



BRPC

Berkshire Regional Planning Commission

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

MEETING NOTICE

Posted 7.12.2025
8am MS

There will be a meeting of the
BERKSHIRE REGIONAL PLANNING COMMISSION
on Thursday, July 17, 2025 at **7:00 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

The Meeting can be accessed at: <https://us02web.zoom.us/j/3926128831?omn=84726205032>
Meeting ID: 392 612 8831

The Meeting Notice, Agenda and meeting materials are on BRPC's website:
www.berkshireplanning.org.
Click the calendar of events, then the meeting name, and follow the link to materials.

Agenda

(All times approximate)
(7:00-7:05)

I. Opening

- a) *Call to Order and Open Meeting Law Statement*
- b) *Roll Call of Commission Members Attending the Meeting*
- c) *Vote to Approve Minutes of the May 15, 2025 Full Commission Meeting*

II. Welcome to Newly Appointed Delegates or Alternate Delegates (7:05-7:10)

Newly elected Delegates or appointed Alternate Delegates are invited to introduce themselves.

III. Comments from Berkshire Regional Planning Commission Delegates and Alternate Delegates (7:10-7:15)

BRPC Delegates & Alternates may offer comments on any item not on the agenda. Discussion or action will be referred to a future meeting and not discussed at this meeting.

IV. Comments from the Public (7:10-7:15)

Members of the public may offer comments regarding topics on the agenda or other matters they wish to bring to the Commission's attention. Comments are to be directed to the Commission. Commenters must state their names and the city or town they are from. Discussion or action will be referred to a future meeting and not discussed at this meeting.

V. Presentation on and Discussion about the Berkshire County Micro-Transit Feasibility Study (7:15 – 7:55)

Micro-Transit is a flexible, on-demand transportation service that combines elements of public buses and private ridesharing, offering a more responsive and personalized transit experience. Jessica Klion, Project Manager & Senior Transportation Planner with Foursquare ITP, the consultant conducting the feasibility study, will provide an update on the current work.

- VI. Presentation and Discussion of Executive Committee Actions (7:55-8:00)**
Executive Committee actions taken on the Commission's behalf at its June 5, 2025, and July 1, 2025 meetings are presented for information and discussion.
- VII. Vote to Elect BRPC Officers for FY 2026 (8:00 – 8:05)**
The Regional Planning Law requires BRPC Officers to be elected annually. The officers for FY 26 need to be elected. The following slate of officers is proposed for FY 2026:
- Chair: Malcolm Fick, Great Barrington Alternate
 - Vice Chair: Buck Donovan, Lee Delegate
 - Clerk: Sheila Irvin, Pittsfield Delegate
 - Treasurer: John Duval, Adams Alternate
- Nominations will be taken from the floor.*
- VIII. Vote to Approve At-Large Members of the Executive Committee as Appointed by the Commission Chair (8:05 -8:10)**
The BRPC Bylaws require the Commission to approve the appointment of at-large members of the BRPC Executive Committee. The Commission Chair has appointed the following BRPC Executive Committee members for FY 26:
- Kyle Hanlon, North Adams
 - Sam Haupt, Peru
- IX. Vote to Approve Committee Chairs of BRPC Special and Standing Committees of the Commission as Appointed by the Commission Chair (8:10-8:15)**
The BRPC Bylaws require the Commission to approve the appointment of BRPC Special and Standing Committee Chairs. The Commission Chair has appointed the following Committee Chairs for FY26.
- Berkshire Brownfields Committee Chair - Sheila Irvin (Pittsfield)
 - Regional Issues Committee Chair - Christine Rasmussen, (Stockbridge)
 - Commission Development Committee Chair Doug McNally, (Windsor)
 - Environmental Review Committee Chair Mark Smith, (Lenox)
 - Berkshire Comprehensive Economic Development Strategy Chair Chris Rembold (Great Barrington)
- X. Open Discussion by Commission Members about Current Items of Interest in their City or Town (8:15 – 8:25)**
Delegates and Alternates are encouraged to discuss key items of interest in their City or Town, such as town meeting updates, development proposals, changes in municipal leadership, proposed development projects, etc.
- XI. Report and Discussion of the Executive Director's Report (8:25 – 8:30)**
- XII. Adjournment (8:30)**

Other interested citizens and officials are invited to attend.

All times listed are estimates of when specific agenda items may be discussed.

City and Town Clerks: Please post this notice



DRAFT FULL COMMISSION MEETING MINUTES **May 15, 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. Opening

A. The meeting was called to order at 7:00 p.m.

Chair Malcolm Fick stated that in accordance with the provisions of the Massachusetts Open Meeting Law:

Meetings of the BRPC Commission Committee are recorded. Others may record meetings after informing the Chair that they wish to do so, as long as the method of recording does not interfere with the conduct of the meeting.

Anyone recording the meeting or using an artificial intelligence generated transcription of the meeting is reminded that the approved minutes of the meeting is the official record of the meeting.

If anyone is planning on presenting any materials at this meeting, copies must be left with the Chair to be part of the record of the meeting. Copies may be provided in any form, with electronic versions always being helpful to easily retain the required records.

Robert Ronzio, Becket Delegate, also recorded the meeting.

B. The following Commission members were present:

John Duval – Adams Alternate
Robert Ronzio, Becket Delegate
Mary McGurn – Egremont Delegate
Malcolm Fick – Great Barrington Alternate
Buck Donovan – Lee Delegate
Mark Smith – Lenox Delegate
Laura Mensi – Monterey Delegate
Sheila Irvin – Pittsfield Delegate
Christine Rasmussen – Stockbridge Alternate
Roger Bolton – Williamstown Alternate
Douglas McNally – Windsor Delegate

Towns with no Delegate or Alternate present:

Alford, Cheshire, Clarksburg, Dalton, Florida, Hancock, Hinsdale, Lanesborough, Mount Washington, New Ashford, New Marlborough, North Adams, Otis, Peru, Richmond, Sandisfield, Savoy, Sheffield,

Tyringham, Washington, West Stockbridge

Staff Present:

Thomas Matuszko, Laura Brennan, Marianne Sniezek, Clete Kus, and Anuja Koirala

Others Present:

Pittsfield Community Television

C. Vote to Approve Minutes of the March 20, 2025 Commission Meeting

Douglas McNally motioned to approve the March 20, 2025, draft meeting minutes. Sheila Irvin seconded the motion. A roll call vote approved it: John Duval, Mary McGurn, Malcolm Fick, Mark Smith, Laura Mensi, Sheila Irvin, Christine Rasmussen, Roger Bolton, and Doug McNally.

Abstained: Buck Donovan

II. Comments from Berkshire Regional Planning Commission Delegates and Alternate Delegates

Malcolm reported that Roger will not be seeking reappointment to the Commission for FY2026. All thanked Roger Bolton for his 25 years of service to BRPC. Roger has served on the Executive, Environmental Review, and CEDs committees.

Mary McGurn thanked Mark Maloy on behalf of the Egremont Planning Board. His excellent work in helping the Planning Board with a build-out map was beneficial to the town in their second phase of zoning revisions.

III. Comments from the Public

There were no comments.

IV. Presentation of Executive Committee Actions

Executive Committee actions taken at the April 3 and May 1, 2025, meetings were in the meeting materials packet. There were no comments.

V. Vote to Authorize the BRPC Chair to Vote to Approve the FFY 2026-2030 Transportation Improvement Program (TIP) at the Metropolitan Planning Organization (MPO) Meeting

The updated FFY 2026-2030 Transportation Improvement Program for the Berkshires establishes the projects that will receive the limited federal transportation funds in the region. The Commission's review of the draft TIP document and associated vote guides the Chair on how to vote at the MPO meeting. The full TIP document is posted on BRPC's website, <https://berkshireplanning.org/wp-content/uploads/2025/04/DRAFT-Berkshire-MPO-FFY-2026-2030-TIP-Document-1.pdf>

Anuja Koirala presented the important projects for the 5 years with an estimated cost of \$356,517,214.00.

Doug McNally moved to Authorize the BRPC Chair to Vote to Approve the FFY 2026-2030 Transportation Improvement Program (TIP) at the Metropolitan Planning Organization (MPO) Meeting

Buck Donovan seconded the motion. A roll call vote approved it: John Duval, Mary McGurn, Malcolm Fick, Buck Donovan, Mark Smith, Laura Mensi, Sheila Irvin, Christine Rasmussen, Roger Bolton, and Doug McNally.

VI. Vote to Authorize the BRPC Chair to Vote to Approve the October 1, 2025 – September 30, 2026 Unified Planning Work Program (UPWP) at the Metropolitan Planning Organization (MPO) Meeting

The Unified Planning Work Program for FFY 2026 establishes the transportation planning work BRPC staff will be involved in for the coming year. Discussion and input will instruct the BRPC Chair how to vote at the upcoming MPO meeting.

Clete Kus presented the four major activity areas and the twenty-two tasks for the federal fiscal year. The Budget for personnel and direct expenses total \$894,607.

Sheila Irvin to Authorize the BRPC Chair to Vote to Approve the October 1, 2025 – September 30, 2026 Unified Planning Work Program (UPWP) at the Metropolitan Planning Organization (MPO) Meeting. Laura Mensi seconded the motion. A roll call vote approved it: John Duval, Mary McGurn, Malcolm Fick, Buck Donovan, Mark Smith, Laura Mensi, Sheila Irvin, Christine Rasmussen, Roger Bolton, and Doug McNally.

VII. Vote to Submit the 2025 Comprehensive Economic Development Strategy (CEDS) Performance Report

The 2025 CEDS Performance Report, due by June 30, 2025, is required to be submitted annually to the U.S. Economic Development Administration. Laura Brennen presented the essential highlights of the CEDS Performance Report. Laura explained that the report is a five-year guiding document.

Roger Bolton moved to approve submitting the 2025 Comprehensive Economic Development Strategy (CEDS) Performance Report and allowing staff to make any minor final edits before submitting it in June. Mark Smith seconded the motion. A roll call vote approved it: John Duval, Mary McGurn, Malcolm Fick, Buck Donovan, Mark Smith, Laura Mensi, Sheila Irvin, Christine Rasmussen, Roger Bolton, and Doug McNally.

VIII. Vote to Adopt the Berkshire Regional Planning Commission FY 2026 Budget

In accordance with the BRPC bylaws, BRPC must adopt an annual budget for the coming fiscal year, which begins July 1, 2024. The Finance Committee recommended the version contained in the meeting material.

Malcolm reported that the finance committee recommended the conservative budget, and the Executive Committee also reviewed the FY2026 Budget. Buck thank Marianne and the admin staff for the wonderful work. Tom pointed out the increase in expenses related to the transition of IT functions from the network to the cloud.

Doug McNally to Adopt the Berkshire Regional Planning Commission FY 2026 Budget. John Duval seconded the motion. A roll call vote approved it: John Duval, Mary McGurn, Malcolm Fick, Buck Donovan, Mark Smith, Laura Mensi, Sheila Irvin, Christine Rasmussen, Roger Bolton, and Doug McNally.

IX. Authorization for Executive Committee to Act on Behalf of the Commission

BRPC Bylaws require Commission members to vote annually reconfirming the Executive Committee's authorization to act in the name of and on behalf of the Commission.

Malcolm stated that the Executive Committee meets monthly to review and approve actions. Approval is needed before the July Executive Committee meeting.

Tom explained the three ways to authorize the Executive Committee to act on behalf of the Commission: Email, Survey Monkey poll, or return the paper form included in the meeting materials. It isn't easy to receive 22 votes from the 32 municipalities. The Alternate Delegate can vote if the community does not have a Delegate (the Planning Board votes to send a representative as the Delegate, which should be done annually). A Delegate who wants to remain should get BRPC a record that they will remain the Delegate. Alternates must be appointed annually by the chief elected official, the Board of Selectmen, the Town Manager, or the Mayor. In the future, we need to review the bylaws to change the requirement to a simple majority.

X. Report and Discussion of the Executive Director's Report

The 5th Thursday event was discussed, and all were encouraged to attend and share with their communities to sign up.

Malcolm asked all to give any updated information related to town meetings.

Malcolm reported the closing of the Simons Rock of approximately 275 acres of residential zoned land. The town of Great Barrington passed a campus overlay district, which allows most of the existing buildings to be used by right and expands other uses with a special permit.

Mark Smith reported what happened at Lenox's town meeting. Food Establishment bylaw related to food trucks was adopted. They tried to get three other bylaws to the annual meeting without success. They were institutional uses, fence bylaws, and signage bylaws. An ADU rewrite was passed in December to allow duplexes.

Mary McGurn reported that Egremont had a public hearing on a citizen petition, all related to ADU regulations. One was voted down, and the other two, the petitioner decided, would amend both. The good news is that the CPA, with a 3% surtax passed.

Doug McNally reported that a new ADU had passed in Windsor.

Buck Donovan reported that Lee has restricted that if you have an ADU, you are not allowed to have a Short-term Rental (STR) on either property, your primary or your ADU. The town has a new software program to track Short-term Rentals.

Christine reported that Stockbridge looked very close to granting a permit or redevelopment of the Desisto property. The town received a Citizen Petition that someone wanted to take the conservation easement off his forest open land, and a \$600,000 developer is willing to pay. The town has the issue of deciding to pay the \$600,000 out of free cash.

XI. Adjournment

Mark Smith made a motion to adjourn. Doug McNally seconded the motion. A roll call approved the motion: John Duval, Mary McGurn, Malcolm Fick, Buck Donovan, Mark Smith, Laura Mensi, Sheila Irvin, Christine Rasmussen, Roger Bolton, and Doug McNally.

The meeting was adjourned at 8:29 p.m.

Documents and Exhibits Used:

BMPO FFY 2026-2030 TIP
FFY26 UPWP
2025 Annual CEDS Performance Report Berkshire County
FY2026 Finance Budget Memo
EC Authorization Delegate Vote memo
Additional Meeting Material – CEDS Presentation



BRPC

Berkshire Regional Planning Commission

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

MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission
FROM: Thomas Matuszko, Executive Director
DATE: [July 11, 2025](#)
SUBJ: Executive Committee Actions taken at June 5, 2025 and July 1, 2025 Meetings

Per the BRPC bylaws, actions taken by the Executive Committee on the Commission's behalf are reported and presented for discussion at the next Commission meeting. The Executive Committee took the following actions at the June 5, 2025 and July 1, 2025 Executive Committee meetings.

Executive Committee Actions on June 5, 2025

Approved the minutes of May 1, 2025, BRPC Executive Committee meeting.

Approved the April 17, 2025 – May 29, 2025 Expenditures Report.

Approved the Submission of a Grant Application (after the fact) to the Massachusetts Executive Office of Housing and Livable Communities (EOHLC) Community Planning Grants Program for a Buildout Analysis of Berkshire County

The Executive Committee authorized the Executive Director, after the fact, to submit a grant application to the Massachusetts Executive Office of Housing and Livable Communities (EOHLC) Community Planning Grants Program for a Buildout Analysis of Berkshire County, creating a parcel-level assessment throughout Berkshire County and sign any resulting contracts and agreements. This will result in an online interactive mapping tool available to local officials, developers, and other stakeholders. Grant funds in the approximate amount of \$150,000 will support BRPC staff time for research and outreach to property owners and communities. There is no match required. BRPC contact is Laura Brennan, lbrennan@berkshireplanning.org.

Approved the Submission of a Grant Application (after the fact) to the Massachusetts Executive Office of Public Safety and Security Office of Grants and Research FFY26 State Traffic Safety Information System Improvements Grant Program for the establishment of the Berkshire County High Injury Network Dashboard

The Executive Committee authorized the Executive Director, after the fact, to submit a grant application to the Massachusetts Executive Office of Public Safety and Security Office of Grants and Research FFY26 State Traffic Safety Information System Improvements Grant Program for the establishment of Berkshire County High Injury Network Dashboard and sign any resulting contracts and agreements.. This project would establish a next-generation High-Injury Network (HIN) for Berkshire County's roads. The HIN is an analysis of the intersections and corridors that have experienced the highest numbers of fatalities and serious injuries over a given time. BRPC would

partner with Citan to utilize their CRASH software model to build an updated HIN as a part of the region's Vision Zero traffic safety effort. Grant funds of \$40,000 were requested. Matching funds of \$10,000 will be requested through the Federal Funds Infrastructure Office. BRPC contact is Nick Russo, nrusso@berkshireplanning.org.

Approved Revisions to BRPC's Telework Policy to Extend it for Another Year

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

Approved the Submission of Comments to the Executive Office of Energy and Environmental Affairs on the Single Environmental Impact Report for Mount Williams Reservoir Dam and Notch Reservoir Dam Improvements

The Executive Committee approved the submission of comments to the Executive Office of Energy and Environmental Affairs on the Single Environmental Impact Report (SEIR) for Mount Williams Reservoir Dam and Notch Reservoir Dam Improvements. The Environmental Review Committee (ERC) discussed these comments at their meeting on May 22, 2025. The ERC agreed with the staff comments contained in the ERC report (included with the meeting material) that the SEIR adequately addressed the items contained in the Secretary's Certificate and our comments previously submitted on the Expanded Environmental Notification Form (EENF). BRPC recommended that EJ communities be engaged throughout the project.

Approved the Submission of a Grant Application to the Massachusetts Department of Energy Resources Regional Energy Planning Assistance Program to Provide Energy Planning Assistance to Under-Resourced Berkshire County Municipalities

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

Executive Committee Actions on July 1, 2025

Approved the minutes of June 5, 2025, BRPC Executive Committee meeting.

Approved the March 30, 2025 – June 20, 2025, Expenditures Report.

Approved the Submission of a Grant Application to the RIZE Mosaic Family Resilience Grant program.

The Executive Committee authorized the Executive Director to submit a grant application to the RIZE Mosaic Family Resilience Grant and sign any resulting contracts and agreements. This grant would establish a scalable low-threshold housing and service delivery model to address the growing crises of Opioid Use Disorder (OUD), social isolation and homelessness. The partners will pilot a cluster-site of 25 "tiny-house" units to empower family and social structures, integrating harm reduction, peer support and

navigation that meet familial/social units where they are. This three-year grant allows for funding of \$500,000 per year (\$1.5M total). Expected key partners include Berkshire Health Systems/ Berkshire Harm Reduction, Hearthway, Inc and the City of Pittsfield. There is no match required. There would be subcontractors / subrecipients. BRPC contacts are Andy Ottoson, aottoson@berkshireplanning.org and CJ Hoss, CHoss@berkshireplanning.org

Approved the Submission of a Grant Application (after the fact) to the Massachusetts Environmental Trust (MET) for the development of a watershed-based plan for the upper Hoosic River watershed.

The Executive Committee authorized the Executive Director (after the fact) to submit a grant application (after the fact) to the Massachusetts Environmental Trust (MET) for Environmental Advocacy, Educational and Conservation Activities Focused on Improving Aquatic Habitats and to sign any resulting contracts and agreements.

BRPC's Environmental and Energy team applied for a \$50,000 grant in partnership with Hoosic River Watershed Association (HooRWA), Taconic Chapter of Trout Unlimited, and MCLA to support the development of a watershed-based plan for the upper Hoosic River watershed. This project will include grassroot level environmental initiatives, public education, and citizen involvement activities that are fully inclusive and address the needs and interests of citizens in low-income or "environmental justice" communities. This application has no BRPC match requirement. Primary staff contact is Alison Dixon adixon@berkshireplanning.org.

Approved the Submission of a Grant Application (after the fact) to the National Fish and Wildlife Foundation Long Island Sound Futures Fund to support the installation of a stormwater management system at Francis Avenue in Pittsfield.

The Executive Committee authorized the Executive Director (after the fact) to submit a grant application to the National Fish and Wildlife Foundation's Long Island Sound Future Fund grant and to sign any resulting contracts and agreements. BRPC's Environmental and Energy team applied for a \$266,730.06 grant in partnership with the City of Pittsfield to support the installation of a stormwater management system at Francis Avenue. This project will remediate stormwater, control flooding, and support the larger improvement of connections to downtown resources through the Francis Ave. Parklet and Routing Project. This project has secured partial funding through the Mass DEP Section 319 Program and has applied for additional funding through EEA Municipal Vulnerability Preparedness Program. This application has a 50% match that is expected to be covered by overlapping EEA MVP Grant funds. Primary staff contact is Courteny Morehouse, cmorehouse@berkshireplanning.org.

Approved the Submission of a Grant Application (after the fact) to the Safe Streets and Roads for All (SS4A) Grant program with the Federal Highway Administration (FHWA) to develop and implement a safety countermeasure toolbox informed by the Berkshires' existing Safety Action Plan

The Executive Committee authorized the Executive Director (after the fact) to submit a grant application to the Safe Streets and Roads for All (SS4A) Grant program with the Federal Highway Administration (FHWA) to develop and implement a safety countermeasure toolbox informed by the Berkshires' existing Safety Action Plan and to sign any resulting contracts and agreements. BRPC seeks SS4A Supplemental Planning and Demonstration grant funding to develop a safety countermeasure toolbox informed by the Berkshires' existing Safety Action Plan. This toolbox will then be applied to 12 demonstration sites across the County to show its versatility and ability to bring systemic safety to the region. BRPC segments the County into six subregions: North,

North-Central, Southeast, Southwest, the City of North Adams, and the City of Pittsfield. Each subregion will host two demonstration projects, while all subregions will benefit from supplemental educational and outreach activities that promote data transparency. BPRC will obtain support from Citian CRASH, a cloud-based software-as-a-service platform, which will use real-time traffic safety data to understand the impacts of the supplemental planning and demonstration activities and facilitate long-term reporting. BPRC will also conduct a comprehensive outreach and education campaign in conjunction with the demonstration activities.

Proposed treatment solutions address these safety concerns, in addition to pedestrian and bicycle safety. Chicanes, speed feedback signs, and speed humps will mitigate single-vehicle and rear-end crashes. Medians and roundabouts will reduce instances of angle crashes. Finally, curb extensions, high-visibility crosswalks, and rectangular rapid flashing beacons (RRFBs) will enhance safety for pedestrians and bicyclists.

The total grant budget is \$2,487,100. The Federal share requested is \$1,989,680 with Non-federal match of \$497,420 provided by the Massachusetts Federal Funds Infrastructure Funds Office. Primary staff contact is Nick Russo, nrusso@berkshireplanning.org.

Authorized the Executive Director to Enter into Intergovernmental Agreements and Contracts for services with Municipalities for FY 26.



MEMORANDUM

TO: Berkshire Regional Planning Commission Delegates & Alternates
FROM: Thomas Matuszko, Executive Director
DATE: July 11, 2025
SUBJ: July 17, 2025, Commission Meeting

A. BRPC Meeting Schedule

July 1st starts a new fiscal year for BRPC. The meeting schedule for the year is in the meeting material. Meetings will continue virtually for the year unless otherwise notified. The Executive Committee generally meets at 4:00 pm on the first Thursday of the month. The full Commission generally meets at 7:00 pm on the third Thursday of the month. These are public meetings, so all are welcome to attend. The Executive Committee meetings are more business focused with business conducted by the Executive Committee members. While Delegates and Alternates are welcome at Executive Committee meetings if they are not a member of the Executive Committee they are not allowed to vote. Full Commission meetings are more informative and have broader discussion. Delegates and Alternate Delegates are expected to attend and participate in those meetings.

B. BRPC Delegates and Alternate Delegates

The BRPC Policy body is made up of two representatives from each of the 32 municipalities in Berkshire County, the Delegate or Alternate Delegate (also called Alternate for short).

- Delegate: One municipal representative to BRPC, the Delegate, is from the Planning Board, in a town, or Community Development Board in a city. This member is voted on by the Planning Board or Community Development Board.
- Alternate Delegate (Alternate): The other municipal representative to BRPC, the Alternate Delegate is appointed by either the Select Board, Town Manager, or Mayor. This is an annual appointment. The only requirement for this position is that the Alternate Delegate needs to be a resident in the municipality they represent.

If your city or town Planning or Community Development Board has not voted for a Delegate, please do so as soon as possible. A simple to use form is included.

If your city or town Select Board, Town Manager, or Mayor has not appointed an Alternate Delegate, please do so as soon as possible. A simple to use form is included.

C. Guidance on Regulation of Religious and Educational Uses of Land Under the Dover Amendment,

Dealing with Religious and Education land use issues can be challenging for local boards. The Massachusetts Attorney General's Office has prepared a comprehensive guidance document, [Dover Amendment Protection of Religious and](#)

[Educational Land Uses | Mass.gov](#). The AG's Office will be conducting a series of seminars/educational outreach sessions as well.

D. BRPC Committee Membership

Much of the policy work of BRPC is done by various committees. Attached is a list of Committee members. Please consider joining one of BRPC's committees. I am more than glad to speak with you about these Committees if you are interested.

E. Massachusetts Integrated Land Use Strategy

At the most recent Fifth Thursday dinner we received a presentation about the effort by the state to develop an Integrated Land Use Strategy which attempts to reconcile the many policy initiatives of the Administration, some of which might be conflicting. I also reported that MARPA, the Massachusetts Association of Regional Planning Agencies, had submitted a proposal to be the consultant for this comprehensive effort. Unfortunately, we recently learned that MARPA's proposal was unsuccessful, but regional planning agencies would still have a role in outreach activities.



SCHEDULE OF MEETINGS FY2026 Commission & Executive Committee Meetings

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

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

The following committees meet as needed:

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



BRPC

Berkshire Regional Planning Commission

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berkshireplanning.org

FY26 DELEGATE CERTIFICATION FORM

(July 1, 2025 – June 30, 2026)

Town/City of _____

Current Date: _____

This certifies that _____ has been elected by the Planning or Community Development Board of _____ as our **Delegate** to the Berkshire Regional Planning Commission. Their term on the Planning Board ends _____.

Contact Information for Appointed Delegate

Personal Phone #: _____

Town Hall #: _____ Ext. _____

Email:(required) _____

Authorization (Please identify the individual submitting this form)

On behalf of the Town/City of _____

Print Name

Title

Meeting Materials and Notices

Meeting materials and notices are sent to the Delegate via email. Documents are also available at: <https://berkshireplanning.org/about/agendas-and-minutes/>



BRPC

Berkshire Regional Planning Commission

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

FY26 ALTERNATE DELAGATE APPOINTMENT FORM

(July 1, 2025 – June 30, 2026)

Town/City of _____

Current Date: _____

This certifies that _____ has been appointed by the Select Board, Town Manager or Mayor of _____ as our **Alternate Delegate** to the Berkshire Regional Planning Commission.

Contact Information for Appointed Alternate Delegate

Personal Phone #: _____

Town Hall #: _____ Ext. _____

Email (required): _____

Authorization (Please identify the individual submitting this form)

On behalf of the Town/City of _____

Print Name

Title

Meeting Materials and Notices

Meeting materials and notices are sent via email. Documents are also available at:
<https://berkshireplanning.org/about/agendas-and-minutes/>

Berkshire Regional Planning Commission
COMMITTEE MEMBERSHIP
FY 2026

Executive Committee

Staff: Thomas Matuszko, Executive Director
Malcolm Fick, Chair (Great Barrington) (Subject to Commission Vote 7/15/25)
Buck Donovan, Vice Chair (Lee) (Subject to Commission Vote 7/15/25)
John Duval, Treasurer & Finance Committee Chair (Adams) (Subject to Commission Vote 7/15/25)
Sheila Irvin, Clerk, Brownfields Committee Chair (Pittsfield) (Subject to Commission Vote 7/15/25)
Christine Rasmussen, Regional Issues Committee Chair (Stockbridge)
Doug McNally, Commission Development Committee Chair (Windsor)
Mark Smith, Environmental Review Committee Chair (Lenox)
Kyle Hanlon, At-Large (North Adams)
Sam Haupt, At-Large (Peru)

Commission Development Committee

Staff: Laura Brennan, Assistant Director, and Economic Development Program Manager
Doug McNally Chair, BRPC Delegate, (Windsor)
Buck Donovan, BRPC Delegate (Lee)
Kyle Hanlon, BRPC Delegate (North Adams)
Pedro Pachano, BRPC Delegate (Great Barrington)
Malcolm Fick, BRPC Chair, Alternate (Great Barrington) (Ex-Officio, non-voting)

Environmental Review Committee

Staff: Melissa Provencher, Program Manager
Mark Smith, Chair, BRPC Delegate (Lenox)
Edward Holub (Dalton)
Eleanor Tillinghast (Mt. Washington) (Non-Commission member)
Kyle Hanlon, BRPC Delegate (North Adams)
Roger Bolton, (Non-Commission member)
Malcolm Fick, BRPC Chair, Alternate (Great Barrington) (Ex-Officio, non-voting)

Finance Committee

Staff: Marianne Snizek, Office Manager
John Duval, Treasurer & Finance Committee Chair, BRPC Alternate Delegate (Adams)
Kyle Hanlon, BRPC Delegate (North Adams)
Sam Haupt, BRPC Delegate (Peru)
Sheila Irvin, BRPC Delegate (Pittsfield)
Buck Donovan, BRPC Vice Chair, BRPC Delegate (Lee)
Malcolm Fick, BRPC Chair, Alternate (Great Barrington) (Ex-Officio, non-voting)

Regional Issues Committee

Staff: CJ Hoss, Community Planning Program Manager
Christine Rasmussen, Chair, BRPC Alternate (Stockbridge)
Andrew Groff (Williamstown) (Non-Commission member)
Eleanor Tillinghast (Mt Washington) (Non-Commission member)
Kent Lew (Washington) (Non-Commission member)
Sheila Irvin, BRPC Delegate (Pittsfield)
Malcolm Fick, BRPC Chair, Alternate (Great Barrington) (Ex-Officio, non-voting)

Berkshire Brownfields Committee

Staff: Melissa Provencher, Program Manager

Voting Members

Sheila Irvin, Chair, BRPC Delegate (Pittsfield)

Ben Lamb, (1Berkshire) - **Kevin Pink, (alternate)**

Chris Rembold, (Great Barrington)

Jim Byrne, EPA

Mike Nuvalle, (North Adams) – Marya Kozik and William Shanahan, (alternates)

Nate Joyner, (Pittsfield)

Janko Tomasic, (Dalton)

Brooke Healy, (Lee)

Thomas Matuszko, BRPC

Non-voting Members

Caprice Shaw, MA DEP

David Bancroft, MassDevelopment

Malcolm Fick, BRPC Chair, Alternate (Great Barrington) (Ex-Officio, non-voting)

Berkshire Comprehensive Economic Development Strategy Committee

Staff: Laura Brennan, Assistant Director and Economic Development Program Manager

Chris Rembold, Chair, (Great Barrington)

AJ Enchill, Berkshire Black Economic Council; Alternate Tova Clark Brown

Ben Lamb, 1Berkshire; Alternate Kevin Pink

Ben Sosne, Berkshire Innovation Center

Bryana Malloy, MassHire Berkshire Workforce Board; Alternate Heather Boulger

Robert DelMastro, MA SBDC; Alternate Jayne Bellora

Brandon Gill, Pittsfield Economic Revitalization Corporation (PERC)

Lesley Herzberg, Berkshire County Historical Society

Linda Clairmont, Berkshire Community College

Michael Coakley, Business Development Manager (Pittsfield); Alternate Justine Dodds

Mike Nuvalle (North Adams)

Roger Bolton, (Williamstown)

Shannon Smith, Berkshire Agricultural Ventures; Alternate Rebecca Busansky

Thomas Matuszko, BRPC

Malcolm Fick, BRPC Chair, Alternate (Great Barrington) (Ex-Officio, non-voting)

Commission Representatives to Related Groups:

Westfield River Wild and Scenic Advisory Committee:

Doug McNally, BRPC Delegate (Windsor)

Woodlands Partnership of Northwest Massachusetts: **Chris Cozzaglio (Windsor)**

Berkshire Metropolitan Planning Organization: Malcolm Fick, BRPC Chair & Alternate (Great Barrington); Alternate: Sam Haupt, BRPC Delegate (Peru)