



BRPC

Berkshire Regional Planning Commission

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

MEETING NOTICE

There will be a meeting of the
BERKSHIRE REGIONAL PLANNING COMMISSION
on Thursday, January 15, 2026 at **7:00 p.m.**

This will be 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

The Meeting can be accessed at:

<https://us02web.zoom.us/j/3926128831?omn=81888330894>

Meeting ID: 392 612 8831

The Meeting Notice, Agenda, and meeting materials are on BRPC's website:

www.berkshireplanning.org.

Click the calendar of events, then the meeting name, and follow the link to materials.

Agenda

(All times approximate)

I. Opening

(7:00-7:05)

- a) *Call to Order and Open Meeting Law Statement*
- b) *Roll Call of Commission Members Attending the Meeting*
- c) *Vote to Approve Minutes of the November 20, 2025 Full Commission Meeting*

II. Comments from Berkshire Regional Planning Commission Delegates and Alternates

(7:05-7:10)

BRPC Delegates & Alternates may offer comments on any item not on the agenda. Discussion or action will be referred to a future meeting and not discussed at this meeting.

III. Comments from the Public

(7:10-7:15)

Members of the public may offer comments regarding topics on the agenda or other matters they wish to bring to the Commission's attention. Comments are to be directed to the Commission. Commenters must state their names and the city or town they are from. Any discussion or action will be referred to a future meeting and not discussed at this meeting.

IV. Presentation and Discussion about the Massachusetts Integrated Land Use Strategy (MILUS)

(7:15-7:55)

In a brief presentation, Corrin Meise-Munns, Land Use Planning Manager with the Massachusetts Executive Office of Energy & Environmental Affairs (EEA) will provide an overview of the Massachusetts Integrated Land Use Strategy (MILUS), including its organizational structure, overall goals, anticipated outcomes, and opportunities for participation. The presentation will be followed by a Q&A and discussion period focused on clarifying questions and high-level observations, during which EEA will note any overarching concerns or suggestions related to the project's scope or process. As the MILUS workgroups are just getting underway, EEA will not yet have preliminary analysis or findings to share, and this presentation is intended to be introductory rather than substantive."

V. Vote to Approve the Berkshire Regional Planning Commission Fiscal Year 2027 Assessment as Recommended by the Executive Committee at its December 4, 2025 meeting to include a 2.5% increase over Fiscal Year 2026 (7:55 – 8:00)

By law, BRPC must notify municipalities of their assessments no later than February each year so that they may be included in city/town budgets. With municipal budget preparation starting earlier and earlier, the BRPC Executive Committee voted to recommend the FY 27 assessment increase by 2.5% over the FY25 assessment. This recommendation allowed us to send a preliminary invoice to municipalities, but it needs to be formally voted on by the Full Commission.

VI. Presentation and Discussion about the BRPC Public Health Services and Public Health Planning Programs (8:00-8:15)

Retiring BRPC Public Health Program Manager Laura Kittross will describe changes to the BRPC Public Health program and provide a brief overview of the work of the BRPC Public Health Services and Planning programs. The new Program Managers, Lydia Shulman (Services) and Jaymie Zapata (Planning) will be introduced.

VII. Presentation & Discussion of Executive Committee Actions (8:15-8:20)

Executive Committee actions taken on the Commission's behalf during the December 4, 2025, and January 8, 2026, meetings are presented for information and discussion.

VIII. Open Discussion by Commission Members about Current Items of Interest in their City or Town (8:20 – 8:30)

As time allows, Delegates and Alternates are encouraged to discuss key items of interest in their City or Town, such as town meeting updates, development proposals, changes in municipal leadership, proposed development projects, etc.

IX. Report and Discussion of the Executive Director's Report (8:30 – 8:35)

X. Adjournment (8:35)

Other interested citizens and officials are invited to attend.

All times listed are estimates of when specific agenda items may be discussed.

City and Town Clerks: Please post this notice



DRAFT 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 Snizek, 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 2 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 doesn't 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 person 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 4 affordable by design housing units on an acre of 3 types, a tiny house (400 sq ft), a cottage (1200 sq ft) and cottage duplex (2,000 sq ft). To get to 8 units on 1½ acres at least two of the units need to be deed restricted. Concern was raised that the 4 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 this 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: 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.

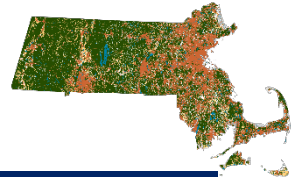
The meeting adjourned at 8:32pm.

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*



The Massachusetts Integrated Land Use Strategy (MILUS)



What is MILUS?

Massachusetts has ambitious goals for housing, clean energy, economic development, land conservation, and climate resilience. While all these goals are important to achieve, land use decisions focused on one set of goals could inadvertently conflict with other priorities. State planners, program managers, and policymakers, in addition to developers and local decision-makers, would benefit from a way to consider and balance multiple objectives when prioritizing land use projects. State agencies are working together to align priorities and develop MILUS as a suite of products and tools that include:

- **A strategy and map**, which will depict agreement among state agencies on preferred future land uses from the Commonwealth perspective and a means for achieving them; and
- **An interactive web-based land use planning tool** that state agencies, planners, project developers, and cities and towns can use to investigate potential locations for development, infrastructure, and conservation, and evaluate them for consistency with the strategy.

MILUS is not a regulatory mandate, nor is it a replacement for local or regional planning efforts. It will be designed to guide planning efforts and investment decisions and offer tools to support decision-making. The project team's goal is to publish the strategy, map, and interactive tool in late summer or early fall 2026.

Why is MILUS important?

The initiative aims to promote future growth that advances livability, environmental sustainability, and economic vitality. It will do so by:

- Identifying optimal, location-efficient uses of land across Massachusetts while addressing potential land use conflicts and identifying co-location opportunities;
- Developing geospatial tools needed to evaluate and implement the consensus land use priorities—and the infrastructure that enables them—through state actions, policies, and programs;
- Guiding policy, permitting, and funding decisions; and
- Fostering collaboration and consistent land use decision-making among state agencies and across different levels of government—aligning statewide, regional, and municipal planning priorities.

Who is involved?

The Massachusetts Executive Office of Energy and Environmental Affairs (EEA) is coordinating the MILUS effort in collaboration with the Executive Office of Housing and Livable Communities (HLC), the Department of Transportation (MassDOT), the Executive Office of Economic Development (EOED), and the Office of Climate Innovation and Resilience (OCIR), among others. The MILUS project includes a Project Management team, a Steering Committee, five working groups (energy infrastructure, housing, economic development, land conservation, and technical tool development), and contractor support. While it is predominantly a state effort, the MILUS project will engage partners to ensure the strategy and tool meet the needs of the full range of potential users. Contact milus@mass.gov for specific questions.

BRPC FY27 Assessment

12/5/2025

Note: Actual census Population for 2020 used

Finance Committee recommended Option C - 2.5% increase at its meeting on 12/1/2025

Executive Committee conditionally approved Option - C 2.5% at its meeting on 12/4/2025

Commission to ratify FY27 Assessments at its meeting scheduled for 1/15/2025

		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



BRPC

Berkshire Regional Planning Commission

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

MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission
FROM: Thomas Matuszko, Executive Director
DATE: January 9, 2026
SUBJ: Executive Committee Actions taken on the December 4, 2025 and January 8, 2026 Meetings

Per the BRPC bylaws, actions taken by the Executive Committee on the Commission's behalf are reported and presented for discussion at the next Commission meeting. The Executive Committee took the following actions at the December 4, 2025, and January 8, 2026 Executive Committee meetings:

Executive Committee Actions on December 4, 2025

Approved the minutes of the November 6, 2025 BRPC Executive Committee meeting.

Approved the October 29, 2025 – November 24, 2025, 2025 Expenditures Report.

Approved the Submission of 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 authorized 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.

Ratified the Submission of a Grant Application to the MOSAIC RIZE Municipal Matching Grant Program

The Executive Committee ratified the submission of a grant application to the MOSAIC RIZE Municipal Matching Grant Program and authorized the Executive Director to 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.

Approved Revisions to BRPC's Disposal of Surplus Equipment Policy

The Executive Committee approved revisions to BRPC's Disposal of Surplus Equipment Policy which was adopted in 2009. The change to our current policy is to comply with new M.G.L. Chapter 30B, §15 requirements.

Approved BRPC's Whistleblower Policy

The Executive Committee approved BRPC's 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). The adopted Whistleblower Policy, complete with employee and subrecipient notices, meets this requirement as well as Massachusetts General Laws Chapter 149, Section 185 requirements.

Conditionally Approved BRPC's Fiscal Year 27 Assessment Subject to Ratification at the Next Commission Meeting with a 2.5% Increase from FY26

The Executive Committee conditionally approved 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 BRPC to provide an initial conditional invoice to the municipalities early in their budget planning cycle. The BRPC Finance Committee, which met on Monday December 1, 2025, recommended a 2.5% increase from FY 26 to the Executive Committee and Commission.

Executive Committee Actions on November 6, 2025

Approved the minutes of the December 4, 2025 BRPC Executive Committee meeting.

Approved the November 25, 2025 – December 29, 2025 Expenditures Report.

Ratified the Submission of a Grant Application Submission to the Massachusetts Municipal Vulnerability Preparedness (MVP) 2.0 Regional Planning Grant Program for the Mount Greylock Region

The Executive Committee ratified the submission of a grant to the Massachusetts Municipal Vulnerability Preparedness (MVP) 2.0 Regional Planning Grant Program and authorized the Executive Director to sign any resulting contracts and agreements. BRPC's Environmental and Energy team applied for a grant in partnership with the municipalities of North Adams, Williamstown, Adams, and Lanesborough to support regional climate change planning under the MVP 2.0 program. If awarded, BRPC will administer the grant and provide planning services on behalf of these communities fulfilling the state certification to remain eligible for MVP action grant funding. The grant amount is made on a formula basis and will be determined by the number of communities participating in the program.

Authorized the Submission of a Grant Application to the U.S. Environmental Protection Agency for Brownfields Assessment Funding*

The Executive Committee authorized the Executive Director to submit a grant application to the U.S. Environmental Protection Agency for Brownfields Assessment Funding and sign any resulting contracts and agreements. All the funding from the previously awarded assessment grant is exhausted and currently there are no funds available for site assessments. Several potential sites have been identified that

could benefit from environmental site assessments. The maximum grant award is \$500,000.

Ratified the Submission of a Grant Application to the National Association of County & City Health Officials (NACCHO)'s Reimagining Health and Public Safety Overdose Initiatives (RHAPSODI) 2026 Funding Opportunity*

The Executive Committee ratified the submission of a grant application to the National Association of County & City Health Officials (NACCHO)'s Reimagining Health and Public Safety Overdose Initiatives (RHAPSODI) 2026 funding opportunity and authorized the Executive Director to sign any resulting contracts and agreements. The initial grant period is 7 months, with a total funding amount of \$120,000. The proposed project will enhance supports for family members, close friends, and others in the social networks of incarcerated or recently released community members with a history of opioid and/or stimulant use, with a goal of bolstering the person's re-entry by bolstering those around them.

Approved the BRPC Assistant Director, Laura Brennan, to be an Authorized Signatory for BRPC Until the New Executive Director Starts Working*

Currently only the Executive Director and the Commission Chair are authorized signatories for the Commission on documents such as contracts. For overall agency efficiency, in the possible instance where there may be a gap between the time the current Executive Director retires and the new Executive Director starts working, it was deemed beneficial to have a second authorized signatory approved.

Ratified the Execution of a Contract with the Metropolitan Area Planning Council Related to the MassGIS Roadmap for Municipal Land Use and Zoning Grant

The Executive Committee ratified the execution of a contract with the Metropolitan Area Planning Commission (MAPC) related to the MassGIS Municipal Land Use and Zoning grant. Through this grant, BRPC will collaborate with municipalities in Berkshire County to understand how land use classifications in the assessors' database are assigned and utilized. Additionally, BRPC will collaborate with municipalities to clarify the procedures for updating zoning maps. BRPC will receive \$8,550.

Approved the Execution of a Contract with the Merrimack Valley Planning Commission Related to the MassGIS Addressing Grant

The Executive Committee authorized the Executive Director to execute a contract with the Merrimack Valley Planning Commission (MVPC) related to the MassGIS Addressing grant program. Through this grant, BRPC will work with municipalities to document the process for adding new addresses. Additionally, BRPC will review existing municipal resources to identify addresses that are currently missing from the State e911 system. BRPC will receive \$32,700.



MEMORANDUM

TO: Berkshire Regional Planning Commission Delegates & Alternates
FROM: Thomas Matuszko, Executive Director
DATE: January 9, 2026
SUBJ: January 15, 2026 Commission Meeting – Executive Directors Report

A. Final Report of the Special Commission on Agriculture

In December, the final report of the Special Commission on Agriculture in the 21st Century was published by Commission Chairs Speaker Pro Tempore Kate Hogan and Senator Jo Comerford. The report details the state of agriculture in the Commonwealth, including how farmers struggle with high land prices, labor, climate disruptions and more. The report also includes a number of recommendations on the themes of climate change and natural disasters, technical assistance and education, farm energy, economic and community development, and food security. The full report is available [here](#).

B. Culvert Replacement Grant Opportunity

The MA Division of Ecological Restoration (DER)'s Culvert Replacement Municipal Assistance (CRMA) Grant Program and Training Site Initiative [Environment & Climate One Stop \(ECO One Stop\) Grants Catalogue | Mass.gov](#) is seeking applications this spring from municipalities, local government units, and federally recognized and state acknowledged Tribes interested in replacing or removing undersized, perched, and/or degraded culverts or bridges in MA located in areas of high ecological value as part of its annual grant program. This year, DER's Culvert Replacement Grant is joining the new [Environment & Climate One Stop \(ECO\) Grant](#).

C. Berkshire MPO FY 2027-2031 Transportation Improvement Program (TIP)

BRPC is beginning the process of preparing the FY 2027–2031 TIP for Berkshire County. The TIP is a prioritized, financially constrained list of transportation projects expected to be built over the next several years in the Berkshires. The TIP programs federal-aid funds for transit, highways, bridges, transportation enhancement, bike paths, safety, and air quality improvements.

The TIP is a five-year program, which is updated annually. In January of every year, the Berkshire MPO solicits new transportation projects and updated information about active projects that are in the current TIP submitted by local communities. The projects received are then evaluated and prioritized for the upcoming TIP cycle. **The project submission deadline is February 2, 2026.** Contact Principal Transportation Planner [Anuja Koirala](#) (x18) for more information.

D. Executive Director Search Update

The Executive Director Search Committee's next meeting, scheduled for Wednesday January 15, 2026, is intended to select applicants for initial interviews. The first round of interviews will be conducted by the Search Committee members in Executive Session. Once these interviews are completed, top candidates will be invited for a second interview. Second interviews will be held in an open public meeting. Delegates and Alternates are strongly encouraged to participate in the later, open session interviews to meet the candidates. Finally, Delegates or Alternates will vote on the next Executive Director at a subsequent Commission meeting.