



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, June 1, 2023 at **4:00 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.

To participate virtually join Zoom Meeting
<https://us02web.zoom.us/j/85085964049> Meeting ID: 850 8596 4049
Phone: 646.558.8656, 646 931 3860, 312.626.6799, 301 715 8592

Meeting materials are on BRPC's website: www.berkshireplanning.org. Click the calendar of events, then the meeting name, and follow the link to materials.

AGENDA

(all times approximate)

- I. Call to Order & Open Meeting Law Statement (4:00)
- II. Roll Call of Executive Committee Members Attending the Meeting
- III. Vote to Approve Minutes of the Executive Committee Meeting of May 4, 2023* (4:05)
- IV. Financial Reports (4:10)
 - A. Vote to Approve the May 1 to May 24, 2023, Expenditures Report*
 - B. Report on the Accounts Receivable / Assessments – May 2023
 - C. Report on the Line of Credit
- V. Comments from Berkshire Regional Planning Commission Delegates and Alternate Delegates (4:15)
- VI. Items Requiring Action* (4:20)
 - A. Vote to Approve a Grant contract (after the fact) from the Western MA Health and Medical Coordinating Coalition to Analyze the Equity in Emergency Issues in Western Mass *
 - B. Vote to Approve a Memorandum of Understanding with the Williamstown Chamber of Commerce & Cultural District for ArtWeek Management*
 - C. Vote to Approve the Submission of a Grant Application to the Substance Abuse and Mental Health Services Administration (SAMHSA) Strategic Prevention Framework-

City and Town Clerks: Please post this notice pursuant to the Open Meeting Law, MGL c. 30A, §§ 18-25.

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

Partnerships for Success (SPF-PFS) Program in the U.S. Department of Health and Human Services*

- D. Vote to Approve the Submission of a Grant Application the Massachusetts Department of Energy Resources Green Communities Division for the Regional Energy Planning Assistance program*
 - E. Vote to Approve the Submission of a Grant Application to the US Environmental Protection Agency Healthy Communities Grant Program*
 - F. Vote to Approve (after the fact) the Submission of Two Grant Applications to the Planning Assistance Program with the Massachusetts Executive Office of Energy and Environmental Affairs (EEA)*
 - G. Vote to Approve the Submission of a Grant Application to Mass Tech Collaborative related to Digital Equity Planning and Regional Asset Mapping*
 - H. Vote to Approve the Submission of a Grant Application to the Massachusetts Community One Stop for Growth Program for the Berkshire County Municipal Employee Pipeline Program
 - I. Vote to Approve Revisions to BRPC Telework Policy*
- VII. Committee Reports and Discussion (4:30)
- A. Transportation Advisory Committee
 - B. Comprehensive Economic Development Strategy Committee (CEDS)
 - C. Regional Issues Committee
 - D. Metropolitan Planning Organization
 - E. Environmental Review Committee
- VIII. Executive Director's Report (4:40)
- A. Report on New Contracts / Agreements
 - B. Berkshires Tomorrow Inc. (BTI) Update
 - C. Staff Update
 - D. Rural Policy Advisory Commission (RPAC) Update
 - E. Passenger Rail Update
 - F. New CPTC Workshop Offered
 - G. State Housing Secretary
 - H. Director of Rural Affairs
 - I. Brownfields Grant Award
 - J. State Economic Plan
- IX. Old Business (4:50)
- A. No Old Business to Discuss
- X. New Business (4:50)
- A. Discuss Adopting a Policy Related to Public Comments at BRPC Meetings
 - B. Discuss and Set the FY 2024 Meeting Schedule, including the July Executive and Full Commission meetings
 - C. Discuss Topics for the July Commission Meeting
- XI. Adjournment (5:00)

Attachments:

- Unapproved Minutes of the May 4, 2023, BRPC Executive Committee Meeting
- May 1 to May 24, 2023 Expenditures Report
- Accounts Receivable Reports – May 2023

- May Line of Credit Report
- Transportation Advisory Committee Draft Unapproved Minutes May 16, 2023
- Comprehensive Economic Development Strategy Draft Unapproved Minutes May 17, 2023
- Metropolitan Planning Organization Draft Unapproved Minutes May 23, 2023
- Executive Director's Memorandum
- Resume - Monasia Ceasar Resume
- Resume - Evan Boyle
- Press Release - Director of Rural Affairs
- Press Release - Housing Secretary
- CPTC Training
- April Technical Assistance Memo

* Items Requiring Action



DRAFT EXECUTIVE COMMITTEE MINUTES

Thursday, May 4, 2023

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.

I. Call to Order & Open Meeting Law Statement

The meeting was called to order at 4:02 pm.

Chair John Duval called the meeting to order as 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.

II. Roll Call:

Read by Office Administrator Kate Hill Tapia:

John Duval, Chair, Adams Alternate

Malcolm Fick, Vice Chair, Gt Barrington Alternate

Sheila Irvin, Clerk, Pittsfield Delegate

Buck Donovan, Treasurer, Lee Delegate

Rene Wood, Commission Development Committee Chair, Sheffield Alternate

Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate

Kyle Hanlon, At-large, North Adams Delegate

Sam Haupt, At-large, Peru Delegate - Absent

Others Present: Peter Traub, Cheshire Delegate; Christine Rasmussen, Stockbridge Alternate; Dan Shearer

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

Tom explained that Finance Committee Zoom meeting was "bombed," thus the switch to a webinar format with Attendees needing to raise their hand and or be invited as Panelists in order to speak.

III. Approval of April 20, 2023 Minutes

Rene Wood moved to approve the April 20, 2023 meeting minutes. The motion was seconded by Sheila Irvin and approved by a roll call vote from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

IV. Financial Reports

A. March 31 to April 27, 2023 Expenditures Report

Kyle Hanlon moved to accept the report as presented, and Rene Wood seconded the motion. There were no questions. A roll vote approved it from

John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

B. Accounts Receivable Report/Assessments March and April 2023

The March document was missing from the last month's packet, so it was in this month's packet.

C. Line of Credit Report

There has been no need to draw on the line of credit.

D. Line of Credit Increase

TD Bank approved the line of credit increase; implementation is in process.

V. Comments from Berkshire Regional Planning Commission Delegates and Alternates – none.

VI. Items Requiring Action

A. Approval to Submit a Grant Application to the Community One Stop for Growth Program related to Emergency Services

The Executive Committee was requested to authorize the Executive Director to submit a grant application for \$100,000 and to sign any resulting contracts and agreements to the Community One Stop for Growth program for Emergency Services. This project would assess rural and small-town fire departments and EMS services and make recommendations for personnel, equipment, and training. It would begin in FY24. There is no match required. Public Health Planner [Jaymie Zapata](#), x40, is the BRPC contact.

Rene Wood motioned to approve submitting a grant application and to sign any resulting contracts and agreements to the Community One Stop for Growth program related to assessing Emergency Services; Sheila Irvin seconded it. A roll call vote approved it from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

B. Approval to Submit of a Grant Application to the Massachusetts Clean Energy Center's (MassCEC) Equity Workforce Planning and Capacity Building Grant Program

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the Massachusetts Clean Energy Center (MassCEC) Equity Workforce Planning and Capacity Building Grant Program and to sign resulting contracts and agreements. Working with a diverse group of partners, the BRPC Environmental and Energy Program and Economic Development Program seeks to apply for \$50,000 to develop an Equitable Workforce Development Plan. The grant would fund the development of analysis and capacity plans of the Green Energy and Technology sector workforce needs, including developing a pipeline to meet those needs while providing opportunities to underrepresented populations and Berkshire County residents. There is no BRPC match requirement. Staff contact is [Sherdyl Fernandez-Aubert](#), Environmental and Energy Planner.

Rene Wood motioned to approve submitting a grant application to the Massachusetts Clean Energy Center (MassCEC) Equity Workforce Planning and Capacity Building Grant Program and to sign resulting contracts and agreements; Malcolm Fick seconded it. A roll call vote approved it from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

C. Approval to Submit a Grant Application to the Community One Stop Urban Agenda Program

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the Massachusetts Executive Office of Housing and Economic Development Urban Agenda program for \$100,000 and sign any resulting contracts and agreements. There is no match required. Staff lead is [Laura Brennan](#), Economic Development Program Manager, x14.

Rene Wood motioned to approve submitting a grant application to the Massachusetts Executive Office of Housing and Economic Development Urban Agenda program and to sign any resulting contracts and agreements; Sheila Irvin seconded it. A roll call vote approved it from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

D. Approval to Submit Grant Application to the Center for Disease Control Overdose Data to Action: Limiting Overdose through Collaborative Actions in Localities (OD2A Local) Comprehensive Opioid, Stimulant, and Substance Use Site-based Program

It was decided not to apply for this grant because it is targeted for larger urban populations.

Rene Wood motioned to table this item; Sheila Irvin seconded it. A roll call vote approved it from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

VII. Committee Reports and Discussion

A. Transportation Advisory Committee

The TAC met on April 18, 2023. The final draft of the 2024-2028 Transportation Improvement Plan (TIP) was approved and recommended to the Metropolitan Planning Organization (MPO). Updates were shared regarding the pavement state of repair and recommended projects for inclusion in the 2024 RTP. Draft meeting minutes were in the packet.

B. Commission Development Committee

The Commission Development Committee met on April 18, 2023, to establish a nominating committee to recommend a slate of officers for FY24. Draft minutes were in the packet.

C. Nominating Subcommittee

The committee met on April 18 and confirmed a proposed slate of officers to be presented at the May 18 Commission meeting. Officers will be elected at the first meeting after July 1, 2023 in the new fiscal year. Draft minutes were in the packet.

D. Metropolitan Planning Organization

The MPO met on April 25, 2023. 2023-2027 TIP amendments were approved, as was the release of the Highway and Transit TIP document for the 21-day public comment period. There was also an update on the development of the Regional Transportation Plan. Draft minutes were in the packet.

E. Finance Committee

The Finance Committee met on April 27, 2023, reviewed the FY2024 Budget, and approved it for recommendation to the full Commission on May 18, 2023. Other topics were shown in the draft minutes in the meeting packet.

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 3/31 to 4/27/2023.

- Williamstown – Open Space and Recreation Plan - \$5,000
- Northampton Health Department - Comprehensive Opioid, Stimulant, and Substance Abuse Site-Based Program - \$10,000
- Berkshire Public Health Alliance – Inspection Services FY24:
 - Becket - \$31,186
 - Egremont - \$11,730
 - Middlefield - \$5,200
 - Washington - \$4,500
 - Windsor - \$9,030
- Berkshire Public Health Alliance – Public Health Nursing Services FY24:
 - Adams - \$4,367
 - Becket - \$3,858.75
 - Clarksburg - \$3,070.46
 - Hinsdale - \$3,141.60
 - Washington - \$2,310
 - West Stockbridge - \$3,000
 - Williamstown - \$6,846.90

Grants and Contracts not received.

BRPC is not aware of any grants and contracts not received.

B. Berkshires Tomorrow Inc. (BTI)

There has been no recent activity.

C. Staff Update

Open Positions:

- Community Planning
- Transportation Planning

- Public Health Housing Inspector Specialist

D. Rural Policy Advisory Commission (RPAC) Update

The Commission met on April 14, 2023. Secretary Yvonne Hao and Undersecretary Ashley Stolba from the Executive Office of Housing and Economic Development provided an update about the newly created Director of Rural Affairs position, a realignment of the secretariat, and efforts to create a new economic plan required when a Governor is elected.

E. Passenger Rail

- West-East Rail - The Special Commission to address West-East Passenger Rail will hold two hearings on May 16; 10 am Worcester and 2 pm in Natick. The report on governance is due June 30.
- Berkshire Flyer - The working group continues coordinating and implementing advertising efforts and securing rental cars at the BRTA Intermodal Center. Service starts Memorial Day weekend.
- Northern Tier Passenger Rail – No additional activity has occurred since the January 11, 2023 meeting.

VIII. Old Business

A. No Old Business to Discuss

IX. New Business

A. Discuss Topics for May Commission Meeting

Potential items required or previously mentioned:

- Adoption of the FY 2024 budget
- Report of the Nominating Committee
- Authorize the Chair to vote on the Transportation Improvement Plan (TIP)
- FY 2024 Meeting Schedule
- Meet with Governor Healey's Western Mass Director if available; if not:
 - Possible "primer" on digital equity planning
 - Cyber security
 -

There was discussion about a Public Comment period. John, the Chair, will allow for it and limit topics and length based on number of potential commentators.

The July Executive Director and Commission meetings might be combined on Thursday, July 13. The Metropolitan Planning Organization needs authorization to vote on the Regional Transportation Plan 2024 by July 25. If there is a Director of Rural Affairs, they might be a guest.

X. Adjournment

Kyle Hanlon motioned to adjourn the meeting at 4:48 pm, seconded by Roger Bolton, and unanimously approved by a roll call vote:

John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Roger Bolton, and Kyle Hanlon.

Attachments:

- Unapproved Minutes of April 20, 2023, BRPC Executive Committee Meeting
- March 31 to April 27, 2023 Expenditures Report
- Accounts Receivable Reports – March and April 2023
- April Line of Credit Report
- Transportation Advisory Committee Draft Minutes April 18, 2023
- Commission Development Committee Draft Minutes April 18, 2023
- Nominating Subcommittee Draft Minutes April 18, 2023
- Metropolitan Planning Organization Draft Minutes April 25, 2023
- Finance Committee Draft Minutes April 27, 2023
- Finance Committee Memorandum
- Project FY 24 Budget – Revenue and Expenses
- Executive Director's Memorandum
- EOHEP Press Release 4.20.23
- Western Massachusetts Passenger Rail Commission Public Hearing Notice – Worcester
- Western Massachusetts Passenger Rail Commission Public Hearing Notice – Natick
- MassDOT Press Release 4.10.23
- March Technical Assistance Memo

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16920	5/1/23	THE COOPER CENTER, LLC	8,636.10	040 ADMIN	Admin	Rent
16921	5/1/23	TOWN OF SHEFFIELD	3,000.00	570 SHFNMBOTS/CDBG19	Sheffield, New Marlborough, Otis - Community Development Block Grant	Audit Reimbursement
16927	5/1/23	MIIA HEALTH BENEFITS TRUST	2,283.59	040 ADMIN	Admin	Dental Insurance
16928	5/1/23	MIIA HEALTH BENEFITS TRUST	49,985.12	040 ADMIN	Admin	Health Insurance
16929	5/1/23	OUTPOST LLC	3,500.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
16930	5/1/23	KENDALL, SAMANTHA	832.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
16931	5/1/23	KENNETH WALTO	12.84	694 AF/SS/E&F	Administration and Finance Shared Services - Efficiency & Regionalization Grant Program	Expense Form
16932	5/3/23	MARIA ARIAS	640.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
16933	5/3/23	STEFFON ASHLEY	640.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
16934	5/3/23	BACH HARRISON, LLC	525.00	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Research Services
16935	5/3/23	BCBOHA	1,168.32	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Pub	Reimbursement
16936	5/3/23	VALERIE BIRD	262.00	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Expense Form
16937	5/3/23	BLUE 20/20	146.53	040 ADMIN	Admin	Vision Insurance
16938	5/3/23	CARA BORELLI	85.00	646 DPH/MASSCALL3	DPH MASS CALL 3 - Substance Misuse Prevention Grant Program - Overdose Data to Action	Subcontractor
16939	5/3/23	BRIDGE INC	1,620.00	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Subcontractor
16940	5/3/23	CHARLENE BROWN	640.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
16941	5/3/23	BRITNEY DANIALS	869.88	---	Varied Projects	Expense Form
16942	5/3/23	LESLIE DRAGER	64.41	284 BPHN/PHN	Public Health Nursing Program	Expense Form
16943	5/3/23	ALLISON EGAN	71.66	610 HRIA/G2G	Health Resources in Action - Grey to Green	Expense Form
16944	5/3/23	EMPLOYERS ASSOCIATION OF THE NORTHEAST	1,272.00	040 ADMIN	Admin	Subscriptions

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16945	5/3/23	EDWARD FAHEY	273.36	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Pub	Expense Form
16946	5/3/23	SIOGA CLUB OF BERKSHIRE COUNTY INC	152.88	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
16947	5/3/23	SETH JENKINS	85.15	---	Varied Projects	Expense Form
16948	5/3/23	LAURA KITROSS	58.99	616 WMPHA/CLPH	Western Massachusetts Public Health Association - Coalition for Public Health	Expense Form
16949	5/3/23	LAMAR COMPANIES	625.00	646 DPH/MASSCALL3	DPH MASS CALL 3 - Substance Misuse Prevention Grant Program - Overdose Data to Action	Communications
16950	5/3/23	STEPHEN ALSDORF	1,500.00	640 NEAETC/CR123	New England AIDS Education & Training Center - Community Research Initiative of New England, Inc. - Hepatitis C V	Subcontractor
16951	5/3/23	MASS STATE BOARD OF RETIREMENT	10,285.62	---	---	Retirement
16952	5/3/23	CATHERINE MCKEEN	5,397.50	644 BARR/BCETF	BARR - Berkshire Educational Resources K-12	Subcontractor
16953	5/3/23	MA ENVIRONMENTAL HEALTH ASSOC	100.00	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	2023 Seminar - Saviski, N
16954	5/3/23	COURTENY MOREHOUSE	405.46	---	Varied Projects	Expense Form
16955	5/3/23	MUTUAL OF OMAHA	659.37	040 ADMIN	Admin	Life: STD; LTD
16956	5/3/23	JENNIFER MYGATT	3,000.00	640 NEAETC/CR123	New England AIDS Education & Training Center - Community Research Initiative of New England, Inc. - Hepatitis C V	Subcontractor
16957	5/3/23	OPEN ARCHITECTS INC	2,500.00	644 BARR/BCETF	BARR - Berkshire Educational Resources K-12	Subcontractor
16958	5/3/23	ANDREW OTTOSON	97.27	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Expense Form
16959	5/3/23	CITY OF PITTSFIELD	425.00	040 ADMIN	Admin	Parking
16960	5/3/23	RAILROAD STREET YOUTH PROJECT INC	1,049.00	646 DPH/MASSCALL3	DPH MASS CALL 3 - Substance Misuse Prevention Grant Program - Overdose Data to Action	Subcontractor
16961	5/3/23	rites of passage and empowerment inc	12,500.00	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Subcontractor
16962	5/3/23	NED SAVISKI	144.98	---	Varied Projects	Expense Form

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16963	5/3/23	LYDIA SHULMAN	44.54	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Expense Form
16964	5/3/23	NANCY SLATTERY	155.06	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Expense Form
16965	5/3/23	COLIN SYKES	752.16	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Expense Form
16966	5/3/23	TD CARD SERVICES	13,030.38	040 ADMIN	Admin	<i>April 2023 Credit Card Payment (see below)</i>
16967	5/3/23	WB MASON COMPANY INC	425.52	040 ADMIN	Admin	Supplies
16968	5/3/23	JAYMIE ZAPATA	106.50	---	Varied Projects	Expense Form
16969	5/3/23	SHANNON LADEAU	230.60	661 LEN/MVP	Lenox Municipal Vulnerability Preparedness	Event Spokesperson
16970	5/3/23	ON A ROLL CAFE & CATERING CO	500.00	661 LEN/MVP	Lenox Municipal Vulnerability Preparedness	Catering Services
16971	5/10/23	COMPUWORKS	3,368.75	040 ADMIN	Admin	Computer Maintenance
16972	5/10/23	GABRIELLE DIMASSIMO	640.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
16973	5/10/23	HIBU BILLING	3,000.00	644 BARR/BCETF	BARR - Berkshire Educational Resources K-12	Website Maintenance
16974	5/10/23	MA COLLEGE OF LIBERAL ARTS	433.50	720 NEA/MCLA	National Endowment for the Arts - Massachusetts College of Liberal Arts	Communications
16975	5/10/23	MA COLLEGE OF LIBERAL ARTS	2,000.00	720 NEA/MCLA	National Endowment for the Arts - Massachusetts College of Liberal Arts	Podcast Reimbursement
16976	5/10/23	KELLIE MEISL	960.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
16977	5/10/23	NEW ENGLAND NEWSPAPERS, INC	1,286.36	---	Varied Projects	Communications
16978	5/10/23	ALEJANDRA BRENDA NOZYCE	640.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
16979	5/10/23	ANDREW OTTOSON	766.78	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	HEALING Communities Campaign Reimbursement
16980	5/10/23	RAILROAD STREET YOUTH PROJECT INC	2,500.00	646 DPH/MASSCALL3	DPH MASS CALL 3 - Substance Misuse Prevention Grant Program - Overdose Data to Action	Subcontractor
16981	5/10/23	LINDSEY ROSA	2,250.00	720 NEA/MCLA	National Endowment for the Arts - Massachusetts College of Liberal Arts	Subcontractor

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16982	5/10/23	SPECTRUM HEALTH SYSTEMS	1,356.01	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
16983	5/10/23	ELIZABETH STRICKLER	2,866.67	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
16984	5/10/23	TPX COMMUNICATONS	1,629.57	040 ADMIN	Admin	Telephone
16985	5/10/23	VALLEY GREEN SHREDDING, LLC	35.00	040 ADMIN	Admin	Recycling
16986	5/10/23	WHITE WOLF SEPTIC & PORTABLES INC	335.00	610 HRIA/G2G	Health Resources in Action - Grey to Green	Supplies
16987	5/17/23	MARJORIE COHAN	93.50	167 BBPC	Berkshire Bike Path Council	Supplies Reimbursement
16988	5/17/23	BRITNEY DANIALS	62.13	---	Varied Projects	Expense Form
16989	5/17/23	CLETUS KUS	152.42	440 MassDOT/TPL23	Mass DOT - Transportation Planning	Expense Form
16990	5/17/23	MAHAIWE PERFORMING ARTS CENTER INC	650.00	646 DPH/MASSCALL3	DPH MASS CALL 3 - Substance Misuse Prevention Grant Program - Overdose Data to Action	Advertising
16991	5/17/23	MASS STATE BOARD OF RETIREMENT	10,630.67	---	---	Retirement
16992	5/17/23	MHOA	75.00	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Job Ad - PH Inspector
16993	5/17/23	MIRICK O'CONNELL	6,525.00	---	Varied Projects	Legal Services
16994	5/17/23	ON A ROLL CAFE & CATERING CO	515.00	---	---	Check Reissue
16995	5/17/23	QUALPRINT	432.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Printing
16996	5/17/23	RAINBOW DISTRIBUTING COMPANY INC	116.90	040 ADMIN	Admin	Water
16997	5/17/23	SHAMIA SHEPHERD	1,200.00	646 DPH/MASSCALL3	DPH MASS CALL 3 - Substance Misuse Prevention Grant Program - Overdose Data to Action	Subcontractor
16998	5/17/23	NANCY SLATTERY	201.04	---	---	Check Reissue
16999	5/17/23	TD CARD SERVICES	6,904.77	040 ADMIN	Admin	May 2023 Mid-Month Credit Card Payment - (see below)
17000	5/17/23	THE COOPER CENTER, LLC	1,993.08	040 ADMIN	Admin	Utilities
17001	5/17/23	HANNAH VAN SICKLE	750.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17002	5/17/23	WB MASON COMPANY INC	319.73	040 ADMIN	Admin	Supplies
17003	5/24/23	1BERKSHIRE	4,681.05	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17004	5/24/23	NICOLE ANTIL	3,350.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17005	5/24/23	BECKS PRINTING	1,692.00	---	Varied Projects	Printing

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17006	5/24/23	BERKSHIRES TOMORROW, INC.	10,196.23	709 MMP/BFF	Massachusetts Marketing Partnership / MA Office of Travel & Tourism - Berkshire Funding Focus / Grants - Earmark	Berkshire Funding Focus Reimbursement
17007	5/24/23	LAURA BRENNAN	45.00	040 ADMIN	Admin	Expense Form
17008	5/24/23	GEMINI CREATIVE LLC	2,500.00	690 DCR/OUTRECWEB	Department of Conservation and Recreation - Outdoor Recreation Website - State Earmark ARPA	Subcontractor
17009	5/24/23	MA MUNICIPAL HUMAN RESOURCES INC	100.00	040 ADMIN	Admin	Staff Development - Bartley, K
17010	5/24/23	MACFARLANE OFFICE PRODUCTS, INC.	526.89	040 ADMIN	Admin	Printing
17011	5/24/23	NONPROFIT CENTER OF THE BERKSHIRES, INC	1,000.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17012	5/24/23	PAPER CRANE ASSOCIATES	750.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17013	5/24/23	TOWN OF PERU	900.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity Initiative	Subcontractor
17014	5/24/23	TOWN OF PERU	3,000.00	653 BRPC/INSREB	BRPC Insurance Reimbursement - Covid-19	Mini-Grant
17015	5/24/23	VALLEY GREEN SHREDDING, LLC	35.00	040 ADMIN	Admin	Recycling
16882V	5/11/23	NANCY SLATTERY	-201.04	---	---	Void - Lost Check
16970V	5/15/23	ON A ROLL CAFE & CATERING CO	-500.00	---	---	Void - Bank Error
1262	5/24/23	EMERALD LEAD TESTING	361.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1002	5/18/23	101 MOBILITY	14,308.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1003	5/18/23	SEAN RILLA	10,250.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor

Total 238,442.30

April 2023 Credit Card Payment Support

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CCARD	4/1/23	ICMA	487.50	694 AF/SS/E&F	Administration and Finance Shared Services - Efficiency & Regionalization Grant Program	Job Ad - Shared Town Administrator

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From May 1, 2023 to May 24, 2023

Filter Criteria includes: Report order is by Date.

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CCARD	4/1/23	MASSACHUSETTS MUNICIPAL ASSOCIATION	100.00	694 AF/SS/E&F	Administration and Finance Shared Services - Efficiency & Regionalization Grant Program	Job Ad - Shared Town Administrator
CCARD	4/1/23	BOXCAR MEDIA LLC	199.00	694 AF/SS/E&F	Administration and Finance Shared Services - Efficiency & Regionalization Grant Program	Job Ad - Shared Town Administrator
CCARD	4/1/23	DAILY HAMPSHIRE GAZETTE	331.80	694 AF/SS/E&F	Administration and Finance Shared Services - Efficiency & Regionalization Grant Program	Job Ad - Shared Town Administrator
CCARD	4/1/23	STAPLES	26.94	040 ADMIN	Admin	Supplies
CCARD	4/1/23	META PLATFORMS INC	64.18	---	Varied Projects	Communications
CCARD	4/2/23	AMAZON.COM	0.28	040 ADMIN	Admin	Backup to Archive
CCARD	4/3/23	ELEGANT STITCHES INC	737.50	610 HRIA/G2G	Health Resources in Action - Grey to Green	Arbor Day T-Shirt Printing
CCARD	4/3/23	AMERICAN 3B SCIENTIFIC	151.95	284 BPHN/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Supplies
CCARD	4/5/23	AMAZON.COM	34.84	040 ADMIN	Admin	Supplies
CCARD	4/5/23	AMAZON.COM	30.05	040 ADMIN	Admin	Supplies
CCARD	4/5/23	MEZZE INC	1,128.90	640 NEAETC/CRI23	New England AIDS Education & Training Center - Community Research Initiative of New England, Inc	Meals - Community of Practice
CCARD	4/6/23	AMAZON.COM	8.99	040 ADMIN	Admin	Supplies
CCARD	4/6/23	AMERICAN PLANNING ASSOCIATION	99.00	040 ADMIN	Admin	Membership - Jenkins, S
CCARD	4/7/23	MARKETPLACE CAFE	53.10	610 HRIA/G2G	Health Resources in Action - Grey to Green	Meals - Auditor Training
CCARD	4/9/23	CODE42	9.99	040 ADMIN	Admin	Computer Software
CCARD	4/9/23	AMAZON.COM	126.59	040 ADMIN	Admin	Supplies
CCARD	4/9/23	AMAZON.COM	29.15	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Supplies
CCARD	4/10/23	AMAZON.COM	939.58	653 BRPC/INSREB	Insurance Reimbursement Covid	Chromebooks for Clinics
CCARD	4/10/23	MARKETPLACE CAFE	43.80	610 HRIA/G2G	Health Resources in Action - Grey to Green	Meals - Auditor Training
CCARD	4/10/23	WALMART.COM	40.07	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Supplies
CCARD	4/11/23	STAPLES	36.93	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies
CCARD	4/11/23	MARKET 32	37.44	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From May 1, 2023 to May 24, 2023

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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	4/12/23	ACCESSIBE	490.00	515.06 BB/BUW23	Berkshire Benchmarks - Berkshire United Way	Web Accessibility Software
CCARD	4/12/23	UMASS TRANSPORTATION CENTER	75.00	440 MassDOT/TPL23	Mass DOT - Transportation Planning	Mass DOT Innovations Conference
CCARD	4/12/23	AMAZON.COM	39.99	610 HRIA/G2G	Health Resources in Action - Grey to Green	Supplies
CCARD	4/12/23	ZOOM VIDEO COMMUNICATIONS, INC.	40.00	040 ADMIN	Admin	Computer Software
CCARD	4/13/23	MARKETPLACE CAFE	140.54	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Meals - Community Outreach
CCARD	4/13/23	BERKSHIRE FAMILY YMCA	100.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Rental Space
CCARD	4/13/23	PAPA JOE'S RISTORANTE	172.60	526 BCSO/OPIOID22	Berkshire County Sheriff's Office - OPIOID22	Meals - Youth Advisory Board Orientation
CCARD	4/15/23	STRAIGHT TALK WIRELESS	37.62	040 ADMIN	Admin	Telephone
CCARD	4/16/23	AMAZON.COM	87.96	661 LEN/MVP	Lenox - Municipal Vulnerability Preparedness	Supplies
CCARD	4/17/23	BOXCAR MEDIA LLC	3,639.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Communications - HEALing Communities Campaign #2 Advertising
CCARD	4/17/23	AED SUPERSTORE	-15.81	284 BPHN/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Sales Tax Credit
CCARD	4/19/23	AMAZON.COM	15.88	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies
CCARD	4/19/23	DOTTIES COFFEE LOUNGE	170.15	610 HRIA/G2G	Health Resources in Action - Grey to Green	Meals - Auditor Training
CCARD	4/21/23	UNITED STATES POSTAL SERVICE	6.15	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	4/21/23	ELEGANT STITCHES INC	610.22	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Youth Advisory Board T-Shirts
CCARD	4/24/23	CONSTANT CONTACT, INC	70.00	040 ADMIN	Admin	Newsletter Subscription
CCARD	4/24/23	AMAZON.COM	155.98	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Supplies
CCARD	4/24/23	UNITED STATES POSTAL SERVICE	20.90	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	4/24/23	DUN & BRADSTREET	1,556.10	040 ADMIN	Admin	Subscriptions - Installment #1
CCARD	4/24/23	AMAZON.COM	89.73	610 HRIA/G2G	Health Resources in Action - Grey to Green	Supplies

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From May 1, 2023 to May 24, 2023

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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	4/24/23	A MART	68.79	609 HRIA/CHIP	Health Resources in Action - Community Health Improvement Planning	MA Helpline Meeting Meals
CCARD	4/25/23	DIGITAL RIVER	116.86	040 ADMIN	Admin	Backup Software
CCARD	4/25/23	AMAZON.COM	44.99	040 ADMIN	Admin	Supplies
CCARD	4/26/23	MONSTER INSIGHTS LLC	199.00	515.06 BB/BUW23	Berkshire Benchmarks - Berkshire United Way	Computer Software
CCARD	4/27/23	UNITED STATES POSTAL SERVICE	6.15	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	4/29/23	BB'S HOTSPOT, LLC	375.00	610 HRIA/G2G	Health Resources in Action - Grey to Green	Meals - Arbor Day Training

Total 13,030.38

May 2023 Credit Card Payment Support (Mid-month payment made due to balance reaching the credit limit)

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CCARD	4/30/23	SALESFORCE INC	1,260.00	---	Varied Projects	Computer Software
CCARD	4/30/23	AMAZON.COM	58.33	040 ADMIN	Admin	Supplies
CCARD	4/30/23	AMAZON.COM	189.95	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Supplies
CCARD	4/30/23	AMAZON.COM	417.89	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Supplies
CCARD	5/1/23	GRAMMARLY	41.16	040 ADMIN	Admin	Computer Software
CCARD	5/2/23	JUST WATER	152.96	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies
CCARD	5/2/23	AMAZON.COM	0.28	040 ADMIN	Admin	Backup to Archive
CCARD	5/2/23	BB'S HOTSPOT, LLC	375.00	610 HRIA/G2G	Health Resources in Action - Grey to Green	Meals - Arbor Day
CCARD	5/2/23	AMAZON.COM	29.97	661 LEN/MVP	Lenox - Municipal Vulnerability Preparedness	Supplies
CCARD	5/2/23	AMAZON.COM	365.26	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies
CCARD	5/3/23	PERFECTGIFT.COM	1,636.62	610 HRIA/G2G	Health Resources in Action - Grey to Green	Audit Compensation Gift Cards
CCARD	5/3/23	JACOBS PILLOW	1,475.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Program Book Advertisement

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From May 1, 2023 to May 24, 2023

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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	5/4/23	HOLIDAY INN & SUITES - BERKSHIRES	188.77	284 BPHN/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	MAPHN Conference - Drager, L
CCARD	5/5/23	PAPA JOE'S RISTORANTE	29.79	610 HRIA/G2G	Health Resources in Action - Grey to Green	Meals - Auditor Training
CCARD	5/8/23	BITWARDEN INC	301.78	040 ADMIN	Admin	Computer Software
CCARD	5/8/23	MA ENVIRONMENTAL HEALTH ASSOC	125.00	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Job Ad - PH Inspector
CCARD	5/9/23	CODE42	9.99	040 ADMIN	Admin	Computer Software
CCARD	5/9/23	BOXCAR MEDIA LLC	99.00	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Job Ad - PH Inspector
CCARD	5/10/23	MARKETPLACE CAFE	33.85	610 HRIA/G2G	Health Resources in Action - Grey to Green	Meals - Auditor Training
CCARD	5/11/23	MASSACHUSETTS MUNICIPAL ASSOCIATION	-25.00	694 AF/SS/E&F	Administration and Finance Shared Services - Efficiency & Regionalization Grant Program	Partial Refund for Expired Job Ad
CCARD	5/12/23	ZOOM VIDEO COMMUNICATIONS, INC.	40.00	040 ADMIN	Admin	Computer Software
CCARD	5/12/23	BIG Y SUPERMARKET	45.32	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Meals - Youth Advisory Board
CCARD	5/15/23	UNITED STATES POSTAL SERVICE	53.85	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage

Total 6,904.77

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of May 31, 2023

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is pri

<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		3,791.78	
283 BPHA/INSP/DAL	TOWN OF DALTON		337.50	
283 BPHA/INSP/RCH	TOWN OF RICHMOND		4,412.50	
283 BPHA/INSP/WND	TOWN OF WINDSOR		2,150.00	
284 BPHA/PHN/BHDC	BERKSHIRE HOUSING DEVELOPMENT CORP		600.00	
284 BPHA/PHN/CHS	TOWN OF CHESHIRE	1,154.00	2,308.01	Jennifer Morse forwarded invoice to be paid 5/23
284 BPHA/PHN/RCH	TOWN OF RICHMOND		1,125.00	
319/ROR	REST OF RIVER COMMITTE MEMBERS		21,897.84	
326/BURN/TOLLAND	TOLLAND VOLUNTEER FIRE DEPT	115.00	115.00	Left voicemail at Fire Station & Town Hall
483 NAD/ASSESS	CITY OF NORTH ADAMS	5,613.65	5,613.65	MP to follow up
493 RCH/EP	TOWN OF RICHMOND		90.00	
526 BCSO/OPIOID	BERKSHIRE COUNTY SHERIFFS OFFICE		6,250.00	
560 K-5 CORP	K-5 CORPORATION		38.08	
560 SEALCOATING	SEALCOATING INC		523.25	
560 TREW STONE	560 TREW STONE		57.80	
569 DOER/REPA	COMMONWEALTH OF MASS		6,922.14	
570 SHF-NMB-OTS/CDBG	TOWN OF SHEFFIELD	4,405.00	4,405.00	PM to follow up
606 BMC/PTSFA	BOSTON MEDICAL CENTER		51,088.85	
631 DAL/CDBG	TOWN OF DALTON	196,228.01	196,228.01	DHCD finally approved claim
637 EDA/COVIDRRP	637 EDA/COVIDRRP		21,137.72	
640 NEATC/CRI/HCV	COMMUNITY RESEARCH INITIATIVE		3,427.80	
647 TOWN OF GTB	TOWN OF GREAT BARRINGTON		573.91	
658 CHS/MVP	TOWN OF CHESHIRE		4,381.63	
661 TOWN OF LENOX	TOWN OF LENOX		17,373.99	
665 CLK/GC	TOWN OF CLARKSBURG	728.11	1,867.77	MP to follow up
672 DHCD/HOUSE	DHCD		5,103.19	
679 BG/MASSSAVE/CFP	BERKSHIRE GAS		14,583.34	
679 EV/MASSSAVE/CFP	EVERSOURCE		8,333.34	
679 NG/MASSSAVE/CFP	NATIONAL GRID		4,583.34	
680 CHS/ZH	TOWN OF CHESHIRE		1,308.07	
685 HVA/BCCCP	HOUSATONIC VALLEY ASSOCIATION		4,247.73	
686 ADM/GC	TOWN OF ADAMS		2,013.89	

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of May 31, 2023

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is pri

<u>Customer ID</u>	<u>Customer</u>	<u>Over 90 days</u>	<u>Amount Due</u>	<u>Notes</u>
687 NAD/GC	CITY OF NORTH ADAMS	801.82	2,419.86	MP to follow up
696 LEE/MPOSRP	TOWN OF LEE		14,951.29	
703 WST/GC	TOWN OF WEST STOCKBRIDGE		803.21	
711 CLK/GW	TOWN OF CLARKSBURG	5,599.59	6,609.68	CM to follow up
717 MAPC/MASSTRAILS	METROPOLITAN AREA PLANNING COUNCIL		5,000.00	
718 LEE/SRPP	TOWN OF LEE		7,334.76	
724 HAN/VMP	TOWN OF HANCOCK		2,443.44	
726 CHS/ADA	TOWN OF CHESHIRE		4,288.46	
727 LAN/ADA	TOWN OF LANESBOROUGH		11,148.68	
728 MAPC/MCSP	METROPOLITAN AREA PLANNING COUNCIL		4,492.11	
TOWN OF WASHINGTON	TOWN OF WASHINGTON		2,000.00	
WMPHA	WESTERN MASS PUBLIC HEALTH ASSOC		656.43	

Report Total

236,543.02 459,038.05



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Bank

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Accounts

Current Balance

\$0.00

Available Credit

Amount Due

Payment Due Date

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: May 26, 2023
SUBJ: Agenda Items – June 1, 2023, Executive Committee Meeting

VI. Items Requiring Action

A. Vote to Approve a Grant Contract (after the fact) from the Western MA Health and Medical Coordinating Coalition to Analyze the Equity in Emergency Issues in Western Mass *

The Executive Committee is requested to authorize the Executive Director (after the fact) to sign a contract with the Western MA Health and Medical Coordinating Coalition to analyze the equity in emergency issues in Western Mass. The Public Health Program has a very short-term grant for up to \$15,558 from the Western MA Health and Medical Coordinating Coalition to analyze the equity in emergency issues in Western Mass and each of the four counties, suggest county or regional projects to mitigate these inequities and outline a process for implementing mitigation projects. No match is required. The contract started May 16 and ends June 30, 2023. Staff lead on this project is Sandra Martin, smartin@berkshireplanning.org

B. Vote to Approve a Memorandum of Understanding with the Williamstown Chamber of Commerce & Cultural District for ArtWeek Management*

The Executive Committee is requested to authorize the Executive Director to sign a contract with the Williamstown Chamber of Commerce & Cultural District for ArtWeek Management. The Economic Development Program will be managing and coordinating expenses for ArtWeek 2023 on behalf of the Cultural Districts of Berkshire County. Each District will contribute \$3,000 to the total budget. This requires no match. The contract will begin June 1st and ends November 15th, 2023. Staff lead on this project is Laura Brennan, lbrennan@berkshireplanning.org.

C. Vote to Approve the Submission of a Grant Application to the Substance Abuse and Mental Health Services Administration (SAMHSA) Strategic Prevention Framework-Partnerships for Success (SPF-PFS) Program in the U.S. Department of Health and Human Services*

The Executive Committee is requested to authorize the Executive Director to

submit a grant application to the SAMHSA SPF-PFS program and to sign any resulting contracts and agreements. BRPC's Berkshire Overdose Addiction Prevention Collaborative (BOAPC) will build on existing capacities to develop and implement community-driven, evidence-based interventions to reduce the onset and progression of substance misuse and its related problems while promoting mental health services and community resiliency. These efforts will complement existing youth prevention programs by focusing on those 18+, particularly noncollege young adults (18-25), lower-income residents, Black and Latinx populations, and those in more isolated, rural areas of the county. The proposal focuses on three major goals: changing the "drinking culture" of Berkshire County that normalizes substance use; addressing socio-economic determinants of health by enhancing career pathways and retention; and increasing comfort with accessing mental health supports. This \$1,875,000 five-year grant is anticipated to be a collaborative project between BRPC, The Brien Center, Northern Berkshire Community Coalition, 18 Degrees, Railroad Street Youth Project, and other community partners. There is no match required. Staff leads on this project will be Senior Planner Andy Ottoson, aottoson@berkshireplanning.org and Planner Jaymie Zapata, JZapata@berkshireplanning.org.

D. Vote to Approve the Submission of a Grant Application to the Massachusetts Department of Energy Resources Green Communities Division for the Regional Energy Planning Assistance program*

The Executive Committee is requested to authorize the Executive Director to submit a grant application, and to sign any resulting contracts and agreements, to the Department of Energy Resources Green Communities division for the Regional Energy Planning Assistance program. Eligible applicants under this program include Regional Planning Agencies, Councils of Governments, Extension Services, and Joint Powers entities that provide clean energy assistance to municipalities. The maximum funding available is one hundred fifty thousand dollars (\$150,000). BRPC would enter into MOUs with several member municipalities to assist them with various energy planning and technical assistance services under this grant. Assistance to municipalities includes: preparing to become a Green Community; grant application preparation; Annual Report preparation; incorporating regional school districts into existing communities' energy baselines; preparing reduction plans for the purpose of participating in the Green Communities program; developing a net-zero emissions plan for municipal buildings and operations, including establishing a Green House Gas (GHG) emissions baseline; preparing to develop community-wide plans for reducing greenhouse gas emissions while also addressing environmental injustice and empowering community-driven solutions; and providing regional clean energy planning and project support for capacity building and/or to coordinate multi-town efforts. No local match is required. The primary BRPC staff contact is Melissa Provencher, Environmental and Energy Program Manager, mprovencher@berkshireplanning.org.

E. Vote to Approve the Submission of a Grant Application to the US Environmental Protection Agency Healthy Communities Grant Program*

The Executive Committee is requested to authorize the Executive Director to

submit a grant application and to sign any resulting contracts and agreements to the US Environmental Protection Agency Healthy Communities Grant Program for the Berkshire Urban Resilience Spatial Thermography (BURST) project. The maximum project award is \$40,000. The BURST project seeks to address the Urban Heat Island (UHI) effect within 8 urbanized areas of Berkshire County (Williamstown, North Adams, Adams, Pittsfield, Dalton, Lenox, Lee, and Great Barrington). The Target Investment Areas for this project are Environmental Justice Areas of Potential Concern and Sensitive Populations. Rising temperatures due to climate change pose significant threats to these populations, including increased energy burden and public health issues such as heat stroke and heat-related illnesses. No local match is required. The primary BRPC staff contact is Melissa Provencher, Environmental and Energy Program Manager, mprovencher@berkshireplanning.org.

F. Vote to Approve (after the fact) the Submission of Two Grant Applications to the Planning Assistance Program with the Massachusetts Executive Office of Energy and Environmental Affairs (EEA)*

The Executive Committee is requested to authorize the Executive Director to submit two grant applications (after the fact) and to sign any resulting contracts and agreements to the Executive Office of Energy and Environmental Affairs FY2024 Planning Assistance Grant Program. The applications are as follows:

- 1) Town of Washington Zoning Bylaw Modernization – This application seeks \$28,000 to recodify the Town’s zoning bylaw and evaluate potential zoning tools to address planning goals outlined in the Washington’s 2021 Town Plan. Matching funds of \$7,000 are proposed through a commitment of funds from the Town and DLTA funds.
- 2) Town of Lanesborough Master Plan – This application seeks \$50,000 to develop a Town-wide Master Plan, which would be the Town’s first comprehensive planning effort. Matching funds of \$20,000 are proposed through a commitment of funds from the Town and DLTA funds.

Community Planning Program Manager CJ Hoss, choss@berkshireplanning.org is project lead.

G. Vote to Approve the Submission of a Grant Application to Mass Tech Collaborative related to Digital Equity Planning and Regional Asset Mapping*

The Executive Committee is requested to authorize the Executive Director to submit a grant application and to sign any resulting contracts and agreements to the Massachusetts Technology Collaborative regarding recruitment and coordination of Municipal Digital Equity Planning and Regional Asset Mapping. This project will provide assistance and coordination for municipalities in Berkshire County interested in enrolling in the Massachusetts Broadband Initiative led Digital Equity Planning program and will also provide for identifying regional digital equity-related assets. If awarded, this project would begin immediately and continue through early

FY24. The amount requested is \$15,000. There is no match required. Senior Planner Wylie Goodman wgoodman@berkshireplanning.org, x16, is the BRPC contact.

H. Vote to Approve the Submission of a Grant Application to the Massachusetts Community One Stop for Growth Program for the Berkshire County Municipal Employee Pipeline Program

The Executive Committee is requested to authorize the Executive Director to submit a grant application, and to sign any resulting contracts and agreements, to the Massachusetts Community One Stop for Growth Program for the Berkshire County Municipal Employee Pipeline Program. In collaboration with municipal officials this project will work with area high schools and colleges to develop and promote internship and apprentice like programs, work with municipalities to develop advancement and training programs for existing employees and develop and promote an educational campaign on the value of municipal service. The amount requested is \$100,000. No match is required. Executive Director Thomas Matuszko, tmatuszko@berkshireplanning.org is project lead.

I. Vote to Approve Revisions to BRPC Telework Policy*

Approval is requested to revise BRPC's Telework Policy to extend it another fiscal year. It was previously adopted as a trial basis in response to the COVID pandemic. I recommend it be extended for another year on a trial basis.

VII. Committee Reports and Discussion

A. Transportation Advisory Committee (TAC)

The TAC met on May 16, 2023. The final draft of the 2024-2028 Transportation Improvement Plan (TIP) and the Coordinated Human Services Transportation Plan were recommended for approval at the Metropolitan Planning Organization (MPO) meeting and highlights about the Federal Fiscal Year 2024 Unified Planning Work Program were provided. Draft unapproved minutes of the meeting are in the packet.

B. Comprehensive Economic Development Strategy Committee (CEDS)

The CEDS Committee met May 17, 2023. Agenda items included an update on the state economic planning process, a report on the CARES act funding, and update on Berkshire Funding Focus, and follow-up activities related to the Comprehensive Economic Development Strategy. Draft unapproved minutes of the meeting are in the packet.

C. Metropolitan Planning Organization (MPO)

The MPO met on May 23, 2023. Several 2023-2027 TIP amendments were approved, the 2024-2028 Transportation Improvement Program was endorsed, the Coordinated Human Services Transportation Plan was authorized for release for public comment, an update on the Regional Transportation Plan was given, and highlights about the Federal Fiscal Year 2024 Unified Planning Work Program were provided. Draft unapproved minutes of the meeting are in the packet.

D. Regional Issues Committee (RIC)

The RIC Committee met May 24, 2023. Discussion again centered around municipal employee attraction and retention and making the case that strong communities result in a strong economy. Draft minutes are not yet available.

E. Environmental Review Committee (ERC)

On behalf of the Massachusetts Department of Conservation and Recreation Office of Dam Safety, GZA GeoEnvironmental, Inc. submitted the Initial Environmental Notification Form (ENF) for the George Schnopp Road Dam Breach Emergency Stabilization. This is being filed under MEPA's Emergency Action Provisions. The ERC may or may not have a role reviewing this ENF

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 5/1/2023 to 5/24/2023.

- Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services – Pittsfield - \$101,897
- Williamstown – Pavement Evaluation - \$5,518
- Franklin Regional Council of Governments - Public Health Emergency Preparedness Equity - \$15,558
- Cultural Districts - ArtWeek Berkshires 2023 - \$15,000
- Public Health Institute of Western MA - Women of Color Health Equity Collective Phase 2 - \$5,000
- Town of Monterey – Hupi Road Drainage Improvements - \$28,500
- FY 2024 Berkshire Public Health Alliance – Public Health Nursing Services:
 - Cheshire - \$4,616

Grants and Contracts not received.

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

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

- The BTI Board authorized the President to sign Award documents with the National Endowment for the Arts to support the development of a community-led cultural plan and any agreements. The NEA recommended award is \$75,000, from September 1, 2023, to October 31, 2024. In addition, BTI board authorized the President to sign an agreement with Berkshire Regional Planning Commission and any other contracts to support this project and not exceed \$75,000, including a 2% administrative fee.
- The BTI Board was requested to authorize the President to sign a grant and any agreements if awarded. The Massachusetts Growth Capital Corporation Small Business Technical Assistance grant would enable Berkshire Funding Focus (BFF) to expand services to underserved small businesses through the deployment of culturally appropriate outreach materials and messaging, translation of online material and in-person technical assistance into Spanish, and pre-qualifying grant professionals with experience working with underserved populations. Underserved small businesses include businesses that are minority-owned, women-owned, LGBTQ-owned, Cooperatives, or owned by low-moderate-income owners,

US Military Veterans, Cooperatives, non-native English speakers, or disabled individuals. Through these funds, BFF will emphasize building and strengthening relationships with Latinx-owned small businesses. The estimated total amount is \$100,000.

C. Staff Update

- Open Positions: BRPC has several open positions, including:
 - Transportation Planning position
 - Public Health Housing Specialist
- Newly Hired BRPC Staff:
 - Monasia Ceasar - Public Health Trainer Inspector (Resume attached)
- Newly Hired Intern:
 - Evan Boyle - Public Health (Resume attached)
- Resignation:
 - Ned Saviski, Public Health Inspector Training Specialist
 - Allison Eagan, Public Health Principal Planner

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission did not meet in May.

E. Passenger Rail Update

- West-East Rail - The Special Commission to address West-East Passenger Rail governance and operations held two hearings on May 16, 2023 in Worcester and Natick. The focus at these hearings was a presentation about South Station, and especially how the lack of capacity impacts not only the current service but how it would limit future demand.
- Berkshire Flyer - As of earlier this week all the available tickets for the Berkshire Flyer's inaugural 2023 trip were sold. Hopefully this is the beginning of a trend.
- Northern Tier Passenger Rail - A virtual briefing for local, state, and federal officials, and economic development stakeholders on the current study to examine the relaunch of passenger rail along the Route 2 / Northern Tier / Patriot Corridor to include an update and information about, process, timeline, and potential will be held on June 5 @ 2 p.m.

F. New CPTC Workshop Offered

Citizen Planner Training Collaborative is offering the workshop Roles and Responsibilities of Boards on June 12th. This is complementary to the Introduction to the Zoning Act workshop held on May 23rd. Both workshops are oriented toward new planning board and board of appeals members as well as those wanting a refresher course in the roles of board members and the requirements of the zoning act. The workshops are held online. Registration is required. The cost is \$35. Go to <https://masscptc.org/index.php/training/webinar-series/> for more information. The Citizen Planner Training Collaborative is a nonprofit collaboration dedicated to providing training to Massachusetts citizen planners.

G. State Housing Secretary

Former Worcester City Manager Edward (Ed) M. Augustus was recently appointed as the state's first Housing Secretary in more than 30 years. Augustus, who helped to create thousands of new housing units at all income levels during his tenure in Worcester, will lead Governor Healey's new Executive Office of Housing and Livable Communities beginning June 1.

H. Director of Rural Affairs

Senator Anne Gobi was recently appointed as the new Director of Rural Affairs in the Executive Office of Economic Development. In this new role she will serve as an advocate and ombudsman cultivating economic development within rural communities. She will ensure that the needs of rural and regional economies are incorporated into the economic development plan being developed by the Executive Office of Economic Development and will be responsible for coordinating with secretariats and state agencies to ensure that state government is attuned to the unique needs of these towns.

I. Brownfields Grant Award

Thanks to the good work of BRPC's Environment & Energy Program Manager Melissa Provencher, BRPC was recently awarded \$2.35 million through EPA's non-competitive supplemental funding program to successful existing Revolving Loan Fund (RLF) Grant programs that have already achieved success in their work to clean up and redevelop brownfield sites. This funding will help Berkshire communities continue to address the economic, social, and environmental challenges caused by brownfield sites.

J. State Economic Plan

As announced at the recent Commission meeting, an incoming administration is required to develop a State Economic Plan within their first year. The May 19th session in Springfield was productive. The previously tentatively scheduled June 8th Berkshire County session was postponed to a date to be determined in July.

IX. Old Business

A. No Old Business to Discuss

X. New Business

A. Discuss Adopting a Policy Related to Public Comments at BRPC Meetings

It has been BRPC's long standing practice to allow public comments as a standing agenda item at Full Commission meetings but only allow them at the will of the Committee Chair at other standing or special committees, such as the Executive Committee. The rationale for this is that these other meetings are more working meetings. With the recent Massachusetts Supreme Judicial Court ruling on public comments, counsel has advised the BRPC should have a policy if we want to set some parameters, such as limiting speakers to a set time or limiting the overall time in the meeting for comments. I am seeking input if such a policy is something we should pursue.

B. Discuss and Set the FY 2024 Meeting Schedule, including the July Executive and Full Commission Meetings

If we were to follow our long-established practice of holding Executive Committee meetings on the first Thursday of the month and the Commission meetings every two months on the third Thursday of the month, the next Executive Committee meeting would be July 6th and the Commission meeting would be held on July 20th. Partially to avoid the July 4th holiday week and a conflict with Pittsfield's third Thursday events when meetings were in person, in recent years we have been altering this schedule and then eliminating an August Executive Committee meeting. We need to discuss how to proceed this year to guide the Chair.

C. Discuss Topics for the July Commission Meeting

The July meeting is somewhat of a "business / organizational" meeting. Items required or potential or previously mentioned include:

- Election of BRPC Officers for FY 2022
- Regional Transportation Plan
- Unified Planning Work Program for FFY24
- Endorsement of Committee Chairs and At-Large Executive Committee Member Appointment for FY 2023
- Ratification of Commission Representatives to Related Groups
- Authorization for Executive Committee to Act on Behalf of the Commission
- Meet with legislators
- Meet with Governor Healey's Western Mass Director

BRPC Telework Policy

Teleworking is the option of working from home or another location for part of the work week. Teleworking is optional. Employees are not required to telework. Telework is a privilege that can be revoked if an employee is not meeting his or her expectations while working outside the office. Based on the nature of the position, not all positions are eligible to telework.

Compensation and Work Hours

An employee's compensation, benefits, work status and work responsibilities do not change due to participation in the teleworking program.

The amount of time the employee is expected to work in a pay period does not change because of participation in the teleworking program.

Teleworking employees are expected to work the BRPC core hours of 10:00 am to 4:00 pm Monday through Thursday. An alternative regular telework schedule is available by approval from an employee's supervisor and with approval of the Executive Director. An example of an alternative regular work schedule is if an employee is taking a 4-month course and the classes are Mondays and Wednesdays from 10:00 am to 12:00 pm. Full-time permanent employees are expected to be in-office a minimum of two days per week Monday through Friday during the core hours. Newly hired full-time permanent employees are expected to be in-office a minimum of 4 days per week for at least the first month of their employment, at management's recommendation.

Equipment/Tools

BRPC will provide the following tools or equipment for an employee to perform their duties: computer laptop, computer software, access to phone service through Voice over Internet Protocol (VoIP), voicemail, email, and access to the BRPC network. A signed BRPC Equipment Use Agreement is required for all equipment provided by BRPC. Employees are not allowed to install software on a BRPC laptop which has not been approved by the BRPC GIS, Data, and IT Manager. All files worked on at a telework location must be stored on the BRPC network.

Personal laptops shall not be used for BRPC work, unless previously approved by the Executive Director. BRPC is not responsible for the cost, repair or service of an employee's personal equipment used in teleworking, unless otherwise previously approved by the employee's supervisor and Executive Director.

The use of equipment, software, data supplies provided by BRPC for use at a telework location is exclusively limited to authorized persons and for purposes relating to BRPC business.

Workspace

Employees must designate a workspace within the remote work location for placement and installation of equipment to be used while teleworking. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. Any BRPC materials taken to a remote workspace must be kept in a designated work area and not be made accessible to others. BRPC reserves the right to inspect an employee's telework workspace.

Liability

BRPC assumes no responsibility for injuries occurred in an employee's telework work location outside the agreed upon core work hours or for injuries that occur during core hours but do not arise out of and in the course of employment. BRPC assumes no liability for damages to employee's real or personal property resulting from participation in the telework program. Workers' compensation coverage is limited to designated workspace in employees' homes or alternate work locations. Employees agree to practice the same safety habits they would use at the BRPC office and to maintain safe conditions in their alternate work locations. Employees must follow normal procedures for reporting illness or injury.

Reimbursement of Expenses

Office supplies - Out-of-pocket expenses for office supplies incurred by an employee while teleworking will not be reimbursed unless by prior approval of the employee's supervisor.

Mileage – The following mileage rates will apply when a teleworking employee uses their own vehicle for BRPC business:

- Teleworking employees will not be reimbursed for mileage related to coming to the BRPC office from a telework location; and
- Teleworking employees will be reimbursed for mileage at the current IRS rates to attend in-person meetings. Mileage shall be calculated as the lesser amount from:
 1. the telework location to the meeting location; or
 2. from the BRPC office to the meeting location.

Office space - BRPC is not responsible for operating costs, home maintenance, internet, or other costs incurred by an employee in the use of their homes or other location as teleworking alternate work locations.

Dependent Care

Teleworking is not a substitute for dependent care. Teleworkers will not be available during BRPC core hours to provide dependent care.

Communication

Unless otherwise occupied by BRPC work activities, employees must be available by phone and email during core hours. Teleworking does not exempt employees from in-person meetings or field work. Employees must still be available for in-person staff meetings, and other meetings deemed necessary by management.

BRPC Policies

Teleworking employees remain obligated to comply with all BRPC rules, practices and instructions including policies relating to information security and data protection.

Evaluation

This policy shall be in effect from July 1, 2022 through June 30,2023, at which time it will be evaluated to determine if it should be continued. The evaluation will include but not be limited to the following items:

- Overall productivity of BRPC as measured by such items as new grants or contracts, reports from grantors, grant extensions, and reports from community members
- Accessibility of employees during core hours
- Transference of material to the BRPC network



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

MINUTES OF THE Berkshire Transportation Advisory Committee (TAC) Tuesday, May 16, 2023

Meeting Held Via Zoom Video Communications

Meeting Materials: <https://berkshireplanning.org/event/transportation-advisory-committee-2/>

TAC Representatives/Alternates:

Sam Haupt, Chair	Town of Peru	Clete Kus	BRPC
Peter Frieri	MassDOT D1	Anuja Koirala	BRPC
Chris Klem	MassDOT OTP	Nick Russo	BRPC
		Bob Malnati	BRTA

I. Call to Order

Mr. Haupt called the meeting to order at 4:02 p.m.

II. Introductions

Meeting attendees introduced themselves.

III. Approval of the Minutes from the April 18, 2023 TAC meeting

A quorum was unable to be reached. Item will be taken up at the next meeting.

IV. Discussion on draft 2024 – 2028 Transportation Improvement Program and recommendation to the MPO

Comments have been received from MassDOT, the town of Dalton and the Town of Clarksburg. The public comment period is open until Tuesday, May 23.

Mr. Haupt recommended on behalf of the TAC that the TIP document be presented to the MPO.

V. Presentation on the Coordinated Human Services Transportation Plan and recommendation to the MPO to initiate a 21 day comment period

Ms. Koirala shared an update on the latest version of the CHST. The document is updated periodically over several years. This version is updated with 2020 census data. The CHST is focusing on the needs of seniors, disabled passengers, and low-income travelers in Berkshire County. The document was developed using a public input process involving seniors and disabled individuals, along with representatives of public, private, and nonprofit transportation service providers and other members of the public.

Section 5310 funding is available to enhance transportation for senior and disabled riders, including capital and operating assistance for agencies. The MassDOT Community Transit Grant program is a broad opportunity to provide resources to agencies and customers via eligible expenses and activities.

According to the 2020 Census for Berkshire County, the overall population decreased 1.7% since 2010. The percentage of Berkshire residents aged 55+ is 39.8%. The percentage of the population with a disability is 14.9%, and the median household income is \$63,159. 65.7% of households have 1 or more person working. Of these, 2.3% do not own a vehicle.

There are fifteen priorities for implementation of future services. These include expanded service, workforce transportation resources, reducing headways, expanding service in underserved communities, encouraging more towns to join the BRTA compact, coordinating vehicle sharing between social service agencies, acquiring vehicles, providing language services, leveraging TNCs to increase on-demand mobility, exploring microtransit funding, and exploring bike-share infrastructure.

Mr. Malnati noted that Florida, Windsor and Peru are eligible communities for paratransit services. Ms. Koirala invited further discussion with BRTA on the eligibility criteria for listing paratransit availability in towns without fixed-route service.

Mr. Haupt made a recommendation to present the CHST to the MPO after resolving discussions with BRTA.

VI. Discussion on focus areas of the FFY 2024 Unified Planning Work Program (UPWP)

Mr. Kus presented new UPWP focus areas for the FFY24 update. Staff activity recommendations are shared with the TAC and MPO and feedback is invited during the development process. Work areas include Bicycle/Pedestrian Planning, Safety Studies, Special Studies, Regional Transit Planning, Title VI and Public Participation, Expansion of Rail Travel, and Freight Planning.

Mr. Malnati expressed support for the exploration of alternative-fuel buses.

VII. Member Items for Discussion

Mr. Frieri provided an update on state projects. Bridge replacement over Hoosic River in North Adams had a contract awarded to J. H. Maxymillian. Ashuwillticook Rail Trail extension should be going out to bid very soon. 100% design is expected for First Street/Tyler Street Intersection Improvements by the end of May.

Mr. Kus noted that signs will be made available to communities related to the recently enacted 4-foot vulnerable road user passing law. Agreements can be made with MassDOT. BRPC will send direct communication to interested towns.

VIII. Next Meeting Date – June 20, 2023

The next Berkshire TAC meeting date is June 20, 2023.

Mr. Haupt adjourned the meeting at 4:57 p.m.

Materials Distributed:

- [Agenda](#)
- [Draft April 18 2023 TAC Meeting Minutes](#)
- [Draft BMPO FFY 2024-2028 Transportation Improvement Program](#)
- [Coordinated Human Services Transportation Plan Update](#)
- [Draft Berkshire Regional CHST Plan 2023](#)
- [MassDOT District 1 TIP Projects Update](#)



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

CEDS COMMITTEE MEETING MINUTES

Virtual Meeting via Zoom

May 17, 2023

Committee Members Present

George Ambriz, Berkshire Community College
Roger Bolton, Williams College (Retired)
Heather Boulger, MassHire - *alternate*
Kyle Hanlon, BRPC, CEDS Chair
Laurie Mick, PERC
Mike Nuvallie, City of North Adams
Chris Rembold, Town of Great Barrington
Shannon Smith, Berkshire Agricultural Ventures
Ben Sosne, Berkshire Innovation Center

Not Present

A.J. Enchill, Berkshire Black Economic Council
Keith Girouard, Massachusetts Small Business Development Center Network
Mike Coakley, City of Pittsfield
John Duval, Town of Adams/BRPC Commission Chair
Lesley Herzberg, Berkshire County Historical Society at Arrowhead
Ben Lamb, 1Berkshire
Jim Lovejoy, Town of Mt. Washington
Ian Rasch, Alander Construction
Debra Sarlin, Berkshire Community College

Committee Alternates Present

Jayne Bellora, MSBDC, Berkshire Regional Office
Kevin Pink, 1Berkshire

Guests Present

Bryana Malloy, Manager of Industry Relations MassHire **She will be the new MassHire CEDS Committee representative; Heather Boulger will return to being an alternate.*

BRPC Staff Present

Laura Brennan, Economic Development Program Manager
Wylie Goodman, Senior Economic Development Planner
Tom Matuszko, Executive Director

I. Call to Order

Kyle H. called the meeting to order at 1:02 p.m. after which Laura B. conducted a roll call of CEDS Committee members in attendance due to technical issues with Kyle H.'s internet.

II. Approval of Minutes from February 15th, 2023

Chris R. moved to approve the February 15, 2023, minutes. Heather B. seconded. The minutes were approved via roll call vote. All were in favor.

III. State Economic Development Plan Rollout

Tom M. shared a new agenda item regarding Governor Healy's Economic Development Plan. The process has begun and will be taking place via in-person hearings on May 19th at Springfield College and June 8th at the Berkshire Innovation Center. Tom M. urged people to attend and contribute input at a session of their convenience. Laura B. will share the list of sessions taking place across the state and the plan from the previous administration for reference.

III. CARES Act Grant Extension

Laura B. shared that the CARES Act Grant funding has been extended until August 2023 giving BRPC another six months to provide technical assistance to nonprofits and small businesses and support the Berkshire Funding Focus. This was a competitive funding opportunity BRPC pursued through EDA. There is approximately \$100K remaining in the budget.

IV. Berkshire Funding Focus – Update On The Initiative

Laura B. shared updates to the Berkshire Funding Focus, which had previously launched and is available to a wide range of audiences about government grant opportunities on an easy-to-access website. The site helps people determine if a grant is right for them and supports grant seekers form collaborations to strengthen applications. On rare occasions, Karen Pelto, who manages the site, will help people develop applications and/or hone in on a grant budget, scope, or similar. She also helps people better understand reporting obligations. BRPC would like to encourage more people to use the site and encourage others to share it widely. Shannon S. asked whether a database had been created to make it easier for people to share and submit information. Laura B. encouraged people to share back to BRPC information about training and other local resources from which others can benefit. Valuable collaborations have already begun to develop through the site and because Karen P. has served as a connector. Chris R. asked about providing assistance so that more people know the site exists. The site has garnered attention from outside the region.

V. 2023-2027 Berkshire County CEDS

a. Public Roll-Out Update

Laura shared the CEDS landing page where the report and accompanying videos. StoryMap, and Executive Summary, live. In many cases, these materials have been translated into English and Spanish. Wylie G. shared more about a social media/video campaign created with a local high school intern. Laura B. also shared additional articles that have run about the CEDS in *Berkshire Magazine* (Spring issue) and *The Berkshire Eagle*. Wylie G. will be making presentations to Select Boards in seven communities with a focus on resiliency. A case study and best practice recognition about BRPC's CEDS will be featured on the National Association of Development Organizations (NADO) CEDS Central. *The Berkshire Edge* will also be offering a webinar about the hospitality industry (*Business Monday* initiative) and Laura will be included as a speaker/guest to speak on the topic from the CEDS' perspective.

b. Annual Progress Report - #1 due early 2024

In January 2024 BRPC will provide EDA with a condensed progress report summarizing key shifts in demographic or economic data and representative examples of movement on stated objectives as exemplified in projects or programs as well as Priority Projects. Changes or shifts in project foci can also be included. The next convening will be in the fall when we will begin to vet and vote on Priority Project edits or new Priority Projects people would like to suggest before the next five-year CEDS.

VI. Adjournment

Heather B. made a motion to adjourn. Roger B. seconded the motion. Laura B. took a roll call vote to confirm agreement on adjourning due to technical issues with Kyle H's internet connection. The meeting adjourned at 1:39 pm. Laura B. will follow up with a few associated items for consideration and to confirm details about the next meeting date.

Next Meeting – Wednesday, September 13 or 20, 2023, @ 1 pm.



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1 Fenn Street, Suite 201
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berkshireplanning.org

MINUTES OF THE Berkshire Metropolitan Planning Organization (MPO)

Tuesday, May 23, 2023

Meeting Held Via Zoom Video Communications

Meeting Materials: <https://berkshireplanning.org/event/berkshire-metropolitan-planning-organization/>

MPO Representatives/Alternates Present:

Stephen Woelfel	MassDOT (Representing Secretary Gina Fiandaca)
Francisca Heming	MassDOT District 1 (Representing Highway Administrator Gulliver)
Gordon Bailey	Southeast Subregion Delegate
Rene Wood	Southwest Subregion Alternate
John Boyle	North Central Subregion Delegate
Sheila Irvin	BRTA
Michael Nuwallie	City of North Adams
Ricardo Morales	City of Pittsfield

Others Present:

Peter Frieri	MassDOT District 1
Mark Moore	MassDOT District 1
Chris Klem	MassDOT OTP
Anuja Koirala	BRPC
Clete Kus	BRPC
Nick Russo	BRPC
Sarah Vallieres	BRTA

I. Call to Order – Introductions

Mr. Woelfel called the meeting to order at 4:00 p.m. Meeting attendees introduced themselves via a roll call conducted by Mr. Kus.

II. Opportunity for Public Comment

Mr. Boyle recognized the service of Jim Lovejoy as the Southwest subregion delegate to the MPO.

III. Approval of Meeting Minutes from April 25, 2023

ACTION: Ms. Wood introduced a motion, seconded by Mr. Boyle, to approve the minutes of the April 25, 2023, MPO meeting.

Mr. Kus conducted a roll call:

Mr. Woelfel:	Yea
Ms. Heming:	Yea
Ms. Hoyt:	Yea
Ms. Irvin:	Yea
Mr. Bailey:	Yea
Mr. Boyle:	Yea
Mr. Nuwallie:	Abstain
Ms. Wood:	Abstain

IV. Approval of an amendment (4th amendment: highway projects 609072 and 609078) to the 2023-2027 TIP and authorize the Chairman to sign the certification documents on behalf of the MPO members

Ms. Koirala shared an amendment regarding the Williamstown bridge replacement. By the next MPO meeting there will be a better estimate of the cost to the project. Mr. Woelfel suggested that the Williamstown project be removed from this Amendment until the following MPO meeting.

ACTION: Ms. Wood introduced a motion, seconded by Mr. Boyle, to remove the Williamstown bridge project from the 4th TIP Amendment and authorize the Chairman to sign the certification on behalf of the MPO members.

Mr. Kus conducted a roll call:

Mr. Woelfel:	Yea
Ms. Heming:	Yea
Ms. Irvin:	Yea
Mr. Morales:	Yea
Mr. Nuvallie:	Yea
Mr. Boyle:	Yea
Mr. Bailey:	Yea
Ms. Wood:	Yea

ACTION: Ms. Nuvallie introduced a motion, seconded by Mr. Morales, to approve the amended 4th TIP Amendment and authorize the Chairman to sign the certification on behalf of the MPO members.

Mr. Kus conducted a roll call:

Mr. Woelfel:	Yea
Ms. Heming:	Yea
Ms. Irvin:	Yea
Mr. Morales:	Yea
Mr. Nuvallie:	Yea
Mr. Boyle:	Yea
Mr. Bailey:	Yea
Ms. Wood:	Yea

V. Consideration of an adjustment to the 2023-2027 TIP to add \$105,924 in 2023 for RTA vehicle replacement

Ms. Koirala shared an amendment to include the purchase of a new <30ft bus in the 2023-2027 TIP. The second adjustment would change the number of replacement bus purchases from 2 to 1 with a cost change from \$44,102 to \$26,481. A new

ACTION: Mr. Boyle introduced a motion, seconded by Ms. Wood, to approve the TIP adjustment and open a 21-day public comment period.

Mr. Kus conducted a roll call:

Mr. Woelfel:	Yea
Ms. Heming:	Yea
Ms. Irvin:	Yea
Mr. Morales:	Yea
Mr. Nuvallie:	Yea
Mr. Boyle:	Yea

Mr. Bailey: Yea
Ms. Wood: Yea

VI. Approval of the 2024 – 2028 Transportation Improvement Program and authorize the Chairman to sign the certification documents on behalf of the MPO members

Ms. Koirala shared the final TIP document with all recorded public comments. Organizations providing comment: the Town of Dalton, the Town of Clarksburg, MassDOT, and the town of Egremont. Ms. Koirala requested signature on the TIP document along with the Global Warming Solutions Act and 3C Certification Process signoffs.

ACTION: Ms. Wood introduced a motion, seconded by Mr. Boyle, to endorse the TIP and authorize the chairman to sign all certification documents for the 2024-2028 TIP on behalf of the MPO members.

Mr. Kus conducted a roll call:

Mr. Woelfel: Yea
Ms. Heming: Yea
Ms. Irvin: Yea
Mr. Morales: Yea
Mr. Nuvallie: Yea
Mr. Boyle: Yea
Mr. Bailey: Yea
Ms. Wood: Yea

VII. Presentation and discussion on the coordinated Human Services Transportation Plan and authorize a 21-day public comment period

Ms. Koirala shared the upcoming update on the 2023 Coordinated Human Services Transportation Plan and requested authorization to release for a 21-day public comment period. This version is updated with 2020 census data. The CHST is focusing on the needs of seniors, disabled passengers, and low-income travelers in Berkshire County. The document was developed using a public input process involving seniors and disabled individuals, along with representatives of public, private, and nonprofit transportation service providers and other members of the public.

Section 5310 funding is available to enhance transportation for senior and disabled riders, including capital and operating assistance for agencies. The MassDOT Community Transit Grant program is a broad opportunity to provide resources to agencies and customers via eligible expenses and activities.

According to the 2020 Census for Berkshire County, the overall population decreased 1.7% since 2010. The percentage of Berkshire residents aged 55+ is 39.8%. The percentage of the population with a disability is 14.9%, and the median household income is \$63,159. 65.7% of households have 1 or more person working. Of these, 2.3% do not own a vehicle.

There are fifteen priorities for implementation of future services. These include expanded service, workforce transportation resources, reducing headways, expanding service in underserved communities, encouraging more towns to join the BRTA compact, coordinating vehicle sharing between social service agencies, acquiring vehicles, providing language services, leveraging TNCs to increase on-demand mobility, exploring microtransit funding, and exploring bike-share infrastructure.

Ms. Wood noted that Sheffield would be inclined to use COA or other service apparatuses for transporting low-income residents.

ACTION: Mr. Boyle introduced a motion, seconded by Ms. Wood, to authorize the release of the draft CHST document for a 21-day public comment period.

Mr. Kus conducted a roll call:

Mr. Woelfel:	Yea
Ms. Heming:	Yea
Ms. Irvin:	Yea
Mr. Morales:	Yea
Mr. Nuvalle:	Yea
Mr. Boyle:	Yea
Mr. Bailey:	Yea
Ms. Wood:	Yea

VIII. Update on the development of the 2024 Regional Transportation Plan

Mr. Russo shared the upcoming milestones and dates for the remainder of the RTP development process:

- Internal document review kickoff: 5/29/23
- Advance document copy to MPO members for review: 6/13/23
- MPO authorization for public comment: 6/27/23
- 21-day public comment period with local meetings: 6/28/23 – 7/18/23
- TAC review and comment: 7/18/23
- MPO and MassDOT endorsement: 7/25/23
- FHWA endorsement: by 9/30/23

IX. Discussion on focus areas of the FFY 2024 Unified Planning Work Program (UPWP) and provide direction to staff

Mr. Kus shared the updated focus areas for the FFY 2024 Unified Planning Work Program. They include staff activities and tasks within the following focus areas:

- Bicycle and Pedestrian Planning
- Regional Transit Planning
- Special Studies
- Safety Initiatives
- Climate Change and Resiliency
- Title VI and Environmental Justice
- Freight and Freight Rail Planning
- Expansion of rail service

Ms. Wood inquired if there has been consideration of investigating a rail-with-trail corridor along the Housatonic rail ROW owned by MassDOT. Mr. Kus responded that this activity is included within the Bicycle/Pedestrian work task.

X. Status reports from Member Agencies

Mr. Frieri shared updates on the 6 projects that will be advertised by District 1. Two have already been advertised and the remaining projects are on schedule.

Ms. Koirala reminded the representatives that a TIP Amendment will be needed for the Pittsfield intersection improvement project and the Williamstown intersection improvement project.

Ms. Irvin shared that BRTA ridership has been increasing since the COVID travel restrictions of 2020.

Mr. Kus shared that BRPC is continuing the search for qualified applicants to fill a vacancy.

XI. Other Business

MassDOT representatives expressed interest in a future hybrid meeting for the MPO body. Mr. Woelfel inquired if there is interest in a hybrid model for the June meeting. Based on feedback, the June meeting will be all virtual.

XII. Next Meeting date – June 27th, 2023

The next MPO meeting will be held on June 27th, 2023.

ACTION: Mr. Boyle motioned to adjourn, seconded by Ms. Wood. Mr. Woelfel adjourned the meeting at 5:09 p.m.

Materials Distributed:

- [Agenda REVISED](#)
- [Draft MPO April 25, 2023 Meeting Minutes](#)
- [BMPO FFY 2023-2027 TIP 4th Amendment](#)
- [BMPO FFY 2023-2024 TIP Adjustment](#)
- [BMPO FFY 2024-2028 TIP Public Comments](#)
- [Berkshire MPO FFY 2024-2028 TIP](#)
- [Draft Berkshire Regional CHST Plan 2023](#)
- [MassDOT District 1 TIP Projects Update](#)

Monasia Ceasar

Objective: A current public health official with proven communication, regulatory knowledge, outreach skills seeking to maximize my current skill set.

Key Qualifications:

- Excellent interpersonal, leadership, customer service, and organizational skills
- Familiar with MA Food code, Sanitary code practices, zoning, and MA nuisance laws
- Acts as enforcement agent of state mandates and town bylaws
- Ability to produce informative reports and analyses
- Facilitates community events/ initiatives for environmental justice groups
- Demonstrated ability to work with high efficiency, attention to detail, and pace in a fast paced and deadline-driven environment
- Familiarity with curating and hosting public health presentations and community initiatives
- Proficient in Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint)

Professional Experience

February 1, 2021- Current

Town of South Hadley

Health Compliance Specialist, South Hadley MA

- Conduct Food inspections in various food settings in adherence to the Food Code
- Conduct Housing inspections in adherence to the MA Sanitary Code
- Generate reports reflecting the findings on the inspections
- Issue memos communicating various requests
- Assist residents with complaints/ permit requests
- Issue violation notices for observed citations
- Process various permit applications for the Department
- Curate memos to post on Town website with relative public health information for the public

- Facilitate programs and events that promote public health initiatives for vulnerable populations
- Refer residents to government programs as needed (shelters, SNAP, legal services, etc.)
- Draft regulations that support/ strengthen BOH duties

April 2018- February 2021

Recycle America Spfld, MA

Operations Specialist

- Generate tickets on incoming material on need basis
- Manage schedules of incoming and outgoing loads
- Produce weekly and monthly reports that displays the facility
- Collect, send, and interpret material sample audits

August 2017-April 2018

Smith & Wesson Spfld, MA

Switchboard Operator

- Effectively communicate with customers to properly inform or assist them with various needs
- Created spreadsheets and databases that helped the system and department run efficiently
- Transferred calls to appropriate channels

Educational Background

BS Environmental Science- Natural Resources & Conservation

Southern New Hampshire University

Graduated Spring 2020

- Graduated with 3.03 from ACBSP accredited program
- Course Highlights: Fundamentals of Chemistry, Chemistry Lab, General Biology, General Biology Lab, Organic Chemistry

Masters in Public Health

Bridgeport University

Anticipated Date of Completion May 2023

Certificates/ Licenses

Registered Sanitarian December 2020

ICS 100/ICS 200/ NIMS 700

National Environmental Health Association member

Adult Mental Health First Aid

Certified Pool Inspector

Serve Safe

References

Samantha Garcia [REDACTED]

Lauren Smith [REDACTED]

Susan Martin [REDACTED]

Evan Boyle

EDUCATION

Williams College | Philosophy B.A. | Concentration in Public Health and Justice and Law Studies. **2022-Present**
Harold Washington College | A.A. | High Honors **2020-2022**

SELECTED LEADERSHIP AND ACTIVITIES

Williams College Mock Trial | Treasurer **2022-Present**

- Propose and manage annual ~\$10,000 budget to fund club events and plan future organizational direction
- A Team Member: serve as key witness for both plaintiff and defense at invitational regional tournaments

Williams College Committee on Honor and Discipline | Elected Class Representative **2022-Present**

- Uphold Williams College Honor Code by trying ~20 cases per semester involving faculty and students to determine appropriate action regarding disciplinary infractions alongside committee members
- Meet with committee members and Deans to improve committee processes: Introduced anonymous voting and ChatGPT awareness as possible improvements for the Spring of 2023

Williams College Committee on Diversity and Community | Voting Member **2022-Present**

- Evaluate efficacy of college initiatives in addressing the needs of diverse communities and identify socioeconomic inequities that have detracted from community building within the college
- Current Projects: mitigating impact of the COVID-19 pandemic on student employment; evaluating student funding movements to make more costly extracurricular opportunities available to all students

HWC Student Government Association | Student Body Treasurer **2021-Present**

- Managed a \$197,000 budget supporting student organizations at Harold Washington College
- Propose and organize events fostering community within the student body

Bookstore Accessibility Fund | Founder **2021-Present**

- Successfully proposed and institutionalized a scholarship to provide financial aid for educational materials to students with lapsed aid coverage
- Lobbied administrators to raise \$10,000 in the first round of funding that was disbursed across 50+ students

Harold Washington College Student Committees **2020-2022**

- Formal Disciplinary Hearing Committee—served as a student advocate during disciplinary hearings assessing student misconduct, evaluated validity of claims, and assessed appropriate actions
- College Assessment Committee—elevated the student voice by introducing peers' concerns and suggestions for continual improvement of academic instruction
- College Leadership Committee—evaluated college's roadmap for the future by identifying areas of improvement in student experience, enrollment, and mission alignment

Phi Theta Kappa Honor Society | Distinguished Member and VP of Scholarship **2020-Present**

- Organized activities to bolster student engagement and supported student academic success by advising peers on combating difficulties in their coursework
-

SELECTED WORK EXPERIENCE

City of Chicago 44th Ward Aldermanic Office | Intern **2021**

- Addressed constituent concerns and provided city services utilizing the Salesforce 311 system
 - Authored legislative summaries and attended all meetings with the Vice Mayor to gain experience with local-scale governmental operations
 - Engaged in policy work regarding police reform and sustainable zoning and development practice
-

SELECTED HONORS AND AWARDS

Williams College Dean's List **2022**

Harold Washington College Presidential Scholar, Dean's List **2020-2022**

CPTC Webinar Series 2023



2023 Webinar Series, Spring – Summer

Introduction to the Zoning Act

- **Date:** Tuesday, May 23, 2023, 5:30 pm
- **Cost:** \$35
- **Registration:** [Register here.](#)

This course addresses the purposes of the Zoning Act and the process (and the Planning Board's role) for the adoption/amending of zoning bylaws and ordinances. The difference between variances and special permits will be discussed. Additionally, the course will include how zoning is enforced and by whom as well as the role of the Zoning Board of Appeals in variances and zoning appeals.

- **Presenter:** *Brian A. Currie, AICP, Consultant*
- **Moderator:** *Alan Pease, CPTC*

Roles and Responsibilities of Boards

- **Date:** Monday, June 12, 2023, 5:30 pm
- **Cost:** \$35
- **Registration:** [Register here.](#)

Join us if you are a new Board member or building inspector. This webinar will launch you into your role as a local official, introduce you to the functions of the two boards and the main tools of planning and zoning. This session will also include an introductory discussion of the Open Meeting, Public Records, and the Conflict-of-Interest Laws.

- **Presenter:** *Pam Brown, Esq., Brown & Brown, P.C.*
- **Moderator:** *Alan Pease, CPTC*

Previous Workshops

Menu



[\(/\) > Governor Maura Healey and Lt. Governor Kim Driscoll \(/orgs/governor-maura-healey-and-lt-governor-kim-driscoll\)](#)

PRESS RELEASE

Governor Healey and Lieutenant Governor Driscoll Name Edward M. Augustus as Housing Secretary

Former Worcester City Manager with record of creating thousands of housing units will lead administration's new Executive Office of Housing and Livable Communities

FOR IMMEDIATE RELEASE:

5/15/2023

Governor Maura Healey and Lt. Governor Kim Driscoll

MEDIA CONTACT

Karissa Hand, Press Secretary

Phone

6177254025 (tel:6177254025)

Online

karissa.hand@mass.gov (mailto:karissa.hand@mass.gov)

BOSTON — Governor Maura Healey and Lieutenant Governor Kim Driscoll today announced that they are naming former Worcester City Manager Edward (Ed) M. Augustus to serve as the state’s first Housing Secretary in more than 30 years. Augustus, who helped to create thousands of new housing units at all income levels during his tenure in Worcester, will lead Governor Healey’s new Executive Office of Housing and Livable Communities beginning June 1.

“Ed Augustus is the leader Massachusetts needs to take the helm of our new Executive Office of Housing and Livable Communities and drive an ambitious, collaborative strategy to increase housing production and lower costs across the state,” said **Governor Maura Healey**. “He left Worcester a stronger city than it was a decade ago, with booming economic development in the downtown and thousands of new housing units. Importantly, he is intimately familiar with local government and knows what it takes to collaborate with municipalities to move our state forward on our housing goals.”

“The establishment of a cabinet-level secretariat dedicated solely to housing will have a major impact on Massachusetts’ ability to address this crisis and lower costs across the state. Ed Augustus has the right experience, vision and drive to lead this important work,” said **Lieutenant Governor Driscoll**. “His motto is ‘How do we get to yes?’ which is an approach our entire administration is embracing. We’re committed to partnering with cities and towns to ensure they have the resources and support they need to give a hearty “Yes!” to housing development in their communities.”

“I’m honored that Governor Healey and Lieutenant Governor Driscoll have placed their faith in me to lead the new Executive Office of Housing and Livable Communities. Massachusetts’ housing crisis impacts every single community in our state, but we know what the solution is – build more housing,” said **Augustus**. “This administration recognizes that there is no one-size-fits-all strategy to achieving this and that we must work closely with communities to deploy a diverse toolbox of options to meet their unique needs. That’s what this new secretariat will be committed to doing.”

Augustus served as City Manager of Worcester, functioning as the Chief Administrative and Executive Officer of the Gateway City of more than 200,000 people, from 2014-2022. During his tenure, he oversaw the commitment or distribution of \$25.3 million in Community Development Block Group, HOME Investment Partnerships Program, and Worcester Lead Abatement and Healthy Homes Program funds to develop or preserve more than 2,000 affordable housing units throughout the City. Worcester is the city with the third largest subsidized housing inventory in the state. Augustus also dedicated \$30 million of the ARPA funds coming into the city to housing, including \$15 million for the Affordable Housing Trust Fund.

As City Manager, Augustus managed a \$750 million budget, as well as the \$90 million, 20-year Urban Revitalization Plan. Notably, he spearheaded the \$240 million landmark redevelopment of Worcester’s Canal District, including leading the complex negotiation to relocate the Boston Red Sox AAA-affiliate (now the WooSox) to the city and construction of the multi-use Polar Park stadium, hotel, and housing development, as well as the Kelley Square intersection redesign.

Prior to joining the City of Worcester, Augustus served as Director of Government & Community Relations for the College of Holy Cross, State Senator for the 2nd Worcester District, Chief of Staff for Congressman Jim McGovern, and Chief of Staff to the Assistant Secretary for

Intergovernmental and Interagency Affairs at the U.S. Department of Education under President Clinton's Administration. He most recently served as Chancellor of Dean College.

Governor Healey filed Article 87 legislation to create the Executive Office of Housing and Livable Communities on March 1. The legislation moves the Department of Housing and Community Development out of the current Executive Office of Housing and Economic Development into the new secretariat and broadens its scope of work to also include housing production.

This new cabinet-level secretariat will be solely dedicated to housing and driving solutions to create more homes and lower costs. It will focus on the urgent need to build places to live that are affordable and closer to public transit – giving residents access to jobs, medical care, groceries, and other essential services. The Housing Secretary will work collaboratively with stakeholders – public housing authorities, cities and towns, the federal government, non-profits, developers, landlords, renters and advocates – to develop a comprehensive housing development and stabilization strategy. The secretariat will also administer financial assistance and programs focused on housing production, rehabilitation, preservation, affordability, stability and security, while centering fairness and equity with every opportunity.

Statements of Support:

Congressman Jim McGovern

"This is an excellent choice by Governor Healey and Lieutenant Governor Driscoll. Ed Augustus was an extraordinary City Manager for Worcester and helped the city make important progress, especially when it came to housing development. Throughout his career in public service, he has focused on lifting people up and delivering results for his community. He is a talented, tenacious and visionary leader who will make an incredible Housing Secretary."

Joe Finn, Executive Director for the Massachusetts Housing and Shelter Alliance

"I've seen firsthand Ed Augustus' commitment to addressing homelessness and expanding access to affordable housing. Especially during the most harrowing days of the pandemic, he embraced innovative, empathetic solutions that centered those facing housing insecurity. This experience will be invaluable as he leads the Healey-Driscoll Administration's response to the housing crisis, including the Emergency Assistance Shelter system."

Patrick Lee, Founder & Principal at Trinity Financial

"Ed Augustus spearheaded the sale of the Worcester County Courthouse, which we converted into a mixed-use project with dozens of residential units at all income levels. He saw the value this building had to offer to connect residents with affordable, secure housing and revitalize the neighborhood. These are the types of results that I know he will deliver across Massachusetts as the state's first Housing Secretary in decades."

Jay Ash, President and CEO of Massachusetts Competitive Partnership

“Ed Augustus’ leadership was instrumental in bringing the WooSox to Worcester. Notably, he saw the potential for this site to not just house a stadium, but to be completely revitalized with new retail, restaurants, housing and more. It has transformed the Canal District, brought in significant economic benefits, and put Worcester on the map as a desirable destination for residents and visitors alike. This is the leadership that Ed Augustus will bring to the Healey-Driscoll Administration, and the entire state will benefit.”

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Media Contact

Karissa Hand, Press Secretary

Phone

6177254025 (tel:6177254025)

Online

karissa.hand@mass.gov (mailto:karissa.hand@mass.gov)

Governor Maura Healey and Lt. Governor Kim Driscoll (/orgs/governor-maura-healey-and-lt-governor-kim-driscoll)

Governor Healey and Lieutenant Governor Driscoll are committed to bringing people together and making Massachusetts a place where every worker, business and family can succeed.

More (/orgs/governor-maura-healey-and-lt-governor-kim-driscoll)

Menu



Mass.gov

[\(/\) > Governor Maura Healey and Lt. Governor Kim Driscoll \(/orgs/governor-maura-healey-and-lt-governor-kim-driscoll\)](#)

PRESS RELEASE

Healey-Driscoll Administration Announces Massachusetts Senator Anne Gobi as Director of Rural Affairs

Gobi to Serve as Advocate for Rural Communities & Support their Economic Development and Growth

FOR IMMEDIATE RELEASE:

5/22/2023

Governor Maura Healey and Lt. Governor Kim Driscoll

Executive Office of Housing and Economic Development

MEDIA CONTACT

Karissa Hand, Press Secretary

Phone

Online

617-725-4025 (tel:6177254025)

karissa.hand@mass.gov (mailto:karissa.hand@mass.gov)

BOSTON — Today, Governor Maura Healey and Lieutenant Governor Kim Driscoll announced Massachusetts Senator Anne Gobi will join their administration as the new Director of Rural Affairs in the Executive Office of Economic Development.

In this new role [created](/news/governor-healey-and-lieutenant-governor-driscoll-announce-creation-of-director-of-rural-affairs) by the Healey-Driscoll Administration, Gobi will serve as a dedicated advocate and ombudsman cultivating economic development within rural communities. She will ensure that the needs of rural and regional economies are incorporated into the [economic development plan](/news/governor-healey-announces-first-meeting-of-economic-development-planning-council-0) being developed by the Executive Office of Economic Development and will be responsible for coordinating with secretariats and state agencies to ensure that state government is attuned to the unique needs of these towns.

“We are building an economy that benefits all communities, businesses, and people in Massachusetts, particular those that are too often overlooked and underrepresented like rural and small towns,” said **Governor Maura Healey**. “Senator Gobi’s fierce advocacy of rural equity, agricultural and small businesses, and conservation initiatives makes her the ideal candidate to help our rural towns across the state succeed.”

“Senator Gobi brings to this new role deep knowledge of the challenges that rural and small-town economies face and decades of experience serving the people of our state,” said **Lieutenant Governor Kim Driscoll**. “We are excited to welcome her to our administration and look forward to working with her to better reach rural communities and help them grow.”

Gobi was first elected to the Legislature in 2001 as State Representative and became State Senator in 2014 representing 22 communities in Worcester and Hampshire counties, several of which are rural. She currently serves as the Senate Chair of the Agriculture Committee, Vice Chair of the Higher Education Committee, and Co-Chair of the Commission on 21st Century Farming within the Legislature. She also co-chairs the Rural Caucus, Food Systems Caucus, Regional Transit Authority Caucus, Municipal Light Caucus and Regional Schools Caucus, and serves on the East-West Rail Commission.

“Massachusetts’ rural and small towns have such an important role to play in our state’s economy and I’m excited to have a true champion of these communities join Team Massachusetts,” said **Economic Development Secretary Yvonne Hao**. “Senator Gobi has the knowledge, experience, and passion required to connect with the needs of rural towns and plug these municipalities into our state’s many economic development resources.”

An avid outdoorsman, Gobi co-founded the Sportsmen’s Caucus, which convenes supporters of fishing, hunting and other outdoor activities. She also serves as a member of the Veterans and Federal Affairs Committee. Prior to being elected to the Legislature, she taught at Leicester High School, had her own law office, and worked with victims of domestic violence at Central Mass Legal Assistance. A lifelong Spencer resident, Gobi graduated from Worcester State University and the Massachusetts School of Law.

“Our office supports all of Massachusetts’ 351 cities and towns, more than half of which are rural communities,” said **Undersecretary Ashley Stolba**. “We’re excited that Senator Gobi will join our office to provide these municipalities with dedicated attention to help their economies succeed.”

"I am thrilled to take on this important role and grateful to the Healey-Driscoll Administration for elevating our rural communities," said **Senator Gobi**. "While I will miss the Legislature, I look forward to continuing to work for the needs of small towns throughout the Commonwealth as their advocate in state government."

Gobi will start in her new role June 5 as a member of the Executive Office of Economic Development's economic foundations team led by Undersecretary Ashley Stolba. She will be tasked with conducting a review of all state grant opportunities, including the [Community One Stop for Growth](/guides/community-one-stop-for-growth) (/guides/community-one-stop-for-growth), to ensure that barriers for rural and small towns are mitigated and will host dedicated office hours for rural towns to receive technical assistance to identify and explore grant opportunities. She will also serve as a member of the [Rural Policy Commission](/service-details/rural-policy-advisory-commission-rpac) (/service-details/rural-policy-advisory-commission-rpac), which advocates for the vitality of rural communities as well as legislative and policy solutions that address rural needs.

On March 1, Governor Healey filed Article 87 legislation to create a new Executive Office of Housing and Livable Communities headed by a cabinet-level secretary and to rename the Executive Office of Housing and Economic Development as the Executive Office of Economic Development. Economic Development Secretary Hao [recently announced](/news/executive-office-of-housing-and-economic-development-announces-additions-to-leadership-team-new-pillars-of-economic-development) (/news/executive-office-of-housing-and-economic-development-announces-additions-to-leadership-team-new-pillars-of-economic-development) a restructuring to better position her office to fulfill its mission of promoting business growth, opportunity, and economic vitality for Massachusetts' communities and residents. This realignment includes an intentional focus on supporting the needs of rural and small towns through the office's economic foundations team. The Article 87 reorganization plan will take effect June 1.

###

Media Contact

Karissa Hand, Press Secretary

Phone

617-725-4025 (tel:6177254025)

Online

karissa.hand@mass.gov (mailto:karissa.hand@mass.gov)

Meggie Quackenbush, Director of Communications

Online

Margaret.M.Quackenbush@mass.gov (mailto:Margaret.M.Quackenbush@mass.gov)

Governor Maura Healey and Lt. Governor Kim Driscoll (/orgs/governor-maura-healey-and-lt-governor-kim-driscoll)

Governor Healey and Lieutenant Governor Driscoll are committed to bringing people together and making Massachusetts a place where every worker, business and family can succeed.

More (/orgs/governor-maura-healey-and-lt-governor-kim-driscoll)

Executive Office of Economic Development (/orgs/executive-office-of-economic-development)

The Executive Office of Housing and Economic Development promotes vibrant communities, growing businesses, and a strong middle class.

More (/orgs/executive-office-of-economic-development)





DRAFT SCHEDULE OF MEETINGS FY2024

Commission & Executive Committee Meetings

Commission	Executive Committee
Thursday, July 20, 2023 – 7:00 p.m. Alt 1 - Thursday, July 13, 2023 – 7:00 p.m. Alt 2 – Thursday, July 20, 2023 – 7:00 p.m.	Thursday July 7, 2023 – 4:00 p.m. Alt 1 - Thursday, July 13, 2023–6:00 p.m. Alt 2 – Thursday, July 20, 2023–6:00 p.m.
Thursday, September 21, 2023 - 7:00 p.m.	Thursday, September 7, 2023 – 4:00 p.m.
	Thursday, October 5, 2023 – 4:00 p.m.
Thursday, November 16, 2023 – 7:00 p.m.	Thursday, November 2, 2023 – 4:00 p.m.
	Thursday, December 7, 2023 – 4:00 p.m.
Thursday, January 18, 2024 – 7:00 p.m.	Thursday, January 4, 2024 – 4:00 p.m.
	Thursday, February 1, 2024 – 4:00 p.m.
Thursday, March 21, 2024 – 7:00 p.m.	Thursday, March 7, 2024 – 4:00 p.m.
	Thursday, April 4, 2024 – 4:00 p.m.
Thursday, May 16, 2024 – 7:00 p.m.	Thursday, May 2, 2024 – 4:00 p.m.
	Thursday, June 6, 2024 – 4:00 p.m.

Annual Meeting – to be determined

The following committees meet as needed:

- **Berkshire Brownfields**
- **Commission Development** (and Nominating Subcommittee)
- **Comprehensive Economic Development Strategy (CEDS)**
- **Environmental Review**
- **Finance**

- **Regional Issues Committee** meetings have been held at 4:00 p.m. the 4th Wednesday of the Month.



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: May 12, 2023

RE: **April 2023 Assistance Activities**

This report highlights technical assistance provided by BRPC staff for April 2023. 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
Lanesborough	Short Term Rental Regulations	Resident
Pittsfield	Zoning education & referrals	Resident
Sheffield	Scenic Mountain Act Map updates	Select Board
Mt. Washington	Special Permit Public Hearing Procedures	Planning Board