



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

MEETING NOTICE

There will be a meeting of the
EXECUTIVE COMMITTEE
of the
BERKSHIRE REGIONAL PLANNING COMMISSION
Thursday, September 1, 2022 at **4:00 p.m.**

This will be a **Virtual Meeting** as allowed by Ch. 107 of the Acts of 2022 extending certain provisions of the Open Meeting Law, G.L. c.30 sec.20 until March 31, 2023.

Join Zoom Meeting
<https://us02web.zoom.us/j/3926128831>
Meeting ID: 392 612 8831

Phone: 646.558.8656, 301.715.8592, 312.626.6799, 669.900.9128, 253.215.8782, 346.248.7799

Meeting materials are posted on BRPC's website: www.berkshireplanning.org.
Click on the calendar of events, then the meeting name, and follow link to materials.

AGENDA

(all times approximate)

- I. Call to Order & Open Meeting Law Statement (4:00)
- II. Approval of Minutes of the Executive Committee Meeting of July 14, 2022* (4:05)
- III. Financial Reports (4:10)
 - A. July / August (partial) Expenditures Reports *
 - B. Accounts Receivable Report
 - C. Line of Credit Report
 - D. FY 22 yearend report
 - E. Other (For information only)
- IV. Delegate & Alternate Issues (4:15)
- V. Items Requiring Action* (4:20)
 - A. Approval to Rescind the Emergency Closure Policy*
 - B. Approval to Submit a Grant Application to the U.S. DOT Safe Streets and Road for All Grant Program *
 - A. Other (For information only)
- VI. Committee Reports (4:25)
 - A. Metropolitan Planning Organization (MPO)

City and Town Clerks: Please post this notice pursuant to M.G.L. Chapter 39, Section 23B

Please Note:

For information regarding postponements or cancellations on the day of a scheduled meeting, please call Berkshire Regional Planning Commission at (413) 442-1521, x5

- B. Regional Issues Committee
- C. Berkshire Brownfields Committee
- D. Other (For information only)

VII. Executive Director's Report (4:35)

- A. Report on New Contracts / Agreements
- B. Berkshires Tomorrow Inc. (BTI) Update
- C. Staff Updates
- D. Rural Policy Advisory Commission (RPAC) Update
- E. West – East Passenger Rail
- F. Berkshire Flyer
- G. DLTA Funding
- H. Rural Schools Commission
- I. Statewide Municipal Partnerships Conference
- J. Economic Development District
- K. Other (For information only)

VIII. Old Business (4:45)

- A. Executive Director Performance Review
- B. Annual Meeting
- C. Other (For information only)

IX. New Business (5:05)

- A. Employee Handbook
- B. Kusik Award
- C. September Commission Meeting
- D. Other (For information only)

X. Adjournment (5:20)

Attachments:

- Unapproved Minutes of July 14, 2022, BRPC Executive Committee Meeting
- July – August (partial) Expenditures Report
- Accounts Receivable Report
- July Line of Credit Report
- Executive Director's Memorandum
- BRPC Emergency Closure Policy
- Draft Unapproved Minutes of the July 26, 2022 Metropolitan Planning Organization
- Draft Unapproved Minutes of the August 23, 2022 Metropolitan Planning Organization
- Draft Unapproved Minutes of the August 3, 2022 Regional Issues Committee
- Building Code Comment letter
- Resumes – Saviski, Bartley, Brady, Pelto
- Statewide Municipal partnerships Conference
- July Technical Assistance Memo

* Items Requiring Action

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Jul 1, 2022 to Aug 24, 2022

Filter Criteria includes: Report order is by Date.

| Check # | Date | Payee | Amount | Department | Department Description | Expense |
|---------|--------|---|-----------|----------------------|--|---------------------------------|
| CCARD | 7/1/22 | AMAZON.COM | 66.21 | 040 ADMIN | Admin | Supplies |
| CCARD | 7/7/22 | AMERICAN PUBLIC HEALTH ASSOC | 205.00 | 650 DPH/SS | Public Health Excellence for Shared Services Grant Program | APHA Membership - Lydia Shulman |
| 16278 | 7/7/22 | AAIM TRAINING AND CONSULTING LLC | 111.50 | 040 ADMIN | Admin | Background Checks |
| 16279 | 7/7/22 | BCBOHA | 857.58 | 283 BPHA/INSP | Berkshire Public Health Alliance - Regional Public Health Inspection Program | Septic Installer |
| 16280 | 7/7/22 | BECKS PRINTING | 478.00 | 585 NBCC/OD2A | Northern Berkshire Community Coalition - Overdose Data to Action | Printing Services |
| 16281 | 7/7/22 | LAURA BRENNAN | 50.97 | 010 | General | Expense Report |
| 16282 | 7/7/22 | COMPUWORKS | 4,339.00 | 040 ADMIN | Admin | Comp EQ and Service Contract |
| 16283 | 7/7/22 | ELEGANT STITCHES INC | 495.00 | 585 NBCC/OD2A | Northern Berkshire Community Coalition - Overdose Data to Action | Supplies |
| 16284 | 7/7/22 | FRANKLIN REGIONAL COUNCIL | 2,826.21 | 625 WMS/MTWPMVP | Williamstown - Mohawk Trail Woodlands Partnership Forest Stewardship, Resilience & Climate Adaptation MVP Action Grant | Subcontractor |
| 16285 | 7/7/22 | HOUSATONIC VALLEY ASSOCIATION | 20,281.39 | 661 LEN/MVP | Lenox Municipal Vulnerability Plan | Subcontractor |
| 16286 | 7/7/22 | FORESIGHT LAND SERVICES INC | 2,800.00 | 560 COMVENGPUR | Communities/Vendors - FY23 Group Purchasing | Subcontractor |
| 16287 | 7/7/22 | CHARLES KANIECKI | 56.16 | 650 DPH/SS | Public Health Excellence for Shared Services Grant Program | Expense Report |
| 16288 | 7/7/22 | CATHERINE KEATING | 1,500.00 | 640 NEATC/CRI/HCV | NEAETC - Community Research Initiative of New England, Inc | Subcontractor |
| 16289 | 7/7/22 | DAVID W. KELLEY | 920.00 | 040 ADMIN | Admin | Cleaning |
| 16290 | 7/7/22 | MASS AUDUBON | 18,675.00 | 661 LEN/MVP | Lenox Municipal Vulnerability Plan | Subcontractor |
| 16291 | 7/7/22 | MASS STATE BOARD OF RETIREMENT | 9,130.98 | --- | --- | Retirement |
| 16292 | 7/7/22 | MIIA PROPERTY & CASUALTY GROUP, INC. | 5,386.00 | 040 ADMIN | Admin | Property & Liability Insurance |
| 16293 | 7/7/22 | MUTUAL OF OMAHA | 582.74 | 040 ADMIN | Admin | Life: STD; LTD |
| 16294 | 7/7/22 | NONPROFIT CENTER OF THE BERKSHIRES, INC | 4,000.00 | 637 EDA/COVIDRRP | EDA COVID-19 Regional Recovery Project | Subcontractor |
| 16295 | 7/7/22 | CITY OF PITTSFIELD | 375.00 | 040 ADMIN | Admin | Parking |
| 16296 | 7/7/22 | TIFFANY POPLASKI | 1,500.00 | 640 NEATC/CRI/HCV | NEAETC - Community Research Initiative of New England, Inc | Subcontractor |
| 16297 | 7/7/22 | STATE HOUSE NEWS SERVICE | 988.00 | 040 ADMIN | Admin | Subscription |
| 16298 | 7/7/22 | TD CARD SERVICES | 16,744.87 | 040 ADMIN | Admin | Credit Card Payment |
| 16299 | 7/7/22 | ARLENE THEODORE | 4,000.00 | 652 DPH/SORPEC | DPH Bureau of Substance Addiction - SOR-PEC - Berkshire Early Childhood Community Circle | Subcontractor |
| 16300 | 7/7/22 | UNIVERSITY OF MASSACHUSETTS | 7,327.94 | 622 USDA/FS/MTWPPFSC | USDA Forest Services - Mohawk Trail Woodlands Partnership Forest Services Program - Forest Resilience Carbon Storage | Subcontractor |
| 16301 | 7/7/22 | UNIVERSITY OF CONNECTICUT | 11,000.00 | 661 LEN/MVP | Lenox Municipal Vulnerability Program | Subcontractor |

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|----------------|-------------|--------------------------------------|---------------|-------------------|--|-----------------------------|
| 16302 | 7/7/22 | VALLEY GREEN SHREDDING, LLC | 70.00 | 040 ADMIN | Admin | Recycling |
| 16303 | 7/7/22 | W.B. MASON COMPANY, INC. | 81.95 | 040 ADMIN | Admin | Supplies |
| 16304 | 7/7/22 | MARY WIGMORE | 1,950.00 | 625 WMS/MTWPMVP | Williamstown - Mohawk Trail Woodlands Partnership Forest Stewardship, Resilience & Climate Adaptation MVP Action Grant | Subcontractor |
| 16305 | 7/7/22 | WOMEN OF COLOR HEALTH EQUITY | 12,500.00 | 652 DPH/SORPEC | DPH Bureau of Substance Addiction - SOR-PEC - Berkshire Early Childhood Community Circle | Subcontractor |
| CCARD | 7/11/22 | AMERICAN PUBLIC HEALTH ASSOC | 205.00 | 650 DPH/SS | Public Health Excellence for Shared Services Grant Program | Membership - Andy Ottoson |
| 16306 | 7/12/22 | MIIA HEALTH BENEFITS TRUST | 2,179.83 | 040 ADMIN | Admin | Dental Insurance |
| 16307 | 7/12/22 | THE COOPER CENTER, LLC | 8,384.57 | 040 ADMIN | Admin | Rent |
| 16308 | 7/12/22 | MIIA HEALTH BENEFITS TRUST | 50,287.78 | 040 ADMIN | Admin | Health Insurance |
| 16309 | 7/12/22 | THE COOPER CENTER, LLC | 1,540.81 | 040 ADMIN | Admin | Utilities |
| CCARD | 7/12/22 | ZOOM VIDEO COMMUNICATIONS, INC. | 40.00 | 040 ADMIN | Admin | Computer Software |
| CCARD | 7/12/22 | CODE42 | 9.99 | 040 ADMIN | Admin | Computer Software |
| CCARD | 7/12/22 | AMAZON.COM | 1,942.56 | 040 ADMIN | Admin | Supplies |
| CCARD | 7/18/22 | SAGE SOFTWARE, INC. | 3,149.00 | 040 ADMIN | Admin | Accounting Software |
| CCARD | 7/18/22 | AMERICAN PUBLIC HEALTH ASSOC | 205.00 | 659 DPH/LHSCT | DPH Local Health Support Covid-19 Contact Tracing | Membership - Jennifer Scott |
| CCARD | 7/18/22 | HOME DEPOT | 54.02 | 669 CHS/SW | Cheshire Stormwater Support | Supplies |
| 16310 | 7/19/22 | 1BERKSHIRE | 9,566.72 | 637 EDA/COVIDRRP | EDA COVID-19 Regional Recovery Project | Subcontractor |
| 16311 | 7/19/22 | BERKSHIRE ENV ACTION TEAM INC | 4,844.00 | 661 LEN/MVP | Lenox Municipal Vulnerability Program | Subcontractor |
| 16312 | 7/19/22 | FEDEX | 22.36 | 040 ADMIN | Admin | Postage |
| 16313 | 7/19/22 | THE COOPER CENTER, LLC | 845.00 | 040 ADMIN | Admin | Improvements |
| 16314 | 7/19/22 | NEW ENGLAND NEWSPAPERS, INC. | 1,093.36 | --- | Varied Projects | Communications |
| 16315 | 7/19/22 | PITTSFIELD PCTV COMMUNITY TELEVISION | 100.00 | 440 TPL | Massachusetts Department of Transportation | Membership |
| 16316 | 7/19/22 | RAINBOW DISTRIBUTING COMPANY INC | 59.56 | 040 ADMIN | Admin | Water |
| 16317 | 7/19/22 | TPX COMMUNICATONS | 1,188.51 | 040 ADMIN | Admin | Telephone |
| 16318 | 7/19/22 | VALLEY GREEN SHREDDING, LLC | 70.00 | 040 ADMIN | Admin | Recycling |
| 16319 | 7/19/22 | VEGETATION CONTROL SERVICE, INC | 9,719.00 | 625 WMS/MTWPMVP | Williamstown - Mohawk Trail Woodlands Partnership Forest Stewardship, Resilience & Climate Adaptation MVP Action Grant | Subcontractor |
| 16320 | 7/19/22 | MICHIGAN TECHNOLOGICAL UNIVERSITY | 49,830.56 | 625 WMS/MTWPMVP | Williamstown - Mohawk Trail Woodlands Partnership Forest Stewardship, Resilience & Climate Adaptation MVP Action Grant | Subcontractor |
| 16321 | 7/19/22 | SEEGER WEISS LLP | 13,933.55 | 319 ROR | Rest of River | Legal Services |
| CCARD | 7/19/22 | STRAIGHT TALK WIRELESS | 37.66 | 040 ADMIN | Admin | Telephone |
| CCARD | 7/20/22 | BERKSHIRE JOBS | 199.00 | 040 ADMIN | Admin | Advertising |

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| CCARD | 7/20/22 | AMAZON.COM | 304.12 | 040 ADMIN | Admin | Supplies |
| CCARD | 7/22/22 | AMERICAN PUBLIC HEALTH ASSOC | 205.00 | 526 BCSO | Berkshire County Sheriff's Office - OPIOID22 | Membership - Matt Gilbert |
| CCARD | 7/22/22 | AMERICAN PUBLIC HEALTH ASSOC | 585.00 | 610 HRIA/G2G | Health Resources in Action - Grey to Green | Conference - Jaymie Zapata |
| CCARD | 7/22/22 | AMERICAN PUBLIC HEALTH ASSOC | 205.00 | 610 HRIA/G2G | Health Resources in Action - Grey to Green | Membership - Jaymie Zapata |
| CCARD | 7/22/22 | AMERICAN PUBLIC HEALTH ASSOC | 585.00 | 526 BCSO | Berkshire County Sheriff's Office - OPIOID22 | Conference - Meg Arvin |
| CCARD | 7/22/22 | AMERICAN PUBLIC HEALTH ASSOC | 910.00 | 526 BCSO | Berkshire County Sheriff's Office - OPIOID22 | Conference - Matt Gilbert |
| CCARD | 7/24/22 | DUN & BRADSTREET | 1,482.00 | 637 EDA/COVIDRRP | EDA COVID-19 Regional Recovery Project | Subscription |
| CCARD | 7/25/22 | AMERICAN PUBLIC HEALTH ASSOC | 585.00 | 650 DPH/SS | Public Health Excellence for Shared Services Grant Program | Conference - Lydia Shulman |
| CCARD | 7/25/22 | AMERICAN PUBLIC HEALTH ASSOC | 585.00 | 526 BCSO | Berkshire County Sheriff's Office - OPIOID22 | Conference - Andy Ottoson |
| CCARD | 7/25/22 | AMERICAN PUBLIC HEALTH ASSOC | 205.00 | 609 HRIA/CHIP | Health Resources in Action County Health Initiative - Community Health Improvement Planning | Membership - Laura Kittross |
| CCARD | 7/25/22 | AMERICAN PUBLIC HEALTH ASSOC | 585.00 | 469 PHOA | Public Health Operating Allowance | Conference - Laura Kittross |
| CCARD | 7/25/22 | AMERICAN PUBLIC HEALTH ASSOC | -325.00 | 526 BCSO | Berkshire County Sheriff's Office - OPIOID22 | Partial Conference Refund |
| CCARD | 7/25/22 | AMERICAN PUBLIC HEALTH ASSOC | 585.00 | 659 DPH/LHSCT | DPH Local Health Support Covid-19 Contact Tracing | Conference - Jennifer Scott |
| 16322 | 7/28/22 | BLUE 20/20 | 126.34 | 040 ADMIN | Admin | Vision Insurance |
| 16323 | 7/28/22 | CARR HARDWARE & SUPPLY CO., INC. | 1.39 | 040 ADMIN | Admin | Supplies |
| 16324 | 7/28/22 | CARA FARRELL | 133.75 | --- | Varied Projects | Expense Report |
| 16325 | 7/28/22 | JUSTIN GILMORE | 165.63 | 440 TPL | Massachusetts Department of Transportation | Expense Report |
| 16326 | 7/28/22 | WYLIE GOODMAN | 31.93 | --- | Varied Projects | Expense Report |
| 16327 | 7/28/22 | ANUJA KOIRALA | 500.00 | 040 ADMIN | Admin | Staff Development |
| 16328 | 7/28/22 | MACFARLANE OFFICE PRODUCTS, INC. | 430.97 | 040 ADMIN | Admin | Copier |
| 16329 | 7/28/22 | MASS STATE BOARD OF RETIREMENT | 9,937.11 | --- | --- | Retirement |
| 16330 | 7/28/22 | COURTENY MOREHOUSE | 387.19 | --- | Varied Projects | Expense Report |
| 16331 | 7/28/22 | DILLAN PATEL | 80.44 | --- | Varied Projects | Expense Report |
| 16332 | 7/28/22 | VALLEY GREEN SHREDDING, LLC | 70.00 | 040 ADMIN | Admin | Recycling |
| 16333 | 7/28/22 | W.B. MASON COMPANY, INC. | 167.76 | 040 ADMIN | Admin | Supplies |
| 16334 | 7/28/22 | BCBOHA | 120.00 | 350 BCBOHA/SUP15 | Berkshire County Boards of Health Association - Support Services | Event Reimbursement |
| EFT | 7/28/22 | GODADDY.COM | 40.34 | 469 PHOA | Public Health Operating Allowance | Computer Software |
| 16335 | 8/1/22 | MUTUAL OF OMAHA | 634.90 | 040 ADMIN | Admin | Life: STD; LTD |
| 16336 | 8/1/22 | CITY OF PITTSFIELD | 375.00 | 040 ADMIN | Admin | Parking |

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| 16337 | 8/1/22 | THE COOPER CENTER, LLC | 8,384.57 | 040 ADMIN | Admin | Rent |
| CCARD | 8/1/22 | INDEED | 324.00 | 040 ADMIN | Admin | Advertising |
| CCARD | 8/2/22 | AMAZON.COM | 1,044.12 | 040 ADMIN | Admin | Supplies |
| 16338 | 8/5/22 | MILLIMAN, INC | 2,400.00 | 040 ADMIN | Admin | Membership |
| CCARD | 8/8/22 | MEDIUMCUBE INC | 540.99 | 526 BCSO | Berkshire County Sheriff's Office - OPIOID22 | Communications |
| 16339 | 8/10/22 | 1BERKSHIRE | 12,174.18 | 637 EDA/COVIDRRP | EDA COVID-19 Regional Recovery Project | Subcontractor |
| 16340 | 8/10/22 | AAIM TRAINING AND CONSULTING LLC | 93.06 | 040 ADMIN | Admin | Background Checks |
| 16341 | 8/10/22 | VALERIE BIRD | 336.88 | 650 DPH/SS | Public Health Excellence for Shared Services Grant Program | Expense Report |
| 16342 | 8/10/22 | COMPUWORKS | 5,572.50 | 040 ADMIN | Admin | Comp EQ and Service Contract |
| 16343 | 8/10/22 | HEATHER DESCOTEAU | 44.81 | 659 DPH/LHSCT | DPH Local Health Support Covid-19 Contact Tracing | Expense Report |
| 16344 | 8/10/22 | DONOVAN O'CONNOR & DODIG LLP | 500.00 | 166 EPA/RLF | Brownfields Revolving Loan Fund | Legal Services |
| 16345 | 8/10/22 | LESLIE DRAGER | 277.50 | 284 BPHN/PHN | Berkshire Public Health Alliance - Regional Public Health Nursing Program | Expense Report |
| 16346 | 8/10/22 | EDWARD FAHEY | 372.23 | 283 BPHA/INSP | Berkshire Public Health Alliance - Regional Public Health Inspection Program | Expense Report |
| 16347 | 8/10/22 | ROBIN FORDHAM | 66.88 | 545 DHCD/DLTA | District Local Technical Assistance | Expense Report |
| 16348 | 8/10/22 | H TERRY DESIGNS LLC | 1,328.00 | 040 ADMIN | Admin | Computer Software |
| 16349 | 8/10/22 | SETH JENKINS | 53.24 | --- | Varied Projects | Expense Report |
| 16350 | 8/10/22 | DAVID W. KELLEY | 1,150.00 | 040 ADMIN | Admin | Cleaning |
| 16351 | 8/10/22 | LAURA KITTROSS | 120.75 | --- | Varied Projects | Expense Report |
| 16352 | 8/10/22 | THADDEUS KUBIS | 1,300.00 | 698 1B/ORA | 1Berkshire Outdoor Recreation Asset Map & Commerce Connectivity | Subcontractor |
| 16353 | 8/10/22 | MASS STATE BOARD OF RETIREMENT | 9,923.78 | --- | --- | Retirement |
| 16354 | 8/10/22 | MIIA HEALTH BENEFITS TRUST | 2,226.08 | 040 ADMIN | Admin | Dental Insurance |
| 16355 | 8/10/22 | MIIA HEALTH BENEFITS TRUST | 50,103.01 | 040 ADMIN | Admin | Health Insurance |
| 16356 | 8/10/22 | NEW ENGLAND NEWSPAPERS, INC. | 188.60 | 440 TPL | Massachusetts Department of Transportation | Communications |
| 16357 | 8/10/22 | MATTHEW O'SULLIVAN | 107.50 | 524 DAL/SW | Dalton Stormwater | Expense Report |
| 16358 | 8/10/22 | RAINBOW DISTRIBUTING COMPANY INC | 60.45 | 040 ADMIN | Admin | Water |
| 16359 | 8/10/22 | LYDIA SHULMAN | 101.25 | 650 DPH/SS | Public Health Excellence for Shared Services Grant Program | Expense Report |
| 16360 | 8/10/22 | NANCY SLATTERY | 181.19 | 650 DPH/SS | Public Health Excellence for Shared Services Grant Program | Expense Report |
| 16361 | 8/10/22 | COLIN SYKES | 253.13 | 650 DPH/SS | Public Health Excellence for Shared Services Grant Program | Expense Report |
| 16362 | 8/10/22 | TD CARD SERVICES | 15,221.79 | 040 ADMIN | Admin | Credit Card Payment |
| 16363 | 8/10/22 | TPX COMMUNICATONS | 1,188.51 | 040 ADMIN | Admin | Telephone |

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| 16364 | 8/10/22 | TRANSPORT THE PEOPLE, INC | 185.25 | 652 DPH/SORPEC | DPH Bureau of Substance Addiction - SOR-PEC - Berkshire Early Childhood Community Circle | Travel Expense |
| 1151 | 8/11/22 | AK CONSTRUCTION | 5,800.00 | 522 CHS/NMB/CDBG18 | Cheshire, New Marlborough - Community Development Block Grant | Subcontractor |
| 1152 | 8/11/22 | KURT KUEHNEL | 2,724.16 | 522 CHS/NMB/CDBG18 | Cheshire, New Marlborough - Community Development Block Grant | Subcontractor |
| 1153 | 8/11/22 | KURT KUEHNEL | 4,204.80 | 522 CHS/NMB/CDBG18 | Cheshire, New Marlborough - Community Development Block Grant | Subcontractor |
| 1154 | 8/11/22 | KURT KUEHNEL | 4,112.64 | 522 CHS/NMB/CDBG18 | Cheshire, New Marlborough - Community Development Block Grant | Subcontractor |
| CCARD | 8/11/22 | NACTO | 250.00 | 040 ADMIN | Admin | Staff Development - Nick Russo |
| CCARD | 8/12/22 | ZOOM VIDEO COMMUNICATIONS, INC. | 40.00 | 040 ADMIN | Admin | Dues/Subscriptions |
| CCARD | 8/12/22 | AMAZON.COM | 43.98 | 040 ADMIN | Admin | Supplies |
| CCARD | 8/12/22 | CODE42 | 9.99 | 040 ADMIN | Admin | Computer Software |
| CCARD | 8/17/22 | SURVEY MONKEY | 165.21 | 646 DPH/MASS CALL3 | DPH MASS CALL 3 - Substance Misuse Prevention Grant Program | Computer Software |
| 16365 | 8/17/22 | GINGER CRUZ-ROSARIO | 500.00 | 610 HRIA/G2G | Health Resources in Action - Grey to Green | Subcontractor |
| 16366 | 8/17/22 | MICHIGAN TECHNOLOGICAL UNIVERSITY | 1,495.00 | 440 TPL | Massachusetts Department of Transportation | Computer Software |
| 16367 | 8/17/22 | NATIONAL GRID | 10,000.00 | 679 BGMG/MASSAVE/CFP | Berkshire Gas / National Grid Community First Partnership - Mass Save | Reimbursement |
| 16368 | 8/17/22 | PITNEY BOWES GLOBAL FINANCIAL SVCS LLC | 148.05 | 040 ADMIN | Admin | Postage |
| 16369 | 8/17/22 | PITNEY BOWES BANK INC RESERVE ACCOUNT | 750.00 | 040 ADMIN | Admin | Postage |
| 16370 | 8/17/22 | THE COOPER CENTER, LLC | 2,092.24 | 040 ADMIN | Admin | Utilities |
| 16371 | 8/17/22 | VALLEY GREEN SHREDDING, LLC | 70.00 | 040 ADMIN | Admin | Recycling |
| 16372 | 8/17/22 | W.B. MASON COMPANY, INC. | 522.32 | 040 ADMIN | Admin | Supplies |
| 16373 | 8/17/22 | JAYMIE ZAPATA | 1,500.00 | 040 ADMIN | Admin | Relocation Reimbursement |
| 16374 | 8/17/22 | OFFICE OF THE INSPECTOR GENERAL | 1,190.00 | 040 ADMIN | Admin | Staff Development - Christie Lewis |
| 16375 | 8/17/22 | OFFICE OF THE INSPECTOR GENERAL | 1,885.00 | 040 ADMIN | Admin | Staff Development - Pat Mullins |
| CCARD | 8/22/22 | GOTPRINT.COM | 48.92 | 040 ADMIN | Admin | Supplies |
| CCARD | 8/22/22 | GOTPRINT.COM | 45.99 | 040 ADMIN | Admin | Supplies |
| CCARD | 8/24/22 | ADOBE ACROBAT | 339.61 | 040 ADMIN | Admin | Computer Software |
| 1155 | 8/24/22 | COMMONWEALTH OF MASSACHUSETTS | 105.00 | 522 CHS/NMB/CDBG18 | Cheshire, New Marlborough - Community Development Block Grant | Lien Filing Fee |
| 1156 | 8/24/22 | COMMONWEALTH OF MASSACHUSETTS | 105.00 | 522 CHS/NMB/CDBG18 | Cheshire, New Marlborough - Community Development Block Grant | Lien Filing Fee |
| 1157 | 8/24/22 | COMMONWEALTH OF MASSACHUSETTS | 105.00 | 522 CHS/NMB/CDBG18 | Cheshire, New Marlborough - Community Development Block Grant | Lien Filing Fee |

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|----------------|-------------|-------------------------------------|---------------|--------------------|---|--------------------|
| 1158 | 8/24/22 | COMMONWEALTH OF MASSACHUSETTS | 105.00 | 522 CHS/NMB/CDBG18 | Cheshire, New Marlborough - Community Development Block Grant | Lien Filing Fee |
| 1159 | 8/24/22 | COMMONWEALTH OF MASSACHUSETTS | 105.00 | 522 CHS/NMB/CDBG18 | Cheshire, New Marlborough - Community Development Block Grant | Lien Filing Fee |
| 1160 | 8/24/22 | COMMONWEALTH OF MASSACHUSETTS | 105.00 | 522 CHS/NMB/CDBG18 | Cheshire, New Marlborough - Community Development Block Grant | Lien Filing Fee |
| 16376 | 8/24/22 | MASS STATE BOARD OF RETIREMENT | 10,016.04 | --- | --- | Retirement |
| EFT | 8/24/22 | VANTAGEPOINT TRANSFER AGENTS-803222 | 46,644.46 | 040 ADMIN | Admin | 457b Contributions |

Total 519,558.87

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Aug 24, 2022

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is pri

| Customer ID | Customer | Over 90 days | Amount Due | Notes |
|----------------------|---|--------------|------------|---------------------------------|
| 10 MAPS/HANCOCK | TOWN OF HANCOCK | | 1,400.00 | |
| 283 BPHA/INSP/ADM | TOWN OF ADAMS | | 450.00 | |
| 283 BPHA/INSP/BKT | TOWN OF BECKET | | 7,152.75 | |
| 283 BPHA/INSP/DAL | TOWN OF DALTON | | 825.00 | |
| 283 BPHA/INSP/MDL | TOWN OF MIDDLEFIELD | | 1,275.00 | |
| 283 BPHA/INSP/PER | TOWN OF PERU | 2,156.50 | 4,356.50 | Alecia Herrick following up |
| 283 BPHA/INSP/RCH | TOWN OF RICHMOND | 3,162.50 | 3,162.50 | RCH missed IV - processing now. |
| 283 BPHA/INSP/SAV | TOWN OF SAVOY | | 825.00 | |
| 283 BPHA/INSP/WND | TOWN OF WINDSOR | | 2,150.00 | |
| 284 BPHA/PHN/ADM | TOWN OF ADAMS | | 1,091.75 | |
| 284 BPHA/PHN/BKT | TOWN OF BECKET | | 964.69 | |
| 284 BPHA/PHN/CHS | TOWN OF CHESHIRE | | 1,154.00 | |
| 284 BPHA/PHN/CLK | TOWN OF CLARKSBURG | | 767.62 | |
| 284 BPHA/PHN/DAL | TOWN OF DALTON | | 1,555.36 | |
| 284 BPHA/PHN/HAN | TOWN OF HANCOCK | | 551.25 | |
| 284 BPHA/PHN/HIN | TOWN OF HINSDALE | | 785.40 | |
| 284 BPHA/PHN/NAD | CITY OF NORTH ADAMS | | 2,531.04 | |
| 284 BPHA/PHN/PER | TOWN OF PERU | | 577.50 | |
| 284 BPHA/PHN/RIV | RIVER RUN APARTMENTS | | 183.33 | |
| 284 BPHA/PHN/SND | TOWN OF SANDSFIELD | 525.00 | 525.00 | Alecia Herrick following up |
| 284 BPHA/PHN/WST | TOWN OF WEST STOCKBRIDGE | | 1,000.00 | |
| 319/ROR | REST OF RIVER COMMITTEE MEMBERS | | 5,282.90 | |
| 350/BCBOHA | BERKSHIRE COUNTY BOARDS OF HEALTH ASSOC | | 384.96 | |
| 427 ADM/BFASSESS | TOWN OF ADAMS | | 605.56 | |
| 440/TPL | MASSDOT#75425 - TPL | | 42,554.02 | |
| 466 LAN/SW | TOWN OF LANESBOROUGH | | 4,263.59 | |
| 518-519 FRCOG/BRMC | FRANKLIN REGIONAL COUNCIL OF GOVT | | 3,841.48 | |
| 522 TOWN OF CHESHIRE | TOWN OF CHESHIRE | | 367.84 | |
| 560 COMMVENPUR | COMMUNITY VENDOR PURCHASING | | 4,000.00 | |
| 560 EJ PRESCOTT, INC | EJ PRESCOTT, INC. | | 258.45 | |
| 560 MORTON SALT | MORTON SALT, INC. | | 741.70 | |
| 560 NORTHEAST PAVING | NORTHEAST PAVING | | 567.50 | |
| 560 SEALCOATING | SEALCOATING, INC. D/B/A INDUS | | 542.76 | |
| 560 TREW STONE | 560 TREW STONE | | 43.30 | |
| 570 SHF-NMB-OTS/CDBG | TOWN OF SHEFFIELD | | 25,657.21 | |

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Aug 24, 2022

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is pri

| <u>Customer ID</u> | <u>Customer</u> | <u>Over 90 days</u> | <u>Amount Due</u> | <u>Notes</u> |
|----------------------|-------------------------------------|---------------------|-------------------|---|
| 572.02 BTI/MILLTOWN | BERKSHIRE TOMORROW, INC. | | 19,600.00 | |
| 606 BMC/PTSFA | BOSTON MEDICAL CENTER | 1,890.41 | 1,890.41 | Requested payment again. |
| 608 ADM/MTWPGG | TOWN OF ADAMS | | 460.82 | |
| 618 LEN/CDBG-CV | TOWN OF LENOX | 7,285.00 | 7,285.00 | Pat Mullins following up. |
| 622 USDA/FS/MTWPFRC | USDA FORESTRY SERVICE | | 12,592.26 | |
| 631 DAL/CDBG | TOWN OF DALTON | 77,000.18 | 77,000.18 | Invoice not released to DAL due to timing of project. |
| 632 NHD/COSSAP | CITY OF NORTHAMPTON | 576.82 | 576.82 | Pending Payment they are aware. LL followed up. |
| 640 NEATC/CRI/HCV | COMMUNITY RESEARCH INITIATIVE | | 22,417.86 | |
| 658 CHS/MVP | TOWN OF CHESHIRE | | 6,720.94 | |
| 665 CLK/GC | TOWN OF CLARKSBURG | 569.28 | 569.28 | Melissa Provencher following up. |
| 667 MASSCEC/CBP | MASS CLEAN ENERGY TECHNOLOGY CENTER | | 1,165.42 | |
| 670 WND/MP | TOWN OF WINDSOR | | 7,500.00 | |
| 671 ADM/ZH | TOWN OF ADAMS | | 912.77 | |
| 685 HVA/BCCCP | HOUSATONIC VALLEY ASSOCIATION | | 4,000.00 | |
| 686 ADM/GC | TOWN OF ADAMS | | 67.99 | |
| 687 NAD/GC | CITY OF NORTH ADAMS | | 183.57 | |
| 689 WST/CS | TOWN OF WEST STOCKBRIDGE | | 3,695.90 | |
| 695 EDA/CEDS | 695 EDA/CEDS | | 8,612.00 | |
| 700 1B/FIGP | 1BERKSHIRE | | 3,000.00 | |
| TOWN OF BECKET | TOWN OF BECKET | | 1,603.83 | |
| TOWN OF FLORIDA | TOWN OF FLORIDA | | 576.42 | |
| TOWN OF LANESBOROUGH | TOWN OF LANESBOROUGH | | 2,523.27 | |
| TOWN OF MONTEREY | TOWN OF MONTEREY | | 909.47 | |
| TOWN OF MT WASHINGTO | TOWN OF MT WASHINGTON | | 132.89 | |
| TOWN OF PERU | TOWN OF PERU | | 676.08 | |
| TOWN OF TYRINGHAM | TOWN OF TYRINGHAM | | 354.65 | |
| TOWN OF WILLIAMSTOWN | TOWN OF WILLIAMSTOWN | | 6,240.07 | |

Report Total

93,165.69 313,662.86

Current Balance

\$0.00

| | |
|------------------|--------------|
| Available Credit | \$230,000.00 |
| Amount Due | \$0.00 |
| Payment Due Date | Sep 5, 2022 |

It appears you don't have any recent activity.

When available, this is where your account activity will display.



MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission
FROM: Thomas Matuszko, Executive Director
DATE: August 26, 2022

SUBJ: Agenda Items – September 1, 2022, Executive Committee Meeting

III. Financial Reports

D. FY 22 yearend report

BRPC's closed our Fiscal Year 2022 with an increase in revenue of \$925,905 over FY2021. FY2022 revenue of \$6.1 million came from federal and state grants, and local, organizations or nonprofits agreements. BRPC managed 139 contracts in FY2022. The FY22 General Fund Revenue \$125,576.25 and Expenses \$151,024.97 resulted in a deficit of (\$25,448.72).

V. Items Requiring Action

A. Approval to Rescind the Emergency Closure Policy*

The Executive Committee is requested to rescind BRPC's Emergency Closure Policy. Since all staff can work remotely and given that most staff are already working remotely most of the time this policy is no longer necessary.

B. Approval to Submit a Grant Application to the U.S. DOT Safe Streets and Roads for All Program

The Executive Committee is requested to authorize the Executive Director to submit a grant application to the U.S. Department of Transportation Safe Streets and Roads for All program and approve any resulting contracts and agreements.

The Bipartisan Infrastructure Law (BIL) established the new Safe Streets and Roads for All (SS4A) discretionary program with \$5 billion in appropriated funds over the next 5 years. In fiscal year 2022 (FY22), up to \$1 billion is available. The SS4A program funds regional, local, and tribal initiatives through grants for studying the systemic issues on roads that lead to fatalities and serious injuries to prevent roadway deaths and serious injuries. For the Berkshires, the grant would fund a Comprehensive Safety Action Plan, which would, in turn, open the door for future funding to implement safety-related capital projects. The overall budget is still being determined but would be about \$240,000. MassDOT is being requested to provide the required 20% match. The BRPC contact is Senior Transportation Planner, Nick Russo, nrusso@berkshireplanning.org.

C. Other (For information only)

VI. Committee Reports

- A. **Metropolitan Planning Organization (M.P.O.)** - The M.P.O. met on July 26 and August 23, 2022, and approved amendments to the 2022-2026 Transportation Improvement Program, 5310 funding for BRTA, and 5317 funding for Great Barrington. MassDOT staff presented its Municipal Pavement Management Program. Draft unapproved minutes are in the meeting materials.
- B. **Regional Issues Committee** – The committee met on August 3, 2022. Comments on the proposed Stretch Energy and Specialized Municipal Opt-In Codes were approved. The consensus was that the codes are not stringent enough. The Green Communities Climate Leaders proposal was discussed and BRPC staff will encourage municipalities to comment on it. A copy of those comments is included. Draft unapproved minutes are in the meeting materials.
- C. **Berkshire Brownfields Committee** – The committee met on August 10, 2022, and reviewed applications for loans and subgrant increases, and discussed the new assessment grant. Draft unapproved meeting minutes are not yet available.
- D. **Other** (For information only)

VII. Executive Director's Report

A. Report on New Contracts/Agreements

New Grants and Contracts received/initiated from 7/1/2022 to 8/24/2022

- Adams – Outsource Planner FY23 - \$11,000
- Lanesborough – Stormwater FY23 - \$17,000
- River Run Apartments - Public Health Nursing Services FY23 - \$733.33
- Cheshire - Public Health Nursing Services FY23 - \$ 4,616.01
- FRCOG – Emergency Preparedness Planning FY23 - \$152,788
- Fairview Hospital – Berkshire and Franklin Medical Reserve Corps - \$44,112
- Lee – Master Plan and Open Space & Recreation Space - \$65,000
- Department of Public Health – Shared Services FY23 – Public Health Excellence & Training Hub - \$849,698.50
- Berkshire Housing Development Corporation and Housing Services Inc - Public Health Nursing Services FY23 - \$2,400
- Florida Pavement Procurement - \$5,000

Grants and Contracts not received.

- We are not aware of any grants and contracts not received.

B. Berkshires Tomorrow Inc. (B.T.I.) Update

The BTI board authorized the President to sign:

- The Renewal of the Directors and Officers Insurance
- Berkshires Tomorrow and BRPC Software Lease agreement for 65 Subscriptions of Microsoft Office 365 for FY2023 totaling \$9,750
- Acceptance of a grant from the Berkshire Taconic Community Foundation in the amount of \$15,000 for the Arts Build Community Initiative to support the Berkshire Cultural Asset Network (BCAN)
- Application to the National Endowment for the Arts for the Our Town grant. BTI has applied to serve as lead applicant. The City of Pittsfield's Office of Cultural Development (OCD) has signed on as primary partner.

The purpose of the grant is to create a Cultural Plan for the City of Pittsfield. Pittsfield's OCD supports, promotes, and initiates cultural activities that benefit the City's residents, quality of life, and economy. The OCD is the first point of contact for Pittsfield's artists, cultural organizations, event organizers, and creative businesses. BTI has requested \$75K from NEA for a \$150K project that requires a 50% in-kind match; most of the match comes from staff time and/or services, equipment provided by the OCD. The remainder comes from in-kind service contributions from local arts and culture stakeholders.

C. Staff Updates

- Stephen Murray, was recognized through the 2022 Berkshire 40 under 40 for his overdose prevention and intervention work
- Allison Egan was promoted to Principal Planner
- Andy Ottoson was promoted to Senior Planner
- Ned Saviski started August 8, 2022, as a Public Health Project Specialist Trainer/Inspector
- Meg Arvin Public Health planner resigned
- Krystal Bartley starts August 29, 2022, as the Human Resources Payroll Assistant
- Marie Brady starts August 29, 2022, as a Public Health planner
- Karen Pelto starts September 1, 2022 as a part-time Grants Specialist
- Open positions:
 - Environmental & Energy Planner
 - Public Health Trainer/Inspectors

D. Rural Policy Advisory Commission (R.P.A.C.) Update

The Rural Policy Advisory Commission did not meet since the last Executive Committee meeting.

E. West – East Passenger Rail

Chapter 176 of the Acts of 2022, aka the recently passed Transportation Bill, created a "commission to investigate and receive public testimony concerning public entities now in existence or that may be created by statute with the ability to design, permit, construct, operate and maintain passenger rail service that meets the standards of at least 1 of the Final Alternatives set forth in the East-West Passenger Rail Study Final Report issued by the Massachusetts Department of Transportation in January 2021." Several Regional Planning Agency Executive Directors, myself included, were named in the legislation to be on this Commission. This Commission is supposed to submit its final report by March 31, 2023.

F. Berkshire Flyer

The Berkshire Flyer Service between New York City and Pittsfield via Albany-Rensselaer, NY is nearing its last services weekend for this year (Labor Day.) To date, the ridership has effectively met ridership expectations. Also, to date the service itself has been efficient, arriving close to the arrival time, and in one case early. This is especially impressive given that we did not know the service would run this year until a few weeks before it started.

G. DLTA Funding

The final version of the budget did include funding for the DLTA program. Regional planning agencies requested an increase in the statewide amount,

but that request was not approved by the legislature, hence the program was level funded. We don't have our contract yet. Hopefully contracts will be forthcoming as we would like to begin work on projects next January and not have to lose 2-3 months of the year. Like previous years we will do a solicitation to municipalities toward the end of the calendar year.

H. Rural Schools Commission

The Rural Schools Commission has prepared its final report. It can be accessed on the Rural Schools Commission webpage, [Special Commission on Rural School Districts \(malegislature.gov\)](http://malegislature.gov/SpecialCommissiononRuralSchoolDistricts). The report makes 36 recommendations regarding rural school aid, student transportation, declining enrollment, regionalization, shared services, special education, school choice and health care. Hopefully at least some of these recommendations will be enacted.

I. Statewide Municipal Partnerships Conference

Once again this year, the Massachusetts Association of Regional Planning Agencies (MARPA) and the Massachusetts Division of Local Services (DLS) are co-sponsoring the 2022 Statewide Municipal Partnerships Conference. The event titled "Building the Foundation for our Future: Equitable Infrastructure Modernization in Massachusetts" will be hosted at College of the Holy Cross on Thursday, September 29, 2022. This year's workshops will focus on some of the most pressing challenges facing municipal leaders and staff: Building the Municipal Workforce Pipeline: Challenges and Opportunities; The Future of Green Jobs and Infrastructure: Plotting a Course to 2050; Early Education Reimagined: Funding Reform and Municipal Implications; Broadening Broadband: Expanding Access to High-Speed Internet; and Transportation Infrastructure and Recovery: Stimulating Local Economies with Infrastructure Improvements. Pre-registration: <http://events.r20.constantcontact.com/register/event?oeidk=a07ejbw4vt133d2fed8&llr=jqfo5obab>

J. Economic Development District

Berkshire County was recently designated as an Economic Development District (EDD) by the U.S. Economic Development Administration (EDA.) This designation strengthens our relationship with the federal agency and can open doors to federal funding opportunities. Two major investments through EDA have occurred recently: \$914,465 to support a Manufacturing Academy at the Berkshire Innovation Center, and \$2,894,500 to support water infrastructure needs at Greylock Glen in Adams. BRPC's assistance in securing these funds was critical. As part of our CEDS planning process we would like to include some simple information about Delegates and Alternates in the CEDS. This information will be used to strengthen our EDD work, which is linked to the CEDS. We are sending out a simple survey and we ask BRPC Delegate's help in continuing to leverage this strong relationship with EDA by completing this survey, <https://www.surveymonkey.com/r/5JDV6DC>

K. Other (For information only)

VIII. Old Business

A. Executive Director's Performance Review

BRPC's Bylaws require "On an annual basis, the Executive Director shall prepare a review of his/her accomplishments for the preceding year and goals

for the upcoming years as part of his/her performance evaluation by the Executive Committee.” At the last Executive Committee meeting, we deferred to the September meeting.

B. Annual Meeting

Invitations are going out in the coming week for the September 29th in-person meeting at the Greenock Country Club in Lee. As a reminder this will be a joint meeting with the Berkshire County Selectman’s Association.

C. Other (For information only)

IX. New Business

A. Employee Handbook

BRPC personnel policies have been adopted over several years. They are not integrated into an easily useable document for staff. As BRPC adds more staff, it is becoming increasingly important that we efficiently convey consistent information to staff. In addition, we have numerous operating practices that many staff are unfamiliar with. With the addition of the new staff position, Human Resources Payroll Assistant, we will have capacity to work on an employee handbook. It is my hope we have this completed prior to the beginning of the next fiscal year.

B. Kusik Award

The Executive Committee will need to determine the award winner(s) if we are to present the award this year at the Annual Meeting.

C. September Commission Meeting

The September 29, 2022 Commission meeting will be an in-person meeting prior to the Annual Meeting at the Greenock Country Club in Lee. I propose we keep it relatively brief, from 5:00 – 6:00.

D. Other (For information only)

EMERGENCY CLOSURE POLICY

BRPC's policy on closure due to an Emergency.

1. The BRPC office shall be closed because of inclement weather or other emergencies when the Governor Declares a State of Emergency which includes Berkshire County or the Pittsfield City Hall and Pittsfield City offices are closed due to an emergency.

The City of Pittsfield notifies:

TV: Channel 6, 10, 22, (9 YNN)
Pctv-Pittsfield Public TV
Radio: WUPE 100.1FM
WBRK 1430AM 101.7 FM,
90.3 FM WMAC public radio NY
105.1FM Burlington

Berkshire Eagle online
City of Pittsfield Website
www.mass.gov

When the office is closed for such an emergency all full-time and part-time employees working in the BRPC office shall charge their normal scheduled hours for that day, up to 7 hours, to an additional EMER holiday. If an employee comes to work because they were not aware the office was closed, they should charge the actual hours worked as they normally would and charge EMER holiday for any additional hours up to a total of 7 hours. If the actual hours worked is 7 hours or more hours, they may charge them as they normally would and not charge EMER holiday.

2. The BRPC Executive Director may at his discretion close the BRPC because of snow, winter or other emergency conditions. Generally closure will take into consideration whether coming to work or being at work creates a significant potential hazard to employees and whether other organizations in the area are closed or closing also. When the office is closed for such an emergency employees shall charge the time as an additional EMER holiday.

At all other times, the BRPC office shall be open. Employees may use vacation, compensatory, or accrued floating holiday time if, in the employee's opinion and based on either present or imminently forecast conditions, they believe travel to/from work that day is or will be significantly hazardous, i.e. snowy and wintry conditions. Such leave shall be treated as an Unplanned Vacation Day in accordance with BRPC's Approval of Leave Policy. As required in that policy, employees should call or email (email being preferred) their immediate supervisor, cc'ing the Office Manager & Office Assistant to mark the In/Out board.



BRPC

Berkshire Regional Planning Commission

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MINUTES OF THE Berkshire Metropolitan Planning Organization (MPO)
Tuesday, July 26, 2022

Meeting Held Via Zoom Video Communications

Meeting Materials: <https://berkshireplanning.org/event/berkshire-mpo-virtual-meeting-3/>

MPO Representatives/Alternates Present:

| | |
|------------------|--|
| Stephen Woelfel | MassDOT (Representing Secretary Jamey Tesler) |
| Mark Moore | MassDOT District 1 (Representing Highway Administrator Gulliver) |
| John Boyle | North Central Towns Delegate |
| John Duval | BRPC Chair |
| Christine Hoyt | North Subregion Alternate |
| Michael Nuvallie | City of North Adams |
| Kent Lew | Southeast Subregion Delegate |
| Jim Lovejoy | Southwest Subregion Delegate |
| Sarah Vallieres | BRTA Representative |

Others Present:

| | |
|----------------|-------------|
| Justin Gilmore | BRPC |
| Chris Klem | MassDOT OTP |
| Anuja Koirala | BRPC |
| Derek Krevat | MassDOT OTP |
| Clete Kus | BRPC |
| Andrew Reovan | FHWA |
| Nick Russo | BRPC |

I. Call to Order – Introductions

Mr. Woelfel called the meeting to order at 4:00 p.m. Meeting attendees introduced themselves via a roll call conducted by Mr. Kus.

II. Opportunity for Public Comment

There were no public comments.

III. Approval of Meeting Minutes from June 28th, 2022 (Action Item)

ACTION: Motion by Ms. Hoyt, seconded by Mr. Boyle to approve the meeting minutes from the June 28th, 2022, MPO meeting.

Mr. Kus conducted a roll call:

Stephen Woelfel – Yea
Mark Moore – Yea
John Duval – Yea
Sarah Vallieres – Yea
Mike Nuvallie – Yea
Christine Hoyt – Yea
John Boyle – Yea
Kent Lew – Yea
Jim Lovejoy – Abstain

VOICE VOTE: Mr. Lovejoy abstained from voting. Motion carried.

IV. Approval of an amendment (4th amendment) to the 2022-2026 TIP and to add 5310 funding and authorize the Chair to sign the endorsement on behalf of the MPO members (Action Item)

Mr. Koirala explained that after the last meeting, the MPO released the 4th amendment to the 2022-2026 TIP for a 21-day public comment period. The amendment covers the addition of two project expenditures, utilizing 5310 funding, made on behalf of BRTA for a replacement bus (<30 ft. bus) and for travel training. No public comments were received. These projects are ready to be approved by the MPO.

ACTION: Motion by Ms. Lovejoy, seconded by Mr. Nuvallie to approve the 4th amendment to the 2022-2026 TIP and authorize the Chair to sign on behalf of the MPO.

Mr. Kus conducted a roll call:

Stephen Woelfel – Yea
Mark Moore – Yea
John Duval – Yea
Sarah Vallieres – Yea
Mike Nuvallie – Yea
Christine Hoyt – Yea
John Boyle – Yea
Kent Lew – Yea
Jim Lovejoy – Yea

VOICE VOTE: Motion carried unanimously.

V. Consideration of an amendment (5th amendment) to the 2022-2026 TIP and authorize a 21-day public comment period to add 5317 funding (Action Item)

Mr. Koirala mentioned that recently MPO staff found out that the Town of Great Barrington was awarded 5317 funding to implement the 'Demand-Response New Freedom Project,' which is more akin to a Microtransit model. 50% of the project funding comes from the federal level and the other 50% is a local match. This amendment should go out for a 21-day public comment period. This amendment will also include the cost increase to the 'BRTA – S&B Fare Collection Upgrades.'

ACTION: Motion by Ms. Lovejoy, seconded by Mr. Boyle to release the 5th amendment to the 2022-2026 TIP for a 21-day public comment period.

Mr. Kus conducted a roll call:

Stephen Woelfel – Yea
Mark Moore – Yea
John Duval – Yea
Sarah Vallieres – Yea
Mike Nuvallie – Yea
Christine Hoyt – Yea
John Boyle – Yea
Kent Lew – Yea
Jim Lovejoy – Yea

VOICE VOTE: Motion carried.

VI. Status Reports from Member Agencies

Mr. Moore provided a brief [update on District One projects](#) to the MPO.

VII. Other Business

Mr. Klem mentioned that he posted the link to the design public hearing taking place tonight and posted a link to the North Adams design public hearing, which isn't until next month.

Ms. Koirala mentioned that the Berkshire Flyer is running smoothly thus far. There have been three sold out weekends so far and we are coming up on our fourth – which is good news.

There was no other business.

VIII. Next Meeting date – August 23rd, 2022

The next MPO meeting will be held on August 23rd, 2022.

ACTION: Mr. Lovejoy motioned to adjourn, seconded by Mr. Boyle. Mr. Woelfel adjourned the meeting at 4:13 p.m.

Materials Distributed:

- [Meeting Agenda](#)
- [Draft BMPO June 28, 2022, Meeting Minutes](#)
- [Revised BMPO FFY 2022-2026 TIP Transit 4th & 5th Amendment](#)
- [MassDOT District 1 TIP Project Update](#)



BRPC

Berkshire Regional Planning Commission

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berkshireplanning.org

MINUTES OF THE Berkshire Metropolitan Planning Organization (MPO)
Tuesday, August 23, 2022

Meeting Held Via Zoom Video Communications

Meeting Materials: <https://berkshireplanning.org/event/berkshire-metropolitan-planning-organization-mpo/>

MPO Representatives/Alternates Present:

| | |
|------------------|--|
| Stephen Woelfel | MassDOT (Representing Secretary Jamey Tesler) |
| John Boyle | North Central Subregion Representative |
| John Duval | BRPC Chair |
| Francisca Heming | MassDOT District 1 (Representing Highway Administrator Gulliver) |
| Sheila Irvin | Chair of BRTA |
| Kent Lew | Southeast Subregion Representative |
| Jim Lovejoy | Southwest Subregion Representative |
| Mike Nuvalle | City of North Adams |

Others Present:

| | |
|------------------|--------------------------|
| Peter Frieri | MassDOT District 1 |
| Cassandra Gascon | MassDOT OTP |
| Justin Gilmore | BRPC |
| Chris Klem | MassDOT OTP |
| Anuja Koirala | BRPC |
| Derek Krevat | MassDOT OTP |
| Clete Kus | BRPC |
| Tom Matuszko | BRPC |
| Mark Moore | MassDOT District 1 |
| Mike Nuvalle | City of North Adams |
| Chris Rembold | Town of Great Barrington |
| Andrew Reovan | FHWA |
| Sarah Vallieres | BRTA |

I. Call to Order – Introductions

Mr. Woelfel called the meeting to order at 4:01 p.m. Meeting attendees introduced themselves via a roll call conducted by Mr. Kus.

II. Opportunity for Public Comment

There were no public comments.

III. Approval of Meeting Minutes from July 26th, 2022 (Action Item)

ACTION: Motion by Mr. Lovejoy, seconded by Mr. Nuvalle to approve the meeting minutes from the July 26th, 2022, MPO meeting.

Mr. Kus conducted a roll call:

Stephen Woelfel – Yea
Francisca Heming – Yea

John Duval – Yea
Sheila Irvin – Abstain
Mike Nuvalle – Yea
John Boyle – Yea
Kent Lew – Yea
Jim Lovejoy – Yea

VOICE VOTE: Ms. Irvin abstained from voting. Motion carried.

IV. Approval of an amendment (5th amendment) to the 2022-2026 TIP and to add 5317 funding and authorize the Chair to sign the endorsement of behalf of MPO members (Action Item)

Ms. Koirala mentioned that after the last MPO meeting, the MPO released the 5th amendment to the 2022-2026 TIP for a 21-day public comment period. No comments from the public have been received. This amendment relates to a new transit project – Demand-Response New Freedom Project – which encapsulates on-demand microtransit efforts in south county, specifically in Great Barrington, Egremont, and Stockbridge. The other component of the amendment includes a cost increase for BRTA – S&B Fare Collection Upgrades. Staff recommend the MPO endorse the amendment.

ACTION: Motion by Mr. Boyle, seconded by Mr. Lovejoy to endorse amendment #5 to the 2022-2026 TIP and authorize the Chair to sign the endorsement of behalf of the MPO.

Mr. Kus conducted a roll call:

Stephen Woelfel – Yea
Francisca Heming – Yea
John Duval – Yea
Sheila Irvin – Yea
Mike Nuvalle – Yea
John Boyle – Yea
Kent Lew – Yea
Jim Lovejoy – Yea

VOICE VOTE: Motion carried unanimously.

V. Presentation on MassDOT's Municipal Pavement Management Program

Ms. Gascon presented on [MassDOT's Municipal Pavement Program](#). Ms. Gascon began with an overview of the program – which seeks to improve the condition of municipally-owned state numbered routes. The program emphasizes maintaining safety and accessibility for all modes particularly along municipally owned National Highway System (NHS) roadways. Ms. Gascon proceeded to review eligible activities including treatments with mill and overlay, full depth reclamation, cold in place recycling, rubber chip sealing, microsurfacing, fog seal, and more. Ms. Gascon then reviewed project selection criteria, noting that this program is not a competitive program, but rather MassDOT selects segments for improvement based on the following criteria:

- MassDOT pavement condition data
 - Data is collected for each roadway every 1 – 2 years.
- The amount of State Route inventory in poor condition
- Geographic equity

Ms. Gascon went on to describe some specific examples of the types of projects that are most suitable for this

program. After this, project implementation details were explained. There is no maximum award amount. Future maintenance will be handled by the municipality, and the work/improvements will not impact road ownership in anyway. Ms. Gascon concluded with project timeline details. Previously funded projects can be found [here](#).

Ms. Vallieres asked if RTA's are notified when a notification of award goes out.

Ms. Gascon mentioned that none of the previous projects have been on an RTA fixed route, however, if there is such a project award in the future, MassDOT will notify the RTA.

Mr. Matuszko proceeded to review the municipalities in Berkshire County that have benefitted from the program in the last couple years.

VI. Status Reports from Member Agencies

Mr. Frieri proceeded to review [District 1 Project Updates](#).

Mr. Kus mentioned that the Berkshire Flyer continues to result in increased ridership. This past weekend, we have 70 visitors from New York City, which was a new high record. There are a couple more weeks of service for the remainder of the year. We look forward to it running again next year.

VII. Other Business

There was no other business.

VIII. Next Meeting date – September 27, 2022

The next MPO meeting will be held on September 27th, 2022.

ACTION: Mr. Lovejoy motioned to adjourn, seconded by Mr. Boyle. Mr. Woelfel adjourned the meeting at 4:30 p.m.

Materials Distributed:

- [Meeting Agenda](#)
- [Draft BMPO July 26th, 2022 Meeting Minutes](#)
- [BMPO FFY 2022-2026 TIP 5th Amendment](#)
- [MassDOT District 1 TIP Projects Update](#)



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

REGIONAL ISSUES COMMITTEE – Meeting Minutes
Wednesday, August 3, 2022
via Zoom

I. Call to Order

The meeting was called to order at 4:04 pm by CJ Hoss. The meeting was recorded.

Committee Members Present

Malcolm Fick, BRPC Vice Chair
Andrew Groff, Williamstown
Kyle Hanlon, North Adams
CJ Hoss, RIC Chair, Pittsfield
Christine Rasmussen, Stockbridge
Chris Rembold, Great Barrington
Eleanor Tillinghast, Mount Washington (non-Commission member)

Committee Members Absent

John Duval, BRPC Chair
Sheila Irvin, Pittsfield

BRPC Staff Present

Laura Brennan, Economic Development Program Manager
Melissa Provencher, Environmental and Energy Program Manager

Guests/Public Present

Amanda Hamilton, Tyringham
David Wasielewski

II. Public Comments

David Wasielewski, Dalton resident and chair of the local Green committee, also representing a group called Local Power out of Williamsburg. They are trying to address waste management issues in Berkshire County and Western MA in general. Two facilities have closed recently causing issues with non-recyclable waste. Mr. Wasielewski indicated that in some cases waste is being shipped as far as North Carolina, and that it is unclear where waste is being shipped from the Hubbard Avenue facility. He shared that there are emerging technologies allowing for dealing with trash locally, and he would like to get permission to share a presentation to the Regional Issues Committee in the future. They have spoken with John Fisher at DEP who referred the Local Power group to BRPC. He has recently sent Melissa Provencher their whitepaper. She has not yet had the opportunity to share with Tom Matuszko. Melissa P. indicated that this topic has been discussed internally, particularly after a recent MEPA review. Laura B. requested an email address for follow up. CJ indicated that this may be appropriate for consideration as future topic for RIC.

Amanda Hamilton introduced herself and stated that she is interested in learning more about the work of the committee. She is the planning board delegate from Tyringham. She is particularly interested in environmental matters, housing, and public transit. CJ thanked

her for participating and invited her to become involved in the committee if she is interested.

III. Approval of April 2022 Meeting Minutes

Kyle H. made a motion to approve, Malcolm F. seconded. No discussion. Minutes from October 2022 were approved via roll call vote, with Malcolm Fick abstaining.

IV. Draft Comments re: Stretch Energy Code and Specialized Municipal Opt-In Code

Members of the committee had received a copy of the draft comments prior to the Meeting. CJ invited Melissa P. to share more information. The Regional Issues Committee had originally discussed this topic when DOER had issued a straw proposal. The Commission sent comments at that time. Emily Lange, a former BRPC staff member, had developed the contents of that response. Melissa has considered our previous comments and shared that most issues were still relevant and worth reiterating. One of the earlier comments was regarding the HERS rating. They are still allowing for a higher rating, with an explanation that they currently have a stepped approach with a 5-point difference which has become slightly more stringent.

There will be virtual hearings regarding the opt-in stretch code, Melissa plans to listen to the one scheduled for August 8th. Based on what she has heard so far, consensus seems to be that it is not yet stringent enough.

She removed from our current draft comments a section regarding the tie between net-zero and the grid. The current proposal does not include the same reference. All of our remaining comments appear to be germane.

CJ H. asked about next steps in terms of process. Melissa indicated that the deadline of August 12th allows for two options: comments could be from the RIC, to be approved by the Commission later or submitted as staff comments signed by Tom Matuszko. CJ H. asked for comments or edits from committee members. Malcolm F. asked for an explanation of what HERS stands for, and the group discussed the system of looking at appliances, windows, insulation, etc. holistically to reach a home energy efficiency rating, and how that may compare with a passive house rating in the future. Christine R. reiterated concerns included in both sets of comments regarding a lack of properly trained workforce to address this topic.

CJ H. stated that he does not have anything to add to this draft and asked whether the RIC members should formally approve or allow this to be submitted as staff comments. Laura B. indicated that it would be for documentation purposes to record whether the committee endorsed the letter. Malcolm F. made a motion to approve, seconded by Kyle H. The letter was approved unanimously by roll call vote.

V. Green Communities Climate Leaders proposal

CJ H. invited Melissa P. to provide an overview of the proposal. She explained that this is generated by DOER as part of the Green Communities initiative, with comments due on the 8th of August. Comments need to be submitted via an online form, which is geared towards individual municipalities. She asked committee members to consider whether they felt BRPC should respond, in addition to encouraging municipalities to fill out the form.

The proposal describes the next phase of the Green Communities Initiative, for communities which already have the optional designation. There would be an option to be designated as a Climate Leader, with MVP planning process as a prerequisite. Adoption of the highest tier

of the stretch code would also be required. David Wasielewski indicated that the Dalton committee will be considering this but have not yet decided. This would provide access to solar funding which he feels is a good incentive.

The group discussed whether there is a benefit to BRPC responding in addition to communities. Melissa P. indicated that we have a good working relationship with DOER and have already had the opportunity to provide early feedback, and that hearing from individual communities will be most important. One of the downsides is that the benefit of Climate Leaders is the potential (not a guarantee) of future grant funding. CJ H. indicated that in terms of the decarbonization commitment, it would be important to understand what possible funding would be included. He asked that BRPC conduct outreach to encourage communities to respond, explaining the importance of responding. Malcolm F. requested that staff also share a link to the webinar during outreach. Melissa P. will send out information as discussed and will copy RIC members. She will also respond on behalf of BRPC.

Webinar link for Climate Leaders proposal: <https://vimeo.com/731070545>

Online form link for Climate Leaders proposal:

https://forms.office.com/pages/responsepage.aspx?id=Fh2GPrdIDkqYBowE2Bt7KhNNfg96OG9CICRR4bCH_JJUREgyQlA1Mlk3TTAzSE5EMFISUzFaTktJVy4u&wdLOR=c89EA2F52-38F8-4D0E-BCAA-AF2D53E4E3A8

VI. Topics for Future Consideration

CJ H. asked whether there were new topics to add to our running list. Andrew G. asked if there was anything from the end of the legislative session that should be discussed. CJ H. stated that he has heard a lot of comments regarding the inaction around economic development or housing. These items may not be relevant for RIC in terms of formal response. However, there may be a push for the legislators to come back for a special session. Melissa P. brought up the Community Compact program's additional funding, particularly the regionalization component. Laura B. has reached out to staff to learn more about when applications will open, as the website still shows FY22 information. CJ H. indicated that this may be of interest to the full Commission and asked that staff follow up on this topic and help distribute information.

Next Committee Meeting Date – either August 24th or September 28th

VII. Adjournment

The meeting was adjourned at 4:48 p.m.



BRPC

Berkshire Regional Planning Commission

JOHN DUVAL, Chair
MALCOLM FICK, Vice-Chair
SHEILA IRVIN, Clerk
BUCK DONOVAN, Treasurer
THOMAS MATUSZKO, A.I.C.P.
Executive Director

August 8, 2022

Ian Finlayson
Department of Energy Resources
100 Cambridge Street, Suite 1020
Boston, MA 02114

Re: BUILDING CODE COMMENTS

Dear Mr. Finlayson:

The Berkshire Regional Planning Commission (BRPC) is pleased to submit comments on the Stretch Energy Code and Specialized Stretch Code Draft Regulation, released on June 24, 2022. BRPC appreciates the Massachusetts Department of Energy Resources' (DOER) efforts to improve upon the existing stretch code and further decarbonize the building sector. Statewide, buildings built in the next 10 years will make up a substantial portion of the building stock in 2050, so it is important to act swiftly and aggressively if we are going to meet the GHG reduction goals of the Massachusetts 2050 Decarbonization Roadmap. BRPC previously submitted comments on the Stretch Code Straw Proposal presented by DOER in March 2022 and wishes to reiterate those comments on the Stretch Energy Code and Specialized Stretch Code Draft Regulation:

Fossil Fuels

Continuing to allow and incentivize fossil fuel heated new construction is incongruous with the State's climate targets and jeopardizes our ability to meet them by 2030 and 2050. BRPC is fully supportive of these goals and recognizes the need to electrify our building stock, new and existing, as soon as possible. Unfortunately, in Berkshire County (like many other rural parts of the state) the electrical grid and existing technologies that enable building electrification and energy storage are not reliable or cost effective enough to justify a total shift away from fossil-fuels, especially for low-and-middle-income families.

The specialized opt-in code should be ambitious and set the stage for what must become ubiquitous statewide well before 2050: the widespread electrification of buildings and the elimination of fossil fuel reliance. Allowing communities the option to ban fossil fuel hookups in new construction will drive market change that will make it possible for other communities to follow suit more quickly and eventually make it unrealistic for anyone to keep building fossil fuel-heated buildings. This would be a no-regrets strategy to allow interested communities to more easily ban fossil-fuel use in new construction while retaining the option to rescind the code at any time. Without a more forward-looking option now, we will be locked into a future of fossil fuel reliance.

Workforce

Making sure that the updated stretch and municipal opt-in codes align more closely with the Commonwealth's 2050 net zero goals in the ways mentioned above must be accompanied by a

significant workforce development push by DOER. Currently in Berkshire County there is a shortage of contractors that can install and maintain heat pumps and provide weatherization and insulation upgrades. This is compounded by the fact that training current and future HVAC technicians on heat pump technology has stalled over the last two years due to the pandemic, yet new, updated equipment has continued to be released. This has widened the discrepancy between the demand for HVAC electrification (as well as the requirements to fulfill the State's electrification goals) and what is feasible given the skills and availability of the current workforce.

The State could address this issue through a two-pronged approach of streamlining licensing procedures to better encourage people to enter the trades and expand training for them and current technicians on how to install and maintain heat pumps. Free or low-cost, easily accessible (potentially virtual) training programs available through the State will make it easier for technicians across the State, especially in more rural areas, to become proficient in heat pump maintenance. Increasing the availability of HVAC contractors working on heat pumps will give more municipalities the ability and confidence to adopt the specialized opt-in code.

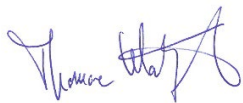
HERS Rating Requirements

BRPC appreciates the inclusion of more stringent HERS rating requirements into the updated stretch and specialized opt-in codes for both gas-heated and electric buildings. However, given the State's GHG reduction targets for 2030 and 2050 and the fact that the average Massachusetts home was built with a HERS rating of 51 in 2020, both codes should reduce the HERS ratings caps even further, especially for gas-heated homes.

The analysis conducted by DOER demonstrates significant construction and operational cost savings for electric HERS 42 homes. The stretch and municipal opt-in code should require electric homes to meet these requirements and maximize GHG reduction potential while continuing to incentivize this option to ensure that it remains cost effective. While this analysis shows a slight cost increase for gas-heated HERS 42 homes, this requirement should be stricter. A 27% decrease in GHG emissions between the base code requirements (gas-heated HERS 52) and proposed stretch code requirements (gas-heated HERS 42) in 2032 is not enough to meet the State's GHG reduction targets if a substantial percentage of new construction continues to be gas-heated over the next 10 years. Gas-heated homes should no longer be comparably cost-effective to electric and developers must be reliably deterred from building them.

These comments were approved by the BRPC Regional Issues Committee at its meeting on August 3, 2022.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Thomas Matuszko', with a stylized flourish at the end.

Thomas Matuszko, AICP
Executive Director

Ned Saviski

OBJECTIVE

Seeking a professional position which fully utilizes my background and experience, and also allows opportunity for future public health training and certifications

- Experienced: Professional, Reliable, and dedicated leader in the Food and Customer Service industry with over 20 years of experience. Certified Food Safety Manager, FDA Standardized Food Inspector, and Serve Safe Certification
- Efficient: Planner and organizer with experience managing all aspects of business while ensuring compliance with applicable regulations
- Skilled: Working knowledge of commercial kitchen operations, sanitation and food safety training
- Professional: Excellent oral and written communication skills in business environments.
- Cultural Fit: Native of Berkshire County, residing in Southern Berkshire County, compassion for the populations served, dedicated to promoting staff engagement to improve service excellence

WORK EXPERIENCE

Health Inspector

Town of Great Barrington

July 2020 - Present

Great Barrington, MA 01230

Responsibilities

- Annual, bi-annual, and quarterly inspections of all food service establishments including Restaurants, Skilled nursing facilities, Grocery Stores, and Summer Camps.
- Assist with Title V and Well inspections
- Barn Inspections
- Responding to community complaints
- Pre-operational commercial kitchen inspections
- **Swimming Pool and Spa inspections**
- Training local businesses on food code, sanitation and Covid 19 precautions

Director of Food and Nutrition Services

Fairview Commons Skilled Nursing Facility

Management

November 2017 - June 2020

Great Barrington, MA 01230

Responsibilities:

Management of the Dietary Department of the Skilled Nursing Facility.

- Assures Dietary Policies and Procedures are current, reviewed regularly, and implemented accordingly.
- Orders food, supplies and equipment in accordance with the budgets.
- Responsible for receipt, storage, preparation, and service of all food.
- Assists with menu planning in conjunction with the dietician.
- Maintains sanitary equipment and a sanitary kitchen area in compliance with applicable standards.
- Oversees meal service and dining room delivery of meals to residents.
- Responsible for coaching dietary employees to support positive behavior and interactions with others.
- Recruits, hires, orients and trains dietary employees.
- Develops and coordinates the scheduling of work hours, personnel and work assignments in accordance with the budget.
- Meets with residents and their families as needed to discuss concerns and makes every effort to meet their

needs/desires. Includes residents' suggestions in menu planning.

- Understands and adheres to all safety, infection control, sanitation, fire, disaster and personnel policies and procedures of the facility.
- Assumes responsibility of promoting and maintaining positive employee relations and effective communications among facility staff.
- Ensures appropriate communication systems within the department, between shifts and between departments so all staff are knowledgeable about the day to day strategies and overall goals.

Co-Owner/ Innkeeper

Blue Shutters Inn Bed and Breakfast

August 2015 - October 2017

Ogunquit, ME 03907

Responsibilities:

Purchased the Inn with Partners. My role included but not limited to:

- Set up and management of reservation system and booking agents
- Training Staff
- Advertising
- Guest service
- Preparing meals and serving
- Cleaning and sanitation
- General Maintenance

Risk Management Analyst / Asset Quality Analyst

Greylock Federal Credit Union – Pittsfield, MA

2010-August 2015

Responsibilities:

- Investigating crimes against financial institutions
- Detailed reporting
- Auditing
- Monitoring high volume transactions and wire transfers
- Collections
- Customer and small business interviews and interactions
- Monitoring inside employee accounts

Supervisor, Tax Compliance

Business License Coordinator

KB Toys Retail, Inc. – Pittsfield, MA

2003- 2009

Responsibilities:

- Reporting Sales, Use and Payroll taxes for 5000 plus retail locations
- Business Licensing for all retail locations
- Setting up an organized electronic filing system
- Training and supervision of Tax Coordinators
- Balancing General Ledger Accounts
- Financial reporting to Management

EDUCATION

Taconic Vocational High School

Pittsfield, MA 01201

Field of Study: Culinary Arts

Certification: Culinary Arts Three year academic and vocational certificate program designed for students who wish to enter the workforce upon graduation.

Berkshire Community College

Pittsfield, MA 01201

Associate Degree

Business Management

Certification: Associates of Science

Business Management with focus on Hotel/Restaurant Management

Massachusetts College of Liberal Arts

North Adams, MA 01247

Bachelor's Degree

Field of Study: Finance

Major- Business Administration

Minor -Finance

SKILLS

Professional Verbal Communication and Business Writing Skills

Food Service Inspections - Audits

Computer Literate

Microsoft Office Proficiency

Delegation -Management -Planning

Coaching and training

Commercial Kitchen knowledge and work experience

CERTIFICATIONS

Certified FDA Standardized Food Inspector

Serve Safe Manager

Certified Dietary Manager

Allergen Awareness Training

Covid -19 Trained in Covid-19 positive environment, working knowledge in proper PPE and Infection control

Certified Pool Operator

Waiting list to be trained for Certified Soil Evaluator and Title V Inspector Training (Covid-19 Backlog)


B

Krystal
Renee
Bartley

SUMMARY

Motivated store manager looking to align career and educational background. A quick-study with a strong desire to grow individually and within the workplace team.

SKILLS

- Retail operations management
- Merchandising and marketing tactics
- Product and service knowledge
- Sales monitoring
- Training and development
- Customer relations
- Project management abilities

EXPERIENCE

Store Manager

North Adams, MA

Follett Higher Education/ Apr 2021 to Present

- Managed a team of seasonal help and part time workers.
- Maintained course material product inventory based on judgment and sales metrics.
- Received and reconciled purchase orders for books and general merchandise.
- Completed billing and A/R for charge accounts.
- Provided excellent customer service and maintained campus relationships through transparency and availability.
- Stocked and cleaned the sales floor to maintain an easy and visually appealing customer experience.

Assistant Manager

Canaan, NY

Love's Travel Stops & Country Stores/ Apr 2018 to Apr 2021

- Planned and prepared workflow schedules, delegating tasks across 3 concepts.
- Assisted in organizing schedules and shift coverage to meet expected business demands.
- Implemented training processes for newly hired employees and shift leads, and even an Operational Manager.
- Assisted General Manager in evaluating employee performance and cultivating improvement initiatives.
- Contributed to the implementation of higher standards in performance and store cleanliness.
- Executed shift change, end of day, cashier audits and other cash control procedures.
- Implemented all promotional and merchandising projects.
- Worked closely with the Inventory Control Manager to perform daily and monthly cycle counts.
- Undertook supply and merchandise ordering.

Flow Team Member

Lanesboro, Ma

Target/ Oct 2016 to Aug 2017

- Unloaded freight upon arrival and checked to make sure it was stocked in the correct location.
- Assisted with purchases, locating items and signing up for rewards programs.
- Learned new tasks by cross training and working in other areas of the store.

Early Morning Stocker

East Greenbush, NY

PetSmart/ Nov 2015 to Oct 2016

- Assisted with purchases, locating items and signing up for rewards programs.
- Helped customers find specific products, answered questions and offered product advice.
- Assisted in implementing promotional and weekly tag/planogram changes.
- Restocked shelves with current merchandise in attractive displays.

Team Member

Schodack, NY

Stewart's Shops/ Jan 2015 to Sep 2015

- Provided quick and friendly customer service to those on-the-go.
- Wiped down counters and other areas to maintain cleanliness.
- Completed drawer and safe counts as well as made bank deposits.
- Received incoming product deliveries and relocated to the appropriate place on the sales floor or in the stock room.

EDUCATION AND TRAINING

Master of Science: Clinical Psychology

Capella University 2018

Minneapolis, MN

- Specialization in Applied Research

Bachelor of Arts: Psychology

Siena College 2017

Loudonville, NY

- Minor in Philosophy

REFERENCES

Ryan Swimm, General Manager - Loves Travel Stops

- 620-255-9345

Ken Kahler, Regional Manager – Follett Higher Education

- 706-247-3976

KAREN ISABEL PELTO

| | | |
|-------------------|--|----------------------|
| Education | UNIVERSITY OF MASSACHUSETTS | Amherst, MA |
| | Center for Public Policy and Administration Coursework in economics, policy analysis, statistics and organizational theory | |
| | HAMPSHIRE COLLEGE | Amherst, MA |
| | Bachelor of Arts, School of Natural Science | |
| Experience | FREELANCE GRANT WRITER | |
| 2021-Present | <ul style="list-style-type: none">• Develop and write grant proposals for non-profit, municipal, and multi-sector partnerships• Identify community resources for networking and collaboration• Interpret guidelines and requirements, and gather material and information necessary for competitive proposals | |
| | COMMUNITY HEALTH PROGRAMS | Great Barrington, MA |
| 2020-Present | Grant Manager <ul style="list-style-type: none">• Monitor over \$2 million in grant-funded projects and budgets to ensure compliance with specifications, policies, and procedures• Develop detailed budgets for grant proposals• Coordinate with program staff to track program activities and expenditures and prepare budget reconciliations and progress and final reports• Collect, synthesize and organize fiscal and program information to manage multiple complex projects simultaneously | |
| | ENTREPRENEURSHIP FOR ALL BERKSHIRE COUNTY | Pittsfield, MA |
| 2019-Present | Mentor <ul style="list-style-type: none">• Provide guidance and advice to local entrepreneurs seeking to establish or expand businesses providing goods and/or services | |
| | DOWNTOWN PITTSFIELD, INC. | Pittsfield, MA |
| 2019-2021 | Executive Assistant <ul style="list-style-type: none">• Maintained membership database and conducted daily financial operations• Actuated online gift card system to generate over \$30,000 to support local businesses during initial COVID-19 shutdown• Secured over \$100,000 in grants and services to improve quality of life downtown | |
| | BUREAU OF WASTE SITE CLEANUP | Boston, MA |
| | Massachusetts Department of Environmental Protection | |
| 2010-2019 | Natural Resource Damages Program Coordinator <ul style="list-style-type: none">• Coordinated a network of policy, technical and fiscal staff to complete and settle claims, and plan and implement restoration projects worth over \$60 million• Provided funding and technical assistance to municipalities, land trusts, non-profit organizations, and state agencies to achieve restoration goals• Monitored restoration projects to ensure compliance with Restoration Plans | |

- Managed contractor support for program development, training, and restoration planning
- Prepared quarterly and annual updates on program and project status and progress
- Represented MassDEP on the States NRD Alliance, including two years as Chair
- Conducted outreach, built partnerships and publicized program success

UNIVERSITY OF MASSACHUSETTS AT AMHERST

Amherst, MA

UMass Women into Leadership (UWiL) Program

2016-2019

Mentor

- Provided guidance and advice to undergraduate women seeking careers in public service

MASSACHUSETTS EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS

Boston, MA

Natural Resource Damages Program

2008-2010

Case Manager

- Provided technical support for \$2.4 million in NRD settlements
- Managed proposal solicitation, review, procurement and contracting for two restoration plans that provided more than \$4 million in public benefits
- Participated in U.S. Environmental Protection Agency's Mystic River Initiative
- Served as liaison to state and federal remedial and resource management agencies

UNIVERSITY OF MASSACHUSETTS AT AMHERST

Amherst, MA

Center for Public Policy and Administration

2006-2007

Associate Director for Research

- Coordinated \$1.4 million in faculty research proposals and projects
- Cultivated strategic research partnerships on- and off-campus for inaugural multidisciplinary Science, Technology and Society Initiative
- Managed first annual international STS Initiative workshop, "Nanotechnology and Society: The Organization and Policy of Innovation"

DEPARTMENT OF FISH AND GAME

Boston, MA

Riverways Program

1999-2005

River Restore Coordinator

- Pioneered the nation's first interagency program to restore rivers through selective dam removal
- Secured \$3 million in environmental bond and \$1 million in federal and foundation grants for river restoration
- Fostered partnerships among agencies, non-profits, businesses, municipalities and citizens to complete three dam removals
- Facilitated interagency Dam Decommissioning Task Force to secure regulatory approvals for pilot dam removal projects
- Collaborated with University of Massachusetts faculty and professional staff on human dimensions of restoration research
- Directed U.S. Geological Survey research assess the environmental impacts and hazards of dams
- Contributed to national policy recommendations as member of The Aspen Institute's Dialogue on Dams and Rivers

1992-1999

Stream Ecologist

- Collaborated with agencies and non-profits to integrate hydrological and ecological indicators with instream flow studies and standards
- Advised state and federal agencies on water quality and allocation regulations and policies
- Served as Department liaison on hydrology, water quality and fisheries issues and studies to the U.S. Environmental Protection Agency and U.S. Geological Survey
- Assisted volunteers with water quality and habitat monitoring

Professional

Honors

| | |
|------|--|
| 2020 | Conservation Champion Award, Greater Boston Chapter of Trout Unlimited |
| 2014 | U.S. Department of the Interior Group Award: Restoration |
| 2007 | Coastal America Partnership Award |
| 2005 | Public Service Award, Neponset River Watershed Association |
| 2003 | Environmental Merit Award, U.S. Environmental Protection Agency |
| 2003 | Friend of TU Award, Trout Unlimited Taconic Chapter |
| 2002 | Coastal America Spirit Award |
| 1992 | Environmental Service Award, Massachusetts Association of Conservation Commissions |
| 1990 | President's Award, Charles River Watershed Association |

MARIE BRADY

EPIDEMIOLOGIST

ABOUT ME

Epidemiologist focused on tribal and minority groups with previous work as a Disease Intervention Specialist. Experience as a Program Coordinator for CVS Health Foundation's CATCH My Breath anti-vaping curriculum program. Interested in working in a rewarding public health/health promotion-related career. Hard worker with a passion for helping others.

EDUCATION

M.S. in Health Promotion and Disease Prevention

January 2019 – August 2021

Springfield College | Springfield, MA

- Overall GPA of 3.966
- Thesis: *Covid-19 pandemic in the U.S.: College students, stress, and yoga*

B.A. in Psychology, Minor in Spanish

May 2018

University at Albany, SUNY | Albany, NY

- Overall GPA of 3.97
- President's List, Dean's List of Distinguished Students, and Tau Sigma National Honor Society

High School

June 2014

Maple Hill High School | Castleton-on-Hudson, NY

WORK EXPERIENCE

Tribal and Minority Health Epidemiologist

October 2021 – Present

SD Dept. of Health (contracted through BHSSC) | Sioux Falls, SD

- Leads analysis and dissemination of COVID-19 data for tribal communities and other minority groups, and creates visuals and graphs to display and present the data
- Participates in ongoing collaboration with tribal health directors (THDs), Great Plains Tribal Epidemiology Center, and fellow DOH team members
- Attends meetings with THDs to discuss public health issues (substance use, STDs, etc.) and works closely with THDs to determine strategies for improving health among tribal members
- Assists with electronic laboratory reports and syndromic surveillance messaging
- Generates daily/weekly SAS reports and output files
- Developed COVID-19 wastewater surveillance policy for the state of South Dakota

Disease Intervention Specialist

November 2020 – October 2021

SD Dept. of Health (contracted through BHSSC) | Rapid City, SD

- Oversaw a team of approximately 30 members as Strike Team Lead for western South Dakota region and performed quality assurance tasks
- Performed case investigations relating to the occurrence, causes, control, and prevention of COVID-19
- Provided follow-up counseling to patients and families regarding support, treatment, and education on CDC guidelines for preventing the spread of COVID-19
- Maintained effective working relationships with other public health professionals as well as the general public, and performed point-of-contact duties for daycares, K-12 schools, universities, and Monument Health hospital system

Program Coordinator

September 2019 – December 2020

CVS Health Foundation | Springfield College, MA

- Planned and conducted seminars in which health and physical education teachers were trained to deliver a nicotine/vaping prevention curriculum (called CATCH My Breath) to their 5th through 12th grade students

Office Manager

May 2019 – October 2020

Be Vital Wellness | Hadley, MA

- Created marketing materials and frequent newsletters to promote special events, special offers, and the company's overall mission of promoting a well-rounded healthy lifestyle
- Performed administrative duties to ensure all office functions ran smoothly
- Assisted the company owners with developing a workplace wellness program to offer to local businesses and doctor's offices
- Assisted the owners of the company with developing an in-house research study regarding weight loss and type 2 diabetes

Assistant Director

June 2019 – August 2019

East Longmeadow Recreation Dept. | East Longmeadow, MA

- Oversaw counselors of "Xtreme Teen Adventure Camp" and ensured health, safety, and well-being of all counselors and campers

Spa and Fitness Attendant

August 2018 – February 2019

Canyon Ranch Wellness Resort | Lenox, MA

Assistant Teacher

May 2016 – January 2019

Tutor Time Child Care Center | Troy, NY

OTHER EXPERIENCE**BHSSC Worksite Wellness Committee Member**
SD

Present

YMCA175 Conference
London, England

August 2019

YMCA Professional Network Northeast Conference
Newport, RI

March 2019

Health Promotion Fieldwork
Havana, Cuba

March 2019

Dr. Jason Randall Research Lab
University at Albany, SUNY

August 2017 – May 2018

- Research Assistant, Assessment Designer, and Lab Scheduler

PROFESSIONAL SKILLSTime Management Work Ethic
Leadership Collaboration**TECHNICAL SKILLS**SAS Qualtrics
SPSS Microsoft Office

Join us for the Statewide Municipal Partnerships Conference

Thursday, September 29, 2022



The Massachusetts Association of Regional Planning Agencies and the Division of Local services invite you to join **Lieutenant Governor Karyn Polito** and fellow municipal officials and staff from across the Commonwealth at the 2022 Statewide Municipal Partnerships Conference. The event titled “**Building the Foundation for our Future: Equitable Infrastructure Modernization in Massachusetts**” will be hosted at **College of the Holy Cross** on **Thursday, September 29, 2022**.

In the morning, attendees will hear from Lieutenant Governor Polito, followed by a panel discussion with senior administration officials highlighting some of the generational infrastructure funding opportunities currently available.

In the afternoon, we will break into workshops to hear from senior administration officials and staff about how to take full advantage of these opportunities, highlight local efforts across the Commonwealth that can serve as a model for future projects, and help think through how to use these opportunities to solve specific challenges facing your community.

This year's workshops will focus on some of the most pressing challenges facing municipal leaders and staff:

- **Building the Municipal Workforce Pipeline: Challenges and Opportunities**
- **The Future of Green Jobs and Infrastructure: Plotting a Course to 2050**
- **Early Education Reimagined: Funding Reform and Municipal Implications**
- **Broadening Broadband: Expanding Access to High-Speed Internet**
- **Transportation Infrastructure and Recovery: Stimulating Local Economies with Infrastructure Improvements**

When:

Thursday, **September 29, 2022**
8:30 AM to 1:00 PM EDT

Where:

College of the Holy Cross
Hogan Campus Center
1 College St
Worcester, MA 01610

Pre-Register Now!

NOTE: At this time, we are not yet collecting payment for registrants. Cost of attendance is **\$30 per individual**. We will follow up with you in the coming weeks with a **request and instructions for payment** according to your number of registrants.

Questions?

Contact **Matt Walsh**
617-933-0713



MEMORANDUM

TO: Delegates and Alternates,
Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: August 26, 2022

RE: July 2022 Assistance Activities

This report highlights technical assistance provided by BRPC staff for July 2022. This assistance was in response to requests identified in the Board/Organization column. If available and permitted by the funding agencies, responses were supported by local assessment or grant funds. This report aims to inform municipal officials about how local assessment funds are used and indicate the types of local and technical assistance BRPC can provide. If assistance may be useful to your community, please feel free to contact us for details.

| Town/City /State | Municipal Technical Assistance | Board/Organization |
|---------------------|---|--------------------|
| Lenox | Hazard Mitigation Plan and potential grants | Town Planner |
| Sheffield | Community Preservation Act establishment | Select Board |
| Stockbridge | History of Zoning in Stockbridge | Resident |