



**APPROVED Berkshire Regional Planning  
Commission Finance Committee  
Minutes Monday, December 1, 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. Treasurer Sam Haupt called the meeting to order at 4:02PM. He stated that BRPC was recording the meeting and said that if anyone else wanted to record it, they needed to inform him.

**Roll Call:**

Office Administrator, Caitlin Davis read the roll call:

Members attending the meeting  
Malcolm Fick, Chair, Great Barrington Alternate, nonvoting  
Buck Donovan, Vice Chair, Lee Delegate  
Sheila Irvin, Clerk, Pittsfield Delegate  
Sam Haupt, Treasurer, Peru Delegate  
Kyle Hanlon, At-Large, North Adams Delegate

Staff present: Tom Matuszko, Executive Director; Marianne Sniezek, Office Manager; Caitlin Davis, Office Administrator

- II. Vote to approve the Minutes of the Finance Committee Meeting of April 29, 2025.

Sheila Irvin motioned to approve the Minutes of the Finance Committee Meeting on April 29, 2025. Kyle Hanlon seconded the motion.

There was no discussion.

The motion passed unanimously by a roll call vote from Buck Donovan, Sheila Irvin, Sam Haupt and Kyle Hanlon.

- III. Vote to Recommend the FY27 Assessments to the Executive Committee on December 4 and the Commission on January 15, 2026.

Staff explained the Commission must ratify any action by the Executive Committee. Marianne explained the FY26 Assessment document showing Options A- no increase, B – 1% increase and C – 2.5% increase. Tom

explained the municipalities will need the 2027 assessments for their budget preparation, which begins in December in some municipalities.

Kyle Hanlon motioned to approve the recommendation of Option C FY27 Assessment rate of 2.5% increase for the FY2027 budget to the Executive Committee on December 4 and ask the full Commission for approval at the January 15, 2026, meeting. Buck Donovan seconded the motion.

There was no discussion.

It passed unanimously by a roll call vote from Buck Donovan, Sheila Irvin, Sam Haupt and Kyle Hanlon.

IV. Report on OPEB Trust Balance as of 11.20.2025

BRPC's Mission Square Retirement balance as of 11/20/2025, is \$1,934,313.08. This is an increase from the previous year. The last report's balance was \$1.7m. Adelson will review the liability for the audit.

V. Report on the State Retirement (employer portions)

Tom recapped the state retirement employer portion which BRPC is currently exempt from. There is no current action on this. There are two pieces of legislation on file; one favoring BRPC, since regional planning agencies would not have to pay the employer's share. The other piece of legislation is by the treasurer which would make BRPC pay the employer's share. They both went through the first committee and were reported out. It is unclear yet if they will both get reported out of the Ways and Means committee, although they have made it further this year than in previous years.

VI. Next Meeting

The next meeting will be scheduled after the audit is complete, which Adelson will present.

VII. Adjournment

Kyle Hanlon motioned to adjourn the meeting. Buck Donovan seconded the motion. It passed unanimously by a roll call vote from Buck Donovan, Sheila Irvin, Sam Haupt and Kyle Hanlon.

Meeting adjourned at 4:12 pm.

**Documents and Exhibits Used:**

- Draft Minutes Finance Committee Meeting of April 29, 2025
- FY2027 Assessment Options
- Mission Square Retirement balance as of 11/20/2025