



BRPC

Berkshire Regional Planning Commission

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berkshireplanning.org

MEETING NOTICE

There will be a meeting of the EXECUTIVE COMMITTEE
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Thursday, October 10, 2024 at **4:00 p.m.**

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

To participate virtually join the Zoom meeting at

<https://us02web.zoom.us/j/3926128831?omn=89184817799>

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

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

AGENDA

(all times approximate)

- I. Call to Order & Open Meeting Law Statement (4:00)
- II. Roll Call of Executive Committee Members Attending the Meeting
- III. Vote to Approve the Minutes of the Executive Committee Meeting of September 12, 2024*
- IV. Financial Reports (4:05)
 - A. Vote to Approve the September 3, 2024 – October 3, 2024, Expenditures Report*
 - B. Report on the Aged Receivables – September 2024
 - C. Report on the Line of Credit
- V. Open Comments from Berkshire Regional Planning Commission Delegates and Alternate Delegates, not to be further discussed at this meeting by the Executive Committee (4:10)
- VI. Items Requiring Action* (4:15)
 - A. Vote to Approve the BRPC Use of AI (Artificial Intelligence) Policy*
 - B. Vote to Approve the Submission of a Grant Application to the U.S. Environmental Protection Agency's, Healthy Communities Program*
 - C. Vote to Approve the Submission of a Grant Application to the RIZE Massachusetts Mosaic (Mosaic Opioid Recovery Partnership) Municipal Matching Grant Program*
 - D. Vote to Recommend Thomas Matuszko as the Berkshire Regional Planning Commission Appointment to the Seasonal Communities Advisory Council being Convened by the Executive Office of Housing and Livable Communities pursuant to the Affordable Homes Act*
- VII. Committee Reports and Discussion (4:30)
 - A. Commission Development Committee

City and Town Clerks: Please post this notice pursuant to the Open Meeting Law, MGL c. 30A, §§ 18-25.

Please Note:

For information regarding postponements or cancellations on the day of a scheduled meeting, please call Berkshire Regional Planning Commission at (413) 442-1521, x5

- VIII. Executive Director's Report (4:40)
 - A. Report on New Contracts / Agreements
 - B. Berkshires Tomorrow Inc. (BTI) Update
 - C. Staff Updates
 - D. Rural Policy Advisory Commission (RPAC) Update
 - E. Passenger Rail
 - F. 2024 Moving Together Conference
 - G. Central Berkshire Habitat For Humanity Community Partner Award
 - H. Federal Matching Grant Funds
- IX. Old Business (4:45)
 - A. Update and Discussion about the Proposed Energy Siting Legislation
 - B. Discussion about the Terms for the BRPC Chair, Vice-Chair, Treasurer, and Clerk
 - C. Discussion about the BRPC Annual Meeting
- X. New Business (4:55)
 - A. Vote to Approve the Executive Director's FY 24 Performance Review and the Executive Director's FY 25 Salary Adjustment*
 - B. Discussion of Topics for the November Commission Meeting
- XI. Adjournment* (5:05)

BRPC has adopted the BRPC website www.berkshireplanning.org as its official posting method as allowed by 940 CMR29.00 section 29.03 (3) (b) since November 2010. The Meeting Notice, Agenda and meeting materials are on BRPC's website: www.berkshireplanning.org. Click the calendar of events, then the meeting name, and follow the link to materials.

* Items Requiring Action



DRAFT Executive Committee Minutes
Thursday, September 12, 2024

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

I. Call to Order & Open Meeting Law Statement

Chair Malcolm Fick called the meeting to order at 4:00 pm as a virtual meeting as allowed by Ch. 2 of the Acts of 2023 extending certain provisions of the Open Meeting Law, G.L. c.30 sec.20 until March 31, 2025. He stated that BRPC was not recording the meeting, and anyone else who wanted to record it needed to inform him.

II. Roll Call:

Office Manager Marianne Sniezek read the roll call:

Malcolm Fick, Chair, Great Barrington Alternate

Buck Donovan, Treasurer, Lee Delegate

Sheila Irvin, Clerk, Pittsfield Delegate

Douglas McNally, Commission Development Committee, Chair, Windsor Delegate

Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate

Kyle Hanlon, At-Large, North Adams Delegate

Christine Rasmussen, Regional Issues Committee Chair, Stockbridge Alternate
(not present)

Sam Haupt, At-Large, Peru Delegate (not present)

John Duval, Vice Chair, Adams Alternate (lost connection)

Staff Present: Marianne Sniezek, Office Manager; Laura Brennan, Assistant Director and Economic Development Program Manager.

III. Vote to Approve the August 1, 2024 Minutes

Doug McNally moved to approve the August 1, 2024, meeting minutes. Sheila Irvin seconded the motion. It was approved by a roll call vote from Malcolm Fick, Sheila Irvin, Buck Donovan, Doug McNally, and Roger Bolton. Kyle Hanlon abstained.

IV. Financial Reports

A. Vote to Approve the July 24 – September 1, 2024, Expenditures Report

Marianne reported Check #18331 was a repayment of \$319,635.38 to the Commonwealth of Massachusetts was for a Public Health Shared Services program with Department of Public Health(DPH). DPH was still creating the program when it initially provided the funds. BRPC was not able to and did

not hire staff. In FY2025, BRPC Public Health Program under the same contract received \$549,000 for the Training Hub activities and will be receiving \$515,700 for the Public Health Excellence activities. Marianned also reported that BRPC made two payments to T.D. Bank for the credit card activity to ensure we did not bump up against the credit limit of \$20,000.

Roger Bolton moved to approve the July 24 – September 1, 2024, Expenditures Report. Doug McNally seconded the motion. The report was approved by a roll call vote from Malcolm Fick, Shelia Irvin, Buck Donovan, Doug McNally, Roger Bolton, and Kyle Hanlon.

B. Report on the Accounts Receivable/ Assessments – August 2024

There were no questions.

C. Report on the Line of Credit

There has been no need to use the line of credit.

D. Report on the FY24 Closeout

Marianne reported that BRPC closed FY2024 with revenue of \$6.95 million from various funding sources. BRPC managed a total of 170 contracts in FY 2024. The general fund had a surplus of \$90,680.

Our FY 2024 Audit has started, and the auditors will be at BRPC to start testing in October. The goal is to complete the audit in December.

V. Comments from Berkshire Regional Planning Commission Delegates and Alternate Delegates, not to be further discussed at this meeting by the Executive Committee.

None

VI. Items Requiring Action

A. Vote to Authorize the Disposal or Offering to Municipalities of Surplus Equipment. This Includes 6 H.P. ProBook Computers and one Dell Monitor to be Disposed of and 6 ProBook and 1 EliteBook Computers to be Offered to Municipalities

The Executive Committee was requested to authorize the Disposal or Offering to Municipalities of Surplus Equipment. This includes 6 H.P. ProBook Computers and one Dell Monitor to be Disposed of and 6 ProBook and 1 EliteBook Computers to be Offered to Municipalities. (The complete list of equipment was included in the meeting materials.)

BRPC's guidance for dealing with surplus property is to dispose of non-functioning or poor condition equipment. Equipment in good condition is first offered to the region's municipalities, then non-profit organizations, and then items valued over \$200 are attempted to be sold, and finally if there is no interest from those efforts, offered to staff. Laura noted that the items

offered to the municipalities might be delayed until the office assistant returns to work.

Doug McNally moved to authorize the disposal of or offering of Surplus Equipment. Sheila Irvin seconded the motion. The motion was approved unanimously by roll call vote: Malcolm Fick, Sheila Irvin, Buck Donovan, Doug McNally, Roger Bolton, and Kyle Hanlon.

B. Vote to Approve the Submission of a Grant Application to the U.S. Department of Housing and Urban Development, FY24 Pathways to Removing Obstacles to Housing (PRO Housing) Program and as an Element of that Application Approve a PRO Housing Certification for Multijurisdictional Entity Applicants

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the U.S. Department of Housing and Urban Development, FY24 Pathways to Removing Obstacles to Housing (PRO Housing) program and approve any resulting contracts and agreements, including a PRO Housing Certification for Multijurisdictional Entity Applicants

The PRO Housing program is intended to empower communities that are actively taking steps to remove barriers to affordable housing and seeking to increase housing production and lower housing costs over the long term. The application is still taking shape but may include items related to removing barriers to housing development, such as providing assistance with housing financing, assessing rental units that have gone off the market, housing rehabilitation activities, and affordable housing restrictions. Staff have approached several municipalities as partners. The budget too is being developed but the maximum amount that can be requested is \$7 million over the 6 year performance period of the grant. No match is required. The BRPC contact is Community Planning and Development Program Manager CJ Hoss, choss@berkshireplanning.org.

Roger Bolton moved to authorize the Executive Director to submit a grant application to the U.S. Department of Housing and Urban Development, FY24 Pathways to Removing Obstacles to Housing (PRO). Buck Donovan seconded the motion. The motion was approved unanimously by roll call vote: Malcolm Fick, Sheila Irvin, Buck Donovan, Doug McNally, Roger Bolton, and Kyle Hanlon.

VII. Committee Report and Discussion

A. Regional Issues Committee

The Regional Issues Committee met on August 28, 2024. The main agenda items were an update on the Affordable Homes Act legislation and clean energy related legislation. Draft, unapproved minutes from the meeting were not yet available

Malcolm reported that affordable housing and clean energy legislation was

discussed at the meeting, and then the next steps will be figured out.

B. Metropolitan Planning Organization (MPO)

The MPO met on August 27, 2024. Amendments were approved to the 2024 – 2028 Transportation Improvement Program (TIP) for changes to the highway and transit sections. An amendment to the 2024 – 2028 TIP related to the increase in costs for the New Marlborough Keyes Hill Road bridge and removal of the Lee Meadow Street Bridge (and subsequent reprogramming in FFY 2025.) was approved. Various funding amendments related to BRTA funding were also approved. A 5th amendment to increase funding for the Pittsfield East Street project was approved for public comment. Draft unapproved minutes were in the meeting materials.

Malcolm reported the committee discussed the revised TIP and the cost increases on projects and the impacts on projects in the TIP.

C. Environmental Review Committee

The Department of Conservation and Recreation filed an Environmental Notification Form (ENF) for the demolition of several buildings at Jug End State Reservation in Egremont. These buildings are generally in disrepair. Staff and two members of the ERC attended the remote consultation session for the demolition. BRPC comments aren't warranted for this demolition project. An ENF for the reconstruction and related work of Mount Washington Road, Egremont is expected to be noticed in the 9/11/24 edition of the Monitor.

Roger reported that the Environmental Review Committee did not meet because of the nature of the minor demolition issues. Roger explained that an environmental notification form is required for the demolition of buildings or dilapidated buildings to demolish any historic structure listed in a document called the Inventory of Historic and Archaeological Assets of the Commonwealth, and these buildings are in that inventory. Roger reported that the consultant session was useful and informative and that Native American foundations may be underneath the foundations of the buildings to be demolished. The concern is that the Native American remnants may be destroyed. The remnants are not discussed in the ENF, and it was agreed that these possibilities should be considered. Sometimes, the foundation is left exposed with historical markers.

Malcolm reported the town of Great Barrington recently added one hundred buildings to the historic inventory with the state.

D. Commission Development Committee

The Commission Development Committee is scheduled to meet on September 12, 2024, at 5:30 pm. Proposed bylaw changes will be discussed to send to the Executive Committee for review at a later date.

VIII. Executive Director's Report

A. Report on New Contracts / Agreements

New Grants and Contracts received/initiated from 07/26/2024 to 09/05/2024.

- MIIA Wellness Grant Program - \$5,000
- Adams – Outsource Planner - \$11,000
- Lanesborough – Stormwater Management - \$11,000
- Franklin Regional Council of Governments – Medical Reserve Corps - \$44,112
- Dalton – Stormwater Management - \$11,000
- Cheshire – Stormwater Management - \$7,500
- National Environmental Health Association - U.S. Food and Drug Administration – Alliance Inspector Training - \$5,000
- Dalton Fire District - Americans with Disabilities Act Improvement Plan - \$4,500
- B.T.I. - Executive Office of Energy and Environmental Affairs - Berkshires Outside Website Phase II - \$40,000

Grants and Contracts not received:

- The Senate Appropriations Committee did not include funding for Berkshire Regional Planning Commission's Preventing Alcohol Misuse and Addiction project totaling \$149,936.
- Substance Abuse and Mental Health Services Administration (SAMHSA) SPF-PFS for Alcohol Prevention - \$375,000 per year/4 years.
- Public Health Next 50 -Home Share Program A Home Share program involves the exchange of services for free or low-cost housing. \$100,000 per year/3 years

B. Berkshires Tomorrow Inc. (BTI) Update

- The B.T.I. Board of Directors authorized the President to sign an agreement with the Mass Cultural Council for \$2,500. The agreement is to support FY2025 Cultural Activities (Berkshires).
- The B.T.I. Board of Directors authorized the President to sign an agreement between Berkshires Tomorrow and BRPC's Software Lease for 67 Subscriptions for Microsoft Office 365 and Microsoft Defender for FY2025. Tom Matuszko will sign for BRPC. Total \$17,160.00.

C. Staff Updates

Open Positions:

- o Public Health Community Social Worker
- o Public Health Senior Planner - Behavioral Health/ Substance Use Disorder (SUD)
- o Housing Rehab Specialist
- o Public Health Medical Reserve Corp (M.R.C.) Assistant Coordinator

Resigned:

- o Nikki Lewis – Public Health Senior Planner - Behavioral Health/ Substance Use Disorder (SUD)

Reclassification:

- o Aleesha Siddiqui – Intern accepted into the AmeriCorps Fellowship Program working in the Digital Equity Initiative.

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission did not meet in August, 2024.

E. Passenger Rail

- Northern Tier Passenger Rail – No known activity over the past month.
- West-East Rail – No known activity over the past month.
- Berkshire Flyer – Ridership of the Berkshire Flyer has been slightly lower, but generally like last year. It appears on-time performance has improved. Last mile transportation has been sparingly used.
- Northern Tier Passenger Rail – On August 12, 2024, MassDOT released the Northern Tier Passenger Rail Study draft final report for public comment. The study is posted here. The draft final report includes the study's evaluation of transportation conditions along the Northern Tier, alternatives development and analysis processes, and findings and recommendations. The 60-day public comment period ends Saturday, October 12, 2024. Comments may be submitted on the website form <https://www.mass.gov/northern-tier-passenger-rail-study>

F. 2024 Annual Statewide Conference for Municipal Officials and Staff

The Massachusetts Association of Regional Planning Agencies (MARPA) and the Division of Local Services (D.L.S.) are sponsoring the 2024 Annual Statewide Conference for Municipal Officials and Staff. The event will be held at Holy Cross College in the Hogan Center Conference Center on Tuesday, October 8, 2024. The Conference will feature a keynote speech from Lt. Governor Driscoll, a panel of Healey-Driscoll Administration officials and several breakouts on pressing municipal and regional issues.

The Conference will be held on Tuesday October 8, 8:30 am - 12:30 pm at Holy Cross College/Hogan Conference Center (1 College St, Worcester, MA 01610). Registration is at <https://mapc.ma/marpa-2024>. The attendance fee is \$20.

Laura explained BRPC will have staff on panels at some of the sessions and encouraged municipal officials and staff to attend.

G. 2024 Moving Together Conference

MassDOT is sponsoring its Moving Together Conference featuring workshops and panels that highlight current pedestrian, bicyclist and public transportation topics and allowing for networking with colleagues representing diverse interests from the public, academic and private sectors

The Workshop will be held on Wednesday October 23, 2024 from 7:45 am - 4:30 pm, at the Sheraton Boston Hotel, 39 Dalton Street, Boston, MA. Some of the topics at this year's conference will include:

- MassTrails
- Transit Connectivity
- Bicycle Counts
- Systemwide Accessibility
- Climate Resiliency
- Safe Streets/Smart Trips High School Video Contest
- Site Visits

Registration is at [UMTC/Baystate Roads - UMTC \(umasstransportationcenter.org\)](https://umasstransportationcenter.org)

H. Department of Conservation and Recreation Land Acquisition Sandisfield

The Commonwealth of Massachusetts, acting through its Department of Conservation and Recreation (D.C.R.) has under consideration the acquisition of land comprising approximately 64 acres off Town Hill Road in the Town of Sandisfield. The property is currently undeveloped and used for forestry and open space. The proposed use for the property will be protected open space and recreation as part of Otis State Forest. A locus map was included in the meeting material.

I. Annual Meeting Reminder

Berkshire Regional Planning Commission's Annual Meeting and Reception is on Wednesday, September 25 from 5-7pm at Balderdash Cellars in Richmond. M.A. Executive Office of Housing and Livable Communities' Secretary Ed Augustus will offer the keynote remarks. During the event, the 2024 Kusik Award will be presented to Representative Smitty Pignatelli.

Malcolm encouraged delegates and alternates and other municipalities board members to attend.

IX. Old Business

A. Report on the Open Meeting Law Determination

The Division of Open Government within the Office of the Attorney General found that BRPC violated the Open Meeting Law by failing to include the names of the anticipated appointees on the notice for the June 6 meeting.

Malcolm reported BRPC should have listed the names on the agenda and will do so doing forward.

B. Discussion about the Annual Meeting

Staff provided an update about the Annual Meeting planning.

Berkshire Regional Planning Commission will hold its Annual Meeting and Reception on:

- Wednesday, September 25 from 5-7pm at Balderdash Cellars in Richmond, M.A.
- Executive Office of Housing and Livable Communities' Secretary Ed Augustus will offer the keynote remarks.
- 2024 Kusik Award will be presented to Representative Smitty Pignatelli.

Laura noted that the in-person Commission Meeting would be held before the reception. Each program will have display boards for projects, and there will be staff to answer questions. There will also be copies of BRPC's annual report.

Laura reported that EOHLC has a new webpage for ADU's. (mass.gov/adu) CJ Hoss and Brett Roberts may need additional staff to address AUD's.

X. New Business

A. Vote to Approve the Executive Director's F.Y. 24 Performance Review and F.Y. 25 Salary Adjustment

The Executive Director's review was rescheduled to the October meeting.

B. Discussion of Topics for the September Commission Meeting

The meeting will be in-person at Balderdash from 4 to 4:45 pm.

All agreed with the suggested topics:

- Presentation on CEDAC Massachusetts Home Modification Loan Program
- Delegates and Alternates roundtable to discuss important topics

Before adjournment, Sheila Irvin pointed out in a recent email from the Executive Director the loss of local control on solar arrays. She suggested contacting our local senators and state representatives about our concerns. Malcolm recommended sending letters.

XI. Adjournment

Roger Bolton made a motion to adjourn the meeting at 4:33 pm, seconded by Kyle Hanlon, and unanimously approved by a roll call vote: Malcolm Fick, Sheila Irvin, Buck Donovan, Doug McNally, Roger Bolton and Kyle Hanlon.

Additional Meeting Material:

- 2024.0801 Unapproved Executive Committee Meeting Minutes - DRAFT
- July 24 – September 1, 2024 Expenditures Report
- August 2024 Aged Receivables Report
- 2024.08.05 Line of Report
- 2024.08.19 Surplus Equipment

- Pro Housing Certifications for Multijurisdictional Entity applicants
- 2024.08.27 Unapproved Metropolitan Planning Organization Meeting Minutes
 - DRAFT
- 2024 MARPA-DLS Conference on October 10, 2024
- Exhibit A - Map (Subject property)
- BRPC Annual Meeting & Reception Sept. 25,2024
- Letter Open Meeting Law Complaint August 9, 2024

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Sep 3, 2024 to Oct 3, 2024

Filter Criteria includes: Report order is by Date.

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
18432	9/3/24	MA STATE BOARD OF RETIREMENT	13,049.59	---	---	Retirement
18433	9/3/24	TD CARD SERVICES	519.42	---	---	August 2024 Credit Card Payment
18434	9/3/24	TD CARD SERVICES	10,394.02	---	---	August 2024 Credit Card Payment
18435	9/4/24	BERKSHIRE HEALTH SYSTEMS	10,000.00	609 HRIA/CHIP	Health Resources in Action County Health Initiative - Community Health Improvement Planning	Subcontractor
18436	9/4/24	LAURA BRENNAN	20.50	514 ADM/EDP	Adams - Shared Economic Development Planner	Expense Form
18437	9/4/24	DANIELLE COOMES	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18438	9/4/24	JILL DAUGHERTY	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18439	9/4/24	REBECCA DODGE	480.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18440	9/4/24	FEDEX	9.20	779 BKT/CDBG	Becket - Community Development Block Grant	Postage
18441	9/4/24	KAMARA FLASCHER	640.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18442	9/4/24	WYLIE GOODMAN	63.05	---	Varied Projects	Expense Form
18443	9/4/24	H TERRY DESIGNS LLC	1,432.00	040 ADMIN	Admin	Website Hosting Services
18444	9/4/24	JUSTIN HERVIEUX	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18445	9/4/24	CORNELIUS HOSS	12.46	751 EOEEA/WSH/ZR	Executive Office of Energy & Environmental Affairs - Washington Zoning Recodification	Expense Form
18446	9/4/24	SETH JENKINS	75.71	---	Varied Projects	Expense Form
18447	9/4/24	CHRISTOPHER KOWALSKI	256.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18448	9/4/24	CLETUS KUS	68.61	440 MassDOT/TPL24	MA Department of Transportation Planning	Expense Form
18449	9/4/24	JOCELYN LATVALLA	191.22	---	Varied Projects	Expense Form
18450	9/4/24	CHRISTIE LEWIS	100.00	745 SHF/EOHLC/CDBG	Sheffield EOHLC - Housing Rehabilitation	Expense Form
18451	9/4/24	NIKKI LEWIS	43.89	---	Varied Projects	Expense Form
18452	9/4/24	ANDREW MCKEEVER	105.26	---	Varied Projects	Expense Form
18453	9/4/24	RAYNIER MEDINA OLIVO	192.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18454	9/4/24	CITY OF PITTSFIELD	425.00	040 ADMIN	Admin	Parking
18455	9/4/24	RAINBOW DISTRIBUTING COMPANY INC	59.94	040 ADMIN	Admin	Water
18456	9/4/24	BRETT ROBERTS	124.10	---	Varied Projects	Expense Form

BERKSHIRE REGIONAL PLANNING COMMISSION

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<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
18457	9/4/24	SHAMIA SHEPHERD	515.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
18458	9/4/24	ELIZABETH STRICKLER	1,261.17	---	Varied Projects	Subcontractor
18459	9/4/24	TRANSPORTING THE PEOPLE	9,000.00	774 MassDOTRT/BFLM	Massachusetts Department of Transportation, Rail & Transit Division - Berkshire Flyer Last Mile Transportation	Subcontractor
18460	9/5/24	MIIA HEALTH BENEFITS TRUST	2,569.89	040 ADMIN	Admin	Dental Insurance
18461	9/5/24	MIIA HEALTH BENEFITS TRUST	67,358.89	040 ADMIN	Admin	Health Insurance
18462	9/10/24	BERKSHIRES TOMORROW INC	295.84	778 BRPC/FSRS	BRPC - Consulting Services Federal Fund Accountability and Transparency Act Subaward Reporting System	Reimbursement for Administrative Services
18463	9/10/24	BETA GROUP INC	42,777.08	---	Varied Projects	Subcontractor
18464	9/10/24	GLAXOSMITHKLINE PHARMACEUTICALS	13,220.81	653 BRPC/INSREIMB	BRPC - Insurance Reimbursement	2024/2025 Vaccinations
18465	9/10/24	PFIZER INC	45,507.30	653 BRPC/INSREIMB	BRPC - Insurance Reimbursement	2024/2025 Vaccinations
18466	9/10/24	ROUX ASSOCIATES INC	18,321.25	702 EPA/ASSESS	Environmental Protection Agency Assessment	Subcontractor
18467	9/10/24	AAIM EA TRAINING & CONSULTING LLC	349.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Background Checks for CEDAC
18468	9/10/24	THE BRIEN CENTER	12,792.20	---	Varied Projects	Subrecipient
18469	9/10/24	MONASIA CEASAR	162.81	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
18470	9/10/24	LESLIE DRAGER	87.52	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Expense Form
18471	9/10/24	EDWARD FAHEY	318.67	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspections	Expense Form
18472	9/10/24	DANIEL HASSETT	393.64	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
18473	9/10/24	AARON HOLMAN-VITTONI	8.44	678 NERHA/RVE24	New England Rural Health Association - Rural Vaccine Equity Initiative 2024	Expense Form
18474	9/10/24	LAURA KITROSS	58.29	516 FRCOG/EPP	Franklin Regional Council of Governments - Emergency Preparedness Planning	Expense Form
18475	9/10/24	MAEGAN MOYNAHAN	937.50	664 CLK/MVPA	Clarksburg - Municipal Vulnerability Preparedness	Subcontractor
18476	9/10/24	DWAYNE MYERS	112.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18477	9/10/24	NEW ENGLAND NEWSPAPERS, INC	203.00	440 MassDOT/TPL24	MA Department of Transportation Planning	Advertisement
18478	9/10/24	ANDREW OTTOSON	216.54	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Expense Form
18479	9/10/24	RAINBOW DISTRIBUTING COMPANY INC	63.00	040 ADMIN	Admin	Water

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18480	9/10/24	REBECCA ROUGHLEY	46.50	560 COMVEN/GPUR	Communities/Vendors - FY24 Group Purchasing	Expense Form
18481	9/10/24	JAZU STINE	116.92	---	Varied Projects	Expense Form
18482	9/10/24	COLIN SYKES	284.50	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
18483	9/10/24	TPX COMMUNICATIONS	1,485.75	040 ADMIN	Admin	Telephone
18484	9/10/24	VALLEY GREEN SHREDDING, LLC	42.50	040 ADMIN	Admin	Recycling
18485	9/10/24	WATERSTONE ENGINEERING PLLC	5,087.50	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	Subcontractor
18486	9/19/24	BRANDEIS UNIVERSITY	18,750.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subrecipient
18487	9/19/24	SEQIRUS USA INC	20,141.68	653 BRPC/INSREIMB	BRPC - Insurance Reimbursement	2024/2025 Vaccinations
18488	9/19/24	BERKSHIRE BOUNTY INC	8,477.35	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
18489	9/19/24	ADELSON & COMPANY PC	3,000.00	040 ADMIN	Admin	Accounting Services
18490	9/19/24	BERKSHIRE WINERY LLC	500.00	040 ADMIN	Admin	Annual Meeting Deposit
18491	9/19/24	BECKS PRINTING	808.93	725.04 MassTech/DE-NMB	Massachusetts Technology Collaborative - Municipal Digital Equity - Implementation Application - New Marlborough	Printing
18492	9/19/24	VALERIE BIRD	357.78	---	Varied Projects	Expense Form
18493	9/19/24	TIFFANY BROUILLETTE	640.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18494	9/19/24	SOPHIE CARNES JANNEN	363.97	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
18495	9/19/24	NOE GONZALEZ ORTIZ	88.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18496	9/19/24	KATHRYN HEEDER HOCKER	2,560.00	---	Varied Projects	Subcontractor
18497	9/19/24	KIDZONE CHILD CARE EDUCATIONAL CTR INC	518.00	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction	Transportation Services
18498	9/19/24	MA STATE BOARD OF RETIREMENT	12,723.41	---	---	Retirement
18499	9/19/24	ANN MARIE MUTZ	1,030.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
18500	9/19/24	NEW ENGLAND RURAL HEALTH ASSOCIATION	275.00	776 SBREPC/AAR	Southern Berkshire Regional Emergency Planning Committee - After Action Report	Conference - Bryan, M
18501	9/19/24	SHAMIA SHEPHERD	515.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
18502	9/19/24	NANCY SIMONDS-RUDERMAN	50.00	681 NEHA-FDA/FSPA	NEHA - Alliance Food Safety Program Advancement	ServSafe Exam - Stine, J

BERKSHIRE REGIONAL PLANNING COMMISSION

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<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
18503	9/19/24	KRISTANY SKORPUT	480.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18504	9/19/24	NANCY SLATTERY	97.32	650 DPH/SS	Public Health Excellence for Shared Services	Expense Form
18505	9/19/24	SOURCEPASS COMPUWORKS LLC	2,733.30	040 ADMIN	Admin	Computer Software
18506	9/19/24	THE COOPER CENTER, LLC	1,441.79	040 ADMIN	Admin	Utilities
18507	9/24/24	THE BERKSHIRE DESIGN GROUP INC	3,800.00	592 DEP/319REGC	Department of Environmental Protection - 319 Regional Coordinator	Subcontractor
18508	9/24/24	BERKSHIRE PRIDE INC	4,100.00	735 MassCEC/EmPower	MA Clean Energy Technology Center - EmPower IMP	Subcontractor
18509	9/24/24	CONSTANT CONTACT INC	100.00	167 BBPC	Berkshire Bike Path Council	BBPC Annual Membership (Voided - Paid with Credit Card)
18510	9/24/24	RYAN GRIFFIS	1,500.00	040 ADMIN	Admin	Relocation Reimbursement
18511	9/24/24	MACFARLANE OFFICE PRODUCTS, INC.	588.80	040 ADMIN	Admin	Copying
18512	9/24/24	PFIZER INC	53,069.74	653 BRPC/INSREIMB	BRPC - Insurance Reimbursement	2024/2025 Vaccinations
18513	9/24/24	RANDALL TROPHIES LLC	169.52	040 ADMIN	Admin	Annual Meeting Plaque
18514	9/24/24	MRM HOSPITALITY LLC	2,816.25	010 GEN	General	Annual Meeting Catering
18515	9/24/24	VALLEY GREEN SHREDDING, LLC	96.50	040 ADMIN	Admin	Recycling
18516	9/24/24	WB MASON COMPANY INC	121.00	040 ADMIN	Admin	Supplies
18517	9/24/24	HARRINGTON HEEP LLP	110.00	040 ADMIN	Admin	Legal Services
18518	9/26/24	PETTY CASH	50.03	---	---	Petty Cash Replenishment
18519	10/1/24	BERKSHIRES TOMORROW INC	4,290.00	040 ADMIN	Admin	Software Lease
18520	10/1/24	BERKSHIRE GROWN INC	12,514.12	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
18521	10/1/24	BECKET FEDERATED CHURCH	9,000.00	678 NERHA/RVE24	New England Rural Health Association - Rural Vaccine Equity Initiative 2024	Subcontractor
18522	10/1/24	BLUE 20/20	219.92	040 ADMIN	Admin	Vision Insurance
18523	10/1/24	CENTR BERKS HABITAT FOR HUMANITY	110.00	610 HRIA/G2G	Health Resources in Action - Gray to Green	Supplies Reimbursement
18524	10/1/24	DANIELLE COOMES	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18525	10/1/24	JILL DAUGHERTY	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18526	10/1/24	DLT SOLUTIONS, LLC	225.93	440 MassDOT/TPL24	MA Department of Transportation Planning	AutoCAD Subscription
18527	10/1/24	REBECCA DODGE	480.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18528	10/1/24	FEDEX	9.20	745 SHF/EOHLC/CDBG	Sheffield EOHLC - Housing Rehabilitation	Postage
18529	10/1/24	SHARRON FRAZIER-MCCLAIN	304.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor

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<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
18530	10/1/24	SIOGA CLUB OF BERKSHIRE COUNTY INC	100.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18531	10/1/24	RAYNIER MEDINA OLIVO	48.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18532	10/1/24	KELLIE MEISL	640.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18533	10/1/24	MIIA HEALTH BENEFITS TRUST	2,501.67	040 ADMIN	Admin	Dental Insurance
18534	10/1/24	MIIA HEALTH BENEFITS TRUST	65,704.32	040 ADMIN	Admin	Health Insurance
18535	10/1/24	MAEGAN MOYNAHAN	937.50	664 CLK/MVPA	Clarksburg - Municipal Vulnerability Preparedness	Subcontractor
18536	10/1/24	MUTUAL OF OMAHA	1,564.36	040 ADMIN	Admin	Life; STD; LTD
18537	10/1/24	RAINBOW DISTRIBUTING COMPANY INC	59.94	040 ADMIN	Admin	Water
18538	10/1/24	THE COOPER CENTER, LLC	8,895.18	040 ADMIN	Admin	Rent
18539	10/1/24	SEQIRUS USA INC	12,588.55	653 BRPC/INSREIMB	BRPC - Insurance Reimbursement	2024/2025 Vaccinations
18540	10/1/24	TD CARD SERVICES	587.07	---	---	September 2024 Credit Card Payment
18541	10/1/24	TD CARD SERVICES	7,977.16	---	---	September 2024 Credit Card Payment
18542	10/1/24	THE SOUTHFIELD STORE	436.00	725.04 MassTech/DE-NMB	Massachusetts Technology Collaborative - Municipal Digital Equity - Implementation Application - NEW MARLBOROUGH	Catering Services
18543	10/1/24	TRI-STATE TRAFFIC DATA INC	7,260.00	440 MassDOT/TPL24	MA Department of Transportation Planning	Traffic Counts
18544	10/1/24	MA STATE BOARD OF RETIREMENT	12,871.48	---	---	Retirement
18545	10/1/24	TD CARD SERVICES	150.00	040 ADMIN	Admin	Annual Fee
18546	10/1/24	WESTSIDE LEGENDS INC	400.00	610 HRIA/G2G	Health Resources in Action - Gray to Green	Gray to Green Event
18547	10/1/24	WESTERN MASS PUBLIC HEALTH ASSOC	800.00	---	Varied Projects	Totally 5 Conference - 5 Public Health Staff
18548	10/1/24	KRYSTAL BARTLEY	195.00	040 ADMIN	Admin	Staff Development Reimbursement
18549	10/1/24	DAVID KELLEY	1,150.00	040 ADMIN	Admin	Cleaning Services
1019	9/4/24	A PLUS HVAC INC	12,181.34	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1020	9/11/24	COMMONWEALTH OF MASSACHUSETTS	205.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Lien
1171	9/24/24	ATLAS TECHNICAL CONSULTANTS LLC	671.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1172	9/24/24	ATLAS TECHNICAL CONSULTANTS LLC	914.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1173	9/24/24	ATLAS TECHNICAL CONSULTANTS LLC	698.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1205	9/19/24	GREYLOCK WORKS	558,670.19	716 EPA/RLF2	Environmental Protection Agency Revolving Loan Fund 2022	Requisition #01

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<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
1324	9/24/24	J SMEGAL CONTRACTING LLC	14,400.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1325	9/26/24	COMMONWEALTH OF MASSACHUSETTS	105.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1326	10/1/24	J SMEGAL CONTRACTING LLC	19,721.50	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor

Total 1,165,114.28

August 2024 Credit Card #9068 Payment Support

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CCARD	7/31/24	MICHAELS CRAFT STORE	75.26	610 HRIA/G2G	Health Resources in Action - Gray to Green	G2G Event Supplies
CCARD	7/31/24	AMAZON.COM	91.16	755 BTI/HNE/PHCOMO	BTI - Health New England - PH Community Outreach	Feet on the Street Event Supplies
CCARD	7/31/24	LIBERTY PIZZA	115.99	610 HRIA/G2G	Health Resources in Action - Gray to Green	G2G Event Meals
CCARD	7/31/24	AMAZON.COM	(9.89)	440 MassDOT/TPL24	MA Department of Transportation Planning	Return Credit
CCARD	8/1/24	AMAZON.COM	1,790.85	678 NERHA/RVE24	New England Rural Health Association - Rural Vaccine Equity Initiative 2024	Municipal AC Equipment
CCARD	8/1/24	AMAZON.COM	1,790.85	678 NERHA/RVE24	New England Rural Health Association - Rural Vaccine Equity Initiative 2024	Municipal AC Equipment
CCARD	8/2/24	AMAZON.COM	5.46	040 ADMIN	Admin	Supplies
CCARD	8/7/24	STRAIGHT TALK WIRELESS	37.41	040 ADMIN	Admin	Telephone
CCARD	8/7/24	AMAZON.COM	91.96	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Nurses Supplies
CCARD	8/8/24	BIG Y SUPERMARKET	93.96	755 BTI/HNE/PHCOMO	BTI - Health New England - PH Community Outreach	Feet on the Street Event Supplies
CCARD	8/8/24	SERVSAFE	153.23	681 NEHA-FDA/FSPA	NEHA - Alliance Food Safety Program Advancement	ServSafe Textbook
CCARD	8/9/24	UNITED STATES POSTAL SERVICE	5.95	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Naloxone Kit Postage
CCARD	8/9/24	AMAZON.COM	24.26	040 ADMIN	Admin	Supplies
CCARD	8/9/24	AMAZON.COM	95.95	040 ADMIN	Admin	Supplies
CCARD	8/9/24	AMAZON.COM	1,790.80	678 NERHA/RVE24	New England Rural Health Association - Rural Vaccine Equity Initiative 2024	Municipal AC Equipment
CCARD	8/9/24	CODE42	9.99	040 ADMIN	Admin	Computer Software

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<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CCARD	8/9/24	NURSES SERVICE ORGANIZATION	114.00	650 DPH/SS	Public Health Excellence for Shared Services	Liability Insurance - Slattery, N
CCARD	8/12/24	ZOOM VIDEO COMMUNICATIONS, INC.	40.00	040 ADMIN	Admin	Software Subscription
CCARD	8/14/24	AMAZON.COM	756.24	010 GEN	General	Wellness Grant Supplies for BRPC Cups
CCARD	8/19/24	PITNEY BOWES	130.32	040 ADMIN	Admin	Postage Lease Payment
CCARD	8/19/24	AMAZON.COM	439.60	721 HAN/OPIOIDS	Hancock - Opioid Settlement	BHR Engagement Materials
CCARD	8/20/24	UNITED STATES POSTAL SERVICE	9.08	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Naloxone Kit Postage
CCARD	8/21/24	BERKSHIRE UNITED WAY INC	90.00	---	Varied Projects	Event Tickets - Kittross, L & Ottozon, A
CCARD	8/24/24	CONSTANT CONTACT INC	81.00	040 ADMIN	Admin	Newsletter Subscription
CCARD	8/26/24	GOTPRINT.COM	40.92	040 ADMIN	Admin	Business Cards - Siddiqui, A
CCARD	8/26/24	META PLATFORMS INC	125.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Advertising
CCARD	8/28/24	AMAZON.COM	1,391.30	678 NERHA/RVE24	New England Rural Health Association - Rural Vaccine Equity Initiative 2024	Municipal AC Equipment
CCARD	8/28/24	AMAZON.COM	224.95	678 NERHA/RVE24	New England Rural Health Association - Rural Vaccine Equity Initiative 2024	Municipal AC Equipment
CCARD	8/29/24	DRUG ENFORCEMENT ADMINISTRATION	888.00	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Renewal - Jannen-Carnes, S
CCARD	8/29/24	COLE PARMER	(13.24)	650 DPH/SS	Public Health Excellence for Shared Services	Tax Credit
CCARD	8/30/24	AMAZON.COM	(86.34)	040 ADMIN	Admin	Return Credit

Total 10,394.02

August 2024 Credit Card #1189 Payment Support

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CCARD	8/1/24	DUNKIN DONUTS	76.42	725 MassTech/DE-CLK	Massachusetts Technology Collaborative - Municipal Digital Equity - Clarksburg	Meals for Focus Group
CCARD	8/1/24	MARKETPLACE CAFE	46.97	772 PHIWM/BCFG	Public Health Institute of Western Massachusetts - Berkshire County Focus Group	Meals for Focus Group
CCARD	8/12/24	MARKET 32	43.16	725 MassTech/DE-DAL	Massachusetts Technology Collaborative - Municipal Digital Equity - Dalton	Meals for Focus Group

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<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CCARD	8/15/24	MARKET 32	42.03	725 MassTech/DE-STK	Massachusetts Technology Collaborative - Municipal Digital Equity - Stockbridge	Meals for Focus Group
CCARD	8/16/24	DOTTIES COFFEE LOUNGE	5.17	526 BCSO/OPIOID	Berkshire County Sheriff's Office - Opioid Prevention	Refreshments for BHS Meeting
CCARD	8/19/24	MARKET 32	91.22	725 MassTech/DE-OWWB	Massachusetts Technology Collaborative - Municipal Digital Equity - 4 High Fiber Towns	Meals for Focus Group
CCARD	8/20/24	BJS WHOLESALE CLUB	194.45	010 GEN	General	MIIA Grant Wellness Snacks
CCARD	8/29/24	MAPC--1997 NOR'EASTer	20.00	040 ADMIN	Admin	Conference - Brennan, L

Total 519.42

September 2024 Credit Card #9068 Payment Support

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CCARD	9/2/24	AMAZON.COM	23.34	040 ADMIN	Admin	Supplies
CCARD	9/2/24	META PLATFORMS INC	24.99	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Advertising
CCARD	9/2/24	AMAZON.COM	18.49	040 ADMIN	Admin	Supplies
CCARD	9/4/24	PADDLE.NET	12.00	010 GEN	General	Calendar Widget for Clinics
CCARD	9/4/24	PADDLE.NET	(0.89)	010 GEN	General	Tax Credit
CCARD	9/4/24	SERVSAFE	10.00	681 NEHA-FDA/FSPA	NEHA - Alliance Food Safety Program Advancement	Training - Stine, J
CCARD	9/5/24	AMAZON.COM	34.48	040 ADMIN	Admin	Supplies
CCARD	9/6/24	AMAZON.COM	(23.34)	040 ADMIN	Admin	Return Credit
CCARD	9/6/24	STRAIGHT TALK WIRELESS	37.41	040 ADMIN	Admin	Telephone
CCARD	9/8/24	AMAZON.COM	37.98	610 HRIA/G2G	Health Resources in Action - Gray to Green	G2G Supplies
CCARD	9/10/24	HOVERCODE LTD	12.00	010 GEN	General	QR Code Generator for Clinics
CCARD	9/10/24	BARRINGTON STAGE CO INC	80.00	040 ADMIN	Admin	4 Tickets - Berkshire 25 Event
CCARD	9/10/24	HOME DEPOT	99.25	684 MON/DEP319	Monterey - DEP 319 Hupi Road Drainage Improvements	Supplies
CCARD	9/10/24	AMAZON.COM	30.76	040 ADMIN	Admin	Supplies
CCARD	9/10/24	AMAZON.COM	107.66	653 BRPC/INSREIMB	BRPC - Insurance Reimbursement	Clinic Supplies
CCARD	9/10/24	AMAZON.COM	100.00	684 MON/DEP319	Monterey - DEP 319 Hupi Road Drainage Improvements	Gift Card for Community Helper
CCARD	9/11/24	BB'S HOTSPOT, LLC	310.00	755 BTI/HNE/PHCOMO	BTI - Health New England - PH Community Outreach	Catering Services

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CCARD	9/12/24	ZOOM VIDEO COMMUNICATIONS, INC.	40.00	040 ADMIN	Admin	Software Subscription
CCARD	9/12/24	BIG Y SUPERMARKET	63.93	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	YAB Meeting Snacks
CCARD	9/12/24	BERKSHIRE JOBS	199.00	040 ADMIN	Admin	Job Advertisement
CCARD	9/13/24	WALMART.COM	19.34	610 HRIA/G2G	Health Resources in Action - Gray to Green	G2G Supplies
CCARD	9/13/24	BJS WHOLESALE CLUB	82.97	610 HRIA/G2G	Health Resources in Action - Gray to Green	G2G Snacks
CCARD	9/13/24	BJS WHOLESALE CLUB	113.72	610 HRIA/G2G	Health Resources in Action - Gray to Green	G2G Snacks
CCARD	9/13/24	TAFT FARMS	191.74	526 BCSO/OPIOID	Berkshire County Sheriff's Office - Opioid Prevention	Outreach Specialist Event Meals
CCARD	9/13/24	AMAZON.COM	50.71	755 BTI/HNE/PHCOMO	BTI - Health New England - PH Community Outreach	Supplies
CCARD	9/14/24	UNITED STATES POSTAL SERVICE	4.21	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Postage
CCARD	9/16/24	BIG Y SUPERMARKET	21.29	526 BCSO/OPIOID	Berkshire County Sheriff's Office - Opioid Prevention	Community Outreach Event Meals
CCARD	9/16/24	BADGE & WALLET	193.25	650 DPH/SS	Public Health Excellence for Shared Services	Wallets for ID's
CCARD	9/17/24	AMAZON.COM	11.50	040 ADMIN	Admin	Supplies
CCARD	9/18/24	LIBERTY PIZZA	98.39	610 HRIA/G2G	Health Resources in Action - Gray to Green	G2G Event Meals
CCARD	9/18/24	PAPA JOE'S RISTORANTE	63.56	469 PHOA	Public Health Administration	Training Event Meals
CCARD	9/18/24	AMERICAN PLANNING ASSOCIATION	295.00	040 ADMIN	Admin	Job Advertisement
CCARD	9/18/24	AMAZON.COM	15.99	040 ADMIN	Admin	Supplies
CCARD	9/18/24	AMAZON.COM	138.40	040 ADMIN	Admin	Supplies
CCARD	9/23/24	SOUTHERN NEW ENGLAND APA	1,035.32	545 EOHLCD/LTA24	District Local Technical Assistance 2024	Conference - Community Planners
CCARD	9/24/24	CONSTANT CONTACT INC	88.00	040 ADMIN	Admin	Newsletter Subscription
CCARD	9/24/24	AMAZON.COM	32.72	040 ADMIN	Admin	Supplies
CCARD	9/24/24	HOME DEPOT	22.94	783 LAN/MVP	Lanesborough - Municipal Vulnerability Preparedness	Supplies
CCARD	9/25/24	LIBERTY PIZZA	92.15	610 HRIA/G2G	Health Resources in Action - Gray to Green	G2G Meals
CCARD	9/25/24	AMAZON.COM	86.39	166 EPA/RLF	Environmental Protection Agency - Brownfields Revolving Loan Fund	Supplies
CCARD	9/26/24	PLANETIZEN	74.97	040 ADMIN	Admin	Job Advertisement
CCARD	9/26/24	UNITED STATES POSTAL SERVICE	4.28	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Postage
CCARD	9/26/24	CONSTANT CONTACT INC	135.95	167 BBPC	Berkshire Bike Path Council	BBPC Annual Membership
CCARD	9/27/24	EMPLOYERS ASSOC OF THE NORTHEAST	99.00	040 ADMIN	Admin	Membership - Bartley, K
CCARD	9/27/24	AMAZON.COM	37.81	040 ADMIN	Admin	Supplies
CCARD	9/27/24	MICRODAQ.COM	590.50	440 MassDOT/TPL24	MA Department of Transportation Planning	Meter

BERKSHIRE REGIONAL PLANNING COMMISSION

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<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CCARD	9/27/24	MICROSOFT.COM	4.00	040 ADMIN	Admin	Visio License
CCARD	9/27/24	MICROSOFT.COM	720.00	166 EPA/RLF	Environmental Protection Agency - Brownfields Revolving Loan Fund	Computer Software
CCARD	9/28/24	GRAMMARLY	2,436.00	040 ADMIN	Admin	Computer Software

Total 7,977.16

September 2024 Credit Card #1189 Payment Support

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CCARD	9/11/24	BJS WHOLESALE CLUB	222.98	010 GEN	General	MIIA Grant Wellness Snacks
CCARD	9/13/24	BIG Y SUPERMARKET	45.25	725 MassTech/DE-SBC	Massachusetts Technology Collaborative - Municipal Digital Equity - Sothern Berkshire	Snacks for Focus Group
CCARD	9/17/24	STOP & SHOP	31.57	725 MassTech/DE-NMB	Massachusetts Technology Collaborative - Municipal Digital Equity - New Marlborough	Snacks for Focus Group
CCARD	9/24/24	BARRINGTON STAGE CO INC	20.00	040 ADMIN	Admin	Event Ticket - Brennan, L
CCARD	9/25/24	BIG Y SUPERMARKET	5.99	610 HRIA/G2G	Health Resources in Action - Gray to Green	G2G Event Supplies
CCARD	9/27/24	BJS WHOLESALE CLUB	261.28	010 GEN	General	MIIA Grant Wellness Snacks

Total 587.07

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Sep 30, 2024

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

<u>Customer ID</u>	<u>Customer</u>	<u>Over 90 days</u>	<u>Amount Due</u>	<u>Notes</u>
284 BPHA/PHN/PER	TOWN OF PERU		577.50	
284 BPHA/PHN/RIV	RIVER RUN APARTMENTS	200.00	333.33	Alecia followed up
284 BPHA/PHN/SAV	TOWN OF SAVOY		577.50	
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC	88.39	88.39	Payment on the way
440/TPL	MASSDOT#75425 - TPL		52,272.61	
560 COMMVENPUR	COMMUNITY VENDOR PURCHASING	4,800.00	4,800.00	
560 SEALCOATING	SEALCOATING INC	2,895.02	2,895.02	Becky followed up
560 TONLINO	TONLINO & SONS	533.16	533.16	Becky followed up
646 DPH/MASSCALLS	DEPT OF PUBLIC HEALTH - MASSCALLS		27,789.75	
679 EV/MASSSAVE/CFP	EVERSOURCE		4,166.66	
679 NG/MASSSAVE/CFP	NATIONAL GRID		7,291.66	
684 MON/DEP319	TOWN OF MONTEREY	2,178.37	2,178.37	Courteny to follow up
712 MAPC/WRHSAC/EEMC	WESTERN REGION HOMELAND SECURITY	1,761.48	3,593.29	Payments on the way
713 MON/MVPA	TOWN OF MONTEREY	10,414.10	10,414.10	Courteny to follow up
724 HAN/MVP	TOWN OF HANCOCK	706.08	706.08	Courteny to follow up
728 MAPC/MCSP	METROPOLITAN AREA PLANNING COUNCIL	12,656.64	12,656.64	
733.01 SS4A	OFFICE OF TRANSPORTATION PLANNING		1,035.26	
742 MON/OSRP	TOWN OF MONTEREY	15,000.00	15,000.00	Payment should be coming
752 BWD/MVP	BRIGGSVILLE WATER DISTRICT	5,408.40	5,408.40	Courteny to follow up
753 PTS/MVPA	CITY OF PITTSFIELD	60,056.94	60,056.94	Courteny to follow up
754 DOJ/COPA	DEPT OF JUSTICE		29,160.99	
758 UBALT/COCLI/BPOP	UNIVERSITY OF BALTIMORE		13,744.39	
763 TOWN OF LEE	TOWN OF LEE	31,774.47	31,774.47	CJ followed up
764 TOWN OF MONTEREY	TOWN OF MONTEREY	17,733.52	17,733.52	Payment should be coming
766 SAV/CUL	TOWN OF SAVOY	1,919.64	1,919.64	Clete followed up
774 MASSDOT/RT	MASSDOT-RAIL & TRANSIT DIVISION		11,000.00	
ANNUAL DINNER	ANNUAL DINNER		140.00	

Report Total

168,126.21 317,847.67

Current Balance

\$0.00

CREDITLINE (x0001) ▾

Accounts Transfers Bill Pay Payroll & ACH Business Center ▾ Users & Access Account Options ▾

Payment Due Date

Oct 5, 2024

Activity

Details

Last 30 days ▾

📅 Search by date ▾

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🔗 Help

🖨️ Print



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MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: October 4, 2024

SUBJ: Agenda Items – October 10, 2024, Executive Committee Meeting

VI. Items Requiring Action

A. Vote to Approve the BRPC Use of AI (Artificial Intelligence) Policy*

The Executive Committee is requested to approve BRPC's Use of AI Policy. BRPC currently does not have a policy related to the use of AI. This policy would provide some broad requirements for BRPC staff to follow.

B. Vote to Approve the Submission of a Grant Application to the U.S. Environmental Protection Agency's, Healthy Communities Program*

The Executive Committee is requested to authorize the Executive Director to submit a grant application to U.S. Environmental Protection Agency's Healthy Communities Program and sign any resulting contracts and agreements. This grant would allow for work on respiratory health, including the formation of a respiratory health network in the County. The grant is for up to \$40,000 and does not require a BRPC match. There may be subcontractors. Laura Kittross, Public Health Program Manager, lkittross@berkshireplanning.org or Senior Planner Jaymie Zapata, jzapata@berkshireplanning.org are the BRPC contacts.

C. Vote to Approve the Submission of a Grant Application to the RIZE Massachusetts Mosaic (Mosaic Opioid Recovery Partnership) Municipal Matching Grant Program *

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the RIZE Massachusetts Mosaic Municipal Matching Grant program and to sign any resulting contracts and agreements. RIZE Massachusetts is an independent nonprofit foundation working to end the opioid epidemic in Massachusetts and reduce its devastating impact on people, communities, and the economy. The Mosaic (Mosaic Opioid Recovery

Partnership) is a public-private collaboration funded by the MA Department of Public Health, Bureau of Substance Addiction Services. The Municipal Matching Grant program funds projects and initiatives in cities and towns that align with the Massachusetts State Sub-Division Agreement for Statewide Opioid Settlements. This program offers a unique opportunity to bolster cities' and towns' capacity to address the overdose crisis through non-punitive, health-centered approaches to the overdose crisis.

This application will develop and pilot a structure for a "Day of Action" to directly outreach households in neighborhoods that have higher rates of opioid overdoses and substance-related EMS calls. In collaboration with SafeSpot (formerly the MA Overdose Prevention HelpLine), outreach will include education on the increasing risk of fentanyl in white powders and counterfeit pills, distribution of naloxone and fentanyl test strips, and promotion of services offered by SafeSpot, Berkshire Harm Reduction, and the newly launching Thrive Team (formerly the Berkshire Post-Overdose Program). The two pilot sessions will lead to the creation of a detailed process guide that can be replicated elsewhere in the state as well as locally. The funding involves matching MA Opioid Settlements funds that BRPC is administering on behalf of Hancock; \$8,055 of Hancock's allocation will be matched with a requested additional \$8,055 from statewide settlements funds. If awarded, the period of performance would be 2/1/25 to 1/31/26. Staff lead is Andy Ottoson, aottoson@berkshireplanning.org

D. Vote to Recommend Thomas Matuszko as the Berkshire Regional Planning Commission Appointment to the Seasonal Communities Advisory Council being Convened by the Executive Office of Housing and Livable Communities pursuant to the Affordable Homes Act*

The Executive Committee is requested to recommend me, Thomas Matuszko, as the Berkshire Regional Planning Commission's appointment to the Advisory Council being convened by the Executive Office of Housing and Livable Communities (EOHLC) pursuant to the Affordable Homes Act. Section 5 of the Affordable Homes Act added a new Section 32 into MGL c23B which includes definitions, advisory council, designation process and new abilities for Seasonal Communities. One of the members of the Seasonal Communities Advisory Council is a representative from Berkshire Regional Planning Commission (BRPC). I recently received a request from EOHLC to provide BRPC's recommendation as EOHLC intends to convene this Advisory Council in the near future. The pertinent section of the Affordable Homes Act is included in the meeting material.

VII. Committee Reports and Discussion

A. Commission Development Committee

The Commission Development Committee met on September 12, 2024. The main topic of the meeting was a discussion of possible BRPC bylaw changes. Draft minutes have not yet been prepared.

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 09/6/2024 to 10/03/2024.

- Berkshire County Boards of Health Association – Support Services - \$11,000
- Monterey - DEP 319 Hupi Road Drainage Improvements – Additional \$8,060
- Housatonic Valley Association - Berkshire Clean Cold Connected Partnership - \$41,000
- Washington - Municipal Vulnerability Preparedness Action – \$311,994
- Environmental Protection Agency Revolving Loan Fund – Additional \$3,650,000
- Public Health Institute of Western Massachusetts - Berkshire Health Systems Community Health Needs - \$15,000
- Lanesborough - Municipal Vulnerability Preparedness - Western Massachusetts Regional Unpaved Roads Project - \$432,096
- Berkshire County Sheriff's Office – Opioid Abuse Prevention - \$50,000

Grants and Contracts not received.

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

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

- The B.T.I. Board of Directors authorized the President to sign an agreement with Berkshire Regional Planning Commission and any other contracts to support the FY2025 Vaccination Clinics not to exceed \$10,000, including a 2% administrative fee.

C. Staff Update

- Hired:
 - David Pill - Housing Rehab Specialist – Resume attached
- Open Positions:
 - Public Health Community Social Worker, [Public Health Community Social Worker - Berkshire Regional Planning Commission \(berkshireplanning.org\)](#)
 - Public Health Planner / Senior Planner - Behavioral Health/ Substance Use Disorder (SUD) [Public Health Planner/Senior Planner \(Substance Use Disorders\) - Berkshire Regional Planning Commission \(berkshireplanning.org\)](#)
 - Housing Planner, [Housing Planner - Berkshire Regional Planning Commission \(berkshireplanning.org\)](#)
- Resigned:
 - John Roughley, Housing Rehab Specialist

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission met on September 18, 2024. The main agenda items were a presentation by representatives from the Executive Office of Livable Communities about the Affordable Homes Act, especially related to Accessory Dwelling Units and a presentation on the Massachusetts Farmland Action Plan, [download \(mass.gov\)](#).

E. Passenger Rail

- West-East Rail – No known activity over the past month.
- Berkshire Flyer – No known activity over the past month.
- Northern Tier Passenger Rail – On August 12, 2024, MassDOT released the Northern Tier Passenger Rail Study draft final report for public comment. The study is posted at <https://www.mass.gov/northern-tier-passenger-rail-study>. The 60-day public comment period ends Saturday, October 12, 2024. Comments may be submitted on the website form [MassDOT Public Forms \(massdotpi.com\)](https://www.mass.gov/northern-tier-passenger-rail-study) Comments included.

F. 2024 Moving Together Conference

MassDOT is sponsoring its Moving Together Conference featuring workshops and panels that highlight current pedestrian, bicyclist and public transportation topics and allowing for networking with colleagues representing diverse interests from the public, academic and private sectors. It will be held on Wednesday October 23, 2024 from 7:45 am - 4:30 pm, at the Sheraton Boston Hotel, 39 Dalton Street, Boston, MA. Registration is at [UMTC/Baystate Roads - UMTC \(umasstransportationcenter.org\)](https://www.umasstransportationcenter.org)

G. Central Berkshire Habitat For Humanity Community Partner Award

BRPC was recently awarded a Community Partner Award by the Central Berkshire Habitat for Humanity at their recent Annual meeting. BRPC works most closely with the Central Berkshire Habitat for Humanity on the Gray to Green project, currently being led by Senior Planner, Jaymie Zapata. The award announcement is included.

H. Federal Matching Grant Funds

The Massachusetts Federal Funds & Infrastructure Office has recently released guidance (included in the meeting material) related to the [recent legislation](#) making state funding available with the goal of making federal grant applications more competitive. The guidance contains FAQs about how the funds will be made available and has more details about the [online form](#) that can be used to request matching funds as part of this process.

IX. Old Business

A. Re Update and Discussion about the Proposed Energy Siting Legislation

The Governor's proposed FY2024 closeout supplemental budget bill, AN ACT MAKING APPROPRIATIONS FOR THE FISCAL YEAR 2024 TO PROVIDE FOR SUPPLEMENTING CERTAIN EXISTING APPROPRIATIONS AND FOR CERTAIN OTHER ACTIVITIES AND PROJECTS contains provisions related to siting energy facilities. BRPC has repeatedly commented previously that these provisions would be detrimental to Berkshire County and other rural areas of the state as they would effectively remove local control from the approval process for large and small clean energy infrastructure facilities. This

legislation, H.5049 is currently with the House Ways and Means Committee. Staff is working to prepare comments on the bill.

B. Discussion about the Terms for the BRPC Chair, Vice-Chair, Treasurer, and Clerk

At the January 18, 2024 meeting, the Commission voted to amend BRPC bylaws to allow Officers and Committee members to serve for two year terms instead of one year. This was done in error as the Regional Planning Law, MGL 40B, is clearly prescriptive and states that the Chair, Vice- Chair, Treasurer and Clerk must be elected annually. The last time these positions were voted on was July 20, 2023. We will have to hold elections at the November Commission meeting. We will have to amend the BRPC bylaws that extended the terms to two years.

C. Discussion about the BRPC Annual Meeting

We would like your input about how the Annual Meeting went.

X. New Business

A. Vote to Approve the Executive Director's FY 24 Performance Review and the Executive Director's FY 25 Salary Adjustment*

BRPC's Bylaws require *"On an annual basis, the Executive Director shall prepare a review of his/her accomplishments for the preceding year and goals for the upcoming years as part of his/her performance evaluation by the Executive Committee."*

BRPC salaries are based on performance reviews. The Executive Committee is requested to approve the Executive Director's FY 24 Performance Review and FY 25 Salary Adjustment.

B. Discussion of Topics for the November Commission Meeting

Possible topics for the November 21, 2024 Commission meeting include:

- Election of BRPC Officers
- Amend BRPC Bylaws
- ADU presentation (I have requested someone from EOHLC present)
- Continued discussion of budgetary and legislative priorities

XI. Adjournment*

Additional Meeting Material:

- 2024.09.12 Unapproved Executive Committee Meeting Minutes - DRAFT
- September 3, 2024 – October 3, 2024 Expenditures Report
- September 2024 Aged Receivables Report
- 2024.10.05 Line of Credit Report
- 2024.10.04 Executive Director Memorandum
- BRPC Use of AI Policy – Draft
- Section 5, Affordable Homes Act excerpt on Seasonal Communities
- Resume – David Pill
- BRPC Northern Tier Passenger Rail Comments
- Community Partners Award Announcement
- Federal Matching Funds Process
- September 2024 Assistance Activities

Use of AI Policy

October 1, 2024



BRPC

Overview

Berkshire Regional Planning Commission recognizes the potential value of language-model-based generative artificial intelligence applications and services. These tools may be useful for staff in their work and may also be beneficial for accessibility accommodations. Through careful implementation, these tools may also save time and improve productivity, improve grammar, summarize content BRPC has already produced, and provide supplemental content BRPC generates. Such technologies leverage large data sets and machine learning to produce content based on user input. In most cases, these tools will be delivered as part of an existing service to enhance user experience (e.g., predictive text, automatically generated themes, or intelligent information classification).

It is important to note that Generative AI can present inaccurate information based on the source material used for training. Employees need to be aware of these potential inaccuracies and be prepared to devote time to reviewing and proofreading generated content to mitigate these issues. Generative AI also has the potential to mirror biases from the training materials, encompassing and repeating harmful and discriminatory biases that can perpetuate and amplify negative impacts on individuals, organizations, and society. For instance, if the training data for a language model is predominantly from a specific culture, the model may favor that culture's norms and values. These biases can be related to but not limited to culture, gender, sex, sexual orientation, ethnicity, socioeconomic status, health, and other societal factors. Moreover, the algorithms responsible for parsing and processing contents may also introduce such biases, either intentionally or unintentionally.

This policy applies to all BRPC employees. Project managers are responsible for enforcing this policy for all projects they are managing. Subcontractors and consultants are expected to disclose their use of AI for BRPC projects and cite its use for content generation in accordance with the policy below.

Definitions

"Artificial Intelligence (AI)," as used in this policy, is a machine-based system that can make predictions, recommendations, or decisions based on a given set of human objectives.

"Generative Artificial Intelligence" ("Generative AI") is a type of artificial intelligence technology that can generate many forms of content, including but not limited to texts, images, and multimedia.

"Personally Identifiable Information (PII)," as used in this policy, is defined as social security numbers, dates of birth, addresses, employment data, driver's license numbers, passport numbers, state-issued identification card numbers, medical and health data, income data, tax filing data, retirement plan data, asset ownership data, investment data, benefits data, financial account numbers, credit or debit card number (with or without security code, personal identification numbers, or passwords).

Policy

BRPC employees can leverage generative AI technologies for text generation, grammar checks, translation, and data analysis only through current service providers that BRPC already utilizes.

Current providers approved by the IT manager are:

- Adobe
- Canva (graphics only)
- Grammarly
- Microsoft 365
- Zoom

Any usage outside of these services is prohibited. BRPC's IT Manager must approve additions to the approved list. In all cases, employees are responsible for the outcome regardless of the tool or technology used to create, compose, or generate a work product. Generative AI is not a substitute for employee decision-making. AI is not to be used by managers or hiring teams for employment-related decisions, which includes but is not limited to resume analysis, applicant screening or ranking, job offer decision-making, interviewing and interview response analysis, performance evaluations, promotions, terminations, and disciplinary actions. Photo and voice generation is prohibited.

BRPC employees who violate this policy will be subject to disciplinary action, up to and including termination of employment. Instances of policy violation should be reported to the IT Manager and the applicable Project Manager. Contractors and consultants who violate applicable portions of this policy may have their contracts terminated.

Compliance with Legal and Regulatory Requirements

BRPC employees must comply with all applicable laws and regulations governing the use of AI-based technologies directly or where they are included within another service or toolset. This includes compliance with data protection, privacy, intellectual property, and anti-discrimination laws. The use of generative AI tools and applications must comply with the Written Information Security Plan (WISP), which is found in BRPC's current personnel policies.

Human Review and Approval

BRPC employees must always thoroughly review AI-generated material for inaccurate or incomplete information or non-compliance with policy or regulations. Employees should be diligent in reviewing AI-generated content to ensure that it does not perpetuate biases, as described above. The employee is ultimately responsible for all content produced with the assistance of AI-based tools. Any material generated by AI and used by BRPC in written documents and reports must be cited as being generated by AI and include the software used and date generated. Generated AI used on websites, flyers, or social media should be reviewed for possible citation by the project manager, who may defer to the IT Manager.

Privacy and Confidentiality

Use of personally identifiable information (PII) and other regulated data by BRPC employees in generative AI is generally prohibited, except in certain circumstances where pre-approval has been given by the Executive Director. Employees should use the minimum amount of PII necessary to support the objective of the Generative AI system. When handling PII or other regulated data, BRPC must take

appropriate steps to protect such information based on its level of sensitivity and confidentiality. These steps include but are not limited to complying with BRPC's Written Information Security Plan (WISP), applicable state and federal laws and regulations, and requirements related to access controls, encryption, data retention requirements, substitution of sensitive data, and data sharing agreements. Review of existing documents with PII by AI tools for grammar checks and summarization is permitted. Only HIPAA-compliant AI tools may be utilized when sharing, interpreting, or analyzing Protected Health Information (PHI).

AI-generated recording tools that record or transcribe a meeting may jeopardize privacy and confidentiality. BRPC employees must seek the approval of meeting participants before conducting an audio recording or generating a transcription of the meeting.

For contractors and consultants, personnel must consult with their legal and security teams before utilizing Personal Identifiable Information (PII) or other regulated data within a Generative AI system. Those personnel may consult with the BRPC Executive Director and IT Manager as needed.

Rollout

BRPC maintains access to such technology through existing Microsoft 365 service entitlements, Adobe licensing, Grammarly, and other existing software. BRPC places no restrictions on the rollout of generative AI-based features within existing approved products or services.

The BRPC IT Manager is responsible for further utilizing or limiting AI-based services and for providing access to BRPC data for appropriate purposes and in compliance with existing regulations or policies. Employees may be exempted from these provisions if approved by the IT Manager or their designee and only for a targeted or limited purpose or task presented.

As this policy applies to rapidly evolving technology, BRPC will review and update terms and language to reflect changes to best practices, technologies, and legal developments.

Acts (2024) Chapter 150

SECTION 5. Said chapter 23B is hereby further amended by adding the following 6 sections:-
Section 31. . . .

. . .

Section 32.

(a) For the purposes of this section “year-round housing”, shall mean housing for occupancy by persons or families who occupy either rental or other housing as their principal residence for not less than 10 months a year and “attainable housing” shall mean housing that is affordable for year-round residents with incomes under a level set by the undersecretary in consultation with the seasonal communities advisory council.

(b) The secretary may designate a municipality as a seasonal community; provided, however, that all municipalities in the counties of Dukes and Nantucket and all municipalities with over 35 per cent seasonal housing units in the county of Barnstable, as determined by the executive office in consultation with the Cape Cod commission established in chapter 716 of the acts of 1989 and all municipalities with more than 40 per cent seasonal housing units in the county of Berkshire, as determined by the executive office in consultation with the Berkshire regional planning commission, shall receive such designation. The executive office may designate additional municipalities as seasonal communities based on consideration of the following factors:

- (i) a high rate of short-term rentals in relation to the overall housing inventory;
- (ii) a significant population increase in seasonal visitors;
- (iii) an excessive disparity between the area median income and the income required to purchase the municipality’s median home price;
- (iv) the percentage of housing stock that is used for seasonal, occasional or recreational use or is otherwise not used as a primary residence by the property’s owner; and
- (v) high variations in the average monthly variation of employment in the sector over the full year, in relation to the municipality’s minimum employment threshold. A municipality designated by the executive office as a seasonal community pursuant to this section shall accept or deny the designation by vote of its legislative body. The secretary shall consult with the advisory council established in subsection (c) to review additional municipalities under consideration to receive the seasonal community designation.

(c) The executive office shall convene an advisory council to offer expertise in issues

Seasonal Communities

pertaining to municipal government, the hospitality industry, the tourism industry, housing law and housing development and finance in seasonal communities. The council shall consist of: the secretary or a designee, who shall serve as chair; 1 member of the senate appointed by the senate president, who represents a district in which at least 1 municipality is designated as a seasonal community; 1 member of the house of representatives appointed by the speaker of the house of representatives, who represents a district in which at least 1 municipality is designated as a seasonal community; 1 person appointed by the Massachusetts Municipal Association, Inc.; and the following persons to be appointed by the secretary: 1 person who shall be a representative of the developer community and is a resident of a municipality designated as a seasonal community; 1 person who shall be a licensed real estate agent with the board of registration of real estate brokers and salespersons and is a resident of a municipality designated as a seasonal community; 1 person to represent each regional planning agency whose jurisdiction encompasses at least 1 municipality designated as a seasonal community; 1 licensed attorney who practices in the area of land use and who is a resident of a municipality designated as a seasonal community; and 1 person who shall be a representative of the lending and banking community and who is a resident of a municipality designated as a seasonal community. The secretary may appoint additional members with knowledge and with expertise in land use law, fair housing law, municipal law and operations or the housing needs of seasonal communities. The council shall adopt by-laws to govern its affairs.

The council shall provide advice and recommendations to the executive office regarding policies or programs necessary to serve the distinct needs of seasonal communities, including, but not limited to, accessing specialized or general application grant programs and best practices on incentivizing the production of attainable year-round housing in seasonal communities. Annually, not later than December 31, the council shall submit a report of any recommendations to the executive office, the clerks of the house of representatives and the senate and the joint committee on housing.

The executive office shall review, on an as-needed basis, the ongoing needs of municipalities designated as seasonal communities and may deny a municipality's continued seasonal community designation based on the municipality's ongoing needs and eligibility.

- (d) A seasonal community may:
 - (i) acquire year-round housing occupancy restrictions for rental or other housing; provided, however, that any such year-round housing occupancy restriction held by a city or town shall be construed as a restriction held by a governmental body with the benefit of section 26 of chapter 184;

Seasonal Communities

- (ii) acquire and develop housing units with preference for housing seasonal community public employees that are necessary to the health and safety of maintaining a year-round community, including teachers, public works employees, public safety employees, first responders, town administrators and other employees essential for municipal operations as described under section 42(g)(9)(B) of the Internal Revenue Code;
 - (iii) expend funds to develop, on a biannual basis, a comprehensive housing needs assessment;
 - (iv) establish a Year-Round Housing Trust Fund, individually or with other seasonal communities, to provide for the creation and preservation of affordable and attainable housing in seasonal communities for the benefit of year-round residents; provided, however, that the executive office of housing and livable communities, in consultation with the seasonal communities advisory council established in subsection (c), shall promulgate regulations pertaining to the membership, powers and duties of the trust; and
 - (v) expend funds designated for the creation and preservation of year-round affordable and attainable housing for individuals who, by vocation, produce or support artistic and literary activities.
- (e) For the purposes of this section, “tiny house” shall mean a detached structure containing a dwelling unit containing 400 square feet or less in floor area, excluding lofts. A seasonal community shall:
- (i) adopt by-laws or zoning ordinances to permit undersized lots to be used for the creation of attainable year-round housing; provided, however, that the lot, at the time of recording or endorsement, shall be located in a zoning district that allows for single-family residential use; provided further, that any single-family residential structure constructed on said lot shall adhere to the municipality’s floor area ratio by-laws and shall comply with all laws governing wastewater and sewer systems; and provided further, that any residential housing built upon undersized lots shall not be used as a seasonal home or short-term rental of less than 6 months and shall be used as year-round housing; and
 - (ii) adopt by-laws to permit the construction of tiny houses provided that such tiny houses are designated for use as year-round housing units and meet all requirements of the state building code and local building code. A movable tiny house shall be registered with the registry of motor vehicles, as applicable.
- (f) A seasonal community may increase the exemption established in section 5C of chapter 59, at the option of the board of selectmen in a town or the mayor, with the approval of the city council, in a city 50 per cent of the average assessed value of all Class One, residential parcels within such city or town; provided, however, that the exemption shall be applied only to the principal residence of the taxpayer as used by the taxpayer for income tax purposes. A seasonal community designated pursuant to this section may apply to the executive office of housing and

Seasonal Communities

livable communities for a waiver from any of the requirements of this section. In deciding whether to grant the municipality's request for a waiver, the executive office may consider whether the requirements of this section can reasonably be carried out by existing town staff or a regional staff person performing equivalent duties.

(g) The executive office shall promulgate regulations or guidance to carry out this section.

David Pill



Summary

Productive employee that leads change, improves systems and creates positive and sustainable outcomes.

Work Experience

BHF, Inc.

Owner/President

May 2012 – Present

- Property Manager for Morgan Manor Condominiums, Lenox MA
- Financial activities including monthly statements, budgets, Capital Needs Planning, and addressing delinquency issues
- Oversight of capital projects, subcontracted activities, and vendors
- Enforcement of the Master Deed, condo rules, and ensure compliance with Mass. Condo Law as well as Building Codes

Pittsfield Housing Authority

Maintenance Director

January 2015 – October 2017

- Oversight of all maintenance activities at the PHA including staff, subcontracted services, unit turnover
- Responsible for the condition of the Authority's 765 housing units and program units for various housing communities

Berkshire Housing Development Corp. and Berkshire Housing Services, Inc.

Controller 1986 – 1989

Property Manager 1989 – 1994, 1999 – 2001

Sr. Property Manager 2005 – 2005

- As Controller, responsible for all financial activities at non-profit development agency and for-profit property management subsidiary including grant programs, housing subsidies, payrolls, and approx. 25 audits annually
- As Property Manager, responsible for all financial activities at my property portfolio including budgets, collections, and capital budgets
- Oversight of all maintenance activities within my portfolio – including unit turnover, common area maintenance, landscape and parking lots

- Supervision of site staff, subcontractor services, and ensure compliance with regulatory agency requirements
- Supervision of other Property Managers and ancillary staff as Sr. Property Manager responsible for all the agency's properties under management

Riley Haddad and Lombardi, CPAs

1984 – 1986

- Staff Accountant tasked with tax return preparation, audit field work and preparation of monthly financial statements for various clients

ArrowPress, Inc.

1995 – 1999

- Controller for medium sized printing company
- Responsible for all financial activities including billing, payables, payroll and job invoice and pricing

The Berkshire Eagle

2001 – 2005

- Controller for the largest newspaper in a group of papers owned by Media News group's New England region
- Responsible for all financial activities at the Berkshire Eagle including managing inventory, Capital Expenditures, budgeting, payable and receivable functions and collections
- Assisted other newspapers in their financial operations, inventory controls

Education

Pittsfield High School

- High School Diploma

Berkshire Community College

UMass – Amherst

- Bachelors Degree - Accounting



BRPC

Berkshire Regional Planning Commission

MALCOLM FICK, Chair
JOHN DUVAL, Vice-Chair
SHEILA IRVIN, Clerk
BUCK DONOVAN, Treasurer
THOMAS MATUSZKO
Executive Director

October 4, 2024,

Governor Maura Healey
Secretary Monica Tibbits-Nutt
Meredith Slesinger

Dear Governor Healey, Secretary Tibbits-Nutt and Administrator Slesinger,

I strongly support the Northern Tier Passenger Rail project as the study is in its final public review period. I believe investment in the return of passenger rail on the Route 2 corridor is critical and worthy of state and federal investment. The implementation of Northern Tier Passenger Rail has the potential to be transformative for all of Massachusetts.

As you are aware, the towns in the Northern Tier are among the poorest in the state and the goals of this project are of relevance to future growth. The first goal of the study is to "support economic development along the Northern Tier corridor" and the third goal is to "promote transportation equity." For these two goals alone, the administration should commit to restoring passenger rail service along the Northern Tier corridor. Future population projections for western Massachusetts, if they come true, will have catastrophic impacts on western Massachusetts and, consequently, the entire Commonwealth.

Every effort should be made to prevent those population projections from becoming reality. This will require resolute and thoughtful planning and investment. Reversing the declining population projections is the underpinning of the work of the Berkshire Regional Planning Commission, Franklin Regional Council of Governments, municipalities, and legislators in western Massachusetts. It should be a shared goal of the Administration and every state agency. It will require bold thinking and investment that is not based on formulas that rely on population or projected use based on existing population. Lessons learned from adding highway capacity show more induced growth once the capacity is increased, substantiating the adage of "built it and they will come." An efficient affordable passenger rail service will be used and draw more users. Thinking toward the future, investing now to expand transportation opportunities between eastern and western MA will aid in the state's need for more affordable housing outside of the Boston area, help to encourage climate migration to western Massachusetts instead of out of the state, and increase transportation equity and economic opportunity for a long ignored and undervalued part of Massachusetts.

The report notes that while there are issues that are difficult like the challenge of the corridor being used by two freight rail operators, investment in the corridor also has many advantages. The report notes that there are minimal environmental impacts along the corridor and that the investment, while significant, is far less

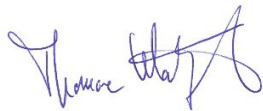
than many other projects prioritized by the Commonwealth at approximately \$1.5b. It is a great investment in the future of the Commonwealth and a great example of the type of bold action required to make meaningful change.

The report identifies several projects that would improve freight operations along the corridor that would also aid in the restoration of passenger rail. Immediately pursuing federal funds for those projects will reduce the overall state investment needed for passenger services and move the project forward to the advantage of both freight operations and future passenger service.

As demonstrated by the success of the Berkshire Flyer and the continuing growth in ridership of the Valley Flyer in the Connecticut River Valley, visitors to and residents of western Massachusetts yearn for transportation alternatives and use it when it is available. Both efforts exceeded the original projections.

It is time to make transformational investments in western Massachusetts. This is one of those investments that will reap benefit to the Commonwealth.

Sincerely,

A handwritten signature in blue ink, appearing to read "Thomas Matuszko", with a stylized flourish at the end.

Thomas Matuszko, Executive Director

Good evening everyone!

It's a pleasure to be here with all of you today as we recognize a partner whose unwavering commitment to community, collaboration, and justice has made an incredible difference in the lives of many.

At Central Berkshire Habitat for Humanity, we know that the work we do to provide affordable housing and foster thriving communities cannot be accomplished alone. It takes a coalition of like-minded partners, dedicated to shared leadership and uplifting resident-focused solutions. Today, we are proud to honor one of our closest allies in this mission: the **Berkshire Regional Planning Commission**.

For years, the Berkshire Regional Planning Commission has demonstrated that planning is not just about infrastructure, zoning, and development—it's about people. Their values align so naturally with Habitat's own core principles: community, empowerment, and sustainable solutions that work *with* residents rather than imposing decisions *on* them.

From the very beginning, their team has been a steadfast advocate for **environmental justice**, ensuring that our community development initiatives account for sustainability, equity, and the well-being of future generations. In everything they do, the Berkshire Regional Planning Commission puts community first, recognizing that the best solutions emerge when everyone's voice is at the table.

Our coalition work together has been a shining example of what we can accomplish when we collaborate. Whether it's through tackling affordable housing shortages, supporting sustainable building practices, or ensuring that residents can play a meaningful role in shaping the future of their neighborhoods, they have always been an invaluable partner. In every meeting, every project, and every decision, the Berkshire Regional Planning Commission brings out the very best in community building.

Tonight, we celebrate them not just for what they've helped us accomplish but for how they've done it—with humility, dedication, and an unshakeable belief in the power of **shared leadership**. Their approach has empowered countless individuals, organizations, and neighborhoods to take ownership of their futures and build more resilient, connected communities.

Please join me in honoring the **Berkshire Regional Planning Commission**, a true champion for our community and a treasured partner in our shared journey toward a more just, equitable, and thriving Berkshires. Thank you for all that you do!

Let's give them a round of applause! And now, I'd like to invite Jaymie Zapata to the stage to accept this award on behalf of the Berkshire Regional Planning Commission.

Thank you.

Commonwealth Federal Matching Funds Application Guidance

Overview

On September 24, 2024, Governor Healey signed into law Chapter 214 of the Act of 2024, legislation that unlocks up to \$750 million for Massachusetts to aggressively pursue federal funding opportunities, including programs authorized by the Bipartisan Infrastructure Law, the Inflation Reduction Act, and the CHIPS and Science Act. The new Commonwealth Federal Matching and Debt Reduction Fund (Match Fund) will be funded with interest earnings on the Stabilization Fund balance, and may be used for the purpose of pursuing federal funds until December 1, 2026.

Frequently Asked Questions (FAQs)

- **Which federal opportunities qualify for support from the Match Fund?**
 - The Match Fund may be used to pursue federal grants and other federal programs. This includes helping eligible entities to satisfy non-federal cost share requirements (matching funds) for discretionary grant programs authorized by the Bipartisan Infrastructure Law, the Inflation Reduction Act, and the CHIPS and Science Act. We are also exploring how the Match Fund may be used for other federal opportunities, such as supporting clean energy projects that are eligible for tax credits.
- **Is my entity eligible to apply to the Match Fund?**
 - The following entities are eligible to apply for matching funds:
 - State agencies
 - Independent governmental state or public entities (quasi-governmental entities)
 - Municipalities (cities and towns)
 - Tribes
 - Regional planning agencies (RPAs)
 - Community development corporations (CDCs)
 - Other development authorities or agencies
- **How do I apply for matching funds through the Match Fund?**
 - The Executive Office for Administration and Finance (A&F) and the Federal Funds and Infrastructure Office (FFIO) have established a process to track, evaluate, and approve applicant requests for matching funds for federal grant opportunities.
 - To apply for matching funds, eligible entities must fill out and submit the [Federal Matching Fund Request Form](#).
 - A matching funds commitment is subject to review, approval, and the availability of funds.
 - Disbursement of matching funds are contingent upon a successful federal grant award and availability of funds.
- **What kinds of information and supporting documentation do I need to provide in an application for matching funds?**
 - Applicants must provide information that includes:
 - Basic applicant details

- Federal grant information
 - Project description
 - Explanation of how the project aligns with administration goals
 - Match request amount
 - Project cost
 - Alternative funding options
 - Engagement with other state entities
 - We also ask that applicants submit supporting documentation to fedfundsinfra@mass.gov. This includes but is not limited to: the grant program's notice of funding opportunity (NOFO) or funding opportunity announcement (FOA), the applicant letter of interest (LOI), concept note, pre-application materials, as well as the most recent draft application at the time of submitting this form.
 - **If these documents are not provided, your application may be deemed incomplete.**
- **When do I need to apply for matching funds?**
 - A&F and FFIO ask that applicants submit the Federal Matching Funds Form at least three (3) weeks prior to the date on which a response is needed.
 - **How and when will I receive notice of a decision?**
 - A&F will notify applicants of the decision on their application through email to the primary point of contact listed on the application.
 - We make reasonable efforts to notify applicants before the grant deadline.
 - **What do I do if I need matching funds, but my federal grant application is incomplete or in development and the deadline is fast approaching?**
 - Applicants should submit the Federal Matching Funds Form as soon as possible.
 - Additionally, please contact fedfundsinfra@mass.gov if the deadline for the federal grant is within three (3) weeks to let us know you have submitted a form with less than three weeks to review.
 - A matching fund commitment is subject to review, approval, and the availability of funds. The application process requires adequate review time. **A&F and FFIO cannot guarantee expedited review when applications are submitted with less than three weeks review time.**
 - **For how long will the Match Fund exist?**
 - Funds from the Match Fund must be obligated by December 1, 2026. However, obligated funds may be spent after December 1, 2026.
 - **Whom do I contact with questions?**
 - Please contact fedfundsinfra@mass.gov with any questions.



BRPC

Berkshire Regional Planning Commission

MALCOLM FICK, Chair
JOHN DUVAL, Vice-Chair
SHEILA IRVIN, Clerk
BUCK DONOVAN, Treasurer
THOMAS MATUSZKO,
Executive Director

MEMORANDUM

TO: Delegates and Alternates,
Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: October 3, 2024

RE: September 2024 Assistance Activities

This report highlights technical assistance provided by BRPC staff for September 2024. This assistance was in response to requests identified in the Board/Organization column. If available and permitted by the funding agencies, responses were supported by local assessment or grant funds. This report aims to inform municipal officials about how local assessment funds are used and indicate the types of local and technical assistance BRPC can provide. If assistance may be useful to your community, please feel free to contact us for details.

Town/City/State	Municipal Technical Assistance	Board/Organization
All Communities	Prepare state of good repair cost estimates for towns to respond to MMA Chapter 90 survey	All Berkshire County DPW Directors and Highway Supervisors
Clarksburg	Electrical grid capacity and micro grid discussion	Town Administrator
Lanesborough	Review Pavement Management Report findings and recommendations	DPW Director
Lenox/Stockbridge	Develop scope of work for Emerald Necklace sidewalk/trail feasibility study	Lenox Selectboard Stockbridge Selectboard
Gt. Barrington	Coordination on vulnerable road users and safety improvements	Public Works Superintendent
North Adams	Updated a zoning map	Project Coordinator
North Adams	Coordination on vulnerable road users and safety improvements	DPW Commissioner