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**APPROVED Berkshire Regional Planning Commission  
Executive Director Search Minutes  
Saturday, February 7, 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 9:46am.

**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-did not join until 10:01am

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 31, 2026\***

Sheila Irvin motioned to approve the Minutes from the 1.31.26 Search Committee minutes. 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 and Laura Kittross.

**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 or alternates.

**V. Discussion of the Hiring Process Next Steps**

The next steps in the hiring process would be second round interviews. Tom mentioned checking references and conducting background checks as part of that process. Alternates and delegates would be part of these interviews and that there would be at least 2-3 finalists to present to the full commission. The search committee decided to follow up on this discussion in the next open session meeting after finishing the first round interviews. Tom would structure that format for the next search committee meeting held in open session.

**VI. 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**

Malcolm Fick 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.

Kyle Hanlon 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 and Laura Kittross.

The meeting entered into Executive Session at 9:59am.