

DRAFT Berkshire Regional Planning Commission Finance Committee Minutes

Thursday, January 29, 2026

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

I. Call to Order:

Treasurer Sam Haupt called the meeting to order at 4:01 pm. He stated that BRPC was recording the meeting and said that anyone else who wanted to record it needed to inform him.

II. Roll Call:

Office Administrator, Caitlin Davis, read the roll call:

Members attending the meeting

Malcolm Fick, BRPC Chair, Great Barrington Alternate, nonvoting
Buck Donovan, Vice Chair, Lee Delegate
Sheila Irvin, Clerk, Pittsfield Delegate
Sam Haupt, Treasurer, Peru Delegate

Members not present:

Kyle Hanlon, At-Large, North Adams Delegate

Staff present: Tom Matuszko, Executive Director; Marianne Sniezek, Office Manager; Caitlin Davis, Office Administrator

Others present: David Irwin, Adelson & Company, Joe Collins, Adelson & Company.

III. Vote to approve the Minutes of the Finance Committee Meeting of December 1, 2025.

Sheila Irvin motioned to approve the Minutes of the Finance Committee Meeting on December 1, 2025, with one correction. Buck Donovan seconded the motion.

Buck noted an error in the draft minutes regarding the members attending and their towns.

The motion passed by a roll-call vote from Buck Donovan, Sheila Irvin, and Sam Haupt.

IV. Vote to Approve the FY2025 Audit, presented by David Irwin, Adelson & Company*

David presented the FY2025 Audit. Adelson issued a clean opinion, no material weaknesses, no significant deficiencies. The Commission's financial statements are prepared in accordance with accounting principles and accurately reflect the Commission's financial position and activities. There were no audit adjustments needed.

David gave an overview of the Balance sheet, which is called the statement of net position. David reviewed cash, restricted funds for Brownfield and Home Modifications loans, restricted funds on behalf of the Berkshire Public Health Alliance, accounts payable, accounts receivable, advanced revenue, the lease obligation, and post-employment benefits. In FY25, without the Other Post-Employment Benefits (OPEB) adjustment, the surplus to the General Fund was \$27,000.

In the financial notes, Dave explained all the accounting rules, and the accounting we did in the prior year is the same for FY25, except for a new Governmental Accounting Standards Board (GASB) standard, GASB Statement No. 101, "Compensated Absences," which addresses sick leave benefits.

Dave Irwin asked if there were any questions.

Sam asked about the Brownfield Loans and the potential uncollectible accounts. Dave explained that, from an accounting standpoint, the receivable is brought down through an accounting entry to recognize the potential uncollectible amount. Tom reported that the owners have not said they will not pay, they are still in business, and the Commission will do its best to collect the money. We keep extending the loan terms.

The Commission has a lot of federal funding. Adelson selected the Brownfield Assessment grant for compliance testing, and no issues were found. The report will be sent to the federal government stating that the Commission followed all regulations and rules governing the spending of federal funds.

Dave stated that Adelson had a good clean opinion, and no deficiencies were found. There were no findings and no recommendations. A motion is needed to allow financial statements to be sent to the government.

Sam asked for a motion and if there were any questions.

Malcolm asked about the Service fee and interest on the OPEB calculation. Dave explained that calculations involve mortality rates, retirement dates, and health insurance trend rates. The interest rates are the rates on the investment return.

Thank you to Marianne and the Admin team.

Sheila Irvin motioned to approve the FY2025 Audit. Buck Donovan seconded the motion.

There was no discussion on the motion.

The motion passed by a roll-call vote from Buck Donovan, Sheila Irvin, and Sam Haupt.

V. Vote to Approve Berkshire Regional Planning Commission to pay via ACH (Automated Clearing House)

The request for approval was to allow Automatic Clearing House (ACH) payments with prior Executive Director approval for monthly rent per BRPC leases and utilities reimbursement, Berkshires Tomorrow Invoices per agreements, Massachusetts State Retirement for semi-monthly retirement deductions from employees' pay, and the MIIA Health Benefits Trust for monthly health and dental benefits.

Marianne stated that the request for electronic payment is for a few vendor we pay regularly. We are in the process of setting it up in the bank's Etreasury system. The Executive Director will approve the electronic payment. We will have all the checks and balances in place for these payments.

Tom stated that we are also paying employees' expenses through payroll to eliminate the need to cut checks.

Buck Donovan motioned to approve the Berkshire Regional Planning Commission to pay via ACH. Sheila Irvin seconded the motion.

There was no discussion on the motion.

The motion passed by a roll-call vote from Buck Donovan, Sheila Irvin, and Sam Haupt.

VI. Report on OPEB Trust Activity and Balance 1/1/2025 to 12/31/2025

Marianne explained that the Mission Square Trust Balance as of 12/31/2025 was \$1,987,269.54. At the end of the June 2025 audit, the trust balance was \$1,855,539. The liability is \$2,549,411. BRPC contributed \$122,541 to the Trust in FY25.

Sam suggested that we look at investment funds at a future meeting.

VII. Report on the State Retirement (employer portions)

Tom reported there is no change. There are two opposing bills: one would have the RPA pay the employer's portion, the other would forgive the payments. The bills are in the Ways and Means committee. There could be a compromise.

VIII. Next Meeting

Marianne explained the next meeting would be to review and approve the FY2027 Agency Budget at the end of April, before the Executive Committee on May 7, and the Commission meeting on May 21, 2026.

Tom explained that the challenge with the budgeting process is that the public health program has been split into two: public health planning and public health services, and the Emergency preparedness programs have been eliminated. Tom believes 2027 revenues will be okay based on recent awards.

Community Planning program: two CBDG grants and planning grants, Environmental and Energy program: Barr Foundation, Economic program: It looks like the Economic Development Administration will be funded. The less clean funding would be the Centers for Disease Control and Prevention (CDC) for vaccines.

After a discussion, it was decided that a doodle poll would be sent for the end of April, with possible dates sent.

IX. Adjournment

Sheila Irvin motioned to adjourn the meeting. Buck Donovan seconded the motion. It passed by a roll-call vote with no further discussion from Buck Donovan, Sheila Irvin, and Sam Haupt.

The meeting adjourned at 4:46 pm.

Documents and Exhibits Used:

- Unapproved Minutes of Finance Committee Meeting of 12/1/2025
- BRPC 2025 Draft Financial Statements Draft
- BRPC Draft 2025 Management Letter
- BRPC Draft 2025 Governance Letter
- Memorandum – ACH payments
- Mission Square Trust Report - Balances as of 12/31/2025



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

Date: April 23, 2026

To: BRPC Finance Committee
From: Marianne Sniezek, Office Manager
Subject: Proposed FY 2027 Budget

Attached is the BRPC FY 2027 proposed budget (revenue and expenditures). Highlights of the proposed FY 2027 budget are listed below:

PROJECTED REVENUE:

- The FY27 revenue is proposed at \$8,264,925. The revenue is \$1,267,695 higher than the FY26 budget of \$6,997,230. This revenue increase is primarily due to several new grants or additional funds for public health planning, public health services, environmental and energy, economic development, community planning, community development & housing, and transportation programs.
- Revenue from community assessments increased by 2.5%, totaling \$118,290 for FY27.
- We still have District Local Technical Assistance (DLTA) funding for the calendar year 2026, which ends December 31, 2026. While the District Local Technical Assistance (DLTA) funding for the calendar year 2027 is included in the budget, it is still subject to approval by the state legislature.
- We have recently submitted grant applications for which BRPC has been successfully awarded agreements in the past; some of these are included in the proposed budget for the environmental and energy, community planning, and community development & housing programs.
- We have other grant applications that have been submitted or will be submitted in the next couple of months that are not in the proposed budget. If these new grants come through, we must adjust for these new potential awards.
- While there is a great deal of uncertainty regarding federal funding, we believe funds tied to contracts we currently have or have been awarded, as well as regular annual contracts such as transportation planning, will continue to be available. A significant reduction in direct or pass-through federal funds would affect our staffing levels, and adjustments would be needed.

PROJECTED EXPENSES

SALARIES AND BENEFITS:

- The increase in salary expenses of \$370,538 is primarily related to two Public Health Program managers instead of one program manager, one new full-time Inspector position for the Public Health Services program, a full-time Fellowship position in the environmental and energy program, and a full-time on-site Grants Specialist. We also have a few proposed staff reclassifications. The staff-wide salary Market Condition adjustment for FY27 and merit pay increases also contribute to the salary line increase.
- Direct billable salaries (Projects) are projected to increase by \$308,298, as described above, due to three new positions and staff reclassifications.
- The Administrative salaries budget increased by \$57,240. This change is primarily due to salary Market Condition adjustments, merit increases, staff reclassifications, staff charging for document reorganization and disposal, staff meetings, and agency training. Occasionally, Program Managers charge to Admin when representing BRPC, and those charges cannot be billed to a project.
- The Intern Admin salaries line includes \$5,000 for an Administration Intern in FY27 to assist with compliance with Digital Accessibility and approved State records disposal.
- Overall benefits increased by \$798,624 from \$1,348,963 in FY26 to \$2,147,547 in FY27. This increase is mainly due to increases in health (HMO: 12.82%; PPO: 12.62%) and dental insurance costs (3.05%). The retirees' Health Insurance item increased due to two new retirees and higher supplemental health and dental rate costs for FY27.
- The Retiree Health Insurance Liability Trust (GASB 45) is budgeted at last year's budget amount of \$45,000. According to the FY25 audit, the projected OPEB Liability for FY25 is \$2,549,411. As of April 19, 2026, the balance in our trust account is \$2,278,058.70. The projected OPEB Liability will change when recalculated for the FY26 audit.

NON-PERSONNEL OPERATING EXPENSES:

- Non-personnel operating costs are budgeted to decrease by \$30,252 from the FY26 budget. The FY27 Audit expense line increased by \$500 due to the auditors' increased time spent reviewing more projects. The Advertising expense line decreased by \$2,000 due to not advertising for an Executive Director position. We budgeted \$171,612 for Computer Equipment, Software, and maintenance. The \$17,612 includes Sourcepass Management Services, Sage Intacct, GIS software maintenance, Cloud backup and printing, Microsoft and Adobe annual costs, and the replacement of old laptops and docking stations. The copying and scanning expense decreased by \$1,000 due to increased use of electronic forms and documents. The depreciation expense decreased by \$15,078 due to BRPC paying for professional services for the implementation of Sage Intacct and SharePoint in FY26. The implementation expense was recorded in the FY26 budget as depreciation. In FY27, items will be coming off the depreciation schedule, and new items will be added for the new office construction and GIS rebuild. Legal expenses decreased by \$4,635 due to fewer legal services related to the hiring process for the Executive Director in FY26. There was an increase in the Meeting and Training of \$2,865 related to compliance with Digital Accessibility. Postage will decrease by \$1,220 due to more emails and electronic file sharing. For FY27, rent will decrease by

\$425 per the terms of our current leases, assuming we extend the current leases and any subleases. Staff development is budgeted to decrease by \$10,000 due to reduced staff training and development costs through administration expenses. Water and Recycling increased by \$1,000 due to record disposal. Website expenses represent the actual expenses supporting and hosting the BRPC website and website domain names in FY27. The miscellaneous line decreased by \$4,381 due to administrative expenses being expensed through other expense lines.

PROJECT EXPENSES:

- There is an increase in the overall direct project expenses of \$70,583. Communication expenses are projected to decrease by \$1,459. Communication expenses will cover public participation and outreach for projects (Public Health Services, Public Health Planning, the Home Modification program, and Housing Rehab program). Project-related Equipment/Software increased by \$17,740 to cover actual expenses for the Online Permitting software, Group Purchasing's OpenGov procurement software, Regional Food Safety Program, and Berkshire Benchmarks. Project Legal expenses are projected to decrease by \$1,000 related to the EPA Revolving Loan Funds. Meetings and Training increased by \$19,521 due to Public Health Services and Public Health Planning Training. Supplies increased by \$1,770 for Public Health Clinics, Inspections and Training, and environmental and energy projects. Travel increased by \$11,253 due to more in-person meetings for local projects in FY27. Other direct project expenses increased by \$22,693, including Transportation, Opioid Prevention, Overdose Initiatives, Municipal Vulnerability Preparedness, and other direct project expenses that do not fall into the other expense categories.

SUBCONTRACTS / SUBRECIPIENTS:

- The subcontractor amount increased by \$58,201. The subcontract amount is "money in, money out" and does not affect our bottom line. The increase in the subcontractor expense line is primarily due to increases in the Public Health Services and Public Health Planning programs, as well as subcontractors for community housing and environmental work.
- Excluding subcontractors, the expense budget increased from \$ \$5,666,076 to \$6,875,570, totaling an increase of \$1,209,494 from FY26 to FY27.

RESERVE AND OVERHEAD:

- We have budgeted \$15,000 to continue rebuilding our reserve.
- The overhead rate is targeted at 140%. As our "cognizant agency," the United States Department of the Interior has approved an Indirect Cost rate of 140% for FY25. As of March 2026, our overhead rate is 140%. We will continue to use the Retiree Health Insurance Liability Trust contributions to maintain a constant overhead rate.

Attachments (2)

FY 2027 Projected Revenues 4.22.2026

FY 2027 Projected Expenditures 4.22.2026

	FY26 APPROVED	FY27 Proposed	
PROJECTED REVENUES			
Adams Outsource GIS Planner	\$ 6,000	\$ 11,000	2
Brownfield Revolving Loan Fund Repayments	\$ 16,000	\$ 3,424	
Berkshire Bike Path Council Support	\$ 693	\$ 2,102	
Berkshire Public Health Alliance Inspections	\$ 176,000	\$ 289,600	
Berkshire Public Health Alliance Nursing	\$ 73,088	\$ 81,245	
Online Burn Permits	\$ 3,220	\$ 3,220	
Berkshire County Boards Of Health Assoc. Support Services	\$ 11,000	\$ 9,500	
Adams Brownfield Assessment	\$ 18,650	\$ 15,816	5
Lanesborough Shared Economic Planner	\$ 10,000	\$ 10,000	2
Transportation Planning	\$ 931,719	\$ 885,874	5
Great Barrington Shared Economic Planner	\$ 17,500	\$ 17,500	2
Lanesborough Stormwater Management Plan	\$ 15,000	\$ 16,000	2
Adams Shared Economic Planner	\$ 10,000	\$ 10,000	2
Berkshire Benchmarks - Berkshire United Way	\$ 10,000	\$ 4,000	
Public Health Emergency Preparedness Planning	\$ 169,656	\$ 65,530	2,5
Medical Reserve Corps - Berkshire Medical	\$ 22,042	\$ 22,056	2,5
Medical Reserve Corps - Franklin County	\$ 22,042	\$ 0	
Dalton Stormwater Management Support	\$ 11,000	\$ 12,000	2
Earmark - Opioid Prevention 2027	\$ 26,415	\$ 50,000	1
Opioid Prevention	\$ 0	\$ 145,068	
District Local Technical Assistance	\$ 239,531	\$ 238,367	2
District Local Technical Assistance - Grant Assistance Program	\$ 67,420	\$ 0	
Group Purchasing	\$ 136,600	\$ 213,411	
Regional Energy Planning Assistance	\$ 0	\$ 87,500	
Milltown / Berkshire Outside 2026	\$ 2,450	\$ 0	
Milltown / Berkshire Outside 2027	\$ 0	\$ 1,657	
Community Health Improvement Planning	\$ 77,572	\$ 0	
Pittsfield Green Planning 24 & 25 & 26	\$ 38,000	\$ 12,000	
Coalition for Public Health (WMPHA)	\$ 7,140	\$ 0	
DPH Substance Misuse Prevention Grant Program	\$ 125,000	\$ 0	
DPH Substance Misuse Prevention Grant Program 27	\$ 0	\$ 125,000	3, 5
Great Barrington Brownfields Clean-up	\$ 8,518	\$ 0	
Great Barrington Green Community	\$ 3,666	\$ 0	
BOAPC Substance Abuse Prevention Webinar	\$ 4,744	\$ 4,774	
DPH Shared Services/ Public Health Excellence	\$ 515,700	\$ 515,700	5
DPH Shared Services/ Public Health Training Hub	\$ 426,819	\$ 549,700	5
DPH Berkshire Early Childhood Community Circle 27	\$ 61,990	\$ 150,000	5
DPH Local Health Support Contact Tracing	\$ 100,000	\$ 0	
Clarksburg Municipal Vulnerability Preparedness- Four Corners	\$ 335,620	\$ 109,229	
Clarksburg Municipal Vulnerability Preparedness - Briggsville Bank Erosion	\$ 185,500	\$ 0	
Cheshire Stormwater Support	\$ 7,500	\$ 7,500	2
Adams Zoning Support for Housing & Housing Choice Designation	\$ 11,030	\$ 0	
Housing Support	\$ 40,000	\$ 0	
EDA Economic Development District	\$ 70,000	\$ 70,000	1
New England Rural Health Association - Rural Vaccine Equity	\$ 67,416	\$ 0	
Housatonic Valley Association Berkshire Clean Cold & Connected Restoration Partnership	\$ 17,000	\$ 0	
North Adams Green Communities	\$ 5,024	\$ 0	
Washington - Depot Brook Flood Resilience	\$ 45,790	\$ 0	
EPA - Assessment Project	\$ 40,796	\$ 6,176	4
Berkshire Funding Focus (grants)	\$ 0	\$ 0	
Berkshire Funding Focus (Earmarks)	\$ 75,000	\$ 50,000	1
(CEDAC) Home Modification Loan Program (HMLP)	\$ 97,500	\$ 95,000	
USDA Regional Food System Partnerships Program	\$ 26,970	\$ 0	

	FY26 APPROVED	FY27 Proposed	
PROJECTED REVENUES			
EPA Brownfield Revolving Loan Fund 2	\$ 17,908	\$ 17,000	4
Hancock Opioid Settlement	\$ 3,901	\$ 8,952	
Opioid Settlement Match to Hancock	\$ 3,901	\$ 0	
Peru Opioid Settlement	\$ 0	\$ 1,194	
Lanesborough Opioid Settlement	\$ 0	\$ 62,457	
Lanesborough Digital Accessibility Implementation	\$ 7,376	\$ 0	
Dalton Digital Accessibility Implementation	\$ 9,300	\$ 0	
EPA Air Quality	\$ 71,107	\$ 28,110	4
Mass Clean Energy Technology Center-EmPower Innovation/Implement 26	\$ 75,000	\$ 0	
Cultural Districts - Art Week Berkshires 2026	\$ 20,000	\$ 0	
BTI - Berkshire Benchmarks 2027	\$ 14,700	\$ 9,800	
Pittsfield MVP Francis Ave and Durante Park	\$ 0	\$ 540,296	
Dept of Justice - Berkshire Post Overdose Program (COSSUP)	\$ 474,333	\$ 230,097	4
Savoy Culvert and Road Assessment	\$ 3,930	\$ 0	
Peru Zoning	\$ 4,500	\$ 0	
Lee Complete Streets	\$ 29,952	\$ 0	
Becket - Dalton CDBG	\$ 121,894	\$ 0	
Executive Office of Energy Environmental Affairs Berkshires Outside Website	\$ 10,000	\$ 0	
Massachusetts CEC - Pittsfield Energy Coaching Program	\$ 91,975	\$ 23,721	
Clarksburg Building Resilient Infrastructure & Communities	\$ 10,500	\$ 3,528	
North Adams Municipal Vulnerability Preparedness Action Grant	\$ 229,630	\$ 0	
North Adams Brownfield Inventory	\$ 13,695	\$ 0	
Greylock Flume - South Wing Remediation Project	\$ 13,043	\$ 13,200	5
North Adams Brownfields Cleanup for the Former Tannery Dump (Hide Hill)	\$ 12,654	\$ 12,000	5
Adams - Open Space and Recreation Plan	\$ 40,000	\$ 0	
Clarksburg Master Plan and Open Space and Recreation Plan	\$ 55,000	\$ 0	
Williamstown Subdivision and Zoning Regulations	\$ 100,000	\$ 0	
Communities - North County Coordinator for Overdose	\$ 82,789	\$ 234,747	
BHS - North County Overdose Response Community Coordination	\$ 75,000	\$ 53,438	
BHS - Into Light Exhibition	\$ 0	\$ 5,200	
Mosaic RIZE - Bolstering Family Networks: Bringing The Door	\$ 0	\$ 72,551	
NACCHO - Reimagining Health and Public Safety Overdose Initiatives	\$ 90,000	\$ 82,497	
NACCHO - Reimagining Health and Public Safety Overdose Initiatives 26 & 27	\$ 0	\$ 48,630	
West Stockbridge Affordable Housing Trust	\$ 15,000	\$ 0	
Sustainable Berkshires Comprehensive Plan	\$ 150,000	\$ 10,529	
Toxics Use Reduction - Plastics & Microplastics Reduction Year 2	\$ 15,000	\$ 0	
Lanesborough Open Space & Recreation Plan	\$ 30,000	\$ 0	
FDA Retail Flexible Funding Model - 3yr Alliance Regional Food Safety Program	\$ 78,900	\$ 82,000	5
MassSAVE - Pittsfield Community First Partnership	\$ 85,500	\$ 0	
Collins Center - Southern Berkshire Ambulance Regionalization Study mapping	\$ 12,500	\$ 0	
Great Barrington Open Space Recreation Plan	\$ 37,500	\$ 0	
Lee Downtown Zoning and Multi-family Review	\$ 41,250	\$ 0	
Sheffield Zoning and Housing	\$ 32,900	\$ 0	
Pittsfield Open Space Recreation Plan	\$ 41,250	\$ 0	
Sites Strategy for Berkshire County	\$ 37,500	\$ 0	
Heritage Area Designation - Woodlands Partnership	\$ 12,000	\$ 0	
Great Barrington - Brownfield Assessment 2025	\$ 0	\$ 14,547	
Berkshire Gas - Mass Save - Energy - Pittsfield Community First Partnership	\$ 0	\$ 34,200	
Eversource - Mass Save - Energy - Pittsfield Community First Partnership	\$ 0	\$ 51,300	
MassDEP - Nonpoint Source Regional Coordinator	\$ 0	\$ 29,433	
Municipal Energy Manager Grant	\$ 48,988	\$ 48,988	
Youth Prevention Support	\$ 0	\$ 4,937	
Nature Conservancy - Berkshire Wildlife Linkage	\$ 0	\$ 3,000	
Sandisfield BRIC grant through MEMA (and FEMA)	\$ 0	\$ 15,000	

	FY26 APPROVED	FY27 Proposed	
PROJECTED REVENUES			
Hinsdale and New Marlborough CDBG	\$ 117,127	\$ 131,000	5
New Marlborough CDBG	\$ 0	\$ 159,000	5
Barr Foundation Climate Change Participation	\$ 7,000	\$ 194,000	
Pittsfield DEP s.319 - Francis Ave Parklet	\$ 0	\$ 15,000	3
National Fish and Wildlife Foundation - Francis Ave - Stormwater system	\$ 0	\$ 262,230	3
Peru - Municipal Vulnerability Preparedness	\$ 0	\$ 5,000	
Executive Office of Administration and Finance - Technical Assistance for Regional Planning Agencies	\$ 0	\$ 71,000	
Municipal Addressing Standards in Berkshire County	\$ 0	\$ 15,909	
Clarksburg Energy Microgrid	\$ 7,000	\$ 7,000	3
Berkshire County Buildout Analysis	\$ 0	\$ 77,176	
Lenox Housing Production Plan	\$ 0	\$ 10,000	
Municipal Assistance Farmland Protection Planning & Action	\$ 0	\$ 65,000	
USDA - Housing Preservation Grant - Home Repair and Rehabilitation Construction	\$ 0	\$ 53,419	4
Executive Office of Energy and Environmental Affairs - North County Municipal Vulnerability Preparedness 2.0	\$ 0	\$ 120,000	3
The Nature Conservancy - Culvert Replacement Development	\$ 0	\$ 15,000	
Sandisfield OSRP	\$ 0	\$ 25,000	3
Barr Foundation - Climate Program Ray Fellowship	\$ 0	\$ 194,000	3
Lenox - Zoning	\$ 0	\$ 40,000	3
Otis - Master Plan	\$ 0	\$ 65,000	3
Sheffield - Master Plan and Open Space Recreation Plan	\$ 0	\$ 95,000	3
MAPC - Tablets for Public Health Communities	\$ 40,000	\$ 0	
Community Health Improvement Planning 27	\$ 0	\$ 109,900	1
Municipal Vulnerability Preparedness Planning - Action	\$ 0	\$ 110,701	1
MassCEC Empower Implementation	\$ 0	\$ 75,000	1
Green Communities	\$ 0	\$ 5,000	1
EPA Brownfield Assessment / Clean up Adams	\$ 0	\$ 20,000	1
ADA Planning and Implementation	\$ 0	\$ 125,000	1
CDBG	\$ 0	\$ 200,000	1
Executive Office of Energy & Environmental Affairs - EEA Planning	\$ 0	\$ 125,000	1
Executive Office of Housing & Living Communities - Planning	\$ 0	\$ 50,000	1
Lee Housing Production Plan	\$ 0	\$ 25,000	1
Lenox Open Space Recreation Plan	\$ 0	\$ 50,000	1
General: Community Assessment	\$ 115,405	\$ 118,290	
Unsecured New Projects	\$ 0	\$ 0	
TOTAL REVENUES	\$ 6,997,230	\$ 8,264,925	

1- Applied for / requested- no decision as of 4/22/2026
 2- Expected Annual Contract as of 4/22/2026 but not yet under contract
 3- As of 4/21/2026 awarded but not yet under contract
 4- FY2026 Direct Federal contract
 5- FY2026 Federal Pass Through contract

FY 2027 BUDGET - EXPENDITURES - Proposed

Berkshire Regional Planning Commission

5.15.2025

4.29.2026

EXPENDITURES	FY2026 APPROVED	FY2027 Proposed
SALARIES		
Direct Billable	\$ 2,730,706	\$ 3,039,004
Indirect Admin	\$ 708,435	\$ 765,675
Interns (Admin)	\$ -	\$ 5,000
Subtotal Salaries	\$ 3,439,141	\$ 3,809,680
BENEFITS		
Sick Comp and Vacation Leave	\$ 216,627	\$ 221,912
Holiday and Jury Leave	\$ 145,834	\$ 149,499
Sick Leave unaccrued used	\$ 113,400	\$ 128,500
Health Insurance	\$ 690,866	\$ 1,446,358
Retirees Health Insurance	\$ 33,592	\$ 48,011
Retiree Future Health Insurance Liability (OPEB GASB 45)	\$ 45,000	\$ 45,000
Workers Comp Insurance	\$ 9,684	\$ 10,563
State Unemployment Insurance	\$ 13,460	\$ 15,798
FICA and Medicare	\$ 80,500	\$ 81,946
Subtotal Benefits	\$ 1,348,963	\$ 2,147,587
NON-PERSONNEL		
OPERATING EXPENSES		
Accounting Services	\$ 8,900	\$ 8,900
Advertising	\$ 4,000	\$ 2,000
Audit	\$ 31,000	\$ 31,500
Computer Equipment, Software & Maintenance	\$ 171,546	\$ 172,612
Copying / Scanning Expense	\$ 9,000	\$ 8,000
Depreciation	\$ 28,074	\$ 12,996
Dues & Subscriptions	\$ 25,657	\$ 25,656
Flex Plan Administration	\$ 2,200	\$ 3,187
Insurance (Auto, Officers, Office)	\$ 14,514	\$ 13,744
Janitor	\$ 11,960	\$ 11,960
Legal (Administrative)	\$ 10,000	\$ 5,365
Meetings / Training (Administrative)	\$ 2,500	\$ 5,365
Payroll Services	\$ 4,260	\$ 4,996
Postage	\$ 3,100	\$ 1,880
Printing (Administrative)	\$ 1,000	\$ 600
Publications	\$ 700	\$ 700
Rent	\$ 111,869	\$ 111,444
Staff Development	\$ 20,000	\$ 10,000
Supplies/Office & Mapping	\$ 16,750	\$ 16,274
Telephone/Internet	\$ 17,695	\$ 19,260
Travel (Administrative)	\$ 700	\$ 700
Utilities	\$ 25,000	\$ 25,000
Water & Recycling	\$ 3,000	\$ 4,000

FY 2027 BUDGET - EXPENDITURES - Proposed

Berkshire Regional Planning Commission

5.15.2025

4.29.2026

EXPENDITURES		FY2026 APPROVED		FY2027 Proposed
Web Site	\$	1,455	\$	2,869
Miscellaneous	\$	14,000	\$	9,619
Subtotal Operating (Admin)	\$	538,879	\$	508,628
PROJECT EXPENSES				
Interest Expense	\$	100	\$	100
Communications (Projects)	\$	39,799	\$	38,340
Equipment / Software (Projects)	\$	30,703	\$	48,443
Legal (Projects)	\$	3,500	\$	2,500
Meetings / Trainings (Projects)	\$	16,525	\$	36,046
Postage (Projects)	\$	2,866	\$	2,000
Printing (Projects)	\$	4,080	\$	5,010
Supplies (Projects)	\$	125,230	\$	127,000
Travel (Projects)	\$	34,036	\$	45,289
Other Program Expenses	\$	63,258	\$	85,952
Unreimbursed Expenses	\$	3,995	\$	3,995
Subtotal Operating (Other)	\$	324,092	\$	394,675

		FY2026 APPROVED		FY2027 Proposed
SUBCONTRACTS / SUBRECIPIENTS				
Subcontractors / Subrecipients	\$	1,331,154	\$	1,389,355
RESERVE	\$	15,000	\$	15,000
TOTAL EXPENDITURES	\$	6,997,230	\$	8,264,925



MEMORANDUM

Date: April 23, 2026

To: BRPC Finance Committee
From: Marianne Sniezek, Office Manager
Subject: Financial Updates

Finance update on the transition to the new Executive Director

- Line of Credit loan, remove Tom Matuszko and add Laura Brennan. The Executive Committee must sign a Certificate of Incumbency.
- BRPC and BTI signers for Bank accounts, Credit cards, and Debit cards are all in progress for new signers and cards.

Lease - Request for information (RFI)

Laura Brennan, Assistant Director, sent a request for information as a step BRPC is obligated to take to document due diligence before renewal of BRPC's Office leases. The RFI is intended to fulfill the agency's legal responsibilities and ensure the best value for office space.

Mission Square – OPEB Trust

The attached OPEB Trust statement 1.1.2026 to 4.19.2026 - \$2,549,411

Discussion Investment Funds Options

Attachments: Mission Square Available Funds for OPEB Trust & Mission Square Fees & Expenses by Funds

1. Do we continue with the three funds in **red**, or switch to other Mission Square funds? Review the available funds and the fees and expenses associated with the funds.
2. In the future, should BRPC look at another Investment Organization?

Line of Credit Analysis

BRPC is recommending no increase to the line of credit; the Loan Amount of \$500,000 is sufficient based on BRPC's monthly cash disbursements. I recommend we review the line of credit every few years.

Trust Report

Request ID: 428814 Request Date: 04/20/2026
Date Range: 01/01/2026 - 04/19/2026 Date Type: Confirm
ICU ID: 4040 ICU Name: Missionsquare Retirement
Plan ID: 803222 Plan Name: (Eip)

Plan Transaction Reason Group Summary
1.1.2026 to 4.19.2026

Vehicle	Opening Balance	Converted Value	Contributions	Gain(Loss)	Exchange	CDSC/Comm/STTR/Fees	Closing Balance
MISSIONSQUARE II MODEL PORTFOLIO AGGRESSIVE FUND	\$937,209.87	\$0.00	\$65,865.96	\$55,164.00	\$0.00	-\$233.51	\$1,058,006.32
MISSIONSQUARE II MODEL PORTFOLIO MODERATE FUND	\$683,862.33	\$0.00	\$65,865.96	\$33,825.58	\$0.00	-\$170.48	\$783,383.39
MISSIONSQUARE II MODEL PORTFOLIO CONSERVATIVE FUND	\$366,197.34	\$0.00	\$56,456.53	\$14,106.40	\$0.00	-\$91.28	\$436,668.99
Total	\$1,987,269.54	\$0.00	\$188,188.45	\$103,095.98	\$0.00	-\$495.27	\$2,278,058.70

Overview

Current Funds/ Balances as of 4/19/2026	Investment Name	Share Price Closing Date	Asset Class	Category	Share Price	Inception Date	5 Year as of 03/31/2026	10 Year as of 03/31/2026
	MissionSquare Aggressive Opportun S3	04/17/2026	U.S. Stock	Mid-Cap Growth	\$191.08	10/03/1994	5.81%	11.30%
	MissionSquare Broad Market Index S3	04/17/2026	U.S. Stock	Large Blend	\$212.75	10/03/1994	10.27%	13.07%
	MissionSquare Core Bond Index S3	04/17/2026	Bond	Intermediate Core Bond	\$30.67	06/02/1997	-0.28%	1.07%
	MissionSquare Emerging Markets S3	04/17/2026	International/Global Stock	Diversified Emerging Mkts	\$16.45	06/30/2017	2.88%	
	MissionSquare Equity Income S3	04/17/2026	U.S. Stock	Large Value	\$170.38	04/01/1994	9.05%	9.72%
	MissionSquare Growth & Income S3	04/17/2026	U.S. Stock	Large Blend	\$126.45	10/01/1998	11.17%	12.93%
	MissionSquare Growth S3	04/17/2026	U.S. Stock	Large Growth	\$224.10	04/01/1983	11.67%	15.54%
	MissionSquare High Yield S3	04/17/2026	Bond	High Yield Bond	\$14.54	05/01/2014	3.66%	5.44%
\$ 1,058,006.32	MissionSquare II Model Port Agg S10	04/17/2026	Balanced/Asset Allocation	Moderately Aggressive Allocation	\$77.41	04/01/1996	7.91%	9.81%
\$ 436,688.99	MissionSquare II Model Port Con S10	04/17/2026	Balanced/Asset Allocation	Moderately Conservative Allocation	\$53.08	04/01/1996	4.78%	5.95%
\$ 783,383.39	MissionSquare II Model Port Mod S10	04/17/2026	Balanced/Asset Allocation	Moderate Allocation	\$68.14	04/01/1996	6.89%	8.47%
	MissionSquare Inflation Focused S3	04/17/2026	Bond	Inflation-Protected Bond	\$32.15	07/01/1992	0.90%	2.15%
	MissionSquare International S3	04/17/2026	International/Global Stock	Foreign Large Blend	\$54.07	10/03/1994	6.39%	7.76%
	MissionSquare Low Duration Bond S3	04/17/2026	Bond	Short-Term Bond	\$12.99	12/04/2000	1.35%	1.68%
	MissionSquare Mid/Small Co Index S3	04/17/2026	U.S. Stock	Small Blend	\$104.84	06/02/1997	4.96%	10.04%
	MissionSquare MP Global Equity Grwth S3	04/17/2026	Balanced/Asset Allocation	Global Aggressive Allocation	\$110.16	10/02/2000	8.45%	10.53%
	MissionSquare Overseas Equity Index S3	04/17/2026	International/Global Stock	Foreign Large Blend	\$39.67	06/02/1997	7.95%	8.23%
	MissionSquare Select Value S3	04/17/2026	U.S. Stock	Mid-Cap Value	\$48.43	10/30/2007	8.31%	9.51%
	MissionSquare Small Cap Discovery S3	04/17/2026	U.S. Stock	Small Blend	\$43.99	10/30/2007	2.19%	9.10%
	MissionSquare 500 Stock Index S3	04/17/2026	U.S. Stock	Large Blend	\$111.29	06/02/1997	11.41%	13.50%
	Vanguard Target Retirement Income Inv	04/17/2026	Balanced/Asset Allocation	Target-Date Retirement	\$14.19	10/27/2003	3.71%	5.04%
	Vanguard Target Retirement 2020 Investor	04/17/2026	Balanced/Asset Allocation	Target-Date 2020	\$28.31	06/07/2006	4.41%	6.64%
	Vanguard Target Retirement 2025 Investor	04/17/2026	Balanced/Asset Allocation	Target-Date 2025	\$20.75	10/27/2003	5.36%	7.63%
	Vanguard Target Retirement 2030 Investor	04/17/2026	Balanced/Asset Allocation	Target-Date 2030	\$44.31	06/07/2006	6.09%	8.40%
	Vanguard Target Retirement 2035 Investor	04/17/2026	Balanced/Asset Allocation	Target-Date 2035	\$28.81	10/27/2003	6.79%	9.16%
	Vanguard Target Retirement 2040 Investor	04/17/2026	Balanced/Asset Allocation	Target-Date 2040	\$52.80	06/07/2006	7.50%	9.91%
	Vanguard Target Retirement 2045 Investor	04/17/2026	Balanced/Asset Allocation	Target-Date 2045	\$36.89	10/27/2003	8.18%	10.51%
	Vanguard Target Retirement 2050 Investor	04/17/2026	Balanced/Asset Allocation	Target-Date 2050	\$63.24	06/07/2006	8.67%	10.78%

4.19.2026

Mission Square Fees & Expenses by Funds for OPEB Trust

Fees & Expenses

Current Funds/ Fees
1/1/2026 to
4/19/2026

Investment Name	Share Price Closing Date	Asset Class	Category	Expense ratio gross	Expense ratio net
MissionSquare Aggressive Opportun S3	04/17/2026	U.S. Stock	Mid-Cap Growth	0.84%	0.84%
MissionSquare Broad Market Index S3	04/17/2026	U.S. Stock	Large Blend	0.52%	0.52%
MissionSquare Core Bond Index S3	04/17/2026	Bond	Intermediate Core Bond	0.53%	0.53%
MissionSquare Emerging Markets S3	04/17/2026	International/Global Stock	Diversified Emerging Mkts	0.93%	0.93%
MissionSquare Equity Income S3	04/17/2026	U.S. Stock	Large Value	0.77%	0.77%
MissionSquare Growth & Income S3	04/17/2026	U.S. Stock	Large Blend	0.76%	0.76%
MissionSquare Growth S3	04/17/2026	U.S. Stock	Large Growth	0.76%	0.76%
MissionSquare High Yield S3	04/17/2026	Bond	High Yield Bond	1.07%	0.94%
\$ 233.51 MissionSquare II Model Port Agg S10	04/17/2026	Balanced/Asset Allocation	Moderately Aggressive Allocation	0.40%	0.40%
\$ 91.28 MissionSquare II Model Port Con S10	04/17/2026	Balanced/Asset Allocation	Moderately Conservative Allocation	0.43%	0.43%
\$ 170.48 MissionSquare II Model Port Mod S10	04/17/2026	Balanced/Asset Allocation	Moderate Allocation	0.42%	0.42%
MissionSquare Inflation Focused S3	04/17/2026	Bond	Inflation-Protected Bond	0.83%	0.83%
MissionSquare International S3	04/17/2026	International/Global Stock	Foreign Large Blend	0.80%	0.80%
MissionSquare Low Duration Bond S3	04/17/2026	Bond	Short-Term Bond	0.77%	0.77%
MissionSquare Mid/Small Co Index S3	04/17/2026	U.S. Stock	Small Blend	0.53%	0.53%
MissionSquare MP Global Equity Grwth S3	04/17/2026	Balanced/Asset Allocation	Global Aggressive Allocation	0.80%	0.80%
MissionSquare Overseas Equity Index S3	04/17/2026	International/Global Stock	Foreign Large Blend	0.59%	0.59%
MissionSquare Select Value S3	04/17/2026	U.S. Stock	Mid-Cap Value	0.83%	0.83%
MissionSquare Small Cap Discovery S3	04/17/2026	U.S. Stock	Small Blend	0.80%	0.80%
MissionSquare 500 Stock Index S3	04/17/2026	U.S. Stock	Large Blend	0.52%	0.52%
Vanguard Target Retirement Income Inv	04/17/2026	Balanced/Asset Allocation	Target-Date Retirement	0.08%	0.08%
Vanguard Target Retirement 2020 Investor	04/17/2026	Balanced/Asset Allocation	Target-Date 2020	0.08%	0.08%
Vanguard Target Retirement 2025 Investor	04/17/2026	Balanced/Asset Allocation	Target-Date 2025	0.08%	0.08%
Vanguard Target Retirement 2030 Investor	04/17/2026	Balanced/Asset Allocation	Target-Date 2030	0.08%	0.08%
Vanguard Target Retirement 2035 Investor	04/17/2026	Balanced/Asset Allocation	Target-Date 2035	0.08%	0.08%
Vanguard Target Retirement 2040 Investor	04/17/2026	Balanced/Asset Allocation	Target-Date 2040	0.08%	0.08%
Vanguard Target Retirement 2045 Investor	04/17/2026	Balanced/Asset Allocation	Target-Date 2045	0.08%	0.08%
Vanguard Target Retirement 2050 Investor	04/17/2026	Balanced/Asset Allocation	Target-Date 2050	0.08%	0.08%