



APPROVED FULL COMMISSION MEETING MINUTES **May 21, 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. Opening

A. Call to Order

The meeting was called to order at 7pm. 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. Breanna Steele from iBerkshires also recorded the meeting.

B. Roll Call

The following Commission members were present:

Jay Meczywor-Adams Alternate
Al Blake- Becket Delegate
Peter Traub, Cheshire Delegate
Eric Anderson, Dalton Alternate
Mary McGurn, Egremont Delegate
Malcolm Fick-Great Barrington Alternate
Mark Hawthorne-Lanesborough Alternate
Buck Donovan-Lee Delegate
Daniel Bross-Lenox Alternate
Kyle Hanlon-North Adams Delegate
Sheila Irvin-Pittsfield Delegate
Christine Rasmussen-Stockbridge Alternate
Carol Hardy-Fanta-Tyringham Delegate
Erik Reardon-Williamstown Delegate
Doug McNally- Windsor Delegate

Towns with no Delegate or Alternate present:

Alford, Clarksburg, Florida, Hancock, Hinsdale, Monterey, Mt. Washington, New Ashford, New Marlborough, Otis, Peru, Richmond, Sandisfield, Savoy, Sheffield, Washington, West Stockbridge

Staff Present: Laura Brennan, Marianne Snizek, Caitlin Davis, Clete Kus, Anuja Koirala

Others Present: David Cachat, PCTV; Lou Gertje; Brian Sangster, Sheffield

Planning Board; Breanna Steele, iBerkshires; Melissa Stevenson

C. Vote to Approve March 19, 2026, Commission Meeting Minutes

Doug McNally motioned to approve the March 19, 2026 draft meeting minutes. Mary McGurn seconded the motion.

Mary McGurn was not included in the meeting minutes as attending or voting when she did attend the meeting. This correction was noted.

A roll call vote approved the motion: Jay Meczywor, Al Blake, Peter Traub, Mary McGurn, Malcolm Fick, Mark Hawthorne, Buck Donovan, Daniel Bross, Sheila Irvin, Christine Rasmussen, Carol Hardy Fanta and Doug McNally.

Kyle Hanlon and Erik Reardon abstained. Eric Anderson joined the meeting after the vote.

II. 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. There were no comments made from Delegates or Alternates.

III. 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. There were no comments from the public.

VI. Presentation & Discussion of Executive Committee Actions

Executive Committee actions taken on the Commission's behalf during the April 2, 2026, and May 7, 2026, meetings were presented for information and discussion. There was no discussion on the Executive Committee Actions.

V. Report of the Nominating Subcommittee

The Nominating Subcommittee met on March 5, 2026, to discuss and vote on a proposed slate of officers (Chair, Vice Chair, Clerk, and Treasurer) for FY27. Please note that on March 19th, 2026, the full Commission approved updates to the BRPC bylaws, allowing for the Commission Development Committee to serve as the nominating committee in the future.

Doug McNally gave an update on behalf of the Nominating Subcommittee. The proposed slate of officers are: Buck Donovan, Chair; Malcolm Fick, Vice Chair; Sheila Irvin, Clerk; and Sam Haupt, Treasurer. The vote would occur during the first Commission meeting of the fiscal year, July 16th.

VI. Authorization for Executive Committee to Act on Behalf of the Commission

BRPC's Bylaws require Commission members to vote annually, reconfirming the Executive Committee's authorization to act in the name of and on behalf of the Commission. Details on two ways to vote were in an attached memo: email response or return paper form.

The attached memo included sending written approval by mail or email by June 18, 2026. We would need 22 town votes.

Erik Reardon asked if sending the vote from the meeting packet be acceptable and that would suffice.

Jay Meczywor asked if the delegate or the alternate signed the form. Only delegates would be signing the form to vote.

VII. Vote to Appoint Laura Brennan to the Rural Policy Advisory Committee

Prior to his retirement, Thomas Matuszko provided a resignation letter to the Seasonal Communities Advisory Council, including a request that BRPC's Laura Brennan be appointed to replace him in this capacity. Completion of this appointment is contingent upon action by the Healey-Driscoll Administration.

Doug McNally made a motion to appoint Laura Brennan to the Rural Policy Advisory Committee. Kyle Hanlon seconded the motion.

Mary McGurn thanked Laura for her email because she thought it was an exciting opportunity and the topics were excellent. Mary shared it with members of the Egremont Planning Board.

A roll call vote approved it: Jay Meczywor, Al Blake, Peter Traub, Eric Anderson, Mary McGurn, Malcolm Fick, Mark Hawthorne, Buck Donovan, Daniel Bross, Kyle Hanlon, Sheila Irvin, Christine Rasmussen, Carol Hardy Fanta, Erik Reardon and Doug McNally.

VIII. Vote to Appoint CJ Hoss to the Seasonal Communities Advisory Council

Prior to his retirement, Thomas Matuszko provided a resignation letter to the Seasonal Communities Advisory Council, including a request that BRPC's Cornelius Hoss be appointed to replace him in this capacity. Completion of this appointment is contingent upon action by the Healey-Driscoll Administration.

Mary McGurn motioned to approve the appointment of CJ Hoss to the Seasonal Communities Advisory Council. Al Blake seconded the motion. There was no discussion on the motion.

A roll call vote approved it: Jay Meczywor, Al Blake, Peter Traub, Eric Anderson, Mary McGurn, Malcolm Fick, Mark Hawthorne, Buck Donovan, Daniel Bross, Kyle Hanlon, Sheila Irvin, Christine Rasmussen, Carol Hardy Fanta, Erik Reardon and Doug McNally.

IX. Vote to Adopt the BRPC FY27 Budget

In accordance with its Bylaws, BRPC must adopt an annual budget for the coming fiscal year, which begins July 1, 2026. The Finance Committee recommended the version contained in the meeting material.

Doug McNally motioned to approve the adoption of the BRPC FY27 Budget. Kyle Hanlon seconded the motion.

Malcolm Fick commented that this was a conservative budget, based on many grants that were routinely awarded as well as grants that came in through the year. It's a nice situation to be in every year where an organization could cover their expenses. Doug McNally commented it was wonderful that staff could successfully pursue grants.

A roll call vote approved it: Jay Meczywor, Al Blake, Peter Traub, Eric Anderson, Mary McGurn, Malcolm Fick, Mark Hawthorne, Buck Donovan, Daniel Bross, Kyle Hanlon, Sheila Irvin, Christine Rasmussen, Carol Hardy Fanta, Erik Reardon and Doug McNally.

X. Vote to Submit the 2025 Comprehensive Economic Development Strategy (CEDS) Performance Report

The 2026 CEDS Performance Report, due by June 30, 2026, was required to be submitted annually to the U.S. Economic Development Administration.

Kyle Hanlon motioned to approve the submittal of the 2025 Comprehensive Economic Development Report. Al Blake seconded the motion.

Laura Brennan gave a quick overview of the CEDS report. The overview included the summary process which included household income in Berkshire County, Economic Distress criteria, SWOT Analysis Review, CEDS 5 year goals and priority projects. Some priority projects were removed due to completion. Laura mentioned if anyone was interested in joining CEDS to reach out to her or Wylie Goodman.

A roll call vote approved it: Jay Meczywor, Al Blake, Peter Traub, Eric Anderson, Mary McGurn, Malcolm Fick, Mark Hawthorne, Buck Donovan, Daniel Bross, Kyle Hanlon, Sheila Irvin, Christine Rasmussen, Carol Hardy Fanta, Erik Reardon and Doug McNally.

XI. Presentation about the BRPC Transportation Planning Program

Clete Kus, the Transportation manager, gave an overview of the Transportation program. He introduced the four person team at BRPC and their roles and responsibilities. He reviewed the MPO and Transportation planning services, including Complete Streets, Safe Streets, Transit Planning, as well as data collection and analysis and GIS Mapping. The regional goals and recommendations included maintaining a state of good repair, fostering economic development, expanding public transportation services, increased safety and security, promotion of active transportation and adapting for sustainability and resilience. Clete also

shared the projects they worked on with communities throughout the Berkshires in MassDOT, as well as statistics for FY25. The [presentation](#) can be found on the BRPC website.

Erik Reardon asked about the \$400m in project funds, what would be covered by the state and what would be covered at the federal level. Anuja answered that for the TIP, it was 80 Federal and 20 state covered. For transit, it was 50/50. Doug McNally also commented that even \$1m was not a lot in project terms.

XII. Presentation and subsequent Vote to Authorize the BRPC Chair to Vote to Approve the FFY 2027-2031 Transportation Improvement Program (TIP)

The updated Transportation Improvement Program for the Berkshires established the projects that will receive the limited federal transportation funds in the region. The Commission's review of the draft TIP document and associated vote guides the Chair on how to vote at the upcoming MPO meeting. The full TIP document was posted on BRPC's website.

Anuja Koirala, principal transportation planner, provided an overview of the TIP for 2027-2031. The TIP process started runs January-May. The MPO would meet on May 26th to approve the TIP. There currently were 73 projects across the county with a \$425m total cost. Highlights included the North Adams Ashland Street project, North Adams/Adams town line section of the Ashuwillticook Rail Trail and Route 7 reconstruction.

Anuja gave a thank you to Malcolm Fick for the support with the MPO and transportation projects.

Link to the full document: [Transportation Improvement Plan 2027-2031](#)

Doug McNally made a motion to approve the BRPC Chair to vote to approve the FFY2027-2031 Transportation Improvement Program. Kyle Hanlon seconded the motion.

A roll call vote approved it: Jay Meczywor, Al Blake, Peter Traub, Eric Anderson, Mary McGurn, Malcolm Fick, Mark Hawthorne, Buck Donovan, Daniel Bross, Kyle Hanlon, Sheila Irvin, Christine Rasmussen, Carol Hardy Fanta, Erik Reardon and Doug McNally.

XIII. Presentation and subsequent Vote to Authorize the BRPC Chair to Vote to Approve the Oct. 1, 2026 – Sept. 30, 2027 Unified Planning Work Program (UPWP)

The Unified Planning Work Program for FFY 2027 established the projects that will receive the limited federal transportation funds in the region. The Commission's review of the draft TIP document and associated vote guides the Chair on how to vote at the upcoming MPO meeting. The full TIP document was posted on BRPC's website.

Clete Kus gave an overview of the UPWP, an annual document that starts October 1 and runs through September 30th, 2027. The UPWP has four elements; Management and Certification, Regional Planning Studies, Technical Support and Data Collection and other activities. The focus areas were assisting Berkshire County residents with Shared Streets and Spaces, Complete Streets, micro-mobility, as well as micro-transit implementation and transit route study from MassDOT. The UPWP would also focus on safety initiatives, infrastructure planning and protection, freight planning and rail service expansion.

Link to the full document: [Unified Planning Work Plan](#)

Doug McNally commented that the state had put grant money on culverts and towns had paid money to have people write those grants but didn't see much productivity. He suggested we start advocating for the state the fund road and culvert development directly to the towns. Malcolm Fick suggested this as a topic for a Regional Issues meeting.

Doug McNally made a motion to approve the authorization of the BRPC Chair to vote to Approve the October 1, 2026 – September 30, 2027 Unified Planning Work Program (UPWP). Mary McGurn seconded the motion.

Malcolm Fick thanked Clete and Anuja for their presentations and congratulated the transportation team on all their hard work.

A roll call vote approved it: Jay Meczywor, Al Blake, Peter Traub, Eric Anderson, Mary McGurn, Malcolm Fick, Mark Hawthorne, Buck Donovan, Daniel Bross, Kyle Hanlon, Sheila Irvin, Christine Rasmussen, Carol Hardy Fanta, Erik Reardon and Doug McNally.

XIV. Discussion of the Executive Director's Report

Please refer to the Executive Director's memorandum to Commission Delegates and Alternates.

Highlights from the report included BRPC's 60th anniversary, the Rural Policy plan, a MILUS update, Berkshire Funding Focus, ADA Title II Compliance, an office update and the recent 5th Thursday event.

Laura mentioned the Rural Policy Plan as a timely issue as the work the Rural Policy Commission was undertaking would be held in virtual sessions for members to sign up for.

XV. Open Discussion about Items of Interest in their City or Town

As time allows, Delegates and Alternates were 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.

Mary McGurn shared feedback she received on the zoning policies that were

recently passed in Egremont. There was one final ruling from the Attorney General who had an issue with the use of the word solely. Mary asked the town council for guidance and they had her delete the word. Egremont now had a codified final zoning bylaw. The Planning Board composed a thank you song which Mary played for the Commission.

XVI. Adjournment

Doug McNally motioned to adjourn the meeting. Mary McGurn seconded the motion. There was no discussion on the motion.

The motion passed unanimously with a roll call vote from: Jay Meczywor, Al Blake, Peter Traub, Eric Anderson, Mary McGurn, Malcolm Fick, Mark Hawthorne, Buck Donovan, Daniel Bross, Kyle Hanlon, Sheila Irvin, Christine Rasmussen, Carol Hardy Fanta, Erik Reardon and Doug McNally.

The meeting adjourned at 8:52pm.