



1 Fenn Street, Suite 201
Pittsfield, MA 01201
T: (413) 442-1521 · F: (413) 442-1523
TTY: 771 or (800) 439-2370
berkshireplanning.org

MEETING NOTICE

There will be a meeting of the **EXECUTIVE COMMITTEE**
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Thursday, March 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=82610175160>

Meeting ID: 392 612 8831

Dial by location, 646 931 3860, 392 612 8831, 301 715 8592

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 February 5, 2026*
- IV. Financial Reports and Discussion (4:05)
 - A. Vote to Approve the January 29, 2026 – February 25, 2026 Expenditures Report*
 - B. Report on Accounts Receivable – February 2026
 - C. Report on the Line of Credit – February 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 Approve Changes to BRPC Salary and Merit Adjustments Policy*
 - B. Vote to Approve the Submission of Four Grant Applications to the Executive Office of Environmental Affairs Municipal Vulnerability Preparedness (MVP) Grant Program*
 - C. Vote to Approve the Submission of Two Grant Applications to the MassCEC's EmPower Implementation Grant Program*
 - D. Vote to Approve Funding from The Nature Conservancy for Culvert Development work in Berkshire County*
- 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. Health and Dental Increases FY2027
 - E. Office Lease
 - F. Seasonal Communities Advisory Council Update
 - G. Passenger Rail
 - H. Proposed Agricultural Preservation Restriction in Cheshire
 - I. BASICS – Bridges and Safety Infrastructure for Community Success Act (H.R. 7437)
 - J. Zoning Amendment Date Calculator
 - K. Municipal and Tribal Technical Assistance Grant Program
 - L. BRTA Proposed Route Realignment Comments
 - M. Technical Assistance Report
- IX. Old Business and Discussion (4:45)
 - A. North Andover Amicus Brief Regarding the Supreme Judicial Court Case Regarding MA Road Discontinuance Law
 - B. Update and Discussion about the Executive Director Search Process
- X. New Business and Discussion (4:50)
 - A. Proposed Amendments to BRPC's Bylaws
 - B. 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, February 5, 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 4:00pm. He stated that BRPC was recording the meeting and said that if anyone else wanted to record it, they needed to inform him. iBerkshires 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
Kyle Hanlon, At-Large, North Adams Delegate-Joined 4:04pm; left 4:45pm
Christine Rasmussen, Regional Issues Committee Chair, Stockbridge Alternate
Sam Haupt, Treasurer, Peru Delegate
Douglas McNally, Commission Development Chair, Windsor Delegate
Mary McGurn, At-Large, Egremont Delegate

Others Present:

Al Blake, Becket, Delegate
Kate Fletcher, Stockbridge, Delegate
Virginia Riehl, Planning Board, North Adams
Brittany Polito, iBerkshires
James, Citizen

Not Present:

Mark Smith, Environmental Review Committee Chair, Lenox Delegate

Staff Present:

Tom Matuszko, Executive Director
Laura Brennan, Assistant Director
Marianne Sniezek, Office Manager
Caitlin Davis, Office Administrator
James Massey, Public Health Inspector

III. Vote to Approve the minutes of the Executive Committee meeting of January 8, 2026, Minutes

Doug McNally motioned to approve the January 8, 2026 meeting minutes. 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, Christine Rasmussen, Sam Haupt, Doug McNally, and Mary McGurn.

IV. Financial Reports and Discussion

A. Vote to Approve the December 30, 2025 – January 28, 2026, Expenditures Report

Doug McNally motioned to approve the **December 30, 2025 – January 28, 2026**, expenditures report. 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, Christine Rasmussen, Sam Haupt, Doug McNally, and Mary McGurn.

B. Report on the Accounts Receivable January 2026

Tom reported that a few over 90 day bills had been paid, including the payment for Sunoco. The outstanding payment for Bay State is still in process.

Doug commented that the \$1600 digital grant Windsor received would still be paid even though they did not use the funds.

C. Report on the Line of Credit – January 2026

The line of credit is still at zero.

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

Kate Fletcher made a comment about the Healy Administration's interest in road tax. With the increase in electric cars, gas was not a huge need. Kate asked if this were a topic that could be brought to the next Commission meeting. Tom did not have more information on this but would consider it a future meeting topic.

III. Items Requiring Action

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

The Executive Committee was 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.

Mary McGurn moved to approve ratification submission of four Grant Applications to Franklin Regional Council of Governments related to Crisis & Emergency Risk Communication(CERC) plans for Berkshire, Franklin, Hampden, and Hampshire Counties. 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, Kyle Hanlon, Christine Rasmussen, Sam Haupt, Doug McNally, and Mary McGurn.

IV. Committee Updates, Reports and Discussion

A. Commission Development Committee

The Commission Development Committee did not meet in January. The next meeting was February 5, 2026. Doug McNally commented on the amended bylaws.

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 leases and utilities reimbursement, Berkshires Tomorrow Invoices per BRPC and BTI agreements, Massachusetts State Retirement for semi-monthly retirement deductions from employee's pay, and the MIIA Health Benefits Trust for monthly health and dental benefits.

Unapproved draft minutes were included in the meeting material.

D. Regional Issues Committee

The Regional Issues Committee did not meet in January 2026.

Christine Rasmussen provided a legislative report for January 2026. She referenced the population decline in MA from 2024-2025. She also mentioned the high Medicare cost and potential high taxes.

E. Berkshire Brownfield Committee

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

F. Berkshire Metropolitan Planning Committee (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 (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.

Laura Brennan gave an update that the US Census released data the committee was waiting on to review further.

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. The next meeting for TAC is scheduled for February 17th, 2026. Kate Fletcher asked who the best contact would be concerning issues with Route 7 railings and the poor shape they are in, as she had not made any headway with MassDOT, Region 1 or Paul Mark. Doug McNally suggested reaching out to the town highway superintendent.

V. 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, and for the BTI President to sign any necessary agreements. A 2% administrative fee will be charged on the donation. The funds are 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. The Executive Director, Tom Matuszko, will sign any agreements with BRPC. There may be additional private donors for this project.
- Approved the Submission of a Grant Application to the EEA Office of Environmental Justice and Equity for the FY 2026 Environmental Justice Capacity Building Grant. The submission was \$46,556.88. The board also authorized the President to sign an agreement if awarded. 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) held a virtual information session on Seasonal Communities designation's goals, benefits, requirements, funding opportunities, and updates Wednesday February 4, 2026 at 5:00 pm.

There were fifty-seven attendees at the meeting on February 4th. Christine Rasmussen mentioned how well done the session went considering what a complicated issue this was. She was concerned about the residents on wheels being something that might be hard to sell. Malcolm Fick stated that the conclusion was that tiny homes on wheels were not required, but the tiny homes without wheels were a requirement.

Mary McGurn also commented that the presenter was very open, provided information and were there to listen. There were a lot of town

specifics that could not be addressed during the meeting but there was a lot of work that needed to be done by the towns to figure out how to deal with this issue.

Kate Fletcher asked if there was a recording of the meeting available. Mary McGurn recorded the meeting and would be sharing a summary for her select board and was happy to share with anyone who was interested.

The next Seasonal Communities Advisory Council meeting is 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 – No update.

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.

Malcolm Fick mentioned that because there was a deadline coming up for enacting new bylaws, the municipalities would need to figure out how the consolidated the local permit process would work.

Tom mentioned that the communities were supposed to establish a point of contact that the town applicants would go through. The permits would start coming in the summer and by October 1st the developers would come in. DOER would schedule an informational session, so if there were any questions the municipalities had, to send them in advance.

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 was 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 EOHLC contact.

This rural program would refer to populations under 7,000, as most of the communities in rural and Western MA under the previous housing choice program were not eligible. Tom mentioned he sent a notice to the alternates and delegates regarding the MAPC session that will be held March 9th. Kate Fletcher expressed interest in attending the session.

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 the planning commission and small towns, will need to comply starting April 26, 2027. A summary article was included in the meeting material.

Mary McGurn mentioned she was glad to see this as her town's (EGR) website admin. She sent a thirteen page briefing to the town's select board about wanting it to be more accessible.

Laura Brennan stated she would be happy to talk this through in order for websites, documents etc. to meet expectations. She shared the following link, opportunities for town staff and volunteers to take trainings for documents and websites.

<https://www.mass.gov/orgs/accessibility-center-for-consulting-education-and-support-services/events>

L. Berkshire Gas Proposed Price Increases

Berkshire Gas is proposing significant price increases. The Massachusetts Department of Public Utilities, which regulates 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 was included with the meeting materials.

VI. Old Business and Discussion

A. Update and Discussion about the Executive Director Search Process

The BRPC Executive Director Search Committee met three times 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.

Buck Donovan, the chair of the search committee, reported the final round of first interviews would be completed February 7th and that the search was still meeting the proposed timeline. The second round of interviews would be done hybrid. Kate Fletcher asked how many applicants they received and if meeting any of the applicants offline would be possible. They received nine in total, eight were considered and five were brought in for the first round of interviews. Malcolm Fick commented that alternates and delegates could sit in on the second round interviews.

VII. New Business and Discussion

A. Discussion about Topics for the March 19 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

Tom suggested a separate commission meeting could be considered just to vote on the next Executive director. The second round interviews would be conducted by the search committee, but alternates and delegates could sit in on the interviews. The executive committee considered this suggestion because otherwise the meeting could run long.

Christine Rasmussen also suggested adding a topic about inviting legislators to a future meeting.

XI. Adjournment

Sam Haupt made a motion to adjourn. Buck Donovan seconded the motion.

The motion passed without discussion from: Malcolm Fick, Buck Donovan, Sheila Irvin, Christine Rasmussen, Sam Haupt, Doug McNally, and Mary McGurn.

The meeting adjourned at 4:49pm.

Documents and Exhibits used:

- 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

Expenditure Report

1/29/26-2/25/26

<u>Doc #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
20792	1/29/2026	CHESTER COMMON TABLE INC	315.00	545 EOHLCD/LTA	District Local Technical Assistance	Catering Services
20793	1/29/2026	18 DEGREES INC	614.16	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	Subcontractor
20794	1/29/2026	CAMP HAPPY PLACE	960.00	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	Subcontractor
20795	1/29/2026	DUFOR ESCORTED TOURS INC	1,225.00	---	Varied Projects	BFC Transportation
20796	1/29/2026	GEORGE B CRANE MEMORIAL CENTER	225.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Venue Space Fee
20797	1/29/2026	INTO LIGHT INC	25,000.00	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Portrait Panels
20798	1/29/2026	KATHRYN HEEDER HOCKER	1,305.00	---	Varied Projects	Subcontractor
20799	1/29/2026	KELLIE MEISL	700.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20800	1/29/2026	MACFARLANE OFFICE PRODUCTS INC	323.82	040 ADMIN	Admin	Copier
20801	1/29/2026	PARAMEDIC NETWORK	12,000.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	County Ambulance Didactic Trainings
20802	1/29/2026	ROUX ASSOCIATES INC	697.25	702 EPA/ASSESS	Environmental Protection Agency Assessment	Subcontractor
20803	1/29/2026	VALLEY GREEN SHREDDING, LLC	87.50	040 ADMIN	Admin	Recycling
20804	1/29/2026	WJ BLUEPRINT & DIGITAL GRAPHICS	88.00	664 EOEEA/CLK/MVPA	Executive Office of Energy & Environmental Affairs - Clarksburg Four Corners Flood Resiliency and Restoration Project	Community Event Supplies
EFT	2/3/2026	TD CARD SERVICES 1189	965.66	---	---	<i>Credit Card 1189 Payment</i>
EFT	2/3/2026	TD CARD SERVICES 9068	10,870.57	---	---	<i>Credit Card 9068 Payment</i>
20805	2/4/2026	ANN MARIE MUTZ	800.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
20806	2/4/2026	BECKS PRINTING	126.00	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	Printing
20807	2/4/2026	BERKSHIRE AHEC INC	1,561.80	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
20808	2/4/2026	BERKSHIRE HEALTH SYSTEMS	5,000.00	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Medical Director Fee
20809	2/4/2026	BRIEN CENTER	5,095.13	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subrecipient
20810	2/4/2026	CITY OF PITTSFIELD	525.00	040 ADMIN	Admin	Parking
20811	2/4/2026	DAVID KELLEY	920.00	040 ADMIN	Admin	Cleaning Services
20812	2/4/2026	FEDEX	37.31	040 ADMIN	Admin	Shipping - Valenti Laptop
20813	2/4/2026	H TERRY DESIGNS LLC	1,360.25	040 ADMIN	Admin	BRPC Website Maintenance
20814	2/4/2026	JUSTIN DALEY	384.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20815	2/4/2026	KRISTANY SKORPUT	500.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20816	2/4/2026	LUMINARY EVALUATION LLC	2,493.33	709 EOED/BFF	Executive Office of Economic Development - Berkshire Funding Focus	Subcontractor
20817	2/4/2026	MA STATE BOARD OF RETIREMENT	15,004.14	---	---	Retirement
20818	2/4/2026	MIA HEALTH BENEFITS TRUST - DENTAL	2,785.45	040 ADMIN	Admin	Dental Insurance
20819	2/4/2026	MIA HEALTH BENEFITS TRUST - MEDICAL	82,469.07	040 ADMIN	Admin	Medical Insurance
20820	2/4/2026	NEW ENGLAND NEWSPAPERS INC	2,389.38	---	Varied Projects	Advertising
20821	2/4/2026	OLD MILL ROAD MEDIA LLC	875.00	737 COMM/ARTBERK	Communities/Organizations - Cultural Districts - ArtWeek Berkshires	Communications
20822	2/4/2026	TPX COMMUNICATIONS	1,736.14	040 ADMIN	Admin	Telephone

Expenditure Report

1/29/26-2/25/26

20823	2/11/2026	BECKS PRINTING	588.00	---	Varied Projects	Printing
20824	2/11/2026	DANIELLE COOMES	127.51	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Supplies Reimbursement
20825	2/11/2026	ELIZABETH STRICKLER	1,541.25	---	Varied Projects	Subcontractor
20826	2/11/2026	MAEGAN MOYNAHAN	2,621.88	---	Varied Projects	Subcontractor
20827	2/11/2026	SOURCEPASS COMPUWORKS LLC	5,462.00	040 ADMIN	Admin	Monthly Management
20828	2/11/2026	VALLEY GREEN SHREDDING, LLC	87.50	040 ADMIN	Admin	Recycling
20829	2/18/2026	18 DEGREES INC	722.55	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	Subcontractor
20830	2/18/2026	BADIE DESIGNS LLC	70.00	040 ADMIN	Admin	Website Maintenance
20831	2/18/2026	BOSTON MEDICAL CENTER CORPORATION	3,600.00	807 NACCHO/RHAPSODI	National Association of County and City Health Officials - Reimagining Health and Public Safety Overdose Initiatives	Subcontractor
20832	2/18/2026	CARRISA SACHERSKI	480.00	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	Subcontractor
20833	2/18/2026	FEDEX	9.00	010 GEN	General	Unclaimed Postage Expense
20834	2/18/2026	RAINBOW DISTRIBUTING COMPANY INC	107.92	040 ADMIN	Admin	Water
20835	2/18/2026	REBECCA DODGE	500.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20836	2/18/2026	ROUX ASSOCIATES INC	1,255.75	702 EPA/ASSESS	Environmental Protection Agency Assessment	Subcontractor
20837	2/18/2026	MA STATE BOARD OF RETIREMENT	14,590.49	---	---	Retirement
20838	2/25/2026	413SHIRTS.COM LLC	480.00	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	Supplies
20839	2/25/2026	ADELSON & COMPANY PC	17,000.00	---	---	Audit Services
20840	2/25/2026	BECKS PRINTING	508.00	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Printing
20841	2/25/2026	BERKSHIRE BROCHURE DISPLAY	770.00	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Communications
20842	2/25/2026	BERKSHIRES TOMORROW INC	4,559.40	653 INSREIMB	Insurance Reimbursement Covid	Vaccine Clinics
20843	2/25/2026	BERKSHIRES TOMORROW INC	1,069.29	778 BRPC/FSRS	Consulting Services Federal Fund Accountability and Transparency Act	Subcontractor
20844	2/25/2026	CAMP HAPPY PLACE	960.00	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	Subcontractor
20846	2/25/2026	DUFOR ESCORTED TOURS INC	575.00	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	Transportation Services
20847	2/25/2026	ETHOS PATHWAYS LLC	7,835.00	835 EOEEA/CCL	Executive Office of Energy & Environmental Affairs - Berkshire Climate Career Lab	Subcontractor
20848	2/25/2026	GEORGE B CRANE MEMORIAL CENTER	220.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Venue Space Fee
20849	2/25/2026	GLADYS ALLEN BRIGHAM COMMUNITY CENTER	400.00	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	BFC Event Space Rental
20850	2/25/2026	GROUP ARCHITECTURE & URBANISM CO	1,827.50	753 EOEEA/PTS/MVPA	Executive Office of Energy & Environmental Affairs - Pittsfield Connected - Francis Ave Routing Designs	Subcontractor
20851	2/25/2026	GZA GEOENVIRONMENTAL INC	1,244.50	685 HVA/BCCCP	Housatonic Valley Association - Berkshire Clean Cold Connected Partnership	Subcontractor
20852	2/25/2026	KELLIE MEISL	700.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20853	2/25/2026	MACFARLANE OFFICE PRODUCTS INC	800.49	040 ADMIN	Admin	Copier
20857	2/25/2026	VALLEY GREEN SHREDDING, LLC	87.50	040 ADMIN	Admin	Recycling
20858	2/25/2026	ZAMS LLC	13,649.83	040 ADMIN	Admin	Rent

Expenditure Report

1/29/26-2/25/26

1	2/19/2026	ALISON DIXON	29.73	545 EOHLC/DLTA	District Local Technical Assistance	Monthly Expense Form
10	2/19/2026	DAVID PILL	635.82	---	Varied Projects	Monthly Expense Form
11	2/19/2026	EDWARD FAHEY	50.00	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspections	Monthly Expense Form
12	2/19/2026	JAMES MASSEY	749.65	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
13	2/19/2026	JAZU STINE	240.02	---	Varied Projects	Monthly Expense Form
14	2/19/2026	JIMMY HALL	134.85	---	Varied Projects	Monthly Expense Form
15	2/19/2026	KAREN PELTO	88.02	709 EOED/BFF	Executive Office of Economic Development - Berkshire Funding Focus	Monthly Expense Form
16	2/19/2026	LAURA BRENNAN	145.00	040 ADMIN	Admin	Monthly Expense Form
17	2/19/2026	LESLIE DRAGER	97.13	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Monthly Expense Form
18	2/19/2026	LYDIA SHULMAN	114.54	---	Varied Projects	Monthly Expense Form
19	2/19/2026	MICHAELA GRADY	64.80	---	Varied Projects	Monthly Expense Form
2	2/19/2026	ANDREW MCKEEVER	82.36	---	Varied Projects	Monthly Expense Form
20	2/19/2026	NOE GONZALEZ ORTIZ	36.25	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Monthly Expense Form
21	2/19/2026	SASHA CLAPP	266.34	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
22	2/19/2026	SETH JENKINS	76.85	---	Varied Projects	Monthly Expense Form
23	2/19/2026	SOPHIE CARNES JANNEN	387.56	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
24	2/19/2026	VALERIE NICKERSON-BIRD	615.53	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
25	2/19/2026	WYLIE GOODMAN	32.92	---	Varied Projects	Monthly Expense Form
26	2/19/2026	NANCY SLATTERY	161.51	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Monthly Expense Form
27	2/19/2026	CLETE KUS	67.67	440 MassDOT/TPL	MA Department of Transportation Planning	Monthly Expense Form
3	2/19/2026	ANDY OTTOSON	476.00	---	Varied Projects	Monthly Expense Form
4	2/19/2026	BRETT ROBERTS	54.58	---	Varied Projects	Monthly Expense Form
5	2/19/2026	CHRISTIE LEWIS	136.64	---	Varied Projects	Monthly Expense Form
6	2/19/2026	CHRISTINE LEMOINE	152.83	518 FRCOG/BMRC	FRCOG - Berkshire County Medical Reserve Corps	Monthly Expense Form
7	2/19/2026	COLIN SYKES	363.20	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
8	2/19/2026	CORNELIUS HOSS	97.17	545 EOHLC/DLTA	District Local Technical Assistance	Monthly Expense Form
9	2/19/2026	DANIEL HASSETT	108.00	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
1256	1/29/2026	MORRISONS HOME IMPROVEMENT SPECIALISTS INC	11,811.60	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1257	1/29/2026	RYAN HARRISON	5,500.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1258	1/29/2026	TROIANO & SONS BUILDERS INC	4,935.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1259	1/29/2026	RYAN HARRISON	5,500.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1260	1/29/2026	HAVEN CONSTRUCTION & MANAGEMENT LLC	8,430.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1261	2/4/2026	HAVEN CONSTRUCTION & MANAGEMENT LLC	8,430.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1262	2/4/2026	SOUTHERN BERKSHIRE REGISTRY OF DEEDS	205.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Lien
1263	2/17/2026	COMMUNITY ECONOMIC DEVELOPMENT	43,140.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	HMLP Transfer Request
1264	2/18/2026	HAVEN CONSTRUCTION & MANAGEMENT LLC	3,300.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1265	2/18/2026	HAVEN CONSTRUCTION & MANAGEMENT LLC	8,430.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1266	2/18/2026	TWEENBROOK CONSTRUCTION	4,969.50	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1303	2/19/2026	TOWN OF GREAT BARRINGTON	337,678.13	716 EPA/RLF2	Environmental Protection Agency - Revolving Loan Fund 2022	Subgrantee
1254	2/11/2026	TOWN OF ADAMS	1,433.85	166 EPA/RLF	Environmental Protection Agency - Brownfields Revolving Loan Fund	Subgrantee
1255	2/11/2026	TOWN OF GREAT BARRINGTON	27,260.72	166 EPA/RLF	Environmental Protection Agency - Brownfields Revolving Loan Fund	Subgrantee

Expenditure Report

1/29/26-2/25/26

1449	2/4/2026	ALEX KOMLEV	3,753.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1450	2/4/2026	ALEX KOMLEV	10,562.40	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1451	2/12/2026	CMV CONSTRUCTION SERVICES INC	10,014.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1452	2/18/2026	ALEX KOMLEV	8,757.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1453	2/18/2026	ATLAS GROUP SERVICES LLC	560.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1454	2/18/2026	BERKSHIRE MIDDLE REGISTRY OF DEEDS	105.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Lien
1455	2/18/2026	BERKSHIRE MIDDLE REGISTRY OF DEEDS	105.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Lien
1456	2/18/2026	BERKSHIRE MIDDLE REGISTRY OF DEEDS	105.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Lien
1457	2/18/2026	BERKSHIRE MIDDLE REGISTRY OF DEEDS	105.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Lien
1458	2/18/2026	PIGNATELLI ELECTRIC CONTRACTORS	8,150.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1459	2/25/2026	CMV CONSTRUCTION SERVICES INC	2,626.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1460	2/25/2026	CMV CONSTRUCTION SERVICES INC	14,436.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1461	2/25/2026	CMV CONSTRUCTION SERVICES INC	8,300.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1462	2/25/2026	CMV CONSTRUCTION SERVICES INC	2,959.56	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1463	2/25/2026	CMV CONSTRUCTION SERVICES INC	2,959.56	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor

\$ 813,875.61

Credit Card 1189 Payment Support

<u>Doc #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CC1189	2/3/2026	DUNKIN DONUTS	27.18	838 FALLON/SPARK	Fallon Health - SPARK Active Minds	Spark Event Snacks
CC1189	2/3/2026	GOTPRINT.COM	78.58	040 ADMIN	Admin	Business Cards - Shulman & Zapata
CC1189	2/3/2026	USPS	78.00	840 NMB/CDBG	New Marlborough - Community Development Block Grant	Postage - CDBG Pre App Letters
CC1189	2/3/2026	WESTIN HOTELS & RESORTS	781.90	040 ADMIN	Admin	Lodging - MMA Conf - Brennan

\$ 965.66

Credit Card 9068 Payment Support

Expenditure Report

1/29/26-2/25/26

<u>Doc #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CC9068	2/3/2026	CONSTANT CONTACT INC	99.00	040 ADMIN	Admin	Computer Software
CC9068	2/3/2026	DELUXE	658.24	040 ADMIN	Admin	Office Supplies
CC9068	2/3/2026	DUN & BRADSTREET	1731.94	040 ADMIN	Admin	Quarterly Services Installment
CC9068	2/3/2026	GS1 US	30.00	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Global Locator Number Subscription
CC9068	2/3/2026	HP	1249.00	560 COMVEN/GPUR	Communities/Vendors - Group Purchasing Program	Laptop - Valenti
CC9068	2/3/2026	INDEED	253.91	040 ADMIN	Admin	Advertising - Adams Community Dev Director
CC9068	2/3/2026	SURVEY MONKEY	65.10	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	License - Youngmann
CC9068	2/3/2026	TAX BANDITS	314.85	040 ADMIN	Admin	Accounting Services
CC9068	2/3/2026	TAX BANDITS	25.55	040 ADMIN	Admin	Subscription
CC9068	2/3/2026	USPS	5.50	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Naloxone Kit Postage
CC9068	2/3/2026	USPS	5.19	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Naloxone Kit Postage
CC9068	2/3/2026	VISTAPRINT	156.48	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Printing
CC9068	2/3/2026	VISTAPRINT	520.55	664 EOEEA/CLK/MVPA	Executive Office of Energy & Environmental Affairs - Clarksburg Four Corners Flood Resiliency and Restoration Project	MVP Supplies
CC9068	2/3/2026	VISTAPRINT	228.11	545 EOHLCDLTA	District Local Technical Assistance	Communications
CC9068	2/3/2026	1BERKSHIRE	1500.00	737 COMM/ARTBERK	Communities/Organizations - Cultural Districts - ArtWeek Berkshires	ArtWeek Guide Adv
CC9068	2/3/2026	AMAZON.COM	76.80	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Supplies
CC9068	2/3/2026	AMAZON.COM	18.42	040 ADMIN	Admin	Office Supplies
CC9068	2/3/2026	AMAZON.COM	95.13	010 GEN	General	MIIA Wellness Grant Snacks
CC9068	2/3/2026	AMAZON.COM	136.97	040 ADMIN	Admin	Office Supplies
CC9068	2/3/2026	AMAZON.COM	13.98	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Supplies
CC9068	2/3/2026	MARKETPLACE	229.07	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Alliance Gov Board Meeting Meals
CC9068	2/3/2026	MINT MOBILE	225.00	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Program Supplies
CC9068	2/3/2026	MINT MOBILE	36.55	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Program Supplies
CC9068	2/3/2026	NARC	180.00	040 ADMIN	Admin	Advertising - ED Position
CC9068	2/3/2026	STRAIGHTTALK	25.77	040 ADMIN	Admin	Cell Phone Service
CC9068	2/3/2026	STRAIGHTTALK	36.52	040 ADMIN	Admin	Cell Phone Service
CC9068	2/3/2026	WB MASON COMPANY INC	78.83	40 ADMIN	Admin	Office Supplies
CC9068	2/3/2026	WB MASON COMPANY INC	41.99	40 ADMIN	Admin	Office Supplies
CC9068	2/3/2026	WB MASON COMPANY INC	31.06	40 ADMIN	Admin	Office Supplies
CC9068	2/3/2026	WB MASON COMPANY INC	31.89	40 ADMIN	Admin	Office Supplies
CC9068	2/3/2026	WB MASON COMPANY INC	261.65	40 ADMIN	Admin	Office Supplies
CC9068	2/3/2026	WB MASON COMPANY INC	48.62	40 ADMIN	Admin	Office Supplies
CC9068	2/3/2026	ZOOM.COM	48.00	40 ADMIN	Admin	Software Subscription
CC9068	2/3/2026	AMAZON.COM	152.07	010 GEN	General	MIIA Wellness Grant Snacks
CC9068	2/3/2026	AMAZON.COM	1365.00	650 DPH/SS	Department of Public Health - Shared Services	Computer Equipment

Expenditure Report

1/29/26-2/25/26

CC9068	2/3/2026	AMAZON.COM	94.99	40 ADMIN	Admin	Computer Equipment
CC9068	2/3/2026	AMAZON.COM	137.73	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Supplies
CC9068	2/3/2026	CONSTANT CONTACT INC	20.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	SMS Software
CC9068	2/3/2026	BJS WHOLESALE CLUB	93.10	010 GEN	General	MIIA Wellness Grant Snacks
CC9068	2/3/2026	BJS WHOLESALE CLUB	161.15	010 GEN	General	MIIA Wellness Grant Snacks
CC9068	2/3/2026	BEST BUY	286.86	40 ADMIN	Admin	Office Supplies
CC9068	2/3/2026	1BERKSHIRE	100.00	40 ADMIN	Admin	Advertising - ED Position

\$10,870.57

Aged Accounts Receivable Report

as of February 28, 2026

Customer-Funder Name	Invoice #	Dept # Project Code	Invoice Date	61-90	Over 90	Total	Notes - Over 90
ASPLUNDH TREE EXPERT, LLC	FY26-Q2	0560.03 COMVEN/GPP	1/14/2026	-	-	467.05	
Sum for ASPLUNDH TREE EXPERT, LLC				-	-	467.05	
BAYSTATE MEDICAL CENTER	741-033125		3/31/2025	-	7,254.67	7,254.67	Baystate said mid March
Sum for BAYSTATE MEDICAL CENTER				-	7,254.67	7,254.67	
BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC	350-063025-04	0350.10 BCBOHA/SUP25	6/30/2025	-	380.11	380.11	Transitioning checkbook - will be paid shortly.
	350.11-123125-01	0350.11 BCBOHA/ADMIN26	12/31/2025	-	-	3,630.05	
Sum for BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC				-	380.11	4,010.16	
BERKSHIRE COUNTY SELECTMENS ASSOCIATION	103025 MUNI/GLEN EVENTS	0010.00 GEN	10/30/2025	-	224.45	224.45	L Brennan Following up
Sum for BERKSHIRE COUNTY SELECTMENS ASSOCIATION				-	224.45	224.45	
BERKSHIRE GAS	827-080125-02	0827.00 BG/Energy/PTS	12/16/2025	8,550.00	-	8,550.00	
	827-110125-3	0827.00 BG/Energy/PTS	12/16/2025	8,550.00	-	8,550.00	
	827-50% of TOTAL GRANT	0827.00 BG/Energy/PTS	12/16/2025	17,100.00	-	17,100.00	
Sum for BERKSHIRE GAS				34,200.00	-	34,200.00	
CHARLES COOK	FEB 2026 INSURANCE	0040.00 ADMIN	2/1/2026	-	-	255.76	
Sum for CHARLES COOK				-	-	255.76	
CITY OF NORTH ADAMS	785-093025	0785.00 NAD/MVPA	9/30/2025	-	40,627.29	40,627.29	C Morehouse following up
	785-123125-05	0785.00 NAD/MVPA	12/31/2025	-	-	47,933.30	
	806-020926-05	0806.00 COMM/NOCOCC	2/9/2026	-	-	69,083.58	
Sum for CITY OF NORTH ADAMS				-	40,627.29	157,644.17	
DEPT OF ENVIRONMENTAL PROTECTION	829-013126-06	0829.00 DEP/COORD	1/31/2026	-	-	1,586.29	
Sum for DEPT OF ENVIRONMENTAL PROTECTION				-	-	1,586.29	
DEPT OF HOUSING AND COMMUNITY DEVELOPMENT	672-123125-07	0672.00 DHCD/HOUSE	12/31/2025	-	-	15,953.57	
Sum for DEPT OF HOUSING AND COMMUNITY DEVELOPMENT				-	-	15,953.57	
DEPT OF PUBLIC HEALTH	646.04-013126	0646.04 DPH/MC3B	1/31/2026	-	-	7,183.50	
	652.05-013126	0652.05 DPH/PEC26	2/25/2026	-	-	10,544.05	
Sum for DEPT OF PUBLIC HEALTH				-	-	17,727.55	
EVERSOURCE	828-080125-2	0828.00 EVS/Energy/PTS	12/16/2025	12,811.58	-	12,811.58	
	828-110125-3	0828.00 EVS/Energy/PTS	12/16/2025	12,811.58	-	12,811.58	

Aged Accounts Receivable Report

as of February 28, 2026

Sum for EVERSOURCE					25,623.16	-	25,623.16	
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EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS								
	819-123125	0819.00	EOEEA/GTB/OSRP	1/31/2026	-	-	8,682.50	
Sum for EXECUTIVE OFFICE OF ENERGY & ENVIRONMENTAL AFFAIRS					-	-	8,682.50	
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EXECUTIVE OFFICE OF HOUSING & LIVABLE COMMUNITIES								
	811-093025-01	0811.00	EOHLC/SSTBRKS	9/30/2025	-	14,747.16	14,747.16	CJ Hoss Following Up
	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	
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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	
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GREYLOCK FLUME								
	789-123125-03	0789.00	GF/CLN	12/31/2025	-	-	3,578.28	
Sum for GREYLOCK FLUME					-	-	3,578.28	
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HOUSATONIC VALLEY ASSOCIATION								
	685-123125-01	0685.03	HVA/BCCCP26	12/31/2025	-	-	5,580.55	
Sum for HOUSATONIC VALLEY ASSOCIATION					-	-	5,580.55	
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K-5 CORPORATION								
	560.03-123125-02 QTR2 2026	0560.03	COMVEN/GPP	2/11/2026	-	-	2,169.98	
Sum for K-5 CORPORATION					-	-	2,169.98	
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MASSACHUSETTS CLEAN ENERGY CENTER								
	735-062425-2	0735.00	MassCEC/EmPower IMP	6/24/2025	-	30,000.00	30,000.00	Invoice was not rec'd by grantor - In Process
Sum for MASSACHUSETTS CLEAN ENERGY CENTER					-	30,000.00	30,000.00	
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MASSACHUSETTS DEPT OF TRANSPORTATION								
	440.10-013126-04	0440.10	MassDOT/TPL26	2/25/2026	-	-	59,786.64	
Sum for MASSACHUSETTS DEPT OF TRANSPORTATION					-	-	59,786.64	
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MIIA								
	FY26 WELLNESS - 02	0010.00	GEN	2/11/2026	-	-	1,200.56	
Sum for MIIA					-	-	1,200.56	
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MORTON SALT INC								
	560.03-123125-02 QTR2 2026	0560.03	COMVEN/GPP	2/11/2026	-	-	1,896.59	
Sum for MORTON SALT INC					-	-	1,896.59	
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NATIONAL ENERGY EDUCATION DEVELOPMENT PROJECT								
	830-123025-02	0830.00	NGEVS/MEM	12/30/2025	-	-	12,247.00	

Aged Accounts Receivable Report

as of February 28, 2026

Sum for NATIONAL ENERGY EDUCATION DEVELOPMENT PROJECT							-	-	12,247.00	
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NEW MARLBOROUGH FIRE										
		FY26 BURN PERMIT SYSTEM	0326.01	BURN PERMITS	12/15/2025	120.00	-	120.00		
Sum for NEW MARLBOROUGH FIRE							<u>120.00</u>	-	<u>120.00</u>	
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RICHMOND FIRE DEPT										
		FY26 BURN PERMIT SYSTEM	0326.01	BURN PERMITS	12/15/2025	120.00	-	120.00		
Sum for RICHMOND FIRE DEPT							<u>120.00</u>	-	<u>120.00</u>	
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ROBERTS ENERGY										
		560.03-123125-02 QTR2 2026	0560.03	COMVEN/GPP	2/5/2026	-	-	1,492.18		
		560.03-123125-03 QTR2 2026	0560.03	COMVEN/GPP	2/5/2026	-	-	5,756.49		
Sum for ROBERTS ENERGY							<u>-</u>	<u>-</u>	<u>7,248.67</u>	
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TOWN OF ADAMS										
		284-FY26-Q2-ADM	0284.11	BPHA/PHN	12/1/2025	1,091.75	-	1,091.75		
		795-123125-04	0795.00	ADM/OSRP	12/31/2025	-	-	14,141.82		
		806-020426-02	0806.00	COMM/NOCOCC	2/9/2026	-	-	3,822.87		
		806-092225-01	0806.00	COMM/NOCOCC	9/22/2025	-	21,905.77	21,905.77		A Ottoson Following Up
Sum for TOWN OF ADAMS							<u>1,091.75</u>	<u>21,905.77</u>	<u>40,962.21</u>	
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TOWN OF BECKET										
		725.10-013126-02	0725.10	BKT/DE-IMP	1/31/2026	-	-	18,481.39		
		725.10-123125-01	0725.10	BKT/DE-IMP	12/31/2025	-	-	5,302.01		
		779.00-013126-06	0779.00	BKT/DAL CDBG	1/31/2026	-	-	32,279.00		
		779.01-123125	0779.01	BKT/DAL CDBG	1/31/2026	-	-	133,246.03		
Sum for TOWN OF BECKET							<u>-</u>	<u>-</u>	<u>189,308.43</u>	
<hr/>										
TOWN OF BLANDFORD FIRE DEPT										
		FY26 BURN PERMIT SYSTEM	0326.01	BURN PERMITS	12/15/2025	120.00	-	120.00		
Sum for TOWN OF BLANDFORD FIRE DEPT							<u>120.00</u>	-	<u>120.00</u>	
<hr/>										
TOWN OF CHESHIRE										
		806-020926-02	0806.00	COMM/NOCOCC	2/9/2026	-	-	78.71		
Sum for TOWN OF CHESHIRE							<u>-</u>	<u>-</u>	<u>78.71</u>	
<hr/>										
TOWN OF CLARKSBURG										
		284-FY26-Q2-CLK	0284.11	BPHA/PHN	12/1/2025	767.62	-	767.62		
		784-123125-04	0784.00	CLK/BRIC	12/31/2025	-	-	1,311.22		
		797-123125-02	0797.00	CLK/MPOSRP	12/31/2025	-	-	6,435.60		
Sum for TOWN OF CLARKSBURG							<u>767.62</u>	<u>-</u>	<u>8,514.44</u>	
<hr/>										
TOWN OF DALTON										
		725.08-013126-09	0725.08	DAL/DE-IMP	2/18/2026	-	-	651.74		
		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							<u>-</u>	<u>-</u>	<u>2,600.00</u>	
<hr/>										
TOWN OF GREAT BARRINGTON										
		725.11-013126-02	0725.11	GTB/DE-IMP	1/31/2026	-	-	9,709.77		
Sum for TOWN OF GREAT BARRINGTON							<u>-</u>	<u>-</u>	<u>9,709.77</u>	
<hr/>										
TOWN OF HANCOCK										

Aged Accounts Receivable Report

as of February 28, 2026

	284-FY26-Q1-HAN	0284.11	BPHA/PHN	9/1/2025	-	551.25	551.25	L Shulman Following Up
	284-FY26-Q2-HAN	0284.11	BPHA/PHN	12/1/2025	551.25	-	551.25	
Sum for TOWN OF HANCOCK					551.25	551.25	1,102.50	
<hr/>								
TOWN OF LEE								
	725.12-013126-02	0725.12	LEE/DE-IMP	1/31/2026	-	-	10,031.02	
	725.12-123125-01	0725.12	LEE/DE-IMP	12/31/2025	-	-	4,359.90	
Sum for TOWN OF LEE					-	-	14,390.92	
<hr/>								
TOWN OF NEW ASHFORD								
	806-020926-04	0806.00	COMM/NOCOCC	2/9/2026	-	-	53.94	
Sum for TOWN OF NEW ASHFORD					-	-	53.94	
<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								
	806-020926-06	0806.00	COMM/NOCOCC	2/9/2026	-	-	2,080.30	
Sum for TOWN OF SAVOY					-	-	2,080.30	
<hr/>								
TOWN OF SHEFFIELD FIRE DEPT								
	FY26 BURN PERMIT SYSTEM	0326.01	BURN PERMITS	12/15/2025	120.00	-	120.00	
Sum for TOWN OF SHEFFIELD FIRE DEPT					120.00	-	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	
Sum for TOWN OF WASHINGTON					1,827.50	-	1,827.50	
<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 WILLIAMSTOWN								
	798-012826	0798.00	WMS/SUBHS	1/28/2026	-	-	25,000.00	
	806-020926-07	0806.00	COMM/NOCOCC	2/9/2026	-	-	15,776.94	
Sum for TOWN OF WILLIAMSTOWN					-	-	40,776.94	
<hr/>								
TOWN OF WINDSOR								
	284-FY26-Q2-WND	0284.11	BPHA/PHN	12/1/2025	577.50	-	577.50	
Sum for TOWN OF WINDSOR					577.50	-	577.50	
<hr/>								
UNIVERSITY OF MASSACHUSETTS								
	813.01 FULL CONTRACT	0813.01	UMASS/TURI26	11/18/2025	-	15,000.00	15,000.00	J Zapata Following Up
	818-013126-01	0818.00	UMASSBOSTON/SBARSM	1/31/2026	-	-	3,398.98	
Sum for UNIVERSITY OF MASSACHUSETTS					-	15,000.00	18,398.98	
<hr/>								
Sum Total					68,911.78	130,690.70	789,145.54	

ACCOUNT ACTIVITY

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

BALANCE SUMMARY - AS OF 02/20/2026 11:17

Account

Berkshire Regional Planning Commiss - 004... ▼

Account ID 004000105239020001

Nickname Berkshire Regional Planning Commiss

Original Loan Amount \$ 500,000.00 As Of 02/20/2026 11:17

Original Loan Date 07/05/1995

Interest Rate 7.75%

Maturity Date 12/31/2074

Next Payment Date 03/05/2026

Next Payment Amount \$ 0.00 As Of 02/20/2026 11:17

Current Balance \$ (0.00) As Of 02/20/2026 11:17

Current Principal Balance

\$ 0.00 As Of 02/20/2026 11:17

Current Available Line \$ 500,000.00 As Of 02/20/2026 11:17

YTD Interest \$ 0.00 As Of 02/20/2026 11:17

ACCOUNT - BERKSHIRE REGIONAL PLANNING COMMISS - AS OF 02/20/2026 11:17

Search on From To
Absolute Date 02/18/2025  03/22/2026 

PENDING TRANSACTIONS

Date ▼ Transaction Type ▲ Description ▲ Withdrawals ▲ Deposits ▲

NO INFORMATION TO DISPLAY

POSTED TRANSACTIONS

Date ▼ Transaction Type ▲ Description ▲ Withdrawals ▲ Deposits ▲

NO INFORMATION TO DISPLAY

MEMORANDUM

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

VI. Items Requiring Action

A. Vote to Approve Changes to BRPC Salary and Merit Adjustments Policy*

The Executive Committee is requested to approve changes to BRPC's Salary and Performance Review Policy. Proposed changes include making the date to review the cost of living increase earlier in the year to align with Executive Committee approvals, provide more flexibility with how the cost of living increase is applied, and specify that a salary increase from a promotion may not exceed the top of the range for the position the person is being promoted into.

B. Vote to Approve the Submission of Four Grant Applications to the Executive Office of Environmental Affairs Municipal Vulnerability Preparedness (MVP) Grant Program*

The Executive Committee is requested to authorize the Executive Director to submit the following grant applications to the Municipal Vulnerability Preparedness (MVP) Program for the FY27/FY28 Grant Cycle and sign any resulting contracts or agreements. The budgets are still being finalized. Except as noted there is no BRPC match requirement. The BRPC staff lead is Principal Planner, Courtney Morehouse, cmorehouse@berkshireplanning.org.

- Clarksburg Bank Stabilization Project – to address aggressive bank erosion where the former Briggsville Dam was removed, mitigating property loss for residents in the Carson Ave. area of Clarksburg. This project is in partnership with the Town of Clarksburg. There is no match requirement for small, rural towns.
- Ghost Dams Inventory Mapping – to address numerous unmapped non-jurisdictional dams throughout the county, many of which are unmaintained and no longer serve a purpose. These "ghost dams" can often be an unknown safety hazard and are a barrier to fish and wildlife. In collaboration with Berkshire Clean Cold Connected Partnership, BRPC will work with conservation partners and small towns to map ghost dams throughout the county and identify private and public dam owners interested in removal. This would impact all municipalities with a focus on rural towns. There is no match requirement for small, rural towns.
- Housatonic Road Stream Crossing Management Plans – in partnership with Berkshire Environmental Action Team (BEAT), Greenagers, Housatonic Valley Association and Mass Audubon to complete a fully

mapped and assessed inventory of culverts in the Towns of Lee, Cheshire, Hinsdale, Dalton and possibly Lanesborough. Partners will work with Towns to identify priority culvert replacements based on culvert condition, environmental priority, and climate risk. There is no match requirement for small, rural towns.

- Berkshire Climate Career Lab – BRPC will partner with Ethos Pathways – a climate readiness coach - to create a High School career program to prepare students interested in climate careers, explore opportunities, and build skills. This grant is in concert with a previously awarded MassCEC grant for energy career building in the clean energy field. A 10% match is required. In-kind match will be provided through employer partners for their time working with students. BRPC will commit in-kind match through the Barr foundation funded hours of a Ray Fellow – Associate Planner.

C. Vote to Approve the Submission of Two Grant Applications to the MassCEC’s EmPower Implementation Grant Program*

The Executive Committee is requested to authorize the Executive Director to submit two grant applications to the MassCEC EmPower Implementation Grant Program and to sign any resulting contracts and agreements. There is no BRPC match requirement. Primary staff contact for these grant applications is Sherdyl Fernandez-Aubert Sfernandez-aubert@berkshireplanning.org

- Housing Energy Efficiency Rehabilitation - \$150,000 grant to create a more cohesive pipeline for residents within the CDBG housing rehab program to receive funding and support through the MassSave Program and BCAC. BRPC will provide technical assistance along the way to coordinate with BCAC and enable projects to move from housing rehab to energy efficiency.
- Air Quality Monitoring - \$150,000 grant to fund the extension of BRPC’s current EPA Air Quality monitoring grant. This grant will ensure that the work done to purchase and install indoor and outdoor air quality sensors will provide valuable data for Berkshire County. The final goal will be to produce a usable Air Quality data set, something that has been missing in the Berkshires.

D. Vote to Approve Funding from The Nature Conservancy for Culvert Development Work in Berkshire County*

- Approval is requested for the Executive Director to accept \$25,000 funding from The Nature Conservancy to support culvert replacement project development within Berkshire County. This funding will be used during the period of February 2026 to February 2027 to support municipalities with grant applications, culvert assessment and prioritization and supporting municipalities in sourcing funding for construction and project management. The grant award is \$25,000. Staff lead is Alison Dixon adixon@berkshireplanning.org.

VII. .Committee Updates, Reports, and Discussion

A. Commission Development Committee

The Commission Development Committee met on February 5, 2026. The major agenda items were recommendations on BRPC Bylaw amendments, discussion of the potential April 30th fifth Thursday event, and the formation of a nominating committee for the FY 27 slate of BRPC officers. Draft, unapproved minutes are included in the meeting material. The next meeting of the Commission Development Committee and Nominating Committee is March 5, 2026.

B. Environmental Review Committee

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

C. Finance Committee

The Finance Committee meets as needed and did not need to meet in February 2026.

D. Regional Issues Committee

The Regional Issues Committee met on February 18, 2026. The main agenda items were welcoming new members to the committee, a review of possible topics of discussion for the year, including renewable energy regulations, Seasonal Communities designation, and the state budget process. Draft unapproved minutes are not yet available.

E. Berkshire Brownfields Committee

The Berkshire Brownfield Committee meets as needed and did not need to meet in February 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 met on February 24th, 2026. The main agenda items were various TIP amendments to current TIPs, discussion of the criteria, process, and schedule for the current TIP, a presentation about safety performance standards, a presentation about BRTA's proposed route modifications, and presentation about the Ashuwillticook south feasibility study. Draft unapproved minutes are not yet available.

G. Comprehensive Economic Development Strategy (CEDS) Committee

The CEDS Committee typically meets every two months and did not meet in February 2026. The next meeting is scheduled for March 18, 2026.

H. Transportation Advisory Committee (TAC)

The Transportation Advisory Committee meets as needed, primarily to advise on the TIP development process and met on February 17th, 2026. The main agenda items were a review of the TIP evaluation

criteria, process, and schedule and Ashuwillticook south feasibility study. Draft unapproved minutes are not yet available.

VIII. Executive Director's Report and Discussion

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 1/29/26 – 2/25/26

- Williamstown - Subdivision & Housing – Additional \$30,000
- Great Barrington - Brownfields Assessment - \$53,340
- FRCOG - Western MA Regional Municipal Assistance for Farmland Protection Planning & Action - \$86,625.89
- Florida - ADA Self-Evaluation and Transition Plan - \$20,000
- Clarksburg - ADA Implementation - \$5,000
- Berkshire Health Systems - Into Light - \$15,000

Grants and Contracts not received

- MOSAIC RIZE Municipal Matching Grant Program - North County Transportation related to Opioids. \$197,000
- MOSAIC RIZE Municipal Matching Grant Program to enhance youth-led substance use prevention and mental health promotion in collaboration with the City of Pittsfield. \$40,000
- The Berkshire grant was awarded the other three grants were not awarded from Franklin Regional Council of Governments related to Crisis & Emergency Risk Communication (CERC) plans for Franklin, Hampden, and Hampshire Counties.

B. Berkshires Tomorrow Inc. (BTI) Update

Adelson & Company PC has completed the BTI tax return.

Grants and Contracts not received

- Fiegenbaum Foundation for Berkshire Funding Focus. \$85,083
- Health New England Where Health Matters Grant - Community EMS (CEMS) model to deliver preventive, high-value/low-risk field services for older adults in southern Berkshire County. \$50,000

C. Staff Updates

- Open Positions:
 - Public Health Trainer
 - Associate Planner (with grant funds provided by the Barr Foundation to hire a RAY fellow)
- Employee changes:
 - Laura Kittross – Part-time Public Health Program Manager Advisor
 - Wylie Goodman – Promoted to Principal Planner
- Employee recognition:
 - Clete Kus – 15 years anniversary

D. Health and Dental Increases FY2027

We have received the increases from the Massachusetts Interlocal Insurance Association (MIIA) for FY2027:

- Blue Care Elect Preferred (PPO) 12.62% Copay \$20 was \$15
- Network Blue New England (HMO) 12.82% Copay \$20

- o Dental Blue Freedom with Ortho 3.05%

E. Office Lease

To exercise our lease option to extend our leases for an additional 5-year term, we must inform the landlord 180 days before November 30, 2026 or no later than May 23rd.

F. Seasonal Communities Advisory Council Update

The Seasonal Communities Advisory Council met on February 10, 2026. Final Regulations, which are anticipated to go into effect on February 27, 2026 were discussed. Criteria were explained for additional communities to become designated and an expression of interest presented. Rockport had expressed interest and was subsequently deemed eligible. Going forward, Executive Office of Housing and Livable Communities (EOHLC) is considering establishing two subcommittees, an implementation sub-committee and a policy sub-committee. More information is at [Seasonal Communities | Mass.gov](https://www.mass.gov/info-details/seasonal-communities).

G. Passenger Rail

- West-East Rail – Several infrastructure improvements continue to advance in Springfield and point east. MassDOT anticipates two new trips on the inland route, Boston via Springfield south through Hartford to begin in 2030. The design efforts for a new Palmer Station are complete. The Boston to Albany route achieved a major milestone with the initiation of a Service Development Plan in January, with VHB under contract to prepare that plan.
- Berkshire Flyer – While there has been no formal announcement from Amtrak, MassDOT believes the Berkshire Flyer service will run this summer, tentatively from the weekend before Juneteenth until the weekend after Labor Day on a schedule like the one proposed for 2025. Corridor improvements of adding an estimated 14,000 ft of double track siding in Richmond, adding a Pittsfield yard turnout, and designing a second platform for the Pittsfield station continue.
- Northern Tier Passenger Rail – The economic benefits study continues. MassDOT has prepared material to submit a request for an initial application to the Federal Rail Administration Corridor ID Program, which has recently changed its structure.

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

H. Proposed Agricultural Preservation Restriction in Cheshire

Following the lead of the Cheshire Select Board, I approved a request to reduce the 120-day notice period to no less than 60 days on the Massachusetts Department of Agricultural Resources proposed acquisition of an Agricultural Preservation Restriction on the 79.8 acres Gwozdz property in Cheshire. A copy of a map showing the property is included in the meeting material.

I. BASICS – Bridges and Safety Infrastructure for Community Success Act (H.R. 7437)

Much of the funding for transportation infrastructure originates at the federal level and is passed down to the state via multi-year laws. The current version making its way through the House is called BASICS. A summary of the proposed legislation is included in the meeting material. More information is at [Support the BASICS Act \(H.R. 7437\)](#).

J. Zoning Amendment Date Calculator

As town meeting season approaches, many towns may be trying to push new zoning bylaws or amendments over the finish line in time to be voted on. The Frankling Regional Council of Governments created a spreadsheet calculator to figure out the latest possible public hearing date and advertising deadlines. It can be found at [Zoning Bylaw Timeline Calculator-February-2026.xlsx](#). Many thanks to Mariah Kurtz, FROCG Senior Livability Planner

K. Municipal and Tribal Technical Assistance Grant Program

The Massachusetts Federal Funds & Infrastructure Office (FFIO) is offering the Municipal and Tribal Technical Assistance Grant Program (MTTA). This is A competitive grant program designed for the Commonwealth's municipalities and tribes, as well as regional organizations whose membership is exclusively composed of municipal governments, community development corporations and other development authorities or agencies to help eliminate barriers that hold communities back from greater federal funding opportunities at the planning and demonstration phase of project development and provide, where possible, immediate dollars to localities for advancing overall project completion. fund technical assistance services for qualifying projects. Information at [FFIO Technical Assistance Guidance | Mass.gov](#)

L. BRTA Proposed Route Realignment Comments

Included in the meeting material are my comments on the proposed BRTA route alignment.

M. Technical Assistance Report

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

IX. Old Business and Discussion

A. North Andover Amicus Brief regarding the Supreme Judicial Court Case Regarding MA Road Discontinuance Law

BRPC received a letter of gratitude regarding our support for North Andover's case in the Supreme Judicial Court related to county road discontinuance law. A copy of that letter is in the meeting material.

B. Update and Discussion about the Executive Director Search Process

The BRPC Executive Director Search Committee met twice since the last Executive Committee meeting on February 7th and February 11th. The Committee conducted the second set of initial interviews and selected candidates for second round, in-person interviews to be held in open session. The Committee voted to invite Jazon Zogg and Laura Brennan for second

round interviews. A third candidate was also invited but they subsequently withdrew. Second round interviews are scheduled for 9:45 am Saturday morning March 7, 2026. This will be a hybrid meeting with the candidates and Committee members in person in the BRPC second floor conference room at 1 Fenn Street, Pittsfield, MA. Delegates and Alternates are encouraged to attend either in-person or remotely. However, only Search Committee members will be allowed to engage with the candidates. Discussion about the candidates will occur at the Full Commission meeting where the next Executive Director will be selected, tentatively scheduled for March 19, 2026. Material about the candidates is included in the meeting material.

V. New Business

A. Proposed Amendments to BRPC Bylaws

Over the last year we have been compiling a list of possible bylaw amendments, mostly to clarify committees, appointments, and terms. Brief explanations of the amendments are included in the track changes version of the Bylaws in the meeting material. For easier reading, there is also a second version in the meeting material that shows the Bylaws with the changes made. With BRPC's upcoming yearly delegate, alternate and officer appointments and elections we would like to bring these amendments forward to the Commission at the March meeting. The Commission Development has approved these amendments.

B. Discussion of Topics for the March 19, 2026 Commission Meeting

Potential topics for the March 2026 Commission Meeting include:

- Vote to Hire the Incoming Executive Director
- Vote to Establish a Negotiating Subcommittee of the Executive Committee to Develop the Salary and Other Hiring Items for the Incoming Executive Director
- Vote to Authorize the Executive Committee to Finalize and Offer Terms of Employment for the Incoming Executive Director
- Vote on Bylaw Amendments
- Presentation about the BRPC Community Planning and Development Program
- Roundtable Discussion of Municipal Items

VI. Adjournment*

Documents and Exhibits Used:

- 2026.02.25 Executive Committee Meeting Minutes – Unapproved DRAFT
- 2026.01.29 – 2026.02.25 Expenditures Report
- 2026.02 Accounts Receivable Report
- 2026.02 Line of Credit Report
- 2026.02.01 Executive Director Memorandum
- Salary and Performance Reviews Policy proposed amendments 03.05.26
- Commission Development Committee Minutes from February 5, 2026 – unapproved DRAFT
- Map – Proposed Agricultural Preservation Restriction - Cheshire
- BASICS Summary

- BRTA Proposed Route Realignment Comment Letter
- Letter Regarding SJC Case -13721 (496 Mass. 450, 2025)
- Jason Zogg Executive Director Application Material
- Laura Brennan Executive Director Applicant material
- BRPC Bylaws Proposed Fourteenth Revision - 2026 redline w-notes
- Proposed Fourteenth Edition - BRPC Bylaws - clean
- January 2025 – Technical Assistance Memorandum

Salary and Performance Reviews Policy



Salary and Merit Adjustments

1. Salary

The Commission has established salary ranges for various positions to correspond to the levels of responsibilities, skills and abilities of employees. Revisions to the Commission's approved salary ranges by position shall take place only upon the specific authorization of the BRPC Executive Committee. A comprehensive review of the Commission's salary structure will be performed no less often than every two years to insure that the agency remains competitive in both personnel recruitment and retention.

2. Cost of Living / Market Adjustments

In ~~April-February~~ of each year, the Executive Director will research the latest cost of living index for Urban Areas in the Northeast, available on the Bureau of Labor Statistics Website, and shall determine any salary adjustment that may~~the cost of living adjustment to~~ be applied to all BRPC salaries based on that index, effective July 1 of each year, excepting the Executive Director's, which is established annually by the Executive Committee.

3. Merit Adjustments

Any further salary increases are merit-based. Merit increases are in effect at the beginning of the fiscal year. Merit increases are prorated for employees starting in the middle of the fiscal year. Employees beginning before the end of the first half of the fiscal year are eligible for the full merit increase range. Employees beginning before the end of the 3rd quarter of the fiscal year are eligible for one-half (1/2) of the merit increase range. The following standards are used to rate and quantify performance for each job element and for overall performance:

<i>Exceptional (E)</i>	Performance consistently exceeds all requirements associated with the job. Accomplishments are clearly obvious. The employee consistently demonstrates the highest level of work which has a significant and positive impact on the attainment of Commission goals. Eligible for X% merit increase.
<i>Exceeds Expectations (EE)</i>	Performance fully meets and often time exceeds the requirements associated with the job. Accomplishments are clearly in accord with job demands, meeting the full scope of the assigned position. While there may be room for improvement in a few areas, the employee generally shows a higher than average level of work which has a significant and positive impact on the attainment of Commission goals. Eligible for X% merit increase.
<i>Meets Expectations (ME)</i>	Performance fully meets requirements associated with the job. Accomplishments are clearly in accord with job demands, meeting the full scope of the assigned position. There are certain areas in which the employee can improve, but overall he/she consistently and capably meets the expectations of the Commission. Eligible for X% merit increase.
<i>Needs Improvement (NI)</i>	Performance needs improvement to fully meet expectations of position. Performance meets requirements in most categories but does not meet standards associated with the job in some categories. Remedial measures should be undertaken to improve in substandard categories. Not eligible for a merit

increase.

*Unsatisfactory
(U)*

Performance does not meet the standards associated with the job. Accomplishments are below job demand. If, after remedial measures (e.g., training), performance continues at an unsatisfactory level, the employee should be reassigned or terminated. Not eligible for a merit increase.

4. Bonus Plan

Employees at the top of their pay range are eligible for an annual bonus, which does not increase the employee's base pay. Maximum potential bonus is one week's salary. Bonuses will be based on the results of a Performance Review and will occur on the same time schedule as merit increases.

5. Fiscal Emergencies

Upon a determination by the Executive Committee that the Commission is facing a decline in revenues which may impact employment levels or other fiscal stress which threatens the Commission's continued ability to provide services, the Executive Committee may implement a freeze on any or all salary increases. In establishing such a freeze on salary increases, the Executive Committee should attempt to set fiscal benchmarks which will determine when such freeze may be lifted or modified.

Also, if facing insufficient revenues to support existing levels of staff, the Executive Committee may approve layoffs, a freeze on hiring, or a temporary reduction in hours. Decisions will be based on staff members' ability to provide services based on secured revenue and the skills and experience of staff members.

6. Promotions

Employees may be promoted to another position provided they meet the minimum qualifications of that position. Promotions will be accompanied by a Performance Review. The salary for an existing employee being promoted is the starting salary of the higher grade or ten percent more than the employee's current salary, whichever is higher, except that the new salary may only increase to and not exceed the top of the range the employee is being promoted into.

7. Pay Adjustments (other than salary adjustment based on the cost of living, merit, or promotion)

The Executive Director is authorized to make adjustments in position descriptions, pay scales, or salaries when significant changes in job responsibilities occur to individual staff members. Salary adjustments should be based on evaluation of factual issues such as additional or decreased relevance of education or prior experience to the specific job responsibilities, considerable increased or decreased responsibilities, or documented pay inequality with competitive salary information. Pay adjustments are not warranted for routine adjustments in job assignments that do not reflect a significant change in job responsibility.

Performance Reviews

1. Six Month Review

Six month performance reviews should be conducted for new, reassigned or promoted employees. Six month performance reviews for newly hired employees may be used to increase a newly hired employee's initial starting salary should said employee demonstrate performance above the initial starting salary.

2. Mid-year Performance Review

Mid-year performance reviews will also be conducted at the request of the employee, his/her supervisor or the Executive Director. Mid-year reviews are normally intended to be an informal and unstructured review and discussion session between employee and supervisor, rather than the more formal written performance assessment that is carried out annually during the last two months of the fiscal year.

3. Annual Review

A staff performance and salary review will be conducted on an annual basis during the last two months of the fiscal year, except for new employees who started work during the last quarter of the fiscal year. Salary merit increases will take effect at the beginning of the fiscal year. Written procedures and a timetable for completion will be established annually by the Executive Director.



DRAFT Commission Development Committee Minutes from February 5, 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

Doug McNally called the meeting to order at 5:02 p.m.

II. Roll Call

Present:

Douglas McNally, Windsor, Committee Chair

Buck Donovan, Lee

Pedro Pachano, Great Barrington

Malcolm Fick, Great Barrington (ex-officio Commission Chair)

Not Present: Kyle Hanlon, North Adams

BRPC Staff present: Thomas Matuszko, Laura Brennan

III. Approval of Minutes from November 12, 2025

Buck D. moved to approve the minutes from the November 12th meeting. Pedro P. seconded the motion, which passed by roll call vote. Pedro P. abstained.

IV. Discussion and Action re: Proposed BRPC Bylaw amendments

Tom M. explained that the bulk of the adjustments were for the purposes of cleanup and clarification. The group reviewed the proposed changes in the order in which they appear within the draft document, using a redline version which was shared on the screen.

Much of the discussion addressed the appointment processes for standing and special committees, as well as continuity and succession on committees, including the temporary chairing of committees in the absence of the appointed chair or during vacancies. Affected sections include C.2., C.3., D.1., D.8., D.8.1, D.8.2, D.9, D.10.1, D.10.2, D.10.4, E.1.1, and F.4.

The group discussed next steps, to include sharing the proposed changes with the Executive Committee at its next meeting for informational purposes, prior to review by the full commission in late March. Pedro P. made a motion that the proposed fourteenth revision be recommended to the full Commission for their consideration and approval. Buck D. seconded the motion. The motion passed unanimously by roll call vote.

V. Discussion of 5th Thursday Event on April 30th, 2026

The group discussed the next potential 5th Thursday event, which would occur on April 30th. Group members considered a few potential topics, including Seasonal Communities as well as the consolidated permitting procedure and potential bylaw changes related to energy siting. Consolidated permitting was the preferred topic, and Tom mentioned that the invitation list for such a discussion should include all boards that would be affected by the upcoming changes. Tom will reach out to a contact at DOER as the potential guest speaker.

Given the strong interest in this topic, the group also discussed potential venues to accommodate a larger group. Potential locations include the Venue at Skyline, the Country Club of Pittsfield, and Berkshire Hills. BRPC staff will do site visits and determine the best option, ensuring that there is ample parking at the Venue at Skyline.

VI. Discussion of the Formation of a Nominating Subcommittee

The need to form a nominating subcommittee was identified, at least until such a time as the revised bylaws are adopted. Pedro P. made a motion that the members of the Commission Development Committee be appointed to the Nominating Subcommittee. Buck D. seconded the motion. The motion was approved unanimously by roll call vote.

VII. Next Meeting Dates

The group identified March 5th as the next meeting date for both the Commission Development Committee and the Nominating Subcommittee.

VIII. Adjournment

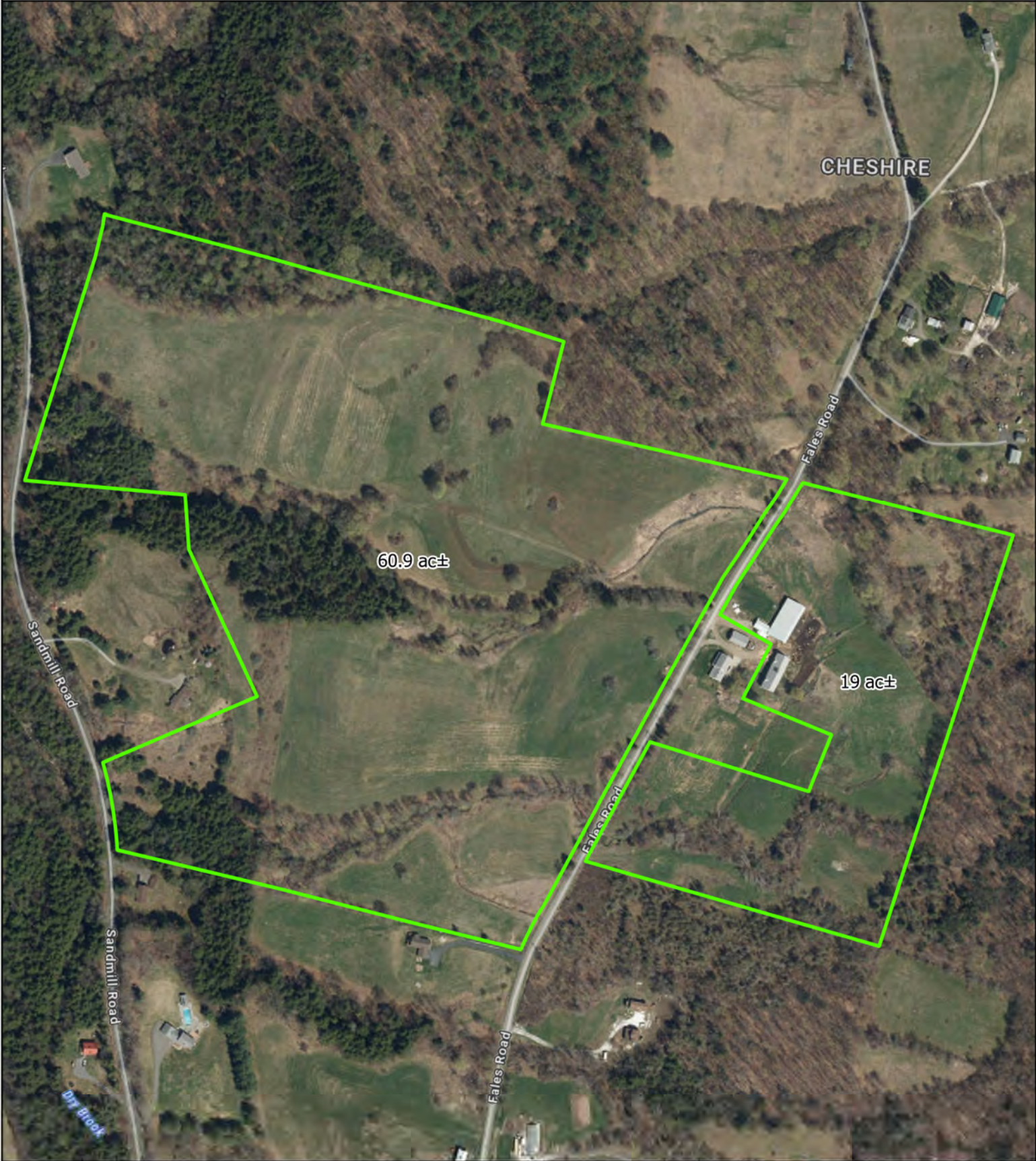
Pedro P. made a motion to adjourn the meeting. Buck D. seconded. The motion passed unanimously by roll call vote. The meeting adjourned at 5:44 p.m.

Documents and Exhibits Used:

DRAFT Minutes of November 12th Commission Development Committee meeting

DRAFT proposed Fourteenth Revision of the BRPC Bylaws

Project Name: Gwozdz - Land Cover
Cheshire, MA



Land Cover	Acreage	Percent of area
Open Agriculture	48.7	61%

APR Project = 79.8 acres

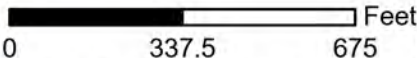
Data Provided by MassGIS, MDAR, Maxar 2023 imagery, and LCLU (2016)

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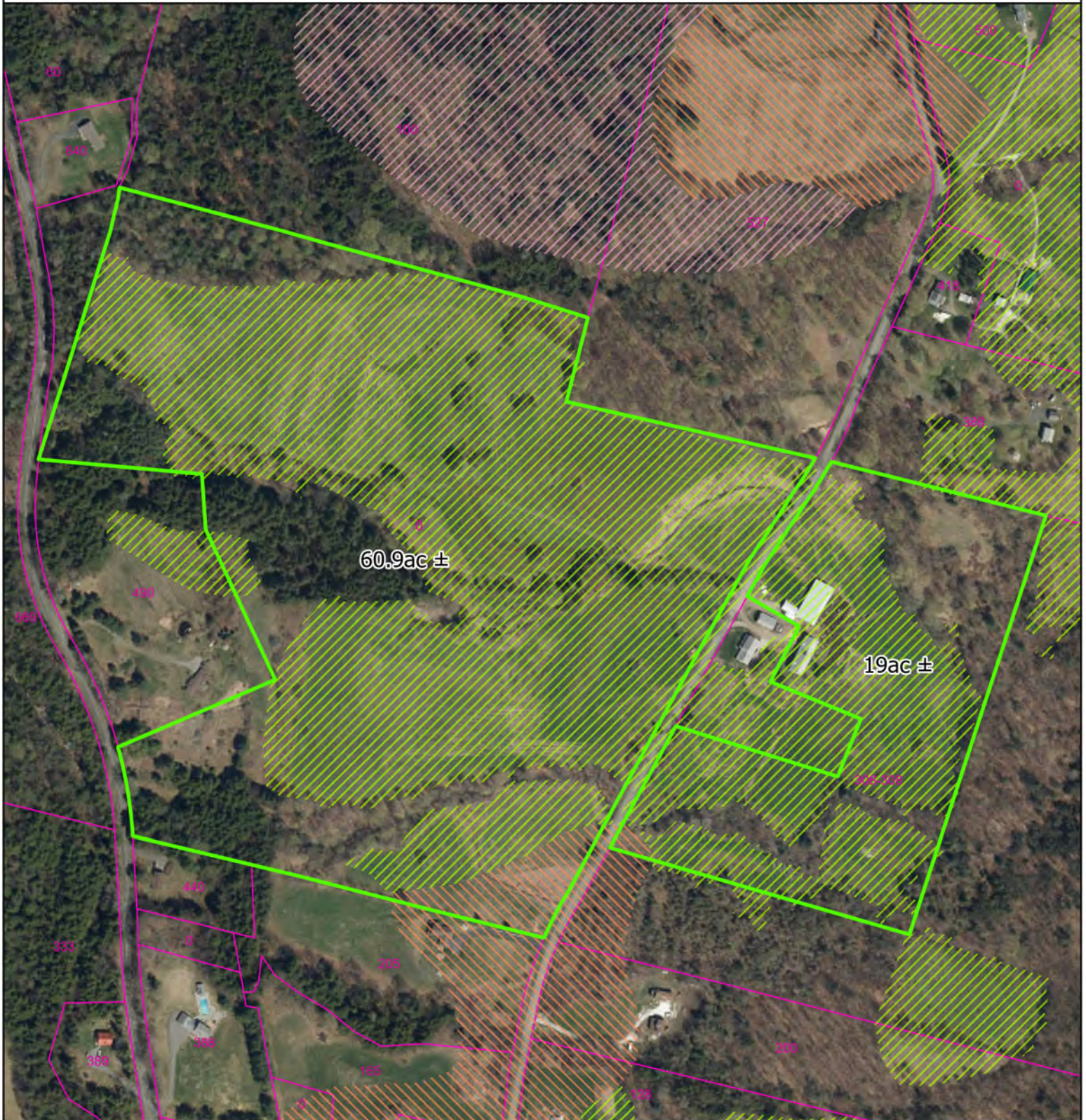


Preacquisition_Polys



Center: 73.096258°W 42.574073°N

Project Name: Gwozdz - Soils
Cheshire, MA



Soil Type	Soil Acres	% Soil Type
All areas are prime farmland	1.9	2.4%
Likely Farmland of Local Importance	56.2	70.4%

APR area = 79.8 acres

- Preacquisition_Polys
- Existing APR
- All areas are prime farmland
- Farmland of statewide importance
- Likely Farmland of Local Importance



0 210 420 840 Feet

Center: 73.096258°W 42.574073°N

Data Provided by MDAR, NCRS, & MassGIS 2021 Imagery



Created by Massachusetts Department of Agricultural Resources

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BASICS – Bridges And Safety Infrastructure for Community Success Act (H.R. 7437)

America’s transportation system depends on a safe and reliable network of roads and bridges in every region of the country. [The BASICS Act](#) focuses federal transportation investment on core infrastructure needs by ensuring funding reaches communities efficiently and is used where it delivers the greatest public benefit.

What this bill does:

- **INVESTS IN REPAIRING BRIDGES:** Builds on the Bridge Formula Program to continue fixing the nation’s most deficient bridges, with a focus on both state- and locally owned infrastructure. Unlike prior approaches, the BASICS Act ensures that funding for locally owned bridges is proportional to the number of locally owned bridges in each state, directing resources to the worst-condition bridges regardless of ownership.
- **DELIVERS REGIONAL PRIORITY PROJECTS FASTER:** Metropolitan planning organizations (MPOs) are responsible for developing Transportation Improvement Programs (TIPs) that identify local priority projects that meet federal performance goals. The BASICS Act accelerates delivery of these regionally supported projects by increasing funding for the Surface Transportation Block Grant (STBG) program. As the most flexible federal transportation formula program, STBG allows states and regions to move projects forward efficiently and deliver tangible benefits for local businesses, workers, and communities in every congressional district.
- **FOCUSES ON ROAD SAFETY:** Nearly 100 people lose their lives on America’s roads every day. The BASICS Act strengthens the Highway Safety Improvement Program (HSIP) to confront this crisis head-on by increasing overall safety funding and preventing states from transferring HSIP dollars away from safety priorities. The bill also ensures that 25 percent of HSIP funding is delivered regionally in both urban and rural areas, giving local governments direct access to capital for proven safety projects and building on the success of the Safe Streets and Roads for All program.
- **ENSURES TRANSPARENCY AND COLLABORATION:** Federal transportation dollars must be accountable to taxpayers. The BASICS Act improves transparency around how funding flows, what resources are available to regions, and how projects advance from planning to delivery. By reinforcing collaboration across federal, state, regional, and local partners, the bill helps ensure projects move efficiently and deliver real results on the ground.
- **BUILDS STRONG PLANS FOR RURAL AND URBAN REGIONS:** The BASICS Act invests in planning capacity by strengthening Rural Transportation Planning Organizations (RTPOs) and increasing Metropolitan Planning (PL) funding. Strong planning leads to better project selection, faster delivery, and smarter investments, ensuring both rural and metropolitan regions can advance projects that reflect local priorities and long-term needs.



February 27, 2026

Kathleen Lambert
Administrator
Berkshire Regional Transit Authority
1 Columbus Avenue, Suite 201
Pittsfield, MA 01201

RE: BRTA Proposed Route Realignment 2026 – BRPC Comments/ Feedback

Dear Ms. Lambert:

The Berkshire Regional Planning Commission (BRPC) appreciates the opportunity to collaborate with the Berkshire Regional Transit Authority (BRTA) and provide constructive feedback on the proposed Route Realignments.

BRPC is the designated regional planning agency for the thirty-two municipalities in Berkshire County and serves as staff to the Berkshire Metropolitan Planning Organization (BMPO). BRPC staff attended the BRTA's in-person public meetings on February 11 & 25 and the virtual public meetings on February 5, 12, 19 & 26. Also, the staff participated in the BRTA presentation on the proposed changes at the Berkshire MPO meeting on February 24, which was attended by MPO members, community members, MassDOT staff, and BRPC staff.

BRTA aims to improve reliability for its customers with the proposed Route Realignment. For the last couple of years, BRTA has been facing a shortage of drivers with a CDL License. Recruiting and retaining drivers has been difficult and a key issue for BRTA. Due to a limited number of drivers, service cuts on Fixed Routes occurred every day, making the system unreliable. BRTA has been working with the State legislators to make the CDL licence process more accessible and easier for Berkshire County residents. BRTA has changed its recruiting process and now offers a signing bonus, provides training, and is also hiring part-time drivers from the retired driver pool. BRTA is commended for working to resolve the driver shortage.

In the current situation, to overcome daily cuts, ensure the system is reliable for customers, and address driver shortages, BRTA is proposing Route Realignment to provide the community with the best public transportation options possible.

Recognizing the BRTA's situation, BRPC is providing the comments below, which are general, and some are specific to the Routes for the proposed service changes identified by BRTA.

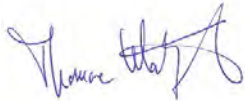
- BRTA's proposed service changes should aim to improve public transportation by making it more efficient, coordinated, and accessible to the population whose mobility depends on it.
- Service changes should not have an adverse impact on the defined minority population.
- The bus routes should connect neighborhoods to essential services, including hospitals, markets, businesses, major employers, and colleges.
- The service changes should not be based solely on the Route's low ridership. There are several reasons for low ridership: infrequent service (long headways), lack of connections to other routes, long travel times, etc.
- BRTA should assess the cause(s) for low ridership before cutting the service or reducing the frequency from an hourly service to every two hours, especially the connections to the essential services. Reducing or discontinuing services will adversely affect the population whose mobility depends on this public transportation.
- BRPC supports the introduction of Route 999 (February 19, 2026 iteration), a limited-stop regional connector that preserves north-south county mobility through North Adams, Adams, Cheshire, Pittsfield, Lenox, Lee, Stockbridge, and Great Barrington. We appreciate the BRTA staff's work on refining the Route 999 timing and stop points to better connect with the other existing routes. As the schedule permits, this Route 999 could be refined to add two stops for regional connection. Northbound on Route 8 near Allandale Shopping Plaza. Southbound on Route 7 & 20 near Pittsfield/Lenox Town Line. These two locations are the major commercial hubs in Berkshire County. Adding these two stops will allow the riders of Route 999 to get to work without having to come to Pittsfield Intermodal Center, connect to Route 1 and 2, and backtrack to their destination. With the proposed service reduction for Routes 1 and 2, it is vital that these two commercial hubs are connected by Route 999.
- BRTA's proposed service reduction on Routes 1 and 2 to every two hours should be limited to a short-term reduction. As BRTA addresses driver shortages and recruits more drivers, BRTA should consider reinstating the service cuts. Route 1, which has the highest ridership, connects the communities North, from Pittsfield to North Adams. Route 2, which has the third-highest ridership, connects the communities South, from Pittsfield to Lee. These two Routes serve as the regional spine. We appreciate BRTA Administrator Lambert's comments at the public meetings that these service cuts are temporary and BRTA will reevaluate the Routes in six months. She is hopeful that BRTA will be able to recruit more drivers.

- BRPC appreciates Administrator Lambert's response and willingness to work with the BCC students and staff to identify the best transportation solutions after hearing their testimonies at the February 26 public meeting.
- BRPC recognizes the BRTA's efforts on the pilot Link 413 intercity regional connection with PVRTA and FRTA, which took more than two years to implement after the RTAs secured the funding from the MassDOT Innovation grant. We hope this pilot is successful and that we have a permanent intercity connection in Western Massachusetts. Two BRPC staff members who are using the Link 413 service to commute to work are grateful for this opportunity.
- BRPC supports BRTA's ongoing efforts to explore technology/coordination software to implement microtransit services and expand BRTA's service beyond Fixed Routes. Microtransit is an on-demand shared-ride transportation that allows customers to book rides instantly, like Uber or Lyft. Microtransit efficiently provides the most-needed public transportation in rural communities with low ridership. Microtransit could replace low-ridership fixed routes with on-demand service. For this service to be successful, it should be flexible, convenient to book, and affordable.

Expanding microtransit service is a regional priority for Berkshire County. BRPC will collaborate with BRTA to identify grants to implement the recommendations of a recently completed feasibility study conducted by BRPC in partnership with BRTA.

BRPC Staff appreciates the opportunity to provide comments on this matter and to continue working with BRTA to improve transit service in Berkshire County.

Yours truly,



Thomas Matuszko
Executive Director

“Cultivate the habit of being grateful for every good thing that comes to you, and give thanks...”

Ralph Waldo Emerson

Berkshire Regional Planning Commission (BRPC)

1 Fenn Street, Suite 201

Pittsfield, MA 01201

Re: SJC Case -13721 (496 Mass. 450, 2025)

February 4th, 2026

Dear Executive Director Tom Matuszko, Chair Malcom Fick, and the members of the BRPC Executive Committee,

We wish to express our most sincere gratitude for the extremely thoughtful, knowledgeable, and invaluable support you lent to the April 2025 Town of North Andover amicus brief filed in the effort to uphold long-established Massachusetts county road discontinuance law, its county and municipal practice, and its recordation. As amicus, you were not alone in supporting the reversal of the *Concord v. Rasmussen et al (2022)* Land Court decision. The North Andover amicus brief was also joined by Barnstable County, Plymouth County, the Franklin Regional Council of Governments (FRCOG), and the Central Massachusetts Regional Planning Commission (CMRPC). Additional amicus briefs, also in support of reversal, were submitted by the Massachusetts Real Estate Bar Association (REBA), the Abstract Club, the Massachusetts Association of Surveyors and Civil Engineers (MALSCE) and property owners throughout the Commonwealth.

Despite the significant support for reversal, on August 15th, 2025, the SJC issued a decision affirming the lower court ruling that Town-petitioned County Commissioner discontinuances of public ways (utilizing c. 82 § 32A 1924-1983) were not “discontinuances of the ways as public” but, instead, were ‘merely’ “discontinuances of maintenance.” This ruling failed to address the indisputable fact that the 1924 historic statute was explicitly titled, engrossed, enrolled, and annotated by the legislature, and signed by the Governor, as: “**The Discontinuance of Certain Ways as Public Ways.**” As a result of this recent ruling, these old, discontinued ways -- long ago privatized, built over, flooded, redeveloped, conserved, rewilded, and/or removed from deeds and parcel maps -- are now, retroactively, right-of-way easements for the public at large. This unprecedented decision leaves counties, municipalities, and private landowners vulnerable to potential maintenance obligations, liability, and litigation. In addition, land surveyors and engineers, who must certify the accuracy of the plans they draw and submit, are also placed in a precarious position of liability for omissions -- given that current deeds and former plans, a surveyor relies upon, may not indicate the existence of a discontinued way -- as so many of these ways have been obliterated and removed from records over the past hundred years (and the required look-back period for title examination is only fifty years).

As the appellant landowners, we believe this decision conflicts with established canons of statutory interpretation, standing Massachusetts statutory law, and foundational constitutional tenets. Former Supreme Court Justice Stephen Breyer wrote, in his *Reading the Constitution* (2024), that when faced with interpreting meaning, purpose, and practicality of a historic statute, the U.S. Supreme Judicial Court has held that “Long settled and established practice is a consideration of great weight in a proper interpretation of constitutional provisions.” When speaking with Justice Breyer recently, he stated that the interpretation of state laws should follow the same common-sense guidelines and consideration.

The amici submissions to the SJC evidenced an unequivocal *statewide* consistency of the statutory understanding, administration, and legal recording of County Commissioner

discontinuance adjudications from 1924-1983 by the counties, towns, property owners, surveyors, and state and federal agencies. The amicus briefs submitted by North Andover, REBA, the Abstract Club, and MALSCE all underscored how disruptive such an unprecedented retroactive ruling would be to the MA title examination system, land surveying, property rights, and county and municipal obligations and liability.

This recent court decision contradicts plain statutory text in numerous chapters of M.G.L., the historic and uniform standards of governmental and professional practice throughout the Commonwealth, and countless federal, state, and private property deeds. Given this new contradiction between statutory law and caselaw, it appears legislative clarification of M.G.L. Chapter 82 (*The laying out, alteration, relocation, and discontinuance of public ways and specific repairs thereon*) is clearly needed.

For hundreds of years, a county or municipal *discontinuance of a public way* has been defined uniformly in Massachusetts and throughout New England: "...if the way be discontinued, he [the owner] shall hold the land free from the encumbrance." Perley vs. Chandler, 6 Mass. 454, 455 (1810). We trust the key objective for our courts is to fairly, accurately, and equitably interpret and apply the text of statutory law, not to make new law.

Once again, we wholeheartedly wish to thank you for your kind generosity of time and expertise. We look forward to the amicus partnership growing with the addition of other concerned planning commissions, counties, municipalities, and property owners. Together, such a strong, statewide coalition will be successful in seeking the necessary legislative clarity regarding Massachusetts roadway establishment, abandonment, and discontinuance law.

Wishing you all the very best.

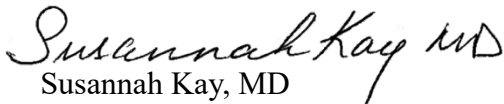
Most sincerely,



Anna Winter Rasmussen



Neil Rasmussen



Susannah Kay, MD



Brooks S. Read



Leslee W. Robb



Russell Robb II

Cc: Gwen Nolan King, Esq. and Town Counsel Christine P. O'Connor, Town of North Andover

Dear Berkshire Regional Planning Commission:

I am an entrepreneurial, outgoing, and highly self-motivated planning leader with 17 years of experience spanning government, the private sector, non-profits, and consulting. My career has equipped me with broad expertise in planning, talent and budget management, and coalition-building across agencies and stakeholders. I am known for my curiosity, adaptability, and ability to deliver results in both resource-rich and resource-scarce environments. My communication, writing, and storytelling skills enable me to inspire communities and stakeholders.

A common theme throughout my career is building support and leveraging relationships to complete cross-jurisdictional collaborative projects, often on property my organization does not own or control but can influence. I excel at presenting to the public, briefing elected officials, and working out fine details with technical experts to implement projects. I have readily played the role of convener, facilitator, and negotiator both inside my organization and with external decisionmakers, working toward balanced outcomes that satisfy all parties. This is exemplified by my role at the Cambridge Redevelopment Authority, where I collaborated with multiple city departments and the MBTA to enhance the experiences of bus riders, bicyclists, and pedestrians in two projects that required all of these professional characteristics to achieve outcomes desired by all parties. Additionally, I have used these qualities to execute multiple open space plans, from Beacon Park and Michigan Central in Detroit to Grand Junction Park in Cambridge, and multiple trails in Tysons.

In all my positions, I have been the key connection for policymakers, developers, contractors, anchor institutions, retailers, non-profits, and advocacy groups—asking the right questions and learning stakeholders' challenges and needs to build trust and relationships. I take pride in my ability to quickly get up to speed on new topics, recognize patterns of interaction, and draw connections across different parties. This is exemplified by the adoption of the Infill Development Concept Plan for Kendall Square in Cambridge, which enabled the construction of millions of square feet of mixed-use residential, lab, retail, and office space. My expertise in placemaking, zoning, stakeholder engagement, and real estate development was critical in balancing the priorities of the master developer, city council, community benefits, and market needs.

I also excel at administration with an eye toward quality, efficiency, and effectiveness. I enjoy mentoring and guiding team members so they share in the successes of the organization and see their contributions to the communities they serve. At DTE, CRA, Ford, and TCA, I managed and mentored staff with diverse backgrounds and skill sets, resulting in positive feedback and successful outcomes. At the TCA, my strengths-based leadership and culture-building model emphasizes continuous improvement. The results are evident, with staff now thriving and becoming key assets to the Tysons community overall. This success is a result of the integration of everyone's efforts through the unified workplan I authored for my departments, which aligns outcomes with what was envisioned in the enabling MOU for the TCA.

I also bring a long personal connection to the region: I worked at BRPC as a traffic counting intern in 2006 and grew up in Albany, where I had the opportunity to thoroughly enjoy the natural and cultural abundance of the Berkshires. This history gives me both professional familiarity with, and deep personal affection for, the communities BRPC serves. Additionally, my partner is accepting a job near Albany, and we want to be closer to aging parents. The Executive Director role at BRPC represents a rare chance to lead a respected regional planning agency in a place I know and love, bringing both professional expertise and personal commitment to BRPC's work.

I look forward to discussing this opportunity further.


Jason Zogg

Profile

A curious self-starter, who enjoys solving complex problems with insights from public, private, non-profit and consulting sectors. Adept at rapidly embedding within established organizations, learning quickly, connecting, convening and facilitating. I build relationships, coalitions and consensus. I am a systems thinker and an implementer.

Professional Experience

Tysons Community Alliance – Vice President of Transportation and Placemaking **2024 - Present**

Direct a team overseeing a multimillion-dollar budget to execute a strategic vision for the Tysons district, transforming it from its uncompetitive sprawling 1970s/1980s form into a vibrant urban and cultural hub.

• *Leadership and Management*

- Combined two departments' work and staffing plans to execute improvement projects and planning initiatives ensuring alignment with outcomes detailed in the Tysons Comprehensive Plan
- Crafted new policies and an employee manual as key member of the senior leadership team
- Recruited new talent and focused on retention through career mentorship and promotion
- Managed the design and build-out of TCA's new \$650,000 office in street-level retail space

• *Key Responsibilities, Project Milestones, and Accomplishments*

- Secured two grants valued at \$1.2M, + \$125,000 from project sponsorships and in-kind services
- Liaised with regional transportation partners including the MPO and mode-specific agencies
- Streamlined compliance for commercial and residential developers with regulatory commitments on transportation demand management by assembling standardized best practices
- Negotiated a complex arrangement with 3 property owners to make a \$100,000 investment in a privately owned portion of a public trail system that had fallen into disrepair
- Implemented a rapid roll out of a district-wide bicycle and pedestrian trail wayfinding sign system
- Partnered with Fairfax County Departments of Planning and Transportation to take ownership of a signature urban multi-modal path project called the Tysons Community Circuit
- Established a new relationship with the Virginia Department of Transportation to advance district-wide beautification, enhancements to bicycle and pedestrian infrastructure not previously embraced, gaining positive press attention and Board of Supervisors support

Georgetown Heritage / Georgetown BID – Director of Planning, Design, Construction **2023 - 2024**

Directed the planning, design, and construction of a visionary reimagining of Georgetown's segment of the C&O Canal National Historical Park (NHP).

• *Leadership and Management*

- Led a comprehensive strategic planning process to bring the organization into its second decade, including refinement of the organizational chart, financial plan, board diversity, operational efficiency, and mission enhancement
- Developed a comprehensive implementation and funding strategy for the marquee canal plan project with a 10-year milestone schedule approved by the board of directors
- Reinvigorated the organization's relationship with the National Park Service including executive leadership at Superintendent and Regional Director level
- Led the organization's response to our canal boat grounding emergency during a drought

• *Key Responsibilities, Project Milestones, and Accomplishments*

- Secured \$2.8M from the DC City Council to implement the first phase of the canal plan
- Executed a \$235,000 engineering contract for pre-design and exploratory excavations
- Developed the co-design processes to govern future phases of design work in collaboration with NPS, DC government, and stakeholders
- Re-opened the existing Georgetown Visitor Center for the C&O Canal NHP after 10-year closure
- Visioned the planning/design approach and prepared the business plan for a new visitor center and secured \$625,000 from the DC City Council to advance the plan

Ford Motor Company – Planning, Urban Design, Public Realm & Transportation Manager **2019 - 2022**

Key advisor to an executive team composed of automaker professional backgrounds on Ford's intention to make a legacy investment in a treasured icon, Michigan Central Station, and transform surrounding neighborhood into a mobility innovation district.

- **Leadership and Management**
 - Proposed the mobility-focused innovation district strategy and redevelopment business model that focused the strategy of the \$1B Michigan Central Redevelopment project
 - Assembled stakeholders including businesses, community members, and government officials to create a transparent, collaborative, and inspired vision for ensuring the redevelopment model enhanced the neighborhood while preserving valued character, and the residential/business mix
 - Led the land survey, zoning, permitting and approval processes with Detroit city departments
 - Planned for \$200M of public realm improvements with support of consultants valued at \$15M
 - Recruited, hired, managed, and mentored planning staff
- **Key Responsibilities, Project Milestones, and Accomplishments**
 - Guided the creation of the district master plan and urban design framework to include new streets, public open spaces, and millions of square feet of housing, hotel, office, retail, and lab/fabrication innovation space
 - Managed the design and programming of all 14 acres of privately owned public space on Ford land as well as their integration with adjacent publicly owned parks and multi-use trails
 - Led the storm water and environmental sustainability approach for the development
 - Advised the efforts to support the formation of a BID following completion of the project

Cambridge Redevelopment Authority (CRA) – Project Director

2014 - 2019

Inaugural member of a new team that built and executed CRA's new mission, restored public trust, started and managed strategic initiatives in areas such as real estate, urban design, transportation, sustainability, workforce development, and public art.

- **Leadership and Management**
 - Developed and administered new urban design guidelines and review processes
 - Created the annual staff work program: the Kendall Square Implementation Plan
 - Enhanced working relationships with the Board, Kendall Square Association, elected officials, retailers, real estate developers, City Council, municipal staff, community members, and the media
 - Supervised, trained, and mentored staff members, and contributed to the new personnel policies
- **Key Responsibilities, Project Milestones, and Accomplishments**
 - Collaborated with elected officials to adopt a major amendment to the Kendall Square Urban Renewal Plan and Article 14 of the Cambridge Zoning Ordinance
 - Completed the first new Infill Development Concept Plan, and negotiations with the developer on the land price and public benefits agreement for 1 million square feet of mixed use residential, retail, and office/lab space
 - Created a new annual micro-grant program which supports tactical urbanism projects that better the public realm by non-profits, community groups, and small businesses
 - Developed the MOU for the first transit benefit fee program in the MBTA service territory working with city staff, MBTA, MassDOT, and private developer
 - Managed the design, construction, and operations of a \$750,000 park and separated bike path
 - Reinvented the CRA's annual transportation data report and contributed to the CRA annual report
 - Executed public outreach and created website and marketing content for key projects

DTE Energy – Lead Urban Planner / Major Enterprise Projects

2012 - 2014

First urban planner at one of the nation's largest utilities that advised senior executives on the highest and best use of large scale company investments in downtown Detroit to stabilize and transform the DTE's HQ neighborhood, becoming a model for anchor institutions around the city during Detroit's municipal bankruptcy.

- **Leadership and Management**
 - Shaped the strategic approach to redevelopment of corporate owned land next to HQ in downtown Detroit with corporate leadership including financing and implementation strategies
 - Collaborated closely with developers, land owners, and city and state agencies to break down implementation barriers and advance ideas for development and streetscape improvements
 - Managed and hired both professional consultant teams, junior staff, and interns for several signature projects
- **Key Responsibilities, Project Milestones, and Accomplishments**
 - Managed the \$10M / 1.7 acre land acquisition and redevelopment of an adjacent parcel into a signature park, renovation of a vacant historic building, and created the first district master plan

- Crafted and implemented an outreach process to engage stakeholders that cultivated a network of champions inside and outside DTE, facilitating a public-private coalition to advance development
- Implemented a company bicycle share to support employees leaving the HQ and engaging with downtown Detroit retail and recreation opportunities during lunch and after work
- Liaised with SEMCOG (the MPO), the state and city DOT, the regional transit authority
- Developed comprehensive project scopes with for all projects' RFPs/RFQs

Prior positions in-brief (see [LinkedIn](#) for additional details)

- **Challenge Detroit / Innovation Consultant** – Detroit, MI **2012 - 2013**
- **VHB, Inc. / Sustainability, Transportation, and Aviation Planner** – Watertown, MA **2009 - 2011**

Professional Accreditation

- **LPM** | Leadership in Place Management | International Downtown Association | 2025
- **LEED AP** | Leadership in Energy and Environmental Design Accredited Professional | 2009

Selected Professional Organization Activities and Presentations

- **National Parks Conservation Association** | 2024-Present / Mid-Atlantic Regional Advisory Council
- **International Downtown Association** | Vice-Chair, 2018 Council on Future of Urban Transport
- **Detroit Regional Transit Authority** | 2013-2014 / Citizens Advisory Committee
- **Transportation Research Board (TRB)** | 2010-2014 / Member, Aviation Terminals Committee
- **American Planning Association (APA)** | 2009-2014 / Member, frequent conference presenter

Training

- **Lean Six Sigma Yellow Belt** | Project management and continuous improvement | DTE Energy | 2014
- **Engaging Leadership** | Intensive course on utilizing the Gallup StrengthsFinder system to be a measurably more engaging, effective leader | DTE Energy University | 2014
- **Transit 201** | a mini course covering the nuts and bolts of public transit implementation | 2013
- **Placemaking: Making it Happen** | Project for Public Spaces | 2013
- **Health Impact Assessments 101** | Health Resources in Action | 2011

Education

- **Real Estate Development Certificate** | Urban Land Institute (ULI), Washington, DC | 2016
- **Master in Regional Planning / Urban Transportation Focus** | University at Albany, SUNY | 2008
 - American Institute of Certified Planners - Outstanding Graduate Planning Student Award
- **Bachelor of Arts** | University at Albany, SUNY | 2007
 - Double Major in Urban Planning and Political Science/International Relations, Business Minor

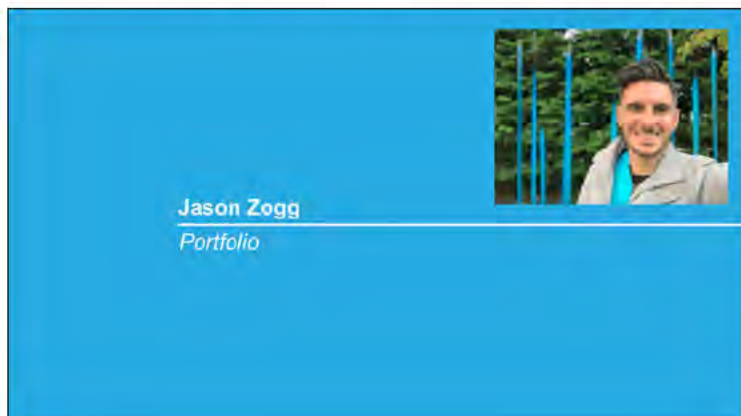
Visual Portfolio

The following links go to the same downloadable PDF of my visual portfolio (as of 2026). No password required. More details of each individual project in my visual portfolio can be discussed in an interview.

Dropbox: https://www.dropbox.com/scl/fi/zdagcc2onsd07slo709zt/JasonZogg_Portfolio_v2026update-reduced.pdf?rlkey=q00qgqeind7e5zffvepmqbez8&st=t2q4cp0i&dl=0

Google Drive:

https://drive.google.com/file/d/1_hbWenLoA71fMVfDkqMcWXhnOfJ5ZEpr/view?usp=sharing



Management Philosophy for Leading a Regional Planning Agency

A mentor recommended I put together my thoughts on my management philosophy as I started transitioning my career towards leadership positions. I articulated my philosophy via a series of infographics that are robust and visually oriented. Please click a link to view: ([google](#)) / ([dropbox](#)).

Leadership vs Management

My management philosophy draws a distinction between effective leadership and disciplined management. Leadership sets the vision, inspires collective action, and models the values that guide an organization. Management translates that vision into reliable and accountable systems/processes, clear roles, and measurable outcomes. A successful executive must do both—articulate a worthwhile work plan while building the organizational capacity to deliver it.

Lead with vision and transparency

Leadership means more than internal direction; it requires the ability to lead people, lead public audiences, and lead organizations. It requires a shared vision tied back to a clear aspiration, purpose and system of values. It requires the use of storytelling and data to make that vision and the results of our work concrete.

Manage across multiple dimensions

Management is multi-faceted: organizational management, people management, project management, and board management are all core competencies of a good leader. This requires alignment with organizational strategic goals, and tracking organizational progress and individual performance. It is the job of the executive to maximize and optimize the value we are providing to the communities we serve, and always finding the sweet spot for our role – what is the “but-for” work that no other entity would have (or could have) done, but resulted in an outcome everyone was looking for.

People-centered, strengths-based management

Effective people management starts with attracting and retaining top talent who take initiative. I align individual strengths and motivators with annual work plans and outcomes. I hire for curiosity, critical thinking, adaptability, then enable staff to do their best work by removing barriers, providing the right tools/resources, and investing in professional development. My default language is “we” not “I”—cultivating a culture of shared ownership and credit, mutual respect, trust, continuous improvement and learning.

Operational rigor, efficient systems and processes

I balance visionary goals with pragmatic systems: project charters, clear scopes of work, risk registers, rigorous work plan scheduling and budgeting with defined goal dates, and precise personal calendar management. These tools create predictability, facilitate decisions, reduce “analysis paralysis,” and increase efficiency and accountability. Work planning is an imprecise science, so I like to have backup plans that leave enough flexibility for pivoting and reacting to unplanned opportunities or challenges such as funding shifts, legislative changes, or emergent community needs.

Board partnership and public stewardship

Effective board management means preparing concise but well-illustrated and presented materials, offering clear options, and facilitating deliberations that respect differing perspectives. As the public face of the agency, I commit to accessible communication, thoughtful advocacy, and respectful engagement with elected officials and the media.

State of the practice and trends

It is critical to stay up to date on the state of the practice in planning as well as track major societal, economic, technological and climate trends at multiple scales – within the state, the northeast, or the nation so BRPC can predict and anticipate how the Berkshires will be impacted by a given trend and facilitate preparation. Anticipating, mitigating, and adapting to trends is about seeing signals through the noise, having the capacity and flexibility to address issues like demographic change, infrastructure needs, and climate impacts quickly with stakeholder and data-driven solutions.

In sum, my approach combines inspirational leadership with disciplined management, a strengths-based people strategy, operational systems that enable efficient delivery of our work plan, and a commitment to continuous improvement and learning. This blend will sustain and enhance a dynamic, trusted regional planning agency capable of advancing meaningful, lasting results for the Berkshires.

Laura Brennan

December 22, 2025

Berkshire Regional Planning Commission
Attn: Executive Director Search Committee
1 Fenn Street, Suite 201
Pittsfield, MA 01201

Dear search committee members,

Section 16 of MGL Chapter 40B provides a succinct description of the characteristics expected when selecting an executive director, who "shall be qualified by education, training and experience in economic development, regional and program planning, and community relations." I am proud to embody each of these and look forward to a discussion to explore them with you.

The executive director position description further articulates a wide range of responsibilities. These include knowledge of planning and governance trends, discernment of how these may affect Berkshire County, fidelity to the mission, vision, and values of BRPC while setting policy and developing strategies, clear-spoken composure as a representative of the agency, diplomacy with partner organizations and governmental agencies, as well as confidence in guiding a large and diverse staff. Thanks to the experience afforded by my role as Assistant Director, I am uniquely suited to assuming these responsibilities in a seamless transition.

Ample experience and sincere enthusiasm for the work of Berkshire Regional Planning Commission lead me to request your consideration of my resume and related materials for this role. I have successfully stewarded increasing responsibility within the regional planning agency for the last eight years, with several years of directly relevant experience just prior to that while employed at the state-designated Regional Economic Development Organization (REDO) and Regional Tourism Council (RTC) for Berkshire County, 1Berkshire.

I have secured a graduate certificate in Local Government Leadership and Management through Suffolk University in partnership with the Massachusetts Municipal Association (MMA), offering further insight into the needs and priorities of the municipalities we serve as well as the financial and performance management mechanisms applicable to public entities. This certificate sets the stage for me to continue pursuing a master's degree in public administration at Suffolk University or a similar program offering hybrid or fully remote classes.

I have extensive experience identifying, securing, and administering grants from both governmental and private sources. I participate in several regional and statewide committees, offering valuable exposure and insight into state agencies and the Massachusetts Association of Regional Planning Agencies (MARPA) operations and priorities. I am also well practiced at serving as a contact for members of the press and communicating frequently with members and staff of our state and federal delegations.

I am inspired by the many, varied, and meaningful ways Berkshire Regional Planning Commission serves the Berkshires and am enthusiastic about leading the agency as it continues to grow and evolve.

Sincerely,



Laura Brennan

Laura Brennan

www.linkedin.com/in/laura-brennan-275bb16/

My background includes extensive program and project management, fundraising & development, marketing & communications, and operations. Throughout my career, I have been recognized for improving program quality and procedural consistency. In each organization, I have been entrusted with increasing levels of responsibility and have navigated these steps successfully and with dedication.

Relevant Professional Experience:

Berkshire Regional Planning Commission

Assistant Director & Economic Development Program Manager July 2023 - Current

In addition to the responsibilities listed below, responsible for a broad range of agency communications, messaging, and visual identity and branding, including the BRPC website, public relations/press releases, social media accounts, branded documents and reports, and other collateral including the FY25 Annual Report. Supervise staff compiling monthly e-newsletters and led teams producing agency events such as 5th Thursday and the Annual Meeting. Support the executive director in representing the agency on several regional and statewide committees. Provide staff support to the Commission Development Committee and the CEDS Committee.

Continued strong leadership of the Economic Development program, including: co-creation of www.berkshiresoutside.org, a comprehensive, user-friendly online resource presenting hundreds of outdoor recreation access points throughout the Berkshires; oversight of the Berkshire Funding Focus initiative, with responsibility for fundraising and committee coordination, and frequent participation in complex group grant applications. Recently secured grants to conduct a county-wide buildout analysis and priority redevelopment sites strategy.

Economic Development Program Manager April 2021 – June 2023

Established a new program area devoted to economic development planning, overseeing a growing departmental staff and several interns. In addition to the responsibilities listed below, managed a 2.5-year CARES Act federal award for building economic resiliency and delivering economic recovery services to the region's municipalities, businesses, and non-profits. Secured Economic Development District (EDD) status for Berkshire County, a long sought-after designation recognizing regional coordination and collaboration and providing partial salary support for multiple BRPC staff. Provided staff support to the Regional Issues Committee and the CEDS Committee.

Senior Planner, Economic Development November 2017 – March 2021

Within the Community and Economic Development program area, served as the lead staff person for economic development planning which included working with individual municipalities on specific local goals and initiatives through a Shared Economic Development Planning service, as well as coordinating the Comprehensive Economic Development Strategy (CEDS) for Berkshire County according to the requirements of the federal Economic Development Administration (EDA). Provided staff support to the CEDS Committee.

1Berkshire Strategic Alliance

Director of Client Services, 1Berkshire (after merger) 2016 – 2017

Orchestrated the development of a comprehensive Client Services program to serve all former constituents of the merged Berkshire Visitors Bureau, Berkshire Chamber of Commerce, and Berkshire Creative. Marketed 1Berkshire opportunities and programs within the region, assisting with the merger alignment process and in-region communication strategies. Oversaw educational and leadership development programs and signature events, regular networking and member recognition opportunities.

Director of Member Services, Berkshire Visitors Bureau (prior to merger)**2013 - 2016**

Responsible for recruitment and retention of member businesses, maximizing the use of benefits by full membership roster. Oversight of customer service to participating businesses, delivery of member programs and initiatives including annual meetings, two annual online auctions, visitation programs, social media coaching, and professional development series. Participation in strategic planning and budget development.

Hancock Shaker Village**Director of Operations and Marketing****2011 - 2013**

In addition to the responsibilities listed below, responsible for the day-to-day oversight of the museum campus, coordinating all senior staff efforts to deliver public programming and directly overseeing the retail division. Also served as Acting Director late 2012 to early 2013.

Director of Marketing**2006 - 2011**

Responsible for all external communications, including supervising an advertising agency and public relations consultant, maintaining multiple websites, and designing collateral. Led staff producing all special events, including multi-day festivals, traveling educational seminar program, workshops, and other special events. Also responsible for all school and commercial group tour business development.

Member and Visitor Services Coordinator**2006**

Reporting to the Directors of Development and Marketing, maintained membership and donor database, promoted membership to on-site visitors and through on-site and direct mail solicitations, assisted with major events across departments.

Education:**Suffolk University – Sawyer Business School; Boston, MA/Massachusetts Municipal Assoc.**

Public Administration Program
 Graduate Certificate in Local Government Leadership & Management, 2025
 Earned an overall 98.83% average

Franklin and Marshall College; Lancaster, PA

Bachelor of Arts, 2000
 Major - History (concentration in US History); Minor - Religious Studies
 Awards: Dean's List, Hackman Fellowship

Current* and Previous Board/Committee Service and Community Involvement:

1Berkshire Foundation Board of Directors
 ArtWeek Berkshires co-chair*
 Berkshire Grit Alliance steering committee*
 Berkshire Initiative for Growth (BIG)
 Berkshire United Way
 Development Committee
 Berkshire United Way volunteer*
 Berkshire Visitors Bureau board member
 Berkshire Young Professionals
 Berkshire Leadership Program graduate, 2008

Habitat for Humanity volunteer
 Mill Town Foundation board member*
 Nonprofit Business Network Board,
 Berkshire Chamber of Commerce
 Networking & Recognition Committee,
 Berkshire Chamber of Commerce
 Pittsfield Tourism Commission member
 Red Tee Tournament volunteer*

Recent Conference Presentations:

Presenter/Panelist at One Cape Regional Conference, 2025
 Co-presenter at Southern New England APA Conference, 2024
 Guest Speaker at joint Southern Berkshire Chamber/Downtown Pittsfield, Inc. meeting, 2024
 Panelist & Planning Committee member at 1Berkshire Small Business Expo, 2023

Laura Brennan

Management Philosophy

“The way I would measure leadership is this: of the people that are working with me, how many wake up in the morning thinking that the company is theirs?” This quote from [David M. Kelley](#) resonates with me because I can find within it the three qualities I believe are most critical for effective management: a) an ongoing passion for improvement, b) sincerity and trustworthiness, and c) a strong connection to the shared values of the organization.

First, presuming this is spoken from the perspective of an owner or director, they imply that management bears responsibility for the creation of an atmosphere in which everyone feels both a sense of pride in and a sense of responsibility for the overall success of the organization.

These three qualities also build upon each other. A passion for improvement will stave off complacency and demonstrate that standards are high. Framed positively, it can inspire and motivate team members. Such actions should be paired with sincere verbal interactions that build trust. As trust increases, the alignment of internal goals and expectations, as well as outward messaging and brand building, becomes smoother and easier. All of this sets the stage for the third factor: embodying the shared values of the organization.

Kelley’s words reinforce an approach I have endeavored to embrace since first hearing it from management consultants while working at Hancock Shaker Village. John and Anita Durel of [Durel Consulting Partners](#) shared what they referred to as the “Strategic Job Description.” Although it is likely derived from an established text, I am not aware of the original source.

The core message was this:

- Your **first** responsibility (no matter your position) is to pursue the organization’s goals.
- Your **second** responsibility is to ensure the success of your coworkers.
- Your **third** and final responsibility is to perform the tasks of your own job.

This concept was reasonably easy to embrace, at least philosophically, within the realm of a mission-driven non-profit organization. None of us was there for high pay or a light workload, and a passion for the organization’s purpose was what drew us and kept us coming back.

After leaving the nonprofit world, adhering to the Strategic Job Description has required more intention and thought. The billable hours business model of regional planning agencies might be seen to encourage the exact opposite: *focus on your specific assignments; if you have extra capacity, support your peers; aim to do it all in service of the organizational mission.*

Thankfully, with support from our executive director and willing partners in our management team, I have been able to operate with an agency-wide mindset and be a part of several initiatives that have improved our communication, strengthened our brand, added efficiencies to our systems, solidified our policies and procedures, and increased the range of ways we support and serve the region. Despite the constraints we face, I am confident that our team will embrace bigger picture thinking that will enable forward momentum even as details threaten to bog down progress. This openness and enthusiasm for innovation will grow our collective adoption of the “Strategic Job Description” and allow BRPC to thrive.

BYLAWS

BERKSHIRE REGIONAL PLANNING COMMISSION

Revised January 20, 1972

Second Revision February 21, 1974

Third Revision May 21, 1981

Fourth Revision February 20, 1997

Fifth Revision September 18, 1997

Sixth Revision September 20, 2007

Seventh Revision – May 21, 2009

Eight Revision – November 21, 2013

Ninth Revision – July 16, 2015

Tenth Revision – May 16, 2019

Eleventh Revision – January 19, 2023

Twelfth Revision – January 18, 2024

Thirteenth Revision – November 21, 2024

Proposed Fourteenth Revision – March 2026

- A. Purpose, Powers and Duties of the Berkshire Regional Planning Commission
- A.1. The Berkshire Regional Planning Commission, hereafter referred to as the Commission, serves the cities and towns of Berkshire County and their common good through the provision of technical assistance, planning education, maintenance of a forum for the discussion of regional issues and the delivery of regional planning services. The Commission enables member cities and towns to jointly plan and promote, with the greatest efficiency and economy, the coordinated and orderly development of the area within its jurisdiction and the general welfare and prosperity of the citizens in accordance with Massachusetts General Laws (MGL) Chapter (c.) 40B, Section (§) 2. In addition, the Commission shall carry out such other functions and responsibilities specified in federal, state, and local laws, ordinances and regulations which do not conflict with the provisions of MGL c. 40B.
- A.2. All plans, resolutions and recommendations of the Commission that shall be adopted, added to, or changed, unless noted elsewhere in these by-laws, must be adopted or amended, as the case may be, by a majority vote at an official Commission meeting.
- A.3. The Commission shall make appointments to specified regional committees or authorities as required or requested by state, federal, regional or local entities.
- A.4. The Commission shall establish rules of procedure for its activities.
- A.5. The Commission may enter into contracts, purchase or lease office space, equipment or supplies and accept gifts and contributions.
- A.6. The Commission may employ staff, including an Executive Director, and experts to provide regional planning and other services.
- A.7. The Commission must adopt an annual budget showing all anticipated revenues and expenses for the coming fiscal year. Upon approval of the Executive Committee, the Treasurer may borrow in anticipation of revenues.

A.8. The Commission shall submit an annual report to the cities and towns within Berkshire County showing the status of its plans and programs.

B. Jurisdiction and Membership

B.1. Pursuant to MGL c. 40B, § 3, a planning district has been designated consisting of all of the cities and towns within Berkshire County. The planning district's jurisdiction is all of Berkshire County. Its cities and towns have all been admitted to membership in the planning district, whose governing body is the Berkshire Regional Planning Commission. The Commission consists of one member of the planning board of each member city and town, known as the delegate and an alternate designee, known as the alternate, to act in the delegate's absence.

B.2. The cities and towns admitted to membership in the planning district are:

Adams	Great Barrington	New Ashford	Savoy
Alford	Hancock	New Marlborough	Sheffield
Becket	Hinsdale	North Adams	Stockbridge
Cheshire	Lanesborough	Otis	Tyringham
Clarksburg	Lee	Peru	Washington
Dalton	Lenox	Pittsfield	W. Stockbridge
Egremont	Monterey	Richmond	Williamstown
Florida	Mount Washington	Sandisfield	Windsor

C. Election or Appointment of the Commission

C.1. The delegate from each member town or city shall be elected by its planning board or community development board annually, subsequent to town or city elections. The election of the delegate shall be certified to the Commission in writing by each local planning or community development board. If a planning or community development board fails to elect a delegate in any year, the previously named delegate shall continue to serve until a successor is elected as long as the delegate remains a member of the local planning or community development board.

C.2. Each town or city may also have an alternate, who may or may not be a planning board member, who shall be a resident of the city or town the designee represents and shall be appointed annually subsequent to city or town elections. The alternate shall be certified to the Commission by the Mayor in a city, confirmed by the council, or in a town by the ~~Selectmen~~Select Board, or Town Manager or Administrator when the town's charter authorizes such action, or in towns with a manager form of government by the Town Manager. The alternate may attend meetings of the Commission and shall assume the rights and duties of the delegate when the delegate is absent. ~~If a town or city fails to appoint an alternate in any year, the previously named alternate shall continue to serve until a successor is appointed, provided they remain a resident of the city or town.~~

Commented [TM1]: Adjustment for gender neutrality and clarification of alternate appointments

Commented [TM2]: Removes the requirement that an alternate must continue to serve as an alternate if no one else is appointed alternate.

C.3. If a delegate or alternate vacancy occurs during the year, the appointing board or official shall be notified and requested to fill the vacancy.

Commented [TM3]: Clarifies what the vacancy is referring to.

D. Commission Organization

D.1. At the first meeting after July 1, but to be held no later than August 31st, the Commission shall elect from among its membership a Chair, Vice Chair, Clerk, and

Treasurer. If any of these positions becomes vacant during the year, the Commission Development Committee shall propose a delegate or alternate replacement to be voted on at the next Commission meeting. ~~shall elect at its next meeting a delegate or alternate. If elected, that person will~~ to fill the position until the next annual election. To ensure continuity of operation, the Chair, Vice -Chair, Clerk, and Treasurer shall be eligible to continue to serve in that capacity, until the first meeting after July 1, even though they may no longer be the delegate or alternate, or be an elected member of a planning or community development board or have been appointed as an alternate by the city or town.

Commented [TM4]: Clarification regarding replacement in the event of an officer vacancy prior to the annual election cycle.

Commented [TM5]: Clarifies continuity of officers during the year end transition of officers.

- D.2. All meetings of the Commission and its committees are subject to the Open Meeting Law: MGL c. 39 § 23A. Regular meetings of the Commission shall be held at least six times annually. Special meetings may also be held at the call of the Chair or at the call of a majority of the membership. Notices of all meetings shall be distributed to all delegates and alternates at least five calendar days prior to all meetings.
- D.3. A quorum of the Commission shall consist of the duly named delegates or alternates from at least eight member cities and towns. Lack of a quorum shall not prevent the delegates or alternates at an officially called meeting from coming to order and discussing or passing a motion to continue said meeting to a later time.
- D.4. The Conflict of Interest Law, MGL c. 268A, prohibits delegates or alternates from participating in any official action affecting their own financial interests, from using their position to obtain unwarranted privilege, or from acting in a manner that would cause a reasonable person to conclude that they can be improperly influenced or that a person could unduly enjoy their favor in the performance of their duties. During any Commission discussion, if any delegate or alternate believes the Conflict of Interest Law applies to them, they are required to disqualify themselves from participation in the discussion and are required to leave the meeting room when the issue is under consideration.
- D.5. Each member city and town shall be accorded one vote to be cast by the delegate or, in the absence of the delegate, by the alternate. Decisions of the Commission shall be made by majority vote of those member cities and towns present and voting, with the exception of the adoption of a comprehensive plan of development. Adoption of a comprehensive plan of development shall be in accordance with MGL c. 40B § 5 and shall be by a majority vote of the delegates or alternates of the cities and towns which have been admitted to membership in the planning district.
- D.6. By a two-thirds vote of all of its member municipalities, the Commission shall vote annually to confirm the authorization of the Executive Committee to act in the name of and on behalf of the Commission. This authorization may be modified or terminated pursuant to MGL c. 40B § 4a.
- D.7. The Commission shall keep complete and accurate records of all official meetings in accordance with the Open Meeting Law and Public Records Laws, including meeting minutes. Copies of any adopted resolutions shall become part of the minutes. Minutes shall be prepared for review and adoption, or amendment and adoption, by the Commission at its next regular meeting. The approved minutes shall be kept at the Commission office and shall be a public record.
- D.8. The Commission may establish special and standing committees, which are empowered to make recommendations to the Executive Committee and the

Commission. The members of such committees and their duties shall be clearly defined and recorded in the minutes of the meeting when a committee is authorized. Each committee shall establish operating practices, keep minutes, and report their recommendations to the Commission or Executive Committee, as appropriate.

D.8.1 Each committee shall have a chair and may have a vice chair. Except for the Executive Committee, committee chairs and vice chairs shall be appointed by the Commission Chair and will be eligible to serve upon appointment, subject to approval by with such appointment to be ratified by the Commission at its next meeting, and shall serve for one year and whose term shall in a term coinciding with the election of the Commission Chair. Committee chairs and vice chairs of standing committees listed in these Bylaws shall be delegates or alternates. Committee chairs and vice chairs of special committees may be but are not required to be delegates or alternates. If a committee chair position becomes vacant, the committee vice chair shall assume the position of committee chair. If no vice chair exists, the Commission Chair or Executive Director may serve as interim chair until a new chair is appointed by the Commission Chair and approved by the Commission. Except for the Executive Committee, if there is no committee chair or vice chair at a committee meeting, the Commission Chair or Executive Director may serve as interim chair of that committee for that meeting. In the absence of a Commission Chair or Vice Chair at an Executive Committee or Commission the Clerk or Treasurer may chair the meeting.

D.8.2 Except for the Executive Committee, whoseto which at-large members are appointed solely by the Commission Chair, the Commission Chair, in consultation with the committee chair, shall appoint members to committees. Committee members shall serve for one year and whose term shall coincide in terms coinciding with the election of the Commission Chair. Non-Commission members may be appointed to any committee, except the Executive Committee, when their participation would enhance the activities of a particular committee. Such non-Commission members shall be full voting members of the committee to which they are appointed. Non-commission members shall not make up a majority of the membership of standing committees, unless this requirement is exempted by the Commission. The Commission may exempt the requirement to limit standing committee membership such that delegates and alternates must make a majority membership. Non-Commission members may make up a majority membership of special committees. To ensure continuity of operation, committee members shall be eligible to continue to serve in that capacity until the first meeting after July 1 when annual Commission elections occur even though they may no longer be an elected member of a planning or community development board or have been appointed as an alternate by the city or town.

The Commission may establish at any time special and standing committees, which are empowered to make recommendations to the Executive Committee and the Commission. The members of such committees and their duties shall be clearly defined and recorded in the minutes of the meeting at which such a committee is authorized. Each committee shall establish operating practices, keep minutes, and report their recommendations to the Commission or Executive Committee, as appropriate. Each committee shall have a chair, who shall be a delegate or alternate, appointed by the Commission Chair, subject to approval by the Commission, except that the Commission Chair shall serve as Executive Committee chair. To ensure continuity of committee operations, except for the Executive Committee, if a committee chair position becomes vacant, the committee vice chair shall assume the position of committee chair. If no vice chair exists, the Executive Director may serve as interim chair until a new chair is appointed and approved. The Commission Chair,

Commented [TM6]: Several clarifications regarding committees, including:

- Appointments and terms of committee chairs and vice-chairs and when they can assume that role;
- Committee continuity if there is no Chair, vice-chair either on the committee or at a committee meeting;

Commented [TM7]: Several clarifications regarding committee appointments, including:

- Appointments made by the Chair;
- Non-Commission member appointments
- Committee member terms

~~in consultation with the committee chair, shall appoint members of committees. Non-Commission members may be appointed to any committee, except the Executive Committee, when their participation would enhance the activities of a particular committee. Such non-Commission members shall be full voting members of the committee to which they are named, but they shall not make up a majority of the membership of any committee. The Commission may exempt this requirement. To ensure continuity of operation, committee members shall be eligible to continue to serve in that capacity until the first meeting after July 1 even though they may no longer be an elected member of a planning or community development board or have been appointed as an alternate by the city or town.~~

D.9. The Commission may appoint delegates or alternates ~~delegates~~, BRPC employees, or other persons at any time to special or standing boards, committees or commissions ~~or the like~~ not under the jurisdiction of the Commission. After the initial appointment, such appointments may be made annually or as needed by the Executive Committee and subject to ratification by the full Commission at its next meeting. The appointed member(s) of such boards, committees or commissions ~~or the like~~ and their respective duties shall be clearly defined and recorded in the minutes of the meetings at which the Executive Committee and Commission approve such appointments. Each person so appointed shall provide a semi-annual written or oral report to the Commission on the board's, committee's, or commission's ~~or the like's~~ activities and actions taken. Each person so appointed shall also provide the Executive Director with a timely resignation notice, when necessary.

Commented [TM8]: Adds the word Board for Commission appointments

D.10. Standing Committees of the Commission

D.10.1 The Executive Committee shall consist of nine (9) members. The members shall include all elected officers of the Commission, the chairs of all standing committees, and, in order to have an odd number of members, up to three (3) member(s) at large. Member(s) at large are appointed annually by the Commission Chair, subject to the approval of the Commission. A quorum of the Executive Committee shall consist of a majority of its members. The Commission Chair shall serve as Executive Committee Chair. The Executive Director, or in their absence, the Assistant Director, or in the absence of both, a staff designee, of the Commission Chair, shall be an ex-officio non-voting member of the Executive Committee.

Commented [TM9]: Clarifies staff presence at Executive Committee meetings

The Executive Committee shall formulate general programs for the Commission, in accordance with specific needs, plans and goals of the Commission. The Executive Committee shall report its actions at the next Commission meeting for discussion.

The Executive Committee shall meet monthly, or more or less frequently as necessary, and shall have the authority to act on behalf of the Commission between scheduled Commission meetings, subject to annual authorization by a two thirds ballot vote of the Commission. All delegates and alternates shall be provided with a meeting notice and agenda of Executive Committee meetings at least five calendar days in advance of the meeting.

The Executive Committee shall have the following powers: disbursement of Commission funds based upon a warrant approved by the Executive Committee; borrowing funds in anticipation of revenue; authorizing signatory authority on checks; hearing and resolving personnel grievances;

establishing personnel policies; authorizing applications for federal, state and local aid and grants; seeking contributions; entering into contracts; approving comments on proposals of a regional or inter-community nature; approving submittal of comments for projects undergoing state or federal agency review; establishing policy for responding to requests for planning related technical assistance; authorizing planning services; and approving submittal of comments on legislation or regulations which affect the region or member municipalities.

D.10.2. The Commission Development Committee shall consist of at least four (4) members. It shall consider Commission education, membership, structure, and process, including periodic evaluation of the performance of the Commission. Periodically, the Committee shall also review the Commission's bylaws to determine whether amendments are needed to enhance the operations of the Commission.

~~A nominating subcommittee of the Committee~~The Commission Development Committee, comprised only of delegates and alternates and consisting of at least three members, shall serve as the nominating committee and shall recommend a slate of officer candidates for the next fiscal year. Such slate of candidates shall reflect the Commission's desire to rotate officers and be representative of all areas of the region. Such slate shall be provided to delegates and alternates at least 14 days prior to the first meeting after July 1.

Commented [TM10]: Specifies the Commission Development Committee shall serve as the Nominating Committee instead of two committees.

D.10.3. The Environmental Review Committee shall consist of at least five (5) members. It shall review projects requiring state or federal environmental permits. It may review requests for funding assistance issued by state or federal agencies and local land use actions for potential regional impacts and compliance with adopted regional plans. The Committee shall advise the Commission or the Executive Committee regarding its recommendations and requested conditions.

D.10.4. The Finance Committee shall consist of at least four (4) members including the Commission Treasurer who shall serve as ~~Chair~~chair. It shall have oversight over the Commission's financial operations and shall review the annual audit. It shall recommend the per capita assessments for member cities and towns for the next fiscal year and present such recommendation to the Commission for approval no later than in February and shall recommend a full budget for the next fiscal year for Commission action prior to the beginning of the next fiscal year.

D.10.5. The Regional Issues Committee shall consist of at least five (5) members. It shall identify important regional issues or policies facing Berkshire County and provide recommendations to the Commission. It may also provide recommendations on proposed state or federal legislation or regulations and make recommendations to the Commission concerning requests from municipalities for policy or guidance on regional issues.

E. Duties of the Elected Officers of the Commission

E.1. The duties of the elected officers of the Commission are as follows:

E.1.1. The Chair shall preside at all meetings of the Commission and shall serve as Executive Committee Chair. The Chair shall serve as the Commission's voting representative to the Berkshire Metropolitan Planning Organization. The Chair shall appoint members at large to the Executive Committee and committee chairs. In consultation with the committee chairs, the Chair shall appoint the members of any special and standing committees. Except for the Executive Committee, where the Chair is a voting member, the Chair shall be an ex-officio, non-voting member of all other committees. Unless the Commission authorizes its Executive Director, or Assistant Director, to execute contracts and other legal documents or in the absence of an Executive Director and Assistant Director, the Chair may execute contracts and other legal documents.

Commented [TM11]: Clarifies the Chairs authority to sign contracts.

~~The Chair may execute contracts and other legal documents as authorized by and on behalf of the Commission, unless the Commission authorizes its Executive Director to execute said documents on its behalf.~~

E.1.2. The Vice Chair shall assume the responsibilities of the Chair in the Chair's absence, with the exception of acting as the representative to the Berkshire Metropolitan Planning Organization, unless otherwise designated. If the position of Chair becomes vacant, the Vice Chair shall act as the Chair in all matters until the position is filled as set forth in Section D.1 of these Bylaws.

E.1.3. The Clerk shall call the roll and record the attendance of delegates and alternates at Commission meetings. The Clerk shall authenticate, when necessary, acts, orders, and proceedings of the Commission.

E.1.4. The Treasurer shall be the Chair of the Finance Committee. The Treasurer's duties shall include keeping the Commission's financial records with appropriate assistance from the staff and being responsible for all financial affairs of the Commission in accordance with the requirements of MGL c. 40B. The Treasurer shall make an annual report to the Commission as soon as possible after the close of the fiscal year and at such other times as the Commission may request. The Treasurer shall give a bond for the faithful performance of their duties as surety in such sums and upon such conditions as the Commission may require with a surety company authorized to transact business in the Commonwealth. The Commission shall pay for the cost of the bond.

E.1.5. The elected officers shall serve ex-officio as members of the board of directors of the affiliated non-profit corporation.

F. Employment and Duties of Executive Director and Assistant Director

F.1. The Commission shall employ an Executive Director. The Executive Director shall serve as the Chief Administrative Officer of the Commission and is responsible for the administration and direction of the Commission staff, its activities and work programs. The Executive Director is accountable to the Executive Committee and Commission and shall perform their duties under policies established by the Commission in conformance with applicable laws and statutes.

F.2 The Executive Director is responsible for hiring technical and clerical staff, as authorized by the Commission, and for related personnel management and administrative actions. The Executive Director may execute contracts and other legal documents as authorized by and on behalf of the Commission. A written description of the responsibilities of the position of the Executive Director shall be prepared by the Executive Committee. At least every five years the position description shall be reviewed and as necessary updated jointly by the Executive Committee and the Executive Director. In consultation with the Executive Director, the duties of the Executive Director may be modified by the Commission upon a majority vote of those voting at a regularly scheduled Commission meeting. On an annual basis, the Executive Director shall prepare a review of their accomplishments for the preceding year and goals for the upcoming years as part of their performance evaluation by the Executive Committee.

F.3 The Executive Director shall serve ex officio as a member of the board of directors of the affiliated non-profit corporation.

F.4 The ~~Executive Director~~Commission may ~~hire~~employ an Assistant Director, whose duties will be developed by the Executive Director. When authorized by the Executive Director, the Assistant Director shall assume the responsibilities of the Executive Director. If the Executive Director ~~isn~~ is unable to fulfill their duties due to medical reasons or other reasons as determined by the Commission Chair and approved subsequently by the Executive Committee, or the Executive Director position becomes vacant, the Assistant Director shall serve as Interim Director until the position is filled through the normal hiring practice of posting the position and reviewing applicants.

Commented [TM12]: Clarifies the Executive Director's responsibility hiring and Assistant Director.

G. Amendments of the Bylaws

G.1. These bylaws may be amended at any meeting of the Commission by a two-thirds vote of those voting provided that a copy of the proposed amendment(s), and meeting notice of such action has been sent to all Commission delegates, alternates, and chief executive officials of member municipalities at least one week prior to such meeting.

G.2. In addition to an amendment(s) proposed by the Commission Development Committee, at a full Commission meeting, any delegate or, in their absence, alternate may propose an amendment, in writing, be placed on the agenda at the next full Commission meeting for discussion. Such proposed amendment, provided it receives endorsement by at least one quarter of those voting at the meeting at which it is discussed, shall be provided to each delegate, alternate and chief elected officials of member municipalities at least one week prior to the next full Commission meeting at which time members may vote on its adoption.

BYLAWS
BERKSHIRE REGIONAL PLANNING COMMISSION

Revised January 20, 1972
Second Revision February 21, 1974
Third Revision May 21, 1981
Fourth Revision February 20, 1997
Fifth Revision September 18, 1997
Sixth Revision September 20, 2007
Seventh Revision – May 21, 2009
Eight Revision – November 21, 2013
Ninth Revision – July 16, 2015
Tenth Revision – May 16, 2019
Eleventh Revision – January 19, 2023
Twelfth Revision – January 18, 2024
Thirteenth Revision – November 21, 2024
Proposed Fourteenth Revision – March 2026

A. Purpose, Powers and Duties of the Berkshire Regional Planning Commission

- A.1. The Berkshire Regional Planning Commission, hereafter referred to as the Commission, serves the cities and towns of Berkshire County and their common good through the provision of technical assistance, planning education, maintenance of a forum for the discussion of regional issues and the delivery of regional planning services. The Commission enables member cities and towns to jointly plan and promote, with the greatest efficiency and economy, the coordinated and orderly development of the area within its jurisdiction and the general welfare and prosperity of the citizens in accordance with Massachusetts General Laws (MGL) Chapter (c.) 40B, Section (§) 2. In addition, the Commission shall carry out such other functions and responsibilities specified in federal, state, and local laws, ordinances and regulations which do not conflict with the provisions of MGL c. 40B.
- A.2. All plans, resolutions and recommendations of the Commission that shall be adopted, added to, or changed, unless noted elsewhere in these by-laws, must be adopted or amended, as the case may be, by a majority vote at an official Commission meeting.
- A.3. The Commission shall make appointments to specified regional committees or authorities as required or requested by state, federal, regional or local entities.
- A.4. The Commission shall establish rules of procedure for its activities.
- A.5. The Commission may enter into contracts, purchase or lease office space, equipment or supplies and accept gifts and contributions.
- A.6. The Commission may employ staff, including an Executive Director, and experts to provide regional planning and other services.
- A.7. The Commission must adopt an annual budget showing all anticipated revenues and expenses for the coming fiscal year. Upon approval of the Executive Committee, the Treasurer may borrow in anticipation of revenues.
- A.8. The Commission shall submit an annual report to the cities and towns within Berkshire County showing the status of its plans and programs.

B. Jurisdiction and Membership

B.1. Pursuant to MGLc. 40B, § 3, a planning district has been designated consisting of all of the cities and towns within Berkshire County. The planning district's jurisdiction is all of Berkshire County. Its cities and towns have all been admitted to membership in the planning district, whose governing body is the Berkshire Regional Planning Commission. The Commission consists of one member of the planning board of each member city and town, known as the delegate and an alternate designee, known as the alternate, to act in the delegate's absence.

B.2. The cities and towns admitted to membership in the planning district are:

Adams	Great Barrington	New Ashford	Savoy
Alford	Hancock	New Marlborough	Sheffield
Becket	Hinsdale	North Adams	Stockbridge
Cheshire	Lanesborough	Otis	Tyringham
Clarksburg	Lee	Peru	Washington
Dalton	Lenox	Pittsfield	W. Stockbridge
Egremont	Monterey	Richmond	Williamstown
Florida	Mount Washington	Sandisfield	Windsor

C. Election or Appointment of the Commission

C.1 The delegate from each member town or city shall be elected by its planning board or community development board annually, subsequent to town or city elections. The election of the delegate shall be certified to the Commission in writing by each local planning or community development board. If a planning or community development board fails to elect a delegate in any year, the previously named delegate shall continue to serve until a successor is elected as long as the delegate remains a member of the local planning or community development board.

C.2. Each town or city may also have an alternate, who may or may not be a planning board member, who shall be a resident of the city or town the designee represents and shall be appointed annually subsequent to city or town elections. The alternate shall be certified to the Commission by the Mayor in a city, confirmed by the council, or in a town by the Select Board, or Town Manager or Administrator when the town's charter authorizes such action. The alternate may attend meetings of the Commission and shall assume the rights and duties of the delegate when the delegate is absent.

C.3. If a delegate or alternate vacancy occurs during the year, the appointing board or official shall be notified and requested to fill the vacancy.

D. Commission Organization

D.1. At the first meeting after July 1, but to be held no later than August 31st, the Commission shall elect from among its membership a Chair, Vice Chair, Clerk, and Treasurer. If any of these positions becomes vacant during the year, the Commission Development Committee shall propose a delegate or alternate replacement to be voted on at the next Commission meeting. If elected, that person will fill the position until the next annual election. To ensure continuity of operation, the Chair, Vice Chair, Clerk, and Treasurer shall be eligible to continue to serve in that capacity, until the first meeting after July 1, even though they may no longer be the delegate or alternate, or be an elected member of a planning or community development board or have been appointed as an alternate by the city or town.

- D.2. All meetings of the Commission and its committees are subject to the Open Meeting Law: MGL c. 39 § 23A. Regular meetings of the Commission shall be held at least six times annually. Special meetings may also be held at the call of the Chair or at the call of a majority of the membership. Notices of all meetings shall be distributed to all delegates and alternates at least five calendar days prior to all meetings.
- D.3. A quorum of the Commission shall consist of the duly named delegates or alternates from at least eight member cities and towns. Lack of a quorum shall not prevent the delegates or alternates at an officially called meeting from coming to order and discussing or passing a motion to continue said meeting to a later time.
- D.4. The Conflict of Interest Law, MGL c. 268A, prohibits delegates or alternates from participating in any official action affecting their own financial interests, from using their position to obtain unwarranted privilege, or from acting in a manner that would cause a reasonable person to conclude that they can be improperly influenced or that a person could unduly enjoy their favor in the performance of their duties. During any Commission discussion, if any delegate or alternate believes the Conflict of Interest Law applies to them, they are required to disqualify themselves from participation in the discussion and are required to leave the meeting room when the issue is under consideration.
- D.5. Each member city and town shall be accorded one vote to be cast by the delegate or, in the absence of the delegate, by the alternate. Decisions of the Commission shall be made by majority vote of those member cities and towns present and voting, with the exception of the adoption of a comprehensive plan of development. Adoption of a comprehensive plan of development shall be in accordance with MGL c. 40B § 5 and shall be by a majority vote of the delegates or alternates of the cities and towns which have been admitted to membership in the planning district.
- D.6. By a two-thirds vote of all of its member municipalities, the Commission shall vote annually to confirm the authorization of the Executive Committee to act in the name of and on behalf of the Commission. This authorization may be modified or terminated pursuant to MGL c. 40B § 4a.
- D.7. The Commission shall keep complete and accurate records of all official meetings in accordance with the Open Meeting Law and Public Records Laws, including meeting minutes. Copies of any adopted resolutions shall become part of the minutes. Minutes shall be prepared for review and adoption, or amendment and adoption, by the Commission at its next regular meeting. The approved minutes shall be kept at the Commission office and shall be a public record.
- D.8. The Commission may establish special and standing committees, which are empowered to make recommendations to the Executive Committee and the Commission. The members of such committees and their duties shall be clearly defined and recorded in the minutes of the meeting when a committee is authorized. Each committee shall establish operating practices, keep minutes, and report their recommendations to the Commission or Executive Committee, as appropriate.
- D.8.1 Each committee shall have a chair and may have a vice chair. Except for the Executive Committee, committee chairs and vice chairs shall be appointed by the Commission Chair and will be eligible to serve upon appointment, with such appointment to be ratified by the Commission at its next meeting, and shall serve for one year in a term coinciding with the election of the Commission Chair. Committee chairs and vice chairs of standing committees listed in these Bylaws shall be delegates or alternates.

Committee chairs and vice chairs of special committees may be but are not required to be delegates or alternates. If a committee chair position becomes vacant, the committee vice chair shall assume the position of committee chair. If no vice chair exists, the Commission Chair or Executive Director may serve as interim chair until a new chair is appointed by the Commission Chair and approved by the Commission. Except for the Executive Committee, if there is no committee chair or vice chair at a committee meeting, the Commission Chair or Executive Director may serve as interim chair of that committee for that meeting. In the absence of a Commission Chair or Vice Chair at an Executive Committee or Commission the Clerk or Treasurer may chair the meeting.

- D.8.2 Except for the Executive Committee, to which at-large members are appointed solely by the Commission Chair, the Commission Chair, in consultation with the committee chair, shall appoint members to committees. Committee members shall serve for one year in terms coinciding with the election of the Commission Chair. Non-Commission members may be appointed to any committee, except the Executive Committee, when their participation would enhance the activities of a particular committee. Such non-Commission members shall be full voting members of the committee to which they are appointed. Non-commission members shall not make up a majority of the membership of standing committees, unless this requirement is exempted by the Commission. The Commission may exempt the requirement to limit standing committee membership such that delegates and alternates must make a majority membership. Non-Commission members may make up a majority membership of special committees. To ensure continuity of operation, committee members shall be eligible to continue to serve in that capacity until the first meeting after July 1 when annual Commission elections occur even though they may no longer be an elected member of a planning or community development board or have been appointed as an alternate by the city or town.
- D.9. The Commission may appoint delegates or alternates, BRPC employees, or other persons at any time to special or standing boards, committees or commissions not under the jurisdiction of the Commission. After the initial appointment, such appointments may be made annually or as needed by the Executive Committee and subject to ratification by the full Commission at its next meeting. The appointed member(s) of such boards, committees or commissions and their respective duties shall be clearly defined and recorded in the minutes of the meetings at which the Executive Committee and Commission approve such appointments. Each person so appointed shall provide a semi-annual written or oral report to the Commission on the board's, committee's, or commission's activities and actions taken. Each person so appointed shall also provide the Executive Director with a timely resignation notice, when necessary.
- D.10. Standing Committees of the Commission
- D.10.1 The Executive Committee shall consist of nine (9) members. The members shall include all elected officers of the Commission, the chairs of all standing committees, and, in order to have an odd number of members, up to three (3) member(s) at large. Member(s) at large are appointed annually by the Commission Chair, subject to the approval of the Commission. A quorum of the Executive Committee shall consist of a majority of its members. The Commission Chair shall serve as Executive Committee Chair. The Executive Director, or in their absence, the Assistant Director, or in the absence of both, a staff designee of the Chair, shall be an ex-officio non-voting member of the Executive Committee.

The Executive Committee shall formulate general programs for the Commission, in accordance with specific needs, plans and goals of the Commission. The Executive Committee shall report its actions at the next Commission meeting for discussion.

The Executive Committee shall meet monthly, or more or less frequently as necessary, and shall have the authority to act on behalf of the Commission between scheduled Commission meetings, subject to annual authorization by a two thirds ballot vote of the Commission. All delegates and alternates shall be provided with a meeting notice and agenda of Executive Committee meetings at least five calendar days in advance of the meeting.

The Executive Committee shall have the following powers: disbursement of Commission funds based upon a warrant approved by the Executive Committee; borrowing funds in anticipation of revenue; authorizing signatory authority on checks; hearing and resolving personnel grievances; establishing personnel policies; authorizing applications for federal, state and local aid and grants; seeking contributions; entering into contracts; approving comments on proposals of a regional or inter-community nature; approving submittal of comments for projects undergoing state or federal agency review; establishing policy for responding to requests for planning related technical assistance; authorizing planning services; and approving submittal of comments on legislation or regulations which affect the region or member municipalities.

- D.10.2. The Commission Development Committee shall consist of at least four (4) members. It shall consider Commission education, membership, structure, and process, including periodic evaluation of the performance of the Commission. Periodically, the Committee shall also review the Commission's bylaws to determine whether amendments are needed to enhance the operations of the Commission.

The Commission Development Committee shall serve as the nominating committee and shall recommend a slate of officer candidates for the next fiscal year. Such slate of candidates shall reflect the Commission's desire to rotate officers and be representative of all areas of the region. Such slate shall be provided to delegates and alternates at least 14 days prior to the first meeting after July 1.

- D.10.3. The Environmental Review Committee shall consist of at least five (5) members. It shall review projects requiring state or federal environmental permits. It may review requests for funding assistance issued by state or federal agencies and local land use actions for potential regional impacts and compliance with adopted regional plans. The Committee shall advise the Commission or the Executive Committee regarding its recommendations and requested conditions.

- D.10.4. The Finance Committee shall consist of at least four (4) members including the Commission Treasurer who shall serve as chair. It shall have oversight over the Commission's financial operations and shall review the annual audit. It shall recommend the per capita assessments for member cities and towns for the next fiscal year and present such recommendation to the Commission for approval no later than in February and shall recommend a full budget for the next fiscal year for Commission action prior to the beginning of the next fiscal year.

D.10.5. The Regional Issues Committee shall consist of at least five (5) members. It shall identify important regional issues or policies facing Berkshire County and provide recommendations to the Commission. It may also provide recommendations on proposed state or federal legislation or regulations and make recommendations to the Commission concerning requests from municipalities for policy or guidance on regional issues.

E. Duties of the Elected Officers of the Commission

E.1. The duties of the elected officers of the Commission are as follows:

E.1.1. The Chair shall preside at all meetings of the Commission and shall serve as Executive Committee Chair. The Chair shall serve as the Commission's voting representative to the Berkshire Metropolitan Planning Organization. The Chair shall appoint members at large to the Executive Committee and committee chairs. In consultation with the committee chairs, the Chair shall appoint the members of any special and standing committees. Except for the Executive Committee, where the Chair is a voting member, the Chair shall be an ex-officio, non-voting member of all other committees. Unless the Commission authorizes its Executive Director, or Assistant Director, to execute contracts and other legal documents or in the absence of an Executive Director and Assistant Director, the Chair may execute contracts and other legal documents.

E.1.2. The Vice Chair shall assume the responsibilities of the Chair in the Chair's absence, with the exception of acting as the representative to the Berkshire Metropolitan Planning Organization, unless otherwise designated. If the position of Chair becomes vacant, the Vice Chair shall act as the Chair in all matters until the position is filled as set forth in Section D.1 of these Bylaws.

E.1.3. The Clerk shall call the roll and record the attendance of delegates and alternates at Commission meetings. The Clerk shall authenticate, when necessary, acts, orders, and proceedings of the Commission.

E.1.4. The Treasurer shall be the Chair of the Finance Committee. The Treasurer's duties shall include keeping the Commission's financial records with appropriate assistance from the staff and being responsible for all financial affairs of the Commission in accordance with the requirements of MGL c. 40B. The Treasurer shall make an annual report to the Commission as soon as possible after the close of the fiscal year and at such other times as the Commission may request. The Treasurer shall give a bond for the faithful performance of their duties as surety in such sums and upon such conditions as the Commission may require with a surety company authorized to transact business in the Commonwealth. The Commission shall pay for the cost of the bond.

E.1.5. The elected officers shall serve ex-officio as members of the board of directors of the affiliated non-profit corporation.

F. Employment and Duties of Executive Director and Assistant Director

F.1. The Commission shall employ an Executive Director. The Executive Director shall serve as the Chief Administrative Officer of the Commission and is responsible for the administration and direction of the Commission staff, its activities and work

programs. The Executive Director is accountable to the Executive Committee and Commission and shall perform their duties under policies established by the Commission in conformance with applicable laws and statutes.

- F.2 The Executive Director is responsible for hiring technical and clerical staff, as authorized by the Commission, and for related personnel management and administrative actions. The Executive Director may execute contracts and other legal documents as authorized by and on behalf of the Commission. A written description of the responsibilities of the position of the Executive Director shall be prepared by the Executive Committee. At least every five years the position description shall be reviewed and as necessary updated jointly by the Executive Committee and the Executive Director. In consultation with the Executive Director, the duties of the Executive Director may be modified by the Commission upon a majority vote of those voting at a regularly scheduled Commission meeting. On an annual basis, the Executive Director shall prepare a review of their accomplishments for the preceding year and goals for the upcoming years as part of their performance evaluation by the Executive Committee.
- F.3 The Executive Director shall serve ex officio as a member of the board of directors of the affiliated non-profit corporation.
- F.4 The Executive Director may hire an Assistant Director, whose duties will be developed by the Executive Director. When authorized by the Executive Director, the Assistant Director shall assume the responsibilities of the Executive Director. If the Executive Director is unable to fulfill their duties due to medical reasons or other reasons as determined by the Commission Chair and approved subsequently by the Executive Committee, or the Executive Director position becomes vacant, the Assistant Director shall serve as Interim Director until the position is filled through the normal hiring practice of posting the position and reviewing applicants.

G. Amendments of the Bylaws

- G.1. These bylaws may be amended at any meeting of the Commission by a two-thirds vote of those voting provided that a copy of the proposed amendment(s), and meeting notice of such action has been sent to all Commission delegates, alternates, and chief executive officials of member municipalities at least one week prior to such meeting.
- G.2 In addition to an amendment(s) proposed by the Commission Development Committee, at a full Commission meeting, any delegate or, in their absence, alternate may propose an amendment, in writing, be placed on the agenda at the next full Commission meeting for discussion. Such proposed amendment, provided it receives endorsement by at least one quarter of those voting at the meeting at which it is discussed, shall be provided to each delegate, alternate and chief elected officials of member municipalities at least one week prior to the next full Commission meeting at which time members may vote on its adoption.



MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: February 28, 2026

RE: January 2026 Assistance Activities

This report highlights technical assistance provided by BRPC staff for January 2026. 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
Lee	Assisted Lee Town Administrator on developing bikeshare grant application	Town of Lee
North Adams	Consulted Community Development Director on TIP projects and process	City of North Adams