



**DRAFT Berkshire Regional Planning Commission
Executive Director Search Minutes
Tuesday, December 16, 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 4pm. 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

Others Present:

Mark Smith, Environmental Review Chair, Lenox Delegate

Staff Present:

Tom Matuszko, Executive Director
Marianne Sniezek, Office Manager
Caitlin Davis, Office Administrator
Krystal Bartley, Human Resources/Payroll Assistant

III. Vote to Approve the Minutes of the BRPC Executive Director Search Committee Meeting of December 2, 2025*

Malcolm Fick motioned to approve the Minutes from the 12.2 Search Committee minutes. 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, John Duval, Laura Kittross and Marybeth Mitts.

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

No comments.

V. Update about the BRPC Executive Director Advertisement

Most of the advertising places BRPC had listed have posted the position. There were a few that were not posted due to figuring out membership status, including the MMA site. BRPC is working on getting those ads posted. The advertising process went smoothly. Tom reported that he included the entire advertisement in the meeting material to allow Committee members to send it out to those they think might be interested.

Malcolm Fick made a comment about the fourth step on the application form regarding relocation. There was not an option listed about not living in the Berkshires but willing to relocate to the area. Krystal will update the question about relocation and be clearer, so it does not exclude any candidates from not being able to answer the question or move forward in the application process.

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

The applicant eligibility criterion is to screen out ineligible applicants. Tom reviewed the list with the search committee. Malcolm Fick asked if working one year is equivalent to an MA degree which Tom confirmed was equivalent.

Laura Kittross made a comment regarding the question about having a driver's license. The search committee discussed whether this should be a requirement if the candidate cannot drive or require accommodation and should there be a section to disclose identifying with having a disability. It will be updated to include this language, as well as if candidates have reliable transportation (in lieu of a driver's license).

Malcolm Fick motioned to approve the Applicant Eligibility Criteria and Review Process with amendments related to driver's license and reliable transportation. 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.

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

Tom reviewed the Application Evaluation Form and the weight/scoring system for candidates and how the search committee will evaluate applicants and ask questions. This form is not definitive for the search committee.

The following changes were proposed:

- Experience – Other Public – increase score to 2
- Knowledge Management- increase score to 2
- Knowledge-Grant Writing-increase score to 1
- Philosophy Style-increase score to 2
- Knowledge Planning- include Public Health
- Agency Organization/Personnel size- Clarify exposure to organization and management budget size with supervisory experience
- Add criteria related to direct supervision
- Add criteria related to experience collaboration/coalition building with stakeholders

Laura asked a question about the number of applicants that would be brought in for first interviews. Tom responded by saying it is a decision of the committee and would likely depend on the number and quality of applicants. The law states that at least two, preferably three, candidates must be presented to the Commission for a vote.

If there are additional comments, the search committee will send them to Tom to update the form before the next search committee meeting. BRPC staff will pre-populate areas.

VIII. Determine next meeting date

Monday, December 22, 2025, 4pm.

The meeting minutes from this meeting and the criteria form will be voted on at the next meeting. John Duval suggested at the next meeting to go over the confidentiality of the candidates and the executive sessions. Krystal mentioned that on the applications their names and pronouns are removed and they are listed as 'candidate 1, candidate 2', etc. Job location was asked to remain on the applications, but the candidate's current living location should be removed for confidentiality purposes.

IX. Adjournment*

Kyle Hanlon motioned to adjourn the meeting. Malcolm Fick 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 4:55pm.



BRPC

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MEMORANDUM

TO: Executive Director Search Committee Members
FROM: Thomas Matuszko, Executive Director
DATE: December 19, 2025
SUBJ: December 22, 2025, Executive Director Search Committee Meeting

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

VI. Vote to Approve Criteria to be used to Evaluate and Rate Candidates 4:10 for Consideration for Interviews*

The criteria to be used to evaluate and rate potential candidates has been updated based on the discussion at the last meeting.

VII. Review and Discussion of Confidentiality and Conflict of Interest Requirements

Confidentiality

The hiring process states the Search Committee will conduct 1st round interviews in Executive Session as allowed by M.G.L. c. 30A, § 21(a)(8), which states:

A public body may meet in executive session only for the following purposes:.....

8. To consider or interview applicants for employment or appointment by a preliminary screening committee if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants; provided, however, that this clause shall not apply to any meeting, including meetings of a preliminary screening committee, to consider and interview applicants who have passed a prior preliminary screening;

Furthermore, M.G.L. c. 268A, § 23(c)(2), Conflict of Interest Law Code of Conduct Restrictions, states:

No current or former officer or employee of a state, county or municipal agency shall knowingly, or with reason to know: (2) improperly disclose material or data within the exemptions to the definition of public records as defined by section seven of chapter four, (which defines public records) and were acquired by him in the course of his official duties nor use such information to further his personal interest.

Therefore the 1st round interviews and related evaluation material are to be kept confidential.

Conflict of Interest

In Massachusetts, serving on a Search Committee for a public entity involves complying with the Massachusetts Conflict of Interest Law (G.L. c. 268A). Search Committee members cannot use their public role for personal gain.

If a potential conflict or the appearance of impropriety exists, Search Committee members are expected to disclose the facts to the Berkshire Regional Planning Commission Chair and the Berkshire Regional Planning Commission Executive Director and the [State Ethics Commission](#).

If a relative (spouse, child, parent, sibling) applies for the position, Search Committee members are expected to recuse themselves from any deliberations about that applicant.

If an applicant's hire may affect their finances (e.g., a business partner, bonus, etc.), Search Committee members are expected to disclose the facts to the Berkshire Regional Planning Commission Chair and the Berkshire Regional Planning Commission Executive Director and the [State Ethics Commission](#) before taking any action regarding an applicant.

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	2±	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 – Collaboration / Coalition Building	<u>Substantial, sustained experience developing, leading, working with multiple coalitions / partnerships</u>	<u>Substantial, sustained experience developing, leading, working with one coalition / partnership</u>	<u>Participation on at least one coalition / partnership</u>	<u>No identifiable experience</u>	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

Criteria	Strong (3)	Acceptable (2)	Limited (1)	None (0)	Score subtotal (0-3)	Weighing factor	SCORE total (Subtotal x weight)
Knowledge-Planning	Four or more areas of knowledge from comprehensive municipal, regional, transportation economic development, community development environmental, energy planning, municipal service delivery, <u>public health</u>	Three areas of knowledge from comprehensive municipal, regional, transportation economic development, community development environmental, energy planning, municipal service delivery, <u>public health</u>	Two areas of knowledge from comprehensive municipal, regional, transportation economic development, community development environmental, energy planning, municipal service delivery, <u>public health</u>	One of less areas of knowledge from comprehensive municipal, regional, transportation economic development, community development environmental, energy planning, municipal service delivery, <u>public health</u>	0	2	0
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	2 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

Criteria	Strong (3)	Acceptable (2)	Limited (1)	None (0)	Score subtotal (0-3)	Weighing factor	SCORE total (Subtotal x weight)
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 1	0.0
<u>Exposure to Agency / Organizational Management-Budget Size</u>	Greater the \$10 million	\$6 - \$10 million	\$1 - \$5 million	Less than \$1 million	0	.75	0.0
<u>Exposure to Agency / Organization Personnel Size Managed</u>	Greater than 50	11-50	6-10	1-5	0	.75	0.0
<u>Direct Supervision Experience</u>	<u>Greater than 10</u>	<u>6-10</u>	<u>2-5</u>	<u>Less than 2</u>	0	<u>1</u>	
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 2	0

Criteria	Strong (3)	Acceptable (2)	Limited (1)	None (0)	Score subtotal (0-3)	Weighing factor	SCORE total (Subtotal x weight)
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
(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.)						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

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.