



BRPC

Berkshire Regional Planning Commission

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MEETING NOTICE

There will be a meeting of the EXECUTIVE COMMITTEE
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Thursday, November 7, 2024 at **4:00 p.m.**

posted 11/4/2024
11:21 am
KHT

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=83711957277>

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 October 10, 2024*
- IV. Financial Reports (4:05)
 - A. Vote to Approve the October 4, 2024 – November 1, 2024, Expenditures Report*
 - B. Report on the Aged Receivables – October 2024
 - C. Report on the Line of Credit
 - D. Report on EPA's Limited Scope Review and Update from May 2024
 - E. Report on Employee Short-Term Disability, Long-Term Disability and Life Insurance Rates and Retiree Medical and Prescription Coverage Rates for January 1, 2025
- 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 an Updated BRPC Sick Leave Policy*
 - B. Vote to Authorize the BRPC Chair to Vote to Approve an Amendment to the Berkshire Metropolitan Planning Organization (MPO) Memorandum of Understanding*
- VII. Committee Reports and Discussion (4:25)
 - A. Berkshire Municipal Planning Organization
 - B. Regional Issues Committee
- VIII. Executive Director's Report and Discussion (4:30)
 - A. Report on New Contracts / Agreements

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

- B. Berkshires Tomorrow Inc. (BTI) Update
 - C. Staff Updates
 - D. Rural Policy Advisory Commission (RPAC) Update
 - E. Seasonal Communities Advisory Council Update
 - F. Passenger Rail
 - G. Citizen Planner Training Collaborative (CPTC) Fall / Winter Training Sessions
 - H. Massachusetts One Stop for Growth Awards
 - I. Federal Funds Infrastructure Office Outreach
 - J. ADU Information
 - K. Vanguard Visionary Award
- IX. Old Business (4:35)
- A. Update and Discussion about the Proposed Energy Siting Legislation
 - B. Vote to Recommend the Full Commission Amend the BRPC Bylaws to be Consistent with the Regional Planning Law, including the Terms for the BRPC Chair, Vice-Chair, Treasurer, and Clerk*
 - C. Discussion about Legislative and Budgetary Priority Setting
- X. New Business (4:50)
- A. Discussion of Topics for the November Commission Meeting
- XI. Adjournment* (5:00)

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, October 10, 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 recording the meeting, and anyone else who wanted to record it needed to inform him.

II. Roll Call:

Chair Malcom Fick read the roll call:

Kyle Hanlon, At-Large, North Adams Delegate

Buck Donovan, Treasurer, Lee Delegate

Christine Rasmussen, Regional Issues Committee Chair, Stockbridge Alternate

Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate

Sam Haupt, At-Large, Peru Delegate

Douglas McNally, Commission Development Committee, Chair, Windsor Delegate

Malcolm Fick, Chair, Great Barrington Alternate

Laura Mensi, Monterey Delegate

Mary McGurn, Egremont Delegate

Sheila Irvin, Clerk, Pittsfield Delegate (not present)

John Duval, Vice Chair, Adams Alternate (not present)

Staff Present: Tom Matuszko, Executive Director, Laura Brennan, Assistant Director and Economic Development Program Manager.

III. Vote to Approve the September 12, 2024 Minutes

Doug McNally made a motion to approve the September 12, 2024, meeting minutes. Roger Bolton seconded the motion. The motion passed unanimously, with affirmative votes by Malcom Fick, Kyle Hanlon, Buck Donovan, Roger Bolton, and Douglas McNally. Christine Rasmussen and Sam Haupt abstained.

IV. Financial Reports

A. Vote to Approve the September 3, 2024 – October 3, 2024, Expenditures Report

Roger Bolton made a motion to approve the September 3, 2024 – October 3, 2024 expenditures report. Kyle Hanlon seconded to the motion. Roger Bolton asked for an explanation on the \$5,000+ expense on municipal air conditioning. Tom Matuszko said that the air conditioning equipment was to provide cooling stations in some municipal buildings during periods of extreme heat. The motion passed unanimously, with affirmative votes by Malcom Fick, Kyle Hanlon, Buck Donovan, Roger Bolton, Douglas McNally, Christine Rasmussen, and Sam Haupt.

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

Tom Matuszko said that several large payments are due to BRPC from the MVP program and that BRPC staff needs to follow up with the municipalities (Pittsfield, Monterey, etc.) to make sure these payments are still coming. Laura Mensi said that Monterey had a meeting that evening to discuss this outstanding payment.

C. Report on the Line of Credit

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

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 Approve the BRPC Use of AI (Artificial Intelligence) Policy

Doug McNally made a motion to approve the proposed Artificial Intelligence Policy. Roger Bolton seconded the motion. Roger Bolton said that he was pleased to see the policy and that it seems complete. Malcom Fick asked if the policy should list specific AI tools rather than reference a dynamic list of tools. Laura Brennan said that there was discussion on this question when developing the policy and concern that not including the list in the policy would create loopholes. It was acknowledged that the list will have to be updated as BRPC adopts new tools. Malcom Fick suggested that the policy is left in its original form and that it is revised at a later date if the list frequently changes. Doug McNally suggested that the policy be revised to reference that the list of approved tools can be added to by staff members. Christine Rasmussen asked how volunteers need to change their workflow to comply with the policy. Tom Matuszko said that the policy applies to employees and subcontractors, not volunteers. Mary

McGurn said that the policy is very limited, does not include many of the most advanced Large Language Models (LLM) and generative tools, and that it provides insufficient support for employees. Tom Matuszko said that the intention of the policy was to take small initial steps. However, he would be willing to revise the policy to include more tools if the Executive Committee thought this was needed. Malcom Fick said that the Executive Committee should postpone approving the policy and revisit it at the next meeting. Tom Matuszko agreed. No action was taken on this item.

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

Doug McNally made a motion to approve the submission of a grant application to the U.S. Environmental Protection Agency’s Healthy Communities Program. Kyle Hanlon seconded the motion. Tom Matuszko said that BRPC wants to build on some of the work it has been doing with air quality monitoring to bring the issue of respiratory health more into the forefront. The motion passed unanimously, with affirmative votes by Malcom Fick, Kyle Hanlon, Buck Donovan, Roger Bolton, Douglas McNally, Christine Rasmussen, and Sam Haupt.

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

Kyle Hanlon made a motion to approve the submission of a grant application to the RIZE Massachusetts Mosaic (Mosaic Opioid Recovery Partnership) Municipal Matching Grant Program. Roger Bolton seconded the motion. The motion passed unanimously, with affirmative votes by Malcom Fick, Kyle Hanlon, Buck Donovan, Roger Bolton, Douglas McNally, Christine Rasmussen, and Sam Haupt.

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.

Doug McNally made a motion 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. Kyle Hanlon seconded the motion. Roger Bolton asked if that state already has any programs that provide funds to seasonal communities. Tom Matuszko said that the seasonal communities designation would provide benefits to communities in Berkshire County, Cape Cod, and the Islands that are affected by seasonal populations. The nature of these benefits will be determined by the advisory council. Christine Rasmussen said she was concerned that the allowance of 400sqft dwelling units would necessitate additional discussion regarding storage units, cars, garages, etc. Tom Matuszko said that these provisions are not mandated, but that

the advisory council will be evaluating them. Also, the seasonal communities designation is opt-in for municipalities. Roger Bolton said he hoped the designation would not create burdensome regulation for municipalities. The motion passed unanimously, with affirmative votes by Malcom Fick, Kyle Hanlon, Buck Donovan, Roger Bolton, Douglas McNally, Christine Rasmussen, and Sam Haupt.

VII. Committee Report and Discussion

A. Commission Development Committee

Doug McNally said that the Development Committee had nothing to report to the Executive Committee.

B. Comprehensive Economic Development Committee

Roger Bolton said that Laura Brennan had presented a plan for the next 6-8 months for preparing and submitting the second-year progress report. Also, the CEDS Committee heard presentations on the Greylock Glen project and the Eagle Mill Redevelopment. Laura Brennan said that the CEDS Committee would like to continue to hear such presentations because hearing directly from project proponents allows the Committee to understand the project on a deeper level and ask questions. Tom Matuszko said that there is an open house at Greylock Glen October 11 at 9am.

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, staff was not aware of any grants not received in this period.

B. Berkshires Tomorrow Inc. (BTI) 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 Updates

Hired:

- o David Pill - Housing Rehab Specialist – Resume was attached

Open Positions:

- o Public Health Community Social Worker, [Public Health Community Social Worker - Berkshire Regional Planning Commission \(berkshireplanning.org\)](https://www.berkshireplanning.org)
- o Public Health Planner / Senior Planner - Behavioral Health/ Substance Use Disorder (SUD) [Public Health Planner/Senior Planner \(Substance Use Disorders\) - Berkshire Regional Planning Commission \(berkshireplanning.org\)](https://www.berkshireplanning.org)
- o Housing Planner, [Housing Planner - Berkshire Regional Planning Commission \(berkshireplanning.org\)](https://www.berkshireplanning.org)

Resigned:

- o 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 \(mass.gov\)](https://www.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/massdot-public-forms) 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://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 was included.

Tom Matuszko urged Executive Committee members to read the Habitat for Humanity item as it was quite complimentary to work done by BRPC staff.

H. Federal Matching Funds Grant

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.

Tom Matuszko said that he wanted to highlight the matching funds that are available through the Federal Funds and Infrastructure Office for grant applications. He thinks this is a very good opportunity for municipalities to access grant funding and that interested municipalities should begin working on applications as soon as possible.

IX. Old Business

A. Update and Discussion about the Proposed Energy Siting Legislation

Tom Matuszko said that working with Christine Rasmussen and Eleanor Tillinghast, BRPC provided comments to Berkshire County's legislators about the proposed energy siting legislation. The comments emphasized the following:

- Solar development should be encouraged on previously developed land and discouraged on greenfield land;
- The SMART program should provide meaningful adders to make solar development on developed land feasible, and make solar development on greenfield land infeasible;
- The number of consolidated permits the energy facility siting board issues should initially be limited;
- Similar to 40B legislation related to housing, municipalities that already have much solar development should be able to limit the number of consolidated permits issued;
- There needs to be tighter control over what development is allowed on

- Article 97 land;
- The commercial regulations for commercial-scale solar development need clarification;
- Municipalities need access to additional funding to intervene in the consolidated permitting process.

Christine Rasmussen said BRPC reviewed the Department of Energy Resource's potential solar development survey and can conclude from the data that Berkshire County would be unfairly targeted by this legislation because of the abundance of sites that can accommodate 125MW generation facilities.

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

Malcom Fick said that Massachusetts law specifies that officer terms must be one year. The Commission will have to approve a change to the bylaws at its meeting in November so BRPC can come back into compliance with state law. Tom Matuszko said that he would like to have a discussion with the executive directors of the other regional planning agencies to see if they were interested in proposing some simple amendments to the regional planning law that would give the agencies more flexibility. Doug McNally asked if the law precluded sub-committee chairpeople or committee members from serving two-year terms. Tom Matuszko said the law does not apply to committee members, but it is prescriptive that the alternate delegates need to be appointed annually by their chief elected official. This is unlike delegates, who only need to be appointed once so long as they remain on the planning board. He also said that he would like to be more proactive in contacting municipalities before the end of the fiscal year and prompting them to appoint alternates. Roger Bolton asked if committee chairs could still be appointed for two-year terms. Tom Matuszko said he did not know and that the law needed closer review. Malcom Fick said that appointing an alternate who is serving a one-year term to a two-year chairperson term could create administrative tensions.

C. Discussion about the BRPC Annual Meeting

Several Executive Committee members said they were happy with the venue and the format of the meeting.

X. New Business

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

Roger Bolton said that he was impressed by the Executive Director's Performance Review report and was pleased to be reminded of the scope and variety of BRPC's activities and Tom Matuszko's attention to issues of succession and staff turnover. Malcom Fick said that he appreciated the annual goal of "strengthening the participation and engagement of delegates and alternates." Tom Matuszko said that he has started

pursuing this goal and is systematically reaching out to municipalities to ensure that alternates are properly appointed. He is also trying to speak with selectboards about the seasonal communities designation and get feedback about the impact of seasonal populations. Doug McNally made a motion to approve the Executive Director's performance review. Buck Donovan seconded the motion. The motion passed unanimously, with affirmative votes by Malcom Fick, Kyle Hanlon, Buck Donovan, Roger Bolton, Douglas McNally, Christine Rasmussen, and Sam Haupt.

Tom Matuszko said that for FY2025, BRPC gave all staff a 2.5% salary increase, plus an additional increase based on performance. Staff members who were deemed "exceptional" received a 3% increase, staff members who were deemed to "exceed expectations" received a 2% increase, staff members who were deemed to "meet expectations" received a 1% increase, and staff members who were deemed to "need improvement" received no increase. Roger Bolton said that he believed Tom Matuszko had performed at an "exceptional" level and deserved the 3% salary increase, as long as he would not be the sole senior-level staff member to receive such an increase. Tom Matuszko said that one other senior-level staff member had received the 3% increase. Roger Bolton moved to approve the 3% salary increase. Doug McNally seconded this motion. The motion passed unanimously, with affirmative votes by Malcom Fick, Kyle Hanlon, Buck Donovan, Roger Bolton, Douglas McNally, Christine Rasmussen, and Sam Haupt.

B. Discussion of Topics for the November Commission Meeting

The Executive Committee agreed that the Commission meeting will take place on Thursday, November 21st at the Greylock Glen outdoor center. The meeting will be hybrid, if possible. An open house will begin at 5 pm to allow members to tour the Greylock Glen facility. The meeting will begin at 6 pm. Tom Matuszko will invite a speaker from EOHLC to speak about the ADU bylaw. Tom Matuszko will also consider inviting Senator Paul Mark and Representative John Barrett. The Commission will discuss legislative and budgetary priorities for FY2025.

XI. Adjournment

Doug McNally made a motion to adjourn. Roger Bolton seconded the motion. The motion passed unanimously, with affirmative votes by Malcom Fick, Kyle Hanlon, Buck Donovan, Roger Bolton, Douglas McNally, Christine Rasmussen, and Sam Haupt.. The meeting adjourned at 5:11 pm.

Additional Meeting Material:

- 2024.09.03 Unapproved Executive Committee Meeting Minutes – DRAFT
- September 3 – October 3, 2024 Expenditures Report
- September 2024 Aged Receivables Report
- 2024.10.05 Line of Credit Report
- 2024.10.04 Executive Director Memorandum

- BRPC October 1, 2024 Use of AI Policy
- Chapter 150, Section 32 Seasonal Communities designation
- David Pill resume
- October 4, 2024 BRPC letter to Governor Healy regarding Northern Tier Passenger Rail
- Central Berkshire Habitat for Humanity award letter
- Commonwealth Federal Matching Funds Application Guidance
- October 3, 2024 BRPC letter to Delegates and Alternates regarding September 2024 Assistance Activities
- Executive Director FY 24 Performance Evaluation

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Oct 4, 2024 to Nov 1, 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>
18550	10/9/24	BERKSHIRES TOMORROW INC	77.18	778 BRPC/FSRS	BRPC - Consulting Services Federal Fund Accountability and Transparency Act Subaward Reporting System	Reimbursement for Administrative Services
18551	10/9/24	THE BRIEN CENTER	12,792.20	---	Varied Projects	Subrecipient
18552	10/9/24	TIFFANY BROUILLETTE	640.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18553	10/9/24	FEDEX	52.30	040 ADMIN	Admin	Postage
18554	10/9/24	KAMARA FLASCHER	640.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18555	10/9/24	GROUP ARCHITECTURE & URBANISM CO	18,170.00	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	Subcontractor
18556	10/9/24	JUSTIN HERVIEUX	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18557	10/9/24	ANN MARIE MUTZ	1,030.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
18558	10/9/24	DWAYNE MYERS	112.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18559	10/9/24	NEW ENGLAND RURAL HEALTH ASSOCIATION	275.00	040 ADMIN	Admin	Staff Development - Brady, M
18560	10/9/24	NEW ENGLAND NEWSPAPERS, INC	4,790.00	---	Varied Projects	Advertising
18561	10/9/24	SHAMIA SHEPHERD	515.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
18562	10/9/24	SHOPPERS GUIDE	596.00	758 UBALT/COCLI	University of Baltimore - COCLI - Berkshire Post Overdose Program	Advertising
18563	10/9/24	KRISTANY SKORPUT	480.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18564	10/9/24	ELIZABETH STRICKLER	1,306.17	---	Varied Projects	Subcontractor
18565	10/9/24	TPX COMMUNICATIONS	823.92	040 ADMIN	Admin	Telephone
18566	10/9/24	WESTSIDE LEGENDS INC	5,000.00	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	Subcontractor
18567	10/9/24	VALERIE BIRD	439.52	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspections	Monthly Expense Form
18568	10/9/24	MARIE BRADY	97.82	---	Varied Projects	Monthly Expense Form
18569	10/9/24	LAURA BRENNAN	22.18	---	Varied Projects	Monthly Expense Form

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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>
18570	10/9/24	MATTHEW BRYAN	54.94	516 FRCOG/EPP	Franklin Regional Council of Governments - Emergency Preparedness Planning	Monthly Expense Form
18571	10/9/24	SOPHIE CARNES JANNEN	147.56	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
18572	10/9/24	BRITNEY DANIALS	56.01	---	Varied Projects	Monthly Expense Form
18573	10/9/24	LESLIE DRAGER	172.77	---	Varied Projects	Monthly Expense Form
18574	10/9/24	EDWARD FAHEY	318.67	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspections	Monthly Expense Form
18575	10/9/24	WYLIE GOODMAN	118.99	---	Varied Projects	Monthly Expense Form
18576	10/9/24	DANIEL HASSETT	487.78	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
18577	10/9/24	CORNELIUS HOSS	15.95	545 EOHLC/DLTA24	District Local Technical Assistance 2024	Monthly Expense Form
18578	10/9/24	SETH JENKINS	81.74	---	Varied Projects	Monthly Expense Form
18579	10/9/24	LAURA KITTROSS	60.30	---	Varied Projects	Monthly Expense Form
18580	10/9/24	JOCELYN LATVALLA	394.98	---	Varied Projects	Monthly Expense Form
18581	10/9/24	CHRISTIE LEWIS	114.05	---	Varied Projects	Monthly Expense Form
18582	10/9/24	ANDREW MCKEEVER	82.28	---	Varied Projects	Monthly Expense Form
18583	10/9/24	COURTENY MOREHOUSE	296.01	---	Varied Projects	Monthly Expense Form
18584	10/9/24	ANDREW OTTOSON	188.00	---	Varied Projects	Monthly Expense Form
18585	10/9/24	BRETT ROBERTS	150.90	---	Varied Projects	Monthly Expense Form
18586	10/9/24	JOHN ROUGHLEY	139.50	745 SHF/EOHLC/CDBG	Sheffield EOHLC - Housing Rehabilitation	Monthly Expense Form
18587	10/9/24	REBECCA ROUGHLEY	46.50	560 COMVEN/GPUR	Communities/Vendors - FY24 Group Purchasing	Monthly Expense Form
18588	10/9/24	NANCY SLATTERY	160.53	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
18589	10/9/24	JAZU STINE	196.46	---	Varied Projects	Monthly Expense Form
18590	10/9/24	COLIN SYKES	353.51	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
18591	10/9/24	JAYMIE ZAPATA	74.91	---	Varied Projects	Monthly Expense Form
18592	10/9/24	ROUX ASSOCIATES INC	51,604.37	702 EPA/ASSESS	Environmental Protection Agency Assessment	Subcontractor
18584V	10/11/24	ANDREW OTTOSON	-188.00	---	---	Voided - Incorrect Monthly Form
18574V	10/11/24	EDWARD FAHEY	-318.67	---	---	Voided - Incorrect Monthly Form

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18593	10/16/24	BECKS PRINTING	299.00	725.04 MassTech/DE-NMB	Massachusetts Technology Collaborative - Municipal Digital Equity - Implementation Application - New Marlborough	Printing
18594	10/16/24	BETA GROUP INC	13,957.85	---	Varied Projects	Subcontractor
18595	10/16/24	MONASIA CEASAR	200.00	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
18596	10/16/24	ALISON DIXON	121.27	---	Varied Projects	Monthly Expense Form
18597	10/16/24	EDWARD FAHEY	243.63	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspections	Monthly Expense Form
18598	10/16/24	KJ NOSH CATERING CO	1,140.00	526 BCSO/OPIOID	Berkshire County Sheriff's Office - Opioid Prevention	Opioid Seminar Catering Services
18599	10/16/24	CHRISTOPHER KOWALSKI	224.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18600	10/16/24	MA STATE BOARD OF RETIREMENT	13,407.21	---	---	Retirement
18601	10/16/24	MCKESSON MEDICAL - SURGICAL	183.41	653 BRPC/INSREIMB	BRPC - Insurance Reimbursement	2024/2025 Vaccination Supplies
18602	10/16/24	ANDREW OTTOSON	513.83	---	Varied Projects	Monthly Expense Form
18603	10/16/24	PFIZER INC	32,505.22	653 BRPC/INSREIMB	BRPC - Insurance Reimbursement	2024/2025 Vaccinations
18604	10/16/24	PITNEY BOWES RESERVE ACCOUNT	750.00	040 ADMIN	Admin	Reserve Account Deposit
18605	10/16/24	THE COOPER CENTER, LLC	1,219.27	040 ADMIN	Admin	Utilities
18606	10/16/24	VALLEY GREEN SHREDDING, LLC	96.50	040 ADMIN	Admin	Recycling
18607	10/16/24	WB MASON COMPANY INC	782.26	040 ADMIN	Admin	Supplies
18608	10/23/24	2ND ALARM TRUCKING INC	300.00	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	Supplies for Halloween Event
18609	10/23/24	BERKSHIRE ENVIRONMENTAL ACTION TEAM INC	6,000.00	766 SAV/CUL	Savoy - Culvert and Road Assessment	Subcontractor
18610	10/23/24	KATHRYN HEEDER HOCKER	2,250.00	---	Varied Projects	Subcontractor
18611	10/23/24	MACFARLANE OFFICE PRODUCTS, INC.	837.28	040 ADMIN	Admin	Copying
18612	10/23/24	MASS AUDUBON	1,000.00	664 CLK/MVPA	Clarksburg - Municipal Vulnerability Preparedness	Event Speaker
18613	10/23/24	MCKESSON MEDICAL - SURGICAL	13,760.96	653 BRPC/INSREIMB	BRPC - Insurance Reimbursement	2024/2025 Vaccinations
18614	10/23/24	SHAMIA SHEPHERD	515.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
18615	10/23/24	SOURCEPASS COMPUWORKS LLC	4,243.37	040 ADMIN	Admin	Computer Maintenance Services

BERKSHIRE REGIONAL PLANNING COMMISSION

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18616	10/23/24	VALLEY GREEN SHREDDING, LLC	42.50	040 ADMIN	Admin	Recycling
18617	10/23/24	BENJAMIN WESTBROOK	2,500.00	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	Railing Repair Services on Francis Ave
18618	10/23/24	WESTON & SAMPSON ENGINEERS INC	180.95	716 EPA/RLF2	Environmental Protection Agency Revolving Loan Fund 2022	Subcontractor
18619	10/23/24	WJ BLUEPRINT & DIGITAL GRAPHICS	223.50	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	Supplies for Halloween Event
18620	10/24/24	WJ BLUEPRINT & DIGITAL GRAPHICS	31.50	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	Supplies for Halloween Event
18621	10/25/24	CABOT RISK STRATEGIES LLC	5,350.00	---	Varied Projects	In-Home Care Nurses Insurance
18622	10/25/24	BERKSHIRE BOUNTY INC	7,829.89	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
18623	10/25/24	BERKSHIRE GROWN INC	5,247.29	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
18624	10/25/24	BERKSHIRE GROWN INC	16,343.53	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
18625	10/31/24	BERKSHIRE WOOD PRODUCTS	3,500.00	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	Park Bench for Francis Ave
18626	10/31/24	BERKSHIRE BOUNTY INC	9,000.00	678 NERHA/RVE24	New England Rural Health Association - Rural Vaccine Equity Initiative 2024	Subcontractor
18627	10/31/24	FEDEX	9.20	040 ADMIN	Admin	Postage
18628	10/31/24	SIOGA CLUB OF BERKSHIRE COUNTY INC	37.50	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18629	10/31/24	DAVID KELLEY	920.00	040 ADMIN	Admin	Cleaning Services
18630	10/31/24	TOWN OF LANESBOROUGH	15,000.00	678 NERHA/RVE24	New England Rural Health Association - Rural Vaccine Equity Initiative 2024	
18631	10/31/24	KELLIE MEISL	640.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18632	10/31/24	DWAYNE MYERS	78.40	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18633	10/31/24	RAINBOW DISTRIBUTING COMPANY INC	97.93	040 ADMIN	Admin	Water
18634	10/31/24	NICHOLAS RUSSO	333.66	440 MassDOT/TPL	MA Department of Transportation Planning	Monthly Expense Form
18635	10/31/24	WB MASON COMPANY INC	332.42	040 ADMIN	Admin	Supplies
18636	10/31/24	VALLEY GREEN SHREDDING, LLC	42.50	040 ADMIN	Admin	Recycling

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18637	11/1/24	BLUE 20/20	219.92	040 ADMIN	Admin	Vision Insurance
18638	11/1/24	MIIA HEALTH BENEFITS TRUST	2,532.68	040 ADMIN	Admin	Dental Insurance
18639	11/1/24	MIIA HEALTH BENEFITS TRUST	66,456.40	040 ADMIN	Admin	Health Insurance
18640	11/1/24	MUTUAL OF OMAHA	1,564.36	040 ADMIN	Admin	Life; STD; LTD
18641	11/1/24	THE COOPER CENTER, LLC	8,895.18	040 ADMIN	Admin	Rent
18642	11/1/24	TD CARD 1189 SERVICES	1,632.08	---	---	<i>October 2024 Credit Card Payment</i>
18643	11/1/24	TD CARD 9068 SERVICES	14,273.53	---	---	<i>October 2024 Credit Card Payment</i>
18644	11/1/24	MA STATE BOARD OF RETIREMENT	13,572.59	---	---	Retirement
18645	11/1/24	ROUX ASSOCIATES INC	19,682.50	702 EPA/ASSESS	Environmental Protection Agency Assessment	Subcontractor
1021	10/9/24	M OSTRANDER LLC	2,580.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1022	10/16/24	COMMONWEALTH OF MASSACHUSETTS	205.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Lien - Quirinale
1023	10/22/24	M OSTRANDER LLC	1,720.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1024	10/23/24	COMMONWEALTH OF MASSACHUSETTS	105.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Lien Pymt #2 - Quirinale
1025	10/25/24	M OSTRANDER LLC	4,300.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1327	10/25/24	ALEX KOMLEV	2,861.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1328	10/25/24	BERKSHIRE ENGINEERING INC	457.50	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1174	10/15/24	ATLAS TECHNICAL CONSULTANTS LLC	1,265.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1175	10/15/24	ATLAS TECHNICAL CONSULTANTS LLC	487.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1176	10/16/24	FEDEX	9.20	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Postage
1177	10/31/24	CMV CONSTRUCTION SERVICES INC	15,480.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1178	10/31/24	CMV CONSTRUCTION SERVICES INC	3,779.29	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor

Total 427,358.39

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October 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	9/27/24	GOTPRINT.COM	43.21	040 ADMIN	Admin	Business Cards - Pill, D
CCARD	9/30/24	HOME DEPOT	-22.94	783 LAN/MVP	Lanesborough - Municipal Vulnerability Preparedness	Return Credit for Supplies
CCARD	10/1/24	UNITED STATES POSTAL SERVICE	5.52	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Naloxone Kit Postage
CCARD	10/1/24	YOUR LOCAL EPIDEMIOLOGIST	50.00	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Newsletter Subscription
CCARD	10/1/24	AMAZON.COM	90.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Binders for COS
CCARD	10/1/24	CT ENVIRONMENTAL HEALTH ASSOC	395.00	765 NEHA/FDA/INSPT	National Environmental Health Association - US Food & Drug Administration - Alliance Inspector Training	Yankee Conference - Shulman, S
CCARD	10/1/24	CT ENVIRONMENTAL HEALTH ASSOC	395.00	765 NEHA/FDA/INSPT	National Environmental Health Association - US Food & Drug Administration - Alliance Inspector Training	Yankee Conference - Stine, J
CCARD	10/1/24	CT ENVIRONMENTAL HEALTH ASSOC	395.00	765 NEHA/FDA/INSPT	National Environmental Health Association - US Food & Drug Administration - Alliance Inspector Training	Yankee Conference - Hassett, D
CCARD	10/2/24	AMAZON.COM	12.20	040 ADMIN	Admin	Backup to Archive
CCARD	10/3/24	TROPHYDEPOT.COM	79.30	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	Trophies for Halloween Event Contest
CCARD	10/3/24	VISTAPRINT	200.48	664 CLK/MVPA	Clarksburg - Municipal Vulnerability Preparedness	Postcards
CCARD	10/3/24	AMAZON.COM	26.97	040 ADMIN	Admin	Voice Recorder
CCARD	10/4/24	PADDLE.NET	12.00	010 GEN	General	Calendar Widget for Clinics
CCARD	10/5/24	UNITED STATES POSTAL SERVICE	4.87	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Naloxone Kit Postage
CCARD	10/6/24	STRAIGHT TALK WIRELESS	37.42	040 ADMIN	Admin	Telephone
CCARD	10/7/24	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	65.44	040 ADMIN	Admin	Postage Ink

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CCARD	10/7/24	BB'S HOTSPOT, LLC	370.00	526 BCSO/OPIOID	Berkshire County Sheriff's Office - Opioid Prevention	Meals - BIPOC Meeting
CCARD	10/7/24	SOUTHERN NEW ENGLAND AMERICAN PLANNING	628.53	690 DCR/OUTRECWEB	Department of Conservation and Recreation - Outdoor Recreation Website	SNEAPA Conference - Maloy, M
CCARD	10/9/24	VISTAPRINT	223.38	664 CLK/MVPA	Clarksburg - Municipal Vulnerability Preparedness	Postcards
CCARD	10/10/24	HOVERCODE LTD	12.00	010 GEN	General	QR Code Generator for Clinics
CCARD	10/10/24	AMAZON.COM	92.78	688 WSH/MVPA	Washington - Municipal Vulnerability Preparedness Action	Safety Vests
CCARD	10/10/24	AMERICAN PUBLIC WORKS ASSOCIATION	75.00	440 MassDOT/TPL24	MA Department of Transportation Planning	Conference - Russo, N
CCARD	10/10/24	PAPA JOE'S RISTORANTE	246.98	350 BCBOHA	Berkshire County Boards of Health Association	Meals - BOH101 Meeting
CCARD	10/10/24	MASSACHUSETTS MUNICIPAL ASSOCIATION	395.00	010 GEN	General	Meeting - Brennan, L
CCARD	10/11/24	AMAZON.COM	1,048.60	679 MassSave/WMSLAN	Mass Save Community First Partnership - Williamstown & Lanesborough	Tablet Keyboard
CCARD	10/11/24	AMAZON.COM	4,949.95	679 MassSave/WMSLAN	Mass Save Community First Partnership - Williamstown & Lanesborough	Tablets for Community Partners
CCARD	10/12/24	ZOOM VIDEO COMMUNICATIONS, INC.	40.00	040 ADMIN	Admin	Software Subscription
CCARD	10/14/24	AMAZON.COM	54.78	610 HRIA/G2G	Health Resources in Action - Gray to Green	Supplies - G2G Halloween Event
CCARD	10/17/24	MARKETPLACE CAFE	102.54	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Meals - BPHA Meeting
CCARD	10/17/24	BIG Y SUPERMARKET	39.54	526 BCSO/OPIOID	Berkshire County Sheriff's Office - Opioid Prevention	Opioid Seminar Hospitality
CCARD	10/17/24	BJS WHOLESALE CLUB	318.47	010 GEN	General	MIIA Wellness Grant Snacks
CCARD	10/18/24	LIBERTY PIZZA	115.47	610 HRIA/G2G	Health Resources in Action - Gray to Green	Meals - G2G Event
CCARD	10/18/24	BJS WHOLESALE CLUB	130.22	610 HRIA/G2G	Health Resources in Action - Gray to Green	Supplies - G2G Event
CCARD	10/18/24	MICHAELS CRAFT STORE	31.94	610 HRIA/G2G	Health Resources in Action - Gray to Green	Supplies - G2G Event

BERKSHIRE REGIONAL PLANNING COMMISSION

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CCARD	10/22/24	AMERICAN MANAGEMENT ASSOC	279.00	040 ADMIN	Admin	Staff Development - Herrick, A
CCARD	10/22/24	AMAZON.COM	17.78	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	Supplies
CCARD	10/22/24	RAMUNTOS	237.18	664 CLK/MVPA	Clarksburg - Municipal Vulnerability Preparedness	MVP Event Catering
CCARD	10/23/24	BB'S HOTSPOT, LLC	200.00	610 HRIA/G2G	Health Resources in Action - Gray to Green	Meals - G2G Event
CCARD	10/24/24	CONSTANT CONTACT INC	88.00	040 ADMIN	Admin	Newsletter Subscription
CCARD	10/24/24	DUN & BRADSTREET	1,633.90	040 ADMIN	Admin	Subscription Installment #1
CCARD	10/24/24	AMERICAN PLANNING ASSOCIATION	101.00	040 ADMIN	Admin	Membership - McKeever, A
CCARD	10/25/24	WALMART.COM	154.94	688 WSH/MVPA	Washington - Municipal Vulnerability Preparedness Action	MVP Event Supplies
CCARD	10/25/24	ICMA	200.00	040 ADMIN	Admin	Membership - Matuszko, T
CCARD	10/25/24	WALMART.COM	289.66	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	MVP Event Supplies
CCARD	10/25/24	ULINE	315.62	040 ADMIN	Admin	Office Equipment
CCARD	10/27/24	AMAZON.COM	30.83	040 ADMIN	Admin	Supplies
CCARD	10/29/24	CLOUDFLARE.COM	7.50	733.00 USDOT/TSP	USDOT - Comprehensive Safety Action Plan	BerkshireSteps.org Domain
CCARD	10/29/24	BIG Y SUPERMARKET	53.47	610 HRIA/G2G	Health Resources in Action - Gray to Green	Snacks - G2G Event

Total 14,273.53

October 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>
CCARD11	10/1/24	WALMART.COM	56.20	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	YAB Event Snacks
CCARD11	10/7/24	BIG Y SUPERMARKET	250.00	---	Varied Projects	Participant Gift Cards

BERKSHIRE REGIONAL PLANNING COMMISSION

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CCARD11	10/8/24	ANGELINAS SUBS	77.87	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Lunch for PHN Meeting
CCARD11	10/10/24	BIG Y SUPERMARKET	81.91	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	YAB Event Snacks
CCARD11	10/18/24	HILTON INN	388.70	765 NEHA/FDA/INSPT	National Environmental Health Association - US Food & Drug Administration - Alliance Inspector Training	Lodging for Yankee Conference - Shulman, S
CCARD11	10/18/24	HILTON INN	388.70	765 NEHA/FDA/INSPT	National Environmental Health Association - US Food & Drug Administration - Alliance Inspector Training	Lodging for Yankee Conference - Stine, J
CCARD11	10/18/24	HILTON INN	388.70	765 NEHA/FDA/INSPT	National Environmental Health Association - US Food & Drug Administration - Alliance Inspector Training	Lodging for Yankee Conference - Hassett, D

Total 1,632.08

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Oct 31, 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>
166/EPA/RLF	EPA: EPA/RLF		9,219.85	
283 BPHA/INSP/BKT	TOWN OF BECKET		8,186.25	
283 BPHA/INSP/DAL	TOWN OF DALTON		750.00	
283 BPHA/INSP/SAV	TOWN OF SAVOY		2,500.00	
284 BPHA/PHN/BHDC	BERKSHIRE HOUSING DEVELOPMENT CORP		600.00	
284 BPHA/PHN/BKT	TOWN OF BECKET		964.69	
284 BPHA/PHN/DAL	TOWN OF DALTON		1,555.36	
284 BPHA/PHN/FLA	TOWN OF FLORIDA		577.50	
284 BPHA/PHN/HAN	TOWN OF HANCOCK		551.25	
284 BPHA/PHN/PER	TOWN OF PERU	577.50	577.50	Peru has been notified
284 BPHA/PHN/SAV	TOWN OF SAVOY		577.50	
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH	88.39	847.01	Payment being processed
427 ADM/BFASSESS	TOWN OF ADAMS		1,121.40	
440/TPL	MASSDOT#75425 - TPL		68,751.60	
446 GTB/EP	TOWN OF GREAT BARRINGTON		5,312.50	
466 LAN/SW	TOWN OF LANESBOROUGH		1,376.78	
514 ADM/EP	TOWN OF ADAMS		4,683.00	
524 DAL/SW	TOWN OF DALTON		1,112.06	
560 ALL STATES	ALL STATES ASPHALT INC.		6,464.11	
560 COMMVENPUR	COMMUNITY VENDOR PURCHASING	2,400.00	2,400.00	Towns have been notified
560 PECKHAM	PECKHAM MATERIALS CORP		87.26	
560 SUPERIOR PLUS	SUPERIOR PLUS ENERGY		170.93	
592 DEP/319REGC	DEPT OF ENVIRONMENTAL PROTECTION		43,278.78	
631 DAL/CDBG	TOWN OF DALTON		32,000.00	
647 GTB/CLNUP	TOWN OF GREAT BARRINGTON		904.10	
657 EPA/HC	ENVIRONMENTAL PROTECTION AGENCY		1,141.18	
664 CLK/MVP	TOWN OF CLARKSBURG		35,631.50	
669 CHS/SW	TOWN OF CHESHIRE		1,723.44	
677 EDA/EDD	ECONOMIC DEVELOPMENT		17,500.00	
679 EV/MASSSAVE/CFP	EVERSOURCE	4,166.66	4,166.66	Sherdyl will confirm status of payment
684 MON/DEP319	TOWN OF MONTEREY	2,178.37	18,595.93	Monterey has been notified time and again

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Oct 31, 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>
685 HVA/BCCCP	HOUSATONIC VALLEY ASSOCIATION		1,063.37	
712 MAPC/WRHSAC/EEMC	WESTERN REGION HOMELAND SECURITY		1,831.81	
713 MON/MVPA	TOWN OF MONTEREY	10,414.10	10,414.10	Monterey has been notified time and again
714 LEE/HMMVP	TOWN OF LEE		506.60	
715 USDA/RFSP	USDA REGIONAL FOOD SYSTEM		54,425.04	
716 EPA/RLF	ENVIRONMENTAL PROTECTION AGENCY		4,141.10	
724 HAN/MVP	TOWN OF HANCOCK		1,660.97	
733.00 USDOT	USDOT EQUITY CONCERNS		55,787.32	
733.01 SS4A	OFFICE OF TRANSPORTATION PLANNING		13,879.39	
742 MON/OSRP	TOWN OF MONTEREY	15,000.00	15,000.00	Monterey has been notified time and again
745 SHF/CDBG	TOWN OF SHEFFIELD		12,685.94	
753 PTS/MVPA	CITY OF PITTSFIELD		48,920.78	
756 EOHLC/SS	COMMONWEALTH OF MASS		1,161.55	
757 NMB/OSRP	TOWN OF NEW MARLBOROUGH		7,812.46	
758 UBALT/COCLI/BPOP	UNIVERSITY OF BALTIMORE		21,141.93	
763 TOWN OF LEE	TOWN OF LEE	31,774.47	31,774.47	Payment processing
764 TOWN OF MONTEREY	TOWN OF MONTEREY	17,733.52	17,733.52	Monterey has been notified time and again
766 SAV/CUL	TOWN OF SAVOY		8,328.63	
774 MASSDOT/RT	MASSDOT-RAIL & TRANSIT DIVISION		11,000.00	
ANNUAL DINNER	ANNUAL DINNER		105.00	

Report Total

84,333.01 592,702.12

Current Balance
\$0.00

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



It appears you don't have any recent activity.

When available, this is where your account activity will display.

All available activity has been retrieved. More may be available via date-range search.



MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: November 2, 2024

SUBJ: Agenda Items – November 11, 2024, Executive Committee Meeting

IV. Financial Reports

D. Report on EPA's Limited Scope Review and update from May 2024

The Environmental Protection Agency (EPA), Office of Mission Support (OMS), with the support of Premier Group Services has scheduled a limited-scope review of three EPA assistance agreements for calendar year 2024. The review is on financial accuracy and management data.

E. Report on Employee Short-Term Disability, Long-Term Disability and Life Insurance Rates and Retiree Medical and Prescription Coverage Rates for January 1, 2025

1. Rates for Employee Short-Term Disability, Long-Term Disability and Life Insurance Rates c the rates will remain the same until January 1, 2027.
2. Rates for Retiree medical and prescription coverage will increase 20.62%.

VI. Items Requiring Action

A. Vote to Approve an Updated BRPC Sick Leave Policy*

The Executive Committee is requested to approve the updated BRPC's Sick Leave Policy to include the additional new covered reason for the use of sick time, which is to address the employee's own physical and mental health needs, and those of their spouse, if the employee or the employee's spouse experiences pregnancy loss or a failed assisted reproduction, adoption or surrogacy. Governor Healey recently signed into law the bill entitled: "An Act Promoting Access to Midwifery Care and Out-of-Hospital Birth Options" that requires this change.

B. Vote to Authorize the BRPC Chair to Vote to Approve an Amendment to the Berkshire Metropolitan Planning Organization (MPO) Memorandum of Understanding

During the Berkshire Regional Transit Authority's (BRTA) Federal Triennial Review, the Berkshire MPO's Memorandum of Understanding was reviewed to ensure BRTA participates in the transportation planning process in accordance with FTA requirements and the metropolitan and statewide planning regulations. The review found that there were "no written provisions for developing and sharing performance information...The MOU did not address BRTA's responsibilities in the development and sharing of information for financial plans, the development of the annual listing of obligated projects, or written provision for cooperatively developing and sharing the performance information."

The proposed amendment to the MOU replaces language related to BRTA's responsibilities and reads as follows:

WHEREAS the Advisory Board of the Berkshire Regional Transit Authority (BRTA) is comprised of the chief elected officials or designee of 30 cities and towns that have joined to form a regional transit authority under the provisions of Chapter 161B of the Massachusetts General Laws. The BRTA has the statutory responsibility for providing public transportation on an exclusive basis in the area constituting the authority, to provide public transportation including long and short-range planning elements together with implementation schedules for public transportation improvement. The BRTA will develop and share information for financial plans and the annual listing of obligated projects in the form of the Transportation Improvement Plan (TIP) using the Berkshire MPO's public participation process. BRTA will cooperatively develop and share the following performance information: transportation performance data, selection of performance targets, reporting of performance targets, reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO, and collection of data for the State asset management plan.

This agenda items seeks approval for the BRPC Chairman to vote in the affirmative of this proposed change. A copy of the revised MOU is included in the meeting material.

VII. Committee Reports and Discussion

A. Berkshire Metropolitan Planning Organization

The MPO met on October 22, 2024, and discussed TIP amendments, performance measures updates, a BRTA memorandum of understanding change, and bridge conditions and maintenance. Minutes are not yet available.

B. Regional Issues Committee

The Regional Issues Committee met on October 23, 2024 and reviewed the status of relevant legislation and discussed future legislative priorities. Minutes are not yet available.

VIII. Executive Director's Report and Discussion

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 10/4/2024 to 10/31/2024.

- Mass DOT – Transportation Planning - \$944,734.32
- Department of Public Health - Bureau of Substance Addiction SORPEC - Additional \$37,500
- New England Rural Health Association - Rural Vaccine Equity Initiative 2025 - \$94,120.59
- Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services - Dalton Implementation - \$3,442
- University of Baltimore - COCLI - Berkshire Post Overdose Program – Additional \$13,935
- MassCEC - Pittsfield Energy Coaching Program Implementation - \$300,00
- North Adams - Municipal Vulnerability Preparedness - \$1,061,203
- North Adams - Brownfields Inventory - \$20,000
- North Adams - Brownfields Cleanup - \$48,000

Grants and Contracts not received.

- Public Health did not receive the Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA) application to address social isolation and substance misuse in the Central Berkshire region - \$1,875,000 (5 years)
- Massachusetts Community One Stop for Growth application to update Sustainable Berkshires - \$200,000

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

- B.T.I. did not receive a Girls United Squad (GUS) grant from Lee Bank totaling \$8,698.56. The GUS is a group for youth, ages 5 through 11, who identify as female and of color.

C. Staff Update

- Hired:
 - Michaela Grady, Housing Planner. Resume included with meeting material
- Open Positions:
 - Public Health Planner / Senior Planner - Behavioral Health/ Substance Use Disorder (SUD) [Public Health Planner/Senior Planner \(Substance Use Disorders\) - Berkshire Regional Planning Commission \(berkshireplanning.org\)](#)

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission did not meet in October. The next meeting is November 8, 2024.

E. Seasonal Communities Advisory Council Update

The Seasonal Communities Advisory Council has not had any action.

F. Passenger Rail

- West-East Rail – The Massachusetts Department of Transportation secured a nearly \$37 million grant from the Federal Railroad Administration, which will help cover track,

signal and infrastructure improvements at Springfield Union Station. The investment will increase rail capacity and reduce congestion, further paving the way for future West-East Rail service. The new funding will help officials finish design efforts for the Springfield Area Track Reconfiguration Project. The project involves modernizing track and signal systems, as well as upgrading rail facilities and rehabbing station platforms.

- Berkshire Flyer – No known activity over the past month.
- Northern Tier Passenger Rail – No known activity over the past month.

G. Citizen Planner Training Collaborative (CPTC) Fall / Winter Training Sessions

CPTC has announced its Fall / Winter training schedule. Once again, all workshops are virtual. The schedule can be found at [Webinar Series – CPTC](#). BRPC is hosting a virtual session at 5:30 pm on December 5, 2024 on Drafting Zoning Amendments. In a related item, CPTC will also be hosting an in person workshop on December 7, 2024 at Greenfield Community College, Greenfield, MA.

H. Massachusetts One Stop for Growth Awards

On October 24, 2024 the Healey Administration announced the Community One Stop for Growth Awards. Out of the 756 applications submitted, there were 313 grant awards made totaling \$161 million. Berkshire County communities and organizations received 27 awards totaling \$11.4 million. The list of Berkshire County awardees is included in the meeting material.

I. Federal Funds Infrastructure Office Outreach

The MA Federal Funds and Infrastructure Office (FFIO) has launched a series of community events to introduce its office and share resources available to support cities and towns in their pursuit of federal funding. This community tour aims to foster collaboration and engagement, and FFIO is eager to hear from you and answer your questions about federal funding opportunities. The event will be held on November 18, 2024 at 1 PM at the Berkshire Innovation Center. Register [HERE](#).

J. ADU Information

The Executive Office of Housing and Livable Communities (EOHLC) continues to develop material to assist communities with the implementation of the Accessory Dwelling Unit (ADU) provisions of the Affordable Homes Act, which becomes effective on February 2, 2025. EOHLC, the Attorney General's Office (AGO), and Massachusetts Municipal Association (MMA) are holding a webinar which will include an overview of the new ADU law, an update on frequently asked questions and an overview of EOHLC's next steps. While the webinar is next Monday, November 4, 2024 a copy of the presentation will be posted online on the ADU website, www.mass.gov/adu, later next week with all the information that EOHLC intends to share. EOHLC will also be updating their FAQ guidance online in the coming weeks.

K. Vanguard Visionary Award

BRPC was honored to receive a "Vanguard Visionary Award" from the [Blackshires Community Empowerment Foundation](#) at the recent graduation ceremony for the 2024 Blackshires Leadership Accelerator Program. The award honors those whose foresight and commitment have paved the way for the program's success and celebrates their role as early believers and foundational supporters.

IX. Old Business

A. Update and Discussion about the Proposed Energy Siting Legislation

Since the last Executive Committee there have been significant developments with the Clean Energy bill, which contains significant changes to the permitting provisions for clean energy facilities, including solar development. The clean energy provisions were removed from the Governor's proposed FY2024 closeout supplemental budget bill. Instead the legislature finally reported a bill out of the conference committee, where it had been stalled for several months. The Senate approved this version of the legislation in informal session. The House, however, was unable to approve the bill in informal session. It is likely to be brought to a vote along with the Economic Development Bill before the end of the calendar year either in informal session, with enough members present to overcome any challenge, or a rare re-opened formal session. The vote would be an up or down vote without the potential for amendments. The bill is very likely to pass. The best way to try to address our concerns is through the development of regulations and guidance.

B. Vote to Recommend the Full Commission Amend the BRPC Bylaws to be Consistent with the Regional Planning Law including 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 vote to amend the Bylaws should occur at the November Commission meeting. The Executive Committee is requested to vote to recommend the Full Commission amend the BRPC Bylaws to be consistent with the Regional Planning Law, including the terms for the BRPC Chair, Vice-Chair, Treasurer and Clerk. In essence the Bylaws revert to the version prior to the January 18th vote. A copy of the Bylaws is contained with the meeting material.

C. Discussion about Legislative and Budgetary Priority Setting

We are still working through the development of a better process to be more effective in obtaining budgetary and legislative items that would be beneficial for our communities. This process at the state level is complex. It may be beneficial to obtain assistance to inform and guide us through the process.

X. New Business

A. Discussion of Topics for the November Commission Meeting

We have made arrangements to hold the November 21, 2024 Commission meeting at the Greylock Glen Outdoor Center as a hybrid meeting. We may want to hold it slightly earlier in the evening than the typical 7:00 pm.

Possible topics for 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:

- 2024.10.04 Unapproved Executive Committee Meeting Minutes - DRAFT
- October 4, 2024 – November 1, 2024 Expenditures Report
- October 2024 Aged Receivables Report
- 2024.11.05 Line of Credit Report
- 2024.11.02 Executive Director Memorandum
- BRPC Sick Leave Policy
- Draft Metropolitan Planning Organization (MPO) Memorandum of Understanding
- Resume – Makaela Grady
- Berkshire County One Stop for Growth Awards listing
- BRPC Bylaws Proposed 2024.11.21 Thirteenth Revision

Sick Leave Policy



Purpose

BRPC recognizes that employees will need days off from work from time to time to address medical needs.

Policy

Sick leave may be used for any of the following conditions:

- When an employee cannot perform his/her duties because he/she is incapacitated by personal illness or injury
- When a member of an employee's immediate family (spouse, children, parents, grandparents, brothers, sisters, domestic partners) is ill and requires personal care, the employee may utilize sick leave
- When an employee has been granted Family and Medical Leave
- When through exposure to contagious disease, the presence of the employee at his/her work location would jeopardize the health of others
- When an employee visits a physician, dentist, or hospital for treatment
- To address the employee's own physical and mental health needs, and those of their spouse, if the employee or the employee's spouse experiences pregnancy loss or a failed assisted reproduction, adoption or surrogacy.

Sick leave can be denied if abuse is evident. The employee may be requested to furnish written verification of the nature and dates of disability from an attending physician when absences cover 5 or more calendar days, or upon request of the Executive Director.

Full-time permanent employee:

Sick leave for full-time permanent employees who work the customary thirty-five (35) hours weekly and who maintain continuous employment status is one and one-quarter days earned for each calendar month (15 days per year). Sick leave is earned each pay period at a rate of 4.4 hours. The maximum sick leave earned is 230 hours.

Part-time permanent employee (less than an average of 20 hours per week):

Sick leave for part-time permanent employees who work an average of between 17.5 and 20 hours per week is .625 days earned for each calendar month (7.5 days per year). Sick leave is earned each pay period at a rate of 2.2 hours. The maximum sick leave earned is 115 hours. Part-time permanent employees who work regularly between 15 and 17 ½ hours per week will earn sick leave on a prorated rate of .058 hours earned to every hour worked and have a prorated maximum sick leave earned.

Off-site, flexible schedule permanent employee (more than 20 hours but less than 40 hours per week):

Sick leave for Off-site Flexible Schedule employees who work an average of 20 to 35 hours per week will earn sick leave each pay period at the rate below and have maximum earned sick leave hours as specified below.

Average hours worked	Hours earned per pay period	Maximum hours
20 to 25	2.2	115
26 to 30	3.3	172.5
31 to 40	4.4	230

Commented [MS1]: Governor Healey signed into law a bill entitled: "An Act Promoting Access to Midwifery Care and Out-of-Hospital Birth Options," <https://malegislature.gov/Laws/SessionLaws/Acts/2024/Chapter186> taking effect on November 21st, 2024.

Sick Leave Policy

Sick leave will be evaluated each fiscal year to determine the number of hours to be earned per pay period for the following fiscal year. For new employees' sick leave earned will be based on the expected hours in the employee's employment offer.

Off-site, flexible schedule part-time employee:

Sick leave for employees who do not work a fixed schedule, do not work in the Berkshire Regional Planning Commission office, and work regularly between (15) hours and (19.9) hours per week will earn 1.1 hours sick leave per pay period.

Employees who work an average of less than 15 hours per week do not receive sick leave.

Average hours worked	Hours earned per pay period	Maximum hours
15 to 19.9	1.1	57.5

Full-time temporary employee:

Sick leave for employees who work the customary thirty-five (35) hours weekly and who are hired for a limited period of time, up to a year, is one and one-quarter days earned for each calendar month (15 days per year). Sick leave is earned each pay period at a rate of 4.4 hours. The maximum sick leave earned is 105.6 hours for one year of employment.

Part-time temporary employee:

Part-time temporary employees will earn sick leave on the same basis as part-time permanent employees.

Seasonal employee (Intern):

There is no sick leave for an advanced student or graduate gaining supervised practical experience for no more than six months.

Termination of Employment:

Upon termination, employees will not be reimbursed for unused sick leave.

MEMORANDUM OF UNDERSTANDING

October 22, 2024

MEMORANDUM OF UNDERSTANDING RELATING TO THE COMPREHENSIVE, CONTINUING, COOPERATIVE TRANSPORTATION PLANNING AND PROGRAMMING PROCESS FOR THE BERKSHIRE REGION

By and Between the

**Massachusetts Department of Transportation
Berkshire Regional Planning Commission
Berkshire Regional Transit Authority
City of Pittsfield
City of North Adams
And Four Subregional Representatives from Berkshire County**

WHEREAS, the Massachusetts Department of Transportation (MassDOT), formerly known as EOTC, has the statutory responsibility under Chapter 6A of the Massachusetts General Laws, to conduct comprehensive planning for and to coordinate activities and programs of the state transportation agencies and the Office of Transportation Planning in MassDOT serves as the principal source of transportation planning for state-level transportation projects and works in coordination with regional planning agencies in the Commonwealth; and

WHEREAS, MassDOT has the statutory responsibility under Chapter 16 of the Massachusetts General Laws for the construction, maintenance and operation of the state roads and bridges; and,

WHEREAS, the Berkshire Regional Planning Commission (BRPC) is recognized by the MPO as the officially designated regional planning agency for the Berkshire region and as such has statutory responsibility for the coordinated and orderly development of the region, including regional growth planning and transportation planning as provided for under the provisions of Chapter 40B of the Massachusetts General Laws and which serves as the principal source of transportation planning for local and regional transportation projects. The BRPC is comprised of local planning board members and alternates or representatives of the chief elected officials of each of its 32 member local governments; and,

WHEREAS, the Advisory Board of the Berkshire Regional Transit Authority (BRTA) is comprised of the chief elected officials or designee of 30 cities and towns that have joined to form a regional transit authority under the provisions of Chapter 161B of the Massachusetts General Laws. The BRTA has the statutory responsibility for providing

public transportation on an exclusive basis in the area constituting the authority, to provide public transportation including long and short-range planning elements together with implementation schedules for public transportation improvement. The BRTA will develop and share information for financial plans and the annual listing of obligated projects in the form of the Transportation Improvement Plan (TIP) using the Berkshire MPO's public participation process. BRTA will cooperatively develop and share the following performance information: transportation performance data, selection of performance targets, reporting of performance targets, reporting of performance to be used in tracking progress toward attainment of critical outcomes for the region of the MPO, and collection of data for the State asset management plan; and,

WHEREAS, MassDOT, BRPC, and BRTA, the original signatories to a May 24, 1976 MOU executed an agreement on August 17, 2005 to expand the membership of the Berkshire MPO to 10 members, including one representative each from the Cities of Pittsfield and North Adams, and four representatives from the thirty surrounding town governments composing the Berkshire area.

WHEREAS, Section 450.310 of Title 23 of the Code of Federal regulations provides that, to the extent possible, there be one agreement containing the understanding required by this section with respect to cooperatively carrying out transportation and programming among the MPO, State and publicly owned providers of public transportation services; and

WHEREAS, the members of the MPO recognize that transportation planning and programming must be conducted as an integral part of and consistent with the regional planning and development process, and that the process must involve the fullest possible participation by state agencies, local governments, private institutions, other appropriate groups and the general public; and

NOW, THEREFORE, the members of the Berkshire Metropolitan Planning Organization do hereby jointly agree as follows:

OBJECTIVES OF THE FEDERAL 3C TRANSPORTATION PLANNING PROCESS

- The 3C process is comprehensive, including the effective integration of the various stages and levels of transportation planning and programming for the entire Berkshire region and examining all modes so as to assure a balanced planning and programming effort.
- The 3C process is continuing, affirming the necessity to plan for the short and long range needs of the regional transportation system, emphasizing the interactive character of the progression from systems planning to project planning, programming, operations and implementation.
- The 3C process is cooperative, requiring effective coordination among public officials at all levels of government, and inviting the wide participation of all parties, public or private, at all stages of the transportation planning process.

FUNCTIONS OF THE BERKSHIRE MPO

- The Berkshire MPO shall perform all functions as required in federal or state laws and regulations including jointly developing, reviewing and adopting the region's annual transportation Unified Planning Work Program, the Regional Transportation Plan, the Transportation Improvement Program and air quality conformity determinations.
- In meeting the provisions of the federal 3C process, the Berkshire MPO assumes the responsibility for the transportation planning process which may include: initiation of studies, evaluation and recommendation of transportation improvements and the programming of funds for transportation projects in the region for which funding is sought for implementation. While transportation studies may be conducted by other entities from time to time, the Berkshire MPO shall monitor their progress and make the final decision for any regionally significant project to be included in the Regional Transportation Plan.
- The Berkshire MPO shall be the forum for cooperative decision making by officials of local government, regional planning commission, regional transit authority and state officials representing state transportation agencies.

MEMBERSHIP OF THE BERKSHIRE MPO

The membership of the Berkshire Metropolitan Planning Organization shall consist of the following ten (10) State, Regional, City and Town officials or their alternates:

- Secretary and CEO, MassDOT
- Administrator, MassDOT Highway Division
- Chair of the Berkshire Regional Planning Commission
- Chair of the Berkshire Regional Transit Authority
- Mayor of the City of Pittsfield
- Mayor of the City of North Adams
- One Selectperson from a town within each of the following four sub-regions:
 - North Sub-region (Adams, Clarksburg, Florida, New Ashford, Savoy, Williamstown)
 - North-Central Sub-region (Cheshire, Dalton, Hancock, Hinsdale, Lanesborough, Peru, Windsor)
 - Southeast Sub-region (Becket, Lee, Lenox, Monterey, New Marlborough, Otis, Sandisfield, Tyringham, Washington,)
 - Southwest Sub-region (Alford, Egremont, Great Barrington, Mount Washington, Richmond, Sheffield, Stockbridge, West Stockbridge)

The first six members on the above list shall be permanent ex-officio members. The four sub-regional members shall be elected by caucuses comprised of designated representatives from the Select Board within each sub-region. These caucuses shall be open to the public. The term of office for each sub-regional member and alternate shall

be two years, starting on August 1 of the year elected. The names of the newly elected sub-regional members and alternates shall be submitted to the MPO by August 1 of each year. In the event a sub-regional seat is vacated prior to the full term of the appointee, and the alternate is not able to complete the member's term, the MPO shall act to fill the vacated seat at the earliest opportunity.

Alternate members from the four sub-regions shall be selected in the same manner and the same term as the official member from the sub-region, provided that an alternate must be from a different town in the same sub-region as the member he/she is representing. In the event that the official member is unable to complete his/her term, the alternate will complete the member's term.

By November 1 of every third year, the Secretary and CEO of MassDOT and the MassDOT Administrator shall each present to the Berkshire Region MPO a list of not more than three representatives (designated by title) appointed by him/her, any one of which may vote as his/her designee. These shall be persons who are directly responsible and accountable to the official member they represent.

The Berkshire Regional Planning Commission and the Berkshire Regional Transit Authority shall each choose a standing alternate from within their respective organizations.

The Mayors of Pittsfield and North Adams shall each present to the MPO by February 1, semi-annually following city elections, a list of not more than three persons appointed by him/her, any of which may vote as his/her respective designee. These shall be persons who are directly responsible and accountable to the official member they represent. In the event there is a change in the office of Mayor outside of the schedule noted above, the MPO shall act to update this information at the earliest opportunity.

The Chair of the Transportation Advisory Committee and a representative from both the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) shall be considered ex-officio, non-voting members of the MPO.

CHAIR AND VICE CHAIR

The Chair of the MPO shall be the MassDOT Secretary and CEO or his/her designee. In the absence of the Chair, the Vice Chair shall oversee the conduct of the meeting. The Chair shall be authorized to sign all certification documents on behalf of the entire membership following an affirmative vote or endorsement by the full MPO. A record of said vote shall be provided in the MPO meeting minutes.

The Vice Chair shall be elected annually from the MPO membership by the eight local and regional members, with no limitation on the number of consecutive terms for which a vice chair may be re-elected. Alternates will not be eligible for the Vice Chair position.

MEETINGS OF THE BERKSHIRE MPO

The Berkshire Metropolitan Planning Organization shall meet a minimum of every three months. Additional meetings may be called as needed by the Chair or any three other members.

QUORUM AND VOTING

A quorum of the Berkshire MPO shall consist of six voting members of the membership. Lack of a quorum shall not prevent an officially called meeting from coming to order and discussing or passing a motion to continue said meeting to a later date.

A vote to accept a motion relative to the Regional Transportation Plan and the Transportation Improvement Program shall be by an affirmative vote of the majority of members present, provided that it includes the affirmative vote of the implementing agency (defined as MassDOT for highway projects, the BRTA for transit projects and MassDOT for Commuter Rail projects).

THE TRANSPORTATION ADVISORY COMMITTEE

In order to facilitate the implementation of the 3C process and the functions of the Berkshire MPO, a standing committee, known as the Transportation Advisory Committee (TAC), has been established to advise the Berkshire MPO. TAC membership is selected, through the Berkshire MPO, in a manner that provides for the involvement of local government officials, transportation professionals and other representatives of transportation providers, user groups, and other relevant interests, and that provides for a broad based transportation planning perspective of its participants. Its principal mission is as follows:

1. To advise the Berkshire MPO on all matters of policy affecting the conduct of the region's 3C transportation planning and programming process.
2. To put forth recommendations to the MPO on such regional transportation work activities, plans, studies, project priorities and financial constraints as may be required for the effective operation of the Berkshire MPO.
3. To provide maximum participation in the transportation planning and programming process by creating a forum and other opportunities to bring together officials of local government, public agencies, transportation providers, interest groups and residents for open dialogue and the exchange of views on current transportation issues.

The Chair of the TAC has the responsibility to report to the MPO regarding the TAC's consensus regarding an issue, along with a summary of the considerations involved in the decision, will present any majority and minority reports resulting from the TAC's deliberations, and provide complete and accurate descriptions of the various points of view and options available.

Each Select Board or Mayor shall select a representative from their Town or City to serve on the TAC. In addition, the TAC shall nominate representatives of other organizations to serve on the TAC to encourage participation among a broad range of transportation interests and transportation modes. Representatives from business, environmental, historic, bicycle, transit, airport, human service and other organizations shall be considered. These nominees, and others, will be considered by the MPO and may be appointed to the TAC from time to time. State and federal agencies shall be encouraged to participate on the TAC as ex-officio, non-voting members.

The TAC shall develop and update organizational by-laws subject to approval by the Berkshire MPO.

RESPONSIBLE AGENT FOR REGIONAL TRANSPORTATION PLANNING

The Berkshire Regional Planning Commission shall be, by state designation and consistent with applicable federal transportation laws, the primary transportation planning staff for the Berkshire MPO and serves as the principal source of transportation planning for local and regional transportation projects. The BRPC shall maintain a qualified staff of transportation professionals, subject to the availability of federal and state funds. It shall be responsible to the MPO for the maintenance of the 3C transportation planning process and shall conduct transportation planning on behalf of the MPO, including coordination of the sub-regional member selection process and staff support for the operation of the Transportation Advisory Committee.

REVIEW OF MEMORANDUM

This Memorandum of Understanding supersedes the MOU of August 17, 2005 and shall become effective upon the date of the signatures of all MPO members. The Signatories shall formally review the contents of this MOU every five years at a minimum, make appropriate changes as may be necessary and mutually agreeable, and record the results of the review in the minutes of the meeting at which the review is conducted. At the time of the review, the MOU and any proposed changes shall be circulated among all the Select Boards, the Mayors, and the town managers/administrators of the Region for their review.

EXECUTION

The undersigned recognize the complexity of the transportation planning and program process and will endeavor to ensure that all personnel involved in their jurisdiction will cooperate fully in carrying out the intent and provisions of this MOU, and any amendments or additions agreed to by the signatories. The MPO shall develop and adopt procedures in order to implement this MOU.

Secretary and CEO
MassDOT

Date

Administrator, MassDOT

Date

Chair
Berkshire Regional Planning Commission

Date

Advisory Board Chair
Berkshire Regional Transit Authority

Date

Mayor,
City of Pittsfield

Date

Mayor,
City of North Adams

Date

Towns Representative,
North

Date

Towns Representative,
North Central

Date

Towns Representative,
Southeast

Date

Towns Representative,
Southwest

Date

Michaela Grady



EDUCATION

WESTFIELD STATE UNIVERSITY

GPA: 3.8

Westfield, MA

Master of Science (M.S.) Criminal Justice
(May 2021)

WESTFIELD STATE UNIVERSITY

GPA: 3.78

Westfield, MA

Bachelor of Science (B.S.) Criminal Justice
(May 2020)

ADDITIONAL SKILLS

Result Oriented

Strong oral and written communication

Collaborative

Efficient time-management

Volunteer Experience

Special Olympic Programs

Westfield Soup Kitchen

CAREER OBJECTIVE

Dedicated and enthusiastic individual with a passion for housing and community development. Seeking an opportunity to utilize my organizational, research, and communication skills. Bringing strong time management, commitment to continuous professional growth, and experience in maintaining compliance with federal regulations.

EXPERIENCE

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) COORDINATOR

City of Westfield

August 2022-August 2024

- Communicate with HUD representatives, field officers, and other official representatives as required
- Conduct public hearings as required
- Ensure funded activities meet eligibility requirements, national objectives, federal regulations, and fair labor standards and other applicable regulations
- Stay current on CDBG regulation and national program development
- Develop and publish RFPs, contract agreements, press releases, Annual Action Plans, Consolidated Annual Performance & Evaluation Reports, and other reports as necessary
- Follow guidelines for proper expenditures and reimbursements of CDBG funds
- Perform monitoring visits for grant recipients to ensure compliance with HUD Regulations and objectives
- Enter quarterly data on subrecipient beneficiaries into IDIS
- Maintain detailed records and spreadsheets to meet reporting requirements for the Consolidated Annual Performance and Evaluation Report
- Facilitate community outreach to conduct meetings with local public service agencies to gather data and input for the Annual Action plan
- Collaborate with other departments to sustain workflow

SAFEPLAN ADVOCATE

YWCA of Western Massachusetts (Belchertown District Court)

Dec 2021- August 2022

- Assist survivors of domestic violence and/or sexual assault seeking 209A and 258E orders
- Provide emotional support in person, over the phone, or on zoom
- Accompany survivors to court for ex parte hearings, extension hearings, and modification hearings
- Input client data into databases in a timely manner
- Maintain client confidentiality
- Provide trauma informed care while safety planning, providing information about the criminal justice system, and giving referrals to other agencies for counseling and housing needs.
- Communicate daily with the clerk's office, court officers, and the Safeplan supervisor

DISTRICT COURT ADMINISTRATOR

Northwestern District Attorney's Office, MA

May 2021 – Dec 2021

- Collect data from complaints and police reports to create cases in DAMION (database)
- Ensure each case in DAMION is properly entered, updated, and closed in a timely manner
- Coordinate collection and distribution of discovery with police departments, ADAs, and defense attorneys
- Prepare daily court lists
- Prepare and send court summons for trials and motion hearings
- Perform other administrative duties such as answering phone calls and responding to emails from defense attorneys, police, and ADAs

FIGURE SKATING COACH AND RINK SUPPORT STAFF

Amelia Park Ice Arena, Westfield, MA

Oct 2019 - June 2023

- Plan, organize, and conduct lesson plans for individual and group lessons for neurotypical and neurodiverse children
- Explain and enforce safety rules and regulations so that skaters remain safe on and off the ice
- Keep abreast of changing rules, techniques, and technologies
- Communicate with parents of skaters to provide updates on progress and skills
- Collaborate with other coaches to help progress students through the levels of skating

Project Location	Municipality /Organization/		Amount	
	Business	Program	Recommended	Description
Adams	Town of Adams	Rural Development Fund	\$330,000	Town of Adams will use this grant to support its Memorial School Redevelopment & Reuse Project, a project to redevelop a 70,000 square-foot vacant school building, including the creation of 25 units of new
Adams	Adams Theater LLC	Underutilized Properties Program	\$276,048	Adams Theater LLC will use this grant to revitalize its historic theater.
Cheshire	Town of Cheshire	Massachusetts Downtown Initiative	\$25,000	The Town of Cheshire will use this grant for creating a multi-mobile signage system to sites within the downtown and adjacent amenities.
Clarksburg	Town of Clarksburg	Community Planning Grant Program	\$55,000	The Town of Clarksburg will use this grant to develop a Master Plan and an Open Space & Recreation Plan.
Clarksburg	Town of Clarksburg	Rural Development Fund	\$140,000	Town of Clarksburg will use this grant to upgrade and repair the public water system. The project will replace the water main, the lateral lines, install shut-offs and meters, and build a water storage tank to
Egremont	Town of Egremont	Community Planning Grant Program	\$54,000	The Town of Egremont will use this grant to complete Phase II of its Zoning Bylaw revisions to align it with goals established in the 2023 Comprehensive Plan.
Egremont	Town of Egremont	Rural Development Fund	\$75,000	Town of Egremont will use this grant to develop design alternatives to rehab Karner Brook Dam and adjacent raw water infrastructure for flood resiliency.
Great Barrington	Town of Great Barrington	MassWorks Infrastructure Program	\$580,000	Town of Great Barrington will use this funding to stabilize and repair West Sheffield Road, shifting the roadway away from the slope failure and stabilizing it with rock material.
Hinsdale	Town of Hinsdale	MassWorks Infrastructure Program	\$1,000,000	Town of Hinsdale will use this funding to complete the second phase of the three-phase, 2.6 mile Schnopp Roads Project, interconnecting roads that run from Dalton to the Peru town limit along the northwest side of Cleveland Reservoir and Lake Ashmere.
Lanesborough	Town of Lanesborough	MassWorks Infrastructure Program	\$1,000,000	Town of Lanesborough will use this funding to renovate Brodie Mountain Road.
Lee	Town of Lee	MassWorks Infrastructure Program	\$1,000,000	Town of Lee will use this funding to reconstruct Brodie Mountain Road.
Lee	Town of Lee	Rural Development Fund	\$60,000	Town of Lee will use this grant towards developing parking to support downtown economic development.
Mount Washington	Town of Mount Washington	Rural Development Fund	\$86,000	Town of Mount Washington will use this grant to support renovations of the unused one-room Schoolhouse to be used as a cultural center for Mount Washington.
North Adams	City of North Adams	HousingWorks Infrastructure Program	\$114,000	The Wheel Estates Wastewater Project Phase will use this grant to complete design engineering for several infrastructure improvement projects in response to a MassDEP Consent Order, having already appropriated over \$1 million toward improvements with some help in local and state funding for two main
North Adams	City of North Adams	MassWorks Infrastructure Program	\$888,000	City of North Adams will use this funding to repair and upgrade sidewalks on Hoosac St., Blackinton St., Elmwood Ave., Montana St., and Porter St. in North Adams.
North Adams	Massachusetts Museum of Contemporary Art Foundation, Inc.	Urban Agenda Grant Program	\$85,000	Massachusetts Museum of Contemporary Art Foundation Inc. will use this grant to support the North Adams Artist Business Capacity-Building Program, which will support under-resourced artist entrepreneurs through person and online workshops, one-on-one and small group coaching, peer
Peru	Town of Peru	MassWorks Infrastructure Program	\$1,000,000	Town of Peru will use this funding to improve the roadways with safety upgrades.
Pittsfield	City of Pittsfield	HousingWorks Infrastructure Program	\$1,370,000	The City of Pittsfield will use this grant to make improvements on the Wright Building rear vehicular alley, turning it into a pedestrian walkway surrounding a mixed-use 35-unit redevelopment.
Pittsfield	City of Pittsfield	Massachusetts Downtown Initiative	\$25,000	The City of Pittsfield will use this grant to create a public wayfinding plan in the downtown.
Pittsfield	Pittsfield Economic Development Authority	Site Readiness Program	\$500,000	Pittsfield Economic Development Authority will use this grant for design and engineering services for Sites 7 & 8 within the William Stanley Business Park to achieve a pad-ready site.
Pittsfield	Allegrone Companies	Underutilized Properties Program	\$626,732	Allegrone Companies will use this grant towards Wright Building Block Phase II, which will convert the building into 14 more mixed-income housing units and two storefronts.
Pittsfield	Elegant Stitches Inc.	Underutilized Properties Program	\$315,450	Elegant Stitches Inc will use this grant to expand its facility on 15 commercial street from 2,500 square-feet to 22,000 square-feet.
Pittsfield	Blackshires Community Empowerment Foundation Corp	Urban Agenda Grant Program	\$100,000	Blackshires Community Empowerment Foundation Corp will use this grant towards its leadership program for Black Community members in the Berkshire Region, serving as a training and education pipeline to
Pittsfield	Rites of Passage and Empowerment	Urban Agenda Grant Program	\$100,000	Rites of Passage and Empowerment will use this grant to support monthly empowerment program meetings, after-school clubs, college visits to HBCU's, and additional programming throughout the first
Stockbridge	Town of Stockbridge	MassWorks Infrastructure Program	\$1,000,000	Town of Stockbridge will use this grant to replace Tuckerman Warren Truss Bridge and install a new eight-inch diameter insulated water pipeline on the bridge.
Washington	Town of Washington	Rural Development Fund	\$500,000	Town of Washington will use this grant for planning, engineering, and design work on a 2.3-mile roadway reconstruction over Lower Valley Road and Johnson Hill Road, which connects MA Route 8 and Middlefield
Williamstown	Town of Williamstown	Community Planning Grant Program	\$100,000	The Town of Williamstown will use this grant to update its subdivision rules and related provisions to further goals of more easily allowing smart growth style housing.

BYLAWS

BERKSHIRE REGIONAL PLANNING COMMISSION

Revised January 20, 1972

Second Revision February 21, 1974

Third Revision May 21, 1981

Fourth Revision February 20, 1997

Fifth Revision September 18, 1997

Sixth Revision September 20, 2007

Seventh Revision – May 21, 2009

Eighth Revision – November 21, 2013

Ninth Revision – July 16, 2015

Tenth Revision – May 16, 2019

Eleventh Revision – January 19, 2023

Twelfth Revision – January 18, 2024

Thirteenth Revision – November 21, 2024

- A. Purpose, Powers and Duties of the Berkshire Regional Planning Commission
- A.1. The Berkshire Regional Planning Commission, hereafter referred to as the Commission, serves the cities and towns of Berkshire County and their common good through the provision of technical assistance, planning education, maintenance of a forum for the discussion of regional issues and the delivery of regional planning services. The Commission enables member cities and towns to jointly plan and promote, with the greatest efficiency and economy, the coordinated and orderly development of the area within its jurisdiction and the general welfare and prosperity of the citizens in accordance with Massachusetts General Laws (MGL) Chapter (c.) 40B, Section (§) 2. In addition, the Commission shall carry out such other functions and responsibilities specified in federal, state, and local laws, ordinances and regulations which do not conflict with the provisions of MGL c. 40B.
- A.2. All plans, resolutions and recommendations of the Commission that shall be adopted, added to, or changed, unless noted elsewhere in these by-laws, must be adopted or amended, as the case may be, by a majority vote at an official Commission meeting.
- A.3. The Commission shall make appointments to specified regional committees or authorities as required or requested by state, federal, regional or local entities.
- A.4. The Commission shall establish rules of procedure for its activities.
- A.5. The Commission may enter into contracts, purchase or lease office space, equipment or supplies and accept gifts and contributions.
- A.6. The Commission may employ staff, including an Executive Director, and experts to provide regional planning and other services.
- A.7. The Commission must adopt an annual budget showing all anticipated revenues and expenses for the coming fiscal year. Upon approval of the Executive Committee, the Treasurer may borrow in anticipation of revenues.
- A.8. The Commission shall submit an annual report to the cities and towns within

Berkshire County showing the status of its plans and programs.

B. Jurisdiction and Membership

B.1. Pursuant to MGL c. 40B, § 3, a planning district has been designated consisting of all of the cities and towns within Berkshire County. The planning district's jurisdiction is all of Berkshire County. Its cities and towns have all been admitted to membership in the planning district, whose governing body is the Berkshire Regional Planning Commission. The Commission consists of one member of the planning board of each member city and town, known as the delegate and an alternate designee, known as the alternate, to act in the delegate's absence.

B.2. The cities and towns admitted to membership in the planning district are:

Adams	Great Barrington	New Ashford	Savoy
Alford	Hancock	New Marlborough	Sheffield
Becket	Hinsdale	North Adams	Stockbridge
Cheshire	Lanesborough	Otis	Tyringham
Clarksburg	Lee	Peru	Washington
Dalton	Lenox	Pittsfield	W. Stockbridge
Egremont	Monterey	Richmond	Williamstown
Florida	Mount Washington	Sandisfield	Windsor

C. Election or Appointment of the Commission

C.1 The delegate from each member town or city shall be elected by its planning board or community development board annually, subsequent to town or city elections. The election of the delegate shall be certified to the Commission in writing by each local planning or community development board. If a planning or community development board fails to elect a delegate in any year, the previously named delegate shall continue to serve until a successor is elected as long as the delegate remains a member of the local planning or community development board.

C.2. Each town or city may also have an alternate, who may or may not be a planning board member, who shall be a resident of the city or town the designee represents and shall be appointed annually subsequent to city or town elections. The alternate shall be certified to the Commission by the Mayor in a city, confirmed by the council, or in a town by the Selectmen, or in towns with a manager form of government by the Town Manager. The alternate may attend meetings of the Commission and shall assume the rights and duties of the delegate when the delegate is absent. If a town or city fails to appoint an alternate in any year, the previously named alternate shall continue to serve until a successor is appointed, provided they remain a resident of the city or town.

C.3. If a vacancy occurs during the year, the appointing board or official shall be notified and requested to fill the vacancy.

D. Commission Organization

D.1. ~~The positions of Chair, Vice Chair, Clerk and Treasurer shall be filled for two-year terms. During election years, a~~At the first meeting after July 1, but to be held no later than August 31st, the Commission shall elect from among its membership a Chair, Vice Chair, Clerk, and Treasurer. If any of these positions becomes vacant, the

Commission shall elect at its next meeting a delegate or alternate to fill the position until the next ~~bi-annual~~ election. To ensure continuity of operation, the Chair, Vice-Chair, Clerk, and Treasurer shall be eligible to continue to serve in that capacity, until the first meeting after July 1 ~~of their second year holding an officer position~~, even though they may no longer be an elected member of a planning or community development board or have been appointed as an alternate by the city or town.

- D.2. All meetings of the Commission and its committees are subject to the Open Meeting Law: MGL c. 39 § 23A. Regular meetings of the Commission shall be held at least six times annually. Special meetings may also be held at the call of the Chair or at the call of a majority of the membership. Notices of all meetings shall be distributed to all delegates and alternates at least five calendar days prior to all meetings.
- D.3. A quorum of the Commission shall consist of the duly named delegates or alternates from at least eight member cities and towns. Lack of a quorum shall not prevent the delegates or alternates at an officially called meeting from coming to order and discussing or passing a motion to continue said meeting to a later time.
- D.4. The Conflict of Interest Law, MGL c. 268A, prohibits delegates or alternates from participating in any official action affecting their own financial interests, from using their position to obtain unwarranted privilege, or from acting in a manner that would cause a reasonable person to conclude that they can be improperly influenced or that a person could unduly enjoy their favor in the performance of their duties. During any Commission discussion, if any delegate or alternate believes the Conflict of Interest Law applies to them, they are required to disqualify themselves from participation in the discussion and are required to leave the meeting room when the issue is under consideration.
- D.5. Each member city and town shall be accorded one vote to be cast by the delegate or, in the absence of the delegate, by the alternate. Decisions of the Commission shall be made by majority vote of those member cities and towns present and voting, with the exception of the adoption of a comprehensive plan of development. Adoption of a comprehensive plan of development shall be in accordance with MGL c. 40B § 5 and shall be by a majority vote of the delegates or alternates of the cities and towns which have been admitted to membership in the planning district.
- D.6. By a two-thirds vote of all of its member municipalities, the Commission shall vote annually to confirm the authorization of the Executive Committee to act in the name of and on behalf of the Commission. This authorization may be modified or terminated pursuant to MGL c. 40B § 4a.
- D.7. The Commission shall keep complete and accurate records of all official meetings in accordance with the Open Meeting Law and Public Records Laws, including meeting minutes. Copies of any adopted resolutions shall become part of the minutes. Minutes shall be prepared for review and adoption, or amendment and adoption, by the Commission at its next regular meeting. The approved minutes shall be kept at the Commission office and shall be a public record.
- D.8. The Commission may establish at any time special and standing committees, which are empowered to make recommendations to the Executive Committee and the Commission. The members of such committees and their duties shall be clearly defined and recorded in the minutes of the meeting at which such a committee is authorized. Each committee shall establish operating practices, keep minutes, and

report their recommendations to the Commission or Executive Committee, as appropriate. Each committee shall have a chair, who shall be a delegate or alternate, appointed by the Commission Chair, subject to approval by the Commission, except that the Commission Chair shall serve as Executive Committee chair. To ensure continuity of committee operations, except for the Executive Committee, if a committee chair position becomes vacant, the committee vice-chair shall assume the position of committee chair. If no vice-chair exists, the Executive Director may serve as interim chair until a new chair is appointed and approved. The Commission Chair, in consultation with the committee chair, shall appoint members of committees. Non-Commission members may be appointed to any committee, except the Executive Committee, when their participation would enhance the activities of a particular committee. Such non-Commission members shall be full voting members of the committee to which they are named, but they shall not make up a majority of the membership of any committee. The Commission may exempt this requirement. To ensure continuity of operation, committee members shall be eligible to continue to serve in that capacity until the first meeting after July 1 ~~of their second year of committee service~~ even though they may no longer be an elected member of a planning or community development board or have been appointed as an alternate by the city or town.

D.9. The Commission may appoint delegates or alternate delegates, BRPC employees, or other persons at any time to special or standing committees, commissions or the like not under the jurisdiction of the Commission. After the initial appointment, such appointments may be made annually by the Executive Committee and subject to ratification by the full Commission at its next meeting. The appointed member(s) of such committees, commissions or the like and their respective duties shall be clearly defined and recorded in the minutes of the meetings at which the Executive Committee and Commission approve such appointments. Each person so appointed shall provide a semi-annual written or oral report to the Commission on the committee's, commission's or the like's activities and actions taken. Each person so appointed shall also provide the Executive Director with a timely resignation notice, when necessary.

D.10. Standing Committees of the Commission

D.10.1 The Executive Committee shall consist of nine (9) members. The members shall include all elected officers of the Commission, the chairs of all standing committees, and, in order to have an odd number of members, up to three (3) member(s) at large. Member(s) at large are appointed by the Commission Chair, subject to the approval of the Commission. A quorum of the Executive Committee shall consist of a majority of its members. The Commission Chair shall serve as Executive Committee Chair. The Executive Director, or in their absence, a designee, of the Commission shall be an ex-officio non-voting member of the Executive Committee.

The Executive Committee shall formulate general programs for the Commission, in accordance with specific needs, plans and goals of the Commission. The Executive Committee shall report its actions at the next Commission meeting for discussion.

The Executive Committee shall meet monthly, or more or less frequently as necessary, and shall have the authority to act on behalf of the Commission between scheduled Commission meetings, subject to annual authorization

by a two thirds ballot vote of the Commission. All delegates and alternates shall be provided with a meeting notice and agenda of Executive Committee meetings at least five calendar days in advance of the meeting.

The Executive Committee shall have the following powers: disbursement of Commission funds based upon a warrant approved by the Executive Committee; borrowing funds in anticipation of revenue; authorizing signatory authority on checks; hearing and resolving personnel grievances; establishing personnel policies; authorizing applications for federal, state and local aid and grants; seeking contributions; entering into contracts; approving comments on proposals of a regional or inter-community nature; approving submittal of comments for projects undergoing state or federal agency review; establishing policy for responding to requests for planning related technical assistance; authorizing planning services; and approving submittal of comments on legislation or regulations which affect the region or member municipalities.

- D.10.2. The Commission Development Committee shall consist of at least four (4) members. It shall consider Commission education, membership, structure, and process, including periodic evaluation of the performance of the Commission. Periodically, the Committee shall also review the Commission's bylaws to determine whether amendments are needed to enhance the operations of the Commission.

A nominating subcommittee of the Committee, comprised only of delegates and alternates and consisting of at least three members, shall recommend a slate of officer candidates for the next fiscal year. Such slate of candidates shall reflect the Commission's desire to rotate officers and be representative of all areas of the region. Such slate shall be provided to delegates and alternates at least 14 days prior to the first meeting after July 1 ~~of every other year.~~

- D.10.3. The Environmental Review Committee shall consist of at least five (5) members. It shall review projects requiring state or federal environmental permits. It may review requests for funding assistance issued by state or federal agencies and local land use actions for potential regional impacts and compliance with adopted regional plans. The Committee shall advise the Commission or the Executive Committee regarding its recommendations and requested conditions.

- D.10.4. The Finance Committee shall consist of at least four (4) members including the Commission Treasurer who shall serve as Chair. It shall have oversight over the Commission's financial operations and shall review the annual audit. It shall recommend the per capita assessments for member cities and towns for the next fiscal year and present such recommendation to the Commission for approval no later than in February and shall recommend a full budget for the next fiscal year for Commission action prior to the beginning of the next fiscal year.

- D.10.5. The Regional Issues Committee shall consist of at least five (5) members. It shall identify important regional issues or policies facing Berkshire County and provide recommendations to the Commission. It may also provide recommendations on proposed state or federal legislation or regulations and

make recommendations to the Commission concerning requests from municipalities for policy or guidance on regional issues.

E. Duties of the Elected Officers of the Commission

E.1. The duties of the elected officers of the Commission are as follows:

E.1.1. The Chair shall preside at all meetings of the Commission and shall serve as Executive Committee Chair. The Chair shall serve as the Commission's voting representative to the Berkshire Metropolitan Planning Organization. The Chair shall appoint members at large to the Executive Committee and committee chairs. In consultation with the committee chairs, the Chair shall appoint the members of any special and standing committees. Except for the Executive Committee, where the Chair is a voting member, the Chair shall be an ex-officio, non-voting member of all other committees. The Chair may execute contracts and other legal documents as authorized by and on behalf of the Commission, unless the Commission authorizes its Executive Director to execute said documents on its behalf.

E.1.2. The Vice Chair shall assume the responsibilities of the Chair in the Chair's absence, with the exception of acting as the representative to the Berkshire Metropolitan Planning Organization, unless otherwise designated. If the position of Chair becomes vacant, the Vice Chair shall act as the Chair in all matters until the position is filled as set forth in Section D.1 of these Bylaws.

E.1.3. The Clerk shall call the roll and record the attendance of delegates and alternates at Commission meetings. The Clerk shall authenticate, when necessary, acts, orders, and proceedings of the Commission.

E.1.4. The Treasurer shall be the Chair of the Finance Committee. The Treasurer's duties shall include keeping the Commission's financial records with appropriate assistance from the staff and being responsible for all financial affairs of the Commission in accordance with the requirements of MGL c. 40B. The Treasurer shall make an annual report to the Commission as soon as possible after the close of the fiscal year and at such other times as the Commission may request. The Treasurer shall give a bond for the faithful performance of their duties as surety in such sums and upon such conditions as the Commission may require with a surety company authorized to transact business in the Commonwealth. The Commission shall pay for the cost of the bond.

E.1.5. The elected officers shall serve ex-officio as members of the board of directors of the affiliated non-profit corporation.

F. Employment and Duties of Executive Director and Assistant Director

F.1. The Commission shall employ an Executive Director. The Executive Director shall serve as the Chief Administrative Officer of the Commission and is responsible for the administration and direction of the Commission staff, its activities and work programs. The Executive Director is accountable to the Executive Committee and Commission and shall perform their duties under policies established by the

Commission in conformance with applicable laws and statutes.

- F.2 The Executive Director is responsible for hiring technical and clerical staff, as authorized by the Commission, and for related personnel management and administrative actions. The Executive Director may execute contracts and other legal documents as authorized by and on behalf of the Commission. A written description of the responsibilities of the position of the Executive Director shall be prepared by the Executive Committee. At least every five years the position description shall be reviewed and as necessary updated jointly by the Executive Committee and the Executive Director. In consultation with the Executive Director, the duties of the Executive Director may be modified by the Commission upon a majority vote of those voting at a regularly scheduled Commission meeting. On an annual basis, the Executive Director shall prepare a review of their accomplishments for the preceding year and goals for the upcoming years as part of their performance evaluation by the Executive Committee.
- F.3 The Executive Director shall serve ex officio as a member of the board of directors of the affiliated non-profit corporation.
- F.4 The Commission may employ an Assistant Director, whose duties will be developed by the Executive Director. When authorized by the Executive Director, the Assistant Director shall assume the responsibilities of the Executive Director. If the Executive Director is unable to fulfill their duties due to medical reasons or other reasons as determined by the Commission Chair and approved subsequently by the Executive Committee, or the Executive Director position becomes vacant, the Assistant Director shall serve as Interim Director until the position is filled through the normal hiring practice of posting the position and reviewing applicants.

G. Amendments of the Bylaws

- G.1. These bylaws may be amended at any meeting of the Commission by a two-thirds vote of those voting provided that a copy of the proposed amendment(s), and meeting notice of such action has been sent to all Commission delegates, alternates, and chief executive officials of member municipalities at least one week prior to such meeting.
- G.2 In addition to an amendment(s) proposed by the Commission Development Committee, at a full Commission meeting, any delegate or, in their absence, alternate may propose an amendment, in writing, be placed on the agenda at the next full Commission meeting for discussion. Such proposed amendment, provided it receives endorsement by at least one quarter of those voting at the meeting at which it is discussed, shall be provided to each delegate, alternate and chief elected officials of member municipalities at least one week prior to the next full Commission meeting at which time members may vote on its adoption.