



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, September 7, 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 July 20, 2023* (4:05)
- IV. Financial Reports (4:10)
 - A. Vote to Approve the July 1, 2023 to September 1, 2023, Expenditures Report*
 - B. Report on the Accounts Receivable/ Assessments – August 31, 2023
 - C. Report on the Line of Credit
- V. Comments from Berkshire Regional Planning Commission Delegates and Alternate Delegates (4:15)
- VI. Items Requiring Action* (4:20)
 - A. Vote to Approve (After the Fact) a Response to a Request for Qualifications (RFQ) to the Massachusetts Broadband Institute for Outreach and Engagement Services to Support Digital Equity Statewide Plans / RFQ No. 2023-MBI-09*
 - B. Vote to Approve (After the Fact) a Grant Application to the Massachusetts Bureau of Substance Addiction Services (BSAS) Related to Mobile Addiction Services*
 - C. Vote to Approve (After the Fact) an Application to the Advancing Equity in Aging Funding Opportunity with the NextFifty Initiative*
 - D. Vote to Approve a New BRPC Written Information Security Policy (WISP)*

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

- E. Vote to Approve a Revised Use of the Internet and Communications Systems, Including Phones & Cell Phones Policy*
- F. Vote to Approve and Accept (after the fact) a Grant Application to MIIA Wellness Program*
- G. Vote to Approve (after the fact) a Grant application to the Partnership Planning Program under the Economic Development Administration (EDA)*
- 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. ADA Coordinator
 - G. 2023 Community Health Equity Survey
 - H. Division of Local Services / Massachusetts Association of Regional Planning Agencies Regionalization Conference
 - I. Moving Together 2023 Conference
- IX. Old Business (4:50)
 - A. BRPC Annual Meeting Update
 - B. Vote to Act on the Kusik Award*
 - C. Vote on Executive Director FY 23 Performance Review and FY 24 Salary Adjustment and Merit Increase*
- X. New Business (4:50)
 - A. Citizen Planner Training Collaborative Fall Webinar Series
 - B. September Commission Meeting
- XI. Adjournment (5:20)

Attachments:

- Unapproved Minutes of the July 20, 2023, BRPC Executive Committee Meeting
- July 1 to September 1, 2023 Expenditures Report
- Accounts Receivable Report – August 2023
- Line of Credit Report
- Executive Director's Memorandum
- Written Information Security Policy – Draft
- Use of the Internet and Communications Systems Policy - Draft
- Transportation Advisory Committee Draft Minutes July 18, 2023
- Metropolitan Planning Organization Draft Minutes July 25, 2023
- Richard Ireland, Digital Equity Fellow, Resume
- Resumes, Mathew Bryan, Ryan Griffis, Robert Ireland, Terra Lim
- Rural Policy Advisory Commission FY 23 Annual Report
- CPTC Webinar topic Description Fall 2023
- July Technical Assistance Memo

* Items Requiring Action



DRAFT EXECUTIVE COMMITTEE MINUTES

Thursday, July 20, 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

Vice Chair Malcolm Fick called the meeting to order at 4:01 pm 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. He stated that BRPC was not recording the meeting, but they needed to inform him if anyone else was. Josh Bloom stated he was recording the meeting.

II. Roll Call:

Read by Office Administrator Kate Hill Tapia:
John Duval, Chair, Adams Alternate - absent
Malcolm Fick, Vice Chair, Gt Barrington Alternate
Sheila Irvin, Clerk, Pittsfield Delegate
Buck Donovan, Treasurer, Lee Delegate
Rene Wood, Commission Development Committee Chair, Sheffield Alternate
Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate
Kyle Hanlon, At-large, North Adams Delegate
Sam Haupt, At-large, Peru Delegate - absent

Others Present: Christine Rasmussen, Stockbridge Alternate; Bob Jones, Lee Alternate; Josh Bloom; Sean Curran; Jimmy Citizen, Great Barrington; Paula Chenail

Staff Present: Thomas Matuszko, Executive Director; Marianne Sniezek, Office Manager; Kate Hill Tapia, Office Administrator; Laura Brennan, Assistant Director and Economic Development Program Manager

III. Approval of June 1, 2023 Minutes

A correction was presented to the dates in the New Grants and Contracts section under the Executive Director's report: it read 3/31 to 4/27/2023 and should read: 5/1/2023 to 5/24/2023.

Rene Wood moved to approve the corrected June 1, 2023 meeting minutes. The motion was seconded by Sheila Irvin and approved by a roll call vote from Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

IV. Financial Reports

A. May 24 to June 30, 2023 Expenditures Report

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

B. Accounts Receivable Report/Assessments June 2023

It's the end of the quarter and fiscal year; receivables are in good shape.

C. Line of Credit Report

The line of credit is now \$500,000, and there has been no need to use it.

V. Comments from Berkshire Regional Planning Commission Delegates and Alternates

Bob Jones, Lee Alternate, and Select Board and Rest of the River (RoR) committee member spoke to concerns regarding correspondence between BRPC Executive Director Tom Matuszko and the Rest of the River attorney and the process of receiving public records requests. Bob objected to being characterized as an "opponent" of the Rest of the River agreement and generally feels that BRPC and RoR have marginalized Lee. He is not seeking to rescind the agreement but asking for dialog. Bob is also concerned that the Economic Development plan for Lee does not mention the landfill.

Rene Wood, Sheffield Delegate, Chair of BRPC's Commission Development Committee, and Chair RoR, responded that the joking comment in Tom's email to the RoR attorney regarding misdirecting Lee's attorney was inappropriate and should be noted in his review. She also stated that the RoR conducted fair and viable procedures which did not marginalize Lee and have been upheld by the 1st Circuit Court.

Malcolm Fick, Great Barrington Alternate and BRPC Vice Chair noted that the Executive Committee is not the RoR committee. He asked what action was requested and agreed that the email must be addressed in Tom's review.

Bob responded that full disclosure is important and his concerns aren't just about emails, reiterating the slow response to requests for minutes, the Master Plan and Economic Development Plan not focusing on the "dump," and insists Lee is being marginalized. He is asking that documentation be received "right away" and that it be noted that the Select Board is "very, very displeased."

Tom responded that he regrets the email comment that was made in jest. BRPC is an agent of the RoR committee, and the five communities agreed to the settlement and to support the committee's actions.

Malcom, as Chair of the meeting, said complaints have been noted, and he will move on with the agenda.

VI. Items Requiring Action

A. Authorization for the Executive Director to Enter into

Intergovernmental Agreements and Contracts with Municipalities

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

Rene Wood motioned to authorize the Executive Director to enter into intergovernmental agreements and contracts for services with municipalities in FY 24. Kyle Hanlon seconded it. A roll call vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

B. Authorization for the BRPC Assistant Director Position to be a Signatory on BRPC Checks

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

Rene Wood motioned to authorize the BRPC Assistant Director position as a signatory on BRPC checks.; Roger Bolton seconded it. A roll call vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

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

The Executive Committee was requested to authorize the Executive Director to submit a grant application and sign any resulting contracts and agreements to the MA EOEAA Woodlands Partnership Implementation Grant program. Berkshire Regional Planning Commission (BRPC), in collaboration with partners, 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. \$75,000 is requested, with approximately \$65,000 in direct expenses/subcontracting. There is no match required. The staff lead is Laura Brennan, Assistant Director & Economic Development Program Manager.

Rene Wood motioned to approve submitting a grant application to the MA EOEAA Woodlands Partnership Implementation Grant program for \$75,000; Buck Donovan seconded it. A roll call vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

D. Approval 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 was requested to authorize the Executive Director to submit a grant application and sign any resulting contracts and agreements 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 Public Health Program's \$25,000 proposal is for the acceleration of age-and dementia-friendly diversity, equity and inclusion (DEI) work. There is no match required. The staff lead is Senior Planner Sandra Martin.

Rene Wood motioned to approve submitting a grant application and sign any resulting contracts and agreements for funds provided through the Commonwealth of Massachusetts under the American Rescue Plan Act (ARPA) Home and Community-Based Services as administered by AgeSpan for the Public Health Program's age-and dementia-friendly diversity, equity and inclusion (DEI) work; Kyle Hanlon seconded it. A roll call vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

VII. Committee Reports and Discussion

A. Transportation Advisory Committee

The TAC met on June 20, 2023, reviewed the FY 2024 Unified Planning Work Program (UPWP) budget, and approved sending it 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 also met on July 18th. Minutes are not yet available.

C. Metropolitan Planning Organization

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:
 - Dalton - \$12,000
 - Richmond - \$18,533
- Berkshire Public Health Alliance – Public Health Nursing Services FY24:
 - Dalton - \$6,221.44
 - Florida - \$2,310
 - Lanesborough - \$3,907.20
 - New Ashford - \$2,387.50
 - North Adams - \$10,124.16
 - Richmond - \$4,500

- River Run - \$733.33
- Savoy - \$2,310
- Windsor - \$91.88
- 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

Rene asked for more details about the Department of Public Health grants. MASS CALL will support the comprehensive web of activities to prevent and treat substance misuse, including Naloxone distribution, outreach and post recovery; many subcontractors are involved; two BRPC staff are paid through this grant. The COVID Contact Tracing funds are mostly distributed to community partners with health workers serving residents most affected by COVID-19, such as Volunteers in Medicine and Habitat for Humanity. It also supports epidemiology activities tracking (in addition to COVID) influenza and tick and food borne diseases.

Grants and Contracts not received.

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

The Executive Office of Energy and Environmental Affairs' Food Security Infrastructure Grant (FSIG) to increase community resilience through local food production and distribution. \$50,000 – 100,000.

B. Berkshires Tomorrow Inc. (BTI)

- The BTI Board approved Berkshires Tomorrow Inc. to enter into an agreement with the Milltown Operating Foundation, dba Mill Town Capital, to continue implementing 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. BTI will retain 2% (\$200) and pass \$9,800 to BRPC.
- The BTI Board approved the President to sign Berkshires Tomorrow Inc. 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 Planner
 - Public Health Housing Specialist Berkshire County
 - Public Health Emergency Preparedness Planner
 - Public Health Food Specialist
 - Digital Equity Project Specialist part time
- Approved interns:
 - Elizabeth (Avery) Kolenski – Digital Equity (Resume attached)
 - Alison Zhang – Cultural Districts (Resume attached)
 - Adam Sussbauer – Outdoor Recreation (Resume attached)

Tom noted that this Summer's group of interns has been impressive, and their work is very beneficial to BRPC.
- Promotions:
 - Laura Brennan-Assistant Director
 - Seth Jenkins-Community Planning Senior Planner
 - Marie Brady-Public Health Senior Planner
 - Jaymie Zapata-Public Health Senior Planner
- Recognition for Melissa Provencher, Energy & Environment Program Manager
Letters recognizing Melissa's Brownsfields leadership, success in securing funding, and serving as a national resource were in the packet.
- Sean Curran, Shared Town Administrator Middlefield and Washington
Tom introduced Sean, who started on July 1.

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission met on June 9, 2023, 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. Most of the meeting was spent identifying and discussing possible solutions to incorporate into the plan. A copy of the top recommendations was in the meeting packet.

E. Passenger Rail

- West-East Rail - The Special Commission to address West-East Passenger Rail governance and operations should have completed its work by June 30, 2023. However, that deadline was missed. The Commission Co-Chairs announced no new time frame.
- Berkshire Flyer - The Berkshire Flyer has maintained solid ridership numbers.
- Northern Tier Passenger Rail – There was a status briefing on

June 5, 2023 and no additional public activity since then.

F. Brownsfields Update

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

In addition to securing \$2.35 million to supplement the Berkshire Brownfields Revolving Loan Fund, Melissa Provencher, Berkshire Brownfields Program Manager, solved a problem with EPA's grant application software that was then corrected nationally. Please refer to an 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 develop forest management guidelines while providing incentives for private landowners to maximize the 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 to reduce greenhouse gas emissions from the building sector, focusing on the affordable housing market. See attached press release.

VIII. Old Business

A. No Old Business to Discuss

IX. New Business

A. BRPC FY 24 Meeting Schedule

Rene Wood motioned to approve the proposed FY 24 meeting schedule; Roger Bolton seconded it and a roll call vote approved it: Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

B. Kusik Award

The Kusik Award is a BRPC award for recognition of outstanding planning efforts. The Committee agreed the award has value and to solicit ideas for awardees. To be determined if there is an annual meeting or alternate venue to hand out the award. Suggestions for awardees can be emailed to tmatuszko@berkshireplanning.org.

C. BRPC Annual Meeting

The Committee asked staff to recommend ideas for an annual meeting and agreed not to combine it with a full Commission meeting—potential dates: 10/5 and 11/30. Concern was mentioned about a new COVID-19 strand

coming in the fall. Ann Gobi, Director of Rural Affairs, expressed interest in meeting with the Commission.

D. September Commission Meeting

Potential topics:

- Housing Code changes
- Meet with the Governor's Western Mass Director, Kristen Elechko
- Rail updates
- State budget

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." This is planned for the September meeting.

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 updated jointly by the Executive Committee and the Executive Director as necessary. 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." Tom recently had his 5th anniversary as Executive Director, the last time the position description was reviewed. A copy of the position description was in the packet. They must go to the full Commission for approval if modifications are made.

Roger Bolton moved to approve the Executive Director position description with no changes; Rene Wood seconded and it was approved by a roll call vote: Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

The Assistant Director position description will be sent to the Committee. The focus is on public outreach, Commission development, and agency operations.

X. Adjournment

Roger Bolton motioned to adjourn the meeting at 5:09 pm, seconded by Rene Wood, and unanimously approved by a roll call vote: Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

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

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Jul 1, 2023 to Sep 1, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
17167	7/5/23	TD CARD SERVICES	1,559.37	040 ADMIN	Admin	<i>Remaining June 2023 Credit Card Payment</i>
17168	7/5/23	1BERKSHIRE	215.00	040 ADMIN	Admin	Membership
17169	7/5/23	MIIA PROPERTY & CASUALTY GROUP, INC	6,239.00	040 ADMIN	Admin	Property and Liability Insurance
17170	7/5/23	MUTUAL OF OMAHA	628.43	040 ADMIN	Admin	Life; STD; LTD
17171	7/5/23	CITY OF PITTSFIELD	425.00	040 ADMIN	Admin	Parking
17172	7/5/23	THE COOPER CENTER, LLC	8,636.10	040 ADMIN	Admin	Rent
17173	7/5/23	STATE HOUSE NEWS SERVICE	988.00	40 ADMIN	Admin	Subscription
17174	7/5/23	MIIA PROPERTY & CASUALTY GROUP, INC	6,212.00	040 ADMIN	Admin	Property and Liability Insurance
17175	7/6/23	BERKSHIRES TOMORROW, INC.	5,000.00	709 MMP/BFF	Massachusetts Marketing Partnership / MA Office of Travel & Tourism - Berkshire Funding Focus	BERK12 Reimbursement
17176	7/6/23	COMPREHENSIVE ENVIRONMENTAL INC	6,650.60	684 MON/DEP319	Monterey - DEP 319 (Hupi Road Drainage Improvements)	Subcontractor
17177	7/6/23	CHRISTIE LEWIS	600.00	---	Varied Projects	Expense Form
17178	7/6/23	MASS STATE BOARD OF RETIREMENT	10,543.09	---	---	Retirement
17179	7/6/23	PATRICIA MULLINS	600.00	---	Varied Projects	Expense Form
17180	7/6/23	SEEGER WEISS LLP	23,221.24	319 ROR	Rest of River	Legal Services
17181	7/6/23	VOLUNTEERS IN MEDICINE	50,000.00	659 DPH/LHSCT	Department of Public Health - Local Health Support Covid-19 Contact Tracing	Subcontractor
17182	7/6/23	CHRISTIE LEWIS	525.55	---	Varied Projects	Expense Form
17183	7/6/23	PATRICIA MULLINS	408.00	---	Varied Projects	Expense Form
17184	7/6/23	JOHN ROUGHLEY	328.71	---	Varied Projects	Expense Form
17185	7/12/23	BERKSHIRE BOUNTY	617.47	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
17186	7/12/23	BERKSHIRE GROWN	25,123.58	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
17187	7/12/23	MARIA ARIAS	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17188	7/12/23	BERKSHIRE HOUSING DEVELOPMENT CORP	4,166.78	672 DHCD/HOUSE	DHCD Housing in Berkshire County State Earmark	Subcontractor
17189	7/12/23	CITY OF PITTSFIELD	800.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Subcontractor
17190	7/12/23	GABRIELLE DIMASSIMO	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17191	7/12/23	HOUSATONIC VALLEY ASSOCIATION	27,260.00	661 LEN/MVP	Lenox Municipal Vulnerability Preparedness	Subcontractor
17192	7/12/23	NIKKI LEWIS	267.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor

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<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
17193	7/12/23	MASS AUDUBON	18,675.00	661 LEN/MVP	Lenox Municipal Vulnerability Preparedness	Subcontractor
17194	7/12/23	ALEJANDRA BRENDA NOZYCE	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17195	7/12/23	KENDALL, SAMANTHA	457.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17196	7/12/23	SHOPPERS GUIDE	422.20	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Subcontractor
17197	7/12/23	SPECTRUM HEALTH SYSTEMS	1,573.79	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17198	7/12/23	ELIZABETH STRICKLER	2,866.67	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17199	7/12/23	TROUT UNLIMITED INC	35,000.00	661 LEN/MVP	Lenox Municipal Vulnerability Preparedness	Subcontractor
17200	7/12/23	UNIVERSITY OF CONNECTICUT	6,769.02	661 LEN/MVP	Lenox Municipal Vulnerability Preparedness	Subcontractor
17201	7/12/23	THE COOPER CENTER, LLC	1,692.06	040 ADMIN	Admin	Utilities
17202	7/12/23	BECKET FEDERATED CHURCH	6,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity Initiative	Subcontractor
17203	7/12/23	FULL CIRCLE TECHNOLOGIES INC	9,600.00	722 EOAF/OP23	Executive Office for Administration & Finance - Online Permitting Upgrade	Subcontractor
17204	7/12/23	NOE GONZALEZ ORTIZ	900.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17205	7/12/23	MIIA HEALTH BENEFITS TRUST	2,067.52	040 ADMIN	Admin	Dental Insurance
17206	7/12/23	MIIA HEALTH BENEFITS TRUST	51,392.45	040 ADMIN	Admin	Health Insurance
17207	7/12/23	RAINBOW DISTRIBUTING COMPANY INC	108.01	040 ADMIN	Admin	Water
17208	7/12/23	TPX COMMUNICATIONS	1,349.83	040 ADMIN	Admin	Telephone
17209	7/20/23	1BERKSHIRE	543.78	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17210	7/20/23	FULL CIRCLE TECHNOLOGIES INC	18,400.00	722 EOAF/OP23	Executive Office for Administration & Finance - Online Permitting Upgrade	Subcontractor
17211	7/20/23	GEMINI CREATIVE LLC	15,250.00	690 DCR/OUTRECWEB	Department of Conservation and Recreation Outdoor Recreation Website	Subcontractor
17212	7/20/23	TOWN OF LANESBOROUGH	3,500.00	653 BRPC/INSREB	BRPC Insurance Reimbursement - Covid-19	Mini-Grant
17213	7/20/23	MACFARLANE OFFICE PRODUCTS, INC.	319.73	040 ADMIN	Admin	Printing
17214	7/20/23	MASS STATE BOARD OF RETIREMENT	10,866.44	---	---	Retirement
17215	7/20/23	VALLEY GREEN SHREDDING, LLC	42.50	040 ADMIN	Admin	Recycling
17216	7/20/23	VOLUNTEERS IN MEDICINE	9,900.00	609 HRIA/CHIP	Health Resources in Action - Community Health Improvement Planning	Subcontractor

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<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
17217	7/20/23	WB MASON COMPANY INC	84.96	040 ADMIN	Admin	Supplies
17218	7/25/23	BECKS PRINTING	259.00	609 HRIA/CHIP	Health Resources in Action - Community Health Improvement Planning	Printing
17219	7/25/23	COMPUWORKS	552.00	040 ADMIN	Admin	Computer Maintenance
17220	7/25/23	ISM CONSULT INC	2,437.50	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17221	7/25/23	NIKKI LEWIS	106.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17222	7/25/23	LHGC HOSPITALITY MANAGEMENT INC	125.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Event Space Deposit
17223	7/25/23	MIRICK O'CONNELL	1,080.00	545 DHCD/DLTA23	District Local Technical Assistance 2023	Legal Services
17224	7/25/23	WB MASON COMPANY INC	225.88	040 ADMIN	Admin	Supplies
17225	8/1/23	BLUE 20/20	167.30	040 ADMIN	Admin	Vision Insurance
17226	8/1/23	MIIA HEALTH BENEFITS TRUST	2,122.89	040 ADMIN	Admin	Dental Insurance
17227	8/1/23	MIIA HEALTH BENEFITS TRUST	52,994.24	040 ADMIN	Admin	Health Insurance
17228	8/1/23	STEFFON ASHLEY	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17229	8/1/23	VALERIE BIRD	277.72	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
17230	8/1/23	MARIE BRADY	107.42	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Expense Form
17231	8/1/23	LAURA BRENNAN	60.52	---	Varied Projects	Expense Form
17232	8/1/23	LAURA CHRISTENSEN	1,000.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17233	8/1/23	CITY OF NORTH ADAMS	10.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3 - Substance Misuse Prevention	Vendor Space Fee
17234	8/1/23	GABRIELLE DIMASSIMO	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17235	8/1/23	LESLIE DRAGER	50.00	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Expense Form
17236	8/1/23	EDWARD FAHEY	230.78	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Pub	Expense Form
17237	8/1/23	SIOGA CLUB OF BERKSHIRE COUNTY INC	15.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17238	8/1/23	WYLIE GOODMAN	36.68	725 MASSTECH/DE-PTS	Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services - Pittsfield	Expense Form
17239	8/1/23	KATE HILL TAPIA	121.93	040 ADMIN	Admin	Expense Form
17240	8/1/23	CORNELIUS HOSS	14.15	696 LEE/MPOSRP	Lee - Master Plan and Open Space & Recreation Plan	Expense Form

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17241	8/1/23	KAMARA FLASCHER	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17242	8/1/23	ISM CONSULT INC	2,437.50	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17243	8/1/23	MICHAEL KEEGAN	414.62	---	Varied Projects	Expense Form
17244	8/1/23	DAVID W KELLEY	1,150.00	040 ADMIN	Admin	Cleaning
17245	8/1/23	KIDZONE CHILD CARE EDUCATIONAL CENTERS	190.00	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Subcontractor
17246	8/1/23	LAURA KITROSS	61.61	---	Varied Projects	Expense Form
17247	8/1/23	MARK MALOY	91.70	690 DCR/OUTRECWEB	Department of Conservation and Recreation Outdoor Recreation Website	Expense Form
17248	8/1/23	MASS STATE BOARD OF RETIREMENT	11,040.06	---	---	Retirement
17249	8/1/23	KELLIE MEISL	480.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17250	8/1/23	MUTUAL OF OMAHA	650.71	040 ADMIN	Admin	Life; STD; LTD
17251	8/1/23	FRANCESCA OLSEN	1,600.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17252	8/1/23	ANDREW OTTOSON	25.15	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Expense Form
17253	8/1/23	CITY OF PITTSFIELD	425.00	040 ADMIN	Admin	Parking
17254	8/1/23	RAILROAD STREET YOUTH PROJECT INC	1,333.07	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17255	8/1/23	THE COOPER CENTER, LLC	8,636.10	040 ADMIN	Admin	Rent
17256	8/1/23	SAVIDA HEALTH	671.16	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17257	8/1/23	NANCY SLATTERY	188.53	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
17258	8/1/23	TD CARD SERVICES	7,535.72	040 ADMIN	Admin	July 2023 Credit Card Payment
17259	8/1/23	VALLEY GREEN SHREDDING, LLC	42.50	040 ADMIN	Admin	Recycling
17260	8/1/23	WB MASON COMPANY INC	112.66	040 ADMIN	Admin	Supplies
17261	8/1/23	JAYMIE ZAPATA	23.06	610 HRIA/G2G	Health Resources in Action - Grey to Green	Expense Form
17262	8/14/23	MARIA ARIAS	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17263	8/14/23	ARTFUL MIND	350.00	737 COMM/ARTBERK23	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2023	Advertising
17264	8/14/23	BADIE DESIGNS LLC	4,500.00	743 BTI/BB	BTI - Berkshire Benchmarks	Website Maintenance
17265	8/14/23	COMPREHENSIVE ENVIRONMENTAL INC	2,127.00	684 MON/DEP319	Monterey - DEP 319 (Hupi Road Drainage Improvements)	Subcontractor
17266	8/14/23	COMMONWEALTH OF MASSACHUSETTS	419,426.83	650 DPH/SS	Public Health Excellence for Shared Services	Reimbursement of FY 2023 Unspent Funds

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17267	8/14/23	SARAH DEJESUS	457.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17268	8/14/23	FULL CIRCLE TECHNOLOGIES INC	9,600.00	722 EOAF/OP23	Executive Office for Administration & Finance - Online Permitting Upgrade	Subcontractor
17269	8/14/23	H TERRY DESIGNS LLC	1,058.56	690 DCR/OUTRECWEB	Department of Conservation and Recreation Outdoor Recreation Website	Website Maintenance
17270	8/14/23	ISM CONSULT INC	2,437.50	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17271	8/14/23	MA MUNICIPAL HUMAN RESOURCES INC	350.00	040 ADMIN	Admin	FY 2024 Dues
17272	8/14/23	JESSE TOBIN MCCAULEY	1,000.00	737 COMM/ARTBERK23	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2023	Subcontractor
17273	8/14/23	MIRICK O'CONNELL	408.00	545 DHCD/DLTA23	District Local Technical Assistance 2023	Legal Services
17274	8/14/23	ALEJANDRA BRENDA NOZYCE	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17275	8/14/23	OLD MILL ROAD MEDIA, LLC	1,550.00	737 COMM/ARTBERK23	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2023	Advertising
17276	8/14/23	OUTPOST LLC	4,237.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17277	8/14/23	PITTSFIELD PCTV COMMUNITY TELEVISION	100.00	440 MassDOT/TPL23	MassDOT - Transportation Planning	FY 2024 Membership
17278	8/14/23	CITY OF PITTSFIELD	70.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Vendor Space Fee
17279	8/14/23	RAINBOW DISTRIBUTING COMPANY INC	109.07	040 ADMIN	Admin	Water
17280	8/14/23	LINDSEY ROSA	2,460.00	720 NEA/MCLA	National Endowment for the Arts - Massachusetts College of Liberal Arts	Subcontractor
17281	8/14/23	KENDALL, SAMANTHA	457.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17282	8/14/23	SPECTRUM HEALTH SYSTEMS	2,266.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17283	8/14/23	ELIZABETH STRICKLER	2,866.67	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17284	8/14/23	COLIN SYKES	278.60	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
17285	8/14/23	TD CARD SERVICES	4,182.69	040 ADMIN	Admin	<i>Partial August 2023 Credit Card Payment</i>
17286	8/14/23	TPX COMMUNICATIONS	1,349.89	040 ADMIN	Admin	Telephone
17287	8/14/23	VALLEY GREEN SHREDDING, LLC	42.50	040 ADMIN	Admin	Recycling
17288	8/14/23	WB MASON COMPANY INC	269.11	040 ADMIN	Admin	Supplies
17289	8/14/23	WESTSIDE LEGENDS INC	7,500.00	610 HRIA/G2G	Health Resources in Action - Grey to Green	Subcontractor
17290	8/14/23	SETH JENKINS	75.33	---	Varied Projects	Expense Form

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17291	8/14/23	ANDREW MCKEEVER	109.11	725 MASSTECH/DE-PTS	Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services - Pittsfield	Expense Form
17292	8/15/23	COMPUWORKS	3,368.75	040 ADMIN	Admin	Computer Maintenance
17293	8/15/23	DELL MARKETING LP	2,663.20	040 ADMIN	Admin	Computer Security Software
17294	8/15/23	ANUJA KOIRALA	500.00	040 ADMIN	Admin	FY 2024 APA Dues
17295	8/15/23	NANCY SLATTERY	188.53	---	---	Check #17257 Reissue
17296	8/15/23	BERKSHIRE BOUNTY	617.47	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
17297	8/16/23	MASS STATE BOARD OF RETIREMENT	10,993.49	---	---	Retirement
17298	8/16/23	COURTENY MOREHOUSE	180.78	---	Varied Projects	Expense Form
17299	8/16/23	THE COOPER CENTER, LLC	1,885.47	040 ADMIN	Admin	Utilities
17300	8/22/23	R3SET ENTERPRISES INC	1,866.00	725 MASSTECH/DE-PTS	Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services - Pittsfield	Subcontractor
17301	8/30/23	KRYSTAL BARTLEY	256.00	040 ADMIN	Admin	Staff Development Reimbursement
17302	8/30/23	BLUE 20/20	167.30	040 ADMIN	Admin	Vision Insurance
17303	8/30/23	COMPUWORKS	1,691.00	040 ADMIN	Admin	Computer Maintenance
17304	8/30/23	COMMUNITY RECREATION ASSOCIATION INC	10,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity Initiative	Subcontractor
17305	8/30/23	ELEGANT STITCHES INC	3,534.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Communications
17306	8/30/23	ISM CONSULT INC	2,437.50	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
17307	8/30/23	DAVID W KELLEY	920.00	040 ADMIN	Admin	Cleaning
17308	8/30/23	CHRISTINA LANE	8,000.00	690 DCR/OUTRECWEB	Department of Conservation and Recreation Outdoor Recreation Website	Subcontractor
17309	8/30/23	MACFARLANE OFFICE PRODUCTS, INC.	1,368.34	040 ADMIN	Admin	Printing
17310	8/30/23	MCKESSON MEDICAL - SURGICAL	256.16	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Flu Vaccine Supplies
17311	8/30/23	MICHIGAN TECHNOLOGICAL UNIVERSITY	1,495.00	440 MassDOT/TPL23	MassDOT - Transportation Planning	Computer Software
17312	8/30/23	NEW ENGLAND RURAL HEALTH ASSOCIATION	275.00	678 NERHA/ROOTC	New England Rural Health Association - Root Cause	Conference - Zapata, J
17313	8/30/23	NEW ENGLAND RURAL HEALTH ASSOCIATION	18,455.00	678 NERHA/ROOTC	New England Rural Health Association - Root Cause	Reimbursement - FY 2023 Duplicate Payment
17314	8/30/23	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	148.05	040 ADMIN	Admin	Postage Lease Payment
17315	8/30/23	PITNEY BOWES BANK INC RESERVE ACCOUNT	750.00	040 ADMIN	Admin	Postage
17316	8/30/23	VALLEY GREEN SHREDDING, LLC	42.50	040 ADMIN	Admin	Recycling
17317	9/1/23	BLUE 20/20	167.30	---	---	Check #17302 Reissue

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17169V	7/5/23	MIIA PROPERTY & CASUALTY GROUP, INC	-6,239.00	---	---	Void - Incorrect Amount
17257V	8/15/23	NANCY SLATTERY	-188.53	---	---	Void - Lost Check
17302V	8/30/23	BLUE 20/20	-167.30	---	---	Void - Incorrect Date
1263	7/6/23	ALEX KOMLEV	7,620.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1264	7/6/23	ALEX KOMLEV	2,300.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1265	7/11/23	ALEX KOMLEV	1,830.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1266	7/11/23	ALEX KOMLEV	4,513.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1267	7/11/23	ALEX KOMLEV	6,190.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1268	7/11/23	ALEX KOMLEV	2,547.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1269	7/11/23	ALEX KOMLEV	5,300.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1270	7/11/23	CMV CONSTRUCTION SERVICES INC	4,014.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1271	7/11/23	EMERALD LEAD TESTING	580.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1272	7/12/23	EMERALD LEAD TESTING	892.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1004	7/11/23	CHRISTIE LEWIS	105.00	710 CEDAC/HMLP	CEDAC - Home Modification Loan Program	Mortgage Lien Reimbursement
1005	8/1/23	COMMONWEALTH OF MASSACHUSETTS	205.00	710 CEDAC/HMLP	CEDAC - Home Modification Loan Program	Mortgage Lien
1006	8/30/23	101 MOBILITY	14,308.00	710 CEDAC/HMLP	CEDAC - Home Modification Loan Program	Subcontractor
1066	8/1/23	TOWN OF ADAMS	187,701.24	166 EPA/RLF	Environmental Protection Agency - Brownfields Revolving Loan Fund	Final EPA/RLF Subgrant Request

Total 1,253,837.15

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CCARD	7/1/23	AMAZON.COM	59.97	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies
CCARD	7/1/23	META PLATFORMS	64.07	---	Varied Projects	Communications
CCARD	7/1/23	MA ENVIRONMENTAL HEALTH ASSOC	75.00	040 ADMIN	Admin	Job Ad - Emergency Preparedness Planner
CCARD	7/1/23	AMAZON.COM	206.72	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Supplies
CCARD	7/1/23	MEDIUMCUBE INC	540.99	632 NHD/COSSAP	Northampton Health Department - Comprehensive Opioid, Stimulant, and Substance Abuse Program	Computer Software
CCARD	7/1/23	AMAZON.COM	810.36	650 DPH/SS	Public Health Excellence for Shared Services	Inspection Kit Supplies
CCARD	7/1/23	AMAZON.COM	19.95	040 ADMIN	Admin	Supplies
CCARD	7/1/23	AMAZON.COM	30.97	040 ADMIN	Admin	Supplies
CCARD	7/1/23	MEDIUMCUBE INC	0.16	632 NHD/COSSAP	Northampton Health Department - Comprehensive Opioid, Stimulant, and Substance Abuse Program	Foreign Transaction Fee
CCARD	7/1/23	AMAZON.COM	223.98	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Computer Equipment
CCARD	7/2/23	AMAZON.COM	0.28	040 ADMIN	Admin	Backup to Archive
CCARD	7/6/23	LULUS TINY GROCERY	48.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Meals - Photovoice Event
CCARD	7/6/23	TYPEFORM	29.00	440 MassDOT/TPL23	MassDOT - Transportation Planning	Subscription
CCARD	7/6/23	TAX2EFILE.COM	9.99	040 ADMIN	Admin	Supplies
CCARD	7/6/23	TYPEFORM	0.01	440 MassDOT/TPL23	MassDOT - Transportation Planning	Foreign Transaction Fee
CCARD	7/7/23	SOCIETY FOR HR MANAGEMENT	244.00	040 ADMIN	Admin	Membership - Bartley, K
CCARD	7/9/23	CODE42	9.99	040 ADMIN	Admin	Computer Software
CCARD	7/10/23	UNITED STATES POSTAL SERVICE	46.60	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	7/11/23	JUST WATER	179.96	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Water
CCARD	7/12/23	ZOOM VIDEO COMMUNICATIONS, INC.	40.00	040 ADMIN	Admin	Computer Software
CCARD	7/13/23	MA ENVIRONMENTAL HEALTH ASSOC	75.00	040 ADMIN	Admin	Job Ad - Public Health Food Specialist
CCARD	7/13/23	LULUS TINY GROCERY	49.75	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Meals - Photovoice Event
CCARD	7/13/23	UNITED STATES POSTAL SERVICE	124.85	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage

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CCARD	7/13/23	BIG Y SUPERMARKET	44.10	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies
CCARD	7/13/23	AMAZON.COM	46.32	040 ADMIN	Admin	Supplies
CCARD	7/14/23	UNITED STATES POSTAL SERVICE	62.37	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	7/14/23	UNITED STATES POSTAL SERVICE	145.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	7/14/23	STRAIGHT TALK WIRELESS	37.62	040 ADMIN	Admin	Telephone
CCARD	7/17/23	GOTPRINT.COM	124.34	040 ADMIN	Admin	Business Cards - Jenkins, Brady, Zapata
CCARD	7/17/23	UNITED STATES POSTAL SERVICE	100.40	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	7/17/23	UNITED STATES POSTAL SERVICE	156.10	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	7/18/23	SAGE SOFTWARE, INC.	3,295.00	040 ADMIN	Admin	FY 2024 Subscription
CCARD	7/19/23	AMAZON.COM	104.49	040 ADMIN	Admin	Supplies
CCARD	7/19/23	AMAZON.COM	221.94	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies
CCARD	7/19/23	LULUS TINY GROCERY	97.20	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Meals - Photovoice Event
CCARD	7/20/23	NEWSPAPERS.COM	74.90	040 ADMIN	Admin	Subscription
CCARD	7/20/23	UNITED STATES POSTAL SERVICE	240.12	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	7/20/23	INSPECTORTOOLS.COM	-6.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supply Purchase Credit
CCARD	7/21/23	UNITED STATES POSTAL SERVICE	14.70	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	7/21/23	WALMART.COM	260.26	725 MASSTECH/DE-PTS	Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services - Pittsfield	Event Supplies
CCARD	7/24/23	DUN & BRADSTREET	1,556.10	040 ADMIN	Admin	Subscription Installment #2
CCARD	7/24/23	UNITED STATES POSTAL SERVICE	32.44	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	7/24/23	CONSTANT CONTACT, INC	81.00	040 ADMIN	Admin	Newsletter Subscription
CCARD	7/24/23	AMAZON.COM	49.98	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies
CCARD	7/24/23	NEIWPC	800.00	650 DPH/SS	Public Health Excellence for Shared Services	Soil Evaluator Course - Cesar, M

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CCARD	7/26/23	AMAZON.COM	39.99	610 HRIA/G2G	Health Resources in Action - Grey to Green	Supplies
CCARD	7/26/23	AMAZON.COM	30.82	040 ADMIN	Admin	Supplies
CCARD	7/27/23	AMAZON.COM	40.71	040 ADMIN	Admin	Supplies
CCARD	7/28/23	UNITED STATES POSTAL SERVICE	17.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	7/29/23	AMAZON.COM	19.33	040 ADMIN	Admin	Supplies
CCARD	7/29/23	AMAZON.COM	78.13	040 ADMIN	Admin	Supplies
<i>REDUCE ADVANCE PAYMENT FROM JUNE</i>			-3,118.74			

Total 7,535.72 *Paid 8/1/23 with Check #17258*

CCARD	8/1/23	UNITED STATES POSTAL SERVICE	25.45	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	8/1/23	META PLATFORMS INC	14.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Communications
CCARD	8/1/23	UNITED STATES POSTAL SERVICE	5.40	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	8/2/23	AMAZON.COM	0.28	040 ADMIN	Admin	Backup to Archive
CCARD	8/3/23	UNITED STATES POSTAL SERVICE	6.15	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	8/3/23	AMAZON.COM	72.97	725 MASSTECH/DE-PTS	Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services - Pittsfield	Event Supplies
CCARD	8/3/23	AMAZON.COM	13.86	725 MASSTECH/DE-PTS	Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services - Pittsfield	Event Supplies
CCARD	8/4/23	WALMART.COM	76.39	725 MASSTECH/DE-PTS	Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services - Pittsfield	Event Supplies
CCARD	8/7/23	AMAZON.COM	19.90	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies
CCARD	8/7/23	UNITED STATES POSTAL SERVICE	33.95	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	8/7/23	AMAZON.COM	28.19	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Jul 1, 2023 to Sep 1, 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	8/8/23	AMAZON.COM	38.35	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Supplies
CCARD	8/8/23	SHEAR COLOR PRINTING INC	1,226.00	737 COMM/ARTBERK23	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2023	ArtWeek Communications
CCARD	8/8/23	WALMART.COM	140.23	040 ADMIN	Admin	Supplies
CCARD	8/9/23	CODE42	9.99	040 ADMIN	Admin	Computer Software
CCARD	8/9/23	AED SUPERSTORE	1,990.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit CPR Masks
CCARD	8/9/23	GOTPRINT.COM	59.38	040 ADMIN	Admin	Business Cards - Brennan, L
CCARD	8/9/23	1BERKSHIRE	100.00	040 ADMIN	Admin	Event Ticket
CCARD	8/10/23	UNITED STATES POSTAL SERVICE	23.10	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	8/10/23	UNITED STATES POSTAL SERVICE	6.15	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	8/10/23	AED SUPERSTORE	252.95	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Training Supplies
CCARD	8/12/23	ZOOM VIDEO COMMUNICATIONS, INC.	40.00	040 ADMIN	Admin	Computer Software

Total **4,182.69** *Paid 8/14/23 with Check #17285*

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Aug 31, 2023

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

<u>Customer ID</u>	<u>Customer</u>	<u>Over 90 days</u>	<u>Amount Due</u>	<u>Notes</u>
283 BPHA/INSP/PER	TOWN OF PERU		9,240.00	
283 BPHA/INSP/WSH	TOWN OF WASHINGTON		1,125.00	
284 BPHA/PHN/CHS	TOWN OF CHESHIRE		1,154.00	
284 BPHA/PHN/PER	TOWN OF PERU		2,310.00	
284 BPHA/PHN/RCH	TOWN OF RICHMOND		1,125.00	
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC		2,791.07	
493 RCH/EP	TOWN OF RICHMOND		280.00	
560 COMMVENPUR	COMMUNITY VENDOR PURCHASING		3,500.00	
560 NORTHEAST PAVING	NORTHEAST PAVING		10.81	
560 REWC LAND MGT	REWC LAND MANAGEMENT		277.13	
560 SEALCOATING	SEALCOATING INC	523.25	523.25	Rebecca to follow up
560 TONLINO	TONLINO & SONS		264.05	
570 SHF-NMB-OTS/CDBG	TOWN OF SHEFFIELD	4,405.00	4,405.00	Pat to follow up
631 DAL/CDBG	TOWN OF DALTON		42,596.80	
637 EDA/COVIDRRP	637 EDA/COVIDRRP		15,170.38	
647 GTB/CLNUP	TOWN OF GREAT BARRINGTON	573.91	573.91	Melissa to follow up
663 HVA/MCRC	HOUSATONIC VALLEY ASSOCIATION		213.67	
674 WMS/OSRP	TOWN OF WILLIAMSTOWN		7,100.39	
679 EV/MASSAVE/CFP	EVERSOURCE		4,166.66	
680 CHS/ZH	TOWN OF CHESHIRE	1,308.07	1,475.21	CJ to follow up
681 NEHA-FDA/FSPA	NATIONAL ENVIRONMENT HEALTH ASSOCIATION		57,000.00	
682 NEHA-FDA/FSOP	NATIONAL ENVIRONMENT HEALTH ASSOCIATION		55,000.00	
685 HVA/BCCCP	HOUSATONIC VALLEY ASSOCIATION	4,247.73	22,702.61	Courtesy to follow up
715 USDA/RFSP	USDA REGIONAL FOOD SYSTEM		41,209.03	
721 HAN/OPIODS	TOWN OF HANCOCK		614.68	
727 LAN/ADA	TOWN OF LANESBOROUGH	11,148.68	25,000.00	Pat to follow up
728 MAPC/MCSP	METROPOLITAN AREA PLANNING COUNCIL		9,110.40	
746 AGE SPAN	AGESPAN		25,000.00	
BPHA	BERKSHIRE PUBLIC HEALTH ALLIANCE		1,199.52	
TOWN OF MT WASHINGTO	TOWN OF MT WASHINGTON		136.21	
TOWN OF PERU	TOWN OF PERU		692.98	

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Aug 31, 2023

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

<u>Customer ID</u>	<u>Customer</u>	<u>Over 90 days</u>	<u>Amount Due</u>	<u>Notes</u>
TOWN OF SAVOY	TOWN OF SAVOY		549.11	
TOWN OF WILLIAMSTOWN	TOWN OF WILLIAMSTOWN		6,396.07	
TOWN OF WINDSOR	TOWN OF WINDSOR		707.46	

Report Total

22,206.64 343,620.40

Current Balance

\$0.00

CREDITLINE (x0001)	▼
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Available Credit	\$500,000.00
Amount Due	\$0.00
Payment Due Date	Sep 5, 2023



MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission
FROM: Thomas Matuszko, Executive Director
DATE: September 5, 2023
SUBJ: Agenda Items – September 7, 2023, Executive Committee Meeting

VI. Items Requiring Action

A. Vote to Approve (after the fact) a Response to a Request for Qualifications (RFQ) to the Massachusetts Broadband Institute for Outreach and Engagement Services to Support Digital Equity Statewide Plans / RFQ No. 2023-MBI-09.*

The Executive Committee is requested to authorize the Executive Director (after the fact) to submit a response to an RFQ and sign any resulting contracts and agreements to the Massachusetts Broadband Institute for Outreach and Engagement Services to Support Digital Equity Statewide Plans. If accepted, BRPC will assist with regional outreach across all 32 towns to ensure strong attendance at MBI's Digital Equity Regional Listening Session being planned for September 13th in Pittsfield and conduct follow-up focus groups aimed at Covered Populations including veterans, people with disabilities, seniors, BIPOC residents, immigrants, and rural residents. The total amount requested is \$40,000.00, with approximately \$12,385.00 going to direct labor not including fringe, and \$7,800 to outside subcontractors. There is no match required. The staff lead on the project is Wylie Goodman, Senior Planner, Economic Development, wgoodman@berkshireplanning.org, x16.

B. Vote to Approve (after the fact) a Grant Application to the Massachusetts Bureau of Substance Addiction Services (BSAS) Related to Mobile Addiction Services

The Executive Committee is requested to authorize the Executive Director (after the fact) to submit a grant application to the MA Bureau of Substance Addiction Services (BSAS) related to Mobile Addiction Services and to sign any resulting contracts and agreements. BRPC's Berkshire Overdose Addiction Prevention Collaborative (BOAPC) will use this to extend and expand the [Berkshire Post Overdose Program](#) (BPOP), a new initiative that provides EMS and Behavioral Health co-response to those who have recently experienced an overdose or are otherwise at higher risk for overdose. This \$800,000 two-year grant with two renewals (six years total) will be a collaborative project between BRPC, Berkshire Harm Reduction, Northern Berkshire EMS, County

Ambulance, Southern Berkshire Ambulance Squad, The Brien Center, and other community partners involved in BOAPC. There is no match required. Staff lead on this project will be Andy Ottoson, aottoson@berkshireplanning.org, ex. 37.

C. Vote to Approve (after the fact) an Application to the Advancing Equity in Aging Funding Opportunity with the NextFifty Initiative

The Executive Committee is requested to authorize the Executive Director (after the fact) to submit an application to the Advancing Equity in Aging Funding Opportunity with the NextFifty Initiative and to sign any resulting contracts and agreements. NextFifty Initiative is a Colorado-based private foundation dedicated to funding mission-driven initiatives that improve the lives of the older adult population and their caregivers. This \$45,000 application would focus on Aging and Emergency Preparedness by reaching and equitably preparing older adults, especially those in rural areas, on low incomes or identifying as living with dementia, other disabilities and their caretakers prepare for, respond to, and recover from emergencies, especially heat related emergencies. There is no match required. For more information contact Senior Planner, Sandra Martin, smartin@berkshireplanning.org

D. Vote to Approve a New BRPC Written Information Security Policy (WISP)*

Approval is requested to approve the Written Information Security Policy (WISP). The WISP is a new BRPC policy to create effective administrative, technical, and physical safeguards for the protection of Personally Identifiable Information (PII) by BRPC.

This WISP is intended to comply with obligations under the Gramm-Leach-Bliley Act ("GLB") [15 USC 6801(b) and 6805(b)(2)], the Federal Trade Commission Standards for Safeguarding Customer Information [16 CFR Part 314], as well as "Standards for the Protection of Personal Information of the Residents of the Commonwealth" [201 CMR 17] and Massachusetts General Law c. 93H § 2-3. The WISP sets forth our procedure for evaluating our electronic and physical methods of accessing, collecting, storing, using, transmitting, and protecting PII retained by BRPC.

E. Vote to Approve a Revised Use of the Internet and Communications Systems, Including Phones & Cell Phones Policy*

Approval is requested to approve the revised Use of the Internet and Communications Systems, Including Phones & Cell Phones originally adopted on 11/07/2013. The revision removes the personal use section. Per the new WISP policy staff are not allowed to use BRPC Equipment and emails for personal use due to security. Also removed is providing passwords to the Executive Director.

F. Approval to Submit and Accept a Grant Application (after the fact) to MIIA Wellness Program

Approval is requested for the Executive Director to (after the fact) submit and accept a grant application to the Massachusetts Interlocal Insurance Association (MIIA) Wellness Grant "A Great Place to Work" program and approve any resulting contracts and agreements. This grant opportunity is an

offering from MIIA for creating and maintaining great places to work. BRPC's application will be to deliver healthy snacks to the BRPC office and the purchase of a massage chair. The grant application was approved for \$5,000. The staff lead on this application is Marianne Sniezek, msniezek@berkshireplanning.org, 413-442-1521 x13.

G. Vote to Approve (after the fact) a Grant application to the Partnership Planning Program under the Economic Development Administration (EDA)

The Executive Committee is requested to authorize the Executive Director to submit a grant application and sign any resulting contracts and agreements to the EDA's Partnership Planning grant program. Berkshire Regional Planning Commission (BRPC) will conduct implementation work pertaining to the 2023-2027 Berkshire County CEDS. The total amount requested is \$70,000.00, with approximately \$6,500.00 in direct expenses. A 1:1 cash or in-kind match is required, and staff salaries have been identified as the in-kind source of this match. The staff lead on this project will be Laura Brennan, Assistant Director & Economic Development Program Manager, lbrennan@berkshireplanning.org, x14.

VII. Committee Reports and Discussion

A. Transportation Advisory Committee (TAC)

The TAC met July 18, 2023 and recommended the Unified Planning Work Program (UPWP) be endorsed by the MPO. MassDOT presented on the MA Vehicle Census data about vehicle travel in the state. FY 2023 TIP project updates were shared. Draft minutes were distributed in the meeting packet. There was no August meeting. The next meeting is September 19, 2023.

B. Metropolitan Planning Organization (MPO)

The MPO met on July 25, 2023. John Boyle was elected Vice Chair. The 2023 Unified Planning Work Program (UPWP) and 2024 Regional Transportation Plans were endorsed. Draft minutes of the meeting are in the packet. Draft minutes are in the meeting packet. There was no August meeting. The next meeting is September 26.

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 7/15/2023 to 7/31/2023.

- Berkshire United Way - Berkshire Benchmarks - \$10,000
- Franklin Regional Council of Governments (FRCOG) - Emergency Preparedness Planning - \$162,158
- Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities - \$248,582
- Berkshire Public Health Alliance – Inspection Services FY24:
 - Lanesborough - \$33,300
 - Williamstown - \$75/hr. quarterly
- Berkshire Public Health Alliance – Public Health Nursing Services FY24:
 - Egremont - \$2,468.24
 - Windsor MAVEN - \$1,010.68

- USDOT – Comprehensive Safety Action Plan - \$198,593

Grants and Contracts not received.

We did not receive the US Environmental Protection Agency Healthy Communities Grant Program grant. The maximum available was \$150,000. BRPC will have a debrief with EPA on our application.

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

- The BTI Board approved to accept donations from various community partners in the anticipated amount of \$25,000 to support the Berkshire Benchmarks initiative, which will provide staffing for BRPC and cover the cost of the Berkshire Benchmarks website and authorize the BTI President to sign any contracts. Donations will begin on August 1, 2023.
- The BTI Board approved the President to sign/submit a grant application to the Health New England Diversity, Equity, Inclusion, Belonging (DEIB) Grant Program and to sign any resulting contracts and agreements. BRPC's Berkshire Overdose Addiction Prevention Collaborative (BOAPC) will use this to extend the Community Outreach Specialist initiative launched as part of the HEALing Communities Study, whose funding ends on 12/31/23. The initiative focuses on learning more from local young adults (ages 19-25) not engaged in college full time to learn more about their experiences with substance use and their self-perceived risk of overdose and to work with these community members to provide education and connection to resources. This \$10,000 grant will be a collaborative project between Berkshires Tomorrow, The George B. Crane Memorial Center, Berkshire Health Systems, The City of Pittsfield, and other community partners involved in BOAPC. There is no match required.
- BTI board approved the President to sign an agreement with Berkshire Regional Planning Commission and any other contracts for vaccine clinic support not exceeding \$10,000, including a 2% administrative fee.
- The BTI Board will meet September 7, 2023, to approve the Yearly Election of Officers and yearly update of documents.

C. Staff Update

- Accepted Positions
 - Matthew Bryan - Public Health Emergency Preparedness Senior Planner
 - Ryan Griffis – Transportation Planner
 - Robert Ireland – Lead for America Fellowship
- Accepted interns:
 - Terra Lim – Digital Equity Intern
- Open Positions:
 - Public Health Housing Specialist Berkshire County
 - Public Health Food Specialist
 - Community Engagement Specialist – Digital Equity (part-time temporary)
- Award Nominations:
 - Laura Kittross – Berkshire 25 recognition from Berkshire Magazine (TBD fall of 2023)
 - HEALing Communities/Andy Ottoson – 1Berkshire “Celebrate the Berkshires” Trendsetter award nomination (event held

9/14)

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission did not meet in July or August. The next meeting is scheduled for September 8, 2023. Attached is a copy of the FY23 Annual Report.

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. Delays caused by CSX, who owns the rail line, have impacted on time performance.
- Northern Tier Passenger Rail - There has been no recent activity.

F. ADA Coordinator

Title II of the Americans with Disabilities Act (ADA) requires public entities with 50 or more employees to designate at least one responsible employee to coordinate ADA compliance. The name and contact information for the Coordinator is required to be publicly advertised. BRPC must also administer and write self-evaluation of the programmatic barriers in services offered by BRPC, establish a complaint or grievance procedure to respond to complaints of noncompliance from the public, develop a transition plan if structural changes are necessary for achieving program accessibility; and retain the self-evaluation for three years. Assistant Director Laura Brennan has been designated the BRPC ADA Coordinator.

G. 2023 Community Health Equity Survey

The Massachusetts Department of Public Health (DPH) is conducting a statewide community health equity survey to enable DPH to improve its programs, make decisions about funding and resources, and support policies to improve health inequities. The survey, which is anonymous opened July 31, 2023, and it will be available through early fall 2023. It takes approximately 15 to 25 minutes to complete and can be accessed at <https://www.mass.gov/chei>.

H. Division of Local Services / Massachusetts Association of Regional Planning Agencies Regionalization Conference

Save the date – Tuesday October 9, 2023 – for the Division of Local Services(DLS) / Massachusetts Association of Regional Planning Agencies (MARPA) Regionalization Conference. For the past several years the state's Regional Planning Agencies have teamed up with the DLS in the Department of Revenue to sponsor a conference on regionalization / shared services.

I. Moving Together 2023 Conference

MassDOT's Moving Together Conference will be held on October 4, 2023, at the Sheraton Boston Hotel. Information is at [Conference Schedule Now Online!](#)

IX. Old Business

A. BRPC Annual Meeting Update

BRPC's Annual Meeting will be held on October 5, 2023 at the Berkshire Hills County Club. Attached is the meeting invitation.

B. Vote to Act on the Kusik Award*

The Executive Committee needs to vote on Kusik Award Nominations.

C. Vote on Executive Director's FY 23 Performance Review and FY 24 Salary Adjustment and Merit Increase*

The Executive Committee needs to take action on the Executive Directors' FY 23 Performance Review and a related salary for FY 24.

X. New Business

A. Citizen Planner Training Collaborative Fall Webinar Series

CPTC is beginning to plan for the CPTC Fall Webinar topics. CPTC will start with organizing 1 workshop with each RPA and then if time allows and presenters are availability there may be an opportunity for a second webinars. The webinars will run from late October through December (even early January). Attached is a list of possible topics. We should discuss if there is a preference for specific topics. Alternatively reach out to Community Planning Program Manager Cornelius Hoss with your ideas, choss@berkshireplanning.org

B. September Commission Meeting

The next Full Commission meeting is scheduled for September 21, 2023. Potential items required or previously mentioned include:

- A discussion of the Housing Code changes
- Census 2020 presentation
- Roles and Responsibilities of Delegates and Alternates for new and a refresher for older Delegates and Alternates

Written Information Security Policy (WISP)

09/07/2023



Objective

The objective of the Berkshire Regional Planning Commission (BRPC) in the development and implementation of this comprehensive Written Information Security Policy (WISP) is to create effective administrative, technical, and physical safeguards for the protection of Personally Identifiable Information (PII) by BRPC.

This WISP is intended to comply with obligations under the Gramm-Leach-Bliley Act ("GLB") [15 USC 6801(b) and 6805(b)(2)], the Federal Trade Commission Standards for Safeguarding Customer Information [16 CFR Part 314], as well as "Standards for the Protection of Personal Information of the Residents of the Commonwealth" [201 CMR 17] and Massachusetts General Law c. 93H § 2-3. The WISP sets forth our procedure for evaluating our electronic and physical methods of accessing, collecting, storing, using, transmitting, and protecting PII retained by BRPC.

For the purposes of this WISP, PII means any of the following data elements retained by BRPC:

- A. Social Security number, Date of birth, or Employment data
- B. Driver's license, passport, or state-issued identification card number
- C. Medical and Health data
- D. Income data, Tax filing data, Retirement Plan data, Asset Ownership data, Investment data, Benefit data.
- E. Financial account number, credit or debit card number, with or without security code, access code, personal identification number, or passwords

PII shall not include information that is obtained from publicly available sources. This includes but is not limited to items listed in the Berkshireplanning.org Contact directory (i.e., Name, Title, Directory Phone Number, and Email Address); or items contained in federal, state, or local government records lawfully made available to the general public.

Purpose

The purpose of the WISP is to:

- A. Ensure the Security and Confidentiality of all PII retained by BRPC.
- B. Protect PII against anticipated threats or hazards to the security or integrity of such information.
- C. Protect against any unauthorized access to or use of PII in a manner that creates a substantial risk of Identity Theft or Fraudulent or Harmful use.

Scope

The scope of the WISP related to BRPC shall be limited to the following protocols:

- A. Identify reasonably foreseeable internal and external risks to the security, confidentiality, and/or integrity of any electronic, paper, or other records containing PII.
- B. Assess the potential damage of these threats, taking into consideration the sensitivity of the PII.
- C. Evaluate the sufficiency of existing policies, procedures, information systems, and other safeguards in place to control identified risks.
- D. Design and implement this WISP to place safeguards to minimize identified risks in accordance with the law.
- E. Regularly monitor and assess the effectiveness of the safeguards established by this WISP.

Identified Responsible Individuals

BRPC has designated the GIS, Data, and IT Manager as the Data Security Coordinator ("DSC"). The DSC is the responsible official for BRPC data security processes and will implement, supervise, and maintain the WISP. This includes responsibility for the following:

- A. The initial implementation of the WISP;
- B. Identifying and securing all PII;
- C. Conducting training sessions for all employees, including temporary and contract, who have access to PII on elements of the WISP and any changes following its establishment;
- D. Regularly monitoring and testing employee compliance with the plan's policies and procedures;
- E. Granting and removing access to PII stored in BRPC's network, based on necessity established by an employee's job description and primary functions;
- F. Terminating access to secure data upon the severance of a relationship between an individual and BRPC;

WRITTEN INFORMATION AND SECURITY POLICY

- G. Reviewing the scope of the WISP at least annually and when there is a change to the BRPC's business practices that may implicate the security or integrity of its records.

BRPC has designated the Executive Director as the Public Information Officer ("PIO"). The PIO will be the firm's designated public statement spokesperson in the event of a data breach. To prevent misunderstanding and hearsay, all outgoing communications pertaining to a data breach should be approved through this person, who shall oversee the following:

- A. All client communications by phone or in writing.
- B. All statements to law enforcement agencies.
- C. All releases to news media, including social media.
- D. All information released to business associates, neighboring businesses, and trade associations to which the firm belongs.

Internal Risk Mitigation

In the interest of reducing internal risks to the security, confidentiality, or integrity of electronic and paper records containing PII, BRPC has adopted the following mandatory policies and procedures:

PII Collection and Retention Policy

- A. We will only collect PII for legitimate business needs and under compliance with all federal, state, and local regulations.
- B. Access to digital and physical records containing PII will be limited to those with a current and legitimate need in line with their job descriptions and essential functions.
- C. The DSC will identify and document locations where PII may be stored, including physical and digital locations.
- D. Written and electronic records containing PII will be effectively destroyed at the earliest opportunity allowed by business and legal retention requirements.

Personnel Accountability Policy

- A. A copy of the WISP will be distributed to all current and new employees on their start date. The employee will acknowledge in writing that they received a copy of the WISP and will abide by its provisions.
- B. A copy of the confidentiality agreement will be distributed to new employees on their start date. The employee will acknowledge in writing that they received a copy and will abide by its provisions.
- C. All employees are responsible for maintaining the privacy and integrity of PII. All employees will access, store, and maintain records in accordance with this policy, as well as protect PII from unauthorized use, access, disclosure, or alteration.

WRITTEN INFORMATION AND SECURITY POLICY

- D. All employees will comply with the following procedures regarding cyber security:
- Laptop computers will be shut down at the completion of the workday.
 - Employees will check the sender's email addresses for signs of fraud.
 - Employees will exercise caution when downloading files from the internet.
 - Employees will not open any links or attachments in suspicious emails or those from unknown senders.
 - All PII must be stored on the BRPC network, in a secured folder identified by the DSC. No PII is allowed to be stored on a local laptop or external storage devices, such as external hard drives, USB sticks, compact discs, flash memory cards, etc.
- E. All employees will comply with the following procedures regarding PII security in their workspace:
- Employees will ensure all sensitive and confidential information, whether hardcopy or electronic, is secure in their work area at the end of the day and when they are expected to be gone for an extended period.
 - Laptops and workstations must be locked, requiring a password login, when the workspace is unoccupied.
 - Employees will keep documents containing PII in a locked drawer at the end of the workday or when otherwise unattended.
 - Printouts containing PII will be immediately removed from the printer. Whenever possible, documents containing PII will be sent to secure office printers as opposed to shared printers.
 - Passwords will not be posted on or under a computer, nor will they be left written down in an accessible location.
 - All removable storage devices, such as USB sticks or external hard drives, will be treated as sensitive and securely stored in a locked drawer or file cabinet when not in use.
- F. All employees are responsible for immediately informing the DSC of an Information Security Incident. This includes but is not limited to the following:
- Social engineering attempts (e.g., phishing emails)
 - Malicious code (e.g., viruses, worms, Trojans, bots)
 - Network attacks (e.g., denial of service)
 - Probes, scans, or other unauthorized network monitoring (e.g., sniffers)
 - Ransomware
 - Unauthorized access to a computer or the network
 - Unauthorized access to hardcopy documents containing PII

WRITTEN INFORMATION AND SECURITY POLICY

- A compromised system or user credentials
 - The establishment of an unauthorized account for the network or an application
 - Abuse/misuse or accidental disclosure of PPI (e.g., posting on a public forum or sending an email to the wrong recipient)
 - Loss or theft of a laptop, cell phone, or other electronic storage device used to access the BRPC network or email (this includes a personal cell phone or another device that was logged into the BRPC server)
 - Lost, stolen, or missing hardcopy documents or media
 - A violation of privacy or data security policies or procedures
 - Any circumstance deemed sufficiently suspicious, such as erratic behavior associated with a server or laptop, or a request for access to information or an application not necessary for the performance of the employee's job
- G. Any employee who willfully disregards a data security incident or violation by failing to report it to the DSC is subject to disciplinary action up to and including termination.
- H. Any attempt to interfere with, prevent, obstruct, or dissuade an individual in their efforts to report a suspected information security problem or violation is strictly prohibited and cause for disciplinary action, up to and including termination. Any retaliation, from BRPC or an employee, against an individual for reporting a data security incident or violation in good faith is also prohibited.
- I. Any employee that makes a fraudulent report of a data security incident or violation maliciously or knowingly is subject to disciplinary action, up to and including termination.
- J. Any employee who willfully discloses PII or fails to comply with these policies will face immediate disciplinary action up to and including termination of employment and/or legal action.

Commented [MM1]: Also included in the Conduct of Employees Policy

Cyber Security Policy

- A. BRPC's files will be continuously backed up throughout the day to an offsite location using an online backup provider.
- B. BRPC will install and maintain antivirus software on all laptops.
- C. BRPC will maintain Cyber Liability Insurance through MIAA Property and Casualty Group, Inc.
- D. BRPC will conduct periodic training of employees regarding cyber-attacks, including but not limited to malware, ransomware, and phishing.

Reportable Event Policy

- A. In the event of a Data Security Incident, the Office Manager will be responsible for contacting the Insurance Agent to file a claim. The DSC will be responsible for contacting computer support. The PIO will be responsible for the following:

WRITTEN INFORMATION AND SECURITY POLICY

- Contacting local law enforcement.
 - Notifying the Commission Chair.
 - Notifying impacted Stakeholders.
- B. If there is a Data Security Incident, the DSC will perform a mandatory post-incident review of the events and actions taken to determine if any changes in operations are necessary. Changes will be implemented and included as an addendum to this WISP.

External Risk Mitigation

In the interest of reducing external risks to the security, confidentiality, or integrity of electronic and paper records containing PII, BRPC has adopted the following mandatory policies and procedures:

Remote Access Policy

- A. Staff shall contact the GIS, Data & IT Manager for approved methods and software to connect to BRPC's systems remotely.
- B. Accessing the network remotely is a privilege for staff, and the right to access the network remotely can be revoked at the discretion of the Executive Director.
- C. Staff accessing systems remotely can only access BRPC's network using BRPC-owned devices. Personal equipment shall not be used to connect to the BRPC network using remote connection software. Any exceptions require written approval by the GIS, Data & IT Manager.
- D. All staff shall ensure that their BRPC-owned devices are up to date on all security patches and virus/malware protection software.
- E. Employees with remote access privileges shall ensure that their remote access connection is used explicitly for work business and used in a manner consistent with their on-site connection to the BRPC network.
- F. Employees shall bear full responsibility for any access misuse.

User Access Control Policy

- A. BRPC will use 2-Factor Authentication for remote login authentication.
- B. All users will have unique passwords to the computer network. Passwords can be changed at any time by the individual without disclosure of the password(s) to the DSC or any other BRPC employee at any time.
- C. Passwords will be refreshed every six months or sooner if conditions warrant. The DSC will notify employees when an accelerated password reset is necessary.

Network Data Security Policy

The following activities concerning network usage and data transmission are prohibited:

WRITTEN INFORMATION AND SECURITY POLICY

- A. Downloading and/or installing unauthorized computer programs, software, or executable files.
- B. Introducing malicious programs into the network or server (e.g., viruses, worms, Trojan horses, phishing emails, etc.).
- C. Transmitting PII from the BRPC network to any unauthorized individual.
- D. Permitting an unauthorized individual to use an assigned internet or email account or to access BRPC's computer systems in any way. This includes sharing password information or allowing account access to household members when work is done remotely.
- E. Using BRPC's computers for personal use.

Information Security Training Policy

All employees will be trained on maintaining the privacy and confidentiality of BRPC's PII. The DSC will conduct training regarding the specifics of paper record handling, electronic records handling, and BRPC's security procedures at least annually. All new employees will be trained before PII access is granted. Disciplinary action may be recommended for any employee who disregards these policies.

Implementation

Effective September 7, 2023, the BRPC has created this Written Information Security Plan (WISP) in compliance with the regulatory ruling regarding the implementation of a written data security plan found in the Gramm-Leach-Bliley Act ("GLB") [15 USC 6801(b) and 6805(b)(2)], the Federal Trade Commission Standards for Safeguarding Customer Information [16 CFR Part 314], the "Standards for the Protection of Personal Information of the Residents of the Commonwealth" [201 CMR 17], and Massachusetts General Law c. 93H § 2-3.

Signed: _____
Title: Executive Director

Date: _____

Signed: _____
Title: Data Security Coordinator

Date: _____

USE OF THE INTERNET AND COMMUNICATIONS SYSTEMS, INCLUDING PHONES & CELL PHONES

Purpose:

BRPC recognizes that using the internet and communications systems is integral to our ability to provide service to the region. Therefore we provide all employees with access to systems to allow that use. Use by employees comes with some limits and responsibilities, and this policy intends to articulate allowable and prohibited activities, as well as the responsibilities of both employees and BRPC.

Use of the Internet and Telecommunications Systems Provided by BRPC:

Business Use: Computer systems that allow access to the Internet and email are the property of the Berkshire Regional Planning Commission and are provided to conduct BRPC business effectively and efficiently. Employees are permitted to access the Internet and email to assist in performing their jobs. Such access may be used for approved purposes only. Employees who access the Internet and send emails containing BRPC's domain address represent BRPC in the public domain and are responsible for doing so in an effective, lawful, and ethical manner to maintain and enhance BRPC's public image. Therefore, email communications should be drafted with the same level of care and discretion as hard-copy memoranda or documents. All business-related emails must use BRPC's email system.

~~**Personal Use:** Employees are permitted to use BRPC Internet, provided that any such use is done on personal time and does not conflict with prohibited activities. Employees should be aware that such personal use is subject to the same monitoring and control as business use. Employees should not allow use of BRPC Internet access or e-mail for personal list serves or other functions that will create additional "junk-mail" messages. Employees are strongly discouraged from using BRPC's email for personal use.~~

Commented [MS1]: Per new WISP policy staff are not allowed to use BRPC Equipment and emails for personal use due to security.

Materials/Information: Viewed or Downloaded: BRPC is not responsible for material viewed or downloaded by individual users from the Internet. Employees should exercise caution since even innocuous searches may lead to sites with highly offensive content. Care should be taken when downloading files from the Internet to protect the agency's computer systems against the introduction of viruses.

No Expectation of Privacy: Electronic communications should never be considered private, confidential, or secure. Once sent, copies of the email can be forwarded without the sender's knowledge or permission to unintended recipients. All messages, files, images, and data created, sent, or retrieved over the Internet or through e-mail using BRPC equipment or email are the property of the Berkshire Regional Planning Commission.

BRPC has a right to monitor any and all aspects of its computer, email, and telecommunications systems, including, but not limited to, sites, material downloaded or uploaded by employees, and emails sent or received by employees. Such monitoring may occur at any time without notice and without the employees' permission. Therefore, employees should have no expectation of privacy in anything they create, store, send or receive on BRPC computer systems.

Berkshire Regional Planning Commission – Personnel Policy

[\\brpc-fs01\Administrative\Commission\Committees\Executive Committee\FY 2024\2023.09.07\Use of the Internet and Communication Systems Originally 11072013 DRAFT 09072023.docx](#)[O:\Policies & Procedures\Personnel Policies\Current Personnel Policies\Use of the Internet and Communication Systems 11.07.2013.docx](#)

ADOPTED 2013-11-07 Draft 09/07/2023

Prohibited Activities: The following activities are prohibited when using BRPC Internet or electronic communication systems, including phones:

- Using for personal gain or to further personal views, including soliciting or marketing commercial ventures, religious or political causes, outside organizations, or other solicitations;
- Accessing, downloading, printing, or storing information with sexually explicit content;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful or inappropriate messages or images;
- Installing or downloading unauthorized computer software, programs, or executable files;
- Uploading or downloading copyrighted materials or proprietary BRPC information without prior approval;
- Initiating or forwarding chain email;
- Sending an email using another's identity, an assumed name, or anonymously;
- Permitting any unauthorized individual to use an assigned Internet or email account or to access BRPC computer systems in any way.

Employee Responsibilities: Employees are responsible for the following when using the Internet or electronic communication systems:

- Using only for approved purposes in accordance with BRPC policy;
- ~~Providing the Executive Director or his designee with their computer and e-mail passwords which will be kept in a secure file;~~
- Determining those electronic messages that qualify as a public record and retaining them in accordance with State law;
- Reporting problems or violations to the appropriate BRPC individuals (employee's supervisor or Executive Director)

Commented [MS2]: Not a best practice. We do not want to know staffs passwords. They can be reset.

BRPC Responsibilities: BRPC is responsible for the following with regard to employees' use of the Internet and electronic communication systems:

- BRPC must communicate this policy to all employees periodically and to new employees upon hire.

BRPC reserves the right to amend this policy at any time as may be required. BRPC must communicate any changes to all employees periodically and to new employees upon hire.

Abuse of Work Time: Employees found to have abused work time through personal use of the Internet or other electronic communication systems may be required to repay time to BRPC either by using annual or compensatory leave or by having deductions from their pay.

Disciplinary Action: Violations of this policy will be addressed using standard personnel procedures and policies. The appropriate level of disciplinary action will be determined on a case-by-case basis by

ADOPTED 2013-11-07 [Draft 09/07/2023](#)

the supervisor or the Executive Director, with disciplinary action up to or including termination, depending upon the severity of the offense.

Berkshire Regional Planning Commission – Personnel Policy

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Page 3



MINUTES OF THE Berkshire Transportation Advisory Committee (TAC)
Tuesday, July 18, 2023

Meeting Held Via Zoom Video Communications

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

TAC Representatives/Alternates:

Sam Haupt, Chair

Town of Becket

Michael Melencio

MasDOT

Peter Frieri

MassDOT D1

Clete Kus

BRPC

Liz Williams

MassDOT

Nick Russo

BRPC

I. Call to Order

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

II. Introductions

Meeting attendees introduced themselves.

III. Approval of the Minutes from the June 20, 2023 TAC meeting

Mr. Haupt moved to table approval of the minutes until the next meeting.

IV. Discussion on draft 2024 UPWP; recommend MPO endorse the draft document

Mr. Kus shared an updated overview of the FY 2024 Unified Planning Work Program (UPWP) focus areas. There are 23 subtasks spread over four focus areas. Proposed special studies include an ITS corridor along Route 7 in Pittsfield, and an electric grid capacity analysis for electric vehicle charging. A proposed transit study of hydrogen fuel for BRTA bus fleets is also proposed.

Mr. Haupt moved to recommend the MPO endorse the final draft UPWP document.

V. Discussion on the 2024 Regional Transportation Plan; recommend MPO endorse the draft document

Mr. Russo updated the TAC on the RTP process. July 18 is the closing date for the public comment period. About one dozen comments were received and were generally supportive of recommended projects and initiatives in the RTP. Comments will be incorporated into the final draft and listed in the Appendix. The final draft RTP is requested to be endorsed by the MPO at the July meeting.

Mr. Haupt moved to recommend the MPO endorse the final draft RTP document.

VI. Presentation by Liz Williams, Director of Data and Policy at MassDOT, on the MA Vehicle Census

Ms. Williams and Mr. Melencio shared the new MA Vehicle Census Tool. Odometer information collected from vehicle inspections can be leveraged along with vehicle data to give new insights about vehicle travel in the state. There are six key performance indicators tracked by the tool:

- Total vehicle count
- % zero-emission or hybrid
- Daily VMT
- % Daily VMT zero-emission or hybrid
- Average miles per day
- Average miles per day zero-emission or hybrid

Mr. Haupt inquired how the tool and data can help to level regional inequities in terms of electric vehicle adoption or resources. Ms. Williams noted that there is an opportunity to better illustrate the socio-economic differences between regions supplemented by the new electric vehicle data. In the future, Census Block Group data will be available to look at the neighborhood level.

[MassVehicleCensus | GeoDOT \(arcgis.com\)](#)

VII. Member Items for Discussion

Mr. Frieri shared updates on the FY 2023 TIP projects. A notice to proceed was issued to J. H. Maxymillian on July 10th for the Ashuwillticook Rail Trail extension project.

For FY 2024 projects, one project is at Final design (Alford Bridge Replacement), two projects are at 75% design (Pittsfield East Street and Cheshire Bridge Replacement), and two are at 25% design (Lee Bridge Replacement and New Marlborough Bridge Replacement)

VIII. Next Meeting Date – August 16, 2023

The next Berkshire TAC meeting date is tentative for August 16, 2023.

Mr. Haupt adjourned the meeting at 4:28 pm.

Materials Distributed:

- [Agenda](#)
- [Draft TAC Minutes June 20 2023](#)



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, July 25, 2023

Meeting Held Via Zoom Video Communications

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

MPO Representatives/Alternates Present:

Derek Krevat	MassDOT (Representing Secretary Gina Fiandaca)
Francisca Heming	MassDOT District 1 (Representing Highway Administrator Gulliver)
Malcolm Fick	BRPC
Sheila Irvin	BRTA
Christine Hoyt	North Subregion Delegate
John Boyle	North Central Subregion Delegate
Gordon Bailey	Southeast Subregion Delegate
Rene Wood	Southwest Subregion Alternate
Ricardo Morales	City of Pittsfield

Others Present:

Peter Frieri	MassDOT District 1
Mark Moore	MassDOT District 1
Michael Melencio	MassDOT
Clete Kus	BRPC
Nick Russo	BRPC
Thomas Matuszko	BRPC
Bob Malnati	BRTA

I. Call to Order – Introductions

Mr. Krevat called the meeting to order at 4:05 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 June 27, 2023

ACTION: Ms. Wood introduced a motion, seconded by Mr. Boyle, to approve the minutes of the June 27, 2023, MPO meeting.

Mr. Kus conducted a roll call:

Mr. Krevat:	Yea
Ms. Heming:	Yea
Mr. Fick:	Yea
Ms. Irvin:	Yea
Ms. Hoyt	Yea
Mr. Boyle:	Yea
Mr. Bailey:	Yea
Ms. Wood	Yea

IV. Solicit nominations for and vote to select a vice chairperson for the Berkshire MPO

Mr. Kus stated the need for an MPO vice chairperson to take the place of Jim Lovejoy. Their primary role would be to facilitate MPO meetings in the absence of the chairperson.

John Boyle volunteered himself for nomination, seconded by Ms. Wood. Mr. Krevat noted that he would abstain from the vote as he is not affiliated with an MPO region. According to the MOU, the vote is intended to be taken by regional delegate membership.

ACTION: Mr. Boyle introduced a motion, seconded by Ms. Wood, to nominate John Boyle as the MPO vice-chairperson.

Mr. Kus conducted a roll call:

Mr. Krevat:	Abstain
Ms. Heming:	Abstain
Mr. Fick:	Yea
Ms. Irvin:	Yea
Mr. Morales	Abstain
Ms. Hoyt	Yea
Mr. Boyle:	Yea
Mr. Bailey:	Yea
Ms. Wood	Yea

V. Approval of the 5th amendment, to the 2023-2027 TIP 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.**

Mr. Kus noted that project 606233 has a price increase to \$9,273,140, up from \$8,836,791.

There was a decrease for the price of project XXXXXX

The Transit TIP has five changes to the funding structure. The Community Transit grant provided vehicles

to communities around Berkshire County.

ACTION: Ms. Wood introduced a motion, seconded by Mr. Bailey, to endorse the Highway Amendment.

Ms. Wood queried about how typical it is that price changes occur with TIP projects. Mr. Kus responded that it is not out of the ordinary to see price fluctuations with construction projects over time.

Mr. Kus conducted a roll call:

Mr. Krevat:	Yea
Ms. Heming:	Yea
Mr. Fick:	Yea
Ms. Irvin:	Yea
Ms. Hoyt	Yea
Mr. Boyle:	Yea
Mr. Bailey:	Yea
Ms. Wood	Yea

ACTION: Mr. Bailey introduced a motion, seconded by Ms. Wood, to endorse the Transit Amendment.

Mr. Kus conducted a roll call:

Mr. Krevat:	Yea
Ms. Heming:	Yea
Mr. Fick:	Yea
Ms. Irvin:	Yea
Ms. Hoyt	Yea
Mr. Boyle:	Yea
Mr. Bailey:	Yea
Ms. Wood	Yea

VI. Endorsement of the 2024 Unified Planning Work Program and authorize the Chairman to sign the certification documents on behalf of the MPO members

Mr. Kus shared the results of the Public Comment period, with the updates provided by the MassDOT comment matrix.

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

Mr. Kus conducted a roll call:

Mr. Krevat:	Yea
Ms. Heming:	Yea
Mr. Fick:	Yea
Ms. Irvin:	Yea
Mr. Morales	Yea
Ms. Hoyt	Yea
Mr. Boyle:	Yea
Mr. Bailey:	Yea
Ms. Wood	Yea

VII. Endorsement of the 2024 Regional Transportation Plan and authorize the Chairman to sign the certification documents on behalf of the MPO members

Mr. Russo

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

Mr. Kus conducted a roll call:

Mr. Krevat:	Yea
Ms. Heming:	Yea
Mr. Fick:	Yea
Mr. Morales	Yes
Ms. Hoyt	Yea
Mr. Boyle:	Yea
Mr. Bailey:	Yea
Ms. Wood	Yea
Ms. Irvin:	Yea

VIII. Presentation by Liz Williams, Director of Data and Policy at MassDOT, on the MA Vehicle Census

Ms. Williams could not attend the meeting; the MA Vehicle Census was presented by Mr. Melencio. There are five major sets of data available in the Census:

- Total Daily vehicle count
- % total count of Zero-emission or hybrid
- Daily Vehicle Miles Traveled
- % Daily VMT Zero-emission or hybrid
- Average mileage per day
- Average Mileage per day zero-emission or hybrid

Vehicle data can also be broken by attribute such as body type, fuel type, and use. Registration point-in-time data is available for January 1 2020, 2021, 2022, and 2023. All data is available on the MassDOT open data portal.

Mr. Malnati queried if the BRTA buses were categorized under commercial, municipal, or state registration. More research would be needed.

IX. Status reports from Member Agencies

Mr. Frieri shared updates from the MassDOT district 1 office. Of the 6 projects programmed for 2023, two have been advertised. Notice to proceed on the Ashuwillticook Rail Trail was issued to Maxymillian. Route 7 Lanesborough, First Street intersection improvements, and the Five Corners roundabout are at final design.

Mr. Boyle asked if there was an update on the northern Ashuwillticook Rail Trail extension to Hodges Cross Road. The project is programmed in the 2024-2028 TIP.

For FY 2024 projects, the Alford bridge project is at Final design, Pittsfield East Street reconstruction and Cheshire Bridge Replacement are at 75% design, and Lee Bridge Replacement and New Marlborough Bridge Replacement are at 25% design.

X. Other Business

There was no other business.

XI. Next Meeting date – August 22nd, 2023

The next MPO meeting will be held on August 22nd, 2023.

ACTION: Mr. Boyle motioned to adjourn, seconded by Ms. Hoyt. Mr. Krevat adjourned the meeting at 4:51 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

MATTHEW A. BRYAN

EDUCATION

OKLAHOMA STATE UNIVERSITY Remote Summer 2021 – December 2023
Master of Public Health

UNIVERSITY OF EVANSVILLE Evansville, IN Spring 2017
B.S. Neuroscience Concentration in Behavioral Neuroscience
B.A. German and B.S. Psychology Minor, Biology

UNIVERSITY OF VIENNA Vienna, Austria Spring 2016
Study Abroad

PROFESSIONAL

Connecticut Department of Public Health – Hartford, CT February 2023 – Present
Toxic Hazards Epidemiologist

- Utilize Survey123 through ArcGIS Pro and Power Automate through Microsoft to develop automation processes in the Lead Program
- Maintain and troubleshoot coding used in Access databases for data processing for Lead cases
- Provide technical support to primary care providers to ensure quality assurance and data integrity for lead care and follow-up
- Provide organized solutions for streamlined data activities

Oklahoma State Department of Health – Oklahoma City, OK November 2019 – February 2023
All Hazards Planning Specialist Jan 2022 – February 2023

- Lead collaboration, evaluation, and contribution efforts to the update and maintenance of the Pandemic Response and Ebola Virus Disease Annex of the OSDH Emergency Response Plan
- Act as the Emergency Operations Center Administrator for COVID-19 Response and provide technical support
- Monitor national training opportunities for planning team to screen and disseminate as appropriate
- Foster strong relationships with internal and external stakeholders as they relate to Oklahoma's emergency response plans
- Assist the evaluation and editing of the Oklahoma Base Emergency Response Plan and accompanying annexes
- Lead After Action Report Process for Mpox Response
- Disseminate plan updates and information to relevant internal stakeholders
- Attend relevant FEMA trainings and exercises
- Planning Section Chief for Mpox Response
- Lead development of ArcGIS dashboard for Mpox response cases

Basic Life Support Instructor

- Maintain AHA certification and attend any relevant continuing education courses as necessary
- Provide course instruction for Oklahoma State Department of Health employees
- Maintain appropriate course, roster, and documentation for AHA compliance

Disease Intervention Specialist (Epidemiologist 2) November 2019 – Jan 2022

- Supervise a call center of National Guard contact tracers during the initial COVID-19 surge
- Provide treatment consultations to clinics and county health departments for Syphilis

- Interview patients and contacts to gather information concerning infections and exposure to various communicable diseases
- Consult with local health officers, private physicians, and other clinicians on the prevention, control, and treatment of communicable diseases
- Conduct epidemiological investigations concerning cases of HIV and Syphilis
- Remain up to date on applicable HIPAA laws and regulations
- Maintain thorough working knowledge of current state and federal reporting guidelines for various communicable diseases
- Provide testing through rapid testing and blood draws for Syphilis, HIV, and Hepatitis C

Hamrick Health Consulting, LLC
Consultant

August 2021 - Present

- Act as a Subject Matter Expert on issues related to STDs/STIs
- Create curriculum for Adolescent Health Education Programs
- Evaluate Programs for Quality Improvement

Osage County Community Health Alliance – Pawhuska, OK
Member / Consultant

- Act as a Subject Matter Expert on issues related to STDs/STIs
- Coordinate COVID-19 Testing Events
- Consult on issues related to fundraising and outreach
- Serve as a liaison for OSDH

Lifeline Youth and Family Services - Bloomington, IN
Case Manager

June 2017 – October 2018

- Managed casework for multiple clients engaged in mandatory court services and handled HIPAA protected information while designing and utilizing interventions for promoting personal health and child-care
- Developed rapport with families to gain insight into living conditions and child welfare

Buchereien Wien – Vienna, Austria

January 2016 – June 2016

- Internship through the Vienna Public Library system in Vienna Austria
- Assisted patrons with reference material and other media
- Assisted with management and data entry for relevant library information

RESEARCH

University of Evansville - Evansville, IN

Thesis Author “Multilingualism and the associated effects on neurological functioning” Spring 2017

- Wrote thesis on the neurological effects associated with multilingualism.

Research Lead “Physiological Responses as a Result of Marketing Artifacts”

Fall 2016

- Gained insight into neuromarketing techniques and assessments for marketing artifacts
- Served as statistical lead for data analysis

Grant Author “Effects of chronic exposure to Imidacloprid on Honey-Bee Foraging”

Fall 2016

- Gained insight into grant writing and approval process

Ryan Griffis

Town Planner

Objective

Dedicated professional with graduate degrees in regional planning and sustainability science seeking to address complex issues through effective and sustainable development practices.

Education

University of Massachusetts Amherst

Masters of Regional Planning

Masters of Sustainability Science

Certificate in Climate Change and Green Infrastructure Planning

MAY 2022 | AMHERST, MA

University of Massachusetts Boston

Bachelor of Arts - Political Science

MAY 2017 | BOSTON, MA

Experience

Planner | Wellesley Planning Department

AUGUST 2022 - PRESENT | WELLESLEY, MA

Fall Studio Team | PVTA - ValleyOnBoard.Org

SEPTEMBER 2021 - DECEMBER 2021 | AMHERST, MA

Research Intern | Danvers Planning & Economic Development

JUNE 2021 - SEPTEMBER 2021 | DANVERS, MA

Campaign Organizer | CADC, LLC

JANUARY 2020 - MARCH 2020 | BOSTON, MA

Northeast Regional Organizer | Voter Choice MA

APRIL 2017 - OCTOBER 2019 | BOSTON, MA

Achievements

Bike Friendly University: Bronze Ranking

For my graduation project at the University of Massachusetts Amherst, I conducted months of research and interviews on campus mobility, the result of which was a successful application to the League of American Bicyclists, which designated the school as a bike-friendly university.

NOVEMBER 2022 | AMHERST, MA

Organizations

Town Meeting Member | Precinct 6

ELECTED 2019 - PRESENT | DANVERS, MA

Skills

Microsoft Office - Google Workspace - ArcGIS - Photoshop
InDesign - AutoCAD - Cura - 3D Design - Acrobat - Social Media

Robert B. Ireland

Objective

To earn a challenging position, where my education and experience will contribute to growth of my organization, and create positive change through innovative thought, planning, and collaboration.

Education

- Master of Arts, Community Development Policy and Practice*
University of New Hampshire-Durham *December 2015*
- Bachelor of Arts, History*
Siena College *May 2005*
- Associate of Arts, Liberal Arts*
Berkshire Community College *May 2003*

Licenses/Credentials

- United States Peace Corps Paul D. Coverdell Fellow with The University of New Hampshire-Durham
May 2014- December 2015
- Certificate in Community Development Finance- University of New Hampshire-Durham
June 2015
- Preliminary Educator's License in the Commonwealth of Massachusetts
August 2009
- United States Peace Corps Language Program-Ukrainian
September- December 2010
- Massachusetts Department of Elementary and Secondary Education Seminar in Service Learning
September 2013
- Non-Profit Institute at Berkshire Community College Certificate
October 2018

Experience

Development Director
The Lenox Library Association
Board President Edward S. Richter

April 2018-August 2021
Lenox, MA

- Develop and execute The Lenox Library Association's fundraising plan.
- Secure financial support from individuals, foundations and corporations.
- Manage the implementation of and oversee staff responsible for data entry and gift processing.
- Cultivate and maintain ongoing relationships with major donors.
- Create and execute a strategy for a large sustained base of annual individual donors.
- Oversee organization of special events.
- Design and track proposals and reports for all foundation and corporate fundraising.

Grant Writer/Procurement Consulting
Independent

October 2016-Present

- Consulting telecommunications startup Fiber Connect LLC. in rural broadband procurement processes.
- Draft, write and review RFPs for Fiber Connect LLC. for state and local procurements.
- Attending Bidder's conferences and municipal hearings/meetings for high-speed broadband internet solutions for Last Mile and Middle Mile communities.
- March 2017: The town of Monterey, MA accepted Fiber Connect proposal to run high speed broadband network.

History Teacher
Berkshire Arts and Technology Public Charter School
Director- Julia Bowen

October 2015-July 2016
Adams, MA

- Preparing and implementing differentiated lessons for 9th and 10th grade United States History classes
- Collaborating with colleagues to provide proper accommodations for students with learning differences.
- Working with an at-risk student population to develop age appropriate socio-emotional strategies.

21st Century Community Learning Center Site Coordinator
Pittsfield Public Schools
21st CCLC District Director- Liz Baker

April 2013-August 2014
Pittsfield, MA

- *Project Design, Implementation, Monitoring, and Evaluation:* Developed, Facilitated, and coordinated projects for 21st CCLC. Frequently wrote and submitted monitoring and evaluation reports to the Massachusetts Department of Elementary and Secondary Education.
- *Data collection and analysis:* Administered and managed National Institute of Out of School Time survey assessment (SAYO). Administered and managed Assessment of Program Practices Tool (APT). Used multiple data sources to efficiently inform program growth and planning.

- *Grant Writing:* Reported to Massachusetts Department of Elementary and Secondary Education on program progress. In addition to Mid-Year and End of Year reporting worked in writing the grant for exemplary program status.
- *Successful* in securing \$105,000 in funding from MA Department of Elementary Secondary Education for Pittsfield Public Schools by coordinating 21st Century Community Learning Center programming at Pittsfield High School and writing the competitive grant from which the funds were secured.
- *Leadership:* Managing staff, facilitating communication between school day staff and afterschool community partners, and interacting with community leaders advocating for at-risk youth in the community.
- *Family and student engagement:* Worked with parents and students to inform them of the program. Forged relationships with families participating in 21st Century Community Learning Center through consistent lines of communication.

**TEFL/ELL Educator/Community Development
United States Peace Corps
Regional Manager: Roman Oleksenko**

**September 2010-November 2012
Ukraine
Roleksenko@peacecorps.gov**

- Completed a rigorous training program of 200hrs of Ukrainian Language instruction. 90hrs of training in methodology and preparation for the Ukrainian Education System. 30hrs of area studies, (History, economics, and cultural norms.) 20hrs of personal health and safety training and 8hrs of AIDS education (how to incorporate into an English Classroom.)
- Facilitated 22 English Language Lessons per week for grades 3-11 using the communicative method.
- Conducted local stakeholder mapping, and community needs assessment exercises.
- Worked with local administrations on planning, and grant project implementation.
- Conducted English Language seminars throughout Ukraine.
- Director of English Language Learning summer camps.
- Created an English Language Learning club for students and young professionals.

**Long-Term Substitute
Boston Public Schools
Principal-Eileen Nash**

**October 2009-June 2010
West Roxbury, MA**

- Provided Inner-City youth grade levels K-5 with important instruction in age appropriate computing skills in accordance with Boston Public Schools curriculum standards.
- Served as a point person for a district wide math proficiency program, FIRSTINMATH.com within the school in an attempt to strengthen math skills.
- Worked with Spanish English immersion teachers on writing projects for English Language Learners.

**Paraprofessional
Brookline Public Schools
Special Education Coordinator- Lisa Ziegler**

**September 2007-June 2009
Brookline, MA**

- Provided differentiated instruction to students learning differences.
- Worked closely with colleagues and school psychologist to establish an environment that was least restrictive for all students.

- Planned with my mentoring teacher to ensure every Individualized Education Plan (IEP) accommodation was met.
- Participated in after school programs such as homework help, Teen Advantage, and Extended Day.

Security

June 2007-September 2010

Boston Red Sox

Boston, MA

Director of Event Operations- Peter Nesbit

- Ensure the safety and security of all patrons.
- Responsible for displaying the ability to quickly defuse potentially hostile situations while maintaining a high standard of customer service.
- Interacting in the fan experience and ensuring that all patrons have a pleasurable experience.
- Working with other aspects of the Fenway community such as Boston Police, Fenway Ambassadors, and Fenway concession service.

Social Studies Teacher

September 2005-June 2006

St. Joseph Central High School

Pittsfield, MA

Academic Dean-Lillian Quinn

- Conducted and prepared lessons for United States History, Civics, and Modern European History.
- Facilitated a working relationship with parents by providing weekly progress reports for students.
- Engaged Students in after school writing and homework help.

Skills

Microsoft office: Word, Excel, and PowerPoint

Database management: SPSS, Donor Search, Abila/Sage

Fundraising

Event Planning

Proposal Procurement

Grant Writing

Grant Reporting and Management

Logic Model Creation, Project Design, Monitoring, and Evaluation

Service/Experiential Learning Program creation and implementation



Terra Lim

Motivated high school student with strong academic performance, leadership experience, and a passion for learning seeking to contribute skills and gain valuable experience through employment opportunities

EDUCATION

Berkshire Arts & Technology Public Charter School, Adams

2017–2023

Taconic High School, Pittsfield

Expected Graduation: 2024

GPA: 4.0

Advanced Placement Courses Taken:

- AP Language and Composition
- AP Literature and Composition
- AP Psychology
- AP Statistics

EXPERIENCE

CEDS Social Media Intern

February 2023 – May 2023

- Created engaging social media videos to promote Berkshire County's Economic Plan
- Filmed, edited, and provided voiceovers for videos
- Developed a script to explain complex economic information in everyday language

Youth Leadership Program

August 2022 – April 2023

- Toured various businesses and industries to gain exposure to different career paths
- Coordinated and executed a year long project mental health working with a group of peers
- Researched and presented resources for teens struggling for mental health

District Attorney Youth Advisory Board

September 2022 - January 2023

- Formalized STRIVE Conference to prepare 8th graders for highschool
- Organized financial literacy activities for the STRIVEConference

BART Student Council

October 2023–November 2023

- Planned and executed social events such as pep rallies and spirit week
- Advocated for student needs and positive change within the community

BART Student Ambassador

October 2023–November 2023

- Contributed to the school's volunteer efforts as a member of the Ambassador group, participating in various community service projects, including organizing food drives, volunteering at local events, and fundraising for charitable causes.

Work Experience

Soccer Referee

USSF Referee Certified 2023

- Enforced game rules and ensured player safety
- Worked collaboratively with other referees to make fair decisions.

Extracurriculars

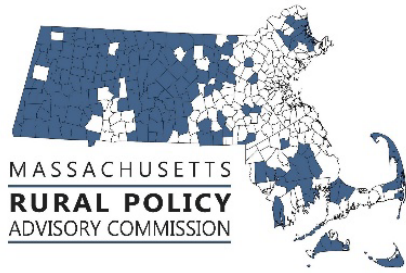
- Basketball JV 2022–2023

AWARDS

- BART Annual Honor Roll
 - 2017–2022
- Williams College Summer Science Lab Certificate of Achievement
 - July 2017

SKILLS

- Verbal communication
- Teamwork
- Leadership
- Creativity
- Problem solving
- Time management
- High work ethic and discipline
- Flexibility to adapt to changes or unexpected situations
- Ceramics
- Intermediate Mandarin level



July 27, 2023

To the Honorable Governor Healy, Senate Clerk Hurley and House Clerk James

Subject: Rural Policy Advisory Commission FY23 Annual Report

Per the legislation that created the Rural Policy Advisory Commission, please accept this annual summary that “reports the results of [the Rural Policy Advisory Commission’s] findings and activities of the preceding year and its recommendations to the governor and to the clerks of the senate and house of representatives.”

The Rural Policy Advisory Commission met seven times in Fiscal Year 23 focusing on topics that addressed the goals and recommendations of the 2019 Massachusetts Rural Policy Plan (RPP) and to identify legislative priorities that would enhance the economic vitality of rural communities. Meetings included:

A rural-focused State Economic Development Plan listening session with RPAC members and invited guests
Meeting with EOED Secretary Yvonne Hao and Deputy Secretary Ashley Stolba to discuss Director of Rural Affairs Job Description and hiring
Discussion of the Resilient Lands Initiative with Bob O’Connor, EOEEA
Preparation and prioritization of legislative advocacy activities for the upcoming 193 rd legislative session <ul style="list-style-type: none"> ▪ Legislative priorities and tracking ▪ Introducing RPAC to new legislators and administration ▪ Advocating for ARPA 2 and rural equity analysis ▪ Coordinating priorities with partners <ul style="list-style-type: none"> ○ MMA ○ MACDC ○ Food System Collaborative ○ MA Healthy Aging Consortium ○ MA Housing Partnership
Received a briefing on Rural Schools Commission report with Michael Sullivan
Partnered with Mass Humanities “Rural Crossroads Museum on Main Street Exhibits”

In addition, the RPAC provided written and/or verbal testimony, letters of support and advocacy; and participated in the following in FY23:

- RPAC 193rd Session legislative priorities
- Support for Office of Rural Policy and Director of Rural Affairs
- Rural TDI model with MassDevelopment that led to an Efficiency and Regionalization grant to examine feasibility of rural village center models
- Member of the Commission on Long-Term Fiscal Health of Rural School Districts
- Rural priorities of Fair Share distribution of transportation funds
- Testimony supporting Rural Schools, PILOT reform, Chapter 90 reform, expansion of passenger rail and overall rural conditions and health to Joint Committee on Ways and Means
- Analysis of current Chapter 90 and PILOT formulas to consider adjustments to improve rural equity
- Discussion with the Legislative Rural Caucus on priority bill refilings and sponsorship

RPAC Top Priorities for FY24:

The RPAC had many successes in FY23. Governor Healy created a Director of Rural Affairs position – the first of its kind in Massachusetts; rural issues and priorities are being recognized as a focus area of the upcoming state economic development plan; RPAC members assisted EOED with review of Rural Development grants, which continues to be a needed and over-subscribed program of One Stop.

To build on these successes, FY24 priorities for the RPAC are:

1. Work with and support the Director of Rural Affairs to ensure that the position is as effective as possible to advance rural issues.
2. Pass legislation to create and fund an Office of Rural Policy that will remedy some aspects of the original RPAC enabling legislation and provide further strength and support to the Director of Rural Affairs.
3. Ensure that the unique needs of rural Massachusetts are thoughtfully considered prior to the development and enactment of policy and legislation and distribution of funding, and include RPAC representation on study commissions.

This annual report is submitted by the members of the Rural Policy Advisory Commission:

Representative Natalie Blais, appointed by the Speaker of the House at the end of FY23

Brain Bullock, Governor's Appointment

Dave Christopolis, Hilltown Community Development Corporation and Governor's Appointment

Jay Coburn, Vice Chair, Community Development Partnership, representing the Cape Cod Commission

Linda Dunlavy, Chair, from and representing the Franklin Regional Council of Governments

Helena Fruscio-Altsman, Secretary of Housing and Economic Development Designee

Wendy Hudson, Nantucket Planning and Economic Development Commission
Senator Paul Mark, appointed by the Senate President at the end of FY23
Tom Matuszko from and representing the Berkshire Regional Planning Commission
Kim Robinson from and representing the Pioneer Valley Planning Commission
Trish Settles from and representing the Central Massachusetts Regional Planning Commission
Shaun Sukowski, Town of Athol and representing the Montachusett Regional Planning
Commission
Bill Venno from and representing the Martha's Vineyard Commission
Helen Zinavage, Governor's Appointment and representing the Southeastern regional Planning
and Economic Development District

Please join the
**Berkshire Regional Planning Commission and
Berkshire County Selectmen's Association**
for the

**2023 Annual Meeting & Reception
Thursday, October 5**

Guest Speaker:
Anne Gobi, Director of Rural Affairs
Massachusetts Office of Economic Development

Berkshire Hills Country Club
food by KJ Nosh
500 Benedict Rd, Pittsfield, MA

\$25 per person
registration required [@Eventbrite](#)
by Friday, September 15

4:00 Social Hour: food stations & cash bar
5:00 Welcome & Speaker
5:30 BRPC highlights
5:40 Selectmen's Association business
5:50 Kusik Award
6:00 Farewell

Accessible parking, building, and bathrooms. ASL interpretation and other accommodations available upon request.

List of CPTC Topics for Fall 2023

Adopting & Revising Rules & Regulations

Boards of appeal and planning boards frequently choose to, or are required to, adopt rules and regulations governing process, procedure and even the substance of their application reviews. While such documents are an important source of authority for boards, they also make life easier for board members and applicants by providing a clear road map for a fair and predictable process. This session will clarify which types of zoning, non-zoning and subdivision rules and regulations are mandatory and which are voluntary; describe what they can and cannot cover; and explain how they get adopted and amended. The regulatory framework for establishing fees and using consultants will also be discussed.

Creating Master Plans

Local officials will learn why and how to prepare, adopt, and implement the master or comprehensive plan described in MGL Chapter 41, Section 81D. The session will identify the sections of a master/comprehensive plan and specific steps by which the plan will be carried out.

Drafting Zoning Amendments

While regular review and amendment of a municipality's zoning ordinance or bylaw in response to changing needs and circumstances is essential to ensuring that it remain up-to date, the process can be tricky. This course will provide a step-by-step roadmap on how to adopt and amend zoning codes in accordance with the strict requirements of G.L. 40A Section 5. Local officials and staff will gain an understanding of what type and scope of amendments are permissible; the relationship between zoning and other municipal planning documents; and the essential role of the Planning Board in the process. Tips for drafting zoning amendments, and strategies for successfully getting them passed will also be addressed.

Fair Housing

Fair housing laws regulate the development, leasing, buying and selling of real estate, as well as state and municipal housing programs, and aspects of municipal land use. This module will describe how land use regulations have been (and continue to be) used to exclude groups from specific neighborhoods and properties, and provide a detailed overview of federal and state laws intended to prevent discrimination and promote equity in housing. A special focus will be on the role of the municipality in enforcing a commitment to fair housing, and the potential consequences of not doing so.

Introduction to the Subdivision Control Law and ANR

This session addresses the purposes of the Subdivision Control Law and the Planning Board's authority under the Act. It also covers important procedural requirements and board responsibilities when reviewing subdivision and ANR plans; adoption of subdivision regulations;

review of ANR plans; access issues; preliminary and definitive plans; Planning Board waivers; modifying, amending and rescinding plans; enforcement; vested rights and zoning freezes.

Introduction to the Zoning Act

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

Planning With Community Support

The course describes how to conduct a planning process, with an emphasis on a comprehensive or master plan that will ultimately have the support of the community. A variety of public participation strategies will be examined, including plan implementation processes. The course will cover how to design the community engagement process.

Roles and Responsibilities of Planning & Zoning Boards

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

Site Plan Review

The Zoning Act does not contain any provisions for the review of site plans, however the process can be a very effective tool for a board to review the details, aesthetics and impacts of a potential project. This course explains the legal issues when using site plan review; the difference between site plan approval and special permits; the review process; the types of conditions a board may impose; the reasons for disapproval; the appeal process and the types of information a municipality can require to be shown on a site plan. Additional material will be presented on how to incorporate site plan review into your zoning bylaw or ordinance.

Special Permits and Variances

Participants will learn about the difference between special permits and variances; the issues and criteria for decision-making; and procedural requirements. Additionally, the course will discuss who has the authority to issue special permits and variances and how judicial decisions guide the way we work with them.

Use of Design Review

Design review is a process that municipalities can undertake to improve the visual quality of structures and promote good design for the benefit of the public. This session will clarify the appropriate scope and authority for the use of design guidelines, the types of standards that can

be implemented, and how that can be accomplished. The session will also explain how design review guidelines can be developed, administered and enforced in a fair and predictable manner.

Vested Rights and Nonconforming Structures and Uses

The course will cover the issue of vested rights under zoning and subdivision law, why they exist, and how they affect the work of the Zoning Boards of Appeals and Planning Boards. Participants will learn what the Zoning Act says about vested rights and the way it occurs. This session will answer the question regarding whether nonconforming structures and uses can change and if so, how much. Finally, the course will address how judicial decisions shape the way provisions of the Zoning Act are interpreted today.

Writing Reasonable and Defensible Decisions (Including Hearing Requirements)

This course covers some key points that will assist boards in writing clear and defensible decisions and why that is important. It describes criteria that should be contained in local zoning provisions and how they relate to the drafting of the decision and the conditions a board may impose when approving a special permit or variance application-This session covers legal and procedural requirements for conducting a public hearing and the ramifications of failure to follow procedural regulations in the decision-making process

Zoning Exemptions

Section 3 of the Zoning Act provide certain exemptions for agricultural, educational, childcare and religious uses, as well as state and federal lands and uses, from local zoning regulations. This course explains these exemptions and their purpose; what does it mean to be exempted from zoning requirements; and identifies under which circumstances municipalities can enact and impose zoning regulations. The course will also cover how judicial decisions guide the way this section of the Zoning Act is interpreted.

Working with MGL Chapter 40B

A workshop for municipal staff and local boards reviewing applications for projects seeking a comprehensive permit under G.L Chapter 40B. Topics will include the following: reviewing the initial application for completeness and compliance with state and local requirements; conducting a site visit; managing the public hearing process; retaining Peer Review consultants; making an informed decision consistent with the local needs provided for in the statute; drafting and issuing the Comprehensive Permit decision; and working with developers, abutters, and other interested parties. This workshop will focus on how municipal officials as well as others can use 40B to achieve housing goals as well as some of the permitting requirements involved with 40B.

Zoning with Overlay Districts

Overlay zoning is a popular and useful tool allowing municipalities to implement land use policies and strategies with greater flexibility than traditional zoning, without the necessity of amending the underlying zoning. This course illustrates the various types of overlay districts, and

explains how they differ from traditional zoning measures and describes the form and contents of an overlay district. Discussion will allow participants to explore the potential pros and cons of overlay vs. traditional zoning.