



BRPC

Berkshire Regional Planning Commission

1 Fenn Street, Suite 201
Pittsfield, MA 01201
T: (413) 442-1521 · F: (413) 442-1523
TTY: 771 or (800) 439-2370
berkshireplanning.org

MEETING NOTICE

There will be a meeting of the
EXECUTIVE COMMITTEE
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Thursday, December 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/89043325692?pwd=dWgwY0NxSWJKZWFUTnh2czJ4UFIQT09>
Meeting id: 890 4332 5692, Passcode:461092 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 November 2, 2023* (4:05)
- IV. Financial Reports (4:10)
 - A. Vote to Approve the October 19, 2023, to November 30, 2023, Expenditures Report*
 - B. Report on the Accounts Receivable/ Assessments – November 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 Submission of a Grant Application to the Executive Office of Technology Services and Security’s Municipal Cybersecurity Awareness Grant Program*
 - B. Vote to Approve Changes to the BRPC Personnel Pay Plan to Add a Public Health Social Worker Position and Change the Pay Range of the Public Health Nurse Position*
 - C. Vote to Submit Comments on the New England Power Company - E131 Asset Condition Refurbishment Project, Draft Environmental Impact Report (DEIR), Adams, North

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

Adams, Florida, and Monroe to the Massachusetts Environmental Policy Act Office (MEPA)*

D. Vote to Approve Comments on the NSTAR WT-02 Transmission Right-of-Way Reliability Program (TRRP) Project, Draft Environmental Impact Report (DEIR), Hancock, Lanesborough, Cheshire, Dalton, and Hinsdale to the Massachusetts Environmental Policy Act Office (MEPA)*

E. Vote to Approve Comments on the Massachusetts Internet for All Plan to the Massachusetts Broadband Institute*

VII. Committee Reports and Discussion (4:40)

- A. Finance Committee
- B. Commission Development Committee
- C. Environmental Review Committee
- D. Metropolitan Planning Organization
- E. Regional Issues Committee

VIII. Executive Director's Report (4:45)

- 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. The Commonwealth's Climate Report Card

IX. Old Business (4:50)

No old business

X. New Business (4:50)

- A. Discussion about Possibly Amending the BRPC Bylaws to Increase the Length of the Term of the Officers and Committee members from One Year to Two Years
- B. Discussion about the January Commission Meeting

XI. Adjournment (5:00)

Attachments:

- Unapproved Minutes of the November 2, 2023, BRPC Executive Committee Meeting
- October 19, 2023, to November 30, 2023, Expenditures Report
- Accounts Receivable Report – November 2023
- Line of Credit Report
- Executive Director's Memorandum
- Personnel Pay Plan
- Berkshire Regional Planning Commission Environmental Review Report, E131 Asset Condition Refurbishment Project, Draft Environmental Impact Report (DEIR), Adams, North Adams, Florida, and Monroe
- Unapproved Comments to MEPA on the New England Power Company - E131 Asset Condition Refurbishment Project, Draft Environmental Impact Report (DEIR), Adams, North Adams, Florida, and Monroe
- Unapproved Minutes of the November 13, 2023 BRPC Finance Committee Meeting
- Unapproved Minutes of the November 16, 2023 BRPC Commission Development Committee Meeting
- Nikki Lewis Resume
- October Technical Assistance Memo

* Items Requiring Action



DRAFT EXECUTIVE COMMITTEE MINUTES

Thursday, November 2, 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 4:01 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 - absent
Sheila Irvin, Clerk, Pittsfield Delegate
Buck Donovan, Treasurer, Lee Delegate
Doug McNally, Commission Development Committee, Chair, Windsor Delegate
Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate
Kyle Hanlon, At-large, North Adams Delegate
Sam Haupt, At-Large, Peru Delegate

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

Others: Christine Rasmussen, Stockbridge Alternate; Cory Campbell, Williamstown Delegate; Leanne Yinger, Lanesborough Delegate; Jimmy, Great Barrington (joined after 4:30 p.m.)

III. Approval of October 5, 2023 Minutes

Sheila Irvin moved to approve the October 5, 2023 meeting minutes. The motion was seconded by Roger Bolton and approved by a roll call vote from Malcolm Fick, Sheila Irvin, Buck Donovan, Kyle Hanlon, and Roger Bolton. Doug McNally and Sam Haupt abstained.

IV. Financial Reports

A. September 30 to October 18, 2023 Expenditures Report

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

B. Accounts Receivable Report/Assessments October 26, 2023

Several of the 90-day plus invoices have been paid.

C. Line of Credit Report

It has not been used.

V. Comments from Berkshire Regional Planning Commission Delegates and Alternates

Roger asked about the implications for BRPC if the Rest of the River committee disbands. Tom said a decision may be made at the November meeting, and the intergovernmental agreement expires on December 6. He isn't sure what role BRPC will play in the future. Perhaps technical assistance to municipal employees if requested.

Doug announced that the BRTA is working to extend evening hours, and finding three CDL drivers is a sticking point. BRTA is working with the Workforce Board to find drivers. Tom said BRPC is working on a meeting with BRTA.

VI. Items Requiring Action

A. Vote to Approve (after the fact) a Grant Application to the National Environmental Health Association (NEHE) and US Food & Drug Administration (FDA)

The Executive Committee authorized the Executive Director (after the fact) to submit a grant application and sign any resulting contracts and agreements to the National Environmental Health Association (NEHE) and U.S. Food & Drug Administration (F.D.A.) program. The \$5,000 grant would cover food-related inspection training expenses for BRPC Public Health Inspectors and staff. There is no match. Senior Public Health Planner [Sandra Martin](#) is the BRPC contact.

Doug McNally motioned to approve (after the fact) submitting a grant application and signing any contracts and agreements to the National Environmental Health Association (NEHE) and US Food & Drug Administration (FDA) for food-related inspection training for Public Health staff. Roger Bolton seconded it. A roll vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, Doug McNally, Roger Bolton, Kyle Hanlon, and Sam Haupt.

B. Vote to Approve University of Baltimore Center for Drug Policy and Prevention's Combating Overdose through Community-level Intervention (COCLI) Subaward

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the University of Baltimore Center for Drug Policy and Prevention's Combating Overdose through Community-level Intervention (COCLI) Subaward and sign any resulting contracts and agreements. Berkshire Overdose Addiction Prevention Collaborative (BOAPC) would supplement and enhance the implementation of the [Berkshire Post](#)

[Overdose Program](#) (BPOP). This new initiative provides EMS and Behavioral Health co-response to those who have recently experienced an overdose or are at higher risk for overdose. This \$150,000 one-year grant would be a collaborative project between BRPC, the New England High Intensity Drug Trafficking Areas (NEHIDTA) program - Overdose Response Strategy (ORS), 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 is [Andy Ottoson](#), ex. 37

Roger Bolton motioned to authorize the Executive Director to submit a grant application to the University of Baltimore Center for Drug Policy and Prevention's Combating Overdose through Community-level Intervention (COCLI) Subaward and sign any resulting contracts and agreements. Sheila Irvin seconded it. A roll vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, Doug McNally, Roger Bolton, Kyle Hanlon, and Sam Haupt.

C. Vote to Submit 2 Grant Applications to MassCEC's EMPower Innovation and Capacity Building Program

The Executive Committee was requested to authorize the Executive Director to submit two grant applications to the MassCEC EmPower Innovation and Capacity Building Program and to sign any resulting contracts and agreements. These grants would prepare the way to apply for implementation funding.

Application 1: Working with West Side Legends and Berkshire Environmental Action Team (BEAT), Environmental and Energy Program staff are applying for \$50,000 to develop a road map for a sustainable solar power pilot program for the West Side and Morning Side communities. The funding would build the capacity of the project partners to develop and support community-based solar programs. The result will be a road map for a community-based solar program developed through community outreach and support.

Application 2: The Environmental and Energy Program is applying for \$50,000 to fund the development of a road map for deploying housing resources effectively countywide. The goal is to connect Housing Authorities and Affordable Housing Trusts to provide technical assistance for effectively spending federal and state money to have the biggest impact on housing energy efficiency upgrades. As part of this capacity building grant, BRPC staff will explore the need and viability of creating a revolving loan fund in partnership with other housing organizations.

MassCEC's expectation is that Innovation and Capacity Building Grants will serve as "seed" funding for the planning of innovative program models or projects. Grant recipients will then apply in a subsequent funding round to implement the project under an Implementation Grant of up to \$150,000 (\$300,000 if the project meets certain priority goals). Application 2 falls into

one of Mass CEC's Priority funding categories, making a future implementation grant application eligible for up to \$300,000.

These applications have no BRPC match requirement. The primary staff contact for these grant submissions is [Sherdyl Fernandez-Aubert](#).

Doug McNally motioned to authorize the Executive Director to submit two grant applications to the MassCEC EmPower Innovation and Capacity Building Program and to sign any resulting contracts and agreements. Application 1: Development of a road map for a sustainable solar power pilot program for Pittsfield's West Side and Morning Side communities. Application 2: Development of a road map to deploy housing energy efficiency upgrades via Housing Authorities and Affordable Housing Trusts that may include a revolving loan fund. Roger Bolton seconded it. A roll vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, Doug McNally, Roger Bolton, Kyle Hanlon, and Sam Haupt.

D. Approval of Surplus Equipment

The Executive Committee was requested to approve a list of surplus equipment. According to BRPC Policy, depending on the value and condition of equipment, it is offered to municipalities, non-profits and then advertised for sale or offered to staff. Finally, if there is no interest, it is responsibly destroyed.

Roger Bolton motioned to approve the list of surplus equipment. Kyle Hanlon seconded it. A roll vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, Doug McNally, Roger Bolton, Kyle Hanlon, and Sam Haupt.

E. Vote to Approve a New Americans with Disabilities Act Policy Statement

The Executive Committee was requested to approve the Americans with Disabilities Act Policy Statement. The ADA Policy Statement is a new BRPC policy statement to inform employees and applicants that BRPC is committed to complying with the Americans with Disabilities Act.

Sheila Irvin motioned to approve the Americans with Disabilities Act Policy Statement. Doug McNally seconded it. A roll vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, Doug McNally, Roger Bolton, Kyle Hanlon, and Sam Haupt.

F. Vote to Approve a New Pregnancy Anti-Discrimination & Accommodations Policy

Approval was requested to approve the Pregnancy Anti-Discrimination & Accommodations Policy. The new policy states that BRPC will comply with all federal and state laws concerning the employment of pregnant persons or persons with pregnancy-related conditions and nursing mothers.

Doug McNally motioned to approve the Pregnancy Anti-Discrimination & Accommodations Policy. Kyle Hanlon seconded it. A roll vote approved it from Malcolm Fick, Sheila Irvin, Buck Donovan, Doug McNally, Roger Bolton, Kyle Hanlon, and Sam Haupt.

VII. Committee Reports and Discussion

A. Regional Issues Committee

The Regional Issues Committee met on October 25, 2023. Discussion continued about commercial scale solar. Concerns were raised that attempts to incentivize solar in the Commonwealth have involved pushes for greenfield development vs. grey field/parking lot/rooftop development. This may disproportionately impact the Berkshires given low population densities, availability of large tracts of land, and lower property values compared to the balance of the state. Sheila noted that Christine did a great job facilitating the meeting.

There was a discussion about school buildings using renewable energy. It was agreed that a letter to the relevant Commonwealth energy should be sent urging prioritization of renewable energy investments for long-term savings and climate goals. Tom said the Municipal Modernization Bill may be an opportunity for this.

B. Other Committees

The Finance Committee will meet when the audit is ready. Auditors were in the office for three days this week; it was a lot of work for the Administration Program staff. There were no findings.

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 9/29/2023 to 10/24/2023.

- BTI – National Endowment for the Arts - \$45,440
- MassDOT – Transportation Planning - \$758,322
- Department of Justice – Berkshire Post Overdose Program - \$1,300,000
- Baystate Medical Center – Digital Equity Partnership - \$91,640
- Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services – Dalton - \$32,992.32
- Massachusetts Technology Collaborative - Municipal Digital Equity Focus Group - \$14,221

Grants and Contracts not received.

- Community One Stop for Growth Application, "Emergency Services Planning in Rural Massachusetts" (\$100,000.) This project would have assessed rural and small-town fire departments and EMS services, leading to recommendations about personnel, equipment, and training needs and how sustainable improvements could be accomplished.

B. Berkshires Tomorrow Inc. (BTI)

- Berkshires Tomorrow was awarded \$5,400 from the Health New England mini-grant program for Public Health Community Outreach.
- Berkshires Tomorrow board approved an application to Mill Town Foundation for Berkshire Funding Focus. The grant application is for \$10,000. The grant will support the continued hosting of the Berkshire Funding Focus initiative.

C. Staff Update

- Patrica Mullins Celebrates 15 Years of Service at BRPC.
- Accepted Positions:
 - Samantha Elliot – Public Health Intern (resume)
- Open Positions:
 - Economic Development Program Associate – Digital Equity (full-time, benefitted, temporary - one year)
 - Public Health Senior Planner Substance Use Disorders (SUD) (full-time onsite)

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 9/14)

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission did not meet in October 2023. The November meeting date has not been set yet.

E. Passenger Rail

- West-East Rail - The Co-Chairs of the Special Commission to address West-East Passenger Rail governance and operations provided a draft report to Commission members for review. The final report may be released soon.
- Berkshire Flyer - The Berkshire Flyer finished its season (through October 9th). The oversight group will have a de-brief meeting in December to discuss what worked well or didn't and then start preparing for next year.
- Northern Tier Passenger Rail – There was a virtual public meeting on the Northern Tier Rail Study on Thursday, October 26, 2023, at 6:00 p.m. <https://www.mass.gov/northern-tier-passenger-rail-study>. The primary focus of this meeting was a review of additional alternatives (so-called Phase 2), developed based on earlier public comments.

F. Citizen Planner Training Collaborative Fall Webinar Series

Citizen Planner Training Collaborative (CPTC) will hold its first Western Mass in-person half-day conference on Saturday, December 2, 2023 in Greenfield, MA, 8:30 – 12:30. Attendees will be able to

choose two sessions:

- Roles & Responsibilities of Planning Boards and Zoning Boards of Appeals
- Creating Master Plans
- Drafting Zoning Amendments
- Special Permits & Variances

Preregistration is required at <https://bit.ly/west-conf-2023>

G. Housing Bond Bill

On October 18, 2023, the Healey Administration filed the Affordable Homes Act, a comprehensive bill related to many aspects of housing development. While the legislature must approve this, which may take several months, it contains many strong elements to support housing development. More information at [Housing Bond Bill | Mass.gov](#)

H. ResilientMass Plan

The Healey Administration recently released the ResilientMass Plan. This State Hazard Mitigation and Climate Adaptation Plan (SHMCAP) integrates a hazard mitigation plan and a climate change adaptation plan. It identifies strategies and specific, measurable actions state agencies can take—individually or through interagency partnerships— to address risks to the human health and safety, communities, critical assets and infrastructure, natural resources, governance, and economy of the Commonwealth. More information can be found at [MA Climate Change Clearinghouse \(mass.gov\)](#)

I. Starter Home Zoning – Chapter 40Y

In late 2022, amendments were made to MGL 40R. Along with other changes, the amendments uncoupled the Starter Home provisions from 40R and created a new chapter, MGL 40Y. "Starter Homes" are statutorily defined as "a single-family home not exceeding 1,850 square feet in heated living area." The Starter Home Program is a voluntary incentive program to encourage municipalities to adopt zoning that allows housing development of at least four units/acre. The Executive Office of Housing and Livable Communities seeks input as it develops new regulations to comply with the changes. Contact Bill Reyelt at william.reyelt@mass.gov.

Roger suggested that the program would also benefit retirees, not just first time homeowners. This may be a topic for a Commission meeting. The regulations will be issued in January.

J. Public Health Performance Standards

The Massachusetts Department of Public Health (DPH) established for the first time a set of performance standards, credentials, and workforce training requirements for local public health departments. These standards, created in close collaboration with local public health partners, are an important step toward providing consistent, high-quality public health services for all Commonwealth residents. More information is at [Performance Standards for Local Public Health | Mass.gov](#).

K. Community One Stop for Growth Awards

On October 25, 2023 the Healey administration announced the Community One Stop for Growth awards, including the MassWorks awards. The Berkshires received 19 awards in 10 municipalities, including 10 municipal awards, totaling \$8.2 million of the \$164 million to 338 projects in 161 Massachusetts awarded statewide.

L. Recommendations of the Climate Chief

The Healey administration created the Office of Climate Innovation and Resilience and appointed Melissa Hoffer as the nation's first cabinet-level Climate Chief. This office has reviewed the present organization, staffing, and policy-making practices of the Commonwealth's executive department agencies and offices and has prepared a report and recommendations, [Recommendations of the Climate Chief | Mass.gov](#). The report presents 39 recommendations focused on concrete strategies around funding, protecting environmental justice communities, advancing the workforce, and economic development.

M. Other

VIII. Old Business

None

IX. New Business

A. November 16 Commission Meeting

The next Full Commission meeting is scheduled for November 16.

Kristen Elechko, Governor Healey's Western Massachusetts Director, will be invited. Her schedule is dependent on the Governor's plans. There will likely be a description of DLTA and DLTA-A. DLTA-A provides grant application and management assistance to municipalities. Mark Maloy could go over the 2020 Census Population Projections.

Approval of Christine Rasmussen as Regional Issues Committee Chair will be on the agenda.

Tabled for now are:

- Presentation of ResilientMass Plan
- Presentation on Recommendation of the Climate Chief

X. Adjournment

Roger Bolton motioned to adjourn the meeting at 4:55 p.m., seconded by Sheila Irvin, and unanimously approved by a roll call vote:

Malcolm Fick, Sheila Irvin, Buck Donovan, Doug McNally, Roger Bolton, Kyle Hanlon, and Sam Haupt.

Attachments:

- Unapproved Minutes of the October 3, 2023, BRPC Executive Committee Meeting

- September 30, 2023, to October 18, 2023, Expenditures Report
- Accounts Receivable Report – October 2023
- Line of Credit Report
- Executive Director's Memorandum
- Surplus and Disposable Equipment List 2023.10
- Americans with Disabilities Act Policy Statement
- Pregnancy Anti-Discrimination & Accommodation Policy
- Samantha Eliot Resume
- Western MA CPTC Conference Registration Form
- Affordable Homes Act Overview
- Copy of Press Release ResilientMass 2023
- Starter Homes / 40Y Overview
- Copy of Press Release – Public Health Standards
- FY 24 Community One Stop for Growth Awards
- September Technical Assistance Memo

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Oct 19, 2023 to Nov 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> |
|----------------|-------------|------------------------------------|---------------|-------------------|--|--|
| 1010 | 11/20/23 | GRAYBEARD LLC | 8,750.00 | 710 CEDAC/MLP | (CEDAC) Home Modification Loan Program (HMLP) | Subcontractor |
| 1275 | 11/29/23 | ALEX KOMLEV | 21,015.00 | 631 DAL/CDBG | Dalton - Community Development Block Grant | Subcontractor |
| 1276 | 11/29/23 | CMV CONTRACTING | 5,190.00 | 631 DAL/CDBG | Dalton - Community Development Block Grant | Subcontractor |
| 1277 | 11/29/23 | ALEX KOMLEV | 14,265.00 | 631 DAL/CDBG | Dalton - Community Development Block Grant | Subcontractor |
| 1278 | 11/29/23 | ALEX KOMLEV | 25,650.00 | 631 DAL/CDBG | Dalton - Community Development Block Grant | Subcontractor |
| 1279 | 11/29/23 | CMV CONTRACTING | 29,390.00 | 631 DAL/CDBG | Dalton - Community Development Block Grant | Subcontractor |
| 1280 | 11/29/23 | ALEX KOMLEV | 20,947.50 | 631 DAL/CDBG | Dalton - Community Development Block Grant | Subcontractor |
| 17485 | 10/20/23 | R3SET ENTERPRISES INC | 1,866.00 | 725 MASSTECH/DE | Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services - PITTSFIELD | Subcontractor |
| 17486 | 10/25/23 | JAMES AYRES | 675.39 | 672 DCHD/HOUSE | DHCD Housing in Berkshire County State Earmark | BERKS HOUSING & FOOD INSECURITY SUMMIT 1/3 PYMT |
| 17487 | 10/25/23 | BECKS PRINTING | 788.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Printing |
| 17488 | 10/25/23 | BERKSHIRE HOUSING DEVELOPMENT CORP | 6,249.99 | 672 DCHD/HOUSE | DHCD Housing in Berkshire County State Earmark | Subcontractor |
| 17489 | 10/25/23 | DONOVAN O'CONNOR & DODIG, LLP | 480.00 | 166 EPA/RLF | Environmental Protection Agency - Brownfields Revolving Loan Fund | Legal |
| 17490 | 10/25/23 | FRANKLIN REGIONAL COUNCIL OF GOV | 155.36 | 10 GENERAL | General Fund | RURAL AFFAIRS EVENT REIMBURSEMENT 1/5 EXP OF TOTAL |
| 17491 | 10/25/23 | FULL CIRCLE TECHNOLOGIES INC | 6,400.00 | 722 EOAF/OP | Executive Office for Administration & Finance - Online Permitting Upgrade | LAN BLDG PERMIT SOFTWARE UPGRADE |
| 17492 | 10/25/23 | MACFARLANE OFFICE PRODUCTS, INC. | 1,416.61 | 040 ADMIN | Admin | Copying |
| 17493 | 10/25/23 | PFIZER INC | 45,080.00 | 653 BRPC/INSREB | BRPC Insurance Reimbursement - Covid-19 | 2023/2024 COVID-19 VACCINES |

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> |
|----------------|-------------|-------------------------------------|---------------|----------------------|---|----------------------------------|
| 17494 | 10/25/23 | QUALPRINT | 1,220.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | COMMUNICATIONS |
| 17495 | 10/25/23 | REPRO SYSTEMS, INC | 549.23 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | PHOTOVOICE EVENT FOAMBOARD |
| 17496 | 10/25/23 | SEQIRUS USA INC | 12,247.51 | 653 BRPC/INSREB | BRPC Insurance Reimbursement - Covid-19 | FLU VAC 2023-2024 SEASON |
| 17497 | 10/25/23 | TD CARD SERVICES | 10,992.11 | 040 ADMIN | Admin | October 2023 Credit Card Payment |
| 17498 | 10/25/23 | VALLEY GREEN SHREDDING, LLC | 85.00 | 040 ADMIN | Admin | Recycle/Shredding |
| 17499 | 10/26/23 | OUTPOST LLC | 12,250.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17502 | 11/1/23 | MCKESSON MEDICAL - SURGICAL | 11,502.07 | 653 BRPC/INSREB | BRPC Insurance Reimbursement - Covid-19 | 2023/2024 VACCINE SUPPLIES |
| 17503 | 11/1/23 | DAWN SCARBRO | 3,000.00 | 640 NEAETC/CRI | New England AIDS Education & Training Center | Training Completion |
| 17504 | 11/1/23 | AAIM TRAINING AND CONSULTING LLC | 192.68 | 040 ADMIN | Admin | Background Checks |
| 17505 | 11/1/23 | STEFFON ASHLEY | 320.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17506 | 11/1/23 | BBE OFFICE INTERIORS | 596.48 | 040 ADMIN | Admin | Office Supplies |
| 17507 | 11/1/23 | BERKSHIRE EAGLE | 416.00 | 040 ADMIN | Admin | SUBSCRIPTION THRU DECEMBER 2024 |
| 17508 | 11/1/23 | LAURA BRENNAN | 149.04 | --- | Varied Projects | Expense Form |
| 17509 | 11/1/23 | DLT SOLUTIONS, LLC | 225.93 | 440 MassDOT/TPL23 | MassDOT - Transportation Planning | AUTO CAD SUBSCRIPTION |
| 17510 | 11/1/23 | EAN SERVICES LLC | 44.06 | 650 DPH/SS | Public Health Excellence for Shared Services | CAR RENTAL |
| 17511 | 11/1/23 | FEDEX | 23.11 | 745 SHF/EOHLC/CDBGHR | Sheffield EOHLC - Housing Rehabilitation | POSTAGE |
| 17512 | 11/1/23 | ERIN FORBUSH | 413.99 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Supplies Reimbursement |

BERKSHIRE REGIONAL PLANNING COMMISSION

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Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Amount | Department | Department Description | Expense |
|----------------|-------------|------------------------------------|---------------|-------------------|--|-------------------------------------|
| 17513 | 11/1/23 | SIOGA CLUB OF BERKSHIRE COUNTY INC | 52.50 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17514 | 11/1/23 | CORNELIUS HOSS | 117.55 | --- | Varied Projects | Expense Form |
| 17515 | 11/1/23 | DAVID W KELLEY | 1,150.00 | 040 ADMIN | Admin | Cleaning Service |
| 17516 | 11/1/23 | LAURA KITROSS | 337.43 | --- | Varied Projects | Expense Form |
| 17517 | 11/1/23 | KJ NOSH CATERING CO | 1,920.00 | 10 GENERAL | General Fund | BRPC ANNUAL MEETING 100523 |
| 17518 | 11/1/23 | MACFARLANE OFFICE PRODUCTS, INC. | 68.00 | 040 ADMIN | Admin | Copying |
| 17519 | 11/1/23 | SANDRA MARTIN | 78.60 | --- | Varied Projects | Expense Form |
| 17520 | 11/1/23 | MASS STATE BOARD OF RETIREMENT | 12,584.02 | --- | --- | Retirement |
| 17521 | 11/1/23 | ANDREW MCKEEVER | 94.50 | --- | Varied Projects | Expense Form |
| 17522 | 11/1/23 | KELLIE MEISL | 480.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17523 | 11/1/23 | MIIA HEALTH BENEFITS TRUST | 2,341.23 | 040 ADMIN | Admin | Dental Insurance |
| 17524 | 11/1/23 | MIIA HEALTH BENEFITS TRUST | 59,119.45 | 040 ADMIN | Admin | Health Insurance |
| 17525 | 11/1/23 | PATRICIA MULLINS | 300.00 | 040 ADMIN | Admin | Time Served Bonus |
| 17526 | 11/1/23 | MUTUAL OF OMAHA | 1,404.14 | 040 ADMIN | Admin | Life-LTD-STD |
| 17527 | 11/1/23 | CITY OF PITTSFIELD | 425.00 | 040 ADMIN | Admin | Parking |
| 17528 | 11/1/23 | RAINBOW DISTRIBUTING COMPANY INC | 122.90 | 040 ADMIN | Admin | Water |
| 17529 | 11/1/23 | THE COOPER CENTER, LLC | 8,636.10 | 040 ADMIN | Admin | Rent |
| 17530 | 11/1/23 | WB MASON COMPANY INC | 174.74 | 040 ADMIN | Admin | Supplies |
| 17531 | 11/8/23 | BECKS PRINTING | 799.00 | 725 MASSTECH/DE | Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services - PITTSFIELD | Printing |
| 17532 | 11/8/23 | BERKSHIRES TOMORROW, INC. | 9,360.00 | 040 ADMIN | Admin | Software Lease |
| 17533 | 11/8/23 | BERKSHIRE HEALTH SYSTEMS | 14,391.32 | 653 BRPC/INSREB | BRPC Insurance Reimbursement - Covid-19 | 120922 VACCINE CLINIC REIMBURSEMENT |
| 17534 | 11/8/23 | VALERIE BIRD | 358.94 | --- | Varied Projects | Expense Form |
| 17535 | 11/8/23 | MATTHEW BRYAN | 51.48 | --- | Varied Projects | Expense Form |

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Oct 19, 2023 to Nov 30, 2023

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Amount | Department | Department Description | Expense |
|----------------|-------------|---------------------------------|---------------|-------------------|---|----------------------------------|
| 17536 | 11/8/23 | BRITNEY DANIALS | 103.32 | --- | Varied Projects | Expense Form |
| 17537 | 11/8/23 | SARAH DEJESUS | 457.50 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17538 | 11/8/23 | GABRIELLE DIMASSIMO | 320.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17539 | 11/8/23 | LESLIE DRAGER | 646.38 | --- | Varied Projects | Expense Form |
| 17540 | 11/8/23 | SAMANTHA ELLIOTT | 23.65 | 734 NCOA/VAC | National Council on Aging - Vaccine Initiative | Expenses |
| 17541 | 11/8/23 | EDWARD FAHEY | 237.33 | --- | Varied Projects | Expense Form |
| 17542 | 11/8/23 | KAMARA FLASCHER | 320.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17543 | 11/8/23 | FULL CIRCLE TECHNOLOGIES INC | 4,800.00 | 722 EOAF/OP | Executive Office for Administration & Finance - Online Permitting Upgrade | BKT BLDG PERMIT SOFTWARE UPGRADE |
| 17544 | 11/8/23 | GEMINI CREATIVE LLC | 600.00 | 690 DCR/OUTRECWEB | Department of Conservation and Recreation - Outdoor Recreation Website - State Earmark ARPA | Subcontractor |
| 17545 | 11/8/23 | H TERRY DESIGNS LLC | 260.00 | 040 ADMIN | Admin | BRPC WEBSITE MAINTENANCE |
| 17546 | 11/8/23 | KATHRYN HEEDER HOCKER | 1,785.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17547 | 11/8/23 | SETH JENKINS | 336.61 | --- | Varied Projects | Expense Form |
| 17548 | 11/8/23 | MARINELLA LAMONACA ROMAY | 180.00 | 725 MASSTECH/DE | Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services - PITTSFIELD | Translation Services |
| 17549 | 11/8/23 | KELLIE MEISL | 275.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17550 | 11/8/23 | MAEGAN MOYNAHAN | 1,156.25 | 610 HRIA | Health Resources in Action (HRIA) Grey to Green | Subcontractor |

BERKSHIRE REGIONAL PLANNING COMMISSION

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| Check # | Date | Payee | Amount | Department | Department Description | Expense |
|----------------|-------------|--------------------------------|---------------|---------------------|--|--|
| 17551 | 11/8/23 | MUTZ, ANN MARIE | 1,000.00 | 646 DPH/MASSCALL3 | Department of Public Health MASS CALL 3B - Substance Misuse Prevention Grant Program - Implementation | Subcontractor |
| 17552 | 11/8/23 | NEIWPC | 95.00 | 650 DPH/SS | Public Health Excellence for Shared Services | SOIL EVALUATOR MAKEUP EXAM 111623 - CEASAR, M |
| 17553 | 11/8/23 | NEW ENGLAND NEWSPAPERS, INC | 207.60 | 733.01 MassDOT/SS4A | MassDOT - Safe Streets and Roads for All Action Plan - Leadership Commitment and Goal Setting | COMMUNICATIONS |
| 17554 | 11/8/23 | ANDREW OTTOSON | 145.63 | --- | Varied Projects | Expense Form |
| 17555 | 11/8/23 | KENDALL, SAMANTHA | 457.50 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17556 | 11/8/23 | SAVIDA HEALTH | 1,900.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17557 | 11/8/23 | SERVICENET, INC | 852.27 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17558 | 11/8/23 | SHAMIA SHEPHERD | 1,000.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17559 | 11/8/23 | LYDIA SHULMAN | 97.60 | --- | Varied Projects | Expense Form |
| 17560 | 11/8/23 | NANCY SLATTERY | 402.85 | --- | Varied Projects | Expense Form |
| 17561 | 11/8/23 | SPECTRUM HEALTH SYSTEMS | 1,542.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17562 | 11/8/23 | JAZU STINE | 9.50 | --- | Varied Projects | Expense Form |
| 17563 | 11/8/23 | ELIZABETH STRICKLER | 2,866.67 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17564 | 11/8/23 | COLIN SYKES | 308.07 | --- | Varied Projects | Expense Form |
| 17565 | 11/8/23 | TPX COMMUNICATIONS | 1,324.74 | 040 ADMIN | Admin | Telephone |
| 17566 | 11/8/23 | VALLEY GREEN SHREDDING, LLC | 85.00 | 040 ADMIN | Admin | Recycling |
| 17567 | 11/8/23 | WB MASON COMPANY INC | 202.30 | 040 ADMIN | Admin | Office Supplies |

BERKSHIRE REGIONAL PLANNING COMMISSION

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For the Period From Oct 19, 2023 to Nov 30, 2023

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| <u>Check #</u> | <u>Date</u> | <u>Payee</u> | <u>Amount</u> | <u>Department</u> | <u>Department Description</u> | <u>Expense</u> |
|----------------|-------------|-----------------------------------|---------------|--------------------|--|--|
| 17568 | 11/8/23 | TD CARD SERVICES | 94.97 | 040 ADMIN | Admin | Payment |
| 17569 | 11/15/23 | SEEGER WEISS LLP | 7,952.60 | 319 ROR | Rest of River | Legal |
| 17570 | 11/15/23 | ADELSON & COMPANY PC | 13,000.00 | 040 ADMIN | Admin | Audit |
| 17571 | 11/15/23 | BACH HARRISON, LLC | 375.00 | 646 DPH/MASSCALL3 | Department of Public Health MASS CALL 3B - Substance Misuse Prevention Grant Program - Implementation | PNA REPORTS |
| 17572 | 11/15/23 | JUAN BAENA | 1,383.58 | 737 COMM/ARTBERK23 | Communities/Organizations - Cultural Districts - ArtWeek | 2023 ARTWEEK PHOTOS |
| 17573 | 11/15/23 | BLUE 20/20 | 199.15 | 040 ADMIN | Admin | Vision Insurance |
| 17574 | 11/15/23 | MONASIA CEASAR | 185.50 | --- | Varied Projects | Expense Form |
| 17575 | 11/15/23 | FULL CIRCLE TECHNOLOGIES INC | 7,200.00 | 722 EOAF/OP | Executive Office for Administration & Finance - Online Permitting Upgrade | OPNMB BLDG PERMIT SOFTWARE UPGRADE |
| 17576 | 11/15/23 | DANIEL HASSETT | 212.97 | --- | Varied Projects | Expense Form |
| 17577 | 11/15/23 | LAMAR COMPANIES | 2,200.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | COMMUNICATIONS |
| 17578 | 11/15/23 | MCKESSON MEDICAL - SURGICAL | 6,902.07 | 653 BRPC/INSREB | BRPC Insurance Reimbursement - Covid-19 | 2023/2024 VACCINE SUPPLIES |
| 17579 | 11/15/23 | MIRICK O'CONNELL | 90.00 | 545 DHCD/DLTA | District Local Technical Assistance 2022 | PROF LEGAL SVCS (R-ROR) |
| 17580 | 11/15/23 | ALEJANDRA BRENDA NOZYCE | 320.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17581 | 11/15/23 | LINDSEY ROSA | 2,430.00 | 720 NEA/MCLA | National Endowment for the Arts - Massachusetts College of Liberal Arts | Subcontractor |
| 17582 | 11/15/23 | SOURCEPASS | 660.00 | 040 ADMIN | Admin | Computer Software |
| 17583 | 11/15/23 | STEPHANIE ZOLLSHAN | 600.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17584 | 11/15/23 | MASS STATE BOARD OF RETIREMENT | 12,183.86 | --- | --- | Retirement |
| 17585 | 11/15/23 | TD CARD SERVICES | 3,985.78 | 040 ADMIN | Admin | November 2023 Credit Card Payment - Credit Card Detail will be on Next Report |

BERKSHIRE REGIONAL PLANNING COMMISSION

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| Check # | Date | Payee | Amount | Department | Department Description | Expense |
|----------------|-------------|--|---------------|--------------------|---|----------------------|
| 17586 | 11/16/23 | PROPRIETORS LODGE | 2,593.80 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | MEETING |
| 17587 | 11/16/23 | WAMC NORTHEAST PUBLIC RADIO | 960.00 | 737 COMM/ARTBERK23 | Communities/Organizations - Cultural Districts - ArtWeek | Advertising |
| 17588 | 11/21/23 | 1BERKSHIRE | 1,000.00 | 737 COMM/ARTBERK23 | Communities/Organizations - Cultural Districts - ArtWeek | 2023 ARTWEEK SUPPORT |
| 17589 | 11/21/23 | JUAN BAENA | 150.00 | 737 COMM/ARTBERK23 | Communities/Organizations - Cultural Districts - ArtWeek | 2023 ARTWEEK PHOTOS |
| 17590 | 11/21/23 | LAMAR COMPANIES | 375.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Advertising |
| 17591 | 11/21/23 | CHRISTINA LANE | 8,000.00 | 690 DCR/OUTRECWEB | Department of Conservation and Recreation - Outdoor Recreation Website - State Earmark ARPA | Subcontractor |
| 17592 | 11/21/23 | MACFARLANE OFFICE PRODUCTS, INC. | 533.99 | 040 ADMIN | Admin | Copying |
| 17593 | 11/21/23 | MHOA | 75.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | COMMUNICATIONS |
| 17594 | 11/21/23 | NONPROFIT CENTER OF THE BERKSHIRES, INC | 1,000.00 | 708 DONATIONS/BFF | Donations to BRPC | Advertising |
| 17595 | 11/21/23 | PITNEY BOWES GLOBAL FINANCIAL SVCS LLC | 148.05 | 040 ADMIN | Admin | Postal Meter |
| 17596 | 11/21/23 | rites of passage and empowerment inc | 6,250.00 | | | |
| 17597 | 11/21/23 | THE COOPER CENTER, LLC | 1,643.24 | 040 ADMIN | Admin | Utilities |
| 17598 | 11/21/23 | VALLEY GREEN SHREDDING, LLC | 85.00 | 040 ADMIN | Admin | Recycling |
| 17599 | 11/21/23 | DONOVAN O'CONNOR & DODIG, LLP | 390.00 | 716 EPA/RLF2 | Environmental Protection Agency Revolving Loan Fund 2022 | Legal |
| 17600 | 11/30/23 | MARIA ARIAS | 960.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17601 | 11/30/23 | VOID | | VOID | VOID | VOID |

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|----------------|-------------|---|---------------|-------------------|--|--|
| 17602 | 11/30/23 | VOID | | VOID | VOID | VOID |
| 17603 | 11/30/23 | BERKSHIRE THEATRE GROUP | 500.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | RENTAL DEPOSIT - HEALING COMMUNITIES STUDY-FILM & PANEL |
| 17604 | 11/30/23 | CITY OF PITTSFIELD | 500.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17605 | 11/30/23 | FULL CIRCLE TECHNOLOGIES INC | 3,200.00 | 722 EOAF/OP | Executive Office for Administration & Finance - Online Permitting Upgrade | Windsor Upgrade; One Time Upgrade Fee |
| 17606 | 11/30/23 | KATE HILL TAPIA | 197.76 | --- | Varied Projects | Expense Form |
| 17607 | 11/30/23 | MASS ASSOCIATION OF PLANNING DIRECTORS | 90.00 | 545 DHCD/DLTA | District Local Technical Assistance 2022 - North Adams Open Space Rec Plan | MAPD MEMBERSHIP DUES = CJHOSS 2023 2024 |
| 17608 | 11/30/23 | MUTZ, ANN MARIE | 1,000.00 | 646 DPH/MASSCALL3 | Department of Public Health MASS CALL 3B - Substance Misuse Prevention Grant Program - Implementation | Subcontractor |
| 17609 | 11/30/23 | OUTPOST LLC | 6,125.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Subcontractor |
| 17610 | 11/30/23 | QUALPRINT | 944.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | FACES OF NALOXONE CAMPAIGN BANNERS (6) - PTS |
| 17611 | 11/30/23 | SHAMIA SHEPHERD | 2,000.00 | 646 DPH/MASSCALL3 | Department of Public Health MASS CALL 3B - Substance Misuse Prevention Grant Program - Implementation | Subcontractor |
| 17612 | 11/30/23 | VOID | | VOID | VOID | VOID |
| 17613 | 11/30/23 | VOID | | VOID | VOID | VOID |
| EFT | 10/31/23 | DELUXE FOR BUSINESS | 582.93 | 040 ADMIN | Admin | Supplies |
| EFT | 11/16/23 | UNANET TECHNOLOGIES | 9,531.90 | 040 ADMIN | Admin | Timesheet Software |
| EFT | 10/30/23 | YOUR LOCAL EPIDEMIOLOGIST | 50.00 | 284 BPHN/PHN | Public Health Nursing | NEWSLETTER SUBSCRIPTION |

Total 489,771.88

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|----------------|-------------|--------------|---------------|-------------------|-------------------------------|----------------|
|----------------|-------------|--------------|---------------|-------------------|-------------------------------|----------------|

CREDIT CARD EXPENSES 10/1-10/31/23

| Reference | Date | Date | Jrnl | Trans Description | Debit Amt | Credit Amt |
|-----------|----------|------------------------------|----------|------------------------|---|--------------------------------|
| CCARD | 10/1/23 | AMAZON.COM | 180.89 | 040 ADMIN | Admin | Supplies |
| CCARD | 10/1/23 | AMAZON.COM | 69.53 | 040 ADMIN | Admin | Supplies |
| CCARD | 10/1/23 | AMAZON.COM | 401.01 | 040 ADMIN | Admin | Supplies |
| CCARD | 10/1/23 | META PLATFORMS INC | 44.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Communications |
| CCARD | 10/2/23 | BJS WHOLESALE CLUB | 32.08 | 010 GEN | General | MIIA Grant - Healthy Snacks |
| CCARD | 10/2/23 | UNITED STATES POSTAL SERVICE | 6.15 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Naloxone Kit Postage |
| CCARD | 10/3/23 | AMAZON.COM | 0.30 | 040 ADMIN | Admin | Supplies |
| CCARD | 10/3/23 | BJS WHOLESALE CLUB | 1,079.00 | 725.02 MassTech/DE-SBC | Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services - Southern Berkshire County | SBC OUTREACH EVENT GIFT CARDS |
| CCARD | 10/4/23 | STAPLES | 315.53 | 734 NCOA/VAC | National Council on Aging - Vaccine Initiative | VACC CLINIC SIGNAGE |
| CCARD | 10/5/23 | BJS WHOLESALE CLUB | 161.85 | 010 GEN | General | MIIA Grant - Healthy Snacks |
| CCARD | 10/5/23 | UNITED STATES POSTAL SERVICE | 6.15 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Naloxone Kit Postage |
| CCARD | 10/6/23 | AMAZON.COM | 35.57 | 010 GEN | General | MIIA Grant - Healthy Snacks |
| CCARD | 10/6/23 | UNITED STATES POSTAL SERVICE | 6.15 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Naloxone Kit Postage |
| CCARD | 10/6/23 | BIG Y SUPERMARKET | 32.43 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | MEALS - PHOTOVOICE EVENT (PTS) |
| CCARD | 10/8/23 | BJS WHOLESALE CLUB | 132.17 | 010 GEN | General | MIIA Grant - Healthy Snacks |
| CCARD | 10/9/23 | CODE42 | 9.99 | 040 ADMIN | Admin | Computer Software |
| CCARD | 10/10/23 | AMAZON.COM | 46.70 | 040 ADMIN | Admin | Supplies |
| CCARD | 10/11/23 | AMAZON.COM | 32.25 | 040 ADMIN | Admin | Computer Supplies |
| CCARD | 10/11/23 | BJS WHOLESALE CLUB | 22.28 | 040 ADMIN | Admin | Supplies |
| CCARD | 10/11/23 | HOME DEPOT | 84.96 | 040 ADMIN | Admin | Supplies |

BERKSHIRE REGIONAL PLANNING COMMISSION

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| Check # | Date | Payee | Amount | Department | Department Description | Expense |
|----------------|-------------|-----------------------------------|---------------|-------------------|--|--------------------------------|
| CCARD | 10/11/23 | BIG Y SUPERMARKET | 200.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | HEALING COMM GIFT CARDS |
| CCARD | 10/12/23 | ZOOM VIDEO COMMUNICATIONS, INC | 40.00 | 040 ADMIN | Admin | Communications |
| CCARD | 10/12/23 | AMAZON.COM | 85.98 | 040 ADMIN | Admin | Supplies |
| CCARD | 10/12/23 | UNITED STATES POSTAL SERVICE | 20.60 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Naloxone Kit Postage |
| CCARD | 10/12/23 | BOOKSHOP.ORG | 210.53 | 646 DPH/MASSCALL3 | Department of Public Health MASS CALL 3B - Substance Misuse Prevention Grant Program | BOOKS FOR PYPC BOOK CLUB |
| CCARD | 10/12/23 | JIMINY PEAK MOUNTAIN RESORT LL | 100.00 | 724 HAN/MVP | Hancock - Municipal Vulnerability Preparedness | EVENT SPACE DEPOSIT |
| CCARD | 10/12/23 | PADDLE.NET | 12.00 | 734 NCOA/VAC | National Council on Aging - Vaccine Initiative | COMP SOFTWARE - WIDGET |
| CCARD | 10/13/23 | GOTPRINT.COM | 164.24 | 040 ADMIN | Admin | BUSINESS CARDS -JAZUDANMATTBOB |
| CCARD | 10/14/23 | STRAIGHT TALK WIRELESS | 37.72 | 040 ADMIN | Admin | BRPC CELL PHONE SVC |
| CCARD | 10/15/23 | AMAZON.COM | 79.95 | 040 ADMIN | Admin | Supplies |
| CCARD | 10/16/23 | AMAZON.COM | 51.16 | 040 ADMIN | Admin | Supplies |
| CCARD | 10/16/23 | AMAZON.COM | 36.96 | 040 ADMIN | Admin | Supplies |
| CCARD | 10/17/23 | EASEUS | 31.82 | 040 ADMIN | Admin | UNLOCK IPAD SOFTWARE |
| CCARD | 10/18/23 | LULUS TINY GROCERY | 84.00 | 350 BCBOHA/SUP | Berkshire County Boards of Health Association - Support Services | BCBOHA EXEC BOARD MEETING |
| CCARD | 10/19/23 | UNITED STATES POSTAL SERVICE | 8.50 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Naloxone Kit Postage |
| CCARD | 10/19/23 | BIG Y SUPERMARKET | 500.00 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | HEALING COMM EVENT GIFT CARDS |
| CCARD | 10/19/23 | PAPA JOE'S RISTORANTE | 93.05 | 610 HRIA/G2G | Health Resources in Action - Grey to Green | EVENT - G2G TRAINING |
| CCARD | 10/20/23 | AMAZON.COM | 59.99 | 040 ADMIN | Admin | Supplies |
| CCARD | 10/20/23 | GOTPRINT.COM | 85.68 | 41 ADMIN | Admin | BUSINESS CARDS -JAZUDANMATTBOB |
| | 10/20/23 | BJS WHOLESALE CLUB | 89.53 | 010 GEN | General | MIIA Grant - Healthy Snacks |

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|----------------|-------------|------------------------------------|------------------|-------------------|---|---|
| CCARD | 10/20/23 | COMMUNITY FOUNDATION OF WESTERN MA | 250.00 | 668 PHIWM/RECB | Public Health Institute of Western MA - Racial equity Capacity Building Phase 2 - Women of Color Health Equity Collective | RACIAL EQUITY MEETING |
| CCARD | 10/22/23 | AMAZON.COM | 118.11 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | PTSFA OUTR SPEC SUPPLIES (PTS) |
| CCARD | 10/23/23 | HEWLETT-PACKARD COMPANY | 4,285.33 | 42 ADMIN | Admin | COMP EQU-LAPTOP & DOCK STATION |
| CCARD | 10/23/23 | META PLATFORMS INC | 36.61 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Communications |
| CCARD | 10/24/23 | DUN & BRADSTREET | 1,556.10 | 43 ADMIN | Admin | Subscription |
| CCARD | 10/24/23 | AMAZON.COM | 55.26 | 44 ADMIN | Admin | Supplies |
| CCARD | 10/24/23 | CONSTANT CONTACT, INC | 81.00 | 45 ADMIN | Admin | NEWSLETTER SUBSCRIPTION |
| CCARD | 10/24/23 | WRITESONIC | 20.00 | 690 DCR/OUTRECWEB | Department of Conservation and Recreation - Outdoor Recreation Website - State Earmark ARPA | AI FOR OUTRECWEB DESCR |
| CCARD | 10/25/23 | AMAZON.COM | 133.33 | 46 ADMIN | Admin | Supplies |
| CCARD | 10/26/23 | HEWLETT-PACKARD COMPANY | -243.63 | 47 ADMIN | Admin | COMP EQU-LAPTOP & DOCK STATION - Credit For Tax |
| CCARD | 10/26/23 | AMAZON.COM | 72.62 | 48 ADMIN | Admin | Supplies |
| CCARD | 10/26/23 | UNITED STATES POSTAL SERVICE | 31.65 | 606 BMC/PTSFA | Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities | Naloxone Kit Postage |
| TOTAL: | | | 11,087.08 | 11087.08 | | |

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Nov 30, 2023

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

| Customer ID | Customer | Over 90 days | Amount Due | Status |
|----------------------|---|--------------|------------|---|
| 283 BPHA/INSP/RCH | TOWN OF RICHMOND | | 4,633.25 | |
| 284 BPHA/PHN/CHS | TOWN OF CHESHIRE | 1,154.00 | 2,308.00 | Will Follow Up |
| 284 BPHA/PHN/CLK | TOWN OF CLARKSBURG | | 767.62 | |
| 284 BPHA/PHN/FLA | TOWN OF FLORIDA | | 577.50 | |
| 284 BPHA/PHN/HAN | TOWN OF HANCOCK | | 1,102.50 | |
| 284 BPHA/PHN/RIV | RIVER RUN APARTMENTS | | 200.00 | |
| 284 BPHA/PHN/RIV | RIVER RUN APARTMENTS | | 200.00 | |
| 284 BPHA/PHN/WMS | TOWN OF WILLIAMSTOWN | | 1,711.73 | |
| 284 BPHA/PHN/WMS | TOWN OF WILLIAMSTOWN | | 1,711.73 | |
| 319/ROR | REST OF RIVER COMMITTEE MEMBERS | | 23,191.83 | |
| 350/BCBOHA | BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC | 2,791.07 | 2,791.07 | Lkittross informed - will follow up |
| 440/TPL | MASSDOT#75425 - TPL | | 57,113.56 | |
| 49/OUTS/ADM | ADAMS: OUTSOURCE PLNR(GIS)-OUTS/ADM | | 1,744.36 | |
| 493 RCH/EP | TOWN OF RICHMOND | 280.00 | 280.00 | LB following up |
| 526 BCSO/OPIOID | BERKSHIRE COUNTY SHERIFFS OFFICE | | 12,500.00 | |
| 560 COMMVENPUR | COMMUNITY VENDOR PURCHASING | 1,100.00 | 1,100.00 | R Slick To Follow Up |
| 560 CORE & MAIN LP | CORE & MAIN LP | | 244.23 | |
| 560 NORTHEAST PAVING | NORTHEAST PAVING | | 312.23 | |
| 560 OCONNELL OIL | O'CONNELL OIL ASSOCIATES, INC. | | 4,388.42 | |
| 560 SEALCOATING | SEALCOATING INC | 523.25 | 2,385.36 | R Slick To Follow Up |
| 561 LEN/EDP | TOWN OF LENOX | | 62.50 | |
| 606 BMC/PTSFA | BOSTON MEDICAL CENTER | 33,918.43 | 76,636.44 | Lludwig followed up - payment coming |
| 631 DAL/CDBG | TOWN OF DALTON | 42,596.80 | 42,596.80 | Final BRPC Payment In Process PM |
| 637 EDA/COVIDRRP | 637 EDA/COVIDRRP | | | |
| 647 GTB/CLNUP | TOWN OF GREAT BARRINGTON | 573.91 | 573.91 | |
| 652 DPH/SORPEC | DEPT OF PUBLIC HEALTH | | 4,536.31 | |
| 657 EPA/HC | ENVIRONMENTAL PROTECTION AGENCYY | | 2,389.41 | |
| 663 HVA/MCRC | HOUSATONIC VALLEY ASSOCIATION | 213.67 | 213.67 | Payment in process |
| 679 EV/MASSSAVE/CFP | EVERSOURCE | 4,166.66 | 8,333.32 | Per Sherdyl F - payment on process |
| 679 NG/MASSSAVE/CFP | NATIONAL GRID | | 7,291.68 | |
| 680 CHS/ZH | TOWN OF CHESHIRE | 1,308.07 | 1,308.07 | \$167.14 Paid - Still owe \$1,308.07 March invoice resent |
| 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 | 8,282.36 | Payment in process |
| 691 CHS/GC | TOWN OF CHESHIRE | | 883.88 | |
| 702 EPA/ASSESS | ENVIRONMENTAL PROTECTION AGENCY | | 2,300.26 | |
| 703 WST/GC | TOWN OF WEST STOCKBRIDGE | | 220.51 | |
| 711 CLK/GW | TOWN OF CLARKSBURG | | 653.11 | |

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Nov 30, 2023

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

| Customer ID | Customer | Over 90 days | Amount Due | Status |
|---------------------|------------------------------------|---------------------|-------------------|---|
| 713 MON/MVPA | TOWN OF MONTEREY | | 6,691.68 | |
| 714 LEE/HMMVP | TOWN OF LEE | | 12,049.81 | |
| 718 LEE/SRPP | TOWN OF LEE | | 3,603.65 | |
| 728 MAPC/MCSP | METROPOLITAN AREA PLANNING COUNCIL | | 4,629.65 | |
| 731 SND/GC | TOWN OF SANDISFIELD | | 1,408.01 | |
| 733.00 USDOT | USDOT EQUITY CONCERNS | | 5,829.43 | |
| 735 MASSCEC/EMPOWER | MA CLEAN ENERGY TECHNOLOGY CENTER | | 45,000.00 | |
| 742 MON/OSRP | TOWN OF MONTEREY | | 1,992.65 | |
| 744 LAN/MP | TOWN OF LANESBOROUGH | | 674.62 | |
| 746 AGE SPAN | AGESPAN | | 25,000.00 | |
| 747 MASS/TECH/DE-AM | 747 MASS/TECH/DE-AM | | 9,789.37 | |
| 748 MASSTECH/DE-FG | 748 MASSTECH/DE-FG | | 4,498.74 | |
| BPHA | BERKSHIRE PUBLIC HEALTH ALLIANCE | 1,199.52 | 1,199.52 | |
| KARNS INSURANCE | NATHANIEL W KARNS | | 184.98 | |
| TOWN OF SAVOY | TOWN OF SAVOY | 549.11 | 549.11 | Left voicemail at Town Hall 9/28/23 - No Response - Emailed and mailed past due invoice again. |
| Report Total | | 94,622.22 | 515,867.20 | |

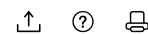


Accounts

Current Balance
\$0.00

Available Credit
Amount Due
Payment Due Date

\$500,000.00
\$0.00
Dec 5, 2023



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: December 1, 2023
SUBJ: Agenda Items – December 7, 2023, Executive Committee Meeting

VI. Items Requiring Action

A. Vote to Approve Submission of a Grant Application to the Executive Office of Technology Services and Security's Municipal Cybersecurity Awareness Grant Program

The Executive Committee is requested to authorize the Executive Director to submit a grant application and sign any resulting contracts and agreements to the Massachusetts Executive Office of Technology Services and Security's Municipal Cybersecurity Awareness Grant program. Through this grant, BRPC will gain access to free cybersecurity training for all employees throughout 2024. This grant does not provide any money to BRPC, just access to the training program. Mark Maloy, mmaloy@berkshireplanning.org, is the BRPC contact.

B. Vote to Approve Changes to the BRPC Personnel Pay Plan to Add a Public Health Social Worker Position and Change the Pay Range of the Public Health Nurse Position

The Executive Committee is requested to approve changes to the BRPC Personnel Pay Plan to add a Public Health Social Worker position and change the pay range of the Public Health Nurse Position.

Some of the responsibilities of the Social Worker position would be to plan, coordinate, and provide direct social services, health education and support to community members, municipal boards, and BRPC Program staff, support Health Equity planning and provide support to our Berkshire Public Health Alliance inspectors and public health nurses during housing inspections or disease investigation as requested when mental health or other social service issues are identified or suspected.

An increase in the pay range for the Public Health Nurse Position is necessary for us to keep pace with the market. Nurses are in high demand, and we need to offer competitive pay.

C. Vote to Submit Comments on the New England Power Company - E131 Asset Condition Refurbishment Project, Draft Environmental Impact Report (DEIR), Adams, North Adams, Florida, and Monroe to the Massachusetts Environmental Policy Act Office (MEPA)

The Executive Committee is requested to authorize the Executive Director to submit comments to MEPA on the Draft Environmental Report (DEIR) on the E131 Asset Condition Refurbishment Project in Adams, North Adams, Florida, and Monroe submitted by the New England Power Company. The Project seeks to upgrade existing electrical utility infrastructure and construct improved roadways by which the transmission line can be accessed. to upgrade existing electrical utility infrastructure and construct improved roadways by which the transmission line can be accessed. The Environmental Review Committee approved comments which are included in the meeting materials.

D. Vote to Approve Comments on the NSTAR WT-02 Transmission Right-of-Way Reliability Program (TRRP) Project, Draft Environmental Impact Report (DEIR), Hancock, Lanesborough, Cheshire, Dalton, and Hinsdale to the Massachusetts Environmental Policy Act Office (MEPA)

The Executive Committee is requested to authorize the Executive Director to submit comments to MEPA on the Draft Environmental Report (DEIR) on the NSTAR WT-02 Transmission Right-of-Way Reliability Program (TRRP) Project), Hancock, Lanesborough, Cheshire, Dalton, and Hinsdale submitted by the NSTAR dba Eversource Energy. The Project seeks to improve system reliability by reducing the number of tree fall-in risks in the Right of Way and to create a sustainable environment comprised of vegetation that can safely coexist with the transmission lines. The Environmental Review Committee is meeting on December 5, 2023 to discuss this project. Comments will be sent separately.

E. Vote to Approve Comments on the Massachusetts Internet for All Plan to the Massachusetts Broadband Institute (MBI)

The Executive Committee is requested to authorize the Executive Director to submit comments to the Massachusetts Broadband Institute on the Massachusetts Internet for All Plan. MBI is the central broadband office for the Commonwealth of Massachusetts. Its stated goal is to bring Affordable, high-speed internet to every person in Massachusetts. This plan is the blueprint for how the Commonwealth will spend funds it has received through the Bipartisan Infrastructure Law. Senior Planner Wylie Goodman has been seeking input to inform our comments (there is another Zoom session next Tuesday, 12/5/23 at 6:30.) Comments, which are due December 15th, will be finalized after that session and sent separately. The plan can be accessed at [Massachusetts Internet for All Plan | MBI \(masstech.org\)](https://www.masstech.org/masstech/massachusetts-internet-for-all-plan).

VII. Committee Reports and Discussion

A. Finance Committee

The Finance Committee met on November 13, 2023 and agreed to present a 2.5% increase in FY 2025 Assessments for approval at the full Commission meeting. Draft unapproved minutes are in the packet. There is a meeting scheduled for December 14 at 4:30 pm.

B. Commission Development Committee

The Commission Development Committee met on November 16, 2023 led by new Chair, Doug McNally. Engaging Delegates and Alternates was discussed including the idea of visiting Select Board meetings of the communities that do not participate in the Commission. Connecting Economic Development efforts to Housing and Transportation was discussed as a focus for FY 2024. Draft unapproved minutes are in the packet.

C. Environmental Review Committee

The Environmental Review Committee met on November 27, 2023 and discussed the New England Power Company - E131 Asset Condition Refurbishment Project, Draft Environmental Impact Report (DEIR), Adams, North Adams, Florida, and Monroe and voted to submit comments to the Massachusetts Environmental Policy Act Office (MEPA). The committee's general practices were also discussed. Draft minutes are not yet available. The next virtual meeting is scheduled for December 5, 2023 to discuss the NSTAR WT-02 Transmission Right-of-Way Reliability Program (TRRP) Project, Draft Environmental Impact Report (DEIR), Hancock, Lanesborough, Cheshire, Dalton, and Hinsdale.

D. Metropolitan Planning Organization

The MPO met on November 28, 2023. The main topics were to approve an amendment to the Transportation Improvement Plan (TIP) for a 21-day public comment period, an administrative adjustment to the UPWP, a presentation on Title VI report corrections, a discussion on the request to change the Urbanized Area Boundary to include Great Barrington, a report on Safe Streets and Roads for All work, and an update on BRTA route changes and additions. Draft minutes are not yet available.

E. Regional Issues Committee

The Regional Issues Committee met on November 29, 2023. Discussion continued about energy policy in Massachusetts, especially solar development, including related House and Senate bills. Draft minutes are not yet available.

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 10/24/2023 to 11/30/2023.

- New Marlborough – Open Space and Recreation Plan - \$25,000
- Lanesborough – Stormwater Management - \$9,207.79
- Cheshire – Stormwater Management - \$6,509.70
- Housatonic Valley Association - Berkshire Clean Cold Connected Partnership - \$65,350
- Baystate Medical Center, Inc - MBI - Digital Equity Berkshire Advisor - \$45,820

- Pittsfield – Francis Avenue Parklet and Routing Study - \$233,150
- Dalton - Stormwater Management - \$9,432.85
- Executive Office of Energy & Environmental Affairs – Lanesborough & Washington - \$78,000
- Lanesborough – Master Plan - \$10,000

Grants and Contracts not received.

At this time, we are not aware of any grants not received.

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

There was no recent activity related to Berkshires Tomorrow

C. Staff Update

- Accepted Positions:
 - Nikki Lewis – Public Health Senior Planner Substance Use
- Open Positions:
 - Economic Development Program Associate – Focus on digital equity (full-time, offsite, temporary (one year))
 - Internships - Outdoor Recreation and Arts & Culture Planning
- Recognition
 - Senior Transportation Planner Nicholas Russo was recognized by MassBike as Advocate of the Year.

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission met on November 9, 2023. Discussion centered on priorities related to the Housing Bond Bill and the promised municipal modernization bill.

E. Passenger Rail

- West-East Rail - The Co-Chairs of the Special Commission to address West-East Passenger Rail governance and operations have prepared and released a final report, [WMPR-Final-Report.pdf \(berkshireplanning.org\)](https://www.berkshireplanning.org/WMPR-Final-Report.pdf).
- Berkshire Flyer - The Berkshire Flyer oversight group met to get a report on the performance of the 2023 season. We learned that MassDOT intends to extend the Berkshire Flyer Pilot in 2024, albeit on a shortened schedule than in 2023 (the weekend before Memorial Day through Labor Day).
- Northern Tier Passenger Rail – There was no activity over the last month.

F. The Commonwealth’s Climate Report Card

The Healey Administration released its first Climate Report Card on Friday, which includes data and assessments on the state's progress on meeting its climate mandates and goals to achieve net zero greenhouse gas emissions and build resilience to climate change. The report contains sections on Policy, Environmental Justice, Transportation, Buildings, Power, Natural and Working Lands, and Climate Adaptation and Resilience. Each section

assesses that sector's role in greenhouse gas emissions, challenges that sector faces meeting the goals, and an evaluation of that sector's performance toward meeting the goal. It can be found at [Massachusetts Climate Report Card | Mass.gov](#).

IX. Old Business

X. New Business

A. Discussion about Possibly Amending the BRPC Bylaws to Increase the Length of the Term of the Officers and Committee members from 1 Year to 2

The BRPC Bylaws currently require *"Each year at the first meeting after July 1, but to be held no later than August 31st, the Commission shall elect from among its membership a Chair, Vice Chair, Clerk, and Treasurer."* The Bylaws are unclear about the term length for Committee members but imply those terms are one year as well. Given that there are relatively few meetings, the fact that it takes a fair amount of time to administer annual committee membership, it takes committee members several meetings to understand the working of that committee and many committee members stay in their role and on committees for multiple years, it may be more efficient to clearly extend the terms.

B. January Commission Meeting

The next Full Commission meeting is scheduled for January 18, 2024. Potential items required or previously mentioned include:

- Micro-mobility
- Presentation of ResilientMass Plan
- Presentation on Recommendation of the Climate Chief

PERSONNEL PAY PLAN
Berkshire Regional Planning Commission
FY 2024

Approval Requested 12.7.2023

| SALARY Positions | | 2024 | 2024 | 2024 | change 12.7.2023 | change 12.7.2023 | change 12.7.2023 | 2024 revised | 2024 revised | 2024 revised |
|---|---|---|---|---|---------------------|---------------------|---------------------|---|---|---|
| Position | Qualifications | Starting Salary As established by the Commission | Mid-Range As established by the Commission | Maximum Salary As established by the Commission | | | | Starting Salary As established by the Commission | Mid-Range As established by the Commission | Maximum Salary As established by the Commission |
| Executive Director (effective 5/24/2018) | MA/MS + 5 years = 11 years | | | | | | | | | |
| Assistant Director | MA/MS + 5 years = 11 years | \$90,464 | \$103,040 | \$115,615 | \$0 | \$0 | \$0 | \$90,464 | \$103,040 | \$115,615 |
| Program Manager II Directly supervise 2+ employees | MA/MS + 5 years = 11 years | \$82,601 | \$96,094 | \$109,587 | \$0 | \$0 | \$0 | \$82,601 | \$96,094 | \$109,587 |
| Program Manager I Directly supervise <2 employees | MA/MS + 5 years = 11 years or BA/BS + 6 years = 10 years | \$75,097 | \$87,441 | \$99,784 | \$0 | \$0 | \$0 | \$75,097 | \$87,441 | \$99,784 |
| Assistant Program Manager (Only for Programs with greater than 7 staff) | MA/MS + 4 yrs = 10 years | \$73,780 | \$86,111 | \$98,441 | \$0 | \$0 | \$0 | \$73,780 | \$86,111 | \$98,441 |
| Principal Planner | MA/MS + 4 yrs = 10 years | \$61,930 | \$74,142 | \$86,354 | \$0 | \$0 | \$0 | \$61,930 | \$74,142 | \$86,354 |
| Senior Planner | MA/MS + 2 yrs = 8 years | \$61,697 | \$71,805 | \$81,913 | \$0 | \$0 | \$0 | \$61,697 | \$71,805 | \$81,913 |
| Planner/Grant & Procurement Specialist /Housing Specialist | MA/MS = 6 years or BA/BS + 2 years = 6 years | \$58,643 | \$65,224 | \$71,805 | \$0 | \$0 | \$0 | \$58,643 | \$65,224 | \$71,805 |
| HOURLY Positions | | 2024 | 2024 | 2024 | change 12.7.2023 | change 12.7.2023 | change 12.7.2023 | 2024 revised | 2024 revised | 2024 revised |
| Associate Planner | BA/BS = 4 years | \$23.64 | \$27.00 | \$30.36 | \$0 | \$0 | \$0 | \$23.64 | \$27.00 | \$30.36 |
| Program Associate (f/t) | AA = 2 years | \$19.50 | \$22.18 | \$24.85 | \$0 | \$0 | \$0 | \$19.50 | \$22.18 | \$24.85 |
| Principal Finance Administrator | MA/MS = 4 yrs = 10 years | \$34.03 | \$40.74 | \$47.45 | \$0 | \$0 | \$0 | \$34.03 | \$40.74 | \$47.45 |
| Finance Administrator | BA/BS + 2 years = 6 years | \$27.81 | \$31.91 | \$36.00 | \$0 | \$0 | \$0 | \$27.81 | \$31.91 | \$36.00 |
| Finance Office Assistant | BA/BS + 1 years = 5 years | \$25.81 | \$29.41 | \$33.00 | \$0 | \$0 | \$0 | \$25.81 | \$29.41 | \$33.00 |
| Office Administrator | BA/BS = 4 years | \$25.40 | \$29.15 | \$32.90 | \$0 | \$0 | \$0 | \$25.40 | \$29.15 | \$32.90 |
| Intern (Pay TBD based on Qualifications) | Undergrad Student | \$15.90 | \$16.52 | \$17.14 | \$0 | \$0 | \$0 | \$15.90 | \$16.52 | \$17.14 |
| Intern (Pay TBD based on Qualifications) | BA/BS/in 1 st yr of Grad School | \$16.67 | \$16.94 | \$17.21 | \$0 | \$0 | \$0 | \$16.67 | \$16.94 | \$17.21 |
| Intern (Pay TBD based on Qualifications) | 2 nd yr of Grad Sch/MA/MS | \$17.39 | \$21.17 | \$24.94 | \$0 | \$0 | \$0 | \$17.39 | \$21.17 | \$24.94 |
| OFFSITE - HOURLY Positions | | 2024 | 2024 | 2024 | change 12.7.2023 | change 12.7.2023 | change 12.7.2023 | 2024 revised | 2024 revised | 2024 revised |
| Senior Planner (offsite) | MA/MS + 2 yrs = 8 years | \$40.58 | \$44.92 | \$49.25 | \$0 | \$0 | \$0 | \$40.58 | \$44.92 | \$49.25 |
| Inspector - (offsite) | BA/BS = 4 years and/or special certifications | \$33.02 | \$39.74 | \$46.46 | \$0 | \$0 | \$0 | \$33.02 | \$39.74 | \$46.46 |
| Housing Specialist - (offsite) | BA/BS = 4 years and/or special certifications | \$33.02 | \$39.74 | \$46.46 | \$0 | \$0 | \$0 | \$33.02 | \$39.74 | \$46.46 |
| Project Specialist | Pay TBD based on Qualifications | | | | \$0 | \$0 | \$0 | | | |
| Senior Public Health Nurse | MSN or BSN + 4 years | \$40.65 | \$42.65 | \$44.65 | \$0 | \$0 | \$0 | \$40.65 | \$42.65 | \$44.65 |
| Public Health Nurse (increase) | BSN + 2 years | \$33.65 | \$35.15 | \$36.65 | \$1.35 | \$3.68 | \$6.00 | \$35.00 | \$38.83 | \$42.65 |
| Social Services/Social Worker (new) | LCSW or LICSW | | | | | | | \$33.90 | \$39.45 | \$45.01 |

Effective January 1, 2023, the Massachusetts minimum wage is \$15.00 per hour

Berkshire Regional Planning Commission Environmental Review Report

December 1, 2023

SUBJECT: E131 Asset Condition Refurbishment Project
EOEEA#: 16663
LOCATION: Adams, North Adams, Florida, and Monroe
REVIEW TYPE: Draft EIR
PROPONENT: New England Power Company (NEP)
COMMENTS DUE: December 8, 2023

PROJECT DESCRIPTION

The New England Power Company (NEP) E131 Asset Condition Refurbishment Project (the Project) spans four municipalities in Massachusetts: Adams, North Adams, Florida, and Monroe. The Project's stated goals are to upgrade existing electrical utility infrastructure and construct improved roadways by which the transmission line can be accessed. These access roads will facilitate the proposed infrastructure improvements, as well as future maintenance activities and access by emergency personnel.

The E131 transmission line easement rights range between 200 and 400 feet wide, with the existing line at the approximate center of the easement. The current maintained width ranges from approximately 100 feet to approximately 150 feet. The maintained right-of-way (ROW) includes uplands, wetlands, perennial and intermittent streams, unimproved access routes, and improved gravel access roads. Approximately six miles of Line E131 passes through the MA Department of Conservation & Recreation (DCR)-owned Monroe, Florida, and Savoy Mountain State Forests. Line E131 traverses through mountainous terrain with steep slopes, rocky outcrops, cliffs, and large boulders. Although it passes through some rural residential areas in the Towns of Florida and Monroe, the ROW and surrounding areas are generally densely forested.

Line E131 was constructed in 1925. The existing wooden H-frame transmission structures are from its original construction. In 1971, reconductoring and shield wire installation updates were conducted throughout the line. In 2004, the line was refurbished with select replacement structures, replacement insulators, and improved grounding. Generally, the line is currently comprised of original wooden H-frame and steel lattice structures.

Based on the age of the infrastructure, a full refurbishment of the line is proposed to bring the utility into compliance with modern standards. The proposed Project will include the following:

- Replacement of 151 structures with new steel pole H-frame structures
- Replacement of 6 triple pole structures
- Replacement of three (3) existing steel lattice structures with new steel structures
- Removal of four (4) existing H-frame structures and one (1) lattice structure
- Installation of approximately 24 structures requiring concrete caisson foundations at locations which require greater structural reinforcement
- Installation of micropile foundations at approximately one (1) structure location which requires greater structural reinforcement
- Installation of three (3) new switch gear structures
- Replacement of existing shield wire with fiber optic ground wire (OPGW)
- Replacement of all insulators and hardware
- Replacement of conductor in four (4) sections for constructability purposes

Due to the age of the line, the complex and varied terrain through which it traverses, and lack of recent broad-scale upgrades, access to and along the ROW is limited, and many portions of the line are currently inaccessible except by foot or utility terrain vehicles. Improvements to existing and construction of new access routes are required to facilitate the Project and its long-term maintenance. Given the mountainous topography over which the ROW extends, significant road improvements and construction of new roads are necessary to provide safe, reliable, and constructable access to structure locations and wire-pulling setups. This work will involve grading, tree removal, and gravel placement to safely navigate steep slopes. The proposed access road improvements will allow for future access for regular maintenance, including forestry management and overhead line work, or during emergency events such as storm responses.

Temporary access in the form of construction matting is proposed in sensitive areas including wetlands, stream spans, and rare species habitats. No permanent access roads are proposed within Bordering Vegetated Wetlands (BVW). However, due to the abundance of wetland resource areas along the ROW and the complexity of the terrain, the construction of new or improved access within Bordering Land Subject to Flooding (BLSF), Riverfront Area, and the 100-foot Buffer Zone is unavoidable. These impacts have been minimized to the extent feasible, while balancing safety and constructability.

Required Permits & MEPA Thresholds

The proposed project has met or exceeded MEPA review thresholds for a Mandatory Environmental Impact Report (EIR). The Secretary's Certificate was issued on March 17, 2023. The Certificate denied the request for Single EIR and requested the preparation of a Draft and Final EIR.

ENF Review:

- Land 301 CMR 11.03(1)(b)(1) - Direct alteration of 25 or more acres of land, unless the Project is consistent with an approved conservation farm plan or forest cutting plan or other similar generally accepted agricultural or forestry practices
- Wetlands, Waterways and Tidelands 301 CMR 11.03(3)(b)(1)(d) - Alteration of 5,000 or more sf of bordering or isolated vegetated wetlands
- Wetlands, Waterways and Tidelands 301 CMR 11.03(3)(b)(1)(f) – Alteration of one half or more acres of any other wetlands

ENF and Mandatory EIR:

- 301 CMR 11.03(1)(a)(1) – Land: Direct alteration of 50 or more acres of land, unless the Project is consistent with an approved conservation farm plan or forest cutting plan or other similar generally accepted agricultural or forestry practices
- 301 CMR 11.03(3)(a)(1)(a) - Wetlands, Waterways and Tidelands: Alteration of one or more acres of salt marsh or bordering vegetating wetlands
- 301 CMR 11.06(7)(b) - Environmental Justice: The Secretary shall require an EIR for any Project that is located within a Designated Geographic Area around an Environmental Justice Population.

Required State Agency Permits:

- MassDEP Individual 401 Water Quality Certification
- MESA Conservation and Management Permit
- MassDCR Construction Access Permit
- MassDOT Access Permit

PROJECT CHANGES SINCE THE EENF

The Project's design standard parameters are unchanged since the EENF, but reassessment of impact areas has resulted in changes to impact numbers and Project sequencing. These modifications and

updates do not significantly alter the analyses and conclusions provided in the EENF. NEP has designed the Project to avoid environmental impacts to the maximum extent practicable and as the Project design has progressed, the extent of proposed tree removal has been minimized and the potential impacts to resource areas have been generally reduced.

Land Alteration

Since the EENF, NEP has evaluated the access routes proposed on and off ROW. One access road located within the Monroe State Forest, off ROW access road to Structures 67 and 68, was re-assessed and deemed not required to access the line, as access was feasible east and west of the structures from other routes. Improvement to this, an approximately one-mile-long access route, has been removed from the scope of work and land alteration impacts numbers, resulting in a decrease of 1.06 acres of land disturbance at this location.

Tree Removal

Since the EENF, NEP has refined its assessment of tree removal locations. Factors such as existing open access routes, width of tree removal needed, assessment of proposed tree removal between routes, and site visits to confirm tree density were all evaluated to reduce the overall tree removal area from 17.6 acres as proposed in the EENF to 11.3 acres throughout the Project in Massachusetts.

Wetland Resources

Since the EENF, NEP reevaluated the need for the previously proposed permanent culverts located near Structure 165. Upon further evaluation to reduce impacts to wetland resource areas, specifically inland Bank and Land Under Water and Waterways, the culverts have been removed from the Project scope. The intermittent stream channels will be temporarily spanned with construction matting during construction for access along the ROW.

NHESP Rare Species Habitat

Since the EENF, NEP has been in communication with NHESP during initial regulatory review to assess potential areas to avoid, minimize, and mitigate impacts to rare species. Particular attention has been paid to the rare species habitat located within proximity to the Adams Substation in Adams, MA. The NEP project team coordinated with NHESP to create a phased matting plan for work in this area. Construction matting in the area of the Adams Substation will be placed outside the growing season for the known rare species. If any additional matting is needed during the growing season to facilitate OPGW installation, matting will only be in place for a maximum of four (4) consecutive weeks. Although impacts will be avoided and minimized to the maximum extent practicable, without compromising the safety of Project construction and future maintenance personnel, a “take” is anticipated for one protected species. NEP will prepare a Conservation Management Plan (CMP) for the species that will experience a “take”.

RESOURCE AREA IMPACTS OVERVIEW

The proposed Project will result in both temporary and permanent impacts to wetland resource areas including: Bank, Bordering Vegetated Wetlands (BVW), Land Under Water Bodies and Waterways (LUWW), Bordering Land Subject to Flooding (BLSF), Riverfront Area and the 100-foot Buffer Zone. Temporary impacts to BVW and BLSF are due to construction access, staging, and installation of structure foundations where vegetated wetlands and flood prone wetlands currently exist, and replacement structures cannot be sited outside their limits. Permanent impacts are associated with the installation of two culverts; a new switch structure; the installation of concrete caisson foundations for the replacement of four structures and the replacement and relocation of five structures to BVW via

direct embed methods. The EENF states that these areas were closely evaluated for alternatives but designs that relocated structures outside of BVW were deemed infeasible. Modifications to existing access, construction of new access, establishment of laydown areas, and installation of work pads will result in temporary and permanent impacts to Riverfront Area and 100-foot Buffer Zone.

Temporary access comprised of construction matting is proposed in sensitive areas including wetlands, BLSF stream spans, and rare species habitats. No new permanent access roads are proposed within BVW, BLSF or within Land Under Water Bodies and Waterways. However, the construction of new or improved access is proposed within Riverfront Area and 100-foot Buffer Zone to BVW. According to the EENF, these impacts have been minimized to the extent practicable, while balancing safety and constructability.

Summary of Project Impacts

| Impact Area | Size | Activity |
|--|------------|---|
| Land Alteration | 62.5 acres | Access roads and work pads |
| Tree Removal | 11.3 acres | Access roads and work pads |
| Vegetated Wetlands | 599,115 sf | Temporary Construction Matting for Access Roads and Work Pads |
| | 660 sf | Structure installation |
| Other Wetlands (Riverfront Area, BLSF, LUWW) | 163,100 sf | Temporary Construction Matting for Access Roads and Work Pads |
| Rare Species | 4.5 acres | Temporary Construction Matting for Access Roads and Work Pads |

No impacts are proposed to Vernal Pools, Land Under Water and Waterways, or inland Bank.

ALTERNATIVES ANALYSIS

The Secretary’s Certificate on the EENF noted that the DEIR should include an expanded alternatives analysis that demonstrates the Project is taking all feasible measures to avoid and minimize environmental impacts to wetland resource areas and mapped habitat, as well as tree removal, which is consistent with requirements pursuant to all applicable regulations.

This Project consists of repairs and improvements to existing assets. No new or expanded ROW is required for the Project and no new utility construction is proposed, other than for access and work pads to facilitate the replacement of existing structures and long-term maintenance, emergency access and storm response. Therefore, there are no route alternatives for this Project. This expanded alternative analysis presents a No Build Alternative and options for selective/targeted maintenance and improvements.

NEP conducted an alternatives analysis to compare feasible alternatives that meet the Project need. The alternatives were evaluated based on environmental impact, cost, reliability, construction feasibility, long-term benefit, and compliance with Independent System Operator-New England (ISO-NE) and the National Electric Safety Code (NESC).

The Alternatives Analysis presented in the DEIR considered the following alternatives for the Project:

- No Build Alternative;
- Critical Asset Repair Alternative;
- Reduced Build/Impact Alternative;
- Maximum Build Out Alternative; and
- Comprehensive Refurbishment Alternative (the Project).

No Build Alternative: According to the DEIR, the No Build alternative does not achieve the Project's goals and benefits. The Project consists of maintenance and improvements to existing assets. If no action is taken, deteriorating structures will pose a safety risk to NEP personnel and members of the public. In addition, if the E131 line is not refurbished, the existing system will remain at risk for failure. Given the asset condition of the existing E131 line and the need to improve high-speed communications between the substations this circuit serves, the No Build Alternative was not considered to be a feasible option.

Critical Asset Repair Alternative: NEP considered addressing only the most critical asset related issues. However, this would require returning to the E131 line repeatedly over the next several years to complete less critical maintenance and improvement activities and it would not accomplish all of the safety and reliability needs for the E131 line. Specifically, this alternative was not selected due to the following:

- Repeated construction with and impacts to DCR State Forest lands;
- Repeated impacts to BVW and other environmental resources and rare species habitat;
- Concerns with asset reliability;
- Increased cost and inefficiency of repeatedly revisiting the same ROW within a short timespan; and
- Failure to meet the need for improving the reliability of the existing communications between the substations served by the circuit.

Reduced Build/Impact Alternative: The Reduced Build/Impact alternative is comprised of Project site-specific impact considerations required in 310 CMR 10.00 and 314 CMR 9.00 that provide fewer environmental impacts. This alternative does not best meet the identified project need given the existing Project site constraints while avoiding and minimizing environmental impacts to wetland resource areas, mapped habitat, and tree removal to the maximum extent practicable. Nevertheless, in an effort to further reduce impacts, NEP evaluated the potential to eliminate or minimize off-ROW access road construction and to relocate, forego or otherwise alter the proposed installation of new switch Structure 79A to reduce the Project's permanent impacts to vegetated wetlands.

- Working within the ROW reduces impacts to adjacent property and existing DCR access routes, but would not eliminate them and does not reduce the overall impacts to land development, sensitive resource areas, open space land, or construction timelines.
- The existing switch located at Structure 80 must be replaced because the current switch is composed of outdated technology. The switch, if left in its current condition, is a risk to the health and safety of the crews tasked with operating it. The age of the switch also poses reliability issues that, if left unattended, would undermine the stated goal of the Project, to improve the resiliency and operability of the E131 line.

Maximum Build Out Alternative: NEP considered a Maximum Build Out alternative that would have entailed developing the access route to the greatest extent feasible without consideration for overall land and sensitive resource areas impacts or cost. This alternative would look to install larger work pads and access roads would have been designed to be 20-foot wide to better facilitate access of large equipment and continued future access along the ROW. Culverts would be proposed along the access routes to create permanent stream crossings for future ease of access along the ROW. Areas of small

wetland crossings would propose to be filled for permanent access. The structure relocations and foundation installations would be designed to benefit conductor reconfiguration and span distances regardless of sensitive resource areas. The maximum build would not restore temporary pull pads to allow for future use should the occasion arise. Additionally, the creation of new access roads would create switchback cuts or grading within the existing easement to make up changes in elevation (greater impacts to forestry and land clearing) instead of using already-created pathways that can be updated to facilitate proposed equipment use. This alternative would decrease the likelihood of repeated future disturbance to sensitive resource areas but would cause increased permanent impacts to the environment.

Comprehensive Refurbishment (Proposed Preferred Alternative): The Preferred Alternative proposed presents a comprehensive refurbishment of the E131 line with the appropriate access, replacement of existing structures, and the replacement of the existing shield wire with OPGW. Providing an efficient means of addressing asset condition concerns and allowing high speed communications between substations addresses the need without repeated impacts to wetland resource areas, rare species habitat, and public open space. According to the EENF, this fullscale refurbishment meets all Project objectives and reduces long-term environmental impacts.

RESPONSE TO BRPC COMMENTS ON THE EENF

BRPC Comment: Include an analysis of alternative methods such as tracked construction vehicles and/or the use of industrial-type helicopters to carry and install; equipment, concrete, piers and poles. BRPC shares the concerns raised by the Hoosic River Watershed Association (HooRWA). Such alternatives would significantly reduce tree cutting and impacts to resource areas.

Response: *NEP plans to utilize tracked construction vehicles to the extent practicable to construct 12-foot-wide access roads. However, due to site constraints (including very steep slopes) and equipment required for the rebuild Project, additional non-tracked equipment and vehicles will be required. Access road development is being completed to facilitate standard electric utility construction vehicles and equipment. While helicopters can be used in some instances (lighter-lift work related to pulling rope, flying x-braces and insulators, etc.), this will not be feasible for this Project. Access to the proposed structure locations is still required by drilling trucks in order to bore holes for dead-end and tangent structures, due to the amount of bedrock/ledge present on site.*

BRPC Comment: Provide an alternatives analysis relative to the permanent impacts associated with the replacement and relocation of five structures to Bordering Vegetated Wetlands (BVW) via direct embed methods.

Response: *Please refer to DEIR narrative Section 6 regarding reasons for relocation of the five structures to BVW and site constraints.*

BRPC Comment: Provide greater clarification with regard to why permanent access roads that do not currently exist are necessary.

Response: *Please refer to DEIR narrative Section 2 Alternative Analysis regarding existing site constraints, including very steep terrain, which would otherwise require multiple switchbacks and in most cases greater environmental impacts within the existing, maintained ROW rather than proposing permanent off-ROW access. Additionally, permanent access roads will allow for both structure installation and required future maintenance.*

BRPC Comment: Provide clarification with regard to the selection of steel structures and/or an alternatives analysis comparing wooden versus steel structures. The current wooden structures, which

are proposed to be replaced with steel structures were installed in 1925 and have withstood the test of time in standing for nearly 100 years.

Response: NEP selected steel structures based on product standardization and lifespan maintenance requirements to support reliability. Steel structures reduce the frequency of maintenance related to woodpecker damage and wood rot.

BRPC Comment: Provide greater detail with regard to proposed mitigation measures including specific details related to wetland mitigation and replication.

Response: Proposed mitigation measures are described in DEIR narrative Section 4 and Table 15-1. Please refer to DEIR narrative Section 6 regarding wetland restoration and mitigation.

BRPC Comment: Clarify what methods will be used to control invasive species if they are to become established within the ROW.

Response: Employees and contractors maintaining vegetation on ROWs and substations must follow the NEP ROW Vegetation and Substation Vegetation Management Plans (VMPs) [current VMP: Massachusetts Five-Year Vegetation Management Plan, 2018-2023]. NEP utilizes an Integrated Vegetation Management (IVM) program that is an environmentally responsible means of combining biological, chemical, and mechanical treatment methods (mowing, selective pruning, and hand-cutting) with an understanding of the stages of ecological succession and interspecies competition.

BRPC Comment: In addition, BRPC has concerns regarding the capacity of the electrical grid in relation to the Commonwealth's electrification goals. The EENF states that in addition to the refurbishment work, the existing circuits will be adapted to provide high speed communications between substations by replacing existing shield wire with fiber optic ground wire (OPGW). The EENF states that a strong and reliable electrical transmission and distribution system is vital to the region's safety, security, and economic prosperity and that benefits of the project include a strengthened transmission system in western New England that offers greater reliability and safety for customers. However, it is not clear whether the project will directly address the anticipated future demand or whether additional work would be needed in the future.

Response: Comment acknowledged.

BRPC STAFF COMMENTS ON DEIR

The DEIR should present a reasonably complete and stand-alone description and analysis of the Project and its alternatives, and an assessment of its potential environmental and public health impacts and mitigation measures. The Proponent shall ordinarily use the review and comments on the DEIR as an additional opportunity to improve the planning and design of the Project.

Comments are intended for incorporation into the Final EIR to provide greater clarity and/or improve the planning and design of the Project.

BRPC continues to have significant concerns regarding the capacity of the electrical grid in relation to the Commonwealth's electrification goals. The EENF states that in addition to the refurbishment work, the existing circuits will be adapted to provide high speed communications between substations by replacing existing shield wire with fiber optic ground wire (OPGW). The EENF states that a strong and reliable electrical transmission and distribution system is vital to the region's safety, security, and economic prosperity and that benefits of the project include a strengthened transmission system in western New England that offers greater reliability and safety for customers. However, it is not clear whether the project will directly address the anticipated future demand or whether additional work

would be needed in the future. The DEIR simply acknowledges this concern and mere acknowledgment isn't at all sufficient.

The DEIR is not consistent with the EENF in quantifying resource impacts. The Final EIR should provide greater clarity and/or consistency with regard to how impacts are quantified. Discrepancies should be corrected and changes to project impacts should be clearly identified.

According to the EENF, permanent impacts are associated with the replacement and relocation of five structures to BVW via direct embed methods. The EENF stated that these areas were closely evaluated for alternatives but designs that relocated structures outside of BVW were deemed infeasible. However, this detail is absent within the alternatives analysis. The DEIR refers to narrative Section 6 regarding reasons for relocation of the five structures to BVW and site constraints. Section 6 states "Whenever feasible, NEP sited proposed structures in proximity to the existing structures being removed or has relocated structures from wetlands into upland areas." It remains unclear why permanent impacts are associated with the replacement and relocation of five structures to BVW via direct embed methods or how these areas were evaluated for alternatives that relocated structures outside of BVW.

BRPC previously requested greater detail with regard to proposed mitigation measures including specific details related to wetland mitigation and replication. According to the DEIR proposed mitigation measures are described in narrative Section 4 and Table 15-1. Narrative Section 6 is referenced with regard to wetland restoration and mitigation. With regard to wetland mitigation, the DEIR states that "Specific details will be provided later to MassDEP pending further development of mitigation plan discussions with regulators." This detail should be provided within the Final EIR.

The DEIR states that NEP plans to utilize tracked construction vehicles to the extent practicable to construct 12-foot-wide access roads. However, due to site constraints (including very steep slopes) and equipment required for the rebuild Project, additional non-tracked equipment and vehicles will be required. Access road development is being completed to facilitate standard electric utility construction vehicles and equipment. However, there is no discussion with regard to minimizing impacts through the use of tracked vehicles where access for standard electric utility construction vehicles and equipment is not needed.

The Alternative Analysis describes existing site constraints, including very steep terrain, which would otherwise require multiple switchbacks and in most cases greater environmental impacts within the existing, maintained ROW rather than proposing permanent off-ROW access. The DEIR further states that permanent access roads will allow for both structure installation and required future maintenance. However, it is unclear why new *permanent* access roads are needed beyond those that currently exist or why temporary access roads are infeasible.

The existing wooden structures installed in 1925 have withstood the test of time in standing for nearly 100 years. The DEIR states that NEP selected steel structures based on product standardization and lifespan maintenance requirements to support reliability. According to the DEIR, steel structures reduce the frequency of maintenance related to woodpecker damage and wood rot. The Final EIR should provide more detail with regard to the selection of steel structures for "lifespan maintenance requirements to support reliability" and the frequency and extent to which maintenance is required for wood structures due to woodpecker damage and wood rot.



December 1, 2023

Rebecca Tepper, Secretary
Executive Office of Energy and Environmental Affairs
Attn: Purvi Patel
100 Cambridge Street, Suite 900
Boston, MA 02114

Re: New England Power Company E131 Asset Condition Refurbishment Project, EEA# 16663

Dear Secretary Tepper:

The Berkshire Regional Planning Commission (BRPC) hereby submits comments on the Draft Environmental Impact Report (DEIR) for the New England Power Company (NEP) E131 Asset Condition Refurbishment Project (EEA# 16663). The proposed project spans four municipalities in Massachusetts: Adams, North Adams, Florida, and Monroe. The project's stated goals are to upgrade existing electrical utility infrastructure and construct improved roadways by which the transmission line can be accessed. These access roads will facilitate the proposed infrastructure improvements, as well as future maintenance activities and access by emergency personnel. The proposed project has met or exceeded MEPA review thresholds for a Mandatory Environmental Impact Report (EIR). On March 17, 2023, the request for Single EIR was denied requiring the preparation of a Draft and Final EIR.

The proposed project will have extensive impacts including permanently altered land, permanently altered Riverfront Area, and new steel structures 25ft higher than the current maximum height of 85ft. Impacts will primarily result from the replacement of structures, installation of new structures and the creation of both temporary and permanent access roads. The Project's design standard parameters are unchanged since the EENF, but reassessment of impact areas has resulted in changes to impact numbers and Project sequencing. According to the DEIR, the extent of proposed tree removal has been minimized and the potential impacts to resource areas have been generally reduced; however, these modifications and updates do not significantly alter the analyses and conclusions provided in the EENF.

BRPC continues to have significant concerns regarding the capacity of the electrical grid in relation to the Commonwealth's electrification goals. The EENF stated that in addition to the refurbishment work, the existing circuits will be adapted to provide high speed communications between substations by replacing existing shield wire with fiber optic ground wire (OPGW). The EENF further stated that a strong and reliable electrical transmission and distribution system is vital to the region's safety, security, and economic prosperity and that benefits of the project include a strengthened transmission system in western New England that offers greater reliability and safety for customers. BRPC's comment on the EENF included a comment stating that it was not clear whether the project will directly address the anticipated future demand or whether additional work would be needed in the future. The DEIR simply acknowledges this concern - mere acknowledgment isn't at all sufficient. NEPs failure to answer this question raises additional questions with regard for the potential for segmentation that should be addressed within the Final EIR.

BRPC offers the following comments intended for incorporation into the Final EIR to provide greater clarity and/or improve the planning and design of the Project.

1. The DEIR is not consistent with the EENF in quantifying resource impacts. The Final EIR should provide greater clarity and/or consistency with regard to how impacts are quantified. Discrepancies should be corrected and changes to project impacts should be clearly identified.

2. According to the EENF, permanent impacts are associated with the replacement and relocation of five structures to BVW via direct embed methods. The EENF stated that these areas were closely evaluated for alternatives but designs that relocated structures outside of BVW were deemed infeasible. However, this detail is absent within the alternatives analysis. The DEIR refers to narrative Section 6 regarding reasons for relocation of the five structures to BVW and site constraints. Section 6 states “Whenever feasible, NEP sited proposed structures in proximity to the existing structures being removed or has relocated structures from wetlands into upland areas.” It remains unclear why permanent impacts are associated with the replacement and relocation of five structures to BVW via direct embed methods or how these areas were evaluated for alternatives that relocated structures outside of BVW.
3. BRPC previously requested greater detail with regard to proposed mitigation measures including specific details related to wetland mitigation and replication. According to the DEIR proposed mitigation measures are described in narrative Section 4 and Table 15-1. Narrative Section 6 is referenced with regard to wetland restoration and mitigation. With regard to wetland mitigation, the DEIR states that “Specific details will be provided later to MassDEP pending further development of mitigation plan discussions with regulators.” This detail should be provided within the Final EIR.
4. The DEIR states that NEP plans to utilize tracked construction vehicles to the extent practicable to construct 12-foot-wide access roads. However, due to site constraints (including very steep slopes) and equipment required for the rebuild Project, additional non-tracked equipment and vehicles will be required. Access road development is being completed to facilitate standard electric utility construction vehicles and equipment. However, there is no discussion with regard to minimizing impacts through the use of tracked vehicles where access for standard electric utility construction vehicles and equipment is not needed.
5. The Alternative Analysis describes existing site constraints, including very steep terrain, which would otherwise require multiple switchbacks and in most cases greater environmental impacts within the existing, maintained ROW rather than proposing permanent off-ROW access. The DEIR further states that permanent access roads will allow for both structure installation and required future maintenance. However, it is unclear why new permanent access roads are needed beyond those that currently exist or why temporary access roads are infeasible.
6. The existing wooden structures installed in 1925 have withstood the test of time in standing for nearly 100 years. The DEIR states that NEP selected steel structures based on product standardization and lifespan maintenance requirements to support reliability. According to the DEIR, steel structures reduce the frequency of maintenance related to woodpecker damage and wood rot. The Final EIR should provide more detail with regard to the selection of steel structures for “lifespan maintenance requirements to support reliability” and the frequency and extent to which maintenance is required for wood structures due to woodpecker damage and wood rot.
7. The FEIR should address questions related to the capacity of the electrical grid in relation to the Commonwealth’s electrification goals. Specifically, the FEIR should clarify whether the project will directly address the anticipated future demand or whether additional work would be needed in the future and clarify that the project is not segmented.

The BRPC Executive Committee endorsed these comments at its meeting on December 7, 2023.

Sincerely,

Thomas Matuszko, AICP
Executive Director



**DRAFT MINUTES OF THE
FINANCE COMMITTEE MEETING**
November 13, 2023, 4:30 p.m.

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

I. Call to Order

Chair Buck Donovan called the meeting to order at 4:31 pm reading the above statement. He announced that the meeting was being recorded, and anyone else recording it must inform the Chair.

Roll Call: Buck Donovan, Malcolm Fick (non-voting member), Sheila Irvin, Sam Haupt, John Duval

Unavailable: Kyle Hanlon

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

Others: None

II. Approval of April 27, 2023 Minutes

Sheila Irvin moved to approve the April 27, 2023, meeting minutes; John Duval seconded. It was approved by a roll call vote from Buck Donovan, Sheila Irvin, Sam Haupt, and John Duval.

III. FY2025 Assessments Discussion and Vote to Recommend to the Full Commission for Approval

Marianne explained the FY25 Assessment document showing Options A, B and C based on different rates per resident.

Sam Haupt motioned to approve the Option C FY25 Assessment rate of .87260 or a 2.5% increase for the FY2025 budget and ask the full Commission for approval at the November 16, 2023 meeting. Sheila Irvin seconded the motion, it passed unanimously by a roll call vote from Buck Donovan, Sheila Irvin, Sam Haupt, and John Duval.

IV. Schedule Next Meeting

Thursday, December 14, 2023 at 4:30 pm.

The audit will be reviewed for acceptance and then recommending it to the Executive Committee and full Commission approve it at their January meetings. The investment policy draft should also be available.

V. Adjournment

The meeting was adjourned at 4:41 pm by a motion made by Sheila Irvin and seconded by Sam Haupt. Unanimously approved by a roll call vote from Buck

Donovan, Sheila Irvin, Sam Haupt, and John Duval.

Attachments:

- April 27, 2023 Draft Minutes
- FY 2025 Assessment Options



DRAFT Commission Development Committee

Minutes from November 16, 2023

The meeting was held via Zoom and was recorded.
Chair Doug McNally called the meeting to order at 6:16 pm.

I. Roll call:

Present:

Malcolm Fick, Great Barrington (non-voting Commission Chair)
Buck Donovan, Lee
Kyle Hanlon, North Adams
Doug McNally, Windsor

Absent:

Sarah Hudson, Tyringham
Pedro Pachano, Great Barrington

BRPC Staff: Tom Matuszko, Laura Brennan, Kate Hill Tapia

II. Introductions were not needed.

III. Approval of Minutes from April 18, 2023

Kyle Hanlon moved to approve the April 18, 2023, minutes; Buck Donovan seconded. A roll call vote approved it: Buck Donovan, Kyle Hanlon, and Doug McNally.

IV. Overview of Committee Responsibilities

The committee discussed responsibilities and how to engage Delegates and Alternates. Dough suggested emphasizing the lack of county government and, therefore, the important role of BRPC, including collaborations. Laura's new role as Assistant Director includes increasing BRPC's public relations activities and doing so more strategically. It was agreed to share the Annual Report with municipalities and follow up with visits to Select Board meetings, especially in the communities that are not active in BRPC. This could also aid in collecting information about specific community needs (buildings, vehicles, personnel) so Berkshire Funding Focus is informed. It was suggested to keep a phrase such as "to have your town participate, contact BRPC staff" on all reports and documents.

V. Discussion of potential areas of focus in FY24

This is a continuation of the previous topic. Education has been a focus of this committee. Tom asked what topics are current and whether there would be interest in fifth Thursday dinners or other events.

Doug suggested connecting Economic Development efforts to Housing and Transportation as they are interrelated. He and Sheila are Vice Chair and Chair of the Berkshire Regional Transportation Association board and have been pushing for last mile and evening services. BRTA's operation manager is open to new ideas and has secured funding for free rides from Thanksgiving through the end of the year.

Tom requested support to ensure BRTA pursues a microtransit grant opportunity available now. BRPC staff recently met with BRTA staff and offered assistance to apply. The deadline is soon, and BRTA has not sought assistance.

BRPC and BRTA are working together to address the need for drivers. Berkshire Community College has funding for training, and BRPC is helping to find a training provider. There is a desire for on-demand door-to-door shared services. Doug offered to meet with staff from both agencies.

VI. Next meeting

It will be January 4, 2024 after the Executive Committee meeting that starts at 4:00 pm, Tentatively 5:00 pm, to be confirmed based on the EC meeting agenda.

VII. Adjournment

Kyle Hanlon moved to adjourn the meeting; Buck Donovan seconded, and it was unanimously agreed by roll call vote: Buck Donovan, Kyle Hanlon, and Doug McNally.

The meeting adjourned at 6:58 pm.

Nikki Lewis, MPH

Education

Boston University School of Public Health | Boston, MA

Master of Public Health, Epidemiology and Biostatistics with a concentration in Maternal & Child Health

Sacred Heart University | Fairfield, CT

Bachelor of Science, Health Science

Professional Experience

Boston Medical Center | Boston, MA

October 2020 – Present

Community Data Manager, NIH HEALing Communities Study | FT 40 hours per week

- Identify emerging trends in community and state-sourced data specific to opioid overdose-related outcomes and facilitate conversations with community coalitions to utilize this data for strategy development and implementation.
- Manage quantitative and qualitative data for 25+ interventions across multiple communities to monitor progress, and impact, and respond appropriately to dynamic trends.
- Develop and maintain community monitoring reporting forms, considering modifications for unique stakeholder needs.
- Present community-specific data through the creation of an interactive data dashboard, PowerPoint presentations, and infographics in settings such as coalition meetings, state and national-level study meetings, and community meetings.
- Train coalition stakeholders on tools, processes, and systems for the sustainability of data collection and monitoring.

West Springfield CARE Coalition | West Springfield, MA

October 2018 – October 2020

Program Coordinator, Drug-Free Communities Support Program | FT 37.5 hours per week

- Managed coalition operations with an annual budget of \$125,000; including data collection, interpretation, and visualizations, budget allocation, member recruitment, grant administration, public relations, and implementation.
- Facilitated regular meetings with community stakeholders, representing 12 diverse community sectors.
- Coordinated youth substance use prevention programming, driven by quantitative and qualitative data collection, community needs assessments, and the identification of population-specific risk and protective factors.
- Developed short- and long-term action plans, evaluation and communication plans, and sustainability plans.
- Responsible for reporting requirements of biannual progress reports and annual continuation applications.

Massachusetts General Hospital | Boston, MA

September 2017 – November 2017

Research Intern | PT 16 hours per week

- Collected data for the National Emergency Department Inventory project as a part of the EMNet team.
- Administered a national survey to Emergency Departments across all 50 states with the goal of advancing health services research in emergency care.
- Resolved missing and discrepant survey data to ensure the collection of accurate inventory data.

Relevant Skills

Oral Presentation

Presented abstract at the 2022 AMERSA National Conference: *Feasibility of paying peers cash stipends to facilitate secondary naloxone distribution and perform harm reduction services within their social networks.*

Publication in Progress

Lewis N, Smeltzer R, Baker T, Sahovey A, Baez J, Hensel E, Poole B, Stewart C, Bullard M, Cogan A, Taylor J. (in preparation). Feasibility of paying people who use drugs cash to distribute naloxone within their networks. Journal to be determined.

Software

Proficient in Microsoft Office Suite, SAS, R, REDCap, NVivo, and Smartsheets



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

MEMORANDUM

TO: Delegates and Alternates,
Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: December 1, 2023

RE: October 2023 Assistance Activities

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

| Town/City/State | Municipal Technical Assistance | Board/Organization |
|---------------------------------|---|-------------------------|
| Adams | Community Development Block Grant (CDGB) guidance | Community Development |
| Clarksburg | Planning Board training | Planning Board |
| Egremont | Subdivision review | Planning Board |
| Lanesborough | Condo housing project | Zoning Board of Appeals |
| North Adams | Open Space and Recreation Plan review | Community Development |
| Pittsfield | Open Space and Recreation Plan budget review | Community Development |
| Savoy | Procurement and culverts | Assessor |
| Sheffield | Protected land map | Conservation Commission |
| Berkshire County Municipalities | Transportation of materials review | Rest of River |