



# 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, October 5, 2023 at **3:00 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](http://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 (3:00)
- II. Roll Call of Executive Committee Members Attending the Meeting
- III. Vote to Approve Minutes of the Executive Committee Meeting of September 7, 2023\* (3:05)
- IV. Financial Reports (3:10)
  - A. Vote to Approve the September 1, 2023 to September 30, 2023, Expenditures Report\*
  - B. Report on the Accounts Receivable/ Assessments – September 30, 2023
  - C. Report on the Line of Credit
- V. Comments from Berkshire Regional Planning Commission Delegates and Alternate Delegates (3:15)
- VI. Items Requiring Action\* (3:20)
  - A. Vote to Approve (After the Fact) a Grant Application to the New England Rural Health Association (Root Causes Solutions)\*
  - B. Vote to Approve Comments to the Department of Public Utilities on their Proposed Draft Guidelines and Template for Municipal Aggregation. \*
- VII. Committee Reports and Discussion (3:30)
  - A. Berkshire Brownfields

***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

- B. Comprehensive Economic Development Strategy (CEDS)
- C. Regional Issues Committee

- VIII. Executive Director's Report (3:40)
  - A. Report on New Contracts / Agreements
  - B. Berkshires Tomorrow Inc. (BTI) Update
  - C. Staff Updates
  - D. Rural Policy Advisory Commission (RPAC) Update
  - E. Passenger Rail
  - F. Citizen Planner Training Collaborative Fall Webinar Series
  - G. Division of Local Services / Massachusetts Association of Regional Planning Agencies Regionalization Conference
  - H. Dalton CDBG Grant
- IX. Old Business (3:50)
  - No old business
- X. New Business (3:50)
  - A. November Commission Meeting
- XI. Adjournment (3:55)

Attachments:

- Unapproved Minutes of the September 7, 2023, BRPC Executive Committee Meeting
- September 1 to September 30, 2023 Expenditures Report
- Accounts Receivable Report – September 2023
- Line of Credit Report
- Executive Director's Memorandum
- Alison Dixon, Resume
- Daniel Hassett, Resume
- Jazu Stine, Resume
- August Technical Assistance Memo

\* Items Requiring Action



## **DRAFT EXECUTIVE COMMITTEE MINUTES**

Thursday, September 7, 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**

Chair Malcolm Fick called the meeting to order at 4:02 p.m. 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 recording the meeting, and anyone else who wanted to record it needed to inform him.

### **II. Roll Call:**

Read by Office Administrator Kate Hill Tapia:  
Malcolm Fick, Chair, Gt Barrington Alternate  
John Duval, Vice Chair, Adams Alternate – arrived at 5:02  
Sheila Irvin, Clerk, Pittsfield Delegate  
Buck Donovan, Treasurer, Lee Delegate  
Rene Wood, Commission Development Committee Chair, Sheffield Alternate – left at 4:38  
Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate  
Kyle Hanlon, At-large, North Adams Delegate  
Sam Haupt, At-large, Peru Delegate - absent

Others Present: Doug McNally, Windsor Alternate

Staff Present: Thomas Matuszko, Executive Director; Marianne Sniezek, Office Manager; Kate Hill Tapia, Office Administrator; Mark Maloy, GIS, Data & Information Program Manager

### **III. Approval of July 20, 2023 Minutes**

Rene Wood moved to approve the July 20, 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, and Roger Bolton.

### **IV. Financial Reports**

#### **A. July 1 to September 1, 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 August 31, 2023**

It was reported to be in good shape with nothing too outstanding.

**C. Line of Credit Report**

There has been no need to use it.

**V. Comments from Berkshire Regional Planning Commission Delegates and Alternates**

Rene Wood requested that the Executive Director's review be moved up in the agenda so she may participate before leaving the meeting early for another 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**

Rene Wood motioned to approve (after the fact) submitting a response to a request for qualifications to the Massachusetts Broadband Institute for Outreach and Engagement Services to Support Digital Equity Statewide Plans in Berkshire County. Kyle Hanlon seconded it. A roll call vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

Compliments were shared for Wylie Goodman, Senior Economic Planner, for her patience and perseverance in coordinating and managing this work.

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

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

Rene Wood motioned to authorize the Executive Director (after the fact) to apply to the Advancing Equity in Aging Funding Opportunity with the NextFifty Initiative and sign any resulting contracts and agreements. Sheila Irvin seconded it. A roll call vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

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

Rene Wood motioned to approve the new BRPC Written Information Security Policy (WISP) to create effective administrative, technical, and physical safeguards for protecting Personally Identifiable Information (PII); Sheila Irvin seconded it. A roll call vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

GIS, Data & Information Program Manager Mark Maloy explained that due to the CEDAC Home Improvement Loan Program, BRPC must have this policy since personal identifying information (PII) is collected for loan applications.

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

Rene Wood motioned to approve the revised Use of the Internet and Communications Systems policy, including phones & cell phones, originally adopted on 11/07/2013. Per the new WISP policy, staff are not allowed to use BRPC equipment and emails for personal use due to security. Kyle Hanlon seconded it. A roll call vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

**F. Vote to Approve and Accept (after the fact) a Grant Application to the MIIA Wellness Program**

Rene Wood motioned to approve the Executive Director to (after the fact) submit and accept a \$5,000 grant application to the Massachusetts Interlocal Insurance Association (MIIA) Wellness grant program and approve any resulting contracts and agreements. Roger Bolton seconded it. A roll call vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

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

Rene Wood motioned to authorize the Executive Director to submit a \$70,000 application and sign any resulting contracts and agreements to the EDA's Partnership Planning grant program for 2023-2027 Berkshire County CEDS implementation. Sheila Irvin seconded it. A roll call vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.

Tom noted that Laura Brennan was given very little notice about this opportunity, and in the end, the grant was submitted (at EDA's request since they had funds to distribute) for a three-year project of \$210,000 with a 1:1 match using in-kind services.

## **VII. Committee Reports and Discussion**

### **A. Transportation Advisory Committee**

The TAC met on July 18, 2023, and recommended the MPO endorse the Unified Planning Work Program (UPWP). 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 are no meetings in August or September.

### **C. Metropolitan Planning Organization**

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 were in the packet. There are no August or September meetings.

See Old Business. The Executive Director's review was moved up in the agenda.

## **VIII. Executive Director's Report**

### **A. Report on New Contracts/Agreements**

New Grants and Contracts received/initiated from 7/15 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.

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

### **B. Berkshires Tomorrow Inc. (BTI)**

- The BTI Board accepted \$25,000 in donations from community partners to support the Berkshire Benchmarks initiative and authorized the BTI President to sign any contracts. Donations began August 1, 2023.
- The BTI Board approved the President to sign/submit a \$10,000 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 about their experiences with substance use and self-perceived risk of overdose and to work with these community members to provide education and connection to resources. This 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 annual update of documents.

### **C. Staff Update**

- Accepted Positions
  - o Matthew Bryan - Public Health Emergency Preparedness Senior Planner
  - o Ryan Griffis – Transportation Planner
  - o Robert Ireland – Lead for America Fellowship
  - o Daniel Hasset - Public Health Housing Specialist Berkshire County
- Accepted Interns:
  - o Terra Lim – Digital Equity Intern, paid
- Open Positions:
  - o Public Health Food Specialist
  - o Community Engagement Specialist – Digital Equity (part-time temporary)
- Award Nominations:
  - o Laura Kittross – Berkshire 25 recognition from Berkshire Magazine (TBD fall of 2023)
  - o HEALing Communities/Andy Ottoson – 1Berkshire "Celebrate the Berkshires" Trendsetter award nomination (event 9/14)

### **D. Rural Policy Advisory Commission (RPAC) Update**

The RPAC did not meet in July or August. The next meeting is scheduled for September 8, 2023. The FY23 Annual Report was in this meeting's packet.

### **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, and no new time frame was announced.

- Berkshire Flyer - The Berkshire Flyer has maintained solid ridership numbers. Delays caused by CSX, who owns the rail line, and configuration of the rail line, have impacted on-time performance.
- Northern Tier Passenger Rail – No recent activity.

**F. ADA Coordinator**

Title II of the Americans with Disabilities Act (ADA) requires public entities with 50 or more employees to publicly designate at least one responsible employee to coordinate ADA compliance. BRPC must also administer and write a 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 anonymous survey is 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 10, 2023 – for the Division of Local Services(DLS) / Massachusetts Association of Regional Planning Agencies (MARPA) Regionalization Conference. For several years, the state's Regional Planning Agencies have teamed up with the DLS in the Department of Revenue to sponsor a regionalization / shared services conference.

**I. Moving Together 2023 Conference**

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

**VIII. Old Business**

**A. Vote on Executive Director FY 23 Performance Review and FY 24 Salary**

Roger Bolton motioned to approve the Executive Director's FY 23 performance review with an exceptional merit increase of 3% and the FY 24 \$3,000 salary adjustment (previously approved for all staff) retro to July 1, 2023. Kyle Hanlon seconded it, and a roll call vote approved it: Malcolm Fick, Sheila Irvin, Buck Donovan, Rene Wood, Roger Bolton, and Kyle Hanlon.



The Executive Committee thanked Tom for his excellent work and professionalism, even in the face of personal attacks. Also noted were inappropriate comments in an email that Tom apologized for, and all are sure won't happen again. Tom thanked the members for their support.

**B. BRPC Annual Meeting Update**

BRPC's Annual Meeting is scheduled for October 5, 2023, at the Berkshire Hills County Club. With only nine non-staff registered, a decision will be made on 9/21 if there are enough participants to have the event. Ideally, 40-50 registrants are wanted. It was noted that the Selectmen's Association is not active.

**C. Vote to Act on the Kusik Award**

Nominations were reviewed and discussed, noting that there were several worthy candidates.

Kyle Hanlon motioned to give the Kusik Award to Ilana Steinhauer, FNP, Executive Director, Volunteers in Medicine. Roger Bolton seconded it, and a roll call vote approved it: Malcolm Fick, Sheila Irvin, Buck Donovan, Roger Bolton, and Kyle Hanlon.

**IX. New Business**

**A. Citizen Planner Training Collaborative (CPTC) Fall Webinar Series FY 24 Meeting Schedule**

Each RPA will help organize a webinar between late October through December (even early January). A list of possible topics was distributed and discussed. Executive Committee members were encouraged to inform CJ Hoss, the Community Planning Program Manager, of any topic suggestions.

**B. September 21 Commission Meeting**

The following potential topics were discussed:

- Census 2020 presentation
- Roles and Responsibilities of Delegates and Alternates for new and a refresher for older Delegates and Alternates
- Energy aggregation changes – comment letter
- Cannabis host agreements – comment letter

**X. Adjournment**

Roger Bolton motioned to adjourn the meeting at 5:07 p.m., seconded by Kyle Hanlon, and unanimously approved by a roll call vote: Malcolm Fick, John Duval, Sheila Irvin, Buck Donovan, Roger Bolton, and Kyle Hanlon.

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

## BERKSHIRE REGIONAL PLANNING COMMISSION

### Check Register

For the Period From Sep 1, 2023 to Sep 30, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
17317	9/1/23	BLUE 20/20	167.30	040 ADMIN	Admin	Vision Insurance
17318	9/1/23	MASS STATE BOARD OF RETIREMENT	11,279.24	---	---	Retirement
17319	9/1/23	MIIA HEALTH BENEFITS TRUST	2,122.89	040 ADMIN	Admin	Dental Insurance
17320	9/1/23	MIIA HEALTH BENEFITS TRUST	52,994.24	040 ADMIN	Admin	Health Insurance
17321	9/1/23	THE COOPER CENTER, LLC	8,636.10	040 ADMIN	Admin	Rent
17322	9/6/23	AAIM TRAINING AND CONSULTING LLC	96.20	040 ADMIN	Admin	Background Checks - Griffis, R & Bryan, M
17323	9/6/23	STEFFON ASHLEY	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17324	9/6/23	BECKS PRINTING	649.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Printing
17325	9/6/23	VALERIE BIRD	460.47	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
17326	9/6/23	LAURA BRENNAN	36.16	---	Varied Projects	Expense Form
17327	9/6/23	MONASIA CEASAR	91.05	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
17328	9/6/23	BRITNEY DANIALS	451.80	---	Varied Projects	Expense Form
17329	9/6/23	LESLIE DRAGER	139.98	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Expense Form
17330	9/6/23	EDWARD FAHEY	338.20	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Pub	Expense Form
17331	9/6/23	FEDEX	23.26	631 DAL/CDBG	Dalton - Community Development Block Grant	Postage
17332	9/6/23	KAMARA FLASCHER	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17333	9/6/23	FULL CIRCLE TECHNOLOGIES INC	19,200.00	722 EOAF/OP23	Executive Office for Administration & Finance - Online Permitting Upgrade	Subcontractor
17334	9/6/23	SIOGA CLUB OF BERKSHIRE COUNTY INC	22.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies Reimbursement
17335	9/6/23	GLAXOSMITHKLINE PHARMACEUTICALS	10,315.53	653 BRPC/INSREB	BRPC Insurance Reimbursement - Covid-19	2023/2024 Flu Vaccines
17336	9/6/23	H TERRY DESIGNS LLC	1,788.00	---	Varied Projects	Website Maintenance
17337	9/6/23	CORNELIUS HOSS	14.15	696 LEE/MPOSRP	Lee - Master Plan and Open Space & Recreation Plan	Expense Form
17338	9/6/23	MICHAEL KEEGAN	50.44	690 DCR/OUTRECWEB	Department of Conservation and Recreation - Outdoor Recreation Website	Expense Form
17339	9/6/23	LAURA KITTROSS	58.99	616 WMPHA/CLPH	Western Massachusetts Public Health Association - Coalition for Public Health	Expense Form

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Check #	Date	Payee	Amount	Department	Department Description	Expense
17340	9/6/23	MARK MALOY	239.08	690 DCR/OUTRECWEB	Department of Conservation and Recreation - Outdoor Recreation Website	Expense Form
17341	9/6/23	KELLIE MEISL	480.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17342	9/6/23	ANDREW OTTOSON	123.40	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Expense Form
17343	9/6/23	CITY OF PITTSFIELD	425.00	040 ADMIN	Admin	Parking
17344	9/6/23	QUALPRINT	900.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Printing
17345	9/6/23	RAINBOW DISTRIBUTING COMPANY INC	100.18	040 ADMIN	Admin	Water
17346	9/6/23	RB DESIGN CO	43.74	432 LAN/EDP	Lanesborough - Shared Economic Development Planner	Communications
17347	9/6/23	LINDSEY ROSA	2,460.00	720 NEA/MCLA	National Endowment for the Arts - Massachusetts College of Liberal Arts	Subcontractor
17348	9/6/23	SEQIRUS USA INC	36,842.01	653 BRPC/INSREB	BRPC Insurance Reimbursement - Covid-19	2023/2024 Flu Vaccines
17349	9/6/23	NANCY SLATTERY	199.01	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
17350	9/6/23	ADAM SUSSBAUER	155.34	690 DCR/OUTRECWEB	Department of Conservation and Recreation - Outdoor Recreation Website	Expense Form
17351	9/6/23	COLIN SYKES	535.36	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
17352	9/6/23	TD CARD SERVICES	2,753.64	040 ADMIN	Admin	<i>Remaining August 2023 Credit Card Payment</i>
17353	9/6/23	TPX COMMUNICATIONS	1,349.89	040 ADMIN	Admin	Telephone
17354	9/6/23	WB MASON COMPANY INC	132.85	040 ADMIN	Admin	Supplies
17355	9/6/23	COMPREHENSIVE ENVIRONMENTAL INC	6,185.00	684 MON/DEP319	Monterey - DEP 319 (Hupi Road Drainage Improvements)	Subcontractor
17356	9/6/23	TOWN OF CLARKSBURG	600.00	735 MassCEC/EmP-IMP	MA Clean Energy Technology Center - EmPower IMP	Anniversary Event Participation Fee
17357	9/13/23	413SHIRTS.COM LLC	2,295.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Recovery Month Supplies
17358	9/13/23	MARIA ARIAS	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17359	9/13/23	SARAH DEJESUS	457.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor

**BERKSHIRE REGIONAL PLANNING COMMISSION**

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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>
17360	9/13/23	GABRIELLE DIMASSIMO	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17361	9/13/23	FEDEX	23.26	631 DAL/CDBG	Dalton - Community Development Block Grant	Postage
17362	9/13/23	MARPA	4,756.00	040 ADMIN	Admin	FY 2024 Dues
17363	9/13/23	MHOA	75.00	040 ADMIN	Admin	Job Ad - Emergency Preparedness Senior Planner
17364	9/13/23	ALEJANDRA BRENDA NOZYCE	320.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17365	9/13/23	OUTPOST LLC	500.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17366	9/13/23	PITNEY BOWES INC	88.39	040 ADMIN	Admin	Postage Supplies
17367	9/13/23	KENDALL, SAMANTHA	457.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17368	9/13/23	SAVIDA HEALTH	278.07	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17369	9/13/23	SHOPPERS GUIDE	105.55	632 NHD/COSSAP	Northampton Health Department - Comprehensive Opioid, Stimulant, and Substance Abuse Program	Communications
17370	9/13/23	SPECTRUM HEALTH SYSTEMS	696.95	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17371	9/13/23	VALLEY GREEN SHREDDING, LLC	42.50	040 ADMIN	Admin	Recycling
17372	9/13/23	MUTUAL OF OMAHA	639.57	040 ADMIN	Admin	Life; STD; LTD
17373	9/20/23	ADELSON & COMPANY PC	3,000.00	040 ADMIN	Admin	Accounting Services
17374	9/20/23	BERKSHIRE UNITED WAY, INC	45.00	040 ADMIN	Admin	Event Ticket - Brennan, L
17375	9/20/23	CENTRAL BERKSHIRE REGIONAL SCHOOL	2,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity Initiative	RVE Grant Awardee
17376	9/20/23	SOURCEPASS COMPUWORKS LLC	552.00	040 ADMIN	Admin	Computer Maintenance
17377	9/20/23	DONOVAN O'CONNOR & DODIG, LLP	100.00	166 EPA/RLF	Environmental Protection Agency - Brownfields Revolving Loan Fund	Legal Services
17378	9/20/23	FULL CIRCLE TECHNOLOGIES INC	6,400.00	722 EOAF/OP23	Executive Office for Administration & Finance - Online Permitting Upgrade	Subcontractor

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Check #	Date	Payee	Amount	Department	Department Description	Expense
17379	9/20/23	GREENOCK COUNTRY CLUB	150.00	714 LEE/HMMVP	Lee - Hazard Mitigation and Municipal Vulnerability Plan	Rental Space Fee
17380	9/20/23	HIGH LAWN FARM LLC	140.00	714 LEE/HMMVP	Lee - Hazard Mitigation and Municipal Vulnerability Plan	Meals - Environmental Workshop Event
17381	9/20/23	KATE HILL TAPIA	243.94	---	Varied Projects	Expense Form
17382	9/20/23	KJ NOSH CATERING CO	1,688.00	714 LEE/HMMVP	Lee - Hazard Mitigation and Municipal Vulnerability Plan	Meals - Environmental Workshop Event
17383	9/20/23	MACFARLANE OFFICE PRODUCTS, INC.	639.16	040 ADMIN	Admin	Printing
17384	9/20/23	MASS STATE BOARD OF RETIREMENT	11,228.56	---	---	Retirement
17385	9/20/23	MIRICK O'CONNELL	816.00	545 DHCD/DLTA23	District Local Technical Assistance 2023	Legal Services
17386	9/20/23	RANDALL TROPHIES	168.90	040 ADMIN	Admin	Kusik Awards
17387	9/20/23	ELIZABETH STRICKLER	2,866.67	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17388	9/20/23	THE COOPER CENTER, LLC	1,772.10	040 ADMIN	Admin	Utilities
17389	9/20/23	WB MASON COMPANY INC	100.73	040 ADMIN	Admin	Supplies
17390	9/27/23	BCBOHA	90.00	350 BCBOHA/SUP	Berkshire County Boards of Health Association - Support Services	Reimbursement - Member Payment for Fall Dinner
17391	9/27/23	BECKS PRINTING	143.04	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Printing
17392	9/27/23	BERKSHIRE MEDICAL CENTER	5,000.00	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Subcontractor
17393	9/27/23	CITY OF PITTSFIELD	300.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17394	9/27/23	ELDER SERVICES OF BERKSHIRE COUNTY	70.00	---	Varied Projects	2023 Annual Meeting Tickets - Kittross, L & Zapata, J
17395	9/27/23	ELEGANT STITCHES INC	4,639.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Communications
17396	9/27/23	EMPLOYERS ASSOC OF THE NORTHEAST	199.00	040 ADMIN	Admin	HR Power Hour
17397	9/27/23	PFIZER INC	33,810.00	653 BRPC/INSREB	BRPC Insurance Reimbursement - Covid-19	2023/2024 Covid-19 Vaccines
17398	9/27/23	VALLEY GREEN SHREDDING, LLC	42.50	040 ADMIN	Admin	Recycling
17399	9/27/23	WB MASON COMPANY INC	153.38	040 ADMIN	Admin	Supplies

## BERKSHIRE REGIONAL PLANNING COMMISSION

### Check Register

For the Period From Sep 1, 2023 to Sep 30, 2023

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
17400	9/27/23	WESTERN MASS PUBLIC HEALTH ASSOC	640.00	650 DPH/SS	Public Health Excellence for Shared Services	Totally Title 5 Conference - Sykes, Bird, Martin, & Fahey
17401	9/27/23	TRI-STATE TRAFFIC DATA INC	7,560.00	440 MassDOT/TPL23	MassDOT - Transportation Planning	Subcontractor
17402	9/30/23	SARAH DEJESUS	707.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
17403	9/30/23	DAVID W KELLEY	920.00	040 ADMIN	Admin	Cleaning
17404	9/30/23	MARK MALOY	41.92	690 DCR/OUTRECWEB	Department of Conservation and Recreation - Outdoor Recreation Website	Expense Form
17331V	9/6/23	FEDEX	-23.26	---	---	Void - Accidental Void
1166V	9/20/23	COMMONWEALTH OF MASSACHUSETTS	-105.00	---	---	Void - Stale Check
1008	9/20/23	DAVE BROWE TRUCKING LLC	5,686.00	710 CEDAC/HMLP	CEDAC - Home Modification Loan Program	Subcontractor
1009	9/26/23	COMMONWEALTH OF MASSACHUSETTS	205.00	710 CEDAC/HMLP	CEDAC - Home Modification Loan Program	Mortgage Lien
1273	9/21/23	ALEX KOMLEV	14,265.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor

**Total** 280,730.43

Check #	Date	Payee	Amount	Department	Department Description	Expense
CCARD	8/13/23	STRAIGHT TALK WIRELESS	37.65	040 ADMIN	Admin	Telephone
CCARD	8/15/23	LEE CHAMBER OF COMMERCE	25.00	545 DHCD/DLTA23	District Local Technical Assistance 2023	Community Event Application Fee
CCARD	8/16/23	1BERKSHIRE	100.00	526 BCSO/OPIOID	Berkshire County Sheriff's Office - OPIOID	Event Ticket - Ottoson, A
CCARD	8/16/23	KILLINGTON GRAND HOTEL	199.41	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity Initiative	Lodging - Zapata, J
CCARD	8/17/23	BIG Y SUPERMARKET	300.00	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Gift Cards
CCARD	8/17/23	UNITED STATES POSTAL SERVICE	8.50	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	8/18/23	PENINGTON INSTITUTE	188.55	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Overdose Awareness Badges
CCARD	8/18/23	CONSTANT CONTACT, INC	311.22	167 BBPC	Berkshire Bike Path Council	BBPC Newsletter Subscription

**BERKSHIRE REGIONAL PLANNING COMMISSION**

Check Register

For the Period From Sep 1, 2023 to Sep 30, 2023

Filter Criteria includes: Report order is by Date.

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CCARD	8/21/23	CLASSICAL TENTS	94.40	040 ADMIN	Admin	2023 Annual Meeting Tables
CCARD	8/24/23	UNITED STATES POSTAL SERVICE	34.06	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	8/24/23	CONSTANT CONTACT, INC	81.00	040 ADMIN	Admin	Newsletter Subscription
CCARD	8/24/23	AMERICAN 3B SCIENTIFIC	151.95	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Supplies
CCARD	8/25/23	PERFECTGIFT.COM	641.64	748 MassTech/DE-FG	Massachusetts Technology Collaborative - Digital Equity - Focus Group	Gift Cards
CCARD	8/28/23	UNITED STATES POSTAL SERVICE	6.15	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Naloxone Kit Postage
CCARD	8/29/23	AMAZON.COM	420.30	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies
CCARD	8/29/23	AMAZON.COM	27.20	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies
CCARD	8/29/23	AMAZON.COM	71.61	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Supplies
CCARD	8/30/23	BJS WHOLESALE CLUB	55.00	040 ADMIN	Admin	Wellness Grant Subscription

**Total** 2,753.64



**BERKSHIRE REGIONAL PLANNING COMMISSION**

Aged Receivables

As of Sep 30, 2023

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

<u>Customer ID</u>	<u>Customer</u>	<u>Over 90 days</u>	<u>Amount Due</u>	<u>Notes</u>
283 BPHA/INSP/PTS	CITY OF PITTSFIELD		225.00	
283 BPHA/INSP/WSH	TOWN OF WASHINGTON		1,125.00	
284 BPHA/PHN/CHS	TOWN OF CHESHIRE		1,154.00	
284 BPHA/PHN/HAN	TOWN OF HANCOCK		551.25	
284 BPHA/PHN/RCH	TOWN OF RICHMOND		1,125.00	
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC	<b>2,791.07</b>	2,791.07	Payment in process
440/TPL	MASSDOT#75425 - TPL		48,196.34	
493 RCH/EP	TOWN OF RICHMOND	<b>280.00</b>	280.00	Laura B to follow up
560 COMMVENPUR	COMMUNITY VENDOR PURCHASING	<b>3,500.00</b>	3,500.00	Christie L to follow up
560 REWC LAND MGT	REWC LAND MANAGEMENT	<b>277.13</b>	277.13	Rebecca S to follow up
560 SEALCOATING	SEALCOATING INC	<b>523.25</b>	523.25	Rebecca S to follow up
560 TONLINO	TONLINO & SONS	<b>264.05</b>	264.05	Rebecca S to follow up
570 SHF-NMB-OTS/CDBG	TOWN OF SHEFFIELD	<b>4,405.00</b>	4,405.00	On Sheffield's Warrant
606 BMC/PTSFA	BOSTON MEDICAL CENTER		77,474.50	
631 DAL/CDBG	TOWN OF DALTON	<b>42,596.80</b>	42,596.80	Pat M to follow up
637 EDA/COVIDRRP	637 EDA/COVIDRRP		16,202.68	
647 GTB/CLNUP	TOWN OF GREAT BARRINGTON	<b>573.91</b>	573.91	Melissa P to follow up
650 DPH/SS	DEPT OF PUBLIC HEALTH		424,849.25	
663 HVA/MCRC	HOUSATONIC VALLEY ASSOCIATION	<b>213.67</b>	213.67	Payment in process
674 WMS/OSRP	TOWN OF WILLIAMSTOWN	<b>7,100.39</b>	10,344.32	CJ to follow up
679 EV/MASSAVE/CFP	EVERSOURCE	<b>4,166.66</b>	4,166.66	Sherdyl F to follow up
680 CHS/ZH	TOWN OF CHESHIRE	<b>1,475.21</b>	1,475.21	CJ to follow up
685 HVA/BCCCP	HOUSATONIC VALLEY ASSOCIATION	<b>4,247.73</b>	4,247.73	Payment in process
728 MAPC/MCSP	METROPOLITAN AREA PLANNING COUNCIL	<b>9,110.40</b>	9,110.40	Payment in process
746 AGE SPAN	AGESPAN		25,000.00	
BPHA	BERKSHIRE PUBLIC HEALTH ALLIANCE	<b>1,199.52</b>	1,199.52	Payment in process
TOWN OF MT WASHINGTON	TOWN OF MT WASHINGTON	<b>136.21</b>	136.21	Called/Sent email to Town Administrator 9/28/23
TOWN OF SAVOY	TOWN OF SAVOY	<b>549.11</b>	549.11	Left voicemail at Town Hall 9/28/23
TOWN OF WILLIAMSTOWN	TOWN OF WILLIAMSTOWN	<b>6,396.07</b>	6,396.07	Left voicemail at Town Hall 9/28/23
TOWN OF WINDSOR	TOWN OF WINDSOR	<b>707.46</b>	707.46	Payment on last warrant, on its way

Report Total

**90,513.64**    689,660.59



**Bank**

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Accounts

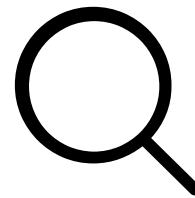
Current Balance

\$0.00

Available Credit

Amount Due

Payment Due Date



**It appears you don't have any recent activity.**

When available, this is where your account activity will display.

All available activity has been retrieved. More may be available via date-range search.



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## MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission  
FROM: Thomas Matuszko, Executive Director  
DATE: October 2, 2023  
SUBJ: Agenda Items – October 5, 2023, Executive Committee Meeting

### VI. **Items Requiring Action**

#### **A. Vote to Approve (After the Fact) a Grant Application to the New England Rural Health Association (Root Causes Solutions)\***

The Executive Committee is requested to authorize the Executive Director (after the fact) to submit a grant application and sign any resulting contracts and agreements to the New England Rural Health Association (Rural Causes Solutions) program. The BRPC Public Health proposes an Equity in Heat Emergencies Project in response to the increasing frequency and duration of heat emergencies for which Berkshire county has no current unified structure to address. This \$30,000 grant would research and identify plans for heat emergencies for the marginalized, underserved living on lower incomes, in rural/remote or inadequate housing, without transportation, with a disability, or living alone. Most of this grant would be spent researching best practices for heat emergencies in rural areas and networking with current Emergency Management Directors, Regional Emergency Planning Committees, Councils on Aging and at-risk individuals to create a sustainable information system to prepare for heat and air quality emergencies, explore the potential for a cache of portable emergency equipment for the county, and discuss county-wide response and messaging related to heat emergencies. No match is required. Senior Public Health Planner Matthew Bryan, [mbryan@berkshireplanning.org](mailto:mbryan@berkshireplanning.org), is the BRPC contact.

#### **B. Vote to Approve Comments to the Department of Public Utilities on their Proposed Draft Guidelines and Template for Municipal Aggregation. \***

The Executive Committee is requested to approve the submission of comments to the Department of Public Utilities (DPU) on their proposed draft Guidelines and Template for Municipal Aggregation. As stated by the DPU, the purpose of the Guidelines and Template Plan is to provide guidance to prospective and existing municipal aggregations, establish a uniform set of rules and requirements for municipal aggregation plans filed before the Department that are consolidated into two documents, and help

expedite Department review of municipal aggregation plans. Municipalities would be eligible for expedited review of proposed municipal aggregation plans by DPU when they comply with all elements of the Template Plan, including the specific requirements concerning expedited review set forth therein. The BRPC Regional Issues Committee discussed this at their September 27<sup>th</sup> meeting. Draft comments are being finalized and will be circulated prior to the meeting. The staff lead on the project is Planner Sherdyl Fernandez-Aubert, [sfernandez-aubert@berkshireplanning.org](mailto:sfernandez-aubert@berkshireplanning.org)

## VII. Committee Reports and Discussion

### A. Berkshire Brownfields Committee

The Brownfields Committee met September 14 and approved environmental site assessments for Hide Mound, North Adams and Carpenter's Variety, Great Barrington. Minutes are not yet available.

### B. Comprehensive Economic Development Strategy

The CEDS met September 27 and heard updates on the Economic Development District funding and Berkshire Innovation Center's EDA ARPA grant to develop a "Manufacturing Academy." Year 1 reporting to EDA was discussed including summary data, goals progress, and priority projects. A proposal is in the works to EDA for the development and launch of a Small Business Resiliency Assessment Tool. The next meeting will be November 8 or 15. Minutes are not yet available.

### C. Regional Issues Committee

The RIC met on September 27. Colonial Power presented on the draft municipal aggregation guidelines from the Department of Public Utilities. Comments to DPU were approved. Christine Rasmussen was elected as Vice Chair and will be presented to the full Commission meeting in November for approval as the new RIC Chair. The next meeting is October 25. Minutes are not yet available.

## VIII. Executive Director's Report

### A. Report on New Contracts/Agreements

#### New Grants and Contracts received/initiated from 8/31/2023 to 9/28/2023.

- New England AIDS Education and Training Center – Hepatitis C Initiative - \$25,000
- Clarksburg - Municipal Vulnerability Preparedness - \$215,143
- Environmental Protection Agency - Air Quality - \$465,589
- Monterey – Open Space and Recreation Plan - \$15,000
- Berkshires Tomorrow – Berkshire Benchmarks - \$25,000
- Massachusetts Technology Collaborative - Asset Mapping - \$14,485
- Berkshire Public Health Alliance – Inspection Services FY24:
  - Peru - \$9,240
- Berkshire Public Health Alliance – Public Health Nursing Services FY24:
  - Peru - \$2,310
  - Hancock - \$2,205

- Berkshire County Sheriff's Office – Opioid Abuse Prevention - \$50,000
- Economic Development Administration - Partnership Planning - \$210,000
- Executive Office of Energy and Environmental Affairs – Greylock Glen Outdoor Center Exhibit - \$75,000
- Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services – Southern Berkshire County - \$96,632.57

Grants and Contracts not received.

We did not receive the \$1,875,000 five-year Substance Abuse and Mental Health Services Administration (SAMHSA) Substance Abuse and Mental Health Services Administration (SAMHSA) application to develop and implement community-driven, evidence-based interventions to reduce the onset and progression of substance misuse and its related problems while promoting mental health services and community resiliency.

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

- There has been no recent activity of Berkshires Tomorrow Inc.

**C. Staff Update**

- Accepted Positions:
  - Daniel Hassett - Public Health Housing Specialist Berkshire County, 9/18
  - Alison Dixson, Environmental & Energy Project Specialist (part-time offsite), 10/2
  - Jazu Stine, Public Health Food Specialist (offsite), 10/2
- Open Positions:
  - Community Engagement Specialist – Digital Equity (full time, offsite, temporary (one year))
  -

**D. Rural Policy Advisory Commission (RPAC) Update**

The Rural Policy Advisory Commission met on September 8, 2023. There was a report from Anne Gobi on how she is settling into her role as Director of Rural Affairs, received Senate and House updates from Senator Mark and Representative Blais, and Amie Shei from RCAP Solutions will join us to tell us about *An Act to Promote Safe Drinking Water*, discussed rural priorities for the upcoming Housing Bond Bill, discussed the state economic development plan rural priorities that were crafted based on the listening session we held in June and other sessions Steve Ellis organized and discussed the \$25m of additional Chapter 90 that is to be allocated using a rural formula.

**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 is about to finish its season (through October 9<sup>th</sup>). Plans will have to start soon for next year.
- Northern Tier Passenger Rail – There has been limited recent activity.

#### **F. Citizen Planner Training Collaborative Fall Webinar Series**

The schedule for the Fall CPTC webinar has not been finalized.

#### **G. Division of Local Services / Massachusetts Association of Regional Planning Agencies Regionalization Conference**

The Division of Local Services(DLS) / Massachusetts Association of Regional Planning Agencies (MARPA) Regionalization Conference will be held on Tuesday October 10, 2023

Breakout sessions include:

- Climate Resiliency and Climate Action Plans;
- Building Livable Communities;
- Post-Pandemic Public Health; and
- Rural Empowerment
- Federal Funding Opportunities

Register [HERE](#).

#### **H. Dalton CDBG Grant Application**

In 2020, Dalton as the lead municipality along with Becket, Stockbridge, and Sheffield, applied for and ultimately received a Community Development Block Grant primarily for housing rehabilitation. BRPC administers the program on behalf of Dalton. A target number of rehabilitation projects in each community was initially established. Due to several factors those targets were not met in Stockbridge and Sheffield, who have expressed dissatisfaction. I am working to understand more fully what occurred and try to address the concerns in Stockbridge and Sheffield.

#### **IX. Old Business**

#### **X. New Business**

##### **A. November Commission Meeting**

The next Full Commission meeting is scheduled for November 16.

Potential items required or previously mentioned include:

- Kristen Elechko, Governor Healey’s Western Massachusetts Director

# Daniel J. Hassett

## Summary

Highly motivated and enthusiastic laboratory professional seeking to bring extensive technical experience and strong organizational skills into a project management role. Strong technical writer and presenter with a strong background in data collection, analysis, interpretation, highly capable of leading efficient cross-functional teams. Technically-savvy with outstanding relationship building, organizational, and creative skills, able to adapt quickly to dynamic environments.

## Experience

### **Laboratory Technician Grade II: R&D**

Crane Currency // Dalton, MA // June 2020 - February 2023

- Experimental design and documentation for new testing methods including method development, process improvement, detailed documentation, data collection and analysis, advanced statistical analysis, and creating technical test reports.
- Responsible for method development and process improvement activities in accordance with strict federal guidelines.
- Co-developed a patent for improved security of micro-optic threads. (Pending)
  - Application Number US2022074636 – August 5, 2022
- Safety committee coordination and leadership to ensure issues were addressed in an efficient and timely manner.
- Lead a project to replace a key piece of equipment from proposal through executive endorsement.
- Ensured equipment calibration was maintained to ensure high quality results.
- Coordinated with cross-functional teams to ensure support of operations and corporate objectives.
- Interfaced with other departments and groups to ensure quality completion of all projects.
- Took initiative to execute projects independently with little supervision while ensuring optimal efficiency and quality.
- Excellent problem-solving skills, strong analytical skills, and professionalism to maintain high standards.
- Method Development experience in accelerated aging, weathering and corrosion, thermodynamic response, and mechanical performance tests.

### **Laboratory Technician: Analytical**

Intertek // Pittsfield, MA // August 2017 – May 2020

- ISO 17025 accredited independent verification laboratory responsible for analysis of material properties and characteristics of polymers and composites used in a wide range of industries including transmission and distribution utilities.
- Conducted test method audits to ensure compliance with ISO, ASTM, and Nadcap requirements.

- Conducted testing following SOPs including accelerated aging, weathering and corrosion properties, mechanical performance tests, thermodynamic response, electrical properties, and impact resistance testing.
- Maintained thorough documentation of experimental set-up and data outputs including data analysis and technical test reports.

### **Co-Owner/Store Manager**

Smitty's Sporting Goods // Dalton, MA // October 2013 – February 2015

- Oversaw the daily operations of facility.
- Managed marketing, bookkeeping, inventory, advertising functions, and online sales.
- Studied the industry market and kept abreast of new trends.
- Developed an operational budget, fostered positive vendor relationships as the main store contact, and provided expert customer service.
- Tracked and scheduled custom work and repairs including design consultations, cost and material estimation, material sourcing and ordering, quality control, and managed timelines.

### **Security Officer**

Highfield Security // Lee, MA // September 2010 - May 2015

- Patrolled locations to ensure the safety of patrons as well as the protection of the property.
- Developed strong communication skills while mitigating guest complaints and concerns and attending to guest needs.
- Managed emergency situations while ensuring optimal safety standards in high-stress situations including administering first aid, coordinating with EMS and Law Enforcement as needed.

### **Volunteer Experience**

- Certified youth archery coach at Lee Sportsmen's Association
- Berkshire Dream Center – food service

### **Education**

Bachelor of Science -- Biology – Chemistry minor  
Massachusetts College of Liberal Arts // North Adams, MA // 2010 - 2016

### **Minitab Basics (certstaffix)**

### **Patents**

**“Micro-Optic Security Device With Enhanced Wet-Harvest Resistance”** (Pending) –  
Application Number US2022074636 – Application Date August 5, 2022



## **Skills**

**Technical skills:** Microsoft O365 applications, technical writing, statistical analysis, spreadsheets, highly proficient in laboratory and general operations management, manufacturing and quality control.

**Soft skills:** Leadership (conflict resolution, problem solving), organizational (goal setting, scheduling, documentation, time management, prioritization, record keeping, attention to detail, multitasking), Management skills (communication, mentoring, presentation, adaptability, emotional intelligence, teamwork, patience, collaboration).

## **Clearances**

- SF-85P Public Trust (Issued by the Bureau of Engraving and Printing. Expires 6/1/2025)

## ALISON DIXON

*An energetic, professional with 11 years of experience in a watershed organization. Strong leader and team player with an ability to multi-task, meet deadlines, and build and maintain stakeholder relationships. Deeply committed to and motivated by a passion to make a positive and lasting impact on society and the natural world.*

### SKILLS

---

- Over twenty years of experience in customer/visitor services and data management
- Seventeen years of experience with recruiting, training and supervising interns and volunteers.
- Nine years of experience with successful state and local grant writing and budget management.
- Over ten years of successful collaboration with partner organizations.
- Competent in using Microsoft Excel, Publisher, Word, Outlook and Canva.
- Familiar with a variety of social media platforms

### PROFESSIONAL EXPERIENCE

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#### Berkshire Watershed Conservation Manager

Housatonic Valley Association, Stockbridge, MA

January 2020 – present

Manage HVA's Berkshire office, including partnership and membership development. Develop regional grant proposals in a collaborative environment, administer grant projects and manage budgets.

Coordinate projects that involve infrastructure assessments, water quality monitoring, volunteer work days and conduct outreach. Develop the infrastructure necessary to move forward the organization's mission. Work with HVA Water Team to complete annual work plans, budget and field work.

#### Berkshire Outreach Manager

Housatonic Valley Association, Stockbridge, MA

March 2010 – January 2020

Coordinate public education and school programs including paddle trips and "River Smart" education.

Assist with completing grant proposals, reports and budget management. Respond to public inquiries.

Troubleshoot and resolve office equipment issues. Coordinate volunteers for a variety of watershed projects: bacteria monitoring, outreach events, river cleanups, data management, culvert assessments and outfall mapping, riparian buffer and rain garden plantings and maintenance. Oversee the hiring and supervision of seasonal interns. Create displays, brochures and paddle guides. Promote programs through press releases, e-newsletters and a variety of social media platforms.

#### Coordinator of Volunteers and Visitor Services

New Hampshire Audubon, Auburn, NH

2007 – 2010

Managed the operations of the Massabesic Audubon Center, a 130-acre sanctuary with visitors' center and community room. Oversaw rental events such as weddings and birthday parties.

Coordinated volunteers to maintain building and grounds, provide care of exhibit and program animals, conduct education programs, provide front desk support, data management, marketing, and wildlife monitoring.

#### Program Naturalist

New Hampshire Audubon, Auburn, NH

2003 – 2007

Conducted education and live animal programs focused on the natural history of New Hampshire.

Developed programs for home school groups, weekly preschool classes and camp. Led trainings for volunteer educators to lead school programs and conduct citizen science monitoring.

### EDUCATION

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Lesley University, Cambridge, MA, 2002

M. Ed. Elementary Education

University of Massachusetts, Amherst, MA 1991

B.A. Ecological Economics, cum laude

Essex Agricultural and Technical Institute, MA 1985

A.A.S. Natural Resources Management

# Jazu Stine

Authorized to work in the US for any employer

## Work Experience

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### **Operations Manager**

Township Four - Stockbridge, MA

2018 to Present

#### Operations

- Organize and deploy event personnel
- Design, plan, and execute day of events
- Design, plan, install and deconstruct event sets

### **Owner | Operator**

Red Apple Butchers | Whole Animal Butchery | Events - Pittsfield, MA

2014 to 2018

#### Whole Animal Butchery | Management

- Food procurement and whole animal processing
- Inventory tracking and accountability
- Personnel training - whole animal processing, safe food handling
- Development and implementation of HACCP Plans

#### Catering Events | Management

- Plan, design, install, execute outdoor food service events
- Lead safe food processing and food preparations onsite
- Work with local event spaces to design outdoor kitchen layouts optimizing safe food handling and efficient operations

#### Certifications | Training & Accomplishments:

- Serve Safe Certified
- Allergen Awareness
- TIPS Certified
- USDA Inspected & State Level Certified, Wholesale Distribution Facility
- Design, buildout, operations and maintenance of two full service commercial kitchens, (2014 | 2017)

### **Butcher | Charcuterie Program | Management**

The Meat Market - Great Barrington, MA

2010 to 2013

#### Butcher & Charcuterie | Management

- Whole animal procurement and processing

- Planning and maintenance of charcuterie and curing program, including time, temperature & humidity control.
- HACCP plan maintenance and tracking
- Personnel training: food handling, and processing

### **Chef | Food and Beverage | Manager**

Mission Bar & Tapas | The Market - Pittsfield, MA  
March 2008 to March 2010

#### Chef | Management

- Food procurement and processing
- Inventory tracking and accountability
- Personnel training - safe food handling, processing

#### Catering Events, Management

- Plan, design, install, execute food service events
- Lead safe food processing and food preparations onsite

#### Certifications, Training & Accomplishments:

- Serve Safe Certified
- TIPS Certified
- Design, buildout, operations and maintenance of a full service commercial kitchen, (2009)

### **Gallery Manager | Art Handler**

Ferrin Gallery | Project Art - Pittsfield, MA  
2005 to 2008

#### Gallery Manager

- Sales management
- Show design & buildout
- Client relations

#### Art Handler

- Show installation
- Shipping, receiving and tracking
- Palletizing artworks and packaging

### **Site Supervisor | Volunteer Coordinator**

Habitat For Humanity - New York, NY  
2004 to 2006

#### Site Supervisor

- Blueprint reading and execution
- Personnel management, daily operations
- Coordination and relationship management - subcontractors and tradesman
- Supply procurement and inventory maintenance
- Maintaining clean and safe job site
- OSHA job site safety standard enforcement

#### Volunteer Coordinator

- Organize and lead all daily volunteers

- Training: safe site practices, carpentry, & painting, construction, kitchen & bathroom installation, framing.

#### Certifications | Training

- First Aide & CPR Certified

## Education

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### **Graduate Level Studies in Arts and Cultural Management**

Pratt Institute - Brooklyn, NY

September 2004 to May 2005

### **Bachelor's degree in Fine Arts**

University of Massachusetts-Amherst - Amherst, MA

September 1998 to June 2003

## Skills

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- Food Processing
- Customer Relationship Management
- Blueprint Reading
- Butchery & Charcuterie
- Haaccp Planning & Implementation
- Photography
- Construction
- Shipping & receiving
- Inventory management
- Microsoft Office

## Awards

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### **Good Food Award | Charcuterie | Chicken Liver Mousse**

2012

National Good Food Foundation organizes an epic Good Food Awards Weekend for the public showcasing the exceptional food crafters who top the charts in a Blind Tasting and meet the environmental and social responsibility standards of the Good Food Awards. Over 2,000 entries from all 50 states are submitted each year.

### **Best of The Berkshires | Butcher**

2015

Best of the Berkshires | 2015 | Butcher



# BRPC

Berkshire Regional Planning Commission

MALCOLM FICK, Chair  
JOHN DUVAL, Vice-Chair  
SHEILA IRVIN, Clerk  
BUCK DONOVAN, Treasurer  
THOMAS MATUSZKO, A.I.C.P.  
Executive Director

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## MEMORANDUM

**TO:** Delegates and Alternates,  
Berkshire Regional Planning Commission

**FROM:** Thomas Matuszko, Executive Director

**DATE:** September 29, 2023

**RE:** **August 2023 Assistance Activities**

This report highlights technical assistance provided by BRPC staff for August 2023. This assistance was in response to requests identified in the Board/Organization column. If available and permitted by the funding agencies, responses were supported by local assessment or grant funds. This report aims to inform municipal officials about how local assessment funds are used and indicate the types of local and technical assistance BRPC can provide. If assistance may be useful to your community, please feel free to contact us for details.

<b>Town/City/State</b>	<b>Municipal Technical Assistance</b>	<b>Board/Organization</b>
Egremont	Noise ordinance research	Housing Committee
New Marlborough	Open Space & Recreation Plan	Land Trust
North Adams	Guidance for grant applications	
Otis	Master Plan	Planning Board
Sandisfield	Zoning bylaws consultation	Planning Board