

# FY 2011 Annual Report



1 Fenn Street, Suite 201  
Pittsfield, Massachusetts 01201-6229

<http://www.berkshireplanning.org>

BERKSHIRE REGIONAL PLANNING COMMISSION  
1 FENN STREET, SUITE 201, PITTSFIELD, MASSACHUSETTS 01201  
TELEPHONE (413) 442-1521 · FAX (413) 442-1523  
Massachusetts Relay Service: TTY: 771 or 1-800-439-2370  
[www.berkshireplanning.org](http://www.berkshireplanning.org)

JAMES MULLEN, Chair  
SHEILA IRVIN, Vice-Chair  
GALE LABELLE, Clerk  
CHARLES P. OGDEN, Treasurer

NATHANIEL W. KARNS, A.I.C.P.  
Executive Director

August 23, 2010

Comments from the Chair:

The past year has been busy, challenging and productive for the Commission and its staff as we have strived to meet our mission to serve the individual and collective interests of our 32 cities and towns. The state of the economy has made its impact felt on our municipalities and they continue to ask for BRPC support as they deal with their challenges.

The Commission spent countless hours in considering and providing constructive comments on the proposed Comprehensive Land Use Reform & Partnership legislation. We have continued to monitor the Wind Energy Facility Siting legislation and have commented on legislation requiring an impartial assessment of health effects from commercial wind power facilities. We also provided comments to the Joint Legislative Committee on Redistricting.

As a regional planning commission, it is always gratifying to be involved in regional planning initiatives. FY 2011 was especially productive in this regard. We were selected as one of 45 regions across the entire country to receive funding for a new regional plan under the U.S. Department of Housing & Urban Development's Sustainable Communities Regional Planning program and we have initiated work on this significant planning effort which will update and replace our 2001 *Regional Plan for the Berkshires*. In June, the Berkshire Comprehensive Economic Development Strategy, a regional economic development plan, was adopted and submitted to the U.S. Economic Development Administration. And, we completed the year in the final stages of wrapping up the update of the Berkshire Regional Transportation Plan.

Of considerable note this year, BRPC requested and received formal intervener status with the Vermont Public Service Board as it began consideration of a proposed biomass electric generating plant in Pownal, Vermont. While not necessarily opposed to the plant, BRPC had considerable questions and concerns about the plant's potential impacts on northern Berkshire County, particularly Williamstown and North Adams. The applicant decided to withdraw their application after intervener status was granted and as they ran into other permitting hurdles. BRPC also has taken on an active role in meeting with and commenting to EPA as it considers PCB clean-up options for the Housatonic River and would like to work in a similar fashion with the State environmental agencies in the near future.

Over the past year, we assisted a number of communities with land use and development planning and issues. These ranged from assisting both Great Barrington and North Adams in beginning the development of new master plans to development of new wind energy bylaws for Becket and Washington and a new wireless telecommunications bylaw for Monterey. These are examples of the assistance BRPC staff have provided Berkshire cities and towns this year. In

addition, we continued to hold the very successful Fifth Thursday Dinners, providing a venue for planning board and zoning board members to meet and receive planning education.

Community and economic development projects have taken on a major role. During 2011, we completed a Community Development Block Grant (CDBG) project for Great Barrington, involving improvements in Housatonic. We also assisted Lee in implementing a CDBG project funded through the American Recovery & Reinvestment Act for improvements at an elderly housing project. We have also been assisting eight of towns in implementing Energy Efficiency and Conservation Block Grant projects which will pay dividends for years to come. We wrote CDBG applications for Becket for improvements in North Becket Village and for Lee for downtown projects.

We continue to build up a series of very successful regional initiatives, ranging from sponsoring the Berkshire County Boards of Health Association (BCBoHA) to running the Berkshire Brownfields Consortium. Of note late in the year is work to establish a regional health consortium which is intended to provide public health services on a regional basis while retaining control by local boards of health. The Berkshire Brownfields Consortium continues to be highly successful at moving these primarily abandoned and unattractive sites towards redevelopment. We provide technical support to regional broadband initiatives, both Western Mass Connect and Wired West, with Wired West being on the cusp of creating a regional municipal cooperative at year's end.

As you can see from this very incomplete list, the Commission is very active in supporting our communities and the region. Our challenge looking forward is to build on these past successes consistent with the needs of our communities as we preserve our precious natural resources.

---



James Mullen, Chair

**Table of Contents**

Projects of the Berkshire Regional Planning Commission ..... 5  
BRPC Activities..... 14  
Income Statement – All Departments..... 16  
Delegates & Alternates ..... 17  
BRPC Committee Membership ..... 19  
BRPC Staff ..... 21  
BRPC Interns ..... 25

## **Projects of the Berkshire Regional Planning Commission FY 2011**

### **COMMUNITY & ECONOMIC DEVELOPMENT**

#### **REGIONAL - BROWNFIELDS PROGRAM**

The Berkshire Brownfield's Program consists of Phase I, II and III assessments for sites across the region contaminated by petroleum and hazardous materials. In addition, BRPC has established a Revolving Loan Fund to lend funds for clean-up activities. The Berkshire Brownfield Revolving Loan Fund will provide subordinated loans and sub grants to enhance the credit worthiness of conventional or other traditional loans and funds and may fill funding gaps in the financial mix of a project.

#### **TRI-TOWN (LEE, LENOX, STOCKBRIDGE) MUNICIPAL LEADERSHIP WELLNESS GRANT**

The Berkshire Regional Planning Commission has partnered with the Tri-Town Health Department to improve community-wide wellness in Lee, Lenox and Stockbridge. During grant year one, staff from BRPC and Tri-Town conducted a community-wide assessment of wellness in the tri-town area by assessing thirteen representative organizations (worksites, schools, local governments, community institutions and healthcare organizations). Staff used the Center for Disease Control's CHANGE tool, which focuses on levels of physical activity, levels of healthy eating, levels of tobacco use, prevalence of chronic diseases and leadership in the community wellness field. The data collected through the CHANGE tool was then used to develop a Community Action Plan ("CAP"). The CAP is the scope of work for grant year two. The CAP focuses on increasing the levels of physical activity and nutrition. During grant year two, BRPC staff will concentrate on the physical activity portion of the CAP, which calls for staff to educate the municipal boards in Lee, Lenox and Stockbridge about the importance of wellness and its connection to the built environment, as well as, to work with these boards to adopt a wellness resolution and formulate policy recommendations. The nutrition section of the CAP will be handled by the Tri-Town Health Department. Funding for the Municipal Leadership and Wellness Grant is provided by five major health-funding foundations and other leading health organizations in the Commonwealth. This grant is one part of the Massachusetts Department of Public Health's Mass in Motion initiative.

### **COMMUNITY LAND USE PLANNING**

#### **ADAMS INTERN SERVICES**

The Berkshire Regional Planning Commission will provide the services of an intern to the Town of Adams to assist the town with various Community Development Projects.

#### **NORTH ADAMS OUTSOURCE PLANNER**

The project will provide the services of a Berkshire Regional Planning Commission Planner to the City of North Adams to assist the city with various planning tasks, primarily involved with the development of comprehensive plan

#### **HUD/RP**

BRPC will work with a regional Consortium of cross-sector partners to develop a regional sustainability plan for the Berkshires. Funded through a HUD Sustainable Communities Planning Grant, the three-year project will develop a regional vision and supporting goals and strategies for energy, economy, agriculture, neighborhoods, housing, open space, recreation, transportation, health, infrastructure, and land use. The impacts of food security, rising fuel prices, climate change, and technology will be some of the emerging topics that will be integrated into the planning process. Broad and diverse public outreach mechanisms will be employed throughout the process to garner strong public input.

## **EMERGENCY PREPAREDNESS PLANNING**

### **REGIONAL - PUBLIC HEALTH EMERGENCY PREPAREDNESS PLANNING**

BRPC acts as the fiduciary agent for the Berkshire County Boards of Health Association as they conduct emergency preparedness planning for bioterrorism and pandemic flu. Work is actually conducted by various consultants hired by the Association but which are under contract to BRPC. In addition, BRPC was the fiduciary agent for the H1N1 (Swine flu) clinic and assisted with planning for people with special needs.

### **MEMA - BERKSHIRE HAZARD MITIGATION PLAN**

The Berkshire Hazard Mitigation Plan is an effort to update the 2005 Berkshire Hazard Mitigation Plan. During this update process, 19 communities are participating. The plan will provide information on the natural hazards in the county and each participating community as well as profile the risks and potential actions that can be taken to minimize the risks. FEMA is providing funding for this work.

### **WILLIAMS COLLEGE FOOD SHED**

Berkshire Regional Planning Commission is serving as a client for a Williams College class in the fall 2010 semester. The class will work with BRPC and their course instructor to develop a food shed analysis for Berkshire County. A food shed analysis will assess the degree to which local food production meets local consumption patterns of the population now and in the future. This will be a major step forward for food security work in the region with tie-ins to other BRPC initiatives around climate change, health, sustainability, and regional indicators.

### **MAPC - HOMELAND SECURITY PLANNING FY08**

Working under the direction of the Western Massachusetts Homeland Security Advisory Council, BRPC, along with Franklin Regional Council of Governments and the Pioneer Valley Planning Commission, is carrying out various Homeland Security planning activities. These include planning for evacuations, assessment of emergency shelters and developing plans for shelter supplies.

## **SCENIC BYWAYS**

## **ENERGY PLANNING**

### **ECCBG GRANT MANAGEMENT**

BRPC will provide Energy Efficiency & Conversation Project grant management services to towns of Adams, Lee, New Marlborough, Sheffield, Stockbridge and Washington. Management includes public procurement of building trades contractors, ARRA reporting, and Davis-Bacon wage monitoring. BRPC has been requested by these municipalities to provide them immediate assistance in a range of activities related to energy efficiency and conversation projects for which they have received ARRA funding through DOER. Specific projects include some or all of the following: a wide range of building envelope energy efficiency improvements; boiler replacements, photovoltaic installations; and source water heat pumps. Each participating municipality may need assistance with any or all of the following: public procurement for necessary contractor services; maintaining contracts and required documents and files; filing of required monthly (state) and quarterly (federal reports under ARRA; and Davis-Bacon wage monitoring of contractors' workforce, including additional requirements under ARRA.

## **ENVIRONMENTAL PLANNING**

### **STOCKBRIDGE: STOCKBRIDGE BOWL MANAGEMENT PROJECTS**

BRPC is providing project management for the installation of a diversion pipe in the Stockbridge Bowl outlet channel that will facilitate a deeper lake drawdown, the end result of which is to improve control of invasive aquatic plant species. The project also includes the design and installation of a storm water control mechanism at a problematic site to protect water quality, and a public educational program about nonpoint source pollution. The project is partially funded by a s.319 Nonpoint Source Pollution Grant, administered by the Mass. Dept. of Environmental Protection.

### **REGIONAL - BERKSHIRE CONSERVATION AGENT PROGRAM (BCAP)**

BRPC established and administers a program where a professional conservation agent, working as a consultant to BRPC, can be retained for a very favorable rate by any local conservation commission to assist them in reviewing and permitting projects. The project developer pays the town for the service and BRPC is reimbursed by the town.

### **PITTSFIELD - WATER QUALITY ASSESSMENT OF WINDSOR & CADY BROOKS - BMPs**

This project assessed sources of sediment to Windsor and Cady Brooks and identify best management practices to prevent sediment from entering Cleveland Reservoir. Sediment deposits in these water bodies and the re-suspension of these materials during storm events and high water flows were contributing to the increased turbidity impacting Cleveland Reservoir. An analysis of the watershed, stream system, sediment characteristics, and potential management alternatives was conducted. The baseline information collected and conceptual alternatives developed was formed the framework for implementation of BMPs that will protect the water quality of the streams and the water supply reservoirs. BRPC entered into subcontracts with one consultant to complete this project.

### **PITTSFIELD - OAK HILL TRIBUTARY IMPROVEMENT PROJECT**

BRPC aided the City of Pittsfield in its efforts to install Best Management Practices throughout the Oak Hill tributary of the Unkamet Brook watershed to mitigate the impacts of storm water runoff.

### **PITTSFIELD – ONOTA LAKE PRESERVATION PROGRAM**

BRPC is working with the City of Pittsfield and the Lake Onota Preservation association to target the growth of invasive aquatic plants, storm water runoff, and erosion. Through this project, a combination of structural and non-structural BMPs will be implemented to address these high priority impairments. Specifically, this project will: improve the effectiveness of annual drawdown's for aquatic plant management, design and install shoreline stabilization measures, install storm water management BMPs, monitor project effectiveness, and provide outreach and education materials to lake watershed residents and boaters.

### **BECKET - GREEN COMMUNITY TECHNICAL ASSISTANCE**

BRPC will assist the Town of Becket with the administration of the Green Communities Technical Assistance Grant.

## **TECHNICAL ASSISTANCE AND TRAINING**

### **DISTRICT LOCAL TECHNICAL ASSISTANCE**

The 2011 District Technical Assistance Program provides BRPC staff support to Berkshire Communities through a competitive application process. Eligible projects must meet at least one of the state's 10 Sustainable Development Principles with special consideration given to projects that involve collaboration between one or more municipalities. Past projects have included assistance with community master plans, water infrastructure planning, regionalization of service studies, drafting of bylaws, energy and regional broadband planning assistance.

### **REGIONAL - LOCAL TECHNICAL ASSISTANCE**

BRPC provides technical assistance to the region's municipalities about a host of planning related topics, ranging from procedural issues related to zoning, review of development projects, requests for demographic and land use information, and request for GIS and other maps.

### **REGIONAL - TRAINING**

BRPC hosts, sponsors, coordinates, conducts and presents training sessions for municipal board members, including the Citizen Planner Training Collaborative on topics such as municipal planning and zoning, smart growth and environmental protection. Three or four times per year BRPC hosts a training dinner for Planning Board and Zoning Board of Appeals members, Building Inspectors and Planning staff.

### **REGIONAL - CLEARINGHOUSE REVIEWS**

BRPC prepares advisory comments for the Secretary of Energy and Environmental Affairs and local permitting boards/commissions to projects subject to Massachusetts Environmental Policy Act (MEPA) review.

### **REGIONAL - GRANT WRITING AND ADMINISTRATION**

BRPC provides technical assistance to local municipalities, nonprofit organization, and institutions to prepare, write, and administer grant applications to a wide range of public or private funding sources.

## **TRANSPORTATION PLANNING**

### **REGIONAL - BICYCLE-PEDESTRIAN PLANNING**

BRPC is working with our local communities on the identification of bicycle routes and on the provision of funding for bicycle and pedestrian facility enhancements.

### **REGIONAL - BERKSHIRE BIKE PATH COUNCIL**

BRPC serves as the fiduciary agent for the Berkshire Bike Path Council (BBPC) and administers BBPC funds in accordance with decisions made by the Council to promote the development of bicycle facilities in Berkshire County.

### **REGIONAL - BERKSHIRE REGIONAL TRANSIT ROUTE STUDY**

BRPC worked with the Berkshire Regional Transit Authority to identify existing and projected development/growth centers in Berkshire County, evaluated the extent to which these centers are being served by transit, quantified the relationship between BRTA revenue and ridership and provided recommendations for optimizing BRTA's service. BRPC will finalize this compilation of data into a comprehensive report.

## **REGIONAL – COORDINATED TRANSPORTATION PLANNING**

BRPC provides staff support to the Berkshire Metropolitan Planning Organization (MPO). Documents endorsed by the MPO include the Transportation Improvement Program, the Unified Planning Work Program, and the Regional Transportation Plan.

## **REGIONAL – CONTINUATION OF SAFETY STUDY**

BRPC is continuing to work with local law enforcement agencies and the Executive Office of Transportation (EOT) in Boston to (1) improve reporting of crash data and (2) identify and progress projects that improve safety.

## **LEE AREA TRAFFIC STUDY**

Regional access to I-90 (Mass Turnpike) and associated traffic issues in the Town of Lee are the subjects of this major study. This study evaluates a range of improvement alternatives that have been promoted as potential solutions. During 2010, final recommendations were finished.

## **DATA & INFORMATION SERVICES**

### **REGIONAL - MUNICIPAL PLANNING SUPPORT: ADAMS**

BRPC staff is available to work in town / city halls under contracts with the local governments ½ -3 days a week, acting as staff for town – so-called “Outsource Planner”. Services vary by needs of each town. In 2010, BRPC provide Outsource Planner services to the Town of Adams for Geographic Information System administration.

### **GREAT BARRINGTON PARCEL MAINTENANCE**

BRPC is to provide yearly maintenance to the digital GIS parcels for Great Barrington.

### **BERKSHIRE BENCHMARKS - BERKSHIRE COMMUNITY ACTION COUNCIL 2011**

Berkshire Community Action Council is providing funding to BRPC in support of the Berkshire Benchmark Project. The work involves gathering data, maintaining the website and analyzing/reporting on the Berkshire Benchmark Goals.

### **MASS GIS - REGIONAL GIS SERVICES FY11**

MassGIS is providing funding to BRPC to provide GIS assistance to communities. This assistance will be in the form of digitizing parcels and linking the parcels to the assessors database. Additional assistance will be in coordinating address list standardization and assisting MassGIS in the creation of a master address file for each community.

## **OTHER REGIONAL PROJECTS**

### **WESTERN MASSS CONNECT - MASS BROADBAND INSTITUTE**

Western Mass Connect is providing funding for BRPC to plan for broadband deployment in Western Massachusetts. This is Federal American Recover Act funding from the U.S. Department of Commerce's National Telecommunications and Information Administration, through the Massachusetts Broadband Institute.

## **DPH - PUBLIC HEALTH DISTRICT INCENTIVE GRANT PROGRAM**

This project is to improve the delivery of public health services through regional cooperation. With grant funds provided by the Massachusetts Department of Public Health, through the District Incentive Grant Program, BRPC will partner with the Berkshire County Boards of Health Association to establish an Inter-municipal Agreement to enable participating municipalities to share staff, programs, and services. BRPC would serve as the Host Fiscal Agent for this effort.

## **FRANKLIN REGIONAL COUNCIL OF GOVERNMENT - DISTRICT LOCAL TECHNICAL ASSISTANCE - WIRED WEST INITIATIVE**

Provide follow-up governance guidance and technical assistance to Wired West municipal network in creating a Municipal Lighting Plant Public Cooperative in order to get broadband deployed in under-served communities throughout western Massachusetts.

## **COMPLETED FY11 PROJECTS**

### **BERKSHIRE BENCHMARKS**

Berkshire Benchmarks is a collaborative effort to provide data and analysis on the region. The Data Clearinghouse provides a one-stop-shop for data on the region and is intended to assist the decision makers, service providers, and others who need reliable data to inform their work. The Regional Indicators defines what we want for our future and then tracks progress in achieving these goals. Berkshire Benchmarks can be found online at [www.berkshirebenchmarks.org](http://www.berkshirebenchmarks.org). Funding for Berkshire Benchmarks comes from BRPC, Berkshire United Way, Berkshire Community Action Council, Berkshire Taconic Community Foundation and Berkshire Head Start.

### **LEE - PRIORITY DEVELOPMENT SITE ASSISTANCE**

BRPC is assisting the Town of Lee, primarily through the Lee Community Development Corporation, with efforts to re-vitalize the recently closed mills. These efforts are being integrated into downtown planning efforts.

### **GREAT BARRINGTON - HOUSATONIC IMPROVEMENTS COMMUNITY DEVELOPMENT BLOCK GRANT**

BRPC administered a Community Development Block Grant from the Department of Housing and Community Development for the Town of Great Barrington for planning and improvements in the village of Housatonic. The grant was developed full architectural plans and specifications for achieving Americans with Disability Act compliance for Ramsdell Library; and designed and constructed various infrastructure improvements in the village.

### **REGIONAL - CORRIDOR ACCESS MANAGEMENT PROJECTS**

In partnership with Pittsfield, Lenox, and MassDOT, BRPC is administering a consultant study that addresses land use controls and traffic operations improvements that will improve roadway capacity for the Route 7/20 Corridor

### **DISTRICT LOCAL TECHNICAL ASSISTANCE**

The 2010 District Technical Assistance Program provides BRPC staff support to Berkshire Communities through a competitive application process. Eligible projects must meet at least one of the state's 10 Sustainable Development Principles with special consideration given to projects that involve collaboration between one or more municipalities. Past projects have included assistance with community master plans, water infrastructure planning, regionalization of service studies, drafting of bylaws, energy and regional broadband planning assistance.

### **REGIONAL - HOMELAND SECURITY PLANNING**

Working under the direction of the Western Massachusetts Homeland Security Council, BRPC, along with Franklin Regional Council of Governments and the Pioneer Valley Planning Commission, is carrying out various Homeland Security planning activities. These including planning for evacuations,

assessment of emergency shelters, and providing education on Continuity of Operations plans for businesses.

**FRCOG - INDIVIDUALS REQUIRING ADDITIONAL ASSISTANCE - WESTERN REGIONAL HOMELAND SECURITY ADVISORY COUNCIL**

The project will assist the Western Regional Homeland Security Advisory Council (WRHSAC) with emergency preparedness planning for individuals requiring special attention. BRPC will serve as the fiduciary agent to the Berkshire County Boards of Health Association (BCBODA), which will provide overall direction to this project.

**UMASS REGIONAL TRAVELER INFORMATION CENTER**

Identify and compile information on the top five signature sites along with each of the region's three existing scenic byways: Mt. Greylock, Jacob's Ladder and Mohawk Trail. The information will be used for creating future tourist promotional materials.

**REGIONAL - BERKSHIRE REGIONAL TRANSIT ROUTE STUDY**

BRPC worked with the Berkshire Regional Transit Authority to identify existing and projected development/growth centers in Berkshire County, evaluated the extent to which these centers are being served by transit, quantified the relationship between BRTA revenue and ridership and provided recommendations for optimizing BRTA's service. BRPC will finalize this compilation of data into a comprehensive report.

**EOHED/REGIONAL STRATEGIC PLANNING GRANT**

The Executive Office of the Housing & Economic Development is providing funding for BRPC to review local and regional plans in order to identify priority development and preservation areas and to prepare compliance with proposed changes on state land use laws.

**LEE - COMMUNITY DEVELOPMENT BLOCK GRANT ADMINISTRATION - LEE HOUSING AUTHORITY**

BRPC is administering a Community Development Block Grant for improvements to the Lee Housing Authority property.

**DALTON - INDUSTRIAL DEVELOPMENT ASSISTANCE**

BRPC has provided assistance to the Town of Dalton to develop and implement a town economic development plan, and assisted with the redevelopment of Ashuelot Park. BRPC assisted with creation of the re-development authority and Brownfield re-development.

**DOER - GREEN COMMUNITY TECHNICAL ASSISTANCE**

BRPC provided assistance to fourteen communities throughout Berkshire County to help each understand the five criteria they would need to meet in order to be designated a Green Community and then developed a action plans detailing each municipality's strategy for achieving designation.

**UMASS COLLINS CENTER, BOSTON - AMERICAN RECOVERY & REINVESTMENT ACT**

BRPC provided technical assistance to 14 communities / regional school districts that submitted grant application to the Energy Efficiency & Conservation Block Grant program.

**UMASS COLLINS CENTER, BOSTON - AMERICAN RECOVERY & REINVESTMENT ACT**

BRPC provided technical assistance to eligible communities pursuing bond funding made available to each county through the American Recovery & Reinvestment Act. Of particular interest were Recovery Zone Facility Bonds which had the potential to support existing and new business development in those qualified towns. BRPC worked with the communities and businesses in determining eligibility, analyzing constraints and benefits of the funding source, and assisting in the preparation of application material.

### **DALTON - STORMWATER PROJECT**

BRPC will provide professional planning assistance for the purpose of providing technical assistance and guidance to the Town Administrator and the Stormwater Management Commission to implement the Town of Dalton Stormwater Management Plan.

Activities may include, but are not limited to, the following tasks:

- Assist the Town Manager and the Stormwater Management Commission to prepare a Notice of Intent in compliance with the NPDES Phase II General Permit
- Assist the Stormwater Management Commission to develop a Stormwater Management Plan
- Assist the Stormwater Management Commission in their duties as the enforcement authority under the Stormwater Management and Erosion Control Bylaw
- Assist the Town Manager and the Stormwater Management Commission to remain in continued compliance with the NPDES Phase II General Permit

### **LEE - COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION**

The Berkshire Regional Planning Commission (BRPC) will prepare a Community Development Block Grant Application for the Town of Lee, including a Community Development Strategy and grant application.

### **EDA/CEDS - COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY ACTIVITIES**

Working with a committee, this project will engage in a comprehensive planning process to develop a comprehensive economic development strategy for Berkshire county. Funding provided by the Economic Development Administration.

### **ADAMS OUTSOURCE COMMUNITY PLANNER**

This program is to assist the Town of Adams with various community development projects as directed by the Director of Community Development. BRPC staff will work 1 day a week, acting as staff for town - so called "Outsource Planner".

### **MEMA - CITIZEN CORPS PARTNER**

This project is to support the work of the Berkshire Medical Reserve Corps (MRC). These funds are provided by the Massachusetts Emergency Management Agency through a subgrant from the Citizen Corps Program of the Homeland Security Grant Program of the Federal Emergency Management Agency of the Department of Homeland Security. These funds will be used for public outreach and education, promotion and volunteer participation efforts.

### **FRCOG - MEDICAL RESERVE CORPS**

The Berkshire Regional Planning Commission will be provide fiduciary agent services to the Berkshire County Boards of Health Association for the Medical Reserve Corps. The MRC is comprised of organized medical and public health professionals who serve as volunteers to respond to natural disasters and emergencies. These volunteers assist communities during emergencies and for ongoing efforts in public health.

### **MAPC- HOMELAND SECURITY PLANNING FY08**

Working under the direction of the Western Massachusetts Homeland Security Advisory Council, BRPC, along with Franklin Regional Council of Governments and the Pioneer Valley Planning Commission, is carrying out various Homeland Security planning activities. These include planning for evacuations, assessment of emergency shelters and developing plans for shelter supplies.

### **BERKSHIRE BENCHMARKS - BERKSHIRE UNITED WAY 2011**

Berkshire United Way is providing funding to BRPC in support of the Berkshire Benchmark Project. The work involves gathering data, maintaining the website and analyzing/reporting on the Berkshire Benchmark Goals.

# Berkshire Regional Planning Commission

## Current Projects



FY 2011

### Community & Economic Development

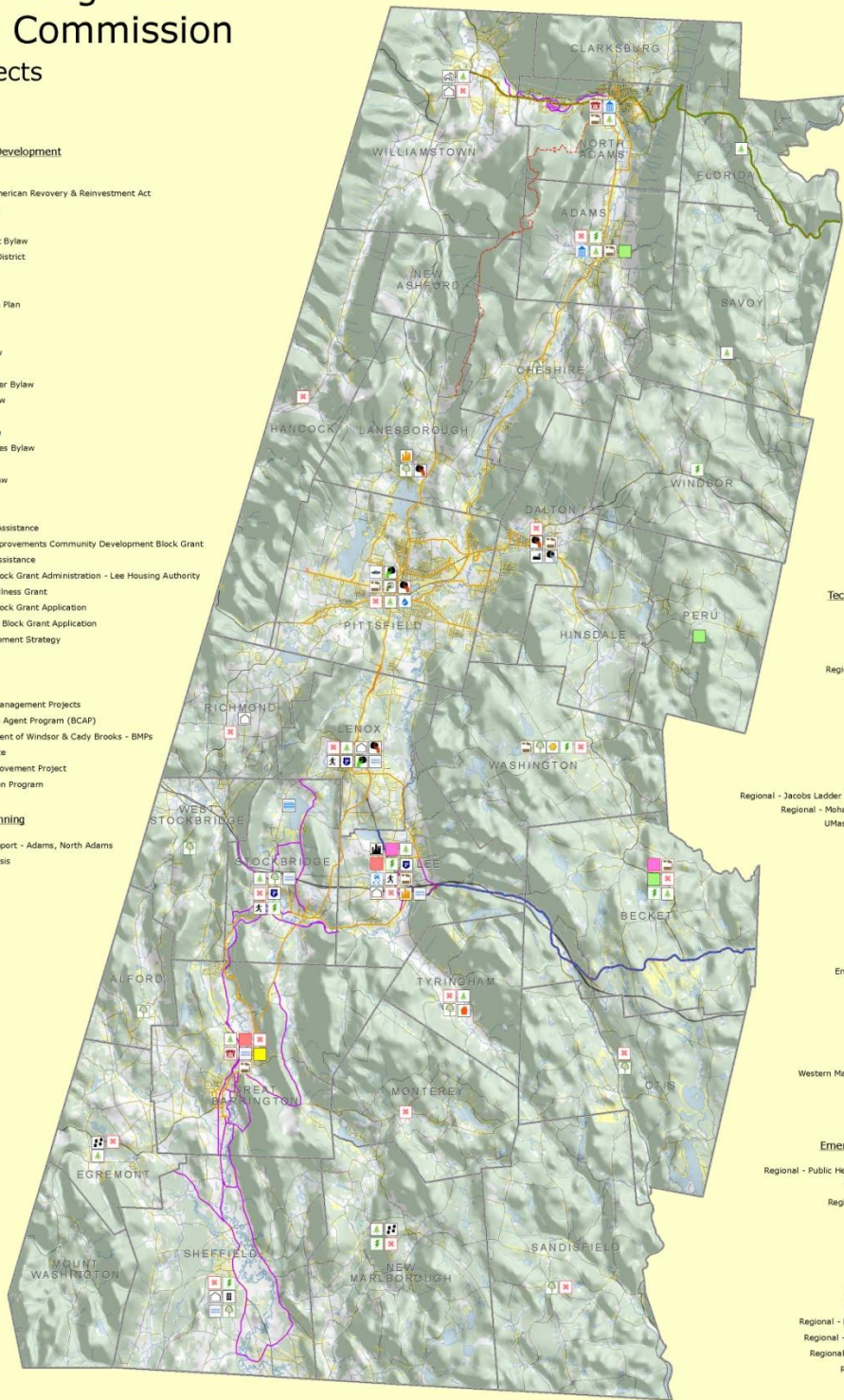
- HUD Regional Sustainability Plan
- UMass Collins Center, Boston - American Recovery & Reinvestment Act
- District Local Technical Assistance
  - Permitting Software
  - Sheffield Accessory Apartment Bylaw
  - Pittsfield/Lenox Waste Water District
  - Tri-Town Shared Services
  - Rest of River Cleanup
  - Tyringham Housing Production Plan
  - Regional NPDES
  - North Adams Master Plan
  - Egremont Village Center Bylaw
  - Becket Wind Energy Bylaw
  - New Marlborough Village Center Bylaw
  - Washington Solar Energy Bylaw
  - Peru Wind Energy Bylaw
  - Lanesborough Zoning Re-write
  - Stockbridge Green Communities Bylaw
  - Adams Wind Energy Bylaw
  - Lee Zoning Re-write / Mill Bylaw
  - Great Barrington Master Plan
  - Regional - Brownfields Program
  - Dalton - Industrial Development Assistance
  - Great Barrington - Housatonic Improvements Community Development Block Grant
  - Lee - Priority Development Site Assistance
  - Lee - Community Development Block Grant Administration - Lee Housing Authority
  - Tri-Town Municipal Leadership Wellness Grant
  - Lee - Community Development Block Grant Application
  - Becket - Community Development Block Grant Application
  - Comprehensive Economic Development Strategy

### Environmental Planning

- Stockbridge - Stockbridge Bowl Management Projects
- Regional - Berkshire Conservation Agent Program (BCAP)
- Pittsfield - Water Quality Assessment of Windsor & Cady Brooks - BMPs
- Dalton - NPDES Phase 2 Assistance
- Pittsfield - Oak Hill Tributary Improvement Project
- Pittsfield - Onota Lake Preservation Program

### Community Land Use Planning

- Regional - Municipal Planning Support - Adams, North Adams
- Williams College Food Shed Analysis
- Regional Strategic Planning



### Data & Information Services

- Berkshire Benchmarks
- Great Barrington Parcels
- Regional GIS Services

### Technical Assistance and Training

- Regional - Local Technical Assistance
- Regional - Training
- Regional - Clearinghouse Reviews
- Regional - Grant Writing and Administration

### Scenic Byways

- Regional - Jacobs Ladder Trail Corridor Management Plan Update
- Regional - Mohawk Trail Facilities Improvement Project
- UMass Regional Traveler Information Center

### Energy Planning

- Energy Efficiency Community Block Grant

### Other Regional Projects

- Western Mass Connect - Mass Broadband Institute

### Emergency Preparedness Planning

- Regional - Public Health Emergency Preparedness Planning
- Regional - Homeland Security Planning
- Regional - Berkshire Hazard Mitigation Plan

### Transportation Planning

- Regional - Bicycle-Pedestrian Planning
- Regional - Berkshire Bike Path Council
- Regional - Berkshire Regional Transit Route Study
- Regional - Corridor Access Management Projects
- Regional - Coordinated Transportation Planning
- Regional - Continuation of Safety Study
- Lee - Area Traffic Study

## BRPC Activities

FY 2011

### Commission Operations & Administration

- Commission met eight times with attendance of 14-20 communities at each meeting; during course of year, 23 of 32 communities participated; Becket, Lanesborough, New Marlborough, Mt. Washington, Sheffield, Tyringham and Washington were represented at every BRPC meeting.
- The Commission ended FY 2011 with revenues of \$2,473,579 and expenses of \$2,843,708.
- Six Common Ground newsletters were produced.
- Procurement of new office space.

### Local Technical Assistance

- Responded to 487 requests for technical assistance or information from 39 Berkshire municipalities.
- Responded to 85 requests for information or assistance from regional organizations, state officials, local businesses, investors, individuals and others.

### Local Planning Training

- CPTC, Vested Rights & Non-Conforming Uses (November 4, 2010)
- New Planning Board & Zoning Board of Appeals Training (July 29, 2010)
- 5<sup>th</sup> Thursday Dinner – The Comprehensive Land Use Reform & Partnership Act (March 31, 2011)
- 5<sup>th</sup> Thursday Dinner – Local Agricultural Preservation (June 30, 2011)

### Clearinghouse Reviews

- Adams – Ashuwillticook Extension ENF
- Becket – Center Pond ENF
- Lee – Big Y EIR
- North Adams – Walmart ENF
- Pittsfield – South Street Improvements ENF
- Stockbridge – Glendale Hydroelectric ENF

### State & Federal Legislation & Policies

- Continued to provide extensive commentary on the proposed **Wind Energy Facility Siting legislation** to both our local legislators and others from across the state. The legislation died at the end of the 2010 legislative session, just short of final approval, and was refiled in the 2011 session.
- Commented to the House and Senate and the Governor's Office regarding continued **funding for the District Local Technical Assistance program**. Level funding from FY 2011 levels was provided in the final FY 2012 state budget.
- Assisted 8 Berkshire municipalities in implementing **Energy Efficiency and Conservation Block Grant projects** funded through the American Recovery and Reinvestment Act.
- After extensive hours of consideration by the Regional Issues Committee, the full Commission provided support in concept, but requests for substantive change, to the **Comprehensive Land Use Reform & Partnership Act**, which extensively revises the Commonwealth's land use statutes (the Zoning Enabling Act and the Subdivision Control Law, as well as sections involving master plans). As of the end of the fiscal year, the legislature had not yet taken this bill up.

- Provided comments to the Special Joint Committee on Redistricting regarding **congressional and legislative districts** which best meet the needs of Berkshire County. The Commission supports the need for a congressional district in western Massachusetts which is made up of the smaller urban centers and their surrounding rural towns, a state senate district which is primarily focused on Berkshire County, and four house districts similar to the existing districting pattern.
- Sought and received intervener status before the Vermont Public Service Board for the **Pownal (Vermont) Biomass Plant** which was proposed immediately to the north of Williamstown. Subsequently the applicant withdrew the application and decided to pursue a site outside of Rutland which did not potentially impact northern Berkshire County.

## Income Statement – All Departments

**BERKSHIRE REGIONAL PLANNING COMMISSION**  
**Income Statement - All Departments**  
**FY2011**

	<u>Project to Date</u>
Cost of Labor	\$ (825,827)
Benefits Expense	\$ (705,706)
Operating Expense	\$ (200,340)
Subcontractors Expense	\$ (1,111,835)
Total Expense & Labor	<u>\$ (2,843,708)</u>
Total Income & Revenues	<u>\$ 2,473,579</u>
Gross Difference between Income & Expense	\$ (370,128)
GASB - Post Employment Benefits	<u>\$ 325,993</u> *
Actual Net Gain (Loss)	\$ (44,135)
Fund Balance at Beginning of Year	\$ 13,828
Fund Balance at End of Year	<u><u>\$ (30,307)</u></u>

*Note: GASB Post Employment Benefits - records BRPC Retirement Benefit Liability*

## Delegates & Alternates FY2011

COMMUNITY	NAME	ADDRESS	PHONE
<b>Adams</b>	Moderski, Sandra	5 Richmond Street	Adams, 01220 (413) 743-2330
	Melville, Paula	10 Summer Street	Adams, 01220 (413) 743-2629
<b>Alford</b>	Poole, Mary	157 East Street	Alford,01230 (413) 528-8113
	Best, Billie	P.O. Box 163	North Egremont, 01252 (413) 644-8971
<b>Becket</b>	LaBelle, Gale	265 Quarry Road	Becket, 01223 (413) 623-6189
	LaBelle, Stephen Sr.	265 Quarry Road	Becket, 01223 (413) 623-6189
<b>Cheshire</b>	Walsh, Christopher	84 Church Street	Cheshire,01225 (413) 743-1690
	Delorey, Daniel	485 North State Road	Cheshire,01225 (413) 743-4464
<b>Clarksburg</b>	Boudreau, Donald	29 Mcarthur Drive	Clarksburg, 01247 (413) 663-9003
	Canales, Michael	111 River Road	Clarksburg, 01247 (413) 663-8250
<b>Dalton</b>	Ladd, Richard	89 Tower Road	Dalton, 01226 (413) 684-1818
	McCain, Zack	20 East Street	Dalton, 01226 (413) 684-1312
<b>Egremont</b>	Krancer, Helen	29 Blunt Road	Great Barrington, 01230 (413) 644-9956
	Ogden, Charles	153 Baldwin Hill	Egremont 01230 (413) 528-9037
<b>Florida</b>	Zelazo, Tim	55 Monroe Road	Drury, 01343 (413) 664-1018
	Burdick, Glenn	379 Mohawk Trail	Drury, 01343 (413) 664-6274
<b>Great Barrington</b>	Dohoney, Richard	74 Blue Hill Roadd	Great Barrington, 01230 (413) 528-8012
	Rembold, Chris	334 Main Street	Great Barrington, 01230 (413) 528-1619 ext. 2
<b>Hancock</b>	Jordan, Jeff	231 Lebanon Mtn. Rd.	Pittsfield, 01201 (413) 738-5310
	Vacant		
<b>Hinsdale</b>	Brown, Daniel	220 Pittsfield Road	Hinsdale, 01235 (413) 655-01652
	Krutiak, John	31 Stagecoach Road	Hinsdale, 01235 (413) 655-0055
<b>Lanesborough</b>	Thayer, Aimee	P.O. Box 9	Lanesborough 01237 (413) 443-5402
	Hickey, John P.	157 Narragansett Ave.	Pittsfield 01201 (413) 442-6713 (413) 443-5811 (f)
<b>Lee</b>	Wichman, Thomas	100 Fox Run	Lee, 01238 (413) 329-2629
	Helen Gasparian	P.O. Box 466	Lee, 01238
<b>Lenox</b>	Schiff, Gary	10 Cedar Lane	Lenox, 01240 (413) 445-8207 (w)
	Kellogg, Joseph	431 New Lenox Road	Lenox, 01240 (413) 229-7000 ext. 152
<b>Monterey</b>	Salamon, Alan	PO Box 175	Monterey, 01245 (413) 528-2999
	Burkhart, Wayne	PO Box 157	Monterey, 01245 (413) 528-1114
<b>Mount Washington</b>	Bott, Robert	134 West Street	Mt. Washington, 01258 (413) 528-9710
	Lovejoy, James	PO Box 1275	Mt. Washington, 01258 (413) 229-9008

COMMUNITY	NAME	ADDRESS	PHONE
<b>New Ashford</b>	Burbank, Kelton	PO Box 667, 01237	New Ashford, 01237 (413) 458-2278
	Flicker, Kevin	575 State Rd. Rte. #7	New Ashford, 01237 (413) 458-0160
<b>New Marlborough</b>	Mullen, James	270 Old North Road	New Marlborough, 01230 (413) 528-0616
	Hardyman, Patricia	957 Hartsville-New Marlborough Road	New Marlborough, 01230 (413) 229-2384
<b>North Adams</b>	Babcock, David	60 Park Avenue	North Adams, 01247 (413) 663-5609
	Maloney, Glenn	467 Church Street	North Adams, 01247
<b>Otis</b>		Vacant	
	Pyenson, Andrew	Route 8    P.O. Box 32	Otis, 01253 (413) 269-6060
<b>Peru</b>	Haupt, Samuel P	7 Gentian Hill Road	Peru, 01235 (413) 665-2170
	Haskins, Doug	106 Curtin Road	Peru, 01235 (413) 655-2998
<b>Pittsfield</b>	Irvin, Sheila	63 Commonwealth Avenue	Pittsfield, 01201 (413) 442-6180
	Ruffer, Deanne	City Hall    70 Allen St.	Pittsfield, 01201 (413) 499-9449
<b>Richmond</b>	Patterson, Paula	132 Shore Road	Richmond, 01254 (413) 698-2961
	Kelly, Michael	181 West Road	Richmond, 01254 (413) 698-2222
<b>Sandisfield</b>	Rines, Christopher	PO Box 694	Sandisfield, 01255 (860) 480-1892
	Siddell, Randy	10 Stump Road	Sandisfield, 01255 (413) 258-8166
<b>Savoy</b>	Dobe-Coste, Karen	16 Barnaid Road	Savoy, 01256 (413) 743-4290
		Vacant	
<b>Sheffield</b>	Smith Sr., David	483 Silver Street	Sheffield, 01257 (413) 229-9956
	Wood, Rene	P.O. Box 325	Sheffield, 01257 (413) 229-7000 (w)
<b>Stockbridge</b>	Bujalski, Robert	9 Hawthorne Street	Lenox, 01240 (413) 637-4631
	Raftery, Marie	P.O. Box 1572	Stockbridge, 01262 (413) 298-0025
<b>Tyringham</b>	Miller, Gerald	192 Goose Pond Road	Lee, 01238 (413) 243-8016
	Hudson, Sarah	12 Beach Rd. P.O. Box 433	Tyringham, 01264 (413) 243-9840
<b>Washington</b>	Wiley, Marilyn	47 Washington Mtn. Rd.	Washington, 01223 (413) 623-5859
	Peltier, Lisa	500 S. Washington Rd.	Washington, 01223 (413) 623-5911
<b>West Stockbridge</b>	Bixby, Dana	P.O. Box 556	W. Stockbridge, 01266 (413) 232-7834
	Moffatt, Earl	P.O. Box 81	W. Stockbridge, 01266 (413) 232-0300 ext. 31
<b>Williamstown</b>	Dunlavey, Pat	40 Oblong Road	Williamstown, 01267 (413) 458-9273
	Bolton, Roger	30 Grandview Drive	Williamstown, 01267 (413) 597-2393 (413) 458-4281 (h)
<b>Windsor</b>	Needham, Arthur R.	P.O. Box 116	Windsor, 01270 (413) 684-3792 (413) 684-3806 (f)

## **BRPC Committee Membership FY11**

September 2010

### **Executive Committee**

*Staff: Nathaniel W. Karns, Executive Director*

James Mullen, Chair (New Marlborough)  
Shelia Irvin, Vice Chair (Pittsfield)  
Gale LaBelle, Clerk (Becket)  
Charles Ogden, Treasurer & Finance Commission Chair (Egremont)  
Roger Bolton, Clearinghouse Committee Chair (Williamstown)  
Rene Wood, Commission Development Commission Chair (Sheffield)  
Samuel Haupt, Transportation Commission Chair (Peru)  
Aimee Thayer, Regional Issues Commission Chair (Lanesborough)  
Robert Bott, At Large (Mt. Washington)

### **Clearinghouse Review Committee**

*Staff: Nathaniel Karns, Executive Director*

Roger Bolton, Chair (Williamstown)  
James Mullen, Vice-Chair (New Marlborough)  
Stephen McMahon (West Stockbridge) (Non-Commission member)  
John "Jack" Hickey (Lanesborough)  
Sarah Hudson (Tyringham)  
Eleanor Tillinghast (Mount Washington) (Non-Commission member)

### **Commission Development Committee**

*Staff: Thomas Matuszko, Assistant Director*

Rene Wood, Chair (Sheffield)  
Stephen LaBelle, Vice Chair (Becket)  
Susan Bachelder (Egremont) (Non-Commission member)  
Sarah Hudson (Tyringham)  
James Lovejoy (Mt. Washington)  
Thomas Wickham (Lee)  
James Mullen (New Marlborough) (Ex-Officio)

### **Finance Committee**

*Staff: Marianne Sniezek, Office Manager*

Charles Ogden, Chair & Treasurer (Egremont)  
Sheila Irvin, Vice Chair (Pittsfield)  
Sam Haupt (Peru)  
Gary Schiff (Lenox) (Non-Commission member)  
James Mullen (New Marlborough) (Ex-Officio)

### **Regional Issues Committee**

*Staff: Nathaniel Karns, Executive Director*

Aimee Thayer, Chair (Lanesborough)  
Frank Feigin (Windsor) (Non-Commission member)  
Sarah Hudson (Tyringham)  
Jerry Miller (Tyringham)  
Mary Poole (Alford)  
Jeff Rose (Pittsfield) (Non-Commission member)  
James Mullen (New Marlborough) (Ex-Officio)

**Transportation Committee**

*Staff: Dave Daskal/Clete Kus, Transportation Program Manager*

Sam Haupt, Chair (Peru)  
Jack Hickey (Lanesborough)  
Mary Albertson (Lenox) (Non-Commission member)  
James Lovejoy (Mt. Washington)  
Tim Kaiser (Williamstown) (Non-Commission member)  
James Mullen (New Marlborough) (Ex-Officio)

**Commission Representatives to Related Groups****Massachusetts Association of Regional Planning Agencies –**

Delegate: James Mullen  
Alternate: Deanna Ruffer  
Second Alternate: Robert Bott

**Westfield River Wild and Scenic Advisory Committee –** Gale LaBelle (Becket)

**Berkshire-Pioneer Resources Conservation & Development Area –** Aimee Thayer (Lanesborough)

**Berkshire Metropolitan Planning Organization –**

Representative: Chair, James Mullen (New Marlborough)  
Alternate: Transportation Committee Chair Sam Haupt (Peru)  
Second Alternate: Jack Hickey (Lanesborough)

**Berkshire Comprehensive Economic Development Strategy Committee –** Roger Bolton

## **BRPC Staff**

**FY 2011**

**Nathaniel W. Karns, AICP - Executive Director - NKarns@berkshireplanning.org**

*Agency Administration, Economic & Community Development, Transportation Planning, Regional Planning*

Responsible for overall operation of the agency, under the direction of the Commission. Represents the agency with local, regional, state and federal officials and agencies. Manages staff to ensure that the agency missions, as well as regional and local needs are being met and that adopted regional policies are complied with. Leads staff efforts on major regional initiatives on behalf of BRPC and oversees agency budget and finances.

**Thomas Matuszko, AICP - Assistant Director - TMatuszko@berkshireplanning.org**

*Agency Administration, Regional Planning, Local Planning Environmental Planning, Economic & Community Development*

Assists the Executive Director in administration and budgeting. Responsible for preparation of regional policy and other plans, coordination of comprehensive planning activities, particularly in areas of land use, environmental and natural resources and economic and community development planning, oversees regional service delivery programs such as Berkshire Conservation Agent program and Berkshire County Boards of Health Coalition. Develops grant applications and seeks other funding. Works with local and regional governments and organizations to determine their needs and coordinates BRPC responses to those needs.

**Clete Kus, AICP - Transportation Program Manager - CKus@berkshireplanning.org**

*Transportation Planning*

Ensures that federal and state requirements are met for transportation planning programs and serves as a liaison to these agencies. Provides leadership and guidance on technical aspects of transportation planning programs. Develops and administers the Transportation Division's budget, provides oversight for various transportation planning projects and technical activities including traffic forecasts, corridor studies, alternatives evaluation, alternative transportation modes and environmental impact reviews.

**Anuja Koirala, AICP - Senior Transportation Planner - akoirala@berkshireplanning.org**

*Transportation Planning, Regional Planning*

Develops and coordinates transportation and other planning projects. Specifically responsible for managing major transportation planning studies in areas of regional concern, involving highway, transit, bicycle and pedestrian planning. Provides transportation analysis for local planning projects. Responsible for development of Regional Transportation Improvement Program (TIP) and management of its database.

**Henry (Doug) Plachcinski, AICP - Senior Transportation Planner - DPlachcinski@berkshireplanning.org**

*Transportation Planning, Environmental Planning*

Coordinates various aspects of transportation planning. Lead staff assigned to the 2012 Regional Transportation Plan update. Participates in regional reviews under the Massachusetts Environmental Policy Act.

**Mark Maloy - GIS, Data and IT Manager - [MMaloy@berkshireplanning.org](mailto:MMaloy@berkshireplanning.org)**

*GIS, Mapping & Data Services, Information Technology, Homeland Security Planning, Hazard Mitigation Planning*

Manages GIS (Geographic Information System) services, data services and information technology for BRPC. Includes data analysis, conversion and mapping for environmental, natural resource, demographic, transportation, infrastructure, land use, economic and community development planning. Provides technical assistance to communities regarding GIS and mapping, including assistance to the Town of Adams through the Commission's Out Source GIS Planner Program. Manages Berkshire Benchmarks, along with being the liaison to the U.S. Census Bureau. Provides support services for BRPC's network, web page and computer hardware and software. Provides oversight the Western Regional Homeland Security Council initiatives and BRPC's Hazard Mitigation program.

**Lauren L. Gaherty - Senior Planner - [LGaherty@berkshireplanning.org](mailto:LGaherty@berkshireplanning.org)**

*Environment, Energy, Open Space & Recreation, Scenic Byways Program*

Provides assistance on regional and local planning and implementation projects, focusing on the environment, energy, scenic byways, open space and recreation. Provides assistance to member communities in grant writing and project administration. Project-related activities include conducting field investigations, research, analysis, data searches, project management and report writing.

**Melissa Provencher - Senior Planner - [MProvencher@berkshireplanning.org](mailto:MProvencher@berkshireplanning.org)**

*Environmental Planning, Energy Planning, Local & Regional Planning, Economic & Community Development and the Berkshire Brownfields Program*

Provides comprehensive planning assistance focusing on water quality, stormwater management, energy efficiency, conservation and Brownfields. Works with public and private project partners on a variety of environmental and regional planning projects, including management of several s.319 Nonpoint Pollution Grants, 604B Water Quality Assessment Grants and the Regional NPDES Program. Coordinates Energy Efficiency and Conservation Block Grant and Green Communities Technical Assistance projects. Coordinates the regional Brownfields Program, which includes multiple assessment projects and a Brownfields Clean-up Revolving Loan Fund. Currently managing a site specific clean-up project in the Town of Dalton. Responsible for writing grant proposals and reports, as well as grant management/administration.

**Amy Kacala - Senior Planner - [AKacala@berkshireplanning.org](mailto:AKacala@berkshireplanning.org)**

*Sustainability Planning, Land Use Planning, Agriculture & Food Security Planning, Energy Planning, Equity & Social Justice Planning, Economic & Community Development*

Project Manager for the agency's HUD Sustainable Communities Planning Grant. Manages three related initiatives being linked to the regional plan: the North Adams Comprehensive Plan, the Great Barrington Master Plan and the Keep Farming initiative. Founding member of the region's first Food Policy Council in Northern Berkshire. Works on energy-related projects including Green Communities Act implementation, regional energy planning and climate change mitigation strategies. Also manages BRPC's District Local Technical Assistance grant program and the Berkshire Benchmarks program. Works in partnership with social service entities in the region to support initiatives including Teen Pregnancy Prevention Initiative, Early Childhood Education Think Tank and BUW's Community Impact work.

**Patricia Mullins - Senior Planner - PMullins@berkshireplanning.org**

*Community Development Planning, Economic Development, Housing, Regional & Planning*

Responsible for providing member municipalities with consensus building, planning and grant administrative services related to community development, including affordable housing initiatives, infrastructure projects, sustainability and other design related issues. Recently managed the Great Barrington CDBG Housatonic Village Infrastructure and Library ABR Design project, as well as the ARRA funded CDBG-R Lee Housing Authority project, and currently manages the Becket FY11CDBG Grant Infrastructure, Housing Rehab and Senior Housing Planning projects. Works with eight Berkshire County communities on various projects funded by Energy Efficiency Community Block Grants. Coordinates development of Community Development Block Grants (CDBG) for multiple communities. Assists with procurement related issues.

**Mackenzie Greer - Planner - MGreer@berkshireplanning.org**

*Community Development & Regional Services*

Supports Sustainable Berkshires, BRPC's ongoing regional planning initiative and assists in regionalization efforts to improve local government service delivery through collaboration and consolidation of services. Offers technical assistance for villages and downtowns through physical planning, grant proposal development and zoning analysis.

**Brian Domina, Esq. - Planner - BDomina@berkshireplanning.org**

*Land Use Planning, Economic & Community Development*

Serves as the lead staff person for land use projects, land use training and land use technical assistance requests. Additional areas of work include economic development planning, wind energy, natural hazard mitigation planning, healthy communities and broadband planning.

**Sara Lafayette - Planner - slafayette@berkshireplanning.org**

*Homeland Security Planning, Bike & Pedestrian Planning, Economic & Community Development, Local & Regional Planning, Sustainability Planning*

Provides support for emergency preparedness initiatives for the Western Massachusetts Homeland Security Advisory Council. Primary contact for bike and pedestrian planning for the region. Works on the National Transit Database reporting for the Berkshire Regional Transit Authority. Provides assistance with project development, administration and implementation, as well as data analysis. Prepares the semi-monthly Common Ground newsletter.

**Daniel Sexton – Planner - DSexton@berkshireplanning.org**

*Local & Regional Planning, Economic & Community Development, Historic Preservation*

Provides local units of government and regionalization efforts with support to develop, design, and facilitate the best possible planning for future development and growth, economic stability, and regional sustainability. Primary areas of work include coordinating District Local Technical Assistance projects, aiding the development of the North Adams Vision 2030 and Sustainable Berkshire long-range planning projects, facilitating the development of CDBG applications and conduct environmental reviews. Dan is the lead staff person for economic development projects, such as the Berkshire Comprehensive Economic Development Strategy. Additional areas of experience include: current planning, data analysis, development of design guidelines and standards, grant writing, historic preservation planning, project management and more.

**Marianne Sniezek - Office Manager - MSniezek@berkshireplanning.org**

*Agency Administration*

Office management and Human Resources functions for the agency. This includes providing support to the Commission and its committees, maintaining office services and efficiency, supervises the Bookkeeper, Office Assistant and the Accounts Receivable Assistant, manages office space and maintenance of office records. The Office Manger is responsible for the time management system. The Office Manager manages office and HR administrative functions including insurance, supplies, equipment, mailings, meeting logistics, database management, routine website updates, compliance to ethics reform law and open meeting law, maintenance of office records, and; works with Director and Assistant Director in development and monitoring of components of the agency budget; coordinates with the auditor and manages the annual audit ; prepares actual to budget quarterly financial statements, maintains personnel files; and orientation of new employees. The Office Manager develops updates and implements BRPC personnel, operating policies and procedures.

**Carolyn G. LeBlanc - Bookkeeper - CLeblanc@berkshireplanning.org**

*Agency Administration*

Processes payroll and employee withholding and insurance; enters monthly bills and prepares payments to vendors; enters customer invoices and manages accounts receivables; receives all payments and processes all bank transactions; reconciliation of accounts; month-end and year-end closings; and prepares financial statements. Works with outside accountant and provides data for audits.

**Judy Wagner - Office Assistant - JWagner@berkshireplanning.org**

*Agency Administration*

Assists in general office support including maintenance of mailing database, Commission & committee mailings, processing incoming and outgoing mail, purchase of supplies, preparation of Commissioners' Handbook and Annual Report, and preparations for Commission meetings & special events. Maintain the data base in access including updating the Delegates and Alternates and all town Officers. Updating and maintain email distributions list. Maintains agency inventory records and ensures accurate receipt of supplies and inventory. Responsible for advertising for open positions and applications.

**Ellen Downes - Accounts Receivable Assistant - EDownes@berkshireplanning.org**

*Agency Administration*

Works with BRPC Project Managers, Office Manager and the BRPC Bookkeeper, prepares invoices and requisitions for multiple Commission contracts, (according to the required schedule, i.e. monthly, quarterly), manages financial reporting requirements associated with specific contracts / projects, processes vendor or subcontractor invoices/payment requests for payment. Provides supporting documentation to audits on contracts. Responsible for ensuring the agency contract files are current and complete. Creates the aged accounts receivable, sets up contracts or agreements in accounting system, and is responsible for all dinner meeting collection of money.

## **BRPC Interns**

**FY 2011**

### **Joseph Donnelly - Intern**

#### *Berkshire Benchmarks, Regional Plan*

Joseph Donnelly joined the staff as an intern in May 2011 to assist in updating Berkshire Benchmarks and expand its scope of work. He also provided assistance in the preparation of public visioning workshops for Sustainable Berkshires, the new Berkshires Regional Sustainability Plan while also finding time to help out with local traffic counts. Joseph is a recent graduate with a Masters in Regional Planning from the State University of New York at Albany, where he also received his undergraduate degree. He has returned there this fall to finish up a Transfer of Development Rights in New York State research project with department faculty.