



**APPROVED Berkshire Regional Planning Commission
Executive Committee Minutes
Thursday, September 4, 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 4:03 pm. He stated that BRPC was recording the meeting and said that if anyone else wanted to record it, they needed to inform him. iBerkshires Tammy's AI note taker recorded the meeting.

II. Roll Call: Laura Brennan, Assistant Director, read the roll call:

Members Present:

Malcolm Fick, Chair, Great Barrington Alternate
Buck Donovan, Vice Chair, Lee Delegate
Mark Smith, Environmental Review Committee Chair, Lenox Delegate
Kyle Hanlon, At-Large, North Adams Delegate - 4:16 pm
Christine Rasmussen, Regional Issues Committee Chair, Stockbridge Alternate
Sam Haupt, At-Large, Peru Delegate
Douglas McNally, Commission Development Chair, Windsor Delegate

Members not Present:

John Duval, Treasurer, Finance Committee Chair, Adams Alternate
Sheila Irvin, Clerk, Pittsfield Delegate

Others Present:

Tammy Daniels, iBerkshires

Staff Present:

Tom Matuszko, Executive Director
Laura Brennan, Assistant Director
Courteny Morehouse, Environmental & Energy Principal Planner

III. Vote to Approve the minutes of the Executive Committee meeting of August 7, 2025 Minutes

Tom noted two errors with dates. The date of the meeting was Thursday, August 7, 2025 not Tuesday, July 7, 2025, and the title for the expenditures report was June 26, 2025 – July 25, 2025, Expenditures Report not the June

26, 2025 – June 20, 2025.

Doug McNally motioned to approve the August 7, 2025, meeting minutes with the changes to the dates. Buck Donovan seconded the motion. Malcolm Fick, Buck Donovan, Christine Rasmussen, and Doug McNally all voted affirmatively. Mark Smith and Sam Haupt abstained.

IV. Financial Reports

A. Vote to Approve the July 24, 2025 – August 27, 2025 Expenditures Report

Doug McNally motioned to approve the July 24, 2025 – August 27, 2025 expenditures report. Sam Haupt seconded the motion. The motion passed with affirmative votes from Malcolm Fick, Buck Donovan, Mark Smith, Christine Rasmussen, Sam Haupt and Doug McNally.

B. Report on the Accounts Receivable August 2025

Tom reported we are in good shape with the aged receivables, noting none are problematic. There are no concerns about payments on the aged receivables list. Tom reported the annual assessments have been collected except the town of Peru. Sam reported that the Peru Town Administrator has been out of the office.

C. Report on the Line of Credit – August 2025

The Line of Credit has not been used.

D. Report on Federally Funded Contracts

Tom reported the \$17 million Build Grant for the Ashuwillticook Rail Trail for design is still moving forward. BRPC is continuing to apply for federal applications. The concern is what is going to happen with the federal budget.

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

Doug reported at the Workforce Board meeting, Mayor Marchetti's goal for himself and his Administration is to be proactive on outreach to leaders in the communities to allow for town collaboration. Laura reported the networking events that are happening quarterly around the county. Laura along with Christine Hoyt, Adams' selectboard member are on the steering committee of these events. The collaboration is with the Selectmen's Association, the Berkshire Municipal Manager Association and BRPC. The events have been well attended.

Tom described the new accounting system called Sage Intacct which is an online accounting system with more functionality. The information is real time and streamlines our process for the audit. Tom also reported we are virtual now in terms of our network and accounting software. Our GIS remains to be updated. SharePoint is a learning curve. Part of the transition is we do not have servers now.

VI. Items Requiring Action

A. Vote to Approve the Submission of a Grant Application to Grant Application (after the fact) 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 to the Justice Community Overdose Innovation Network (JCOIN) for a Rapid Innovation Grant (J-RIG) and sign any resulting contracts and agreements. This grant would allow for a comprehensive study of services to connect individuals with a carceral history and/or a substance use disorder to services likely to reduce future overdose, including field medical engagement under the Community EMS (CEMS) model. 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. George Mason University would administer subcontracted services. BRPC contact is Andy Ottoson, aottoson@berkshireplanning.org.

Doug McNally moved 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 sign any resulting contracts and agreements. Sam Haupt seconded the motion. The motion passed with affirmative votes from Malcolm Fick, Buck Donovan, Mark Smith, Christine Rasmussen, Kyle Hanlon, Sam Haupt and Doug McNally.

For future grant applications instead of after the fact the item requiring action will be to ratify the submission of the grant application.

B. Vote to Approve the of a Grant Application to the United States Department of Agriculture's Housing Preservation Grant (HPG) Program

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the United States Department Agriculture's Housing Preservation Grant (HPG) Program and sign any resulting contracts and agreements. This grant would provide funding for home repair and rehabilitation construction through deferred payment, forgivable loans for up to 27 very low- and low-income homeowners in New Marlborough, Mount Washington, Otis, Florida, and Hinsdale. Tom explained this grant would supplement our current CDBG applications.

Per the Notice of Funding Opportunity for the HPG, award amounts will be based on the state's allocation and number of eligible applicants.

Massachusetts' total allocation is \$53,419 and BRPC can only request half of that total (\$26,709.50). Any funds awarded will leverage Community Development Block Grant (CDBG) funds in those towns.

There is no match required. BRPC contact is Brett Roberts, broberts@berkshireplanning.org.

Doug McNally moved to authorize the Executive Director to submit a grant application to the United States Department Agriculture's Housing Preservation Grant (HPG) Program and sign any resulting contracts and agreements. Buck Donovan seconded the motion. The motion passed with affirmative votes from Malcolm Fick, Buck Donovan, Mark Smith, Christine Rasmussen, Kyle Hanlon, Sam Haupt and Doug McNally.

C. Vote to Approve the Submission of a Grant Application TD Banks's Charitable Foundation's Regional Grant Program

The Executive Committee was requested to authorize the Executive Director to submit a grant application for TD Charitable Foundation's Regional Grant program and sign any resulting contracts and agreements. The grant will be used to further BRPC's work in digital equity and implementation by recruiting directors of Councils on Aging (CoAs) and/or libraries in towns that did not participate in MBI's digital equity programs to bring the Senior Planet Older Adult Technology (OATS) Program to their communities. Grant funds in the approximate amount of \$25,000 will support BRPC staff time to oversee the work of an AmeriCorps Lead for America fellow to help with outreach; the purchase of 10 laptop computers that can be lent to CoAs or libraries to allow them to have learners try Senior Planet online; \$500 incentives to 10 CoA or library directors to participate in a short-term Senior Planet learning experience; \$900 for travel; and \$250 for supplies, posters, and/or mailings. There is no match required. The BRPC contact is Laura Brennan lbrennan@berkshireplanning.org and Wylie Goodman wgoodman@berkshireplanning.org.

Doug MacNally moved to authorize the Executive Director to submit a grant application to TD Charitable Foundation's Regional Grant program and sign any resulting contracts and agreements. Sam Haupt seconded the motion. The motion passed with affirmative votes from Malcolm Fick, Buck Donovan, Mark Smith, Christine Rasmussen, Kyle Hanlon, Sam Haupt and Doug McNally.

D. Vote to Approve BRPC's Updated Sick Leave Policy

The Executive Committee was requested to approve the BRPC's Updated Sick Leave Policy.

As part of an ongoing effort, BRPC staff has been reviewing and updating BRPC's policies to incorporate them into a comprehensive employee handbook. The proposed Policy incorporates the allowance to use sick leave as stated in other policies, such as the Domestic Violence Leave Act policy, standardizes the process to notify supervisors, and fix some other language consistencies, such as the consistent use of the term leave, rather than sick

time. The substantive items such as accruals and accrual limits remain the same as our current Policy.

Mark Smith moved to approve the BRPC's Updated Sick Leave Policy. Buck Donovan seconded the motion. The motion passed with affirmative votes from Malcolm Fick, Buck Donovan, Mark Smith, Christine Rasmussen, Kyle Hanlon, Sam Haupt and Doug McNally.

E. Vote to Approve BRPC's Updated Vacation Leave Usage and Accrual Policy

The Executive Committee was requested to approve the BRPC's Updated Vacation Leave Usage and Accrual Policy.

Changes to the Vacation Leave Usage and Accrual Policy were like the Sick Leave Policy. The process to notify supervisors was updated (the current Policy requires notification on a whiteboard, which hasn't been used for years), and clearly states the eligibility and accruals for part-time employees. The substantive items such as accruals and accrual limits remain the same as our current Policy.

Doug McNally moved to approve the BRPC's Updated Vacation Leave Usage and Accrual Policy. Sam Haupt seconded the motion. The motion passed with affirmative votes from Malcolm Fick, Buck Donovan, Mark Smith, Christine Rasmussen, Kyle Hanlon, Sam Haupt and Doug McNally.

F. Vote to Approve BRPC's Updated Continuation of Medical Benefits After Retirement Policy

The Executive Committee was requested to approve the BRPC's Updated Continuation of Medical Benefits After Retirement Policy.

The changes from our current Continuation of Medical Benefits After Retirement Policy specify eligibility for retirement as being consistent with the Massachusetts Public Employee Retirement Commission, clarify pre-retirement plan benefit requirements and clarifies language around a surviving spouse. Again, there are no changes to the major substantive issue of contribution rate.

Tom suggested that an additional eligibility requirement should be added to the draft policy to state that the retiree must make their payment percentage within 90 days. If we do not receive prompt payments, it could be a problem with the Massachusetts Interlocal Insurance Association (MIIA), our insurance provider.

Tom also reported that the long-term goal is to pay the retirees' benefits out of the trust for post-retirement benefits, however we have not yet funded the full obligation. The liability is calculated annually and has

increased again this year. Currently, BRPC is funding the retirees' benefits from the current year's admin expenses.

Doug McNally moved to table the motion until new language can be added to the draft BRPC's Updated Continuation of Medical Benefits After Retirement Policy. Buck Donovan seconded the motion. The motion passed with affirmative votes from Malcolm Fick, Buck Donovan, Mark Smith, Christine Rasmussen, Kyle Hanlon, Sam Haupt, and Doug McNally.

G. Vote to Approve BRPC's Updated Family and Medical Leave Policy

The Executive Committee was requested to approve the BRPC's Updated Family and Medical Leave Policy.

The current Policy is titled Personal, Family and Medical Leave Policy. Since the term Family and Medical Leave has its own meaning, our attorney recommended that we remove the word Personal. The term Personal itself has no substantive meaning in the Policy. It is simply in the title / label.

Doug McNally moved to approve the BRPC's Updated Family and Medical Leave Policy. Buck Donovan seconded the motion. The motion passed with affirmative votes from Malcolm Fick, Buck Donovan, Mark Smith, Christine Rasmussen, Kyle Hanlon, Sam Haupt, and Doug McNally.

H. Vote to Approve the Submission of Comments to the United States Environmental Protection Act (EPA) on Proposed Changes to EPA's Endangerment Finding

The EPA's Endangerment Finding, issued on December 15, 2009, found that six key greenhouse gases (carbon dioxide, methane, nitrous oxide, hydrofluorocarbons, perfluorocarbons, and sulfur hexafluoride) threaten the public health and welfare of current and future generations. This determination was made under Section 202(a) of the Clean Air Act, 42 U.S.C. §7521(a).

The foundation for the Endangerment Finding lies in the decision of the Supreme Court of the United States (SCOTUS) in Massachusetts v. EPA, 549 U.S. 497 (2007), which held that greenhouse gases qualify as air pollutants under the Clean Air Act and required the EPA to determine whether such emissions cause or contribute to climate change that endangers public health or welfare.

This Finding was a basis for the regulation of domestic emissions from new motor vehicles based on climate change concerns rather than air pollution endangering public health.

The proposed changes would rescind the Finding and hence eliminate the basis for the greenhouse gas emission standards for vehicles.

A draft comment letter was sent to all for their review. Congratulations to Courtney on a well-researched and to-the-point letter.

Courteny Morehouse, Environmental & Energy Principal Planner will put an article in BRPC's newsletter and do outreach with regional conservation groups. Christine suggested a newspaper article. Mark Smith suggested sending the letter to all the Conservation Committees in the municipalities.

Doug McNally moved to authorize the Executive Director to submit Comments on behalf of the Commission to the United States Environmental Protection Act (EPA) on Proposed Changes to EPA's Endangerment Finding. Sam Haupt seconded the motion. The motion passed with affirmative votes from Malcolm Fick, Buck Donovan, Mark Smith, Christine Rasmussen, Kyle Hanlon, Sam Haupt, and Doug McNally.

I. Vote to Approve the Submission of Comments to the Massachusetts Cannabis Control Commission on Draft Social Consumption Regulations

The Massachusetts Cannabis Control Commission (Commission) recently approved draft social consumption regulations. Under the current proposal, three different adult-use social consumption license types will be exclusively available to participants of the agency's equity programming and small businesses, including Microbusinesses and Craft Marijuana Cooperatives.

The proposed social consumption license types include:

- Supplemental, for existing Marijuana Establishments (MEs) to add on-site consumption into their operations;
- Hospitality, for new or existing non-cannabis businesses to host consumption activities in partnership with qualifying MEs; and
- Event Organizer, for qualifying MEs to organize and host temporary consumption events.

The Cannabis Control Commission is also seeking comment on the following issues:

- Responsible Vendor Training;
- Shelf-Stable, Non-Infused Food Sales;
- Total Sales Purchase Amounts;
- Prohibitions of Alcohol and Tobacco;
- Discounted and Promotional Prices;
- Ventilation Requirements; and
- Cooling Down Areas.

More information can be found at [The Cannabis Control Commission Wants Feedback from You on Draft Social Consumption Regulations and Policies - Cannabis Control Commission Massachusetts](#)

Tom pointed out that the link to the regulations is about 150 pages long. Malcolm commented that the comment letter was well measured and focused on the important issues that the towns need to face.

Doug McNally moved to authorize the Executive Director to submit comments on behalf of the Commission to the Massachusetts Cannabis Control Commission on Draft Social Consumption Regulations. Sam Haupt seconded the motion. The motion passed with affirmative votes from Malcolm Fick, Buck Donovan, Mark Smith, Christine Rasmussen, Kyle Hanlon, Sam Haupt, and Doug McNally.

J. Vote to Approve the Disposal of Surplus BRPC Property including 2 servers, 15 laptops, 2 Switches, 2 docking stations, and 2 printers

The Executive Committee was requested to approve the Disposal of Surplus BRPC Property including 2 servers, 15 laptops, 2 Switches, 2 docking stations, and 2 printers.

According to our practice, BRPC's surplus property is either destroyed or recycled, or offered to municipalities. If municipalities do not want the property, it is offered to non-profit organizations. Items remaining with an estimated value over \$200 are offered for sale. Items under \$200 or not able to be sold are then offered to staff. Whatever remains is appropriately disposed of. The list included in the meeting material lists the surplus property we would like to dispose of.

Doug McNally moved to approve the disposal of Surplus BRPC Property including 2 servers, 15 laptops, 2 Switches, 2 docking stations, and 2 printers. Mark Smith seconded the motion. The motion passed with affirmative votes from Malcolm Fick, Buck Donovan, Mark Smith, Christine Rasmussen, Kyle Hanlon, Sam Haupt, and Doug McNally.

VII. Committee Report and Discussion

A. Comprehensive Development Committee

The Commission Development Committee did not meet in August 2025.

B. Environmental Review Committee

The Environmental Review Committee did not meet in August 2025.

C. Finance Committee

The Finance Committee did not meet in August 2025.

D. Regional Issues Committee

The Regional Issues Committee met on August 13, 2025.

The main topic of discussion was a review of proposed 40Y Starter Home regulations.

Christine reported that August continued to be a very busy month regarding activities. The committee met on the starter homes legislation, which is very similar to other legislation dealing with Housing and making it more affordable. We're not sure where that will go, or whether many communities will be excited to adopt it. The committee will monitor the regulations.

The committee discussed the new reforms to streamline permitting processes, create general licenses, and expedite approvals for priority housing and restoration projects. The reforms include mandating property history disclosures, updating building codes for resilience. The environmental bond bill was highlighted, with \$464 billion allocated for various projects. Concerns were raised about ballot initiatives to lower the state tax base.

Christine reported that she did a synopsis on the environmental bond bill. Tom will share the synopsis with CJ Hoss and bring it forward through the regional issues committee, which could meet in September. The synopsis could also be shared with the executive committee and discussed further at the next meeting in October. Predictions that it will take the whole session before the economic bond bill will be finalized.

Tom pointed out that other regional issues committee topics could be the seasonal communities regulations.

E. Berkshire Brownfield Committee

The Berkshire Brownfield Committee did not meet in August 2025.

F. Berkshire Metropolitan Planning Committee (MPO)

The MPO Committee did not meet in August 2025.

G. Comprehensive Economic Development (CEDS) Committee

The CEDS Committee did not meet in August 2025.

H. Transportation Advisory Committee (TAC)

The Transportation Advisory Committee did not meet in August 2025.

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 7/26/2025 – 8/27/25

- Dalton – Stormwater Management - \$16,060
- Adams – Economic Development Planning - \$10,000
- FRCOG - Berkshire County Medical Reserve Corps - \$22,056
- Department of Public Health MASS CALL 3B - SPARK: Supporting Positive Actions for Resilience & Knowledge - \$250,000

- Department of Public Health - Local Health Support Covid-19 Contact Tracing – Additional \$35,000
- Clarksburg - Digital Equity Implementation - \$4,000
- Toxics Use Reduction Institute (TURI) - Plastics and Microplastics Reduction - \$15,000
- National Grid & Eversource / Mass Save - Municipal Energy Manager Grant - \$146,964
- Donations – Youth Prevention - \$8,000
- The Nature Conservancy - Berkshire Wildlife Linkage - \$10,000

Grants and Contracts not received.

- Massachusetts Executive Office of Energy & Environmental Affairs Municipal Vulnerability Preparedness (MVP) Municipal for Clarksburg Bank Stabilization.

B. Berkshires Tomorrow Inc. (BTI) Update

The BTI Board approved the following:

- Approved the of FY 2026 BTI Officers and Directors
- Approved the Director and Officers Annual Statement of Conflict-of-Interest forms.
- Approved the BTI Check Registers, December 1, 2024, to June 30, 2025.
- Approved to apply for a Berkshires Tomorrow credit card, which is more secure than the current Berkshires Tomorrow debit card.

C. Staff Updates

Open Positions:

- Office Assistant – After receiving excellent candidates, an offer letter will be sent out.
- Public Health: Part-time Title 5 Specialist, Public Health Trainer, Public Health Inspector / Administrator, Public Health Inspector, North County Community Coordinator - Public Health has also received good candidates.

D. Seasonal Communities Advisory Council Update

The Executive Office of Housing and Livable Communities (EOHLC) continues to work on preparing draft regulations. The regulations were supposed to be prepared in July and August. The next Seasonal Communities Advisory Council meeting is tentatively scheduled for Thursday September 11, 2025, at 11:00 am. The meeting is tentatively scheduled for Nantucket but there should be a virtual option. The Seasonal Communities website, [Seasonal Communities | Mass.gov](https://www.mass.gov/seasonal-communities) should contain information about participating in the meeting, most likely when the meeting date gets closer. Tom reported that there is an effort to get all of Berkshire County eligible.

E. Passenger Rail

- West-East Rail – The US Department of Transportation Federal Rail Administration announced over \$3.5 million, matched with \$395,000 from MassDOT through the FRA's Corridor ID Program. This funding will be used to support the Boston-Albany Corridor Service Development Plan (SDP), which is an essential step in expanding and enhancing train service connecting Boston and Albany, through Pittsfield. The SDP will outline MassDOT's implementation plan for service expansion. The SDP will demonstrate the feasibility of a Boston to Albany intercity passenger rail route, and it will detail the necessary steps to implement the service. It will identify the purpose and need for the service, include a comparative analysis of viable alternatives, define the recommended capital projects to enable the service, and evaluate the operational, network, and financial impacts of the service and infrastructure investment. It will also include an operating plan, a corridor project inventory, and an investment case. Further, it will require significant engagement with the public and relevant stakeholders, and it will define a governance structure for project implementation and future operation.

MassDOT, CSX, and Amtrak have also completed the evaluation of potential infrastructure projects to improve on-time performance and have agreed on a project concept. The planning efforts have shown that adding a 3-mile siding track (second track for passing trains) in Richmond near the Pittsfield border and a new track switch in Pittsfield would bring operational benefits by increasing corridor capacity. In June, MassDOT and CSX signed an agreement which permits CSX to begin design of the track work.

Additionally, MassDOT has selected a consultant to facilitate a planning and design study for a second platform at Pittsfield Station to eliminate congestion and delay.

- Berkshire Flyer – The Berkshire Flyer train service was served by buses between Albany and Pittsfield due to a large sink hole in New York.
- Northern Tier Passenger Rail – MassDOT intends to apply to the federal Corridor ID program. MassDOT Office of Transportation continues to work with the Franklin Regional Council of Governments to prepare a contract to fund the procurement of a consultant to conduct an Economic Impact Analysis.

More information on these items can be found at [Compass Rail | Mass.gov](https://www.mass.gov/compass-rail), Tom reported Andy Koziol is doing a good job of getting the word out and moving things forward.

F. Commission on Payments in Lieu of Taxes (PILOT) for State-Owned Land

Gov. Maura Healey signed an executive order on August 13 creating a Commission on Payments in Lieu of Taxes (PILOT) for State-Owned Land to advise her on potential reforms to the PILOT program. The Commission's main charge is to evaluate potential adjustments to the state-owned land

PILOT reimbursement program, with particular attention to geographic equity, fiscal sustainability, operational feasibility, and alignment with the state's land conservation, biodiversity, and climate goals. [Governor Healey Creates Commission on State-Owned Land PILOT Program to Ensure Geographic Fairness | Mass.gov.](#)

G. MassTrails 10 Campaign

In a collaborative effort to highlight trails across the state, the Massachusetts Department of Transportation (MassDOT), Department of Conservation and Recreation (DCR), the Massachusetts Office of Outdoor Recreation (MOOR), and the Massachusetts Office of Travel and Tourism (MOTT) announced the launch of the MassTrails 10 Campaign. The campaign will highlight ten signature trails through a website and advertising campaign. It will showcase recreational opportunities at each trail, as well as connection options to local transit and broader trail networks. The Ashuwillticook Rail Trai is one of the trails listed. [MassTrails 10.](#)

H. MARPA & DLS Conference

Registration is open for the 2025 MARPA and DLS Conference on Tuesday, October 7. The event will be held in Worcester at the College of the Holy Cross from 9 am to 12:30 pm. Registration at: [www.mapc.org/event/2025-marpa-and-dls-conference/](#)

Tom promoted the Conference. Laura reported that the panel sessions will be categorized as transportation, energy, and technical assistance. The lieutenant governor will be there again.

I. Energy Facilities Siting Regulations

The Energy Facilities Siting Board will hold a public meeting on September 8 at 10 am to discuss draft regulations related to implementation of a clean energy and climate law passed last November.

The independent state board, supported administratively by the Department of Public Utilities, reviews proposals for power plants, electric transmission projects, intra-state gas pipelines, and natural gas storage tanks. The September 8 meeting will include presentations on revisions to the proposals listed above and provide an opportunity for public comment, time permitting. The board is expected to initiate a formal rulemaking process with additional opportunities for written and oral comments.

Revised draft regulations are expected to be made available prior to the next meeting. The in-person meeting location is One South Station, Boston, MA 02110, 3rd floor, Large Hearing Room. (Building security requires a government-issued photo ID.) Nearby transit station: South Station (Red Line).

Remote attendees can join by using [this link](#) or dial in at (646) 558 8656 (not a toll-free number) and then enter the Webinar ID: 843-8921-1751. More information about the clean energy siting and permitting reform process can be found on the [Energy Infrastructure Siting and Permitting Reforms](#) website, and questions can be directed to energypermitting@mass.gov.

The energy facilities regulations could also be a topic for the regional issues to review.

J. Rural Planning Workshop – Design and Affordability

The Egremont Planning Board is sponsoring a workshop with Randall Arendt, a nationally recognized expert and author, who will provide visual examples showing how towns can promote new Housing – with an emphasis on affordability and design – that fits comfortably into the community's traditional small-town rural character. The workshop is from 7:00 to 9:00 pm on Wednesday September 10, in person at Egremont Town Hall - 171 Egremont Plain Road, Egremont, MA 01258 or zoom: <https://us02web.zoom.us/j/89917912149?pwd=YFwPdkGlgST3QZvaD4F8c51CZ1b6ii.1> Material was in the packet.

K. Department of Conservation and Recreation (DCR) Proposed Land Acquisition

The Commonwealth of Massachusetts, acting through its Department of Conservation and Recreation (DCR), has under consideration the acquisition of an interest in 45 +/- total acres of land in the Town of Florida and Town of Clarksburg. The property currently consists of undeveloped woodland. The proposed use is for the land to remain in its forested condition for conservation and recreational purposes. A locus map marked "Exhibit A" which shows the property in which DCR is interested is included in the meeting material.

L. Citizen Planner Training Collaborative (CPTC) Western MA Conference

CPTC is holding a Western MA Conference for Planning and Zoning Board members and professional planners on Saturday, October 4, 2025, at Greenfield Community College in Greenfield MA. More information is at [Western Conference – CPTC](#) and in the material which was in the meeting packet.

M. Support for An Act Creating a Municipal and Public Safety Building Authority

Through the Massachusetts Association of Regional Planning Agencies, Tom reported he supported an Act creating a municipal and public safety building authority. The letter was included in the meeting material.

IX. Old Business and Discussion

A. Discussion about the Town of Concord vs. Rasmussen & others case before the Massachusetts Supreme Judicial Court

This case was about the discontinuance of a public road and along with that the discontinuance of that road for public access. BRPC signed on to an Amicus brief for the plaintiffs, which argued that since the road was discontinued it was no longer available for a public trail. The Supreme Judicial Court found that "the 1932 discontinuance under § 32A, by which the road was adjudicated a "private way," terminated the town's obligation to maintain the road in a condition reasonably safe and convenient for travel but left the public's right to the road undisturbed

B. Discussion about the BRPC Annual Meeting

Continued work towards securing a speaker for the Annual Meeting was reported. The Proprietors Lodge in Pittsfield is the location. The date is Thursday evening October 16, 2025.

X. New Business

A. Vote to Approve the Executive Director's FY 25 Performance Review and FY 26 Salary Adjustment

BRPC's Bylaws require "On an annual basis, the Executive Director shall prepare a review of his/her accomplishments for the preceding year and goals for the upcoming years as part of his/her performance evaluation by the Executive Committee."

BRPC salaries are based on performance reviews. The Executive Committee is requested to approve the Executive Director's FY 24 Performance Review and any FY 25 Salary Adjustment.

The Executive Directors' Performance FY 25 Review and FY26 Salary Adjustment will be addressed at a future Executive Committee meeting.

B. Discussion about Topics for the September 18, 2025 Commission Meeting

Potential topics for the September 18, 2025, Commission Meeting include:

- Presentation from EOHLA ADU Coordinator re: new ADU law and regs. Claire Morehouse will:
 - Share updated ADU resources, including pre-recorded webinars, model zoning, MLU look-up tool, and other technical assistance materials
 - Highlight key FAQs and best practices
 - Provide an overview of our office's current efforts and upcoming ADU-related initiatives—including stakeholder outreach, data collection, design competition, and more
- Address any additional Q&A from RPA and municipal staff on the new law and regulations.
- Roundtable Discussion of Municipal Items

XI. Adjournment

Doug McNally made a motion to adjourn. Sam Haupt seconded the motion. The motion passed with affirmative votes from Malcolm Fick, Buck Donovan, Mark Smith, Christine Rasmussen, Kyle Hanlon, Sam Haupt, and Doug McNally.

The meeting adjourned at 4:55 pm.

Documents and Exhibits Used:

- 2025.08.07 Executive Committee Meeting Minutes – Unapproved DRAFT
- 2025.07.25 – 2025.08.27 Expenditures Report
- 2025.08 Accounts Receivable Report
- 2025.08 Line of Credit Report
- 2025.08.29 Executive Director Memorandum
- DRAFT Sick Leave Policy - 08.26.25
- DRAFT Vacation Leave Accrual and Usage Policy - 08.26.25
- DRAFT Cont. of Med. Ben. After Retirement Policy proposed 8.27.2025
- DRAFT Family and Medical Leave Policy - 8.27.2025
- BRPC Surplus Property Listing - 08.29.25
- Egremont Planning Workshop Poster
- DCR Proposed Acquisition Map
- CPTC Western Mass Conference Announcement
- MARPA S1650, H2571 Support letter
- July 2025 – Technical Assistance Memorandum
- Comment letter United States Environmental Protection Act (EPA) on Proposed Changes to EPA's Endangerment Finding
- Comment letter Massachusetts Cannabis Control Commission on Draft Social Consumption Regulations