewen-Campen, Somerville City Councilor Ward 3
 Berkshire Community Action Council
 Berkshire Community College
 Berkshire Housing Development/Services
 Berkshire Immigrant Center
 Berkshire Regional Planning Commission
 Berkshire United Way
 Boston Asian: Youth Essential Service
 Boston Immigrant Justice Accompaniment Network
 Boston Jobs Coalition, Inc.
 Boston Tenant Coalition, Inc
 Brazilian Women's Group
 Cape & Islands Veterans Outreach Center
 Center for Human Development
 Center for Public Representation
 Central Massachusetts Housing Alliance
 CHD
 Chinatown Community Land Trust
 City Life/Vida Urbana
 City Mission Boston
 Coalition for Social Justice
 Collaborative Resolutions Group
 Commonwealth Care Alliance
 Community Action Agency of Somerville
 Community Action Pioneer Valley
 Community Economic Development Center - New Bedford

Housing Families Inc.
 IBA - Inquilinos Boricuas en Acción
 Immigrant Service Providers Group/Health
 Jewish Alliance for Law and Social Action
 Jonathan Guzman, Lawrence School Committee - District F
 Justice Resource Institute, Inc.
 Lawrence CommunityWorks
 Louison House, Inc.
 Lynn United for Change
 Mass Alliance of HUD Tenants
 Massachusetts Affordable Housing Alliance
 Massachusetts Climate Action Network
 Massachusetts Coalition for Health Equity
 Massachusetts Coalition for the Homeless
 Massachusetts Communities Action Network
 Massachusetts Fair Housing Center, Inc.
 Massachusetts Immigrant and Refugee Advocacy Coalition
 Massachusetts Law Reform Institute
 Massachusetts Public Health Association
 Massachusetts Teachers Association
 Massachusetts Transgender Political Coalition
 Massachusetts Workforce Association
 MassHire Berkshire Career Center
 MassHire Franklin Hampshire Career Center
 MassHire Springfield Career Center
 Maverick Landing Community Services (MLCS)
 Mayor David J. Narkewicz (City of Northampton)
 Mayor Joseph Curtatone (City of Somerville)
 Mayor Nicole LaChapelle (Easthampton, MA)
 Mayor Roxann Wedegartner (City of Greenfield)
 Mayor Tom Bernard (City of North Adams)
 Mercy Medical Center
 MissionSAFE: A New Beginning, Inc.
 Mt. Sinai Baptist Church
 National Organization of Legal Services Workers, UAW Local 2:
 New England Center and Home for Veterans
 New England Farm Workers Council
 New England United 4 Justice
 New Lynn Coalition
 North Shore Labor Council
 Northampton Survival Center
 Northeast Justice Center
 Northern Berkshire United Way
 One Family
 PAACA - Positive Action Against Chemical Addiction, Inc
 Pittsfield Mayor Linda Tyer
 Progressive Democrats of Massachusetts
 Progressive Massachusetts

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| Cooley Dickinson Health Care | Prophetic Resistance Boston |
| Councilor Kristen Strezo (Somerville) | Public Health Institute of Western MA |
| Craig's Doors - A Home Association, Inc. | Reclaim Roxbury |
| De Novo Center for Justice and Healing | Resist the Pipeline |
| DIAL/SELF Youth & Community Services | Rian Immigrant Center |
| Disability Policy Consortium | Rosie's Place |
| Dorchester Not for Sale | SEIU Local 509 |
| DOVE (DOMestic Violence Ended), Inc. | ServiceNet Inc. |
| Economic Mobility Pathways (EMPath) | Sisters of St. Joseph of Boston |
| Ecumenical Food Pantry of Norwood | Sociedad Latina |
| Eliot CHS Homeless Services | Solidarity Lowell |
| Engine 6, Housing Advocates in Newton | Solstice Initiative |
| Essex County Community Organization | Southeastern Massachusetts SER-Jobs for Progress, Inc |
| Fenway Health | Springfield No One Leaves |
| Franklin County Regional Housing and Redevelopment Authority | Springfield Partners for Community Action. Inc. (MASSCAP) |
| Franklin Hampshire Employment and Training Consortium | Springfield Technical Community College |
| Friends of Hampshire County Homeless | Square One |
| Gandara Center | St Mark Community Education Program |
| Greater Boston Labor Council | Student Clinic for Immigrant Justice |
| Greenfield Community College | Tapestry Health Systems |
| GreenRoots | The Food Bank of Western Massachusetts |
| Groundwork Lawrence | The Greater Boston Food Bank |
| Grow Food Northampton | The Junior League of Boston, Inc. |
| Haitian Americans United Inc | The Opioid Task Force of Franklin County and the North Quab |
| Hampden County Career Center, Inc., dba: MasshireHolyoke | Region |
| Health Leads | The Right to Immigration Institute |
| HealthLink | Town Manager Paul Bockelman |
| Hilltown CDC | Trinity Health New England |
| Holyoke Community College | Unitarian Universalist Mass Action |
| Homes for Families | United Food and Commercial Workers Local 1445 |
| Housing = Health | United Way of the Franklin & Hampshire Region |
| Housing Clinic, Legal Services Center of Harvard Law School | Valley Community Development |
| | Valley Opportunity Council |
| | Western Mass Area Labor Federation |
| | Women's Health Institute |
| | YWCA Cambridge |

CHARLES KUSIK AWARD RECIPIENTS
Berkshire Regional Planning Commission

| <u>Year</u> | <u>Recipient(s)</u> | <u>Topic</u> |
|--------------------|--|--|
| 1996 | Mayor John Barrett, III | Reuse of Old Mill Buildings – MassMOCA |
| 1997 | Rachel Fletcher & Timothy Gray | Housatonic River Reclamation Efforts |
| 1998 | Rep. Peter J. Larkin | Economic Revitalization Efforts – Brownfields Legislation |
| 1999 | George S. Wislocki & Tad Ames | Preserving Natural Resources |
| 1999 | Mayor Gerald S. Doyle, Jr. & Thomas E. Hickey, Jr. | Economic Development Efforts – GE Settlement |
| 2000 | Donald R. Dubendorf, Esq. | Berkshire Connect |
| 2001 | Leslie Reed-Evans | Agricultural Preservation |
| 2002 | Southern Berkshire Housing Coalition & Community Development Corp. of Southern. Berkshire | Affordable Housing |
| 2003 | Robert Race | Lake Preservation |
| 2004 | Congressman John Olver | Regional Leadership & Support |
| 2005 | No award granted | |
| 2006 | Peter Lafayette | Affordable housing |
| 2007 | Donald Schmidt | Support to the local planning officials |
| 2008 | Sally Bell | Legal service and 30 years support for planning boards |
| 2009 | Marjorie Cohen | Bike Path Council |
| 2010 | Daniel Bosley | Advanced Economic Development |
| 2011 | Donald Goranson | 35 years Great Barrington Planning Board |
| 2012 | Aimee Thayer | Leadership in Berkshire County and Lanesborough |
| 2013 | Mayor Richard J. Alcombright | Planning in North Adams and Collaborative Work with Other Communities |
| 2014 | Eleanor Tillinghast | Leadership and Advocacy to Protect the Natural Resources |
| 2015 | Donna Cesan | 15 years Community Development in Adams |
| 2016 | Benjamin B. Downing | 10 years as State Senator, Championing Berkshire County, Addressing Issues Important to its Communities |
| 2017 | Roberta “Bobbie” Orsi | For Her Initiation of and Leadership to Age Friendly Berkshires |
| 2018 | Barbara Zheutlin | Berkshire Grown |
| 2019 | Kristine Hazzard | For her leadership of Berkshire United Way and its community impact work |
| 2020 | Postponed due to COVID-19 | |

List of CPTC Topics for Fall 2021

Adopting & Revising Rules & Regulations

Boards of appeal and planning boards frequently choose to, or are required to, adopt rules and regulations governing process, procedure and even the substance of their application reviews. While such documents are an important source of authority for boards, they also make life easier for board members and applicants by providing a clear road map for a fair and predictable process. This session will clarify which types of zoning, non-zoning and subdivision rules and regulations are mandatory and which are voluntary; describe what they can and cannot cover; and explain how they get adopted and amended. The regulatory framework for establishing fees and using consultants will also be discussed.

Creating Master Plans

Local officials will learn why and how to prepare, adopt, and implement the master or comprehensive plan described in MGL Chapter 41, Section 81D. The session will identify the sections of a master/comprehensive plan and specific steps by which the plan will be carried out.

Drafting Zoning Amendments

While regular review and amendment of a municipality's zoning ordinance or bylaw in response to changing needs and circumstances is essential to ensuring that it remain up-to date, the process can be tricky. This course will provide a step-by-step roadmap on how to adopt and amend zoning codes in accordance with the strict requirements of G.L. 40A Section 5. Local officials and staff will gain an understanding of what type and scope of amendments are permissible; the relationship between zoning and other municipal planning documents; and the essential role of the Planning Board in the process. Tips for drafting zoning amendments, and strategies for successfully getting them passed will also be addressed.

Fair Housing

Fair housing laws regulate the development, leasing, buying and selling of real estate, as well as state and municipal housing programs, and aspects of municipal land use. This module will describe how land use regulations have been (and continue to be) used to exclude groups from specific neighborhoods and properties, and provide a detailed overview of federal and state laws intended to prevent discrimination and promote equity in housing. A special focus will be on the role of the municipality in enforcing a commitment to fair housing, and the potential consequences of not doing so.

Introduction to the Subdivision Control Law and ANR

This session addresses the purposes of the Subdivision Control Law and the Planning Board's authority under the Act. It also covers important procedural requirements and board responsibilities when reviewing subdivision and ANR plans; adoption of subdivision regulations;

review of ANR plans; access issues; preliminary and definitive plans; Planning Board waivers; modifying, amending and rescinding plans; enforcement; vested rights and zoning freezes.

Introduction to the Zoning Act

This course addresses the purposes of the Zoning Act and the process (and the Planning Board's role) for the adoption/amending of zoning bylaws and ordinances. The difference between variances and special permits will be discussed. Additionally, the course will include how zoning is enforced and by whom as well as the role of the Zoning Board of Appeals in variances and zoning appeals.

Planning With Community Support

The course describes how to conduct a planning process, with an emphasis on a comprehensive or master plan that will ultimately have the support of the community. A variety of public participation strategies will be examined, including plan implementation processes. The course will cover how to design the community engagement process.

Roles and Responsibilities of Planning & Zoning Boards

Join us if you are a new Board member or building inspector. This program will launch you into your role as a local official, introduce you to the functions of the two boards and the main tools of planning and zoning. This session will also include an introductory discussion of the Open Meeting, Public Records, and the Conflict of Interest Laws.

Site Plan Review

The Zoning Act does not contain any provisions for the review of site plans, however the process can be a very effective tool for a board to review the details, aesthetics and impacts of a potential project. This course explains the legal issues when using site plan review; the difference between site plan approval and special permits; the review process; the types of conditions a board may impose; the reasons for disapproval; the appeal process and the types of information a municipality can require to be shown on a site plan. Additional material will be presented on how to incorporate site plan review into your zoning bylaw or ordinance.

Special Permits and Variances

Participants will learn about the difference between special permits and variances; the issues and criteria for decision-making; and procedural requirements. Additionally, the course will discuss who has the authority to issue special permits and variances and how judicial decisions guide the way we work with them.

Use of Design Review

Design review is a process that municipalities can undertake to improve the visual quality of structures and promote good design for the benefit of the public. This session will clarify the appropriate scope and authority for the use of design guidelines, the types of standards that can

be implemented, and how that can be accomplished. The session will also explain how design review guidelines can be developed, administered and enforced in a fair and predictable manner.

Vested Rights and Nonconforming Structures and Uses

The course will cover the issue of vested rights under zoning and subdivision law, why they exist, and how they affect the work of the Zoning Boards of Appeals and Planning Boards. Participants will learn what the Zoning Act says about vested rights and the way it occurs. This session will answer the question regarding whether nonconforming structures and uses can change and if so, how much. Finally, the course will address how judicial decisions shape the way provisions of the Zoning Act are interpreted today.

Writing Reasonable and Defensible Decisions (Including Hearing Requirements)

This course covers some key points that will assist boards in writing clear and defensible decisions and why that is important. It describes criteria that should be contained in local zoning provisions and how they relate to the drafting of the decision and the conditions a board may impose when approving a special permit or variance application-This session covers legal and procedural requirements for conducting a public hearing and the ramifications of failure to follow procedural regulations in the decision-making process

Zoning Exemptions

Section 3 of the Zoning Act provide certain exemptions for agricultural, educational, childcare and religious uses, as well as state and federal lands and uses, from local zoning regulations. This course explains these exemptions and their purpose; what does it mean to be exempted from zoning requirements; and identifies under which circumstances municipalities can enact and impose zoning regulations. The course will also cover how judicial decisions guide the way this section of the Zoning Act is interpreted.

Working with MGL Chapter 40B

A workshop for municipal staff and local boards reviewing applications for projects seeking a comprehensive permit under G.L Chapter 40B. Topics will include the following: reviewing the initial application for completeness and compliance with state and local requirements; conducting a site visit; managing the public hearing process; retaining Peer Review consultants; making an informed decision consistent with the local needs provided for in the statute; drafting and issuing the Comprehensive Permit decision; and working with developers, abutters, and other interested parties. This workshop will focus on how municipal officials as well as others can use 40B to achieve housing goals as well as some of the permitting requirements involved with 40B.

Zoning with Overlay Districts

Overlay zoning is a popular and useful tool allowing municipalities to implement land use policies and strategies with greater flexibility than traditional zoning, without the necessity of amending the underlying zoning. This course illustrates the various types of overlay districts, and

explains how they differ from traditional zoning measures and describes the form and contents of an overlay district. Discussion will allow participants to explore the potential pros and cons of overlay vs. traditional zoning.