



BRPC

Berkshire Regional Planning Commission

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

**APPROVED Berkshire Regional Planning Commission
Executive Director Search Minutes
Saturday, January 31, 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

Search Chair Buck Donovan called the meeting to order at 9:45am. 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 Chair

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 23, 2026*

Kyle Hanlon motioned to approve the Minutes from the 1.23.26 Search Committee minutes. Marybeth Mitts 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.

There were no comments from alternates or delegates.

V. 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

Kyle Hanlon 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.

Malcolm Fick seconded the motion. There was no discussion on the motion.

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

The meeting entered into Executive Session at 9:49am.