



BRPC

Berkshire Regional Planning Commission

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MEETING NOTICE

There will be a meeting of the **EXECUTIVE COMMITTEE**
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Thursday, April 2, 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/84169503917?jst=1>

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 March 5, 2026*
- IV. Financial Reports and Discussion (4:05)
 - A. Vote to Approve the February 26, 2026 – March 26, 2026 Expenditures Report*
 - B. Report on Accounts Receivable – March 2026
 - C. Report on the Line of Credit – March 2026
- V. Open Comments from Berkshire Regional Planning Commission Delegates and Alternate Delegates, not to be further discussed at this meeting by the Executive Committee (4:10)
- VI. Items Requiring Action* (4:15)
 - A. Vote to Ratify the Submission of Five Grant Applications to the Executive Office of Energy and Environmental Affairs FY27 Planning Assistance Program via the Eco-One Stop Portal*
 - B. Vote to Ratify the Submission of Three Public Health Program Grant Applications to the Public Health Institute of Western MA, and the Massachusetts Community Health and Healthy Aging Funds (MACHHAF) Healthy Aging and Community Health Improvement Plan (CHIP) Funding Streams *
 - C. Vote to Approve the Submission of a Grant Application to the Mass. Broadband Institute for the Connected and Online Grant Program*
 - D. Vote to Authorize the Disposal or Offering to Municipalities of Surplus Equipment including 2 HP Docking Stations, 3 Four Drawer Filing Cabinets, 1 Executive Office Chair and 2 Drawer Filing Cabinets to be Offered to Municipalities and 1 Staples Shredder, 1 Brother MFC printer and 2 Executive Office Chairs to be disposed*
 - E. Vote to Establish BRPC Staff Salary Adjustments for FY 27, in the Face of a Possible Decline in Revenue due to Uncertainty from the Federal Administration by Foregoing the Typical 2 Year Review of Salary Ranges, Applying a Lump Sum Rather than a Percentage Market Condition Adjustment, Setting a Merit Based Increase Range from

0-3%, and Allowing those Employees at or Over the Top of the Range for their Position to Receive the Full Merit Increase. *

- F. Vote to Approve BRPC's Revised Professional Development Program* (4:35)
- VII. Committee Updates, Reports, and Discussion (4:35)
 - 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 (4:40)
 - A. Report on New Contracts / Agreements
 - B. Berkshires Tomorrow Inc. (BTI) Update
 - C. Staff Updates
 - D. Office Space
 - E. Seasonal Communities Advisory Council Update
 - F. Rural Policy Advisory Commission Update
 - G. Passenger Rail
 - H. Business Front Door Newsletter
 - I. 5th Thursday Networking & Educational Event
 - J. Technical Assistance Report
- IX. Old Business and Discussion (4:45)
 - A. Vote to Approve an Employment Agreement to Retain Laura Brennan as the Incoming Berkshire Regional Planning Commission Executive Director and Authorize the Commission Chair to Make a Formal Offer*
- X. New Business and Discussion (4:55)
 - A. Vote to Recommend Laura Brennan as the Berkshire Regional Planning Commission's member on the Rural Policy Advisory Commission*
 - B. Vote to Authorize Laura Brennan, as Executive Director, to be the Berkshire Regional Planning Commission's Authorized Signatory and Execute Contracts and Other Legal Documents*
 - C. Discussion about Topics for the May 21, 2026 Commission Meeting
- XI. Adjournment* (5:00)

* Items Requiring Action



**DRAFT Berkshire Regional Planning Commission
Executive Committee Minutes
Thursday, March 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 4:01pm. He stated that BRPC was recording the meeting and said that if anyone else wanted to record it, they needed to inform him. Breanne Steele from 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
Mark Smith, Environmental Review Committee Chair, Lenox Delegate
Kyle Hanlon, At-Large, North Adams Delegate-joined 4:05pm
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, Delegate, Becket
Breanne Steele, iBerkshires

Staff Present:

Tom Matuszko, Executive Director
Marianne Sniezek, Office Manager
Caitlin Davis, Office Administrator

III. Vote to Approve the Minutes of the Executive Committee meeting of February 5, 2026

Doug McNally motioned to approve the February 5, 2026 meeting minutes. Sheila Irvin seconded the motion.

Sheila Irvin commented that a correction needed to be made under the Seasonal Communities paragraph. The correction was that it should have stated 'residences on wheels,' not 'residents.'

With that correction, the motion passed with affirmative votes from: Malcolm Fick, Buck Donovan, Sheila Irvin, Mark Smith, Kyle Hanlon, Christine Rasmussen, Sam Haupt, Doug McNally, and Mary McGurn.

IV. Financial Reports and Discussion

A. Vote to Approve the January 29, 2026 – February 25, 2026, Expenditures Report

Doug McNally motioned to approve the **January 29, 2026 – February 25, 2026**, expenditures report. Sam Haupt seconded the motion.

Tom highlighted one payment BRPC made for the Into Light exhibit through the opioid prevention group, being held in North Adams at Hotel Downstreet later this month.

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 February 2026

There was one over 90 days payment received. Nothing was in jeopardy, just receiving payments had been slow. Admin staff have been using Sage Intact software to help with Program Managers manage their invoices.

C. Report on the Line of Credit – February 2026

New formatting happened this month with the new banking software from e-treasury, so the reports look slightly different.

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

Al Blake from Becket asked about when DLTA grants would be coming out. Tom mentioned that an email was sent out this week regarding the grants.

Al also commented that it was difficult to keep up with state legislation and regulations, that he wanted to hire a part time town planner or knew if anyone had a shared town planner. Tom mentioned that some towns did share planners and Mark Smith also added that there was a list serve about this. Al asked if there were any funding opportunities regarding this, but Tom confirmed there were not any currently, but maybe after the budget was in place.

Another comment from Al Blake was concerning a DLTA request he had put in for seasonal communities and energy storage system. This request was in a current holding pattern waiting for the model-by-law related to the energy storage systems. Al was informed the best contact at BRPC for this would be CJ Hoss.

VI. Items Requiring Action

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

The Executive Committee was 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.

Doug McNally moved to approve changes to BRPC's Salary and Performance Review Policy. Mary McGurn seconded the motion.

Tom clarified that the adjustments reflected the cost of living index and what types of yearly increases those should be. Last year the organization looked at the lowest staff member's salary and what their cost of living increase would be and then applied a lump sum payment to everyone else above that. That seemed the most progressive and flexible way to do that.

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

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 was 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.

Sam Haupt moved to approve the Submission of Four Grant Applications to the Executive Office of Environmental Affairs Municipal Vulnerability Preparedness (MVP) Grant Program. 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, Kyle Hanlon, Christine Rasmussen, Sam Haupt, Doug McNally, and Mary McGurn.

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

The Executive Committee was 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 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.

Doug McNally moved to approve the Submission of Two Grant Applications to MassCEC's EmPower Implementation Grant Program. Mark Smith seconded the motion.

Tom commented that the air quality monitoring project was hoping for an extension through the summer.

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

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

Approval was 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.

Christine Rasmussen motioned to approve \$25,000 funding from The Nature Conservancy to support the culvert project development project within Berkshire County. Doug McNally 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.

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 were 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 were not yet available.

Christine gave Tom a thank you for covering for her at the meeting in her absence.

E. Berkshire Brownfield Committee

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

F. Berkshire Metropolitan Planning Committee (MPO)

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 were not yet available.

Doug McNally commented that the BRTA has only five employees and that the service to operate the buses is contracted out. The vendor has a bus driver shortage with only twenty-six bus drivers, which is less than three quarters of the contracted staff needed.

G. Comprehensive Economic Development (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 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.

Sam Haupt commented that for the TIP, there were a few substantial projects that were happening in this fiscal year, East Street in Pittsfield and Division Road in Dalton.

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) For the RAY fellow, Tom clarified that this was related to funding for a two year program who would be working in the environmental program
- Employee changes:
 - Laura Kittross- Part-time Public Health Program Manager Advisor
 - Wylie Goodman- Promoted to Principal Planner
- Employee recognition:
 - Clete Kus- 15 year anniversary-Congratulations to Clete!

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
- 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.

Malcolm Fick asked if BRPC wanted to exercise an option for an additional 5 years. Tom mentioned that the new executive director could make that decision. Tom asked would it make sense to upgrade the current office and look at the telework model to determine if we are using the full capacity of our office.

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](#).

G. Passenger Rail

- West-East Rail – Several infrastructure improvements continue to advance in Springfield and points 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](#). Tom stated he was pleased with the work MassDOT has done on these.

H. Proposed Agricultural Preservation Restriction in Cheshire

Following the lead of the Cheshire Select Board, Tom 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 was 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 was 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. Information at [FFIO Technical Assistance Guidance | Mass.gov](#)

L. BRTA Proposed Route Realignment Comments

Included in the meeting material were the Executive Director’s comments on the proposed BRTA route alignment.

Christine Rasmussen commented that the memo for the route alignment was very well done considering transportation is such a huge issue in the Berkshires, in particular the southern Berkshires. The credit for the memo went to Anuja Koirala, BRPC’s Principal Planner for Transportation, who wrote the memo.

M. Technical Assistance Report

The January technical assistance report was 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 was in the meeting material.

Malcolm Fick asked Tom to briefly explain what this was regarding. Tom stated that the short answer was that the plaintiffs lost. The full impact was that some of the discontinuances were not discontinuous ones for all uses.

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 two candidates 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. Buck Donovan, search committee chair, reiterated that only the search committee members would ask the candidates questions and comments.

X. New Business

A. Proposed Amendments to BRPC Bylaws

Over the last year staff have been compiling a list of possible bylaw amendments, mostly to clarify committee members, appointments, and terms. Brief explanations of the amendments were included in the track changes version of the Bylaws in the meeting material. For easier reading, a second version was 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.

Tom gave a brief outline of the proposed amendments to the bylaws. The brief outline was to clarify who did the appointments, what were the terms, aligning with general election, having a process in place for when someone retired and finding replacements. This was a proposal to simplify the process and a semantic cleanup, for the commission, who would need to vote on these.

Doug McNally made a motion to recommend to the full commission that

they approve the amendments to the bylaws. Christine Rasmussen seconded the motion.

There was no discussion on the motion.

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

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- this would be done after the March 19th Commission meeting
- 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

XI. XI. Adjournment*

Kyle Hanlon made a motion to adjourn. Sheila Irvin 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 5:05pm.

• 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)
- BRPC Bylaws Proposed Fourteenth Revision - 2026 redline w-notes
- Proposed Fourteenth Edition - BRPC Bylaws - clean
- January 2025 – Technical Assistance Memorandum

Expenditure Report

2/26/26 - 3/26/26

<u>Doc #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
20859	3/1/2026	BERKSHIRES TOMORROW INC	9,155.00	040 ADMIN	Admin	Microsoft 365 Lease
EFT	3/3/2026	TD CARD SERVICES 1189	130.93	---	---	<i>Credit Card 1189 Payment</i>
EFT	3/3/2026	TD CARD SERVICES 9068	6,653.13	---	---	<i>Credit Card 9068 Payment</i>
20860	3/4/2026	ANN MARIE MUTZ	800.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Subcontractor
20861	3/4/2026	BECKS PRINTING	339.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Printing
20862	3/4/2026	BERKSHIRE BLACK ECONOMIC COUNCIL	828.00	040 ADMIN	Admin	Membership
20863	3/4/2026	BERKSHIRES TOMORROW INC	1,000.00	010 GEN	General	Donation - Sponsorship
20864	3/4/2026	BLUE 20/20	231.27	040 ADMIN	Admin	Vision Insurance
20865	3/4/2026	CARLY SHRIER	132.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20866	3/4/2026	CITY OF PITTSFIELD	525.00	040 ADMIN	Admin	Parking
20867	3/4/2026	DAVID KELLEY	920.00	040 ADMIN	Admin	Cleaning Services
20868	3/4/2026	DENNIS BERGQUIST	198.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20869	3/4/2026	DUFOUR ESCORTED TOURS INC	300.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Transportation Services
20870V	3/4/2026	DWAYNE MYERS	198.00	---	---	AP Error
20871	3/4/2026	ELIZABETH STRICKLER	1,937.82	---	Varied Projects	Subcontractor
20872	3/4/2026	ERIC REINHARDT	132.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20873	3/4/2026	GEMINI CREATIVE LLC	7,920.00	780 BTI/EOEEA/BOW	BTI - Executive Office of Energy and Environmental Affairs Woodlands Partnership - Berkshires Outside Website Phase II	Website Hosting
20874	3/4/2026	GREGORY KAMAYUE GOMES	330.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20875	3/4/2026	H TERRY DESIGNS LLC	348.00	040 ADMIN	Admin	Computer Software
20876	3/4/2026	HARRINGTON HEEP LLP	302.50	040 ADMIN	Admin	Legal
20877	3/4/2026	JENNIFER MUNOZ	1,500.00	785 NAD/MVPA	North Adams - Municipal Vulnerability Preparedness Action Grant	Subcontractor
20878	3/4/2026	KAREEM WASHINGTON	165.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20879	3/4/2026	KATIE MAXFIELD	165.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20880	3/4/2026	KRISTANY SKORPUT	500.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20881	3/4/2026	MA STATE BOARD OF RETIREMENT	14,701.12	---	---	Retirement
20882	3/4/2026	MAEGAN MOYNAHAN	2,621.88	---	Varied Projects	Subcontractor
20883	3/4/2026	MARCUS FORD	132.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20884	3/4/2026	NEW ENGLAND NEWSPAPERS INC	1,764.48	---	Varied Projects	Advertising
20885	3/4/2026	NICHOLAS DECAROLIS	148.50	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20886	3/4/2026	REBECCA DODGE	500.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor

Expenditure Report

2/26/26 - 3/26/26

20887	3/4/2026	ROUX ASSOCIATES INC	1,634.00	702 EPA/ASSESS	Environmental Protection Agency Assessment	Subcontractor
20888	3/4/2026	SAVANNAH ETHERIDGE	165.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20889	3/4/2026	SIONAINN MAC INNEIRGHE	198.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20890	3/4/2026	TARA KONJOLKA-BROWN	264.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20891	3/4/2026	TIFFANY BROUILLETTE	198.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20892	3/4/2026	TINA VENTURA	198.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20893	3/4/2026	TITOS MEXICAN BAR & GRILL	375.00	832 DONATIONS/YP	Youth Prevention	Catering Services
20894	3/4/2026	TPX COMMUNICATIONS	1,758.76	040 ADMIN	Admin	Telephone
20895	3/4/2026	BERKSHIRES TOMORROW INC	2,314.67	572 BTI/MILLTOWN/OR	Milltown - Outdoor Recreation	Reimbursement - Outdoor Rec Signs
20896	3/4/2026	DWAYNE MYERS	69.30	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20897	3/11/2026	ARTFUL MIND	875.00	737 COMM/ARTBERK	Communities/Organizations - Cultural Districts - ArtWeek Berkshires	Advertising
20898	3/11/2026	BECKS PRINTING	5,194.00	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Printing
20899	3/11/2026	BISMARK OSEI	66.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20900	3/11/2026	BLACKSHIRES FOUNDATION	31,000.00	753 EOEPA/PTS/MVPA	Executive Office of Energy & Environmental Affairs - Pittsfield Connected - Francis Ave Routing Designs	Subcontractor
20901	3/11/2026	COURTNEY TATRO	132.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20902	3/11/2026	CRYSTAL KELLETT	132.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20903	3/11/2026	ERICA BARRETO	1,500.00	785 NAD/MVPA	North Adams - Municipal Vulnerability Preparedness Action Grant	Subcontractor
20904	3/11/2026	KATHRYN HEEDER HOCKER	4,290.00	---	Varied Projects	Subcontractor
20905	3/11/2026	SOURCEPASS COMPUWORKS LLC	5,593.09	040 ADMIN	Admin	Monthly Management
20906	3/11/2026	VALLEY GREEN SHREDDING, LLC	87.50	040 ADMIN	Admin	Recycling
20907	3/11/2026	BARBARA CARDILLO	198.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20908	3/11/2026	JOANNE LENSKI	330.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20909	3/19/2026	CAITLIN MCKINNON	100.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Cos Training
20910	3/19/2026	CAMP HAPPY PLACE	960.00	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	Subcontractor
20911	3/19/2026	LEAD FOR AMERICA INC	17,500.00	725.22 NLFA/FELLOW26	National Lead for America - American Connection Corps AmeriCorps Member	AmeriCorp Services
20912	3/19/2026	MA STATE BOARD OF RETIREMENT	14,277.57	---	---	Retirement

Expenditure Report

2/26/26 - 3/26/26

20913	3/19/2026	WESTON & SAMPSON ENGINEERS INC	15,400.00	440 MassDOT/TPL	MA Department of Transportation Planning	Subcontractor
20914	3/19/2026	MASSACHUSETTS MUNICIPAL ASSOCIATION	70.00	040 ADMIN	Admin	Conference - Brennan
EFT	3/23/2026	TD CARD SERVICES 9068	12,234.00	---	---	<i>Credit Card 9068 Payment</i>
20915	3/25/2026	BBE OFFICE INTERIORS	320.00	040 ADMIN	Admin	Office Labor
20916	3/25/2026	KATHRYN HEEDER HOCKER	720.00	652 DPH/PEC	Department of Public Health - Prevention in Early Childhood	Subcontractor
20917	3/25/2026	MACFARLANE OFFICE PRODUCTS INC	931.14	040 ADMIN	Admin	Copier
20918	3/25/2026	MADALYNN WILLIAMS	66.00	754 DOJ/BPOP	Department of Justice - Berkshire Post Overdose Program	Subcontractor
20919	3/25/2026	MADISON WRIGHT	1,000.00	526 BCSO/OPIOID	Berkshire County Sheriff's Office - Opioid Prevention	Subcontractor
20920	3/25/2026	RAINBOW DISTRIBUTING COMPANY INC	107.92	040 ADMIN	Admin	Water
20921	3/25/2026	STEPHANIE ZOLLSHAN	400.00	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Subcontractor
20922	3/25/2026	VALLEY GREEN SHREDDING, LLC	87.50	040 ADMIN	Admin	Recycling
28	3/19/2026	AARON HOLMAN-VITTONI	40.82	516 FRCOG/EPP	Franklin Regional Council of Governments - Emergency Preparedness Planning	Monthly Expense Form
29	3/19/2026	ALISON DIXON	29.00	545 EOHL/DLTA	District Local Technical Assistance	Monthly Expense Form
30	3/19/2026	ANDREW MCKEEVER	162.76	---	Varied Projects	Monthly Expense Form
31	3/19/2026	ANDY OTTOSON	593.14	---	Varied Projects	Monthly Expense Form
32	3/19/2026	BRETT ROBERTS	168.46	---	Varied Projects	Monthly Expense Form
33	3/19/2026	BRITNEY DANIALS	215.41	---	Varied Projects	Monthly Expense Form
34	3/19/2026	CHRISTIE LEWIS	86.11	---	Varied Projects	Monthly Expense Form
35	3/19/2026	COLIN SYKES	311.73	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
36	3/19/2026	CORNELIUS HOSS	104.74	---	Varied Projects	Monthly Expense Form
37	3/19/2026	COURTENY MOREHOUSE	95.92	---	Varied Projects	Monthly Expense Form
38	3/19/2026	DANIEL HASSETT	160.93	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
39	3/19/2026	DAVID PILL	696.31	---	Varied Projects	Monthly Expense Form
40	3/19/2026	EDWARD FAHEY	192.83	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspections	Monthly Expense Form
41	3/19/2026	JAMES MASSEY	593.05	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
42	3/19/2026	JAZU STINE	208.92	---	Varied Projects	Monthly Expense Form
43	3/19/2026	JIMMY HALL	279.85	---	Varied Projects	Monthly Expense Form
44	3/19/2026	LAURA BRENNAN	45.24	---	Varied Projects	Monthly Expense Form
45	3/19/2026	LAURA KITROSS	19.58	350 BCBOHA/ADMIN	Berkshire County Boards of Health Association - Administration	Monthly Expense Form
46	3/19/2026	LESLIE DRAGER	122.50	---	Varied Projects	Monthly Expense Form
47	3/19/2026	LYDIA SHULMAN	27.55	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
48	3/19/2026	MICHAELA GRADY	165.87	---	Varied Projects	Monthly Expense Form
49	3/19/2026	NANCY SLATTERY	198.63	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Monthly Expense Form

Expenditure Report

2/26/26 - 3/26/26

50	3/19/2026	NOE GONZALEZ ORTIZ	53.51	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Monthly Expense Form
51	3/19/2026	REBECCA ROUGHLEY	552.60	560 COMVEN/GPUR	Communities/Vendors - Group Purchasing Program	Monthly Expense Form
52	3/19/2026	SETH JENKINS	69.60	795 ADM/OSRP	Adams - Open Space & Recreation Plan	Monthly Expense Form
53	3/19/2026	SOPHIE CARNES JANNEN	119.95	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
54	3/19/2026	VALERIE NICKERSON-BIRD	558.98	650 DPH/SS	Department of Public Health - Shared Services	Monthly Expense Form
55	3/19/2026	WYLIE GOODMAN	37.85	823 EOEEA/SS	Executive Office of Energy & Environmental Affairs - Priority Redevelopment Sites Strategy for Berkshire County	Monthly Expense Form
1267	3/4/2026	COMMUNITY ECONOMIC DEVELOPMENT	100.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	HMLP Transfer Request Refund
1268	3/11/2026	MORRISONS HOME IMPROVEMENT	3,937.20	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1269	3/11/2026	STANNAH STAIRLIFTS INC	5,870.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1270	3/19/2026	HAVEN CONSTRUCTION & MANAGEMENT	3,980.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Subcontractor
1271V	3/25/2026	BERKSHIRE MIDDLE REGISTRY OF DEEDS	-	---	---	Printing Error
1272	3/25/2026	BERKSHIRE MIDDLE REGISTRY OF DEEDS	205.00	710 CEDAC/HMLP	CEDAC Home Modification Loan Program	Lien
1304	3/4/2026	GREYLOCK WORKS	246,381.76	716 EPA/RLF2	Environmental Protection Agency - Revolving Loan Fund 2022	Subrecipient
1464	3/11/2026	ALEX KOMLEV	27,684.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1465	3/11/2026	CMV CONSTRUCTION SERVICES INC	23,345.42	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor
1466	3/11/2026	CMV CONSTRUCTION SERVICES INC	5,951.92	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Subcontractor

\$ 498,692.22

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	3/3/2026	EAGLE STREET CAFE	84.97	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Meeting Hospitality
CC1189	3/3/2026	BJS WHOLESALE CLUB	45.96	838 FALLON/SPARK	Fallon Health - SPARK Active Minds	Event Snacks

\$ 130.93

Credit Card 9068 Payment #1 Support

<u>Doc #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CC9068	3/3/2026	AMAZON.COM	55.86	010 GEN	General	MIIA Wellness Grant - Healthy Snacks

Expenditure Report

2/26/26 - 3/26/26

CC9068	3/3/2026	AMAZON.COM	24.00	010 GEN	General	MIIA Wellness Grant - Healthy Snacks
CC9068	3/3/2026	AMAZON.COM	96.00	040 ADMIN	Admin	Comp Equipment
CC9068	3/3/2026	AMAZON.COM	72.89	040 ADMIN	Admin	Office Supplies
CC9068	3/3/2026	BCC FOUNDATION	160.00	040 ADMIN	Admin	40 Under Forty Tickets
CC9068	3/3/2026	BJS WHOLESALE CLUB	182.12	010 GEN	General	MIIA Wellness Grant - Healthy Snacks
CC9068	3/3/2026	BJS WHOLESALE CLUB	181.34	010 GEN	General	MIIA Wellness Grant - Healthy Snacks
CC9068	3/3/2026	CONSTANT CONTACT INC	20.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	SMS Software
CC9068	3/3/2026	CONSTANT CONTACT INC	99.00	040 ADMIN	Admin	Computer Software
CC9068	3/3/2026	LIBERTY	92.00	440 MassDOT/TPL	MA Department of Transportation Planning	Meals - TPL Meeting
CC9068	3/3/2026	1BERKSHIRE	2000.00	737 COMM/ARTBERK	Communities/Organizations - Cultural Districts - ArtWeek Berkshires	Artweek Staff Support Advertising
CC9068	3/3/2026	MINT MOBILE	47.15	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Program Supplies
CC9068	3/3/2026	PITNEY BOWES	130.32	040 ADMIN	Admin	Postage Meter
CC9068	3/3/2026	STATACORP	925.00	526 BCSO/OPIOID	Berkshire County Sheriff's Office - Opioid Prevention	Computer Software
CC9068	3/3/2026	TAX BANDITS	3.70	040 ADMIN	Admin	Accounting Services
CC9068	3/3/2026	ULINE	595.87	798 WMS/SUBHS	Williamstown - Subdivision & Housing	Supplies
CC9068	3/3/2026	USPS	78.00	839 HIN/CDBG	Hinsdale-Florida Housing Rehabilitation Program	Postage Stamps
CC9068	3/3/2026	WANDER BERKSHIRES	150.00	646 DPH/MASSCALL3	Department of Public Health MASS CALL 3B - Substance Misuse Prevention	Event Space Fee
CC9068	3/3/2026	WB MASON COMPANY INC	518.75	040 ADMIN	Admin	Office Supplies
CC9068	3/3/2026	WB MASON COMPANY INC	29.04	040 ADMIN	Admin	Office Supplies
CC9068	3/3/2026	WB MASON COMPANY INC	135.50	650 DPH/SS	Department of Public Health - Shared Services	TRNH Supplies
CC9068	3/3/2026	WB MASON COMPANY INC	427.40	040 ADMIN	Admin	Office Supplies
CC9068	3/3/2026	ZOOM.COM	48.00	040 ADMIN	Admin	Software Subscription
CC9068	3/3/2026	AMAZON.COM	65.79	813 UMASS/TURI	Toxics Use Reduction Institute - Plastics and Microplastics Reduction	Community Event Supplies
CC9068	3/3/2026	1BERKSHIRE	100.00	650 DPH/SS	Department of Public Health - Shared Services	Advertising- TRNH Position
CC9068	3/3/2026	AMAZON.COM	28.48	040 ADMIN	Admin	Office Supplies
CC9068	3/3/2026	AMAZON.COM	161.92	010 GEN	General	MIIA Wellness Grant - Healthy Snacks
CC9068	3/3/2026	MINT MOBILE	225.00	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Program Supplies

\$ 6,653.13

Expenditure Report

2/26/26 - 3/26/26

<u>Doc #</u>	<u>Date</u>	<u>Payee</u>	<u>Amount</u>	<u>Department</u>	<u>Department Description</u>	<u>Expense</u>
CC9068	3/23/2026	WB MASON COMPANY INC	24.12	284 BPHA/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Supplies
CC9068	3/23/2026	WB MASON COMPANY INC	99.60	040 ADMIN	Admin	Office Supplies
CC9068	3/23/2026	AMAZON.COM	44.09	040 ADMIN	Admin	Office Supplies
CC9068	3/23/2026	AMAZON.COM	171.75	010 GEN	General	MIIA Wellness Grant - Healthy Snacks
CC9068	3/23/2026	AMAZON.COM	99.51	040 ADMIN	Admin	Office Supplies
CC9068	3/23/2026	AMAZON.COM	53.26	732 EPA/AIRQ	Environmental Protection Agency - Air Quality	Supplies
CC9068	3/23/2026	AMERICAN PLANNING ASSOCIATION	590.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Membership - Roberts
CC9068	3/23/2026	BIG Y	500.00	807 NACCHO/RHAPSODI	National Association of County and City Health Officials - Reimagining Health and Public Safety Overdose Initiatives	Training Participation Compensation
CC9068	3/23/2026	BIG Y	35.24	010 GEN	General	Search Committee Hospitality
CC9068	3/23/2026	BJS WHOLESALE CLUB	242.88	010 GEN	General	MIIA Wellness Grant - Healthy Snacks
CC9068	3/23/2026	BJS WHOLESALE CLUB	68.24	664 EOEEA/CLK/MVPA	Executive Office of Energy & Environmental Affairs - Clarksburg Four Corners Flood Resiliency and Restoration Project	Event Hospitality
CC9068	3/23/2026	CHAPA	50.00	779 BKTDAL/CDBG	Becket / Dalton - Community Development Block Grant	Training - Roberts
CC9068	3/23/2026	CITIZEN PLANNER TRAINING COLLAB	105.00	040 ADMIN	Admin	Conference - Latvalla
CC9068	3/23/2026	CITIZEN PLANNER TRAINING COLLAB	105.00	040 ADMIN	Admin	Conference - Goodman
CC9068	3/23/2026	DUNKIN DONUTS	26.74	664 EOEEA/CLK/MVPA	Executive Office of Energy & Environmental Affairs - Clarksburg Four Corners Flood Resiliency and Restoration Project	Event Supplies
CC9068	3/23/2026	DUNKIN DONUTS	50.00	664 EOEEA/CLK/MVPA	Executive Office of Energy & Environmental Affairs - Clarksburg Four Corners Flood Resiliency and Restoration Project	Event Supplies
CC9068	3/23/2026	ESRI	700.00	040 ADMIN	Admin	ARCGIS Subscription Update
CC9068	3/23/2026	GODADDY.COM	23.19	040 ADMIN	Admin	Website Domain
CC9068	3/23/2026	MINT MOBILE	225.00	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Program Supplies
CC9068	3/23/2026	MINT MOBILE	47.15	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Program Supplies
CC9068	3/23/2026	MINT MOBILE	225.00	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Program Supplies
CC9068	3/23/2026	MINT MOBILE	47.15	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Program Supplies
CC9068	3/23/2026	PERFECTGIFT.COM	102.43	732 EPA/AIRQ	Environmental Protection Agency - Air Quality	Youth Stipends
CC9068	3/23/2026	PERFECTGIFT.COM	2,137.97	732 EPA/AIRQ	Environmental Protection Agency - Air Quality	Youth Stipends
CC9068	3/23/2026	STAMP WAREHOUSE	37.42	040 ADMIN	Admin	Deposit Stamp

Expenditure Report

2/26/26 - 3/26/26

CC9068	3/23/2026	STRAIGHTTALK	36.52	040 ADMIN	Admin	BRPC Monthly Cell Phone Service
CC9068	3/23/2026	VISTAPRINT	125.48	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Printing
CC9068	3/23/2026	WB MASON COMPANY INC	45.02	040 ADMIN	Admin	Office Supplies
CC9068	3/23/2026	WB MASON COMPANY INC	99.24	040 ADMIN	Admin	Office Supplies
CC9068	3/23/2026	DOOR PRIZE LLC	1,950.00	806 COMM/NOCO	Communities Opioid Settlement money - North County Community Coordinator	Into Light Opening Reception
CC9068	3/23/2026	SURVEYMONKEY	2,520.00	040 ADMIN	Admin	Computer Software
CC9068	3/23/2026	ZOOM.COM	1,647.00	040 ADMIN	Admin	Software Subscription

\$ 12,234.00

Aged Accounts Receivable Report

as of March 31, 2026

Customer-Funder Name	Invoice #	Dept #	Project Code	Invoice Date	61-90	Over 90	Total	Notes - Over 90
<hr/>								
ASPLUNDH TREE EXPERT, LLC	FY26-Q2	0560.03	COMVEN/GPP	1/14/2026	467.05	-	467.05	
Sum for ASPLUNDH TREE EXPERT, LLC					<u>467.05</u>	<u>-</u>	<u>467.05</u>	
<hr/>								
BAYSTATE MEDICAL CENTER								
	741-033125			3/31/2025	-	7,254.67	7,254.67	Contacted again with request to speak with a Key Mgmt Leader. Was told by R Wilson she will work on it.
Sum for BAYSTATE MEDICAL CENTER					<u>-</u>	<u>7,254.67</u>	<u>7,254.67</u>	
<hr/>								
BERKSHIRE COUNTY SELECTMENS ASSOCIATION								
	103025 MUNI/EVENTS	0010.00	GEN	10/30/2025	-	224.45	224.45	Payment in process - still not arrived
Sum for BERKSHIRE COUNTY SELECTMENS ASSOCIATION					<u>-</u>	<u>224.45</u>	<u>224.45</u>	
<hr/>								
BERKSHIRE COUNTY SHERIFFS OFFICE								
	FY26 - Q3	0526.07	BCSO/OPIOID26	3/16/2026	-	-	12,500.00	
Sum for BERKSHIRE COUNTY SHERIFFS OFFICE					<u>-</u>	<u>-</u>	<u>12,500.00</u>	
<hr/>								
BERKSHIRE GAS								
	827-080125-02	0827.00	BG/Energy/PTS	12/16/2025	-	8,550.00	8,550.00	Sherdyl following up
	827-110125-3	0827.00	BG/Energy/PTS	12/16/2025	-	8,550.00	8,550.00	Sherdyl following up
	827-50% of GRANT	0827.00	BG/Energy/PTS	12/16/2025	-	17,100.00	17,100.00	Sherdyl following up
Sum for BERKSHIRE GAS					<u>-</u>	<u>34,200.00</u>	<u>34,200.00</u>	
<hr/>								
CHARLES COOK								
	MAR 2026 INSURANCE	0040.00	ADMIN	3/1/2026	-	-	255.76	
Sum for CHARLES COOK					<u>-</u>	<u>-</u>	<u>255.76</u>	
<hr/>								
CITY OF NORTH ADAMS								
	284-FY26-Q3-NAD	0284.11	BPHA/PHN	3/1/2026	-	-	2,531.04	
	785-093025	0785.00	NAD/MVPA	9/30/2025	-	40,627.29	40,627.29	Courteny following up
	785-123125-05	0785.00	NAD/MVPA	12/31/2025	47,933.30	-	47,933.30	
	806-020926-05	0806.00	COMM/NOCOCC	2/9/2026	-	-	69,083.58	
Sum for CITY OF NORTH ADAMS					<u>47,933.30</u>	<u>40,627.29</u>	<u>160,175.21</u>	
<hr/>								
DEPT OF HOUSING AND COMMUNITY DEVELOPMENT								
	672-123125-07	0672.00	DHCD/HOUSE	12/31/2025	15,953.57	-	15,953.57	
Sum for DEPT OF HOUSING AND COMMUNITY DEVELOPMENT					<u>15,953.57</u>	<u>-</u>	<u>15,953.57</u>	

Aged Accounts Receivable Report

as of March 31, 2026

DEPT OF PUBLIC HEALTH							
	652.05-022826	0652.05	DPH/PEC26	3/11/2026	-	-	10,627.70
Sum for DEPT OF PUBLIC HEALTH					-	-	26,668.35
ENVIRONMENTAL PROTECTION AGENCY							
	732-022826	0732.00	EPA/AIRQ	3/11/2026	-	-	12,713.95
Sum for ENVIRONMENTAL PROTECTION AGENCY					-	-	12,713.95
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
Sum for EVERSOURCE					-	25,623.16	25,623.16
EXECUTIVE OFFICE OF HOUSING & LIVABLE COMMUNITIES							
	811-093025-01	0811.00	EOHLC/SSTBRKS	9/30/2025	-	14,747.16	14,747.16
	811-123125-02	0811.00	EOHLC/SSTBRKS	12/31/2025	11,827.90	-	11,827.90
Sum for EXECUTIVE OFFICE OF HOUSING & LIVABLE COMMUNITIES					11,827.90	14,747.16	26,575.06
GREYLOCK FLUME							
	789-123125-03	0789.00	GF/CLN	12/31/2025	3,578.28	-	3,578.28
Sum for GREYLOCK FLUME					3,578.28	-	3,578.28
HEARTHWAY INC							
	284-FY26-Q3-HRTH	0284.11	BPHA/PHN	3/1/2026	-	-	300.00
Sum for HEARTHWAY INC					-	-	300.00
MASSACHUSETTS CLEAN ENERGY CENTER							
	735-062425-2	0735.00	MassCEC/EmPower	6/24/2025	-	30,000.00	30,000.00
Sum for MASSACHUSETTS CLEAN ENERGY CENTER					-	30,000.00	30,000.00
MASSACHUSETTS DEPT OF TRANSPORTATION							
	440.10-022826-05	0440.10	MassDOT/TPL26	3/17/2026	-	-	56,806.62
Sum for MASSACHUSETTS DEPT OF TRANSPORTATION					-	-	56,806.62
NATIONAL ENERGY EDUCATION DEVELOPMENT PROJECT							
	830-123025-02	0830.00	NGEVs/MEM	12/30/2025	-	12,247.00	12,247.00
Sum for NATIONAL ENERGY EDUCATION DEVELOPMENT PROJECT					-	12,247.00	12,247.00
PECKHAM INDUSTRIES							

Aged Accounts Receivable Report

as of March 31, 2026

	FY26-Q2	0560.03	COMVEN/GPP	3/4/2026	-	-	446.91	
Sum for PECKHAM INDUSTRIES					-	-	446.91	
<hr/>								
RICHMOND FIRE DEPT								
	FY26 BURN PERMIT SYSTEM	0326.01	BURN PERMITS	12/15/2025	-	120.00	120.00	Alecia followed up
Sum for RICHMOND FIRE DEPT					-	120.00	120.00	
<hr/>								
TOWN OF ADAMS								
	284-FY26-Q2-ADM	0284.11	BPHA/PHN	12/1/2025	-	1,091.75	1,091.75	Alecia followed up
	284-FY26-Q3-ADM	0284.11	BPHA/PHN	3/1/2026	-	-	1,091.75	
	795-123125-04	0795.00	ADM/OSRP	12/31/2025	14,141.82	-	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	Andy O to follow up
Sum for TOWN OF ADAMS					14,141.82	22,997.52	42,053.96	
<hr/>								
TOWN OF BECKET								
	725.10-013126-02	0725.10	BKT/DE-IMP	1/31/2026	-	-	981.39	
	725.10-031926	0725.10	BKT/DE-IMP	3/19/2026	-	-	17,500.00	
	725.10-123125-01	0725.10	BKT/DE-IMP	12/31/2025	5,302.01	-	5,302.01	
	779.01-123125	0779.01	BKT/DAL CDBG	1/31/2026	-	-	133,246.03	
Sum for TOWN OF BECKET					5,302.01	-	157,029.43	
<hr/>								
TOWN OF BLANDFORD FIRE DEPT								
	FY26 BURN PERMIT SYSTEM	0326.01	BURN PERMITS	12/15/2025	-	120.00	120.00	Alecia followed up
Sum for TOWN OF BLANDFORD FIRE DEPT					-	120.00	120.00	
<hr/>								
TOWN OF CHESHIRE								
	283-FY26-Q3-CHS	0283.11	BPHA/INSP	3/1/2026	-	-	6,000.00	
	806-020926-02	0806.00	COMM/NOCOCC	2/9/2026	-	-	78.71	
Sum for TOWN OF CHESHIRE					-	-	6,078.71	
<hr/>								
TOWN OF CLARKSBURG								
	283-FY26-Q3-CLK	0283.11	BPHA/INSP	3/1/2026	-	-	2,125.00	
	784-123125-04	0784.00	CLK/BRIC	12/31/2025	1,311.22	-	1,311.22	
	797-123125-02	0797.00	CLK/MPOSRP	12/31/2025	6,435.60	-	6,435.60	
Sum for TOWN OF CLARKSBURG					7,746.82	-	9,871.82	
<hr/>								
TOWN OF DALTON								
	283-FY26-Q3-DAL	0283.11	BPHA/INSP	3/1/2026	-	-	16,650.00	
	284-FY26-Q3-DAL	0284.11	BPHA/PHN	3/1/2026	-	-	1,555.36	
	725.08-013126-09	0725.08	DAL/DE-IMP	2/18/2026	-	-	651.74	
	725.08-022826-10	0725.08	DAL/DE-IMP	3/2/2026	-	-	188.21	
	725.08-113025-07	0725.08	DAL/DE-IMP	12/31/2025	1,079.13	-	1,079.13	
	725.08-123125-08	0725.08	DAL/DE-IMP	12/31/2025	869.13	-	869.13	
Sum for TOWN OF DALTON					1,948.26	-	20,993.57	
<hr/>								
TOWN OF GREAT BARRINGTON								

Aged Accounts Receivable Report

as of March 31, 2026

	725.11-013126-02	0725.11	GTB/DE-IMP	1/31/2026	-	-	959.77	
	725.11-031926	0725.11	GTB/DE-IMP	3/19/2026	-	-	8,750.00	
Sum for TOWN OF GREAT BARRINGTON					-	-	9,709.77	
<hr/>								
TOWN OF HANCOCK								
	284-FY26-Q3-HAN	0284.11	BPHA/PHN	3/1/2026	-	-	551.25	
Sum for TOWN OF HANCOCK					-	-	551.25	
<hr/>								
TOWN OF LANESBOROUGH								
	283-FY26-Q3-LAN	0283.11	BPHA/INSP	3/1/2026	-	-	9,178.25	
	284-FY26-Q3-LAN	0284.11	BPHA/PHN	3/1/2026	-	-	976.80	
Sum for TOWN OF LANESBOROUGH					-	-	10,155.05	
<hr/>								
TOWN OF LEE								
	725.12-013126-02	0725.12	LEE/DE-IMP	1/31/2026	-	-	1,281.02	
	725.12-031926	0725.12	LEE/DE-IMP	3/19/2026	-	-	8,750.00	
	725.12-123125-01	0725.12	LEE/DE-IMP	12/31/2025	4,359.90	-	4,359.90	
Sum for TOWN OF LEE					4,359.90	-	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 SANDISFIELD								
	837-123125-01	0837.00	SND/BRIC26	12/31/2025	173.62	-	173.62	
Sum for TOWN OF SANDISFIELD					173.62	-	173.62	
<hr/>								
TOWN OF SAVOY								
	283-FY26-Q3-SAV	0283.11	BPHA/INSP	3/1/2026	-	-	1,968.75	
	284-FY26-Q3-SAV	0284.11	BPHA/PHN	3/1/2026	-	-	577.50	
Sum for TOWN OF SAVOY					-	-	2,546.25	
<hr/>								
TOWN OF SHEFFIELD FIRE DEPT								
	FY26 BURN PERMIT SYSTEM	0326.01	BURN PERMITS	12/15/2025	-	120.00	120.00	Payment in process
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	Alecia followed up
	283-FY26-Q3-WSH	0283.11	BPHA/INSP	3/1/2026	-	-	1,250.00	
	284-FY26-Q2-WSH	0284.11	BPHA/PHN	12/1/2025	-	577.50	577.50	Alecia followed up
	284-FY26-Q3-WSH	0284.11	BPHA/PHN	3/1/2026	-	-	577.50	
Sum for TOWN OF WASHINGTON					-	1,827.50	3,655.00	
<hr/>								
TOWN OF WEST STOCKBRIDGE								
	808-123125-03	0808.00	WST/AHT 123125	12/31/2025	5,260.80	-	5,260.80	
Sum for TOWN OF WEST STOCKBRIDGE					5,260.80	-	5,260.80	
<hr/>								
TOWN OF WILLIAMSTOWN								

Aged Accounts Receivable Report

as of March 31, 2026

	798-012826	0798.00	WMS/SUBHS	1/28/2026	25,000.00	-	25,000.00
	806-020926-07	0806.00	COMM/NOCOCC	2/9/2026	-	-	15,776.94
Sum for TOWN OF WILLIAMSTOWN					25,000.00	-	40,776.94

TOWN OF WINDSOR

	283-FY26-Q3-WND	0283.11	BPHA/INSP	3/1/2026	-	-	2,370.50
	284-FY26-Q2-WND	0284.11	BPHA/PHN	12/1/2025	-	577.50	577.50 Alecia followed up
	284-FY26-Q3-WND	0284.11	BPHA/PHN	3/1/2026	-	-	577.50
Sum for TOWN OF WINDSOR					-	577.50	3,525.50

Sum Total					143,693.33	190,686.25	753,176.57
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Account – Line of Credit

Berkshire Regional Planning Commiss - XXXXXXXX20001 - USD

Account ID

004000105239020001

Nickname

Berkshire Regional Planning Commiss

Original Loan Amount

\$ 500,000.00

As Of 03/23/2026 15:28

Original Loan Date

07/05/1995

Interest Rate

7.75%

Maturity Date

12/31/2074

Next Payment Date

04/05/2026

Next Payment Amount

\$ 0.00

As Of 03/23/2026 15:28

Current Balance

\$ (0.00)

As Of 03/23/2026 15:28

Current Principal Balance

\$ 0.00

As Of 03/23/2026 15:28

Current Available Line

\$ 500,000.00

As Of 03/23/2026 15:28

YTD Interest

\$ 0.00

As Of 03/23/2026 15:28



MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission
FROM: Thomas Matuszko, Executive Director
DATE: March 28, 2026
SUBJ: Agenda Items – April 2, 2026 Executive Committee Meeting

VI. Items Requiring Action

A. **Vote to Ratify the Submission of Five Grant Applications to the Executive Office of Energy and Environmental Affairs FY27 Planning Assistance Program via the Eco-One Stop portal***

The Executive Committee is requested to ratify the submission of five grant applications and authorize the Executive Director to sign any resulting contracts and agreements with the MA Department of Energy and Environmental Affairs (EEA) Planning Assistance Grant Program for the following projects:

- Town of Cheshire Master Plan Update - \$40,000
- Town of Lee Farmland Protection Plan and Zoning Updates - \$50,000
- Town of Sandisfield Comprehensive Plan - \$50,000
- Town of Stockbridge Open Space and Recreation Plan - \$40,000
- Town of Washington Comprehensive Town Plan and Zoning Updates - \$50,000

The deadline for submission was March 27, 2026. If funded, Community Planning staff will manage these projects. All five projects are anticipated to occur during FY2027 and FY2028. There is no match requirement for rural communities in this round of the Planning Assistance Grant program. Community Planning and Development Program Manager CJ Hoss, choss@berkshireplanning.org is project lead.

B. **Vote to Ratify the Submission of Three Public Health Program Grant Applications to the Public Health Institute of Western MA, and the Massachusetts Community Health and Healthy Aging Funds (MACHHAF) Healthy Aging and Community Health Improvement Plan (CHIP) Funding Streams ***

The Executive Committee is requested to ratify the submission of three Public Health Program grant applications to three funding streams as identified below and authorize the Executive Director to sign any resulting contracts and agreements.

- Public Health Institute of Western MA (PHIWM) application: BRPC has partnered with PHIWM for the past two years to inform design and rollout of the online resource guide, 413Cares, which caters to the four western counties. The work BRPC wants to continue is to promote the website and to get feedback on how the website could better serve residents of Berkshire County. The total amount requested is \$7500. No match is

required. BRPC lead is Jaymie Zapata Public Health Planning Program Manager jzapata@berkshireplanning.org

- Massachusetts Community Health and Healthy Aging Funds (MACHHAF): Healthy Aging Funding Stream application: BRPC has recently revived the Healthy Aging Working Group, comprised of partners across the county who work with older adults, including Elder Care of the Berkshires, Rainbow Seniors, and the Pittsfield Council on Aging. Focus groups and data collection have continued to show social isolation to be a high indicator of mental and physical health problems among older adults. Despite this social isolation, utilization of senior centers, which are meant to be gathering and resource centers and are prevalent across the region, remains low. BRPC seeks to reimagine what a senior center could be by convening focus groups, piloting new programs, and exploring new designs such as integrating cafes and childcare into the existing spaces. The total amount requested is ~\$457,000 over 4 years. No match is required. BRPC lead is Principal Planner Wylie Goodman, wgoodman@berkshireplanning.org.
- Massachusetts Community Health and Healthy Aging Funds (MACHHAF) Community Health Improvement Plan (CHIP) Funding Stream application: BRPC has convened the governing body (the County Health Initiative or CHI) of the CHIP since 2012. BRPC is seeking funds to continue to convene the CHI, which is a partnership of all major health care providers in the county and regional social service providers, as well as focus on implementation to achieve CHIP goals. The CHIP lists three major health goals for the county: decrease in anxiety and depression, increase access and opportunity to live a healthy lifestyle, and ensure equitable access to health care services. The total amount requested is ~\$350,000 over 3 years. No match is required. BRPC lead is Public Health Planning Program Manager, Jaymie Zapata, jzapata@berkshireplanning.org

C. Vote to Approve the Submission of a Grant Application to the Mass. Broadband Institute for the Connected and Online Grant Program*

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the Mass. Broadband Institute for the Connected and Online Grant Program. The grant would deliver free internet-enabled devices to an estimated six nonprofit organizations. It is part of an initiative to distribute over 32,000 internet-enabled devices, along with assistive technology and supportive equipment, to eligible organizations across Massachusetts. The goal of the program is to expand access to education, workforce training, and telehealth by establishing public device lending programs and on-site device stations, especially in Gateway Cities and rural communities. Devices will be fully loaded with software, selected accessories, and warranties at no cost to awardees. The U.S. Treasury Capital Projects Fund (CPF) provides funding. The devices would be granted to BRPC, which would then distribute them to pre-identified nonprofit partners. The distribution process would be handled by an AmeriCorps member already assigned to BRPC. There is no

match required. The BRPC contact is Principal Planner Wylie Goodman, wgoodman@berkshireplanning.org.

D. Vote to Authorize the Disposal or Offering to Municipalities of Surplus Equipment including 2 HP Docking Stations, 3 Four Drawer Filing Cabinets, 1 Executive Office Chair and 2 Drawer Filing Cabinets to be Offered to Municipalities and 1 Staples Shredder, 1 Brother MFC Printer and 2 Executive Office Chairs to be Disposed*

BRPC's guidance for dealing with surplus property is to dispose of non-functioning or poor condition equipment. Equipment in good condition is first offered to the region's municipalities, then non-profit organizations, and then items valued over \$200 are attempted to be sold, and finally if there is no interest from those efforts, offered to staff. The Executive Committee is requested to authorize the environmentally safe disposal or donation of surplus laptops and tablets. The full list of equipment is in the meeting materials.*

E. Vote to Establish BRPC Staff Salary Adjustments for FY 27, in the Face of a Possible Decline in Revenue due to Uncertainty from the Federal Administration by Foregoing the Typical 2 Year Review of Salary Ranges, Applying a Lump Sum Rather than a Percentage Market Condition Adjustment, Setting a Merit Based Increase Range from 0-3%, and Allowing those Employees at or Over the Top of the Range for their Position to Receive the Full Merit Increase.*

The Executive Committee is requested to establish BRPC Staff salary adjustments for FY 27 in consideration of the following items:

- BRPC's Salary and Performance Reviews Policy allows the Executive Committee to implement a freeze on any or all salary increases upon determination that the Commission is facing a decline in revenue. It is very possible BRPC will see a decline in revenue related to the federal administration's budgetary practice or general economic uncertainty and disruption due to various hostilities across the world.
- Our typical practice has been to review salary ranges by position every two years to ensure our salary ranges do not fall lower than our competitors'. With all the fiscal uncertainty I am recommending we forgo that review again this year as we did last year.
- Our typical practice has been to tie annual salary adjustments to the annual percentage inflation rate and apply that percentage to the employee's current FY year salary. Through the end of February, the annual inflation rate was 2.7%. With uncertain federal revenue, I am recommending we do not apply that percentage rate but instead apply a lump sum amount of \$1,600, or hourly rate equivalent, \$.88/hr., to each full time employee after their merit increase has been applied. This amount would be pro-rated for those employees working less than full time. This amount was determined based on the lowest employee's salary and the cost of our health insurance increase so that employees would not lose ground to inflation.

- Typically, BRPC has made merit based salary increases. I am recommending we continue to offer merit increases for FY 27. Not doing so would be a disincentive when we need to deliver high quality products to remain competitive in the face of increasingly competitive grant opportunities, be more entrepreneurial to seek out new opportunities, and to maintain strong and valuable working relationships with our municipalities and other partners. I am recommending the following merit increase range: Unsatisfactory – 0% merit increase; Needs Improvement – 0% merit increase; Meets Expectations – 1% merit increase; Exceeds Expectations – 2% merit increase; and Exceptional – 3% merit increase.
- Typically, when an employee is at or over the top of the range for their position, instead of a full merit increase, we have only offered a bonus of a maximum of one week’s salary based on their evaluation. For instance, someone at or over the top of the range earning an Exceptional evaluation would receive the full week’s bonus with lower evaluations getting less. Because we are not evaluating salary ranges this year, I am recommending we do not use practice but instead offer the full merit increase. This amount would not increase the range or the employee’s position within the range for future years.
- In summary I am recommending that all full time salaried employees receive a market based salary adjustment of \$1,600 applied after any merit increase is applied. Hourly employees would receive an increase of \$.88/hr. after any merit increase is applied. Part-time employees would receive a pro-rated amount based on their part-time status. This amount would increase the salary position range as well. In addition, employees would earn a merit increase of between 0% and 3% based on their performance evaluation. Those employees at or over the top of the range of their position would receive the full merit increase but that increase would not increase the range for their position.

F. Vote to Approve BRPC’s Revised Professional Development Program

The Executive Committee is requested to approve a revised Professional Development Program for BRPC employees. This revision consolidates and integrates three separate policies we have that were developed at different times. This revision is intended to make it easier and fairer for staff to use.

VII. Committee Updates, Reports, and Discussion

A. Commission Development Committee

The Commission Development Committee and Nominating Committee met on March 5, 2026. The main agenda item for the Commission Development Committee was the April 30th, 5th Thursday event. The main agenda item for the Nominating Committee was a discussion of officers for FY27. Meeting minutes for either meeting are not available.

B. Environmental Review Committee

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

C. Finance Committee

The Finance Committee meets as needed and did not need to meet in March 2026. The next Finance Committee meeting will be April 29, 2026. The main agenda item will be to review and recommend the FY2027 Budget.

D. Regional Issues Committee

The Regional Issues Committee did not meet in March 2026.

E. Berkshire Brownfields Committee

The Berkshire Brownfield Committee meets as needed and did not need to meet in March 2026.

F. Berkshire Metropolitan Planning Organization (MPO)

The MPO typically meets virtually on the 4th Tuesday of the month at 4:00 pm. However, in March it will meet on the 5th Tuesday, March 31, 2026.

G. Comprehensive Economic Development Strategy (CEDS) Committee

The CEDS Committee typically meets every two months and met on March 18, 2026. The main topics were a brief review of recent economic data, and further work on the Year 3 Performance Progress report. Draft unapproved minutes are in the meeting material.

H. Transportation Advisory Committee (TAC)

The Transportation Advisory Committee meets as needed, primarily to advise on the TIP development process and met on March 10 2026. Main agenda items were a discussion on the preliminary draft project listing for the 2027 – 2031 Transportation Improvement Program and discussion about the Traffic Safety Information Systems Improvement Survey. Draft minutes are not ready yet.

VIII. Executive Director's Report and Discussion

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 2/26/26 – 3/26/26

- Berkshire County Sheriff's Office - Opioid Prevention - \$50,000
- Public Health Institute of Western Mass - Support of 413 Cares Regional Partnership - \$7,500
- Lee - Complete Streets – Additional \$8,000
- Donations - Into Light Exhibition - \$9,800
- Mosaic RIZE - Bolstering Family Networks: Bringing The Door - \$54,413
- Executive Office of Energy & Environmental Affairs - Lee Zoning Assistance - \$41,250
- Executive Office of Public Safety - Citian CRASH Software - \$40,000
- City of Pittsfield - Berkshire County Citian CRASH Software - \$10,000
- The Nature Conservancy - Municipal Culvert Replacement Project Development - \$25,000

Grants and Contracts not received

We are not aware of not receiving any grants or contracts.

B. Berkshires Tomorrow Inc. (BTI) Update

The BTI Board approved the following:

- Authorized BTI to submit a grant application to The Centene Foundation to support the formation of a Berkshire Hoarding Task Force and expand

outreach to formally build a Berkshire County Hoarding Disorder Task Force, train a Hoarding Specialist, and facilitate hoarding interventions. By December 2026, we will move on to Phase 2, providing funding for cleanup operations as we have the resources. This one-year grant provides up to \$25,000.

Grants and Contracts not received

- Mass Development, \$150,000. The Berkshire Funding Focus (BFF) Initiative's Get Ready for Funding Program for one-on-one technical assistance and training programs.

C. Staff Updates

- Open Positions:
 - Public Health Trainer
 - Associate Planner (with grant funds provided by the Barr Foundation to hire a RAY fellow)
- Resignations:
 - Karen Pelto, Grant Specialist - Berkshire Funding Focus

D. Office Space

There will be disruption to our offices for the next several weeks as we convert open floor space to an enclosed office to accommodate the Public Health Services Program Manager. Also we will be having to deal with major construction and accompanying noise, by major Eversource construction on Fenn Street, including right in front of our door.

E. Seasonal Communities Advisory Council Update

The Seasonal Communities Advisory Council did not meet in March 2026. The Executive Office of Housing and Livable Communities (EOHLC) has posted Frequently Asked Questions, [Seasonal Communities FAQ | Mass.gov](#). If you still have questions after using the posted FAQ or have questions not listed, please let us know and we will reach out to EOHLC. The regional planning agency staff from Nantucket, Martha's Vineyard, Cape Cod, and BRPC have developed draft model bylaws for Tiny Homes and Undersized Lots that would comply with the regulations. Those draft bylaws are under review by EOHLC's legal teams before they can be used. More information is at [Seasonal Communities | Mass.gov](#).

F. Rural Policy Advisory Commission

The Rural Policy Advisory Commission met on March 10, 2026. In addition to legislative updates by Senator Mark and Director of Rural Affairs, Anne Gobi, most of the meeting was spent discussing the ongoing update to the Rural Policy Plan which has been occurring for the last several months, under the leadership of the Franklin Regional Council of Governments. An almost final draft is ready for public input and comment. Please look for those announcements as public input will be needed.

G. Passenger Rail

- [West-East Rail](#) – Impressive work continues by MassDOT to steadily advance passenger rail service through their Compass Rail initiative which includes West-East and Berkshire Flyer. The most recent update can be

found at [Compass Rail overview and update, March 2026](#), which is the presentation given by MassDOT staff at the March MassDOT Board of Directors meeting.

- [Berkshire Flyer](#) – There has still been no formal announcement from Amtrak about Berkshire Flyer service this summer.
- [Northern Tier Passenger Rail](#) – The economic benefits study continues. All participating RPAs have submitted information about key local employers, tourism destinations, and economic development contacts within their respective geographies. Each RPA is also working to refine the borders and categorizations within proposed Transit Oriented Development districts within walking distance of station locations.

More information on these items can be found at [Compass Rail | Mass.gov](#).

H. Business Front Door Newsletter

The Massachusetts Executive Office of Economic Development (EOED) recently launched a new Business Front Door Newsletter. The Business Front Door, ([Business Front Door | Mass.gov](#)) is a single, coordinated entry point into state government that helps businesses access guidance and resources across Massachusetts. The newsletter will have updates on programs, funding opportunities, and initiatives available through the Business Front Door, designed to help businesses start, grow, and succeed across Massachusetts.

I. 5th Thursday Networking & Educational Event

On Thursday, April 30th, from 4:00 – 6:30 pm BRPC will host an in-person 5th Thursday networking and learning event with guest presenter Rick Collins, Director of the Siting and Permitting Division of DOER at the Venue at Skyline in Lanesborough. Mr. Collins will review recent energy siting and permitting regulations and what they mean for municipalities. Attendees are encouraged to submit questions to us ahead of time and we will transmit them to DOER for inclusion in the presentation and subsequent Q&A. Tickets, which are \$30 must be reserved no later than Thursday, April 23rd. [Visit our Eventbrite page to purchase tickets.](#)

J. Technical Assistance Report

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

IX. Old Business and Discussion

A. Vote to Approve an Employment Agreement to Retain Laura Brennan as the Incoming Berkshire Regional Planning Commission Executive Director and Authorize the Commission Chair to Make a Formal Offer*

The Executive Committee is requested to approve an employment agreement to retain Laura Brennan as the incoming Berkshire Regional Planning Commission Executive Director and authorize the Commission Chair to make a formal offer. As approved by the Commission at the March 19, 2026 meeting, the Negotiating Subcommittee is recommending the Executive Committee approve an employment agreement.

V. New Business and Discussion

A. Vote to Recommend Laura Brennan as the Berkshire Regional Planning Commission's member on the Rural Policy Advisory Commission*

The Executive Committee is requested to recommend to the Commission at its next meeting that Laura Brennan be BPRC's member on the Rural Policy Advisory Commission. I am currently BRPC's member and will be resigning from that Commission. By statute, BRPC has a member on that Commission.

B. Vote to Authorize Laura Brennan, as Executive Director, to be the Berkshire Regional Planning Commission's Authorized Signatory and Execute Contracts and Other Legal Documents*

The Executive Committee is requested to authorize Laura Brennan, as Executive Director, to be the Berkshire Regional Planning Commission's authorized signatory and execute contracts and other legal documents. While Laura is currently an authorized signatory as Assistant Director this vote would make it clear that the authorization carries with her to the new role.

C. Discussion of Topics for the May 21, 2026 Commission Meeting

Potential topics for the May 2026 Commission Meeting include:

- Adoption of the FY 27 Budget
- Report of the Nominating Committee
- Authorization to submit the CEDS Annual Report
- Authorization for the Chair to vote to approve the FFY 2027 Unified Planning Work Program at the MPO meeting.
- Authorization for the Chair to vote to approve the FFY 2027 - 2031 Transportation Program at the MPO meeting
- Approve BRPC's Appointment to the Rural Policy Advisory Commission
- Approve BRPC's Appointment to the Seasonal Communities
- Presentation about the BRPC Transportation Planning Program
- Roundtable Discussion of Municipal Items

VI. Adjournment*

Documents and Exhibits Used:

- 2026.05.03 Executive Committee Meeting Minutes – Unapproved DRAFT
- 2026.02.26 – 2026.03.26 Expenditures Report
- 2026.03 Accounts Receivable Report
- 2026.03 Line of Credit Report
- 2026.03.28 Executive Director Memorandum
- 2026.04 Surplus and Disposable Equipment list
- Salary and Performance Reviews Policy proposed amendments 03.05.26
- Comprehensive Economic Development Strategy Committee Minutes from March 19, 2026 – unapproved DRAFT
- February 2026 – Technical Assistance Memorandum



BRPC

Berkshire Regional Planning Commission

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

April 2, 2026

Per IT Program Manager Mark Maloy, BRPC staff seek approval by the Executive Committee for the disposal or offering to towns of the following equipment:

Surplus to be offered to towns:

Inventory #	Date	Serial Number	Model
1443	6/29/2020	2TK940ZNWQ	Dock HP Thunderbolt
1442	6/29/2020	2TK904ZNW7	Dock HP Thunderbolt
1498	1/10/2022	No serial number	2 Drawer Filing Cabinet (Black)
1176	Unknown	No serial number	4 Drawer Filing Cabinets (Tan and Gray)- 3
1179	8/27/1997	No serial number	Chair W Arm Adjust Grey Executive Office

To be disposed of – do not work, or poor condition:

Inventory #	Date	Serial Number	Model
1231	8/27/1997	No serial number	Chair Desk W Arm Adjust Grey and Black
1215	8/27/1997	No serial number	Chair W Arm Adjust Grey Executive Office
1300	Unknown	131987656	Staples Paper Shredder
No inventory number	Unknown	No serial number	Brother MFC-8840D Printer

CEDS COMMITTEE MEETING MINUTES - DRAFT

Virtual Meeting via Zoom
1pm, March 18, 2026

Committee Members Present

Roger Bolton, Williams College (retired)
Linda Clairmont, Berkshire Community College
Robert DelMastro, Massachusetts Small Business Development Center
A.J. Enchill, Berkshire Black Economic Council
Malcolm Fick, BRPC Chair (ex-officio non-voting member)
Brandon Gill, PERC (Pittsfield Economic Development Corporation)
Lesley Herzberg, Berkshire County Historical Society
Ben Lamb, 1Berkshire
Marya Kozik, City of North Adams
Chris Rembold, Town of Great Barrington, CEDS Committee Chair
Shannon Smith, Berkshire Agricultural Ventures
Ben Sosne, Berkshire Innovation Center

Committee Alternates Present

Tova Clark Brown, Berkshire Black Economic Council
Jayne Bellora, Massachusetts Small Business Development Center
Kevin Pink, 1Berkshire

Committee Members Absent

Michael Coakley, City of Pittsfield
Kyle Hanlon, City of North Adams; BRPC Executive Committee
Bryana Malloy Bayly, MassHire Berkshires
Thomas Matuszko, Berkshire Regional Planning Commission

BRPC Staff Present

Laura Brennan, Assistant Director & Economic Development Program Manager
Wylie Goodman, Principal Planner

Guests Present

Justin Hamrick
Ole Amundsen

I. Call to Order and Roll Call

Chris R. called the meeting to order at 1:01 p.m. once a quorum was reached. Laura B. conducted a roll call.

II. Acknowledgement of Guests/non-Committee Members

Guests were welcomed by Chair Chris Rembold.

III. Approval of Minutes of September 17, 2025, meeting

Ben L. moved to approve the minutes of the January 21, 2026, meeting. Marya K. seconded.

Approval of the minutes was passed by roll call vote. Roger B. and Linda C. abstained.

IV. Vote on CEDS Committee Vice Chair – Marya Kozik

Laura B. explained that the CEDS is a special committee of BRPC with non-commission members, which provides flexibility about who can serve. Marya K. volunteered to serve as Vice Chair through this fiscal year and hopefully the next. Malcolm F. would appoint her as chair after a vote is taken. Rob D. made a motion to recommend that a vote be taken on Marya K. as Vice Chair. Ben L. seconded. Marya K. was unanimously approved as Vice Chair through a roll call vote.

V. 2023-2027 Berkshire County CEDS – Year 3 Performance Progress Report

a. Discussion and vote on New Priority Project submissions

The group began with a discussion of Priority Project I, presented by Justin Hamrick. His proposal involved the region's Local Health Professional Shortage Designation and lack of recognition of a shortage of providers, potentially due to a lack of advocacy/liasing with the state and federal government. Justin believes Pittsfield should have a primary care and low-income designation and the county a mental health designation. These designations provide access to the [National Health Service Corps](#) and the [Conrad 30 Waiver Program](#) to allow foreign students to work as medical providers. The NHSC provides therapists, dentists, and nurses, as examples, with student loan repayment up to \$50K for a two-year commitment. There is currently only \$200K per year per state in funding for the designation, and Massachusetts may be more focused on the Eastern portion of the state. The project, if approved, proposes a local liaison and advocate to collect data and work with the healthcare system on zip code target areas and identifying where patients come from for more effective advocacy. Healthcare workforce is also a driver of our local economy and being able to inform leaders that we need assistance is valuable.

Ben L. offered appreciation of the proposal. Laura B. discussed the value of putting it in the CEDS as a Priority Project versus the SWOT Analysis for the purpose of tracking, while noting that we would still need to find a steward. Wylie G. asked about other avenues to bring this to the attention of BMC and other ways to forward this concept if funding is not forthcoming. Chris R. asked about a potential collaboration with BCC to provide financial assistance for students working in critical professions. Justin explained that student loan payments typically happen at a clinic level with the clinic receiving the certification needed to be able to host medical providers receiving loan repayment dollars. Another aspect of the project, therefore, may be providing technical assistance to clinics to help them secure the designation needed to host. He also discussed the J-1 visa waivers that allow clinics to host international medical graduates if the student agrees to work in a healthcare professional shortage area for five years. This is another recruitment pathway to address provider recruitment. Rob D. asked Justin about his contact with the state contact. Justin noted that they rely on a local liaison to get physician data from clinics regarding who is practicing, how many hours a week, and in what specialization, noting

that the complexity of primary care work may lead to provider numbers being wrongly counted. Ben S. asked if BMC might be able to apply for a grant for technical assistance around this and noted their success in applying for other funding. Justin was not aware of technical assistance grants to help with this. Linda C. applauded the proposal and asked Justin to describe what might result from the designation and how the kind of federal support the region might get as a result to allow us to build a more robust healthcare provider system. Justin explained that the designation is often a prerequisite for federal funding, such as the Rural Health Network Planning grants or grants to home-grow providers as a pathway to get local students stay in their community. Linda C. discussed BCC's Workforce Program and the New England Rural Health Network, for which Justin is President-Elect and the Rural Public Health Consortium. Linda C. offered for BCC to support this work.

Ben L. made a motion to approve Priority Project Submission 1. Lesley H. seconded the motion. The proposal was unanimously approved through a roll call vote.

The meeting continued with a discussion of Priority Project II, submitted by Rania Markham of Families Like Ours, who could not attend. The project is a broader proposal than one she submitted last year. The project involved the funding of The Family Systems Navigation for Workforce Retention, which will strengthen Berkshire County's economy by stabilizing households and supporting sustained workforce participation among caregivers who are otherwise at high-risk of job loss or underemployment due to complex caregiving responsibilities. By reducing time spent navigating fragmented service systems and preventing service disruptions, the project enables caregivers to remain employed, return to work more quickly, or pursue training and career advancement, contributing to workforce retention in a region facing labor shortages. Laura B. felt this proposal was aligned with the CEDS' goal of Healthy People.

Chris R. supported the need for the service but was unclear about how this work is typically funded (e.g., grants or direct billing). Linda C. asked for more information about the organization. Roger B. similarly felt more information about the organization was needed before voting to approve. Linda C. asked for evidence of outcomes. Chris R. noted identification of human service gaps was valuable. Linda C. felt the proposal was very ambitious but was unclear how they would execute on the activities, even though the service was clearly needed; she also asked for more background information about their accomplishments to date. Roger B. praised the human resources focus of the proposal as laudable. Linda C. noted that 18 Degrees does similar work. Chris R. asked for an explanation about the limits of Priority Projects vis a vis providing funding versus naming an issue deserving of funding. Laura B. explained that, in the past, Priority Projects were focused on whether a project was economically viable to attract federal funding but recently the state has been paying more attention to what is in local CEDS. She confirmed that inclusion in the list of CEDS Priority Projects does not guarantee funding. Chris R. thought there was a benefit in naming human service gaps. Roger B. noted that because the Berkshires lacks population density, these issues are particularly important to bring to

the state's attention. Laura B. offered options for how the Committee could approach the proposal following the meeting's discussion. Chris R. asked whether the issue broadly could be identified in the CEDS versus this specific proposal. Laura B. said it was important to delineate Priority Projects as having a steward so that tracking is possible. Ben S. asked about the distinction between Priority Projects of specific organizations versus programmatic or construction recommendations benefiting the region. Laura B. clarified that an organization cannot itself be a Priority Project but rather a program/project of that organization. Roger B. agreed that being concrete and specific is critical. Ben L. recommended getting more feedback and information from the proposing nonprofit leader. Roger B. agreed. Laura B. will follow up to see if the proposer can attend a future meeting and, if not chosen as a Priority Project, could be included in the SWOT Analysis. Marya K. noted that the issue is as much a Workforce issue as it is one of Healthy People.

Laura B. provided a brief update regarding reports due to EDA in the future. The next five-year CEDS will be effective from 2028 to 2032. BRPC will therefore be doing the preparation and data-gathering in 2027, in addition to the annual 2027 summary. Priority Project nominations can be taken in 2027 as well and grandfathered into the next five-year CEDS.

b. Brief Review of Updated Economic Data (most recent 5-year ACS)

Laura B. reminded the group of the delay in ACS data due to the government shutdown last October. She reviewed all data points currently available, noting that 24-month unemployment rates are still pending for at least another month and that this is needed before determining which census tracts and towns meet the EDA's unemployment rate distress criteria. The government shutdown also resulted in no data at all in October 2025.

People's suggested updates to the SWOT Analysis from the last meeting have now been incorporated, as well as several representative activities that can move the CEDS toward its goals. Laura proceeded to share on screen the data collected to date, such as Median Household Income. The report includes more comparison counties this year, including neighboring regions in Connecticut.

She noted that Per Capita Income in the Berkshires is higher, but Median Household Income is lower than the US; differences are likely based on household size. Later in the meeting, she noted that per capita income was the same in four census tracts meeting or exceeding economic distress. Three are in Pittsfield and one is in North Adams. However, Per Capita Income actually declined in a few non-distressed tracts.

Data related to Average Annual Pay is reported based on two-digit NAICS industry sectors. Average annual pay has gone down in some sectors, such as Agriculture and Arts/Entertainment/ Recreation. Laura B. noted the difficulty of breaking out state, federal, and local public administration reports to accurately reflect Public Administration Average Annual Pay in our region as compared to the state and nation. Roger B. felt this difference might be because we lack large, hierarchical public administration systems here, such as large-scale police departments, leading to less bureaucracy than in large metropolitan

areas. Malcolm F. noted that, in Massachusetts, we don't have county governments and that this could account for lower salaries in our region, too. He suggested comparing our region to other smaller, rural towns in Massachusetts as a better comparison for Public Administration. Laura B. stated that there are some areas in which the region is doing better than the U.S. although we are still falling behind Massachusetts as a whole. Chris R. also noted the concentration of certain sectors as being important to the local economy.

c. SWOT Analysis – Further discussion

Laura B. noted that people's suggestions for the SWOT have now been incorporated and that people can review these and decide if items should be eliminated, refined, or expanded. Anything still highlighted in the draft document has been carried over from the last annual review and may be replaced or eliminated in the final draft.

d. Representative Activity discussion

Laura B. noted how uplifting it is to update this section, which she does based on press clippings and other items people send to her during the year. She mentioned the closing of Simon's Rock as a challenge in the past year, while highlighting many successes, among them funding secured by the BIC and 1Berkshire. She has reached out to BRPC's Transportation team for infrastructure updates (Goal 5). She currently has about half of the updates she needs related to existing Priority Projects; proponents have until early April to submit those.

VI. Adjournment

Ben L. moved to adjourn the meeting. Rob D. seconded. The meeting adjourned at 2:11 p.m. The next meeting is scheduled for May 6, 2026.



MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: March 28, 2026

RE: February 2026 Assistance Activities

This report highlights technical assistance provided by BRPC staff for February 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
Monterey	Coordination meeting with MassDOT and Monterey’s Town Administrator to discuss (BUILD) grant application	Town of Monterey
Savoy	Met with Planning Board on short term rentals	Town of Savoy