



BRPC

Berkshire Regional Planning Commission

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

MEETING NOTICE

There will be a meeting of the

FINANCE COMMITTEE

of the

BERKSHIRE REGIONAL PLANNING COMMISSION

on **Monday, December 1, 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 at

<https://us02web.zoom.us/j/81986081265>

Meeting ID: 819 8608 1265

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 materials.

AGENDA

- I. Call to Order & Open Meeting Law Statement
- II. Vote to approve the Minutes of the Finance Committee Meeting of April 29, 2025*
- III. Vote to Recommend the FY27 Assessments to the Executive Committee on December 4 and the Commission on January 15, 2026. The Commission must ratify any action by the Executive Committee. *
- IV. Report on OPEB Trust Balance as of 11.20.2025
- V. Report on State Retirement (employer portions)
- VI. Next Meeting
- VII. Adjournment*

* Items Requiring Action

BRPC has adopted the BRPC website www.berkshireplanning.org as its official posting method as allowed by

940 CMR29.00 section 29.03 (3) (b) since November 2010.



DRAFT FINANCE COMMITTEE MEETING

Thursday, April 29, 2025, 4:00 pm.

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

I. Call to Order & Open Meeting Law Statement

The meeting was called to order at 4:00 pm.

Chair Buck Donovan called the meeting to order, read the Open Meeting Law statement, and stated that the meeting was being recorded.

II. Roll Call of Committee Members

Buck Donovan, Sheila Irvin, Sam Haupt, Kyle Hanlon, John Duval, Malcolm Fick (ex-officio member)

Staff present: Tom Matuszko, Marianne Sniezek

Staff member Marianne Sniezek read the roll call.

III. Vote to approve the Minutes of the Finance Committee Meeting of January 23, 2025

Sheila Irvin moved to approve January 23, 2025, meeting minutes. Kyle Hanlon seconded. It was approved by a roll call vote from Buck Donovan, Sheila Irvin, Sam Haupt, Kyle Hanlon, and John Duval.

IV. FY2026 Budget Discussion and Vote to Recommend to the Full Commission for Approval

Marianne gave an overview of the proposed FY2026 Budget's projected revenue and expenses. It is a conservative budget; the revenue is almost \$7 million, \$375,000 higher than last year. Federal and Federal pass-throughs considered not at risk were included. Included is \$500,000, which we are not 100% sure they are not at risk for direct federal or pass-through funding.

Salaries increase by \$218,000, including a new Northern Berkshire Coordinator for Public Health position. Billable salaries for projects increased by \$210,000. Administrative salaries will increase by \$8,000. Benefits increase due to health and dental insurance, staff plan choices, and retirees' insurance.

The OPEB \$45,000 contribution is the same; the liability is \$2.1 million. \$1.7 million is in the trust account as of the end of March.

Operating expenses increased by \$94,000 for software and computer equipment for the Sage Intact implementation and their annual fee, SourcePass remote monitoring for switching from a network to the cloud, and additional computer equipment.

There are decreases in network expenses when switching to the cloud. Telephone and staff development expenses will be lower. Project expenses will increase by \$92,000. The sub-contractor decreased by \$607,000.

Sam said it is amazing how big the agency has gotten. Tom noted that there is still a lot of uncertainty, given that half the budget is federally funded. It is difficult to know what is at risk. There has been recent communication about ensuring no DEI activities in transportation projects. There is no information on HUD contracts. Marianne did a terrific job pulling the budget together despite the uncertainties.

Malcolm mentioned that there are often new grants, which may backfill something we don't get. Tom said there are some Open Space and Recreation Plans through state funds that should cushion the questionable \$.5 million.

Buck asked about the increase in the percentage of health insurance. It is less than that of some municipalities. Marianne reported that BRPC's medical insurance increased by 12.45%, and dental insurance increased by 6.5%.

Kyle Hanlon moved to endorse the FY2026 Budget as presented and recommend it to the full Commission for approval at the May 15, 2025, meeting. Sheila Irvin seconded. It was approved by a roll call vote from Buck Donovan, Sheila Irvin, Sam Haupt, Kyle Hanlon, and John Duval.

V. Vote to Recommend to the Executive Committee an exception for dual signatures for Home Modification Loan Program Payments*

BRPC staff asked the Finance Committee to recommend to the Executive Committee waiving the dual signatures on payment requirements for payments under \$15,000 for the Home Modification Loan Program payments. The change will streamline the funding process for constituents and staff.

Brett and Michaela have done a great job promoting this program, so we have increased participation. The homeowner secures the contractor, so it is easier to manage.

Kyle Hanlon recommended that the Executive Committee change the dual signatures requirement from \$5000 to \$15,000 for Home Modification Loan Program payments. Sam Haupt seconded. It was unanimously approved by a roll call vote from Buck Donovan, Sheila Irvin, Sam Haupt, Kyle Hanlon, and John Duval.

VI. Other Postemployment Benefits (OPEB) Trust Quarterly Statement Balance Discussion

BRPC's Mission Square Retirement balance as of March 31, 2025, is \$1,723.092.79. The liability in the Audit is \$2,000,000.

Tom stated that we would need to decide if we would pay the retirees' portion of health care costs from this Trust instead of the Admin budget once we fund the full liability.

VII. Update on the (Employer Portion) of State Retirement

An update on the State retirement was reported in the Executive Committee meeting packet on May 1. BRPC's employer portion of State Retirement had special legislation to be exempt from paying the employer share, but the state retirement system is trying to change that.

Legislation has been filed with the House and Senate. Tom sent a letter of support saying that RPAs should not have to pay. He is not optimistic that there will be positive action. The state budget is tight, and state agencies are looking for any possible revenue. Very few earmarked budget amendments were approved.

VIII. Schedule the Next Meeting

The next meeting will likely be in November to determine Assessments for FY2027, which will be scheduled via a Doodle poll. The Committee may need to meet sooner if there are changes in federal funding.

All members agreed to stay on the Committee for FY2026.

IX. Adjournment

The meeting was adjourned at 4:20 pm by a motion made by Sheila Irvin, seconded by Kyle Hanlon.

Adjourned by a roll call vote from Buck Donovan, Sheila Irvin, Sam Haupt, Kyle Hanlon, and John Duval.

Documents and Exhibits Used:

– Unapproved Minutes of Finance Committee Meeting of 1/23/2025

- BRPC Finance Committee FY26 BUDGET Memo 4.29.2025 Final
- FY 26 AGENCY BUDGET REVENUE PROJECTED 4.23.2025
- FY 26 AGENCY BUDGET EXPENSES PROJECTED 4.23.2025
- Mission Square Trust 803222 JAN to MARCH 2025 \$1,723,092.79

DRAFT

BRPC FY27 Assessment

12.01.2025

Note: Actual census Population for 2020 used

Finance Committee Options to recommend to the Commission 1.15.2026

		Option A	Option A	Option B	Option B	Option C	Option C
		No increase in total assessment over FY27	No Change from FY26 to FY27	1% increase over FY26 Total	Change from FY26 to FY27 with 1% increase	2.5% increase over FY26 Total	Change from FY26 to FY27 with 2.5% increase
		0.8944	-	0.9033	0.0089	0.9168	0.0224
		\$ 115,405.10	-	\$ 116,559.15	\$ 1,154.05	\$ 118,290.230	\$ 2,885.126
Municipality	4/1/2020 Population						
Adams	8166	\$ 7,303.93	-	\$ 7,376.97	\$ 73.039	\$ 7,486.53	\$ 182.60
Alford	486	\$ 434.70	-	\$ 439.05	\$ 4.347	\$ 445.57	\$ 10.87
Becket	1931	\$ 1,727.15	-	\$ 1,744.43	\$ 17.272	\$ 1,770.33	\$ 43.18
Cheshire	3258	\$ 2,914.07	-	\$ 2,943.21	\$ 29.141	\$ 2,986.92	\$ 72.85
Clarksburg	1657	\$ 1,482.08	-	\$ 1,496.90	\$ 14.821	\$ 1,519.13	\$ 37.05
Dalton	6330	\$ 5,661.77	-	\$ 5,718.39	\$ 56.618	\$ 5,803.31	\$ 141.54
Egremont	1372	\$ 1,227.16	-	\$ 1,239.43	\$ 12.272	\$ 1,257.84	\$ 30.68
Florida	694	\$ 620.74	-	\$ 626.95	\$ 6.207	\$ 636.26	\$ 15.52
Great Barrington	7172	\$ 6,414.87	-	\$ 6,479.02	\$ 64.149	\$ 6,575.24	\$ 160.37
Hancock	757	\$ 677.09	-	\$ 683.86	\$ 6.771	\$ 694.02	\$ 16.93
Hinsdale	1919	\$ 1,716.42	-	\$ 1,733.58	\$ 17.164	\$ 1,759.33	\$ 42.91
Lanesborough	3038	\$ 2,717.28	-	\$ 2,744.45	\$ 27.173	\$ 2,785.21	\$ 67.93
Lee	5788	\$ 5,176.98	-	\$ 5,228.75	\$ 51.770	\$ 5,306.40	\$ 129.42
Lenox	5095	\$ 4,557.13	-	\$ 4,602.70	\$ 45.571	\$ 4,671.06	\$ 113.93
Monterey	1095	\$ 979.40	-	\$ 989.19	\$ 9.794	\$ 1,003.89	\$ 24.48
Mount Washington	160	\$ 143.11	-	\$ 144.54	\$ 1.431	\$ 146.69	\$ 3.58
New Ashford	250	\$ 223.60	-	\$ 225.84	\$ 2.236	\$ 229.19	\$ 5.59
New Marlborough	1528	\$ 1,366.70	-	\$ 1,380.37	\$ 13.667	\$ 1,400.87	\$ 34.17
North Adams	12961	\$ 11,592.75	-	\$ 11,708.68	\$ 115.928	\$ 11,882.57	\$ 289.82
Otis	1634	\$ 1,461.50	-	\$ 1,476.12	\$ 14.615	\$ 1,498.04	\$ 36.54
Peru	814	\$ 728.06	-	\$ 735.34	\$ 7.281	\$ 746.26	\$ 18.20
Pittsfield	43927	\$ 39,289.75	-	\$ 39,682.65	\$ 392.897	\$ 40,271.99	\$ 982.24
Richmond	1407	\$ 1,258.47	-	\$ 1,271.05	\$ 12.585	\$ 1,289.93	\$ 31.46
Sandisfield	989	\$ 884.59	-	\$ 893.44	\$ 8.846	\$ 906.70	\$ 22.11
Savoy	645	\$ 576.91	-	\$ 582.68	\$ 5.769	\$ 591.33	\$ 14.42
Sheffield	3327	\$ 2,975.78	-	\$ 3,005.54	\$ 29.758	\$ 3,050.17	\$ 74.39
Stockbridge	2018	\$ 1,804.96	-	\$ 1,823.01	\$ 18.050	\$ 1,850.08	\$ 45.12
Tyringham	427	\$ 381.92	-	\$ 385.74	\$ 3.819	\$ 391.47	\$ 9.55
Washington	494	\$ 441.85	-	\$ 446.27	\$ 4.418	\$ 452.90	\$ 11.05
West Stockbridge	1343	\$ 1,201.23	-	\$ 1,213.24	\$ 12.012	\$ 1,231.26	\$ 30.03
Williamstown	7513	\$ 6,719.87	-	\$ 6,787.07	\$ 67.199	\$ 6,887.87	\$ 168.00
Windsor	831	\$ 743.28	-	\$ 750.71	\$ 7.433	\$ 761.86	\$ 18.58
Berkshire County	129026	\$ 115,405.10	\$ -	\$ 116,559.15	\$ 1,154.05	\$ 118,290.23	\$ 2,885.13

Plan Assets: Asset Class

Plan: BERKSHIRE REGION PLAN COMM (EIP)
Plan ID: 803222
Plan Type: HRA

Investments	Price	Date	Balance
Balanced/Asset Allocation			
MissionSquare II Model Port Agg S10	\$71.060	11/19/2025	\$909,189.53
MissionSquare II Model Port Mod S10	\$63.380	11/19/2025	\$665,998.69
MissionSquare II Model Port Con S10	\$50.270	11/19/2025	\$359,124.86
Total			\$1,934,313.08