



MEETING NOTICE

There will be a meeting of the **EXECUTIVE DIRECTOR
SEARCH COMMITTEE**
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Tuesday, December 16, 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=89197736468>

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 (All times approximate)

I.	Call to Order & Open Meeting Law Statement	4:00
II.	Roll Call of Search Committee Members Attending the Meeting	
III.	Vote to Approve the Minutes of the BRPC Executive Director Search Committee Meeting of December 2, 2025*	4:05
IV.	Open Comments from Berkshire Regional Planning Commission Delegates and Alternate Delegates, not to be further discussed at this meeting by the Search Committee	4:10
V.	Update about the BRPC Executive Director Advertisement	4:15
VI.	Discussion and Vote to Approve the Applicant Eligibility Criteria and Review Process *	4:20
VII.	Discussion about Criteria to be used to Evaluate and Rate Candidates for Consideration for Interviews	4:30
VIII.	Determine Next Meeting Date	4:55
IX.	Adjournment*	5:00

* 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 Berkshire Regional Planning Commission
Executive Director Search Committee Minutes
Tuesday, December 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 Buck Donovan called the meeting to order at 4:00 pm. He stated that BRPC was recording the meeting and said that if anyone else wanted to record it, they needed to inform him.

II. Roll Call: Caitlin Davis, Office Administrator, read the roll call:

Members Present:

Buck Donovan, Search Chair, Lee Delegate
Malcolm Fick, BRPC Chair, Great Barrington Alternate
Sheila Irvin, Berkshire Brownfields Committee Chair, Pittsfield Delegate
Kyle Hanlon, At-Large, North Adams Delegate
John Duval, Former Adams Alternate
Laura Kittross, BRPC Staff
Marybeth Mitts, Select Board Chair, Lenox (joined meeting at 4:10pm)

Others Present:

John Fletcher, Otis Delegate
Mary McGurn, At-Large, Egremont Delegate
Mark Smith, Chair Environmental Review, Lenox Delegate

Staff Present:

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

**III. Open Comments from Berkshire Regional Planning Commission
Delegates and Alternate Delegates, not to be further discussed at this
meeting by the Search Committee.**

There were no comments.

IV. Review and Discussion of the BRPC Executive Director Search.

Tom presented an outline of the search process and highlighted the meeting schedule, touchpoints and what the search committee hopes to accomplish with

advertising the post. This also includes determining the number of candidates (at least 2-3 final candidates, based on what the committee decides) and how they will be rated/evaluated. The recommendation is to conduct 1st round interviews in executive sessions and then conduct 2nd round interviews in open sessions.

Malcolm Fick asked if there were going to be any changes in the process from the last director's search, related to the executive session. Tom mentioned there will be guidance on open meeting law pertaining to the executive sessions and protecting the confidentiality of the candidates.

V. Discussion and Vote to Approve the Material to be Used in the Advertisement of the BRPC Executive Director Position*

Version 2 of the meeting packet sent out was reviewed, including the shortened advertisement for the newspaper, as well as the shortened version of the advertisement. Reviews will begin January 10th with the position remaining open until filled. Laura pointed out there was a typo in the word position. The job posting will include a link to our website and a separate email to send materials to. Only Tom will have access to the BRPC email created for this search, where materials will be received.

Kyle Hanlon motioned to approve the material to be used in the newspaper advertisement and shortened advertisement for posting for the BRPC Executive Director Position. Marybeth Mitts seconded the motion.

There was no discussion on the motion.

The motion passed with affirmative votes from: Buck Donovan, Malcolm Fick, Sheila Irvin, Kyle Hanlon, John Duval, Laura Kittross and Marybeth Mitts.

In further review of the full job description, there were questions regarding whether we captured the primary responsibilities of the position, clarifying the education level listed (MA or equivalent years of experience) and the pay range. Tom explained that the advertisement is tied to the position description which includes more detailed explanation. Laura recommended that the term equivalent years of experience be further defined. Tom reported he would do that and include it to be 11 years of relevant experience. There were comments about the in-person nature of the position and capturing the true essence of the position. The pay range listed in the job description is based on Tom's current salary as of July 2025. John questioned if the range was adequate. Tom stated, if there is a need to make the pay range higher, the executive committee would need to approve it. In the pre-screening material there will be a question regarding salary expectations, and this might weed out some candidates who are asking for a higher range than listed. Other material that was reviewed included the position description that was previously approved by the Executive Committee, information about the application process, and an Agency profile.

Malcolm Fick motioned to approve the corrections to the full position posting about equivalent experience and the additional material for the BRPC Executive Director job posting. Kyle Hanlon seconded the motion.

There was no discussion on the motion.

The motion passed with affirmative votes from: Buck Donovan, Malcolm Fick, Sheila Irvin, Kyle Hanlon, John Duval, Laura Kittross and Marybeth Mitts.

VI. Discussion and Vote to Approve the Locations / Sites to be Used in the Advertisement of the BRPC Executive Director*

The list presented in the packet does not have too many changes from 2017 list used during the last executive director's search. Tom briefly reviewed the sites on the recommended list. The list consists of potential sites; sites used in 2017 and proposed sites, such as Indeed and LinkedIn, to expand networking. The total advertising for posting the position is estimated to be between \$2500-\$3000.

Malcolm Fick motioned to approve the locations/sites used in the advertisement as presented for the BRPC Executive Director Position. Sheila Irvin seconded the motion.

There was no discussion on the motion.

The motion passed with affirmative votes from: Buck Donovan, Malcolm Fick, Sheila Irvin, Kyle Hanlon, John Duval, Laura Kittross and Marybeth Mitts.

VII. Determine next meeting date

The next meeting will be held on Tuesday, December 16th at 4pm. This meeting will include approving the pre-screening and questions to have for the candidates.

VIII. Adjournment*

Malcolm Fick motioned to adjourn the meeting. Sheila Irvin seconded the motion. The motion passed with affirmative votes from: Buck Donovan, Malcolm Fick, Sheila Irvin, Kyle Hanlon, John Duval, Laura Kittross and Marybeth Mitts.

The meeting adjourned at: 4:50pm.



Berkshire Regional Planning Commission (BRPC)

EXECUTIVE DIRECTOR

Application Process and Additional Information

This search is being conducted by the Executive Director Search Committee, appointed by the Chair of BRPC. Please submit an electronic version of a cover letter, your resume, and a one-page statement of your management philosophy for leading a dynamic regional planning agency to the Executive Director Search Committee, Berkshire Regional Planning Commission, via our online application at https://berkshireplanning.org/ed_search_2025/. At this stage in the process, all submissions are confidential.

In accordance with the Massachusetts Open Meeting Law, initial work of considering and interviewing applicants will occur in executive session. Applications are protected from public disclosure under the Massachusetts Public Records Law. However, once finalists have been chosen – meaning at least two individuals to proceed onto the next level of consideration – those finalists must be considered in open session. Therefore, finalists should not expect that their applications will remain confidential at that stage.

Salary is commensurate with experience, within the framework of the Commission's annual budget. The full salary range for the position is \$105,506 - \$163,736.

Starting date is negotiable but anticipated in early Spring of 2026. Application reviews begin January 10, 2026, and will continue until position is filled.

BRPC seeks to build a diverse and experienced team and does not discriminate on the basis of race, ethnicity, age, or gender.



Employment Opportunity EXECUTIVE DIRECTOR

Berkshire Regional Planning Commission is seeking a highly qualified professional as its fourth Executive Director in nearly 60 years. This role provides organizational leadership, advances BRPC's mission, and represents the agency as a trusted, unbiased regional resource.

TO APPLY: Submit an online application via our website. *Application review begins January 10, 2026, and will continue until the position is filled.*

GENERAL DESCRIPTION

The Executive Director is responsible for a wide range of professional, managerial, and supervisory leadership at BRPC. As the organizational head, the Executive Director is critical to maintaining and building organizational effectiveness and implementing BRPC's mission. The Executive Director will continue enhancing BRPC's reputation within Berkshire County as a trusted resource of unbiased, professional information and assistance and a key regional and state player. The Executive Director supports the Commission members in discharging their duties in determining, establishing, and implementing BRPC policy and other related work, as required. This is a full-time, onsite position, with remote work as allowed under BRPC's current telework policy. This position reports to the Commission and the Executive Committee.

PRIMARY RESPONSIBILITIES

- Maintains a working knowledge of trends and significant developments in municipal and regional planning and governance and how they may impact the region.
- Maintains and enhances BRPC's reputation as a trusted, unbiased, professional resource and key regional player.
- Provides leadership to the Commission and Executive Committee in determining, establishing, and implementing policy and in formulating and executing strategic plans aligned with regional and community needs.
- Ensures BRPC's compliance with federal and state laws and regulations and maintains sound fiscal practices that support the organization's financial stability.
- Represents BRPC to the public, media, and elected and appointed officials; advocates for adopted policies and regional positions.
- Leads a diverse professional staff to achieve effective operations, professional development, and a high-quality working climate.

ADDITIONAL RESPONSIBILITIES

- 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.

- Responsible for managing BPC's affiliated non-profit, Berkshires Tomorrow, Inc.

MINIMUM QUALIFICATIONS

- Ten or more years of directly relevant community or regional planning experience with increasing supervisory and management responsibility.
- Master's degree or equivalent (11 years related experience); degree in planning or public administration strongly preferred.
- Knowledge of municipal and regional planning, public finance, budget development, personnel management, and laws/regulations affecting municipal and regional government.
- Strong coalition-building, communication, and leadership abilities; sound judgment and ability to manage multiple priorities.
- Commitment to staff development and team building; experience managing a diverse professional team.
- Ability to travel throughout Berkshire County, MA at all times of the year to attend meetings, events, and training. (Frequent trips to Boston, Springfield, Greenfield, and other locations are required.)
- U.S Citizenship or lawful permanent resident.

PREFERRED QUALIFICATIONS

- Professional certification in planning (AICP) or other related certifications.
- Experience with a similar agency or organization.
- Success in writing, securing, and administering grants; experience with program development and assessment.
- Strong presentation, networking, and relationship-building skills; ability to convey complex information clearly.
- Experience negotiating contracts, agreements, and working arrangements.

PAY RANGE

As of July 01, 2024, the pay range is \$105,506.00-\$163,736.00 per year, depending on education and experience. Market adjustments and merit raises are generally available in July each year. BRPC may not alter the pay range unless the position is re-posted.

BENEFITS

- MA State Retirement System
- Health, Dental & Vision Insurance
- Short-Term Disability, Long-Term Disability, Life Insurance
- Medical & Dependent Care Flexible Spending Accounts (FSA)
- 457b Deferred Compensation Plan
- Generous Paid Time Off (Vacation, Sick, Holidays, Floating Holiday)
- Professional Development Funds
- Employee Assistance Program

This advertisement and the full position description can be found here:

<https://berkshireplanning.org/about/employment-internship-opportunities/>

EEO/SMOKE- AND DRUG-FREE WORKPLACE

BRPC is a smoke- and drug-free workplace that does not discriminate based on race, ethnicity, age, or gender and actively seeks diversity, equity, and inclusion in all its hiring.

No telephone calls. Application review begins January 10, 2026, and will continue until the position is filled.

This advertisement and the full position description can be found here:
<https://berkshireplanning.org/about/employment-internship-opportunities/>

Berkshire Regional Planning Commission (BRPC)

EXECUTIVE DIRECTOR

Position Summary:

The Executive Director serves as the public “face and voice” of the BRPC. The 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 thirty-two 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 review and 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 forty one FTEs and eleven PTEs, directly managing 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 is highly desirable.
- Success in writing, securing, and administering grants is highly desirable.
- Experience in all aspects of program development, management and assessment is highly desirable.
- Strong understanding of public finance and measures of performance is 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.

Berkshire Regional Planning Commission

EXECUTIVE DIRECTOR SEARCH AGENCY PROFILE



BRPC

Berkshire Regional Planning Commission

Berkshire Regional Planning Commission
1 Fenn Street, Suite 201
Pittsfield, MA 01201
413-442-1521
www.berkshireplanning.org



Mission Statement

Berkshire Regional Planning Commission provides leadership and assistance to the County's municipalities, organizations and citizens in achieving County-wide inter-relationships, prosperity, opportunities, quality of life, strength and vibrancy.

SUMMARY

The Berkshire Regional Planning Commission (BRPC) is the regional planning agency for Berkshire County, the westernmost county in the Commonwealth of Massachusetts. The BRPC assists the thirty-two member Berkshire municipalities with a diverse set of topics including community and economic development, community planning, data and information services, emergency preparedness planning, environmental and energy planning, regional services, public health planning and services, and transportation planning.

The Commonwealth approved BRPC and its area of jurisdiction as being Berkshire County in May 1966. The powers and duties of the Commission are set forth in MGL, Chapter 40B.

Working with a professional planning staff and a citizen commission, BRPC seeks to enhance the regional resilience and quality of life in the Berkshires through a wide range of local and county initiatives and direct municipal assistance. By federal mandate, BRPC is responsible for major regional transportation planning programs and projects, and for regional review procedures as required by various federal and state programs.

BRPC's approved FY26 annual budget is \$6.99 million, of which 1.6% comes from member contributions and 98.4% from grants and contracts. Currently there are over 160 active grants and contracts. Current staffing consists of forty one FTEs and eleven PTEs. Under the current organizational structure, seven program managers are managed directly by the Executive Director (see BRPC's organizational chart at [Employment & Internship Opportunities - Berkshire Regional Planning Commission](#)). BRPC has had 3 Executive Directors during its past 59 years. The current retiring Executive Director, has been in that position since 2018 but at BRPC for nearly 29 years.



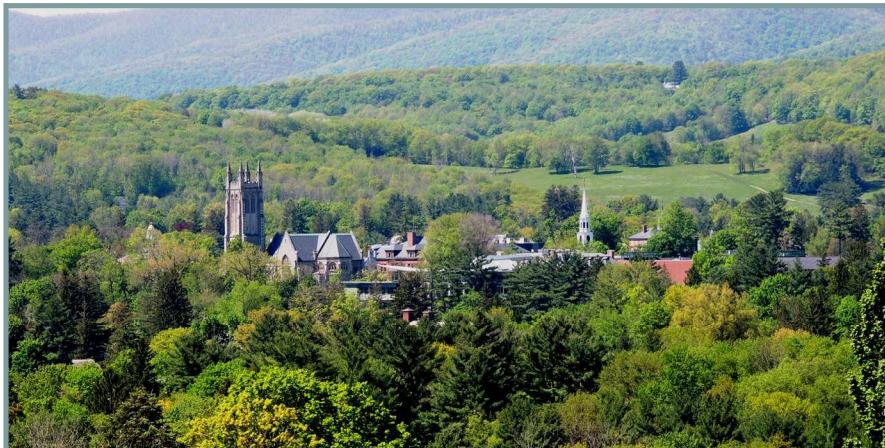
BRPC'S IMPORTANCE

BRPC serves as a voice for Berkshire County communities. The county has no formal county government and frequently BRPC is asked to fill that role. Shared service agreements are popular, but most Berkshire municipalities provide their own services. Increasingly they utilize BRPC's services to assist in developing shared services conducted at the municipal level or through county-wide efforts based at BRPC.

As a municipal forum for its members, BRPC addresses the challenges facing individual communities as well as those that affect the entire Berkshire region. Planning, transportation, telecommunications, economy,

environmental, public health, and land usage present cross-cutting issues that benefit from solutions aimed to improve conditions at both the local and regional levels. BRPC also provides technical assistance and guidance in broader topics of regional interest and concern, including energy, governance, fiscal management and environmental remediation.

BRPC is a focal point for the discussion and evaluation of area-wide, inter-municipal problems and needs, as well as a nexus for the development of collaborative solutions. BRPC serves as a focused voice for the Berkshires when dealing with state and federal agencies and legislation.



BRPC'S Vision

BRPC, as an indispensable source of support and leadership to municipalities, organizations and citizens, effects positive change through its collaborative efforts to achieve Sustainable Berkshires principles and a high quality of life for County residents, including greater economic growth, sustainable resource management, environmental, social and economic equity, and effective governmental and educational services.

BRPC is recognized as the primary:

- ◆ *Source of trusted, reliable Berkshire County data and analysis.*
- ◆ *Provider of technical assistance to Berkshire County municipalities and organizations.*
- ◆ *Convener of interests seeking to seize opportunities for and confront challenges to the Berkshires.*
- ◆ *Advocate on behalf of the collective interests of Berkshire County.*

BRPC'S Values

- ◆ *Enhance the Berkshire's human, environmental and developed resources, including its sense of place and built heritage.*
- ◆ *Provide the highest quality information and analysis is the bases for our work.*
- ◆ *Actively seek, engage and respect varying voices to ensure all viewpoints are considered prior to reaching decision or providing guidance.*
- ◆ *Engage diverse people, organizations and interests within and outside Berkshire County who can effect change in the region.*
- ◆ *Balance competing public interests.*
- ◆ *Nurture and rely upon partnerships and collaborations to provide optimal outcomes.*
- ◆ *Be responsive and open to change and innovation.*
- ◆ *Respect the contributions of staff, community members, and organizations.*
- ◆ *Act with integrity and the highest ethical standards.*

PROFILE OF THE REGION

Berkshire County is the westernmost region in Massachusetts and is one of three counties in the United States bordered by three states (Connecticut, New York and Vermont). It is approximately three hours from both Boston and New York City. Unlike most regions in Massachusetts, the Berkshires are a defined region geographically, economically and socially. Berkshire County has a world-wide reputation for cultural organizations as the home to Tanglewood, Jacobs Pillow Dance Festival, the Clark Art Institute, Massachusetts Museum of Contemporary Art, and the Norman Rockwell Museum, as well as other major professional summer theater organizations and many smaller cultural venues. The County is valued as a center of outdoor recreation with over 203,000 acres of protected land (almost 1/3 of the land area), most accessible to the public for outdoor recreational use, lakes and rivers for fishing, boating and swimming, and an ever-expanding county-wide bike trail. The county offers hundreds of miles of trails, including 89 miles of the Appalachian National Scenic Trail. There are multiple downhill and cross-country skiing venues in and around the county and many miles of snowmobile trails to provide great winter recreational opportunities (see [Parks, Trails & Outdoor Recreation in Berkshire County, MA | Berkshires Outside.](#)) More general information is at, [Visit The Berkshires | Official Guide to The Berkshires, MA](#).

The Berkshire region is renowned for its beautiful landscape. A defining feature of the landscape is the distinct separation of settled and natural areas, and the scenic interface between field and forest.

The current population is 128,047 (2023), decreased from 1970 when it was almost 150,000. Once primarily manufacturing based, the current economy is more diversified, with culture and tourism, education, health services, and manufacturing all now important employment sectors. Like much of the rural northeast and “rust belt” areas, Berkshire County has experienced a loss of younger workers and an increasing aging population. Economically the county lags behind much of Massachusetts. Much of the region’s housing stock is old and in need of renovation. Public transportation is limited to the core areas of the county. As magnified by the COVID pandemic response, public health services are fragmented. The region’s aged and frequently inadequate infrastructure is increasing unable to withstand the impacts from the changing climate. Many of the Commission’s major initiatives try to address these issues. Some examples are digital equity - literacy efforts, the Berkshire Brownfields Program to bring former manufacturing and commercial sites to productive uses, the Community Development Block Grant administration services for housing rehabilitation, the micro-transit effort to provide last mile public transportation, the Berkshire Public Health Alliance providing shared public health inspectional and nursing services and municipal vulnerability preparedness projects, including partnering in the Berkshire Clean, Cold & Connected work.

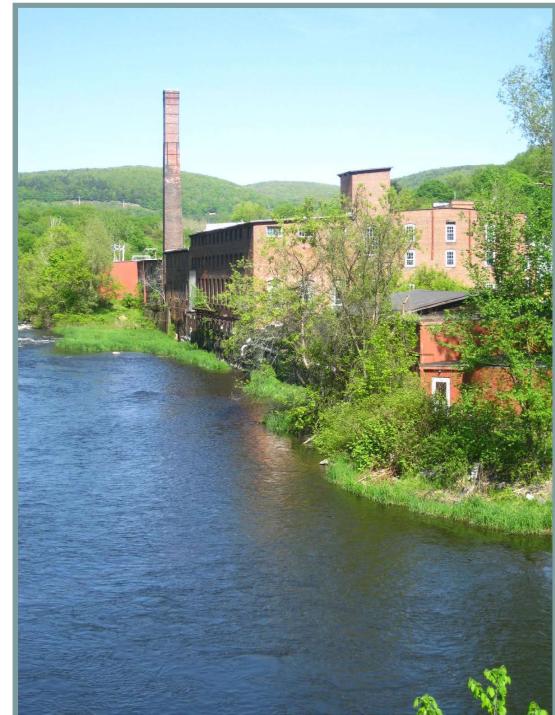
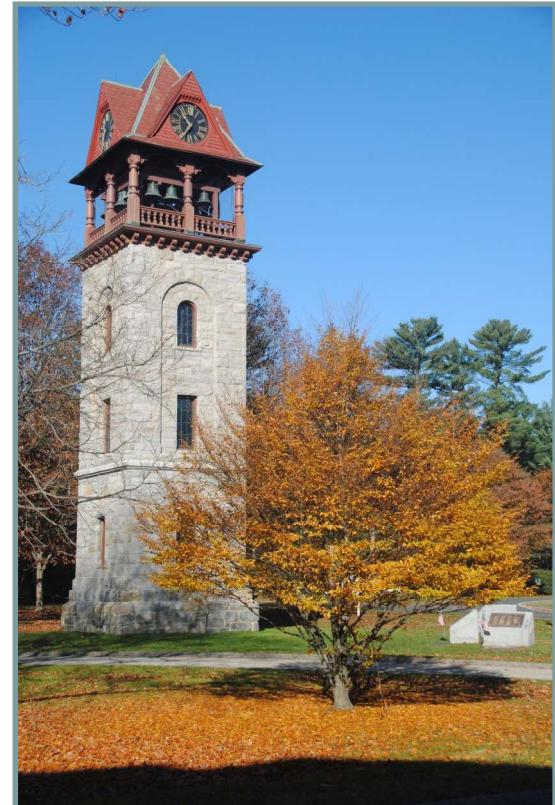
Berkshire County is comprised of two cities and 30 towns. The largest is the City of Pittsfield with a population of 43,559 and the smallest is the Town of Mount Washington with a population of 157. All towns have fewer than 8,000 residents full-time, with some having significant part-time or seasonal populations. Short term rentals make up large percentages of the housing stock in many communities. As in almost all of New England, city and town governments are the primary level of local government and service provider. Increasingly services are being provided collaboratively, sometimes in an ad-hoc fashion and sometimes more formally.



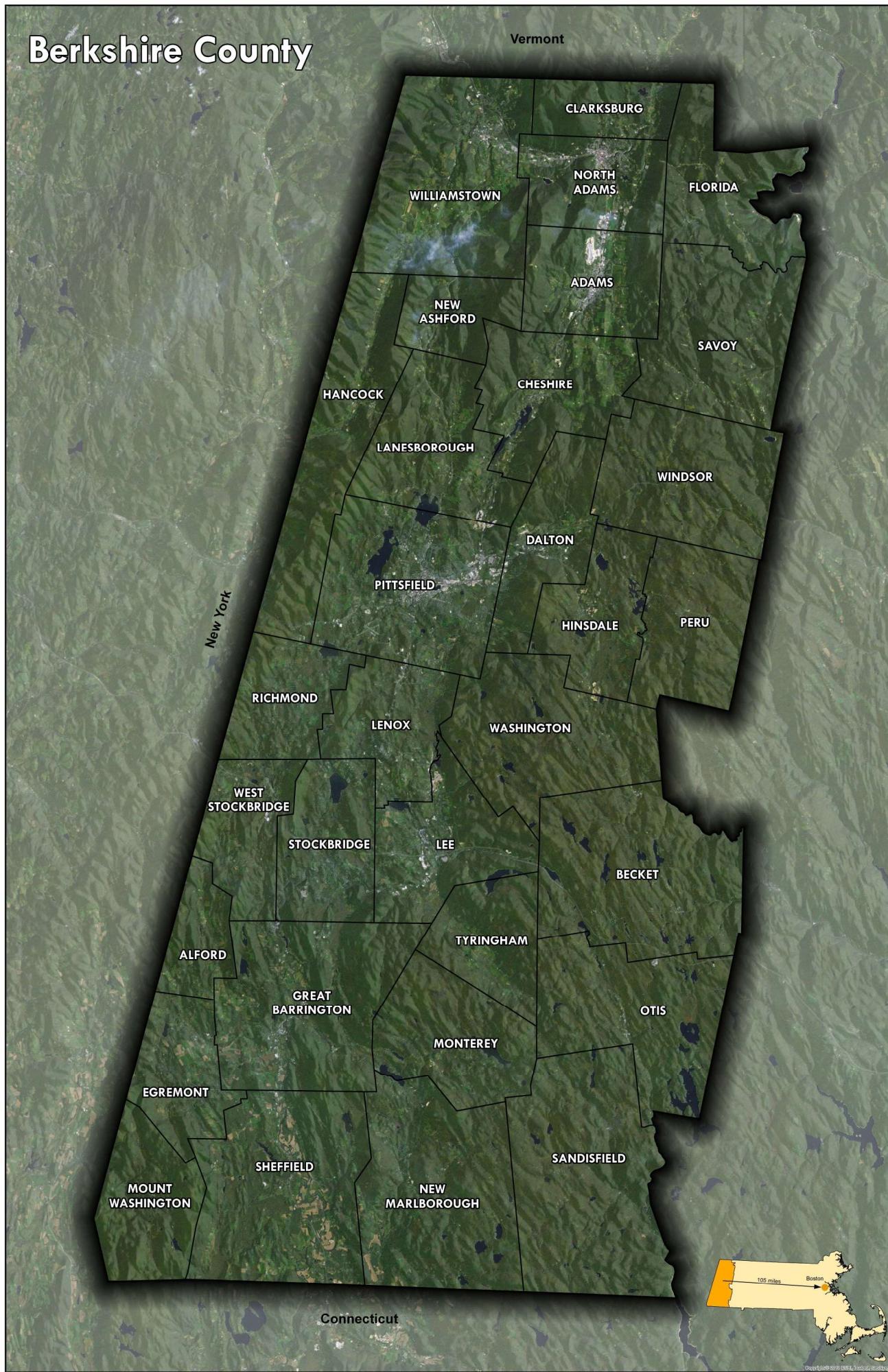
STRATEGIC OPPORTUNITIES AND CHALLENGES FOR BRPC

BRPC offers prospective candidates the opportunity to lead a highly-regarded regional planning agency with an intense commitment to its mission and the communities and region it serves. The new executive director will be expected to build on the exceptional performance realized under the current BRPC team. The Commission remains committed to its established culture and norms, and as well, encourages the new leader to offer fresh ideas and a new perspective on the status quo. Although BRPC is a high-performing, well-regarded, well-run and steadily expanding organization, there are opportunities and challenges for BRPC's new executive director to address, including:

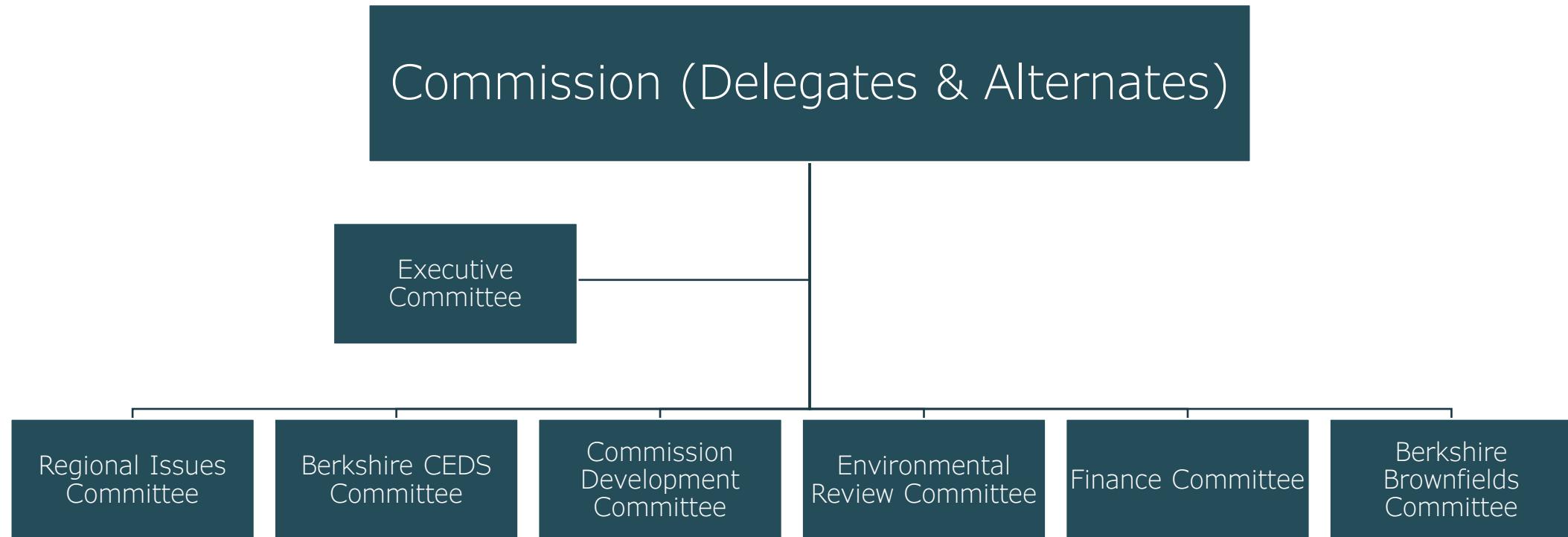
- ◆ Skillfully navigate the Commission through the transition from its current executive director.
- ◆ Continue to adjust the Commission's work program as both community needs and desires and state and federal funding opportunities require.
- ◆ Develop the talents, grow the cohesiveness (in a teleworking environment,) and provide additional support for the Commission's staff.
- ◆ Demonstrate a commitment to recruiting, developing and retaining exceptional staff, while minimizing staff turnover, especially with several senior staff likely to retire in the nearby future.
- ◆ Maintain positive Commission finances in the face of extremely challenging federal, state and private foundation funding, with certainty beyond 12-18 months a rarity and limited local financial capacity.
- ◆ Support the region's state legislators, whose numbers have declined due to re-districting, to advocate for the region.
- ◆ Transition relationships with community and municipal leaders and state and federal agencies and legislators from the current executive director to the new leader and leverage the relationships and connections of Commission members and staff to facilitate the transition.
- ◆ Make appropriate adjustments to deal with being a modest-sized regional planning agency that has seen strong growth over the last decade, resulting in the need for additional structure and resources to deal with its expansion.
- ◆ Continue to respect BRPC's Mission, Vision and Values while leading the Commission and entire organization through a process to establish a refreshed set of goals and objectives under new leadership that will provide opportunities for even greater results for Berkshire County, its municipalities and residents.



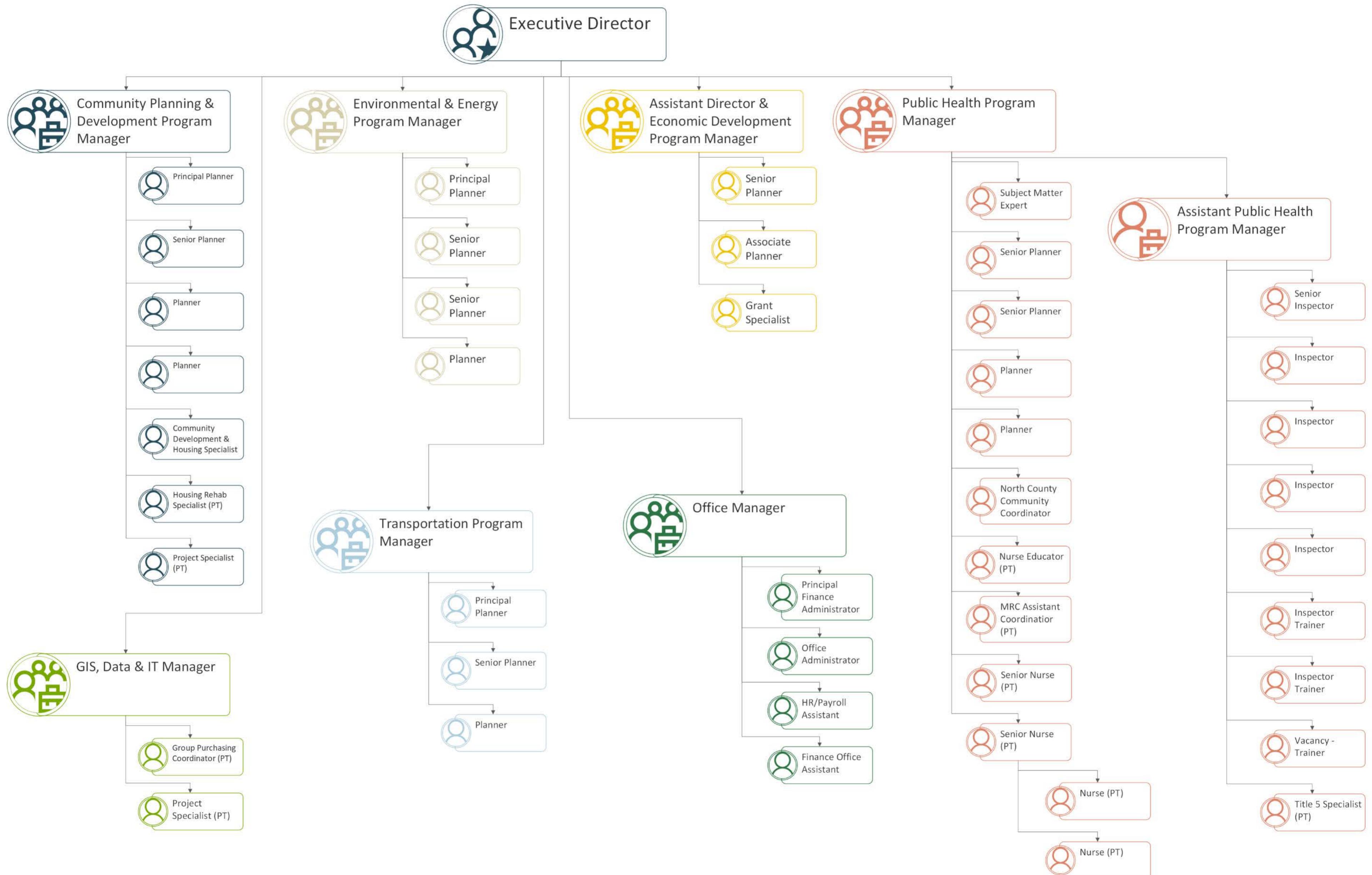
Berkshire County



Berkshire Regional Planning Commission



Berkshire Regional Planning Commission





Full-Time Employee Benefits: For Temporary & Permanent Employees

As of July 1, 2025

Compensation and Pay Schedule

Employees are classified as salaried (exempt) or hourly (non-exempt) based on their assigned role within BRPC's pay plan. This classification is outlined in the employee's offer letter and determines eligibility for overtime or compensatory time, but *does not* affect eligibility for the benefits outlined in this document.

BRPC operates on a semi-monthly pay schedule. Pay periods end on the 15th and the last day of each month. Employees are generally paid on the 19th and the 4th of the following month. Timesheets must be submitted for approval by the deadlines listed in the administrative memo and Outlook calendar reminders.

Pay increases are reviewed annually and may include both a market adjustment and a merit increase. Merit increases typically range from 0% to 3% and take effect at the start of the fiscal year. Employees hired before January 1 are eligible for the full merit increase; those hired after January 1 may be eligible for half of their merit increase. Employees hired within 3 months of the end of the fiscal year may not be eligible for an increase.

Employees at the top of their pay range may be eligible for an annual bonus of up to one week's pay, based on performance.

When an employee is promoted, the new salary will be either the starting salary of the higher grade or 10% above their current salary, whichever is higher.

Work Hours and Flexibility

Full-time employees work a 35-hour week, typically over five 7-hour days. Core business hours are Monday through Friday, 9:00 a.m. to 5:00 p.m., with all staff expected to be available from 10:00 a.m. to 4:00 p.m.

With supervisor's approval, employees may request one of the following work schedules:

- **Five-Day Workweek with Flex Time:** Employees may work extended hours Monday through Thursday in order to leave early, arrive late, or take occasional Fridays off.

- **Four-Day Workweek (Monday-Thursday):** Employees may work four extended days to fulfill the 35-hour weekly requirement.

Employees must clearly reflect their selected schedule in their Outlook calendar.

Telework Policy

Telework is available for eligible roles and at management's discretion. It is not mandatory and may be revoked if performance expectations are not met. New full-time permanent employees are generally expected to work in-office at least four days per week during their first month.

Compensatory Time (Salaried Employees Only)

Full-time salaried (exempt) employees may earn compensatory time at a 1:1 rate for qualified overtime:

- When working beyond an average of 8 hours per day in a pay period (e.g., more than 88 hours in an 11-day pay period).
- When *required* to work on a weekend or holiday, provided the employee has met the minimum required hours for the pay period, not including those worked on the weekend or holiday.

Employees may alternatively adjust their schedule within the same pay period. All compensatory time must be approved in advance whenever possible.

Maximum accrual is 35 hours. Comp time must be used by July 15 of the following fiscal year. Employees must use all comp time before taking unpaid leave. Up to 35 hours of unused comp time may be paid out upon termination.

Leave Benefits

Fixed Holidays

BRPC offers 6 fixed paid holidays each year. Employees are paid 7 hours for each fixed holiday.

Floating Holidays

Employees receive 42 hours of floating holiday leave per fiscal year, pro-rated based on hire date. Floating holiday hours must be used within the same fiscal year and cannot be carried over. Employees may work on a floating holiday and use the time later in the fiscal year.

Vacation Leave (Accrued)

Vacation leave accrues based on months of service:

<i>Months of Employment</i>	<i>Accrued Hours per Pay Period</i>	<i>Accrued Hours per Year</i>	<i>Accrued Days per Year</i>
0-11	3.8	91.2	13.0
12-23	4.1	98.4	14.1
24-35	4.4	105.6	15.1
36-47	4.7	112.8	16.1
48-59	5	120.0	17.1
60-71	5.3	127.2	18.2
72-83	5.6	134.4	19.2
84-95	5.9	141.6	20.2
96-107	6.2	148.8	21.3
108-119	6.4	153.6	21.9
120+	6.7	160.8	23.0

Maximum vacation accrual is 140 hours (4 weeks). In exceptional cases, up to 175 hours (5 weeks) may be approved by the Executive Director. No additional leave is accrued once the cap is reached. Unused vacation time is reimbursed upon termination.

Sick Leave

Employees accrue 4.4 hours of sick leave per pay period, with a maximum accrual of 230 hours (approximately 33 days).

Jury Duty

Employees receive paid leave for up to three full days (21 hours) of jury service.

Insurance Benefits

Health & Dental Insurance - Blue Cross Blue Shield (via MIIA)

Coverage begins on the employee's first day of work. BPRC pays 75% of the monthly premium; the remaining 25% is paid through pre-tax payroll deductions.

BPRC has two health plan options:

- **HMO (Network Blue New England):** Requires a primary care provider and referrals for specialists. In-network only, except in emergencies.
- **PPO (Blue Care Elect Preferred):** Access to in- and out-of-network providers without referrals. Lower costs for in-network care.
- **Dental Blue Freedom** includes preventive, basic, and major restorative services.

Vision Insurance – Blue 20/20 (BCBS)

Optional vision coverage is available and fully employee-paid via post-tax payroll deduction. The plan provides discounts on exams, glasses, contacts, and laser procedures.

Life and Disability Insurance – Mutual of Omaha

Coverage begins on the employee's first day of work. BRPC contributes 75% of the premium; employees pay the remaining 25% through payroll deductions.

- **Life Insurance:** \$50,000 in coverage, including Accidental Death & Dismemberment.
- **Short-Term Disability:** 60% of weekly earnings (up to \$1,000/week) after a 7-day waiting period.
- **Long-Term Disability:** 60% of monthly earnings (up to \$3,000/month) after a 90-day waiting period or expiration of short-term benefits.

Employees who decline enrollment at hire may be required to provide Evidence of Insurability and may be subject to pre-existing condition limitations.

Voluntary Pre-Tax Benefits

457b Deferred Compensation Plan (Mission Square)

Voluntary participation through Mission Square Retirement (formerly ICMA) allows for pre-tax retirement contributions with flexible investment options.

Flexible Spending Accounts (TASC)

Employees may elect to contribute pre-tax dollars toward medical, dental, or child care expenses via payroll deduction.

Retirement & Payroll Withholdings

BRPC participates in the Massachusetts State Employees' Retirement System (MSERS). All permanent, full-time employees are required to contribute 9% of gross wages, plus an additional 2% on any earnings over \$30,000.

Employees become vested with 10 years of service. MSERS-covered earnings are not subject to Social Security. Retirees may be subject to Social Security benefit reductions under the Windfall Elimination Provision or Government Pension Offset.

Employees who separate before retirement may request a refund or rollover of their contributions.

Temporary employees do not participate in MSERS but contribute to Social Security. If later converted to a permanent role, they may be eligible to "buy back" prior service time.

Medicare Tax

All full-time and regular employees pay Medicare tax at the current rate.

Supplemental Benefits and Reimbursements

Mileage Reimbursement

Approved business travel using a personal vehicle is reimbursed at the current IRS rate.

Professional Development

Employees may receive reimbursement for memberships, professional development workshops, and training activities related to their role.

Cell Phone Reimbursement

When a cell phone is required for a Program Manager or Inspector to perform their job duties, the Executive Director may approve reimbursement of up to 50% of the monthly cost, not to exceed \$50. Reimbursement requests must be submitted via monthly expense forms with supporting documentation and charged to Admin.

Relocation Reimbursement

Up to \$1,500 is available for new hires relocating from more than 30 miles away. This includes travel for house hunting and moving expenses. Employees who leave within one year must repay 100%, and 50% if they leave within two years.

Other Conditions of Employment

Conflict of Interest:

Because BRPC employees work for a Commission composed of local planning board members, staff are requested not to serve on local Planning Boards, Zoning Boards of Appeal, Conservation Commissions, Boards of Selectmen, or City Councils within the district. This is to avoid any appearance of conflict of interest. Any employee considering such service is required to obtain a formal determination from the State Ethics Commission.

Consulting Restriction:

Employees may not engage in private professional planning work for clients within the Berkshire Regional Planning Commission District without prior written approval from the Executive Director.

Executive Director Application

Application for the Executive Director position with the Berkshire Regional Planning Commission.

Step 1 of 5



Before You Begin

Please have the following documents ready to upload (pdf, doc, or docx format accepted):

- Your resume
- Your cover letter
- A one-page statement of your management philosophy

Application review will begin on **January 10, 2025**.

We encourage you to thoroughly review all posted materials—including the application instructions, agency profile, organizational charts, and benefits information—before submitting an application.

Please, no telephone calls. General questions may be directed to EDsearch@berkshireplanning.org.

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 [Save and Continue Later](#)

Executive Director Application

Application for the Executive Director position with the Berkshire Regional Planning Commission.

Step 2 of 5

Your Personal Information

Your Name (Required)

First

Last

Your Email Address (Required)

Enter Email

Confirm Email

Location (Required)

City

State / Province / Region

Country

Your Phone (Required)

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Executive Director Application

Application for the Executive Director position with the Berkshire Regional Planning Commission.

Step 3 of 5



File Upload

Resume (Required)

Please upload your resume.

[Browse...](#)

No file selected.

Accepted file types: pdf, doc, docx, Max. file size: 25 MB.

Cover Letter (Required)

Please upload your cover letter.

[Browse...](#)

No file selected.

Accepted file types: pdf, doc, docx, Max. file size: 25 MB.

Statement of Management Philosophy (Required)

Please upload a one-page statement of your management philosophy.

[Browse...](#)

No file selected.

Accepted file types: pdf, doc, docx, Max. file size: 25 MB.

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Executive Director Application

Application for the Executive Director position with the Berkshire Regional Planning Commission.

Step 4 of 5

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Application Questions

Please complete the questions below to accompany your application materials.

Preferred Pronouns

We invite you to share your preferred pronouns (e.g., she/her, he/him, they/them). This is entirely optional and offered to support inclusive and respectful interactions.

Are you currently authorized to work in the United States without need for current or future visa sponsorship?

(Required)

- No, I am not authorized to work in the U.S.
- I am authorized now but will need sponsorship in the future.
- Yes, I am authorized without the need for sponsorship.

Are you willing to undergo a background check in accordance with federal, state, and local law/regulations?

(Required)

- Yes
- No

This role includes a mix of remote work and on-site visits in Berkshire County, MA. Please select the option that best describes your situation.

(Required)

- I currently live within commuting distance.
- I have secured housing or made concrete plans to relocate.
- I have family, professional, or other ties that support relocation to the area.
- I do not currently live within commuting distance and do not have relocation plans.

Do you have a valid driver's license and reliable transportation to travel throughout Berkshire County and other areas of Massachusetts, year-round, to attend meetings, and events?

(Required)

- Yes
- No

Are you willing to participate in the MA state retirement system as a condition of employment?

(Required)

BRPC participates in the Massachusetts State Retirement System. This full-time role will contribute to the state retirement plan, and NOT Social Security.

- Yes
- No

Which best describes your compensation expectations? (Required)

The full pay range for this role is \$105,506.00-\$163,736.00 per year. Starting pay is typically near the lower end of the range, to allow for increases over time.

- \$105,506 – \$124,916 (lower)
- \$124,917 – \$144,326 (mid)
- \$144,327 – \$163,736 (upper)
- I am flexible within the posted range.
- I am not comfortable with the posted range.

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Executive Director Application

Application for the Executive Director position with the Berkshire Regional Planning Commission.

Step 5 of 5

Professional Experience Overview

In the following section, please indicate your years of professional experience, including volunteerism at a professional level for each of the categories below.

Municipal Government
(Required)

0 Years of Experience 

State Government **(Required)**

0 Years of Experience 

Federal Government **(Required)**

0 Years of Experience 

Regional Government
(Required)
(e.g. County)

0 Years of Experience 

Public Regional Organization
(Required)
(e.g. Regional Planning Agency)

0 Years of Experience 

Non-Profit Organization
(Required)
501 (C)(3)

0 Years of Experience 

Other **(Required)**

0 Years of Experience 

NOTE

All question options are:
0 Years of Experience
1-5 Years of Experience
6-9 Years of Experience
10+ Years of Experience

An "Other (Please Describe" box appears when more than 0 years is selected for Other.

Leadership and Organizational Oversight

Please indicate the largest annual budget you have managed or overseen. **(Required)**

- Less than 1 million
- \$1 million to \$5 million
- \$6 million to \$10 million
- More than \$10 million

Please indicate the greatest number of employees or volunteers that you have managed.

(Required)

- None
- 1-5
- 6-10
- 11-50
- Greater than 50

In which of the following areas have you professionally worked (i.e., held management responsibility for a final deliverable)?

(Required)

(Select all that apply)

- Comprehensive Municipal Planning (e.g. Comp Plans)
- Transportation Planning
- Economic Development
- Community Development
- Environmental Planning
- Energy Planning
- Municipal Service Delivery

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[Submit Application](#)

 [Save and Continue Later](#)



MEMORANDUM

TO: Executive Director Search Committee Members
FROM: Thomas Matuszko, Executive Director
DATE: December 12, 2025
SUBJ: December 16, 2025 Executive Director Search Committee Meeting

This memorandum contains an explanation about some of the items listed in the Meeting Notice and Agenda

V. Update about the BRPC Executive Director Advertisement

The combined advertising material is contained in the meeting packet. We are using an application form, a copy of which is also included in the meeting material. This form requires all applicants to include all the required material and respond to some pre-screening questions before an applicant can submit an application.

The advertising material was posted on the BRPC website on December 5, 2025 and on the other sites early in the following week. The advertisement was posted on the following sites:

- APA Massachusetts Chapter
- APA NY Metro Chapter
- APA Upstate NY Chapter
- Berkshire Eagle
- BRPC Website
- Indeed
- Job Quest (Mass Hire)
- Massachusetts Association of Community Development Cooperations (MACDC)
- LinkedIn
- Mass Planners Listserv
- APA (American Planning Association)
- Association of Metropolitan Planning Organizations (AMPO)
- International County Managers Association (ICMA)
- National Association of Development Organizations (NADO)
- National Association of Regional Councils (NARC)
- The Jobs Thing @ 1Berkshire
- Masterlist Job Board - State House News Service

We did not post on the APA Northern New England Chapter and APA Connecticut Chapter as those sites required us to be members. We did not yet

post on the MMA site as a non-member rate is somewhat expensive. The total cost of the advertisements thus far is \$2,409.

VI. Discussion and Vote to Approve the Applicant Eligibility Criteria 4:20 and Review Process *

Please refer to the memorandum that explains this agenda item.

VII. Discussion about Criteria to be used to Evaluate and Rate Candidates 4:30 for Consideration for Interviews

Please refer to the memorandum that explains this agenda item.



MEMORANDUM

TO: BRPC Executive Director Search Committee Members

FROM: Thomas Matuszko, Executive Director

SUBJ: BRPC Executive Director Eligibility Screening Process

DATE: December 11, 2025

This memorandum describes the proposed process and eligibility criteria used to evaluate the applications for the BRPC Executive Director position to determine if applicants are eligible for further consideration. No further action will be done by the Search Committee on ineligible applications. Ineligible applicants will be notified. Eligible applicants will be reviewed and evaluated for possible 1st round interviews.

BRPC staff will conduct the initial eligibility screening according to the following criteria:

- Authorized to work in the US
- Willing to undergo background check
- Driver's license and willing to travel
- Willing to participate in the state retirement system
- Willing to accept the stated pay range
- Master's degree and at least 10 years in Municipal government, State government, Federal government, Public Regional Organization, Non-Profit organization, other
- Less than master's degree and at least 11 years in Municipal government, State government, Federal government, Public Regional Organization, Non-Profit organization, other
- Evidence of supervisory and management experience

BRPC used an application form. To submit an application, an applicant had to provide all the required information, cover letter, resume and one-page statement of management philosophy.

In instances where it was not explicitly clear about eligibility, those applicants will be brought to the committee for a determination.



MEMORANDUM

TO: BRPC Executive Director Search Committee Members

FROM: Thomas Matuszko, Executive Director

SUBJ: BRPC Executive Director Eligibility Screening Process

DATE: December 14, 2025

This memorandum describes the proposed way to evaluate the eligible applications for the BRPC Executive Director position for possible 1st round interviews.

The accompanying Application Evaluation Form proposes a weighted point system to evaluate candidates based on criteria from the position advertisement and position description. Those items deemed the most important are given a higher weight. I tried to quantify the essential elements in each criterion to help with the scoring. I propose that the total scores of all the candidates be added together and those candidates with the highest scores be offered a 1st round interview. The Search Committee needs to determine the number of candidates being offered first round interviews, provided at least two and preferably three candidates are interviewed.

This scoring evaluation is intended to be a guide as there are always intangible assets of individuals. I am proposing that the Search Committee be allowed to decide to interview a low scoring candidate at the request of one or more Search Committee members.

For Tuesday's meeting please:

- Review the proposed selection of the criteria to verify that the essential elements of the position are included
- Review the proposed weighing factors to verify the relative importance of the qualification
- Review the proposed scoring guidance for each criterion

Executive Director – January 2026

Candidate Number: _____ Date Reviewed: _____ Reviewed By: _____

Part 1: Experience Review (Scored Criteria)

Criteria	Strong (3)	Acceptable (2)	Limited (1)	None (0)	Score subtotal (0-3)	Weighing factor	SCORE total (Subtotal x weight)
Education	Master's degree in planning	Master's degree in public administration	Bachelor's degree in planning or public administration	No degree in planning or public administration	0	2	0
Experience – Directly Related	10 or more years of regional planning experience	More than 10 years of community (municipal) planning experience	Less than 10 years of regional planning or community (municipal) planning experience	No regional planning or community planning experience	0	3	0
Experience – Other Public	More than 10 years of county government experience	More than 10 years of state government experience	More than 10 years of federal	Less than 10 years of other public experience	0	1	0
Experience – Nonprofit	Substantial, sustained professional experience in one or more organizations	Meaningful but limited professional exposure	Brief, indirect or narrowly scoped exposure	No identifiable experience	0	1	0
Experience - Location	Relevant professional experience working in Berkshire County	Relevant professional experience working in Massachusetts	Relevant professional experience working in the Northeast	Never worked in the Northeast	0	3	0

Criteria	Strong (3)	Acceptable (2)	Limited (1)	None (0)	Score subtotal (0-3)	Weighing factor	SCORE total (Subtotal x weight)
Experience – Committee/Board Leadership	Sustained leadership or leadership level support (5+ years) of a Board of Directors or Board/Committee	Some leadership or leadership level support (1-4 years) of a Board of Directors or Board/Committee	Limited leadership or leadership level support (less than 1 year) of a Board of Directors or Board/Committee	No leadership or leadership level support of a Board of Directors or Board/Committee	0	1	0
Experience - Tenure	Remained in at least one position for 10 or more years	Remained in more than one position for 5- 9 years	Remained in at least one position for 5- 9 years	Did not remain in a position at least 5 years	0	2	0
Professional Certification	AICP certification, and at least one other relevant professional certification	AICP certification	One relevant professional certification	No professional certifications	0	.75	0.0
Knowledge-Planning	Four or more areas of knowledge from comprehensive municipal, regional, transportation economic development, community development environmental, energy planning, municipal service delivery	Three areas of knowledge from comprehensive municipal, regional, transportation economic development, community development environmental, energy planning, municipal service delivery	Two areas of knowledge from comprehensive municipal, regional, transportation economic development, community development environmental, energy planning, municipal service delivery	One or less areas of knowledge from comprehensive municipal, regional, transportation economic development, community development environmental, energy planning, municipal service delivery	0	2	0

Criteria	Strong (3)	Acceptable (2)	Limited (1)	None (0)	Score subtotal (0-3)	Weighing factor	SCORE total (Subtotal x weight)
Knowledge - Management	Three or more areas of knowledge from public finance, agency budget preparation and management, personnel management, intergovernmental relations	Two areas of knowledge from public finance, agency budget preparation and management, personnel management, intergovernmental relations	One area of knowledge from public finance, agency budget preparation and management, personnel management, intergovernmental relations	No areas of knowledge from public finance, agency budget preparation and management, personnel management, intergovernmental relations	0	1.5	0.0
Knowledge - Regulatory Framework	Direct and extensive experience writing or enforcing relevant laws, regulations or administrative requirements	Demonstrated experience interpreting relevant laws, regulations or administrative requirements	Limited experience interpreting relevant laws, regulations or administrative requirements	No experience interpreting relevant laws, regulations or administrative requirements	0	1	0
Knowledge - Grant Writing and Management	Experience preparing and managing multiple grants (3+) over \$500,000, of different types or over multiple cycles	Experience preparing and managing some grants (3 or less) over \$500,000	Experience preparing and managing small grants (under \$500,000)	No grant preparation or management experience	0	.75	0.0
Agency / Organization Management-Budget Size	Greater the \$10 million	\$6 - \$10 million	\$1 - \$5 million	Less than \$1 million	0	.75	0.0
Agency / Organization Personnel Size Managed	Greater than 50	11-50	6-10	1-5	0	.75	0.0

Criteria	Strong (3)	Acceptable (2)	Limited (1)	None (0)	Score subtotal (0-3)	Weighing factor	SCORE total (Subtotal x weight)
Philosophy Statement - Style	Clearly written, error free, succinct, easy to read and understand	Professionally written and generally clear, with minor issues in organization or clarity	Meets basic requirements but lacks clarity, organization or polish	Hard to understand or follow; contains significant or distracting errors	0	1	0
Philosophy Statement - Approach	Contains meaningful comments and strong balance between the 3 areas of agency management, staff engagement & development and community engagement and collaboration	Contains mention of the three areas of agency management, staff engagement & development and community engagement and collaboration	Contains mention of less than three areas of agency management, staff engagement & development and community engagement and collaboration	No mention of three areas of agency management, staff engagement & development and community engagement and collaboration	0	2	0
<i>(For the form to calculate automatically, each time you enter a value you need to go into the score total cell and hit F9 on your computer.)</i>							
Total 0.0							

Comments on the candidates:

Your recommendation for 1st round interview (Yes or No)

Yes	No

Based on the number and quality of responses, the Search Committee will determine the number of candidates to invite for 1st round interviews. Scores from the Search Committee members will be added together. Those candidates with the highest scores will generally be invited for interviews. A Search Committee member may also recommend a candidate who they believe would be a strong candidate, but who did not score high on the evaluation criteria. The committee will make decisions on those candidates.

DRAFT