



# BRPC

Berkshire Regional Planning Commission

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## MEETING NOTICE

Posted 12/2/2024  
10:18 am KHT

There will be a meeting of the EXECUTIVE COMMITTEE  
of the  
BERKSHIRE REGIONAL PLANNING COMMISSION  
Thursday, December 5, 2024 at **4:00 p.m.**

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

To participate virtually join the Zoom meeting at

<https://us02web.zoom.us/j/3926128831?omn=85157356648>

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](http://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 November 7, 2024\*
- IV. Financial Reports (4:05)
  - A. Vote to Approve the November 2 – November 27, 2024, Expenditures Report\*
  - B. Report on the Aged Receivables – November 2024
  - C. Report on the Line of Credit – November 2024
- V. Open Comments from Berkshire Regional Planning Commission Delegates and Alternate Delegates, not to be further discussed at this meeting by the Executive Committee (4:10)
- VI. Items Requiring Action\* (4:15)
  - A. Vote to Approve the BRPC Use of AI (Artificial Intelligence) Policy\*
  - B. Vote to Approve BRPC Entering into the North Berkshire Inter-municipal Agreement Regarding Use and Expenditure of Opioid Abatement Funds\*
  - C. Vote to Approve the Submission of a Grant Application to the Massachusetts Executive Office of Technology Services and Security's Office of Municipal & School Technology's Cybersecurity Awareness Grant Program\*
  - D. Vote to Enter into an Agreement with the Metropolitan Area Planning Council on behalf of the Western Region Homeland Security Council\*
  - E. Vote to Approve the Submission of a Grant Application to the National Association of County and City Health Officials (NACCHO) Reimagining Health and Public Safety Overdose Initiatives Project (RHAPSODI)\*

***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

- F. Vote to Conditionally Approve Berkshire Regional Planning Commission's Fiscal Year 26 Assessment Subject to Ratification at the Next Commission Meeting. Options Include No Increase from FY25, a 1% Increase from FY25 or a 2.5% Increase from FY25.
- VII. Committee Reports and Discussion (4:25)
  - A. Berkshire Municipal Planning Organization
  - B. BRPC Finance Committee
- VIII. Executive Director's Report and Discussion (4:30)
  - A. Report on New Contracts / Agreements
  - 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
- IX. Old Business (4:35)
  - A. None
- X. New Business (4:50)
  - A. Discussion about Planning for the Incoming Federal Administration
  - B. Discussion of Topics for the January Commission Meeting
- XI. Adjournment\* (5:00)

BRPC has adopted the BRPC website [www.berkshireplanning.org](http://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](http://www.berkshireplanning.org). Click the calendar of events, then the meeting name, and follow the link to materials.

\* Items Requiring Action



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## **DRAFT Executive Committee Minutes Thursday, November 7, 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 said if anyone else wanted to record it they needed to inform him.

### **II. Roll Call:**

Office Administrator Kate Hill Tapia read the roll call:

Malcolm Fick, Chair, Great Barrington Alternate

John Duval, Vice Chair, Adams Alternate

Sheila Irvin, Clerk, Pittsfield Delegate

Buck Donovan, Treasurer, Lee Delegate

Kyle Hanlon, At-Large, North Adams Delegate

Sam Haupt, At-Large, Peru Delegate

Christine Rasmussen, Regional Issues Committee Chair, Stockbridge Alternate

Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate

Douglas McNally, Commission Development Committee, Chair, Windsor Delegate (joined at 4:42 pm)

Mary McGurn, Egremont Delegate; Peter Traub, Cheshire Delegate; Neal Pilson, Richmond Select Board Chair (left early)

Staff Present: Tom Matuszko, Executive Director; Marianne Snizek, Office Manager; Kate Hill Tapia, Office Administrator

### **III. Vote to Approve October 10, 2024 Minutes**

Kyle Hanlon motioned to approve the October 10, 2024, meeting minutes.

Sheila Irvin seconded the motion. The motion passed with affirmative votes from Malcolm Fick, Kyle Hanlon, Buck Donovan, Roger Bolton, Christine Rasmussen, and Sam Haupt. Sheila Irvin and John Duval abstained.

### **IV. Financial Reports**

#### **A. Vote to Approve the October 4 – November 1, 2024, Expenditures Report**

Roger Bolton motioned to approve the October 4 – November 1, 2024 expenditures report. Kyle Hanlon seconded the motion. The motion passed

with affirmative votes from Malcolm Fick, Kyle Hanlon, Buck Donovan, Roger Bolton, Christine Rasmussen, Sam Haupt, Sheila Irvin, and John Duval.

**B. Report on the Accounts Receivable – October 2024**

Projects in Monterey are completed. BRPC will contact the Treasurer about past due invoices. There has been no response from the new town administrator.

**C. Report on the Line of Credit**

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

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

As BRPC has been a recipient of ARPA funding, the EPA is conducting a review similar to an audit in that it requires sharing lots of documentation. There will be a three day onsite visit in January. Findings and recommendations will be shared in February. This has been time consuming for the Administration Program staff.

**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**

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

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

Christine noted and thanked Tom Matuszko, Mark Maloy and CJ Hoss for their work on the Energy Siting bill. There was no success in changing the legislation. This effort underscores an important role the Planning Commission can play in maintaining local control and influencing decision making. This will be discussed further in another section of the agenda.

**VI. Items Requiring Action**

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

The Executive Committee was asked to approve an updated BRPC's Sick Leave Policy to include the new covered reason for the use of sick time to address the employee's 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 the bill entitled: "An Act Promoting Access to Midwifery Care and Out-of-Hospital Birth Options" that requires this change.

Sheila Irvin moved to approve the updated Sick Leave Policy to include the new covered reason for the use of sick time to address the employee's

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. Kyle Hanlon seconded the motion. The motion passed with affirmative votes by Malcolm Fick, John Duval, Kyle Hanlon, Buck Donovan, Sheila Irvin, Roger Bolton, Christine Rasmussen, and Sam Haupt.

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

Approval was sought for the BRPC Chair to vote in the affirmative for a proposed amendment to the Berkshire Metropolitan Planning Organization's Memorandum of Understanding (MOU) with the Berkshire Regional Transit Authority (BRTA). 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.

Sheila Irvin moved to authorize the BRPC Chair to vote in the affirmative for the proposed amendment to the Memorandum of Understanding between the Berkshire Metropolitan Planning Organization and the Berkshire Regional Transit Authority. Kyle Hanlon seconded the motion. It passed with affirmative votes by Malcom Fick, John Duval, Kyle Hanlon, Buck Donovan, Sheila Irvin, Roger Bolton, Douglas McNally, Christine Rasmussen, and Sam Haupt.

**VII. Committee Report and Discussion**

**A. Berkshire Metropolitan Planning Organization (MPO)**

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 were not yet available. STEPS: Safe Streets for All, a project of BRPC's Transportation Program, held a public meeting last night highlighting recommendations to

improve safety at the 50 highest rate accidents places in the county. Funding will be sought to implement the recommendations.

## **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. While efforts to change proposed Energy Siting legislation were unsuccessful, BRPC learned about the legislation process and valuable allies. Minutes were not yet available.

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

### **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. (BTI) 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 Updates**

- 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](#)

**D. Rural Policy Advisory Commission (RPAC) Update**

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

**E. Seasonal Communities Advisory Council Update**

The Seasonal Communities Advisory Council had no activity.

**F. Passenger Rail**

- West-East Rail – The Massachusetts Department of Transportation secured a nearly \$37 million grant from the Federal Railroad Administration to help cover track, signal, and infrastructure improvements at Springfield Union Station. The investment will increase rail capacity and reduce congestion, paving the way for future West-East Rail service. The funding will help finish design efforts for the Springfield Area Track Reconfiguration Project.
- 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 for virtual workshops. [Webinar Series – CPTC](#). BRPC is hosting a session at 5:30 pm on December 5, 2024 on Drafting Zoning Amendments. CPTC will host 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. Of the 756 applications submitted, 313 grants were awarded, totaling \$161 million. Berkshire County communities and organizations received 27 awards totaling \$11.4 million. The list of Berkshire County awardees is in the meeting material.

**I. Federal Funds Infrastructure Office Outreach**

The MA Federal Funds and Infrastructure Office (FFIO) launched a series of community events to introduce its office and share resources available to support cities and towns pursuing 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

## **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 to give an overview of the new ADU law, EOHLC's next steps and an update on frequently asked questions. A recording of the November 4, 2024 webinar will be posted on the ADU website, [www.mass.gov/adu](http://www.mass.gov/adu).

## **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 Proposed Energy Siting Legislation**

Since the last Executive Committee, there have been significant developments with the Clean Energy bill, including changes to permitting provisions for clean energy facilities and solar development. The clean energy provisions were removed from the Governor's proposed FY2024 closeout supplemental budget bill. The legislature finally reported a bill out of the conference committee, where it had stalled for months. The Senate approved this version of the legislation in informal session. The House 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 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 was asked to recommend that 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. Essentially, the Bylaws would revert to the version before the January 18<sup>th</sup> vote. A copy of the Bylaws was in the meeting material.

Roger Bolton moved to recommend that the Full Commission amend the BRPC Bylaws to be consistent with the Regional Planning Law with annual terms for the BRPC Chair, Vice-Chair, Treasurer and Clerk. John Duval seconded the motion, it passed with affirmative votes from Malcolm Fick, John Duval, Sheila Irvin, Buck Donovan, Christine Rasmussen, Kyle Hanlon, Roger Bolton, and Sam Haupt.

### **C. Discussion about Legislative and Budgetary Priority Setting**

BRPC continues to develop a better and more effective process to obtain budgetary and legislative items that benefit our communities. This process at the state level is complex. There was agreement that obtaining assistance to inform and guide us through the process may be beneficial, especially if the cost could be shared with the Franklin County Regional Council of Governments (FRCOG).

## **X. New Business**

### **A. Discussion of Topics for the November Commission Meeting**

The November 21, 2024 Commission meeting will be at 6:00 pm at the Greylock Glen Outdoor Center as a hybrid meeting. There will be a tour at 5:30 pm. Possible topics include:

- Election of BRPC Officers for one-year terms
- Amend BRPC Bylaws
- ADU presentation (EOHLC) – outreach planned to Building Inspectors, Planning Board members, Boards of Health
- Continued discussion of budgetary and legislative priorities

## **XI. Adjournment**

Sheila Irvin made a motion to adjourn. Sam Haupt seconded the motion. The motion passed with affirmative votes by Malcolm Fick, John Duval, Kyle Hanlon, Buck Donovan, Sheila Irvin, Roger Bolton, Douglas McNally, Christine Rasmussen, and Sam Haupt. The meeting adjourned at 4:47 pm.

### **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 – Michaela Grady
- Berkshire County One Stop for Growth Awards listing
- BRPC Bylaws Proposed 2024.11.21 Thirteenth Revision

# BERKSHIRE REGIONAL PLANNING COMMISSION

## Check Register

For the Period From Nov 2, 2024 to Nov 27, 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>
18646	11/6/24	BECKS PRINTING	399.00	758 UBALT/COCLI	University of Baltimore - COCLI - Berkshire Post Overdose Program	Printing - Postcards
18647	11/6/24	BERKSHIRES TOMORROW INC	154.35	778 BRPC/FSRS	BRPC - Consulting Services Federal Fund Accountability and Transparency Act Subaward Reporting System	Reimbursement for Administrative Services
18648	11/6/24	BERKSHIRE WEB & TECH LLC	500.00	725.03 MassTech/DE-CLK	Massachusetts Technology Collaborative - Municipal Digital Equity - Implementation Application - Clarksburg	Subcontractor
18649	11/6/24	AYISHETU BRAIMAH	208.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18650	11/6/24	THE BRIEN CENTER	11,366.89	---	Varied Projects	Subrecipient
18651	11/6/24	TIFFANY BROUILLETTE	640.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18652	11/6/24	DANIELLE COOMES	256.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18653	11/6/24	REBECCA DODGE	480.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18654	11/6/24	KAMARA FLASCHER	640.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18655	11/6/24	SHARRON FRAZIER-MCCLAIN	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18656	11/6/24	JUSTIN HERVIEUX	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18657	11/6/24	JILL DAUGHERTY	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18658	11/6/24	GROUP ARCHITECTURE & URBANISM CO	13,857.50	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	Subcontractor
18659	11/6/24	CHRISTOPHER KOWALSKI	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18660	11/6/24	LAMAR COMPANIES	5,125.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Communications - Billboards
18661	11/6/24	MHOA	810.00	650 DPH/SS	Department of Public Health - Shared Services	Conference - Ceasar, M
18662	11/6/24	MAEGAN MOYNAHAN	937.50	664 CLK/MVPA	Clarksburg - Municipal Vulnerability Preparedness	Subcontractor
18663	11/6/24	ANN MARIE MUTZ	1,030.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
18664	11/6/24	DWAYNE MYERS	33.60	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor

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<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
18665	11/6/24	NEW ENGLAND NEWSPAPERS, INC	318.00	440 MassDOT/TP	MA Department of Transportation Planning	TPL Advertising
18666	11/6/24	SERGIO ORELLANA RAMOS	288.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18667	11/6/24	CITY OF PITTSFIELD	850.00	040 ADMIN	Admin	Parking (October & November)
18668	11/6/24	REGENERATIVE DESIGN GROUP CO-OP INC	7,112.50	664 CLK/MVPA	Clarksburg - Municipal Vulnerability Preparedness	Subcontractor
18669	11/6/24	rites of passage and empowerment inc	6,250.00	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction	Subcontractor
18670	11/6/24	ROUX ASSOCIATES INC	46,614.83	702 EPA/ASSESS	Environmental Protection Agency Assessment	Subcontractor
18671	11/6/24	SHAMIA SHEPHERD	515.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
18672	11/6/24	KRISTANY SKORPUT	480.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18673	11/6/24	SOURCEPASS COMPUWORKS LLC	1,400.00	040 ADMIN	Admin	Computer Maintenance
18674	11/6/24	WOLF VALENTIN	416.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18675	11/6/24	COREY WALKER	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18676	11/6/24	YOUR COLOR CONNECTION	278.00	040 ADMIN	Admin	Printing - Annual Report
18677	11/6/24	MARIE BRADY	51.72	---	Varied Projects	Monthly Expense Form
18678	11/6/24	BRITNEY DANIALS	149.69	---	Varied Projects	Monthly Expense Form
18679	11/6/24	ALISON DIXON	30.15	---	Varied Projects	Monthly Expense Form
18680	11/6/24	EDWARD FAHEY	348.15	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspections	Monthly Expense Form
18681	11/6/24	AARON HOLMAN-VITTON	143.78	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
18682	11/6/24	CORNELIUS HOSS	119.07	545 EOHLC/DLTA24	District Local Technical Assistance 2024	Monthly Expense Form
18683	11/6/24	SETH JENKINS	163.48	---	Varied Projects	Monthly Expense Form
18684	11/6/24	LAURA KITROSS	95.32	---	Varied Projects	Monthly Expense Form
18685	11/6/24	JOCELYN LATVALLA	242.65	---	Varied Projects	Monthly Expense Form
18686	11/6/24	ANDREW MCKEEVER	168.84	---	Varied Projects	Monthly Expense Form
18687	11/6/24	COURTENY MOREHOUSE	142.64	---	Varied Projects	Monthly Expense Form
18688	11/6/24	ANDREW OTTOSON	190.35	---	Varied Projects	Monthly Expense Form
18689	11/6/24	DAVE PILL	255.42	745 SHF/EOHLC/CDBG	Sheffield EOHLC - Housing Rehabilitation	Monthly Expense Form
18690	11/6/24	BRETT ROBERTS	66.08	---	Varied Projects	Monthly Expense Form
18691	11/6/24	COLIN SYKES	290.53	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
18692	11/12/24	VALERIE BIRD	436.17	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
18693	11/12/24	SOPHIE CARNES JANNEN	729.29	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form

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18694	11/12/24	MONASIA CEASAR	352.55	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
18695	11/12/24	LESLIE DRAGER	696.96	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Monthly Expense Form
18696	11/12/24	LYDIA SHULMAN	221.10	765 NEHA/FDA/INSPT	National Environmental Health Association - US Food & Drug Administration - Alliance Inspector Training	Monthly Expense Form
18697	11/12/24	NANCY SLATTERY	160.53	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
18698	11/12/24	SOURCEPASS COMPUWORKS LLC	1,299.00	040 ADMIN	Admin	Computer Maintenance
18699	11/12/24	JAZU STINE	255.56	---	Varied Projects	Monthly Expense Form
18700	11/12/24	ELIZABETH STRICKLER	1,780.31	---	Varied Projects	Subcontractor
18701	11/12/24	THE COOPER CENTER, LLC	1,244.33	040 ADMIN	Admin	Utilities
18702	11/12/24	DANIEL HASSETT	1,079.39	---	Varied Projects	Monthly Expense Form
18703	11/19/24	ADELSON & COMPANY PC	13,000.00	040 ADMIN	Admin	Audit
18704	11/19/24	BERKSHIRE EAGLE	449.00	040 ADMIN	Admin	Newspaper Subscription
18705	11/19/24	MATTHEW BRYAN	69.68	516 FRCOG/EPP	Franklin Regional Council of Governments - Emergency Preparedness Planning	Monthly Expense Form
18706	11/19/24	MA STATE BOARD OF RETIREMENT	13,095.10	---	---	Retirement
18707	11/19/24	ANDREW MCKEEVER	293.38	545 EOHLCDLTA24	District Local Technical Assistance 2024	Monthly Expense Form
18708	11/19/24	STEPHANIE QUETTI	757.68	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction	Subcontractor
18709	11/19/24	DANIEL STUART	2,800.00	326 BURN	Online Burn Permits	Burn Permit System Services
18710	11/19/24	TPX COMMUNICATIONS	1,643.20	040 ADMIN	Admin	Telephone
18711	11/19/24	VALLEY GREEN SHREDDING, LLC	42.50	040 ADMIN	Admin	Recycling
18712	11/19/24	EMPLOYERS ASSOCIATION TRAINING CENTER	198.00	040 ADMIN	Admin	Law Summit - Sniezek & Bartley
18713	11/19/24	SHAMIA SHEPHERD	515.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
18714	11/19/24	WB MASON COMPANY INC	269.41	040 ADMIN	Admin	Supplies
18715	11/27/24	BERKSHIRE BOUNTY INC	5,148.78	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
18716	11/27/24	BERKSHIRE GROWN INC	15,467.97	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
18717	11/27/24	SOUTHERN BERKSHIRE RURAL HEALTH NETWORK	515.63	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
18718	11/27/24	BERKSHIRE COMMUNITY COLLEGE	6,024.00	652 DPH/SORPEC	Department of Public Health - Bureau of Substance Addiction	Subcontractor
18719	11/27/24	ENVIRONMENTAL SYSTEMS RESEARCH INST INC	6,043.00	040 ADMIN	Admin	ARCGIS Software

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Nov 2, 2024 to Nov 27, 2024

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
18720	11/27/24	SHARRON FRAZIER-MCCLAIN	417.50	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
18721	11/27/24	MACFARLANE OFFICE PRODUCTS, INC.	660.18	040 ADMIN	Admin	Copying
18722	11/27/24	RAINBOW DISTRIBUTING COMPANY INC	87.94	040 ADMIN	Admin	Water
EFT	11/16/24	UNANET TECHNOLOGIES	9,913.20	040 ADMIN	Admin	Timesheet Software
1206	11/21/24	GREYLOCK WORKS	452,663.19	716 EPA/RLF2	Environmental Protection Agency Revolving Loan Fund 2022	Requisition #02
1179	11/12/24	ATLAS TECHNICAL CONSULTANTS LLC	887.00	745 SHF/EOHLC/CDBG	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1180	11/19/24	ALEX KOMLEV	20,259.00	745 SHF/EOHLC/CDBG	Sheffield EOHLC - Housing Rehabilitation	Subcontractor

Total664,493.57

**BERKSHIRE REGIONAL PLANNING COMMISSION**

Aged Receivables

As of Nov 30, 2024

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

<u>Customer ID</u>	<u>Customer</u>	<u>Over 90 days</u>	<u>Amount Due</u>	<u>Notes</u>
283 BPHA/INSP/PTS	CITY OF PITTSFIELD		225.00	
283 BPHA/INSP/SAV	TOWN OF SAVOY		2,500.00	
284 BPHA/PHN/BHDC	BERKSHIRE HOUSING DEVELOPMENT CORP		600.00	
284 BPHA/PHN/DAL	TOWN OF DALTON		1,555.36	
284 BPHA/PHN/HAN	TOWN OF HANCOCK		551.25	
284 BPHA/PHN/SAV	TOWN OF SAVOY		577.50	
427 ADM/BFASSESS	TOWN OF ADAMS		1,121.40	
440/TPL	MASSDOT#75425 - TPL		68,751.60	
518-519 FRCOG/BRMC	FRANKLIN REGIONAL COUNCIL OF GOVT		6,495.69	
560 DANA KEPNER	DANA KEPNER COMPANY		65.93	
560 MIRABITO	MIRABITO HOLDINGS		2,609.87	
560 NORTHEAST PAVING	NORTHEAST PAVING		170.67	
560 PECKHAM	PECKHAM MATERIALS CORP		2,292.94	
560 SUPERIOR PLUS	SUPERIOR PLUS ENERGY		170.93	
569 DOER/REPA	COMMONWEALTH OF MASS		6,556.61	
592 DEP/319REGC	DEPT OF ENVIRONMENTAL PROTECTION		19,718.15	
647 GTB/CLNUP	TOWN OF GREAT BARRINGTON		904.10	
657 EPA/HC	ENVIRONMENTAL PROTECTION AGENCY		439.24	
679 EV/MASSSAVE/CFP	EVERSOURCE	4,166.66	4,166.66	Sherdyl is following up
684 MON/DEP319	TOWN OF MONTEREY	2,178.37	18,595.93	Town Administrator has been unresponsive
685 HVA/BCCCP	HOUSATONIC VALLEY ASSOCIATION		1,063.37	
713 MON/MVPA	TOWN OF MONTEREY	10,414.10	10,414.10	Town Administrator has been unresponsive
724 HAN/MVP	TOWN OF HANCOCK		1,660.97	
725.02 MASSTECH/SBC	725.02 MASSTECH/SBC		54,203.00	
725.03 MASSTECH/CLK	725.03 MASSTECH/CLK		25,571.00	
733.00 USDOT	USDOT EQUITY CONCERNS		55,787.32	
733.01 SS4A	OFFICE OF TRANSPORTATION PLANNING		3,219.92	
742 MON/OSRP	TOWN OF MONTEREY	15,000.00	15,000.00	Town Administrator has been unresponsive
753 PTS/MVPA	CITY OF PITTSFIELD		30,257.80	
756 EOHLC/SS	COMMONWEALTH OF MASS		2,040.86	
757 NMB/OSRP	TOWN OF NEW MARLBOROUGH		7,812.46	
758 UBALT/COCLI/BPOP	UNIVERSITY OF BALTIMORE		28,880.13	
764 TOWN OF MONTEREY	TOWN OF MONTEREY	17,733.52	17,733.52	Town Administrator has been unresponsive
766 SAV/CUL	TOWN OF SAVOY		8,328.63	
774 MASSDOT/RT	MASSDOT-RAIL & TRANSIT DIVISION		11,000.00	
781 PHIWM/CHNA	PARTNERS FOR A HEALTHIER COMMUNITY		7,500.00	
782 MASSCEC/IMP	782 MASSCEC/IMP		85,000.00	
ANNUAL DINNER	ANNUAL DINNER		105.00	
COOK INSURANCE	CHARLES COOK		191.12	
MULLINS, PATRICIA	PATRICIA MULLINS		95.14	

Report Total

**49,492.65**    503,933.17

Current Balance

\$0.00

Available Credit\$500,000.00

Amount Due\$0.00

Payment Due DateDec 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.



# BRPC

Berkshire Regional Planning Commission

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

## MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: November 27, 2024

SUBJ: Agenda Items – December 5, 2024, Executive Committee Meeting

### VI. Items Requiring Action

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

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

#### B. Vote to Approve BRPC Enter into the North Berkshire Inter-municipal Agreement (IMA) Regarding Use and Expenditure of Opioid Abatement Funds

The Executive Committee is requested to approve BRPC entering into the North Berkshire Inter-municipal Agreement (IMA) Regarding Use and Expenditure of Opioid Abatement Funds

In follow-up to work conducted through the HEALING Communities Study, several municipalities in north county want to continue to work together to address substance use. Massachusetts, along with other states, received settlement funds from drug manufacturers and distributors related to opioid use. Municipalities, throughout the Commonwealth, receive a portion of those settlement funds to be used for specific abatements measures related to substance use. The north county municipalities will pool their settlement funds to reduce Substance Use Disorder (SUD); increase access to SUD and behavioral health services; and spearhead educational and communications activities to reduce personal and community stigma against people who use drugs and/or have SUD

An Inter-municipal Agreement (IMA) has been drafted with the help of Rich Mucci, attorney at the Massachusetts Association of Health Boards (MAHB), for the participating municipalities and BRPC as fiscal host. This IMA will create an Opioid Abatement Collaborative (OAC). The municipalities will contribute/pool their settlement funds under the IMA which also sets up a



governance structure. BRPC was requested to serve as fiscal host and, as such, would hire a north county Community Coordinator to facilitate the work and administer the effort.

Once the IMA is signed, the OAC will sign a Memorandum of Agreement (MOA) with the Berkshire Health System for the Determination of Need Community Impact funds they are contributing to the effort and to add them to the governance structure. Berkshire Health Systems cannot be part of the IMA as they are not a public entity, but the MOA essentially makes them a full partner consistent with the terms of the IMA. BRPC will then contract with BHS for their funding which will be pooled with the settlement funds. As fiscal host for the OAC the municipal funding will come directly to BRPC as part of the IMA.

Currently the municipalities have the IMA and are presumably assessing it and voting on signing it.

**C. Vote to Approve the Submission of a Grant Application to the Massachusetts Executive Office of Technology Services and Security's Office of Municipal & School Technology's Cybersecurity Awareness Grant Program\***

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the Massachusetts Executive Office of Technology Services and Security's Office of Municipal & School Technology's Cybersecurity Awareness Grant Program and sign any resulting contracts and agreements. The Cybersecurity Awareness Grant Program provides cybersecurity training to BRPC's employees. The grant provides no funding but offers access to the KnowBe4 training software. BRPC has previously used this grant program to improve its cybersecurity awareness. The staff lead on the project will be GIS, Data & IT Manager Mark Maloy, [mmaloy@berkshireplanning.org](mailto:mmaloy@berkshireplanning.org) .

**D. Vote to Enter into an Agreement with the Metropolitan Area Planning Council on behalf of the Western Region Homeland Security Council \***

The Executive Committee is requested to authorize the Executive Director to enter into an agreement the Metropolitan Area Planning Council (MAPC) on behalf of the Western Region Homeland Security Council (WRHSAC). The WRHSAC is a seventeen member, volunteer Council charged by the Executive Office of Public Safety and Security to administer and coordinate the State Homeland Security Grant for the four counties of Western Massachusetts: Berkshire, Franklin, Hampshire, and Hampden. Funded activities are regional in scope and build and enhance capabilities that enable the region to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risks. MAPC serves as the fiscal agent for the Commonwealth's Security Councils. This contract is for \$20,000 to create an emergency exercise game that communities and responders can use to practice their emergency planning and response plans and protocols. There is no match. Sandra Martin, [smartin@berkshireplanning.org](mailto:smartin@berkshireplanning.org) is the staff lead.

**E. Vote to Approve the Submission of a Grant Application to the National Association of County and City Health Officials (NACCHO) Reimagining Health and Public Safety Overdose Initiatives Project (RHAPSODI)**

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the NACCHO Reimagining Health and Public Safety Overdose Initiatives (RHAPSODI) Project and to sign any resulting contracts and agreements. This project will expand field medical services for those recently released or pending release from incarceration through shared outreach by County Ambulance and navigators from the Berkshire County Sheriff's Office and its affiliated 2nd Street Second Chances. The primary goal is to connect individuals with a history of opioid and/or stimulant use who may be at increased risk of overdose post-release with harm reduction planning, low-threshold field medical care and connection to their primary care provider. This \$120,000 nine-month grant is anticipated to be a collaborative project among BRPC, County Ambulance Services, The Berkshire County Sheriff's Office/ 2nd Street Second Chances, SafeSpot, Berkshire Harm Reduction and Community Health Programs (CHP). There is no match required. Staff lead on this project will be Andy Ottoson, [aottoson@berkshireplanning.org](mailto:aottoson@berkshireplanning.org).

**F. Vote to Conditionally Approve Berkshire Regional Planning Commission's Fiscal Year 26 Assessment Subject to Ratification at the Next Commission Meeting. Options Include No Increase from FY25, a 1% Increase from FY25 or a 2.5% Increase from FY25.**

The Executive Committee is requested to conditionally approve BRPC's fiscal year 26 assessment. The Regional Planning Law requires the municipal assessments for the upcoming fiscal year be approved no later than February prior to the beginning of the next fiscal year. The Commission typically votes to approve the Assessment at the January meeting. Many municipalities have told us their budget planning begins as early as November / December prior to the upcoming fiscal year. Conditional approval in December would allow us to provide an initial conditional invoice to the municipalities early in their budget planning cycle. The BRPC Finance Committee is meeting on Monday December 2, 2024 to make a recommendation to the Executive Committee and Commission from the 3 options listed above. Any action by the Executive Committee needs to be ratified by the Commission at its next meeting.

**VII. Committee Reports and Discussion**

**A. Berkshire Metropolitan Planning Organization**

The MPO met on November 26, 2024, and discussed TIP amendments, approved changes to the BRTA memorandum of understanding, and reviewed the draft Berkshire County Safe Travel and Equity Plan for our Streets (STEPS) Comprehensive Safety Action Plan. Draft unapproved minutes are in the meeting material information.

**B. BRPC Finance Committee**

The Finance Committee will meet on December 2, 2024, to discuss and recommend to the Full Commission the FY2026 Assessments.

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

### **A. Report on New Contracts/Agreements**

New Grants and Contracts received/initiated from 11/1/2024 to 11/26/2024.

- Peru - Zoning Update – \$4,500
- Adams - Slum and Blight Study - \$20,000
- Savoy - Culvert Replacement Municipal Assistance - \$7,500
- Cultural Districts - ArtWeek Berkshires 2025 - \$2,400
- Metropolitan Area Planning Council - Massachusetts Regional Trail Map - \$8,000

Grants and Contracts not received.

- Blue Cross Blue Shield MIH Grant for \$50,000
- One Stop - Community Planning - Sustainable Berkshires Update for \$200,000

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

- The B.T.I. board approved the following:
  - To submit a grant to Mill Town Foundation for Berkshire Benchmarks (\$15,000.) This grant continues previous grants to support the Berkshire Benchmarks website and the annual State of the County report. The grant runs from January 1, 2025 – December 31, 2025. No match is required; however, it will leverage work with other existing grants.
  - To submit a grant to Mill Town Foundation for Berkshire Funding Focus (\$15,000.) This grant is a continuation of previous grants to support Berkshire Funding Focus. The grant runs from January 1, 2025 – December 31, 2025. No match is required; however, it will leverage work with other existing grants.
  - To submit a grant to Mill Town Foundation for Berkshires Outside Accessibility and Signage (\$15,000.) This grant would assist in reviewing the accessibility of outdoor recreation sites in central Berkshire County and placing Berkshires Outside placards around the central region. The grant runs from January 1, 2025 – December 31, 2025. No match is required; however, it will leverage work with other existing grants.
  - The president signed an amendment for additional funds of \$51,000 for a total of \$126,000. The Amendment "MOOR E163" is for additional services to Expand the Berkshires Outside model to the Massachusetts Outside project development.

### **C. Staff Update**

- New Hire:
  - Noé González Ortiz, Public Health Planner (SUD). Resume included with meeting material.

- Open Positions:
  - Community Social Worker
- Resignation
  - Public Health Senior Planner is resigning as of December 13, 2024.

#### **D. Rural Policy Advisory Commission (RPAC) Update**

The Rural Policy Advisory Commission met on November 8, 2024. The main agenda items were a summary about the most recent state legislation session, a presentation about the Holistic Land Use Plan, discussion about the Affordable Homes Act and its impact on rural communities, and a report about the Chapter 90 Reform Working Committee.

#### **E. Seasonal Communities Advisory Council Update**

The Seasonal Communities Advisory Council has not had any action.

#### **F. 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 – The Massachusetts Department of Transportation (MassDOT) released the Northern Tier Passenger Rail Study final report. This Study examined the benefits, costs, and investments necessary to implement passenger rail service from North Adams to Greenfield and Boston, with the speed, frequency, and reliability necessary to be a competitive option for travel along the corridor. The report and more information is at <https://www.mass.gov/northern-tier-passenger-rail-study>

#### **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. The Western Mass CPTC in person workshop previously scheduled for December 7, 2024 at Greenfield Community College, Greenfield, MA has been canceled.

### **IX. Old Business**

#### **A. None**

### **X. New Business**

#### **A. Discussion about Planning for the Incoming Federal Administration**

Much of BRPC's funding comes directly or indirectly from the federal government. We will report on steps being taken if those funding sources are minimized or eliminated.

#### **B. Discussion of Topics for the January 16 Commission Meeting**

- Continued discussion of budgetary and legislative priorities

## **XI. Adjournment\***

### Additional Meeting Material:

- 2024.11.07.04 Executive Committee Meeting Minutes – Unapproved DRAFT
- November 2 – November 27, 2024 Expenditures Report
- November 2024 Aged Receivables Report
- 2024.11.25 Line of Credit Report
- 2024.11.27 Executive Director Memorandum
- BRPC Use of AI Policy - Proposed
- North Berkshire Inter-municipal Agreement Regarding Use and Expenditure of Opioid Abatement Funds – Unapproved DRAFT
- FY26 Assessment Options
- Metropolitan Planning Organization (MPO) Minutes November 26, 2024 – Unapproved DRAFT
- Resume – Noé González Ortiz
- October 2024 – Technical Assistance Memorandum

# Use of AI Policy

December 1, 2024



## Overview

Berkshire Regional Planning Commission recognizes the value of language-model-based generative artificial intelligence applications and services. AI-driven insights have the potential to impact planning across disciplines, including learning models for traffic, economic growth or change, climate impact analysis, housing needs, and other scenario modeling. As such, these tools may be highly useful for staff and municipalities in data interpretation, plan development, and decision-making and may also be beneficial for accessibility accommodations. Through careful implementation, these tools may also save time and improve productivity, improve grammar, summarize content BRPC has already produced, and provide supplemental content BRPC generates. Such technologies leverage large data sets and machine learning to produce content based on user input. In most cases, these tools will be delivered as part of an existing service to enhance user experience (e.g., predictive text, automatically generated themes, or intelligent information classification).

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

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

## Definitions

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

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

"Personally Identifiable Information (PII)," as used in this policy, is defined as social security numbers, dates of birth, addresses, employment data, driver's license numbers, passport numbers, state-issued

identification card numbers, medical and health data, income data, tax filing data, retirement plan data, asset ownership data, investment data, benefits data, financial account numbers, credit or debit card number (with or without security code, personal identification numbers, or passwords).

## Policy

BRPC employees can leverage generative AI technologies for text generation, grammar checks, translation, data collection and analysis, and predictive analysis through current service providers that BRPC already utilizes. Employees who want to utilize other providers need to receive permission from their supervisor and have a funding source to pay for any costs associated with the software. BRPC's IT Manager must also approve additional software requested for use. Employees may experiment with AI for emerging use cases relevant to planning under the supervision of the IT Manager. In all cases, employees are responsible for the outcome regardless of the tool or technology used to create, compose, or generate a work product. Generative AI is not a substitute for employee decision-making. AI is not to be used by managers or hiring teams for employment-related decisions, which includes but is not limited to resume analysis, applicant screening or ranking, job offer decision-making, interviewing and interview response analysis, performance evaluations, promotions, terminations, and disciplinary actions. Photo and voice generation is prohibited.

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

### **Compliance with Legal and Regulatory Requirements**

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

### **Human Review and Approval**

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

### **Privacy and Confidentiality**

Use of personally identifiable information (PII) and other regulated data by BRPC employees in generative AI is generally prohibited, except in certain circumstances where pre-approval has been given

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

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

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

### **Training**

BRPC employees are encouraged to obtain training in the use of AI. Potential training includes the ethical use of AI, understanding inherent bias, and how AI can be used within the employees' discipline, such as public policy planning, transportation modeling, etc.

### **Rollout**

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

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

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



## North Berkshire Inter-municipal Agreement Regarding Use and Expenditure of Opioid Abatement Funds

THIS AGREEMENT dated as of this ## day of ##, 2024 (the "Agreement") is entered into by and between the municipalities of Adams, Cheshire, Clarksburg, Florida, New Ashford, North Adams, Savoy, and Williamstown, Massachusetts (hereinafter individually referred to as a "Municipality" and collectively as the "Municipalities"), and the Berkshire Regional Planning Commission (hereinafter "BRPC" and/or "Host Agent"), a governmental unit as defined under M.G.L. c. 40, as fiscal host of the North Berkshire Opioid Abatement Collaborative (hereinafter "Collaborative"). The municipalities and BRPC are collectively hereinafter referred to as "The Parties";

WHEREAS, M.G.L. c. 40, s. 4A, as amended, authorizes the chief executive officer of a city or town to enter into agreements with one or more municipalities and other governmental units to jointly perform services and share costs which any one of them is authorized to perform;

WHEREAS, each of the Municipalities is participating in certain statewide opioid settlements (hereinafter "Statewide Opioid Settlements") reached between the Massachusetts Attorney General and opioid industry participants (hereinafter "Defendants"), pursuant to which they are directly receiving Global Settlement Abatement Funds (hereinafter "Abatement Funds");

WHEREAS, under the terms of the Statewide Opioid Settlements (Attachment A), related agreements signed by participating subdivisions and judgments entered by the Suffolk Superior Court against the Defendants, those Abatement Funds must be expended on abatement strategies developed with input from public health experts, municipal leaders, and families affected by the opioid crisis;

WHEREAS, the Parties believe that undertaking these abatement strategies collaboratively will optimize the impact of the Abatement Funds across their geographic region and, accordingly, appropriately serve the public health needs of their residents;

WHEREAS, each party to this Agreement has obtained authority to enter into this Agreement pursuant to M.G.L. c.40, s. 4A. The Municipalities have obtained authorization for this joint undertaking by vote of their Select Board or City Council with the approval of the Mayor;

WHEREAS, each Municipality will, for the duration of its participation in this Agreement, annually seek to appropriate its allocated share of the costs and fees of the program described herein;

NOW THEREFORE, in mutual consideration of the covenants contained herein, intending to be legally bound thereby, the Parties agree as follows:

1. **Collaborative.** This Agreement hereby establishes the Collaborative. The Collaborative, acting by and through an advisory board (hereinafter "Advisory Board"), will coordinate,

manage, and direct the activities of the parties with respect to this Agreement. The purpose of the Collaborative is to: (a) design a program by which to expend Abatement Funds received by the Municipalities (hereinafter “Program”), subject to the requirements set forth in State-Subdivision Agreement and in a manner intended to optimize their impact and serve the public health needs of the Municipalities; (b) prepare a Program budget which, without limitation, allocates to each Municipality an annual share of the costs and fees of the Program; and (c) execute the Program subsequent to the duly authorized appropriation by each of the Municipalities’ legislative bodies. A supermajority vote of two-thirds (2/3) of the voting members of the Advisory Board shall be required to approve the annual budget.

2. **Host Agent.** During the term of this Agreement, the BRPC (hereinafter “Host Agent”) shall manage the administrative obligations of the Program. The Host Agent, in collaboration and consultation with the Advisory Board, shall work to implement the Program.
3. **Advisory Board.** There shall be an Advisory Board convened at least semi-annually by the Host Agent.
  - a. **Composition:** Two members appointed by the Select Board or Mayor/ City Council (as applicable) from each Municipality: one full voting member and an associate member who may vote only when the full member is not in attendance.
  - b. **Voting:** Each participating municipality shall be entitled to one vote on the Advisory Board. Every voting member shall have an equal voice in determining shared priorities, and services to be provided.
  - c. **Quorum:** A majority of the voting members of the Advisory Board shall constitute a quorum for the purposes of transacting business. The Advisory Board may act by a simple majority of members present and voting unless otherwise provided herein.
  - d. **Meetings:** All Advisory Board meetings shall be subject to the Massachusetts Open Meeting Law M.G.L. c. 30A, §§ 18-25.
  - e. **Roles and Responsibilities of the Advisory Board:**
    1. Select a Chair and Co-Chair of the Advisory Board and any other positions the Board deems necessary.
    2. Review reports and recommendations from the Municipalities and available assessments;
    3. Review, approve and amend the annual Program budget, as necessary;
    4. Review and approve all proposals, contracts and grant applications sought by the Collaborative;
    5. Review all hiring proposals by the Host Agent, including any proposals to hire a Community Coordinator;
    6. Develop a sustainability plan;
    7. Adopt policies and regulations for the Collaborative, as needed;
    8. Review the Programs’ financial status, and;
    9. Ensure compliance with the State-Subdivision Agreement, including applicable annual reporting requirements.
4. **Host Agent Fiscal Responsibilities & Duties.** During the term of this Agreement, BRPC shall serve as fiscal host and manage the administrative obligations of the Program and Collaborative through its Public Health Program. BRPC may apply for

grants and receive grants on behalf of the Collaborative. BRPC, in collaboration and consultation with the Advisory Board shall work to implement the Program funded by all the Municipalities' abatement funds and any gifts and/or grant proceeds received by BRPC on behalf of the Collaborative. BRPC shall invoice the Municipalities through an agreed upon invoicing process as voted and approved by the Advisory Board. BRPC shall maintain accurate and comprehensive records of services performed, costs incurred, and reimbursements and contributions received. The Advisory Board, along with BRPC's Executive Committee, must approve any and all grants or grant applications submitted by the Host Agent on behalf of the Collaborative. Grants awarded and/or additional funds received will be administered and accounted for separately by BRPC. The Host Agent shall act as the Municipalities' purchasing agent pursuant to G.L. c. 7, §22B, for all contracts duly authorized, established pursuant to Section 3 of this Agreement, to be entered into by BRPC. Final approval of any such contract is subject to approval of BRPC's Executive Director, to the extent required.

BRPC shall provide staff and equipment necessary for Collaborative operations subject to availability of funds. All Program staff and contractors shall be subject to the personnel policies and procedures of BRPC.

BRPC shall also:

- a. Create and maintain a tracking system of allocations received by each municipality from the Settlement Administrator designated by the Commonwealth, those scheduled to be received, and individual payments made by each municipality to BRPC. Funds received from the Municipalities shall be pooled into a single account, with each funder's individual contributions tracked as a percentage of the total income. While it remains the responsibility of each municipality to complete and submit required agreements and related processes with the Attorney General's Office to receive abatement funds, and to ensure the municipality's compliance with state and local laws, BRPC will assist the Municipalities to the extent possible.
- b. Invoice municipalities as individual payments are scheduled to be disbursed by the Settlement Administrator.
- c. Maintain accurate and comprehensive records of services performed, costs incurred, and reimbursement and contributions received.
- d. Perform regular audits of such records.
- e. Ensure that proposed activities and costs are allowable under Abatement Terms from the Attorney General's office.
- f. Conduct reasonable due diligence to ensure alternate funds are not available for proposed uses of funds, as settlements funds can only be used to fill gaps that cannot be funded elsewhere.
- g. If allowable by the MA Attorney General's Office, invest funds received and designated to be held in reserve into an interest-bearing account or Certificate of Deposit.
- h. Issue financial statements to the Municipalities at least annually and;
- i. Submit required reporting to the Commonwealth's Executive Office of Health and Human Services (EOHHS) as described in Section V. B of the Abatement Terms.

5. **Commitment to Collaboration.** Each Municipality shall direct its agents and employees

to work in good faith to support the objectives of this Agreement, to appoint members to the Advisory Board in accordance with section 1 herein, and to participate in the Advisory Board meetings.

6. **Payment and Funding.** Municipalities agree to turn over the full amount of all settlements funds received while this agreement is in effect, along with settlements funds received prior to the execution of this agreement not already spent/ committed as communicated in writing to BRPC and the other parties in advance of execution of this agreement. This includes funds from future settlements covered under the Abatement Terms that the Municipalities take part in.

Municipalities agree to use best efforts to appropriate funds for this agreement each fiscal year. Further, the Municipalities agree to promptly pay any invoices from BRPC. If a Municipality fails to appropriate funds prior to the start of the applicable fiscal year, the Program budget shall be reduced accordingly and the Municipality suspended from participating in the Advisory Board until such time as payments are restored in full.

7. **Term and Termination.** This Agreement shall commence on the Effective Date and shall expire when the Abatement Funds are no longer available, or when terminated by a vote of a majority of the Municipalities' representatives of the Advisory Board, at a meeting of the Advisory Board called for that purpose; provided that the representative's vote has been authorized by the Municipality's Select Board or Mayor/ City Council (as applicable). Any termination vote shall not be effective until the passage of at least sixty (60) days and until the Municipalities have agreed to an equitable allocation of all remaining costs, expenses and assets.
8. **Removal.** A Municipality may be removed from the Collaborative or forced to withdraw pursuant to the terms of paragraph 12 by a vote of a two-thirds majority of the Municipalities' representatives of the Advisory Board, at a meeting of the Advisory Board called for that purpose. The Advisory Board, by majority vote of the remaining members may equitably allocate back to a removed/withdrawing Municipality any unspent appropriated funds received from a removed/withdrawing Municipality subject to an allocation of costs and expenses.
9. **Employees.** Employees and personnel of a municipality or BRPC providing services pursuant to this Agreement shall be deemed employees of their respective municipality or BRPC, and not Collaborative employees or employees of any other Municipality. An employee who performs services, pursuant to this Agreement on behalf of the Collaborative, shall be deemed to be acting within the scope of their current job duties at all times and remain an employee of their municipality or BRPC for insurance coverage purposes. Said employee shall retain all accrued benefits and shall be subject to standard hiring and personnel practices of their municipality or BRPC.
10. **Indemnification & Insurance.** Pursuant to MGL c. 40, s. 4A, each party shall be liable only for the acts and omissions of its own employees and not for the employees of any other municipality or agency in the performance of this Agreement to the extent provided by the Massachusetts Tort Claims Act, M.G.L. c. 258.

11. **Additional Members.** The Municipalities can add additional municipalities to this Agreement, following a duly authorized request, upon a two-thirds vote of the Advisory Board and amendment of this Agreement in accordance with Section 16 herein. Any new municipalities would be subject to the terms of this agreement.
12. **Municipality Withdrawal.** Any Municipality by a vote of its respective authorizing Select Board or Mayor/ City Council (as applicable) may withdraw from this Agreement with the provision of at least one (1) year prior written notice to the Advisory Board. Upon such withdrawal, the Host Agent shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the terminating Municipality for payment within thirty (30) days thereafter. Any Municipality may withdraw at the end of any fiscal year in which the Municipality's legislative body has not appropriated funds sufficient to support that Municipality's continued participation in the subsequent fiscal year. In such an event, the Municipality shall give as much notice to the other Municipalities to this Agreement as the circumstances allow. The Advisory Board, by vote of the remaining members may equitably allocate back to a withdrawing Municipality any unspent appropriated funds received from a withdrawing Municipality subject to an allocation of costs and expenses. The Advisory Board, by vote of the remaining members, has the authority to reallocate funding that would have been allocated to the Municipality that has left the Agreement.
13. **Host Agent Withdrawal or Termination.** The Host Agent may withdraw and terminate its participation in this Agreement upon the provision of one (1) year's prior written notice to the Municipalities. In addition, a supermajority vote of two-thirds (2/3) of the voting members of the Advisory Board may terminate the relationship with the Host Agent for cause or convenience. Upon termination for cause, the Advisory Board shall provide sixty (60) days written notice to the Host Agent. If termination is for convenience, the Advisory Board shall provide one (1) year's written notice to the Host Agent, unless the Host Agent voluntarily consents to a shorter term. The Host Agent shall continue to provide services until the date of termination or withdrawal, unless otherwise agreed to by the Advisory Board. The Host Agent shall be paid for services rendered up until the date of termination or withdrawal minus any costs for damages incurred by the Municipalities resulting from the Host Agent's default under this Agreement. Upon termination or withdrawal, the Host Agent shall deliver to the Municipalities copies of all files and documents pursuant to Public Records Law (which excludes hiring, personnel or other files that may contain protected information), without cost to the Municipalities, relating to the services provided by the Host Agent during the term of this Agreement.
14. **Conflict Resolution.** The Advisory Board may hold additional meetings to discuss and resolve any conflicts that may arise in connection with this Agreement.
15. **Assignment.** The Municipalities may not, individually or jointly, assign or transfer any of their rights or interests in or to this Agreement, or delegate any of their obligations hereunder, without the prior written consent of all the other Municipalities.
16. **Amendment.** This Agreement may be amended only in writing pursuant to an affirmative

vote of all Municipalities' Select Board or Mayor/ City Council (as applicable).

17. **Severability.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal, or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality, or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.
18. **Governing Law.** This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts.
19. **Headings.** The paragraph headings herein are for convenience only, are no part of this Agreement and shall not affect the interpretation of this Agreement.
20. **Non-Discrimination.** Neither the Host Agency nor any of the Parties shall discriminate against any person because of race, color, religious creed, national origin, gender, ancestry, sexual orientation, age, handicap, gender identity, genetic information, military service, or any other protected class under the law with respect to admission to, access to, or operation of its programs, services, or activities.
21. **Copyright.** No material prepared in whole or in part under this agreement shall be subject to copyright in the United States of America or in any other country. All material produced under the terms of this agreement is public property and cannot be copyrighted by the Parties.
22. **Notices.** Any notice permitted or required hereunder to be given or served on any Parties shall be in writing signed in the name of or on behalf of the Municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

Town of Adams  
Town Clerk  
Town Hall  
8 Park Street, Adams, MA 01220

Town of Cheshire  
Town Clerk  
Town Hall  
80 Church St, Cheshire, MA 01225

Town of Clarksburg  
Town Clerk  
Town Hall  
111 River Road, Clarksburg, MA 01247

Town of Florida  
Town Clerk  
Town Hall  
379 Mohawk Trail, Drury, MA 01343

Town of New Ashford  
Town Clerk  
Town Hall  
188 Mallery Road, New Ashford, MA 01237

City of North Adams  
City Clerk  
City Hall  
10 Main Street, North Adams, MA 01247

Town of Savoy  
Town Clerk  
Town Hall  
720 Main Rd, Savoy, MA 01256

Town of Williamstown  
Town Clerk  
Town Hall  
31 North Street, Williamstown, MA 01267

Host Agent: Executive Director  
Berkshire Regional Planning Commission  
1 Fenn Street, Suite 201, Pittsfield, MA 01201

23. **Complete Agreement.** This Agreement constitutes the entire Agreement between the Municipalities and BRPC concerning the subject matter hereof, superseding all prior agreements and understandings. Each Municipality acknowledges that it has not relied on any representations by any other party or by anyone acting or purporting to act for another Municipality or for whose actions any other party is responsible, other than the express, written representations set forth herein.

24. **Counterparts.** This Agreement may be executed in counterparts by each Municipality and the Host Agent and so executed shall constitute one complete Agreement.

WITNESS OUR HANDS AND SEALS as of the first date written above.

Town of \_\_\_\_\_ Select Board

\_\_\_\_\_ Date

Berkshire Regional Planning Commission

\_\_\_\_\_ Date

DRAFT



## Attachment A

### *MASSACHUSETTS ABATEMENT TERMS (as of 3/8/2022)*

#### I. **STATEWIDE COMMITMENT TO ABATEMENT**

The Commonwealth and its municipalities have a shared commitment to using abatement funds recovered from statewide opioid settlements to supplement and strengthen resources available to Massachusetts communities and families for substance use disorder prevention, harm reduction, treatment, and recovery in a matter that:

- ❖ reflects the input of our communities, of people who have personal experience with the opioid crisis, of experts in treatment and prevention, and of staff and organizations that are carrying out the abatement work;
- ❖ addresses disparities in existing services and outcomes and improves equity and the health of individuals and communities disadvantaged by race, wealth, and stigma, including through efforts to increase diversity among service providers;
- ❖ addresses mental health conditions, substance use disorders, and other behavior health needs that occur together with opioid use disorder (“OUD”);
- ❖ leverages programs and services already reimbursed by state agencies and programs, including direct care reimbursed by MassHealth and the state’s Bureau of Substance Addiction Services (“BSAS”); and
- ❖ encourages innovation, fills gaps and fixes shortcomings of existing approaches; supplements rather than supplants resources for prevention, harm reduction, treatment, and recovery; includes evidence-based, evidence-informed, and promising programs; and takes advantage of the flexibility that is allowed for these funds.<sup>1</sup>

This document sets forth: how abatement funds from these settlements must be used by the state and its municipalities (Sections II and III); how the state will support municipal abatement initiatives (Section IV); and state and municipal reporting requirements (Section V).

#### II. *STATE USE OF ABATEMENT FUNDS*

Abatement funds directed to the state shall be deposited into the [statewide Opioid Recovery and Remediation Fund](#) to supplement prevention, harm reduction, treatment, and recovery programs throughout Massachusetts. The Fund is overseen by the Commonwealth’s Executive Office of Health and Human Services (“EOHHS”) together with a [Council comprised of 10 municipal appointees appointed by the Massachusetts Municipal Association and 10 state appointees](#) qualified by experience and expertise regarding opioid use disorder. Appointees serve for two years. The Council holds public meetings every quarter to identify priorities for addressing the opioid epidemic in Massachusetts.

#### III. *MUNICIPAL USE OF ABATEMENT FUNDS*

Abatement funds allocated to municipalities shall be used to implement the strategies set forth below. Municipalities are encouraged to pool abatement funds to increase their impact, including by utilizing the [Office of Local and Regional Health’s Shared Service infrastructure](#).

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<sup>1</sup> In this document, the words “fund” and “support” are used interchangeably and mean to create, expand, or sustain a program, service, or activity. References to persons with opioid use disorder are intended in a broad practical manner to address the public health crisis, rather than to require a clinical diagnosis, and they include, for example, persons who have suffered an opioid overdose. It is also understood that OUD is often accompanied by co-occurring substance use disorder or mental health conditions, and it is intended that the strategies in this document will support persons with OUD and any co-occurring SUD and mental health conditions.

Municipal abatement funds shall not be used to fund care reimbursed by the state, including through MassHealth and BSAS, although local or area agencies or programs that provide state-reimbursed services can be supported financially in other ways that help meet the needs of their participants.

### **1. Opioid Use Disorder Treatment**

Support and promote treatment of persons with OUD, including through programs or strategies that:

- a. Expand mobile intervention, treatment, telehealth treatment, and recovery services offered by qualified providers, including peer recovery coaches.
- b. Support evidence-based withdrawal management services for people with OUD and any co-occurring mental health conditions.
- c. Make capital expenditures to rehabilitate and expand facilities that offer treatment for OUD, in partnership with treatment providers.
- d. Treat trauma for individuals with OUD (e.g., violence, sexual assault, human trafficking, or adverse childhood experiences) and family members (e.g., surviving family members after an overdose).

### **2. Support People In Treatment And Recovery**

Support and promote programs or strategies that:

- a. Provide comprehensive wrap-around services to individuals with OUD, including job placement, job training, or childcare.
- b. Provide access to housing for people with OUD, including supportive housing, recovery housing, housing, rent, move-in deposits, and utilities assistance programs, training for housing providers, or recovery housing programs that integrate FDA-approved medication with other support services.
- c. Rehabilitate properties appropriate for low-threshold and recovery housing, including in partnership with DHCD-funded agencies and OUD-specialized organizations.
- d. Provide peer support specialists that support people in accessing OUD treatment, trauma-informed counseling and recovery support, harm reduction services, primary healthcare, or other services, including support for long-term recovery encompassing relapse, treatment, and continued recovery.
- e. Provide community support services, including social and legal services, to assist in deinstitutionalizing persons with OUD.
- f. Support or expand peer-recovery centers, which may include support groups, social events, computer access, or other services for persons with OUD.
- g. Provide transportation to treatment or recovery services for persons with OUD.
- h. Provide employment training or educational services for persons with OUD, such as job training, job placement, interview coaching, community college or vocational school courses, transportation to these activities, or similar supports.
- i. Increase the number and capacity of high-quality recovery programs to help people in recovery.
- j. Engage non-profits, faith-based communities, and community coalitions to support people in treatment and recovery and to support family members in their efforts to support the person with OUD in the family.
- k. Support programs for recovery in schools and/or standalone recovery high schools.
  1. Support bereaved families and frontline care providers.

### **3. Connections To Care**

Provide connections to care for people who have, or are at risk of developing, OUD through programs or strategies that:

- a. Support the work of Emergency Medical Systems, including peer support specialists and post-overdose response teams, to connect individuals to trauma-informed treatment recovery support, harm reduction services, primary healthcare, or other appropriate services following an opioid overdose or other opioid-related adverse event.
- b. Support school-based services related to OUD, such as school-based contacts that parents can engage with to seek immediate treatment services for their child; and support prevention, intervention, treatment, and recovery programs focused on young people. This should include alternatives to suspension or interaction with school resource officers such as restorative justice approaches.
- c. Fund services or training to encourage early identification and intervention for families, children, or adolescents who may be struggling with use of drugs or mental health conditions, including peer-based programs and Youth Mental Health First Aid. Training programs may target families, caregivers, school staff, peers, neighbors, health or human services professionals, or others in contact with children or adolescents. Include Fire Department partnerships such as Safe Stations.<sup>2</sup>

#### 4. **Harm Reduction**

Support efforts to prevent overdose deaths or other opioid-related harms through strategies that:

- a. Increase availability of naloxone and other drugs that treat overdoses for first responders,<sup>3</sup> overdose patients, individuals with OUD and their friends and family, schools, community-based organizations, community navigators and outreach workers, persons being released from jail or prison, or the public.
- b. Provide training and education regarding naloxone and other drugs that treat overdoses.
- c. “Naloxone Plus” strategies to ensure that individuals who receive naloxone to reverse an overdose are linked to treatment programs or other appropriate services.
- d. Approve and fund syringe service programs and other programs to reduce harms associated with drug use, including supplies, staffing, space, peer support services, referrals to treatment, fentanyl checking, syringe collection and disposal, connections to care, and the full range of harm reduction and treatment services provided by these programs.
- e. Support mobile units that offer or provide referrals to harm reduction services, treatment, recovery supports, primary and behavioral health care, recovery support, or other appropriate services to persons with OUD.
- f. Promote efforts to train health care providers, students, peer recovery coaches, recovery outreach specialists, or other professionals that provide care to persons who use opioids or persons with OUD in crisis training and harm reduction strategies.
- g. Active outreach strategies such as the Drug Abuse Response Team model or the Post Overdose Support Team model.
- h. Provide outreach and services for people who use drugs and are not yet in treatment, including services that build relationships with and support for people with OUD.

#### 5. **Address The Needs Of Criminal-Justice-Involved Persons**

Support diversion and deflection programs and strategies for criminal-justice-involved persons with OUD, including:

- a. Programs, that connect individuals involved in the criminal justice system and upon release from jail or prison to OUD harm reduction services, treatment, recovery support, primary

<sup>2</sup> Safe Stations currently operate in Fall River and Revere. See, e.g., <https://www.mma.org/fall-river-fire-stations-become-safe-stations-for-people-seeking-addiction-treatment/>.

<sup>3</sup> Municipalities can purchase discounted naloxone kits from the State Office of Pharmacy Services. See <https://www.mass.gov/service-details/bulk-purchasing-of-naloxone>.

healthcare, prevention, legal support, or other supports, or that provide these services.

- b. Co-responder and/or alternative responder models to address OUD-related 911 calls with greater OUD expertise.
- c. Public safety-led diversion strategies such as the Law Enforcement Assisted Diversion model.
- d. Participate in membership organizations such as the Police Assisted Addiction Recovery Initiative for training and networking and utilize law enforcement training opportunities such as the Safety and Health Integration in the Enforcement of Laws on Drugs (SHIELD) model.<sup>4</sup>

#### **6. Support Pregnant Or Parenting Women And Their Families, Including Babies With Neonatal Abstinence Syndrome**

Support pregnant or parenting women with OUD and their families, including babies with neonatal abstinence syndrome, through programs or strategies that provide family supports or childcare services for parents with OUD, including supporting programs such as:

- a. FIRST Steps Together, a home visiting program for parents in recovery that currently has seven sites serving cities and towns across the state;
- b. Pregnant/post-partum and family residential treatment programs, including and in addition to the eight family residential treatment programs currently funded by DPH; and
- c. the Moms Do Care recovery support program that has grown from two to ten programs in the state.

#### **7. Prevent Misuse Of Opioids And Implement Prevention Education**

Support efforts to prevent misuse of opioids through strategies that:

- a. Support programs, policies, and practices that have demonstrated effectiveness in preventing drug misuse among youth. These strategies can be found at a number of existing evidence-based registries such as Blueprints for Health Youth Development (<https://www.blueprintsprograms.org/>).
- b. Support community coalitions in developing and implementing a comprehensive strategic plan for substance misuse prevention. There are a number of evidence based models for strategic planning to consider including but not limited to the Strategic Prevention Framework developed by the U.S. Substance Abuse and Mental Health Services Administration (<https://www.samhsa.gov/sites/default/files/20190620-samhsa-strategic-prevention-framework-guide.pdf>) and Communities That Care developed by the University of Washington (<https://www.communitiesthatcare.net/programs/ctc-plus/>).
- c. Engage a robust multi-sector coalition of stakeholders in both the development and implementation of the above stated strategic plan (<https://www.prevention-first.org/centers/center-for-community-engagement/about-this-center/>).
- d. Support community-based education or intervention services for families, youth, and adolescents at risk for OUD.
- e. Support greater access to mental health services and supports for young people, including services provided in school and in the community to address mental health needs in young people that (when not addressed) increase the risk of opioid or another drug misuse.
- f. Initiate, enhance, and sustain local youth health assessment through the implementation of a validated survey tool to develop localized strategic plans that will inform the best ways to institute or enhance strategies to reduce and prevent youth substance misuse, including mental health services and supports for young people, intervention services for families, and

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<sup>4</sup> See <https://paariusa.org/>

youth-focused programs, policies, and practices that have demonstrated effectiveness in reducing and preventing drug misuse.

#### *IV. STATE SUPPORT FOR MUNICIPAL ABATEMENT AND INTER-MUNICIPAL COLLABORATION*

EOHHS and the Department of Public Health (DPH), including through its [Office of Local and Regional Health](#) (OLRH), will support municipal abatement initiatives by providing strategic guidance to help Massachusetts municipalities select and implement abatement strategies and [effectively pool their resources through inter-municipal Shared Service Agreements](#), as well as other technical assistance. By pooling resources, functions, and expertise, a consortium of cities and towns can expand the public health protections and services they offer residents.

In addition, EOHHS/DPH will collect information regarding municipal abatement and publish an annual report to provide the public with information about the municipal abatement work and to highlight effective strategies, lessons learned, and opportunities for further progress. The support for municipal abatement described in this Section IV will be funded by the state abatement funds described in Section II, above.

#### *V. REPORTING AND RECORD-KEEPING REQUIREMENTS*

A. **STATE REPORTING.** Annually, not later than October 1, the secretary of EOHHS shall file a report on the activity, revenue and expenditures to and from the statewide Opioid Recovery and Remediation Fund in the prior fiscal year with the clerks of the senate and the house of representatives, the house and senate committees on ways and means and the joint committee on mental health, substance use and recovery and made available on the executive office of health and human services' public website. The report shall include, but not be limited to: revenue credited to the fund; expenditures attributable to the administrative costs of the executive office; an itemized list of the funds expended from the fund; data and an assessment of how well resources have been directed to vulnerable and under-served communities. EOHHS filed its [first Annual Report](#) on October 1, 2021.

**MUNICIPAL REPORTING.** Cities and towns that receive annual abatement distributions of \$35,000<sup>5</sup> or more, whether individually or pooled through OLRH Shared Service arrangements, will be required to submit annual reports of their Municipal Abatement Fund expenditures in the prior fiscal year to EOHHS, starting in FY2023. The reports shall include, but not be limited to: municipal abatement funds received; an itemized list of the funds expended for abatement and administrative costs, if applicable; the unexpended balance; a brief description of the funded abatement strategies and efforts to direct resources to vulnerable and under-served communities. Additional reporting-related guidance shall be provided. All municipalities must: maintain, for a period of at least 5 years after funds are received, documents sufficient to reflect that Municipal Abatement Funds were utilized for the Municipal Abatement Strategies listed herein.<sup>6</sup>

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<sup>5</sup> EOHHS retains the right to modify this reporting threshold.

<sup>6</sup> Nothing in this document reduces obligations under public records law



BRPC FY26 Assessment		11.25.2024					
Note: Actual census Population for 2020 used							
Finance Committee Options to recommend to the Commission 1.16.2025							
		Option A	Option A	Option B	Option B	Option C	Option C
		No increase in total assessment over FY26	No Change from FY25 to FY26	1% increase over FY25 Total	Change from FY25 to FY26 with 1% increase	2.5% increase over FY25 Total	Change from FY25 to FY26 with 2.5% increase
		0.8726	-	0.8813	0.00868	0.89440	0.0218
		\$ 112,590.35	-	\$ 113,716.250	\$ 1,125.900	\$ 115,405.110	\$ 2,814.760
Municipality	4/1/2020 Population						
Adams	8166	\$ 7,125.79	-	\$ 7,197.05	\$ 71.258	\$ 7,303.934	\$ 178.14
Alford	486	\$ 424.09	-	\$ 428.33	\$ 4.241	\$ 434.696	\$ 10.60
Becket	1931	\$ 1,685.03	-	\$ 1,701.88	\$ 16.850	\$ 1,727.154	\$ 42.13
Cheshire	3258	\$ 2,842.99	-	\$ 2,871.42	\$ 28.430	\$ 2,914.066	\$ 71.07
Clarksburg	1657	\$ 1,445.93	-	\$ 1,460.39	\$ 14.459	\$ 1,482.075	\$ 36.15
Dalton	6330	\$ 5,523.67	-	\$ 5,578.91	\$ 55.237	\$ 5,661.766	\$ 138.09
Egremont	1372	\$ 1,197.23	-	\$ 1,209.20	\$ 11.972	\$ 1,227.162	\$ 29.93
Florida	694	\$ 605.60	-	\$ 611.66	\$ 6.056	\$ 620.741	\$ 15.14
Great Barrington	7172	\$ 6,258.41	-	\$ 6,321.00	\$ 62.584	\$ 6,414.875	\$ 156.46
Hancock	757	\$ 660.57	-	\$ 667.18	\$ 6.606	\$ 677.086	\$ 16.51
Hinsdale	1919	\$ 1,674.55	-	\$ 1,691.30	\$ 16.746	\$ 1,716.417	\$ 41.86
Lanesborough	3038	\$ 2,651.01	-	\$ 2,677.52	\$ 26.510	\$ 2,717.284	\$ 66.28
Lee	5788	\$ 5,050.71	-	\$ 5,101.22	\$ 50.507	\$ 5,176.976	\$ 126.27
Lenox	5095	\$ 4,445.98	-	\$ 4,490.44	\$ 44.460	\$ 4,557.128	\$ 111.15
Monterey	1095	\$ 955.52	-	\$ 965.07	\$ 9.555	\$ 979.403	\$ 23.89
Mount Washington	160	\$ 139.62	-	\$ 141.01	\$ 1.396	\$ 143.106	\$ 3.49
New Ashford	250	\$ 218.15	-	\$ 220.33	\$ 2.182	\$ 223.605	\$ 5.45
New Marlborough	1528	\$ 1,333.36	-	\$ 1,346.69	\$ 13.334	\$ 1,366.695	\$ 33.33
North Adams	12961	\$ 11,310.00	-	\$ 11,423.10	\$ 113.100	\$ 11,592.754	\$ 282.75
Otis	1634	\$ 1,425.86	-	\$ 1,440.12	\$ 14.259	\$ 1,461.503	\$ 35.65
Peru	814	\$ 710.30	-	\$ 717.41	\$ 7.103	\$ 728.062	\$ 17.76
Pittsfield	43927	\$ 38,331.46	-	\$ 38,714.78	\$ 383.315	\$ 39,289.750	\$ 958.29
Richmond	1407	\$ 1,227.78	-	\$ 1,240.05	\$ 12.278	\$ 1,258.470	\$ 30.69
Sandisfield	989	\$ 863.02	-	\$ 871.65	\$ 8.630	\$ 884.595	\$ 21.58
Savoy	645	\$ 562.84	-	\$ 568.47	\$ 5.628	\$ 576.909	\$ 14.07
Sheffield	3327	\$ 2,903.20	-	\$ 2,932.23	\$ 29.032	\$ 2,975.780	\$ 72.58
Stockbridge	2018	\$ 1,760.94	-	\$ 1,778.55	\$ 17.609	\$ 1,804.963	\$ 44.02
Tyringham	427	\$ 372.61	-	\$ 376.33	\$ 3.726	\$ 381.923	\$ 9.32
Washington	494	\$ 431.07	-	\$ 435.38	\$ 4.311	\$ 441.851	\$ 10.78
West Stockbridge	1343	\$ 1,171.93	-	\$ 1,183.65	\$ 11.719	\$ 1,201.232	\$ 29.30
Williamstown	7513	\$ 6,555.97	-	\$ 6,621.53	\$ 65.560	\$ 6,719.871	\$ 163.90
Windsor	831	\$ 725.15	-	\$ 732.40	\$ 7.251	\$ 743.275	\$ 18.13
Berkshire County	129026	\$ 112,590.35	\$ -	\$ 113,716.25	\$ 1,125.90	\$ 115,405.10	\$ 2,814.76



# BRPC

Berkshire Regional Planning Commission

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

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

*Meeting Held Via Zoom Video Communications*

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

MPO Representatives/Alternates Present:

Stephen Woelfel	MassDOT (Representing Secretary Monica Tibbits-Nutt)
Francisca Heming	MassDOT District 1 (Representing Highway Administrator Gulliver)
Malcolm Fick	BRPC
Bob Malnati	BRTA
Mike Nuvalle	City of North Adams
Randal Fipping	North Subregion Delegate
John Boyle	North Central Subregion Delegate
Frank Abbott	Southeast Subregion Delegate
Dottie Bonbreak	Southwest Subregion Alternate

Others Present:

Peter Frieri	MassDOT District 1
Mark Moore	MassDOT District 1
Chris Klem	MassDOT
Annabel Shein	MassDOT
Thomas Matuszko	BRPC
Clete Kus	BRPC
Anuja Koirala	BRPC
Nick Russo	BRPC
Ryan Griffis	BRPC
Sarah Vallieres	BRTA

## I. Call to Order – Introductions

Mr. Mohler called the meeting to order at 4:04 p.m. Meeting attendees introduced themselves via a roll call conducted by Mr. Kus.

## II. Opportunity for Public Comment

Jane Winn of the Berkshire Environmental Action Team expressed opposition from BRTA adopting hydrogen powered busses, starting their reasons for doing so and instead urged them to slowly transition to electric instead.

## III. Approval of Meeting Minutes from October 22, 2024

**ACTION:** Mr. Fick introduced a motion, seconded by Mrs. Malnati, to approve the minutes of the August 27, 2024, MPO meeting.

Mr. Kus conducted a roll call:

Mr. Mohler:	Yea
Ms. Heming:	Yea
Mr. Fick:	Yea
Mr. Malnati:	Yea
Mr. Nuvalle:	Abstain

Mr. Fippinger: Abstain  
Mr. Boyle: Yea  
Mr. Abbott: Abstain

**IV. Approval of an Amendment (1st Amendment) to the 2025-2029 TIP to add Project 613606 -VRU (vulnerable road user) SYSTEMIC SAFETY PROJECTS NEAR BUS STOPS in the amount of \$2,155,611 and authorize the Chairman to sign the certification documents on behalf of the MPO members**

Ms. Koirala introduced the proposed amendment, which is for section 2A which are federal aid funded state prioritized reliability projects. This amendment is for Districts 1, 2, and 3, which is designated for improvements for vulnerable road users along bus stops in the area. MassDOT conducted an assessment, finding a disproportionate number of pedestrian and bicyclist fatal and serious injuries within 300 ft. of bus stops.

One site in Great Barrington and 3 in Lenox have been identified, and the scope of these improvements would include adding flashing warning signs, high-visibility crosswalks, and curb extensions.

**ACTION:** Ms. Malnati introduced a motion, seconded by Mr. Boyle, to approve the amendment (1st Amendment) to the 2025-2029 TIP to add Project 613606 -VRU (vulnerable road user) SYSTEMIC SAFETY PROJECTS NEAR BUS STOPS in the amount of \$2,155,611 and authorize the Chairman to sign the certification documents on behalf of the MPO members

Mr. Kus conducted a roll call:

Mr. Mohler: Yea  
Ms. Heming: Yea  
Mr. Fick: Yea  
Mr. Malnati: Yea  
Mr. Nuvalle: Yea  
Mr. Fippinger: Yea  
Mr. Boyle: Yea  
Mr. Abbott: Yea  
Ms. Bonbreak: Abstain

**V. Consideration of an amendment (2nd Amendment) to the 2025-2029 TIP for changes to the Highway and Transit sections identified below and authorize a 21-day comment period**

**HIGHWAY: 1) Add Project S13105 North Adams Adventure Trail (Design) in the amount of \$1,250,000 and 2) Add Project S13130 Planning for Safety (SS4A) in the amount of \$387,575.**

**TRANSIT: 1) Add Project BRTA011923 New Support Vehicle in the amount of \$31,561 and 2) Add Project BRTA011924 HVAC Project in the amount of \$56,000.**

Ms. Shein provided an update on performance measures, noting that MassDOT is in the middle of its second performance period. After sharing information on the number of bridges in Berkshire County, Ms. Shein detailed bridge performance scores over the past four years.

Mr. Klem gave background on the history of the FHWA's required performance measures, which began in 2016, and how the process is undertaken. MassDOT submitted performance measures on October 1<sup>st</sup>, 2024. However, this only related to Massachusetts' three urbanized areas which meet the criteria of



population size and air quality (Springfield, Worcester, and Boston).

After going into detail on the metrics of Level of Travel Time Reliability (LOTTR) and Level of Truck Travel Time Reliability (TTTR), Mr. Klem noted that Berkshire County is not covered by Springfield's urban boundary regarding the scope of these performance measures. Mr. Klem shared data showing that Massachusetts is expected to meet its 4-year goal of 76% for Interstate and Non-Interstate Travel Time Reliability.

**ACTION:** Ms. Malnati introduced a motion, seconded by Mr. Boyle, to approve the amendment (2nd Amendment) to the 2025-2029 TIP for changes to the Highway and Transit sections identified below and authorize a 21-day comment period. HIGHWAY: 1) Add Project S13105 North Adams Adventure Trail (Design) in the amount of \$1,250,000 and 2) Add Project S13130 Planning for Safety (SS4A) in the amount of \$387,575. TRANSIT: 1) Add Project BRTA011923 New Support Vehicle in the amount of \$31,561 and 2) Add Project BRTA011924 HVAC Project in the amount of \$56,000.

Mr. Kus conducted a roll call:

Mr. Mohler:	Yea
Ms. Heming:	Yea
Mr. Fick:	Yea
Mr. Malnati:	Yea
Mr. Nuwallie:	Yea
Mr. Fippinger:	Yea
Mr. Boyle:	Yea
Mr. Abbott:	Yea
Ms. Bonbreak:	Abstain

## **VI. Consideration of an Administrative Adjustment to the 2025-2029 TIP for changes to the Transit sections identified below:**

**TRANSIT: 1) Project BRTA011711, BRTA Operating Assistance 5307, reduce funding by -\$16,662 to \$2,456,985, 2) Add RTACAP funding for Project BRTA011923 New Support Vehicle in the amount of \$7,890 and 3) Add RTACAP funding for Project BRTA011924 in the amount of \$14,000.**

Ms. Vallieres informed the group that, as part of its regular 3-year review with the Federal Transit Administration, findings showed that the MOU between BRTA and the MPO there were no written provisions for developing and sharing performance information, the MOU did not address BRTAs responsibility in the development and sharing of information of financial plans, the development of the annual list of obligated projects, or a written provision for cooperatively developing and sharing information.

Ms. Vallieres clarified that BRTA, with the MPO and MassDOT, currently do all these things. However, as the MOU was last changed in 2011, it being requested to edit the designated 23 member communities to 30, as well as adding the stated changes from the review in writing.

**ACTION:** Mr. Fick introduced a motion, seconded by Mr. Abbott, to forward the proposed changes to the Berkshire MPO's Memorandum of Understanding to all municipalities as specified therein.

Mr. Kus conducted a roll call:

Mr. Mohler:	Yea
Ms. Heming:	Yea
Mr. Fick:	Yea
Mr. Malnati:	Yea

Mr. Nuwallie:	Yea
Mr. Fippinger:	Yea
Mr. Boyle:	Yea
Mr. Abbott:	Yea
Ms. Bonbreak:	Yea

## **VII. Approval of changes to the Berkshire MPO's Memorandum of Understanding requested by BRTA.**

Noting that the closure of bridges in the region has become more noticeable, Mr. Russo is compiling resources for local administration on how they can best preserve and maintain their local bridges. Mr. Russo provided an overview of the 'Preserving and Maintaining Bridges in Berkshire County' website. In addition to having quantitative data on Berkshire bridges, their current conditions, and show examples to help demonstrate to visitors how condition ratings are determined. An interactive map is available so visitors can learn about the bridges in their communities. Mr. Russo hopes to continue developing the website over the winter, in which he will flesh out bridge preservation techniques to highlight.

Mr. Boyle asked what the difference between a municipally owned bridge and a privately owned bridge. Mr. Russo stated he would research the topic but was not aware of any privately owned bridges on the website. Mr. Boyle asked if he was aware of any legislative attempts to boost funding for bridge repair, which Mr. Russo listed viable pathways currently available for funding.

Mr. Malnati asked if potential costs would be incorporated into the website, which Mr. Russo said a future goal would be estimating the cost-per-mile for bridge repairs and replacements in Berkshire County, in addition to other utilities for a general toolbox of resources.

**ACTION:** Mr. Fick introduced a motion, seconded by Mr. Abbott, to forward the proposed changes to the Berkshire MPO's Memorandum of Understanding to all municipalities as specified therein.

Mr. Kus conducted a roll call:

Mr. Mohler:	Yea
Ms. Heming:	Yea
Mr. Fick:	Yea
Mr. Malnati:	Yea
Mr. Nuwallie:	Yea
Mr. Fippinger:	Yea

## **VIII. Receive a presentation on the Berkshire County Safe Travel and Equity Plan for our Streets (STEPS) Comprehensive Safety Action Plan**

## **IX. Status reports from Member Agencies**

Mr. Frieri gave a brief overview of FY24, detailing the four projects which include three bridge replacement projects and one road reconstruction project. The bridge replacements in Alford and Cheshire are under construction, and the New Marlborough has a bid opening scheduled for November 13<sup>th</sup>. The road replacement in Pittsfield was opened today.

For FY25, five projects are scheduled, which consist of a bridge preservation in Adams at 75% design, and a bridge replacement in Lanesborough currently in its final design. Due to increasing costs, a TIP amendment will be necessary. Other projects include a bridge replacement in Lee, which is currently under design, the reconstruction of Ashland Street in North Adams is at 100% design, and a bridge preservation in Noeth Adams, has been determined by MassDOT will likely not be ready for advertising in

2025.

Mr. Boyle asked if there were any updates on extending the rail trail. Mr. Moore responded that they were working on geographic information. Unfortunately, there were currently facing an obstacle from environmental permitting, likely delaying the project until spring.

Mr. Malnati had no comment on behalf of BRTA.

Mr. Kus had three topics to discuss. The first was the state's Federal Funds and Infrastructure Office will be holding an event on November 14th. The second was the RFP for microtransit study has been released, although it was originally scheduled to close on October 31, however multiple consultants had requests to extend the deadline by an additional two weeks. The due date for proposals is November 14th. The third was the Safe Streets for All study document was approaching draft form. It will be released for public comment on November 4<sup>th</sup>. A public meeting is scheduled for November 6th at the Berkshire Innovation Center.

Mr. Klem commented that MassDOT was preparing to release the draft of its new Public Participation Plan in the coming weeks, which will incorporate a short survey gauging respondents' experiences interacting with MassDOT.

## **X. Other Business**

Mr. Klem commented that MassDOT was preparing to release the draft of its new Public Participation Plan within the next few weeks.

## **XI. Next Meeting date – December 31<sup>st</sup>, 2024**

The next MPO meeting is scheduled to be held on December 31<sup>st</sup>, 2024.

**ACTION:** Mr. Boyle motioned to adjourn, seconded by Ms. Bonbreak. Mr. Mohler adjourned the meeting at 4:33 p.m.

## **Documents and Exhibits Used:**

- [Agenda](#)
- [BMPO Meeting Minutes October 22, 2024 DRAFT](#)
- [BMPO FFY 2025-2029 TIP 1st Amendment](#)
- [BMPO FFY 2025-2029 Highway TIP 2nd Amendment](#)
- [BMPO FFY 2025-2029 Transit TIP 2nd Amendment](#)
- [Draft BMPO MOU October 2024](#)
- [BRPC Safety Action Plan DRAFT](#)
- [MassDOT District 1 TIP Projects Update](#)

**Noé González Ortiz**



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## **PROFESSIONAL SUMMARY**

Results-driven professional with a BBA in Computer Information Systems and extensive experience in community outreach, public health, and data management. Proven track record in coordinating programs, engaging stakeholders, and utilizing data for informed decision-making. Adept at managing multiple projects, fostering partnerships, and improving community services. Bilingual in Spanish and English, with strong organizational and communication skills tailored for roles in public health and behavioral support.

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## **WORK HISTORY**

**Office of DEI, City of Pittsfield** – DEI Administrative Coordinator

*Pittsfield, MA • 2022 - Present*

- Developed and implemented initiatives to promote diversity, equity, and inclusion within the community, improving engagement and outreach.
- Coordinated with various community organizations and stakeholders to address local issues and enhance public health awareness.

**Child Care of the Berkshires** – Family Support – Outreach Specialist

*North Adams, MA • 2022 - Present*

- Conducted outreach and provided support services to families affected by substance use and other challenges.
- Managed community engagement activities, including parent education workshops and informational sessions, to improve access to support services.
- Facilitated support groups specifically focused on fatherhood and father figures.

**Wild Oats Market** – Marketing, Membership, and Design Assistant

*Williamstown, MA • 2021 - 2022*

- Created and executed marketing strategies to enhance community involvement and membership engagement, utilizing data to tailor outreach efforts.

**Community Action Program Inc.** – Responsible Payee

*Chelsea, MA • 2019*

- Managed financial responsibilities and provided support to individuals navigating public assistance programs, demonstrating strong organizational and administrative skills.

**North Suffolk Mental Health Association** – Administrative Assistant  
*Chelsea, MA • 2018 - 2019*

- Supported mental health programs by handling administrative tasks, coordinating with healthcare providers and care coordinators, and managing client records.
- Assisted in data collection and reporting for program evaluation and improvement at State Level.

**Eliot Community Human Services** – Office Manager  
*Somerville, MA • 2015 - 2018*

- Oversaw office operations and managed administrative functions, including coordinating with service providers and ensuring efficient program delivery.

**Theopolis Christian Academy** – Computer Lab Teacher  
*Mayaguez, PR • 2013 - 2015*

- Taught computer literacy and STEM subjects, fostering technological skills and providing support for diverse learning needs.

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## AFFILIATIONS

Current Stephentown Memorial Library Volunteer

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## SKILLS

- **Public Health & Community Engagement:** Experience in managing outreach programs, community service initiatives, and stakeholder coordination.
  - **Data Management & Analysis:** Proficient in data collection, analysis, and reporting to support program evaluation and decision-making.
  - **Project Coordination:** Skilled in managing projects, including grant-funded initiatives, with a focus on meeting deliverables and objectives.
  - **Bilingual Communication:** Fluent in Spanish and English, with the ability to engage diverse communities effectively.
  - **Technical Proficiency:** Knowledgeable in Microsoft Office, GSuite, Adobe Photoshop, Canva, and web development tools.
  - **Marketing & Outreach:** Expertise in developing and implementing marketing strategies to increase community engagement and program visibility.
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## EDUCATION

### **Massachusetts College of Liberal Arts (MCLA)**

North Adams, MA • 2024

Certificate in Grant Writing

### **Can Code Communities**

Albany, NY • 2021

Certificate in Front End Web Development

- Front End Web Development, JavaScript, Python for Data Analytics, Microsoft Power Platforms

### **Language Connections LLC.**

Boston, MA • 2015

English-Spanish Interpreter Certificate

### **Universidad Ana G Mendez**

Carolina, PR • 2015

BBA in Computer Information Systems

- Graduated magna cum laude with a 3.82 GPA

### **University of Puerto Rico - Mayaguez**

Mayagüez, PR • 2009

Bachelor of Arts in English Literature & Linguistics

- Professional development in Teacher Preparation
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## MEMORANDUM

**TO:** Delegates and Alternates,  
Berkshire Regional Planning Commission

**FROM:** Thomas Matuszko, Executive Director

**DATE:** November 27, 2024

**RE:** **October 2024 Assistance Activities**

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

Town/City/State	Municipal Technical Assistance	Board/Organization
Becket	Housing zoning and accessory dwelling units	Planning Board
Clarksburg	Cross Road bridge issues assistance	Select Board & MassDOT
Lenox	Review of Certified Local Government materials	Historical Commission
Lenox/Stockbridge	Update to the scope of work for Emerald Necklace sidewalk/trail feasibility study	Lenox Select Board Stockbridge Select Board
Great Barrington	Electrical grid capacity and other transportation issues	Director of Planning & Community Development
Pittsfield	Ashuwillticook Rail Trail map	Community Development
Stockbridge	Scenic Mountain Act area and parcels map	BRPC Alternate Delegate
Sheffield	Kellogg Road bridge inquiry	Town Administrator

<b>Assistance Recipient</b>	<b>Non-Municipal Technical Assistance</b>	<b>Organization</b>
Berkshire County	Bridge Investment Program	MassDOT
Berkshire County	Grid capacity	Municipalities
Berkshire County	Municipal Light Plants	MA Department of Public Utilities