**EXECUTIVE COMMITTEE MINUTES APPROVED**

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.

1. 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

1. 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.

1. Financial Reports
2. 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.

1. 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.

1. Line of Credit Report

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

1. Other - None
2. Delegate & Alternate Issues - None
3. Items Requiring Action
4. **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.

1. **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.

1. **Other**
2. Committee Reports
3. **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.

1. **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.

1. **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](mailto:dadschubert462@yahoo.com) They did get more cameras and changed some the camera locations.

1. Executive Director’s Report
2. **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.

1. **Berkshires Tomorrow Inc. (BTI) Update**

* Approved submission of a grant application to EPA’s Environmental Justice Small Grants program for $75,000

1. **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.

1. **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.

1. **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).

1. **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.

1. **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.

1. **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](mailto:parnold@berkshireplanning.org).

Email Tom at [tmatuszko@berkshireplanning.org](mailto:tmatuszko@berkshireplanning.org) with contacts of people you want to make sure are invited.

1. **Other**
   1. **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.

* 1. **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/>

1. Old Business
2. **Office Space**

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

* Alnasco, Steel Reality Inc. - Suite #lE, 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.

1. **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 then 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.

1. **Other - None**
2. New Business
3. **BRPC email Addresses for Officers / Executive Committee Members**

The Executive Director asked if BPRC officers and Executive Committee members would like BRPC specific email addresses reflecting the position, i.e., [Chair@Berkshireplanning.org](mailto: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.

1. **Yearly Meeting Schedule**

The meeting schedule for Fiscal Year 2022 was agreed upon.

1. **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.

1. **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.

1. 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