



BRPC

Berkshire Regional Planning Commission

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MEETING NOTICE

There will be a meeting of the
EXECUTIVE COMMITTEE
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Thursday, July 20, 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 the Zoom meeting at <https://us02web.zoom.us/j/3926128831>
Meeting id: 392 612 8831, 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 June 1, 2023* (4:05)
- IV. Financial Reports (4:10)
 - A. Vote to Approve the May 24, 2023 to June 30 2023, Expenditures Report*
 - B. Report on the Accounts Receivable – June 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 Authorize the Executive Director to Enter into Intergovernmental Agreements and Contracts with Municipalities*
 - B. Vote to Authorize the BRPC Assistant Director Position to be a Signatory on BRPC Checks*
 - C. Vote to Approve (After the Fact) the Submission of a Grant Application to the Woodlands Partnerships Implementation Grant Program (Regional) *
 - D. Vote to Approve the Submission of a Grant Application for Funds Provided through the Commonwealth of Massachusetts under the American Rescue Plan Act (ARPA) Home

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

and Community-Based Services, as Administered by AgeSpan*

- VII. Committee Reports and Discussion (4:30)
A. Transportation Advisory Committee
B. Metropolitan Planning Organization
- 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
F. Brownfields Update
G. Climate Focused Forestry Initiative
H. Community Climate Bank
- IX. Old Business (4:50)
A. No Old Business to Discuss
- X. New Business (4:50)
A. BPRC FY 24 Meeting Schedule*
B. Kusik Award*
C. BRPC Annual Meeting*
D. September Commission Meeting
E. Executive Director Performance Review
F. Executive Director Position Description
- XI. Adjournment (5:20)

Attachments:

- Unapproved Minutes of the June 1, 2023, BRPC Executive Committee Meeting
- May 15 to June 30, 2023 Expenditures Report
- Accounts Receivable Reports – June 2023
- June Line of Credit Report
- Executive Director's Memorandum
- Transportation Advisory Committee Draft Minutes June 20, 2023
- Metropolitan Planning Organization Draft Minutes June 27, 2023
- Avery Kolenski Resume
- Adam Sussbauer Resume
- Alison Zhang Resume
- Rural Policy Advisory Commission Economic Development Priorities
- Email D. Parr
- Governor Healey Press release – Climate Focused Forestry Initiative
- Governor Healey Press release – Community Climate Bank
- BRPC Meeting Schedule FY2024 Draft
- Executive Director's Position Description
- June Technical Assistance Memo

* Items Requiring Action



DRAFT EXECUTIVE COMMITTEE MINUTES

Thursday, June 1, 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 4:01 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

Others Present: Jim - citizen; Christine Rasmussen, Stockbridge Alternate (joined 4:25 pm)

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

III. Approval of May 4, 2023 Minutes

Rene Wood moved to approve the May 4, 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. Sam Haupt abstained.

IV. Financial Reports

A. May 1 to May 24, 2023 Expenditures Report

Rene Wood moved to accept the report as presented, and Roger Bolton seconded the motion. BRPC's credit card does not earn rewards and cannot as a business. A roll vote approved it from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, Kyle Hanlon, & Sam Haupt.

B. Accounts Receivable Report/Assessments May 2023

There was discussion about the CDGB home repair program's chronically

delayed payment process, and it was suggested to lobby representatives and the new administration to address it.

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

Director of Rural Affairs, Mass Office of Economic Development

Rene is pleased with the appointment of Anne Gobi to this role. The Rural Policy Advisory Council will meet with her in a few weeks and receive an update on the new state economic development plan.

MassDOT Chapter 90 Advance Bids

Due to a staffing and procedure change, Rene reported that Sheffield can no longer get advance bids for highway materials, which causes several issues. She asked that the BRPC Transportation Program staff investigate ways to address this at the state level, with the new Secretary of Transportation, Berkshire County legislators, and or via the MPO. Lining up bids based on "contingent" funding has worked.

VI. Items Requiring Action

A. Approval of 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 was requested to authorize the Executive Director 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 for \$15,558; the contract ends June 30, 2023.

Malcolm Fick motioned to approve the grant contract; Rene Wood seconded it. A roll call vote approved it from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, Kyle Hanlon, and Sam Haupt.

B. Approval of Memorandum of Understanding with the Williamstown Chamber of Commerce & Cultural District for ArtWeek Management

The Executive Committee was requested to approve a Memorandum of Understanding with the Williamstown Chamber of Commerce & Cultural District for ArtWeek Management. The Economic Development Program will manage and coordinate ArtWeek 2023 expenses for the county's Cultural Districts. Each District will contribute \$3,000 to the total budget.

Malcolm Fick motioned to approve the Memorandum of Understanding with the Williamstown Chamber of Commerce & Cultural District for ArtWeek Management; Rene Wood seconded it. A roll call vote approved it from John

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

C. Approval to Submit 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 was requested to authorize the Executive Director to submit 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. 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. This \$1,875,000 five-year grant would be a collaborative project between BRPC, The Brien Center, Northern Berkshire Community Coalition, 18 Degrees, Railroad Street Youth Project, and other community partners.

Tom mentioned that there are sub-recipients vs. subcontractors, and fewer administrative costs are covered by the former. BRPC prefers to be a subcontractor for managing such a large grant. He thinks the application will likely be funded based on the great work BOAPC has done.

Rene Wood motioned to approve submitting 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; Sheila Irvin seconded it. A roll call vote approved it from John Duval, Malcolm Fick, Sheila Irvin, Rene Wood, Roger Bolton, Kyle Hanlon, and Sam Haupt.

D. Approval to Submit Grant Application to the Massachusetts Department of Energy Resources Green Communities Division for the Regional Energy Planning Assistance Program.

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the Massachusetts Department of Energy Resources Green Communities Division for the Regional Energy Planning Assistance program.

Rene Wood motioned to approve submitting the Massachusetts Department of Energy Resources Green Communities Division for the Regional Energy Planning Assistance program; Roger Bolton seconded it. A roll call vote approved it from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, Kyle Hanlon, and Sam Haupt.

E. Approval to Submit Grant Application to the US Environmental Protection Agency Healthy Communities Grant Program.

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the US Environmental Protection Agency Healthy Communities Grant Program. The maximum available is \$150,000. BRPC would enter into MOUs with several member municipalities to assist them with energy planning and technical assistance services.

Rene Wood motioned to approve submitting the US Environmental Protection Agency Healthy Communities Grant Program; Sam Haupt seconded it. A roll call vote approved it from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, Kyle Hanlon, and Sam Haupt.

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

The Executive Committee was requested to authorize the Executive Director to submit two grant applications to the Planning Assistance Program with the Massachusetts Executive Office of Energy and Environmental Affairs (EEA).

Rene Wood motioned to approve submitting two grant applications to the Planning Assistance Program with the Massachusetts Executive Office of Energy and Environmental Affairs (EEA); Sheila Irvin seconded it. A roll call vote approved it from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, Kyle Hanlon, and Sam Haupt.

G. Approval to Submit Grant Application to Mass Tech Collaborative related to Digital Equity Planning and Regional Asset Mapping.

The Executive Committee was requested to authorize the Executive Director to submit a grant application to Mass Tech Collaborative related to Digital Equity Planning and Regional Asset Mapping for \$15,000. The project would assist municipalities in enrolling in the Massachusetts Broadband Initiative (MBI) Digital Equity Planning program and identifying digital equity-related assets.

Committee members congratulated Wylie on her great presentation at the May Commission meeting and her patience in dealing with MBI.

Roger Bolton motioned to approve submitting a grant application to Mass Tech Collaborative related to Digital Equity Planning and Regional Asset Mapping; Malcolm Fick seconded it. A roll call vote approved it from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, Kyle Hanlon, and Sam Haupt.

H. Approval to Submit Grant Application to the Massachusetts Community One Stop for Growth Program for the Berkshire County Municipal Employee Pipeline Program.

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the Community One Stop for Growth Program for the Berkshire County Municipal Employee Pipeline Program.

\$100,000 is requested to work with municipal officials, high schools, and colleges to develop and promote internship and apprentice programs, advancement and training programs for existing employees, and an educational campaign on the value of municipal service.

Rene Wood motioned to approve submitting a grant application to the Community One Stop for Growth Program for the Berkshire County Municipal Employee Pipeline Program; Sheila Irvin seconded it. A roll call vote approved it from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, Kyle Hanlon, and Sam Haupt.

I. Approval of Revisions to BRPC Telework Policy.

The Executive Committee was requested to approve the revision to the BRPC Telework Policy, extending the policy until June 30, 2024.

Rene Wood motioned to approve the proposed revisions to the BRPC Telework Policy; Sheila Irvin seconded it. A roll call vote approved it from John Duval, Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, Kyle Hanlon, and Sam Haupt.

VII. Committee Reports and Discussion

A. Transportation Advisory Committee

The TAC met May 16, 2023. The final 2024-2028 Transportation Improvement Plan (TIP) and Coordinated Human Services Transportation Plan were recommended for approval, and highlights about the Federal Fiscal Year 2024 Unified Planning Work Program were provided. Draft unapproved minutes were 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, an update on Berkshire Funding Focus, and follow-up activities related to the Comprehensive Economic Development Strategy. Draft unapproved minutes were in the packet.

C. Metropolitan Planning Organization

The MPO met 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 were in the packet.

D. Regional Issues Committee

The RIC Committee met May 24, 2023. Discussion 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)

GZA GeoEnvironmental, Inc. submitted the Initial Environmental Notification Form (ENF) for the Hinsdale George Schnopp Road Dam Breach Emergency Stabilization on behalf of the Massachusetts Department of Conservation and Recreation Office of Dam Safety. This was filed under MEPA's Emergency Action Provisions. It was not clear if the ERC has a role in reviewing this ENF, as there is no regional significance. The plan is to widen and restore the stream flow. The owner (a trust) cannot be found; the state will cover the costs. Sam suggested a property lien.

Regarding New England Power's modernization of the power line that passes through several northern Berkshire communities, the proponent filed a lengthy Environmental Notification Form (ENF). They wanted to file a final Environmental Impact Report (EIR), skipping the draft that would be available for public comment. Based on Environmental Review Committee's dissent and other organizations, including Secretary Tepper, they must file the draft EIR. A good example of the process working.

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)

- 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, the 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 authorized 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 minority-owned, women-owned, LGBTQ-owned, Cooperatives 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:
 - Transportation Planning position
 - Public Health Housing Specialist
- Newly Hired BRPC Staff:
 - Monasia Ceasar - Public Health Trainer Inspector
- Newly Hired Intern:
 - Evan Boyle - Public Health
- 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

- 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 was a presentation about South Station, how the lack of capacity impacts the current service, and how it would limit future demand.
- Berkshire Flyer - All 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 pm.

F. New Citizen Planner Training Collaborative (CPTC) Workshop

CPTC is offering a virtual workshop, Roles and Responsibilities of Boards on June 12th. This complements the Introduction to the Zoning Act held on May 23. Both workshops are oriented toward new planning board, board of appeals members, and those wanting a refresher. Registration is required. The cost is \$35. Go to <https://masscptc.org/index.php/training/webinar-series/> for more information.

G. State Housing Secretary

Former Worcester City Manager Edward (Ed) M. Augustus was recently appointed the state's first Housing Secretary in over 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 appointed 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, ensuring that the needs of rural and regional economies are incorporated into the economic development plan and coordinating with secretariats and state agencies to ensure that state government is attuned to the unique needs of these towns. She starts June 5. Tom communicated with her, and she was enthusiastic about participating in a BRPC meeting.

I. Brownfields Grant Award

Thanks to the good work of BRPC's Environment & Energy Program Manager Melissa Provencher, BRPC was 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.

The Power House Square project got an extension on loan repayment; it is still partially paid.

J. State Economic Plan

As announced at the recent Commission meeting, an incoming administration must 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.

K. Housing Code Updates

Tom reported that administrative (not legislative) changes have made housing codes more stringent as of April, bringing them closer to the Stretch Code. This will take some affordable housing off the market since they will not pass inspections. It also increases building costs. A Public Health Program staff member can review this with Commission members, starting with the Regional Issues Committee.

VIII. Old Business

A. No Old Business to Discuss

IX. New Business

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 at the will of the Committee Chair at other standing or special committees, such as the Executive Committee. The rationale for this is that other BRPC 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. Tom sought input if such a policy should be pursued.

Committee members thought different policies for different committees may make sense and that it is odd to have public comments late in a meeting after all decisions are made; or too early, before topics are discussed. There was agreement that the Chair should manage the comments and tell people to stick to agenda topics. Setting an individual person's time limit of three minutes was suggested, but some thought an overall time limit is not a good idea.

Members shared their towns' policies such as Sheffield's Select Board's recently adopted five-point policy and Great Barrington's requirement that there be public comments at every public meeting with proponents and opponents getting equal time. Leaving things as they are, without a written policy, would give Chairs the flexibility to do what they think is best.

It was suggested that Tom take the feedback and draft a policy that the committee can review later.

B. FY 2024 Meeting Schedule, July Executive and Full Commission meetings

The July meetings will be on Thursday, 6/20:

- Executive Committee 4:00 pm
- Commission 6:00 pm

C. July Commission Meeting Topics

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 – Rene recommended waiting
- Housing Code

It was recommended that a shorter meeting is better. Tom and John will figure out the agenda.

X. Adjournment

Roger Bolton motioned to adjourn the meeting at 5:15 pm, seconded by Malcolm Fick, and unanimously approved by a roll call vote:

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

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

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From May 15, 2023 to Jun 30, 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>
17016	5/24/23	STEPHANIE ZOLLSHAN	100.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	HCS Photography Advisor
17017	5/31/23	18 DEGREES INC	20,000.00	610 HRIA/G2G	Health Resources in Action - Grey to Green	Subcontractor
17018	5/31/23	MARIA ARIAS	419.60	653 BRPC/INSREB	BRPC Insurance Reimbursement - Covid-19	Car Seat Training Reimbursement
17019	5/31/23	BERKSHIRE BOUNTY	6,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity Initiative	Subcontractor
17020	5/31/23	VALERIE BIRD	273.79	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Pub Monterey - DEP 319 (Hupi Road Drainage Improvements)	Expense Form
17021	5/31/23	COMPREHENSIVE ENVIRONMENTAL INC	2,315.50	684 MON/DEP319		Subcontractor
17022	5/31/23	CENTRAL BERKSHIRE HABITAT FOR HUMANITY	22,500.00	610 HRIA/G2G	Health Resources in Action - Grey to Green	Subcontractor
17023	5/31/23	COMPUWORKS	1,089.00	040 ADMIN	Admin	Computer Maintenance
17024	5/31/23	EDWARD FAHEY	359.03	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Pub	Expense Form
17025	5/31/23	FULL CIRCLE TECHNOLOGIES INC	9,600.00	722 EOAF/OP23	Executive Office for Administration & Finance - Online Permitting Upgrade	Subcontractor
17026	5/31/23	GEMINI CREATIVE LLC	800.00	690 DCR/OUTRECWEB	Department of Conservation and Recreation - Outdoor Recreation Website	Subcontractor
17027	5/31/23	CORNELIUS HOSS	36.42	---	Varied Projects	Expense Form
17028	5/31/23	SETH JENKINS	131.66	---	Varied Projects	Expense Form
17029	5/31/23	DAVID W KELLEY	920.00	040 ADMIN	Admin	Cleaning
17030	5/31/23	ANDREW MCKEEVER	9.04	672 DHCD/HOUSE	DHCD Housing in Berkshire County State Earmark	Expense Form
17031	5/31/23	ANDREW OTTOSON	60.26	---	Varied Projects	Expense Form
17032	5/31/23	OUTPOST LLC	4,237.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17033	5/31/23	PITNEY BOWES GLOBAL FINANCIAL	148.05	040 ADMIN	Admin	Postage
17034	5/31/23	NED SAVISKI	480.60	---	Varied Projects	Expense Form
17035	5/31/23	NANCY SLATTERY	318.56	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
17036	5/31/23	KENNETH WALTO	25.68	545 DHCD/DLTA23	District Local Technical Assistance 2023	Expense Form
17037	5/31/23	WB MASON COMPANY INC	208.95	040 ADMIN	Admin	Supplies
17038	6/1/23	LISA DONOVAN	7,750.00	720 NEA/MCLA	National Endowment for the Arts - Massachusetts College of Liberal Arts	Subcontractor
17039	6/1/23	MASS STATE BOARD OF RETIREMENT	10,712.22	---	---	Retirement
17040	6/1/23	MIIA HEALTH BENEFITS TRUST	2,378.64	040 ADMIN	Admin	Dental Insurance
17041	6/1/23	MIIA HEALTH BENEFITS TRUST	52,744.59	040 ADMIN	Admin	Health Insurance

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From May 15, 2023 to Jun 30, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
17042	6/1/23	MUTUAL OF OMAHA	648.37	040 ADMIN	Admin	Life: STD; LTD
17043	6/7/23	1BERKSHIRE	1,000.00	737 COMM/ARTBERK23	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2023	Communications
17044	6/7/23	STEFFON ASHLEY	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17045	6/7/23	BERKSHIRE COMMUNITY COLLEGE	5,400.00	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Subcontractor
17046	6/7/23	MARIE BRADY	62.36	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Expense Form
17047	6/7/23	CHARLENE BROWN	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17048	6/7/23	COUNTRY CLUB OF PITTSFIELD	250.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17049	6/7/23	GABRIELLE DIMASSIMO	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17050	6/7/23	LESLIE DRAGER	303.89	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Expense Form
17051	6/7/23	ENTREPRENEURSHIP FOR ALL	3,000.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17052	6/7/23	SIOGA CLUB OF BERKSHIRE COUNTY INC	60.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17053	6/7/23	KIDZONE CHILD CARE EDUCATIONAL CENTERS	370.00	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Subcontractor
17054	6/7/23	KELLIE MEISL	480.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17055	6/7/23	MUTZ, ANN MARIE	1,000.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Subcontractor
17056	6/7/23	NEW ENGLAND NEWSPAPERS, INC	6,815.26	---	Varied Projects	Communications
17057	6/7/23	CITY OF PITTSFIELD	425.00	040 ADMIN	Admin	Parking
17058	6/7/23	QUALPRINT	381.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Printing
17059	6/7/23	LINDSEY ROSA	2,550.00	720 NEA/MCLA	National Endowment for the Arts - Massachusetts College of Liberal Arts	Subcontractor
17060	6/7/23	KENDALL, SAMANTHA	540.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor

BERKSHIRE REGIONAL PLANNING COMMISSION

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Check #	Date	Payee	Amount	Department	Department Description	Expense
17061	6/7/23	SAVIDA HEALTH	501.53	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17062	6/7/23	SHAMIA SHEPHERD	1,000.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Subcontractor
17063	6/7/23	SHOPPERS GUIDE	422.25	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Communications
17064	6/7/23	ELIZABETH STRICKLER	3,866.67	---	Varied Projects	Subcontractor
17065	6/7/23	COLIN SYKES	261.57	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
17066	6/7/23	TD CARD SERVICES	830.79	040 ADMIN	Admin	<i>Credit Card Payment #1 (see below)</i>
17067	6/7/23	VALLEY GREEN SHREDDING, LLC	35.00	040 ADMIN	Admin	Recycling
17068	6/12/23	MARIA ARIAS	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17069	6/12/23	BRITNEY DANIALS	101.61	661 LEN/MVP	Lenox Municipal Vulnerability Preparedness	Expense Form
17070	6/12/23	PAULA DOWNER	152.81	---	---	Check Reissue
17071	6/12/23	COURTENY MOREHOUSE	278.12	---	Varied Projects	Expense Form
17072	6/12/23	NBCC	25.00	609 HRIA/CHIP	Health Resources in Action - Community Health Improvement Planning	Annual Meeting - Evan B.
17073	6/12/23	ALEJANDRA BRENDA NOZYCE	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17074	6/12/23	RAINBOW DISTRIBUTING COMPANY INC	114.01	040 ADMIN	Admin	Water
17075	6/12/23	TD CARD SERVICES	16,820.13	040 ADMIN	Admin	<i>Credit Card Payment #2 (see below)</i>
17076	6/12/23	SPECTRUM HEALTH SYSTEMS	552.95	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17077	6/15/23	AMERICAN PLANNING ASSOCIATION	502.00	040 ADMIN	Admin	Membership - CJ Hoss
17078	6/15/23	BERKSHIRE BROCHURE DISPLAY	1,110.00	737 COMM/ARTBERK23	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2023	Communications
17079	6/15/23	BLUE 20/20	157.61	040 ADMIN	Admin	Vision Insurance
17080	6/15/23	CMC: FOUNDATION FOR CHANGE	15,000.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Subcontractor
17081	6/15/23	ALLISON EGAN	81.74	---	Varied Projects	Expense Form
17082	6/15/23	SOPHIE JANNEN	3,000.00	640 NEAETC/CR123	New England AIDS Education & Training Center - Community Research Initiative of New England, Inc. - Hepatitis C V	Subcontractor

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Check #	Date	Payee	Amount	Department	Department Description	Expense
17083	6/15/23	KIDZONE CHILD CARE EDUCATIONAL CENTERS	190.00	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Transportation Services
17084	6/15/23	CLETUS KUS	89.74	739 WMS/PE	Williamstown - Pavement Evaluation	Expense Form
17085	6/15/23	KELLIE MEISL	275.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17086	6/15/23	MIRICK O'CONNELL	2,475.00	545 DHCD/DLTA23	District Local Technical Assistance 2023	Legal
17087	6/15/23	THE COOPER CENTER, LLC	8,636.10	040 ADMIN	Admin	Rent
17088	6/15/23	TD CARD SERVICES	12,216.35	040 ADMIN	Admin	<i>Credit Card Payment #3 (see below)</i>
17089	6/15/23	TPX COMMUNICATIONS	1,349.70	040 ADMIN	Admin	Telephone
17090	6/15/23	VALLEY GREEN SHREDDING, LLC	35.00	040 ADMIN	Admin	Recycling
17091	6/15/23	MASS STATE BOARD OF RETIREMENT	10,452.03	---	---	Retirement
17092	6/21/23	AAIM TRAINING AND CONSULTING LLC	107.06	040 ADMIN	Admin	Background Check - Monasia C.
17093	6/21/23	NICOLE ANTIL	2,450.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17094	6/21/23	BECKS PRINTING	627.00	609 HRIA/CHIP	Health Resources in Action - Community Health Improvement Planning	Printing
17095	6/21/23	LAMAR COMPANIES	2,400.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Communications
17096	6/21/23	MACFARLANE OFFICE PRODUCTS, INC.	516.31	040 ADMIN	Admin	Printing
17097	6/21/23	MEDIUMCUBE INC	540.99	632 NHD/COSSAP	Northampton Health Department - Comprehensive Opioid, Stimulant, and Substance Abuse Program	Computer Software
17098	6/21/23	MIYARES AND HARRINGTON LLP	275.00	040 ADMIN	Admin	Legal
17099	6/21/23	PAPER CRANE ASSOCIATES	625.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17100	6/21/23	SAVIDA HEALTH	787.13	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17101	6/21/23	TD CARD SERVICES	17,089.49	040 ADMIN	Admin	<i>Credit Card Payment #4 (see below)</i>
17102	6/21/23	TROUT UNLIMITED INC	8,000.00	685 HVA/BCCCP	Housatonic Valley Association - Berkshire Clean Cold Connected Partnership	Subcontractor
17103	6/21/23	THE COOPER CENTER, LLC	1,625.78	040 ADMIN	Admin	Utilities
17104	6/21/23	LAURA KITROSS	150.00	040 ADMIN	Admin	Employee Recognition

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Check #	Date	Payee	Amount	Department	Department Description	Expense
17105	6/27/23	ABODE ENERGY MANAGEMENT LLC	1,200.00	729 BGNG/MassSave/ADMNA D	Berkshire Gas / National Grid - Mass Save Community First Partnership - Adams & North Adams	Consulting Services
17106	6/27/23	ZURIELENE ADAMS	2,000.00	720 NEA/MCLA	National Endowment for the Arts - Massachusetts College of Liberal Arts	Subcontractor
17107	6/27/23	BERKSHIRE ATHENAEUM	75.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Rental Fee
17108	6/27/23	LAURA CHRISTENSEN	1,000.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17109	6/27/23	SIOGA CLUB OF BERKSHIRE COUNTY INC	28.97	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17110	6/27/23	TOWN OF GREAT BARRINGTON	3,500.00	653 BRPC/INSREB	BRPC Insurance Reimbursement - Covid-19	BOH Mini Grant
17111	6/27/23	KIDZONE CHILD CARE EDUCATIONAL CENTERS	269.00	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Subcontractor
17112	6/27/23	JESSE TOBIN MCCAULEY	1,000.00	737 COMM/ARTBERK23	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2023	Subcontractor
17113	6/27/23	LISA NELSON	3,000.00	640 NEAETC/CR123	New England AIDS Education & Training Center - Community Research Initiative of New England, Inc. - Hepatitis C V	Subcontractor
17114	6/27/23	LINDSEY ROSA	2,520.00	720 NEA/MCLA	National Endowment for the Arts - Massachusetts College of Liberal Arts	Subcontractor
17115	6/27/23	rites of passage and empowerment inc	6,250.00	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Subcontractor
17116	6/30/23	VALERIE BIRD	323.57	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Pub	Expense Form
17117	6/30/23	EVAN BOYLE	74.54	---	Varied Projects	Expense Form
17118	6/30/23	MARIE BRADY	85.81	---	Varied Projects	Expense Form
17119	6/30/23	LAURA BRENNAN	74.02	---	Varied Projects	Expense Form
17120	6/30/23	BRITNEY DANIALS	157.70	---	Varied Projects	Expense Form
17121	6/30/23	LESLIE DRAGER	252.18	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Expense Form
17122	6/30/23	EDWARD FAHEY	330.88	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Pub	Expense Form
17123	6/30/23	WYLIE GOODMAN	184.82	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Expense Form
17124	6/30/23	CORNELIUS HOSS	12.15	696 LEE/MPOSRP	Lee - Master Plan and Open Space & Recreation Plan	Expense Form
17129	6/30/23	SETH JENKINS	41.92	---	Varied Projects	Expense Form

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Check #	Date	Payee	Amount	Department	Department Description	Expense
17130	6/30/23	MICHAEL KEEGAN	208.95	690 DCR/OUTRECWEB	Department of Conservation and Recreation - Outdoor Recreation Website	Expense Form
17131	6/30/23	LAURA KITTROSS	61.61	---	Varied Projects	Expense Form
17132	6/30/23	CHRISTIE LEWIS	600.00	---	Varied Projects	Expense Form
17133	6/30/23	MARK MALOY	53.71	---	Varied Projects	Expense Form
17134	6/30/23	THOMAS MATUSZKO	574.44	040 ADMIN	Admin	Expense Form
17135	6/30/23	COURTENY MOREHOUSE	190.93	---	Varied Projects	Expense Form
17136	6/30/23	PATRICIA MULLINS	600.00	---	Varied Projects	Expense Form
17137	6/30/23	JOHN ROUGHLEY	550.00	---	Varied Projects	Expense Form
17138	6/30/23	LYDIA SHULMAN	49.13	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Pub	Expense Form
17139	6/30/23	NANCY SLATTERY	335.19	---	Varied Projects	Expense Form
17140	6/30/23	REBECCA ROUGHLEY	600.00	560 COMVEN/GPUR	Communities/Vendors - FY23 Group Purchasing	Expense Form
17141	6/30/23	COLIN SYKES	391.91	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
17142	6/30/23	KENNETH WALTO	73.10	545 DHCD/DLTA23	District Local Technical Assistance 2023	Expense Form
17143	6/30/23	JAYMIE ZAPATA	84.89	---	Varied Projects	Expense Form
17144	6/30/23	DAVID W KELLEY	920.00	040 ADMIN	Admin	Cleaning
17145	6/30/23	MUTZ, ANN MARIE	1,000.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Subcontractor
17146	6/30/23	GEORGE ZOUKEE	400.00	694 EOAF/SS/E&R	Administration and Finance Shared Services - Efficiency & Regionalization Grant Program	Travel Reimbursement
17147	6/30/23	ANDREW OTTOSON	25.15	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Expense Form
17148	6/30/23	STEFFON ASHLEY	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17149	6/30/23	BERKSHIRES TOMORROW, INC.	5,000.00	709 MMP/BFF	Massachusetts Marketing Partnership / MA Office of Travel & Tourism - Berkshire Funding Focus	BERK12 Reimbursement
17150	6/30/23	SARAH DEJESUS	997.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17151	6/30/23	SIOGA CLUB OF BERKSHIRE COUNTY INC	82.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17152	6/30/23	ANDREW MCKEEVER	145.15	---	Varied Projects	Expense Form
17153	6/30/23	KELLIE MEISL	480.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17154	6/30/23	SHAMIA SHEPHERD	750.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Subcontractor

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17155	6/30/23	VALLEY GREEN SHREDDING, LLC	42.50	040 ADMIN	Admin	Recycling
17156	6/30/23	HANNAH VAN SICKLE	1,250.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17157	6/30/23	VOLUNTEERS IN MEDICINE	50,000.00	659 DPH/LHSCT	Department of Public Health - Local Health Support Covid-19 Contact Tracing	Subcontractor
17158	6/30/23	MASS STATE BOARD OF RETIREMENT	10,543.09	---	---	Retirement
17159	6/30/23	AAIM TRAINING AND CONSULTING LLC	92.06	040 ADMIN	Admin	Background Check - Sean C.
17160	6/30/23	BLUE 20/20	161.76	040 ADMIN	Admin	Vision Insurance
17161	6/30/23	COMPREHENSIVE ENVIRONMENTAL INC	6,650.60	684 MON/DEP319	Monterey - DEP 319 (Hupi Road Drainage Improvements)	Subcontractor
17162	6/30/23	DONOVAN O'CONNOR & DODIG, LLP	240.00	716 EPA/RLF	Environmental Protection Agency Revolving Loan Fund	Legal
17163	6/30/23	NEW ENGLAND NEWSPAPERS, INC	793.80	440 MassDOT/TPL23	MassDOT - Transportation Planning	Communications
17164	6/30/23	FRANCESCA OLSEN	1,000.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17165	6/30/23	SEEGER WEISS LLP	23,221.24	319 ROR	Rest of River	Legal
17166	6/30/23	WB MASON COMPANY INC	1,765.39	040 ADMIN	Admin	Supplies
16499V	6/5/23	PAULA DOWNER	-152.81	---	---	Void - Lost Check
17132V	6/30/23	CHRISTIE LEWIS	-600.00	---	---	Void - Expense Form Change
17136V	6/30/23	PATRICIA MULLINS	-600.00	---	---	Void - Expense Form Change
17137V	6/30/23	JOHN ROUGHLEY	-550.00	---	---	Void - Expense Form Change
17149V	6/30/23	BERKSHIRES TOMORROW, INC.	-5,000.00	---	---	Void - Incorrect Date
17157V	6/30/23	VOLUNTEERS IN MEDICINE	-50,000.00	---	---	Void - Incorrect Date
17158V	6/30/23	MASS STATE BOARD OF RETIREMENT	-10,543.09	---	---	Void - Incorrect Date
17161V	6/30/23	COMPREHENSIVE ENVIRONMENTAL INC	-6,650.60	---	---	Void - Incorrect Date
17165V	6/30/23	SEEGER WEISS LLP	-23,221.24	---	---	Void - Incorrect Date
1065	6/30/23	CITY OF NORTH ADAMS	95,843.75	166 EPA/RLF	Environmental Protection Agency - Brownfields Revolving Loan Fund	Subcontractor
1271	6/30/23	COMMONWEALTH OF MASSACHUSETTS	105.00	---	---	Check Reissue
1272	6/30/23	COMMONWEALTH OF MASSACHUSETTS	105.00	---	---	Check Reissue
1273	6/30/23	COMMONWEALTH OF MASSACHUSETTS	105.00	---	---	Check Reissue
1274	6/30/23	BARTLETT CONSTRUCTION	3,660.00	---	---	Check Reissue
1256V	6/30/23	COMMONWEALTH OF MASSACHUSETTS	-105.00	---	---	Void - Stale

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1258V	6/30/23	COMMONWEALTH OF MASSACHUSETTS	-105.00	---	---	Void - Stale
1259V	6/30/23	COMMONWEALTH OF MASSACHUSETTS	-105.00	---	---	Void - Stale
1260V	6/30/23	BARTLETT CONSTRUCTION	-3,660.00	---	---	Void - Stale
1166	6/30/23	COMMONWEALTH OF MASSACHUSETTS	105.00	---	---	Check Reissue
1167	6/30/23	COMMONWEALTH OF MASSACHUSETTS	105.00	---	---	Check Reissue
1168	6/30/23	COMMONWEALTH OF MASSACHUSETTS	105.00	---	---	Check Reissue
1162V	6/30/23	COMMONWEALTH OF MASSACHUSETTS	-105.00	---	---	Void - Stale
1163V	6/30/23	COMMONWEALTH OF MASSACHUSETTS	-105.00	---	---	Void - Stale
1164V	6/30/23	COMMONWEALTH OF MASSACHUSETTS	-105.00	---	---	Void - Stale

415,392.61

Credit Card Payment Support - #1

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CCARD	5/16/23	GOV.DOCS	33.39	040 ADMIN	Admin	Supplies
CCARD	5/16/23	STRAIGHT TALK WIRELESS	37.62	040 ADMIN	Admin	Telephone
CCARD	5/17/23	REV.COM	61.50	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Transcription Services
CCARD	5/17/23	MARKETPLACE CAFE	89.09	350 BCBOHA/SUP	Berkshire County Boards of Health Association - Support Services	Meals - BCBOHA Meeting
CCARD	5/17/23	AMAZON.COM	12.74	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Supplies
CCARD	5/18/23	AMAZON.COM	42.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies
CCARD	5/19/23	AMAZON.COM	214.49	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Computer Equipment
CCARD	5/19/23	AMAZON.COM	17.65	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Computer Equipment
CCARD	5/19/23	TRUSTEES OF RESERVATIONS	50.00	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	SORPEC Field Trip
CCARD	5/22/23	GOV.DOCS	24.39	040 ADMIN	Admin	Supplies

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CCARD	5/22/23	UNITED STATES POSTAL SERVICE	8.61	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	5/22/23	UNITED STATES POSTAL SERVICE	6.15	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	5/22/23	UNITED STATES POSTAL SERVICE	43.60	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	5/23/23	AMAZON.COM	-12.74	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Supplies - Return
CCARD	5/24/23	CONSTANT CONTACT, INC	70.00	040 ADMIN	Admin	Newsletter Subscription
CCARD	5/25/23	UNITED STATES POSTAL SERVICE	3.99	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	5/25/23	UNITED STATES POSTAL SERVICE	6.15	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	5/26/23	BIG Y SUPERMARKET	45.33	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Meals - YAB Meeting
CCARD	5/26/23	AMAZON.COM	30.76	040 ADMIN	Admin	Supplies
CCARD	5/28/23	AMAZON.COM	45.57	040 ADMIN	Admin	Supplies

830.79 Credit Card Payment #1

Credit Card Payment Support - #2

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CCARD	5/30/23	THE WARREN GROUP	349.00	515.06 BB/BUW23	Berkshire Benchmarks - Berkshire United Way	Computer Software
CCARD	5/30/23	BIG Y SUPERMARKET	900.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Gift Cards
CCARD	5/31/23	AMAZON.COM	159.52	040 ADMIN	Admin	Computer Equipment
CCARD	5/31/23	AMAZON.COM	929.99	040 ADMIN	Admin	Computer Equipment
CCARD	5/31/23	AMAZON.COM	27.95	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies
CCARD	5/31/23	AMAZON.COM	27.95	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies
CCARD	6/1/23	AMAZON.COM	88.60	040 ADMIN	Admin	Supplies

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CCARD	6/1/23	META PLATFORMS INC	8.77	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Communications
CCARD	6/1/23	AMAZON.COM	192.59	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies
CCARD	6/1/23	JUST WATER	134.97	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Water
CCARD	6/1/23	PERFECTGIFT.COM	1,663.40	610 HRIA/G2G	Health Resources in Action - Grey to Green	Gift Cards
CCARD	6/1/23	PAPA JOE'S RISTORANTE	31.53	610 HRIA/G2G	Health Resources in Action - Grey to Green	Meals - Auditor Training
CCARD	6/1/23	UNITED STATES POSTAL SERVICE	3.99	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	6/1/23	UNITED STATES POSTAL SERVICE	12.30	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	6/1/23	AMAZON.COM	247.84	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Supplies
CCARD	6/2/23	AMAZON.COM	0.28	040 ADMIN	Admin	Backup to Archive
CCARD	6/5/23	AMAZON.COM	24.59	040 ADMIN	Admin	Supplies
CCARD	6/5/23	UNITED STATES POSTAL SERVICE	9.24	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	6/6/23	BITWARDEN INC	51.78	040 ADMIN	Admin	Computer Software
CCARD	6/6/23	BIG Y SUPERMARKET	500.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Gift Cards
CCARD	6/6/23	ADCARE EDUCATIONAL INSTITUTE	150.00	040 ADMIN	Admin	Staff Development - Marie B.
CCARD	6/7/23	GOTPRINT.COM	46.76	040 ADMIN	Admin	Business Cards - Monasia C.
CCARD	6/8/23	LULUS TINY GROCERY	34.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Meals - Photovoice Event
CCARD	6/8/23	LULUS TINY GROCERY	124.13	283/284 BPHA	Berkshire Public Health Alliance	Meals - Alliance Board
CCARD	6/8/23	DS ISLAND FOOD TRUCK	639.43	610 HRIA/G2G	Health Resources in Action - Grey to Green	Meals - Morningside Parade
CCARD	6/8/23	UNITED STATES POSTAL SERVICE	5.40	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	6/9/23	CODE42	9.99	040 ADMIN	Admin	Computer Software
CCARD	6/11/23	AMAZON.COM	85.27	040 ADMIN	Admin	Supplies

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From May 15, 2023 to Jun 30, 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	6/12/23	GRAMMARLY	44.92	690 DCR/OUTRECWEB	Department of Conservation and Recreation - Outdoor Recreation Website	Computer Software
CCARD	6/12/23	AMAZON.COM	80.16	650 DPH/SS	Public Health Excellence for Shared Services	Inspector Kit Supplies
CCARD	6/12/23	INSPECTORTOOLS.COM	1,437.15	650 DPH/SS	Public Health Excellence for Shared Services	Inspector Kit Supplies
CCARD	6/12/23	ZOOM VIDEO COMMUNICATIONS	40.00	040 ADMIN	Admin	Computer Software
CCARD	6/12/23	AMAZON.COM	679.17	650 DPH/SS	Public Health Excellence for Shared Services	Inspector Kit Supplies
CCARD	6/13/23	REV.COM	84.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Transcription Services
CCARD	6/12/23	AMAZON.COM	5,883.51	650 DPH/SS	Public Health Excellence for Shared Services	Inspector Kit Supplies
ADVANCE PAYMENT DUE TO LIMIT			2,111.95			

16,820.13 Credit Card Payment #2

Credit Card Payment Support - #3

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
REDUCE ADVANCE PAYMENT			-2,111.95			
CCARD	6/13/23	AMAZON.COM	281.94	650 DPH/SS	Public Health Excellence for Shared Services	Inspector Kit Supplies
CCARD	6/14/23	STRAIGHT TALK WIRELESS	37.62	040 ADMIN	Admin	Telephone
CCARD	6/14/23	NATIONAL EVERYTHING WHOLESAL	255.63	650 DPH/SS	Public Health Excellence for Shared Services	Inspector Kit Supplies
CCARD	6/15/23	ULINE	200.43	650 DPH/SS	Public Health Excellence for Shared Services	Inspector Kit Supplies
CCARD	6/15/23	LULUS TINY GROCERY	34.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Meals - Photovoice Event
CCARD	6/15/23	AMAZON.COM	1,460.15	650 DPH/SS	Public Health Excellence for Shared Services	Inspector Kit Supplies
CCARD	6/16/23	GRAINGER	5,048.33	650 DPH/SS	Public Health Excellence for Shared Services	Inspector Kit Supplies
CCARD	6/16/23	GRAINGER	2,516.55	650 DPH/SS	Public Health Excellence for Shared Services	Inspector Kit Supplies
CCARD	6/16/23	REV.COM	46.50	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Transcription Services
CCARD	6/16/23	AMAZON.COM	15.58	040 ADMIN	Admin	Supplies
ADVANCE PAYMENT DUE TO LIMIT			4,431.57			

12,216.35 Credit Card Payment #3

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From May 15, 2023 to Jun 30, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
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Credit Card Payment Support - #4

REDUCE ADVANCE PAYMENT			-4,431.57			
CCARD	6/16/23	GRAINGER	5,215.91	650 DPH/SS	Public Health Excellence for Shared Services	Inspector Kit Supplies
CCARD	6/19/23	AMAZON.COM	399.88	650 DPH/SS	Public Health Excellence for Shared Services	Inspector Kit Supplies
CCARD	6/19/23	COLE-PARMER	660.01	650 DPH/SS	Public Health Excellence for Shared Services	Inspector Kit Supplies
CCARD	6/20/23	UNITED STATES POSTAL SERVICE	41.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	6/20/23	VIVALDI'S PIZZERIA	63.30	350 BCBOHA/SUP	Berkshire County Boards of Health Association - Support Services	Meals - BCBOHA Meeting
CCARD	6/20/23	NATIONAL COUNCIL ON AGING	200.00	734 NCOA/VAC	National Council on Aging - Vaccine Initiative	NCOA Conference - Marie B.
CCARD	6/20/23	UNITED STATES POSTAL SERVICE	9.24	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	6/20/23	COLE-PARMER	67.23	650 DPH/SS	Public Health Excellence for Shared Services	Inspector Kit Supplies
CCARD	6/21/23	MARKETPLACE CAFE	507.60	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Meals - MassHEAL Event
CCARD	6/21/23	ZOOM VIDEO COMMUNICATIONS	108.53	040 ADMIN	Admin	Computer Software
CCARD	6/22/23	LULUS TINY GROCERY	34.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Meals - Photovoice Event
CCARD	6/22/23	AMAZON.COM	1,739.98	040 ADMIN	Admin	Computer Equipment
CCARD	6/22/23	AMAZON.COM	107.77	040 ADMIN	Admin	Computer Equipment
CCARD	6/22/23	UNITED STATES POSTAL SERVICE	5.40	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	6/24/23	ADOBE ACROBAT	9,834.72	040 ADMIN	Admin	Computer Software
CCARD	6/24/23	CONSTANT CONTACT, INC	70.00	040 ADMIN	Admin	Newsletter Subscription
CCARD	6/25/23	AMAZON.COM	2.56	040 ADMIN	Admin	Supplies
CCARD	6/25/23	AMAZON.COM	18.27	040 ADMIN	Admin	Supplies
CCARD	6/26/23	OD KIT LLC	221.87	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Supplies
CCARD	6/26/23	AMAZON.COM	82.20	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From May 15, 2023 to Jun 30, 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	6/26/23	JUST WATER	179.96	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Water
CCARD	6/27/23	META PLATFORMS INC	64.07	---	Varied Projects	Communications
CCARD	6/27/23	AMAZON.COM	206.72	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Supplies
CCARD	6/28/23	WALMART.COM	87.51	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Printing
CCARD	6/28/23	WALMART.COM	72.97	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Meals - Photovoice Event
CCARD	6/29/23	LULUS TINY GROCERY	43.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Meals - Photovoice Event
CCARD	6/29/23	AMAZON.COM	59.97	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies
CCARD	6/30/23	MA ENVIRONMENTAL HEALTH ASSOC	75.00	040 ADMIN	Admin	Job Ad - Emergency Preparedness Planner
CCARD	6/30/23	AMAZON.COM	223.98	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Computer Equipment
CCARD	6/30/23	AMAZON.COM	38.37	650 DPH/SS	Public Health Excellence for Shared Services	Inspector Kit Supplies
CCARD	6/30/23	AMAZON.COM	149.91	650 DPH/SS	Public Health Excellence for Shared Services	Inspector Kit Supplies
ADVANCE PAYMENT DUE TO LIMIT			929.63			

17,089.49 Credit Card Payment #4

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Jun 30, 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>
283 BPHA/INSP/DAL	TOWN OF DALTON		787.50	
283 BPHA/INSP/RCH	TOWN OF RICHMOND		4,412.50	
284 BPHA/PHN/RCH	TOWN OF RICHMOND		1,125.00	
319/ROR	REST OF RIVER COMMITTEE MEMBERS		20,894.82	
326/BURN/TOLLAND	TOLLAND VOLUNTEER FIRE DEPT	115.00	115.00	Left voicemail with Town Accountant 7/12
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC		2,791.07	
432 LAN/EDP	TOWN OF LANESBOROUGH		1,323.00	
440/TPL	MASSDOT#75425 - TPL		93,740.71	
446 GTB/EP	TOWN OF GREAT BARRINGTON		4,910.00	
483 NAD/ASSESS	CITY OF NORTH ADAMS	5,613.65	5,613.65	Payment being processed, on its way
49/OUTS/ADM	ADAMS: OUTSOURCE PLNR(GIS)-OUTS/ADM		149.21	
493 RCH/EP	TOWN OF RICHMOND		280.00	
514 ADM/EP	TOWN OF ADAMS		1,720.00	
524 DAL/SW	TOWN OF DALTON		26.57	
560 K-5 CORP	K-5 CORPORATION		38.08	
560 SEALCOATING	SEALCOATING INC		523.25	
569 DOER/REPA	COMMONWEALTH OF MASS		8,972.69	
570 SHF-NMB-OTS/CDBG	TOWN OF SHEFFIELD	4,405.00	4,405.00	Pat to follow up
606 BMC/PTSFA	BOSTON MEDICAL CENTER		82,901.77	
631 DAL/CDBG	TOWN OF DALTON		42,596.80	
640 NEATC/CRI/HCV	COMMUNITY RESEARCH INITIATIVE		17,047.07	
646 DPH/MASSCALLS	DEPT OF PUBLIC HEALTH - MASSCALLS		40,252.44	
647 TOWN OF GTB	TOWN OF GREAT BARRINGTON		1,446.41	
652 DPH/SORPEC	DEPT OF PUBLIC HEALTH		20,757.84	
658 CHS/MVP	TOWN OF CHESHIRE		2,606.83	
661 TOWN OF LENOX	TOWN OF LENOX		17,373.99	
665 CLK/GC	TOWN OF CLARKSBURG	728.11	2,015.06	Invoice resent
669 CHS/SW	TOWN OF CHESHIRE		204.52	
671 ADM/ZH	TOWN OF ADAMS		1,418.35	
672 DHCD/HOUSE	DHCD		5,103.19	
674 WMS/OSRP	TOWN OF WILLIAMSTOWN		7,100.39	
675 BKT/OSRP	TOWN OF BECKET		388.03	
679 BG/MASSSAVE/CFP	BERKSHIRE GAS		7,291.66	
679 EV/MASSSAVE/CFP	EVERSOURCE		4,166.66	
679 NG/MASSSAVE/CFP	NATIONAL GRID		7,291.66	

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Jun 30, 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>
680 CHS/ZH	TOWN OF CHESHIRE		1,475.21	
681 NEHA-FDA/FSPA	NATIONAL ENVIRONMENT HEALTH ASSOCIATION		57,000.00	
682 NEHA-FDA/FSOP	NATIONAL ENVIRONMENT HEALTH ASSOCIATION		55,000.00	
684 MON/DEP319	TOWN OF MONTEREY		12,777.88	
685 HVA/BCCCP	HOUSATONIC VALLEY ASSOCIATION		20,808.04	
687 NAD/GC	CITY OF NORTH ADAMS	801.82	3,352.55	Paid 7/13/23
688 WSH/MVP	TOWN OF WASHINGTON		53.17	
691 CHS/GC	TOWN OF CHESHIRE		638.78	
696 LEE/MPOSRP	TOWN OF LEE		9,649.32	
697 MON/MP	TOWN OF MONTEREY		5,324.03	
703 WST/GC	TOWN OF WEST STOCKBRIDGE		411.77	
706 ADM/SW	TOWN OF ADAMS		1,168.66	
709 EOHED/BFF	EXECUTIVE OFFICE HOUSING & DEV		37,500.00	
711 CLK/GW	TOWN OF CLARKSBURG	5,599.59	8,676.94	Courteny following up again
713 MON/MVPA	TOWN OF MONTEREY		5,770.61	
714 LEE/HMMVP	TOWN OF LEE		2,398.92	
718 LEE/SRPP	TOWN OF LEE		1,497.93	
720 NEA/MCLA	NATIONAL ENDOWMENT OF THE ARTS/MCLA		22,108.24	
723 MASS AUDUBON	MASS AUDUBON CONSERVATION SCIENCE DEPT		1,083.96	
724 HAN/VMP	TOWN OF HANCOCK		3,996.34	
726 CHS/ADA	TOWN OF CHESHIRE		14,777.80	
727 LAN/ADA	TOWN OF LANESBOROUGH		25,000.00	
728 MAPC/MCSP	METROPOLITAN AREA PLANNING COUNCIL		9,110.40	
736 CCA/CEDP1	CHESHIRE COMMUNITY ASSOCIATION		5,000.00	
737 COMM/ART - NAD	CITY OF NORTH ADAMS		3,000.00	
737 COMM/ART - PTS	CITY OF PITTSFIELD		3,000.00	
740/FRCOG/PHEPEQ	FRANKLIN REGIONAL COUNCIL OF GOVT		12,718.57	
BPHA	BERKSHIRE PUBLIC HEALTH ALLIANCE		1,199.52	
WMPHA	WESTERN MASS PUBLIC HEALTH ASSOCIATION	656.43	656.43	Payment processed, on its way

Report Total

17,919.60 736,945.79

Current Balance

\$0.00

CREDITLINE (x0001) ▾

Available Credit	\$500,000.00
Amount Due	\$0.00
Payment Due Date	Aug 5, 2023



MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission
FROM: Thomas Matuszko, Executive Director
DATE: July 14, 2023
SUBJ: Agenda Items – July 20, 2023, Executive Committee Meeting

VI. Items Requiring Action

A. Vote to Authorize the Executive Director to Enter into Intergovernmental Agreements and Contracts with Municipalities *

The Executive Committee is requested to authorize the Executive Director to enter into intergovernmental agreements and contracts for services with municipalities in FY 24.

B. Vote to Authorize the BRPC Assistant Director position to be a signatory on BRPC checks*

The Executive Committee is requested to authorize the BRPC Assistant Director position to be a signatory on BRPC checks.

C. Vote to Approve (After the Fact) the Submission of a Grant Application to the Woodlands Partnerships Implementation Grant Program (Regional) *

The Executive Committee is requested to authorize the Executive Director to submit a grant application and sign any resulting contracts and agreements to the MA EOEEA Woodlands Partnership Implementation Grant program. Berkshire Regional Planning Commission (BRPC), in collaboration with Adams, North Adams, Williamstown, and other northern Berkshire communities within the Woodlands Partnership, will design and implement an indoor educational exhibit highlighting regional climate change impacts, forest-focused solutions, and the value of land conservation for people and wildlife, to be housed within the net-zero Greylock Glen Outdoor Center. The total amount requested is \$75,000.00, with approximately \$65,000.00 in direct expenses/subcontracting. There is no match required. Staff lead on this project will be Laura Brennan, Assistant Director & Economic Development Program Manager, lbrennan@berkshireplanning.org, x14.

D. Vote to Approve the Submission of a Grant Application for Funds Provided through the Commonwealth of Massachusetts under the American Rescue Plan Act (ARPA) Home and Community-Based Services, as Administered by AgeSpan.

The Executive Committee is requested to authorize the Executive Director to

submit a grant application for funds provided through the Commonwealth of Massachusetts under the American Rescue Plan Act (ARPA) Home and Community-Based Services as administered by AgeSpan. AgeSpan, formerly Elder Services of Merrimack Valley and North Shore Elder services, is a private, nonprofit agency focused on empowering people to lead more fulfilling lives as they age. The Public Health Program was invited to submit a proposal to this non-competitive invite only funding source to support local acceleration of age-and dementia-friendly diversity, equity and inclusion (DEI) work. Primarily this will be a planning grant with a small implementation component. The total amount requested is \$25,000.00. There is no match required. Staff lead on this project is Senior Planner Sandra Martin, smartin@berkshireplanning.org.

VII. Committee Reports and Discussion

A. Transportation Advisory Committee (TAC)

The TAC met on June 20, 2023 and reviewed the budget for the FY 2024 Unified Planning Work Program (UPWP) and approved it moving forward to the MPO for determining a public comment period. The Regional Transportation Plan (RTP) was also reviewed, and it was agreed to send the final document to the MPO to announce a 21-day public comment period. Draft minutes are in the packet. The TAC is also meeting on July 18th.

B. Metropolitan Planning Organization (MPO)

The MPO met on June 27, 2023 and approved release of the 2023 Coordinated Human Services Transportation (CHST) and 2024 Regional Transportation Plans for 21-day public comment periods. 2023-2027 TIP amendments were approved. Draft minutes of the meeting are in the packet. The next meeting is July 25.

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from [5/26/2023 to 7/14/2023](#).

- Lee – Master Plan & Open Space and Recreation Plan (Amendment) - \$10,000
- MassCEC – EmPower - \$150,000
- Sandisfield – Green Communities - \$5,920.85
- Berkshire Public Health Alliance – Inspection Services FY24:
 - Richmond - \$18,533
 - Dalton - \$12,000
- Berkshire Public Health Alliance – Public Health Nursing Services FY24:
 - North Adams - \$10,124.16
 - New Ashford - \$2,387.50
 - Richmond - \$4,500
 - Florida - \$2,310
 - Lanesborough - \$3,907.20
 - Windsor - \$91.88

- River Run - \$733.33
- Dalton - \$6,221.44
- Savoy - \$2,310
- Berkshire Gas & National Grid – Mass Save Community First Partnership – Adams & North Adams - \$25,000
- Berkshire Gas, Eversource, & National Grid – Mass Save Community First Partnership – Great Barrington & Lee - \$25,000
- Lanesborough – Shared Economic Development Planner - \$11,000
- Great Barrington – Shared Economic Development Planner - \$25,000
- Lenox – Shared Economic Development Planner - \$20,000
- Berkshire Tomorrow / Milltown – Outdoor Recreation Planning - \$9,800
- Adams – Shared Economic Development Planner - \$10,000
- Berkshire County Boards of Health Association - Support Services - \$11,000
- Lanesborough – Housing Needs Assessment - \$10,000
- Department of Public Health MASS CALL 3B - Substance Misuse Prevention Grant Program - \$500,000
- Department of Public Health - Local Health Support Covid Contact Tracing - \$250,000

Grants and Contracts not received.

Western Region Homeland Security Advisory Council - Equity in Emergency Management Consultant for \$65,000. BRPC will consider applying with reduced scope of work for a cost under \$10,000.

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

- The BTI Board approved Berkshires Tomorrow to enter into an agreement with the Milltown Operating Foundation, dba Milltown Capital, to continue implementation efforts related to the Berkshire County Outdoor Recreation Plan and authorize the BTI President, to sign any agreements. The project will run from July 1 to December 31, 2023, and BTI will receive \$10,000 from Milltown Capital. BTI will retain 2% (\$200) and pass \$9,800 to BRPC.
- The BTI Board approved the President to sign Berkshires Tomorrow and BRPC Software Lease agreement for Subscriptions for Microsoft Office 365 and Microsoft Defender for FY2024 \$18,720.

C. Staff Update

- Open Positions: BRPC has several open positions, including:
 - Transportation Planning position
 - Public Health Housing Specialist Berkshire County
 - Public Health Emergency Preparedness Planner
 - Public Health Food Specialist
- Accepted interns:
 - Elizabeth (Avery) Kolenski – Digital Equity (Resume attached)
 - Alison Zhang – Cultural Districts (Resume attached)
 - Adam Sussbauer – Outdoor Recreation (Resume attached)
- Promotions:
 - Laura Brennan-Assistant Director

- Seth Jenkins-Community Planning Senior Planner
- Marie Brady-Public Health Senior Planner
- Jaymie Zapata-Public Health Senior Planner

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission met on June 9, 2023. This meeting was a special meeting as part of the state's outreach efforts to develop a new statewide Economic Development plan. Secretary Yvonne Hao and Undersecretary Ashley Stolba from the Executive Office of Economic Development attended. Challenges and issues facing rural communities were discussed, but most of the meeting was spent identifying and discussing possible solutions to be incorporated into the new statewide plan. A copy of the top recommendations is included.

E. Passenger Rail

- West-East Rail - The Special Commission to address West-East Passenger Rail governance and operations was supposed to have completed its work by June 30, 2023. However, that deadline was missed. No new time frame was announced by the Commission Co-Chairs.
- Berkshire Flyer - The Berkshire Flyer has maintained its solid ridership numbers.
- Northern Tier Passenger Rail – There was a briefing about the status of the project on June 5, 2023 but no additional publicly accessible activity since then.

F. Brownfields Update

The MassDEP is planning a Western MA Brownfields Roundtable. The event is tentatively slated for September 7th (9:30am-12pm) and is intended to target municipal employees/officials, property owners, developers and others.

On another Brownfield related note, in addition to securing \$2.35 million to supplement the Berkshire Brownfields Revolving Loan Fund, Melissa Provencher, the Berkshire Brownfields Program Manager, also solved a problem with EPA's grant application software that was then corrected nationally. Please refer to unsolicited note about Melissa's efforts from EPA.

G. Climate Focused Forestry Initiative

In June, the Administration announced an initiative related to forestry to optimize carbon sequestration, invest in forest conservation, enhance a network of forest reserves and help development forest management guidelines, while also providing incentive for private landowners to maximize climate benefits of forests. While there are no details yet, this could be promising for private owners of forest lands. See attached press release.

H. Community Climate Bank

In June, the Administration also announced the launch of the

Massachusetts Community Climate Bank, [Massachusetts Community Climate Bank | Mass.gov](https://www.mass.gov/info-details/massachusetts-community-climate-bank), to reduce greenhouse gas emissions from the building sector focusing on the affordable housing market. See attached press release.

IX. Old Business

A. No Old Business to Discuss

X. New Business

A. BRPC FY24 Meeting Schedule*

We need to approve a meeting schedule for FY24. Attached is a proposed schedule.

B. Kusik Award

The Kusik Award is a BRPC award for recognition of outstanding planning efforts. The Committee needs to determine if we are going to offer the award again this year. If we are, we need to solicit ideas for awardees.

C. BRPC Annual Meeting

The Committee needs to determine if we are going to hold an Annual Meeting this year, and if we are we would need to discuss logistics.

D. September Commission Meeting

Assuming the schedule for the year is agreed to, the next Full Commission meeting is scheduled for September 21, 2023. In previous years, we have combined an Annual Meeting with the September Commission meeting. Potential items required or previously mentioned include:

- A discussion of the Housing Code changes
- Meet with the Governor's Western Mass Director

E. Executive Director Performance Review

BRPC's Bylaws require *"On an annual basis, the Executive Director shall prepare a review of his/her accomplishments for the preceding year and goals for the upcoming years as part of his/her performance evaluation by the Executive Committee."*

F. Executive Director Position Description

BRPC's Bylaws also require *"A written description of the responsibilities of the position of the Executive Director shall be prepared by the Executive Committee. At least every five years the position description shall be reviewed and as necessary updated jointly by the Executive Committee and the Executive Director. In consultation with the Executive Director, the duties of the Executive Director may be modified by the Commission upon a majority vote of those voting at a regularly scheduled Commission meeting."* I have recently had my 5-year anniversary as Executive Director. My hiring was the last time the Executive Director position was reviewed. I've attached a copy of the Executive Director's Position Description for your review.



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, June 20, 2023

Meeting Held Via Zoom Video Communications

Meeting Materials: <https://berkshireplanning.org/event/transportation-advisory-committee-3/>

TAC Representatives/Alternates:

Bill Elovirta, Interim Chair	Town of Becket	Lucinda Fenn-Vermeulen	Town of Egremont
Peter Frieri	MassDOT D1	Clete Kus	BRPC
Chris Klem	MassDOT OTP	Anuja Koirala	BRPC
George McGurn	Town of Egremont	Nick Russo	BRPC

I. Call to Order

Mr. Elovirta called the meeting to order at 4:04 p.m.

II. Introductions

Meeting attendees introduced themselves.

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

Motion by Mr. McGurn, seconded by Mr. Elovirta, to approve the minutes of the April 18th 2023 TAC meeting.

VOICE VOTE: Motion carried unanimously.

IV. Approval of the Minutes from the May 18, 2023 TAC meeting

Motion by Mr. McGurn, seconded by Ms. Fenn-Vermeulen, to approve the minutes of the May 18, 2023 TAC meeting

VOICE VOTE: Motion carried unanimously.

V. Discussion on Planning Studies/Initiatives and proposed budget for the 2024 UPWP; recommend MPO initiate a 21 day comment period

Mr. Kus provided an overview and proposed budget of the FY 2024 Unified Planning Work Program (UPWP). The Plan consists of four sections with several tasks within each. Proposed budgets for the four sections are as follows:

- 1. Management and Certification: \$260,000
- 2. Technical Support: \$89,500
- 3. Planning Studies: \$298,000
- 4. Other Activities: \$91,490

Focus areas of the UPWP include:

- Bicycle and pedestrian planning
- Regional transit planning
- Safety Initiatives
- Climate Change and Resiliency

- Title VI and Environmental Justice
- Freight and Freight Rail planning
- Expansion of Rail Service

A total of \$748,490 is programmed for planning staff activities along with \$19,500 in direct expenses.

Motion by Mr. McGurn, seconded by Mr. Elovirta, to recommend the FY 2024 UPWP be moved forward to the MPO for approval of a 21-day public comment period.

VOICE VOTE: Motion carried unanimously

VI. Update and discussion on the 2024 Regional Transportation Plan, recommend MPO initiate a 21 day public comment period on the draft plan

Mr. Russo shared an overview of each chapter for the draft RTP document. The final section of Chapter 4, along with Chapters 5 and 6 are still in development and will be shared with the group in the next several days.

Motion by Mr. McGurn, seconded by Mr. Elovirta, to forward the completed RTP document to the MPO with recommendation to release for 21-day public comment.

VII. Member Items for Discussion

Mr. Frieri provided updates Berkshire projects for FY 2023. North Adams bridge replacement and Ashuwillticook Rail Trail projects are advertised, and the remaining projects are at 100% or final design.

VIII. Next Meeting Date – July 18, 2023

The next Berkshire TAC meeting date is July 18, 2023.

Mr. Haupt adjourned the meeting at 5:04 p.m.

Materials Distributed:

- [Agenda](#)
- [Draft TAC April 18, 2023 Meeting Minutes](#)
- [Draft TAC May 16, 2023 Meeting Minutes](#)
- [UPWP Update](#)
- [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

MINUTES OF THE Berkshire Metropolitan Planning Organization (MPO) Tuesday, June 27, 2023

Meeting Held Via Zoom Video Communications

Meeting Materials: <https://berkshireplanning.org/event/berkshire-metropolitan-planning-organization-meeting-2/>

MPO Representatives/Alternates Present:

David Mohler	MassDOT (Representing Secretary Gina Fiandaca)
Francisca Heming	MassDOT District 1 (Representing Highway Administrator Gulliver)
John Duval	BRPC
Gordon Bailey	Southeast Subregion Delegate
Rene Wood	Southwest Subregion Alternate
John Boyle	North Central Subregion Delegate
Sheila Irvin	BRTA

Others Present:

Peter Frieri	MassDOT District 1
Mark Moore	MassDOT District 1
Derek Shooster	MassDOT OTP
Malcolm Fick	BRPC
Anuja Koirala	BRPC
Clete Kus	BRPC
Nick Russo	BRPC
Thomas Matuszko	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

There were no public comments.

III. Approval of Meeting Minutes from May 23, 2023

ACTION: Ms. Wood introduced a motion, seconded by Mr. Boyle, to approve the minutes of the May 23, 2023, MPO meeting.

Mr. Kus conducted a roll call:

Mr. Mohler:	Yea
Ms. Heming:	Yea
Mr. Duval:	Abstain
Ms. Irvin:	Yea
Mr. Boyle:	Yea
Mr. Bailey:	Yea
Ms. Wood	Yea

IV. Approval of the 4th amendment to the 2023-2027 TIP, Highway Section, for Project 609072, to increase Statewide STBG-BR-Off funding by \$1,270,616 and authorize the Chairman to sign the certification documents on behalf of the MPO members.

Ms. Koirala introduced the amendment to increase the funding for the Williamstown bridge project.

ACTION: Ms. Wood introduced a motion, seconded by Mr. Boyle, to authorize the Chairman to sign the certification on behalf of the MPO members.

Mr. Kus conducted a roll call:

Mr. Mohler:	Yea
Ms. Heming:	Yea
Mr. Duval:	Yea
Ms. Irvin:	Yea
Mr. Boyle:	Yea
Mr. Bailey:	Yea
Ms. Wood	Yea

V. Approval of the Coordinated Human Services Transportation (CHST) Plan

Ms. Koirala shared the draft final document for the CHST. There were no comments received during the comment period.

Ms. Wood commended the report and its reflection of the changing demographics and needs of public transit in Berkshire County

ACTION: Mr. Bailey introduced a motion, seconded by Ms. Wood, to approve the 2023 Coordinated Human Services Transportation Plan.

Mr. Kus conducted a roll call:

Mr. Mohler:	Yea
Ms. Heming:	Yea
Mr. Duval:	Yea
Ms. Irvin:	Yea
Mr. Boyle:	Yea
Mr. Bailey:	Yea
Ms. Wood	Yea

VI. Consideration of an amendment, 5th amendment, to the 2023-2027 TIP and authorize a 21-day public comment period for following:

Highway Section

- **Project 606233, increase project funding by \$1,325,380, increase by \$532,124 in Statewide STBG and increase by \$2,000,000 in Statewide TAP funding,**
- **Project 610716, increase STBG funding by \$1,209,087,**
- **Project 608813, increase NHPP funding by \$1,497,701.**

Transit Section

- **BRTA Project BRTA011552, add project and 5310 funds \$74,645 to purchase SVC Expansion van, and add \$3,959 in GOBOND funds,**

- **BRTA Project BRTA011503, add project and 5310 funds \$62,883 to purchase Type A replacement vehicle, and add \$15,721 in GOBOND funds,**
- **BRTA Project BRTA011504, add project and 5310 funds \$105,319 to purchase Type E replacement vehicle, and add \$212,681 in GOBOND funds,**
- **BRTA Project BRTA011553, add project and 5310 carry over funds \$93,360 to purchase replacement van, and add \$23,340 in GOBOND funds,**
- **BRTA Project BRTA011505, add \$116,700 in GOBOND funds for purchase of RTA replacement vehicle.**

Ms. Koirala shared details relating to the 5th Amendment. There are amendments for both highway and transit projects. The Pittsfield BMC Area Intersection projects will receive funding from the TAP program and statewide Intersection Improvements STBG program. The Williamstown Intersection Improvement project will receive funding from the statewide Intersection Improvements STBG program. Lanesborough Resurfacing Project will receive additional funding from the NHPP program.

ACTION: Mr. Boyle introduced a motion, seconded by Ms. Wood, to authorize a 21-day public comment period for the Transit TIP Amendment 5.

Mr. Kus conducted a roll call:

Mr. Mohler:	Yea
Ms. Heming:	Yea
Mr. Duval:	Yea
Ms. Irvin:	Yea
Mr. Boyle:	Yea
Mr. Bailey:	Yea
Ms. Wood	Yea

ACTION: Ms. Wood introduced a motion, seconded by Mr. Boyle, to authorize a 21-day public comment period for the Highway TIP Amendment 5.

Mr. Kus conducted a roll call:

Mr. Mohler:	Yea
Ms. Heming:	Yea
Mr. Duval:	Yea
Ms. Irvin:	Yea
Mr. Boyle:	Yea
Mr. Bailey:	Yea
Ms. Wood	Yea

VII. Presentation on the 2024 Unified Planning Work Program, release document and authorize staff to initiate a 21-day public comment period

Mr. Kus provided an overview and proposed budget of the FY 2024 Unified Planning Work Program (UPWP). The Plan consists of four sections with several tasks within each. Proposed budgets for the four sections are as follows:

1. Management and Certification: \$260,000
2. Technical Support: \$89,500
3. Planning Studies: \$298,000
4. Other Activities: \$91,490

Focus areas of the UPWP include:

- Bicycle and pedestrian planning
- Regional transit planning
- Safety Initiatives
- Climate Change and Resiliency
- Title VI and Environmental Justice
- Freight and Freight Rail planning
- Expansion of Rail Service

A total of \$748,490 is programmed for planning staff activities along with \$19,500 in direct expenses.

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

Mr. Kus conducted a roll call:

Mr. Mohler:	Yea
Ms. Heming:	Yea
Mr. Duval:	Yea
Ms. Irvin:	Yea
Mr. Boyle:	Yea
Mr. Bailey:	Yea
Ms. Wood	Yea

VIII. Receive the 2024 Regional Transportation Plan, release draft document and authorize staff to initiate a 21-day comment period

Mr. Russo shared an overview of each chapter of the draft RTP document with the MPO members via a slideshow. The Executive Summary, Introduction and Planning Framework, Regional Data and Context, Goals and Recommendations, Fiscal Constraint, and Air Quality Conformity and GHG Analysis.

Mr. Bailey introduced a motion, seconded by Mr. Boyle, to authorize a 21-day public comment period for the RTP.

Mr. Kus conducted a roll call:

Mr. Mohler:	Yea
Ms. Heming:	Yea
Mr. Duval:	Yea
Ms. Irvin:	Yea
Mr. Boyle:	Yea
Mr. Bailey:	Yea
Ms. Wood	Yea

IX. 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: at 100% or final design. The Ashuwillticook Rail Trail extension project held a bid opening on 6/21/23. Maxymillian was the apparent low bidder.

Mr. Kus shared that John Duval will be leaving as chair of the MPO, and welcomed Malcolm Fick, who will be assuming the position at the next MPO meeting.

Mr. Kus also noted that a vice-chair of the MPO will need to be elected to replace Jim Lovejoy. An agenda item will be provided at the next meeting at the direction of the MPO.

X. Other Business

There was no other business.

XI. Next Meeting date – July 25th, 2023

The next MPO meeting will be held on July 25th, 2023.

ACTION: Boyle motioned to adjourn, seconded by Ms. Irvin. Mr. Mohler adjourned the meeting at 4:58 p.m.

Materials Distributed:

- [Agenda Revised](#)
- [BMPO May 23, 2023 Meeting Minutes – Draft](#)
- [BMPO FFY 2023-2027 TIP 4th & 5th Amendment Highway](#)
- [Berkshire Regional CHST Plan June 2023](#)
- [BMPO FFY 2023-2027 TIP 5th Amendment Transit](#)
- [BMPO Draft FFY 24 UPWP](#)
- [BMPO Draft RTP](#)
- [MassDOT District 1 TIP Projects Update](#)

DRAFT

Avery Elizabeth Larkin Kolenski

EDUCATION

University of Massachusetts Amherst

Expected Graduation 2025

BA in Geography – GIS Concentration

Mount Wachusett Community College

June 2018 - December 2020

Associate of Science in Natural Resources

Cumulative GPA: 3.3

LABORATORY EXPERIENCE:

Lab Courses: Biology, Ecology, Environmental Chemistry, Environmental Science, Forestry, Geospatial Technologies, Greenhouse Management, Horticulture, Plant Biology, Soil Science

WORK EXPERIENCE:

Merchandiser | Apollo Retail Specialists, Springfield, MA

January 2021 - January 2023

- Performed planogram-based resets of grocery products for 14 Big Y supermarkets.
- Worked directly with team leader and managed small groups of 3-5 merchandisers.
- Managed stock and spatial organization of product, ensuring clean and visually appealing displays.
- Maintained accurate labeling, ensuring proper UPCs, item codes and prices on tags.

Teller I | TD Bank, Chelmsford, MA

February 2017 - January 2018

- Processed transactions such as withdrawals, deposits, check cashing, creating bank checks and money orders, currency conversion, and redeeming savings bonds.
- Performed a variety of detail-oriented tasks involving large quantities of cash or checks accurately.
- Demonstrated empathy and understanding regarding customers' financial concerns and assisted them in solving complex account issues.

FIELD EXPERIENCE

Volunteer Farming Practicum in Natural Resources

June - October 2020

Charlie's Red House Farm – Winchendon, MA

Seeds of Solidarity – Orange, MA

- Assisted in soil management, sowing, irrigation, weeding, and pruning on two local organic farms.
- Connected with local farmers to compare and contrast methods of sustainable small-scale farming.
- Summarized experience in a research-reflection, making connections between field experience and knowledge gained during coursework.

INDEPENDENT PROJECTS

Web Developer & Writer

2011 - 2014, 2018 - Present

- Designed and coded numerous now-defunct personal websites, honing skills in fundamental web development languages and tools such as HTML, CSS & PHP/MySQL.
- Runs a personal blog at www.resonantecho.org, writing occasional essays, reflections, and book reviews.
- Wrote a novel under the pen name "Rychard Collins" which is free online at www.insectera.net.

SOFTWARE SKILLS:

RStudio, Python, ArcGIS, QGIS, HTML5, CSS, PHP/SQL, Adobe Creative Suite, Microsoft Office, MacOS and Windows.

INTERESTS: Climate science, data science, ecology, research, spatial statistics, social science, sustainable agriculture.

Adam Sussbauer

EDUCATION

Wesleyan University, Middletown, CT Prospective May 2024
Bachelor of Arts, GPA: 3.50/4.00 (current)
Major: Environmental Science, Environmental Studies Minor

Deerfield Academy, Deerfield, MA May 2020
High School Diploma

EXPERIENCE

Lab Assistant, **Planetary Geology Lab**, Wesleyan University Middletown, CT March 2023 – Present

- Prepared samples for the lab professor's NASA proposals to study the composition of Venus
- Cleaned raw olivine rocks using a dental drill to isolate the pure material
- Crushed and sifted raw iron pyrite samples to reach the correct grain size for processing

Lab Assistant, **Environmental Archaeology Lab**, Wesleyan University Middletown, CT September 2022 - Present

- Ensured using zooarchaeological skills that osteological comparative collections were properly identified and stored
- Photographed collection items for online database cataloguing
- Practiced proper object handling skills and how to care for delicate items

Technician, **Wesleyan Performing Arts Scene Shop**, Middletown, CT September 2021 - Present

- Constructed the stage, sound, and lighting aspects for a variety of theater and dance performances
- Utilized power tools and machinery to safely build scenery for public performances
- Worked with fellow technicians to safely and efficiently construct many technical elements

Residential Activities Assistant, **Experimentory Program**, Deerfield Academy Deerfield, MA July 2022

- Fostered a safe and fun living environment for a hall of middle schoolers from all over the world
- Chaperoned field trips to Six Flags, a water park, natural science and art museums, among others
- Led a "Wilderness survival and exploration club," with nature walks, tent building, and knot tying
- Engaged with camp directors to plan and run camp events

Course Assistant, **Geochemistry Class Lab**, Wesleyan University Middletown, CT September 2021 - October 2021

- Organized tools and materials for lab boating field trips, and prepared water, sediment, and plant samples
- Calculated concentrations and ran reactions to determine the chemical composition of samples
- Froze plant samples with liquid nitrogen to grind them into powder for sampling
- Analyzed data sets to determine eutrophication levels of the lake in question

OTHER ACTIVITIES

Captain, Starting Player, **Wesleyan Men's Ultimate Frisbee**, Middletown, CT September 2020 – Present

- Led practice and organized the team's travel logistics to tournaments across the northeastern United States
- Developed a competitive and productive team environment to assist integration of new players
- Competed in the Fall 2021 College Division III National Championship in Norco, CA

SKILLS AND INTERESTS

Skills: Plant and Animal Identification, Object Photography, Theater Performance and Construction

Interests: Ultimate Frisbee, Hiking, Road/Mountain Biking, Cross Country Skiing

Alison Zhang

EDUCATION

- Williams College**, Williamstown, MA Expected June 2024
History major; GPA 3.95
Other campus engagement: Mock Trial, Williams College Jewish Association Kitchen Volunteer
- Mission San Jose High School**, Fremont, CA June 2020
-

WORK EXPERIENCE

- Williams College Office of Admissions**, *Tour Guide*, Williamstown Sept 2021 - Present
- Led walking tours around campus and hosted Zoom Q&As for prospective students and families
- Mystic Seaport Museum**, *Cataloguing and Research Intern*, Mystic Sept 2022 - Dec 2022
- Inspected and wrote detailed descriptions of 30+ objects related to maritime history
 - Organized a catalog of 350+ objects related to Black and Indigenous maritime history for future reference in exhibit planning and to verify the legitimacy of historical acquisition processes
- Saints Patrick and Raphael Parish**, *Archival and Curatorial Intern*, Williamstown Jan 2022
- Interviewed and recorded oral histories from longtime parish members and extensively researched local history in order to create a commemorative booklet for the church building's 125th anniversary
 - Organized the Parish's archives, identifying areas where records were incomplete and tracking down photos and documents to add from community members and outside archives
- Office of the Historian**, *Research Assistant (remote)*, Washington D.C. Sept 2021 - May 2022
- Conducted independent background research on the history of U.S. relations with Western Europe for *Foreign Relations of the United States*, the official record of major U.S. foreign policy decisions
 - Maintained highly organized, consistent virtual communications with supervisor throughout the year
- Chinese Historical Society of America**, *Research Intern (remote)*, San Francisco Feb 2021 - July 2021
- Researched topics and wrote informational posts on historical San Francisco Chinatown locations, helping it become the organization's most popular social media project
 - Moderated Zoom workshops and Q&A sessions with 50+ attendees
-

COMMUNITY ENGAGEMENT AND LEADERSHIP

- Lecture Committee, Williams College**, *Committee Member* Sept 2021 - May 2022
- Organized lectures and workshops for department- and campus-wide events designed to foster discussion on contemporary issues by consulting student interests, brainstorming and researching speakers, and allocating funding
- Chinese American Students Organization, Williams College**, *Secretary* Sept 2020 - June 2021
- Organized events designed to connect Chinese students at Williams closer to their culture and to each other, including educational workshops on Asian-American issues
 - Took notes at weekly board meetings, streamlining future communications and planning
- Mission San Jose Performing Arts Gala Planning Committee**, *Board Member* Sept 2017 - March 2020
- Facilitated connections with and oversaw the cataloging of donations from hundreds of commercial sponsors, parents, and students
-

SKILLS

- Language:* Advanced Mandarin Chinese
Computer: Mimsy XG, Microsoft Office and Google Suite, R Studio

RPAC Rural Planning Session Results

After robust conversation at a 6/9/23 RPAC meeting with many ideas generated, RPAC members and other session attendees were asked to prioritize their top ideas for short-term fixes and longer term innovations that would significantly assist rural economic development efforts.

Short-Term Fixes

- Create a rural equivalent to the Gateway Cities program that devotes funding, resources and capacity to improve the economic sustainability of rural area and incents people and businesses to live, work and relocate to rural communities
- Increase Rural Development Fund individual project threshold and amount devoted in total
- Ensure existing Mass Development programs are more rural-friendly
- Provide funding, perhaps through STRAP or Rural Development Fund, to help rural munis get projects shovel ready – pre-development, design, engineering and match funding to assist rural munis with limited resources to get projects eligible for construction funding
- Continue DLTA-A funding for RPAs to apply for and access funding for municipal projects and needs
- Increase RTA funding to encourage/make permanent/expand microtransit in rural areas
- Create Real Estate Transfer Tax for housing production
- Develop rural housing programs and/or modify existing programs to recognize rural economies of scale, infrastructure and other constraints

Long-Term Innovations

- Sustain and expand the rural equivalent to the Gateway Cities program that devotes funding, resources and capacity to improve the economic sustainability of rural area and incents businesses and people to live, work and relocate to rural communities
- Increase Regionalization incentives, e.g. groups that focus on specific issues such as housing production
- Expand passenger rail
- Build universal cell phone coverage and village center WiFi
- Incent private investment in businesses in rural communities
- Mandate zoning reform to encourage housing development (ADU, infill etc.)
- PILOT funding reform
- Create a Municipal Building Authority

Thomas Matuszko

From: Paar, Dorrie <Paar.Dorrie@epa.gov>
Sent: Wednesday, July 5, 2023 10:44 AM
To: Thomas Matuszko
Subject: Kudos For Melissa Provencher

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Good morning, Tom.

I just wanted to send a quick note to you about how helpful Melissa has been to the Revolving Loan Fund (RLF) national program. Let me give you some background.

Every year there are competitive and non-competitive funding opportunities for brownfields grants. After those funds are awarded there is a process that needs to be followed to submit additional paperwork so EPA can award the grants. This year, despite EPA HQ issuing instructions for how to submit through grants.gov, a number of grantees were having issues with submitting their RLF paperwork.

I knew that Melissa had successfully submitted her paperwork early so I asked her for some assistance. Why did I go to Melissa you ask? Melissa is a very successful RLF program manager and is always responsive to questions and requests. Even though I am not currently working directly with Melissa as her Project Officer we still discuss RLF grant issues on a regular basis as I am the RLF program lead for the region.

I asked Melissa if she had run into any issues this year, especially with the Funding Opportunity Number being the same as last year. She had not, which was interesting considering others were having issues. When I explained the problem Melissa sent back screenshots of what she had done and that was when we noticed that her views in grants.gov were different than what we see from the EPA perspective. I provided the screenshots to the other regional grantee who was having problems and she was able to use them and submit her paperwork. While this is enough to shower Melissa with praise this is not the end of the story.

I provided the screenshots for EPA HQ to update their instructions. This is when I found out that other RLF grantees across the country were having issues. HQ used Melissa's screenshots to update the instructions and then sent them to all 10 EPA regions. The information Melissa provided helped numerous grantees across the country and I send thanks today not only from Region 1 but also Regions 5, 7 and 8.

Melissa is a pleasure to work with. She is knowledgeable, professional and always willing to lend a hand where needed. Her simple act of sending screenshots to explain what she had done helped numerous grantees and the EPA grants office. She probably hasn't said anything to you about this, and it may seem like a small thing to her, but her help was truly invaluable to the program. She deserves some type of award and recognition for this and all that she does, but unfortunately the most I can do is tell her how much I appreciate her and write this email to you to express my gratitude.

Thank you for listening and feel free to contact me if you have any questions or comments you would like to share about this.

Dorrie.

Dorrie Paar
Brownfields Project Officer
Brownfields & Sustainable Materials Management Section
Land, Chemicals & Redevelopment Branch
Land, Chemicals & Redevelopment Division

U.S. EPA Region I
5 Post Office Square, Suite 100
Mail Code 07-2
Boston, MA 02109-3912

Phone: 617-918-1432
Fax: 617-918-0432

[Region 1 Brownfields](#)
[Brownfields Success Stories](#)



PRESS RELEASE

Healey-Driscoll Administration Launches New Climate-Focused Forestry Initiative

“Forests as Climate Solutions” Initiative to Invest in Forest Conservation and Implement the Latest Climate-Smart Forest Management Practices

FOR IMMEDIATE RELEASE:

6/07/2023

Executive Office of Energy and Environmental Affairs

Office of Climate Innovation and Resilience

MEDIA CONTACT

Danielle Burney, Deputy Communications Director

Phone

(857) 303-7286 (tel:8573037286)

Online

Danielle.Burney@mass.gov (mailto:Danielle.Burney@mass.gov)

BOSTON — The Healey-Driscoll Administration today announced a new initiative to ensure Massachusetts’ forests are managed to optimize carbon sequestration and mitigate climate harms as part of meeting the state’s aggressive climate goals. “Forests as Climate Solutions” will expand existing state programs, invest in forest conservation, enhance a network of forest reserves, and develop forest management guidelines based on the latest climate science. These guidelines will apply to state lands, and the administration will also provide incentives for private landowners to use them to maximize the climate benefits of their forests.

“The climate crisis is here, and conserving our forests is one of the most important natural climate solutions we can pursue to fight this threat,” said **Governor Maura Healey**. “Massachusetts has long led the nation in

environmental and climate action. We're continuing our leadership with this new initiative that will play an essential role in the stewardship and conservation of our natural resources."

"Collaboration with local stakeholders and municipalities is critical in our efforts to create a more resilient Commonwealth," said **Lieutenant Governor Kim Driscoll**. "We'll continue to engage with affected communities to bolster local economic development and support forest-based businesses to serve as a blueprint to securing a more sustainable future."

"Forests have to be at the forefront of our climate strategy," said **Climate Chief Melissa Hoffer**. "Trees can sequester carbon for centuries – we have a responsibility to use the best science to ensure that their potential for carbon sequestration and storage is reflected in our approach. This is yet another important lever we must use in our whole-of-government approach to addressing the climate crisis."

"New England forests are among the most resilient in the country. We must take a comprehensive approach to keep them healthy and intact," said **Energy and Environmental Affairs Secretary Rebecca Tepper**. "The actions we are taking today will conserve our forests and their vital roles in absorbing carbon, cleaning polluted air, providing local wood products, and supporting biodiversity."

Massachusetts is required to achieve net-zero statewide greenhouse gas emissions by 2050. As part of the Clean Energy and Climate Plan (CECP) for 2050, the state established the land conservation goals of protecting 30 percent of the Commonwealth in 2030 and 40 percent in 2050. The "Forests as Climate Solutions" initiative, launched today by the Executive Office of Energy and Environmental Affairs (EEA), will accelerate progress toward this goal, supported by additional funding to be outlined in the coming weeks by the Healey-Driscoll Administration.

The initiative will:

- **Develop climate-oriented forestry practices for state lands** that increase carbon storage and resilience to climate change. EEA will convene a committee of scientific experts and solicit public input to guide development of climate-oriented management guidelines, evaluating and building on the existing science-based practices currently in place;
 - **Conduct this review over a six-month period**, during which no new state timber harvesting contracts will be signed, pausing the process to allow for a review of current best practices; and,
 - **Implement new climate-centered guidelines** by the end of the year that are informed by the latest science, complementing other best practices for habitat and watershed management. Adoption of the guidelines by private landowners will also be encouraged.
- **Create new incentives for private woodland owners and municipalities** to center climate concerns in forest management and optimize resilience and carbon storage when pursuing forest management objectives;
- **Convene a forest reserves group**, including conservation organizations, land trusts, and municipalities, to establish new statewide goals for forest reserves on public and private lands based on the potential to absorb carbon and support biodiversity;
- **Implement EEA's Resilient Lands Initiative** to realize a forest land conservation goal and a target for reduced land conversion established as part of the Initiative. EEA will work in partnership with land trusts,

municipalities, and other conservation organizations to purchase land and conservation restrictions that prevent the conversion of forest land to developed uses;

- **Update and expand the use of the latest scientific research** to inform state lands management and make data about forests easily accessible and available to the public;
- **Provide financial assistance** to forestry businesses to reduce carbon loss and environmental impacts, decarbonize operations, and increase competitiveness through enhanced technology and business practices;
- **Incentivize the use of wood** from Massachusetts forests to sequester carbon and meet local needs for wood products; and,
- **Expand funding** for land conservation and provide grants and technical assistance to enhance partners' capacity to advance these goals.



THE OFFICE OF
GOVERNOR MAURA T. HEALEY
LT. GOVERNOR KIMBERLEY DRISCOLL

EMBARGOED UNTIL:
June 13, 2023 at 11:30 am

CONTACT:
Karissa Hand, karissa.hand@mass.gov, 617-823-2258

Governor Healey Announces Creation of Massachusetts Community Climate Bank, Nation's First Green Bank Dedicated to Affordable Housing

*\$50 million in seed funding intended to leverage federal funding and private sector
opportunities to accelerate affordable, decarbonized housing development*

BOSTON – Today, Governor Maura Healey announced the launch of the Massachusetts Community Climate Bank, the nation's first green bank dedicated to affordable housing. This landmark initiative, seeded with \$50 million in state funds from the Department of Environmental Protection, is designed to maximize investment in the reduction of greenhouse gas emissions from the building sector.

One of the Climate Bank's primary goals is to attract private sector capital and federal funds available under the Inflation Reduction Act to finance building retrofits aligned with the state's long-term climate objectives and new construction of decarbonized buildings. The bank will focus on the affordable housing market, where residents bear a disproportionate burden in energy costs and climate impacts, to promote an equitable energy transition and to meet the needs of environmental justice populations. Over time, the bank will diversify investments to include other decarbonization measures that benefit communities.

The Massachusetts Community Climate Bank is located within [MassHousing](#), the state's affordable housing finance and investment bank. Massachusetts is the first in the nation to locate its Climate Bank within its Housing Finance Agency and to focus its strategy on affordable housing. The Climate Bank will work in partnership with the [Massachusetts Clean Energy Center](#) (MassCEC) and [MassDevelopment](#). This collaboration will ensure that each entity's capabilities are leveraged to support the identification, development, financing and execution of clean energy projects, beginning with the affordable housing sector.

“The Massachusetts Community Climate Bank will be our financial engine for moving forward on our climate goals, relieving the pressure of high housing costs, and creating good jobs and healthier communities,” said **Governor Maura Healey**. “This first-of-its kind initiative is going to make our state more competitive, affordable, and equitable – and it’s going to show that in Massachusetts, we can lead the world by leading with our values and leaving no community behind. We’re grateful to our partners at MassHousing, MassCEC, MassDevelopment, the Legislature, the City of Boston and the Boston Green Ribbon Commission for their collaboration to make the Massachusetts Community Climate Bank a reality.”

“The Massachusetts Community Climate Bank has enormous potential,” said **Lieutenant Governor Kim Driscoll**. “It can support deep energy retrofits and investments in energy efficiency technologies, eliminating emissions and cutting residents’ energy costs for years to come. It can help nonprofit developers access capital that makes net-zero development possible, serving hundreds of families. It can help the state rehab and retrofit older affordable housing that’s in need of repair by getting access to new federal climate funds. Each step of the way, it’ll power our mission to make Massachusetts the world’s climate leader by bringing all the benefits of a green and resilient economy to all the people of our state.”

“Decarbonizing the Commonwealth’s housing stock is a critical component of our work to build cleaner, healthier communities, while meeting our ambitious climate goals,” said **MassHousing Executive Director Chrystal Kornegay**. “The Massachusetts Community Climate Bank will allow us to pursue this important work at scale, accelerating our progress toward a net zero future, and centering equity for low- and moderate-income households and Environmental Justice communities.”

Low- to moderate-income residents tend to pay a disproportionate share of their income on energy costs, have less control of their residences and have fewer resources to invest in measures that will reduce their emissions and control their energy bills. The Climate Bank expects to provide low-cost capital and innovative deal structures to integrate clean energy and efficient technologies into affordable housing development and preservation and mortgage products for home improvements.

The Climate Bank will accelerate the pace and deepen the impact of building decarbonization projects by lending directly to building owners and by attracting and de-risking lending and investment by private lenders through innovative finance products. It expects to integrate clean energy into MassHousing’s lending for affordable housing, create programs for similar affordable housing projects, and engage capital markets more broadly to invest in affordable housing decarbonization.

The Climate Bank aims to take advantage of the periodic cycle of affordable housing refinance to finance heat pumps, building envelopes (i.e., efficiency upgrades to windows and walls), heat pump water heaters, high-efficiency appliances, and solar panels as a part of the same process as other affordable housing renovation measures.

The Climate Bank will also position Massachusetts to compete for funding from the National Clean Investment Fund under the Inflation Reduction Act and to anchor engagement with other federal finance opportunities, such as the United States Department of Energy Loan Program Office, both key elements of the Biden Administration’s initiative to advance a just energy transition focused on equity and environmental justice.

In Massachusetts, the building sector is responsible for over a quarter of total greenhouse gas emissions. In Massachusetts cities, where many environmental justice populations live, buildings can be responsible for as much as 70 percent of total greenhouse gas emissions. Unlike cars, buildings last for decades, making the need to retrofit existing buildings especially important to achieve statewide decarbonization goals. According to the 2050 Massachusetts Roadmap report, over 80 percent of the buildings that will exist in 2050 are already built.

Massachusetts' Clean Energy and Climate Plan calls for a 49% reduction in greenhouse gas emissions from residential heating by 2030, and a 95% reduction by 2050. The Massachusetts Community Climate Bank is an integral part of the strategy to achieve these emissions reductions.

"I thank Governor Healey for her leadership to create the Massachusetts Community Climate Bank to both encourage private spending and harness federal funding to further our investment into the creation of green affordable housing – and to make our affordable housing greener," said **Boston Mayor Michelle Wu**. "This work is critical and will complement our efforts in Boston to retrofit our housing stock and create opportunities for small property owners to build and renovate greener, healthier buildings for residents to thrive."

On the first full day of her administration, Governor Maura Healey signed an [Executive Order](#) creating an Office of Climate Innovation and Resilience within the Governor's Office and establishing the position of Climate Chief. Governor Healey appointed Melissa Hoffer to this position, which is the first in the nation at the cabinet level. The office is charged with harnessing all of the resources and authority available to the Governor and the executive department to advance the Commonwealth's climate innovation, mitigation, adaptation and resilience policies. The Massachusetts Community Climate Bank is a signature accomplishment of the Office of Climate Innovation and Resilience, which worked collaboratively with all partners to advance this project.



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

DRAFT SCHEDULE OF MEETINGS FY2024

Commission & Executive Committee Meetings

Commission	Executive Committee
Thursday, July 20, 2023 – 6:00 p.m.	Thursday, July 20, 2023 – 4:00 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.

Berkshire Regional Planning Commission (BRPC)

EXECUTIVE DIRECTOR

Position Summary:

The Executive Director serves as the public “face and voice” of the BRPC. He/she is charged with successfully implementing the organization’s Mission Statement and working with a wide variety of citizens, municipal, business, legislative and other leaders to assertively advocate Berkshire County’s needs and opportunities while providing management and leadership to a diversely focused professional staff. The Executive Director works with a commission composed of appointees from 32 member municipalities and an executive committee.

Representative Responsibilities:

The Commission

- Maintains a working knowledge of trends and significant development in the field of municipal and regional planning, and how those trends may impact the region.
- Maintains and enhances BRPC’s reputation as a trusted resource of unbiased, professional information and assistance; build upon its role as a key regional player.
- Supports Commission members and the Executive Committee in discharging their duties to determine, establish and implement policy on matters appropriate to the BRPC.
- Provides leadership in proposing solutions and options for the Commission to consider when setting policy for the organization and assists the Commission in developing and implementing policies.
- Works with the Commission and member communities to formulate, refine and implement strategic plans to grow the scope of BRPC services in alignment and support of community and regional needs.
- Assures BRPC compliance with federal and state laws and regulations.
- Develops and maintains sound fiscal practices to ensure BRPC’s financial stability.
- Responsible for managing BRPC’s affiliated non-profit, Berkshires Tomorrow, Inc. See <http://berkshireplanning.org/about/berkshires-tomorrow-inc/>.
- Reports directly to the Commission and the Executive Committee.

External Organizations

- Acts as a primary representative for BRPC with the public, media, and elected and appointed officials; works closely with the region’s state and federal delegation to follow legislative trends and opportunities; works closely with state administrative officials.

- Advocates for the adopted policies, plans, and policy positions of the BRPC and on behalf of the region and its communities.
- Works closely with diverse constituencies related to the work of BRPC.
- Serves on local, regional and statewide committees and boards representing BRPC, Berkshire County, and/or western Massachusetts as assigned by gubernatorial appointment, Commission recommendation or professional judgment.

The Professional Staff

- Provides overall management of a diverse professional staff to achieve BRPC's mission and implement activities of the Commission;
- Provides leadership and guidance to the staff, including development of personnel policies and procedures; overall monitoring of work and identification of potential issues; manages the hiring process; ensures professional development of staff; counsels and disciplines staff; assures BRPC compliance with personnel laws and regulations.
- Currently leads a diverse professional team of twenty FTEs and five PTEs, directly managing five program managers.
- Maintains a working climate that attracts, keeps and motivates a top quality professional staff.

Qualifications:

Education, Training and Experience:

- Ten or more years of directly relevant and broad community or regional planning experience with increasing supervisory and management experience required.
- Master's degree required; degree in planning or public administration strongly preferred.
- Professional certification in planning (AICP) or other related certifications highly desired.
- Experience with a similar agency or organization highly desirable.
- Success in writing, securing and administering grants highly desirable.
- Experience in all aspects of program development, management and assessment highly desirable.
- Strong understanding of public finance and measures of performance highly desirable.

Knowledge:

- Comprehensive planning, transportation planning, economic development planning, environmental and energy planning and municipal service delivery.
- Principles and practices of public finance, budget development and management, personnel management and intergovernmental relations.

- Laws, legislative mechanisms, and regulations that affect municipal and regional government and expertise in municipal and regional agency operations and organization.
- Working proficiency with Microsoft Office Suite and knowledge of relevant software technologies.

Personal Abilities:

- Is a high energy self-starter who will manage and grow an already aggressive work program.
- Reacts positively to unexpected opportunities and challenges.
- Is a strong coalition builder who communicates and works effectively with a variety of internal and external stakeholders.
- Negotiates to achieve consensus amongst differing opinions and competing priorities.
- Prioritizes multiple tasks and exercises sound and independent judgment within general policy guidelines.
- Plans, organizes and directs the preparation of reports.
- Analyzes problems, develops options and formulates recommendations.
- Takes responsibility for local projects and their implementation.
- Negotiates contracts, agreements, and appropriate working arrangements and achieves timely results under stressful circumstances.
- Possesses a strong commitment to staff development; successful track record of recruiting, directly and indirectly managing and retaining a diverse team of professionals.

Skills:

- Outstanding written, communication, and presentation skills.
- Organizational and leadership skills.
- Experience and proclivity to be an outgoing spokesperson and relationship builder.
- Clearly and concisely conveys complex information to employees, officials and the public.

Physical Requirements:

- Frequent attendance at evening meetings and frequent long working hours.
- Viewing computer screens and working with details for extended periods of time.
- Operation of standard office equipment.
- Movement throughout office and to multiple locations outside the office.
- Driving personal vehicle on Commission business in year-round weather conditions and at night; frequent trips to Boston, Springfield, Greenfield and other locations that are generally 150 miles or less in distance.



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Executive Director

MEMORANDUM

TO: Delegates and Alternates,
Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: July 12, 2023

RE: June 2023 Assistance Activities

This report highlights technical assistance provided by BRPC staff for June 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
Adams	Guidance on potential special permit conditions	Office of Community Development
Cheshire	Planning Board roles	Town Administrator
Clarksburg	MassDOT bridge projects	Select Board
Hinsdale	Short term rental guidance	Planning Board
North Adams	Community Connection grant coordination	Administrator Officer
Washington	Review of zoning Bylaws and permitting guidance	Planning Board
Williamstown	Guidance on potential use of Community Preservation Act funds	Stakeholders and Residents