



BRPC

Berkshire Regional Planning Commission

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posted
4/1/2025
10:00 am
KHT

MEETING NOTICE

There will be a meeting of the **EXECUTIVE COMMITTEE**
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Thursday, April 3, 2025 at 4:00 p.m.

This will be 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.

To participate virtually join the Zoom meeting at
<https://us02web.zoom.us/j/3926128831?omn=89926155106>

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 March 6, 2025*
- IV. Financial Reports and Discussion (4:05)
 - A. Vote to Approve the February 28, 2025 – March 27, 2025 Expenditures Report*
 - B. Report on Accounts Receivables – March 2025
 - C. Report on the Line of Credit – March 2025
 - D. Report on Federally Funded Contracts
- 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 Justice Community Overdose Innovation Network (JCOIN) for a Rapid Innovation Grant (J-RIG)*
 - B. Vote to Approve the Submission of Grant Applications to the Massachusetts Executive Office of Energy & Environmental Affairs Municipal Vulnerability Preparedness (MVP) grant program. Those applications are:
 - Clarksburg Four Corners Climate Resiliency Project
 - Clarksburg Hoosic River Bank Stabilization Project
 - Pittsfield Westside Connectivity Project
 - Berkshire Climate Career Lab Pilot Project*
 - C. Vote to Establish BRPC Staff Salary Adjustments for FY 26, in the Face of a Possible Decline in Revenue due to Uncertainty from the Federal Administration by Foregoing the Typical 2 Year Review of Salary Ranges, Applying a Lump Sum Rather than a Percentage Market Condition Adjustment, Setting a Merit Based Increase Range from 0-3%, and Allowing those Employees at or Near the Top of the Range for their Position to Receive the Full Merit Increase.*
- VII. Committee Reports and Discussion (4:25)

- A. Commission Development Committee
- B. Nominating Subcommittee
- C. Comprehensive Economic Development Strategy Committee
- D. Transportation Advisory Committee
- E. Berkshire Municipal Planning Organization
- F. 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. Cyber Resilient Massachusetts Grant
 - H. Rural and Western Massachusetts Conference
- IX. Old Business and Discussion (4:45)
 - A. Amicus Brief related to the Discontinuance of Roads
- X. New Business and Discussion (4:50)
 - A. Discussion Regarding a Potential Change to the Name of BRPC's CEDS (Comprehensive Economic Development Strategy) Committee
 - B. Discussion about Topics for the May 15, 2025 Commission Meeting
- XI. Adjournment* (5:00)

* Items Requiring Action



DRAFT Executive Committee Minutes Thursday, March 6, 2025

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

I. Call to Order & Open Meeting Law Statement

Executive Director Tom Matuszko called the meeting to order at 4:02 pm as a virtual meeting as allowed by Ch. 2 of the Acts of 2023 extending certain provisions of the Open Meeting Law, G.L. c.30 sec.20 until March 31, 2025. He stated that BRPC was recording the meeting and said if anyone else wanted to record it, they needed to inform him.

II. Roll Call:

Office Manager Marianne Sniezek read the roll call:

Members Present:

John Duval, Vice Chair, Adams Alternate (arrived at 4:16 pm)

Sheila Irvin, Clerk, Pittsfield Delegate

Buck Donovan, Treasurer, Finance Committee Chair, Lee Delegate

Sam Haupt, TAC Chair, At-Large, Peru Delegate

Christine Rasmussen, Regional Issues Committee Chair, Stockbridge Alternate

Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate

Douglas McNally, Commission Development Committee Chair, Windsor Delegate

Kyle Hanlon, CEDS Committee Chair, North Adams Delegate

Members not Present:

Malcolm Fick, Chair, Great Barrington Alternate

Others Present:

Mary McGurn, Egremont Delegate; Attorney Christine O'Connor, Town Council North Andover; Attorney Gwen King; James – Great Barrington

Staff Present:

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

III. Vote to Approve February 6, 2025 Minutes

Doug McNally motioned to approve the February 6, 2025 meeting minutes. Roger Bolton seconded the motion. The motion passed with affirmative votes from Sheila Irvin, Buck Donovan, Doug McNally, Roger Bolton, Christine Rasmussen, and Sam Haupt. Kyle Hanlon abstained.

IV. Financial Reports

A. Vote to Approve the January 29 – February 27, 2025 Expenditures Report

Kyle Hanlon motioned to approve the January 29 – February 27, 2025 expenditures report. Roger Bolton seconded the motion. The motion passed with affirmative votes from Sheila Irvin, Buck Donovan, Doug McNally, Roger Bolton, Christine Rasmussen, Kyle Hanlon, and Sam Haupt.

Line 19012 is a subcontractor payment to the Sheriff's office for a substance use and misuse project. Tom will confirm if it is working with inmates or the general public.

B. Report on the Accounts Receivable – February 2025

There were no questions about this report.

C. Report on the Line of Credit

The Line of Credit has not been used.

D. Report on Federally Funded Contracts

To date, one contract has been affected. The USDA Mobile Farmers Market project with Berkshire Grown. USDA has not been processing payments past January 19, the President's executive order date. Over twenty states have appealed the executive order, but USDA was not listed as one of the agencies, so the freeze stands.

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

Egremont Delegate Mary McGurn thanked Tom for the excellent letter to Massachusetts Broadband Institute (MBI) regarding the BEAD extension. It was well stated and would be welcome for Egremont. The intricacies of the application process for smaller ISPs are difficult. Tom gave all the credit to Wylie Goodman, our staff expert on digital equity.

VI. Items Requiring Action

A. Vote to Approve the Submission of a Grant Application to the U.S. Environmental Protection Agency for Brownfields Revolving Loan Fund Supplemental Funding

The Executive Committee was requested to authorize the Executive Director after the fact to submit a grant application to the U.S. Environmental Protection Agency for Brownfields Revolving Loan Fund Supplemental Funding and sign any resulting contracts and agreements.

Recent loan and subgrant activity include Greylock Works in North Adams, Eagle Mill in Lee, and Ried Cleaners in Great Barrington. We have committed all available funds and have been unable to meet demand fully. Additional funding is needed to support the cleanup at Ried Cleaners in

Great Barrington, along with the expected/potential need at the Former Tannery Dump in North Adams and one or more sites in Adams and Pittsfield. We need additional funds in the loan pool to keep these important redevelopment projects moving forward. There is no required match. The staff lead on this project is Environmental & Energy Program Manager Melissa Provencher mprovencher@berkshireplanning.org

Douglas McNally moved to authorize the Executive Director after the fact to submit a grant application to the U.S. Environmental Protection Agency for Brownfields Revolving Loan Fund Supplemental Funding and sign any resulting contracts and agreements. Kyle Hanlon seconded the motion. The motion passed with affirmative votes from Sheila Irvin, Buck Donovan, Doug McNally, Roger Bolton, Christine Rasmussen, Kyle Hanlon, and Sam Haupt.

- B. Vote to Approve joining an Amicus Brief related to the Discontinuance of Roads, specifically the Commonwealth of Massachusetts Supreme Judicial Court No. SJC-13721, Town of Concord, Plaintiff-Appellee, v. Neil E. Rasmussin, Anna Rasmussin, Brooks S. Read, Susannah Kay, Russell Robb III, Leslie Robb and Thomas Wray Falwell, Trustees of the Pippin Tree Land Trust, and President and Fellows of Harvard College, Defendants-Appellants.**
- The Executive Committee was requested to approve joining an Amicus Brief related to the Discontinuance of Roads, specifically the Commonwealth of Massachusetts Supreme Judicial Court No. SJC-13721, Town of Concord, Plaintiff-Appellee, v. Neil E. Rasmussin, Anna Rasmussin, Brooks S. Read, Susannah Kay, Russell Robb III, Leslie Robb and Thomas Wray Falwell, Trustees of the Pippin Tree Land Trust, and President and Fellows of Harvard College, Defendants-Appellants.

A lower court ruling, now under appeal by the Supreme Judicial Court, has retroactively held that certain discontinued roads around the Commonwealth are not fully discontinued but have a latent general public easement for travel. If sustained, the decision retroactively affects planning decisions and impairs over a thousand property deeds and titles throughout the state. The City of North Andover is preparing this Amicus Brief, and BRPC has been asked to join it, along with other parties, including the Franklin Regional Council of Government. The brief is still in draft form and will likely be submitted in mid-March. A summary of the situation relating to Berkshire County was contained in the meeting material.

Attorney O'Connor shared more information about the brief and challenges of the ruling, such as great costs to municipalities if there are previously unrecorded public rights. Plymouth and Franklin Council of Governments have signed on to the Amicus brief, and they are seeking other municipalities and county government bodies to support it.

The brief is going to the Supreme Judicial Court, arguing that the lower

court decision should be overturned. It was suggested that the Executive Committee give Tom the authority to sign on BRPC's behalf.

Doug McNally moved to vote to approve that BRPC joins an Amicus Brief related to the Discontinuance of Roads, specifically the Commonwealth of Massachusetts Supreme Judicial Court No. SJC-13721, Town of Concord, Plaintiff-Appellee, v. Neil E. Rasmussin, Anna Rasmussin, Brooks S. Read, Susannah Kay, Russell Robb III, Leslie Robb and Thomas Wray Falwell, Trustees of the Pippin Tree Land Trust, and President and Fellows of Harvard College, Defendants-Appellants.

Sam Haupt seconded the motion. The motion passed with affirmative votes from John Duval, Sheila Irvin, Buck Donovan, Doug McNally, Roger Bolton, Kyle Hanlon, and Sam Haupt.

Christine Rasmussen recused herself from the discussion and the vote.

VII. Committee Report and Discussion

A. Regional Issues Committee

The Regional Issues Committee met on February 5, 2025. There was an update on Accessory Dwelling Unit Regulations and a discussion about legislative priorities. The February 26 meeting was canceled due to a lack of quorum. Draft meeting minutes were not yet available.

Christine reported a few concerns that are being tracked:

- That MassSAVE has pending legislation that would cut their weatherization programs by \$500,000
- Jim Arciero, House Chair of the Joint Committee on Transportation wants to visit communities and hear concerns, so we should be ready, especially since the Governor is trying to increase funding for road and bridge repairs
- Increasing Chapter 70 funding for school aid
- ADU Communities Act and implementation of the Homes Act

B. Transportation Advisory Committee (TAC)

The TAC met on February 18, 2025. Topics included a discussion on developing the 2026 – 2030 Transportation Improvement Program and project evaluation scores and a presentation on Berkshire County's Safe Travel and Equity Plan for our Streets (STEPS) Comprehensive Safety Action Plan. The next meeting is scheduled for March 18, 2025. Draft meeting minutes were not yet available.

C. Berkshire Brownfields Committee

The Brownfields Committee met on February 25, 2025. Brooke Healy, Town of Lee Planner, was approved as a new member of the Brownfields Committee. Coby Tarjick, Community Development Program Manager, is the new representative for Adams. Sites for Environmental Site Assessments and the revolving loan fund were discussed. More funding is being sought. Draft meeting minutes were not yet available.

D. Berkshire Metropolitan Planning Organization (MPO)

The MPO met on February 25, 2025. Amendments to the TIP were

considered for approval. There was a presentation on Safety Performance Measure Targets and a discussion on developing the 2026 – 2030 Transportation Improvement Program and project evaluation. Draft meeting minutes were not yet available.

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 1/31/2025 to 2/27/2025.

- Pittsfield - 5 Year Consolidated Plan & 2026 Annual Action Plan - \$35,000
- Adams - ADA Self-Evaluation and Transition Plan - \$45,000
- Toxics Use Reduction Institute (TURI) - Plastics and Microplastics Reduction - \$7,000
- Dalton – Digital Equity Implementation – \$17,327.34

Grants and Contracts not received.

- We are not aware of any grants not received.

B. Berkshires Tomorrow Inc. (BTI) Update

- No activity in February.

C. Staff Updates

- New Staff and Interns – resumes in materials
 - o Sam(antha) Kittle, Public Health Emergency Preparedness Planner
 - o Christy Lemoine, Medical Reserve Corps Assistant Coordinator
 - o Angeli Franz, Public Health Gray to Green Intern
- Open Positions:
 - o Public Health Training Specialist
 - o Youth Advisory Board Consultant
- Internships
 - o Digital Navigator
 - o Outdoor Recreation
 - o Youth Prevention & Mental Health

D. Rural Policy Advisory Commission (RPAC) Update

The Commission met on February 14, 2025. The main items on the agenda were a discussion about the upcoming Western Mass–Rural Conference, the Auditor's recently released report on PILOT payments, and the priority bills in the legislative session.

E. Seasonal Communities Advisory Council Update

The Council did not meet in February 2025.

F. Passenger Rail

- West-East Rail – No known activity over the past month.
- Berkshire Flyer – A summer 2025 schedule has not been announced yet. Construction activity on the line from NYC to Albany may limit the availability of trains. It is possible there will not be service in 2025.
- Northern Tier Passenger Rail – Congressman McGovern convened a meeting in Greenfield on February 28, 2025 with MassDOT, legislators, and other key stakeholders. The purpose of the meeting was to strategize about the next steps to move this service forward. MassDOT reported they intend to apply to the Federal Rail Authority (FRA) Corridor ID grant program in

the fall, assuming it is still available. This grant would contain more details about the service plan and needed improvements.

G. FY2026 Medical, Dental, and Vision Costs

- In FY 26, the medical insurance rates will increase 12.45%. MIIA's average medical rate increase is 14.84%.
- In FY 26, the dental insurance rate will increase by 6.57%. MIIA's average medical rate increase is 6.7%.
- In FY 26, the Blue 20/20 Vision insurance will not change.

H. A Home for Everyone: A Comprehensive Housing Plan for Massachusetts

The Massachusetts Executive Office of Housing and Livable Communities (EOHLC) released its statewide housing plan. The plan outlines the housing challenges facing Massachusetts, identifies currently unmet and projected housing needs, sets goals for housing production and preservation, and outlines five overarching strategies for tackling the crisis. Along with the plan, EOHLC is publishing the first iteration of a Statewide Housing Needs Assessment as a companion document for those interested in the detailed analysis. The full report can be accessed at [A Home for Everyone: Massachusetts' Statewide Housing Plan | Mass.gov](#).

I. Building for Tomorrow Report

The Unlocking Housing Production Commission (UHPC) recently released its report, "[Building for Tomorrow](#)," which provides over 50 recommendations to increase housing supply and lower costs for Massachusetts residents. There are recommendations across four broad themes: economic incentives and workforce development in the housing industry, updating land use and zoning practices, streamlining regulations, codes, and local permitting, and bolstering state planning and local coordination.

J. Vacant Storefront Properties Grant Program

The Massachusetts Vacant Storefront Grant Program was created to aid municipalities in revitalizing their downtown and commercial areas by encouraging the occupancy of long-term vacant storefronts. The program allows municipalities to use refundable tax credits to attract businesses to prominent vacancies within a community's downtown and/or commercial area. Several changes to the program this year make it a more attractive option for municipalities to provide tax relief for businesses. More information is included in the meeting material and can be obtained at [Massachusetts Vacant Storefronts Program \(MVSP\) | Mass.gov](#).

K. CPTC (Citizen Planner Training Collaborative) Annual Conference

The 30th CPTC Annual Conference for Massachusetts citizens and professional planners will be held at Holy Cross College in Worcester on Saturday, March 15, 8:00 am to 3:30. The 18 workshops include core subjects and current topics in Massachusetts municipal planning. The cost is \$95. Registration is required by March 11. More information is at [Annual Conference – CPTC](#).

L. Accessory Dwelling Unit Model Zoning

The Executive Office of Housing and Livable Communities, in partnership with MAPC and MHP, will hold a webinar on the ADU Model Zoning, published on

www.mass.gov/adu on March 11. The webinar will be held from 3:00 – 4:30 pm on Tuesday, March 11, 2025. Registration is at [Webinar Registration - Zoom https://us06web.zoom.us/webinar/register/WN_vAaHhL-XS0K2XXcmaWKMCg#/registration](https://us06web.zoom.us/webinar/register/WN_vAaHhL-XS0K2XXcmaWKMCg#/registration)

IX. Old Business

A. Discussion about Proposed Article 97 Regulations

The Executive Office of Energy and Environmental Affairs has re-opened the comment period for proposed Article 97 Regulations as requested via a letter. Comments are now due by 5:00 pm March 26, 2025. An explanation of the process is included in the meeting materials. The regulations can be found at [Article 97 & An Act Preserving Open Space in the Commonwealth \(M.G.L. c. 3, § 5A\) | Mass.gov](#).

This law says if land has been protected by conservation or other restrictions, it takes an act of both branches of the legislature to take the land out of protection. These comments relate to the effort to codify the regulations that have not been established to accompany the law. There is concern about expanding solar use of these properties and too much authority for the Secretary of Environmental Affairs.

B. Discussion about the Potential for the Open Meeting Law to require in-person meetings after March 31, 2025

The provision for flexible remote public meetings expires on March 31, 2025. The Governor filed legislation in the Municipal Empowerment Act to extend those provisions. In addition to the Open Meeting Law provisions in the Municipal Empowerment Act, the Massachusetts Municipal Association and Massachusetts Association of Regional Planning Agencies also strongly support bills filed by Rep. Danielle Gregoire and Sen. Jacob Oliveira, HD.2863 and SD.1850, respectively, entitled An Act to modernize municipal meetings, town meetings, and local elections.

These proposals would codify the public meeting provisions that have been overwhelmingly successful over the past five years. It is not certain that provisions to allow flexible remote public meetings will be extended by the March 31 deadline. Before the relaxation of the virtual option due to COVID, there was an option for remote participation subject to certain requirements. Excerpts from the Open Meeting Law are included in the meeting material. Tom highlighted a couple of those requirements:

- The regional or district public body must vote by a simple majority to allow remote participation per the requirements of 940 CMR 29.10, with that vote applying to all subsequent meetings of that public body and its committees.
- A quorum of the body, including the chair or, in the chair's absence, the person authorized to chair the meeting, shall be physically present at the meeting location, as required by M.G.L. c. 30A, § 20(d);

There is likely a gap before the legislature acts; when they do, it will be a short-term extension. Tom recommended that the Commission adopt a

provision that we can hold hybrid meetings under the condition that the Chair and a quorum must be present in the same room. This would need to be decided at the upcoming Commission meeting on March 20. It could be rescinded if the legislature does act.

X. New Business

A. Discussion about Topics for the March 20,2025 Commission Meeting

Potential topics include:

- Adopt Remote Participation Provisions of the Open Meeting Law
- Presentation on the Auditor's Report about PILOT Payments
- Presentation on the State's Housing Plan
- Approve Comments of Article 97 regulations
- Presentation about the Vacant Storefront Properties Grant Program

It was agreed to pursue a presentation about the Building for Tomorrow Report and recommendations to remove barriers to housing development, especially the zoning components. Mary McGurn will share a plan summary with Tom, focusing on zoning.

XI. Adjournment

Roger Bolton made a motion to adjourn. Kyle Hanlon seconded the motion. The motion passed with affirmative votes from John Duval, Sheila Irvin, Buck Donovan, Roger Bolton, and Christine Rasmussen. The meeting adjourned at 5:04 pm. Doug McNally and Sam Haupt needed to leave early.

Additional Meeting Material:

- 2025.02.02 Executive Committee Meeting Minutes – Unapproved DRAFT
- January 28, 2025 – February 27, 2025 Expenditures Report
- February 2025 Account Receivables Report
- 2025.02.24 Line of Credit Report
- 2025.03.06 Executive Director Memorandum
- Berkshire County Road Discontinuances Summary
- Resume - Samantha Kittle
- Resume – Christine Lemoine
- Resume Angeli Franz
- Notice to Reviewers – Proposed Open Space Act Regulations (310 CMR 52)
- Open Meeting Law Regulations Excerpt
- January 2025 – Technical Assistance Memorandum

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Feb 26, 2025 to Mar 27, 2025

Filter Criteria includes: Report order is by Date.

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Cash Account</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
19035	2/28/25	DAVID KELLEY	1040.000	920.00	040 ADMIN	Admin	Cleaning Services
19036	3/1/25	MIIA HEALTH BENEFITS TRUST	1040.000	2,573.23	040 ADMIN	Admin	Dental Insurance
19037	3/1/25	MIIA HEALTH BENEFITS TRUST	1040.000	69,016.17	040 ADMIN	Admin	Health Insurance
19038	3/1/25	MUTUAL OF OMAHA	1040.000	1,614.25	040 ADMIN	Admin	Life; STD; LTD
19039	3/5/25	18 DEGREES INC	1040.000	1,297.78	652 DPH/SORPEC25	Department of Public Health - SOR-PEC Community Circle	Subcontractor
19040	3/5/25	VALERIE BIRD	1040.000	217.70	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
19041	3/5/25	BLUE 20/20	1040.000	229.61	040 ADMIN	Admin	Vision Insurance
19042	3/5/25	MARIE BRADY	1040.000	43.40	652 DPH/SORPEC25	Department of Public Health - SOR-PEC Community Circle	Monthly Expense Form
19043	3/5/25	LAURA BRENNAN	1040.000	29.40	677 EDA/EDD	EDA Economic Development District	Monthly Expense Form
19044	3/5/25	TIFFANY BROUILLETTE	1040.000	160.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19045	3/5/25	BRITNEY DANIALS	1040.000	112.28	---	Varied Projects	Monthly Expense Form
19046	3/5/25	ALISON DIXON	1040.000	29.33	783 LAN/MVP	Lanesborough - Municipal Vulnerability Preparedness	Monthly Expense Form
19047	3/5/25	LESLIE DRAGER	1040.000	94.80	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Monthly Expense Form
19048	3/5/25	EDWARD FAHEY	1040.000	150.10	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspections	Monthly Expense Form
19049	3/5/25	NOE GONZALEZ ORTIZ	1040.000	39.34	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Monthly Expense Form
19050	3/5/25	WYLIE GOODMAN	1040.000	46.56	---	Varied Projects	Monthly Expense Form
19051	3/5/25	MICHAELA GRADY	1040.000	148.70	---	Varied Projects	Monthly Expense Form
19052	3/5/25	CHARLENE GRANDSON	1040.000	845.00	652 DPH/SORPEC25	Department of Public Health - SOR-PEC Community Circle	Subcontractor
19053	3/5/25	DANIEL HASSETT	1040.000	240.33	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
19054	3/5/25	AARON HOLMAN-VITTON	1040.000	37.24	516 FRCOG/EPP	Franklin Regional Council of Governments - Emergency Preparedness Planning	Monthly Expense Form
19055	3/5/25	CORNELIUS HOSS	1040.000	12.46	751 EOEEA/WSH/ZR	Executive Office of Energy & Environmental Affairs - Washington Zoning Recodification	Monthly Expense Form
19055V	3/20/25	CORNELIUS HOSS	1040.000	-12.46	---	---	Voided - Check Damaged
19056	3/5/25	CHRISTOPHER KOWALSKI	1040.000	432.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19057	3/5/25	CHRISTINE LEMOINE	1040.000	175.77	519 FRCOG/FMRC25	FRCOG - Franklin County Medical Reserve Corps FY25	Monthly Expense Form

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19058	3/5/25	CHRISTIE LEWIS	1040.000	81.85	---	Varied Projects	Monthly Expense Form
19059	3/5/25	MA STATE BOARD OF RETIREMENT	1040.000	13,290.46	---	---	Retirement
19060	3/5/25	COURTENY MOREHOUSE	1040.000	96.39	---	Varied Projects	Monthly Expense Form
19061	3/5/25	ANN MARIE MUTZ	1040.000	1,030.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
19062	3/5/25	DWAYNE MYERS	1040.000	212.80	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19063	3/5/25	ANDREW OTTOSON	1040.000	128.80	---	Varied Projects	Monthly Expense Form
19064	3/5/25	KAREN PELTO	1040.000	129.92	709 MMP/BFF25	Massachusetts Marketing Partnership / MA Office of Travel & Tourism - Berkshire Funding Focus	Monthly Expense Form
19065	3/5/25	DAVE PILL	1040.000	465.56	---	Varied Projects	Monthly Expense Form
19066	3/5/25	BRETT ROBERTS	1040.000	215.90	---	Varied Projects	Monthly Expense Form
19067	3/5/25	REBECCA ROUGHLEY	1040.000	93.00	560 COMVEN/GPUR	Communities/Vendors - FY25 Group Purchasing	Monthly Expense Form
19068	3/5/25	ROUX ASSOCIATES INC	1040.000	880.00	702 EPA/ASSESS	Environmental Protection Agency Assessment	Subcontractor
19069	3/5/25	NANCY SLATTERY	1040.000	154.79	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
19070	3/5/25	JAZU STINE	1040.000	264.62	---	Varied Projects	Monthly Expense Form
19071	3/5/25	KAMAAR TALIAFERRO	1040.000	777.40	652 DPH/SORPEC25	Department of Public Health - SOR-PEC Community Circle	Subcontractor
19072	3/5/25	JAYMIE ZAPATA	1040.000	14.77	785 NAD/MVPA	North Adams - Municipal Vulnerability Preparedness Action Grant	Monthly Expense Form
19073	3/5/25	BERKSHIRE COUNTY HEAD START INC	1040.000	10,000.00	610 HRIA/G2G	Health Resources in Action - Gray to Green	Subcontractor
19074	3/5/25	VALERIE BIRD	1040.000	95.00	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
19075	3/5/25	THE BRIEN CENTER	1040.000	11,996.31	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subrecipient
19076	3/5/25	MONASIA CEASAR	1040.000	41.44	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
19077	3/5/25	JILL DAUGHERTY	1040.000	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19078	3/5/25	REBECCA DODGE	1040.000	480.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19079	3/5/25	SHARRON FRAZIER-MCCLAIN	1040.000	624.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19080	3/5/25	SIOGA CLUB OF BERKSHIRE COUNTY INC	1040.000	137.50	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor

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19081	3/5/25	GROUP ARCHITECTURE & URBANISM CO	1040.000	760.00	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	Subcontractor
19082	3/5/25	JUSTIN HERVIEUX	1040.000	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19083	3/5/25	KATHRYN HEEDER HOCKER	1040.000	2,340.00	---	Varied Projects	Subcontractor
19084	3/5/25	RAYNIER MEDINA OLIVO	1040.000	640.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19085	3/5/25	KELLIE MEISL	1040.000	640.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19086	3/5/25	MAEGAN MOYNAHAN	1040.000	468.75	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	Subcontractor
19087	3/5/25	NEW ENGLAND NEWSPAPERS, INC	1040.000	127.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Advertising
19088	3/5/25	rites of passage and empowerment	1040.000	5,300.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
19089	3/5/25	KRISTANY SKORPUT	1040.000	480.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19090	3/5/25	COLIN SYKES	1040.000	181.60	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
19091	3/5/25	TD CARD SERVICES	1040.000	444.97	---	---	February 2025 Credit Card 1189 Payment
19092	3/5/25	TD CARD SERVICES	1040.000	3,415.57	---	---	February 2025 Credit Card 9068 Payment
19093	3/5/25	COREY WALKER	1040.000	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19094	3/5/25	KIDZONE CHILD CARE EDUCATIONAL CTR INC	1040.000	188.00	652 DPH/SORPEC25	Department of Public Health - SOR-PEC Community Circle	Subcontractor
19095	3/5/25	STEPHANIE QUETTI	1040.000	1,357.51	652 DPH/SORPEC25	Department of Public Health - SOR-PEC Community Circle	Subcontractor
19096	3/5/25	rites of passage and empowerment	1040.000	1,210.00	652 DPH/SORPEC25	Department of Public Health - SOR-PEC Community Circle	Subcontractor
19097	3/5/25	SHAMIA SHEPHERD	1040.000	515.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
19098	3/5/25	SOURCEPASS COMPUWORKS LLC	1040.000	9,600.00	040 ADMIN	Admin	Computer/Network Maintenance
19099	3/5/25	BERKSHIRES TOMORROW INC	1040.000	5,146.83	---	Varied Projects	Reimbursement
19100	3/5/25	TPX COMMUNICATIONS	1040.000	1,550.31	040 ADMIN	Admin	Telephone
19101	3/5/25	SERGIO ORELLANA RAMOS	1040.000	192.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19102	3/5/25	CITY OF PITTSFIELD	1040.000	550.00	040 ADMIN	Admin	Parking

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Feb 26, 2025 to Mar 27, 2025

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<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Cash Account</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
19103	3/5/25	THE TRIPLEX CINEMA	1040.000	325.00	737 COMM/ARTBERK25	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2025	ArtWeek Advertising
19104	3/5/25	WANDER BERKSHIRES	1040.000	300.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Event Space Fee
19105	3/12/25	18 DEGREES INC	1040.000	707.28	652 DPH/SORPEC25	Department of Public Health - SOR-PEC Community Circle	Subcontractor
19106	3/12/25	BERKSHIRE BLACK ECONOMIC COUNCIL	1040.000	828.00	040 ADMIN	Admin	Annual Membership
19107	3/12/25	AYISHETU BRAIMAH	1040.000	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19108	3/12/25	BSC GROUP INC	1040.000	3,691.23	783 LAN/MVP	Lanesborough - Municipal Vulnerability Preparedness	Subcontractor
19109	3/12/25	DANIELLE COOMES	1040.000	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19110	3/12/25	FEDEX	1040.000	9.20	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Postage
19111	3/12/25	KAMARA FLASCHER	1040.000	688.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19112	3/12/25	SIOGA CLUB OF BERKSHIRE COUNTY INC	1040.000	75.00	652 DPH/SORPEC25	Department of Public Health - SOR-PEC Community Circle	Subcontractor
19113	3/12/25	LIVE BALANCED BOOKKEEPING INC	1040.000	404.79	040 ADMIN	Admin	Tax Filing Services
19114	3/12/25	SALESFORCE INC	1040.000	675.00	040 ADMIN	Admin	Computer Software
19115	3/12/25	SOURCEPASS COMPUWORKS LLC	1040.000	2,263.46	040 ADMIN	Admin	Computer Maintenance/Support
19116	3/12/25	ELIZABETH STRICKLER	1040.000	2,942.81	---	Varied Projects	Subcontractor
19117	3/12/25	VALLEY GREEN SHREDDING, LLC	1040.000	87.50	040 ADMIN	Admin	Recycling
19118	3/12/25	WB MASON COMPANY INC	1040.000	30.93	040 ADMIN	Admin	Office Supplies
19119	3/12/25	WJ BLUEPRINT & DIGITAL GRAPHICS	1040.000	582.24	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Advertising
19120	3/20/25	AMERICAN PLANNING ASSOCIATION	1040.000	516.00	440 MassDOT/TPL	MA Department of Transportation Planning	Annual Membership
19121	3/20/25	BERKSHIRE HORSEWORKS INC	1040.000	1,500.00	652 DPH/SORPEC25	Department of Public Health - SOR-PEC Community Circle	Girls Unity Squad Session
19122	3/20/25	FEDEX	1040.000	9.20	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Postage
19123	3/20/25	FOURSQUARE ITP INC	1040.000	15,629.80	440 MassDOT/TPL	MA Department of Transportation Planning	Subcontractor
19124	3/20/25	GEMINI CREATIVE LLC	1040.000	1,000.00	709 MMP/BFF25	Massachusetts Marketing Partnership / MA Office of Travel & Tourism - Berkshire Funding Focus	Communications
19125	3/20/25	CORNELIUS HOSS	1040.000	12.46	---	---	Reissued - Check #19055

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Feb 26, 2025 to Mar 27, 2025

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Check #	Date	Payee	Cash Account	Amount	Department	Department Description	Expense
19126	3/20/25	MACFARLANE OFFICE PRODUCTS, INC.	1040.000	418.44	040 ADMIN	Admin	Copier
19127	3/20/25	MA STATE BOARD OF RETIREMENT	1040.000	13,552.18	---	---	Retirement
19128	3/20/25	RAINBOW DISTRIBUTING COMPANY INC	1040.000	107.92	040 ADMIN	Admin	Water
19129	3/20/25	THE COOPER CENTER, LLC	1040.000	9,162.04	040 ADMIN	Admin	Rent
19130	3/20/25	SHAMIA SHEPHERD	1040.000	515.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
19131	3/20/25	SOURCEPASS COMPUWORKS LLC	1040.000	732.00	040 ADMIN	Admin	Computer Maintenance/Support
19132	3/20/25	THE COOPER CENTER, LLC	1040.000	2,704.47	040 ADMIN	Admin	Utilities
19133	3/20/25	VALLEY GREEN SHREDDING, LLC	1040.000	87.50	040 ADMIN	Admin	Recycling
19134	3/20/25	WB MASON COMPANY INC	1040.000	38.96	040 ADMIN	Admin	Office Supplies
19135	3/26/25	BACH HARRISON, LLC	1040.000	4,210.25	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Prevention of Needs Assessment Survey
19136	3/26/25	BERKSHIRE BOUNTY INC	1040.000	10,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity Initiative 2025	RVEI Grant Awardee
19137	3/26/25	BECKET FEDERATED CHURCH	1040.000	10,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity Initiative 2025	RVEI Grant Awardee
19138	3/26/25	CENTRAL BERKSHIRE REGIONAL SCHOOL DISTR	1040.000	5,200.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity Initiative 2025	RVEI Grant Awardee
19139	3/26/25	C&C LUXURY COACH INC	1040.000	1,875.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Event Transportation to Boston
19140	3/26/25	HARRINGTON HEEP LLP	1040.000	3,385.00	040 ADMIN	Admin	Legal Services
19141	3/26/25	HIGGINS CORPORATION	1040.000	2,123.00	518 FRCOG/BMRC	FRCOG - Berkshire County Medical Reserve Corps	ID Printer
19142	3/26/25	OUTPOST LLC	1040.000	3,750.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
19143	3/26/25	THE RICHMOND RECORD	1040.000	94.00	783 LAN/MVP	Lanesborough - Municipal Vulnerability Preparedness	Advertising
19144	3/26/25	TOWN OF WINDSOR	1040.000	3,500.00	653 BRPC/INSREIMB	BRPC - Insurance Reimbursement	BOH Mini Grant
19145	3/27/25	BERKSHIRE HEALTH SYSTEMS	1040.000	10,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity Initiative 2025	RVEI Grant Awardee
19146	3/27/25	CHILD CARE OF THE BERKSHIRES INC	1040.000	10,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity Initiative 2025	RVEI Grant Awardee
19147	3/27/25	BERKSHIRE COUNTY #1 HIGHWAY	1040.000	90.00			
19148	3/27/25	TWO STATE YMCA INC	1040.000	10,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity Initiative 2025	RVEI Grant Awardee
1032	2/28/25	COMMONWEALTH OF MASSACHUSETTS	1046.000	205.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Lien - Isenhardt
1033	2/28/25	COMMONWEALTH OF MASSACHUSETTS	1046.000	205.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Lien - Volin

BERKSHIRE REGIONAL PLANNING COMMISSION

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1034	3/5/25	HMA PROPERTIES LLC	1046.000	8,233.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1034V	3/5/25	HMA PROPERTIES LLC	1046.000	-8,233.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1035	3/5/25	HMA PROPERTIES LLC	1046.000	8,233.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1036	3/5/25	COMMONWEALTH OF MASSACHUSETTS	1046.000	205.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Lien - Tranter
1037	3/18/25	MCNEILL HVAC INC	1046.000	2,000.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1038	3/18/25	HMA PROPERTIES LLC	1046.000	8,232.50	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1039	3/20/25	YANKEE HOME IMPROVEMENT INC	1046.000	8,489.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1040	3/20/25	MANCHESTER HOME IMPROVEMENT	1046.000	1,416.66	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1041	3/24/25	MANCHESTER HOME IMPROVEMENT	1046.000	2,408.34	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1042	3/24/25	MANCHESTER HOME IMPROVEMENT	1046.000	425.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1043	3/24/25	MCNEILL HVAC INC	1046.000	17,000.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1044	3/27/25	ACORN STAIRLIFTS	1046.000	5,200.94	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1069	2/28/25	DONOVAN O'CONNOR & DODIG, LLP	1042.000	227.50	166 EPA/RLF	Environmental Protection Agency - Revolving Loan Fund	Legal Services
1070	3/20/25	DONOVAN O'CONNOR & DODIG, LLP	1042.000	97.50	166 EPA/RLF	Environmental Protection Agency - Revolving Loan Fund	Legal Services
1198	2/28/25	ALEX KOMLEV	1051.000	38,376.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1199	3/18/25	ATLAS TECHNICAL CONSULTANTS LLC	1051.000	300.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1200	3/20/25	ALEX KOMLEV	1051.000	18,900.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1201	3/20/25	ALEX KOMLEV	1051.000	4,300.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1209	2/28/25	DONOVAN O'CONNOR & DODIG, LLP	1049.000	97.50	716 EPA/RLF2	Environmental Protection Agency - Revolving Loan Fund 2022	Legal Services
1275	3/18/25	ATLAS TECHNICAL CONSULTANTS LLC	1048.000	965.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1276	3/18/25	ATLAS TECHNICAL CONSULTANTS LLC	1048.000	1,000.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Feb 26, 2025 to Mar 27, 2025

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Check #	Date	Payee	Cash Account	Amount	Department	Department Description	Expense
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February 2025 Credit Card 1189 Payment Support

Check #	Date	Payee	Cash Account	Amount	Department	Department Description	Expense
CCARD	2/1/25	LIBERTY PIZZA	2341.000	91.52	610 HRIA/G2G	Health Resources in Action - Gray to Green	Meals - G2G Event
CCARD	2/5/25	BJS WHOLESALE CLUB	2341.000	189.19	010 GEN	General	MIIA Grant Wellness Snacks
CCARD	2/11/25	BIG Y SUPERMARKET	2341.000	25.68	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Snacks - YAB Meeting
CCARD	2/14/25	WANDER BERKSHIRES	2341.000	36.00	772 PHIWM/BCFG	Public Health Institute of Western Massachusetts - Berkshire County Focus Group	Snacks - Youth Prevention Meeting
CCARD	2/19/25	LULUS TINY GROCERY	2341.000	79.61	350 BCBOHA	Berkshire County Boards of Health Association - Support Services	Meals - BCBOHA Meeting
CCARD	2/27/25	BJS WHOLESALE CLUB	2341.000	22.97	664 CLK/MVPA	Clarksburg - Municipal Vulnerability Preparedness	MVP Supplies

Total 444.97

February 2025 Credit Card 9068 Payment Support

Check #	Date	Payee	Cash Account	Amount	Department	Department Description	Expense
CCARD	2/1/25	AMAZON.COM	2340.000	19.53	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	Community Engagement Supplies
CCARD	2/1/25	NATIONAL ENVIRONMENTAL HEALTH ASSOC	2340.000	105.00	650 DPH/SS	Department of Public Health - Shared Services	Membership - Ceasar, M
CCARD	2/2/25	STRAIGHT TALK WIRELESS	2340.000	37.42	040 ADMIN	Admin	BRPC Cell Phone Service
CCARD	2/3/25	AMAZON.COM	2340.000	12.09	040 ADMIN	Admin	Backup to Archive
CCARD	2/3/25	UNITED STATES POSTAL SERVICE	2340.000	6.03	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Naloxone Kit Postage
CCARD	2/5/25	ESRI	2340.000	-120.00	524 DAL/SW	Dalton - Stormwater Management Support	Dual Payment Credit
CCARD	2/6/25	AMAZON.COM	2340.000	32.99	040 ADMIN	Admin	Office Supplies
CCARD	2/6/25	AMAZON.COM	2340.000	119.93	804 WMS/ADA	Williamstown - ADA Self-Evaluation and Transition Plan	ADA Supplies
CCARD	2/6/25	GOTPRINT.COM	2340.000	44.14	040 ADMIN	Admin	Business Cards - Lewis, C

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CCARD	2/10/25	SMARTSHEET.COM	2340.000	274.30	526 BCSO/OPIOID	Berkshire County Sheriff's Office - Opioid Prevention	Computer Software
CCARD	2/11/25	BJS WHOLESALE CLUB	2340.000	499.22	010 GEN	General	MIIA Grant Wellness Snacks
CCARD	2/11/25	MHOA	2340.000	60.00	650 DPH/SS	Department of Public Health - Shared Services	Membership - Stine, J
CCARD	2/11/25	MHOA	2340.000	75.00	650 DPH/SS	Department of Public Health - Shared Services	Seminar - Stine, J
CCARD	2/12/25	COMMONWEALTH OF MASSACHUSETTS	2340.000	23.50	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	UCC 1 Filing - Middlemiss
CCARD	2/12/25	ZOOM VIDEO COMMUNICATIONS INC	2340.000	48.00	040 ADMIN	Admin	Software Subscription
CCARD	2/12/25	DISTRICT KITCHEN & BAR	2340.000	190.15	772 PHIWM/BCFG	Public Health Institute of Western Massachusetts - Berkshire County Focus Group	Meals - BCFG Collab
CCARD	2/12/25	AMAZON.COM	2340.000	74.83	040 ADMIN	Admin	Office Supplies
CCARD	2/13/25	LIBERTY PIZZA	2340.000	53.46	440 MassDOT/TPL	MA Department of Transportation Planning	Meals - TIP Meeting
CCARD	2/14/25	PITNEY BOWES GLOBAL FINANCIAL SVCS LLC	2340.000	130.32	040 ADMIN	Admin	Postage Machine Lease Payment
CCARD	2/14/25	AMAZON.COM	2340.000	126.97	040 ADMIN	Admin	Office Supplies
CCARD	2/18/25	GOTPRINT.COM	2340.000	40.92	040 ADMIN	Admin	Business Cards - Kittle, S
CCARD	2/19/25	MY VERSATILE SECRETARY	2340.000	481.00	760 PHIWM/413CARES25	Public Health Institute of Western Mass - Support of 413 Cares Regional Partnership 2025	413Cares Flyers
CCARD	2/19/25	TARGET	2340.000	479.95	653 BRPC/INSREIMB	BRPC - Insurance Reimbursement	Car Seats for City of PTS Health Department
CCARD	2/21/25	VISTAPRINT	2340.000	184.74	688 WSH/MVPA	Washington - Municipal Vulnerability Preparedness Action	MVPA Postcards
CCARD	2/21/25	AMAZON.COM	2340.000	49.99	040 ADMIN	Admin	Office Supplies
CCARD	2/24/25	CONSTANT CONTACT INC	2340.000	88.00	040 ADMIN	Admin	Newsletter Subscription
CCARD	2/24/25	AMAZON.COM	2340.000	42.89	040 ADMIN	Admin	Office Supplies
CCARD	2/25/25	RAMUNTOS	2340.000	160.20	664 CLK/MVPA	Clarksburg - Municipal Vulnerability Preparedness	Meals - MVPA Session
CCARD	2/26/25	CRISIS RESPONSE PROGRAM	2340.000	75.00	814 BERKA/TRN	Berkshire AHEC: Berkshire Area Health Education Center - Training Reimbursement	Training - Gonzalez, N

Total 3,415.57

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Mar 31, 2025

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

<u>Customer ID</u>	<u>Customer</u>	<u>Over 90 days</u>	<u>Amount Due</u>	<u>Notes</u>
283 BPHA/INSP/RCH	TOWN OF RICHMOND		4,865.00	
284 BPHA/PHN/BHDC	BERKSHIRE HOUSING DEVELOPMENT		600.00	
284 BPHA/PHN/FLA	TOWN OF FLORIDA		577.50	
284 BPHA/PHN/HAN	TOWN OF HANCOCK	551.25	551.25	Payment processing
284 BPHA/PHN/RCH	TOWN OF RICHMOND		1,125.00	
284 BPHA/PHN/RIV	RIVER RUN APARTMENTS		200.00	
284 BPHA/PHN/WSH	TOWN OF WASHINGTON		577.50	
326/BURN/EGR	EGREMONT FIRE DEPARTMENT	115.00	115.00	Town has been notified, waiting for response
326/BURN/SHF	TOWN OF SHEFFIELD	115.00	115.00	Town has been notified, waiting for response
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH		908.56	
440/TPL	MASSDOT#75425 - TPL		60,394.12	
560 B METCALF PAVING	B METCALF PAVING INC		10.19	
560 SONOCO LP	SUNOCO		421.78	
569 DOER/REPA	COMMONWEALTH OF MASS		8,480.95	
664 CLK/MVP	TOWN OF CLARKSBURG		23,184.15	
681 NEHA-FDA/FSPA	NATIONAL ENVIRONMENT HEALTH ASSOC		212.50	
685 HVA/BCCCP	HOUSATONIC VALLEY ASSOCIATION		10,133.27	
725.06 MASSTECH/MON	MASSTECH DIGITAL EQUITY - MON		14,903.00	
733.00 USDOT	USDOT EQUITY CONCERNS		2,468.00	
733.01 MASSDOT/SS4A	OFFICE OF TRANSPORTATION PLANNING		537.25	
737 COMM/ART - LEN	TOWN OF LENOX		4,000.00	
756 EOHLC/SS	COMMONWEALTH OF MASS	879.31	879.31	
757 NMB/OSRP	TOWN OF NEW MARLBOROUGH		851.81	
766 SAV/CUL	TOWN OF SAVOY	8,328.63	11,362.61	Town has been notified, waiting for response
779 BKT/CDBG	TOWN OF BECKET		15,751.21	
780 BTI/EOEEA/BOW	BERKSHIRES TOMORROW, INC.		8,909.26	
783 LAN/MVP	TOWN OF LANESBOROUGH		31,377.92	
785 NAD/MVP	CITY OF NORTH ADAMS		7,186.07	
788 NAD/BFINV	CITY OF NORTH ADAMS		2,105.23	
794 SAV/CRMA	TOWN OF SAVOY		3,164.35	
MULLINS, PATRICIA	PATRICIA MULLINS		112.84	

Report Total

9,989.19 216,080.63



Accounts

Current Balance
\$0.00

Available Credit	\$500,000.00
Amount Due	\$0.00
Payment Due Date	Apr 5, 2025



It appears you don't have any recent activity.

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



BRPC

Berkshire Regional Planning Commission

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

MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission
FROM: Thomas Matuszko, Executive Director
DATE: March 28, 2025
SUBJ: Agenda Items – April 3, 2025, Executive Committee Meeting

VI. Items Requiring Action

A. Vote to Approve the Submission of a Grant Application to the Justice Community Overdose Innovation Network (JCOIN) for a Rapid Innovation Grant (J-RIG).*

The Executive Committee is requested to authorize the Executive Director, after the fact, to submit a grant application to the Justice Community Overdose Innovation Network (JCOIN) for a Rapid Innovation Grant (J-RIG) and to sign any resulting contracts and agreements. The nationwide Justice Community Overdose Innovation Network (JCOIN) connects investigators who collaborate with justice and behavioral-health partners to study and disseminate evidence-informed approaches to ensure quality care is provided to individuals with opioid use disorder (OUD) in justice settings. This grant would allow for a pilot study to improve connections to medical care, including field services under the Mobile Integrated Health (MIH) model, for individuals with a carceral history and a substance use disorder. This 18-month grant would allow for funding of up to \$135,000 in total. Expected partners include the Berkshire County Sheriff's Office and its affiliated 2nd Street Second Chances program, Brandeis University and County Ambulance Services. There is no match required. The source funding is the National Institute for Health with George Mason University serving as pass-through. Subcontracted services would be administered by George Mason University. BRPC contact is Andy Ottoson, aottoson@berkshireplanning.org.

B. Vote to Approve the Submission of Grant Applications to the Massachusetts Executive Office of Energy & Environmental Affairs Municipal Vulnerability Preparedness (MVP) grant program. Those applications are:

- Clarksburg Four Corners Climate Resiliency Project
- Clarksburg Hoosic River Bank Stabilization Project
- Pittsfield Westside Connectivity Project
- Berkshire Climate Career Lab Pilot Project*

The Executive Committee is requested to authorize the Executive Director to submit the following grant applications to Massachusetts Executive Office of Energy & Environmental Affairs Municipal Vulnerability Preparedness (MVP) grant program and to sign any resulting contracts and agreements:

- Clarksburg Four Corners Climate Resiliency Project
- Clarksburg Hoosic River Bank Stabilization Project

- Pittsfield Westside Connectivity Project
- Berkshire Climate Career Lab Pilot Project*

Clarksburg Four Corners Climate Resiliency Project

The Four Corners Climate Resiliency Project seeks to address flooding risks, improve stormwater management, and enhance public accessibility in key community spaces, including the Town Field, Community Center, and Clarksburg School. This project aligns with the BRPC's mission to support municipalities in building climate resilience and improving public spaces. It will build on the initial planning phase funded by the MVP Action Grant in FY24/25 and move the project to the design and permitting stage. The amount requested is \$426,020. Through a small/rural towns exemption, no match is required. The primary staff contact for this project is Principal Planner Courteny Morehouse, cmorehouse@berkshireplanning.org

Clarksburg Hoosic River Bank Stabilization Project

The Clarksburg Hoosic River Bank Stabilization Project will fund final engineering and permitting submissions to address increase erosion along the North Branch of the Hoosic River near Carson Avenue in Clarksburg. The project site is the site of a DER funded Briggsville Dam Removal in 2011. Restoration efforts were thwarted by Tropical Storm Irene and subsequent increase in larger storms have increased the rate of erosion resulting in loss of property along the bank and increased safety risks for Clarksburg and downstream North Adams. The project proposes working with engineers and designers to create a lasting solution that honors the needs of the community and natural resources of the area. The amount requested is \$429,180. Through a small/rural towns exemption, no match is required. The primary staff contact for this project is Principal Planner Courteny Morehouse, cmorehouse@berkshireplanning.org.

Pittsfield Westside Connectivity Project

The Pittsfield Westside Connectivity Project aims to bring together the various community groups working in Pittsfield's Westside Neighborhood with BRPC and the City of Pittsfield to coordinate a Community Revitalization & Resiliency Plan. It supports the planning of a county-wide CDC under partner organization Blackshires and funds two community-identified projects which are the building of a Splash Pad in Pittsfield's Durant Park and the development of design plans for accessible routing from Francis Avenue on Jubilee Hill to the Big Y/West St. commercial area in Pittsfield. The project aligns with BRPC's mission by supporting our municipalities in making well-informed decisions regarding land use, transportation, economic development and building climate resiliency in an environmental justice community. The project builds on an initial MVP Action Grant in FY24/FY25 and Gray to Green program work funded through HRIA. The maximum allowable request for this grant is \$3 million. A 10% local match is required. The City of Pittsfield and project partners have committed the entirety of this match through \$25,000 cash funds (Pittsfield CDGB) and the rest in partnership in-kind volunteer hours. The primary staff contact for this project is Principal Planner Courteny Morehouse, cmorehouse@berkshireplanning.org.

Berkshire Climate Career Lab Pilot Project

Berkshire Climate Career Lab is a partnership with 1Berkshire, Berkshire Innovative Center, BRPC, and Ethos Admissions to guide high school students county-wide concerned about climate change into climate careers supporting a local talent pool of workers, tradespersons, and professionals able to address the coming challenges of climate impacts. Funding will go towards development of the Climate Career Lab program, student recruitment, and a first year run of programming with one cohort. This project aligns with BRPC's mission by supporting a climate ready workforce and addresses the future Berkshire economy. The maximum allowable request for this grant is not to exceed \$1 million. A 10% local match is required. A portion of the match is coming from in-kind support of partners through program participation. BRPC would commit some in-kind match through non-state grant funding awarded to us through EPA funds (Brownfields and Air Monitoring Grant) and the Community First Partnership. The full BRPC match amount is still being determined but estimated to be approximately \$8,000. The primary staff contact for this project is Principal Planner Courteny Morehouse, cmorehouse@berkshireplanning.org.

C. Vote to Establish BRPC Staff Salary Adjustments for FY 26, in the Face of a Possible Decline in Revenue due to Uncertainty from the Federal Administration by Foregoing the Typical 2 Year Review of Salary Ranges, Applying a Lump Sum Rather than a Percentage Market Condition Adjustment, Setting a Merit Based Increase Range from 0-3%, and Allowing those Employees at or Over the Top of the Range for their Position to Receive the Full Merit Increase. *

The Executive Committee is requested to establish BRPC Staff salary adjustments for FY 26 in consideration of the following items:

- BRPC's Salary and Performance Reviews Policy allows the Executive Committee to implement a freeze on any or all salary increases upon determination that the Commission is facing a decline in revenue. It is very possible BRPC will see a decline in revenue related to the federal administration's budgetary practice.
- Our typical practice has been to review salary ranges by position every two years to ensure our salary ranges don't fall lower than our competitors'. With all the fiscal uncertainty I am recommending we forgo that review this year because results may be unreliable
- Our typical practice has been to tie annual salary adjustments to the annual percentage inflation rate and apply that percentage to the employee's current FY year salary. Through the end of February the annual inflation rate was 3.89%. With uncertain federal revenue, I am recommending we do not apply that percentage rate but instead apply a lump sum amount of \$2,200, or hourly rate equivalent, to each full time employee after their merit increase has been applied. This amount would result in a pro-rated amount for those employees working less than full time. This amount was determined based on the lowest employee's salary

and the cost of our health insurance increase so that employee would not lose ground to inflation.

- Typically BRPC has made merit based salary increases. Our employees work hard with many of them putting in significantly more time and effort than required. I am recommending we continue to offer merit increases for FY 26. Not doing so would be a disincentive when we need to deliver high quality products to remain competitive in the face of declining grant opportunities, be more entrepreneurial to seek out new opportunities and to maintain strong and valuable working relationships with our municipalities and other partners. I am recommending the following merit increase range: Unsatisfactory – 0% merit increase; Needs Improvement – 0% merit increase; Meets Expectations – 1% merit increase; Exceeds Expectations – 2% merit increase; and Exceptional – 3% merit increase. Moderating the annual salary adjustment based on the inflation rate reveals that the total amount needed is not significantly more than the application of the 3.89% inflation rate.
- Typically when an employee is at or over the top of the range for their position, instead of a full merit increase, we have only offered a bonus of a maximum of one week's salary based on their evaluation. For instance, someone at or over the top of the range earning an Exceptional evaluation would receive the full week's bonus with lower evaluations getting less. Because we are not evaluating salary ranges this year, I am recommending we do not use practice but instead offer the full merit increase. This amount would not increase the range or the employee's position within the range for future years.
- In summary I am recommending that all full time employees receive a market based salary adjustment of \$2,200 applied after any merit increase is applied. Part-time employees would receive a pro-rated amount based on their part-time status. This amount would increase the salary position range as well. In addition employees would earn a merit increase of between 0% and 3% based on their performance evaluation. Those employees at or over the top of the range of their position would receive the full merit increase but that increase would not increase the range.

VII. Committee Reports and Discussion

A. Commission Development Committee

The Commission Development Committee met on March 6, 2025. Potential topics of a May 29 5th Thursday event were discussed and a Nominating Subcommittee was formed. Draft meeting minutes are not yet available.

B. Nominating Subcommittee

The Commission Development Committee Nominating Subcommittee met on March 6, 2025 and discussed potential officers for FY 2026. Draft minutes are not yet available.

C. Comprehensive Economic Development Strategy Committee

CEDS met on March 12, 2025. The Year 2 Performance Report including potential priority projects was discussed. The next meeting is May 7, 2025. Draft minutes are not yet available.

D. Transportation Advisory Committee (TAC)

The Transportation Advisory Committee met on March 20, 2025. Topics included discussion on the development of the 2026 – 2030 Transportation Improvement Program (TIP) and preferred direction scenario. There was an update on the Unpaved Road Project and bridge conditions and preservation activities. There was also a presentation on Berkshire County's Safe Travel and Equity Plan for our Streets (STEPS) Comprehensive Safety Action Plan. Next meeting is scheduled for April 15, 2025. Draft minutes are in the meeting's materials packet.

E. Berkshire Metropolitan Planning Organization (MPO)

The MPO met on March 25, 2025. An adjustment to add funding from the add funding from the CTGP for BRTA's Travel Training Program was considered. Development and funding for the 2026 – 2029 TIP were discussed. There was an update about the Micro-transit Feasibility Study and reports from Member Agencies. The next meeting is April 22, 2024. Draft minutes are in the meeting's materials packet.

F. Regional Issues Committee

The Regional Issues Committee met on Wednesday March 26, 2025. The main agenda items were a review of legislative priorities from MARPA and the MMA and a discussion about how to arrive at legislative priorities for BRPC. 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 2/28/2025 to 3/27/2025.

- District Local Technical Assistance GAP - \$142,809
- Massachusetts Marketing Partnership / MA Office of Travel & Tourism - Berkshire Funding Focus - \$75,000
- Becket / Dalton – Community Development Block Grant - \$243,810
- Lanesborough - ADA Self-Evaluation and Transition Plan - \$5,000
- Berkshires Health Systems Opioid - North County Community Coordinator – \$128,250
- Peru - Procurement Services - \$2,975

Grants and Contracts not received.

- We are not aware of any grants not received.

B. Berkshires Tomorrow Inc. (BTI) Update

- There was no activity for BTI in March.

C. Staff Updates

- Resignation
 - Marie Brady, Public Health Senior Planner, resigned as of 3/26/2025 for a position with the NY Public Health Department near where she lives.
- Open Positions or Solicitations:
 - Public Health Training Specialist
 - Youth Advisory Board Consultant
 - South County Community Outreach Specialists Individual Contractors
- Internships
 - Digital Navigator

- Outdoor Recreation

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission did not meet in March, 2025.

E. Seasonal Communities Advisory Council Update

The Seasonal Communities Advisory Council met on March 12, 2025 in Stockbridge. The main agenda items were guidance about accepting the Seasonal Communities designation, a data review, discussion about designating additional communities and the establishment of working groups to provide recommendations for further implementation of this newly created program. The slide deck that was presented is included in the meeting material.

F. Passenger Rail

- West-East Rail – No known activity over the past month.
- Berkshire Flyer – A summer 2025 schedule has still not been announced. It is possible there will not be service in 2025.
- Northern Tier Passenger Rail – In follow-up to a meeting Congressman McGovern convened in Greenfield on February 28, 2025 I met with representatives from the Franklin Regional Council of Governments and the Montachusett Regional Planning Commission to strategize about conducting an analysis of the economic benefits from this passenger rail service.

G. Cyber Resilient Massachusetts Grants

The MassCyberCenter has released an updated version of the Cyber Resilient Massachusetts Grant Program that enables municipal entities, as well as small businesses and non-profits, to receive funding for Managed Detection and Response (MDR) services from CyberTrust Massachusetts. Grants may provide up to \$25,000 to fund MDR for up to 3 years. An overview is included in the meeting material.

H. Rural and Western Mass 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 helping small and rural towns put ideas into actions. More information is at [Massachusetts Select Board Association Western and Rural Massachusetts Conference - Massachusetts Municipal Association \(MMA\)](#) . Those without a MMA account may reach out to Anneke Craig, MMA Member Program Coordinator, at acraig@mma.org to register.

IX. Old Business

A. Amicus Brief related to the Discontinuance of Roads

The latest information I have is that it is likely the Amicus brief that we approved signing on to at the last meeting will be due sometime in the first half of April. I will be getting a draft for review as it gets closer to submission.

X. New Business

A. Discussion Regarding a Potential Change to the Name of BRPC's CEDS (Comprehensive Economic Development Strategy) Committee

The current name of the CEDS Committee refers to the Comprehensive Economic Development Strategy that BRPC develops on behalf of the region, a process which

occurs every five years. Committee members also advise on matters related to BRPC's federal designation as an Economic Development District and monitor ongoing economic development activity in Berkshire County. The Executive Committee's input regarding the CEDS Committee's area of responsibility is requested with the possibility of changing the name of the Committee.

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

It is too early to finalize the agenda for the May Commission meeting; however, potential topics include:

- Adoption of the FY 26 Budget
- Report of the Nominating Committee
- Authorization for the Executive Committee to Act on Behalf of the Committee
- Presentation on the Auditors Report about PILOT Payments
- Presentation on the State's Housing Plan
- Other ideas

XI. Adjournment*

Documents and Exhibits Used:

- 2025.03.06 Executive Committee Meeting Minutes – Unapproved DRAFT
- February 28 – March 27, 2025 Expenditures Report
- March 2025 Accounts Receivables Report
- 2025.03 Line of Credit Report
- 2025.04.03 Executive Director Memorandum
- 2025.03.20 Transportation Advisory Committee Meeting Minutes – Unapproved DRAFT
- 2025.03.25 Metropolitan Planning Organization Meeting Minutes – Unapproved DRAFT
- 2025.03.12 Seasonal Communities meeting presentation
- Cyber Resilient MA Grant Program MDR Overview
- February 2025 – Technical Assistance Memorandum



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MINUTES OF THE Berkshire Transportation Advisory Committee (TAC)

Wednesday, March 20, 2025

Meeting Held Via Zoom Video Communications

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

TAC Representatives/Alternates:

Sam Haupt, Chair	Town of Peru	Peter Frieri	MassDOT
Bill Elovirta	Town of Becket	Mark Moore	MassDOT
Mark Seigars	Town of Lanesborough	Anuja Koirala	BRPC
James White	Town of Florida	Nick Russo	BRPC
Brooke Healy	Town of Lee	Ryan Griffis	BRPC
Scott Rodman	Town of Hinsdale	Alison Dixon	BRPC
		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 February 18, 2025 TAC meeting

As the only member who attended the meeting, Mr. Haupt stated that, as the chair, he was authorized to unilaterally authorize the minutes on behalf of the committee, which he did.

IV. Discussion on the development of the 2026 – 2030 Transportation Improvement Program and provide direction on a preferred scenario

Ms. Koirala provided an overview of the 2026-2030 TIP project evaluation which was given at the previous meeting.

Scenario 1A is the preferred scenario, with the first project in FY25 is Ashland Street in North Adams, with an increased actual cost of \$11,085,532 – up from the total cost programmed of \$10,639,564, which would require an additional \$445,968 to be programmed and concluded the following fiscal year. For FY26, Mount Washington Road in Egremont, with a total cost of \$21,032,870, would be programmed for \$9,933,297, and the remaining \$11,099,297 the following fiscal year. For FY27, East Street in Pittsfield, with a total cost of \$7,096,206, would be programmed for \$1,544,813, and the remaining \$5,551,393 the following fiscal year. For FY28, Dalton Division Road in Dalton, with a total cost of \$15,351,595, would be programmed for \$7,596,147, and the remaining \$7,755,488 the following fiscal year. For FY29, Route 7 in Great Barrington, with a total cost of \$14,224,000, would be programmed for \$5,294,125, and the remaining \$8,929,875 the following year.

In the remaining scenarios, projects between FY26-28 are the same. In Scenario 1B, for FY29, Park Street in Great Barrington, with a total cost of \$31,403,428, would be programmed for \$18,552,389, and \$12,851,039 the following year, with a remaining total of \$12,851,039 to be programmed in FY31. In Scenario 1C, for FY29, Route 8 in Adams, with a total cost of \$20,070,372, would be programmed for \$5,294,125, and \$18,552,389 the following year, with a remaining total of \$1,517,983 to be programmed in FY31.

Mr. Siegars asked if these communities are being encouraged to apply for livable communities' funds, which

Mr. Frieri affirmed they are presented with all available options before applying.

Mr. Siegers introduced a motion, seconded by Mr. Elovirta, to approve Scenario 1A of development of the 2026 – 2030 Transportation Improvement Program. The motion was passed by a voice vote.

V. Receive an update on the Western Mass Regional MVP Unpaved Road Project

Ms. Dixon introduced the Western Mass Regional Unpaved Road Project funded through the state's municipal vulnerability preparedness program. After giving a brief history of the project's history, Ms. Dixon provided a link to the Berkshire County online interactive map to report public dirt road problems. Ms. Dixon encouraged attendees, as well as the general population, to utilize this resource to further develop the list of roads in need of attention. A proposal is being prepared for next year which will build municipal capacity by training DPW staff in recommended BMPs for unpaved roads and the use of the available toolkit.

Mr. Haupt asked about community outreach, and if materials had been shared with town administrators and managers for dissemination. Ms. Dixon affirmed she had and requested any additional contacts for her to reach out to. Mr. Haupt asked if this program was funded by EEA, which Ms. Dixon clarified was funded by EOEA.

VI. Receive an update on bridge conditions and information on bridge preservation activities

Mr. Russo showcased the website containing municipal bridge and culvert bridge conditions and locations. After providing a demonstration of the website and its functions, Mr. Russo discussed his efforts to detail available funding sources and best practices for bridge preservation techniques. The next step in this process, Mr. Russo discussed, is dissemination of these materials and hosting a seminar with municipal DPW on bridge preservation strategies.

Mr. Elovirta asked if this were a topic Mr. Russo would be interested in presenting at a future county highway association meeting, which Mr. Russo confirmed he would be. Mr. Rodman asked if funds are allocated to prevent deterioration such as painting, which Mr. Russo stated it was his understanding municipalities could put Ch. 90 funds towards efforts such as painting and other preservation issues.

VII. Presentation on Berkshire County's Safe Travel and Equity Plan for our Streets (STEPS) Comprehensive Safety Action Plan

Mr. Russo briefly detailed recent actions taken by Berkshire County's Safe Travel and Equity Plan for our Streets (STEPS) Comprehensive Safety Action Plan and the purpose of a Vision Zero program. Mr. Russo provided statistics on Berkshire County and what this program seeks to achieve. The funding for this program is in its final round of applications, which BRPC is planning to apply for, as the future of this funding may be discontinued.

VIII. Member Items for Discussion

Mr. Frieri gave an update on the status of FY25 TIP projects. A bridge preservation in Adams is nearing 100% design and is anticipated to arrive by April; a bridge replacement in Lanesborough was granted a notice to proceed was issued at the end of January; a bridge replacement in Lee is expected to release its final design by the end of June; the reconstruction of Ashland Street in North Adams is under review by MassDOT; and a bridge replacement in North Adams is under study by the city, and has been determined by MassDOT is anticipated for 2026.

IX. Next Meeting Date – April 15, 2025

The next TAC meeting is scheduled to be held on April 15th, 2025.

ACTION: Mr. Siegars motioned to adjourn. Mr. Haupt adjourned the meeting at 5:06 pm.

Materials Distributed:

- [Agenda](#)
- [TAC February 18, 2025 Minutes Draft](#)
- [BMPO FFY 2026-2030 TIP Scenarios](#)
- [BMPO FFY 2026-2030 TIP Schedule](#)
- [Western Massachusetts Regional MVP Unpaved Roads Project](#)
- [Western Massachusetts Regional MVP Unpaved Roads Project Flyer](#)
- [Preserving and Maintaining Bridges in Berkshire County](#)
- [Berkshire County STEPS Fact Sheet](#)
- [MassDOT District 1 TIP Projects Update](#)

DRAFT



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MINUTES OF THE Berkshire Metropolitan Planning Organization (MPO)
Tuesday, March 25, 2025

Meeting Held Via Zoom Video Communications

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

MPO Representatives/Alternates Present:

Derek Shooster	MassDOT (Representing Secretary Monica Tibbits-Nutt)
Francisca Heming	MassDOT District 1 (Representing Highway Administrator Gulliver)
Malcolm Fick	BRPC
Michael Nuwallie	City of North Adams
Randal Fipping	North Subregion Delegate
John Boyle	North Central Subregion Delegate

Others Present:

Peter Frieri	MassDOT District 1
Mark Moore	MassDOT District 1
Miranda Briseño	MassDOT
Joshua Barber	FHWA
Thomas Matuszko	BRPC
Clete Kus	BRPC
Anuja Koirala	BRPC
Nick Russo	BRPC
Ryan Griffis	BRPC
Jane Winn	BEAT

I. Call to Order – Introductions

Mr. Shooster called the meeting to order at 4:01 p.m. Meeting attendees introduced themselves via a roll call conducted by Mr. Kus.

II. Opportunity for Public Comment

There were no comments.

III. Approval of Meeting Minutes from February 25, 2025

Mr. Kus mentioned there was an error in the date on item #3 which will be amended.

ACTION: Mr. Nuwallie introduced a motion, seconded by Mr. Fick, to approve the minutes of the January 28, 2025, MPO meeting.

Mr. Kus conducted a roll call:

Mr. Shooster:	Yea
Ms. Heming:	Yea
Mr. Fick:	Yea
Mr. Nuwallie	Yea
Mr. Fipping:	Yea
Mr. Boyle:	Yea

IV. Approval of an administrative adjustment to the 2025 – 2029 Transportation Improvement Program to add funding from the CTGP for BRTA’s Travel Training Program

Ms. Koirala detailed the two earmark or discretionary grant funded projects, including the Mass Pike Appalachian Trail Pedestrian and Wildlife Shared Use path, and the Reconnecting Communities Grant which will connect West Side to Downtown. No public comments have been received so far regarding these projects.

ACTION: Ms. Bonbrake introduced a motion, seconded by Mr. Boyle, to approve the amendment (4th Amendment) to the 2025-2029 TIP for changes to the Highway section identified below and authorize Chairman to sign the certification documents on behalf of the MPO members.

Mr. Kus conducted a roll call:

Mr. Shooster:	Yea
Ms. Heming:	Yea
Mr. Fick:	Yea
Mr. Malnati	Yea
Mr. Nuvallie	Yea
Mr. Fippinger:	Yea
Mr. Boyle:	Yea
Mr. Abbott	Yea
Ms. Bonbrake	Yea

V. Discussion on the development of the 2026 – 2030 Transportation Improvement Program and funding scenarios

Ms. Briseño gave a brief overview of the performance measures backgrounds and three measures which are used. Performance measure 1 includes roadway fatalities, serious injuries, and total nonmotorized fatalities and serious injuries. This is not a one-year target, but a 5-year rolling target. After detailing and showing graphs which depict the region’s yearly measures of fatalities and injuries, the requested MPO action was discussed, which included the requirement that the MPO endorse MassDOT’s state targets or establish their own by the end of February 2025 for performance measure 1.

Mr. Russo shared details of Berkshire County’s safety performance and measures to reach its goal of vision zero. Due to the region’s small size, collisions have an outsized impact on efforts to eliminate fatalities and injuries, meaning it is improbable to recreate a 3% reduction annually. While fatalities have risen in recent years, serious injuries have dramatically declined, and this trend is projected to continue.

ACTION: Mr. Boyle introduced a motion, seconded by Mr. Fick, to endorse the Safety Performance Measure Targets.

Mr. Kus conducted a roll call:

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

VI. Receive an update on the Micro-transit Feasibility Study

Ms. Koirala provided an overview of the 2026-2030 TIP project evaluation. Out of the 17 projects, 3 are programmed using a regional target, 2 are funded through statewide funding, and 6 are currently unfunded. Providing the list of projects which are ordered according to the total project score and color

coordinated, Ms. Koirala gave a brief description of each project. Moving on, Ms. Koirala described the three bike trail projects that are BRPC approved. After going over the annual target of funding received and changes between 2026-2030, Ms. Koirala detailed the anticipated changes in projected costs due to inflation and other influencing factors for individual projects. Ms. Koirala requested that any MPO members requesting clarifications or changes please contact her so she may make the necessary amendments before the next MPO meeting.

While there were no questions from MPO members, Mr. Shooster asked if Ms. Koirala would be sharing her development scenarios before the next meeting, which she confirmed she would.

VII. Status reports from Member Agencies

Mr. Frieri gave an update on the status of TIP projects. For FY24, three bridge projects and one road reconstruction have been advertised for construction and notices to proceed have been granted, for a total cost of \$25,595,536. For FY25, a bridge replacement in Lanesborough a notice to proceed was issued at the end of January; a bridge preservation in Adams was completing its 100% design review and had a cost increased to \$7,279,075; a bridge in Lee was at 100% design and was issued a notice to proceed; the reconstruction of Ashland Street in North Adams's final design was received in February and is currently under review; and a bridge preservation in North Adams has been determined by MassDOT that they will not be able to advertise until next year, and will need to be reprogrammed.

Mr. Kus reminded members that BRPC is continuing to move forward with its microtransit program, with the company FourSquare, based out of Washington, D.C., being chosen as the consultant. Moving expeditiously, a needs assessment is currently being developed. Additional updates are expected at the next MPO meeting. BRPC staff is making headway on a study for the Lenox-Stockbridge sidewalk and trail feasibility study, which is funded through the UPWP, for around the Tanglewood area, and is preparing to hire a consultant to provide planning services. Mr. Kus announced as part of its Safe Streets for All program, three vacancies on the Vizion Zero Working Group is preparing to be filled, in case any MPO members would like to join.

Mr. Matuszko asked Mr. Shooster if he was able to provide any guidance or updates regarding FHWA approvals being slowed down due to changes at the federal level. Mr. Shooster deferred to Mr. Barber, which he replied he was not able to provide anything substantive.

VIII. Other Business

Mr. Shooster informed members that the open meetings law

IX. Next Meeting date – April 22nd, 2025

The next MPO meeting is scheduled to be held on April 22nd, 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 February 25 Meeting Minutes DRAFT*](#)
- [*BMPO FFY 2025-2029 TIP Adjustment*](#)
- [*BMPO FFY 2026-2030 TIP Scenarios*](#)
- [*BMPO FFY 2026-2030 State Prioritized Projects*](#)
- [*BMPO FFY 2026-2030 Transit TIP DRAFT*](#)
- [*BMPO FFY 2026-2030 TIP Schedule*](#)
- [*MassDOT District 1 TIP Projects Update*](#)



Commonwealth of Massachusetts
Executive Office of
Housing and Livable Communities

Seasonal Communities Advisory Council

Funding, Data & Designations

March 12th, 2025



Agenda



Call to Order, Swearing In, Approval of Minutes

N/A

Designation Acceptance

3 – 4

Statutory Metrics Data Review

5 – 18

Further Designations

19 – 20

Working Groups

21 – 24

Timeline & Next Steps

25 – 27



Designation Acceptance



Designation Acceptance

Determination: All municipalities designated as a Seasonal Community must locally vote to accept or deny their designation

- Votes may be held in any manner consistent with the laws of the Commonwealth and the designated municipality's charter

Key Statutory Text:

"A municipality designated by the executive office as a seasonal community pursuant to this section shall accept or deny the designation by vote of its legislative body"

Source: [MGL c. 23B, s. 32 \(PDF\)](#)

[MGL c. 23B, s. 32 \(HTML\)](#)



Statutory Metrics Data Review



Criteria for designating additional Seasonal Communities

“The executive office may designate additional municipalities as seasonal communities based on consideration of the following factors:

- (i) a high rate of short-term rentals in relation to the overall housing inventory;
- (ii) a significant population increase in seasonal visitors;*
- (iii) an excessive disparity between the area median income and the income required to purchase the municipality’s median home price;
- (iv) the percentage of housing stock that is used for seasonal, occasional or recreational use or is otherwise not used as a primary residence by the property’s owner; and
- (v) high variations in the average monthly variation of employment in the sector over the full year, in relation to the municipality’s minimum employment threshold.”

*Further analysis required; data not included in these materials



I) Short-Term Rentals

There are 43,401 short term rentals (STRs) registered with the Massachusetts Department of Revenue as of July 2024. Six towns have no registered short-term rentals.

UMass Donahue Institute collected data from the MA DOR and *excluded* the following registered STRs:

- Units that are “rooms” or “suites”, rather than an entire dwelling units
- Units occupied by guests for 14 days or less each year (these are exempt from the lodging tax)
- Owner-occupied units

There are 34,000 “primary” short-term rentals: complete units that are not owner-occupied and that are rented for 15 days or more each years. This is 78 percent of all registered STRs, and 1.1% percent of the state’s housing stock (2018 – 2022 ACS).

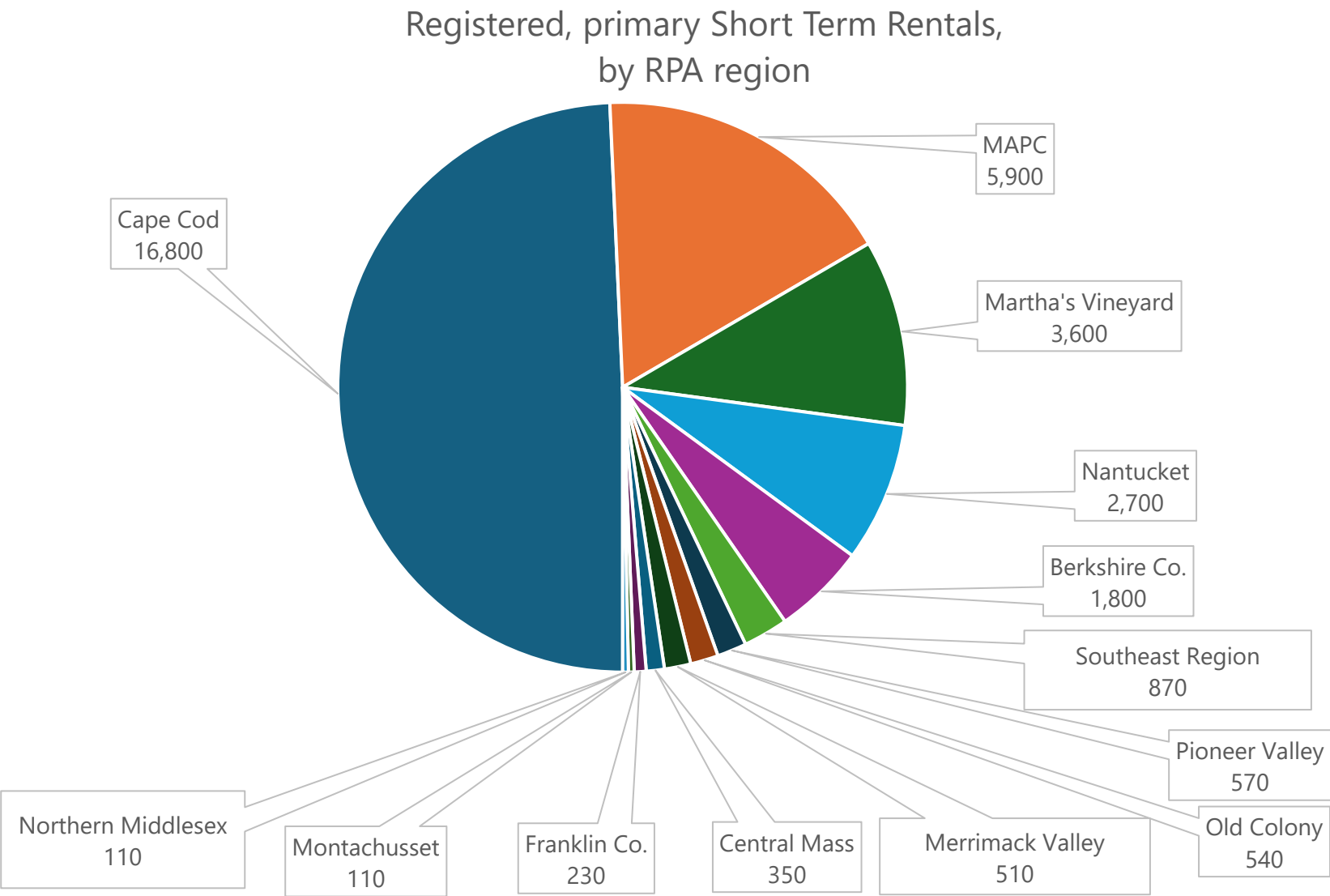
Half of all primary STRs are in Barnstable County despite having only 6 percent of the state’s housing units. 10 percent of the county’s housing stock is a full-time STR.

Over 20% of homes on Martha’s Vineyard and Nantucket are registered as a primary STR.

Primary STRs in Berkshire County take up 2.6% of the housing stock county-wide.

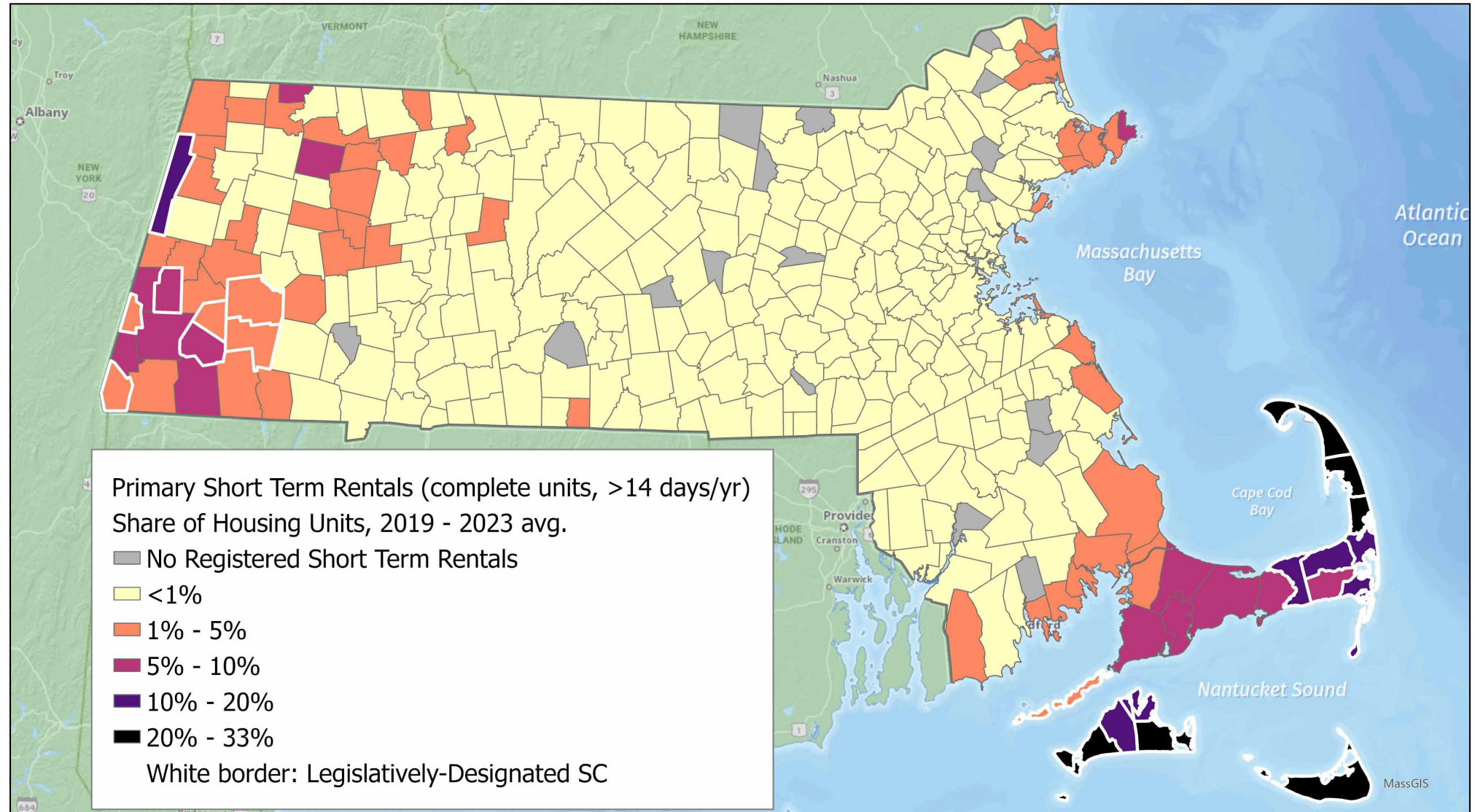


I) Short Term Rentals, by region



I) Short term rentals

Short Term Rentals, Percent of Homes



III) Disparity between the area median income and the income required to purchase the municipality's median-priced home



Area Median Income is determined by HUD

- Based on median income for a *four person family household* -- not median for all households.
- Drawn from 2018 – 2022 ACS data inflation adjusted to 2024 dollars.
- Values are estimated for 19 different Fair Market Rent areas in Massachusetts.

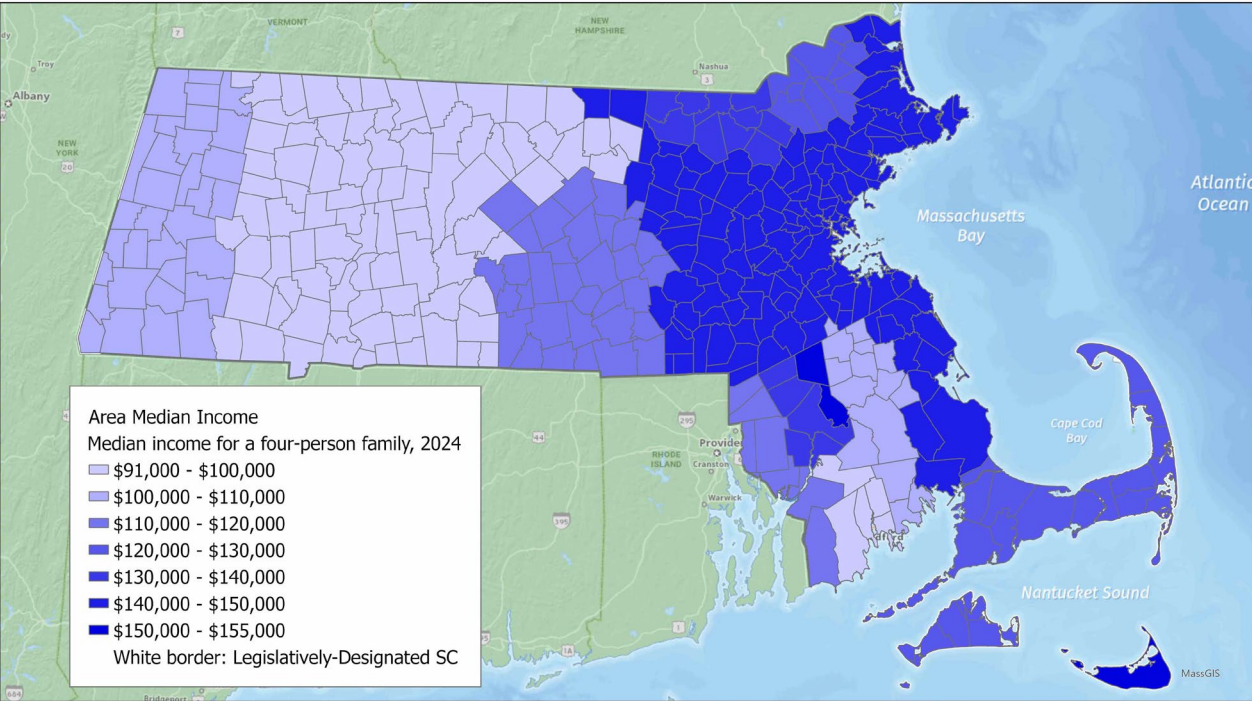
Home sale prices based on Zillow Home Value Index, “a measure of the typical home value and market changes across a given region and housing type. It reflects the typical value for homes in the 35th to 65th percentile range.”

- Includes both single family homes and condos
- Monthly stats averaged to yield a 2024 median home value estimate
- Ownership costs assumed 20% down payment, 6.6% interest rate
- Insurance costs based on 2022 US Treasury data on average homeowners insurance premiums by zip code
- Property tax costs calculated based on FY24 local mill rate assessed on median home sale price.

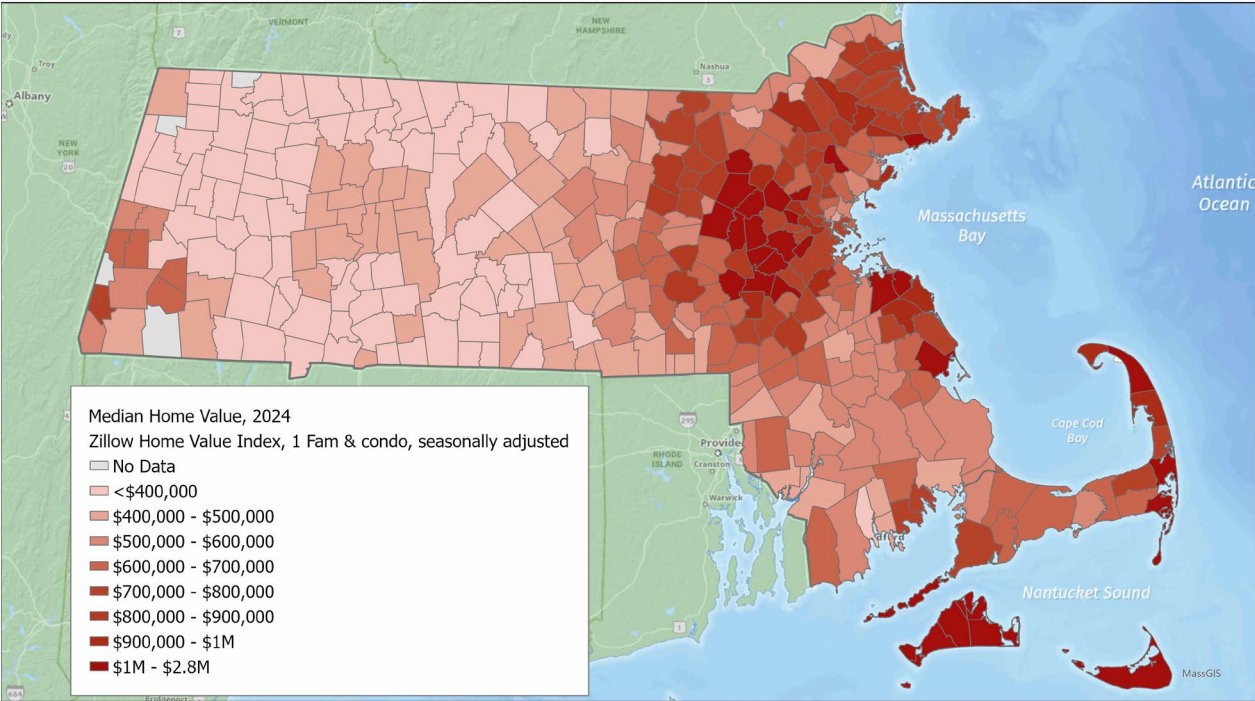
III) Disparity between the area median income and the income required to purchase the municipality's median-priced home



Area Median Income, 2024



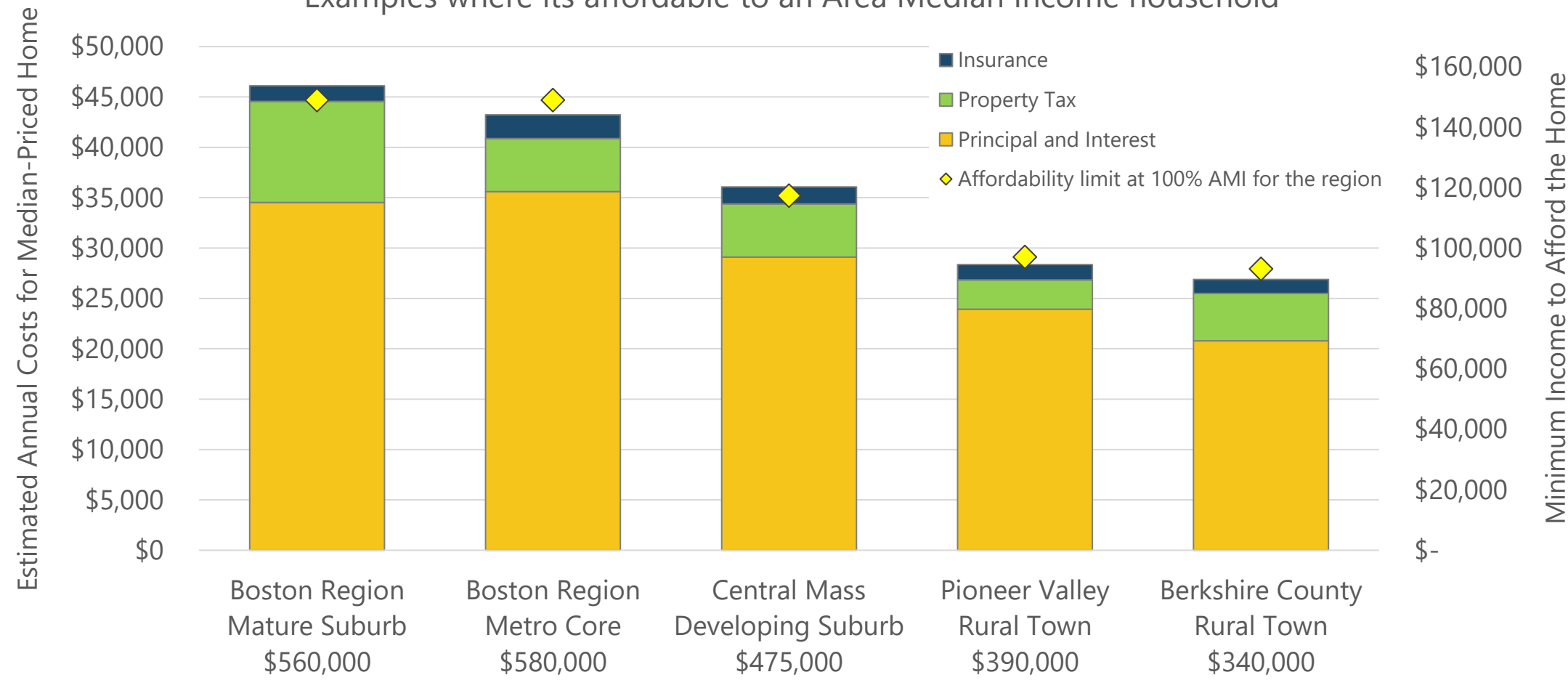
Median Home Sale Price, 2024



III) Income required to purchase the municipality's median-priced home



Annual Housing Costs for a Median-Priced Home
Examples where its affordable to an Area Median Income household

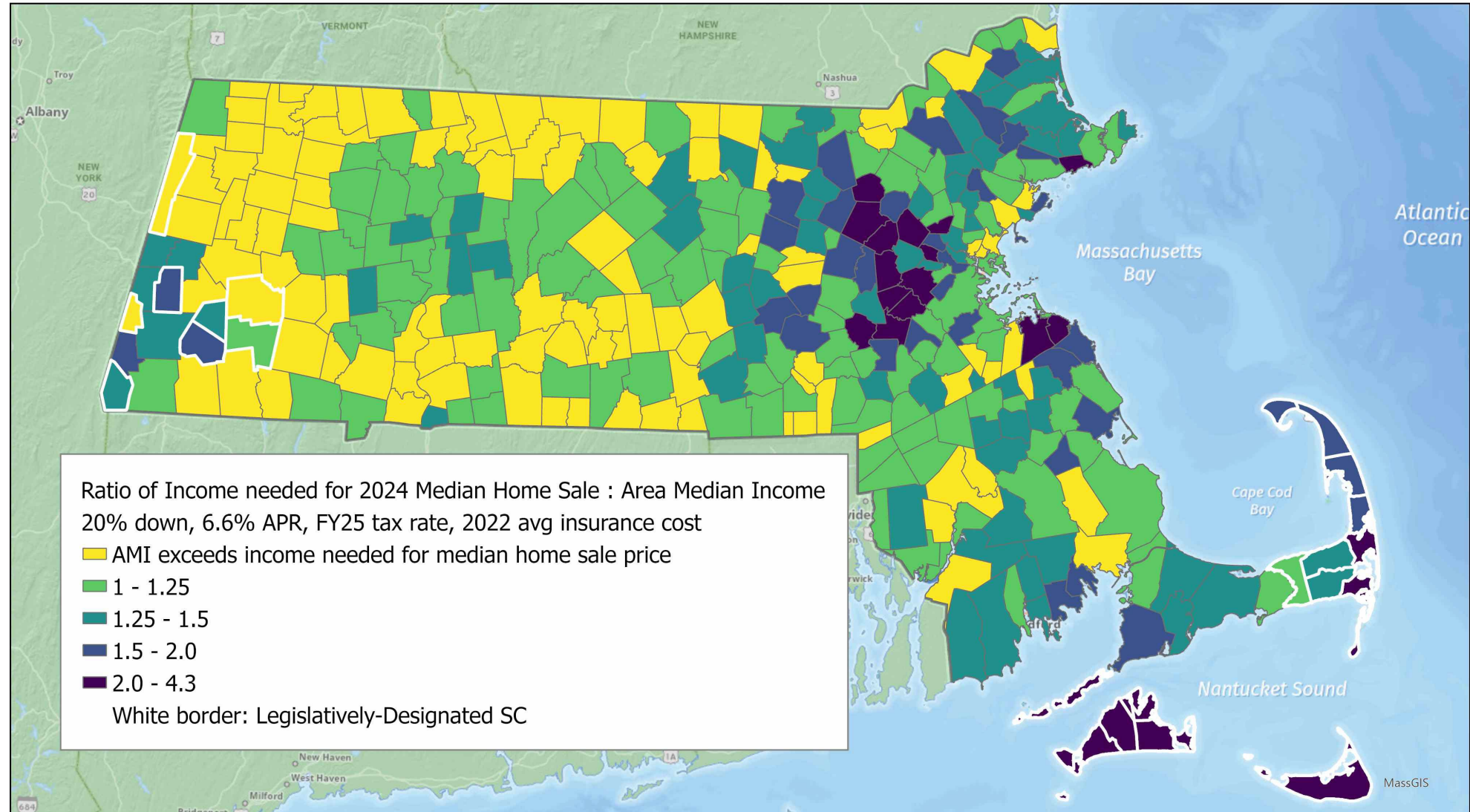


Five example municipalities and their median home sale price

III) Disparity between the area median income and the income required to purchase the municipality's median-priced home



Disparity between Area Median Income and Median Sale Price



IV) Percentage of homes used for seasonal, occasional or recreational use



The ACS classifies units into occupied and vacant; and vacant units are assigned a “Vacancy Status.” One status is “For seasonal, recreational, or occasional use.” Those terms are defined by the Census Bureau as follows:

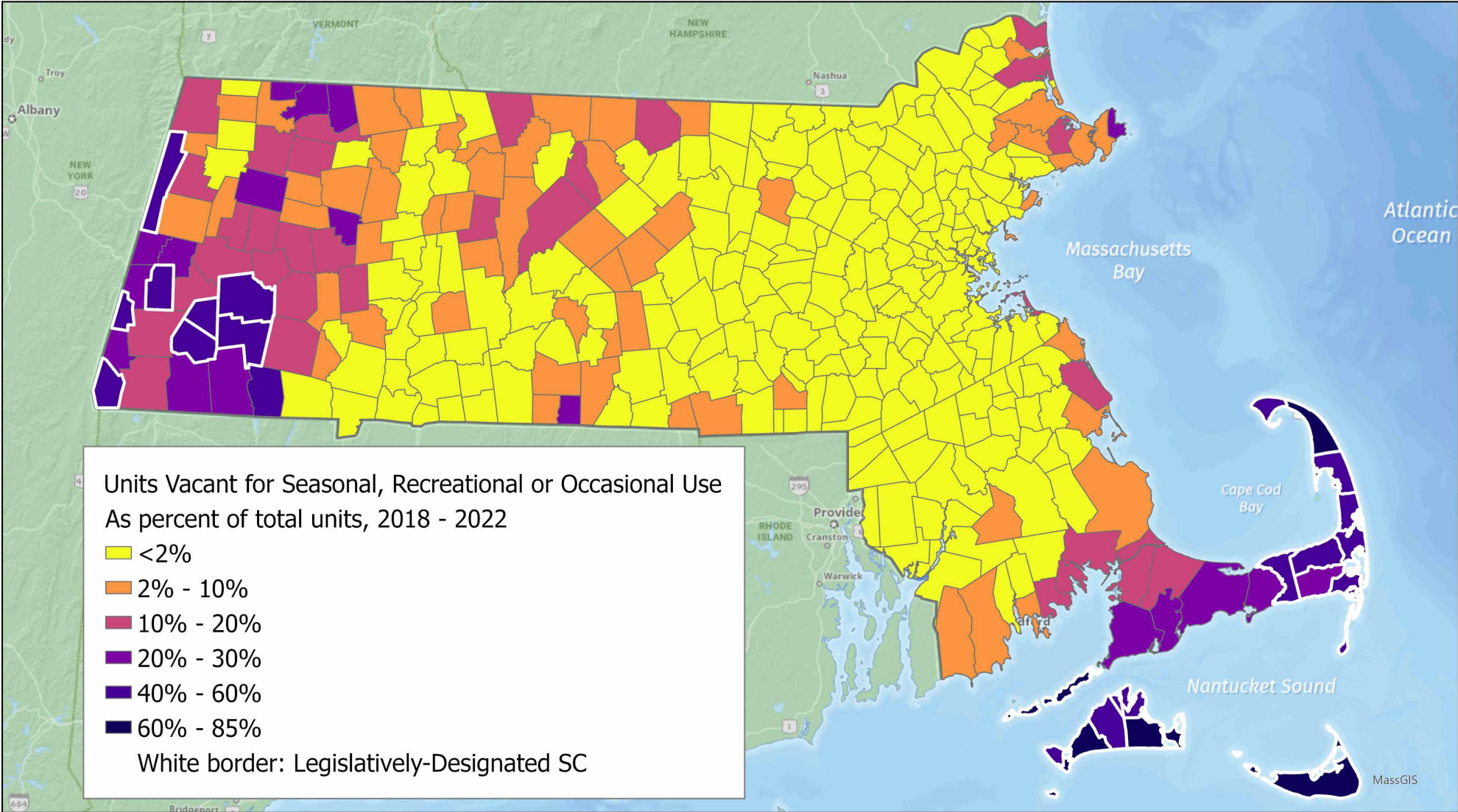
- *For occasional use*: Units held for weekends or occasional use throughout the year. Time-shared units are classified in this category if the vacant unit is not for-rent or for-sale-only, but held for use for an individual during the time of interview.
- *Seasonal Vacant Units*: Units intended for occupancy only during certain seasons of the year and are found primarily in resort areas.

The Cape Cod Commission’s Regional Housing Needs Assessment and the Berkshire Regional Planning Commission’s Berkshire Benchmarks both use this same ACS data as the basis for their seasonal home estimates.

Analysis was conducted using 2018 – 2022 ACS data.

IV) Statutory Metrics Data Review

Seasonal and Vacation Homes (%)





V) High variations in employment over the full year

EOHLC collected data on monthly employment by municipality from EOLWD for total employment, private sector employment (excludes city, town, state, federal employment), and Leisure & Hospitality sector.

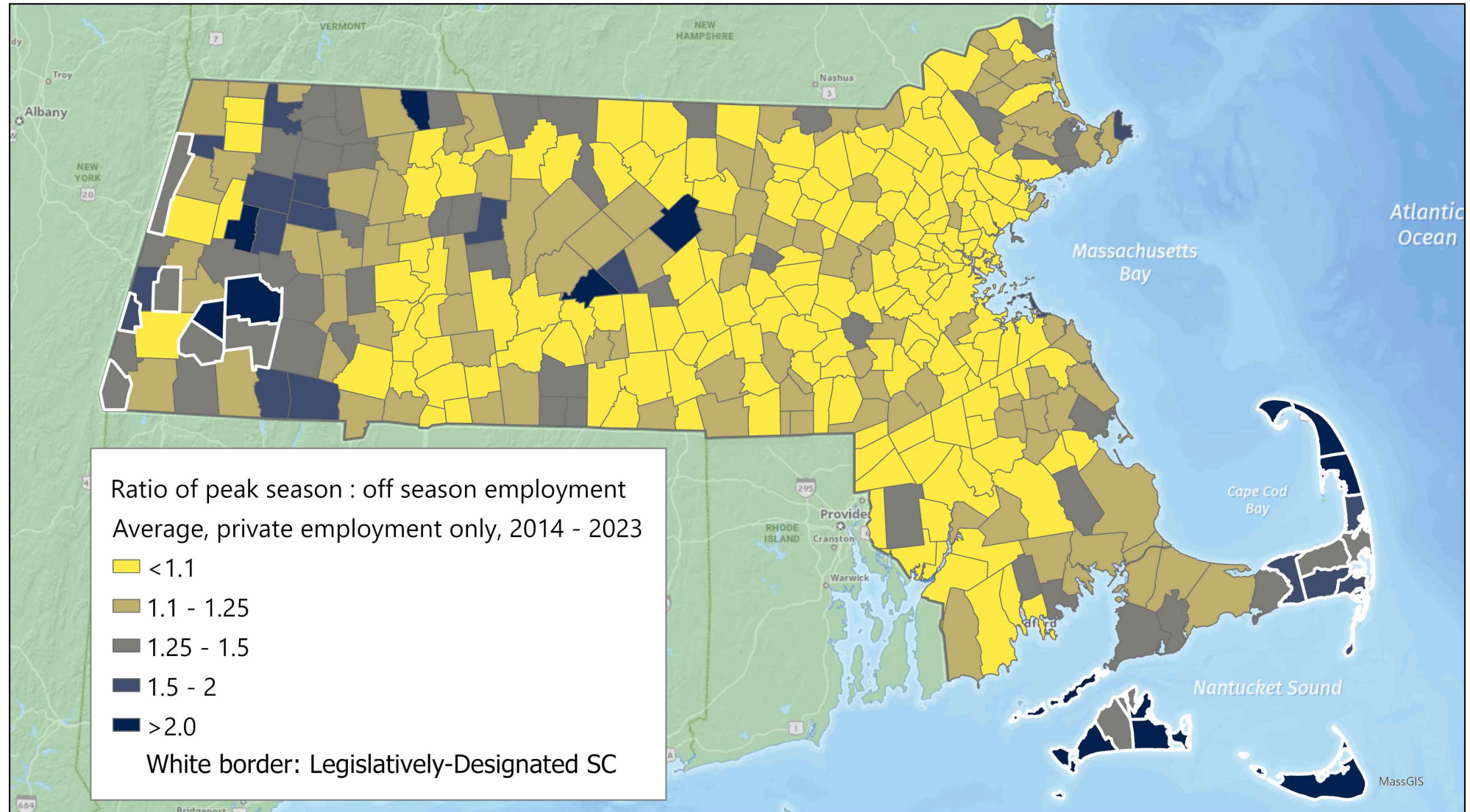
Seasonal Employment Ratio was calculated as follows:

- Calculate three-month rolling average of employment over the period 2014 – 2023
- For each municipality, determine the three-month periods with the highest and lowest employment average for each calendar year. These are termed the “peak-season” and “off-season” employment totals.
- Calculate the ratio of peak-season to off-season employment for each calendar year
- Eliminate the highest and lowest calendar year ratios for the ten-year study period, for each municipality
- Average the remaining ratios to produce an average Seasonal Employment Ratio for each municipality.

Current estimates are for all private sector employment. Further analysis will estimate Leisure & Hospitality ratios and share of seasonal employment associated with Leisure & Hospitality jobs.

V) Seasonal Variation in Employment

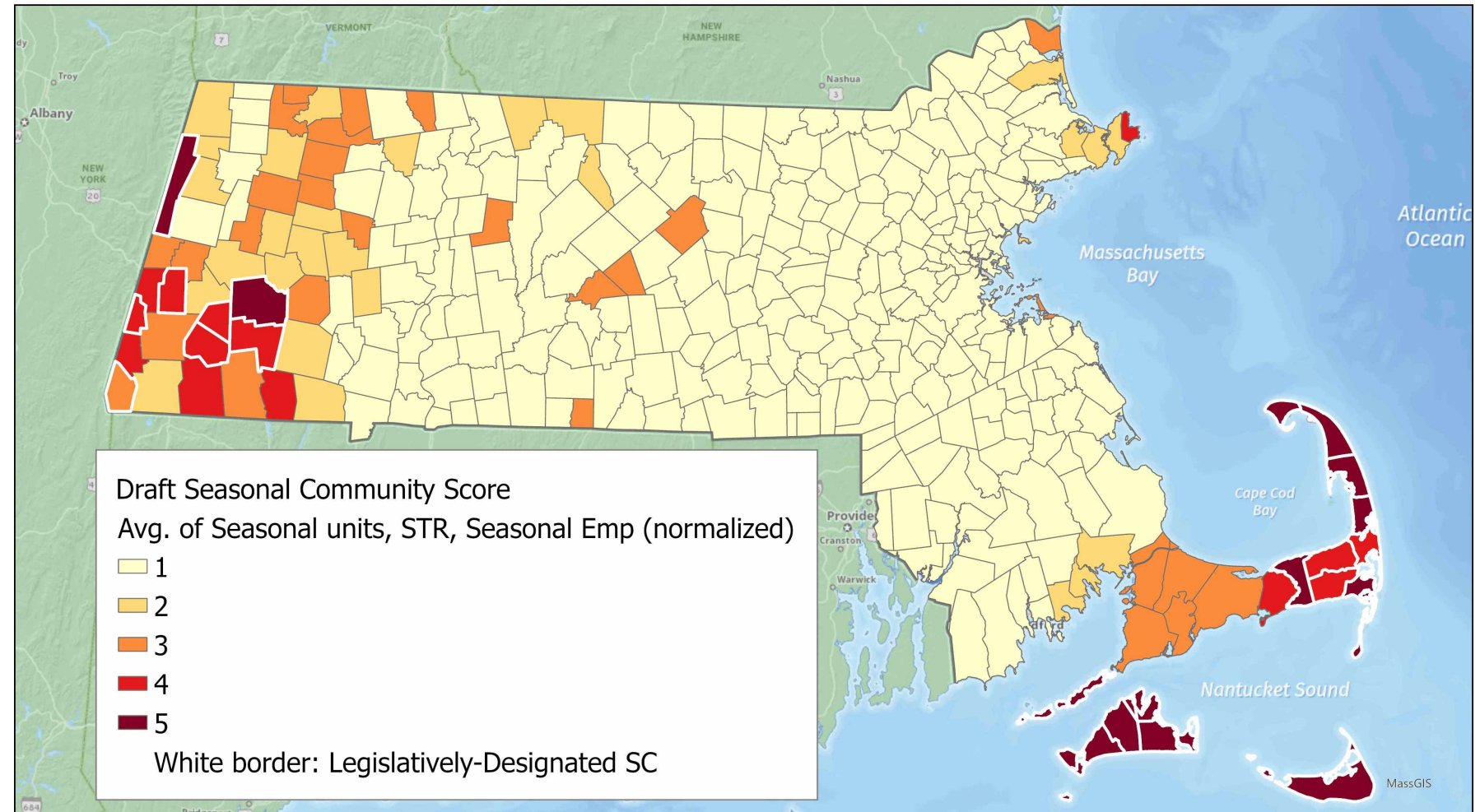
Seasonal Employment Ratio



Combined Seasonal Communities Score

Prototype Seasonal Communities Score (3 Factors)

EOHLC calculated a 'normalized' score for three of the measures described above (Short Term Rentals, Seasonal Homes, Seasonal Employment Ratio). Normalized scores were averaged to produce a preliminary Seasonal Communities Score of 1 through 5 (Breaks between each category are arbitrary, not determinative).





Further Designations



Process for Designation

Communities designated as Seasonal Communities by statute must ...

- Take a local vote to accept or deny that designation.

Communities designated as Seasonal Communities by EOHLC based on statutory metrics must ...

- Take a local vote to accept or deny that designation

Communities NEITHER designated by statute NOR by EOHLC which are interested in receiving the Seasonal Communities designation must...

- Formally request a designation through a process to be determined by EOHLC in consultation with the Council
- Take a local vote to accept or deny that designation

****HLC may designate further communities at the discretion of the Secretary**



Working Groups



Why Working Groups?

To facilitate the swift, but thoughtful development of Seasonal Communities regulations by Fall 2025, EOHLC proposes forming working groups to provide recommendations on each necessary section of regulations.

- Meeting Timeline: Mid-March – Late April
- Meeting Frequency: Bi-weekly (~3 meetings)
- Meeting Duration: 1 hour
- Working Group Reports: May Council Meeting

Council members will select working groups preferences in a follow-up survey. Each group will then work to identify and develop recommendations to address key questions and concerns requisite to the development of regulations in their respective subject matter area.



Working Group Formation (I/II)

GROUP 1 – METRICS & FURTHER DESIGNATION

Statute establishes the following metrics to consider in further designations:

- Short-Term Rentals
- Seasonal Population
- Median Income to Median Home Price Disparities
- Seasonal Housing Stock
- Seasonal Employment

EOHLC proposes to consider these factors together through a combined Seasonal Communities Score. This group will work to refine the prototype score developed and reach consensus on a framework for the designation of further communities.

GROUP 2 – YEAR-ROUND HOUSING TRUSTS + OCCUPANCY RESTRICTIONS

- Year-Round Housing Occupancy Restrictions
- Year-Round Housing Trusts
- Year-Round Artist Housing
- Tiny Homes and Undersized Lots for Year-Round Housing

This group will guide the development of regulations structuring the year-round housing powers of Seasonal Communities.



Working Group Formation (II/II)

GROUP 3 – TOOLS & REQUIREMENTS: EXISTING AND FUTURE

- Requirement: Tiny Homes By-Right
- Requirement: Undersized Lots
- Tool: Municipal Employee Housing – Development & Preference
- Tool: Primary Residence Property Tax Exemption
- What's next?

This group will guide the development of regulations structuring all requirements for designated communities, as well as the municipal workforce housing and primary residence tax exemption powers available to them. The group will also consider potential future requirements and tools appropriate for designated communities.



Timeline & Next Steps

Timeline



MARCH - MAY

- Working groups meet, develop recommendations

MAY – JULY

- EOHLC drafts regulations shaped by working groups recommendations; target for publicizing draft regulations for comment

JULY – AUGUST

- Target comment period on draft regulations ends, EOHLC revises recommendations based on comments

SEPTEMBER

- Target for final regulations to be filed and publicized

Next Steps



Council to **respond to follow-up survey on data, designations by 3/19/25**

EOHLC to consolidate survey responses, share with Council in advance of next meeting

Working groups to form, advise EOHLC on drafting, promulgation of regulations
(Target: Late September)

EOHLC to hold series of listening sessions

Tentative Next Meetings: **May (Cape Cod), September (Nantucket)**



Cyber Resilient Massachusetts Grant Program

Funding Available for Managed Detection and Response

The MassCyberCenter is providing grants under the Cyber Resilient Massachusetts Grant Program to **municipalities**, **small businesses**, and **non-profits** in Massachusetts to fund *Managed Detection and Response* (MDR) services from [CyberTrust Massachusetts](#). Grants provide up to \$25,000 to fund MDR for up to 3 years.

The CyberTrust Massachusetts Security Operations Center provides MDR with the support of [SentinelOne](#). This service positions organizations to detect and respond to cybersecurity threats and includes the following:

- Managed 24x7 endpoint detection and response
- Network Discovery
- Vulnerability Assessment
- Active Directory and Entra Hygiene
- Active Directory Identity Protection
- Software and Asset Inventory

[Learn More and Apply](#)

Additional Information

- Applications accepted on a rolling basis
- Applications must include a scope of work for MDR services from CyberTrust MA
- An informational webinar will be held on April 10 at 12 pm ([register here](#))

About CyberTrust Massachusetts

CyberTrust Massachusetts is a non-profit organization working closely with the MassCyberCenter and is currently supported with grant funding to support the operation of SOC and Cyber Range facilities located at colleges and universities across the Commonwealth that grow and promote the diversity of the cybersecurity talent pipeline, as well as help provide solutions to municipalities, small businesses, and other organizations for protection against cyber threats. Municipalities may contract directly with CyberTrust Massachusetts for cybersecurity and related services without a public procurement process.





MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: March 28, 2025

RE: **February 2025 Assistance Activities**

This report highlights technical assistance provided by BRPC staff for February 2025. This assistance was in response to requests identified in the Board/Organization column. If available and permitted by the funding agencies, responses were supported by local assessment or grant funds. This report 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 get in touch with us for details.

Town/City/State	Municipal Technical Assistance	Board/Organization
Adams	Pavement management scope of work and cost estimate	Town Administrator
Great Barrington	Campus Overlay District Map	Town Manager
North Adams	Transportation projects coordination meeting	Mayor's Office
Williamstown	Mass Trails Connectivity Grant coordination	Community Development Director