



BRPC

Berkshire Regional Planning Commission

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

MEETING NOTICE

There will be a meeting of the
EXECUTIVE COMMITTEE
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Thursday, November 3, 2022 at **4:00 p.m.**

This will be a Hybrid Meeting. Participants may attend in person in the BRPC 2nd Floor Conference Room at 1 Fenn Street, Pittsfield MA or may attend virtually as allowed by Ch. 107 of the Acts of 2022 extending certain provisions of the Open Meeting Law, G.L. c.30 sec.20 until March 31, 2023.

To participate virtually join Zoom meeting at <https://us02web.zoom.us/j/3926128831>, Meeting ID: 392 612 8831, Phone: 646.558.8656, 301.715.8592, 312.626.6799, 669.900.9128

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

(all times approximate)

- I. Call to Order & Open Meeting Law Statement (4:00)
- II. Approval of Minutes of the Executive Committee Meeting of October 6, 2022* (4:05)
- III. Financial Reports (4:10)
 - A. October 1 2022 to November 1 2022 Expenditures Reports *
 - B. Accounts Receivable Report / Assessments
 - 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 Submit a Proposal to the Western Massachusetts Homeland Security Council *
 - B. Approval to Submit Grant Applications to MassCEC's EMPOWER Program*
 - C. Approval to Submit Grant Applications to MassSave's Community First Partnership Program*
 - D. Approval to Submit a Letter of Intent, and if selected, Full Application to the Digital Equity Partnerships Program with the Massachusetts Broadband Institute*
 - E. Other (For information only)

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

- VI. Committee Reports (4:30)
- A. Metropolitan Planning Organization
 - B. Comprehensive Economic Development Strategy
 - C. Regional Issues Committee
 - D. 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. Passenger Rail
 - F. Auditor Bumps' report "Fulfilling the Promise of Local Aid by Strengthening State-Local Partnerships"
 - G. Age and Dementia Friendly Design Considerations for Physical Infrastructure
 - H. Massachusetts Broadband Institute Consultant Pre-qualification
 - I. Housing Code Amendments
 - J. Community One Stop for Growth Awards
 - K. Other (For information only)
- VIII. Old Business (4:45)
- A. Succession Planning
 - B. Other (For information only)
- IX. New Business (5:00)
- A. November Commission Meeting
 - B. Other (For information only)
- X. Adjournment (5:05)

Attachments:

- Unapproved Minutes of October 6, 2022, BRPC Executive Committee Meeting
- October 1 2022 to November 1 2022 Expenditures Report
- Accounts Receivable Report / Assessments
- October Line of Credit Report
- Executive Director's Memorandum
- Draft Unapproved Minutes of the October 25, 2022 Metropolitan Planning Organization meeting
- Draft Unapproved Minutes of the Sept. 28, 2022, Regional Issues Committee Meeting
- Resume Britney Danials
- Resume CJ Hoss
- September Technical Assistance Memo

* Items Requiring Action



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DRAFT EXECUTIVE COMMITTEE MINUTES

Thursday, October 6, 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 March 31, 2023.

I. Call to Order & Open Meeting Law Statement

A. The meeting was called to order at 4:00 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:

John Duval, Chair, Adams Alternate

Malcolm Fick, Vice Chair, Gt Barrington Alternate

Sheila Irvin, Clerk, Pittsfield Delegate

Buck Donovan, Treasurer, Lee Delegate

Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate

Kyle Hanlon, At-large, North Adams Delegate

Others Present: Christine Rasmussen, Stockbridge Alternate (4:08); Sarah Satterwaite, Savoy Delegate (4:24)

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

II. Approval Executive Committee Meeting September 1, 2022 Minutes

Kyle Hanlon moved to approve the minutes of the September 1, 2022 meeting. The motion was seconded by Malcolm Fick and approved by a roll call vote from Malcolm Fick, Sheila Irvin, Roger Bolton, and Kyle Hanlon. John Duval abstained.

III. Financial Reports

A. August (partial)/September Expenditures Report

Kyle Hanlon moved to accept the report as presented, and Roger Bolton seconded the motion. A roll vote approved it from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Roger Bolton, and Kyle Hanlon.

Tom confirmed that the vaccination expenses are reimbursed. Staff will confirm the details for the \$31.90 Amazon expense.

B. Accounts Receivable Report/Assessments

Dalton has received the \$77,000 from DHCD and will put it on their warrant.

C. Line of Credit Report

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

D. Other (for information only) - none

IV. Delegate & Alternate Issues - none

V. Items Requiring Action

A. Approval to Submit a Grant Application to the Healthy Brain Initiative Road Map Strategies Program

The Executive Committee was requested to authorize the Executive Director to submit a \$48,000 grant application (after the fact, applications were due September 9th) to the Healthy Brain Initiative Road Map Strategies Program through the National Association of County and City Health Officials (NACCHO) and the Alzheimer's Association and approve any resulting contracts and agreements. This grant would provide resources for local public health for risk reduction and support for caregivers. No match is required. Sandra Martin is the staff lead.

Malcolm Fick motioned to authorize, after the fact, the Executive Director to submit a grant application to the Healthy Brain Initiative Road Map Strategies Program through the National Association of County and City Health Officials (NACCHO) and the Alzheimer's Association and approve any resulting contracts and agreements. Kyle Hanlon seconded it. It was approved by a roll call vote from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Roger Bolton, and Kyle Hanlon.

B. Approval to Submit a Response to the Metropolitan Area Planning Council on behalf of the Western Region Homeland Security Council

The Executive Committee was requested to authorize the Executive Director, after the fact, to submit a quote to the Metropolitan Area Planning Council (MAPC) on behalf of the Western Region Homeland Security Council and approve any resulting contracts and agreements. The quote is for conducting a needs assessment to improve equity in emergency management planning, preparedness, and response in western Massachusetts. This project includes data collection, targeted interviews, data analysis, and improvement planning. The allowable amount was \$40,000. No match is required. Sandra Martin is the staff lead.

Roger Bolton moved to authorize the Executive Director to submit a quote to the Metropolitan Area Planning Council (MAPC) on behalf of the Western Region Homeland Security Council and approve any resulting contracts and agreements. Kyle Hanlon seconded the motion. It was approved by a roll call vote from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Roger Bolton, and Kyle Hanlon.

C. Approval to Submit a Grant Application MIIA Risk Management

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the Massachusetts Interlocal Insurance Agency (MIIA) Risk Management Grant and approve any resulting contracts and agreements. The Massachusetts MIIA Risk Management FY23 Grant program focuses on facility management, preventive maintenance, prevention of property losses, cyber mitigation, and individual members' loss experience, which continues to have an adverse financial impact on the MIIA program. BRPC's application for \$10,000 will be for password security, email filtering with Microsoft 365, and staff time to update or implement new cyber security policies and procedures. The staff leads are Marianne Sniezek and Mark Maloy.

Kyle Hanlon moved to authorize the Executive Director to submit a grant application to the Massachusetts Interlocal Insurance Agency (MIIA) Risk Management Grant and approve any resulting contracts and agreements. Sheila Irvin seconded the motion. It was approved by a roll call vote from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Roger Bolton, and Kyle Hanlon.

D. Approval to Submit a Grant Application to the Community Compact Cabinet Efficiency & Regionalization Grant Program

The Executive Committee was requested to authorize the Executive Director to submit a \$200,000 grant application to the Massachusetts Community Compact Efficiency & Regionalization grant program and approve any resulting contracts and agreements. This grant program is for government entities interested in implementing regionalization and other efficiency initiatives for long-term sustainability. BRPC's application is for upgrading the online building permit and board of health permit program for twenty-three communities in Berkshire County. The staff lead is Mark Maloy.

Kyle Hanlon moved to authorize the Executive Director to submit a \$200,000 grant application to the Massachusetts Community Compact Efficiency & Regionalization grant program and approve any resulting contracts and agreements. Roger Bolton seconded the motion. It was approved by a roll call vote from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Roger Bolton, and Kyle Hanlon.

E. Confirmation of Appointment to the Commission Related to East-West Passenger Rail

Roger Bolton moved to approve Thomas Matuszko as the Berkshire Regional Planning Commission representative to the Commission Related to East-West Passenger Rail, Kyle Hanlon seconded, and a roll call vote approved it from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Roger Bolton, and Kyle Hanlon.

F. Western Region Homeland Security Council Grant Application for Shared Information Technology

For information only, this grant application will be due before the next Executive Committee meeting.

G. Massachusetts Broadband Institute Digital Equity Funding

For information only, a grant application will be submitted before the next Executive Committee meeting for a consultant to work with towns on broadband plans and implementation.

VI. Committee Reports

A. Comprehensive Economic Development Strategy (CEDS)

The committee met on September 21, 2022 and received updates on the EDA CARES Act Grant funding of the BIC Manufacturing Academy, the development of a resiliency planning tool for small businesses and nonprofits, CEDS activities, and plans for the 2023-2027 CEDS. Draft unapproved meeting minutes were in this meeting's materials.

Kyle commended Laura Brennan for her incredible work and the impressive amount of economic development activities the Economic Development Program tracks and supports. He also offered congratulations on Laura's recognition as one of [Berkshire Magazine's Berkshire 25](#).

B. Regional Issues Committee

The committee met on September 28, 2022. The main topic was Community Sustainability, including recruitment and retention of municipal staff, shared service, etc. Draft unapproved minutes are not yet available.

C. Other (for information only)

VII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 8/25/2022 to 9/29/2022

- Savoy - Public Health Nursing Services FY23 – \$2,310
- Florida - Public Health Nursing Services FY23 – \$2,310
- Administration and Finance Shared Services - Efficiency & Regionalization Grant Program - \$70,280
- New England Rural Health Association - Rural Vaccine Equity – \$5,000
- Department of Public Health MASS CALL 3 - Substance Misuse Prevention Grant Program Pittsfield Youth Prevention Connection - \$40,000
- Department of Public Health MASS CALL 3 - Substance Misuse Prevention Grant Program Overdose Data to Action – \$175,000
- Adams – Stormwater Management Support - \$10,000
- Department of Public Health, Bureau of Substance Addiction - Prevention in Early Childhood - \$300,000
- Department of Public Health, Bureau of Substance Addiction - Berkshire Early Childhood Community Circle - \$31,250

Grants and Contracts not received.

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

B. Berkshires Tomorrow Inc. (BTI) Update

- The BTI board authorized the President to sign the renewal of the Directors and Officers Insurance.
- The BTI board agreed to accept grants and donations from various community partners to support the Berkshire Funding Focus initiative. The anticipated amount is \$100,000. The Initiative will provide staffing support to nonprofits, municipalities, schools, and businesses in identifying and pursuing recovery funds and establish a dedicated website to communicate opportunities and provide information and resources to these audiences.
- The BTI board authorized the President, John Duval, to sign an agreement with Berkshire Regional Planning Commission and other contracts to support the Vaccination Clinics not exceeding \$10,000, including a 2% administrative fee.

C. Staff Updates

- Sherdyl (pronounced "sure deal") Fernandez-Aubert started October 3, 2022, as the Environmental & Energy Planner
- Open positions:
 - o Public Health Trainer/Inspectors
 - o Energy Intern

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission met on September 23, 2022. The main agenda item was a discussion of legislative priorities for the upcoming legislative session.

E. Final Code Language for Stretch Code Update and New Specialized Stretch Code

On September 23rd, the Massachusetts Department of Energy Resources (DOER) released the final code language for its Stretch Energy Code and Specialized Municipal Opt-in Code. More information is at

<https://www.mass.gov/info-details/stretch-energy-code-development-2022#new!-release-of-final-code-language-for-stretch-code-update-and-new-specialized-stretch-code-> and through the links below.

- [Summary Document Explaining Stretch Energy Code and Specialized Opt-in Code Language](#)
- [Residential Low-Rise Stretch Energy Code and Specialized Opt-in Code Language](#) (red line of applicable code sections) (front-end amendment submitted to the TUE committee)
- [Commercial and Other Stretch Energy Code and Specialized Opt-in Code Language](#) (red line of applicable code sections) (front-end amendment submitted to the TUE committee)

F. Moving Together Conference

MassDOT's annual "Moving Together" Conference is on November 1, 2022, Register at <https://www.umasstransportationcenter.org/assnfe/ev.asp?ID=5055>.

G. Public Flu and COVID Vaccination Clinics

The Berkshire Public Health Alliance is conducting clinics offering flu and COVID vaccinations. There will be a clinic at the BRPC office on 10/12, 10:30 - 12.

H. Annual Report

The FY 2022 report was in the meeting materials.

I. CPTC Training

The Citizen Planner Training Collaborative fall virtual training series includes Roles and Responsibilities for Planning and Zoning Board members on October 20th at 6:00 pm. BRPC is the virtual host.

J. Other (for information only) - none

VIII. Old Business

A. Executive Director Performance Review

Tom had sent committee members a review of his accomplishments in FY22 and goals for upcoming years. The committee asked him to prepare a succession plan and continue to pursue hiring an Assistant Director. Hiring a Community Planning Program Manager will be the first step.

Kyle Hanlon moved to approve a 3% pay increase based on an exceptional performance review retroactive to July 1, in addition to the \$3500 cost of living base pay adjustment received by all staff. Buck Donovan seconded, and it was approved by a roll call vote from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Roger Bolton, and Kyle Hanlon.

B. Other (for information only) - none

IX. New Business

A. November Commission Meeting

The next Commission meeting is on November 17, 2022. Topics will include the CEDS plan and possibly cyber security and digital equity activities and showcasing the ARPA grants work.

B. Hybrid Meetings

John noted that it was disappointing not to get together in person due to the canceled Annual Meeting. Commission meetings will be hybrid from now on. Tom will ask the other regional planning agencies how they conduct meetings. The Town of Adams is in-person only.

X. Adjournment

Kyle Hanlon motioned to adjourn the meeting at 5:00 pm, seconded by Roger Bolton, and unanimously approved.

Attachments:

-
- - Unapproved Minutes of Sept 1, 2022, BRPC Executive Committee Meeting
- - August (partial) to September Expenditures Report
- - Accounts Receivable Report
- - September Line of Credit Report
- - Executive Director's Memorandum
- - Draft Unapproved Minutes of the Sept. 21, 2022, CEDs
- - Resume Sherdyl Fernandez-Aubert
- - Moving Together Conference Flyer
- - Public Flu/Covid Vaccination Clinic flyer
- - Annual Report FY2022
- - August Technical Assistance Memo

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Oct 1, 2022 to Nov 1, 2022

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
16443	10/1/22	MUTUAL OF OMAHA	708.26	040 ADMIN	Admin	Life: STD; LTD
16444	10/1/22	THE COOPER CENTER, LLC	8,384.57	040 ADMIN	Admin	Rent
CCARD	10/1/22	AMAZON.COM	107.55	040 ADMIN	Admin	Supplies
CCARD	10/1/22	MICHAELS CRAFT STORE	-402.69	040 ADMIN	Admin	Refund Credit
CCARD	10/1/22	MICHAELS CRAFT STORE	379.00	040 ADMIN	Admin	Framing of Berkshire County Map - Suite 202
CCARD	10/1/22	HOME DEPOT	32.98	040 ADMIN	Admin	Supplies
CCARD	10/3/22	ADOBE ACROBAT	147.46	040 ADMIN	Admin	Computer Software
CCARD	10/3/22	ENVIRONMENTAL SYSTEMS RESEARCH INST.	100.00	040 ADMIN	Admin	Computer Software
CCARD	10/3/22	INDEED	-20.25	040 ADMIN	Admin	Tax Refund
CCARD	10/4/22	AMAZON.COM	260.41	040 ADMIN	Admin	Supplies
16445	10/5/22	AAIM TRAINING AND CONSULTING LLC	92.06	040 ADMIN	Admin	Background Checks
16446	10/5/22	BADIE DESIGNS LLC	5,184.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16447	10/5/22	BERKSHIRE COMMUNITY COLLEGE	6,000.00	652 DPH/SORPEC	DPH Bureau of Substance Addiction - SOR-PEC - Berkshire Early Childhood Community Circle	Subcontractor
16448	10/5/22	BECKS PRINTING	339.00	632 NHD/COSSAP	Northampton Health Department - Comprehensive Opioid, Stimulant, and Substance Abuse Site-Based Program	Printing
16449	10/5/22	VALERIE BIRD	307.50	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspection Program	Expense Report
16450	10/5/22	LAURA BRENNAN	39.00	---	Varied Projects	Expense Report
16451	10/5/22	FLYING CLOUD INSTITUTE	4,500.00	652 DPH/SORPEC	DPH Bureau of Substance Addiction - SOR-PEC - Berkshire Early Childhood Community Circle	Subcontractor
16452	10/5/22	SETH JENKINS	82.50	697 MON/MP	Monterey - Master Plan	Expense Report
16453	10/5/22	DAVID W. KELLEY	920.00	040 ADMIN	Admin	Cleaning
16454	10/5/22	MASS STATE BOARD OF RETIREMENT	10,376.17	---	---	Retirement
16455	10/5/22	MASS STATE BOARD OF RETIREMENT	10,317.66	---	---	Retirement
16456	10/5/22	MIHA HEALTH BENEFITS TRUST	2,357.48	040 ADMIN	Admin	Dental Insurance
16457	10/5/22	MIHA HEALTH BENEFITS TRUST	52,494.55	040 ADMIN	Admin	Health Insurance
16458	10/5/22	COURTENY MOREHOUSE	68.50	---	Varied Projects	Expense Report
16459	10/5/22	NEW ENGLAND NEWSPAPERS, INC.	774.36	694 EOAF/SS/E&R	Administration and Finance Shared Services - Efficiency & Regionalization Grant Program	Communications
16460	10/5/22	CITY OF PITTSFIELD	400.00	040 ADMIN	Admin	Parking

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<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
16461	10/5/22	RAINBOW DISTRIBUTING COMPANY INC	59.34	040 ADMIN	Admin	Water
16462	10/5/22	RANDALL TROPHIES	321.00	040 ADMIN	Admin	Kusik Awards
16463	10/5/22	CHRISTOPHER SKELLY	125.00	696 LEE/MPOSRP	Lee - Master Plan and Open Space & Recreation Plan	Expense Report
16464	10/5/22	TD CARD SERVICES	5,146.70	040 ADMIN	Admin	Credit Card Payment
16465	10/5/22	TD CARD SERVICES	150.00	040 ADMIN	Admin	Annual Bank Fee
16466	10/5/22	TRI-STATE TRAFFIC DATA, INC	6,670.00	440 TPL	Massachusetts Department of Transportation	Subcontractor
16467	10/5/22	TURLEY PUBLICATIONS INC	249.00	694 EOAF/SS/E&R	Administration and Finance Shared Services - Efficiency & Regionalization Grant Program	Communications
16468	10/5/22	W.B. MASON COMPANY, INC.	177.02	040 ADMIN	Admin	Supplies
CCARD	10/5/22	AMAZON.COM	43.68	040 ADMIN	Admin	Supplies
CCARD	10/12/22	ZOOM VIDEO COMMUNICATIONS, INC.	40.00	040 ADMIN	Admin	Computer Software
CCARD	10/12/22	CODE42	9.99	040 ADMIN	Admin	Computer Software
16469	10/13/22	BERKSHIRE MEDICAL CENTER	5,000.00	284 BPHN/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Subcontractor
16470	10/13/22	MARIE BRADY	2.13	652 DPH/SORPEC	DPH Bureau of Substance Addiction - SOR-PEC - Berkshire Early Childhood Community Circle	Expense Report
16471	10/13/22	CAPACITY INSTITUTE	950.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16472	10/13/22	LAURA CHRISTENSEN	1,000.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16473	10/13/22	COMPUWORKS	324.00	040 ADMIN	Admin	Computer Maintenance
16474	10/13/22	LESLIE DRAGER	91.25	284 BPHN/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Expense Report
16475	10/13/22	EDWARD FAHEY	310.35	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspection Program	Expense Report
16476	10/13/22	MCKESSON MEDICAL - SURGICAL	625.14	284 BPHN/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Flu Vaccine Supplies
16477	10/13/22	ANDREW OTTOSON	126.56	---	Varied Projects	Expense Report
16478	10/13/22	TOWN OF PERU	300.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity	Subcontractor
16479	10/13/22	PIONEER VALLEY PLANNING COMMISSION	2,500.00	632 NHD/COSSAP	Northampton Health Department - Comprehensive Opioid, Stimulant, and Substance Abuse Site-Based Program	Subcontractor

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16480	10/13/22	RAINBOW DISTRIBUTING COMPANY INC	28.00	040 ADMIN	Admin	Water
16481	10/13/22	NED SAVISKI	1,085.00	---	Varied Projects	Expense Report
16482	10/13/22	LYDIA SHULMAN	1,208.85	---	Varied Projects	Expense Report
16483	10/13/22	NANCY SLATTERY	270.00	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Expense Report
16484	10/13/22	ELIZABETH STRICKLER	1,250.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
16485	10/13/22	COLIN SYKES	276.98	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Expense Report
16486	10/13/22	TPX COMMUNICATONS	1,464.87	040 ADMIN	Admin	Telephone
16487	10/13/22	VALLEY GREEN SHREDDING, LLC	35.00	040 ADMIN	Admin	Recycling
16488	10/13/22	WESTERN MASS PUBLIC HEALTH ASSOC	313.68	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Totally Title 5 Meeting - N Saviski & C Sykes
1063	10/13/22	CITY OF NORTH ADAMS	4,785.00	166 EPA/RLF	Brownfields Revolving Loan Fund	Subcontractor
CCARD	10/13/22	BERKSHIRE GENERAL STORE	82.75	609 HRIA/CHIP	Health Resources in Action County Health Initiative - Community Health Improvement Planning	CHIP Meeting Meal
CCARD	10/17/22	EMPLOYERS ASSOCIATION OF THE NORTHEAST	560.00	040 ADMIN	Admin	Recruitment Training - M Sniezek & K Bartley
CCARD	10/14/22	AMAZON.COM	33.42	040 ADMIN	Admin	Supplies
CCARD	10/17/22	STRAIGHT TALK WIRELESS	37.59	040 ADMIN	Admin	Telephone
CCARD	10/18/22	PERFECTGIFT.COM	1,636.62	610 HRIA/G2G	Health Resources in Action - Grey to Green	Gift Cards for Gray to Green Audits
16489	10/18/22	1BERKSHIRE	10,848.63	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16490	10/18/22	GLAXOSMITHKLINE PHARMACEUTICALS	2,667.60	653 BRPC/INSREB	BRPC Insurance Reimbursement - Covid-19	Flu Vaccinations
16491	10/18/22	KATHRYN HEEDER HOCKER	150.00	040 ADMIN	Admin	Map Design Supplies
16492	10/18/22	MASS STATE BOARD OF RETIREMENT	10,746.05	---	---	Retirement
16493	10/18/22	RICHMOND CONSOLIDATED SCHOOL	10,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity	Subcontractor
16494	10/18/22	THE COOPER CENTER, LLC	1,450.75	040 ADMIN	Admin	Utilities
16495	10/18/22	SEQIRUS USA INC	6,810.84	653 BRPC/INSREB	BRPC Insurance Reimbursement - Covid-19	Flu Vaccinations
CCARD	10/19/22	BERKSHIRE GENERAL STORE	84.16	350 BCBOHA/SUP15	Berkshire County Boards of Health Association - Support Services	BCBOHA Meeting Meal
CCARD	10/19/22	DOTSTER	19.99	515 BB/BUW	Berkshire Benchmarks - Berkshire United Way	Computer Software Renewal

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Check #	Date	Payee	Amount	Department	Department Description	Expense
CCARD	10/24/22	GOV.DOC5	20.29	040 ADMIN	Admin	Supplies
CCARD	10/24/22	CONSTANT CONTACT, INC.	70.00	040 ADMIN	Admin	Subscriptions
CCARD	10/24/22	AMAZON.COM	54.53	040 ADMIN	Admin	Supplies
CCARD	10/26/22	AMERICAN NURSING ASSOCIATION	44.95	284 BPHN/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Public Health Nursing Book
1237	10/26/22	AK CONSTRUCTION	11,938.50	570 SHFNMBOTS/CDBG	Sheffield, New Marlborough, Otis - Community Development Block Grant	Subcontractor
1238	10/26/22	AK CONSTRUCTION	13,950.00	570 SHFNMBOTS/CDBG	Sheffield, New Marlborough, Otis - Community Development Block Grant	Subcontractor
16496	10/26/22	AMERICAN PLANNING ASSOCIATION	695.00	040 ADMIN	Admin	Subscriptions
16497	10/26/22	BLUE 20/20	116.61	040 ADMIN	Admin	Vision Insurance
16498	10/26/22	ROBIN HELFAND	1,800.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16499	10/26/22	PAULA E. DOWNER	152.81	284 BPHN/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Expense Report
16500	10/26/22	GLAXOSMITHKLINE PHARMACEUTICALS	8,892.00	653 BRPC/INSREB	BRPC Insurance Reimbursement - Covid-19	Flu Vaccinations
16501	10/26/22	MACFARLANE OFFICE PRODUCTS, INC.	432.17	040 ADMIN	Admin	Copier
16502	10/26/22	MARK MALOY	115.50	040 ADMIN	Admin	Meeting Expense
16503	10/26/22	MCKESSON MEDICAL - SURGICAL	1,510.89	653 BRPC/INSREB	BRPC Insurance Reimbursement - Covid-19	Flu Vaccinations
16504	10/26/22	MUTUAL OF OMAHA	670.34	040 ADMIN	Admin	Life: STD; LTD
16505	10/26/22	THE COOPER CENTER, LLC	8,384.57	040 ADMIN	Admin	Rent
16506	10/26/22	VALLEY GREEN SHREDDING, LLC	35.00	040 ADMIN	Admin	Recycling
16507	10/26/22	W.B. MASON COMPANY, INC.	185.99	040 ADMIN	Admin	Supplies
16508	10/26/22	WESTERN MASS PUBLIC HEALTH ASSOC	150.00	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Totally Title 5 Conference - V Bird
16509	10/26/22	JENNIFER MYGATT	700.00	640 NEAETC/CRI23	New England AIDS Education & Training Center - Community Research Initiative	Subcontractor
16505V	10/26/22	THE COOPER CENTER, LLC	-8,384.57	040 ADMIN	Admin	Voided
16504V	10/26/22	MUTUAL OF OMAHA	-670.34	040 ADMIN	Admin	Voided
16510	11/1/22	MUTUAL OF OMAHA	670.34	040 ADMIN	Admin	Life: STD; LTD
16511	11/1/22	THE COOPER CENTER, LLC	8,384.57	040 ADMIN	Admin	Rent

Total 233,936.16

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Oct 31, 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>
283 BPHA/INSP/BKT	TOWN OF BECKET		7,152.75	
283 BPHA/INSP/DAL	TOWN OF DALTON		375.00	
283 BPHA/INSP/MDL	TOWN OF MIDDLEFIELD		1,275.00	
283 BPHA/INSP/PER	TOWN OF PERU	2,200.00	4,400.00	Alecia followed up 10/27/22
283 BPHA/INSP/PTS	CITY OF PITTSFIELD		300.00	
283 BPHA/INSP/SAV	TOWN OF SAVOY	825.00	825.00	FY22 Invoice - Needs Board Approval 10/27/22
283 BPHA/INSP/WND	TOWN OF WINDSOR		2,150.00	
284 BPHA/PHN/BKT	TOWN OF BECKET		964.69	
284 BPHA/PHN/CHS	TOWN OF CHESHIRE	1,154.00	2,308.00	Alecia followed up 10/20/22
284 BPHA/PHN/CLK	TOWN OF CLARKSBURG	767.62	767.62	Alecia followed up 10/20/22
284 BPHA/PHN/HAN	TOWN OF HANCOCK		551.25	
284 BPHA/PHN/PER	TOWN OF PERU		577.50	
284 BPHA/PHN/RIV	RIVER RUN APARTMENTS		183.33	
284 BPHA/PHN/SAV	TOWN OF SAVOY		577.50	
319/ROR	REST OF RIVER COMMITTEE MEMBERS	5,282.90	5,282.90	MP has received no response - following up again.
427 ADM/BFASSESS	TOWN OF ADAMS	605.56	605.56	MP is trying to closeout this project and is following up.
440/TPL	MASSDOT#75425 - TPL		51,395.40	
466 LAN/SW	TOWN OF LANESBOROUGH	4,263.59	4,263.59	Courteny followed up with Town Administrator 10/27/22
518-519 FRCOG/BRMC	FRANKLIN REGIONAL COUNCIL OF GOVT	3,841.48	3,841.48	Linda followed up w/ Tracy Rogers at FRCOG 10/27/22
522 TOWN OF CHESHIRE	TOWN OF CHESHIRE	-2,500.00	-2,500.00	Audit funds
526 BCSO/OPIOID19	BERKSHIRE COUNTY SHERIFFS OFFICE		6,250.00	
560 CENTURY AGGR	CENTURY AGGREGATES, INC.		6,978.76	
560 COMMVENPUR	COMMUNITY VENDOR PURCHASING	2,400.00	2,400.00	Alecia followed up 10/24/22
560 EJ PRESCOTT, INC	EJ PRESCOTT, INC.		450.36	
560 GUARDRAIL SOLUTI	GUARDRAIL SOLUTIONS		778.58	
560 INNOVATIVE	INNOVATIVE MUNICIPAL PRODUCTS		72.40	
560 K-5 CORP	K-5 CORPORATION		1,471.25	
560 NORTHEAST PAVING	NORTHEAST PAVING		12.13	
560 SEALCOATING	SEALCOATING, INC. D/B/A INDUS		1,663.15	
570 SHF-NMB-OTS/CDBG	TOWN OF SHEFFIELD	25,657.21	25,657.21	
592 DEP/319REGC	DEPT OF ENVIRONMENTAL PROTECTION		9,671.14	
608 ADM/MTWPGG	TOWN OF ADAMS	460.82	460.82	LB to follow up
622 USDA/FS/MTWPFRC	USDA FORESTRY SERVICE	12,592.26	12,592.26	Final invoice and closeout materials submitted on 9/30/22 per the closeout requirements of the grant.
637 EDA/COVIDRRP	637 EDA/COVIDRRP		65,916.17	

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Oct 31, 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>
646 DPH/MASSCALLS	DEPT OF PUBLIC HEALTH - MASSCALLS		1,343.77	
652 DPH/SORPEC	DEPT OF PUBLIC HEALTH		4,768.69	
658 CHS/MVP	TOWN OF CHESHIRE	6,720.94	6,720.94	Courteny followed up with Town Administrator 10/27/22
665 CLK/GC	TOWN OF CLARKSBURG	569.28	569.28	MP following up with Town
667 MASSCEC/CBP	MASS CLEAN ENERGY TECHNOLOGY CENTER	1,165.42	1,165.42	MP following up with MassCEC
670 WND/MP	TOWN OF WINDSOR	7,500.00	7,500.00	TM - Windsor will pay at end of project work.
671 ADM/ZH	TOWN OF ADAMS	912.77	912.77	TM - Adams needs response from EOEEA before paying
679 BG/MASSSAVE/CFP	BERKSHIRE GAS		3,125.00	
686 ADM/GC	TOWN OF ADAMS	67.99	67.99	MP following up with Town
687 NAD/GC	CITY OF NORTH ADAMS	183.57	183.57	MP following up with City
689 WST/CS	TOWN OF WEST STOCKBRIDGE	3,695.90	3,695.90	CK
TOWN OF MONTEREY	TOWN OF MONTEREY	909.47	909.47	Alecia followed up 10/27/22
TOWN OF PERU	TOWN OF PERU	676.08	676.08	Alecia followed up 10/27/22
TOWN OF WILLIAMSTOWN	TOWN OF WILLIAMSTOWN	6,240.07	6,240.07	Alecia followed up 10/27/22

Report Total	86,191.94	257,549.75
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Current Balance

\$0.00

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

It appears you don't have any recent activity.

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



MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission
FROM: Thomas Matuszko, Executive Director
DATE: October 29, 2022
SUBJ: Agenda Items – November 3, 2022, Executive Committee Meeting

III. Financial Reports

A. Expenditure Report

One of the items shown on the expenditure report presented at the October Executive Committee meeting did not have an explanation about what the expense was for. The explanation is as follows. The credit card payment to Amazon on 9/12/22 for a \$31.90 payment, charged to Department 40, ADMIN, was to pay for a restroom door sign.

V. Items Requiring Action

A. Approval to Submit a Proposal to the Western Massachusetts Homeland Security Council *

The Executive Committee is requested to authorize the Executive Director to submit a proposal (after the fact) to the Western Massachusetts Homeland Security Advisory Council (WRHSAC) and approve any resulting contracts and agreements to develop a program in Berkshire County to provide IT/Cyber Security planning and support to municipalities. This grant would assist with surveying the cyber security systems in place in municipalities, conducting inventories, developing IT plans, procurement of IT equipment and services, and developing a plan to affordably pay for ongoing support. affordably. The project would be in two phases: Phase 1 runs for 18 months and costs \$230,000, and Phase 2 runs for an additional 12 months and costs \$150,000. Staff leads are Mark Maloy, mmaloy@berkshireplanning.org and Sandra Martin, smartin@berkshireplanning.org.

B. Approval to Submit Grant Applications to MassCEC's EMPower Program

Implementation Grants

The Executive Committee is requested to authorize the Executive Director to submit a grant application (after the fact) to the MassCEC EmPower Innovation and Capacity Building Program and to sign any resulting contracts and agreements. BRPC has received funding through Berkshire Gas and National Grid under the auspices of MassSave for the Community

First Partnership for the Town of Williamstown. The proposed EmPower implementation Grant will augment the funding currently provided under the Community First Partnership and facilitate BRPC's ability to expand the Community First Partnership Program to other priority communities. Through the Community First Partnership and the EmPower Implementation Grant BRPC will conduct marketing and outreach in participating communities to increase awareness and participation in existing MassSave Programs with a focus on low-moderate income and Environmental Justice Communities. These incentives to municipalities and community-based organizations are in addition to energy efficiency incentives already available to residents. Funding will also enable BRPC to provide direct support to communities, residents, and businesses in navigating through the MassSave process. This application has no BRPC match requirement. Primary staff contact is Sherdyl Fernandez-Aubert (sfernandez-aubert@berkshireplanning.org).

Innovation and Capacity Building

The Executive Committee is requested to authorize the Executive Director to submit a grant application (after the fact) to the MassCEC EmPower Innovation and Capacity Building Program and to sign any resulting contracts and agreements. The proposed project is to further explore issues that we observed regarding the implementation of energy efficiency measures under the MassSave program. This would have a particular focus on heat pumps with a two-prong approach: 1) conduct outreach and education to provide homeowners with enough information to feel comfortable moving forward with installation; and 2) steps toward obtaining training to increase the pool of contractors that can install heat pumps. We have the option to increase funding from \$25,000 to \$50,000. If awarded \$50,000 we have proposed training for contractors and further investigating the process for projects that go through BCAC, which is struggling with a limited pool of contractors. MassCEC's expectation is that Innovation and Capacity Building Grants will serve as "seed" funding for the planning of innovative program models or projects. Grant recipients will then apply for an Implementation Grant for up to \$150,000 in a subsequent funding round to implement the project planned under this grant. This application has no BRPC match requirement. Primary staff contact is Sherdyl Fernandez-Aubert (sfernandez-aubert@berkshireplanning.org)

C. Approval to Submit Grant Applications to MassSave's Community First Partnership Program

The Executive Committee is requested to authorize the Executive Director (after the fact) to submit grant applications to the MassSave Community First Partnership Program and to sign any resulting contracts and agreements. Through the Community First Partnership a BRPC will conduct marketing and outreach in participating communities to increase awareness and participation in existing MassSave Programs with a focus on low-moderate income and Environmental Justice Communities. These incentives to municipalities and community-based organizations are in addition to energy efficiency incentives already available to residents.

Funding will also enable BRPC to provide direct support to communities, residents, and businesses in navigating through the MassSave process. BRPC will submit the following applications:

- Adams and North Adams = \$25,000 per community each year for two years
- Lee and Great Barrington = \$25,000 per community each year for two years
- Lanesborough(Lanesborough will be added to the current grant for Williamstown = \$25,000 each year for two years

These applications have no BRPC match requirement. Primary staff contact is Sherdyl Fernandez-Aubert (sfernandez-aubert@berkshireplanning.org).

D. Approval to Submit a Letter of Intent, and if selected, Full Application to the Digital Equity Partnerships Program with the Massachusetts Broadband Institute*

The Executive Committee is requested to authorize the Executive Director (after the fact) to submit a Letter of Intent, and if selected, Full Application to the Digital Equity Partnerships Program with the Massachusetts Broadband Institute (MBI) and approve any resulting contracts and agreements. The MBI seeks to designate Partners across the state to implement digital equity initiatives in six discrete program areas:

- Digital Literacy Initiative
- Wi-Fi Access Initiative
- Public Space Internet Modernization Initiative
- Connectivity Initiative for Economic Hardship
- Device Distribution and Refurbishment Initiative
- Education, Outreach, and Adoption

BRPC, as the lead agency, would partner with the Franklin Regional Council of Government to implement digital equity activities in those areas in Berkshire and Franklin Counties where residents cannot afford broadband service and/or devices or lack digital equity skills including the rural areas. The final budget will be prepared if selected to submit a full application. There is no BRPC match required. The staff lead on this effort is Senior Planner Wylie Goodman, wgoodman@berkshireplanning.org .

a. Other (For information only)

VI. Committee Reports

A. Metropolitan Planning Organization (MPO)

The MPO met on October 25, 2022. There was a presentation on Safe Routes to School Grant opportunities and a discussion about the Regional Transportation Plan. Draft minutes are in this meeting's materials.

B. Comprehensive Economic Development Strategy Committee (CEDS)

The CEDS committee met on October 26, 2022, approved submissions and reviewed public comments and the action plan. There was also a presentation on the Homeowner Surveys. Minutes are not yet available.

C. Regional Issues Committee

The Regional Issues Committee met on October 26 but did not have a quorum. Linda Dunlavy from the Franklin Regional Council of Governments

(FRCOG) gave an informational presentation about FRCOG and the services they provide to Franklin County communities. Minutes are not yet available. Draft unapproved minutes from the previous meeting on 9/28 are in this meeting's materials.

D. Other (For information only)

VII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 9/30/2022 to 10/28/2022

- North Adams - Brownfields Assessment - \$5,700
- Monterey - Municipal Vulnerability Action Grant Program - \$23,220
- Lee - Hazard Mitigation and Municipal Vulnerability Preparedness - \$27,000
- MIIA Health Benefits Trust Wellness Grant - \$5,000
- Department of Housing & Community - Housing in Berkshire County - \$150,000
- Environmental Protection Agency - Regional Brownfields Assessment 2023 - \$500,000
- Western MA Health Association - Coalition for Local Public Health - \$4,000
- Housatonic Valley Association - Berkshire Clean Cold Connected Partnership - \$50,000
- MassDOT - Coordinated Transportation Planning 2023 - \$752,120
- New England AIDS Education & Training Center - Community Research Initiative - \$26,000
- Massachusetts Department of Energy Resources - Regional Energy Planning Assistance - \$9,000
- Berkshire County Sheriff's Office - Opioid Abuse Prevention - \$25,000

Grants and Contracts not received.

- Healthy Brain Initiative - Road Map Strategist Initiative for Dementia.

B. Berkshires Tomorrow Inc. (B.T.I.) Update

There has been no recent activity

C. Staff Updates

- Britney Danials started October 6, 2022, as the Environmental & Energy Intern (resume attached)
- CJ Hoss has accepted as the Community Planning Program Manager and will start in December (resume attached)
- Andy Ottoson has been appointed to the statewide Opioid Recovery and Remediation Fund Advisory Council

Open positions:

- Public Health Trainer/Inspector

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission did not meet in October.

E. Passenger Rail

I am not aware of any significant activity on passenger rail efforts related to Berkshire County.

- West-East Rail - To my knowledge, the Special Commission to

address West-East Passenger Rail governance has not been formally announced.

- Berkshire Flyer - The Berkshire Flyer is on hold as we are waiting for this year's ridership numbers and costs from Amtrak to be able to plan for next year's service.
- Northern Tier Passenger Rail – There has been no public activity on the Northern Tier Passenger Rail Study.

On another note, the Valley Flyer, which provides service in the Connecticut River Valley from Greenfield to Connecticut and connections to New York City, has been converted from a pilot program to a permanent program. This is a big win for that program.

F. Auditor Bumps' report "Fulfilling the Promise of Local Aid by Strengthening State-Local Partnerships"

The State Auditor has prepared another excellent report ([download \(mass.gov\)](#)) that reviews various categories of state aid and reimbursement programs, estimates the potential for increased funding, and suggests priorities for a stronger partnership between the Commonwealth and its municipalities and school districts. Key recommendations include:

- Continue to meet financial commitments through the Student Opportunity Act
- Dedicate full funding to overlooked categories of school transportation.
- Increase Unrestricted General Government Aid by the level of actual state revenues, as opposed to projected estimates.
- Strengthen other local aid programs to guarantee full funding for lower income communities (including full funding for the PILOT Program).
- Recognize the financial investment needed to fund other outstanding expenses.

G. Age and Dementia Friendly Design Considerations for Physical Infrastructure

Senior Planner Sandra Martin (Public Health Program) has been representing BRPC on the Massachusetts Advisory Council on Alzheimer's Disease and All Other Dementias. As part of that work they have prepared a report, Age and Dementia Friendly Design Considerations for Physical Infrastructure Report, <https://www.mass.gov/doc/af-df-design-considerations-for-physical-infrastructure/download> that provides a guide to rethinking how we plan, design, build, renovate, and maintain the Commonwealth's built environment with a special focus on our residents' needs as they age. Slight changes can make big differences for all ages, but especially for the elderly. Sandra is available to answer questions on this important public health topic. smartin@berkshireplanning.org

H. Massachusetts Broadband Institute (MBI) Consultant Pre-qualification

MBI is a quasi-public entity initially created in 2008 to provide broadband service to under-served communities, mostly in Western Mass. MBI is preparing to launch the Municipal Digital Equity Planning Program in Fall 2022 to enable municipalities to engage in planning activities and develop strategic documents related to digital equity and bridging the digital divide. The goal of this program is to:

- Guide municipal decision-making and investments related to services and infrastructure; and
- Prepare municipalities to apply for state or federal digital equity grants.

MBI is currently prequalifying consultants to assist municipalities with digital equity planning activities. BRPC has applied to be a consultant to work with our municipalities. It is our hope that most communities in Berkshire County will want to prepare these plans. Possibly we may be able to prepare a regional plan.

I. Housing Code Amendments

The Housing Code (105 CMR 410.000) sets forth minimum state-wide housing standards under the State Sanitary Code (M.G.L. c. 111, § 127A). Local Boards of Health enforce it. After an extended process, amendments to the Code are set to take place in April 2023. The Public Health Program is learning about what these amendments might mean for the housing supply in Berkshire County but there may be a significant impact. The revised code is available at <https://www.mass.gov/info-details/housing-code-effective-april-2023>. We anticipate training and informational sessions in the coming months.

J. Community One Stop for Growth Awards

The Administration recently announced the grant awards through the Community One Stop for Growth program (including the MassWorks Program.) Congratulations to the following awardees.

Massworks

- Cheshire Route 116 Resurfacing & Guardrails
- Clarksburg Middle Road Central Artery Project
- Great Barrington Housatonic Homeownership Project
- Hinsdale FY23 Schnopp Roads Project
- Monterey Beartown Mountain Road Reconstruction
- Otis Reservoir Road over Fall River Culvert Replacement
- Pittsfield (Pittsfield Economic Development Authority) WSBP Site 9 Redevelopment
- Sheffield Weatogue Road Reconstruction & Drainage Resiliency

Collaborative Workspace

- Pittsfield (Berkshire Black Economic Council) BBEC Collaborative Workspace Feasibility Study
- Pittsfield (Berkshire Innovation Center, Inc.) BIC Co-Working Expansion Feasibility Study

Community Planning Grant Program

- Egremont Zoning for Growth & Development in Egremont
- Lee Town of Lee Master Plan

Community Planning Grants Program & Rural and Small Town Development Fund

- Lenox North Lenox Sewer Improvement/Expansion

Rural and Small Town Development Fund

- Lanesborough Berkshire Mall Water Systems and Master Plan

Underutilized Properties Program

- Great Barrington (Alander Group) 343 Main Street
- Pittsfield (A.C. Enterprises LLC/Allegrone Company) Wright Building Block
- Williamstown (Wild Soul River LLC) Wheelchair ramp

Urban Agenda Grant Program

- Pittsfield (Blackshires Community Empowerment Foundation Corp)
Blackshires Leadership Academy Fellows Program

K. Other (For information only)

VIII. Old Business

A. Succession Planning

As reported in the "Staff Updates" section, we have hired a Community Planning Program Manager. This completes a long-standing need and should significantly improve the quality of the service we can offer communities and reduce my workload. My efforts over the next several months will concentrate on working with this person about the position. I have started initially sketching out a position description for an Assistant Director (I never had one when I was the Assistant Director) and have done some preliminary research about how other Massachusetts regional planning agencies approach an Assistant Director.

B. Other (For information only)

IX. New Business

A. November Commission Meeting

The next Full Commission meeting will be on November 17, 2022. This is proposed to be a "hybrid" meeting. It will be offered via a remote connection, but we would like it to be an in-person meeting as well. We are proposing the in-person meeting be a combination open house pot-luck supper for delegates and alternates to see the new office space and meet the staff, many of which have been recently hired.

Proposed agenda:

- We need to discuss and approve the CEDS plan due December

Other possible agenda items.

- Second Homeowner survey results
- Berkshire Funding Focus -
- Digital Equity Planning

B. Other (For information only)



MINUTES OF THE Berkshire Metropolitan Planning Organization (MPO)
Tuesday, October 25, 2022

Meeting Held Via Zoom Video Communications

Meeting Materials: <https://berkshireplanning.org/event/berkshire-mpo-virtual-meeting-2/>

MPO Representatives/Alternates Present:

Derek Krevat	MassDOT (Representing Secretary Jamey Tesler)
Gordon Bailey	Southeast Subregion Representative
John Boyle	North Central Subregion Representative
Randal Fippinger	North Subregion Alternate
Francisca Heming	MassDOT District 1 (Representing Highway Administrator Gulliver)
Christine Hoyt	North Subregion Representative
Sheila Irvin	Chair of BRTA
Tim Lescarbeau	City of North Adams

Others Present:

Miranda Briseño	MassDOT OTP
Peter Frieri	MassDOT District 1
Justin Gilmore	BRPC
Chris Klem	MassDOT OTP
Anuja Koirala	BRPC
Clete Kus	BRPC
Tom Matuszko	BRPC
Mark Moore	MassDOT District 1
Andrew Reovan	FHWA
Nick Russo	BRPC
Sarah Vallieres	BRTA
Andrew Wang	MassDOT OTP

I. Call to Order – Introductions

Mr. Krevat called the meeting to order at 4:01 p.m. Meeting attendees introduced themselves via a roll call conducted by Mr. Kus.

II. Opportunity for Public Comment

There were no public comments.

III. Approval of Meeting Minutes from August 23rd, 2022 (Action Item)

ACTION: Motion by Ms. Irvin, seconded by Ms. Hoyt to approve the meeting minutes from the August 23rd, 2022, MPO meeting.

Mr. Kus conducted a roll call:

Derek Krevat – Yea
Francisca Heming – Yea
Sheila Irvin – Yes
Tim Lescarbeau – Abstain

Christine Hoyt – Abstain
John Boyle – Yea
Gordon Bailey – Abstain

VOICE VOTE: Mr. Lescarbeau, Ms. Hoyt, and Mr. Bailey all abstained from voting. Motion carried.

IV. Safe Routes to School Grant Opportunities Presentation

Ms. Briseño, the new Safe Routes to School program coordinator, proceeded to give an overview of the updated Safe Routes to Schools (SRTS) program. There are two grant programs under SRTS – Signs and Lines Grants, which is a smaller, quick-build type program, and the SRTS Infrastructure grant. The infrastructure grant allocates awards ranging between \$200,000 and \$2 million to fund projects that improve safety, access, and mobility for students in kindergarten through twelfth grade, while also encouraging more students to walk and bicycle to work. To date, 39 projects have been completed and 33 projects are currently in progress. MassDOT expects to award 8-10 individual awards this time around.

This year, high school's have become eligible for SRTS funding. However, as part of this requirement, schools need to be a partner with MassDOT through the SRTS program for at least six months in order to be eligible for project funding.

Ms. Briseño proceeded to review eligible project types, such as sidewalk improvements, traffic calming, crossing improvements, and bicycle facilities. Design and construction are paid for through SRTS infrastructure grant program. Proposed infrastructure projects will have to meet the objectives of the SRTS program. Applications are due Friday, November 18th. Applicants should hear about awards in January.

V. Regional Transportation Plan – Overview and Public Outreach

Mr. Russo proceeded to inform MPO members of BRPC's [Regional Transportation Plan \(RTP\) update](#). Mr. Russo proceeded with a brief overview of the RTP, mentioning that this document is updated once every four years, provides the basis for TIP programming and UPWP activities, and helps set the direction for various transportation investments over the long term. Mr. Russo proceeded to review the proposed structure of the RTP update, with key emphasis areas including maintenance, accessibility, economic development, transit, safety, active transportation, and sustainability. Mr. Russo then reviewed the proposed RTP timeline, outlining major milestones, with the final RTP to be endorsed and published by October 2023. The community transportation survey is now available, and we encourage MPO members to [take the survey](#) and to share it with their constituents. Mr. Russo briefly reviewed the types of outreach activities planned – including three upcoming public information sessions that will be open to the public.

VI. Status Reports from Member Agencies

Mr. Frieri proceeded to review [District 1 Project Updates](#).

Ms. Irvin mentioned that use of the BRTA buses has been increasing month over month and ridership numbers appear to be trending in the direction of pre-pandemic levels.

Mr. Kus mentioned that the City of North Adams and MassMoCA recently worked together to prepare a grant application for the Reconnecting Communities initiative. Mr. Kus briefly reviewed the intent of the Reconnecting Communities grant program.

Mr. Kus also mentioned, with the approaching holiday season, **the next MPO meeting** will be held on the 5th Tuesday of next month, which would be **November 29th, 2022, at 4 p.m.** A meeting in December is also being considered and would be tentatively scheduled for December 20th.

Lastly, Mr. Kus mentioned that there hasn't been much occurring with respect to passenger rail planning activities. We anticipate an upcoming meeting to discuss the Northern Tier Rail Study, however, no meeting has been scheduled to date. The Berkshire Flyer pilot service did conclude on Labor Day weekend. We are waiting to receive more information from Amtrak on final ridership numbers and cost of operation. There was some legislation pertaining to the East-West rail study, which required an authority be created. Other than that legislation being passed some time ago, not much else has occurred. We'd like to see this initiative move forward and continue to participate in it.

Mr. Krevat mentioned that the Moving Together conference is still on for November 1st, as a reminder. Also, MassDOT's Statewide Long-Range Transportation Plan, called Beyond Mobility, is being updated. Public input is being solicited to update this plan, and the survey will be available until November 4th.

VII. Other Business

There was no other business.

VIII. Next Meeting date – November 29th, 2022

The next MPO meeting will be held on November 29th, 2022.

IX. Next Meeting date – November 29th, 2022

ACTION: Mr. Boyle motioned to adjourn, seconded by Ms. Hoyt. Mr. Krevat adjourned the meeting at 4:33 p.m.

Materials Distributed:

- [Meeting Agenda](#)
- [Draft BMPO August 23rd, 2022 Meeting Minutes](#)
- [Safe Routes to Schools Grant Opportunities](#)
- [MassDOT District 1 TIP Project Updates](#)



BRPC

Berkshire Regional Planning Commission

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TTY: 771 or (800) 439-2370
berkshireplanning.org

REGIONAL ISSUES COMMITTEE – Meeting Minutes

Wednesday, September 28, 2022

via Zoom

I. Call to Order

The meeting was called to order at 4:03 pm by CJ Hoss. The meeting was recorded.

Committee Members Present

Andrew Groff, Williamstown

CJ Hoss, RIC Chair, Pittsfield

Sheila Irvin, Pittsfield

Christine Rasmussen, Stockbridge

Eleanor Tillinghast, Mount Washington (non-Commission member)

Committee Members Absent

John Duval, BRPC Chair

Kyle Hanlon, North Adams

Malcolm Fick, BRPC Vice Chair

Chris Rembold, Great Barrington

BRPC Staff Present

Laura Brennan, Economic Development Program Manager

Wylie Goodman, Economic Development Senior Planner

Guests/Public Present

Paul Sieloff

Kent Lew

Robert Norcross

Jon Sylbert

David Wasielewski

II. Public Comments

CJ indicated to everyone participating that item four on the agenda would be an open discussion and guests could hold their community sustainability comments until that time. He invited guests to speak on other topics, but no other issues were raised.

III. Approval of August 3, 2022 Meeting Minutes

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

IV. Community Sustainability

CJ introduced this topic which encompasses challenges being faced at all community sizes in terms of recruiting volunteers as well as recruiting and retaining paid staff positions. This topic was added to the Regional Issues Committee agenda to begin discussions about various components of community sustainability and how BRPC and other partners may be helpful to

communities moving forward. Laura added that BRPC has been hearing from multiples communities regarding concerns around staffing turnover and burnout from people serving on too many volunteer committees. Staff is interested to learn more about specifics and confirm whether these are the core issues or if there are additional primary concerns at the local level. CJ asked if any committee members wanted to start the discussion. None of the committee members volunteered but guest David Wasielewski raised his hand and was recognized by the chair. David introduced himself as chair of the Green Committee in Dalton and representing a consulting group out of Williamsburg. He represents a waste management group that have some new technologies that need to be publicized. As David had done at a previous meeting, he gave a summary of some of the current challenges regarding non-recyclable garbage in the region. Momentum regarding possible solutions has been lacking and his group has been having a difficult time getting the attention of local select boards. He indicated that they want to present information to BRPC first and asked for suggestions around reaching a larger audience. He indicated that he has sent materials to Tom Matuszko and Melissa Provencher but has not yet heard back. Laura B. was unable to confirm whether there have been internal discussions regarding his materials. CJ asked David whether his group has reached out to many municipalities, and David's response indicated that their small group has reached out to as many as they could. CJ followed up to ask whether they have specifically reached out to the City of Pittsfield, David confirmed that he presented to Ricardo Morales but has not heard back since. CJ offered to follow up with Ricardo.

CJ recognized Jon Sylbert, who introduced himself as town manager in Sandisfield and resident in Monterey. He shared that the Berkshire County municipal managers and administrators' group that meets monthly has been discussing the agenda item of Community Sustainability for some time. He expressed concern regarding volunteerism especially in emergency services and town boards. He stated that what they are mostly looking for is data that they can use to educate their communities about issues with continuity across positions. He also expressed concern regarding workforce pipelines to prepare students for potential careers in municipal management. He suggested data to gather includes the number and category of positions, percentage of vacancies, number of positions in each category filled by soon-to-retire personnel, etc. He also indicated that another topic of the managers/admins group discusses is the hesitancy of select boards to put personnel related costs on the warrant, even when it is for services residents are strongly in favor of receiving. He asked that BRPC help with gathering the data, and that there be an effort towards improving workforce pipelines by coordinating with local schools.

Kent Lew introduced himself as select board chair in the Town of Washington, and agreed that collecting data should be a priority, along with encouraging further, broader public discussion around the issues. He also stated that he feels it is important to formulate what the requests for state engagement might specifically be. Kent expressed the difficulty of explaining to residents the value of professional services received by the community. Lack of willingness to invest in services results in poor services being provided. Although state aid is essentially flat, Washington's operating budget is going up by 16 or 17%. Their paid staff are very part time, and Kent raised the topic of shared services.

CJ asked Laura B. to offer an initial reaction to what had been discussed so far. She thanked Jon for raising the issue of data. She indicated that BRPC is interested in assisting with this and would want to be certain that the process was done thoroughly and that the data points collected would be useful to municipal leadership in making their case both locally and at the state level. She asked that she be able to follow up through a future manager/admin meeting to delve into what specific questions should be asked during a data collection or survey process.

Christine R. serves on the Board of Selectmen in Stockbridge and has experience working in state government as well. She expressed that due to the rural nature of our region, we do not have a large enough voice or enough attention or funding from the state government.

Christine noted that local elections are often decided by local name recognition which can result in inexperienced officials and frustration from residents. She felt that better educating residents and especially students about the roles of local officials would be helpful.

Andrew G. stated that the educational task force from several years ago would be a good model for tackling these issues from a regional perspective. CJ described that when he lived in a 4,000-resident town in New York, they employed a part-time grant writer to secure needed funding because there was no regional interest in shared services.

David Wasielewski suggested that the UMass school of Public Policy may be interested in assisting with a data project. He offered to connect the group with professors in the program.

Jon Sylbert stated that he felt the legislature takes a very hands-off approach and used the potential regionalization of school districts as an example. This is in contrast to places like Maryland and Maine, which legislated regionalization. He also brought up the issue of tax rate vs. single family tax bill, stating that the tax rate is irrelevant and what matters are the budget and the average single family tax bill. The topic is discussed and debated each year in his communities. Jon S. reinforced the need to talk about shared services as brought up by Kent L. earlier in the meeting. Emergency service personnel are being poached from one town to another, which poses major safety concerns. Response times for ambulances may be another metric to include in a data project.

CJ asked about existing or past successful shared service scenarios to use as examples. Laura agreed that understanding examples of what types of shared services would be appealing would be helpful in determining some next steps. Kent L. brought up the pending intermunicipal agreement with Middlefield for a shared town administrator. Washington has never had an administrator; responsibilities have fallen to select board members and especially the chair. Parochialism and provincialism pose threats to the success of this proposed plan, and shared service arrangements in general. Kent also raised the possibility of trying to centralize financial services. This would have the advantage of continuity of services and provide a strong position for attracting talent to full-time, benefited positions. However, such a system does not offer cost savings to the small towns who may participate, other than through the savings of expenses related to frequent recruitment and training. FRCOG offers shared accounting services in Franklin County, and Kent sees this as a good example to emulate in the Berkshire region. Laura B. asked what other types of positions the attendees may feel could fit into a shared services model. Andrew G. provided a link in the meeting Chat and indicated that FRCOG offers a range of other services. CJ indicated that conservation agents and planners are other positions that may be applicable. Andrew G. shared some of his experiences offering shared services to Lanesborough from Williamstown. David W. shared that issues in larger towns such as Dalton closely reflect the kinds of issues that Kent described in the very small town of Washington. David indicated that MAPC may have shared services examples to consider.

CJ asked the group for input about whether the types of positions are elected or appointed makes a difference in terms of willingness. David W. indicated that elected positions are harder to fill. CJ asked what it takes to make changes to which positions are elected. Jon S. stated that those changes are usually through Bylaws. There is also a distinction between paid elected positions, and unpaid elected positions. He agreed that it is less and less attractive to run for local office. Busy schedules also play a part, and people with not enough time on their hands can be unproductive on boards, which presents other challenges. Andrew G. reflected that the smallest towns have a problem creating sustainable full-time positions. The ability to offer competitive pay impacts communities of all sizes, and the broader labor market issues are impacting everyone, even larger, wealthier communities. Williamstown currently has four open positions that have been vacant and posted for several months, which in the past would have been highly competitive and filled quickly. He again advocated for studying all of these issues carefully and seeing how all of these problems intersect.

Paul Sieloff introduced himself as representing the Berkshire Municipal Management Association, which meets monthly. He added to the list of challenges the need to recruit people into the county. He spoke enthusiastically about shared administrators as described by Kent. Paul mentioned the previous arrangement between Lee and Lenox which ended about a year ago. Wendell and New Salem also had an arrangement for some time. Paul shared that Lanesborough currently has an opening for an administrator and shared that Lanesborough has reduced the number of elected positions from 8 to 3 or 4 over the course of several years. Paul shared the example of Monroe County in New York has coordinated shared assessment services and he sees this as another good example to research. Paul also shared with the group an overview of the Shared Economic Planner program that already exists at BRPC. Laura followed up that it has been a successful program with five communities currently participating. Paul has reached out to FRCOG to learn more about their model and feels that contracting out to the private sector should not be overlooked as a possible solution, especially as an alternative to trying to recruit someone new into the region. Representative Pignatelli has participated in one of the BMMA meetings on this topic and is willing to pursue state funding for a training program or other tactic.

Kent L. commented that recruitment to the area and issues with housing availability has been an issue in several communities. Residency requirements in some municipalities make that even more difficult, as occurred in Williamstown. In terms of which positions would be most fitting for shared services, Kent indicated that his focus on finance-related roles is because they do not cover as much policy or other nuanced elements as some roles, but rather require skillsets that tend to be more transferrable from town to town. He agrees that skilled positions need to be converted to appointed rather than elected as often as possible. In other instances, he feels committee positions should remain elected. Supporting board members in terms of training for their responsibilities is critical. Instituting a circuit rider system could allow for expertise to be shared and provided on an as-needed basis, while still maintaining the local participation on boards and committees.

Jon S. again urged that data be collected to support town managers and admins in making their case. He also has noticed a lot of frustration among volunteers in adhering to Open Meeting Law, and this is another area in which training and support is needed.

David W. asked whether BPRC would provide this kind of forum for other kinds of issues, such as convening all Green Committee Chairs, Town Managers, Conservation Commissions, and other committees. He felt that a lot of local groups are “reinventing the wheel”, and would benefit from facilitation. CJ indicated that BRPC already does serve this role among historical commissions and others. Laura confirmed that there is some precedent regarding specific groups, but not for each type of standing board or committee that a municipality may have. Staff capacity and funding would be hurdles in doing so, although Laura expressed appreciation for the concept, as the efficiencies that come out of such discussions are extremely valuable.

VI. Topics for Future Consideration

CJ indicated that we are likely to address this same topic for at least one additional session. Laura stated that a survey could not be developed in time for the next meeting, but that she would connect with some attendees to begin exploring some draft questions to include.

Next Committee Meeting Date – October 26th at 4pm

VII. Adjournment

Eleanor T. made a motion to adjourn, Sheila I. seconded. The meeting was adjourned at 5:26 p.m. after a roll call vote.

Education

Smith College, Northampton, MA, May 2022
Bachelor's degree in Environmental Science & Policy

Awards: Phi Theta Kappa Honors 2017- 2019, Ada Comstock Scholar 2019-2022, *cum laude* 2022

Related Coursework: Sustainability & Social-Ecological Systems, Biodiversity/Ecology/Conservation, Researching Environmental Problems, Seminar in Sustainable Solutions, Seminar in Fisheries

Project Experience

Wetlands to Walmart Senior Thesis, Smith College 13 weeks, Fall 2021

- Participated with a team of four to develop an ecological methodology for culvert replacements to secure \$50,000 in state funds for city projects and support climate adaptation initiatives

Nashawannuck Wetland Restoration Research, Smith College 10 weeks, Summer 2021

- Implemented field research and findings at Nashawannuck Brook on macroinvertebrates and water quality in conjunction with City of Northampton and Mass Dept. Ecological Restoration for wetland restoration project: lead author and data analyst for the technical report

Massachusetts Data and Policy Mapping, Smith College 7 weeks, Fall 2020

- Collaborated with a team of three to research and analyze data on 15 municipalities regarding clean energy use, EJ communities, and renewable energy and sustainability opportunities in conjunction with Sierra Club to advance state policy on CO2 emission reduction goals: lead author and data analyst for the technical report

Relevant Experience

Communications Intern, National Oceanic and Atmospheric Administration May 2022- Present

- Participated in biweekly strategy discussions and provide input on large long-term communications strategies
- Designed and illustrated 30 visuals for upcoming book on marine mammals
- Researched, created, and published web-based content for public education and highlight conservation efforts on endemic baleen whales in Gulf of Mexico

Conservation Intern, Galapagos Islands National Park Jan 2022

- Conducted population surveys on wildlife species
- Participated in the care, cleaning, and biometric data collection of 50 Giant Tortoises
- Contributed to the eradication of invasive plant species
- Assisted Park Rangers with improving soil conditions and planting of native flora

Research Intern, Smith College: Summer Research Fellowship Program May - Aug 2021

- Collaborated in field research monitoring the health of the Mill River using freshwater macroinvertebrates to assess Smith College's sediment management of Paradise Pond. Duties included managing field surveys, equipment/ supplies, and extensive data entry

Communications Intern, Farm to Institution New England

July 2020- July 2021

- Conducted ongoing research in various farm sectors, including NGOs, schools, and farmer coalition to ensure consistency of messaging and outreach
- Constructed audience-appropriate content across a range of communication mediums that generated 30% growth in subscriber and 15% increase in event attendance
- Researched and wrote a blog on "The Evolution of Campus Dining Sector through COVID-19 Pandemic"

Intern, Massachusetts Public Interest Research Group

Sept 2015 - 2016

- Collected and logged environmental samples to analyze chemical, biological, & physical data on lakes and lake ecosystems.
- Maintained and updated project database to ensure program requirements
- Lead 10 community engaged sessions for education and advocacy on surrounding water quality
- Assisted in collecting over 500 signatures for state guidelines on water parameters

Additional Experience

Wellness Intern, Smith College

Sept 2020 – May 2022

STEM Mentor, Smith College

Sept 2021 – May 2022

Clinical Assistant, Berkshire Hand to Shoulder Center

July 2017 – April 2020

Chiropractic Assistant, New Life Chiropractic

Dec 2006 – July 2017

Skills & Interests

Computer: MS Office, Google Suite, R Studio, ArcGIS Pro, Tableau, Drupal

Creative Software: Canva, Drupal, ESRI Story Map

Language: Spanish (intermediate reading/writing) / (beginner conversation)

Social Media: Twitter, Facebook, Instagram, Pinterest, Google Analytics, MailChimp, Hootsuite

Interests: Community Building, Research, Storytelling, Hiking, Travel, Kayaking, Fitness

CORNELIUS J. HOSS, AICP

SUMMARY: Academically trained planning professional with over 15 years of experience in the public and private sector.

EXPERIENCE:

8/11 – Present

**City of Pittsfield Department of Community Development
Pittsfield, Massachusetts
City Planner/Planning and Development Division Manager**

- Oversees progress of City's planning goals and guides needed short term and long term planning studies and zoning amendments. Recent examples include neighborhood focused planning, bicycle transportation planning, and creation of a form-based code.
- Administers City's use of Community Preservation Act funds, maintaining a grant program that annually awards \$500,000+ for projects involving Historic Preservation, Open Space and Recreation, and Affordable Housing.
- Reviews development applications that require approval(s) from the Planning Board, Zoning Board of Appeals and City Council, providing technical guidance.
- Facilitates review of applications with relevant City departments (e.g., Engineering, Public Works, Fire Department, Conservation, etc.).
- Provides regular staff support to the City's land use bodies, City Council, Historical Commission, Community Preservation Committee, and Agricultural Commission.
- Manages the City's Permitting Coordinator and a shared administrative staff person.

5/07 – 8/11

**VHB/Saccardi & Schiff, Inc.
White Plains, New York
Senior Planner**

- Projects included: zoning and land use analyses, comprehensive plans, consolidated plans and fair housing issues, market studies, fiscal and demographic analyses, and preparation of environmental review documents for various public and private projects.
- Development project experience ranged from small scale multi-family development (20 dwelling units) to large scale mixed-use projects (1,300+ dwelling units, 240,000+ square feet of commercial space).
- Responsibilities included: project management, field work, writing and editing, interpretation of GIS data, and preparation of maps, graphics and PowerPoint presentations.
- Regularly communicated and coordinated with clients, project consultants and municipal officials.
- Attended public meetings related to public and private sector projects.
- Prepared firm proposals for public and private sector work.

5/06 – 9/06

**Creekside Community Development Corporation/AmeriCorps
Detroit, MI
Housing/Community Preservation Coordinator**

- Assisted with preparation of successful HOME funds application.

- Prepared list of structures eligible for demolition by the City of Detroit.
- Created a database of home repair resources.
- Researched potential sites for future development opportunities for affordable housing.

RELEVANT EXPERIENCE AND ACTIVITIES:

- | | |
|-----------------------|--|
| 6/19 – Present | Berkshire Leadership Program – Steering Committee <ul style="list-style-type: none"> • Annual program focused on developing leaders and preparing them for the challenges and opportunities facing Berkshire County. • Primary responsibilities involve class planning, identifying speakers, and securing rotating class venues. |
| 5/18- Present | Massachusetts Association of Planning Directors – Vice President <ul style="list-style-type: none"> • All volunteer organization aimed at providing advocacy and training opportunities focused on municipal planning. • Prime responsibility is planning annual statewide conference. |
| 7/13 – Present | Berkshire Regional Planning Commission – City of Pittsfield Alternate <ul style="list-style-type: none"> • Appointed by Mayor as alternate member to planning commission. • Served on Executive Committee twice, first as Chair of the Commission Development Committee and more recently as Chair of Regional Issues Committee. |
| 1/12 – 3/13 | Town of Amenia (NY) Town Council <ul style="list-style-type: none"> • Elected position serving on five-person body overseeing Town Government |
| 1/11 – 3/13 | Town of Amenia Conservation Advisory Council <ul style="list-style-type: none"> • Appointed by Town Council in January 2011. • Reviewed development proposals and other projects in Town that could potentially impact environmental resources. |

EDUCATION:

- | | |
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| 9/05-4/07 | University of Michigan, Ann Arbor, Michigan
Master of Urban Planning/Certificate in Real Estate Development
Relevant Coursework: Land Use Law, Fundamentals of Planning Practice, Urban Land Use Planning and Site Plan Evaluation, Principles of GIS, Environmental Planning, Negotiation and Dispute Resolution, Theories of Urban Design
Awards: 2008 National AICP Student Project Award for Contribution of Planning to Contemporary Issues |
| 9/00-5/04 | Franklin Pierce College, Rindge, New Hampshire
Bachelor of Arts Degree in Anthropology with Honors/Minor in History
Relevant Coursework: Qualitative Research Methods, Cultural Anthropology, US History after 1945, Applied Anthropology, Introduction to GIS/ArcView |

COMPUTER SKILLS: ArcGIS, Microsoft Office (Word, PowerPoint and Excel), and Adobe applications.



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: October 27, 2022

RE: September 2022 Assistance Activities

This report highlights technical assistance provided by BRPC staff for September 2022. This assistance was in response to requests identified in the Board/Organization column. If available and permitted by the funding agencies, responses were supported by local assessment or grant funds. This report aims 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.

Assistance Recipient	Non-Municipal Technical Assistance	Organization
Select Board member	land acreage calculations	Mohawk Trail Woodlands Partnership