



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, December 1, 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 (revised)

(all times approximate)

- I. Call to Order & Open Meeting Law Statement (4:00)
- II. Approval of Minutes of the Executive Committee Meeting of November 3, 2022* (4:05)
- III. Financial Reports (4:10)
 - A. November 1 2022 to November 23 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 of Surplus Inventory
 - B. Other (For information only)
- VI. Committee Reports (4:25)
 - A. Metropolitan Planning Organization
 - B. Comprehensive Economic Development Strategy
 - C. Regional Issues Committee
 - D. Finance Committee
 - 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

- VII. Executive Director's Report (4:30)
- 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. Massachusetts Broadband Institute Consultant Pre-qualification
 - G. Community One Stop for Growth Awards
 - H. Other (For information only)
- VIII. Old Business (4:35)
- A. Possible Bylaw Amendments
 - B. Personnel Handbook
 - C. Other (For information only)
- IX. New Business (4:55)
- A. January Commission Meeting
 - B. Other (For information only)
- X. Adjournment (5:00)

Attachments:

- Unapproved Minutes of November 3, 2022, BRPC Executive Committee Meeting
- November 1 2022 to November 23 2022 Expenditures Report
- Accounts Receivable Report / Assessments
- November Line of Credit Report
- Executive Director's Memorandum
- BRPC Surplus Equipment List - 2022.11.22
- Draft Unapproved Minutes of the October 26, 2022 Comprehensive Economic Development Strategy Committee meeting
- Western Massachusetts Passenger Rail Commission Public Hearing Notice
- BRPC Draft Proposed Bylaw Amendments
- October Technical Assistance Memo

* Items Requiring Action



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DRAFT EXECUTIVE COMMITTEE MINUTES

Thursday, November 3, 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

Rene Wood, Commission Development Committee Chair, Sheffield Alternate

Buck Donovan, Treasurer, Lee Delegate

Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate

Sam Haupt, At-large, Peru Delegate

Others Present: Britney Polito, iBerkshires; Nancy Socha, Stockbridge Delegate; Laura Mensi, Monterey Delegate; Barb Davis-Hassan, Lanesborough Delegate; Barb Cormier, Sandisfield Delegate

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

II. Approval Executive Committee Meeting October 6, 2022 Minutes

Rene Wood moved to approve the minutes of the October 6, 2022 meeting.

The motion was seconded by Sheila Irvin and approved by a roll call vote from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, and Roger Bolton. Rene Wood and Sam Haupt abstained.

III. Financial Reports

A. October Expenditures Report

From the October meeting and September report, the missing explanation for a \$31.90 Amazon payment was to pay for restroom door signs.

Rene Wood 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, Rene Wood, Roger Bolton, and Sam Haupt.

B. Accounts Receivable Report/Assessments

Tom noted that CDGB payments are a long complicated process, so they are often delayed. There are no invoices in danger of not being paid. Commission members will be called upon if help is needed with payment from their municipalities.

C. Line of Credit Report

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

D. Other (for information only) - none

III. Delegate & Alternate Issues

- A.** Special Municipal Employee Status was discussed as a potential issue as some municipal positions are automatically designated and others need approval by the Select Board. Possible actions of training for Select Board members or changes to the bylaw were discussed. Tom will follow up with the Select Board Members Association.

IV. Items Requiring Action

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

The Executive Committee was 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. The program would assist with surveying municipalities' cyber security systems, conducting inventories, developing IT plans, procurement of equipment and services, and developing an affordable plan for ongoing support. The project would be in two phases: Phase 1 for 18 months and cost of \$230,000, and Phase 2 for an additional 12 months and \$150,000. Staff leads are Mark Maloy and Sandra Martin.

Rene Wood motioned to authorize the Executive Director, after the fact, to submit a proposal to the Western Massachusetts Homeland Security Advisory Council (WRHSAC) and approve any resulting contracts and agreements to provide IT/Cyber Security planning and support to municipalities. Sam Haupt seconded it. It was approved by a roll call vote from John Duval, Malcolm Fick, Sheila Irvin, Rene Wood, Buck Donovan, Roger Bolton, and Sam Haupt.

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

The Implementation Grants

The Executive Committee was 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 proposal is to augment current funding and expand the program to other communities focusing on low-moderate income and Environmental Justice Communities. These incentives to municipalities and

community-based organizations are in addition to existing energy efficiency incentives. Funding would enable BRPC to support communities, residents, and businesses in navigating the MassSave process. This application has no BRPC match requirement. The primary staff contact is Sherdyl Fernandez-Aubert.

Innovation and Capacity Building

The Executive Committee was 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 explore MassSave program implementation issues further. There would be a focus on heat pumps with a two-prong approach: 1) conduct outreach and education, so homeowners feel comfortable moving forward with installation; and 2) steps toward obtaining training to increase the pool of contractors who can install heat pumps. BRPC has the option to increase funding from \$25,000 to \$50,000. If awarded \$50,000, training for contractors and further investigation of the BCAC project process are proposed. MassCEC expects that Innovation and Capacity Building Grants will serve as "seed" funding for planning innovative program models or projects. Grant recipients will then apply for an Implementation Grant for up to \$150,000. This application has no BRPC match requirement. The primary staff contact is Sherdyl Fernandez-Aubert.

Rene Wood moved to authorize the Executive Director to submit grant applications (after the fact) to the MassCEC EmPower Innovation and Capacity Building Program and to sign 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, Rene Wood, Buck Donovan, Roger Bolton, and Sam Haupt.

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

The Executive Committee was 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. BRPC would conduct marketing and outreach to increase awareness and participation in MassSave Programs, focusing on low-moderate income and Environmental Justice Communities. Incentives to municipalities and community-based organizations are in addition to energy efficiency incentives already available to residents. Funding would enable BRPC to support communities, residents, and businesses in navigating the MassSave process. BRPC is submitting the following applications with no BRPC match requirement. The primary staff contact is Sherdyl Fernandez-Aubert:

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

Robert Bolton moved to authorize the Executive Director to submit grant applications to the MassSave Community First Partnership Program and to sign any resulting contracts and agreements. Rene Wood seconded the motion. It was approved by a roll call vote from John Duval, Malcolm Fick, Sheila Irvin, Rene Wood, Buck Donovan, Roger Bolton, and Sam Haupt.

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 was requested to authorize the Executive Director to submit a Letter of Intent and, if selected, an 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 to implement digital equity initiatives in six 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

\$50 million will be funded through 10-15 partnerships. BRPC would partner with the Franklin Regional Council of Government (FRCOG) to implement digital equity activities in Berkshire and Franklin counties where residents cannot afford broadband service and or devices or lack digital equity skills. There is no BRPC match required. The staff lead is Senior Economic Development Planner Wylie Goodman.

Rene Wood moved to authorize the Executive Director to submit a Letter of Intent and, if selected, an application to the Digital Equity Partnerships Program with the Massachusetts Broadband Institute (MBI) and approve any resulting contracts and agreements. Malcolm Fick seconded the motion. It was approved by a roll call vote from John Duval, Malcolm Fick, Sheila Irvin, Rene Wood, Buck Donovan, Roger Bolton, and Sam Haupt.

E. Other (for information only)

V. Committee Reports

A. Metropolitan Planning Organization

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 were in the meeting materials.

B. Comprehensive Economic Development Strategy (CEDS)

The CEDS committee met on October 26, 2022, approved submissions for priority projects, and reviewed public comments and the action plan. There

was also a presentation on the Homeowner Surveys. Minutes were not yet available.

Roger noted that BRPC staff leading this process, Laura Brennan and Wylie Goodman, have been tremendously effective and the final CEDS document is a remarkably good product.

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 its services. Solutions to the crisis of getting staff and board volunteers for small communities will be a topic at the next meeting. Minutes from the October meeting were not yet available. Draft unapproved minutes from the 9/28 meeting were in this meeting's materials.

D. Environmental Review Committee

Roger reported that the committee decided not to review the renovation of a pond at The Clark Institute, but noted it is an eyesore and dredging will restore it to attracting wildlife.

VI. 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. (BTI) Update

There has been no recent activity

C. Staff Updates

- Britney Danials started October 6, 2022, as an Intern with the Environmental & Energy Program (resume was attached.)
- CJ Hoss accepted the Community Planning Program Manager position and will start in December (resume was attached.)
- Andy Ottoson was 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

There was no significant activity on passenger rail efforts.

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

This excellent report reviews categories of state aid and reimbursement programs, estimates of increased funding, and priorities for a stronger partnership between the Commonwealth and municipalities and school districts. Key recommendations include:

- Continue 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 Public Health Planner [Sandra Martin](#) represents BRPC on the Massachusetts Advisory Council on Alzheimer's Disease and All Other Dementias. The council's report, [Age and Dementia Friendly Design Considerations for Physical Infrastructure Report](#), provides a guide to rethinking how we plan, design, build, renovate, and maintain the Commonwealth's built environment with a focus on residents' needs as they age. Sandra is available to answer questions on this important public health topic.

H. Massachusetts Broadband Institute Consultant Pre-qualification

MBI is a quasi-public entity providing broadband service to under-served communities, mostly in Western Mass. MBI is launching the Municipal Digital Equity Planning Program in Fall 2022 to enable municipalities to engage in

planning activities, develop strategic documents related to digital equity, and bridge the digital divide. The program goals are to:

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

BRPC has applied to assist Berkshire County municipalities with digital equity planning activities and hopes most communities will want to prepare these plans. 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 what these amendments 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

Massworks – almost all Berkshire County applications were funded

- 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 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. Regional Transportation Plan

The RTP Survey available through mid-December. Assistance was requested to share it to help collect important community input. The interactive mapper for reporting issues is the second link.

<https://www.surveymonkey.com/r/RTP2024>

<https://berkshire.maps.arcgis.com/apps/CrowdsourceReporter/index.html?appid=51afbc759a934a24b27e6971da50c1ee>

VIII. Old Business

A. Succession Planning

Hiring a Community Planning Program Manager should significantly improve BRPC services to communities and reduce the Executive Director's workload. It will take a few months to get CJ up to speed. An Assistant Director position description is being researched, as is how other Massachusetts regional planning agencies approach such a position.

B. Other (for information only) - none

IX. New Business

A. Possible Bylaw Amendment

Section E1.1 of the BRPC Bylaws contains the following statement: "In consultation with the committee chairs, the Chair shall appoint the members of any special and standing committees and **shall** be an ex-officio voting member of all committees."

It was proposed to change "shall" to "may" to reduce this time burden on the Chair and empower committees to meet a quorum with fewer members. The Chair would commit at the beginning of the fiscal year to committee membership, thus confirming the quorum. Another option may be a Chair's designee.

B. November Commission Meeting

The next Full Commission hybrid meeting is November 17, 2022, an open house and potluck supper are being considered so delegates and alternates can meet staff and see the new office space.

Proposed agenda:

- CEDS plan approval due December

Potential additional topics:

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

C. Other (for information only) - none

X. Adjournment

Roger Bolton motioned to adjourn the meeting at 5:10 pm, seconded by Malcolm Fick, and unanimously approved.

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

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register
For the Period From Nov 1, 2022 to Nov 23, 2022

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
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
CCARD	11/1/22	MASS PUBLIC HEALTH ASSOCIATION	20.91	659 DPH/LHSCT	Department of Public Health - Local Health Support Covid-19 Contact Tracing	MPHA Conference - Laura Kittross
16512	11/2/22	AAIM TRAINING AND CONSULTING LLC	433.03	040 ADMIN	Admin	Background Checks
16513	11/2/22	NICOLE ANTIL	3,000.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16514	11/2/22	BERKSHIRE BOUNTY	10,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity	Subcontractor
16515	11/2/22	VALERIE BIRD	257.50	---	Varied Projects	Expense Report
16516	11/2/22	MARIE BRADY	125.63	646 DPH/MASSCALL3	DPH MASS CALL 3 - Substance Misuse Prevention	Expense Report
16517	11/2/22	LAURA BRENNAN	11.63	---	Varied Projects	Expense Report
16518	11/2/22	LAURA CHRISTENSEN	400.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16519	11/2/22	COMPUWORKS	3,936.50	040 ADMIN	Admin	Computer Maintenance
16520	11/2/22	HEATHER DESCOTEAU	100.00	284 BPHN/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Expense Report
16521	11/2/22	LESLIE DRAGER	619.34	284 BPHN/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Expense Report
16522	11/2/22	EDWARD FAHEY	212.50	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspection Program	Expense Report
16523	11/2/22	WYLLIE GOODMAN	145.00	040 ADMIN	Admin	MTC Conference - Wylie Goodman
16524	11/2/22	ICMA	450.00	040 ADMIN	Admin	Shared Services Job Ad
16525	11/2/22	SETH JENKINS	73.71	---	Varied Projects	Expense Report
16526	11/2/22	SARAH KANGAS	700.00	640 NEAETC/CRI23	New England AIDS Education & Training Center - Community Research Initiative	Subcontractor
16527	11/2/22	DAVID W. KELLEY	1,150.00	040 ADMIN	Admin	Cleaning
16528	11/2/22	KIDZONE CHILD CARE EDUCATIONAL CENTERS	141.00	652 DPH/SORPEC	DPH Bureau of Substance Addiction - SOR-PEC - Berkshire Early Childhood Community Circle	Travel
16529	11/2/22	LAURA KITTROSS	24.38	---	Varied Projects	Expense Report
16530	11/2/22	MASS STATE BOARD OF RETIREMENT	10,597.93	---	---	Retirement
16531	11/2/22	MIIA HEALTH BENEFITS TRUST	2,212.27	040 ADMIN	Admin	Dental Insurance
16532	11/2/22	MIIA HEALTH BENEFITS TRUST	48,878.36	040 ADMIN	Admin	Health Insurance
16533	11/2/22	MARY NASH	2,826.25	644 BARR/BCETF	BARR - Berkshire Educational Resources K-12	Subcontractor
16534	11/2/22	NEW ENGLAND NEWSPAPERS, INC.	497.60	---	Varied Projects	Subscription/Advertisement
16535	11/2/22	ANDREW OTTOSON	4.38	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Expense Report
16536	11/2/22	CITY OF PITTSFIELD	400.00	040 ADMIN	Admin	Parking
16537	11/2/22	RAINBOW DISTRIBUTING COMPANY INC	71.12	040 ADMIN	Admin	Water
16538	11/2/22	NED SAVISKI	510.00	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Expense Report
16539	11/2/22	LYDIA SHULMAN	86.25	---	Varied Projects	Expense Report
16540	11/2/22	NANCY SLATTERY	435.98	284 BPHN/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Expense Report
16541	11/2/22	ELIZABETH STRICKLER	1,250.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
16542	11/2/22	COLIN SYKES	354.79	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Expense Report
16543	11/2/22	TD CARD SERVICES	6,424.17	040 ADMIN	Admin	October 2022 Credit Card Payment
16544	11/2/22	KENNETH WALTO	29.75	545 DHCD/DLTA	District Local Technical Assistance 2022	Expense Report
16545	11/2/22	JAYMIE ZAPATA	166.19	---	Varied Projects	Expense Report

BERKSHIRE REGIONAL PLANNING COMMISSION

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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>
CCARD	11/2/22	AMAZON.COM	949.99	040 ADMIN	Admin	Laptop for Community Planning Program Manager
CCARD	11/2/22	PARKOPEDIA	176.74	526 BCSO/OPIOID	Berkshire County Sheriff's Office - OPIOID22	APHA Meeting Travel Expense
16546	11/3/22	CARA FARRELL	706.69	---	Varied Projects	Expense Report
1242	11/3/22	ATLAS TECHNICAL CONSULTANTS LLC	350.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1243	11/3/22	EMERALD LEAD TESTING	335.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1244	11/3/22	EMERALD LEAD TESTING	602.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1245	11/3/22	EMERALD LEAD TESTING	361.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
EFT	11/3/22	ASANA	258.74	040 ADMIN	Admin	Subscription
CCARD	11/4/22	AMAZON.COM	52.56	040 ADMIN	Admin	Supplies
CCARD	11/7/22	ENVIRONMENTAL SYSTEMS RESEARCH INST.	100.00	040 ADMIN	Admin	Computer Software
EFT	11/7/22	ASANA	-512.89	040 ADMIN	Admin	Subscription Refund for October & November 2022
CCARD	11/8/22	ZOOM VIDEO COMMUNICATIONS, INC.	50.92	040 ADMIN	Admin	Computer Software
CCARD	11/8/22	SURVEY MONKEY	213.37	708 DONATIONS/BFF	Berkshire Funding Focus Grants	Computer Software
16547	11/9/22	ADELSON & COMPANY PC	12,500.00	040 ADMIN	Admin	Audit Services
16548	11/9/22	BERKSHIRE LANGUAGE MANAGEMENT, INC.	658.54	440 TPL	Massachusetts Department of Transportation	Subcontractor
16549	11/9/22	BOXCAR MEDIA LLC	399.00	440 TPL	Massachusetts Department of Transportation	Advertisement
16550	11/9/22	COURIER PRINTING, INC.	205.00	440 TPL	Massachusetts Department of Transportation	Printing
16551	11/9/22	DAILY HAMPSHIRE GAZETTE	331.80	694 EOAF/SS/E&R	Administration and Finance Shared Services - Efficiency & Regionalization Grant Program	Shared Services Job Ad
16552	11/9/22	DONOVAN O'CONNOR & DODIG, LLP	650.00	716 EPA/RLF2	Brownfields Revolving Loan Fund 2	Legal
16553	11/9/22	ICMA	200.00	040 ADMIN	Admin	Membership Renewal - Tom Matuszko
16554	11/9/22	NONPROFIT CENTER OF THE BERKSHIRES, INC	3,125.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16555	11/9/22	PHILANTHROPY MASSACHUSETTS, INC	500.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16556	11/9/22	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	88.39	040 ADMIN	Admin	Postage
16557	11/9/22	DAWN STANYON	1,000.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16558	11/9/22	VALLEY GREEN SHREDDING, LLC	35.00	040 ADMIN	Admin	Recycling
16559	11/9/22	W.B. MASON COMPANY, INC.	1,610.50	040 ADMIN	Admin	Supplies
16560	11/9/22	TPX COMMUNICATONS	1,894.59	040 ADMIN	Admin	Telephone
CCARD	11/9/22	YOTEL.COM	1,066.72	646 DPH/MASSCALL3	DPH MASS CALL 3 - Substance Misuse Prevention	APHA Meeting Travel Lodging - Matt Gilbert
CCARD	11/10/22	AMAZON.COM	267.00	040 ADMIN	Admin	Computer Equipment
CCARD	11/10/22	GODADDY.COM	175.72	690 DCR/OUTRECWEB	Department of Conservation and Recreation - Outdoor Recreation Website - State Earmark ARPA	Computer Software
CCARD	11/10/22	BERKSHIRE GENERAL STORE	46.60	609 HRIA/CHIP	Health Resources in Action County Health Initiative - Community Health Improvement Planning	CHIP Meeting Meal
CCARD	11/10/22	YOTEL.COM	458.00	609 HRIA/CHIP	Health Resources in Action County Health Initiative - Community Health Improvement Planning	APHA Meeting Travel Lodging - Laura Kittross
CCARD	11/10/22	YOTEL.COM	1,066.72	646 DPH/MASSCALL3	DPH MASS CALL 3 - Substance Misuse Prevention	APHA Meeting Travel Lodging - Andy Ottoson
CCARD	11/10/22	YOTEL.COM	1,066.72	284 BPHN/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	APHA Meeting Travel Lodging - Lydia Shulman

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register
For the Period From Nov 1, 2022 to Nov 23, 2022

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CCARD	11/10/22	YOTEL.COM	1,066.72	652 DPH/SORPEC	DPH Bureau of Substance Addiction - SOR-PEC - Berkshire Early Childhood Community Circle	APHA Meeting Travel Lodging - Marie Brady
CCARD	11/11/22	PERFECTGIFT.COM	1,636.62	610 HRIA/G2G	Health Resources in Action - Grey to Green	Gift Cards for Gray to Green Audits
CCARD	11/12/22	ZOOM VIDEO COMMUNICATIONS, INC.	40.00	040 ADMIN	Admin	Computer Software
CCARD	11/12/22	CODE42	9.99	040 ADMIN	Admin	Computer Software
CCARD	11/14/22	AMAZON.COM	32.86	284 BPHN/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Supplies
CCARD	11/16/22	BERKSHIRE GENERAL STORE	56.54	350 BCBOHA/SUP15	Berkshire County Boards of Health Association - Support Services	BCBOHA Meeting Meal
CCARD	11/16/22	HOME DEPOT	54.70	040 ADMIN	Admin	Supplies
CCARD	11/16/22	STRAIGHT TALK WIRELESS	37.59	040 ADMIN	Admin	Telephone
CCARD	11/17/22	BERKSHIRE GENERAL STORE	121.61	284 BPHN/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	BPHA Meeting Meal
EFT	11/17/22	DELUXE FOR BUSINESS	650.20	040 ADMIN	Admin	Checks
CCARD	11/21/22	PERFECTGIFT.COM	1,636.62	610 HRIA/G2G	Health Resources in Action - Grey to Green	Gift Cards for Gray to Green Audits
EFT	11/21/22	UNANET TECHNOLOGIES	9,165.30	040 ADMIN	Admin	Software Subscription Fee
16561	11/22/22	1BERKSHIRE	7,173.70	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16562	11/22/22	MARK D. ABRAHAMS	3,525.00	644 BARR/BCETF	BARR - Berkshire Educational Resources K-12	Subcontractor
16563	11/22/22	BERKSHIRE UNITED WAY, INC	1,120.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16564	11/22/22	CAPACITY INSTITUTE	400.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16565	11/22/22	LESLIE DRAGER	1,444.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity	Expense Report
16566	11/22/22	MATT GILBERT	170.23	646 DPH/MASSCALL3	DPH MASS CALL 3 - Substance Misuse Prevention	Expense Report
16567	11/22/22	NATHANIEL W. KARNs	307.05	040 ADMIN	Admin	Expense Report
16568	11/22/22	LAURA KITROSS	2,313.67	---	Varied Projects	Expense Report
16569	11/22/22	MACFARLANE OFFICE PRODUCTS, INC.	656.76	040 ADMIN	Admin	Copier
16570	11/22/22	MASS STATE BOARD OF RETIREMENT	10,340.13	---	---	Retirement
16571	11/22/22	CATHERINE MCKEEN	552.50	644 BARR/BCETF	BARR - Berkshire Educational Resources K-12	Subcontractor
16572	11/22/22	MCKESSON MEDICAL - SURGICAL	581.39	653 BRPC/INSREB	BRPC Insurance Reimbursement - Covid-19	Flu Vaccinations
16573	11/22/22	MIRICK O'CONNELL	585.00	040 ADMIN	Admin	Legal
16574	11/22/22	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	148.05	040 ADMIN	Admin	Postage
16575	11/22/22	THE COOPER CENTER, LLC	8,636.10	040 ADMIN	Admin	Rent
16576	11/22/22	THE COOPER CENTER, LLC	1,477.60	040 ADMIN	Admin	Utilities
16577	11/22/22	MICHAEL SCUTIERI	110.00	040 ADMIN	Admin	Miscellaneous Labor Services
16578	11/22/22	VALLEY GREEN SHREDDING, LLC	35.00	040 ADMIN	Admin	Recycling
16579	11/22/22	JAYMIE ZAPATA	230.21	---	Varied Projects	Expense Report
1161	11/22/22	TOWN OF CHESHIRE	2,500.00	522 CHS/NMB/CDBG18	Cheshire, New Marlborough - Community Development Block Grant	Subcontractor
16575V	11/23/22	THE COOPER CENTER, LLC	-8,636.10	040 ADMIN	Admin	Voided
CCARD	11/23/22	PIP OF SPRINGFIELD, INC	2,833.88	440 TPL	Massachusetts Department of Transportation	Communications
CCARD	11/23/22	AMAZON.COM	113.97	646 DPH/MASSCALL3	DPH MASS CALL 3 - Substance Misuse Prevention	Supplies

November 2022 Check Register Total: \$ 187,717.39

Note: Payment to TD Bank 11/2/22
for October 2022 Credit Card Charges: 6,424.17

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Nov 23, 2022

<u>Customer ID</u>	<u>Customer</u>	<u>Over 90 days</u>	<u>Amount Due</u>	<u>Notes</u>
166/EPA/RLF	EPA: EPA/RLF		9,482.83	
283 BPHA/INSP/MDL	TOWN OF MIDDLEFIELD		1,275.00	
283 BPHA/INSP/PER	TOWN OF PERU	2,200.00	4,400.00	Alecia spoke with Town Admin - Will be paid next warrant
283 BPHA/INSP/WND	TOWN OF WINDSOR		2,150.00	
284 BPHA/PHN/CHS	TOWN OF CHESHIRE	1,154.00	2,308.00	Payment will be sent out week of 11/28/22
284 BPHA/PHN/CLK	TOWN OF CLARKSBURG	767.62	767.62	Alecia left voicemail with Town Accountant 11/22/22
284 BPHA/PHN/HAN	TOWN OF HANCOCK		551.25	
284 BPHA/PHN/PER	TOWN OF PERU		577.50	
284 BPHA/PHN/SAV	TOWN OF SAVOY		577.50	
466 LAN/SW	TOWN OF LANESBOROUGH	4,263.59	4,263.59	Courteny following up 11/16/22
526 BCSO/OPIOID19	BERKSHIRE COUNTY SHERIFFS OFFICE		6,250.00	
538 ADM/CLNUP	TOWN OF ADAMS		6,545.60	
560 NORTHEAST PAVING	NORTHEAST PAVING		12.13	
560 PALMER PAVING	560 PALMER PAVING		15,310.24	
560 SEALCOATING	SEALCOATING, INC. D/B/A INDUS		1,663.15	
569 DOER/REPA	COMMONWEALTH OF MASS		1,570.63	
570 SHF-NMB-OTS/CDBG	TOWN OF SHEFFIELD	25,657.21	25,657.21	Escrow funds - will be drawn soon
608 ADM/MTWPGG	TOWN OF ADAMS	460.82	460.82	Laura B will follow up
616 WMPHA	WESTERN MASS PUBLIC HEALTH ASSOCIATION		2,000.00	
637 EDA/COVIDRRP	637 EDA/COVIDRRP		41,807.72	
647 TOWN OF GTB	TOWN OF GREAT BARRINGTON		512.16	
658 CHS/MVP	TOWN OF CHESHIRE	6,720.94	6,720.94	Courteny following up 11/16/22
665 CLK/GC	TOWN OF CLARKSBURG	569.28	569.28	Melissa is following up
667 MASSCEC/CBP	MASS CLEAN ENERGY TECHNOLOGY CENTER	1,165.42	1,165.42	Melissa will resend invoice
670 WND/MP	TOWN OF WINDSOR	7,500.00	7,500.00	Will pay at close of grant
685 HVA/BCCCP	HOUSATONIC VALLEY ASSOCIATION		853.25	
686 ADM/GC	TOWN OF ADAMS	67.99	143.01	Resent invoice end of October - Melissa will follow up again
687 NAD/GC	CITY OF NORTH ADAMS	183.57	258.59	Melissa will follow up
706 ADM/SW	TOWN OF ADAMS		163.58	
TOWN OF MONTEREY	TOWN OF MONTEREY	909.47	909.47	Left voicemail for Town Admin 11/17/22
TOWN OF PERU	TOWN OF PERU	676.08	676.08	Alecia spoke with Town Admin - Will be paid next warrant
TOWN OF WILLIAMSTOWN	TOWN OF WILLIAMSTOWN	6,240.07	6,240.07	Payment will be sent out 12/2/22

Report Total

58,536.06 153,342.64

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Nov 23, 2022

GET



Current Balance

\$0.00

Available Credit	\$230,000.00
Amount Due	\$0.00
Payment Due Date	Dec 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: November 25, 2022
SUBJ: Agenda Items – December 1, 2022, Executive Committee Meeting

V. Items Requiring Action

A. Approval of Surplus Inventory*

The Executive Committee needs to approve the list of surplus equipment show on the attached document, Surplus Equipment. According to our policy, depending on the value and condition of equipment, it is offered to the municipalities, then non-profits, then either advertised for sale or offered to staff. Finally, if there is no interest, it is responsibly destroyed.

B. Other (For information only)

V. Committee Reports

A. Metropolitan Planning Organization (MPO)

Due to the Thanksgiving holiday the MPO did not hold its normal monthly meeting in November

B. Comprehensive Economic Development Strategy Committee (CEDS)

The CEDS committee did not meet in November. Draft minutes from the October 26, 2022 meeting are attached. The next meeting is scheduled for December 14, 2022 to approve the CEDS document.

C. Regional Issues Committee

The Regional Issues Committee did not meet in November. The next meeting is scheduled for December 7, 2022 where we will have information presented about how the Franklin Regional Council of Governments got started.

D. Finance Committee –

The Finance Committee's next meeting will be to review the FY2022 Audit on December 15, 2022.

E. Other (For information only)

VI. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 10/29/2022 to 11/25/2022

- Hancock – Opioid Settlement - \$584.88

- Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities - \$416,603
- Environmental Protection Agency - Revolving Loan Fund 2022 - \$2,500,000

Grants and Contracts not received.

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

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

There has been no recent activity

C. Staff Updates

Open positions:

- Public Health Trainer/Inspector

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission met on November 17, 2022. Also in attendance were members of the Massachusetts Legislative Rural Caucus. The main discussion points revolved around legislative priorities for rural communities and an approach to having those priorities implemented.

E. Passenger Rail

- West-East Rail - The Special Commission to address West-East Passenger Rail governance and operations has been formally announced. There was an initial organization meeting of this Commission on November 14, 2022. The first of several required public hearings will be held in Pittsfield at the Berkshire Innovation Center at 11:00 am on Friday December 9, 2022. A hearing notice is attached.
- Berkshire Flyer - The Berkshire Flyer is still on hold as we wait for this year's ridership numbers and costs from Amtrak to allow us to plan for next year's service. This long delay in getting this information is becoming increasingly problematic as we need to be advertising for next year's service for it to be successful.
- Northern Tier Passenger Rail - There has still been no public activity on the Northern Tier Passenger Rail Study.

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

BRPC has been selected as a prequalified consultant to assist municipalities with digital equity planning activities as offered through MBI's Municipal Digital Equity Planning Program.

G. Community One Stop for Growth Awards

The Community One Stop for Growth program (which in FY 23 contained 12 state grant programs, including the MassWorks Program) is a single application portal and collaborative review process of community development grant programs that make targeted investments based on a development continuum. Like last year, communities will be able to submit Expressions of Interest starting in December, [Community One Stop for Growth | Mass.gov](#).

H. Other (For information only)

VII. Old Business

A. Possible Bylaw Amendments

At the last Executive Committee meeting, there was a brief discussion about a possible BRPC bylaw change. That discussion centered around the requirement that the Chair be an ex-officio member of all BRPC committees. This is an unreasonable requirement and impacts the ability of some committees to make quorum. Upon a closer review of the bylaws, there are at least two other possible changes – one having to do with the absence of a committee Chair and the other having to do with an Assistant Director position. Currently our bylaws make no mention of an Assistant Director and the duties and responsibilities that position might be empowered to do in the absence of the Executive Director. Attached is preliminary draft language. Bylaw changes need to be approved by the Full Commission. It would be preferable for the Commission to act on these proposed amendments at its January.

B. Personnel Handbook

As reported at several prior Executive Committee meetings, the BRPC Admin staff is preparing a Personnel Handbook. Currently our personnel policies are a series of memos of items approved by the Executive Committee over the years. A Handbook will be a more integrated document. According to the BRPC Bylaws, one of the powers of the Executive Committee is “establishing personnel policies”. We need to determine how the Executive Committee, or a subset of Executive Committee members, would like to be involved in the Personnel Handbook.

C. Other (For information only)

VIII. New Business

A. January Commission Meeting

The next Full Commission meeting is scheduled for January 19, 2023. We again would like this to be a “hybrid” meeting, recognizing that with the winter season being upon us then, in-person participation may be limited.

Proposed agenda:





- We need to discuss and approve the FY 24 assessments.
- Possible BRPC Bylaw Amendments
- It is too early to determine other items. Please bring thoughts and recommendations.

B. Other (For information only)




Surplus Equipment 2022.11.22

email sent to Town & City Clerks:

Usable Equipment

Inventory Number		Item	Purchase Date	Notes
1179		Chair W Arm Adjust Grey Executive Office	8/27/1997	
1215		Chair W Arm Adjust Grey Executive Office	8/27/1997	
1172		Chair W Arm Adjust 2 - Light Green Desk	unknown	BCCNN label
1474		Chair - office black high back net w zipper	Jan-21	Dominion Solutions donations
				has been cleaned, may not look great but it's comfortable, good for a tall person, use in a shop or warehouse?
1489		glass desk w pull out keyboard tray	Jan-21	Dominion Solutions donations

				
1500	see above	file cabinet - 2 drawer, no key, dark grey	Jan-21	Dominion Solutions donations
1499		file cabinet - 3 drawer, not locking, grey	Jan-21	
1497		file cabinet - 4 drawer, not locking, black	Jan-21	Dominion Solutions donations
1530	see above	file cabinet - 2 drawer, not locking, missing handle	Jan-21	Dominion Solutions donations

1567		Chair - padded, side, plastic no wheels	Jan-21	Dominion Solutions donations
1568		Chair - faux leather, plastic arms worn	Jan-21	Dominion Solutions donations
8 chairs		Chair - desk black Knoll	Jan-21	Dominion Solutions donations
		1533, 1542, 1543, 1544, 1545, 1546, 1547, 1573		are stained and some have small tears in the seat, but they have been professionally cleaned



CEDS COMMITTEE MEETING MINUTES

Virtual Meeting via Zoom

October 26, 2022

Committee Members Present

George Ambriz, Berkshire Community College
Roger Bolton, Williams College (Retired)
Kyle Hanlon, BRPC, CEDS Chair
Lesley Herzberg, Berkshire County Historical Society at Arrowhead
Ben Lamb, 1Berkshire
Paul Mattingly, MassHire Workforce Board
Shannon Smith, Berkshire Agricultural Ventures
Chris Rembold, Town of Great Barrington
Laurie Mick, PERC
Keith Girouard, Massachusetts Small Business Development Center Network

Committee Alternates Present

Justine Dodds, City of Pittsfield
Kevin Pink, 1Berkshire

Not Present

Ben Sosne, Berkshire Innovation Center
Jim Lovejoy, Town of Mt. Washington
Debra Sarlin, Berkshire Community College
Mike Nuvalle, City of North Adams
Mike Coakley, City of Pittsfield
John Duval, Town of Adams/BRPC Commission Chair
A.J. Enchill, Berkshire Black Economic Council
Ian Rasch, Alander Construction

BRPC Staff Present

Tom Matuszko, BRPC Executive Director
Laura Brennan, Economic Development Program Manager
Wylie Goodman, Senior Economic Development Planner
Mark Maloy, GIS, Data, and IT Manager

Guests Present

Mark Siegers, Lanesborough resident
James Garzone, Great Barrington resident

I. Call to Order

Kyle H. called the meeting to order at 1:03 p.m.

II. Approval of Minutes from September 21, 2022

George R moved to approve the minutes. Ben L seconded. During a roll call vote, Laurie M., Keith G., and Chris R. abstained. The minutes were approved.

III. Comments from the Public

There were no comments from the public.

IV. 2023-2027 Berkshire County CEDS

a. Priority Projects – approval of remaining submissions

The group was presented with the seven remaining priority projects. Five were repeat projects from former CEDS (page 41).

Ben L. moved to approve the five repeat projects. Chris R. seconded the motion. Chris R. explained that the previously approved Berkshire Cottages project (submitted by the CDCSB) represents redevelopment of the balance of the site formerly known as New England Log Homes and thus the New England Log Homes project can now be removed because it is redundant and is replaced by Berkshire Cottages. Ben L. was asked to amend his motion from five to four projects: Through roll call vote the four repeat projects were approved. The motion passed.

Two new projects from North Adams were presented. Laura B. provided a brief update about these two: Heritage State Park and North Adams Public Safety Complex. She noted from the last meeting that there was a decision about Public Safety and Municipally Owned projects being grouped together. The North Adams Public Safety Complex will be listed in the Appendix and be included alongside the Williamstown Fire and Pittsfield Police Stations. A summary of is on page 92 of the current draft. Ben L. made a motion to approve the North Adams Public Safety Complex. Roger B. seconded. Through roll call vote all approved.

The Heritage State Park is a new proposal falling under mixed-use site redevelopment (page 100). It was submitted by the City of North Adams. Through roll call vote the motion passes. The site includes eight structures. There are significant structural issues and repairs needed for the buildings, but the site has strong development potential either from being sold to a private developer or through shared ownership with the city or a long-term lease arrangement. It's location and scale still make it a strongly viable project. Roger B. made a motion to approve. Chris R. seconded. Kyle H. abstained due to his role on the North Adams Redevelopment Authority. Keith G. also abstained due to his separate connection to the site. The motion was approved through roll call vote.

b. Public comment period - general input to date

The period for the draft CEDS to receive public comments began in mid-October and runs through November 12. A press release was distributed and BRPC has sent emails to approximately 150 individual stakeholders that may be interested in providing input and led them to points in the document where they can suggest additional recommendations. Comments can be emailed directly to Laura B. We have received some comments so far.

c. Action Plan input

Action Plan Input begins on pg. 37 and follows core CEDS goals. Laura B. explained the online forms set up for people to suggest additional action items. Mike N. Ben L. and Thomas Grady of Pittsfield have

suggested new action items. Entities have framed action items in the form of “We have committed to” That format is helpful because it provides a reality check as to what partners are committing to and serves as a touchstone for performance measurements in the intervening years. BRPC thus far has received 12 suggestions for new action items.

d. Resiliency Recommendations input

We have also received additional resiliency recommendations from Laurie M. and Ben L. We will use feedback over the course of public comment period to identify redundancies and edit accordingly and/or reach out to partners to see if we can add their name to another item already identified. People can also send items for both action and resiliency directly to Laura B. Roger B. suggested that we include mention of the agency responsible for reports as part of hyperlinks and noted that going to links may be slow. Chris R. asked about Action Plan Objectives beginning on page 37 and whether they are in addition to the bullets on page 35 and 36. Sometimes they are fleshing out vs. adding to a bullet or taking it to a level of measurability. Laura B. explained that as we frame action items those end up becoming our performance measures from EDA’s perspective. The question being posed is, “How are we doing and what is the representative activity in the region in pursuit of those action items?”

e. Homeowner Surveys – Mark Maloy

Mark M. provided an overview of results from the homeowner surveys BRPC conducted in Spring and have now been filtered to understand the differences between two different groups (second homeowners and everyone who purchased a home since the pandemic – 2.5 years of movers). High-level results include:

1. Second homeowners overall are wealthy, educated, and white and come from major urban areas (NYC) and have a home in Berkshire County mostly for cultural activities and scenic beauty and outdoor recreation. Most have owned their home for over 20 years, but a significant number purchased during the pandemic.
2. Over 50% are still employed full-time outside the county. The next biggest group are retirees, of which 20% are self-employed, which is a higher % than the county overall. Many of these workers are in remote-only situations but expect work to become more on-site or hybrid in the next few months. Most continued to use their Berkshire County home as a second home but 10% moved in to make their Berkshire County home their primary residence.
3. Approximately 20% of those who relocated permanently or expect to do so in the next 5-15 years will be retired. Most are still working are likely to be -part-time with existing employers outside the county.
4. For those who recently moved – they tended to be wealthy, educated, and white with an average age of 55 and purchased a single-family home for personal use. About 50% of respondents are using their property year-round while 45% are using as a second home.
5. Of first-time homebuyers, 25% came from Berkshire County. Those buying from outside the county are mostly from greater NYC or elsewhere in MA, more so than second homeowners, they are from Boston and Eastern, MA. Many planned to purchase prior to the pandemic but 40% decided to buy due to the pandemic. Those from outside the county mostly bought in the southern half of the county and have higher incomes and bought more expensive property. Those who bought from outside plan to use it primarily as a second home. Most new homeowners are employed full-time but with employers outside the county. Most are planning for renovations, but the workers may not be here. Few have interest in expansion, just renovation.
6. The sample size for the findings is based on 8-10% of those sent surveys (14K people were sent the with 9K second homeowners and 4-5K recent movers with some overlap). Although not statistically significant, Mark M. felt the results were nonetheless representative.

James G. – an attending second homeowner who purchased in the last several years - said that everything in the report is true in his experience. Mark M. offered for people to contact him directly if they have questions or can read the report online. There was further discussion regarding items the report did not discuss such as those using housing for rental and the shortage of tradespeople.

f. CEDS Committee Endorsement

There will still be amendments made because the public comment period is still open, but there is a meeting of the BRPC Commission on 11/17/22. If the CEDS Committee endorses today it allows Laura B. to make edits without additional committee approvals. The group could provisionally endorse today and allow BRPC staff to put the next draft in front of the Commission on 11/17, or we schedule another convening to look at a final version after 11/17. Either option leaves time to submit to EDA by the end of December. Chris R. made a motion to endorse the CEDS draft document provided today and recommend the Executive Committee accept it with final edits to be reviewed and approved by the CEDS Committee in December. Roger B. seconded. Through roll call vote all approved. The motion passed.

g. Commission Endorsement, EDA Submission process

Laura B. shared subsequent endorsement steps and submissions. Wylie G. spoke about the need for photos for the report and encouraged people to upload them to a Google Drive. After submitting to EDA, we will be creating a social media toolkit to ensure the CEDS isn't kept on a shelf. The Google Drive link for photos can be found here:

<https://drive.google.com/drive/folders/1F6rPNVPXTyBUQQ6iM2eTSmbcO1Nj-tao?usp=sharing>.

VI. Adjournment

Keith G. made a motion to adjourn. Ben L. seconded. Through roll call vote the motion was approved. The meeting adjourned at 1:55 pm.

The Commonwealth of Massachusetts
State House, Boston 02133
Western Massachusetts Passenger Rail Commission

Rep. William M. Straus
House Chair

Sen. Brendan P. Crighton
Senate Chair

PUBLIC HEARING NOTICE

Date of Hearing: December 9, 2022

Time: 11 AM

Location: Berkshire Innovation Center

Address: 45 Woodlawn Avenue, Pittsfield MA

Please be advised that Representative William Straus and Senator Brendan Crighton, co-chairs of the Western Massachusetts Passenger Rail Commission, have announced the first of six public meetings of the Commission, which are being held pursuant to §60 of Chapter 176 of the Acts of 2022. The legislature established this commission to investigate and receive public testimony concerning potential public entities with the ability to design, permit, construct, operate and maintain passenger rail service proposals from the East-West Passenger Rail Study Final Report.

The meeting is scheduled for **December 9, 2022, at 11 a.m.** at the Berkshire Innovation Center in Pittsfield. Members of the public wishing to view and participate in the meeting remotely may do so by accessing a livestream of the meeting that will be made available on the MassDOT website; additionally, if you wish to submit written testimony, please email commission staff at: Siobhan.Morrissey@mahouse.gov.

MEETING AGENDA

1. **Call to Order**
2. **Introduction of Committee Membership**
3. **Open Floor for Discussion among Membership**
4. **Public Comment Period**

This agenda has been prepared in advance and does not necessarily include all matters which may be taken up at this meeting. You may contact commission staff with any questions via email at: Siobhan.Morrissey@mahouse.gov.

BYLAWS
BERKSHIRE REGIONAL PLANNING COMMISSION

Revised January 20, 1972

Second Revision February 21, 1974

Third Revision May 21, 1981

Fourth Revision February 20, 1997

Fifth Revision September 18, 1997

Sixth Revision September 20, 2007

Seventh Revision – May 21, 2009

Eight Revision – November 21, 2013

Ninth Revision – July 16, 2015

Tenth Revision – May 16, 2019

Eleventh Revision -

A. Purpose, Powers and Duties of the Berkshire Regional Planning Commission

- A.1. The Berkshire Regional Planning Commission, hereafter referred to as the Commission, serves the cities and towns of Berkshire County and their common good through the provision of technical assistance, planning education, maintenance of a forum for the discussion of regional issues and the delivery of regional planning services. The Commission enables member cities and towns to jointly plan and promote, with the greatest efficiency and economy, the coordinated and orderly development of the area within its jurisdiction and the general welfare and prosperity of the citizens in accordance with Massachusetts General Laws (MGL) Chapter (c.) 40B, Section (§) 2. In addition, the Commission shall carry out such other functions and responsibilities specified in federal, state, and local laws, ordinances and regulations which do not conflict with the provisions of MGL c. 40B.
- A.2. All plans, resolutions and recommendations of the Commission that shall be adopted or shall be added to or changed, unless noted elsewhere in these by-laws, must be adopted or amended, as the case may be, by a majority vote at an official Commission meeting.
- A.3. The Commission shall make appointments to specified regional committees or authorities as required or requested by state, federal, regional or local entities.
- A.4. The Commission shall establish rules of procedure for its activities.
- A.5. The Commission may enter into contracts, purchase or lease office space, equipment or supplies and accept gifts and contributions.
- A.6. The Commission may employ staff, including an Executive Director, and experts to provide regional planning services.
- A.7. The Commission must adopt an annual budget showing all anticipated revenues and expenses for the coming fiscal year. Upon approval of the Executive Committee, the Treasurer may borrow in anticipation of revenues.
- A.8. The Commission shall submit an annual report to the cities and towns within the region showing the status of its plans and programs.

B. Jurisdiction and Membership

B.1. Pursuant to MGL c. 40B, § 3, a planning district has been designated consisting of all of the cities and towns within Berkshire County. The planning district's jurisdiction is all of Berkshire County. Its cities and towns have all been admitted to membership in the planning district, whose governing body is the Berkshire Regional Planning Commission. The Commission consists of one member of the planning board of each member city and town, known as the delegate, elected annually by said planning board and certified in writing. Each city and town, acting through its Chief Executive official, may also appoint, pursuant to MGL c. 40B § 4, an alternate designee, known as the alternate, to act in the delegate's absence.

B.2. The cities and towns admitted to membership in the planning district are:

Adams	Great Barrington	New Ashford	Savoy
Alford	Hancock	New Marlborough	Sheffield
Becket	Hinsdale	North Adams	Stockbridge
Cheshire	Lanesborough	Otis	Tyringham
Clarksburg	Lee	Peru	Washington
Dalton	Lenox	Pittsfield	W. Stockbridge
Egremont	Monterey	Richmond	Williamstown
Florida	Mount Washington	Sandisfield	Windsor

C. Election or Appointment of the Commission

C.1 The delegate from each member town or city shall be elected by its planning board or community development board annually, subsequent to town or city elections. The election of the delegate shall be certified to the Commission in writing by each local planning or community development board. If a planning or community development board fails to elect a delegate in any year, the previously named delegate shall continue to serve until a successor is elected as long as the delegate remains a member of the local planning or community development board.

C.2. Each town or city may also have an alternate, who may or may not be a planning board member, who shall be a resident of the city or town the designee represents and shall be appointed annually subsequent to city or town elections. The alternate shall be certified to the Commission by the Mayor in a city, confirmed by the council, or in a town by the Selectmen or in towns with a manager form of government by the Town Manager. The alternate may attend meetings of the Commission and shall assume the rights and duties of the delegate when the delegate is absent. If a town or city fails to appoint an alternate in any year, the previously named alternate shall continue to serve until a successor is appointed, provided they remain a resident of the city or town.

C.3. If a vacancy occurs during the year, the appointing board or official shall be notified and requested to fill the vacancy.

D. Commission Organization

D.1. Each year at the first meeting after July 1, but no later than August 31st, the Commission shall elect from among its membership a Chair, Vice Chair, Clerk, and Treasurer. If any of these positions becomes vacant, the Commission shall elect at its next meeting a delegate or alternate to fill the position until the next annual election. To insure continuity of operation, the Chair, Vice-Chair, Clerk, and Treasurer shall be eligible to continue to serve in that capacity, until the first meeting after July

1, even though they may no longer be an elected member of a planning or community development board or have been appointed as an alternate by the city or town.

- D.2. All meetings of the Commission and its committees are subject to the Open Meeting Law: MGL c. 39 § 23A. Regular meetings of the Commission shall be held at least six times annually. Special meetings may also be held at the call of the Chair or at the call of a majority of the membership. Notices of all meetings shall be distributed to all delegates and alternates at least five calendar days prior to all meetings.
- D.3. A quorum of the Commission shall consist of the duly named delegates or alternates from at least eight member cities and towns. Lack of a quorum shall not prevent the delegates or alternates at an officially called meeting from coming to order and discussing or passing a motion to continue said meeting to a later time.
- D.4. The Conflict of Interest Law, MGL c. 268A, prohibits delegates or alternates from participating in any official action affecting their own financial interests, from using their position to obtain unwarranted privilege, or from acting in a manner that would cause a reasonable person to conclude that they can be improperly influenced or that a person could unduly enjoy their favor in the performance of their duties. During any Commission discussion, if any delegate or alternate believes the Conflict of Interest Law applies to them they are required to disqualify themselves from participation in the discussion and are required to leave the meeting room when the issue is under consideration.
- D.5. Each member city and town shall be accorded one vote to be cast by the delegate or, in the absence of the delegate, by the alternate. Decisions of the Commission shall be made by majority vote of those member cities and towns present and voting, with the exception of the adoption of a comprehensive plan of development. Adoption of a comprehensive plan of development shall be in accordance with MGL c. 40B § 5, and shall be by a majority vote of the delegates or alternates of the cities and towns which have been admitted to membership in the planning district.
- D.6. By a two-thirds vote of all of its member municipalities, the Commission shall vote annually to reconfirm the authorization of the Executive Committee to act in the name of and on behalf of the Commission. This authorization may be modified or terminated pursuant to MGL c. 40B § 4a.
- D.7. The Commission shall keep complete and accurate records of all official meetings in accordance with the Public Records Laws, including meeting minutes. Copies of any adopted resolutions shall become part of the minutes. Minutes shall be prepared for review and adoption, or amendment and adoption, by the Commission at its next regular meeting. The approved minutes shall be kept at the Commission office and shall be a public record.
- D.8. The Commission may establish at any time special and standing committees, which are empowered to make recommendations to the Executive Committee and the Commission. The members of such committees and their duties shall be clearly defined and recorded in the minutes of the meeting at which the committee is authorized. Each committee shall establish operating practices, keep minutes, and report their recommendations to the Commission or Executive Committee, as appropriate. Each committee shall have a chair, who shall be a delegate or alternate, appointed by the Commission Chair, subject to approval by the Commission, except

that the Commission Chair shall serve as Executive Committee chair. To insure continuity of operation, except for the Executive Committee, in the event a committee Chair position becomes vacant, the Executive Director may serve as interim Chair until a new Chair is approved. The Commission Chair, in consultation with the committee chair, shall appoint members of committees, except that elected Commission officers are automatically members of the Executive Committee. Non-Commission members may be appointed to any committee, except the Executive Committee, when their participation would enhance the activities of a particular committee. Such non-Commission members shall be full voting members of the committee to which they are named, but they shall not make up a majority of the membership of any committee. The Commission may exempt this requirement. To insure continuity of operation, committee members shall be eligible to continue to serve in that capacity until the first meeting after July 1, even though they may no longer be an elected member of a planning or community development board or have been appointed as an alternate by the city or town.

D.9 The Commission may appoint delegates or alternate delegates, BRPC employees, or other persons at any time to special or standing committees, commissions or the like not under the jurisdiction of the Commission. After the initial appointment, such appointments will be made annually by the Executive Committee and subject to ratification by the full Commission at its next meeting. The appointed member(s) of such committees, commissions or the like and their respective duties shall be clearly defined and recorded in the minutes of the meetings at which the Executive Committee and Commission approve such appointments. Each person so appointed shall provide a semi-annual written or oral report to the Commission on the committee, commission or the like activities and actions taken. Each person so appointed shall also provide the Executive Director a timely resignation notice, when necessary.

D.10. Standing Committees of the Commission

D.10.1 The Executive Committee shall consist of nine (9) members. The members shall include all elected officers of the Commission, the chairs of all standing committees, and, in order to have an odd number of members, up to three (3) member(s) at large. At least one (1) member shall have knowledge of transportation issues. Member(s) at large are appointed by the Commission Chair, subject to the approval of the Commission. A quorum of the Executive Committee shall consist of a majority of its members. The Commission Chair shall serve as Executive Committee Chair. The Executive Director of the Commission shall be an ex-officio non-voting member of the Executive Committee.

The Executive Committee shall formulate general programs for the Commission, in accordance with specific needs, plans and goals of the Commission. The Executive Committee shall report its actions at the next Commission meeting for discussion

The Executive Committee shall meet monthly, or more or less frequently as necessary, and shall have the authority to act on behalf of the Commission between scheduled Commission meetings, subject to annual authorization by a two thirds ballot vote of the Commission. All delegates and alternates shall be provided a meeting notice and agenda of Executive Committee meetings at least five calendar days in advance of the meeting.

The Executive Committee shall have the following powers: disbursement of Commission funds based upon a warrant approved by the Executive Committee; borrowing funds in anticipation of revenue; authorizing signatory authority on checks; hearing and resolving personnel grievances; establishing personnel policies; authorizing applications for federal, state and local aid; seeking contributions; entering into contracts; approving comments on proposals of a regional or inter-community nature; approving submittal of comments for projects undergoing state or federal agency review; establishing policy for responding to requests for planning related technical assistance; authorizing planning services; and approving submittal of comments on legislation or regulations which affect the region or member municipalities.

- D.10.2. The Commission Development Committee shall consist of at least four (4) members. It shall consider Commission education, membership, structure, and process, including periodic evaluation of the performance of the Commission. Periodically, the Committee shall also review the Commission's bylaws to determine whether amendments are needed to enhance the operations of the Commission.

A nominating subcommittee of the Committee, comprised only of delegates and alternates and consisting of at least three members, shall recommend a slate of officer candidates for the next fiscal year. Such slate of candidates shall reflect the Commission's desire to rotate officers and be representative of all areas of the region. Such slate shall be provided to delegates and alternates at least 14 days prior to the first meeting after July 1 of each year.

- D.10.3. The Environmental Review Committee shall consist of at least five (5) members. It shall review projects requiring state or federal environmental permits. It may review requests for funding assistance from state or federal agencies and local land use actions for potential regional impacts and compliance with adopted regional plans. The Committee shall advise the Commission or the Executive Committee regarding its recommendations and requested conditions before a given project or action is approved or denied by state, federal, or local authorities.

- D.10.4. The Finance Committee shall consist of at least four (4) members including the Commission Treasurer who shall serve as Chair. It shall have oversight over the Commission's financial operations and shall review the annual audit. It shall recommend the per capita assessments of the member cities and towns for the next fiscal year and present such recommendation to the Commission for approval no later than in February and shall recommend a full budget for the next fiscal year for Commission action prior to the beginning of the next fiscal year.

- D.10.5. The Regional Issues Committee shall consist of at least five (5) members. It shall provide recommendations to the Commission identifying regional issues facing Berkshire County. It shall provide recommendations on proposed state or federal legislation or regulations, make recommendations to the Commission concerning requests from municipalities for policy or guidance on regional issues and study regional issues and policies.

E. Duties of the Elected Officers of the Commission

E.1. The duties of the elected officers of the Commission are as follows:

E.1.1. The Chair shall preside at all meetings of the Commission and shall serve as Executive Committee Chair. The Chair shall serve as the Commission's representative to the Berkshire Metropolitan Planning Organization. The Chair shall appoint members at large to the Executive Committee and committee chairs. In consultation with the committee chairs, the Chair shall appoint the members of any special and standing committees. ~~The Chair, may be an ex-officio voting member of all committees. The Chair must declare which special or standing committee(s) to be a member of.~~ The Chair may execute contracts and other legal documents as authorized by and on behalf of the Commission, unless the Commission authorizes its Executive Director to execute said documents on its behalf.

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E.1.2. The Vice Chair shall assume the responsibilities of the Chair in the Chair's absence, with the exception of acting as the representative to the Berkshire Metropolitan Planning Organization, unless otherwise designated. If the position of Chair becomes vacant, the Vice Chair shall act as the Chair in all matters until the position is again filled as set forth in Section D.1 of these Bylaws.

E.1.3. The Clerk shall call the roll and record the attendance of delegates and alternates at Commission meetings. The Clerk shall authenticate when necessary, acts, orders and proceedings of the Commission.

E.1.4. The Treasurer shall be the Chair of the Finance Committee. The Treasurer's duties shall include keeping the Commission's financial records with appropriate assistance from the staff and being responsible for all financial affairs of the Commission in accordance with the requirements of MGL c. 40B. The Treasurer shall make an annual report to the Commission as soon as possible after the close of the fiscal year and at such other times as the Commission may request. The Treasurer shall give a bond for the faithful performance of his/her duties as surety in such sums and upon such conditions as the Commission may require with a surety company authorized to transact business in the Commonwealth. The Commission shall pay for the cost of the bond.

E.1.5. The elected officers shall serve ex officio as members of the board of directors of the affiliated non-profit corporation.

F. Employment and Duties of Executive Director ~~and Assistant Director~~

F.1. The Commission shall employ an Executive Director. The Executive Director shall serve as the Chief Administrative Officer of the Commission and is responsible for the administration and direction of the Commission staff, its activities and work programs. The Executive Director is accountable to the Executive Committee and Commission and shall perform his/her duties under policies established by the Commission in conformance with applicable laws and statutes.

F.2. The Executive Director is responsible for hiring technical and clerical staff, as authorized by the Commission, and for related personnel management and

administrative actions. The Executive Director may execute contracts and other legal documents as authorized by and on behalf of the Commission. A written description of the responsibilities of the position of the Executive Director shall be prepared by the Executive Committee. At least every five years the position description shall be reviewed and as necessary updated jointly by the Executive Committee and the Executive Director. In consultation with the Executive Director, the duties of the Executive Director may be modified by the Commission upon a majority vote of those voting at a regularly scheduled Commission meeting. On an annual basis, the Executive Director shall prepare a review of his/her accomplishments for the proceeding year and goals for the upcoming years as part of his/her performance evaluation by the Executive Committee.

F.3 The Executive Director shall serve ex officio as a member of the board of directors of the affiliated non-profit corporation.

F.4 The Commission may employ an Assistant Director. When permitted by the Executive Director, the Assistant Director shall assume the responsibilities of the Executive Director. If the Executive Director is unable to fulfill his duties due to medical reasons or the Executive Director position becomes vacant, the Assistant Director shall serve as Interim Director until the position is again filled.

G. Amendments of the Bylaws

G.1. These bylaws may be amended at any meeting of the Commission by a two-thirds vote of those voting provided that a copy of the proposed amendment, and notice of its pendency, has been sent to all Commission delegates, alternates, and chief executive officials of member municipalities at least one week prior to such meeting.

G.2 In addition to an amendment (s) proposed by the Commission Development Committee, any delegate or, in their absence, alternate may propose an amendment at a full Commission meeting. Such proposed amendment, provided it receives endorsement by at least one quarter of those voting at the meeting at which it is proposed, shall be provided to each delegate, alternate and chief elected officials of member municipalities at least one week prior to the next full Commission meeting at which time members may vote on its adoption.



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: November 23, 2022

RE: September and October 2022 Assistance Activities

This report highlights technical assistance provided by BRPC staff for September and October 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.

Town/City/State	Municipal Technical Assistance	Board/Organization
Cheshire	Mold remediators	Town Administrator
Cheshire	MOD ADA application and municipal buildings	Town Administrator
West Stockbridge	Potential uses of ARPA funding	Select Board

Assistance Recipient	Non-Municipal Technical Assistance	Organization