



# BRPC

Berkshire Regional Planning Commission

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[berkshireplanning.org](http://berkshireplanning.org)

## **Berkshire Regional Planning Commission (BRPC)**

### **EXECUTIVE DIRECTOR**

#### **Application Process and Additional Information**

This search is being conducted by the Executive Director Search Committee, appointed by the Chair of BRPC. Please submit an electronic version of a cover letter, your resume, and a one-page statement of your management philosophy for leading a dynamic regional planning agency to the Executive Director Search Committee, Berkshire Regional Planning Commission, via our online application at [https://berkshireplanning.org/ed\\_search\\_2025/](https://berkshireplanning.org/ed_search_2025/). At this stage in the process, all submissions are confidential.

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

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

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

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



## Employment Opportunity EXECUTIVE DIRECTOR

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

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

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### GENERAL DESCRIPTION

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

### PRIMARY RESPONSIBILITIES

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

### ADDITIONAL RESPONSIBILITIES

- Serves on local, regional, and statewide committees and boards representing BRPC, Berkshire County, and/or western Massachusetts as assigned by

gubernatorial appointment, Commission recommendation, or professional judgment.

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

### **MINIMUM QUALIFICATIONS**

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

### **PREFERRED QUALIFICATIONS**

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

### **PAY RANGE**

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

### **BENEFITS**

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

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

## **EEO/SMOKE- AND DRUG-FREE WORKPLACE**

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

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

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

## **Berkshire Regional Planning Commission (BRPC)**

### **EXECUTIVE DIRECTOR**

#### **Position Summary:**

The Executive Director serves as the public “face and voice” of the BRPC. The Executive Director is charged with successfully implementing the organization’s Mission Statement, Vision, and Values, and working with a wide variety of citizens, municipal, business, non-profit, legislative and other leaders to assertively advocate Berkshire County’s needs and opportunities while providing management and leadership to a diversely focused professional staff. The Executive Director works with a commission composed of appointees from thirty-two member municipalities and an executive committee.

#### **Representative Responsibilities:**

##### The Commission

- Maintains a working knowledge of trends and significant development in the field of municipal and regional planning, and municipal governance, and how those trends may impact the region.
- Maintains and enhances BRPC’s reputation as a trusted resource of unbiased, professional information and assistance; build upon its role as a key regional player.
- Supports Commission members and the Executive Committee in discharging their duties to determine, establish and implement policy on matters appropriate to the BRPC and the region.
- Provides leadership in proposing solutions and options for the Commission to consider when setting policy for the organization and assists the Commission in developing and implementing those policies.
- Works with the Commission and member communities to formulate, refine and implement strategic plans to review and grow the scope of BRPC services in alignment and support of community and regional needs.
- Assures BRPC compliance with federal and state laws and regulations.
- Develops and maintains sound fiscal practices to ensure BRPC’s financial stability.
- Responsible for managing BRPC’s affiliated non-profit, Berkshires Tomorrow, Inc. See <http://berkshireplanning.org/about/berkshires-tomorrow-inc/>.
- Reports directly to the Commission and the Executive Committee.

##### External Organizations

- Acts as a primary representative for BRPC with the public, media, and elected and appointed officials; works closely with the region's state and federal delegation to follow legislative trends and opportunities; works closely with state administrative officials.
- Advocates for the adopted policies, plans, and policy positions of the BRPC and on behalf of the region and its communities.
- Works closely with diverse constituencies related to the work of BRPC.
- Serves on local, regional, and statewide committees and boards representing BRPC, Berkshire County, and/or western Massachusetts as assigned by gubernatorial appointment, Commission recommendation, or professional judgment.

#### The Professional Staff

- Provides overall management of a diverse professional staff to achieve BRPC's mission and implement activities of the Commission.
- Provides leadership and guidance to the staff, including development of personnel policies and procedures; overall monitoring of work and identification of potential issues; manages the hiring process; ensures professional development of staff; counsels and disciplines staff; assures BRPC compliance with personnel laws and regulations.
- Currently leads a diverse professional team of forty one FTEs and eleven PTEs, directly managing seven program managers.
- Maintains a working climate that attracts employees from diverse social and ethnic backgrounds, and keeps and motivates a top quality professional staff.

#### **Qualifications:**

##### Education, Training and Experience:

- Ten or more years of directly relevant and broad community or regional planning experience with increasing supervisory and management experience required.
- Master's degree, or equivalent, required; degree in planning or public administration strongly preferred.
- Professional certification in planning (AICP) or other related certifications highly desired.
- Experience with a similar agency or organization is highly desirable.
- Success in writing, securing, and administering grants is highly desirable.
- Experience in all aspects of program development, management and assessment is highly desirable.
- Strong understanding of public finance and measures of performance is highly desirable.

##### Knowledge:

- Comprehensive planning, transportation planning, economic development planning, public health, community development, environmental and energy planning, and municipal service delivery.
- Principles and practices of public finance, budget development and management, personnel management, and intergovernmental relations.
- Laws, legislative mechanisms, and regulations that affect municipal and regional government and expertise in municipal and regional agency operations and organization.
- Working proficiency with Microsoft Office Suite and knowledge of relevant software technologies.

Personal Abilities:

- Is a high energy self-starter who will manage and grow an already aggressive work program.
- Reacts positively to unexpected opportunities and challenges.
- Is a strong coalition builder who communicates and works effectively with a variety of internal and external stakeholders.
- Negotiates to achieve consensus amongst differing opinions and competing priorities.
- Prioritizes multiple tasks and exercises sound and independent judgment within general policy guidelines.
- Plans, organizes, and directs the preparation of reports.
- Analyzes problems, develops options, and formulates recommendations.
- Takes responsibility for local projects and their implementation.
- Negotiates contracts, agreements, and appropriate working arrangements and achieves timely results under stressful circumstances.
- Possesses a strong commitment to staff development and team building; successful track record of recruiting, directly and indirectly managing and retaining a diverse team of professionals.

Skills:

- Outstanding written, communication, networking, and presentation skills.
- Organizational and leadership skills.
- Experience and proclivity to be an outgoing spokesperson and relationship builder.
- Clearly and concisely conveys complex information to employees, officials, and the public.

Physical Requirements:

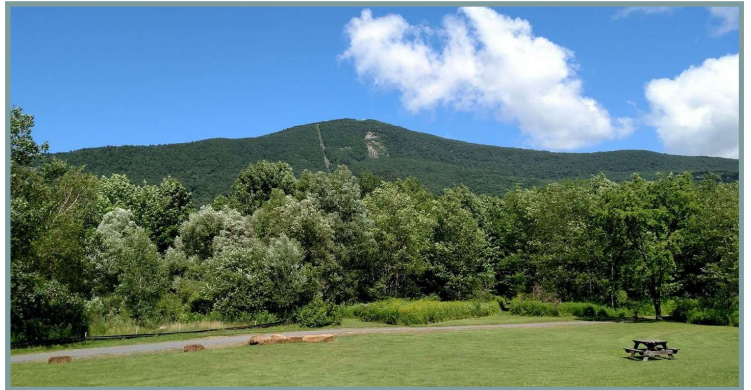
- Frequent attendance at evening meetings and frequent long working hours.
- Viewing computer screens and working with details for extended periods of time.

Executive Committee approved 11/6/25

- Operation of standard office equipment.
- Movement throughout office and to multiple locations outside the office.
- Driving personal vehicle on Commission business in year-round weather conditions and at night; frequent trips to Boston, Springfield, Greenfield, and other locations that are generally 150 miles or less in distance.

# Berkshire Regional Planning Commission

## EXECUTIVE DIRECTOR SEARCH AGENCY PROFILE



**BRPC**  
Berkshire Regional Planning Commission

Berkshire Regional Planning Commission  
1 Fenn Street, Suite 201  
Pittsfield, MA 01201  
413-442-1521  
[www.berkshireplanning.org](http://www.berkshireplanning.org)



## ***Mission Statement***

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

## SUMMARY

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

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

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

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



# BRPC'S IMPORTANCE

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

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

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

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



## **BRPC'S Vision**

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

*BRPC is recognized as the primary:*

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

## **BRPC'S Values**

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

# PROFILE OF THE REGION

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

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

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

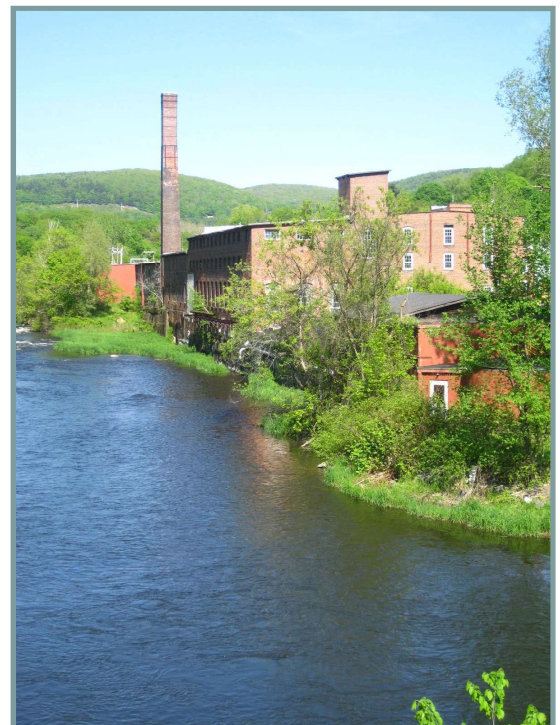
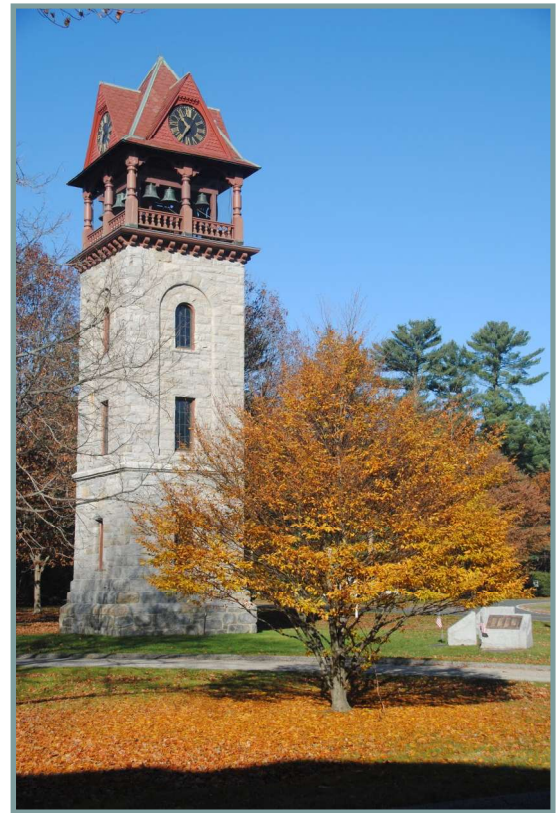
Berkshire County is comprised of two cities and 30 towns. The largest is the City of Pittsfield with a population of 43,559 and the smallest is the Town of Mount Washington with a population of 157. All towns have fewer than 8,000 residents full-time, with some having significant part-time or seasonal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



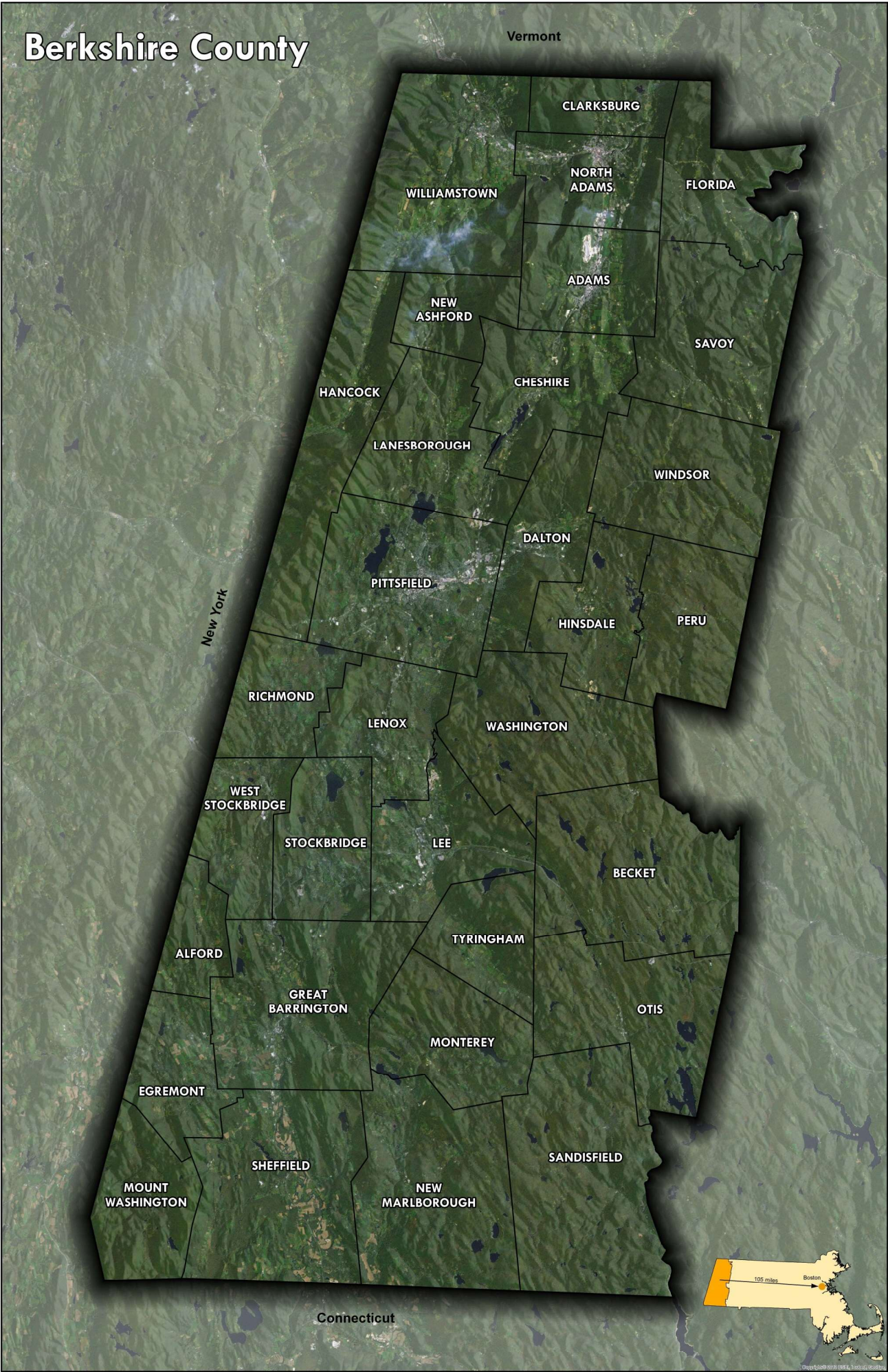
# STRATEGIC OPPORTUNITIES AND CHALLENGES FOR BRPC

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

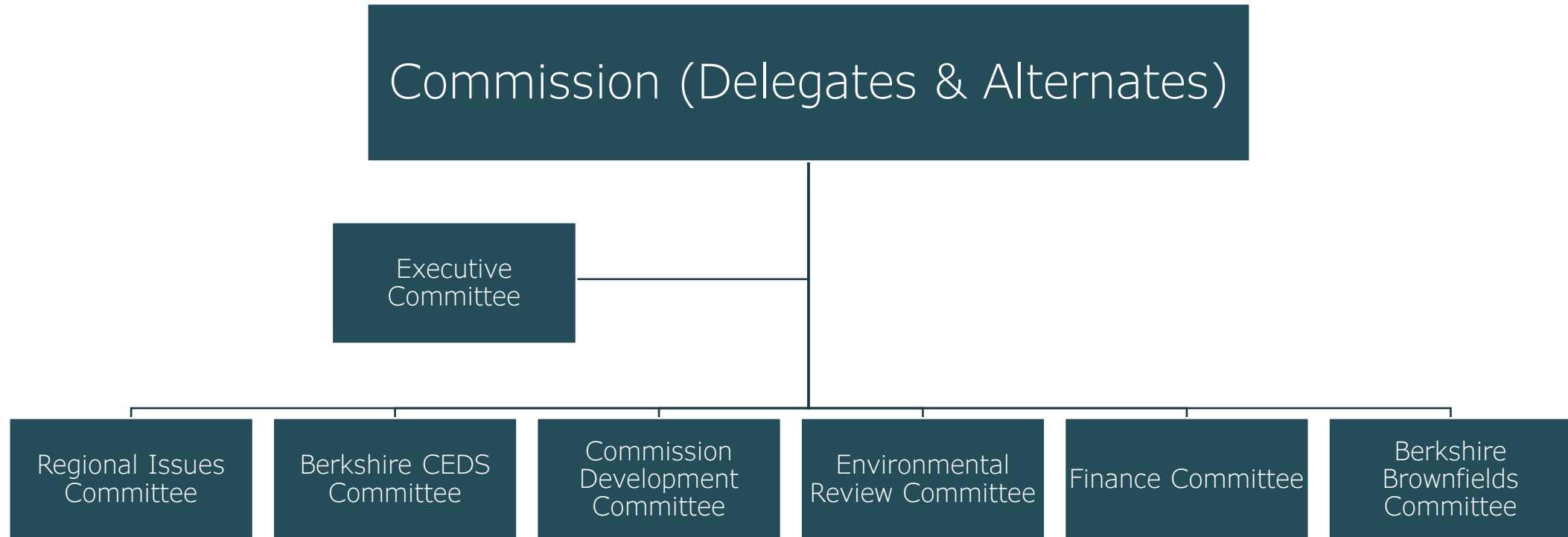
- ◆ Skillfully navigate the Commission through the transition from its current executive director.
- ◆ Continue to adjust the Commission's work program as both community needs and desires and state and federal funding opportunities require.
- ◆ Develop the talents, grow the cohesiveness (in a teleworking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



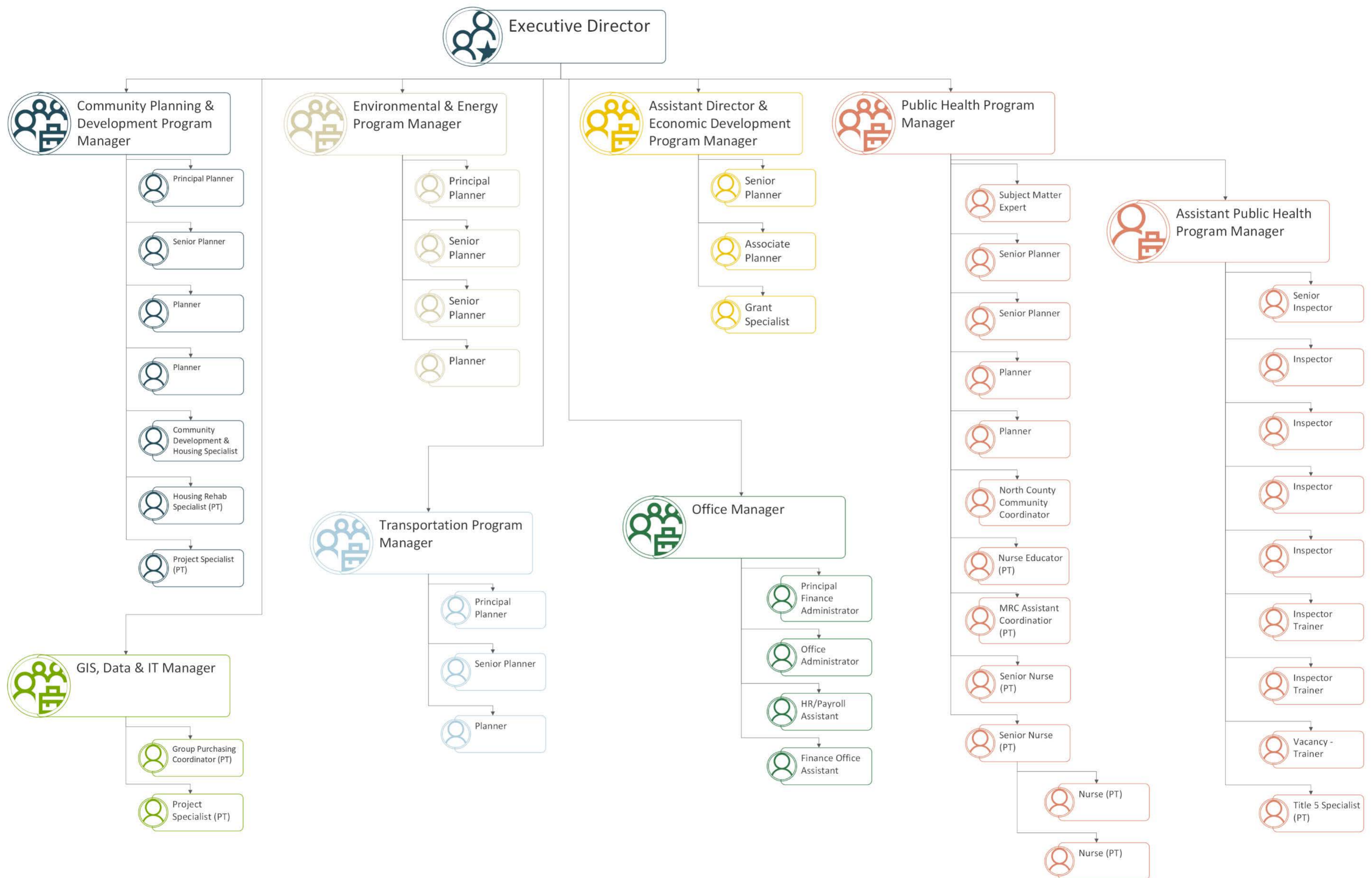
# Berkshire County



# Berkshire Regional Planning Commission



# Berkshire Regional Planning Commission





## Full-Time Employee Benefits: For Temporary & Permanent Employees

*As of July 1, 2025*

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### Compensation and Pay Schedule

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

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

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

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

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

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### Work Hours and Flexibility

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

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

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

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

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

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## Telework Policy

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

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## Compensatory Time (Salaried Employees Only)

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

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

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

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

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## Leave Benefits

### Fixed Holidays

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

### Floating Holidays

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

## Vacation Leave (Accrued)

Vacation leave accrues based on months of service:

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

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

## Sick Leave

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

## Jury Duty

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

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## Insurance Benefits

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

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

BRPC has two health plan options:

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

### **Vision Insurance – Blue 20/20 (BCBS)**

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

### **Life and Disability Insurance – Mutual of Omaha**

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

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

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

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## **Voluntary Pre-Tax Benefits**

### **457b Deferred Compensation Plan (Mission Square)**

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

### **Flexible Spending Accounts (TASC)**

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

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## **Retirement & Payroll Withholdings**

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

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

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

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

#### **Medicare Tax**

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

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## **Supplemental Benefits and Reimbursements**

#### **Mileage Reimbursement**

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

#### **Professional Development**

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

#### **Cell Phone Reimbursement**

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

#### **Relocation Reimbursement**

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

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## **Other Conditions of Employment**

#### **Conflict of Interest:**

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

#### **Consulting Restriction:**

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

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