



# 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 Thursday, April 27, 2023, at **4:30** p.m.

This will be a virtual meeting as allowed by Ch. 2 of the Acts of 2023 extending certain provisions of the Open Meeting Law, G.L. c.30 sec.20 until March 31, 2025.

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](http://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. Vote to approve the Minutes of the Finance Committee Meeting of December 21, 2022
- III. FY2024 Budget Discussion and Vote to Recommend to the Full Commission for Approval
- IV. Other Postemployment Benefits (OPEB) Trust Quarterly Statement Balance Discussion
- V. OPEB Trust Investment Policy Statement Discussion
- VI. Update on the efforts of Increasing the Line of Credit
- VII. Update on the (Employer Portion) of State Retirement
- VIII. Schedule Next Meeting
- IX. 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**

Wednesday, December 21, 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**

Chair Buck Donovan called the meeting to order at 4:31 pm.

**Roll Call** - Buck Donovan, Sheila Irvin, Kyle Hanlon, Malcolm Fick

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

**II. Approval of Minutes of the Finance Committee meeting of May 5, 2021**

Kyle Hanlon moved to approve the May 5, 2021, meeting minutes; Malcolm Fick seconded. It was approved by a roll call vote from Kyle Hanlon, Sheila Irvin, Malcolm Fick, and Buck Donovan.

**III. Approval of FY 2022 Audit**

Malcolm Fick motioned to approve the FY 2022 Audit as prepared by Adelson & Company. Sheila Irvin seconded. It was unanimously approved by a roll call vote from Kyle Hanlon, Sheila Irvin, Malcolm Fick, and Buck Donovan.

**IV. FY2024 Assessment Rate**

Kyle Hanlon motioned to set the FY2023 Assessment rate at 2.5%. Malcolm Fick seconded. It was unanimously approved by a roll call vote from Kyle Hanlon, Sheila Irvin, Malcolm Fick, and Buck Donovan.

**V. Next Meeting** – The next meeting will be on April 27, 2023.

**VI. Adjournment**

The meeting was adjourned at 4:43 pm by a motion made by Kyle Hanlon and seconded by Sheila Irvin. Unanimously approved by a roll call vote from Kyle Hanlon, Sheila Irvin, Malcolm Fick, and Buck Donovan.

Attachments:

- FY2022 Audit (Financial Statements & Supplementary Information)
- BRPC Management Letter Draft 12.6.2021
- Adelson Letter to Commission Members
- Adelson Letter to Management
- FY2024 Community Assessments DRAFT



# 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: BRPC Finance Committee Members  
FROM: Marianne Sniezek, Office Manager  
DATE: April 27, 2023  
SUBJ: Proposed FY 2024 Budget

Attached is the BRPC FY 2024 proposed budget (revenue and expenditures). Highlights for the FY 2024 proposed budget:

### **REVENUE:**

- The FY24 revenue is proposed at \$6,266,015. This is \$ 886,431 higher than the FY23 budget. This revenue increase is primarily due to several new grants for Economic Development, Housing, Environmental and Energy, and the Public Health programs.
- The revenue generated from community assessments has a 2.5% budget increase resulting in a fee of \$109,844 for FY24.

### **EXPENSES:**

- The increase in salary expenses of \$258,569 is primarily related to two new open full-time positions for the Public Health program, an open Transportation position and an open planner position, as well as \$3,000 Personnel Pay Plans adjustments related to new pay ranges for FY24, and merit pay increases.
- Overall benefits increased by \$143,985 from \$984,065 in FY23 to \$1,128,050 FY24. This increase is due mainly to additional benefited staff levels. The expenses increased due to health, dental, sick, vacation, and comp time. The retirees' Health Insurance decreased because of the decrease in the dental rate cost for FY24.
- The subcontractor amount increased by \$338,270. The subcontract amount is "money in, money out" and does not affect our bottom line. The increase in the subcontractor amount is primarily due to the addition of Regional Food System Partners , Online Software and IT consultant, environmental and Energy subcontractors for efficiency programs, and Public Health subcontractors for local health and substance abuse prevention.
- Excluding subcontractors, the expense budget increased from \$4,123,967 to \$4,672,128 totaling an increase of \$548,161 from FY23 to FY24.

### **ADDITIONAL INFORMATION:**

- We have several awarded grants that will be under contract shortly. There are a few projects included in the budget that we anticipate contracts. Many are contracts we have received in past years, and we feel confident at least most will come through. If not, there is carryover revenue for the first several months of the year to allow time to adjust.

- We still have District Local Technical Assistance (DLTA) funding for the calendar year 2024, which ends December 31, 2024. The District Local Technical Assistance (DLTA) funding for the calendar year 2024 is included in the budget, but this is subject to approval by the state legislature.
- We have other grant applications that have been submitted or will be submitted in the next couple of months that are not in the proposed budget. If these new grants come through, we will have to adjust for these new potential awards.
- Direct billable salaries (Projects) are projected to increase by \$124,845. The increase can be primarily attributed to the following items. The hiring of two new open positions for Public Health. The rest can be attributed to the adjustment \$3,000 Personnel Pay Plans adjustments related to new pay ranges for FY24 and merit increases.
- The Administrative salaries budget increased by \$133,724. This change is attributed to the HR Payroll assistant and time for an Assistant Director, Personnel Pay Plans adjustments and merit increases, as well as staff charging for staff meetings and agency training. Occasionally Program Managers charge to Admin when representing BRPC that cannot be billed to a project.
- The Intern Admin salaries line remains zero as there are no plans for an Intern FY24.
- The Retiree Health Insurance Liability Trust (GASB 45) is budgeted at last year's budget of \$45,000. According to the FY22 audit, the total projected OPEB Liability for FY23 is \$1,932,367. As of March 31, 2023, \$1,121,761 is the balance in our trust account.
- Non-personnel operating costs are budgeted to increase modestly by \$40,555 from the FY 23 budget. For FY24, we budgeted \$20,748 more for new computer software and maintenance required by our insurance provider for cyber security, and password management and an increase in staff laptops. The depreciation expense decreased due to items being removed. For FY24, rent increased per the terms of our leases. Staff development increased for additional staff training and development. Supplies and office expenses increased for sound proofing of two offices and the installation of two televisions for hybrid and virtual meetings. Utilities decreased due to a new HVAC system installed by the landlord. Miscellaneous expenses increased for background checks and business cards for new staff or staff changes.
- There is an increase in the overall direct project expenses (interest, equipment/software, legal, supplies meetings, printing, travel, and other direct program expenses) by \$105,051 due to additional equipment for the Air Quality project and software for the public health inspection program. Travel increased \$3,000 due to more in person meetings for local projects in FY24. Supplies increased for the Air Quality project and the cost of public health clinics conducted by the public health nurses that will be reimbursed by insurance. Other direct project expenses increased \$20,145 due to a paid intern for the Public Health Program and other direct expenses for projects that do not fall into the other expense categories.
- We have budgeted to put \$15,000 into our reserve to continue to rebuild that fund.
- The overhead rate is targeted at 140%. As our "cognizant agency," the United States Department of the Interior has approved an Indirect Cost rate of 140% for FY22 and FY23. As of March 2023, our overhead rate is 140%. We will continue to use the contributions to the Retiree Health Insurance Liability Trust to maintain our overhead rate.

#### Attachments (2)

FY 2024 Projected Revenues 4.27.2023

FY 2024 Projected Expenditures 4.27.2023

**FY 2024 BUDGET - REVENUE - PROJECTED**

**Berkshire Regional Planning Commission**

5.05.2022

4.27.2023

<b>PROJECTED REVENUES</b>	<b>FY2023 APPROVED</b>	<b>FY2024 PROJECTED</b>	
Outsource GIS Planner	\$ 11,000	\$ 11,000	1
Brownfield Revolving Loan Fund	\$ 17,000	\$ 18,876	
Berkshire Bike Path Council Support	\$ 1,000	\$ 1,000	
Berkshire Public Health Alliance Inspections	\$ 102,000	\$ 137,719	
Berkshire Public Health Alliance Nursing	\$ 86,443	\$ 73,088	
Rest of River Coordination	\$ 100,000	\$ 15,000	
Online Burn Permits	\$ 2,700	\$ 2,700	
Berk. County Boards Of Health Assoc. Support Services	\$ 11,000	\$ 11,000	
Adams Brownfield Assessment	\$ 464	\$ 0	
Lanesborough Shared Economic Planner	\$ 10,000	\$ 11,000	1
Transportation Planning	\$ 686,990	\$ 789,727	
Great Barrington Shared Economic Planner	\$ 25,000	\$ 25,000	1
Lanesborough Stormwater Management Plan	\$ 13,605	\$ 16,006	
Berkshire Brownfield Assessment - North Adams	\$ 447	\$ 0	
Richmond Shared Economic Planner	\$ 10,000	\$ 10,670	1
Adams Shared Economic Planner	\$ 10,000	\$ 10,000	1
BLIC Berkshire United Way	\$ 20,000	\$ 10,000	
Berkshire Benchmarks - Berkshire United Way	\$ 10,000	\$ 19,600	
Emergency Preparedness Planning	\$ 152,788	\$ 162,158	2
Medical Reserve Corps - Berkshire Medical	\$ 22,056	\$ 22,056	2
Medical Reserve Corps - Franklin County	\$ 22,056	\$ 22,056	2
Dalton Stormwater Management Support	\$ 11,000	\$ 12,380	
Berkshire County Sheriff's Office - Opioid Prevention 2023	\$ 25,000	\$ 3,401	
Berkshire County Sheriff's Office - Opioid Prevention 2024	\$ 0	\$ 40,155	1
Adams Brownfields Clean Up	\$ 8,020	\$ 0	
District Local Technical Assistance	\$ 239,782	\$ 222,667	2
District Local Technical Assistance - Augmentation	\$ 0	\$ 100,000	
Group Purchasing	\$ 75,000	\$ 115,512	
Lenox Economic Planner	\$ 20,000	\$ 25,000	1
Regional Energy Planning Assistance	\$ 22,223	\$ 0	
Sheffield New Marlborough Otis - CDBG	\$ 0	\$ 0	
Milltown / Outdoor Recreation Plan 2022	\$ 14,605	\$ 19,200	
OPIOID Prevention North County	\$ 12,113	\$ 12,034	
Food Safety Retail Standards 2020 #1 Washington	\$ 3,000	\$ 3,000	
Food Safety Program 21 - Egremont	\$ 2,500	\$ 2,500	
AFDO/FDA - Alliance Strategic Plan - Egremont	\$ 2,500	\$ 2,500	
Food Safety Retail Standards 2020 #2 Egremont	\$ 2,026	\$ 2,519	
Food Safety Retail Standards Re-assessment Sheffield	\$ 2,500	\$ 2,500	
Food Safety Retail Standards 2020 #3 Williamstown	\$ 2,669	\$ 2,837	
Alliance Food Safety Program Assessment - Adams	\$ 2,500	\$ 2,500	
Nonpoint Source Regional Coordinator	\$ 14,531	\$ 0	
HEALing Community Study year 3	\$ 387,775	\$ 124,933	
HEALing Community Study year 4	\$ 0	\$ 90,435	
Community Health Improvement Planning	\$ 137,300	\$ 23,482	
Community Health Improvement Planning year 4	\$ 0	\$ 75,000	
Health Equity in Pittsfield Green Planning 23	\$ 229,393	\$ 8,172	
Health Equity in Pittsfield Green Planning 24	\$ 0	\$ 188,984	
Coalition for Public Health (WMPHA)	\$ 4,000	\$ 4,000	
Stockbridge - Outsource Planner	\$ 9,952	\$ 0	

<b>PROJECTED REVENUES</b>	<b>FY2023 APPROVED</b>	<b>FY2024 PROJECTED</b>	
Mass Trails - Mountain Biking	\$ 12,161	\$ 0	
Northampton Health Dpt-Comprehensive Opioid/Stimulant/Substance Abuse	\$ 29,535	\$ 35,000	
EDA COVID-19 Regional Recovery Project	\$ 505,615	\$ 0	
NEAETC,Community Research Initiative of New England, Inc. Hepatitis C	\$ 25,000	\$ 25,000	3
BARR Berkshire County Education Task Force Planning	\$ 62,482	\$ 0	
Substance Misuse Prevention Grant Program	\$ 140,000	\$ 250,000	3
Great Barrington Brownfields Clean-up	\$ 25,569	\$ 7,987	3
BOAPC Substance Abuse Prevention Webinar	\$ 4,900	\$ 2,460	
DPH Shared Services/ Public Health Excellence	\$ 300,000	\$ 299,999	
Berkshire Early Childhood Community Circle	\$ 107,150	\$ 0	
Mt Washington Hazard Mitigation	\$ 0	\$ 0	
EPA Healthy Communities	\$ 17,026	\$ 6,012	
Local Health Support Contract Tracing	\$ 250,000	\$ 357,105	
Lenox MVPA 22	\$ 160,656	\$ 0	
Housatonic Valley Association - Culvert	\$ 25	\$ 0	
Housatonic Valley Association - Municipal Culvert Replacement Cooperative	\$ 5,571	\$ 0	
Clarksburg Municipal Vulnerability Program	\$ 12,105	\$ 0	
Clarksburg Green Community	\$ 6,565	\$ 0	
MassCEC Capacity Building Program	\$ 17,055	\$ 5,041	
Cheshire Stormwater Support	\$ 13,000	\$ 8,230	2
Windsor Master Plan	\$ 11,996	\$ 0	
Adams Zoning Support for Housing & Housing Choice Designation	\$ 0	\$ 874	
Earmark Housing	\$ 45,010	\$ 77,082	
Williamstown Housing Needs Assessment	\$ 3,435	\$ 8,005	
Williamstown Open Space and Recreation Plan	\$ 2,909	\$ 4,469	
Becket Open Space and Recreation Plan	\$ 1,246	\$ 0	
Economic Development District	\$ 70,000	\$ 70,000	
New England Rural Health Association - Rural Vaccine Equity	\$ 112,500	\$ 75,000	
Williamstown Community Partnership - Mass Save/Berkshire Gas	\$ 31,500	\$ 42,635	
Cheshire Zoning for Housing	\$ 6,306	\$ 0	
Alliance Food Safety Program Advancement - 3 yrs.	\$ 85,500	\$ 170,578	3
Alliance Food Safety Program Online Permitting - 3 yrs.	\$ 82,500	\$ 152,526	3
Monterey 319	\$ 10,000	\$ 51,072	3
Housatonic Valley Association Berkshire Clean Cold and Connected	\$ 4,000	\$ 50,000	1
Adams Green Communities	\$ 7,549	\$ 5,613	3
North Adams Green Communities	\$ 8,034	\$ 3,022	
Washington MVP	\$ 8,659	\$ 0	
West Stockbridge Complete Streets	\$ 8,223	\$ 0	
State Earmark Outdoor Recreation Website	\$ 192,123	\$ 27,225	
Cheshire Green Communities	\$ 8,034	\$ 2,446	
Shared Services	\$ 65,000	\$ 50,930	
EDA CEDS 23	\$ 29,000	\$ 0	
Lee Master Plan Open Space Recreation Plan	\$ 60,000	\$ 10,000	
Monterey Master Plan	\$ 37,046	\$ 0	
Outdoor Recreation Assessment	\$ 37,500	\$ 0	
North Adams Business Guide	\$ 22,000	\$ 0	
Façade Improvement Grant Program	\$ 3,000	\$ 0	
EPA - Assessment Project	\$ 82,000	\$ 138,000	
West Stockbridge Green Communities	\$ 0	\$ 6,087	
Decarbonizing Berkshire County with Municipal Energy Self-Sufficiency	\$ 0	\$ 21,940	

	FY2023 APPROVED	FY2024 PROJECTED	
<b>PROJECTED REVENUES</b>			
Sheffield Sustainable & Affordable Housing	\$ 0	\$ 8,628	
Adams Stormwater	\$ 0	\$ 10,000	1
Berkshire Funding Focus (grants)	\$ 0	\$ 45,000	1
(CEDAC) Home Modification Loan Program (HMLP)	\$ 0	\$ 25,403	
Clarksburg Grant Writing	\$ 0	\$ 5,770	
Western Mass Emergency Preparedness Mgmt	\$ 0	\$ 35,000	1
Monterey Municipal Vulnerability Action Grant	\$ 0	\$ 37,345	
Lee Hazard Mitigation and Municipal Vulnerability Preparedness	\$ 0	\$ 12,198	
Regional Food System Partnerships Program	\$ 0	\$ 306,506	
Brownfield Revolving Loan Fund 2	\$ 0	\$ 23,002	
Lee - Stockbridge Road Parcel Planning	\$ 0	\$ 10,765	
(MCLA) National Endowment for the Arts	\$ 0	\$ 49,998	
Dept of Revenue (EOAF) - Efficiency and Regionalization - Online permitting	\$ 0	\$ 100,042	
Mass Audubon Society - Rowe MVP	\$ 0	\$ 1,155	
Hancock MVP	\$ 0	\$ 17,844	
Digital Equity Planning Pittsfield	\$ 0	\$ 100,000	3
Digital Equity Planning Southern Berkshire County	\$ 0	\$ 85,000	3
Digital Equity Planning Dalton	\$ 0	\$ 25,000	3
Municipal Cybersecurity Services Pilot	\$ 0	\$ 100,283	
Community First Partnership - Mass Save - Adams & North Adams	\$ 0	\$ 40,763	3
Community First Partnership - Mass Save - Lee & Gt. Barrington	\$ 0	\$ 40,763	3
Sandisfield Green Communities	\$ 0	\$ 3,977	
Air Quality	\$ 0	\$ 178,001	
USDOT Transportation Safety Planning	\$ 0	\$ 198,000	3
National Council on Aging - Home Vaccinations	\$ 0	\$ 88,110	
Mass Clean Energy Technology Center-EMPower Innovation/Implement	\$ 0	\$ 129,912	3
Digital Equity Partnership	\$ 0	\$ 25,000	1
Cultural District	\$ 0	\$ 36,000	3
General: Community Assessment	\$ 107,165	\$ 109,844	
Unsecured New Projects	\$ 0	\$ 0	
<b>TOTAL REVENUES</b>	<b>\$ 5,379,584</b>	<b>\$ 6,266,015</b>	

1. Applied for / requested- no decision as of 4/27/2023

2. As of 4/27/2023 not yet under contract

3. As of 4/27/2023 awarded but not yet under contract

**FY 2024 BUDGET - EXPENDITURES - PROJECTED**

**Berkshire Regional Planning Commission**

5.12.2022

4.27.2023

<b>EXPENDITURES</b>	<b>FY2023 APPROVED</b>	<b>FY2024 PROJECTED</b>
<b>SALARIES</b>		
Direct Billable	\$ 2,156,015	\$ 2,280,860
Indirect Admin.	\$ 540,916	\$ 674,640
Interns (Admin)	\$ 0	\$ 0
<b>Subtotal Salaries</b>	<b>\$ 2,696,930</b>	<b>\$ 2,955,499</b>
<b>BENEFITS</b>		
Comp and Vacation Leave	\$ 150,109	\$ 190,588
Holiday and Jury Leave	\$ 108,103	\$ 131,437
Sick unaccrued used	\$ 65,514	\$ 96,126
Health Insurance	\$ 511,751	\$ 553,800
Retirees Health Insurance	\$ 26,132	\$ 22,989
Retiree Future Health Insurance Liability (GASB 45)	\$ 45,000	\$ 45,000
Workers Comp Insurance	\$ 3,602	\$ 9,500
State Unemployment Insurance	\$ 10,985	\$ 10,520
FICA and Medicare	\$ 62,869	\$ 68,091
<b>Subtotal Benefits</b>	<b>\$ 984,065</b>	<b>\$ 1,128,050</b>
<b>NON-PERSONNEL</b>		
<b>OPERATING EXPENSES</b>		
Accounting Services	\$ 4,525	\$ 5,000
Advertising	\$ 3,519	\$ 3,569
Audit	\$ 21,500	\$ 22,500
Computer Equipment, Software & Maintenance	\$ 51,611	\$ 72,359
Copying / Scanning Expense	\$ 9,605	\$ 6,500
Depreciation	\$ 9,182	\$ 6,300
Dues & Subscriptions	\$ 21,554	\$ 22,950
Flex Plan Administration	\$ 1,778	\$ 2,002
Insurance (Auto, Officers, Office)	\$ 8,993	\$ 11,401
Janitor	\$ 12,220	\$ 12,060
Legal (Administrative)	\$ 2,100	\$ 6,000
Mapping Supplies	\$ 750	\$ 750
Meetings (Administrative)	\$ 2,000	\$ 2,000
Parking	\$ 0	\$ 0
Payroll Services	\$ 4,374	\$ 4,443
Postage	\$ 1,900	\$ 3,100
Printing (Administrative)	\$ 100	\$ 200
Publications	\$ 700	\$ 700
Rent	\$ 99,937	\$ 103,047
Staff Development	\$ 16,500	\$ 21,500
Supplies/Office	\$ 7,604	\$ 19,500
Telephone/Internet	\$ 22,500	\$ 19,676
Travel (Administrative)	\$ 2,000	\$ 1,100
Utilities	\$ 25,700	\$ 22,500
Water & Recycling	\$ 2,600	\$ 2,500
Web Site	\$ 1,549	\$ 1,850
Miscellaneous	\$ 1,952	\$ 3,800
<b>Subtotal Operating (Admin)</b>	<b>\$ 336,752</b>	<b>\$ 377,307</b>



**FY 2024 BUDGET - EXPENDITURES - PROJECTED**

**Berkshire Regional Planning Commission**

5.12.2022

4.27.2023

<b>EXPENDITURES</b>	<b>FY2023</b>	<b>FY2024</b>
	<b>APPROVED</b>	<b>PROJECTED</b>
<b>PROJECT EXPENSES</b>		
Interest Expense	\$ 100	\$ 100
Communications (Projects)	\$ 2,250	\$ 14,000
Equipment / Software (Projects)	\$ 2,700	\$ 59,706
Legal (Projects)	\$ 2,000	\$ 4,000
Meetings / Trainings (Projects)	\$ 17,000	\$ 17,000
Postage (Projects)	\$ 1,000	\$ 1,200
Printing (Projects)	\$ 3,000	\$ 3,000
Supplies (Projects)	\$ 32,000	\$ 42,951
Travel (Projects)	\$ 11,000	\$ 14,000
Other Program Expenses	\$ 19,570	\$ 39,715
Unreimbursed Expenses	\$ 600	\$ 600
<b>Subtotal Operating (Other)</b>	<b>\$ 91,220</b>	<b>\$ 196,271</b>

<b>SUBCONTRACTS / SUBRECIPIENTS</b>	<b>FY2023</b>	<b>FY2024</b>
	<b>APPROVED</b>	<b>PROJECTED</b>
Traffic / Transportation Consultant(s)	\$ 7,500	\$ 7,500
Berkshire Public Health Nursing Program Support	\$ 0	\$ 10,000
Rest of River Clean-up Legal Consultation	\$ 100,000	\$ 15,000
Burn Permit Software Consultant	\$ 2,500	\$ 2,700
Medical Reserve Corp Support	\$ 44,112	\$ 44,112
Stormwater Subcontractor	\$ 3,605	\$ 0
Rail Consultant	\$ 5,000	\$ 0
Nonpoint Source Consultant	\$ 11,000	\$ 25,000
Post OD in Northern County Consultant/Subcontractor	\$ 7,000	\$ 12,034
Community Engagement Intervention Subcontractors	\$ 250,000	\$ 125,000
Community Health Improvement Planning Partners	\$ 40,000	\$ 40,000
Health Equity in Pittsfield Green Planning	\$ 65,000	\$ 65,000
Technical Assistance Subcontractors	\$ 185,000	\$ 10,000
Berkshire County Education Subcontractors	\$ 30,000	\$ 0
Substance Abuse Prevention Subcontractor	\$ 5,000	\$ 5,000
Hepatitis C Prevention Subcontractors	\$ 6,000	\$ 12,000
Substance Abuse Prevention Subcontractor	\$ 0	\$ 9,900
Parent Advocacy Subcontractors	\$ 4,900	\$ 0
Berkshire Early Childhood Community Subcontractors	\$ 31,000	\$ 0
Translation Services	\$ 0	\$ 3,625
Local Health Support Contract Tracing	\$ 0	\$ 100,000
Environmental Subcontractors	\$ 152,000	\$ 0
Housing Subcontractor	\$ 25,000	\$ 65,000
Rural Vaccine Equity Subcontractors	\$ 0	\$ 60,000
Community Partners/Advocate Subcontractors (WMS & LAN)	\$ 11,000	\$ 2,000
Board of Health Online Permitting Services	\$ 5,000	\$ 35,000
Public Health Training Subcontractors	\$ 6,000	\$ 0
Engineer Subcontractor	\$ 0	\$ 18,000
Stormwater Subcontractor	\$ 0	\$ 25,000
Website Subcontractors	\$ 140,000	\$ 13,500
Town Assistance Services	\$ 40,000	\$ 50,000
Business Guide Subcontractor	\$ 2,500	\$ 0
Outdoor Recreation Subcontractor	\$ 6,500	\$ 0
Environmental Subcontractors	\$ 70,000	\$ 125,000
Regional Food System Partners	\$ 0	\$ 368,016
Brownfield Contracts	\$ 0	\$ 4,000

**FY 2024 BUDGET - EXPENDITURES - PROJECTED**

**Berkshire Regional Planning Commission**

5.12.2022

**4.27.2023**

<b>EXPENDITURES</b>	<b>FY2023 APPROVED</b>	<b>FY2024 PROJECTED</b>
Promotion of the Arts Consultants	\$ 0	\$ 25,000
Online Software Consultant	\$ 0	\$ 100,000
Digital Equity - Pittsfield - Subcontractors	\$ 0	\$ 10,000
Digital Equity - Southern Berkshire County - Subcontractors	\$ 0	\$ 10,000
Digital Equity - Dalton - Subcontractors	\$ 0	\$ 2,500
IT Consultant	\$ 0	\$ 80,000
Community Partners/Advocate Subcontractors (ADM & NAD)	\$ 0	\$ 2,000
Community Partners/Advocate Subcontractors (GTB & LEE)	\$ 0	\$ 2,000
Air Quality Consultants	\$ 0	\$ 40,000
Traffic / Transportation Safety Consultant(s)	\$ 0	\$ 20,000
Energy Consultants	\$ 0	\$ 50,000
<b>Subtotal Subcontracts/Subrecipients</b>	<b>\$ 1,255,617</b>	<b>\$ 1,593,887</b>
<b>RESERVE</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,379,584</b>	<b>\$ 6,266,015</b>

Return Mail Processing Only  
 PO BOX 669  
 South Windsor, CT 06074-0669

**April is National Financial Literacy Month!**

Celebrate your financial wellness. Find ways to maintain smart money management habits. Log into your account to access the Financial Wellness Center to learn more.

0020539 01 MB 0.528 01 TR 00113 ICNN1CW5 000000 epp



BERKSHIRE REGION PLAN COMM (EIP)  
 1 FENN STREET  
 SUITE 201  
 PITTSFIELD MA 01201

PITTSFIELD MA 01201

**January 1, 2023 - March 31, 2023**

**Total Account Balance** **\$1,121,761.96**

**If You Need Assistance**

**Website** **WWW.MISSIONSQ.ORG**  
 MissionSquare Plan Services 800-669-7400  
 Service Hours 8:30 AM - 9:00 PM ET

**Participant & Plan Information**

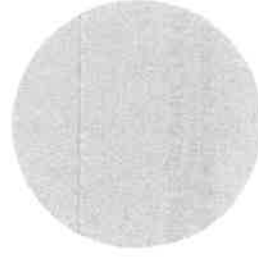
Vested Percentage 100%  
 Plan Name **BERKSHIRE REGION PLAN COMM (EIP)**  
 Plan Number 803222

**Account Summary**

	This Period	Year-to-Date
<b>Beginning Balance</b>	<b>\$1,069,893.80</b>	<b>\$1,069,893.80</b>
Contributions/Other Credits	\$0.00	\$0.00
Distributions/Other Debits	\$0.00	\$0.00
Fees	-\$269.04	-\$269.04
Gain/Loss	\$52,137.20	\$52,137.20
<b>Ending Balance</b>	<b>\$1,121,761.96</b>	<b>\$1,121,761.96</b>
Vested Balance	\$1,121,761.96	

**Balances by Asset Allocation**

Asset Category	Percentage of Assets	Balance
BALANCED/ASSET ALLOCATION	100%	\$1,121,761.96
<b>Total Assets</b>	<b>100%</b>	<b>\$1,121,761.96</b>



Quarterly Financial Report for  
**BERKSHIRE REGION PLAN COMM (EIP)**

January 1, 2023 - March 31, 2023

**Personal Rate of Return**

This Period 4.9% This information represents the percentage gain/loss for your account. The actual performance of the individual  
 Year to Date 4.9% funds in your account will likely differ from your personalized performance. Past performance is no guarantee of  
 future results.

**Balances by Investment**

Investment	Percent of Assets	Units/ Shares	Unit/Share Value	Ending Balance
<b>BALANCED/ASSET ALLOCATION</b>				
MISSIONSQUARE II MODEL PORT AGG S10	48%	10939.9737	\$49.4100	\$540,544.10
MISSIONSQUARE II MODEL PORT MOD S10	34%	8452.4342	\$45.6300	\$385,684.57
MISSIONSQUARE II MODEL PORT CON S10	17%	4994.4645	\$39.1500	\$195,533.29
<b>Total</b>	<b>100%</b>			<b>\$1,121,761.96</b>

**Future Investment Elections**

Investment	Employer
<b>BALANCED/ASSET ALLOCATION</b>	
MISSIONSQUARE II MODEL PORT AGG S10	35%
MISSIONSQUARE II MODEL PORT MOD S10	35%
MISSIONSQUARE II MODEL PORT CON S10	30%
<b>Total</b>	<b>100%</b>

January 1, 2023 - March 31, 2023

**Activity Summary by Investment**

<i>Investment</i>	<i>Beginning Balance</i>	<i>Contributions/ Other Credits</i>	<i>Distributions/ Other Debits</i>	<i>Transfers</i>	<i>Fees</i>	<i>Gain/Loss</i>	<i>Ending Balance</i>
<b>BALANCED/ASSET ALLOCATION</b>							
MISSIONSQUARE II MODEL PORT AGG S10	\$513,316.05	\$0.00	\$0.00	\$0.00	-\$129.29	\$27,357.34	\$540,544.10
MISSIONSQUARE II MODEL PORT MOD S10	\$368,191.39	\$0.00	\$0.00	\$0.00	-\$92.62	\$17,585.80	\$385,684.57
MISSIONSQUARE II MODEL PORT CON S10	\$188,386.36	\$0.00	\$0.00	\$0.00	-\$47.13	\$7,194.06	\$195,533.29
<b>Total Account</b>	<b>\$1,069,893.80</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>-\$269.04</b>	<b>\$52,137.20</b>	<b>\$1,121,761.96</b>

**Balance by Contribution Type**

EMPLOYER CONTRIBUTIONS	\$1,121,761.96
<b>Total Employer</b>	<b>\$1,121,761.96</b>
<b>Ending Balance</b>	<b>\$1,121,761.96</b>

**Fee Summary**

<b>Fees</b>	
ASSET ADMINISTRATIVE FEE	-\$269.04
<b>Total</b>	<b>-\$269.04</b>

Some of the plan's administrative expenses for the preceding quarter were paid from the total operating expenses of one or more of the plan's investment options.

