



# BRPC

Berkshire Regional Planning Commission

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

## **APPROVED Berkshire Regional Planning Commission Executive Committee Minutes Thursday, April 2, 2026**

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

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

Chair Malcolm Fick called the meeting to order at 4:02pm. He stated that BRPC was recording the meeting and said that if anyone else wanted to record it, they needed to inform him. Breanna Steele from iBerkshires also recorded the meeting.

### **II. Roll Call**

Caitlin Davis, Office Administrator, read the roll call:

#### Members Present:

Malcolm Fick, Chair, Great Barrington Alternate

Buck Donovan, Vice Chair, Lee Delegate

Sheila Irvin, Berkshire Brownfields Committee Chair, Pittsfield Delegate

Mark Smith, Environmental Review Committee Chair, Lenox Delegate

Christine Rasmussen, Regional Issues Committee Chair, Stockbridge Alternate

Sam Haupt, Treasurer, Peru Delegate

Douglas McNally, Commission Development Chair, Windsor Delegate

Mary McGurn, At-Large, Egremont Delegate

#### Not Present:

Kyle Hanlon, At-Large, North Adams Delegate

#### Others Present:

Peter Traub, Cheshire Delegate

Breanna Steele, iBerkshires

Lou Gertje

#### Staff Present:

Tom Matuszko, Executive Director

Laura Brennan, Assistant Director

Marianne Sniezek, Office Manager

Caitlin Davis, Office Administrator

### **III. Vote to Approve the Minutes of the Executive Committee Meeting of March 5, 2026 Minutes**

Doug McNally motioned to approve the March 5, 2026 meeting minutes. Christine Rasmussen seconded the motion.

Mark Smith noted that a correction needed to be made regarding his votes in the minutes. He was present at the meeting and voted yes to each action, and his votes were not included in the minutes.

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

### **IV. Financial Reports and Discussion**

#### **A. Vote to Approve the February 26, 2026 – March 26, 2026, Expenditures Report**

Doug McNally motioned to approve the **February 26, 2026 – March 26, 2026**, expenditures report. Sam Haupt seconded the motion.

There was no discussion on the motion.

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

#### **B. Report on the Accounts Receivable March 2026**

The Berkshire Gas payment was received. We had recently learned that the town of Adams put the Opioid settlement money into the wrong account. We would need to submit another invoice to the town and vote in their May town meeting. The Baystate invoice was still pending.

#### **C. Report on the Line of Credit – March 2026**

It had not been used and the balance remains at zero.

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

Mary McGurn mentioned if anyone were interested in the ballot initiative on capping rents and their impact this could have. She would be making a planned statement for the finance and planning boards. Christine Rasmussen commented that the Regional Issues committee should be involved in this issue and that she would include it in her report.

Tom mentioned that as a public agency the requirements for supporting ballot questions were complex. He would research this topic more. Individuals may be able to take a position on this outside of BRPC. Malcolm Fick asked if this could be considered a topic at the next Commission meeting in May.

## **VI. Items Requiring Action**

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

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

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

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

Tom clarified that these were individual applications.

Mary McGurn motioned to Ratify the Submission of Five Grant Applications to the Executive Office of Energy and Environmental Affairs. Sam Haupt seconded the motion.

There was no discussion on the motion.

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

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

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

Public Health Institute of Western MA (PHIWM) application: BRPC has partnered with PHIWM for the past two years to inform design and rollout of the online resource guide, 413Cares, which caters to the four western counties. The work BRPC wants to continue is to promote the website and

to get feedback on how the website could better serve residents of Berkshire County. The total amount requested is \$7500. No match is required. BRPC lead is Jaymie Zapata Public Health Planning Program Manager [jzapata@berkshireplanning.org](mailto:jzapata@berkshireplanning.org)

Massachusetts Community Health and Healthy Aging Funds (MACHHAF): Healthy Aging Funding Stream application: BRPC has recently revived the Healthy Aging Working Group, comprised of partners across the county who work with older adults, including Elder Care of the Berkshires, Rainbow Seniors, and the Pittsfield Council on Aging. Focus groups and data collection have continued to show social isolation to be a high indicator of mental and physical health problems among older adults. Despite this social isolation, utilization of senior centers, which are meant to be gathering and resource centers and are prevalent across the region, remains low. BRPC seeks to reimagine what a senior center could be by convening focus groups, piloting new programs, and exploring new designs such as integrating cafes and childcare into the existing spaces. The total amount requested is ~\$457,000 over 4 years. No match is required. BRPC lead is Principal Planner Wylie Goodman, [wgoodman@berkshireplanning.org](mailto:wgoodman@berkshireplanning.org).

Massachusetts Community Health and Healthy Aging Funds (MACHHAF) Community Health Improvement Plan (CHIP) Funding Stream application: BRPC has convened the governing body (the County Health Initiative or CHI) of the CHIP since 2012. BRPC is seeking funds to continue to convene the CHI, which is a partnership of all major health care providers in the county and regional social service providers, as well as focus on implementation to achieve CHIP goals. The CHIP lists three major health goals for the county: decrease in anxiety and depression, increase access and opportunity to live a healthy lifestyle, and ensure equitable access to health care services. The total amount requested is ~\$350,000 over 3 years. No match is required. BRPC lead is Public Health Planning Program Manager, Jaymie Zapata, [jzapata@berkshireplanning.org](mailto:jzapata@berkshireplanning.org).

Doug McNally moved to Ratify the Submission of Three Public Health Program Grant Applications to the Public Health Institute of Western MA, and the Massachusetts Community Health and Healthy Aging Funds (MACHHAF) Healthy Aging and Community Health Improvement Plan (CHIP) Funding. Mary McGurn seconded the motion.

There was no discussion on the motion.

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

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

The Executive Committee was requested to authorize the Executive Director to submit a grant application to the Mass. Broadband Institute for

the Connected and Online Grant Program. The grant would deliver free internet-enabled devices to an estimated six nonprofit organizations. It is part of an initiative to distribute over 32,000 internet-enabled devices, along with assistive technology and supportive equipment, to eligible organizations across Massachusetts. The goal of the program is to expand access to education, workforce training, and telehealth by establishing public device lending programs and on-site device stations, especially in Gateway Cities and rural communities. Devices will be fully loaded with software, selected accessories, and warranties at no cost to awardees. The U.S. Treasury Capital Projects Fund (CPF) provides funding. The devices would be granted to BRPC, which would then distribute them to pre-identified nonprofit partners. The distribution process would be handled by an AmeriCorps member already assigned to BRPC. There is no match required. The BRPC contact is Principal Planner Wylie Goodman, [wgoodman@berkshireplanning.org](mailto:wgoodman@berkshireplanning.org).

Mary McGurn moved to approve the Submission of a Grant Application to the Mass Broadband Institute for the Connected and Online Grant Program. Doug McNally seconded the motion.

There was no discussion on the motion.

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

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

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

Doug McNally motioned to Authorize the Disposal or Offering to Municipalities of Surplus Equipment. Mark Smith seconded the motion.

Malcolm Fick wanted to clarify that there were two filing cabinets with two drawers that were being offered, which was confirmed by staff.

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

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

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

- BRPC's Salary and Performance Reviews Policy allows the Executive Committee to implement a freeze on any or all salary increases upon determination that the Commission is facing a decline in revenue. It is very possible BRPC will see a decline in revenue related to the federal administration's budgetary practice or general economic uncertainty and disruption due to various hostilities across the world.
- Our typical practice has been to review salary ranges by position every two years to ensure our salary ranges do not fall lower than our competitors.' With all the fiscal uncertainty Tom recommended we forgo that review again this year as we did last year.
- Our typical practice has been to tie annual salary adjustments to the annual percentage inflation rate and apply that percentage to the employee's current FY year salary. Through the end of February, the annual inflation rate was 2.7%. With uncertain federal revenue, Tom recommended we not apply that percentage rate but instead apply a lump sum amount of \$1,600, or hourly rate equivalent, \$.88/hr., to each full time employee after their merit increase has been applied. This amount would be pro-rated for those employees working less than full time. This amount was determined based on the lowest employee's salary and the cost of our health insurance increase so that employees would not lose ground to inflation.
- Typically, BRPC has made merit based salary increases. Tom recommended continuing to offer merit increases for FY 27. Not doing so would be a disincentive when we need to deliver high quality products to remain competitive in the face of increasingly competitive grant opportunities, be more entrepreneurial to seek out new opportunities, and to maintain strong and valuable working relationships with our municipalities and other partners. Tom recommended the following merit increase range: Unsatisfactory – 0% merit increase; Needs Improvement – 0% merit increase; Meets Expectations – 1% merit increase; Exceeds Expectations – 2% merit increase; and Exceptional – 3% merit increase.
- Typically, when an employee is at or over the top of the range for their position, instead of a full merit increase, we have only offered a bonus of a maximum of one week's salary based on their evaluation. For instance, someone at or over the top of the range earning an Exceptional

evaluation would receive the full week's bonus with lower evaluations getting less. Because we are not evaluating salary ranges this year, Tom recommended we do not use practice but instead offer the full merit increase. This amount would not increase the range or the employee's position within the range for future years.

- In summary Tom recommended that all full time salaried employees receive a market based salary adjustment of \$1,600 applied after any merit increase is applied. Hourly employees would receive an increase of \$.88/hr. after any merit increase is applied. Part-time employees would receive a pro-rated amount based on their part-time status. This amount would increase the salary position range as well. In addition, employees would earn a merit increase of between 0% and 3% based on their performance evaluation. Those employees at or over the top of the range of their position would receive the full merit increase but that increase would not increase the range for their position.

Mark Smith motioned to approve the recommended BRPC Staff Salary Adjustments for FY 27. Christine Rasmussen seconded the motion.

There was no discussion on the motion.

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

## **VII. Committee Updates, Reports and Discussion**

### **A. Commission Development Committee**

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

The response for the April 30<sup>th</sup> event went out in a separate e-newsletter and would be included in the April newsletter. Sherdyl Fernandez-Aubert would take any questions before the event.

### **B. Environmental Review Committee**

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

An ENF was recently received for a vegetation management plan in Stockbridge. It has not been in the environmental monitor. It might not warrant a committee review.

### **C. Finance Committee**

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

#### **D. Regional Issues Committee**

The Regional Issues Committee did not meet in March 2026. Christine Rasmussen mentioned a few of the initiatives, such as income tax, eliminating recreational marijuana, same day voter registration, rent control and increases, as well as eliminating political parties. Laura included the link for the DLTA flyer (District Local Technical Assistance):

<https://www.mapc.org/wp-content/uploads/2026/01/FY27-DLTA-Flyer.pdf>

#### **E. Berkshire Brownfield Committee**

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

#### **F. Berkshire Metropolitan Planning Committee (MPO)**

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

Buck Donovan gave an update as he filled in for Malcolm Fick for the meeting. The MPO covered the TIP allocations and amendments. Tom mentioned there were some projects that were moved around and the goal was to spend money on good projects.

#### **G. Comprehensive Economic Development (CEDS) Committee**

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

Laura mentioned the next CEDS committee meeting would be in May. Priority projects for CEDS had seen considerable progress in the last year and have made progress towards the CEDS 5 year goals.

#### **H. Transportation Advisory Committee (TAC)**

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

Malcolm Fick asked Tom to explain the relationship between the TAC and the MPO. Tom and Sam Haupt mentioned that the TAC was a working advisory committee that admitted anyone with an interest in transportation. The MPO consisted of select board members and state transportation members. Sam mentioned some of the ongoing projects, such as Dalton Division Road and Williams Road.

### **VIII. Executive Director's Report and Discussion**

#### **A. Report on New Contracts/Agreements**

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

- Berkshire County Sheriff's Office - Opioid Prevention - \$50,000
- Public Health Institute of Western Mass - Support of 413 Cares Regional Partnership - \$7,500

- Lee - Complete Streets – Additional \$8,000
- Donations - Into Light Exhibition - \$9,800
- Mosaic RIZE - Bolstering Family Networks: Bringing The Door - \$54,413
- Executive Office of Energy & Environmental Affairs - Lee Zoning Assistance - \$41,250
- Executive Office of Public Safety - Citian CRASH Software - \$40,000
- City of Pittsfield - Berkshire County Citian CRASH Software - \$10,000
- The Nature Conservancy - Municipal Culvert Replacement Project Development - \$25,000

Grants and Contracts not received

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

**B. Berkshires Tomorrow Inc. (BTI) Update**

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

**C. Staff Updates**

- Open Positions:
  - Public Health Trainer
  - Associate Planner (with grant funds provided by the Barr Foundation to hire a RAY fellow)

- Resignations:

- Karen Pelto, Grant Specialist - Berkshire Funding Focus

Tom gave thanks and recognition to Karen who had been a valuable asset to BRPC over the years.

**D. Office Space**

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

**E. Seasonal Communities Advisory Council Update**

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

## **F. Rural Policy Advisory Commission**

The Rural Policy Advisory Commission met on March 10, 2026. In addition to legislative updates by Senator Mark and Director of Rural Affairs, Anne Gobi, most of the meeting was spent discussing the ongoing update to the Rural Policy Plan which has been occurring for the last several months, under the leadership of the Franklin Regional Council of Governments. An almost final draft is ready for public input and comment. Tom mentioned there would be upcoming virtual public outreach sessions.

## **G. Passenger Rail**

- Impressive work continues by MassDOT to steadily advance passenger rail service through their Compass Rail initiative which includes West-East and Berkshire Flyer. The most recent update can be found at [Compass Rail overview and update, March 2026](#), which is the presentation given by MassDOT staff at the March MassDOT Board of Directors meeting.
- [Berkshire Flyer](#) –There has still been no formal announcement from Amtrak about Berkshire Flyer service this summer, which is still expected to occur.
- [Northern Tier Passenger Rail](#) – The economic benefits study continues. All participating RPAs have submitted information about key local employers, tourism destinations, and economic development contacts within their respective geographies. Each RPA is also working to refine the borders and categorizations within proposed Transit Oriented Development districts within walking distance of station locations.

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

## **H. Business Front Door Newsletter**

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

## **I. 5th Thursday Networking & Educational Event**

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

## **J. Technical Assistance Report**

The February technical assistance report was included with the meeting material.

## **IX. Old Business and Discussion**

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

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

Doug McNally motioned to approve an employment agreement to retain Laura Brennan as the incoming Berkshire Regional Planning Commission Executive Director. Sam Haupt seconded the motion.

The executive committee thanked Tom as this was his last executive committee meeting. The committee congratulated Laura as the new executive director.

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

## **X. New Business**

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

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

Doug McNally made a motion to recommend Laura Brennan as the Berkshire Regional Planning Commission's member on the Rural Policy Advisory Commission. Mark Smith seconded the motion.

There was no discussion on the motion. After the vote, Tom did mention that this would have to be acted on at the next Commission meeting in May, as the Commission makes those final appointments.

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

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

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

Mary McGurn motioned to approve Laura Brennan, as Executive Director, to be the Berkshire Regional Planning Commission’s Authorized Signatory and Execute Contracts and Other Legal Documents. Mark Smith seconded the motion.

There was no discussion on the motion.

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

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

Potential topics for the May 2026 Commission Meeting include:

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

Tom mentioned that this would be more of a business meeting to prepare for the next fiscal meeting. Malcolm Fick commented that the BRPC Transportation presentation would be useful as Transportation staff would go more in depth with the scope of work they are doing.

**XI. Adjournment**

Doug McNally made a motion to adjourn. Christine Rasmussen seconded the motion.

Before the vote, Tom thanked the executive committee. Christine Rasmussen commented that Tom had been a huge help to her and to Berkshire County and that Laura was going to move the organization forward with the foundation that had been built. Tom asked the committee to give Laura as much support as possible.

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

The meeting adjourned at 5:03pm.

**Documents and Exhibits Used:**

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