



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.

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



**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 Sniezek, 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.

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.

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.

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, 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 Merrimac 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, 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 4th 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/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://malegislation.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 16th and December 22nd. 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 9th.

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 14th, 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 EOHL/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 EOHL/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	MIAA HEALTH BENEFITS TRUST - DENTAL	2,785.45	040 ADMIN	Admin	
20723	1/7/2026	MIAA 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	BISMARCK 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 EOEEA/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 EOEEA/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 FALLO/N/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 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 Green	NERHA Conference
BRPC_9068	1/7/2026	INDEED	54.69	650 DPH/SS	Department of Public Health - Shared Services	Adv - PH Trainer Position
BRPC_9068	1/7/2026	INDEED	500.09	040 ADMIN	Admin	Advertising - Adams Community 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 Services	Subscription License
BRPC_9068	1/7/2026	SMARTSHEET INC	1,200.00	754 DOJ/BPOP	Department of Justice - Berkshire Post 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 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							120.00	
Sum for ADAMS FOREST WARDEN DEPT	FY26 BURN PERMIT	0326.01	BURN PERMITS	12/15/2025	-	-	120.00	
ALL STATES CONSTRUCTION INC							120.00	
Sum for ALL STATES CONSTRUCTION INC	FY26-Q2	0560.03	COMVEN/GPP	1/14/2026	-	-	190.90	
ASPLUNDH TREE EXPERT, LLC							190.90	
Sum for ASPLUNDH TREE EXPERT, LLC	FY26-Q1	0560.03	COMVEN/GPP	10/31/2025	-	429.66	429.66	Becky followed up
	FY26-Q2	0560.03	COMVEN/GPP	1/14/2026	-	-	467.05	
					-	429.66	896.71	
BAYSTATE MEDICAL CENTER							7,254.67	
Sum for BAYSTATE MEDICAL CENTER	741-033125	0741.00	BMC/MBI/DEBERK	3/31/2025	-	7,254.67	7,254.67	Payment in process per Rhonda
					-	7,254.67	7,254.67	
BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC							380.11	
Sum for BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC	350-063025-04	0350.10	BCBOHA/SUP25	6/30/2025	-	380.11	380.11	Scott to process payment
	350-123125-01	0350.11	BCBOHA/ADMIN26	12/31/2025	-	-	3,630.05	
					-	380.11	4,010.16	
BERKSHIRE COUNTY SELECTMENS ASSOCIATION							70.75	
Sum for BERKSHIRE COUNTY SELECTMENS ASSOCIATION	071525 BRK MUNI	0010.00	GEN	7/17/2025	-	70.75	70.75	Payment in process per Christine Hoyt
	103025 MUNI/GLEN EVENT	0010.00	GEN	10/30/2025	-	224.45	224.45	Payment in process per Christine Hoyt
					-	295.20	295.20	
BERKSHIRE GAS							8,550.00	
Sum for 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	
					-	-	34,200.00	
BERKSHIRE REGIONAL PLANNING COMMISSION							4,559.40	
Sum for 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	
					-	-	14,762.72	
CHARLES COOK							255.76	
Sum for CHARLES COOK	JAN 2026 INSURANCE	0040.00	ADMIN	1/1/2026	-	-	255.76	
					-	-	255.76	
CITY OF NORTH ADAMS							40,627.29	
Sum for CITY OF NORTH ADAMS	785-093025	0785.00	NAD/MVPA	9/30/2025	-	40,627.29	40,627.29	Courteny followed up

Aged Accounts Receivable Report

as of January 31, 2026

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
Sum for CITY OF NORTH ADAMS				-	40,627.29	92,384.60
COMMONWEALTH OF MA						
	569.03-123125-01	0569.03 DOER/REPA26	12/31/2025	-	-	7,739.36
Sum for COMMONWEALTH OF MA				-	-	7,739.36
DEPT OF ENVIRONMENTAL PROTECTION						
	829-103125-03	0829.00 DEP/COORD	10/31/2025	-	301.23	301.23
Sum for DEPT OF ENVIRONMENTAL PROTECTION				-	301.23	301.23
DEPT OF HOUSING AND COMMUNITY DEVELOPMENT						
	672-123125-07	0672.00 DHCD/HOUSE	12/31/2025	-	-	15,953.57
Sum for DEPT OF HOUSING & COMMUNITY DEVELOPMENT				-	-	15,953.57
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
Sum for EJ PRESCOTT INC				-	-	301.30
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
Sum for EVERSOURCE				-	-	51,246.32
EXECUTIVE OFFICE OF ADMIN & FINANCE						
	846-FY26-01	0846.00 EOAF/TARPA	12/31/2025	-	-	71,408.10
Sum for EXECUTIVE OFFICE OF ADMIN & FINANCE				-	-	71,408.10
EXECUTIVE OFFICE OF HOUSING & LIVABLE COMMUNITIES						
	811-093025-01	0811.00 EOHLC/SSTBRKS	9/30/2025	-	14,747.16	14,747.16
	811-123125-02	0811.00 EOHLC/SSTBRKS	12/31/2025	-	-	11,827.90
Sum for EXECUTIVE OFFICE OF HOUSING & LIVABLE COMMUNITIES				-	14,747.16	26,575.06
CJ followed up						
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
Sum for FRANKLIN REGIONAL COUNCIL OF GOVERNMENT				-	-	25,143.32
GREAT BARRINGTON FIRE DEPT						
	FY26 BURN PERMIT	0326.01 BURN PERMITS	12/15/2025	-	-	120.00
Sum for GREAT BARRINGTON FIRE DEPT				-	-	120.00

Aged Accounts Receivable Report

as of January 31, 2026

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

Aged Accounts Receivable Report

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 BPFA/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		Payment in process
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 BPFA/PHN	9/1/2025	-	577.50	577.50		Alecia to follow up
284-FY26-Q2-FLA	0284.11 BPFA/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 BPFA/PHN	9/1/2025	-	551.25	551.25		Alecia to follow up
284-FY26-Q2-HAN	0284.11 BPFA/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	

Aged Accounts Receivable Report

as of January 31, 2026

TOWN OF NEW ASHFORD FIRE DEPT	FY26 BURN PERMIT	0326.01 BURN PERMITS	12/15/2025	-	-	120.00
Sum for TOWN OF NEW ASHFORD FIRE DEPT				-	-	120.00
<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
Sum for TOWN OF PERU				3,793.00	-	3,793.00
<hr/>						
TOWN OF SANDISFIELD	837-123125-01	0837.00 SND/BRIC26	12/31/2025	-	-	173.62
Sum for TOWN OF SANDISFIELD				-	-	173.62
<hr/>						
TOWN OF SAVOY	836-123125-02	0836.00 SAV/CRMA26	12/31/2025	-	-	1,975.98
Sum for TOWN OF SAVOY				-	-	1,975.98
<hr/>						
TOWN OF SHEFFIELD FIRE DEPT	FY26 BURN PERMIT	0326.01 BURN PERMITS	12/15/2025	-	-	120.00
Sum for TOWN OF SHEFFIELD FIRE DEPT				-	-	120.00
<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
Sum for TOWN OF WASHINGTON				1,827.50	-	16,030.98
<hr/>						
TOWN OF WEST STOCKBRIDGE	808-123125-03	0808.00 WST/AHT	12/31/2025	-	-	5,260.80
Sum for TOWN OF WEST STOCKBRIDGE				-	-	5,260.80
<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
Sum for TOWN OF WINDSOR				577.50	-	2,185.43
<hr/>						
UNIVERSITY OF MASSACHUSETTS	813.01 FULL CONTRACT	0813.01 UMASS/TURI26	11/18/2025	15,000.00	-	15,000.00
Sum for UNIVERSITY OF MASSACHUSETTS				15,000.00	-	15,000.00
<hr/>						
Sum Total				50,701.76	\$ 124,876.37	\$ 641,804.10

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 Bal	\$ 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



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.

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

- 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.
- 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 .

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](#) .

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 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. Questions may be directed to 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.

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 1st and September 30th 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, 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 14th, January 23rd, and January 31st. 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 31st, with another set of initial interviews scheduled for February 7th. 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



**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 Sniezek, 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 Rasmussen, 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 Priyanka 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.

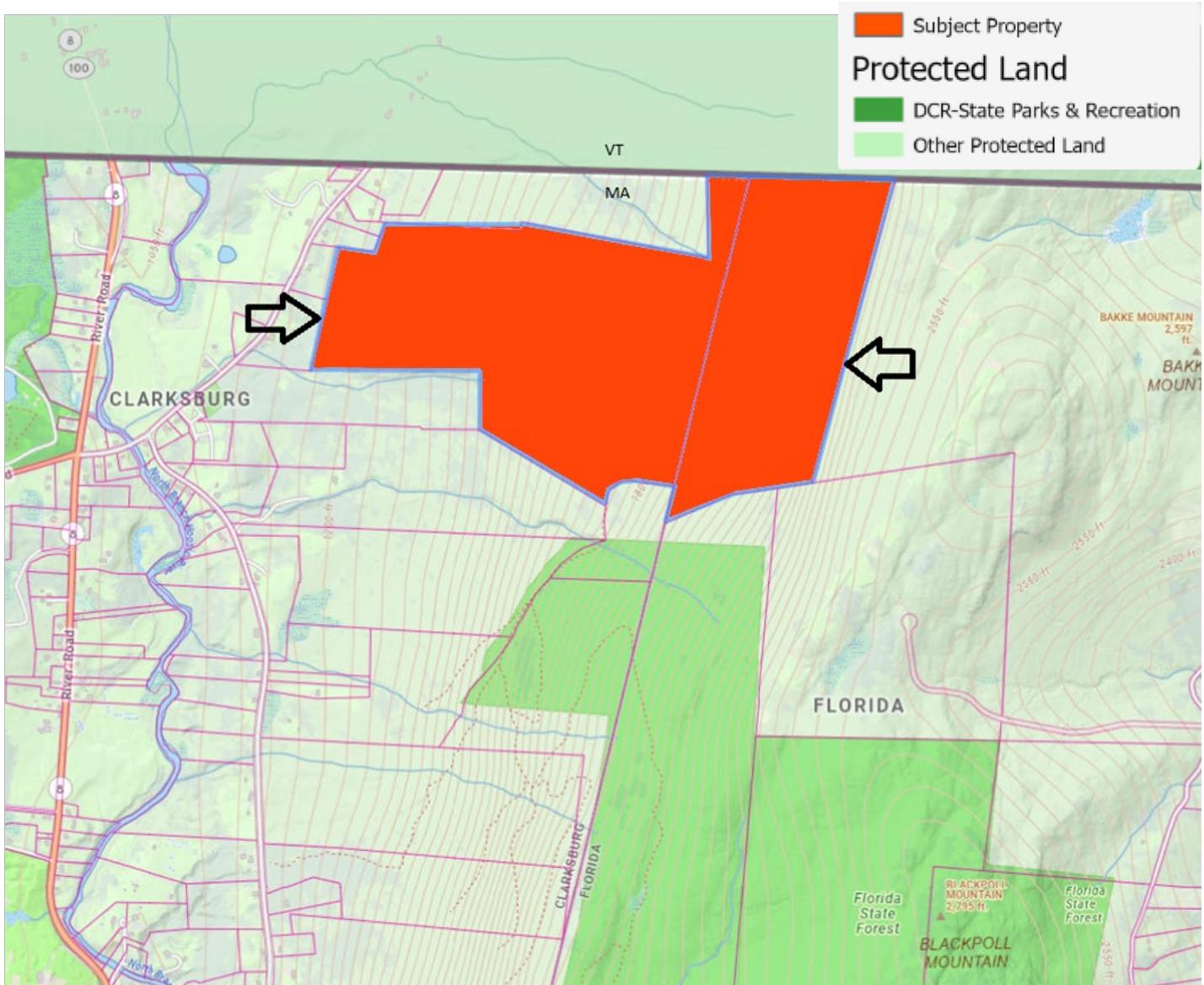
The mission of the Massachusetts Building is to showcase Massachusetts agriculture, culture, commerce, and tourism through informational, educational, promotional, and retail exhibits. This opportunity is open to all Massachusetts businesses and organizations.

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, 617-655-3511, or Heather Labonte, Assistant Building Manager at 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