



BRPC

Berkshire Regional Planning Commission

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MEETING NOTICE

There will be a meeting of the **EXECUTIVE COMMITTEE**
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Thursday, December 4, 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=87600576129>

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 Executive Committee Members Attending the Meeting
- III. Vote to Approve the Minutes of the Executive Committee Meeting of November 6, 2025*
- IV. Financial Reports and Discussion (4:05)
 - A. Vote to Approve the October 29, 2025 – November 24, 2025 Expenditures Report*
 - B. Report on Accounts Receivable – November 2025
 - C. Report on the Line of Credit – November 2025
- V. Open Comments from Berkshire Regional Planning Commission Delegates and Alternate Delegates, not to be further discussed at this meeting by the Executive Committee (4:10)
- VI. Items Requiring Action* (4:15)
 - A. Vote to Submit a Grant Application to the Massachusetts Executive Office of Technology Services and Security – Office of Municipal & School Technology Cybersecurity Awareness Grant Program *
 - B. Vote to Ratify the Submission of a Grant Application to the MOSAIC RIZE Municipal Matching Grant Program*
 - C. Vote to Approve BRPC's Proposed Revision to the Disposal of Surplus Equipment Policy*
 - D. Vote to Approve BRPC's proposed Whistleblower Policy*
 - E. Vote to Conditionally Approve Berkshire Regional Planning Commission's Fiscal Year 27 Assessment Subject to Ratification at the Next Commission Meeting. Options Include No Increase from FY26, a 1% Increase from FY26 or a 2.5% Increase from FY26*
- VII. Committee Updates, Reports, and Discussion (4:30)
 - A. Commission Development Committee
 - B. Environmental Review Committee
 - C. Finance Committee
 - D. Regional Issues Committee

- E. Berkshire Brownfields Committee
- F. Berkshire Metropolitan Planning Organization
- G. Comprehensive Economic Development Strategy (CEDS) Committee
- H. Transportation Advisory Committee (TAC)
- VIII. Executive Director's Report and Discussion (4:35)
 - A. Report on New Contracts / Agreements
 - B. Berkshires Tomorrow Inc. (BTI) Update
 - C. Staff Updates
 - D. Seasonal Communities Advisory Council Update
 - E. Passenger Rail
 - F. Citizen Planner Training Collaborative (CPTC) Fall/Winter Workshops
 - G. Clean Energy Model Bylaw Comments
 - H. Waiver of Notice Request – Proposed Agricultural Preservation Restriction New Marlborough
 - I. Massachusetts Environmental Policy Act (MEPA) Regulations Comments
 - J. Massachusetts Integrated Land Use Strategy (MILUS)
- IX. Old Business and Discussion (4:45)
 - A. Update and Discussion about the Executive Director Search Process
 - B. Update and Discussion about the BRPC Treasurer Position
- X. New Business and Discussion (4:50)
 - A. Discussion about Topics for the January 15, 2026 Commission Meeting
 - B. Next Executive Commission Meeting Date
- XI. Adjournment* (5:00)

* Items Requiring Action



**DRAFT Berkshire Regional Planning Commission
Executive Committee Minutes
Thursday, November 6, 2025**

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

I. Call to Order & Open Meeting Law Statement

Chair Malcolm Fick called the meeting to order at 4:02PM. He stated that BRPC was recording the meeting and said that if anyone else wanted to record it, they needed to inform him.

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

Members Present:

Malcolm Fick, Chair, Great Barrington Alternate
Buck Donovan, Vice Chair, Lee Delegate-joined meeting at 4:51PM
Sheila Irvin, Berkshire Brownfields Committee Chair, Pittsfield Delegate
Mark Smith, Environmental Review Committee Chair, Lenox Delegate
Kyle Hanlon, At-Large, North Adams Delegate
Christine Rasmussen, Regional Issues Committee Chair, Stockbridge Alternate
Sam Haupt, At-Large, Peru Delegate
Douglas McNally, Commission Development Chair, Windsor Delegate

Others Present:

Alvin Blake, Becket, Delegate
Mary McGurn, Egremont, Delegate
Laura Mensi, Monterey, Delegate
Kate Fletcher, Stockbridge, Delegate

Staff Present:

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

II. Vote to Approve the minutes of the Executive Committee meeting of October 2, 2025, Minutes

Doug McNally motioned to approve the October 2, 2025, meeting minutes with the changes to the dates. Kyle Hanlon seconded the motion. Malcolm Fick, Sheila Irvin, Christine Rasmussen, Kyle Hanlon, Sam Haupt and Doug McNally all voted affirmatively. Mark Smith abstained.

III. Financial Reports and Discussion

A. Vote to Approve the September 19, 2025 – October 28, 2025, Expenditures Report

Sheila Irvin motioned to approve the September 19, 2025 – October 28, 2025, expenditures report. Sam Haupt seconded the motion.

There was no discussion

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

B. Report on the Accounts Receivable October 2025

Tom reported that some items were paid- City of Pittsfield that was 90 days overdue and a small \$25 fee. Malcolm Fick noticed a totaling error in the 90-day overdue column of the report. A correct report will be provided.

C. Report on the Line of Credit – September 2025

No comment on this item.

D. Report on Federally Funded Contracts

Tom reported FHWA will not include any comments on working with ICE in their contracts following a lawsuit that was filed by many states and a permanent decision made November 5th. Tom also reported there was no evidence to withhold or claw back federal funds. He also reported that we were getting some payments from EPA.

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

Kate Fletcher asked if meeting minutes going forward could reflect who is speaking on specific topics and comments.

Al Blake, delegate from Becket, had some comments Tom read that were more related to the executive director's report (which were included in that section of the meeting).

V. Items Requiring Action

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

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

Doug McNally moved to ratify the submission of a grant application to the U.S. Department of Justice Office of Juvenile Justice and Delinquency Prevention

(OJJDP) FY25 Community and Schools Youth Drug Prevention Program and authorize the Executive Director to sign any resulting contracts and agreements. Mark Smith seconded the motion.

Doug McNally made a comment that he thought the proposal was addressing the underlying causes of the problems rather than punishment.

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

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

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

Before the vote, Kate Fletcher asked for a quick summary. Tom reported as it was explained in the write up, the grant is to provide off the shelf designs, culverts and structural BMPs so that communities can implement these in a more efficient, low-cost way. Doug McNally stated lots of towns have put in culverts and a lot of them could be prefabricated. Kate Fletcher asked a question about stormwater treatment. Tom reported it did. Christine Rasmussen stated that towns should have models to choose from for the construction of a school.

Doug McNally moved to authorize the Submission of a Grant Application to the Massachusetts Department of Environmental Protection MS4 Municipal Assistance Grant Program and authorize the Executive Director to sign any resulting contracts and agreements. Kyle Hanlon seconded the motion.

There was no discussion on the motion

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

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

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the Massachusetts Office of Behavioral Health Promotion and Prevention (OBHPP) Grant for Behavioral Health Promotion and

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

Doug McNally moved to authorize the Executive Director to submit a grant application to the Massachusetts Office of Behavioral Health Promotion and Prevention (OBHPP) Grant for Behavioral Health Promotion and Prevention under the Tier A funding category and sign any resulting contracts and agreements. Kyle Hanlon seconded the motion.

Kate Fletcher asked what the grant amount was. Malcolm Fick reminded her that that information was included in the meeting material.

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

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

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

Sam Haupt moved to authorize the Executive Director to submit a grant application to the Massachusetts Office of Behavioral Health Promotion and

Prevention (OBHPP) Grant for Behavioral Health Promotion and Prevention under the Tier B funding category and sign any resulting contracts and agreements. Doug McNally seconded the motion.

There was no discussion on the motion.

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

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

The Executive Committee was requested to approve BRPC's updated Continuation of Medical Benefits After Retirement policy. The changes from our current Continuation of Medical Benefits After Retirement Policy specify eligibility for retirement as being consistent with the Massachusetts State Employee Retirement System (MSERS), clarify pre-retirement plan benefit requirements, clarify language around a surrounding spouse, specify retirees must enter into the MSERS immediately after separation from employment with BRPC, and require prompt retiree share payments. There is no change to the major substantive issue of the contribution rate.

Mark Smith moved to approve the BRPC's updated Continuation of Medical Benefits After Retirement Policy. Sheila Irvin seconded the motion.

There was no discussion on the motion.

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

VI. Committee Updates, Reports and Discussion

A. Commission Development Committee

The Commission Development Committee did not meet in October 2025. The next meeting is November 12, 2025.

B. Environmental Review Committee

The Environmental Review Committee did not meet in October 2025.

C. Finance Committee

The Finance Committee did not meet in October 2025.

D. Regional Issues Committee

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

E. Berkshire Brownfield Committee

The Berkshire Brownfield Committee did not meet in October 2025.

Berkshire Metropolitan Planning Committee (MPO)

The MPO did not meet in October 2025.

F. Comprehensive Economic Development (CEDS) Committee

The CEDS Committee did not meet in October 2025.

G. Transportation Advisory Committee (TAC)

The Transportation Advisory Committee did not meet in October 2025.

VII. Executive Director's Report and Discussion

Items from the Executive Director's report are listed below. If there was discussion on an item it is reflected in the minutes otherwise no discussion.

A. Report on New Contracts/Agreements

B. Berkshires Tomorrow Inc. (BTI) Update

C. Staff Updates

D. Seasonal Communities Advisory Council Update

Al Blake included a comment to be read about towns voting on becoming seasonal communities and if there were plans to hold informational sessions for those towns to help with the decision-making process. Tom reported he was not aware of the Seasonal Community Advisory Commission holding sessions, but if there was interest in the communities, BRPC could do that. Tom also reported that he thought not having regulations was a deterrent to towns adopting the designation. Mark Smith reported that Lenox was waiting for more specifics.

E. Passenger Rail

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

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

H. Draft Clean Energy Model Bylaws

Al Blake made a comment the BESS Bylaws will be finalized in March 2026, and versions will be passed in late 2026. In a recent meeting with our DOER Western Union representative, she was asked what support we could expect from her organization, and she suggested contacting BRPC. Tom reported that EOHLC is working on model bylaws that the communities could adopt, like other model bylaws. BRPC is available to help. BRPC's comments said the 2026 date was unreasonable.

I. Online version of State Housing Plan

J. Municipal Empowerment Act Support

Malcolm Fick urged members to review the support letter for the Municipal Empowerment Act that was included in the PACKET

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

Tom received a request to reduce the 120-day notice period to 60 days for a proposed Agricultural Preservation Restriction (APR) on the

244.9-acre Edward B. Goodnow Revocable Trust property along Keyes Hill Road in New Marlborough. Tom reported he had reached out to the town and will base his decision on what the towns does

L. Community one Stop for Growth Awards

Malcolm Fick commented on the extensive awards coming in to the county.

VIII. Old Business

A. Discussion about the BRPC Annual Meeting

Doug McNally commented that the late afternoon format worked well. Christine Rasmussen stated it was a highly organized, well-run event with a good location and she offered congratulations to the staff who organized and planned the event. Sheila Irvin noted the networking at the beginning was useful. It was generally agreed that the scenery was beautiful as the event started earlier in the late afternoon and that Fred Rutberg was an excellent speaker.

B. Discussion about the BRPC Treasurer Position

Malcolm Fick explained that at the October Executive Committee there was a question about what was involved in the Treasurer position description and that a description was included in the packet. Kate Fletcher commented that the position descriptions should be distributed to the Delegates and Alternates and Tom reminded her that the Delegates and Alternates get the Executive Committee material.

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

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

Mark Smith asked how many applicants there were for the previous search. Kyle Hanlon stated he thought there were 7 or 8.

Kate Fletcher made a comment that interfacing with the Commission would be important and a willingness to look at the structure, especially since it appears several committees were not meeting. Tom reported the Executive Director responsibilities are reviewed at least every 5 years. Doug McNally stated it is a balancing act between involving many members, especially since it is a challenge sometimes to get members, with acting regularly. Tom suggested to add the words "review and" between to and grow on the 5th bullet item under Commission. Christine Rasmussen asked about mileage reimbursement. Tom reported reimbursement is in the BRPC policy.

Doug McNally moved to approve of the Description of Responsibilities of the Executive Director to be Used in the Executive Director Search Process with the inclusion of the words review and. Sam Haupt

seconded the motion.

There was no discussion on the motion

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

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

The Executive Committee was requested to recommend an Executive Director hiring process to the Commission at the November 20, 2025, Commission meeting. Malcolm Fick reminded all that the Commission is responsible for approving the hiring process. It is the Chair's intention to have the Search Committee Chair, Buck Dononvan, and members approved at the Commission as well. Both the Commission Chair and Search Committee Chair are going to recommend a 7-member committee. The committee members will consist of 4 people from the executive committee, one non-Executive Committee member (John Duval, former BRPC Chair and current select board member in Adams), BRPC staff member (BRPC Public Health Program Manager Laura Kittross who will be retiring in February 2026) and another individual with government experience in Berkshire County (tbd)

Kate Fletcher stated her desire to have the process opened up to the Commission for discussion.

Malcolm Fick stated this process mirrors the process that was used in the 2017-2018 hiring process. It recommends that the hiring process be done internally.

Doug McNally moved to authorize the recommendation of the Executive Director Hiring Process to the Commission at the November 20, 2025, Commission Meeting. Kyle Hanlon seconded the motion.

There was no discussion on the motion

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

IX. New Business

A. Discussion about Topics for the November 20 Commission Meeting

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

- Election of BRPC Treasurer-Sam Haupt (he will not be present at the meeting)
- Creation of the BRPC Executive Director Search Committee
- Approval of the BRPC Executive Director Search Committee Chair and Members as recommended by the Commission Chair
- Approval of an at-large Executive Committee member as recommended by the Commission Chair
- Allow certain BRPC Committees to allow non-Commission members to make up a majority of Committee members
- Roundtable Discussion of Municipal Items
- Potential for Comments on Regulations

- Overview of one BRPC Program Areas (Melissa Provencher, Environmental and Energy Program Manager, was asked to provide an overview)
- State and Federal Budget Overview

Kate Fletcher asked who the proposed Treasurer was going to be. She was told Sam Haupt, who stated he was not available for the meeting on the 20th.

Kate Fletcher requested it would be beneficial to provide a summary of work of committees over the past year, or regular updates on a quarterly basis.

XI. Adjournment

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

The meeting adjourned at 4:56pm.

Additional Meeting Material:

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

Check Register
10/29/25-11/24/25

<u>Doc #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
EFT	10/31/2025	TD CARD SERVICES 1189	2,423.27	---	---	Credit Card 1189 Payment
EFT	10/31/2025	TD CARD SERVICES 9068	7,002.85	---	---	Credit Card 9068 Payment
20495	10/31/2025	CHRISTOPHER KOWALSKI	368.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20496	10/31/2025	DWAYNE MYERS	89.60	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20497	10/31/2025	GEORGE B CRANE MEMORIAL CENTER	37.50	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20498	10/31/2025	JOCELYN LATVALLA	218.19	---	Varied Projects	Monthly Expense Form
20499	10/31/2025	KELLIE MEISL	640.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20500	10/31/2025	KRISTINE FLYNN	214.50	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	Subcontractor
20501	10/31/2025	KRYSTAL BARTLEY	289.37	---	Varied Projects	Monthly Expense Form
20502	10/31/2025	LAURA BRENNAN	261.72	---	Varied Projects	Monthly Expense Form
20503	10/31/2025	MA ENVIRONMENTAL HEALTH ASSOC	50.00	650 DPH/SS	Department of Public Health - Shared Services	Membership - Massey
20504	10/31/2025	MARK MALOY	74.20	780 EOEEA/BOW	Executive Office of Energy and Environmental Affairs - Woodlands Partnership - Berkshires Outside Website Phase II	Monthly Expense Form
20505	10/31/2025	MHOA	910.00	650 DPH/SS	Department of Public Health - Shared Services	Conference & Membership - Massey
20506	10/31/2025	TIFFANY BROUILLETTE	352.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20507	10/31/2025	WAY FINDERS INC	500.00	672 DHCD/HOUSE	DHCD - Housing in Berkshire County State Earmark	Event Participation Stipend
20508	10/31/2025	BERKSHIRE GROWN INC	29,660.54	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
20509	10/31/2025	BLUE 20/20	209.11	040 ADMIN	Admin	Vision Insurance
20510	10/31/2025	MCKESSON MEDICAL	8,743.61	653 BRPC/INSREIMB	Insurance Reimbursement (Private)	2025/2026 Vaccine Supplies
20511	10/31/2025	PFIZER INC	9,823.23	653 BRPC/INSREIMB	Insurance Reimbursement (Private)	2025/2026 Vaccine Supplies
20512	10/31/2025	RAINBOW DISTRIBUTING COMPANY INC	97.93	040 ADMIN	Admin	Water
20513	10/31/2025	MIHA HEALTH BENEFITS TRUST - DENTAL	2,924.88	040 ADMIN	Admin	Dental Insurance
20514	10/31/2025	MIHA HEALTH BENEFITS TRUST - MEDICAL	89,501.54	040 ADMIN	Admin	Medical Insurance
20515	11/1/2025	SENSEWARE INC	79,600.00	732 EPA/AIRQ	Environmental Protection Agency - Air Quality	Subcontractor
20516	11/6/2025	ADELSON & COMPANY PC	13,000.00	040 ADMIN	Admin	FY25 Audit Services
20517	11/6/2025	ALISON DIXON	50.26	---	Varied Projects	Monthly Expense Form
20518	11/6/2025	ANDREW MCKEEVER	194.46	---	Varied Projects	Monthly Expense Form
20519	11/6/2025	BISMARCK OSEI	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20520	11/6/2025	BRETT ROBERTS	565.80	---	Varied Projects	Monthly Expense Form

Check Register
10/29/25-11/24/25

20521	11/6/2025	BRIEN CENTER	5,095.13	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subrecipient
20522	11/6/2025	BRITNEY DANIALS	85.19	---	Varied Projects	Monthly Expense Form
20523	11/6/2025	CHESTER COMMON TABLE INC	1,025.00	688 WSH/MVPA	Washington - Municipal Vulnerability Preparedness Action	Catering Services
20524	11/6/2025	CITY OF PITTSFIELD	525.00	040 ADMIN	Admin	Parking
20525	11/6/2025	COLIN SYKES	397.90	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
20526	11/6/2025	CORNELIUS HOSS	71.26	545 EOHLC/DLTA25	District Local Technical Assistance 2025	Monthly Expense Form
20527	11/6/2025	COURTENY MOREHOUSE	85.12	---	Varied Projects	Monthly Expense Form
20528	11/6/2025	DANIEL HASSETT	610.49	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
20529	11/6/2025	DAVID KELLEY	920.00	040 ADMIN	Admin	Cleaning Services
20530	11/6/2025	DENNIS BERGQUIST	304.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20531	11/6/2025	DUFOUR ESCORTED TOURS INC	750.00	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	Subcontractor
20532	11/6/2025	EDWARD FAHEY	406.30	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspections	Monthly Expense Form
20533	11/6/2025	ELIZABETH STRICKLER	2,437.50	---	Varied Projects	Subcontractor
20534	11/6/2025	GLADYS ALLEN BRIGHAM COMMUNITY CENTER	1,020.00	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	Subcontractor
20535	11/6/2025	HOOSIC RIVER REVIVAL INC	32,812.65	785 NAD/MVPA	North Adams - Municipal Vulnerability Preparedness Action Grant	Subcontractor
20536	11/6/2025	JAZU STINE	487.64	---	Varied Projects	Monthly Expense Form
20537	11/6/2025	JENNIFER SWEET	228.76	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspections	Monthly Expense Form
20538	11/6/2025	KAMAAR TALIAFERRO	408.00	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	Subcontractor
20539	11/6/2025	KRISTANY SKORPUT	480.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20540	11/6/2025	LESLIE DRAGER	794.43	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Monthly Expense Form
20541	11/6/2025	MADALYNN WILLIAMS	224.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20542	11/6/2025	MARCUS FORD	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20543	11/6/2025	MUTUAL OF OMAHA	1,640.46	040 ADMIN	Admin	LIFE; STD; LTD
20544	11/6/2025	NANCY SLATTERY	257.48	659 DPH/LHSCT	Department of Public Health - Local Health Support Covid-19 Contact Tracing	Monthly Expense Form
20545	11/6/2025	NEW ENGLAND NEWSPAPERS INC	143.40	440 MassDOT/TPL	MA Department of Transportation Planning	Advertising
20546	11/6/2025	REBECCA DODGE	480.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor

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20547	11/6/2025	REGENERATIVE DESIGN GROUP CO-OP INC	15,543.75	664 EOEEA/MVPA26CLK	EOEEA - Clarksburg Four Corners Flood Resiliency and Restoration Project	Subcontractor
20548	11/6/2025	ROUX ASSOCIATES INC	3,898.75	702 EPA/ASSESS	Environmental Protection Agency Assessment	Subcontractor
20549	11/6/2025	SASHA CLAPP	956.34	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
20550	11/6/2025	SOPHIE CARNES JANNEN	281.68	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
20551	11/6/2025	TARA KONJOLKA-BROWN	352.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20552	11/6/2025	TPX COMMUNICATIONS	1,846.09	040 ADMIN	Admin	Telephone
20553	11/6/2025	VALLEY GREEN SHREDDING, LLC	87.50	040 ADMIN	Admin	Recycling
20554	11/6/2025	WYLIE GOODMAN	52.78	---	Varied Projects	Monthly Expense Form
20555	11/12/2025	AARON HOLMAN-VITTON	76.16	659 DPH/LHSCT	Department of Public Health - Local Health Support Covid-19 Contact Tracing	Monthly Expense Form
20556	11/12/2025	ANDREW OTTOSON	949.28	---	Varied Projects	Monthly Expense Form
20557	11/12/2025	ANN MARIE MUTZ	800.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
20558	11/12/2025	BERKSHIRE EAGLE	485.00	040 ADMIN	Admin	Annual Subscription
20559	11/12/2025	BOUNTI-FARE RESTAURANT & CATERING	784.75	010 GEN	General	Catering Services
20560	11/12/2025	CHRISTIE LEWIS	169.28	---	Varied Projects	Monthly Expense Form
20561	11/12/2025	COURTNEY TATRO	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20562	11/12/2025	DANIELLE COOMES	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20563	11/12/2025	DAVE PILL	310.68	---	Varied Projects	Monthly Expense Form
20564	11/12/2025	ICMA	200.00	040 ADMIN	Admin	Annual Membership
20565	11/12/2025	JAYMIE ZAPATA	97.62	---	Varied Projects	Monthly Expense Form
20566	11/12/2025	JILL DAUGHERTY	320.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20567	11/12/2025	LAURA KITROSS	87.40	---	Varied Projects	Monthly Expense Form
20568	11/12/2025	LYDIA SHULMAN	19.60	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
20569	11/12/2025	MA STATE BOARD OF RETIREMENT	15,298.01	---	---	Retirement
20570	11/12/2025	MICHAELA GRADY	71.16	---	Varied Projects	Monthly Expense Form
20571	11/12/2025	NOE GONZALEZ ORTIZ	69.44	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Monthly Expense Form
20572	11/12/2025	RANDALL TROPHIES LLC	790.50	040 ADMIN	Admin	Plaques/Plates for Annual Meeting
20573	11/12/2025	SETH JENKINS	226.10	---	Varied Projects	Monthly Expense Form
20574	11/12/2025	STEPHANIE QUETTI	1,010.24	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	Subcontractor
20575	11/12/2025	TIFFANY BROUILLETTE	352.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor

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20576	11/12/2025	VALERIE BIRD	756.00	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
20577	11/12/2025	WJ BLUEPRINT & DIGITAL GRAPHICS	12.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Printing
20578	11/13/2025	BERKSHIRE GROWN INC	33,611.69	715 USDA/RFSP	USDA - Regional Food System Partnerships Program	Subrecipient
20579	11/19/2025	DUFOR ESCORTED TOURS INC	1,000.00	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	BFC Transportation
20580	11/19/2025	GREGORY KAMAYUE GOMES	640.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20581	11/19/2025	JAMES MASSEY	478.45	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
20582	11/19/2025	KATHRYN HEEDER HOCKER	1,255.00	---	Varied Projects	Subcontractor
20583	11/19/2025	KRISTINE FLYNN	344.00	---	Varied Projects	Subcontractor
20584	11/19/2025	NORTHERN BERKSHIRE COMMUNITY COALITION	10,000.00	609 HRIA/CHIP	Health Resources in Action County Health Initiative - Community Health Improvement Planning	Subcontractor
20585	11/19/2025	SOURCEPASS COMPUWORKS LLC	5,546.72	040 ADMIN	Admin	Monthly Services
20586	11/19/2025	TRIPLEX CINEMA	325.00	737 COMM/ARTBERK	Communities/Organizations - Cultural Districts - ArtWeek Berkshires	Advertising
20587	11/19/2025	VALLEY GREEN SHREDDING, LLC	329.00	040 ADMIN	Admin	Recycling
20588	11/19/2025	ZAMS LLC	11,351.83	040 ADMIN	Admin	Rent/Utilities
20589	11/19/2025	ZONES LLC	353.18	560 COMVEN/GPUR	Communities/Vendors - Group Purchasing Program	Subcontractor
20590	11/21/2025	MA STATE BOARD OF RETIREMENT	14,319.21	---	---	Retirement
1224	10/29/2025	TROIANO & SONS BUILDERS INC	14,805.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1225	10/29/2025	TROIANO & SONS BUILDERS INC	15,610.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1226	11/6/2025	1ST CUT CONSTRUCTION	514.50	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1227	11/6/2025	1ST CUT CONSTRUCTION	1,329.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1228	11/6/2025	BERKSHIRE BROTHERS BUILD	10,000.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1229	11/6/2025	BERKSHIRE BROTHERS BUILD	7,500.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1230	11/6/2025	BERKSHIRE BROTHERS BUILD	7,500.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1231	11/6/2025	BERKSHIRE MIDDLE REGISTRY OF DEEDS	205.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Lien
1232	11/12/2025	HENRYS ELECTRIC INC	2,339.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1233	11/12/2025	SALCO CONSTRUCTION CO INC	1,062.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1234	11/12/2025	SALCO CONSTRUCTION CO INC	14,590.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1235	11/12/2025	SALCO CONSTRUCTION CO INC	14,591.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1236	11/19/2025	1ST CUT CONSTRUCTION	171.50	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1237	11/19/2025	BERKSHIRE BROTHERS BUILD	20,000.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1238	11/19/2025	BERKSHIRE BROTHERS BUILD	3,900.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1239	11/19/2025	BERKSHIRE MIDDLE REGISTRY OF DEEDS	205.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Lien
1301	11/13/2025	GREYLOCK WORKS	253,223.48	716 EPA/RLF2	Environmental Protection Agency - Revolving Loan Fund 2022	Subrecipient

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1427	10/29/2025	ALEX KOMLEV	650.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1428	10/29/2025	WHITE ENGINEERING INC	314.27	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1429	10/29/2025	WHITE ENGINEERING INC	135.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1430	11/19/2025	ALEX KOMLEV	8,388.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1431	11/19/2025	ALEX KOMLEV	20,668.50	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1432V	11/19/2025	BERKSHIRE MIDDLE REGISTRY OF DEEDS	-	---	---	Voided - Payments Combined in Error
1433	11/19/2025	CMV CONSTRUCTION SERVICES INC	42,530.76	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1434	11/19/2025	BERKSHIRE MIDDLE REGISTRY OF DEEDS	105.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Lien
1435	11/19/2025	BERKSHIRE MIDDLE REGISTRY OF DEEDS	105.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Lien

\$ 866,672.47

Credit Card 1189 Payment Support

<u>Doc #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
BRPC_1189	10/31/2025	BJS WHOLESALE CLUB	152.67	010 GEN	General	FY26 MIIA Wellness - Healthy Snacks
BRPC_1189	10/31/2025	PROPRIETORS LODGE	1000.00	040 ADMIN	Admin	Venue Space Fee for Annual Meeting
BRPC_1189	10/31/2025	PROPRIETORS LODGE	1250.10	010 GEN	General	Event Buffet Fee for Annual Meeting
BRPC_1189	10/31/2025	USPS	20.50	040 ADMIN	Admin	Postage for Annual Meeting Plaques

\$ 2,423.27

Credit Card 9068 Payment Support

<u>Doc #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
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BRPC_9068	10/31/2025	AMAZON.COM	20.43	688 WSH/MVPA	Washington - Municipal Vulnerability Preparedness Action	MVP Supplies
BRPC_9068	10/31/2025	AMAZON.COM	439.00	806 BHS/NOCOCC	Berkshires Health Systems Opioid - North County Community Coordinator	Printer - Youngman, A
BRPC_9068	10/31/2025	AMAZON.COM	18.04	040 ADMIN	Admin	Computer Equipment
BRPC_9068	10/31/2025	AMAZON.COM	24.87	040 ADMIN	Admin	Office Supplies
BRPC_9068	10/31/2025	AMAZON.COM	76.56	010 GEN	General	FY26 MIIA Wellness - Healthy Snacks
BRPC_9068	10/31/2025	AMAZON.COM	132.98	040 ADMIN	Admin	Computer Equipment
BRPC_9068	10/31/2025	AMAZON.COM	26.98	040 ADMIN	Admin	Office Supplies
BRPC_9068	10/31/2025	AMAZON.COM	155.62	010 GEN	General	FY26 MIIA Wellness - Healthy Snacks
BRPC_9068	10/31/2025	AMAZON.COM	32.98	040 ADMIN	Admin	Office Supplies
BRPC_9068	10/31/2025	AMAZON.COM	103.02	732 EPA/AIRQ	Environmental Protection Agency - Air Quality	Office Supplies
BRPC_9068	10/31/2025	VIALE FLORIST	63.75	040 ADMIN	Admin	Flowers for Annual Meeting
BRPC_9068	10/31/2025	CONSTANT CONTACT INC	20.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	SMS Software
BRPC_9068	10/31/2025	CONSTANT CONTACT INC	99.00	040 ADMIN	Admin	Computer Software
BRPC_9068	10/31/2025	DETTINGER LUMBER CO	54.74	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	BFC Supplies
BRPC_9068	10/31/2025	EBAY	29.95	010 GEN	General	Gift for Speaker at Meeting
BRPC_9068	10/31/2025	EBAY	1.87	010 GEN	General	Gift for Speaker at Meeting
BRPC_9068	10/31/2025	EMPLOYERS ASSOCIATION	176.00	040 ADMIN	Admin	Training - Sniezek & Bartley
BRPC_9068	10/31/2025	FUEL COFFEE	10.50	526 BCSO/OPIOID	Berkshire County Sheriff's Office - Opioid Prevention	Meeting Hospitality
BRPC_9068	10/31/2025	GODADDY.COM	33.38	732 EPA/AIRQ	Environmental Protection Agency - Air Quality	Website Domain
BRPC_9068	10/31/2025	HP	1558.00	040 ADMIN	Admin	Comp & Docking Station - Brennan, L
BRPC_9068	10/31/2025	MAPC	20.00	545 EOHLCD/LTA25	District Local Technical Assistance 2025	Conference - Hoss, C
BRPC_9068	10/31/2025	MA MUNICIPAL ASSOCIATION	289.00	040 ADMIN	Admin	Conf - Brennan, L
BRPC_9068	10/31/2025	NEHA	120.00	650 DPH/SS	Department of Public Health - Shared Services	Membership - Massey, J
BRPC_9068	10/31/2025	SIGNS.COM	2314.67	572 BTI/MILLTOWN/OR	Milltown - Outdoor Recreation	Vinyl Signs
BRPC_9068	10/31/2025	STAPLES INC	40.74	040 ADMIN	Admin	Office Supplies
BRPC_9068	10/31/2025	STRAIGHTTALK	37.42	040 ADMIN	Admin	BRPC Monthly Cell Phone Service
BRPC_9068	10/31/2025	USPS	20.10	040 ADMIN	Admin	Postage
BRPC_9068	10/31/2025	USPS	5.91	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Naloxone Kit Postage
BRPC_9068	10/31/2025	WB MASON COMPANY INC	51.64	040 ADMIN	Admin	Office Supplies
BRPC_9068	10/31/2025	WB MASON COMPANY INC	16.33	040 ADMIN	Admin	Office Supplies

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BRPC_9068	10/31/2025	VISTAPRINT	242.18	688 WSH/MVPA	Washington - Municipal Vulnerability Preparedness Action	Postcards
BRPC_9068	10/31/2025	USPS	42.09	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Naloxone Kit Postage
BRPC_9068	10/31/2025	ZOOM.COM	48.00	040 ADMIN	Admin	Software Subscription
BRPC_9068	10/31/2025	WB MASON COMPANY INC	111.38	040 ADMIN	Admin	Office Supplies
BRPC_9068	10/31/2025	WB MASON COMPANY INC	37.88	040 ADMIN	Admin	Office Supplies
BRPC_9068	10/31/2025	WB MASON COMPANY INC	27.84	040 ADMIN	Admin	Office Supplies
BRPC_9068	10/31/2025	BIG Y	500.00	806 BHS/NOCOCC	Berkshires Health Systems Opioid - North County Community Coordinator	No Berks Pab Compensation

\$ 7,002.85

Aged Accounts Receivable

As of November 30, 2025

Customer-Funder Name	Project ID	Project Name	Invoice Date	1-30	31-60	61-90	Over 90 Days	Total	Notes
ASPLUNDH TREE EXPERT, LLC	0560.03	COMVEN/GPP	10/31/2025	429.66				429.66	
Total for ASPLUNDH TREE EXPERT, LLC				429.66	-	-	-	429.66	
BARR FOUNDATION	0831.00	BARR/CC	9/30/2025			2,087.33		2,087.33	
Total for BARR FOUNDATION				-	-	2,087.33	-	2,087.33	
BAYSTATE MEDICAL CENTER			3/31/2025				11,273.36	11,273.36	Baystate Sponsored Programs Administration will respond when staff have researched more
Total for BAYSTATE MEDICAL CENTER				-	-	-	11,273.36	11,273.36	
BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC	0350.10	BCBOHA/SUP25	6/30/2025				380.11	380.11	Laura K is following up with the board
Total for BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC				-	-	-	380.11	380.11	
BERKSHIRE COUNTY SELECTMENS ASSOCIATION	0010.00	GEN	10/30/2025		224.45			224.45	
	0010.00	GEN	7/17/2025				70.75	70.75	Payment in process
Total for BERKSHIRE COUNTY SELECTMENS ASSOCIATION				-	224.45	-	70.75	295.20	
CITY OF NORTH ADAMS	0785.00	NAD/MVPA	9/30/2025			40,627.29		40,627.29	
Total for CITY OF NORTH ADAMS				-	-	40,627.29	-	40,627.29	
CITY OF PITTSFIELD	0792.00	PTS/5YRPLAN	9/30/2025			1,245.38		1,245.38	
Total for CITY OF PITTSFIELD				-	-	1,245.38	-	1,245.38	
COMMUNITY DEVELOPMENT ASSISTANCE CORP	0710.00	CEDAC/HMLPBRPC	11/1/2025	5,000.00				5,000.00	
	0710.01	CEDAC/HMLPLOANS	11/1/2025	31,418.00				31,418.00	
	0710.01	CEDAC/HMLPLOANS	10/31/2025	2,730.00				2,730.00	
	0710.00	CEDAC/HMLPBRPC	11/1/2025	100.00				100.00	
Total for COMMUNITY DEVELOPMENT ASSISTANCE CORP				39,248.00	-	-	-	39,248.00	
DEPT OF HOUSING & COMMUNITY DEVELOPMENT	0672.00	DHCD/HOUSE	9/30/2025			17,207.47		17,207.47	
Total for DEPT OF HOUSING & COMMUNITY DEVELOPMENT				-	-	17,207.47	-	17,207.47	
DEPT OF PUBLIC HEALTH	0646.04	DPH/MC3B	10/31/2025	10,658.10				10,658.10	
	0652.05	DPH/PEC26	10/31/2025	10,311.39				10,311.39	

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As of November 30, 2025

Total for DEPT OF PUBLIC HEALTH			20,969.49	-	-	-	20,969.49	
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EXECUTIVE OFFICE OF HOUSING & LIVABLE COMM								
	0811.00 EOHLC/SSTBRKS	9/30/2025			10,683.52		10,683.52	
	0811.00 EOHLC/SSTBRKS	9/30/2025			3,748.78		3,748.78	
	0811.00 EOHLC/SSTBRKS	9/30/2025			314.86		314.86	
Total for EXECUTIVE OFFICE OF HOUSING & LIVABLE COMM			-	-	14,747.16	-	14,747.16	
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K-5 CORPORATION								
	0560.03 COMVEN/GPP	11/17/2025	3,143.08				3,143.08	
Total for K-5 CORPORATION			3,143.08	-	-	-	3,143.08	
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LB CORPORATION								
	0560.03 COMVEN/GPP	10/31/2025	7,359.30				7,359.30	
Total for LB CORPORATION			7,359.30	-	-	-	7,359.30	
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MASSACHUSETTS CLEAN ENERGY CENTER								
	0735.00 MassCEC/EmPower IMP	6/24/2025				30,000.00	30,000.00	Will be paid upon completion of grant, most likely December 2025
Total for MASSACHUSETTS CLEAN ENERGY CENTER			-	-	-	30,000.00	30,000.00	
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METROPOLITAN AREA PLANNING COUNCIL								
	0796.00 MAPC/WRHSAC/EMP	11/18/2025	5,385.36				5,385.36	
Total for METROPOLITAN AREA PLANNING COUNCIL			5,385.36	-	-	-	5,385.36	
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NATIONAL ENERGY EDUCATION DEVELOPMENT								
	0830.00 NGEVS/MEM	9/30/2025			36,741.00		36,741.00	
Total for NATIONAL ENERGY EDUCATION DEVELOPMENT			-	-	36,741.00	-	36,741.00	
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PECKHAM MATERIALS CORP								
	0560.03 COMVEN/GPP	11/18/2025	9,867.96				9,867.96	
Total for PECKHAM MATERIALS CORP			9,867.96	-	-	-	9,867.96	
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REWC LAND MANAGEMENT								
	0560.03 COMVEN/GPP	10/31/2025	486.86				486.86	
Total for REWC LAND MANAGEMENT			486.86	-	-	-	486.86	
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ROBERTS ENERGY								
	0560.03 COMVEN/GPP	10/31/2025	4,581.86				4,581.86	
Total for ROBERTS ENERGY			4,581.86	-	-	-	4,581.86	
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SEALCOATING INC								
	0560.03 COMVEN/GPP	11/17/2025	32,585.22				32,585.22	
Total for SEALCOATING INC			32,585.22	-	-	-	32,585.22	
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SUNOCO								
	0560.02 COMVEN/GPUR	6/30/2025				880.28	880.28	BRPC sent registered letter with invoices on October 1, 2025
		4/30/2025				1,259.47	1,259.47	

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		12/31/2024				421.78	421.78	INVOICES ON OCTOBER 1, 2025
Total for SUNOCO			-	-	-	2,561.53	2,561.53	
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TOWN OF ADAMS								
	0795.00 ADM/OSRP	9/30/2025			7,800.42		7,800.42	
	0806.00 COMM/NOCOCC	9/22/2025			21,905.77		21,905.77	
Total for TOWN OF ADAMS			-	-	29,706.19	-	29,706.19	
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TOWN OF BECKET								
	0779.01 BKT/DAL CDBG	10/31/2025	340,411.79				340,411.79	
	0779.00 BKT/DAL CDBG	10/31/2025	58,405.42				58,405.42	
Total for TOWN OF BECKET			398,817.21	-	-	-	398,817.21	
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TOWN OF CLARKSBURG								
	0725.09 CLK/DE-IMP	11/18/2025	357.53				357.53	
	0725.09 CLK/DE-IMP	11/18/2025	909.67				909.67	
	0284.11 BPHA/PHN	9/1/2025			767.62		767.62	
	0725.09 CLK/DE-IMP	11/18/2025	134.93				134.93	
	0784.00 CLK/BRIC	9/30/2025			2,063.32		2,063.32	
	0664.01 CLK/MVPA	6/30/2025				462.17	462.17	Courteny to follow up
	0797.00 CLK/MPOSRP	9/30/2025			18,142.43		18,142.43	
	0664.02 EOEEA/MVPA26CLK	9/30/2025			1,800.55		1,800.55	
	0784.00 CLK/BRIC	4/9/2025				996.81	996.81	Courteny to follow up
	0784.00 CLK/BRIC	6/28/2025				684.38	684.38	Courteny to follow up
Total for TOWN OF CLARKSBURG			1,402.13	-	22,773.92	2,143.36	26,319.41	
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TOWN OF DALTON								
	0284.11 BPHA/PHN	9/1/2025			1,555.36		1,555.36	
	0725.08 DAL/DE-IMP	11/18/2025	914.02				914.02	
	0283.11 BPHA/INSP	9/1/2025			11,100.00		11,100.00	
	0725.08 DAL/DE-IMP	11/18/2025	1,155.96				1,155.96	
Total for TOWN OF DALTON			2,069.98	-	12,655.36	-	14,725.34	
<hr/>								
TOWN OF FLORIDA								
	0284.11 BPHA/PHN	9/1/2025			577.50		577.50	
Total for TOWN OF FLORIDA			-	-	577.50	-	577.50	
<hr/>								
TOWN OF GREAT BARRINGTON								
	0833.00 GTB/PROC	9/30/2025			2,497.70		2,497.70	
	0647.01 GTB/CLNUP	9/30/2025			10,513.99		10,513.99	
	0010.00 GEN	9/30/2025			1,347.15		1,347.15	
	0446.08 GTB/EDP26	9/30/2025			2,652.85		2,652.85	
Total for TOWN OF GREAT BARRINGTON			-	-	17,011.69	-	17,011.69	
<hr/>								
TOWN OF HANCOCK								
	0284.11 BPHA/PHN	9/1/2025			551.25		551.25	
Total for TOWN OF HANCOCK			-	-	551.25	-	551.25	
<hr/>								
TOWN OF LANESBOROUGH								

As of November 30, 2025

Total for TOWN OF LANESBOROUGH		0815.00 LAN/OSRP	9/30/2025	-	-	14,851.53	-	14,851.53
TOWN OF LEE								
		0770.00 LEE/CS	9/30/2025			1,539.32		1,539.32
		0560.03 COMVEN/GPP	9/25/2025			800.00		800.00
Total for TOWN OF LEE				-	-	2,339.32	-	2,339.32
TOWN OF LENOX								
		0010.00 GEN	10/29/2025		25.00			25.00
Total for TOWN OF LENOX				-	25.00	-	-	25.00
TOWN OF NEW ASHFORD								
		0806.00 COMM/NOCOCC	9/22/2025			309.09		309.09
Total for TOWN OF NEW ASHFORD				-	-	309.09	-	309.09
TOWN OF SAVOY								
		0766.00 SAV/CUL	8/31/2025				3,776.76	3,776.76 Courteny to follow up
Total for TOWN OF SAVOY				-	-	-	3,776.76	3,776.76
TOWN OF SHEFFIELD								
		0745.00 SHF/EOHLC/CDBG-HR	9/30/2025			22,542.04		22,542.04
		0745.01 SHF/EOHLC/CDBG-HR	9/30/2025			338,596.53		338,596.53
Total for TOWN OF SHEFFIELD				-	-	361,138.57	-	361,023.57
TOWN OF WASHINGTON								
		0283.11 BPHA/INSP	8/31/2025				1,250.00	1,250.00 Payment in process
Total for TOWN OF WASHINGTON				-	-	-	1,250.00	1,250.00
TOWN OF WEST STOCKBRIDGE								
		0808.00 WST/AHT	10/16/2025		521.71			521.71
		0808.00 WST/AHT	10/16/2025		6,779.14			6,779.14
		0808.00 WST/AHT	10/16/2025		3.85			3.85
		0808.00 WST/AHT	10/16/2025		2,729.54			2,729.54
Total for TOWN OF WEST STOCKBRIDGE				-	10,034.24	-	-	10,034.24
UNIVERSITY OF MASSACHUSETTS								
		0813.01 UMASS/TURI26	11/18/2025	15,000.00				15,000.00
Total for UNIVERSITY OF MASSACHUSETTS				15,000.00	-	-	-	15,000.00
WESTERN MASS ECONOMIC ECOSYSTEM SUMMIT								
		0010.00 GEN	11/11/2025	350.00				350.00
Total for WESTERN MASS ECONOMIC ECOSYSTEM SUMMIT				350.00	-	-	-	350.00
Sum Total				541,696.11	10,283.69	574,570.05	51,455.87	1,177,890.72



CREDITLINE (x0001)

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

Filter: Last 30 days

Date	Description	Debit	Credit
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MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission
FROM: Thomas Matuszko, Executive Director
DATE: November 29, 2025
SUBJ: Agenda Items – December 4, 2025, Executive Committee Meeting

VI. Items Requiring Action

A. Vote to Submit a Grant Application to the Massachusetts Executive Office of Technology Services and Security – Office of Municipal & School Technology Cybersecurity Awareness Grant Program *

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the Massachusetts Executive Office of Technology Services and Security – Office of Municipal & School Technology Cybersecurity Awareness Grant Program and to sign any resulting contracts and agreements. This grant will enable BRPC to train its employees on enhancing cybersecurity. There is no funding associated with this grant, as the grant provides access to the KnowBe4 software. Staff lead on this project is GIS, Data & IT Manager Mark Maloy, mmaloy@berkshireplanning.org, x29.

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

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the MOSAIC RIZE Municipal Matching Grant Program and sign any resulting contracts and agreements. This grant would enhance youth-led substance use prevention and mental health promotion in collaboration with the City of Pittsfield. This one-year grant allows for funding of up to \$40,000. The City of Pittsfield has committed up to \$20,000 in opioid abatement funds to meet the required municipal match. The proposed initiative builds on the SPARK (Supporting Positive Actions for Resilience & Knowledge) Coalition's work, including two Youth Advisory Boards (YABs) at Pittsfield and Taconic High Schools. Expected partners (not directly funded by this grant) include the City of Pittsfield, Berkshire AHEC, Solasta Strategies and Kate Hocker Design. There would not be subcontractors/subrecipients. BRPC contact is Andy Ottoson, aottoson@berkshireplanning.org and Noé González Ortiz, NGonzalezOrtiz@berkshireplanning.org

C. Vote to Approve BRPC's Proposed Revision to the Disposal of Surplus Equipment Policy*

The Executive Committee is requested to approve BRPC's Proposed revisions to the Disposal of Surplus Equipment Policy adopted in 2009. The change in our current policy is to comply with M.G.L. Chapter 30B, §15. The meeting material contains our current policy and the proposed policy.

D. Vote to Approve BRPC's Proposed Whistleblower Policy*

The Executive Committee is requested to approve BRPC's Proposed Whistleblower policy. One of the revisions to 2 CFR Part 200, the Uniform Administrative Guidance, effective as of October 1, 2024, is that federal grant award recipients and subrecipients must now inform employees in writing of whistleblower rights and protections (§ 200.217). A Whistleblower Policy, complete with employee and subrecipient notices, has been prepared for review pursuant to this requirement that also reflects Massachusetts General Laws Chapter 149, Section 185 requirements.

A. Vote to Conditionally Approve Berkshire Regional Planning Commission's Fiscal Year 27 Assessment Subject to Ratification at the Next Commission Meeting. Options Include No Increase from FY26, a 1% Increase from FY26 or a 2.5% Increase from FY26*

The Executive Committee is requested to conditionally approve BRPC's fiscal year 27 assessment. The Regional Planning Law requires the municipal assessments for the upcoming fiscal year be approved no later than February prior to the beginning of the next fiscal year. The Commission typically votes to approve the Assessment at the January meeting. Many municipalities have told us their budget planning begins as early as November / December prior to the upcoming fiscal year. Conditional approval in December would allow us to provide an initial conditional invoice to the municipalities early in their budget planning cycle. The BRPC Finance Committee is meeting on Monday December 1, 2025 to make a recommendation to the Executive Committee and Commission from the 3 options listed above. Any action by the Executive Committee needs to be ratified by the Commission at its next meeting.

VII. Committee Updates, Reports, and Discussion

A. Commission Development Committee

The Commission Development Committee met on November 12, 2025. The main topics were to make a recommendation about a nomination for the vacant Treasurer position and a potential 5th Thursday event on January 29, 2026.

B. Environmental Review Committee

The Environmental Review Committee meets as needed and did not need to meet in November 2025. We did receive a Single Environmental Impact Report (SEIR) on dredging Harnett Pond in New Marlborough. We are determining if we will send comments, but since we decided not to submit comments on the ENF, we most likely will not submit comments on the SEIR.

C. Finance Committee

The Finance Committee will meet on December 1, 2025. The main agenda item is to discuss and recommend to the Full Commission the FY2027 Assessments.

D. Regional Issues Committee

The Regional Issues Committee did not meet in November 2025.

E. Berkshire Brownfields Committee

The Berkshire Brownfield Committee meets as needed and did not need to meet in November 2025.

F. Berkshire Metropolitan Planning Organization (MPO)

The MPO met on November 25, 2025. The main agenda items were consideration of various administrative adjustments to the FFY 2026-2030 TIP, consideration of an amendment to the FFY 2026-2030 TIP, a presentation from the BRTA about the Link 413 regional bus service which connects with transit services to and from the Berkshire with those in the Connecticut River Valley, a reminder that the FFY 2027-2030 TIP process will begin in January, and an update on the Complete Streets Program and activities.

G. Comprehensive Economic Development Strategy (CEDS) Committee

The CEDS Committee meets quarterly and did not meet in November 2025. The next meeting is scheduled for January.

H. Transportation Advisory Committee (TAC)

The Transportation Advisory Committee meets as needed, primarily to advise the TIP development process and did not need to meet in November 2025 as the next TIP process has not started yet.

VIII. Executive Director's Report and Discussion

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 10/29/25 – 11/25/25

- Housatonic Valley Association – Berkshire Clean Cold Connected Partnership – \$100,655.18
- Barr Foundation – Regional Climate Resilience Initiative – \$300,000
- ArtWeek Berkshires 2026:
 - Great Barrington Cultural District – \$4,000
 - Pittsfield's Upstreet Cultural District – \$4,000
 - Williamstown Chamber of Commerce Cultural District – \$4,000
- Digital Equity Implementation:
 - Great Barrington – \$13,580

Grants and Contracts not received.

- Massachusetts Environmental Trust (MET) Grant for Educational and Conservation Activities Focused on Improving Aquatic Habitats - Hoosic Watershed \$50,000
- Massachusetts Clean Energy Center (MassCEC) Empower Implementation (CFP) - \$150,000
- TD Charitable Foundation's Regional Grant program to further BRPC's work in digital equity - \$25,000
- Environmental Protection Agency (EPA) - Community Change Grant – \$19,837,942
- Alzheimer's Association - Healthy Brain Initiative Road Map Strategists Program - \$50,000

B. Berkshires Tomorrow Inc. (BTI) Update

The BTI Board approved the following:

- Grant Application submissions to support the Berkshire Funding Focus initiative from:
 - Greylock Federal Credit - \$5,000
 - Berkshire Bank Foundation - \$5,000
 - Mountain One - \$2,500
 - Lee Bank Foundation - \$2,500
 - Mill Town Foundation - \$10,000
 - Adams Community Bank - \$2,500

BRPC contact is Laura Brennan, lbrennan@berkshireplanning.org

C. Staff Updates

- Joined:
 - AmeriCorps Lead for America fellow– Jimmy Hall
- Open Positions:
 - Public Health Trainer

D. Seasonal Communities Advisory Council Update

The Seasonal Communities Advisory Council met on Wednesday November 19, 2025. Key items that were discussed include the naming of an additional 10 South County towns to be eligible to be designated a Seasonal Community and the announcement of a grant program for those communities that have accepted the designation. A copy of the presentation used in the meeting is included in the meeting material. Final regulations for Seasonal Communities are targeted to be released by the end of the year.

E. Passenger Rail

- West-East Rail – No new update.
- Berkshire Flyer – No new update
- Northern Tier Passenger Rail – The Franklin Regional Council of Governments, with funding from the Massachusetts Department of Transportation and in partnership with BRPC and the Montachusett Regional Planning Commission, has received two bids for a consultant to conduct an economic impact study of the proposed Northern Tier Passenger Rail Service. The bids are under review.

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

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

The full slate of CPTC training sessions is now available for registration. Registration is at [Webinar Series – CPTC](#).

G. Draft Clean Energy Model Bylaws

In response to DOER's request for welcomes written comments on its Draft Model Bylaws for Solar Photovoltaic Systems and BESS BRPC submitted comments which are included in the meeting material .

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

Following the lead of the New Marlborough Select Board I approved

a request to reduce the 120-day notice period to 60 days for a proposed Agricultural Preservation Restriction (APR) on the 244.9 acre Edward B. Goodnow Revocable Trust property along Keyes Hill Road in New Marlborough.

I. Massachusetts Environmental Policy Act (MEPA) Regulations Comments

BRPC's Energy and Environmental Program Manager, Melissa Provencher assisted with the development of comments on proposed amendments to the MEPA regulations that we submitted by the Massachusetts Association of Regional Planning Agencies. A copy of those comments is included in the meeting material.

J. Massachusetts Integrated Land Use Strategy (MILUS)

As we learned earlier in the year, the Commonwealth, through the leadership of the Executive Office of Energy and Environmental Affairs (EOEEA) is conducting a planning process to integrate the various state plans into something more coordinated and comprehensive. EOEEA has reached out to regional planning agencies to request our participation on the various working groups related to this effort and assist with outreach in Berkshire County.

IX. Old Business and Discussion

A. Update and Discussion about the Executive Director Search Process

The BRPC Executive Director Search Committee has its first meeting scheduled for Tuesday, December 2, 2025.

B. Update and Discussion about the BRPC Treasurer Position

Sam Haupt has been elected as Treasurer to fill the term of John Duval, who is no longer on the Commission.

X. New Business

A. Discussion of Topics for the January 15, 2026 Commission Meeting

Potential topics for January 15 2026, Commission Meeting include:

- Vote to approve the FY 27 assessment
- Presentation on MILUS
- Presentation on the Sites Strategy and Build-Out projects
- Roundtable Discussion of Municipal Items
- Overview of the BRPC Public Health Program Areas

B. Next Executive Commission Meeting Date

As a reminder, due to the New Year's holiday, the next BRPC Executive Committee meeting is scheduled for January 8, 2026.

XI. Adjournment*

Additional Meeting Material:

- 2025.11.06 Executive Committee Meeting Minutes – Unapproved DRAFT
- 2025.10.29 – 2025.11.24 Expenditures Report
- 2025.11 Accounts Receivable Report
- 2025.11 Line of Credit Report

- 2025.11.29 Executive Director Memorandum
- Disposal of Surplus Equipment Policy - proposed
- Whistleblower Policy – proposed
- FY 27 Assessment Options
- 2025.11.19 Seasonal Communities Advisory Council meeting presentation
- BRPC Comments on Model Bylaws
- Comment letter on Proposed MEPA Regulation Amendments
- October 2025 – Technical Assistance Memorandum

Disposal of Surplus Equipment - Policy



Policy

The Disposal of Surplus Equipment by BRPC shall be handled in the manner prescribed by M.G.L. Chapter 30B, §15 as amended from time to time. The Executive Director is authorized to donate surplus equipment to a local government or charitable organization . Property with an estimated net value of less than \$5,000 shall be disposed of in the most cost effective and least environmentally harmful manner reasonably possible.

Disposal of Surplus Equipment - Policy



The disposal of surplus “tangible supplies” by BRPC shall be handled in the manner prescribed by M.G.L. Chapter 30B, §15 and consistent with the conflict-of-interest law, M.G.L. c. 268A as amended from time to time. Supplies with an estimated net resale or salvage value of less than \$10,000 may be disposed at the discretion of the Executive Director. Supplies with an estimated net resale or salvage value of more than \$10,000 require an advertised sealed bid process or public auction. Supplies or equipment with an estimated net resale or salvage value of more than \$100,000 require advertising in the Goods and Services Bulletin. The Executive Director may sell at less than fair market value and/or donate supplies of any resale or salvage value to a governmental entity or charitable organization consistent with M.G.L. Chapter 30B, §15(g).

BRPC defines “tangible supplies” to include motor vehicles, machinery, computer equipment, furniture, and other materials and supplies. Surplus supplies are those exceeding the needs of BRPC; (b) supplies obsolete to the needs of BRPC; and/or (c) damaged non-repairable supplies (salvage).

On a periodic basis, but not less than annually, BRPC will examine its inventories of supplies to identify any supplies that are no longer needed, obsolete, and/or damaged and not repairable.

The value of surplus supplies will be determined by BRPC using sound business practices.

Under no circumstances shall a BRPC employee or Commissioner take an item or offer it for sale unless approved by the Commission or Executive Director. Removal of surplus materials without approval may be considered theft and result in disciplinary action.

Tangible supplies purchased with federal grant monies with current fair market value of \$10,000 or less may be retained, sold, or otherwise disposed of with no further responsibility to the federal agency or pass-through entity. Tangible supplies purchased with grant monies with current fair market value of \$10,000 or more must comply with 2 CFR 200.313 (Equipment) and/or 200 CFR 314 (Supplies).

This policy does not apply to Real Property.

Whistleblower - Policy



This policy is adopted pursuant to and in accordance with: Massachusetts General Laws (MGL) c. 149, § 185 and 2 CFR Part 200, § 200.217. MGL c. 149, § 185 protects employees from retaliation for engaging in what is commonly known as "whistleblowing" activities. At the federal level, 2 CFR Part 200, § 200.217, provides whistleblower protection for employees of recipients or subrecipients of federal funds. Employees of public bodies or federal award recipients or subrecipients must not be retaliated, discharged, demoted, or otherwise discriminated against as a reprisal for disclosing:

- activities, policies or practices that the employee reasonably believes are in violation of a law, or a rule or regulation promulgated pursuant to law, or which the employee reasonably believes poses a risk to public health, safety or the environment; or
- information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant.

It is the policy of the Berkshire Regional Planning Commission (BRPC) to:

- Encourage the reporting by its employees, Commissioners, and sub awardees of the improper activities described above by BRPC employees, Commissioners, or sub awardees
- To protect BRPC employees who have reported improper activities described above in accordance with this policy.

Employee and sub-awardee notices will be brought to the attention of all BRPC employees and federal award subrecipients and be available upon request.

Employee and sub awardee notices are provided in Appendices A and B.

APPENDIX A

Berkshire Regional Planning Commission Employee Notice

Whistleblower Rights and Protections

Pursuant to Massachusetts General Law Chapter 149, § 185, Berkshire Regional Planning Commission (BRPC), as a public body, shall not take any retaliatory action against an employee for doing any of the following:

- Disclose, or threatens to disclose to a supervisor or to a public body an activity, policy or practice that the employee reasonably believes is in violation of a law, or a rule or regulation promulgated pursuant to law, or which the employee reasonably believes poses a risk to public health, safety or the environment
- Provide information to, or testifying before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation promulgated pursuant to law, or activity, policy or practice which the employee reasonably believes poses a risk to public health, safety or the environment by the employer
- Object to, or refuse to participate in any activity, policy or practice which the employee reasonably believes is in violation of a law, or a rule or regulation promulgated pursuant to law, or which the employee reasonably believes poses a risk to public health, safety or the environment

Pursuant to 2 CFR Part 200, § 200.217, BRPC shall not discharge, demote, or otherwise discriminate against an employee as reprisal for disclosing to a person or body information that the employee reasonably believes is evidence of any of the following:

- gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant
- a substantial and specific danger to public health or safety
- a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant

A disclosure made under § 200.217 is protected if it meets two criteria:

1. The disclosure must be based on a reasonable belief that the wrongdoing has occurred.
2. The disclosure must also be made to a person or entity that is authorized to receive it

The protection against retaliatory action provided above shall not apply to an employee unless the employee has provided written notice of the alleged improper activities as provided under the reporting procedures of this policy and has afforded BRPC a reasonable opportunity to correct any improper activities, policies, or practices.

BRPC staff and Commissioners who are found to have taken retaliatory action against an employee because they have, in good faith, reported improper activities in accordance with this policy are subject to discipline, up to and including termination.

Reporting Improper Activity

Filing a Report of Improper Activity

BRPC employees with complaints should file their written notice of improper activities with their Program Manager. When there is the potential for a conflict of interest, notices should be filed with the Assistant Director. When the issue involves the Assistant Director, notices should be made to the Executive Director. When the issue involves the Executive Director, notices should be made to the BRPC Commission Chair.

Responsibilities of Supervisors and Administrators

BRPC Program Managers, Assistant Director, Executive Director or Commission Chair who receive notice of improper activities as described in Massachusetts General Law Chapter 149, § 185 and/or 2 CFR Part 200, § 200.217, shall immediately report such allegations in writing to their direct supervisor.

Description of Notices

All notices shall be made in writing and include a clear, detailed, and factual description of the issue and employee(s) involved. When relevant, the notices should include a discussion of oral reporting of the issue to managers or supervisors and/or internal communication regarding the issue. Notices may be submitted anonymously. BRPC Commissioners, administrators, program managers, and employees involved in the investigation shall keep the identity of reporting employees confidential to the extent possible under the law, unless the employee authorizes the disclosure of his or her identity in writing. Notices submitted anonymously must provide sufficient evidence to justify an investigation.

Investigation Process

Upon receipt of a notice, the Executive Director or Commission Chair shall promptly review the documentation provided and investigate the allegations. Upon completion of the investigation(s), the Executive Director or Commission Chair shall classify allegations as “improper” or “not improper” activities. When an allegation is classified as “not improper,” the investigation shall be formally closed, and findings shall be communicated in writing to the employee(s) who initiated the notice. When an allegation is classified as “improper” activity, the Executive Director or Commission Chair shall notify the BRPC Executive Committee to determine appropriate legal or disciplinary procedures.

Paperwork documenting the notice and investigation shall be kept on file for five (5) years.

Reporting Retaliation Complaints

BRPC employees with complaints should file their notices with the BRPC Executive Director. All complaints of retaliation shall be made in writing and include a clear, detailed, and factual description of the retaliation action, employee(s) involved, and specific date(s) or timeline(s) of the retaliatory action. When relevant, the notices should include a discussion of oral reporting of the issue to managers or supervisors and/or internal communication regarding the issue. All complaints of retaliation shall be made within twelve (12) months of the incident that the complainant believes to be retaliation. A complaint is considered filed based on the date it is postmarked, hand delivered, faxed, or emailed to the BRPC Executive Director. When the complaint involves the Executive Director, notices should be made to the BRPC Commission Chair.

Processing a Complaint of Retaliation

Initial response to a Complaint

The BRPC Executive Director or Commission Chair shall confirm receipt of the complaint in writing to the complainant and shall review the details of the complaint to determine if an investigation should occur. An investigation shall occur if the complaint:

- a) Is filed within twelve (12) months of the retaliatory incident.

- b) At least one negative personnel action occurred after the date of the retaliatory incident and in connection with the person(s) named in the complaint.

If a complaint does not meet the conditions under which an investigation shall occur, the Executive Director or Commission Chair shall notify the complainant in writing within fifteen (15) calendar days of the decision not to pursue an investigation.

Initiating an Investigation

The Executive Director or Commission Chair shall notify the employee(s) accused of retaliation in writing that an investigation shall commence. The accused employee(s) shall receive a copy of the complaint.

The Executive Director or Commission Chair shall interview the accused employee(s) and provide an opportunity for the accused employee(s) to respond to the complaint in writing. Responses shall be made in writing to the Executive Director or Commission Chair within 30 calendar days of the accused employee(s)'s receipt of the notification of an investigation or the date of the interview, as indicated by the Executive Director or Commission Chair.

The Executive Director or Commission Chair may request that the complainant and/or accused employee(s) submit supplementary information for the investigation, including the names of witnesses.

Within six (6) months of the date that the Executive Director or Commission Chair notified the complainant that an investigation shall commence, the Executive Director or Commission Chair shall prepare a written report of the investigation findings, including the original complaint of retaliation, a list of individuals interviewed, and any other documentation collected during the investigation.

The Executive Director or Commission Chair shall render a decision on the complaint within six (6) months of the close of the investigation. The complainant and accused employee(s) shall receive notification of the decision in writing. The decision and written report shall remain on file in the Executive Director's Office for a period of five (5) years.

If the Executive Director or Commission Chair does not satisfactorily resolve an employee's complaint that he or she has been retaliated against in violation of this policy, the employee, in accordance with the Act, may, within two years, institute a civil action in the superior court. Any party to said action shall be entitled to claim a jury trial. All remedies available in common law tort actions shall be made available to prevailing plaintiffs. These remedies are in addition to any legal or equitable relief provided herein.

APPENDIX B

BRPC Subrecipient Notice

Whistleblower Rights and Protections

Pursuant to 2 CFR Part 200, § 200.217, BRPC federal award subrecipients shall not discharge, demote, or otherwise discriminate against an employee as reprisal for disclosing to a person or body information that the employee reasonably believes is evidence of any of the following:

- gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant
- a substantial and specific danger to public health or safety
- a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant

A disclosure is protected if it meets two criteria:

- The disclosure must be based on a reasonable belief that the wrongdoing has occurred.
- The disclosure must also be made to a person or entity that is authorized to receive it.

Persons or entities authorized to receive disclosure are:

- A Member of Congress or a representative of a committee of Congress
- An Inspector General
- The Government Accountability Office
- A Federal employee responsible for contract or grant oversight or management at the relevant agency
- An authorized official of the Department of Justice or other law enforcement agency
- A court or grand jury
- A management official or other employee of the contractor, subcontractor, or grantee who has the responsibility to investigate, discover, or address misconduct.

BRPC federal award subrecipients must inform their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712.

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



Executive Office of
Housing & Livable Communities

Seasonal Communities Advisory Council

November 19, 2025



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Draft Regulation Update

NOTE: THIS PRESENTATION OFFERS A PLAIN LANGUAGE OVERVIEW OF THE CURRENT STATUS OF DRAFT REGULATIONS. THE SUMMARIES PROVIDED ARE NOT COMPLETE RESTATEMENTS OF CURRENT DRAFT REGULATIONS AND ADJUSTMENTS MAY BE MADE BEFORE FINAL REGULATIONS ARE PROMULGATED.

Public Comment Updates



- There were over 50 substantive individual comments
- Comments from:
 - 9 seasonal communities
 - 10 nonprofit, advocacy organizations, and regional planning agencies
 - 30 individual residents
- Comments ranged from high-level perspectives, to specific technical tweaks and wording changes
- EOHLC legal and policy teams categorized each of the comments and is considering each one that is submitted
- Many of the comments address elements where EOHLC is constrained by AHA statute or other MGL statute

Substantive Comments Addressed



Comments	EOHLC Approach
There are a variety of tools such as deed restrictions or leases from community land trusts that can be used to restrict attainable housing units.	EOHLC is working to broaden the regulatory language to allow other tools to be used
Expressed confusion over the overlap between Tiny Houses and ADU regulations.	EOHLC may specify that a tiny house is the principal dwelling on a lot to minimize overlap with ADU rules
There were detailed questions for specific communities about existing AMI programs, SHI eligibility, employee restriction timing, etc.	EOHLC will add some additional detail in regulations, but also plans to send on additional guidance via an FAQ document or other TA support to help with nuanced questions
Requested additional detail and parameters for the undersized lot zoning requirement	EOHLC is working to narrow that description and provide flexibility for communities to apply it (see next slide)

Input on Approach for Undersized Lots



- New vs existing lots
 - Potential approach requires attainable housing to be allowed as-of-right for existing lots and to be considered via a special permit for new lots. Communities can allow attainable housing on new lots by-right if they choose.
- Lot size
 - Potential approach specifies that municipalities must allow attainable housing as-of-right on undersized lots are at least 10,000 sq ft in size or 25% of the district's minimum lot size, whichever is larger. Municipalities may choose to set lower thresholds if they choose. Would require a special permit be offered for lot sizes below this minimum.
- Setbacks
 - Potential approach specifies that undersized lot developments must have at least 1 foot of setbacks for every 1,000 sq feet of lot size unless the municipality grants a waiver. However, the setback requirements can't exceed 15 feet of setbacks and 20 feet of frontage, no matter the lot size.



Seasonal Communities Additional Designation

Additional Designation Approach



After auditing the availability of reliable data and considering the nexus between each of the variables and the seasonal housing demand contemplated by the law, EOHLC has used two of the metrics from the statute to develop a list of additional municipalities to be designated as “presumptively seasonal.” These metrics are:

- “A high rate of short-term rentals in relation to the overall housing inventory.” EOHLC has defined a “high rate” to be 3.25% of the municipality’s housing stock or more.
- “The percentage of housing stock that is used for seasonal, occasional or recreational use or is otherwise not used as a primary residence by the property’s owner.” EOHLC has set the threshold for this variable at 12.5% of housing stock.

Additional Designation Approach



Using this approach, EOHLC could offer the following municipalities designation:

- **The remaining six municipalities in Barnstable County:** Barnstable, Bourne, Falmouth, Mashpee, Sandwich, and Yarmouth.
- **An additional ten municipalities in Berkshire County:** Egremont, Great Barrington, Lee, Lenox, New Marlborough, Richmond, Sandisfield, Sheffield, West Stockbridge, and Williamstown.
- **Two municipalities in Franklin County:** Hawley and Monroe.

However we know the score doesn't encompass all of the dimensions of seasonality:

EOHLC is going to open up an application process in the coming weeks where communities not yet designated can request designation from the Secretary.

Using this approach, EOHLC can consider factors not listed in statute such as regional interconnectedness.

We hope to process quick turnarounds so that interested communities can bring their designation to a vote ahead of 2026 town meeting season



Seasonal Communities Annual Report Recommendations

Seasonal Communities Report

Technical Fixes



- **Exempt year-round housing trusts from 30B for intra-municipal transfers, and from taxation.** The statute needs to directly address 30B so that year-round housing trusts have the flexibility to use properties with more discretion for housing production and preservation purposes.
- **Extend year-round housing occupancy restrictions for a longer term.** Currently, year-round housing occupancy restrictions cannot be held in perpetuity, because the new law did not address M.G.L. c. 184, § 31, which describes that only affordable, agricultural, watershed, or conservation restrictions can be held in perpetuity.
- **Specify the acceptance and denial provision.** Because seasonal communities have the power to access state funding and enter regional year-round housing trusts with other municipalities, stability is critical to the success of the program. As a result, a statute change would enable towns to accept their designation with a majority vote of their legislative body, but require a two-thirds majority to withdraw from it, mirroring how the Cape Cod and Islands Water Protection Fund is structured.

Seasonal Communities Report

Additional Legislation



- **Consider expanding employment specific housing eligibility.** The current statute enables towns to prioritize housing for public employees and local artists in certain circumstances. Many communities have expressed an interest in also protecting other vulnerable communities such as childcare workers, nonprofit employees, local fishermen, and other critical community members at risk of displacement. This expansion could be codified through legislative action.
- **Enable communities to enact transfer fees or similar revenue sources.** With a tight fiscal picture at the state level, most communities will need to rely on locally raised revenue to fund affordable and attainable housing for residents in their communities. At least 10 Seasonal Communities have filed Home Rule Petitions requesting the ability to enact transfer fees of 0.5%-2.0% on the value of transactions over \$1M. The Advisory Council urges the Legislature to allow communities to enact these policies locally within reasonable constraints.

Seasonal Communities Report

Administrative Action



- **Build model by-laws.** Many communities have expressed a need for additional support in translating the draft regulations on undersized lots and tiny houses into actionable zoning updates. The Advisory Council asks EOHLC to work with regional planning agencies on the Cape, Islands, and Berkshires to develop model by-laws that could be adopted by the communities more easily.
- **Develop model deed restrictions.** Many communities also would like support on implementing the deed restrictions for essential public employees and year-round housing. The Advisory Council asks EOHLC to work with regional planning agencies on the Cape, Islands, and Berkshires to develop model deed restrictions for communities to implement.



Seasonal Communities Funding Discussion

NOFA to be Posted Soon



- The Capital Investment Plan makes up to \$4 million available in FY26 and FY27 to support Seasonal Communities
- It is anticipated that all eligible communities that **have accepted the designation** will receive a minimum grant of approximately \$50,000.
- Remaining funds will be equally allocated to eligible communities that have accepted the designation based on the number of people in each community per the 2020 U.S. Census numbers.
- It is anticipated that all eligible communities that have accepted the designation will receive a maximum grant of approximately \$175,000.
- Any unallocated funds will be reapportioned to other communities receiving less than approximately \$175,000, based on 2020 Census numbers, until the available funds are fully allocated to all eligible communities that have accepted the designation.

FY26 Preliminary Funding Amounts



Seasonal Community	Designation Status	2020 Census Population	Eligible Award*
Aquinnah	Accepted	439	\$60,147.00
Chatham	Accepted	6,594	\$175,000.00
Chilmark	Accepted	1,212	\$78,015.00
Eastham	Accepted	5,752	\$175,000.00
Edgartown	Accepted	5,168	\$169,456.00
Gosnold	Accepted	70	\$51,618.00
Nantucket	Accepted	14,255	\$175,000.00
Oak Bluffs	Accepted	5,341	\$173,455.00
Orleans	Accepted	6,307	\$175,000.00
Provincetown	Accepted	3,664	\$134,692.00
Tisbury	Accepted	4,815	\$161,296.00
Truro	Accepted	2,454	\$106,723.00
Wellfleet	Accepted	3,566	\$132,426.00
West Tisbury	Accepted	3,555	\$132,172.00

*This table may be updated if any additional communities accept their designation by the close of the application period

Anticipated Permissible Activities



- **Planning and zoning activities, including, but not limited to:**
 - Planning activities related to housing needs assessments.
 - Zoning and/or bylaw revisions to implement Seasonal Communities policies.
 - Planning for housing development.
- **Local actions for housing development, including but not limited to:**
 - Funding for housing development projects.
 - Technical Assistance to establish a Year-Round Housing Trust Fund.
 - Seed funding for Year-Round Housing Trust to support housing development.
- **Public horizontal infrastructure projects to leverage housing development, including pre-construction (design/engineering documents) and/or construction related to:**
 - Sewer lines, septic systems, and other sanitary waste disposal systems, water lines, wells, and water treatment systems;
 - Utility extensions;
 - Streets, roads, curb cuts, and other transit improvements such as crosswalks and pedestrian and bicycle ways; and
 - Other related horizontal infrastructure work adjacent to planned or imminent housing improvements.



Next Steps

Next Steps



Advisory Council Next Steps

- Provide feedback and ideas for year-end report recommendations
- Stay tuned for notice of funding availability
- Final regulations to be posted as soon as possible
- Advisory council reconvening in early 2026



BRPC

Berkshire Regional Planning Commission

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

November 14, 2025

Joanne Bissetta, Department of Energy Resources
100 Cambridge Street, 9th Floor,
Boston, MA 02114

RE: Model Bylaw Comments

Dear Ms. Bissetta,

The Berkshire Regional Planning Commission (BRPC) hereby submits general comments with regard to the *Model Zoning Bylaw: Allowing Use of Solar Photovoltaic Installations* and the *Model Zoning Bylaw: Allowing Use of Battery Energy Storage Systems*. BRPC appreciates the efforts of the Department of Energy Resources in preparing these model bylaws to help support communities within the Commonwealth. BRPC offers the following comments for your consideration.

The preamble of both model bylaws states that “municipalities should independently verify compliance with the applicable DOER regulations and Guidelines.” BRPC has previously raised the concern that communities are mandated to follow Guidelines that may be changed through a very informal, internal process without public input. Once finalized, the Guidelines should be incorporated into the Regulations if they are to be binding documents that communities must adhere to.

In addition, there is a notation within *the Model Zoning Bylaw: Allowing Use of Solar Photovoltaic Installations* regarding “Qualifying as a Green Community”. The notation appears to address communities that have not already qualified as a Green Community and states:

To satisfy the Green Communities Act As-of-Right zoning requirement, codified at M.G.L. c. 25A, § 10(c), a municipality may adopt by-right zoning for Solar Photovoltaic Installations in at least one Designated Location, which permits a Primary Use Solar Photovoltaic Installation with a name plate capacity of 250 kW (DC) or more. Municipalities should reference guidance from the Department of Energy Resources (DOER) Green Communities Division on meeting zoning criteria for Designated Locations to qualify as a Green Community.

It is important to address communities that have already met this criteria and provide guidance to ensure that changes to their bylaws do not result in the loss of their qualification. Additional guidance is needed and, at a minimum, it should be flagged and noted where the model bylaw would not meet the Green Communities requirements and would need to be amended.

Lastly, since many communities already have solar bylaws it would be helpful to specifically call out which elements are required in order to amend an existing bylaw or provide other guidance for amending an existing bylaw. We acknowledge that this type of guidance may be planned to be addressed separately; however, it would be helpful to provide a commitment to providing such guidance in the near future.

Sincerely,

Thomas Matuszko, Executive Director



Massachusetts Association of Regional Planning Agencies

November 10, 2025

Tori Kim
Assistant Secretary and MEPA Director
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, Suite 900
Boston, MA 02114

RE: Comments on proposed changes to MEPA Regulations at 301 CMR 11.00 et. seq.

Dear Director Kim,


The Massachusetts Association of Regional Planning Agencies (MARPA) writes to express our support for the proposed MEPA Regulations amendments at 301 CMR 11.00. MARPA represents the 13 regional planning agencies (RPAs) that serve 351 communities across the Commonwealth. MARPA supports the Healey-Driscoll Administration's commitment to boost the Commonwealth's housing production while ensuring minimization of environmental impacts.

MARPA strongly encourages the MEPA Office to consider utilizing the Expanded Environmental Notification Form (EENF) requirements for qualifying housing project proposals. An EENF would include an alternatives analysis along with a more detailed environmental impact assessment (e.g., water and wastewater capacity, trip generation, etc.) available for public review and input. Additionally, a requirement that qualifying housing project proposals include preliminary identification of mitigation measures would be in alignment with Section 61 Findings in the current MEPA review process. Doing so would be of critical importance to provide guidance to the subsequent state permitting agencies and transparency about the mitigation measures the proposed development project is expected to conduct.

MARPA also requests that the MEPA Office provide additional guidance for more comprehensive and equitable engagement throughout the MEPA review process, especially for proposed projects in Environmental Justice communities. MARPA suggests that the MEPA Office work closely with its established Advisory Council – which is made up of municipal and community representatives – to develop clear criteria and guidance for how to conduct engagement as part of the MEPA permitting process. Existing resources, including the Municipal Vulnerability Preparedness (MVP) Planning 2.0 program, have already developed materials to support these outcomes. This will also ensure alignment and consistency with state's expectation and outcomes for community engagement.

Thank you for your consideration of MARPA's recommendations. If you have any questions, please do not hesitate to contact us at ldunlavy@frcog.org and jwalker@srpedd.org.

Sincerely,

A handwritten signature in black ink, appearing to read "Linda Dunlavy". The signature is fluid and cursive, with the first name "Linda" and last name "Dunlavy" clearly distinguishable.

Linda Dunlavy
Co-President, MARPA
Executive Director, Franklin Regional
Council of Governments



MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: **November 30, 2025**

RE: **October 2025 Assistance Activities**

This report highlights technical assistance provided by BRPC staff for October 2025. This assistance was in response to requests identified in the Board/Organization column. Responses were supported by local assessment or grant funds, if available and permitted by the funding agencies. This report is intended to inform municipal officials about how local assessment funds are used and indicate the types of local and technical assistance BRPC can provide. If assistance may be useful to your community, please feel free to contact us for details.

Assistance Recipient	Municipal Technical / Assistance	Organization
Berkshire County	Meeting with MassDOT to review LEAP applications from municipalities.	Town of Becket, Egremont, and Williamstown
Berkshire County	Developing testimony in support of Representative Leigh Davis bill H 4130.	Berkshire County