



**APPROVED 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 Snizek, 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.