



APPROVED FULL COMMISSION MEETING MINUTES

November 20, 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. Opening

A. The meeting was called to order at 7:02pm.

Chair Malcolm Fick stated that in accordance with the provisions of the Massachusetts Open Meeting Law meetings of the BRPC Commission Committee are recorded. Others may record meetings after informing the Chair that they wish to do so, as long as the method of recording does not interfere with the conduct of the meeting. Others recording the meeting were iBerkshires and PCTV.

B. The following Commission members were present:

Jay Meczywor-Adams Alternate
Alex Glover-Alford Delegate
Al Blake-Becket Delegate (joined meeting at 7:14PM)
Ann Krawet-Becket Alternate
Peter Traub-Cheshire Delegate
Mary McGurn-Egremont Delegate
Malcolm Fick-Great Barrington Alternate
Keith Harrison-Hinsdale Delegate
Buck Donovan-Lee Delegate
Daniel Bross-Lenox Alternate
Laura Mensi-Monterey Delegate
John Fletcher-Otis Delegate
Sheila Irvin-Pittsfield Delegate
Sari Hoy-Sheffield Delegate
Kate Fletcher-Stockbridge Delegate
Erik Reardon-Williamstown Delegate
Doug McNally-Windsor Delegate

Towns with no Delegate or Alternate present:

Clarksburg, Dalton, Florida, Hancock, Lanesborough, Mt Washington, New Ashford, New Marlborough, North Adams, Peru, Richmond, Sandisfield, Savoy, Tyringham, Washington, West Stockbridge

Staff Present:

Thomas Matsuszko, Marianne Sniezek, Caitlin Davis, Melissa Provencher

Others Present:

Bob Jones, Lee Select Board, Brittany Polito, iBerkshires, PCTV

C. Vote to Approve Minutes of the September 18, 2025, Commission Meeting

Doug McNally motioned to approve the September 18, 2025, draft meeting minutes. Buck Donovan seconded the motion. A roll call vote approved it: Alex Glover, Mary McGurn, Malcolm Fick, Keith Harrison, Buck Donovan, Daniel Bross, Laura Mensi, Sheila Irvin, Sari Hoy, Erik Reardon, and Doug McNally.

There was no discussion on the motion.

Abstained: Ann Krawet, Peter Traub, John Fletcher, Kate Fletcher

II. Comments from Berkshire Regional Planning Commission Delegates and Alternate Delegates

There were no comments from delegates or alternates.

III. Comments from the Public

There were no comments from the public.

IV. Presentation & Discussion of Executive Committee Actions

There were no comments or discussion on the Executive Committee actions taken on the Commission's behalf during the October 2, 2025, and November 6, 2025.

V. Vote to Elect Sam Haupt as BRPC Treasurer for FY 26

Malcolm Fick stated that John Duval, the then Alternate Delegate from Adams who was elected in July 2025 as BRPC Treasurer for FY 26, has resigned. A new Treasurer needs to be elected. The BRPC Commission Development Committee has recommended Sam Haupt as Treasurer.

Doug McNally motioned to approve Sam Haupt as the new BRPC treasurer for FY26. Mary McGurn seconded the motion.

There was no discussion on the motion.

A roll call vote approved it: Alex Glover, Peter Traub, Mary McGurn, Malcolm Fick, Keith Harrison, Buck Donovan, Daniel Bross, Laura Mensi, John Fletcher, Sheila Irvin, Sari Hoy, Kate Fletcher, Erik Reardon, and Doug McNally.

Abstained: Ann Krawet

VI. Vote to Approve Mary McGurn as an At-Large Member of the Executive Committee as Appointed by the Commission Chair

Malcolm Fick stated that he has appointed Mary McGurn, the Delegate from Egremont, to replace Sam Haupt as at-large member of the Executive Committee for the remainder of FY 26.

Doug McNally motioned to ratify the Chair's appointment of Mary McGurn as the new At-Large Member of the Executive Committee. Alexandra Glover seconded the motion.

Kate Fletcher asked how many at-large positions there currently are. Malcolm Fick confirmed there are two at-large positions on the Executive Committee.

A roll call vote approved it: Alex Glover, Ann Krawet, Peter Traub, Mary McGurn, Malcolm Fick, Keith Harrison, Buck Donovan, Daniel Bross, Laura Mensi, John Fletcher, Sheila Irvin, Sari Hoy, Kate Fletcher, Erik Reardon, and Doug McNally.

VII. Vote to Allow Non-Commission Members to Make up a Majority of the Membership of the BRPC Environmental Review Committee, BRPC Regional Issues Committee, Berkshire Brownfields Committee, and Berkshire Comprehensive Economic Development Strategy Committee

Malcolm Fick stated the rationale for this is to bring expertise to the committees. Tom Matuszko added that these committees are advisory to the Executive Committee or Commission

Doug McNally motioned to approve non-commission members to make up a majority of the Membership of BRPC Environmental Review Committee, BRPC Regional Issues Committee, Berkshire Brownfields Committee, and Berkshire Comprehensive Economic Development Strategy Committee. Mary McGurn seconded the motion.

Kate Fletcher asked if there was anything established for criteria for non-commission member appointments to the committees? Malcolm Fick mentioned that the committees are appointed by him in consultation with the chair. The criteria vary from committee to committee regarding what expertise is required. Kate commented that it is a lot to ask for Delegate and Alternates to serve on Committees. Or perhaps not, Kate commented that it might be a good idea to revisit this structure and how it is working, especially with a search for a new executive director. Kate recommended that there be a hold on this until the search for a new Executive Director.

Doug McNally also commented that there is a difference between membership on a committee that does not give them voting rights and membership with the board. Bringing in non-commissioned people because of their particular expertise in the area that is being examined is

a very valuable thing. Doug also stated it was important for the Chair to have flexibility to bring expertise to the committees.

Malcolm reiterated it was important to bring in expertise. Kate stated that the Commission does not get a lot of cover.

Keith Harrison asked which committees this would apply to. Malcolm reiterated it was only the committees identified.

A roll call vote approved it: Alex Glover, Ann Krawet, Peter Traub, Mary McGurn, Malcolm Fick, Keith Harrison, Buck Donovan, Daniel Bross, Laura Mensi, John Fletcher, Sheila Irvin, Sari Hoy, Erik Reardon, and Doug McNally.

Kate Fletcher voted no.

VIII. *Vote to Establish the Special BRPC Executive Director Search Committee, whose Duties shall be to Establish and Conduct the Initial Hiring Process, make Recommendations to the Executive Committee and Commission about Candidates for Interviews, and make a Recommendation to the Executive Committee and the Commission on the Hiring of a New BRPC Executive Director and whose members shall be Buck Donovan, the Committee Chair, (subject to approval by the Commission), Malcolm Fick, Sheila Irvin, Kyle Hanlon, John Duval, Laura Kittross, and Marybeth Mitts*

Malcolm Fick explained that in preparation for the current Executive Director's upcoming retirement in March 2026, the Commission needs to establish a process to select a replacement. The Executive Committee recommended a process that includes conducting the search in-house with a 7-member search committee. Malcolm explained that the rationale for selecting the members was that past Chairs of the Commission have the most in-depth knowledge of the Commission. However, only four members of the Executive Committee or Commission are allowed on the Search Committee. Therefore John Duval, as a past Chair who is no longer on the Commission, was selected. Laura Kittross, who is retiring as a staff member from BRPC, would bring in public health expertise. Marybeth Mitts has strong knowledge of the Commission and is a Select Board member.

Doug McNally motioned to approve the establishment of a special BRPC Executive Director Search Committee, whose duties shall be to establish and conduct the initial hiring process, make recommendations to the Executive Committee and Commission about candidates for interviews, and make a recommendation to the Executive Committee and the Commission on the hiring of a new BRPC Executive Director and whose members shall be Buck Donovan, the Committee Chair, (subject to approval by the Commission), Malcolm Fick, Sheila Irvin, Kyle Hanlon, John Duval, Laura Kittross, and Marybeth Mitts

the establishment of the Special BRPC Executive Director Search

Committee. Mary McGurn seconded the motion.

Kate Fletcher asked Buck what outreach would be made to town officials and if the meetings would be open to the public, which Buck confirmed. Tom Matuszko noted the initial interviews would be done in Executive Sessions and that the material would be confidential and not released. The other meetings would be public Doug stated the confidentiality was important or people would not apply.

Kate reiterated it would be important to reach out to communities, and this might be an appropriate time to do that.

Mary McGurn stated that she is the representative of the town and if there were concerns, they would be brought to her. She also asked if a search firm would be used.

Kate also stated it was difficult for Stockbridge Planning Board members to want to participate in BRPC. Malcolm suggested a broader topic of participation might be a good discussion topic.

A roll call vote approved it: Alex Glover, Ann Krawet, Peter Traub, Mary McGurn, Malcolm Fick, Keith Harrison, Buck Donovan, Daniel Bross, Laura Mensi, John Fletcher, Sheila Irvin, Sari Hoy, Kate Fletcher, Erik Reardon, and Doug McNally.

IX. Vote to Approve Buck Donovan as Chair of the BRPC Executive Director Search Committee as Appointed by the Commission Chair
Sheila Irvin motioned to approve Buck Donovan as Chair of the BRPC Executive Director Search Committee. Mary McGurn seconded the motion.

There was no discussion on the motion.

A roll call vote approved it: Alex Glover, Ann Krawet, Peter Traub, Mary McGurn, Malcolm Fick, Keith Harrison, Buck Donovan, Daniel Bross, Laura Mensi, John Fletcher, Sheila Irvin, Sari Hoy, Kate Fletcher, Erik Reardon, and Doug McNally.

X. Presentation and Discussion about the BRPC Energy and Environmental Program
BRPC Energy and Environmental Program Manager Melissa Provencher provided a presentation and a brief overview of the work of the BRPC Energy and Environmental Planning Program.

Melissa focused on six main categories: Energy Efficiency, Air Quality, Water Quality, Hazard Mitigation Planning, Climate Resilience and Brownfields and provided a brief summary of work items in those focus areas.

Al Blake reported that Becket is being inundated with battery storage and solar proposals and asked who could provide assistance. Melissa reported that BRPC could help.

Mary McGurn expressed interest in the air quality monitoring project and stated that Egremont has a sensor in town hall with results being displayed on the town website and suggested all towns have these monitors.

Doug McNally asked if there was an effort by BRPC to reach out to other Green Communities and bring them together to share information. Melissa said she was willing to pursue this idea. A challenge has been to get the appropriate people from the communities.

XI. Open Discussion by Commission Members about Current Items of Interest in their City or Town

Delegates and Alternates were encouraged to discuss key items of interest in their city or town.

Mary McGurn (EGR): Egremont held a special town meeting on 10/28 to discuss a short-term rental general bylaw. However, town counsel had the bylaw pulled because as a general bylaw it was transgressing on zoning regulating uses. Therefore, it needed to be zoning bylaw, but it would have to wait until Spring. The Planning board has been working hard to help with the housing shortage. There will be a meeting on 12/11 to discuss the adoption of nine zoning bylaws. The bylaws being suggested will establish a cottage cluster development bylaw which offers four affordable by design housing units on an acre of three types, a tiny house (400 sq ft), a cottage (1200 sq ft) and cottage duplex (2,000 sq ft). To get to eight units on one½ acres at least two of the units need to be deed restricted. Concern was raised that the four cottage cluster units could be short-term rentals. Egremont has recently been designated as a seasonal community and Mary wondered if the provisions of the Seasonal Communities provision could limit the short-term rental. Tom reported that regulations are still being finalized, which could establish some use requirements.

Al Blake stated that he believed that short-term rentals could be excluded under that Seasonal Communities. He suggested holding informational sessions on these types of issues that BRPC would lead.

XII. Report and Discussion of the Executive Director's Report

The following items were highlighted:

The following towns have been designated seasonal towns: Lee, Egremont, Lenox, Williamstown, and Great Barrington at the September Seasonal Communities Regulations meeting.

Proliferation of renewable energy facilities- There is an upcoming meeting at UMass Modernization Advisory Council that wants to get input from municipal

officials, and this would be a good place for Berkshire County residents to give their input about the transmission lines.

The District Local Technical Assistance Program for 2026 will be running again, where BRPC staff help the municipalities (housing, zoning, etc.).

Kate Fletcher asked for details about a grant that would identify sites for development and would make it easier to site these large renewable energy facilities.

XIII. Adjournment

Mary McGurn made a motion to adjourn. Sheila Irvin seconded the motion.

A roll call vote approved the motion without discussion with affirmative votes from: Alex Glover, Ann Krawet, Peter Traub, Mary McGurn, Malcolm Fick, Keith Harrison, Buck Donovan, Daniel Bross, Laura Mensi, John Fletcher, Sheila Irvin, Sari Hoy, Kate Fletcher, Erik Reardon, and Doug McNally.

The meeting adjourned at 8:32pm.

Documents and Exhibits Used:

- *9.18.2025 Full Commission Minutes Draft*
- *Executive Committee Action Memo October and November 2025*
- *2025.11.11 Executive Director Memo*
- *Committee Descriptions*