



**BRPC**  
Berkshire Regional Planning Commission

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

### MEETING NOTICE

There will be a meeting of the  
EXECUTIVE COMMITTEE  
of the  
BERKSHIRE REGIONAL PLANNING COMMISSION  
Thursday, November 04, 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](http://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 October 7, 2021\* (4:05)
- III. Financial Reports (4:10)
  - A. October 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. Approval to Enter into a Contract with Housatonic Valley Association for Churchill Brook Culvert Replacement Outreach Services
  - B. Approval to Enter into a Contract with Housatonic Valley Association for Municipal Culvert Replacement Cooperative Project Support
  - C. Approval to Submit a Grant Application to the Citizen's Citizens' Housing and Planning Association
  - D. Approval to Submit Grant Application to U.S. Environmental Protection Agency for Brownfields Assessment Funding
  - E. Approval to Dispose of Surplus Property

**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

F. Other

- VI. Committee Reports (4:25)  
A. Regional Issues Committee  
B. Other
- VII. Executive Director's Report (4:30)  
A. Report on New Contracts / Agreements  
B. Berkshires Tomorrow Inc. Update  
C. Staff Update  
D. Rural Policy Advisory Commission Update  
E. CPTC Fall Training Schedule  
F. State Auditor's Report on Infrastructure Spending in Western Mass  
G. Moving Together Conference  
H. Census Data Product Comments  
I. 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 October 7, 2021 Executive Committee Meeting
- October Expenditures Report
- October Receivables Report
- October Line of Credit Report
- Memo – November 4, 2021 Executive Committee Agenda Items
- Resume – Vanessa Oeien
- Resume – June Axt
- Resume – Paula Downer
- Resume – Chris Brown
- Resume - Seth Jenkins
- CPTC Training Schedule
- Comment letter on Western Mass Infrastructure spending
- Moving Together Conference Information
- Census Data Products comment letter
- Memo – September 2021 Technical Assistance

\* Items Requiring Action



**DRAFT EXECUTIVE COMMITTEE MINUTES**

Thursday, October 7, 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 4:02 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.

**B. Roll Call:**

Read by Office Manager Marianne Sniezek:

John Duval, Chair, Adams Alternate

Malcolm Fick, Vice Chair, Great Barrington Alternate

Sheila Irvin, Clerk, Pittsfield Delegate

René Wood, Commission Development Chair, Sheffield Alternate

Roger Bolton, Environmental Review Committee Chair, Williamstown

Alternate – 4:26 p.m. arrival

CJ Hoss, Regional Issues Committee Chair, Pittsfield Alternate

Kyle Hanlon, North Adams Delegate, At-Large

Sam Haupt, Peru Delegate; At-Large

Others Present: Christine Rasmussen Stockbridge Alternate; Al Blake Becket Alternate; Barbara Davis-Hassan Lanesborough Delegate; Tom Hutcheson, Dalton Town Manager; Brittany Polito, iBerkshires; Molly (no additional information)

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

**C. Approval of Minutes of Executive Committee Meeting on September 2, 2021**

Sheila Irvin moved to approve the minutes of the September 2, 2021 meeting with corrections suggested by René Wood. The motion was seconded by Kyle Hanlon and approved by roll call vote from John Duval, CJ Hoss, Malcolm Fick, Sheila Irvin, René Wood, Sam Haupt, and Kyle Hanlon.

**II. Financial Reports**

**A. September Expenditures Report**

René Wood moved to approve the September Expenditures report, and Sam Haupt seconded the motion. The report was approved by roll call vote from

John Duval, CJ Hoss, Malcolm Fick, Sheila Irvin, René Wood, Sam Haupt, and Kyle Hanlon.

## **B. Accounts Receivable Report & Assessments**

Committee members noted receivables increased for September. It was suggested that contracts could be changed to read "services payable in advance" as most towns receive funding well before BRPC finishes the work. Executive Director Tom Matuszko explained the following:

- Lanesborough's FY21 stormwater project payment was delayed by the transition to a new town manager. Payment needs approval at a special town meeting in December. Barb Davis-Hassan will follow up to ensure it is on the warrant.
- Public Health invoices are problematic in that they are usually paid quarterly, which delays payments. Solutions are being considered.
- The Stockbridge invoice is related to the delivery of a final report pending edits. Christine Rasmussen noted that a new Accountant started in July, so there may have been communication mishaps. She will follow up to ensure payment.

## **C. Line of Credit Report**

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

## **D. Other - Powerhouse Square Brownfields Loan**

Tom Matuszko reported that BRPC is optimistic about repayment and following up with Powerhouse Square about the Brownfields loan. Per the recommendation of BRPC's attorney, BRPC sent a letter asking for information on sales of units. There has been no response.

## **III. Delegate & Alternate Issues**

There were no Delegate & Alternate issues.

## **IV. Items Requiring Action - None**

## **V. Committee Reports**

### **A. Regional Issues Committee**

The Regional Issues Committee met on September 22, 2021. The main agenda items were the State Auditor's report on municipal infrastructure and the PILOT Program (State-Owned Land Payments in Lieu of Taxes). The committee is drafting a support letter for PILOT. Unapproved draft minutes were attached to the meeting material that was distributed.

Tom said that Dr. Ben Tafoya from the State Auditor's office gave a great presentation on the report: *Public Infrastructure in Western Massachusetts: A Critical Need for Regional Investment and Revitalization*. Dr. Tafoya will present at tomorrow's Rural Policy Advisory Committee Meeting and again at the Regional Issues Committee meeting Wednesday, October 27 @ 4:00



p.m. The Zoom link is posted via BRPC's events calendar and the Agendas & Minutes page.

## **B. Comprehensive Economic Development Strategy (CEDS) Committee**

The CEDS committee met on September 29, 2021. Draft unapproved minutes were not yet available for distribution. The main agenda items were reviewing the EDA CARES Act award activities, adding eight priority projects and removing two projects, and 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.

## **C. Other - None**

# **VI. Executive Director's Report**

## **A. Report on New Contracts/Agreements**

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

- 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 FY22 Officers and Directors, the budget of \$61,814 (which was attached to the meeting material), and other yearly administrative items. Tom Matuszko explained that the budget would be lower in FY22 since Berkshire Community College will be the fiscal agent for the Berkshire County Education Task Force (BCETF). The bulk of BTI's grants were for BCETF.

## **C. Staff Update**

- Andrea Goodman was hired as a part-time Project Specialist (contact

tracing for the Public Health Program. (Letter of qualifications was attached with the meeting material.)

- Heather Descoteau was hired as a part-time Public Health Nurse. (Resume was attached with the meeting material.)
- Colin Sykes was hired as a full-time Berkshire Public Alliance Inspector (Resume was attached with the meeting material.)

#### **D. Rural Policy Advisory Commission Update**

The Rural Policy Advisory Commission did not meet in September. The next meeting is on October 8, 2021. Executive Director Tom Matuszko noted that the State Auditor's municipal infrastructure report is very important. It verifies that western Massachusetts has been at the "short end" of state funding streams. This affects roadways, culverts, bridges, municipal buildings like town halls, police stations, public works buildings, and broadband internet. State Auditor Bump recommends using ARPA funds to invest in western Mass. Tom is organizing support for the proposal, including the Berkshire legislative delegation, town managers, 1Berkshires and the business community, select board members, DPW leaders, police, and the other regional planning commissions. Input needs to be provided very quickly as the legislature will make final decisions about ARPA funding soon.

Meeting participants discussed the importance of supporting PILOT and how towns don't have grant writers to go after funds, so equity in funding needs to include grant writing services. Meeting participants noted that Representative Barrett is the Vice Chair of the ARPA committee. A hopeful sign is that the Chapter 90 formula may be based on town road miles vs. population. The Berkshires will likely lose a state representative due to redistricting. Organizations like BRPC need to advocate for the region.

#### **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 trainings will be available to everyone.

#### **F. BRPC Annual Report**

A copy of the FY 2021 Annual Report was in the meeting materials.

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

The State Auditor has released a study on the need for infrastructure investment in Berkshire, Franklin, Hampden, and Hampshire Counties of Western Massachusetts. This report focused on roadways, bridges, culverts, municipal buildings, and high-speed internet. It was available on the Auditors' webpage, [Office of the State Auditor | Mass.gov](https://www.mass.gov/info-details/office-of-the-state-auditor). Discussion about this topic was reported in the Regional Issues Committee report above.

#### **H. Build Back Better Grant Program**

This very competitive EDA grant program has the potential to provide \$25-\$100 million for "game-changing activities" in "industry clusters." BRPC is

collaborating with City of Pittsfield, MCLA, BCC, planning organizations across the state, and others to address cyber security. Phase I of the application, to fund the planning of Phase 2, is due October 19. The proposal is to create an education and training pipeline to ensure that businesses have access to specific cyber security measures.

## **VII. Old Business**

### **A. Office Space Update**

BRPC received plans and a draft lease for office space. The prior tenant left on September 30. Unfortunately, work won't be completed by December 1. It will be inconvenient as new staff comes on board and space is limited.

### **B. Other**

## **VIII. New Business**

### **A. November Commission Meeting**

Potential topics for the November Commission meeting are below. The CEDS annual report will need to be approved.

- A presentation on the Berkshire County Electric Vehicle Charging Station Plan
- A presentation about the State Auditors report about infrastructure funding in Western Mass could be repeated due to its importance (this will happen at the October Regional Issues Committee meeting).
- A possible MEPA comment letter

### **B. Other**

## **IX. Adjournment**

Kyle Hanlon motioned to adjourn the meeting at 4:42 p.m., seconded by René Wood and unanimously approved.

### **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

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From October 1, 2021 to October 31, 2021

Filter Criteria includes: Report order is by Date.

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>DEPT</u>	<u>DEPARTMENT DESCRIPTION</u>	<u>EXPENSE</u>
15542	10/1/21	MUTUAL OF OMAHA	560.02	40 ADMIN	Admin	Life: STD; LTD
15543	10/1/21	BERKSHIRES TOMORROW, INC.	3,600.00	40 ADMIN	Admin	Software Lease
15544	10/1/21	MASS STATE BOARD OF RETIREMENT	8,363.48	---	---	Retirement
15545	10/1/21	THE COOPER CENTER, LLC	4,557.00	40 ADMIN	Admin	Rent
15546	10/1/21	CITY OF PITTSFIELD	375.00	40 ADMIN	Admin	Parking
15547	10/4/21	STEPHEN MURRAY	5,137.50	585 NBCC/OD2A	Northern Berkshire Community Coalition - Overdoes Data to Action	Subcontractor
15548	10/4/21	MIHA HEALTH BENEFITS TRUST	2,019.79	40 ADMIN	Admin	Dental Insurance
15549	10/4/21	MIHA HEALTH BENEFITS TRUST	45,798.35	40 ADMIN	Admin	Health Insurance
15550	10/4/21	NEW ENGLAND RURAL HEALTH ASSOC	200.00	585 NBCC/OD2A	Northern Berkshire Community Coalition - Overdoes Data to Action	Meetings
15551	10/4/21	BERKSHIRE SPRINGS	249.90	40 ADMIN	Admin	Water
EFT	10/5/21	ASANA	280.25	469 PHOA	Public Health Operating Allowance	Project Mgr Software
1057	10/5/21	CITY OF NORTH ADAMS	5,675.00	166 EPA/RLF	Brownfields Revolving Loan Fund	Grant
1058	10/5/21	TOWN OF GREAT BARRINGTON	331.66	166 EPA/RLF	Brownfields Revolving Loan Fund	Grant
EFT	10/5/21	AMAZON.COM	49.99	40 ADMIN	Admin	Supplies
CCARD	10/6/21	SUNDAY RIVER RESORT	156.04	585 NBCC/OD2A	Northern Berkshire Community Coalition - Overdoes Data to Action	Meetings
EFT	10/6/21	JOBNEEDLE.COM	59.00	40 ADMIN	Admin	Job Ad
15552	10/7/21	AAIM TRAINING AND CONSULTING LLC	48.00	40 ADMIN	Admin	Background Checks
15553	10/7/21	DARBY BAYNE	250.00	533 FCSD/OJJDP	Franklin County Sheriffs Dept/Office of Juvenile Justice Delinquency Prevention (Opioid)	Meetings
15554	10/7/21	BECKS PRINTING	762.00	533 FCSD/OJJDP	Franklin County Sheriffs Dept/Office of Juvenile Justice Delinquency Prevention (Opioid)	Printing
15555	10/7/21	VALERIE BIRD	368.48	---	Varied Projects	Expense Report
15556	10/7/21	MARJORIE COHAN	385.00	167 BBPC	Berkshire Bike Path Council	Printing
15557	10/7/21	MEREDITH DUS	250.00	533 FCSD/OJJDP	Franklin County Sheriffs Dept/Office of Juvenile Justice Delinquency Prevention (Opioid)	Meetings
15558	10/7/21	GLAXOSMITHKLINE PHARMACEUTICALS	339.14	284 BPHN/PHN	Public Health Nursing Program	Vaccine Supplies
15559	10/7/21	BENJAMIN HEIM	1,000.00	533 FCSD/OJJDP	Franklin County Sheriffs Dept/Office of Juvenile Justice Delinquency Prevention (Opioid)	Meetings
15560	10/7/21	CHARLES KANIECKI	36.80	---	Varied Projects	Expense Report
15561	10/7/21	DAVID W. KELLEY	450.00	40 ADMIN	Admin	Cleaning
15562	10/7/21	SABRINA LEWIS	250.00	533 FCSD/OJJDP	Franklin County Sheriffs Dept/Office of Juvenile Justice Delinquency Prevention (Opioid)	Meetings

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15563	10/7/21	MASS FIRE TECHNOLOGIES, INC	64.50	40 ADMIN	Admin	Inspections
15564	10/7/21	NEW ENGLAND RURAL HEALTH ASSOC	225.00	585 NBCC/OD2A	Northern Berkshire Community Coalition - Overdoes Data to Action	Meetings
15565	10/7/21	KAILYN SORRENTINO	250.00	533 FCSD/OJJDP	Franklin County Sheriffs Dept/Office of Juvenile Justice Delinquency Prevention (Opioid)	Meetings
15566	10/7/21	UNIVERSITY OF MASSACHUSETTS	29,227.62	622 USDA/FS/MTWPPFSC	USDA Forest Services - Mohawk Trail Woodlands partnership Forest Services Progran Forest Resilience Carbon Storage	Subcontractor
EFT	10/13/21	CODE42	9.99	40 ADMIN	Admin	Computer Software
EFT	10/13/21	ZOOM VIDEO COMMUNICATIONS, INC.	40.00	40 ADMIN	Admin	Dues/Subscriptions
EFT	10/14/21	AMAZON.COM	1,499.99	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Computer Supplies
EFT	10/14/21	AMAZON.COM	29.62	650 DPH/SS	Public Health Excellence for Shared Services grant program	Computer Supplies
EFT	10/14/21	AMAZON.COM	1,199.99	650 DPH/SS	Public Health Excellence for Shared Services grant program	Computer Supplies
15567	10/18/21	JOHN A SAARI, LLC	1,625.00	522 CHS/NMB/CDBG18	Cheshire CDBG	Subcontractor
15568	10/19/21	TD BANK	150.00	40 ADMIN	FDA-Food Safety Regional Food Safety Permitting and Inspection	Voided
15568V	10/19/21	TD BANK	-150.00	Voided	Voided	Voided
15569	10/19/21	TPX COMMUNICATONS	946.50	40 ADMIN	Admin	Voided
15569V	10/19/21	TPX COMMUNICATONS	-946.50	Voided	Voided	Voided
15570	10/19/21	TRI-STATE TRAFFIC DATA, INC.	6,875.00	440 TPL17	Mass DOT	Voided
15570V	10/19/21	TRI-STATE TRAFFIC DATA, INC.	-6,875.00	Voided	Mass DOT	Voided
15571	10/19/21	VALLEY GREEN SHREDDING, LLC	35.00	40 ADMIN	Admin	Voided
15571V	10/19/21	VALLEY GREEN SHREDDING, LLC	-35.00	Voided	Voided	Voided
15574	10/19/21	1BERKSHIRE	11,234.02	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Advertising
15575	10/19/21	SARAH CARLETON	1,470.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Subcontractor
15576	10/19/21	COMPUWORKS	2,487.50	40 ADMIN	Admin	Computer Software
15577	10/19/21	FRANKLIN REGIONAL COUNCIL	1,057.52	625 WMS/MTWPMVP	Williamstown Mohawk Trail Woodland Partnership Forest Stewardship, Resilience & Climate Adaptation MVP Action Grant	Subcontractor
15578	10/19/21	MARY NASH	2,060.00	644 BARR/BCETF21	BARR BCETF's 2021 Planning	Subcontractor
15579	10/19/21	NORTH ADAMS PUBLIC SCHOOLS	20,000.00	645 BARR/POG21	BARR BCETF - Action Plan to Implement Portrait of Gradudate	Subcontractor

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15580	10/19/21	CITY OF NORTHAMPTON	3,044.64	533 FCSD/OJJDP	Franklin County Sheriffs Dept/Office of Juvenile Justice Delinquency Prevention (Opioid)	Subcontractor
15581	10/19/21	PITTSFIELD PUBLIC SCHOOLS	36,250.00	645 BARR/POG21	BARR BCETF - Action Plan to Implement Portrait of Graduate	Subcontractor
15581	10/19/21	PITTSFIELD PUBLIC SCHOOLS	5,000.00	635 DESE/BRLI21	Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative 23	Subcontractor
15582	10/19/21	ROBERT PUTNAM	2,372.50	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Subcontractor
15583	10/19/21	KENNETH M. ROCKE	2,240.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Subcontractor
15584	10/19/21	BRENDAN SHERAN	6,560.00	635 DESE/BRLI21	Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative 23	Subcontractor
15585	10/19/21	TD BANK	150.00	40 ADMIN	Admin	Fees
15586	10/19/21	TPX COMMUNICATONS	946.50	40 ADMIN	Admin	Telephone
15587	10/19/21	TRI-STATE TRAFFIC DATA, INC.	6,875.00	440 TPL17	Mass DOT	Subcontractor
EFT	10/19/21	TABLEAU WEBSTORE	120.00	40 ADMIN	Admin	STAFF DEVELOPMENT
CCARD	10/20/21	SUNDAY RIVER RESORT	156.04	585 NBCC/OD2A	Northern Berkshire Community Coalition - Overdoes Data to Action	Meetings
15588	10/20/21	MASS STATE BOARD OF RETIREMENT	8,370.80	---	---	Retirement
EFT	10/21/21	SUNDAY RIVER RESORT	312.08	585 NBCC/OD2A	Northern Berkshire Community Coalition - Overdoes Data to Action	Meetings
EFT	10/21/21	ADOBE ACROBAT	137.41	40 ADMIN	Admin	Supplies
EFT	10/21/21	AMAZON.COM	500.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Gift Cards
EFT	10/21/21	AMERICAN PUBLIC HEALTH ASSOC	29.45	526 BCSO	Berkshire County Sheriff's Office	Supplies
EFT	10/23/21	DELUXE FOR BUSINESS	684.07	40 ADMIN	Admin	Supplies
EFT	10/25/21	ADOBE ACROBAT	135.18	40 ADMIN	Admin	Supplies
15473V	10/26/21	KINDERHOF WALDORF SCHOOL	-25,000.00	Voided	Voided - Ck Not Rec'd - Stop Payment	Voided
15570	10/26/21	VOID		Voided	Voided	Voided
15571	10/26/21	VOID		Voided	Voided	Voided
15572	10/26/21	VOID		Voided	Voided	Voided
15573	10/26/21	VOID		Voided	Voided	Voided
15589	10/26/21	1BERKSHIRE	249.95	10 GEN	General Fund	Advertising
15590	10/26/21	KINDERHOF WALDORF SCHOOL	25,000.00	618 LEN/CDBG-CV	Lenox CDBG	MicroGrant
15591	10/26/21	AMERICAN PLANNING ASSOCIATION	695.00	40 ADMIN	Admin	Dues
15592	10/26/21	BLUE 20/20	72.32	40 ADMIN	Admin	Vision Insurance

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15593	10/26/21	CARR HARDWARE & SUPPLY CO., INC.	9.16	40 ADMIN	Admin	Supplies
15594	10/26/21	CLAYSON CREATIVE	1,980.00	635 DESE/BRLI21	Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative 23	Subcontractor
15595	10/26/21	HEATHER DESCOTEAU	2,012.50	Varied PHN	Public Health Nursing	Nurses
15596	10/26/21	GLAXOSMITHKLINE PHARMACEUTICALS	13,565.79	284 BPHN/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Vaccine Supplies
15597	10/26/21	GLAXOSMITHKLINE PHARMACEUTICALS	13,565.79	284 BPHN/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Vaccine Supplies
15598	10/26/21	ICMA MEMBERSHIP RENEWAL	200.00	40 ADMIN	Admin	Dues
15599	10/26/21	MACFARLANE OFFICE PRODUCTS, INC.	595.84	40 ADMIN	Admin	Copier
15600	10/26/21	MHOA	75.00	40 ADMIN	Admin	Advertising
15601	10/26/21	MUTUAL OF OMAHA	549.02	Voided	Voided	Voided
15601V	10/26/21	MUTUAL OF OMAHA	-549.02	Voided	Voided	Voided
15602	10/26/21	NEW ENGLAND NEWSPAPERS, INC.	722.80	637 EDA/COVIDRRP and 10 GEN	EDA COVID-19 Regional Recovery Project AND General Fund	Communications
15603	10/26/21	THE COOPER CENTER, LLC	4,557.00	Voided	Voided	Voided
15603V	10/26/21	THE COOPER CENTER, LLC	-4,557.00	Voided	Voided	Voided
15604	10/26/21	THE COOPER CENTER, LLC	683.08	Voided	Voided	Voided
15604V	10/26/21	THE COOPER CENTER, LLC	-683.08	Voided	Voided	Voided
15605	10/26/21	VALLEY GREEN SHREDDING, LLC	35.00	40 ADMIN	Admin	Recycling
15606	10/26/21	THE COOPER CENTER, LLC	4,557.00	Voided	Voided	Voided
15606V	10/26/21	THE COOPER CENTER, LLC	-4,557.00	Voided	Voided	Voided
15607	10/26/21	THE COOPER CENTER, LLC	683.08	40 ADMIN	Admin	Utilities
15608	10/26/21	W.B. MASON COMPANY, INC.	127.98	40 ADMIN	Admin	Supplies

**Total** 262,507.03

# BERKSHIRE REGIONAL PLANNING COMMISSION

## Aged Receivables

As of Oct 31, 2021

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

<u>Customer ID</u>	<u>Customer</u>	<u>Over 90 days</u>	<u>Amount Due</u>	<u>Notes</u>
283 BHPA/INSP/BKT	TOWN OF BECKET	7,012.50	14,025.00	Towns Often Pays at end of QTR
283 BHPA/INSP/PER	TOWN OF PERU		2,156.50	
283/BHHA/INSP/WND	TOWN OF WINDSOR		-2,103.75	Paid Full Contract In Advance
284 BHPA/PHN/FLA	TOWN OF FLORIDA		-1,050.00	Paid Full Contract In Advance
284 BPHA/PHN/SND	TOWN OF SANDSFIELD		525.00	
284/BHPN/PHN/BKT	TOWN OF BECKET		918.75	
284/BHPN/PHN/CHS	TOWN OF CHESHIRE		-2,262.74	Paid Full Contract In Advance
284/BHPN/PHN/PER	TOWN OF PERU		525.00	
284/BHPN/PHN/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH	1,150.00	1,150.00	Unpaid - Laura Kittross is following up.
284/BHPN/PHN/WMST	TOWN OF WILLIAMSTOWN		1,678.16	
284/BPHN/PHN/BHDC	BERKSHIRE HOUSING DEVELOPMENT CORP		600.00	
284/BPHN/PHN/CLK	TOWN OF CLARKSBURG	731.06	1,462.12	Towns Often Pays at end of QTR
284/BPHN/PHN/GTB	TOWN OF GREAT BARRINGTON	1,519.35	3,038.70	Towns Often Pays at end of QTR
284/BPHN/PHN/WSH	TOWN OF WASHINGTON	525.00	525.00	Paid 2nd QTR - Missed 1st QTR - will send reminder.
326/BURN/STOCKBRIDGE	TOWN OF STOCKBRIDGE	95.00	95.00	Linda Ludwig Called = They are sending check
446 GTB/EP	TOWN OF GREAT BARRINGTON		6,233.73	
466 LAN/SW	TOWN OF LANESBOROUGH	1,008.65	1,008.65	Invoice Missed by LAN = Put on Dec Warrant
482 GTB/ASSESS	TOWN OF GREAT BARRINGTON		2,474.71	
49/OUTS/ADM	ADAMS: OUTSOURCE PLNR(GIS)-OUTS/ADM		970.60	
515 BB/BUW	BERKSHIRE UNITED WAY		776.07	
526 BCSO/OPIOID19	BERKSHIRE COUNTY SHERIFFS OFFICE		6,250.00	
533 FCSD/OJJD	SDF-SHERIFF'S DEPARTMENT, FRANKLIN		22,533.01	
538 ADM/CLNUP	TOWN OF ADAMS	4.00	4.00	Pmt Short - will follow up next bill
560 COMMVENPUR	COMMUNITY VENDOR PURCHASING	800.00	800.00	Rebecca Slick Following Up with PTS
560 EJ PRESCOTT, INC	EJ PRESCOTT, INC.	168.26	168.26	Rebecca Slick Following Up
561 LEN/EDP	TOWN OF LENOX		9,569.40	
580 EOEEA/DAL/PLANA	EXEC OFFICE OF ENERGY AND ENV	34,561.25	34,561.25	Courteney Morehouse spoke with Kurt Gaetner. It was submitted for payment
585 NBCC/OD2A	NBCC		11,090.80	
596 CLK.HM	TOWN OF CLARKSBURG		715.40	
606 BMC/PTSFA	BOSTON MEDICAL CENTER		1,264.39	
608 ADM/MTWPGG	TOWN OF ADAMS		1,756.32	
617 ADM/CDBG/CV	TOWN OF ADAMS		1,828.39	
622 USDA/FS/MTWPFRCS	USDA FORESTRY SERVICE	11,674.03	11,674.03	Melissa Provencher is following up. USDA often takes longer for payment.
624 PERU/HM	TOWN OF PERU		2,845.00	



# BERKSHIRE REGIONAL PLANNING COMMISSION

## Aged Receivables

As of Oct 31, 2021

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

<u>Customer ID</u>	<u>Customer</u>	<u>Over 90 days</u>	<u>Amount Due</u>	<u>Notes</u>
632 NHD/COSSAP	CITY OF NORTHAMPTON		15,000.00	
636 DHCD/LRRP	DHCD/LRRP		13,163.87	
637 EDA/COVIDRRP	637 EDA/COVIDRRP		65,006.51	
651 MAPC/AAR	METROPOLITAN AREA PLANNING COUNCIL		18,185.63	
655 MTW/HM	TOWN OF MT WASHINGTON		4,513.53	
656 MON/604B	TOWN OF MONTEREY		2,799.07	
TOWN OF PERU	TOWN OF PERU	<b>674.86</b>	674.86	Linda Ludwig Called - Treasurer has and has sent the check.

Report Total **59,923.96** 257,150.22

Current Balance

\$0.00

Available Credit\$230,000.00

Amount Due\$0.00

Payment Due DateNov 5, 2021

Date	Description	Debit	Credit
ACCOUNT HISTORY			
10/22/2021	PAYMENT		\$150.00



## MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission  
FROM: Thomas Matuszko, Executive Director  
DATE: October 28, 2021  
SUBJ: Agenda Items – November 4, 2021, Executive Committee Meeting

### V. Items Requiring Action

#### **A. Approval to Enter into a Contract with Housatonic Valley Association for Churchill Brook Culvert Replacement Outreach Services**

The Executive Committee is requested (after the fact) to authorize the Executive Directors to enter into an agreement with the Housatonic Valley Association (HVA) to support HVA's Churchill Brook Culvert Replacement Project. BRPC will be providing support conducting a needs assessment of highway/public works staff on the barriers to culvert replacements in the Berkshires and help recruit highway/public works staff to information sessions conducted by HVA at the Churchill Brook Culvert site. Staff lead is Senior Planner Courteny Morehouse, [cmorehouse@berkshireplanning.org](mailto:cmorehouse@berkshireplanning.org).

#### **B. Approval to Enter into a Contract with Housatonic Valley Association for Municipal Culvert Replacement Cooperative Project Support**

The Executive Committee is requested (after the fact) to authorize the Executive Director to enter into an agreement with the Housatonic Valley Association (HVA) to support HVA's Municipal Culvert Replacement Cooperative Project. This project explores the feasibility of creating a Culvert Replacement Cooperative that Berkshire municipalities can join to make culvert replacement easier. BRPC would support this project by determining whether group procurement can be utilized in culvert replacement projects and help the project team conduct outreach to highway/public work staff in Berkshire communities. Staff lead is Senior Planner Courteny Morehouse, [cmorehouse@berkshireplanning.org](mailto:cmorehouse@berkshireplanning.org).

#### **C. Approval to Submit a Grant Application to the Citizen's Housing and Planning Association**

The Executive Committee is requested (after the fact) to authorize the Executive Director to submit a grant application and to sign any resulting contracts and agreements to the Citizen's Housing and Planning Association's (CHAPA) Municipal Engagement Initiative to build a Berkshire Regional Housing Collaborative and engage a wide range of partners to address the Berkshire County housing crisis. As of now, I am the staff lead, [tmatuszko@berkshireplanning.org](mailto:tmatuszko@berkshireplanning.org)

#### **D. Approval to Submit Grant Application to U.S. Environmental Protection Agency for Brownfields Assessment Funding**

The Executive Committee is requested to authorize the Executive Director to submit a grant application and to sign any resulting contracts and agreements to the U.S. Environmental Protection Agency for Brownfields Assessment funding in the upcoming grant round. We have exhausted all the funding from the previously awarded assessment grant and currently have no funds available for site assessments. Several potential sites have been identified that could benefit from environmental site assessments. The maximum grant award is \$500,000. No local match is required, but a limited amount of administration is now allowed under Brownfields Grants. Staff lead is Melissa Provencher, [mprovencher@berkshireplanning.org](mailto:mprovencher@berkshireplanning.org).

#### **E. Approval to Dispose of Surplus Property**

Per BRPC policy, this is a request to declare and dispose of surplus property: 8 JAMAR traffic counters and related accessories. There no longer is a need for these traffic counters as this function is provided by a vendor. In 2010, it was determined that it was more cost effective to outsource this activity. The value of each counter is estimated to be less than \$200.00 as each unit is inoperable as the internal batteries need replacement. Below is a list of items which authorization is sought to dispose of in accordance with the policy.

- 2 - Jamar TRAX GK counters
- 2 - Jamar TRAX Plus HS counters
- 2 - Jamar TRAX Flex HS counters
- 2 - Jamar TRAX II counters
- 8 - sets of chains and locks
- 8 - sets of 60' tubes (new)
- 12 - sets of used tubes (various lengths)
- 12 - end plugs
- 3 - amber car roof beacons
- 6 - 18" traffic cones
- Miscellaneous chargers, cables, installation hardware/tools and manuals

#### **VI. Committee Reports**

##### **A. Regional Issues Committee**

The Regional Issues Committee met on October 27, 2021. The main agenda item was the State Auditors report on infrastructure spending Western Massachusetts. in PILOT program and recommendations to improve it. (Draft unapproved minutes have not yet been prepared.)

##### **B. Other**

#### **VII. Executive Director's Report**

##### **A. Report on New Contracts/Agreements**

###### New Grants and Contracts received / initiated 10/01/2021 to 10/31/2021

- Adams – Shared Economic Planner FY22 - \$25,000
- Housatonic Valley Association – Churchill Brook Culvert Replacement - \$2,000
- Housatonic Valley Association – Municipal Culvert Replacement Cooperative - \$10,000

- EPA Healthy Communities Healthy and Efficient Homes Pilot Project - \$28,021
- The Commonwealth of Massachusetts Department of Public Health – Community Research Initiative of New England - \$26,000
- Department of Energy Resources – Regional Energy Planning Assistance - \$42,000

Grants and Contracts not received.

- None

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

There were no Berkshires Tomorrow actions over the last month

**C. Staff Update**

- Vanessa Oeien has been hired as an intern for the Public Health Program. (Resume attached)
- June Axt has been hired as a part-time Public Health Nurse. (Resume attached)
- Paula Downer has been hired as a part-time Public Health Project Specialist. (Resume attached)
- Chris Brown has been hired as a Community Planner. (Resume Attached)
- Seth Jenkins has been hired as a Community Planner (Resume Attached)
- Philip Arnold has resigned as a Community Planner.

**D. Rural Policy Advisory Commission Update**

The Rural Policy Advisory Commission met on October 8, 2021. The main agenda items were a presentation by the State Auditor's office about infrastructure spending in Western Mass, a presentation about a Farmland Action Plan being prepare by the MA Food Systems Collaborative, comments about recommended changes to the Community Scale Housing Initiative and comments about the Payment in Lieu of Taxes program

**E. CPTC Fall Training Schedule**

Citizen Planner Training Collaborative (CPTC) trainings schedule is attached. The sessions are virtual again this year; hence the full range of trainings are available to everyone.

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

In response to the State Auditor's report ([Office of the State Auditor | Mass.gov](https://www.mass.gov/info-details/office-of-the-state-auditor)) about the need for infrastructure investment in Berkshire, Franklin, Hampden, and Hampshire the counties of in Western Massachusetts I, along with the Berkshire County Selectman's Association and the Franklin Regional Council Of Government submitted comment (attached) to the delegation and the rural caucus.

**G. Moving Together Conference**

Attached is information about MassDOT's Moving Together Annual Conference.

**H. Census Data Products**

The U.S. Census offered an opportunity to provide comments about how data will be released. We provided comments (attached) about the type of data that is useful to us at the town level.

**I. Other**

## VIII. Old Business

### **A. Office Space**

We been working to finalize the lease for office space. Work has not begun in the new space. Improvements are being made to the building overall, including the replacement of the  $\pm$  40-year-old fire protection sprinklers, re-pointing of bricks, concrete repairs to the foundation and replacement of parts of the roof. Also, Eversource replaced the cracked sidewalk in front of the entry way.

### **B. Other**

## IX. New Business

### **A. November Commission Meeting**

The following item needs to be on the agenda:

- approval of the CEDS annual report.

Other possible agenda items include:

- A presentation on the Berkshire County Electric Vehicle Charging Station Plan
- A report on the Commonwealth's ARPA spending plan
- As an educational / informational topic for the year, we could feature housing development. Each meeting we could review various tools and programs related to housing development, for instance Housing Production Plans, Community Scale Housing Initiative, etc.

### **B. Other**

# Vanessa Oeien

## Education

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**Williams College**, Williamstown, MA

Expected May 2022

Bachelors of Arts, Economics, Public Health Concentration; GPA: 3.95

Awards: Dean's List, Fielding Fellowship, Carl Van Duyne Prize in Economics

Relevant Coursework: Macroeconomics, Poverty & Public Policy, Statistics, Econometrics, Price and Allocation Theory

**Mira Costa College**, Oceanside, CA

Summers 2016-2019

Relevant Coursework: Psychology, Statistics, Linear Algebra, Intro to Computer Science Java, Calculus & Analytic Geometry

Culminative GPA: 4.00

## Leadership

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**Dean's Office** – Williams College, *Junior Advisor*

Aug 2020-Jun 2021

- Mentor first year students and provide support for them in building community
- Trained to mediate conflicts and connect with diverse student populations

**Williams College Council**, *Student-Faculty Diversity and Community Committee Representative*

Aug 2020-Present

- Researching institutional history and engaging with the student body to build campus inclusivity

**Office of Student Life** – Williams College Outdoors Club, *Orientation Leader*

Summer 2019, Summer 2021

- Led an outdoor excursion for first years and serve as year-long mentor to build community and campus culture

**Williams Student Union** – Williams College, *Student Representative*

March 2020-September 2020

- Support student advocacy, collect institutional knowledge to guide initiatives and serve as student voice

**Office of Alumni Relations** – Williams College, *25<sup>th</sup> Reunion Lead Ranger*

May 2019

- Organized the 25<sup>th</sup> Reunion by programming events, leading excursions and providing accommodations

## Employment Experience

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**EY Parthenon** – Boston, MA, *Summer Consultant* (Remote)

June 2021-Present

- Perform in-depth due diligence through conducting qualitative interviews, analyzing data on key financial metrics, and researching client company positioning and industry trends in the education sector

**Center for Disease Control and Prevention** – *Research Assistant* (Remote)

April 2020-Present

- Abstract clinical information from case reports, perform preliminary data cleaning and analysis to support research regarding systemic anthrax, Kate Hendricks (Bacterial Special Pathogens)

**County Health Initiative** – Berkshire County, *Community Research Associate*

Jan 2020- Present

- Perform in-depth statistical analysis on Massachusetts Vital Records, conduct expert interviews, and assess legislative changes to contribute to the Community Health Improvement Plan

**Economics Department** – Williams College, *Research Assistant* (Remote)

May 2020-Present

- Perform analysis and initial cleaning using American Community Survey PUMS data to research the impact of social security income on child and grandparent outcomes; conduct literature review on socioeconomic and policy driven determinants on elderly living arrangements, Lara Shore-Sheppard

**Economics Department** – Williams College, *Teaching Assistant*

February 2021-Present

- Lead review sessions and grade problems set for Econometrics and Empirical Methods in Political Economy

**Chemistry Department** – Williams College, *Research Assistant*

Aug 2019- Present

- Conduct biochemical research on the synthetic biological applications of *Vibrio natriegens*, Ben Thuronyi

**Office of Admissions** – Williams College, *Campus Tour Guide*

March 2019-Present

- Lead tours of the college campus and help with admissions programming

**Center for Learning in Action** – Williams College, *Writing Workshop and Private Tutor*

Aug 2018- Present

- Lead individual and group academic tutoring: physics, English language arts, Mathematics, Norwegian

**Palomar Health** – Escondido, CA, *Pathmaker Intern*

June 2017– June 2018

- Assisted nurses with patient care on Surgical Acute Care/ Neurological Progressive floors of Palomar Hospital

**Nemko** – Carlsbad CA, *Consumer Research and Leads Generator*

Summer 2015

- Conducted market research for Norwegian engineering certification firm; worked in the finance department

## Community Engagement:

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**Mission Hospice** – San Diego, CA, *Intern*

Summer 2019

- Cared for Alzheimer's and dementia patients in hospices and provided emotional support to family

**Brookdale Senior Living Center** – San Marcos, CA, *Ballroom Instructor/Activity Programmer*

Summer 2017

**Williams College** – Concert Choir, Jazz guitar, Ritmo Latin Dance Group, Scandinavian Language Table

## Skills and certifications

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**Computer:** Statistical programming in R and STATA, Java experience, Microsoft Access, Excel

**Language:** Full proficiency in Norwegian and elementary proficiency in French and Mandarin.

**Certifications:** Basic Life Service for Healthcare Providers, CPR certification, Wilderness First Aid certification

# **June A. Axt, RN, BS**

## **Objective**

Patient-focused and compassionate professional seeking the position of full-time benefited nurse with the Berkshire Public Health Alliance, utilizing my diverse experience in the nursing profession to contribute to the total well-being of communities in Berkshire County.

## **Profile**

Skilled Registered professional nurse with thirteen years' experience in a high acuity setting. Efficient, dedicated caregiver in all aspects of nursing care, able to remain calm yet professional in critical situations. Excellent communication skills with both patients and with coworkers.

## **Professional Experience**

**Registered Nurse - September 2008- present**  
Berkshire Health Systems, Pittsfield, MA 01201

- Expertise in delegating assignments while managing ancillary personnel as charge nurse
- Facilitates collaboration with other members of the health care team to deliver excellent, individualized care
- Proficient in assessing situations and implementing an effective plan of care

**Registered Nurse - September October 1999 - present**  
Berkshire Public Health Alliance, Pittsfield, MA 01201

- Worked collaboratively with other PHN's giving flu shots to the community
- MAVEN surveillance for tick, food borne illnesses, and COVID and contact tracing.
- Covid Clinic's at BCC, registering, administering injections, being front line in the community providing injections and Covid information where needed.

**Registered Nurse - April 2008- May 2021**  
Maxim Home Care, W. Springfield, Ma

- Efficiently caring for patients in their homes
- Maintained the highest level of personal care

**Hospice R.N. September 2012- October 2015**  
Hospice Care of the Berkshires - Pittsfield, MA 01201

- Effectively monitored comfort and care of Patients and Families
- Effectually assisted with home care

## **Education**

**Elms College, Chicopee, MA January 2013 - 2015,**



Bachelor of Science, Major in Nursing

**Berkshire Community College**, Pittsfield, MA

June 2008 LPN Certification

May 2009 RN, Associate of Science, Major in Nursing

### **Awards**

**Berkshire Health Systems**

Full scholarship awarded RN to BS completion program at Elms College

### **Certifications**

**American Heart Association**

Basic Life Support

Fundamentals of Chemotherapy Biotherapy Certified

### **Professional Affiliations**

National Hospice and Palliative Care Organization

Massachusetts Nursing Association

Oncology Nursing Society

### **References**

References available upon request

Paula E. Downer

**OBJECTIVE:** To obtain the position that utilizes my core strengths. I'm a strong communicator and work very well with all types of people.

**CORE STRENGTHS:** Strong analytical, organizational skills  
Software: Proficient in the use of Microsoft Word, Excel, PowerPoint, Outlook, Harpers & Kronos Payroll System, Knowledge and experience with EPIMS (Education, Personnel, Information Management System), and SIMS (Student Information Management System), JD Edwards and IMG (Information Management Group).  
Strong communication skills, phone and office etiquette  
Fast learner with a wide range of practical skills  
Enthusiastic developer of good relationships with customers  
Excellent written and verbal communication skills  
Proficient and accurate administrative responsibilities  
Independent worker with strong work ethics

**EMPLOYMENT HISTORY:**

July 2018  
Present

Berkshire Medical Center  
**Executive Assistant, Chief of Surgery**  
**Project Coordinator, Dept. of Surgery**

Accountable for performing highly responsible, confidential, complex assignments for the Chief for the Department of Surgery as well as for the Surgeons in the Department of Surgery.

Manage office and provide exceptional Customer Service.  
Schedule and coordinate chief, Department of Surgery calendar, appointments, and coordinate travel and conference arrangements.

Project coordinator for courses (Fundamentals of Critical Care, Ultrasound, Airway Management)

Responsible for approving APPs payroll and CME reimbursements.

Medical Student Clerkship – responsible for managing all of the medical students who come to surgery for their clerkship.

Resident Recruitment and Interviews – responsible for all aspects from selecting the candidates, setting up interviews in person and zoom as well as assisting with the selection process.

March 2019  
Present  
(Part-time)

Berkshire Regional Planning Committee, Pittsfield, MA 01201  
**Scribe**

Assisted at Flu Clinics and COVID Clinics as a scribe  
Assisted with other clerical activities.

August 2016  
June 2018

Town of Lenox, MA 01240  
**Treasurer**

Custodian of all monies belonging to the town  
Maintain a cash book, containing a breakdown of all receipts, disbursements, and cash balances.  
Determine the cash needs of a municipality and ensure that sufficient liquid assets are available to pay current obligations.  
Receiving, accounting for, and disbursing all payroll and personnel deduction amounts (taxes, retirement, insurance, annuities, etc.).  
Custodian of Retirement and Insurance benefits.  
Accountable for borrowing and debt service.

January 2012 –  
August 2016

Lenox Public Schools, Lenox, MA 01240  
**Executive Assistant to Superintendent**

Accountable for performing highly responsible, confidential, complex assignments for the Superintendent.  
Manage office and provide exceptional Customer Service.  
Schedule and coordinate Superintendent's calendar, appointments, and coordinate travel and conference arrangements.  
Perform as Recording Secretary for School Committee and maintain all documents for this committee.  
Responsible for maintaining all employees absences (Sick, Vacation, Professional, Family, etc.) in School Database called IMG.  
Responsible for billing and maintaining the Pre-Kindergarten tuition.  
Responsible for maintaining Staff Database in Excel. This database is critical to developing Contract Letters for School Employees.  
Knowledge of EPIMS and SIMS Information System

March 1994 –  
January 2012

Crane & Co., Inc., Dalton, MA 01226  
**Customer Service Supervisor Social Stationery Division**

Accountable for supervision of boxed, personalized and Crane

Direct (website), Customer Service Representatives.  
Continuous communication with Retailers, Consumers, Sales,  
Marketing, Management, Human Resources, Accounting,  
Purchasing, Production Control, Stationery Factory and Shipping  
Warehouse.

Accountable for efficient and accurate reporting for call center  
volume, call type analysis and customer service representative  
information to manage workloads and identify for improvement.  
Responsible for maintaining payroll, managing and tracking  
employees' time, attendance, vacations and absences.  
Maintain all customer and product price files with our database  
(JDEdwards).

Establish and maintain monthly meetings

April 1990 –  
March 1994

Crane & Co., Inc., Dalton, MA 01226

**Customer Service Representative, Social Stationery**

Communicated with Customers, Sales Representatives, Sales  
Managers, Marketing and Product Managers to provide services  
to our customers.

Communicated externally with Vice Presidents of Marketing and  
Buyers to establish contact, set up accounts and manage  
accounts.

Responsible for editing and processing customer orders.  
Answered inquiries about products, pricing, policies, orders, and  
time of delivery, complaints and other various questions.  
Prepared documents and made arrangements for Export  
Shipments.

Prepared various reports for Customer Service Manager.

June 1998 –  
March 1990

Bromson & Reiner, Windsor Locks, CT

**Computer Administrator**

Supervised the Computer Department

Maintained the billing system

Assisted secretaries with the word processing system and with  
hardware issues.

Generated reports using various software packages.

Managed weekly staff meetings.

Assisted Attorneys with various database packages.

1998  
(Jan-May)

Spag's Supply Inc., Shrewsbury, MA

**Database Specialist and Sales/Marketing Support**

Generated inventory reports and produced purchase orders.

Attended Marketing and Sales Meetings.

1987-1988  
(Sept-Jan)

Nichols College, Dudley, MA

**Computer Consultant**

Supervised the general operation of the computer lab.  
Assisted students with various software applications.

1986-1987  
(Summers)

General Electric, Pittsfield, MA  
**Documentation Clerk**

SMAINS and PHALANX Proposals  
Created the document libraries.  
Supervised and managed the document libraries.  
Assorted clerical tasks.

**EDUCATION:**

Western New England College, Springfield, MA  
MBA: General Business, May 1996

Nichols College, Dudley, MA  
Bachelor of Science in Business Administration May 1988  
Minor: Management Information Systems

# Chris Brown

Passionate and experienced community developer, urban planner and non-profit administrator

## EXPERIENCE

### **Albany Community Development Agency, Albany, NY** ***Federal Housing Finance Manager***

APRIL 2021 - AUGUST 2021

Managed local implementation of HUD grant programs  
Researched and suggested alternative policies  
Collaborated with partner non-profit and community organizations

### **City of Sarasota, Sarasota, FL** ***Senior Planner***

MARCH 2020 - DECEMBER 2020

Reviewed civil planning/zoning/building applications  
Prepared planning review documents and presented same to city planning board and city commission  
Managed input from up to a dozen city departments during the planning review process

### **City of Troy, Troy, NY** ***Planning Technician***

JULY 2013 - MARCH 2020

Reviewed all site plan applications submitted to the city  
Secured and managed over \$2.5M in grant funds  
Maintained vacant building and landlord registry databases

### **Troy Community Land Bank, Troy, NY** ***Director of Operations***

SEPTEMBER 2014 - DECEMBER 2019

Co-created a 501C3 non-profit and NYS Public Authority  
Submitted three successive successful grant applications, and managed the awarded funds  
Managed the land bank website and social media platforms

## EDUCATION

### **University at Albany, Albany, NY — BA in Public Policy**

Included a 21 credit concentration in Urban Studies, and an 18 credit minor in Political Science

## SKILLS

HUD IDIS reporting system

ArcGIS mapping software

Building Blocks neighborhood information database management



## Seth Renard Jenkins

### Statement of Purpose

To help others enhance their standard of living while fostering development that sustains the local environment and future generations.

### Experience

#### **HIGH SCHOOL TEACHER, HOOSAC VALLEY HIGH SCHOOL JANUARY 2007–JUNE 2008 , AUGUST 2013-PRESENT**

Administered programming and instructed classroom of students with severe disabilities (Autism, Downs Syndrome, PDD), mild-disabilities such as behavioral, specific learning disabilities, or organizational/executive skills. As 8th Grade science teacher and remedial Biology teacher for High School students who had not passed requisite MCAS Testing. Taught Regular and Honors Spanish to H.S. students.

#### **FARMER/SOLE PROPRIETOR- SUNNYDALE FARMS – 2008-2013**

Started CSA by reclaiming fallow land with 1 acre of vegetable production, 3 Hives of Bees, flock of 50 Free-Range Layer chickens, and 300 Free-Range Cornish Cross Meat chickens in. Provided weekly deliveries to 20 CSA customers, participated in local farm market on Saturday Mornings, and sold wholesale to 3 local fine dining restaurants.

#### **VOCATIONAL COORDINATOR/ SPECIAL EDUCATION TEACHER, HILLCREST EDUCATIONAL CENTERS – 2002-2007**

Oversaw on campus employment for Residential School with enrollment of 150-200 students: employed students in cafeteria, greenhouse, facilities maintenance, and landscaping. Taught daily vocational exploration classes in conjunction with greenhouse coordinator. Managed student bank accounts and SSI stipend. Implemented volunteer student work program with city parks department and Habitat for Humanity. Appointed as Self-Contained H.S. classroom teacher in the opening of day treatment program for local children with behavioral challenges.

#### **TEACHER OF ENGLISH AS A FOREIGN LANGUAGE, LINGUA VIVA, PRAGUE CZ – 2001-2002**

Partnered with Czech teacher to teach English as a foreign language to Czech students. Classes varied from small group instruction (7-10) students in a conference room setting to private lessons for individuals/groups as diverse as business professionals and pre-K children.

#### **EXECUTIVE CHEF- JACOBS PILLOW DANCE FESTIVAL- SUMMER 1999**

Managed all aspects of kitchen operation including scheduling/supervising staff of 15. Planned and ordered all supplies necessary to provide balanced meals for an average of 200 staff/campers/visiting Dance companies for 3 meals per day. Coordinated special events catering for groups of up to 350 persons.

#### **SOUS-CHEF- C LAZY U RANCH, GRANBY, CO- 1996-1998**

Partnered with Executive Chef to plan and execute meals for 300 guests and 100 onsite staff members at 5-Star/5 Diamond 8,000 acre dude ranch. Scheduled and managed staff of 20 during high season in daily preparation of breakfast and lunch for luxury clientele.

### Education

Ball State University, Muncie, IN- Master of Urban and Regional Planning, GPA-3.808, Graduated July 2013.  
Thesis Topic: Creating an Agriculturally Centered Co-Housing and Market Rate Development in Pendleton, IN.  
Certificate in Real Estate Development

Massachusetts College of Liberal Arts, North Adams, MA- completed coursework toward Post-Baccalaureate Teacher Certification, Middle School Science and Math, 2004-2005

ITC International, Prague, Czech Republic- Certified Teacher of English as a Foreign Language, 2001

College of Wooster, Wooster, OH- B.A. Dual Major Biology/Philosophy, GPA-3.519, 1995. Philosophy Thesis- Environmental Ethics: An Examination of Values Theory, Biology Thesis- The Effect of Fire on Soil Nutrient Availability in a mixed-Mesophytic Forest

#### Skills/Interests

- Public Speaking
- Proficiency: Microsoft Office Suite/Apple Works
- Basic Competency: ArcGIS, Adobe Suite
- Significant exposure to foreign cultures, including living in Mexico, Prague, CZ, and Durham, England for extended periods plus extensive travel in Europe, Southeast Asia, China, and Israel.
- Some proficiency in written and spoken Spanish, including managing and working with Latin-American coworkers and staff.
- Amateur beekeeper
- Inter-collegiate athletics: Rugby and Ice Hockey.
- Class B CDL license holder with School/Passenger Bus Endorsement.
- Volunteer Positions:
  - Assistant Coach- youth Ice Hockey, Lacrosse
  - Mount Greylock Ski Club
  - Western Mass Labor Action
  - Pittsfield Sonsini Animal Shelter

#### Awards

- Member Instructional Leadership Team- 2018-2019
- Full Graduate Assistantship, Ball State University
- Phi Sigma Tau, Philosophy Honor Society
- Dean's List, College of Wooster (6 Consecutive Semesters)
- Eagle Scout Award
- Wooster College Scholar (Academic Scholarship)
- National Honor Society

#### References

- Colleen Byrd, Principal, Hoosac Valley High School, 413-743-5200, ext.2
- Blair Mahar, Biology Teacher, Hoosac Valley High School, 413-212-3867 (cell)
- John Motloch, Professor of Landscape Architecture, 765-228-8494
- Kurt Garivaltis, Director of Pupil Services, Gateway School District, 413-685-1019
- Lohren Deeg, Associate Professor of Urban Planning, 765-730-7585
- Bruce Frankel, Professor of Urban Planning, 765-285-5869



# CPTC WEBINAR SERIES - 2021



The CPTC Webinar Series is a series of workshops focused on core topics that will be offered beginning in November of 2021. Each workshop is sponsored by a regional planning agency. The fee is \$20 per workshop. The workshops run for approximately 2 hours, including a question and answer period. This series replaces our traditional Fall Workshops this year.

Registration is open. CPTC registration closes 48 hours before the workshop begins. We will email the Zoom registration link approximately 24 hours before the class begins. Access requires a brief Zoom registration for attendance purposes. We encourage online payment however we will accept checks. More information is at the bottom of this page regarding checks, refunds and registration.

## Upcoming Workshops

### 1. Fair Housing Laws - 211110

- **Date:** Wednesday, November 10, 2021, 6:30 pm
- **Cost:** \$20
- **Registration:** Register (<https://portal.masscptc.org/Register>)

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

- **Presenter:** Jenny Raitt, Director of Planning & Community Development, Town of Arlington
- **Sponsor:** Pioneer Valley Planning Commission
- **Register** (<https://portal.masscptc.org/Register>)

## 2. Fair, Defensible Land Use Decisions - 211115

- **Date:** Monday, November 15, 2021, 6:00 pm
- **Cost:** \$20
- **Credit:** CPTC level 1
- **Registration:** Register (<https://portal.masscptc.org/Register>)

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

- **Presenter:** Ilana M. Quirk, Esq.
- **Sponsor:** Berkshire Regional Planning Commission
- **Register** (<https://portal.masscptc.org/Register>)

## 3. Adopting and Revising Rules and Regulations - 211117

- **Date:** Wednesday, November 17, 2021, 5:30 pm
- **Cost:** \$20
- **Registration:** Register (<https://portal.masscptc.org/Register>)

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

- **Presenter:** Laura Harbottle, AICP, Planning Consultant
- **Sponsor:** Franklin Regional Council of Governments
- **Register** (<https://portal.masscptc.org/Register>)

## 4. Drafting Zoning Amendments - 211118

- **Date:** Thursday, November 18, 2021, 6:00 pm
- **Cost:** \$20
- **Registration:** Register (<https://portal.masscpctc.org/Register>)

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

- **Presenter:** Jonathan Silverstein, Attorney, KP Law
- **Sponsor:** Central MA Regional Planning Commission
- **Register** (<https://portal.masscpctc.org/Register>)

## 5. Adopting and Revising Rules and Regulations - 211123

- **Date:** Tuesday, November 23, 2021, 6:00 pm
- **Cost:** \$20
- **Registration:** Register (<https://portal.masscpctc.org/Register>)

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

- **Presenter:** Pam Brown, Esq., FAICP, Brown & Brown, PC
- **Sponsor:** Merrimack Valley Planning Commission
- **Register** (<https://portal.masscpctc.org/Register>)

## 6. Introduction to Subdivision Control Law/ANR - 211129

- **Date:** Monday, November 29, 2021, 6:00 pm

- **Cost:** \$20
- **Credit:** CPTC level 1
- **Registration:** Register (<https://portal.masscptc.org/Register>)

This session addresses the purposes of the Subdivision Control Law and the Planning Board's authority under the Act. It also covers important procedural requirements and board responsibilities when reviewing subdivision and ANR plans; adoption of subdivision regulations; review of ANR plans; access issues; preliminary and definitive plans; Planning Board waivers; modifying, amending and rescinding plans; enforcement; vested rights; and zoning freezes.

- **Presenter:** Robin Stein, Attorney, KP Law
- **Sponsor:** Old Colony Planning Council
- **Register** (<https://portal.masscptc.org/Register>)

## 7. Fair, Defensible Land Use Decisions - 211202

- **Date:** Thursday, December 2, 2021, 6:00 pm
- **Cost:** \$20
- **Credit:** CPTC level 1
- **Registration:** Register (<https://portal.masscptc.org/Register>)

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

- **Presenter:** Barbara Saint Andre, Director, Community and Economic Development, Town of Medway
- **Sponsor:** Northern Middlesex Council of Governments
- **Register** (<https://portal.masscptc.org/Register>)

## 8. Roles and Responsibilities of Planning and Zoning Boards - 211207

- **Date:** Tuesday, December 7, 2021, 5:30 pm
- **Cost:** \$20
- **Credit:** CPTC level 1
- **Registration:** Register (<https://portal.masscptc.org/Register>)

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

- **Presenter:** Bob Mitchell, FAICP, Consultant
- **Sponsor:** Montachusett Regional Planning Commission
- **Register** (<https://portal.masscptc.org/Register>)

## 9. Special Permits and Variances - 211215

- **Date:** Wednesday, December 15, 2021, 5:30 pm
- **Cost:** \$20
- **Credit:** CPTC level 2
- **Registration:** Register (<https://portal.masscptc.org/Register>)

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

- **Presenter:** Alex Weisheit, Attorney, KP Law
- **Sponsor:** Southeastern Regional Planning Economic Development District
- **Register** (<https://portal.masscptc.org/Register>)

## 10. Use of Design Review - 211216

- **Date:** Thursday, December 16, 2021 5:30 pm
- **Cost:** \$20
- **Registration:** Register (<https://portal.masscptc.org/Register>)

Design review is a process that municipalities can undertake to improve the visual quality of structures and promote good design for the benefit of the public. This session will clarify the appropriate scope and authority for the use of design guidelines, the types of standards that can be implemented, and how that can be accomplished. The session will also explain how design review guidelines can be developed, administered and enforced in a fair and predictable manner.

- **Presenter:** Michael DiPasquale, AIA, AICP, Assistant Professor of Regional Planning, UMass Extension
- **Sponsor:** Cape Cod Commission
- **Register** (<https://portal.masscptc.org/Register>)

## 11. Working with Chapter 40B - 211221

- **Date:** Thursday, December 21, 2021 5:30 pm
- **Cost:** \$20
- **Registration:** Register (<https://portal.masscptc.org/Register>)

A workshop for municipal staff and local boards reviewing applications for projects seeking a comprehensive permit under G.L Chapter 40B. Topics will include the following: reviewing the initial application for completeness and compliance with state and local requirements; conducting a site visit; managing the public hearing process; retaining Peer Review consultants; making an informed decision consistent with the local needs provided for in the statute; drafting and issuing the Comprehensive Permit decision; and working with developers, abutters, and other interested parties.

- **Presenter:** Judi Barrett, Barrett Planning Group LLC
- **Sponsor:** CPTC
- **Register** (<https://portal.masscptc.org/Register>)

## Registration, Payment & Refunds

### Registration

Registration is through our new registration system. If you have previously used the registration system, login with your email and password. New participants will be asked to create a new account with an email address and password. Use the email address at which you wish to be contacted. Retain the password as you will need it each time you log in. If you run into problems registering contact [coordinator@masscptc.org](mailto:coordinator@masscptc.org) (<mailto:coordinator@masscptc.org>)

### Payment by Check

If you cannot make payment online you can mail in a check. Checks can be received after the workshop. The check must include the name of the participant(s) and workshop name. Due to limited access to our office, checks may take 60 to 90 days to process. Mail checks to:

CPTC c/o Urban Harbors Institute

UMass Boston

100 Morrissey Boulevard,

Boston, MA 02125

### Refunds

Honoring your commitment to attend and pay is important. However if cannot attend a workshop you can receive a refund by notifying us by email at least 48 hours before the workshop begins. If you paid online the refund will be processed within 3 days. If you paid by check it may take up to

90 days to process your refund. Please include your name, the workshop name, the email address you used to register and the method of payment. Email [coordinator@masscptc.org](mailto:coordinator@masscptc.org)  
(mailto:coordinator@masscptc.org)

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October 25, 2021

**Re: Help Rural Communities: A response to Auditor Bump's recent study and the availability of funds**

Dear Members of the Berkshire and Franklin County Legislative Delegation and Rural Caucus

The availability of American Rescue Plan Act (ARPA) funds gives the Commonwealth of Massachusetts a unique opportunity to rectify decades of deficiencies in addressing our infrastructure needs across all of Massachusetts. Notably, however, the infrastructure needs of rural Massachusetts have suffered an ongoing challenge due to the diminished ability of those communities to fund the design and construction of projects. The recent report of State Auditor Bump entitled [\*Public Infrastructure in Western Massachusetts: A Critical Need for Regional Investment and Revitalization\*](#) highlights these challenges across a number of programs.

Now is the time to address these historical challenges and imbalances. We believe that an infusion of funds made available by ARPA funds and the Commonwealth's strong fiscal position should pay particular attention to the needs of rural Massachusetts and take this opportunity to initiate a discrete number of programmatic reforms to make infrastructure projects easier for rural communities.

Our recommendations for allocation of funds and changes in programs presents four themes that address the issues and chronic shortfalls found by Auditor Bump:

1. Overall increase in state funding for all infrastructure programs.
2. Focused changes on the funds dedicated to rural communities, including reform of the outdated Chapter 90 formula.
3. Technical assistance and standardization of design practices to reduce the obstacles faced by small communities in staffing and funding the engineering and design phases of projects.
4. Initiating work towards a dedicated funding source to support municipal building needs.

**Chapter 90**

- Change the formula weighting of factors to reduce the historical disadvantage to rural towns. For example, increase the road miles factor from 58.33% to 69.334% (per Auditor's Report and Representative Pignatelli's bill H.3572)
- Allocate any amount over \$200 million solely on road miles (remove population and jobs from calculation – no community loses funding, every community gets increased funding, helps resolve inequity to rural communities)

**STRAP**

- Increase the percentage of MassWorks to STRAP from 10% to 20%



- Increase project cap from \$1 million to \$2 million

#### **Municipal Small Bridge Program Funding**

- Increase to \$250 million over 5 years
- Remove \$500,000 project limit
- Instruct MassDOT to create multiple small bridge and culvert design templates for local use

#### **Culvert Replacement Municipal Assistance Grant Funding (this is a Div. of Ecological Restoration-funded program)**

- Increase funding to at least \$2 million/year

#### **Other Road and Bridge Priorities**

- Create and fund a Dirt and Gravel Road Program (Representative Blais bill H.2433)
- Create new Engineering and Technical Assistance grant Program (\$20 million / year ) for engineering and design for road and bridge projects in Rural Communities
- Review all state grants dealing with infrastructure to remove the “non-rural” bias and/or create infrastructure programs designed specifically for rural communities. (Senator Comerford bill S.2029)

#### **Broadband**

- Relieve all municipal debt
- Renegotiate the contract with middle mile service providers to make access to MassBroadband 123 more affordable to potential users
- Relieve municipalities of network redundancy costs
- Create a flexible municipal broadband grant program for municipalities to cover such items as picking up those few homes in served communities that are not connected

#### **Municipal Buildings**

- Create municipal building authority with a dedicated funding source that is tied to inflation to assist with renovation and replacement of all types of municipal buildings.
- Provide design templates for certain town buildings reflective of population and services provided and that incorporates energy-efficiency and considers long term operational costs

#### **Other Priorities**

- Provide professional help and capacity to small towns for planning, design, engineering, project development, surveying, grant writing.
- Set minimum threshold where prevailing wage does not apply for municipal projects
- Commit to a minimum of \$400 million for the Massachusetts Clean Water Trust to support communities in bringing our antiquated water and sewer systems up to modern standards.

Thank you for consideration of these proposals. We are ready to assist and advocate.

Sincerely,

Thomas Matuszko, Executive Director, Berkshire Regional Planning Commission

Linda Dunlavy, Executive Director, Franklin Regional Council of Governments

Andy Hogeland, President, Berkshire County Selectmen's Association

Cc. Auditor Suzanne M. Bump



## Registration is Now Open!!

This year's conference session tracks will include:

- Shared Roadway Infrastructure
- Supporting Our Municipalities
- Equity in Mobility
- Safe, Sustainable Mobility
- Site Visits

## Safe Streets Smart Trips High School Video Contest

This year's Moving Together conference will feature the eighth annual high school video contest, Safe Streets Smart Trips (SSST). This contest involves the creation of 30 – 60 second videos of public service announcements by and for high school students to promote safe walking, bicycling, and driving behaviors within the Commonwealth. This year's theme centers on being a "bike-friendly" driver and providing information on how drivers can safely share the road with bicyclists.

Similar to last year, Moving Together attendees will be asked to vote on the top three videos received to determine the final grand prize, runner-up, and honorable mention videos in each category (Freshman/Sophomore and Junior/Senior). Voting will open at noon on Friday, December 3, and close at 5 p.m. on Tuesday, December 7. To learn more about the Safe Streets Smart Trips high school video contest and to watch previous winning videos, please visit [Mass.gov/roadway-safety-video](http://Mass.gov/roadway-safety-video).

### The History of the Moving Together Conference

In 1998, both the statewide bicycling action plan and the statewide pedestrian action plan, called for the establishment of an annual statewide conference for educational and networking purposes. The first two of these conferences were held in Worcester, MA in 2000. In May, at Clark University, 50 people gathered to discuss only walking issues. Later in the year, at the Worcester Holiday Inn, 50 people focused only on bicycling issues.

In 2005, the conference moved to Boston. The first several years, the conference was held at the Marriott Courtyard on Tremont Street. Interest continued to grow until attendance hit approximately 250 persons and the conference moved to a larger venue at the Back Bay Sheraton.

The conference continued to grow and in 2013 the conference was held for the first time at the Boston Park Plaza Hotel. Transit joined the conference as a featured mode. In 2014, more workshops than ever were offered along with the addition of site visits. Over 650 people attended the event. In 2016, the conference sold out for the second year straight! Each year the conference continues to bring together transportation leaders and individuals involved in the areas of planning, public health, bicyclist and pedestrian safety, transit, advocacy, elected office, law enforcement and education.



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## COMMENTS ON 2020 CENSUS DATA PRODUCTS

10/21/2021

VIA EMAIL: [2020DAS@census.gov](mailto:2020DAS@census.gov)

The Berkshire Regional Planning Commission (BRPC) provides these comments on the Demographic and Housing Characteristics (DHC) and Detailed Demographic and Housing Characteristic (DDHC) files for the 2020 Census. The BRPC, as a regional planning agency serving Berkshire County in Massachusetts, is a frequent user of census data, especially at the MCD (county-subdivision) level. We have 32 legally separate municipalities, and all data provided by the Census must get produced at this level, at a minimum. Block, Block Group, and Tract data are useful to some of our communities, but all require MCD level data.

Acknowledging that not all 2010 tables can be produced for 2020 at the same level of accuracy for all geographies due to the Differential Privacy and the privacy loss budget, **we request the release of the following tables at the MCD level:**

### Demographic and Housing Characteristics (DHC) Tables

P21. Households by Age of Householder by Household Type by Presence of Related Children

P35. Families

P36. Population in Families by Age

P39. Family Type by Presence and Age of Related Children

P40. Family Type and Age for Own Children Under 18

PCT11. Households by Age of Householder by Household Type by Presence of Related Children

PCT12A-0. Sex by Age by Race

PCT16. Household Type by Number of Children Under 18

PCT23. Race

H11. Total Population in Occupied Housing Units by Tenure

### Detailed Demographic and Housing Characteristics (DDHC) Tables

PCT1. Total Population

PCT3. Sex by Age for Selected Age Categories

PCT8. Household Type

P40. Family Type and Age for Own Children Under 18

H11. Total Population in Occupied Housing Units by Tenure

PCT10. Households by Presence of People Under 18 Years by Household Type by Age of People Under 18 Years.

PCT11. Households by Age of Householder by Household Type by Presence of Related Children

PCT17. Presence of Multigenerational Households

PCT18. Households by Presence of Non-relatives

PCT22. Household Type by Relationship

PCT23. Household Type for the Population in Households

PCT24. Household Type by Relationship for the Population Under 18 years

PCT29. Families

PCT38. Group Quarters Population by Group Quarters Type

PC01. Group Quarters Population by Sex by Age

HCT2. Tenure

HCT3. Total Population in Occupied Housing Units

HCT4. Total Population in Occupied Housing Units by Tenure

HCT6. Household Size

HCT7. Tenure by Household Size


HCT8. Tenure by Age of Householder

HCT9. Tenure by Household Type by Age of Householder

HCT10. Tenure by Presence and Age of Own Children

The BRPC appreciates the opportunity to provide comments on these important data sets. Questions on these comments can be sent to Mark Maloy, Data Manager at BRPC ([mmaloy@berkshireplanning.org](mailto:mmaloy@berkshireplanning.org)).

Sincerely,

A handwritten signature in blue ink, appearing to read 'Thomas Matuszko', with a stylized flourish at the end.

Thomas Matuszko, Executive Director



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## MEMORANDUM

**TO:** Delegates and Alternates, Berkshire Regional Planning Commission

**FROM:** Thomas Matuszko, Executive Director

**DATE:** October 29, 2021

**RE:** **September 2021 Assistance Activities**

This report highlights technical assistance provided by BRPC staff for September 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
Lenox	Training opportunities	Planning Board
Cheshire	Community Compact Best Practices program	Planning & Select Boards

Assistance Recipient	Non-Municipal Technical Assistance	Organization
None		