



# BRPC

Berkshire Regional Planning Commission

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## MEETING NOTICE

There will be a meeting of the **EXECUTIVE COMMITTEE**  
of the  
BERKSHIRE REGIONAL PLANNING COMMISSION  
**Thursday, May 1, 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=84066103559>

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

**Meeting materials are on BRPC's website: [www.berkshireplanning.org](http://www.berkshireplanning.org).**

Click the calendar of events, then the meeting name, and follow the link to 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 April 3, 2025\*
- IV. Financial Reports and Discussion (4:05)
  - A. Vote to Approve the March 28 – April 24, 2025 Expenditures Report\*
  - B. Report on Accounts Receivables – April 2025
  - C. Report on the Line of Credit – April 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 an Exception to the Dual Signature Requirement for Payments up to \$15,000 Related to the Home Modification Loan Program (HMLP)\*
  - B. Vote to Approve the Berkshire Regional Planning Commission Personnel Pay Plan for FY 2026\*
- VII. Committee Reports and Discussion (4:25)
  - A. Nominating Subcommittee
  - B. Commission Development Committee
  - C. Regional Issues Committee
  - D. Transportation Advisory Committee
  - E. Berkshire Municipal Planning Organization
  - F. Finance 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. Rural and Western Massachusetts Conference
- H. 120-Day Notice Waiver
- I. Fifth Thursday Event
- IX. Old Business and Discussion (4:45)
  - A. Discussion about the Amicus Brief related to the Discontinuance of Roads
  - B. Discussion about Regional Planning Agency State Retirement Legislation
- X. New Business and Discussion (4:50)
  - A. Discussion Regarding Potentially Amending the BRPC Bylaws to have the Commission Development Committee Serve as the Nominating Committee
  - B. Discussion about Topics for the May 15, 2025 Commission Meeting
- XI. Adjournment\* (5:00)

\* Items Requiring Action



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## **DRAFT Executive Committee Minutes Thursday, April 3, 2025**

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

### **I. Call to Order & Open Meeting Law Statement**

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

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

Office Manager Marianne Sniezek read the roll call:

#### Members Present:

Malcolm Fick, Chair, Great Barrington Alternate  
John Duval, Vice Chair, Adams Alternate  
Sheila Irvin, Clerk, Pittsfield Delegate  
Buck Donovan, Treasurer, Finance Committee Chair, Lee Delegate  
Kyle Hanlon, CEDS Committee Chair, North Adams Delegate  
Christine Rasmussen, Regional Issues Committee Chair, Stockbridge Alternate  
Roger Bolton, Environmental Review Committee Chair, Williamstown Alternate  
Douglas McNally, Commission Development Committee Chair, Windsor Delegate

#### Members not Present:

Sam Haupt. Peru Delegate

#### Others Present:

Brittany Polito, iBerkshires; Mary McGurn, Egremont Delegate; Mark Smith, Lenox Delegate

#### Staff Present:

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

### **III. Vote to Approve April 3, 2025 Minutes**

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

#### **IV. Financial Reports**

##### **A. Vote to Approve the February 28, 2025 – March 27, 2025**

###### **Expenditures Report**

Doug McNally motioned to approve the February 28, 2025 – March 27, 2025 expenditures report. Kyle Hanlon seconded the motion. The motion passed with affirmative votes from Malcolm Fick, John Duval, Sheila Irvin, Buck Donovan, Doug McNally, Roger Bolton, Christine Rasmussen, and Kyle Hanlon.

##### **B. Report on the Accounts Receivable – March 2025**

The staff reported there was nothing problematic.

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

The Line of Credit has not been used.

##### **D. Report on Federally Funded Contracts**

No federal contracts have been canceled. USDA lifted its funding freeze. FEMA payments are slowed down for unknown reasons. Tom is monitoring public health funding and trying to confirm the status. An FDA award was received.

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

None.

#### **VI. Items Requiring Action**

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

The Executive Committee was requested to authorize the Executive Director to submit a grant application, after the fact, 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. George Mason University

would administer subcontracted services. BRPC contact is Andy Ottoson, [aottoson@berkshireplanning.org](mailto:aottoson@berkshireplanning.org).

Douglas McNally moved 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. Roger Bolton seconded the motion. The motion passed with affirmative votes from Malcolm Fick, John Duval, Sheila Irvin, Buck Donovan, Doug McNally, Roger Bolton, Christine Rasmussen, and Kyle Hanlon.

**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 was requested to authorize the Executive Director to submit the following grant applications to the 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

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.

Clarksburg Hoosic River Bank Stabilization Project

The Clarksburg Hoosic River Bank Stabilization Project will fund final engineering and permitting submissions to address increased 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 increases 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 community's needs and natural resources of the area. The amount

requested is \$429,180. Through a small/rural towns exemption, no match is required.

#### 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 this match through \$25,000 cash funds (Pittsfield CDGB) and the rest in-kind volunteer hours in partnership.

#### 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 developing the Climate Career Lab program, student recruitment, and a first year programming run with one cohort. This project aligns with the 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 comes from the 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 is estimated at approximately \$8,000.

The primary staff contact for these projects is Principal Planner Courteny Morehouse, [cmorehouse@berkshireplanning.org](mailto:cmorehouse@berkshireplanning.org).

Sheila Irvin moved to vote to authorize the Executive Director to submit grant applications to the Massachusetts Executive Office of Energy & Environmental Affairs Municipal Vulnerability Preparedness (MVP) grant program and to sign any resulting contracts and agreements for four projects: Clarksburg Four Corners Climate Resiliency, Clarksburg Hoosic

River Bank Stabilization, Pittsfield Westside Connectivity, and Berkshire Climate Career Lab Pilot.

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

**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.**

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. BRPC may see a decline in revenue related to the federal administration's budgetary practice.
- BRPC's typical practice has been to review salary ranges by position every two years to ensure our salary ranges don't fall lower than competitors'. Given the fiscal uncertainty, Tom recommended forgoing that review this year because results may be unreliable.
- BRPC's 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, Tom recommended that BRPC 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 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 the lowest paid employee would not lose ground to inflation.
- Typically, BRPC has made merit based salary increases. Employees work hard, and many put in significantly more time and effort than required. Tom recommended offering merit increases for FY 26. Not doing so would be a disincentive when BRPC needs to deliver high quality products to remain competitive in the face of declining grant opportunities, be more entrepreneurial to seek new opportunities, and maintain strong and valuable working relationships with our municipalities and other partners. Tom recommended 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 applying 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, BRPC only offers 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, while those with lower evaluations would get less. Because we are not evaluating salary ranges this year, Tom recommended not using this practice but offering the full merit increase instead. This amount would not increase the range or the employee's position within the range for future years.
- In summary, Tom recommended that full time employees receive a market based salary adjustment of \$2,200 (or hourly equivalent) 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.

Roger Bolton moved 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 amount of \$2,200 (or hourly equivalent), 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, but that increase would not increase the range..

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

## **VII. Committee Report and Discussion**

### **A. Commission Development**

The Commission Development Committee met on March 6, 2025. Potential topics for a May 29, 5th Thursday event at Mazzeo's were discussed, and a Nominating Subcommittee was formed to identify officers for FY26. Draft meeting minutes were 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 were not yet available.

**C. Comprehensive Economic Development Strategy**

The CEDS committee met on March 12, 2025. The Year 2 Performance Report, including potential priority projects, was discussed. Regarding federal government funding freezes, the Economic Development Administration is not accepting grant applications. The Partnership Planning Grant Program (under which Berkshire County's Economic Development District operates) is being temporarily reviewed. BRPC has 18 months of funding left. The next meeting is May 7, 2025. Draft minutes were not yet available.

**D. Transportation Advisory Committee (TAC)**

The TAC met on March 20, 2025. Topics included a discussion on the development of the 2026 – 2030 Transportation Improvement Program (TIP) and the 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. The next meeting is scheduled for April 15, 2025. Draft minutes were 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 CTGP for BRTA's Travel Training Program was considered. Development and funding for the 2026 – 2029 TIP were discussed. The May Commission meeting will vote on the TIP and the UPWP.

There was an update about the Micro-transit Feasibility Study and reports from Member Agencies. Tom reported the consultants are doing good work and the advisory group had a good discussion about where usage is, and opportunities for fixed route improvement and micro-transit.

Roger asked about federal transportation funding and if they are at risk. Tom said there is not much information, but a good sign is the Safe Streets for All program is taking new applications. There may be priority shifts to areas with high growth rates. There is no indication that planning funds are affected.

The next meeting is April 22, 2024. Draft minutes were 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. Paul Mark's Ways and Means committee assignment is good news. The state budget has been released, and the committee will meet on April 9<sup>h</sup> to review it and set priorities. The new formula for Chapter 90 funding would be good for rural communities. The Governor's recent visit and the Seasonal Communities meeting in Stockbridge were good opportunities to participate in statewide planning. Draft minutes were not yet available.

#### **G. Finance Committee**

The next meeting is Tuesday, April 29, at 4:00 pm to review the FY26 budget.

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

#### **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.

1. We are not aware of any grants not received.

#### **B. Berkshires Tomorrow Inc. (BTI) Update**

- No activity in March.

#### **C. Staff Updates**

##### 2. Resignation

- Marie Brady, Public Health Senior Planner, resigned as of 3/26/2025 for a position with the NY Public Health Department near her home. She will work part time until June 30.

##### 3. Open Positions or Solicitations:

- Public Health Training Specialist
- Youth Advisory Board Consultant
- South County Community Outreach Specialists Individual Contractors

##### 4. Internships

- Digital Navigator
- Outdoor Recreation

#### **D. Rural Policy Advisory Committee**

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

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

The Seasonal Communities Advisory Council met in Stockbridge on March 12, 2025. The main agenda items were guidance about accepting the Seasonal Communities designation, a data review, discussion about designating additional communities and establishing working groups to

provide recommendations for further implementation of this newly created program. The slide deck presented at the meeting is in this meeting's material. Municipalities must vote to accept the designation. There are obligations. Eight Berkshire County communities qualify. Benefits are still being defined. There may be a way to accept the designation and opt out later.

Stockbridge is considering putting it to vote at the Town Meeting. Tiny homes construction by right is likely to be controversial. Doug thinks that given the recent ADU regulations, it is likely towns will opt out on anything that erodes local decision-making.

#### **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, Tom met with representatives from the Franklin Regional Council of Governments and the Montachusett Regional Planning Commission to strategize about analyzing the economic benefits from this passenger rail service.

#### **G. Cyber Resilient Massachusetts Grant**

The MassCyberCenter has released an updated version of the Cyber Resilient Massachusetts Grant Program that enables municipal entities, 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 Massachusetts Conference**

The Annual Rural and Western Mass Conference will be held Saturday, May 3, 2025, from 8:00 am – 1:00 pm at the Delaney House in Holyoke. The focus is on helping small and rural towns put ideas into action. More information is at Massachusetts Select Board Association Western and Rural Massachusetts Conference - Massachusetts Municipal Association (MMA). Those without a MMA account may contact Anneke Craig, MMA Member Program Coordinator, at [acraig@mma.org](mailto:acraig@mma.org) to register.

### **IX. Old Business and Discussion**

#### **A. Amicus Brief related to the Discontinuance of Roads**

The latest information is that the Amicus brief that the BRPC approved signing on to at the last meeting will likely be due sometime in the first half of April. Tom will get 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 BRPC develops on behalf of the region every five years and reports annually to the Economic Development Administration (EDA). 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 CEDS Committee requested the Executive Committee's input regarding the CEDS Committee's responsibilities and activities with the possibility of changing the Committee name to reflect a broader economic development role beyond the CEDS document.

Roger favors acknowledging a role beyond the strategy of the CEDS plan and reports and addressing day-to-day issues. Doug noted that without county government, regional planning agencies have had to fill the gap of county-wide economic coordination, and it makes sense to recognize this more proactive role. Economic development's overlap with housing, transportation, and other issues is another reason to recognize the need for a holistic approach. It was noted that BRPC should continue to coordinate and not overstep other economic development efforts. Regional planning gives smaller communities a voice and does a good job of working with other entities. It was agreed that a name change and broadening the role make sense and align with the launch of the next CEDS.

Name suggestions are welcome and will come from the CEDS Committee to the Executive Committee.

Tom promoted the Berkshire State of Work Summit at BCC on June 18, 2025 from 8:00 am – 4:00 pm. Laura said there will be a public sector component.

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

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 Commission FY26
- Presentation on the Auditor's Report about PILOT Payments

There was a discussion about the PILOT program and a meeting in Windsor on Monday with the Auditor's Office, which reported on the inequity of the current funding and recommendations. It would be hard to get those revenues changed. It is unknown if there is anything in the Governor's budget about PILOT, but some legislation has been filed.

- Presentation on the State's Housing Plan
- TIP and UPWP Votes
- CEDS

## **XI. Adjournment**

Doug McNally made a motion to adjourn. Sheila Irvin seconded the motion. The motion passed with affirmative votes from Malcolm Fick, John Duval, Sheila Irvin, Buck Donovan, Doug McNally, Roger Bolton, Christine Rasmussen, and Kyle Hanlon. The meeting adjourned at 4:55 pm.

**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

# BERKSHIRE REGIONAL PLANNING COMMISSION

## Check Register

For the Period From Mar 28, 2025 to Apr 24, 2025

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
19149	4/1/25	AAIM EA TRAINING & CONSULTING LLC	451.37	040 ADMIN	Admin	Background Checks - Kittle, Surprise, Lemoine
19150	4/1/25	DENNIS BERGQUIST	176.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19151	4/1/25	BERKSHIRES TOMORROW INC	4,290.00	040 ADMIN	Admin	Software Lease
19152	4/1/25	VALERIE BIRD	243.60	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
19153	4/1/25	BLUE 20/20	229.61	040 ADMIN	Admin	Vision Insurance
19154	4/1/25	BOSTON SEA FOODS	1,618.00	688 WSH/MVPA	Washington - Municipal Vulnerability Preparedness Action	Catering - MVP Event
19155	4/1/25	MARIE BRADY	117.95	---	Varied Projects	Monthly Expense Form
19156	4/1/25	LAURA BRENNAN	116.34	---	Varied Projects	Monthly Expense Form
19157	4/1/25	CENTRAL BERKSHIRE HABITAT FOR HUMANITY	7,291.66	782 MassCEC/IMP	MassCEC - Pittsfield Energy Coaching Program Implementation	Subcontractor
19158	4/1/25	BRITNEY DANIALS	75.32	---	Varied Projects	Monthly Expense Form
19159	4/1/25	ALISON DIXON	94.08	---	Varied Projects	Monthly Expense Form
19160	4/1/25	LESLIE DRAGER	80.80	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Monthly Expense Form
19161	4/1/25	EDWARD FAHEY	283.10	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspections	Monthly Expense Form
19162	4/1/25	SIOGA CLUB OF BERKSHIRE COUNTY INC	250.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19163	4/1/25	NOE GONZALEZ ORTIZ	168.00	---	Varied Projects	Monthly Expense Form
19164	4/1/25	WYLIE GOODMAN	15.12	725.07 LAN/DE-IMP	Lanesborough - Digital Equity Implementation	Monthly Expense Form
19165	4/1/25	MICHAELA GRADY	119.86	---	Varied Projects	Monthly Expense Form
19166	4/1/25	DANIEL HASSETT	198.33	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
19167	4/1/25	CORNELIUS HOSS	24.92	751 EOEEA/WSH/ZR	Executive Office of Energy & Environmental Affairs - Washington Zoning Recodification	Monthly Expense Form
19168	4/1/25	SETH JENKINS	52.50	---	Varied Projects	Monthly Expense Form
19169	4/1/25	JESSICA JONES	208.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19170	4/1/25	DAVID KELLEY	1,150.00	040 ADMIN	Admin	Cleaning Services
19171	4/1/25	SAMANTHA KITTLE	29.40	516 FRCOG/EPP	Franklin Regional Council of Governments - Emergency Preparedness Planning	Monthly Expense Form

# BERKSHIRE REGIONAL PLANNING COMMISSION

## Check Register

For the Period From Mar 28, 2025 to Apr 24, 2025

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
19172	4/1/25	LAURA KITTROSS	60.90	616 WMPHA/CLPH	Western Massachusetts Public Health Association - Coalition for Public Health	Monthly Expense Form
19173	4/1/25	TARA KONJOLKA-BROWN	384.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19174	4/1/25	CHRISTOPHER KOWALSKI	120.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19175	4/1/25	JOCELYN LATVALLA	239.39	---	Varied Projects	Monthly Expense Form
19176	4/1/25	CHRISTINE LEMOINE	330.12	519 FRCOG/FMRC	FRCOG - Franklin County Medical Reserve Corps	Monthly Expense Form
19177	4/1/25	CHRISTIE LEWIS	212.07	---	Varied Projects	Monthly Expense Form
19178	4/1/25	JAMES MARCIL	100.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19179	4/1/25	MA STATE BOARD OF RETIREMENT	13,998.28	---	---	Retirement
19180	4/1/25	ANDREW MCKEEVER	144.90	---	Varied Projects	Monthly Expense Form
19181	4/1/25	KELLIE MEISL	640.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19182	4/1/25	MIIA HEALTH BENEFITS TRUST	2,684.86	040 ADMIN	Admin	Dental Insurance
19183	4/1/25	MIIA HEALTH BENEFITS TRUST	69,016.17	040 ADMIN	Admin	Health Insurance
19184	4/1/25	COURTENY MOREHOUSE	31.99	664 CLK/MVPA	Clarksburg - Municipal Vulnerability Preparedness	Monthly Expense Form
19185	4/1/25	MAEGAN MOYNAHAN	2,375.00	---	Varied Projects	Subcontractor
19186	4/1/25	MUTUAL OF OMAHA	1,612.11	040 ADMIN	Admin	Life; STD; LTD
19187	4/1/25	DWAYNE MYERS	67.20	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19188	4/1/25	ANDREW OTTOSON	412.72	---	Varied Projects	Monthly Expense Form
19189	4/1/25	KAREN PELTO	40.60	709 MMP/BFF25	Massachusetts Marketing Partnership / MA Office of Travel & Tourism - Berkshire Funding Focus	Monthly Expense Form
19190	4/1/25	DAVE PILL	452.43	---	Varied Projects	Monthly Expense Form
19191	4/1/25	BRETT ROBERTS	226.68	---	Varied Projects	Monthly Expense Form
19192	4/1/25	LYDIA SHULMAN	137.20	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
19193	4/1/25	NANCY SLATTERY	164.24	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Monthly Expense Form
19194	4/1/25	JAZU STINE	210.72	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form

# BERKSHIRE REGIONAL PLANNING COMMISSION

## Check Register

For the Period From Mar 28, 2025 to Apr 24, 2025

Filter Criteria includes: Report order is by Date.

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
19195	4/1/25	COLIN SYKES	241.80	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
19196	4/1/25	COURTNEY TATRO	384.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19197	4/1/25	TD CARD SERVICES	860.45	---	---	March 2025 Credit Card 1189 Payment
19198	4/1/25	TD CARD SERVICES	8,917.95	---	---	March 2025 Credit Card 9068 Payment
19199	4/1/25	TIGHE & BOND INC	11,716.25	688 WSH/MVPA	Washington - Municipal Vulnerability Preparedness Action	Subcontractor
19200	4/1/25	JAYMIE ZAPATA	14.77	785 NAD/MVPA	North Adams - Municipal Vulnerability Preparedness Action Grant	Monthly Expense Form
19201	4/1/25	BERKSHIRES TOMORROW INC	2,907.21	653 BRPC/INSREIMB	BRPC - Insurance Reimbursement	Reimbursement of Nurse Costs
19202	4/1/25	CITY OF PITTSFIELD	550.00	040 ADMIN	Admin	Parking
19203	4/3/25	BERKSHIRE BOUNTY INC	2,387.88	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
19204	4/3/25	BRANDEIS UNIVERSITY	18,750.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subrecipient
19205	4/3/25	THE BRIEN CENTER	11,996.31	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subrecipient
19206	4/3/25	DANIELLE COOMES	384.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19207	4/3/25	JILL DAUGHERTY	384.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19208	4/3/25	REBECCA DODGE	480.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19209	4/3/25	RAYNIER MEDINA OLIVO	1,952.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19210	4/3/25	JOSE MEDINA	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19211	4/3/25	ANN MARIE MUTZ	1,030.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
19212	4/3/25	SERGIO ORELLANA RAMOS	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor



# BERKSHIRE REGIONAL PLANNING COMMISSION

## Check Register

For the Period From Mar 28, 2025 to Apr 24, 2025

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Check #	Date	Payee	Amount	Department	Department Description	Expense
19213	4/3/25	BISMARCK OSEI	384.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19214	4/3/25	SHAMIA SHEPHERD	515.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
19215	4/3/25	KRISTANY SKORPUT	480.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19216	4/3/25	ELIZABETH STRICKLER	2,034.60	---	Varied Projects	Subcontractor
19217	4/3/25	TPX COMMUNICATIONS	1,550.31	040 ADMIN	Admin	Telephone
19218	4/9/25	BECKS PRINTING	119.00	737 COMM/ARTBERK25	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2025	Advertising
19219	4/9/25	AYISHETU BRAIMAH	256.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19220	4/9/25	MATTHEW BRYAN	820.00	791 BHS/FVH/MRC	Berkshire Health System Fairview Medical Reserve Corps	Subcontractor
19221	4/9/25	FEDEX	9.20	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Postage
19222	4/9/25	NEW ENGLAND NEWSPAPERS, INC	1,027.00	545 EOHLC/DLTA	District Local Technical Assistance	Advertising
19223	4/9/25	OLD MILL ROAD MEDIA LLC	1,550.00	737 COMM/ARTBERK25	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2025	Advertising
19224	4/9/25	TITOS MEXICAN BAR & GRILL	450.00	---	Varied Projects	Catering - YAB Event
19225	4/9/25	WOLF VALENTIN	160.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19226	4/9/25	VALLEY GREEN SHREDDING, LLC	87.50	040 ADMIN	Admin	Recycling
19227	4/9/25	WB MASON COMPANY INC	239.55	040 ADMIN	Admin	Office Supplies
19139V	4/14/25	C&C LUXURY COACH INC	-1,875.00	---	---	Void - Lost Check
19229	4/14/25	C&C LUXURY COACH INC	1,875.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Event Transportation to Boston
19230	4/15/25	TD CARD SERVICES	8,635.26	---	---	April 2025 Credit Card 9068 Payment
19231	4/15/25	FRANKLIN REGIONAL COUNCIL OF GOV	6,748.24	783 LAN/MVP	Lanesborough - Municipal Vulnerability Preparedness	Subcontractor
19232	4/15/25	NBCC	50,000.00	659 DPH/LHSCT	Department of Public Health - Local Health Support Covid-19 Contact Tracing	Subcontractor
19233	4/15/25	SOURCEPASS COMPUWORKS LLC	4,494.91	040 ADMIN	Admin	Computer Maintenance
19234	4/15/25	BERKSHIRE ENVIRONMENTAL ACTION TEAM INC	4,500.00	783 LAN/MVP	Lanesborough - Municipal Vulnerability Preparedness	Subcontractor

# BERKSHIRE REGIONAL PLANNING COMMISSION

## Check Register

For the Period From Mar 28, 2025 to Apr 24, 2025

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Check #	Date	Payee	Amount	Department	Department Description	Expense
19235	4/15/25	BERKSHIRE PRIDE INC	3,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity Initiative 2025	Subcontractor
19236	4/15/25	DONOVAN O'CONNOR & DODIG LLP	97.50	716 EPA/RLF2	Environmental Protection Agency - Revolving Loan Fund 2022	Legal Services
19237	4/15/25	RAINBOW DISTRIBUTING COMPANY INC	87.94	040 ADMIN	Admin	Water
19238	4/15/25	THE COOPER CENTER, LLC	9,162.04	040 ADMIN	Admin	Rent
19239	4/15/25	THE COOPER CENTER, LLC	2,214.57	040 ADMIN	Admin	Utilities
19240	4/15/25	COREY WALKER	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19241	4/15/25	BERKSHIRE WEB & TECH LLC	840.00	725.03 MASSTECH/CLK	Massachusetts Technology Collaborative - Municipal Digital Equity Planning Services - Clarksburg	Subcontractor
19242	4/15/25	REGENERATIVE DESIGN GROUP CO-OP INC	3,268.37	664 CLK/MVPA	Clarksburg - Municipal Vulnerability Preparedness	Subcontractor
19243	4/15/25	RAIS	11,203.64	040 ADMIN	Admin	Insurance Policy Renewal
19244	4/15/25	CENTRAL BERKSHIRE HABITAT FOR HUMANITY	22,500.00	610 HRIA/G2G	Health Resources in Action - Gray to Green	Subcontractor
19245	4/15/25	SHAMIA SHEPHERD	515.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
19246	4/15/25	FOURSQUARE ITP INC	14,991.58	440 MassDOT/TPL	MA Department of Transportation Planning	Subcontractor
1045	4/1/25	HMA PROPERTIES LLC	8,232.50	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1046	4/3/25	AC WOOD CONTRACTING INC	15,994.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1047	4/16/25	HMA PROPERTIES LLC	2,745.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1202	4/9/25	ALEX KOMLEV	5,040.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1210	4/15/25	GREYLOCK WORKS	374,806.16	716 EPA/RLF2	Environmental Protection Agency - Revolving Loan Fund 2022	Subcontractor
1211	4/15/25	BHDC-RLD LEE LLC	196,595.00	716 EPA/RLF2	Environmental Protection Agency - Revolving Loan Fund 2022	Subcontractor
1277	4/8/25	ATLAS TECHNICAL CONSULTANTS LLC	930.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1278	4/8/25	ATLAS TECHNICAL CONSULTANTS LLC	1,280.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1279	4/9/25	ATLAS TECHNICAL CONSULTANTS LLC	1,210.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1280	4/24/25	ATLAS TECHNICAL CONSULTANTS LLC	1,070.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor

# BERKSHIRE REGIONAL PLANNING COMMISSION

## Check Register

For the Period From Mar 28, 2025 to Apr 24, 2025

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Check #	Date	Payee	Amount	Department	Department Description	Expense
1281	4/24/25	ATLAS TECHNICAL CONSULTANTS LLC	1,525.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1282	4/24/25	ATLAS TECHNICAL CONSULTANTS LLC	750.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1283	4/24/25	ATLAS TECHNICAL CONSULTANTS LLC	1,350.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1284	4/24/25	ATLAS TECHNICAL CONSULTANTS LLC	1,175.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor

**Total** 939,506.03

## March 2025 Credit Card 1189 Payment Support

Check #	Date	Payee	Amount	Department	Department Description	Expense
CCARD1189	3/6/25	AYELADA	27.60	772 PHIWM/BCFG	Public Health Institute of Western Massachusetts - Berkshire County Focus Group	Meals - BCFG Meeting
CCARD1189	3/13/25	MARKETPLACE CAFE	215.63	---	Varied Projects	Meals - Alliance Governing Board Meeting
CCARD1189	3/18/25	BJS WHOLESALE CLUB	68.94	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Snacks - YAB Meeting
CCARD1189	3/18/25	EAGLE STREET CAFE	91.83	772 PHIWM/BCFG	Public Health Institute of Western Massachusetts - Berkshire County Focus Group	Meals - Project Discussion
CCARD1189	3/19/25	WALMART.COM	204.94	783 LAN/MVP	Lanesborough - Municipal Vulnerability Preparedness	Outreach Gift Cards
CCARD1189	3/27/25	MARKET 32	251.51	688 WSH/MVPA	Washington - Municipal Vulnerability Preparedness Action	Supplies - MVP Event

**Total** 860.45

## March 2025 Credit Card 9068 Payment Support

Check #	Date	Payee	Amount	Department	Department Description	Expense
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# BERKSHIRE REGIONAL PLANNING COMMISSION

## Check Register

For the Period From Mar 28, 2025 to Apr 24, 2025

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Check #	Date	Payee	Amount	Department	Department Description	Expense
CCARD	2/28/25	BOOKSHOP.ORG	-27.62	652 DPH/SORPEC25	Department of Public Health - SOR-PEC Community Circle	Tax Credit
CCARD	2/28/25	BOOKSHOP.ORG	527.61	652 DPH/SORPEC25	Department of Public Health - SOR-PEC Community Circle	Supplies - SORPEC Meeting
CCARD	2/28/25	META PLATFORMS INC	19.64	652 DPH/SORPEC25	Department of Public Health - SOR-PEC Community Circle	Bright Futures Club Promotion
CCARD	3/1/25	AMAZON.COM	48.87	040 ADMIN	Admin	Office Supplies
CCARD	3/2/25	AMAZON.COM	12.20	040 ADMIN	Admin	Office Supplies
CCARD	3/2/25	GODADDY.COM	23.17	040 ADMIN	Admin	BRPC Domain Renewal
CCARD	3/3/25	BJS WHOLESALE CLUB	204.59	010 GEN	General	MIIA Grant Wellness Snacks
CCARD	3/3/25	MASS ASSOC CONSERV COMM	100.00	685 HVA/BCCCP	Housatonic Valley Association - Berkshire Clean Cold Connected Partnership	MACC Membership - Dixon, A
CCARD	3/3/25	MASS ASSOC CONSERV COMM	150.00	685 HVA/BCCCP	Housatonic Valley Association - Berkshire Clean Cold Connected Partnership	MACC Conference - Dixon, A
CCARD	3/4/25	STRAIGHT TALK WIRELESS	37.42	040 ADMIN	Admin	BRPC Cell Phone Service
CCARD	3/5/25	SURVEY MONKEY	2,160.00	040 ADMIN	Admin	Computer Software Subscription
CCARD	3/12/25	WP FORMS	99.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	BOAPC Website Form Renewal
CCARD	3/13/25	BB'S HOTSPOT, LLC	370.00	526 BCSO/OPIOID	Berkshire County Sheriff's Office - Opioid Prevention	Meals - BVIR Meeting
CCARD	3/13/25	HEWLETT-PACKARD COMPANY	1,149.00	650 DPH/SS	Department of Public Health - Shared Services	Laptop - Hassett, D
CCARD	3/14/25	BJS WHOLESALE CLUB	364.79	010 GEN	General	MIIA Grant Wellness Snacks
CCARD	3/14/25	NEIWPC	800.00	650 DPH/SS	Department of Public Health - Shared Services	Soil Evaluation Certificate - Hassett, D
CCARD	3/17/25	AMAZON.COM	15.90	040 ADMIN	Admin	Office Supplies
CCARD	3/17/25	AMAZON.COM	15.78	040 ADMIN	Admin	Office Supplies
CCARD	3/17/25	AMERICAN PLANNING ASSOCIATION	367.00	040 ADMIN	Admin	Membership - Jenkins, S
CCARD	3/18/25	ZOOM VIDEO COMMUNICATIONS INC	1,647.00	040 ADMIN	Admin	Software Subscription & Licenses
CCARD	3/18/25	STAPLES	22.94	040 ADMIN	Admin	Office Supplies
CCARD	3/20/25	AMAZON.COM	77.74	040 ADMIN	Admin	Office Supplies
CCARD	3/20/25	MENTIMETER.COM	119.92	040 ADMIN	Admin	Computer Software Subscription
CCARD	3/22/25	WP ENGINE, INC.	300.00	469 PHOA	Public Health Operating Allowance	Age Friendly Berkshires Website

# BERKSHIRE REGIONAL PLANNING COMMISSION

## Check Register

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<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CCARD	3/24/25	CONSTANT CONTACT INC	88.00	040 ADMIN	Admin	Newsletter Subscription
CCARD	3/26/25	STATEFOODSAFETY.COM	225.00	650 DPH/SS	Department of Public Health - Shared Services	HACCP Certificate - Ceasar, M

**Total** 8,917.95

### April 2025 Credit Card 9068 Payment Support

<u>Check #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CCARD	4/1/25	MY VERSATILE SECRETARY	220.00	737 COMM/ARTBERK25	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2025	Advertising
CCARD	4/1/25	STATEFOODSAFETY.COM	225.00	650 DPH/SS	Department of Public Health - Shared Services	HACCP Event - Ceasar, M
CCARD	4/2/25	BJS WHOLESALE CLUB	287.23	010 GEN	General	MIIA Grant Wellness Snacks
CCARD	4/2/25	WANDER BERKSHIRES	14.00	772 PHIWM/BCFG	Public Health Institute of Western Massachusetts - Berkshire County Focus Group	Meals - Spark Discussion
CCARD	4/2/25	AMAZON.COM	12.21	040 ADMIN	Admin	Office Supplies
CCARD	4/2/25	STRAIGHT TALK WIRELESS	37.42	040 ADMIN	Admin	BRPC Cell Phone Service
CCARD	4/2/25	POWERMAPPER	44.10	040 ADMIN	Admin	Computer Software
CCARD	4/3/25	AMERICAN PLANNING ASSOCIATION	415.79	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Membership - Roberts, B
CCARD	4/3/25	AMERICAN PLANNING ASSOCIATION	395.76	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Membership - Grady, M
CCARD	4/8/25	GOTPRINT.COM	627.63	737 COMM/ARTBERK25	Communities/Organizations - Cultural Districts - ArtWeek Berkshires 2025	Artweek Rack Printing
CCARD	4/9/25	FAMILIES LIKE OURS INC	20.00	760 PHIWM/413CARES	Public Health Institute of Western Mass - Support of 413 Cares Regional Partnership	Tabling for Autism Walk
CCARD	4/9/25	ASSOC FOOD & DRUG	50.00	650 DPH/SS	Department of Public Health - Shared Services	Membership - Ceasar, M
CCARD	4/10/25	GOTPRINT.COM	41.62	040 ADMIN	Admin	Business Cards - Bird, V
CCARD	4/10/25	HEWLETT-PACKARD COMPANY	5,196.00	040 ADMIN	Admin	4 Laptops
CCARD	4/10/25	AMAZON.COM	47.98	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	Supplies - MVP Event
CCARD	4/10/25	AMAZON.COM	62.45	753 PTS/MVPA	Pittsfield Francis Ave. Parklet and Routing Study	Supplies - MVP Event

**BERKSHIRE REGIONAL PLANNING COMMISSION****Check Register**

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<b><u>Check #</u></b>	<b><u>Date</u></b>	<b><u>Payee</u></b>	<b><u>Amount</u></b>	<b><u>Department</u></b>	<b><u>Department Description</u></b>	<b><u>Expense</u></b>
CCARD	4/10/25	BB'S HOTSPOT, LLC	370.00	526 BCSO/OPIOID	Berkshire County Sheriff's Office - Opioid Prevention	Meals - BVIR Event
CCARD	4/11/25	AMAZON.COM	49.99	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	BPOP Supplies
CCARD	4/11/25	AMAZON.COM	62.05	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	BPOP Supplies
CCARD	4/11/25	AMAZON.COM	408.03	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	BPOP Supplies
CCARD	4/12/25	ZOOM VIDEO COMMUNICATIONS INC	48.00	040 ADMIN	Admin	Computer Software

<b>Total</b>	<b><u><u>8,635.26</u></u></b>
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# BERKSHIRE REGIONAL PLANNING COMMISSION

## Aged Receivables

As of Apr 30, 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/BKT	TOWN OF BECKET		8,186.25	
283 BPHA/INSP/EGR	TOWN OF EGREMONT		3,079.25	
283 BPHA/INSP/SAV	TOWN OF SAVOY		2,500.00	
283 BPHA/INSP/WSH	TOWN OF WASHINGTON		1,181.25	
284 BPHA/PHN/ADM	TOWN OF ADAMS		1,091.75	
284 BPHA/PHN/BHDC	BERKSHIRE HOUSING DEVELOPMENT CORP	600.00	1,200.00	Alecia H follwed up, no response
284 BPHA/PHN/BKT	TOWN OF BECKET		964.68	
284 BPHA/PHN/DAL	TOWN OF DALTON		1,555.36	
284 BPHA/PHN/EGR	TOWN OF EGREMONT		617.06	
284 BPHA/PHN/FLA	TOWN OF FLORIDA	577.50	577.50	Payment processing
284 BPHA/PHN/HAN	TOWN OF HANCOCK	551.25	1,102.50	Alecia H follwed up, no response
284 BPHA/PHN/HIN	TOWN OF HINSDALE		785.40	
284 BPHA/PHN/RIV	RIVER RUN APARTMENTS	200.00	200.00	Payment processing
284 BPHA/PHN/SAV	TOWN OF SAVOY		577.50	
284 BPHA/PHN/WSH	TOWN OF WASHINGTON	577.50	1,155.00	Alecia H follwed up, no response
326/BURN/SHF	TOWN OF SHEFFIELD	115.00	115.00	Alecia H follwed up, no response
350/BCBOHA	BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC	908.56	4,000.70	Payment processing
427 ADM/BFASSESS	TOWN OF ADAMS		2,413.66	
440/TPL	MASSDOT#75425 - TPL		82,410.81	
446 GTB/EP	TOWN OF GREAT BARRINGTON		4,054.12	
466 LAN/SW	TOWN OF LANESBOROUGH		4,212.42	
49/OUTS/ADM	ADAMS: OUTSOURCE PLNR(GIS)-OUTS/ADM		735.72	
514 ADM/EP	TOWN OF ADAMS		525.00	
515 BB/BUW	BERKSHIRE UNITED WAY		2,473.93	
518-519 FRCOG/BRMC	FRANKLIN REGIONAL COUNCIL OF GOVT		2,440.09	
524 DAL/SW	TOWN OF DALTON		5,285.82	
560 SONOCO LP	SUNOCO	421.78	421.78	Rebecca S followed up
569 DOER/REPA	COMMONWEALTH OF MASS		14,005.27	
646 DPH/MASSCALLS	DEPT OF PUBLIC HEALTH - MASSCALLS		38,645.20	
647 GTB/CLNUP	TOWN OF GREAT BARRINGTON		1,675.18	
652 DPH/SORPEC	DEPT OF PUBLIC HEALTH		14,044.41	
664 CLK/MVP	TOWN OF CLARKSBURG	23,184.15	58,258.05	Courteny followed up
669 CHS/SW	TOWN OF CHESHIRE		634.25	
681 NEHA-FDA/FSPA	NATIONAL ENVIRONMENT HEALTH ASSOCIATION	212.50	212.50	Sandra M or Laura K to follow up
685 HVA/BCCCP	HOUSATONIC VALLEY ASSOCIATION		8,950.15	
688 WSH/MVP	TOWN OF WASHINGTON		43,573.66	

# BERKSHIRE REGIONAL PLANNING COMMISSION

## Aged Receivables

As of Apr 30, 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>
714 LEE/HMMVP	TOWN OF LEE		1,550.68	
715 USDA/RFSP	USDA REGIONAL FOOD SYSTEM		4,860.19	
724 HAN/MVP	TOWN OF HANCOCK		1,362.67	
725.01 MASSTECH/DAL	MASSTECH DIGITAL EQUITY - DAL		10,631.00	
737 COMM/ART - LEN	TOWN OF LENOX		4,000.00	
741 BMC/MBI/DEBERK	BAYSTATE MEDICAL CENTER		11,273.36	
745 SHF/CDBG	TOWN OF SHEFFIELD		8,368.30	
754 DOJ/COPA	DEPT OF JUSTICE		46,415.24	
756 EOHLC/SS	COMMONWEALTH OF MASS	<b>879.31</b>	879.31	
757 NMB/OSRP	TOWN OF NEW MARLBOROUGH		851.81	
779 BKT/CDBG	TOWN OF BECKET		36,448.69	
783 LAN/MVP	TOWN OF LANESBOROUGH		122,923.55	
784 CLK/BRIC	TOWN OF CLARKSBURG		996.81	
785 NAD/MVP	CITY OF NORTH ADAMS	<b>7,186.07</b>	22,664.89	Courteny to follow up
788 NAD/BFINV	CITY OF NORTH ADAMS	<b>2,105.23</b>	2,392.73	Melissa to follow up
789 GF/CLN	GREYLOCK FLUME		1,391.02	
790 NAD/BFCLN	CITY OF NORTH ADAMS		1,857.24	
792 PTS/5YRAA	CITY OF PITTSFIELD		8,894.09	
793 ADM/SB	TOWN OF ADAMS		1,402.08	
794 SAV/CRMA	TOWN OF SAVOY	<b>3,164.35</b>	5,284.82	Alison to follow up
795 ADM/OSRP	TOWN OF ADAMS		1,431.84	
799 ADM/ADA	TOWN OF ADAMS		6,828.07	
800 PTS/ADA	CITY OF PITTSFIELD		23,754.51	
801 NAD/ADA	CITY OF NORTH ADAMS		14,206.46	
802 GTB/ADA	TOWN OF GREAT BARRINGTON		13,753.29	
803 NMB/ADA	TOWN OF NEW MARLBOROUGH		1,700.98	
804 WMS/ADA	TOWN OF WILLIAMSTOWN		23,477.94	
807 NACCHO/RHAPSODI	NATIONAL ASSOC OF COUNTY AND		18,000.00	
COOK INSURANCE	CHARLES COOK		226.52	
MULLINS, PATRICIA	PATRICIA MULLINS		112.84	
UMASS LOWELL	UNIVERSIT OF MASSACHUSETTS		7,000.00	

Report Total

**40,683.20** 718,802.15



CREDITLINE (x0001) 	
Available Credit	\$500,000.00
Amount Due	\$0.00
Payment Due Date	May 5, 2025

Activity	Details
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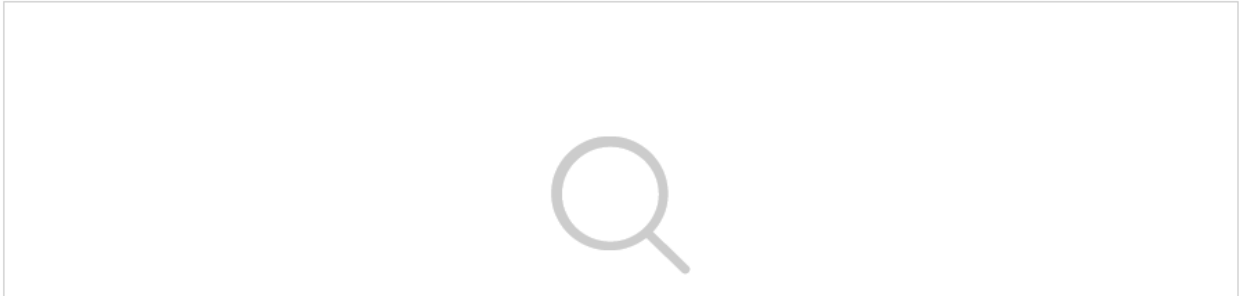
Last 30 days 

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# 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: April 26, 2025  
SUBJ: Agenda Items – May 1, 2025, Executive Committee Meeting

### **VI. Items Requiring Action**

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

The Executive Committee is requested to approve an exception to BRPC's current financial policy that requires dual signatures on checks over \$5,000 for payments related to the Home Modification Loan Program (HMLP). Our current financial policy requires dual signatures on checks over \$5,000 with one of those signatures being from an Executive Committee member.

BRPC administers the HMLP, which is a state-funded program through the Community Economic Development Assistance Corporation (CEDAC) that can fund accessibility improvements to help family members with physical and cognitive limitations live more independently at home. HMLP offers zero percent interest loans, up to \$50,000, to assist homeowners and up to \$30,000 to owners of manufactured or mobile homes with projects such as accessory dwelling units, ramps and lifts, kitchen and bathroom modifications, sensory spaces, and fencing. Landlords with fewer than 10 units may also be eligible for a 3% loan for a tenant.

Due to the renewed efforts of staff to promote this program it is becoming increasingly popular. We want to be able to pay contractors as quickly as possible and sometimes payments are delayed by securing the second signature. This exception would be like what was approved previously related to the CDBG improvement program.

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

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

### **VII. Committee Reports and Discussion**

#### **A. Nominating Subcommittee**

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berkshireplanning.org

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The Nominating Subcommittee Commission Development Committee met on April 3, 2025 and discussed potential officers for FY 2026. Draft unapproved minutes are in the meeting materials.

**B. Commission Development Committee**

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

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

**C. Regional Issues Committee**

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

**D. Transportation Advisory Committee (TAC)**

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

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

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

**F. Finance Committee**

The Finance Committee is scheduled to meet on April 29, 2025. Agenda items include reviewing the FY2026 Budget to potentially recommend it to the Full Commission for approval on May 15, 2025. Also to be discussed are the Home Modification Loan Program payments, OPEB Trust balance and the employer portion of State Retirement. The memo to the Finance Committee and the Proposed budget are included in the meeting material.

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

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

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

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

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

Grants and Contracts not received.

- We are not aware of any grants not received.

**B. Berkshires Tomorrow Inc. (BTI) Update**

- There was no activity for BTI in April.

**C. Staff Updates**

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

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

The Rural Policy Advisory Commission did not meet on April 11, 2025. The agenda included a presentation and discussion with EEA staff on clean energy siting, discussion of potential PILOT formula changes and advocacy, review of RPAC legislative priorities and an update from the RPAC's legislative members and the Director of Rural Affairs.

**E. Seasonal Communities Advisory Council Update**

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

**F. Passenger Rail**

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

**G. 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](mailto:acraig@mma.org) to register.

#### **H. 120-Day Notice Waiver**

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

#### **I. Fifth Thursday Event**

Please save the evening of May 29, 2025 for the next in-person BRPC 5<sup>th</sup> Thursday networking and learning event. We are very fortunate to have a representative from the Executive Office of Energy and Environmental Affairs, EOEAA Deputy Asst. Secretary for Environmental Policy, Corrin Meise-Munns provide an update on the Massachusetts Integrated Land Use Strategy. This effort would ostensibly tie together many of the recently released plans by the Healy administration. It will be held at Mazzeo's Ristorante, 1015 South Street, Pittsfield from 4 pm – 6 pm (program begins at 5 pm). Tickets are \$20/person and can be obtained at [purchase tickets online](#).

### **IX. Old Business**

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

The Amicus Brief has been filed. A hearing is scheduled for 9:00 am on Wednesday May 7, 2025. In addition to BRPC, Barnstable County, Plymouth County, and the Franklin Regional Council of Governments, signed on to North Andover brief. A copy of the filing can be assessed at [SJC-13721\\_23 Amicus North Andover Et Al Brief.pdf](#) (Please note it is a very large file and may take a long time to download.)

#### **B. Discussion about Regional Planning Agency State Retirement Legislation**

As has been reported over the years, the state retirement system, which many Regional Planning Agencies (RPAs) are a part of, did not invoice those RPA's for the employer share. An audit of the state retirement system identified this error and the state retirement system has been trying to collect the employer share from those RPAs, in many instances hundreds of thousands of dollars in supposed arrears. BRPC had special legislation which exempted us from the employer share. However, the retirement system is now trying to make BRPC pay the employer share. For years, both sides

have proposed legislation, in the case of the RPA's to formerly state that we are exempt from the employer share. The RPA bills this year, H. 2889, and S. 1805 (An Act Relative to Regional Planning Agencies) had an initial hearing on Monday April 14, 2025 at the Joint Committee on Public Service. I provided support for that legislation (see the support letter in the meeting material.)

## **X. New Business**

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

Currently the BRPC Bylaws require that the Commission Development Committee establish a subcommittee of the Commission Development Committee, the Nominating Subcommittee, to recommend a slate of officers for the next fiscal year. This Nominating Subcommittee is to be comprised only of Delegates and Alternates. In theory, non-Commission Development Committee member Delegates or Alternates could serve on the Nominating Committee and not be on the Commission Development Committee. In practice, at least for the last several years, the only Nominating Committee members have been Commission Development Committee members. Requiring a separate subcommittee adds another step. I would like discussion to determine if the bylaws should be amended. If the intent of this requirement was to enable a wider group of Delegates and Alternates to engage in the determination of BRPC leadership, this could occur several other ways including participation at a Commission Development Committee public meeting when this topic is discussed, providing input at a Full Commission meeting where candidates are announced prior to being voted on at a subsequent meeting, or making a nomination from the floor when votes are taken.

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

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

- Adoption of the FY 26 Budget
- Report of the Nominating Committee
- Authorization for the Executive Committee to Act on Behalf of the Committee
- Authorization to submit the CEDS Annual Report
- Authorization for the Chair to vote to approve the FFY 2026 Unified Planning Work Program at the MPO meeting.
- Authorization for the Chair to vote to approve the FFY 2026 - 2030 Transportation Program at the MPO meeting.
- Presentation on the Auditors Report about PILOT Payments
- Presentation on the State's Housing Plan
- Other ideas

## **XI. Adjournment\***

### **Additional Meeting Material:**

- 2025.04.03 Executive Committee Meeting Minutes – Unapproved DRAFT

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

PERSONNEL PAY PLAN Berkshire Regional Planning Commission FY 2026 (Proposed)								
Exec Comm Approved 8.1.2024					Request for Exec Comm Approval 5.1.2025			
SALARY Positions		2025	2025	2025	Increase		2026	2026
Position	Qualifications	Starting Salary	Mid-Range	Maximum Salary			Minimum Salary / Hourly Rate	Maximum Salary / Hourly Rate
Executive Director - Range added for FY2026	MA/MS + 5 years = 11 years	As established by the Commission	As established by the Commission	As established by the Commission			\$105,506	\$163,736
Assistant Director	MA/MS + 5 years = 11 years	\$92,726	\$105,615	\$118,505	\$2,200		\$94,926	\$120,705
Program Manager II Directly supervise 2+ employees	MA/MS + 5 years = 11 years	\$84,666	\$98,496	\$112,327	\$2,200		\$86,866	\$114,527
Program Manager I Directly supervise <2 employees	MA/MS + 5 years = 11 years or BA/BS + 6 years = 10 years	\$76,974	\$89,627	\$102,279	\$2,200		\$79,174	\$104,479
Assistant Program Manager (Only for Programs with greater than 7 staff)	MA/MS + 4 yrs = 10 years	\$75,625	\$88,263	\$100,902	\$2,200		\$77,825	\$103,102
Principal Planner	MA/MS + 4 yrs = 10 years	\$63,478	\$75,996	\$88,513	\$2,200		\$65,678	\$90,713
Senior Planner	MA/MS + 2 yrs = 8 years	\$63,239	\$73,600	\$83,961	\$2,200		\$65,439	\$86,161
Planner/Grant & Procurement Specialist /Housing Specialist	MA/MS = 6 years or BA/BS + 2 years = 6 years	\$60,109	\$66,855	\$73,600	\$2,200		\$62,309	\$75,800
HOURLY Positions		2025	2025	2025	Increase		2026	2026
Associate Planner	BA/BS = 4 years	\$24.23	\$27.68	\$31.12	\$1.21		\$25.44	\$32.33
Program Associate (f/t)	AA = 2 years	\$19.99	\$22.73	\$25.47	\$1.21		\$21.20	\$26.68
Principal Finance Administrator	MA/MS = 4 yrs = 10 years	\$34.88	\$41.76	\$48.63	\$1.21		\$36.09	\$49.84
Finance Administrator	BA/BS + 2 years = 6 years	\$28.51	\$32.70	\$36.90	\$1.21		\$29.72	\$38.11
Finance Office Assistant	BA/BS + 1 years = 5 years	\$26.46	\$30.14	\$33.83	\$1.21		\$27.67	\$35.04
Office Administrator	BA/BS = 4 years	\$26.04	\$29.88	\$33.72	\$1.21		\$27.25	\$34.93
Intern (Pay TBD based on Qualifications)	Undergrad Student	\$16.30	\$16.93	\$17.57	Eliminate and Combined into one range for all interns			
Intern (Pay TBD based on Qualifications)	BA/BS/in 1 <sup>st</sup> yr of Grad School	\$17.09	\$17.36	\$17.64				
Intern (Pay TBD based on Qualifications)	2 <sup>nd</sup> yr of Grad Sch/MA/MS	\$17.82	\$21.69	\$25.56				
Intern	High School, Undergrad or Graduate Program						\$15.00	\$27.00
OFFSITE - HOURLY Positions		2025	2025	2025	Increase		2026	2026
Public Health Subject Matter Expert (offsite)	MA/MS + 2 yrs = 8 years	\$41.59	\$46.04	\$50.48	\$1.21		\$42.80	\$51.69
Public Health Community Coordinator (offsite)	MA/MS + 2 yrs = 8 years	\$34.75	\$40.44	\$46.13	\$1.21		\$35.96	\$47.34
Group Purchasing Coordinator (offsite)	MA/MS + 2 yrs = 8 years	\$41.59	\$46.04	\$50.48	\$1.21		\$42.80	\$51.69
Inspector - (offsite)	BA/BS = 4 years and/or special certifications	\$33.85	\$40.73	\$47.62	\$1.21		\$35.06	\$48.83
Housing Specialist - (offsite)	BA/BS = 4 years and/or special certifications	\$33.85	\$40.73	\$47.62	\$1.21		\$35.06	\$48.83
Project Specialist - Range added for FY2026	Pay TBD based on Qualifications	\$0.00	\$0.00	\$0.00			\$29.50	\$75.00
Senior Public Health Nurse	MSN or BSN + 4 years	\$41.67	\$43.72	\$45.77	\$1.21		\$42.88	\$46.98
Public Health Nurse (increase)	BSN + 2 years	\$35.88	\$39.80	\$43.72	\$1.21		\$37.09	\$44.93
Social Services/Social Worker (new)	LCSW or LICSW	\$34.75	\$40.44	\$46.13	\$1.21		\$35.96	\$47.34
Effective January 1, 2023, the Massachusetts minimum wage is \$15.00 per hour								





## **DRAFT Nominating Sub-Committee**

Minutes from April 3, 2025

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

Douglas McNally called the meeting to order at 5:00 p.m.

### **I. Roll Call**

Subcommittee Members Present:

Douglas McNally, Windsor

Buck Donovan, Lee

Kyle Hanlon, North Adams

Non-Members Present: Malcolm Fick, Great Barrington

BRPC Staff Present: Thomas Matuszko, Laura Brennan

### **II. Approval of Minutes from March 6, 2024** - Buck D. moved to approve the minutes from the March 6 meeting. Kyle H. seconded, which passed unanimously by roll call.

### **III. Discussion of FY2026 Slate of Officers (Chair, Vice-Chair, Clerk, Treasurer)**

Tom M. shared his conversations with potential candidates, indicating that Sheila Irvin preferred to remain in her current role as Clerk of the BRPC Executive Committee.

Malcolm Fick agreed to continue for one additional year as Chair. The group discussed the possibility of Buck D. serving as Vice Chair in anticipation of potentially serving as Chair in FY27. Tom will reach out to John Duval regarding his willingness to continue service on the Executive Committee as Treasurer rather than Vice Chair.

Alternatively, John could remain Vice Chair and Buck could remain Treasurer. The group voted to present the following as a preferred scenario to the Commission Development Committee: Chair: Malcolm Fick; Vice Chair: Buck Donovan; Clerk: Sheila Irvin; Treasurer: John Duval. The presentation will also include the alternate scenarios as described above. Buck made the motion, and Kyle H. seconded. The motion passed unanimously by roll call vote.

### **IV. Next Meeting**—The group discussed possible dates for the next meeting, if needed, which should occur before the May 1<sup>st</sup> Executive Committee meeting.

### **V. Adjournment**—Buck D. made a motion to adjourn, and Kyle H. seconded. The motion passed unanimously by roll call vote. The meeting adjourned at 5:17 p.m.

#### ***Documents and Exhibits Used:***

Draft Minutes of March 6, 2024 Nominating Sub-Committee meeting



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## Commission Development Committee

Minutes from April 3, 2025

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

Chair Douglas McNally called the meeting to order at 5:17 p.m.

### I. Roll Call

Present:

Douglas McNally, Windsor, Committee Chair

Buck Donovan, Lee

Kyle Hanlon, North Adams

Malcolm Fick, Great Barrington (non-voting Commission Chair)

Not Present:

Pedro Pachano, Great Barrington

BRPC Staff: Thomas Matuszko, Laura Brennan

### II. Approval of Minutes from March 6, 2025

Buck D. moved to approve the minutes from the March 6 meeting. Kyle H. seconded the motion, which passed unanimously by roll call vote.

### III. Discussion re: of Nominating Subcommittee proposal for FY26 Slate of Officers

The group briefly discussed the proposal as presented and, after a motion from Kyle H., seconded by Buck D. and unanimously approved, asked Tom to contact the individuals involved. The group identified Thursday, April 17<sup>th</sup> at 4 p.m. as a viable date for the next meeting to hear the results of Tom's outreach.

### IV. Adjournment

Kyle H. made a motion to adjourn the meeting. Buck D. seconded. The motion passed unanimously by roll call vote. The meeting adjourned at 5:23 p.m.

### ***Documents and Exhibits Used:***

Draft Minutes of December 5<sup>th</sup> Commission Development Committee meeting



# BRPC

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## MINUTES OF THE Berkshire Transportation Advisory Committee (TAC)

Tuesday, April 15, 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	Clete Kus	BRPC
Bill Elovirta	Town of Becket	Anuja Koirala	BRPC
Joseph Aberdale	Town of Great Barrington	Nick Russo	BRPC
Peter Frieri	MassDOT	Ryan Griffis	BRPC
Chris Klem	MassDOT	Brittany Ebeling	BEAT

### **I. Call to Order**

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

### **II. Introductions**

The meeting attendees introduced themselves.

### **III. Approval of the Minutes from the March 20, 2025 TAC meeting**

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

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

Ms. Koirala provided an overview of the actions taken at the previous TAC meetings and the document which is due to be presented at the upcoming MPO meeting. Ms. Koirala offered to read the full list of projects, but Mr. Haupt insisted there was no need and asked for any outstanding transit projects which they should be aware of. Ms. Koirala showed the list of transit projects and gave a brief overview of those listed. Mr. Haupt asked if BRTA is still evaluating these proposed investments, which Ms. Koirala agreed they were. Mr. Klem asked if BRTA included any additional details or information on these projects, which Ms. Koirala said they did not. Mr. Klem stated he would reach out to BRTA to see if this was in error, and if not remind them that including project descriptions can be helpful.

Mr. Elovirta motioned to release the document to the MPO. Mr. Haupt seconded. The motion was unanimously approved.

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

Mr. Kus discussed the purpose and focus of the UPWP for unfamiliar members. Mr. Kus went on to provide an overview of the focus areas and anticipated projects of the upcoming UPWP, including special studies, expansion of transit and rail service, bicycle and pedestrian study, and safety. Afterwards, Mr. Haupt asked if any funding was at risk due to changes in the federal government, which Mr. Kus stated he did not believe so, and was supported by Mr. Klem, who acknowledged there have been no changes he was aware of, and that UPWP funding is forward-funded from last year, which means any potential changes would occur in 2027.

## **VI. Member Items for Discussion**

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

## **VII. Next Meeting Date – May 27, 2025**

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

### **Materials Distributed:**

- [Agenda](#)
- [TAC March 20, 2025 Meeting Minutes Draft](#)
- [BMPO FFY 2026-2030 Highway TIP](#)
- [BMPO FFY 2026-2030 Transit TIP](#)
- [2026 UPWP Elements Focus](#)
- [MassDOT District 1 TIP Projects Update](#)



# BRPC

Berkshire Regional Planning Commission

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[berkshireplanning.org](http://berkshireplanning.org)

MINUTES OF THE Berkshire Metropolitan Planning Organization (MPO)  
Tuesday, April 22, 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
Bob Malnati	BRTA
Ricardo Morales	City of Pittsfield
Michael Nuvallie	City of North Adams
Randal Fippinger	North Subregion Delegate
John Boyle	North Central Subregion Delegate
Frank Abbott	Southeast Subregion Delegate
Gordon Bailey	Southeast Subregion Alternate
Dottie Bonbrake	South Subregion Delegate

Others Present:

Peter Frieri	MassDOT District 1
Mark Moore	MassDOT District 1
Chris Klem	MassDOT
Joshua Barber	FHWA
Thomas Matuszko	BRPC
Clete Kus	BRPC
Anuja Koirala	BRPC
Nick Russo	BRPC
Ryan Griffis	BRPC
Brittany Ebeling	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 March 25, 2025**

**ACTION:** Mr. Nuvallie 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. Malnati	Yea
Mr. Nuvallie	Yea
Mr. Fippinger:	Yea

Mr. Boyle:	Yea
Mr. Abbott	Abstain
Ms. Bonbrake	Yea

**IV. Approval of an administrative adjustment to the 2025 – 2029 Transportation Improvement Program, TRANSIT: remove BRTA011921HVAC Replacement and add \$100,000 RTA00150571 preventative Maintenance funding**

Ms. Koirala detailed the proposed administrative adjustment, the community transit grant was awarded to BRTA for a travel training program for a total of \$11,160 which needs to be added to the 2025-2029 TIP. Also, three other community transit grants were awarded using fair share amendment funds, with a medical transportation fund awarded in the amount of \$151,012, and \$800,000 for a volunteer medicine van for people traveling outside of Berkshire County. Great Barrington was also awarded \$252,000 to operate the on-demand microtransit service.

**ACTION:** Ms. Bonbrake introduced a motion, seconded by Mr. Boyle, to approve the administrative adjustment to the 2025 – 2029 Transportation Improvement Program to add funding from the CTGP for BRTA's Travel Training Program.

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. Consideration of an amendment (5th Amendment) to the 2025-2029 TIP, HIGHWAY Section to remove Project 612505 N Adams Route 2 Overpass and funding in the amount of \$40,095,720 and authorize a 21-day comment period**

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..

**ACTION:** Mr. Fick introduced a motion, seconded by Mr. Morales, to approve Scenario 1A as the preferred regional target program for the 2026-2030 TIP.

Mr. Kus conducted a roll call:

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

**VI. Discussion on the development of the 2026 – 2030 Transportation Improvement Program and authorize a 21-day public comment period**

Ms. Koirala gave an update of the microtransit feasibility study, with studies completed all pointing to the insufficiency of public transportation in the region, especially for first and last mile transit and in rural areas. The process began in October, where the company FourSquare submitted the best proposal to conduct the feasibility study. After an initial hybrid meeting, FourSquare conducted outreach with stakeholders and conducted a needs assessment, which will be discussed at a future steering committee meeting. The next step will be based on this information and feedback received during outreach. The MPO will receive a presentation next month, with the final product needing to be submitted by September. After which, the materials gathered will be used to apply for funding.

**VII. Receive a presentation on the Berkshire County Micro-transit Feasibility Study and Implementation Plan**

**VIII. Discussion on the 2026 Unified Planning Work Program (UPWP)**

**IX. Receive an update on MassDOT Bicycle/Pedestrian Planning activities; Chirs Sorensen, MassDOT District 1**

**X. Status reports from Member Agencies**

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.

Mr. Malnati commented that the 40' bus expected to join the BRTA fleet will be battery-electric hybrid diesel, not hydrogen powered. BRTA is currently in the budget process at this time.

Mr. Kus reminded members that BRPC will be beginning discussions with the MPO next month on the Unified Planning Work Program for the next year. Any suggestions can be submitted over the next few months. A draft is expected by May, which will then begin the comment period in June.

## **XI. Other Business**

Mr. Shooster informed members that the open meetings law extension of remote meetings is expected to be extended to June of 2027. This means future meetings will continue to be held virtually.

## **XII. Next Meeting date – May 27<sup>th</sup>, 2025**

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

**ACTION:** Mr. Bonbrake motioned to adjourn, seconded by Mr. Boyle. 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](#)





# BRPC

Berkshire Regional Planning Commission

MALCOLM FICK, Chair  
JOHN DUVAL, Vice-Chair  
SHEILA IRVIN, Clerk  
BUCK DONOVAN, Treasurer  
THOMAS MATUSZKO, A.I.C.P.  
Executive Director

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## MEMORANDUM

TO: BRPC Finance Committee Members

FROM: Marianne Sniezek, Office Manager

DATE: April 29, 2025

SUBJ: Proposed FY 2026 Budget

Attached is the BRPC FY 2026 proposed budget (revenue and expenditures). Highlights of the FY 2026 proposed budget are listed below:

### **PROJECTED REVENUE:**

- The FY26 revenue is proposed at \$6,997,230. The revenue is \$357,225 higher than the FY25 budget. This revenue increase is primarily due to several new grants or additional funds for public health, environmental and energy, economic development, community planning, and transportation programs.
- The revenue generated from community assessments increased by 2.5%, resulting in a total of \$ 115,405 for FY26.
- We still have District Local Technical Assistance (DLTA) funding for the calendar year 2025, which ends December 31, 2025. While the District Local Technical Assistance (DLTA) funding for the calendar year 2026 is included in the budget, it is still subject to approval by the state legislature.
- We have other grant applications that have been submitted or will be submitted in the next couple of months that are not in the proposed budget. If these new grants come through, we must adjust for these new potential awards.
- About \$3.5 million of our projected FY26 revenue is either direct federal funding or originates from the federal government and is "passed through" another entity, such as the Commonwealth. We have included those revenues in the FY26 budget where we have received no indication as of this date, they would not be available. Those federal funds that we applied for but believe may be subject to federal cuts were not included as projected revenue. While there is a great deal of uncertainty regarding federal funding, we believe funds tied to contracts that we had before January 20, 2025, or those regular annual contracts, such as transportation planning, will continue to be available. And while we have heard no word to the contrary yet, we are less certain about \$.5 million in either direct federal or pass-through funding shown as projected revenue in the FY 26 budget. A significant reduction of direct or pass through federal funds would impact our staffing levels and adjustments would need to be made.

## **PROJECTED EXPENSES**

### **SALARIES AND BENEFITS:**

- The increase in salary expenses of \$218,711 is primarily related to one new full-time position (North County Coordinator) for the Public Health program. Opioid settlement funds the Commonwealth received and which must be distributed to the municipalities would support this position. The staff-wide salary Market Condition adjustment for FY26 and merit pay increases also contribute to the salary line increase.
- Direct billable salaries (Projects) are projected to increase by \$210,219 as described above related to the North County Coordinator Public Health Program position.
- The Administrative salaries budget increased by \$8,493. This change is primarily due to salary Market Condition adjustments, merit increases, and staff charging for staff meetings and agency training. Occasionally, Program Managers charge to Admin when representing BRPC that cannot be billed to a project.
- The Intern Admin salaries line remains zero as there are no plans for an Administration Intern in FY26.
- Overall benefits increased by \$81,355 from \$1,267,608 in FY25 to \$1,348,963 in FY26. This increase is mainly due to increases in health and dental insurance costs. The retirees' Health Insurance item increased because of the increase in the supplemental health and dental rate cost for FY26.
- The Retiree Health Insurance Liability Trust (GASB 45) is budgeted at last year's budget amount of \$45,000. According to the FY24 audit, the projected OPEB Liability for FY24 is \$2,100,982. As of March 31, 2025, \$1,723,093 is the balance in our trust account.

### **NON-PERSONNEL OPERATING EXPENSES:**

- Non-personnel operating costs are budgeted to increase by \$94,343 from the FY25 budget. The FY26 Audit expense line increased by \$2,400 due to more of the auditors' time to review more projects. We budgeted \$171,546 for Computer Equipment, Software, and maintenance. This included an increase of \$81,684 for Sage Intacct implementation and annual fee, Sourcepass Remote Monitoring annual fee, Cloud backup and printing, Microsoft and Adobe annual costs, and replacing old laptops and docking stations. The depreciation expense increased by \$21,414 due to migration to SharePoint and EntraID (the user account control system that is required for SharePoint). The Dues and Subscriptions item decrease of \$1,843 is due to no longer needing IT subscriptions due to the transition to the cloud. Insurance increased by \$2,298 due to the increased cost of the Directors and Officers insurance and a new fee for unemployment fraud services that were free in the past. Legal (Administration) expenses are budgeted to decrease by \$6,000 due to the fact the FY 25 item was for a review of Agency Policies which was done in FY25 and less Open meeting law, Ethics, and public records questions. For FY25, rent will increase per the terms of our leases. Staff development is budgeted to decrease by \$5,000 for less paid staff training and development through the Administration. Supplies and Office expenses decreased in FY 26 over FY25 by \$4,000 due to soundproofing and duct work completed in FY25. Telephone and Internet expenses decreased by \$1,981 due to the elimination of phones in conference rooms. Travel (Administration) decreased \$500 due to more Zoom and Teams meetings. Website expenses represent the actual expense supporting and hosting the BRPC website and website domain names in FY26.

**PROJECT EXPENSES:**

- There is an increase in the overall direct project expenses of \$92,660. Communication expenses are projected to increase by \$19,189. Communication expenses will be for public participation and outreach in projects (Public Health, Home Modification program, Community Planning, Environmental and Energy and Art Week). Project-related Equipment / Software increased by \$7,734 for the actual expenses for the Online Permitting software, Group Purchasing's OpenGov procurement software, and Berkshire Benchmarks. Project Legal expenses are projected to decrease by \$6,500 because many of the FY25 costs were for EPA Revolving Loan Funds that were issued in FY25. Meetings/Training decreased by \$3,485 due to Digital Equity ending in FY25. Also, the Gray to Green will be in its final contract year. Supplies increased by \$20,378 for Public Health Clinics, Inspections and Training, and environmental and energy projects. Travel increased by \$9,399 due to more in-person meetings for local projects in FY26. Other direct project expenses increased by \$20,353 due to a paid intern (which is treated as a direct cost) to assist with Public Health and Regional projects and other direct expenses for projects that do not fall into the other expense categories.

**SUBCONTRACTS / SUBRECIPIENTS:**

- The subcontractor amount decreased by \$607,476. The subcontract amount is "money in, money out" and does not affect our bottom line. The decrease in the subcontractor expense line is primarily due to the completion of Public Health subcontractors for community intervention and environmental subcontractors' work.
- Excluding subcontractors, the expense budget increased from \$5,198,998 to \$5,666,376, totaling an increase of \$467,378 from FY25 to FY26.

**RESERVE AND OVERHEAD:**

- We have budgeted to put \$15,000 into our reserve to continue to rebuild that fund.
- The overhead rate is targeted at 140%. As our "cognizant agency," the United States Department of the Interior has approved an Indirect Cost rate of 140% for FY24. As of March 2025, our overhead rate is 140%. We will continue to use the Retiree Health Insurance Liability Trust contributions to maintain a constant overhead rate.

Attachments (2)

FY 2026 Projected Revenues 4.23.2025

FY 2026 Projected Expenditures 4.23.2025

PROJECTED REVENUES	FY 2025 APPROVED	FY 2026 PROJECTED	
Outsource GIS Planner	\$ 4,852	\$ 6,000	
Brownfield Revolving Loan Fund Repayments	\$ 18,000	\$ 16,000	
Berkshire Bike Path Council Support	\$ 1,413	\$ 693	
Berkshire Public Health Alliance Inspections	\$ 141,455	\$ 176,000	
Berkshire Public Health Alliance Nursing	\$ 73,088	\$ 73,088	
Online Burn Permits	\$ 3,100	\$ 3,220	
Berkshire County Boards Of Health Assoc. Support Services	\$ 11,000	\$ 11,000	
Adams Brownfield Assessment	\$ 19,000	\$ 18,650	5
Lanesborough Shared Economic Planner	\$ 11,000	\$ 10,000	1
Transportation Planning	\$ 859,421	\$ 931,719	5
Great Barrington Shared Economic Planner	\$ 25,000	\$ 17,500	1
Lanesborough Stormwater Management Plan	\$ 11,000	\$ 15,000	1
Adams Shared Economic Planner	\$ 10,000	\$ 10,000	1
Berkshire Benchmarks - Berkshire United Way	\$ 10,000	\$ 10,000	
Public Health Emergency Preparedness Planning	\$ 162,158	\$ 169,656	2, 5
Medical Reserve Corps - Berkshire Medical	\$ 22,056	\$ 22,042	2, 5
Medical Reserve Corps - Franklin County	\$ 22,056	\$ 22,042	2, 5
Dalton Stormwater Management Support	\$ 12,000	\$ 11,000	2
Berkshire County Sheriff's Office - Opioid Prevention 2025	\$ 0	\$ 26,415	
District Local Technical Assistance	\$ 222,674	\$ 239,531	2
District Local Technical Assistance - Augmentation 2024	\$ 48,500	\$ 0	
District Local Technical Assistance - Grant Assistance Program	\$ 0	\$ 67,420	
Group Purchasing	\$ 120,000	\$ 136,600	
Regional Energy Planning Assistance	\$ 38,356	\$ 0	
Milltown / Berkshire Outside 2026	\$ 0	\$ 2,450	
Milltown / Outdoor Recreation Plan 2024	\$ 19,600	\$ 0	
Food Safety Retail Standards 2020 #1 Washington	\$ 3,000	\$ 0	
Food Safety Program 2021 - Egremont	\$ 2,500	\$ 0	
AFDO/FDA - Alliance Strategic Plan - Egremont	\$ 2,500	\$ 0	
Food Safety Retail Standards 2020 #2 Egremont	\$ 2,519	\$ 0	
Food Safety Retail Standards Re-assessment 2021 Sheffield	\$ 2,500	\$ 0	
Food Safety Retail Standards 2020 #3 Williamstown	\$ 2,837	\$ 0	
Alliance Food Safety Program Assessment - Adams	\$ 2,500	\$ 0	
Nonpoint Source Regional Coordinator	\$ 39,796	\$ 0	
Community Health Improvement Planning	\$ 226,488	\$ 77,572	
Health Equity in Pittsfield Green Planning 24 & 25	\$ 358,911	\$ 38,000	
Coalition for Public Health (WMPHA)	\$ 5,000	\$ 7,140	
Substance Misuse Prevention Grant Program	\$ 250,000	\$ 125,000	3, 5
Great Barrington Brownfields Clean-up	\$ 17,170	\$ 8,518	5
Great Barrington Green Community	\$ 0	\$ 3,666	
BOAPC Substance Abuse Prevention Webinar	\$ 0	\$ 4,744	
DPH Shared Services/ Public Health Excellence	\$ 515,700	\$ 515,700	5
DPH Shared Services/ Public Health Training Hub	\$ 549,000	\$ 426,819	5
Berkshire Early Childhood Community Circle	\$ 37,000	\$ 0	
Berkshire Early Childhood Community Circle 26-27	\$ 0	\$ 61,990	5
EPA Healthy Communities	\$ 60	\$ 0	
Local Health Support Contact Tracing	\$ 120,000	\$ 100,000	5
Clarksburg Municipal Vulnerability Preparedness- Four Corners	\$ 117,669	\$ 335,620	
Clarksburg Municipal Vulnerability Preparedness - Briggsville Bank Erosion	\$ 0	\$ 185,500	
Cheshire Stormwater Support	\$ 7,600	\$ 7,500	2
Adams Zoning Support for Housing & Housing Choice Designation	\$ 0	\$ 11,030	
Housing Support	\$ 90,000	\$ 40,000	
EDA Economic Development District	\$ 70,000	\$ 70,000	5
New England Rural Health Association - Rural Vaccine Equity	\$ 108,445	\$ 67,416	
Williamstown Community Partnership - Mass Save/Berkshire Gas	\$ 8,151	\$ 0	
Alliance Food Safety Program Advancement - 3 yrs	\$ 42,697	\$ 0	

	FY 2025 APPROVED	FY 2026 PROJECTED
<b>PROJECTED REVENUES</b>		
Alliance Food Safety Program Online Permitting - 3 yrs	\$ 26,689	\$ 0
Monterey 319	\$ 1,258	\$ 0
Housatonic Valley Association Berkshire Clean Cold and Connected Restoration	\$ 0	\$ 17,000
North Adams Green Communities	\$ 0	\$ 5,024
Washington - Depot Brook Flood Resilience	\$ 0	\$ 45,790
Outdoor Recreation Website	\$ 2,272	\$ 0
Cheshire Green Communities	\$ 5,066	\$ 0
EPA - Assessment Project	\$ 254,530	\$ 40,796 <sup>4</sup>
West Stockbridge Green Communities	\$ 8,426	\$ 0
Berkshire Funding Focus 2026	\$ 0	\$ 75,000
(CEDAC) Home Modification Loan Program (HMLP)	\$ 47,000	\$ 97,500
Lee Hazard Mitigation and Municipal Vulnerability Preparedness	\$ 287	\$ 0
USDA Regional Food System Partnerships Program	\$ 297,025	\$ 26,970 <sup>4</sup>
EPA Brownfield Revolving Loan Fund 2	\$ 23,000	\$ 17,908 <sup>4</sup>
Massachusetts Regional Trail Map	\$ 5,000	\$ 0
Lee - Stockbridge Road Parcel Planning	\$ 2,794	\$ 0
Hancock Opioid Settlement	\$ 0	\$ 3,901
Opioid Settlement MATCH To Hancock	\$ 0	\$ 3,901
Digital Equity Planning Southern Berkshire County	\$ 18,617	\$ 0
Digital Equity Planning - Dalton	\$ 7,016	\$ 0
Digital Equity Planning - Clarksburg	\$ 8,453	\$ 0
Digital Equity Planning Services - New Marlborough	\$ 15,000	\$ 0
Digital Equity Planning Services - Otis, Windsor, Washington, Becket	\$ 35,988	\$ 0
Lanesborough Digital Equity Implementation	\$ 0	\$ 7,376
Dalton Digital Equity Implementation	\$ 0	\$ 9,300
Community First Partnership - Mass Save - Adams & North Adams	\$ 0	\$ 0
Community First Partnership - Mass Save - Adams & North Adams 24-25	\$ 25,000	\$ 0
Community First Partnership - Mass Save - Lee & Gt. Barrington	\$ 0	\$ 0
Community First Partnership - Mass Save - Lee & Gt. Barrington 24-25	\$ 25,071	\$ 0
Sandisfield Green Communities	\$ 417	\$ 0
EPA Air Quality	\$ 209,517	\$ 71,107 <sup>4</sup>
USDOT Transportation Safety Planning	\$ 886	\$ 0
MassDOT Transportation Safety Planning	\$ 325	\$ 0
Mass Clean Energy Technology Center-EMPower Innovation/Implement	\$ 58,054	\$ 0
Mass Clean Energy Technology Center-EmPower Innovation/Implement 26	\$ 0	\$ 75,000
Digital Equity Partnership	\$ 22,862	\$ 0
Cultural Districts - ArtWeek Berkshires 2026	\$ 0	\$ 20,000
Cultural District	\$ 33,052	\$ 0
BTI - Berkshire Benchmarks 2026	\$ 14,700	\$ 14,700
Sheffield EOHLC - CDBG Housing Rehab 2022 & 2023	\$ 96,004	\$ 0
Accelerating Age- and Dementia-Friendly Diversity, Equity, and Inclusion Work	\$ 5,137	\$ 0
(EOEEA) Lanesborough Master Plan	\$ 21,274	\$ 0
Lanesborough Master Plan	\$ 1,881	\$ 0
Executive Office of Energy & Environmental Affairs - Washington Zoning	\$ 16,709	\$ 0
Washington Zoning Recodification	\$ 250	\$ 0
Pittsfield Francis Ave. Parklet and Routing Study	\$ 18,941	\$ 0
Dept of Justice - Berkshire Post Overdose Program (COSSUP)	\$ 425,727	\$ 474,333 <sup>4</sup>
Health New England - Mini grant for PH Communiy Outreach	\$ 5,292	\$ 0
Municipal Employee Development in Berkshire County	\$ 50,000	\$ 0
New Marlborough Open Space & Rec Plan	\$ 9,926	\$ 0
University of Baltimore - COCLI - Berkshire Post Overdose Program	\$ 41,896	\$ 0
Savoy Culvert and Road Assessment	\$ 12,300	\$ 3,930
Peru Zoning	\$ 5,000	\$ 4,500
Lee Complete Streets	\$ 494	\$ 29,952
Becket - Dalton CDBG	\$ 0	\$ 121,894 <sup>5</sup>
Executive Office of Energy&Environmental Affairs Berkshires Outside Website	\$ 0	\$ 10,000

**FY 2026 BUDGET - REVENUE - PROJECTED**

**Berkshire Regional Planning Commission**

5.17.2024

4.29.2025

	FY 2025 APPROVED	FY 2026 PROJECTED	
<b>PROJECTED REVENUES</b>			
Massachusetts CEC - Pittsfield Energy Coaching Program	\$ 0	\$ 91,975	
Clarksburg Building Resilient Infrastructure & Communities	\$ 0	\$ 10,500	<sup>5</sup>
North Adams Municipal Vulnerability Preparedness Action Grant	\$ 0	\$ 229,630	
North Adams Brownfield Inventory	\$ 20,000	\$ 13,695	<sup>5</sup>
Pittsfield - Plan Consulting Services for 5-Year Consolidated Plan	\$ 35,000	\$ 0	
Adams Slum and Blight Study	\$ 20,500	\$ 0	
Community Health and Health Equity Improvement	\$ 85,000	\$ 0	
MS4 Municipal Assistance Support	\$ 8,167	\$ 0	
Digital Equity Implementation Application Pittsfield	\$ 10,000	\$ 0	
Digital Equity Implementation Application Southern Berkshire County	\$ 3,495	\$ 0	
Digital Equity Implementation Application Dalton	\$ 9,660	\$ 0	
Greylock Flume - South Wing Remediation Project	\$ 0	\$ 13,043	<sup>5</sup>
North Adams Brownfields Cleanup for the Former Tannery Dump (Hide Hill)	\$ 0	\$ 12,654	<sup>5</sup>
Adams - Open Space and Recreation Plan	\$ 0	\$ 40,000	
Clarksburg Master Plan and Open Space and Recreation Plan	\$ 0	\$ 55,000	<sup>3</sup>
Williamstown Subdivision and Zoning Regulations	\$ 0	\$ 100,000	<sup>3</sup>
Communities - North County Coordinator for Overdose	\$ 0	\$ 82,789	
BHS - North County Overdose Response Community Coordination	\$ 0	\$ 75,000	
NACCHO - Reimagining Health and Public Safety Overdose Initiatives	\$ 0	\$ 90,000	
West Stockbridge Affordable Housing Trust	\$ 0	\$ 15,000	
Sustainable Berkshires Comprehensive Plan	\$ 0	\$ 150,000	<sup>3</sup>
Toxics Use Reduction - Plastics & Microplastics Reduction Year 2	\$ 0	\$ 15,000	
Lanesborough Open Space & Recreation Plan	\$ 0	\$ 30,000	<sup>1</sup>
Retail Flexible Funding Model - 3yr Alliance Regional Food Safety Program	\$ 0	\$ 78,900	<sup>3, 5</sup>
MassSAVE - Pittsfield Community First Partnership	\$ 0	\$ 85,500	<sup>3</sup>
Great Barrington Open Space Recreation Plan	\$ 0	\$ 37,500	<sup>3</sup>
Lee Downtown Zoning and Multi-family Review	\$ 0	\$ 41,250	<sup>3</sup>
Sheffield Zoning and Housing	\$ 0	\$ 32,900	<sup>3</sup>
Heritage Area Designation - Woodlands Partnership	\$ 0	\$ 12,000	
Hinsdale and New Marlborough CDBG	\$ 0	\$ 117,127	<sup>1, 5</sup>
Municipal Energy Manager Grant	\$ 0	\$ 48,988	<sup>3</sup>
Clarksburg Energy Microgrid	\$ 0	\$ 7,000	<sup>3</sup>
Barr Foundation Climate Change Participation	\$ 0	\$ 7,000	<sup>3</sup>
Sites Strategy for Berkshire County	\$ 0	\$ 37,500	<sup>3</sup>
Collins Center - Southern Berkshire Ambulance Regionalization Study mapping	\$ 0	\$ 12,500	
MAPC - Tablets for Public Health Communities	\$ 0	\$ 40,000	<sup>3</sup>
Pittsfield Open Space Recreation Plan	\$ 0	\$ 41,250	<sup>3</sup>
General: Community Assessment	\$ 112,590	\$ 115,405	
Unsecured New Projects	\$ 20,000	\$ 0	
<b>TOTAL REVENUES</b>	<b>\$ 6,640,005</b>	<b>\$ 6,997,230</b>	

<sup>1</sup>. Applied for / requested- no decision as of 4/23/2024

<sup>2</sup>. Expected Annual Contract as of 4/23/2024 but not yet under contract

<sup>3</sup>. As of 4/23/2024 awarded but not yet under contract

<sup>4</sup>. FY2026 Direct Federal contract

<sup>5</sup>. FY2026 Federal Pass Through contract

**FY 2026 BUDGET - EXPENDITURES - PROJECTED****Berkshire Regional Planning Commission****5.16.2024****4.29.2025**

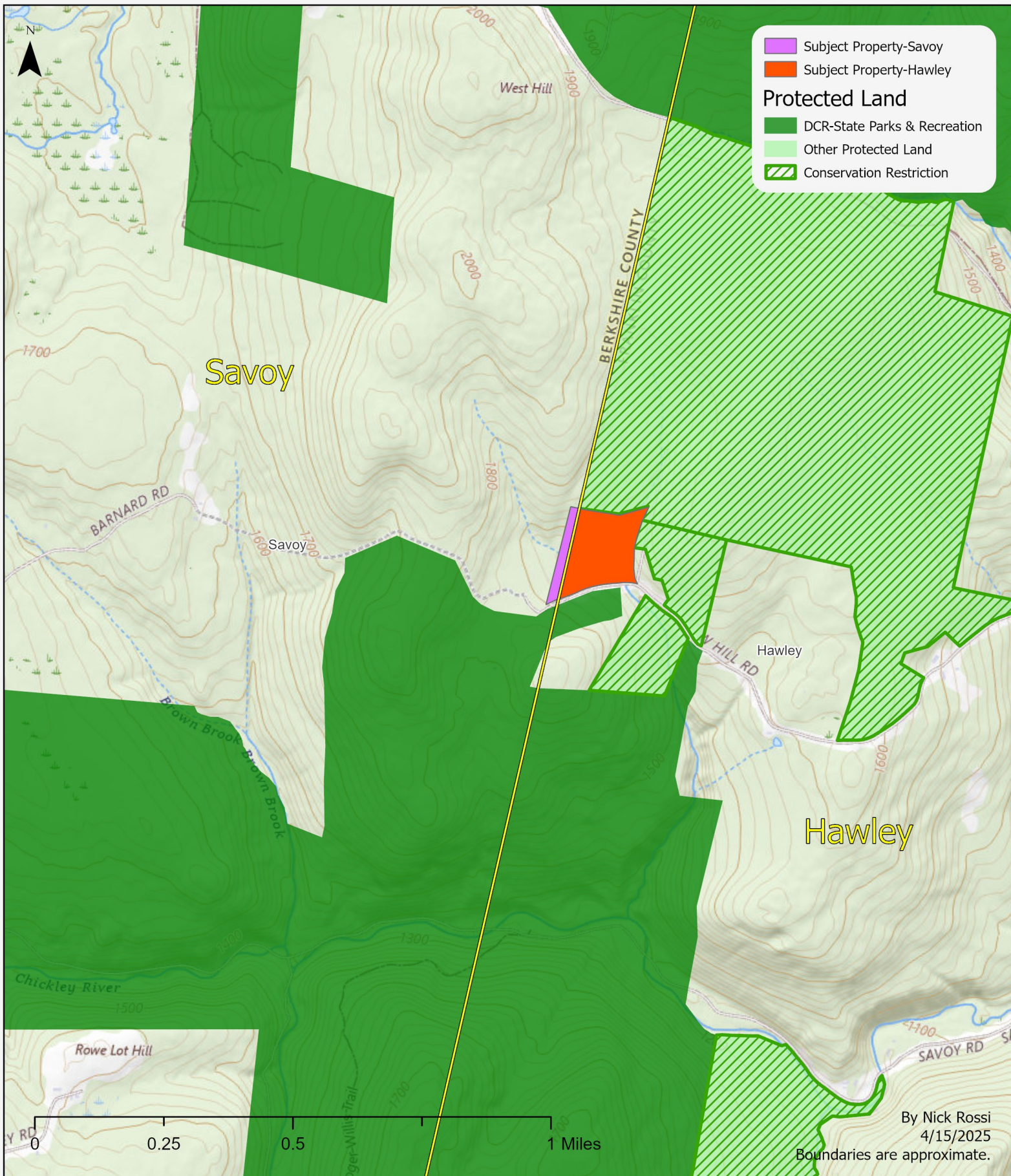
<b>EXPENDITURES</b>	<b>FY2025 APPROVED</b>	<b>FY2026 PROJECTED</b>
<b>SALARIES</b>		
Direct Billable	\$ 2,520,487	\$ 2,730,706
Indirect Admin	\$ 699,943	\$ 708,435
Interns (Admin)	\$ 0	\$ -
<b>Subtotal Salaries</b>	<b>\$ 3,220,430</b>	<b>\$ 3,439,141</b>
<b>BENEFITS</b>		
Comp and Vacation Leave	\$ 207,078	\$ 216,627
Holiday and Jury Leave	\$ 137,976	\$ 145,834
Sick unaccrued used	\$ 111,969	\$ 113,400
Health Insurance	\$ 641,193	\$ 690,866
Retirees Health Insurance	\$ 27,850	\$ 33,592
Retiree Future Health Insurance Liability (OPEB GASB 45)	\$ 45,000	\$ 45,000
Workers Comp Insurance	\$ 9,500	\$ 9,684
State Unemployment Insurance	\$ 11,461	\$ 13,460
FICA and Medicare	\$ 75,581	\$ 80,500
<b>Subtotal Benefits</b>	<b>\$ 1,267,608</b>	<b>\$ 1,348,963</b>
<b>NON-PERSONNEL</b>		
<b>OPERATING EXPENSES</b>		
Accounting Services	\$ 6,500	\$ 8,900
Advertising	\$ 3,669	\$ 4,000
Audit	\$ 29,000	\$ 31,000
Computer Equipment, Software & Maintenance	\$ 89,862	\$ 171,546
Copying / Scanning Expense	\$ 8,557	\$ 9,000
Depreciation	\$ 6,660	\$ 28,074
Dues & Subscriptions	\$ 27,500	\$ 25,657
Flex Plan Administration	\$ 2,100	\$ 2,200
Insurance (Auto, Officers, Office)	\$ 12,216	\$ 14,514
Janitor	\$ 12,180	\$ 11,960
Legal (Administrative)	\$ 16,000	\$ 10,000
Mapping Supplies	\$ 750	\$ 750
Meetings (Administrative)	\$ 2,000	\$ 2,500
Parking	\$ 0	\$ 0
Payroll Services	\$ 4,509	\$ 4,260
Postage	\$ 3,100	\$ 3,100
Printing (Administrative)	\$ 1,000	\$ 1,000
Publications	\$ 700	\$ 700
Rent	\$ 107,532	\$ 111,869
Staff Development	\$ 25,000	\$ 20,000
Supplies/Office	\$ 20,000	\$ 16,000
Telephone/Internet	\$ 19,676	\$ 17,695
Travel (Administrative)	\$ 1,200	\$ 700

**FY 2026 BUDGET - EXPENDITURES - PROJECTED****Berkshire Regional Planning Commission****5.16.2024****4.29.2025**

	<b>FY2025 APPROVED</b>	<b>FY2026 PROJECTED</b>
<b>EXPENDITURES</b>		
Utilities	\$ 23,500	\$ 25,000
Water & Recycling	\$ 3,000	\$ 3,000
Web Site	\$ 4,325	\$ 1,455
Miscellaneous	\$ 14,000	\$ 14,000
<b>Subtotal Operating (Admin)</b>	<b>\$ 444,536</b>	<b>\$ 538,879</b>
 <b>PROJECT EXPENSES</b>		
Interest Expense	\$ 100	\$ 100
Communications (Projects)	\$ 20,610	\$ 39,799
Equipment / Software (Projects)	\$ 22,969	\$ 30,703
Legal (Projects)	\$ 10,000	\$ 3,500
Meetings / Trainings (Projects)	\$ 20,010	\$ 16,525
Postage (Projects)	\$ 1,220	\$ 2,866
Printing (Projects)	\$ 3,520	\$ 4,080
Supplies (Projects)	\$ 104,852	\$ 125,230
Travel (Projects)	\$ 24,637	\$ 34,036
Other Program Expenses	\$ 42,905	\$ 63,258
Unreimbursed Expenses	\$ 600	\$ 3,995
<b>Subtotal Operating (Other)</b>	<b>\$ 251,424</b>	<b>\$ 324,092</b>
 <b>SUBCONTRACTS / SUBRECIPIENTS</b>	<b>FY2025 APPROVED</b>	<b>FY2026 PROJECTED</b>
 <b>Subcontractors / Subrecipients</b>	 <b>\$ 1,441,007</b>	 <b>\$ 1,331,154</b>
 <b>RESERVE</b>	 <b>\$ 15,000</b>	 <b>\$ 15,000</b>
 <b>TOTAL EXPENDITURES</b>	 <b>\$ 6,640,005</b>	 <b>\$ 6,997,230</b>



# Exhibit A





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April 24, 2025

The Honorable Michael D. Brady  
Joint Committee on Public Service, Chair  
24 Beacon Street, Room 416-A  
Boston, MA 02133

The Honorable Daniel J. Ryan  
Joint Committee on Public Service, Chair  
24 Beacon Street, Room 156  
Boston, MA 02133

RE: H.2889/S.1805, *An Act relative to Regional Planning Agencies*

Dear Chair Brady and Chair Ryan:

On behalf of the Berkshire Regional Planning Commission (BRPC), the Regional Planning Agency (RPA) for the thirty two municipalities in Berkshire County, I am writing in support of H.2889/S.1805, *An Act relative to Regional Planning Agencies*. This legislation is necessary to provide financial stability to the Commonwealth's RPAs to allow us to continue to support our municipalities.

The BRPC is one of 13 RPAs that were created in the 1960s as special state districts charged with providing regional and local planning services to all 351 cities and towns of the Commonwealth. For over 50 years, the RPAs have played a critical role partnering with communities and the Commonwealth to provide a wide variety of key economic and community development services. All 13 of the Commonwealth's RPAs provide planning, policymaking, coordinating, advocacy, and technical assistance to communities that often do not have the resources to do this valuable work on their own. These services are especially important in Berkshire County where most of our towns have no planning staff.

Since their creation, seven RPAs have been members of the Massachusetts State Employee Retirement System (MSERS): Central Massachusetts Regional Planning Commission; Merrimack Valley Planning Commission; Montachusett Regional Planning Commission; Northern Middlesex Council of Governments; Old Colony Planning Council; Pioneer Valley Planning Commission, and the Southeastern Regional Planning and Economic Development District. RPAs have been classified as special state districts since their inception, and prior to these recent assessments, were never asked to pay assessments to the MSERS.

In 2014, following an apparent audit of the Massachusetts State Retirement Board, several of these seven RPAs began receiving letters from the Massachusetts State Retirement Board requesting significant percentages of the RPAs annual budget. If these RPAs are forced to make these payments, the consequences would be devastating. RPAs would face large scale layoffs and eventual closures.



The RPAs are extremely constrained in their ability to raise new revenue. RPAs are funded by a mix of sources, including through the District Local Technical Assistance line item, state and federal funding, and private grants. Most of these funds must be spent towards working on defined deliverables. The only flexible funding for BRPC comes from fees collected from municipalities. This funding, which is much less than 1% of our overall budget, covers only a small portion of our costs. These municipal fees are limited by Proposition 2½, which means that all 32 Berkshire County municipalities would need to approve overrides to increase these funds significantly.

The BRPC along with the Franklin Regional Council of Governments, by enactment of special legislation, joined the MSERS later after county governments were abolished. Our legislation, Chapter 142 of the Acts of 2006 does not require us to pay the employer portion to MSERS.

H.2889/S.1805, *An Act relative to Regional Planning Agencies*, in addition to keeping the status quo for the seven RPAs, would bring them equal to us. It would ensure that any RPA that is a member of the MSERS would not be required to annually reimburse the state retirement board for its pro rate share of retirement allowance or pension. The passage of this legislation will allow all of the Commonwealth's RPAs to continue its important work on behalf of the Commonwealth. I respectfully request that the committee takes quick and favorable action on it.

In addition to supporting *An Act relative to Regional Planning Agencies*, I ask that the Committee take unfavorable action on H.42, *An Act relative to the Massachusetts State Employees Retirement System*, and H.44, *An Act relative to non-commonwealth entities within the state employees' retirement system*. If these bills were to pass, and RPAs are interpreted as non Commonwealth entities as the legislation intends, the RPAs, including BRPC, would be responsible for remitting these payments to the Commonwealth. H.42 and H.44 would devastate RPAs. It contemplates required retroactive payment contributions in addition to payments going forward. This would unduly harm BRPC as we are not required to make payments currently.

Thank you for your consideration of this request. If you have any questions, please do not hesitate to contact me. 413-442-1521 or [tmatuszko@berkshireplanning.org](mailto:tmatuszko@berkshireplanning.org).

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

Thomas Matuszko, Executive Director



## MEMORANDUM

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

**FROM:** Thomas Matuszko, Executive Director

**DATE:** April 25, 2025

**RE:** **March 2025 Assistance Activities**

This report highlights technical assistance provided by BRPC staff for March 2025. This assistance was in response to requests identified in the Board/Organization column. Responses were supported by local assessment or grant funds, if available and permitted by the funding agencies. This report is intended to inform municipal officials about how local assessment funds are used and indicate the types of local and technical assistance BRPC can provide. If assistance may be useful to your community, please feel free to contact us for details.

Town/City/State	Municipal Technical Assistance	Board/Organization
Lanesborough	Vehicle issues consultation	Council on Aging
North Adams	Housing needs assessment review	Community Development
North Adams	Municipal Projects Task Force meeting	Mayor's office
North Adams	Route 2 overpass meeting	Mayor's office

Assistance Recipient	Non-Municipal Technical Assistance	Organization
Berkshire County	Chapter 90 and associated costs	Representative Farley-Bouvier
Berkshire County	Research on MBTA and transit funding distribution from FY 2016 to FY 2025	Representative Farley-Bouvier