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**APPROVED Berkshire Regional Planning Commission  
Executive Director Search Minutes  
Friday, January 23, 2026**

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**

BRPC Chair Malcolm Fick called the meeting to order at 4:01pm. 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:

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 Chair

Not Present:

Buck Donovan, Search Chair, Lee Delegate

Others Present:

Mark Smith, Environmental Review Chair, Lenox Delegate

Staff Present:

Tom Matuszko, Executive Director  
Caitlin Davis, Office Administrator

**III. Vote to Approve the Minutes of the BRPC Executive Director Search Committee Meeting of January 14, 2026\***

Kyle Hanlon motioned to approve the Minutes from the 1.14.26 Search Committee meeting. Marybeth Mitts seconded the motion.

There was no discussion on the motion.

The motion passed with affirmative votes from: Malcolm Fick, Sheila Irvin, Kyle Hanlon, John Duval and 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.**

There were no comments from Delegates and Alternates.

**V. Update on the Hiring Process**

Tom mentioned there were excellent candidates but asked the search committee if they needed more, with Malcolm commenting that the position was listed as open until filled. The committee agreed the process needed to move forward with the candidates that were chosen for first round interviews.

**VI. Discussion about Questions to be Used in Initial Interviews with candidates for the BRPC Executive Director Position**

There was no discussion on the questions to be used in the initial interviews.

**VII. 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**

Sheila Irvin motioned to enter into executive session 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.

Marybeth Mitts seconded the motion. There was no discussion on the motion.

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

The meeting entered into Executive Session at 4:09pm.

**VIII. Discussion of the Schedule for Initial Interviews**

The Search Committee returned to open session at 4:22pm and discussed the schedule of the initial interviews. The Saturday dates of January 31<sup>st</sup> and February 7<sup>th</sup> from previous meetings had been discussed, starting in the morning at 10:00 am with a one hour interview and 15 minute break between each. These dates worked the best for the search committee rather than

evening times during the weekday. These dates would keep the committee on track with the proposed timeline. Tom would set up the meetings via Calendly or another software, where candidates could select their preferred time slots on a first come first serve basis. Tom would introduce search committee members in the interview invite to save time in the initial interviews. Tom would send the resumes without names and information redacted to the search committee.

Marybeth asked if sending the questions in advance was something done in previous searches. She mentioned it is a really telling thing to see how people think on their feet from their experience, rather than from preparation. Malcolm commented that the search committee was going to send the overview questions, not the spreadsheet with the follow up questions, but this could be changed to deem the interviews fair.

Tom stated that since the questions had been discussed in a public meeting, the questions were available on our website. If you were not local and were not aware of this, that could give an unfair advantage to local or internal candidates. For the second interview, in person, candidates would not be given the questions in advance or discussed in a public session. The search committee could decide not to provide questions in advance. Laura agreed it seemed strange to provide the questions in advance because it would seem like the candidates were performing more than answering the questions on the fly. Since the questions had not gone out yet, the committee decided to put it to a vote.

John Duval motioned for the Committee not to send out the interview questions before the first round interviews. Marybeth Mitts seconded the motion.

There was no discussion on the motion.

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

## **IX. Adjournment**

Kyle Hanlon motioned to adjourn the meeting. Sheila Irvin seconded the motion.

The motion passed without discussion with affirmative votes from: Malcolm Fick, Sheila Irvin, Kyle Hanlon, John Duval and Laura Kittross and Marybeth Mitts.

The meeting adjourned at 4:36pm.