



BRPC

Berkshire Regional Planning Commission

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EXECUTIVE COMMITTEE MINUTES

Thursday, July 14, 2022

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.

I. Call to Order & Open Meeting Law Statement

A. The meeting was called to order at 4:01 pm.

Vice Chair Malcolm Fick called the meeting to order and stated that BRPC records all meetings. Others may record the meeting after informing the Chair. Any documents presented must be left with the Chair of the meeting.

B. Roll Call:

Read by Office Administrator Kate Hill Tapia:
Malcolm Fick, Vice Chair, Gt Barrington Alternate
Sheila Irvin, Clerk, Pittsfield Delegate
Buck Donovan, Treasurer, Lee Delegate (late)
Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate
René Wood, Commission Development Committee Chair, Sheffield
Kyle Hanlon, At-large, North Adams Delegate
Sam Haupt, At-large, Peru Delegate

Others Present: Brittany Polito, iBerkshires; Mark Smith, Lenox Alternate; Bob Menicocci, Williamstown Town Manager; Eve Schatz; Christine Rasmussen Stockbridge Alternate (late); PCTV (late)

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

II. Approval Executive Committee Meeting June 2, 2022 Minutes

Sheila Irvin moved to approve the minutes of the June 2, 2022 meeting. The motion was seconded by Sam Haupt and approved by a roll call vote from Malcolm Fick, Sheila Irvin, Buck Donovan, René Wood, Roger Bolton, Kyle Hanlon, and Sam Haupt.

III. Financial Reports

A. June Expenditures Report

Payments to Brendan Sheran are for Berkshire Educational Resources K12 (formerly Berkshire County Education Task Force) projects. A consulting firm was paid \$87,000 to develop the outdoor recreation website.

René Wood moved to accept the report as presented, and Sheila Irvin seconded the motion. A roll vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, René Wood, Roger Bolton, and Sam Haupt.

B. Accounts Receivable Report

Committee members and Tom praised the Finance staff for their hard work to close out the month and fiscal year. It was acknowledged that this is always a very busy time every year. There were no questions on the report.

Line of Credit Report - No activity.

C. Etreasury update

The new Etreasury program caught two fraudulent checks totaling \$5,000 each. The payments were rejected because the checks did not match the list BRPC staff submitted.

D. Other (For information only) - none

IV. Delegate & Alternate Issues - none

V. Items Requiring Action

A. Approval to Enter into Intergovernmental Agreements and Contracts with Municipalities

Approval was requested to grant the Executive Director authority to enter into intergovernmental agreements and contracts with municipalities.

René Wood motioned to grant the Executive Director authority to enter into intergovernmental agreements and contracts with municipalities. Roger Bolton seconded it. It was approved by a roll call vote from Malcolm Fick, Sheila Irvin, Buck Donovan, René Wood, Roger Bolton, Kyle Hanlon, and Sam Haupt.

B. Approval to Submit a Response to the Community Economic Development Assistance Corporation (CEDAC) Home Modification Loan Program (HMLP) RFP

Approval was requested to authorize the Executive Director to submit a response to the Community Economic Development Assistance Corporation (CEDAC) Home Modification Loan Program (HMLP) request for proposals and approve any resulting contracts and agreements.

The Home Modification Loan Program provides 0% interest and deferred payment loans to homeowners with a household member requiring access and/or safety modifications. HMLP also offers 3% interest, amortizing loans to landlords of rental units. The contract is for one year, beginning October 1, 2022, and renewable for up to 3 years. The total amount is \$10,000/annually plus \$3,400 per loan closed. No match is required. The staff lead on this project is Patricia Mullins, Community Development, Housing & Regional Services Program Manager, pmullins@berkshireplanning.org.

René Wood moved to authorize the Executive Director to submit a response to the Community Economic Development Assistance Corporation (CEDAC) Home Modification Loan Program (HMLP) RFP and approve any resulting

contracts and agreements. Sam Haupt seconded the motion. It was approved by a roll call vote from Malcolm Fick, Sheila Irvin, Buck Donovan, René Wood, Roger Bolton, Kyle Hanlon, and Sam Haupt.

C. Approval to Ratify the Environmental Review Committee's comment letter on the Eversource Energy Transmission Right-of-Way Reliability Project EENF

Approval was requested to ratify the Environmental Review Committee's comment letter on the Eversource Energy Transmission Right-of-Way Reliability Project EENF. The letter was in the meeting packet.

René Wood moved to ratify the Environmental Review Committee's comment letter on the Eversource Energy Transmission Right-of-Way Reliability Project EENF. It was seconded by Sam Haupt and approved by a roll call vote: Malcolm Fick, Sheila Irvin, Buck Donovan, René Wood, Roger Bolton, Kyle Hanlon, and Sam Haupt.

D. Other – none

VI. Committee Reports

A. Comprehensive Economic Development Strategy Committee (CEDS)

The Comprehensive Economic Development Strategy Committee met on June 15, 2022. Recovery Projects funded through the Mass Office of Business Development were reviewed. There was an update on the Technical Assistance & Capacity Building Planning Toolkit. Work on the 2023-2027 Berkshire County CEDS continued. "Municipal buildings" is a new category for priority projects. The next meeting was scheduled for July 13. Draft unapproved minutes were distributed in the meeting materials.

B. Transportation Advisory Committee (TAC)

The Transportation Advisory Committee met on June 21, 2022. Discussion continued about the draft FY2023 Unified Planning Work Program (UPWP) and recommendation to the MPO to endorse it. There was a presentation and discussion about The Safe Streets for All program. 2023 projects will go to bid by 9/30/22. Draft unapproved minutes were distributed in the meeting materials.

C. Environmental Review Committee

The committee met on June 23, 2022, to discuss the Expanded Environmental Notification Form (EENF) for NSTAR Transmission Right-of-Way Reliability Project through Hancock, Lanesborough, Cheshire, Dalton, and Hinsdale. Earlier in this meeting, the committee was asked to ratify the comment letter. Draft unapproved meeting minutes were not yet available.

D. Metropolitan Planning Organization (MPO)

The MPO met on June 28, 2022. Topics included amendments to the 2022-2026 Transportation Improvement Program (TIP), authorization of a 21-day

public comment period to add 5310 funding, endorsement of the 2023-2027 Unified Planning Work Program, and a Safe Streets for All presentation. Draft unapproved minutes were distributed in the meeting materials.

E. Commission Development Committee

The Commission Development Committee met on June 30 and discussed potential speakers for the September Annual Meeting and a possible BRPC bylaw amendment. Draft unapproved minutes were distributed in the meeting materials.

PCTV joined the meeting.

VII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 5/28/2022 to 6/30/2022

- Lanesborough – Economic Development Planner FY22 - \$1,850
- Lanesborough – Economic Development Planner FY23 - \$10,000
- Dalton – Community Development Block Grant FY22 - \$32,000
- National Environmental Health Association FDA – Alliance Food Safety Program Advancement FY22 - \$57,000
- National Environmental Health Association FDA – Alliance Food Safety Online Permitting FY22 - \$55,000
- Lenox – Economic Development Planner FY23 - \$25,000
- Great Barrington - Economic Development Planner FY23 - \$25,000
- Cheshire – Zoning Support FY22 - \$13,243
- Monterey – Master Plan FY22 - \$40,000
- Dalton – Public Health Inspectional Services FY23 - \$15,000
- Egremont – Public Health Inspectional Services FY23 - \$11,500
- Lanesborough – Public Health Inspectional Services FY23 - \$26,000
- Middlefield – Public Health Inspectional Services FY23 - \$5,100
- Peru – Public Health Inspectional Services FY23 - \$8,800
- Washington – Public Health Inspectional Services FY23 - \$4,207
- Windsor – Public Health Inspectional Services FY23 - \$8,600
- Adams – Public Health Nursing Services FY23 - \$4,367
- Clarksburg – Public Health Nursing Services FY23 - \$3,070.46
- Dalton – Public Health Nursing Services FY23 - \$6,221.44
- Egremont – Public Health Nursing Services FY23 - \$2,468.24
- Hinsdale – Public Health Nursing Services FY23 - \$3,141.60
- Lanesborough – Public Health Nursing Services FY23 - \$3,907.20
- New Ashford – Public Health Nursing Services FY23 - \$2,387.50
- North Adams – Public Health Nursing Services FY23 - \$10,124.16
- Peru – Public Health Nursing Services FY23 - \$2,310
- Washington – Public Health Nursing Services FY23 - \$2,310
- West Stockbridge – Public Health Nursing Services FY23 - \$4,000
- Williamstown – Public Health Nursing Services FY23 - \$6,846.90
- Dalton – Stormwater Management FY23 - \$11,000

- Richmond - Public Health Inspectional Services FY23 - \$17,650
- Richmond - Public Health Nursing Services FY23 - \$4,500
- Hancock - Public Health Nursing Services FY23 - \$2,205
- Richmond - Economic Development Planner FY23 - \$10,000
- Adams - Economic Development Planner FY23 - \$10,000
- Cheshire – Stormwater FY23 - \$7,500
- Becket - Public Health Inspectional Services FY23 - \$28,611
- Becket - Public Health Nursing Services FY23 - \$3,858.75
- Stockbridge – Outsource Planner FY23 - \$28,080

Grants and Contracts not received.

- BRPC is not aware of any grants and contracts not received.

B. Berkshires Tomorrow Inc. (BTI) Update

A meeting will be scheduled for the Yearly Election of Officers (President, Vice-President, Treasurer, Clerk) by the Directors and other routine administrative items.

C. Staff Updates

- Jaymie Zapata started July 5 as a Public Health Planner (resume attached)
- Matthew Gilbert started July 11 as a Public Health Planner (resume attached)
- Open positions:
 - Human Resources Payroll Assistant
 - Environmental & Energy Planner
 - Public Health Trainer/Inspectors

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission met on June 10, 2022. Topics were the Smithsonian Museum exhibits in rural communities, [Smithsonian Museum on Main Street - Mass Humanities](#) (congratulations to Sheffield for hosting an exhibit), a preview of the Special Commission on Rural Schools report, and outreach to Governor and Lt. Governor candidates.

E. Berkshire Flyer

The Berkshire Flyer Service between New York City and Pittsfield via Albany-Rensselaer, NY, started July 8.

F. Northern Tier Passenger Rail

The Northern Tier Passenger Rail Working Group met on June 22, 2022 and discussed conditions in the study area. There is a virtual public information meeting Thursday, July 14, at 6:00: [Northern Tier Passenger Rail Study - Public Information Meeting #1 | Mass.gov](#). For more information and to submit a comment or question, go to <https://www.mass.gov/northern-tier-passenger-rail-study>.

G. Open Meeting Law

The status of the provision to allow public meetings to be held virtually past July 15, 2022, is unknown. Public meetings will likely need to be held in person starting July 16th.

H. DLTA Funding

DLTA funding for FY23 is in the House version of the budget but not the Senate's. If there is to be a DLTA program starting Calendar year 2023, it will need to be added to the final budget.

I. Draft Regulations on Stretch Building Code

The Department of Energy Resources filed a draft of changes to the state building code to encourage builders away from fossil fuel heating. A public comment period is open until 5 pm on Aug. 12. Comments can be emailed to stretchcode@mass.gov with the words "BUILDING CODE COMMENTS" in the subject line or mailed to Ian Finlayson, Department of Energy Resources, 100 Cambridge St., Suite 1020, Boston, MA 02114. The new code language will be the subject of three public hearings:

- July 22, Division of Fisheries and Wildlife headquarters, Westborough
- Aug. 2, Thomas Crane Public Library, Quincy
- Aug. 8 virtually: [Stretch Energy Code Development 2022 | Mass.gov](#)

J. Clean Energy and Climate Plan for 2025 and 2030

The Baker Administration released the Clean Energy and Climate Plan for 2025 and 2030 as required by the Global Warming Solutions Act of 2008 and the 2021 Climate Law (An Act Creating a Next-Generation Roadmap for Massachusetts Climate Policy). [download \(mass.gov\)](#)

K. Other

Malcolm asked if there was unexpected revenue that was not in the FY23 budget. The Stockbridge Outsource Planner is an addition. Some items are higher than originally reported. Public Health is receiving an additional \$800,000 and hiring for that. MassDOT approved FY23 salary increases.

VI. Old Business

A. Executive Director Performance Review

Postponed until the September meeting.

B. Other (for information only) - none

VII. New Business

A. Kusik Award

Nominations are open for the annual Kusik award and are due August 4.

B. FY23 Meeting Schedule

René Wood motioned to approve the proposed FY23 Executive Committee and full Commission meeting schedule. Kyle Hanlon seconded, and a roll call

vote approved it: Malcolm Fick, Sheila Irvin, Buck Donovan, René Wood, Roger Bolton, Kyle Hanlon, and Sam Haupt.

C. September Commission Meeting

The Commission meeting on September 29, 2022, will be combined with the in-person Annual Meeting and Dinner (COVID conditions notwithstanding.) Tom is working to secure speakers recommended by the Commission Development Committee.

D. Two-year Terms for Officers and Committees

Simplifying the process of officers' and committee members' terms by making them two years was discussed. It is time-consuming to confirm committee membership annually. This would affect FY24. This idea may be dropped because municipal appointments are for one year. It was referred back to the Commission Development Committee. If it is allowable, there is support for the change.

E. Adjournment

René Wood motioned to adjourn the meeting at 5:21 pm, seconded by Sheila Irvin, and unanimously approved.

Attachments:

- Unapproved Minutes of June 2, 2022, Executive Committee Meeting
- June Expenditures Reports
- June Line of Credit Report
- Executive Director's Memorandum
- NSTAR TRRP EENF Draft Final Comment Letter
- Draft Unapproved Minutes of the June 15, 2022 Comprehensive Development Committee
- Draft Unapproved Minutes of the June 21, 2022 Transportation Advisory Committee-TAC
- Draft Unapproved Minutes of the June 28, 2022 Metropolitan Planning Organization meeting
- Draft Unapproved Minutes of the June 30, 2022 Commission Development Committee
- Resumes – Zapata, Gilbert
- Kusik Award Nomination material
- FY 2023 BRPC Meeting Schedule - proposed