



BRPC

Berkshire Regional Planning Commission

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

MEETING NOTICE

There will be a meeting of the
EXECUTIVE COMMITTEE
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Thursday, May 12, 2022 at **4:00 p.m.**

This will be a **Virtual Meeting** as allowed by Ch. 22 of the Acts of 2022 suspending certain provisions of the Open Meeting Law, G.L. c.30 sec.20 until July 15, 2022.

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 April 7, 2022* (4:05)
- III. Financial Reports (4:10)
 - A. April Expenditures Report *
 - B. Accounts Receivable Report
 - C. Line of Credit Report
 - D. Other (For information only)
- IV. Delegate & Alternate Issues (4:15)
- V. Items Requiring Action* (4:20)
 - A. Approval to Amend the Salary and Performance Review Policy*
 - B. Approval to Submit Grant Application to the Planning Assistance Program with the Massachusetts Executive Office of Energy and Environmental Affairs within the Environmental Protection Agency*
 - C. Other (For information only)
- VI. Committee Reports (4:30)
 - A. Commission Development Committee
 - B. Transportation Advisory Committee (TAC)

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

- C. Comprehensive Economic Development Strategy (CEDS) Committee
- D. Metropolitan Planning Organization (MPO)
- E. Regional Issues Committee
- F. Finance Committee
- G. Other (For information only)

VII. Executive Director's Report (4:35)

- A. Report on New Contracts / Agreements
- B. Berkshires Tomorrow Inc. (BTI) Update
- C. Staff Updates
- D. Rural Policy Advisory Commission (RPAC) Update
- E. Census Release Date
- F. MassDOT Long Range Transportation Plan
- G. State and Federal Grant Sessions
- H. Other (For information only)

VIII. Old Business (4:55)

- A. Office Space Update
- B. Annual Meeting*
- C. Other (For information only)

IX. New Business (5:05)

- A. Agency Budget
- B. May Commission Meeting
- C. Other (For information only)

X. Adjournment (5:10)

Attachments:

- Unapproved Minutes of April 7, 2022, Executive Committee Meeting
- April Expenditures Reports
- April Receivables Report
- April Line of Credit Report
- Salary and Performance Review Policy – Proposed Amendments 05.12.22
- Draft Unapproved Minutes of the April 12, 2022 Commission Development Committee
- Draft Unapproved Minutes of the April 19, 2022 Transportation Advisory Committee-TAC
- Draft Unapproved Minutes of the April 20, 2022 Comprehensive Economic Development Strategy Committee
- Draft Unapproved Minutes of the April 26, 2022 Transportation / MPO
- Draft Unapproved Minutes of the April 27, 2022 Regional Issues Committee
- Draft Unapproved Minutes of the May 5, 2022 Finance Committee
- Resume – Meg Arvin
- Beyond Mobility Fact Sheets
- Recommended FY 23 BRPC Budget and Explanatory Memo
- Technical Assistance Memo April 2022
-

* Items Requiring Action



BRPC

Berkshire Regional Planning Commission

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

DRAFT EXECUTIVE COMMITTEE MINUTES

Thursday, April 7, 2022

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 4:10 pm.

Chair John Duval called the virtual 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

CJ Hoss, Regional Issues Committee Chair, Pittsfield Alternate

René Wood, Commission Development Chair, Sheffield Alternate (left 5 pm)

Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate

Others Present: Nancy Socha, Stockbridge Delegate; Christine Rasmussen, Stockbridge Alternate; Brittany Polito, iBerkshires; Shaw Israel Izikson, Country Journal; Ann Krawet, Becket Alternate

Staff Present: Thomas Matuszko, Executive Director; Marianne Sniezek, Office Manager; Kate Hill Tapia, Office Administrator; Anuja Koirala, Principal Transportation Planner; Clete Kus, Transportation Program Manager; Lydia Shulman, Public Health Alliance Coordinator

II. Approval Executive Committee Meeting March 3, 2022 Minutes

René Wood moved to approve the minutes of the March 3, 2022 meeting. The motion was seconded by CJ Hoss and approved by a roll call vote from John Duval, Malcolm Fick, CJ Hoss, René Wood, and Roger Bolton.

III. Financial Reports

A. March Expenditures Report

Tom explained that the Barr Foundation funds the Berkshire Education Task Force project (now called the Berkshire Education Resource K-12) Portrait of a Graduate. Line 15987 notes Michigan Technological University as a consultant. Their work is for the Mohawk Trail Woodlands Partnership.

Computer equipment purchases are based on best business practices, and the lowest price, and Amazon usually is the supplier.

René Wood moved to approve the March Expenditures Report, and Roger Bolton seconded the motion. A roll call vote approved the report from John Duval, Malcolm Fick, CJ Hoss, René Wood, and Roger Bolton.

B. Accounts Receivable Report & Assessments

The five over 90 days receivables were paid or are about to be paid.

C. Line of Credit Report

No activity.

D. Other (For information only) – none.

IV. Delegate & Alternate Issues - none

V. Items Requiring Action

A. Approval to Submit Grant Application to the Enhanced Air Quality Monitoring for Communities Program within the Environmental Protection Agency

The Executive Committee was requested to authorize the Executive Director (after the fact) to submit a grant application to EPA's Enhanced Air Quality Monitoring for Communities program and approve any resulting contracts and agreements for \$465,589.22. The project period is three years. If funded, the project will expand indoor and outdoor air monitoring opportunities for all Berkshire County residents, especially the County's most vulnerable populations. BRPC and partners will engage Berkshire County communities containing EJ (Environmental Justice) populations to obtain outdoor air sensors, equitably and collaboratively site them, build capacity for ongoing community air quality monitoring, and disseminate indoor air sensors to low-income households making energy efficiency upgrades, namely weatherization and heat pump adoption. Indoor and outdoor sensor deployment will be accompanied by extensive community outreach, and municipalities and local groups will utilize data to guide regional planning initiatives. There is no BRPC match required. The staff lead is Environmental & Energy Planner Emily Lange, elange@berkshireplanning.org.

This is a new funding source. The emphasis on environmental justice communities is important. There may be an opportunity to collect the data and relate it to the rest of the river clean-up.

René Wood moved to authorize the Executive Director (after the fact) to submit a grant application to EPA's Enhanced Air Quality Monitoring for Communities program and approve any resulting contracts and agreements for \$465,589.22. Roger Bolton seconded the motion. It was approved by a roll call vote from John Duval, Malcolm Fick, CJ Hoss, René Wood, and Roger Bolton.

B. Approval of Comments on the Berkshire Regional Transit Authority's

(BRTA) Proposed Service Changes 2022

Approval was requested to submit comments to the Berkshire Regional Transit Authority Proposed Service Changes 2022. The Berkshire Regional Transit Authority evaluates the performance of its bus routes and other services every few years to ensure it provides the best transportation options possible with limited funding. BRPC's proposed comments (distributed in the meeting materials and expanded on by René Wood) are general and specific to each Route for the proposed service changes identified by BRTA.

The public comment period closes on 4/16. There were two virtual and two in-person meetings at the Intermodel Center. Transportation Planner Anuja Koirala attended one of the meetings that had three participants.

René commented that she is on the BRTA Advisory Board as Sheffield's representative. She expressed concerns about BRTA's process and their exclusion of BRPC Transportation staff's expertise from their discussions. BRPC's Simon's Rock intern Tate Coleman, who is doing his thesis on this topic, asked for route data and four weeks later has not received it. René wants BRPC to go on record with concerns about the impact of route changes, especially for economic justice communities. There is concern that BRPC's input about the efficiency of routes is ignored. Transportation is essential for rural communities like the Berkshires so residents can get from town to town. It was difficult to do the survey; it was hard to find meeting details and how to submit comments. Decisions seem to be made before going before the Advisory Board.

René Wood moved to approve the submission of comments on the Berkshire Regional Transit Authority Proposed Service Changes 2022. Malcolm Fick seconded the motion. The motion was approved by a roll call vote from John Duval, Malcolm Fick, CJ Hoss, René Wood, and Roger Bolton.

René asked that the Pilot program be put on a future agenda. There are concerns about the pricing. BRTA is a member of the MPO. It was agreed to invite the BRTA Administrator to present on the Pilot program at the MPO and or the Commission.

C. Approval to Amend the Salary and Performance Review Policy

Approval was requested to amend the Salary and Performance Review Policy to formalize a 6-month performance review of newly hired employees and enable a salary adjustment should that employee perform at a higher level than initially anticipated. BRPC usually employs at the low end of the range, especially if someone makes a career shift and does not have relevant experience. BRPC's merit-based salary policy is based on the previous year's salary. When new employees start at the low end of the salary range, increasing salaries commensurate with work performance is difficult. This change would allow an adjustment should their initial performance warrant it.

René Wood made the motion to table the topic until the committee could see

the red-lined document with the proposed changes., seconded by Malcolm Fick. It was approved by a roll call vote from John Duval, Malcolm Fick, CJ Hoss, René Wood, and Roger Bolton.

D. Other - none

VI. Committee Reports

A. Comprehensive Economic Development Strategy Committee

The Comprehensive Economic Development Strategy Committee (CEDS) met on March 16, 2022. Topics included work being conducted through CARES Act funding, reports on the Benchmarks work, technical assistance to municipalities and businesses, and resiliency planning. There was a presentation about the Greylock Glen project, which is making impressive progress in securing funding for infrastructure improvements. New CEDS goals and objectives were also discussed. Roger suggested the Greylock Glen project be on a Commission agenda. Draft unapproved meeting minutes were distributed in the meeting materials.

B. Metropolitan Planning Organization (MPO)

The MPO met on March 22, 2022, focusing on the Transportation Improvement Program (TIP) for the next five years. Topics included a vote to submit a TIP amendment about a cost increase for Route 23/41 in Egremont, a discussion about the 2023-2027 TIP, a presentation about national traffic safety initiatives, and approval of an Administrative Adjustment to the UPWP. Draft unapproved meeting minutes were distributed in the meeting packet.

There was discussion about state routes, the maintenance burden for small communities, and the resulting different road conditions. Clete noted that the state's Municipal Pavement Program was created to help municipalities with state numbered routes' maintenance. He is seeking clarification on how MassDOT will make selections. The first year's \$15 million is not a lot of money. This program seems better than having to go the TIP route. This will be a topic at an MPO meeting, so members understand how the program works. There is funding for Scenic Byways. It is unlikely the state would take back maintenance of state numbered routes.

C. Regional Issues Committee

The Regional Issues Committee met on March 23, 2022. Topics were the ratification of comments on the Net-Zero Energy Code, a presentation about the Williams College low carbon heating efforts, and a discussion of short-term rentals and the issues municipalities are addressing. There are no great examples yet of how to handle short-term rentals. Draft unapproved meeting minutes were distributed in the meeting materials. The April meeting will have a utility provider present on moving toward more clean and electric power for buildings and single-purpose vehicles. It isn't clear what will happen with the Open Meeting law, but this committee is concerned about helping municipalities be prepared for hybrid meetings. An ISO New England

(they monitor New England's grid) representative will be at the April 27 meeting.

D. Commission Development Committee

The Commission Development Committee will meet on April 12, 2022, at 4:30 pm. The main meeting agenda is to form a Nominating Committee to recommend FY2023 Officers to the Commission on May 19, 2022. The Nominating Subcommittee will meet after the Commission Development Committee.

E. Environmental Review Committee

The Environmental Review Committee did not meet in March. However, an Environmental Notification Form (ENF) for the Kelsey Road over Dry Brook Bridge Replacement Project in Sheffield, Massachusetts (the Project) is being reviewed. The project replaces the structurally deficient, hydraulically undersized bridge that carries Kelsey Road over Dry Brook. BRPC staff do not think comments are warranted. If comments are warranted, the Executive Committee will need to approve them or authorize the Environmental Review Committee to submit them since comments are likely due by April 28th, before the next Executive Committee meeting.

Roger Bolton moved to authorize the committee to submit comments, René Wood seconded. The motion was approved by a roll call vote from John Duval, Malcolm Fick, CJ Hoss, René Wood, and Roger Bolton.

F. Other – (for information only)

VII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 3/1/2022 to 3/30/2022

- Massachusetts Clean Energy Technology Center – EmPower - \$28,018
- Windsor – Master Plan - \$30,000
- Northampton Health Department – Comprehensive Opioid, Stimulant, and Substance Abuse Program - \$15,000
- Department of Public Health – Shared Services - \$55,022
- Williamstown – Open Space & Recreation Plan - \$15,000
- Department of Housing and Community Development - District Local Technical Assistance - \$214,214

B. Berkshires Tomorrow Inc. (BTI) Update

The BTI Board took no action in March.

C. Staff Updates

- Brian Lavino has accepted a summer internship working on tasks related to Clean Energy planning.
- Ajay Chatha is another summer intern working on Clean Energy and

Stormwater planning tasks.

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission met with the Legislative Rural Caucus on March 7, 2022, to discuss legislative priorities for rural communities. These priorities were presented at the March 17, 2022, Commission meeting by Linda Dunlavy, RPAC Chair. The April 8 meeting will focus on future priorities for the new administration.

E. Waiver of 120 Notice Requirement

Tom received a request from the Commonwealth of Massachusetts, acting through its Department of Conservation and Recreation (DCR) to waive the 120 Day Notice requirement for the possible acquisition of a conservation restriction on approximately 40 acres of land in the Town of Otis and approximately 130 acres of land in the Town of Sandisfield. The property is currently undeveloped open space and forest land. The proposed use for the property will be protected open space and conservation and recreation as part of DCR's Sandisfield State Forest and Mass Audubon's Cold Brook Wildlife Sanctuary. Otis and Sandisfield approved the waiver, so Tom did too. A locus map showing the property DCR is interested in was attached.

F. Assessment 2022 Transportation Innovation Conference

MassDOT has announced that this year's Transportation Innovation Conference will be held on Tuesday, May 24, and Wednesday, May 25, and will focus on MassDOT's infrastructure investment. The conference will be at the DCU Center in Worcester. A copy of the press release is at [2022 Innovation Conference](#).

René asked that BRPC staff attend the May 11 briefing on the state revolving fund (SRF) federal funding for the northeast and report back. She will send Tom the details.

G. Future of Work Commission

The Future of Work Commission, a legislative Commission established by Section 92 of An Act Enabling Partnerships for Growth (Chapter 358 of the Acts of 2020) to help chart our Commonwealth's recovery from the pandemic, released its final report. A central finding of the Commission, not surprising, is that the shape and scale of the workplace has dramatically shifted during the pandemic and will continue to do so over the next decade. The report contains recommendations in the following topic areas about how the Commonwealth, higher education system, and business community can increase the odds of success for the workers of the future in acquiring and maintaining fulfilling employment: Workforce Development and Education; Worker Benefits and Protections; Addressing Work-Adjacent Issues; Ensuring Equity and Racial Justice; and Staying Ahead of the Technology and Innovation Curve. The report can be downloaded from the Future of Work Commission (malegislature.gov).

H. MSA Western Massachusetts Municipal Conference

The Massachusetts Select Board Association will host its second Western Massachusetts Municipal Conference on Saturday, April 9, at Easthampton High School. The event will bring together regional stakeholders, including municipal officials, planning agencies, and legislators from Berkshire, Franklin, Hampden, and Hampshire counties, to address the region's challenges. Conference goals are to promote sustainable cross-governmental partnerships across western Massachusetts, share best practices for adaptation to and mitigation of challenges facing the four counties, and advocate more effectively for the region. Information at MSA Western Massachusetts Conference (mma.org). Registration is closed at about 100 attendees.

I. Regional Housing Strategy

The final report about the regional housing strategy is available for review at Housing Regional Strategy - Berkshire Regional Planning Commission (berkshireplanning.org). This report contains the recommendations briefly touched on at the Commission's March meeting.

J. Grant Workshops

BRPC, along with the other western mass regional planning agencies and western mass legislators, is co-sponsoring a series of virtual workshops for western mass officials on state grant opportunities throughout the spring of 2022. Workshops are on Tuesdays from 3 pm - 6 pm. Registering once applies to all future sessions. The first workshop is on April 12th and will focus on the One Stop for Growth suite of grants because the program has a pending deadline. Potential sessions include municipal cybersecurity grants, the influx of federal broadband money, climate resiliency opportunities, water and sewer infrastructure funding, new federal discretionary programs to fund transportation infrastructure improvements, etc. Please save the dates and [register here](#). Tom confirmed that recordings be available to those who cannot attend. Registration is required, but there is no cost.

K. Other (For information only)

VI. Old Business

A. Office Space

Moving into the new space has started. A few construction tasks remain, including a locking door to the new area. More moving is planned for Mondays, April 4th and 11th. Work on re-pointing the bricks on the exterior of the building is supposed to occur during the first two weeks of April. Hence, it is unlikely staff will work extensively in the office until April 18th as the exterior work is very noisy and irritating.

While our office is open for meetings, the Fenn Street door to the building will remain locked until at least the summer per other tenants. Visitors to the

office will need to use the call box to the left of the Fenn Street door. A staff member will remotely unlock the door. Visitors will only be able to access the office via the elevator and not by the stairs. Visitors need a code for the box in the elevator to enable the elevator to stop on the second floor.

B. Urbanized Areas

The Census Bureau released the final criteria for determining urbanized areas. BRPC submitted comments on the proposed criteria in May 2021. The impact of the changes on the region is not yet known as the Census Bureau is just beginning to create the maps of the urbanized areas. Urbanized Areas are one of the criteria for many federal grant programs. Several changes between the initial proposal and the final criteria will impact Berkshire County.

The first change is the minimum housing unit density increase from 385 to 425 housing units per square mile. This increase will decrease the areas that automatically qualify. The Census Bureau added new criteria to include areas of at least 200 housing units per square mile adjacent to the core areas. This change benefits Berkshire County and will hopefully make up for the loss of the first criteria. The final criteria change that will impact the Berkshires is reducing the qualifying population or housing units to be an urban area. Any area over 5000 people, or 2000 houses, will now be considered urban. This reduction means our smaller urban areas of Great Barrington and Lee/Lenox should remain classified as urban. The big question is if the Pittsfield urbanized area will stay above 50,000 people. This was uncertain before the 2020 census and remains uncertain due to the change in criteria. Results should be known in a few months. The Federal Register notice was attached.

C. Stretch Code Straw Proposal

The final comment letter includes the comments from the last Executive Committee meeting.

D. Other (For Information Only)

VII. New Business

A. Role with Berkshire County Selectman's Association

Tom met with Christine Hoyt, the new Chair of the Berkshire County Selectman's Association. She has some ideas about how to revitalize that organization. While BRPC worked well with the previous Chair, it was limited and ad hoc. BRPC's role could expand, for instance, to offer limited administrative support, such as managing an email distribution list. Tom asked for and got Executive Committee approval to pursue this. He also hopes to strengthen relationships with other western Massachusetts communities. This is a great opportunity to spread the word about BRPC's resources.

B. May Commission Meeting

The following are likely agenda items:

- Agency Budget
- Report of the Nominating Committee
- Transportation Documents (TIP, UPWP)
- Continuation of the Housing Topic - Organizations to assist municipalities with housing development projects.

Other possible agenda items:

- Greylock Glen -At a recent CEDS meeting, there was an informative presentation about Greylock Glen. The town recently received funding for infrastructure improvements, making this project more likely to occur sooner than later. John will follow up with Donna about presenting.
- There were no other suggestions.

C. Other

René shared congratulations on the excellent Berkshire Eagle article on the Housing Regional Strategy. Tom and Jonathan Butler's had a long meeting with the Editorial Board. 1Berkshire did a lot of work on the visuals in the report.

D. Adjournment

Malcolm Fick motioned to adjourn the meeting at 5:23 pm, seconded by René Wood, unanimously approved.

Attachments:

- Unapproved Minutes of March 3, 2022, Executive Committee Meeting
- March Expenditures Reports
- March Receivables Report
- March Line of Credit Report
- BRTA Proposed Service Changes Comment Letter - Draft
- Salary and Review Policy 2022-04-07 - Draft
- Draft Unapproved Minutes of March 16, 2022, Comprehensive Economic Development Strategy (CEDS) Committee Meeting
- Draft Unapproved Minutes of March 22, 2022, Metropolitan Planning Organization (MPO) meeting
- Draft Unapproved Minutes of March 22, 2022, Regional Issues Committee (RIC) meeting
- Exhibit A -
- Stretch Code Straw Proposal Comment Letter
- U.S. Census Urbanized Areas Final Criteria

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Mar 21, 2022 to Apr 27, 2022

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
CCARD	3/21/22	MENTIMETER.COM	119.88	040 ADMIN	Admin	Subscription - Real Time Presentations
CCARD	3/23/22	AMAZON.COM	10.98	040 ADMIN	Admin	Supplies
CCARD	3/23/22	AMAZON.COM	8.58	040 ADMIN	Admin	Supplies
CCARD	3/25/22	AMAZON.COM	80.52	040 ADMIN	Admin	Supplies
CCARD	3/28/22	BERKSHIRE UNITED WAY	500.00	010 GENERAL	General	Annual Donation
CCARD	3/28/22	AMAZON.COM	399.00	650 DPH/SS	Public Health Excellence for Shared Services	Computer Equipment - USB C Dock
CCARD	3/28/22	AMAZON.COM	351.13	650 DPH/SS	Public Health Excellence for Shared Services	Computer Equipment - Monitor & Printer
EFT	3/28/22	WP ENGINE, INC.	300.00	469 PHOA	Public Health Operating Allowance	Communications
CCARD	3/29/22	HILTON INN	119.00	650 DPH/SS	Public Health Excellence for Shared Services	Travel Lodging
CCARD	3/29/22	MASS. MUNICIPAL ASSOCIATION	35.00	040 ADMIN	Admin	Meeting - MSA Western MA Municipal Conference
16005	3/30/22	BART PUBLIC SCHOOLS	2,000.00	645 BARR/POG21	BARR - Action Plan to Implement Portrait of Graduate	Subcontractor
16006	3/30/22	BLUE 20/20	97.87	040 ADMIN	Admin	Vision Insurance
16007	3/30/22	SYKES, COLIN	141.26	650 DPH/SS	Public Health Excellence for Shared Services	Expense Report
16008	3/30/22	FAIRVIEW HOSPITAL, INC.	5,863.45	518 FRCOG/BMRC19	FRCOG Berkshire Medical Reserve Corps	Subcontractor
16008	3/30/22	FAIRVIEW HOSPITAL, INC.	5,863.44	519 FRCOG/FRMRC	FRCOG Franklin County Medical Reserve Corps	Subcontractor
16009	3/30/22	DAVID W. KELLEY	360.00	040 ADMIN	Admin	Cleaning
16010	3/30/22	TOWN OF LANESBOROUGH	3,800.00	400 FDA/FOOD	FDA - Food Safety Regional Food Safety Permitting and Inspection	Subcontractor
16011	3/30/22	TOWN OF MIDDLEFIELD	4,500.00	400 FDA/FOOD	FDA - Food Safety Regional Food Safety Permitting and Inspection	Subcontractor
16012	3/30/22	MICHAEL MILLER	750.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16013	3/30/22	ERIN MURPHY	1,471.43	610 HRIA/G2G	Health Resources in Action (HRIA) - Grey to Green	Subcontractor
16014	3/30/22	VALLEY GREEN SHREDDING, LLC	105.00	040 ADMIN	Admin	Recycling
16015	3/30/22	W.B. MASON COMPANY, INC.	143.49	040 ADMIN	Admin	Supplies
16016	3/30/22	WESTERN MASS PUBLIC HEALTH ASSOC	135.00	650 DPH/SS	Public Health Excellence for Shared Services	Meetings - Western MA Public Health Association Seminar
16010V	3/30/22	TOWN OF LANESBOROUGH	-3,800.00	400 FDA/FOOD	FDA - Food Safety Regional Food Safety Permitting and Inspection	Voided
16017	3/30/22	TOWN OF LANESBOROUGH	3,800.00	400 FDA/FOOD	FDA - Food Safety Regional Food Safety Permitting and Inspection	Subcontractor
16018	3/31/22	KATE HILL TAPIA	359.90	515.03 BUW/BLIC	Berkshire United Way - Berkshire Leadership Impact Council Berkshire Benchmarks	Expense Report
16018	3/31/22	KATE HILL TAPIA	5.54	040 ADMIN	Admin	Expense Report

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Mar 21, 2022 to Apr 27, 2022

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
16018	3/31/22	KATE HILL TAPIA	47.30	610 HRIA/G2G	Health Resources in Action (HRIA) - Grey to Green	Expense Report
16019	3/31/22	CARA FARRELL	100.38	627 OUTS/STK	Stockbridge - Outsource Planner	Expense Report
16019	3/31/22	CARA FARRELL	11.47	680 CHS/ZH	Cheshire Zoning - Zoning for Housing	Expense Report
16020	3/31/22	JONATHON MOREY	75.00	610 HRIA/G2G	Health Resources in Action (HRIA) - Grey to Green	Resident Stipend
16021	3/31/22	FRANCESCA OLSEN	750.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
CCARD	3/31/22	NEW BEDFORD HARBOR HOTEL	148.94	585 NBCC/OD2A	Northern Berkshire Community Coalition - Overdose Data to Action	Travel Lodging
CCARD	3/31/22	AMAZON.COM	8.50	040 ADMIN	Admin	Supplies
CCARD	3/31/22	AMAZON.COM	422.73	040 ADMIN	Admin	Supplies
16022	4/1/22	BERKSHIRES TOMORROW, INC.	3,600.00	040 ADMIN	Admin	Software Lease
16023	4/1/22	MASS STATE BOARD OF RETIREMENT	9,602.06	---	---	Retirement
16024	4/1/22	MUTUAL OF OMAHA	638.65	040 ADMIN	Admin	Life: STD; LTD
16025	4/1/22	CITY OF PITTSFIELD	375.00	040 ADMIN	Admin	Parking
1221	4/4/22	AK CONSTRUCTION	12,330.00	631 DAL/CDBG	Dalton Community Development Block Grant	Subcontractor
1222	4/4/22	AK CONSTRUCTION	12,096.00	631 DAL/CDBG	Dalton Community Development Block Grant	Subcontractor
1223	4/4/22	AK CONSTRUCTION	7,222.50	631 DAL/CDBG	Dalton Community Development Block Grant	Subcontractor
16026	4/4/22	AAIM TRAINING AND CONSULTING LLC	163.00	040 ADMIN	Admin	Background Checks
16027	4/4/22	BBE OFFICE INTERIORS	650.00	040 ADMIN	Admin	Miscellaneous - Moving Labor
16028	4/4/22	BCBOHA	1,433.98	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Pub	Septic Installer Certification
16029	4/4/22	BCBOHA	1,458.47	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Pub	Septic Installer Certification
16030	4/4/22	THE COOPER CENTER, LLC	6,288.11	040 ADMIN	Admin	Rent
16031	4/4/22	NANCY SLATTERY	108.22	650 DPH/SS	Public Health Excellence for Shared Services	Expense Report
16032	4/6/22	1BERKSHIRE	23,473.32	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16033	4/6/22	VALERIE BIRD	166.14	650 DPH/SS	Public Health Excellence for Shared Services	Expense Report
16034	4/6/22	EDWARD M. FAHEY	104.99	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Pub	Expense Report
16035	4/6/22	CHARLES KANIECKI	230.49	650 DPH/SS	Public Health Excellence for Shared Services	Expense Report
16036	4/6/22	LAURA KITROSS	57.44	516 FRCOG/EPP19	FRCOG Emergency Preparedness Planning EPP22	Expense Report
16037	4/6/22	LANDLAW, INC	405.00	040 ADMIN	Admin	Subscription - MA Land Court Reports
16038	4/6/22	MHOA	85.00	650 DPH/SS	Public Health Excellence for Shared Services	Meeting - MA Department of Public Health Training

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Mar 21, 2022 to Apr 27, 2022

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
16039	4/6/22	NATIONAL ENVIRONMENTAL HEALTH ASSOC	800.00	650 DPH/SS	Public Health Excellence for Shared Services	Meeting - Integrated Foodborne Outbreak Response & Management Conference
16040	4/6/22	NEW ENGLAND NEWSPAPERS, INC.	188.60	440 TPL17	Mass DOT Transportation Planning	Communications
16041	4/6/22	ANDREW OTTOSON	25.74	585 NBCC/OD2A	Northern Berkshire Community Coalition - Overdose Data to Action	Expense Report
16041	4/6/22	ANDREW OTTOSON	32.18	646 DPH/MASS CALL3	Substance Misuse Prevention - Pittsfield Youth Prevention Connection	Expense Report
16041	4/6/22	ANDREW OTTOSON	1.75	652 DPH/SORPEC	DPH Bureau of Substance Addiction - SOR-PEC - Berkshire Early Childhood Community Circle	Expense Report
16041	4/6/22	ANDREW OTTOSON	5.85	606 BMC/PTSFA	Boston Medical Center- Pittsfield Fiscal Agent HEALING Communities	Expense Report
16042	4/6/22	BRENDAN SHERAN	6,080.00	645 BARR/POG21	BARR - Action Plan to Implement Portrait of Graduate	Subcontractor
16043	4/6/22	LYDIA SHULMAN	151.52	650 DPH/SS	Public Health Excellence for Shared Services	Expense Report
16044	4/6/22	TD CARD SERVICES	6,845.94	040 ADMIN	Admin	Credit Card Payment
16045	4/6/22	WESTERN MASS PUBLIC HEALTH ASSOC	50.00	650 DPH/SS	Public Health Excellence for Shared Services	Meetings - Western MA Public Health Association Seminar
1226	4/6/22	EMERALD LEAD TESTING	100.00	570 SHFNMBOTS/CDBG19	Sheffield New Marlborough Otis Community Development Block Grant	Subcontractor
1224	4/6/22	EMERALD LEAD TESTING	500.00	631 DAL/CDBG	Dalton Community Development Block Grant	Subcontractor
CCARD	4/6/22	AMAZON.COM	85.98	040 ADMIN	Admin	Computer Equipment
CCARD	4/7/22	AMAZON.COM	183.81	040 ADMIN	Admin	Office Supplies
16046	4/11/22	SYKES, COLIN	178.70	650 DPH/SS	Public Health Excellence for Shared Services	Expense Report
16047	4/11/22	HEATHER DESCOTEAU	50.00	659 DPH/LHSCT	DPH Local Health Support Covid-19 Contract Tracing	Expense Report
16048	4/11/22	DONOVAN O'CONNOR & DODIG LLP	240.00	166 EPA/RLF	Brownfields Revolving Loan Fund	Legal Services
16049	4/11/22	LESLIE DRAGER	50.00	659 DPH/LHSCT	DPH Local Health Support Covid-19 Contract Tracing	Expense Report
16050	4/11/22	LEE PUBLIC SCHOOLS	2,000.00	635 DESE/BRLI21	Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative	Stipend
16051	4/11/22	MICHIGAN TECHNOLOGICAL UNIVERSITY	11,552.93	625 WMS/MTWPMVP	Williamstown Mohawk Trail Woodland Partnership Forest Stewardship, Resilience & Climate Adaptation MVP Action Grant	Subcontractor
16052	4/11/22	MARY NASH	6,380.00	645 BARR/POG21	BARR - Action Plan to Implement Portrait of Graduate	Subcontractor

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Mar 21, 2022 to Apr 27, 2022

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
16053	4/11/22	BRENDAN SHERAN	111.60	635 DESE/BRLI21	Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative	Subcontractor
16054	4/11/22	VALLEY GREEN SHREDDING, LLC	70.00	040 ADMIN	Admin	Recycling
CCARD	4/11/22	AMAZON.COM	152.20	040 ADMIN	Admin	Computer Equipment - Surge Protectors & Extension Cords
1227	4/11/22	BARTLETT CONSTRUCTION	5,050.00	570 SHFNMBOTS/CDBG19	Sheffield New Marlborough Otis Community Development Block Grant	Subcontractor
16055	4/11/22	BBE OFFICE INTERIORS	525.00	040 ADMIN	Admin	Miscellaneous - Moving Labor
16056	4/11/22	TPX COMMUNICATONS	1,035.73	40 ADMIN	Admin	Telephone
CCARD	4/11/22	AMAZON.COM	21.07	650 DPH/SS	Public Health Excellence for Shared Services	Supplies
CCARD	4/12/22	WJ BLUEPRINT & DIGITAL GRAPHICS	32.00	040 ADMIN	Admin	Publications
CCARD	4/12/22	ZOOM VIDEO COMMUNICATIONS, INC.	40.00	040 ADMIN	Admin	Zoom Subscription
CCARD	4/12/22	ACCESSIBE	490.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Web Access Software
CCARD	4/12/22	CODE42	9.99	040 ADMIN	Admin	Computer Software
CCARD	4/13/22	AMAZON.COM	444.64	650 DPH/SS	Public Health Excellence for Shared Services	Computer Equipment - Docking Station
CCARD	4/13/22	AMAZON.COM	444.63	585 NBCC/OD2A	Northern Berkshire Community Coalition - Overdose Data to Action	Computer Equipment - Docking Station
CCARD	4/13/22	AMAZON.COM	64.99	040 ADMIN	Admin	Office Supplies
16057	4/14/22	AAIM TRAINING AND CONSULTING LLC	192.00	040 ADMIN	Admin	Background Checks
16058	4/14/22	CENTRAL BERKSHIRE HABITAT FOR HUMANITY	30,000.00	650 DPH/SS	Public Health Excellence for Shared Services	Subcontractor
16059	4/14/22	COUNTRY CLUB OF PITTSFIELD	250.00	640 NEATC/CRI22	NEAETC - Community Research Initiative of New England, Inc - Hepatitis C V	Hep C Practitioner Training Event Deposit
16060	4/14/22	WYLIE GOODMAN	76.52	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Expense Report
16061	4/14/22	DAWN ODELL LEMON	630.00	522 CHS/NMB/CDBG18	Cheshire New Marlborough - Community Development Block Grant	Subcontractor
16062	4/14/22	MACFARLANE OFFICE PRODUCTS, INC.	151.98	040 ADMIN	Admin	Copier
16063	4/14/22	MASS STATE BOARD OF RETIREMENT	9,456.05	---	---	Retirement
16064	4/14/22	MARY NASH	800.00	645 BARR/POG21	BARR - Action Plan to Implement Portrait of Graduate	Subcontractor
16065	4/14/22	NORTH ADAMS PUBLIC SCHOOLS	6,000.00	645 BARR/POG21	BARR - Action Plan to Implement Portrait of Graduate	Subcontractor
16066	4/14/22	VOLUNTEERS IN MEDICINE	25,000.00	650 DPH/SS	Public Health Excellence for Shared Services	Subcontractor
16066	4/14/22	VOLUNTEERS IN MEDICINE	24,500.00	659 DPH/LHSCT	DPH Local Health Support Covid-19 Contract Tracing	Subcontractor
CCARD	4/14/22	AMAZON.COM	42.00	040 ADMIN	Admin	Computer Equipment

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Mar 21, 2022 to Apr 27, 2022

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
CCARD	4/14/22	AMAZON.COM	810.00	040 ADMIN	Admin	Computer Equipment - Thunderbolt Dock
CCARD	4/14/22	AMAZON.COM	899.99	585 NBCC/OD2A	Northern Berkshire Community Coalition - Overdose Data to Action	Office Equipment - Laptop
CCARD	4/14/22	PAYPAL	149.00	659 DPH/LHSCT	DPH Local Health Support Covid-19 Contract Tracing	MAPHN Conference Payment - Leslie Drager
CCARD	4/14/22	MASS PUBLIC HEALTH ASSOCIATION	154.79	659 DPH/LHSCT	DPH Local Health Support Covid-19 Contract Tracing	Meeting - MA Public Health Association Annual Breakfast
CCARD	4/18/22	AMAZON.COM	30.56	040 ADMIN	Admin	Computer Equipment
CCARD	4/20/22	SURVEY MONKEY	263.01	040 ADMIN	Admin	Computer Software
CCARD	4/20/22	STRAIGHT TALK WIRELESS	37.55	040 ADMIN	Admin	Telephone
CCARD	4/20/22	BERKSHIRE GENERAL STORE	70.39	350 BCBOHA/SUP15	Berkshire County Boards of Health Association - Support Services	Meeting Lunch
CCARD	4/20/22	AMAZON.COM	123.74	010 GENERAL	General	Office Equipment - Sit stand Desk
CCARD	4/20/22	AMAZON.COM	36.95	010 GENERAL	General	Office Equipment
CCARD	4/20/22	AMAZON.COM	59.99	040 ADMIN	Admin	Office Equipment
CCARD	4/21/22	AMAZON.COM	640.92	040 ADMIN	Admin	Computer Equipment - Monitors & Keyboards
CCARD	4/21/22	AMAZON.COM	1,212.00	40 ADMIN	Admin	Computer Equipment - Docking Stations
16067	4/21/22	BBE OFFICE INTERIORS	967.00	040 ADMIN	Admin	Miscellaneous - Moving Labor
16068	4/21/22	COMPREHENSIVE ENVIRONMENTAL, INC.	235.00	592 DEP/319REGC	DEP - 319 Regional Coordinator	Subcontractor
16069	4/21/22	COMPUWORKS	1,237.50	040 ADMIN	Admin	Computer Service Contract Q3
16070	4/21/22	FRANKLIN REGIONAL COUNCIL	781.72	625 WMS/MTWPMVP	Williamstown Mohawk Trail Woodland Partnership Forest Stewardship, Resilience & Climate Adaptation MVP Action Grant	Subcontractor
16071	4/21/22	MACFARLANE OFFICE PRODUCTS, INC.	288.70	040 ADMIN	Admin	Copier
16072	4/21/22	NOSORH	500.00	659 DPH/LHSCT	DPH Local Health Support Covid-19 Contract Tracing	Meeting - RHDl Course
16073	4/21/22	RAINBOW DISTRIBUTING COMPANY INC	41.78	040 ADMIN	Admin	Water
16074	4/21/22	RAIS	8,792.84	040 ADMIN	Admin	Insurance Policy
16075	4/21/22	THE COOPER CENTER, LLC	1,663.55	040 ADMIN	Admin	Utilities
16076	4/21/22	W.B. MASON COMPANY, INC.	94.46	040 ADMIN	Admin	Supplies
1143	4/21/22	KURT KUEHNEL	7,200.00	522 CHS/NMB/CDBG18	Cheshire New Marlborough - Community Development Block Grant	Subcontractor
CCARD	4/21/22	TRELLO	127.49	690 DCR/OUTRECWEB	DCR - Outdoor Recreation Website State	Computer Software
CCARD	4/21/22	AMAZON.COM	13.37	284 BPHN/PHN	Public Health Nursing Program	Supplies
CCARD	4/24/22	DUN & BRADSTREET	1,482.00	545 DHCD/DLTA	District Local Technical Assistance	Subscription
CCARD	4/25/22	AMAZON.COM	899.99	040 ADMIN	Admin	Office Equipment - Laptop
CCARD	4/25/22	MY COMMERCE	80.00	040 ADMIN	Admin	Computer Equipment
CCARD	4/25/22	MY COMMERCE	31.86	040 ADMIN	Admin	Computer Equipment
CCARD	4/26/22	MONSTER INSIGHTS LLC	99.50	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Computer Software

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Mar 21, 2022 to Apr 27, 2022

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
CCARD	4/26/22	USPS	18.54	284 BPHN/PHN	Public Health Nursing Program	Postage
CCARD	4/27/22	BERKSHIRE JOBS	199.00	040 ADMIN	Admin	Advertisement
CCARD	4/27/22	GODADDY.COM	719.64	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Computer Software - Berkshire Benchmarks Website Hosting
16077	4/27/22	CARR HARDWARE & SUPPLY CO., INC.	14.94	040 ADMIN	Admin	Supplies
16078	4/27/22	CARA FARRELL	83.65	627 OUTS/STK	Stockbridge - Outsource Planner	Expense Report
16078	4/27/22	CARA FARRELL	11.47	680 CHS/ZH	Cheshire Zoning - Zoning for Housing	Expense Report
16078	4/27/22	CARA FARRELL	31.12	675 BKT/OSRP	Becket - Open Space & Recreation Plan	Expense Report
16079	4/27/22	PITTSFIELD PUBLIC SCHOOLS	8,000.00	645 BARR/POG21	BARR - Action Plan to Implement Portrait of Graduate	Subcontractor
16080	4/27/22	PITTSFIELD COMMUNITY CABLE BROADCASTING	196.80	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Communications
16081	4/27/22	STACEY SILKEY SCHULTZE	1,000.00	635 DESE/BRLI21	Massachusetts Department of Elementary and Secondary Education - BCETF - Berkshire Remote Learning Support Initiative	Subcontractor
16082	4/27/22	VALLEY GREEN SHREDDING, LLC	70.00	040 ADMIN	Admin	Recycling

Total 290,037.37

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Apr 30, 2022

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

<u>Customer ID</u>	<u>Customer</u>	<u>Over 90 days</u>	<u>Amount Due</u>	<u>Notes</u>
166/EPA/RLF	EPA: EPA/RLF		4,725.72	
283 BPHA/INSP/BKT	TOWN OF BECKET		7,012.50	
283 BPHA/INSP/PER	TOWN OF PERU		2,156.50	
283 BPHA/INSP/RCH	TOWN OF RICHMOND		3,162.50	
283 BPHA/INSP/WSH	TOWN OF WASHINGTON		1,051.75	
284 BPHA/PHN/BKT	TOWN OF BECKET		918.75	
284 BPHA/PHN/GTB	TOWN OF GREAT BARRINGTON	1,519.35	1,519.35	Followed up with Town of Great Barrington 5/2/22
284 BPHA/PHN/LAN	TOWN OF LANESBOROUGH	888.00	888.00	Followed up with Town of Lanesborough 5/5/22
284 BPHA/PHN/SND	TOWN OF SANDSFIELD		525.00	
440/TPL17	MASSDOT#75425 - TPL13		58,152.37	
466 LAN/SW	TOWN OF LANESBOROUGH	501.03	501.03	Followed up with Town of Lanesborough 5/2/22
482 GTB/ASSESS	TOWN OF GREAT BARRINGTON		1,919.83	
49/OUTS/ADM	ADAMS: OUTSOURCE PLNR(GIS)-OUTS/ADM		2,565.42	
493 RCH/EP	TOWN OF RICHMOND		145.88	
514 ADM/EP	TOWN OF ADAMS		2,188.13	
526 BCSO/OPIOID19	BERKSHIRE COUNTY SHERIFFS OFFICE		6,250.00	
538 ADM/CLNUP	TOWN OF ADAMS		1,865.14	
550 DOER/AARC	COMMONWEALTH OF MASSACHUSETTS		21,363.69	
560 APALACHEE	APALACHEE, LLC		396.03	
560 MORTON SALT	MORTON SALT, INC.	4,913.59	19,510.72	In the process of being paid as of 5/5/22
560 SUPERIOR PLUS	SUPERIOR PLUS ENERGY		152.94	
561 LEN/EDP	TOWN OF LENOX	340.37	340.37	Followed up with Laura B 5/5/22
569 DOER/REPA	COMMONWEALTH OF MASS		2,514.09	
570 SHF-NMB-OTS/CDBG	TOWN OF SHEFFIELD		33,979.00	
606 BMC/PTSFA	BOSTON MEDICAL CENTER	1,890.41	8,311.73	Followed up with Laura K & Andy 5/5/22
625 WMS/MTWPMVPA	TOWN OF WILLIAMSTOWN	7,134.56	17,613.41	Followed up with Melissa 5/5/22
627 OUTS/STK	TOWN OF STOCKBRIDGE		2,543.75	
628/FRCOG/MASSTRAIL	FRANKLIN REGIONAL COUNCIL OF GOVT		3,864.51	
631 DAL/CDBG	TOWN OF DALTON	82,872.42	81,032.42	Pat is doing a draw to get funds
632 NHD/COSSAP	CITY OF NORTHAMPTON		576.82	
640 NEATC/CRI/HCV	COMMUNITY RESEARCH INITIATIVE		1,789.58	
647 TOWN OF GTB	TOWN OF GREAT BARRINGTON		2,734.20	
648 GTB/GC	TOWN OF GT BARRINGTON		1,399.87	
654 MTW/MVP	TOWN OF MT WASHINGTON	1,607.08	9,710.78	Will be paid week of 5/16/22
655 MTW/HM	TOWN OF MT WASHINGTON	3,696.28	5,763.81	Will be paid week of 5/16/22

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Apr 30, 2022

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

<u>Customer ID</u>	<u>Customer</u>	<u>Over 90 days</u>	<u>Amount Due</u>	<u>Notes</u>
656 MON/604B	TOWN OF MONTEREY	214.01	700.93	Followed up with Town of Monterey 5/5/22
658 CHS/MVP	TOWN OF CHESHIRE		5,926.85	
661 TOWN OF LENOX	TOWN OF LENOX	13,262.49	18,480.21	Will be on next warrant
664 CLK/MVP	TOWN OF CLARKSBURG		226.77	
665 CLK/GC	TOWN OF CLARKSBURG		569.28	
669 CHS/SW	TOWN OF CHESHIRE		3,744.84	
670 WND/MP	TOWN OF WINDSOR		7,500.00	
671 ADM/ZH	TOWN OF ADAMS		13,224.95	
673 WMS/HNA	TOWN OF WILLIAMSTOWN		6,994.97	
674 WMS/OSRP	TOWN OF WILLIAMSTOWN		885.07	
675 BKT/OSRP	TOWN OF BECKET		11,965.60	
680 CHS/ZH	TOWN OF CHESHIRE		3,452.39	
TOWN OF MT WASHINGTO	TOWN OF MT WASHINGTON		925.00	

Report Total

118,839.59 **383,742.45**



America's Most Convenient Bank®

Current Balance

\$0.00

Available Credit	\$230,000.00
Amount Due	\$0.00
Payment Due Date	May 5, 2022

It appears you don't have any recent activity.

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

🔒 © 2022 TD Bank, N.A. All Rights Reserved



BRPC

Berkshire Regional Planning Commission

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

MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission
FROM: Thomas Matuszko, Executive Director
DATE: May 6, 2022
SUBJ: Agenda Items – May 12, 2022, Executive Committee Meeting

V. Items Requiring Action

A. Approval to Amend the Salary and Performance Review Policy*

Approval is requested to amend the Salary and Performance Review Policy (effective April, 1 2022) to formalize a 6-month performance review of newly hired employees and enable a salary adjustment should that employee perform at a higher level than initially anticipated. Frequently we are conservative when hiring new employees and offer at the low end of the starting salary range, especially in instances where someone might be making a career shift and not have direct applicable experience. With our scheme of merit-based salary increases, an employee's salary builds on the previous year's salary. When newly hired employees are hired at the low end of the starting salary range it is difficult for them to increase their salary's commensurate with their work performance because they started out low. This change proposes to allow an adjustment should their initial performance warrant it and it would better enable us to retain good employees.

B. Approval to Submit Grant Application to the Planning Assistance Program with the Massachusetts Executive Office of Energy and Environmental Affairs*

The Executive Committee is requested to authorize the Executive Director to submit a grant application to MA Executive Office of Energy & Environmental Affairs – FY23 Planning Assistance Grant Program to assist the Town of Sheffield in implementing recommendations made in the FY22 Town of Sheffield Housing Production Plan. Specific areas of technical assistance include research and identification of suitable potential housing development models and in drafting new zoning by-laws, as well as amendments to existing zoning, to enable a diverse range of housing to be built within the Town. Technical assistance will also be provided related to private-public partnerships between local employers and local, regional, and state non-profit affordable housing development organizations and in providing community education and outreach and achieving support for the resulting zoning changes. The total amount of application is up to \$50,000 (the exact budget is being finalized. A required match of 25% of total grant, up to \$12,500 will be provided through the DLTA program. Staff contact is Housing and Community Development Program Manager, Patricia Mullins, pmullins@berkshireplanning.org.

C. Other (For information only)

VI. Committee Reports

- A. Commission Development Committee** – The Commission Development Committee met on April 12, 2022. The main meeting agenda was to form a Nominating Committee to recommend FY2023 Officers to the Commission on May 19, 2022. Draft unapproved meeting minutes are included.
- B. Transportation Advisory Committee (TAC)** – The Transportation Advisory Committee met on April 19, 2022. The main meeting topic was discussion on the draft 2023-2027 Transportation Improvement Program. Draft unapproved meeting minutes are included.
- C. Comprehensive Economic Development Strategy Committee (CEDS)** - The Comprehensive Economic Development Strategy Committee met on April 20, 2022. The main meeting topics were reports on the work being conducted through the CARES Act funding, including reports on the Benchmarks work, and resiliency planning. There was a discussion about goals and objectives to be included in the new CEDS. Draft unapproved meeting minutes are included.
- D. Metropolitan Planning Organization (MPO)** - The MPO met on April 26, 2022. The main meeting topics were a vote to approve the 2nd amendment to the 2022-2026 TIP, a vote to approve and Administrative Adjustment to the FFY 2022-2026 TIP related to the cost increase of the Brayton Elementary School Improvements, a vote to submit a 3rd amendment to the 2022-2026 TIP to address changes to include programming left over funding toward a new project in Great Barrington, resurfacing and related work on Route 23/183, a cost increase for Pittsfield superstructure replacement at Holmes Road over Housatonic Railroad, and to move the Lanesborough resurfacing and related work on Route 7 2022 to 2023, and a vote to initiate a 21-day public comment period for the draft FFY 2023-2027 TIP. Draft unapproved meeting minutes are included.
- E. Regional Issues Committee** - The Regional Issues Committee met on April 27, 2022. The main meeting topics were a report from a representative of ISO New England on the electric grid and discussion about allowing continued remote participation for public meetings. Draft unapproved meeting minutes are included.
- F. Finance Committee** – The Finance Committee met on May 5, 2022. The main topics were a review the proposed FY23 budget, approval to eliminate the need for dual signatures on certain regular checks, a report on our OPEB Trust balance, and a report on e-treasury. Draft unapproved minutes are included.
- F. Other (For information only)**

VII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 4/01/2022 to 4/30/2022

- Berkshire Gas & National Grid – Mass Save Community First Partnership- \$75,000

- Mass Office of Travel and Tourism - Berkshire County Collaborative Campaign - \$140,000
- BTI – Milltown Outdoor Recreation Planning - \$19,600
- Becket – Open Space and Recreation Plan - \$15,000
- Egremont Pavement Management - \$5,350

Grants and Contracts not received.

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

B. Berkshires Tomorrow Inc. (BTI) Update

The BTI Board approved Berkshires Tomorrow to enter into a \$20,000 agreement with the Milltown Operating Foundation, dba Milltown Capital, to continue implementation efforts related to the Berkshire County Outdoor Recreation Plan.

C. Staff Updates

- The new position for Human Resources Payroll Assistant position is posted.
- Meg Arvin starts the end of May as a Public Health Planner. She will support the Berkshire Overdose Addiction Prevention Collaborative (BOAPC) and its associated substance use disorder projects, with an emphasis on youth and child-focused projects. Her resume is attached.
- The following staff have given notice and will leave by the end of May.
 - Erin Jones, Public Health Planner
 - Morgan Ovitsky, Public Health Project Specialist
- The following are Summer 2022 interns and their projects.

* BRPC Employees:

Ajay Chatha	clean energy & stormwater	Williams College
Brian Lavionio	clean energy	Williams College
Dillan Patel*	stormwater mapping	Rutgers University
Emma Doane*	community planning	Clark University
Matt O'Sullivan*	stormwater mapping	UMass Amherst
Robin Fordham*	historic preservation planning	Amherst resident
Sabrine Brismeur	outdoor recreation	Williams College

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission met on April 8, 2022. The main agenda topics were planning to meet with gubernatorial candidates, discussion of rural ARPA priorities and advocacy; and a review and discussion on the first draft compilation of regulations, laws and policies that are/may be especially burdensome to rural municipalities.

E. Census Release Date

We recently learned that the census announced that the 2020 Census detailed results (age breakdowns and housing characteristics) will now be released starting in May 2023, much later than they anticipated (summer 2022). Additional data will be released later in 2023.

F. MassDOT Long Range Transportation Plan

G. State and Federal Grant Sessions

- Department of Environmental Protection (DEP)
- Department of Energy Resources (DOER)
- Division of Ecological Restoration (DER)
- Municipal Vulnerability Program

H. Other (For information only)

A. Office Space Update

B. Annual Meeting*

C. Other (For Information Only)

IX. New Business

A. FY 23 BRPC Agency Budget

The Commission needs to approve a FY 23, July 1, 2022 to June 30, 2023, budget at its upcoming May 19th Commission meeting. I have attached the budget recommended by the Finance Committee, along with an explanatory memo.

B. May Commission Meeting

The following are likely agenda items:

- Approval of Agency Budget
- Report of the Nominating Committee
- Transportation Documents (TIP, UPWP)
- Continuation of the Housing Topic - Organizations to assist municipalities with housing development projects – Presentation by Berkshire Housing Development Corporation.
- Presentation by BRTA.

Other possible agenda items:

- Greylock Glen -At a recent CEDS meeting there was an information presentation about Greylock Glen. The town recently received funding for infrastructure improvements, making it more likely this project will occur sooner than later.
- Berkshire Benchmark Presentation
- Other suggestions

C. Other (For information only)

SALARY AND PERFORMANCE REVIEWS

A. Salary and Merit Adjustments

1. Salary

The Commission has established salary ranges for various positions to correspond to the levels of responsibilities, skills and abilities of employees. Revisions to the Commission's approved salary ranges by position shall take place only upon the specific authorization of the BRPC Executive Committee. A comprehensive review of the Commission's salary structure will be performed no less often than every two years to insure that the agency remains competitive in both personnel recruitment and retention.

2. Cost of Living Adjustments

In April of each year, the Executive Director will research the latest cost of living index for Urban Areas in the Northeast, available on the Bureau of Labor Statistics Website, and shall determine the cost of living adjustment to be applied to all BRPC salaries, effective July 1 of each year, excepting the Executive Director's, which is established annually by the Executive Committee.

3. Merit Adjustments

Any further salary increases are merit based. Merit increases are in effect at the beginning of the fiscal year. Merit increases are pro-rated for employees starting in the middle of the fiscal year. Employees beginning before the end of the first half of the fiscal year are eligible for the full merit increase range. Employees beginning before the end of the 3rd quarter of the fiscal year are eligible for one-half (1/2) of the merit increase range.

The following standards are used to rate and quantify performance for each job element and for overall performance:

<i>Exceptional (E)</i>	Performance consistently exceeds all requirements associated with the job. Accomplishments are clearly obvious. The employee consistently demonstrates the highest level of work which has a significant and positive impact on the attainment of Commission goals. Eligible for X% merit increase.
<i>Exceeds Expectations (EE)</i>	Performance fully meets and often time exceeds the requirements associated with the job. Accomplishments are clearly in accord with job demands, meeting the full scope of the assigned position. While there may be room for improvement in a few areas, the employee generally shows a higher than average level of work which has a significant and positive impact on the attainment of Commission goals. Eligible for X% merit increase.

<i>Meets Expectations (ME)</i>	Performance fully meets requirements associated with the job. Accomplishments are clearly in accord with job demands, meeting the full scope of the assigned position. There are certain areas in which the employee can improve, but overall he/she consistently and capably meets the expectations of the Commission. Eligible for X% merit increase.
<i>Needs Improvement (NI)</i>	Performance needs improvement to fully meet expectations of position. Performance meets requirements in most categories but does not meet standards associated with the job in some categories. Remedial measures should be undertaken to improve in substandard categories. Not eligible for a merit increase.
<i>Unsatisfactory (U)</i>	Performance does not meet standards associated with the job. Accomplishments are below job demand. If, after remedial measures (e.g., training), performance continues at an unsatisfactory level, the employee should be reassigned or terminated. Not eligible for a merit increase.

4. Bonus Plan

Employees at the top of their pay range are eligible for an annual bonus, which does not increase the employee's base pay. Maximum potential bonus is one week's salary. Bonuses will be based on the results of a Performance Review and will occur on the same time schedule as merit increases.

5. Fiscal Emergencies

Upon a determination by the Executive Committee that the Commission is facing a decline in revenues which may impact employment levels or other fiscal stress which threatens the Commission's continued ability to provide services, the Executive Committee may implement a freeze on any or all salary increases. In establishing such a freeze on salary increases, the Executive Committee should attempt to set fiscal benchmarks which will determine when such freeze may be lifted or modified.

Also, if facing insufficient revenues to support existing levels of staff, the Executive Committee may approve layoffs, freeze on hiring or temporary reduction in hours. Decisions will be based on staff members' ability to provide services based on secured revenue and the skills and experience of staff members.

6. Promotions

Employees may be promoted to another position provided they meet the minimum qualifications of that position. Promotions will be accompanied by a Performance Review. The salary for an existing employee being promoted is the starting salary of the

higher grade or ten percent more than the employee's current salary, whichever is higher.

7. Pay Adjustments (other than cost of living, merit or promotion)

The Executive Director is authorized to make adjustments in position descriptions and pay scales or salaries when significant changes in job responsibilities occur to individual staff members. Salary adjustments should be based on evaluation of factual issues such as additional or decreased relevance of education or prior experience to the specific job responsibilities, considerable increased or decreased responsibilities, or documented pay inequality with competitive salary information. Pay adjustments are not warranted for routine adjustments in job assignments which do not reflect a significant change in job responsibility.

B. Performance Reviews

1. Six Month Review

Six month performance reviews should be conducted for new, reassigned or promoted employees. Six month performance reviews for newly hired employees may be used to increase a newly hired employee's initial starting salary should said employee demonstrate performance above the initial starting salary.

2. Mid-year Performance Review

Mid-year performance reviews will also be conducted at the request of the employee, his/her supervisor or the Executive Director. Mid-year reviews are normally intended to be an informal and unstructured review and discussion session between employee and supervisor, rather than the more formal written performance assessment that is carried out annually during the last two months of the fiscal year.

3. Annual Review

A staff performance and salary review will be conducted on an annual basis during the last two months of the fiscal year, except for new employees who started work during the last quarter of the fiscal year. Salary merit increases will take affect at the beginning of the fiscal year. Written procedures and a timetable for completion will be established annually by the Executive Director.



DRAFT Commission Development Committee

Minutes from April 12, 2022

The meeting was held via Zoom. Chair René Wood called the meeting to order at 4:34 pm.

I. Roll call:

René Wood, Sheffield
Buck Donovan, Lee
Kyle Hanlon, North Adams
Doug McNally, Gt. Barrington
John Duval, Adams, Ex-officio

BRPC Staff: Tom Matuszko, Marianne Sniezek

II. Approval of Minutes from January 13, 2022

Kyle Hanlon moved to approve January 13, 2022, minutes; Doug McNally seconded. René Wood, Buck Donovan, Kyle Hanlon, and John Duval approved the minutes.

III. Establish Nominating Committee for Executive Committee for FY23

All present agreed to form the Nominating Subcommittee that will meet following this meeting. Members of that subcommittee are Rene Wood, Kyle Hanlon, and Doug McNally.

Kyle Hanlon moved to approve the Nominating Subcommittee; Doug McNally seconded. René Wood, Buck Donovan, Kyle Hanlon, and John Duval approved the Nominating Committee.

IV. Continued discussion of Housing Topic – Organizations to assist municipalities at the Commission meeting on May 19, 2022.

Tom discussed the May 19 meeting topics: the Executive Directors' report on Housing and the One Stop for Growth program due June 3, 2022. Along with a Housing presentation.

Rene asked for the possible next topics at Commission Meetings:

July 21, 2022 – Master Plan Process – this process should help with town support and get approval for zoning changes.

At later commission meetings, possible topics:

- Affordable Housing Trusts
- State-wide Receiverships
- Community Preservation Act (CPA) Funding

V. Discussion about state-wide candidates' virtual meeting

All agreed Tom would send candidates the questions asking for a written response to the Commission's questions. Candidates who respond would be offered a time to speak either on zoom or in person. BRPC would post the meeting and responses on the BRPC website. The meeting format would be one candidate at a time via zoom or webinar where attendees would register to control Zoom bombing. The panelist chat could be used.

VI. 5th Thursday Training - June 5, 2022, New Planning Board and September 5, 2022

Marianne noted the dates on the agenda were incorrect.

June 30, 2022 - New Planning Board training –Virtual or Hybrid Meeting

September 29, 2022 –Tom suggested an Annual Meeting instead of a 5th Thursday

VII. Annual Meeting

All agreed to move forward with plans for September 29, 2022, for an in-person event, assuming we could cancel reservations without a financial loss. Staff will explore the availability of the Pittsfield Country Club. All also agreed the event should be a joint event with the Berkshire County Board of Selectmen.

The Commission meeting would be changed from September 15 to September 29, 2023. BRPC would have its regular Commission meeting before the Annual Dinner/Meeting.

VIII. Other Business – None

IX. Next Meeting

The Commission Development Committee meeting at 6:15 pm and the Full Commission meeting at 7:00 pm on Thursday, May 19, 2022.

X. Adjournment - Doug McNally moved to adjourn the meeting; Buck Donovan seconded, unanimously agreed. Meeting Adjourned at 5:04 pm.



BRPC

Berkshire Regional Planning Commission

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

MINUTES OF THE Berkshire Transportation Advisory Committee (TAC)
Tuesday, April 19, 2022

Meeting Held Via Zoom Video Communications

Meeting Materials: <https://berkshireplanning.org/event/berkshire-transportation-advisory-committee-meeting-2/>

TAC Representatives/Alternates:

Sam Haupt, Chair	Town of Peru
Bill Elovirta	Town of Becket
Bill Gop	Town of Lenox
Tom Hutcheson	Town of Dalton
Allison McCordie	City of Pittsfield
George McGurn	Town of Egremont

Others Present:

Peter Frieri	MassDOT District 1
Justin Gilmore	BRPC
Chris Klem	MassDOT OTP
Anuja Koirala	BRPC
Clete Kus	BRPC
John Morgan	CHA
Nick Russo	BRPC
Steve Savaria	Fuss & O'Neill

I. Introductions

Mr. Haupt called the meeting to order at 4:00 p.m. Meeting attendees introduced themselves.

II. Opportunity for Public Comment

There were no public comments.

III. Approval of the Meeting Minutes from March 15, 2022 (Action Item)

ACTION: Motion by Mr. Elovirta, seconded by Mr. McGurn, to approve the meeting minutes from the March 15th, 2022, TAC meeting.

VOICE VOTE: Motion carried unanimously.

IV. Discussion on draft 2023-2027 Transportation Improvement Program, recommend MPO release draft for comment (Action Item)

Ms. Koirala mentioned that over the past few meetings, we have been discussing the 2023-2027 TIP. The full TIP document will be released after the next MPO meeting, scheduled for April 27, 2022. Once that happens, Ms. Koirala will send around the TIP document to TAC members for review and comment. Ms. Koirala proceeded to review the full list of projects contained in the [TIP handout](#). Ms. Koirala mentioned that there is a typo, the Dalton, Division Road project should not be listed in FFY2026 but rather in FFY2027 – this typo will be corrected in the final version. Ms. Koirala proceeded to review the [transit TIP project list](#).

Mr. Haupt asked what the fuel source of the new buses that BRTA will acquire will be?

Ms. Koirala said they are diesel buses.

Mr. McGurn mentioned that he was taken aback when Ms. Koirala mentioned that new bus acquisitions from BRTA will be diesel buses and not electric buses.

Ms. Haupt asked about the recent comments made by BRPC to BRTA related to BRTA's latest purposed route changes.

Every few years, BRTA assesses whether to revise or update their fixed route operations. In undergoing this process, BRTA identified several proposed changes that would reduce services along particular routes. BRPC provided BRTA with comments on proposed changes, and specifically, in this case, BRPC asserted that adjustments should not be strictly based on low ridership on a route and that there are different reasons for low ridership including infrequent service, not connecting with other routes and long travel time. In essence, BRPC comments urge BRTA to rethink proposed route changes.

ACTION: Motion by Mr. Elovirta, seconded by Mr. McGurn, to recommend the MPO release the 2023-2027 draft TIP document for public comment.

VOICE VOTE: Motion carried unanimously.

V. Status Reports from Member Agencies

Mr. Frieri proceeded to discuss [District 1 Project updates](#).

VI. Other Business

There were no member items for discussion.

VII. Next Meeting Date – May 17, 2022

The next Berkshire TAC meeting date is May 17, 2022.

ACTION: Mr. Elovirta motioned to adjourn, seconded by Mr. McGurn. Mr. Haupt adjourned the meeting at 4:40 p.m.

Materials Distributed:

- [Agenda](#)
- [Draft TAC March 15, 2022, Meeting Minutes](#)
- [DRAFT BMPO FFY 2023-2027 TIP](#)
- [DRAFT BMPO FFY 2023-2027 Transit TIP](#)
- [BMPO FFY 2023-2027 TIP Schedule – April 2022](#)
- [MassDOT District 1 TIP Projects Update](#)



CEDS COMMITTEE MEETING MINUTES

Virtual Meeting via Zoom

April 20, 2022

I. Call to Order

Kyle H. called the meeting to order at 1:02 PM

Committee Members Present

George Ambriz, Berkshire Community College
Roger Bolton, Williams College (Retired)
Kyle Hanlon, BRPC, CEDS Chair
Lesley Herzberg, Berkshire County Historical Society at Arrowhead
Ben Lamb, 1Berkshire
Tom Matuszko, BRPC Executive Director
Laurie Mick, PERC
Chris Rembold, Town of Great Barrington
Shannon Smith, Berkshire Agricultural Ventures
Ben Sosne, Berkshire Innovation Center
Mike Nuvalle, City of North Adams
A.J. Enchill, Berkshire Black Economic Council

Committee Alternates Present

Kevin Pink, 1Berkshire
Rebecca Lilly, MassHire

Not Present

Jim Lovejoy, Town of Mt. Washington
Mike Coakley, City of Pittsfield
John Duval, Town of Adams/BRPC Commission Chair
Heather Boulger, MassHire
Keith Girouard, Massachusetts Small Business Development Center Network
Ian Rasch, Alander Construction
Christina Wynn, Berkshire Community College

BRPC Staff Present

Laura Brennan, Economic Development Program Manager
Wylie Goodman, Senior Economic Development Planner
Mark Maloy, Manager, Data & Information Technology

Kyle H. asked all present to briefly introduce themselves.

II. Approval of Minutes from March 16th, 2022

Ben L. moved to approve the minutes from March 16th, 2022. Mike N. seconded. Roger B. made a correction in Section IV. asking that we change the text from "2/3 of people working would prefer a full-time job but cannot find it" to "2/3 of those working part-time would

prefer a full-time job but cannot find it.” The minutes were approved by roll call vote. Shannon S. and A.J. E. abstained having not been present at the last meeting.

III. Comments from the Public

No comments from public.

IV. EDA CARES Act project updates - *Agility & Resilience in Berkshire County: Public and Private Sector Preparedness*

Berkshire Benchmarks – new website sneak peek

Mark M. shared a beta version of the new Berkshire Benchmarks site. It will be live in approximately two weeks at BerkshireBenchmarks.org. The site offers indicators and data in a simple, interactive, and more intuitive format than the former data clearinghouse. Mark demonstrated its use and showed how results can be downloaded by users. The site includes survey data and links to related reports. Mark demonstrated changes made to major sectors (Creative Economy, Healthcare, and Manufacturing). Separately, he announced that there will be a *State of the County* report event happening in person at the BIC on May 23rd.

Long-term Resiliency Planning – working group update – Creative Economy

Wylie G. shared a brief update about the last resiliency working group meeting where members heard from representatives from leading creative economy stakeholders such as Chesterwood, Norman Rockwell Museum, and Tanglewood. The stakeholders identified key issues they face, including difficulty hiring, particularly for part-time staff; a need for housing; and a desire to diverse staffing and audiences. Nearly all identified the lack of affordable seasonal housing being their primary concern. As an example, Kemble Street Studio is including provisioning of housing in their long-term feasibility planning. In the area of hiring, MCLA is educating guidance counselors about pathways to careers in the creative economy and creating a clearinghouse for jobs. COVID mental health support for leaders and creating a rainy-day fund to plan ahead were also identified needs among the participants. On the issue of diversity, equity, inclusion, and accessibility (DEIA), a recent gathering led by BCAN brought together leaders from MCLA and the Center for Peace and Justice with representatives from Latinas413 for a conversation about engaging Hispanic audiences. They found that creating ambassadors to encourage Hispanic residents who may not be accessing the arts to the extent organizations would like was a powerful tool to expand audience reach. Similarly, there will be an upcoming event led by the Berkshire Black Economic Council informed by a BBEC survey with black youth. Finally, arts organizations spoke about their pivot to digital platforms during COVID to increase access to their assets for audiences beyond the Berkshires. The next resiliency working group meeting will include representatives from Chambers of Commerce (5/27 @ 1:00 p.m.).

V. 2023-2027 Berkshire County CEDS (EDA award April 1, 2022 – March 31, 2023) *Overview of scope, including surveys*

Goals and Objectives discussion, continued

BRPC has received funding from EDA to write its next CEDS report (2023-27). The period began on April 1, 2022. The report will be written over the next 9 months with time allocated after the report’s completion to sharing it with the public starting in early 2023. BRPC hopes to encourage people to use the report - and Berkshire Benchmarks - to gather data for their own research and grants. Laura B. stated that future CEDS Committee

meetings will be judicious with likely only one in the summer in July or August. The group will be asked to re-convene in September for tasks such as reviewing public comments and approving a version that will go to the Commission before being submitted to EDA.

Laura B. then re-shared the Scope of Work approved by EDA. Priorities will be identified by the committee along with local stakeholders. Goals, strategies, and priorities, including priority projects that can be funded by EDA or alternative projects we want to track that could be eligible for other funding, will be shared and discussed with the public. Ongoing economic indicators, including distress criteria such as per capita income and unemployment rates, will be incorporated into the report. For the first time we will be surveying homeowners, emphasizing those who moved to the region over the last few years to understand their motivations, employment status, and more. Cape Cod performed a similar analysis looking at the investment new transplants brought to the area that will be used as a model. The survey will seek to address such questions as "Is the urban exodus predicated by COVID permanent or transitory and what are the implications for Berkshire County?" Parallel documents and efforts (i.e., *Berkshire Blueprint*, *MassHire Blueprint*) will also be acknowledged in the new report. The committee can be helpful in connecting BRPC with priority projects and on-the-ground needs and concerns. BRPC will start soliciting priority projects earlier than it did in the last round. Chris R. supported that idea, especially for towns with capital projects that need funding. Chris R. suggested looking at the Berkshire Taconic Foundation's report from a few years ago in addition to the Blueprint as a key background document. Chris R. also cited a recent report Great Barrington worked on with the Conway School called *Growing Better Great Barrington* that reiterated housing as a major priority.

Laura B. also shared that the Manufacturing Academy at the BIC in partnership with MIT and Greylock Glen's water infrastructure application are two projects that will potentially be funded by EDA. EDA's previous spending in the region was only for planning, so these larger investments are promising. Both pools of funding were highly over-subscribed and very competitive, thus having two projects in the region potentially funded is something we should be proud of, and which could not have been done without strong support from EDA's Debra Beavin for shepherding both applications. EDA's other funding often comes with a 1:1 match that can be hard for project proponents to meet with local funds, but the CEDS can help draw attention to the highest priority projects for EDA consideration. BRPC hopes Debra Beavin can meet the CEDS Committee later this year possibly in conjunction with a formal kick-off of our EDD designation.

We then discussed potential CEDS Goals and Objectives by first conducting an online brainstorming SWOT analysis of the region. Some SWOT findings may be unchanged from 2017, but others have shifted dramatically, for example affordable housing (a Strength last time) that is now a Threat. Some additional examples are below:

Strengths: Strong cultural institutions and collaborations; Proximity to major cities; Highly engaged leadership

Weaknesses: North-South-Central competition; Aging civil infrastructure; Gaps in technology

Opportunities: East-West passenger rail; Increased interest in the area / Quality of life; Expanding bicycle trail network

Threats: Losing younger generation; Affordable housing; High energy prices

Chris R. further discussed the lack of access to affordable, available land for agricultural use

and housing identified in the Conway School's report, with land under preservation unfortunately limited in terms of creating housing for farmworkers. Roger B. suggested adding proximity to the Albany Capital District (a high-tech center) as a regional strength. Transportation was raised as an opportunity through both rail and bike but public transportation in general was noted as a weakness. A shortage of medical professionals and emergency responders was also identified as a weakness. Ben L. noted that the high turnover of municipal leadership and reliance on volunteers in town government could be an opportunity or threat, depending on how it is framed. A positive opportunity was the number of hospitality projects experiencing re-investment and an influx of capital with a "Play to Stay" mentality taking shape. Wylie G. raised the issue of lack of access to affordable childcare as a threat. Chris R. noted the constrained electric grid as another threat including our being nearly built out regionally in terms of solar or wind capacity. George A. noted the issue of lack of diversity particularly in management positions as another weakness, with Laura B. adding that there is a need for diversity across other areas of influence, too.

Laura B. will send out calendar invitations soon for May, June, September, and October, and a poll to committee members to select either a July or August summer date. Kyle A. thanked the two new members. The next meeting will take place on May 18th at 1 pm.

I. Adjournment

Chris R. moved to adjourn the meeting. Ben L. seconded the motion. The meeting adjourned at 2:04 pm.



BRPC

Berkshire Regional Planning Commission

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

MINUTES OF THE Berkshire Metropolitan Planning Organization (MPO)
Tuesday, April 26, 2022

Meeting Held Via Zoom Video Communications

Meeting Materials: <https://berkshireplanning.org/event/berkshire-mpo-virtual-meeting-6/>

MPO Representatives/Alternates Present:

Stephen Woelfel	MassDOT (Representing Secretary Jamey Tesler)
Ray Bolduc	North Central Towns Alternate
John Duval	BRPC Chair
Mark Moore	MassDOT District 1 (Representing Highway Administrator Gulliver)
Sheila Irvin	Chair of BRTA
Kent Lew	Southeast Towns Representative
Jim Lovejoy	Southwest Towns Representative
Ricardo Morales	City of Pittsfield

Others Present:

Peter Frieri	MassDOT District 1
Justin Gilmore	BRPC
Michelle Ho	MassDOT OTP
Chris Klem	MassDOT OTP
Anuja Koirala	BRPC
Derek Krevat	MassDOT OTP
Clete Kus	BRPC
Andrew Reovan	FHWA
Steve Savaria	Fuss & O'Neill
John Morgan	CHA
Sarah Vallieres	BRTA

I. Introductions

Mr. Woelfel called the meeting to order at 4:04 p.m. Meeting attendees introduced themselves via a roll call conducted by Ms. Kus.

II. Opportunity for Public Comment

There were no public comments.

III. Approval of Meeting Minutes from March 22nd, 2022 (Action Item)

ACTION: Motion by Mr. Lovejoy, seconded by Mr. Bolduc to approve the meeting minutes from the March 22nd, 2022 MPO meeting.

Mr. Kus conducted a roll call:

Stephen Woelfel – Yea
Mark Moore – Yea
John Duval – Yea
Sheila Irvin – Yea
Ricardo Morales – Yea
Ray Bolduc – Yea

Kent Lew – Abstain
Jim Lovejoy – Yea

VOICE VOTE: Mr. Lew abstained from voting. Motion carried.

IV. Approval of amendment (2nd amendment) to the 2022-2026 TIP related to cost increases for project 608767: Egremont, Route 23/41 and authorize the Chairman to sign the certification documents on behalf of the MPO members (Action Item)

Ms. Koirala stated that at the last MPO meeting, the 2nd amendment to the 2022-2026 TIP was released for a public comment period. Ms. Koirala continued to explain [the 2nd amendment to the 2022-2026 TIP](#). This amendment relates to the cost increase for project 608767: Egremont, Route 23/41. No public comments were received.

ACTION: Motion by Mr. Lovejoy, seconded by Mr. Morales to approve the 2nd amendment to the 2022-2026 TIP.

Mr. Kus conducted a roll call:

Stephen Woelfel – Yea
Mark Moore – Yea
John Duval – Yea
Sheila Irvin – Yea
Ricardo Morales – Yea
Ray Bolduc – Yea
Kent Lew – Yea
Jim Lovejoy – Yea

VOICE VOTE: Motion carried unanimously.

V. Consideration of an Administrative Adjustment to the FFY 2022-2026 TIP related to the cost increase of project 610646; Brayton Elementary School Improvements to \$842,352 (TFPC estimate) (Action Item)

Ms. Koirala proceeded to outline the administrative adjustment to the FFY 2022-2026 TIP, which relates to a cost increase for project 610646: Brayton Elementary School Improvements.

ACTION: Motion by Mr. Bolduc, seconded by Mr. Lovejoy to approve the administrative adjustment to the FFY 2022-2026 TIP.

Mr. Kus conducted a roll call:

Stephen Woelfel – Yea
Mark Moore – Yea
John Duval – Yea
Sheila Irvin – Yea
Ricardo Morales – Yea
Ray Bolduc – Yea
Kent Lew – Yea
Jim Lovejoy – Yea

VOICE VOTE: Motion carried unanimously.

VI. Consideration of an amendment (3rd amendment) to the 2022-2026 TIP and authorize a 21-day public comment period (Action Item)

Ms. Koirala proceeded to outline the 3rd amendment to the 2022-2026 TIP. This amendment contains several changes, and includes programming left over funding toward a new project in Great Barrington – project 609464: Great Barrington resurfacing and related work on Route 23/183. Other items within this amendment relate to a cost increase for Pittsfield superstructure replacement, Holmes Road over Housatonic Railroad, and the Lanesborough resurfacing and related work on Route 7 (project 608813) project will be moved from 2022 to 2023.

ACTION: Motion by Mr. Lovejoy, seconded by Mr. Morales, to release the 3rd amendment to the 2022-2026 TIP out for a 21-day public comment period.

Mr. Kus conducted a roll call:

Stephen Woelfel – Yea
Mark Moore – Yea
John Duval – Yea
Sheila Irvin – Yea
Ricardo Morales – Yea
Ray Bolduc – Yea
Kent Lew – Yea
Jim Lovejoy – Yea

VOICE VOTE: Motion carried unanimously.

VII. Discussion on the draft BMPO FFY 2023-2027 Transportation Improvement Program, authorize staff to initiate a 21-day public comment period (Action Item)

Ms. Koirala proceeded to outline the [draft FFY 2023-2027 TIP document](#) including [highway, bridge, bicycle and pedestrian](#), and [transit project](#) listings.

ACTION: Motion by Mr. Bolduc, seconded by Mr. Lovejoy to initiate a 21-day public comment period for the draft FFY 2023-2027 TIP.

Mr. Kus conducted a roll call:

Stephen Woelfel – Yea
Mark Moore – Yea
John Duval – Yea
Sheila Irvin – Yea
Ricardo Morales – Yea
Ray Bolduc – Yea
Kent Lew – Yea
Jim Lovejoy – Yea

VOICE VOTE: Motion carried unanimously.

VIII. Discussion on focus areas of the 2023 Unified Planning Work Program (UPWP)

Mr. Kus proceeded to give a brief description of what the UPWP is – essentially stating that it is a yearly certification document that outlines BMPO staff work activities from one federal fiscal year to the next. As a financially constrained document, the UPWP outlines the costs associated with performing work

activities. Those costs will be provided at the next MPO meeting. Mr. Kus proceeded to outline upcoming UPWP focus areas. Among the work activities outlined, updating the RTP, implementing the state's carbon reduction plan, continuing regional bicycle and pedestrian planning efforts, moving forward with micro-transit, electric vehicles, buses, and charging equipment, updating the countywide Human Service Transportation Plan, assessing post-pandemic impacts on the transportation system, roadway safety, climate initiatives, and regional passenger rail service, were all highlighted.

IX. Status Reports from Member Agencies

Mr. Frieri provided a brief [update on District One projects](#) to the MPO.

Ms. Irvin mentioned that BRTA recently completed projections for changing some of its routes. The public comment period just ended. BRTA worked with BRPC to assess proposed route changes and to ensure vulnerable populations, such as environmental justice populations, will be served. The Board will meet on Thursday to review the proposed changes. BRTA is also considering the possibility of piloting micro-transit services for work-based commuting.

X. Other Business

There was no other business.

XI. Next Meeting date – May 24, 2022

The next MPO meeting will be held on May 24th, 2022.

ACTION: Mr. Lovejoy motioned to adjourn, seconded by Mr. Bolduc. Mr. Woelfel adjourned the meeting at 4:55 p.m.

Materials Distributed:

- [Meeting Agenda](#)
- [Draft MPO March 22, 2022 Meeting Minutes](#)
- [BMPO FFY 2022-2026 TIP 2nd Amendment released March 22, 2022](#)
- [BMPO FFY 2022-2026 TIP 3rd Amendment Adjustment](#)
- [Draft BMPO FFY 2023-2027 TIP](#)
- [Draft BMPO FFY 2023-2027 Transit TIP](#)
- [Draft Berkshire MPO FFY 2023-2027 TIP Document](#)
- [BMPO FFY 2023-2027 TIP Schedule – April 2022](#)
- [MassDOT District 1 TIP Projects Update](#)



BRPC

Berkshire Regional Planning Commission

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

REGIONAL ISSUES COMMITTEE – Meeting Minutes

Wednesday, April 27, 2022

via Zoom

I. Call to Order

The meeting was called to order at 4:01 pm by CJ Hoss. The meeting was recorded.

Committee Members Present

John Duval, Chair of BRPC
Andrew Groff, Williamstown
Kyle Hanlon, North Adams
CJ Hoss, RIC Chair, Pittsfield
Sheila Irvin, Pittsfield
Christine Rasmussen, Stockbridge
Eleanor Tillinghast, Mount Washington (non-Commission member)

Committee Members Absent

Chris Rembold, Great Barrington

BRPC Staff Present

Laura Brennan, Economic Development Program Manager
Wylie Goodman, Senior Economic Development Planner
Justin Gilmore, Transportation Planner
Clete Kus, Transportation Program Manager

Guests Present

Nicholas Hutchings, ISO New England Inc.

I. Approval of March 23rd, 2022, Meeting Minutes

Sheila I. made a motion to approve, John D. seconded. No discussion. Minutes from March 2022 were approved via roll call vote, with Eleanor T. abstaining.

II. Guest Speaker – Nicholas Hutchings, ISO New England Inc.

CJ introduced this topic as a continuation of our previous discussions regarding the capacity of our electrical grid to absorb additional needs of electric vehicles, transition of fossil fuel heating systems to electrification, etc.

Nicholas Hutchings briefly introduced his work for ISO New England. He has worked with them in the External Affairs Department for two years, and prior to that with HydroQuebec and the Mass Statehouse, among others.

His discussion focused on how the electric grid in the Northeast is changing. ISO has been around for two decades and is regulated by the Federal Energy Regulatory Commission (FERC). They are the Reliability Coordinator for New England under the North American electric Reliability Corporation (NERC). NERC sets reliability standards for the U.S. ISO has no financial stake in the markets it oversees. Their three main responsibilities are Grid

Operation (serve the role of a traffic controller for power generation, with daily operating plans designating which plants will run, meeting supply and demand in real time at the least cost possible within engineering constraints), Market Administration (Energy, Capacity, and Ancillary Services markets where wholesale electricity is bought and sold), and Power System Planning for the region on a 10-year basis.

Energy Market is by far the largest of the three, at \$6.1 billion in transactions in 2021. Ancillary Services is smallest, covering support services for the grid. Capacity Market is second largest, with auctions happening three years in advance.

ISO's responsibility is the high voltage system, with lines at 115kV and above. Their network includes 9,000 miles of high voltage lines. They also oversee interconnections to neighboring areas. We get a significant amount of our energy transmission from New York and Eastern Canada.

Transmission Planning - Nicholas showed an organizational chart of ISO's place within the larger industry structure. A Planning Advisory Committee (PAC) serves as a stakeholder liaison to gather public input. ISO develops a Regional System Plan on a 10-year horizon to ensure the grid can meet reliability standards set by NERC. It includes projects underway or proposed. A Regional System Plan is put out every 2 to 3 years, summarizes the long-range plan and planning process on a 10-year horizon. Since 2002, more than 800 project components have been placed in service across the region to fortify the transmission system; there are close to 50 projects planned, proposed, or under construction through 2025. These projects reinforce key load centers (Boston metro, Southwest CT) reinforce areas that have experienced significant growth (northwestern VT) and enable better power transfer within New England (e.g., between eastern and western New England).

A Study Scope leads to a Needs Assessment which identifies transmission system needs to maintain the reliability of the facilities while promoting operation of efficient wholesale electrical markets. Reliability needs are the primary focus. Other possible needs are market efficiency (in the case of congestion in the system), and public policy transmission needs, in which the NE states and stakeholders would identify a public policy need which would be the driver of a transmission upgrade. To date, they have run this process twice, in 2017 and 2020. In both of those years, public policy needs were not identified by the states. The next initiation of a Public Policy Transmission Needs Assessment would be in 2023.

In the case of developer-sponsored projects, which are voluntary and are not related to regional reliability needs, it is the ISO's role to ensure that any resulting interconnecting transmission project does not have an adverse impact on system reliability. Currently, this is the primary mechanism that state-sponsored projects have used to expand access to clean energy resources.

Nicholas shared a list of economic studies, developed as requested to inform policymakers and stakeholders. These types of analyses do not provide a direct path for building transmission projects. These include two **pending** reports: 2020 National Grid, which will analyze potential pathways to best use of the MWh of clean energy resources to meet state goals cost effectively, and the 2021 New England Power Pool (NEPOOL), which will assess the future state of New England's power system that includes: defining scenarios, studying whether the ISO can operate the grid reliably under status-quo market mechanisms, considering what products and attributes are missing, and discussing what market changes could be developed in response to any identified gaps in reliability or resource needs.

Trends Transforming the Grid – In order to achieve greenhouse gas reduction and clean energy goals economy-wide, New England states are undertaking a number of policies and means to bring a significant amount of clean energy onto the grid. ISO estimates a large increase in solar installations in MA. At the end of 2021, there was close to 4,800 MW

installed capacity. Through the various state programs that exist, they anticipate there being close to 11,000 MW on the system in 2031. Energy efficiency projections suggest heating electrification and transportation could increase peak demand by 2030. Interconnection requests in the queue have also shifted from natural gas to wind (2017-2022). The ISO also forecasts the amount of solar PV on the system and how much is anticipated over the next 10 years.

A range of studies are currently investigating what will affect the future grid. These include weather ([report expected in 2023](#)), transmission, operations ([up-to-date information available here](#)), markets ([final findings available](#)), and reliability ([final report available](#)).

The 2050 Transmission Study is a high-level study for the years 2035, 2040, and 2050, and what investments are needed to accommodate the goals of the states. Electrification of heat and transportation are on the horizon with system peaks shifting to winter with use of more heat pumps. This report looks well beyond the ISO's 10-year horizon but is *not* a plan to build specific projects.

John D. asked about whether hydro-electric from Canada is still being prioritized. Nicholas believed this is still included in Massachusetts long-term planning. Entities in Maine also have strong connections to Canada. John asked about cybersecurity concerns, which were not covered in the presentation. Nicholas will get us more information about cybersecurity policies and approaches.

CJ asked about specific mechanisms for ensuring that the grid can handle increasing demand, especially in light of shifts away from fossil fuels. Nicholas explained that ISO ensures that they have sufficient resources to meet demand is through the Capacity Market. The Capacity, Energy, Load and Transmission (CELT) report, which seeks to identify what the peak will be each year for the next ten years. Projections about peak needs are an underpinning for the Forward Capacity Market each year, ensuring that we have ample resources three years ahead of time. Nicholas indicated that while siting renewable projects is extremely difficult in New England, the ISO has mechanisms to ensure reliability going forward. Andrew G. noted that new transmission towers and sub-station infrastructure are needed, which may necessitate changes in our land use policy.

Clete K. asked about the magnitude of future demand increases, and what facilities will look like in terms of their expansion. Nicholas responded that he cannot estimate the magnitude but that there will need to be an expansion of both the transmission system to move large bulk power, and the distribution system, to meet our needs in 2050. The lines need to be big enough to meet peak demand. Clete asked if this infrastructure increase comes at the expense of the rate payers, and Nicholas confirmed that the bulk of projects are ratepayer funded. DPU docket 20-75 looks at long-term DER planning and cost allocation. DPU 20-80 is the future of natural gas docket, detailing shift from fossil fuels to electricity.

IV. Discussion of Open Meeting Law/Remote Participation

Proposed legislation around the Open Meeting Law requirements and allowing for remote participation that Laura B. shared prior to the meeting is currently in a holding pattern. The group discussed developing a comment letter and if there might be someone they should bring in to discuss the pros and cons. Eleanor T. did not think we needed someone to speak to us but that we should write a letter in support sooner than later. Andrew G. concurred that we should prepare a letter expressing support for allowances for remote and hybrid moving forward. Eleanor T. made a motion to request staff respond as necessary to draft a letter to support remote and hybrid meetings. Andrew G. seconded.

V. Topics for Future Consideration

The group agreed to focus on the pending Open Meeting law and the topic of remote/hybrid participation at the next meeting. Electrical grid cybersecurity/physical plant security could be an additional topic. The group would need to identify potential speakers for both.

VI. Next Committee Meeting Date – May 25, 2022

VII. Adjournment

Sheila I. made a motion to adjourn. John D. seconded. The meeting was adjourned at 5:16 p.m.



**DRAFT MINUTES OF THE
FINANCE COMMITTEE MEETING**

Thursday, May 5, 2022

Virtual Meeting as allowed by Chapter 22 of the Acts of 2022, signed into law by Massachusetts Gov. Charlie Baker on February 15, 2022, extending until July 15, 2022, remote meeting provisions of the Open Meeting Law, G.L. c.30 sec.20.

I. Call to Order

The meeting was called to order at 4:38 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, Sheila Irvin, John Duval

Staff: Marianne Sniezek, Tom Matuszko, Kate Hill-Tapia

Others: Brittany Polito, iBerkshires

II. Approval of Minutes of the Finance Committee meeting of December 9, 2021

The minutes were not in the meeting packet but were emailed fifteen minutes before the meeting and posted on the website. Malcolm Fick moved to approve the December 9, 2021, meeting minutes; John Duval seconded. It was approved by a roll call vote from John Duval, Malcolm Fick, Sheila Irvin, and Buck Donovan.

III. Approval of Dual Signatures

Approval was requested to eliminate dual signatures for the following checks:

- The Cooper Center LLC. for the monthly rent per BRPC's lease
- Berkshires Tomorrow Inc. per agreements between BRPC and BTI
- Mass State Board of Retirement for semi-monthly retirement deductions from employee's payroll
- MIIA Health Benefits Trust for monthly Health and Dental payments

Marianne explained that electronic payment of these recurring expenses is the ultimate goal since these are monthly checks of the same amount. A single signature will streamline the process. The checks will still be reported in the monthly check register.

Sheila motioned to approve the request to eliminate dual signatures for the above checks, which Malcolm seconded. It was unanimously approved by a roll call vote from John Duval, Malcolm Fick, Sheila Irvin, and Buck Donovan.

IV. Recommend FY2023 Budget

The Committee reviewed the draft FY2023 budget, including revenue and expenditures. Buck noted that BRPC is growing impressively.

Marianne pointed out two state earmarks, one for housing and the other for outdoor recreation. MassSave energy efficiency funding is a new source. The right column of the revenue sheet shows new grants; some still need signed contracts.

Tom commented that the Public Health Program has grown due to a state emphasis on funding for rural health services and opioid and other substance use disorders prevention and interventions. Funds are not just tied to COVID and should continue for 3-5 years. Economic Development planning funding has also increased. BRPC did not receive new CDGB grants this year.

As usual, the presented budget is conservative in that additional funding is expected throughout the fiscal year. Hiring can be a challenge, especially for the Public Health Program. Part-time Project Specialist positions have been an effective way to meet human resources needs.

Tom clarified that the Berkshire County Education Task Force revenue is dropping from \$315,000 to \$30,000 because Berkshire Community College is becoming the fiscal agent. Tom is still BRPC's representative to that group. The name has changed to the Berkshire Educational Resource Center K-12.

Expansion to all of the second floor resulted in a significant increase in rent, utilities, and telephone.

Buck asked for a motion.

Malcolm Fick moved to approve the FY2023 budget and recommended that the Commission approve it at the May 19, 2022, meeting. Sheila Irvin seconded. It was unanimously approved by a roll call vote from John Duval, Malcolm Fick, Sheila Irvin, and Buck Donovan.

V. State Retirement Update (Employer portion)

The state treasurer's office proposed legislation to have Regional Planning Agencies (RPAs) pay the employer's portion into the retirement system. The Massachusetts Association of Regional Planning Agencies (MARPA) filed its own bill to exempt RPA's from paying. There is a chance that the bill may move out of the House Ways and Means this year.

VI. Trust Balance

The balance is reported for the Committee's information: \$1,014,661.72 as of 4/27/2022.

VII. Bank Update - Etreasury-Positive Pay

BRPC's operating checking account has been live on Etreasury - Positive Pay w/payee verification for fraud prevention for over a month. This service enables TD Bank to compare items presented for payment against a file provided by the BRPC of outstanding checks that the BRPC has issued. Checks that do not match the file are presented to BRPC to decide whether to pay or return the item. Since last year, there has been no fraudulent activity when someone tried to cash fake checks.

VIII. Other Business

Tom reported that, unlike in previous years, there may not be a small surplus to add to the fund balance. Some housing rehab projects have needed additional effort and funds. The increase in material and labor costs and the challenges of the constituent relationships has required more administrative time than we would have liked. Overall, BRPC is still strong financially.

IX. Next Meeting – The next meeting will be as needed or when the FY2022 Audit is final.

X. Adjournment

The meeting was adjourned at 5:03 pm by a motion made by Sheila Irvin and seconded by Malcolm Fick.

Attachments:

- FY2023 DRAFT budget
- Mission Square (formerly ICMARC) Trust Balance

Shared via email and website before the meeting:

- Unapproved Minutes of Finance Committee Meeting of December 9, 2021

My name is Meg Arvin & I am seeking new employment opportunities that align with my skills and interests. I am ambitious, goal-oriented, and eager to employ my academic and professional successes.

WORK EXPERIENCE

The Brien Center - Pittsfield, MA

March 2021 - current



Program Supervisor, Connect for Success

Administrative oversight of the Patrick Miller Youth Substance Abuse prevention programs, specifically the Connect for Success program. Partner with the outpatient clinical team in the management & implementation of the program. Oversee the collection of program statistics, data collection and outcome measures. Initiate collaboration within the confines of the school with personnel and external resources.

Upper East Tennessee Human Development Agency - Greeneville, TN

August 2020 - January 2021



Community Support Specialist

Responsible for the intake of detailed information, processing, and managing data to match program requirements. Ability to work electronically or remotely with varying forms of technology. Community-based engagement for social services and distribution of goods.

Project Access - Johnson City, TN

July 2019 - August 202



Billing & Claims Specialist

Managed the influx of billing claims for clients enrolled in Project Access services for identification of monetary recompense. Familiarity with Microsoft Office for data collection, tracking, and reporting. Networking with existing agencies for engagement with Project Access services. Enrolled income & needs-based clients with agency services in order to receive specialized medical care at no cost to them.

Orchard View Nursing Home - Kingsport, TN

April 2019 - July 2019



Social Services Program Director

Assisted in the planning, organizing, and implementation of the Social Service Dept. Ensured all medically related socio-emotional needs of residents were addressed and maintained.. Spearheaded inter-departmental & external provider meetings to assess for overall patient care.

EDUCATIONAL BACKGROUND

Licensed Master of Social Work, Massachusetts

September 2021

Masters of Social Work - May 2020

East TN State University - Johnson City, TN

Bachelors of Social Work - May 2017

East TN State University - Johnson City, TN

Associates of Science - May 2014

Walters State Community College - Morristown, TN

ADDITIONAL EXPERIENCE

First Judicial Court Clinic - Johnson City, TN

2019-2020

○

MSW Internship

This program employs an access & visitation coordinator to provide mediation, information, and practical instruction in the development and filing of parenting plans for low income & indigent, self-represented, never married parents with child access & visitation issues in Juvenile Court.

Morristown-Hamblen Central Services - Morristown, TN

2017

○

BSW Internship

Central Services, Inc. is a non-profit agency that encompasses many different programs that provide financial assistance and crisis intervention counseling. The agency serves as a clearing house and distribution center for other local non-profit agencies.

Tennessee School for the Deaf - Knoxville, TN

2016

○

BSW Internship

Tennessee School for the Deaf provides a welcoming and inclusive learning environment for deaf and hard of hearing children. TSD Knoxville has both a residential program and day-students who attend the school. I worked alongside the LICSW to implement methods for connecting hearing families with their deaf children.

TRAININGS

Youth Mental Health First Aid

January 2022

○

National Council for Mental Wellbeing

Trained to provide initial help to a young person experiencing a mental health or substance use challenge.

Question, Persuade, Refer

May 2021

○

Office of Youth & Young Adult Services

QPR teaches how to recognize the warning signs, clues, and suicidal communications of people in trouble so they can act vigorously to prevent a possible tragedy. It is modeled after CPR: spend an hour and learn how to save a life.

Psychological First Aid

May 2021

○

Office of Youth & Young Adult Services

Psychological First Aid has long been established as the gold standard of disaster responses. Created by a global team of experts, it is the only intervention endorsed by both the World Health Organization (WHO) and the U.S. government (FEMA/MEMA) for use in the aftermath of traumatic events.

Trends

A Changing Landscape in Massachusetts

The Future of Transportation

Change is inevitable. When imagining the transportation system of the future, Beyond Mobility considers the constantly evolving trends outlined below to describe changes to Massachusetts that will be considered in planning for a future transportation system.

Climate Crisis

Between 2022 and 2050, the climate crisis will impact life in Massachusetts significantly. The Commonwealth can expect more heat waves, placing vulnerable people and outdoor workers at risk. Extreme precipitation, high winds, and recurring flooding may cause damage and disruption to critical electricity, transportation, and water systems. More frequent, stronger storms and droughts may overwhelm infrastructure, leading to the displacement of residents, coastal erosion, and impacts to agricultural and tourism industries.

**SEAS HAVE RISEN
8 INCHES
GLOBALLY**

**SINCE 1900, WITH EVEN
LARGER RISES IN MASSACHUSETTS,
WHERE 75% OF THE POPULATION AND
\$460 BILLION IN PRODUCTIVITY IS IN
COASTAL AREAS**



Source: NOAA Office for Coastal Management, "Massachusetts," 2018.



Source: The Washington Post; U.S. Bureau of Labor Statistics.

**"GREAT
RESIGNATION"
IN MASSACHUSETTS, THERE
ARE
15 JOBS FOR EVERY
10 PEOPLE**

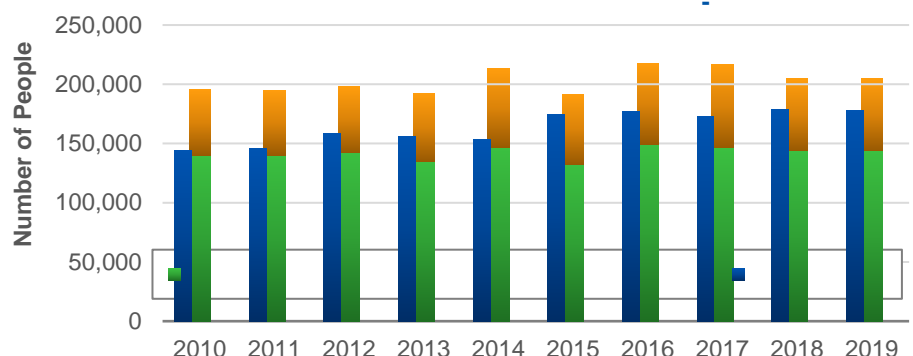
Future-of-Work

COVID 19 has changed the way we work. The flexible time and remote work that existed before the pandemic is what is expected of Massachusetts workers in many industries. At the same time, benefits may not be distributed fairly; white-collar employees enjoy benefits, and the recently declared "essential heroes" do not.

People

The population of Massachusetts has grown over the past decade because international in-migration has offset domestic out-migration, leading to a diverse, young population overall. Areas such as the Berkshires and Cape Cod, however, have an aging population and need medical, social, and transportation services.

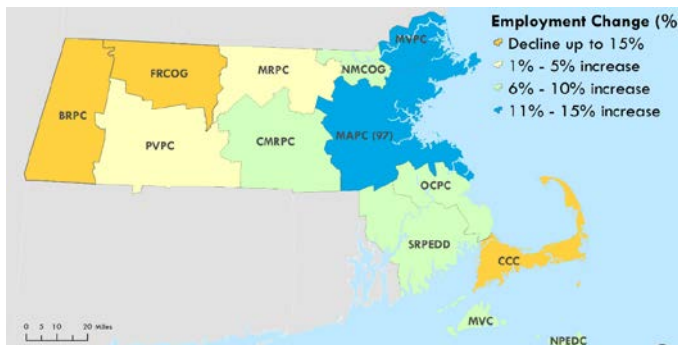
Migration Into and Out of MA by Year



Places

COVID-19 created uncertainty about where Massachusetts residents will live and work. Although future growth patterns are unknown, housing near transportation choices will be important in urban, suburban, and rural locations. Some communities in the MBTA service area are changing the way they grow, centering places for multi-family housing and businesses within a short walk to a station.

Employment Change by Region, 2010-2040

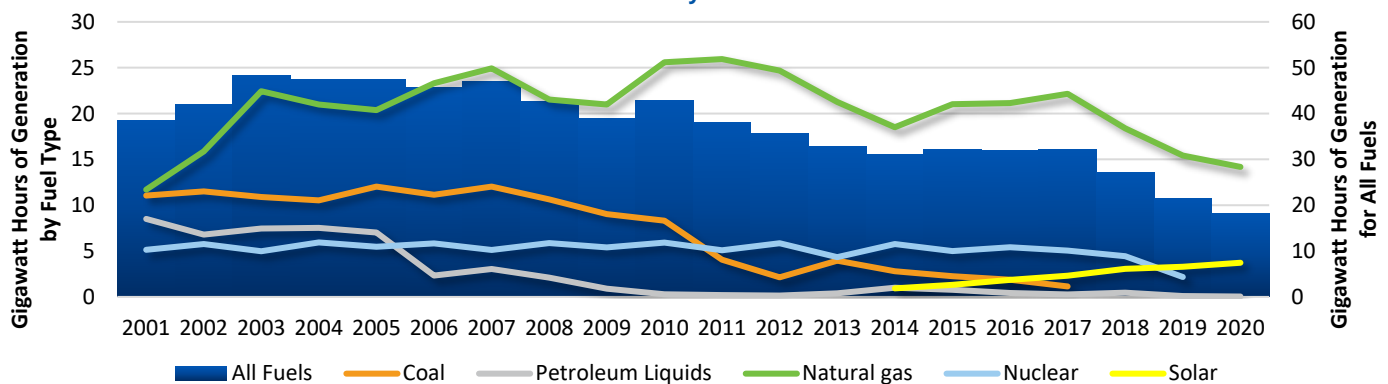


Source: Demographic and Economic Projections for Transportation Planning in Massachusetts (MAPC, Nov. 2018).

Technology

With the automation of our cars, industries and homes, many residents will need to re-learn how to travel around the world. E-Commerce has brought new frequent freight transportation to the city center, securing millions of square feet for warehousing and distribution in Massachusetts. Renewable energy sources are critical to develop but may be vulnerable to economic and political shocks.

Massachusetts Electricity Generation Since 2001



Source: U.S. EIA Electricity Data Browser, 2022.

Prosperity

The Massachusetts economy is known for its wealth of higher education, research, world-renowned medical centers, and the strong skills and talents of our workforce. However, smaller institutions are experiencing dropping enrollment and tighter budgets, and the knowledge economy does not benefit all residents and regions evenly. Increasing telework may also reduce innovations, new business activities, and partnerships traditionally created by industry clusters.

THE RACIAL WEALTH GAP IN BOSTON IS IMMENSE AND MASSACHUSETTS HAS A HIGH RACIAL WEALTH GAP RELATIVE TO THE REST OF THE NATION.

RESIDENTS OF GATEWAY CITIES PAY NEARLY DOUBLE THE RECOMMENDED 15% OF THEIR INCOME FOR TRANSPORTATION, ACCORDING TO THE INSTITUTE FOR A NEW COMMONWEALTH.



Beyond Mobility

MassDOT's 2050 Long Range Transportation Plan

What is Beyond Mobility?

Beyond Mobility is a “Statewide Long Range Transportation Plan” (SLRTP) that will guide the work of the Massachusetts Department of Transportation (MassDOT) through 2050. It will establish the vision, strategy and goals for the future of transportation in Massachusetts and document the most important transportation priorities and values among all Massachusetts residents.

Tell Us What You Think

Your opinion and voice will help shape the future of transportation in the Commonwealth – and we want to hear from you. Beyond Mobility’s public engagement strategy prioritizes outreach and engagement among people who are not traditionally heard. Our statewide multi-ethnic public engagement activities will include:

- Public surveys
- Community events and public meetings
- Multilingual focus groups and interviews
- Stakeholder and advisory committee meetings
- Virtual events on multiple social media channels
- Email campaigns, outdoor advertising, and traditional and ethnic media

Process & Timeline





BRPC

Berkshire Regional Planning Commission

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

MEMORANDUM

TO: BRPC Finance Committee Members

FROM: Marianne Sniezek, Office Manager

DATE: May 5, 2022

SUBJ: Proposed FY 2023 Budget

Attached is the BRPC FY 2023 proposed budget (revenue and expenditures). Highlights for the FY 2023 proposed budget:

REVENUE:

- The FY23 revenue is proposed at \$5,379,584. This is \$ 885,716 higher than the FY22 budget. This revenue increase is primarily due to several new grants for Economic Development, Housing, Environmental and Energy, and the Public Health programs.
- The revenue generated from community assessments has a 2.5% budget increase resulting in a fee of \$107,165 for FY23. In FY22, we had additional special income, which went to the general fund, which we will not have in FY23.

EXPENSES:

- The increase in salary expenses of \$575,133 is primarily related to one new Public Health Substance Abuse Disorders Planner, two open full-time positions for the Public Health program, three interns for the Environmental and Community Programs, an open Administrative position as well as a \$3,500 cost of living adjustment and merit pay increases.
- Overall benefits increased by \$150,969 from \$833,369 in FY22 to \$984,065 FY23. This increase is due mainly to additional benefited staff levels. The expenses increased due to health, dental, sick, vacation, and comp time. The retiree's Health Insurance slightly increased because of the estimated increase in cost for FY23.
- The subcontractor amount increased by \$119,784. The subcontract amount is "money in, money out" and does not affect our bottom line. The increase in the subcontractor amount is primarily due to the addition of community engagement and intervention subcontractors for opioid death reduction, environmental subcontractors, and a website subcontractor for an outdoor recreation website. There was also an addition in subcontractor funds for housing and community partners and advocates to increase access to and participation in energy efficiency programs.
- Excluding subcontractors, the expense budget increased from \$3,358,036 to \$4,123,967 totaling an increase of \$765,931 from FY22 to FY23.

ADDITIONAL INFORMATION:

- We have several awarded grants that will be under contract shortly. There are a few projects included in the budget that we anticipate contracts. Many are contracts we have received in past years, and we feel confident at least most will come through. If not, there is carryover revenue for the first several months of the year to allow time to adjust.
- We still have District Local Technical Assistance (DLTA) funding for the calendar year 2022, which ends December 31, 2022. The District Local Technical Assistance (DLTA) funding for the calendar year 2023 is included in the budget, but as we all know, this is subject to approval by the state legislature.
- The EPA Assessment Program grant application is in the proposed budget for an estimated \$82,000. This is \$12,000 in labor and \$70,000 for subcontractors.
- We have other grant applications that have been submitted or will be submitted in the next couple of months that are not in the proposed budget. If these new grants come through, we will have to adjust for these new potential awards.
- Direct billable (Projects) salaries are projected to increase by \$528,691. The increase can be primarily attributed to the following items. The hiring of three Community Planners in FY22, additional hired and open Public Health positions, and three interns for the Environmental and Community Planning programs. The rest can be attributed to the cost-of-living adjustment of \$3,500 and merit increases.
- The Administrative salaries budget increased by \$50,540. This change is attributed to an open position we intend to fill, cost-of-living adjustment and merit increases, as well as staff charging for staff meetings and agency trainings. Occasionally Program Managers charge to Admin when representing BRPC that cannot be billed to a project.
- The Intern Admin salaries line decreased by \$4,098 with no plans for an Intern FY23.
- The Retiree Health Insurance Liability Trust (GASB 45) is budgeted at last year's budget of \$45,000. According to the FY21 audit, the total projected OPEB Liability for FY21 is \$1,148,563. As of April 27, 2022, \$1,014,662 is the balance in our trust account.
- Non-personnel operating costs are budgeted to increase modestly by \$43,404 from the FY 22 budget. For FY23, Rent, utilities, janitor, water, and recycling increased due to the additional office space and staff working in the office. For FY23, we budgeted \$4,833 more for new computer software and maintenance. The depreciation expense decreased by \$22,568 due to items being removed.
- There is a decrease in the overall direct project expenses (interest, equipment/software, legal, supplies meetings, printing, travel, and other direct program expenses) by \$3,302 due to less interest expense and travel due to no CDBG Housing Rehab program in FY23. Supplies remained level due to \$32,000 for the cost of vaccines for flu clinics conducted by the public health nurses that will be reimbursed by insurance. Other direct project expenses remain the same.
- We have budgeted to put \$15,000 into our reserve to continue to rebuild that fund.
- The overhead rate is targeted at 140%. As our "cognizant agency," the United States Department of the Interior has approved an Indirect Cost rate of 140% for FY21 and FY22. As of March 2022, our overhead rate is 140%. We will continue to use the contributions to the Retiree Health Insurance Liability Trust to maintain our overhead rate.
- Insurance Reimbursement for Vaccines- As of May 5, 2022, there is \$604,000 in a separate BRPC bank account for use by the Berkshire Public Health Alliance.

Attachments (2)

FY 2023 Projected Revenues 5.05.2022

FY 2023 Projected Expenditures 5.05.2022

PROJECTED REVENUES	FY2022 APPROVED	FY2023 Recommended	
Outsource GIS Planner	\$ 11,000	\$ 11,000	¹
Brownfield Revolving Loan Fund	\$ 17,000	\$ 17,000	²
Berkshire Bike Path Council Support	\$ 1,500	\$ 1,000	
Berkshire Public Health Alliance Inspections	\$ 88,075	\$ 102,000	
Berkshire Public Health Alliance Nursing	\$ 75,865	\$ 86,443	
BRPC Non-profit - Berkshires Tomorrow	\$ 719	\$ 0	
Rest of River Coordination	\$ 110,000	\$ 100,000	
Online Burn Permits	\$ 1,500	\$ 2,700	
Berk. County Boards Of Health Assoc. Support Services	\$ 10,000	\$ 11,000	
FDA Regional Food Safety Permitting and Inspection	\$ 23,804	\$ 0	
Cheshire Master Plan Support	\$ 2,507	\$ 0	
Adams Brownfield Assessment	\$ 1,013	\$ 464	
Lee Brownfield Assessment	\$ 4,042	\$ 0	
Lanesborough Shared Economic Planner	\$ 10,000	\$ 10,000	¹
Transportation Planning	\$ 677,844	\$ 686,990	
Great Barrington Shared Economic Planner	\$ 25,000	\$ 25,000	¹
Lanesborough Stormwater Management Plan	\$ 0	\$ 13,605	
Berkshire Brownfield Assessment - Great Barrington	\$ 1,764	\$ 0	
Berkshire Brownfield Assessment - North Adams	\$ 3,830	\$ 447	
Richmond Shared Economic Planner	\$ 10,000	\$ 10,000	¹
Lanesborough Mall Redevelopment	\$ 5,000	\$ 0	
Adams Shared Economic Planner	\$ 10,000	\$ 10,000	¹
BLIC Berkshire United Way	\$ 0	\$ 20,000	
Berkshire Benchmarks - Berkshire United Way	\$ 14,446	\$ 10,000	
Emergency Preparedness Planning	\$ 150,908	\$ 152,788	²
Medical Reserve Corps - Berkshire Medical	\$ 23,083	\$ 22,056	²
Medical Reserve Corps - Franklin County	\$ 23,083	\$ 22,056	²
Cheshire/New Marlborough CDBG FY 19	\$ 5,000	\$ 0	
Dalton Stormwater Management Support	\$ 0	\$ 11,000	
Berkshire County Sheriff's Office - Opioid Prevention	\$ 25,000	\$ 25,000	¹
Office of Juvenile Justice Delinquency Prevention (Opioid)	\$ 42,475	\$ 0	
Adams Brownfields Clean Up	\$ 6,422	\$ 8,020	
District Local Technical Assistance	\$ 224,214	\$ 239,782	²
DOER - Affordable Access to Regional Coordination	\$ 57,107	\$ 0	
Group Purchasing	\$ 75,000	\$ 75,000	
Lenox Economic Planner	\$ 29,000	\$ 20,000	¹
Regional Energy Planning Assistance	\$ 0	\$ 22,223	
Sheffield New Marlborough Otis - CDBG	\$ 3,400	\$ 0	
Milltown / Outdoor Recreation Plan 2022	\$ 0	\$ 14,605	
OPIOID Prevention North County	\$ 29,400	\$ 12,113	
Food Safety Retail Standards #3	\$ 7,323	\$ 0	
Food Safety Retail Standards 2020 #1 Washington	\$ 0	\$ 3,000	
Food Safety Program 21 - Egremont	\$ 0	\$ 2,500	
AFDO/FDA - Alliance Strategic Plan - Egremont	\$ 0	\$ 2,500	
Food Safety Retail Standards 2020 #2 Egremont	\$ 2,519	\$ 2,026	
Food Safety Retail Standards Re-assessment Sheffield	\$ 0	\$ 2,500	
Food Safety Retail Standards 2020 #3 Williamstown	\$ 2,837	\$ 2,669	
Alliance Food Safety Program Assessment - Adams	\$ 0	\$ 2,500	
Overdose Data to Action	\$ 85,345	\$ 0	
Berkshire Public Health Alliance Administration	\$ 20,000	\$ 0	
Nonpoint Source Regional Coordinator	\$ 53,909	\$ 14,531	

PROJECTED REVENUES	FY2022 APPROVED	FY2023 Recommended	
HEALing Community Study	\$ 55,594	\$ 0	
HEALing Community Study year 3	\$ 0	\$ 387,775	
Community Health Improvement Planning	\$ 86,837	\$ 137,300	
Health Equity in Pittsfield Green Planning	\$ 221,069	\$ 229,393	
Coalition for Public Health (WMPHA)	\$ 4,000	\$ 4,000	
Adams - CDBG Covid-19 (DHCD through the CARES Act of 2020)	\$ 13,632	\$ 0	
Lenox - CDBG Covid-19 (DHCD through the CARES Act of 2020)	\$ 12,032	\$ 0	
USDA Forest Services - MTWP Forest Services Program Forest Resilience	\$ 40,013	\$ 0	
Peru- Hazard Mitigation	\$ 7,850	\$ 0	
Williamstown MTWP Forest Stewardship, Resilience/Climate Adaptation	\$ 236,403	\$ 0	
West Stockbridge Master Plan - ZA - Zoning Amendments	\$ 27,014	\$ 0	
Stockbridge - Outsource Planner	\$ 0	\$ 9,952	
Mass Trails - Mountain Biking	\$ 25,558	\$ 12,161	
Otis Municipal Vulnerability	\$ 8,518	\$ 0	
Dalton/CDBG	\$ 224,906	\$ 0	
Northampton Health Dpt-Comprehensive Opioid/Stimulant/Substance Abuse	\$ 30,000	\$ 29,535	
Mass Dept of Elementary and Secondary Education Remote Learning	\$ 155,462	\$ 0	
DHCD - LRRP - Local Rapid Recovery Program	\$ 180,572	\$ 0	
EDA COVID-19 Regional Recovery Project	\$ 527,885	\$ 505,615	
Mass Dept of Elementary and Secondary Education Regional 2021	\$ 126,979	\$ 0	
NEAETC, Community Research Initiative of New England, Inc. Hepatitis C V	\$ 20,000	\$ 25,000	³
DHCD - LRRP - Local Rapid Recovery Program SPE Subject Matter Experts	\$ 62,150	\$ 0	
BARR Berkshire County Education Task Force Planning	\$ 100,000	\$ 62,482	
BARR BCETF - Action Plan to Implement Portrait of a Graduate	\$ 190,000	\$ 0	
Substance Misuse Prevention Grant Program & Overdose Data to Action	\$ 40,000	\$ 140,000	³
Great Barrington Brownfields Clean-up	\$ 0	\$ 25,569	³
Great Barrington Green Communities	\$ 5,913	\$ 0	³
BOAPC Substance Abuse Prevention Webinar	\$ 0	\$ 4,900	
DPH Shared Services	\$ 0	\$ 300,000	
Public Health After Action Report (Pandemic)	\$ 10,000	\$ 0	
Berkshire Early Childhood Community Circle	\$ 0	\$ 107,150	
EPA Healthy Communities	\$ 0	\$ 17,026	
Local Health Support Contract Tracing	\$ 0	\$ 250,000	
Lenox MVPA 22	\$ 0	\$ 160,656	
Housatonic Valley Association - Culvert	\$ 0	\$ 25	
Housatonic Valley Association - Municipal Culvert Replacement Cooperative	\$ 0	\$ 5,571	
Clarksburg Municipal Vulnerability Program	\$ 0	\$ 12,105	
Clarksburg Green Community	\$ 0	\$ 6,565	
MassCEC Capacity Building Program	\$ 0	\$ 17,055	
Cheshire Stormwater Support	\$ 0	\$ 13,000	²
Windsor Master Plan	\$ 0	\$ 11,996	
Earmark Housing	\$ 0	\$ 45,010	³
Williamstown Housing Needs Assessment	\$ 0	\$ 3,435	
Williamstown Open Space and Recreation Plan	\$ 0	\$ 2,909	
Becket Open Space and Recreation Plan	\$ 0	\$ 1,246	
Economic Development District	\$ 0	\$ 70,000	
New England Rural Health Association - Rural Vaccine Equity	\$ 0	\$ 112,500	
Williamstown Community Partnership - Mass Save/Berkshire Gas	\$ 0	\$ 31,500	
Cheshire Zoning for Housing	\$ 0	\$ 6,306	
Alliance Food Safety Program Advancement 3 yrs.	\$ 0	\$ 85,500	³
Alliance Food Safety Program Online Permitting - 3 yrs.	\$ 0	\$ 82,500	³

PROJECTED REVENUES	FY2022 APPROVED	FY2023 Recommended	
Monterey 319	\$ 0	\$ 10,000	³
Housatonic Valley Association Berkshire Clean Cold and Connected	\$ 0	\$ 4,000	³
Adams Green Communities	\$ 0	\$ 7,549	³
North Adams Green Communities	\$ 0	\$ 8,034	
Washington MVP	\$ 0	\$ 8,659	
West Stockbridge Complete Streets	\$ 0	\$ 8,223	
State Earmark Outdoor Recreation Website	\$ 0	\$ 192,123	
Cheshire Green Communities	\$ 0	\$ 8,034	
Shared Services	\$ 0	\$ 65,000	³
EDA CEDS 23	\$ 0	\$ 29,000	
Lee Master Plan Open Space Recreation Plan	\$ 0	\$ 60,000	²
Monterey Master Plan	\$ 0	\$ 37,046	²
Outdoor Recreation Assessment	\$ 0	\$ 37,500	³
North Adams Business Guide	\$ 0	\$ 22,000	³
Façade Improvement Grant Program	\$ 0	\$ 3,000	³
EPA - Assessment Project	\$ 0	\$ 82,000	¹
General: Community Assessment	\$ 110,551	\$ 107,165	
Unsecured New Projects	\$ 0	\$ 0	
TOTAL REVENUES	\$ 4,493,869	\$ 5,379,584	

¹. Applied for / requested- no decision as of 5/5/2022

². As of 5/5/2022 not yet under contract

³. As of 5/5/2022 awarded but not yet under contract

FY 23 Expense Sheet	\$	4,493,869	\$	5,379,584
FY 23 Revenue Sheet	\$	4,493,869	\$	5,379,584
Difference FY 23 Revenue minus Expense		0.00		0.00

Insurance Reimbursement (Vaccines)-Berkshire Public Health Alliance	\$	0	\$	604,000	⁴
---	----	---	----	---------	--------------

⁴. As of 5/5/2022 money in separate BRPC account for use by the BPHA

FY 2023 PROJECTED BUDGET - EXPENDITURES - May 05, 2022**Berkshire Regional Planning Commission**

5.6.2021

5.5.2022**PROJECTED EXPENDITURES**

	FY2022 APPROVED	FY2023 Recommended
SALARIES		
Direct Billable	\$ 1,627,324	\$ 2,156,015
Indirect Admin.	\$ 490,376	\$ 540,916
Interns (Admin)	\$ 4,098	\$ 0
Subtotal Salaries	\$ 2,121,797	\$ 2,696,930
BENEFITS		
Comp and Vacation Leave	\$ 125,626	\$ 150,109
Holiday and Jury Leave	\$ 63,129	\$ 108,103
Sick unaccrued used	\$ 47,627	\$ 65,514
Retirement	\$ 0	\$ 0
Health Insurance	\$ 471,181	\$ 511,751
Retirees Health Insurance	\$ 26,026	\$ 26,132
Retiree Future Health Insurance Liability (GASB 45)	\$ 45,000	\$ 45,000
Workers Comp Insurance	\$ 1,337	\$ 3,602
State Unemployment Insurance	\$ 10,189	\$ 10,985
FICA and Medicare	\$ 43,255	\$ 62,869
Subtotal Benefits	\$ 833,369	\$ 984,065
NON-PERSONNEL OPERATING EXPENSES		
Accounting Services	\$ 4,525	\$ 4,525
Advertising	\$ 3,490	\$ 3,519
Audit	\$ 20,600	\$ 21,500
Computer Equipment, Software & Maintenance	\$ 46,778	\$ 51,611
Copying / Scanning Expense	\$ 14,500	\$ 9,605
Depreciation	\$ 31,750	\$ 9,182
Dues & Subscriptions	\$ 21,032	\$ 21,554
Flex Plan Administration	\$ 1,200	\$ 1,778
Insurance (Auto, Officers, Office)	\$ 9,083	\$ 8,993
Janitor	\$ 4,600	\$ 12,220
Legal (Administrative)	\$ 1,100	\$ 2,100
Mapping Supplies	\$ 750	\$ 750
Meetings (Administrative)	\$ 2,000	\$ 2,000
Payroll Services	\$ 3,300	\$ 4,374
Postage	\$ 3,800	\$ 1,900
Printing (Administrative)	\$ 100	\$ 100
Publications	\$ 700	\$ 700
Rent	\$ 61,761	\$ 99,937
Staff Development	\$ 15,000	\$ 16,500
Supplies/Office	\$ 12,600	\$ 7,604
Telephone/Internet	\$ 14,574	\$ 22,500
Travel (Administrative)	\$ 2,000	\$ 2,000
Utilities	\$ 13,574	\$ 25,700
Water & Recycling	\$ 1,369	\$ 2,600
Web Site	\$ 1,510	\$ 1,549
Miscellaneous	\$ 1,652	\$ 1,952
Subtotal Operating (Admin)	\$ 293,348	\$ 336,752

FY 2023 PROJECTED BUDGET - EXPENDITURES - May 05, 2022

Berkshire Regional Planning Commission

5.6.2021

5.5.2022

PROJECTED EXPENDITURES

	FY2022 APPROVED	FY2023 Recommended
Interest Expense	\$ 1,020	\$ 100
Communications (Projects)	\$ 1,950	\$ 2,250
Equipment / Software (Projects)	\$ 2,225	\$ 2,700
Legal (Projects)	\$ 2,000	\$ 2,000
Meetings /Trainings (Projects)	\$ 16,739	\$ 17,000
Postage (Projects)	\$ 1,050	\$ 1,000
Printing (Projects)	\$ 3,000	\$ 3,000
Supplies (Projects)	\$ 32,000	\$ 32,000
Travel (Projects)	\$ 14,000	\$ 11,000
Other Program Expenses	\$ 19,938	\$ 19,570
Unreimbursed Expenses	\$ 600	\$ 600
Subtotal Operating (Other)	\$ 94,522	\$ 91,220

SUBCONTRACTS/SUBRECIPIENTS	FY2022 APPROVED	FY2023 Recommended
Traffic / Transportation Consultant(s)	\$ 14,000	\$ 7,500
Berkshire Public Health Nursing Program Support	\$ 70,000	\$ 0
Rest of River Clean-up Legal Consultation	\$ 100,000	\$ 100,000
Burn Permit Software Consultant	\$ 1,200	\$ 2,500
Medical Reserve Corp Support	\$ 47,825	\$ 44,112
Board of Health Online Permitting Services	\$ 10,000	\$ 0
Stormwater Subcontractor	\$ 0	\$ 3,605
Rail Consultant	\$ 0	\$ 5,000
Nonpoint Source Consultant	\$ 11,000	\$ 11,000
Post OD in Northern County Consultant/Subcontractor	\$ 14,700	\$ 7,000
Overdose Data Partners	\$ 21,000	\$ 0
Community Engagement Intervention Subcontractors	\$ 0	\$ 250,000
Community Health Improvement Planning Partners	\$ 40,000	\$ 40,000
Health Equity in Pittsfield Green Planning	\$ 65,000	\$ 65,000
MTWP Carbon Sequestration and Forest Resiliency	\$ 9,975	\$ 0
Subawardee and Subcontractors	\$ 320,000	\$ 185,000
MTWP Carbon Sequestration and Forest Resiliency	\$ 96,133	\$ 0
Berkshire County Education Subcontractors	\$ 315,000	\$ 30,000
Substance Abuse Prevention Subcontractor	\$ 0	\$ 5,000
Hepatitis C Prevention Subcontractors	\$ 0	\$ 6,000
Parent Advocacy Subcontractors	\$ 0	\$ 4,900
Berkshire Early Childhood Community Subcontractors	\$ 0	\$ 31,000
Environmental Subcontractors	\$ 0	\$ 152,000
Housing Subcontractor	\$ 0	\$ 25,000
Community Partners and Advocate Subcontractors	\$ 0	\$ 11,000
Board of Health Online Permitting Services	\$ 0	\$ 5,000
Public Health Training Subcontractors	\$ 0	\$ 6,000
Website Subcontractors	\$ 0	\$ 140,000
Town Assistance Services	\$ 0	\$ 40,000
Business Guide Subcontractor	\$ 0	\$ 2,500
Outdoor Recreation Subcontractor	\$ 0	\$ 6,500

FY 2023 PROJECTED BUDGET - EXPENDITURES - May 05, 2022**Berkshire Regional Planning Commission**

5.6.2021

5.5.2022**PROJECTED EXPENDITURES**

	FY2022 APPROVED	FY2023 Recommended
Environmental Subcontractors	\$ 0	\$ 70,000
Subtotal Subcontracts/Subrecipients	\$ 1,135,833	\$ 1,255,617
RESERVE	\$ 15,000	\$ 15,000
TOTAL EXPENDITURES	\$ 4,493,869	\$ 5,379,584



BRPC

Berkshire Regional Planning Commission

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

MEMORANDUM

TO: Delegates and Alternates,
Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: May 3, 2022

RE: **April 2022
Assistance Activities**

This report highlights technical assistance provided by BRPC staff for April 2022. 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
Dalton	Map of culverts	Town Planner