



BRPC

Berkshire Regional Planning Commission

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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.

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

B. Roll Call:

Read by Office Administrator Kate Hill Tapia:

John Duval, Chair, Adams Alternate

Malcolm Fick, Vice Chair, 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:

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- - 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