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, January 5, 2023 at **4:00 p.m.**

This will be a Hybrid Meeting. Participants may attend in person in the BRPC 2nd Floor Conference Room at 1 Fenn Street, Pittsfield MA or may attend virtually 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.

To participate virtually join Zoom meeting at https://us02web.zoom.us/j/3926128831, Meeting ID: 392 612 8831, Phone: 646.558.8656, 301.715.8592, 312.626.6799, 669.900.9128

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 (revised) (all times approximate)

I. Call to Order & Open Meeting Law Statement (4:00)

II. Approval of Minutes of the Executive Committee Meeting of December 1, 2022* (4:05)

III. Financial Reports (4:10)
- A. November 24 2022 to December 28 2022 Expenditures Reports *
- B. Accounts Receivable Report / Assessments
- C. Line of Credit Report
- D. Line of Credit Increase
- E. Other (For information only)

IV. Delegate & Alternate Issues (4:15)

V. Items Requiring Action* (4:20)
- A. Revisions to the Telework Policy
- B. Other (For information only)

VI. Committee Reports (4:25)
- A. Metropolitan Planning Organization
- B. Comprehensive Economic Development Strategy
- C. Regional Issues Committee
- D. Finance Committee

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

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

E. Commission Development Committee
F. 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. Passenger Rail
F. Community One Stop for Growth Application
G. 120 Day Notice Waiver Requests
H. Massachusetts Commission on Clean Heat
I. Massachusetts Clean Energy and Climate Plan for 2050 (2050CECP)
J. Other (For information only)

VIII. Old Business (4:40)

A. Possible Bylaw Amendments
B. Other (For information only)

IX. New Business (4:50)

A. January Commission Meeting
B. Other (For information only)

X. Adjournment (5:00)

Attachments:

- Unapproved Minutes of December 1, 2022, BRPC Executive Committee Meeting
- November 24, 2022 to December 28 2022 Expenditures Report
- Accounts Receivable Report / Assessments
- December Line of Credit Report
- Executive Director's Memorandum
- Finance Committee Notes of December 15, 2022
- Draft Unapproved Minutes of the December 21, 2022 Finance Committee meeting
- FY 2022 Audit Management Letter
- FY 2024 Recommended Assessment
- Draft Unapproved Minutes of the December 8, 2022 Commission Development Committee
- Northern Tier Passenger Rail Hearing Notice
- Executive Summary – Massachusetts Commission on Clean Heat:Final Report
- Executive Summary – The Clean Energy and Climate Plan for 2050
- BRPC Draft Proposed Bylaw Amendments
- November Technical Assistance Memo

* Items Requiring Action

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

For the Period From Nov 24, 2022 to Dec 28, 2022

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
CCARD	11/24/22	CONSTANT CONTACT, INC.	70.00	040 ADMIN	Admin	Subscriptions
EFT	11/26/22	DELUXE FOR BUSINESS	268.93	040 ADMIN	Admin	Supplies
CCARD	11/28/22	BITWARDEN INC	108.00	040 ADMIN	Admin	Computer Software
CCARD	11/30/22	VISTAPRINT	1,152.11	679 BGNG/MASSSAVE	Berkshire Gas / National Grid Community First Partnership - Mass Save	Williamstown Community First Partnership Postcards
16580	11/30/22	VALERIE BIRD	206.25	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Expense Report
16581	11/30/22	BECKET FEDERATED CHURCH	10,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity	Subcontractor
16582	11/30/22	BLUE 20/20	127.69	040 ADMIN	Admin	Vision Insurance
16583	11/30/22	MARIE BRADY	43.50	---	Varied Projects	Expense Report
16584	11/30/22	LAURA BRENNAN	23.13	514 ADM/EP	Adams - Shared Economic Development Planner	Expense Report
16585	11/30/22	CENTRAL BERKSHIRE REGIONAL SCHOOL DISTR	3,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity	Subcontractor
16586	11/30/22	COMMUNITY RECREATION ASSOCIATION INC	10,000.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity	Subcontractor
16587	11/30/22	LESLIE DRAGER	1,351.27	284 BPHN/PHN	Berkshire Public Health Alliance - Regional Public Health Nursing Program	Expense Report
16588	11/30/22	TOWN OF EGREMONT	2,100.00	653 BRPC/INSREB	BRPC Insurance Reimbursement - Covid-19	Mini-Grant
16589	11/30/22	EDWARD FAHEY	235.63	283 BPHA/INSP	Berkshire Public Health Alliance - Regional Public Health Inspection Program	Expense Report
16590	11/30/22	JULIANA GOMEZ	2,750.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16591	11/30/22	DAVID W. KELLEY	920.00	040 ADMIN	Admin	Cleaning
16592	11/30/22	OFFICE OF THE INSPECTOR GENERAL	595.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16593	11/30/22	MIIA PROPERTY & CASUALTY GROUP, INC.	6,050.00	040 ADMIN	Admin	Property & Liability Insurance
16594	11/30/22	MOUNT GREYLOCK REGIONAL SCHOOL DISTRICT	6,960.00	678 NERHA/RVE	New England Rural Health Association - Rural Vaccine Equity	Subcontractor
16595	11/30/22	ANDREW OTTOSON	222.46	---	Varied Projects	Expense Report
16596	11/30/22	RAINBOW DISTRIBUTING COMPANY INC	63.56	040 ADMIN	Admin	Water
16597	11/30/22	ANDREW ROBINSON	1,875.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor

BERKSHIRE REGIONAL PLANNING COMMISSION

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For the Period From Nov 24, 2022 to Dec 28, 2022

Filter Criteria includes: Report order is by Date.

Check #	Date	Payee	Amount	Department	Department Description	Expense
16598	11/30/22	NED SAVISKI	212.50	---	Varied Projects	Expense Report
16599	11/30/22	W.B. MASON COMPANY, INC.	326.95	040 ADMIN	Admin	Supplies
16600	11/30/22	SABRINA WALKER HERNANDEZ	1,000.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16601	11/30/22	KENNETH WALTO	22.63	694 AF/SS/E&F	Administration and Finance Shared Services - Efficiency & Regionalization Grant Program	Expense Report
16602	12/1/22	MIIA HEALTH BENEFITS TRUST	2,238.75	040 ADMIN	Admin	Dental Insurance
16603	12/1/22	MIIA HEALTH BENEFITS TRUST	49,122.58	040 ADMIN	Admin	Health Insurance
16604	12/1/22	MUTUAL OF OMAHA	670.34	040 ADMIN	Admin	Life: STD; LTD
16605	12/1/22	THE COOPER CENTER, LLC	8,636.10	040 ADMIN	Admin	Rent
CCARD	12/1/22	AMAZON.COM	346.80	040 ADMIN	Admin	Computer Equipment & Office Supplies
CCARD	12/1/22	YOTEL.COM	1,600.08	040 ADMIN	Admin	Lodging Charge - Yotel's Error
1240	12/6/22	AK CONSTRUCTION	22,032.00	570 SHFNMBOTS/CDBG	Sheffield, New Marlborough, Otis - Community Development Block Grant	Subcontractor
16606	12/7/22	1BERKSHIRE	20,000.00	690 DCR/OUTRECWEB	Department of Conservation and Recreation - Outdoor Recreation Website - State Earmark ARPA	Subcontractor
16607	12/7/22	AAIM TRAINING AND CONSULTING LLC	203.06	040 ADMIN	Admin	Background Checks
16608	12/7/22	ALLIANCE EDUCATION ASSOCIATES, LLC	3,862.50	644 BARR/BCETF	BARR - Berkshire Educational Resources K-12	Subcontractor
16609	12/7/22	NICOLE ANTIL	831.25	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16610	12/7/22	BBE OFFICE INTERIORS	579.00	040 ADMIN	Admin	Office Supplies
16611	12/7/22	JAMES BURNHAM	2,600.00	326 BURN PERMITS	Online Burn Permits	Burn Permit System Software
16612	12/7/22	LAURA CHRISTENSEN	2,200.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16613	12/7/22	COMPUWORKS	54.00	040 ADMIN	Admin	Computer Maintenance
16614	12/7/22	BRITNEY DANIALS	29.13	664 CLK/MVP	Clarksburg - Municipal Vulnerability Preparedness	Expense Report
16615	12/7/22	EMPLOYERS ASSOCIATION OF THE NORTHEAST	199.00	040 ADMIN	Admin	Additional Subscription Services
16616	12/7/22	ENVIRONMENTAL SYSTEMS RESEARCH INST.	5,208.22	040 ADMIN	Admin	ARCGIS Software

BERKSHIRE REGIONAL PLANNING COMMISSION

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16617	12/7/22	THE WRITE SOURCE, LLC	1,250.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16618	12/7/22	GLAXOSMITHKLINE PHARMACEUTICALS	3,556.80	653 BRPC/INSREB	BRPC Insurance Reimbursement - Covid-19	Flu Vaccinations
16619	12/7/22	CENTER FOR HEALTH IMPACT	60.00	440 TPL	Massachusetts Department of Transportation	Communications
16620	12/7/22	BERKSHIRE HABITAT FOR HUMANITY	22,500.00	610 HRIA/G2G	Health Resources in Action - Grey to Green	Subcontractor
16621	12/7/22	SETH JENKINS	105.30	---	Varied Projects	Expense Report
16622	12/7/22	MASS STATE BOARD OF RETIREMENT	10,229.92	---	---	Retirement
16623	12/7/22	COURTENY MOREHOUSE	525.94	---	Varied Projects	Expense Report
16624	12/7/22	NONPROFIT CENTER OF THE BERKSHIRES, INC	4,000.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16625	12/7/22	ANDREW OTTOSON	26.00	646 DPH/MASSCALL3	DPH MASS CALL 3 - Substance Misuse Prevention Grant Program - Overdose Data to Action	Expense Report
16626	12/7/22	CITY OF PITTSFIELD	400.00	040 ADMIN	Admin	Parking
16627	12/7/22	LYDIA SHULMAN	186.88	---	Varied Projects	Expense Report
16628	12/7/22	NANCY SLATTERY	306.81	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Expense Report
16629	12/7/22	COLIN SYKES	217.90	650 DPH/SS	Public Health Excellence for Shared Services Grant Program	Expense Report
16630	12/7/22	TD CARD SERVICES	16,887.98	040 ADMIN	Admin	November 2022 Credit Card Payment
16631	12/7/22	THE OSBORNE GROUP, INC	3,750.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16632	12/7/22	VALLEY GREEN SHREDDING, LLC	35.00	040 ADMIN	Admin	Recycling
16633	12/7/22	HANNAH VAN SICKLE	1,500.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
CCARD	12/8/22	GOTPRINT.COM	46.55	040 ADMIN	Admin	Business Cards
CCARD	12/12/22	AMAZON.COM	18.96	040 ADMIN	Admin	Computer Equipment
CCARD	12/12/22	ZOOM VIDEO COMMUNICATIONS, INC.	40.00	040 ADMIN	Admin	Computer Software
CCARD	12/12/22	CODE42	9.99	040 ADMIN	Admin	Computer Software
16634	12/13/22	1BERKSHIRE	5,022.43	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16635	12/13/22	MARK D. ABRAHAMS	2,512.50	644 BARR/BCETF	BARR - Berkshire Educational Resources K-12	Subcontractor
16636	12/13/22	BBE OFFICE INTERIORS	2,242.00	040 ADMIN	Admin	Office Supplies

BERKSHIRE REGIONAL PLANNING COMMISSION

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For the Period From Nov 24, 2022 to Dec 28, 2022

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Check #	Date	Payee	Amount	Department	Department Description	Expense
16637	12/13/22	BCARC, INC	140.70	350 BCBOHA/SUP15	Berkshire County Boards of Health Association - Support Services	Postage
16638	12/13/22	BCBOHA	1,371.50	350 BCBOHA/SUP15	Berkshire County Boards of Health Association - Support Services	Reimbursement
16639	12/13/22	BOSTON SEA FOODS	1,060.00	664 CLK/MVP	Clarksburg - Municipal Vulnerability Preparedness	Catering Services
16640	12/13/22	CAPACITY INSTITUTE	100.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16641	12/13/22	CITY OF PITTSFIELD	3,500.00	653 BRPC/INSREB	BRPC Insurance Reimbursement - Covid-19	Mini-Grant
16642	12/13/22	KJ NOSH CATERING CO	1,446.59	350 BCBOHA/SUP15	Berkshire County Boards of Health Association - Support Services	Dinner Event
16643	12/13/22	MIYARES AND HARRINGTON LLP	375.00	040 ADMIN	Admin	Legal Services
16644	12/13/22	CHRISTOPHER SKELLY	62.50	696 LEE/MPOSRP	Lee - Master Plan	Expense Report
16645	12/13/22	ELIZABETH STRICKLER	1,250.00	606 BMC/PTSFA	Boston Medical Center - Pittsfield Fiscal Agent HEALING Communities	Subcontractor
16646	12/13/22	TPX COMMUNICATONS	1,819.18	040 ADMIN	Admin	Telephone
16647	12/13/22	W.B. MASON COMPANY, INC.	192.27	040 ADMIN	Admin	Supplies
16648	12/13/22	NONPROFIT CENTER OF THE BERKSHIRES, INC	4,000.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
EFT	12/13/22	DELUXE FOR BUSINESS	434.34	040 ADMIN	Admin	Supplies
CCARD	12/19/22	YOTEL.COM	-1,600.08	040 ADMIN	Admin	Reimbursement - Lodging Charge Error
CCARD	12/19/22	STRAIGHT TALK WIRELESS	37.59	040 ADMIN	Admin	Telephone
1246	12/21/22	AK CONSTRUCTION	4,280.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1247	12/21/22	AK CONSTRUCTION	5,776.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1248	12/21/22	AK CONSTRUCTION	17,482.50	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1249	12/21/22	AK CONSTRUCTION	10,845.00	631 DAL/CDBG	Dalton - Community Development Block Grant	Subcontractor
1241	12/21/22	AK CONSTRUCTION	6,126.00	570 SHFNMBOTS/CDBG	Sheffield, New Marlborough, Otis - Community Development Block Grant	Subcontractor
16650	12/21/22	MARK D. ABRAHAMS	1,465.50	644 BARR/BCETF	BARR - Berkshire Educational Resources K-12	Subcontractor
16651	12/21/22	CARA FARRELL	100.00	---	Varied Projects	Expense Report
16652	12/21/22	THE COOPER CENTER, LLC	1,840.52	040 ADMIN	Admin	Utilities

BERKSHIRE REGIONAL PLANNING COMMISSION

Check Register

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Check #	Date	Payee	Amount	Department	Department Description	Expense
16653	12/21/22	BBE OFFICE INTERIORS	30.00	040 ADMIN	Admin	Moving Labor
16649	12/21/22	VOID	---	---	---	Voided Check
16654	12/21/22	MASS STATE BOARD OF RETIREMENT	10,431.82	---	---	Retirement
16655	12/21/22	RACHEL HAILEY & ASSOC. DBA DEI OUTDOORS	1,000.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16656	12/21/22	COZQUEST, LLC	650.00	010 General	General	Art Week Services
CCARD	12/21/22	AMAZON.COM	122.92	040 ADMIN	Admin	Supplies
16657	12/28/22	BERKSHIRES TOMORROW, INC.	4,928.57	653 BRPC/INSREB	BRPC Insurance Reimbursement - Covid-19	Pediatric Vaccination Clinic Nursing Services Grant Reimbursement
16658	12/28/22	CARA FARRELL	93.50	---	Varied Projects	Expense Report
16659	12/28/22	KEVIN FLEMING	600.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor
16660	12/28/22	CORNELIUS HOSS	39.88	040 ADMIN	Admin	Expense Report
16661	12/28/22	HOUSATONIC VALLEY ASSOCIATION	3,239.50	466 LAN/SW23	Lanesborough - Stormwater Management Support	Subcontractor
16662	12/28/22	MIIA PROPERTY & CASUALTY GROUP, INC	381.00	040 ADMIN	Admin	Property & Liability Insurance
16663	12/28/22	ANDREW OTTOSON	165.39	---	Varied Projects	Expense Report
16664	12/28/22	HANNAH VAN SICKLE	600.00	637 EDA/COVIDRRP	EDA COVID-19 Regional Recovery Project	Subcontractor

Check Register Total: 329,916.07

Note : *Payment to TD Bank 12/7/22 for November 2022 Credit Card Charges:*	$16,887.98
Cash Expenditures Total:	$ 313,028.09

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Dec 29, 2022

Customer ID	Customer	Over 90 days	Amount Due	Notes
010 GFCU	GREYLOCK FEDERAL CREDIT UNION		500.00	
283 BPHA/INSP/DAL	TOWN OF DALTON		525.00	
283 BPHA/INSP/MDL	TOWN OF MIDDLEFIELD		1,275.00	
283 BPHA/INSP/PER	TOWN OF PERU		2,200.00	
283 BPHA/INSP/WND	TOWN OF WINDSOR		2,150.00	
284 BPHA/PHN/CHS	TOWN OF CHESHIRE		1,154.00	
284 BPHA/PHN/CLK	TOWN OF CLARKSBURG	**767.62**	767.62	**Alecia H is following up**
284 BPHA/PHN/HAN	TOWN OF HANCOCK		551.25	
284 BPHA/PHN/PER	TOWN OF PERU		577.50	
284 BPHA/PHN/SAV	TOWN OF SAVOY		577.50	
326/BURN/ADM	ADAMS FOREST WARDEN DEPT		115.00	
326/BURN/BKT	TOWN OF BECKET		115.00	
326/BURN/CHS	CHESHIRE FIRE DEPT		115.00	
326/BURN/DAL	DALTON FIRE DEPT		115.00	
326/BURN/EGR	EGREMONT FIRE DEPT		115.00	
326/BURN/GTB	GREAT BARRINGTON FIRE DEPT		115.00	
326/BURN/HAN	HANCOCK FIRE DEPT		115.00	
326/BURN/MON	MONTEREY FIRE DEPT		115.00	
326/BURN/OTS	TOWN OF OTIS		115.00	
326/BURN/PER	PERU FIRE DEPT		115.00	
326/BURN/SHF	SHEFFIELD FIRE DEPT		115.00	
326/BURN/TOLLAND	TOLLAND VOLUNTEER FIRE DEPT		115.00	
326/BURN/WND	TOWN OF WINDSOR		115.00	
326/BURN/WSH	TOWN OF WASHINGTON		115.00	
427 ADM/BFASSESS	TOWN OF ADAMS		514.97	
440/TPL	MASSDOT#75425 - TPL		53,150.76	
466 LAN/SW	TOWN OF LANESBOROUGH	**4,263.59**	4,263.59	**Payment will be approved at Special Town Meeting in early 2023**
526 BCSO/OPIOID19	BERKSHIRE COUNTY SHERIFFS OFFICE	**6,250.00**	6,250.00	**Andy O is following up**
560 NORTHEAST PAVING	NORTHEAST PAVING		12.13	
560 SEALCOATING	SEALCOATING, INC. D/B/A INDUS		1,663.15	
570 SHF-NMB-OTS/CDBG	TOWN OF SHEFFIELD	**1,362.20**	1,362.20	**Pat M is winding up project and will send final invoice**
606 BMC/PTSFA	BOSTON MEDICAL CENTER		97,075.98	
608 ADM/MTWPGG	TOWN OF ADAMS	**460.82**	460.82	**Will be paid next week per Isaiah Moore**
631 DAL/CDBG	TOWN OF DALTON		42,572.51	
637 EDA/COVIDRRP	637 EDA/COVIDRRP		41,807.72	
646 DPH/MASSCALLS	DEPT OF PUBLIC HEALTH - MASSCALLS		6,375.53	
652 DPH/SORPEC	DEPT OF PUBLIC HEALTH		3,247.81	

BERKSHIRE REGIONAL PLANNING COMMISSION

Aged Receivables

As of Dec 29, 2022

Customer ID	Customer	Over 90 days	Amount Due	Notes
658 CHS/MVP	TOWN OF CHESHIRE	**6,720.94**	6,720.94	**Will be paid on next warrant per Town Administrator**
665 CLK/GC	TOWN OF CLARKSBURG	**569.28**	569.28	**Melissa P is following up**
670 WND/MP	TOWN OF WINDSOR	**7,500.00**	7,500.00	**Will be paid on next warrant per Madeline Scully**
685 HVA/BCCCP	HOUSATONIC VALLEY ASSOCIATION		853.25	
686 ADM/GC	TOWN OF ADAMS	**67.99**	143.01	**Will be paid next week per Isaiah Moore**
687 NAD/GC	CITY OF NORTH ADAMS	**183.57**	258.59	**Melissa P is following up**
706 ADM/SW	TOWN OF ADAMS		163.58	
708 JIMINY PEAK	JIMINY PEAK		10,000.00	
708 MILLTOWN	MILL TOWN CAPITAL		10,000.00	
710 CEDAC	COMMUNITY DEVELOPMENT ASSISTANCE CORP		15,000.00	
LEBLANC INSURANCE	CARRIE LEBLANC		102.93	
TOWN OF MONTEREY	TOWN OF MONTEREY	**909.47**	909.47	**Will be paid on next warrant per Melissa Noe**
Report Total		**29,055.48**	322,866.09	

TD Bank (US)
Bank anytime, anywhere with the TD Bank app
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TD Bank
America's Most Convenient Bank®

Current Balance
$0.00

Available Credit	**$230,000.00**
Amount Due	**$0.00**
Payment Due Date	**Jan 5, 2023**

It appears you don't have any recent activity.

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

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BRPC
Berkshire Regional Planning Commission

JOHN DUVAL, Chair
MALCOLM FICK, Vice-Chair
SHEILA IRVIN, Clerk
BUCK DONOVAN, Treasurer

MEMORANDUM

TO: Executive Committee, Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: December 29, 2022

SUBJ: Agenda Items – January 5, 2023, Executive Committee Meeting

V. Items Requiring Action

A. Revisions to Telework Policy*

The Executive Committee is requested to approve revisions to BRPC's Telework Policy. Currently Full-time Permanent employees are required to work in-office two days per week. I am recommending that newly hired Full-time Permanent employees be required to work in-office at least 4 days per week for the first month to facilitate the on-boarding and orientation process.

B. Other (For information only)

V. Committee Reports

A. Metropolitan Planning Organization (MPO)

The MPO held a joint meeting with the TAC (Transportation Advisory Committee) on December 20, 2022. This meeting featured a facilitated discussion on the State's Long Range Transportation Plan and the Berkshire Regional Transportation Plan. Draft meeting minutes are not yet available.

B. Comprehensive Economic Development Strategy Committee (CEDS)

The CEDS committee met on December 14, 2022. The agenda included a review of proposed changes to the 2023-2027 CEDS and the final endorsement of the CEDS document for submission to the Economic Development Administration. The CEDS was submitted to EDA on December 15th. Draft meeting minutes are not yet available.

C. Regional Issues Committee

The Regional Issues Committee met on December 7, 2022. Jay DiPuccio spoke about the efforts of establishing the Franklin Regional Council of Governments. Jay was one of leading proponents when the FRCOG was created. Draft meeting minutes are not yet available.

D. Finance Committee –

The Finance Committee met on December 15, 2022 and December 21, 2022. The publicly posted virtual meeting link for the December 15th meeting was incorrect hence a second meeting on December 21st was held. The main topics were review and acceptance of the FY2022 audit and a recommendation for a FY24 assessment amount. A copy of the audit

management letter is attached. For FY24, the Finance Committee recommends a 2.5% increase over the FY23 amount. A worksheet is included in the meeting material. Other items discussed were a review of the OPEB Trust Balance, the need for an Investment Plan to guide how funds in the Trust are invested, an update on the state retirement system and a staff recommendation to increase the line of credit. Notes from the 12/15 meeting and draft minutes from the 12/21 meeting are included.

E. Commission Development Committee

The Commission Development Committee met on December 8, 2022. The main agenda item was possible amendments to the BRPC bylaws. Other topics briefly discussed included a standing education topic for Full Commission meetings and fifth Thursday dinners. Draft unapproved minutes are included.

F. Other (For information only)

VI. Executive Director's Report

A. Report on New Contracts/Agreements

<u>New Grants and Contracts received/initiated from 11/26/2022 to 12/25/2022</u>

- Executive Office of Energy and Environmental Affairs - Decarbonizing Berkshire County Through Municipal Energy Self-Sufficiency - $37,500
- Clarksburg - Grant Writing Assistance - $20,000
- Metropolitan Area Planning Council - MassTrails Regional Trail Map - $5,000
- Mass Audubon Society – Rowe Municipal Vulnerability Preparedness - $2,300
- Lee - Stockbridge Road Parcel Planning - $25,000
- Hancock – Hazard Mitigation and Climate Adaption Plan - $25,000

<u>Grants and Contracts not received.</u>

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

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

There has been no recent activity. The board has a meeting scheduled after the Executive Committee meeting to approve the tax return and routine yearly activities.

C. Staff Updates

- Community Planner Cara Farrell is leaving BPRC to take a position as shared HR Director for Adams, North Adams, and Williamstown. Her last day is 12/30/22.
- Community Planner Chris Brown is leaving BRPC to take a housing development position in New York state. His last day is 1/13/23.

We intend to fill the positions as soon as possible.

D. Rural Policy Advisory Commission (RPAC) Update

The Rural Policy Advisory Commission met on December 9, 2022. The main agenda item was a discussion about legislative and budgetary priorities for rural communities to advance in the upcoming legislative session. I will forward the final prioritized list when it is finalized.

E. Passenger Rail

- West-East Rail - The Special Commission to address West-East Passenger Rail governance and operations held the first of several required public hearings at the Berkshire Innovation Center on Friday December 9, 2022. Most of the Special Commission members were in person. Numerous attendees as well as remote participants representing several sectors testified, re-stating the importance of passenger rail to the Berkshires.
- Berkshire Flyer - The Berkshire Flyer is still on hold as we wait for this year's ridership numbers and costs from Amtrak to allow us to plan for next year's service. We expect to have a meeting soon.
- Northern Tier Passenger Rail – A virtual public workshop for the Northern Tier Passenger Rail Study will be held on Wednesday, January 11, 2023, at 6:00 PM via Zoom. At this public workshop, the Study team will present the two initial service plan alternatives and evaluation framework. Information about registering for this meeting is available on the Study website.

F. Community One Stop for Growth Applications

The Expression of Interest (EOI) period for the Executive Office of Housing and Economic Development fiscal 2024 Community One Stop for Growth application process is open. The Community One Stop for Growth program (which contains 12 state grant programs, including the MassWorks Program) is a single application portal and collaborative review process of community development grant programs that make targeted investments based on a development continuum. Submission of an EOI is a highly recommended but optional step in the process. Applicants may submit one EOI to seek input on a several potential projects. Applicants that submit an EOI by Feb. 3, 2023, may seek input on up to five project ideas, while those who submit EOIs after Feb. 3 may seek input on up to two projects. The EOI period is open through March 17, 2023 after which time applicants would need to prepare and submit a full application, due June 2, 2023.

G. 120 Day Notice Waiver Requests

The Commonwealth is required to provide a 120 day notice to certain parties, BRPC being one of them, when considering a purchase of land or an interest in land. I received and approved 120 day notice waivers for the possible purchase of agricultural preservation restrictions by the Department of Agricultural Resources on land in Richmond (12.44 acres) and Sheffield (13.95 acres). I also received and approved a 120 day notice waiver for the Department of Conservation and Recreation to potentially purchase an interest in approximately 191 acres in Cheshire.

H. Massachusetts Commission on Clean Heat

The Commission on Clean Heat was established by Executive Order to advise the Baker-Polito Administration on a framework for long-term greenhouse gas emission reductions from heating fuels.

The Commission recently released its final report Massachusetts Commission on Clean Heat Final Report - November 30 2022 that includes a set of policy recommendations to meet the mandate put forth to sustainably reduce the use of heating fuels and minimize the greenhouse gas emissions from buildings. An Executive Summary is attached.

I. Massachusetts Clean Energy and Climate Plan for 2050 (2050CECP)

On December 21, 2022, the Baker-Polito Administration released the Clean Energy and Climate Plan for 2050 (2050 CECP), the Commonwealth of Massachusetts' comprehensive and aggressive plan to achieve Net Zero greenhouse gas emissions in 2050. An Executive Summary is attached.

J. Other (For information only)

VII. Old Business

A. Possible Bylaw Amendments

The Commission Development Committee met on December 8th to discuss possible Bylaw changes based on the discussion at previous Executive Committee meetings. The recommended changes are included in the meeting material. In summary, the proposed changes include:

- several grammatical or clarification changes
- allowing the Executive Director to serve as the interim Committee Chair in the absence of a Committee Chair
- eliminating the requirement that an at-large Executive Committee have knowledge of transportation issues
- having the Chair be a non-voting ex-officio member of other, non-Executive Committee committees
- establishing that the Commission can employ an Assistant Director and describing some of the responsibilities of an Assistant Director
- changes to the amendment process to bring it into compliance with the Open Meeting Law

It would be preferable for the Commission to act on these proposed amendments at its January meeting.

B. Other (For information only)

VIII. New Business

A. January Commission Meeting

The next Full Commission meeting is scheduled for January 19, 2023. We again would like this to be a "hybrid" meeting, recognizing that with the winter season being upon us then, in-person participation may be limited.

Proposed agenda:

- We need to discuss and approve the FY 24 assessments.
- Possible BRPC Bylaw Amendments
- Possible "primer" on digital equity planning
- Cyber security
- Open discussion about the challenges communities are facing providing staffing for basic services, such as treasurer service, EMS, etc.

B. Other (For information only)

BRPC Telework Policy

Teleworking is the option of working from home or another location for part of the work week. Teleworking is optional. Employees are not required to telework. Telework is a privilege that can be revoked if an employee is not meeting his or her expectations while working outside the office. Based on the nature of the position, not all positions are eligible to telework.

Compensation and Work Hours
An employee's compensation, benefits, work status and work responsibilities do not change due to participation in the teleworking program.

The amount of time the employee is expected to work in a pay period does not change because of participation in the teleworking program. Teleworking employees are expected to work the BRPC core hours of 10:00 am to 4:00 pm Monday through Thursday. An alternative regular telework schedule is available by approval from an employee's supervisor and with approval of the Executive Director. An example of an alternative regular work schedule is if an employee is taking a 4-month course and the classes are Mondays and Wednesdays from 10:00 am to 12:00 pm. Full-time permanent employees are expected to be in-office a minimum of two days per week Monday through Friday during the core hours. Newly hired full-time permanent employees are expected to be in-office a minimum of 4 days per week for at least the first month of their employment.

Equipment/Tools
BRPC will provide the following tools or equipment for an employee to perform their duties: computer laptop, computer software, access to phone service through Voice over Internet Protocol (VoIP), voicemail, email, and access to the BRPC network. A signed BRPC Equipment Use Agreement is required for all equipment provided by BRPC. Employees are not allowed to install software on a BRPC laptop which has not been approved by the BRPC GIS, Data, and IT Manager. All files worked on at a telework location must be stored on the BRPC network.

Personal laptops shall not be used for BRPC work, unless previously approved by the Executive Director. BRPC is not responsible for the cost, repair or service of an employee's personal equipment used in teleworking, unless otherwise previously approved by the employee's supervisor and Executive Director.

The use of equipment, software, data supplies provided by BRPC for use at a telework location is exclusively limited to authorized persons and for purposes relating to BRPC business.

Proposed

Workspace
Employees must designate a workspace within the remote work location for placement and installation of equipment to be used while teleworking. The employee shall maintain this workspace in a safe condition, free from hazards and other dangers to the employee and equipment. Any BRPC materials taken to a remote workspace must be kept in a designated work area and not be made accessible to others. BRPC reserves the right to inspect an employee's telework workspace.

Liability
BRPC assumes no responsibility for injuries occurred in an employee's telework work location outside the agreed upon core work hours or for injuries that occur during core hours but do not arise out of and in the course of employment. BRPC assumes no liability for damages to employee's real or personal property resulting from participation in the telework program. Workers' compensation coverage is limited to designated workspace in employees' homes or alternate work locations. Employees agree to practice the same safety habits they would use at the BRPC office and to maintain safe conditions in their alternate work locations. Employees must follow normal procedures for reporting illness or injury.

Reimbursement of Expenses
Office supplies - Out-of-pocket expenses for office supplies incurred by an employee while teleworking will not be reimbursed unless by prior approval of the employee's supervisor.
Mileage – The following mileage rates will apply when a teleworking employee uses their own vehicle for BRPC business:

- Teleworking employees will not be reimbursed for mileage related to coming to the BRPC office from a telework location; and
- Teleworking employees will be reimbursed for mileage at the current IRS rates to attend in-person meetings. Mileage shall be calculated as the lessor amount from:
    1. the telework location to the meeting location; or
    2. from the BRPC office to the meeting location.

Office space - BRPC is not responsible for operating costs, home maintenance, internet, or other costs incurred by an employee in the use of their homes or other location as teleworking alternate work locations.

Dependent Care
Teleworking is not a substitute for dependent care. Teleworkers will not be available during BRPC core hours to provide dependent care.

Proposed

Communication
Unless otherwise occupied by BRPC work activities, employees must be available by phone and email during core hours. Teleworking does not exempt employees from in-person meetings or field work. Employees must still be available for in-person staff meetings, and other meetings deemed necessary by management.

BRPC Policies
Teleworking employees remain obligated to comply with all BRPC rules, practices and instructions including policies relating to information security and data protection.

Evaluation
This policy shall be in effect from July 1, 2022 through June 30,2023, at which time it will be evaluated to determine if it should be continued. The evaluation will include but not be limited to the following items:

- Overall productivity of BRPC as measured by such items as new grants or contracts, reports from grantors, grant extensions, and reports from community members
- Accessibility of employees during core hours
- Transference of material to the BRPC network

Proposed

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

DRAFT NOTES OF THE

FINANCE COMMITTEE MEETING

The publicly posted links for this meeting were incorrect, so the votes are not valid. A new meeting has been scheduled for December 21, 2022.

Thursday, December 15, 2022

This was 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.

I. Call to Order

The meeting was called to order at 4:30 pm.

Chair Buck Donovan started the meeting by reading a statement regarding the Open Meeting Law. BRPC records all meetings. Others may record the meeting after informing the Chair. Any documents presented must be left with the Chair of the meeting.

Roll Call -Buck Donovan, Kyle Hanlon, Sam Haupt, Sheila Irvin, John Duval, Marianne Sniezek, Tom Matuszko, Kate Hill-Tapia, and David Irwin and Joseph Collins from Adelson & Company PC. Malcolm Fick late.

II. Approval of May 05, 2022 Minutes

Kyle Hanlon moved to approve May 5, 2022 meeting minutes, which Sheila Irvin seconded. It was approved by a roll call vote from John Duval, Sheila Irvin, and Kyle Hanlon, with Buck Donovan. Sam Haupt abstained.

III. FY2022 BRPC Audit Review by Adelson

Presentation by David Irwin, Adelson & Company P.C.

Dave gave an overview of BRPC's FY 2022 Audit.

Page 3 & 5 – Independent Auditors' Report – This is the opinion of Adelson's audit of the Commission's financials for FY22. Dave explained Management's responsibility is to follow accounting principles and that the auditor's responsibility is to conduct the audit according to Federal and State governmental auditing standards.

Opinion – Adelson's review found no material weakness. The Commission's financials fairly represent the governmental activities in FY22. The Commission adopted the provisions of GASB 87 Leases. Adelson's opinion is not modified with respect to this matter. The Commission has maintained good fiscal

Management of its operations. Dave reported that no significant financial reporting control problems were noted during the current year's audit. Adelson has a good clean opinion in the representation of the financial statements.

Page 6-1 to 6-6 - Management's Discussion and Analysis. Adelson reviews this section and ties the numbers to what is reported. The agency budget and post-employment benefits estimated liabilities and the Lease Liability must be reported. Also included in the audit is supplementary information for reporting federal money spending to the Federal Government. Adelson tested Federal money and had a good clean opinion. Adelson tests internal controls for cash management, recording expenses, payroll, revenue, systems, and compliance to Grant contract terms. Adelson did not find any issues with internal controls.

GASB requires Management's discussion and analysis to provide a narrative to go with the numbers. The discussion summarizes all the financial data in the financial statements and the Budget versus actual numbers, conditions, or a large project Tom wants to discuss.

Page 7 - Statement of Net Position - Assets

Current Assets Total - $2,910,642

- Cash and Equivalents for FY22 $350,851.
- Restricted cash and equivalents (Brownfields Fund of $138,734, Berkshire Public Health Alliance of $611,368, and Project Accounts Receivable of $1,795,886, as of earlier this week, $19,766 has not been collected)
- Dave noted the $611,368 is restricted cash. BRPC is the fiscal agent, and another board controls the spending of those funds.
- Prepaid expenses of $14,073 are for insurance.
- There are no Brownfields notes net due within one year.

All bank accounts are reconciled monthly, and Adelson confirms the cash with the bank.

Noncurrent assets -$4,238,071

- Brownfields' note receivable, less current portion (page 16) $580,000
- Capital assets-net - $16,674. There was a decrease from $27,439 in FY21 related to deprecation (page 17).
- Lease-related assets -future rent for Suites 201 & 202 (Pg 18) $730,455

Liabilities

Current Liabilities - $2,199,086

- Accounts Payable $264,393
- Advanced grant revenue of $1,087,259 is more than FY21, which was $864,803. Income will be recorded when the work is completed.

Noncurrent liabilities - $3,916,844

- Contingency fund for Public Health $9,000
- Accrued Leave $119,321

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- Lease-related obligation (pg. 18) future lease payments of $783,274-$74,109 FY23 = $665,913. Dave noted this is a new requirement to report the lease-related obligation for the current value on the balance sheet.
- Post-employment benefits other than pensions are $923,524 less than FY21, $1,148,563. The estimated liability is a decrease of $225,039 from last year.

Net Position - $321,227

- Invested in capital assets, net of related debt (Depreciation) $16,674
- Restricted Brownfields Loan Fund $1,067,110
- Unrestricted (deficit) –($762,857)

Net Position – If you take the Unrestricted (deficit) of ($762,857) and add back in the estimated post-employment benefits liability of $923,524, the Commission's net Position would have been $160,667. BRPC has a positive working fund balance minus the OPEB obligation, an estimated number.

Page 8 – Statement of Activities – Allowance for potential Brownfields uncollectible accounts $35,439 compared to FY21 (395,376) for Brownfields Loan Fund.

Page 9 – Statement of Revenue, Expenditures, and the change. This statement looks at the information by putting the Revenues first. Under revenue is the State pension assistance of $172,727; this is the State's contribution. The local and other programs decreased by $477,401 from $3,113,414 to $2,636,013.

Dave explained the Fund balance:
BRPC's contracts are cost reimbursements. The only money BRPC can add to the Fund Balance is from the General Fund. The excess of revenues over expenditures (change in the BRPC's General Fund) in FY22 was $190,023. The $190,023 does not include the Brownfields Fund Balance. The Brownfields Loan Fund column shows the Brownfields Funding Balance is $1,067.110.

Page 10 – Budget to Actual schedule shows a loss of ($35,016). The cash loss is the Commission's expenses over its revenue. There was an accounting adjustment for the fund balance change.

Government Fund (DPT. 10)	$190,023
Adj State pension revenue	($172,787)
Adj State pension expenses	$172,787
OPEB entry	($225,039)
Loss	($35,016)

Pages 11 to 13 are notes to the Financial Statements. There have not been any significant changes to the Commission's policies except for the addition of the Lease Related Assets and Obligations for accounts for leases in accordance with GASB Statement No. 87.

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Page 14 - Custodial Credit Risk Related to deposits shows the bank's cash amount at the end of the year of $1,782,365. Cash was confirmed.

Page 15 – Project receivables for State and Federal receivables compared to the prior year. The Restricted Brownfields Loan Fund – Notes Receivable lists all the revolving loans.

Page 15 & 16 – Restricted Brownfields Loans show loan activity. Notes receivable(loans) totaled $939,937 in FY2022.

Powerhouse Loan #1	$350,000
Partial payment	(212,110)
Interest accrued	$50,891
Loan 1	$188,781
Powerhouse Loan #2	$171,156
Powerhouse Loans	$359,937 *

Amount due after one-year totals $580,000

*Note: Dave pointed out that accounting-wise, the $359,937 was to record a possible non-payment. Allowance for Potential uncollectible ($359,937).

Sam asked, as a creditor, if BRPC is not the first to be paid by Powerhouse. Tom confirmed BRPC is at the end of creditors to be paid. However, we received one payment, and Tom signed an extension to the loan. BRPC expects to be paid as the loanee is working with us on repayment.

Page 17 – Changes in Capital assets – Increases and decreases in leasehold improvements and furniture and fixtures.

Increases Leasehold improvement	
(Cooper Center new door & access control system)	$6,081
-Less Furniture and fixtures	
(Laptops, panels to wrap around reception desk)	($12,973)
-Less Lease hold improvements	
(Office construction, private office, door)	($3,573)
Decrease in FY22	($10,465)

Page 17 – Lease Related Assets and Obligations (new GASB 87)
Dave pointed out the new requirement for leases on pages 17 and 18.

Commission has leases for the facility space expiring in 2032.

GASB 87 – a lease contract that conveys the right to use another entity's nonfinancial asset as specified in the contract for a period of time in an exchange or exchange-like transaction.

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Lease recognition and measurement – Commission accounts for a lease by recognizing a lease liability and a right to use intangible lease asset at the beginning of the lease. The lease liability is measured at the present value of the payments made over the lease term.

The lease liability is reduced by the (Principle) payments made.

Page 18 – The Commission amortizes the lease asset in a straight-line method over the term of the lease.

Lease arrangements
Facility rent, Suite 201 – new lease Dec 2021 expires 11/30/2026. There is a renewal option for an additional five years, extending the lease until 11/30/2031. The Commission pays the prorated share of the utilities.

Facility rent, Suite 202 - new lease Dec 2021 expires 11/30/2026. There is a renewal option for an additional five years, extending the lease until 11/30/2031. The additional five years are not included in the measurement of the lease asset and related obligation. The Commission pays the prorated share of the utilities.

As of June 30, 2022, the future obligation for rent payments is $740,022.

Ste 201 until 2032	$588,923
Ste 201 until 2027	$151,099
Total	$740,022

Dave pointed out that all the numbers tie to the balance sheet and are required to be on the balance sheet.

Page 19 – Line of Credit –The Commission has a line of credit of $230,000. The loan balance on 6/30/2022 was $0.00

Page 19 – Berkshire Public Health Alliance Liability – The Berkshire County Boards of Health Association transmitted funds to the Commission. The Commission is the host agency. The funds are to be used by the Alliance, and the Alliance's governing board oversees and approves expenditures. The total amount of funds on 6/30/2022 was $611,368. These funds are restricted cash for the Berkshire Public Health Alliance liability on the statement of net Position.

Page 19 – Note 4 – Other Information
A. Risk Management and Contingent Liabilities

Risk Transferred to Third Parties – The Commission has a variety of insurance policies that pass the risk of loss to third parties.

Contingent Liabilities – The Commission is not aware of any expenditures disallowed by a grantor.

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B. Fiscal FY23 Budget - $5,379,584

Page 19 & 20
C. Retirement Plan – Commission employees are in the Massachusetts State Retirement System. BRPC is in a special funding situation where the State makes payments to the retirement system on behalf of the Commission. The state pension assistance for FY22 was $172,787.

D. Other Postemployment Benefits
GASB requires that special funding paid on behalf of BRPC be recognized. The notes describe BRPC's benefits, the portion paid by BRPC, and the percentage the employees pay for the benefits. The retiree's share of the benefits is funded by the Organization and not paid out of the trust. Adelson agrees not to make payments out of the trust until the OPEB liability is funded.

Page 21 - The fair Market value of the trust as of June 30, 2022, was $1,008,843

Actuarial Method and Assumptions used to calculate the total OPEB liability.

Page 22 – Required Supplemental Information Schedule of OPEB
On 6/30/2022, the Commission reported a payable (payment due) for an outstanding contribution to the OPEB plan of $46,644.

Contributions are a change in the net OPEB liability.
FY21 total OPEB Liability of $1,148,563 change of (225,039) to $923,524 equals the total OPEB Liability for FY22. The Commission contributed $138,008 to the trust. The Sensitivity of the Net OPEB Liability shows what the estimated OPEB Liability would be if the discount rate and the Healthcare Cost trend rates are changed by 1% lower or 1% higher. Adelson does a reasonable check on the numbers that the actuary calculates.

Page 23 – Schedule of Changes in Net OPEB Liability and Related Ratios. This schedule shows the OPEB obligation from 2018 to 2022.

Page 24 – Schedule of OPEB Contributions. The schedules are required to be in the audit. The schedules take the information in the notes and lay it out in the required format for 2018 to 2022.

Page 25 to 28 – Supplementary information that is required to show the data in different formats, by revenue, expenses, Budget to actual contracts, Schedule of Program Revenues (details for State and Federal Revenues), Schedule of Expenditures (details for expense categories), Schedule of Fringe Benefits, Schedule of Administrative Expenses, Schedule of Other Program Expenses. These summaries are prepared by Marianne and checked by Adelson. The supplementary information ties back to the income statement.

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Page 29 – Cost Allocation Method – The overhead rate was 140%; in FY21, the overhead rate was 140%. The Direct salaries for Federal and non-federal funded salaries were noted in FY22.

Page 30 to 33 – Schedule of Revenue and Expenditures by Grant/Contract Activity, MassDOT requires this schedule to be included in the Commission's Audit. This schedule was prepared by Marianne and checked by Adelson.

Page 34 & 35 – Adelson Letter to the Commission Members – Internal Control over Financial Reporting.

Page 36 to 38 – Adelson to the Commission Members – Reporting on Compliance for each Major Federal Program.

Page 39 – Summary of Auditor's Results – this page results from Adelson's testing of the Commission's financials, including Federal Awards. There were no findings or questioned costs for the year ending June 30, 2022.
Dave explained the Commission is a low-risk auditee. A low-risk auditee requires less testing. BPRC has been a low-risk auditee for several years. This opinion is reported to the federal government.

Page 40 – Schedule of Expenditures of Federal Awards
Federal Funding – The federal spending must be reported to the Office of Management and Budget through the Federal Clearing House via an electronic filing by Adelson. Adelson also does an opinion for Federal Awards because if there is more than $750,000 in federal spending, a single audit must be done. Adelson had a good clean opinion. Adelson did very specific testing of things using a Compliance Supplement. A clean opinion will be sent to the Federal government by Adelson.

Page 41 – Notes to schedule of Expenditures of Federal Awards.

Page 42 – Audit Distribution Single Audit Clearinghouse, DPH Emergency Preparedness Bureau, and Office of Transportation Planning.

David explained the management letter on page 3. The comments and recommendations in this letter are based on Adelson's observations during their review

<u>Comments and Recommendations for the year ended June 30, 2022</u>

1. With the implementation of GASB Statement No. 87, Leases, the Commission must review and evaluate all lease and similar contract agreements (i.e. embedded leases) on an annual basis to determine if right-to-use assets or long-term lease receivables need to be reported on the Commission's Statement of Net Position. For contracts meeting the definition of a lease, a lessee is required to recognize a lease liability and an intangible

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right-to-use asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources.

Recommendation:
As a best practice, the Commission should adopt a policy in their Accounting Policies and Procedures Manual to review and evaluate all lease and similar contract agreements to assist in determining lease treatment according to GASB Statement No. 87, Leases. This policy should also require documentation of certain criteria, such as the terms of the lease/contract, term length (including all renewal options), discount rate, variable payments, and residual values in a single spreadsheet. This spreadsheet should also be made available to the auditors at year-end.

Action Taken:
The Commission has added the following language to its financial policies and procedure:
Annually, the Commission reviews and evaluates all leases and similar contract agreements to determine lease treatment in accordance with GASB 87, Leases. In accordance with the standard, the Commission, as a lessee, is required to recognize intangible right-of-use assets and corresponding lease liabilities for all leases that are not considered short-term. Leases that meet the following requirements will not be considered short-term: 1) the maximum possible lease terms(s) is non-cancelable by both lessee and lessor and is more than 12 months, and 2) the annual lease payment is greater than $5,000. All information shall be organized to include the lease terms, term length, renewal options, discount rate, variable payments, and residual values and shall be made available to external auditors at year-end. A lease liability spreadsheet should be maintained along with supporting leases. The type of lease may include (office space, copier, software, or a vehicle). In addition, the project setup form has been updated to include the tracking of any lease agreements for new contracts

Status of Prior Year Recommendations
There were no comments or recommendations for the year ending June 30, 2021.

Dave Irwin asked if there were any questions.

Dave emphasized that the BRPC Administrative staff and other staff promptly provided Adelson with everything they needed. BRPC has good controls over financial reporting and does a very good job of keeping track of a tremendous amount of financial activity. The only adjustment was for depreciation to the financials.

Dave praised Marianne and the finance team on the quality of the financials especially given the exponential increase in financial activity due to additional projects and staff. He also noted that Peachtree is not an easy program to use.

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Buck asked for a motion.

Kyle Hanlon moved to approve the FY2022 BRPC Audit, which Sam Haupt seconded. It was unanimously approved by roll call vote from Sam Haupt, Buck Donovan, Sheila Irvin, John Duval, Malcolm Fick, and Kyle Hanlon.

IV. Recommend FY24 Assessments to the Commission

The Finance Committee needs to recommend the assessments to the Commission for approval at the January 19, 2023, meeting. The options are no increase, a 1% increase, or a 2.5% increase.

After a discussion, Buck asked for a motion.

Sam Haupt moved to recommend a 2.5 % increase for the FY2024 Community Assessments on January 20, 2023, which Kyle Hanlon seconded. It was unanimously approved by roll call vote from Sam Haupt, Sheila Irvin, Malcolm Fick, Buck Donovan, and Kyle Hanlon.

V. Trust Balance

Mission Square (formerly ICMARC) Trust Balance of $1,087,104 as of 12/09/2022

VI. Investment Plan

Adelson has recommended the Commission have an Investment Plan to protect the money in the trust for Other Postemployment Benefits. This is a best business practice. Dave has provided BRPC with a sample plan, and Marianne stated we have another RPC's Investment Plan. We will prepare an investment plan and review it with Adelson. The Investment Plan will then be reviewed with the Finance committee.

VII. State Retirement Update (Employer portion)

Tom explained that the proposed legislation requiring RPAs to pay the employer's portion of state retirement is dying with the end of this legislative session. The staff person from the Treasurer's office pushing for this has retired. We will have to wait and see if it is reintroduced.

VIII. Increase Credit Line

Marianne explained that BRPC's line of credit is currently $230,000. Increasing the line of credit was discussed due to increased staff and expenses. BRPC's semimonthly payroll is over $100,000. After TD bank receives the FY22 Audit would be a good time to do the increase. Tom explained that most project expenditures are reimbursable and that the payment process can be lengthy for some programs like CDBG. When BRPC borrows from the line of credit,

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there is a process where the treasurer of the Finance committee approves the borrowing.

IX. Other Business - None

X. Next Meeting – April 27, 2023, was set as the next meeting to recommend the FY2024 Budget to the Commission meeting on May 18, 2023.

XI. Adjournment

The meeting was adjourned at 5:21 pm by a motion made by Sam Haupt and seconded by Kyle Hanlon. Adjourned by roll call vote from Sam Haupt, Buck Donovan, Sheila Irvin, Malcolm Fick, and Kyle Hanlon.

Attachments:

- Unapproved Minutes of Finance Committee Meeting of May 05, 2022
- FY2022 DRAFT BRPC Audit (Financial Statements & Supplementary Information)
- BRPC Management Letter Draft
- Adelson Letter to Commission Members Draft
- FY2024 Community Assessments DRAFT
- Mission Square (formerly ICMARC) Trust Balance 12/9/2021

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BRPC
Berkshire Regional Planning Commission

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

DRAFT MINUTES OF THE
FINANCE COMMITTEE MEETING

Wednesday, December 21, 2022

Virtual Meeting as allowed by Chapter 22 of the Acts of 2022, signed into law by Massachusetts Gov. Charlie Baker on February 15, 2022, extending until July 15, 2022, remote meeting provisions of the Open Meeting Law, G.L. c.30 sec.20.

I. Call to Order
Chair Buck Donovan called the meeting to order at 4:31 pm.

Roll Call - Buck Donovan, Sheila Irvin, Kyle Hanlon, Malcolm Fick
Staff: Marianne Sniezek, Tom Matuszko, Kate Hill-Tapia

II. Approval of Minutes of the Finance Committee meeting of May 5, 2021
Kyle Hanlon moved to approve the May 5, 2021, meeting minutes; Malcolm Fick seconded. It was approved by a roll call vote from Kyle Hanlon, Sheila Irvin, Malcolm Fick, and Buck Donovan.

III. Approval of FY 2022 Audit
Malcolm Fick motioned to approve the FY 2022 Audit as prepared by Adelson & Company. Sheila Irvin seconded. It was unanimously approved by a roll call vote from Kyle Hanlon, Sheila Irvin, Malcolm Fick, and Buck Donovan.

IV. FY2024 Assessment Rate
Kyle Hanlon motioned to set the FY2023 Assessment rate at 2.5%. Malcolm Fick seconded. It was unanimously approved by a roll call vote from Kyle Hanlon, Sheila Irvin, Malcolm Fick, and Buck Donovan.

V. Next Meeting – The next meeting will be on April 27, 2023.

VI. Adjournment
The meeting was adjourned at 4:43 pm by a motion made by Kyle Hanlon and seconded by Sheila Irvin. Unanimously approved by a roll call vote from Kyle Hanlon, Sheila Irvin, Malcolm Fick, and Buck Donovan.

Attachments:
- FY2022 Audit (Financial Statements & Supplementary Information)
- BRPC Management Letter Draft 12.6.2021
- Adelson Letter to Commission Members
- Adelson Letter to Management
- FY2024 Community Assessments DRAFT

BERKSHIRE REGIONAL PLANNING COMMISSION

Management Letter

June 30, 2022

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Adelson & Company PC
CERTIFIED PUBLIC ACCOUNTANTS
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Gary J. Moynihan, CPA
Carol J. Leibinger-Healey, CPA
David M. Irwin, Jr., CPA
Of Counsel:
Richard F. LaFleche, CPA
Vincent T. Viscuso, CPA

November 25, 2022

To the Commission Members of the
BERKSHIRE REGIONAL PLANNING COMMISSION
1 Fenn Street, Suite 201
Pittsfield, MA 01201

Dear Commission Members,

In connection with our audit of the financial statements of Berkshire Regional Planning Commission as of June 30, 2022, we have made a review of the Organization's accounting, financial, and administrative policies and procedures. While the primary objective of such a review is to afford us a basis of determining the scope of our audit procedures, it nevertheless presents us with an opportunity to submit, for your consideration, suggestions for changes in procedures, which in our opinion, would strengthen internal control or contribute to the improvement of operating efficiency.

The review was not designed for the purpose of expressing an opinion on internal accounting control, and it would not necessarily disclose all weaknesses in the system.

The Commission has maintained good fiscal management of its operations. No significant financial reporting control problems were noted during the current year's audit examination.

We would like to express our thanks and appreciation to Berkshire Regional Planning Commission and its personnel for the cooperation given us during the course of our audit.

Sincerely,

Adelson + Company PC

ADELSON & COMPANY PC

Comments and Recommendations

1. With the implementation of GASB Statement No. 87, *Leases*, the Commission must review and evaluate all lease and similar contract agreements (i.e. embedded leases) on an annual basis to determine if right-to-use assets or long-term lease receivables need to be reported on the Commission's Statement of Net Position. For contracts meeting the definition of a lease, a lessee is required to recognize a lease liability and an intangible right-to-use asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources.

   Recommendation:

   As a best practice, the Commission should adopt a policy in their Accounting Policies and Procedures Manual to review and evaluate all lease and similar contract agreements to assist in determining lease treatment according to GASB Statement No. 87, *Leases*. This policy should also require documentation of certain criteria, such as the terms of the lease/contract, term length (including all renewal options), discount rate, variable payments, and residual values in a single spreadsheet. This spreadsheet should also be made available to the auditors at year-end.

   Action Taken:

   The Commission has added the following language to its financial policies and procedure:

   Annually, the Commission reviews and evaluates all leases and similar contract agreements to determine lease treatment in accordance with GASB 87, *Leases*. In accordance with the standard, the Commission, as a lessee, is required to recognize intangible right-of-use assets and corresponding lease liabilities for all leases that are not considered short-term. Leases that meet the following requirements will not be considered short-term: 1) the maximum possible lease terms(s) is non-cancelable by both lessee and lessor, and is more than 12 months, and 2) the annual lease payment is greater than $5,000. All information shall be organized to include the lease terms, term length, renewal options, discount rate, variable payments and residual values and shall be made available to external auditors at year-end. A lease liability spreadsheet should be maintained along with supporting leases. Type of leases may include (office space, copier, software, or a vehicle). In addition, the project setup form has been updated to include the tracking of any lease agreements for new contracts

Status of Prior Year Recommendations

There are no comments and recommendations for the year ended June 30, 2021.

BRPC FY24 Assessment **12.15.2022**

Note: Actual census Population for 2020 used

FY24 Finance Committee RECOMMENDATION 2 1/2% Increase

		Option A	Option A	Option B	Option B	RECOMMENDED	RECOMMENDED
		No increase in total assessment over FY23	No Change from FY23 to FY24	1% increase over FY23 Total	Change from FY23 to FY24 with 1% increase	2.5% increase over FY23 Total	Change from FY23 to FY24 with 2.5% increase
		0.83057	0.00	0.83890	0.00833	0.85130	0.0207
		$ 107,165.09	(0.0)	$ 108,236.74	$ 1,071.65	$ 109,844.22	$ 2,679.13
Municipality	**4/1/2020 Population**						
Adams	**8166**	$ 6,782.43	-	$ 6,850.25	$ 67.82	$ 6,951.99	$ 169.56
Alford	**486**	$ 403.66	-	$ 407.70	$ 4.04	$ 413.75	$ 10.09
Becket	**1931**	$ 1,603.83	-	$ 1,619.87	$ 16.04	$ 1,643.93	$ 40.10
Cheshire	**3258**	$ 2,706.00	-	$ 2,733.06	$ 27.06	$ 2,773.65	$ 67.65
Clarksburg	**1657**	$ 1,376.25	-	$ 1,390.01	$ 13.76	$ 1,410.66	$ 34.41
Dalton	**6330**	$ 5,257.51	-	$ 5,310.09	$ 52.58	$ 5,388.95	$ 131.44
Egremont	**1372**	$ 1,139.54	-	$ 1,150.94	$ 11.40	$ 1,168.03	$ 28.49
Florida	**694**	$ 576.42	-	$ 582.18	$ 5.76	$ 590.83	$ 14.41
Great Barrington	**7172**	$ 5,956.85	-	$ 6,016.42	$ 59.57	$ 6,105.77	$ 148.92
Hancock	**757**	$ 628.74	-	$ 635.03	$ 6.29	$ 644.46	$ 15.72
Hinsdale	**1919**	$ 1,593.86	-	$ 1,609.80	$ 15.94	$ 1,633.71	$ 39.85
Lanesborough	**3038**	$ 2,523.27	-	$ 2,548.50	$ 25.23	$ 2,586.35	$ 63.08
Lee	**5788**	$ 4,807.34	-	$ 4,855.41	$ 48.07	$ 4,927.52	$ 120.18
Lenox	**5095**	$ 4,231.75	-	$ 4,274.07	$ 42.32	$ 4,337.54	$ 105.79
Monterey	**1095**	$ 909.47	-	$ 918.56	$ 9.09	$ 932.21	$ 22.74
Mount Washington	**160**	$ 132.89	-	$ 134.22	$ 1.33	$ 136.21	$ 3.32
New Ashford	**250**	$ 207.64	-	$ 209.72	$ 2.08	$ 212.83	$ 5.19
New Marlborough	**1528**	$ 1,269.11	-	$ 1,281.80	$ 12.69	$ 1,300.84	$ 31.73
North Adams	**12961**	$ 10,765.02	-	$ 10,872.67	$ 107.65	$ 11,034.15	$ 269.13
Otis	**1634**	$ 1,357.15	-	$ 1,370.72	$ 13.57	$ 1,391.08	$ 33.93
Peru	**814**	$ 676.08	-	$ 682.84	$ 6.76	$ 692.98	$ 16.90
Pittsfield	**43927**	$ 36,484.44	-	$ 36,849.28	$ 364.84	$ 37,396.55	$ 912.11
Richmond	**1407**	$ 1,168.61	-	$ 1,180.30	$ 11.69	$ 1,197.83	$ 29.22
Sandisfield	**989**	$ 821.43	-	$ 829.64	$ 8.21	$ 841.97	$ 20.54
Savoy	**645**	$ 535.72	-	$ 541.08	$ 5.36	$ 549.11	$ 13.39
Sheffield	**3327**	$ 2,763.31	-	$ 2,790.94	$ 27.63	$ 2,832.39	$ 69.08
Stockbridge	**2018**	$ 1,676.09	-	$ 1,692.85	$ 16.76	$ 1,717.99	$ 41.90
Tyringham	**427**	$ 354.65	-	$ 358.20	$ 3.55	$ 363.52	$ 8.87
Washington	**494**	$ 410.30	-	$ 414.40	$ 4.10	$ 420.56	$ 10.26
West Stockbridge	**1343**	$ 1,115.46	-	$ 1,126.61	$ 11.15	$ 1,143.35	$ 27.89
Williamstown	**7513**	$ 6,240.07	-	$ 6,302.47	$ 62.40	$ 6,396.07	$ 156.00
Windsor	**831**	$ 690.20	-	$ 697.10	$ 6.90	$ 707.46	$ 17.26
Berkshire County	**129026**	**$ 107,165.09**	**$ -**	**$ 108,236.74**	**$ 1,071.64**	**$ 109,844.22**	**$ 2,679.13**

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

DRAFT Commission Development Committee
Minutes from December 8, 2022

The meeting was held via Zoom. Chair Rene Wood called the meeting to order at 4:35 pm.

I. Roll call:
Buck Donovan, Lee
Doug McNally, Windsor
John Duval, Adams, Ex-officio
Kyle Hanlon, North Adams
Sarah Hudson, Tyringham

Rene Wood, Sheffield (unable to connect)

BRPC Staff: Tom Matuszko, Marianne Sniezek, Kate Hill Tapia

II. Approval of Minutes from June 30, 2022
Doug McNally moved to approve the June 30, 2022, minutes; Kyle Hanlon seconded. Buck Donovan, Kyle Hanlon, Doug McNally, and John Duval approved the minutes. Sarah Hudson abstained.

III. Discussion/Possible Action on Commission's Bylaws
Proposed amendments to the BRPC bylaws were reviewed one by one and will be brought to the Executive Committee and Commission meetings in January. The most significant ones were:

1. Making the Chair a *non-voting* ex-officio member of committees, so if the Chair cannot attend, it doesn't affect the quorum.
2. In the absence of a subcommittee chair, the Executive Director may serve as interim.
3. Establishing the role of possible Assistant Director, including acting as Interim Executive Director until that position is filled.

IV. Discussion/Possible Action Full Commission meeting education topics
Best not to plan a theme for the year to ensure variety and relevance of topics. Possible topics: food issues, passenger rail, public transportation

V. Discussion/Possible Action 5th Thursday – March 31, 2023
To be determined if there is interest in these events. A webinar format might ensure higher participation, including other groups such as Select Board members. Other 5th Thursdays: June 29, August 21, and November 30. Topics: internet access, cyber security

VI. Member Items

None

VII. Next Meeting

Likely in February to form a Nominating subcommittee for officers for FY24 and figure out if there will be a March 5th Thursday.

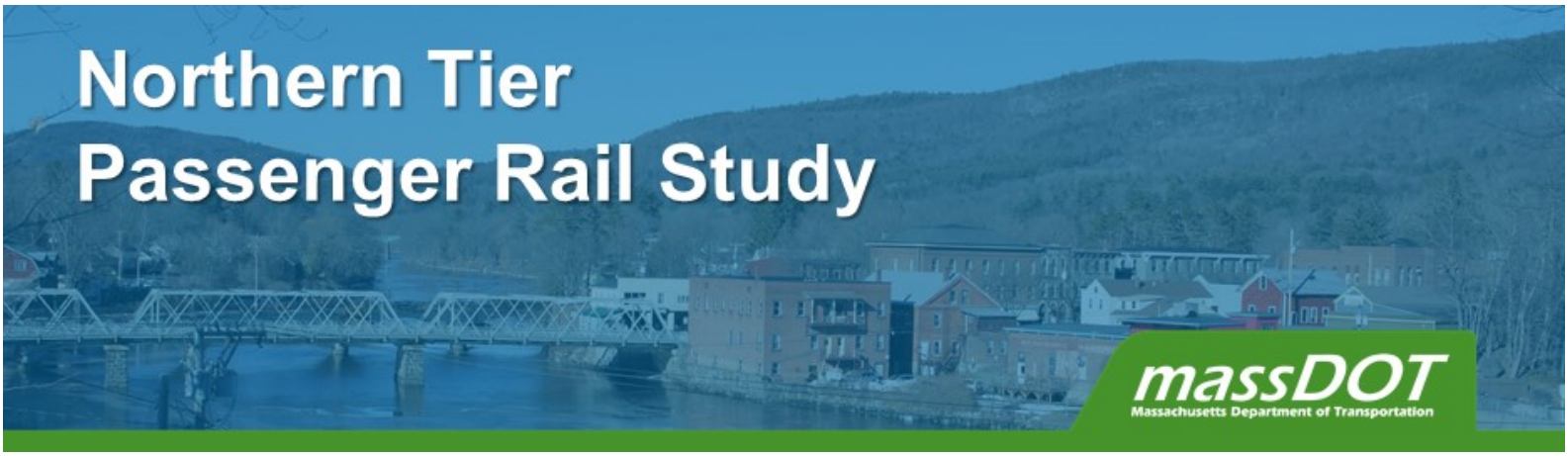
VIII. Adjournment

Kyle Hanlon moved to adjourn the meeting; Sarah Hudson seconded and unanimously agreed by roll call vote: Kyle Hanlon, Doug McNally, John Duval, Sarah Hudson, and Buck Donovan. Meeting Adjourned at 5:40 pm.

DRAFT

Thomas Matuszko

From: MassDOT <admin@massdotpi.com>
Sent: Friday, December 23, 2022 1:59 PM
Subject: Northern Tier Passenger Rail Study - December Newsletter



Virtual Public Workshop Announcement

A virtual public workshop for the Northern Tier Passenger Rail Study will be held on **Wednesday, January 11, 2023, at 6:00 PM via Zoom**. At this public workshop, the Study team will present the two initial service plan alternatives and evaluation framework. Feedback received will be used to develop four additional service plan alternatives as part of Phase 2.

Information about registering for this meeting is available on the Study website.

Railroad 101 - Intercity and Commuter Services

There are many variations among trains and rail services. Among the most critical are the distinctions between intercity and commuter passenger rail services, as various federal laws and regulations define these services.

This section is the continuation of the Commuter Rail Service vs. Intercity Rail Passenger Service discussion included in the June 2022 newsletter.

Commuter Rail

Commuter rail services serve markets consisting of commuters generally travelling from suburban and smaller urban areas to work in a central urban location. Other characteristics also help define commuter rail service. They include service schedules around typical office hours, closely spaced stations and stops, and the use of multi-ride tickets and passes.

Intercity Passenger Rail

Federal statute defines "intercity rail service" as all passenger rail service except commuter rail service. This broad definition includes a variety of service options. All of them include amenities suitable to the type of

service for passenger comfort that are not typically found on commuter rail trains, including comfortable seats, meals and washrooms on most cars. Long distance train service ranges from 750 to 2,800 miles. This type of train includes Amtrak's Lake Shore Limited that operates between Boston and Chicago, IL.

"High speed" intercity passenger rail service in the United States has been considered to be a route of up to 500 miles and attaining highest speed of about 160 miles per hour. The only current example of high-speed rail service in the U. S. is the Amtrak Acela service that operates between Boston, MA and Washington D.C.

"Regional intercity rail" service routes can be up to 750 miles in length and include the "Downeaster" running between Portland, ME and Boston, MA. It is sponsored by the Northern New England Passenger Rail Authority (NNEPRA) and operated by Amtrak.

Why are definitions important?

The main distinction is how the federal government funds passenger rail projects and which agency oversees the projects as they are developed. The Federal Transit Administration of the U. S. Department of Transportation (USDOT) funds and oversees commuter rail projects and does not fund or oversee intercity rail projects. In turn, the USDOT Federal Railroad Administration provides funding and oversight of intercity rail projects only, and not commuter rail projects.

Another reason the definitions are important is that Amtrak has the right under federal law to access the facilities on any other railroad property. No other entity has this right of access in the United States.

Because of these distinctions, the type of passenger rail service being planned is very important. To review the Massachusetts Intercity Passenger Rail Governance White Paper, which includes additional information, please visit the MassDOT East-West Passenger Rail Study website at: https://www.mass.gov/lists/east-west-passenger-rail-study-documents#governancewhite-paper-

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The Massachusetts Department of Transportation (MassDOT) is conducting a study to examine the benefits, costs, and investments necessary to implement passenger rail service from North Adams to Greenfield and Boston, with the speed, frequency, and reliability necessary to be a competitive option for travel along this corridor. Please visit the Study website for more information on the project: https://www.mass.gov/northern-tier-passenger-rail-study.

If information is needed in another language, please contact the MassDOT Title VI Specialist by phone at (857) 368-8580.
Caso esta informação seja necessária em outro idioma, favor contar o Especialista em Título VI do MassDOT pelo fone 857-368-8580.
Si necesita información en otro lenguaje, favor contactar al especialista de MassDOT del Título VI al 857-368-8580.
如果需要使用其它语言了解信息，请联系马萨诸塞州交通部（MassDOT）《民权法》第六章专职人员，电话 857-368-8580。
如果需要使用其它語言了解信息，請聯系馬薩諸塞州交通部（MassDOT）《民權法》第六章專職人員，電話 857-368-8580。

This email was sent using PIMA on behalf of the: Massachusetts Department of Transportation - 10 Park Plaza - Boston, MA 02116 877-623-6846

If you would like to unsubscribe please click here.

Executive Summary of Commission on Clean Heat Recommendations

To comply with Massachusetts law and achieve net zero greenhouse gas emissions by 2050, the Commonwealth needs to rapidly scale up decarbonization efforts within the residential and commercial buildings sector. Achieving the required building sector sublimits will involve a dramatic transition and participation by a wide range of actors, including single family residential homeowners, large multifamily landlords and tenants, environmental justice populations, frontline communities, real estate developers, small business owners, large corporations, nonprofits, manufacturers, utilities, home improvement and HVAC contractors, researchers, state agency leadership and staff, lawmakers, municipal gas and electric companies, and municipal officials.

Coordinated actions will need to occur across multiple fronts: scaled-up incentive programs, new and revised regulations, public outreach and awareness campaigns, innovative climate finance, workforce development, investments in affordable housing and low-to-moderate income communities, research and development, coordinated utility planning, and more. These actions must result in a strategic redirection of both public and private funds away from fossil fuels, allowing the Commonwealth and its businesses and residents to invest in the clean heating and cooling technologies that are essential to achieving net zero in Massachusetts. There will be cost impacts across the sector, but also benefits to public health, safety, workers, the economy, and the quality of the Commonwealth's building stock. It will be particularly critical to ensure low-to-moderate income households and environmental justice populations are provided the opportunities and resources to be first in line to receive the benefits associated with clean heating and cooling technologies, without shouldering additional energy cost burdens.

Fortunately, Massachusetts has a strong foundation to build upon in navigating this transition, including public support for climate action, strong leadership, a highly skilled and adaptable workforce, a strong economy, and a clearly defined decarbonization pathway. Now, we must do the challenging but essential work of implementing additional nation-leading policies and programs by which to achieve them.

The Commission on Clean Heat is grateful for the opportunity to advise the Governor and Secretary of Energy and Environmental Affairs on ways to achieve the building sector sublimits by advancing and accelerating the adoption of clean heat across Massachusetts. In response to Executive Order Number 596: Establishing the Commission on Clean Heat, the Commission on Clean Heat offers the following recommendations reflecting the consensus of the Commission as a whole. The recommendations are presented in four sections: 1) Context, 2) Cross-Cutting Recommendations, 3) Recommendations for Regulatory Frameworks for Long-Term Greenhouse Gas Emission Reductions, and 4) Recommendations for Accelerating the Deployment of Energy Efficiency and Clean Heating Technology.

Context

Achieving a Net Zero Future

To achieve net zero by 2050 in a manner that improves equity, public health, safety, and resilience while minimizing the overall costs of the transition, the Commonwealth's building sector must undergo a dramatic transformation across new and existing buildings involving energy efficiency, weatherization, and clean heating technologies. By 2050, the vast majority of buildings will use high-efficiency electric

appliances for heating, cooling, cooking, and hot water, alongside upgrades to energy infrastructure to align with broadly electrified end uses. The general parameters of this equitable and cost-efficient net zero future should guide the Commonwealth's present and ongoing planning and investments. To that end, the Commission recommends the Commonwealth transition away from investing in infrastructure that is out of alignment with the trajectories laid out in the Massachusetts Clean Energy and Climate Plans (CECPs) and the Massachusetts 2050 Decarbonization Roadmap (the "2050 Roadmap") as soon as possible, accounting for regional constraints and risks. Investments that would support new or increased natural gas infrastructure or capacity should instead be deployed to advance measures that help support the net zero future. Investments in maintaining the safety and reliability of existing natural gas infrastructure should be made within the context of the shift toward electrification.

In addition, the Commission recognizes that there needs to be a rapid decline in the proportion of new heating equipment powered by fossil fuels. Commissioners have expressed strong opinions on whether the Commonwealth should design a clear schedule for prohibiting new fossil fuel equipment sales or installations in both new construction and existing buildings. Across these perspectives, there is consensus among Commissioners that an appropriate next step is for the Administration to actively monitor and report out on building decarbonization progress against the fossil fuel heating equipment metrics identified in the CECPs and 2050 Roadmap and integrated into the building sector sublimits. This analysis should include assessing whether the Commonwealth's programs and policies are appropriately equipped to advance necessary progress and/or whether establishing an enforceable schedule for phasing out new fossil fuel equipment in new and existing buildings may be necessary to achieve the required greenhouse gas reductions.

Constraints and Contingencies

The Commonwealth's success in decarbonizing the building sector will depend on the pace of progress within other sectors, in particular energy supply. It will be critical to expand the supply of clean energy and capability of the grid over the long-term to reduce emissions from the power sector, ensure the capacity of the system to handle the resulting load growth, and ensure the resilience of the grid in the face of increasingly frequent extreme weather events. Although it is not within the Commission's mandate to address the electric sector transition in any depth, it is critical to highlight that achieving deep emissions reductions in the building sector will depend on the continued success of investments in clean energy generation and improvements to the electricity transmission and distribution systems. Policymakers should pursue solutions and investments in the energy supply space alongside those in the buildings space with due urgency.

Cross-Cutting Recommendations

Resourcing the Transition

Currently, Mass Save® provides most of the funding for state programs related to building decarbonization through ratepayer funding. While current Mass Save incentives are significant and reasonably scoped for near-term adoption, the Commission anticipates that these incentives will not be sufficient to inspire the broad, cross-sector change needed to meet our emissions reduction requirements and equity goals in the coming decades. Additional programs, resources, and reforms, including reconstituting Mass Save under a new Building Decarbonization Clearinghouse, will be needed

to support the market transformation that is required for meeting building sector sublimits in as cost-efficient and equitable a manner as possible.

To resource the transition appropriately, efficiently, and equitably, it will be critical to:

- Implement a Clean Heat Standard to establish overall incentives at the appropriate level to meet required sublimits without adding to electric ratepayer costs.
- Avoid future investments in and strategically retire gas infrastructure to reduce total costs.
- Re-envision how ratepayer funding currently funneled through Mass Save is deployed and allocated, through new and modified program structures.
- Maximally leverage available federal dollars and appropriate private sector investments.
- Significantly increase funding for early investments in innovation, workforce development/training, consumer education, and market development as soon as possible.
- Acknowledge the need for substantial incentives over time, to send appropriate signals to consumers and suppliers.
- Provide resources to enable stakeholders who are reliant on fossil fuel to equitably transition to new opportunities that are aligned with the Commonwealth's net zero future, and to provide clear and consistent market signals around the need to adapt.
- Staff and resource programs in accordance with the scale of programming that will actually produce the pace of change required by emissions targets.
- Embed climate, public health, equity, resilience, emergency response, and other clearly definable societal impacts into upstream evaluation criteria and funding allocation decisions.

Equity

The Commission recommends the Commonwealth adopt the following core principles and practices to inform the design of all building decarbonization program and policy initiatives:

- Ensure robust community engagement and representation in decision-making: Raise community awareness of program opportunities and leverage local knowledge around community needs, interests, and best practices to improve program design and implementation.
- Focus on program implementation and outcomes: Ensure environmental justice populations and low-to-moderate income households are first "in line" for the transition to cleaner, healthier, and safer clean energy technologies.
- Deeply embed equity within program design: Include equity principles, practices, and benchmarks within upstream program frameworks, mandates, and evaluation metrics.
- Prioritize specific equity-based metrics: Focus specifically on household energy burden and health impacts.
- Utilize equity-informed program approaches: Ensure program access is as simple, quick, transparent, and seamless as possible; prioritize minority- and women-owned business enterprises; and ensure program offerings include necessary enhancements for environmental justice populations and low-to-moderate income households, and funding to address building condition barriers to implementing decarbonization measures.

Institutional Coordination and Alignment

For the transition to a decarbonized buildings sector to move at the pace and scale necessary for achieving the building sector sublimits, the Commonwealth will need to improve coordination among the actors essential to achieving building emissions reductions and increase the efficiency and impact of

its programs and investments. Achieving these goals will require reorganizing and recalibrating existing authorities, processes, and program structures to ensure the Commonwealth can implement them effectively, guide other actors, and serve end users. The Commonwealth's various decarbonization programs and policies must reinforce each other and be targeted to fill specific needs within an overall, coherent, cross-functional, and cross-agency decarbonization strategy and timeline that is aligned with the Commonwealth's vision for achieving net zero.

The Commonwealth's planning, investments, incentive programs, and regulatory frameworks must all encourage activities designed to lead to the cost-efficient, equitable net zero future the Commonwealth has defined, and will continue to refine, in its decarbonization studies and Clean Energy and Climate Plans. Broadly speaking, the Commonwealth needs to move from a "program-centric" to a "customer- and project-centric" approach in administering its various program offerings and ensure that all programs and policies are aligned towards supporting the same overarching decarbonization goals and trajectory. Residents, businesses, and contractors should not be asked to navigate multiple programs, identify those that may be relevant to their needs, and separately apply to each. Instead, building owners, residents, and developers should have a single point of contact empowered and resourced to help them seamlessly navigate and access program offerings. As part of this effort, the Commission strongly recommends that the Administration, working in conjunction with the Legislature, continue to reform Mass Save to ensure it aligns with the Commonwealth's decarbonization needs and building sector sublimits as swiftly as possible and reconstitute it under a new Building Decarbonization Clearinghouse.

Recommendations for Regulatory Frameworks for Long-Term GHG Emissions Reductions

Massachusetts Clean Heat Standard

The Governor and Secretary should direct the Massachusetts Department of Environmental Protection (MassDEP) to initiate a regulatory process to establish a Massachusetts Clean Heat Standard, with a stakeholder process to begin immediately. Designed to meet the building sector sublimits, the Clean Heat Standard can be a powerful tool for creating a new market for clean heating solutions by incentivizing obligated parties to deliver cleaner heating technology, electrify our building stock, increase building efficiency, and move away from fossil fuels. Implementation of a Clean Heat Standard should be pursued as expeditiously as possible to support meeting 2025 and 2030 building sector sublimits. MassDEP should begin a regulatory process by spring of 2023, with the objective of implementing a Massachusetts Clean Heat Standard by 2024 or as soon as feasible.

Joint Energy System Planning

The Governor and Secretary, working with the Legislature as necessary, should direct the Department of Public Utilities (DPU) and the Department of Energy Resources (DOER) to conduct statewide joint energy system planning across Massachusetts' gas and electric utilities and municipal gas and electric companies, and in conjunction with key stakeholders and communities. This joint planning is intended to ease the transition from gas to electric heating by identifying geographic priorities for investment in and/or strategic retirement of energy infrastructure; working with municipalities, residents, and businesses to identify and target necessary infrastructure investments; and developing regional or community-scale efforts to accelerate adoption of appropriate building heating technologies and

distribution systems. DPU and DOER should work with key stakeholders to pilot this work beginning immediately. The first Joint Energy System Plan should be in place by 2025.

Analysis on Phasing Out New Fossil Fuel Heating Systems

The Governor and Secretary should direct the Department of Energy Resources, the Massachusetts Department of Environmental Protection, and the Department of Public Utilities to develop and implement a structure for continual analysis and reporting on fossil fuel equipment metrics, and analyze and report out to the Secretary on the potential design and associated risks and benefits of a policy that seeks to establish an enforceable schedule for phasing out new fossil fuel heating systems in the Commonwealth. The goal is to ensure that decision-making is based in sound data and analysis and any actions to prohibit new fossil fuel equipment accounts and plans for the variety of potential risks and benefits. While Commissioners have different perspectives on the advisability of adopting an enforceable schedule or not in the near term, they strongly agree both on the value of sound data and analysis to inform effective decision-making and planning and on the need for the Administration to actively consider and resolve critical questions on the appropriateness and feasibility of a prohibition on new fossil fuel equipment as quickly as possible. Analysis and stakeholder engagement should begin in earnest in 2023. The Administration should release a public report on the progress and results of its engagement and analysis by the end of 2025 and at additional intervals as appropriate.

Electric Operating Cost Reductions

The Executive Office of Energy and Environmental Affairs (EEA) and its agencies should evaluate opportunities for addressing the operating costs barrier to the adoption of clean heating technologies, such as air-source heat pumps. This effort should include an evaluation of near-term programs or credits to help defray costs for those that face additional operating costs from electrification, particularly in low-to-moderate income households, and an evaluation of cost-reflective rate structures that can encourage conservation and reduce consumers' costs of operating electric heating systems. EEA and DOER should evaluate opportunities to reduce operating costs in the near-term and seek necessary authorizations within the next legislative funding cycle, and DPU should launch an examination of existing rate drivers as soon as possible.

Recommendations for Accelerating the Deployment of Energy Efficiency and Clean Heating Technologies

Building Decarbonization Clearinghouse

The Administration, in partnership with the Legislature, should continue to reform Mass Save to align with the Commonwealth's decarbonization needs and building sector sublimits and reconstitute it under a new Building Decarbonization Clearinghouse. The intention behind the Clearinghouse is to drive building decarbonization in the Commonwealth and serve as an umbrella for all applicable incentive programs, funding sources, and technical assistance. The Clearinghouse should become a public "one-stop shop" to support Massachusetts building owners, residents, and businesses in evaluating, selecting, and implementing building systems and projects that accelerate the reduction of greenhouse gas emissions and improve the quality of the building stock. The Clearinghouse should create a single point of contact for all building decarbonization programs and help ensure Massachusetts building programs

are administered in a manner that both advances equitable decarbonization efforts and is understandable and accessible to consumers.

The Commission also strongly suggests that the Mass Save structure is not suited to leading decarbonization efforts in the Commonwealth, and its programs cannot independently achieve the pace and scale of transformation necessary. The Administration should examine Mass Save's current authority, structure, and programs in light of the 2025/2030 and 2050 Clean Energy and Climate Plans and develop a set of legislative, regulatory, and executive recommendations for amending the program to better equip the Commonwealth to deploy ratepayer funding in support of building decarbonization and electrification, with the near-term objective of locating a reconstituted Mass Save under the Clearinghouse's umbrella. EEA, DOER, and the Massachusetts Clean Energy Center (MassCEC) should begin immediately collaborating on additional Mass Save reforms and the design of the Clearinghouse and should conduct the necessary analysis to support further legislative changes to integrate with and influence the Massachusetts' Three-Year Energy Efficiency Plans for 2025 and 2028.

Climate Bank

The Administration, in partnership with the Legislature as needed, should establish a Massachusetts Climate Bank to facilitate the provision of affordable capital in support of the clearly established goals and requirements of the Commonwealth's building decarbonization programs. A Climate Bank can help expand the scale and breadth of financing available for building decarbonization projects that align with the Commonwealth's long-term goals. There should be a rapid setup for the Climate Bank in the coming months and coordination across the change in Administrations to ensure the opportunity to access Inflation Reduction Act funding for green banks. The Climate Bank should be closely integrated with the Building Decarbonization Clearinghouse to ensure seamless program design and implementation.

Strategies for Decarbonizing the Affordable Housing Sector

The Governor and Secretary should bring together stakeholders to develop a cross-sector strategy to accelerate the decarbonization of subsidized affordable housing across the Commonwealth, and to serve as an action team to develop and deploy decarbonization-focused tax credits and incentives through the Climate Bank, Clearinghouse, and otherwise. The objective is to increase the supply of decarbonized affordable housing by bringing additional resources into the sector, and to coordinate, improve, and further align existing programs with decarbonization goals. The immediate focus could be on identifying opportunities to encourage decarbonization retrofits more effectively now and in the future, while effectively managing costs. The Governor and Secretary should direct the Executive Office of Energy and Environmental Affairs, the Executive Office of Housing and Economic Development (HED), the Clearinghouse, or other entities to convene state housing finance agencies and other key stakeholders as soon as possible.

Workforce Training and Education

The Administration should expand and support workforce development programming to address gaps in Massachusetts' decarbonization workforce. The Commonwealth should provide programs and funding support that are tailored to our state's building decarbonization needs and that span educational opportunities to attract workers of all ages. Market forces on their own may not be sufficient to incentivize the rapid labor market growth needed to meet emissions targets. The goal is to ensure that

Massachusetts has the workforce necessary to deliver its building transition and that workers are poised to benefit from the new career pathways and opportunities available as part of an equitable clean heating transition.

Research and Development

The Commission recommends conducting research, developing best practice guidance and case studies, and setting standards to fill existing knowledge gaps with respect to the decarbonization of the building sector in Massachusetts. The goal is to proactively identify and address gaps in building decarbonization feasibility, and to share data and information to advance further research and development. Research and development should build on the MassCEC's innovation, tech development, and market development work.

Public Outreach and Awareness

The Administration should implement a state-wide public outreach and awareness campaign with various targeted audiences, including landlords, architects, developers, installers, homeowners, and renters. The objective is to develop clear and concise messaging to engage diverse populations to increase awareness of Massachusetts' commitment to a building sector transition, the role of individual actors in achieving this transition, and the benefits of clean heat solutions. A successful information campaign will help to build momentum and accelerate customer adoption. Reporting success stories about adoption and usage can then drive more momentum. EEA should immediately identify existing resources, needs, and gaps for public awareness, including the scale of public outreach needed to align with decarbonization goals, how Mass Save efforts help address this need, and what level of financial resources are needed to meet these goals. By early 2023, the Administration should commit financial resources to bolster existing efforts and finance the development and launch of new efforts.

Expand Green Communities and Leading by Example

The Administration should expand the Green Communities program and DOER's Leading by Example program to effectively utilize state, municipal, and institutional (e.g., university) building stock to showcase the benefits of decarbonization measures. The goal is to leverage public building stock to reduce emissions and demonstrate the positive impact of building decarbonization measures. Program elements should include specific guidelines, additional dedicated funding to support demonstration projects, public messaging and experience-sharing, and a potential focus on school buildings.

Building Benchmarking

The Department of Energy Resources, in conjunction with the Legislature, as needed, should develop and implement a Commonwealth-wide building benchmarking and labeling program to increase transparency on building emissions profiles and encourage building retrofits that improve climate, health, and economic outcomes across Massachusetts' building stock. The goal is to increase awareness among prospective building owners, buyers, and renters on the relative emissions performance of their buildings to incentivize investments in energy efficiency and greenhouse gas reductions.

EXECUTIVE SUMMARY

The Clean Energy and Climate Plan for 2050

By letter issued contemporaneously with this Clean Energy and Climate Plan for 2050 ("2050 CECP" or "Plan"), the Secretary of the Executive Office of Energy and Environmental Affairs (EEA) has established Net Zero as the 2050 statewide greenhouse gas (GHG) emissions limit. Reaching this limit requires an 85% reduction in GHG emissions from 1990 levels and a level of total emissions equal in quantity to the amount that is removed from the atmosphere and attributable to the Commonwealth. This 2050 CECP represents the Commonwealth of Massachusetts' overall policies and strategies to achieve Net Zero in 2050.

This Plan builds on years of analyses, stakeholder meetings, public hearings, and reports, including the 2020 Clean Energy and Climate Plan, the 2050 Massachusetts Decarbonization Roadmap, and the Clean Energy and Climate Plan for 2025 and 2030. It reflects the efforts of executive branch officials, legislators, advocacy groups, scientists, environmental justice (EJ) partners, industry stakeholders, utilities, and residents who care deeply about the Commonwealth's answers to critical questions facing our climate and energy systems.

Years of success in Massachusetts' climate and energy policy provide the foundation for this work. Over the past eight years, Massachusetts has led the nation in its response to the climate crisis. Working closely with the Legislature, the Baker-Polito Administration has made unprecedented commitments to reducing GHG emissions attributable to Massachusetts. In 2017, Massachusetts closed the last coal-fired power plant in operation in the state, Brayton Point, and that location is currently being turned into a hub to support the development of the offshore wind industry. In 2020, Massachusetts became one of the first states in the country to establish a Net Zero emissions limit. In addition to expanding clean energy production, the Commonwealth has consistently ranked among the most energy-efficient states in the nation thanks to our strong consumer incentives, saving consumers billions of dollars on their energy bills.[1]

Massachusetts has positioned itself such that the near-term components of the path to Net Zero are clear, with the flexibility to adapt to new technologies if and when they become available and economical. A combination of offshore wind, hydroelectricity, solar photovoltaics (PV), and existing regional generation such as nuclear energy—together with investments in

[1] Massachusetts Department of Energy Resources, "Massachusetts Named Most Energy Efficient State in Nation" (October 4, 2018), https://www.mass.gov/news/massachusetts-named-most-energy-efficient-state-in-nation.

smart grid management and energy storage—will support a decarbonized electricity grid. Electric vehicles (EVs) and heat pumps represent scalable technologies that can help transition our transportation and buildings to zero emissions.

In other areas, the precise path to a Net Zero economy is uncertain. Many analysts expect that mechanisms to support carbon removal from the atmosphere will emerge over the next few decades, but exactly what approaches will be used and at what cost remains to be seen. Despite these uncertainties, the Commonwealth will take steps to prepare the state to incorporate regional and/or technological solutions to achieve Net Zero. Continued planning, flexibility, and ingenuity will ensure a swift, successful, and cost-effective transition to a clean future. This Plan identifies places where technology or other uncertainties will require Massachusetts policies to remain flexible to changing conditions.

Net Zero Limit and Sector-Based Sublimits

The Global Warming Solutions Act (GWSA), as most recently amended by Chapter 8 of the Acts of 2021, requires Massachusetts to achieve Net Zero in 2050. The requirement has two components: (1) achieve gross emissions reductions of 85% below 1990 levels, and (2) ensure that the total statewide GHG emissions released into the atmosphere are less than or equal to the amount removed from the atmosphere. Furthermore, the GWSA requires EEA to set sector-specific sublimits for transportation, residential heating and cooling, commercial and industrial heating and cooling, electric power, industrial processes, and natural gas distribution and services. EEA has established sublimits for 2050, shown in Table ES-1, that collectively reduce economy-wide emissions to achieve slightly more than the 85% emissions reduction requirement to provide individual sectors some room for uncertainty.

The limit and sublimits in this Plan are based on the best available data, information, and assumptions standing in 2022. Future changes in the economy, technology, national and international policies, and conventional practices could affect how Massachusetts achieves the limit and sublimits. This Plan calls for an enormous number of technologies, infrastructure, and solutions to be implemented here in Massachusetts: heat pumps, electric vehicles, charging stations, solar panels, wind turbines, energy storage, advanced transmission and distribution infrastructure, multimodal transportation infrastructure, electrified bus facilities and rail lines, and housing near public transportation, among others. Unless the necessary infrastructure is permitted and built, the Commonwealth's progress could be slowed, impacting the state's ability to meet Net Zero. Simultaneously, all of this infrastructure needs to be built responsibly, protective of natural and working lands, and observant of EJ.

TABLE ES-1. EMISSIONS LIMIT AND SECTOR-SPECIFIC SUBLIMITS FOR 2050

	2050	
Emissions Limit & Sublimits	**Emissions Limit as a % Reduction from 1990**	**Emissions Limit Expressed in $MMTCO_2e$***
Statewide Limit	**85%**	**14.0**
Sector-Specific Sublimits		
Transportation	86%	4.1
Residential Heating and Cooling**	95%	0.8
Commercial & Industrial Heating and Cooling**	92%	1.2
Electric Power	93%	2.0
Natural Gas Distribution & Service	72%	0.5
Industrial Processes	-27%	0.8

*These numbers represent the $MMTCO_2e$ based on the statewide GHG emissions inventory, published December 2022. If the inventory methodologies change, the equivalent $MMTCO_2e$ numbers will change.

**Due to how emissions are tracked in the statewide GHG inventory, emissions associated with the use of electricity for cooling in residential, commercial, and industrial buildings are covered under the Electric Power sublimit.

Notes: To account for the emissions reductions required by the GWSA in a way that comports with current emissions tracking in the statewide GHG emissions inventory by the Department of Environmental Protection, EEA has organized statewide emissions into the following policy sectors, consistent with the 2025/2030 CECP: transportation, buildings, power, non-energy and industrial, and natural and working lands. Additionally, Table ES-1 does not include the agriculture and waste categories in the statewide GHG emissions inventory. These categories have projected total emissions of approximately 1.1 MMTCO2e in 2050, and are not subject to a sublimit. By including these emissions, the modeled data would result in about an 89% reduction which is beyond the 85% that is required. The combined reduction levels that are above the 85% economy-wide GHG emissions reduction are designed to provide some room for uncertainties around individual sectors' ability to achieve the sector-specific emissions sublimits. This is discussed further in Chapter 3 of this report.

2050 CECP *KEY BENCHMARKS*

Achievement of the Commonwealth's greenhouse gas emissions limit of at least 85% below the 1990 baseline level and net-zero emissions in 2050

TRANSPORTATION

97%
of light-duty vehicles (5 million) electrified

93%
of medium- and heavy-duty vehicles (over 350,000) electrified or non-emitting





BUILDINGS

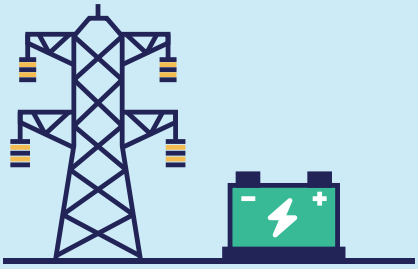
80%
of homes (over 2.8 million) heated and cooled by electric heat pumps (including those with on-site fuel backups)

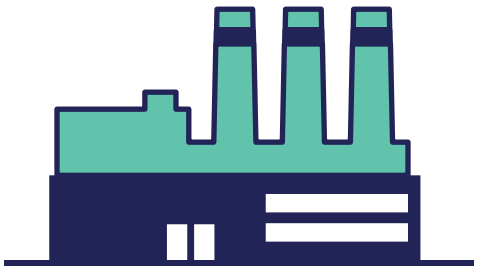
87%
of commercial space heated by either electricity or alternative fuels

ELECTRIC POWER

2.5-fold
increase in electric load compared to 2020

97%
of electricity consumed is from clean and renewable sources





NON-ENERGY AND INDUSTRIAL

52%
of industrial energy use electrified

90%
reduction in solid waste disposal

NATURAL AND WORKING LANDS

40%
of lands and waters in MA permanently conserved

64,400 acres
of new riparian and urban tree cover





JOB AND HEALTH BENEFITS

65,000
additional full-time jobs created from the clean energy transition

Up to **$4.7 billion**
in health benefits

Commitment to Environmental Justice

Pollution created by the combustion of fossil fuels impacts all Massachusetts residents, but some communities bear a heavier burden than others. Communities of color and low-income neighborhoods face disproportionately higher exposure than other areas to health and climate risks because of decades of decisions about siting highways, power plants, and other sources of pollution. Tenants and people with limited incomes or limited English language proficiency face significant barriers and need additional support switching to clean energy.

The Commonwealth will ensure that EJ neighborhoods and low- and moderate-income residents are not left behind in the energy transition, which will require prioritizing investments in clean energy in EJ neighborhoods. EEA will work with stakeholders and the Environmental Justice Council[2] to identify climate investments it will dedicate to EJ neighborhoods or income-targeted programs. EEA will continue to use best practices for community engagement, particularly when implementing programs that could affect EJ neighborhoods. The Department of Environmental Protection (MassDEP) will continue and enhance its air monitoring and community-based air sensor deployment efforts in EJ areas to determine existing air quality and opportunities to reduce pollution in these areas.

Cross-Sector Strategies

This Plan sets out policies specific to each of the sectors of the economy, targeting the reduction of fossil fuel combustion in our vehicles, in the furnaces and boilers that heat our homes and businesses, in electricity generation, and in industrial applications and waste management. As we look to 2050, however, these targeted approaches will increasingly interact with one another as transportation and heating become powered by electricity. The 2050 CECP recognizes that clean energy technologies across sectors face some common challenges and solutions.

One area of common interest is coordinated electrification. The dominant strategy to decarbonize transportation and buildings is electrification. Thus, power sector planning is essential. Massachusetts is evaluating how to integrate an increasing amount of renewable energy with larger and different generation profiles and growing electricity demand with varying dynamics based on charging and heating patterns. The state will need to implement load flexibility measures, rate designs, and demand-side management strategies to integrate the new generation and load safely and reliably. The Commonwealth is also conducting

[2] The Environmental Justice Council, made up of local community leaders, business leaders, and academic researchers, advises the EEA Secretary on policies and standards to achieve environmental justice principles.

analyses on land use to ensure that new renewable and transmission infrastructure does not compromise the land relied on for carbon sequestration.

Another area where cross-sectoral coordination will be critical is in workforce development. To reach the Commonwealth's 2050 requirements, Massachusetts' clean energy sector will need over 65,000 additional full-time workers, many of whom will be in high-paying jobs such as electricians, offshore wind workers, construction workers, and heating, ventilation, and air conditioning (HVAC) technicians.[3] To expand the number of qualified clean-energy workers, the Massachusetts Clean Energy Center (MassCEC) will work with the Workforce Skills Cabinet (or future equivalent entity) to identify ways to expand vocational and training programs, increase awareness of clean energy opportunities at all levels of education, connect people to jobs through apprenticeship programs, and develop a plan for a Massachusetts Climate Service Corps to inspire all to take on careers in the clean energy and climate-related sectors.

Combating climate change represents an important opportunity for Massachusetts to demonstrate leadership on the national and international stage. As home to many of the world's leading universities and high-tech industries, Massachusetts has an outsized role to play in the development and deployment of clean energy technologies around the world. The Commonwealth will continue to play an important role in supporting clean energy companies, particularly in helping companies establish commercial viability while ensuring that historically under-represented investors participate and lead in advancing clean energy technologies. Massachusetts will further establish partnerships to help expand technology transfer programs at Massachusetts universities.

Massachusetts state agencies and municipal governments should lead the transition to clean energy. The existing Leading by Example program requires Massachusetts agencies to meet high-performance standards for buildings, transition to using more EVs, and develop on-site renewable energy. The Green Communities program, administered by the Department of Energy Resources (DOER), provides municipalities with grants to meet climate and energy goals. The state also plans to assess how state-funded buildings can better align with our decarbonization goals.

Sector-Based Strategies

Achieving our emissions limit for 2050 will require transitioning all passenger vehicles, most medium- and heavy-duty trucks and buses, and most of the 6.5 million buildings in Massachusetts away from fossil fuels such as oil and natural gas to clean electricity. To power

[3] Please see Chapter 8 for an analysis on economic and employment factors.

those vehicles and homes, Massachusetts must increase the amount of clean energy on its electric grid through investments in offshore wind, hydroelectricity, transmission systems, solar PV, distribution systems, and energy storage.

Transportation

The Commonwealth will improve public transportation and invest in housing and multimodal transportation infrastructure to help residents travel without a personal vehicle when possible. At the same time, Massachusetts will achieve deep decarbonization through the electrification of vehicles. The primary driver of electrification is the implementation of vehicle emission standards that require auto manufacturers to produce an increasing number of zero-emission vehicles. By statute, these standards will ensure that all sales of *new* passenger vehicles, and the majority of *new* medium- and heavy-duty vehicles, are electric by 2035. Massachusetts will provide support for consumers through convenient point-of-sale incentives, with additional support for low- and moderate-income residents, as well as targeted assistance for fleets that have important equity and public health benefits, including school buses, vehicles for hire, and delivery trucks.

As EVs begin to dominate the market for new passenger vehicles, Massachusetts plans to shift from providing incentives to purchase EVs to providing incentives to retire old internal combustion vehicles. For the portion of the transportation sector that is difficult to electrify, the Commonwealth will explore market-based mechanisms to reduce GHG emissions. Massachusetts will also provide strong incentives to encourage smart charging of electric vehicles, which can help make EVs an asset for the grid to reduce distribution and transmission costs.

Buildings

The Commonwealth's strategy to reduce emissions from buildings includes performance standards, financial support, consumer outreach, and regulatory requirements. A Clean Heat Standard will require gradual reductions in building emissions through an approach similar to the successful Clean Energy Standard. A Climate Finance Accelerator (sometimes referred to generically as a "green bank") will help attract private capital and connect consumers to upfront capital needed to switch to clean energy, helping them save money over the long run. Massachusetts plans to establish a Building Decarbonization Clearinghouse to provide streamlined offerings, assistance in navigating incentive programs, and informational resources for consumers exploring options for upgrading and electrifying their homes and vehicles to be zero-emitting. Continued improvements and reforms to the Mass Save® programs will further

improve the energy efficiency of our buildings and support electrification. Future updates to the state's building codes will continue to increase the requirements for energy efficiency and electrification for new residential and commercial buildings.

As Massachusetts works toward Net Zero, managing the impact of building electrification on the electric grid and natural gas distribution infrastructure will be critical. DOER and the Department of Public Utilities (DPU) will work with the electric and natural gas utilities to examine opportunities for both accelerated electrification and strategic decommissioning of natural gas infrastructure in a joint energy system plan. In addition, the DPU will evaluate how electricity and natural gas rates can be reformed to provide appropriate incentives for accelerating electrification and increasing load flexibility and smart grid management while balancing cost concerns for low-income residents. Ultimately, the transition to clean energy will require Massachusetts to set policies that will maintain the safety and reliability of the natural gas distribution systems, when in use, while minimizing the risks of passing on any stranded costs to consumers, especially EJ populations.

Electric Power

How Massachusetts generates, transmits, distributes, and ultimately consumes electric power will need to change drastically over the next three decades to meet decarbonization requirements. By 2050, Massachusetts will need more than 50 GW of clean energy resources, a majority of which will include offshore wind and solar PV with energy storage. Massachusetts will work with the federal government and regional partners to deploy offshore wind technology in the most efficient manner, plan transmission upgrades at the regional level, and modernize the electric distribution system. The Commonwealth's Grid Modernization Advisory Council (GMAC), established by An Act Driving Clean Energy and Offshore Wind (2022 Climate Act),[4] will work with stakeholders to provide recommendations to utilities to improve grid reliability and resiliency, further enable distributed energy resources and electrification, and minimize or mitigate costs and risks to ratepayers.

Non-Energy & Industrial

Emissions from remaining sectors, including industrial energy and processes as well as natural gas distribution and services, will reduce through a combination of strategies. This includes phasing out fluorinated gases (F-gases) in the industrial process sector, increasing electrification and using alternative fuels that reduce GHG emissions in the industrial energy sector, and

[4] Mass. Acts 2022, Ch. 179, https://malegislature.gov/Laws/SessionLaws/Acts/2022.

reducing gas leaks in gas delivery systems. Additionally, Massachusetts will reduce solid waste disposal by 90% by 2050 in line with the 2030 Solid Waste Master Plan (SWMP).

Natural and Working Lands

Protecting natural and working lands is an important component of Massachusetts' strategy to achieve Net Zero. The growth of trees and the accumulation of organic matter in healthy soils and wetlands provide valuable and cost-effective carbon removal and storage. To limit the loss of sequestered carbon and maintain ongoing carbon sequestration capacity on natural and working lands, Massachusetts aims to permanently conserve at least 40% of Massachusetts lands and waters by 2050, develop solar siting guidelines consistent with the protection of critical Massachusetts land and habitats, and evaluate and set additional regulatory pathways to limit forest clearing. To enhance nature-based carbon sequestration, the Commonwealth will expand tree planting to at least 64,400 additional acres of urban and riparian areas by 2050. The Commonwealth aims to reduce GHG emissions on natural and working lands through wetland restoration and healthy soil practices.

Future of Fuels

While electrification remains the dominant strategy to decarbonize most sectors, Massachusetts recognizes that some sectors of the economy will be difficult to electrify. These applications will likely be served primarily by "alternative fuels" produced from biological feedstocks to help the Commonwealth achieve its decarbonization goals. Hydrogen produced from clean electricity may play a modest but important role in specialized applications such as high-temperature industrial uses and as a fuel for electricity generation to ensure reliability when other clean energy resources are not available. This Plan includes an overview of different liquid and gaseous fuels that could provide a sustainable, low- or zero-carbon alternative to fossil fuels for hard-to-electrify sectors. Such fuels will likely be costly and limited in availability, and thus will be used primarily in high-value processes and difficult-to-electrify portions of the Massachusetts economy.

While alternative fuels will play a limited role in Massachusetts' economy in 2050, clear policies will be developed to provide guidance to the private sector that encourages the cleanest possible fuels for the most critical use cases. By 2024, MassDEP will consider whether changes are needed to the state GHG emissions inventory conventions, guiding principles, and/or accounting methodologies for combustion emissions from conventional and advanced biofuels, hydrogen, and synthetic fuels. In addition, Massachusetts will accelerate innovation for alternative fuels by coordinating with other states to directly fund research and development,

considering policies to encourage alternative fuel production and use, and building experience with alternative fuels for high-value sectors that lack substitutes. Such efforts will amplify the Commonwealth's impact beyond the direct effects of reducing GHG emissions from its own fuel use.

Carbon Removal in 2050

Even with ambitious decarbonization efforts and carbon sequestration on Massachusetts natural and working lands, achieving Net Zero in 2050 will likely require additional carbon dioxide removal and storage beyond the sequestration capacity of lands in the Commonwealth. The additional sequestration capacity is expected to come from procurements of carbon sequestration on natural and working lands outside of the state and/or from engineered carbon removal technologies. A variety of nature-based and engineered carbon sequestration approaches are available or in development regionally and globally. The Commonwealth will need to weigh a range of factors in assessing the different approaches, including effectiveness, environmental integrity, co-benefits, negative externalities, costs, risks, and EJ.

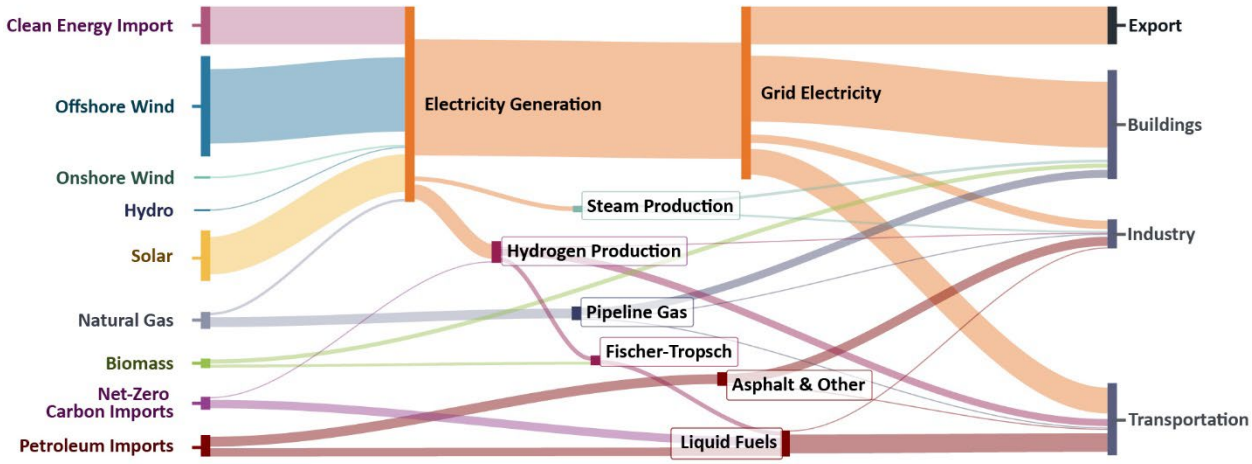
As a first step towards acquiring necessary carbon sequestration, the Commonwealth will develop a policy framework for carbon sequestration procurement over the next three years, including accounting parameters and a procurement process. Specifically, the Commonwealth will specify how and when in-state and out-of-state carbon removal can be used to balance residual GHG emissions and determine the policy mechanisms to govern the exchange of carbon sequestration resources. The Commonwealth will develop a carbon sequestration strategy that will be incorporated into future CECPs, and, starting in 2030, set up necessary accounting and exchange infrastructure so that sequestration procurements can begin well before 2050.

The Path Ahead

Figure ES-1 below shows a summary of projected energy supplies and uses in 2050 for Massachusetts. It shows the reliance on renewable and clean energy, and the residual need for some non-emitting fuels in some of the sectors. Remaining GHG emissions will need to be balanced by net carbon sequestration capabilities attributable to Massachusetts. The transition to such a future will require significant engagement with all residents, communities, local leaders, businesses, and policymakers. Designing the policies and programs to reach this future will need to build on Massachusetts' strength in education, training, innovation, and climate leadership.

While one can only anticipate what the coming decades will bring, Massachusetts is committed to maintaining the focus and flexibility necessary to achieve Net Zero.

FIGURE ES-1. 2050 COMMONWEALTH ENERGY USE



This illustrative Sankey diagram approximates Massachusetts energy flows in 2050 under the CECP "Phased Pathway." Details of the Phased Pathway are provided in Chapter 3 of the 2025/2030 CECP.

BYLAWS

BERKSHIRE REGIONAL PLANNING COMMISSION
Revised January 20, 1972
Second Revision February 21, 1974
Third Revision May 21, 1981
Fourth Revision February 20, 1997
Fifth Revision September 18, 1997
Sixth Revision September 20, 2007
Seventh Revision – May 21, 2009
Eight Revision – November 21, 2013
Ninth Revision – July 16, 2015
Tenth Revision – May 16, 2019
Eleventh Revision -

A. Purpose, Powers and Duties of the Berkshire Regional Planning Commission

A.1. The Berkshire Regional Planning Commission, hereafter referred to as the Commission, serves the cities and towns of Berkshire County and their common good through the provision of technical assistance, planning education, maintenance of a forum for the discussion of regional issues and the delivery of regional planning services. The Commission enables member cities and towns to jointly plan and promote, with the greatest efficiency and economy, the coordinated and orderly development of the area within its jurisdiction and the general welfare and prosperity of the citizens in accordance with Massachusetts General Laws (MGL) Chapter (c.) 40B, Section (§) 2. In addition, the Commission shall carry out such other functions and responsibilities specified in federal, state, and local laws, ordinances and regulations which do not conflict with the provisions of MGL c. 40B.

A.2. All plans, resolutions and recommendations of the Commission that shall be adopted, ~~or shall be~~ added to, or changed, unless noted elsewhere in these by-laws, must be adopted or amended, as the case may be, by a majority vote at an official Commission meeting.

A.3. The Commission shall make appointments to specified regional committees or authorities as required or requested by state, federal, regional or local entities.

A.4. The Commission shall establish rules of procedure for its activities.

A.5. The Commission may enter into contracts, purchase or lease office space, equipment or supplies and accept gifts and contributions.

A.6. The Commission may employ staff, including an Executive Director, and experts to provide regional planning and other services.

A.7. The Commission must adopt an annual budget showing all anticipated revenues and expenses for the coming fiscal year. Upon approval of the Executive Committee, the Treasurer may borrow in anticipation of revenues.

A.8. The Commission shall submit an annual report to the cities and towns within ~~the region~~ Berkshire County showing the status of its plans and programs.

B. Jurisdiction and Membership

B.1. Pursuant to MGL c. 40B, § 3, a planning district has been designated consisting of all of the cities and towns within Berkshire County. The planning district's jurisdiction is all of Berkshire County. Its cities and towns have all been admitted to membership in the planning district, whose governing body is the Berkshire Regional Planning Commission. The Commission consists of one member of the planning board of each member city and town, known as the delegate ~~, elected annually by said planning board and certified in writing. Each city and town, acting through its Chief Executive official, may also appoint, pursuant to MGL c. 40B § 4,~~ and an alternate designee, known as the alternate, to act in the delegate's absence.

B.2. The cities and towns admitted to membership in the planning district are:

Adams	Great Barrington	New Ashford	Savoy
Alford	Hancock	New Marlborough	Sheffield
Becket	Hinsdale	North Adams	Stockbridge
Cheshire	Lanesborough	Otis	Tyringham
Clarksburg	Lee	Peru	Washington
Dalton	Lenox	Pittsfield	W. Stockbridge
Egremont	Monterey	Richmond	Williamstown
Florida	Mount Washington	Sandisfield	Windsor

C. Election or Appointment of the Commission

C.1 The delegate from each member town or city shall be elected by its planning board or community development board annually, subsequent to town or city elections. The election of the delegate shall be certified to the Commission in writing by each local planning or community development board. If a planning or community development board fails to elect a delegate in any year, the previously named delegate shall continue to serve until a successor is elected as long as the delegate remains a member of the local planning or community development board.

C.2. Each town or city may also have an alternate, who may or may not be a planning board member, who shall be a resident of the city or town the designee represents and shall be appointed annually subsequent to city or town elections. The alternate shall be certified to the Commission by the Mayor in a city, confirmed by the council, or in a town by the Selectmen, or in towns with a manager form of government by the Town Manager. The alternate may attend meetings of the Commission and shall assume the rights and duties of the delegate when the delegate is absent. If a town or city fails to appoint an alternate in any year, the previously named alternate shall continue to serve until a successor is appointed, provided they remain a resident of the city or town.

C.3. If a vacancy occurs during the year, the appointing board or official shall be notified and requested to fill the vacancy.

D. Commission Organization

D.1. Each year at the first meeting after July 1, but to be held no later than August 31st, the Commission shall elect from among its membership a Chair, Vice Chair, Clerk, and Treasurer. If any of these positions becomes vacant, the Commission shall elect at its next meeting a delegate or alternate to fill the position until the next annual

election. To ensure continuity of operation, the Chair, Vice-Chair, Clerk, and Treasurer shall be eligible to continue to serve in that capacity, until the first meeting after July 1, even though they may no longer be an elected member of a planning or community development board or have been appointed as an alternate by the city or town.

D.2. All meetings of the Commission and its committees are subject to the Open Meeting Law: MGL c. 39 § 23A. Regular meetings of the Commission shall be held at least six times annually. Special meetings may also be held at the call of the Chair or at the call of a majority of the membership. Notices of all meetings shall be distributed to all delegates and alternates at least five calendar days prior to all meetings.

D.3. A quorum of the Commission shall consist of the duly named delegates or alternates from at least eight member cities and towns. Lack of a quorum shall not prevent the delegates or alternates at an officially called meeting from coming to order and discussing or passing a motion to continue said meeting to a later time.

D.4. The Conflict of Interest Law, MGL c. 268A, prohibits delegates or alternates from participating in any official action affecting their own financial interests, from using their position to obtain unwarranted privilege, or from acting in a manner that would cause a reasonable person to conclude that they can be improperly influenced or that a person could unduly enjoy their favor in the performance of their duties. During any Commission discussion, if any delegate or alternate believes the Conflict of Interest Law applies to them, they are required to disqualify themselves from participation in the discussion and are required to leave the meeting room when the issue is under consideration.

D.5. Each member city and town shall be accorded one vote to be cast by the delegate or, in the absence of the delegate, by the alternate. Decisions of the Commission shall be made by majority vote of those member cities and towns present and voting, with the exception of the adoption of a comprehensive plan of development. Adoption of a comprehensive plan of development shall be in accordance with MGL c. 40B § 5 and shall be by a majority vote of the delegates or alternates of the cities and towns which have been admitted to membership in the planning district.

D.6. By a two-thirds vote of all of its member municipalities, the Commission shall vote annually to ~~reconfirm~~ -confirm the authorization of the Executive Committee to act in the name of and on behalf of the Commission. This authorization may be modified or terminated pursuant to MGL c. 40B § 4a.

D.7. The Commission shall keep complete and accurate records of all official meetings in accordance with the Open Meeting Law and ~~the~~ Public Records Laws, including meeting minutes. Copies of any adopted resolutions shall become part of the minutes. Minutes shall be prepared for review and adoption, or amendment and adoption, by the Commission at its next regular meeting. The approved minutes shall be kept at the Commission office and shall be a public record.

D.8. The Commission may establish at any time special and standing committees, which are empowered to make recommendations to the Executive Committee and the Commission. The members of such committees and their duties shall be clearly defined and recorded in the minutes of the meeting at which ~~the~~ such a committee is authorized. Each committee shall establish operating practices, keep minutes, and report their recommendations to the Commission or Executive Committee, as

appropriate. Each committee shall have a chair, who shall be a delegate or alternate, appointed by the Commission Chair, subject to approval by the Commission, except that the Commission Chair shall serve as Executive Committee chair. To ~~insure~~ensure continuity of committee operations, except for the Executive Committee, in the event a committee Chair position becomes vacant, the Executive Director may serve as interim c~~C~~hair until a new c~~C~~hair is appointed and approved. The Commission Chair, in consultation with the committee chair, shall appoint members of committees~~, except that elected Commission officers are automatically members of the Executive Committee.~~ Non-Commission members may be appointed to any committee, except the Executive Committee, when their participation would enhance the activities of a particular committee. Such non-Commission members shall be full voting members of the committee to which they are named, but they shall not make up a majority of the membership of any committee. The Commission may exempt this requirement. To ensure continuity of operation, committee members shall be eligible to continue to serve in that capacity until the first meeting after July 1, even though they may no longer be an elected member of a planning or community development board or have been appointed as an alternate by the city or town.

D.9. The Commission may appoint delegates or alternate delegates, BRPC employees, or other persons at any time to special or standing committees, commissions or the like not under the jurisdiction of the Commission. After the initial appointment, such appointments ~~will~~ may be made annually by the Executive Committee and subject to ratification by the full Commission at its next meeting. The appointed member(s) of such committees, commissions or the like and their respective duties shall be clearly defined and recorded in the minutes of the meetings at which the Executive Committee and Commission approve such appointments. Each person so appointed shall provide a semi-annual written or oral report to the Commission on the committee's, commission's or the like's activities and actions taken. Each person so appointed shall also provide the Executive Director with a timely resignation notice, when necessary.

D.10. Standing Committees of the Commission

D.10.1 The Executive Committee shall consist of nine (9) members. The members shall include all elected officers of the Commission, the chairs of all standing committees, and, in order to have an odd number of members, up to three (3) member(s) at large. ~~At least one (1) member shall have knowledge of transportation issues.~~ Member(s) at large are appointed by the Commission Chair, subject to the approval of the Commission. A quorum of the Executive Committee shall consist of a majority of its members. The Commission Chair shall serve as Executive Committee Chair. The Executive Director, or in their absence, a designee, of the Commission shall be an ex-officio non-voting member of the Executive Committee.

The Executive Committee shall formulate general programs for the Commission, in accordance with specific needs, plans and goals of the Commission. The Executive Committee shall report its actions at the next Commission meeting for discussion.

The Executive Committee shall meet monthly, or more or less frequently as necessary, and shall have the authority to act on behalf of the Commission between scheduled Commission meetings, subject to annual authorization

by a two thirds ballot vote of the Commission. All delegates and alternates shall be provided with a meeting notice and agenda of Executive Committee meetings at least five calendar days in advance of the meeting.

The Executive Committee shall have the following powers: disbursement of Commission funds based upon a warrant approved by the Executive Committee; borrowing funds in anticipation of revenue; authorizing signatory authority on checks; hearing and resolving personnel grievances; establishing personnel policies; authorizing applications for federal, state and local aid and grants; seeking contributions; entering into contracts; approving comments on proposals of a regional or inter-community nature; approving submittal of comments for projects undergoing state or federal agency review; establishing policy for responding to requests for planning related technical assistance; authorizing planning services; and approving submittal of comments on legislation or regulations which affect the region or member municipalities.

D.10.2. The Commission Development Committee shall consist of at least four (4) members. It shall consider Commission education, membership, structure, and process, including periodic evaluation of the performance of the Commission. Periodically, the Committee shall also review the Commission's bylaws to determine whether amendments are needed to enhance the operations of the Commission.

A nominating subcommittee of the Committee, comprised only of delegates and alternates and consisting of at least three members, shall recommend a slate of officer candidates for the next fiscal year. Such slate of candidates shall reflect the Commission's desire to rotate officers and be representative of all areas of the region. Such slate shall be provided to delegates and alternates at least 14 days prior to the first meeting after July 1 of each year.

D.10.3. The Environmental Review Committee shall consist of at least five (5) members. It shall review projects requiring state or federal environmental permits. It may review requests for funding assistance issued by ~~from~~ state or federal agencies and local land use actions for potential regional impacts and compliance with adopted regional plans. The Committee shall advise the Commission or the Executive Committee regarding its recommendations and requested conditions. ~~before a given project or action is approved or denied by state, federal, or local authorities.~~

D.10.4. The Finance Committee shall consist of at least four (4) members including the Commission Treasurer who shall serve as Chair. It shall have oversight over the Commission's financial operations and shall review the annual audit. It shall recommend the per capita assessments ~~of the~~ for member cities and towns for the next fiscal year and present such recommendation to the Commission for approval no later than in February and shall recommend a full budget for the next fiscal year for Commission action prior to the beginning of the next fiscal year.

D.10.5. The Regional Issues Committee shall consist of at least five (5) members. It shall ~~provide recommendations to the Commission~~ identify~~ing~~ important regional issues or policies facing Berkshire County and provide

recommendations to the Commission. It ~~shall~~ may also provide recommendations on proposed state or federal legislation or ~~regulations,~~ regulations and make recommendations to the Commission concerning requests from municipalities for policy or guidance on regional issues. ~~and study regional issues and policies.~~

E. Duties of the Elected Officers of the Commission

E.1. The duties of the elected officers of the Commission are as follows:

E.1.1. The Chair shall preside at all meetings of the Commission and shall serve as Executive Committee Chair. The Chair shall serve as the Commission's voting representative to the Berkshire Metropolitan Planning Organization. The Chair shall appoint members at large to the Executive Committee and committee chairs. In consultation with the committee chairs, the Chair shall appoint the members of any special and standing committees. Except for the Executive Committee, where the Chair is a voting member, the Chair shall be an ex-officio, non-voting voting member of all other committees. The Chair may execute contracts and other legal documents as authorized by and on behalf of the Commission, unless the Commission authorizes its Executive Director to execute said documents on its behalf.

E.1.2. The Vice Chair shall assume the responsibilities of the Chair in the Chair's absence, with the exception of acting as the representative to the Berkshire Metropolitan Planning Organization, unless otherwise designated. If the position of Chair becomes vacant, the Vice Chair shall act as the Chair in all matters until the position is ~~again~~ filled as set forth in Section D.1 of these Bylaws.

E.1.3. The Clerk shall call the roll and record the attendance of delegates and alternates at Commission meetings. The Clerk shall authenticate, when necessary, acts, orders and proceedings of the Commission.

E.1.4. The Treasurer shall be the Chair of the Finance Committee. The Treasurer's duties shall include keeping the Commission's financial records with appropriate assistance from the staff and being responsible for all financial affairs of the Commission in accordance with the requirements of MGL c. 40B. The Treasurer shall make an annual report to the Commission as soon as possible after the close of the fiscal year and at such other times as the Commission may request. The Treasurer shall give a bond for the faithful performance of their ~~his/her~~ duties as surety in such sums and upon such conditions as the Commission may require with a surety company authorized to transact business in the Commonwealth. The Commission shall pay for the cost of the bond.

E.1.5. The elected officers shall serve ex-officio as members of the board of directors of the affiliated non-profit corporation.

F. Employment and Duties of Executive Director and Assistant Director

F.1. The Commission shall employ an Executive Director. The Executive Director shall

serve as the Chief Administrative Officer of the Commission and is responsible for the administration and direction of the Commission staff, its activities and work programs. The Executive Director is accountable to the Executive Committee and Commission and shall perform their ~~his/her~~ duties under policies established by the Commission in conformance with applicable laws and statutes.

F.2 The Executive Director is responsible for hiring technical and clerical staff, as authorized by the Commission, and for related personnel management and administrative actions. The Executive Director may execute contracts and other legal documents as authorized by and on behalf of the Commission. A written description of the responsibilities of the position of the Executive Director shall be prepared by the Executive Committee. At least every five years the position description shall be reviewed and as necessary updated jointly by the Executive Committee and the Executive Director. In consultation with the Executive Director, the duties of the Executive Director may be modified by the Commission upon a majority vote of those voting at a regularly scheduled Commission meeting. On an annual basis, the Executive Director shall prepare a review of their ~~his/her~~ accomplishments for the preceding year and goals for the upcoming years as part of their ~~his/her~~ performance evaluation by the Executive Committee.

F.3 The Executive Director shall serve ex officio as a member of the board of directors of the affiliated non-profit corporation.

F.4 The Commission may employ an Assistant Director, whose duties will be developed by the Executive Director. ~~-~~When authorized by the Executive Director, the Assistant Director shall assume the responsibilities of the Executive Director. If the Executive Director in unable to fulfill their duties due to medical reasons or other reasons as determined by the Commission Chair and approved subsequently by the Executive Committee, or the Executive Director position becomes vacant, the Assistant Director shall serve as Interim Director until the position is filled through the normal hiring practice of posting the position and reviewing applicants. .

G. Amendments of the Bylaws

G.1. These bylaws may be amended at any meeting of the Commission by a two-thirds vote of those voting provided that a copy of the proposed amendment(s), and meeting notice of such action ~~of its pendency,~~ has been sent to all Commission delegates, alternates, and chief executive officials of member municipalities at least one week prior to such meeting.

G.2 In addition to an amendment~~–~~(s) proposed by the Commission Development Committee, at a full Commission meeting, any delegate or, in their absence, alternate may propose an amendment be placed on the agenda at a subsequent full Commission meeting for discussion. Such proposed amendment, provided it receives endorsement by at least one quarter of those voting at the meeting at which it is ~~proposed~~discussed, shall be provided to each delegate, alternate and chief elected officials of member municipalities at least one week prior to the next full Commission meeting at which time members may vote on its adoption.

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

MEMORANDUM

TO: Delegates and Alternates,
Berkshire Regional Planning Commission

FROM: Thomas Matuszko, Executive Director

DATE: December 30, 2022

RE: **November 2022 Assistance Activities**

This report highlights technical assistance provided by BRPC staff for November 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
Tyringham	Master Plan information	Planning Board

Assistance Recipient	Non-Municipal Technical Assistance	Organization

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