



MEETING NOTICE

There will be a meeting of the **EXECUTIVE COMMITTEE**
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Thursday, June 5, 2025 at 4:00 p.m.

This will be a virtual meeting as allowed by An Act relative to extending certain measures adopted during the COVID-19 emergency which extended certain provisions of the Open Meeting Law, G.L. c.30A sec.20 until June 30, 2027.

To participate virtually join the Zoom meeting at
<https://us02web.zoom.us/j/3926128831?omn=84099331832>

Meeting id: 392 612 8831, Phone: 646.558.8656, 646.931.3860, 312.626.6799, 301.715.8592

Meeting materials are on BRPC's website: www.berkshireplanning.org.
Click the calendar of events, then the meeting name, and follow the link to the 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 May 1, 2025*
- IV. Financial Reports and Discussion (4:05)
 - A. Vote to Approve the April 17, 2025 – May 29, 2025 Expenditures Report*
 - B. Report on Accounts Receivables – May 2025
 - C. Report on the Line of Credit – May 2025
 - D. Report on Federally Funded Contracts
 - E. Update on the EPA Limited Scope Review Results
- 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 Submission of a Grant Application to the Massachusetts Executive Office of Housing and Livable Communities (EOHLC) Community Planning Grants Program for a Buildout Analysis of Berkshire County*
 - B. Vote to Approve the Submission of a Grant Application to the Massachusetts Executive Office of Public Safety and Security Office of Grants and Research FFY26 State Traffic Safety Information System Improvements Grant Program for the establishment of the Berkshire County High Injury Network Dashboard*
 - C. Vote to Approve Revisions to BRPC's Telework Policy to Extend it for Another Year*
 - D. Vote to Approve the Submission of Comments to the Executive Office of Energy and Environmental Affairs on the Single Environmental Impact Report for Mount Williams Reservoir Dam and Notch Reservoir Dam Improvements*
 - E. Vote to Approve the Submission of a Grant Application to the Massachusetts Department of Energy Resources Regional Energy Planning Assistance Program to Provide Energy Planning Assistance to Under-Resourced Berkshire County Municipalities*

VII.	Committee Reports and Discussion	(4:25)
A.	Comprehensive Economic Development Strategy (CEDS) Committee	
B.	Transportation Advisory Committee	
C.	Environmental Review Committee	
D.	Berkshire Metropolitan Planning Organization	
E.	Regional Issues Committee	
VIII.	Executive Director's Report and Discussion	(4:35)
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.	Berkshire State of Work Summit	
H.	Massachusetts Healthy Aging Report	
IX.	Old Business and Discussion	(4:45)
A.	Discussion about the BRPC Annual Meeting	
X.	New Business and Discussion	(4:50)
A.	Discussion about the Sale of Our Office Building	
B.	Discussion about Topics for the July 15, 2025 Commission Meeting	
C.	Discussion and Vote to Establish the FY 26 Meeting Schedule*	
XI.	Adjournment*	(5:00)

* Items Requiring Action



**DRAFT Berkshire Regional Planning Commission
Executive Committee Minutes
Thursday, May 1, 2025**

This was a virtual meeting as allowed by An Act relative to extending certain COVID-19 measures adopted during the state of emergency extending certain provisions of the Open Meeting Law, G.L. c.30A sec.20 until June 30, 2027.

I. Call to Order & Open Meeting Law Statement

Chair Malcolm Fick called the meeting to order at 4:00. He stated that BRPC was recording the meeting and said if anyone else wanted to record it, they needed to inform him. iBerkshires stated they were recording the meeting.

II. Roll Call:

Assistant Director Laura Brennan read the roll call:

Members Present:

Malcolm Fick, Chair, Great Barrington Alternate
John Duval, Vice Chair, Adams Alternate
Sheila Irvin, Clerk, Pittsfield Delegate
Buck Donovan, Treasurer, Finance Committee Chair, Lee Delegate
Kyle Hanlon, CEDS Committee Chair, North Adams Delegate - late
Sam Haupt, Peru Delegate
Christine Rasmussen, Regional Issues Committee Chair, Stockbridge Alternate
Douglas McNally, Commission Development Committee Chair, Windsor
Delegate

Members not Present:

Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate

Others Present:

None

Staff Present:

Tom Matuszko, Executive Director; Laura Brennan, Assistant Director;
Marianne Sniezek, Office Manager

III. Vote to Approve April 3, 2025 Minutes

Doug McNally motioned to approve the April 3, 2025 meeting minutes. Buck Donovan seconded the motion. The motion passed with affirmative votes from Malcolm Fick, John Duval, Sheila Irvin, Buck Donovan, Doug McNally, Christine Rasmussen and Sam Haupt.

IV. Financial Reports

A. Vote to Approve the March 28 – April 24, 2025 Expenditures Report

Doug McNally motioned to approve the March 28 – April 24, 2025 expenditures report. Sam Haupt seconded the motion. The motion passed with affirmative votes from Malcolm Fick, John Duval, Sheila Irvin, Buck Donovan, Doug McNally, Christine Rasmussen and Sam Haupt.

B. Report on the Accounts Receivable – April 2025

Tom reported we are in good shape with the aged receivables.

C. Report on the Line of Credit

The Line of Credit has not been used.

D. Report on Federally Funded Contracts

Tom reported EPA has suspended Environmental Justice programs. BRPC does not have grants that would be directly affected.s BRPC's Air Quality monitoring program with EPA has not been cancelled. Tom recently received a memo from the Federal Highways Administration related to our transportation planning contract stating BRPC cannot do anything related to DEI and must comply with Civil rights laws. Funds cannot be used for Sanctuary cities were called out in the memo. Marianne reported there have been no delays in federal payment to BRPC.

V. Open Comments from Berkshire Regional Planning Commission

Delegates and Alternate Delegates not to be further discussed at this meeting by the Executive Committee.

Doug reported the Westfield River Wild and Scenic Advisory Committee has three current initiatives that impact towns in Berkshire County. The first is an event in Middlefield related to brine solution usage on roads. They will offer two towns \$15,000 to purchase brining equipment and up to \$5,000 matching funds. The second initiative is invasive species training events. Lastly, they have hired a part-time support person to assist towns in grant writing. Savoy and Washington are currently working on culvert grants

VI. Items Requiring Action

A. Vote to Approve an Exception to the Dual Signature Requirement for Payments up to \$15,000 Related to the Home Modification Loan Program (HMLP)

The Executive Committee was requested to approve an exception to BRPC's current financial policy that requires dual signatures on checks over \$5,000 and up to \$15,000 for payments related to the Home Modification Loan Program (HMLP).

Sam Haupt moved to approve an exception to BRPC's current financial policy that requires dual signatures on checks over \$5,000 and up to \$15,000 for payments related to the Home Modification Loan Program (HMLP). Doug McNally seconded the motion. The motion passed with

affirmative votes from Malcolm Fick, John Duval, Sheila Irvin, Buck Donovan, Doug McNally, Christine Rasmussen, and Sam Haupt.

B. Vote to Approve the Berkshire Regional Planning Commission Personnel Pay Plan for FY 2026

The Executive Committee was requested to approve the Berkshire Regional Planning Commission Personnel Pay Plan for FY 2026. This plan reflects the market rate adjustment the Executive Committee approved at the April meeting. A range was added for the Executive Director and Project Specialist positions to comply with the newly adopted Massachusetts Pay Transparency Act. The intern position has been simplified.

Doug McNally moved to vote to approve the Berkshire Regional Planning Commission Personnel Pay Plan for FY 2026. Sam Haupt seconded the motion. The motion passed with affirmative votes from Malcolm Fick, John Duval, Sheila Irvin, Buck Donovan, Doug McNally, Christine Rasmussen, and Sam Haupt.

VII. Committee Report and Discussion

A. Nominating Subcommittee

The Nominating Subcommittee of the Commission Development Committee met on April 3, 2025 and discussed potential officers for FY 2026.

B. Commission Development

The Commission Development Committee met on April 3, 2025, and discussed the Nominating Subcommittee's proposal for the FY26 slate of officers. Meeting minutes were in the meeting materials.

The Commission Development Committee met again on April 17 and discussed the FY26 slate of officers and possible bylaw adjustment to have the Commission Development Committee serve as the nominating committee moving forward. Draft minutes were not available.

Doug reported the FY26 slate of officers to be presented to the Full Commission in May and voted on at the summer meeting:

Malcolm Fick, Chair
Buck Donovan, Vice Chair
John Duval, Treasurer & Finance Committee Chair
Sheila Irvin, Clerk

C. Regional Issues Committee

The Regional Issues Committee met on April 9, 2025. The agenda was selecting legislative priorities and clean energy siting and permitting. Draft minutes were not yet available.

Christine Rasmussen reported possible priorities to an keep eye on in the budget and for this legislative session:

- Rural school funding was not increased.

- An increase in the per pupil amount from \$30 to \$150 per student
- An increase of \$122 million for regional school transportation
- Grants to install energy infrastructure in schools.
- \$190 million in the budget for free school meals with no income restriction.

Other items mentioned:

- Any group that has a license to sell beer and wine could convert their license into an alcohol beverage license with local approval.
- Metropolitan Area Transportation Authority MTA has a program that is called MBTA communities related to housing density.
- EOHLG guidance and decisions from the Attorney General on ADU's is available for municipalities trying to apply the law in their community.

D. Transportation Advisory Committee (TAC)

The TAC met on April 15, 2025. The 2026 – 2030 Transportation Improvement Program (TIP) and Unified Planning Work Program were discussed. The next meeting is May 27. Draft unapproved minutes are in the meeting's materials packet.

Sam reported the TIP is moving forward and the UPWP promoting West east rail service. Tom commented that these are state grant funds but Federal Rail Administration is imposing a lot of conditions on the monies.

E. Berkshire Metropolitan Planning Organization (MPO)

The MPO met on April 22, 2025, and approved an administrative adjustment and amendment to the 2025 – 2029 Transportation Improvement Program (TIP). Development and authorization of a public comment period were discussed for the 2026 – 2030 TIP. There was an update about the Micro-transit Feasibility Study and reports from Member Agencies. The next meeting is May 27, 2025. Draft unapproved minutes were in the meeting's materials packet.

F. Finance Committee

The Finance Committee met on April 29, 2025 and approved the FY26 budget to recommend to the Commission at the May meeting. Home Modification Loan Program payments, OPEB Trust balance, and the employer portion of State Retirement were also discussed. Draft minutes were not yet available.

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 3/28/2025 to 4/24/25.

- Department of Public Health - Bureau of Substance Addiction Services - State Opioid Response - Prevention in Early Childhood - \$350,000
- MOSAIC RIZE Massachusetts Foundation Opioid Settlement Matching Funds – \$8,817
- Mass Cultural Council - Cultural Activities - \$2,450

- National Association of County and City Health Officials - Reimagining Health and Public Safety Overdose Initiatives - \$120,000
- UMass Boston - Southern Berkshire Ambulance Regionalization Study Mapping - \$12,500

Grants and Contracts not received.

- We are not aware of any grants not received.

B. Berkshires Tomorrow Inc. (BTI) Update

- No activity in April.

C. Staff Updates

- New Employees
 - Nicole Ogg was hired as a Temporary Part Time Project Specialist for the Community Planning Program.
- Open Internships Positions
 - Digital Navigator

D. Rural Policy Advisory Committee

The Rural Policy Advisory Commission met on April 11, 2025. The agenda included a presentation and discussion with EEA staff on clean energy siting, potential PILOT formula changes and advocacy, review of RPAC legislative priorities, and an update from the RPAC's legislative members and the Director of Rural Affairs.

E. Seasonal Communities Advisory Council Update

Since the Seasonal Communities Advisory Council met on March 12, 2025 in Stockbridge, Council members have been meeting in three working groups to provide guidance on the forthcoming regulations. These working groups will meet three times before the next Advisory Council meeting in May. Tom is on the Year-Round Housing and Metrics & Further Designation Working Groups.

F. Passenger Rail

- West-East Rail – No known activity over the past month.
- Berkshire Flyer – Although not formally announced, Amtrak has begun selling tickets for a summer 2025 schedule. This weekend service would start June 20, 2025 and continue through September 7, 2025.
- Northern Tier Passenger Rail – Staff from the Franklin Regional Council of Governments, the Montachusett Regional Planning Commission and BRPC continue to develop a proposal to analyze the economic benefits of this passenger rail service.

G. Rural and Western Massachusetts Conference

The Annual Rural and Western Mass Conference will be held Saturday, May 3, 2025 from 8:00 am – 1:00 pm at the Delaney House in Holyoke. The focus is on helping small and rural towns put ideas into action. More information is at Massachusetts Select Board Association Western and Rural Massachusetts Conference - Massachusetts Municipal Association (MMA).

Those without a MMA account may contact Anneke Craig, MMA Member Program Coordinator, at acraig@mma.org to register.

H. 120-Day Notice Waiver

The Commonwealth of Massachusetts, acting through its Department of Conservation and Recreation (DCR), has under consideration the acquisition of an interest in approximately 14.5 +/- acres of land, or other property interest therein, 2.4 +/- acres in the Town of Savoy and 12.1 +/- acres in the Town of Hawley. The property is currently undeveloped forest land. The proposed use of the property is to protect open space for outdoor public recreation and natural resource protection, which will be incorporated into Dubuque Memorial State Forest. DCR must notify certain officials, including Tom, 120 days before a purchase. DCR stated it may be necessary to complete the transaction in less than the 120 day notice period and requested he waive the 120 notice requirement, which he did. A locus map is included with the meeting material.

I. Fifth Thursday Event

The evening of May 29, 2025 was announced for the next in-person BRPC 5th Thursday networking and learning event. A representative from the Executive Office of Energy and Environmental Affairs, EOEEA Deputy Asst. Secretary for Environmental Policy Corrin Meise-Munns is scheduled to provide an update on the Massachusetts Integrated Land Use Strategy. This effort would ostensibly tie together many of the recently released plans by the Healy administration. It will be held at Mazzeo's Ristorante, 1015 South Street, Pittsfield, from 4 pm – 6 pm (program begins at 5 pm). Tickets are \$20/person and can be purchased online via the [Events calendar](#).
Malcolm all to promote this event.

IX. Old Business and Discussion

A. Discussion about the Amicus Brief related to the Discontinuance of Roads

The Amicus Brief has been filed. A hearing is scheduled for 9:00 am on Wednesday, May 7, 2025. In addition to BRPC, Barnstable County, Plymouth County, and the Franklin Regional Council of Governments signed on to the North Andover brief. A copy of the filing can be accessed at [SJC-13721 23 Amicus North Andover Et Al Brief.pdf](#)

It is a very large file and may take a long time to download.

Christine Rasmussen reported that Central Massachusetts Regional Planning Commission (CMRPC) also signed the amicus brief.

B. Discussion about Regional Planning Agency State Retirement Legislation

As has been reported over the years, the state retirement system, which many Regional Planning Agencies (RPAs) are a part of, did not invoice those RPAs for the employer share. An audit of the state retirement system identified this error, and the state retirement system has been trying to

collect the employer share from those RPAs, in many instances hundreds of thousands of dollars in supposed arrears. BRPC had special legislation that exempted us from employer shares. However, the retirement system is now trying to make BRPC pay the employer share. For years, both sides have proposed legislation, in the case of the RPAs, to state we are exempt from the employer share. This year's RPA bills, H. 2889 and S. 1805 (An Act Relative to Regional Planning Agencies), had an initial hearing at the Joint Committee on Public Service on Monday, April 14, 2025. Tom provided support for that legislation. A support letter was in the meeting material.

Tom reported that seven other RPAs would have to pay but BRPC would not have to pay the employer portion of the expense for the past. If passed BRPC would have to pay the expense in the future.

X. New Business

A. Discussion Regarding Potentially Amending the BRPC Bylaws to have the Commission Development Committee serve as the Nominating Committee

The BRPC Bylaws require that the Commission Development Committee establish a subcommittee of the Commission Development Committee, the Nominating Subcommittee, to recommend a slate of officers for the next fiscal year. This Nominating Subcommittee is to be comprised only of Delegates and Alternates. In theory, non-Commission Development Committee Member Delegates or Alternates could serve on the Nominating Committee and not be on the Commission Development Committee. In practice, at least for the last several years, the only Nominating Committee members have been Commission Development Committee members. Requiring a separate subcommittee adds another step.

There was discussion about amending the bylaws. If this requirement is intended to enable a wider group of Delegates and Alternates to engage in the determination of BRPC leadership, this could occur in other ways, such as participation at a Commission Development Committee public meeting when this topic is discussed, providing input at a Full Commission meeting where candidates are announced before being voted on at a subsequent meeting, or making a nomination from the floor when votes are taken.

Tom explained one other bylaw item to be reviewed is who chairs a meeting if the chair and Vice-chair are not present. Should it be the Executive director if needed. BRPC would review the bylaws and do all the changes needed in the fall.

B. Discussion about Topics for the May 15, 2025 Commission Meeting

Potential topics for the May 15, 2025 Commission Meeting include:

- Adoption of the FY 26 Budget
- Report of the Nominating Committee

- Authorization for the Executive Committee to Act on Behalf of the Committee
- Authorization to submit the CEDS Annual Report
- Authorization for the Chair to vote to approve the FFY 2026 Unified Planning Work Program at the MPO meeting.
- Authorization for the Chair to vote to approve the FFY 2026 - 2030 Transportation Program at the MPO meeting.
- Presentation on the Auditor's Report about PILOT Payments
- Presentation on the State's Housing Plan
- Other ideas – Regulations for solar facility siting

Tom asked about having BPRC's Annual Meeting on the 3rd Thursday October 16, 2025. The next Executive meeting, the summer schedule for the Executive Committee and Commission will be discussed.

XI. Adjournment

Sam Haupt made a motion to adjourn. Doug McNally seconded the motion. The motion passed with affirmative votes from Malcolm Fick, John Duval, Buck Donovan, Doug McNally, Christine Rasmussen, Kyle Hanlon and Sam Haupt. The meeting adjourned at 5:00 pm.

Documents and Exhibits Used:

- 2025.04.03 Executive Committee Meeting Minutes – Unapproved DRAFT
- 2025.03.28 – 2025.04.25 Expenditures Report
- 2025.04 Accounts Receivables Report
- 2025.04 Line of Credit Report
- 2025.04.26 Executive Director Memorandum
- Proposed FY 26 BPRC Personnel Pay Plan
- 2025.04.03 Nominating Sub-Committee Meeting Minutes - Unapproved Draft
- 2025.04.03 Commission Development Committee Meeting Minutes
- 2025.04.15 Transportation Advisory Committee Meeting Minutes – Unapproved DRAFT
- 2025.04.22 Metropolitan Planning Organization Meeting Minutes – Unapproved DRAFT
- Memo to Finance Committee and Proposed BPRC FY 26 Budget
- Map showing proposed DCR acquisition
- March 2025 – Technical Assistance Memorandum

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Apr 17, 2025 to May 29, 2025

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
19247	4/17/25	TD CARD SERVICES	6,597.90	---	---	April 2025 Credit Card 9068 Payment
19248	4/17/25	MA STATE BOARD OF RETIREMENT	13,785.59	---	---	Retirement
19249	4/24/25	MY VERSATILE SECRETARY	155.00	440 MassDOT/TPL	MA Department of Transportation Planning	Bike Month Flyers
19250	4/24/25	18 DEGREES INC	10,000.00	610 HRIA/G2G	Health Resources in Action - Gray to Green	Subcontractor
19251	4/24/25	BERKSHIRE GROWN INC	3,228.88	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
19252	4/24/25	BERKSHIRE GRAPHICS INC	6,994.56	040 ADMIN	Admin	Plotter
19253	4/24/25	BSC GROUP INC	4,734.92	783 LAN/MVP	Lanesborough - Municipal Vulnerability Preparedness	Subcontractor
19254	4/24/25	FRANKLIN REGIONAL COUNCIL OF GOV	23,653.27	783 LAN/MVP	Lanesborough - Municipal Vulnerability Preparedness	Subcontractor
19255	4/24/25	HARRINGTON HEEP LLP	110.00	040 ADMIN	Admin	Legal Services
19256	4/24/25	HOOSIC RIVER REVIVAL INC	1,575.00	785 NAD/MVPA	North Adams - Municipal Vulnerability Preparedness Action Grant	Subcontractor
19257	4/24/25	MACFARLANE OFFICE PRODUCTS, INC.	742.49	040 ADMIN	Admin	Copier Maintenance
19258	4/24/25	PHILANTHROPY MA	1,940.00	709 MMP/BFF25	Massachusetts Marketing Partnership / MA Office of Travel & Tourism - Berkshire Funding Focus	Subcontractor
19259	4/24/25	SOURCEPASS COMPUWORKS LLC	3,135.00	040 ADMIN	Admin	SharePoint Migration
19260	4/24/25	TIGHE & BOND INC	62,282.50	688 WSH/MVPA	Washington - Municipal Vulnerability Preparedness Action	Subcontractor
19261	4/24/25	VALLEY GREEN SHREDDING, LLC	87.50	040 ADMIN	Admin	Recycling
19262	4/30/25	DENNIS BERGQUIST	368.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19263	4/30/25	BERKSHIRE GRAPHICS INC	1,576.49	040 ADMIN	Admin	Plotter Equipment
19264	4/30/25	DANIELLE COOMES	384.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19265	4/30/25	SAMANTHA KITTLE	37.80	516 FRCOG/EPP	Franklin Regional Council of Governments - Emergency Preparedness Planning	Monthly Expense Form
19266	4/30/25	TARA KONJOLKA-BROWN	352.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19267	4/30/25	CLETUS KUS	45.64	440 MassDOT/TPL	MA Department of Transportation Planning	Monthly Expense Form
19268	4/30/25	JOCELYN LATVALLA	221.83	---	Varied Projects	Monthly Expense Form
19269	4/30/25	JOSE MEDINA	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19270	4/30/25	MIIA PROPERTY & CASUALTY GROUP, INC	521.00	040 ADMIN	Admin	Policy Renewal
19271	4/30/25	DWAYNE MYERS	97.10	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19272	4/30/25	NEIWPCC	150.00	650 DPH/SS	Department of Public Health - Shared Services	Certificate Renewals - Martin, S
19273	4/30/25	BISMARCK OSEI	384.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19274	4/30/25	WB MASON COMPANY INC	301.07	040 ADMIN	Admin	Office Supplies

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19275	4/30/25	JAYMIE ZAPATA	38.29	---	Varied Projects	Monthly Expense Form
19276	4/30/25	REBECCA DODGE	480.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19277	4/30/25	CHRISTINE LEMOINE	310.10	---	Varied Projects	Monthly Expense Form
19278	4/30/25	RAYNIER MEDINA OLIVO	304.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19279	4/30/25	ANDREW OTTOSON	443.66	---	Varied Projects	Monthly Expense Form
19280	5/1/25	MIIA HEALTH BENEFITS TRUST	2,566.20	040 ADMIN	Admin	Dental Insurance
19281	5/1/25	MIIA HEALTH BENEFITS TRUST	67,195.04	040 ADMIN	Admin	Medical Insurance
19282	5/1/25	MUTUAL OF OMAHA	1,581.42	040 ADMIN	Admin	Life; STD; LTD
19283	5/1/25	CITY OF PITTSFIELD	550.00	040 ADMIN	Admin	Parking
19284	5/1/25	DAVID KELLEY	920.00	040 ADMIN	Admin	Cleaning Services
19285	5/1/25	TD CARD SERVICES	1,223.53	---	---	April 2025 Credit Card 1189 Payment
19286	5/1/25	TD CARD SERVICES	8,461.54	---	---	April 2025 Credit Card 9068 Payment
19287	5/1/25	MA STATE BOARD OF RETIREMENT	14,033.20	---	---	Retirement
19288	5/1/25	THE BRIEN CENTER	12,496.31	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subrecipient
19289	5/7/25	VALERIE BIRD	291.90	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
19290	5/7/25	BLUE 20/20	197.47	040 ADMIN	Admin	Vision Insurance
19291	5/7/25	LAURA BRENNAN	28.84	---	Varied Projects	Monthly Expense Form
19292	5/7/25	MONASIA CEASAR	42.28	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
19293	5/7/25	BRITNEY DANIALS	74.34	---	Varied Projects	Monthly Expense Form
19294	5/7/25	JILL DAUGHERTY	384.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19295	5/7/25	ALISON DIXON	101.78	---	Varied Projects	Monthly Expense Form
19296	5/7/25	LESLIE DRAGER	94.80	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Monthly Expense Form
19297	5/7/25	EMPLOYERS ASSOCIATION	1,530.00	040 ADMIN	Admin	Annual Membership
19298	5/7/25	EDWARD FAHEY	260.00	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspections	Monthly Expense Form
19299	5/7/25	SIOGA CLUB OF BERKSHIRE COUNTY INC	150.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19300	5/7/25	NOE GONZALEZ ORTIZ	94.92	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
19301	5/7/25	WYLIE GOODMAN	30.24	725.07 LAN/DE-IMP	Lanesborough - Digital Equity Implementation	Monthly Expense Form
19302	5/7/25	MICHAELA GRADY	614.26	---	Varied Projects	Monthly Expense Form
19303	5/7/25	DANIEL HASSETT	955.80	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
19304	5/7/25	KATHRYN HEEDER HOCKER	1,395.00	---	Varied Projects	Subcontractor
19305	5/7/25	CORNELIUS HOSS	44.09	---	Varied Projects	Monthly Expense Form

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19306	5/7/25	SETH JENKINS	81.90	---	Varied Projects	Monthly Expense Form
19307	5/7/25	JESSICA JONES	96.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19308	5/7/25	KIDZONE CHILD CARE EDUCATIONAL CTR INC	413.00	652 DPH/SORPEC25	Department of Public Health - SOR-PEC Community Circle	Subcontractor
19309	5/7/25	CHRISTOPHER KOWALSKI	336.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19310	5/7/25	CHRISTIE LEWIS	74.57	---	Varied Projects	Monthly Expense Form
19311	5/7/25	MAZZEO'S RISTORANTE	1,200.00	010 GEN	General	Networking Event Space Fee
19311V	5/8/25	MAZZEO'S RISTORANTE	-1,200.00	---	---	Voided - Paid with Credit Card
19312	5/7/25	ANDREW MCKEEVER	200.76	---	Varied Projects	Monthly Expense Form
19313	5/7/25	KELLIE MEISL	640.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19314	5/7/25	COURTENY MOREHOUSE	114.31	---	Varied Projects	Monthly Expense Form
19315	5/7/25	MAEGAN MOYNAHAN	218.75	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	Subcontractor
19316	5/7/25	ANN MARIE MUTZ	1,030.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
19317	5/7/25	NATIONAL ENVIRONMENTAL HEALTH ASSOC	420.00	650 DPH/SS	Department of Public Health - Shared Services	REHS/RS Exam - Hassett, D
19318	5/7/25	NEW ENGLAND NEWSPAPERS, INC	750.00	---	Varied Projects	Advertising
19319	5/7/25	KAREN PELTO	139.16	709 MMP/BFF25	Massachusetts Marketing Partnership / MA Office of Travel & Tourism - Berkshire Funding Focus	Monthly Expense Form
19320	5/7/25	DAVE PILL	451.31	---	Varied Projects	Monthly Expense Form
19321	5/7/25	PWW ADVISORY GROUP LLC	1,087.50	---	Varied Projects	Subcontractor
19322	5/7/25	BRETT ROBERTS	72.40	---	Varied Projects	Monthly Expense Form
19323	5/7/25	REBECCA ROUGHLEY	93.00	560 COMVEN/GPUR	Communities/Vendors - Group Purchasing Program	Monthly Expense Form
19324	5/7/25	ROUX ASSOCIATES INC	601.50	702 EPA/ASSESS	Environmental Protection Agency Assessment	Subcontractor
19325	5/7/25	SHAMIA SHEPHERD	515.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
19326	5/7/25	KRISTANY SKORPUT	480.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19327	5/7/25	NANCY SLATTERY	139.18	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Monthly Expense Form
19328	5/7/25	JAZU STINE	388.66	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
19329	5/7/25	ELIZABETH STRICKLER	2,653.13	---	Varied Projects	Subcontractor
19330	5/7/25	COLIN SYKES	342.60	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Apr 17, 2025 to May 29, 2025

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
19331	5/7/25	COURTNEY TATRO	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19332	5/7/25	TPX COMMUNICATIONS	1,526.65	040 ADMIN	Admin	Telephone
19333	5/7/25	VALLEY GREEN SHREDDING, LLC	87.50	040 ADMIN	Admin	Recycling
19334	5/7/25	NEW ENGLAND WETLAND PLANTS, INC.	405.00	---	Varied Projects	Event Supplies
19335	5/7/25	KJ NOSH CATERING CO	175.40	526 BCSO/OPIOID	Berkshire County Sheriff's Office - Opioid Prevention	Catering Services
19336	5/14/25	AAIM EA TRAINING & CONSULTING LLC	242.52	040 ADMIN	Admin	Background Check - Ogg, N
19337	5/14/25	BERKSHIRE BOUNTY INC	4,151.40	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
19338	5/14/25	BERKSHIRE GROWN INC	1,269.85	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
19339	5/14/25	TIFFANY BROUILLETTE	384.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19340	5/14/25	FOURSQUARE ITP INC	10,274.03	440 MassDOT/TPL	MA Department of Transportation Planning	Subcontractor
19341	5/14/25	HOOSIC RIVER REVIVAL INC	40,615.00	785 NAD/MVPA	North Adams - Municipal Vulnerability Preparedness Action Grant	Subcontractor
19342	5/14/25	LAMAR COMPANIES	2,300.00	737 COMM/ARTBERK25	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2025	ArtWeek Communications
19343	5/14/25	RAINBOW DISTRIBUTING COMPANY INC	87.94	040 ADMIN	Admin	Water
19344	5/14/25	SOURCEPASS COMPUWORKS LLC	7,553.75	040 ADMIN	Admin	SharePoint Migration
19345	5/14/25	COREY WALKER	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19346	5/14/25	WAMC NORTHEAST PUBLIC RADIO	144.00	737 COMM/ARTBERK25	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2025	ArtWeek Communications
19347	5/14/25	WJ BLUEPRINT & DIGITAL GRAPHICS	777.77	737 COMM/ARTBERK25	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2025	ArtWeek Advertising
19348	5/14/25	FIELD GEOLOGY SERVICES	7,454.00	685 HVA/BCCCP	Housatonic Valley Association - Berkshire Clean Cold Connected Partnership	Subcontractor
19349	5/14/25	KRYSTAL BARTLEY	75.00	756 EOHL/SS	EOHLC - Shared Services	Monthly Expense Form
19350	5/14/25	THE BERKSHIRE EDGE	650.00	737 COMM/ARTBERK25	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2025	ArtWeek Advertising
19351	5/14/25	BSC GROUP INC	5,236.04	783 LAN/MVP	Lanesborough - Municipal Vulnerability Preparedness	Subcontractor
19352	5/21/25	BETA GROUP INC	7,500.00	440 MassDOT/TPL	MA Department of Transportation Planning	Subcontractor
19353	5/21/25	RICHARD CLAPPER	250.00	664 CLK/MVPA	Clarksburg - Municipal Vulnerability Preparedness	Event Speaker
19172V	5/21/25	LAURA KITROSS	-60.90	---	---	Voided - March Check Lost
19354	5/21/25	LAURA KITROSS	60.90	616 WMPHA/CLPH	Western Massachusetts Public Health Association - Coalition for Public Health	Monthly Expense Form
19355	5/21/25	MACFARLANE OFFICE PRODUCTS, INC.	981.14	040 ADMIN	Admin	Copier Maintenance
19356	5/21/25	MA STATE BOARD OF RETIREMENT	13,962.29	---	---	Retirement

BERKSHIRE REGIONAL PLANNING COMMISSION

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For the Period From Apr 17, 2025 to May 29, 2025

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
19357	5/21/25	PHILANTHROPY MA	560.00	709 MMP/BFF25	Massachusetts Marketing Partnership / MA Office of Travel & Tourism - Berkshire Funding Focus	Membership - Pelto, K
19358	5/21/25	PITNEY BOWES RESERVE ACCOUNT	750.00	040 ADMIN	Admin	Postage Funds Deposit
19359	5/21/25	SHAMIA SHEPHERD	515.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
19360	5/21/25	SOURCEPASS COMPUWORKS LLC	6,076.71	040 ADMIN	Admin	Maintenance & Switch Upgrade
19361	5/21/25	TIGHE & BOND INC	47,216.25	688 WSH/MVPA	Washington - Municipal Vulnerability Preparedness Action	Subcontractor
19362	5/21/25	VALLEY GREEN SHREDDING, LLC	87.50	040 ADMIN	Admin	Recycling
19363	5/21/25	DS ISLAND FOOD TRUCK	505.02	688 WSH/MVPA	Washington - Municipal Vulnerability Preparedness Action	Catering Services
19364	5/21/25	THE COOPER CENTER, LLC	9,162.04	040 ADMIN	Admin	Rent
19365	5/21/25	THE COOPER CENTER, LLC	1,707.71	040 ADMIN	Admin	Utilities
19366	5/22/25	BERKSHIRE BOTANICAL GARDEN	1,229.50	688 WSH/MVPA	Washington - Municipal Vulnerability Preparedness Action	Subcontractor
19367	5/22/25	MAZZEO'S RISTORANTE	1,050.00	010 GEN	General	5th Thursday Event Space Fee
1048	5/5/25	COMMONWEALTH OF MASSACHUSETTS	105.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Lien
1049	5/5/25	COMMONWEALTH OF MASSACHUSETTS	205.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Lien
1050	5/13/25	COMMONWEALTH OF MASSACHUSETTS	205.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Lien
1051	5/20/25	MORRISONS HOME IMPROVEMENT SPECIALIST	11,811.60	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1203	4/29/25	ALEX KOMLEV	4,327.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHL - Housing Rehabilitation	Subcontractor
1204	4/29/25	ALEX KOMLEV	6,480.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHL - Housing Rehabilitation	Subcontractor
1205	4/29/25	COMMONWEALTH OF MASSACHUSETTS	105.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHL - Housing Rehabilitation	Lien
1213	5/20/25	BHDC-RLD LEE LLC	178,285.00	716 EPA/RLF2	Environmental Protection Agency - Revolving Loan Fund 2022	Subcontractor
1285	4/29/25	ATLAS TECHNICAL CONSULTANTS LLC	1,140.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
EFT	4/24/25	SAGE SOFTWARE INC	4,125.00	040 ADMIN	Admin	Computer Software
EFT	5/7/25	DELUXE	2,753.14	040 ADMIN	Admin	Check Stock
EFT	5/21/25	SAGE SOFTWARE INC	4,468.75	040 ADMIN	Admin	Computer Software

Total

661,626.78

April 2025 Credit Card 1189 Payment Support

Check #	Date	Payee	Amount	Department	Department Description	Expense
CCARD1189	4/2/25	MARIES EATERY PITTSFIELD LLC	36.00	440 MassDOT/TPL	MA Department of Transportation Planning	Meals - TPL Meeting
CCARD1189	4/9/25	BJS WHOLESALE CLUB	89.92	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Snacks - YAB Meeting

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Apr 17, 2025 to May 29, 2025

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
CCARD1189	4/16/25	MAPHN	399.00	650 DPH/SS	Department of Public Health - Shared Services	Lodging - Drager, L
CCARD1189	4/23/25	BJS WHOLESALE CLUB	198.61	610 HRIA/G2G	Health Resources in Action - Gray to Green	Event Supplies
CCARD1189	4/29/25	BIG Y SUPERMARKET	500.00	807 NACCHO/RHAPSODI	National Association of County and City Health Officials - Reimagining Health and Public Safety Overdose Initiatives	Advisory Board Compensation

Total

1,223.53

April 2025 Credit Card 9068 Payment Support

Check #	Date	Payee	Amount	Department	Department Description	Expense
CCARD	4/11/25	AMAZON.COM	56.99	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	BPOP Supplies
CCARD	4/11/25	AMAZON.COM	190.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	BPOP Supplies
CCARD	4/11/25	AMAZON.COM	369.98	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	BPOP Supplies
CCARD	4/11/25	AMAZON.COM	478.90	---	Varied Projects	BPOP/BCSO Supplies
CCARD	4/14/25	UNITED STATES POSTAL SERVICE	6.03	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Naloxone Kit Postage
CCARD	4/14/25	SCREENVISION DIRECT INC	500.00	737 COMM/ARTBERK25	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2025	ArtWeek Advertising
CCARD	4/14/25	HEWLETT-PACKARD COMPANY	4,996.00	040 ADMIN	Admin	4 Laptops

Total

6,597.90

Check #	Date	Payee	Amount	Department	Department Description	Expense
CCARD	4/15/2025	AMAZON.COM	56.00	783 LAN/MVP	Lanesborough - Municipal Vulnerability Preparedness	MVP Supplies
CCARD	4/17/2025	EVENTBRITE	25.00	040 ADMIN	Admin	Networking Event Ticket - Matuszko, T
CCARD	4/17/2025	HEWLETT-PACKARD COMPANY	3197.00	040 ADMIN	Admin	2 Laptops, 1 Printer
CCARD	4/17/2025	MASSACHUSETTS MUNICIPAL ASSOCIATION	25.00	040 ADMIN	Admin	Conference - Matuszko, T
CCARD	4/17/2025	AMAZON.COM	239.98	040 ADMIN	Admin	2 Monitors
CCARD	4/22/2025	AMAZON.COM	148.17	650 DPH/SS	Department of Public Health - Shared Services	Training Hub Supplies
CCARD	4/23/2025	GODADDY.COM	10.17	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Spark Domain Name

BERKSHIRE REGIONAL PLANNING COMMISSION**Check Register**

For the Period From Apr 17, 2025 to May 29, 2025

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
CCARD	4/23/2025	BERKSHIRE PRIDE INC	50.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Spark Communications
CCARD	4/23/2025	SQUARESPACE	234.60	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Spark Website Core Plan
CCARD	4/23/2025	AFDO	800.00	816 NEHA/FDA/RFFM	National Environmental Health Association - US Food and Drug Administration FDA	Conference - Stine, J
CCARD	4/23/2025	BJS WHOLESALE CLUB	369.20	010 GEN	General	MIIA Grant Wellness Snacks
CCARD	4/24/2025	CONSTANT CONTACT INC	88.00	040 ADMIN	Admin	Newsletter Subscription
CCARD	4/24/2025	VISTAPRINT	175.47	688 WSH/MVPA	Washington - Municipal Vulnerability Preparedness Action	MVP Postcards
CCARD	4/24/2025	DUN & BRADSTREET	1731.94	040 ADMIN	Admin	Subscription Installment #1
CCARD	4/26/2025	GODADDY.COM	1014.01	040 ADMIN	Admin	Berkshire Benchmarks Website Hosting Renewal
CCARD	4/29/2025	SPLASHTOP	297.00	040 ADMIN	Admin	Remote Tech Support

Total**8,461.54**

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of May 31, 2025

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

Customer ID	Customer	Over 90 days	Amount Due	Notes
284 BPHA/PHN/BHDC	BERKSHIRE HOUSING DEVELOPMENT CORP	600.00	1,200.00	Alecia H left voicemail
284 BPHA/PHN/DAL	TOWN OF DALTON		1,555.36	
284 BPHA/PHN/HAN	TOWN OF HANCOCK	551.25	1,102.50	Payment in process
284 BPHA/PHN/HIN	TOWN OF HINSDALE		785.40	
284 BPHA/PHN/RIV	RIVER RUN APARTMENTS	200.00	200.00	Payment in process
284 BPHA/PHN/WSH	TOWN OF WASHINGTON	577.50	1,155.00	No response from town
326/BURN/SHF	TOWN OF SHEFFIELD	115.00	115.00	No response from fire dept
427 ADM/BFASSESS	TOWN OF ADAMS		2,413.66	
440/TPL	MASSDOT#75425 - TPL		83,041.05	
518-519 FRCOG/BRMC	FRANKLIN REGIONAL COUNCIL OF GOVT		2,440.09	
560 SONOCO LP	SUNOCO	421.78	1,681.25	Payment in process
569 DOER/REPA	COMMONWEALTH OF MASS		14,005.27	
647 GTB/CLNUP	TOWN OF GREAT BARRINGTON		1,675.18	
664 CLK/MVP	TOWN OF CLARKSBURG		35,073.90	
669 CHS/SW	TOWN OF CHESHIRE		634.25	
685 HVA/BCCCP	HOUSATONIC VALLEY ASSOCIATION		8,950.15	
715 USDA/RFSP	USDA REGIONAL FOOD SYSTEM	4,860.19	4,860.19	Seth to follow up
741 BMC/MBI/DEBERK	BAYSTATE MEDICAL CENTER		11,273.36	
756 EOHLC/SS	COMMONWEALTH OF MASS	879.31	879.31	
757 NMB/OSRP	TOWN OF NEW MARLBOROUGH		851.81	
784 CLK/BRIC	TOWN OF CLARKSBURG		996.81	
792 PTS/5YRAA	CITY OF PITTSFIELD		8,894.09	
795 ADM/OSRP	TOWN OF ADAMS		1,431.84	
799 ADM/ADA	TOWN OF ADAMS		6,828.07	
800 PTS/ADA	CITY OF PITTSFIELD		23,754.51	
801 NAD/ADA	CITY OF NORTH ADAMS		14,206.46	
802 GTB/ADA	TOWN OF GREAT BARRINGTON		13,753.29	
803 NMB/ADA	TOWN OF NEW MARLBOROUGH		1,700.98	
804 WMS/ADA	TOWN OF WILLIAMSTOWN		23,477.94	
807 NACCHO/RHAPSODI	NATIONAL ASSOC OF COUNTY AND		18,000.00	
BERKS SELECTMENS	BERKSHIRE COUNTY SELECTMENS ASSOCIATION		184.55	
MULLINS, PATRICIA	PATRICIA MULLINS		112.84	

Report Total

8,205.03 287,234.11



America's Most Convenient Bank®

Accounts

Current Balance

\$0.00

Available Credit

\$500,000.00

Amount Due

\$0.00

Payment Due Date

Jun 5, 2025

**It appears you don't have any recent activity.**

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

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MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission
FROM: Thomas Matuszko, Executive Director
DATE: May 30, 2025
SUBJ: Agenda Items – June 5, 2025, Executive Committee Meeting

IV. Financial Reports and Discussion

E. Update on the EPA Limited Scope Review Results

About a year ago the EPA initiated a Limited Scope Review. This was presented to us somewhat as an informal audit. EPA reviewed the administration and financial management of three of our projects. After an extensive period without any contact, I am pleased to report the EPA did not find any weaknesses. The EPA report is included in the meeting material.

VI. Items Requiring Action

A. Vote to Approve the Submission of a Grant Application to the Massachusetts Executive Office of Housing and Livable Communities (EOHLC) Community Planning Grants Program for a Buildout Analysis of Berkshire County*

The Executive Committee is requested to authorize the Executive Director, after the fact, to submit a grant application to the Massachusetts Executive Office of Housing and Livable Communities (EOHLC) Community Planning Grants Program for a Buildout Analysis of Berkshire County, creating a parcel-level assessment throughout Berkshire County. This assessment will include proximity to public water and sewer, current zoning, access to broadband, and potential brownfields concerns, and will identify viable areas for housing and commercial development or redevelopment. This will result in an online interactive mapping tool available to local officials, developers, and other stakeholders. Grant funds in the approximate amount of \$150,000 will support BRPC staff time for research and outreach to property owners and communities. There is no match required. BRPC contact is Laura Brennan, lbrennan@berkshireplanning.org.

B. Vote to Approve the Submission of a Grant Application to the Massachusetts Executive Office of Public Safety and Security Office of Grants and Research FFY26 State Traffic Safety Information System Improvements Grant Program for the establishment of the Berkshire County High Injury Network Dashboard*

The Executive Committee is requested to authorize the Executive Director, after the fact, to submit a grant application to the Massachusetts Executive Office of Public Safety and Security Office of Grants and Research FFY26 State Traffic Safety Information System Improvements Grant Program for the establishment of Berkshire County High Injury Network Dashboard. This

project would establish a next-generation High-Injury Network (HIN) for Berkshire County's roads. The HIN is an analysis of the intersections and corridors that have experienced the highest numbers of fatalities and serious injuries over a given time. BRPC would partner with Citan to utilize their CRASH software model to build an updated HIN as a part of the region's Vision Zero traffic safety effort. Grant funds of \$40,000 was requested. Matching funds of \$10,000 will be requested through the Federal Funds Infrastructure Office. BRPC contact is Nick Russo, nrusso@berkshireplanning.org.

C. Vote to Approve Revisions to BRPC's Telework Policy to Extend it for Another Year*

The Executive Committee is requested to approve a revision to BRPC's Telework Policy to Extend it for another year. This policy, which was adopted in response to the COVID19 pandemic requires onsite employees to work in the office at least two days per week. Employees may telework the other days.

D. Vote to Approve the Submission of Comments to the Executive Office of Energy and Environmental Affairs on the Single Environmental Impact Report for Mount Williams Reservoir Dam and Notch Reservoir Dam Improvements*

The Executive Committee is requested to approve the submission of comments to the Executive Office of Energy and Environmental Affairs on the Single Environmental Impact Report (SEIR) for Mount Williams Reservoir Dam and Notch Reservoir Dam Improvements. The Environmental Review Committee (ERC) discussed this at their meeting on May 22, 2025. The final comments to EOEEA are still being prepared. The ERC agreed with the staff comments contained in the ERC report (included with the meeting material) that the SEIR adequately addressed the items contained in the Secretary's Certificate and our comments previously submitted on the Expanded Environmental Notification Form (EENF). We do recommend that EJ communities be engaged throughout the project.

E. Vote to Approve the Submission of a Grant Application to the Massachusetts Department of Energy Resources Regional Energy Planning Assistance Program to Provide Energy Planning Assistance to Under-Resourced Berkshire County Municipalities. *

The Executive Committee is requested to authorize the Executive Director, after the fact, to submit a grant application to the Massachusetts Department of Energy Resources Regional Energy Planning Assistance Program. The project would provide assistance to 11 municipalities with items such as Green Communities designation, annual reporting and preparation of grant applications. The amount requested is \$137,000. No match is required. The BRPC contact is Sherdyl Fernandez-Aubert, sfernandez-aubert@berkshireplanning.org

VII. Committee Reports and Discussion

A. Comprehensive Economic Development Strategy (CEDS) Committee

The Comprehensive Economic Development Strategy (CEDS) Committee met on May 7, 2025. The main topic of discussion was the 2023-2027 Berkshire County CEDS – Year 2 Performance Progress Report. There was a review of the additional economic data, a summary of accomplishments and a SWOT (strength, weaknesses, opportunities, and threats) review. The CEDS committee recommended it be approved for submission to EDA at the Commission meeting, which it was. Draft unapproved meeting minutes are in the meeting material.

B. Transportation Advisory Committee (TAC)

The Transportation Advisory Committee met on May 20, 2025. The 2026 – 2030 Transportation Improvement Program (TIP) and Unified Planning Work Program were discussed and recommendations made to the MPO. There was a Presentation on the Micro-transit Feasibility Study and Implementation Plan. Draft unapproved minutes are in the meeting's materials packet.

C. Environmental Review Committee (ERC)

The Environmental Committee met on May 22, 2025. The main agenda item was discussion of the Single Environmental Impact Report for Mount Williams Reservoir Dam and Notch Reservoir Dam Improvement Projects in North Adams. Draft meeting minutes are not yet available.

D. Berkshire Metropolitan Planning Organization (MPO)

The MPO met on May 27, 2025. The main agenda items were the approval of an amendment (5th Amendment) to the 2025-2029 TIP, approval of an administrative adjustment to the 2025 – 2029 Transportation Improvement Program, approval of the 2026 – 2030 Transportation Improvement Program (TIP), discussion on the 2026 Unified Planning Work Program (UPWP) and authorization for a 21-day comment period. Draft unapproved minutes are in the meeting's materials packet.

E. Regional Issues Committee (RIC)

The Regional Issues Committee met on May 28, 2025. The main agenda items were the introduction to Battery Energy Storage in reference to eventual siting requirements and guidelines and the continuation of discussion regarding legislative priorities. Draft minutes are not yet available.

VIII. Executive Director's Report and Discussion

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 4/25/25 – 5/29/25

- Housatonic Valley Association - Berkshire Clean Cold Connected Partnership – Additional \$19,553
- BTI - National Endowment for the Arts - Cultural Plan - Additional \$6,650
- National Environmental Health Association - US Food and Drug Administration FDA - Retail Flexible Funding Model - \$236,700

- New England Forestry Foundation - Woodlands Partnership National Heritage Area Designation Feasibility Study - \$12,000
- Clarksburg - Comprehensive Plan and Open Space & Recreation Plan - \$55,000
- Williamstown - Subdivision Regulations and Zoning Bylaw Improvements - \$70,000
- Berkshire Public Health Alliance – Inspection Services FY26:
 - Dalton - \$3,000
 - Lanesborough - \$36,713
 - Windsor - \$9,482
 - Clarksburg - \$8,500

Grants and Contracts not received.

- U.S. Department of Housing and Urban Development's (HUD's) Fiscal Year 2024 Pathways to Removing Obstacles to Housing (PRO Housing) - \$468,515.
- Department of Environmental Protection (DEP) s.319 - Crane Memorial Center Stormwater Mitigation - \$59,970
- Water Quality Management Planning Grant Program 604B – Cheshire Reservoir (phosphorus study) - \$163,300

Federal contracts canceled

- National Endowment for the Arts -Development of a Community-Led Cultural Plan in Pittsfield (contract termination date was the same as the contract end date)

B. Berkshires Tomorrow Inc. (BTI) Update

- There was no activity for BTI in May.

C. Staff Updates

- New Employees:
 - Sasha Clapp – PH Training Specialist
 - Connor Daley – Youth Prevention Intern
 - Andrew Simons – Community Planning & Outdoor Rec Intern
 - Michael Wisker – Outdoor Rec Intern
 - Emery McHugh – Outdoor Rec Intern
- Resignation
 - Samantha Kittle – Emergency Preparedness Planner

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission did not meet in May 2025.

E. Seasonal Communities Advisory Council Update

The Seasonal Communities Advisory Council met on May 16, 2025 in Provincetown. Council members have been meeting in three working groups to provide guidance on the forthcoming regulations. These working groups met three times prior to the May Advisory Council meeting where the groups reported their recommendations ([Presentation: Seasonal Communities Advisory Council Meeting \(May 16, 2025\)](#)). EOHLIC intends to prepare and publish draft regulations in late July / early August. The next Advisory

Council meeting is tentatively scheduled for September. Material about Seasonal Communities can be found at [Seasonal Communities | Mass.gov](#).

F. Passenger Rail

- West-East Rail –Improvements to the track in the Pittsfield area, which were initially listed in MassDOT's FY25 Capital Improvement Plan, are now listed in FY26 in that plan. These improvements are needed to minimize conflicting use of passenger and freight rail.
- Berkshire Flyer –This weekend service is scheduled to start June 20, 2025 and continue through September7, 2025.
- Northern Tier Passenger Rail –Staff from the Franklin Regional Council of Governments, the Montachusett Regional Planning Commission and BRPC continue to develop a proposal for conducting an analysis of the economic benefits from this passenger rail service.

G. Berkshire State of Work Summit

Berkshire Community College, (BCC) is convening the Berkshire State of Work Summit – From Hiring to Thriving: A New Era of Workplace Culture. This will be held on Wednesday June 18, 2025, at Berkshire Community College from 8:00 am to 4:00 pm. This summit will address pressing **workforce challenges and opportunities** from attracting the right talent to creating an environment where employees can truly thrive. BRPC is a co-host. Information is at [Berkshire State of Work Summit | Berkshire Community College](#). Registration is at [Register Here](#).

H. 2025 Massachusetts Healthy Aging Report

The Massachusetts Healthy Aging Collaborative released their 2025 Massachusetts Healthy Aging Report on May 1, 2025. Report is designed to help residents, agencies, providers and governments understand the older adults who live in their cities and towns – their ages, living arrangements, health status, strengths and vulnerabilities. The report can be found at [Access the 2025 Massachusetts Healthy Aging Report](#)

IX. Old Business

A. Discussion about the BRPC Annual Meeting

We have reserved the Proprietors Lodge in Pittsfield for Thursday evening October 16,2025 as the date for our annual meeting. We are trying to arrange a speaker. Please reserve that date.

X. New Business

A. Discussion about the Sale of Our Office Building

We were informed rather abruptly that our office building is being (or by the time of the meeting has been) sold. We do not believe it will result in any immediate changes. Our current building manager will remain. Our rent payments will go to a new place.

B. Discussion about Topics for the July 17, 2025 Commission Meeting

Potential topics for the July 17, 2025 Commission Meeting include:

- Election of Officers
- Vote to Ratify Appointment of Representatives to Related Groups Not Under the Jurisdiction of the Commission
- Presentation on Renewable Energy Siting Regulations
- Roundtable Discussion of Municipal Items
- Presentation on the Auditors Report about PILOT Payments
- Presentation on the State's Housing Plan
- Other ideas

C. Discussion and Vote to Establish the FY 26 Meeting Schedule*

A proposed meeting schedule is contained in the meeting material. We should set the meeting schedule for the upcoming fiscal year.

F. Adjournment*

Additional Meeting Material:

- 2025.05.01 Executive Committee Meeting Minutes – Unapproved DRAFT
- 2025.04.17 – 2025.05.29 Expenditures Report
- 2025.05 Accounts Receivables Report
- 2025.05 Line of Credit Report
- 2025.04.26 Executive Director Memorandum
- EPA Limited Scope Review Results
- Proposed Amended Telework Policy
- North Adams Dams SEIR BRPC ERC Report
- 2025.05.07 Comprehensive Economic Development Strategy Committee Unapproved DRAFT Meeting Minutes
- 2025.05.20 Transportation Advisory Committee Unapproved DRAFT Meeting Minutes –
- 2025.05.27 Metropolitan Planning Organization Unapproved DRAFT Meeting Minutes
- Resumes, Sasha Clapp, Connor Daley, Andrew Simons, Michael Wisker, Emery McHugh
- Proposed BRPC Meeting Scheduled FY 2026
- April 2025 – Technical Assistance Memorandum



OFFICE OF MISSION SUPPORT

WASHINGTON, D.C. 20460

May 28, 2025

Transmittal Letter

Thomas Matuszko
Executive Director
Berkshire Regional Planning Commission
1 Fenn Street, Suite 201
Pittsfield, MA 01201

Dear Thomas Matuszko,

Premier Group (PG) has completed a limited scope review of Berkshire Regional Planning Commission's administrative and financial management systems for managing the U.S. Environmental Protection Agency (EPA) funds under the following grant numbers: 5X00A01106, BF97180401, and HC00A00787. The review was requested by the EPA Office of Grants and Debarment's (OGD), National Policy, Training, and Compliance Division, and was conducted from December 17, 2024, to December 19, 2024.

The review did not disclose any system weaknesses that need improvement for compliance with EPA assistance agreement requirements.

Thank you for your cooperation and participation as EPA performs its fiduciary responsibilities. We appreciate the assistance received from you and your staff during the review and look forward to our continued partnership with the Berkshire Regional Planning Commission.

If you have any questions or require additional information, please contact Daryl Hobbs at (202) 564-0782 or via email at hobbs.daryl@epa.gov.

Sincerely,

Kysha Holliday
Chief
Compliance and Oversight Branch
Office of Grants and Debarment



OFFICE OF MISSION SUPPORT

WASHINGTON, D.C. 20460

**ENVIRONMENTAL PROTECTION AGENCY
OFFICE OF GRANTS AND DEBARMENT**

**DRAFT REPORT FOR THE
LIMITED SCOPE ADMINISTRATIVE AND FINANCIAL MANAGEMENT REVIEW OF
BERKSHIRE REGIONAL PLANNING COMMISSION
REVIEW PERIOD: NOVEMBER 1, 2022 – JULY 31, 2024**

DATE SUBMITTED: May 28, 2025

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I. BACKGROUND

The EPA's, Office of Grants and Debarment (OGD) is authorized under U.S. Code of Federal Regulations (CFR) Title 40 Subchapter B – Grants and Other Federal Assistance Part 30, to conduct reviews of recipients who receive federal financial assistance. The purpose of these reviews is to assess the recipient's ability to manage grant funds and comply with the Code of Federal Regulations Title 2 - Grants and Agreements - Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) and other regulatory requirements.

Under its governing regulations, EPA reviews the administrative and financial practices of selected grant recipients. In Calendar Year (CY) 2024, the Berkshire Regional Planning Commission was selected for a limited-scope review, which was conducted from December 17 to December 19, 2024.

At the time of the review, the Berkshire Regional Planning Commission had three (3) active assistance agreements with drawdowns made during the review period of November 1, 2022, to July 31, 2024. The purposes of the agreement are as follows:

5X00A01106

Project Period: 04/01/2023 - 03/31/2026

Funded by the American Rescue Plan and competitively awarded, this cooperative agreement supports ambient air monitoring of pollutants in communities disproportionately impacted by environmental and health outcome disparities stemming from pollution and the COVID-19 pandemic.

BF97180401

Project Period: 10/01/2007 - 09/30/2024

Supports the capitalization of a revolving loan fund (RLF) to provide loans and subawards for brownfields sites clean-up and other activities necessary to prudently manage the RLF.

HC00A00787

Project Period: 10/01/2021 - 09/29/2024

The purpose of this assistance agreement is to support the Berkshire Planning Commission's "Healthy and Efficient Homes Pilot Project".

OBJECTIVES, SCOPE, AND METHODOLOGY

1. Objective

The objectives of the limited-scope review were to determine whether the Berkshire Regional Planning Commission has sufficient internal controls to ensure (1) the proper administrative and financial management systems in place to effectively expend and document the use of federal funds that meet requirements outlined in 2 CFR 200, (2) the accuracy of the reported financial and management data, (3) costs incurred and claimed under this assistance are reasonable, allowable, and allocable, (4) compliance with applicable laws and regulations, program policies, and operating procedures pertaining to financial management, and (5) systems are operating effectively and efficiently.

2. Scope

The review was performed in accordance with the requirements of the EPA Notice of Award - Terms and Conditions and requirements of 2 CFR 200. The review included an assessment of a selected sample of the Berkshire Regional Planning Commission's financial transactions from the period of November 1, 2022, to July 31, 2024, for grant numbers 5X00A01106, BF97180401, and HC00A00787.

3. Methodology

In preparation for the review, PG reviewed the Berkshire Regional Planning Commission's organizational structure, written policies and procedures, best practices, and documents received in response to EPA's Form 6600-01 titled *Limited Scope Administrative and Financial Review Questionnaire for EPA Assistance Agreement Desk/Onsite Reviews*. Additionally, PG reviewed the official grant file documenting the financial and contractual aspects of the grant project, including the SF-424 application, grant awards, and cooperative agreement and amendment(s), budget outlays matching funds, and financial status reports (SF-425).

During the review, PG interviewed the Executive Director, Thomas Matuszko. PG performed transaction testing of five (5) drawdowns totaling \$38,104.52, which included tracing cash disbursements to source documentation and determining whether the transactions were properly authorized, reasonable, allowable, and allowable expenses of the assistance agreements.

The drawdowns selected are summarized in the table shown below:

Grant Number	Drawdown Number	Drawdown Date	Amount
5X00A01106	24AS1483435	12/22/2023	\$ 14,609.68
5X00A01106	24AS1503236	4/18/2024	\$ 8,409.45
BF97180401	24AS1518935	7/17/2024	\$ 10,386.67
HC00A00787	23AS1430743	1/26/2023	\$ 1,943.06
HC00A00787	24AS1503902	4/23/2024	\$ 2,755.66
		Total	\$ 38,104.52

II. RESULTS OF REVIEW

1. Administrative Requirements

1.1. Cash Management

To assess Berkshire Regional Planning Commission's compliance with the cash management requirements, PG reviewed five (5) drawdowns and compared the amount requested for payment to the immediate cash needs. The procedures performed disclosed no discrepancies.

1.2. Internal Control and Written Policies and Procedures

Prior to the review, Berkshire Regional Planning Commission completed EPA's Form 6600-01, confirming that its written policies and procedures were adequate and in compliance with Federal grants management regulations. The procedures performed disclosed no discrepancies.

2. Financial Management

2.1. Cash Disbursements

To assess Berkshire Regional Planning Commission's compliance with the cash disbursement requirements, the reviewers tested five (5) drawdowns and reviewed the selected transactions against the requirements of the 2 CFR Part 200. The procedures performed disclosed no discrepancies.

III. LIMITATIONS

PG was not engaged in and did not conduct an audit (financial or compliance) of the Berkshire Regional Planning Commission's financial statement or an audit of the effectiveness of the Berkshire Regional Planning Commission's internal control over compliance. Accordingly, PG does not express such an opinion nor any form of assurance on the grantee's financial statements, contract requirements, or programmatic activity. Had PG performed additional procedures, other matters may have come to our attention that would have been reported to you.

EPA is responsible for ensuring that procedures to evaluate and assess the Berkshire Regional Planning Commission's compliance with the referenced requirements are sufficient. Consequently, PG make no representation regarding the sufficiency of the procedures described herein either for the purposes for which this report has been requested or for any other purpose.

This limited scope review does not substitute for audits required of Federal grantees under the Single Audit Act of 1984, Office of Management Budget (OMB) Circular A-133 or Subpart F-Audit Requirements, 2 CFR Sections 200.500-200.521.

The purpose of this report is solely to describe the scope and results of our procedures based on the examination performed and to assess the extent of the Berkshire Regional Planning Commission's compliance with stipulated requirements under the Notice of Award with EPA. The information and use of this report is intended to be used solely by EPA and the Berkshire Regional Planning Commission and are not intended to be and should not be used by anyone other than the specified parties.

BRPC Telework Policy

Teleworking is the option of working from home or another location for part of the work week. Teleworking is optional. Employees are not required to telework. Telework is a privilege that can be revoked if an employee is not meeting his or her expectations while working outside the office. Based on the nature of the position, not all positions are eligible to telework.

Compensation and Work Hours

An employee's compensation, benefits, work status and work responsibilities do not change due to participation in the teleworking program.

The amount of time the employee is expected to work in a pay period does not change because of participation in the teleworking program.

Teleworking employees are expected to work the BRPC core hours of 10:00 am to 4:00 pm Monday through Thursday. An alternative regular telework schedule is available by approval from an employee's supervisor and with approval of the Executive Director. An example of an alternative regular work schedule is if an employee is taking a 4-month course and the classes are Mondays and Wednesdays from 10:00 am to 12:00 pm. Full-time permanent employees are expected to be in-office a minimum of two days per week Monday through Friday during the core hours. Newly hired full-time permanent employees are expected to be in-office a minimum of 4 days per week for at least the first month of their employment, at management's recommendation.

Equipment/Tools

BRPC will provide the following tools or equipment for an employee to perform their duties: computer laptop, computer software, access to phone service through Voice over Internet Protocol (VoIP), voicemail, email, and access to the BRPC network. A signed BRPC Equipment Use Agreement is required for all equipment provided by BRPC. Employees are not allowed to install software on a BRPC laptop which has not been approved by the BRPC GIS, Data, and IT Manager. All files worked on at a telework location must be stored on the BRPC network.

Personal laptops shall not be used for BRPC work, unless previously approved by the Executive Director. BRPC is not responsible for the cost, repair or service of an employee's personal equipment used in teleworking, unless otherwise previously approved by the employee's supervisor and Executive Director.

The use of equipment, software, data supplies provided by BRPC for use at a telework location is exclusively limited to authorized persons and for purposes relating to BRPC business.

Workspace

Employees must designate a workspace within the remote work location for placement and installation of equipment to be used while teleworking. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. Any BRPC materials taken to a remote workspace must be kept in a designated work area and not be made accessible to others. BRPC reserves the right to inspect an employee's telework workspace.

Liability

BRPC assumes no responsibility for injuries occurred in an employee's telework work location outside the agreed upon core work hours or for injuries that occur during core hours but do not arise out of and in the course of employment. BRPC assumes no liability for damages to employee's real or personal property resulting from participation in the telework program. Workers' compensation coverage is limited to designated workspace in employees' homes or alternate work locations. Employees agree to practice the same safety habits they would use at the BRPC office and to maintain safe conditions in their alternate work locations. Employees must follow normal procedures for reporting illness or injury.

Reimbursement of Expenses

Office supplies - Out-of-pocket expenses for office supplies incurred by an employee while teleworking will not be reimbursed unless by prior approval of the employee's supervisor.

Mileage – The following mileage rates will apply when a teleworking employee uses their own vehicle for BRPC business:

- Teleworking employees will not be reimbursed for mileage related to coming to the BRPC office from a telework location; and
- Teleworking employees will be reimbursed for mileage at the current IRS rates to attend in-person meetings. Mileage shall be calculated as the lesser amount from:
 1. the telework location to the meeting location; or
 2. from the BRPC office to the meeting location.

Office space - BRPC is not responsible for operating costs, home maintenance, internet, or other costs incurred by an employee in the use of their homes or other location as teleworking alternate work locations.

Dependent Care

Teleworking is not a substitute for dependent care. Teleworkers will not be available during BRPC core hours to provide dependent care.

Communication

Unless otherwise occupied by BRPC work activities, employees must be available by phone and email during core hours. Teleworking does not exempt employees from in-person meetings or field work. Employees must still be available for in-person staff meetings, and other meetings deemed necessary by management.

BRPC Policies

Teleworking employees remain obligated to comply with all BRPC rules, practices and instructions including policies relating to information security and data protection.

Evaluation

This policy shall be in effect from July 1, 2022 through June 30, 2026, at which time it will be evaluated to determine if it should be continued. The evaluation will include but not be limited to the following items:

- Overall productivity of BRPC as measured by such items as new grants or contracts, reports from grantors, grant extensions, and reports from community members
- Accessibility of employees during core hours
- Transference of material to the BRPC network

Berkshire Regional Planning Commission

Environmental Review Report

May 21, 2025

SUBJECT: Mount Williams Reservoir Dam and Notch Reservoir Dam Improvements
EOEEA#: 16835
LOCATION: North Adams
REVIEW TYPE: SEIR
PROPOSER: City of North Adams, Department of Public Services
COMMENTS DUE: June 6, 2025

Project Description

The Project entails improvements to the aging Mount Williams Reservoir and Notch Reservoir dams and spillways, as well as other ancillary dam features. Both Dams are owned and operated by the City of North Adams and function as critical infrastructure for the City's Public Water Supply. The Project triggers review under the Massachusetts Environmental Policy Act (MEPA) as it exceeds review thresholds for an ENF and a mandatory EIR. The proponent submitted an Expanded ENF (EENF) in 2024 and requested a Single EIR (SEIR), which was granted.

The Mount Williams Reservoir and Notch Reservoir are the primary drinking water supplies for the City of North Adams. The Mount Williams Reservoir Dam was originally constructed in 1914 and has operated as the primary potable water source for the City (Public Water Supply (PWS ID 1209000-04S) for over 100 years. The Notch Reservoir Dam was originally constructed in 1895 and is the second principal potable surface water source for the City (PWS ID 1209000-01). Water from the Notch Reservoir directly supplements the Mount Williams Reservoir through the diversion structure via gravity pipe that discharges into a brook within the Mount Williams Reservoir watershed.

Inspections completed by Tighe & Bond found the dams to be in Poor condition as defined by the Department of Conservation and Recreation's (DCR) Office of Dam Safety current rating guidelines. The dams have also been classified as a High Hazard dams per the dam safety standards set forth at 302 CMR 10.00, Dam Safety regulations, meaning they would likely cause loss of life and serious damage to residential or commercial properties or important public utilities in the event of failure.

Required Permits & MEPA Thresholds

The Project exceeds review thresholds set forth by the MEPA regulations requiring an ENF and mandatory Environmental Impact Report (EIR). Thresholds met or exceeded include the following:

- 301 CMR 11.03(3)(b)1.c: Alteration of 1,000 or more SF of Outstanding Resource Water;
- 301 CMR 11.03(3)(b)1.f: [Cumulative] alteration of $\frac{1}{2}$ or more acres of any other wetlands (e.g., Land Under Water, Bordering Land Subject to Flooding, Riverfront Area); and
- 301 CMR 11.03(3)(a)1.b: Alteration of 10 or more acres of any other wetlands (mandatory EIR)

There are Environmental Justice (EJ) populations within the Designated Geographic Area (DGA), a one (1) mile radius from the project sites. Per 301 CMR 11.06(7)(b), an EIR is also required in accordance with MEPA's Environmental Justice Protocols (effective January 1, 2022).

State Agency Permits required include Section 401 Water Quality Certification (MassDEP), Dam Safety Permit (DCR Office of Dam Safety), and Conservation and Management Permit (NHESP). Financial

assistance includes funding from the Massachusetts Dam and Seawall Repair and Removal fund. The MA Historical Commission (MHC), has made a determination of no adverse effect.

Project Design

At the Mount Williams Reservoir Dam, work will include:

- Replacement of the spillway and discharge channel,
- Regrading of the downstream slope of the dam to meet current safety regulations,
- Removal of woody vegetation on and within 20 feet of the dike and dam embankments,
- Extension of riprap on the upstream slope of the dam to the dam crest for erosion protection,
- Installation of a filter blanket and toe drain along the downstream toe of the slope of the dam,
- Replacement of low-level outlet gate valves, and
- Repair of the gatehouse and associated access bridge.

At the Notch Reservoir Dam, work will include:

- Replacement of the spillway,
- Regrading of the downstream slope of the dam to meet current safety regulations and installation of overtopping protection with articulated concrete blocks,
- Removal of woody vegetation on and within 20 feet of the dam embankment,
- Extension of riprap on the upstream slope of the dam to the dam crest for erosion protection,
- Installation of a filter blanket and toe drain along the downstream tow of the slope of the dam,
- Rehabilitation of the diversion structure,
- Construction of a new gatehouse and associated access bridge, and
- Demolition of the gatehouse, former municipal dog pound, and the vacant H.A. Chase House.

Project Changes Since EENF Filing

In the time since the EENF Certificate was issued in June 2024, there have been no significant changes to the proposed Projects design. The following minor changes have been made to the Project:

- Modification of the limit of work for the Mount Williams Reservoir Dam Project to avoid habitat for and occurrences of the state-listed species *Panicum philadelphicum* ssp. *gattingeri* (Gattinger's Panic-Grass) determined based on field assessments completed in August and September 2024.
- Identification of a staging area at the Mount Williams Reservoir and delineation of additional wetland resources in the vicinity.
- Identification of an additional woody vegetation restoration area at the Notch Reservoir.
- Correction of the reported square footage of dredging area at the Notch Reservoir due to computational error in EENF.
- Refinement of plans for construction equipment access within drawn down reservoir, added details on temporary access improvements to the Project Drawings for both sites, and included the additional respective impact areas in Section 3.
- Recent supplemental site reconnaissance at the Mount Williams Reservoir showed a change in wetland resource area type from Land Under Water Bodies and Waterways to Bordering Vegetated Wetlands at the discharge point of the low-level outlet, likely resulting from the change in frequency of flow/discharge at this location. This results in a change in impact type and quantity associated with the proposed low-level outlet repairs.

The City of North Adams had recently submitted a Forest Management Plan to DCR that included forestry maintenance within the Notch Reservoir watershed. The City has indefinitely paused implementation of this plan.

Alternatives Analysis

No Action or Dam Removal: Both the Mount Williams Reservoir Dam and the Notch Reservoir Dam are in Poor condition as defined by DCR's current rating guidelines and considered to have High Hazard Potential meaning they would likely cause loss of life and serious damage to residential or commercial properties, or important public utilities in the event of failure. Repairs are necessary to ensure public safety. Removal of the dams is not an option as they provide the majority of the public drinking water supply to the City of North Adams.

Mount Williams Reservoir Dam – Overtopping Protection: Another approach for increasing hydraulic capacity of the dam is to install overtopping protection in lieu of increasing spillway size. It should be noted that under this scenario, the reconstruction of the existing spillway and discharge channel would still be required due to their deteriorated condition. Articulated concrete blocks would be placed just below the surface of the downstream slope after the slope is regraded to a flatter degree. A 6-inch thick sacrificial layer of loam would be placed over the overtopping protection to establish a healthy stand of grass on the surface. This option could be completed at a lower cost and the spillway could be reconstructed without the need for widening. However, this would still allow flow to overtop the embankment which results in an inherent risk of failure and could cause damage to downstream areas.

Notch Reservoir Dam – Increase Spillway Capacity: The hydraulic capacity of the dam could be increased to meet the required design flow by increasing the length of the spillway weir, raising the embankment crest elevation to provide additional storage and freeboard, or lowering the spillway weir elevation to provide additional storage. These options would reduce the risk of overtopping. However, increasing the length of the spillway or raising the embankment would increase the footprint of the dam. Due to natural site constraints, the spillway can only be increased by ten feet which would not provide enough hydraulic capacity. Raising the dam embankment to provide enough hydraulic capacity would require extending the downstream toe of the dam 90 feet from the existing toe, which is approximately double the extension that is needed just to regrade the existing downstream slope to meet the safety standards. Lowering the spillway weir to provide additional storage would reduce the available storage in the reservoir that, given this reservoir is a public water supply, is not advantageous to the City. In addition, a lower pool elevation as a result of the lower weir elevation would also reduce the available hydraulic head for transferring water through the diversion structure to the Mount Williams Reservoir where water is drawn from by the treatment plant.

Alternatives to Reservoir Drawdown: Drawdown of both reservoirs is necessary to access areas of the dam that must be modified in order to meet DCR's recommend dam safety standards (302 CMR 10.00). These include the embankments, primary spillway inlets, and the gatehouse installation at Notch Reservoir. Temporary cofferdams will be used around the primary spill inlet at Mount Williams Reservoir and the gatehouse installation area at Notch Reservoir to minimize the depth of drawdown needed to access these areas. It is not feasible to access the needed areas using only temporary cofferdams and dewatering measures without reservoir drawdown. The height of cofferdams that would be required would create unsafe working conditions.

Proposed Dam Repairs [Preferred]: The City's preferred approach is to install a larger spillway at the Mount Williams Reservoir Dam. While increasing the spillway capacity is slightly more costly compared

to the overtopping protection alternative, it will allow the storm to flow through the spillway without overtopping the embankment, which limits the risk of a breach due to erosion during an overtopping event.

The recommended alternative for addressing hydraulic capacity at Notch Reservoir Dam is to provide overtopping protection on the embankment combined with a modest widening of the spillway by 10 feet. The downstream slope is recommended to be flattened to meet the required factors of safety. A gatehouse is also recommended on the upstream end of the low-level outlets to remove the consistently pressurized conduits through the embankment and to provide a means for the City to lower water levels in the event of an emergency or for maintenance purposes.

Project Impacts

Rare Species

The Massachusetts Natural Heritage and Endangered Species Program (NHESP) Atlas (15th edition, effective August 1, 2021), and MassGIS online mapping data (also August 1, 2021), were reviewed relative to the proposed work. According to these sources, the Mount Williams Reservoir Dam Project Site is located within the limits of mapped Priority Habitats of Rare Species (PH 2026) and Estimated Habitats of Rare Wildlife (EH 1294). There is no mapped PH or EH at or near Notch Reservoir.

An information request was submitted to NHESP to determine the extent and type of state-listed protected species within the Mount Williams Project Site. NHESP provided a list of state-listed species within PH 2026 and EH 1294 which included *Panicum philadelphicum* ssp. *gattingeri* (Gattinger's Panic-Grass). *Enallagma corunculatum* (Tule Bluet damselfly). It was determined that the project would not impact *E. corunculatum*. An NHESP authorized botanical survey identified two populations of *P. philadelphicum* ssp. *gattingeri* within the vicinity of the Mount Williams Project Site. The results of the botanical survey were submitted to NHESP on November 1, 2024.

Wetlands

The proposed Projects will result in temporary and permanent alterations to wetland resource areas and the 100-foot Buffer Zone, as those areas are defined in the Massachusetts Wetlands Protection Act regulations. These areas include:

- Inland Bank
- Bordering Vegetated Wetlands (BVW)
- Land Under Water Bodies and Waterways (LUWW)
- Riverfront Area (RFA)

<i>Resource Impact</i>	<i>Mount Williams</i>	<i>Notch</i>	<i>Total</i>
Inland Bank	140 lf	160 lf	300 lf
BVW (temporary)	950 sf	450 sf	450 sf
BVW (permanent)	550 sf	1,800 sf	1,800 sf
LUWW (dredging)	2,700 sf	4,700 sf	8,000 sf
LUWW (temporary, reservoir drawdown)	32.5 ac	8.2 ac	40.7 ac
LUWW (temporary, access)	1,300 sf	3,100 sf	4,400 sf

Historic and Archaeological Resources

At the Mount Williams Reservoir Dam, work will include repair activities for the existing gatehouse and associated access bridge. At the Notch Reservoir Dam, work will include demolition of the deteriorated gatehouse, former municipal dog pound, and the H.A. Chase House. Several structures inventoried by Massachusetts Cultural Resource Information System (MACRIS) have been identified within, or within vicinity of the Project Site. Project Notification Forms (PNF) were submitted for both the Mount Williams and Notch Reservoir Projects and MHC has determined that the Projects will have no adverse effect on significant historic or archaeological properties. This includes the proposed demolition of the H.A. Chase House which has deteriorated into a state of disrepair precluding any reasonable efforts of rehabilitation by the City.

Response to Comments

BRPC 01: BRPC suggests that the SEIR includes... A Wetland Replication Plan which details the methods proposed to achieve indigenous wetland plant revegetation and erosion control in accordance with standard U.S. Soil Conservation Services methods. In addition, the Wetland Replication Plan should clearly establish a minimum duration of monitoring and procedures to ensure that the replicated wetland is established.

Response: *A Wetland Replacement Plan has been developed for the SEIR and is provided in Appendix H. The Wetland Replacement Plan includes details on indigenous wetland plant revegetation and erosion control methods as well as monitoring procedures.*

BRPC 02: Provide detail with regard to the methods will be used to minimize the potential for the introduction of invasive species during construction and as the replicated wetland is established.

Response: *Section 4.1.6 of the SEIR requires that the contractor inspect and clean all construction equipment and material before its use on the Project Site to minimize the potential for invasive species introduction. The Wetland Replacement Plan in Appendix H details the requirement to monitor the replicated wetland for invasive species and take appropriate corrective action.*

BRPC 03: Provide additional information with regard to how the EJ communities will continue to be engaged as the project moves through design, permitting and construction onsite activities occur. As this project will take several years to complete it is important to continue to keep the public informed. In addition, the duration of this project will offer multiple opportunities to keep the public informed and engaged.

Response: *Section 1.4 of the SEIR provides details on the proposed actions to be taken to continue public outreach throughout the permitting process.*

BRPC Staff Comments

The SEIR adequately addresses the Secretary's certificate and BRPC's comments on the EENF. This project is of critical importance as the reservoirs serve as public drinking water reservoirs for the City of North Adams. Both dams are considered to be in Poor condition as defined by the Department of Conservation and Recreation's (DCR) Office of Dam Safety and have also been classified as a High Hazard dams per the dam safety standards.

Due to the extended duration of this project, BRPC does stress the need for EJ communities impacted by the project to be engaged throughout the project. The community needs to be continually engaged as the project moves through design and permitting and as construction onsite activities occur. As this project will take several years to complete it is important to continue to keep the public informed. The duration of this project will offer multiple opportunities to keep the public informed and engaged through a variety of mechanisms. BRPC encourages the proponent to reach out to BRPC as we can be a resource to assist in engaging the community.

CEDS COMMITTEE MEETING MINUTES

Virtual Meeting via Zoom

May 7, 2025

Committee Members Present

Roger Bolton, Williams College (Retired)
Robert DelMastro, Massachusetts Small Business Development Center
A.J. Enchill, Berkshire Black Economic Council
Malcolm Fick, BRPC Chair (ex-officio non-voting member)
Lesley Herzberg, Berkshire County Historical Society
Ben Lamb, 1Berkshire
Tom Matuszko, BRPC Executive Director
Laurie Mick, PERC (Pittsfield Economic Development Corporation)
Mike Nuvallie, City of North Adams
Chris Rembold, Town of Great Barrington, CEDS Vice Chair
Ben Sosne, Berkshire Innovation Center

Committee Alternates Present

Tova Brown, Berkshire Black Economic Council
Rebecca Busansky, Berkshire Agricultural Ventures
Jayne Bellora, Massachusetts Small Business Development Center

Committee Members Absent

Linda Clairmont, Berkshire Community College
Michael Coakley, City of Pittsfield
Kyle Hanlon, BRPC Executive Committee
Ian Rasch, Alander
Shannon Smith, Berkshire Agricultural Ventures

BRPC Staff Present

Laura Brennan, Assistant Director & Economic Development Program Manager
Wylie Goodman, Senior Economic Development Planner

Guests Present

Brandon Gill, PERC

Call to Order and Roll Call

Chris R. called the meeting to order at 1:01 p.m. once a quorum was reached. Conducted roll call.

Acknowledgement of Guests/non-Committee Members

Laurie M. and Laura B. introduced Brandon Gill, who gave a summary of his professional background.

Approval of Minutes of March 12, 2025 meeting

Ben L. moved to approve the minutes of the March 12, 2025, meeting. Rob D. seconded the motion, which passed unanimously by roll call vote.

2023-2027 Berkshire County CEDS – Year 2 Performance Progress Report to EDA

Laura B. shared the draft document and led a discussion highlighting changes to the CEDS data points in the past year. One key modification from prior years' reports is the inclusion of comparison regions as identified through Berkshire Benchmarks, rather than only the adjacent counties in MA, NY, and CT.

i. Review of economic data featured to the draft document

- There was a notable uptick in labor force participation.
- Unemployment saw a small increase but was generally stable.
- Median Household Income remains below the state and nation, but follows the same upward trend; Per Capita Income is in the middle, largely explained by our comparatively smaller household sizes.
- Per capita income is slightly higher than most of our neighboring counties.
- There were changes in the EDA Economic Distress Map based on 24-month unemployment. Hinsdale is no longer on the map, but Cheshire is. Mark Maloy who oversees Berkshire Benchmarks indicates that communities coming on and off the map is common over time.

ii. Summary of Accomplishments – overview of draft document, discussion

Among the accomplishments Laura B. shared were the following:

Healthy People

- BHS Urgent Care opening in Lenox
- Berkshire Agricultural Ventures loans and projects
- Early Childhood Care/Education coordination facilitated by Berkshire United Way staff
- Berkshire Medical Center improvements
- Increase in participation in the Home Modification Loan Program

Resilient Communities

- Municipal staff participation in the MA Suffolk University Leadership Program
- Pittsfield Cultural Plan

Roger B. recommended moving an item related to co-responders from under Healthy People to Resilient Communities. Laura B. further explained what co-responders do. Chris R. stated that the program is helpful and has been positive.

Future-Ready Workforce

- Berkshire State of Work Summit on June 18th at BCC. Ben L. highlighted the value of the event and its benefit to the community. JD Chesloff will be the keynote speaker. He is the Chair of the MA Business Roundtable.

Separately, Laura B. mentioned 2nd Street, Second Chances, recognized recently for its workforce development work by the Mass. Sheriffs Association. Ben L. later shared progress on BCC's ESOL classes funded with state earmark dollars, which made it free for participants. Laura B. asked Ben L. to send her more information so it can be added to the report.

Strong Business Environment

- The Jobs Thing expansion and inclusion of a niche focus on seasonal workforce recruitment.
- Increase in clients at SBDC seeking advisement, both new and established business, and the nonprofit being joined by a Senior Business Advisor.
- PERC grant and loan accomplishments

Robust Infrastructure

- TriTown Connector (now South County Connector) has expanded from serving three to seven towns and is supplementing BRTA's fixed routes. BRTA ridership is also up.

- Route 2 Overpass Study, which North Adams staff has ensured is informed by collaborative conversations.

In response to a question from Roger B. regarding the impact of tariffs on the region, Ben S. and Ben L. spoke about the uncertainty around the manufacturing sector and the difficulty of businesses to plan, and of costs rising in some cases by 20-30%. It was also noted that quality of some goods had gone down because businesses were no longer purchasing from international suppliers. Rebecca B. confirmed a similar impact on farmers who now have more difficulty planning. Roger B. noted construction work going on in Williamstown and the potential impact on costs.

ii. Committee review of SWOT – overview of draft document, discussion

Laura B. shared a brief overview of how this list has grown since the group's previous discussion. There were no additional items to discuss.

Endorsement of Draft for advancement to BRPC Commission at the May 15th meeting*

Roger B. made a motion to accept the draft, subject to the condition that staff can make minor changes deemed necessary. Ben L. seconded the motion. Laura B. took a roll call vote. The response was unanimous. The draft was approved. Edits will be made as needed before it is shared with the full commission on Thursday, May 15th..

Continued Discussion – Potential change to committee name, input from Exec. Comm.

Laura B. noted that the idea of a name change was presented to the Executive Committee in April. In summary, the Exec Committee understood that the CEDS Committee has taken on an expanded purpose beyond the CEDS, in light of the EDD designation. Tom M. and Malcolm F. concurred with Laura's description and the committee's potentially expanded role. The change could happen after July 1. Examples of names and phrases will be shared with the CEDS Committee for consideration. Chris R. asked about the process to approve. Laura B. suggested that the CEDS Committee discuss first and endorse a selection that can then be advanced to the full Executive Committee for consideration. Roger B. suggested a simple name. Laura B. will share options prior to a future meeting.

Adjournment

Laurie M. moved to adjourn the meeting. Ben L. seconded. The meeting adjourned at 1:57 p.m. The next meeting is tentatively scheduled for a Wednesday at 1 pm. in September 2025.



MINUTES OF THE Berkshire Transportation Advisory Committee (TAC)

Tuesday, May 20, 2025

Meeting Held Via Zoom Video Communications

Meeting Materials: <https://berkshireplanning.org/event/berkshire-transportation-advisory-committee-3/>

TAC Representatives/Alternates:

Bill Elovirta, Chair	Town of Becket	Clete Kus	BRPC
Joseph Aberdale	Town of Great Barrington	Anuja Koirala	BRPC
Scott Rodman	Town of Hinsdale	Nick Russo	BRPC
Peter Frieri	MassDOT	Ryan Griffis	BRPC
Chris Klem	MassDOT	Brittany Ebeling	BEAT

I. Call to Order

Mr. Haupt called the meeting to order at 4:00 pm.

II. Introductions

The meeting attendees introduced themselves.

III. Approval of the Minutes from the April 15, 2025 TAC meeting

Mr. Rodman motioned to approve the minutes; Mr. Elovirta seconded. The minutes were unanimously approved.

IV. Discussion on the 2026 – 2030 Transportation Improvement Program and provide a recommendation to the MPO

Ms. Koirala began by noting that the draft TIP document was released for a 21-day comment period by the MPO on April 22, from which zero public comments were received outside of MassDOT, which Ms. Koirala is working to incorporate into the document. The MPO is expected to approve the document at their next meeting on May 27.

Mr. Rodman motioned to approve the document. Mr. Elovirta seconded. The motion was unanimously approved.

V. Discussion on the development of the 2026 Unified Planning Work Program; provide direction to staff

Mr. Kus provided a brief background of the UPWP. Mr. Kus went on to provide an overview of the focus areas and anticipated projects of the upcoming UPWP, including special studies, expansion of transit and rail service, bicycle and pedestrian study, and safety. Mr. Kus also provided a detailed explanation for the UPWP preliminary budget which allocates how labor is distributed.

Mr. Klem made a point that language should be closely monitored so as not to endanger any grant opportunities from the current administration. Ms. Koirala mentioned she had a similar question at a recent commission meeting, which Mr. Klem noted most grants are 'forward funded' so they are not necessarily in jeopardy of being rescinded at the moment.

VI. Member Items for Discussion

Mr. Frieri gave an update on the status of TIP projects. For FY25, three bridge projects and one road reconstruction have been programmed for a total cost of \$23,997,096. For FY25, the bridge replacement in Lanesborough was issued at the end of January; a bridge preservation in Adams completed its 100% design review in February; a bridge in Lee is expected to receive its final design in June; the reconstruction of Ashland Street in North Adams just received a revised final design and is currently under review.

VII. Next Meeting Date – May 27, 2025

Mr. Elovirta motioned to adjourn, seconded by Mr. Aberdale. Mr. Haupt adjourned the meeting at 4:29 pm.

Materials Distributed:

- [Agenda](#)
- [TAC April 15, 2025 Meeting Minutes Draft](#)
- [DRAFT Berkshire MPO FFY 2026-2030 TIP Document](#)
- [DRAFT FFY 26 Unified Planning Work Program](#)
- [Berkshire Microtransit Feasibility Study](#)
- [MassDOT District 1 TIP Projects Update](#)



MINUTES OF THE Berkshire Metropolitan Planning Organization (MPO)

Tuesday, May 27, 2025

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
Robert Malnati	BRTA
William Shanahan	City of North Adams
Christine Hoyt	North Subregion Delegate
John Boyle	North Central Subregion Delegate

Others Present:

Peter Frieri	MassDOT District 1
Mark Moore	MassDOT District 1
Jonathan Church	MassDOT OTP
Derek Shooster	MassDOT
Chris Klem	MassDOT
Lily Wallace	MassDOT
Thomas Matuszko	BRPC
Clete Kus	BRPC
Anuja Koirala	BRPC
Nick Russo	BRPC
Ryan Griffis	BRPC

I. Call to Order – Introductions

Mr. Woelfel called the meeting to order at 4:00 p.m. Meeting attendees introduced themselves via a roll call conducted by Mr. Kus.

II. Opportunity for Public Comment

There were no public comments.

III. Approval of Meeting Minutes of April 22, 2025

ACTION: Mr. Nuvalie introduced a motion, seconded by Mr. Fick, to approve the minutes of the March 25, 2025, MPO meeting.

Mr. Kus conducted a roll call:

Mr. Woelfel:	Yea
Ms. Heming:	Yea
Mr. Fick:	Yea
Ms. Malnati	Yea
Mr. Shanahan	Yea
Mr. Hoyt	Yea
Mr. Boyle	Yea

IV. **Approval of an amendment (5th Amendment) to the 2025-2029 TIP: HIGWAY Section- remove Project 612505 N Adams Route 2 Overpass and funding in the amount of \$40,095,720. TRANSIT Section - Add BRTA012059 Operating Assistance LF in the amount of \$449,005 and add Operating Assistance 5311 in the amount of \$449,005.**

Ms. Koirala explained the proposed amendments and adjustments to the 2025-2029 Transportation Improvement Program. For the adjustment, BRTA had \$100,000 for HVAC replacement the previous year but not this year, and \$78,986 in preventative maintenance the previous year, which has since been increased by \$100,000.

ACTION: Mr. Fick introduced a motion, seconded by Mr. Boyle, to approve an administrative adjustment to the 2025 – 2029 Transportation Improvement Program.

Mr. Kus conducted a roll call:

Mr. Shooster:	Yea
Ms. Heming:	Yea
Mr. Fick:	Yea
Ms. Vallieres	Yea
Mr. Fippinger	Yea
Mr. Boyle	Yea

V. **Approval of an administrative adjustment to the 2025 – 2029 Transportation Improvement Program, TRANSIT: 1) add 2025 BRTA-OT- Fleet Upgrades-LF in the amount of \$16,879, 2) - add 2025 BRTA-OT- RTA Fleet Upgrades-GOBOND in the amount of \$95,650, 3) add 2025 BRTA-OT- RTA Vehicle Replacement-GOBOND in the amount of \$59,616 and 3) add 2025 BRTA-OT- RTA Vehicle Replacement-LF in the amount of \$337,842**

Ms. Koirala explained the proposed amendments and adjustments to the 2025-2029 Transportation Improvement Program. For the amendments, BRTA received funding through 5311 for the amount of \$449,005, and the same amount through local matching funds. For a bridge preservation in North Adams, \$40,095,720 was programmed for the previous year, as this project has been pushed back, the amount has been removed.

ACTION: Mr. Fick introduced a motion, seconded by Mr. Boyle, to approve the amendment (5th Amendment) to the 2025-2029 TIP.

Mr. Kus conducted a roll call:

Mr. Shooster:	Yea
Ms. Heming:	Yea
Mr. Fick:	Yea
Ms. Vallieres	Yea
Mr. Fippinger	Yea
Mr. Boyle	Yea

VI. **Approval of the 2026 – 2030 Transportation Improvement Program (TIP)**

Ms. Koirala provided a list and brief explanation of the 2026 – 2030 Transportation Improvement Program and guide for all related documents. MPO members expressed there was no need to read through the entire list. Mr. Shooster asked if a projected related to the Appalachian Trail project was included in the

document, which Ms. Koirala responded it was not.

ACTION: Mr. Fick introduced a motion, seconded by Mr. Boyle, to authorize a 21-day public comment period.

Mr. Kus conducted a roll call:

Mr. Shooster:	Yea
Ms. Heming:	Yea
Mr. Fick:	Yea
Ms. Vallieres	Yea
Mr. Fippinger	Yea
Mr. Boyle	Yea

VII. Discussion on the 2026 Unified Planning Work Program (UPWP) and authorize a 21-day comment period

Mr. Kus introduced Ms. Klion and Mr. Vigeland who are representatives of Foursquare ITP which is working on the Berkshire County Micro-transit Feasibility Study and Implementation Plan. Ms. Klion gave an overview of their process, with the kickoff taking place earlier this year in January, and a needs assessment between February and March. Currently, they are developing operational scenarios, which is anticipated to conclude by June, with public outreach taking place in July, followed by implementation recommendations starting in August and concluding in September. Following an overview of how microtransit operates, Mr. Vigeland detailed their needs assessment overview and methodology.

Ms. Koirala stated the Foursquare ITP team would present the same data to the RTA board this week.

VIII. Status reports from Member Agencies

Mr. Frieri gave an update on the status of FY25 TIP projects. A bridge replacement in Lanesborough is currently in the construction phase, with a notice to proceed being issued in January. A bridge replacement in Adams is currently in the final design phase and is being reviewed. A bridge replacement in Lee is expected to issue its final design in June. And the reconstruction of Ashland Street in North Adams has its review concluded today, and right of way acquisitions are proceeding.

Mr. Kus notified members May is bike month, and numerous events have been scheduled. As well, attempts to gather signatures digitally for the MOU passed earlier in the year is currently underway.

IX. Other Business

There was no other business.

X. Next Meeting date – June 24th, 2025

The next MPO meeting is scheduled to be held on May 27th, 2025.

ACTION: Mr. Boyle motioned to adjourn, seconded by Mr. Fick. Mr. Shooster adjourned the meeting at 4:47 p.m.

Documents and Exhibits Used:

- [Agenda](#)
- [BMPO March 25, 2025 Meeting Minutes Draft](#)
- [BMPO FFY 2025-2029 Transit TIP Adjustment and 5th Amendment](#)
- [BMPO FFY 2025-2029 Highway TIP 5th Amendment](#)
- [BMPO FFY 2026-2030 Highway TIP](#)
- [BMPO FFY 2026-2030 Transit TIP](#)
- [DRAFT Berkshire MPO FFY 2026-2030 TIP Document](#)
- [Berkshire Microtransit Feasibility Study](#)
- [2026 UPWP Focus & Budget](#)
- [MassDOT Bike-Ped Planning Activities](#)
- [MassDOT District 1 TIP Projects Update](#)



PROFESSIONAL SUMMARY

Vigilant health inspector aspiring to expand skills and experience in the public health field. Experienced in both public health and education on the college and high school levels. Currently investigates complaints of unsanitary conditions, practices, and nuisances affecting public health, and enforces and interprets regulations firmly, tactfully, and impartially. Establishes and maintains effective relationships and mediates disputes effectively. Demonstrates high level of both organizational and time management skills and possesses computer expertise to communicate effectively. Excited to apply this experience to a passion for safe, compassionate, and effective community health outreach and enforcement.

CERTIFICATIONS

- Certified in Basic Life Support
- Certified as a Food Protection Manager
- Massachusetts Allergen Awareness Certificate
- Completed MA LPHIT Tier II Housing
- Currently preparing to take REHS/ RS exam this summer

SKILLS

• Inspection Techniques	• Data Collection
• Chemical Handling	• Critical Thinking
• Hazard analysis	• Communication
• Compassion and Empathy	• Differentiated Instruction
• Basic Life Support	

WORK HISTORY

HEALTH INSPECTOR

02/2024 to CURRENT

Town of Amherst | Amherst, MA

- Conduct semi-annual inspections for 150+ food establishments
- Investigate all complaints following complaint investigation protocols
- Collaborate with Public Health Nurse to collect information for Foodborne Illness Investigations
- Attend Board of Health Meetings
- Supply educational health resources to community members
- Assist with housing and septic inspections, under supervision of Lead Health Inspector
- Fulfill duties as requested by immediate supervisor

INTERIM ENVIRONMENTAL SCIENCE TEACHER AND CO-TEACHER FOR CHEMISTRY

11/2023 to 02/2024

Phoenix Charter Academy Springfield | Springfield, MA

- Taught fundamental concepts for Environmental Science curriculum to mixed level high school classes, following hybrid-blended flex model

	<ul style="list-style-type: none"> • Co-taught Chemistry content. 	
	CONSULTING SAFETY OFFICER Safety Partners Inc Bedford, MA	11/2022 to 11/2023
	<ul style="list-style-type: none"> • Implemented hands-on environmental health and safety programs at major client locations throughout the greater Cambridge area, including Chemical Safety, Emergency Preparedness, Biological Safety, Bloodborne Pathogens, and Hazard Communication • Assisted clients with Flammables Material Storage, Cryogenics and Compressed Gas Storage, and MWRA permit applications and renewals, as well as Tier II filing • Organized and tracked hazardous waste manifests • Conducted regular laboratory inspections and hosted employee training to ensure a positive safety culture within BSL-1 and BSL-2 spaces. 	
	ASSOCIATE PROJECT MANAGER BBG Real Estate Services Stamford, CT	06/2022 to 11/2022
	<ul style="list-style-type: none"> • Performed Phase I Environmental Site Assessments for Due Diligence Real Estate Transactions • OSHA 40-Hour HAZWOPER certified • HUD Lead-Based Paint Visual Assessment Certified • Radon Measurement Professional Course Completion, NRPP Radon Measurement Professional 	
	PRIMARY LABORATORY INSTRUCTOR/ TEACHING ASSISTANT University of New Haven Biology Department West Haven, CT	08/2020 to 05/2022
	<ul style="list-style-type: none"> • Taught three sections of Introductory Biology Laboratories to Undergraduate Non-majors • Evaluated students' ability to satisfactorily meet educational requirements via written and hands-on work • Developed and redesigned skill-appropriate course content • R-Studio, Esri GIS experience. 	
EDUCATION	Master of Science Environmental Science: Environmental Ecology University of New Haven , West Haven, CT	05/2022
	Bachelor of Arts Biological Sciences Smith College , Northampton, MA	05/2019
	Associate degree Associate Degree in Nursing Goodwin University , East Hartford, CT	<i>In Progress</i>
LANGUAGES	Spanish Limited Working	English Native or Bilingual

PROFILE

Motivated, outgoing, reliable self-starter with excellent academic and work-related experience. Currently a Psychology and History Double Major at Oberlin College.

EXPERIENCE

Student, Oberlin College, Oberlin, OH, September 2019 - March 2020, September 2023 - May 2026

- Education has included intensive coursework surrounding subjects including Statistics, Data Analysis, Qualitative and Quantitative Research, Clinical Psychology, Developmental Psychology, Cognitive Psychology, and Social Psychology. Studies in History have focused on the United States and Latin America.
- Earned a 4.08 GPA in the fall semester of 2024. Maintained a 3.80 GPA since returning to Oberlin.

Camp Counselor, Camp Nuhop, Perrysville, OH, May-August 2024

- Supervision of 8-10 children ages 5-18 with special needs for 6 days a week. Excellent use of interpersonal skills was required. Lots of physical labor, enthusiasm, energy, discipline and emotional management was required.

Independent Research, Oberlin College - UChicago, October 2024 - March 2025

- Ran participants at Oberlin College in a study of attention and perception in collaboration with the APEX lab at the University of Chicago. Deep understanding of Cognitive Psychology, data collection methods and data analysis methods were required. Interpersonal skills were required.

EDUCATION

- Mount Greylock Regional High School - Diploma 2019
- Oberlin College - current Junior

COMMUNITY SERVICE

- Delivered meals to elderly and food-insecure families in Williamstown for several months during the COVID crisis while there was a stay-at-home order in Massachusetts and after
- Volunteered for the 2024 Sherrod Brown Ohio Senate campaign

PERSONAL SKILLS

- Passionate about and dedicated to community service and community inclusivity
- Excellent communicator with experience in public speaking
- Active listener
- Strong work ethic with high standards for own work
- Ability to work in team or individual environment
- Strong leadership skills across diverse groups

PROFESSIONAL SKILLS

- Knowledge of research methods and data collection procedures
- Ability to translate data and data analyses into digestible infographics and understandable language
- Proficiency in using SPSS, MS Outlook, Word, Excel, Powerpoint, Google Docs

CERTIFICATIONS AND LICENSES

- Certified in CPR, First Aid, and Mental Health First Aid
- Licensed driver with a Massachusetts Driver's License

REFERENCES

- Cindy Frantz, Psychology Department Chair, Oberlin College: [REDACTED]
- Nancy Darling, Psychology Professor, Oberlin College: [REDACTED]
- Josh Robinson, Camp Director, Camp Nuhop: [REDACTED]
- David Falk, Research Coordinator, University of Chicago: [REDACTED]

Andrew Simons

EDUCATION

University of Massachusetts Amherst

Amherst, MA

College of Social and Behavioral Sciences

Bachelor of Sustainable Community Development

Candidate, Spring 2026

- Cumulative GPA 3.847
- Dean's List Freshman and Sophomore year
- Chancellor's Award

Relevant Coursework:

- RP 574: City Planning
- SCD 110: Intro to Community Engagement
- BCT 211: Energy Efficient Housing
- COMM 260: Public Speaking
- BCT 150: Sustainability in the Built Environment
- SCD 125: Global Cities and Global Issues

EXPERIENCE

Lafarge/Holcim US

Seattle, WA

Concrete/Cement lab Intern

June 2024 - August 2024

- Assisted in Concrete quality control testing
 - Completed material growth and shrinkage tests
 - Assisted in break trials including cylinder and beam breaks
 - Trained in c-403 blaine trials, 325 mesh tests, Jet sieves, loss on ignition tests
 - Trained in chemical analysis for X-ray diffraction
- Assisted in training new lab employee
- Participated in Construction site visits as well as a Batch Plant visit

Vertical Construction

Erie/Pinewood Springs, CO
May 2023 - August 2023

Job Hand

- Assisted in general carpentry on renovation projects
- Organized and facilitated the movement of tools around the site
- Assisted in the renovation of the Boulder Valley Velodrome
- Completed demolition on home renovation project

Vertical Construction

Rollinsville, CO
June 2020 - August 2020

Job Hand

- Organized and completed the movement of construction materials around the job site
- Facilitated the restoration of a old school building
- Assisted in the restoration of multiple historic buildings

ACTIVITIES

Community Building Group

Amherst, MA

Co-Facilitator

February 2024 - Present

- Led the process to get the club registered as a Student Organization
- Facilitated the acquisition of funding from the Landscape Architecture and Regional Planning Department
- Coordinated with the E-board to get the club restructured and organized for the upcoming semester
- Was the point of contact for the club when communicating with Student Government and the Academic Department
- Oversaw the club's general body meetings
- Coordinated the planning of club social and civic events
- Facilitated internal communications in the group
- Assisted in the management of group finances

Michael Wisker

EDUCATION

The George Washington University, 2121 I Street NW, Washington, DC - Bachelor of Arts

Expected Graduation Year : Fall 2026

- ❖ International Relations major with a concentration in International Environmental Studies.
- ❖ Current GPA of 3.66 with added Dean's list consideration.
- ❖ Planned minors in Geographic Information Systems. (GIS)
- ❖ Club running member since January 2024, club running secretary for the Spring 2025 semester, which is tasked with ordering and distributing club merchandise and taking weekly meeting notes.
- ❖ Member of the Sigma Iota Rho chapter at GW, which focuses on a professional community in international affairs.
- ❖ GW hiking club (TRAiLS) member, currently applying to be GW Trails Guide, a leadership position where students lead their peers on weekend and break trips outdoors.
- ❖ Pickleball club member.
- ❖ WRGW Radio Music Intern for the Fall 2024 Semester, current WRGW show host for the Spring 2025 semester, with a weekly 60 minute show focused around U.S National Parks.

EXPERIENCE

Andy's Pizza, 901 N Pollard St, Arlington, VA 22203 - Front of House Member

March 2025 - current

- ❖ Performed front of house duties, such as cutting/boxing Pizzas and cashier duties.
- ❖ Daily upkeep and cleaning of the dining room and restocking of beverages.

A Sub Above LLC, 1576 Route 9, Wappinger Falls, NY 12590 - Team Member

January 2023 - August 2023. December 2023 - January 2024, May 2024 - August 2024, December 2024 - January 2025

- ❖ Aided management of a chain business by organizing, labeling, and taking inventory food and supplies, including coordinating Sysco food truck orders.
- ❖ Assisted in training new employees, ranging from informing trainees about company policy to demonstrating how to use machinery such as a deli slicer.
- ❖ Maintained a positive company image by establishing a rapport with Jersey Mikes' customer base through appropriate and consistent communication.
- ❖ Operated an elaborate point of sale system, which was used for a variety of tasks ranging from production counts to crisis management.

Mega Funworks Inc, 16 Old Rte 9 W, Fishkill, NY 12524 - Parking Attendant

May 2022 - September 2022

- ❖ Parked cars in an orderly and efficient manner through effective communication with other parking attendants to maximize guest capacity into a waterpark.
- ❖ Coordinated with other departments such as customer service to deal with special events and emergencies.
- ❖ Ensured a high standard maintenance and cleanliness of a waterpark through consistent upkeep of parking lots.

Mega Funworks Inc, 16 Old Rte 9 W, Fishkill, NY 12524 - Arcade Attendant

May 2021 - September 2021

- ❖ Coordinated with maintenance and janitorial staff in upkeep a waterpark arcade and eating area.

SKILLS / ACTIVITIES

- ❖ Extensive and prolonged experience and exposure in communicating between different managerial levels.
- ❖ Pronounced work ethic, leading to the ability to work effectively and efficiently under pressure in order to meet deadlines, with reasonable pressure enhancing productivity.
- ❖ Comfortable with changing flexibility of tasks and goals due to working a wide variety of environments, as well having a history of thriving in non-repetitive conditions with a wide versatility of tasks.

Emery McHugh

EDUCATION

Williams College, Bachelor of Arts, Williamstown, MA

Intended Major: Physics; Intended Concentration: Environmental Studies; GPA: 3.33

Bethany Christian High School, Academic Honors High School Diploma, Goshen, IN

SKILLS

Data Analysis ♦ Python ♦ Quantitative Problem-solving

Project Leadership ♦ Mentoring ♦ Effective Communication

Professional Research ♦ Statistical Analysis

Website Development ♦ Digital Media Literacy

GIS Programming ♦ Biodiversity Conservation ♦ Adaptability

RELEVANT COURSES

Intro to Biochemistry ♦ Intro to Organic Chemistry ♦ Mechanics & Waves

Astrobiology ♦ Environmental Science ♦ Biology

Multivariable Calculus ♦ AP Computer Science Principles

TECH & DATA EXPERIENCE

Data & Civil Engineering Intern

Center for Civic Innovation

Elkhart, IN

Summer 2022

- ♦ Collaborated with a small group of university students and City Government officials to enhance skills in programming, data analysis, and project management.
- ♦ Synthesized quantitative feedback surveys and performed in-person interviews to problem solve and create actionable insights, leveraging statistical techniques.
- ♦ Performed hands-on data analysis of city infrastructure, residential and commercial upkeep, and business prosperity to inform the government on weak spots and vibrancy trends.
- ♦ Utilized spatial statistical techniques to provide a detailed GIS analysis to the City Government, influencing infrastructure strategy and future development.

Student Technology Assistant

Bethany Christian High School

Goshen, IN

Summer 2021- Summer 2023

- ♦ Performed troubleshooting on computer systems to identify and resolve technical problems while guiding students and faculty in improving their technical literacy.
- ♦ Implemented the school's new Enterprise management system by creating user accounts for students and faculty and coordinated the integration into existing software systems.
- ♦ Worked independently to enhance technological skills through hands-on methods, while working with the school's technology director to provide IT support and conceptualize new systems.

EDUCATION EXPERIENCE

Environmental Educator

Williams College Center for Learning in Action

Williamstown, MA

Spring 2025- Present

- ♦ Led weekly educational programs for sixth graders at Hopkins Forest environmental center, teaching them about various environmental ideas: from species development to climate change to critter identification.
- ♦ Worked with a small team to develop a strong curriculum for the educational programs.
- ♦ Grew skills in communication and childhood education and development.

Educational Instructor Student Assistant

Bright Time Summer Camp @ BCS

Goshen, IN

Summer 2020- Summer 2023

- ♦ Worked closely with teachers to lead students grades K-7 through various learning activities, including robotics, environmental topics, and music theory.
- ♦ Enhanced young students navigate a day-summer camp experience by leading activities, supervising lunch breaks, and navigating getting home.
- ♦ Fostered curiosity in kids by showing inspiring methods of environmental conservation, development, and problem-solving.



SCHEDULE OF MEETINGS FY2026 Commission & Executive Committee Meetings

Commission	Executive Committee
Thursday, July 17, 2025 – 7:00 p.m.	Tuesday, July 1, 2025 – 4:00 p.m.
	Thursday, August 7, 2025 – 4:00 p.m.
Thursday, September 18, 2025 – 7:00 p.m.	Thursday, September 4, 2025 – 4:00 p.m.
Thursday, October 16, 2025 – 5:00 Annual Meeting (tentative)	Thursday, October 2, 2025 – 4:00 p.m.
Thursday, November 20, 2025 – 7:00 p.m.	Thursday, November 6, 2025 – 4:00 p.m.
	Thursday, December 4, 2025 – 4:00 p.m.
Thursday, January 15, 2026 – 7:00 p.m.	Thursday, January 8, 2026 – 4:00 p.m.
	Thursday, February 5, 2026 – 4:00 p.m.
Thursday, March 19, 2026 – 7:00 p.m.	Thursday, March 5, 2026 – 4:00 p.m.
	Thursday, April 2, 2026 – 4:00 p.m.
Thursday, May 21, 2026 – 7:00 p.m.	Thursday, May 7, 2026 – 4:00 p.m.
	Thursday, June 4, 2026 – 4:00 p.m.

Annual Meeting – October 16, 5:00 p.m. (tentative)

The following committees meet as needed:

- **Berkshire Brownfields**
- **Commission Development** (and Nominating Subcommittee)
- **Comprehensive Economic Development Strategy (CEDS)**
- **Environmental Review**
- **Finance**
- **Regional Issues Committee**



MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: May 30, 2025

RE: April 2025 Assistance Activities

This report highlights technical assistance provided by BRPC staff for April 2025. This assistance was in response to requests identified in the Board/Organization column. Responses were supported by local assessment or grant funds, if available and permitted by the funding agencies. This report is intended 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
Williamstown	Assistance on HUD Environmental Review and House Preservation Fund	Community Development Director