



BRPC

Berkshire Regional Planning Commission

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MEETING NOTICE

There will be a meeting of the
EXECUTIVE COMMITTEE
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Thursday, October 7, 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 September 2, 2021* (4:05)
- III. Financial Reports (4:10)
 - A. September Expenditures Report *
 - B. Accounts Receivable Report & Assessments
 - C. Line of Credit Report
 - D. Other
- IV. Delegate & Alternate Issues (4:15)
- V. Items Requiring Action* (4:20)
 - A. Other
- VI. Committee Reports (4:25)
 - A. Regional Issues Committee
 - B. Comprehensive Economic Development Strategy Committee
 - C. Other
- VII. Executive Director's Report (4:30)
 - A. Report on New Contracts / Agreements

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

- B. Berkshires Tomorrow Inc. Update
- C. Staff Update
- D. Rural Policy Advisory Commission Update
- E. CPTC Fall Training Schedule
- F. BRPC Annual Report
- G. State Auditor's Report on Infrastructure Spending in Western Mass
- H. Other

VIII. Old Business (4:45)

- A. Office Space Update
- B. Other

IX. New Business (5:05)

- A. November Commission Meeting
- B. Other

X. Adjournment (5:15)

Attachments:

- Unapproved Minutes of the September 2, 2021 Executive Committee Meeting
- September Expenditures Report
- September Receivables Report
- September Line of Credit Report
- Memo – October 7, 2021 Executive Committee Agenda Items
- Draft Unapproved Minutes of the September 9, 2021 Regional Issue Committee meeting
- Berkshires Tomorrow FY22 Budget
- Resume – Andrea Goodman
- Resume – Heather Descoteau
- Resume – Colin Sykes
- BRPC Annual Report
- Memo – August 2021 Technical Assistance

* Items Requiring Action



DRAFT EXECUTIVE COMMITTEE MINUTES

Thursday, September 2, 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: 4:00 p.m.

Chair John Duval called the meeting to order and stated 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.

John asked Executive Director, Tom Matuszko, to explain the OWL technology that showed the three staff members in the BRPC conference room. Tom explained this camera and speaker system is set up to focus on the speaker and gives a panoramic overview of the room. He asked for feedback on its effectiveness and warned that there can be a delay, so a need to pause between speakers.

B. Roll Call:

Read by Office Manager, Marianne Sniezek:

John Duval, Chair

Malcolm Fick, Vice Chair

Sheila Irvin, Clerk

Buck Donovan, Treasurer

René Wood, Commission Development Chair, Sheffield Alternate – arriving late

Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate

CJ Hoss, Regional Issues Committee Chair, Pittsfield Alternate

Kyle Hanlon, North Adams Delegate, At-Large

Sam Haupt, Peru Delegate; At-Large

Others Present: Nancy Socha, Stockbridge Delegate; Christine Rasmussen Stockbridge Alternate; Melanie Glynn, Savoy Select Board Member; Barbara Davis-Hassan Lanesborough Delegate; Kate Read; Wade Hasty Williamstown Select Board Member; Brittany Polito, iBerkshires

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

C. Approval of Minutes of Executive Committee Meeting on July 8, 2021

Sheila Irvin moved to approve the minutes of the July 8, 2021 meeting. The motion was seconded by Kyle Hanlon and approved by roll call vote from John Duval, Buck Donovan, CJ Hoss, Roger Bolton, Malcolm Fick, Sheila Irvin, and Kyle Hanlon. Sam Haupt abstained.

II. Financial Reports

A. July & August Expenditures Report

Executive Director, Tom Matuszko, clarified the following:

Line 15383 corrected: subscription to State House News Service

Line 15403 Portrait of a Graduate refers to the Berkshire County Education Task Force program on what a graduating student needs to succeed. Funded by the BARR Foundation.

Line 15409: description was blank – Consultant for drug mis-use project

Sam Haupt moved to approve the report and Malcolm Fick seconded the motion. The report was approved by roll call vote from John Duval, Buck Donovan, CJ Hoss, Roger Bolton, Malcolm Fick, Sheila Irvin, René Wood, Sam Haupt and Kyle Hanlon.

B. Accounts Receivable Report & Assessments

The Executive Director reported that the receivable from town of Lee needs clarification on BRPC's end.

C. Line of Credit Report

There has been no need to tap the line of credit.

D. FY2021 Year End Close

BRPC and accounts (Adelson & Co.) are working not to close the previous fiscal year (FY 2021) that ended with a General Fund surplus of approximately \$29,000 which was higher than the budgeted amount of \$15,000. Due to the pandemic, the Commission was unable to provide 5th Thursday, CPTC Educational workshops and the Annual Meeting resulting in a savings. Also contributing to the surplus, was the application date change to FY 2022, for the DHCD Community Development Block Grant application, resulting in an FY21 savings. The Commission worked on approximately 130 programs in FY 2021. The 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. The EDA grant requires that BRPC complete the audit by December 31. Adelson will begin the review mid-October.

E. Brownsfields Powerhouse Square Loan

The Executive Director reported that a stern letter was sent to Powerhouse Square regarding their lack of repayment of a Brownsfields revolving loan as recommended by BRPC attorney. There is still some hope they will repay it. No response yet.

III. Delegate & Alternate Issues

Nancy Socha introduced Stockbridge's new Alternate to the Commission, Christine Rasmussen who was welcomed by John Duval, the Chair.

IV. Items Requiring Action

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

The Executive Committee was 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 the standard BRPC contract with MassDOT to allow transportation planning services as outlined in the Unified Planning Work Program (UPWP.) The amount of this FFY 2022 contract (October 1, 2021 – September 30, 2022) is \$615,413. Staff lead is Clete Kus, ckus@berkshireplanning.org ex. 20.

René Wood moved to approve that the Executive Director sign a contract and related items with the Massachusetts Department of Transportation (MassDOT) for transportation planning services for FY22 as outlined in the Unified Planning Work Program. Roger Bolton 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, Sam Haupt and René Wood.

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 was 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 to 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

Tom noted that there are two steps to this application, the first is unusual in that there is funding for writing of the grant.

Roger Bolton moved 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. It was seconded by Malcolm Fick and approved by roll call vote

from John Duval, Malcolm Fick, Buck Donovan, Sheila Irvin, René Wood, Roger Bolton, CJ Hoss, Sam Haupt and Kyle Hanlon.

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

The Executive Committee was 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. The primary staff contact for this grant submission is Emily Lange, Energy and Environmental Planner, at elange@berkshireplanning.org.

René Wood moved to authorize the Executive Director to submit a grant application and to sign any resulting contracts and agreements (after the fact) to the MassCEC EmPower Innovation and Capacity Building Program. The motion was seconded by Sheila Irvin and approved by roll call vote from John Duval, Malcolm Fick, Buck Donovan, Sheila Irvin, René Wood, Roger Bolton, CJ Hoss, Sam Haupt and Kyle Hanlon.

D. Other

None

V. Committee Reports

A. Berkshire MPO

The Berkshire MPO met 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 by Transportation Planner Justin Gilmore. Tom suggested the presentation may be considered for wider audiences. Draft unapproved minutes were distributed.

B. Comprehensive Economic Development Strategy Committee

The CEDS committee met 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. Kyle Hanlon, committee chair said the CEDS Annual report will go to a future full Commission meeting. Draft unapproved minutes were distributed.

C. Regional Issues Committee

Committee Chair CJ Hoss reported that the Regional Issues Committee met August 11, 2021. The main agenda item was the Transportation Climate Initiative. A comment letter was finalized and distributed to this committee with the draft unapproved minutes.

The next meeting is Wednesday, September 22. Suzanne Bump, the State Auditor will participate in a discussion of report *The Impact of the State-Owned Land PILOT and Solar Taxation Policies on Municipalities*.

D. Transportation & Climate Initiative (TCI)

The Executive Director reported that there will be a ballot initiative to try to stop the Transportation & Climate Initiative (TCI). He will follow up to report back who is behind it.

VI. 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

The Executive Director noted that BRPC would like to simplify the public health contracts for the 22 participating towns.

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

C. Staff Update

- Bill Thornton resigned as a part-time Housing Rehab Specialist
- Ned Saviski and Claudia Sarti have been hired as part-time Public Health Inspectors. Resumes were distributed.
- John Roughley, Jr. has been hired as a Housing Rehab Specialist. His resume was distributed.
- Chris Skelly has been hired as a part-time Project Specialist. His resume was distributed. Committee members praised Chris's historic preservation expertise. He will help BRPC with Western Mass Historical Preservation Commission responsibilities and a Pittsfield project. It was suggested that BRPC might want to expand its services to municipalities in this area such as help with historic tax credits.
- Christine Ector, Public Health Planner gave her resignation effective 9/15/21. She was a key team member for the public vaccination clinics.

D. Rural Policy Advisory Commission Update

The Rural Policy Advisory Commission met 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 was shared. Tom encouraged communities with 12,000 or less residents to pursue this opportunity.

E. District Local Technical Assistance Funding

The Executive Director reported that FY 22 funding for the District Local Technical Assistance Funding (DLTA) was included in the final state budget. BRPC anticipates doing a solicitation to municipalities, like previous years. Tom expressed thanks for 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 Executive Director reported that the Best Practices Program is open now and is likely over-subscribed. He urged communities to apply now as funds will likely run out fast. Program materials were distributed.

Savoy is getting two grants. Select Board member, Melanie Glynn credited Tom with helping them complete the relatively easy process.

René Wood reported that Sheffield received funding (applied one day, got it the next) for recycling and development of a capital plan.

H. Housing Equity Bill

Legislation has been proposed, (H.1434/S.891), to provide additional protections to renters. A support letter was in the meeting materials.

I. Other - none

VII. Old Business

A. Office Space Update

Executive Director Tom Matuszko reported that BRPC continues to negotiate with representatives of the Cooper Center, the recommended respondent to

the BRPC office space RFP. BRPC staff met with building representatives and their engineer about possible modifications. A floor plan should be available next week. Aside from superficial improvements, i.e., painting, carpeting, etc., the necessary building modifications are relatively minimal. Due to materials shortage, access may be pushed from mid-November to January. BRPC will apply for a MIIA grant for a front door entry and security equipment.

Regarding COVID related items, most staff are in the office 2 days a week. Face coverings are requested in common areas. The situation is constantly evaluated. Non-BRPC staff are permitted in the office (with face coverings). The street door is still locked, and visitors must call to be admitted. Hybrid meetings were discussed including feedback on the OWL camera and voice system that was operating. Off-site participants reported that the OWL image from BRPC office with three staff people in conference room was fuzzy and voices went in and out. Maybe it was the acoustic quality of the BRPC conference room. Hybrid meetings do not seem like an option unless BRPC can improve the experience.

B. Annual Meeting and September Commission Meeting

Due to the increase in the number of COVID-19 cases, the Annual meeting shared with the Selectmen's Association was changed from an in-person meeting to a virtual meeting. Also, since the Jewish holy day of Yom Kippur ends the evening of September 16th, the date was changed to September 30th. Ashley Stolba, Undersecretary of Community Development within the Executive Office of Housing and Economic Development, will speak about the administration's plans for a strong economic recovery from the COVID crisis. It was agreed to have a one-hour Commission meeting 5:30 – 6:30 prior to the Annual Meeting 6:30 – 8 p.m. The Annual Meeting would include the Kusik Award, BRPC Highlights and Selectmen's Association elections.

C. Kusik Award

Three nominations were reviewed, and the committee chose to recognize the unique county-wide and collaborative efforts of two organizations: The COVID-19 Emergency Response Fund for Berkshire County and The Berkshire Vaccine Collaborative

D. Committee Membership

The BRPC FY 22 Committee membership list was mentioned but not in the meeting materials. It will be shared in the full Commission meeting materials document. A few Berkshire Brownfields members remain to be confirmed.

E. Other

VIII. New Business

A. Citizen Planner Training Collaborative Fall Training

The CPTC trainings will be virtual again this fall. CPTC will organize one, possibly 2 workshops, with each RPA. CPTC is seeking BRPC's top 3 choices

for training. Preferences were identified as Engagement and Planning Community Support. Noted that all trainings are available remotely to anyone. <https://masscptc.org/>

Marianne Sniezek pointed out that towns get credits on their MIIA insurance for participation in these trainings. Tom offered that BRPC may list the available courses as an adjunct to the BRPC Common Ground newsletter.

B. September Commission Meeting

It was agreed to have the meeting 5:30 – 6:30 prior to the shared Annual Meeting September 30 with the following potential agenda topics tabled for now:

- Berkshire County Electric Vehicle Charging Station Plan presentation
- Massachusetts Future of Work report presentation
- A possible MEPA comment letter

Commission Chair, John Duval, said topics for BRPC Executive Committee or Full Commission should be submitted to Tom Matuszko, tmatuszko@berkshireplanning.org.

C. Other

IX. Adjournment

The meeting was adjourned at 5:06 pm by a motion made by Roger Bolton and seconded by Kyle Hanlon. It was approved by roll call vote from John Duval, Malcolm Fick, Buck Donovan, Sheila Irvin, René Wood, Roger Bolton, CJ Hoss, Sam Haupt and Kyle Hanlon.

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, Jr.
- Resume – Chris Skelly
- Crossroads Grant Program information
- Housing Equity Bill support letter
- Kusik Award Recipients
- CPTC Webinar topic Description Fall 2021
- Memo – July 2021 Technical Assistance

BERKSHIRE REGIONAL PLANNING COMMISSION
Check Register
For the Period From September 1, 2021 to September 30, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	DEPT #	DEPT Description	Expense Description
15483	9/1/21	MUTUAL OF OMAHA	561.65	40 ADMIN	Admin	Life: STD; LTD
15484	9/1/21	CITY OF PITTSFIELD	325.00	40 ADMIN	Admin	Parking
15485	9/1/21	THE COOPER CENTER, LLC	4,557.00	40 ADMIN	Admin	Rent
15486	9/2/21	GWENDOLYN CARIDDI	162.40	---	Varied Projects	Expense Report
15487	9/2/21	MASS STATE BOARD OF RETIREMENT	8,682.36	---	---	Retirement
15488	9/2/21	H TERRY DESIGNS LLC	1,278.00	40 ADMIN	Admin	Website Design
15489	9/2/21	INSTRUCTURE, INC	5,500.00	635 DESE/BRLI21	Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative 23	Basic Support
15490	9/2/21	MARPA	1,403.00	010 GEN	General Fund	Services
15491	9/2/21	PATRICIA A. MULLINS	62.72	---	Varied Projects	Expense Report
15492	9/2/21	KENNETH WALTO	53.09	---	Varied Projects	Expense Report
15493	9/2/21	AAIM TRAINING AND CONSULTING LLC	21.00	40 ADMIN	Admin	Background Checks
15494	9/2/21	COURTENY MOREHOUSE	1,490.62	---	Admin	Moving Expenses
15495	9/8/21	MIIA HEALTH BENEFITS TRUST	19.47	40 ADMIN	Admin	Dental Insurance
15496	9/8/21	MIIA HEALTH BENEFITS TRUST	2,021.95	40 ADMIN	Admin	Health Insurance
15497	9/8/21	TASC	250.00	40 ADMIN	Admin	Fees
15498	9/8/21	TPX COMMUNICATONS	974.67	40 ADMIN	Admin	Telephone
15499	9/14/21	1BERKSHIRE	9,101.90	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
15500	9/14/21	NEW ENGLAND NEWSPAPERS, INC.	706.76	631 DAL/CDBG	Dalton/CDBG	Advertising
15501	9/14/21	VALLEY GREEN SHREDDING, LLC	35.00	40 ADMIN	Admin	Recycling
15502	9/14/21	W.B. MASON COMPANY, INC.	658.81	40 ADMIN	Admin	Supplies
15503	9/14/21	FEDEX	56.88	40 ADMIN	Admin	Postage
15504	9/14/21	TMSOLUTION, INC.	6,000.00	644 BARR/BCETF21	BARR BCETF's 2021 Planning	Subcontractor
EFT	9/14/21	VANTAGEPOINT TRANSFER AGENTS-803222	78,007.87	40 ADMIN	Admin	OPEB Contribution
15317V	9/15/21	NOAH HENKENIUS	-500.00	Voided	Voided	Voided
15505	9/15/21	BERKSHIRE ENVIRONMENTAL ACTION TEAM IN	500.00	610 HRIA/G2G	Health Resources in Action (HRIA) - Grey to Green: Increasing Health Equity in Pittsfield	Subcontractor
15506	9/15/21	MASS STATE BOARD OF RETIREMENT	8,596.40	---	---	Retirement
EFT	9/20/21	ELEGANT STITCHES INC	422.50	40 ADMIN	Admin	Supplies
15507	9/20/21	HOWARD J EBERWIN	91.98	---	Varied Projects	Expense Report
15508	9/20/21	WYLIE GOODMAN	42.78	---	Varied Projects	Expense Report
15509	9/20/21	MACFARLANE OFFICE PRODUCTS, INC.	391.06	40 ADMIN	Admin	Copying
15510	9/20/21	CATHERINE MCKEEN	3,260.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Subcontractor
15511	9/20/21	MARY NASH	5,160.00	644 BARR/BCETF21	BARR BCETF's 2021 Planning	Subcontractor
15512	9/20/21	ROBERT PUTNAM	2,177.50	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Subcontractor
15513	9/20/21	THE COOPER CENTER, LLC	889.83	40 ADMIN	Admin	Utilities

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Check Register
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Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	DEPT #	DEPT Description	Expense Description
15514	9/20/21	KENNETH M. ROCKE	4,320.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Subcontractor
15515	9/20/21	BRENDAN SHERAN	6,120.00	635 DESE/BRLI21	Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative 23	Subcontractor
15516	9/20/21	W.B. MASON COMPANY, INC.	485.40	40 ADMIN	Admin	Supplies
EFT	9/21/21	BAYSTATE ROADS PROGRAM	50.00	440 TPL21	Mass DOT	Meetings
15517	9/22/21	LAURA BRENNAN	34.61	---	Varied Projects	Expense Report
15518	9/22/21	NOAH HENKENIUS	500.00	Voided	Voided	Voided
15519	9/22/21	MARVIN PURRY	500.00	610 HRIA/G2G	Health Resources in Action (HRIA) - Grey to Green: Increasing Health Equity in Pittsfield	Subcontractor
15520	9/22/21	HEATHER QUIMBY	3,045.00	Varied PHN	Public Health Nursing	Nurses
15518V	9/22/21	NOAH HENKENIUS	-500.00	Voided	Voided	Voided
15521	9/27/21	PHILIP ARNOLD	25.76	---	Varied Projects	Expense Report
15522	9/27/21	BERKSHIRES TOMORROW, INC.	3,600.00	40 ADMIN	Admin	Software Lease
15523	9/27/21	VALERIE BIRD	200.26	---	Varied Projects	Expense Report
15524	9/27/21	BLUE 20/20	72.32	40 ADMIN	Admin	Vision Insurance
15525	9/27/21	EDWARD M. FAHEY	400.18	---	Varied Projects	Expense Report
15526	9/27/21	CHARLES KANIECKI	292.01	---	Varied Projects	Expense Report
15527	9/27/21	VALLEY GREEN SHREDDING, LLC	35.00	40 ADMIN	Admin	Recycling
EFT	9/27/21	ADOBE ACROBAT	150.82	40 ADMIN	Admin	Supplies
EFT	9/28/21	AMAZON.COM	488.22	284 BPHN/PHN	Public Health Nursing Program	Computer Supplies
EFT	9/28/21	AMAZON.COM	244.11	650 DPH/SS	Public Health Excellence for Shared Services grant program	Supplies
15528	9/28/21	BART PUBLIC SCHOOLS	5,000.00	635 DESE/BRLI21	Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative 22	Subcontractor
15529	9/28/21	ADELSON MOYNIHAN KOWALCZYK, PC	1,475.00	40 ADMIN	Admin	Accounting Review
15530	9/28/21	MT GREYLOCK REGIONAL SCHOOL DISTRICT	5,000.00	635 DESE/BRLI21	Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative 22	Subcontractor
15531	9/28/21	RENATUS SOLUTIONS	750.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
EFT	9/28/21	COCAINE, METH & STIMULANT SUMMIT	1,150.00	632 NHD/COSSAP	Northampton Health Department - Comprehensive Opioid, Stimulant, and Substance Abuse Site-Based Program	Meetings

Total 176,400.89

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Sep 30, 2021

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

Customer ID	Customer	Over 90 days	Amount Due	Notes
166/EPA/RLF	EPA: EPA/RLF		3,242.57	
283 BHPA/INSP/BKT	TOWN OF BECKET	7,012.50	7,012.50	Sent Late
283 BHPA/INSP/WSH	TOWN OF WASHINGTON	1,051.75	1,051.75	Sent Late
284 BHPA/PHN/FLA	TOWN OF FLORIDA		-1,575.00	Prepaid Year
284 BPHA/PHN/SAV	TOWN OF SAVOY	500.00	500.00	Sent Reminder by mail again. Previously called.
284/BHPN/PHN/CHS	TOWN OF CHESHIRE		-3,394.12	Prepaid Year
284/BHPN/PHN/DAL	TOWN OF DALTON	1,524.75	1,524.75	Sent Late
284/BHPN/PHN/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH	1,150.00	1,150.00	Sent Late
284/BPHN/PHN/CLK	TOWN OF CLARKSBURG	731.06	731.06	Sent Late
284/BPHN/PHN/GTB	TOWN OF GREAT BARRINGTON	1,519.35	1,519.35	Sent Late
284/BPHN/PHN/WSH	TOWN OF WASHINGTON	525.00	525.00	Sent Late
326/BURN/STOCKBRIDGE	TOWN OF STOCKBRIDGE	95.00	95.00	MM following up.
440/TPL21	MASSDOT#75425 - TPL13		36,402.00	
466 LAN/SW	TOWN OF LANESBOROUGH	1,008.65	1,008.65	Sent MP Email to Follow Up
526 BCSO/OPIOID	BERKSHIRE COUNTY SHERIFFS OFFICE		6,250.00	
533 FCSD/OJJDP	SDF-SHERIFF'S DEPARTMENT, FRANKLIN		21,029.97	
538 ADM/CLNUP	TOWN OF ADAMS	4.00	4.00	Pmt Short - will follow up next bill
560 COMMVENPUR	COMMUNITY VENDOR PURCHASING	4,000.00	4,000.00	R Slick following up
560 EJ PRESCOTT, INC	EJ PRESCOTT, INC.	168.26	168.26	R Slick following up
560 TROY SAND & GRAV	TROY SAND AND GRAVEL	215.93	215.93	R Slick following up
570 SHF-NMB-OTS/CDBG	TOWN OF SHEFFIELD		36,554.50	
580 EOEEA/DAL/PLANA	EXEC OFFICE OF ENERGY AND ENV	34,561.25	34,561.25	Sent MP Email to Follow Up
606 BMC/PTSFA	BOSTON MEDICAL CENTER		5,021.81	
614 MAPC/VACEXER	METROPOLITAN AREA PLANNING COUNCIL	153.12	153.12	Slow Payers
617 ADM/CDBG/CV	TOWN OF ADAMS	4,915.23	4,915.23	PM Following Up
622 USDA/FS/MTWPFRC	USDA FORESTRY SERVICE		11,674.03	
635 DESE/BRLI21	635 DESE/BRLI21	3,274.00	3,274.00	MM not allowed to bill yet.
636 DHCD/LRRP	DHCD/LRRP		11,146.03	
637 EDA/COVIDRRP	637 EDA/COVIDRRP		19,534.99	
642 STK/ADA	TOWN OF STOCKBRIDGE	27,640.08	27,640.08	PM Following Up
TOWN OF CHESHIRE	TOWN OF CHESHIRE	2,577.55	2,577.55	Sent Reminder in mail. ASSESSMENT
TOWN OF LEE	TOWN OF LEE	4,735.21	4,735.21	Sent Reminder in mail. ASSESSMENT
TOWN OF MONTEREY	TOWN OF MONTEREY	765.70	765.70	Sent Reminder in mail. ASSESSMENT
TOWN OF NEW MARLBORO	TOWN OF NEW MARLBOROUGH	1,202.33	1,202.33	Sent Reminder in mail. ASSESSMENT
TOWN OF PERU	TOWN OF PERU	674.86	674.86	Sent Reminder in mail. ASSESSMENT
TOWN OF RICHMOND	TOWN OF RICHMOND	1,175.24	1,175.24	Sent Reminder in mail. ASSESSMENT
TOWN OF SAVOY	TOWN OF SAVOY	551.37	551.37	Sent Reminder in mail. ASSESSMENT

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Sep 30, 2021

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

Customer ID	Customer	Over 90 days	Amount Due	Notes
TOWN OF SHEFFIELD	TOWN OF SHEFFIELD	2,595.07	2,595.07	Sent Reminder in mail. ASSESSMENT
TOWN OF STOCKBRIDGE	TOWN OF STOCKBRIDGE	1,551.31	1,551.31	Sent Reminder in mail. ASSESSMENT
TOWN OF W STOCKBRIDG	TOWN OF WEST STOCKBRIDGE	1,040.58	1,040.58	Sent Reminder in mail. ASSESSMENT

Report Total

106,919.20	252,805.93
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BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Sep 30, 2021

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

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Sep 30, 2021

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



Bank

America's Most Convenient Bank®

Current Balance

\$0.00

Available Credit	\$230,000.00
Amount Due	\$0.00
Payment Due Date	Oct 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: October 1, 2021
SUBJ: Agenda Items – October 7, 2021, Executive Committee Meeting

V. Items Requiring Action

A. Other*

VI. Committee Reports

A. Regional Issues Committee

The Regional Issues Committee met on September 22, 2021. The main agenda item was the State Auditors report on the PILOT program and recommendations to improve it. (Draft unapproved minutes are attached.)

B. Comprehensive Economic Development Strategy (CEDS) Committee

The CEDS committee met on September 29, 2021. The main agenda items were a review of the EDA CARES Act award activities, discussion of priority projects to be added and deleted in the CEDS 2021 Annual Report, conditional approval of the CEDS 2021 Annual Report. Also discussed was the potential to participate in a statewide application, with the Metropolitan Area Planning Council (MAPC) taking the lead, in the Economic Development Administration's (EDA) Build Back Better grant program. (Draft unapproved minutes have not yet been prepared.)

C. Other

VII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received / initiated 09/01/2021 to 09/30/2021

- Berkshire Housing Development Corporation and Housing Services Inc. - Public Health Nursing Services FY22 – \$2,400
- Florida - Public Health Nursing Services FY22 – \$2,100
- New Ashford - Public Health Nursing Services FY22 \$2,625
- Savoy – Procurement Services - \$2,100
- DPH - COVID-19 Case Investigation and Contact Tracing Program \$500,000
- Mass Clean Energy Center – Act4All Planning (Clean Transportation) - \$7,500
- Great Barrington - Brownfields Clean Up - \$33,600
- MassDOT - Coordinated Transportation Planning - \$615,143
- Berkshire County Sheriff's Office - Opioid Abuse Prevention - \$25,000
- Lenox - Municipal Vulnerability Plan - \$295,190

Grants and Contracts not received.

- None

B. Berkshires Tomorrow Inc. (BTI) Update

The board met on September 2, 2021, and approved for FY22 the Officers and Directors, the Budget of \$61,814 (attached) and other yearly administrative items.

C. Staff Update

- Andrea Goodman has been hired as a part-time Project Specialist (contact tracing for the Public Health Program. (Letter of qualifications attached)
- Heather Descoteau has been hired as a part-time Public Health Nurse. (Resume attached)
- Colin Sykes has been hired as a full-time Berkshire Public Alliance Inspector for the Public Health Program (Resume attached)

D. Rural Policy Advisory Commission Update

The Rural Policy Advisory Commission did not meet in September. The next meeting is October 8, 2021.

E. CPTC Fall Training Schedule

Citizen Planner Training Collaborative (CPTC) trainings will start in early November and run through early January. The sessions will be virtual again this year; hence the full range of training will be available to everyone.

F. BRPC Annual Report

Attached is a copy of the FY 21 BRPC Annual Report.

G. State Auditor's Report on Infrastructure Spending in Western Mass

The state Auditor is finalizing a study on the need for infrastructure investment in the counties of Berkshire, Franklin, Hampden, and Hampshire in Western Massachusetts. This report will focus on roadways, bridges, culverts, municipal buildings, and high-speed internet. It will likely be available on the Auditors' webpage, [Office of the State Auditor | Mass.gov](https://www.mass.gov/info-details/office-of-the-state-auditor) next week.

H. Other

VIII. Old Business

A. Office Space

We received plans and a draft lease for office space. The prior tenant for the space across the hall has left as of September 30th. We expect to have work ramp up soon.

B. Other

IX. New Business

A. November Commission Meeting

It is early to decide on the November Commission meeting. We have one item that needs to be on the agenda, which is approval of the CEDS annual report. Other possible agenda items include:

- A presentation on the Berkshire County Electric Vehicle Charging Station Plan

- A presentation about the State Auditors report about infrastructure funding in Western Mass
- A possible MEPA comment letter

B. Other



BRPC

Berkshire Regional Planning Commission

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

MINUTES OF THE REGIONAL ISSUES COMMITTEE

Wednesday, September 22, 2021

Hybrid Zoom Virtual Meeting/In-Person Meeting

I. Call to Order

The meeting was called to order at 3:56 pm 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 phone)
Andrew Groff, Williamstown (Present via Zoom)
John Duval, Chair of BRPC (Present via phone)

Committee Members Absent

CJ Hoss, Chair, Pittsfield

BRPC Staff Present

Tom Matuszko, Executive Director
Laura Brennan, Economic Development Program Manager
Wylie Goodman, Senior Planner

Other Attendees

Dr. Ben Tafoya, Director of Division of Local Mandates, Office of the State Auditor Suzanne M. Bump (Present via Zoom)
Carrieanne Petrik, Regional Coordinator for The Municipal Vulnerability Preparedness Program for Berkshires and Hill Towns (Present via Zoom)
Kent Lew, Chair of Select Board, Washington (Present via Zoom)

II. Approval of August 11th, 2021, Meeting Minutes

Eleanor T. moved to approve the minutes of the August 11th, 2021, meeting. Sheila I. seconded the motion.

Roll Call

Kyle H. – Yes
Andrew G. – Abstain
John D. – Abstain
Eleanor T. – Yes
Chris R. – Yes

The motion to approve the minutes of the August 11th, 2021, meeting passed.

III. State-Owned Land Payments in Lieu of Taxes (PILOT) Report

Dr. Tafoya summarized findings from the report [The Impact of the State-Owned Land PILOT](#)

[and Solar Taxation Policies on Municipalities](#), authored by Auditor Suzanne M. Bump for whom he works, and previewed a follow-up report forthcoming. He explained the purpose of his division, begun in the mid-1980s, and its link to Proposition 2, which restricted the State's ability to increase annual property taxes while documenting when the State takes action that is considered an unfunded mandate. He noted that the definition of "unfunded mandate" has changed over the years, informed by actions of the State Supreme Court, legislators, and cases brought by local petitioners. He stated that many actions lay people consider an "unfunded mandate" the law does not. In recent years, such cases have dwindled to one or two per year and the division's work has shifted to handling Municipal Impact Reports, which analyze the impact of State actions on cities and towns with one or two produced each year.

Last year, the division's report focused on State-Owned Land Payments in Lieu of Taxes, which the State had not looked at for 20 years. The reason for a re-evaluation was due to the Municipal Modernization Act, which changed the way land is appraised. In previous years, the Department of Revenue appraised land every few years by taking a baseline from when the program started then adjusting it annually by change in the overall property value rate across the State. (i.e., if property values rose 2% the value of State-owned land did in kind). Under the MMA, the legislature changed the formula from one based on a calculated State-Owned tax rate to a proportional calculation of the State-Owned land value, which made it easier for local assessors and the Department of Revenue but created a system of winners and losers based on property values, particularly if town values declined or did not grow substantively. The value of land in Western Massachusetts experienced this phenomenon and thus have seen declining State-Owned Land Value payments for many years. These towns are also more dependent on State aid than other towns in the Commonwealth. He provided Savoy and Plymouth as examples of inequity; both have the same number of State-Owned acres, but Plymouth receives eight times the reimbursement rate, due to its higher property values.

Auditor Bump sees the above as an example of the State not living up to its commitment. He recommends instead a return to the earlier calculation method to ensure towns are fully funded. Current funding is at \$30M; \$45M is what is needed which, if done, would benefit every town. In the State legislature, the appropriation increased to \$35M in the most recent FY and could increase further in the next. Additionally, property tax values increased more in Western Mass. than Eastern Mass. in the most recent FY due to pandemic buying, which gave the region a larger boost than normal.

The Auditor's office has co-sponsored legislation with Sen. Hinds and others recommending that a) the legislature appropriate more money to the PILOT program and b) the formula to calculate PILOT reimbursements be changed. The legislation is before the House and Senate. He noted that another potential change could be an adjustment to the formula recommended by Sen. Comerford to acknowledge the higher value of Western Mass.' forested land to mitigate climate change. There is also a parallel program by the Massachusetts Water Resources Authority (MWRA), a watershed protection program, that does nearly the same as the PILOT program, but which reimburses towns at higher rates. The MWRA program, located in 27 communities with 17 overlapping PILOT, covers land abutting the watershed (reservoirs, bio-ducts and more). In a cooperative agreement with DER, they pay the local commercial tax rate for the land and are reimbursed at a far higher rate than PILOT (three times higher). PILOT's other issues include anomalies in terms of the land included in the program and with the ways land enters and leaves the program that the division is recommending be re-examined. The Auditor has stated her intention to keep working with the legislature on this issue.

During the question-and-answer session, Eleanor T. provided an example from Mt.

Washington where 60% of the land in town is State-owned and 80% is protected. In FY 20 the town received \$293K+ for this 60% portion of land, meaning 3/5 of the town is undervalued. While she agrees that returning to the earlier formulation is an improvement, she also discussed the need for additional funds to cover infrastructure costs associated with maintaining roadways that the public uses at higher rates to access State-Owned lands. While she stated that Chapter 90 compensation was available for towns that provide recreation access, the State could also pursue valuing the land based on the amount of carbon sequestration it provides. She added that the aggregate formula is still insufficient because these towns have lost development potential as well on these State-Owned lands. This is particularly true given that the report discusses valuing lands under buildings as well, which means towns like Mt. Washington with only open space and no buildings are further undervalued.

Kent L. shared his and fellow residents' experience in Washington, where 70% of land is tax-exempt (only 42% of which is October Mountain State Forest; the other portion being the Pittsfield Watershed, a municipal watershed but not part of MWRA). He noted that MWRA compensation is more equitable than PILOT, in that while 28% of the town's land is owned by MWRA, the town receives 50% more compensation from that program than for the 42% of land in town affiliated with October Mt. State Forest. He also shared concerns about the aggregate rate calculation formula, due to the fact that tax rates in Western Massachusetts are generally less diverse than those of other parts of the Commonwealth because of the lower rate of economic diversification (i.e., industry, commercial) to spread the tax burden more broadly. This continues a system of underlying inequity because of variable tax rates across the Commonwealth. For example, of 32 towns in Berkshire County, 1/3 have tax rates higher than the aggregate rate, which means even the aggregate calculation reimbursements fall short of their taxable value were they in private hands. He expressed concern that the new formula will be seen as the 'fix' and therefore there will be less political will to fully compensate towns for State-owned lands' real-world value and costs (e.g., two acres of land in Orleans is valued the same as 2K+ acres of land in Chester-Blandford State Forest). As another example, he offered that the value of land in October State Forest in Lenox is higher than the same land in Washington, despite their adjacency. While the aggregate formula thus raises the mandatory reimbursement rate, it still gives more to towns with already higher valuation to begin.

Dr. Tafoya shared that the new legislation would also have a Hold Harmless Clause, meaning once a town reaches a pre-defined taxation level, the State cannot go below it. The State has also looked at different ways to amend the formula to address the above concerns, but the legislation being put forth now has the best political advantage.

Eleanor T. asked about the relative inequity of property values (i.e., Savoy/Nantucket) that contribute to richer communities receiving more while poorer towns with large swaths of State-Owned Land are valued lower, meaning the value of the town overall declines because a high percentage of land is undevelopable.

Tom M. queried about the current state of the legislative process and the likelihood of "adders," (e.g., carbon sequestration valuation). Dr. Tafoya responded that the legislation has not had a hearing yet, but that people can get in touch with Senators Adams and Comerford and Representative Blais to find out when there will be hearing to ensure the County's voices are heard (Bill#: [H2831](#) and [S1875](#)). Mr. Tafoya said calculating the added value of forests could be done relatively easily. Eleanor T. noted that the SOLAR SMART uses adders and Mr. Tafoya said some towns in the MWRA have adders, too.

Carrieanne P. offered their thoughts about climate vulnerabilities, referencing projects their coalition is working on, including one that measures carbon sequestration in Williamstown,

as well as the larger issue of “ecosystem services” provided by working lands, such as filtering water and air in addition to carbon sequestration. They also wanted to know more about whether valuation was calculated differently for contiguous vs. non-contiguous land. They noted concerns about higher transportation costs associated with, for example, getting children to school in Western Mass. towns with large, contiguous parcels of State-Owned land and the costs this adds to school budgets. Dr. Tafoya noted that the report does address concerns about how well the State manages roads in State-Owned land properties for the reason they raised.

Dr. Tafoya also previewed a new report being released in early October that addresses public infrastructure, defined as roadways, bridges, public buildings, culverts, municipal broadband and the vulnerability of these critical assets to climate change, including the roadways. The report comes out in early October. The Study looks at Western Massachusetts’ four counties (Berkshire, Franklin, Hampden, Hampshire) and examines funding mechanisms as part of the report with recommendations offered. Kyle H. shared his eagerness to read the report due to experience he has had in town meetings

Tom M. confirmed that the State Auditor is a co-signer to the legislation. To his question about how to best move the legislation forward, Dr. Tafoya recommended that BRPC call the co-sponsors’ legislative offices, particularly Chief of Staff for Sen. Hinds to understand how to best amplify the region’s concerns. Dr. Tafoya made mention of the help he received from Clete Kus in writing the report. Tom M. added that other reports on the auditor’s website are similarly beneficial for the group to read.

Tom M. asked the group how to best proceed. Kent L. expressed support for the legislation, even with the bill’s imperfections. Eleanor suggested the group prepare a comment letter to Sen. Hinds suggesting amendments to the legislation. Tom M. offered concerns that Eastern Mass. towns may be concerned about the bill’s re-distribution of funds while Eleanor T. suggested the time is ideal to propose a bold solution due to the influx of infrastructure dollars into the Commonwealth. Kent L. noted that there will never be absolute equity between regions due to geographic anomalies (i.e., Williamstown’s hills versus Plymouth’s flat land). Chris R. agreed with Eleanor T. and felt a conversation with Sen. Hinds was valuable as well as researching how other States and communities handle the issue of “adders” to see what might qualify. Eleanor felt Worcester County would be amenable to the group’s recommendations, which could increase receptiveness to amendments that further increase valuation.

Tom M. will be adding this topic to an early October meeting of the Rural Policy Advisory Commission to identify other rural regions that might be supportive of the legislation. Kyle H. wondered if Worcester County is aware of the program’s impact on non-watershed lands due to the large amount of land in the Quabbin Reservoir Watershed that the County is compensated for through MWRA. Andrew G. was in favor of Tom M.’s RPAC outreach. Tom M. will try to add PILOT to the RPAC’s next agenda. Eleanor T. asked about presenting the topic to the Berkshire Selectboard Committee. Tom M. stated the current chair is aware of the topic but he is unclear where Small-Town Administrators and Managers and MMA stand on the issue. Eleanor T. was unsure if MMA would support the legislation because they support large towns in the Eastern part of the State, while Tom M. wanted to know where they stood on the topic. Kent L. spoke with John Robertson about the issue at an earlier meeting and believes MMA should be aware; Tom M. noted John R. has retired, such that Kent L. may want to re-send his earlier letter to his successor. Kent L. remains interested in how small towns on the Cape respond to suggested changes because they may lose reimbursement (See Rural Commonwealth report – tax value of land if in private ownership compared to PILOT). Kent L. will share the report with Laura B. for distribution. Tom M. stated the PILOT issue will be discussed at the next Commission meeting and that, due to strong interest from towns, BRPC conducted broader outreach to delegates and alternates and shared the topic in the e-newsletter to expand participation. Laura B. tentatively

invited Dr. Tafoya to return for the October 27 Committee meeting to discuss the early October infrastructure report being release. Tom M. stated that, at this meeting, the group can also discuss the comment letter and report-back from the RPAC and Tom's engagement with Sen. Hinds' office

IV. Municipal Infrastructure Report – Preview

Tom M. has seen an initial draft of the report that highlights how Western Mass. has been left behind in terms of infrastructure funding.

V. Topics for Future Consideration

See above.

VI. Next Committee Meeting Date – October 27th, 2021

VII. Adjournment

Tom M. moved to adjourn the meeting. Eleanor T. seconded the motion. The meeting was adjourned at 5:08 p.m.

APPROVED Budget

Board Approved 9/2/2021

Berkshires Tomorrow Inc.
FY 2022 Operating Budget
July 1, 2021 to June 30, 2022

	Actual FY2021 Other Revenue	Approved FY2022 Other Revenue
Revenue		
Lease (BRPC & Nonprofit) computer Software	\$ 7,200	\$ 14,400
Donations/Amazon Smile	\$ 688	\$ 700
Other Income	\$ 1	\$ 0
Interest Income	\$ 22	\$ 20
Contract Fee - Administration	\$ 1,576	\$ 200 *
Other Revenue	\$ 9,486	\$ 15,320

	Advance	Grant Revenue FY21	Grant Revenue FY22
Grants/ Donations			
Supergenerians/Donations/ Tufts Advance	\$ 3,757.18	\$ 280	\$ 2,407
Berk C Taconic Foundation / Opioid	\$ -	\$ 15,000	\$ 0
BARR Foundation - BCETF/ High School Graduate	\$ -	\$ 182	\$ 0
BARR Foundation - BCETF/ High School Graduate	\$ -	\$ (182)	\$ 0
BUW Farmer Markets Equipment	\$ -	\$ (13,152)	\$ 0
BUW Farmer Markets Market Match	\$ 19,557.60	\$ 0	\$ 508
BCAC Berk Remote Learning Initiative	\$ 38,431.82	\$ 12,900	\$ 3,520
BCAC Berk Remote Learning Initiative	\$ -	\$ 2,100	\$ 0
BUW Berk Remote Learning Initiative	\$ -	\$ 15,000	\$ 8,200
BTI/BRLI/DONATION - Donations/Berkshire Learning Initiative	\$ -	\$ 43,500	\$ 21,860
BTCF/PARENT Advocacy	\$ -	\$ 5,000	\$ 0
Grants / Donations NEW		\$ 0	\$ 10,000
Grants Unsecured		\$ 0	\$ 0 *
Grant Revenue	\$ 62,465	\$ 80,628	\$ 46,494
Total Revenue	\$ 62,465	\$ 90,114	\$ 61,814

	Expense Amount	Expense Amount
Expenses - Admin		
Accounting	\$ 5,000	\$ 3,019
Administration Services	\$ 250	\$ 0
Dues & Subscriptions	\$ 75	\$ 75
Equipment/Software	\$ 2,644	\$ 3,240
Insurance Director & Officers	\$ 827	\$ 827
Interest Expense/Bank Fees	\$ 77	\$ 77
Operating Expenses	\$ 8,873	\$ 7,237
Contract Fees	\$ 1,576	\$ 200
Communication	\$ 1,941	\$ 0
Supplies	\$ 7,299	\$ 0
Other Direct/Professional Services	\$ 13,932	\$ 2,407
Subcontractor (BRPC and Others)	\$ 81,853	\$ 43,887
Project Expenses	\$ 106,600	\$ 46,494
Total Expenses	\$ 115,473	\$ 53,731

Gain/Loss	\$ (25,358)	\$ 8,083
Retained Earnings / Balance Sheet	\$ 94,092	32,240
Advance Revenue	\$ (36,494)	\$ (36,494)
Gain/Loss	\$ (25,358)	\$ 8,083
Net Income Balance Sheet (Adv Rev + gain loss)	\$ (61,852)	(28,411)
Total Capital Balance - Fund Reserve	\$ 32,240	3,830

***Grant Revenue & 2% Admin fee - Unsecured**

Contribution/Grants Applications	\$ 0 *
Unsecured - Grant Applications	\$ 0

Note: EPA Environmental Justice Small Grant Application \$75, 000 did not include very competitive.

Andrea Goodman

TO:

Berkshire Regional Planning Commission

1 Fenn St., Suite 201

Pittsfield, MA 01201

info@berkshireplanning.org

To Whom It May Concern,

I am interested in the employment opportunity for a Project Specialist for the Berkshire Regional Planning Commission, particularly in the area of disease investigation, cluster investigation and contact tracing in regards to COVID-19.

My experience includes:

Partners in Health 11/2020 to 6/2021- Full time Contact Tracer (from home)

Responsibilities: Daily calling of positive cases from Maven's MA state list (10-50 or more per day)

Filling out extensive questionnaire sheets in Salesforce

Obtaining contacts in households and workplaces and elsewhere and calling them

Referring households to Community resource services if needed (food/medicine etc..)

Advising on quarantine (contacts) and isolation (cases)

Cluster investigation involving tracing back to sources of infection

Communication with school nurses, assisted living nurses, resident facility nurses and

County Ambulance services when needed

Working with Social service organizations for cases needing extra help (homeless, etc...)

Testing and Vaccine advising

Training: Initial training of 40 hours (1 week) with ongoing protocol training of 200 or more hours in 8 months as protocols changed.

Recommendations: My supervisors were Vicky Bennet: vjbennet@gmail.com and Lucienne Sanchez: drchez@aol.com

I would be happy to work on any areas that you require that are in line with my areas of expertise as listed above.

Working full time with Partners in Health included health insurance, but I don't require it here. I am will to work as needed, as much as 20-30 hours per week. Salary requirement TBD.

Thank you for this consideration.

Andrea Goodman

PROFILE

Dedicated, compassionate Practical Nurse with over 10 years experience, eager to obtain more knowledge and apply my skills and education. Friendly, responsible and hard-working, I make every effort to provide exceptional patient care, brainstorm solutions to any and all office issues, embrace both leadership roles and working within a team, and care deeply for each and every patient.

SKILLS

ADMINISTRATIVE

- Photo-copying & Filing
- Data Processing
- Referrals
- Telephone Technique
- Admissions/Discharges
- Filing Preparation
- Medical Transcription & Coding
- Record Management
- Electronic Health Records
- Medisoft
- Meditech
- Athena
- Lytec
- E-Clinical

CLINICAL

- Phlebotomy
- Vital Signs
- Urinalysis & HCG Specimen Collection
- Injections
- Exam Room Preparation
- Exam Assisting
- Mantoux
- Trach Care & Suction
- Medication Administration
- IV Medication Administration
- G-J-Tube Medication Administration
- Wound Care
- Catheter Care
- Sterilization & Hand-Washing

EDUCATION

PRACTICAL NURSING CERTIFICATE

11/2016

MILDRED ELLEY, PITTSFIELD, MA

Related Coursework: Anatomy & Physiology I&II, Pharmacology & Dosage Calculations for Nursing, Fundamentals of Nursing Care, Maternity, Pediatric & Mental Health Nursing, Nursing Care of the Adult, Nursing Care of the Older Adult, Psychology, as well as over 500 hours of supervised clinical experience in multiple facilities

CLINICAL MEDICAL ASSISTANT CERTIFICATE

06/2001

MCCANN TECHNICAL SCHOOL, NORTH ADAMS, MA

Related Coursework: Medical Social Science, Medical Office Administration, Document Processing, Legal and Ethical Issues, as well as a three-month internship at various offices

EXPERIENCE

Medical Assistant

2007-Present

Kidney Disease & Hypertension Center, BMC, Pittsfield, MA

Pediatric Medical Assistant

03/2005 – 12/2007

Vicki Smith, MD, Pediatric & Adolescent Medicine, Pittsfield, MA

Medical Assistant

03/2004 – 12/2007

Family Practice Associates, Pittsfield, MA

Colin D. Sykes

OBJECTIVE:

To work in the environmental and/or botanical science fields – especially as it relates to my bachelor's degree in biology from Massachusetts College of Liberal Arts, my work as a City of Pittsfield health inspector, and to utilize my specialized knowledge and experience gained through completing the Cannabis Industry Certificate program at Berkshire Community College.

SUMMARY:

- Health inspector at the Pittsfield Health Department for over eight years with certifications for Title 5 Septic Installer/Inspector, ServSafe, Certified Pool and Spa Operator, Emergency Preparedness/Incident Command System and bacterial water testing.
- Completed BCC's Cannabis Industry Certificate in 2021, including interning at Berkshire Roots; Sell-SMaRT Certified and a Registered Agent with the Cannabis Control Commission
- Published biological research experience with invasive plant and animal species, & neurotransmitter control of sea anemones.
- Volunteer in the community with Berkshire Young Professionals, Citizens Academy Presenter, Berkshire Vaccine Collaborative and a Rental Housing Association of Berkshire County (RHABC) Presenter.
- Berkshire Museum Aquarium Intern.

EDUCATION:

Cannabis Industry Certificate Program, August 2021

Berkshire Community College, Pittsfield, MA

Practicum hosted by Berkshire Roots, Pittsfield, MA

Bachelor of Science in Biology, May 2011

Massachusetts College of Liberal Arts, North Adams, MA

Graduated cum Laude with a GPA of 3.2

Associate of Science in Liberal Arts, May 2009

Berkshire Community College, Pittsfield, MA

Graduated Magna cum Laude with a GPA of 3.6

EXPERIENCE:

Sanitarian at the City of Pittsfield / Lab Technician & Analyst, 2012-current

- Sanitarian (Health Inspector) at the City of Pittsfield responsible for routine inspections of housing, food, tobacco, pool, Title 5, tanning salons, tattoo parlors, and recreational camps. As the Lab Manager, also responsible for managing the collection, processing and analysis of 500 water samples per year of designated beach, pool and spa locations in Pittsfield. Additionally responsible for data reporting by submitting yearly reports of E-coli counts, or Colony Forming Units (CFUs) of said locations as well as sanitary surveys of bathing beaches to the State Department of Public Health.

Cannabis Industry Certificate Graduate, 2020-2021

- Recently completed a yearlong certificate program focused on the cannabis industry through

Colin D. Sykes

65 Cole Ave ♦ Pittsfield, MA 01201 ♦ (413) 822-9354 ♦ csykes11@gmail.com

Berkshire Community College. Completed several courses geared towards entering the industry and finished with a 45-hour practicum hosted by Berkshire Roots, an award winning cannabis dispensary and cultivation site. Hands on experience gained through rotating shifts in cultivation, processing, inventory, kitchen, retail, security, and the lab.

- Sell-SMaRT Certified
- Registered Agent with the Cannabis Control Commission

Clinic Manager/Safety Officer, 2020-2021

Berkshire Vaccine Collaborative at Berkshire Community College

- Responsible for scheduling, training and overseeing a rotating staff of clinic volunteers and managing day-to-day operations at one of Berkshire County's largest COVID-19 vaccination sites.

NCEAS Undergraduate Invasive Plant Project, 2011 - National Center for Ecological Analysis and Synthesis (NCEAS), Santa Barbara, CA

- Provided research support in data collection and analysis gathered from wildlife refuges in the US. The published study designed to determine how factors such as refuge size, elevation, habitat richness, and native species diversity might influence the spread of invasive plant species within each refuge and across the US.

Berkshire Museum Internship, 2010 to 2011 - Berkshire Museum, Pittsfield, MA

- Assisted the aquarium manager in testing water quality of both fresh and salt-water aquariums including density, temperature, pH, and nitrate levels, and furthered knowledge of care and maintenance of hard and soft corals.

Extended Travel Study to the Peruvian Amazon - BCC, Pittsfield, MA

- On an extended trip to the Peruvian Amazon, a small group of students conducted research involving the cataloging of plant and animal specimens specific to the research station and helped aid in the development of the station for future research groups.

ACHIEVEMENTS & AWARDS:

- Septic Title 5 System Inspector/Installer certifications
- ServSafe certified
- CPO (Certified Pool and Spa Operator)
- FEMA ICS 700 & 100
- Adult and Pediatric CPR/AED
- Presenter, MCLA Undergraduate Research Conference, 2010-2011
- MCLA/BCC Deans List
- Member, BCC Phi Theta Kappa Honor Society, 2007

EXTRACURRICULAR/VOLUNTEER ACTIVITIES:

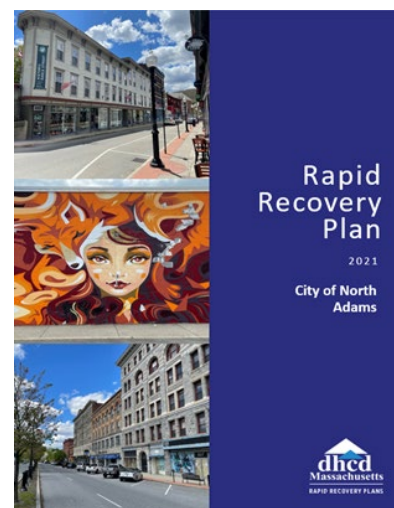
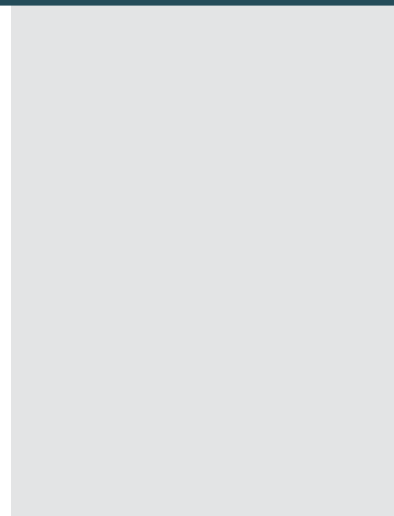
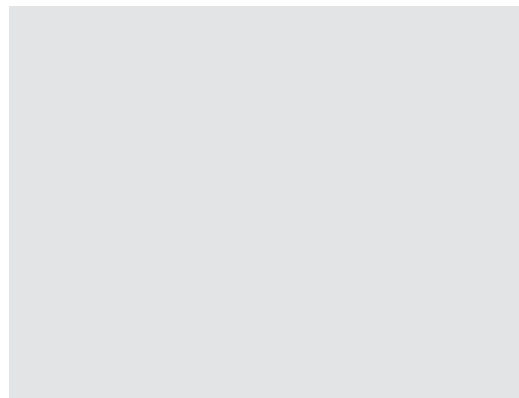
- Clinic Manager/Safety Officer, Berkshire Vaccine Collaborative, 2020-current
- Berkshire Young Professionals Member and Event Planning Volunteer, 2012-2017
- Freelance horticulturalist and cannabis cultivator
- Fresh and saltwater marine aquarist and hobbyist

References available upon request

Annual Report

FY 2021

September 30, 2021



Annual Report

FY2021



Executive Director's Comments

A full year into the COVID-19 pandemic, fiscal year 2021, demanded a unique approach to our work and operations. Aside from working remotely, BRPC had to continually adapt to constantly changing situations to deal with the public health crisis and the resulting social and economic fallout.

The Berkshire Public Health Alliance (managed by BRPC) continued coordination with weekly situation updates to the local boards of health, and deployment of hundreds of thousands of dollars of emergency funding from DPH for supplies, public health nursing staff, central coordination and coaching to health inspectors on the ever-changing regulations, and a public information campaign which included billboards, bus ads, and other signage. BRPC staff was instrumental in the Berkshire Vaccine Collaboration, an informal partnership of many organizations and individuals to provide COVID-19 vaccines at three large mass vaccination clinic sites in the Berkshires; North Adams, Pittsfield, and Great Barrington. In clinics that ran from January 11, 2021 through June 26, 2021 the collaborative provided at least 90,000 vaccination shots. There's simply no other way to put it: these efforts saved lives. The public health professionals in Berkshire County are heroes.

BRPC assisted individual businesses and non-profits during the pandemic. BRPC administered the Small Business Recovery Fund, provided by the MA Attorney General's Office, which provided reimbursements up to \$3,000 for fixed costs that could not be avoided despite an inability of the business to operate at full capacity. The program distributed \$45,000 and helped about 15 businesses. Senator Adam Hinds secured a legislative earmark for BRPC of \$250,000 which established the COVID-19 Adaptation Fund for Berkshire County. The Adaptation Fund supported both for- and non-profit organizations with grants of up to \$12,000, reimbursing rent payments, payroll, accounts payable, or documented lost sales. Preference was given to applications from BIPOC (Black, Indigenous, and People of Color)-owned businesses, a population disproportionately affected by the pandemic. Nearly 40 applicants benefited from this program, and the Adaptation Fund also awarded two \$15,000 grants to non-profits offering technical assistance to residents impacted by pandemic conditions. BRPC helped manage two large programs with the lead communities of Adams and Lenox. The Microenterprise Assistance Programs in the Northern and Southern Berkshires utilize Community Development Block Grant (CDBG) funds to support low-to-moderate income business owners with grants of up to \$25,000. Microenterprises (five or fewer employees, including the owner) make up a large portion of businesses in Berkshire County.

As important as these efforts were, BRPC was able to remain strong in our other program areas. Climate change, one of the greatest threats of our time, was given a strong level of effort both on efforts to reduce greenhouse gas emissions and well as to prepare for and adapt to the inevitable changing climate.

The Berkshire County housing crisis only worsened in the pandemic. Partnering with 1Berkshire, and working with the region's housing practitioners, BRPC initiated the development of a comprehensive housing strategy.

BRPC had a busy and successful year in FY 21 on many fronts. As the fiscal year ended in June, there was the promise that the COVID-19 pandemic was behind us. There was a collective sigh of release: we survived (literally and figuratively.) In September though, it is a different situation. COVID is still here and still strong. Looking forward to FY 22 BRPC needs to remain flexible and adaptable to respond to the continuing crisis as well as continue to deliver high quality services to the Berkshire Community.

Thomas Matuszko
Executive Director

Programs of BRPC

Community Development & Housing

BRPC supports strategies, programs and projects that strengthen our region through housing planning, housing rehabilitation and development, infrastructure improvements and the promotion of efficient use of municipal resources.

Community Planning

BRPC assists in the development of master and comprehensive plans, zoning bylaws, and other land use projects including review of site-specific development projects.

Data & Information Services

BRPC's Data & Information Services Program serves as a data, analysis, and mapping resource for our municipalities, the community, and other BRPC programs. The program can create customized maps and modeling using various digital resources at the neighborhood, municipal, and county levels. The program often conducts in-depth analysis showing current data trends and projections for the future and publishes the Berkshire Benchmarks data clearinghouse and indicators.

Emergency Preparedness Planning

BRPC guides emergency preparedness through multi-agency coordination for improved regional resiliency in two areas: public health, including public health emergency preparedness, and the natural environment, including hazard mitigation plans and municipal vulnerability assessments.

Economic Development

BRPC coordinates with federal, state, regional and local partners to pursue economic development strategies, programs, and projects that encourage investment in our region.

Environmental & Energy Planning

BRPC supports strategies, programs and projects that strengthen and protect the natural and built environment through local and regional initiatives including Brownfield's assessments and cleanups, stormwater management, climate adaptation and resiliency, clean and efficient energy, and Green Communities.

Public Health

BRPC delivers public health and wellness support through coordination of regional partnerships such as the Berkshire Public Health Alliance and BOAPC.

Regional Initiatives and Services

BRPC participates in regional initiatives related to topics such as public education and access to broadband and operates a regional Group Purchasing Program.

Transportation Planning

BRPC's Transportation Planning Program is designated as the region's Metropolitan Planning Organization in accordance with federal transportation law and is responsible for the planning and programming of all modes of transportation including highways, public transit, rail, freight, bicycles & pedestrians. This program also provides technical assistance to our communities on transportation matters.

Administration

BRPC's Administration staff provide financial management, support to Programs and Initiatives, and support to the Commission's policy body.

General Services and Operations

BRPC's Local Assessments from our Communities allowed BPRC to provide service to our communities not covered by funding sources from Federal, State, Local, Organizations or Non-Profits. Services provided are Educational Training, Environmental Reviews, Grant Writing, Maps and Local Technical Assistance.

Berkshires Tomorrow, Inc.

Our Non-Profit received funding for the Berkshire County Education Task Force efforts the Berkshire Remote Learning Initiative, Regional Services for COVID-19 Emergency Response assistance and Berkshires Opioid Addiction Prevention.

Summary of Project Activities for FY 21

COVID

The Berkshire Regional Planning Commission staff was deeply involved in response to the COVID-19 crisis. On the public health front BRPC staff served as the liaison between the state and local Boards of Health on initially preventing the spread of the virus through contact tracing and then through vaccinations. BRPC was also deeply involved with assisting businesses and non-profits survive the economic fallout from the COVID-19 crisis.

→ COVID Economic Response & Recovery

The Berkshire County Small Business Recovery Fund provided small for-profit businesses in Berkshire County with emergency assistance due to the COVID-19 pandemic.

The CDBG CV Regional Grant Program, funded by HUD, helped low to moderate income business owners adversely impacted by the 2020 Coronavirus pandemic in the form of grants. These grants served the towns of Adams, Cheshire, Clarksburg, Dalton, Florida, Hancock, Hinsdale, Lanesborough, New Ashford, Peru, Savoy, Williamstown, Windsor, Alford, Becket, Egremont, Great Barrington, Lee, Monterey, Mount Washington, New Marlborough, Otis, Richmond, Sandisfield, Sheffield, Stockbridge, Tyringham, Washington and West Stockbridge.

The Berkshire County COVID-19 Adaptation Fund provided grants to small for-profit and non-profit businesses in Berkshire County to address fixed debt, payroll, accounts payable, documented lost sales, and other working capital expenses that could have been recognized had the COVID-19 pandemic not occurred. The fund also considered applications from established non-profit organizations to support programs aimed at supporting individuals and groups of individuals impacted economically by COVID-19.

The Local Rapid Recovery Program and the Local Rapid Recovery Program Subject Matter Expert Program provided technical assistance the communities of Adams, Great Barrington, North Adams, and Williamstown to help them develop plans tailored to the unique economic challenges and immediate COVID-19 impacts that affected them.

Berkshire Regional Planning Commission, in partnership with sub awardee 1Berkshire, provided regional resiliency planning, recovery project support, economic indicator tracking, technical assistance and capacity building for businesses and municipalities, and workforce and industry support through an EDA CARES Act project which continues through early 2023.

→ COVID Public Health Response & Recovery

Over the past 18 months, Public Health Program Staff regularly provided information and technical assistance on state guidelines to local boards of health, informed state policy through local advocacy and participation in state committees, distributed emergency funds to local boards of health and provided contact tracing and COVID case management to up to 21 municipalities at a time through the Berkshire Public Health Alliance Public Health Nursing program. Public Health staff facilitated collaboration across the county for all aspects of the COVID response, including as a key member of the Berkshire Vaccine Collaborative that together provided almost 90,000 COVID vaccinations in the Berkshires.

Community Development and Housing

→ Americans with Disabilities Act

ADA Self-Evaluation and Transition Plans were developed for Becket and Stockbridge, which enabled them to identify barriers to accessibility in all municipal facilities.

→ Community Development Block Grant

Berkshire Regional Planning Commission managed several CDBG grants for Berkshire communities. CDBG Housing Rehabilitation Programs were conducted for the Towns of Cheshire, New Marlborough, Sheffield, Stockbridge, Becket, Dalton, and Otis. The Programs rehabilitated homes 30 in Cheshire, Sheffield, New Marlborough, and Otis under 2 separate grants. The average cost per rehabilitation project was approximately \$40,000. Over 100 new applications have been reviewed and up to 20 projects initiated for homeowners in Dalton, Sheffield, Stockbridge, and Becket. The CDBG Housing Rehabilitation Program provides such items as new roofs and window replacements, electrical and plumbing upgrades, heating systems and septic systems, and de-leading of properties built prior to 1978.

BRPC also managed CDBG projects in the Towns of Sheffield and New Marlborough which provided 100% designs, specifications and bid-ready documents for Architectural Barrier Removal and ADA upgrades on municipal facilities, including the Sheffield Police Station, the Bushnell-Sage Public Library, the Sheffield Town Park, and the New Marlborough Town Hall.

→ Community Development

The Berkshire Regional Planning Commission, along with the Franklin Regional Council of Governments (FRCOG), assisted in the development and implementation of the Mohawk Trail Woodlands Partnership, an initiative to provide natural resource based economic development, community sustainability and enhanced forestland conservation and stewardship in 21 communities in northern Berkshire and northwestern Franklin counties.

→ Housing

Berkshire Regional Planning Commission performed a Housing Needs Assessment for the town of Great Barrington. Working with housing professionals from across County and 1Berkshire, BRPC also initiated a region-wide strategic housing plan to deal with Berkshire County's housing crisis.

Community Planning

→ Comprehensive (Master) Planning

The Community Planning Program provided comprehensive planning services to several municipalities including assisting the Town of Washington prepare a Town Plan, a small-town scale Master Plan, finishing a Master Plan for the Town of Lenox, and initiating the development of a Master Plan for West Stockbridge.

→ Zoning

BRPC staff also assisted municipalities with zoning, including assisting North Adams with a comprehensive review and re-drafting of its zoning ordinance as well as the adoption of a 40R District. BRPC also provided Stockbridge with the regular services of an Outsource Planner, a BRPC staff member working on behalf of the town as if they were the town's planner.

The Town of Dalton worked with the Commission to integrate emergency communications and education into green infrastructure and environmental stewardship planning and implementation. BRPC assisted the Town of Lee and the Lee Youth Commission with conducting a community survey for a community center.

→ District Local Technical Assistance

Berkshire Regional Planning Commission staff provided technical assistance to member municipalities. This assistance focused on advancing municipal partnerships, planning for housing, and planning for growth. It also encouraged and enabled municipalities to work together in the achievement and/or enhancement of cost-effective service delivery or to create and sustain ongoing collaboration and consultation on issues, which were affecting the municipalities, such as land use and planning for new economic and housing growth. Projects and activities resulted in a measurable change in the municipalities, whether in law, regulation, program management, or practice. The DLTA program allowed BRPC to work both with individual communities on a wide range of items, such as housing needs assessments and affordable housing planning. It allowed BRPC to work on important regional initiatives such as support to the complete count committee, support to the Berkshire County Education Task Force, support to the Rest of River Municipal Committee for the clean-up of the Housatonic River, the initiation of a comprehensive housing strategy for the region, and the advancement of Economic Development District designation for Berkshire County.

→ Open Space Planning

Berkshire Regional Planning Commission aided the Town of Dalton in updating their Open Space and Recreation Plan and initiated an Open Space and Recreation Planning process for West Stockbridge.

Data and Information Services

→ Local Assistance - Data

Berkshire Regional Planning Commission began working with the Berkshire Leadership Impact Council (BLIC) through the Berkshire United Way to redevelop the Berkshire Benchmarks website. The process involved extensive community outreach to organizations and individuals throughout the region to develop regional indicators for the county. BRPC also provided the Town of Adams with a dedicated GIS Coordinator to perform part-time mapping services.

Economic Development

→ Outdoor Recreation Economic Development

Berkshire Regional Planning Commission provided technical assistance for establishing a climate change program and a Forestry Center at the Greylock Glen as well as aided in increasing outdoor recreation knowledge in Berkshire County. Berkshire Regional Planning Commission inventoried tourism support services and recreational assets in the region and made recommendation of facilities and services needed in the region. Also, Berkshire Regional Planning Commission staff provided planning service for the creation and promotion of mountain biking trails in Western Massachusetts.

→ Economic Development Planning

Berkshire Regional Planning Commission provided the services of an Economic Development planner to assist the Towns of Adams, Great Barrington, Lanesborough, Lenox and Richmond to advance economic development activities in these towns.

→ Economic Promotion

Berkshire Regional Planning Commission supported the operation of independent farmers markets, built capacity and increased customer volume and sales. A unified market campaign was developed to advertise the markets within the region.

Environmental and Energy Planning

→ Brownsfields Environmental Assessments

Berkshire Regional Planning Commission worked with the City of North Adams, and the Towns of Adams, Lee, and Great Barrington to serve as grant manager for their Communitywide Brownfields Assessment Grants. Sites in North Adams sites included the Windsor Mill and Greylock Mill. Adams' assessment targeted the Rt. 8 Corridor including sites such as Adams Memorial School, 5-7 Hoosac Street, 50 Commercial Street, 26 Commercial Street and Curtis Fine Papers. Lee's assessment targeted the former Schweitzer-Mauduit paper mills (Eagle, Columbia, Greylock and Niagara) along with the former Westfield River Paper Co. Great Barrington's assessment targeted sites owned by the Town or in tax arrears including Cook's Garage, Ried Cleaners, and Hong Kong Buffet/Carpenter's Variety.

→ **Brownsfields Environmental Cleanup**

Berkshire Regional Planning Commission assisted the Town of Adams in managing an EPA Brownfields Cleanup Grant to remediate the Hoosac Valley Coal and Grain site. In addition, BRPC is serving as grant manager for an EPA Brownfields Cleanup Grant awarded to the Town of Great Barrington to remediate the Ried Cleaners site, which recently underwent a soil removal action conducted by EPA Emergency Response.

→ **Brownsfields Environmental Revolving Loan Fund**

Berkshire Regional Planning Commission has established a Revolving Loan Fund to lend funds for cleanup activities. This fund may fill funding gaps in the financial mix of a project. Loans have been awarded to GreylockWORKS for remediation activities at Greylock Mill in North Adams. In FY21 a sub-grant was awarded to the City of North Adams for remediation at the former Sun Cleaners on River Road.

→ **Climate Adaptation and Resiliency**

Berkshire Regional Planning Commission provided technical and planning services to assist Clarksburg, North Adams, New Marlborough, Otis, Peru, and Mount Washington to prepare Hazard Mitigation Plans to meet the requirements of the Federal Emergency Management Agency (FEMA.) BRPC is also aiding the Towns of Otis, Cheshire, and Mount Washington in completing the Municipal Vulnerability Preparedness (MVP) planning process. In Monterey, BRPC provided grant administration and community outreach/educational services for the design phase of a Route 23 culvert replacement project.

Berkshire Regional Planning Commission provided support and leadership to several efforts in the Mohawk Trail Woodlands Partnership area, including overall grant management and support for the Mohawk Trail Woodland Partnership Regional Adaptation & Resilience Project, which is working with municipalities and landowners to achieve greater resilience of the forests to withstand climate change.

→ **Energy**

Berkshire Regional Planning Commission worked with municipalities to increase knowledge of clean energy technologies and programs and expanding access to clean energy technology for the Commonwealth's low-income residents. BRPC also provided clean energy planning and program management to Berkshire County municipalities, including Adams, Becket, Cheshire, Great Barrington, Lanesborough, Monterey, North Adams, Peru, Richmond, and West Stockbridge.

→ **Environmental Municipal Services**

Berkshire Regional Planning Commission served as the agent for the five Rest of River municipalities Lenox, Lee, Stockbridge, Great Barrington, and Sheffield.

→ **Stormwater**

Berkshire Regional Planning Commission provided professional planning assistance to the Towns of Adams, Dalton and Lanesborough to maintain compliance with the NPDES Phase II General Permit. BRPC also provided regional assistance that further the goals of the Nonpoint Source Program especially objectives and milestones identified in the 2020-2024 Massachusetts Nonpoint Source Management Program Plan.

General Services and Operations

→ Local Assistance

Berkshire Regional Planning Commission provided local assistance through the funds received from Community assessments.

BRPC prepared advisory comments for the Secretary of Energy and Environmental Affairs and local permitting boards/commissions to projects subject to Massachusetts Environmental Policy Act (MEPA) review.

BRPC provided technical assistance to local municipalities, nonprofit organization, and institutions to prepare, write and administer grant applications to a wide range of public or private funding sources.

Provided technical assistance to the region's municipalities about a host of planning related topics, ranging from procedural issues related to zoning, review of development projects, requests for demographic and land use information and request for GIS and other maps.

Provided support to the Western Mass Historical Commission Coalition.

→ Mapping Services

Berkshire Regional Planning Commission provides maps to the public as requested on a fee basis.

Public Health

→ Public Health Drug Addiction Prevention

Berkshire County Community Engagement & Response Program worked with the existing emergency preparedness coalition and newly engaged community partners to do a series of community workshops and design a blood-borne pathogen (HIV) community response plan. Through the Overdose Data to Action, program post-overdose engagement strategies for the Northern Berkshire region were implemented. BRPC's Public Health Program also reconvened the countywide hepatitis C working group and worked with clinical partners to engage more physicians/clinical partners in providing treatment for hepatitis C.

→ Public Health Opioid Abuse Prevention

Berkshire Regional Planning Commission, through the Berkshire Public Health Alliance, coordinated the Berkshire Opioid Abuse Prevention Collaborative to prevent and reduce unintentional deaths and non-fatal hospital events associated with opioid poisonings throughout Berkshire County. BRPC, via the Berkshire Opioid Addiction Prevention Collaborative, is one of the 16 groups across the state being funded by Boston Medical Center to participate in a research study in reducing opioid deaths.

→ Public Health Emergency Preparedness Services

Berkshire Regional Planning Commission was the fiduciary agent for the Berkshire County Boards of Health Association (BCBOHA) acting as the Berkshire Public Health Emergency Preparedness (PHEP) Coalition which assists local Boards of Health in Berkshire County to prepare for emergencies and disasters. BRPC helps support Berkshire and Franklin Medical Reserve Corps (MRC) which provided thousands of hours to the COVID vaccination clinics, as well as to other COVID efforts. BRPC also worked on several Western Region Homeland Security Advisory Council

(WRHSAC) projects, including developing plans for non-pharmaceutical interventions (NPI) to prevent infectious disease and the development of a scope of services for a consultant to conduct an After-Action process for western MA responders.

→ Public Health Food Protection Services

Berkshire Regional Planning Commission staff and Berkshire Public Health Alliance inspectors provided a research report for communities to modify, adopt, and implement written policies that meet FDA Standard 3 for food protection. Communities in the Regional Food Safety and Inspection program enhanced regional local regulatory environment for food inspections. BRPC has also been able to implement on-line permitting in several additional communities this year, including Windsor, Peru, Richmond, and Washington.

→ Public Health Inspectional Services

Berkshire Regional Planning Commission served as the fiduciary agent to the Berkshire Public Health Alliance to implement a regional Public Health Inspectional Program. The Alliance also received a Public Health Excellence grant from the state DPH at the end of FY 21, which encouraged municipalities to share public health services and build toward a more comprehensive set of shared public health services. This will allow the Alliance to hire a coordinator and an additional inspector. The municipalities served in fiscal year 2021 were Becket, Dalton, Egremont, Lanesborough, Middlefield, Peru, Pittsfield, Richmond, Washington, and Windsor.

→ Public Health Nursing Services

Berkshire Regional Planning Commission served as the fiduciary agent to the Berkshire Public Health Alliance to implement a regional Public Health Nursing Program. The Berkshire Public Health Alliance, through the Public Health Nursing Program was heavily engaged in the COVID-19 crisis, initially providing contact tracing services, providing guidance to local Board of Health, and then helping to coordinate and administer large-scale vaccination clinic. Due to COVID, the Public Health Nursing program at one point grew from 10 municipalities to 22. The municipalities served in fiscal year 2021 were Becket, Cheshire, Clarksburg, Dalton, Egremont, Florida, Great Barrington, Lee, Lenox, Middlefield, New Ashford, North Adams, Otis, Peru, Pittsfield, Sandisfield, Savoy, Stockbridge, Tyringham, Washington, Williamstown, and Windsor.

→ Community Health Improvement Planning

BRPC acted as the backbone agency for the County Health Initiative (CHI) which consists of decision-makers from Northern Berkshire Community Coalition, Berkshire Health Systems, the City of Pittsfield Health Department, Tri-Town Health Department, the Southern Berkshire Rural Health Network and Volunteers in Medicine. The CHI worked on developing Community Health Improvement Plan (CHIP) for Berkshire County. This is a five-year project, including implementation of the plan once completed.

→ Grey to Green

The Pittsfield Grey to Green Project is a five-year effort to engage the community and prioritize green planning in a social and racial justice context to remove barriers to health. Partners included Habitat for Humanity and Working Cities, 18 Degrees and the City of Pittsfield.

Regional Initiatives and Services

→ Municipal Services (General Government)

Berkshire Regional Planning Commission managed an online burn-permitting program with area Fire Departments as well as managed the Berkshire Regional Group Purchasing Program, which assisted 26 Berkshire communities in the procurement of road, energy, and winter materials and services. The BRGPP executed and continues to manage contracts with 25 vendors on behalf of Berkshire municipalities.

→ Municipal Services (Education - Berkshire County Education Task Force)

Berkshire Regional Planning Commission supported the Berkshire County Education Task Force in developing the solutions for improvement across the board in the Berkshire communities. Funds were provided to help school districts in Berkshire County procure an online learning platform and support the Berkshire Remote Learning Initiative (BRLI).

Transportation

Berkshire Regional Planning Commission provided staff support to the Berkshire Metropolitan Planning Organization who developed and endorsed the Transportation Improvement Program (TIP) and the Unified Planning Work Program. Over this past year, transportation staff have focused their attention on developing an Electric Vehicle and Charging Infrastructure plan, working on bicycle and pedestrian planning efforts in North Adams and Pittsfield, and conducting community wide pavement assessments. Staff has also been actively involved in the Transportation Climate Initiative advocating for the interests of rural communities and protecting their interests.

→ Bicycles & Pedestrians

Berkshire Regional Planning Commission served as the fiduciary agent for the Berkshire Bike Path Council in promoting the development of bicycle facilities in Berkshire County. The North Adams Downtown Circulation Plan, developed by BRPC with City staff, examined the future Berkshire Bike Path, which is expected to pass through the North Adams downtown as well as addressing long-term transportation needs.

→ Complete Streets

Berkshire Regional Planning Commission assisted in a Complete Streets Prioritization Plan for the Town of Otis.

→ Pavement Conditions

Berkshire Regional Planning Commission provided pavement condition assessments for the Towns of Lanesborough, Washington, and Becket.

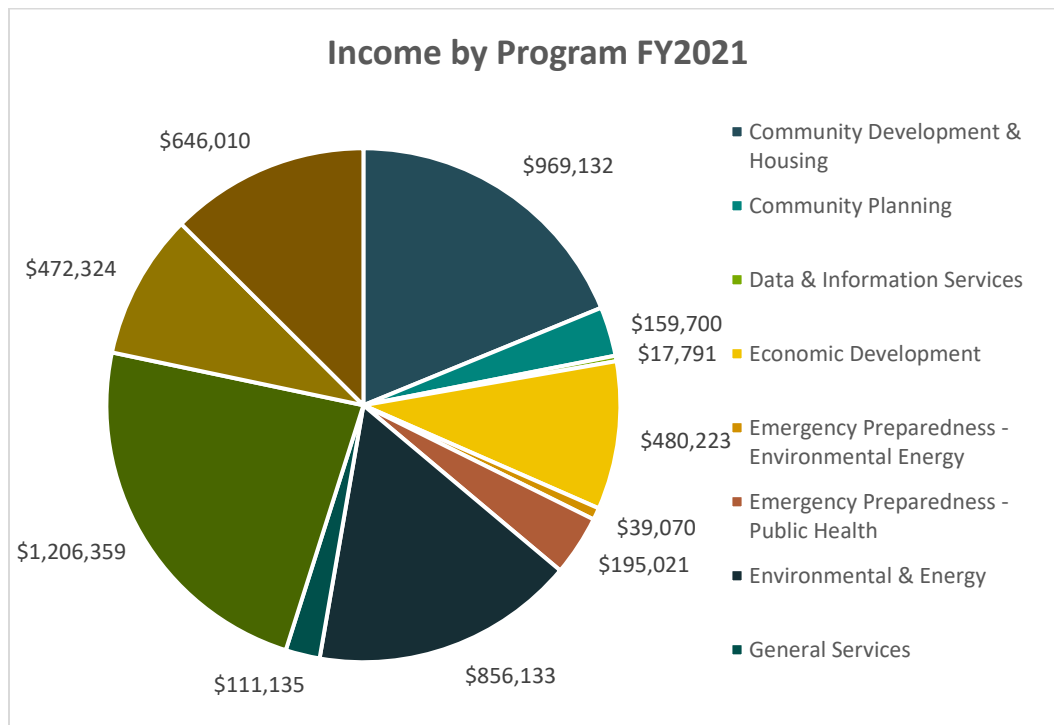
Finance and Administration

BRPC's closed our Fiscal Year 2021 in a strong position. FY2021 Revenue of \$5.1 million dollars came from funding sources from Federal and State grants, Local, Organizations or Non-Profits agreements. BRPC managed 122 contracts in FY2021.

BRPC's funds supported a broad range of services and technical expertise under each of our Programs. Our programs allowed BRPC to provide leadership and assistance to the County's municipalities, organizations, and citizens in achieving countywide inter-relationships, prosperity, opportunities, quality of life, strength, and vibrancy.

Independent Audit

Our FY2021 independent Audit has yet to be completed. Our un-audited statements show BRPC's expenditures to be within budget with a surplus in our general operation fund.



Income in FY2021 totaled \$5,152,897

Commission Delegates and Alternates

Adams

Delegate—Michael Mach
Alternate—John Duval

Alford

Delegate—Alexandra Glover
Alternate—Shirley Mueller

Becket

Delegate—Robert Ronzio
Alternate—Alvin Blake

Cheshire

Delegate —Peter Traub

Clarksburg

Alternate—Ron Boucher
Delegate – Greg Vigna

Dalton

Delegate—Daniel Esko
Alternate—John Boyle

Egremont

Delegate—Ed Regendahl
Alternate—Zack McCain III

Florida

Delegate—Jon Oleson
Alternate—Cynthia Bosley

Great Barrington

Delegate—Pedro Pachano
Alternate—Malcolm Fick

Hancock

Delegate—Christie Moran

Hinsdale

Delegate—James Sullivan
Alternate—Dan Brown

Lanesborough

Alternate—Gwen Miller
Delegate—Barb Davis-Hassan

Lee

Delegate—Buck Donovan
Alternate—Matthew Carlino

Lenox

Delegate—Lauren Franzoni
Alternate—Pamela Kueber

Monterey

Delegate—Nancy Marcus

Mt Washington

Delegate – Bill Short
Alternate—James Lovejoy

New Ashford

Delegate—Mark Phelps
Alternate—Kevin Flicker

New Marlborough

Delegate – Bob Hartt
Alternate—Mark Carson

North Adams

Delegate—Kyle Hanlon
Alternate—Lisa Blackmer

Otis

Delegate—Harold Kobrin
Alternate—Larry Southard

Peru

Delegate—Samuel Haupt

Pittsfield

Delegate—Sheila Irvin
Alternate—CJ Hoss

Richmond

Delegate—Pete Lopez
Alternate—Fred Schubert

Sandisfield

Delegate—John Field

Savoy

Delegate—John Tynan
Alternate—Bill Drosehn

Sheffield

Delegate—Kenneth Smith
Alternate—Rene Wood

Stockbridge

Delegate—Nancy Socha
Alternate—Nina Ryan

Tyringham

Delegate—Amanda Hamilton
Alternate—Sarah Hudson

Washington

Delegate—Don Gagnon
Alternate—Lisa Peltier

West Stockbridge

Delegate—Dana Bixby
Alternate—Eric Shimelonis

Williamstown

Delegate—Dante Birch
Alternate—Roger Bolton

Windsor

Delegate—David Zink
Alternate—Doug McNally

BRPC Committee Membership

Executive Committee

Staff: Thomas Matuszko, Executive Director

Kyle Hanlon, Chair (North Adams)
John Duval, Vice Chair (Adams)
Sheila Irvin, Clerk (Pittsfield)
Malcolm Fick, Treasurer & Finance
Committee Chair (Great Barrington)
Rene Wood, Commission Development
Committee Chair (Sheffield)

Roger Bolton, Environmental Review
Committee Chair (Williamstown)
CJ Hoss, Regional Issues Committee Chair
(Pittsfield)
Buck Donovan, At-Large
Sam Haupt, At-Large Transportation
Expert (Peru)

Commission Development Committee

Staff: Thomas Matuszko, Executive Director

René Wood, Chair (Sheffield)
Sarah Hudson (Tyringham)
John Duval (Adams)

Pedro Pachano Vice Chair (Gt. Barrington)
Buck Donovan (Lee)
Kyle Hanlon (North Adams) (Ex-Officio)

Environmental Review Committee

Staff: Melissa Provencher, Program Manager

Roger Bolton, Chair (Williamstown)
Mark Smith (Lenox), Vice Chair (Non-
Commission member)
Malcolm Fick, (Gt. Barrington)
John "Jack" Hickey (Lanesborough)
Edward Holub (Dalton)

Kate Fletcher (Stockbridge) (Non-
Commission member)
Sarah Hudson (Tyringham)
Eleanor Tillinghast (Mt. Washington) (Non-
Commission member)
Kyle Hanlon (North Adams) (Ex-Officio)

Finance Committee

Staff: Marianne Snizek, Office Manager

Malcolm Fick, Chair & Treasurer (Gt.
Barrington)
John Duval (Adams)
Sam Haupt (Peru)

Sheila Irvin (Pittsfield)
Malcolm Fick, (Gt. Barrington)
Kyle Hanlon (North Adams) (Ex-Officio)

Regional Issues Committee

Staff: Laura Brennan, Senior Planner

CJ Hoss, Chair
Andrew Groff (Williamstown) (Non-
Commission member)
Sheila Irvin (Pittsfield)

Chris Rembold (Gt. Barrington)
Eleanor Tillinghast (Mount Washington) (Non-
Commission member)
Kyle Hanlon (North Adams) (Ex-Officio)

Berkshire Brownfields Committee

Staff: Melissa Provencher, Program Manager

Voting Members

Sheila Irvin, Chair, (Pittsfield)
Jim Byrne, EPA
Rebecca Ferguson or Donna Cesan, (Adams)
Marilyn Hansen, Lee Community
Development Corporation
Nate Joyner or CJ Hoss, (Pittsfield)
Ben Lamb, 1Berkshire

Tom Matuszko, BRPC
Mike Nuvalle, (North Adams)
John Olander, Berkshire County Boards of Health
Chris Rembold, (Gt Barrington)
Rebecca Slick or Ken Walto, (Dalton)

Non-voting Members

Caprice Shaw, MA DEP
Rich Griffin, Mass Development

Comprehensive Economic Development Strategy Committee Staff: Laura Brennan, Sr. Planner

Kyle Hanlon, Chair, (North Adams)
Roger Bolton, Vice-Chair, BRPC Alternate
(Williamstown)
Laurie Mick, PERC
Heather Boulger, MassHire Berkshire
Workforce Board; Alternate Shannon Zayac
Michael Ferry, Berkshire Bank; Alternate Mike
Hoffman, TD Bank
Keith Girouard, Mass. Small Business
Development Center
Lesley Herzberg, Berkshire History

J. Michael Hoffman, TD Bank
Ben Lamb, 1Berkshire; Alt. Jonathan Butler
Jim Lovejoy, BRPC Alternate (Mt. Washington)
Mike Nuvalle (North Adams); Alt. Zachary Feury
Cynthia Pansing, Berkshire Ag Ventures
Ian Rasch, Alander Construction
Chris Rembold, Town Planner (Gt Barrington)
Deanna Ruffer, Dept. of Community
Development (Pittsfield); Alt. Michael Coakley
Ben Sosne, Berkshire Innovation Center
Christina Wynn, Berkshire Community College

Commission Representatives to Related Groups

Westfield River Wild and Scenic Advisory Committee–Marie Raftery (Stockbridge)

Berkshire Metropolitan Planning Organization–Chair Kyle Hanlon (North Adams); Alternate-Sam Haupt (Peru)

Mohawk Trail Woodlands Partnership Project Advisory Committee–Kyle Hanlon (North Adams)



MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: October 1, 2021

RE: **August 2021 Assistance Activities**

This report highlights technical assistance provided by BRPC staff for July 2021. This assistance was in response to requests identified in the Board/Organization column. Responses were supported by local assessment or grant funds, if available and permitted by the funding agencies. This report is intended to inform municipal officials about how local assessment funds are used and indicate the types of local and technical assistance BRPC can provide. If assistance may be useful to your community, please feel free to contact us for details.

Town/City/State	Municipal Technical Assistance	Board/Organization
Cheshire	2015 zoning bylaw and amendments	Planning Board

Assistance Recipient	Non-Municipal Technical Assistance	Organization
None		