



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

MEETING NOTICE

There will be a meeting of the

FINANCE COMMITTEE

of the

BERKSHIRE REGIONAL PLANNING COMMISSION on

Wednesday, December 21, 2022, at **4:30** p.m.

This will be a **Virtual Meeting** 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.

Information to join the meeting is:

<https://us02web.zoom.us/j/3926128831>

Meeting Material: All written materials for the meeting are posted on BRPC's website: www.berkshireplanning.org. Click on the meeting name on the calendar of events to see link to materials.

AGENDA

- I. Call to Order & Open Meeting Law Statement
- II. Approval of Minutes of the Finance Committee Meeting of May 5, 2022
- III. FY2022 BRPC Audit Review by Adelson and Approval
- IV. Recommend FY24 Assessments to the Commission
- V. Other Business
- VI. Next Meeting: Thursday, April 27, 2023, 4:30 pm
- VII. Adjournment

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



**DRAFT MINUTES OF THE
FINANCE COMMITTEE MEETING**

Thursday, May 5, 2022

Virtual Meeting as allowed by Chapter 22 of the Acts of 2022, signed into law by Massachusetts Gov. Charlie Baker on February 15, 2022, extending until July 15, 2022, remote meeting provisions of the Open Meeting Law, G.L. c.30 sec.20.

I. Call to Order

The meeting was called to order at 4:38 pm.

Chair Buck Donovan started the meeting by reading a statement regarding the Open Meeting Law. 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.

Roll Call - Malcolm Fick, Buck Donovan, Sheila Irvin, John Duval

Staff: Marianne Sniezek, Tom Matuszko, Kate Hill-Tapia

Others: Brittany Polito, iBerkshires

II. Approval of Minutes of the Finance Committee meeting of December 9, 2021

The minutes were not in the meeting packet but were emailed fifteen minutes before the meeting and posted on the website. Malcolm Fick moved to approve the December 9, 2021, meeting minutes; John Duval seconded. It was approved by a roll call vote from John Duval, Malcolm Fick, Sheila Irvin, and Buck Donovan.

III. Approval of Dual Signatures

Approval was requested to eliminate dual signatures for the following checks:

- The Cooper Center LLC. for the monthly rent per BRPC's lease
- Berkshires Tomorrow Inc. per agreements between BRPC and BTI
- Mass State Board of Retirement for semi-monthly retirement deductions from employee's payroll
- MIIA Health Benefits Trust for monthly Health and Dental payments

Marianne explained that electronic payment of these recurring expenses is the ultimate goal since these are monthly checks of the same amount. A single signature will streamline the process. The checks will still be reported in the monthly check register.

Sheila motioned to approve the request to eliminate dual signatures for the above checks, which Malcolm seconded. It was unanimously approved by a roll call vote from John Duval, Malcolm Fick, Sheila Irvin, and Buck Donovan.

IV. Recommend FY2023 Budget

The Committee reviewed the draft FY2023 budget, including revenue and expenditures. Buck noted that BRPC is growing impressively.

Marianne pointed out two state earmarks, one for housing and the other for outdoor recreation. MassSave energy efficiency funding is a new source. The right column of the revenue sheet shows new grants; some still need signed contracts.

Tom commented that the Public Health Program has grown due to a state emphasis on funding for rural health services and opioid and other substance use disorders prevention and interventions. Funds are not just tied to COVID and should continue for 3-5 years. Economic Development planning funding has also increased. BRPC did not receive new CDGB grants this year.

As usual, the presented budget is conservative in that additional funding is expected throughout the fiscal year. Hiring can be a challenge, especially for the Public Health Program. Part-time Project Specialist positions have been an effective way to meet human resources needs.

Tom clarified that the Berkshire County Education Task Force revenue is dropping from \$315,000 to \$30,000 because Berkshire Community College is becoming the fiscal agent. Tom is still BRPC's representative to that group. The name is changing to the Berkshire Educational Resource Center K-12.

Expansion to all of the second floor resulted in a significant increase in rent, utilities, and telephone.

Buck asked for a motion.

Malcolm Fick moved to approve the FY2023 budget and recommended that the Commission approve it at the May 19, 2022, meeting. Sheila Irvin seconded. It was unanimously approved by a roll call vote from John Duval, Malcolm Fick, Sheila Irvin, and Buck Donovan.

V. State Retirement Update (Employer portion)

When BRPC left the Pittsfield Retirement Board fund, the state treasurer's office proposed legislation to get Regional Planning Agencies (RPAs) to pay the employer's portion. The Massachusetts Association of Regional Planning Agencies (MARPA) filed its own bill, and there is a chance that the bill may move out of the House Ways and Means this year. Tom is not too concerned about the financial impact on BRPC.

VI. Trust Balance

The balance is reported for the Committee's information: \$1,014,661.72 as of 4/27/2022.

VII. Bank Update - Etreasury-Positive Pay

BRPC's operating checking account has been live on Etreasury - Positive Pay w/payee verification for fraud prevention for over a month. This service enables TD Bank to compare items presented for payment against a file provided by the BRPC of outstanding checks that the BRPC has issued. Checks that do not match the file are presented to BRPC to decide whether to pay or return the item. Since last year, there has been no fraudulent activity when someone tried to cash fake checks.

VIII. Other Business

Tom reported that, unlike in previous years, there wouldn't be a small surplus to add to the fund balance unless BRPC receives donations. Some housing rehab projects have needed additional effort and funds. The increase in material and labor costs and the challenges of the constituent relationships has required more administrative time than we would have liked. Overall, BRPC is still strong financially.

IX. Next Meeting – The next meeting will be when the FY2022 Audit is final.

X. Adjournment

The meeting was adjourned at 5:03 pm by a motion made by Sheila Irvin and seconded by Malcolm Fick.

Attachments:

- FY2021 DRAFT BRPC Audit (Financial Statements & Supplementary Information)
- BRPC Management Letter Draft 12.6.2021
- Adelson Letter to Commission Members Draft 11.22.2021
- FY2023 Community Assessments DRAFT
- Mission Square (formerly ICMARC) Trust Balance 12/3/2021

Shared via email and website before the meeting:

- Unapproved Minutes of Finance Committee Meeting of December 9, 2021

BRPC FY24 Assessment - Options

12.15.2022

Note: Actual census Population for 2020 used
 FY24 Finance Committee Options

		Option A	Option A	Option B	Option B	Option C	Option C
		No increase in total assessment over FY23	No Change from FY23 to FY24	1% increase over FY23 Total	Change from FY23 to FY24 with 1% increase	2.5% increase over FY22 Total	Change from FY23 to FY24 with 2.5% increase
		0.83057	0.00	0.83890	0.00833	0.85130	0.0207
		\$ 107,165.09	(0.0)	\$ 108,236.74	\$ 1,071.65	\$ 109,844.22	\$ 2,679.13
Municipality	4/1/2020 Population						
Adams	8166	\$ 6,782.43	-	\$ 6,850.25	\$ 67.82	\$ 6,951.99	\$ 169.56
Alford	486	\$ 403.66	-	\$ 407.70	\$ 4.04	\$ 413.75	\$ 10.09
Becket	1931	\$ 1,603.83	-	\$ 1,619.87	\$ 16.04	\$ 1,643.93	\$ 40.10
Cheshire	3258	\$ 2,706.00	-	\$ 2,733.06	\$ 27.06	\$ 2,773.65	\$ 67.65
Clarksburg	1657	\$ 1,376.25	-	\$ 1,390.01	\$ 13.76	\$ 1,410.66	\$ 34.41
Dalton	6330	\$ 5,257.51	-	\$ 5,310.09	\$ 52.58	\$ 5,388.95	\$ 131.44
Egremont	1372	\$ 1,139.54	-	\$ 1,150.94	\$ 11.40	\$ 1,168.03	\$ 28.49
Florida	694	\$ 576.42	-	\$ 582.18	\$ 5.76	\$ 590.83	\$ 14.41
Great Barrington	7172	\$ 5,956.85	-	\$ 6,016.42	\$ 59.57	\$ 6,105.77	\$ 148.92
Hancock	757	\$ 628.74	-	\$ 635.03	\$ 6.29	\$ 644.46	\$ 15.72
Hinsdale	1919	\$ 1,593.86	-	\$ 1,609.80	\$ 15.94	\$ 1,633.71	\$ 39.85
Lanesborough	3038	\$ 2,523.27	-	\$ 2,548.50	\$ 25.23	\$ 2,586.35	\$ 63.08
Lee	5788	\$ 4,807.34	-	\$ 4,855.41	\$ 48.07	\$ 4,927.52	\$ 120.18
Lenox	5095	\$ 4,231.75	-	\$ 4,274.07	\$ 42.32	\$ 4,337.54	\$ 105.79
Monterey	1095	\$ 909.47	-	\$ 918.56	\$ 9.09	\$ 932.21	\$ 22.74
Mount Washington	160	\$ 132.89	-	\$ 134.22	\$ 1.33	\$ 136.21	\$ 3.32
New Ashford	250	\$ 207.64	-	\$ 209.72	\$ 2.08	\$ 212.83	\$ 5.19
New Marlborough	1528	\$ 1,269.11	-	\$ 1,281.80	\$ 12.69	\$ 1,300.84	\$ 31.73
North Adams	12961	\$ 10,765.02	-	\$ 10,872.67	\$ 107.65	\$ 11,034.15	\$ 269.13
Otis	1634	\$ 1,357.15	-	\$ 1,370.72	\$ 13.57	\$ 1,391.08	\$ 33.93
Peru	814	\$ 676.08	-	\$ 682.84	\$ 6.76	\$ 692.98	\$ 16.90
Pittsfield	43927	\$ 36,484.44	-	\$ 36,849.28	\$ 364.84	\$ 37,396.55	\$ 912.11
Richmond	1407	\$ 1,168.61	-	\$ 1,180.30	\$ 11.69	\$ 1,197.83	\$ 29.22
Sandisfield	989	\$ 821.43	-	\$ 829.64	\$ 8.21	\$ 841.97	\$ 20.54
Savoy	645	\$ 535.72	-	\$ 541.08	\$ 5.36	\$ 549.11	\$ 13.39
Sheffield	3327	\$ 2,763.31	-	\$ 2,790.94	\$ 27.63	\$ 2,832.39	\$ 69.08
Stockbridge	2018	\$ 1,676.09	-	\$ 1,692.85	\$ 16.76	\$ 1,717.99	\$ 41.90
Tyringham	427	\$ 354.65	-	\$ 358.20	\$ 3.55	\$ 363.52	\$ 8.87
Washington	494	\$ 410.30	-	\$ 414.40	\$ 4.10	\$ 420.56	\$ 10.26
West Stockbridge	1343	\$ 1,115.46	-	\$ 1,126.61	\$ 11.15	\$ 1,143.35	\$ 27.89
Williamstown	7513	\$ 6,240.07	-	\$ 6,302.47	\$ 62.40	\$ 6,396.07	\$ 156.00
Windsor	831	\$ 690.20	-	\$ 697.10	\$ 6.90	\$ 707.46	\$ 17.26
Berkshire County	129026	\$ 107,165.09	\$ -	\$ 108,236.74	\$ 1,071.64	\$ 109,844.22	\$ 2,679.13