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## **APPROVED Berkshire Regional Planning Commission Executive Director Search Minutes Wednesday, February 11, 2026**

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

### **I. Call to Order & Open Meeting Law Statement**

Search Chair Buck Donovan called the meeting to order at 5:02pm. He stated that BRPC was recording the meeting and said that if anyone else wanted to record it, they needed to inform him.

### **II. Roll Call**

Caitlin Davis, Office Administrator, read the roll call:

#### Members Present:

Buck Donovan, Search Chair, Lee Delegate  
Malcolm Fick, BRPC Chair, Great Barrington Alternate  
Sheila Irvin, Berkshire Brownfields Committee Chair, Pittsfield Delegate  
Laura Kittross, BRPC Staff  
Marybeth Mitts, Select Board Chair

#### Not Present:

Kyle Hanlon, At-Large, North Adams Delegate  
John Duval, Former Adams Alternate

#### Staff Present:

Tom Matuszko, Executive Director  
Caitlin Davis, Office Administrator

### **III. Vote to Approve the Minutes of the BRPC Executive Director Search Committee Meeting of February 7, 2026\***

Malcolm Fick motioned to approve the Minutes from the 2.7.26 Search Committee minutes. Sheila Irvin seconded the motion.

There was no discussion on the motion.

The motion passed with affirmative votes from: Buck Donovan, Malcolm Fick, Sheila Irvin, Laura Kittross and Marybeth Mitts.

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

There were no comments from alternates and delegates.

**V. Vote to Enter into Executive Session pursuant to M.G.L. c. 30A, § 21(a)(8) to Consider Potential Candidates for the BRPC Executive Director Position because Considering Potential Candidates in Open Meeting will have a Detrimental Effect Obtaining Qualified Candidates**

Marybeth Mitts motioned to enter into Executive Session to M.G.L. c. 30A, § 21(a)(8) to Consider Potential Candidates for the BRPC Executive Director Position because Considering Potential Candidates in Open Meeting will have a Detrimental Effect Obtaining Qualified Candidates.

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

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

The meeting entered into Executive Session at 5:05pm.

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

The meeting returned to open session at 5:12pm.

There were several items determined for the next round of interviews. All interviews going forward would be conducted in open session.

References

- References would be checked before the next round of interviews but before the Commission vote
- Reference results would not be presented in open session
- Buck Donovan would conduct the reference checks for each candidate
- Questions 1-4 on the Standardized Reference Check Template would be asked for each candidate's references

Background checks

- Background checks would be done after the second round of interviews
- The type of background checks done would be educational, social media, criminal as well as another type of CORI (after permission was obtained)
- Background check results would not be presented in open sessions

### Interview schedule

- All interviews would be conducted in person in the BRPC office conference room. The search committee and candidates would meet in person. The interviews would also be hybrid for staff, alternates and delegates
- The interviews would be held on a Saturday and all candidates would be interviewed in the same meeting. Tom would take the following proposed dates to the candidates- 2/28 and 3/7. The interviews would be held in open session starting at 10am. The recordings would be made available on BRPC's YouTube channel. There would be a 30 minute discussion after all the interviews were completed by the search committee to review recommendations for the Commission

### Interview Structure

- Each candidate would get 45 minutes total and would keep their answers to 5 minutes per question
- Same format as the first round interviews, the search committee would each take turns asking questions
- Interview and follow up questions would only be allowed by the search committee

### Questions

- There would not be input from staff and Commission members in developing questions for the candidates
- The search committee would send Tom and Buck questions they want to ask, prioritizing the most important. Tom and Buck would compile 8-10 questions

### Other items

- Marybeth Mitts asked what the process would be for selecting the next executive director. Tom stated that the search committee would need to recommend at least 2 candidates to the Commission to vote on
- Buck Donovan would invite the finalists for second round interviews via email and ask for three references

## **VII. Adjournment**

Malcolm Fick motioned to adjourn the meeting. Sheila Irvin seconded the motion.

The motion passed with affirmative votes without discussion from: Buck Donovan, Malcolm Fick, Sheila Irvin, Laura Kittross and Marybeth Mitts.

The meeting adjourned 5:54pm.