



BRPC

Berkshire Regional Planning Commission

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

MEETING NOTICE – REVISED 3/18/26

There will be a meeting of the
BERKSHIRE REGIONAL PLANNING COMMISSION
on Thursday, March 19, 2026 at **7:00 p.m.**

This will be 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

The Meeting can be accessed at:

<https://us02web.zoom.us/j/3926128831?omn=81018970168>

Meeting ID: 392 612 8831

The Meeting Notice, Agenda, and meeting materials are on BRPC's website:

www.berkshireplanning.org.

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

Agenda

(All times approximate)

I. Opening

(7:00-7:05)

- a) *Call to Order and Open Meeting Law Statement*
- b) *Roll Call of Commission Members Attending the Meeting*
- c) *Vote to Approve Minutes of the January 15, 2026 Full Commission Meeting*

II. Comments from Berkshire Regional Planning Commission Delegates and Alternates

(7:05-7:10)

BRPC Delegates & Alternates may offer comments on any item not on the agenda. Discussion or action will be referred to a future meeting and not discussed at this meeting.

III. Comments from the Public

(7:10-7:15)

Members of the public may offer comments regarding topics on the agenda or other matters they wish to bring to the Commission's attention. Comments are to be directed to the Commission. Commenters must state their names and the city or town they are from. Any discussion or action will be referred to a future meeting and not discussed at this meeting.

IV. Discussion and Vote to Select Laura Brennan as the Incoming Executive Director of the Berkshire Regional Planning Commission

(7:15-7:45)

The BRPC Executive Director Search Committee has conducted an extensive process to present two candidates to the Commission for consideration as the next BRPC Executive Director. Subsequent to the Search Committee's recommendation, one of the candidates withdrew their candidacy. Commission Delegates or Alternate Delegates will be asked to vote on Laura Brennan as the next BRPC Executive Director.

- V. Vote to Establish a Three Person BRPC Negotiating Subcommittee, consisting Solely of Executive Committee Members, to Negotiate Terms of Employment, Compensation, and Benefits with the Incoming Executive Director (7:45-7:50)**
A Negotiating Subcommittee would meet with the selected candidate to discuss terms of employment, compensation, and benefits before formal hiring.
- VI. Vote to Ratify the Commission Chair Malcolm Fick's, Appointments of Malcolm Fick, Buck Donovan, and Sam Haupt to the BRPC Negotiating Subcommittee (7:50-7:55)**
The BRPC Bylaws require the Commission to ratify the Commission Chair's appointments to committees.
- VII. Vote to Authorize the Commission Chair to Make a Formal Offer of Employment to the Incoming Executive Director, subject to Prior Approval by the BRPC Executive Committee and negotiation of a mutually acceptable employment agreement (7:55-8:00)**
As the final step in the Executive Director hiring process, the Executive Committee would be asked to approve a formal offer of employment and authorize the Commission Chair to present that offer to the selected candidate.
- VIII. Presentation & Discussion of Executive Committee Actions (8:00-8:05)**
Executive Committee actions taken on the Commission's behalf during the February 5, 2026, and March 5, 2026, meetings are presented for information and discussion.
- IX. Vote to Amend the BRPC Bylaws (8:05-8:20)**
As described in an accompanying summary sheet, several clarifying items to the BRPC Bylaws need approval.
- X. Open Discussion by Commission Members about Current Items of Interest in their City or Town (8:20-8:25)**
As time allows, Delegates and Alternates are encouraged to discuss key items of interest in their City or Town, such as town meeting updates, development proposals, changes in municipal leadership, proposed development projects, etc.
- XI. Report and Discussion of the Executive Director's Report (8:25-8:30)**
- XII. Adjournment (8:30)**

Other interested citizens and officials are invited to attend.

All times listed are estimates of when specific agenda items may be discussed.

City and Town Clerks: Please post this notice



DRAFT FULL COMMISSION MEETING MINUTES **January 15, 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

The meeting was called to order at 7:03 pm.

Chair Malcolm Fick stated that, in accordance with the provisions of the Massachusetts Open Meeting Law: *Meetings of the BRPC Commission Committee are recorded. Others may record meetings after informing the Chair that they wish to do so, as long as the method of recording does not interfere with the conduct of the meeting.* PCTV recorded the meeting.

II. Roll Call

The following Commission members were present:

Jay Meczywor-Adams Alternate
Al Blake- Becket Delegate
Ann Krawet- Becket Alternate
Peter Traub-Cheshire Delegate
Mary McGurn-Egremont Delegate
Malcolm Fick-Great Barrington Alternate
Keith Harrison-Hinsdale Delegate
Mark Hawthorne-Lanesborough Alternate
Buck Donovan-Lee Delegate
Mark Smith-Lenox Delegate
Daniel Bross-Lenox Alternate
Laura Mensi-Monterey Delegate
Sheila Irvin-Pittsfield Delegate
Sari Hoy-Sheffield Delegate
Christine Rasmussen-Stockbridge Alternate
Erik Reardon-Williamstown Delegate

Towns with no Delegate or Alternate present:

Alford, Clarksburg, Dalton, Florida, Hancock, Mt. Washington, New Ashford, New Marlborough, North Adams, Otis, Peru, Richmond, Sandisfield, Tyringham, Washington, West Stockbridge, Windsor

Staff Present:

Thomas Matuszko, Marianne Sniezek, Caitlin Davis, Laura Kittross, Clete Kus, Jaymie Zapata, Lydia Shulman

Others Present:

Corrin Meise-Munns, MILUS
Eric Anderson, Town Manager, Dalton
Carol Hardy Fanta, Tyringham Planning Board
PCTV

III. Vote to Approve Minutes of the November 20, 2025, Commission Meeting

Mary McGurn motioned to approve the November 20, 2025, draft meeting minutes. Buck Donovan seconded the motion. There was no discussion on the motion.

A roll call vote approved it: Jay Meczywor, Peter Traub, Mary McGurn, Malcolm Fick, Keith Harrison, Buck Donovan, Laura Mensi, Sheila Irvin, Sari Hoy, and Erik Reardon.

Mark Hawthorne and Mark Smith abstained. Christine Rasmussen and Al Blake did not vote.

IV. Comments from Berkshire Regional Planning Commission Delegates and Alternate Delegates

BRPC Delegates & Alternates were offered the opportunity to comment on any item not on the agenda. Discussion or action are referred to a future meeting and not discussed at this meeting. There were no comments from the delegates or alternates.

V. Comments from the Public

Members of the public were offered the opportunity to comment regarding topics on the agenda or other matters they wish to bring to the Commission's attention. Comments are directed to the Commission. Commenters state their names and the city or town they are from. Any discussion or action is referred to a future meeting and not discussed at this meeting. There were no comments from the public.

VI. Presentation & Discussion about the Massachusetts Integrated Land Use Strategy (MILUS)

In a brief presentation, Corrin Meise-Munns, Land Use Planning Manager with the Massachusetts Executive Office of Energy & Environmental Affairs (EEA) provided an overview of the Massachusetts Integrated Land Use Strategy (MILUS), [MILUS Overview](#) including its organizational structure, overall goals, anticipated outcomes, and opportunities for participation. The presentation focused on clarifying questions and high-level observations, during which EEA noted any overarching concerns or suggestions related to the project's scope or process. As the MILUS workgroups were just getting underway, EEA would not yet have preliminary analysis or

findings to share, and this presentation was intended to be introductory rather than substantive.”

The presentation included the following highlights:

- Problems and Opportunities- Why is land use planning important?; coordinating land use planning to meet Commonwealth’s goals. Some Commonwealth plans may compete with one another
- Existing state initiatives would be incorporated starting with sub goals that each plan has implemented and build on existing tools
- MILUS has looked to other statewide land use plans , such as CT, NJ, and RI, to learn from their challenges
- Project Deliverables: Strategy and Map- preferred land uses and GIS planning tool as a guide
- Integrated consideration examples included: Environmental Justice and Equity; Transportation; Climate and Environmental Hazards; Decarbonization
- Work groups and focus groups for industry professionals
- MILUS Use cases examples included: Senior Policy makers, state agency program managers, transportation planners, municipalities and local planners, real estate developers
- Anticipated concerns and challenges, such as coordination across multiple agencies and incorporating existing agency initiatives
- Outcomes and benefits
- Project timeline- hope to wrap up by Labor Day; current timeline is in Q1

Mark Smith asked if there was a color coding standardization across the maps of the other states. If not, why? Corrin was not aware of planning coordination on this. Not sure what this will mean in the future. Different states have different laws, and this could cause issues. MILUS might not continue with a color coding model.

Tom asked where the comprehensive plans factored in for priority areas. The response was that MILUS did not prioritize showing at a parcel level. Focus would be on establishing priority areas from surveys, specifically elicited from municipal representatives. There would be questions on conservation and housing that communities have faced. RPAs were working with data teams at the municipal level.

VII. Vote to the Berkshire Regional Planning Commission Fiscal Year 2027 Assessment as Recommended by the Executive Committee at its December 4, 2025 meeting to include a 2.5% increase over Fiscal Year 2026

By law, BRPC needs to notify municipalities of their assessments no later than February each year so that they may be included in city/town budgets. With municipal budget preparation starting earlier and earlier, the BRPC Executive Committee voted to recommend the FY27 assessment increase by 2.5% over the FY26 assessment.

Mary McGurn motioned to approve the fiscal year 2027 Assessment as recommended by the Executive Committee. Al Blake seconded the motion.

There was no discussion on the motion.

A roll call vote approved it: Jay Meczywor, Al Blake, Peter Traub, Mary McGurn, Malcolm Fick, Keith Harrison, Mark Hawthorne, Buck Donovan, Mark Smith, Laura Mensi, Sheila Irvin, Sari Hoy, Christine Rasmussen, and Erik Reardon.

VIII. Presentation and Discussion about the BRPC Public Health Services and Public Health Planning Programs

Laura Kittross described changes to the BRPC Public Health program and provided a brief overview of the work of the BRPC Public Health Services and Planning programs.

Retiring BRPC Public Health Program Manager Laura Kittross presented an overview of BRPC's [Public Health Program](#). She reviewed the planning and services side of Public Health and the staff's role for each program. The Public Health programs included nursing, education, wellness events, Covid and flu vaccines, inspections, substance use, and more. This served as a guide for what the Public Health program's priorities were throughout the year.

The Services program has two broad areas, Berkshire Public Health Alliance and Berkshire Hampden Training Hub. The Alliance has twenty-three member municipalities and nineteen of those member municipalities receive public health nursing services from BRPC. Eleven communities receive inspectional services, including public health environmental inspections.

The Training Hub provides workforce requirements for inspectors and other public health services. FY25 numbers reported 1600 permits were issued along with 2500 inspections and 2700 vaccinations given.

The new Program Managers, Lydia Shulman (Services) and Jaymie Zapata (Planning) were introduced.

Tom thanked Laura for all her hard work and dedication at BRPC during her tenure here. Laura is currently working in an advisory role for BRPC.

Al Blake asked about how the Berkshires were getting inundated with solar and battery storage implementations and applications. Does the Board of Health have a unique role in assessing those and putting a stop to those? Laura was not aware of a role but heard about this at the state level. Laura could mention this issue at a Board of Health Meeting. The Mass Association of Health Boards, which provides legal advice to boards of health, was mentioned as a good group to be in touch with on this issue. Lydia was attending an upcoming Board of Health meeting and would like to get more information on this for the meeting. Jaymie also suggested checking in with FRCOG because they had a presentation back in the fall about battery and fire storage. Laura would provide a copy of that presentation to Al Blake.

IX. Presentation & Discussion of Executive Committee Actions

Executive Committee actions taken on the Commission's behalf during the December 4, 2025, and January 8, 2026, meetings were presented for information and discussion. There were no comments or discussion of the Executive Committee Actions.

X. Open Discussion by Commission Members about Current Items of Interest in their City or Town

Sari Hoy from Sheffield asked if there was a way to deny a potential bylaw of data centers being created by the town's Planning Board. Is saying no an option? Tom suggested reaching out to CJ Hoss as the best BRPC staff contact for this. Mark Smith commented that something similar was happening in Lenox. Data centers may be a topic added for a future meeting.

XI. Report and Discussion of the Executive Director's Report

Tom reported on new items not in the report:

- Housing choice-new rural housing choice; will go on BRPC website; more information coming
- Berkshire Gas price increases- DPU hearings to be held in Berkshire County
- Seasonal Communities- informational sessions first week of February; send Tom questions if you are part of a seasonal community. Tom would circulate those questions to the EOHLC.

Tom gave an update on the Executive Director search. The search committee met January 14th and determined which candidates to bring in for first round interviews. Tom encouraged alternates and delegates to attend in person interviews once confirmed to meet and vote on candidates.

Sari Hoy asked if there were restrictions that would apply to people who were against the tiny homes and if allowed, were there limitations. Mary McGurn commented that you could say no to movable tiny homes.

XII. Adjournment

Sheila Irvin made a motion to adjourn. Al Blake seconded the motion.

A roll call approved the motion without discussion: Jay Meczywor, Al Blake, Peter Traub, Mary McGurn, Malcolm Fick, Keith Harrison, Mark Hawthorne, Buck Donovan, Mark Smith, Laura Mensi, Sheila Irvin, Sari Hoy, Christine Rasmussen, and Erik Reardon.

The meeting adjourned at 8:40 pm.



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Memorandum

TO: BRPC Delegates and Alternates

FROM: Thomas Matuszko, BRPC Executive Director

SUBJ: Report of Search Committee Activities

DATE: March 18, 2026

This memorandum contains a chronology and report of activities of the Berkshire Regional Planning Commission Executive Director Search Committee activities related to hiring and Executive Director to replace the current retiring Executive Director Thomas Matuszko.

- At the October 2, 2025 BRPC Executive Committee meeting Thomas Matuszko announced his intention to retire.
- At its November 11, 2025 meeting, the Executive Committee approved the Executive Director Position Description to be used in the advertisement material for a new Executive Director and a recommended process for the Commission to use. That process recommended the search be conducted in-house with a seven member Search Committee.
- At its November 20, 2026 Commission meeting, the Commission established the Search Committee, and approved appointments of Buck Donovan, Chair, Malcolm Fick, Sheila Irvin, Kyle Hanlon, John Duval, Marybeth Mitts, and Laura Kittross as Search Committee members.
- The Search Committee met ten times from December 2, 2025 to March 11, 2026. Minutes of those meetings are posted on the BRPC website, [Agendas and Minutes - 2025 - Berkshire Regional Planning Commission](#) and [Agendas and Minutes - Berkshire Regional Planning Commission](#)
- At its December 2, 2025 meeting, the Search Committee reviewed the proposed Search Process, approved the material to be used in the advertisement of the position and approved locations to post advertisements. The advertisement was posted on twenty-three sites, including Berkshire County, Massachusetts, and national sites. Most sites were posted prior to December 16, 2026. While the position was advertised as open until filled, application reviews were identified to start beginning January 10, 2026.
- At its December 16, 2025 meeting, the Search Committee approved the Applicant Eligibility Criteria and discussed the criteria to evaluate applicants for consideration for interview.
- At its December 22, 2025 meeting, the Search Committee approved the evaluation criteria. The eighteen evaluation criteria included Education, Experience – Directly Related, Experience – Other Public, Experience – Non-Profit, Experience – Location, Experience – Committee/Board Leadership, Experience – Collaboration / Coalition Building, Experience – Tenure, Professional Certification, Knowledge – Planning, Knowledge – Management, Knowledge – Regulatory Framework, Knowledge – Grant Writing and Management, Exposure to Agency / Organization Management – Budget Size, Exposure to Agency / Organization Personnel Size, Direct Supervision Experience, Philosophy Statement – Style, and Philosophy Statement – Approach.

Applications were rated as Strong, Acceptable, Limited, and None. Some criteria were weighted more important than others.

- BRPC received nine applications. The Search Committee evaluated the eight applications that were deemed eligible.
- At its January 14, 2026 meeting, the Search Committee discussed the first round interview questions and agreed that first round interviews would be conducted virtually and be conducted in Executive Session to maintain the confidentiality of the applicants. The Search Committee, in Executive Session, agreed on three applicants for first round interviews.
- At its January 23, 2026 meeting, in Executive Session, the Search Committee agreed to invite two more applicants to first round interviews.
- At its January 31, 2026 meeting, the Search Committee, in Executive Session, interviewed (virtually) three applicants.
- At its February 7, 2026 meeting, the Search Committee, in Executive Session, interviewed (virtually) two applicants.
- At its February 11, 2026 meeting the Search Committee discussed the hiring process after first round interviews were completed. References of the applicants selected for second round interviews would be checked prior to the interview. Interviews would be in person for 45 minutes per applicant at a hybrid meeting at the BRPC office. Interviews would be recorded, those recordings posted on the BRPC YouTube site. Search Committee members would each provide questions to the Chair and Executive Director who would compile them. In Executive Session, the Search Committee recommended three applicants for second round interviews.
- At its March 7, 2026 meeting, the Search Committee interviewed two candidates for the position of Executive Director, following the process agreed to at the February 11th meeting. The third applicant withdrew his application prior to the meeting being scheduled. Prior to the meeting, the Committee Chair checked references for the applicants.
- At its March 11, 2026 meeting, the Search Committee recommended two applicants be considered for a vote by the Commission as the next Executive Director. The Search Committee also recommended Laura Brennan as the preferred candidate.
- On March 18, 2026 the other candidate withdrew their candidacy.



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Berkshire Regional Planning Commission Executive Director Search Applicant Material – Laura Brennan

The following items are included in support of Laura Brennan's application as Executive Director of the Berkshire Regional Planning Commission

- I. Cover Letter
- II. Resume
- III. Statement of Management Philosophy
- IV. Summary of Reference Conversations
- V. Supplemental Material / Statement Following Interview
- VI. Letters of Recommendation / Evaluation
 - Jessica Atwood
 - Senator Mark
 - Mayor Marchetti
 - Mayor Macksey
 - Kristen Elechko
 - Thomas Matuszko Evaluation
- VII. Link to Interview Recording
<https://youtu.be/n76sq1ibc5g>

Laura Brennan

December 22, 2025

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

Dear search committee members,

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

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

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

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

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

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

Sincerely,



Laura Brennan

Laura Brennan

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

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

Relevant Professional Experience:

Berkshire Regional Planning Commission

Assistant Director & Economic Development Program Manager

July 2023 - Current

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

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

Economic Development Program Manager

April 2021 – June 2023

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

Senior Planner, Economic Development

November 2017 – March 2021

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

1Berkshire Strategic Alliance

Director of Client Services, 1Berkshire (after merger)

2016 – 2017

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

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

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

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

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

Director of Marketing**2006 - 2011**

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

Member and Visitor Services Coordinator**2006**

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

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

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

Franklin and Marshall College; Lancaster, PA

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

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

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

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

Recent Conference Presentations:

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

Laura Brennan

Management Philosophy

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

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

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

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

The core message was this:

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

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

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

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

Reference Contact Information

Please provide the contact details of three (3) professional references. One must be a former supervisor.

REFERENCE 1

Name	Jay Green
Title / Relationship	Town Manager of Lenox – former client, classmate
Phone / Email	413-637-5500 x1200 jgreen@townoflenox.com

REFERENCE 2

Name	Ben Sosne
Title / Relationship	BIC Executive Director – client, colleague
Phone / Email	413-449-1100 ben@the-bic.org

REFERENCE 3


Name	Brooke Healy
Title / Relationship	Lee Town Planner – client
Phone / Email	413-243-5517 Brooke.healy@leema.gov

REFERENCE 4 – please note, my supervisors from both 1Berkshire and Hancock Shaker Village have passed away in recent years; thus, I am providing my current supervisor's contact information in order to comply with the requirement above.

Name	Thomas Matuszko
Title / Relationship	BRPC Executive Director - supervisor
Phone / Email	413-442-1521 x34 tmatuszko@berkshireplanning.org

CONSENT & AUTHORIZATION

I authorize BRPC to contact the references I have provided for the purpose of candidate assessment prior to a hiring decision. I understand that declining this authorization will remove me from consideration for this position.

Full Name	Laura Brennan
Signature	
Date	2/16/2026

Applicant name: Laura Brennan_____

Reference Contact Name: ___Jay Green _____

Reference Relationship: Town Manager of Lenox, former client, Classmate_____

Date: 3-2-26_____

Describe BRPC and the Position:

(BRPC) is the regional planning agency for Berkshire County, the westernmost county in the Commonwealth of Massachusetts. BRPC is a public sub-state district. The BRPC functions as a municipal consulting firm assisting the thirty-two member Berkshire municipalities with a diverse set of topics including community and economic development, community planning, data and information services, emergency preparedness planning, environmental and energy planning, regional services, public health planning and services, and transportation planning.

BRPC's approved FY26 annual budget is \$6.99 million, of which 1.6% comes from member contributions and 98.4% from grants and contracts. Currently there are over 160 active grants and contracts. Current staffing consists of forty one FTEs and eleven PTEs. The Executive Director manages eight program managers directly.

The Executive Director works with a wide variety of citizens, municipal, business, non-profit, legislative, and other leaders to assertively advocate Berkshire County's needs and opportunities while providing management and leadership to a diversely focused professional staff. The Executive Director works with a commission composed of appointees from thirty-two member municipalities and an executive committee.

Questions

1. What is/was your relationship with the applicant? How long did you supervise/know the applicant? **Many different agencies over many years +8. Greylock Glenn, Suffolk college program**
2. What were applicant's job title, duties, or work responsibilities as you know them professionally? **Liaison between agencies. Assist clients, other agencies**
3. Please describe the applicant's leadership style, including leading an organization, leading a board, and providing strategic leadership for a larger area? **Incredibly responsible. Listens well, very thoughtful, asks the best questions. Soft but firm**
4. Please describe the applicant's management style, including financial management. **Always organized, creates the budgets and always on budget**
5. Please describe the applicant's public relations roles and skills. **Really shines at this. Thoughtful and always relates**
6. Please describe the applicant's approach to securing funding to sustain the organization. **Knows where to find funding and resouces. Organized**
7. Please identify the applicant's professional / personal strengths. **She is always well researched and humble. Can identify good staff and can read people well**
8. Given the opportunity, would you rehire / hire the applicant **Yes**
9. Please provide any additional insight or comments to add why you think this applicant would thrive in the position? **She is extremely loyal. Can bridge gaps.**

Applicant name: Laura Brennan_____

Reference Contact Name: Ben Sosne_____

Reference Relationship: BIC contact_____

Date: 2-3-26_____

Describe BRPC and the Position:

(BRPC) is the regional planning agency for Berkshire County, the westernmost county in the Commonwealth of Massachusetts. BRPC is a public sub-state district. The BRPC functions as a municipal consulting firm assisting the thirty-two member Berkshire municipalities with a diverse set of topics including community and economic development, community planning, data and information services, emergency preparedness planning, environmental and energy planning, regional services, public health planning and services, and transportation planning.

BRPC's approved FY26 annual budget is \$6.99 million, of which 1.6% comes from member contributions and 98.4% from grants and contracts. Currently there are over 160 active grants and contracts. Current staffing consists of forty one FTEs and eleven PTEs. The Executive Director manages eight program managers directly.

The Executive Director works with a wide variety of citizens, municipal, business, non-profit, legislative, and other leaders to assertively advocate Berkshire County's needs and opportunities while providing management and leadership to a diversely focused professional staff. The Executive Director works with a commission composed of appointees from thirty-two member municipalities and an executive committee.

Questions

1. What is/was your relationship with the applicant? How long did you supervise/know the applicant? **Berkshire Inovation Close contact 6yrs**
2. What were applicant's job title, duties, or work responsibilities as you know them professionally? **Worked on economic development. Created great relationship with USEDA to secure funding**
3. Please describe the applicant's leadership style, including leading an organization, leading a board, and providing strategic leadership for a larger area? **Very capable patient listener and finds commonality. Moves a project forward**
4. Please describe the applicant's management style, including financial management. **Worked with BIC on federal funding, very tedious process. Orgnized and got the details done**
5. Please describe the applicant's public relations roles and skills. **Universally accepted and effective collaborator. Brings people together**
6. Please describe the applicant's approach to securing funding to sustain the organization. **Very thorough and methodical. Knows the system and opportunities**
7. Please identify the applicant's professional / personal strengths. **Kindness and supportive. Brings a level of clarity. Is honest with projects**
8. Given the opportunity, would you rehire / hire the applicant **In a second**
9. Please provide any additional insight or comments to add why you think this applicant would thrive in the position? **Has both IQ and EQ. A great talent and enthusiastic about her proffession. Belives it is hard to envision a better candidate**

Applicant name: Laura Brennan _____

Reference Contact Name: Brooke Healy _____

Reference Relationship: Municipality _____

Date: 2-27-26 _____

Describe BRPC and the Position:

(BRPC) is the regional planning agency for Berkshire County, the westernmost county in the Commonwealth of Massachusetts. BRPC is a public sub-state district. The BRPC functions as a municipal consulting firm assisting the thirty-two member Berkshire municipalities with a diverse set of topics including community and economic development, community planning, data and information services, emergency preparedness planning, environmental and energy planning, regional services, public health planning and services, and transportation planning.

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Questions

1. What is/was your relationship with the applicant? How long did you supervise/know the applicant? **Town Of Lee Planner, all areas of development 3 yrs**

2. What were applicant's job title, duties, or work responsibilities as you know them professionally? **Worked with her at BRPC eco development, CDC partnerships. She is very supportive and a major driver**

3. Please describe the applicant's leadership style, including leading an organization, leading a board, and providing strategic leadership for a larger area? **Worked as master plan facilitator. Created a positive productive forum and is able to steer people.**

4. Please describe the applicant's management style, including financial management. **Has given great advice and mentor. Knows where to get the grants and do budgets**

5. Please describe the applicant's public relations roles and skills. **Gets people together. Creates a productive discussion**

6. Please describe the applicant's approach to securing funding to sustain the organization. **Knows whats available and how to get it. Gets out ahead of everyone. Never last minute**

7. Please identify the applicant's professional / personal strengths. **Honest, Kind and assists everyone. Great economic development, very professional. Always come out of a meeting feeling better**

8. Given the opportunity, would you rehire / hire the applicant **Absolutely**

9. Please provide any additional insight or comments to add why you think this applicant would thrive in the position? **Laura can fill the role and make it her own**

Laura Brennan

Closing Statement

Members of the BRPC Executive Director Search Committee,

First, my sincere thanks for the opportunity to be considered as the next Executive Director of Berkshire Regional Planning Commission. I deeply appreciate your investment of time and energy into this process. I am honored to be a final candidate and remain eager to assume the responsibilities of this role. We covered a lot of ground on Saturday, and I'm grateful to address items deserving more discussion.

In 2017, I arrived at a very different – much smaller, more siloed - BRPC. If anyone predicted before 2020 how we would evolve, it would have been in a purely hypothetical exercise. Over the subsequent several years, we doubled in size, expanded into a broader range of work, and built stronger relationships with the municipalities, non-profits, and business community of the Berkshires. I'm deeply proud of my colleagues' critical local role during a global health crisis. I'm also proud of our work helping communities recover economically and become more resilient through new alliances, placemaking, and inclusive planning approaches.

This period of intense change significantly shifted who we are as an agency. More recently, we migrated to a more sophisticated accounting system, adopted a versatile, cloud-based network, revised several of our policies and procedures, and are ensuring our internal and external communications are fully compliant with ADA standards. Rather than using external factors as an excuse to cling to familiar systems, we have pursued continuous improvement. This has certainly been challenging, but also rewarding. We have grown as a team while navigating the day-to-day impacts of these changes.

Early in my tenure, Tom Matuszko shared a quote from sociologist Max Weber that I agree applies just as readily to planning, and indeed all public service, as it did to the political realm Weber assessed for students at Munich University in 1918: **"It is the strong and slow boring of hard boards. It takes both *passion* and *perspective*."** The [full text of the speech](#) contrasts mere employment with vocation and calls for leaders and heroes (in the most sober sense of the word) to arm ourselves with a steadfastness of heart.

We have all been reflecting on threats to BRPC in this volatile time. There is much outside of our control, deeply concerning external factors already affecting our current and future work. Another, very real danger would be to lose ground on the versatility, innovation, and collaboration we've been fostering in the last near decade of BRPC's existence. We have grown our capacity, our reputation, and our relationships. Momentum is strong, and keeping in conversations that build regional unity will be critical as we move forward.

As the next Executive Director of BRPC, I offer a well-informed **perspective** on the region's challenges and potential. I recognize the need for patience – and persistence - on long-term but impactful projects. I am well practiced in the diplomacy the role requires. I also embody true **passion** for the Berkshires. I have built trust throughout the community over two decades of enthusiastic involvement in volunteer and professional roles. This strong foundation will serve us all as we work together for the benefit of all Berkshire County residents and organizations.

January 29, 2026

RE: Laura Brennan Recommendation

Dear Executive Director Search Committee

I would like to share my endorsement of Laura Brennan as she is pursuing the position of Executive Director of the Berkshire Regional Planning Commission. My experience working with Laura is from my role at a sister Regional Planning Agency (RPA), the Franklin Regional Council of Governments. I have been the Director of Planning for the last two years and previously was the Economic Development Program Manager. As we are both from rural regions with similar challenges and opportunities, we have had frequent contact. In addition, we both participate in a group of RPA Economic Development Planners that have met virtually almost monthly since the onset of COVID. Through this experience, I have gotten to know Laura and have great respect for her.

Laura is respected as a leader not only by me but by our peers across the Commonwealth. From her work with the US Economic Development Administration to developing shared municipal planning services, her knowledge about state and federal programs and willingness to share her thoughts and experiences are appreciated. She evaluates information and thoughtfully considers the implications of potential outcomes. She is willing to explore new ideas and is open to collaboration. For these reasons, along with her friendly and professional manner, she is often sought after when I or another peer has a question or is thinking through a problem. I feel these talents and her statewide reputation are an asset for a future BRPC Executive Director.

If you would like more information from me, please feel free to contact me at 413-250-5288 or jatwood@frcog.org.

Sincerely,



Jessica Atwood



SENATOR PAUL W. MARK
*Berkshire, Hampden, Franklin
and Hampshire District*

The Commonwealth of Massachusetts
MASSACHUSETTS SENATE

STATE HOUSE
BOSTON, MA 02133-1053
TEL. (617) 722-1625
FAX: (617) 722-1523
PAUL.MARK@MASENATE.GOV
WWW.MASENATE.GOV

January 21, 2026

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

Dear Members of the Executive Director Search Committee,

I am writing to you today in strong support of Laura Brennan's candidacy for Executive Director of the Berkshire Regional Planning Commission.

Over the years, both during my tenure in the House of Representatives and now as State Senator representing all of Berkshire County, my office has had the pleasure of working with Ms. Brennan in her capacity as BRPC's Assistant Director and Economic Development Program Manager. Throughout that time, she has distinguished herself as a trusted regional leader with an exceptional command of planning, economic development, municipal partnership, and public communication.

At a moment when the work of government is more important than ever, with rising costs, uncertain federal support, and demographic challenges impacting rural communities, there has never been a more crucial time for the Berkshires to come together as a region. BRPC plays a central role in that effort: advancing long-term planning, supporting municipalities, and helping Berkshire County compete for resources and investment. For these reasons, I believe that Ms. Brennan's expertise, institutional knowledge, and long-standing relationships will be essential to BRPC's continued success and to the strength of our region.

Ms. Brennan brings nearly a decade of direct BRPC experience, including eight years of stewarding increasing responsibility within the agency and leading key economic development initiatives. She has successfully managed complex programs that deliver real results for municipalities, businesses, and residents—including administration of a multi-year CARES Act federal award supporting economic resiliency and recovery services across the region, and helping secure Economic Development District (EDD) status for Berkshire County—an important milestone that strengthens regional coordination and expands access to federal support.

In addition to her economic development leadership, Ms. Brennan has played a vital role in strengthening BRPC's communications, public presence, and agency operations. As Assistant Director, she has helped

guide BRPC's messaging and branding through the website, press releases, social media, and annual reporting, and has supervised staff producing public-facing communications such as monthly newsletters and high-profile agency events.

That combination of strategic leadership and operational competence is exactly what this role requires. Ms. Brennan also demonstrates a deep understanding of municipal governance and regional needs. She recently completed a Graduate Certificate in Local Government Leadership & Management through Suffolk University's public administration program in partnership with the Massachusetts Municipal Association, an achievement that further reflects her commitment to public service and to the communities BRPC supports.

Just as importantly, Ms. Brennan is widely respected across Berkshire County for her professionalism, diplomacy, and steady leadership—qualities that matter greatly for a position that demands collaboration across municipalities, state agencies, and stakeholder groups. She is well-practiced in representing BRPC publicly, engaging with the press, and communicating effectively with our state and federal delegations. For all of these reasons, I urge the Executive Director Search Committee to give Ms. Brennan your strongest consideration. She offers the rare combination of experience, proven management ability, regional credibility, and deep institutional knowledge that will allow BRPC to maintain momentum and continue meeting the demands of the moment without interruption.

Thank you for your time and for your thoughtful work on behalf of Berkshire County. If I can be of any further assistance as you complete this process, please do not hesitate to contact my office.



Paul W. Mark, *State Senator*
Berkshire, Hampden, Franklin & Hampshire District



THE CITY OF PITTSFIELD
OFFICE OF THE MAYOR
70 Allen Street, Pittsfield, MA 01201
(413) 499-9321 • pmarchetti@cityofpittsfield.org

Peter M. Marchetti
Mayor

January 30, 2026

Dear Executive Director Search Committee members,

It is my pleasure to provide this letter of recommendation for Laura Brennan, current Assistant Director and Economic Development Program manager and candidate for the Executive Director position at BRPC.

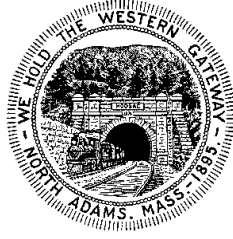
Laura works closely with several employees of the City of Pittsfield, and she is well respected for her knowledge, dedication, and consistently high quality of work. She has also been a diligent supervisor of BRPC staff working on projects with our team. Whether she is herself involved in the delivery of services, or providing oversight to others, her thoughtful and diplomatic approach to identifying and addressing any concerns which have arisen are deeply appreciated.

I have also enjoyed the opportunity to work directly with Laura as co-leads of the effort between BRPC, the Berkshire Municipal Managers Association, and the Berkshire Selectmen's Association to provide networking and educational opportunities to municipal officials in Berkshire County. This effort is an excellent example of Laura's commitment to county-wide collaboration and strengthening the capacity and connectivity of our region.

I urge you to give Laura's candidacy your full consideration. She is an asset to Berkshire Regional Planning Commission, and to our community at large.

Sincerely,

Peter M. Marchetti, Mayor



CITY OF NORTH ADAMS, MASSACHUSETTS

Office of the Mayor
Jennifer A. Macksey

February 7, 2026

Dear Search Committee Members,

I am pleased to offer my strongest recommendation for Laura Brennan for the position of Executive Director of the Berkshire Regional Planning Commission (BRPC). Laura brings an exceptional combination of leadership, strategic insight, and deep commitment to Berkshire County, making her uniquely qualified to guide the agency forward during this important transition.

The Executive Director role requires a professional with a strong understanding of planning and governance trends, the ability to represent BRPC with clarity and diplomacy, and steadfast dedication to the agency's mission and values. Through her years of service and experience as Assistant Director, Laura has consistently demonstrated these qualities while effectively collaborating with municipal partners, government agencies, and the public.

Laura's professional training—including a graduate certificate in Local Government Leadership and Management through Suffolk University and the Massachusetts Municipal Association—reflects her strong understanding of municipal priorities and public-sector management. She also has extensive experience securing and administering grants, participating in statewide planning networks, and communicating effectively with the press and state and federal delegations.

Laura inspires confidence through her thoughtful leadership, collaborative approach, and steady guidance. I recommend her without reservation and am confident she will continue to strengthen BRPC's vital work across Berkshire County.

Thank you for your consideration, and please feel free to contact me with any questions.

Sincerely,

Jennifer A. Macksey
Jennifer A. Macksey
Mayor

Thomas Matuszko

From: Elechko, Kristen (GOV) <Kristen.Elechko@mass.gov>
Sent: Monday, March 9, 2026 9:34 PM
To: Executive Director Search
Subject: Recommendation for Laura Brennan

You don't often get email from kristen.elechko@mass.gov. [Learn why this is important](#)

This email originated from outside of the organization.

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Hello BRPC Executive Director Search Committee,

I am pleased to write in strong support of Laura Brennan as the next Executive Director of the Berkshire Regional Planning Commission (BRPC). Laura is an exceptional leader whose commitment to strategic vision, regional collaboration, and thoughtful planning has already had a profound impact on the Berkshires and the communities BRPC serves.

In my role as Western Massachusetts Director for the Governor's Office in the Healey-Driscoll Administration, I have seen firsthand how critical strong leadership at regional planning agencies can be. The most effective Executive Directors influence policy at the statewide level while also supporting municipalities with implementation. They accomplish this by building and maintaining relationships at every level of government and within the communities they serve. The strongest leaders in these roles also serve as trusted sources of subject-matter expertise on some of the Commonwealth's most complex and pressing challenges.

Laura has already proven herself to be an exceptional leader in many of these ways. She consistently provides a steady, thoughtful, and trusted voice within the region. Equally impressive is her dedication to strengthening the Berkshires as a whole. Laura has worked tirelessly to support initiatives that expand economic opportunity, improve infrastructure, and promote sustainable growth, while preserving the character and natural assets that make the Berkshires such a special place.

In my experience, Laura is widely respected among municipal officials, regional nonprofit organizations, businesses, and state leaders for her professionalism, integrity, and deep understanding of the region's needs. I have no doubt that if she is selected as the next leader of BRPC, she will continue to elevate the work of the commission and strengthen the partnerships that are essential to the region's success.

Over the past several years, many Western Massachusetts institutional leaders have transitioned out of their roles. While leadership transitions can bring new opportunities, the region has also experienced a loss of institutional knowledge and depth of experience. Laura's appointment as the next Executive Director of BRPC would provide an important source of continuity, stability, and leadership at a critical time for the region.

For all of these reasons, I strongly and enthusiastically recommend Laura Brennan for the position of Executive Director of the Berkshire Regional Planning Commission. I am confident that her leadership, experience, and

deep commitment to the Berkshires will serve the region well. Please feel free to contact me if I can provide any additional information regarding Laura's qualifications or my support for her candidacy.

With appreciation,
Kristen

Kristen Elechko (she/her/hers)

Western Massachusetts Director
Office of Governor Maura T. Healey

Kristen.elechko@mass.gov

Cell: 857-327-3214



BRPC

Berkshire Regional Planning Commission

1 Fenn Street, Suite 201

Pittsfield, MA 01201

T: (413) 442-1521 · F: (413) 442-1523

TTY: 771 or (800) 439-2370

berkshireplanning.org

Memorandum

TO: BRPC Executive Director Search Committee Members
 FROM: Thomas Matuszko, Executive Director
 DATE: March 9, 2026
 SUBJ: Executive Director Applicant Laura Brennan

As part of the interview process, the Search Committee asked that applicants provide a reference from a recent or current supervisor. I am Laura's immediate BRPC supervisor. This memorandum describes my evaluation of Laura Brennan as an applicant for the Berkshire Regional Planning Commission Executive Director position. Since her promotion as Assistant Director, I have generally had weekly meetings with her.

My comments, shown in italics, are structured to evaluate how she would respond to the requirements of the advertised position description, shown in the rest of the text.

Berkshire Regional Planning Commission (BRPC) EXECUTIVE DIRECTOR

Position Summary:

The Executive Director serves as the public "face and voice" of the BRPC. The Executive Director is charged with successfully implementing the organization's Mission Statement, Vision, and Values, and working with a wide variety of citizens, municipal, business, non-profit, legislative, and other leaders to assertively advocate Berkshire County's needs and opportunities while providing management and leadership to a diversely focused professional staff. The Executive Director works with a commission composed of appointees from thirty-two member municipalities and an executive committee.

Comment

Laura is extremely well connected and well regarded with a wide variety of entities throughout Berkshire County. This has been evidenced numerous times, including during COVID working with organizations such as the Berkshire United Way to help supply entities providing food and more recently working with a variety of entities to understand the potential economic disruption from current federal policies. Most recently she is one of the key players to organize the municipal networking group. One of the greatest strengths that Laura would bring to the position is her ability to immediately and meaningfully engage with a large variety of stakeholders to advance the cause of BRPC, and importantly, for the betterment of the county.

Representative Responsibilities:

The Commission

- Maintains a working knowledge of trends and significant development in the field of municipal and regional planning, and municipal governance, and how those trends may impact the region.

Comment

Laura has a solid understanding of municipal governance, and has recently completed the Massachusetts Municipal Association-Suffolk Certificate in Local Government Leadership and Management, which is a graduate-level program

designed for municipal employees to advance their careers, covering topics like budgeting, human resources, and strategic leadership. Laura is BRPC's lead staff person to interact with the Executive Office of Energy and Environment Affairs Massachusetts Integrated Land Use Strategy and is on the Economic Development Working Group. This will increase her regional planning capabilities. Based on her current job responsibilities, Laura has had limited direct exposure to municipal planning.

- Maintains and enhances BRPC's reputation as a trusted resource of unbiased, professional information and assistance; build upon its role as a key regional player.

Comment

For many years, Laura has been BRPC's lead staff person related to comprehensive economic development planning, leading the Comprehensive Economic Development Strategy effort. In this role she has analyzed and interpreted economic data and statistics and has strong ability in this area. Also related to this role she has assisted several regional economic development assets, such as Greylock Center and the Berkshire Innovation Center obtain significant grants.

- Supports Commission members and the Executive Committee in discharging their duties to determine, establish and implement policy on matters appropriate to the BRPC and the region.

Comment

Laura participates in BRPC Executive Committee and Commission meetings. The Executive Director regularly consults with Laura on various policy related matters. He values her opinion. At times, she appropriately differs with the Executive Director and is not reluctant to do so. She provides a measured approach to evaluating and commenting on policy with the interests of the Commission and the region given the primary consideration.

- Provides leadership in proposing solutions and options for the Commission to consider when setting policy for the organization and assists the Commission in developing and implementing those policies.

Comment

Laura is the lead person at BRPC related to economic development policies through her work with the Comprehensive Economic Development Strategy committee.

- Works with the Commission and member communities to formulate, refine and implement strategic plans to review and grow the scope of BRPC services in alignment and support of community and regional needs.

Comment

Laura has a strong understanding of the challenges municipalities, especially the smaller municipalities, face providing services and understands the need for municipalities to work more closely together to provide services. For several years, Laura worked as the shared economic planner for numerous towns. In this capacity she essentially served as a municipal economic planner, while remaining an employee of BRPC. She has conducted extensive outreach to municipalities for priority projects to include in the Comprehensive Economic Development Plan.

- Assures BRPC compliance with federal and state laws and regulations.

Comment

Laura has shown a full understanding of and maintains strict compliance with federal and state grant requirements. During COVID, Laura obtained and successfully

managed a very large, complex federal grant. More recently Laura initiated understanding compliance with newly implemented digital accessibility requirements.

- Develops and maintains sound fiscal practices to ensure BRPC's financial stability.

Comment

Laura manages the Economic Development Program budget. She monitors and forecasts appropriately for that program, adjusting if necessary, so there are no unanticipated budgetary surprises. Aside from her Program Area responsibilities, she has had limited participation in the agency budget.

- Responsible for managing BRPC's affiliated non-profit, Berkshires Tomorrow, Inc. See <http://berkshireplanning.org/about/berkshires-tomorrow-inc/>.

Comment

Laura has been one of the most successful BRPC staff to use Berkshires Tomorrow. She initiated an exploration to expand the use of Berkshires Tomorrow, first by understanding its structure and limitations. She is currently seeking grant funds to obtain an outside evaluation to expand its capabilities and impact.

- Reports directly to the Commission and the Executive Committee.

Comment

Not applicable. Laura reports directly to the Executive Director.

External Organizations

- Acts as a primary representative for BRPC with the public, media, and elected and appointed officials; works closely with the region's state and federal delegation to follow legislative trends and opportunities; works closely with state administrative officials.

Comment

This is an area of Laura's greatest strengths. She is BRPC's lead person when it comes to external communication with the press. She initiated a process for regular press communication. As BRPC has grown, she has initiated measures to standardize our communication approach to present a unified message about BRPC.

She has formed strong working relationships with the State Senator's office, the federal Senator's office, and the Governor's Western Mass representative.

She has a strong working relationship with her federal contact with the Economic Development Agency.

She is currently participating on the economic development working group related to the statewide Massachusetts Integrated Land Use Strategy.

- Advocates for the adopted policies, plans, and policy positions of the BRPC and on behalf of the region and its communities.

Comment

Laura has steadily worked toward implementing the CEDS priorities and was key to the Berkshire Innovation Center receiving an EDA award. She has also been actively engaged with Greylock Center.

- Works closely with diverse constituencies related to the work of BRPC.

Comment

Throughout her time at BRPC Laura has reached out to and connected with key stakeholders that previously BRPC had only limited contact. The Berkshire Funding

Focus, where Laura was the key staff person included non-profit organizations, educational groups, social service agencies, and private foundations working together to, at the time of initiation, temper the economic blow from COVID. Currently Laura is an active participant in the Berkshire Grit Alliance, working to understand the financial implications for the Berkshire population from federal policies.

- Serves on local, regional, and statewide committees and boards representing BRPC, Berkshire County, and/or western Massachusetts as assigned by gubernatorial appointment, Commission recommendation, or professional judgment.

Comment

By design, the current Executive Director serves on statewide committees. Laura has represented BRPC on those committees, such as the Rural Policy Advisory Commission, in the absence of the Executive Director. She has regularly participated in monthly Massachusetts Association of Regional Planning Agencies (MARPA) meetings as well as statewide meetings of the regional planning agencies economic development practitioners. More locally Laura is an active participant on the regular meetings of economic development practitioners.

The Professional Staff

- Provides overall management of a diverse professional staff to achieve BRPC's mission and implement activities of the Commission.

Comment

Laura appropriately manages her Economic Development Program staff, having regular check-in meetings with them. The Executive Director is not aware of any issues her staff have with Laura as their supervisor.

- Provides leadership and guidance to the staff, including development of personnel policies and procedures; overall monitoring of work and identification of potential issues; manages the hiring process; ensures professional development of staff; counsels and disciplines staff; assures BRPC compliance with personnel laws and regulations.

Comment

Laura has been the agency lead in promoting a comprehensive agency staff handbook. She has initiated several personnel policies updates / re-writes. She promotes professional development of her staff. As Executive Director, Laura would need to become more familiar with all the agency policies as the Executive Director has the direct responsibility to make sure they are enforced and applied equally with all staff.

- Currently leads a diverse professional team of forty one FTEs and eleven PTEs, directly managing seven program managers.

Comment

Laura participates on bi-weekly Program Manager staff meetings. At those meetings she actively participates and has taken a lead role in several topic areas. In her role as Assistant Director, I have asked her to participate in meetings with various personnel issues, and she has provided a reasonable approach to those discussions. Staff seek her counsel on a wide range of items. She has good working relationships with the current staff.

- Maintains a working climate that attracts employees from diverse social and ethnic backgrounds and keeps and motivates a top quality professional staff.

Qualifications:

Comments

Laura meets the qualifications for the position. She is a strong writer. She has strong presentation skills. She is well-organized. She is a successful grant writer and administrator. She has built the BRPC Economic Development Program. She has strong computer skills and provides oversight of the BRPC and related websites. She regularly initiates new ideas and seeks new opportunities. She makes extra effort

Laura's strengths are economic development planning and municipal service delivery. She has limited experience in the other topic areas. She will need to quickly learn about the other topic areas and is encouraged to become more familiar with traditional planning. Laura does not have AICP certification.

Education, Training and Experience:

- Ten or more years of directly relevant and broad community or regional planning experience with increasing supervisory and management experience required.
- Master's degree, or equivalent, required; degree in planning or public administration strongly preferred.
- Professional certification in planning (AICP) or other related certifications highly desired.
- Experience with a similar agency or organization is highly desirable.
- Success in writing, securing, and administering grants is highly desirable.
- Experience in all aspects of program development, management and assessment is highly desirable.
- Strong understanding of public finance and measures of performance is highly desirable.

Knowledge:

- Comprehensive planning, transportation planning, economic development planning, public health, community development, environmental and energy planning, and municipal service delivery.
- Principles and practices of public finance, budget development and management, personnel management, and intergovernmental relations.
- Laws, legislative mechanisms, and regulations that affect municipal and regional government and expertise in municipal and regional agency operations and organization.
- Working proficiency with Microsoft Office Suite and knowledge of relevant software technologies.

Personal Abilities:

- Is a high energy self-starter who will manage and grow an already aggressive work program.
- Reacts positively to unexpected opportunities and challenges.
- Is a strong coalition builder who communicates and works effectively with a variety of internal and external stakeholders.
- Negotiates to achieve consensus amongst differing opinions and competing priorities.
- Prioritizes multiple tasks and exercises sound and independent judgment within general policy guidelines.
- Plans, organizes, and directs the preparation of reports.
- Analyzes problems, develops options, and formulates recommendations.
- Takes responsibility for local projects and their implementation.

- Negotiates contracts, agreements, and appropriate working arrangements and achieves timely results under stressful circumstances.
- Possesses a strong commitment to staff development and team building; successful track record of recruiting, directly and indirectly managing and retaining a diverse team of professionals.

Skills:

- Outstanding written, communication, networking, and presentation skills.
- Organizational and leadership skills.
- Experience and proclivity to be an outgoing spokesperson and relationship builder.
- Clearly and concisely conveys complex information to employees, officials, and the public.

Physical Requirements:

- Frequent attendance at evening meetings and frequent long working hours.
- Viewing computer screens and working with details for extended periods of time.
- Operation of standard office equipment.
- Movement throughout office and to multiple locations outside the office.
- Driving personal vehicle on Commission business in year-round weather conditions and at night; frequent trips to Boston, Springfield, Greenfield, and other locations that are generally 150 miles or less in distance.

Overall Performance Evaluation

Laura's combination of knowledge, skill, capability, and experience easily meets and most frequently exceeds the requirements of the position. She would be a strong Berkshire Regional Planning Commission Executive Director.

In the past several years, BRPC has significantly increased its purview, influence, and range of services. Laura has been a major contributor to that expansion. She brought to the Commission the understanding that to be effective, BRPC needs to work with a wide variety of stakeholders, such as the Berkshire United Way, 1Berkshires, and Blackshires. With her background she was able to reach across areas BRPC had not done so previously. As the new Executive Director, I could only see that approach increase.

I recommend Laura Brennan as the next Executive Director of the Berkshire Regional Planning Commission.



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

MEMORANDUM

TO: Delegates and Alternates, Berkshire Regional Planning Commission
FROM: Thomas Matuszko, Executive Director
DATE: March 13, 2026
SUBJ: Executive Committee Actions taken on the February 5, 2026 and March 5, 2026 Meetings

Per the BRPC bylaws, actions taken by the Executive Committee on the Commission's behalf are reported and presented for discussion at the next Commission meeting. The Executive Committee took the following actions at the February 5, 2026 and March 5, 2026 Executive Committee meetings:

Executive Committee Actions on March 5, 2026

Approved the minutes of the February 5, 2026 BRPC Executive Committee meeting.

Approved the January 29, 2026 – February 25, 2026 Expenditures Report.

Approved Changes to BRPC Salary and Merit Adjustments Policy

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

Approved the Submission of Four Grant Applications to the Executive Office of Environmental Affairs Municipal Vulnerability Preparedness (MVP) Grant Program

The Executive Committee authorized the Executive Director to submit four grant applications to the Municipal Vulnerability Preparedness (MVP) Program for the FY27/FY28 Grant Cycle and sign any resulting contracts or agreements.

- *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*
- *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.*
- *Housatonic Road Stream Crossing Management Plans –to complete a fully mapped and assessed inventory of culverts in the Towns of Lee, Cheshire, Hinsdale, Dalton and possibly Lanesborough.*

- *Berkshire Climate Career Lab – to create a High School career program to prepare students interested in climate careers, explore opportunities, and build skills.*

The budgets were still being finalized. Except as noted there is no BRPC match requirement. The BRPC staff lead is Principal Planner, Courtney Morehouse, cmorehouse@berkshireplanning.org.

Approved the Submission of Two Grant Applications to the MassCEC’s EmPower Implementation Grant Program

The Executive Committee authorized the Executive Director to submit two grant applications to the MassCEC EmPower Implementation Grant Program and to sign any resulting contracts and agreements.

- *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.*
- *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.*

There is no BRPC match requirement. Primary staff contact for these grant applications is Sherdyl Fernandez-Aubert, Sfernandez-aubert@berkshireplanning.org

Approved Funding from The Nature Conservancy for Culvert Development Work in Berkshire County

Approved 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.

Proposed Amendments to the BRPC Bylaws

The Executive Committee recommended the Commission approve the proposed amendments to the Bylaws.

Executive Committee Actions on February 5, 2026

Approved the minutes of the January 8, 2026 BRPC Executive Committee meeting.

Approved the December 30, 2025 – January 28, 2026 Expenditures Report.

Ratified the Submission of 4 Grant Applications to the Franklin Regional Council of Governments related to Crisis & Emergency Risk Communication(CERC) plans for Berkshire, Franklin, Hampden, and Hampshire Counties.

The Executive Committee ratified the submission of four grant applications to Franklin Regional Council of Governments related to Crisis and Emergency Risk Communication (CERC) Plans for Berkshire, Franklin, Hampden, and Hampshire Counties and authorized the Executive Director to sign any resulting contracts and

agreements. This work would develop, train, and workshop Crisis & Emergency Risk Communication (CERC) Plans for the four county Public Health Emergency Preparedness (PHEP) Coalitions in Western MA. The four counties each have a separate RFP for their CERC Plan, so BRPC may be awarded some, none or all the applications. The amounts of the applications are Berkshire County, \$28,500, Franklin County, \$30,000, Hampden County, \$45,500, and Hampshire County \$35,500. No match is required. The staff lead is Public Health Subject Matter Expert Sandra Martin, smartin@berkshireplanning.org.



BRPC

Berkshire Regional Planning Commission

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

Memorandum

TO: BRPC Delegates and Alternate Delegates

FROM: Thomas Matuszko

SUBJ: Proposed Bylaw Amendments

DATE: March 13, 2026

This memorandum contains a summary of the proposed amendments to the BRPC Bylaws.

Section	Change summary
C.2.	Adjustment for gender neutrality and clarification of alternate appointments
C.2	Removes the requirement that an alternate must continue to serve as an alternate if no one else is appointed alternate.
C.3	Specifies what the word vacancy is referring to
D.1	Clarifies replacement in the event of an officer vacancy prior to the annual election cycle
D.1	Clarifies continuity of officers during the year end transition of officers.
D.8.1	Several clarifications regarding committees, including: <ul style="list-style-type: none">○ Appointments and terms of committee chairs and vice chairs and when they can assume that role;○ Committee continuity if there is no Chair, vice-chair either on the committee or at a committee meeting;
D.8.2	Several clarifications regarding committee appointments, including: <ul style="list-style-type: none">○ Appointments made by the Chair;○ Non-Commission member appointments○ Committee member terms
D.9	Administrative edits and clarification re: appointments to special or standing committees not under the jurisdiction of the Commission.
D.10.1	Clarifies staff presence at Executive Committee meetings
D.10.2	Expands the role of Commission Development Committee to serve as nominating committee instead of two separate committees
E.1.1	Clarifies the Chairs authority to sign contracts.
F.4	Clarifies the Executive Director's responsibility hiring an Assistant Director

BYLAWS

BERKSHIRE REGIONAL PLANNING COMMISSION

Revised January 20, 1972

Second Revision February 21, 1974

Third Revision May 21, 1981

Fourth Revision February 20, 1997

Fifth Revision September 18, 1997

Sixth Revision September 20, 2007

Seventh Revision – May 21, 2009

Eight Revision – November 21, 2013

Ninth Revision – July 16, 2015

Tenth Revision – May 16, 2019

Eleventh Revision – January 19, 2023

Twelfth Revision – January 18, 2024

Thirteenth Revision – November 21, 2024

Proposed Fourteenth Revision – March 2026

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

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

B. Jurisdiction and Membership

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

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

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

C. Election or Appointment of the Commission

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

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

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

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

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

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

D. Commission Organization

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

D.10. Standing Committees of the Commission

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

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

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

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

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

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

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

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

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

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

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

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

E. Duties of the Elected Officers of the Commission

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

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

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

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

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

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

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

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

F. Employment and Duties of Executive Director and Assistant Director

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

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

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

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

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

G. Amendments of the Bylaws

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

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

BYLAWS
BERKSHIRE REGIONAL PLANNING COMMISSION

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

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

C. Election or Appointment of the Commission

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

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

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

D. Commission Organization

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

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

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

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

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

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

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

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

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

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

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

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

E. Duties of the Elected Officers of the Commission

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

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

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

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

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

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

F. Employment and Duties of Executive Director and Assistant Director

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

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

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

G. Amendments of the Bylaws

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



MEMORANDUM

TO: Berkshire Regional Planning Commission Delegates & Alternates
FROM: Thomas Matuszko, Executive Director
DATE: March 13, 2026
SUBJ: March 19, 2026 Commission Meeting – Executive Directors Report

A. Into Light

Into Light is a nationwide arts activism initiative that reduces stigma around addiction by honoring the lives of those lost to addiction. This exhibit includes ten original portraits of Berkshires residents. The show is at the Hotel Downstreet in North Adams and is open daily through May 23, 2026. I want to acknowledge the excellent work that BRPC's Senior Planner Andy Ottoson and North County Community Coordinator Anna Youngmann did coordinating this effort. I attended the opening event and can report that the sketches of the people and the stories told by the family members are quite memorable. I urge everyone to visit.

B. April 30th, "Fifth Thursday" Event

On Thursday, April 30th, 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 the Massachusetts Department of Energy Resources (DOER). Mr. Collins will review recent energy siting and permitting regulations and what they mean for municipalities. Attendees are encouraged to submit questions ahead of time for inclusion in the presentation and subsequent Q&A.

Join us at The Venue at Skyline on Thursday, April 30th Networking begins at 4 pm, with appetizers and a cash bar, followed by the presentation beginning shortly after 5 pm. Registration is required at <https://www.eventbrite.com/e/brpcs-5th-thursday-tickets-1983617094126?aff=oddtcreator>

C. Starter Home Zoning District Regulations

Executive Office of Housing and Livable Communities (EOHLC) has finalized 760 CMR 69.00 – Starter Home Zoning Districts, implementing the Starter Home Zoning District Program under M.G.L. c. 40Y. The Regulations are effective March 13, 2026 and establish the standards and procedures for municipalities that choose to adopt Starter Home Zoning Districts to support the development of modest-sized single-family homes suitable for first-time homebuyers and moderate-income households. Participation in the program is voluntary and requires a preliminary determination of eligibility by EOHLC and local zoning adoption. Program information and the final regulation are available here: [Starter Homes Program Webpage](#). For information contact William Reyelt, william.reyelt@mass.gov.

D. Data Centers Resource Page

In previous meeting interest was expressed about Data Center. The National Association of Development Organizations (NADO Research Foundation) has created an online resource page for Economic Development Districts related to data center development. It compiles reports, model ordinances, and policy analyses from a range of sources that address the planning, economic, and infrastructure considerations associated with data center siting and construction. A NADO RF brief will also be released soon to provide a more in-depth examination of the roles EDDs play in supporting regional responses to data center activity. [Click here](#) to access the resource page.

E. Special Commission on Micromobility Report

A Special Commission on Micromobility completed a Final Report ([Special commission on micromobility final report January 2026](#)) about micromobility vehicles (such as motorized bikes, scooters, skateboards, and other vehicles), making a range of recommendations aimed at improving micromobility regulation, safety, and infrastructure across the state. The [special commission](#) was established by a 2024 economic development law known as the Mass Leads Act, which directed the commission to:

- Review state and local laws and regulations for micromobility vehicles (such as motorized bikes, scooters, skateboards, and other vehicles)
- Make recommendations to regulate micromobility vehicles, including on bike paths, sidewalks, and shared use paths
- Make recommendations to support the expansion of micromobility vehicle use and innovation

Thank You for the Opportunity

This will be my last Commission meeting as I am retiring April 30, 2026. By my rough estimate, I will have attended some 175 Commission meetings. Early in my BRPC career, Commission meetings were in person. BRPC's offices were across the street in offices off of Dunham Mall. The conference room then was about the third of the size of our current Conference Room – with poor air circulation. In some regards, the Commission meetings were tests of endurance as meetings routinely lasted 3 or 4 hours, with intense, lively debate.

My career at BRPC was all that I could have hoped for and I have truly enjoyed it. Thank you for the opportunity.