



BRPC

Berkshire Regional Planning Commission

1 Fenn Street, Suite 201
Pittsfield, MA 01201
T: (413) 442-1521 · F: (413) 442-1523
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berkshireplanning.org

MEETING NOTICE

There will be a meeting of the EXECUTIVE COMMITTEE
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Thursday, April 4, 2024 at **4:00 p.m.**

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

To participate virtually join the Zoom meeting at

<https://us02web.zoom.us/j/3926128831?omn=85431200863>

Meeting id: 392 612 8831, Phone: 646.558.8656, 646 931 3860, 312.626.6799, 301 715 8592

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

AGENDA

(all times approximate)

- I. Call to Order & Open Meeting Law Statement (4:00)
- II. Roll Call of Executive Committee Members Attending the Meeting
- III. Vote to Approve Minutes of the Executive Committee Meeting of March 7, 2024* (4:05)
- IV. Financial Reports (4:10)
 - A. Vote to Approve the March 1 2024 to March 28, 2024, Expenditures Report*
 - B. Report on the Accounts Receivable/ Assessments – February 2024
 - C. Report on the Line of Credit
- V. Suggestions from Berkshire Regional Planning Commission Delegates and Alternates about Items or Topics for Future Meetings (4:15)
- VI. Items Requiring Action* (4:20)
 - A. Vote to Approve the Salary Merit Increase Range and Personnel Pay Plan for FY 25*
 - B. Vote to Approve the Submission of a Grant Application to MassCEC's EMPOWER Innovation and Capacity Building Program*
 - C. Vote to Approve the Submission of a Grant Application to MassCEC's EMPOWER Implementation Grant Program*
- VII. Committee Reports and Discussion (4:35)
 - A. Berkshire Brownfields Committee
 - B. Commission Development Committee
 - C. Transportation Advisory Committee
 - D. Municipal Planning Organization (MPO)
- VIII. Executive Director's Report (4:40)

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

- 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. MassDOT Transportation Innovation Conference 2024
 - G. MMA Western and Rural Mass Conference
 - H. 5th Thursday Dinner
 - I. Consent to Reduce the 120-day Notification Requirement for Two APR Applications
- IX. Old Business (4:45)
- A. No Old Business
- X. New Business (4:45)
- A. Discussion About a More Focused Approach Related to Proposed Legislation
 - B. May Commission Meeting
- XI. Adjournment (5:00)
- Attachments:
- Unapproved Minutes of the March 7, 2024, BRPC Executive Committee Meeting
 - March 1, 2024 to March 28, 2024 Expenditures Report
 - Accounts Receivable Report – March 2024
 - Line of Credit Report
 - Executive Director’s Memorandum
 - Proposed FY 25 Personnel Pay Plan
 - Unapproved Minutes of the March 14, 2024 Commission Development Committee Meeting
 - Unapproved Minutes of the March 19, 2024 Transportation Advisory Committee Meeting
 - Unapproved Minutes of the March 26, 2024 Metropolitan Planning Organization Meeting
 - Resume – Liana Rice
 - Resume – Sophie Carnes Jannen
 - Proposed APR maps - Sheffield

* Items Requiring Action



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DRAFT EXECUTIVE COMMITTEE MINUTES

Thursday, March 3, 2024

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

I. Call to Order & Open Meeting Law Statement

Vice Chair John Duval called the meeting to order at 4:00 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 – unavailable

John Duval, Vice-Chair, Adams Alternate

Sheila Irvin, Clerk, Pittsfield Delegate – unavailable

Doug McNally, Commission Development Committee, Chair, Windsor Delegate

Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate

Christine Rasmussen, Regional Issues Committee Chair, Stockbridge 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: Lillian Zavatsky; Andrew Fitch; James, Great Barrington; Denny Alsop

III. Approval of February 1, 2024 Minutes

Doug McNally moved to approve the February 1, 2024 meeting minutes. The motion was seconded by Kyle Hanlon and approved by a roll call vote from John Duval, Doug McNally, Roger Bolton, Christine Rasmussen, Kyle Hanlon, and Sam Haupt. Buck Donovan abstained.

IV. Financial Reports

A. January 24 to February 29, 2024

Roger Bolton moved to accept the report, and Buck Donovan seconded the motion. It was approved by a roll call vote from John Duval, Buck Donovan, Doug McNally, Roger Bolton, Christine Rasmussen, Kyle Hanlon, and Sam Haupt.

B. Accounts Receivable Report February 2024

Tom reported that the Dalton CDGB funds were received and that the delay of \$45,000 from Mass CEC was expected as it takes a while to get those funds.

C. Line of Credit Report

It has not been used.

D. Increase in FY25 Health and Dental Insurance

MIIA health and dental insurance is increasing on July 1, 2024. BRPC's increases are below the maximum with other plans. Rates are based on usage.

- Network Blue NE (HMO) BRPC increase 6.88% Max. increase 9.95%
- Blue Care Elect Preferred (PPO) BRPC increase 6.88% Max. increase 9.95%
- Dental Blue Freedom BRPC increase 3.21% Max. increase 4.8%

V. Comments from Berkshire Regional Planning Commission Delegates and Alternates

John Duval reported and cautioned that the Adams Select Board has had open meeting complaints on general agenda topics like this one. Tom reported that he had consulted with BRPC's attorney, who said that as long as no action is taken, comments are fine. Anyone can request an agenda item for future meetings by contacting Tom or the Commission Chair, Malcolm Fick.

VI. Items Requiring Action

A. Vote to Approve the Submission of a Grant Application to the Health Resources in Action (HRiA) Massachusetts Community Health and Healthy Aging Funds (MACHHAF) Healthy Aging Program

The Executive Committee was requested to authorize the Executive Director to submit a grant application to Health Resources in Action (HRiA) Massachusetts Community Health and Healthy Aging Funds, Healthy Aging Program, and to sign any resulting contracts and agreements. The funding would be utilized to plan and implement the development of adult exercise parks throughout Berkshire County. This project is part of revitalizing the Age Friendly Berkshires project. No match is required. \$100,000 annually over 3-5 years. Jaymie Zapata is the lead.

Doug McNally motioned to authorize the Executive Director to submit a grant application to Health Resources in Action (HRiA) Massachusetts Community Health and Healthy Aging Funds, Healthy Aging Program, and to sign any

resulting contracts and agreements. Roger Bolton seconded it. A roll vote approved it from John Duval, Buck Donovan, Doug McNally, Roger Bolton, Christine Rasmussen, Kyle Hanlon, and Sam Haupt.

B. Vote to Approve the Submission of a Grant Application to the Health Resources in Action (HRiA) Massachusetts Community Health and Healthy Aging Funds (MACHHAF) Policy, Systems, and Environmental Change (PSE) Program

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the Massachusetts Community Health and Healthy Aging Funds PSE Funding Stream and to sign any resulting contracts and agreements. The funding for this project will be used to continue the successful work of BRPC's Public Health program, "Gray to Green," and expand the model beyond Pittsfield and into North Adams. No match is required. \$200,000 annually over 3-5 years. Jaymie Zapata is the lead.

Roger Bolton motioned to authorize the Executive Director to submit a grant application to the Massachusetts Community Health and Healthy Aging Funds PSE Funding Stream and to sign any resulting contracts and agreements. Doug McNally seconded it. A roll vote approved it from John Duval, Buck Donovan, Doug McNally, Roger Bolton, Christine Rasmussen, Kyle Hanlon, and Sam Haupt.

C. Vote to Approve Submission of a Grant Application to the Health Resources in Action (HRiA) Massachusetts Community Health and Healthy Aging Funds (MACHHAF) Community Health Improvement Planning (CHIP) Program

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the Massachusetts Community Health and Healthy Aging Funds Community Health Improvement Planning Program and to sign any resulting contracts and agreements. A Community Health Improvement Plan (CHIP) is a long-term effort to improve the health of a community. A CHIP was previously developed for Berkshire County. This funding will be used to continue the CHIP process by implementing key items, assessing health trends, and establishing new priorities. This grant may be delivered over a 3 to 5-year period. The annual requested amount is \$75,000. There is no match required. The staff lead is Public Health Program Manager Laura Kittross, lkittross@berkshireplanning.org.

Doug McNally motioned to authorize the Executive Director to submit a grant application to the Massachusetts Community Health and Healthy Aging Funds Community Health Improvement Planning Program and to sign any resulting contracts and agreements. Buck Donovan seconded it. A roll call vote approved it from John Duval, Buck Donovan, Doug McNally, Roger Bolton, Christine Rasmussen, Kyle Hanlon, and Sam Haupt.

D. Vote to Approve Submission of Comments to the Commission on Energy Infrastructure Siting and Permitting on questions related to

the siting of clean energy infrastructure.

The Executive Committee was requested to authorize the Executive Director to submit comments, prepared by the Regional Issues Committee, to the Commission on Energy Infrastructure Siting and Permitting on questions related to the siting of clean energy infrastructure. There is concern about maintaining local control over permitting.

Doub McNally motioned to authorize the Executive Director to submit the proposed comments to the Commission on Energy Infrastructure Siting and Permitting on questions related to the siting of clean energy infrastructure. A roll call vote approved it from John Duval, Buck Donovan, Doug McNally, Roger Bolton, Christine Rasmussen, Kyle Hanlon, and Sam Haupt.

VII. Committee Reports and Discussion

A. Transportation Advisory Committee (TAC)

The TAC met on February 20, 2024. The main topic was the development of the 2025 – 2029 Transportation Improvement Program (TIP) and project evaluation scores. Draft unapproved minutes were not available. The next meeting is scheduled for March 19, 2024.

B. Municipal Planning Organization (MPO)

The MPO met on February 27, 2024. Topics included Transportation Improvement Plan (TIP) amendment related to transit, and a discussion of the development of the 2025 – 2029 Transportation Improvement Program and project evaluation scores. Draft unapproved minutes were in this meeting's materials. The next meeting is scheduled for March 26, 2024.

C. Regional Issues

The Regional Issues Committee met on February 28, 2024, and discussed responses to the Commission on Energy Infrastructure Siting and Permitting survey questions. Draft minutes were not yet available. The next meeting is March 27, 2024.

Public Comment:

Andrew Fitch, North Adams City Councilor and Chair of the Community Development Council, introduced himself and asked for ways to support and learn about interests such as green spaces, clean energy, Northern Tier Railway, health care access, and housing. Tom will follow up with him.

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 01/24 – 02/29/2024

- Department of Public Health – Public Health Excellence for Shared Services - \$215,701.61
- Metropolitan Area Planning Council - Massachusetts Regional Trail Map - \$8,000
- Pittsfield - Francis Ave. Parklet and Routing Study - \$276,650
- Executive Office of Housing and Livable Communities – Shared Services -

- \$90,000
- Public Health Institute of Western Mass - Support of 413 Cares Regional Partnership - \$10,000
- Berkshire Community College, BERK12 - Mohawk Trail - Hawlemont School District Sustainability Study Phase 2 - \$5,000
- Alford - Americans with Disabilities Act Improvement Plan - \$15,000
- Lee - Americans with Disabilities Act Improvement Plan - \$45,000
- Monterey - Americans with Disabilities Act Improvement Plan - \$30,000
- Lee - Hazard Mitigation and Climate Adaptation - \$7,500

Grants and Contracts not received.

Staff reported not being aware of any grants that have not been received.

B. Berkshires Tomorrow Inc. (BTI) Update

No activity.

C. Staff Updates

- Recent Hires
 - Senior Planner – Housing– Brett Roberts starts March 20
 - Summer Intern – Peter LaRochelle starts late May
- Open Positions:
 - Internships - Arts & Culture Planning
 - Public Health Nurse Educator – filled by Sophie Carnes Jannen, NP
 - Public Health Community Social Worker

D. Rural Policy Advisory Commission (RPAC) Update

No activity.

E. Passenger Rail

- West-East Rail – The Healey Administration announced that Andy Kozoil had been appointed Director of West-East Rail. The press release is the meeting materials. Tom reached out and got a message that Andy is on extended leave.
- Berkshire Flyer - No known activity.
- Northern Tier Passenger Rail –No known activity.

F. DLTA Projects for 2024

For calendar year 2024, BRPC will assist with the following items through the District Local Technical Assistance Program.

- Clarksburg – Initiate the development of a Master Plan (potential match to grant application)
- Cheshire – Finalize Open Space and Recreation Plan
- Dalton – Assist with zoning to meet housing needs
- Egremont – Create a Housing Production Plan
- Great Barrington – Update Open Space and Recreation Plan (potential match to grant application)
- Lanesborough – Prepare Master Plan (match to town and grant funding)
- Lee – Completion of Hazard Mitigation planning

- Monterey – Analyze housing needs and provide options for increased housing development
- North Adams – Finalize Open Space and Recreation Plan
- North Adams – Prepare short-term rental database and application process
- New Marlborough – Provide guidance on policies and strategies to promote affordable housing
- Peru – Update Zoning Bylaw (match proposed to be provided by town)
- Pittsfield - Update Open Space and Recreation Plan (match with city funding for potential grant application)
- Pittsfield – Green Communities assistance
- Sheffield – Assist with housing related zoning bylaws (potential match to grant application)
- Washington – Update Zoning Bylaw (match to town and grant funding)
- West Stockbridge – Finalize Master Plan and Open Space and Recreation Plan
- Windsor – Prepare subdivision regulations and review of zoning related top housing
- Williamstown – Finalize Open Space and Recreation Plan
- Regional – Mobile Farmers Market (match to grant funding)
- Regional – Regional economic development (match to potential grant application)
- Regional – Shared services support (match to grant funding)
- Regional – Planning Board Training

G. CPTC Annual Conference 2024

The CPTC Annual Conference is on Saturday, March 16, 2024 at Holy Cross College in Worcester. It includes eighteen workshops on core and current topics in Massachusetts municipal planning and is a great opportunity to learn and network with municipal planners from around the state.

H. MassDOT Transportation Innovation Conference 2024

[The MassDOT Transportation Innovation Conference](#) will be held on April 30 & May 1, 2024 at the DCU Center, Worcester, MA. The conference provides a forum for transportation practitioners and researchers to share knowledge on innovative technologies, projects and processes to enhance efficiency and address important transportation issues. UMTC/Baystate Roads – UMTC (umasstransportationcenter.org)

I. MMA Western and Rural Mass Conference

The MMA Western and Rural Mass Conference will be held at the Hotel Northampton, Northampton on April 27, 2024 (not April 6). This has become an annual event for local officials to network and learn current information about important matters impacting their communities. Select Board Association Western and Rural Massachusetts [Conference - Massachusetts Municipal Association \(MMA\)](#).

IX. Old Business

A. Officer Terms

At the January meeting, the Commission voted to change the BRPC Bylaws to allow Officers and Committee members to serve for two year terms instead of one year. It was clarified that those terms applied to the Officer and Committee members currently in those positions.

X. New Business

B. March 21 Commission Meeting

The next Full Commission meeting is March 21, 2024 at 7:00 p.m. Tom will reach out to Eversource determine if they would be available to present their plans regarding increasing demands on the electrical grid system as the state tries to achieve clean energy goals.

Other potential items previously mentioned include:

- Micro-transit, especially the on-demand South County effort Housing success stories
- Presentation on the meaning of environmental justice communities
- Regionalization
- Ideas to attract new residents to Berkshire County
- Brownfields report with a list of projects and payment schedules; sample of projects with photos

XI. Adjournment

Doug McNally motioned to adjourn the meeting at 4:58 p.m., seconded by Kyle Hanlon, and unanimously approved by a roll call vote: John Duval, Buck Donovan, Doug McNally, Roger Bolton, Christine Rasmussen, Kyle Hanlon, and Sam Haupt.

Attachments:

- Unapproved Minutes of the February 2, 2024, BRPC Executive Committee Meeting
- January 24, 2024 to February 29, 2024 Expenditures Report
- Accounts Receivable Report – February 2024
- Line of Credit Report
- Executive Director's Memorandum
- Unapproved Minutes of the February 27, 2024 Metropolitan Planning Organization Meeting
- Resume – Brett Roberts
- Resume – Peter LaRochelle
- Press Release – West – East Rail Director
- January 2024 Technical Assistance Memo

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Mar 1, 2024 to Mar 28, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
17883	3/1/24	MIIA HEALTH BENEFITS TRUST	2,493.11	040 ADMIN	Admin	Dental Insurance
17884	3/1/24	MIIA HEALTH BENEFITS TRUST	64,041.03	040 ADMIN	Admin	Health Insurance
17885	3/1/24	MUTUAL OF OMAHA	68.13	040 ADMIN	Admin	Life; STD; LTD
17886	3/1/24	THE COOPER CENTER, LLC	8,895.18	040 ADMIN	Admin	Rent
17887	3/1/24	MASS STATE BOARD OF RETIREMENT	12,066.86	---	---	Retirement
17888	3/6/24	1BERKSHIRE	100.00	653 BRPC/INSREB	BRPC Insurance Reimbursement - Covid-19	Job Ad - Community Social Worker
17889	3/6/24	BLUE 20/20	203.30	040 ADMIN	Admin	Vision Insurance
17890	3/6/24	GABRIELLE DIMASSIMO	640.00	755 BTI/HNE/PHCOMO	Health New England - PH Community Outreach	Subcontractor
17891	3/6/24	WYLIE GOODMAN	400.93	---	Varied Projects	Expense Form
17892	3/6/24	RYAN GRIFFIS	69.01	440 MassDOT/TPL23	MassDOT - Transportation Planning	Expense Form
17893	3/6/24	KIDZONE CHILD CARE EDUCATIONAL CTR INC	231.00	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction - SOR-PEC	Transportation Services
17894	3/6/24	MAEGAN MOYNAHAN	1,500.00	664 CLK/MVPA	Clarksburg - Municipal Vulnerability Preparedness	Subcontractor
17895	3/6/24	ANN MARIE MUTZ	1,000.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention Grant Program	Subcontractor
17896	3/6/24	NEW ENGLAND NEWSPAPERS, INC	177.20	545 EOHLCDLTA24	District Local Technical Assistance 2024	Communications
17897	3/6/24	CITY OF PITTSFIELD	425.00	040 ADMIN	Admin	Parking
17898	3/6/24	TD CARD SERVICES	10,762.01	040 ADMIN	Admin	February 2024 Credit Card Payment
17899	3/6/24	WB MASON COMPANY INC	82.53	040 ADMIN	Admin	Supplies
17900	3/7/24	ZONES LLC	23,168.46	560 COMVEN/GPUR	Communities/Vendors - Group Purchasing	Computer Software
17901	3/14/24	ARTFUL MIND	650.00	737 COMM/ARTBERK24	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2024	Advertising
17902	3/14/24	BCBOHA	163.88	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	BPHA Reimbursement
17903	3/14/24	BECKS PRINTING	99.00	758 UBALT/COCLI	University of Baltimore - COCLI - Berkshire Post Overdose Program	Printing
17904	3/14/24	BERKSHIRE BROCHURE DISPLAY	967.50	737 COMM/ARTBERK24	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2024	Communications
17905	3/14/24	VALERIE BIRD	389.94	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
17906	3/14/24	THE BRIEN CENTER	4,700.88	758 UBALT/COCLI	University of Baltimore - COCLI - Berkshire Post Overdose Program	Subcontractor
17907	3/14/24	CENTRAL BERKSHIRE REGIONAL SCHOOL DISTR	5,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity Initiative	Subcontractor
17908	3/14/24	MONASIA CEASAR	47.24	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
17909	3/14/24	COMPREHENSIVE ENVIRONMENTAL INC	1,242.00	592 DEP/319REGC	Department of Environmental Protection - 319 Regional Coordinator	Subcontractor

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For the Period From Mar 1, 2024 to Mar 28, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
17910	3/14/24	KAMARA FLASCHER	1,168.00	755 BTI/HNE/PHCOMO	Health New England - PH Community Outreach	Subcontractor
17911	3/14/24	DANIEL HASSETT	171.61	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
17912	3/14/24	NIKKI LEWIS	75.04	---	Varied Projects	Expense Form
17913	3/14/24	JESSE TOBIN MCCAULEY	1,000.00	737 COMM/ARTBERK24	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2024	Communications
17914	3/14/24	OLD MILL ROAD MEDIA, LLC	1,550.00	737 COMM/ARTBERK24	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2024	Advertising
17915	3/14/24	ANDREW OTTOSON	51.32	---	Varied Projects	Expense Form
17916	3/14/24	LYDIA SHULMAN	56.70	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
17917	3/14/24	SO BERKSHIRE VOLUNTEER AMBULANCE SQUAD	2,100.00	758 UBALT/COCLI	University of Baltimore - COCLI - Berkshire Post Overdose Program	Subcontractor
17918	3/14/24	SOURCEPASS	1,275.75	040 ADMIN	Admin	Computer Software
17919	3/14/24	TWO STATE YMCA INC	7,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity Initiative	Subcontractor
17920	3/19/24	GIFFORD ENGINEERING	26,350.00	685 HVA/BCCCP24	Housatonic Valley Association - Berkshire Clean Cold Connected Partnership	Subcontractor
17921	3/21/24	MACFARLANE OFFICE PRODUCTS, INC.	823.34	040 ADMIN	Admin	Printing
17922	3/21/24	MASS STATE BOARD OF RETIREMENT	12,573.83	---	---	Retirement
17923	3/21/24	RAINBOW DISTRIBUTING COMPANY INC	94.43	040 ADMIN	Admin	Water
17924	3/21/24	REGENERATIVE DESIGN GROUP CO-OP INC	5,000.00	664 CLK/MVPA	Clarksburg - Municipal Vulnerability Preparedness	Subcontractor
17925	3/21/24	NANCY SLATTERY	200.48	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
17926	3/21/24	TPX COMMUNICATIONS	1,349.66	040 ADMIN	Admin	Telephone
17927	3/21/24	THE COOPER CENTER, LLC	2,658.29	040 ADMIN	Admin	Utilities
17928	3/21/24	VALLEY GREEN SHREDDING, LLC	139.00	040 ADMIN	Admin	Recycling
17929	3/27/24	AMERICAN PLANNING ASSOCIATION	516.00	040 ADMIN	Admin	Membership - Kus, C
17930	3/27/24	CHILD CARE OF THE BERKSHIRES INC	7,500.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity Initiative	Subcontractor
17931	3/27/24	DONOVAN O'CONNOR & DODIG, LLP	10,721.88	716 EPA/RLF2	Environmental Protection Agency Revolving Loan Fund 2022	Legal Services
17932	3/27/24	EDWARD FAHEY	121.02	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Pub	Expense Form
17933	3/27/24	FEDEX	38.72	040 ADMIN	Admin	Postage
17934	3/27/24	FULL CIRCLE TECHNOLOGIES INC	19,800.00	722 EOAF/OP23	Executive Office for Administration & Finance - Online Permitting Upgrade	Subcontractor
17935	3/27/24	NATIONAL ACADEMY OF SCIENCES	600.00	040 ADMIN	Admin	2024 Conference - Russo, N
17936	3/27/24	ROUX ASSOCIATES INC	27,526.83	702 EPA/ASSESS	Environmental Protection Agency Assessment	Subcontractor

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Mar 1, 2024 to Mar 28, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
17937	3/27/24	COLIN SYKES	249.66	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
17938	3/27/24	WB MASON COMPANY INC	219.26	040 ADMIN	Admin	Supplies
1067	3/18/24	BHDC-RLD LEE LLC	165,801.00	716 EPA/RLF2	Environmental Protection Agency Revolving Loan Fund 2022	Requisition #1
1302	3/6/24	ALEX KOMLEV	22,950.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1303	3/18/24	WHITE WOLF TRUCKING & EXCAVATION	23,400.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1304	3/18/24	WHITE WOLF TRUCKING & EXCAVATION	5,200.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor

Total 487,866.01

Check #	Date	Payee	Amount	Department	Department Description	Expense
CCARD	1/31/24	BJS WHOLESALE CLUB	344.10	010 GEN	General	MIIA Grant - Healthy Snacks
CCARD	1/31/24	AMAZON.COM	29.98	040 ADMIN	Admin	Supplies
CCARD	1/31/24	GODADDY.COM	229.01	743 BTI/BB	BTI - Berkshire Benchmarks	Communications
CCARD	2/1/24	BB'S HOTSPOT, LLC	490.00	610 HRIA/G2G	Health Resources in Action - Gray to Green	Meals - G2G Event
CCARD	2/1/24	BONDHU LLC	2,606.40	640 NEAETC/CRI23	New England AIDS Education & Training Center - Community Research Initiative of New England, Inc. - Hepatitis C V	HCV Dinner
CCARD	2/1/24	MICHIGAN TECHNOLOGICAL UNIVERSITY	15.00	440 MassDOT/TPL23	MassDOT - Transportation Planning	Training - Russo, N
CCARD	2/1/24	UNITED STATES POSTAL SERVICE	5.62	526 BCSO/OPIOID	Berkshire County Sheriff's Office - OPIOID	Naloxone Kit Postage
CCARD	2/2/24	GOTPRINT.COM	40.92	040 ADMIN	Admin	Business Cards - Latvala, J
CCARD	2/2/24	AMAZON.COM	0.38	040 ADMIN	Admin	Supplies
CCARD	2/2/24	SMARTSHEET.COM	844.55	526 BCSO/OPIOID	Berkshire County Sheriff's Office - OPIOID	Computer Software
CCARD	2/5/24	PERFECTGIFT.COM	640.61	---	Varied Projects	Gift Cards
CCARD	2/6/24	HOT HARRYS	90.50	725.02 MassTech/DE-SBC	Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services - Pittsfield	Meals - Focus Group
CCARD	2/7/24	WP FORMS	99.00	526 BCSO/OPIOID	Berkshire County Sheriff's Office - OPIOID	Naloxone Mailing Form
CCARD	2/8/24	BIG Y SUPERMARKET	150.00	755 BTI/HNE/PHCOMO	Health New England - PH Community Outreach	Gift Cards
CCARD	2/9/24	STRAIGHT TALK WIRELESS	37.73	040 ADMIN	Admin	Telephone
CCARD	2/9/24	CODE42	9.99	040 ADMIN	Admin	Computer Software
CCARD	2/9/24	HOT HARRYS	85.00	725.00 MassTech/DE-PTS	Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services - Pittsfield	Meals - Focus Group

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Mar 1, 2024 to Mar 28, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
CCARD	2/11/24	AMAZON.COM	111.90	040 ADMIN	Admin	Supplies
CCARD	2/12/24	ZOOM VIDEO COMMUNICATIONS, INC.	40.00	040 ADMIN	Admin	Computer Software
CCARD	2/13/24	BJS WHOLESALE CLUB	75.08	010 GEN	General	MIIA Grant - Healthy Snacks
CCARD	2/13/24	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	148.05	040 ADMIN	Admin	Postage
CCARD	2/14/24	LIBERTY PIZZA	95.17	610 HRIA/G2G	Health Resources in Action - Gray to Green	Meals - G2G Event
CCARD	2/15/24	VISTAPRINT	156.68	688 WSH/MVP	Washington - Municipal Vulnerability Preparedness	Printing - Public Listeners
CCARD	2/15/24	MARKETPLACE CAFE	80.34	440 MassDOT/TPL23	MassDOT - Transportation Planning	TPL Meeting
CCARD	2/16/24	BERKSHIRE BLACK ECONOMIC COUNCIL	828.00	040 ADMIN	Admin	Subscriptions
CCARD	2/16/24	AMAZON.COM	57.68	040 ADMIN	Admin	Supplies
CCARD	2/19/24	AMAZON.COM	48.60	040 ADMIN	Admin	Supplies
CCARD	2/20/24	HOT HARRYS	90.95	725.00 MassTech/DE-PTS	Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services - Pittsfield	Meals - Focus Group
CCARD	2/20/24	UNITED STATES POSTAL SERVICE	4.87	526 BCSO/OPIOID	Berkshire County Sheriff's Office - OPIOID	Naloxone Kit Postage
CCARD	2/22/24	UNITED STATES POSTAL SERVICE	4.87	526 BCSO/OPIOID	Berkshire County Sheriff's Office - OPIOID	Naloxone Kit Postage
CCARD	2/22/24	PERFECTGIFT.COM	1,749.40	746 AgeSpan/AAGE	Age Span - Accelerating Age- and Dementia-Friendly Diversity, Equity, and Inclusion Work	Gift Cards
CCARD	2/23/24	MAPHN	200.00	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	2024 Annual Conference - Drager, L
CCARD	2/24/24	CONSTANT CONTACT, INC	81.00	040 ADMIN	Admin	Newsletter Subscription
CCARD	2/25/24	BJS WHOLESALE CLUB	153.61	010 GEN	General	MIIA Grant - Healthy Snacks
CCARD	2/26/24	MHOA	65.00	650 DPH/SS	Public Health Excellence for Shared Services	Training - Hassett, D
CCARD	2/26/24	MARIES EATERY PITTSFIELD LLC	240.00	610 HRIA/G2G	Health Resources in Action - Gray to Green	Meals - G2G Event
CCARD	2/27/24	BERKSHIRE COMMUNITY COLLEGE	75.00	469 PHOA	Public Health Operating Allowance	40 Under 40 Ticket
CCARD	2/27/24	BERKSHIRE COMMUNITY COLLEGE	525.00	---	Varied Projects	40 Under 40 Tickets
CCARD	2/27/24	AMAZON.COM	34.83	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention Grant Program	Supplies
CCARD	2/28/24	UNITED STATES POSTAL SERVICE	17.21	526 BCSO/OPIOID	Berkshire County Sheriff's Office - OPIOID	Naloxone Kit Postage
CCARD	2/29/24	ON SPORTSWEAR	149.99	---	---	Fraudulent Charge - Credited 3/25/24
CCARD	3/1/24	EVENTBRITE	9.99	350 BCBOHA/SUP	Berkshire County Boards of Health Association - Support Services	Event Fee

Total 10,762.01

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Mar 31, 2024

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

Customer ID	Customer	Over 90 days	Amount Due	Notes
284 BPHA/PHN/CLK	TOWN OF CLARKSBURG		767.62	
284 BPHA/PHN/FLA	TOWN OF FLORIDA		577.50	
326/BURN/HIN	HINSDALE FIRE DEPARTMENT	115.00	115.00	Alecia H followed up
326/BURN/LEE	LEE FIRE DEPARTMENT	115.00	115.00	Payment in process, per Ryan B
326/BURN/OTS	TOWN OF OTIS	115.00	115.00	Alecia H followed up
326/BURN/SHF	TOWN OF SHEFFIELD	115.00	115.00	Alecia H followed up
326/BURN/WMS	WILLIAMSTOWN FIRE DISTRICT	115.00	115.00	Payment in process, per Craig P
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC		2,059.20	
526 BCSO/OPIOID	BERKSHIRE COUNTY SHERIFFS OFFICE	25,000.00	25,000.00	Payment in process, per Al Bianchi
561 LEN/EDP	TOWN OF LENOX	3,512.50	3,512.50	Laura B following up
592 DEP/319REGC	DEPT OF ENVIRONMENTAL PROTECTION		1,202.08	
640 NEATC/CRI/HCV	COMMUNITY RESEARCH INITIATIVE		7,025.77	
646 DPH/MASSCALLS	DEPT OF PUBLIC HEALTH - MASSCALLS		28,164.81	
647 GTB/CLNUP	TOWN OF GREAT BARRINGTON		305.04	
652 DPH/SORPEC	DEPT OF PUBLIC HEALTH		11,054.05	
657 EPA/HC	ENVIRONMENTAL PROTECTION AGENCY		2,755.66	
672 DHCD/HOUSE	DHCD	377.96	7,426.46	Tom following up
678 NERHA/RVE	NEW ENGLAND RURAL HEALTH ASSOCIATION		75,000.00	
679 BG/MASSSAVE/CFP	BERKSHIRE GAS		14,583.34	
679 EV/MASSSAVE/CFP	EVERSOURCE		8,333.34	
679 NG/MASSSAVE/CFP	NATIONAL GRID		7,291.67	
712 MAPC/WRHSAC/EEMC	WESTERN REGION HOMELAND SECURITY		2,524.88	
728 MAPC/MCSP	METROPOLITAN AREA PLANNING COUNCIL		3,568.70	
731 SND/GC	TOWN OF SANDSFIELD		122.28	
732 EPA/AIRQ	732 EPA/AIRQ		1,061.33	
735 MASSCEC/EMPOWER	MA CLEAN ENERGY TECHNOLOGY CENTER	45,000.00	45,000.00	Sherdyl F following up
742 MON/OSRP	TOWN OF MONTEREY	1,992.65	6,954.83	CJ Hoss following up
746 AGE SPAN	AGESPAN	25,000.00	25,000.00	Payment to be sent Friday, 3/29/24
748 MASSTECH/DE-FG	748 MASSTECH/DE-FG		9,189.29	
753 PTS/MVPA	CITY OF PITTSFIELD		4,452.28	
757 NMB/OSRP	TOWN OF NEW MARLBOROUGH		324.74	
COOK INSURANCE	CHARLES COOK		190.52	
MIIA GRANT	MIIA		682.43	
TOWN OF LANESBOROUGH	TOWN OF LANESBOROUGH		3,021.35	

Report Total

101,458.11 297,726.67



Accounts

Current Balance
\$0.00

Available Credit	\$500,000.00
Amount Due	\$0.00
Payment Due Date	Apr 5, 2024



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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: March 29, 2024

SUBJ: Agenda Items – April 4, 2024, Executive Committee Meeting

VI. Items Requiring Action

A. Vote to Approve the Salary Merit Increase Range for FY 25*

BRPC employees do not have automatic pay increases such as an automatic step increase or cost of living increase. MassDOT, which according to our contract with them, approves pay increases, will not allow straight Cost of Living increases. All pay increases, therefore, are based on performance as documented in written performance evaluations. As a minimum we try to make it such that employees do not lose ground financially one year to the next. This year, the Northeast Urban Cost of Living increased by 2.5% from February 2019 to February 2020. According to our previous practice this sets the base for a merit increase. The FY 25 Proposal, Personnel Pay Plan shows the base increase.

Based on our policy regarding annual pay increases, the following are the proposed increases for FY 2025 based on performance ratings for the past year:

Exceptional - 3%
Exceeds Expectations - 2%%
Meets Expectations - 1%
Needs Improvement - 0%
Unsatisfactory - 0%

B. Vote to Approve the Submission of a Grant Application to MassCEC's EMPower Innovation and Capacity Building Program*

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the MassCEC EmPower Innovation and Capacity Building Program and to sign any resulting contracts and agreements.

BRPC's Environmental and Energy team are applying for a \$50,000 grant to fund the BRPC's Environmental and Energy team's ability to

develop and manage new and innovative projects. The funding will be used to improve our project management process and allow Senior Planners and Project Managers to better assess the needs of our communities and seek resources to meet new and changing demands of electrification and climate resilience.

MassCEC's expectation is that Innovation and Capacity Building Grants will serve as "seed" funding for the planning of innovative program models and projects. Grant recipients will then apply in a subsequent funding round to implement the project. While this grant would likely be a standalone funding opportunity designed to allow staff to pursue other funding opportunities, BRPC has taken advantage of this pipeline in the past and hopes to continue to do so in the future with other grants.

This application has no BRPC match requirement. Primary staff contact for this grant submission is Sherdyl Fernandez-Aubert Sfernandez-aubert@berkshireplanning.org

C. Vote to Approve the Submission of a Grant Application to MassCEC's EMPower Implementation Grant Program*

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the MassCEC EmPower Implementation Grant Program and to sign any resulting contracts and agreements.

BRPC's Environmental and Energy team are applying for a \$300,000 grant to fund the development and deployment of an energy coaching program in partnership with Central Berkshire Habitat for humanity. The partnership aims to serve Pittsfield residents in EJ neighborhoods as well as Market rate energy consumers, to navigate the shifting landscape of Energy Efficiency incentives both at the State and Federal level. Coaches would be engaged by Central Habitat for Humanity under contract with BRPC for the period of the grant.

This grant is a follow up to an Innovation and Capacity Grant which was successfully concluded at the end of December, 2023. That grant focused on the current "Split incentives" issues facing the city of Pittsfield. That grant laid the groundwork for our understanding of the communities' need for additional support particularly to low and moderate income residents and renters in Pittsfield.

This application has no BRPC match requirement. Primary staff contact for this grant submission is Sherdyl Fernandez-Aubert Sfernandez-aubert@berkshireplanning.org

VII. Committee Reports and Discussion

A. Berkshire Brownfields Committee

The Brownfields Committee met on March 8, approved additional assessments on previously approved sites, and considered approving sites at Rising Pond, Great Barrington, Niagara Mill, Lenox among others. Draft minutes have not yet been prepared.

B. Commission Development Committee

The Commission Development Committee met on March 14, 2024 and confirmed pursuing a 5th Thursday networking and education event on microtransit on May 30th. Inactive municipalities were discussed and committee members agreed to contact those they know. Laura will share contact information. Draft minutes are in the packet. The next meeting will follow the 4/4 Executive Committee meeting.

C. Transportation Advisory Committee

The Transportation Advisory Committee met on March 19, 2024. The main item discussed was the 2025 – 2029 Transportation Improvement Program, a review of three potential scenarios, and a vote for #2. There was a presentation on the Safe Streets and Roads initiative, and pending MADOT projects were discussed. Draft minutes are in the packet. The next meeting is scheduled for April 16, 2024.

D. Municipal Planning Organization (MPO)

The MPO met on March 26. The main item discussed was the development of the 2025 – 2029 Transportation Improvement Program and project evaluation scores. There was an update on the Safe Streets and Roads safety initiative. Draft unapproved minutes are in this meeting's materials. The next meeting is scheduled for April 23, 2024.

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 3/1/2024 to 03/28/2024.

- Peru – Procurement Services - \$1,875
- Berkshire Gas and National Grid - Mass Save Community First Partnership - Adams & North Adams - \$25,000
- Berkshire Gas, National Grid and Eversource - Mass Save Community First Partnership - Great Barrington & Lee - \$25,000
- Hancock – Municipal Vulnerability Preparedness - \$2,000
- Pittsfield – Open Space & Recreation Planning - \$5,311
- New England Rural Health Association – Rural Vaccine Equity Initiative - \$75,000

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

The BTI board approved the 4th Amendment to the BTI bylaws to change the election of officers to biannually from annually.

C. Staff Update

- Recent Hires
 - Summer Intern – Liana Rice (Arts & Culture)
 - Public Health Nurse Educator – Sophie Carnes Jannen
- Open Positions:
 - Public Health Community Social Worker

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission met on March 8 2024. The main agenda items were an update about various legislative items, including the state budget, housing bond bill, economic development bond bill as well as presentations about micro-transit from FRTA Access, GATRO GO, and the Quabog Connector.

E. Passenger Rail

- West-East Rail – No known activity over the last month
- Berkshire Flyer - No known activity over the last month.
- Northern Tier Passenger Rail – The Northern Tier Passenger Rail consultant team held a working group meeting on March 21, 2023 and a public meeting on March 28, 2024 to present the latest developments in this study. According to the consultants, this study is entering the final stage with a draft final report coming in the next few months.

F. MassDOT Transportation Innovation Conference 2024

The MassDOT Transportation Innovation Conference will be held on April 30 & May 1, 2024 at the DCU Center, Worcester, MA. The conference provides a forum for transportation practitioners and researchers to share knowledge on innovative technologies, projects and processes to enhance efficiency and address important transportation issues. UMTC/Baystate Roads - UMTC (umasstransportationcenter.org).

G. MMA Western and Rural Mass Conference

The MMA Western and Rural Mass Conference will April 27, 2024 at the Hotel Northampton, Northampton. This has become an annual event for local officials to network and learn current information about important matters impacting

their communities. Select Board Association Western and Rural Massachusetts Conference - Massachusetts Municipal Association (MMA)

H. 5th Thursday Dinner

BRPC's 5th Thursday will return on May 30th from 4-6 pm at Mazzeo's Ristorante in Pittsfield. The topic will be Microtransit. Tickets are available at: <https://www.eventbrite.com/e/brpc-5th-thursday-microtransit-tickets-872639707857>.

I. Consent to Reduce the 120-day Notification Requirement for Two APR Applications

I received and approved two requests to reduce the 120-day notification requirements for APRs (Agricultural Preservation Restrictions) in Sheffield on the Pine Island Farm Partnership (444.35 acres) and Rebecca Myers Thomas (56.99 acres) applications. (The maps are included with the meeting materials.)

IX. Old Business

A. No Old Business

X. New Business

A. Discussion About a More Focused Approach Related to Proposed Legislation

It has come to my attention that other RPA's have a more deliberate approach to analyzing, commenting, and potentially supporting or opposing proposed legislation than we do. The Regionals Issues Committee takes up some legislation but does not prepare a list of priority topic areas and related bills. This could involve a significant amount of staff time. I have not determined how this might be accomplished. Before I go too much further, I would like to have a discussion with the Executive Committee.

B. Discussion about the May Commission Meeting

The next Full Commission meeting is scheduled for May 16, 2024. While we have been using the Commonwealth's recently released Economic Development Plan as a framework for topics at future meetings I have reached out to the West – East Rail Director who is available to provide an update on the Commonwealth's plan for passenger rail services, especially related to west-east service. Since we have another Executive Committee meeting prior to the next Full Commission meeting we could finalize the other items then. The May meeting will need to include the FY 25 budget.

PERSONNEL PAY PLAN Berkshire Regional Planning Commission FY 2025 PROPOSAL										
Exec Comm Request for approval 4/4/2024										
SALARY Positions		2024 revised 12.7.2023	2024 revised 12.7.2023	2024 revised 12.7.2023	Increase	Increase	Increase	2025	2025	2025
Position	Qualifications	Starting Salary	Mid-Range	Maximum Salary	Starting Salary	Mid-Range	Maximum Salary	Starting Salary	Mid-Range	Maximum Salary
Executive Director (effective 5/24/2018)	MA/MS + 5 years = 11 years	As established by the Commission	As established by the Commission	As established by the Commission				As established by the Commission	As established by the Commission	As established by the Commission
Assistant Director	MA/MS + 5 years = 11 years	\$90,464	\$103,040	\$115,615	\$2,262	\$2,576	\$2,890	\$92,726	\$105,615	\$118,505
Program Manager II Directly supervise 2+ employees	MA/MS + 5 years = 11 years	\$82,601	\$96,094	\$109,587	\$2,065	\$2,402	\$2,740	\$84,666	\$98,496	\$112,327
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	\$1,877	\$2,186	\$2,495	\$76,974	\$89,627	\$102,279
Assistant Program Manager (Only for Programs with greater than 7 staff)	MA/MS + 4 yrs = 10 years	\$73,780	\$86,111	\$98,441	\$1,845	\$2,153	\$2,461	\$75,625	\$88,263	\$100,902
Principal Planner	MA/MS + 4 yrs = 10 years	\$61,930	\$74,142	\$86,354	\$1,548	\$1,854	\$2,159	\$63,478	\$75,996	\$88,513
Senior Planner	MA/MS + 2 yrs = 8 years	\$61,697	\$71,805	\$81,913	\$1,542	\$1,795	\$2,048	\$63,239	\$73,600	\$83,961
Planner/Grant & Procurement Specialist /Housing Specialist	MA/MS = 6 years or BA/BS + 2 years = 6 years	\$58,643	\$65,224	\$71,805	\$1,466	\$1,631	\$1,795	\$60,109	\$66,855	\$73,600
HOURLY Positions		2024 revised	2024 revised	2024 revised	Increase	Increase	Increase	2025	2025	2025
Associate Planner	BA/BS = 4 years	\$23.64	\$27.00	\$30.36	\$0.59	\$0.68	\$0.76	\$24.23	\$27.68	\$31.12
Program Associate (ft)	AA = 2 years	\$19.50	\$22.18	\$24.85	\$0.49	\$0.55	\$0.62	\$19.99	\$22.73	\$25.47
Principal Finance Administrator	MA/MS = 4 yrs = 10 years	\$34.03	\$40.74	\$47.45	\$0.85	\$1.02	\$1.19	\$34.88	\$41.76	\$48.63
Finance Administrator	BA/BS + 2 years = 6 years	\$27.81	\$31.91	\$36.00	\$0.70	\$0.80	\$0.90	\$28.51	\$32.70	\$36.90
Finance Office Assistant	BA/BS + 1 years = 5 years	\$25.81	\$29.41	\$33.00	\$0.65	\$0.74	\$0.83	\$26.46	\$30.14	\$33.83
Office Administrator	BA/BS = 4 years	\$25.40	\$29.15	\$32.90	\$0.64	\$0.73	\$0.82	\$26.04	\$29.88	\$33.72
Intern (Pay TBD based on Qualifications)	Undergrad Student	\$15.90	\$16.52	\$17.14	\$0.40	\$0.41	\$0.43	\$16.30	\$16.93	\$17.57
Intern (Pay TBD based on Qualifications)	BA/BS/in 1 st yr of Grad School	\$16.67	\$16.94	\$17.21	\$0.42	\$0.42	\$0.43	\$17.09	\$17.36	\$17.64
Intern (Pay TBD based on Qualifications)	2 nd yr of Grad Sch/MA/MS	\$17.39	\$21.17	\$24.94	\$0.43	\$0.53	\$0.62	\$17.82	\$21.69	\$25.56
OFFSITE - HOURLY Positions		2024 revised	2024 revised	2024 revised	Increase	Increase	Increase	2025	2025	2025
Senior Planner (offsite)	MA/MS + 2 yrs = 8 years	\$40.58	\$44.92	\$49.25	\$1.01	\$1.12	\$1.23	\$41.59	\$46.04	\$50.48
Inspector - (offsite)	BA/BS = 4 years and/or special certifications	\$33.02	\$39.74	\$46.46	\$0.83	\$0.99	\$1.16	\$33.85	\$40.73	\$47.62
Housing Specialist - (offsite)	BA/BS = 4 years and/or special certifications	\$33.02	\$39.74	\$46.46	\$0.83	\$0.99	\$1.16	\$33.85	\$40.73	\$47.62
Project Specialist	Pay TBD based on Qualifications				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Senior Public Health Nurse	MSN or BSN + 4 years	\$40.65	\$42.65	\$44.65	\$1.02	\$1.07	\$1.12	\$41.67	\$43.72	\$45.77
Public Health Nurse (increase)	BSN + 2 years	\$35.00	\$38.83	\$42.65	\$0.88	\$0.97	\$1.07	\$35.88	\$39.80	\$43.72
Social Services/Social Worker (new)	LCSW or LICSW	\$33.90	\$39.45	\$45.01	\$0.85	\$0.99	\$1.13	\$34.75	\$40.44	\$46.13
Effective January 1, 2023, the Massachusetts minimum wage is \$15.00 per hour										



DRAFT Commission Development Committee

Minutes from March 14, 2024

This was 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.

The meeting was held via Zoom and was recorded.

Chair Douglas McNally called the meeting to order at 4:00 pm.

I. Roll call:

Present:

Pedro Pachano, Great Barrington

Malcolm Fick, Great Barrington (non-voting Commission Chair)

Buck Donovan, Lee

Kyle Hanlon, North Adams 4:09

Douglas McNally, Windsor, Committee Chair

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

II. Approval of Minutes from January 4, 2024

Pedro Pachano moved to approve the January 4, 2024 minutes; Buck Donovan seconded. A roll call vote approved it: Doug McNally, Pedro Pachano and Buck Donovan.

III. 5th Thursday: May 30, 2024

Tom will pursue microtransit presenters including Tate Coleman who initiated the TriTown Connector in southern Berkshire. Staff will pursue a location (Pittsfield and Berkshire Hill Country Clubs were recommended) for an event with hors d'oeuvres and a cash bar.

Eversource's long range plans to comply with the state's renewable energy plans and the proposed Economic Development Plan and it's pending legislation are preferred topics for a Commission meeting.

IV. Recruitment/ Outreach – Committee Members' Outreach

Laura will send the list of the twelve least active municipalities and committee members will let her know who they are willing to call.

V. Next meeting

Thursday, April 4, 2024, 5:00 pm, following the Executive Committee meeting, if needed.

VI. Adjournment

Pedro motioned to adjourn, Buck seconded. A roll vote affirmed it:
Pedro Pachano, Buck Donovan, Doug McNally, Kyle Hanlon.

The meeting adjourned at 4:53 pm.



MINUTES OF THE Berkshire Transportation Advisory Committee (TAC)
Tuesday, March 19, 2024

Meeting Held Via Zoom Video Communications

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

TAC Representatives/Alternates:

Sam Haupt, Chair	Town of Peru	Bill Elovirta	Becket	
Peter Frieri	MassDOT D1	Anuja Koirala		BRPC
Mark Moore	MassDOT D1	Clete Kus	BRPC	
Chris Klem	MassDOT	Nick Russo	BRPC	
George McGurn	Egremont	Ryan Griffis	BRPC	
Joe Aberdale	Great	Malcolm Fick		BRPC
Barrington				

I. Call to Order

Mr. Haupt called the meeting to order at 4:00 p.m.

II. Introductions

Meeting attendees introduced themselves.

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

Before voting, Mr. Haupt mentioned that he did not recall being present at the June 20, 2023 meeting, and requested staff to review the recording and update the minutes accordingly.

ACTION: Mr. Elovirta motioned to approve the minutes; Mr. McGurn seconded. The minutes were unanimously approved.

IV. Approval of the Minutes from the February 20, 2024 TAC meeting

ACTION: Mr. Elovirta motioned to approve the minutes; Mr. McGurn seconded. The minutes were unanimously approved.

V. Discussion on the development of the 2025 – 2029 Transportation Improvement Program and provide direction on a preferred scenario

Mr. Haupt prefaced the agenda item by reviewing discussions and actions taken at prior meetings. Ms. Koirala then continued by presenting three potential scenarios based upon project scores, recommendations by MADOT, and funds available from TIP. Ms. Koirala detailed the identified projects by their project ID, town/city, associated costs utilizing available funding, and anticipated start and completion dates. As an important note, Ms. Koirala mentioned that due to rising costs, projects are regularly increasing at 4% per year, however TIP funding until 2029 will remain the same.

Ms. Koirala began presenting Scenario 1, which is based on the current TIP, and was noted that no additional projects were added to this scenario, as all existing projects would likely utilize any remaining

funds because of rising costs. Projects in 2024 would include (Pittsfield, East St). For 2025 in this – and every scenario – will be (North Adams, Ashland St), and would complete in 2026. A minor project in (Williamstown, Route 7) would be moved to 2026 – and this is also the case in all scenarios. And (Egremont, Mt Washington) will begin in 2026 and end in 2027. Beginning in 2027, (Pittsfield, Merrill Rd) will end the 2028, at which point (Dalton, Dalton Division Rd) will begin and end in 2029. Due to financial restraints, many projects were removed back one year.

Ms. Koirala ended the presentation on scenario 1 by noting that could not be approved by MADOT due to a litany of issues which she detailed.

Ms. Koirala began presenting Scenario 2, which is the preferred version, which includes (Pittsfield, East St) as the sole project for 2024, and no changes for 2025 and 2026. For the following year, (Egremont, Mt Washington) would still finish in 2027 along with (Pittsfield, East St). In 2028 (Pittsfield, Merrill Rd) will begin and end in 2029, which is when (Dalton, Dalton Division Rd) would begin.

Ms. Koirala explained that changes were influenced by increasing costs, and as such some projects would need to be completed earlier than others to maintain and fully utilize anticipated funds. From scenario two, Ms. Koirala noted that while listed projects may cost less than available funds provide, due to increasing costs it is unlikely any funds would be necessary for their completion.

Mr. Haupt asked why some projected costs of projects increased by wider margins than others, which Ms. Koirala deferred to Mr. Frieri and Mr. Moore – which both said were significantly contributed to by inflation.

For scenario 3, the only significant changes are to 2028, which is when (Dalton, Dalton Division Rd) would begin, and end in 2029, which is when (Pittsfield, Merrill Rd) would start.

Mr. Fick had an educational question regarding priority list scores and the criteria which determine those scores, which Ms. Koirala provided a detailed answer for. Mr. Haupt also contributed on how the process has changed and how towns/cities submit requests. Ms. Koirala commented that BRPC continues to work with municipalities to generate projects and will be releasing a survey to collect more detailed information on this process soon.

ACTION: Mr. McGurn moved to approve scenario 2, Mr. Elovirta seconded. The recommendation was unanimously approved.

After the vote, Mr. Haupt invited Ms. Koirala to discuss BRTA projects for STIP funds – which primarily funds bridge and bicycle projects for the MPO. A bridge replacement in Adams and a bridge preservation in North Adams is scheduled for 2025. Between 2026 and 2027 several bridge repairs and replacements, highway resiliency, and other roadway improvement projects are scheduled throughout the region. After 2028, several federally funded resiliency and modernization projects are scheduled.

Ms. Koirala then began to discuss BRTA projects funded through STIP. BRTA is anticipating grant funding in 2025 for vehicle replacement and maintenance, operating assistance, preventative maintenance, and bus shelter amenities. In 2026, there are many similar projects to the prior year, including further fleet upgrades and vehicles and software replacements.

At this point, Mr. Haupt noted it would not be necessary to go into details of BRTAs budget, and asked if they had any intention of purchasing any EV busses in the future. Mr. McGurn commented he believed they did purchase two, which Ms. Koirala confirmed. Mr. Haupt continued by noting BRTA should be continued to be lobbied to move away from GhG emitting vehicles – which Mr. Elovirta noted previous attempts were stymied by the purchase of a defective vehicle.

Mr. Klem commented that which the committee does not vote on RTA budgets, comments should be forwarded to BRTA to continue encouraging action on these matters, among other methods.

VI. Overview of the Safe Streets and Roads for All safety initiative

Mr. Russo gave a brief presentation on the current state of the SS4A initiative and intended deliverables as well as projected timelines. Whether the initiative would use year by year increments to reach zero roadway casualties or a projected target date for goal achievement is still being considered. It is expected that the steering committee will meet next month, and developing a high-injury network to address the most dangerous areas will help influence future grant requests to improve roadway safety. Public involvement opportunities will take place during the spring and summer, after which recommendations will be crafted along with a draft action plan. A final action plan will be complete and submitted by the end of the year. Updated will be shared with the group and be released through the *Common Ground* newsletter.

VII. Member Items for Discussion

Mr. Frieri discussed updates to MassDOT District One projects. MADOT advertised the bridge replacement in Alford and Cheshire; updated design submittals which are under review by DOT for (Pittsfield, East St), among other updates; a bridge replacement for Lee is expected to have completed designs by the end of the month; and a bridge replacement in New Marlborough will be able to meet deadlines if it stays on-schedule, and will be monitored accordingly.

VIII. Next Meeting Date – April 16, 2024

The next Berkshire TAC meeting date is scheduled for April 16, 2024 at 4 pm.

ACTION: Mr. Elovirta motioned to adjourn, seconded by Mr. Haupt. Mr. Haupt adjourned the meeting at 5:05 pm.

Materials Distributed:

- [Agenda](#)
- [TAC June 20, 2023 Meeting Minutes DRAFT](#)
- [TAC February 20, 2024 Meeting Minutes DRAFT](#)
- [BMPO FFY 2025-2029 TIP Development – Scenarios](#)
- [BMPO FFY 2025-2029 TIP State Prioritized projects](#)
- [BMPO FFY 2025-2029 Transit TIP](#)
- [BMPO FY 2025-2029 TIP Schedule](#)
- [MassDOT District 1 TIP Projects Update](#)



BRPC

Berkshire Regional Planning Commission

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

MINUTES OF THE Berkshire Metropolitan Planning Organization (MPO) Tuesday, March 26, 2024

Meeting Held Via Zoom Video Communications

Meeting Materials: <https://berkshireplanning.org/event/berkshire-mpo-meeting-3/>

MPO Representatives/Alternates Present:

Stephen Woelfel	MassDOT (Representing Secretary Monica Tibbits-Nutt)
Francisca Heming	MassDOT District 1 (Representing Highway Administrator Gulliver)
Malcolm Fick	BRPC
Sarah Vallieres	BRTA
Mike Nuvallie	City of North Adams
Shawn McGrath	North Central Subregion Delegate
George McGurn	Southwest Subregion Alternate

Others Present:

Clete Kus	BRPC
Anuja Koirala	BRPC
Nick Russo	BRPC
Ryan Griffis	BRPC
Chris Klem	MassDOT
Mark Moore	MassDOT
Peter Frieri	MassDOT
Joshua Barber	FHWA

I. **Call to Order – Introductions**

Mr. Woelfel called the meeting to order at 4:01 p.m. Meeting attendees introduced themselves via a roll call conducted by Mr. Kus.

II. **Opportunity for Public Comment**

There were no public comments.

III. **Approval of Meeting Minutes from February 27, 2024**

ACTION: Mr. Fick introduced a motion, seconded by Ms. Heming, to approve the minutes of the January 9, 2024, MPO meeting.

Mr. Kus conducted a roll call:

Mr. Krevat:	Yea
Ms. Heming:	Yea
Mr. Fick:	Yea
Ms. Irvin:	Abstain
Mr. Nuvallie	Yea
Bailey	Abstain
Mr. McGurn	Yea

IV. **Discussion on the development of the 2025 – 2029 Transportation Improvement Program and project evaluation scores**

Ms. Koirala began by reminding attendees that the TIP is an annual process which looks towards the next five years of project implementation. Mentioning that the 2025-2029 TIP process began in earnest on January 5, 2024, with project solicitation/update letters sent around to each Berkshire community. On February 15th, MassDOT OTP, MassDOT District 1 staff along with BRPC staff went through the process of scoring and ranking the TIP projects that have been approved by PRC.

ACTION: Mr. Morales introduced a motion, seconded by Mr. Krevat,

Mr. Kus conducted a roll call:

Mr. Woelfel:	Yea
Ms. Heming:	Yea
Mr. Fick:	Yea
Ms. Vallieres:	Yea
Mr. Nuvallie	Yea
Mr. McGrath	Yea
Mr. McGurn	Yea

After the vote, Ms. Koirala

V. **Update on the Safe Streets and Roads safety initiative**

VI. **Status reports from Member Agencies**

VII. **Other Business**

Mr. Woelfel announced any prospective attendees to the upcoming innovation conference should register soon as capacity would likely be reached imminently.

VIII. **Next Meeting date – April 23rd, 2024**

The next MPO meeting is scheduled to be held on April 23rd, 2024.

ACTION: Mr. Boyle motioned to adjourn, seconded by Mr. Nuvallie. Mr. Woelfel adjourned the meeting at 4:57 p.m.

Materials Distributed:

- [Agenda](#)
- [BMPO January 9, 2024 Meeting Minutes DRAFT](#)
- [BMPO FFY 2024-2028 TIP Transit 2nd Amendment](#)
- [BMPO FY 2025-2029 TIP Schedule](#)
- [BMPO FFY 2025-2029 TIP Project Evaluation](#)
- [BMPO-FFY-2025-2029-TIP-Project-Evaluation-Description-Sheet](#)
- [BMPO FFY 2025-2029 TIP Development](#)
- [MassDOT District 1 TIP Projects Update](#)

Liana Rice

EDUCATION

University of Massachusetts Amherst

Amherst, MA

Bachelor of Sustainable Community Development

Candidate Spring 2025

- Concentration in Built Environment
- Studio Arts Minor
- Cumulative GPA 3.6
- Dean's List Spring 2023 and Fall 2023

EXPERIENCE

Cushman Market and Cafe

Amherst, MA

Cashier

December 2023 - Present

- Performing opening and closing process including cleaning, locking up, and counting drawers
- Coordinating food orders, ensuring accurate replenishment of inventory
- Training new staff of cash handling procedures, customer service best practices, and inventory management

UMass Campus Recreation

Amherst, MA

Lifeguard

February 2022 - Present

- Opening and closing facilities in an efficient manner
- Maintaining proficiency in first responder skills such as First Aid and CPR
- Enforcing pool regulations and water safety policies

Praise Shadows Art Gallery

Brookline, MA

Co-Curator and Intern

March 2021 -

October 2021

- Collaborated with artists to develop a successful art show
- Managed inventory and ensured gallery is maintained to a high standard
- Installed exhibitions, handled various artwork with great care and attention

Trees for Watertown

Watertown, MA

Summer Intern

June 2019 - November 2019

- Collaborated with town department and the public to support a healthy urban forest
- Designed flyers and posts to promote community service events
- Mapped all street trees on Open Tree Map accurately and efficiently

SKILLS

Language:

- Japanese

Other:

- Seal of Biliteracy (Japanese)
- First aid, AED, and CPR certified
- TIPS Certification

ACTIVITIES

UMass Club Swimming

September 2021 - Present

- Attending multiple practices every week
- Organizing events with other teams to cultivate positive relationships

Keystone Club

September 2019 - May 2021

- President of a nationally recognized teen leadership program
- Organized community service and community engagement events through Watertown Boys and Girls Club
- Lead weekly meetings



Professional Experience

JULY. 2023 - JAN. 2023

Berkshire Health Systems, Berkshire Harm Reduction – *Family Nurse Practitioner*

- Provided low-barrier, non-judgmental medical care using a harm reduction approach
- Provided a range of integrated medical care including prevention and treatment with respect to infectious diseases and sexually transmitted infections
- Assessment and treatment of wounds, particularly those related to injection drug use

AUG. 2022 - JULY 2023

Community Health Programs, Mobile Health Unit – *Family Nurse Practitioner*

- Fostered connections with community members, businesses, and local healthcare organizations, including hospitals and health departments
- Lead a clinical team of nurses, medical assistants, and community health care workers
- Led professional development and ongoing education for clinical and administrative staff

FEB. 2021- MAR. 2023

Southwestern Vermont Medical Center ExpressCare – *Family Nurse Practitioner*

- Treated acute illnesses and chronic conditions across the lifespan
- Coordinated with patients' primary providers and specialists when medically appropriate
- Performed procedures including suturing, I&D, toenail removal, and splinting
- Interpreted diagnostic studies including plain films, point of care testing, and labs

3+ years of acute nursing experience in Berkshire County and Southern VT

Education

Simmons University, Boston, MA – *M.S. in Nursing, FNP*

Northeastern University, Boston, MA – *B.S. in Nursing*

Massachusetts College of Liberal Arts, North Adams, MA – *B.A. in Psychology*

Volunteer Experience

2018 - 2023

Bennington Free Clinic, Bennington, VT

Publications

Glover-Stief, M., Jannen, S., Cohn, T. An exploratory descriptive study of compassion fatigue and compassion satisfaction: Examining potential risk and protective factors in advanced nurse practitioners. *J Am Assoc Nurse Pract.* 2020 Mar 16;33(2):143-149. doi: 10.1097/JXX.0000000000000357. PMID: 32195776.

Project Name: Pine Island Partnership - Land
Cover Sheffield, MA



Land Cover	Acreage	% Land Cover
Open Agriculture	230.1	51.8%

444.35 acres total

0 400 800 1,600 Feet
Center: 73.37756°W 42.057152°N

 Same deed reference
but excluded from APR

 APR Applicant



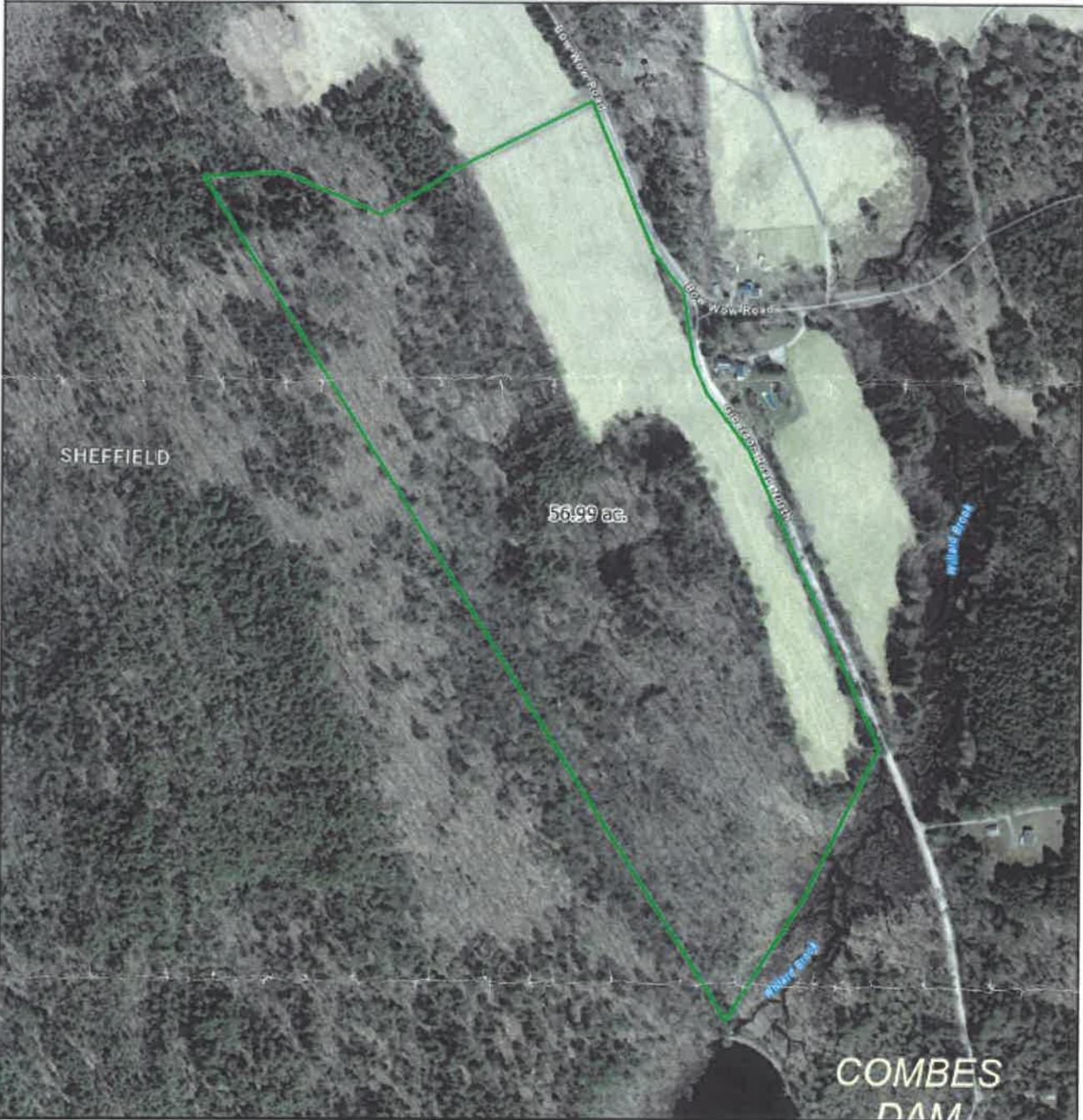
Data Provided by MassGIS, MDAR, and LCU (2016)

Created by Massachusetts Department of
Agricultural Resources

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Project Name: Thomas - Land Cover
Sheffield, MA



Land Cover	Acreage	% Land Cover
Open Agriculture	12.76	22.4%



Center: 73.394782°W 42.121868°N

Data Provided by MassGIS, MDAR, and LCIJ (2016)

Created by Massachusetts Department of Agricultural Resources

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- Open Agriculture
- Existing APR
- APR Applicant



56.99 acres total