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MEETING NOTICE

There will be a meeting of the **EXECUTIVE COMMITTEE**
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Thursday, November 6, 2025, at 4:00 p.m.

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

To participate virtually, join the Zoom Meeting
<https://us02web.zoom.us/j/3926128831?omn=81293281654>

Meeting ID: 392 612 8831

Dial by location, 646 931 3860, 646 558 8656, 305 224 1968

Meeting materials are on BRPC's website: www.berkshireplanning.org.

Click the calendar of events, then the meeting name, and follow the link to the materials.

AGENDA (Revised) (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 October 2, 2025*
- IV. Financial Reports and Discussion (4:05)
 - A. Vote to Approve the September 19, 2025 – October 28, 2025 Expenditures Report*
 - B. Report on Accounts Receivable – October 2025
 - C. Report on the Line of Credit – September 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 Ratify the Submission of a Grant Application to the U.S. Department of Justice Office of Juvenile Justice and Delinquency Prevention (OJJDP) FY25 Community and Schools Youth Drug Prevention Program*
 - B. Vote to Ratify the Submission of a Grant Application to the Massachusetts Department of Environmental Protection MS4 Municipal Assistance Grant Program *
 - C. Vote to Submit a Grant Application to the Massachusetts Office of Behavioral Health Promotion and Prevention (OBHPP) Grant for Behavioral Health Promotion and Prevention under the Tier A funding category*
 - D. Vote to Submit a Grant Application to the Massachusetts Office of Behavioral Health Promotion and Prevention (OBHPP) Grant for Behavioral Health Promotion and Prevention under the Tier B funding category*
 - E. Vote to Approve BRPC's Updated Continuation of Medical Benefits After Retirement Policy*

VII.	Committee Updates, Reports, and Discussion	(4:30)
A.	Commission Development Committee	
B.	Environmental Review Committee	
C.	Finance Committee	
D.	Regional Issues Committee	
E.	Berkshire Brownfields Committee	
F.	Berkshire Metropolitan Planning Organization	
G.	Comprehensive Economic Development Strategy (CEDS) Committee	
H.	Transportation Advisory Committee (TAC)	
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.	Seasonal Communities Advisory Council Update	
E.	Passenger Rail	
F.	MMA Report: A Perfect Storm: Cities and Towns Face Historic Fiscal Pressures	
G.	Citizen Planner Training Collaborative (CPTC) Fall/Winter Workshops	
H.	Draft Clean Energy Model Bylaws	
I.	Online Version of State Housing Plan	
J.	Municipal Empowerment Act Support	
K.	Waiver of Notice Request – Proposed Agricultural Preservation Restriction New Marlborough	
L.	Information Sessions about New Efforts by the Massachusetts Department of Agricultural Resources to Protect Farmland	
M.	Community One Stop for Growth Awards	
IX.	Old Business and Discussion	(4:45)
A.	Discussion about the BRPC Annual Meeting	
B.	Discussion about the BRPC Treasurer Position	
C.	Vote to Approve the Description of Responsibilities of the Executive Director to be Used in the Executive Director Search Process*	
D.	Voter to Recommend an Executive Director Hiring Process to the Commission at the November 20, 2025 Commission Meeting	
X.	New Business and Discussion	(4:50)
A.	Discussion about Topics for the November 20th Commission Meeting	
XI.	Adjournment*	(5:00)

* Items Requiring Action



**DRAFT Berkshire Regional Planning Commission
Executive Committee Minutes
Thursday, October 2, 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 4:02PM. He stated that BRPC was recording the meeting and said that if anyone else wanted to record it, they needed to inform him.

Welcome was made to Caitlin Davis, new office administrator for BRPC.

II. Roll Call: Marianne Sniezek, Office Manager, read the roll call:

Members Present:

Malcolm Fick, Chair, Great Barrington Alternate
Buck Donovan, Vice Chair, Lee Delegate
Sheila Irvin, Berkshire Brownfields Committee Chair, Pittsfield Delegate
Kyle Hanlon, At-Large, North Adams Delegate
Christine Rasmussen, Regional Issues Committee Chair, Stockbridge Alternate
Sam Haupt, At-Large, Peru Delegate
Douglas McNally, Commission Development Chair, Windsor Delegate

Members not Present:

Mark Smith, Environmental Review Committee Chair, Lenox Delegate

Others Present:

Christian Rowe, Adams, D
Mary McGurn, Egremont, D
Kate Fletcher, Stockbridge, D
James, Great Barrington, Citizen

Staff Present:

Tom Matuszko, Executive Director
Laura Brennan, Assistant Director
Marianne Sniezek, Office Manager
Caitlin Davis, Office Administrator

III. Vote to Approve the minutes of the Executive Committee meeting of September 4, 2025, Minutes

Doug McNally motioned to approve the September 4, 2025, meeting minutes with the changes to reflect the correct date of the meeting. Buck Donovan seconded the motion. Malcolm Fick, Buck Donovan, Christine Rasmussen, Kyle Hanlon, Sam Haupt and Doug McNally all voted affirmatively. Sheila Irvin abstained.

IV. Financial Reports

A. Vote to Approve the August 27, 2025 – September 18, 2025, Expenditures Report

Kyle Hanlon motioned to approve the August 27, 2025 – September 18, 2025, expenditures report. Doug McNally seconded the motion. The motion passed with affirmative votes from Malcolm Fick, Buck Donovan, Sheila Irvin, Christine Rasmussen, Kyle Hanlon, Sam Haupt and Doug McNally.

B. Report on the Accounts Receivable September 2025

BRPC received payment on several over 90-day invoices. One group purchasing vendor, Sonoco, still needs to pay BRPC from the previous Fiscal Year. They are no longer a vendor with BRPC this Fiscal Year.

C. Report on the Line of Credit – September 2025

The Line of Credit has not been used. BRPC is monitoring the federal government shutdown and how it could affect us.

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. Some agencies have provided BRPC with guidance on processing payments if the government shutdown could last long term.

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

Sam Haupt mentioned the upcoming hybrid public hearing the joint committee on revenue is hosting on October 7th, on pilot reform, from 1-5pm. The public is invited and there are two competing bills, both offered in the House and Senate. There are 53 days from the date of the hearing to submit written testimony, which he would like the committee to consider doing so.

VI. Items Requiring Action

A. Vote to Approve the Submission of a Grant Application to the Williamstown Community Chest for a Fund for Williamstown Grant*

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the Williamstown Community Chest for the

Fund for Williamstown grant and sign any resulting contracts and agreements. The grant would provide funding for an innovative 6-week fall prevention program in which a trained MMA instructor would teach older adults (55+) at The Williamstown Council on Aging to fall safely through exposure to mixed martial arts (MMA) techniques that are often taught in "hard" martial arts classes like jujitsu and judo. Expected partners include the Williamstown Council on Aging and local MMA instructors. The amount requested is \$2,500. There is no match required. The BRPC contact is Sophie Carnes Jannen, scarnesjannen@berkshireplanning.org x63.

Doug McNally moved to authorize the Executive Director to submit a grant application to the Williamstown Community Chest for the Fund for Williamstown and sign any resulting contracts and agreements. Buck Donovan seconded the motion. The motion passed with affirmative votes from Malcolm Fick, Buck Donovan, Sheila Irvin, Christine Rasmussen, Kyle Hanlon, Sam Haupt and Doug McNally.

B. Vote to Approve the Submission of a Grant Application to the MOSAIC RIZE Municipal Matching Grant Program*

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the MOSAIC RIZE Municipal Matching Grant Program and sign any resulting contracts and agreements. This grant would allow for work to abate the impact of opioids in North Berkshire County. This one-year grant allows for funding of up to \$300,000. Expected partners and project specifics will be determined by community partners in the North Berkshire HEAL Coalition. There is a match required which is being provided through existing municipal opioid abatement funds from the eight municipalities who have signed on to the related Intermunicipal Agreement (IMA), pending approval by the IMA's designated North Berkshire Opioid Abatement Collaborative (OAC) Advisory Board. There would likely be subcontractors/subrecipients. BRPC contact is Andy Ottoson, aottoson@berkshireplanning.org

Kyle Hanlon moved to authorize the Executive Director to submit a grant application to the MOSAIC RIZE Municipal Matching Grant program and sign any resulting contracts and agreements. Buck Donovan seconded the motion.

The motion passed with affirmative votes from Malcolm Fick, Buck Donovan, Sheila Irvin, Christine Rasmussen, Kyle Hanlon, Sam Haupt and Doug McNally.

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

This item was passed over as Tom reported there was a typo and another item that needed to be clarified. No action on this item.

VII. Committee Report and Discussion

A. Commission Development Committee

The Commission Development Committee did not meet in September 2025.

B. Environmental Review Committee

The Environmental Review Committee did not meet in September 2025.

C. Finance Committee

The Finance Committee did not meet in September 2025.

D. Regional Issues Committee

The Regional Issues Committee did not meet in September 2025. Malcolm thanked Christine for her summary of the legislation.

E. Berkshire Brownfield Committee

The Berkshire Brownfield Committee did not meet in September 2025.

F. Berkshire Metropolitan Planning Committee (MPO)

The MPO met on September 23rd. The main agenda item was a report on the recommendations for the micro-transit study.

G. Comprehensive Economic Development (CEDS) Committee

The CEDS Committee met on September 17, 2025. Proponents of two CEDS Priority Projects offered updates to the group, and the committee reviewed the timeline for the Year 3 Performance Progress Report to EDA. The group also reviewed a request from the BRPC Transportation Program requesting input regarding Critical Rural Freight Corridor (CRFC) designations.

H. Transportation Advisory Committee (TAC)

The Transportation Advisory Committee did not meet in September 2025.

VIII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 8/27/25 – 9/23/25

- Berkshire Public Health Alliance - Regional Public Health Inspection Program:
 - Becket - \$35,582
 - Cheshire - 24,000
 - Dalton - 61,050
 - Egremont - 13,000
 - Peru - 12,862
 - Savoy - 7,875
 - Washington - \$5,000
- Berkshire Public Health Alliance - Regional Public Health Nursing Program – Windsor - \$2,310
- Executive Office of Energy & Environmental Affairs - Sheffield - Housing Planning Implementation - \$32,900

- Berkshire Gas/Mass Save - Energy - Pittsfield Community First Partnership - \$102,600
- Eversource/Mass Save - Energy - Pittsfield Community First Partnership - \$153,900
- The Nature Conservancy - Berkshire Wildlife Linkage - \$10,000
- Savoy - Culvert Replacement Project on Old Main Road 4 - \$10,000
- Sandisfield - Hazard Mitigation Plan Update - \$22,500

Grants and Contracts not received.

We are not aware of any grants not received.

B. Berkshires Tomorrow Inc. (BTI) Update

The BTI Board approved the following:

- Approved the President to sign an agreement with Berkshire Regional Planning Commission and any other contracts to support the FY2026 Vaccination Clinics, not to exceed \$10,000, including a 2% administrative fee.
- Approved the President to sign an FY2026 agreement between Berkshires Tomorrow and BRPC for a Software Lease for the following Subscriptions: Qty 56 - Microsoft Office 365, 58 Qty - Microsoft Defender, 2 Qty - Office 365, 2 Qty -Microsoft Visio Plan 1, 1 Qty- Microsoft Azure (used for GIS). Total \$36,620.00.
- Approved BTI to submit a grant application to the Health New England Where Health Matters Grant and sign any resulting contracts and agreements. This grant would develop and prepare for implementation of a Community EMS (CEMS) model to deliver preventive, high-value/low-risk field services for older adults in southern Berkshire County. This one-year grant allows for funding of up to \$50,000 with a 2% BTI administration fee. Expected partners include Southern Berkshire Ambulance (SBA) and others. There is no match required. There would be subcontractors. BRPC contact is Andy Ottoson, aottoson@berkshireplanning.org

C. Staff Updates

- Open Position: Public Health Trainer
- New Hires:
 - Caitlin Davis – Office Administrator
 - James Massey – Public Health Inspector
 - Jennifer Sweet – PT Title 5 Specialist

D. Seasonal Communities Advisory Council Update

As reported during the September 18th Commission Meeting, the Seasonal Communities Advisory Council met on September 11th to receive a Draft Regulation Update from EOHLC. The presentation included an overview of key definitions and the potential conditions related to designation or revocation of Seasonal Communities status, and proposed zoning requirements or waivers thereof. The meeting also discussed Year-Round Housing and Employment-Specific (essential public employee preference) or Vocation-Specific (artist) Housing and explored some possible uses of the \$2M included in Governor Healey's CIP for Seasonal Communities. Draft regulations will be made available for public comment for one month, as

the next step.

E. Passenger Rail

- West-East Rail – No update this month.
- Berkshire Flyer – The Berkshire Flyer train service had been served by buses between Albany and Pittsfield due to track failure this summer. That service ended on September 7, 2025.
- Northern Tier Passenger Rail – No update this month.

More information on these items can be found at [Compass Rail | Mass.gov](https://www.mass.gov/compass-rail).

F. MARPA & DLS Conference

Registration is open for the 2025 MARPA and DLS Conference on Tuesday, October 7th. 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/.

G. Berkshire County Municipal Officials Networking

The Berkshire Municipal Managers Association, Berkshire Selectmen's Association, and BRPC continue to collaborate on quarterly networking events for elected and appointed officials. The next networking event will occur on Thursday, October 30th, at the Greylock Glen Outdoor Center from 5 to 7 pm. Our special guest will be Inspector General Jeffery Shapiro. Please register in advance on [Eventbrite](https://www.eventbrite.com).

H. Small Clean Energy Infrastructure Facility Siting and Permitting Regulations

The Massachusetts Department of Energy Resource's (DOER) new Division of Siting and Permitting filed draft regulations for siting and permitting of small renewable energy infrastructure. These encompass renewable energy sources (< 25MW), storage (< 100MWh), and transmission lines (< 10 miles). These regulations are also accompanied by draft site suitability guidance and guidance for community benefit agreements.

Written comments on the draft regulations will be accepted through October 17th to this email: DOER.Siting.Permitting@mass.gov, subject line: "S&P Follow On Rulemaking Comments.

There will be a series of in-person information sessions throughout the state including one on Thursday, October 9th, 7 p.m. at UMass Amherst (551 North Pleasant St., Amherst, Olver Design Building)

In addition, there will be a virtual public hearing on Zoom October 15th at 7 p.m. Register [here](#).

I. Site Suitability Assessments for Clean Energy Infrastructure Guidance / Draft Standards and Guidelines, Community Benefits Plans, Community Benefits Agreements

The draft Small Clean Energy Infrastructure Facility Siting and Permitting Regulations reference seven different guidance documents, which articulate many of the baseline conditions and requirements for the application, review, and approval processes.

The Site Suitability Assessment Guidance describes the methodology for determining the suitability of sites for energy infrastructure.

The Community Benefits Guidance describes how a proposed energy facility should engage the Community.

The Executive Office of Energy and Environmental Affairs is holding a public webinar on Oct. 9 at noon to explain its draft Guidance on Site Suitability Assessments for Clean Energy Infrastructure and the Office of Environmental Justice and Equity's draft Standards and Guidelines for Community Benefits Plans and Agreements. These will impact both the local and state siting and permitting process. Registration is at [Webinar Registration - Zoom](#)

Feedback on the draft site suitability guidance can be submitted to EnergyPermitting@mass.gov through Oct. 24, 2025.

J. FFIO's new Municipal and Tribal Technical Assistance (MTTA) Grant Program

This competitive grant program is designed for all Massachusetts local governments and federally recognized tribes, as well as regional organizations whose membership is exclusively composed of municipal governments, community development corporations and other development authorities or agencies seeking technical assistance for infrastructure, climate, and economic development projects. To qualify for funding under this program, applications must be intended for projects that are seeking or have received federal funding. This program prioritizes requests from rural communities, Gateway Cities, and localities with financial and capacity needs in similar underserved communities. Applications are reviewed on a rolling basis by the FFIO, and successful applicants will receive up-front funding. [More information is available on the FFIO website.](#)

K. FFIO's new Technical Assistance for Regional Planning Agencies (TARPA) Grant Program

This formula-based grant program is for Regional Planning Agencies (RPAs) with resources for direct technical assistance to cities and towns, particularly for moving infrastructure, climate, and economic development projects forward to help rural communities, Gateway Cities, and localities with financial and capacity needs in similar underserved communities. These projects should have a regional scope and impact. To qualify for funding under this program, applicants must be one of the state's 13 RPAs seeking or have received federal funding. The FFIO oversees the program, which allocates grant funding to the RPAs on an opt-in basis.

L. The Berkshire Housing Coalition

The Berkshire Housing Coalition (BHC) is an open group that shares concern for the availability, affordability, and quality of housing in the Berkshires.

The group is administered by Hearthway, Inc., the county's regional housing organization that exists to find housing solutions for all people across the Berkshires.

BHC members receive regular updates via email on housing advocacy, challenges and solutions, and other important information related to the housing needs of the Berkshires. BHC also meets, as needed, to hear updates from key housing partners and engage in dialogue with other stakeholders and advocates. To join BHC sign up at [Berkshire Housing Coalition | Hearthway](#).

There will be a meeting at Berkshire Community College on 10/23 for this, hosted by BRPC, Hearthway and Upside413.

IX. Old Business

A. Discussion about EPA's Proposed Changes to its Endangerment Finding

EPA's Endangerment Finding is the basis for regulating Greenhouse Gas emissions. The BRPC Executive Committee approved submitting comments from BRPC at the September meeting. Several members of the Massachusetts Association of Regional Planning Agencies also submitted comments, which I also signed.

B. Discussion about the Environmental Bond Bill

At the September Executive Committee meeting interest was expressed about getting a summary of the Environmental Bond Bill. That summary was attached.

Christine Rasmussen provided a summary for the last executive committee meeting.

C. Discussion about the BRPC Annual Meeting on October 16th

We have reserved the Proprietors' Lodge in Pittsfield for Thursday, October 16, 2025, as the date for our annual meeting. Please reserve your tickets prior to October 9th on [Eventbrite](#). The Annual Meeting will include presentation of the 2025 Kusik Award to the following four honorees: Meg Bandarra, Unpaved Trails for All; Ellen Kennedy, Berkshire Community College; Jane Winn, BEAT; and Rene Wood, Town of Sheffield.

Attendance is currently in the mid 40's. Will need a head count by 10/9.

X. New Business

A. Discussion about the Resignation of BRPC Treasurer and Executive Committee member John Duval

The Commission Chair received notice that John Duval has stepped down from being Adam's Alternate, the BRPC Executive Committee and BRPC Treasurer role. Doug suggested a Commission Development Committee to discuss the Treasurer's position. It is preferable to fill the Treasurer position by the November Commission meeting. John Duval was thanked for his service on the Commission in all roles.

B. 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."

Several comments were offered: Malcolm gave Tom a well done and Sheila also said Tom has been doing a great job involving the staff in getting things done, bringing on Laura, and Christine stated she has learned a lot from Tom.

Doug McNally made a motion to accept the Executive Director's Performance review as presented. This motion was seconded by Christine Rasmussen and approved by affirmative vote from Malcolm Fick, Buck Donovan, Sheila Irvin, Christine Rasmussen, Kyle Hanlon, Sam Haupt, and Doug McNally.

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.

Doug McNally moved to approve a performance of an "exceptional" level and deserved the 3% salary increase retroactive to July 1, 2025. Christine Rasmussen seconded the motion. There was no discussion. The motion passed with affirmative votes from Malcolm Fick, Buck Donovan, Sheila Irvin, Christine Rasmussen, Kyle Hanlon, Sam Haupt and Doug McNally.

C. Discussion about the Executive Director's Retirement Notice and Hiring Process for the Next Executive Director

There was discussion about the hiring process that was used in 2017 – 2018, a suggestion to review that process and use it as a basis for this search, a question if the BRPC Bylaws allow a search committee to be formed, a question about the scope of advertising. The Chair indicated that the Commission should work on this as soon as possible as the Executive Director would like to retire in March. A suggestion was made that the Executive Committee prepare an outline of the process for the Commission meeting and highlight the meeting that the search process would be on the agenda.

D. Discussion about Topics for the November 20 Commission Meeting

Potential topics for November 20, 2025, Commission Meeting include:

- Potential for Comments on Regulations
- Roundtable Discussion of Municipal Items
- Review the Hiring Process for the Next Executive Director's Search and Define the Search Committee.
- Overview of the BRPC Program Areas
- State and Federal Budget Overview

XI. Adjournment

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

The meeting adjourned at 5:08PM.

Additional Meeting Material:

- 2025.09.04 Executive Committee Meeting Minutes – Unapproved DRAFT
- 2025.08.27 – 2025.09.18 Expenditures Report

- 2025.09 Accounts Receivable Report
- 2025.09 Line of Credit Report
- 2025.09.26 Executive Director Memorandum
- DRAFT – Continuation of Medical Benefits After Retirement - Policy
- Resumes – Caitlin Davis, James Massey, Jennifer Sweet
- Comments on Proposed Rule Rescission Docket No. EPA-HQ-OAR-2025-019
- Environmental Bond Bill Summary
- August 2025 – Technical Assistance Memorandum

Expenditure Report
9/19/25 - 10/28/25

Doc #	Date	Payee	Amount	Department	Department Description	Expense
EFT	10/1/2025	TD CARD SERVICES 1189	1,105.59	---	---	Credit Card 1189 Payment
EFT	10/1/2025	TD CARD SERVICES 9068	7,743.55	---	---	Credit Card 9068 Payment
20391	10/2/2025	AAIM EA TRAINING & CONSULTING LLC	773.74	040 ADMIN	Admin	Background Checks
20392	10/2/2025	AARON HOLMAN-VITDONE	45.78	659 DPH/LHSCT	Department of Public Health - Local Health Support Covid-19 Contact Tracing	Monthly Expense Form
20393	10/2/2025	ANDREW OTTOSON	713.86	---	Varied Projects	Monthly Expense Form
20394	10/2/2025	ANN MARIE MUTZ	800.00	646 DPH/MC3B	Department of Public Health MASS CALL 3B - SPARK	Subcontractor
20395	10/2/2025	BERKSHIRES TOMORROW INC	18,310.00	040 ADMIN	Admin	Microsoft 365 Lease
20396	10/2/2025	BLUE 20/20	231.27	040 ADMIN	Admin	Vision Insurance
20397	10/2/2025	BRANDEIS UNIVERSITY	18,750.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subrecipient
20398	10/2/2025	BRIEN CENTER	11,996.27	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subrecipient
20399	10/2/2025	CHRISTINE LEMOINE	306.39	518 FRCOG/BMRC	FRCOG - Berkshire County Medical Reserve Corps	Monthly Expense Form
20400	10/2/2025	CHRISTOPHER KOWALSKI	288.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20401	10/2/2025	CITY OF PITTSFIELD	525.00	040 ADMIN	Admin	Parking
20402	10/2/2025	CLETUS KUS	120.54	440 MassDOT/TPL	MA Department of Transportation Planning	Monthly Expense Form
20403	10/2/2025	DAVID KELLEY	920.00	040 ADMIN	Admin	Cleaning Services
20404	10/2/2025	DENNIS BERGQUIST	352.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20405	10/2/2025	DWAYNE MYERS	128.80	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20406	10/2/2025	GEORGE B CRANE MEMORIAL CENTER	37.50	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20407	10/2/2025	GREGORY KAMAYUE GOMES	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20408	10/2/2025	JAYMIE ZAPATA	69.51	---	Varied Projects	Monthly Expense Form
20409	10/2/2025	JOCELYN LATVALLA	335.30	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Monthly Expense Form
20410	10/2/2025	KELLIE MEISL	640.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20411	10/2/2025	KRISTANY SKORPUT	480.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20412	10/2/2025	LAURA BRENNAN	367.10	---	Varied Projects	Monthly Expense Form
20413	10/2/2025	LAURA KITROSS	192.30	---	Varied Projects	Monthly Expense Form
20414	10/2/2025	LYDIA SHULMAN	75.60	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
20415	10/2/2025	MACFARLANE OFFICE PRODUCTS INC	814.61	040 ADMIN	Admin	Printing
20416	10/2/2025	MADALYNN WILLIAMS	112.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20417	10/2/2025	MARCUS FORD	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20418	10/2/2025	MATTHEW GILBERT	39.65	040 ADMIN	Admin	Reimbursement

Expenditure Report
9/19/25 - 10/28/25

20419	10/2/2025	MIIA HEALTH BENEFITS TRUST - DENTAL	2,588.92	040 ADMIN	Admin	Dental Insurance
20420	10/2/2025	MIIA HEALTH BENEFITS TRUST - MEDICAL	76,036.98	040 ADMIN	Admin	Medical Insurance
20421	10/2/2025	MUTUAL OF OMAHA	1,593.77	040 ADMIN	Admin	Life; STD; LTD
20422	10/2/2025	NEW ENGLAND TRAFFIC COUNTS	6,100.00	440 MassDOT/TPL	MA Department of Transportation Planning	Monthly Expense Form
20423	10/2/2025	NOE GONZALEZ ORTIZ	79.80	---	Varied Projects	Monthly Expense Form
20424	10/2/2025	PFIZER INC	4,410.59	653 BRPC/INSREIMB	Insurance Reimbursement (Private)	2025/2026 Vaccines
20425	10/2/2025	RAINBOW DISTRIBUTING COMPANY INC	97.93	040 ADMIN	Admin	Water
20426	10/2/2025	RAIS	5,350.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20427	10/2/2025	RANDALL ARENDT	99.95	545 EOHLC/DLTA25	District Local Technical Assistance 2025	Planning Guide Book
20428	10/2/2025	VALLEY GREEN SHREDDING, LLC	87.50	040 ADMIN	Admin	Recycling
20429	10/2/2025	COMMONWEALTH OF MA	326.91	010 GEN	General	Return of Unspent FY24 Training Hub Funds
20430	10/2/2025	MA STATE BOARD OF RETIREMENT	14,113.93	---	---	Retirement
20431	10/7/2025	ALISON DIXON	53.20	---	Varied Projects	Monthly Expense Form
20432	10/7/2025	ANDREW MCKEEVER	77.28	---	Varied Projects	Monthly Expense Form
20433	10/7/2025	BERKSHIRE BOUNTY INC	7,255.17	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
20434	10/7/2025	BISMARCK OSEI	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20435	10/7/2025	BRETT ROBERTS	138.76	---	Varied Projects	Monthly Expense Form
20436	10/7/2025	BRITNEY DANIALS	75.18	---	Varied Projects	Monthly Expense Form
20437	10/7/2025	CHRISTIE LEWIS	78.70	---	Varied Projects	Monthly Expense Form
20438	10/7/2025	COLIN SYKES	437.80	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
20439	10/7/2025	CORNELIUS HOSS	71.54	---	Varied Projects	Monthly Expense Form
20440	10/7/2025	COURTNEY TATRO	256.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20441	10/7/2025	DANIEL HASSETT	568.21	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
20442	10/7/2025	DANIELLE COOMES	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20443	10/7/2025	DAVE PILL	324.17	---	Varied Projects	Monthly Expense Form
20444	10/7/2025	DONOVAN O'CONNOR & DODIG LLP	73.00	716 EPA/RLF2	Environmental Protection Agency - Revolving Loan Fund 2022	Legal
20445	10/7/2025	EDWARD FAHEY	477.70	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspections	Monthly Expense Form
20446	10/7/2025	ELIZABETH STRICKLER	1,377.00	---	Varied Projects	Subcontractor
20447	10/7/2025	JAZU STINE	304.80	---	Varied Projects	Monthly Expense Form
20448	10/7/2025	JILL DAUGHERTY	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20449	10/7/2025	LESLIE DRAGER	304.45	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Monthly Expense Form
20450	10/7/2025	NANCY SLATTERY	237.60	659 DPH/LHSCT	Department of Public Health - Local Health Support Covid-19 Contact Tracing	Monthly Expense Form
20451	10/7/2025	PWW ADVISORY GROUP LLC	1,522.50	---	Varied Projects	Subcontractor
20452	10/7/2025	SASHA CLAPP	543.36	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
20453	10/7/2025	SEQIRUS USA INC	6,356.41	653 BRPC/INSREIMB	Insurance Reimbursement (Private)	2025/2026 Vaccines

Expenditure Report
9/19/25 - 10/28/25

20454	10/7/2025	SETH JENKINS	170.80	---	Varied Projects	Monthly Expense Form
20455	10/7/2025	SOPHIE CARNES JANNEN	399.20	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
20456	10/7/2025	STEPHANIE QUETTI	505.12	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	Subcontractor
20457	10/7/2025	TARA KONJOLKA-BROWN	352.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20458	10/7/2025	VALERIE BIRD	772.10	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
20459	10/7/2025	SOURCEPASS COMPUWORKS LLC	6,356.25	040 ADMIN	Admin	Computer Software
20460	10/7/2025	TPX COMMUNICATIONS	1,475.72	040 ADMIN	Admin	Telephone
20461	10/7/2025	VALLEY GREEN SHREDDING, LLC	87.50	040 ADMIN	Admin	Recycling
EFT	10/7/2025	SAGE SOFTWARE INC	1,220.00	040 ADMIN	Admin	Accounting Software
20462	10/14/2025	PETTY CASH	48.64	040 ADMIN	Admin	Petty Cash
20463	10/15/2025	DONOVAN O'CONNOR & DODIG LLP	1,625.00	716 EPA/RLF2	Environmental Protection Agency - Revolving Loan Fund 2022	Legal
20464	10/15/2025	JUSTIN DALEY	416.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20465	10/15/2025	KJ NOSH CATERING CO	179.10	721 MOSAIC/RIZE	Massachusetts Foundation Opioid Settlement Matching Funds	Catering
20466	10/15/2025	MA ENVIRONMENTAL HEALTH ASSOC	1,350.00	650 DPH/SS	Department of Public Health - Shared Services	Conference - Hassett
20467	10/15/2025	MCKESSON MEDICAL	481.01	653 BRPC/INSREIMB	Insurance Reimbursement (Private)	2025/2026 Vaccines
20468	10/15/2025	PITNEY BOWES RESERVE ACCOUNT	750.00	040 ADMIN	Admin	Reserve Account Deposit
20469	10/15/2025	PROPRIETORS LODGE	1,689.90	040 ADMIN	Admin	Annual Meeting Deposit
20470	10/15/2025	RAYNIER MEDINA OLIVO	48.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20471	10/15/2025	REBECCA DODGE	480.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20472	10/15/2025	REBECCA ROUGHLEY	139.50	560 COMVEN/GPUR	Communities/Vendors - Group Purchasing Program	Monthly Expense Form
20473	10/15/2025	RYAN GRIFFIS	52.85	440 MassDOT/TPL	MA Department of Transportation Planning	Monthly Expense Form
20474	10/15/2025	SOURCEPASS COMPUWORKS LLC	7,110.97	040 ADMIN	Admin	Computer Software
20475	10/22/2025	BETA GROUP INC	9,000.00	440 MassDOT/TPL	MA Department of Transportation Planning	Subcontractor
20476	10/22/2025	DEBBIE LINTON	250.00	721 MOSAIC/RIZE	Massachusetts Foundation Opioid Settlement Matching Funds	Outreach Stipend
20477	10/22/2025	DUFOUR ESCORTED TOURS INC	325.00	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	Transportation Services
20478	10/22/2025	GREGORY KAMAYUE GOMES	250.00	721 MOSAIC/RIZE	Massachusetts Foundation Opioid Settlement Matching Funds	Outreach Stipend
20479	10/22/2025	HARRINGTON HEEP LLP	82.50	040 ADMIN	Admin	Legal
20480	10/22/2025	JAMES GUTHRIE	250.00	721 MOSAIC/RIZE	Massachusetts Foundation Opioid Settlement Matching Funds	Outreach Stipend
20481	10/22/2025	JOSE OSORIO	150.00	721 MOSAIC/RIZE	Massachusetts Foundation Opioid Settlement Matching Funds	Outreach Stipend
20482	10/22/2025	KATHRYN HEEDER HOCKER	2,550.00	---	Varied Projects	Subcontractor
20483	10/22/2025	KRISTANY SKORPUT	250.00	721 MOSAIC/RIZE	Massachusetts Foundation Opioid Settlement Matching Funds	Outreach Stipend
20484	10/22/2025	MA STATE BOARD OF RETIREMENT	14,599.59	---	---	Retirement

Expenditure Report
9/19/25 - 10/28/25

20485	10/22/2025	MACFARLANE OFFICE PRODUCTS INC	784.15	040 ADMIN	Admin	Printing
20486	10/22/2025	MCKESSON MEDICAL	195.18	653 BRPC/INSREIMB	Insurance Reimbursement (Private)	2025/2026 Vaccines
20487	10/22/2025	PFIZER INC	39,292.90	653 BRPC/INSREIMB	Insurance Reimbursement (Private)	2025/2026 Vaccines
20488	10/22/2025	PHILIP CEREZ	250.00	721 MOSAIC/RIZE	Massachusetts Foundation Opioid Settlement Matching Funds	Outreach Stipend
20489	10/22/2025	RAYNIER MEDINA OLIVO	250.00	721 MOSAIC/RIZE	Massachusetts Foundation Opioid Settlement Matching Funds	Outreach Stipend
20490	10/22/2025	ROUX ASSOCIATES INC	2,515.23	702 EPA/ASSESS	Environmental Protection Agency Assessment	Subcontractor
20491	10/22/2025	VALLEY GREEN SHREDDING, LLC	87.50	040 ADMIN	Admin	Recycling
20492	10/22/2025	ZAMS LLC	10,813.98	040 ADMIN	Admin	Rent/Utilities
20493	10/22/2025	CARLY SHRIER	276.04	721 MOSAIC/RIZE	Massachusetts Foundation Opioid Settlement Matching Funds	Outreach Stipend
20494	10/22/2025	CURTIS RODERICK	150.00	721 MOSAIC/RIZE	Massachusetts Foundation Opioid Settlement Matching Funds	Outreach Stipend
1327	9/24/2025	ATLAS TECHNICAL CONSULTANTS LLC	560.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1328	9/24/2025	CMV CONSTRUCTION SERVICES INC	26,201.25	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1329	9/24/2025	SOUTHERN BERKSHIRE REGISTRY OF DEEDS	105.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Lien
1330	9/24/2025	SOUTHERN BERKSHIRE REGISTRY OF DEEDS	105.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Lien
1331	9/24/2025	SOUTHERN BERKSHIRE REGISTRY OF DEEDS	105.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Lien
1332	9/24/2025	SOUTHERN BERKSHIRE REGISTRY OF DEEDS	105.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Lien
1333	9/24/2025	SOUTHERN BERKSHIRE REGISTRY OF DEEDS	105.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Lien
1334	9/24/2025	SOUTHERN BERKSHIRE REGISTRY OF DEEDS	105.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Lien
1335	9/24/2025	SOUTHERN BERKSHIRE REGISTRY OF DEEDS	105.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Lien
1336	9/24/2025	SOUTHERN BERKSHIRE REGISTRY OF DEEDS	105.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Lien
1337	9/24/2025	SOUTHERN BERKSHIRE REGISTRY OF DEEDS	105.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Lien
1338	9/24/2025	SOUTHERN BERKSHIRE REGISTRY OF DEEDS	105.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Lien
1342	9/29/2025	YANKEE HOME IMPROVEMENT INC	3,656.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1345	9/30/2025	ALEX KOMLEV	14,238.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1346	9/30/2025	ALEX KOMLEV	6,320.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1347	9/30/2025	ALEX KOMLEV	3,538.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1348	9/30/2025	ALEX KOMLEV	4,410.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1349	9/30/2025	ALEX KOMLEV	6,508.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1350	9/30/2025	ALEX KOMLEV	7,294.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1351	10/7/2025	ALEX KOMLEV	14,282.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1352	10/7/2025	ALEX KOMLEV	11,700.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1353	10/22/2025	ATLAS TECHNICAL CONSULTANTS LLC	500.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1354	10/22/2025	ATLAS TECHNICAL CONSULTANTS LLC	500.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Subcontractor
1217	9/23/2025	BERKSHIRE MIDDLE REGISTRY OF DEEDS	205.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Lien
1218	9/29/2025	YANKEE HOME IMPROVEMENT INC	3,656.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1219	9/29/2025	YANKEE HOME IMPROVEMENT INC	2,310.06	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1220	9/29/2025	YANKEE HOME IMPROVEMENT INC	8,337.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1221	10/8/2025	BERKSHIRE BROTHERS BUILD	7,000.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1222	10/8/2025	SALCO CONSTRUCTION CO INC	14,589.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1223	10/22/2025	BERKSHIRE MIDDLE REGISTRY OF DEEDS	205.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Lien
1251	9/25/2025	DEERFIELD MACHINE & TOOL	10,074.14	166 EPA/RLF	Environmental Protection Agency - Brownfields Revolving Loan Fund	Subrecipient

Expenditure Report
9/19/25 - 10/28/25

1420	9/23/2025	ALEX KOMLEV	4,600.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1421	9/23/2025	ALEX KOMLEV	12,442.50	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1422	9/23/2025	J SMEGAL CONTRACTING LLC	6,925.05	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1423	10/8/2025	WHITE ENGINEERING INC	1,623.93	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1424	10/8/2025	WHITE ENGINEERING INC	1,838.80	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1425	10/15/2025	ALEX KOMLEV	32,520.60	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1426	10/22/2025	ATLAS TECHNICAL CONSULTANTS LLC	660.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor

\$ 515,069.53

Credit Card 1189 Payment Support

Doc #	Date	Payee	Amount	Department	Department Description	Expense
BRPC_1189	10/1/2025	BJ'S WHOLESALE CLUB	74.95	610 HRIA/G2G	Health Resources in Action - Gray to Green	Meeting Hospitality
BRPC_1189	10/1/2025	CAMBRIA HOTEL	281.48	650 DPH/SS	Department of Public Health - Shared Services	Lodging - Yankee Conf 2025 Clapp
BRPC_1189	10/1/2025	CAMBRIA HOTEL	281.48	650 DPH/SS	Department of Public Health - Shared Services	Lodging - Yankee Conf 2025 Stine
BRPC_1189	10/1/2025	CAMBRIA HOTEL	281.48	650 DPH/SS	Department of Public Health - Shared Services	Lodging - Yankee Conf 2025 Hassett
BRPC_1189	10/1/2025	GOTPRINT.COM	150.69	040 ADMIN	Admin	Business Cards - Hassett, Clapp, Dixon, Davis
BRPC_1189	10/1/2025	WANDER BERKSHIRES	14.71	832 DONATIONS/YP	Donations - Youth Prevention	Meeting Hospitality
BRPC_1189	10/1/2025	WANDER BERKSHIRES	13.38	832 DONATIONS/YP	Donations - Youth Prevention	Meeting Hospitality
BRPC_1189	10/1/2025	WANDER BERKSHIRES	7.42	832 DONATIONS/YP	Donations - Youth Prevention	Meeting Hospitality

\$ 1,105.59

Credit Card 9068 Payment Support

Doc #	Date	Payee	Amount	Department	Department Description	Expense
BRPC_9068	10/1/2025	AMAZON.COM	119.94	010 GEN	General	FY26 MIIA Wellness - Healthy Snacks
BRPC_9068	10/1/2025	NNECAPA	2050.50	545 EOHLC/DLTA25	District Local Technical Assistance 2025	Conference - Roberts, B
BRPC_9068	10/1/2025	BECKS PRINTING	1.72	813 UMASS/TURI	Toxics Use Reduction Institute (TURI) - Plastics and Microplastics Reduction	Community Tabling Supplies
BRPC_9068	10/1/2025	BECKS PRINTING	49.00	813 UMASS/TURI	Toxics Use Reduction Institute (TURI) - Plastics and Microplastics Reduction	Community Tabling Supplies

Expenditure Report
9/19/25 - 10/28/25

BRPC_9068	10/1/2025	WB MASON COMPANY INC	6.34	040 ADMIN	Admin	Office Supplies
BRPC_9068	10/1/2025	WB MASON COMPANY INC	39.66	040 ADMIN	Admin	Office Supplies
BRPC_9068	10/1/2025	PAPA JOES	130.86	469 PHOA	Public Health Operating Allowance	Meals - BOH 101 Course
BRPC_9068	10/1/2025	BADGE & WALLET	179.95	650 DPH/SS	Department of Public Health - Shared Services	Badge & Case - James
BRPC_9068	10/1/2025	NATIONAL COUNCIL FOR BEHAVIORAL HEALTH	179.50	832 DONATIONS/YP	Donations - Youth Prevention	Training Materials
BRPC_9068	10/1/2025	AMAZON.COM	24.09	010 GEN	General	FY26 MIIA Wellness - Healthy Snacks
BRPC_9068	10/1/2025	AMAZON.COM	40.70	040 ADMIN	Admin	Office Supplies
BRPC_9068	10/1/2025	AMAZON.COM	55.46	010 GEN	General	FY26 MIIA Wellness - Healthy Snacks
BRPC_9068	10/1/2025	USPS	6.03	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Naloxone Kit Postage
BRPC_9068	10/1/2025	YOUR LOCAL EPIDEMIOLOGIST	50.00	659 DPH/LHSCT	Department of Public Health - Local Health Support Covid-19 Contact Tracing	Newsletter Subscription
BRPC_9068	10/1/2025	WB MASON COMPANY INC	141.45	040 ADMIN	Admin	Office Supplies
BRPC_9068	10/1/2025	PERFECTGIFT.COM	238.39	732 EPA/AIRQ	Environmental Protection Agency - Air Quality	Gift Cards - AirQ Monitoring
BRPC_9068	10/1/2025	MARKETPLACE	133.86	010 GEN	General	Meals - Strategic Planning Session
BRPC_9068	10/1/2025	CONSTANT CONTACT INC	20.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	SMS Software
BRPC_9068	10/1/2025	CONSTANT CONTACT INC	99.00	040 ADMIN	Admin	Computer Software
BRPC_9068	10/1/2025	MAPC	20.00	040 ADMIN	Admin	MARPA Conference - Matuszko
BRPC_9068	10/1/2025	ENVIRONMENTAL SYSTEMS RESEARCH INST INC	120.00	040 ADMIN	Admin	ArcGIS Online Services Credits
BRPC_9068	10/1/2025	USPS	78.00	745 SHF/EOHLC/CDBGHR	Sheffield EOHLC - Housing Rehabilitation	Postage - Wait-List Follow Ups
BRPC_9068	10/1/2025	CENTERS FOR MEDICARE & MEDICAID SERVICES	730.00	653 BRPC/INSREIMB	Insurance Reimbursement (Private)	CMS Medicare Application Fee
BRPC_9068	10/1/2025	BITWARDEN	7.13	040 ADMIN	Admin	Subscription Adjustment
BRPC_9068	10/1/2025	GRAMMARLY	2610.00	040 ADMIN	Admin	Annual Subscription
BRPC_9068	10/1/2025	BIG Y	500.00	807 NACCHO/RHAPSODI	National Association of County and City Health Officials - Reimagining Health and Public Safety Overdose Initiatives	Training Compensation
BRPC_9068	10/1/2025	MA HOUSING PARTNERSHIP	75.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Housing Training - Roberts, B
BRPC_9068	10/1/2025	GOVDOCS.COM	36.97	040 ADMIN	Admin	Office Supplies

\$ 7,743.55

Aged Accounts Receivable

As of 10/31/25

Customer-Funder name	Invoice	Associated Project	Over 90	Total	Notes
BARR FOUNDATION	831-093025-01		0.00	2,087.33	
Total for BARR FOUNDATION			0.00	2,087.33	
BAYSTATE MEDICAL CENTER	741-033125	741 BMC/MBI/DEBERK	11,273.36	11,273.36	Baystate Sponsored Programs Administration will respond when staff have researched more
Total for BAYSTATE MEDICAL CENTER			11,273.36	11,273.36	
BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC	350-063025-04	350 BCBOHA/ADMIN26	380.11	380.11	Laura K is following up with the board
Total for BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC			380.11	380.11	
BERKSHIRE COUNTY SELECTMENS ASSOCIATION	071525 BRK MUNI	010 GEN	70.75	70.75	Payment in process
Total for BERKSHIRE COUNTY SELECTMENS ASSOCIATION			70.75	70.75	
CITY OF NORTH ADAMS	790-093025-01		0.00	2,499.90	
	785-093025		0.00	40,627.29	
Total for CITY OF NORTH ADAMS			0.00	43,127.19	
CITY OF PITTSFIELD	822-063025 SUPPLEMENT	822 EOEEA/PTS/ORSP	9,600.00	9,600.00	CJ to follow up
	792-093025-04		0.00	1,245.38	
Total for CITY OF PITTSFIELD			9,600.00	1,245.38	
DEPT OF HOUSING AND COMMUNITY DEVELOPMENT	672-093025		0.00	17,207.47	
Total for DEPT OF HOUSING AND COMMUNITY DEVELOPMENT			0.00	17,207.47	
EXECUTIVE OFFICE OF HOUSING & LIVABLE COMMUNITIES	811-093025-01		0.00	14,747.16	
Total for EXECUTIVE OFFICE OF HOUSING & LIVABLE COMMUNITIES			0.00	14,747.16	
FRANKLIN REGIONAL COUNCIL OF GOVERNMENT	518-07-093025-01		0.00	2,223.36	
Total for FRANKLIN REGIONAL COUNCIL OF GOVERNMENT			0.00	2,223.36	
MASSACHUSETTS CLEAN ENERGY CENTER	735-062425-2	735 MassCEC/EmPower	30,000.00	30,000.00	Will be paid upon completion of grant, most likely December 2025
Total for MASSACHUSETTS CLEAN ENERGY CENTER			30,000.00	30,000.00	
MASSACHUSETTS DEPT OF TRANSPORTATION	440.09-093025-12		0.00	87,449.88	
Total for MASSACHUSETTS DEPT OF TRANSPORTATION			0.00	87,449.88	
NATIONAL ENERGY EDUCATION DEVELOPMENT PROJECT	830-100725-01		0.00	36,741.00	

Aged Accounts Receivable

As of 10/31/25

Total for NATIONAL ENERGY EDUCATION DEVELOPMENT PROJECT

0.00 36,741.00

SUNOCO	FY25 - Q2	560 COMMVEN/GPUR	421.78	421.78	BRPC sent registered letter with invoices on October 1, 2025
	FY25 - Q3	560 COMMVEN/GPUR	1,259.47	1,259.47	
	4TH QTR FY25	560 COMMVEN/GPUR	880.28	880.28	
Total for SUNOCO			2,561.53	2,561.53	
TONY GATUSSO	071525 BRK MUNI	010 GEN	25.00	25.00	Payment in process
Total for TONY GATUSSO			25.00	25.00	
TOWN OF ADAMS	806-092225-01		0.00	21,905.77	
	427-093025-06		0.00	1,352.76	
	793-093025		0.00	5,779.27	
	795-093025-03		0.00	7,800.42	
	49-093025-03		0.00	672.67	
Total for TOWN OF ADAMS			0.00	37,510.89	
TOWN OF CHESHIRE	669-033125	669 CHS/SW	392.57	392.57	Town paid wrong amount, Alecia followed up
Total for TOWN OF CHESHIRE			392.57	392.57	
TOWN OF CLARKSBURG	784-033125-01	784 CLK/BRIC	996.81	996.81	Invoices sent to town late Britney is following up
	784-063025-04	784 CLK/BRIC	684.38	684.38	
	664-063025-04	664 CLK/MVPA	462.17	462.17	
	284-FY26-Q1-CLK		0.00	767.62	
	797-093025-01		0.00	18,142.43	
	664-093025-01		0.00	1,800.55	
Total for Town of Clarksburg			2,143.36	22,853.96	
TOWN OF DALTON	283-FY26-Q1-DAL		0.00	11,100.00	
	284-FY26-Q1-DAL		0.00	1,555.36	
	524.07-093025-01		0.00	1,590.22	
Total for TOWN OF DALTON			0.00	14,245.59	
TOWN OF FLORIDA	284-FY26-Q1-FLA		0.00	577.50	
Total for TOWN OF FLORIDA			0.00	577.50	
TOWN OF GREAT BARRINGTON	446.08-093025-01		0.00	4,000.00	
	833-093025-01		0.00	2,497.70	
	647-093025-16		0.00	10,513.99	
Total for TOWN OF GREAT BARRINGTON			0.00	17,011.69	

Aged Accounts Receivable

As of 10/31/25

TOWN OF HANCOCK	284-FY26-Q1-HAN	0.00	551.25
Total for TOWN OF HANCOCK		0.00	551.25
TOWN OF LANESBOROUGH	815-093025-01	0.00	14,851.53
Total for TOWN OF LANESBOROUGH		0.00	14,851.53
TOWN OF LEE	FY26-BRGPP	0.00	800.00
	770-093025-01	0.00	1,539.32
Total for TOWN OF LEE		0.00	2,339.32
TOWN OF NEW ASHFORD	806-092225-04	0.00	309.09
	FY26-BRGPP	0.00	800.00
Total for TOWN OF NEW ASHFORD		0.00	1,109.09
TOWN OF PERU	FY26-PER	FY26 Assessment	728.06 728.06 Alecia left voicemail w/ Town Administrator
Total for TOWN OF PERU			728.06 728.06
TOWN OF RICHMOND	FY26-BRGPP	0.00	800.00
Total for TOWN OF RICHMOND		0.00	800.00
TOWN OF SAVOY	766-083125-05	0.00	3,776.76
	836-093025-01	0.00	1,599.43
Total for TOWN OF SAVOY		0.00	5,376.19
TOWN OF SHEFFIELD	745.01-093025-FINAL	0.00	338,596.53
	745-093025-12	0.00	22,542.04
Total for TOWN OF SHEFFIELD		0.00	361,023.57
TOWN OF WASHINGTON	283-FY26-Q1-WSH	0.00	1,250.00
	FY26-BRGPP	0.00	800.00
	688.01-093025	0.00	6,695.28
Total for TOWN OF WASHINGTON		0.00	8,745.28
TOWN OF WEST STOCKBRIDGE	808-093025-02	0.00	10,034.24
Total for TOWN OF WEST STOCKBRIDGE		0.00	10,034.24
		49,345.50	809,095.57



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CREDITLINE (x0001)

Current Balance	\$0.00
Available Credit	\$500,000.00
Amount Due	\$0.00
Payment Due Date	Nov 5, 2025

Filter: **Last 30 days**

Date	Description	Debit	Credit



MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission
FROM: Thomas Matuszko, Executive Director
DATE: November 3, 2025
SUBJ: Agenda Items – November 6, 2025, Executive Committee Meeting

VI. Items Requiring Action

A. Vote to Ratify the Submission of a Grant Application to the U.S. Department of Justice Office of Juvenile Justice and Delinquency Prevention (OJJDP) FY25 Community and Schools Youth Drug Prevention Program*

The Executive Committee is requested to ratify the submission of a grant application to the U.S. Department of Justice Office of Juvenile Justice and Delinquency Prevention (OJJDP) FY25 Community and Schools Youth Drug Prevention Program and authorize the Executive Director to sign any resulting contracts and agreements. This three-year grant opportunity offers up to \$750,000 to support school-based youth substance use prevention in coordination with law enforcement and community coalitions. BRPC proposes to expand the SPARK (Supporting Positive Actions for Resilience & Knowledge) Coalition's presence in Pittsfield Public Schools and Central Berkshire Regional School District by deepening partnerships with the schools and public safety, enhancing peer mental health supports, and launching youth-led campaigns to address substance use norms. There is no match required. There would be subcontractors. BRPC contacts are Andy Ottoson, aottoson@berkshireplanning.org and Noé González Ortiz NGonzalezOrtiz@berkshireplanning.org

B. Vote to Ratify the Submission of a Grant Application to the Massachusetts Department of Environmental Protection MS4 Municipal Assistance Grant Program *

The Executive Committee is requested to ratify the submission of a grant application to the Massachusetts Department of Environmental Protection MS4 Municipal Assistance Grant Program and authorize the Executive Director to sign any resulting contracts and agreements. This grant would allow provide off-the-shelf readily implementable BMP designs, as well as the background information to siting and amendments, to Massachusetts MS4 operators so that they can more easily integrate structural BMPs into ongoing capital improvements and other publicly funded projects. Partners include the Pioneer Valley Planning Commission with input from members of the Connecticut River Stormwater Committee, Dalton Stormwater Commission and the regulated MS4 communities in Berkshire County. There would also be a subcontracted stormwater engineer. The amount requested is \$63,225. There is no required match. BRPC contact is Alison Dixon, adixon@berkshireplanning.org.

C. Vote to Submit a Grant Application to the Massachusetts Office of Behavioral Health Promotion and Prevention (OBHPP) Grant for Behavioral Health Promotion and Prevention under the Tier A Funding Category*

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the Massachusetts Office of Behavioral Health Promotion and Prevention (OBHPP) Grant for Behavioral Health Promotion and Prevention under the Tier A funding category and sign any resulting contracts and agreements. The initial grant period is 17 months, with a total funding amount of \$212,500. The grant includes options to renew every two years at \$150,000 annually. Additionally, there is potential to apply for advancement to Tier B (\$250,000/year) or Tier C (\$350,000/year) based on program performance and OBHPP approval. The proposed project will implement a Community EMS program in partnership with Southern Berkshire Ambulance, County Ambulance Services, and Northern Berkshire EMS. These agencies will serve as key subcontracted partners, each dedicating 0.2 FTE to the initiative. The program will focus on preventive outreach services to reduce loneliness and alcohol use while promoting physical wellbeing among older adults (65+) in Berkshire County. There is no BRPC required match. There would be additional subcontractors. BRPC contact is Andy Ottoson (aottoson@berkshireplanning.org)

D. Vote to Submit a Grant Application to the Massachusetts Office of Behavioral Health Promotion and Prevention (OBHPP) Grant for Behavioral Health Promotion and Prevention under the Tier B Funding Category*

E. The Executive Committee is requested to authorize the Executive Director to submit a grant application to the Massachusetts Office of Behavioral Health Promotion and Prevention (OBHPP) Grant for Behavioral Health Promotion and Prevention under the Tier B funding category and sign any resulting contracts and agreements. The initial grant period is 17 months, with a total funding amount of \$354,167. The grant includes options to renew every two years at \$250,000 annually, with potential advancement to Tier C (\$350,000/year) based on program performance and OBHPP approval. The proposed project will expand SPARK's youth mental health promotion and substance misuse prevention efforts in Pittsfield. Key components include teen-led vaping and Positive Childhood Experiences (PCE) education for 4th and 5th graders, expansion of the "Cheer Without the Cheers" campaign to reduce adult alcohol consumption, and new efforts to further reduce adolescent alcohol and cannabis use. There is no BRPC required match. Subcontractors are expected to include Berkshire AHEC, Solasta Strategies, and Kate Hocker Design. BRPC contacts are Andy Ottoson (aottoson@berkshireplanning.org) and Noé González Ortiz (NGonzalezOrtiz@berkshireplanning.org).

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

The Executive Committee is requested to approve 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 State Employee Retirement System (MSERS), clarify pre-retirement plan benefit requirements, clarify language around a surrounding spouse, specify retirees must enter into the MSERS immediately after separation from employment with BRPC, and requires prompt retiree share payments. Again, there is no change to the major substantive issue of the contribution rate.

VII. Committee Updates, Reports, and Discussion

A. Commission Development Committee

The Commission Development Committee did not meet in October 2025.

B. Environmental Review Committee

The Environmental Review Committee did not meet in October 2025.

C. Finance Committee

The Finance Committee did not meet in October 2025.

D. Regional Issues Committee

The Regional Issues Committee met on October 15, 2025. The main agenda item was discussion of the draft regulations for Small Clean Energy Infrastructure Facility Siting and Permitting leading to the authorization to submit comments. There was a presentation From Allison Gage, Department of Energy Resources (DOER) Siting and Permitting Regional Coordinator for the Western Region. Those comments are included in the meeting material. Also included in the meeting material is a legislative summary prepared by Regional Issues Committee Chair, Christine Rasmussen. Draft minutes of the October 15th meeting are not yet available.

E. Berkshire Brownfields Committee

The Berkshire Brownfield Committee did not meet in October 2025.

F. Berkshire Metropolitan Planning Organization (MPO)

The MPO did not meet in October 2025.

G. Comprehensive Economic Development Strategy (CEDS) Committee

The CEDS Committee did not meet in October 2025.

H. Transportation Advisory Committee (TAC)

The Transportation Advisory Committee did not meet in October 2025.

VIII. Executive Director's Report and Discussion

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 9/24/25 – 10/28/25

- Digital Equity Implementation:
 - Becket - \$20,000
 - Lee - \$12,475
 - New Marlborough - \$2,875
 - Sheffield - \$3,000
 - Windsor - \$12,410

- West Stockbridge - \$1,150
- Berkshire County Board of Health – Administrative Services - \$9,500
- Executive Office of Energy and Environmental Affairs – Clarksburg Four Corners Flood Resiliency and Restoration - \$445,020
- Environmental Protection Agency - Revolving Loan Fund – Additional \$2,000,000
- Executive Office of Energy and Environmental Affairs – Pittsfield Connected, Francis Ave Routing Designs - \$1,144,000
- National Association of County and City Health Officials - MRC Operational Readiness - \$10,000
- Executive Office of Energy and Environmental Affairs – Berkshire Climate Career Lab - \$50,000
- Fallon Health – SPARK - \$10,000

Grants and Contracts not received.

- Substance Abuse and Mental Health Services Administration (SAMHSA) Alcohol Prevention Grant
- RIZE Mosaic Family Resilience Grant for Opioid Use Disorder (OUD), Social Isolation, and Homelessness.

B. Berkshires Tomorrow Inc. (BTI) Update

The BTI Board approved the following:

- Approved the submission of a grant application to MassDevelopment Small Business Technical Assistance grant in the amount of \$150,000. The Berkshire Funding Focus (BFF) Initiative's Get Ready for Funding Program includes one-on-one technical assistance, cohort-based technical assistance, and training programs to co-build the capacity of microbusinesses (less than 10 employees) to apply for grant and loan funding. BRPC contact is Karen Pelto, pelto@berkshireplanning.org.
- Approved the submission of a grant application to the Max and Victoria Dreyfus Foundation to support Age Friendly Berkshires and sign any resulting contracts and agreements. Funding will allow the Public Health Program's existing Healthy Aging Workgroup to create a Berkshire specific Aging in All Things Tool Kit and become a standing advisory resource for including Healthy Aging in municipal and organization plans and projects. This one-year grant allows for funding of up to \$18,000 with a 2% BTI administration fee. Expected partners include Berkshire Regional Planning Commission's Public Health Program and the organizations who are part of their Healthy Aging Workgroup. There is no match required. There would be subcontractors. BRPC contact is Sandra Martin, smartin@berkshireplanning.org.

C. Staff Updates

- Open Positions:
 - Public Health Trainer
- Recently Hired:

- Anna Youngmann, North County Community Coordinator with the Public Health Program
- Retirement Announced
 - Public Health Program Manager Laura Kittross announced her intention to retire in February 2026

D. Seasonal Communities Advisory Council Update

Draft regulations for Seasonal Communities have been developed, <https://www.mass.gov/doc/seasonal-communities-guidance/download>, and public comments were being accepted through October 31, 2025. BRPC's comments are included in the meeting material.

E. Passenger Rail

- West-East Rail – Amtrak has announced that train service between Albany-Rensselaer station and Boston South Station is expected to be restored on Monday, December 1, 2025. Due to a track problem, that service had been provided by bus.
- Berkshire Flyer – Work continues on the planning for a new siding and track switch to increase corridor capacity between Albany and Pittsfield as well as a second platform at the Pittsfield Station.
- Northern Tier Passenger Rail – The Franklin Regional Council of Governments, with funding from the Massachusetts Department of Transportation and in partnership with BRPC and the Montachusett Regional Planning Commission, has released a Request for Proposals (RFP) seeking a qualified consultant to conduct an economic impact study of the proposed Northern Tier Passenger Rail Service. The RFP, with responses due by November 6, 2025 can be accessed at [Events for November 2025 – FRCOG](#)

More information on these items can be found at [Compass Rail | Mass.gov](#) .

F. MMA Report: A Perfect Storm: Cities and Towns Face Historic Fiscal Pressures

The Massachusetts Municipal Association highlighted the fiscal challenges municipalities, especially rural communities and Gateway cities, are facing in a recently released report, [A Perfect Storm: Cities and Towns Face Historic Fiscal Pressures](#). Later this fall, the MMA plans to release a set of policy recommendations to put cities and towns back on the path toward long-term financial sustainability.

G. Citizen Planner Training Collaborative (CPTC) Fall/Winter Workshops

Registration is open for the initial Fall/Winter CPTC training session, Roles and Responsibilities of Planning and Zoning Boards scheduled for November 12, 2025 at 6:00 pm. This session introduces the functions of Planning and Zoning Boards and the main tools of planning and zoning and also includes an introductory discussion of the Public Records, Open Meeting, and the Conflict-of-Interest Laws. Coming soon registration will open for additional webinars for other topics like Drafting Zoning Amendments, Use of Design Review, Working

with MGL Chapter 40B, Planning with Community Support, etc. Registration is at [Webinar Series – CPTC](#).

H. Draft Clean Energy Model Bylaws

The Massachusetts Department of Energy Resources (DOER) is developing Model Bylaws for Solar Photovoltaic Systems and Battery Energy Storage Systems (BESS) to serve as a resource to municipalities to regulate Solar and BESS Facilities in compliance with [Massachusetts General Laws Chapter 40A, Section 3, 225 CMR 29.00: Small Clean Energy Infrastructure Facility Siting And Permitting Draft Regulation](#) (concurrently under development), and accompanying DOER Guidelines. The Draft Model Bylaws are available on DOER's website:

- [Draft Model Bylaw for Solar](#)
- [Draft Model Bylaw for BESS](#)

DOER welcomes written comments on its Draft Model Bylaws for Solar Photovoltaic Systems and BESS through November 14. Comments can be emailed to: green.communities@mass.gov with "Model Bylaw Comments" in the subject line.

DOER's **Clean Energy Siting and Permitting** [webpage](#) has information about Siting and Permitting Draft Regulations, draft health and safety guidelines and more.

I. Online Version of State Housing Plan

The Executive Office of Housing and Livable Communities (EOHLC) opened an online version of the statewide housing plan, A Home for Everyone, at <https://www.mass.gov/a-home-for-everyone>. This interactive website includes Needs Assessment and Strategies, the Regional Snapshots, as well as more detail on the projections, data and maps, and resources for community leaders and advocates. This is intended to be a valuable resource for communities and stakeholders across Massachusetts.

J. Municipal Empowerment Act Support

Included in the meeting material is a copy of the support letter that I signed on to supporting the Healey administrations proposed Municipal Empowerment Act. Information about the proposed legislation can be found at [Municipal Empowerment Act | Mass.gov](#).

K. Waiver of Notice Request – Proposed Agricultural Preservation Restriction New Marlborough

I received a request to reduce the 120 day notice period to 60 days for a proposed Agricultural Preservation Restriction (APR) on the 244.9 acre Edward B. Goodnow Revocable Trust property along Keyes Hill Road in New Marlborough. The closing is reported to be time-sensitive matter. I have reached out to the town to learn if the town consented as well as it has been my practice to follow the lead of the town on these requests. Information about the parcel is

included in the meeting material.

L. Information Sessions about New Efforts by the Massachusetts Department of Agricultural Resources to Protect Farmland

The Massachusetts Department of Agricultural Resources (MDAR) has recently initiated two new efforts to protect farmland. The new private Agricultural Preservation Restriction (APR) guidance, [Private Agricultural Preservation Restriction | Mass.gov](#), provides better information about MDAR's process for approving APRs held by an entity other than MDAR. A Webinar - Introduction to the Private APR Process for protecting farmland, will be held on Friday, November 14 from 12 - 1:30pm [Private APR webinar registration - November 2025](#)

MDAR's newly allowed Buy-Protect-Sell Program, [Presentation and Discussion - Creating a Buy-Protect-Sell Program for MDAR - 11/19/2025 | Mass.gov](#), lets MDAR buy and sell land to ensure its permanent protection. MDAR is seeking input to create this program. A presentation and discussion - Creating a Buy-Protect-Sell Program at MDAR - will be held on Wednesday, November 19, 2025, 1 – 3pm, [Buy-Protect-Sell Discussion - November 2025](#).

M. Community One Stop for Growth Awards

On October 31, 2025 the Healey-Driscoll Administration announced the Community one Stop for Growth Awards. Congratulations to the Berkshire Award winners (a list of the awardees is included in the meeting material.) The full list is available at [EOED website](#).

IX. Old Business

A. Discussion about the BRPC Annual Meeting

Before too much time passes, it would be good to "de-brief" about the recently held Annual meeting so that future meeting could be improved.

B. Discussion about the BRPC Treasurer Position

At the October Executive Committee meeting interest was expressed by a non-Executive Committee Delegate about having a Position Description of the open position of Treasurer distributed to Delegates and Alternate Delegates. While the responsibilities of the Officers, including the Treasurer, are delineated in the BRPC Bylaws, we had previously prepared a more expanded summary of the responsibilities and desired qualities of all the policy members of the Committee, which I reviewed and updated, as necessary. That summary is attached.

C. Vote to Approve the Description of Responsibilities of the Executive Director to be Used in the Executive Director Search Process*

The Executive Committee is requested to approve the description of responsibilities of the Executive Director to be used in the Executive Director Search Process. The BRPC Bylaws state the Executive Committee shall prepare a description of the responsibilities of the BRPC Executive Director.

The attached version is very similar to the version that was approved by the Executive Committee as part of the five-year review.

D. Vote to Recommend an Executive Director Hiring Process to the Commission at the November 20, 2025 Commission Meeting*

The Executive Committee is requested to recommend an Executive Director hiring process to the Commission at the November 20, 2025 Commission meeting. Following up on discussion at the October Executive Committee meeting the meeting material contains a proposed Executive Director hiring process. This process mirrors the process that was used in the 2017-2018 hiring process. It recommends that the hiring process be done internally. I believe it complies with BRPC bylaws as well as the Open Meeting law.

X. New Business

A. Discussion of Topics for the November 20 Commission Meeting

Potential topics for November 20, 2025, Commission Meeting include:

- Election of BRPC Treasurer
- Creation of the BRPC Executive Director Search Committee
- Approval of the BRPC Executive Director Search Committee Chair and Members as recommended by the Commission Chair
- Approval of an at-large Executive Committee member as recommended by the Commission Chair
- Allow certain BRPC Committees to allow non-Commission members to make up a majority of Committee members
- Roundtable Discussion of Municipal Items
- Potential for Comments on Regulations
- Overview of one BRPC Program Areas
- State and Federal Budget Overview

XI. Adjournment*

Additional Meeting Material:

- 2025.10.02 Executive Committee Meeting Minutes – Unapproved DRAFT
- 2025.09.19 – 2025.10.28 Expenditures Report
- 2025.10 Accounts Receivable Report
- 2025.10 Line of Credit Report
- 2025.11.201 Executive Director Memorandum
- DRAFT – Continuation of Medical Benefits After Retirement Policy
- Legislative Updates November
- Resumes – Anna Youngman
- BRPC- 760 CMT 76 Comments 10.31.25
- Municipal Empowerment Act Support
- Proposed Agricultural Preservation Restriction
- Berkshire County Community One Stop for Growth Awards
- BRPC Responsibilities and Desired Qualities of Officers, At-Large Executive Committee Members, Committee Chairs, and Delegates and Alternates
- BRPC Executive Director Responsibilities
- Proposed Executive Director Hiring Process
- September 2025 – Technical Assistance Memorandum

Continuation of Medical Benefits After Retirement - Policy



Policy

A retired BRPC employee (retiree) is eligible to continue the existing level (single or family plan or equivalent) of medical and/or dental benefits after retirement provided the retiree:

- Has met all the requirements for retirement as specified by the Massachusetts State Employee Retirement System;
- Enters the Massachusetts State Employee Retirement System immediately upon separation from employment at BRPC;
- Has completed a total of 10 consecutive years of employment with BRPC;
- Was enrolled in the same BRPC medical and/or dental plan a minimum of one year prior to retirement and at the time of retirement;
- Continues uninterrupted coverage in retirement up until the point coverage is discontinued; and
- Provides payment of the monthly retiree share within 90 days.

A retiree who is enrolled in a family plan, for either medical or dental coverage, at the time of retirement or any point thereafter, may remain in a family plan or equivalent, or elect to change to a single plan. Retirees enrolled in a single plan at the time of retirement, or at any point thereafter, are not permitted to change to a family plan.

If the retiree dies, the surviving spouse who was enrolled with their spouse in a family plan may continue coverage. If the surviving spouse has dependents also covered by the plan, the surviving spouse may continue with a family plan. If there are no dependents, the surviving spouse must convert to a single plan.

BRPC will pay a percentage of the contribution toward the plan premium compared to an active employee's contribution as follows:

BRPC <u>Percentage of Contribution</u>	Retiree <u>Percentage of Contribution</u>
75%	25%

If the active employee contribution rate is modified in the future, the contribution rate for retirees would be changed accordingly.

When a retiree and/or their spouse are eligible for Medicare, they are both required to enroll in Medicare, both Parts A and B, as their primary carrier. Any medical coverage provided by BRPC will be a secondary carrier.



October 17, 2025

Rick Collins, Director
Division of Clean Energy Siting and Permitting
Massachusetts Department of Energy Resources
100 Cambridge Street, 9th Floor
Boston, MA 02114

Re: 225 CMR 29.00 Draft Regulations for Small Clean Energy Infrastructure Facility Siting and Permitting

Dear Director Collins,

The Berkshire Regional Planning Commission (or "BRPC"), representing municipalities in the westernmost area of Massachusetts, appreciates the opportunity to comment on 225 CMR 29.00, draft regulations related to Small Clean Energy Infrastructure Facility Siting and Permitting. BRPC commends efforts by the administration and legislature to create a pathway for removing barriers to renewable energy development. BRPC recognizes that this comment period is specifically for the draft regulations. However, reliance on guidance documents within the regulations requires incorporating initial comments on the guidelines within this letter.

While understanding the time limitations set in the original 2024 Climate Act, BRPC is alarmed at the vast number of proposals related to renewable energy at one time, with such a limited window of time for review and response. It is unreasonable to expect meaningful comment on the number of draft regulations and guidance documents currently available for review, especially for our rural communities with limited capacity. Rural communities are potentially the most greatly affected by the push to develop renewable energy generation, storage, and transmission projects. ***Overall, BRPC urges the administration to do everything within its power to push back the March deadline for completing this process.*** While an extended deadline allows for more time to engage our communities and more thoroughly evaluate and comment on the draft regulations and associated guidance documents, the below represents BRPC's primary focus areas in review of the draft regulations.

In addition to the concern of adequate time to review and provide commentary on the regulations, BRPC is aware of the goal for the small clean energy permitting process to be finalized and ready for applications by the end of December 2026. Given the concerns already held related to the lack of awareness of the process and capacity to provide meaningful comment, expecting communities to have adopted a bylaw or ordinance to manage the consolidated permitting process, as well as the likely need for zoning amendments to address specific uses that fall within this process, is dubious at best. As has been learned in the process related to accessory dwelling units, many local communities are still finalizing regulations for accessory dwelling units, despite efforts working in good faith to complete this process. Giving communities nine months to adapt to these new regulations is unreasonable and likely to create chaos as developers begin the process at the local level. BRPC recommends extending the date by 12 months to December 2027.

Site Suitability

BRPC agrees with the intent to include site suitability scoring as part of the pre-filing process to ensure this aspect's resolution before submitting a formal application to a community. The draft guidance document for Site Suitability Assessments for Clean Energy Infrastructure outlines the five scoring areas. While the scoring methodology is clear, there is the potential for too much subjectivity embedded in the

process.

In the review of the document, two specific items stand out. BRPC recommends increasing the score of undeveloped prime farmland from 3 to 5 in relation to Agricultural Soils. Prime farmland is a diminishing resource and should not be removed from potential future use, even if that farmland is in a dormant state. While the draft regulations address pre-filing requirements and recommend timing of seeking suitability scores, the regulations should clearly address the interplay of the timing of site suitability score appeals and the submission of a formal application to the municipality.

Minimization and Mitigation Measures

BRPC supports enabling Local Governments to require the Applicant to pay Compensatory Environmental Mitigation Fees. As currently proposed, fees could be assigned if the project's Total Site Suitability Score is above 15, or any Criteria-specific Suitability Score is four (4) or greater. Local Governments will not be allowed to require Applicants to pay Compensatory Environmental Mitigation Fees for sites with a Total Site Suitability Score of five (5) or less.

According to the draft Guideline on Minimization and Mitigation Measures, the Department may determine that an Applicant who is also subject to other mitigation fees under the Solar Massachusetts Renewable Target (SMART) Program 3.0 satisfies the requirements of that regulation by complying with all applicable Compensatory Environmental Mitigation Fee provisions under the Site Suitability Guidance, 225 CMR 29.07. BRPC supports an approach that enables Local Governments to require mitigation fees. As currently proposed, the SMART Program 3.0 requires applicants to deposit Mitigation Fee payments into an account maintained by the Executive Office or Energy and Environmental Affairs. In such case, the proceeds from this account shall be used without further appropriation to support conservation, ecosystem, and biodiversity programs in a proportion determined by the Executive Office of Energy and Environmental Affairs in consultation with the Department. This approach raises significant concerns regarding mitigation of impacts, including who makes decisions, how decisions are made, and where funds are directed/spent.

However, the language included within the draft guidelines on Minimization and Mitigation Measures is unclear, as it further states "...or any associated regulatory provisions established by the Department requiring the payment of fees for Compensatory Environmental Mitigation for the restoration, establishment, enhancement or preservation of comparable environmental resources." BRPC recommends establishing local control of funding by the communities impacted by a project.

Municipal permitting resources

BRPC understands the need for a predictable permitting process with time limitations. While extending the overall period of review time would likely benefit the ability to comprehensively review projects, especially for the region's rural communities with limited volunteer and staff capacity, providing the communities with the needed expertise to meet the requirements laid out in the regulations is paramount to the effectiveness of this process. While the state provided the option for communities that lack capacity to process applications the opportunity to turn the review over to the state through the De Novo Adjudication process, communities will not want to give up local authority to ensure decisions are made at the state level by officials with no connection to their community over keeping the permitting process local and governed by persons that know their communities best.

The state must provide resources similar to its 40B process, providing local communities with expertise to process a consolidated permit effectively. Resources include funding to ensure the capacity of circuit riders to assist communities, and for communities to retain the necessary consultants needed, if the typical arrangements under MGL Chapter 44, Section 53G do not apply to consolidated permits. BRPC recommends allowing third-party review under the provisions established through MGL Chapter 44, Section 53G. The state should develop a list of qualified approved vendors that communities can retain. Anecdotally, Berkshire communities have struggled to identify and retain qualified consultants to assist with the review of the various uses associated with the cannabis industry, which has resulted in significant delays in processing applications. Communities that identify consultants and get them under contract have also struggled with the timeliness of responses because of capacity issues in these firms. While

small clean energy projects represent a vastly different industry, having a list of known qualified consultants will remove barriers for municipal review of these projects. A list of qualified consultants is also valuable to communities seeking intervenor status concerning small and large-scale clean energy projects.

Constructive Approvals

BRPC understands the objective of a constructive approval process to ensure the timely review of applications. Volunteer land use bodies within the region review a wide range of complicated projects, often without any capacity for staff assistance. Less than 1/3 of the communities in the Berkshires employ planning staff to assist their land use bodies. Most land use bodies in the region are entirely volunteer-led.

While the regulations offer the De Novo Adjudication as a potential solution to the above, the answer to the barriers in permitting is to provide the resources our communities need to review projects adequately. While this involves previously described resources related to third-party review, the state must also provide training resources to the volunteer bodies to provide guidance on navigating these projects effectively. While this is greatly concerning for communities with limited to no staff capacity, even larger communities may have difficulty navigating these projects without adequate training and identified vendors to provide third-party review in a timely fashion.

Without assistance provided to communities for these services, BRPC will remain concerned with the potential for constructive approvals, especially for communities making a good faith effort to move projects forward.

Clean Energy Siting Guidance Documents

The draft regulations contain a strong reliance on "guidelines" documents. The draft regulations define a guideline as "A set of clarifications, interpretations, and procedures, including forms, developed by the Department to assist in compliance with the requirements of 225 CMR 29.00. The Department may issue a new or revised Guideline after providing notice and a minimum of a twenty-one-day public comment period on a draft version. Each Guideline shall be effective on its date of issuance or on such date as is specified therein, except as otherwise provided in 225 CMR 29.00."

It is not clear if guidelines are simply advisory or if they are mandatory. If advisory only, what is the process required to implement a guideline? What is the process or recourse for a lack of compliance with a guideline? The extensive use of numerous guidelines, which can be changed or amended relatively frequently, provides an opportunity for confusion and may result in extending the permitting and approval process. BRPC understands the purpose of guidelines is to allow flexibility as the process is established. However, the short comment period appears to circumvent the normal public review process. Numerous changes to the guidelines have the potential to create confusion as municipalities, especially rural communities with limited staff, will not be able to keep current with the correct version. Once the process is established and before it is required to be implemented by the municipalities, DOER should commit to transforming the guidelines into regulations.

Other Items of Concern

The draft regulations list the Town Clerk as the default officer in a community responsible for determining whether an application is complete. Beyond the fact that many rural Town Clerk's are part-time, only working a limited number of hours per week, the responsibility shifting to a local official without training or expertise in land use permitting is ill-advised. At the very least, a Planning Board should be responsible for making the determination on behalf of a community.

While potentially rare, project boundaries may traverse more than one community. In this situation, would each community have a separate consolidated permitting process? If so, who is responsible for keeping the project on a simultaneous track in more than one community?

As presented to date, Circuit Riders may have a range of responsibilities that lack detail in the draft regulations. These responsibilities include technical expertise, dispute resolution, and adjudication of appeals. Based on experience in local permitting, these responsibilities provide the opportunity for

internal conflict and may be too broad. Circuit Riders with adjudicatory powers should be separate from those who provide technical assistance to municipalities. Regardless of final responsibilities, the Commonwealth must provide a significant pool of Circuit Riders to ensure timely responsiveness.

Conclusion

As described in previous commentary as part of the Clean Energy Bill legislation and steps the state has taken to implement this process since the bill's passage, BRPC is concerned about the proliferation of renewable energy projects in the region. As stated in past testimony, lower land values than other regions in the Commonwealth, combined with the amount of potentially available land, make Berkshire County attractive to large-scale commercial renewable energy development.

While this region must do its part in supporting goals to provide clean energy generation, storage, and transmission, our communities need adequate tools from the state to make well-thought-out and informed decisions for their community, the region, and the Commonwealth.

Sincerely,



Thomas Matuszko
Executive Director

Cc: Senator Paul W. Mark, Berkshire, Hampden, Franklin, and Hampshire District
Representative John Barrett, 1st Berkshire District
Representative Tricia Farley-Bouvier, 2nd Berkshire District
Representative Leigh Davis, 3rd Berkshire District

While I try to focus on MA action, the federal government's decisions are creating a need to review their actions for their impact on MA and Berkshire County residents.

As I write this, SNAP benefits - once known as food stamps - are set to end starting Friday. President Trump announced that he would halt the federal program during the government shutdown — a move unprecedented in recent history.

The impact of this decision remains unknown, and there is still hope for a Hail Mary pass. However, if that doesn't occur, the potential impact on residents, farmers, restaurants, food pantries, and grocery stores could be huge. One grocery store owner said that one-third of her sales are to SNAP recipients. According to the [state's website](#), SNAP generates \$210 million per month in Massachusetts, serving approximately one million residents, and the state budget cannot absorb that amount. Access to the state's fresh produce program, called Healthy Incentives, is also not enough. And if store volumes of sales are reduced, they may increase their prices for everyone, further exacerbating the crisis.

Even when the shutdown ends and SNAP benefits resume, the federal budget bill passed by the Republican-led Congress in July is expected to reduce food benefits and eligibility for thousands of people.

<https://www.datawrapper.de/ /hkdzE/>

This link visualizes the number of people in each town who rely on SNAP benefits that may be at risk of being lost tonight.

Education:

In an effort to increase students' reading rates, a House bill voted on last week on a sweeping early literacy reform bill, aiming to reverse what leaders are calling "troubling trends" in student reading rates.

"In Massachusetts, we have school districts who have yet to fully adopt a proven literacy curriculum, even though such approaches are the most effective ways to improve reading outcomes," House Speaker Ron Mariano said Monday afternoon.

A bill (H 4642) that seeks to tackle what officials describe as a literacy crisis, as more young students struggle with foundational reading and writing skills, is advancing based on MCAS scores among the youngest readers. Between 2011 and 2024; the average fourth-grade reading scores fell by 11 percentage points. Economically challenged districts have even lower scores..

The legislation would require districts to adopt literacy curricula backed by scientific research, focusing on kindergarten through third grade. It sets new standards for teacher training and

educator preparation programs, and mandates regular evaluations of these programs by the Commissioner of Education, who would also publish annual performance data.

However, the Massachusetts Teachers Association warns that statewide mandates could erode local control, add costly implementation burdens, and limit teachers' flexibility to tailor lessons to students' needs and the costs for municipal governments to implement the program has not been determined.

The Senate has not taken up the bill.

Massachusetts Municipal Empowerment Act:

A hearing was recently held on a legislative package, originally S.2571, filed by the [Healey-Driscoll Administration](#) to increase local government flexibility, reduce administrative burdens, and provide new tools for cities and towns. The bill aims to improve fiscal strength and efficiency, expand local revenue options, and address workforce challenges. Key provisions include reforms to procurement, new local-option taxes, and the introduction of new tools for property tax exemptions and school project financing.

Key provisions of the Municipal Empowerment Act:

- **Fiscal and revenue tools:**
 - Allows municipalities to enact a new local option motor vehicle excise tax surcharge of 5%.
 - Authorizes increases to the local meals and lodging taxes.
 - Provides for new property tax exemptions for seniors and allows an annual cost-of-living adjustment for existing exemptions.
 - Allows municipalities to amortize over three years any deficit from a declared emergency.
- **Administrative and operational efficiency:**
 - Raises the procurement threshold for competitive bids from \$50,000 to \$100,000.
 - Streamlines the process for school projects by increasing the maximum bond term from 30 to 40 years.
 - Establishes enforcement mechanisms for double-pole prohibitions.

- **Workforce and staffing:**
 - Provides more flexibility for post-retirement employment exemptions.
 - Allows for the creation of regional boards of assessors.
 - Enables municipalities to centralize the valuation of telecom and utility property at the state level.
- **Other changes:**
 - Makes pandemic-era flexibilities for remote and hybrid public meetings permanent.
 - Provides authority for local officials to grant approval for outdoor food and alcohol services and allows restaurants to access licenses for to-go alcoholic beverages.
 - Removes liability for public safety officials who administer fentanyl test strips.

Procurement and purchasing

The bill makes significant changes to municipal procurement, which governs the purchasing of goods and services.

- **Higher thresholds:** It equalizes procurement thresholds to \$100,000 for all municipal purchasing that requires advertised competitive bids under Chapter 30B, an increase for most departments.
- **Reduced advertising:** The requirement for municipalities to publish bid invitations on the state's COMMBUYS system is eliminated, cutting red tape for local officials.
- **Collective bidding:** The legislation clarifies language to make it easier for groups of municipalities to award multiple contracts from a collective bidding process.
- **School bus services:** A law is repealed that limited the ability of school districts to use in-house bus services when a private company is available, giving municipalities more flexibility to reduce costs.

Public meetings

To increase civic engagement and operational flexibility, the bill would make permanent the popular hybrid and remote meeting options that were first used during the COVID-19

pandemic. This would provide a local option for public bodies to continue holding meetings that can be attended both in person and remotely.

Utility and infrastructure

The act addresses common infrastructure issues by updating rules and centralizing certain administrative tasks.

- **Double poles:** The time utilities have to remove old "double poles" is extended from 90 to 180 days, and municipalities are given greater enforcement authority, including the ability to issue penalties for non-compliance.
- **Utility valuation:** The Department of Revenue's Division of Local Services will take over the central valuation of telecom and utility properties. This will relieve municipalities from the burden and cost of hiring individual experts for this process.
- **School construction loans:** The maximum term for bonds for school construction projects would be extended from 30 to 40 years, aligning the loan term more closely with the typical lifespan of the building.

Personnel and staffing

To help address workforce challenges, the bill includes measures such as:

- **Regional Boards of Assessors:** Municipalities would be allowed to form Regional Boards of Assessors, helping to consolidate duties and address staffing shortages in assessing departments.
- **Post-retirement flexibility:** Existing exemptions to post-retirement employment rules would be temporarily expanded for three years, giving municipalities more options to fill critical staffing gaps.

Workforce Supp

The act includes several provisions aimed at attracting and retaining talent for municipal jobs.

- **Civil service flexibility:** The legislation includes some civil service reform, which is designed to enable police and fire departments to have more options for recruiting personnel.
- **Post-retirement flexibility:** For a three-year period, the bill would temporarily expand exemptions to post-retirement employment rules, allowing municipalities to more easily fill staffing gaps with retired employees.

- **Recruitment programs:** The Healey-Driscoll Administration has also supported initiatives to create a pipeline of talent for in-demand municipal positions.

Public health and safety

To assist in ongoing public health efforts, the bill proposes specific protections.

- **Fentanyl testing liability:** It would ensure that anyone who administers fentanyl test strips, including public safety officials, is not subject to criminal or civil liability. This supports local efforts to prevent drug overdoses.
- **Public right-of-way:** The legislation includes updated provisions that give municipalities more enforcement authority over utility companies for failures to remove old "double poles" in a timely manner. The deadline for utilities to remove double poles would be extended from 90 to 180 days, but municipalities would have the ability to issue penalties for non-compliance.

Factoid: For a fourth straight year, banks are making more money providing loans and underwriting bond sales for green-related projects than they're earning from fossil fuel companies. Bloomberg

Battery Storage:

BPPC and I, as an individual, submitted testimony on the siting of Small under 25 mWh Energy Storage Facilities as part of comments from towns statewide. These comments respond to concerns as the state moves to streamline permitting and balance clean energy goals against concerns such as deforestation, noise, and loss of local control.

With some towns in the Pioneer Valley already having applications for permits, and the final regulations due in March of 2026, leading them to enact moratoriums to give them time to develop local bylaws, Particularly because forested land is seen as the cheapest source of land for the facilities and there doesn't appear to be state support for putting limits on how many facilities a town can have.

In my opinion, creating a formula that recognizes the differing needs of towns, with some welcoming facilities as an economic engine and others, such as those that depend on tourism and second homeowners, being more resistant to having their scenic views impacted, will be important.

Large Storage Units:

The comment period remains open on the proposed regulation on large battery storage units. Generally, across the state and in Berkshire County, concerns with large battery storage units are primarily related to fire safety, the difficulty in extinguishing lithium-ion battery fires, and potential environmental contamination of water and soil from toxic releases during an incident.

Key Concerns

Fire Hazards: The primary concern is the potential for thermal runaway events in lithium-ion batteries, which can lead to intense, long-lasting fires that are very difficult to extinguish and may reignite days later.

Toxic Emissions: Battery fires can release harmful and toxic gases into the air, posing health risks to nearby residents and first responders.

Environmental Contamination: There are significant worries about potential contamination of local water sources and soil if pollutants and heavy metals from burning or damaged batteries seep into ground and surface water supplies. Proposals near critical water sources, like the Quabbin Reservoir watershed or the Barnes Aquifer, have faced strong opposition from residents and local officials.

Emergency Response Capabilities: Many rural towns that rely on volunteer fire departments are concerned about their ability to effectively manage a large-scale, complex battery fire that requires specialized procedures and substantial quantities of water over an extended period.

Proximity to Residential Areas: Residents are opposing the construction of these facilities in close proximity to homes and residential neighborhoods, citing safety risks and a feeling of being "guinea pigs" for new technology.

Regulatory Framework: There are concerns that state fire safety standards and guidance have not kept pace with technological advancements, leading to calls for stronger municipal review, stricter zoning ordinances, and a potential pause on installations until safety measures are more robust.

End-of-Life Disposal: Proper cleanup and disposal of damaged or end-of-life batteries requires specialized, licensed hazardous waste transporters and procedures, which is another point of concern.

Current Status

The Massachusetts Department of Environmental Protection (MassDEP), in consultation with the Department of Fire Services (DFS) and other agencies, is developing formal guidance on the

public health, safety, and environmental impacts of large battery storage systems. Local municipalities are also developing their own ordinances to regulate the placement and safety requirements for these facilities, often incorporating standards from the National Fire Protection Association (NFPA) Standard 855.

I found this article interesting. Can the US bring solar installation to below \$2 per watt?

Two reports, from Tesla and Permit Power, unpack how to lower U.S. rooftop solar prices — and up to \$1.2 trillion is at stake.

LISA MARTINE JENKINS - OCTOBER 27, 2025

Residential solar has long been billed as a way to get home energy costs down. For households with the resources to install solar panels on their roof, behind-the-meter systems can offset electricity bills, and — when paired with a battery — serve as backup power if and when the grid goes down.

But even though the U.S. has had a residential solar industry for decades, the costs of getting systems installed today dwarfs those of other countries like Australia and Germany. In the U.S., the cost of getting a rooftop solar system hovers around \$3 per watt, with state and regional variation; in Australia, it's under \$1 per watt. In the U.S., one in 10 families have rooftop solar, versus one in three in Australia.

This high cost of installation is a problem both for would-be customers who aren't able to access the potential savings, and for home energy companies, who are generally separate from installers — but nonetheless have installation and permitting costs factored into the total cost of their product. And the lower penetration also means that utilities can't rely on distributed energy resources as a backup in case of disaster, [like they have in Australia](#).

Two recent reports, from Tesla and from the nonprofit Permit Power, argue that it doesn't need to be this way. Colby Hastings, senior director of residential energy at Tesla, emphasized that the high prices in the U.S. are "really a system problem."

[The Tesla report](#) found that it's possible to get solar-plus-storage installations down to \$3.02 per watt without any consumer subsidies or tax credits, through a series of changes: regulatory reforms (\$0.54 per watt), operational fixes for installers (\$0.57 per watt), as well as hardware innovations to get products down to the lowest total installed cost possible (\$0.67 per watt). These changes would put solar alone at below \$2 per watt.

"You need multiple things to really drive this change," Hastings told *Latitude Media* in an interview about the report. "There is not one silver bullet that is going to do it for you."

Permit Power, meanwhile, evaluated the potential market impact of bringing costs even lower, to \$1 per watt. [The report](#), released last week, found that if the U.S. can bring the cost of solar energy in line with its peers, it could save \$1.2 trillion across all households installing solar, or \$1,600 in annual bill savings, by 2040. This would mean 18.2 million more families installing solar, and nearly 200 gigawatts in additional installed capacity.

According to Nick Josefowitz, CEO and co-founder of Permit Power, the primary thing standing in the way of cheaper solar is paperwork: “The scientists and engineers did all the hard work” of getting the actual technology costs way down.

“We’ve found a way to let red tape get in the way of American families being able to take advantage of what have become incredibly cheap solar panels and incredibly cheap batteries,” he said, adding that other countries are “not putting often up inadvertent barriers in the way of homeowners that are looking to save money.”

Carnary Media Reports:

Massachusetts heat-pump owners will spend less to stay warm this winter, thanks to [an innovative policy](#) going into effect this weekend.

The state’s three investor-owned electric utilities — Eversource, National Grid, and Unitil — are all offering lower winter rates to the roughly 100,000 households with electric heat pumps, starting on Nov. 1 and running through April.

“It really is what matters to people — it reduces the cost of running a heat pump,” said Larry Chretien, executive director of the Green Energy Consumers Alliance, who is replacing his own gas-fueled heating system with heat pumps this week.

Massachusetts is the first state in which all the major utilities are offering these savings. The rates — ranging from 4.3 cents to 7.5 cents per kilowatt-hour lower than the standard winter price — could trim from \$70 to \$140 per month off the average bill, utilities estimate. The lower rate applies to all electricity used by participating homes during the winter months.

Households that received heat-pump rebates from state energy-efficiency program Mass Save since 2019 will be automatically enrolled in the new rate. Residents who installed heat pumps earlier or didn’t work with Mass Save can contact their utility to receive the lower rate.

Massachusetts, like [other states](#) with ambitious climate goals and cold winters, has made heat-pump adoption a key part of its decarbonization strategy. Today, more than half the homes in the state use natural-gas heating, and another 25% burn heating oil or propane. More than 90,000 homes installed heat pumps from January 2021 to July 2024, but annual adoption rates will need to double over the next five years if the state is to hit its goal of getting the systems into 500,000 homes between 2020 and 2030.

The cost of installing and operating heat pumps has traditionally been a major barrier preventing people from making the switch, particularly in Massachusetts, where electric rates are among the highest in the country. Under current default rates, just 45% of households that transition to air-source heat pumps — the most common version of the appliance — would save money on heating each month, according to a study from climate-policy think tank Switchbox.

FYI – I received an email from MCAN this morning requesting my sign-on to MCAN's comments on the siting and permitting draft regulations.

Massachusetts regulators are working to implement a new siting & permitting process for clean energy infrastructure. There is currently an open public comment period on draft regulations concerning many hard-fought environmental and environmental justice provisions in the 2024 Climate Law, including community engagement requirements, community benefit agreements, site suitability evaluation, cumulative impacts (the environmental and public health burdens within a neighborhood), the intervenor support grant program, and more. Key deadlines for comments are October 31st, 2025, and November 7, 2025, with comments on community benefit plans/agreements and site suitability due this Friday!

Join MCAN in supporting the Massachusetts Environmental Justice Table and Mass Power Forward in advocating to ensure that:

Communities' voices are both heard and impact decision-making and project requirements

Protect forest ecosystems, as they are essential to regional rainfall, cooling air temperatures, and carbon capture and storage, ensuring forests and other vital ecosystems are protected to the greatest extent possible

Our transition to clean energy is both environmentally responsible and rapid, meeting our climate goals while enacting environmental justice. environmental justice provisions in the 2024 Climate Law, including community engagement requirements, community benefit agreements, site suitability evaluation, cumulative impacts (the environmental and public health burdens within a neighborhood), the intervenor support grant program, and more.

It continues with, Environmental justice provisions in the 2024 Climate Law, including community engagement requirements, community benefit agreements, site suitability evaluation, cumulative impacts (the environmental and public health burdens within a neighborhood), the intervenor support grant program, and more
There is a Google form to sign to register one's support for the regulations.

Moving on from energy:

This is a background piece regarding Gov. Healey's mixed messages on housing for those most in need (Insightful article on the issues two families are facing).

October 25, 2025

AS A FAMILY medicine physician at Boston Medical Center, I have cared for hundreds of individuals and families experiencing homelessness over the last 20 years. The landscape of housing services that I can offer them continues to change, sometimes leaving me with a great sense of hope and possibility and, at other times, more hopeless than ever for my patients' restoration to health.

Recently, this seesaw from hope to hopelessness has become more extreme, as decisions by our state leaders seem to be simultaneously pulling in opposite directions when it comes to housing help for those most in need. Two families for whom I provide medical care illustrate the mixed messages of our state's recent housing policies affecting the state's most vulnerable residents.

The first is a husband-and-wife couple in their seventies. I have cared for them both for over 10 years, and while they have both suffered a litany of medical concerns, the husband has been particularly unwell. He came to me with a history of long, uncontrolled high blood pressure and diabetes with an ensuing heart attack and stroke. He also was suffering from an untreated substance use disorder, which helped him paper over his years of untreated anxiety and depression.

One saving grace when I met him was that he had a safe and stable place to live. From that fundamental base, we could begin to build back his health -- delivering medications to his doorstep, connecting him to community services, and treating both his behavioral health concerns and substance use.

Seven years ago, however, this fundamental base disappeared when he lost his housing. Three years into retirement, he no longer had enough savings for a home. Ironically, he was a retired construction foreman from Boston, where throughout his 30-year career, he had poured his talent into building homes in Roxbury and Dorchester.

Despite years of working with incredible housing advocates, my patient and his wife have not been able to find a stable place to live and continue to sleep on loved ones' couches in a distant Boston suburb. As a result, his health has begun to rapidly deteriorate again. It is harder to come in for appointments, to receive his medications when he does not

know where he will next be sleeping, and to keep his diabetes medications in the fridge or his diet filled with fresh fruits and vegetables.

However, in the last few months, things have begun to look at least a little more hopeful for this gentleman and patients like him. Early this year, Gov. Healey released “A Home for Everyone,” the state’s first comprehensive plan to address Massachusetts’s housing challenge. The plan aims to build 200,000 new housing units by 2030. This ambitious goal came a year after the governor signed the Affordable Homes Act, which authorized more than \$5 billion in spending and included nearly 50 policy initiatives to spur more housing. In addition, three new commissions have been established to prioritize the residents of these future homes: elderly, extremely low income (earning less than 30 percent of the median income), and individuals with disabilities (physical, sensory, intellectual, mental health or neurodivergent).

My patient and his wife fit squarely into all three of these categories. Though the housing needs among these groups far outstrip the available supply, since the launch of these state initiatives, I have begun writing letters advocating that, given his medical conditions, he cannot be living with unstable housing -- this time with greater hope that these letters will make an impact.

For another family in my care struggling to find stable housing, the situation has not turned hopeful, but is, in fact, more grim as a result of recent actions by state government.

They first came to me for a prenatal visit. New to Massachusetts, nobody in the family had a primary care provider and, seeing their complex social needs, I agreed to have all family members (the mother, father, older sibling, and soon to be infant) establish care with me that day.

When they moved to Massachusetts, this family was able to benefit from our strong 40-year precedent of the “right to shelter” law, signed by Gov. Dukakis in 1983, that mandated shelter services for parents with children and pregnant women.

Partnering with incredible organizations such FamilyAid, homeless families have been able to find shelter and transition to housing. Through the safety of stable shelter, the mother in this family was able to expend her energy finding and receiving adequate prenatal care -- yielding the best possible outcomes for both the newborn and her future health.

The parents were also able to start securing employment resources as well as educational support and starting to get back on their financial feet. Like many families living in Boston, this one was living on meager wages (though did not qualify as extremely low income).

Boston, surprisingly perhaps for some, carries the unenviable statistic of having the fifth largest number of families living in poverty among 30 of the largest US cities, with poverty

levels 65 percent higher than the national average. This translates to the third highest rate and the fifth highest number of homeless families among comparable large cities. However, the “right to shelter” has now been dismantled through a recent set of mandates from the Healey administration, limiting the number of shelters available (from a high of 7,500 family shelter units in 2023 to 4,000 units by 2026) as well as imposing a six-month maximum stay in shelters.

These new rules place this family, and thousands of families like them, at dire risk. In addition to the devastating health outcomes for adults experiencing homelessness, children who are homeless are also at high risk for a myriad of downstream health outcomes. These include such concerns as higher adverse childhood events, higher risk of future behavioral health illness such as depression and suicide attempts, higher rates of future substance use, lower levels of educational attainment, and higher risk of homelessness as an adult.

The current fiscal constraints of the state and the high cost of shelter services are legitimate concerns. But turning our backs on families in need is not just wrong; it’s shortsighted and works against the long-range goals the governor has set. Children experiencing homelessness are at high risk of becoming the next generation of homeless individuals that Gov. Healey and her team are trying to help in her laudable “Home for Everyone” plan.

As I bear witness to the housing journeys of these two families and countless others like them, I cannot help but wonder if Massachusetts leaders have lost sight of the whole picture. If we are truly to address the housing crisis in our state, we cannot only work to find housing for our elderly and disabled while simultaneously giving up on our children and families.

Our health as a Commonwealth depends upon the current and future health of each of us.

Dr. Katherine Gergen Barnett is the vice chair of primary care innovation and transformation in the Department of Family Medicine at Boston Medical Center, an associate professor of family medicine at Boston University Chobanian & Avedisian School of Medicine, and a national communications fellow for the Primary Care Collaborative.

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ANNA YOUNGMANN

PUBLIC SPEAKER, EDUCATOR,
ADVOCATE

CONTACT



EDUCATION

2011-2015
SEINA COLLEGE

- BA in Interdisciplinary Studies
- Concentration in Global Gender Studies
- Summa Cum Laude

SKILLS

- Project Planning
- Public Speaking
- Relationship Building
- Leadership
- Effective Communication
- Writing
- Problem Solving

VOLUNTEER

- Pride Planning Committee
- St Peter's Episcopal Church
- Food Bank & Community Meal Programs

LANGUAGES

- English: Fluent
- French: Intermediate

ABOUT ME

Experienced and passionate non-profit leader dedicated to creating healthy, vibrant communities. I am seeking an engaging role where I can contribute my skills in project management, communication, and creative problem-solving to achieve organizational objectives.

EXPERIENCE

Courage Lives/St. Andre's - Brewer, Maine 2020 - PRESENT

Vice Chair, Board Member

- Collaboratively sets the direction for St. Andre's services for survivors of sex trafficking, adapted program model based on needs assessment.
- Facilitates Board meetings.
- Assists with coordinating fund raising projects, solicits donations, and communicates St. Andre's mission and values to inspire community support.

Youngmann Morrow Consulting, LLC 2022 - 2023

Owner, Consultant

- Lead speaker at statewide training events.
- Presented to groups of 200+
- Created tailored trainings for diverse stakeholders, including medical and behavioral health providers, emergency responders, and community groups.
- Consulted with non-profits across Maine.
- Trained and oversaw volunteers.

Caring Unlimited - Sanford Maine 2016-2022

Community Educator & Advocate

- Spearheaded community engagement efforts.
- Developed comprehensive strategic plan to increase access to Caring Unlimited's support services.
- Addressed co-occurring crises of domestic abuse and substance use disorder through community education, prevention, and provision of coordinated care.
- Represented agency on multidisciplinary task forces.
- Ensured training evaluation and documentation and created reports for funders.
- Created educational content, including informational videos, short articles, newsletters and brochures.
- Provided direct advocacy and safety planning with survivors of abuse, facilitated resolution of crisis situations.



October 31, 2025

Secretary Ed Augustus
Executive Office of Housing and Livable Communities
Commonwealth of Massachusetts
100 Cambridge Street
Suite 300
Boston, MA 02114

Re: 760 CMR 76.00 Draft Regulations for Seasonal Communities

Dear Secretary Augustus,

The Berkshire Regional Planning Commission (or "BRPC"), representing municipalities in the westernmost area of Massachusetts, appreciates the opportunity to comment on 760 CMR 76.00, draft regulations for Seasonal Communities. BRPC commends the efforts of the administration and legislature in creating the Seasonal Communities designation.

Overall, BRPC is concerned about the capacity of communities to undertake the monitoring and tracking required in the draft regulations. Many of the eligible communities in Berkshire County are rural, and the implementation of such efforts will be undertaken by volunteers with very limited, if any, support staff to assist. Additionally, these requirements are a concern given the current lack of clarity regarding the scale and scope of resources that this designation will provide to communities.

The following are questions and comments that BRPC believes will strengthen the draft regulations and remove uncertainty for all eligible communities in the Commonwealth.

Seasonal Communities Designation and Acceptance (76.03)

As you are aware, many communities in the Berkshires that are not explicitly designated as eligible under the Affordable Homes Act await guidance on how to request the Seasonal Communities designation. The agency is eager for the Seasonal Communities Advisory Council to finalize a process for considering additional communities as soon as possible.

Zoning Requirements (76.04)

Residential uses on undersized lots, as defined in section 76.02, are non-conforming lots that do not meet the requirements for minimum lot area. In the experience of many communities in the region, lots that are non-conforming for lot area, often do not meet frontage or lot width requirements. If the intent is to legalize the use of non-conforming lots for new housing, frontage and lot width should also be considered. At the very least, the state may wish to encourage or create a process that clearly allows for such waivers without requiring a zoning variance.

Year-round Housing Trust Fund (76.05)

The regulations explicitly require a Year-round Housing Trust Fund (or "trust") to contain an expiration date. While the regulations allow for the reauthorization of the trust, there should be an option to continue the trust until a community or consortium of communities no longer meets the requirements of a seasonal community. A limited term trust may create uncertainty for longer-term housing initiatives, especially if

reauthorization is delayed or denied.

While the regulations clearly state the eligibility of a community to continue as part of a regional trust after its designation has been rescinded, there should be more consideration given to what happens to funding that has been contributed by the community or made available to the trust because of the community's inclusion in the consortium.

The Seasonal Communities regulations establish a comprehensive governance framework. Consistent dedicated funding for Seasonal Communities trusts is paramount to the success of this program. The trusts will likely rely on local sources, such as Community Preservation Act (CPA), but these may be inadequate for year-round resident housing and long-term planning work.

The regulations state that the Trust member term should not exceed three years. Longer terms should be considered, given that there may be benefits related to consistency and knowledge-sharing. Additionally, Trust members may serve on other housing-related boards, which is likely to be the case in Berkshire County communities. Further clarity regarding conflicts of interest should be incorporated, and dedicated funding is required for legal support and other staffing, which can often strain the limited municipal budgets of small communities.

Lastly, similar to affordable housing trusts, the "year-round housing trust" maintains broad powers that will enable action and flexibility, but may also require accountability mechanisms, especially given the lack of capacity in communities to manage a trust adequately.

Housing Preference for Seasonal Community Essential Public Employees (76.06)

While the definitions include several variations of "public" employees, the regulations do not wholly define "essential". The definition of essential public employees should be clarified and/or expanded. Two examples of employees serving a public purpose are those employed at Regional Planning Agencies or Council of Governments, and those serving or employed in emergency services, which in some cases are employed by not-for-profit organizations contracted to provide essential services in the municipalities, but not considered public employees.

The regulations lack guidance on what happens once an essential public employee is no longer a public employee. While BRPC does not recommend eviction upon termination of employment, the regulations should guide a reasonable and humane method for addressing this issue.

After reviewing the draft regulations, this is an area that could be challenging for communities to implement and may also create issues related to reporting. While the definition of an essential public employee should be refined, this section could be simplified to provide communities with the ability to prioritize the placement of essential public employees in affordable or attainable housing units.

Artist Housing (76.07)

The topic of Artist Housing is one that is understandable, given the cultural draw in many seasonal communities. However, the draft regulations lack specificity while providing too much deference to communities to determine what constitutes an artist or potential housing opportunities. This is an area that should be simplified or de-emphasized.

Conclusion

Overall, based on BRPC's perspective and that of communities eligible for the Seasonal Communities designation, the regulations require communities that receive this designation to undertake several tasks related to reporting, which existing staff and volunteers may struggle to absorb. This concern is coupled with the lack of clarity of the actual benefits from the program, and the Commonwealth's ability to support these programs financially moving forward.

Similar to the Gateway Cities program, there is substantial potential benefit for communities accepted into the Seasonal Communities program. Until eligible communities have a greater understanding of the programs developed for this program, Berkshire communities many may lag behind in acceptance.

Thank you for the opportunity to submit comments related to the draft regulations.

Sincerely,



Thomas Matuszko
Executive Director

Cc: Senator Paul W. Mark, Berkshire, Hampden, Franklin, and Hampshire District
Representative John Barrett, 1st Berkshire District
Representative Tricia Farley-Bouvier, 2nd Berkshire District
Representative Leigh Davis, 3rd Berkshire District

Municipal Empowerment Act: Sign On Letter

Please complete this form to add your name to the below letter in support of the Municipal Empowerment Act, filed by Governor Healey.

Read the full bill here: malegislation.gov/Bills/194/H56

Contact Georgia Barlow, MAPC Senior Government Affairs Specialist, (gbarlow@mapc.org) with any questions.

RE: H.56, An Act empowering municipalities and local governments

Dear Chair Rausch, Chair Lewis, and members of the Committee:

We write today to offer our strong support for H.56, *An Act empowering municipalities and local governments* filed by Governor Healey.

The tools included in this bill will help municipalities across Massachusetts save funds at a critical time, streamline programs, and allow us to provide the best possible services to residents. As municipal employees, members of municipal boards and commissions, and municipally-focused organizations, we ask that the legislature move this bill quickly and maintain key provisions included below.

Remote and Hybrid Meeting Flexibilities

We are grateful for the legislature's continued extension of COVID era flexibilities to hold public meetings, and we ask that you make permanent the flexible provisions as included in H.56, and supported through repeated extensions. **Within our municipalities, we have a mix of in-person, hybrid, and remote meetings that can be flexible and responsive to the needs of committee and community members. This flexibility has allowed increased participation in local government, and we urge the Legislature to continue to allow continued flexibility for the ways in which we hold public meetings.**

Procurement Updates:

There are multiple procurement updates included in the Governor's proposal that will streamline the process and make it easier for municipalities to efficiently provide services at competitive rates. These provisions include:

Setting all Ch. 30B thresholds for advertised procurements to \$100K for all municipal purchasing, not just school procurements, in order to standardize procedures and reduce administrative burdens;



Clarifying cooperative purchasing language to make it easier for municipalities to select multiple vendors to fulfill an RFP. This will ensure that small and local businesses can compete in the RFP process and can lower costs for different components of a bid;

Exempting snow hauling from Chapter 30B to match snow removal exemptions.

Municipal Governance:

There are numerous provisions in the Governor's proposal that will make it easier for cities and towns to carry out necessary functions and ensure that they can provide the best services and resources for residents. These provisions include:

The ability for cities and towns to utilize joint cooperative services for certain municipal officers;

The ability to **increase the maximum bond term for school projects** from 30 years to 40 years to better reflect rising construction costs and the lifetime of these projects and so that we can address the backlog of these projects in our communities;

Allowing cities and towns to **fine companies for keeping double poles up after 90 days** to improve safety and mobility while holding utility companies accountable; and The ability for municipalities to **amortize a deficit related to a declared emergency over 3 years** so that as we see disasters happening with increasing frequency and intensity, municipal budgets are not severely disrupted in the recovery process.

We believe that the provisions in this bill will allow us to better serve the residents in our communities. We urge the Legislature to continue to work with our municipalities to find solutions to the challenges facing our local governments and to quickly pass the Municipal Empowerment Act. Please reach out to Georgia Barlow, MAPC Senior Government Affairs Specialist, at gbarlow@mapc.org with any questions.

Sincerely,

[Sign in to Google](#) to save your progress. [Learn more](#)

* Indicates required question

First Name *

Thomas



Last Name *

Matuszko

Municipality *

Berkshire Regional Planning Commission

Title/Role *

Executive Director

Email Address *

tmatuszko@berkshireplanning.org

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Project Name: Goodnow Tr MLCT - Land Cover
New Marlborough, MA



Land Cover	Acreage	% Land Cover
Open Agriculture	55.3	22.6%

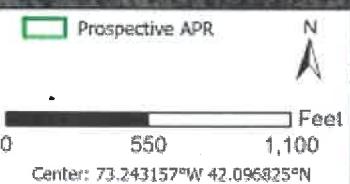
APR Project = 244.9 acres

Data Provided by MassGIS, MDAR, Maxar 2023 imagery, and LCLU (2016)

Created By Massachusetts Department of Agricultural Resources



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FY 26 Community One Stop for Growth Awards - Berkshire County

Grant Round, Community, Organization, Project Name, Program, Award Amount

FY26, Berkshire Regional Planning Commission, Buildout Analysis for Berkshire County, Community Planning, \$138,000

FY26, Otis, Town of Otis, Town of Otis Master Plan 2025-27, Community Planning, \$70,000

FY26, Williamstown, Town of Williamstown, Main Street Corridor Improvements, Housing Choice, \$500,000

FY26, Pittsfield, City of Pittsfield, Project Legacy, Housing Choice, \$500,000

FY26, Great Barrington, Central Berkshire Habitat for Humanity, Prosperity Way Affordable Homeownership, Housing Choice, \$500,000

FY26, Lenox, Town of Lenox, 238 Pittsfield Road, MassWorks, \$1,680,000

FY26, North Adams, City of North Adams, Downtown Infrastructure Improvements, MassWorks, \$700,000

FY26, Pittsfield, City of Pittsfield, Infrastructure and Pocket Park Park Square, MassWorks, \$1,800,000

FY26, Becket, Town of Becket, Leonhardt Road - Repair, Resiliency and Paving, MassWorks, \$1,000,000

FY26, New Marlborough, Town of New Marlborough, Norfolk Road Reconstruction, MassWorks, \$1,000,000

FY26, Clarksburg, Town of Clarksburg, South Middle Road Artery Project, MassWorks, \$1,000,000

FY26, North Adams, City of North Adams, Walnut Street Stabilization Project, MassWorks, \$2,000,000

FY26, Hancock, Town of Hancock, Whitman Road Culvert Replacement, MassWorks, \$650,000

FY26, Pittsfield, City of Pittsfield, Business Improvement District, MDI, \$30,000

FY26, Otis, Town of Otis, Downtown Otis Revitalization Assessment, Real Estate Services, \$25,000

FY26, North Adams, City of North Adams, Mohawk Theater Buisness Model Compilation, Real Estate Services, \$50,000

FY26, Becket, Town of Becket, Benton Hill Culvert to Small Bridge Project, Rural, \$500,000

FY26, Sandisfield, Town of Sandisfield, Dodd Road Engineering/Design, Rural, \$164,000

FY26, Cheshire, Town of Cheshire, Fred Mason Road Resurfacing, Rural, \$430,000

FY26, Lee, Town of Lee, Greylock Street paving and sidewalk replacement, Rural, \$200,000

FY26, Great Barrington, Great Barrington Fire District Water Department, Housatonic Water Works Company Interconnection, Rural, \$500,000

FY26, Lenox, Town of Lenox, Lenox Planning for Growth, Rural, \$50,000

FY26, Egremont, Town of Egremont, Sitework for Town-supported Housing, Phase I, Rural, \$100,000

FY26, Sheffield, Town of Sheffield, Town of Sheffield Comprehensive Plan and OSRP, Rural, \$100,000

FY26, Pittsfield, Mill Town Community Trust, Site 9 mixed use development site plan design, Site Readiness, \$100,00

FY26, Pittsfield, Allegrone Companies, Berkshire County Savings (BCSB) Redevelopment, UPP, \$500,000

FY26, New Marlborough, Construct, Inc, Cassilis Farm Development, UPP, \$750,000

FY26, Adams, Community Health Programs, Increased Access to Community Health Care in Adams, UPP, \$150,000

FY26, North Adams, Moresi Commercial Investments, LLC, The Residences at Notre Dame School, UPP, \$500,000

FY26, FY26 North Adams, City of North Adams, Historic Heritage State Park Predevelopment, UPP, Site Readiness, \$300,000

FY26, Pittsfield, City of Pittsfield, Downtown Pittsfield Vacant Storefront Program, Vacant Storefront, \$50,000

FY26, North Adams, City of North Adams, North Adams Vacant Store Front Program, Vacant Storefront, \$50,000

FY26, Lee, Town of Lee, Vacant Storefront Grant, Vacant Storefront, \$50,000



Responsibilities and Desired Qualities of Officers, At-Large Executive Committee Members, Committee Chairs, and Delegates and Alternates

Reviewed November 1, 2025

All officers of the Berkshire Regional Planning Commission should have a strong interest in the operations of the Commission and should actively participate in meetings. Positions (other than the Chair) are desired to have the potential to become future leaders of the Commission.

CHAIR

The Chair of BRPC serves as the Commission Leader and interacts closely with the Executive Director regarding policy and staff issues. This includes strategizing meetings with the Executive Director. The Chair presides over all meetings of the full Commission and the Executive Committee and should strive to understand the distinction between the role of the Commission (Delegates and Alternates) and Executive Director (and Staff). The Chair also is an ex-officio member of all the other BRPC committees. The Chair serves as the BRPC representative to the Metropolitan Planning Organization. The Chair also may serve on other working committees of the Commission, such as the Brownfield Committee. The Chair represents and advocates on behalf of the Commission with state and local officials, including elected state officials as well as state staff. The Chair serves as the President of Berkshires Tomorrow, Inc., BRPC's affiliated non-profit organization. The Chair appoints members at large to the Executive Committee and committee chairs. The Chair appoints members to any special or standing Commission committees. Additional responsibilities include occasional availability to sign checks and contracts. The Chair should have:

- The ability to conduct fair and productive meetings
- Ability to represent the interests of the entire region
- Leadership qualities, including the ability to involve a wide variety of people
- Ability to forcefully yet diplomatically advance the cause of the Commission
- Time to commit to the tasks
- The confidence of the members of the Commission and the Staff
- Organizational ability
- The ability and commitment to mentor other members and encourage participation and feedback from Delegates and Alternates

VICE CHAIR

In the absence of the Chair, the Vice Chair leads full Commission and Executive Committee meetings. The Vice Chair is responsible for keeping up to date on all Commission proceedings and issues. The Vice Chair serves as a Vice President of Berkshires Tomorrow, Inc., BRPC's affiliated non-profit organization. The Vice Chair should be able to:

- Perform the same duties as the Chair
- Step easily into chairmanship

CLERK

The clerk, when necessary, authenticates the acts, orders and proceedings of the Commission. Attendance at Executive Committee and Commission meetings is very important. The Clerk serves as a Director of Berkshires Tomorrow, Inc., BRPC's affiliated non-profit organization. The Clerk should have:

- Time and commitment to serve on Executive Committee
- Time and willingness to review minutes closely and ensure their accuracy

TREASURER

The Treasurer reviews financial reports as well as the annual budget and annual audit. The Treasurer interacts closely with the Executive Director regarding Commission finances including about regular reports made on the financial status of the Commission at Executive Committee meetings and annual reports made at the close of the fiscal year (June 30). The Treasurer serves as the Chair of the Finance Committee and must be available to sign checks for the Financial Administrator when needed. The Treasurer authorizes the Executive Director to borrow funds when needed. The Treasurer serves as the Treasurer of Berkshires Tomorrow, Inc., BRPC's affiliated non-profit organization and must be available to sign 990 filings. Qualifications include:

- Time and ability to chair Finance Committee
- Time and commitment to serve on Executive Committee
- Ability to understand Commission finances
- Attention to detail
- Time and commitment to review financial reports
- Practical financial experience, preferred

AT-LARGE MEMBERS

At-Large members are appointed by the Chair. Qualifications include:

- Time and commitment to serve on Executive Committee
- Interest and initiative to provide leadership on key Commission priorities and activities

COMMITTEE CHAIRS

Committee Chairs are appointed by the Chair subject to the approval by the Commission. These positions require regularly interacting with a staff committee representative and ensuring active and interested membership on the committee. The Chairs lead committee meetings and approve meeting agendas, minutes, etc. The Chairs give regular reports to the Commission on committee activities.

Committee Chairs should have:

- The ability to chair the committee in a fair, impartial and productive manner
- Understanding and interest in topic area of the Committee
- Time and commitment to serve on Executive Committee
- Willingness to solicit feedback on Committee operations from members
- Ability to serve as spokesperson for the Committee

DELEGATES AND ALTERNATES

Qualifications include:

- Ability to attend and actively participate in at least six full-Commission meetings a year
- Interest in serving on, if possible, or acting as a resource to at least one Commission Committee
- Participation in the making of long-range policy for the Commission
- Willingness to participate in the making of decisions which affect the entire region
- Willingness to establish/open lines of communication between the Commission and community elected officials
- Commitment to ensure that your municipality always has representation to the Commission

Berkshire Regional Planning Commission (BRPC)

EXECUTIVE DIRECTOR

Position Summary:

The Executive Director serves as the public “face and voice” of the BRPC. He/sheThe Executive Director is charged with successfully implementing the organization’s Mission Statement, Vision, and Values, -and working with a wide variety of citizens, municipal, business, non-profit, legislative and other leaders to assertively advocate Berkshire County’s needs and opportunities while providing management and leadership to a diversely focused professional staff. The Executive Director works with a commission composed of appointees from 32 member municipalities and an executive committee.

Representative Responsibilities:

The Commission

- Maintains a working knowledge of trends and significant development in the field of municipal and regional planning, and municipal governance, and how those trends may impact the region.
- Maintains and enhances BRPC’s reputation as a trusted resource of unbiased, professional information and assistance; build upon its role as a key regional player.
- Supports Commission members and the Executive Committee in discharging their duties to determine, establish and implement policy on matters appropriate to the BRPC and the region.
- Provides leadership in proposing solutions and options for the Commission to consider when setting policy for the organization and assists the Commission in developing and implementing those policies.
- Works with the Commission and member communities to formulate, refine and implement strategic plans to grow the scope of BRPC services in alignment and support of community and regional needs.
- Assures BRPC compliance with federal and state laws and regulations.
- Develops and maintains sound fiscal practices to ensure BRPC’s financial stability.
- Responsible for managing BRPC’s affiliated non-profit, Berkshires Tomorrow, Inc. See <http://berkshireplanning.org/about/berkshires-tomorrow-inc/>.
- Reports directly to the Commission and the Executive Committee.

External Organizations

- Acts as a primary representative for BRPC with the public, media, and elected and appointed officials; works closely with the region's state and federal delegation to follow legislative trends and opportunities; works closely with state administrative officials.
- Advocates for the adopted policies, plans, and policy positions of the BRPC and on behalf of the region and its communities.
- Works closely with diverse constituencies related to the work of BRPC.
- Serves on local, regional and statewide committees and boards representing BRPC, Berkshire County, and/or western Massachusetts as assigned by gubernatorial appointment, Commission recommendation or professional judgment.

The Professional Staff

- Provides overall management of a diverse professional staff to achieve BRPC's mission and implement activities of the Commission;
- Provides leadership and guidance to the staff, including development of personnel policies and procedures; overall monitoring of work and identification of potential issues; manages the hiring process; ensures professional development of staff; counsels and disciplines staff; assures BRPC compliance with personnel laws and regulations.
- Currently leads a diverse professional team of twenty thirty nine FTEs and five thirteen PTEs, directly managing five seven program managers.
- Maintains a working climate that attracts employees from diverse social and ethnic backgrounds, and keeps and motivates a top quality professional staff.

Qualifications:

Education, Training and Experience:

- Ten or more years of directly relevant and broad community or regional planning experience with increasing supervisory and management experience required.
- Master's degree, or equivalent, required; degree in planning or public administration strongly preferred.
- Professional certification in planning (AICP) or other related certifications highly desired.
- Experience with a similar agency or organization highly desirable.
- Success in writing, securing and administering grants highly desirable.
- Experience in all aspects of program development, management and assessment highly desirable.
- Strong understanding of public finance and measures of performance highly desirable.

Knowledge:

- Comprehensive planning, transportation planning, economic development planning, public health, community development, environmental and energy planning and municipal service delivery.
- Principles and practices of public finance, budget development and management, personnel management and intergovernmental relations.
- Laws, legislative mechanisms, and regulations that affect municipal and regional government and expertise in municipal and regional agency operations and organization.
- Working proficiency with Microsoft Office Suite and knowledge of relevant software technologies.

Personal Abilities:

- Is a high energy self-starter who will manage and grow an already aggressive work program.
- Reacts positively to unexpected opportunities and challenges.
- Is a strong coalition builder who communicates and works effectively with a variety of internal and external stakeholders.
- Negotiates to achieve consensus amongst differing opinions and competing priorities.
- Prioritizes multiple tasks and exercises sound and independent judgment within general policy guidelines.
- Plans, organizes and directs the preparation of reports.
- Analyzes problems, develops options and formulates recommendations.
- Takes responsibility for local projects and their implementation.
- Negotiates contracts, agreements, and appropriate working arrangements and achieves timely results under stressful circumstances.
- Possesses a strong commitment to staff development and team building; successful track record of recruiting, directly and indirectly managing and retaining a diverse team of professionals.

Skills:

- Outstanding written, communication, networking, and presentation skills.
- Organizational and leadership skills.
- Experience and proclivity to be an outgoing spokesperson and relationship builder.
- Clearly and concisely conveys complex information to employees, officials and the public.

Physical Requirements:

- Frequent attendance at evening meetings and frequent long working hours.
- Viewing computer screens and working with details for extended periods of time.

- Operation of standard office equipment.
- Movement throughout office and to multiple locations outside the office.
- Driving personal vehicle on Commission business in year-round weather conditions and at night; frequent trips to Boston, Springfield, Greenfield and other locations that are generally 150 miles or less in distance.

BRPC Executive Director Search Process

The BRPC Executive Committee recommends the Commission use the following process outline, based on the 2017 – 2018 hiring process to hire the next BRPC Executive Director. Once the BRPC Executive Director Search Committee is formed, the final process will be determined by the Search Committee.

Activity	Responsible Party	Schedule	Notes
Establish the BRPC Executive Director Search Committee (Search Committee)	Commission	November 20, 2025	The search process will be done in-house. The BRPC Bylaws (Bylaws) require the Commission to establish Standing Committee
Appoint the Search Committee Chair	Commission Chair (Chair)	Prior to November 20, 2025	The Bylaws state the Chair appoints committee chairs
Appoint the Search Committee members	Chair, with input from Search Committee Chair	Prior to November 20, 2025	The Bylaws state the Chair appoints committee members with consultation of the Committee Chair. The members should primarily be current or former Delegates or Alternates with familiarity of the workings of BRPC. The Search Committee should be composed of 5-7 members. The Search Committee must contain less than a quorum of the parent body (less than 5, current Executive Committee members, less than 8 Commission members)
Approve the Chair's appointment of the Search Committee Chair and members	Commission	November 20, 2025	The Bylaws require the Commission to approve the Chairs appointments of committee Chairs and members
Approve advertising material Approve advertising locations	Search Committee w/ BRPC staff support	SC meeting #1 (virtual) – week of Dec 1??	Virtual open public meeting. 2017 – 2018 hiring process advertised in 15 local, state, NE region, and national locations. It is recommended these sites be used again with several more added.
Advertise position Collect applications	BRPC Staff	Immediately after SC mtg #1 until new Executive Director is hired.	Advertisement to state that application reviews begin January 9, 2026 and will continue until position is filled. Applicant material initially kept confidential
Approve pre-screening eligibility criteria Approve initial draft of 1 st round interview questions	Search Committee w/BRPC staff support	SC mtg #2 (virtual)– week of Dec.15??	Virtual open public meeting
Pre-screen applicants for eligibility as they are received	BRPC Staff	Immediately after SC mtg #2 to January 9, 2026	Search Committee to decide where there are questions related to eligibility
Circulate 1 st round interview draft questions to Delegates, Alternates and BRPC staff for comment	BRPC Staff	Immediately after SC #2 to December 31 st	

Activity	Responsible Party	Schedule	Notes
Approve 1 st round interview questions Approve applicant evaluation and ranking criteria	Search Committee w/BRPC staff support	SC mtg #3 (virtual) – week of Jan 5 th ??	Virtual open public meeting
Provide eligible applicants' material to Search Committee members	BRPC Staff	Jan 9 th	Applicant material to remain confidential by Search Committee members
Evaluate and rank eligible applicants	Every Individual Search Committee member	Jan 9 th through Jan 19 th	Applicant material to remain confidential by Search Committee members
Compile Search Committee member evaluations and rankings into master composite ranking	BRPC Staff	Jan 19 th through Jan 23 rd	
Approve initial draft of 2 nd round interview questions Determine which candidates will be given 1 st round interviews	Search Committee w/BRPC staff support	SC mtg #4 (preferable in-person, virtual possible) – week of Jan 26 th	2 nd round interview questions discussion must be done in open public meeting Deciding which candidates to invite to 1 st interviews is done in Executive Session
Circulate 2 nd round interview draft questions to Delegates, Alternates and BRPC staff for comment Arrange 1 st round interviews	BRPC Staff	Immediately after SC #4 to February 6 th	
Conduct 1 st round interviews	Search Committee w/BRPC staff support	Jan 26 th – February 6 th (in-person or virtual) (interviews may be done in one long meeting or spread out over several meetings)	1 st round interviews to be conducted in Executive Session. Depending on the number of 1 st round interview candidates and their locations, 1 st round interviews may be done in-person (preferable) or virtual. All candidates to be interviewed the same way.
Approve 2 nd round interview questions Determine which candidates, at least 2 but preferably 3, will be offered 2 nd round interview	Search Committee w/BRPC staff support	SC mtg # 5 (preferable in-person, virtual possible) – week of Feb 9 th	2 nd round interview questions approved in open public meeting Candidates selected for final interview to be done in Executive Session
Arrange final in-person interviews for at least 2 candidates	BRPC Staff	Immediately after SC #5	
Conduct in-person final interviews for at least 2 candidates	Search Committee w/BRPC staff support	SC mtg #6, in-person between Feb 16 th – Feb 27 th	Open public meeting. Delegates and Alternates encouraged to attend
Vote to approve the next BRPC Executive Director Vote to establish committee to set new ED salary, terms	Commission	March 19, 2026	Open public meeting. Delegates and Alternates encouraged to attend

Role of the Search Committee

The role of the BRPC Executive Director Search Committee is to establish and conduct the initial hiring process, make recommendations to the Commission about candidates for interviews, and make a recommendation to the Executive Committee and the Commission on the hiring of a new BRPC Executive Director.

The General Process

The Search Committee will provide oversight about the content and location of advertising material. BRPC staff will place the advertisements and collect the responses. The Search Committee will prepare initial pre-screening criteria. Once the position is advertised and responses received, BRPC will conduct an initial pre-screening of applicants only to determine eligibility with the Search Committee to decide if there are questions on eligibility. Search Committee prepares evaluation and ranking criteria. Applicant material for all eligible applicants will be forwarded to Search Committee members who will conduct an initial evaluation and ranking of applicants. A certain number of highly qualified applicants will be invited for initial interviews with the Search Committee in Executive Session. A smaller subset of those applicants will be provided with the opportunity for second interviews in public session. The Search Committee must recommend at least two, preferably three candidates to the Commission for a vote by the Commission.

The Specific Activities include but are not limited to:

<ul style="list-style-type: none">• Approve the advertising material• Approve initial screening criteria• Approve evaluation and ranking criteria• Prepare initial interview questions (Delegate, Alternate, staff input)• Conduct initial interviews• Conduct second interviews (in-person)	<ul style="list-style-type: none">• Approve the advertising locations• Approve eligibility where initial screening is inconclusive• Evaluate and rank eligible candidates• Conduct initial interviews• Prepare 2nd round questions (Delegate, Alternate, staff input)• Recommend at least two candidates (preferably 3) to the Commission for approval
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Time Commitment

The 2017-2018 hiring process required nine meetings of the Search Committee, approximately every two – three weeks from October – March. The 2017-2018 meetings were held in person. Interviews should be conducted in person. The use of material from the 2017 – 2018 process may shorten the time commitment, but a significant time commitment will still be required. The preferred schedule is to have a vote on the next BRPC Executive Director by the Commission at their regularly scheduled March 19, 2026 meeting. For fair consideration of all the candidates, Search Committee members should be prepared to attend all meetings.

Public Body Checklist for Preliminary Screening Committees Meeting in Executive Session

Issued by the Massachusetts Office of the Attorney General's Division of Open Government
November 2024

Executive session Purpose 8, G.L. c. 30A, § 21(a)(8), permits a preliminary screening committee, often called a search committee, to enter executive session to consider or interview applicants for employment or appointment. This is a slightly different executive session purpose than the other nine, as it anticipates that a public body will create a subcommittee—the preliminary screening committee—for this purpose.

- The preliminary screening committee need not contain any members of the parent public body, but, if it does, it must contain less than a quorum. Other individuals may also be members of the preliminary screening committee.
- Before entering executive session, the chair must declare that an open meeting will have a detrimental effect in obtaining qualified candidates, and this statement should then be reflected in the meeting minutes. G.L. c. 30A, § 21(a)(8).
- The preliminary screening committee may perform the initial work of **considering**, such as reviewing written applications or resumes, and **interviewing** applicants in executive session. See OML 2020-147; OML 2019-100.
- Once there are finalists—meaning at least two individuals to proceed onto the next level of consideration—any further consideration, review, or interviewing by the screening committee or the parent public body must take place in open session. See OML 2024-30; OML 2021-70; OML 2016-105.
- The screening committee may not narrow the pool of candidates to a single finalist in executive session.
- The preliminary screening committee may not enter executive session to prepare questions to ask candidates or to discuss the review process. See OML 2021-152; OML 2019-7; OML 2016-105. Such discussions must occur in open session.
- The preliminary screening committee must create and approve minutes of all meetings, including executive sessions. G.L. c. 30A, § 22(a).

Note that this checklist is intended as an educational guide, and does not constitute proof of compliance with the Open Meeting Law. Checklists are updated periodically, so please confirm that you are using the most current version. For questions, please contact the Attorney General's Division of Open Government at 617-963-2540 or via email at openmeeting@mass.gov. For more information on the Open Meeting Law, please visit www.mass.gov/ago/openmeeting.



MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: **October 31, 2025**

RE: **September 2025 Assistance Activities**

This report highlights technical assistance provided by BRPC staff for September 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
Adams/North Adams	Ashuwillticook Trail Planning	Town of Adams; City of North Adams
North Adams	Municipal Project Coordination Meeting	City of North Adams
Pittsfield	Provided technical assistance for economic development district and administration	City of Pittsfield

Assistance Recipient	Municipal Technical /Assistance	Organization
Berkshire County	Provided technical assistance related to a Road Safety Audit and Southern Berkshire Bike Path scope of work development, bike/pedestrian open house study preparation and presentation.	Town of Lee, Lenox, and Stockbridge