

BERKSHIRE COUNTY METROPOLITAN PLANNING ORGANIZATION

FY 2025 Unified Planning Work Program

DRAFT

October 1, 2024 – September 30, 2025



BRPC

Berkshire Regional Planning Commission



Unified Transportation Planning Work Program

October 1, 2024 to September 30, 2025

Prepared by the
Berkshire Regional Planning Commission
for the Berkshire Metropolitan Planning Organization

June 2024

This document was developed with the assistance of the Federal Highway Administration, the Federal Transit Administration, the Massachusetts Department of Transportation, and the Berkshire Regional Transit Authority.

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Berkshire Metropolitan Planning Organization

June 2024

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MPO ENDORSEMENT:

**BERKSHIRE METROPOLITAN PLANNING ORGANIZATION
UNIFIED TRANSPORTATION PLANNING WORK PROGRAM
2024-2025**

This is to certify that the Berkshire County Metropolitan Planning Organization (MPO) hereby endorse the Unified Planning Work Program for the Berkshire Regional Planning Commission for the federal fiscal year beginning October 1, 2024 and the MPO authorizes the Chairman to endorse the document on their behalf.

Monica Tibbits Nutt
MassDOT Secretary and CEO
Berkshire MPO Chairman

Date

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Transportation Acronyms:

ABP: Accelerated Bridge Program
 ADA: Americans with Disabilities Act
 ADT: Average Daily Traffic
 ATR: Automatic Traffic Recorder
 BMS: Bridge Management System
 BRTA: Berkshire Regional Transit Authority
 BRPC: Berkshire Regional Planning Commission
 CAAA: Clean Air Act Amendments of 1990
 CDBG: Community Development Block Grant
 CFR: Code of Federal Regulations
 CIP: Capital Investment Plan
 CMAQ: Congestion Mitigation and Air Quality
 CMP: Congestion Management Process
 CO: Carbon Monoxide
 COA: Council On Aging
 CPS: Corridor Planning Study
 CSS: Context Sensitive Solutions
 DCR: Department of Conservation and Recreation
 DDS: Department of Developmental Services
 DEP: Department of Environmental Protection
 DHCD: Department of Housing & Community Development
 DLTA: District Local Technical Assistance
 DOT: Department of Transportation
 DPH: Department of Public Health
 DTA: Division of Transitional Assistance
 EDA: Economic Development Administration
 EIR: Environmental Impact Report
 EIS: Environmental Impact Statement
 EJ: Environmental Justice
 ENF: Environmental Notification Form
 EOEEA: Executive Office of Energy and Environmental Affairs
 EOT: Executive Office of Transportation
 EPA: Environmental Protection Agency
 EPDO: Equivalent Property Damage Only
 FAA: Federal Aviation Administration
 FAST Act: Fixing America's Surface Transportation Act
 FFY: Federal Fiscal Year
 FHWA: Federal Highway Administration
 FO: Functionally Obsolete
 FRA: Federal Railroad Administration
 FTA: Federal Transit Administration
 GHG: Green House Gas
 GIS: Geographic Information System
 GPS: Global Positioning System
 HAZMAT: Hazardous Material

HCM: Highway Capacity Manual
 HOV: High Occupancy Vehicle
 HPMS: Highway Performance Monitoring System
 HPP: High Priority Project
 HSIP: Highway Safety Improvement Program
 I&M: Inspection & Maintenance
 IM: Interstate Maintenance
 ITE: Institute of Transportation Engineers
 ITS: Intelligent Transportation Systems
 ISTEA: Intermodal Surface Transportation Efficiency Act of 1991
 JARC: Job Access Reverse Commute
 LOS: Level of Service
 LPA: Local Planning Assistance
 LPMS: Local Pavement Management System
 MAC: Massachusetts Aeronautics Commission
 MARPA: Massachusetts Association of Regional Planning Agencies
 MARTA: Massachusetts Association of Regional Transit Authorities
 MassDOT: Massachusetts Department of Transportation
 MassGIS: Massachusetts Geographic Information System
 MBTA: Massachusetts Bay Transportation Authority
 MEMA: Massachusetts Emergency Management Agency
 MEPA: Massachusetts Environmental Policy Act
 MHC: Massachusetts Historical Commission
 MIS: Major Investment Study
 MISER: Massachusetts Institute for Social and Environmental Research
 MOU: Memorandum of Understanding
 MPO: Metropolitan Planning Organization
 MUTCD: Manual on Uniform Traffic Control Devices
 MVP: Municipal Vulnerability Preparedness Plan
 MWRA: Massachusetts Water Resources Authority
 NAAQS: National Ambient Air Quality Standards
 NEPA: National Environmental Policy Act
 NFA: Non Federal-Aid
 NHS: National Highway System
 NOx: Oxides of Nitrogen
 NTD: National Transit Database
 NTS: National Transportation System
 NTSB: National Transportation Safety Board
 OCI: Overall Condition Index (used with pavement)
 OTP: Office of Transportation Planning
 PCI: Pavement Condition Index
 PL: Metropolitan Planning funds (federal)
 PMS: Pavement Management System
 POP: Public Outreach Program
 PPP: Public Participation Plan
 PPP: Public / Private Partnership
 PRC: Project Review Committee

PRWORA: Personal Responsibility & Work Opportunity Reconciliation Act
PWED: Public Works/Economic Development
RIF: Roadway Inventory Files
RFP: Request For Proposal
RFQ: Request For Qualifications
ROW: Right Of Way
RPA: Regional Planning Agency
RSA: Roadway Safety Audit
RTA: Regional Transit Authority
RTP: Regional Transportation Plan
SAFETEA-LU: Safe, Accountable, Flexible and Efficient Transportation Equity Act
SAR: Strategic Assessment Report
SD: Structurally Deficient
SIP: State Implementation Plan (for Air Quality)
SOV: Single Occupancy Vehicle
SPR: Statewide Planning & Research
STIP: State Transportation Improvement Program
STP: Surface Transportation Program
TAC: Transportation Advisory Committee
TAZ: Transportation Analysis Zone
TCM: Transportation Control Measures
TDM: Travel Demand Management
TEA-21: Transportation Equity Act for the 21st Century
TEC: Transportation Evaluation Criteria
TI: Transportation Improvement (in SAFETEA-LU)
TIP: Transportation Improvement Program
TMA: Transportation Management Association
TMC: Turning Movement Count
TRB: Transportation Research Board
TSM: Transportation Systems Management
UPWP: Unified Planning Work Program
VMS: Variable Message Sign
VMT: Vehicle Miles of Travel

Introduction

The Unified Planning Work Program (UPWP) is a description of the annual program for a continuing, cooperative and comprehensive (3C) transportation planning process in the Berkshire region. As staff to the Berkshire Metropolitan Planning Organization (MPO), the Berkshire Regional Planning Commission (BRPC) is responsible for developing the UPWP in cooperation with the MPO and staff of member transportation agencies including the Berkshire Regional Transit Authority (BRTA) and Massachusetts Department of Transportation (MassDOT).

The UPWP provides an indication of regional long and short-range transportation planning objectives, the budget necessary to sustain the overall planning effort, and the sources of funding for each specific program element. All tasks will be performed by BRPC in cooperation with appropriate agencies including BRTA. The only exception is task 2.3, Traffic Data Collection which will be performed by a consultant.

The work tasks within this UPWP reflect issues and concerns from transportation agencies at the federal, state and local levels. The UPWP continues BRPC's emphasis on tasks leading to implementation of transportation improvements. Many of these tasks support the vision, goals and objectives of the *Regional Transportation Plan* and provisions of federal legislation, particularly *Fixing America's Surface Transportation* (FAST) Act (Public Law No. 114-94), the Clean Air Act Amendments of 1990 (CAAA), the Americans with Disabilities Act (ADA), and the Civil Rights Act of 1964.

This UPWP will focus on the following:

- Management of the 3C Process and TIP Development
- Preparation of a new TIP and prioritization of new projects
- Corridor access and land use management for communities
- Continued investment in transportation software and professional development.
- Safety as a major consideration for all travel modes
- Maintenance of the Pavement Management System.
- Annual Title VI reporting
- Support for bicycling and pedestrian travel and implementing Complete Streets initiatives
- Improving the accuracy and scope of data used in transportation planning, including traffic volumes, crash data, land development and major businesses
- Transportation technical assistance to local governments
- Travel Demand Model Updates
- Performance based planning and performance measures
- Increased use of clean, alternative transportation modes
- Strategies to reduce GHG emissions
- Expansion of transit and rail service
- Monitor Berkshire Flyer pilot service
- Outreach and interregional coordination

The Federal Highway Administration (FHWA) continues to recognize the importance of the UPWP to address ten planning factors, specifically during the development of the UPWP:

1. Support the economic vitality of the metropolitan area, especially by enabling global competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for motorized and non-motorized users;
3. Increase the security of the transportation system for motorized and non-motorized users;
4. Increase the accessibility and mobility options available to people and for freight;
5. Protect and enhance the environment, promote energy conservation, and improve quality of life;
6. Enhance the integration and connectivity of the transportation system, across and between modes, for people and freight;
7. Promote efficient system management and operation;
8. Emphasize the preservation of the existing transportation system;
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation; and
10. Enhance travel and tourism.

This UPWP addresses the above ten Planning Factors in a variety of ways, the sum of which is comprehensive. The way each planning task/activity applies to the factors is depicted in the following table.

Table 1: Applicability of UPWP Tasks to Metropolitan Planning Factors

Task Number	UPWP Element	Metropolitan Planning Factor									
		1	2	3	4	5	6	7	8	9	10
1.1	Management of 3C Process	√	√	√	√	√	√	√	√	√	√
1.2	UPWP	√	√	√	√	√	√	√	√	√	√
1.3	Public Participation	√	√	√	√	√	√	√	√	√	√
1.4	Title VI & EJ	√	√	√	√	√	√	√	√	√	√
1.5	TIP Development	√	√	√		√		√	√	√	√
2.1	GIS, Mapping and Graphics	√	√	√	√	√	√	√	√	√	√
2.2	Regional Data & Analysis	√	√	√	√	√	√	√	√	√	√
2.3	Traffic and Travel Data	√	√	√	√	√	√	√	√	√	√
2.4	Travel Forecasting & GHG Analysis	√	√		√	√	√	√	√	√	√
2.5	Pavement Management	√	√	√	√	√	√	√	√	√	√
3.1	Special Studies	√	√	√	√	√	√	√	√	√	√
3.2	Bicycle & Pedestrian Planning	√	√	√		√		√	√	√	√
3.3	Regional Transit Planning	√		√	√	√	√	√	√	√	√
3.4	Safety Initiatives	√	√			√		√	√	√	√
3.5	Climate Change	√	√	√		√		√	√	√	√
3.6	Freight & Freight Rail Planning	√	√	√	√	√	√	√	√	√	√
3.7	Regional Performance Measures	√	√	√	√	√	√	√	√	√	√
3.8	Berk Flyer Marketing & Monitoring	√	√	√	√	√	√	√	√	√	√
4.1	Transportation and Land Use	√	√	√	√	√	√	√	√	√	√
4.2	Local Technical Assistance	√	√	√	√	√	√	√	√	√	√
4.3	Scenic Byway Projects	√	√	√	√	√	√		√	√	√
4.4	Expansion of Transit & Rail Service	√	√	√	√	√	√	√	√	√	√
4.5	Outreach & Interregional Coord.	√	√	√	√	√	√	√	√	√	√

In addition to the FHWA's ten Planning Factors, tasks within the UPWP address the Planning Emphasis Areas jointly developed by FHWA and FTA on December 30, 2021. These Planning Emphasis Areas (PEAs) are intended to be utilized in the development of metropolitan and statewide planning and research programs. The PEAs encourage MPOs to focus on climate and clean energy, equity, complete streets, public involvement, Department of Defense coordination, Federal Land Management Agency coordination, planning and environmental linkages and data sharing in the transportation planning process.

The descriptions of the tasks to be accomplished and the budgets for these tasks are based on the best estimate of what can be accomplished within the limits of available resources. If, in the performance of this work program, it becomes apparent that certain tasks cannot be accomplished due to changing or unforeseen circumstances, the UPWP will be adjusted by redefining the scope of the tasks and/or reallocating funds among tasks. Such adjustments will be made in cooperation with MassDOT, the Federal Highway Administration (FHWA), the Federal Transit Administration (FTA), the Berkshire Regional Transit Authority (BRTA), and other concerned agencies.

On November 15, 2021, the [Infrastructure Investment and Jobs Act \(IIJA\) \(Public Law 117-58, also known as the "Bipartisan Infrastructure Law"\)](#) was signed into law. The BIL does continue all requirements that applied to the Metropolitan Planning Program under the Fixing America's Surface Transportation (FAST) Act. It also requires each MPO to use at least 2.5% of its PL funds on specified planning activities to increase safe and accessible options for multiple travel modes for people of all ages and abilities. This requirement is addressed through Task 3.2, Bicycle and Pedestrian Planning through Complete Streets activities; the task budget of \$52,000 exceeds the 2.5% requirement of expenditure on this task.

Transportation Funding Sources

Federal Highway Administration (FHWA)/MassDOT -MassDOT receives funds from several FHWA programs that are passed through to planning agencies to conduct transportation planning activities. Those programs include Metropolitan Planning (PL), Statewide Planning and Research (SPR), Scenic Byways, High Priority Projects (HPP), Transportation, Community and System Preservation (TCSP) and earmarked appropriations. The first two categories are specifically intended for planning. Funding from those programs is apportioned to states on the basis of population in urbanized areas and relative to the amount of highway construction funds the state receives. MassDOT maintains multi-year contracts with regional planning agencies to conduct transportation related planning activities utilizing the PL and SPR funds received from FHWA. The other programs mentioned above are not exclusively for planning but may be used for that purpose.

Within the Berkshire region the predominant source of funding is a combination of federal (PL) and state funds. These funds are allocated to regional planning agencies in the state, using a formula agreed to by the affected agencies. Funds must be spent within the year allocated. Any unspent funds will be de-obligated at the end of each federal fiscal year. The decision to re-obligate unused PL funding is at the discretion of the State. For federal fiscal year 2025, the Berkshire region's PL allocation is \$789,734. The UPWP meets FHWA's requirement that at least 33% of PL funds result in tangible products.

Federal Transit Administration (FTA)/MassDOT/BRTA -Two types of funds are available for transit planning in the Berkshire region. Section 5303 and Section 5307. Section 5303 funds are designated for the use of planning and technical studies related to urban mass transportation. They are passed from FTA through MassDOT to the regional planning agencies in the state. This FFY 2025 UPWP will be funded by a combined PL/5303 contract which will be administered by the FHWA and the match for 5303 funding will be provided by MassDOT.

Section 5307 funds can be used for planning as well as other purposes and are distributed by FTA on the basis of each transit authority's service area population. However, because the amount allocated to the BRTA is just enough to cover the capital and operating needs of that agency, it has opted not to use any of those funds for planning. Therefore, no Section 5307 planning work is included in this UPWP. The time periods, or "program years", for the various funding sources are outlined in the following chart:

Funding Source:	Fiscal Period:
FHWA(PL)/MassDOT	October 2024 through September 2025
FTA/MASSDOT 5303	October 2024 through September 2025

Geographical Distribution of UPWP Funded Studies

BRPC staff conducted a geographical distribution of transportation planning tasks/studies completed in connection within the UPWPs spanning the last five years. This assessment is similar to that utilized in the TIP to identify projects that potentially impact minority and low-income block groups in the region and will influence future work. The map below depicts the studies/task in relation to these areas.

Figure 1: UPWP Projects by Community

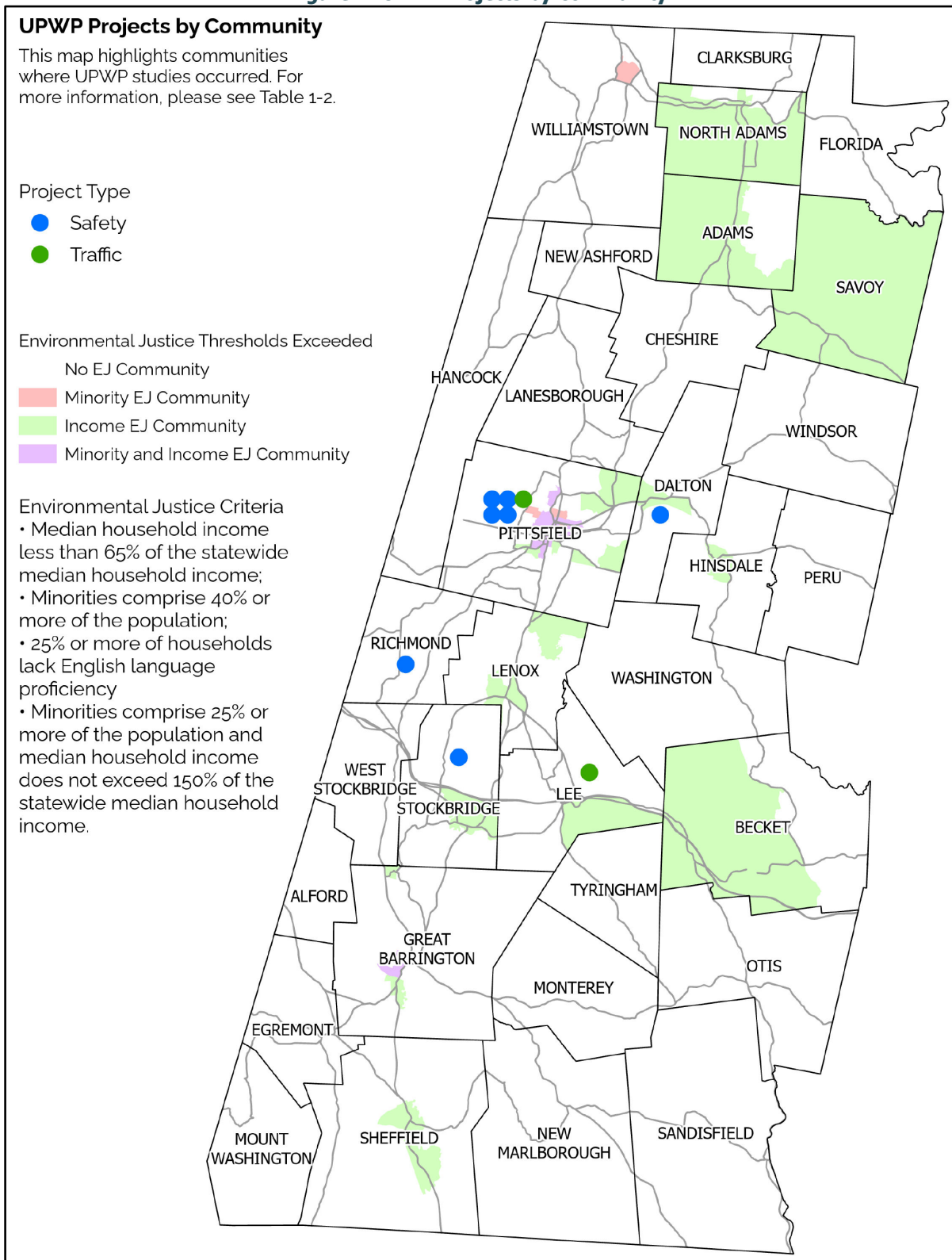


Table 2: FFY 2019-2024 Regional Projects Table

Regional Project	Month	Year	FY
TIP			Annual
UPWP			Annual
2024 RTP			FY 2023
Berkshire Flyer 2.0	March	2019	FY 2019
2020 RTP	July	2019	FY2019
Travel & Tourism Berkshire County	October	2019	FY2020
EV Infrastructure Strategic Plan	June	2021	FY2021
Bike Path Implementation Story Map	June	2021	FY2021
Traffic Safety in Berkshire Town Centers	January	2022	FY2022
Coordinated Human Service Transportation Plan	June	2023	FY2023
Roundabout Safety and Effectiveness Analysis	April	2024	FY2024

Table 3: FFY 2019-2024 Specific Studies

Project Name/description	Month	Year	FY	Community
Washington Mountain Traffic Safety Analysis	March	2019	FY2019	Dalton
Merrill Road RSA	May	2019	FY2019	Pittsfield
Main/East & South/Main RSA	September	2019	FY2019	Stockbridge
Dublin Rd & SR 41 RSA	November	2019	FY2020	Richmond
E. Housatonic/Pomeroy Ave Traffic Study	October	2020	FY2021	Pittsfield
East Street (Route 9) RSA	April	2022	FY2022	Pittsfield
Lee Roundabout Concept Analysis	March	2022	FY2022	Lee
West Street Safety Analysis	January	2023	FY2023	Pittsfield
Route 7&9 Intersection Bottle Neck Analysis	December	2023	FY2024	Pittsfield

In performing this assessment, UPWPs from the past five years were reviewed to identify the transportation planning tasks which were undertaken and completed in the Berkshire MPO region. In addition to these major planning efforts, other activities such as data collection, local technical assistance requests and regional activities including the preparation of the Transportation Improvement Plan (TIP) and the Coordinated Human Services Transportation Plan were conducted as UPWP work tasks.

From a social justice point of view, there is a strong correlation between where past projects /studies have occurred and Environmental Justice communities. There are only two instances of projects occurring in a community that has not met at least one

environmental justice threshold. This also holds for new projects and studies which will occur with this FFY 2025 UPWP. While it may appear that many of the UPWP studies or projects may be focused on a select number of communities, each of the study efforts benefit all residents who travels to and within the urbanized area of Berkshire County. There has not been any instance where a community requesting assistance with a transportation issue has been denied help.

UPWP Administrative Adjustments and Amendments

During the course of the year, there may be instances when a change to the Unified Planning Work Program (UPWP) is necessary. These changes can range from minor to major. The following section has been developed to outline the process that will be followed to effectuate changes to the UPWP. Changes which are relatively minor in nature will be handled as Administrative Adjustments; modifications which are more significant will be handled as an amendment. Below are general guidelines regarding the conditions that constitute an administrative adjustment or amendment to the UPWP. All proposed administrative adjustments and amendments must be presented to the MPO for consultation. Both adjustments and amendments must be voted on by the MPO members; amendments must be released for 21-Day public comment period prior to endorsement.

UPWP Administrative Adjustment	UPWP Amendment
Reallocation of budget funds when below 25% of total task cost	Addition or Removal of UPWP task(s)
Adjustment to a project scope	Significant change in project scope, cost, and/or time allocation
	Change in start/completion dates within the originally intended federal fiscal year(s)

Submission of Budget Reallocation Request

Following MPO endorsement of the adjustment or amendment, a Budget Reallocation Request form will be prepared and submitted to MassDOT Office of Transportation Planning (OTP). All fields of the form will be filled out with clear indication that the MPO was consulted prior to submission. Back up documentation will be submitted, including the UPWP description of the task(s) affected, original budget, revised budget, and justification for the request. MassDOT is strongly encouraged to provide final approval in an expeditious manner.

Definition of Significant Change:

With respect to an amendment to the UPWP attributed to a significant change, it is considered significant when it alters the original intent of the project or intended conclusions of the project. It may also entail a change to the project scope, budget, project schedule and time allocation. A full amendment to the UPWP including a public comment period and FHWA approval will be required for budget reallocations that exceed twenty five percent of the total task budget.

Work Element 1: Management/Certification of 3-C Process

This work element encompasses the administration and support of the 3C transportation process and has been divided into the following five tasks:

Task 1.1 Management of the 3-C Process

OBJECTIVE:

Support, and facilitate an open Comprehensive, Cooperative, and Continuing (3C) transportation planning and programming process at all levels of government in conformance with applicable federal and state requirements and guidelines as described in the 3C Memorandum of Understanding.

PREVIOUS ACTIVITIES:

1. Support meetings of the Transportation Advisory Committee (TAC) and MPO and maintain certification of the planning process.
2. Participate in Massachusetts Association of Regional Planning Agencies (MARPA) and Transportation Managers Group meetings.
3. Provide coordination with Berkshire communities, Berkshire Regional Transit Authority (BRTA) and private transportation providers.
4. Review technical literature on transportation planning procedures.
5. Review federal transportation regulations pursuant to FAST Act.
6. Prepare monthly progress reports and invoices, supervise transportation planning staff and administer 3-C contract.

PROPOSED ACTIVITIES:

1. Provide staff support to the Berkshire Metropolitan Planning Organization (MPO) and its members on transportation plans and programs. Prepare and distribute information for meetings of Berkshire MPO, Transportation Advisory Committee and BRPC Transportation Committee and Commission.
2. Participate/assist in the MPO self-certification determination procedures. Prepare and periodically update other regional planning documents necessary to maintain federal certification of the Berkshire planning region and BRTA eligibility to receive transit assistance. Attend and participate in transit-related meetings such as the BRTA Board, BRTA Human Service Transportation (HST), BRTA Advisory Committee on Disability, and the Berkshire Regional Coordination Council.
3. Participate in the Transportation Managers Group meetings. Review and comment on federal and state transportation-related plans, programs, legislation, regulations, and guidelines with a focus toward the development of Performance Measures. Review literature on new transportation planning procedures.
4. Provide transportation planning services in support of the BRPC's comprehensive planning programs and conduct meetings on transportation issues. Perform various transportation-related analyses as needed.
5. Support staff professional development to enhance transportation planning capacity. Supervise transportation staff. Recruit transportation staff as needed.
6. Monitor the progress of work, budgets, and scheduling of various work tasks. Prepare progress reports and invoices for work completed. Maintain official records and files of activities relating to the 3C Transportation Planning process.

7. Support FHWA and FTA 2021 Planning Emphasis Areas including coordination with the Department of Defense and Federal Land Agency's.

PRODUCTS:

1. Memoranda and reports as needed.
2. Updates and amendments to certification documents as required.
3. MPO and TAC meeting minutes and reports.
4. Monthly invoices and annual report.

SCHEDULE:

1. Work on this task will be continuous throughout FFY 2025

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$ 140,000/35,000	\$ 175,000	190
TOTAL	\$ 175,000	\$ 175,000	190

Task 1.2 Unified Planning Work Program

OBJECTIVE:

Prepare and maintain a Transportation Unified Planning Work Program (UPWP) that describes and addresses all transportation and transportation-related planning activities anticipated within the Berkshire planning region.

PREVIOUS ACTIVITIES:

1. Monitor work schedule and budget for FFY 2024.
2. Draft a new UPWP for FFY 2024.

PROPOSED ACTIVITIES:

1. Publish the UPWP.
2. Monitor, review and amend Berkshire's FFY 2025 UPWP as needed. Circulate revisions to the appropriate agencies for review and/or endorsement.
3. Develop a new UPWP for the Berkshire planning region covering FFY 2026.

PRODUCTS:

1. FFY 2026 UPWP Document.
2. Monitor work schedule and budget.
3. Amendments to the FFY 2025 UPWP as necessary.

SCHEDULE:

1. Draft of FFY 2026 UPWP for MPO review – May 2025
2. MPO endorsement of FFY 2026 UPWP – June 2025
3. Federal agency approval of FFY 2026 UPWP – September 30, 2025

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$16,800/4,200	\$21,000	21
TOTAL	\$21,000	\$21,000	21

Task 1.3 Public Participation

OBJECTIVES:

Provide the public with complete information, timely notice, and opportunities for continuing involvement in the 3C process and ensure that all segments of the population are able to fully participate. Assess the effectiveness of the current Public Participation Process and enhance the process of regional involvement supporting the objectives of the Bipartisan Infrastructure Law,

PREVIOUS ACTIVITIES:

1. Produce transportation related articles for the BRPC monthly newsletter, "Common Ground".
2. Update and maintain mailing lists for public participation.
3. Update website with regional transportation planning activities.
4. 2018 Public Participation Plan.

PROPOSED ACTIVITIES:

1. Prepare transportation articles for "Common Ground", BRPC's monthly newsletter; perform regular updates to the agency's website.
2. Develop graphics, charts, data visualizations and materials for public distribution to improve communications.
3. Apply the Public Participation Process to transportation program activities and tasks; prepare for and attend public meetings; perform research to increase public participation including virtual public involvement; inform and educate residents on BRPC's transportation initiatives.
4. Explore alternative outlets to reach Limited English Proficient populations
5. Regular updates of email addresses for public participation, EJ and Title VI activities including MassDOTs Engage tool.
6. Network with social service agencies, transportation providers, neighborhood groups, and community organizations to enhance outreach efforts.

PRODUCTS:

1. Transportation articles for the BRPC newsletter, *Common Ground*.
2. Periodic updates to BRPCs webpage to maintain current information on transportation initiatives and projects.
3. Expanded public outreach efforts and media contacts.
4. Actions to ensure that the transportation public involvement process contains no barriers to participation by minority and low-income groups. Ensure materials and website are accessible.
5. Updated Public Participation Plan emphasizing virtual public involvement (VPI) techniques.
6. Preparation of meeting minutes.

SCHEDULE:

1. Public Participation efforts will be ongoing throughout FFY 2025

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$21,600/5,400	\$27,000	40
TOTAL	\$27,000	\$27,000	40

Task 1.4 Title VI and Environmental Justice

OBJECTIVE:

To integrate the non-discrimination principles of Environmental Justice and Title VI into the 3C Transportation Planning process and ensure that all segments of the population are able to fully participate and have their interests represented in a complete and equitable fashion. Ensure Title VI protected classes are considered in the project selection process of developing the TIP; prepare annual Title VI report document.

PREVIOUS ACTIVITIES:

1. Preparation of Title VI and EJ maps (census block maps) for towns and cities in Berkshire County.
2. Monitoring of trends or changes to targeted population groups.
3. Prepare Title VI Plan.

PROPOSED ACTIVITIES:

1. Continued monitoring of demographic trends and shifts in Berkshire County.
2. Where advisable, and within parameters of cost feasibility, translation of BRPC materials for distribution to EJ populations
3. Evaluate projects for environmental justice impacts as part of the RTP/ TIP project evaluation processes.
4. Conduct outreach, engage and take appropriate actions to ensure that the transportation public involvement process contains no barriers to participation by EJ and Title VI population groups and conduct transportation equity analyses as necessary.
5. Maintain database containing email contacts of community groups and relevant non-profits and work to develop and maintain productive relationships with these groups.
6. Prepare annual Title VI report; coordinate with MassDOT ODCR as necessary.
7. Advance racial equity and support for underserved and disadvantaged communities.

PRODUCTS:

1. Annual Title VI report
2. Updated outreach contact list

SCHEDULE:

1. Work will be ongoing throughout FFY 2025
2. Annual Title VI report: December 31, 2025

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$12,800/3,200	\$16,000	20
TOTAL	\$16,000	\$16,000	20

Task 1.5 TIP Development

OBJECTIVE:

Develop, amend, and maintain the Transportation Improvement Program (TIP) for the Berkshire Region. Update and refine a multi-year program of transportation improvement projects that is consistent with the Regional Transportation Plan (RTP), the State Implementation Plan, EPA Air Quality Conformity Regulations, FHWA/FTA Planning Regulations and the Massachusetts Statewide Road and Bridge Policy.

PREVIOUS ACTIVITIES:

1. Monitor progress of TIP implementation.
2. Request submittal of transportation improvement projects from municipalities, MassDOT, BRTA and other transportation providers.
3. Maintain a database of improvement projects.
4. Produce and distribute draft TIP documents for federal, state and local parties.
5. Provide assistance to applicants with their TIP projects.
6. Provide information and recommendations to the TAC and the MPO.

PROPOSED ACTIVITIES:

1. Prepare the 2026-2030 Transportation Improvement Program utilizing the eSTIP application. Solicit the submittal of transportation improvement and CMAQ projects including the preparation of CMAQ consultation materials.
2. Inform, educate and collaborate with municipalities regarding the process of submitting projects for consideration in the TIP. Assist communities with preparing on-line project need/project initiation forms and advancing projects to project initiation by providing technical assistance in all stages of project development and implementing TIP projects.
3. Monitor status of projects in the TIP. Prepare amendments and adjustments, as necessary.

PRODUCTS:

1. FFY 2026-2030 Transportation Improvement Program.
2. Amendments to the FFY 2025-2029 TIP as necessary.

SCHEDULE:

1. Draft of FFY 2026-2030 TIP for MPO review – March 2025
2. Draft FFY 2026-2030 TIP released by MPO for public comment- April 2025
3. MPO endorsement of FFY 2026-2030 TIP – May 2025
4. Federal agency approval of FFY 2026-2030 TIP – September 30, 2025

COMMUNITY BENEFICIARY: All Berkshire Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$28,000/7,000	\$35,000	45
TOTAL	\$35,000	\$35,000	45

Work Element 2: Technical Support and Data Collection

This element documents activity to be conducted in support of transportation planning tasks described in other UPWP elements. Included as part of this activity is a focus on performance measures including research, analysis, public involvement/outreach, selection and implementation transitioning to performance-based planning.

These activities include technical planning tasks necessary to provide a basis for transportation planning, evaluation of transportation improvement decisions, and monitoring and management of the transportation system. This includes data collection and management, analytical procedures, and computer operations and the tasks included in this work element are linked to all other work elements of this UPWP. The work activities of this task will utilize tools and software available through MassDOT and include INRIX, Streetlight and Conveall.

Task 2.1 GIS, Mapping and Graphics

OBJECTIVE:

Continue to develop and maintain digital geo-coded referenced data about the Berkshire Region and its transportation systems. BRPC seeks to increase access to its extensive regional database, improve spatial analytical capabilities and serve as a catalyst for cooperative development, exchange, and distribution of map data.

PREVIOUS ACTIVITIES:

1. Create working maps and visual displays.
2. Upgrade GIS software and office computers.
3. Update road inventory data layer.

PROPOSED ACTIVITIES:

1. Maintain and enhance digital base maps and data layers including road inventory file, bicycle facilities, sidewalks and traffic signals.
2. Provide mapping and related support for highway system planning, transit planning, and coordination with regional land use planning.
3. Support distribution of information to the public and planning stakeholders through thematic maps and educational multi-media presentations.
4. Participate in the Massachusetts Regional Planning Agency GIS group. Work with regional, state, and federal agencies on data standards and map standards.

PRODUCTS:

1. Maintenance of BRPC GIS System.
2. Maintenance of Data Layers to support Transportation Planning activities.
3. Mapping and Graphics to support Transportation Planning activities.
4. GIS coverage and map of BRTA bus stops.

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2025

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$12,000/3,000	\$15,000	14
TOTAL	\$15,000	\$15,000	14

Task 2.2 Regional Data and Analysis

OBJECTIVE:

Collect and maintain data about the Berkshire Region. Support decision-making for regional transportation and land-use planning. Improve analytical capabilities, increase access to regional databases, and analyze statistical information related to trends and projections.

PREVIOUS ACTIVITIES:

1. Collect and manage data associated with Berkshire Benchmarks
2. Develop Berkshire Benchmarks website
3. Coordinate with 2020 Census. Promote Census outreach efforts.
4. Update databases and analyses with 2020 Census data.

PROPOSED ACTIVITIES:

1. Update and expand demographic and economic database, such as employment data, land use, population, and household statistics; incorporate ACS data.
2. Collect data and coordinate transportation data needs with Berkshire Benchmarks.
3. Provide support to the BRPC transportation section, including computer maintenance, installation of transportation software, and review and purchasing of new software/hardware.

PRODUCTS:

1. Updated Databases.
2. Provide updates to the Berkshire Benchmarks data and website.
3. Conduct data analysis in support of Transportation Program activities.
4. Data to support bike share and passenger rail service.

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2025

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$14,800/3,700	\$18,500	19
TOTAL	\$18,500	\$18,500	19

Task 2.3 Traffic and Travel Data Collection

OBJECTIVE:

Collect and maintain traffic count data, and other transportation data relating to travel behavior and travel characteristics for the Berkshire Region. Traffic counts will be conducted by a consultant selected in accordance with Chapter 30B

PREVIOUS ACTIVITIES:

1. Regional traffic count program.
2. Respond to public and community requests for traffic data.

PROPOSED ACTIVITIES:

1. Administer 2025 Traffic Count Program.
2. Retain a traffic counting firm to undertake data collection.
3. Prepare a report summarizing Regional traffic counts.
4. Provide traffic data to local communities upon request and update BRPC website with traffic count data.
5. Coordinate with MassDOT on data collection activities, including bicycle and pedestrian counts.
6. Perform data collection activities in support of program activities.

PRODUCTS:

1. Updated Traffic Count database (web)
2. Regional Traffic Count report
3. Bicycle count data
4. Bridge inventory database

SCHEDULE:

1. 2024 Traffic Count Report – Winter 2024
2. Collect traffic data – Summer 2025

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$16,800/4,200	\$21,000	26
Traffic Counting Consultant Direct Expense*	\$6,400/1,600		--
TOTAL	\$29,000	\$21,000	26

*Direct expense to be funded with PL funds

Task 2.4 Travel Forecasting, Traffic Analysis, and GHG Emission Analysis

OBJECTIVE:

Analyze trends in regional traffic as documented by traffic counts and other travel data. Support local and regional sustainability and livability initiatives through analysis of corridors and projects in terms of circulation impacts and Greenhouse Gas emission reductions to address the transportation sector's regional impact on air pollution and climate change by estimating travel demand and the effectiveness of mitigation strategies.

PREVIOUS ACTIVITIES:

1. Prepare RTP Travel Forecasts.

PROPOSED ACTIVITIES:

1. Incorporate updated ACS data in Regional Travel Demand Model.
2. Model calibration.
3. Coordination with MassDOT on Travel Demand Modeling issues.
4. Perform Green House Gas emission calculations for projects included in the TIP consistent with the Massachusetts Global Warming Solutions Act.
5. Identification of additional model enhancements.
6. Travel Demand Model training.

PRODUCTS:

1. Technical documentation of corrections, additions, and calibration of the model.
2. Traffic forecasts and measures of transportation network performance in support of transportation planning studies.
3. GHG emission analyses for TIP projects.

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2025.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$13,200/3,300	\$16,500	19
TOTAL	\$16,500	\$16,500	19

Task 2.5 Pavement Management

OBJECTIVE:

Support and assist local highway departments with the management of their roadway infrastructure. Develop and prioritize pavement improvement projects throughout the Berkshire Region with the establishment and maintenance of a regional Pavement Management System (PMS).

PREVIOUS ACTIVITIES:

Participation in the MARPA Pavement Management Sub-committee
Berkshire County Pavement Condition Database

PROPOSED ACTIVITIES:

1. Maintain Pavement Management System.
2. Update MassDOT Road Inventory data for the Berkshire Region into the Pavement Management System.
3. Compare MassDOT data with regional PMS data.
4. Develop data collection plan for non-MassDOT Federal Aid System road segments.
5. Explain the PMS program and coordination activities to elected officials, highway superintendents, and/or public works directors from local communities; provide related assistance.
6. Conduct field surveys non-MassDOT Federal Aid System road segment and input data.
7. Report to the TAC and MPO on regional pavement conditions and the costs associated with maintaining a state of good repair.
8. Participate in Pavement Management System training.

PRODUCTS:

1. Updated MassDOT road inventory files.
2. Maintain Regional Pavement Management System.
3. Annual road assessment of pavement conditions including updated MassDOT Pavement Serviceability Index condition data for numbered routes in Berkshire County.

SCHEDULE:

1. Work on this task will begin in Fall 2024 and continue through Summer 2025.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$16,000/4,000	\$20,000	33
TOTAL	\$20,000	\$20,000	33

Work Element 3: Regional Planning Studies

This element consists of tasks which focus on specific issues or areas of concern raised by the MPO, BRPC member jurisdictions, or topics identified in other regional planning analysis, including the Regional Transportation Plan. Special studies will include partnering with BRTA, addressing public health impacts associated with the transportation system and identifying bicycle and pedestrian improvements in accordance with the Healthy Transportation Directive, when applicable.

Task 3.1 Special Studies

OBJECTIVE:

Provide background information and analysis of selected regional transportation planning topics.
Perform follow-up work on recommendations of previous studies. Enable BRPC to be responsive to short-term transportation planning needs.

PREVIOUS ACTIVITIES:

1. Lee Area Traffic Study.
2. Hubbard Avenue Development and Access Study.
3. Regional Bottlenecks Analysis. West Street Corridor – Pittsfield; Church St and Main St – North Adams; Route 2/ Price Chopper Plaza – North Adams.

PROPOSED ACTIVITIES:

The studies shown below are a list of special study topics compiled by staff with input from the MPO during the preparation of the UPWP. It is anticipated that work will be completed on a minimum of three studies during the program year, with additional work being initiated subject to staffing and budget constraints. The MPO will provide input on the selection of activities to be pursued.

1. First Street Corridor Study.
2. Regional Bottlenecks – Identification of locations experiencing regularly recurring congestion in the Region, perform intersection analyses and discussion of low-cost solutions to mitigate traffic conditions.
3. Hydrogen fuel for transit application research and evaluation study.
4. Housatonic Line Intra-County service exploratory study.

PRODUCTS:

1. Technical memorandum or reports on transportation issues of concern.
2. Analysis, evaluation and recommendations to mitigate bottleneck/traffic conditions to improve traffic and freight movement.

SCHEDULE:

1. Work on these tasks will be ongoing throughout FFY 2025.

COMMUNITY BENEFICIARY:

All Berkshire County Communities.

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$38,400/9,600	\$48,000	69
TOTAL	\$48,000	\$48,000	69

Task 3.2 Bicycle and Pedestrian Planning

OBJECTIVE:

Assist communities with Complete Streets planning and implementation efforts. Promote non-motorized transportation modes and coordinate activities of Regional and Sub-regional bicycling and walking groups with a focus on the FHWA's National Goal Area of Environmental Sustainability and MassDOT's Healthy Transportation Directive objectives. Improve safety and public health for all non-motorized travelers through planning, programming, and outreach.

PREVIOUS ACTIVITIES:

1. Staff support to the Berkshire Bike Path Council (BBPC).
2. Administration of Ashuwillticook trail counts.
3. GIS inventory of existing and proposed bike facilities in the Berkshire Region.

PROPOSED ACTIVITIES:

1. Assist communities on Complete Streets matters; support local and regional bicycle and pedestrian planning.
2. Provide technical support to the Berkshire Bike Path Council, Northern Berkshire Community Coalition and Western New England Greenway
3. Assist with efforts leading to furthering the construction of Ashuwillticook Rail Trail segments and micro-mobility pilot program implementation.
4. Identify gaps in bicycle networks and develop a quality of service/bikeability index.
5. Assist in efforts to further the Adventure Trail and Bennington trolley line trail.
6. Continue identifying priority areas for on road cycling improvements and pedestrian enhancements including best practices based on land use context (urban, suburban, rural) including identifying critical sidewalk gaps. Assist communities with MassDOT Safe Routes to School Program.
7. Participate in North Adams Reconnecting Communities study.
8. Identify areas of concern for bicycle and pedestrian safety, walkability and ADA compliance; develop scoping report for bike and pedestrian safety plan.
9. Participation in and programming activities for Bay State Bike Month.
10. Ashuwillticook bicycle trail planning – Pittsfield segment.
11. Support local and regional bicycle and pedestrian planning including:
 - Emeral Necklace Sidewalk Feasibility Study – Lenox, Stockbridge
 - Adventure Trail – Williamstown, N Adams
 - Lee Bikeway – Lee, Lenox
12. Participate in statewide bicycle and pedestrian planning initiatives; review MassDOT Bicycle and Pedestrian plans to inform the work within this task.
13. Activities that further alternative mode use including bicycle parking and bike sharing programs.
14. Actions which promote active and healthy lifestyles.
15. Participate in N Adams/MOCA Reconnecting Communities planning initiative.

PRODUCTS:

1. Technical assistance to municipalities on Complete Street related matters.
2. Recommendations of capital improvements for TIP consideration that advance the Healthy Transportation Compact and GreenDOT mode shift goals.
3. Regional Bike and Pedestrian Safety Plan.

4. Assist with efforts focused on outreach and education of bicycle and pedestrian safety and public health outcomes on a time available basis.

SCHEDULE:

1. Support/coordination/outreach efforts will be ongoing throughout FFY 2025.
2. Bike and Pedestrian Safety Plan: Summer 2025.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$41,600/10,400	\$52,000	75
TOTAL	\$52,000	\$52,000	75

Task 3.3 Regional Transit Planning

OBJECTIVE:

Provide technical assistance for public transportation service planning. Guide decision-making for regional public transportation issues. Make recommendations for improving the existing public transportation system in support of FHWA’s National Goal of increasing accessibility and mobility options available to people and for freight.

PREVIOUS ACTIVITIES:

1. Completed Southern Berkshire Community Transit study.
2. Prepare Transit Elements of the Berkshire Regional TIP.
3. Participate in meetings and training sessions for the MA Institute for Transportation Coordination, Berkshire team.
4. Inventory of Transportation Providers in Berkshire County.
5. Prepare the TIP Transit Element.

PROPOSED ACTIVITIES:

1. Provide planning assistance to BRTA for fixed route, para-transit and micro transit operations including partnering and coordination on planning and implementation efforts.
2. Provide support to the Berkshire Regional Coordination Council.
3. Support and assist identifying and programming TIP projects.
4. Participate in activities to improve mobility and transit options for Berkshire County residents.
5. Conduct an inventory of CHST vehicles, update Berkshire County Coordinated Human Services Transportation Plan as needed.
6. Activities leading to the implementation of micro-transit services, project management and oversight of a micro-transit feasibility study for central Berkshire County.
7. Monitor evolving transit technologies including hydrogen bus technology.

PRODUCTS:

1. Technical Memoranda and statistical reports which may include system data summaries, system performance standards, service expansion priorities, service reduction recommendations, analysis of boarding activity and analysis of existing/proposed stop locations, analysis of revenues and costs.
2. Prepare Transit Element for FFY 2026-2030 Transportation Improvement Program.
3. Amendments to the FFY 2025-2029 TIP as necessary

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2025.
2. Transit TIP Element - April 2025

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$40,800/\$10,200	\$51,000	66
TOTAL	\$51,000	\$51,000	66

Task 3.4 Safety Initiatives

OBJECTIVE:

Evaluate accident data and public input to determine if there are physical conditions on roadway and roadway configurations that are safety hazards. This task is focused on addressing the FHWA's Safety Goal Area as well as public health.

PREVIOUS ACTIVITIES:

1. Identify potential Road Safety Audit Review (RSAR) sites.
2. Road Safety Audit, South St (BMC area, W. Housatonic/Center St.) intersections in Pittsfield and Route 7/20 at Walker Street.
3. Analysis of MassDOT Crash Data for HSIP project identification.

PROPOSED ACTIVITIES:

1. Coordinate with Berkshire communities to identify HSIP eligible projects and the development of a Regional Comprehensive Safety Action Plan (SS4A).
2. Coordination with MassDOT on RSA; participate in road safety audits
3. Prioritize future year HSIP projects.
4. Activities to further implement effective rural safety countermeasures on regional roadway projects such as the state *Act to Reduce Traffic Fatalities*.
5. Identification of other potential safety improvements focused on distracted driving.
6. Outreach and education on the State's "Act to Reduce Traffic Fatalities".
7. Implementation of recommendations contained in the Safe Streets and Roads for All Comprehensive Safety Action Plan.
8. Establish and facilitate a regional Vision Zero committee.
9. Participate in statewide traffic safety efforts.

PRODUCTS:

1. Documentation on high crash incident locations within Berkshire County for motor vehicle, bicycle, and pedestrian incidents.
2. Incorporation of accident analysis into other regional studies to support findings related to needed system improvements.

SCHEDULE:

1. Work on this task will occur intermittently during FFY 2025.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$20,000/5,000	\$25,000	29
TOTAL	\$25,000	\$25,000	29

Task 3.5 Climate Change and Sustainability

OBJECTIVE:

Evaluate the potential impacts of Climate Change on regional transportation facilities with an emphasis on improving the resiliency and reliability of the transportation system along with mitigating climate change and storm water impacts on surface transportation. Participate in efforts related to climate change and the Carbon Reduction Strategy. This task is directed towards addressing Infrastructure Condition and System Reliability national performance goals from FAST performance measures.

PREVIOUS ACTIVITIES:

1. Completed Hazard Mitigation Plans
2. Compilation of stream crossing data
3. Transportation Climate Initiative

PROPOSED ACTIVITIES:

1. Participate in activities focused on reducing the impact of climate change attributed to the transportation sector.
2. Coordinate with recommendations developed through the Hazard Mitigation Planning process, Green Communities program, Municipal Vulnerability Preparedness planning, and other related activities.
3. Assist in efforts related to Massachusetts Stream Crossing Standards and aid communities seeking financial assistance for new projects.
4. Work with MassDOT and municipalities in identifying vulnerable assets and prioritize projects as part of its Climate Vulnerability Assessment; assist communities with MVP efforts.
5. Actively promote and work with municipalities to identify and implement model green infrastructure strategies.
6. Promote electric vehicle acquisition and charging infrastructure development and provide assistance to Berkshire municipalities pursuing private/state-funded incentives. Work to implement Berkshire Electric Vehicle Charging Station Plan recommendations.
7. Assist in efforts to reduce GHG emissions from public transportation sources and provide assistance to BRTA in identifying and assessing implementing clean alternative fuel buses.
8. Assist communities to gain access to the MVP program and participate in efforts to improve efficiency and reduce costs of culverts and bridges.
9. Assist with actions supporting the Carbon Reduction Strategy implementation.
10. Research cost-effective materials and building techniques for low-impact multi-use paths and boardwalks.

PRODUCTS:

1. Research and data collection that supports updates to Massachusetts Stream Crossing Standards.
2. Implementation of model green infrastructure strategies in selected communities.
3. Data to support electric vehicle charging infrastructure and electric vehicle supply equipment (EVSE) related to municipal and public transportation electric vehicle implementation efforts.
4. Report on Carbon Reduction Strategy implementation actions.

SCHEDULE:

1. Work on this task will continue in FFY 2025.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$41,600/10,400	\$52,000	70
TOTAL	\$52,000	\$52,000	70

Task 3.6 Freight and Freight Rail Planning

OBJECTIVE:

Evaluate the adequacy of the regional transportation system to effectively and efficiently provide roadway and rail improvements that support goods movement and the economy. Encourage planning, improvements, and additions to the rail network that increase the accessibility and mobility options available for passengers and freight. Advance planning for passenger and freight rail planning that supports goods movement, economic development, tourism, and development of a truly multi-modal transportation system.

PREVIOUS ACTIVITIES:

1. 2012 Freight and Goods Movement Survey Report.
2. Participation in the 2018 Massachusetts Freight Plan.

PROPOSED ACTIVITIES:

1. Participate in regional, statewide, and multi-state efforts that address freight rail.
2. Participate in regional, statewide, and multi-state efforts that address freight and goods movement.
3. Coordinate with MassDOT on State freight rail and freight planning efforts.
4. Engage local decision-makers and stakeholders on freight rail planning and goods movement.
5. Review and comment on federal and statewide rail plans, programs, legislation, regulations, and guidelines.
6. Continue participation in MassDOT's truck parking study and State Freight Plan.
7. Warehouse and shippers inventory.
8. Analyze Freight and Goods Movement Survey.
9. Prepare Freight and Goods Movement Study.

PRODUCTS:

1. Technical memos, data, and map products produced in concert with meetings, workshops, forums, grant applications, project proposals, etc., as needed.
2. Updated list of shippers and warehouses within Berkshire County.
3. Freight and Goods Movement Study

SCHEDULE:

1. Work on this task will be continuous throughout the fiscal year.
2. Conclude Freight and Goods Movement Survey – November 2024
3. Freight and Goods Movement Study – May 2025.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$21,600/5,400	\$27,000	37
TOTAL	\$27,000	\$27,000	37

Task 3.7 Regional Performance Measures Assessments

OBJECTIVE:

This task supports federal planning requirements to integrate performance-based planning into the regional transportation process goals while addressing FHWA's national performance goals. Data collected from a number of UPWP tasks will be used to identify the progress in meeting the performance measures and targets. New performance measures and targets may be developed based on statewide performance measures as required by the FAST Act.

PREVIOUS ACTIVITIES:

1. Berkshire Regional Transportation Plan
2. TIP Transportation Evaluation Criteria – Revised 2011
3. Pavement Management Program
4. 2024 RTP and TIP Performance Measures and Targets

PROPOSED ACTIVITIES:

1. Analyze and track data to identify progress in meeting regional performance targets.
2. Work with MassDOT and BRTA to coordinate data collection and share analysis methods.
3. Monitor and participate in Performance Management Subcommittee meetings.
4. Analyze and track data to identify the progress in meeting regional performance measures.
5. Develop updates to the regional performance measures as necessary to coincide with statewide performance measures and FAST Act requirements.

PRODUCTS:

1. Regional performance measures reporting updates.
2. Adoption/endorsement of required highway and transit performance measures

SCHEDULE:

1. Work will be continuous throughout 2025 with reporting updates in Winter 2025

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$20,800/5,200	\$26,000	33
TOTAL	\$26,000	\$26,000	33

Task 3.8 Berkshire Flyer Marketing and Service Monitoring

OBJECTIVES:

To assist with promoting and monitoring the Berkshire Flyer rail service pilot program. Continue with implementation of recommendations outlined in prior study efforts to ensure success of this new rail service and assist in coordination efforts with MassDOT and Amtrak for this service.

PREVIOUS ACTIVITIES:

1. Berkshire Flyer: Pittsfield to New York City Feasibility Study
2. Berkshire Flyer 2.0 Study

PROPOSED ACTIVITIES:

1. Develop and conduct Berkshire Flyer customer satisfaction survey.
2. Convene the Berkshire Flyer working group to address service issues and implement measures to increase ridership rider satisfaction.
3. Efforts leading to the continuation of Berkshire Flyer service on a permanent basis.
4. Continue with efforts to improve first/last mile transportation options.
5. Address unanticipated service issues.
6. Collect and compile ridership data.

PRODUCTS:

1. Rider satisfaction survey analysis.
2. Berkshire Flyer pilot service ridership report.

SCHEDULE:

1. Work on this task will primarily occur between May 2025 through October 2025.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$20,800/\$5,200	\$26,000	28
STATE	\$26,000	\$26,000	28

Work Element 4: Other Activities

This work element provides transportation planning that addresses broader Regional Planning objectives of BRPC, including coordination with community and environmental planning.

Task 4.1 Land Use/ Transportation Planning

OBJECTIVE:

The objective of this task is to facilitate development or re-development in the region's communities promote land use planning policies and measures to minimize sprawl or other development patterns that contribute to traffic congestion, promote sustainable development practices and assist with housing affordability matters.

PREVIOUS ACTIVITIES:

1. Conducted public/community Smart Growth Workshops.
2. Provided technical assistance to communities to apply Smart Growth development principles.
3. Conducted activities to initiate the Regional Sustainability Plan.
4. Prepared informational material to demonstrate the benefits of Low Impact Development techniques such as reduced widths and pervious pavement for residential streets.
5. Provided support to the Regional Issues Committee.
6. Coordinated land use and policy analysis with the 2016 RTP update.

PROPOSED ACTIVITIES:

1. Continue to develop principles and planning tools that Berkshire communities can use for "Smart Growth" and Sustainable Development. Review and evaluate existing or proposed land use policies, plans, or laws / regulations in selected communities to determine their effects on transportation.
2. Implement recommendations and actions identified in Sustainable Berkshires regional sustainability plan and participate in activities which support smart growth initiatives.
3. Work with the Regional Issues Committee as a forum for debating regional land use and its significance to the regional transportation network.
4. Conduct public outreach and educational activities with Select Boards and other advisory bodies.
5. Continue analysis of regional data and development trends.
6. Continue to research and develop policies and procedures to facilitate the integration of transportation, land use and environmental planning, especially related to impacts from climate change and habitat connectivity. Examine the interrelationship of land use, energy use and transportation.
7. Assist and participate in activities that support economic development and housing affordability.

PRODUCTS:

1. Workshops focused on Smart Growth and Sustainable Development.
2. Updated package of "Smart Growth" Planning Tools.
3. Technical Memoranda/ Reports related to Sustainable Development Practices and the Regional Sustainability Plan.
4. Meetings with the Berkshire Regional Planning Commission Regional Issues Committee.

SCHEDULE:

1. Work on this task is ongoing throughout FFY 2025.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$14,400/3,600	\$18,000	28
TOTAL	\$18,000	\$18,000	28

Task 4.2 Local Technical Assistance

OBJECTIVE:

Provide technical resources and support for member communities and organizations. Review transportation related impact reports, traffic studies, and environmental notification forms.

PREVIOUS ACTIVITIES:

1. Provide transportation related assistance to communities on an as requested basis.
2. Review and comment on transportation aspects of Environmental Notification Forms and Environmental Impact Reports as part of the MEPA process.
3. Attend project scoping sessions for significant projects in the region as part of the MEPA process.

PROPOSED ACTIVITIES:

1. Review and comment on transportation aspects of all Environmental Notification Forms and Environmental Impact Reports as part of the MEPA process. Attend project scoping sessions for significant projects in the region as part of the MEPA process. Review all documents prepared under federal environmental laws and regulations.
2. Provide transportation planning assistance to communities as requested.
3. Address other unforeseen issues that may arise from time to time. This may include such things as city or town circulation plans, parking plans, or other issues for which specific studies are needed.
4. Continue to assist local communities with advancing projects to the project development process and assist with the submission of project need forms including assistance with MassDOT's project intake tool, MaPIT.

PRODUCTS:

1. Recommendations and comments as appropriate for the review of MEPA documents.
2. Reports documenting the findings and recommendations for local technical assistance requests.

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2025.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$19,200/4,800	\$24,000	33
TOTAL	\$24,000	\$24,000	33

Task 4.3 Scenic Byway Projects

OBJECTIVE:

To preserve, improve and enhance the region’s Scenic Byways. To further efforts related to the nationally designated Mohawk Trail Scenic Byway.

PREVIOUS ACTIVITIES:

1. Completed Jacobs Ladder corridor Study and Management Plan
2. Partnered with adjoining Regional Planning Agencies on development of grant applications and work scopes for further Scenic Byway projects
3. Completed Mohawk Trail Bikeway Phase I
4. Awarded Mohawk Trail Historic Preservation, Mohawk Bike/Ped Trail Phase II grant and Lee Bikeway grant
5. Approved Mohawk Bike/Ped Trail Phase II Scope
6. Approved Lee Bikeway Scope
7. Federal designation of Mohawk Trail Scenic Byway

PROPOSED ACTIVITIES:

1. Continue coordination with Contiguous Regional Planning Agencies on Scenic Byway project development activities.
2. Task completion, project management, and contract administration of Scenic Byway projects.
3. Continue activities to support implementation of Corridor Management Plans; support Jacobs Ladder Trail committee.
4. Apply for funds to implement projects contained in the Corridor Management Plans.
5. Stay current on National Scenic Byway funding opportunities.

PRODUCTS:

1. Support and technical assistance to regional and local Scenic Byway partners.
2. Planning and administration of Lee Bikeway Phase II planning and design project.

SCHEDULE:

1. Work on this task will be ongoing throughout FFY 2025.

COMMUNITY BENEFICIARY:

Town of Becket, Town of Lee, Town of Lenox, Town of Williamstown, Town of Florida, City of North Adams

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$8,000/2,000	\$10,000	15
TOTAL	\$10,000	\$10,000	15

Task 4.4 Expansion of Transit and Rail Service

OBJECTIVES:

To assist in efforts related to identifying revisions to fixed routes and/or expansion of existing fixed routes and paratransit services to enhance the mobility of residents in Berkshire County. To continue to advocate for increased public transit options in the region including first and last mile transportation needs. Continue to advocate for increased passenger rail service to improve the mobility of people and prepare for the regional rail service. To assist in efforts to create and implement a Transportation Management Association to address employment-based transportation needs.

PREVIOUS ACTIVITIES:

1. BRTA Shared Ride Access to Work Study
2. BRTA Regional Transit Plan 2015
3. Berkshire Passenger Rail Station Location and Design Analysis
4. Berkshire TMA Feasibility Study
5. East/West Rail Study

PROPOSED ACTIVITIES:

1. Work with BRTA to continue pursuing expanded transit service option in the region.
2. Continue to pursue opportunities that will enhance transportation options for the underserved.
3. Assist with implementing micro-transit to address first and last mile and employment-based transportation needs.
4. Continue efforts to identify and further efforts to implement East/West Rail service including: Corridor ID Program and service development plan.
5. Work with stakeholders on re-establishing passenger rail service on the Housatonic Line.
6. Assist in efforts to implement findings and recommendation of the Northern Tier Rail Study

PRODUCTS:

1. Expanding fixed route service and demand response systems in Berkshire County; increase ridership.
2. Participation in rail studies and related efforts to increase passenger rail service in Berkshire County.

SCHEDULE:

1. Participation in these efforts will be continual throughout FFY 2025.

COMMUNITY BENEFICIARY:

All Berkshire County Communities

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$22,400/5,600	\$28,000	30
TOTAL	\$28,000	\$28,000	30

Task 4.5 Outreach and Interregional Coordination

OBJECTIVES:

To participate in interregional and statewide efforts, inform and promote initiatives through these interregional efforts or BRPCs transportation work program to agencies, organizations, or municipalities. To work with neighboring regions on tasks, work plans and implementations plans and projects. To work with local stakeholders on efforts to support healthy transportation, improve regional health outcomes and address needs of elderly residents.

PREVIOUS ACTIVITIES:

1. MARPA representation and related subcommittees
2. Age Friendly Berkshires and Be Well Berkshires
3. Comprehensive Economic Development Plan
4. Berkshire Blueprint
5. Rural Policy Advisory Committee

PROPOSED ACTIVITIES:

1. Work cooperatively with MassDOT and MARPA to address interregional and statewide transportation planning and funding issues.
2. Conduct presentations to inform public officials, advocacy groups and stakeholders on innovative transportation efforts and funding issues.
3. Work with Pioneer Valley Planning Commission, Franklin Regional Council of Governments, Central Massachusetts Regional Planning Commission, and other organizations on interregional projects including scenic byway planning, passenger rail planning, and interregional bike planning.
4. Collaborate and coordinate with state and regional entities to address economic and transportation issues resulting from the COVID 19 pandemic.

PRODUCTS:

1. Applicable agreements and statements of support related to transportation planning and funding issues.
2. A well inform public on transportation planning efforts, funding and innovative programs.
3. Innovative interdisciplinary approaches to address healthy transportation and senior transportation needs.
4. Improved local economy benefited from interdisciplinary collaboration.
5. Assistance to economic development initiatives including travel and tourism to counteract impacts from the COVID 19 pandemic
6. Implementation of hybrid meeting procedures and update participation plans.

SCHEDULE:

1. Education, outreach, and interregional coordination will occur continually throughout FFY 2025.

COMMUNITY BENEFICIARY:

All Berkshire County Communities and adjoining regions

BUDGET:

Funding Source(s)	Total	BRPC Staff Cost	BRPC Staff Days
FEDERAL/STATE	\$12,800/3,200	\$16,000	24
TOTAL	\$16,000	\$16,000	24

Direct Expense

As shown in the Funding Profile on the following page, a total of \$21,734 in Direct Expense is identified in the 2025 UPWP. Of these direct expenses:

- \$21,734 is provided via the FHWA/MassDOT PL contract.

Funding Profile

BERKSHIRE METROPOLITAN PLANNING ORGANIZATION 2025 UNIFIED PLANNING WORK PROGRAM

PRELIMINARY BUDGET

		TOTAL
Management & Certification		
1.1 Management of the 3C Process		175,000
1.2 UPWP		21,000
1.3 Public Outreach		27,000
1.4 Title VI & EJ		16,000
1.5 TIP Development		35,000
	Subtotal	274,000
Technical Support		
2.1 GIS, Mapping & Graphics		15,000
2.2 Regional Data & Analysis		18,500
2.3 Traffic and Travel Data		21,000
2.4 Travel Forecasting & GHG Analysis		16,500
2.5 Pavement Management		20,000
	Subtotal	91,000
Planning Studies		
3.1 Special Studies		48,000
3.2 Bicycle & Pedestrian Planning		52,000
3.3 Regional Transit Planning		51,000
3.4 Safety Initiatives		25,000
3.5 Climate Change & Sustainability		52,000
3.6 Freight & Freight Rail		27,000
3.7 Regional Performance Measures		26,000
3.8 Berkshire Flyer Implementation & Monitoring		26,000
	Subtotal	307,000
Other Activities		
4.1 Transportation/ Land Use Planning		18,000
4.2 Local Technical Assistance		24,000
4.3 Scenic Byway Projects		10,000
4.4 Expansion of Transit and Rail Service		28,000
4.5 Outreach & Intergovernmental Coordination		16,000
	Subtotal	96,000
BRPC Direct Expenses		21,734
TOTAL FUNDS		789,734

UPWP Staff Listing

POSITION	NAME	ESTIMATED %TIME
Executive Director	Tom Matuszko	< 1%
Transportation Program Manager	Clete Kus	95%
Principal Transportation Planner	Anuja Koirala	99%
Senior Transportation Planner	Nicolas Russo	85%
Transportation Planner	Ryan Griffis	95%
Other Planners	Melissa Provencher Courteny Morehouse Sherdyl Fernandez-Aubert Laura Brennan Britney Danials	2 -- 20% 2% 2% 10% 2% 5%
GIS Coordinator	Mark Maloy	20%
Office Manager	Marianne Sniezek	< 1%

Berkshire Regional Planning Commission Revenue Sources for Fiscal Year 2025

Berkshire Regional Planning Commission

5.18.2023

04.30.2024
revised 5.2.2024

PROJECTED REVENUES	FY2024 APPROVED	FY 2025 Recommended
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 ³
Lanesborough Shared Economic Planner	\$ 11,000	\$ 11,000 ¹
Transportation Planning	\$ 789,727	\$ 859,421
Great Barrington Shared Economic Planner	\$ 25,000	\$ 25,000 ¹
Lanesborough Stormwater Management Plan	\$ 16,006	\$ 11,000 ¹
Richmond Shared Economic Planner	\$ 10,670	\$ 0
Adams Shared Economic Planner	\$ 10,000	\$ 10,000 ¹
Berkshire United Way	\$ 10,000	\$ 0
Berkshire Benchmarks - Berkshire United Way	\$ 19,600	\$ 10,000
Emergency Preparedness Planning	\$ 162,158	\$ 162,158 ²
Medical Reserve Corps - Berkshire Medical	\$ 22,056	\$ 22,056 ²
Medical Reserve Corps - Franklin County	\$ 22,056	\$ 22,056 ²
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 ²
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	\$ - ¹
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 ³
Great Barrington Brownfields Clean-up	\$ 7,987	\$ 17,170
BOAPC Substance Abuse Prevention Webinar	\$ 2,460	\$ 0

Revenue Sources for Fiscal Year 2024

Berkshire Regional Planning Commission

5.18.2023

04.30.2024
revised 5.2.2024

PROJECTED REVENUES	FY2024 APPROVED	FY 2025 Recommended
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 ²
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 ¹
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

Revenue Sources for Fiscal Year 2024

Berkshire Regional Planning Commission

5.18.2023

04.30.2024
revised 5.2.2024

PROJECTED REVENUES	FY2024 APPROVED	FY 2025 Recommended
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 EOHLC - CDBG Housing Rehab 2022 & 2023	\$ 0	\$ 96,004
Accelerating Age- and Dementia-Friendly Diversity, Equity, and Inclusion Work	\$ 0	\$ 5,137
(EOEEA) Lanesborough Master Plan	\$ 0	\$ 21,274
Lanesborough Master Plan	\$ 0	\$ 1,881
Executive Office of Energy & Environmental Affairs - Washington Zoning	\$ 0	\$ 16,709
Washington Zoning Recodification	\$ 0	\$ 250
Pittsfield Francis Ave. Parklet and Routing Study	\$ 0	\$ 18,941
Dept of Justice - Berkshire Post Overdose Program (COSSUP)	\$ 0	\$ 425,727
Health New England - Mini grant for PH Communiy Outreach	\$ 0	\$ 5,292 ³
Municipal Employee Development in Berkshire County	\$ 0	\$ 50,000
New Marlborough Open Space & Rec Plan	\$ 0	\$ 9,926
University of Baltimore - COCLI - Berkshire Post Overdose Program	\$ 0	\$ 41,896
Savoy Culvert and Road Assessment	\$ 0	\$ 12,300
Peru Zoning	\$ 0	\$ 5,000
Lee Complete Streets	\$ 0	\$ 494
North Adams Brownfield Inventory (Comm Compact)	\$ 0	\$ 20,000
Pittsfield - Plan Consulting Services for 5-Year Consolidated Plan	\$ 0	\$ 35,000
Adams Slum and Blight Study	\$ 0	\$ 20,500
Community Health and Health Equity Improvement	\$ 0	\$ 85,000
MS4 Municipal Assistance Support	\$ 0	\$ 8,167 ³
Digital Equity Implementation Application Pittsfield	\$ 0	\$ 10,000 ³
Digital Equity Implementation Application Southern Berkshire County	\$ 0	\$ 3,495 ³
Digital Equity Implementation Application Dalton	\$ 0	\$ 9,660 ³
General: Community Assessment	\$ 109,844	\$ 112,590
Unsecured New Projects	\$ 0	\$ 20,000
TOTAL REVENUES	\$ 6,266,015	\$ 6,640,005

¹ Applied for / requested- no decision as of 4/26/2024

² As of 4/26/2024 not yet under contract

³ As of 4/24/2024 awarded but not yet under contract

Berkshire Regional Planning Commission Projected Expenditures for Fiscal Year 2025

Berkshire Regional Planning Commission

5.18.2023

4.30.2024

EXPENDITURES	FY2024 APPROVED	Recommended
SALARIES		
Direct Billable	\$ 2,280,860	\$ 2,520,487
Indirect Admin.	\$ 674,640	\$ 699,943
Interns (Admin)	\$ 0	\$ 0
Subtotal Salaries	\$ 2,955,499	\$ 3,220,430
BENEFITS		
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
Subtotal Benefits	\$ 1,128,050	\$ 1,267,608
NON-PERSONNEL		
OPERATING EXPENSES		
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
Subtotal Operating (Admin)	\$ 377,307	\$ 444,536
PROJECT EXPENSES		
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
Subtotal Operating (Other)	\$ 196,271	\$ 251,424

Projected Expenditures for Fiscal Year 2024

Berkshire Regional Planning Commission

5.18.2023

4.30.2024

EXPENDITURES	FY2024 APPROVED FY2024 APPROVED	Recommended FY2025 PROJECTED
SUBCONTRACTS / SUBRECIPIENTS		
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
Subtotal Subcontracts/Subrecipients	\$ 1,593,887	\$ 1,441,007
RESERVE	\$ 15,000	\$ 15,000
TOTAL EXPENDITURES	\$ 6,266,015	\$ 6,640,005

Unified Planning Work Program: Appendix

1. OTHER TRANSPORTATION ACTIVITIES INVOLVING BERKSHIRE REGIONAL PLANNING COMMISSION

The City of North Adams is receiving \$750,000 in federal funding to rethink the Central Artery and consider ways to better connect the downtown to Massachusetts Museum of Contemporary Art. The city partnered with Mass MoCA on the application last fall for the Bipartisan Infrastructure Act's Reconnecting Communities Pilot Program. The study is anticipated to provide scenarios for moving forward with ways to better connect the downtown area, including the MOCA museum. BRPC staff are expected to participate in this transportation planning effort.

The Berkshire Regional Planning Commission was awarded funding from the nationally competitive Safe Streets and Roads for All (SS4A) grant program. This funding is provided through the US Department of Transportation (USDOT), as authorized by the Bipartisan Infrastructure Law (BIL). SS4A program funding will be utilized to develop a Comprehensive Safety Action Plan for Berkshire County. Along with support from the MassDOT Office of Transportation Planning (OTP), the budget for BRPC's SS4A Action Plan initiative is \$248,231.

2. PUBLIC NOTICE

3. PUBLIC COMMENTS

