



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

	FY2022 APPROVED	FY2023 Recommended	
PROJECTED REVENUES			
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	

	FY2022 APPROVED	FY2023 Recommended
PROJECTED REVENUES		
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

FY 2023 PROJECTED BUDGET - REVENUE - May 5, 2022

Berkshire Regional Planning Commission

5.06.2021

5.05.2022

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
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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