



# BRPC

Berkshire Regional Planning Commission

posted 2/2/26  
9:10am cd

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## MEETING NOTICE

There will be a meeting of the **EXECUTIVE COMMITTEE**  
of the  
**BERKSHIRE REGIONAL PLANNING COMMISSION**  
**Thursday, February 5, 2026, at 4:00 p.m.**

This will be a virtual meeting as allowed by An Act relative to extending certain measures adopted during the COVID-19 emergency which extended certain provisions of the Open Meeting Law, G.L. c.30A sec.20, until June 30, 2027.

To participate virtually, join the Zoom Meeting  
<https://us02web.zoom.us/j/3926128831?omn=87680167223>

Meeting ID: 392 612 8831

Dial by location, 646 931 3860, 646 558 8656, 305 224 1968

**Meeting materials are on BRPC's website: [www.berkshireplanning.org](http://www.berkshireplanning.org).**

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

## AGENDA

(all times approximate)

- I. Call to Order & Open Meeting Law Statement (4:00)
- II. Roll Call of Executive Committee Members Attending the Meeting
- III. Vote to Approve the Minutes of the Executive Committee Meeting of January 8, 2026\*
- IV. Financial Reports and Discussion (4:05)
  - A. Vote to Approve the December 30, 2025 – January 28, 2026 Expenditures Report\*
  - B. Report on Accounts Receivable – January 2026
  - C. Report on the Line of Credit – January 2026
- V. Open Comments from Berkshire Regional Planning Commission Delegates and Alternate Delegates, not to be further discussed at this meeting by the Executive Committee (4:10)
- VI. Items Requiring Action\* (4:15)
  - A. Vote to Ratify the Submission of 4 Grant Applications to the Franklin Regional Council of Governments related to Crisis & Emergency Risk Communication(CERC) plans for Berkshire, Franklin, Hampden and Hampshire Counties.\*
- VII. Committee Updates, Reports, and Discussion (4:30)
  - A. Commission Development Committee
  - B. Environmental Review Committee
  - C. Finance Committee
  - D. Regional Issues Committee
  - E. Berkshire Brownfields Committee
  - F. Berkshire Metropolitan Planning Organization
  - G. Comprehensive Economic Development Strategy (CEDS) Committee
  - H. Transportation Advisory Committee (TAC)
- VIII. Executive Director's Report and Discussion (4:35)
  - A. Report on New Contracts / Agreements
  - B. Berkshires Tomorrow Inc. (BTI) Update
  - C. Staff Updates

- D. Seasonal Communities Advisory Council Update
- E. Passenger Rail
- F. Community One Stop for Growth
- G. Environment & Climate One Stop (ECO One Stop)
- H. Small Clean Energy Infrastructure Facility Siting and Permitting Regulations
- I. Massachusetts Department of Conservation and Recreation (DCR) Proposed Acquisition of an Interest of Land
- J. Rural and Small Town Housing Choice Communities Designation
- K. New Department of Justice Americans with Disabilities Act (ADA) Requirements
- L. Berkshire Gas Proposed Price Increases
- M. Technical Assistance Report
- IX. Old Business and Discussion (4:45)
  - A. Update and Discussion about the Executive Director Search Process
- X. New Business and Discussion (4:50)
  - A. Discussion about Topics for the March 19, 2026 Commission Meeting
- XI. Adjournment\* (5:00)

\* Items Requiring Action



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**DRAFT Berkshire Regional Planning Commission  
Executive Committee Minutes  
Thursday, January 8, 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**

Chair Malcolm Fick called the meeting to order at 4:04pm. He stated that BRPC was recording the meeting and said that if anyone else wanted to record it, they needed to inform him. Brittany Polito from iBerkshires also recorded the meeting.

**II. Roll Call:** Caitlin Davis, Office Administrator, read the roll call:

Members Present:

Malcolm Fick, Chair, Great Barrington Alternate  
Buck Donovan, Vice Chair, Lee Delegate  
Sheila Irvin, Berkshire Brownfields Committee Chair, Pittsfield Delegate  
Mark Smith, Environmental Review Committee Chair, Lenox Delegate  
Kyle Hanlon, At-Large, North Adams Delegate (Left the meeting about 4:15)  
Christine Rasmussen, Regional Issues Committee Chair, Stockbridge Alternate  
Sam Haupt, Treasurer, Peru Delegate-Did not attend  
Douglas McNally, Commission Development Chair, Windsor Delegate  
Mary McGurn, At-Large, Egremont Delegate

Others Present:

Al Blake, Becket, Delegate  
Peter Traub, Cheshire, Delegate  
Brittany Polito, iBerkshires

Staff Present:

Tom Matuszko, Executive Director  
Laura Brennan, Assistant Director  
Marianne Snizek, Office Manager  
Caitlin Davis, Office Administrator

**III. Vote to Approve the minutes of the Executive Committee meeting of December 4, 2025, Minutes**

Doug McNally motioned to approve the December 4, 2025 meeting minutes. Sheila Irvin seconded the motion.

There was no discussion on the motion.

The motion passed with affirmative votes from: Malcolm Fick, Buck Donovan, Sheila Irvin, Mark Smith, Christine Rasmussen, Mary McGurn, and Doug McNally.

Sam Haupt abstained. Kyle Hanlon did not vote.

#### **IV. Financial Reports and Discussion**

##### **A. Vote to Approve the November 25, 2025 – December 29, 2025, Expenditures Report**

Mary McGurn motioned to approve the November 25, 2025 – December 29, 2025, expenditures report. Buck Donovan seconded the motion.

There was no discussion on the motion.

The motion passed with affirmative votes from: Malcolm Fick, Buck Donovan, Sheila Irvin, Mark Smith, Christine Rasmussen, Sam Haupt, Mary McGurn, and Doug McNally.

Kyle Hanlon did not vote.

##### **B. Report on the Accounts Receivable December 2025**

Sam asked if including bills due 30+ days was necessary. For example, the burning permits were recently sent out. The executive committee agreed to leave only over 60-90 days' invoices in the report. BRPC is changing how we are dating invoices, for the end of the month, for an easier close out. This process eliminates manual entries to close out the whole month and keeps things consistent. This process has been formalized internally.

Buck asked about the Peckham Materials invoice. Tom responded that it was part of the Group Purchasing program. Tom reported that BRPC received Pittsfield and Adams payments. The delay with the Sunoco payment was due to BRPC's W9 not running through their approval process. That payment is on its way. The payment for Baystate is also on its way, as a second invoice was recently submitted by communication with BRPC's finance staff. The Clarksburg invoices may have been delayed with the change in administration. Tom reported that CDBG related invoices will be done more frequently and the BRPC will formalize the process to collect payment with those over 60 days.

##### **C. Report on the Line of Credit – December 2025**

The Line of credit remains available.

##### **D. Financial Procedures Update and Discussion**

Marianne explained the memorandum that was sent to the Finance

Committee and stated that most of the changes were related to security, including the E-treasury system. Expense reports would now be paid out through payroll direct deposit instead of individual checks. It would be less check signing for Tom. These payments will not be taxed. The TD Bank branch BRPC used will be closing and a check scanner was bought to use beginning at the end of January.

BRPC's Financial Procedures were updated related to Sage Intacct.

There were no recommendations or findings with the audit. The finance committee will review the audit at their next meeting this month. Christine gave credit to Marianne on the work done on these processes and upgrades.

**V. Open Comments from Berkshire Regional Planning Commission Delegates and Alternate Delegates not to be further discussed at this meeting by the Executive Committee.**

Included in the meeting materials were Christine Rasmussen's legislative report. Mary McGurn thanked Christine for the effort she put into the report. Christine mentioned how concerned she was about where Massachusetts stood on the state budget and potential cuts. There were issues with how much money we were going to have to work with, including some ballot questions that could cut the income tax. There was also concern about the population growth we have had over the last few years and monitoring it at a state level.

Doug McNally made a comment about the lowering of the state taxes and how the public was not made aware the last time this happened. It would put a lot of individuals at risk. Malcolm Fick asked what role BRPC could play in this? Christine suggested that BRPC's role could be educational.

Mary McGurn replied to Doug's comment regarding fully informing people of the repercussions. For the zoning issues going on in Egremont, Mary has written a custom GPT chatbot for zoning, called Zoning 101, based on Egremont. They will run a beta test, with an embedded link on the planning board's website for Egremont residents. Members of the committee were also interested in being a tester and were sent the link.

Al Blake suggested that BRPC should provide assistance to do battery storage and renewable energy bylaws.

**VI. Items Requiring Action**

**A. Vote to Ratify the Submission of a Grant Application to the Massachusetts Municipal Vulnerability Preparedness (MVP) 2.0 Regional Planning Grant Program for the Mount Greylock Region\***

The Executive Committee was requested to ratify the submission of a grant application to the Massachusetts Municipal Vulnerability Preparedness

(MVP) 2.0 Regional Planning Grant Program and authorize 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 would 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 was made on a formula basis and would be determined by the number of communities participating in the program. There is no match required. Primary staff contact for this grant submission is Principal Planner Courteny Morehouse, [cmorehouse@berkshireplanning.org](mailto:cmorehouse@berkshireplanning.org).

Mary McGurn moved to approve submission of a Grant Application to the Massachusetts Municipal Vulnerability Preparedness (MVP) 2.0 Regional Planning Grant Program for the Mount Greylock Region. Sam Haupt seconded the motion.

There was no discussion on the motion.

The motion passed with affirmative votes from: Malcolm Fick, Buck Donovan, Sheila Irvin, Mark Smith, Christine Rasmussen, Sam Haupt, Mary McGurn, and Doug McNally.

**B. Vote to Ratify the Submission of a Grant Application to the U.S. Environmental Protection Agency for Brownfields Assessment Funding\***

The Executive Committee was requested to authorize 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. We have exhausted all the funding from the previously awarded assessment grant and currently have 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. There is no required match. Staff lead is Energy and Environmental Program Manager Melissa Provencher, [mprovencher@berkshireplanning.org](mailto:mprovencher@berkshireplanning.org).

Doug McNally moved to approve Grant Application to the U.S. Environmental Protection Agency for Brownfields Assessment Funding. Christine Rasmussen seconded the motion.

There was no discussion on the motion.

The motion passed with affirmative votes from: Malcolm Fick, Buck Donovan, Sheila Irvin, Mark Smith, Christine Rasmussen, Sam Haupt, Mary McGurn, and Doug McNally.

**C. Vote to Ratify 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 was requested to ratify 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 authorize 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 support 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. There is no match required. Subcontractors are anticipated to include the Berkshire County Sheriff's Office and its affiliated 2nd Street Second Chances program, Brandeis University, Solasta Strategies and Kate Hocker Design. BRPC contact is Senior Planner Andy Ottoson, [aottoson@berkshireplanning.org](mailto:aottoson@berkshireplanning.org).

Mark Smith moved to approve the Grant Application to the National Association of County & City Health Officials (NACCHO)'s Reimagining Health and Public Safety Overdose Initiatives (RHAPSODI) 2026 Funding Opportunity. Mary McGurn seconded the motion.

There was no discussion on the motion.

The motion passed with affirmative votes from: Malcolm Fick, Buck Donovan, Sheila Irvin, Mark Smith, Christine Rasmussen, Sam Haupt, Mary McGurn, and Doug McNally.

**D. Vote to Approve the BRPC Assistant Director, Laura Brennan, to be an Authorized Signatory for BRPC until the New Executive Director Starts Working\***

While several Executive Committee members are authorized to sign checks on behalf of BRPC, 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 Tom retired and the new Executive Director actually started working, it would be beneficial to have a second authorized signatory approved.

Mark Smith moved to approve Laura Brennan, to be an Authorized Signatory for BRPC until the New Executive Director Starts. Doug McNally seconded the motion.

Malcolm commented that this was a good policy to have in place before Tom retired, so anything signature required would not fall only to Malcolm.

The motion passed with affirmative votes from: Malcolm Fick, Buck Donovan, Sheila Irvin, Mark Smith, Christine Rasmussen, Sam Haupt, Mary McGurn, and Doug McNally.

**E. Vote to Ratify 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 was requested to ratify 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 would 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. No match is required. Staff lead on this project will be GIS, Data & IT Manager Mark Maloy, [mmaloy@berkshireplanning.org](mailto:mmaloy@berkshireplanning.org), x29.

Mary McGurn motioned to approve Execution of a Contract with the Metropolitan Area Planning Council Related to the MassGIS Roadmap for Municipal Land Use and Zoning Grant. Mark Smith seconded the motion.

Christine Rasmussen asked for clarification on what the result would be of the maps. Tom provided more information on how this will classify the land as more consistent on maps. Assessors currently use different codes, and this will review the codes to see where there are issues. There would be a process on this and how to standardize these codes.

The motion passed with affirmative votes from: Malcolm Fick, Buck Donovan, Sheila Irvin, Mark Smith, Christine Rasmussen, Sam Haupt, Mary McGurn, and Doug McNally.

**F. Vote to Approve the Execution of a Contract with the Merrimack Valley Planning Commission Related to the MassGIS Addressing Grant\***

The Executive Committee was requested to authorize 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 would 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, with no match required. Staff lead on this project will be GIS, Data & IT Manager Mark Maloy, [mmaloy@berkshireplanning.org](mailto:mmaloy@berkshireplanning.org), x29.



Doug McNally motioned to approve the Execution of a Contract with the Merrimac Valley Planning Commission Related to the MassGIS Addressing Grant. Christine Rasmussen seconded the motion.

Malcolm Fick asked for clarification on the grant and the time frame for this project. Tom explained that this is about adding new addresses that are not currently in the state e911 system, so that all towns are appropriately assigned. BRPC's GIS, Data and IT manager Mark Maloy, spends 20-30% of his time on internal staff issues, 20-30% on broad data such as Berkshires Benchmarks and another percentage of time on various projects which would include this project.

The motion passed with affirmative votes from: Malcolm Fick, Buck Donovan, Sheila Irvin, Mark Smith, Christine Rasmussen, Sam Haupt, Mary McGurn, and Doug McNally.

## **VII. Committee Updates, Reports and Discussion**

### **A. Commission Development Committee**

The Commission Development Committee did not meet in December 2025. The next meeting is scheduled for February 5, 2026.

### **B. Environmental Review Committee**

The Environmental Review Committee meets as needed and did not need to meet in December 2025.

### **C. Finance Committee**

The Finance Committee received a memo on December 23, 2025, that highlighted the work BRPC has been doing with TD Bank on changes, as well as other work. The next meeting would be scheduled when the FY25 audit is completed.

Sam Haupt reported the Finance Committee met and recommended a 2.5% increase for the assessment amounts for FY27.

### **D. Regional Issues Committee**

The Regional Issues Committee did not meet in December 2025.

### **E. Berkshire Brownfield Committee**

The Berkshire Brownfield Committee meet as needed and did not meet in December 2025.

### **F. Berkshire Metropolitan Planning Committee (MPO)**

The December MPO meeting was canceled. The MPO typically meets virtually on the 4<sup>th</sup> Tuesday of the month at 4:00 pm.

## **G. Comprehensive Economic Development (CEDS) Committee**

The CEDS Committee meets quarterly and did not meet in December 2025. The next meeting (virtual) is scheduled for 1:00 pm on January 21, 2026.

Laura Brennan shared this link for submittal of priority projects, potential inclusion in the 2026 Annual Report: <https://berkshireplanning.org/call-for-submissions-new-ceds-priority-projects/>. Malcolm asked what type of projects this would include. Laura gave examples such as the Berkshire Innovation Center, William Stanley Business Park, and several of the colleges looking for workforce development opportunities. Projects being listed help secure funding

## **H. Transportation Advisory Committee (TAC)**

The Transportation Advisory Committee meets as needed, primarily to advise the TIP development process and did not meet in December 2025 as the next TIP process has not started yet.

# **VIII. Executive Director's Report and Discussion**

## **A. Report on New Contracts/Agreements**

New Grants and Contracts received/initiated from 11/25/25 – 12/29/25

- Lanesborough - Opioid Settlement - \$44,234.41
- Executive Office of Economic Development - Berkshire Funding Focus - \$50,000
- Executive Office of Energy & Environmental Affairs - Great Barrington Open Space & Recreation Plan - \$37,500
- Berkshire AHEC - Mental Health First Aid - \$1,218.50
- Hinsdale-Florida Housing Rehabilitation Program - \$200,000
- South County Housing Rehabilitation Program - \$213,500
- Executive Office of Administration and Finance - Technical Assistance for Regional Planning Agencies - \$142,816.21
- MAPC - Land Use and Zoning Data Improvement Project - \$8,550

Grants and Contracts not received

BRPC did not receive the award from the U.S. Department of Transportation for the FY25 FHWA- SS4A -Safe Streets and Roads for All to develop comprehensive safety action plans. The applications received significantly exceeded the funds available.

There is a debrief scheduled regarding the grants we did not receive.

## **B. Berkshires Tomorrow Inc. (BTI) Update**

The BTI Board approved the following:

- Authorized BTI to submit two grant applications to the Mill Town Foundation. The first was \$15,000 for continued support of Berkshire Benchmarks. The second was \$5,000 for marketing for Berkshires Outside. Both grants would run for the 2026 calendar year.
- Ratified the Submission of a Grant Application to the Brooks and Joan Fortune Family Foundation to support ArtWeek Berkshires 2026 in

the amount of \$5,000 to support a digital retargeting campaign promoting the ArtWeek Berkshires festival in 2026. No match is required.

- Approval of the Director and Officer Annual Statement of Conflict-of-Interest form for Sam Haupt.
- Approval of Draft FY 2026 BTI Officers and Directors, adding Sam Haupt as Treasurer.
- Approval of BTI Check Register 07.01.2025 to 11.30.2025.
- Approval of BTI FY26 Draft Budget.

### **C. Staff Updates**

- Promotions:
  - Lydia Shulman – Public Health Services Program Manager
  - Jaymie Zapata – Public Health Planning Program Manager
- Open Positions:
  - Public Health Trainer

The current Public Health department was too large for adequate management, so it made sense to split it into two program areas with two managers.

### **D. Seasonal Communities Advisory Council Update**

The Executive Office of Housing and Livable Communities, (EOHLC) released the Seasonal Communities Advisory Council's Annual Report, which was included in the meeting material. Regulations have still not been finalized but are expected in January.

Mary McGurn found the additional items the Advisory Committee proposed positive and thanked the committee for the work.

Tom is working on securing a save the date for a public informational meeting with the EOHLC in South County. He also stated he is soliciting questions for this session. Mary also wanted to learn if the recently passed cottage cluster zoning amendments in Egremont would be acceptable to meet the Seasonal Communities requirements.

### **E. Passenger Rail**

- West-East Rail – No update.
- Berkshire Flyer – No update.
- Northern Tier Passenger Rail – . A consultant has been selected.

More information on these items can be found at [Compass Rail | Mass.gov](https://www.mass.gov/info-details/compass-rail).

### **F. Electronic Records Retention**

BRPC had applied to the Secretary of State Office to transition from paper records to digital records to comply with the Public Records Law. With the recent transition to SharePoint and OneDrive software for file storage and the use of Microsoft Purview for emails all files and emails are protected from

permanent deletion by users. Microsoft Purview can be configured to label files and folders for retention for a set number of years, based on the files' classification according to the Massachusetts Municipal Retention Schedule. Once that time period is reached, files may be deleted by the designated Records Liaison Office, who I am designating to be Mark Maloy, the BRPC GIS, Data and IT Manager. This should be an efficiency measure as we will not have to retain paper copies.

This process would need to be approved by the state, which could take time.

#### **G. Small Clean Energy Infrastructure Facility Siting and Permitting Regulations**

The Department of Energy Resources (DOER) had announced that the draft regulations 225 CMR 29.00: Small Clean Energy Infrastructure Facility Siting and Permitting, <https://malegislature.gov/Bills/194/H4827>, are before the Joint Committee of Telecommunications, Utilities and Energy (TUE Committee) for finalization. Some changes from the previous draft included:

- A clarification that the local consolidated permitting process is an optional process that municipalities are required to offer in addition to their traditional permitting process, and it is the applicant's decision which process to choose.
- Municipalities will have the option of offering the consolidated local permit starting July 1, 2026, but all municipalities must offer it as a permitting pathway starting October 1, 2026.
- The Local Government Representative has been changed from the Municipal Clerk to the Chief Administrative Officer of the Local Government, or their designee.
- Municipalities do not need to change their bylaws to comply with and implement the consolidated local permitting process under 225 CMR 29.00.

Revised guideline documents for public comment will be circulated in the new year.

#### **H. Battery Energy Storage Systems: Frequently Asked Questions on Fire Safety and Public Health**

The Executive Office of Energy and Environmental Affairs, working with the Department of Environmental Protection, Department of Energy Resources and the Department of Fire Services, developed responses to frequently asked questions about battery energy storage systems (BESS).

The FAQ is intended to help state and local officials and community members answer common questions about BESS. Specifically, this FAQ addresses some commonly asked questions about grid connected lithium-ion BESS, with a particular focus on questions pertaining to fire safety, environmental impacts, and public health.

A pdf sheet of the FAQs is included in the meeting material and is available at <https://www.mass.gov/info-details/battery-energy-storage-systems-frequently-asked-questions-on-fire-safety-and-public-health>

Doug McNally mentioned this is an important topic because there is a concern of batteries being mishandled leading to fires, especially in rural areas. This could strengthen the grid and reduce the impact of weather-related outages in the area.

Sheila made a comment about best practices in terms of where we would put the batteries and how we would control them.

**I. Massachusetts Department of Conservation and Recreation (DCR) Proposed Acquisition of an Interest of Land**

The Massachusetts Department of Conservation and Recreation (DCR) was considering the acquisition of an interest in approximately 795 acres of land, in the Town of Becket. The property was formerly a private fishing club and is currently wooded open space featuring a 130-acre reservoir. The proposed use for the property will be protected open space adjacent to DCR's October Mountain State Forest. Included in the meeting material is a locus map marked "Exhibit A" which shows the property in which DCR is interested.

Al Blake, Becket Delegate, mentioned the major obstacle was losing tax revenue in private property. DCR is possibly looking into some remedies for this, but it had not been confirmed.

**J. BRPC Public Health Program Update**

Starting January 1, 2026, due to the upcoming retirement of the current Public Health Program Manager Laura Kittross, BRPC will be splitting the current Public Health Program into two programs: the Public Health Planning Program and the Public Health Services Program. Starting January 1, 2026, Lydia Shulman will be the Public Health Services Program Manager and Jaymie Zapata will be the Public Health Planning Program Manager. Laura Kittross will remain on staff until her retirement as a Public Health Program Manager Advisor and work with Lydia and Jaymie towards a smooth transition.

**IX. Old Business and Discussion**

**A. Update and Discussion about the Executive Director Search Process**

The BRPC Executive Director Search Committee met twice since the last Executive Committee meeting on December 16<sup>th</sup> and December 22<sup>nd</sup>. The Committee approved the evaluation criteria to be used to evaluate and rate

the applicants. The Committee will begin immediately evaluating applicants and determine which applicants will have initial interviews after January 9<sup>th</sup>.

Buck Donovan, Chair of the search committee, gave an update on the search process. We received several applications and there is a guideline in place to rate candidates.

Mark Smith asked if the meetings would remain open to the public. The first part of the next meeting would be open, then it would go into executive session which would not be open. Tom was hoping to start selecting candidates to do initial interviews. The initial round of interviews would be done in executive session to maintain confidentiality. The first part of the next search committee meeting would be to discuss the various questions that we would want to ask at the various interviews. That part would be done in open session.

The next search committee meeting would be held on January 14<sup>th</sup>, 2026.

## **X. New Business**

### **A. Discussion about Topics for the January 15 Commission Meeting**

Potential topics for January 2026, Commission Meeting included:

- Vote to approve the FY27 assessment
- Presentation on MILUS – Tom reported he has secured a speaker
- Overview of the BRPC Public Health Program Areas
- Presentation on the Sites Strategy and Build-out projects
- Roundtable Discussion on Municipal Items

Members commented that this list could be pared down so the meeting could be limited to 1.5 hours.

The presentation on the Sites Strategy and Build-out projects could be moved to the March Commission meeting.

## **XI. Adjournment**

Mary McGurn made a motion to adjourn. Christine Rasmussen seconded the motion.

The motion passed without discussion with affirmative votes from: Malcolm Fick, Buck Donovan, Sheila Irvin, Mark Smith, Christine Rasmussen, Sam Haupt, Mary McGurn, and Doug McNally. Kyle Hanlon did not vote.

The meeting adjourned at 5:12pm.

### **Additional Meeting Material:**

- 2025.12.04 Executive Committee Meeting Minutes – Unapproved DRAFT
- 2025.11.25 – 2025.12.29 Expenditures Report

- 2025.12 Accounts Receivable Report
- 2025.12 Line of Credit Report
- 2025.12.23 Finance Committee Memorandum
- 2026.01.02 Executive Director Memorandum
- 2025 Seasonal Communities Advisory Council Annual Report
- Battery Energy Storage Systems: Frequently Asked Questions on Fire Safety and Public Health
- November 2025 – Technical Assistance Memorandum

# Expenditure Report

12/30/25-1/28/26

| <u>Doc #</u> | <u>Date</u> | <u>Payee</u>                             | <u>Amount</u> | <u>Department</u>  | <u>Department Description</u>   | <u>Expense</u>                    |
|--------------|-------------|--|---------------|--------------------|---|-----------------------------------|
| EFT          | 1/5/2026    | TD CARD SERVICES 1189                    | 327.27        | ---                | ---   | Credit Card 1189 Payment          |
| EFT          | 1/7/2026    | TD CARD SERVICES 9068                    | 10,093.06     | ---                | ---   | Credit Card 9068 Payment          |
| 20688        | 1/7/2026    | 1BERKSHIRE                               | 100.00        | 040 ADMIN          | Admin   | Adv - Executive Director Position |
| 20689        | 1/7/2026    | ANDREW MCKEEVER                          | 84.70         | ---                | Varied Projects   | Monthly Expense Form              |
| 20690        | 1/7/2026    | ANN MARIE MUTZ                           | 800.00        | 646 DPH/MASSCALL3  | Department of Public Health MASS CALL 3B - Substance Misuse Prevention                                  | Subcontractor                     |
| 20691        | 1/7/2026    | ASSOCIATION OF METROPOLITAN PLANNING ORG | 533.03        | 040 ADMIN          | Admin   | 2026 Dues                         |
| 20692        | 1/7/2026    | BLUE 20/20                               | 225.73        | 040 ADMIN          | Admin   | Vision Insurance                  |
| 20693        | 1/7/2026    | BRETT ROBERTS                            | 196.38        | ---                | Varied Projects   | Monthly Expense Form              |
| 20694        | 1/7/2026    | CENTRAL BERKSHIRE HABITAT FOR HUMANITY   | 7,291.66      | 782 MassCEC/IMP    | MassCEC - Pittsfield Energy Coaching Program Implementation   | Subcontractor                     |
| 20695        | 1/7/2026    | CHESTER COMMON TABLE INC                 | 1,025.00      | 545 EOHLC/DLTA     | District Local Technical Assistance   | Catering Services                 |
| 20696        | 1/7/2026    | CHRISTIE LEWIS                           | 198.54        | ---                | Varied Projects   | Monthly Expense Form              |
| 20697        | 1/7/2026    | CITY OF PITTSFIELD                       | 525.00        | 040 ADMIN          | Admin   | Parking                           |
| 20698        | 1/7/2026    | COMMUNITY LEGAL AID INC                  | 4,750.00      | 806 COMM/NOCO      | Communities Opioid Settlement money - North County Community Coordinator                                | Subcontractor                     |
| 20699        | 1/7/2026    | CORNELIUS HOSS                           | 46.34         | 545 EOHLC/DLTA     | District Local Technical Assistance   | Monthly Expense Form              |
| 20700        | 1/7/2026    | DANIELLE COOMES                          | 384.00        | 754 DOJ/BPOP       | Department of Justice - Berkshire Post Overdose Program   | Subcontractor                     |
| 20701        | 1/7/2026    | DAVE PILL                                | 678.99        | ---                | Varied Projects   | Monthly Expense Form              |
| 20702        | 1/7/2026    | DAVID KELLEY                             | 920.00        | 040 ADMIN          | Admin   | Cleaning Services                 |
| 20703        | 1/7/2026    | DENNIS BERGQUIST                         | 480.00        | 754 DOJ/BPOP       | Department of Justice - Berkshire Post Overdose Program   | Subcontractor                     |
| 20704        | 1/7/2026    | DWAYNE MYERS                             | 280.00        | 754 DOJ/BPOP       | Department of Justice - Berkshire Post Overdose Program   | Subcontractor                     |
| 20705        | 1/7/2026    | ETHOS PATHWAYS LLC                       | 7,835.00      | 835 EOEEA/CCL      | Executive Office of Energy & Environmental Affairs - Berkshire Climate Career Lab                       | Subcontractor                     |
| 20706        | 1/7/2026    | GEORGE B CRANE MEMORIAL CENTER           | 75.00         | 754 DOJ/BPOP       | Department of Justice - Berkshire Post Overdose Program   | Venue Space Fee                   |
| 20707        | 1/7/2026    | GROUP ARCHITECTURE & URBANISM CO         | 1,075.00      | 753 EOEEA/PTS/MVPA | Executive Office of Energy & Environmental Affairs - Pittsfield Connected - Francis Ave Routing Designs | Subcontractor                     |
| 20708        | 1/7/2026    | JILL DAUGHERTY                           | 416.00        | 754 DOJ/BPOP       | Department of Justice - Berkshire Post Overdose Program   | Subcontractor                     |
| 20709        | 1/7/2026    | JIMMY HALL                               | 76.02         | ---                | Varied Projects   | Monthly Expense Form              |
| 20710        | 1/7/2026    | JOCELYN LATVALLA                         | 46.48         | ---                | Varied Projects   | Monthly Expense Form              |
| 20711        | 1/7/2026    | KAREN PELTO                              | 87.78         | 709 EOED/BFF       | Executive Office of Economic Development - Berkshire Funding Focus                                      | Monthly Expense Form              |
| 20712        | 1/7/2026    | BERKSHIRE EMPORIUM                       | 3,150.00      | 806 COMM/NOCO      | Communities Opioid Settlement money - North County Community Coordinator                                | Nococo Supplies                   |
| 20713        | 1/7/2026    | KELLIE MEISL                             | 640.00        | 754 DOJ/BPOP       | Department of Justice - Berkshire Post Overdose Program   | Subcontractor                     |
| 20714        | 1/7/2026    | KRISTANY SKORPUT                         | 480.00        | 754 DOJ/BPOP       | Department of Justice - Berkshire Post Overdose Program   | Subcontractor                     |
| 20715        | 1/7/2026    | KRISTINE FLYNN                           | 162.80        | ---                | Varied Projects   | Subcontractor                     |
| 20716        | 1/7/2026    | LAURA BRENNAN                            | 21.56         | 040 ADMIN          | Admin   | Monthly Expense Form              |
| 20717        | 1/7/2026    | MA STATE BOARD OF RETIREMENT             | 15,167.37     | ---                | ---   | Retirement                        |
| 20718        | 1/7/2026    | MACFARLANE OFFICE PRODUCTS INC           | 795.80        | 040 ADMIN          | Admin   | Copier                            |



# Expenditure Report

12/30/25-1/28/26

|       |          |  |           |                  |   |                            |
|-------|----------|--|-----------|------------------|---|----------------------------|
| 20719 | 1/7/2026 | MADALYNN WILLIAMS                      | 336.00    | 754 DOJ/BPOP     | Department of Justice - Berkshire Post Overdose Program                     | Subcontractor              |
| 20720 | 1/7/2026 | MARCUS FORD                            | 416.00    | 754 DOJ/BPOP     | Department of Justice - Berkshire Post Overdose Program                     | Subcontractor              |
| 20721 | 1/7/2026 | MICHAELA GRADY                         | 119.32    | ---              | Varied Projects   | Monthly Expense Form       |
| 20722 | 1/7/2026 | MIIA HEALTH BENEFITS TRUST - DENTAL    | 2,785.45  | 040 ADMIN        | Admin   |                            |
| 20723 | 1/7/2026 | MIIA HEALTH BENEFITS TRUST - MEDICAL   | 82,469.07 | 040 ADMIN        | Admin   |                            |
| 20724 | 1/7/2026 | MUTUAL OF OMAHA                        | 1,689.17  | 040 ADMIN        | Admin   | Life; Std; Ltd             |
| 20725 | 1/7/2026 | NONPROFIT CENTER OF THE BERKSHIRES INC | 150.00    | 040 ADMIN        | Admin   | Membership                 |
| 20726 | 1/7/2026 | RAINBOW DISTRIBUTING COMPANY INC       | 97.93     | 040 ADMIN        | Admin   | Water                      |
| 20727 | 1/7/2026 | SETH JENKINS                           | 51.80     | ---              | Varied Projects   | Monthly Expense Form       |
| 20728 | 1/7/2026 | TIGHE & BOND INC                       | 2,500.00  | 688 WSH/MVPA     | Washington - Municipal Vulnerability Preparedness Action                    | Subcontractor              |
| 20729 | 1/7/2026 | TITOS MEXICAN BAR & GRILL              | 300.00    | 832 DONATIONS/YP | Donations - Youth Prevention  | Catering Services          |
| 20730 | 1/7/2026 | VALLEY GREEN SHREDDING, LLC            | 87.50     | 040 ADMIN        | Admin   | Recycling                  |
| 20731 | 1/7/2026 | ALISON DIXON                           | 83.58     | ---              | Varied Projects   | Monthly Expense Form       |
| 20732 | 1/7/2026 | ANDREW OTTOSON                         | 264.09    | ---              | Varied Projects   | Monthly Expense Form       |
| 20733 | 1/7/2026 | ANNA YOUNGMANN                         | 35.00     | 806 COMM/NOCO    | Communities Opioid Settlement money - North County Community Coordinator    | Monthly Expense Form       |
| 20734 | 1/7/2026 | BCC FOUNDATION                         | 1,000.00  | 010 GEN          | General   | 40 Under Forty Sponsorship |
| 20735 | 1/7/2026 | BRIEN CENTER                           | 5,095.13  | 754 DOJ/BPOP     | Department of Justice - Berkshire Post Overdose Program                     | Subrecipient               |
| 20736 | 1/7/2026 | CHRISTINE LEMOINE                      | 57.82     | 518 FRCOG/BMRC   | FRCOG - Berkshire County Medical Reserve Corps                              | Monthly Expense Form       |
| 20737 | 1/7/2026 | COURTNEY TATRO                         | 544.00    | 754 DOJ/BPOP     | Department of Justice - Berkshire Post Overdose Program                     | Subcontractor              |
| 20738 | 1/7/2026 | ELIZABETH STRICKLER                    | 3,129.06  | ---              | Varied Projects   | Subcontractor              |
| 20739 | 1/7/2026 | H TERRY DESIGNS LLC                    | 29.00     | 040 ADMIN        | Admin   | BRPC Website Maintenance   |
| 20740 | 1/7/2026 | LAURA KITTROSS                         | 107.80    | ---              | Varied Projects   | Monthly Expense Form       |
| 20741 | 1/7/2026 | LYDIA SHULMAN                          | 238.19    | 650 DPH/SS       | Department of Public Health - Shared Services                               | Monthly Expense Form       |
| 20742 | 1/7/2026 | NOE GONZALEZ ORTIZ                     | 72.43     | ---              | Varied Projects   | Monthly Expense Form       |
| 20743 | 1/7/2026 | ZONES LLC                              | 2,455.80  | 560 COMVEN/GPUR  | Communities/Vendors - Group Purchasing Program                              | Open Gov Computer Software |
| 20744 | 1/7/2026 | BRITNEY DANIALS                        | 54.04     | ---              | Varied Projects   | Monthly Expense Form       |
| 20745 | 1/7/2026 | COLIN SYKES                            | 288.70    | 650 DPH/SS       | Department of Public Health - Shared Services                               | Monthly Expense Form       |
| 20746 | 1/7/2026 | EDWARD FAHEY                           | 195.60    | 283 BPHA/INSP    | Berkshire Public Health Alliance - Regional Public Health Inspections       | Monthly Expense Form       |
| 20747 | 1/7/2026 | JAMES MASSEY                           | 480.55    | 650 DPH/SS       | Department of Public Health - Shared Services                               | Monthly Expense Form       |
| 20748 | 1/7/2026 | JAZU STINE                             | 370.02    | ---              | Varied Projects   | Monthly Expense Form       |
| 20749 | 1/7/2026 | JENNIFER SWEET                         | 59.36     | 283 BPHA/INSP    | Berkshire Public Health Alliance - Regional Public Health Inspections       | Monthly Expense Form       |
| 20750 | 1/7/2026 | LESLIE DRAGER                          | 50.00     | 284 BPHA/PHN     | Berkshire Public Health Alliance - Regional Public Health Nursing Program   | Monthly Expense Form       |
| 20751 | 1/7/2026 | NANCY SLATTERY                         | 283.36    | 659 DPH/LHSCT    | Department of Public Health - Local Health Support Covid-19 Contact Tracing | Monthly Expense Form       |
| 20752 | 1/7/2026 | REBECCA ROUGHLEY                       | 139.50    | 560 COMVEN/GPUR  | Communities/Vendors - Group Purchasing Program                              | Monthly Expense Form       |

# Expenditure Report

12/30/25-1/28/26

|       |           |   |           |                    |   |                                   |
|-------|-----------|---|-----------|--------------------|---|-----------------------------------|
| 20753 | 1/7/2026  | SASHA CLAPP                               | 91.98     | 650 DPH/SS         | Department of Public Health - Shared Services   | Monthly Expense Form              |
| 20754 | 1/7/2026  | SOPHIE CARNES JANNEN                      | 145.20    | 650 DPH/SS         | Department of Public Health - Shared Services   | Monthly Expense Form              |
| 20755 | 1/7/2026  | VALERIE BIRD                              | 423.85    | 650 DPH/SS         | Department of Public Health - Shared Services   | Monthly Expense Form              |
| 20756 | 1/7/2026  | WYLIE GOODMAN                             | 71.75     | ---                | Varied Projects   | Monthly Expense Form              |
| 20758 | 1/7/2026  | KRISTINE FLYNN                            | 497.44    | ---                | Varied Projects   | Subcontractor                     |
| 20759 | 1/14/2026 | AAIM EA TRAINING & CONSULTING LLC         | 213.38    | 040 ADMIN          | Admin   | Background Check - Youngmann, A   |
| 20760 | 1/14/2026 | BERKSHIRE BOTANICAL GARDEN                | 576.00    | 688 WSH/MVPA       | Washington - Municipal Vulnerability Preparedness Action  | Subcontractor                     |
| 20761 | 1/14/2026 | BISMARK OSEI                              | 400.00    | 754 DOJ/BPOP       | Department of Justice - Berkshire Post Overdose Program   | Subcontractor                     |
| 20762 | 1/14/2026 | BRANDEIS UNIVERSITY                       | 18,750.00 | 754 DOJ/BPOP       | Department of Justice - Berkshire Post Overdose Program   | Subrecipient                      |
| 20763 | 1/14/2026 | DUFOUR ESCORTED TOURS INC                 | 1,125.00  | 652 DPH/PEC        | Department of Public Health - Prevention in Early Childhood   | BFC Transportation                |
| 20764 | 1/14/2026 | FEDEX                                     | 20.90     | ---                | Varied Projects   | Postage                           |
| 20765 | 1/14/2026 | GLADYS ALLEN BRIGHAM COMMUNITY CENTER INC | 675.00    | 652 DPH/PEC        | Department of Public Health - Prevention in Early Childhood   | BFC Space Rental                  |
| 20766 | 1/14/2026 | GREGORY KAMAYUE GOMES                     | 480.00    | 754 DOJ/BPOP       | Department of Justice - Berkshire Post Overdose Program   | Subcontractor                     |
| 20767 | 1/14/2026 | JUSTIN DALEY                              | 480.00    | 754 DOJ/BPOP       | Department of Justice - Berkshire Post Overdose Program   | Subcontractor                     |
| 20768 | 1/14/2026 | NEW ENGLAND NEWSPAPERS INC                | 684.00    | 040 ADMIN          | Admin   | Adv - Executive Director Position |
| 20769 | 1/14/2026 | REBECCA DODGE                             | 480.00    | 754 DOJ/BPOP       | Department of Justice - Berkshire Post Overdose Program   | Subcontractor                     |
| 20770 | 1/14/2026 | rites of passage and empowerment          | 3,895.20  | 652 DPH/PEC        | Department of Public Health - Prevention in Early Childhood   | Subcontractor                     |
| 20771 | 1/14/2026 | SOURCEPASS COMPUWORKS LLC                 | 5,458.00  | 040 ADMIN          | Admin   | Monthly Computer Maintenance      |
| 20772 | 1/14/2026 | STEPHANIE QUETTI                          | 505.12    | 652 DPH/PEC        | Department of Public Health - Prevention in Early Childhood   | Subcontractor                     |
| 20773 | 1/14/2026 | TASC FUNDING                              | 2,098.95  | 040 ADMIN          | Admin   | Admin Fee                         |
| 20774 | 1/14/2026 | TPX COMMUNICATIONS                        | 1,669.50  | 040 ADMIN          | Admin   | Telephone                         |
| 20775 | 1/14/2026 | VALLEY GREEN SHREDDING, LLC               | 87.50     | 040 ADMIN          | Admin   | Recycling                         |
| 20776 | 1/14/2026 | WAYPOINT TRANSIT INC                      | 8,000.00  | 770 LEE/CS         | Lee - Complete Streets  | Subcontractor                     |
| 20777 | 1/14/2026 | CHRISTOPHER KOWALSKI                      | 432.00    | 754 DOJ/BPOP       | Department of Justice - Berkshire Post Overdose Program   | Subcontractor                     |
| 20778 | 1/21/2026 | AYISHETU BRAIMAH                          | 512.00    | 754 DOJ/BPOP       | Department of Justice - Berkshire Post Overdose Program   | Subcontractor                     |
| 20779 | 1/21/2026 | BLACKSHIRES FOUNDATION                    | 22,500.00 | 753 EOEAA/PTS/MVPA | Executive Office of Energy & Environmental Affairs - Pittsfield Connected - Francis Ave Routing Designs | Subcontractor                     |
| 20780 | 1/21/2026 | BLUE 20/20                                | 253.43    | 040 ADMIN          | Admin   | Vision Insurance                  |
| 20781 | 1/21/2026 | GROUP ARCHITECTURE & URBANISM CO          | 645.00    | 753 EOEAA/PTS/MVPA | Executive Office of Energy & Environmental Affairs - Pittsfield Connected - Francis Ave Routing Designs | Subcontractor                     |
| 20782 | 1/21/2026 | HARRINGTON HEEP LLP                       | 192.50    | 040 ADMIN          | Admin   | Legal                             |

# Expenditure Report

12/30/25-1/28/26

|        |            |  |            |                    |   |                       |
|--------|------------|--|------------|--------------------|---|-----------------------|
| 20783  | 1/21/2026  | HOOSIC RIVER REVIVAL INC                   | 24,187.35  | 785 NAD/MVPA       | North Adams - Municipal Vulnerability Preparedness Action Grant   | Subcontractor         |
| 20784  | 1/21/2026  | MA STATE BOARD OF RETIREMENT               | 15,045.89  | ---                | ---   | Retirement            |
| 20785  | 1/21/2026  | MAEGAN MOYNAHAN                            | 2,621.88   | ---                | Varied Projects   | Subcontractor         |
| 20786  | 1/21/2026  | MUTUAL OF OMAHA                            | 1,700.51   | 040 ADMIN          | Admin   | Life; Std; Ltd        |
| 20787  | 1/21/2026  | RAINBOW DISTRIBUTING COMPANY INC           | 87.94      | 040 ADMIN          | Admin   | Water                 |
| 20788  | 1/21/2026  | REGENERATIVE DESIGN GROUP CO-OP INC        | 85,415.70  | 664 EOEEA/CLK/MVPA | Executive Office of Energy & Environmental Affairs - Clarksburg Four Corners Flood Resiliency and Restoration Project | Subcontractor         |
| 20789  | 1/21/2026  | SO BERKSHIRE PUBLIC HEALTH COLLAB          | 10,000.00  | 609 HRIA/CHIP      | Health Resources in Action County Health Initiative - Community Health Improvement Planning                           | Subcontractor         |
| 20790  | 1/21/2026  | TIFFANY BROUILLETTE                        | 448.00     | 754 DOJ/BPOP       | Department of Justice - Berkshire Post Overdose Program   | Subcontractor         |
| 20791  | 1/21/2026  | ZAMS LLC                                   | 12,882.91  | 040 ADMIN          | Admin   | Rent & Utilities      |
| 20688V | 1/7/2026   | 1BERKSHIRE                                 | (100.00)   | ---                | ---   | Duplicate Payment     |
| 20773V | 1/14/2026  | TASC FUNDING                               | (2,098.95) | ---                | ---   | Duplicate Payment     |
| 1248   | 12/30/2025 | RYAN HARRISON                              | 4,850.00   | 710 CEDAC/HMLP     | CEDAC Home Modification Loan Program  | Subcontractor         |
| 1249   | 12/30/2025 | BERKSHIRE MIDDLE REGISTRY OF DEEDS         | 205.00     | 710 CEDAC/HMLP     | CEDAC Home Modification Loan Program  | Lien - 8798           |
| 1250   | 12/30/2025 | BERKSHIRE MIDDLE REGISTRY OF DEEDS         | 205.00     | 710 CEDAC/HMLP     | CEDAC Home Modification Loan Program  | Lien - 8803           |
| 1251   | 12/30/2025 | RYAN HARRISON                              | 2,800.00   | 710 CEDAC/HMLP     | CEDAC Home Modification Loan Program  | Subcontractor         |
| 1252   | 1/7/2026   | HENRYS ELECTRIC INC                        | 585.37     | 710 CEDAC/HMLP     | CEDAC Home Modification Loan Program  | Subcontractor         |
| 1253   | 1/21/2026  | BERKSHIRE BATHWORKS LLC                    | 1,420.00   | 710 CEDAC/HMLP     | CEDAC Home Modification Loan Program  | Subcontractor         |
| 1254   | 1/21/2026  | BERKSHIRE BATHWORKS LLC                    | 4,260.00   | 710 CEDAC/HMLP     | CEDAC Home Modification Loan Program  | Subcontractor         |
| 1255   | 1/21/2026  | MORRISONS HOME IMPROVEMENT SPECIALISTS INC | 11,811.60  | 710 CEDAC/HMLP     | CEDAC Home Modification Loan Program  | Subcontractor         |
| 1253   | 1/21/2026  | TOWN OF ADAMS                              | 1,625.42   | 166 EPA/RLF        | Environmental Protection Agency - Brownfields Revolving Loan Fund   | Reimbursement Request |
| 1447   | 12/30/2025 | BERKSHIRE MIDDLE REGISTRY OF DEEDS         | 105.00     | 779 BKTDAL/CDBG    | Becket / Dalton - Community Development Block Grant   | Lien - BKT-053        |
| 1448   | 1/21/2026  | WHITE ENGINEERING INC                      | 107.50     | 779 BKTDAL/CDBG    | Becket / Dalton - Community Development Block Grant   | Subcontractor         |

**\$ 404,113.27**

## Credit Card 1189 Payment Support

| Doc #     | Date     | Payee         | Amount | Department       | Department Description       | Expense                  |
|-----------|----------|---------------|--------|------------------|------------------------------|--------------------------|
| BRPC_1189 | 1/5/2026 | DUNKIN DONUTS | 27.18  | 832 DONATIONS/YP | Donations - Youth Prevention | YAB Event Snacks         |
| BRPC_1189 | 1/5/2026 | GOTPRINT.COM  | 37.97  | 040 ADMIN        | Admin                        | Business Cards - Hall, J |

## Expenditure Report

12/30/25-1/28/26

|           |          |                    |        |                   |  |                           |
|-----------|----------|--------------------|--------|-------------------|--|---------------------------|
| BRPC_1189 | 1/5/2026 | WANDER BERKSHIRES  | 150.00 | 646 DPH/MASSCALL3 | Department of Public Health MASS CALL 3B - Substance Misuse Prevention | Event Space Fee           |
| BRPC_1189 | 1/5/2026 | BJS WHOLESALE CLUB | 88.54  | 610 HRIA/G2G      | Health Resources in Action - Gray to Green                             | Event Snacks              |
| BRPC_1189 | 1/5/2026 | BJS WHOLESALE CLUB | 23.58  | 838 FALLON/SPARK  | Fallon Health - SPARK Active Minds                                     | Active Minds Event Snacks |

**\$ 327.27**

### Credit Card 9068 Payment Support

| <u>Doc #</u> | <u>Date</u> | <u>Payee</u>                           | <u>Amount</u> | <u>Department</u>   | <u>Department Description</u>  | <u>Expense</u>                    |
|--------------|-------------|--|---------------|---------------------|--|-----------------------------------|
| BRPC_9068    | 1/7/2026    | SMARTSHEET INC                         | 27.35         | 754 DOJ/BPOP        | Department of Justice - Berkshire Post Overdose Program  | Subscription License              |
| BRPC_9068    | 1/7/2026    | SMARTSHEET INC                         | (29.06)       | 754 DOJ/BPOP        | Department of Justice - Berkshire Post Overdose Program  | Credit - Subscription License     |
| BRPC_9068    | 1/7/2026    | STRAIGHTTALK                           | 36.52         | 040 ADMIN           | Admin  | BRPC Monthly Cell Phone Service   |
| BRPC_9068    | 1/7/2026    | VISTAPRINT                             | 382.78        | 754 DOJ/BPOP        | Department of Justice - Berkshire Post Overdose Program  | Communications                    |
| BRPC_9068    | 1/7/2026    | VISTAPRINT                             | 59.99         | 807 NACCHO/RHAPSODI | National Association of County and City Health Officials - Reimagining Health and Public Safety Overdose Initiatives | Communications                    |
| BRPC_9068    | 1/7/2026    | WB MASON COMPANY INC                   | 1,099.99      | 040 ADMIN           | Admin  | Office Supplies                   |
| BRPC_9068    | 1/7/2026    | AMAZON.COM                             | 23.80         | 010 GEN             | General  | MIIA Wellness - Healthy Snacks    |
| BRPC_9068    | 1/7/2026    | ICMA                                   | 450.00        | 040 ADMIN           | Admin  | Adv - Executive Director Position |
| BRPC_9068    | 1/7/2026    | AMAZON.COM                             | 582.00        | 806 COMM/NOCO       | Communities Opioid Settlement money - North County Community Coordinator   | Supplies                          |
| BRPC_9068    | 1/7/2026    | AMAZON.COM                             | 108.34        | 010 GEN             | General  | MIIA Wellness - Healthy Snacks    |
| BRPC_9068    | 1/7/2026    | AMAZON.COM                             | 35.99         | 732 EPA/AIRQ        | Environmental Protection Agency - Air Quality  | Supplies                          |
| BRPC_9068    | 1/7/2026    | AMAZON.COM                             | 64.68         | 010 GEN             | General  | MIIA Wellness - Healthy Snacks    |
| BRPC_9068    | 1/7/2026    | AMAZON.COM                             | 575.00        | 732 EPA/AIRQ        | Environmental Protection Agency - Air Quality  | Airq Event Supplies               |
| BRPC_9068    | 1/7/2026    | AMERICAN PLANNING ASSOCIATION          | 295.00        | 040 ADMIN           | Admin  | Adv - Executive Director Position |
| BRPC_9068    | 1/7/2026    | BIG Y                                  | 500.00        | 807 NACCHO/RHAPSODI | National Association of County and City Health Officials - Reimagining Health and Public Safety Overdose Initiatives | Training Participant Compensation |
| BRPC_9068    | 1/7/2026    | WB MASON COMPANY INC                   | 49.86         | 040 ADMIN           | Admin  | Office Supplies                   |
| BRPC_9068    | 1/7/2026    | WB MASON COMPANY INC                   | 491.11        | 040 ADMIN           | Admin  | Office Supplies                   |
| BRPC_9068    | 1/7/2026    | ZOOM.COM                               | 48.00         | 040 ADMIN           | Admin  | Software Subscription             |
| BRPC_9068    | 1/7/2026    | BIG Y                                  | 500.00        | 807 NACCHO/RHAPSODI | National Association of County and City Health Officials - Reimagining Health and Public Safety Overdose Initiatives | Training Participant Compensation |
| BRPC_9068    | 1/7/2026    | BJS WHOLESALE CLUB                     | 50.71         | 010 GEN             | General  | MIIA Wellness - Healthy Snacks    |
| BRPC_9068    | 1/7/2026    | BJS WHOLESALE CLUB                     | 125.68        | 010 GEN             | General  | MIIA Wellness - Healthy Snacks    |
| BRPC_9068    | 1/7/2026    | CITIZEN PLANNER TRAINING COLLABORATIVE | 35.00         | 040 ADMIN           | Admin  | Workshop - Latvalla, J            |
| BRPC_9068    | 1/7/2026    | CITIZEN PLANNER TRAINING COLLABORATIVE | 35.00         | 040 ADMIN           | Admin  | Workshop - Latvalla, J            |
| BRPC_9068    | 1/7/2026    | CITIZEN PLANNER TRAINING COLLABORATIVE | 35.00         | 040 ADMIN           | Admin  | Workshop - Latvalla, J            |

**Expenditure Report**

12/30/25-1/28/26

|           |          |  |          |                   |   |   |
|-----------|----------|--|----------|-------------------|---|---|
| BRPC_9068 | 1/7/2026 | CONSTANT CONTACT INC                       | 20.00    | 646 DPH/MASSCALL3 | Department of Public Health MASS CALL<br>3B - Substance Misuse Prevention | SMS Software  |
| BRPC_9068 | 1/7/2026 | CONSTANT CONTACT INC                       | 99.00    | 040 ADMIN         | Admin   | Computer Software                                     |
| BRPC_9068 | 1/7/2026 | MASSTERLIST                                | 250.00   | 040 ADMIN         | Admin   | Adv - Executive Director Position                     |
| BRPC_9068 | 1/7/2026 | MARRIOTT HOTEL                             | 248.40   | 610 HRIA/G2G      | Health Resources in Action - Gray to<br>Green                             | NERHA Conference                                      |
| BRPC_9068 | 1/7/2026 | INDEED                                     | 54.69    | 650 DPH/SS        | Department of Public Health - Shared<br>Services                          | Adv - PH Trainer Position                             |
| BRPC_9068 | 1/7/2026 | INDEED                                     | 500.09   | 040 ADMIN         | Admin   | Advertising - Adams Community<br>Development Director |
| BRPC_9068 | 1/7/2026 | GOVDOCS.COM                                | 10.39    | 040 ADMIN         | Admin   | Supplies  |
| BRPC_9068 | 1/7/2026 | SMARTSHEET INC                             | 1,200.00 | 650 DPH/SS        | Department of Public Health - Shared<br>Services                          | Subscription License                                  |
| BRPC_9068 | 1/7/2026 | SMARTSHEET INC                             | 1,200.00 | 754 DOJ/BPOP      | Department of Justice - Berkshire Post<br>Overdose Program                | Subscription License                                  |
| BRPC_9068 | 1/7/2026 | PITNEY BOWES GLOBAL FINANCIAL Services LLC | 65.44    | 040 ADMIN         | Admin   | Postage Ink   |
| BRPC_9068 | 1/7/2026 | OFFICE OF THE INSPECTOR GENERAL            | 713.00   | 040 ADMIN         | Admin   | Conference - Pelto, K                                 |
| BRPC_9068 | 1/7/2026 | MICHAELS.COM                               | 78.88    | 732 EPA/AIRQ      | Environmental Protection Agency - Air<br>Quality                          | Workshop Supplies                                     |
| BRPC_9068 | 1/7/2026 | AMAZON.COM                                 | 70.43    | 040 ADMIN         | Admin   | Supplies  |

**\$ 10,093.06**

**Aged Accounts Receivable Report**  
as of January 31, 2026

| Customer-Funder Name                                   | Invoice #              | Dept #  | Project Code   | Invoice Date | 61-90 | Over 90         | Total            | Notes - Over 90                              |
|--|------------------------|---------|----------------|--------------|-------|-----------------|------------------|--|
| ADAMS FOREST WARDEN DEPT                               |                        |         |                |              |       |                 |                  |  |
|  | FY26 BURN PERMIT       | 0326.01 | BURN PERMITS   | 12/15/2025   | -     | -               | 120.00           |  |
| <b>Sum for ADAMS FOREST WARDEN DEPT</b>                |                        |         |                |              | -     | -               | <b>120.00</b>    |  |
| ALL STATES CONSTRUCTION INC                            |                        |         |                |              |       |                 |                  |  |
|  | FY26-Q2                | 0560.03 | COMVEN/GPP     | 1/14/2026    | -     | -               | 190.90           |  |
| <b>Sum for ALL STATES CONSTRUCTION INC</b>             |                        |         |                |              | -     | -               | <b>190.90</b>    |  |
| ASPLUNDH TREE EXPERT, LLC                              |                        |         |                |              |       |                 |                  |  |
|  | FY26-Q1                | 0560.03 | COMVEN/GPP     | 10/31/2025   | -     | 429.66          | 429.66           | <b>Becky followed up</b>                     |
|  | FY26-Q2                | 0560.03 | COMVEN/GPP     | 1/14/2026    | -     | -               | 467.05           |  |
| <b>Sum for ASPLUNDH TREE EXPERT, LLC</b>               |                        |         |                |              | -     | <b>429.66</b>   | <b>896.71</b>    |  |
| BAYSTATE MEDICAL CENTER                                |                        |         |                |              |       |                 |                  |  |
|  | 741-033125             | 0741.00 | BMC/MBI/DEBERK | 3/31/2025    | -     | 7,254.67        | 7,254.67         | <b>Payment in process per Rhonda</b>         |
| <b>Sum for BAYSTATE MEDICAL CENTER</b>                 |                        |         |                |              | -     | <b>7,254.67</b> | <b>7,254.67</b>  |  |
| BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC                |                        |         |                |              |       |                 |                  |  |
|  | 350-063025-04          | 0350.10 | BCBOHA/SUP25   | 6/30/2025    | -     | 380.11          | 380.11           | <b>Scott to process payment</b>              |
|  | 350-123125-01          | 0350.11 | BCBOHA/ADMIN26 | 12/31/2025   | -     | -               | 3,630.05         |  |
| <b>Sum for BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC</b> |                        |         |                |              | -     | <b>380.11</b>   | <b>4,010.16</b>  |  |
| BERKSHIRE COUNTY SELECTMENS ASSOCIATION                |                        |         |                |              |       |                 |                  |  |
|  | 071525 BRK MUNI        | 0010.00 | GEN            | 7/17/2025    | -     | 70.75           | 70.75            | <b>Payment in process per Christine Hoyt</b> |
|  | 103025 MUNI/GLEN EVENT | 0010.00 | GEN            | 10/30/2025   | -     | 224.45          | 224.45           |  |
| <b>Sum for BERKSHIRE COUNTY SELECTMENS ASSOCIATION</b> |                        |         |                |              | -     | <b>295.20</b>   | <b>295.20</b>    |  |
| BERKSHIRE GAS  |                        |         |                |              |       |                 |                  |  |
|  | 827-080125-02          | 0827.00 | BG/Energy/PTS  | 12/16/2025   | -     | -               | 8,550.00         |  |
|  | 827-110125-3           | 0827.00 | BG/Energy/PTS  | 12/16/2025   | -     | -               | 8,550.00         |  |
|  | 827-50% of TOTAL GRANT | 0827.00 | BG/Energy/PTS  | 12/16/2025   | -     | -               | 17,100.00        |  |
| <b>Sum for BERKSHIRE GAS</b>                           |                        |         |                |              | -     | -               | <b>34,200.00</b> |  |
| BERKSHIRE REGIONAL PLANNING COMMISSION                 |                        |         |                |              |       |                 |                  |  |
|  | 666.04-122325          |         |                | 12/23/2025   | -     | -               | 4,559.40         |  |
|  | 778.01-122325          | 0778.01 | BRPC/FSRS26    | 12/23/2025   | -     | -               | 1,048.32         |  |
|  | FY26 - Q3              | 0040.00 | ADMIN          | 1/1/2026     | -     | -               | 9,155.00         |  |
| <b>Sum for BERKSHIRE REGIONAL PLANNING COMMISSION</b>  |                        |         |                |              | -     | -               | <b>14,762.72</b> |  |
| CHARLES COOK   |                        |         |                |              |       |                 |                  |  |
|  | JAN 2026 INSURANCE     | 0040.00 | ADMIN          | 1/1/2026     | -     | -               | 255.76           |  |
| <b>Sum for CHARLES COOK</b>                            |                        |         |                |              | -     | -               | <b>255.76</b>    |  |
| CITY OF NORTH ADAMS                                    |                        |         |                |              |       |                 |                  |  |
|  | 785-093025             | 0785.00 | NAD/MVPA       | 9/30/2025    | -     | 40,627.29       | 40,627.29        | <b>Courteny followed up</b>                  |

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|                                    |               |         |           |            |   |                  |                  |  |
|------------------------------------|---------------|---------|-----------|------------|---|------------------|------------------|--|
|                                    | 785-123125-05 | 0785.00 | NAD/MVPA  | 12/31/2025 | - | -                | 47,933.30        |  |
|                                    | 790-123125-03 | 0790.00 | NAD/BFCLN | 12/31/2025 | - | -                | 3,824.01         |  |
| <b>Sum for CITY OF NORTH ADAMS</b> |               |         |           |            | - | <b>40,627.29</b> | <b>92,384.60</b> |  |

|                                   |                  |         |             |            |   |   |                 |  |
|-----------------------------------|------------------|---------|-------------|------------|---|---|-----------------|--|
| COMMONWEALTH OF MA                | 569.03-123125-01 | 0569.03 | DOER/REPA26 | 12/31/2025 | - | - | 7,739.36        |  |
| <b>Sum for COMMONWEALTH OF MA</b> |                  |         |             |            | - | - | <b>7,739.36</b> |  |

|   |               |         |           |            |   |               |               |  |
|---|---------------|---------|-----------|------------|---|---------------|---------------|--|
| DEPT OF ENVIRONMENTAL PROTECTION                | 829-103125-03 | 0829.00 | DEP/COORD | 10/31/2025 | - | 301.23        | 301.23        |  |
| <b>Sum for DEPT OF ENVIRONMENTAL PROTECTION</b> |               |         |           |            | - | <b>301.23</b> | <b>301.23</b> |  |

|  |               |         |            |            |   |   |                  |  |
|--|---------------|---------|------------|------------|---|---|------------------|--|
| DEPT OF HOUSING AND COMMUNITY DEVELOPMENT                  | 672-123125-07 | 0672.00 | DHCD/HOUSE | 12/31/2025 | - | - | 15,953.57        |  |
| <b>Sum for DEPT OF HOUSING &amp; COMMUNITY DEVELOPMENT</b> |               |         |            |            | - | - | <b>15,953.57</b> |  |

|                                |         |         |            |          |   |   |               |  |
|--------------------------------|---------|---------|------------|----------|---|---|---------------|--|
| EJ PRESCOTT INC                | FY26-Q1 | 0560.03 | COMVEN/GPP | 1/4/2026 | - | - | 77.25         |  |
|                                | FY26-Q2 | 0560.03 | COMVEN/GPP | 1/4/2026 | - | - | 224.05        |  |
| <b>Sum for EJ PRESCOTT INC</b> |         |         |            |          | - | - | <b>301.30</b> |  |

|                           |                        |         |                |            |   |   |                  |  |
|---------------------------|------------------------|---------|----------------|------------|---|---|------------------|--|
| EVERSOURCE                | 828-080125-2           | 0828.00 | EVS/Energy/PTS | 12/16/2025 | - | - | 12,811.58        |  |
|                           | 828-110125-3           | 0828.00 | EVS/Energy/PTS | 12/16/2025 | - | - | 12,811.58        |  |
|                           | 828-50% of TOTAL GRANT | 0828.00 | EVS/Energy/PTS | 12/16/2025 | - | - | 25,623.16        |  |
| <b>Sum for EVERSOURCE</b> |                        |         |                |            | - | - | <b>51,246.32</b> |  |

|  |             |         |            |            |   |   |                  |  |
|--|-------------|---------|------------|------------|---|---|------------------|--|
| EXECUTIVE OFFICE OF ADMIN & FINANCE                    | 846-FY26-01 | 0846.00 | EOAF/TARPA | 12/31/2025 | - | - | 71,408.10        |  |
| <b>Sum for EXECUTIVE OFFICE OF ADMIN &amp; FINANCE</b> |             |         |            |            | - | - | <b>71,408.10</b> |  |

|  |               |         |               |            |   |                  |                  |                |
|--|---------------|---------|---------------|------------|---|------------------|------------------|----------------|
| EXECUTIVE OFFICE OF HOUSING & LIVABLE COMMUNITIES                    | 811-093025-01 | 0811.00 | EOHLC/SSTBRKS | 9/30/2025  | - | 14,747.16        | 14,747.16        | CJ followed up |
|  | 811-123125-02 | 0811.00 | EOHLC/SSTBRKS | 12/31/2025 | - | -                | 11,827.90        |                |
| <b>Sum for EXECUTIVE OFFICE OF HOUSING &amp; LIVABLE COMMUNITIES</b> |               |         |               |            | - | <b>14,747.16</b> | <b>26,575.06</b> |                |

|  |                  |         |              |            |   |   |                  |  |
|--|------------------|---------|--------------|------------|---|---|------------------|--|
| FRANKLIN REGIONAL COUNCIL OF GOVERNMENT                | 516-123125-01    | 0516.07 | FRCOG/EPP26  | 12/31/2025 | - | - | 21,843.65        |  |
|  | 518-07-123125-02 | 0518.07 | FRCOG/BMRC26 | 12/31/2025 | - | - | 3,299.67         |  |
| <b>Sum for FRANKLIN REGIONAL COUNCIL OF GOVERNMENT</b> |                  |         |              |            | - | - | <b>25,143.32</b> |  |

|   |                  |         |              |            |   |   |               |  |
|---|------------------|---------|--------------|------------|---|---|---------------|--|
| GREAT BARRINGTON FIRE DEPT                | FY26 BURN PERMIT | 0326.01 | BURN PERMITS | 12/15/2025 | - | - | 120.00        |  |
| <b>Sum for GREAT BARRINGTON FIRE DEPT</b> |                  |         |              |            | - | - | <b>120.00</b> |  |

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|--|----------------------|---------|-----------------|------------|-----------------|------------------|------------------|---|
| GREYLOCK FLUME   | 789-123125-03        | 0789.00 | GF/CLN          | 12/31/2025 | -               | -                | 3,578.28         |   |
| <b>Sum for GREYLOCK FLUME</b>                                |                      |         |                 |            | -               | -                | <b>3,578.28</b>  |   |
| <hr/>  |                      |         |                 |            |                 |                  |                  |   |
| HOUSATONIC VALLEY ASSOCIATION                                | 685-123125-01        | 0685.03 | HVA/BCCCP26     | 12/31/2025 | -               | -                | 5,580.55         |   |
| <b>Sum for HOUSATONIC VALLEY ASSOCIATION</b>                 |                      |         |                 |            | -               | -                | <b>5,580.55</b>  |   |
| <hr/>  |                      |         |                 |            |                 |                  |                  |   |
| MASSACHUSETTS CLEAN ENERGY CENTER                            | 735-062425-2         | 0735.00 | MassCEC/EmPower | 6/24/2025  | -               | 30,000.00        | 30,000.00        | To be paid once project upon completion |
| <b>Sum for MASSACHUSETTS CLEAN ENERGY CENTER</b>             |                      |         |                 |            | -               | <b>30,000.00</b> | <b>30,000.00</b> |   |
| <hr/>  |                      |         |                 |            |                 |                  |                  |   |
| MASSACHUSETTS DEPT OF TRANSPORTATION                         | 440.10-123125-03     | 0440.10 | MassDOT/TPL26   | 12/31/2025 | -               | -                | 49,754.82        |   |
| <b>Sum for MASSACHUSETTS DEPT OF TRANSPORTATION</b>          |                      |         |                 |            | -               | -                | <b>49,754.82</b> |   |
| <hr/>  |                      |         |                 |            |                 |                  |                  |   |
| METROPOLITAN AREA PLANNING COUNCIL                           | 796-103125-03        | 0796.00 | MAPC/WRHSAC/EMP | 11/18/2025 | 5,385.36        | -                | 5,385.36         |   |
| <b>Sum for METROPOLITAN AREA PLANNING COUNCIL</b>            |                      |         |                 |            | <b>5,385.36</b> | -                | <b>5,385.36</b>  |   |
| <hr/>  |                      |         |                 |            |                 |                  |                  |   |
| NATIONAL ENERGY EDUCATION DEVELOPMENT PROJECT                | 830-123025-02        | 0830.00 | NGEVS/MEM       | 12/30/2025 | -               | -                | 12,247.00        |   |
| <b>Sum for NATIONAL ENERGY EDUCATION DEVELOPMENT PROJECT</b> |                      |         |                 |            | -               | -                | <b>12,247.00</b> |   |
| <hr/>  |                      |         |                 |            |                 |                  |                  |   |
| NEW MARLBOROUGH FIRE   | FY26 BURN PERMIT     | 0326.01 | BURN PERMITS    | 12/15/2025 | -               | -                | 120.00           |   |
| <b>Sum for NEW MARLBOROUGH FIRE</b>                          |                      |         |                 |            | -               | -                | <b>120.00</b>    |   |
| <hr/>  |                      |         |                 |            |                 |                  |                  |   |
| PECKHAM ROAD CORP  | FY26-Q1              | 0560.03 | COMVEN/GPP      | 11/18/2025 | 9,867.96        | -                | 9,867.96         |   |
| <b>Sum for PECKHAM ROAD CORP</b>                             |                      |         |                 |            | <b>9,867.96</b> | -                | <b>9,867.96</b>  |   |
| <hr/>  |                      |         |                 |            |                 |                  |                  |   |
| RICHMOND FIRE DEPT   | FY26 BURN PERMIT     | 0326.01 | BURN PERMITS    | 12/15/2025 | -               | -                | 120.00           |   |
| <b>Sum for RICHMOND FIRE DEPT</b>                            |                      |         |                 |            | -               | -                | <b>120.00</b>    |   |
| <hr/>  |                      |         |                 |            |                 |                  |                  |   |
| TOWN OF ADAMS  | 284-FY26-Q2-ADM      | 0284.11 | BPHA/PHN        | 12/1/2025  | 1,091.75        | -                | 1,091.75         |   |
|  | 795-123125-04        | 0795.00 | ADM/OSRP        | 12/31/2025 | -               | -                | 14,141.82        |   |
|  | 806-092225-01        | 0806.00 | COMM/NOCOCC     | 9/22/2025  | -               | 21,905.77        | 21,905.77        | Andy to follow up at meeting next week  |
|  | CD DIRECTOR AD REIMB | 0040.00 | ADMIN           | 1/21/2026  | -               | -                | 754.00           |   |
| <b>Sum for TOWN OF ADAMS</b>                                 |                      |         |                 |            | <b>1,091.75</b> | <b>21,905.77</b> | <b>37,893.34</b> |   |
| <hr/>  |                      |         |                 |            |                 |                  |                  |   |
| TOWN OF BECKET   | 283-FY26-Q2-BKT      | 0283.11 | BPHA/INSP       | 12/1/2025  | 8,895.50        | -                | 8,895.50         |   |
|  | 284-FY26-Q2-BKT      | 0284.11 | BPHA/PHN        | 12/1/2025  | 964.69          | -                | 964.69           |   |



## as of January 31, 2026

|                                     |                  |         |              |            |          |          |           |                     |
|-------------------------------------|------------------|---------|--------------|------------|----------|----------|-----------|---------------------|
| Sum for TOWN OF BECKET              |                  |         |              |            | 9,860.19 | -        | 9,860.19  |                     |
| TOWN OF BLANDFORD FIRE DEPT         |                  |         |              |            |          |          |           |                     |
|                                     | FY26 BURN PERMIT | 0326.01 | BURN PERMITS | 12/15/2025 | -        | -        | 120.00    |                     |
| Sum for TOWN OF BLANDFORD FIRE DEPT |                  |         |              |            | -        | -        | 120.00    |                     |
| TOWN OF CLARKSBURG                  |                  |         |              |            |          |          |           |                     |
|                                     | 0784-063025      | 0784.00 | CLK/BRIC     | 6/28/2025  | -        | 684.38   | 684.38    | Payment in process  |
|                                     | 284-FY26-Q2-CLK  | 0284.11 | BPHA/PHN     | 12/1/2025  | 767.62   | -        | 767.62    |                     |
|                                     | 725.09-103125-01 | 0725.09 | CLK/DE-IMP   | 11/18/2025 | 1,402.13 | -        | 1,402.13  |                     |
|                                     | 725.09-123125-03 | 0725.09 | CLK/DE-IMP   | 12/31/2025 | -        | -        | 209.88    |                     |
|                                     | 784-033125-01    |         |              | 4/9/2025   | -        | 996.81   | 996.81    | Payment in process  |
|                                     | 784-093025-03    | 0784.00 | CLK/BRIC     | 9/30/2025  | -        | 2,063.32 | 2,063.32  | Payment in process  |
|                                     | 784-123125-04    | 0784.00 | CLK/BRIC     | 12/31/2025 | -        | -        | 1,311.22  |                     |
|                                     | 797-123125-02    | 0797.00 | CLK/MPOSRP   | 12/31/2025 | -        | -        | 6,435.60  |                     |
| Sum for TOWN OF CLARKSBURG          |                  |         |              |            | 2,169.75 | 3,744.51 | 13,870.96 |                     |
| TOWN OF DALTON                      |                  |         |              |            |          |          |           |                     |
|                                     | 524-123125-02    | 0524.07 | DAL/SW26     | 12/31/2025 | -        | -        | 5,084.85  |                     |
|                                     | 725.08-113025-07 | 0725.08 | DAL/DE-IMP   | 12/31/2025 | -        | -        | 1,079.13  |                     |
|                                     | 725.08-123125-08 | 0725.08 | DAL/DE-IMP   | 12/31/2025 | -        | -        | 869.13    |                     |
| Sum for TOWN OF DALTON              |                  |         |              |            | -        | -        | 7,033.11  |                     |
| TOWN OF FLORIDA                     |                  |         |              |            |          |          |           |                     |
|                                     | 284-FY26-Q1-FLA  | 0284.11 | BPHA/PHN     | 9/1/2025   | -        | 577.50   | 577.50    | Alecia to follow up |
|                                     | 284-FY26-Q2-FLA  | 0284.11 | BPHA/PHN     | 12/1/2025  | 577.50   | -        | 577.50    |                     |
| Sum for TOWN OF FLORIDA             |                  |         |              |            | 577.50   | 577.50   | 1,155.00  |                     |
| TOWN OF GREAT BARRINGTON            |                  |         |              |            |          |          |           |                     |
|                                     | 446.08-123125-02 |         |              | 12/31/2025 | -        | -        | 5,625.00  |                     |
|                                     | 833-093025-01    | 0833.00 | GTB/PROC     | 9/30/2025  | -        | 2,497.70 | 2,497.70  | Becky followed up   |
| Sum for TOWN OF GREAT BARRINGTON    |                  |         |              |            | -        | 2,497.70 | 8,122.70  |                     |
| TOWN OF HANCOCK                     |                  |         |              |            |          |          |           |                     |
|                                     | 284-FY26-Q1-HAN  | 0284.11 | BPHA/PHN     | 9/1/2025   | -        | 551.25   | 551.25    | Alecia to follow up |
|                                     | 284-FY26-Q2-HAN  | 0284.11 | BPHA/PHN     | 12/1/2025  | 551.25   | -        | 551.25    |                     |
| Sum for TOWN OF HANCOCK             |                  |         |              |            | 551.25   | 551.25   | 1,102.50  |                     |
| TOWN OF LANESBOROUGH                |                  |         |              |            |          |          |           |                     |
|                                     | 725.07-123125-05 | 0725.07 | LAN/DE-IMP   | 12/31/2025 | -        | -        | 904.43    |                     |
|                                     | 815-123125-02    | 0815.00 | LAN/OSRP     | 12/31/2025 | -        | -        | 12,583.17 |                     |
| Sum for TOWN OF LANESBOROUGH        |                  |         |              |            | -        | -        | 13,487.60 |                     |
| TOWN OF LEE                         |                  |         |              |            |          |          |           |                     |
|                                     | 770-093025-01    | 0770.00 | LEE/CS       | 9/30/2025  | -        | 1,539.32 | 1,539.32  | Nick to follow up   |
|                                     | 770-123125-02    | 0770.00 | LEE/CS       | 12/31/2025 | -        | -        | 33,121.62 |                     |
| Sum for TOWN OF LEE                 |                  |         |              |            | -        | 1,539.32 | 34,660.94 |                     |
| TOWN OF LENOX                       |                  |         |              |            |          |          |           |                     |
|                                     | 103025 THURSDAY  | 0010.00 | GEN          | 10/29/2025 | -        | 25.00    | 25.00     | Laura B followed up |
| Sum for TOWN OF LENOX               |                  |         |              |            | -        | 25.00    | 25.00     |                     |

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|  |                       |         |              |            |                  |                      |                      |
|--|-----------------------|---------|--------------|------------|------------------|----------------------|----------------------|
| TOWN OF NEW ASHFORD FIRE DEPT                | FY26 BURN PERMIT      | 0326.01 | BURN PERMITS | 12/15/2025 | -                | -                    | 120.00               |
| <b>Sum for TOWN OF NEW ASHFORD FIRE DEPT</b> |                       |         |              |            | -                | -                    | <b>120.00</b>        |
| <hr/>  |                       |         |              |            |                  |                      |                      |
| TOWN OF PERU                                 | 283-FY26-Q2-PER       | 0283.11 | BPHA/INSP    | 12/1/2025  | 3,215.50         | -                    | 3,215.50             |
|  | 284-FY26-Q2-PER       | 0284.11 | BPHA/PHN     | 12/1/2025  | 577.50           | -                    | 577.50               |
| <b>Sum for TOWN OF PERU</b>                  |                       |         |              |            | <b>3,793.00</b>  | -                    | <b>3,793.00</b>      |
| <hr/>  |                       |         |              |            |                  |                      |                      |
| TOWN OF SANDISFIELD                          | 837-123125-01         | 0837.00 | SND/BRIC26   | 12/31/2025 | -                | -                    | 173.62               |
| <b>Sum for TOWN OF SANDISFIELD</b>           |                       |         |              |            | -                | -                    | <b>173.62</b>        |
| <hr/>  |                       |         |              |            |                  |                      |                      |
| TOWN OF SAVOY                                | 836-123125-02         | 0836.00 | SAV/CRMA26   | 12/31/2025 | -                | -                    | 1,975.98             |
| <b>Sum for TOWN OF SAVOY</b>                 |                       |         |              |            | -                | -                    | <b>1,975.98</b>      |
| <hr/>  |                       |         |              |            |                  |                      |                      |
| TOWN OF SHEFFIELD FIRE DEPT                  | FY26 BURN PERMIT      | 0326.01 | BURN PERMITS | 12/15/2025 | -                | -                    | 120.00               |
| <b>Sum for TOWN OF SHEFFIELD FIRE DEPT</b>   |                       |         |              |            | -                | -                    | <b>120.00</b>        |
| <hr/>  |                       |         |              |            |                  |                      |                      |
| TOWN OF WASHINGTON                           | 283-FY26-Q2-WSH       | 0283.11 | BPHA/INSP    | 12/1/2025  | 1,250.00         | -                    | 1,250.00             |
|  | 284-FY26-Q2-WSH       | 0284.11 | BPHA/PHN     | 12/1/2025  | 577.50           | -                    | 577.50               |
|  | 688-123125-02         | 0688.01 | WSH/MVPA     | 12/31/2025 | -                | -                    | 14,203.48            |
| <b>Sum for TOWN OF WASHINGTON</b>            |                       |         |              |            | <b>1,827.50</b>  | -                    | <b>16,030.98</b>     |
| <hr/>  |                       |         |              |            |                  |                      |                      |
| TOWN OF WEST STOCKBRIDGE                     | 808-123125-03         | 0808.00 | WST/AHT      | 12/31/2025 | -                | -                    | 5,260.80             |
| <b>Sum for TOWN OF WEST STOCKBRIDGE</b>      |                       |         |              |            | -                | -                    | <b>5,260.80</b>      |
| <hr/>  |                       |         |              |            |                  |                      |                      |
| TOWN OF WINDSOR                              | 0725.15-FINAL INVOICE | 0725.15 | WND/DE-IMP   | 12/17/2025 | -                | -                    | 1,607.93             |
|  | 284-FY26-Q2-WND       | 0284.11 | BPHA/PHN     | 12/1/2025  | 577.50           | -                    | 577.50               |
| <b>Sum for TOWN OF WINDSOR</b>               |                       |         |              |            | <b>577.50</b>    | -                    | <b>2,185.43</b>      |
| <hr/>  |                       |         |              |            |                  |                      |                      |
| UNIVERSITY OF MASSACHUSETTS                  | 813.01 FULL CONTRACT  | 0813.01 | UMASS/TURI26 | 11/18/2025 | 15,000.00        | -                    | 15,000.00            |
| <b>Sum for UNIVERSITY OF MASSACHUSETTS</b>   |                       |         |              |            | <b>15,000.00</b> | -                    | <b>15,000.00</b>     |
| <hr/>  |                       |         |              |            |                  |                      |                      |
| <b>Sum Total</b>                             |                       |         |              |            | <b>50,701.76</b> | <b>\$ 124,876.37</b> | <b>\$ 641,804.10</b> |

ACCOUNT ACTIVITY

Use this page to view your account activity, including pending and processed transactions.

BALANCE SUMMARY - AS OF 01/20/2026 14:21

Account

Berkshire Regional Planning Commiss - 004... ▼

Account ID  
004000105239020001

Nickname  
Berkshire Regional Planning Commiss

Original Loan Amount  
\$ 500,000.00 As Of 01/20/2026 14:21

Original Loan Date  
07/05/1995

Interest Rate  
7.75%

Maturity Date  
12/31/2074

Next Payment Date  
02/05/2026

Next Payment Amour  
\$ 0.00 As Of 01/20/2026 14:21

Current Balance  
\$ (0.00) As Of 01/20/2026 14:21

Current Principal Balae  
\$ 0.00 As Of 01/20/2026 14:21

Current Available Line  
\$ 500,000.00 As Of 01/20/2026 14:21

YTD Interest  
\$ 0.00 As Of 01/20/2026 14:21



# BRPC

Berkshire Regional Planning Commission

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

## MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission  
FROM: Thomas Matuszko, Executive Director  
DATE: February 1, 2026  
SUBJ: Agenda Items – February 5, 2026, Executive Committee Meeting

### **VI. Items Requiring Action**

#### **A. Vote to Ratify the Submission of Four Grant Applications to the Franklin Regional Council of Governments related to Crisis & Emergency Risk Communication (CERC) plans for Berkshire, Franklin, Hampden, and Hampshire Counties.\***

The Executive Committee is requested to ratify the submission of four grant applications to Franklin Regional Council of Governments related to Crisis and Emergency Risk Communication (CERC) Plans for Berkshire, Franklin, Hampden, and Hampshire Counties and authorize the Executive Director to sign any resulting contracts and agreements. This work would develop, train and workshop Crisis & Emergency Risk Communication (CERC) Plans for the four county Public Health Emergency Preparedness (PHEP) Coalitions in Western MA. The four counties each have a separate RFP for their CERC Plan, so BRPC may be awarded some, none or all the applications. The amounts of the applications are Berkshire County, \$28,500, Franklin County, \$30,000, Hampden County, \$45,500, and Hampshire County \$35,500. No match is required. The staff lead is Public Health Subject Matter Expert Sandra Martin, [smartin@berkshireplanning.org](mailto:smartin@berkshireplanning.org).

### **VII. Committee Updates, Reports, and Discussion**

#### **A. Commission Development Committee**

The Commission Development Committee did not meet in January. The next meeting is scheduled for February 5, 2026.

#### **B. Environmental Review Committee**

The Environmental Review Committee meets as needed and did not need to meet in January 2026.

#### **C. Finance Committee**

The Finance Committee met on January 29, 2026. The primary topic was a presentation of the FY2025 Audit by Adelson & Company PC and approval. The FY2025 audit had no findings and no recommendations.

The other approval was to allow Automatic Clearing House (ACH) payments with prior Executive Director approval for monthly rent per BRPC's lease and utilities reimbursement, Berkshires Tomorrow Invoices per various agreements, the Massachusetts State Retirement for semi-monthly retirement deductions from employee's pay, and the MIIA Health Benefits Trust for monthly health and dental benefits. Draft unapproved minutes are included in the meeting material.

#### **D. Regional Issues Committee**

The Regional Issues Committee did not meet in January 2026.

#### **E. Berkshire Brownfields Committee**

The Berkshire Brownfield Committee meets as needed and did not meet in January 2026.

#### **F. Berkshire Metropolitan Planning Organization (MPO)**

The MPO typically meets virtually on the 4<sup>th</sup> Tuesday of the month at 4:00 pm. The MPO did not have a quorum on January 27<sup>th</sup>, 2026. The next meeting will be February 24<sup>th</sup>, 2026.

#### **G. Comprehensive Economic Development Strategy (CEDS) Committee**

The CEDS Committee meets quarterly and met on January 21, 2026. The main agenda topic was discussion of the Year 3 Performance Progress Report, including a review of the timeline, a SWOT (Strength, Weakness, Opportunity, and Threats) analysis, and a request for new priority projects.

#### **H. Transportation Advisory Committee (TAC)**

The Transportation Advisory Committee meets as needed, primarily to advise on the TIP development process and will start meeting now as the TIP is being developed.

### **VIII. Executive Director's Report and Discussion**

#### **A. Report on New Contracts/Agreements**

New Grants and Contracts received/initiated from 12/30/25 – 1/28/26

- Becket – Digital Equity Implementation – Additional \$7,500
- Great Barrington – Digital Equity Implementation – Additional \$3,950
- Lee – Digital Equity Implementation – Additional \$5,750
- Inspired Breath - Community Catalyst Participation – \$10,150
- Executive Office of Housing & Living Communities - Berkshire County Buildout Analysis - \$138,600
- Lenox - Housing Production Plan - \$25,000
- Merrimack Valley Planning Commission - Municipal Addressing - \$32,700
- Peru - Municipal Vulnerability Preparedness - \$20,000

Grants and Contracts not received

- We are not aware of any unsuccessful grant applications for this period.

#### **B. Berkshires Tomorrow Inc. (BTI) Update**

The BTI Board approved the following:

- Approved the Submission of a Grant Application to Berkshire Taconic Community Foundation's 2026 Planning and Technical Assistance Grant Program for \$5,000 to support strategic planning for Berkshires Tomorrow, Inc., including refinement of its statement of purpose and the development of a formal mission statement. No match is required; however, BTI would invest an additional \$5,000 in strategic planning, bringing the total project budget to \$10,000. BRPC contact is Laura Brennan, [lbrennan@berkshireplanning.org](mailto:lbrennan@berkshireplanning.org).

- Approved the FY2025 President, Malcolm Fick, to sign the Mass PC form and BTI's 2025 tax return instead of John Duval, who was listed as the Treasurer in FY2025. The tax return will be prepared by our accountant, Adelson & Company PC.
- Approved the acceptance of a donation from John DeRosa for \$5,000, to support the Into Light exhibition, which seeks to reduce stigma around the opioid epidemic through portraits and stories of local lives lost to overdose. The BRPC contact is Andy Ottoson at [aottoson@berkshireplanning.org](mailto:aottoson@berkshireplanning.org).
- Approved the Submission of a Grant Application to the Massachusetts Executive Office of Energy and Environmental Affairs Office of Environmental Justice and Equity for the FY 2026 Environmental Justice Capacity Building Grant and authorized the President to sign an agreement if awarded. The amount was \$46,556.88. Berkshire Funding Focus would moderate a series of seven workshops to help build the capacity of small nonprofit organizations led by and/or serving Environmental Justice populations. BRPC contact is Karen Pelto, [kpelto@berkshireplanning.org](mailto:kpelto@berkshireplanning.org).

### **C. Staff Updates**

- Open Positions:
  - Public Health Trainer

### **D. Seasonal Communities Advisory Council Update**

The Executive Office of Housing and Livable Communities (EOHLC) is holding a virtual information session on Seasonal Communities designation's goals, benefits, requirements, funding opportunities, and updates on Wednesday February 4, 2026 at 5:00 pm. Zoom registration is required <https://us06web.zoom.us/meeting/register/d6vDBYj0R0ibDrk1-FyWBg>.

The next Seasonal Communities Advisory Council meeting is tentatively scheduled as a virtual meeting on Tuesday February 10, 2026, at 11:00 am.

### **E. Passenger Rail**

- West-East Rail – No update.
- Berkshire Flyer – No update
- Northern Tier Passenger Rail – The consultant, Cambridge Econometrics, hired by the Franklin Regional Council of Governments to conduct economic analysis of this service has begun work.

More information on these items can be found at [Compass Rail | Mass.gov](https://www.mass.gov/compass-rail).

### **F. Community One Stop for Growth**

The FY27 Round of the Community One Stop for Growth is now open. Prospective applicants may log into the [IGX system](https://www.mass.gov/igx) to begin working on their Full Application(s). The One Stop will begin accepting Full Application submissions on May 4, 2026. The submission deadline is Wednesday, June 3, 2026, at 11:59 p.m. Information is at [www.mass.gov/onestop](https://www.mass.gov/onestop). Questions may be directed to [onestop@mass.gov](mailto:onestop@mass.gov).

## **G. Environment & Climate One Stop (ECO One Stop)**

The FY27 ECO One Stop Application is now open. Applications are due by Friday, March 20, 2026. The ECO One Stop is a simplified, single point of entry for various climate and environmental resilience grants, including the Municipal Vulnerability Preparedness (MVP) Action Grant, Cooling Corridors Program, Planning Assistance Grants, and the Culvert Replacement Municipal Assistance Grant. Information is at <https://www.mass.gov/info-details/environment-climate-one-stop>. Direct questions to [ecoonestop@mass.gov](mailto:ecoonestop@mass.gov).

## **H. Small Clean Energy Infrastructure Facility Siting and Permitting Regulations**

The Department of Energy Resources (DOER) released Clean Energy Regs on January 13, 2026. As stated in these regulations, municipalities must accept Consolidated Local Permit Applications for eligible renewable energy systems no later than October 1, 2026. Municipalities may, but are not required to, accept Consolidated Local Permit Applications between July 1, 2026 and September 30, 2026 (225 CMR 29.00).

Municipalities need to plan how they will manage **the Consolidated Local Permits process**. Every municipality will need to identify a Local Government Representative to manage the Consolidated Permit process. Various municipal boards, Planning Boards, ZBAs, Conservation Commissions, and Boards of Health will be part of that process. All local permits need to be acted on within 12 months after receipt of the application or else face constructive approval. Municipalities have between July 1<sup>st</sup> and September 30<sup>th</sup> to enact new bylaws or ordinances that comply with the new Clean Energy Regulations.

## **I. Massachusetts Department of Conservation and Recreation (DCR) Proposed Acquisition of an Interest of Land**

The Massachusetts Department of Conservation and Recreation (DCR) is considering the acquisition of an interest in approximately 215 acres of land in the Towns of Clarksburg and Florida. The property is currently undeveloped woodland. The proposed use for the property will be protected open space to be incorporated into Florida State Forest. Included in the meeting material is a locus map marked "Exhibit A" which shows the property in which DCR is interested.

## **J. Rural and Small Town Housing Choice Communities Designation**

The Executive Office of Housing and Livable Communities launched a new Rural and Small Town Housing Choice Communities Designation. Those municipalities on this list, [Rural and Small Towns](#), are eligible to qualify for Housing Choice Initiative Designation under this new designation. General information is located at [Housing Choice Initiative Designation | Mass.gov](#). Eligibility and criteria to meet this designation are located here, [criteria and best practices](#). McKenzie Bell,

[mckenzie.bell@mass.gov](mailto:mckenzie.bell@mass.gov), is the EOHLIC contact.

#### **K. New Department of Justice Americans with Disabilities Act (ADA) Requirements**

Beginning April 24, 2026 new ADA accessibility standards for web content and mobile applications will be required for large public entities (50,000+ residents). In addition to our primary website, every digital aspect, including documents posted on our website, will need to meet accessibility standards. Small public entities, including small towns, will need to comply starting April 26, 2027. A summary article is included in the meeting material.

#### **L. Berkshire Gas Proposed Price Increases**

Berkshire Gas is proposing significant price increases. The Massachusetts Department of Public Utilities, which regulates such price increases, has scheduled listening session about the proposed increases. A remote listening session will be held at 7:00 pm, February 4, 2026, <https://us06web.zoom.us/j/88691149217>, or, dial in at 1 305 224 1968 (not toll free) and enter the Webinar ID: 886 9114 9217. An in-person session will be held at 7:00 pm on February 5, 2026, at Berkshire Community College's Boland Theater on 1350 West Street.

#### **M. Technical Assistance Report**

The December technical assistance report is included with the meeting material.

### **IX. Old Business and Discussion**

#### **A. Update and Discussion about the Executive Director Search Process**

The BRPC Executive Director Search Committee met twice since the last Executive Committee meeting on January 14<sup>th</sup>, January 23<sup>rd</sup>, and January 31<sup>st</sup>. The Committee evaluated the material submitted by the applicants and rated them for initial interviews. The first set of initial interviews were conducted on the 31<sup>st</sup>, with another set of initial interviews scheduled for February 7<sup>th</sup>. After these initial interviews, a smaller subset of applicants will be invited for in-person second interviews. For the second set of interviews, applicants will be in-person, and the meeting will be held in open session. There will be a remote option. Delegates and Alternates are encouraged to attend the meeting where those interviews occur. Finally the Commission will vote on the selection of the next Executive Director at a future Commission meeting.

### **X. New Business**

#### **A. Discussion of Topics for the March 19, 2026 Commission Meeting**

Potential topics for the March 2026 Commission Meeting include:

- Possible Vote on the Incoming Executive Director
- Vote on Bylaw Amendments
- Presentation about the BRPC Community Planning and Development Program



- Roundtable Discussion of Municipal Items

## **XI. Adjournment\***

### **Additional Meeting Material:**

- 2026.08.26 Executive Committee Meeting Minutes – Unapproved DRAFT
- 2025.12.30 – 2026.02.28 Expenditures Report
- 2026.01 Accounts Receivable Report
- 2026.01 Line of Credit Report
- 2026.02.01 Executive Director Memorandum
- 2026.01.29 BRPC Finance Committee Meeting Minutes – Unapproved draft
- 2026.02 Legislative Report
- Exhibit A - DCR Proposed Acquisition of an Interest in Land
- Dept. of Justice ADA Requirement Article
- December 2025 – Technical Assistance Memorandum



# BRPC

Berkshire Regional Planning Commission

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

**DRAFT Berkshire Regional Planning Commission  
Finance Committee Minutes  
Thursday, January 29, 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. Treasurer Sam Haupt called the meeting to order at 4:01 pm. He stated that BRPC was recording the meeting and said that anyone else who wanted to record it needed to inform him.

**Roll Call:**

Office Administrator, Caitlin Davis, read the roll call:

Members attending the meeting

Malcolm Fick, BRPC Chair, Great Barrington Alternate, nonvoting

Buck Donovan, Vice Chair, Lee Delegate

Sheila Irvin, Clerk, Pittsfield Delegate

Sam Haupt, Treasurer, Peru Delegate

Members not present:

Kyle Hanlon, At-Large, North Adams Delegate

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

Others present: David Irwin, Adelson & Company, Joe Collins, Adelson & Company.

- II. Vote to approve the Minutes of the Finance Committee Meeting of December 1, 2025.

Sheila Irvin motioned to approve the Minutes of the Finance Committee Meeting on December 1, 2025, with one correction. Buck Donovan seconded the motion.

Buck noted an error in the draft minutes regarding the members attending and their towns.

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

### III. Vote to Approve the FY2025 Audit, presented by David Irwin, Adelson & Company\*

David presented the FY2025 Audit. Adelson issued a clean opinion, no material weaknesses, no significant deficiencies. The Commission's financial statements are prepared in accordance with accounting principles and accurately reflect the Commission's financial position and activities. There were no audit adjustments needed.

David gave an overview of the Balance sheet, which is called the statement of net position. David reviewed cash, restricted funds for Brownfield and Home Modifications loans, restricted funds on behalf of the Berkshire Public Health Alliance, accounts payable, accounts receivable, advanced revenue, the lease obligation, and post-employment benefits. In FY25, without the Other Post-Employment Benefits (OPEB) adjustment, the surplus to the General Fund was \$27,000.

In the financial notes, Dave explained all the accounting rules, and the accounting we did in the prior year is the same for FY25, except for a new Governmental Accounting Standards Board (GASB) standard, GASB Statement No. 101, "Compensated Absences," which addresses sick leave benefits.

Dave Irwin asked if there were any questions.

Sam asked about the Brownfield Loans and the potential uncollectible accounts. Dave explained that, from an accounting standpoint, the receivable is brought down through an accounting entry to recognize the potential uncollectible amount. Tom reported that the owners have not said they will not pay, they are still in business, and the Commission will do its best to collect the money. We keep extending the loan terms.

The Commission has a lot of federal funding. Adelson selected the Brownfield Assessment grant for compliance testing, and no issues were found. The report will be sent to the federal government stating that the Commission followed all regulations and rules governing the spending of federal funds.

Dave stated that Adelson had a good clean opinion, and no deficiencies were found. There were no findings and no recommendations. A motion is needed to allow financial statements to be sent to the government.

Sam asked for a motion and if there were any questions.

Malcolm asked about the Service fee and interest on the OPEB calculation. Dave explained that calculations involve mortality rates, retirement dates, and health insurance trend rates. The interest rates are the rates on the investment return.

Thank you to Marianne and the Admin team.

Sheila Irvin motioned to approve the FY2025 Audit. Buck Donovan seconded the motion.

There was no discussion on the motion.

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

IV. Vote to Approve Berkshire Regional Planning Commission to pay via ACH (Automated Clearing House)

The request for approval was to allow Automatic Clearing House (ACH) payments with prior Executive Director approval for monthly rent per BRPC leases and utilities reimbursement, Berkshires Tomorrow Invoices per agreements, Massachusetts State Retirement for semi-monthly retirement deductions from employees' pay, and the MIIA Health Benefits Trust for monthly health and dental benefits.

Marianne stated that the request for electronic payment is for a vendor we pay regularly. We are in the process of setting it up in the bank's Etreasury system. The Executive Director will approve the electronic payment. We will have all the checks and balances in place for these payments.

Tom stated that we are also paying employees' expenses through payroll to eliminate the need to cut checks.

Buck Donovan motioned to approve the Berkshire Regional Planning Commission to pay via ACH. Sheila Irvin seconded the motion.

There was no discussion on the motion.

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

V. Report on OPEB Trust Activity and Balance 1/1/2025 to 12/31/2025

Marianne explained that the Mission Square Trust Balance as of 12/31/2025 was \$1,987,269.54. At the end of the June 2025 audit, the trust balance was \$1,855,539. The liability is \$2,549,411. BRPC contributed \$122,541 to the Trust in FY25.

Sam suggested that we look at investment funds at a future meeting.

VI. Report on the State Retirement (employer portions)

Tom reported there is no change. There are two opposing bills: one would have the RPA pay the employer's portion, the other would forgive the payments. The bills are in the Ways and Means committee. There could be a compromise.

VII. Next Meeting – Marianne explained the next meeting would be to review and approve the FY2027 Agency Budget at the end of April, before the Executive Committee on May 7, and the Commission meeting on May 21, 2026.

Tom explained that a challenge with the budgeting process is that the public health program has been split into two: public health planning and public health services, and the Emergency preparedness programs have been eliminated. Tom believes 2027 revenues will be okay based on recent awards. Community Planning program: two CBDG grants and planning grants, Environmental and Energy program: Barr Foundation, Economic program: It looks like the Economic Development Administration will be funded. The less clean funding would be the Centers for Disease Control and Prevention (CDC) for vaccines.

After a discussion, it was decided that a doodle poll would be sent for the end of April, with possible dates sent.

VIII. Adjournment

Sheila Irvin motioned to adjourn the meeting. Buck Donovan seconded the motion. It passed by a roll-call vote with no further discussion from Buck Donovan, Sheila Irvin, and Sam Haupt.

The meeting adjourned at 4:46 pm.

Attachments:

- Unapproved Minutes of Finance Committee Meeting of 12/1/2025
- BRPC 2025 Draft Financial Statements Draft
- BRPC Draft 2025 Management Letter
- BRPC Draft 2025 Governance Letter
- Memorandum – ACH payments
- Mission Square Trust Report - Balances as of 12/31/2025

## 2026 Legislative Report – 2.01.26

### Prepared by Christine Rasmussin, Chair of the BRPC Regional Issues Committee and BRPC Alternate Delegate from Stockbridge

#### State Budget

Governor Maura Healey must file an annual state budget proposal for fiscal year 2027 on January 28, which will kick off months of debate about how Massachusetts absorbs the impacts of federal policy changes, including cuts in funding from the “mega law” signed by President Trump in July, which state budget analysis will decrease tax collection by nearly \$950,000.

The budget writers have their hands full, with state revenues set for only modest growth, and to add to the mix is a proposal supported by influential groups that, if enough signatures are gathered, would cut the state’s income tax rates from the existing 5% to 4%, and health care, housing, production, and reining in costs. Controlling health care and prescription drug costs are among the potential cuts if the \$62.8 billion spending plan measure passes.

On a positive note, the state budget calls for a 4.4% boost in local aid. The Governor also filed a bill to provide municipalities with \$1.2 billion in road and bridge funding over four years.

In total, Healey’s forthcoming budget proposal would dedicate \$10.4 billion across local aid accounts, marking a \$438.5 million, or 4.4 percent increase over the fiscal year 2026 budget. The budget proposal also proposes a 2.5 percent increase in unrestricted general government aid to cities and towns.

It fully funds the final year of the Student Opportunity Act with \$7.6 billion in Chapter 70 aid. This represents a \$242 million increase over fiscal 2026 and would guarantee a minimum per-pupil aid of \$75 for all school districts, according to Healey’s office.

School Aid, a program that helps rural school districts address fixed costs, would receive \$20 million under the proposal, up from the \$8 million allocated in fiscal 2026. Healey is also requesting an additional \$154.3 million to reimburse school districts for a portion of transportation costs. Additionally, Healey is proposing full funding for the Special Education Circuit Breaker, at \$802.7 million. That would allow for the full phase-in of reimbursements for the costs of transporting out-of-district special education students, according to her office.

The governor also filed a bill to preserve the 50 percent increase in Chapter 90 road and bridge funding that the governor and the Legislature agreed to last year. Traditionally, the annual Chapter 90 bill has included \$200 million, though municipalities have long advocated for multi-year authorizations. Healey’s latest bill would authorize \$1.2 billion in Chapter 90 funding, providing cities and towns with a share of \$300 million in local and bridge repair funds annually for four years. It would also mirror the administration’s approach to the last Chapter 90 outlay, allocating new funds based on lane miles.

Healey is also proposing funding for the Accelerated Infrastructure Repair program, aimed at helping cities and towns reopen closed bridges, remove posting on restricted bridges, and preserve other bridges from falling into those two categories. Specifically, the program is meant to reduce administrative burdens for cities and towns and to provide funding for the maintenance and replacement of municipal-owned bridges. Rep Leigh Davis reminded voters that when Governor Healey was in Berkshire County last summer, she explained the need for help paying for infrastructure repairs.

## Chapter 70 Education Aid

Another difficult issue in budget negotiations is Chapter 70 Education Aid. Many leaders are supporting proposals to prioritize these investments in the fiscal 2027 promised investments to education aid that are outlined in the Student Opportunity Act (SOA), scheduled rollout period.

Chapter 70 is seen as critical to ensuring a high-quality education in every school district by enabling them to meet their foundation spending requirements without imposing untenable minimum local contributions. Districts with increases in required local contributions exceeding local revenue growth may be forced to cut funding for other essential municipal services. MA Municipal Association is urging the legislature to propose reforms to the SOA's required local contribution to protect critical non-school services alongside education investments.

### Charter School Impact Mitigation Payments

A fully funded charter school mitigation payments (7061-9010) in accordance with the SOA implementation schedule. These assessments levied on local school districts impose a growing financial burden on cities and towns and reduce resources available to the vast majority of K-12 students who attend local public schools. SOA mitigation payments are a helpful offset to this burden; however, additional reforms are needed to fully offset the burden charter school costs impose.

### Special Education Circuit Breaker

Governor Healey's Fiscal Year 2027 (FY27) budget proposal includes full funding for the [special education circuit breaker](#), totaling **\$802.7 million**. This recommendation, filed on January 28, 2026, aims to fully fund the state's share of costs for special education services, including transportation, representing a 18.8% increase over FY26.

Key details regarding the FY27 Special Education Circuit Breaker:

- **Total Funding:** \$802.7 million is allocated to address rising instructional and transportation costs for special education students.
- **Funding Mechanism:** The proposal combines \$652.7 million within the main House 2 budget with an additional \$150 million from a proposed FY26 supplemental budget, bringing the total to \$802.7 million.

- **Goal:** This level of funding is intended to fully cover the statutory obligations for reimbursement.
- **Context:** This is part of a broader \$63.4 billion budget plan that prioritizes education and transportation investment

## **PILOT FUNDING (Payment In Lieu of Taxes**

An important program for Berkshire County towns and BRPC is funding PILOT to ensure adequate compensation to all cities and towns for state-owned land within municipal boundaries. The new state budget is proposed at \$55.4 million, representing a 1.6% increase over the previous year. This funding is aimed at holding communities harmless from valuation changes.

### **Key Details:**

- **Total PILOT Funding:** The proposal includes \$55.4 million for PILOT, a \$851,000 increase over the fiscal 2026 level.
- **Focus:** The funding is part of the \$62.8 billion FY27 budget proposal designed to support local communities.
- **Context:** This follows earlier initiatives in 2025 to create a commission to address the geographic fairness of the state-owned land PILOT program.

**The proposal specifically addresses the development of local technical capacity through several key initiatives within the \$62.8 billion spending plan filed in January 2026:**

- **District Local Technical Assistance (DLTA** which supports all 351 cities and towns through regional planning agencies for infrastructure, housing, and planning, is a priority, with advocacy for an increase in funding.
- **Community Compact Program:** which helps municipalities implement best practices in areas such as cybersecurity, housing production, and solid waste management. The proposal includes \$2 million for the Community Compact Program, which helps municipalities implement best practices in areas such as cybersecurity, housing production, and solid waste management.



- **Local Finance Fellowship:** A \$500,000 appropriation is planned for the Local Finance Commonwealth Fellowship Program to provide municipal finance training to community college participants for placement in local governments.
- **Small Business Technical Assistance:** The budget includes \$7.5 million for Small Business Technical Assistance to support local economic development.
- **Regional Transit/Planning Support:** The plan includes \$8.5 million to support Regional Transit Authorities (RTAs) in delivering enhanced service and workforce initiatives.

While the overall local aid for FY27 is set to increase to \$10.4 billion, this proposal faces scrutiny from the Massachusetts Municipal Association, which argues the increase falls short of local needs. The proposal specifically addresses the development of local technical capacity through several key initiatives within the \$62.8 billion spending plan filed in January 2026:

Available funds for the future - As reported earlier, a November ballot question could ask voters to reduce the income tax rate from 5 to 4 percent, by reducing the rate by one-fifth over three years thus making it difficult to deliver core state-funded main services, including education, public health and safety, emergency response, secure elections, environmental stewardship, maintenance of local roads, and vital infrastructure. — cities and towns require adequate and reliable state aid, and income taxes provide the Commonwealth's largest single source of revenue,

Big business groups have funded the collection of signatures for the ballot question that would cut state income tax revenue by about \$5 billion annually, from the \$25 billion secured in FY 2026. This rate cut would not deliver tax cuts equally to all Massachusetts households. Middle- and low-income households would see very modest benefits, while those with the highest incomes would receive large windfalls. According to an analysis conducted with the Institute on Taxation and Economic Policy, the highest-income 1 percent of households (with average incomes of \$3.9 million) would receive, on average, a tax break of \$31,600 annually. Meanwhile, the bottom 80 percent of households by income – the vast majority of the state's population, all with incomes below \$187,500 – would see an average break of only \$534. The lowest-income 20 percent of households would receive an average tax cut of only \$44 a year. The total share of the tax cut would also be highly concentrated among the highest-income households. The highest-income 1 percent of households would receive almost a quarter of the entire tax cut benefits across the state's population. The highest-income 20 percent of households would receive two-thirds of the benefit, with the remaining third spread across the bottom 80 percent.

Remember that there are still hurdles and discussions at the highest levels of government, and a compromise may be reached, but with so much uncertainty, this might be a good opportunity to develop a policy for responding to this type of proposal.

## IMMIGRATION NUMBERS DOWN

One issue that will be on everyone's minds as the state examines its financial condition is the steep drop in immigration under President Trump's aggressive crackdown on migration into the US, which has slowed population growth in Massachusetts to a trickle, an ominous development for a state economy that's heavily dependent on foreign-born workers.

New [data](#) released Tuesday by the US Census Bureau estimated that Massachusetts had a population of about 7.15 million at the end of June of last year. That's a modest increase of about 15,500 people from the prior one-year period, showing that the Bay State was subject to the same national trend of steeply declining inflows from other countries.

Meanwhile, Massachusetts continued to see more people leave for other states than move here from other parts of the country, underscoring the significance of immigration patterns.

But the new numbers show a steep drop-off in immigration from last year's record. In 2024, net international migration added about 78,000 people to the state, nearly twice as many as during the more recent one-year period. (That estimate comes from revised 2024 data published Tuesday; the Census Bureau's [original release last year](#) put net international migration to Massachusetts in that span at about 90,000.)

Howgate of the MA Taxpayers group called the year-over-year change a "nosedive." Massachusetts appears to be affected by the same larger political currents curtailing immigration across the rest of the country.

Nationwide, net international migration peaked at 2.7 million between July 1, 2023, and June 30, 2024, then plummeted to 1.3 million between July 1, 2024, and June 30, 2025. The Census Bureau [called it a "historic decline."](#) The most recent period includes roughly the last six months of President Joe Biden's second term and the first six months of Trump's return to the White House, during which his administration has dramatically ramped up deportation efforts and sought to slow the flow of new arrivals from other countries. Demographers expect the plunge to continue. The Census Bureau projected that if current patterns hold, net international migration to the US will fall to about 321,000 between July 1, 2025, and June 30, 2026.

While immigration policy is largely handled at the federal level, the effects on states can be powerful. For years, immigration has offset or outpaced population loss in Massachusetts due to domestic outmigration. A 2024 [study](#) by Boston University researchers found that immigrants represent about one in five workers in the state.

Meanwhile, elected officials continue to grapple with a shortage of available housing, exorbitant child care costs, and pricey health care and education, all of which have thrust “affordability” onto center stage.

Howgate said the domestic-only numbers newly released by the Census Bureau represent “a step forward, a step back.” Beacon Hill has taken some action on tax relief, encouraging housing development, and investing in transportation infrastructure, but Howgate stressed, “you’re not going to see solutions overnight.”

In addition, headlines remind us that MA also anticipates spending at least 30 million to comply with the new federal health care requirements enacted in President Trump’s sweeping 2025 budget bill. The legislation, known as the [One Big Beautiful Bill Act](#), limits who qualifies for public health programs and reduces funding to states. It represents a significant hit for Medicaid programs, which provide coverage for low-income families, people with disabilities, and others who qualify. State officials expect hundreds of thousands of people eventually could lose coverage because of [the federal changes](#).

Officials told WBUR that the bulk of the new costs, about \$21 million, will go toward upgrading computer systems used to determine who is eligible for Medicaid, as well as boosting call center staffing to handle an anticipated increase in calls. A vendor staffs the call center.

Additionally, the state Medicaid program — MassHealth — will hire more in-house staff to process applications. It will also ramp up outreach to many of its nearly 2 million members, through letters and text messages, said Elizabeth LaMontagne, chief operating officer of MassHealth. “We have to make sure we have the infrastructure to support these changes,” LaMontagne said. “We’ll be seeing increased workload, increased volume, increased calls.”

The \$30 million in new administrative costs are included in Gov. Maura Healey’s [\\$63 billion budget proposal](#) for the fiscal year that begins July 1.

They represent a fraction of overall state spending and a small slice of the more than \$22 billion allocated to MassHealth but come at a time when health care costs are already straining budgets.

And more pressures are looming: the federal budget law will reduce funding coming into the state for MassHealth by an estimated \$3.5 billion annually once fully implemented. Nationally, the law is expected to reduce federal Medicaid spending by \$911 billion over a decade, at a time when health care costs are rising sharply. The federal budget law contains a flurry of health care provisions, but two in particular will reshape MassHealth. One is a new requirement that many adults work at least 80 hours a month or earn at least \$580 a month.

The other is twice-yearly eligibility checks for certain adults. Both changes begin in January 2027, with the federal government demanding more paperwork from individuals and the state.

The stakes are high. As federal rules change, people who qualify for coverage could fall through the cracks and lose their benefits simply because they miss paperwork deadlines.

In addition, the federal law will require some MassHealth members to contribute co-pays for medical care beginning in 2028. It will also make certain groups of lawfully present immigrants ineligible for public coverage.

State officials expect about 360,000 MassHealth members to be subject to work requirements or more frequent eligibility checks. There are many exceptions. For example, adults who are elderly, disabled, or have young children do not need to work, and they don't seem to recognize that Federal data shows most people on Medicaid already work.

Ashley Blackburn, interim executive director of the consumer advocacy group Health Care For All, said the federal work requirements are onerous and could create barriers for people who need access to care. She said her staff plans to work with state officials to make sure the new policies "harm as few Massachusetts residents as possible

### **Governor Healey's proposed FY2027 budget impacts Berkshire County**

- **Education:** A substantial increase in Chapter 70 aid and school transportation funding, along with universal free school meals and expanded preschool via the Commonwealth Preschool Partnership Initiative (CPPI).
- **Higher Education:** Continued support for free community college (MassEducate/MassReconnect) and funding for Berkshire Community College to provide accessible education.
- **Local Aid:** An increase in Unrestricted General Government Aid (UGGA) to support municipal budgets.
- **Key Concerns:** Local legislators have highlighted potential impacts from proposed housing budget cuts and a potential "candy tax" that could affect consumers. This is because the bill would add a sales tax on candy. No one would oppose that right; Senator Paul Mark is objecting because he has producers of maple candies in his district, who are already struggling with costs. This is why having legislators who pay attention to details is important for small towns.
- **Regional Equity:** Lawmakers are evaluating the overall impact of tax changes and ensuring that state-wide funding, particularly for transportation, reaches Western Massachusetts.

The budget continues to prioritize "Fair Share" investments, utilizing tax revenue to support transportation, education, and childcare initiatives throughout the region.

In her third State of the Commonwealth Address on Thursday, Governor Maura Healey announced that she is expanding down payment assistance and lowering mortgage rates for first-time homebuyers to make homeownership easier and more affordable for middle-class families in Massachusetts.

“We have to be a state where teachers, nurses, and recent grads can afford to actually live,” said **Governor Healey**. “The problem is we haven’t been building homes since the '90s. That’s why prices and rents are so high. There aren’t enough homes to go around. So, here’s the plan: build more and build faster.”

Governor Healey is investing \$25 million to expand homebuyer assistance through [MassHousing](#) to help 1,000 more middle-income households purchase a first home over the next year, nearly doubling the number of families served last year. The Governor will also commit additional resources to lower mortgage rates for all eligible residents purchasing their first home with a MassHousing mortgage by 0.55%, providing new homebuyers with immediate relief and saving the average homebuyer more than \$42,000 over the lifetime of their mortgage.

**The down payment assistance program** offers loans of up to \$25,000 to first-time homebuyers across Massachusetts and already has a successful track record. Over the past three years, MassHousing has provided nearly \$1.9 billion in mortgage funding to Massachusetts residents, helping more than 5,500 households purchase homes.

Since taking office, Governor Healey has focused on increasing housing production and lowering costs. To build more homes, she has taken action to **speed up the permitting process, turn state land into thousands of new homes, convert downtown commercial space into apartments, create a first-in-the-nation fund to finance mixed-income development** amid high interest rates, and **legalize Accessory Dwelling Units** (ADUs). This year, her administration will offer low-cost financing and free design services to anyone who wants to add an ADU to their home. To help people afford their mortgages and rents right now, she **banned mandatory renter-paid broker fees, gave seniors up to \$2,800 a year to help with housing costs, and expanded protections for home inspections.**

(AI generated in part from article by [Privanka Daval McCluskey, WBUR](#))

**GOV. MAURA HEALEY** announced this month that the state would use \$250 million from a state trust fund to assist some Massachusetts residents who have lost enhanced federal subsidies to pay for health care coverage. The Affordable Care Act tax credits were rolled out under the Biden administration during the pandemic through the American Rescue Plan Act, or ARPA. They made it easier for people with moderate incomes to access subsidized care. But those credits expired at the end of 2025, with Republican resistance to extending them central to the government shutdown last year. Congress may yet return, as there is some bipartisan support for the tax credits in the House, but the Senate still seems cool to the idea. In

the meantime, some states have moved to fill the funding gap. In Massachusetts, Healey said the state will cover \$250 million in federal ARPA funds by tapping the Commonwealth Care Trust Fund, a state account that draws on several revenue streams.

## HOW TO PAY FOR BUDGET PROPOSALS?

One problem is a reduction in our population. The steep reduction in immigration under President Trump's aggressive crackdown on migration into the US has slowed population growth in Massachusetts to a trickle, an ominous development for a state economy that's heavily dependent on foreign-born workers.

New [data](#) released last week by the US Census Bureau estimated that Massachusetts had a population of about 7.15 million at the end of June of last year. That's a modest increase of about 15,500 people from the prior one-year period, showing that the Bay State was subject to the same national trend of steeply declining inflows from other countries.

In other words, Massachusetts continued to see more people leave for other states than move here from other parts of the country, underscoring the significance of immigration patterns.

## INCOME TAX CUT

A bill presently in three legislative committees is a [proposed ballot question to cut the Massachusetts state income tax to 4%. If it appears on the November ballot and passes, the voters. At last month's meeting, we briefly discussed the consequences of the reduction; it would not just force deep cuts to investment in public programs and infrastructure. Its benefits are also highly skewed towards households with the highest incomes.](#)

Income taxes provide the Commonwealth's largest single source of revenue, enabling support for everything from schools, parks, libraries, and roads to health care and aid for cities and towns. Big business groups have funded the collection of signatures for a ballot question this November that would cut revenue from the state income tax annually by about \$5 billion. The loss of these public funds would force deep cuts to public programs and infrastructure. The benefits of the tax cut would be highly skewed toward the highest-income households. Stay tuned.

## A POTENTIAL OPPORTUNITY FOR AG PRODUCERS

For MA farmers seeking opportunities to market their products, each year MDAR invites Massachusetts businesses and organizations to apply to exhibit in the Massachusetts State Exposition Building during The Big E Fair. The Big E is an annual event at the Eastern States Exposition, which takes place in West Springfield, MA for 17 days and draws over 1.5 million people.

The mission of the Massachusetts Building is to showcase Massachusetts agriculture, culture, commerce, and tourism through informational, educational, promotional, and retail exhibits. This opportunity is open to all Massachusetts businesses and organizations.

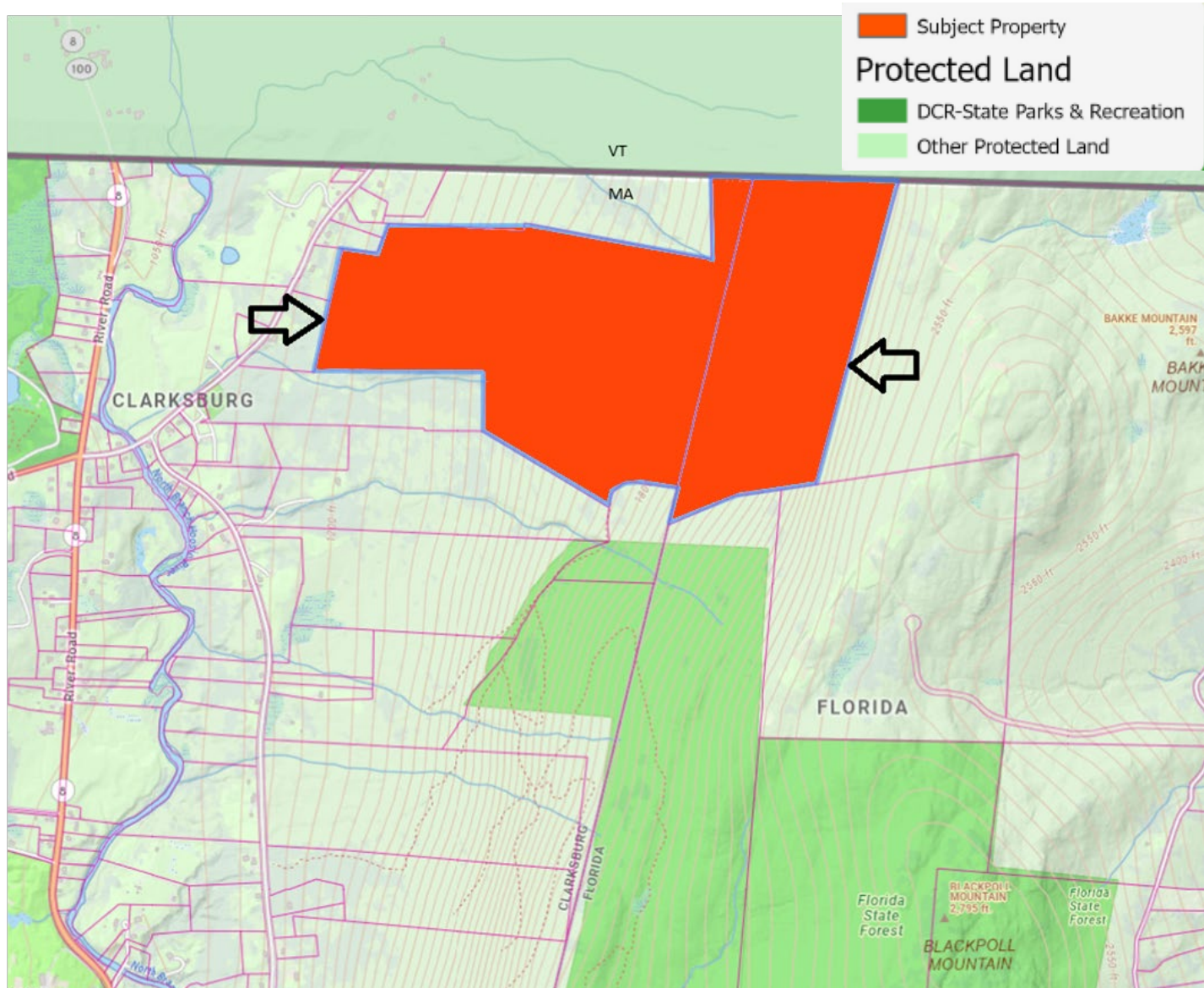
Interested applicants for **3-17 days** are encouraged to review the application and exhibitor manual and submit a completed application by **March 2, 2026**. New vendor applicants, please contact Fran Pearson or Heather Labonte to discuss available opportunities.

Interested applicants for **one day options** are encouraged to review the application and exhibitor manual and submit a completed application by **June 26, 2026**. **Exhibitor manual and application are available on the Eastern States Expo website.**

Questions? Contact Fran Pearson, Building Manager at [Frances.Pearson@mass.gov](mailto:Frances.Pearson@mass.gov), 617-655-3511, or Heather Labonte, Assistant Building Manager at [Heather.R.Labonte@mass.gov](mailto:Heather.R.Labonte@mass.gov), 857-276-7385.\*



# Exhibit A





# The Countdown to Compliance

Meeting the new DOJ ADA standards.

Jan 27, 2026 | BLOG POST



For decades, the Americans with Disabilities Act (ADA) has mandated that the physical doors to city hall and county offices remain open to all residents. In April 2024, the Department of Justice (DOJ) formally extended that mandate to your "digital front door." This final rule under Title II of the ADA establishes the first federal technical standards for web content and mobile applications provided by local governments. With the first major compliance deadline of April 24, 2026, looming, local government managers must transition from awareness to strategic execution.

## The Standard: WCAG 2.1 Level AA

The DOJ has adopted the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA, as the technical benchmark. While many IT departments have used these guidelines as "best practices" for years, they are now the legal floor. Compliance applies not just to your primary website, but to every digital touchpoint: mobile apps, social media posts, and third-party portals used for utility payments or permit applications.

## Deadlines and Scoping

The DOJ has established a two-tiered timeline for compliance based on population size:

- Large Entities (50,000+ residents): Deadline is April 24, 2026.
- Small Entities (< 50,000 residents) and Special Districts: Deadline is April 26, 2027.

Note that population size is determined by the most recent U.S. Census Bureau data.

Even if your jurisdiction falls into the 2027 tier, the scale of digital remediation often requires multi-year budgeting and planning.

## Navigating the Five Exceptions

The final rule provides five narrow exceptions to help entities manage the burden of legacy content. However, these are not "blanket" exemptions:

1. **Archived Web Content:** Only applies to content created before the deadline that is kept strictly for reference and stored in a dedicated, clearly labeled archive section.

2. **Pre-existing Conventional Electronic Documents:** Documents like PDFs or Word files posted before the deadline are exempt unless they are currently used to apply for, access, or participate in a service (e.g., a 2023 permit form is not exempt).
3. **Third-party Content:** Content posted by a "truly unaffiliated" third party (like a public comment on a message board) is exempt. However, any vendor or contractor providing services on your behalf must be compliant.
4. **Individualized, Password-Protected Documents:** Specific documents for a single person (like an individual utility bill) are exempt, though the entity must still provide an accessible version upon request.
5. **Pre-existing Social Media Posts:** Posts made before your jurisdiction's deadline do not need to be retroactively remediated.

## Next Steps

Accessibility is no longer "just an IT issue"; it is a risk management and communications priority. Managers should begin by assigning clear oversight for digital accessibility—whether to a designated staff member, a cross-functional internal team, or a regional shared-service partner. This lead should coordinate a comprehensive audit to identify internal gaps and review vendor contracts for updated accessibility requirements.

By viewing digital accessibility as a core component of service delivery rather than a checkbox for compliance, local governments can ensure that their digital "front porch" is as welcoming as their physical one.

## FOR MORE INFORMATION: ADA Digital Compliance Toolkit

*The following resources provide official guidance, technical standards, and practical tools to help your jurisdiction meet the 2026/2027 deadlines.*

### Official Federal Guidance

- [DOJ Fact Sheet: New Rule on the Accessibility of Web Content](#) The definitive overview of the final rule, including a breakdown of the technical standards and compliance timelines.
- [Small Entity Compliance Guide \(ADA.gov\)](#) Specifically designed for smaller local governments, this guide offers plain-language tips for getting started with limited resources.

### Technical Standards & Implementation

- [WCAG 2.1 at a Glance \(W3C\)](#) A high-level summary of the "POUR" principles (Perceivable, Operable, Understandable, Robust) that form the basis of the new legal requirements.)
- [Section508.gov Training and Tools](#) While written for federal agencies, these free "how-to" guides for creating accessible PDFs, Word docs, and videos are the gold standard for staff training.

### Self-Assessment Tools

- [WAVE Web Accessibility Evaluation Tool](#) A free browser extension that allows staff to quickly identify accessibility errors on any public-facing webpage.
- [W3C Planning and Managing Guide](#) A comprehensive roadmap for managers to build an accessibility policy and integrate it into their organizational culture.

### From ICMA: Free On-Demand Webinar

#### [Beyond Access; Advancing Digital Equity, Accessibility, and Inclusive Engagement in Local Government](#)

With new DOJ Title II accessibility mandates taking effect in April 2026, ICMA annual partner, CivicPlus' on-demand webinar, "Beyond Access," provides the insights needed to ensure compliance and advance digital equity in your community.

[Access On-Demand](#)

### The "Big Three" Digital Mistakes

*Avoid these common pitfalls to reduce your jurisdiction's legal exposure:*

1. **Missing Alt-Text:** Images without descriptive text are "invisible" to residents using screen readers. Ensure all functional images (like "Submit" buttons) have concise descriptions.
2. **Inadequate Color Contrast:** Text that is too light against its background is unreadable for many users. Aim for a contrast ratio of at least 4.5:1 for standard text.
3. **Keyboard-Only Navigation:** Many users do not use a mouse. Ensure every link, form field, and button on your site can be accessed and activated using only the "Tab" and "Enter" keys.



## MEMORANDUM

**TO:** Delegates and Alternates, Berkshire Regional Planning Commission

**FROM:** Thomas Matuszko, Executive Director

**DATE:** January 31, 2026

**RE:** **December 2025 Assistance Activities**

This report highlights technical assistance provided by BRPC staff for December 2025. This assistance was in response to requests identified in the Board/Organization column. Responses were supported by local assessment or grant funds, if available and permitted by the funding agencies. This report is intended to inform municipal officials about how local assessment funds are used and indicate the types of local and technical assistance BRPC can provide. If assistance may be useful to your community, please feel free to contact us for details.

| Assistance Recipient | Municipal Technical /Assistance   | Organization        |
|----------------------|---|---------------------|
| Berkshire County     | Worked with MassDOT Municipal Planning & Support to identify BUILD design projects  | Berkshire County    |
| Lee                  | Assisted Lee with request to MassDOT for installation of flashing beacon on Route 20 and High Street to assist in pedestrian safety efforts | Town of Lee         |
| North Adams          | Reviewed Route 2 Overpass study report to determine recommendations and next steps  | City of North Adams |