



BRPC

Berkshire Regional Planning Commission

posted
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9:53am cd

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MEETING NOTICE

There will be a meeting of the **EXECUTIVE DIRECTOR
SEARCH COMMITTEE**

of the

BERKSHIRE REGIONAL PLANNING COMMISSION

Wednesday, January 14, 2026, 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=86144192649>

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 Search Committee Members Attending the Meeting | |
| III. | Vote to Approve the Minutes of the BRPC Executive Director Search Committee Meeting of December 22, 2025 | |
| IV. | Open Comments from Berkshire Regional Planning Commission Delegates and Alternate Delegates, not to be further discussed at this meeting by the Search Committee | 4:05 |
| V. | Update on Conflict of Interest Requirements | 4:10 |
| VI. | Update on the Hiring Process | 4:15 |
| VII. | Discussion about Questions to be Used in Initial and Final Interviews with Candidates for the BRPC Executive Director Position | 4:20 |
| VIII. | Vote to Enter into Executive Session pursuant to M.G.L. c. 30A, § 21(a)(8) to Consider Potential Candidates for the BRPC Executive Director Position because Considering Potential Candidates in Open Meeting will have a Detrimental Effect Obtaining Qualified Candidates and Adjourn the Meeting at the End of the Executive Session and not Return to Open Session after the Executive Session is Completed | 4:40 |

BRPC has adopted the BRPC website www.berkshireplanning.org as its official posting method as allowed by

940 CMR29.00 section 29.03 (3) (b) since November 2010.



**DRAFT Berkshire Regional Planning Commission
Executive Director Search Minutes
Monday, December 22, 2025**

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

I. Call to Order & Open Meeting Law Statement

Chair Buck Donovan called the meeting to order at 4:04pm. He stated that BRPC was recording the meeting and said that if anyone else wanted to record it, they needed to inform him.

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

Members Present:

Buck Donovan, Search Chair, Lee Delegate
Malcolm Fick, BRPC Chair, Great Barrington Alternate
Sheila Irvin, Berkshire Brownfields Committee Chair, Pittsfield Delegate
Kyle Hanlon, At-Large, North Adams Delegate
John Duval, Former Adams Alternate
Laura Kittross, BRPC Staff
Marybeth Mitts, Select Board member

Others Present:

Mary McGurn, Egremont Delegate
Sari Hoy, Sheffield Delegate

Staff Present:

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

III. Vote to Approve the Minutes of the BRPC Executive Director Search Committee Meeting of December 16, 2025*

Kyle Hanlon motioned to approve the minutes from the 12.16.25 Search Committee meeting. Malcolm Fick seconded the motion.

There was no discussion on the motion.

The motion passed with affirmative votes from: Buck Donovan, Malcolm Fick, Sheila Irvin, Kyle Hanlon, John Duval, Laura Kittross and Marybeth Mitts.

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

No comments.

V. Update on Applications Received for the BRPC Executive Director Advertisement

Tom reported that there were few applications at this stage.

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

This vote would be for the changes made at the December 16th meeting to the evaluation criteria form.

The changes were:

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

Kyle Hanlon motioned to approve the Applicant Eligibility Criteria and Review Process. Sheila Irvin seconded the motion.

There was no discussion on the motion.

The motion passed with affirmative votes from: Buck Donovan, Malcolm Fick, Sheila Irvin, Kyle Hanlon, John Duval, Laura Kittross and Marybeth Mitts.

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

Tom did research on the process for the first round of interviews and executive sessions. Members of the search committee will need to agree on the process. Resumes will not be released. For the initial evaluation there will be no listed names; candidates will be numbered.

During the executive sessions, there will need to be a specialized statement read by the chair. Tom is working on this statement. Buck asked if the executive

sessions will be via zoom, which was confirmed.

The Conflict of Interest law was discussed in terms of the appearance of impropriety. A question was asked if there might be a conflict of interest down the road once the identity of a candidate is known. Tom responded possibly, depending on the nature of the relationship. Tom stated that most of the conflicts would occur if the candidate were a close relative or if there is a financial interest from a candidate to a Search Committee member. John stated that there is a form to submit if there is the appearance of a conflict and there was general agreement that completing and submitting the form was a good idea if there was any question. The potential for a conflict was discussed related to internal candidates and Executive Committee members. Tom reported that during a previous conversation with our attorney she did not believe that there would be a conflict. Tom was going to check with our attorney again.

There will be an evaluation system in place where Krystal will set up next week.

After January 9th, the selection of applicants for interviews will begin and there will be a meeting scheduled to determine which candidates to bring in.

VIII. Determine next meeting date

Wednesday, January 14, 2026, at 4 p.m.

This meeting will cover the results of the evaluation, and the search committee will determine which applicants to bring in, depending on the number of applicants received.

IX. Adjournment*

Malcolm Fick motioned to adjourn the meeting. Kyle Hanlon seconded the motion. The motion passed with affirmative votes from: Buck Donovan, Malcolm Fick, Sheila Irvin, Kyle Hanlon, John Duval, Laura Kittross and Marybeth Mitts.

The meeting adjourned at 4:20 p.m.



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MEMORANDUM

TO: Executive Director Search Committee Members
FROM: Thomas Matuszko, Executive Director
DATE: January 11, 2026
SUBJ: January 14, 2026, Executive Director Search Committee Meeting

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

V. Update on Conflict of Interest Requirement

In follow-up to the discussion at the last meeting, I conferred with our legal counsel regarding a possible internal candidate who Executive Committee members on the Search Committee may know through BRPC professional activities. If the only relationship between a Search Committee member and a potential candidate is only through BRPC work, then our Counsel offered that that was not a conflict of interest. For the BRPC employee on the Search Committee, our Counsel did not believe that was a conflict of interest either. She did state that the BRPC employee on the Committee could submit a disclosure from as could all Search Committee members. I can provide a copy of the form if requested.

VI. Update on the Hiring Process

Included in the meeting material is the initial hiring process outline that was suggested by the Executive Committee. I have updated the status of the items that have been completed. Generally, we are on track with the schedule with one exception. The initial hiring process outline had us reviewing the initial interview questions earlier (mid-December) and then submitting them to Delegates, Alternates and BRPC staff for comments. That step has not been done. The final process that is ultimately used is determined by the Search Committee. The Search Committee needs to decide if we want to circulate interview questions to Delegates, Alternates, and BRPC staff.

VII. Discussion about Questions to be Used in Initial Interviews with Candidates for the BRPC Executive Director Position

Included in the meeting material are draft questions to be used for the initial interviews. The Open Meeting Law requires that these questions be discussed and prepared in open session. While these questions are based on those questions used in the 2017 – 2018 hiring process I updated them as necessary to reflect changes to the Position Description and the evaluation criteria used to evaluate applicant submittals. Also included in the meeting material is an evaluation form Committee members may but are not required to use during the initial interviews.

VIII. Executive Session

The Open Meeting Law is very specific about Search Committees' ability to enter into Executive Session. A Committee may enter into Executive Session to consider or interview applicants for employment or appointment if the chair declares that an open meeting will have a detrimental effect in obtaining qualified applicants. The law is very limited to two activities, to consider or interview applicants.

The Chair should read to following to request a motion, which needs a roll call vote:

I will accept a motion to go into Executive Session pursuant to M.G.L. chapter 30A, section 21(a)(18) to consider potential candidates for the BRPC Executive Director position, because considering potential candidates in open meeting will have a detrimental effect obtaining qualified candidates.

We will adjourn the meeting at the end of the Executive Session and not return to open session after the Executive Session is completed.

STATUS UPDATE – 1/10/26

BRPC Executive Director Search Process (as recommended by the BRPC Executive Committee)

The BRPC Executive Committee recommends the Commission use the following process outline, based on the 2017 – 2018 hiring process to hire the next BRPC Executive Director. Once the BRPC Executive Director Search Committee is formed, the final process will be determined by the Search Committee.

Activity	Responsible Party	Schedule	Notes
Establish the BRPC Executive Director Search Committee (Search Committee)	Commission	November 20, 2025 Completed – 11/20/26	The search process will be done in-house. The BRPC Bylaws (Bylaws) require the Commission to establish Standing Committee
Appoint the Search Committee Chair	Commission Chair (Chair)	Prior to November 20, 2025 Completed before 11/20/26	The Bylaws state the Chair appoints committee chairs
Appoint the Search Committee members	Chair, with input from Search Committee Chair	Prior to November 20, 2025 Completed before 11/20/26	The Bylaws state the Chair appoints committee members with consultation of the Committee Chair. The members should primarily be current or former Delegates or Alternates with familiarity of the workings of BRPC. The Search Committee should be composed of 5-7 members. The Search Committee must contain less than a quorum of the parent body (less than 5, current Executive Committee members, less than 8 Commission members)
Approve the Chair's appointment of the Search Committee Chair and members	Commission	November 20, 2025 Completed – 11/20/26	The Bylaws require the Commission to approve the Chairs appointments of committee Chairs and members
Approve advertising material Approve advertising locations	Search Committee w/ BRPC staff support	SC meeting #1 (virtual) – week of Dec 1?? Completed, SC meeting #1 – 12/2/26	Virtual open public meeting. 2017 – 2018 hiring process advertised in 15 local, state, NE region, and national locations. It is recommended these sites be used again with several more added.
Advertise position Collect applications	BRPC Staff	Immediately after SC mtg #1 until new Executive Director is hired. Mostly by 12/9/26	Advertisement to state that application reviews begin January 9, 2026 and will continue until position is filled. Applicant material initially kept confidential
Approve pre-screening eligibility criteria Approve initial draft of 1 st round interview questions	Search Committee w/BRPC staff support	SC mtg #2 (virtual)– week of Dec.15?? Pre-screen eligibility approved SC meeting #2 - 12/16/25 No action on 1st round interview questions – scheduled 1/14/26	Virtual open public meeting
Pre-screen applicants for eligibility as they are received	BRPC Staff	Immediately after SC mtg #2 to January 9, 2026 - ongoing	Search Committee to decide where there are questions related to eligibility

STATUS UPDATE – 1/10/26

Activity	Responsible Party	Schedule	Notes
Circulate 1 st round interview draft questions to Delegates, Alternates and BRPC staff for comment	BRPC Staff	Immediately after SC #2 to December 31 st SC to decide on this step	
Approve 1 st round interview questions Approve applicant evaluation and ranking criteria	Search Committee w/BRPC staff support	SC mtg #3 (virtual) – week of Jan 5 th ?? 1st round interview questions- discussed / possibly approved at SC mtg #4 - 1/14/26 Evaluation and ranking criteria approved at SC meeting #3 - 12/22/25	Virtual open public meeting
Provide eligible applicants' material to Search Committee members	BRPC Staff	Jan 9 th Completed & ongoing w/new applicants	Applicant material to remain confidential by Search Committee members
Evaluate and rank eligible applicants	Every Individual Search Committee member	Jan 9 th through Jan 19 th To be completed prior to 1/14/26	Applicant material to remain confidential by Search Committee members
Compile Search Committee member evaluations and rankings into master composite ranking	BRPC Staff	Jan 19 th through Jan 23 rd To be completed prior to 1/14/26	
Approve initial draft of 2 nd round interview questions Determine which candidates will be given 1 st round interviews	Search Committee w/BRPC staff support	SC mtg #4 (preferable in-person, virtual possible) – week of Jan 26 th To be completed at 1/14/26	2 nd round interview questions discussion must be done in open public meeting Deciding which candidates to invite to 1 st round interviews is done in Executive Session
Circulate 2 nd round interview draft questions to Delegates, Alternates and BRPC staff for comment Arrange 1 st round interviews	BRPC Staff	Immediately after SC #4 to February 6 th SC to decide on this step	
Conduct 1 st round interviews	Search Committee w/BRPC staff support	Jan 26 th – February 6 th (in-person or virtual) (interviews may be done in one long meeting or spread out over several meetings)	1 st round interviews to be conducted in Executive Session. Depending on the number of 1 st round interview candidates and their locations, 1 st round interviews may be done in-person (preferable) or virtual. All candidates to be interviewed the same way.
Approve 2 nd round interview questions Determine which candidates, at least 2 but preferably 3, will be offered 2 nd round interview	Search Committee w/BRPC staff support	SC mtg # 5 (preferable in-person, virtual possible) – week of Feb 9 th	2 nd round interview questions approved in open public meeting Candidates selected for final interview to be done in Executive Session

STATUS UPDATE – 1/10/26

Activity	Responsible Party	Schedule	Notes
Arrange final in-person interviews for at least 2 candidates	BRPC Staff	Immediately after SC #5	
Conduct in-person final interviews for at least 2 candidates	Search Committee w/BRPC staff support	SC mtg #6, in-person between Feb 16 th – Feb 27 th	Open public meeting. Delegates and Alternates encouraged to attend
Vote to approve the next BRPC Executive Director Vote to establish committee to set new ED salary, terms	Commission	March 19, 2026	Open public meeting. Delegates and Alternates encouraged to attend

STATUS UPDATE – 1/10/26

Role of the Search Committee

The role of the BRPC Executive Director Search Committee is to establish and conduct the initial hiring process, make recommendations to the 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.

The General Process

The Search Committee will provide oversight about the content and location of advertising material. BRPC staff will place the advertisements and collect the responses. The Search Committee will prepare initial pre-screening criteria. Once the position is advertised and responses received, BRPC will conduct an initial pre-screening of applicants only to determine eligibility with the Search Committee to decide if there are questions on eligibility. Search Committee prepares evaluation and ranking criteria. Applicant material for all eligible applicants will be forwarded to Search Committee members who will conduct an initial evaluation and ranking of applicants. A certain number of highly qualified applicants will be invited for initial interviews with the Search Committee in Executive Session. A smaller subset of those applicants will be provided with the opportunity for second interviews in public session. The Search Committee must recommend at least two, preferably three candidates to the Commission for a vote by the Commission.

The Specific Activities include but are not limited to:

• Approve the advertising material	• Approve the advertising locations
• Approve initial screening criteria	• Approve eligibility where initial screening is inconclusive
• Approve evaluation and ranking criteria	• Evaluate and rank eligible candidates
• Prepare initial interview questions (Delegate, Alternate, staff input)	• Conduct initial interviews
• Prepare 2 nd round questions (Delegate, Alternate, staff input)	• Conduct second interviews (in-person)
• Recommend at least two candidates (preferably 3) to the Commission for approval	

Time Commitment

The 2017-2018 hiring process required nine meetings of the Search Committee, approximately every two – three weeks from October – March. The 2017-2018 meetings were held in person. Interviews should be conducted in person. The use of material from the 2017 – 2018 process may shorten the time commitment, but a significant time commitment will still be required. The preferred schedule is to have a vote on the next BRPC Executive Director by the Commission at their regularly scheduled March 19, 2026 meeting. For fair consideration of all the candidates, Search Committee members should be prepared to attend all meetings.



BRPC

Berkshire Regional Planning Commission

BRPC EXECUTIVE DIRECTOR INTERVIEW QUESTIONS

First Round Interview Questions

Interviews to be held virtually on xxxxxxxxxxxxxx

The initial round of questions is purposely designed to be broad, to allow the candidate to be the lead speaker within the conversation. If the discussion does not yield enough information on key topics that are of interest to the Search Committee, or if greater detail is needed on key topics, then follow up questions will be asked.

- 1. Please tell us about your professional self and your career.**
- 2. Please tell us what attracted you to apply for this position.**
- 3. Considering the requirements of the Executive Director Position Description, tell us how your experience, professional skills and leadership qualities would make you an excellent candidate for the position.**
- 4. What do you think a Regional Planning Agency should be and how should it prioritize efforts given limited resources.**
- 5. What experiences have you had in working with diverse private, non-profit, and public stakeholders within a region and in developing collaborations?**
- 6. For the Executive Director's position, which requirements do you feel favor your strengths?**
- 7. Are there any requirements as you understand the Position where you feel you are not as strong as you'd like to be or do not meet the requirements? If yes, what are they and what is your plan to address them?**
- 8. What else would you like us to know about you relative to this Position?**
- 9. Based on what you've heard in this interview, are there any other questions search committee members wish to ask?**
- 10. Do you have any questions for us?**
- 11. Interview Wrap up**
 - Thank the candidate
 - Let the candidate know what will happen next and how they will be notified.
 - Inform the candidate that it is the Search Committee's intent to forward favorable candidates into a second round of interviews with the Full Commission.
 - Inform the candidate that state law requires finalist interviews to be conducted as open public meetings and the material they submitted to be made public.
 - Inform the candidate that if they are selected for the next round, they will be asked to provide 3 references, who will be called.

BRPC Executive Director Search
 First Round Interview Evaluation Guidance
 Candidate identification _____
 Reviewer name: _____

	Evaluators Response				
	Strong Response	Moderate Response	Weak Response	Not responsive	Notes
1. Please tell us about your professional self and your career. (overall response)					
How did the candidate explain their interest in the public v. private sector as career choice					
Other aspects of response					
2. Please tell us what attracted you to apply for this position (overall response)					
How did the candidate explain wanting to work for a regional agency?					
How did the candidate explain planning as a career choice?					
How did the candidate explain wanting to work in the northeast?					
How did the candidate explain wanting to work in the Berkshires					
Other aspects of response					
3. Considering the requirements of the Executive Director Position Description, tell us how your experience, professional skills and leadership qualities would make you an excellent candidate for the position. (overall response)					
How did the candidate describe their efforts to lead an organization?					
How did the candidate describe their leadership style & how they would apply it to the position					
How did the candidate describe the importance of diversity & its importance to this position?					
How did the candidate describe the importance of staff retention & development?					
How did the candidate address work post-Covid & agency cohesiveness with Teleworking					
Other aspects of response					
4. What do you think a Regional Planning Agency should be and how should it prioritize efforts given limited resources. (overall response)					
How did the candidate describe a RPAs focus strictly on planning?					
How did the candidate describe an RPA's role in implementation?					
How did the candidate describe an RPA's role in providing services?					
How did the candidate describe their approach to prioritization given limited resources?					
Other aspects of response					
5. What experiences have you had in working with diverse private, non-profit, and public stakeholders within a region and in developing collaborations? (overall response)					
How did the candidate describe different approaches to working with different types of entities?					
How did the candidate describe successful collaborations					
Other aspects of response					
6. For this position, which requirements do you feel favor your strengths? (overall response)					
How did the candidate describe their knowledge of state and federal employment laws					
How did the candidate describe their personnel management experience					
How did the candidate describe their knowledge of & familiarity with State and Federal laws related to:					

BRPC Executive Director Search
 First Round Interview Evaluation Guidance
 Candidate identification _____
 Reviewer name: _____

Questions in Bold. Response topics of interest for evaluation (BLUE)

	Evaluators Response				Notes
	Strong Response	Moderate Response	Weak Response	Not responsive	
planning					
transportation					
housing					
community developemnt					
energy					
environmental					
public health					
economic development					
procurement					
ADA					
How did the candidate describe their experience grant writing and management					
How did the candidate describe budgetary experience					
Other aspects of response _____					
7. Are there any requirements as you understand the Position where you feel you are not as strong as you'd like to be or do not meet the requirements? If yes, what are they and what is your plan to address them?					
(overall response)					
Other aspects of response _____					
8. What else would you like us to know about you relative to this Position?					
Other aspects of response _____					
9. Based on what you've heard in this interview, are there any other questions search committee members wish to ask?					
Other aspects of response _____					
10. Do you have any questions for us?					
Other aspects of response _____					

11. Interview Wrap up

Thank the candidate

Let the candidate know what will happen next and how they will be notified.

Inform the candidate that it is the Search Committee's intent to forward favorable candidates into a second round of interviews with the Full Commission.

Inform the candidate that state law requires finalist interviews to be conducted as open public meetings and the material they submitted to be made public.

Inform the candidatethat if they are selected for the next round, they will be asked to provide 3 references, who will be called.

Evaluator's recommendation - Invite the Candidate for a second interview

YES	NO