



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, January 06, 2022 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 December 2, 2021* (4:05)
- III. Financial Reports (4:10)
 - A. December Expenditures Report *
 - B. Accounts Receivable Report
 - C. Line of Credit Report
 - D. Update on Retirement Legislation
 - E. Other
- IV. Delegate & Alternate Issues (4:15)
- V. Items Requiring Action* (4:20)
 - A. Approval of Modified Personnel Pay Plan
 - B. Approval to Submit Grant Application to the Massachusetts Office of Travel and Tourism
 - C. Approval of Environmental Notification Form comments about the Lenox Valley Waste Transfer Facility, Lenox
 - D. Other
- VI. Committee Reports (4:30)

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

- A. Finance Committee
- B. Brownfield Committee
- C. Commission Development Committee
- D. MPO
- E. Other

VII. Executive Director's Report (4:40)

- A. Report on New Contracts / Agreements
- B. Berkshires Tomorrow Inc. (BTI) Update
- C. Staff Updates
- D. West – East Passenger Rail
- E. Northern Tier Passenger Rail Study
- F. Rural Policy Advisory Commission Update
- G. MicroTransit Survey
- H. District Local Technical Assistance (DLTA)
- I. Community One Stop for Growth Applications
- J. COVID-19 Rapid Test Kits
- K. Other

VIII. Old Business (4:55)

- A. Office Space Update
- B. Employee Handbook
- C. Other

IX. New Business (5:05)

- A. Gubernatorial Election
- B. January Commission Meeting
- C. Employee Handbook

X. Adjournment (5:15)

Attachments:

- Unapproved Minutes of the December 2, 2021, Executive Committee Meeting
- December Expenditures Report
- December Receivables Report
- December Line of Credit Report
- Personnel Pay Plan
- Lenox Valley Waste Transfer Facility ENF Summary
- Unapproved Minutes of the December 9, 2021, Finance Committee Meeting
- FY21 BRPC Audit Management Letter
- Unapproved Minutes of the December 14, 2021 Commission Development Committee Meeting
- Resume Linda Mitchell
- Resume Ludia Shulman
- DLS Rapid Test Announcement
- Memo – November 2021 Technical Assistance

* Items Requiring Action



DRAFT EXECUTIVE COMMITTEE MINUTES

Thursday, December 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 4:01 p.m.

Chair John Duval called the meeting to order and stated that 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 Administrator Kate Hill Tapia:

John Duval, Chair, Adams Alternate

Malcolm Fick, Vice Chair, Great Barrington Alternate

Buck Donovan, Treasurer, Lee Delegate

Sheila Irvin, Clerk, Pittsfield Delegate

Kyle Hanlon, North Adams Delegate

René Wood, Commission Development Chair, Sheffield Alternate

Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate

CJ Hoss, Regional Issues Committee Chair, Pittsfield Alternate

Sam Haupt, Peru Delegate; At-Large

Others Present: Brittany Polito, iBerkshires; Barb Davis-Hassan, Lanesboro Alternate; Christine Rasmussen Stockbridge Alternate near the end of the meeting

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

II. Approval Executive Committee Meeting November 4, 2021 Minutes

CJ Hoss moved to approve the minutes of the November 4, 2021 meeting.

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

III. Financial Reports

A. November Expenditures Report

Line items 15633 and 15628 have a typo. Overdose was spelled incorrectly.

René Wood moved to approve the November Expenditures report, and CJ Hoss seconded the motion. The report was approved by roll call vote from

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

B. Accounts Receivable Report & Assessments

Tom noted that the \$34,561 payment from the Executive Office of Energy & Environment was received.

C. Line of Credit Report

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

D. BRPC Checking Account Fraud

BRPC's TD Bank primary checking account had three fraudulent checks written and cashed by a woman in South Carolina within three days: \$7,500, \$24,000, and \$5,000. She had printed checks with BRPC's routing and account numbers. The checks were out of sequence and caught by BRPC staff within 48 hours. The funds are being reinstated, and a new verification system set up whereby BRPC will submit a list of checks as they are issued. BRPC will not be liable for the checks or any fees. Committee members commented that this type of fraud is not unusual.

IV. Delegate & Alternate Issues

Roger Bolton stated that the November Commission meeting was "extraordinarily valuable," especially input from newer delegates which is a very good development.

V. Items Requiring Action

A. Approval to Submit Grant Application to MIIA Health Benefits Trust Wellness Grant

Approval was requested for the Executive Director to submit a grant application to the Massachusetts MIIA Health Benefits Trust Wellness Grant and approve any resulting contracts and agreements. This grant provides resources for creating and maintaining a healthy work culture, such as exercise equipment and adjustable desks. The grant budget is up to \$5000. There is no local match required. The staff lead on this application is Marianne Snizek, msnizek@berkshireplanning.org.

Sam Haupt moved to approve the Executive Director to submit a grant application to the Massachusetts MIIA Health Benefits Trust Wellness Grant and approve any resulting contracts and agreements. René Wood seconded the motion. It was approved by roll call vote from John Duval, Malcolm Fick, Kyle Hanlon, Sam Haupt, Sheila Irvin, CJ Hoss, René Wood, and Roger Bolton.

B. Approval to Submit Grant Application to the Economic Development Administration (EDA), U.S. Department of Commerce (DOC)

Approval was requested for the Executive Director to submit a grant

application to the Planning and Local Technical Assistance Program, Economic Development Administration (EDA), U.S. Department of Commerce (DOC), and approve any resulting contracts and agreements. This grant would allow BRPC to prepare a five-year Comprehensive Economic Development Strategy (CEDS). The current CEDS expires at the end of this year. The requested amount is likely to be \$30,000. A match is required and would be provided through the District Local Technical Assistance (DLTA) Program. Staff lead is Economic Development Program Manager Laura Brennan, lbrennan@berkshireplanning.org.

René Wood moved to approve the Executive Director to submit a grant application to the Planning and Local Technical Assistance Program, Economic Development Administration (EDA), U.S. Department of Commerce (DOC), and approve any resulting contracts and agreements. Sam Haupt seconded the motion. It was approved by roll call vote from John Duval, Malcolm Fick, Buck Donovan, Kyle Hanlon, Sam Haupt, Sheila Irvin, CJ Hoss, René Wood, and Roger Bolton.

C. Approval to Submit a Grant Application to the Rural Health Equity Program

Approval was requested for the Executive Director to submit a grant application to the Rural Health Equity Grant program through the New England Rural Health Association and approve any resulting contracts and agreements. The BRPC Public Health Program is submitting an up to \$75,000/year, three-year Rural Health Equity Grant for the small towns in the Central Berkshire Rural Health Equity Cluster, including the Towns of Becket, Dalton, Hancock, Hinsdale, Lanesborough, Peru, Richmond, Washington, and Windsor. This grant will include hiring a part-time person to manage the COVID response, including mitigation efforts such as vaccination, education, and other mitigation strategies. It will also work with communities and other partners to identify sustainable structural changes that will improve health outcomes in the long term in rural communities. There is no match requirement. Staff lead is Senior Planner Allison Egan aegan@berkshireplanning.org.

Roger Bolton moved to approve the Executive Director to submit a grant application to the Rural Health Equity Grant program through the New England Rural Health Association and approve any resulting contracts and agreements. René Wood seconded the motion. It was approved by roll call vote from John Duval, Malcolm Fick, Buck Donovan, Kyle Hanlon, Sam Haupt, Sheila Irvin, CJ Hoss, René Wood, and Roger Bolton.

D. Approval to Submit Grant Application to the Community Empowerment and Reinvestment Grant Program with the Massachusetts Executive Office of Housing and Economic Development

BRPC has decided not to make this application.

E. Other - None

VI. Committee Reports

A. Metropolitan Planning Organization

The MPO met on Tuesday, November 23, 2021. The main agenda topic was to approve a TIP amendment for public comment related to BRTA and their preventive maintenance, operating expenses, bus replacement, and fare collection improvements. There is a thirty-day review period. (Draft unapproved minutes have not been prepared.)

B. Finance Committee

The Finance Committee will meet on December 9, 2021. The main agenda items are to recommend the FY2023 Community Assessments to the Commission and review the FY2021 BRPC Audit.

Tom stated that towns may request their recommended assessment for budget planning purposes. The Finance Committee's recommendations won't be approved until the January 20, 2022 Commission meeting. He also confirmed that census numbers are available. Census data was used for the recent redistricting.

C. Other - None

VII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated 12/01/2021 to 12/31/2021

- Clarksburg – Municipal Vulnerability Program - \$15,000
- Lenox - Municipal Vulnerability Program - \$295,190
- Mount Washington - Municipal Vulnerability Program - \$20,000
- Mount Washington – Hazard Mitigation - \$18,750
- Clarksburg – Green Communities Weatherization & Lighting Project - \$10,000
- Public Health Emergency Preparedness Planning - \$150,909
- CHAPA – Municipal Engagement Initiative – grant of services

The \$295,190 Municipal Vulnerability Program includes several towns and community organizations like the Housatonic Valley Association. Lenox is administering the grant, and BRPC receives a portion for staff support. The focus is on culvert assessments.

Grants and Contracts not received.

- ACT4All Grant Program for developing an E-bike incentive program for low-income community members.

B. Berkshires Tomorrow Inc. (BTI) Update

The BTI board authorized the President, John Duval, to sign an agreement

with the Berkshire Regional Planning Commission and sign any other contracts to support the COVID-19 Pediatric Clinics not to exceed the amount of \$10,000, including a 2% administrative fee. Berkshires Tomorrow did not receive a grant from EPA's Environmental Justice Small Grant Program for \$75,000. It was a very competitive application.

C. West – East Rail

A next step recommended in MassDOT's East-West Passenger Rail Study was to understand the governance options for expanded passenger rail in Western Massachusetts. MassDOT recently released a white paper that provides background on issues that influence passenger rail operations in Western Massachusetts and provides specific recommendations on passenger rail operations and governance options for future services. An Executive Summary was attached. The complete white paper is available at: <https://www.mass.gov/doc/massachusetts-intercity-passenger-rail-governance-white-paper-0/download>

The advisory committee recommended that governance be addressed and a list of options considered. Tom is concerned that MassDOT seems to have already chosen one option. He will assess what needs to be done going forward and noted it is good that MassDOT is paying attention to this. Perhaps there will be funding to move it forward with ARPA and the infrastructure bill.

Roger Bolton shared that he thinks it is good that it wasn't assumed that MTA, an eastern-focused organization, would govern the West-East Rail.

The paper did not deal with the shared track issue, which prevents reliable, quick service since freight dominates. CSX's attempt to purchase the Pan Am Railways line is another issue. It is a national or at least subregional issue without a clear resolution.

D. Rural Policy Advisory Commission Update

The Rural Policy Advisory Commission did not meet in November. The next meeting is tentatively set for December 17, 2021.

E. CPTC Fall Training Schedule

Planning and zoning board members may still participate in virtual training events through the Citizen Planner Training Collaborative (CPTC). The schedule of online sessions was attached to the material distributed.

F. Special Commission on Rural Schools

The Special Commission established by the legislature to examine rural school districts has been working over the past several months through various subcommittees. At its meeting on November 9, 2021, the subcommittees reported their initial recommendations (which was attached to the material that was distributed.) One additional subcommittee on school choice recommended that the entire school choice policy needs to be re-

examined statewide, including an examination of the inequity it might be causing. The Special Commission will synthesize these recommendations into a final report/recommendation, proposed to be released early next year. A recording of the meeting is available [here](#).

Burdens on small towns such as Chapter 766, aid to disabled children, are difficult because it is hard to plan budgets, not knowing if or when a child will need services. Tom said it was a balanced discussion, including rural transportation, condition of schools, and staffing. These are serious issues for rural schools, especially with declining enrollment. It is encouraging to see that these issues are being addressed.

G. Staff Update

Jennifer Kimball, a Principal Planner with the Public Health Program and leader of the Berkshire Opioid Addiction Prevention Collaborative, is resigning effective mid-December. Tom noted that Jennifer did a great job with the Collaborative, and it is an important position to fill.

VI. Old Business

A. Office Space

The building owner continues to concentrate work on the exterior of the building. The roofing work is almost done. The overhangs along North and Fenn Streets will be re-roofed, which should prevent dripping on the sidewalk that freezes in the winter. The exterior masonry work is done for the season. A drain line extension will be constructed along the fire escape in the back parking lot to serve the downspouts on the back wall and alcove area. Gutters and downspouts will be replaced and connected to the new storm line that should help eliminate icing conditions in the parking lot. Work on the interior will not start in earnest until the first of the year.

Due to new hires, the office is at full capacity, so people may need to share if there is new staff.

B. Other - None

VII. New Business

A. January Commission Meeting

Tom suggested the agenda be determined at the January Executive Committee meeting and that the Commission Development Committee choose how to structure the housing topic.

In the early 2000s, BRPC produced four to six-page "planning toolbox" documents on various topics. These will be resurrected, starting with what communities can do about housing. There will be other topics such as master plans.

René Wood suggested the Commission Development Committee meet in December to delve into the topic. She will follow up with Tom to schedule that. The housing topic is pertinent as the regional housing working group will release its housing strategy soon. The CHAPA (Citizens Housing and Planning Association) municipal engagement project also starts soon.

Chris Brown, BRPC Community Planner, is working on a Housing Production Plan for Sheffield, and Great Barrington has completed a housing needs assessment. These can serve as examples for other communities.

The following item needs to be on the agenda:

- Approval of the assessment for FY23.

Other possible agenda items include:

- A report on the Commonwealth's ARPA spending plan
- Given the interest expressed at the Commission meeting, there will be a housing topic at the January meeting and as a "standing" agenda for future meetings.

B. Employee Handbook

Once BRPC reaches 50 employees, there are additional requirements. There are currently 47 individual employees, many part-time, so there are about 35 FTEs. This will be an opportunity to develop a complete employee handbook instead of numerous separate policies.

Tom asked for input on how to approach this. The separate policies were each approved by the Executive Committee, and clearly, any changes will need approval. Another regional planning organization has shared its updated policy that legal counsel has reviewed.

René Wood suggested someone with "fresh eyes" edit it to ensure it makes sense to a new employee. Roger Bolton recommends legal counsel at the onset to ensure that even draft versions are not considered "contractual commitments." Despite BRPC being different from a municipality, the document may serve as a template for towns. John Duval suggested a subcommittee could be formed to review and present a new handbook.

The handbook development will likely take several months, and there may be a need to develop individual policies in the meantime.

C. Adjournment

Malcolm Fick motioned to adjourn the meeting at 4:49 p.m., seconded by René Wood, unanimously approved.

Attachments:

- Unapproved Minutes of the November 4, 2021, Executive Committee Meeting
- November Expenditures Report
- November Receivables Report

- November Line of Credit Report
- MassDOT White Paper Executive Summary
- CPTC Training Schedule
- Special Commission on Rural Schools Subcommittee Reports
- Memo – October 2021 Technical Assistance

DRAFT

BERKSHIRE REGIONAL PLANNING COMMISSION
Check Register
For the Period From November 24, 2021 to December 22, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	DEPT	DEPARTMENT DESCRIPTION	EXPENSE
15699	11/24/21	S-K DESIGN GROUP, INC.	1,400.00	545 DHCD/DLTA	District Local Technical Assistance	Subcontractor
EFT	11/26/21	SPLASHTOP	199.00	40 ADMIN	Admin	Dues/Subscriptions
EFT	11/29/21	UNANET TECHNOLOGIES	722.33	40 ADMIN	Admin	Dues/Subscriptions
15700	11/30/21	MARK ABRAHAMS DBA THE ABRAHAMS GROUP	2,842.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Subcontractor
15701	11/30/21	VALERIE BIRD	251.22	650 DPH/SS	Public Health Excellence for Shared Services grant program	Expense Report
15702	11/30/21	BLUE 20/20	72.32	40 ADMIN	Admin	Vision Insurance
15703	11/30/21	ENVIRONMENTAL SYSTEMS RESEARCH INST.	4,700.00	40 ADMIN	Admin	Prepaid Expenses - Subscription
15704	11/30/21	EDWARD M. FAHEY	242.63	---	Varied Projects	Expense Report
15705	11/30/21	WYLIE GOODMAN	31.93	---	Varied Projects	Expense Report
15706	11/30/21	SETH JENKINS	160.16	545 DHCD/DLTA	District Local Technical Assistance	Expense Report
15707	11/30/21	JENNIFER L. KIMBALL	322.64	640 NEAETC/CRI	NEAETC, Community Research Initiative of New England, Inc. - Hepatitis C V	Expense Report
15708	11/30/21	EMILY KIRBY	377.12	585 NBCC/OD2D	Northern Berkshire Community Coalition - Overdoes Data to Action	Expense Report
15709	11/30/21	LAURA KITROSS	134.52	---	Varied Projects	Expense Report
15710	11/30/21	MICHAEL SCUTIERI	50.00	40 ADMIN	Admin	Maintenance
15711	11/30/21	W.B. MASON COMPANY, INC.	182.49	40 ADMIN	Admin	Supplies
15712	11/30/21	VOID		---	---	Voided
15688V	11/30/21	AMY RACELA	-50.00	645 BARR/POG21	BARR BCETF - Action Plan to Implement Portrait of Graduate	Voided
15713	12/1/21	DAVID W. KELLEY	360.00	40 ADMIN	Admin	Cleaning
15714	12/1/21	MIIA HEALTH BENEFITS TRUST	2,241.37	40 ADMIN	Admin	Dental Insurance
15715	12/1/21	MIIA HEALTH BENEFITS TRUST	51,118.89	40 ADMIN	Admin	Health Insurance
15716	12/1/21	MUTUAL OF OMAHA	662.31	40 ADMIN	Admin	Life: STD; LTD
15717	12/1/21	THE COOPER CENTER, LLC	4,647.73	40 ADMIN	Admin	Rent
15718	12/1/21	MERISTEM PARTNERS LLC	350.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
15719	12/1/21	STEPHEN MURRAY	4,314.17	585 NBCC/OD2D	Northern Berkshire Community Coalition - Overdoes Data to Action	Expense Report \$1,588.02
15719	12/1/21	STEPHEN MURRAY		585 NBCC/OD2D	Northern Berkshire Community Coalition - Overdoes Data to Action	Supplies \$138.65
15719	12/1/21	STEPHEN MURRAY		574 BTI/BTCF/OPIOID2021	BTI/ BTCF - Berkshire Taconic Community Foundation - BOAPC/EMS/Post OD in Northern County - 2021	Expense Report \$2,587.5
15720	12/1/21	LEE PUBLIC SCHOOLS	5,000.00	635 DESE/BRLI21	Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative 22	BRLI Champions Stipend

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15721	12/1/21	NORTH ADAMS PUBLIC SCHOOLS	5,000.00	635 DESE/BRLI21	Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative 22	BRLI Champions Stipend
15722	12/1/21	AAIM TRAINING AND CONSULTING LLC	106.00	40 ADMIN	Admin	Background Checks
15723	12/1/21	MACFARLANE OFFICE PRODUCTS, INC.	888.70	40 ADMIN	Admin	Copier
15724	12/1/21	MASS STATE BOARD OF RETIREMENT	8,810.17	---	---	Retirement
15725	12/1/21	INGRID BORWICK	350.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15726	12/1/21	LYNETTE GAGNON	400.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15727	12/1/21	SHARON HARRISON	250.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15728	12/1/21	LENOX PUBLIC SCHOOLS	5,000.00	635 DESE/BRLI21	Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative 22	BRLI Champions Stipend
15729	12/1/21	NEW ENGLAND NEWSPAPERS, INC.	226.60	440 TPL21	Mass DOT	Advertising
15730	12/1/21	STEVE SOULE	250.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15731	12/1/21	DOREEN TWISS	500.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15732	12/1/21	W.B. MASON COMPANY, INC.	100.16	40 ADMIN	Admin	Supplies
15733	12/1/21	JEREMY WELLS	250.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
1202	12/1/21	ATLAS TECHNICAL CONSULTANTS LLC	2,275.00	631 DAL/CDBG	Dalton Community Development Block Grant	Subcontractor
CCARD	12/7/21	AMAZON.COM	29.22	284 BPHN/PHN	Public Health Nursing Program	Vaccine Supplies
CCARD	12/7/21	AMAZON.COM	41.34	284 BPHN/PHN	Public Health Nursing Program	Vaccine Supplies
CCARD	12/8/21	AMAZON.COM	59.74	40 ADMIN	Admin	Supplies
15734	12/9/21	VALERIE BIRD	1.00	---	---	TD Bank Check Testing
15735	12/9/21	VALLEY GREEN SHREDDING, LLC	1.00	---	---	TD Bank Check Testing
15736	12/9/21	W.B. MASON COMPANY, INC.	1.00	---	---	TD Bank Check Testing
15734V	12/9/21	VALERIE BIRD	-1.00	---	---	TD Bank Check Testing
15735V	12/9/21	VALLEY GREEN SHREDDING, LLC	-1.00	---	---	TD Bank Check Testing
15736V	12/9/21	W.B. MASON COMPANY, INC.	-1.00	---	---	TD Bank Check Testing
15737	12/9/21	MARK ABRAHAMS DBA THE ABRAHAMS GROUP	3,964.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Subcontractor
15738	12/9/21	JAMES BURNHAM	2,500.00	326 BURN	On-Line Burn Permits	Services
15739	12/9/21	GWENDOLYN CARIDDI	142.80	631 DAL/CDBG	Dalton Community Development Block Grant	Expense Report
15740	12/9/21	SYKES, COLIN	272.32	650 DPH/SS	Public Health Excellence for Shared Services grant program	Expense Report
15741	12/9/21	ROBIN HELFAND	3,250.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
15742	12/9/21	HEATHER DESCOTEAU	50.00	659 DPH/LHSCT	DPH Local Health Support covid 19 Contract Tracing	Expense Report
15743	12/9/21	PAULA E. DOWNER	128.24	284 BPHN/PHN	Public Health Nursing Program	Expense Report
15744	12/9/21	LESLIE DRAGER	462.18	---	Varied Projects	Expense Report
15745	12/9/21	FAIRVIEW HOSPITAL, INC.	18,748.54	---	Varied Projects	Subcontractor
15746	12/9/21	FEDEX	29.62	40 ADMIN	Admin	Shipping

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15747	12/9/21	KATHRYN HEEDER HOCKER	1,275.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
15748	12/9/21	CHARLES KANIECKI	37.38	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Pub	Expense Report
15749	12/9/21	AMY RACELA	50.00	645 BARR/POG21	BARR BCETF - Action Plan to Implement Portrait of Graduate	Honorarium
15750	12/9/21	MCKESSON MEDICAL - SURGICAL	1,144.57	284 BPHN/PHN	Public Health Nursing Program	Vaccine Supplies
15751	12/9/21	MASS COLLEGE OF LIBERAL ARTS	2,500.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Subcontractor
15752	12/9/21	MARY NASH	640.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
15753	12/9/21	PETTY CASH	52.00	40 ADMIN	Admin	Petty Cash
15754	12/9/21	CITY OF PITTSFIELD	375.00	40 ADMIN	Admin	Parking
15755	12/9/21	NANCY SLATTERY	304.79	650 DPH/SS	Public Health Excellence for Shared Services grant program	Expense Report
15756	12/9/21	TD CARD SERVICES	152.84	40 ADMIN	Admin	CC Payment
15757	12/9/21	WILLIAM BALLEEN	2,000.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15758	12/9/21	TIMOTHY LEE	2,000.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15759	12/9/21	JUDY RUSH	2,000.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15760	12/9/21	BRENDAN SHERAN	8,080.00	---	Varied Projects	Expense Report/Stipend
15761	12/9/21	TMSOLUTION, INC.	6,000.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Subcontractor
15762	12/9/21	TPX COMMUNICATIONS	1,120.10	40 ADMIN	Admin	Telephone
15763	12/9/21	VALLEY GREEN SHREDDING, LLC	35.00	40 ADMIN	Admin	Recycling
15764	12/9/21	STACEY M. SILKEY SCHULTZE	2,000.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15765	12/9/21	ELLEN SUTHERLAND	2,000.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
1135	12/9/21	JOHN A SAARI, LLC	1,375.00	522 CHSNMB/CDBG18	New Marlborough - Community Development Block Grant -	Subcontractor
CCARD	12/9/21	WAYFAIR, LLC	85.16	40 ADMIN	Admin	Supplies
CCARD	12/12/21	ZOOM VIDEO COMMUNICATIONS, INC.	40.00	40 ADMIN	Admin	Dues/Subscriptions
CCARD	12/12/21	CODE42	9.99	40 ADMIN	Admin	Comp Software
CCARD	12/13/21	BAYSTATE ROADS PROGRAM	50.00	40 ADMIN	Admin	Staff Development
15766	12/14/21	BADIE DESIGNS LLC	13,383.80	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
15767	12/14/21	BRUCES HARDWARE INC	25,000.00	618 LEN/CDBG-CV	Lenox - CDBG Covid-19	Awardee
15768	12/14/21	GINGER CRUZ-ROSARIO	500.00	610 HRIA/G2G	Health Resources in Action (HRIA) - Grey to Green: Increasing Health Equity in Pittsfield	Subcontractor
15769	12/14/21	MA ENVIRONMENTAL HEALTH ASSOC.	75.00	650 DPH/SS	Public Health Excellence for Shared Services grant program	Communications
15770	12/14/21	MHOA	75.00	659 DPH/LHSCT	DPH Local Health Support covid 19 Contract Tracing	Communications
15771	12/14/21	THE COOPER CENTER, LLC	1,330.18	40 ADMIN	Admin	Utilities
CCARD	12/15/21	ZOOM VIDEO COMMUNICATIONS, INC.	35.73	40 ADMIN	Admin	Dues/Subscriptions
CCARD	12/20/21	ENVIRONMENTAL SYSTEMS RESEARCH INST.	100.00	40 ADMIN	Admin	Comp Software

BERKSHIRE REGIONAL PLANNING COMMISSION
Check Register
For the Period From November 24, 2021 to December 22, 2021

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	DEPT	DEPARTMENT DESCRIPTION	EXPENSE
15772	12/20/21	ERIKKA ADAMS	150.00	635 DESE/BRLI21	Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative 22	Honorarium
15773	12/20/21	ADELSON MOYNIHAN KOWALCZYK, PC	8,400.00	40 ADMIN	Admin	Audit Svcs
15774	12/20/21	BERKSHIRE LANGUAGE MANAGEMENT INC	530.54	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
15775	12/20/21	BERKSHIRE SPRINGS	14.50	40 ADMIN	Admin	Water
15776	12/20/21	COMPREHENSIVE ENVIRONMENTAL, INC.	470.00	592 DEP/319REGC	DEP - 319 Regional Coordinator	Subcontractor
15777	12/20/21	DONOVAN O'CONNOR & DODIG LLP	200.00	166 EPA/RLF	Brownfields Revolving Loan Fund	Legal Services
15778	12/20/21	GREENAGERS INC	5,256.00	661 LEN/MVP22	Lenox Municipal Vulnerability Program	Subcontractor
15779	12/20/21	SETH JENKINS	208.32	545 DHCD/DLTA	District Local Technical Assistance	Expense Report
15780	12/20/21	MACFARLANE OFFICE PRODUCTS, INC.	487.79	40 ADMIN	Admin	Copier
15781	12/20/21	OLD MILL ROAD MEDIA, LLC	700.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
15782	12/20/21	VALLEY GREEN SHREDDING, LLC	35.00	40 ADMIN	Admin	Recycling
15783	12/20/21	W.B. MASON COMPANY, INC.	396.95	40 ADMIN	Admin	Supplies
15784	12/21/21	BERK COUNTY SUPERINTENDENTS ROUNDTABLE	5,000.00	635 DESE/BRLI21	Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative 22	BRLI Champions Stipend
15785	12/21/21	BIANCO, BRENDA	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15786	12/21/21	BRIGHENTI, GREG	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15787	12/21/21	BRUNO, JONATHAN	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15788	12/21/21	RYAN BUGGY	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15789	12/21/21	BURNETT, CARRIE	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15790	12/21/21	CALLAHAN, JUDY	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15791	12/21/21	COLVIN, MICHELLE	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15792	12/21/21	COSTELLO, LUCIE	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15793	12/21/21	DILLON, PETER	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15794	12/21/21	ELDRIDGE, MARY BETH	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15795	12/21/21	ELSER, SOPHIE	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15796	12/21/21	FINNEGAN, LAUREN	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15797	12/21/21	FRENCH, ANN	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15798	12/21/21	WILLIAM GARRITY	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15799	12/21/21	GOLDBERG, ARNOLD	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15800	12/21/21	GOODELL, KIM	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15801	12/21/21	HENAULT, MICHAEL	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15802	12/21/21	HUBBARD, SANDI	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15803	12/21/21	KELLEY, BRENDA	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15804	12/21/21	MANVILLE, ERICA	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15805	12/21/21	MASTRONARDI, JOSEPH	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend

BERKSHIRE REGIONAL PLANNING COMMISSION
Check Register
For the Period From November 24, 2021 to December 22, 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>
15806	12/21/21	MORANDI, KIM	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15807	12/21/21	MUTZ, ANN MARIE	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15808	12/21/21	NOVITSKY, AMY	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15809	12/21/21	OLDS, EMILY	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15810	12/21/21	PECOR, ANNIE	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15811	12/21/21	PHILLIPS, REBECCA	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15812	12/21/21	POMPI, JILL	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15813	12/21/21	RUNDLE, MARIA	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15814	12/21/21	SCHILDKRAUT, DANA	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15815	12/21/21	SIRKER, YVETTE	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15816	12/21/21	TWINK WILLIAMS BURNS	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15817	12/21/21	WEINSTEIN, JOHN	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15818	12/21/21	WILLIAMS, HEATHER	200.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15819	12/21/21	YOUNG, MARIANNE	400.00	638 DESE/REGIONAL21	MA Dept Elem/Sec Education - BCETF	Stipend
15820	12/21/21	MASS STATE BOARD OF RETIREMENT	9,078.51	---	---	Retirement
CCARD	12/21/21	AMAZON.COM	1,202.63	650 DPH/SS	Public Health Excellence for Shared Services grant program	Laptop w/ Case
CCARD	12/21/21	AMAZON.COM	39.65	40 ADMIN	Admin	Supplies

Total **247,613.89**

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Dec 22, 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
283/BHHA/INSP/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH		1,125.00	
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/BHPN/PHN/CHS	TOWN OF CHESHIRE		-2,262.74	Paid Full Contract In Advance
284/BHPN/PHN/PTS	CITY OF PITTSFIELD - BOARD OF HEALTH	1,150.00	1,150.00	Laura Kittross in contact PTS; Linda Ludwig sent email.
284/BHPN/PHN/WMST	TOWN OF WILLIAMSTOWN	1,678.16	1,678.16	Alecia Herrick will call and follow up
284/BPHN/PHN/BHDC	BERKSHIRE HOUSING DEVELOPMENT CORP	600.00	600.00	Linda Ludwig sent follow up billing
284/BPHN/PHN/GTB	TOWN OF GREAT BARRINGTON	3,038.70	3,038.70	Linda Ludwig sent follow up billing
326/BURN/ADM	ADAMS FOREST WARDEN DEPT		115.00	
326/BURN/BKT	TOWN OF BECKET		115.00	
326/BURN/BLN	TOWN OF BLANDFORD		115.00	
326/BURN/CHS	TOWN OF CHESHIRE		115.00	
326/BURN/GTB	TOWN OF GREAT BARRINGTON		115.00	
326/BURN/HAN	TOWN OF HANCOCK		115.00	
326/BURN/MON	TOWN OF MONTEREY		115.00	
326/BURN/NAS	TOWN OF NEW ASHFORD		115.00	
326/BURN/NMB	TOWN OF NEW MARLBOROUGH		115.00	
326/BURN/OTS	TOWN OF OTIS		115.00	
326/BURN/PER	TOWN OF PERU		115.00	
326/BURN/PTS	CITY OF PITTSFIELD		115.00	
326/BURN/SHF	TOWN OF SHEFFIELD		115.00	
326/BURN/TOLLAND	TOLLAND VOLUNTEER FIRE DEPT		115.00	
326/BURN/TYR	TOWN OF TYRINGHAM		115.00	
326/BURN/WND	TOWN OF WINDSOR		115.00	
326/BURN/WSH	TOWN OF WASHINGTON		115.00	
440/TPL17	MASSDOT#75425 - TPL13		89,281.29	
466 LAN/SW	TOWN OF LANESBOROUGH	1,008.65	1,008.65	Lansborough missed invoice & will put on their December Warrant
483 NAD/ASSESS	CITY OF NORTH ADAMS		2,896.24	
515 BB/BUW	BERKSHIRE UNITED WAY		776.07	
518-519 FRCOG/BRMC	FRANKLIN REGIONAL COUNCIL OF GOVT		18,748.54	
526 BCSO/OPIOID19	BERKSHIRE COUNTY SHERIFFS OFFICE		6,250.00	

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Dec 31, 2021

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

Customer ID	Customer	Over 90 days	Amount Due	Notes
550 DOER/AARC	COMMONWEALTH OF MASSACHUSETTS		6,073.35	
560 EJ PRESCOTT, INC	EJ PRESCOTT, INC.	168.26	168.26	Sent copy, will pay. Reminded R Slick again.
561 LEN/EDP	TOWN OF LENOX		9,569.40	
585 NBCC/OD2A	NBCC		10,625.76	
606 BMC/PTSFA	BOSTON MEDICAL CENTER		9,247.54	
616 WMPHA	WESTERN MASS PUBLIC HEALTH ASSOCIATION		2,000.00	
617 ADM/CDBG/CV	TOWN OF ADAMS	1,828.39	1,828.39	Pat Mullins To Follow Up
618 LEN/CDBG-CV	TOWN OF LENOX		13,924.64	
622 USDA/FS/MTWPFRC	USDA FORESTRY SERVICE	11,674.03	20,449.09	Needed an additional form. They paid oldest and the balance is coming.
625 ADM/MTWPMVPA	TOWN OF WILLIAMSTOWN		3,780.07	
626 WST/MP	TOWN OF WEST STOCKBRIDGE		4,241.70	
633 OTS/CS	TOWN OF OTIS		7,118.35	
646 DPH/MASSCALLS	DEPT OF PUBLIC HEALTH - MASSCALLS		2,170.73	
650 DPH/SS	DEPT OF PUBLIC HEALTH		99,999.40	
651 MAPC/AAR	METROPOLITAN AREA PLANNING COUNCIL		19,581.97	
661 TOWN OF LENOX	TOWN OF LENOX		1,466.86	
Report Total		21,146.19	335,336.67	



America's Most Convenient Bank®

Current Balance

\$0.00

Available Credit

\$230,000.00

Amount Due

\$0.00

Payment Due Date

Jan 5, 2022

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: December 30, 2021
SUBJ: Agenda Items – January 6, 2022, Executive Committee Meeting

V. Items Requiring Action

A. Approval of Modified Personnel Pay Plan

Approval is requested to approve the attached modified personnel pay plan. Effective January 1, 2022, the Massachusetts minimum wage will increase from \$13.25 to \$14.25 per hour. The rate increase affects Office Assistant I and the three Intern pay ranges.

B. Approval to Submit Grant Application to the Massachusetts Office of Travel and Tourism (MOTT)

Approval is requested for the Executive Director to submit a grant application to the FY22 Travel and Tourism Recovery Grant program through the Massachusetts Office of Travel and Tourism and approve any resulting contracts and agreements. This grant application, coordinating a region-wide application for a Digital Retargeting Campaign, will focus on the key themes of downtown districts (focus on shopping & dining), outdoor recreation, and cultural districts. These are all current elements of BRPC's Economic Development Program work and tied to economic recovery projects of Local Rapid Recovery Program and EDA CARES Act scope. The target market of MA, New England, NY, and NJ and into Eastern Canada is focused on ages 25-45, all income levels, with proclivity for drivable travel involving outdoor rec, food, family, and culture. The amount requested is \$150,000. There is no local match required. Staff lead is Economic Development Program Manager Laura Brennan, lbrennan@berkshireplanning.org.

C. Approval of Environmental Notification Form comments about the Lenox Valley Waste Transfer Facility, Lenox

We recently received an ENF for the Lenox Valley Waste Transfer Facility in Lenox. The Environmental Review Committee has not yet met to discuss this project, nor has it approved draft comments. Comments are due, however, on January 11th. If the Environmental Review Committee recommends that we submit comments, we will try to get those draft comments out before the meeting. It may be difficult to do so as the virtual site visit is only scheduled for January 6th. If comments aren't ready for Executive Committee approval, we will have to authorize the Environmental Committee to submit comments on BRPC's behalf. Attached is a summary from the ENF.

D. Other

VI. Committee Reports

A. Finance Committee

The Finance Committee met on December 9, 2021. The Committee approved the FY2021 BRPC Audit. A copy of the management letter is attached. The Finance Committee is recommending to the Commission a 2½% increase for the FY2023 Community Assessments. (Draft unapproved minutes of the December 9, 2021 meeting are attached.)

B. Brownfield Committee

The Berkshire Brownfield Committee met on December 14, 2021. The main agenda items were to act on a Revolving Loan Fund Application for Hoosic Valley Coal and Grain and to get and update on the Powerhouse Square loan. (Draft unapproved minutes have not yet been prepared.)

C. Commission Development Committee

The Commission Development Committee met on December 14, 2021. The main agenda item was to determine educational topics for future Commission meetings, agreeing that housing should be the featured topic. Draft unapproved minutes of the December 14, 2021 meeting are attached.)

D. MPO

The MPO was scheduled to meet on December 21, 2021 to approve a TIP amendment related to BRTA and their preventive maintenance, operating expenses, bus replacement and fare collection improvements. However, there was no quorum.

E. Other

VII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated 12/01/2021 to 12/28/2021

- Berkshire Public Health Alliance Regional Inspection Program – Richmond - \$12,650
- Berkshire Public Health Alliance Regional Inspection Program – Windsor - \$8,415
- Public Health Institute of Western Massachusetts - Racial Equity Capacity Building - \$10,000
- Cheshire - Stormwater Support - \$10,000

Grants and Contracts not received.

- We are not aware of any grants and contracts not received.

B. Berkshires Tomorrow Inc. (BTI) Update

The Admin staff are providing the accountant data needed for the tax filing.

C. Staff Updates

- Linda Mitchell has been hired as a part-time Public Health Project Specialist. (Resume attached)
- Lydia Shulman has been hired as a Public Health Shared Services Coordinator (Resume attached)
- Jennifer Kimball, Principal Planner resigned

- Emily Kirby, Public Health Planner resigned
- Lynne Lemanski, Part-time Finance Project Specialist resigned

D. West – East Passenger Rail

Along with Western Mass elected official and regional planners, I attended a roundtable discussion with Congressman Neal and U.S. Secretary of Labor Martin Walsh on December 13, 2021 at the Springfield Union Station. The focus of the discussion was the federal Infrastructure Investment and Jobs Act, the importance of the West East Passenger rail connection and the opportunity the federal legislation presents.

E. Northern Tier Passenger Rail Study

The Northern Tier Passenger Rail Study Working Group, which I am a member of, held its first meeting on December 16, 2021. The study team reviewed the role of the Working Group, was provided with a study overview, and had a discussion of study goals. The meeting presentation and recording is at <https://www.mass.gov/northern-tier-passenger-rail-study>. Also, during the meeting, attendees answered two polling questions about the draft goals for the study. If you would like to complete the poll or share more about your goals for the study, you may access the polling questions [here](#). These questions will help inform the study team about which goals are most important and will help guide the alternatives development and evaluation process. Please provide any input on the draft goals by Thursday, January 6th.

F. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission met on December 10, 2021. The main agenda items were a presentation about private well contamination and the potential for statewide regulations for private wells, an update from the Massachusetts Healthy Aging Collaborative, and a discussion about RPAC legislative priorities.

G. MicroTransit Survey

Principal Planner Anuja Koirala has been working with a Simon's Rock College Student and Chair of the Regional Transportation Advisory Committee (RTAC) Tate Coleman, to conduct a survey of transit use focusing on microtransit, www.berkshiretransitsurvey.com. The 5–7-minute survey asks questions about a proposed shared-ride on-demand service, like Uber or Lyft. This 'call-for-service' would be reasonably priced. We would like to get broad participation. Please share this survey link with others, especially those with cars or who are unable to drive themselves.

H. District Local Technical Assistance (DLTA)

We still have not received our DLTA contract for calendar year 2022. We have been told that the contracting agency, the Department of Housing and Community Development (DHCD) is swamped, especially with the ARPA and supplemental budget funding. I am not optimistic we will receive the contract any time soon. Hence, I have held off issuing the solicitation. This is a major inconvenience and is causing a disruption in the services we can offer to our communities.

I. Community One Stop for Growth Applications

The Executive Office of Housing and Economic has opened its grant portal, called the Community One Stop for Growth. This portal contains access to several grants offered through EOHE. The first recommended step is to submit an Expression of Interest (a pre-application of sorts) at [Community One Stop for Growth Expression of Interest | Mass.gov](#). These Expressions of Interest will be accepted through March 18, 2022 at which time full applications can be submitted.

J. COVID-19 Rapid Test Kits

As you may be aware, the Baker Administration is making COVID-19 Rapid Test Kits available for purchase by municipalities and other eligible entities (see attached announcement.) We are exploring the potential of making a bulk purchase through the Berkshire Group Purchasing Program. We are trying to determine interest, demand, and quantities. Please contact me, tmatuszko@berkshireplanning.org immediately if your community is interested. Attached is a copy of the DLA announcement

K. Other

VIII. Old Business

A. Office Space

Work on the interior of our new office space has not started yet, promised to begin next week.

Due to the outbreak of the Omicron variant of the COVID-19 virus, for a few weeks, I have relaxed the requirement that staff must work at least two days in the office. I have also requested that unless staff have spent the holidays with their immediate families, that they get have a negative COVID-19 test prior to coming back into the office.

B. Employee Handbook

Based on the suggestion made at the last Executive Committee meeting our legal counsel advises that there are both pros and cons of creating an employee handbook rather than having separate policies. If a handbook is done correctly and not have the appearance of a contract with an employee, it generally is a better route to go and one which we plan to pursue.

C. Other

IX. New Business

A. Gubernatorial Election

The upcoming Gubernatorial election may present the opportunity to air some of the concerns facing Berkshire County and the western part of the state. I would like to engage in a discussion about preparing a list of questions for candidates and possibly inviting them to speak at upcoming meetings.

B. January Commission Meeting

The following item needs to be on the agenda:

- Approval of the assessment for FY23.

Other agenda item

- At the last meeting we agreed to have a housing topic as the standing educational topic

Other possible agenda items include:

- Presentation about the Community One Stop for Growth Process

C. Other

PERSONNEL PAY PLAN
Berkshire Regional Planning Commission

Exec C approved 1% COAL on 4.1.2021					Executive Commission Request for approval 1.6.2022				
			1.00%		Proposed to change Starting Salary	Proposed to change Maximum Salary	Recommended	Recommended	Recommended
SALARY Positions		2022	2022	2022	2022	2022	2022	2022	2022
Position	Qualifications	Starting Salary	Mid-Range	Maximum Salary			Starting Salary	Mid-Range	Maximum Salary
Executive Director (effective 5/24/2018)	MA/MS + 5 years = 11 years	As established by the Commission	As established by the Commission	As established by the Commission	\$0	\$0	As established by the Commission	As established by the Commission	As established by the Commission
Assistant Director	MA/MS + 5 years = 11 years	\$87,464	\$100,039	\$112,615	\$0	\$0	\$87,464	\$100,039	\$112,615
Program Manager II Directly supervise 2+ employees	MA/MS + 5 years = 11 years	\$75,031	\$89,741	\$104,450	\$4,569	\$2,137	\$79,601	\$93,094	\$106,587
Program Manager I Directly supervise <2 employees	MA/MS + 5 years = 11 years	\$65,932	\$77,688	\$89,443	\$6,165	\$7,340	\$72,097	\$84,440	\$96,784
Office Manager	BA/BS + 6 years = 10 years	\$65,932	\$77,688	\$89,443	\$6,165	\$7,340	\$72,097	\$84,440	\$96,784
Principal Planner	MA/MS + 4 yrs = 10 years	\$58,930	\$70,955	\$82,980	\$0.00	\$374	\$58,930	\$71,142	\$83,354
Senior Planner	MA/MS + 2 yrs = 8 years	\$58,697	\$68,805	\$78,913	\$0	\$0	\$58,697	\$68,805	\$78,913
Planner	MA/MS = 6 years	\$49,894	\$56,475	\$63,056	\$0	\$0	\$49,894	\$56,475	\$63,056
Grant & Procurement Specialist	MA/MS = 6 years	\$49,894	\$56,475	\$63,056	\$0	\$0	\$49,894	\$56,475	\$63,056
Housing Specialist	BA/BS + 2 years = 6 years	\$49,894	\$56,475	\$63,056	\$0	\$0	\$49,894	\$56,475	\$63,056

HOURLY Positions		2022	2022	2022	2022	2022	2022	2022	2022
Associate Planner	BA/BS = 4 years	\$21.99	\$25.35	\$28.71	\$0	\$0	\$21.99	\$25.35	\$28.71
Program Associate (Ft)	AA = 2 years	\$17.85	\$20.52	\$23.20	\$0	\$0	\$17.85	\$20.52	\$23.20
Principal Finance Administrator	MA/MS = 4 yrs = 10 years	\$32.37	\$38.98	\$45.59	\$0	\$0.21	\$32.37	\$39.09	\$45.80
Finance Administrator	BA/BS + 2 years = 6 years	\$26.16	\$30.25	\$34.35	\$0	\$0	\$26.16	\$30.25	\$34.35
Finance Office Assistant	BA/BS + 1 years = 5 years	\$24.16	\$27.75	\$31.35	\$0	\$0	\$24.16	\$27.75	\$31.35
Office Administrator	BA/BS = 4 years	\$21.99	\$25.35	\$28.71	\$1.76	\$2.54	\$23.75	\$27.50	\$31.25
Office Assistant II	AA = 2 years + 2 yrs.	\$18.37	\$20.70	\$23.03	\$0	\$0	\$18.37	\$20.70	\$23.03
Office Assistant I	AA = 2 years	\$13.01	\$15.78	\$18.55	\$0.49	\$0.49	\$13.50	\$16.27	\$19.04
Office Assistant I - NEW							\$14.25	\$17.02	\$19.79
Intern (Pay TBD based on Qualifications)	Undergrad Student	\$13.01	\$13.44	\$13.87	\$0.49	\$0.49	\$13.50	\$13.93	\$14.36
Intern (Pay TBD based on Qualifications) NEW							\$14.25	\$14.87	\$15.49
Intern (Pay TBD based on Qualifications)	BA/BS/in 1 st yr of Grad School	\$13.89	\$14.16	\$14.43	\$0	\$0	\$13.89	\$14.16	\$14.43
Intern (Pay TBD based on Qualifications) NEW							\$15.02	\$15.29	\$15.56
Intern (Pay TBD based on Qualifications)	2 nd yr of Grad Sch/MA/MS	\$14.44	\$18.21	\$21.99	\$0	\$0	\$14.44	\$18.21	\$21.99
Intern (Pay TBD based on Qualifications) NEW							\$15.74	\$19.52	\$23.29
OFFSITE - HOURLY Positions		2022	2022	2022	2022	2022	2022	2022	2022
Senior Planner (offsite)	MA/MS + 2 yrs = 8 years	\$38.93	\$43.26	\$47.60	\$0	\$0	\$38.93	\$43.26	\$47.60
Inspector - (offsite)	BA/BS = 4 years and/or special certifications	\$31.37	\$38.09	\$44.81	\$0	\$0	\$31.37	\$38.09	\$44.81
Housing Specialist - (offsite)	BA/BS = 4 years and/or special certifications	\$31.37	\$38.09	\$44.81	\$0	\$0	\$31.37	\$38.09	\$44.81
Project Specialist	Pay TBD based on Qualifications								
Senior Public Health Nurse	MSN or BSN + 4 years						\$39.00	\$41.00	\$43.00
Public Health Nurse	BSN + 2 years						\$32.00	\$33.50	\$35.00

Effective January 1, 2021, the Massachusetts minimum wage is \$13.50 per hour

Effective January 1, 2022, the Massachusetts minimum wage is \$14.25 per hour

Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
Massachusetts Environmental Policy Act (MEPA) Office

Environmental Notification Form

For Office Use Only

EEA#: _____

MEPA Analyst: _____

The information requested on this form must be completed in order to submit a document electronically for review under the Massachusetts Environmental Policy Act, 301 CMR 11.00.

Project Name: Lenox Valley Waste Transfer Facility		
Street Address: 64-68 Willow Creek Road		
Municipality: Lenox	Watershed: Housatonic River	
Universal Transverse Mercator Coordinates: 644679.14E 4690647.03N UTM Zone 18T		Latitude: 42.354638 Longitude: -73.243277
Estimated commencement date: 1/2022		Estimated completion date: 1/2022
Project Type: Modification to Large Solid Waste Handling Facility – Increase 52 TPD		Status of project design: 100 %complete
Proponent: Lenox Valley WTF, LLC		
Street Address: 95 Marble Street		
Municipality: Lee	State: MA	Zip Code: 01238
Name of Contact Person: Brett Kamienski		
Firm/Agency: SK Design Group, Inc	Street Address: 2 Federico Drive	
Municipality: Pittsfield	State: MA	Zip Code: 01201
Phone: (413) 443-3537	Fax: (413) 445-5376	E-mail: bkamienski@sk-dg.com

Does this project meet or exceed a mandatory EIR threshold (see 301 CMR 11.03)?

☐ Yes ☒ No

If this is an Expanded Environmental Notification Form (ENF) (see 301 CMR 11.05(7)) or a Notice of Project Change (NPC), are you requesting:

a Single EIR? (see 301 CMR 11.06(8)) ☐ Yes ☒ No

a Special Review Procedure? (see 301 CMR 11.09) ☐ Yes ☒ No

a Waiver of mandatory EIR? (see 301 CMR 11.11) ☐ Yes ☒ No

a Phase I Waiver? (see 301 CMR 11.11) ☐ Yes ☒ No

(Note: Greenhouse Gas Emissions analysis must be included in the Expanded ENF.)

Which MEPA review threshold(s) does the project meet or exceed (see 301 CMR 11.03)?

(9) Solid Waste

Which State Agency Permits will the project require?

MassDEP Modification of a Large Handling Facility (BWP SW07)

Identify any financial assistance or land transfer from an Agency of the Commonwealth, including the Agency name and the amount of funding or land area in acres: **Not applicable**

Summary of Project Size & Environmental Impacts	Existing	Change	Total
LAND			
Total site acreage	1.06±		
New acres of land altered		0	
Acres of impervious area	1.06±	0	1.06±
Square feet of new bordering vegetated wetlands alteration		0	
Square feet of new other wetland alteration		0	
Acres of new non-water dependent use of tidelands or waterways		0	
STRUCTURES			
Gross square footage	11,325±	0	11,325±
Number of housing units	0	0	0
Maximum height (feet)	35	0	35
TRANSPORTATION			
Vehicle trips per day	225±	99±	324±
Parking spaces	18	0	18
WASTEWATER			
Water Use (Gallons per day)	166±	0	166±
Water withdrawal (GPD)	0	0	0
Wastewater generation/treatment (GPD)	0	0	0
Length of water mains (miles)	0	0	0
Length of sewer mains (miles)	0	0	0
Has this project been filed with MEPA before? <input type="checkbox"/> Yes (EEA # _____) <input checked="" type="checkbox"/> No			
Has any project on this site been filed with MEPA before? <input checked="" type="checkbox"/> Yes (EEA # <u>10376</u>) <input type="checkbox"/> No			

GENERAL PROJECT INFORMATION – all proponents must fill out this section

PROJECT DESCRIPTION:

Describe the existing conditions and land uses on the project site:

The Lenox Valley Waste Transfer Facility (LV) at 64-68 Willow Creek Road in Lenox is located in an industrial zoned area of Lenox. LV is a solid waste transfer station that is permitted to accept construction and demolition (C&D) waste and municipal solid waste (MSW). All C&D waste received at the LV is unloaded on the facility's tipping floor where it is sorted for recycling and/or disposal. A curbside drop-off area for non-commercial waste and recycling acceptance is located on Willow Creek Road. The facility operates 7am – 5pm Monday through Friday and 7am – 12pm on Saturdays. The facility sorts incoming loads of C & D waste and segregates materials into rail cars for transport for disposal or roll-off containers for recycling. The LV facility is currently operating under an Authorization to Operate (ATO) permit dated April 16, 2020, and Waste Ban Compliance Plan (WBCP) permit also dated April 16, 2020. Copies of the ATO and WBCP permits are provided as Exhibit A.

The LV site was granted Site Assignment from MassDEP and Lenox Board of Health as a solid Waste transfer station facility in September of 1993. The applicant was Lenox Trucking (William Vahle). Authorization to Construct (ATC) and ATO permits for a Small Handling Facility (<49 tpd) were Originally issued by MassDEP in March of 1995. A Special Permit & Variance was issued by the Town of Lenox Zoning Board of Appeals for a Solid Waste Facility on the property November 7, 1996. Copies of the Permit and Notice for Recording in the Registry of Deeds are provided as Exhibit B.

A Certificate of the Secretary of Environmental Affairs on the Environmental Notification Form (ENF) was issued for the facility on June 7, 1995 (EOEA Number 10376). The ENF Certificate determined that the project did not require an Environmental Impact Report (EIR). The project consisted of an expansion of the facility from 49 to 250 tpd. Due to conditions of non-compliance issued by MassDEP at that time, MEPA suggested that if MassDEP determined that facility expansion is feasible, it should be performed in stages (i.e. 100 tpd, 150 tpd, 200 tpd, etc.). No further MEPA review was required upon issuance of the Certificate. A copy of the certificate is provided in Exhibit C.

Waste Management (WM) purchased the facility from Lenox Trucking in July of 1997 and Continued operations until February of 2006. WM continued improvements to the facility per March 1997 ATC and ATO permits issued by MassDEP. As-built plans were never submitted thus waste acceptance was never increased from 49 to 100 tpd per MassDEP. WM ceased operations in February 2006 but maintained a valid ATO permit.

Lenox Valley WTF, LLC purchased the facility in December of 2008 and MassDEP granted an ATO Permit for the facility. LV implemented modifications, including renovations to the former facility office building and the construction of the new waste handling building and rail spur. These modifications include the facility as it exists today (see Site Plan Set -Exhibit K). Following the modifications, MassDEP approved an increase of waste acceptance at the facility to 100 tpd in May of 2009. On July 23, 2012, MassDEP granted a BWP SW 07 - Modification of a Large Handling Facility (BWP SW 07) permit that increased the maximum tonnage to 149 tpd. A separate BWP SW 07 permit was issued on August 6, 2015, that increased the maximum tonnage to 198 tpd where it currently stands today.

In January 2019, LV submitted a BWP SW 07 to MassDEP for an increase of waste acceptance from 198 to 247 tpd (49 tpd). No physical or operation changes were proposed for the facility.

MassDEP did not approve the application due to MEPA requesting an ENF in accordance with 301 CMR 11.03(9)(b)1. The MEPA office had raised concerns of project segmentation based on the timing and quantity of tpd increase requested from previous BWP SW 07 permit applications for the facility. The proponent assumed that this process was required based on the comments from MEPA in the ENF Certificate (EOEA# 10376); discussed above and provided as Exhibit C.

In June of 2020, LV submitted an ENF to MEPA and subsequently a revised BWP SW 07 to MassDEP altering their request to a maximum of 500 tpd, an increase of 302 tpd from the current permitted amount of 198 tpd. The purpose for requesting the large increase of tpd request at this time was to avoid further project segmentation (i.e., requesting additional tpd in the future). Based on several concerns raised by MEPA and MassDEP prior to the formal ENF review, LV withdrew the ENF in July of 2020 prior to publication in the *Environmental Monitor*.

Following the withdrawal of the June 2020 ENF, discussions with MEPA and MassDEP Division of Solid Waste focused on the existing size of the facility, alternatives, and potential impacts (traffic, noise, etc.) that may be caused by an increase in tpd. Based on these discussions, LV Has determined that a request for an increase of 52 tpd at the facility is more appropriate for its existing condition, layout, and operations. As such, a revised BWP SW 07 Permit Application has been submitted to MassDEP for a 52 tpd increase simultaneous to this ENF review. The current copy of the BWP SW 07 permit application is presented as Exhibit D.

Describe the proposed project and its programmatic and physical elements:

NOTE: The project description should summarize both the project's direct and indirect impacts (including construction period impacts) in terms of their magnitude, geographic extent, duration and frequency, and reversibility, as applicable. It should also discuss the infrastructure requirements of the project and the capacity of the municipal and/or regional infrastructure to sustain these requirements into the future.

The proposed project increases the permitted tonnage of accepted waste at LV to 250 tpd, specifically, an increase of 52 tpd from the existing permitted 198 tpd. No physical or operational changes are proposed at the facility with this application; thus, no new construction is proposed. The request for increase in tonnage is mainly due to current C & D waste market in Berkshire County. Several current and up-coming large-scale construction and/or demolition projects within and immediately surrounding Berkshire County have increased the demand for a local facility that accepts C & D waste. In addition, the Covanta Resource and Recovery Facility in nearby Pittsfield, Massachusetts recently halted C & D Waste acceptance, further increasing need for a C & D disposal outlet in Berkshire County. The proposed increase of tpd at the LV facility would likely assist in absorbing a portion of the C & D waste that Covanta is no longer accepting. Unlike eastern Massachusetts, Berkshire County has a shortened construction season due to harsh and prolonged winters which in turn causes a spike in construction projects typically between May and September. Furthermore, the population of Berkshire County drastically increases during the same months due to an influx of tourists and second homeowners. This drastic fluctuation in population coupled with peak construction activity puts stress on the local waste stream privately and commercially. The current permitted limit of 198 tpd at the LV facility has a negative impact to regular customers in addition to local waste haulers. During peak business months (May-September) LV may refuse to contract large-scale construction projects or allow incoming loads to the facility so that the 198 tpd daily cap for the facility is not exceeded. By turning away customers, lost revenue and scheduling conflicts are created on both ends. Moreover, due to the C & D disposal and recycling void in Berkshire County, declining customers from the facility creates a financial burden to local contractors, businesses, and homeowners.

LV current permit allows for 198 tpd which equates to 72,270 tpy (365 days). For 2017, 2018, 2019, and 2020, LV accepted an average of 75, 69, 66, and 76 tpd, respectively, which equates to 23,025,

BERKSHIRE REGIONAL PLANNING COMMISSION

Management Letter

June 30, 2021

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Adelson & Company PC

CERTIFIED PUBLIC ACCOUNTANTS

Established 1938

AUDIT | TAX | ADVISORY

Gary J. Moynihan, CPA
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Allison L. Bedard, CPA
Of Counsel:
Richard F. LaFleche, CPA
Vincent T. Viscuso, CPA

November 22, 2021

To the Commission Members of the
BERKSHIRE REGIONAL PLANNING COMMISSION
1 Fenn Street, Suite 201
Pittsfield, MA 01201

Dear Commission Members,

In connection with our audit of the financial statements of Berkshire Regional Planning Commission as of June 30, 2021, we have made a review of the Organization's accounting, financial, and administrative policies and procedures. While the primary objective of such a review is to afford us a basis of determining the scope of our audit procedures, it nevertheless presents us with an opportunity to submit, for your consideration, suggestions for changes in procedures, which in our opinion, would strengthen internal control or contribute to the improvement of operating efficiency.

The review was not designed for the purpose of expressing an opinion on internal accounting control, and it would not necessarily disclose all weaknesses in the system.

The Commission has maintained good fiscal management of its operations. We did not have any comments to report for the current year's audit examination.

We would like to express our thanks and appreciation to Berkshire Regional Planning Commission and its personnel for the cooperation given us during the course of our audit.

Sincerely,

Adelson + Company PC

ADELSON & COMPANY PC

Comments and Recommendations

There are no comments and recommendations for the year ended June 30, 2021.

Status of Prior Year Recommendations

1. As recommended, the Commission is keeping in regular contact with each entity that has borrowed from the Brownfields Revolving Loan Fund. The Commission is sending the borrowers quarterly account statements as well as requesting updates on the status of the projects, including such items that may impact the maturity date of the loans.



**DRAFT MINUTES OF THE
FINANCE COMMITTEE MEETING**

Thursday, December 9, 2021

Virtual Meeting as allowed by Massachusetts Governor Charlie Baker's Executive Order dated July 16, 2020, suspending certain provision of the Open Meeting Law, G.L. c.30 sec.20.

I. Call to Order

The meeting was called to order at 4:30 pm.

Chair Buck Donovan started the meeting by reading a statement regarding the Open Meeting Law. BRPC records all meetings. Others may record the meeting after informing the Chair. Any documents presented must be left with the Chair of the meeting.

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

II. Approval of Minutes of the Finance Committee meeting of May 06, 2021

Sam Haupt moved to approve the May 6, 2021 meeting minutes, which Kyle Hanlon seconded. It was approved by roll call vote from Sam Haupt, John Duval, Malcolm Fick, and Kyle Hanlon, with Buck Donovan and Fred Schubert abstaining.

III. FY2021 BRPC Audit Review by Adelson

Presentation by David Irwin, Adelson & Company P.C.:

Dave gave an overview of BRPC's F.Y. 2021 Audit.

Page 3 & 4 – Independent Auditors' Report – This is the opinion of Adelson's audit of the Commission's financials for FY21. Dave explained management's responsibility is to follow accounting principles and the auditor's responsibility is to conduct the audit according to Federal and State governmental auditing standards.

Opinion – Adelson did not have to adjust the financial statements, and no material weakness was found. The Commission's financials fairly represent the governmental activities in FY21. The Commission has maintained good

fiscal management of its operations. Dave reported that no significant financial reporting control problems were noted during the current year's audit. Adelson has a good clean opinion.

The following section (page 5) is the Management's Discussion and Analysis. Adelson reviews this section and ties the numbers to what is reported. The agency budget and post-employment benefits estimated liability must be reported. Also included in the audit is supplementary information for reporting federal money spending reported to the Federal Government. Adelson tested Federal money and had a good clean opinion. Adelson tests internal controls for cash management, recording expenses, payroll, revenue, systems, and compliance to Grant terms of the contract. Adelson did not find any issues with internal controls.

Page 5-1 to 5-6 GASB requires Management's discussion and analysis to provide a narrative to go with the numbers. The discussion summarizes all the financial data in the financial statements and the Budget versus actual numbers, conditions, or a large project Tom wants to discuss.

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

Assets - Cash and Equivalents for FY21 totaled \$411,783

Accounts Receivable out to the \$1,432,250, \$13,832 were not collected as of 12.9.2021 Accounts Payable \$523,880 was paid

Prepaid expenses are for insurance.

• Restricted cash and equivalent are for the Brownfields loan of \$275,000 paid.	
• Brownfields notes receivable - Powerhouse Loan \$165,165 (\$150,000 plus interest 15,156) due within one year.	
• Brownfields notes receivable, less current portions = \$264,705 (see page 15)	
Total notes receivable	\$4,825,237
Allowance for potential uncollectible - (Powerhouse not paid on time)	<u>(395,376)</u>
Net total	\$429,861
Amount due in one year	<u>\$165,165</u>
Amount due after one-year	\$264,704

Capital assets-net - \$27,439 there was a decrease over FY20 related to a decrease in depreciation.

Current Liabilities - Advanced grant revenue of \$864,803 is more than FY20 of \$475,392. Income will be recorded when the work is completed.

Noncurrent liabilities - Post-employment benefits other than pensions are \$1,148,563. The estimated liability, the decrease of \$50,346 from last year, is due to the higher commission contribution in FY2021, staff changing insurance, the returns on the funds, and a change in the discount rate. There is no requirement for the Commission to put money into a trust. The changes

in assumptions will change the calculation from year to year. Staff eligible for benefits and the amount of money in the trust will also affect the estimates. The Commission pays the retirees health benefit from its operating funds and not from the trust. Also included is accrued leave totaling \$120,975 that is more than FY21.

Net Position – If you take the Unrestricted (deficit) of (\$963,345) and add back in the estimated post-employment benefits liability of \$1,148,563, the Commission's net position would have been \$185,218. BRPC has a positive working fund balance minus the OPEB obligation, an estimated number.

Page 7 – Statement of Activities – Allowance for potential uncollectible accounts (395,376).

Page 8 – Statement of Revenue, Expenditures, and the change. This statement looks at the information by putting the Revenues first. Under revenue is the State pension assistance of \$641,582; this is the State's contribution. The local and other programs increased from \$2,055,391 to \$3,113,414 due to additional aid related to Covid, such as economic planning and assistance, Environmental projects related to climate change hazard mitigation, and municipal vulnerability.

Dave explained the Fund balance:
BRPC's contracts are cost reimbursements. The only money BRPC can add to the Fund Balance is from the General Fund. The excess of revenues over expenditures (change in the BRPC's General Fund) in FY21 was \$79,468. This does not include the Brownfields Fund Balance.

The Brownfields Loan Fund column shows the Brownfields Funding Balance is \$704,861.

Page 9 – Budget to Actual shows a surplus of \$29,121. The cash surplus is the Commission's revenues over its expenses. There was an accounting adjustment for the fund balance change of \$79,467 - \$50,346 for the OPEB change that equals \$29,121.

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

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

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

Page 14 to 15 – Restricted Brownfields Loans show loan activity. The loans totaled \$825,237 in FY2021. Loans due within one-year total \$165,156.

Loans due after one-year total \$264,705. The change for an allowance for potential uncollectible accounts was for the Powerhouse not paid within the loan terms (\$350,000 plus \$43,375 interest = -\$395,375).

Page 16 – Changes in assets – Increases and decreases in leasehold improvements and furniture and fixtures.

Notes Payable – The Commission has a line of credit of \$230,000. No money was due at the end of June 2021.

Page 17 – Shows the schedule for leases and the increases until the year 2026. The FY2022 Approved Budget was \$4,493,869.

Page 18 - Retirement Plan – BRPC is in a special funding situation where the State makes payments to the retirement system on behalf of the Commission. BRPC recorded a contribution of \$641,583 in FY2021. GASB requires that special funding paid on behalf of BRPC be recognized. The notes describe BRPC's benefits, the portion paid by BRPC, and the percentage the employees pay for the benefits. The retiree's share of the benefits is funded by the organization and not paid out of the trust. Adelson agrees not to make payments out of the trust until the OPEB liability is funded.

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

Page 20 – Required Supplemental Information Schedule of OPEB Contributions are a change in the net OPEB liability. FY21 total OPEB Liability of \$2,143,937 change of \$99,374 to \$1,149,563 equals the total OPEB Liability for FY21. The Sensitivity of the Net OPEB Liability shows if the discount rate and the Healthcare Cost trend rates are changed by 1% lower or 1% higher, what the estimated OPEB Liability would be. Adelson does a reasonable check on the numbers that the actuary calculates.

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

Page 22 – Schedule of OPEB Contributions

The schedules are required to be in the audit. The schedules take the information in the notes and lay it out in the required format.

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

Page 27 – Cost Allocation Method – The overhead rate was 140%; in FY20, the overhead rate was 140%.

Page 28 to 31 – Schedule of Revenue and Expenditures by Grant/Contract Activity, MassDOT requires this schedule to be included in the Commission's Audit. This schedule was prepared by Marianne and checked by Adelson.

Page 32 & 33 – Adelson Letter to the Commission Members – Internal Control over Financial Reporting.

Page 34 & 35 – Adelson to the Commission Members – Reporting on Compliance for each Major Federal Program.

Page 36 – Summary of Auditor's Results – this page results from Adelson's testing of the Commission's financials, including Federal Awards.

Page 37 – Schedule of Expenditures of Federal Awards
Federal Funding – The federal spending must be reported back to the Office of Management and Budget through the Federal Clearing House via an electronic filing by Adelson. Adelson also does an opinion for Federal Awards because if there is more than \$750,000 in federal spending, a single audit must be done. Adelson had a good clean opinion. The MassDOT contract was tested for fiscal year FY21. Adelson did very specific testing of things using a Compliance Supplement, and a clean opinion was sent back to the Federal government by Adelson.

Page 38 – Notes to schedule of Expenditures of Federal Awards

Page 39 – Audit Distribution Single Audit Clearinghouse, DPH Emergency Preparedness Bureau, and Office of Transportation Planning

David explained the management letter on page 3. The comments and recommendations in this letter are based on Adelson's observations during their review.

Comments and Recommendations:

There are no comments and recommendations for the year ended June 30, 2021.

The Status of Prior Year Recommendations:

As recommended, the Commission is regularly contacting each entity that has borrowed from the Brownfields Revolving Loan Fund. The Commission is sending the borrowers quarterly account statements and requesting updates on the status of the projects, including such items that may impact the maturity date of the loans.

Dave Irwin asked if there were any questions.

Committee members asked about the fund balance. Dave referred to page 8, the changes to the fund balance. The potential uncollectable is an accounting loss for the Brownfields fund only; the Commission had a surplus.

If not repaid, the allowance for potential uncollectable accounts of \$395,376 for the Powerhouse loan cannot be reloaned. The accounting adjustment was taken in Fiscal 2021. On page 29, Schedule of Revenue and Expenditures by Grant, dpt#166.09 EPA, the expenditure of \$21,639 is for other EPA activities.

Tom explained that BRPC is asking for an extension on the loan (\$350,000 plus interest \$45,375 = \$395,376). BRPC is not at risk. The Revolving loan fund would incur the loss, and there would not be the ability to loan that money to others. If the loan is repaid, the potential uncollected would be reversed. If the loan is not paid, nothing needs to happen accounting-wise.

Dave emphasized that the BRPC Administrative staff provided Adelson everything they needed promptly. BRPC has good controls over financial reporting and does a very good job keeping track of a tremendous amount of financial activity. Having no adjustments to an audit is "fantastic." Buck agreed.

Tom noted that he is proud of Marianne and the quality of her team's work. He mentioned the potential for significant Brownfields funding (up to \$10 million) in the federal Infrastructure Bill.

Buck asked for a motion.

Malcolm Fick moved to approve the FY2021 BRPC Audit, which Fred Schubert seconded. It was unanimously approved by roll call vote from Sam Haupt, Buck Donovan, John Duval, Malcolm Fick, Fred Schubert, and Kyle Hanlon.

IV. Recommend FY23 Assessments to the Commission

The Assessments for FY2023 are calculated on the Resident Population for Minor Civil Divisions in Massachusetts from April 1, 2010, to April 1, 2020.

The Finance Committee needs to recommend the assessments to the Commission for approval at January 20, 2022, meeting. The options are no increase, 1% increase, or a 2.5% increase.

After a discussion, Buck asked for a motion.

Sam Haupt moved to recommend a 2.5 % increase for the FY2023 Community Assessments on January 20, 2022, which Kyle Hanlon seconded. It was

unanimously approved by roll call vote from Sam Haupt, John Duval, Malcolm Fick, Buck Donovan, Fred Schubert, and Kyle Hanlon.

Tom said that BRPC could provide towns with draft assessments upon request to help with budget planning.

V. State Retirement Update (Employer portion)

Tom explained that the state treasurer's office is still trying to get the RPAs to pay the employer's portion. They proposed legislation to get the RPAs to pay. The Massachusetts Association of Regional Planning Agencies (MARPA) hired a lobbyist and has filed its own legislation. Both bills have been filed; they could sit in committee or move forward. The other RPA's have received large bills for past amounts due. BRPC has not.

VI. Trust Balance

Mission Square (formerly ICMARC) Trust Balance of \$1,092,718.48 as of 12/3/2021 offsets the unfunded liability of \$1,148,563.

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

VII. Bank Update

Tom explained BRPC's account had three fraudulent checks drawn. The bank has refunded the money. Marianne is working with the bank to add another layer of security to the checking account. All checks will be loaded into the banking system and compared to outgoing checks or ACH before clearing. BRPC must approve exceptions. Currently, BRPC and the bank are monitoring the account.

VIII. Other Business - None

IX. Next Meeting - May 2022 to recommend the FY2023 Budget.

X. Adjournment

The meeting was adjourned at 5:26 pm by a motion made by Malcolm Fick and seconded by Sam Haupt.

Attachments:

- Unapproved Minutes of Finance Committee Meeting of May 06, 2021
- FY2021 DRAFT BRPC Audit (Financial Statements & Supplementary Information)
- BRPC Management Letter Draft 12.6.2021
- Adelson Letter to Commission Members Draft 11.22.2021
- FY2023 Community Assessments DRAFT
- Mission Square (formerly ICMARC) Trust Balance 12/3/2021

DRAFT Commission Development Committee
Minutes from December 14, 2021

The meeting was held via Zoom using the same link as the preceding Nominating Subcommittee. Chair René Wood called the meeting to order at 4:31 p.m.

Roll call:

René Wood, Sheffield
Kyle Hanlon, North Adams
Doug McNally, Windsor
Sarah Hudson, Tyringham

BRPC Staff: Tom Matuszko, Marianne Sniezek, Kate Hill Tapia, Chris Brown, Chris Skelly

I. Approval of Minutes from May 20, 2021

Kyle Hanlon moved to approve the May 20, 2021 minutes; René Wood seconded. A roll call vote of Kyle Hanlon, René Wood and Sarah Hudson approved the minutes, with Doug McNally abstaining.

II. Discussion/Possible Action on housing education series for 2022 Commissions meetings; Chris Brown, staff

The Executive Committee asked the Commission Development Committee to determine educational topics for Commission meetings.

Committee members agreed that housing is a relevant and priority topic. The discussion focused on reviewing the Housing Toolbox brainstorm list drafted by BRPC staff Chris Brown and Chris Skelly. Chris and Chris asked for feedback on what should be added or removed and priorities. They emphasized that it is a "living document" that may be updated continuously. What would be most useful to town officials and communities? What knowledge do they need?

"Toolboxes" were developed by BRPC staff years ago as approximately four-page documents to educate communities on planning topics. Tom is resurrecting this format. He also confirmed that upcoming DLTA grants are an opportunity for housing projects.

Topics that were mentioned:

- Zoning expansion
- Housing production plans
- Funding small rehabs for seniors
- Transitional housing (will be added to the list)

- Affordable workforce housing
- Institutions & employers subsidizing development
- Legislation to support smaller houses (more affordable starter homes)
- Funding sources (DHCD/CDGB)
- Housing receivership
- No sewer or water
- Lack of transportation to home or independent living facility
- North Adams:
 - Gentrification – new residents
 - Has lowest median income in the state
 - The city is built out; did adopt 40R
 - Substandard housing

The committee concluded it could not speak for all communities. Commission members should be asked to go back to their communities, review what their Master Plans say about housing (if they have one), identify the housing stakeholders and what they are doing, and get *their* input and feedback on what trainings would be helpful.

There are existing efforts to reinforce, rather than duplicate, such as the Workforce Board and the Regional Housing Collaborative (1Berkshire, BRPC, and Berkshire Regional Housing Development Corporation). The Collaborative has CHAPA funding to establish a county-wide Housing Coalition. The 1Berkshire survey confirmed the need for housing for professionals.

It was agreed that Tom and 1Berkshire present the Regional Housing Strategy (developed by the Regional Housing Collaborative) at the January Commission meeting. They will also share it with the Berkshire legislative delegation soon.

BRPC staff will reorganize the Toolbox list by topics.

There is a preference for success stories from Berkshire county towns, although Massachusetts has similar communities and mixed opinions on their usefulness.

The March Commission meeting housing topic will be confirmed after input from the full Commission and Executive Committee.

III. Future Educational Topics

This is tabled for now.

IV. Other Business – None

- V. Next Meeting** – tentatively, along with the Nominating Subcommittee: 5:45 p.m., March 17, 2022, before the full Commission meeting

- VI. Adjournment** – Doug McNally moved to adjourn the meeting; Sarah Hudson seconded, unanimously agreed. Meeting Adjourned at 5:22 p.m.

From: [Laura Kittross](#)
To: [Thomas Matuszko](#); [Marianne Sniezek](#)
Subject: FW: Public Health
Date: Tuesday, December 7, 2021 11:18:33 AM
Attachments: [image001.png](#)
[image003.png](#)

Thank you Laura,

I will forward a letter of interest as a Contact Tracing Project Specialist in Berkshire County and an updated Resume' through google drive. If you are unable to open it, I have entered it below.

I look forward to hearing from you and eventually meeting the team.

Kind regards,
Linda

Linda Mitchell, BSN, MS **413-212-2931**
61 Perry's Peak Richmond, MA 01254 lindacollinsmitchell@gmail.com

Dear Ms. Kittross,

I am writing to express my interest in a part-time position as a Contact Tracing Project Specialist. In my previous position at Berkshire Farm Center / Sheltered Hearts Program, I was very involved in arranging COVID testing for youth and following up on the results (15-20/week). I would report to the Office of Refugee Resettlement program and was in contact with the regional and State Health Departments on a daily basis. was responsible for educating the staff and ensuring that youth were quarantined, and if positive for COVID, isolated from their cohort group.

At the Dorset School, I served as both nurse and counselor. I worked closely with families ensuring immunizations were up-to-date and reporting to the State annually. Obviously, I also provided students medical care, health education and individual and group counseling. Additionally, I provided health / wellness and medical inservice training for staff on a regular basis.

I am presently on the Council of Aging in Richmond and volunteer at many of the Flu vaccine clinics in Richmond and West Stockbridge.

I thank you for your time and consideration. I remain

Sincerely yours,

Linda Mitchell, BSN, MS

RESUME'

Linda Mitchell, BSN, MS

EDUCATION

1997-01 College of St. Joseph Masters in Science: Counseling Psychology
Rutland, VT. 05701
1974-76 Boston University/School of Nursing Bachelor of Science: Nursing
Boston, MA. 02215
1972-74 Endicott Junior College Associate in Arts: pre-nursing
Beverly, MA. 01915

LICENSES / ENDORSEMENTS

Registered Nurse State of VT Board of Nursing 7/10 -2018
State of MA Board of Nursing
State of New York Board of Nursing
School Nurse VT State Board of Education School Counselor (Level II) VT State Board of
Education 7/04 -20018
School Psychologist (Level II) VT State Board of Education expired 2007
Yoga Instructor Certification Kripalu 2011- present
Yoga Institute of the Berkshires 2018

Yoga Ed (K-8) 2012

First Aid CPR Instructor American Red Cross 2020-2022

WORK EXPERIENCE

Licensed Nurse, Infirmary Manager	2018-2021	Berkshire Farm Center for Youth
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Registered Nurse & Licensed School Nurse	2010- 2018	The Dorset School (K-8)
Licensed Guidance Counselor	1999- 2018	The Dorset School (K-8)
Tobacco Use Prevention Strategy Coach	2011- 2019	Agency of Education, VT
Tobacco Use Prevention Coordinator	2008-2016	Agency of Education, VT
School Wellness Leader	2008-2018	The Dorset School
Supervisory Union Wellness Champion	2011-2018	Bennington-Rutland SU
Parent Education Consultant	1989 -present	Bennington Rutland SU
Licensed School Psychologist	2002-2007	Bennington Rutland SU
Parent Program Director	1989-1993	Children's Task Force, Farmington, Me.
Community Health Nurse	1987-1988	Redi-Care, Inc. Naples FL.
Maternal Health Nurse/Ed.	1985-1987	Cheshire Medical Ctr. Keene, NH
Medical / Surgical Nurse	1982-1984	Yale Health Plan, New Haven, C

Supervisor of Nurses	1979-1982	Visiting Nurse Ass. Pittsfield, MA

Nurse & Field Supervisor	1977-1979	Four Town Nursing, Blue Hill ME.
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AWARDS

Most Valuable Employee - Berkshire FarmCenter 2021
Vermont Education Health Initiative (VEHI) Grants 2015, 16, 17-18
Developing /Implementing Wellness Policy Grants 2015, 16, 17-18
Outstanding Vermont Teachers Award 2004
Superintendents Teacher Recognition Award 2002
National Honor Society in Psychology, Psi Chi 2001
National Honor Society, Psi Chi (447954) 1976
Cum Laude 1974-76

PRESENTATIONS

Televised: 2015 Characteristics of Effective Health Education
2010 Panel: Substance Use Prevention Among Adolescents
2009-10 GNAT - Understanding Adolescence and Brain development 1987 Parent
Education for parents of newborns
Committee Work 2012 Chair Supervisory Union and school Wellness Committees
2012-18 Education Support Team member (Chair for 5 years)
2015-18 Coordinator of 504 Plans
2016 Present Results of the School Health Index to school board
Conference 2008-15 Tobacco Use Prevention Annual Conference
1993-94 Advocates For Children Annual Conference
1991 National Association of Social Workers Annual Conference
1990 National Council Prevention Child Abuse Annual Conference
1990 Androscoggin Health Service Conference: On Families
1987 National Association Ob-Gyn Annual Conference
Workshops: 1998 Congregational Studies at Episcopal Divinity School Cambridge
1992-94 Social Service Outreach, Family Service Advocates,
Head Start, Parent Child Center, Teachers, University of Me.

Linda Mitchell

PUBLICATIONS Booklets: Summer Counselors, Successful Parent Support Groups
Co-authored: Developing & Maintaining Effective Parent Groups
Article: Winning Ways With Children in School National Council
for the Prevention of Child Abuse (IL.RI.OK.ME)
Co-authored Paper: Diversity; An Approach to Parent Education
New England Association of Child Welfare

INTERESTS Family, bicycling, Yoga, tennis, hiking, snowshoeing, reading

Continuing Education relevant for mental health and wellness positions

Date	Hrs	Course
4/19/18		Basic Life Support for Healthcare Providers
6/24/16	30	Workshops focused on multiple dimensions of wellness, improve the climate in the

		workplace, create healthier lifestyles, reframe unhealthy self-defeating thoughts, build one's wellness capacity.
1/20/16	55	Leadership, Authority, Passion: Risk and Opportunities. An intensive 5-day conference sponsored by the Center for the Study of Groups and Social Systems (the Boston affiliate of the A.K. Rice Institute). Increased effectiveness through greater awareness of the impact of group processes on the exercise of leadership and authority.
8/18/14	35	Development Design Why social-emotional learning leads and shapes learning.
6/22/15	30	Wellness goal setting, Coaching tips toward wellness outcomes, stress reduction strategies, developing healthy norms, examining the medical model of screening, diagnosis and treatment, nutrition, building muscle, holistic health, understanding personalities (self and others).
7/18/14	20	Positive Psychology: Explore the science of optimal functioning-including research from the fields of Positive Psychology, neuroscience, and mind-body medicine. identify the attitudes and practices that help us overcome barriers.
6/20/13	30	BEST Institute: Positive Behavior Interventions and Supports

On Wed, Dec 1, 2021 at 11:17 AM Laura Kittross <lkittross@berkshireplanning.org> wrote:

Great! We are meeting this week to see who we have & what we need for contact tracing - in the meantime, can you please send me a letter of interest (can be super short, don't worry about it) for the Contact Tracing Project Specialist & a recent resume (again, don't go to a lot of trouble with it, but I need it for the files). Thanks!

Laura

Laura Kittross, Public Health Program Manager

Director, Berkshire County Boards of Health Association; Director, Berkshire Public Health Alliance
 1 Fenn St., Suite 201 | Pittsfield, MA 01201
 413.442.1521 x32
lkittross@berkshireplanning.org
www.berkshireplanning.org

From: Linda Mitchell <lindacollinsmitchell@gmail.com>
Sent: Tuesday, November 30, 2021 1:15 PM
To: Laura Kittross <lkittross@berkshireplanning.org>
Subject: Public Health



Lydia Shulman



Achievements

- Created, developed and enacted onboarding process including training manual, review system, and staff communication protocols for company that had none in place
- Decreased turnover for staff of 20+ by over 75% through employee engagement and learning culture
- Coached, and developed young, inexperienced, staff into an autonomous and confident team
- Constructed new business plan and vision and led team through major transition leading to a 35% increase in patronage
- Obtained Masters degree in less than 1 year while leading a busy and transitioning company



Work experience

08/2021 – PRESENT WILLIAMSTOWN, MA

Recruitment Coordinator Williams College

- Guide hiring managers through recruitment process writing job ads, position descriptions, appropriate interview questions and review criteria; assist in determining salary ranges and position changes
- Writing, editing and posting job descriptions
- Advise managers on DEI and implicit bias
- Update HRIS accordingly
- Maintain a separate database of open positions
- Create and update standard operating procedures
- Assist in developing improved recruitment processes

03/2012 – 01/2019 PITTSFIELD, MA

General Manager Beacon Cinema

- Designed systems for all aspects of HR including recruiting, hiring, onboarding, and training new staff; establishing policies and procedures; improving employee engagement; creating a workplace culture change; performance management and development; interpersonal and conflict resolutions; creating a training manual for all positions; scheduling; and payroll



Work experience

- Researched, selected and migrated to new scheduling, payroll, website and phone systems.
- Responsible for operations and building management including compliance and risk, budgeting, inventory management, customer relations, website, and technology
- Created conditions for a culture change and consistently facilitated organizational development activities including a company-wide appreciative inquiry summit
- Organized marketing solutions; social media, radio shows, and press releases

05/2013 – 04/2020 GREAT BARRINGTON, MA

Front Desk Manager Yoga Great Barrington

- Open/Close studio, handle payments, organization, customer concerns

02/2018 – 09/2019 PITTSFIELD, MA

Associate--Contract Workshops for Success

- Created and delivered workshops for large retreats
- Assisted in leadership development consulting and succession planning

01/2008 – 09/2010 CAMBRIDGE, MA

Assistant Manager Kendall Square Cinema

- Prepared and delivered employee reviews
- Created weekly employee schedule
- Wrote weekly communications email to staff



Education

NEWTON, MA

Organizational Psychology William James College

Master of the Arts in Organizational Psychology



Education

BOSTON, MA

Finance

Simmons College

Bachelor of the Arts in Finance -- Minor in Economics



Qualitative Research Experience

09/2020 – 10/2020 PORTLAND, OR

Five Dysfunctions Analyst

Gambit Consulting

- Interview transcription, company research and theme analysis of underlying cause for stagnation and lack of communication amongst chapters.

12/2017 – 08/2018 PITTSFIELD, MA

Qualitative Research Analyst

Blue Q

- Designed and completed qualitative assessment on the culture and leadership of successful local company using multiple research methods including: focus groups, interview, observation, and surveys



Teaching and Facilitating Experience

09/2018 – 10/2018 NEWTON, MA

Teaching Assistant

William James College

- Co-facilitated a group culture experience
- Assisted in weekend in residence/experiential education for ST502-Diagnosis, Intervention, and Evaluation in Organizational Development
- Developed and co-facilitated experiential exercise on team boundaries

04/2018 WORCESTER, MA

Workshop Host

Association of Developmental Disabilities Providers

- Developed and co-facilitated workshop on conflict for LEAD conference

04/2018 HOLYOKE, MA

Workshop Host

Human Services Forum

- Created and led workshop on time management



Skills

– COMPUTER SKILLS

Microsoft Office
Excel/QuickBooks
G Suite
PowerPoint
Qualtrics Surveys
PeopleSoft HRIS



Skills

– LEADERSHIP SKILLS

Motivating
Analytical/Logical
Collaboration
Enable learning
Coaching

– PEOPLE SKILLS

Emotional Intelligence
Awareness
Non Judgement
Influencing
Customer Service
Authenticity

– COMMUNICATION SKILLS

Active Listening
Persuasive
Speaking in Groups
Powerful writing
Hear the unstated



Certificates

03/2018

Citi Certification

www.citiprogram.org

SHRM-SCP

In progress

www.shrm.org



Hobbies



Outdoor
Activities



Trying New
Things



Continual
Learning



Health and
Nutrition



Human Behavior



Logical Analysis



Data Gathering



Growth and
Perception



DIY



Coffee



Investing



Coaching



Baker-Polito Administration Announces COVID-19 Rapid Test Kits Available to Municipalities, Other Entities Direct from Manufacturers

The Baker-Polito Administration today announced contracts with COVID-19 at-home test manufacturers that will allow municipalities and eligible entities to begin the process of placing orders for rapid test kits for their constituents that utilize the state-negotiated prices on these contracts. These contracts build on an [announcement](#) earlier this month that the Administration secured 2.1 million iHealth Labs over-the-counter at-home rapid antigen tests that were delivered to 102 cities and towns in Massachusetts with the highest percentage of families below the poverty level, according to US Census data. Municipalities are eligible to utilize American Rescue Plan Act (ARPA) funds to purchase test kits.

The Commonwealth of Massachusetts continues to take steps to ensure access to COVID-19 at-home rapid antigen test kits, which are a critical tool to mitigate transmission of COVID-19. As demand for these test kits remains high across the country, the Operational Services Division (OSD) is sharing this update to ensure that buyers such as municipalities, educational institutions, and other entities understand all options available to them.

[Guidance](#) is available for entities looking to purchase rapid test kits for distribution to their constituents, not individuals looking to purchase test kits. Information is also available related to the following:

- **COVID-19 Rapid Test Kits Available Direct from Manufacturers**
- **COVID-19 Rapid Test Kits Available from Distributors**
- **Ancillary Goods Available for Purchase or Rent**
- **OSD Recommendations for Ordering**

Local officials with questions are encouraged to contact the OSD Help Desk at osdhelpdesk@mass.gov or at 1-888-627-8283. For detailed information on testing, visit mass.gov/gettested.



MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: December 29, 2021

RE: **November 2021 Assistance Activities**

This report highlights technical assistance provided by BRPC staff for November 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. The purpose of this report is 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
Florida	Accessory Dwelling Unit bylaw	Planning Board
Great Barrington	Development Trends map	Town Planner
Lee	Grant funds for Master Plan	Planning Board
Lee	Survey and Planning Grant Mass Historical Commission Pre-Application	Lee Historical Commission
Lenox	Adaptation of MVP Plan to a Hazard Mitigation Plan, MEMA information and documents	Town Planner
Mt. Washington	Town map	Planning Board
Sheffield	Conversion of general bylaw to zoning bylaw	Planning & Select Boards
Sheffield	Neighborhood map	Assessor

Assistance Recipient	Non-Municipal Technical Assistance	Organization
Massachusetts	Review and meeting regarding potential TMDL implementation project in Pittsfield	DEP