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

APPROVED Berkshire Regional Planning Commission Finance Committee Minutes

Wednesday, April 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 4pm. 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
Kyle Hanlon, At-Large, North Adams Delegate
Sam Haupt, Treasurer, Peru Delegate

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

III. Vote to approve the Minutes of the Finance Committee Meeting of January 29, 2026.

Buck Donovan motioned to approve the Minutes of the Finance Committee Meeting on January 29, 2026. Kyle Hanlon seconded the motion.

There was no discussion on the motion.

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

IV. FY2027 Budget Discussion and Vote to Recommend to the Full Commission for Approval

Kyle Hanlon motioned to recommend the FY2027 budget to the Full Commission. Buck Donovan seconded the motion.

Before the vote, Marianne gave a brief update on the budget, which was included in the packet. The update included an overview of awards, grants submitted in the budget, operating expenses, upcoming staff positions and interns, billables, administrative expenses, equipment and software, state records disposal, office lease renewal, and benefits increases.

Tom mentioned that the Build Grant was not included in the revenue. Malcolm Fick asked whether we would exceed the year's budget. Tom commented that it was a matter of estimating what we would get during the year.

Sam Haupt asked about the disposal of records and whether we hired someone to handle it. BRPC's current shredding company, Valley Green Shred, handled all shredding needs, and our everyday bin was kept locked. BRPC also has cloud storage backup for archived material.

There was no discussion on the motion.

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

V. Financial Update- Transition to New Executive Director

Thirteen accounts were signed for the change of the new executive director from Tom to Laura. The credit cards have been changed over Laura Brennan's name. The last piece would be getting Malcolm's signature on several documents.

VI. Lease Renewal-RFI

A request for information was sent out with a deadline of May 1st. The RFI is 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. Sam Haupt asked whether the owner could refuse the 5-year option, but since they're interested, they most likely wouldn't. We would need to review with our attorney if we wanted to renew for the full five years or if we could change to a shorter term to allow Laura more time to look at other options.

VII. Line of Credit Limit Analysis

The Line of credit limit analysis included a review of the credit balance and checks issued. The current Line of credit of $500,000 is sufficient. Marianne mentioned we had not used the Line of credit recently. Also, discussed the E-Treasury banking matches

check to avoid fraud.

VIII. Discussion Mission Square current OPEB Trust Funds Statement 1/1/2026 to 4/19/2026 and other Fund Options

Sam Haupt mentioned that there are currently no issues with using the investment funds we have. Tom suggested a future meeting topic could be discussing putting money into the OPEB Trust, but not drawing down on the trust for retirements.

IX. Report on State Retirement (employer portions)

There were no new updates on this.

X. Next Meeting

A definitive date was not set, but November or December were possibilities for the next meeting to make recommendations for next year's assessments.

XI. 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 4:32 pm.