



## **MEETING NOTICE**

There will be a meeting of the  
BERKSHIRE REGIONAL PLANNING COMMISSION  
on Thursday, May 16, 2024 at **7:00 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 Zoom meeting at  
<https://us02web.zoom.us/j/3926128831?omn=87470055931>

Meeting ID: 392 612 8831, Phone: 646.558.8656, 301.715.8592, 312.626.6799

**Meeting Materials** are posted at [www.berkshireplanning.org](http://www.berkshireplanning.org). Click on the meeting in the Events Calendar to open them.

### **Agenda**

(All times approximate)

- I. Opening (7:00-7:05)**
- a) *Call to Order and Open Meeting Law Statement*
  - b) *Roll Call of Commission Members Attending the Meeting*
  - c) *Vote to Approve Minutes of the March 21, 2024 Full Commission Meeting*
- II. Comments from Berkshire Regional Planning Commission Delegates and Alternate Delegates (7:05-7:10)**
- BRPC Delegates and Alternates may offer comments on any item not on the agenda. Any possible discussion or action will be referred to a future meeting.*
- III. Comments from the Public (7:10-7:15)**
- Members of the public may offer comments regarding topics on the agenda or other matters they wish to bring to the Commission's attention. Comments are to be directed to the Commission. Commenters must state their names and the city or town they are from. Any possible discussion or action will be referred to a future meeting.*
- IV. Presentation of Executive Committee Actions (7:15-7:20)**
- Executive Committee actions taken on the Commission's behalf at its April 4 and May 2, 2024 meetings are presented for discussion.*
- V. Presentation on and Discussion of MassDOT's Vision for Passenger Rail Service for the Commonwealth called Compass Rail (7:20-7:50)**
- MassDOT's West-East Passenger Rail Director Andy Kozoil will present MassDOT's Vision for Passenger Rail Service for the Commonwealth called Compass Rail which proposes passenger rail service from Boston to Albany through Pittsfield (formerly referred to as West-East Rail.)*
- VI. Vote to Authorize the BRPC Chair to Vote to Approve the FFY 2025-2029 Transportation Improvement Program (TIP) at the May 28, 2024 Metropolitan Planning Organization (MPO) Meeting (7:50-8:05)**
- The updated Transportation Improvement Program for the Berkshires establishes the projects that will receive the limited federal transportation funds in the region. It is*

scheduled to be before the Berkshire Metropolitan Planning Organization (MPO) at its meeting on May 28, 2024 for adoption. The Commission's review of the draft TIP document and associated vote guides the Chair on how to vote at the May 28th MPO meeting. ([BERKSHIRE COUNTY REGIONAL PLANNING COMMISSION \(berkshireplanning.org\)](http://BERKSHIRE COUNTY REGIONAL PLANNING COMMISSION (berkshireplanning.org)))

**VII. Vote to Authorize the BRPC Chair to Vote to Approve the October 1, 2024 – September 30, 2025 Unified Planning Work Program (UPWP) at the June 25, 2024 Metropolitan Planning Organization (MPO) Meeting (8:05-8:20)**

The Unified Planning Work Program for FFY 2025 establishes the transportation planning work BRPC staff will be involved in for the coming year. Discussion and input will instruct the BRPC Chair how to vote at the upcoming MPO meeting. ([FFY-25-UPWP-Document-PRELIM-DRAFT.DOC.pdf \(berkshireplanning.org\)](http://FFY-25-UPWP-Document-PRELIM-DRAFT.DOC.pdf (berkshireplanning.org)))

**VIII. Vote to Submit the 2024 Comprehensive Economic Development Strategy (CEDS) Performance Report (8:20-8:40)**

The 2024 CEDS Performance Report, due by June 30, 2024, is required to be submitted annually to the U.S. Economic Development Administration.

**IX. Vote to Adopt the Berkshire Regional Planning Commission FY 2025 Budget (8:40–8:45)**

In accordance with the BRPC bylaws, BRPC must adopt an annual budget for the coming fiscal year, which begins July, 1, 2024. The Finance Committee recommended the version contained in the meeting material.

**X. Authorization for Executive Committee to Act on Behalf of the Commission (8:45-8:50)**

BRPC bylaws require Commission members to vote annually reconfirming the Executive Committee's authorization to act in the name of and on behalf of the Commission. Details on three easy ways to vote are in an attached memo: email response; SurveyMonkey poll or return paper form.

**XI. Executive Directors' Report (8:50-8:55)**

The Executive Director is available to discuss items in his report

**XII. Adjournment (8:55)**

Other interested citizens and officials are invited to attend.

All times listed are estimates of when specific agenda items may be discussed.

City and Town Clerks: Please post this notice



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## **DRAFT FULL COMMISSION MEETING MINUTES** **March 21, 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.

### **I. Opening**

#### **A. The meeting was called to order at 7:01 pm.**

Chair Malcolm Fick stated that per the open meeting law, BRPC was recording this meeting. Others may record the meeting after informing the meeting Chair. Documents presented must be provided to the Chair at the meeting.

#### **B. Roll Call**

The following Commission members were present:

Diana Mott – Becket Alternate (difficulty connecting)  
Peter Traub – Cheshire Delegate  
Mary McGurn – Egremont, Delegate (part of the meeting)  
Pedro Pachano – Great Barrington Delegate  
Malcolm Fick – Great Barrington Alternate  
Keith Harrison – Hinsdale Delegate  
Leanne Yinger – Lanesborough Delegate  
Buck Donovan – Lee Delegate  
Sari Hoy – Sheffield, Delegate  
Christine Rasmussen – Stockbridge Alternate  
Don Gagnon – Washington, Delegate  
Roger Bolton – Williamstown Alternate  
Doug McNally – Windsor Delegate

Towns with no Delegate or Alternate present:

Adams, Alford, Clarksburg, Dalton, Florida, Hancock, Lenox, Monterey, Mount Washington, New Ashford, New Marlborough, North Adams, Otis, Peru, Pittsfield, Richmond, Sandisfield, Savoy, West Stockbridge

Staff Present:

Thomas Matuszko, Marianne Sniezek, Kate Hill Tapia, Laura Brennan, Clete Kus, Melissa Provencher

Others Present:

PCTV; Eversource employees: Mike Vedovelli, Juan Martinez, Jacob Lucas, Erin Engstrom, Aimee Henderson, Christopher Comack; Rory O’Hanlon MA Executive Office of Economic Development; David

Wasielewski, Dalton

**C. Approval of January 18, 2024 Minutes**

Roger Bolton moved to approve the January 18, 2024, draft meeting minutes; Doug McNally seconded the motion. There was no discussion. The minutes were approved with a roll call vote with Peter Traub, Pedro Pachano, Keith Harrison, Leanne Yinger, Buck Donovan, Christine Rasmussen, Roger Bolton, and Doug McNally voting to approve.

Abstained: Don Gagnon

**II. Suggestions from Berkshire Regional Planning Commission Delegates and Alternates about Items or Topics for Future Meetings**

None

**III. Comments from the Public**

None

**IV. Presentation of Executive Committee Actions**

There were no questions or discussions about the Executive Committee actions taken on the Commission's behalf at its February 1 and March 7, 2024, meetings.

**V. Vote to Appoint Two Members to the Berkshire County Regional Housing Authority (BCRHA) Board of Commissioners**

The Berkshire County Regional Housing Authority (BCRHA) has requested that BRPC re-appoint two members, Jay Sacchetti and Lisa Sloane, to three year terms to the BCRHA Board of Commissioners.

Doug McNally moved to appoint Jay Sachetti and Lisa Sloane to three year terms to the BCRHA Board of Commissioners. Roger Bolton seconded the motion. The motion was approved by a roll call vote from Peter Traub, Pedro Pachano, Keith Harrison, Leanne Yinger, Buck Donovan, Sari Hoy, Christine Rasmussen, Don Gagnon, Roger Bolton, and Doug McNally voting to approve.

**VI. Presentation on and Discussion of "Mass Leads: An Act Relative to Strengthening Massachusetts' Economic Leadership" also Referred to as the Economic Development Bond Bill**

We learned about the state's economic development plan "Team Massachusetts: Leading Future Generations" at the January meeting. Rory O'Hanlon, from the Executive Office of Economic Development, explained H. 4459, the proposed legislation to implement the plan. The bill can be accessed at [Economic Development Bill | Mass.gov](#).

Equity, affordability, and competitiveness are guiding principles for three focuses:

- Fundamentals (infrastructure such as housing & transportation)
- Talent (boosting workforce, keeping students, welcoming immigrants)
- Sectors (supporting businesses such as life sciences, healthcare, climatetech, tourism and culture)

Tools to achieve implementation include capital, tax incentives, operating money (in regular budget, not from the bill), and policies. Equity is a priority to ensure benefits for all residents.

The bill is with a joint House and Senate committee that will schedule hearings before the bill continues the path to become law. Then the bill goes back to the House, then Senate, then a conference committee, then the Governor's desk, which usually happens at the end of the legislative session in late July.

## **VII. Presentation of Eversource's Electric Sector Modernization Plan, "A Comprehensive Roadmap to Achieve Massachusetts' Clean Energy Goals."**

Massachusetts' Clean Energy Climate Plan goal is to reduce greenhouse gas emissions to zero by 2050. Representatives from Eversource presented their Electric Sector Modernization Plan to enable Massachusetts to achieve that goal. The plan can be accessed at Electric Sector Modernization Plan ([eversource.com](http://eversource.com)).

The plan includes new substations and upgrades to existing ones. A combination of generating more electricity and finding efficiencies is needed to reach the goals. Offshore wind projects were discussed and the importance of expanding interregional transfer capacity. Creative solutions are especially needed in the last ten years of the plan to get to zero emissions. Stakeholder engagement is a key component of the plan. Recommendations for an advisory group are welcome.

Doug McNally suggested that the 10KW recommended for residences is inadequate for a home with an electric car and stove, splits, and on-demand hot water; the need is closer to 20KW.

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

### **A. Agricultural Preservation Restrictions, Sheffield Properties**

Tom reported he waived the standard notice requirements for the purchase of agricultural restrictions on two large properties in Sheffield.

### **B. Housing Plan Hearing**

The Healy Administration will host a hearing on a housing plan. It might be at the Berkshire Innovation Center as other hearings were. Stay tuned.

**IX. Adjournment**

Doug McNally motioned to adjourn, seconded by Pedro Pachano, and approved by roll call vote:

Diana Mott, Peter Traub, Pedro Pachano, Keith Harrison, Leanne Yinger, Buck Donovan, Sari Hoy, Christine Rasmussen, Don Gagnon, Roger Bolton, and Doug McNally

The meeting adjourned at 8:49 p.m.



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## MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission  
FROM: Thomas Matuszko, Executive Director  
DATE: May 10, 2024  
SUBJ: Executive Committee Actions for April 4 and May 2, 2024 Meetings

Per the bylaws, actions taken by the Executive Committee on the Commission's behalf are reported and presented for discussion at the next Commission meeting. The Executive Committee took the following actions at the April 4, 2024 and May 2, 2024 Executive Committee meetings.

### **Executive Committee Actions on April 4, 2024**

**Approved the minutes of the March 7, 2024, BRPC Executive Committee meeting**

**Approved the March 1 - 28, 2024, Expenditures Report**

**Vote to Submit Comments and Recommended Amendments on HB 3551, An Act facilitating site plan review**

The Executive Committee authorized the submission of comments and recommended amendments on HB 3551, An Act facilitating site plan review.

**Vote to Approve the Salary Merit Increase Range and Personnel Pay Plan for FY 25**

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

The Executive Committee approved the proposed FY 2025 base pay increase of 2.5% and the above merit pay percentage increases.

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

The Executive Committee authorized the Executive Director to submit a grant application to the MassCEC EmPower Innovation and Capacity Building Program for \$50,000 and to sign any resulting contracts and agreements.

**Vote to Approve Submission of a Grant Application to MassCEC's EMPower**

## **Implementation Grant Program**

The Executive Committee authorized the Executive Director to submit a grant application to the MassCEC EmPower Implementation Grant Program for \$300,000 and to sign any resulting contracts and agreements.

## **Executive Committee Actions on May 2, 2024**

**Approved the minutes of the April 4, 2024, BRPC Executive Committee meeting**

**Approved the March 29 – April 25, 2024, Expenditures Report**

### **Vote to Approve Amendment to Vacation Accrual Policy**

The Executive Committee approved amending BRPC's vacation accrual policy to state that once 175 hours are accrued, employees will stop accruing vacation leave.

### **Vote to Approve the Submission of a Grant Application to the Massachusetts Community One Stop for Growth Program for the Sustainable Berkshires Update**

The Executive Committee authorized the Executive Director to submit a grant application for \$200,000 and sign any resulting contracts and agreements to the Massachusetts Community One Stop for Growth Program for the Sustainable Berkshires Update.

### **Vote to Approve the Submission of a Grant Application to the Massachusetts Department of Environmental Protection Section 319 Nonpoint Source Pollution Competitive Grant Program**

The Executive Committee authorized the Executive Director to submit a grant application to the MA Department of Environmental Protection (MassDEP) Section 319 Nonpoint Source Pollution (NPS) Competitive Grant Program for an Environmental Justice NPS Coordinator. Three-year project, no match required.

### **Vote to Approve Submission Comments to the Massachusetts Environmental Policy Act (MEPA) Office on the Final Environmental Impact Report (FEIR) on the New England Power (NEP) E131 Asset Condition Refurbishment Project – (EEA#16663)**

The Executive Committee approved the submission of comments to MEPA on the FEIR on the New England Power E131 Asset Condition Refurbishment Project. The FEIR for this project was filed with MEPA. The Environmental Review Committee prepared the comments. The main issue is that the FEIR doesn't address the important issue of increasing capacity.

### **Vote to Approve the Submission of Comments to the Massachusetts Environmental Policy Act (MEPA) office on the Final Environmental Impact Report (FEIR) on the NSTAR Electric Company/Eversource WT-02 Transmission Right-of-way Reliability Program (TRRP) – Final EIR (EEA File No. 16567)**

The Executive Committee approved the submission of comments to MEPA on the



FEIR on the NSTAR Electric Company/Eversource WT-02 Transmission Right-of-way Reliability Program (TRRP). The FEIR for this project was filed with MEPA. The Environmental Review Committee prepared the comments.

**Vote to Approve Subaward Monitoring Policy**

The Executive Committee approved a Subaward Monitoring policy as required by when receiving direct federal funds passed through to subrecipients. The requirements are based on a risk assessment that must be conducted regarding the subrecipient's ability to comply with federal spending and reporting requirements using financial information provided by the subrecipient before being under contract.



# BRPC

Berkshire Regional Planning Commission

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

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April 4, 2024

Joint Committee on Housing  
Senator Lydia Edwards, Chair  
24 Beacon Street, Room 413-C  
Boston, MA 02133

Representative James Arciero, Chair  
24 Beacon Street, Room 146  
Boston, MA 02133

Re: House Bill H.3551 – An Act Facilitating Site Plan Review

Dear Senator Edwards, Representative Arciero, and members of the Joint Committee on Housing,

Berkshire Regional Planning Commission (or “BRPC”) has reviewed House Bill H.3551 as well as comments prepared by the Massachusetts Municipal Lawyers Association (or “MMLA”) in response to the proposed legislation.

BRPC applauds efforts to codify Site Plan Review as part of the Zoning Act (MGL 40A). The Commonwealth’s municipalities and applicants will benefit from this overdue addition to MGL 40A, providing structural guidance to the site plan review process.

In relationship to the December 21, 2023, communication from the MMLA to the Joint Committee on Housing, BRPC agrees with the proposed revisions that will remove potential conflicts within MGL 40A as well as remove potential questions related to processes that have been viewed as positive additions to zoning administration (e.g., addressing administrative site plan review).

BRPC urges the implementation of these revisions prior to the final approval of H.3551. Thank you for your consideration in this matter.

These comments were approved by the BRPC Executive Committee at its meeting on April 4, 2024.

Sincerely,

Cornelius Hoss, AICP  
Community Planning Program Manager

Cc: Senator Paul W. Mark, Berkshire, Hampden, Franklin, and Hampshire District  
Representative Smitty Pignatelli, 3<sup>rd</sup> Berkshire District  
Representative Tricia Farley Bouvier, 2<sup>nd</sup> Berkshire District  
Representative John Barrett, 1<sup>st</sup> Berkshire District



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May 2, 2024

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 Final Environmental Impact Report (FEIR) 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. Reassessment of the impact areas following the submittal of the Expanded Environmental Notification Form (EENF) resulted in changes to impact numbers and Project sequencing. However, these modifications and updates did not significantly alter the analyses and conclusions provided in the EENF. According to the EIR, the extent of proposed tree removal has been minimized and the potential impacts to resource areas have been generally reduced.

BRPC continues to have significant concerns regarding the capacity of the electrical grid in relation to the Commonwealth's electrification goals. NEP has 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). NEP 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. When commenting on both the EENF and the DEIR, BRPC has stated 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. NEP's response within the FEIR states "Questions related to capacity of the electrical grid, the Commonwealth's electrification goals and anticipated future demand are not within the scope of MEPA for this Project." NEP's response further states that the Project has been designed to address current and anticipated future needs for operating and maintaining a safe and reliable transmission line. NEP's failure to answer this question and vague response with regard to anticipated future need is worrisome. BRPC respectfully disagrees that anticipated future demand is not within the scope of MEPA for this Project and continues to be concerned with regard for the potential for segmentation that should have been addressed within the Final EIR.

BRPC offers the following comments intended for the Secretary's consideration to provide greater clarity and/or improve the planning and design of the Project.

1. BRPC has previously raised concerns that permanent impacts are associated with the replacement and relocation of five structures to BVW via direct embed methods. The FEIR refers to narrative Section 6 for a detailed explanation of constraints requiring the relocation of structures into wetlands. 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." Section 6 does not include a detailed explanation of constraints requiring the relocation of structures into wetlands resulting in 660 SF of permanent impacts to BVW.

BRPC urges NEP to consider working with the local conservation commissions to adopt an approach similar to that of the NSTAR Transmission Right-of Way Reliability Project, EEA# 16567 in which a compensatory mitigation plan has been developed, consisting of the permanent preservation of 170 acres of land by the Berkshire Natural Resources Council (BNRC). Such a mitigation plan could be developed in consultation with MassDEP and the applicable local conservation commissions.

2. BRPC previously requested greater detail with regard to proposed mitigation measures including specific details related to wetland mitigation and replication. With regard to wetland mitigation, the DEIR had stated that "Specific details will be provided later to MassDEP pending further development of mitigation plan discussions with regulators." BRPC commented that this detail should be provided within the FEIR.

According to the FEIR, initial comments provided by MassDEP instructed that the replication area should be located outside of the maintained portion of the ROW. Tighe & Bond wetland scientists identified an alternate location along Main Road in Monroe near Structure 26, which is adjacent to Wetland 125 and situated within an unmaintained portion of the utility ROW. While BRPC anticipates that the project will be appropriately conditioned with guidance from MassDEP, the lack of detail within the FEIR and previous filings make it impossible for a reviewer to truly assess the impacts and/or potential alternatives. In addition, it appears that the majority of permanent impacts to BVW/IVW, Riverfront Area and Buffer Zone are within the Town of Florida while the proposed replication area is located within the Town of Monroe.

3. BRPC previously commented that it was unclear why new permanent access roads are needed beyond those that currently exist or why temporary access roads are infeasible. According to the FEIR the installation of 28.6 acres of permanent access roads to access structures will allow for the replacement of the structures, continued maintenance, and emergency response to the infrastructure. There are very limited access routes existing within the ROW and those that do exist need to be upgraded to facilitate the new structures and access using equipment necessary for the installation. To avoid continued development or installation of temporary access across 11 miles of ROW the installation of permanent access routes is the most effective and appropriate means for NEP to maintain the existing and permanent electrical infrastructure.

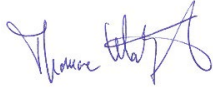
BRPC believes that this is an example of why the capacity of the electrical grid, the Commonwealth's electrification goals and anticipated future demand are germane. Since the intent of permanent access roads is to avoid continued development or installation of temporary access and NEP's claim is that the installation of permanent access routes is the most effective and appropriate means to maintain the existing and permanent electrical infrastructure, BRPC believes the anticipated future demands and capacity of the grid are relevant.

4. BRPC previously submitted comments that 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.

BRPC believes that the detail regarding the selection of steel structures is still lacking. According to the FEIR, wood poles were not included due to the comparatively short design lifetime and due to NEP's current standard in preference for steel, which requires little maintenance. It is unclear whether NEP considered alternatives to the "current standard" including whether newer types of wood structures and/or new technology were considered. It is also unclear whether steel structures require construction techniques that may result in greater impacts when compared to potential alternatives.

The BRPC Executive Committee approved these comments at their meeting on May 2, 2024.

Sincerely,

A handwritten signature in blue ink, appearing to read "Thomas Matuszko". The signature is stylized and cursive.

Thomas Matuszko, AICP  
Executive Director



# BRPC

Berkshire Regional Planning Commission

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

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May 2, 2024

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

Re: NSTAR Transmission Right-of Way Reliability Project, EEA# 16567

Dear Secretary Tepper:

The Berkshire Regional Planning Commission (BRPC) hereby submits comments on the Final Environmental Impact Report (FEIR) for NSTAR Transmission Right-of Way Reliability Project (EEA# 16567). The Transmission Right-of-Way Reliability Program (TRRP) is a long-term transmission system reliability and resiliency program that increases the maintained width of the WT-02 ROW to the easement edge. The intent of the program is to improve system reliability by reducing the number of tree fall-in risks and to create a sustainable environment comprised of vegetation that can safely coexist with the transmission lines. The long-term management objective of the TRRP is to manage these newly cleared areas as early succession habitat and encourage the growth of grasses, forbs, and shrubs. The proposed project spans five municipalities in Massachusetts: Hancock, Lanesborough, Cheshire, Dalton and Hinsdale. However, it is important to note that, in addition to the WT-02 ROW, the Program-Wide Western Massachusetts TRRP includes 6 additional ROW's between 2023 and 2027 and another 11 ROW's with a timeline to be determined; we urge MEPA to request additional information from the proponent as it becomes available in order to understand the potential environmental effects and cumulative impacts of the project.

The project will result in extensive impacts. Tree removal within the WT-02 ROW will permanently convert 122.7 acres of forested land to successional scrub-shrub habitat; this includes 14.4 acres of bordering vegetated wetlands (BVW) and 11.0 acres of other wetland resource areas (i.e., isolated vegetated wetlands [IVW], bordering land subject to flooding [BLSF], and riverfront area [RFA]). Further, the placement of construction mats to support equipment through wetlands during tree removal activities will temporarily impact 5.9 acres of BVW and 2.2 acres of other wetland resource areas. The WT-02 ROW TRRP will permanently convert 7.0 acres of state-listed rare species designated Priority Habitat from forested land to successional scrub-shrub habitat as a result of tree clearing. Temporary impacts to 1.0 acre of Priority Habitat will result from the placement of construction mats; however, because NHESP has determined that the activity (with conditions) will not result in a "Take" of a listed species the MEPA threshold for rare species is not triggered.

BRPC has supported the approach to develop a plan for compensatory mitigation. This project is well-suited for such an approach in light of the fact that permanent impacts to wetlands will not result in the loss of wetland resources but will result in the conversion from one wetland type to another. The selection of a 170-acre property off North Main Street in Lanesborough as its preservation has the potential for lasting benefits on ecologically important aquatic and terrestrial resources, such as water quality, fisheries, and state-listed threatened and endangered species. BRPC is encouraged that Eversource has met with the local conservation commissions and MassDEP and received positive feedback on preservation as a means of wetland mitigation under the WPA.

The FEIR has adequately addressed comments previously submitted by BRPC during the review of the EENF and DEIR. The BRPC Executive Committee endorsed these comments at their meeting on May 2, 2024.

Sincerely,

Thomas Matuszko, AICP  
Executive Director



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## MEMORANDUM

TO: BRPC Finance Committee Members

FROM: Marianne Sniezek, Office Manager

DATE: April 25, 2024

SUBJ: Proposed FY 2025 Budget

Attached is the BRPC FY 2025 proposed budget (revenue and expenditures). Highlights for the FY 2025 proposed budget:

### **PROJECTED REVENUE:**

- The FY25 revenue is proposed at \$6,640,005. This is \$ 373,990 higher than the FY24 budget. This revenue increase is primarily due to several new grants for Public Health programs, Environmental and Energy, Economic Development, Community Planning, and the Transportation program.
- The revenue generated from community assessments has a 2.5% budget increase, resulting in a total amount of \$ 112,590 for FY25.
- We still have District Local Technical Assistance (DLTA) funding for the calendar year 2025, which ends December 31, 2025. While the District Local Technical Assistance (DLTA) funding for the calendar year 2025 is included in the budget, it is still subject to approval by the state legislature.
- We have other grant applications that have been submitted or will be submitted in the next couple of months that are not in the proposed budget. If these new grants come through, we must adjust for these new potential awards.

### **PROJECTED EXPENSES**

#### **SALARIES AND BENEFITS:**

- The increase in salary expenses of \$264,931 is primarily related to three new full-time positions (Social Worker, Planner, and Trainer) for the Public Health program. Personnel Pay Plan adjustments, pay ranges for FY25, and merit pay increases also contribute to this higher amount.
- Direct billable salaries (Projects) are projected to increase by \$239,628. The increase can be primarily attributed to the following items. Three new positions for Public Health are being hired. The rest of the increase can be attributed to adjustments related to new pay ranges in the Personnel Pay Plan for FY25 and merit increases.
- The Administrative salaries budget increased by \$25,303. This change is due to Personnel Pay plan adjustments, merit increases, and staff charging for staff meetings and agency training. Occasionally, Program Managers charge to Admin when representing BRPC that cannot be billed to a project.
- The Intern Admin salaries line remains zero as there are no plans for an Administration Intern in FY25.

- Overall benefits increased by \$139,558 from \$1,128,050 in FY24 to \$1,125,608 in FY25. This increase is due mainly to the cost of additional vacation benefits to staff who have been with BRPC for several years and increases in health and dental insurance costs. The retirees' Health Insurance item increased because of the increase in the supplement health and dental rate cost for FY25.
- The Retiree Health Insurance Liability Trust (GASB 45) is budgeted at last year's budget of \$45,000. According to the FY23 audit, the total projected OPEB Liability for FY23 is \$1,838,804. As of March 31, 2024, \$1,420,989.52 is the balance in our trust account.

### **NON-PERSONNEL OPERATING EXPENSES:**

- Non-personnel operating costs are budgeted to increase by \$67,229 from the FY24 budget. The FY25 Audit expense increased by \$6,500 due to more projects. We budgeted \$17,503 more to replace old laptops and docking stations and to increase the number of Microsoft licenses to sixty-five. Copying/ Scanning expenses increased by \$2,057 due to increased reports, flyers, materials, and income statements. The depreciation expense increased due to a new microserver. The Dues and Subscriptions increase of \$4,550 is for increases in cost for Unanet timesheet software, Zoom, Zoom Webinar, Mentimeter, Survey Monkey, Grammarly, Constant Contact, and Employers Association Northeast support. Legal (Administration) expenses are budgeted to increase by \$10,000 for the review of Agency Policies, Open meeting law, Ethics, and public records questions. For FY25, rent will increase per the terms of our leases. Staff development is budgeted to increase by \$3,500 for additional staff training and development. Website expenses increased by \$2,475 for support and hosting of the BRPC website and website domain names. Miscellaneous expenses increased for labor for maintenance, background checks, business cards for new staff or staff changes, and professional services, to assist with development of the investment plan and review of accounting software).

### **PROJECT EXPENSES:**

- There is an increase in the overall direct project expenses of \$55,153. Communication increased by \$6,610 for increased public participation and outreach in projects (Digital Equity, Public Health, Home Modification program, and Community planning). Project related Equipment / Software decreased by \$36,737 due to the completion of an upgrade to the Online Permitting software and Group Purchasing's initial purchase of OpenGov procurement software. Project Legal expenses increased to \$10,000 related to the new EPA Revolving Loan Fund. Meetings/Training increased by \$3,010 for Digital Equity, Gray to Green, Public Health, Energy and Environmental, and Transportation. Supplies increased by \$61,901 for Public Health Clinics, Inspections and Training, and the environmental project for Air Quality monitoring. Travel increased by \$10,638 due to more in-person meetings for local projects in FY25. Other direct project expenses increased by \$3,190 due to a paid intern to assist with Digital Equity projects and other direct expenses for projects that do not fall into the other expense categories.

### **SUBCONTRACTS / SUBRECIPIENTS:**

- The subcontractor amount decreased by \$152,880. The subcontract amount is "money in, money out" and does not affect our bottom line. The decrease in the subcontractor expense line is primarily due to the completion of Public Health subcontractors for community intervention and environmental subcontractors' work.
- Excluding subcontractors, the expense budget increased from \$4,672,128 to \$5,198,998, totaling an increase of \$526,870 from FY24 to FY25.



**RESERVE AND OVERHEAD:**

- We have budgeted to put \$15,000 into our reserve to continue to rebuild that fund.
- The overhead rate is targeted at 140%. As our "cognizant agency," the United States Department of the Interior has approved an Indirect Cost rate of 140% for FY23 and FY24. As of March 2023, our overhead rate is 140%. We will continue to use the Retiree Health Insurance Liability Trust contributions to maintain our overhead rate.

Attachments (2)

FY 2025 Projected Revenues 4.25.2024

FY 2025 Projected Expenditures 4.25.2024

**FY 2025 BUDGET - EXPENDITURES - Recommended**

**Berkshire Regional Planning Commission**

5.18.2023

**4.30.2024**

<b>EXPENDITURES</b>	<b>FY2024 APPROVED</b>	<b>Recommended</b>
<b>SALARIES</b>		
Direct Billable	\$ 2,280,860	\$ 2,520,487
Indirect Admin.	\$ 674,640	\$ 699,943
Interns (Admin)	\$ 0	\$ 0
<b>Subtotal Salaries</b>	<b>\$ 2,955,499</b>	<b>\$ 3,220,430</b>
<b>BENEFITS</b>		
Comp and Vacation Leave	\$ 190,588	\$ 207,078
Holiday and Jury Leave	\$ 131,437	\$ 137,976
Sick unaccrued used	\$ 96,126	\$ 111,969
Health Insurance	\$ 553,800	\$ 641,193
Retirees Health Insurance	\$ 22,989	\$ 27,850
Retiree Future Health Insurance Liability (GASB 45)	\$ 45,000	\$ 45,000
Workers Comp Insurance	\$ 9,500	\$ 9,500
State Unemployment Insurance	\$ 10,520	\$ 11,461
FICA and Medicare	\$ 68,091	\$ 75,581
<b>Subtotal Benefits</b>	<b>\$ 1,128,050</b>	<b>\$ 1,267,608</b>
<b>NON-PERSONNEL</b>		
<b>OPERATING EXPENSES</b>		
Accounting Services	\$ 5,000	\$ 6,500
Advertising	\$ 3,569	\$ 3,669
Audit	\$ 22,500	\$ 29,000
Computer Equipment, Software & Maintenance	\$ 72,359	\$ 89,862
Copying / Scanning Expense	\$ 6,500	\$ 8,557
Depreciation	\$ 6,300	\$ 6,660
Dues & Subscriptions	\$ 22,950	\$ 27,500
Flex Plan Administration	\$ 2,002	\$ 2,100
Insurance (Auto, Officers, Office)	\$ 11,401	\$ 12,216
Janitor	\$ 12,060	\$ 12,180
Legal (Administrative)	\$ 6,000	\$ 16,000
Mapping Supplies	\$ 750	\$ 750
Meetings (Administrative)	\$ 2,000	\$ 2,000
Parking	\$ 0	\$ 0
Payroll Services	\$ 4,443	\$ 4,509
Postage	\$ 3,100	\$ 3,100
Printing (Administrative)	\$ 200	\$ 1,000
Publications	\$ 700	\$ 700
Rent	\$ 103,047	\$ 107,532
Staff Development	\$ 21,500	\$ 25,000
Supplies/Office	\$ 19,500	\$ 20,000
Telephone/Internet	\$ 19,676	\$ 19,676
Travel (Administrative)	\$ 1,100	\$ 1,200
Utilities	\$ 22,500	\$ 23,500
Water & Recycling	\$ 2,500	\$ 3,000
Web Site	\$ 1,850	\$ 4,325
Miscellaneous	\$ 3,800	\$ 14,000
<b>Subtotal Operating (Admin)</b>	<b>\$ 377,307</b>	<b>\$ 444,536</b>
<b>PROJECT EXPENSES</b>		
Interest Expense	\$ 100	\$ 100
Communications (Projects)	\$ 14,000	\$ 20,610
Equipment / Software (Projects)	\$ 59,706	\$ 22,969
Legal (Projects)	\$ 4,000	\$ 10,000
Meetings / Trainings (Projects)	\$ 17,000	\$ 20,010
Postage (Projects)	\$ 1,200	\$ 1,220
Printing (Projects)	\$ 3,000	\$ 3,520
Supplies (Projects)	\$ 42,951	\$ 104,852
Travel (Projects)	\$ 14,000	\$ 24,637
Other Program Expenses	\$ 39,715	\$ 42,905
Unreimbursed Expenses	\$ 600	\$ 600
<b>Subtotal Operating (Other)</b>	<b>\$ 196,271</b>	<b>\$ 251,424</b>

**FY 2025 BUDGET - EXPENDITURES - Recommended**

**Berkshire Regional Planning Commission**

5.18.2023

**4.30.2024**

<b>EXPENDITURES</b>	<b>FY2024</b>	<b>Recommended</b>
	<b>APPROVED</b>	
	<b>FY2024</b>	<b>FY2025</b>
<b>SUBCONTRACTS / SUBRECIPIENTS</b>	<b>APPROVED</b>	<b>PROJECTED</b>
Traffic / Transportation Consultant(s)	\$ 7,500	\$ 8,500
Berkshire Public Health Nursing Program Support	\$ 10,000	\$ 10,000
Rest of River Clean-up Legal Consultation	\$ 15,000	\$ 0
Burn Permit Software Consultant	\$ 2,700	\$ 3,100
Medical Reserve Corp Support	\$ 44,112	\$ 44,112
Nonpoint Source Consultant	\$ 25,000	\$ 0
Post OD in Northern County Consultant/Subcontractor	\$ 12,034	\$ 0
Community Engagement Intervention Subcontractors	\$ 125,000	\$ 0
Community Health Improvement Planning Partners	\$ 40,000	\$ 50,000
Health Equity in Pittsfield Green Planning	\$ 65,000	\$ 75,000
Technical Assistance Subcontractors	\$ 10,000	\$ 0
Substance Abuse Prevention Subcontractor	\$ 5,000	\$ 0
Hepatitis C Prevention Subcontractors	\$ 12,000	\$ 0
Substance Abuse Prevention Subcontractor	\$ 9,900	\$ 55,075
Parent Advocacy Subcontractors	\$ 0	\$ 0
Berkshire Early Childhood Community Subcontractors	\$ 0	\$ 17,564
Translation Services	\$ 3,625	\$ 0
Local Health Support Contract Tracing	\$ 100,000	\$ 0
Environmental Subcontractors (CLK MVP)	\$ 0	\$ 72,875
Housing Subcontractor	\$ 65,000	\$ 6,250
Rural Vaccine Equity Subcontractors	\$ 60,000	\$ 60,000
Community Partners/Advocate Subcontractors (WMS/LAN)	\$ 2,000	\$ 0
Board of Health Online Permitting Services	\$ 35,000	\$ 40,000
Engineer Subcontractor	\$ 18,000	\$ 0
Stormwater Subcontractor	\$ 25,000	\$ -
Website Subcontractors	\$ 13,500	\$ 0
Town Assistance Services	\$ 50,000	\$ 0
Environmental Subcontractors	\$ 125,000	\$ 175,000
Regional Food System Partners	\$ 368,016	\$ 206,500
Brownfield Contracts	\$ 4,000	\$ 20,000
Promotion of the Arts Consultants	\$ 25,000	\$ 0
Online Software Consultant	\$ 100,000	\$ 0
Digital Equity - Pittsfield - Subcontractors	\$ 10,000	\$ 0
Digital Equity - Southern Berkshire County - Subcontractors	\$ 10,000	\$ 1,000
Digital Equity - Dalton - Subcontractors	\$ 2,500	\$ 350
Digital Equity - Clarksburg - Subcontractors	\$ 0	\$ 375
Digital Equity - New Marlborough - Subcontractors	\$ 0	\$ 1,000
Digital Equity - Otis, Windsor, Washington, Becket - Subcontract	\$ 0	\$ 150
IT Consultant	\$ 80,000	\$ 0
Community Partners/Advocate Subcontractors (ADM/NAD)	\$ 2,000	\$ 2,000
Community Partners/Advocate Subcontractors (GTB/LEE)	\$ 2,000	\$ 2,000
Air Quality Consultants	\$ 40,000	\$ 40,000
Traffic / Transportation Safety Consultant(s)	\$ 20,000	\$ 80,000
Energy Consultants	\$ 50,000	\$ 50,000
Engineer Subcontractor - Pittsfield Study	\$ 0	\$ 89,550
Post Overdose Partners	\$ 0	\$ 278,388
Town of Lee Town Planner	\$ 0	\$ 25,000
Post Overdose Subcontractors	\$ 0	\$ 27,218
<b>Subtotal Subcontracts/Subrecipients</b>	<b>\$ 1,593,887</b>	<b>\$ 1,441,007</b>
<b>RESERVE</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 6,266,015</b>	<b>\$ 6,640,005</b>

<b>PROJECTED REVENUES</b>	<b>FY2024 APPROVED</b>	<b>FY 2025 Recommended</b>
Outsource GIS Planner	\$ 11,000	\$ 4,852
Brownfield Revolving Loan Fund	\$ 18,876	\$ 18,000
Berkshire Bike Path Council Support	\$ 1,000	\$ 1,413
Berkshire Public Health Alliance Inspections	\$ 137,719	\$ 141,455
Berkshire Public Health Alliance Nursing	\$ 73,088	\$ 73,088
Rest of River Coordination	\$ 15,000	\$ 0
Online Burn Permits	\$ 2,700	\$ 3,100
Berk. County Boards Of Health Assoc. Support Services	\$ 11,000	\$ 11,000
Adams Brownfield Assessment	\$ 0	\$ 19,000 <sup>3</sup>
Lanesborough Shared Economic Planner	\$ 11,000	\$ 11,000 <sup>1</sup>
Transportation Planning	\$ 789,727	\$ 859,421
Great Barrington Shared Economic Planner	\$ 25,000	\$ 25,000 <sup>1</sup>
Lanesborough Stormwater Management Plan	\$ 16,006	\$ 11,000 <sup>1</sup>
Richmond Shared Economic Planner	\$ 10,670	\$ 0
Adams Shared Economic Planner	\$ 10,000	\$ 10,000 <sup>1</sup>
Berkshire United Way	\$ 10,000	\$ 0
Berkshire Benchmarks - Berkshire United Way	\$ 19,600	\$ 10,000
Emergency Preparedness Planning	\$ 162,158	\$ 162,158 <sup>2</sup>
Medical Reserve Corps - Berkshire Medical	\$ 22,056	\$ 22,056 <sup>2</sup>
Medical Reserve Corps - Franklin County	\$ 22,056	\$ 22,056 <sup>2</sup>
Dalton Stormwater Management Support	\$ 12,380	\$ 12,000
Berkshire County Sheriff's Office - Opioid Prevention 2023	\$ 3,401	\$ 0
Berkshire County Sheriff's Office - Opioid Prevention 2024	\$ 40,155	\$ 0
District Local Technical Assistance	\$ 222,667	\$ 222,674 <sup>2</sup>
District Local Technical Assistance - Augmentation 2023	\$ 100,000	\$ 0
District Local Technical Assistance - Augmentation 2024	\$ 0	\$ 48,500
Group Purchasing	\$ 115,512	\$ 120,000
Lenox Economic Planner	\$ 25,000	\$ - <sup>1</sup>
Regional Energy Planning Assistance	\$ 0	\$ 38,356
Milltown / Outdoor Recreation Plan	\$ 19,200	\$ 0
Milltown / Outdoor Recreation Plan 2024	\$ 0	\$ 19,600
OPIOID Prevention North County	\$ 12,034	\$ 0
Food Safety Retail Standards 2020 #1 Washington	\$ 3,000	\$ 3,000
Food Safety Program 21 - Egremont	\$ 2,500	\$ 2,500
AFDO/FDA - Alliance Strategic Plan - Egremont	\$ 2,500	\$ 2,500
Food Safety Retail Standards 2020 #2 Egremont	\$ 2,519	\$ 2,519
Food Safety Retail Standards Re-assessment Sheffield	\$ 2,500	\$ 2,500
Food Safety Retail Standards 2020 #3 Williamstown	\$ 2,837	\$ 2,837
Alliance Food Safety Program Assessment - Adams	\$ 2,500	\$ 2,500
Nonpoint Source Regional Coordinator	\$ 0	\$ 39,796
HEALing Community Study year 3	\$ 124,933	\$ 0
HEALing Community Study year 4	\$ 90,435	\$ 0
Community Health Improvement Planning	\$ 23,482	\$ 0
Community Health Improvement Planning years 4 & 5	\$ 75,000	\$ 226,488
Health Equity in Pittsfield Green Planning 23	\$ 8,172	\$ 0
Health Equity in Pittsfield Green Planning 24 & 25	\$ 188,984	\$ 358,911
Coalition for Public Health (WMPHA)	\$ 4,000	\$ 5,000
Northampton Health Dpt-Comprehensive Opioid/Stimulant/Substance Abuse	\$ 35,000	\$ 0
NEAETC,Community Research Initiative of New England, Inc. Hepatitis C	\$ 25,000	\$ 0
Substance Misuse Prevention Grant Program	\$ 250,000	\$ 250,000 <sup>3</sup>
Great Barrington Brownfields Clean-up	\$ 7,987	\$ 17,170
BOAPC Substance Abuse Prevention Webinar	\$ 2,460	\$ 0

<b>PROJECTED REVENUES</b>	<b>FY2024 APPROVED</b>	<b>FY 2025 Recommended</b>
DPH Shared Services/ Public Health Excellence	\$ 299,999	\$ 515,700
DPH Shared Services/ Public Health Training Hub	\$ 0	\$ 549,000
Berkshire Early Childhood Community Circle	\$ 0	\$ 37,000
EPA Healthy Communities	\$ 6,012	\$ 60
Local Health Support Contact Tracing	\$ 357,105	\$ 120,000
Clarksburg Municipal Vulnerability Program	\$ 0	\$ 117,669
MassCEC Capacity Building Program	\$ 5,041	\$ 0
Cheshire Stormwater Support	\$ 8,230	\$ 7,600 <sup>2</sup>
Adams Zoning Support for Housing & Housing Choice Designation	\$ 874	\$ 0
Earmark Housing	\$ 77,082	\$ 90,000
Williamstown Housing Needs Assessment	\$ 8,005	\$ 0
Williamstown Open Space and Recreation Plan	\$ 4,469	\$ 0
Economic Development District	\$ 70,000	\$ 70,000
New England Rural Health Association - Rural Vaccine Equity	\$ 75,000	\$ 108,445
Williamstown Community Partnership - Mass Save/Berkshire Gas	\$ 42,635	\$ 8,151
Alliance Food Safety Program Advancement - 3 yrs	\$ 170,578	\$ 42,697
Alliance Food Safety Program Online Permitting - 3 yrs	\$ 152,526	\$ 26,689
Monterey 319	\$ 51,072	\$ 1,258
Housatonic Valley Association Berkshire Clean Cold and Connected Restoration	\$ 50,000	\$ 0
Adams Green Communities	\$ 5,613	\$ 0
North Adams Green Communities	\$ 3,022	\$ 0
State Earmark Outdoor Recreation Website	\$ 27,225	\$ 2,272
Cheshire Green Communities	\$ 2,446	\$ 5,066
Shared Services	\$ 50,930	\$ 0
Lee Master Plan Open Space Recreation Plan	\$ 10,000	\$ 0
EPA - Assessment Project	\$ 138,000	\$ 254,530
West Stockbridge Green Communities	\$ 6,087	\$ 8,426
Decarbonizing Berkshire County with Municipal Energy Self-Sufficiency	\$ 21,940	\$ 0
Sheffield Sustainable & Affordable Housing	\$ 8,628	\$ 0
Adams Stormwater	\$ 10,000	\$ 0
Berkshire Funding Focus (grants)	\$ 45,000	\$ 8,685
(CEDAC) Home Modification Loan Program (HMLP)	\$ 25,403	\$ 47,000
Clarksburg Grant Writing	\$ 5,770	\$ 0
Western Mass Emergency Preparedness Mgmt	\$ 35,000	\$ 0
Monterey Municipal Vulnerability Action Grant	\$ 37,345	\$ 0
Lee Hazard Mitigation and Municipal Vulnerability Preparedness	\$ 12,198	\$ 287
Regional Food System Partnerships Program	\$ 306,506	\$ 297,025
Brownfield Revolving Loan Fund 2	\$ 23,002	\$ 23,000
Massachusetts Regional Trail Map	\$ 0	\$ 5,000 <sup>1</sup>
Lee - Stockbridge Road Parcel Planning	\$ 10,765	\$ 2,794
(MCLA) National Endowment for the Arts	\$ 49,998	\$ 0
Dept of Revenue (EOAF) - Efficiency and Regionalization - Online Permitting	\$ 100,042	\$ 0
Mass Audubon Society - Rowe MVP	\$ 1,155	\$ 0
Hancock MVP	\$ 17,844	\$ 0
Digital Equity Planning Pittsfield	\$ 100,000	\$ 0
Digital Equity Planning Southern Berkshire County	\$ 85,000	\$ 18,617
Digital Equity Planning - Dalton	\$ 25,000	\$ 7,016
Digital Equity Planning - Clarksburg	\$ 0	\$ 8,453
Digital Equity Planning Services - New Marlborough	\$ 0	\$ 15,000
Digital Equity Planning Services - Otis, Windsor, Washington, Becket	\$ 0	\$ 35,988
Municipal Cybersecurity Services Pilot	\$ 100,283	\$ 0
Community First Partnership - Mass Save - Adams & North Adams	\$ 40,763	\$ 0

<b>PROJECTED REVENUES</b>	<b>FY2024 APPROVED</b>	<b>FY 2025 Recommended</b>
Community First Partnership - Mass Save - Adams & North Adams 24-25		\$ 25,000
Community First Partnership - Mass Save - Lee & Gt. Barrington	\$ 40,763	\$ 0
Community First Partnership - Mass Save - Lee & Gt. Barrington 24-25		\$ 25,071
Sandisfield Green Communities	\$ 3,977	\$ 417
Air Quality	\$ 178,001	\$ 209,517
USDOT Transportation Safety Planning	\$ 198,000	\$ 886
MassDOT Transportation Safety Planning	\$ 0	\$ 325
National Council on Aging - Home Vaccinations	\$ 88,110	\$ 0
Mass Clean Energy Technology Center-EMPower Innovation/Implement	\$ 129,912	\$ 58,054
Digital Equity Partnership	\$ 25,000	\$ 22,862
Cultural District	\$ 36,000	\$ 33,052
BTI - Berkshire Benchmarks	\$ 0	\$ 14,700
Sheffield EOHLIC - CDBG Housing Rehab 2022 & 2023	\$ 0	\$ 96,004
Accelerating Age- and Dementia-Friendly Diversity, Equity, and Inclusion Work (EOEEA) Lanesborough Master Plan	\$ 0	\$ 5,137
Lanesborough Master Plan	\$ 0	\$ 21,274
Executive Office of Energy & Environmental Affairs - Washington Zoning	\$ 0	\$ 1,881
Washington Zoning Recodification	\$ 0	\$ 16,709
Pittsfield Francis Ave. Parklet and Routing Study	\$ 0	\$ 250
Dept of Justice - Berkshire Post Overdose Program (COSSUP)	\$ 0	\$ 18,941
Health New England - Mini grant for PH Community Outreach	\$ 0	\$ 425,727
Municipal Employee Development in Berkshire County	\$ 0	\$ 5,292 <sup>3</sup>
New Marlborough Open Space & Rec Plan	\$ 0	\$ 50,000
University of Baltimore - COCLI - Berkshire Post Overdose Program	\$ 0	\$ 9,926
Savoy Culvert and Road Assessment	\$ 0	\$ 41,896
Peru Zoning	\$ 0	\$ 12,300
Lee Complete Streets	\$ 0	\$ 5,000
North Adams Brownfield Inventory (Comm Compact)	\$ 0	\$ 494
Pittsfield - Plan Consulting Services for 5-Year Consolidated Plan	\$ 0	\$ 20,000
Adams Slum and Blight Study	\$ 0	\$ 35,000
Community Health and Health Equity Improvement	\$ 0	\$ 20,500
MS4 Municipal Assistance Support	\$ 0	\$ 85,000
Digital Equity Implementation Application Pittsfield	\$ 0	\$ 8,167 <sup>3</sup>
Digital Equity Implementation Application Southern Berkshire County	\$ 0	\$ 10,000 <sup>3</sup>
Digital Equity Implementation Application Dalton	\$ 0	\$ 3,495 <sup>3</sup>
General: Community Assessment	\$ 109,844	\$ 9,660 <sup>3</sup>
Unsecured New Projects	\$ 0	\$ 112,590
<b>TOTAL REVENUES</b>	<b>\$ 6,266,015</b>	<b>\$ 6,640,005</b>

<sup>1</sup>. Applied for / requested- no decision as of 4/26/2024

<sup>2</sup>. As of 4/26/2024 not yet under contract

<sup>3</sup>. As of 4/24/2024 awarded but not yet under contract



# BRPC

Berkshire Regional Planning Commission

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

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## MEMORANDUM

**TO:** Delegates, Berkshire Regional Planning Commission  
**FROM:** Thomas Matuszko AICP, Executive Director  
**DATE:** May 10, 2024  
**SUBJ:** Authorization for Executive Committee to Act on Behalf of the Commission

The BRPC bylaws stipulate that the Delegates (or, in the absence of a Delegate, the Alternate) must vote annually whether to authorize the Executive Committee to act on the Commission's behalf. Such authorization requires approval by a two-thirds ballot vote of the delegates (22 affirmative votes must be received). The authorization for the Executive Committee to act on the Commission's behalf is limited to:

1. Disbursement of Commission funds based on a warrant;
2. Borrowing funds in anticipation of revenue and authorizing the Treasurer to give the Executive Director the authority to borrow funds when needed;
3. Establishing personnel policies;
4. Hearing and resolving personnel grievances;
5. Authorizing applications for federal, state, and local aid;
6. Seeking contributions;
7. Entering into contracts;
8. Approving comments on proposals of a regional or inter-community nature;
9. Approving submittal of comments for projects undergoing state or federal agency review;
10. Establishing policy regarding requests for planning-related technical assistance;
11. Authorization for planning services;
12. Approving submittal of comments on legislation or regulations which affect the region or member municipalities; and
13. Acting on routine transportation matters (excepting adoption of plans, programs, or endorsement of specific projects).

All actions of the Executive Committee are presented for review and discussion at the next Commission meeting. A simple majority vote may revoke this authorization at any Commission meeting. The Commission retains sole authority to act on:

1. Adoption of regional plans or policies;
2. Adoption of BRPC annual assessment and budgets;
3. Election of officers and approval of At-Large Executive Committee members and all committee chairs;
4. Confirmation of appointments to all committees;
5. Approval of Transportation Improvement Program;
6. Endorsement of specific transportation projects;
7. Modification of the duties of the Executive Director; and
8. Adoption or amendment to the bylaws.

Please complete the ballot one of the following ways by **Friday, June 14, 2024:**

- Web-based poll: <https://www.surveymonkey.com/r/HP5835Y>
- Return this form via mail
- Respond via email to [officeassistant@berkshireplanning.org](mailto:officeassistant@berkshireplanning.org)
- Fax: 413-442-1523

Thank you.

The Executive Committee of the Berkshire Regional Planning Commission

\_\_\_\_\_ should be authorized

\_\_\_\_\_ should not be authorized

to act on behalf of the Commission for Fiscal Year 2025.

\_\_\_\_\_  
Delegate's name (printed)

\_\_\_\_\_  
Delegate's signature

\_\_\_\_\_  
Community represented





# BRPC

Berkshire Regional Planning Commission

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

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## MEMORANDUM

TO: Berkshire Regional Planning Commission Delegates & Alternates  
FROM: Thomas Matuszko, Executive Director  
DATE: May 10, 2024  
SUBJ: May 21, 2024, Commission Meeting

### A. Berkshire Benchmarks Indicator Update

Berkshire Benchmarks released the **2024 State of the County Update**, available online at [BerkshireBenchmarks.org](https://BerkshireBenchmarks.org). This update highlights notable changes in the regional indicators, including comparisons to comparable counties, when possible. A few positive highlights include a continued increase in self-employed, households making over \$75,000, and the percentage of conservation framework land protected. The region has also seen a decrease in asthma-related emergency department visits and the percentage of people age 65 and older living alone. Some more significant topics Berkshire Benchmarks is watching include housing, population change, and mental health.