



## **EXECUTIVE COMMITTEE MINUTES**

Thursday, December 1, 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 4:04 pm.**

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

#### **B. Roll Call:**

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

Others Present: Christine Rasmussen, Stockbridge; Jonathan James, New Marlborough; Brian Rhodes

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

### **II. Approval Executive Committee Meeting November 3, 2022 Minutes**

Sheila Irvin moved to approve the minutes of the November 3, 2022 meeting. The motion was seconded by Sam Haupt and approved by a roll call vote from Malcolm Fick, Sheila Irvin, Buck Donovan, and Sam Haupt. Kyle Hanlon abstained.

### **III. Financial Reports**

#### **A. November Expenditures Report**

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

#### **B. Accounts Receivable Report/Assessments**

Some receivables have since been received.

#### **C. Line of Credit Report**

The cash balance is quite good.

**D. Audit**

Marianne reported that the FY2022 Audit is being proofed, has no findings, and the only recommendation regarding a lease was implemented. The Finance Committee will review it on December 15 at 4:30 pm.

**IV. Delegate & Alternate Issues - none**

**V. Items Requiring Action**

**A. Approval to Dispose of Surplus Equipment**

The Executive Committee was requested to authorize the disposal of surplus equipment, mostly desk chairs.

Kyle Hanlon motioned to authorize the disposal of surplus equipment per BRPC's policy. Sheila Irvin seconded it. A roll call vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, Kyle Hanlon, Roger Bolton, and Sam Haupt.

**B. Other (for information only) - none**

**VI. Committee Reports**

**a. Metropolitan Planning Organization**

The MPO did not have a November meeting due to Thanksgiving.

**b. Comprehensive Economic Development Strategy (CEDs)**

The CEDs committee did not meet in November. The next meeting is December 14th to approve the CEDs document. Draft minutes from October 26, 2022 were distributed.

**c. Regional Issues Committee**

The Regional Issues Committee did not meet in November. The next meeting is December 7th. The topic is how the Franklin Regional Council of Governments was formed.

**D. Finance Committee**

The Finance Committee is meeting on December 15th to review the FY2022 Audit with the accountant.

**E. Commission Development Committee**

This committee is meeting December 8th to discuss bylaw changes, future meeting topics, etc.

**VII. 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. (BTI) 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.

Members of the Massachusetts Legislative Rural Caucus were also present.

The main discussion points were 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 was announced and held a meeting on November 14, 2022. The first of several required public hearings will be on Friday, December 9, 2022, at 11:00 am at the Berkshire Innovation Center. A hearing notice was attached.
- Berkshire Flyer - The Berkshire Flyer is on hold, waiting for Amtrak's ridership numbers and costs. This delay is problematic because advertising for next year's service needs to begin as soon as possible for it to be successful.
- Northern Tier Passenger Rail – There has still been no public activity on this study.

**F. Massachusetts Broadband Institute 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. Tom encourages communities to apply as there is no cost, and it may position them for future funding.

**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](https://www.mass.gov/info-details/community-one-stop-for-growth).

## **H. Other**

Tom announced that BRPC just received notice of an efficiency and regionalization grant award to offer Berkshire communities free software updates for online permitting programs.

## **VIII. Old Business**

### **A. Possible Bylaw Amendments**

In addition to changing the requirement that the Chair be an ex-officio member of all BRPC committees, two more changes were mentioned: the absence of a committee Chair and the Assistant Director position. The Commission Development Committee will discuss them on December 8 and bring them to the Executive Committee and full Commission in January.

### **B. Personnel Handbook**

The committee agreed it would review only highlighted changes and necessary comments vs. the whole draft handbook. The handbook is the first compilation of individual policies and will include new ones required for an employer with more than 50 employees.

### **C. Other (for information only) - none**

## **IX. New Business**

### **A. January Commission Meeting**

The next Full Commission hybrid meeting is on January 19, 2022.

The Finance Committee's FY 24 assessments recommendations and proposed Bylaw amendments will need to be approved.

### **B. Other (for information only) - none**

## **X. Adjournment**

Kyle Hanlon motioned to adjourn the meeting at 4:34 pm, seconded by Sheila Irvin, and unanimously approved by a roll call vote: Malcolm Fick, Sheila Irvin, Buck Donovan, Kyle Hanlon, Roger Bolton, and Sam Haupt.

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