AGENDA

1. Open microphone

APPOINTMENTS

2. Appointment of Dennis L. Powell to the Licensing Board
3. Appointment of Joe Durwin and Carol Chiavetta to the Commission on Tourism
4. Reappointment of Nancy Nylen and Nicholas Caccamo to the Green Commission

COMMUNICATIONS FROM HER HONOR THE MAYOR

5. A communication from Mayor Tyer notifying the City Council of the appointments of Matthew Kirchner to the position of Lieutenant and Thomas Dawley to the position of Sergeant in the Pittsfield Police Department
6. A communication from Mayor Tyer submitting an Order authorizing the City of Pittsfield to accept a grant of funds in the amount of $2,000 from the Executive Office of Public Safety and Security – Highway Safety Division
7. A communication from Mayor Tyer submitting an Order authorizing the City of Pittsfield to accept a grant of funds in the amount of $40,689 from the Corporation for National and Community Service
8. A communication from Mayor Tyer submitting an Order authorizing the City of Pittsfield to accept a grant of funds in the amount of $350,000 from the Executive Office of Health & Human Services
9. A communication from Mayor Tyer submitting an Order authorizing the City of Pittsfield to adopt certain provisions of Massachusetts General Law Chapter 40
10. A communication from Mayor Tyer submitting an Order authorizing the City of Pittsfield to grant a conveyance of an easement on Valentine Road to Western Massachusetts Electric Company

REPORTS OF COMMITTEES

Reports of the Committee on Ordinances and Rules

11. A report of the Committee on Ordinances and Rules on a communication from Mayor Tyer submitting an Order authorizing the City of Pittsfield to accept M.G.L., Chapter 40, Section 8J that allows an increase in the membership of the Commission on Disabilities, recommending it be approved

12. A report of the Committee on Ordinances and Rules on a communication from Mayor Tyer submitting an Ordinance amending Chapter 2, Administration, Article XLI, Commission on Disabilities, Section 2-234 (a) Membership and Terms, recommending it be approved
13. A report of the Committee on Ordinances and Rules on a communication from Mayor Tyer submitting an Ordinance amending Chapter 7 and Chapter 24 of the City Code as it relates to the Fire Department, recommending it be approved

14. A report of the Committee on Ordinances and Rules on a communication from Mayor Tyer submitting an Ordinance amending the City Code, Chapter 6, Finance and Taxation, Article XV, Section 6-83, recommending it be amended and approved

Report of the Committee on Public Health and Safety
15. A report of the Committee on Public Health and Safety on a communication from Mayor Tyer submitting an Order authorizing the City of Pittsfield to enter into the Inter-Municipal Agreement of the Berkshire Public Health Alliance, recommending it be approved

UNFINISHED BUSINESS
16. A petition from Councilors Mazzeo and Connell requesting installation of left turn signals at the intersection of Center St. and Columbus Ave. for northbound and southbound traffic (tabled 6-28-16)

NEW BUSINESS
17. A petition from Central Berkshire Habitat for Humanity requesting waiver of the building permit fees for 94 Clarendon Street, Pittsfield

MATTERS TENTATIVELY REFERRED BY THE PRESIDENT UNDER RULE 27

Referred to the Traffic Commission
18. A petition from Councilor Morandi requesting installation of a stop sign on the north side of the intersection of Curtis Street and Fourth Street

19. A petition from Councilor Morandi requesting a “No Parking” zone on the southwest side of Orchard Street from North Street to First Street
March 9, 2017

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

It is my sincere privilege to submit herewith for your consideration, the appointment of Dennis L. Powell, of 21 Meadowview Drive, Pittsfield, MA to the Licensing Board for a term expiring June 3, 2019.

Respectfully submitted,

Linda M. Tyer
Mayor
Dennis L. Powell

21 Meadowview Dr. Pittsfield, MA 01201 Phone: 413 464-9060 or Cell: 617 501 5159 E-Mail dpowell82@mycap.rr.com

PERSONAL:

BORN: June 26, 1945 MARITAL STATUS: Divorced CHILDREN: 3-2 Step Children
GRANDCHILDREN: 4

EDUCATION:

CULINARY INSTITUTE OF AMERICA CLASS OF 1968 NEW HAVEN, CONN.
- A.O.S Degree (Associate Occupational Studies)
- NFIF Certified (Applied Foodservice Sanitation Certification—National Institute for the Foodservice Ind.)

PITTSFIELD HIGH SCHOOL CLASS OF 1963 PITTSFIELD, MA

WORK EXPERIENCE:

Retired/Consultant Food Service Hospitality Industry 2010

Berkshire Farm Center and Services for Youth Canaan, NY Director of Food Service/Culinary/Hospitality 2003 – 2010
- Responsible for the development and implementation of a hospitality/culinary program for the youth interested in a career in the Hospitality Food Service Industry
- Responsible for the hiring and supervision of all food service personnel, developing and managing a million plus operating budget, menu development that addresses today’s nutritional guidelines, staff development and training in healthy food preparation

- Responsible for staffing, training and supervision of wait staff for the Symphony Cafe and The Boston Pops. I was also responsible for all patron/guest reservation, budget development and special function...

The Christian Center of Pittsfield Pittsfield, MA Executive Director 1997 – 1999
- Responsible for the supervision of the business and charitable functions of the Center – responding to the needs of the community; budgeting; fundraising; event planning; interacting with other agencies;

Catering By Design, Pittsfield, MA Chef Owner 1990 - 2000
- Provided both on and off premise catering of various types of function locally as well as Cities such as New York, Philadelphia, PA, and Harbor Hill, NJ. The food for each event was designed for the occasion, make-up of guest, and budget allowed

Berkshire Theater Festal Stockbridge, MA Executive Chef 1994 - 1996
• Responsible for providing 175 meals three times daily, to apprentice, stage crew, actors & actresses. The emphasis was on creativity with a small budget - and food had to be of the highest quality. Over 60% of the diners were strict Vegetarian - this created quite the daily challenge.
• Catered all food events for Opening Night Performances, for Cast and invited guest. Also catered all events hosted by the Artistic Director.

Dennis L. Powell

Williamsville Inn  Great Barrington, MA  Executive Chef  1992 - 1993
• Responsible for menu development, all purchases, receiving, storage, pre-preparation, preparation, and service. Here I increased sales and reduced food cost from 35% to 29%, while maintaining quality of food and presentation.

Wendell House Bistro  Pittsfield, MA  Chef Owner  1987 - 1990
• The Bistro, described as the “Culinary Melting Pot of The Berkshires”. served both lunch and dinner - offered American, French, German, Spanish and Creole Cuisine’s. With-in two years the restaurant received a Two Star Rating, by Mobile Travel Guide, for providing a fine dining experience. In addition to providing great tasting food and atmosphere, the guest were entertained with table side cooking of entrée’s and desserts, along with the smooth sound of live Jazz...

Culinary Institute Of America  Hyde Park, NY  Instructor / Administrator  1972 - 1986
• Instructor, Dining Room Service - American, French, Russian, Butler, Service Techniques; also instructed in Mixology, Bar Management & Costing, Wine Appreciation and Service. I also taught the following classes during my tenure - Food & Beverage Cost Control, Menu Development & Restaurant Layout & Design, Food Service Sanitation.
• Department Chairman, Food & Beverage Management Courses: Responsibilities included course development, faculty evaluation and supervision of 30 Instructors, establishing and managing Department Budget was also required of the position.
• Director of Admissions: Responsible for hiring and supervision of Admissions Staff. Producing a recruiting schedule to maintain an enrollment of 72 students every three weeks.

Hilton Hotel  New York, NY  Restaurant Manager / F&B Controller / F&B Manager  1970 - 1972
• After a brief stay in an Apprentice Program in Food & Beverage Management at the Waldorf Astoria, I was assigned to the Hotel New Yorker, as Restaurant Manager, responsible for forecasting sales, developing and managing a budget, hiring and firing of personnel. I was recognized by Hilton’s Corporate Office for my ability to reduce payroll significantly. I later became Food & beverage Comptroller, overseeing and controlling the financial operation.

PROFESSIONAL HONORS:

• Member of a team that received 5 gold medals from an International Cooking Competitions, Basel, Switzerland 1977
• Recognition Award - Outstanding Service Culinary Teachers Association 1973
• Diploma Of Honor, Societe Culinaires Philanthropique 1977

COMMUNITY HONORS:

• Outstanding Volunteer Award given by - Berkshire Center For Families And Children
• Named by The South Advocate as Pittsfield’s M. V. P. - (most Valuable Person)
COMMUNITY INVOLVEMENT:

- President, Berkshire County Branch NAACP; Chair of Educational Committee Berkshire County Branch NAACP; Community Activist; Past Board Member: Berkshire Museum, Pittsfield Economic Revitalization, Berkshire County Regional Employment; Past Chair - Advisory Council – MCAD; Past Member Police Citizen Advisory Committee; Past Member Alumni Board Pittsfield Boys Club; I Am MAPP Certified (Massachusetts Approach To Partnerships In Parenting); Coached An Inclusive Soft Ball League for Children Of All Ages; Established A Multicultural Book Collection For Children and Young Adults At The Berkshire Athenaeum - In Memory Of My Wife, Over 500 Books In The Collection; Prepared Meals For The Homeless At St. Stephen’s Church For Over 12 Years

- Chef For Gala Food Events For Berkshire Center For Families And Children 5 Years
- Chef Organizer Pasta PAZZAS - a Fund Raiser For St. Joseph High School 6 Years
- Pancake Breakfast - St. Joseph High School 6 Years
March 9, 2017

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

It is my sincere privilege to submit herewith for your consideration, the following appointments to the Commission on Tourism for terms expiring March 14, 2020:

Joe Durwin of 63 Delancy Avenue, Pittsfield, MA 01201
Carol Chiavetta of 122 North Street, Pittsfield, MA 01201

Respectfully submitted,

Linda M. Tyer
Mayor

Cc: Jen Glockner, Cultural Development Director
Joe Durwin  
C.V. ~ 2015  
ml. 413.347.9877   e. joe.durwin@gmail.com  

Professional Background  

Freelance Writer/ Content Creator  [2002-Present]  
• Published work ranging from national and regional publications to books and peer-reviewed academic publication.  
• Provided content, services, and professional commentary for a variety of print, web, radio and television media outlets, including but not limited to: Advocate Weekly, North Adams Transcript, PBS, SyFy Channel, RawStory.com, History Canada, Arizona Highways, Fate Magazine, Arthur Magazine, Weird Arizona, Weird New England, Pittsfield Community Television, Chiller TV, the Berkshire Review, the Journal of Trickster Studies, The Tom Gulley Show, WBRK FM, WUPE FM, WTBR FM, Project 413, and Berkshire Family Focus.  

Freelance Public Relations, Marketing, Research and Organizational Consultation [12/08-Present]  
• Created, built and maintained successful social media platforms for numerous enterprises, organizations, events and individual professionals.  
• Crafted effective strategic advertising campaigns and advised or supervised institutional marketing plans and budgets.  
• Conceived and executed numerous highly successful publicity campaigns for events, products, and causes that included concrete metrics for demonstrating specific reach and results.  
• Provided comprehensive press and public relations services, including also public representation and story-seeding.  
• Planned, arranged and executed all facets of on site event promotion and direct marketing for a variety of different products and services in diverse conference and trade show environments.  
• Established and expanded databases of targeted leads, subscribers, and customers through exhaustive research, contact development and innovative marketing interface with the public.  
• Provided complete start-to-finish event planning services including all preparation, promotion and on site management of diverse functions. Alternately have provided targeted event support and supervision, of specific facets (e.g. food service, entertainment, box office) as desired.  

Pittsfield Correspondent – Boxcar Media, Inc  [2011-2015]  
• Served as primary municipal correspondent on local government, education, and local business in the city of Pittsfield, for the largest online news organization in the Berkshire County, Massachusetts region.  
• Weekly coverage of a wide range of local news, including but not limited to elections at local, state and federal level, city operations, business and economic development, education, major crimes and weather events, community features, arts & entertainment, and local history.  

Community & Artist Relations Manager- Berkshire Opera Company  [01/08-09/08]  
• Oversaw all public and artist relations, media and marketing, event coordination, as well as educational and outreach efforts for the company’s 2008 season.
Circulation Attendant & Computer Services Liaison [08/05-09/07]
Responsible for providing information and services to a broad range of patrons in a busy metropolitan branch library; helped connect an average of 1,000 branch patrons per day with library services & information
Assisted in overseeing the circulation of nearly half a million items in PPL’s collection
Assisted in the planning and execution of community outreach and educational activities
Served as Computer Services Liaison between library branches and the Central Library’s Technical Support

Volunteer/ Board/ Organization Affiliations

Pittsfield Parks Commission – (Appointed by Mayor Tyer, 2016- )

Springside Park Conservancy (Inc.,)- President (2013- )

Friends of Springside Park- Clerk (2015- ); President (2013-2014); Publicity Coordinator (2011-2013)


Pittsfield Community Television -Member (2012-2015 )

Vincent J. Hebert Arboretum - Secretary (2012-2015 )

Zeitgeist Gallery, Inc Board of Directors, (2008-2009)
Carol Chiavetta has over 25+ years in entertainment marketing. As CMO of Blue Man Productions, she managed Blue Man Production developing and overseeing all marketing initiatives. Carol worked at Disney Theatrical where she worked on The Lion King, Aida, and Beauty and the Beast. Her work has encompassed many Broadway and off-Broadway companies and productions including, but not limited to Manhattan Theatre Club where she worked to successfully launch Manhattan Theatre Club’s Biltmore Theatre, Baz Luhrmann’s La Boheme, Avenue Q, Wicked, and On the Town. Carol is happy to be working at Barrington Stage Company.
March 9, 2017

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

It is my sincere privilege to submit herewith for your consideration, the following reappointments to the Green Commission for terms expiring March 14, 2020:

Nancy Nylen (Associate Director at CET), of 112 Elm Street, Pittsfield, MA 01201
Nicholas Caccamo, of 130 Parkside Avenue, Pittsfield, MA 01201

Respectfully submitted,

Linda M. Tyer
Mayor
March 9, 2017

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

I am submitting this communication to notify you that I am appointing Matthew Kirchner to Lieutenant and Thomas Dawley to Sergeant in the Pittsfield Police Department in accordance with Civil Service regulations.

Respectfully submitted,

Linda M. Tyer, Mayor
March 6, 2017

Honorable Linda Tyer
70 Allen Street
Pittsfield, MA 01201

Dear Mayor Tyer:

Submitted herewith for your approval and referral to the City Council is the appointment of Matthew Kirchner to Lieutenant and Thomas Dawley to Sergeant with the Pittsfield Police Department.

Respectfully submitted,

[Signature]
Michael J. Wyyn
Chief of Police

c: Personnel Dept.
March 9, 2017

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

Submitted herewith for your consideration an Order authorizing the City of Pittsfield to accept a 2017 Child Passenger Safety Equipment Grant in the amount of $2,000.00 from the Executive Office of Public Safety and Security-Highway Safety Division.

Respectfully submitted,

Linda M. Tyer
Mayor

LMT/CVB
Enclosure
March 3, 2017

Honorable Linda Tyer
Mayor - City Of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Mayor Tyer:

Submitted for your consideration, is an authorization requesting the City of Pittsfield to accept a 2017 Child Passenger Safety Equipment Grant in the amount of $2,000.00 from the Executive Office of Public Safety and Security-Highway Safety Division to the Pittsfield Police Department.

Sincerely,

Michael J. Wynn
Chief of Police

c: Matthew Kerwood, Finance
AUTHORIZING THE CITY OF PITTSFIELD TO ACCEPT A FY17 GRANT OF FUNDS IN THE AMOUNT OF $2,000.00 FROM THE MASSACHUSETTS EXECUTIVE OFFICE OF PUBLIC SAFETY – HIGHWAY SAFETY DIVISION

Ordered:

That the City of Pittsfield, acting through its Mayor and City Council, and pursuant to M.G.L. Chapter 44, Section 53A, is hereby authorized to accept a FY2017 Child Passenger Safety (CPS) Equipment Grant in the amount of $2,000.00 from the Massachusetts Executive Office of Public Safety – Highway Safety Division to the Pittsfield Police Department.
From: Michael Wynn  
Sent: Tuesday, February 28, 2017 1:26 PM  
To: Margaret Gregory - Bilotta; Traffic Division  
Cc: Gary Traversa  
Subject: FW: FFY 17 CPS Grant Award and Ordering Instructions  
Attachments: 2017 CAR SEAT ONLY PRODUCT LINE.pdf; CPS price list 2017.pdf; FFY17 CPS Car Seat Order Form.xlsx; Pittsfield PD FFY17 CPS Award Letter.pdf  

FYI.

From: Leduc, Alisa (EPS) [mailto:alisa.leduc@state.ma.us]  
Sent: Tuesday, February 28, 2017 1:25 PM  
To: Michael Wynn  
Cc: James McIntyre  
Subject: FW: FFY 17 CPS Grant Award and Ordering Instructions  

Attached is the award letter for your agency for the FFY17 CPS Equipment Grant. Thank you for your patience as the award process has taken longer than usual this year.  
The process for purchasing seats is as follows:
   Review the attached Product Line and Car Seat Price List documents,
   Place an order using the attached order form and submit to me electronically,
   I will then send the order to the vendor (Mercury Distributing) who will fulfill the order and deliver to the address provided on your order form.

**All Orders must be submitted to me no later than March 15, 2017**

The amount you can spend on car seats is indicated on your award letter. The order sheet has formulas built in so it will calculate your order total.  
Please be aware your order total must be equal to or less than your awarded amount. I will be submitting orders on March 17; deliveries are expected to arrive within 4 weeks (unless an item is backordered)

Some clarifications

   Case packs refer to the number of seats in the box. Some products may have 4 seats per box. The price however is given per seat.
   Ensure the total quantity column reflects the total number of seats if selecting a case pack to ensure the correct cost is shown.

   Make sure the address listed on your order form is the address you want to the seats delivered. The vendor has been instructed to make sure all shipments are received in person.
   Vendor will not leave boxes on the steps, driveway etc. If you have special instructions please indicate that on the order form.

   Shaded items on the pricing sheet have been discontinued but limited quantities may be available. If you choose a shaded item, I may follow up with you to adjust your order after I speak with the vendor

Thank you,
Alisa (Ali) Leduc
Program Coordinator
Executive Office of Public Safety and Security
Highway Safety Division
Office of Grants and Research
10 Park Plaza – Suite 3720
Boston, MA 02116
617-725-3367

Michael Wynn
Chief Of Police

Pittsfield Police Department
39 Allen Street
Pittsfield, MA 01201
413.448.9700 x330
mwynn@pittsfieldpd.org

This electronic message and any attached files contain information from the City of Pittsfield Police Department that may be privileged and/or confidential. The information is intended only for the recipient named above, and use by any other person is not authorized. If you are not the intended recipient, any disclosure, distribution, copying or use of this information is strictly prohibited. If you have received this message in error, please call 413-344-3765 or notify the sender by e-mail immediately. Also, please be advised that the Secretary of State’s office has determined that most emails sent to and from municipal offices and officials are considered to be public records and consequently may be subject to public disclosure.
February 27, 2017

Chief Michael Wynn
Pittsfield Police Department
39 Allen St
Pittsfield, MA 01201

Dear Chief Wynn:

I am pleased to inform you that the Executive Office of Public Safety and Security’s Highway Safety Division is awarding $2000 in FFY 2017 Child Passenger Safety (CPS) Equipment Grant funding to the Pittsfield Police Department.

In the short term, Alisa Leduc, Program Coordinator for the 2017 CPS Grant, will email the necessary documents to order the car seats. The email will include: an order form, product line manual, and product pricing sheet along with ordering instructions. Please submit the order to Ms. Leduc no later than 3/15/2017.

If you have any questions related to the grant, please contact Ms. Leduc at Alisa.Leduc@state.ma.us.

Sincerely,

[Signature]
Governor Charles D. Baker

[Signature]
Lt. Governor Karyn E. Polito
March 9, 2017

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

Submitted herewith for your consideration an Order authorizing the City of Pittsfield to accept a grant of funds in the amount of $40,689.00 from the Corporation for National and Community Service.

Respectfully submitted,

Linda M. Tyer
Mayor

LMT/CVB
Enclosure
March 1, 2017

Honorable Linda M. Tyer  
Mayor - City Of Pittsfield  
70 Allen Street  
Pittsfield, MA 01201

Dear Mayor Tyer:

Submitted for your consideration, is an authorization requesting the City of Pittsfield to accept a grant of funds in the amount of $40,689.00 from the Corporation for National and Community Service.

Respectfully Submitted,

Cheryl Whalen  
Director Berkshire County RSVP

cc: Matthew Kerwood Director of Finance & Administration  
Allison Bottume City Accountant
AN ORDER
AUTHORIZING THE CITY OF PITTSFIELD TO ACCEPT A GRANT OF FUNDS IN THE AMOUNT OF $40,689.00 FROM THE CORPORATION FOR NATIONAL AND COMMUNITY SERVICE

Ordered: That the City of Pittsfield, by and through its Mayor and City Council, is hereby authorized to accept a grant of funds in the amount of Forty Thousand Six Hundred and Eighty-Nine ($40,689.00) Dollars from the Corporation for National and Community Service, and that said funds may be expended pursuant to Massachusetts General Laws, Chapter 44, Section 53A, and in accordance with the provisions of the grant, a copy of which is attached to this Order.
Notice of Grant Award

Retired and Senior Volunteer Program

Grantee
City of Pittsfield
City Hall 70 Allen St Pittsfield MA 01201-6250

Award Information

<table>
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<tr>
<th>Agreement No.</th>
<th>Amendment No.</th>
<th>CFDA No.</th>
<th>Performance Period</th>
<th>Budget Period</th>
<th>Grant Year</th>
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<td>04/01/2015 - 03/31/2018</td>
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Award Description

This FY 17 award provides funding of $40,689 plus $1,888 of carryforward from FY' 16 for RSVP for the period 4/1/17-3/31/18.

Purpose

The purpose of this award is to assist the grantee in carrying out a national service program as authorized by the Domestic and Volunteer Service Act of 1973, as amended (42 U.S.C. Chapter 22).

Funding Information

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<th>Year 3</th>
<th>Previously Awarded This Year</th>
<th>This Award/Amendment</th>
<th>Total Current Year</th>
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<td>$40,689</td>
<td>$40,689</td>
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<td>Total Available</td>
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Cumulative Funding for Project Period

| Total Awarded in Previous Amendments | $87,878 |
| Total CNCS Funds Awarded to Date    | $128,567 |

Funding Source and Amount

2017--OPE1-P74-OPG-22107-4101 $40,689.00

Terms of Acceptance: By accepting funds under this grant, recipient agrees to comply with General Terms and Conditions found at https://egrants.cns.gov/termsandconditions/2017GeneralTAndC20161129-508.pdf, and the Program Terms and Conditions found at https://egrants.cns.gov/termsandconditions/2017RSVPTAndC2-13-17-508-20170224.pdf. Recipient also agrees to comply with assurances and certifications made in the grant application, and applicable federal statutes, regulations and guidelines. Recipient agrees to administer the grant in accordance with the approved grant application, budgets, supporting documents, and all other representations made in support of the approved grant application.

Corporation for National and Community Service:

[Signature] 02/28/2017

City of Pittsfield

Legal Applicant

Page 1

For Official Use Only
Notice of Grant Award

Retired and Senior Volunteer Program

Grantee
City of Pittsfield
City Hall 70 Allen St Pittsfield MA 01201-6250

Corporation for National and Community Service:
Janet Caranci, 215-964-6315
Grants Officer

Cheryl Whalen
Project Director

Roberta T. McCulloch-Dews
Certifying Official/Executive Officer

Sherry McClintock
Program Officer

EIN: 046001408
DUNS: 084069624

601 Walnut Street, Suite 876 E
Philadelphia, PA 19106-3323
**PART I - FACE SHEET**

**APPLICATION FOR FEDERAL ASSISTANCE**
Modified Standard Form 424 (Rev. 02/07 to confirm to the Corporation’s eGrants System)

<table>
<thead>
<tr>
<th>1. TYPE OF SUBMISSION</th>
<th>2a. DATE SUBMITTED TO CORPORATION FOR NATIONAL AND COMMUNITY SERVICE (CNCS):</th>
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<tr>
<th>5. APPLICATION INFORMATION</th>
<th>NAME AND CONTACT INFORMATION FOR PROJECT DIRECTOR OR OTHER PERSON TO BE CONTACTED ON MATTERS INVOLVING THIS APPLICATION (give area codes):</th>
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<tbody>
<tr>
<td>LEGAL NAME: City of Pittsfield</td>
<td>NAME: Cheryl Whalen</td>
</tr>
<tr>
<td>DUNS NUMBER: 084069624</td>
<td>TELEPHONE NUMBER: (413) 499-9345</td>
</tr>
<tr>
<td>ADDRESS (give street address, city, state, zip code and county):</td>
<td>FAX NUMBER: (413) 442-0422</td>
</tr>
<tr>
<td>City Hall 70 Allen St Pittsfield MA 01201 - 6250</td>
<td>INTERNET E-MAIL ADDRESS: <a href="mailto:cwhalen@pittsfieldch.com">cwhalen@pittsfieldch.com</a></td>
</tr>
<tr>
<td>County: Berkshire</td>
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| 6. EMPLOYER IDENTIFICATION NUMBER (EIN): | 046001408                                                                 |

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<td>7a. Local Government - Municipal</td>
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<td>7b.</td>
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<table>
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<th>8. TYPE OF APPLICATION (Check appropriate box):</th>
<th>Corporation for National and Community Service</th>
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<td>CONTINUATION</td>
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<td>AMENDMENT</td>
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<td>A. AUGMENTATION</td>
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<td>B. BUDGET REVISION</td>
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<td>C. NO COST EXTENSION</td>
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<td>D. OTHER (specify below):</td>
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<th>9. NAME OF FEDERAL AGENCY:</th>
<th>11a. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:</th>
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<tr>
<th>10a. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:</th>
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| 10b. TITLE: Retired and Senior Volunteer Program |

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<tr>
<th>12. AREAS AFFECTED BY PROJECT (List Cities, Counties, States, etc.):</th>
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<tr>
<td>Berkshire towns include: Adams, Cheshire, Clarksburg, Florida, Hancock, New Ashford, North Adams, Savoy, Williamsburg n; Becket, Dalton, Hinsdale, Lane</td>
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<th>13. PROPOSED PROJECT: START DATE: 04/01/15</th>
<th>END DATE: 03/31/18</th>
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<th>15. ESTIMATED FUNDING: YEAR #:</th>
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<tr>
<th>16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?</th>
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<tr>
<th>17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?</th>
<th>YES</th>
<th>NO</th>
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</table>

| 18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DUELY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED. |

<table>
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<tr>
<th>a. TYPED NAME OF AUTHORIZED REPRESENTATIVE:</th>
<th>b. TITLE:</th>
<th>c. TELEPHONE NUMBER:</th>
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<tbody>
<tr>
<td>Roberta T. McCulloch-Dews</td>
<td></td>
<td>(413) 499-9321</td>
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<th>d. SIGNATURE OF AUTHORIZED REPRESENTATIVE:</th>
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EXECUTIVE SUMMARY

Berkshire RSVP’s mission is to encourage older adults to volunteer by matching their skills to local community needs, to recruit and place volunteers to assist agencies implement impact programming, to identify unmet community needs, and to design signature impact projects to address compelling problem issues.

RSVP’s total FY'15-16 budget is being submitted for $124,550.00. Our sponsor (the City of Pittsfield) will provide $83,861.00 (67.3%) and our Grant request to CNS will be for $40,689 (22.7%), RSVP Projects 280 active volunteers and 80 Stations projected for FY 18 and 5 Signature programs.

The FY15-18 Federal Grant (4/01/15-- 3/31/18) will support RSVP in addressing the CNS Strategic Service categories: Disaster Services, Education, Healthy Futures, Economic Opportunities and Senior Citizen Assistance.

Actual Outcomes - Data will be collected by surveys, volunteer tracking, station reports and project evaluations. Education- Reading literacy will show increases in learning by standardize testing. The outcomes we anticipate from the Work Plans are: fostering quality of life and education for senior's independent living (Transportation, Froio Senior Center, Senior Elder Services Nutrition meals), Economic Opportunities, literacy mentors (Berkshire County Sheriff's office), (Pittsfield Visitor Center), Housing Infrastructure for low income families (Habitat for Humanity), Career Education for Youth (Junior Achievement), and Healthy Futures (American Cancer Society’s Road to Recovery & Bosom Buddy Bags). Employment education (Good Will)

1-6-17 UPDATE FOR Year 3 Continuation Grant Application:

FUNDING:

RSVP's total FY'17-18 budget is being submitted for RSVP's total FY'17-18 budget is being submitted for $134,242.00. Our sponsor (the City of Pittsfield) will provide Grantee Share of 87,490 (65%) after adding In Kind of $4,175 (3%) the total for Applicant Share is $91,665 (68%) and our Grant request to CNS will be for $40,689 (plus Augmentation balance of $1888.) When the basic Grant request of $40,689 is added to the Augmentation balance of $1888, the Grant request adds to $42,577.00 (32%).
Narratives

STAFF SALARIES, BUDGET CHANGES:
Some line items in our Grantee Budget have had to be changed since our last Continuation Application.

The Salary for the Director was decreased due to the Mayors direction to all Directors/City Department Heads that they would not receive the yearly step raise for 2017-18 due to budget constraints on the city.

Our previous Volunteer Coordinator, Marissa Bogins, accepted a new position, with another employer, that offered a much higher salary in May of 2016. We welcomed Stephanie Bordeau in June 2016. Stephanie jumped in and hit the ground running. She has over 30 years of experience in working with people, seniors and with volunteers. She has been with us a little over 6 months and has contributed to the increased success of our grant's work plans.

This position shows a decrease due to the pay step Stephanie started at in this position being lower than where Marissa had been at the time of her departure.

Because of the turnover in this position due to low salary compensation and the potential loss of the Administrative Assistant due to low salary compensation as well, the RSVP Director is working with the City of Pittsfield's Personnel Director to be able to make some increases in salary for both of these positions that not only will better reflect the value and hard work that is required for those positions but would also improve retention of our valuable staff.

Additionally, all Department Heads/Directors were directed to trim their department budgets as much as possible. RSVP was able to get a smaller, less expensive copier machine that was able to do all of the functions we needed and had with the more expensive model when our contract was up and it was time to make the decision to keep the same copier or get a different model. Last year cost in budget for copier lease and maintenance was $4479. This year copier cost in budget is $1982.

HIGHLIGHTS, ACCOMPLISHMENTS, IMPROVEMENTS AND OTHER IMPORTANT UPDATES INCLUDE:
Disaster Assistance Provided Work Plans-one is Creating Disaster Kits, and the other is Performing Outreach. Last Reporting period, April 1, 2015 through March 31, 2016, we had 0 Kits created and given out and by September 30, 2016 we had given out 25 disaster kits. During this same reporting period we had given presentations about Disaster Preparedness to 0 people. As of September 30, 2016 we have presented to 115 people. While we have a way to go to reach our targets, in only the past 6 months, since March 31, 2016, we see we have made great progress in a short period of time and at this rate believe this progress will continue.
Narratives

The K-12 Success Work Plan has also seen good progress towards reaching our target number of 34 unduplicated volunteers. During the last reporting period, April 1, 2015 through March 31, 2016, we had 17 unduplicated volunteers. In the last 6 months, from March 31, 2016 to September 30, 2016 we have added 9 volunteers for a new total of 26. We believe we will reach our target number by March 31, 2018.

TRANSPORTATION SURVEY: TRANSPORTATION-AGING IN PLACE WORK PLAN

The RSVP Van Transportation Survey completed in August 2016 showed very positive results. 82 surveys were sent out and 26 were returned.

When given the statement, Because I use the RSVP Van Transportation, I feel I have close ties to more people., 96% answered, Yes.

When given the statement, Because I use the RSVP Van Transportation, I feel less lonely. 96% answered, Yes.

When asked, Are you able to afford a transportation service with a fee? 69% say, No.

When asked, Is the RSVP Transportation Service helpful allowing you access to community services? 100% answered, Yes.

When asked, Were you satisfied with the Driver/Dispatcher Assistance? 100% said, Yes.

Some comments written on the surveys when asked, How can we improve our service? are

I think it's terrific as it is, I think it's just great as it is., Its just perfect the way it is., They are great now! The best service in the world!

Thank you so much for considering our grant request. We believe that if funded, you will continue to see an impact, mission and volunteer focused organization that bring volunteers and non-profits together to improve our community.

Strengthening Communities

STRENGTHENING COMMUNITIES

DEMOGRAPHIC AND GEOGRAPHIC FEATURES

RSVP Berkshire serves the Western County of Massachusetts, which is bordered by 3 states: Vermont on the north, New York on the west and Connecticut on the south. The County represents a region well-defined by the physical feature of mountains running along the western & eastern borders, historic traditions, and sectional social and economic interdependence. Berkshire County, comprised of 2 cities and 30 towns in an area of 946 square miles, is mostly rural in nature, with only 8% of land
Narratives

developed for residential purposes. The major economic income generator is Tourism. The county is often defined according to its 3 sub divisions -- North, Central & Southern Berkshire. While tied together economically, socially and politically, the regions do experience some degree of independence from one another, primarily due to the 50 mile span from North to South of the county. Northern Berkshire consists of the following municipalities: Adams, Cheshire, Clarksburg, Florida, Hancock, New Ashford, North Adams, Savoy, Williamstown; Central Berkshire consists of: Becket, Dalton, Hinsdale, Lanesboro, Peru, Pittsfield, Richmond, Washington, Windsor; Southern Berkshire consists of: Alford, Egremont, Great Barrington, Lee, Lenox, Monterey, Mount Washington, New Marlborough, Otis, Sandisfield, Sheffield, Stockbridge, Tyringham, West Stockbridge. Although Berkshire RSVP serves the whole county, the majority of RSVP volunteers live, serve and are placed in the central region, which is the most populated area, which is Pittsfield, Lanesboro, Dalton, Lenox and Lee. These towns combined account for 50% of the county’s total population.

Berkshire RSVP is both sponsored by and home based in the City of Pittsfield, which is the largest municipality in the county with 44,737 residents. According to the 2010 US Census Bureau Demographic Profile Data, Berkshire County is home to 131,219 people (33,740 of those are persons age 60+). In a January 2010, a Berkshire Eagle article reports the county has decreased by 4.2% since 2000, while the only segment of the population remaining constant and trending to increase are those 55+, who represent 32% of the total county population -- a significant factor in RSVP recruitment efforts.

The City of Pittsfield serves as the county seat, has the largest hospital, court system, & major mall, and therefore is the ‘hub’ of the county. The RSVP main office, which is located in downtown Pittsfield, couldn’t be better strategically placed in the local library! It affords us visibility to the largest group of adults 55+ in a centrally, well visited site. Massachusetts has a larger percentage of the 'older old’ (85+ years old) than the country as a whole. The former decline of Massachusetts' 'younger old' (60 -- 74 years of age) segment over the past decade is steadily increasing -- especially Baby Boomers born 1946 to 1964. This unique group is entering the aging service network currently at 10,000 per day and will continue for years ahead, while also providing a new energetic group of prospective volunteers for Senior Corps programs. 4% of our residents are federally defined minority groups (Black, Hispanic, Asian) while many of those minority groups are difficult to recruit as they are involved, almost exclusively, in their own churches and private clubs. 12.5% of our population are
Narratives

living below the poverty level.

Another important statistic is that Berkshire County reports the highest number of cancer related mortalities from Breast & Lung Cancer, which is why RSVP works so closely with the American Cancer Society in our 5 distinctly different yet needed projects in our Programming for Impact Work Plan. Regrettably, Berkshire County has the highest incidence of breast cancer cases per capita in Massachusetts. Also, per the above statistics, RSVP is working very closely with community partners in assisting the Senior Citizen population, both with education, nutrition, reducing isolation, and providing free transportation services and becoming volunteers to serve their peers and others as well.

COMMUNITY PARTNERS, LOCAL INPUT & DIVERSITY
Berkshire RSVP solicits annual input regarding program design and community need from our sponsor - the City of Pittsfield, our volunteers, our 60+ stations, new agencies that make inroads to become stations because of their pending need to address community problems, the United Way -- which our RSVP Director serves on the UW grant review and allocation team, and especially our 18 member Advisory Board. The Advisory Board consist of a diverse group of community participants, including an equal # of men vs. women, those 55+ (Retirees) and those currently gainfully employed age 28 to 54, representatives from Senior agencies (Elder Services, the Pittsfield Council on Aging, Residential Care Facility), Habitat for Humanity, the Business Community, RSVP Volunteers, Berkshire Athenaeum (Boomers and those 55+), Station representatives, folks with Volunteer management experience, and members from a variety of Berkshire County towns (Lanesboro, Dalton, Becket, Pittsfield, etc.). This wide range of member characteristics permits diverse opinions regarding future project development. And most advantageous to RSVP is that our project design is annually evaluated by the community participants who primarily represent the RSVP projects that ultimately affect their respective organizations.

RSVP also solicits information regarding community need from Berkshire Medical Center's "Needs Focus Groups" workshop Outcome Reports, the United Way Lodestar reports that detail the 'gaps in service' and 'addressing future trends' and input from residents, relevant media articles, and Elder Services 2009 Area Plan on Aging.

Volunteer Diversity - RSVP, due its relaxed eligibility structure, can recruit volunteers that are low income and those who are financially secure as well. Berkshire RSVP also enjoys a relatively high
Narratives

number of male volunteers and couples who decide to volunteer together. We are fortunate indeed to have volunteers who are disabled (mobility restrictions, hearing impaired and developmental disabilities). Our volunteers represent the entire spectrum of educational backgrounds -- including those with only High School degrees and blue collar jobs to those who have college degrees and past work experience as teachers and white collar managerial positions.

PUBLIC AWARENESS

RSVP, as an official Department of the City, has visibility on the City Website. We are actively involved with all City events and the RSVP Director serves on City Boards. RSVP is a respected community resource. RSVP has participated in the Pittsfield 4th of July Parade each summer for the past 15 years with a narrative in the Parade Booklet describing our mission and information on how to become involved. Over 20,000 people line the parade route and see our float entry and read about our program. RSVP is featured on local radio and public television shows and has an information table at the monthly 3rd Thursday events on Main Street which attracts thousands of residents each month.

Mobilization of Community Resources -- In 2012-2013 RSVP was awarded additional funds from the City of Pittsfield who continues to cover the cost of maintenance for the Honda 2011 Odyssey Van used for our Transportation project. RSVP has a longstanding relationship with a local funeral home, which supplies our refreshments and cakes for our monthly Volunteer birthdays. Local print shops have supplied us with card stock for all our postcard invitations. And local fabric stores supply us with material for our Bosom Buddy Bags for the American Cancer Breast Cancer project. RSVP volunteers make lap robes for residents in nursing and veteran’s homes. All the yarn is donated to us for their knitting; as well as for the handmade winter caps and mittens made for the low income children in our community & the preemie caps for the Neonatal Intensive Care Unit at Berkshire Medical Center.

Our greatest source of funds comes from the sale of advertising space in our Senior Resource Calendar each year. In 2013, 25 local businesses purchased ads ranging from $50 to $350 in our calendar, most being repeat advertisers from previous years who believe in the power of reaching Baby Boomers, who have discretionary money to spend -- even in this harsh economy. We name a Community Business Partner each year, which receives a plaque and are highlighted at our annual Volunteer Recognition event. Past Community Business Partners include Barrington Stage & Colonial Theatre for their gifted show & concert tickets for our volunteers, Dalton tractor donating time and
Narratives

tractor for parades, Haddad Toyota for the convertibles donated for the Volunteers of the year to ride in.

Volunteer Participation in Community Activities
RSVP volunteers attend many community activities, sometimes in their volunteer capacity and sometimes as a regular resident. Through eBlasts, we make our members aware of special events so that they have adequate time to plan to attend. The Parade, Arbor Day Celebration, 3rd Thursday Evenings in Downtown, Historic Wahconah Park Baseball games, community events Art Show, the 250th Anniversary of our City in 2011, and Barrington Stage musicals and plays along with the Colonial Theatre are enjoyed by RSVP volunteers and other residents as well. Volunteers support our Ethnic Fair and Live on the Lake Concerts and special activities -- both outdoors and indoors during all the seasons. Many are students at Berkshire Community College through the Life Long Learning Courses (OLLIE). Our community is rich in history and cultural venues -- all of which are interesting and often time free -- to our elder residents and volunteers.

Organizational Capacity Enhancement

RSVP Berkshire is a well-respected, and a 'go to' resource when it comes time for local agencies to expand their scope of service, or most recently to help out during economic downturn. Obviously the last few years have been most difficult due to the recession, when many agencies needed to downsize staff and reduce programs. This negatively impacted their recipients of service, who unfortunately were already in great need. RSVP appears to be the 'life line' that in most cases proved to rescue the agencies/programs/and needy participants.

RSVP signature projects include the Transportation Project, American Cancer society Road to Recovery Service, Junior Achievement Program and Elder Services Meal Sites served by Berkshire RSVP Volunteers. Still fruitful is the Educational projects in schools, working with at-risk elementary students, assists teachers with the provision of 1 on 1 reading help, which our reports document that children's reading level abilities were raised by 2.6 reading levels and a greater mastery of phonics and appreciation of reading. For many agencies and medical interventions (chemotherapy and radiation), hundreds of low income elders simply could not access those essential life saving medical therapies and the ability to receive daily nutrition lunches. 60 RSVP Stations received approximately 33,335
Narratives

hours of community service in the past year -- all of which serves to emphasize how consistently they rely on volunteer assistance.

Future Integration of Senior Service into other Service Programs

Berkshire RSVP will continue to support the Foster Grandparent Program in Berkshire County, by providing a work area and use of our equipment to the designated Coordinator who is employed by Springfield RSVP. We continue to work collaboratively for referrals from each, for example, if FGP gets a prospective volunteer who is "over income" that person is referred to RSVP and if RSVP has a volunteer, who is extremely low income we refer them to FGP.

Recruitment and Development

RECRUITMENT AND DEVELOPMENT OF VOLUNTEERS (FY 2015-2018)

BUILDING A CORPS OF VOLUNTEERS
RECRUITMENT/RETENTION/RECOGNITION

RSVP actively engages in ongoing volunteer recruitment. We conduct presentations and distribute informational literature/flyers/brochures at local events, elder housing sites, senior centers, the library and the post office. A monthly Volunteer Opportunity flyer is developed each month, used at recruitment sites, and distributed cost-free via eBlasts! An immediate eBlast call is distributed when site have emergency needs. The RSVP front window eye-catching Displays change monthly and attract attention and numerous 'walk-ins". RSVP continues monthly volunteer Birthday Parties (approximately 20 volunteers per month). Volunteers are invited and asked to "bring a friend" as well, which is a great way of recruiting new members. Contacting volunteers by phone when they do not show activity in a 3 month period awakens their interest in returning to volunteerism. RSVP's Web Site has been updated to attract residents age 55+. The website includes links to filing their application and completing a CORI Form (Criminal Offense Record Investigation) on-line, view volunteer opportunities that are available, and updates about recent program highlights and new RSVP projects. Other new links were added including the CNS Senior Corps Video. RSVP regularly has ads in the Help Wanted newspaper section. Local radio stations have included Public Service Announcements on RSVP as well. Local TV and radio shows spotlighted RSVP volunteers, Advisory Council members and staff who give a RSVP overview, encouraging eligible adults to enroll. The local community television station (Pittsfield Community TV) runs volunteer assignments on their Community Bulletin Board. Also helpful, is the RSVP Float in the Pittsfield 4th
Narratives

of July Parade. The visibility is invaluable as 20,000 people (both visitors and Berkshire residents alike) line the streets. RSVP has won numerous trophies for their floats that are designed and completed by our volunteers.

As a member of the Berkshire Chamber of Commerce, RSVP can access nearly 1000 businesses which employ over 30,000 members of the community with their newest tool ChamberMaster website. This site has the ability to post any of the RSVP events and our needs for volunteers.

This November 7th 2014 RSVP has scheduled an Open House recruitment day from 1:00 p.m. to 6:00 p.m. at our 16 Bartlett St. location. This will remain an annual recruitment day has been selected to help in finding the correct volunteers for the 50 plus blood drives we will be supporting the Red Cross with.

The RSVP Associate Member Program allows RSVP to establish a connection and refer interested adult volunteers that are 45 -- 54 years of age to other local non-profit agencies. To date, we have 50+ volunteers that are Associate Members who actively volunteer at community sites. RSVP Staff does not expend time coordinating these volunteers but we offer a space and computer and have recruited an over 55 volunteer to enter data listing their contact information and that volunteer eBlast offering potential community sites for them to contact. Of course, these Associates are not counted in our federal reports nor do these volunteers get any benefits. However, we discovered the wealth of this untapped population, who are willing to serve and are connected with RSVP and shall eventually grow into full membership at age 55.

The RSVP Advisory Council Recruitment Committee's primary focus is to recruit volunteers (the expectation is to bring on 5 each per year) and help man our recruitment sites.

RECOGNITION

Annually a Volunteer Recognition event is held for all our RSVP volunteers. RSVP selects and honors and presents the Volunteer of the Year Award. The City of Pittsfield's Mayor and Massachusetts Senator Ben Downing present the Award Citations. A monetary gift of $250 is made each year to our Volunteer of the Year by the family of a former 1996 Volunteer of the Year. The yearly Award recipient rides in a convertible during the Pittsfield 4th of July Parade, as well as having their picture on the back cover of the RSVP Senior Resource Booklet.

Another form of recognition, created in 2012 is the Good Neighbor Award. Twenty outstanding community volunteers are publicly recognized for their behind the scenes volunteer service.

RSVP volunteer benefits & recognition includes a free annual Bus trip to the Big E Exposition each
Narratives

fall. Volunteers are gifted a free day away including bus transport, admission ticket and snacks, compliments of a mini grant from Western States Exhibition through a mini grant to RSVP that is given without solicitation to RSVP annually.

RSVP provides volunteer mileage reimbursement (capped at $25. per month) to those who drive to their volunteer assignments. Free transportation for volunteers to and from their assignments is also provided. RSVP also provides CIMA Excess Insurance for our volunteers.

TRAINING

Volunteer Training - RSVP screens our new volunteers during a 1 on 1 initial personal interview appointment. We discuss training options that are available (computer classes, driver training for RSVP van transport, reception workshops) and additional options their stations sites may provide. We rely on RSVP staff and seasoned volunteers to actually be 'trainers' for Friends Read Youth Literacy, Junior Achievement and Pittsfield City Hall Ambassador Desk. Perhaps the most effective training opportunities are the experience and assistance provided by the station supervisor.

Staff Training -- RSVP staff attend 3 professional development workshops per year, which are paid for -- and encouraged -- by our local sponsor. Staff trainings include annual National Volunteer Conferences, Volunteer Administrators Association monthly luncheon meetings with guest speakers on pertinent volunteer issues, Computer classes, Board Development trainings through the Berkshire Taconic Foundation, and the City of Pittsfield's participation in the Western Massachusetts Professional Development Trainings. Recent free webinars for staff have been extremely beneficial and don’t necessitate cost or travel. Staff trainings costs have been a regular line item in our Sponsor Budget for the past 17 years.

Community Participation Groups -- RSVP actively interacts with key community groups (Council on Aging, Habitat for Humanity, Elder Services, Junior Achievement, and Berkshire Medical Center/ City of Pittsfield's Health Department and Senior Center). At each monthly meeting they become aware of RSVP Training Opportunities that they themselves may access. RSVP staff similarly may access their training's as well. A new Training Program for volunteers has been initiated with The Food Bank of Western Massachusetts.

Volunteers Station Training -- The RSVP Volunteer Coordinator maintains ongoing communication with all our Station Supervisors through emails, site visits, calls and a yearly packet of Station Responsibility Information. The latter includes any revisions regarding CNS regulation updates and revisions to our forms and literature.
Narratives

Project Assessment -- RSVP projects, regardless of Impact has a 5 Element Statement that includes projected outcomes at the beginning and actual at the conclusion accomplishments are measured by site supervisors, surveys of recipients of service and tracking forms. Additionally, RSVP designs annual goals and objectives for its Advisory Council and Administrative Staff. They include creation of new projects that address community need as well as program enhancements. These Goals and Objectives are assessed at the end of each year. Copies of RSVP Goals are sent to the CNS State Office each year. RSVP conducts a Formal Evaluation Program. In 2013, we have surveyed all 61 Stations and Local Politicians to contribute feedback on RSVP Program satisfaction, future needs and community problems.

Data Management -- RSVP uses the Volunteer Reporter Software (annually updated /$400). Data entry is managed by the Volunteer Coordinator who assures all hours sent in by station supervisors are recorded.

RSVP reviews 61 volunteer stations activity and respective volunteers at each site each year. The RSVP Volunteer Coordinator, Claire Caesar, who manages stations, monthly inputs volunteer hour grids, submitted by station supervisors, verifying attendance and volunteer time, fills volunteer requests and makes site visits. Volunteer hours are then entered into our RSVP Volunteer Reporter Software. This provides data for our Progress Reports, PPVA and station yearly statistics. At the conclusion of each year, stations provide performance measures and actual impact information enabling us to evaluate achievement of project goals. Each station receives a specially designed Certificate each year indicating the number of volunteer hours that were served during the past year, as well as the cumulative total of RSVP volunteer hours they received since they first became a station. Many sites post these certificates in a prominent place in their agency lobby.

Resource Development and Sustainability- RSVP Funding receives 64 % from its sponsor, city of Pittsfield and 31% Federal Funding. RSVP prepares a monthly report of our Sponsor Budget, Federal Grant Budget and our Revolving Fund. These internal budget reports are reconciled with City financial reports that the City Accountant prepares each month. This checks and balances procedure allows us to be aware of shortfalls or amounts that have been misdirected. In-Kind donations for the annual Bartons Crossing Thanksgiving Breakfast are tracked by the RSVP Administrative Assistant, who sends thank you letters and tax exempt donation forms, and maintains the comprehensive yearly list. All material donations are used for projects to subsidize needed office supplies. In-Kind Donations are received by Sponsor, City of Pittsfield with rent, van Maintenance, utility bills and from Pittsfield Businesses we have received flowers, and material for the American Cancer Society Bosom Buddy
Narratives

Bags. Cash receipts must be forwarded to the City Treasurer’s office on a weekly basis. Those funds are placed in the RSVP Revolving Fund, which can be used for monetary donations, raffle proceeds, and other necessary expenses that are not covered by our 2 primary budgets.

Program Management

PROGRAM MANAGEMENT

VOLUNTEER STATION MANAGEMENT
RSVP projects 80 volunteer stations for 2015-18. RSVP reviews station activity and respective volunteers at each site each year. Should these numbers consistently decrease, we meet with the station to review the status and often times find that they no longer need our assistance. Presently stations are selected according to agency requests that specifically address current, documented community needs as determined by community surveys. Regular communication is maintained by the RSVP Volunteer Coordinator, Claire Caesar, stations, monthly inputs volunteer hour grids, submitted and documented by station supervisors, verifying attendance and volunteer time, fills volunteer requests and makes site visits. Volunteer hours are then entered into our RSVP Volunteer Reporter Software. This provides data for our Progress Reports, PPVA and station yearly statistics. At the conclusion of each year, stations provide performance measures and actual impact information enabling us to evaluate achievement of project goals. Each station receives a specially designed Certificate each year indicating the number of volunteer hours that were served during the past year, as well as the cumulative total of RSVP volunteer hours they received since they first became a station. Many sites post these certificates in a prominent place in their agency lobby.

RSVP conducts a Station Workshop yearly, reviewing RSVP policies and procedures, present new regulations, assist new station supervisors with PFI development, and answer questions. At these station workshops we include the CNS Senior Corps video which gives our own local agencies an opportunity to view the national scope and diversity of RSVP programs throughout the country.

Each Station has its own file at RSVP, which includes copies of station materials (brochures, newsletters, etc.), service descriptions, work plans, certificates, volunteer requests, and MOUs (Memorandum of Understanding). All stations were sent new MOU renewal packets, fully describing the duties of the station and volunteer supervisor every three years.
Narratives

RSVP stations provide each volunteer with a job description for their individual assignment, and stations are also required to provide on-site training. Many stations also conduct a Recognition event for volunteers each year.

ASSESSMENT OF PROJECT PERFORMANCE
RSVP completes each fiscal year with a comprehensive assessment of our administrative operations, Programming for Impact projects, financial budget closing reports, Advisory Board Goals (including individual committee objectives, and Strategic Plan performance.)
Each segment as mentioned above are rated on the scale of ACHIEVED, PARTIALLY ACHIEVED or NOT ACHIEVED with a detailed description of the goal attainment. Should a goal receive a NOT ACHIEVED rating, that goal is re-examined for relevancy and in most cases, re-inserted into the coming year goals to address and complete.

Community Partners, Staff, Advisory Board, Station Sites, our Sponsor and CNS Priority Areas are included in our final decision for new project development. Programming for Impact Work Plans and eGrant Progress Reports allow us to monitor performance on all our selected projects with semi annual reviews.

Organizational Capability

ORGANIZATIONAL CAPACITY  (FY 2015 -- 2018)

EXPERIENCE
Berkshire RSVP has worked conscientiously to respond to local compelling needs with capable, trained, dedicated, and civic engaged adult volunteers, and professionally dedicated Staff and Advisory Council members since 1971.

Berkshire RSVP has an established ability for staying focused on our mission; addressing council needs and recruiting, placing adult volunteers for community agency assignments and signature projects. Through 42 years of operation, RSVP’s record for delivering quality services and the implementation of new, necessary projects and programs has established RSVP as leaders in the field of volunteer management in Western Massachusetts.

The City of Pittsfield has been Berkshire RSVP’s sponsor for 42 years. RSVP has tracked and
Narratives

compared our Federal Funding and Sponsor Funding, number of volunteers, and volunteer hours including of Stations for each of the 42 years.

Of particular note is Berkshire RSVP's ongoing projects and experience in the areas of Senior Citizen Assistance, Community Economic Development, Cancer Support, and Education. We work on a regular basis with Elder Services, the Council on Aging, Habitat for Humanity, Junior Achievement, and American Cancer projects. RSVP just completed 12 years of Friends Read Youth Literacy, 6 years with Junior Achievement and 18 years with the American Cancer Society.

STAFF

Berkshire RSVP is staffed by a Full Time Director, 1 Full Time Volunteer Coordinator, and 1 Full Time Administrative Assistant. The RSVP Director's position is an 'appointed' Department Head position in the City of Pittsfield. As a City Department Head, the RSVP Director actively attends bi-monthly Mayoral meetings; and the Mayor is the RSVP's Director's immediate supervisor. The RSVP Director attends the Massachusetts Association of RSVP Directors meetings in Worcester, which includes attendance by and reports of the CNS State Director. The RSVP Director also attends quarterly New England Council of RSVP Directors meetings in rotating states (ME., VT., NH., CT., RI. and MA) in the New England region. These valuable networking meetings permit information sharing, the opportunity to hear State and National updates from the CNS Massachusetts State Director, and to learn and master the changes in volunteer service coordination and professional development.

The new RSVP Director -- Deborah Sadowy, started her position July 1st 2014 and was terminated during her probationary period. Her primary responsibilities include maintaining fiscal solvency, eGrant renewals each year, generating Project Progress Reports bi-annually, hiring, supervising and evaluating staff, publicity and visibility, coordination of the Advisory Board, implementation of RSVP projects and goal achievement. Ms. Sadowy was the Director of Program Operations and Quality Assurance at United Cerebral Palsy for 15 years. A comprehensive Director Job Description is on file at the Massachusetts State office.

The RSVP Volunteer Coordinator position was filled by Claire Caesar as of March 2013. The Volunteer Coordinator responsibilities include CORI forms, mastering the RSVP Reporter Software,
Narratives

creating the newsletter, monthly volunteer opportunity flyer, maintaining the RSVP Web Site, management of station information, updating station files, coordinating the monthly birthday parties, recruiting new volunteers with skills and knowledgeable experience to help the needs of the community and oversight of our current 300 volunteers. Claire manages all data and reports monthly directly to the RSVP Director. She initiates all station and volunteer surveys and is responsible for the correlation of the results. Claire assists with the coordination of all RSVP events including the Recognition luncheon.

RSVP Administrative Assistant, Carmen Morales is a second year RSVP staff member, who is a direct support to the Director. She oversees the Van Transportation Project, Bosom Buddy Bags for American Cancer Society, Maintains the office equipment, and performs all office duties. Her fiscal tasks are Budget input, and management, vouchers, payments, receptionist, and all clerical aspects of the office including files, forms, reports, correspondence and mailings. Additionally, she assists with the annual Volunteer Recognition and other special activities. Carmen also ensures the RSVP Advisory Board receives monthly meeting minutes, financial statements and related materials, updates Board manuals and oversees the office volunteer receptionists.

Elder Services has provided RSVP Berkshire with 1 Title V Senior Community Services Employment Program Aide. Karen Tucker serves as the Transportation Dispatcher, 20 hrs. Per week, with no cost to RSVP.

RSVP must follow the prescribed advertising and interviewing procedures when staff vacancies occur. Job descriptions are in place for all staff, Elder Services Senior Aides, Office Reception Volunteers, and Transportation Drivers. RSVP has a comprehensive Transportation Policy and the City ensures that our staff Travel Policy be adhered to, which includes prior submission of pending travel information and destination, followed by written approval of the Mayor to all travel outside Pittsfield.

RSVP staff is evaluated annually, with written input from each employee prior to the actual evaluation interview. Signed copies of the evaluation are sent to the City Personnel office to be filed in their respective personnel files. Job Descriptions are updated regularly, while meetings and daily interactions insure ongoing communication. The RSVP office location has proven successful in fostering efficient communication among staff, and a spacious work area for the large number of staff
Narratives

and volunteers who work here on a daily basis.

ORGANIZATIONAL CAPACITY
A RSVP Organizational Chart has been forwarded to the MA State Office, which delineates the chain of command, staff's projects responsibilities, and the supervisory staff who oversee projects. Ultimately all are accountable to the RSVP Director, with her being accountable to the Advisory Board, the Mayor and the Corporation State Office. We feel that we have adequate staff and volunteers in the main office to coordinate the myriad projects we administer. RSVP's mission is to recruit, train and place Adult Volunteers, age 55 and over, in community service projects that address needs in the areas of Health, Human Services, Education, Environment, Community, and Economic Development. RSVP has operated successfully for 42 years and has remained fiscally sound, grown in diversity of projects and incorporated all aspects of Programming for Impact into its projects. Over 50% of our volunteers are on Programming for Impact projects and additional volunteers serve in "Other Volunteer Activities". In addition to the mandated PFI goals, RSVP generates goals for its Advisory Board and Administration as well. Goal achievement reports for these areas are evaluated at year's end. Each year RSVP systematically completes a comprehensive self-assessment of our goals, evaluation of current procedures, reviews and revises its Bylaws, updates it forms and literature, and develops methodology for proposed programs and new acquisitions. RSVP receives numerous letters of appreciation as well as awards for its meticulous efforts that benefit local organizations. Past awards have been received from Berkshire Visitors Bureau, AARP, United Cerebral Palsy, Capeless Elementary School, and the American Cancer Society.

FINANCIAL MANAGEMENT
RSVP's income is from the Corporation for National Service and our local sponsor the City of Pittsfield. RSVP receives additional funding from monetary and in-kind donations, raffles and calendar ad sales. The City of Pittsfield Purchasing and Accounting Departments approve our
Narratives

expenditures and verifies that our budgets are on track with line item spending and monthly City financial reports. The MUNIS financial tracking system provides processing of Purchase Orders and vendor payments throughout the year. The RSVP Board Finance Committee approves the annual budget, while the Advisory Board receives monthly financial statements that detail spending and income. The RSVP Board Treasurer reviews and explains the 3 RSVP Budgets (City/Federal/Revolving) at monthly Board meetings describing the fiscal status of the agency. Records are meticulously kept on cash donations and in-kind gifts to RSVP. Comprehensive files are maintained on budgets, financial reports and vendor orders. Berkshire RSVP has consistently maintained balanced budgets; and despite minimal Federal increases, one Federal rescission and the loss of our State funding in the past 8 years ago, our local sponsor has supported salary increases and other budget needs and augmented shortfalls.

RSVP has strict purchasing procedures as set forth by our sponsor. All Purchase Orders must be entered on the MUNIS system and approved by the Purchasing Department. Once approved, we must forward paperwork to the Accounting Department that verifies that our budgets have funds in the correct line. With that being approved, we can then place an order. The bulk of our office supplies are ordered (per City regulations) from the Northampton Collaborative, which is extremely cost effective. We have actually cut our supply costs in half.

Lastly, the RSVP Advisory Board Fundraising Committee is charged with generating funds for the RSVP Revolving Fund, which subsidizes RSVP with approximately $8,000 annually. This includes income from the Senior Resource Calendar Ad Sales, the memorial donations and other small fundraising activities.

PROJECT CAPACITY

Berkshire RSVP has a large, comfortable main office, including 2 separate offices for the Director and Volunteer Coordinator, a walk in entry area for the receptionist desk and space for the Administrative Assistant, a large conference table area that seats 15, which is used for small volunteer trainings, volunteer tasks, monthly birthday parties and Board committee meetings. RSVP also extends use of our space to local agencies for their night meetings. The west wing of our main office houses 4 work areas for our 1) Transportation Dispatcher 2) Volunteer Input of hours, 3) Foster Grandparent Coordinator and a work area for volunteers 4) We have an attached garage that houses our RSVP
Narratives

Van, along with storage space for our files etc. Volunteer parking is available on site. RSVP also has a small kitchen area with coffee pot, sink, microwave, supplies and refrigerator.

EVALUATION
RSVP has used a self-assessment method of projecting and evaluating yearly Administrative and Board goal achievement. Those goals are drafted by staff and Board members. They include equipment replacement, new project development, revision of policies, securing new funding, emergency and contingency plans, and other relevant matters. RSVP also has a 3-year Strategic Plan that projects a long term plan for the program and respective project continuation. New initiatives are included with adequate time for development and refinement.

Other

2/8/2014 Change in application

RSVP of Berkshire County has undergone multiple Director changes since the 17 year Director retired. The initial first hire Deborah Sadowy was released during her probationary period and we had two interim directors that had been former RSVP directors while we completed an exhaustive search for a new Director that brought a strong set of skills and experience with our volunteer demographics. Cheryl Whalen was selected as the New Director and has been shadowing the interim director for the last thirty days as well as the volunteer coordinator and administrative assistant. We feel 100% confident that Cheryl will excel at this position.

Since applying for this grant in September that have been some changes in the stations that we provide volunteers for. The Junior achievement program and Berkshire County Sheriff programs. The Junior achievement program was a satellite program from Springfield Mass that went into 6 schools. The Springfield program does not have funding for the Pittsfield schools so the number of volunteers that we intended to place in that program had to be reduced since the time of application. Two Pittsfield School's have purchased the materials for the program and our volunteers are teaching the program but we have had to adjust the number of volunteers to reflect the reduction in schools.

We have been able to move Junior Achievement volunteers into the K-12 tutoring program therefore the numbers of volunteers have changed in that category as well.

The Berkshire County Sheriff program did not receive funding for the financial literacy program.
Narratives

therefore we will not be providing volunteers for that program. Hence, we have reduced our unduplicated volunteers to 280 on our volunteer allocations.

We appreciate the opportunity to explain the unduplicated to total volunteers section of the grant request. We have reviewed each section and each volunteer and have made adjustments accordingly. An interesting thing we have found is that most of our volunteers that volunteer in our work plans with a few exceptions stay in the primary area they have volunteered at and also volunteer in the cultural stations that we have partnered with. For example, many of our Habitat home builders that are counted as unduplicated focus area volunteers also volunteer at the Colonial theater as ushers. That station is not a work plan and we do not count their second placed service in total volunteers. (We do however track every time a volunteer serves at a station.) We have planned a new recruitment plan that will target more skilled volunteers 55+ based on the work plans that we have submitted which are in alignment with the CNCS goals as well as the goals of the Berkshire County community.

Bringing a new director has been very helpful to our organization and because of the timing of the change, we received training with the Treasurer of the City of Pittsfield on new requirements. The treasurer explained that "all grants that have a salary share must also apportion the same percentage to the fica and health insurance". We have made those adjustments to Budget 1 and had to change the split between CNCS and sponsor to reflect that requirement.

Thank you so much for considering are grant request. We believe that if funded you will find an impact, mission and volunteer focused organization that will bring volunteers and non-profits together to improve our community.

RSVP Clarification Responses

Budget: The RSVP committee which consisted of current interim director, pending new director, board president and treasurer reviewed the budget that had been submitted by the former director without allowing the board to review it. We reviewed each line of the budget and made the corrections that were needed including the salary of the pending new director at step 2 and all expenditures. We added in under long distance travel the regional and MA Service Alliance
Narratives

conferences as requested of $1000. We have set as new best practices that two board members along with the director will review and sign off on grants prior to sending to the city sponsor for submission. We greatly appreciate that you have allowed us to clarify things on the grant application. Funding amount was corrected to reflect 40,689. Volunteer reimbursement was moved to other volunteer costs and was determined to be necessary and reasonable. Moved volunteer recognition costs from supplies to other volunteer costs. Provided details to show reasonability and necessity. Provided additional details for fringe, local travel and other volunteer costs. Provided source of funds and amounts by source and purpose. Eastern states while stated as a mini grant they give the trip to RSVP Berkshire County Volunteers with out solicitation and no staff worked on getting the donation.

Work plans/Performance Measures each work plan was evaluated and corrected to reflect the items that were suggested. One note was that when we were trying to combine one work plan, we accidently deleted it and when we reentered it the workplan/PMS became a new number. Note: Objective identified as 4.1 and 4.2 in the original application were changed to 24.1 and 24.2.

STRATEGIC PLAN GOALS AND OBJECTIVES

GOAL 1: Marketing and Communications Plan
RSVP will build a consistent and strong communications and public education marketing plan to raise the organization's profile, support brand development, raise awareness of its mission and services and inform and educate the general public.

GOAL 2: BOARD DEVELOPMENT AND GOVERNANCE
RSVP will insure an efficient and effective Board Governance system insuring a strategic direction, managing finances, fund development, representing the organization, creating a manageable board structure, overseeing and evaluating the Director and monitoring and evaluating all aspects of the organization.
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GOAL 3: RSVP will maintain current programs and services as well as expand and add additional program services through effective supervision of staff, strong program oversight, adherence to funding and external survey regulations, efficient utilization of staffing resources, legislative advocacy, quality assurance, strong risk management and by exploring funding to develop new program opportunities.

12/30/15 CORRECTIONS AND EXPLANATORY INFORMATION TO CHANGES IN RSVP STAFF/NARRATIVES/WORK PLANS

STAFF

Since applying for the Grant Amendment in January 2015, there have been some additional changes in RSVP staff. On May 1st, Claire Caesar, Volunteer Coordinator, was terminated and Marissa Bogins was hired as Volunteer Coordinator on June 8th. She has jumped right in and already, only 6 months later, many improvements with tracking data, publicity, recruitment efforts and many other areas that Marissa has dealt with have improved immensely.

AUGMENTATION

Augmentation of $3,000 awarded to us by CNCS in August is shown in line item, we have not spent the allocation at this time but will have spent it per requirements by March 31, 2018. Per CNCS instructions, we have moved the augmentation monies out of line items for staff travel and training and Volunteer Recognition for purpose of showing a true picture of our Budget request and to show that we have the $3,000 augmentation and are not asking for this amount in our budget/grant request. We ask that we be allowed to carry it over to FY 16-17.

WORK PLAN CORRECTIONS

When the this Grant Application work plan information was entered and submitted, the target numbers for work plan 24.1 Creating Disaster Kits and work plan 24.2 Performing Outreach were inadvertently switched. The Director saw this and was able to talk with our CNCS Program Manager and explain this error. With permission from our CNCS Program Manager, the target number for 24.1 has been corrected to the original number of 150 and the target number for 24.2 has been corrected to the original number of 500. We appreciate very much that we have been allowed to make this
Narratives

correction.

DISCONTINUATION OF TWO WORK PLANS DUE TO CIRCUMSTANCES BEYOND BERKSHIRE COUNTY RSVP’S CONTROL

Other- 23.1- Other Community Priorities-According to Junior Achievement

At this time our Junior Achievement Project no longer has a sponsor to pay for the cost of the curriculum and JA education package/kit. The Director, Jennifer Connelly, of Junior Achievement in Springfield, MA has notified us that there are no funds or sponsor allocated to Berkshire County. In the past Sabic Corporation funded the Junior Achievement in Pittsfield, the only Junior Achievement program in Berkshire County. This Fall Sabic announced they would be closing the company down in Pittsfield and moving it to Texas. Without funding, we are unable to provide the Junior Achievement Program to the students in Berkshire County. While we are very disappointed that we cannot provide Junior Achievement to our community and know that it is a great loss to the children here, we are also disappointed as this was a project that was very successful and in being so, our work plan for it was on track. With regret we have requested that we be allowed to remove this work plan from the grant and move the number of volunteers to other work plans. Our Program Manager, Sherry McClintock, gave us the OK to use this option if we decided we need to do so.

Capacity Building and Leverage- 22.1- other Focus Areas-Supporting Blood Drives

Our blood drive project with the Red Cross has also been compromised by circumstances beyond our control. The Red Cross has had large cutbacks in staff and in blood drives in Berkshire County. In the past blood drives were done throughout Berkshire County. At this time they are only doing blood drives in Pittsfield. They do not need as many volunteers as they have needed in the past. This impacts our project and work plan in a huge way. While the target number for our Output is on track and at 66.67%, it will not be possible to use the number of volunteers we had projected only because the Red Cross does not need that many. We reached out to Berkshire Medical Center and asked if we could provide volunteers for their blood drives. They said they did not need any volunteers because they had a mobile and streamlined process and procedure and only needed 2-3 staff to run the blood drives. There are no other agencies in the area that provide Blood drives. With regret we have requested that we be allowed to remove this work plan from the grant and move the number of volunteers to other work plans. Our CNCS Program Manager gave us the OK to use this option if we decided we needed to do so.
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As we are discontinuing these two work plans, we tried to take out the volunteers and redistribute into the work plans being continued. After trying several different options, the only way we could make the eGrant program accept the changes was to leave 1 unduplicated volunteer and 1 total volunteer in these categories in each of these two work plans. We then had to take 2 unduplicated volunteers from another work plan, K-12 Success 14.1- tutoring in Public Schools. We increased the unduplicated volunteers by 5 (25 to 30) and total volunteers by 10 (40 to 50) in the Housing- 17.1-Building or Assisting Homes-Habitat, increasing Access to Care 19.1- Bone Builders unduplicated Volunteers by 5 (10 to 15) and total volunteers by 30 (10 to 40), increase total volunteers by 5 (40 to 45) in the Aging in Place- 20.1- Food Delivery work plan. In the Aging in Place- 20.2- transportation, we increased the unduplicated volunteers by 10 (40 to 50) and total vol. by 20 (40 to 60,) and in the Aging in Place- 20.3- Companionship we increased unduplicated Vol. by 2 (5 to 7,) and total volunteers by 5 (10 to 15.) Lastly, in the Access to Care- 21.1- Developing Materials, we increased the unduplicated volunteers by 4 (15 to 19,) and total volunteers by 5 (30 to 35.)

Under the Focus Areas section of the Grant Continuation Application we tried to uncheck the Capacity Building focus area but the eGrant program would not allow it. Due to these changes listed above and in Work Plan Corrections, the percentages automatically figured by the eGrant program may not be accurate.

ADDITIONAL INFORMATION ADDED TO WORK PLANS

In Work Plan Disaster Assistance Provided- 24.2- performing outreach, after talking with our Program Manager, Sherry McClintock, we have added the Red Cross to the work plan as they would like RSVP to provide them with volunteers to perform outreach after a disaster to assist victims and provide support to them in ways of giving emotional support, helping to facilitate assistance for them for housing, food, and other such items. The Red Cross Recruitment Volunteer, Dave Rothschild, will hold a training for RSVP volunteers. RSVP will also assist by helping volunteers sign up with the Red Cross online. It can be a difficult process and Dave tells us that it can sometimes deter people from volunteering. We are having additional training for our outreach/presentation volunteers by Debbie Rice from Pittsfield Health Department. These volunteers will present disaster preparedness in various venues for senior citizens and will also provide disaster kits, put together by RSVP volunteers, to seniors at these presentations.

PERFORMANCE MEASURES
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14.1- K-12- Tutoring in Public Schools Work Plan: RSVP is continuing to work with the Pittsfield School District, Director of Curriculum, and the school principals and teachers to find a satisfactory way to measure, obtain and share information about student's progress that follows the Pittsfield School Districts Policies and Procedures. Due to privacy policies RSVP is not able to get information about the Standardized Testing done with the students or an attendance log. We are able to get the number of children our volunteers assist and we have submitted a survey that has been approved by the Superintendent but are still working toward approval and implementation by the principals and teachers at the individual schools. We are actively working to get this survey implemented and feel confident that it will be something the teachers and principals will participate in and see the valuable information that will assist them and their students.

20.1- Aging in Place-Food Delivery: Elder Services reports that they served 6827 meals during last reporting period. RSVP volunteers assisted Elder Services Volunteers and staff in preparing and delivering these meals. The number of meals and individuals served, as reported to RSVP by Elder Services between 4/1/15 through 9/30/15, appears to be extremely low as compared with last reporting period, which accounted for 9 months instead of 6 months and had numbers which were much much greater and fell closer to numbers Elder Services has reported in the past. We did ask about this and were assured that these numbers were correct. We will explore further why the huge difference in these numbers may have occurred and will address again in Annual Progress Report. Based on numbers given by Elder Services to RSVP for previous reporting periods, the Grant Target number of 3000 was a realistic number. If clientele or reporting practices have changed at Elder Services, this will impact our Output. Another thought is that possibly the numbers are down because 3 months of the reporting period were summer months and perhaps that affects the Meals on Wheels program. RSVP was not able to obtain survey results from Elder Services and was not able to add questions or our own survey for the performance measurements that CNCS requires. RSVP staff does not have access to or names of Elder Services clients. RSVP Director and Volunteer Coordinator have been working with Elder Service's Director, Program Supervisor, and Volunteer Coordinator to find a survey which follows Elder Service's Policies and Procedures, does not over burden Elder Service's staff and consumers, and which gives appropriate information regarding Social Support that both RSVP and Elder Services can use to benefit the people we serve. As both Elder Services and RSVP have had several staff changes in the past year, even as recent as this summer, it has been difficult to accomplish this goal and may also have had some impact in the numbers reported from Elder Services.
Narratives

Services to RSVP. Both agencies have expressed that they are committed to finding a way to implement the surveys or to add necessary questions to surveys Elder Services already uses to be able to measure Social Support. Elder Services Director recently accepted RSVP Advisory Board appointment which we believe will result in improved reporting. We are confident that significant progress will take place going forward towards this goal. Both the Director and Volunteer Coordinator completed Webinar - Introduction to Healthy Futures Performance Measurement Surveys for RSVP Projects originally presented live on March 12, 2015.

Aging in Place- 20.2- Transportation: In the past RSVP has sent out a survey to individuals served by Road to Recovery, but received very few responses. We are in the process evaluating whether a new survey appropriate to the Road to Recovery Program and approved by the American Cancer Society to obtain information regarding Social Support will be able to be implemented and can be used to better serve those who use the Road to Recovery Program for transportation. RSVP was not able to obtain survey results from Elder Services for transportation and was not able to add questions or our own survey for the performance measurements that CNCS requires. RSVP staff does not have access to or names of Elder Services clients. RSVP Director and Volunteer Coordinator have been working with Elder Service’s Director, Program Supervisor, and Volunteer Coordinator to find a survey which follows Elder Services Policies and Procedures, does not over burden Elder Service’s staff and consumers, and which gives appropriate information regarding Social Support that both RSVP and Elder Services can use to benefit the people we serve. As both Elder Services and RSVP has had several staff changes in the past year, even as recent as this summer, it has been difficult to accomplish this goal and may also have had some impact in the numbers reported from Elder Services to RSVP. Both agencies have expressed that they are committed to finding a way to implement the surveys or to add necessary questions to surveys Elder Services already uses to be able to measure Social Support. Elder Services Director recently accepted RSVP Advisory Board appointment which we believe will result in improved reporting. We are confident that significant progress will take place going forward towards this goal. While there have been many changes in the staff and agencies that use RSVP volunteers to help them provide services to Berkshire County, these changes have led RSVP towards opportunities of reengaging volunteers with new projects and offering more support to our primary focus stations.

1-6-17 YEAR 3 CONTINUATION APPLICATION INFORMATION UPDATE - AUGMENTATION
RSVP’s total FY’17-18 budget is being submitted for $134,242.00 Our sponsor (the City of Pittsfield)
Narratives

will provide Grantee Share of 87,490 (65%) after adding In Kind of $4,175 (3%) the total for Applicant Share is $91,665 (68%) and our Grant request to CNS will be for $40,689 (plus Augmentation balance of $1888.) When the basic Grant request of $40,689 is added to the Augmentation balance of $1888, the Grant request adds to $42,577.00 (32 %.) We are requesting that the balance of $1888 be carried over in the 3 Year Grant Continuation for April 1, 2017-March 31, 2018. We would like to use this remaining amount for some of the same things we used $1112 of this Augmentation for previously - possible Finger print costs if needed (with only 3 staff this would not be a large amount,) upgrade for Volunteer software, for purchasing some items for disaster kits, and other items allowable for this augmentation.

Thank you for considering this request.

PNS Amendment (if applicable)

fbhSb
Performance Measures

Primary Focus Area: Economic Opportunity

% of Unduplicated Volunteers in Work Plans that result in Outcomes: 64%
% of Unduplicated in the Primary Focus Area: 27%

**Performance Measure: 14.1 Tutoring—Public School**

**Community Need to be Addressed:**

Berkshire United Way has found that only 52% of Berkshire County (Pittsfield is 44%) third graders are not reading proficiently and that for children living in homes where the family income is at or below the poverty rate there are even greater challenges to developing early literacy skills. Improving reading proficiency is critical not only for each child but for our community as a whole. Research demonstrates that 74% of children, who struggle with reading in third grade will continue to struggle in school, are less likely to attend school every day, are more likely to fall behind their proficient classmates during the summer, and are six times more likely to drop out of school. High school dropouts have fewer options for securing a job and becoming financially stable. This impacts the workforce availability and has significant economic impact on our community. RSVP is a Berkshire United Way partner along with the Pittsfield Public schools and they have requested volunteers from RSVP since 1990. Currently there is a more specific request to train volunteers to work with phonological awareness and layers of language development.

**Focus Area:** Education  
**Objective:** K-12 Success  
**Number of Volunteer Stations:** 6

| Anticipated Unduplicated Volunteers: | 32 |
| Anticipated Volunteer Contributions: | 45 |

**Service Activity:** Tutoring—Public School

**Service Activity Description:** RSVP volunteers will be trained to provide language development based tutoring. Volunteers will work one on one with students one to two times a week for an hour at a time, throughout the school year. This activity will occur in six of Pittsfield MA public schools.

**Anticipated Output:**

(PRIORITY) ED2: Number of students completing a CNCS-supported education program

**Target:** 175  
**How Measured:** Attendance Log

**Instrument Description:** Attendance sheets sent by stations to volunteer coordinator on a monthly basis.

**Anticipated Outcome:**

(PRIORITY) ED27: Number of students in mentoring/tutoring programs with improved academics

**Target:** 175  
**How Measured:** Teacher PrewPost Survey

**Instrument Description:** Teachers will provide survey data to RSVP volunteer coordinator twice a year to measure results.

**Performance Measure: 16.1 Assisting VITA**

**Community Need to be Addressed:**

As a community, Berkshire County has identified that a new collaborative holistic approach is needed to change the outcomes in our community. In working with the community using an Asset Based Community Development approach where all stakeholders have a voice in the process and are part of the community solution it has been determined that there are critical barriers in our communities: affordable housing, transportation, education, lack of a living wage and access to resources.

As a community we began with addressing early childhood education, teen pregnancy and youth programs with a Holistic serving the whole family model that has shown success in reducing teen pregnancy rates and increasing performance based childhood education and youth programs.

We are now using this same approach to tackle financial stability within our communities. On average a working family needs to lose 5 days of wages to access resources like food stamps, heating assistance, etc. The average fair market rental for a three...
A bedroom apartment is $1073 while working families can only afford $703. In many of our neighborhoods a mortgage on a home would be less than $703. The barrier to taking advantage of homeownership is the lack of savings, poor credit history, and high debt to income ratio, lack of reserves and lack of future planning skills. In 2009, Central Berkshire Habitat for Humanity (CBHFH) began the Building for Tomorrow program (BFT) which is a financial education and mentoring program which offers financial tools, education and budgeting along with a coach/mentor that helps participants implement the knowledge achieved into day to day life. This program has been successful in creating homeownership through Habitat. Our goal is to take this successful model and open it up to the larger community and offer two additional components that the community has indicated is needed: Getting Ahead (GA) Group Sessions and Community Resource Connectors (CRC).

Focus Area: Economic Opportunity

Objective: Financial Literacy

| Number of Volunteer Stations: |

| Anticipated Unduplicated Volunteers: 10 |
| Anticipated Volunteer Contributions: 15 |

Service Activity: Assisting VITA

Service Activity Description: RSVP volunteers will assist the VITA program by being tax preparers, assist with intake forms, and assist with scheduling appointments. Volunteers will assist three days a week for periods of four hours at a time, from January through April, at the Community Resource Center in Pittsfield.

Anticipated Output: O1: Number of econ disadv individuals receiving financial literacy services.

Target: 400

How Measured: Attendance Log

Instrument Description: Volunteers will be responsible to provide sign in sheet to track unduplicated individuals that will be participating in the Financial Literacy program. Volunteer hours will be tracked by Habitat supervisor and given to the Volunteer coordinator.

Anticipated Outcome: —No outcome selected—

Target:

How Measured:

Performance Measure: 16.2 Providing Financial Literacy Education

Community Need to be Addressed:

COMMUNITY NEED:
As a community, Berkshire Country has identified that a new collaborative holistic approach is needed to change the outcomes in our community. In working with the community using an Asset Based Community Development approach where all stakeholders have a voice in the process and are part of the community solution it has been determined that there are critical barriers in our communities: affordable housing, transportation, education, lack of a living wage and access to resources.
As a community we began with addressing early childhood education, teen pregnancy and youth programs with a Holistic serving the whole family model that has shown success in reducing teen pregnancy rates and increasing performance based childhood education and youth programs.
We are now using this same approach to tackle financial stability within our communities. On average a working family needs to lose 5 days of wages to access resources like food stamps, heating assistance, etc. The average fair market rental for a
A bedroom apartment is $1073 while working families can only afford $703. In many of our neighborhoods a mortgage on a home would be less than $703. The barrier to taking advantage of homeownership is the lack of savings, poor credit history, and high debt to income ratio, lack of reserves and lack of future planning skills. In 2009, Central Berkshire Habitat for Humanity (CBHFF) began the Building for Tomorrow program (BFT) which is a financial education and mentoring program which offers financial tools, education and budgeting along with a coach/mentor that helps participants implement the knowledge achieved into day to day life. This program has been successful in creating homeownership through Habitat. Our goal is to take this successful model and open it up to the larger community and offer two additional components that the community has indicated is needed: Getting Ahead (GA) Group Sessions and Community Resource Connectors (CRC).

Performance Measure: 16.2 Providing Financial Literacy Education

Focus Area: Economic Opportunity
Objective: Financial literacy

- Anticipated
  Unduplicated Volunteers: 15
  Volunteer Contributions: 30

Service Activity: Providing Financial Literacy Education

Service Activity Description: RSVP volunteers will assist with (5) 7 week, 2 hour classes designed to educate participants in budgeting using YNAB (you need a budget) software, asset building, banking, credit development and repair, predatory lending, retirement, insurance etc. Volunteers will assist in program preparation, coaching and family support during the classes. Coaches will mentor 10 hours a month with their person. Volunteers will serve at the Community Resource Center in the Westside Neighborhood and a Downtown Community Room.

Anticipated Output:
O1: Number of econ disadv individuals receiving financial literacy services.
Target: 50
How Measured: Attendance Log

Instrument Description: Volunteers will be responsible to provide sign in sheet to track unduplicated individuals that will be participating in the Financial Literacy program. Volunteer hours will be tracked by Habitat supervisor and given to the Volunteer coordinator.

Anticipated Outcome: —No outcome selected—
Target: —No target selected—
How Measured:

Performance Measure: 17.1 Building or Assisting homes—Habitat for Humanity

Community Need to be Addressed:
The City of Pittsfield’s Master Plan has set out these goals for creating a vibrant place to live.
The goals of the Housing Quality and Affordability / Neighborhood Development element of the Master Plan are: Create and preserve neighborhoods that attract new people to live in Pittsfield and retain current residents; provide a diversity of affordable workforce housing for current and future residents; provide a diversity of housing choices to attract people in all stages of life; raise the quality of housing stock. “Priority Housing Needs: An increased supply of affordable, safe, lead certified three and four bedroom housing units for medium and large size families is needed.” (2013 Consolidated Plan—Executive Summary City of Pittsfield) “An increased supply of affordable, safe, lead certified one and two bedroom sized units for small families and single
parent household is needed. The numbers of single parent households have increased in Pittsfield and they are experiencing difficulty finding housing.” (2013 Consolidated Plan-Executive Summary City of Pittsfield)

A root cause of poverty in Pittsfield’s Westside neighborhood is lack of affordable housing. We have cost burdened renters that are paying more for renting substandard apartments than they would be if they owned a home. The Fair Market Rent (FMR) for a three bedroom apartment in Pittsfield is $1073. The Affordable Median Income (AMI) for a renter is $28,126 and the affordable rent at this income is $703.00 (HUD Source National Low-income Housing Coalition)

-40% (2604) of renter-occupied households are considered to be cost burdened. (Renters that are paying over 30% of their income towards rent) (2013 Consolidated Plan-Executive Summary City of Pittsfield)

-20% (1322) of renter-occupied household in Pittsfield are considered severely cost burdened. (Over 50% of income goes towards paying rent.) (2013 Consolidated Plan-Executive Summary City of Pittsfield)

Housing in the Westside and Morning

Focus Area: Economic Opportunity

Objective: Housing

Anticipated
Unduplicated Volunteers: 30
Anticipated Volunteer Contributions: 50

Service Activity: Building or Assisting homes - Habitat for Humanity

Service Activity Description: RSVP has partnered with Central Berkshire Habitat for Humanity to increase volunteers in the building and rehabilitation of new, rehabbed and critical home repair projects. RSVP volunteers work with Habitat in the construction and rehabilitation of homes each working 6 hours per day to complete homes to sell to low income individuals. Two to three days per week, on various job sites throughout Pittsfield year round.

Anticipated Output: (PRIORITY) 05: Number of econ disadv individuals receiving housing placement services
Target: 20
How Measured: Other

Instrument Description: Habitat for Humanity will track the number of people benefiting from housing services, including collective demographic information for all people served. Data will be collected by Habitat housing services personnel using the Habitat IMPROVE Data management system and reported to RSVP quarterly or as needed to complete RSVP impact reports. Volunteer hours will be tracked on sign in sheets and reported to RSVP on a monthly basis.

Anticipated Outcome: (PRIORITY) 011: Number of econ disadv individuals transitioned into housing
Target: 3
How Measured: Certificate of Occupancy

Instrument Description: Certificate of occupancy at time of ownership transfer will be collected.

Performance Measure: 17.1 Building or Assisting homes - Habitat for Humanity

Performance Measure: 18.1 Other

Community Need to be Addressed:

In Berkshire County with information from The U.S. Census Bureau there are 109,000 people in Berkshire County. Of that 109,000 there are 6,300 people age 16 and over Unemployed. All persons receiving income The U.S. Census Bureau states that 9% of the population receiving income is below poverty levels. Goodwill Works curriculum was created to give Goodwill’s a competitive edge in equipping the people they serve to succeed.
Every year, they serve more people who are more diverse. Our commitment to matching good people with good jobs is second to none.

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus Area: Economic Opportunity</td>
<td>Objective: Employment</td>
</tr>
<tr>
<td>Anticipated</td>
<td>Number of Volunteer Stations: 1</td>
</tr>
<tr>
<td>Unduplicated Volunteers: 20</td>
<td></td>
</tr>
<tr>
<td>Anticipated Volunteer Contributions: 25</td>
<td></td>
</tr>
<tr>
<td>Service Activity: Other</td>
<td></td>
</tr>
<tr>
<td>Service Activity Description:</td>
<td>15 RSVP volunteers will provide assistance – 1 day per week for 4 hours for 6 weeks throughout Berkshire County RSVP volunteers will assist instructors with training activities and assisting people in the program on using the curriculum (tutoring group setting) and assistance with computer modules training. This activity will take place at Goodwill. Goodwill is located on Tyler Street in Pittsfield MA.</td>
</tr>
<tr>
<td>Anticipated Output:</td>
<td>O2: Number of econ disadv individuals receiving job training or other skill development services.</td>
</tr>
<tr>
<td>Target: 15</td>
<td>How Measured: Attendance Log</td>
</tr>
<tr>
<td>Instrument Description</td>
<td>Unduplicated count of individuals completing job training and development skills course attendance</td>
</tr>
<tr>
<td>Anticipated Outcome:</td>
<td>O10: Number of econ disadv individuals placed in jobs.</td>
</tr>
<tr>
<td>Target: 15</td>
<td>How Measured: Other</td>
</tr>
<tr>
<td>Instrument Description</td>
<td>Goodwill will provide data to RSVP volunteer coordinator on the amount of jobs placed.</td>
</tr>
</tbody>
</table>

According to the 2011 US Census, 31.1% of Pittsfield, MA residents are 55 years of age and older, and 17.6% are 65 and over. These numbers are significantly higher than the State and US averages. The Pittsfield Senior Center 2009 Annual Report indicates a continued need for personal services for Senior Citizens. The Pittsfield Senior Center continues to be a resource for outreach, health and social services for elders with a primary focus on delivering health, nutrition, and social activities to persons age 55 and above. Since adequate education, nutrition, exercise and socializing is critical to maintaining health and achieving the highest quality of life, it is an important component of home and community-based services for older people so they may continue to live independently and socializing with their peers.

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>Leading or Assisting Bone Builders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus Area: Healthy Futures</td>
<td>Objective: Access to Care</td>
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<tr>
<td>Anticipated</td>
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<tr>
<td>Unduplicated Volunteers: 15</td>
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For Official Use Only
Performance Measure: 19.1 Leading or Assisting Bone Builders

Anticipated Volunteer Contributions: Leading or Assisting Bone Builders

Service Activity Description: RSVP volunteers will serve the Pittsfield Senior Center assisting with outreach to the senior citizen population and by serving as instructors in various health-related classes, including exercise, dance, Tai Chi, health education, and meditation.

Anticipated Output: H4: Number of clients participating in health education programs.

Target: 300

Instrument Description: Senior Center will provide hours/attendance log monthly to volunteer coordinator.

Anticipated Outcome:

Target: No outcome selected

Instrument Description:

Performance Measure: 20.1 Food Delivery

Community Need to be Addressed:
Seniors age 60 or older represent 22.4% of Berkshire County’s total population. According to the 2012 census, Berkshire County’s percentage of seniors (age 60 or older) was higher than the statewide average of 17.3%, and the rest of the country (12.6%). According to the 2010-2013 Berkshire County Elder Services Area Plan on Aging report, Elder Service’s assists more than 10,000 Berkshire elders, individuals with disabilities, and caregivers annually with personal assistance in order for them to continue living independently. The report indicates an increasing need for outreach and resources for elders with a primary focus on delivering health, nutrition, and social activities to persons age 60+. Elder service continually calls upon RSVP to assist by providing volunteers to support their services and programs for seniors.

Focus Area: Healthy Futures

Objective: Aging In Place

Anticipated Volunteer Contributions: 40

Service Activity: Food Delivery

Service Activity Description: RSVP volunteers will assist Elder Services “Meals on Wheels” program by delivering food to seniors, in their own homes, that are low income and those who are no longer able to prepare hot foods for themselves. Meals are delivered five days a week. RSVP volunteers will also assist in food preparation services at the central kitchen in Lanesborough MA, the kitchen located at the Jewish Federation of the Berkshires in Pittsfield and the kitchen at the Senior Center in Pittsfield MA. This activity occurs five days a week at the three locations identified.

Anticipated Output: H8: Number of individuals receiving independent living services

Target: 3000

How Measured: Other
### Performance Measure: 20.1 Food Delivery

**Instrument Description**: Station supervisors will provide the Volunteer coordinator with volunteer hours on a monthly basis.

**Anticipated Outcome**: (PRIORITY) H9: Number of individuals with increased social support.

**Target**: 600

**How Measured**: Survey

**Instrument Description**: Participant (seniors) will be provided a satisfaction survey provided by the Volunteer coordinator on a quarterly basis.

### Performance Measure: 20.3 Transportation

**Community Need to be Addressed**: Seniors age 60 or older represent 22.4% of Berkshire County’s total population. According to the 2012 census, Berkshire County’s percentage of seniors (age 60 or older) was higher than the statewide average of 17.3%, and the rest of the country (12.6%). According to the 2010-2013 Berkshire County Elder Services Area Plan on Aging report, Elder Service assists more than 10,000 Berkshire elders, individuals with disabilities, and caregivers annually with personal assistance in order for them to continue living independently. The report indicates an increasing need for outreach and resources for elders with a primary focus on delivering health, nutrition, and social activities to persons age 60+. Elder service continually calls upon RSVP to assist by providing volunteers to support their services and programs for seniors.

**Focus Area**: Healthy Futures  
**Objective**: Aging in Place

**Anticipated Unduplicated Volunteers**: 50

**Anticipated Volunteer Contributions**: 60

**Service Activity Description**: RSVP volunteers will assist Elder Services Transportation Program by transporting senior clients to and from medical appointments, banks and other social centers. Transportation is provided by RSVP volunteers five days a week (Monday through Friday). In addition, RSVP volunteers will support cancer patients in the American Cancer Society’s ‘Road to Recovery’ program. Volunteers will transport cancer patients to and from medical appointments, chemotherapy appointments and radiation treatments in Berkshire County. This activity occurs seven days a week, as needed by the client.

**Anticipated Output**: (PRIORITY) H8: Number of individuals receiving independent living services

**Target**: 600

**How Measured**: Other

**Instrument Description**: Station supervisors will provide the Volunteer coordinator with volunteer hours on a monthly basis.

**Anticipated Outcome**: (PRIORITY) H9: Number of individuals with increased social support.

**Target**: 600

**How Measured**: Survey

**Instrument Description**: Participant (seniors) will be provided a satisfaction survey provided by the Volunteer coordinator on a quarterly basis.
Community Need to be Addressed:

Seniors age 60 or older represent 22.4% of Berkshire County's total population. According to the 2012 census, Berkshire County's percentage of seniors (age 60 or older) was higher than the statewide average of 17.3%, and the rest of the country (12.6%). According to the 2010-2013 Berkshire County Elder Services Area Plan on Aging report, Elder Service's assists more than 10,000 Berkshire elders, individuals with disabilities, and caregivers annually with personal assistance in order for them to continue living independently. The report indicates an increasing need for outreach and resources for elders with a primary focus on delivering health, nutrition, and social activities to persons age 60+. Elder service continually calls upon RSVP to assist by providing volunteers to support their services and programs for seniors.

Focus Area: Healthy Futures

Objective: Aging in Place

Anticipated Unduplicated Volunteers: 7

Anticipated Volunteer Contributions: 15

Service Activity: Companionship

Description: Friendly visits to seniors who have no family around to visit. Volunteer visits are two hours per month. Visits will take place at the home of the client.

Anticipated Output: (PRIORITY) H8: Number of individuals receiving independent living services

Target: 10

How Measured: Other

Instrument Description: Station supervisors will provide the Volunteer coordinator with volunteer hours on a monthly basis.

Anticipated Outcome: (PRIORITY) H9: Number of individuals with increased social support.

Target: 10

How Measured: Survey

Instrument Description: Participant (seniors) will be provided a satisfaction survey provided by the Volunteer coordinator on a quarterly basis.

Performance Measure: 20.2 Companionship

Community Need to be Addressed:

According to the American Cancer Society’s Cancer Facts & Figures 2014 Report, an estimated number of 1,665,540 new cases were reported in the United States in 2013. 37,940 cancer cases were reported in Massachusetts alone in 2013 at a rate of 568.1 for males and 460.4 for females. Of the 37,940 cancer cases reported in 2013, 5,560 of them were breast cancer with a death rate of 21.3. American Cancer Society is a nationwide community-based health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives, and diminishing suffering from cancer through research, education, advocacy and service. Projects and fundraisers will provide intervention, support & funds to patients and the public.

Focus Area: Healthy Futures

Objective: Access to Care

Anticipated Unduplicated Volunteers: 19

Number of Volunteer Stations: 3
Performance Measure: 21.1 Developing materials

Anticipated Volunteer Contributions: Developing materials

Service Activity Description: Volunteers will create Bosom Buddy bags and post surgery support pillows and fill with education materials that provide information on breast cancer treatment and support. This activity takes place at the home of the volunteer. On-going.

Anticipated Output: H2: Number of clients receiving information on health insurance, access and benefits

Target: 150

How Measured: Activity Log

Instrument Description RSVP will maintain data on the number of bags provided, number of pillows provided and the total number of hours given by volunteers.

Anticipated Outcome: —No outcome selected—

Target:

How Measured:

Instrument Description

Performance Measure: 22.1 Supporting Blood Drives

Community Need to be Addressed:

One person will need blood every 3 seconds! "A stable blood supply is central to ensuring patient needs are met in emergencies. Blood can take up to three days to be tested, processed and made available for patients. It's the blood already on the shelves that can help save lives when disaster strikes." http://southberkshires.com/story/47384/Eligible-Donors-Encouraged-to-Give-Blood-During-National-Preparedness-Month.html#sthash.NRBSagsw.dpuf . Blood donors are needed every day to ensure an adequate blood supply for patients in need. The BMC Blood Donor Center, which operates the Bloodmobile, and the American Red Cross are committed to increasing the supply of blood in the area, keeping donated blood in the Berkshires for use in local patients and aiding in efforts to decrease the cost of blood. There is no successful substitute for human blood, which makes blood donation vital to the community.

Focus Area: Capacity Building

Objective: Capacity Building & Leverage

<table>
<thead>
<tr>
<th>Number of Volunteer Stations:</th>
<th>1</th>
</tr>
</thead>
</table>

Anticipated Unduplicated Volunteers: 1

Anticipated Volunteer Contributions: 1

Service Activity: Supporting Blood Drives

Service Activity Description: RSVP volunteers will receive "Donor Ambassador" training from the American Red Cross. They will serve as greeters at local blood drives. Assist with donor intake and sign in and assist donor's in the hospitality area. Volunteers will assure that all donors have all relevant information and that all questions are answered appropriately. This activity will take place in the Berkshire County community at local sites identified by the American Red Cross. Every other month (six time each year) Full day activity.

G3-3.17: Dollar value of in-kind resources leveraged by CNCS-supported organizations or
### Performance Measure: 22.1. Supporting Blood Drives

**Anticipated Output:**
- **Target:** 0
- **How Measured:** Other

Instrument Description: RSVP will track number of volunteers trained. Number of hours used and recorded in "Volunteer Reporter."

**Anticipated Outcome:**
- **Target:** No outcome selected
- **How Measured:**

### Performance Measure: 29.1. Other

**Community Need to be Addressed:**
According to Junior Achievement of Western Massachusetts, every child in America should have a fundamental understanding of the value of the free enterprise system, business, and economics to improve the quality of their lives. Children need to know what it takes to be successful, working class citizens, as well as how to make informed choices for their future careers. At present, most school curriculum, including those offered at Pittsfield Public Schools, do not include this type of learning experience. Throughout Junior Achievements sequential and integrated kindergarten through grade 12 programs, students will be exposed to basic skills, critical thinking, and complex problem solving.

<table>
<thead>
<tr>
<th>Focus Area: Other Community Priorities</th>
<th>Objective: Other</th>
<th>Number of Volunteer Stations: 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anticipated Volunteers: 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anticipated Volunteer Contributions: 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Service Activity: Other**

**Service Activity Description:** RSVP volunteers will provide a five week, once a week session for 35 minutes Junior Achievement Program. There is an established curriculum. The Junior Achievement Coordinator with the public school department will provide training, support and all needed materials for the volunteer. This activity will occur at six of the public grammar schools in Pittsfield MA.

**Anticipated Output:**
- **Target:** 0
- **How Measured:** Other

Instrument Description: Attendance log will be maintained for each participant. The school department will provide RSVP within this data at the end of the program.

**Anticipated Outcome:**
- **Target:** No outcome selected
- **How Measured:**
Typically after disasters, the vast majority (80%) of the affected population is able to manage its own recovery. The remaining 20% will need special assistance that Community Development Organizations and non-profit organizations are uniquely positioned to provide. The kinds of assistance victims need vary greatly based on the type of disaster or crisis that has occurred and on each individual household's particular circumstances. In Berkshire County, seniors age 60 or older represent 22.4% of Berkshire County's total population, which is higher than the statewide average. Many seniors in our community live on fixed incomes and cannot afford to prepare a survival kit. Nor do most of them know what supplies are needed in a kit. Many seniors and immobile citizens have unique needs that should be addressed when creating a survival kit, such as medications, the ability or inability to open cans, diet restrictions and such. Having a survival kit customized to answer these unique circumstances would help eliminate some of the panic associated with disasters that often results in tragedy. Massachusetts Emergency Management Agency says that help may not come for 24 to 72 hours; therefore, citizens should be prepared to survive during that time.

**Performance Measure: 24.2 Creating Disaster Kits**

<table>
<thead>
<tr>
<th>Community Need to be Addressed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typically after disasters, the vast majority (80%) of the affected population is able to manage its own recovery. The remaining 20% will need special assistance that Community Development Organizations and non-profit organizations are uniquely positioned to provide. The kinds of assistance victims need vary greatly based on the type of disaster or crisis that has occurred and on each individual household's particular circumstances. In Berkshire County, seniors age 60 or older represent 22.4% of Berkshire County's total population, which is higher than the statewide average. Many seniors in our community live on fixed incomes and cannot afford to prepare a survival kit. Nor do most of them know what supplies are needed in a kit. Many seniors and immobile citizens have unique needs that should be addressed when creating a survival kit, such as medications, the ability or inability to open cans, diet restrictions and such. Having a survival kit customized to answer these unique circumstances would help eliminate some of the panic associated with disasters that often results in tragedy. Massachusetts Emergency Management Agency says that help may not come for 24 to 72 hours; therefore, citizens should be prepared to survive during that time.</td>
</tr>
</tbody>
</table>

**Focus Area:** Disaster Services  
**Objective:** Disaster Assistance Provided

<table>
<thead>
<tr>
<th>Number of Volunteer Stations: 6</th>
</tr>
</thead>
</table>

**Anticipated Unduplicated Volunteers:** 30

**Anticipated Volunteer Contributions:** 50

**Service Activity:** Creating Disaster Kits

**Service Activity Description:** Volunteers will hold a community drive for donations of materials for disaster kit creation. Volunteers will create with local community organizations 150 disaster kits that will be distributed to 150 low-income seniors. Volunteers will complete intake sheets to identify seniors to receive free survival kits. Four to five kits will be distributed monthly to individuals who are qualified, at their homes.

**Anticipated Output:** (PRIORITY) D1: Number of individuals that received CNCS-supported services in disaster preparedness

**Target:** 500  
**How Measured:** Other

**Instrument Description** Outreach efforts will be measured by attendance sheets for community presentations by workshop presenter at each workshop. Distribution tracking system will be utilized encompassing intake sheets that will come from each workshop and service agency at time of intake. Tracking system will be updated weekly throughout distribution period by volunteer coordinator.

**Anticipated Outcome:** —No outcome selected—

**Target:**

**Instrument Description**

---

**Performance Measure: 24.1 Performing Outreach**

<table>
<thead>
<tr>
<th>Community Need to be Addressed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typically after disasters, the vast majority (80%) of the affected population is able to manage its own recovery. The remaining 20% will need special assistance that Community Development Organizations and non-profit organizations are uniquely positioned to provide. The kinds of assistance victims need vary greatly based on the type of disaster or crisis that has occurred and on each individual household's particular circumstances. In Berkshire County, seniors age 60 or older represent 22.4% of Berkshire County’s total population, which is higher than the statewide average. Many seniors in our community live on fixed incomes and...</td>
</tr>
</tbody>
</table>
Many seniors and immobile citizens have unique needs that should be addressed when creating a survival kit. Having a survival kit customized to answer these unique circumstances would help to eliminate some of the panic associated with disasters that often results in tragedy. Massachusetts Emergency Management Agency says that help may not come for 24 to 72 hours therefore citizens should be prepared to survive during that time.

**Focus Area:** Disaster Services  
**Objective:** Disaster Assistance Provided

<table>
<thead>
<tr>
<th>Number of Volunteer Stations</th>
<th>1</th>
</tr>
</thead>
</table>

**Anticipated Unduplicated Volunteers:** 10

**Anticipated Volunteer Contributions:** 20

**Service Activity:** Performing Outreach

**Service Activity Description:** Volunteers will be trained by Debbie Rice, Pittsfield City Health Dept. and Laura Kittross the Director of the Berkshire County Board of Health association to assist with outreach presentations to elderly venues on survival and show the supplies needed for a survival kit. One presentation will be made each month. Twelve different locations throughout the county. Presentations will be 60-90 minutes, depending on audience size and questions. Red Cross will also train RSVP Volunteers for outreach to victims of disasters for support and assistance.

**Anticipated Output:** (PRIORITY) D1: Number of individuals that received CNCS-supported services in disaster preparedness

**Target:** 150

**How Measured:** Other

**Instrument Description:** Outreach efforts will be measured by attendance sheets for community presentations by workshop presenter at each workshop. Distribution tracking system will be utilized encompassing intake sheets that will come from each workshop and service agency at time of intake. Tracking system will be updated weekly throughout distribution period by volunteer coordinator.

**Anticipated Outcome:** —No outcome selected—

**Target:**  
**How Measured:**
## Required Documents

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<thead>
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<th>Document Name</th>
<th>Status</th>
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<td>Annual Assessment</td>
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<td>Board of Directors</td>
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<td>Community Advisory Group Names and Addresses</td>
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<tr>
<td>Financial Statement Audit or SF-990</td>
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<td>Negotiated Indirect Cost Agreement</td>
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<tr>
<td>Organizational Chart</td>
<td>Sent</td>
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<tr>
<td>Project Director's Job Description</td>
<td>Already on File at CNCS</td>
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<tr>
<td>Roster of Volunteer Stations</td>
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<td>Statement of Audit Status</td>
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RSVP Berkshire  
City of Pittsfield

<table>
<thead>
<tr>
<th>Section I. Volunteer Support Expenses</th>
<th>Total Amt</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
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<td>B. Personnel Fringe Benefits</td>
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<th>Grantee Share</th>
<th>Excess Amount</th>
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<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Uniforms</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Insurance</td>
<td>798</td>
<td>0</td>
<td>798</td>
<td>0</td>
</tr>
<tr>
<td>Recognition</td>
<td>4,200</td>
<td>1,700</td>
<td>2,500</td>
<td>0</td>
</tr>
<tr>
<td>Volunteer Travel</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$11,306</strong></td>
<td><strong>$3,110</strong></td>
<td><strong>$4,021</strong></td>
<td><strong>$4,175</strong></td>
</tr>
<tr>
<td><strong>Section II. Subtotal</strong></td>
<td><strong>$11,306</strong></td>
<td><strong>$3,110</strong></td>
<td><strong>$4,021</strong></td>
<td><strong>$4,175</strong></td>
</tr>
</tbody>
</table>

| Budget Totals                         | **$134,242** | **$42,577** | **$87,490**   | **$4,175**    |

| Funding Percentages                   | 32.7%      | 67.3%      |
| Required Match                        | n/a        | n/a        |
| # of years Receiving CNCS Funds       | n/a        | n/a        |
Budget Narrative: RSVP Berkshire for City of Pittsfield

Section I. Volunteer Support Expenses

A. Project Personnel Expenses

<table>
<thead>
<tr>
<th>Position/Title - Qty - Annual Salary - % Time</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Excess Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSVP Director: - 1 person(s) at 49774 each x 100 % usage</td>
<td>14,790</td>
<td>34,984</td>
<td>49,774</td>
<td>0</td>
</tr>
<tr>
<td>RSVP Administrative Assistant: - 1 person(s) at 26332 each x 100 % usage</td>
<td>7,481</td>
<td>18,851</td>
<td>26,332</td>
<td>0</td>
</tr>
<tr>
<td>RSVP Volunteer Coordinator: - 1 person(s) at 23878 each x 100 % usage</td>
<td>7,930</td>
<td>15,948</td>
<td>23,878</td>
<td>0</td>
</tr>
</tbody>
</table>

**CATEGORY Totals** | 30,201 | 69,783 | 99,984 | 0 |

B. Personnel Fringe Benefits

<table>
<thead>
<tr>
<th>Item - Description</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Excess Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA: City employees do not pay SS Medicare only Rate of 0.145% of total salary 99,894 for 3 employees. CNCS pays 30% of salaries so per the city we must allocate fica and health insurance accordingly.</td>
<td>438</td>
<td>1,012</td>
<td>1,450</td>
<td>0</td>
</tr>
<tr>
<td>Health Insurance: $11,733 Health which consists of $975 per month for three employees; Director, admin. assistant and vol coord. The city of Pittsfield Treasurer provided the information based on current insurance plan with 10% increase.</td>
<td>3,900</td>
<td>7,833</td>
<td>11,733</td>
<td>0</td>
</tr>
<tr>
<td>Retirement:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Life Insurance: One RSVP staff, Volunteer Coordinator, has Life Insurance. Grantee pays 4.66 per month for 12 months. Total of 56.92.</td>
<td>0</td>
<td>56</td>
<td>56</td>
<td>0</td>
</tr>
</tbody>
</table>

**CATEGORY Totals** | 4,338 | 8,901 | 13,239 | 0 |

C. Project Staff Travel

Local Travel

<table>
<thead>
<tr>
<th>Purpose - Calculation</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Excess Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Mileage Reimbursements - Local Project travel, training, Site Visits to Stations - Berkshire Cty.: Approximately 1851 miles per year for 3 staff out of office meetings. Rate of reimbursement per city of Pittsfield is .54 per mile. Volunteer site visits &amp; Local Trainings.</td>
<td>0</td>
<td>1,000</td>
<td>1,000</td>
<td>0</td>
</tr>
</tbody>
</table>

**CATEGORY Totals** | 0 | 1,000 | 1,000 | 0 |

Long Distance Travel

<table>
<thead>
<tr>
<th>Purpose - Destination - Other Travel - Trans. Amount - Meals/ Lodging</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Excess Amount</th>
</tr>
</thead>
</table>

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### Training & Conferences, Transportation, Lodging, Meals: Regional

<table>
<thead>
<tr>
<th>Description</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Excess Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conference MA Service Alliance New England Conferences, Meetings; New England Conference, Massachusetts Senior Corps Association, and National Senior Corps - Meals/Lodging 900 Trans 314 Other 67</td>
<td>971</td>
<td>300</td>
<td>1,271</td>
<td>0</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>971</td>
<td>300</td>
<td>1,271</td>
<td>0</td>
</tr>
</tbody>
</table>

### D. Equipment

<table>
<thead>
<tr>
<th>Item/Purpose - Qty - Unit Cost</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Excess Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### E. Supplies

<table>
<thead>
<tr>
<th>Item/ Purpose - Calculation</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Excess Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies: Bulk order - Office supplies through WB Mason Collaborative (merged with New England Office Supplies)(pads, pens, binders, staples, labels, envelopes, etc.) Stationary / Envelopes - Supplies for Birthdays - etc. Resource Calendar, Disaster Kits</td>
<td>1,880</td>
<td>1,500</td>
<td>3,380</td>
<td>0</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>1,880</td>
<td>1,500</td>
<td>3,380</td>
<td>0</td>
</tr>
</tbody>
</table>

### F. Contractual and Consultant Services

<table>
<thead>
<tr>
<th>Purpose - Calculation</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Excess Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verizon Wireless: Cell phone service for the Van Transportation ~ $15.69 x 12 = $192.00</td>
<td>189</td>
<td>3</td>
<td>192</td>
<td>0</td>
</tr>
<tr>
<td>MacFarlane Copier Lease: $114.60 x 12 = $1,376.00</td>
<td>0</td>
<td>1,376</td>
<td>1,376</td>
<td>0</td>
</tr>
<tr>
<td>MacFarlane Copier Maintenance: Contract base rate charge for the overage charge $40 x 12 (plus overage $0.0146)</td>
<td>0</td>
<td>606</td>
<td>606</td>
<td>0</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>189</td>
<td>1,985</td>
<td>2,174</td>
<td>0</td>
</tr>
</tbody>
</table>

### I. Other Volunteer Support Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Excess Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal Background Check:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Supplies-to purchase software, hardware, or other equipment to enable full participation in the Senior Corps Virtual Conference:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Augmentation from 8/2015, balance to be carried over through 2017-2018 $1887.97, $400 upgrade Volunteer software, $30 fingerprint cost, $297.58 disaster kits approved by CNCS PM:</td>
<td>1,888</td>
<td>0</td>
<td>1,888</td>
<td>0</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>1,888</td>
<td>0</td>
<td>1,888</td>
<td>0</td>
</tr>
</tbody>
</table>

### J. Indirect Costs

https://egrants.cns.gov/espan/main/report.jsp?sid=m4-KwFYxAmLozkVxWr... 3/1/2017
### Budget Narrative for 17SR190426

<table>
<thead>
<tr>
<th>Calculation - Rate Type - Rate - Rate Claimed - Cost Basis</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Excess Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATEGORY Totals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>SECTION Totals</td>
<td>39,467</td>
<td>83,469</td>
<td>122,936</td>
<td>0</td>
</tr>
<tr>
<td>PERCENTAGE</td>
<td>32%</td>
<td>66%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section II. Volunteer Expenses

#### A. Other Volunteer Costs

<table>
<thead>
<tr>
<th>Item - Description</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Excess Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meals:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Uniforms:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Insurance: CIMA- Insurance CNCS Accident $399. Vol Liability $295. Auto Liability $104. Last year, 2015-16 City Treas. report City of Pitts. to pay cost of CIMA from City Bud. New Treasurer states RSVP to pay out of RSVP City Budget.</td>
<td>0</td>
<td>798</td>
<td>798</td>
<td>0</td>
</tr>
<tr>
<td>Recognition: Volunteer Recognition Event- each volunteer would have an opportunity to participate in a volunteer recognition event. We are estimating that we could provide a luncheon or some other type of event that would be no more than $16.00 per person.</td>
<td>1,700</td>
<td>2,500</td>
<td>4,200</td>
<td>0</td>
</tr>
<tr>
<td>Volunteer Travel:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Volunteer Reimbursement: Vol driving to &amp; from vol. stations for 20vol. @$25 per mile- cap of $20 a mon. to assign. Avg cost approx. $100 a mon.</td>
<td>1,200</td>
<td>0</td>
<td>1,200</td>
<td>0</td>
</tr>
<tr>
<td>Vol Reg Awards: Certificates, Certificate Folders, Plaques, tokens of appreciation, rsvp T-shirts</td>
<td>210</td>
<td>323</td>
<td>533</td>
<td>0</td>
</tr>
<tr>
<td>Berkshire Theatre Group gifts: Complimentary Theatre tickets for RSVP Vol 4x a year to 20 vol per at any average cost per ticket of $31</td>
<td>0</td>
<td>0</td>
<td>2,500</td>
<td>2,500</td>
</tr>
<tr>
<td>Eastern States Exposition Grant: Provides a mini grant of $1,195.00 for RSVP to cover bus, and admission tickets in Sept. each year</td>
<td>0</td>
<td>0</td>
<td>1,195</td>
<td>1,195</td>
</tr>
<tr>
<td>Postage: Mailing invitations, BD cards, Sympathy cards, certificates to up to 374 volunteers through out year</td>
<td>0</td>
<td>400</td>
<td>400</td>
<td>0</td>
</tr>
<tr>
<td>Danny Condon Birthday Cakes: Donates for RSVP Bi-monthly Birthday Parties. Celebrates 2 months at one party. Estimated fair market rate of $50 per month for cake 6 x per year.</td>
<td>0</td>
<td>0</td>
<td>480</td>
<td>480</td>
</tr>
<tr>
<td>CATEGORY Totals</td>
<td>3,110</td>
<td>4,021</td>
<td>11,306</td>
<td>4,175</td>
</tr>
<tr>
<td>SECTION Totals</td>
<td>3,110</td>
<td>4,021</td>
<td>11,306</td>
<td>4,175</td>
</tr>
<tr>
<td>PERCENTAGE</td>
<td>28%</td>
<td>36%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BUDGET Totals**

| BUDGET Totals | 42,577 | 67,490 | 134,242 | 4,175 |

**PERCENTAGE**

| PERCENTAGE | 32% | 65% |

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# Source of Funds

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section I. Volunteer Support Expenses</td>
<td>American Cancer Society Gift Gas Cards $500, DeVanny Condron Birthday Cakes $480, Berkshire Theater Complimentary Tickets for Volunteers $2500, Eastern States Expedition Free trip provided by BIG E for all volunteers $1000.</td>
</tr>
<tr>
<td>Section II. Volunteer Expenses</td>
<td>Criminal Background Check - City of Pittsfield provides for free The American Cancer Society Gas Cards $800 in kind Devanny Condron Funeral Home $480 - cake, coffee, paper goods in kind Eastern States Exposition $1000 - bus, admission tickets in kind Berkshire Theater $2500 - in kind</td>
</tr>
</tbody>
</table>

https://egrants.cns.gov/efspan/main/report.jsp?sid=m4-KwFYxAmLqzkVxWr... 3/1/2017
March 9, 2017

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

Submitted herewith for your consideration an Order authorizing the City of Pittsfield to accept the second half of the Safe and Successful Youth Initiative (SSYI) Grant in the amount of $350,000.00 for Program Staff from Berkshire Children and Families Inc. (New Lead Agency), the Brien Center and Berkshire Works to support and advocate for high risk males between the ages of 17 and 24 years. The award is funded through the Executive Office of Health and Human Services.

Respectfully submitted,

Linda M. Tyer
Mayor

LMT/CVB
Enclosure
March 3, 2017

Honorable Linda Tyer  
Mayor-City of Pittsfield  
70 Allen St  
Pittsfield, MA 01201

Dear Mayor Tyer,

Submitted for your consideration is an authorization requesting that the City of Pittsfield accept the second half of the Safe and Successful Youth Initiative (SSYI) Grant in the amount of $350,000.00 for Program Staff from Berkshire Children and Families Inc. (New Lead Agency), Brien Center and Berkshire Works to support and advocate for high risk males between the ages of 17 and 24 years. The award is funded through the Executive Office of Health & Human Services.

Respectfully submitted,

Michael J. Wynn  
Chief of Police

c: Matthew Kerwood/Treasurer
City of Pittsfield
MASSACHUSETTS
IN CITY COUNCIL
AN ORDER

AUTHORIZING THE CITY OF PITTSFIELD TO ACCEPT A FY17 SAFE AND SUCCESSFUL YOUTH INITIATIVE (SSYI) GRANT THE AMOUNT OF $350,000.00 FROM THE EXECUTIVE OFFICE OF HEALTH & HUMAN SERVICES

Ordered:

That the City of Pittsfield, acting through its Mayor and City Council, and pursuant to M.G.L. Chapter 44, Section 53A, is hereby authorized to accept the second half of the Safe and Successful Youth Initiative (SSYI) Grant in the amount of $350,000.00 from the Executive Office of Health & Human Services to the Pittsfield Police Department.
This form is jointly issued and published by the Executive Office for Administration and Finance (EAF), the Office of the Comptroller (CTR) and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. Any changes to the official printed language of this form shall be void. Additional non-contracting terms may be added by Attachment. Contractors may not include any additional agreements, engagement letters, contract forms or other additional terms as part of this Contract without prior Department approval. Click on hyperlinks for definitions, instructions and legal requirements that are incorporated by reference into this Contract. An electronic copy of this form is available at www.mass.gov under Guidance for Vendors - Forms, or www.mass.gov under OSD Forms.

CONTRACTOR LEGAL NAME: City of Pittsfield
(EndAlias:)
Legal Address: W-9, W-4, T&CC; 70 Allen St., Pittsfield, MA, 01201
Contract Manager: Michael J. Wynn
E-Mail: mwyyn@pittsfield.org
Phone: 413-448-9717
Fax: 413-395-0131

COMMONWEALTH DEPARTMENT NAME: Exec. Office of Health & Human Services
MMARS Department Code: EHS
Business Mailing Address: One Ashburton Place, Boston, MA, 02108
Billing Address (if different): 500 Washington St., 7th Fl., Boston, MA, 02116
Contract Manager: Robyn Kennedy
Phone: 617-573-1666
Fax: 617-573-1890

Vendor Code Address ID (e.g. "A0001"): AD001
(Note: The Address Id Must be set up for EFT payments.)

NEW CONTRACT
PROCUREMENT OR EXCEPTION TYPE: (Check one option only)
☐ Statewide Contract (OSD) or an OSD-designated Department
☐ Collective Purchase (Attach OSD approval, scope, budget)
☐ Department Procurement (includes State or Federal grants $15 CUM 2.20)
☐ RFR (Attach RFR and Response or procurement supporting documentation)
☐ Emergency Contract (Attach justification for scope, budget, scope and budget)
☐ Contract Employee (Attach Employment Status Form, scope, budget)
☐ Legislative or Board or Other (Attach authorizing language, justification, scope and budget)

The following COMMONWEALTH TERMS and CONDITIONS (T&C) has been executed, filed with CTR and is incorporated by reference into this Contract.

COMPENSATION: (Check one option only). The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under $15 CUM 9.00.
☐ Rate Contract (No Maximum Obligation). Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.
☐ Maximum Obligation Contract. Enter Total Maximum Obligation for total duration of this Contract (or new Total if Contract is being amended) $730,000.00

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days % PPD. Payment issued within 15 days % PPD, Payment issued within 20 days % PPD. Payment issued within 30 days % PPD. If PPD percentages are left blank, identify reason: ☒ agree to standard 45 day cycle statutory legal or Ready Payments (G.L. c. 29 § 23A) only final payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay (Discus Police Policy).

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)

This Grant Agreement, providing funding under the Safe and Successful Youth Initiative (SSYI), sets both the terms and conditions under which the Grantee shall implement a coordinated intervention strategy focused on "proven-risk" young men who are identified by the Grantee as the individuals most likely to be perpetrators or victims of shooting or stabbing violence.

ANTICIPATED START DATE: (Complete one option only): The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:
☒ 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.
☐ 2. may be incurred as of date, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.
☐ 3. were incurred as of date, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance will terminate as of June 30, 2017, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claims or dispute, for completing any negotiated terms and warranties, to allow close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor makes all certifications required under the attached Contractor Certifications (incorporated by reference if not attached here) under the pains and penalties of perjury, agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference, pursuant to the applicable Commonwealth Terms and Conditions, in this Standard Contract Form including the Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CUM 21.07 incorporated herein, provided that any amended RFR or Response terms result in better value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:
X
[Signature and Date Must Be Handwritten At Time of Signature]
Print Name: Michael J. Wynn
Print Title: Chief of Police

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:
X
[Signature and Date Must Be Handwritten At Time of Signature]
Print Name: [Signature and Date Must Be Handwritten At Time of Signature]
Print Title: Assistant Secretary for Administration and Finance.
City of Pittsfield
MASSACHUSETTS
IN CITY COUNCIL
AN ORDER

AUTHORIZING THE CITY OF PITTSFIELD TO ACCEPT A GRANT OF FUNDS IN THE AMOUNT OF $350,000.00 FROM THE MASSACHUSETTS EXECUTIVE OFFICE OF HEALTH AND HUMAN SERVICES

Ordered:

That the City of Pittsfield, by and through its Mayor and City Council, is hereby authorized to accept a grant of funds in the amount of Three Hundred Fifty Thousand ($350,000.00) Dollars from the Massachusetts Executive Office of Health and Human Services for the Safe and Successful Youth Initiative (SSYI) and that said funds may be expended pursuant to Massachusetts General Laws, Chapter 44, Section 53A, and in accordance with the provisions of the grant, a copy of which is attached to this Order.

Said grant is seventy-five percent (75%) of the approved expenditures of $467,000.00 and requires a twenty-five percent (25%) match of $117,000.00 from the City. Therefore, the breakdown of funds is as follows:

| State Share: | $350,000.00 |
| City Share:  | $117,000.00 |

Ordered further: Funds necessary to meet the City’s share of the award shall come from various donations and other grants as well as in-kind services.

IN CITY COUNCIL
January 12, 2016
Read and adopted – 11 Yeas 0 Nays
/ss/ Peter M. Marchetti, City Council President
/ss/ Jody L. Phillips, City Clerk

MAYOR’S OFFICE
Approved: January 13, 2016
/ss/ Linda M. Tyer, Mayor

A true copy Attest:

Jody L. Phillips, City Clerk
Michael J. Wynn  
Chief of Police  
Pittsfield Police Department  

Sent from my iPhone  

Begin forwarded message:  

From: "Boyd, Carl (EHS)" <Carl.80yd@MassMail.State.MA.US>  
Date: December 8, 2015 at 15:42:40 EST  
To: "Wynn, Michael" <mwynn@pittsfieldpd.org>  
Cc: "Morrison, Melissa (EHS)" <melissa.morrison@state.ma.us>  
Subject: Safe and Successful Youth Initiative Contract for Signature  

Dear Mr. Wynn:  

Attached is Grant Agreement between EOHHS and the City of Pittsfield to operate a Safe and Successful Youth Initiative program in your community.  

Please note that the amount of the Grant Agreement reflects two state fiscal years, FY 2016 and FY 2017. Your approved FY 2016 budget is $350,000. Your Grant Agreement may be amended in or prior to FY 2017 to reflect legislative appropriations, your performance as determined by EOHHS, or any other applicable considerations, including program modifications and new initiatives as specified in Section 5.7 of the Grant Agreement.  

Please sign and date this Grant Agreement, and return two originals to Melissa Morrison at:  

Melissa Morrison  
EOHHS, Procurement Unit  
One Ashburton Place, 11th floor  
Boston, MA 20108  

Once both parties have signed this Grant Agreement, an original will be mailed to you.  

Thank you,  

Carl Boyd  
Sr. Contracts Specialist
Michael Wynn
Chief Of Police

Pittsfield Police Department
39 Allen Street
Pittsfield, MA 01201
413.448.9700 x330
mwynn@pittsfieldpd.org

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March 9, 2017

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

Submitted herewith for your consideration an Order authorizing the City of Pittsfield to adopt certain provisions of Massachusetts General Law Chapter 40. Provisions in the recently enacted Modernization Act changed the manner in which revenues from parking meters are accounted for. Under the Act, receipts are now treated as general fund revenue unless action is taken by the city to reserve the receipts in a special revenue account. It is the intent of the parking meter program to have the collected funds reserved to support parking related expenses. In order to fulfill this intent, these provisions of Massachusetts General Law must be adopted.

Respectfully submitted,

Linda M. Tyer
Mayor

LMT/CVB
Enclosure
March 7, 2017

Honorable Linda M. Tyer  
Mayor - City Of Pittsfield  
70 Allen Street  
Pittsfield, MA 01201

Dear Mayor Tyer:

Submitted for your consideration, is an order requesting that the City adopt certain provisions of Massachusetts General Law Chapter 40. As we have discussed, provisions in the recently enacted Modernization Act changed the manner in which revenues from parking meters are accounted for. Under the Act, receipts are now treated as general fund revenue unless action is taken by the city to reserve the receipts in a special revenue account. It is my understanding that when the City Council approved the installation of the parking meters their intent was to have the funds collected reserved to support parking related expenses. Therefore, in order to fulfill the intent of the program these provisions of Massachusetts General Law must be adopted by the City Council.

Respectfully Submitted,

Matthew M. Kerwood  
Director of Finance & Administration/Treasurer

cc: Nicole Boucher, Assistant Treasurer  
    Allie Bottume, City Accountant
City of Pittsfield

ACCEPTING CERTAIN PROVISIONS OF MASSACHUSETTS GENERAL LAW CHAPTER 40

Ordered:

That the City of Pittsfield accepts the following provisions of Sections 22A, 22C of Massachusetts General Law Chapter 40

Section 22A: The agreement for the acquisition or installation of parking meters may provide that payments thereunder shall be made over a period not exceeding 5 years without appropriation, from fees received for the use of such parking meters notwithstanding sections 53 of Chapter 44.

Section 22C: The city or town may use any receipts from those parking meters and other devices for the purpose of purchase or lease of additional parking lots, the care and maintenance of the parking lots, the purchase or lease of a commuter shuttle or commuter shuttle services between the parking lots and available public transportation, the care and maintenance of public transportation station accessibility improvements and in general for traffic control or traffic safety purposes, including payment for public liability coverage in connection with the purchase, lease and use of the municipally owned or leased parking lots and commuter shuttles or commuter shuttle services or any of the purposes and uses listed in section 22A.

Further Ordered:

That the City of Pittsfield accepts the provisions of Massachusetts General Law Chapter 40 Section 22B in its entirety

Further Ordered:

That any revenue received on or after November 7, 2016 be credited to the receipts reserved fund established as the result of the acceptance of the provisions above.
Part I ADMINISTRATION OF THE GOVERNMENT

Title VII CITIES, TOWNS AND DISTRICTS

Chapter 40 POWERS AND DUTIES OF CITIES AND TOWNS

Section 22A PARKING METERS; FEES; EXEMPTION FROM FEES FOR DISABLED VETERANS AND HANDICAPPED PERSONS; BICYCLE LOCKING DEVICES; MOTORCYCLE PARKING; RESTRICTED PARKING AREAS FOR VETERANS AND HANDICAPPED PERSONS

[First paragraph effective until November 7, 2016. For text effective November 7, 2016, see below.]

Section 22A. Any city or town, for the purpose of enforcing its ordinances, by-laws and orders, rules and regulations relating to the parking of vehicles on ways within its control and subject to the provisions of section two of chapter eighty-five, may appropriate money for the acquisition, installation, maintenance and operation of parking meters, or by vote of the city council or of the town may authorize a board or officer to enter into agreement for such acquisition, installation or maintenance of parking meters; provided, that the city of Boston, for the purpose of enforcing the rules and regulations adopted by its traffic and
parking commission, or promulgated by its commissioner of traffic and parking, under chapter two hundred and sixty-three of the acts of nineteen hundred and twenty-nine, may appropriate money for the acquisition, installation, maintenance and operation of parking meters, or, by vote of the city council of said city, subject to the provisions of its charter, may authorize the traffic and parking commission of said city to enter into agreements for the acquisition, installation or maintenance of parking meters. An agreement for the acquisition or installation of parking meters may provide that payments thereunder shall be made over a period not exceeding five years without appropriation, from fees received for the use of such parking meters notwithstanding the provisions of section fifty-three of chapter forty-four. Such fees shall be established and charged at such rates that the revenue therefrom shall not exceed the necessary expenses incurred by such city or town for the acquisition, installation, maintenance and operation of parking meters and the regulation of parking and other traffic activities incident thereto. No fee shall be exacted and no penalty shall be imposed for the parking of any vehicle owned and driven by a disabled veteran or by a handicapped person and bearing the distinctive number plates authorized by section two of chapter ninety, or for any vehicle transporting a handicapped person and displaying the special parking identification plate authorized by said section two of said chapter ninety or for any vehicle bearing the official identification of a handicapped person issued by any other state or any Canadian Province. Any city or
town may, in accordance with the provisions of this section, acquire and operate coin-operated locking devices for bicycle parking. A city or town may, in accordance with the provisions of this section, authorize the parking of more than one motorcycle in a single parking space and may impose a penalty for the full amount of a violation of an ordinance, by-law, order, rule or regulation related to the parking of vehicles on ways within its control and subject to section 2 of chapter 85 for each motorcycle so parked in violation of any such ordinance, by-law, order, rule or regulation. No motorcycle shall be parked in such a manner so as to inhibit the means of egress of another motorcycle currently parked in the same parking space.

[First paragraph as amended by 2016, 218, Secs. 25 and 26 effective November 7, 2016. For text effective until November 7, 2016, see above.]

Any city or town, for the purpose of enforcing its ordinances, by-laws and orders, rules and regulations relating to the parking of vehicles on ways within its control and subject to the provisions of section two of chapter eighty-five, may appropriate money for the acquisition, installation, maintenance and operation of parking meters, or by vote of the city council or of the town may authorize a board or officer to enter into agreement for such acquisition, installation or maintenance of parking meters; provided, that the city of Boston, for the purpose of enforcing the rules and regulations adopted by its traffic and parking commission, or promulgated by its commissioner of traffic and parking, under
chapter two hundred and sixty-three of the acts of nineteen hundred and twenty-nine, may appropriate money for the acquisition, installation, maintenance and operation of parking meters, or, by vote of the city council of said city, subject to the provisions of its charter, may authorize the traffic and parking commission of said city to enter into agreements for the acquisition, installation or maintenance of parking meters. In any city or town that accepts this sentence, the agreement for the acquisition or installation of parking meters may provide that payments thereunder shall be made over a period not exceeding 5 years without appropriation, from fees received for the use of such parking meters notwithstanding section 53 of chapter 44. Such fees shall be established and charged at rates determined by the city or town. Rates may be set for the purpose of managing the parking supply. The revenue therefrom may be used for acquisition, installation, maintenance and operation of parking meters and other parking payment and enforcement technology, the regulation of parking, salaries of parking management personnel, improvements to the public realm, and transportation improvements, including, but not limited to, the operations of mass transit and facilities for biking and walking. No fee shall be exacted and no penalty shall be imposed for the parking of any vehicle owned and driven by a disabled veteran or by a handicapped person and bearing the distinctive number plates authorized by section two of chapter ninety, or for any vehicle transporting a handicapped person and displaying the special
parking identification plate authorized by said section two of said chapter ninety or for any vehicle bearing the official identification of a handicapped person issued by any other state or any Canadian Province. Any city or town may, in accordance with the provisions of this section, acquire and operate coin-operated locking devices for bicycle parking. A city or town may, in accordance with the provisions of this section, authorize the parking of more than one motorcycle in a single parking space and may impose a penalty for the full amount of a violation of an ordinance, by-law, order, rule or regulation related to the parking of vehicles on ways within its control and subject to section 2 of chapter 85 for each motorcycle so parked in violation of any such ordinance, by-law, order, rule or regulation. No motorcycle shall be parked in such a manner so as to inhibit the means of egress of another motorcycle currently parked in the same parking space.

Any city or town acting under this section shall further regulate the parking of vehicles on ways within its said control by restricting certain areas thereon for the parking of any vehicle owned and driven by a disabled veteran or handicapped person whose vehicle bears the distinctive number plates authorized by section two of chapter ninety or for any vehicle transporting a handicapped person and displaying the special parking identification plate authorized by said section two of said chapter ninety, or for any vehicle bearing the official identification of a handicapped person issued by any other state, or any Canadian Province, or by prohibiting the parking or standing of any vehicles
in such a manner as to obstruct any curb ramp designed for use by handicapped persons. Parking spaces designated as restricted under this paragraph shall be identified by the use of above-grade signs with white lettering against a blue background and shall bear the words "Handicapped Parking: Special Plate Required. Unauthorized Vehicles May be Removed at Owner's Expense". The spaces shall be as near as possible to a building entrance or walkway, shall be adjacent to curb ramps or other unobstructed methods permitting sidewalk access to a handicapped person and shall be at least 8 feet wide, not including the cross hatch access aisle as defined by the architectural access board established in section 13A of chapter 22. If parking spaces designated as restricted under this paragraph are made temporarily unavailable due to a construction project or other planned event, the city or town shall ensure that the nearest available nonreserved parking space, if any, shall be temporarily designated as restricted under this paragraph. The cost of acquisition, installation and maintenance and operation of any signs or other regulatory devices used to designate such restricted areas shall be considered as a necessary expense for the regulation of parking and shall be paid from appropriations authorized by this section. Any such ordinance, by-law, order, rule or regulation promulgated pursuant to this paragraph shall contain a penalty of not less than $100 nor more than $300 and shall provide for the removal of a vehicle in accordance with section 22D. This penalty shall not be a surchargeable offense under section 113B of chapter 175.
Section 22B. Any city or town having installed parking meters or coin-operated locking devices for bicycle parking may acquire off-street parking areas and facilities by purchase, gift, eminent domain under chapter seventy-nine or chapter eighty A, by lease not to exceed five years, or otherwise, and may pay for such acquisition or lease, including the cost of policing, constructing or reconstructing, surfacing, operating and maintaining such areas and facilities, and including any debt together with interest thereon incurred for such acquisition, in whole or in part and pay for the removal of architectural barriers in public facilities in accordance with the provisions of section thirteen A of chapter twenty-two, from any receipts from said parking meters or such
devices and may in each year transfer or pay into its general funds from said receipts a sum or sums in lieu of taxes for the year in question upon the average assessed valuation of said areas and facilities for the three years immediately prior to the date of said acquisition, determined by multiplying each one thousand dollars of such average valuation or fraction thereof by the tax rate set for said city or town for that year; provided, that the off-street parking areas and facilities are located not more than six hundred feet from a building in which the principal activity is business, commercial, manufacturing or industrial in character, and which building is in a business, commercial, manufacturing or industrial zone, but is not more than six hundred feet from the nearest parking meter of any group of not less than thirty parking meters approved by the department of highways, or are located not more than six hundred feet from a public beach area.

Chapter 40: Section 22B. Acquisition and maintenance of off-street parking areas and facilities; conditions; exceptions

[ Text of section as amended by 2016, 218, Sec. 28 effective November 7, 2016. For text effective until November 7, 2016, see above.]

Section 22B. In a city or town that accepts this section and installs parking meters or coin-operated locking devices for bicycle parking, the city or town may acquire off-street parking areas and facilities by purchase, gift, eminent domain under chapter seventy-nine or chapter eighty A, by lease not to exceed
five years, or otherwise, and may pay for such acquisition or lease, including the cost of policing, constructing or reconstructing, surfacing, operating and maintaining such areas and facilities, and including any debt together with interest thereon incurred for such acquisition, in whole or in part and pay for the removal of architectural barriers in public facilities in accordance with the provisions of section thirteen A of chapter twenty-two, from any receipts from said parking meters or such devices and may in each year transfer or pay into its general funds from said receipts a sum or sums in lieu of taxes for the year in question upon the average assessed valuation of said areas and facilities for the three years immediately prior to the date of said acquisition, determined by multiplying each one thousand dollars of such average valuation or fraction thereof by the tax rate set for said city or town for that year; provided, that the off-street parking areas and facilities are located not more than six hundred feet from a building in which the principal activity is business, commercial, manufacturing or industrial in character, and which building is in a business, commercial, manufacturing or industrial zone, but is not more than six hundred feet from the nearest parking meter of any group of not less than thirty parking meters approved by the department of highways, or are located not more than six hundred feet from a public beach area.
Section 22C. Any city or town, having installed parking meters or coin-operated locking devices for bicycle parking under section 22A, may install parking meters in municipally owned or leased off-street parking lots and other devices for controlling the off-street parking lots. Those cities and towns may use any receipts from those parking meters and other devices for the purpose of purchase or lease of additional parking lots, the care and maintenance of the parking lots, the purchase or lease of a commuter shuttle or commuter shuttle services between the parking lots and available public transportation, the care and maintenance of public transportation station accessibility improvements and in general for traffic control or traffic safety.
purposes, including payment for public liability coverage in connection with the purchase, lease and use of the municipally owned or leased parking lots and commuter shuttles or commuter shuttle services.

Chapter 40: Section 22C. Off-street parking lots; installation of parking meters and other devices; use of receipts

[Text of section as amended by 2016, 218, Secs. 29 and 30 effective November 7, 2016. For text effective until November 7, 2016, see above.]

Section 22C. Any city or town, having installed parking meters or coin-operated locking devices for bicycle parking under section 22A, may install parking meters in municipally owned or leased off-street parking lots and other devices for controlling the off-street parking lots. In a city or town that accepts this sentence, the city or town may use any receipts from those parking meters and other devices for the purpose of purchase or lease of additional parking lots, the care and maintenance of the parking lots, the purchase or lease of a commuter shuttle or commuter shuttle services between the parking lots and available public transportation, the care and maintenance of public transportation station accessibility improvements and in general for traffic control or traffic safety purposes, including payment for public liability coverage in connection with the purchase, lease and use
of the municipally owned or leased parking lots and commuter shuttles or commuter shuttle services or any of the purposes and uses listed in section 22A.
March 9, 2017

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

Submitted herewith for your consideration an Order authorizing the City of Pittsfield to grant a conveyance of an easement on 90 Valentine Road, Pittsfield MA to Western Massachusetts Electric Company.

Respectfully submitted,

LMT/CVB
Enclosure
AUTHORIZED THE CITY OF PITTSFIELD TO GRANT A CONVEYANCE
OF AN EASEMENT ON VALENTINE ROAD TO WESTERN
MASSACHUSETTS ELECTRIC COMPANY

Ordered:

That the City of Pittsfield by and through its Mayor and City Council is hereby
authorized to grant a conveyance of an easement on 90 Valentine Road Pittsfield MA to
Western Massachusetts Electric Company dba Eversource Energy in accordance with the
terms set forth in the attached Easement Deed.

That the City of Pittsfield by its Mayor and City Council is further authorized to
execute any and all documents necessary to implement this order.
For valuable consideration of One ($1.00) Dollar, receipt and sufficiency of which is hereby acknowledged, ______________________, a ______________________ with ______________________ (hereinafter referred to as the “Grantor”) hereby grants unto WESTERN MASSACHUSETTS ELECTRIC COMPANY dba Eversource Energy, a Massachusetts corporation with offices at 300 Cadwell Drive, in the City of Springfield, County of Hampden, Commonwealth of Massachusetts, its successors and assigns, (hereinafter referred to as the “Grantee”) and VERIZON NEW ENGLAND, INC. (formerly known as New England Telephone and Telegraph Company), a New York corporation having its principal place of business at 125 High Street, Oliver Tower, 7th Floor, Boston, Massachusetts 02110, its successors and assigns, the perpetual right to lay, construct, reconstruct, maintain, operate, replace and rebuild on, across, over and under the easement area hereinafter described, electric and transmission of intelligence distribution systems consisting of poles, guys, braces, wires, pipes, cables, conduits, transformers, manholes, anchors, silos, handholes, transformer pads, pedestals, meters, fixtures and other appurtenances useful in providing electric and transmission of intelligence service such as the said company may from time to time see fit to install in said easement area; including wires, cables and conduits running from the poles, transformers and pedestals to any structures erected on the premises; the right to provide electric service by means of the same; and the right to enter said land for the purpose of inspecting; maintaining or removing same; and the right to trim and keep trimmed, cut and remove such trees located within the easement area as in the judgment of the Grantee are necessary to maintain its services.

Said easement area is located on the Grantor’s land on the easterly side of Valentine Road on property known as 90 Valentine Road, in the City of Pittsfield, County of Berkshire, Commonwealth of Massachusetts, and more particularly shown the plan attached entitled “Map Showing Easement Area to be Granted to Western Massachusetts Electric Company dba Eversource Energy Across the Property of The City of Pittsfield Valentine Road, Pittsfield, MA Taconic High School Easement Plan File No. E6153 Date Drawn 1-7-2017 Scale 1"=30’ Rev. A Issued for Agreement with City 1/31/2017” which map has been or will be filed in the Berkshire Registry of Deeds.

The Grantor agrees, except with the written permission of the Grantee, that (1) no building, structure, other improvement or obstruction shall be located upon; there shall be no excavation, filling, flooding or grading of; and there shall be no planting of trees or shrubbery upon the easement area; and (2) nothing shall be attached, temporarily or permanently, to any property of the Grantee erected or installed by virtue of this easement. In the event of the damage to or destruction of any of said facilities of the Grantee by the Grantor or agents or employees thereof, all costs of repair or replacement shall be borne by the Grantor.
Any additional poles, guys, wires, cables, braces, conduits and other appurtenances which may be necessary or advisable in the opinion of the Grantee to provide electric service by means of said system are to be located by the Grantee in such places on, upon, under, over and across the easement area as may be reasonable and consistent with the use of said land at the time.

The Grantee, by the acceptance of this easement, agrees that upon request of the Grantor and upon execution and delivery to the Grantee of rights and easements acceptable to the Grantee, it will relocate at the expense of the Grantor any part of said electric distribution systems which the Grantor may reasonably request to be relocated, provided that such relocation is practicable and consistent with sound engineering principles, including any removal and relocation of such system improperly located due to incorrect street and property line locations furnished by the Grantor, the Grantor's agents or employees.

The Grantee further agrees, by the acceptance of this easement, that as long as and to the extent that the electric distribution systems, together with appurtenances, located on said land pursuant to this easement are used to provide electric service, the Grantee will repair, replace and maintain such facilities at its own expense (except otherwise provided) and in connection with any repair, replacement or maintenance of said system the Grantee shall promptly restore the premises to substantially the same condition as existed prior to such repair, replacement or maintenance, provided, however, that such restorations shall not include any structures, other improvement or plantings made by the Grantor contrary to the provisions herein.

Any rights herein described or granted, or any interest therein or part thereof, may be assigned herein for the transmission of intelligence purposes, and the Grantor hereby agrees to and ratifies any such assignment and agrees that the interest so assigned may be used by the assignee therein for said purposes.

The words "Grantor" and "Grantee" shall include lessees, heirs, executors, administrators, successors and assigns where the context so requires or permits.

TO HAVE AND TO HOLD the premises unto it, the said Grantee, its successors and assigns, forever.

IN WITNESS WHEREOF, the said Grantor caused ________ hand(s) and seal(s) to be hereunto affixed this ____ day of ______________, 201__.

Signed, sealed and delivered
in the presence of:

Witness:

By:

Its:
COMMONWEALTH OF MASSACHUSETTS

COUNTY OF __________________________

S.S. __________________________________

On this _____ day of ____________, 20__, before me, the undersigned notary public, _________________________ personally appeared and proved to me through satisfactory evidence of identification, which was ________________________ to be the person whose name is signed on the preceding document and acknowledged to me that such person is [the duly authorized ________________________ of [GRANTOR] and that such person signed such document voluntarily as such person’s free act and deed for its stated purpose [on behalf of such [GRANTOR].

IN WITNESS WHEREOF, I hereunto set my hand.

________________________________________ Notary Public

My commission expires: _________________

STATE OF ____________________________

S.S. ________________________________

COUNTY OF __________________________

On this _____ day of ____________, 20__, before me, the undersigned officer, personally appeared ________________________ who acknowledged him/herself to be the person whose name is subscribed to the within instrument and acknowledged that they, being duly authorized to do so, executed the same for the purposes therein contained as said Grantor’s free act and deed.

IN WITNESS WHEREOF, I hereunto set my hand and the official seal.

________________________________________ Notary Public - Seal Required

My Commission Expires _________________
To the City Council of the City of Pittsfield: —

The Committee on ORDINANCE AND RULES

having considered the same, report and recommend that it be approved. 5-0.

Respectfully submitted,

[Signature]

Chairman
February 9, 2017

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

On behalf of June Hailer, Chair of the Commission on Disabilities, submitted herewith for your consideration is an Order authorizing the City of Pittsfield to accept Massachusetts General Laws, Chapter 40, Section 8J. In July 2016, the state legislature amended this section of the law increasing the maximum number of people allowed to serve on the Commission of Disabilities.

Respectfully submitted,

Linda M. Tyer
Mayor

LMT/CVB
Enclosure
City of Pittsfield
MASSACHUSETTS
IN CITY COUNCIL
AN ORDER

ACCEPTANCE OF MASSACHUSETTS GENERAL LAWS,
CHAPTER 40, SECTION 8J

Ordered:

That the City of Pittsfield hereby accepts Massachusetts General Laws, Chapter 40, Section 8J. A copy of the statute herein referenced is attached hereto and made a part hereof.
Section 8J. A city which accepts the provisions of this section by vote of its city council, subject to the provisions of its charter, or a town which accepts the provisions of this section at an annual or special town meeting, may establish a commission on disability, hereinafter called the commission, to cause the full integration and participation of people with disabilities in such city or town. Such commission shall (1) research local problems of people with disabilities; (2) advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities; (3) coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts office on disability; (4) review and make recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of said city or town as they affect people with disabilities; (5) provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability; (6) coordinate activities of other local groups organized for similar purposes.

Said commission shall keep records of its meetings and actions and shall file an annual report which shall be printed in the city or town annual report and shall have at least ten meetings annually.

[Third paragraph effective until July 1, 2016. For text effective July 1, 2016, see below.]

Said commission shall consist of not less than five nor more than nine members. In cities, the members shall be appointed by the mayor, subject to the provisions of the city charter except that in cities having a Plan D or Plan E form of government said appointments shall be by the city manager, subject to the provisions of the charter, and in towns they shall be appointed by the selectmen, except towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen and except towns having a town council form of government, the town manager. A majority of said commission members shall consist of people with disabilities, one member shall be a member of the immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official of that city or town. The terms of the first members of said commission shall be for one, two or three years, and so arranged that the term of one-third of the members expires each year, and their successor shall be appointed for terms of three years each. Any member of said commission may, after a public hearing, if so requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. The chairperson and other officers shall be chosen by a majority vote of said commission members.

[Third paragraph as amended by 2016, 133, Sec. 46 effective July 1, 2016. See 2016, 133, Sec. 203. For text effective until July 1, 2016, see above.]
Said commission shall consist of not less than 5 and not more than 13 members. In cities, the members shall be appointed by the mayor, subject to the provisions of the city charter except that in cities having a Plan D or Plan E form of government said appointments shall be by the city manager, subject to the provisions of the charter, and in towns they shall be appointed by the selectmen, except towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen and except towns having a town council form of government, the town manager. A majority of said commission members shall consist of people with disabilities, one member shall be a member of the immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official of that city or town. The terms of the first members of said commission shall be for one, two or three years, and so arranged that the term of one-third of the members expires each year, and their successor shall be appointed for terms of three years each. Any member of said commission may, after a public hearing, if so requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. The chairperson and other officers shall be chosen by a majority vote of said commission members.

Said commission may receive gifts of property, both real and personal, in the name of the city or town, subject to the approval of the city council in a city or the board of selectmen in a town, such gifts to be managed and controlled by said commission for the purposes of this section.
To the City Council of the City of Pittsfield:

The Committee on ORDINANCE AND RULES

to whom was referred the communication from Mayor Tyer submitting and Ordinance amending Chapter 2, Administration, Article XLI, Commission on Disabilities, Section 2-234 (a) Membership and Terms.

having considered the same, report and recommend that it be approved. 5-0.

Respectfully submitted,

[Signature]
Chairman
City of Pittsfield

In the Year Two Thousand

AN ORDINANCE

AMENDING THE CODE OF THE CITY OF PITTSFIELD,
CHAPTER 2, ADMINISTRATION, ARTICLE XLI,
COMMISSION ON DISABILITIES

Be it ordained by the City Council of the City of Pittsfield, as follows:

SECTION I

That the Code of the City of Pittsfield, Chapter 2, Administration, Article XLI, Commission on Disabilities Section 2-234 (a) Membership and terms be amended by deleting the Section by its entirety and replacing it with the following:

Sec. 2-234 Membership and terms.

(a) In accordance with Article 2, Section 2-10, Article 3, Section 3-3 and MGL Chapter 40, Section 8J the mayor hall appoint not less than five (5) but no more than thirteen (13) regular member to the Commission on Disabilities subject to City Council approval. The majority of the members on the Commission shall be persons with disabilities; and further one member shall be a city official either elected or appointed; and further one member shall be an immediate family member of a person with a disability; and one member shall be a representative from a disability-related community agency and/or support group; and another shall be a representative of the Department of Community Development; and another person shall be a City Engineer; additional members may include a Building Inspector whom shall serve in an ex-officio capacity. The Mayor shall seek to find members with expertise who can contribute to the fulfillment of the purposes for which this Commission has been established. The members of the Commission shall serve without compensation. Excepting any reasonable excuse, the ex-officio member set forth in this section are required to attend each meeting.

SECTION II

This ordinance shall take effect upon enactment.
February 9, 2017

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

On behalf of June Hailer, Chair of the Commission on Disabilities, submitted herewith for your consideration is an Ordinance amending Chapter 2, Administration, Article XLI, Commission on Disabilities, Section 2-234 (a) Membership and terms.

Respectfully submitted,

Linda M. Tyer
Mayor

LMT/CVB

Enclosure
Chapter C. The Charter, Special Acts and Acceptances

DIVISION 1. THE CHARTER

Article 2. LEGISLATIVE BRANCH

SECTION 2-10. CITY COUNCIL CONFIRMATION OF CERTAIN APPOINTMENTS.

The mayor shall refer to the city council, and simultaneously file with the city clerk, the name of each person the mayor desires to appoint as a department head or as a member of a multiple-member body. Appointments made by the mayor shall become effective on the 45th day after the date on which notice of the proposed appointment was filed with the city clerk unless approved or rejected by the city council within the 45 days.
Chapter C. The Charter, Special Acts and Acceptances

DIVISION 1. THE CHARTER

Article 3. EXECUTIVE BRANCH

SECTION 3-3. APPOINTMENTS BY MAYOR.

The mayor shall appoint, subject to review by the city council under section 2-10, all department heads and the members of multiple-member bodies for whom no other method of appointment or selection is provided by the charter; provided, however, that this shall not include persons serving under the school committee and persons serving under the city council. All appointments to multiple-member bodies shall be for terms established under article 6. Upon the expiration of the term of any member of a multiple-member body, a successor shall be appointed under article 6. The mayor shall fill a vacancy for the remainder of the unexpired term of any member of a multiple-member body. The method of appointment for all other city employees shall be prescribed by administrative order under article 6. Department heads may be removed at the sole discretion of the mayor.
Section 8J. A city which accepts the provisions of this section by vote of its city council, subject to the provisions of its charter, or a town which accepts the provisions of this section at an annual or special town meeting, may establish a commission on disability, hereinafter called the commission, to cause the full integration and participation of people with disabilities in such city or town. Such commission shall (1) research local problems of people with disabilities; (2) advise and assist municipal officials and employees in ensuring compliance with state and federal laws and regulations that affect people with disabilities; (3) coordinate or carry out programs designed to meet the problems of people with disabilities in coordination with programs of the Massachusetts office on disability; (4) review and make recommendations about policies, procedures, services, activities and facilities of departments, boards and agencies of said city or town as they affect people with disabilities; (5) provide information, referrals, guidance and technical assistance to individuals, public agencies, businesses and organizations in all matters pertaining to disability; (6) coordinate activities of other local groups organized for similar purposes.

Said commission shall keep records of its meetings and actions and shall file an annual report which shall be printed in the city or town annual report and shall have at least ten meetings annually.

[Third paragraph effective until July 1, 2016. For text effective July 1, 2016, see below.]

Said commission shall consist of not less than five nor more than nine members. In cities, the members shall be appointed by the mayor, subject to the provisions of the city charter except that in cities having a Plan D or Plan E form of government said appointments shall be by the city manager, subject to the provisions of the charter, and in towns they shall be appointed by the selectmen, except towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen and except towns having a town council form of government, the town manager. A majority of said commission members shall consist of people with disabilities, one member shall be a member of the immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official of that city or town. The terms of the first members of said commission shall be for one, two or three years, and so arranged that the term of one-third of the members expires each year, and their successor shall be appointed for terms of three years each. Any member of said commission may, after a public hearing, if so requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. The chairperson and other officers shall be chosen by a majority vote of said commission members.

[Third paragraph as amended by 2016, 133, Sec. 46 effective July 1, 2016. See 2016, 133, Sec. 203. For text effective until July 1, 2016, see above.]
Said commission shall consist of not less than 5 and not more than 13 members. In cities, the members shall be appointed by the mayor, subject to the provisions of the city charter except that in cities having a Plan D or Plan E form of government said appointments shall be by the city manager, subject to the provisions of the charter, and in towns they shall be appointed by the selectmen, except towns having a town manager form of government, in which towns appointments shall be made by the town manager, subject to the approval of the selectmen and except towns having a town council form of government, the town manager. A majority of said commission members shall consist of people with disabilities, one member shall be a member of the immediate family of a person with a disability and one member of said commission shall be either an elected or appointed official of that city or town. The terms of the first members of said commission shall be for one, two or three years, and so arranged that the term of one-third of the members expires each year, and their successor shall be appointed for terms of three years each. Any member of said commission may, after a public hearing, if so requested, be removed for cause by the appointing authority. A vacancy occurring otherwise than by expiration of a term shall be filled for the unexpired term in the same manner as an original appointment. The chairperson and other officers shall be chosen by a majority vote of said commission members.

Said commission may receive gifts of property, both real and personal, in the name of the city or town, subject to the approval of the city council in a city or the board of selectmen in a town, such gifts to be managed and controlled by said commission for the purposes of this section.
Chapter 2. Administration

ARTICLE XLI. COMMISSION ON DISABILITIES

Sec. 2-234. Membership and terms.

[Ord. No. 877, § 1, 9-12-2000; Ord. No. 996, § 1, 6-26-2007]

(a) In accordance with Article 2, Section 2-10, Article 3, Section 3-3 and Article 6 of Chapter 72 of the Acts of 2013, the Mayor shall appoint not less than five but no more than nine regular members to the Commission on Disabilities subject to City Council approval. The majority of the members on the Commission shall be persons with disabilities; and further one member shall be a city official either elected or appointed; and further one member shall be an immediate family member of a person with a disability; and one member shall be a representative from a disability-related community agency and/or support group; and another person shall be a representative of the Department of Community Development. Additional membership may also include a Building Inspector and a City Engineer both of whom shall serve in an ex-officio capacity. The Mayor shall seek to find members with expertise, who can contribute to the fulfillment of the purposes for which this Commission has been established. The members of the Commission shall serve without compensation. Excepting any reasonable excuse, the ex officio members as set forth in this section are required to attend each meeting.

[Ord. No. 1132, § 1, 4-14-2015]

(b) The Americans with Disabilities Act (ADA) Coordinator shall be an ex officio member and shall clerk or be responsible for arranging for a clerk for every meeting of the Commission on Disabilities. The clerk will take all minutes for meetings of the Commission. The ADA Coordinator shall attend all meetings of the Commission.

(c) Excepting the city elected or appointed official, who shall serve so long as he/she is a city official, each member shall serve a term of three years. In the event of a vacancy, the Mayor shall appoint a successor as soon as practicable, subject to city council approval, and said successor shall fulfill the unexpired term of the member whose seat was vacated. In accordance with Article 10, Section 10-6(a) of Chapter 72 of the Acts of 2013, the Commission shall choose, from among its own members, a Chairperson, a Vice Chair, a Secretary and any other officers it deems necessary.

[Ord. No. 1132, § 11, 4-14-2015]
To the City Council of the City of Pittsfield: —

The Committee on ORDINANCE AND RULES

to whom was referred the communication from Mayor Tyer submitting and Ordinance amending Chapter 7, and Chapter 24, of the City Code as it relates to the Fire Department.

having considered the same, report and recommend that it be approved. 5-0.

Respectfully submitted,

[Signature]

Chairman
February 9, 2017

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

Submitted herewith for your consideration are two Ordinances requesting changes to the City Code of the City of Pittsfield. The first ordinance amends Chapter 7, Fire Department, Section 7-21 Adoption. The second ordinance amends Chapter 24, Schedule of Fees, Fire Department.

Respectfully submitted,

Linda M. Tyer
Mayor

LMT/CVB

Enclosure
February 6, 2017

Honorable Linda M. Tyer
70 Allen Street
Pittsfield, MA 01201

RE: City Code Amendments

Dear Mayor Tyer:

Attached please find two draft ordinances requesting changes to the City Code.

The first Ordinance amends Chapter 7, Fire Department, Section 7-21 Adoption. This change is requested to address outdated references to documents relating to the Fire Prevention Code.

The second Ordinance amends Chapter 24, Schedule of Fees - Fire Department, by deleting the current fee schedule for the Fire Department and replacing it with a more comprehensive list of permits that are issued by the department. It also makes increases to several of the fees. The current fee structure was determined by reviewing fees in other similar communities. Pittsfield still remains below the state average on many of its fees.

If you are in agreement with these changes, please submit them to the City Council for approval.

Sincerely,

Robert M. Czerwinski
Fire Chief
City of Pittsfield

In the Year Two Thousand

AN ORDINANCE

AMENDING THE CODE OF THE CITY OF PITTSFIELD
CHAPTER 7, FIRE DEPARTMENT, SECTION 7-21

Be it ordained by the City Council of the City of Pittsfield, as follows:

SECTION I

That the code of the City of Pittsfield, Chapter 7, Fire Department, be amended by deleting Section 7-21, Adoption, and inserting in its place the following:

Sec. 7-21 Adoption.

Certain documents, copies of which are on file in the office of the Chief of the Fire Department in the City of Pittsfield, Commonwealth of Massachusetts, being marked and designated as MGL c. 148, Massachusetts Comprehensive Fire Safety Code, CMR 527-1 and the National Fire Protection Association (NFPA 1) is hereby adopted as the Fire Prevention Code of the City of Pittsfield, Commonwealth of Massachusetts; for the purpose of safeguarding life and property from the hazards of fire and explosion arising from the storage, handling and use of hazardous substances, materials and devices and from conditions hazardous to life or property in the use or occupancy of buildings or premises as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of the current MGL c. 148, CMR 527-1 and NFPA 1 are hereby referred to, adopted and made a part hereof, as if fully set out in this article with the additions, insertions, deletions and changes contained in § 7-22 of this article.

SECTION II

This Ordinance shall take effect upon enactment.

Approved as to Form and Legality,

City Solicitor
Be it ordained by the City Council of the City of Pittsfield, as follows:

SECTION I

That the code of the City of Pittsfield, Chapter 24, Schedule of Fees be amended by deleting the section titled Fire Department and inserting in its place the following:

<table>
<thead>
<tr>
<th>Fire Department</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule of Permits Issued</td>
<td></td>
</tr>
<tr>
<td>Ammunition (Annual)</td>
<td></td>
</tr>
<tr>
<td>small arms ammunition primers (private use) &gt; 1,000 &lt; 10,000 &gt; *</td>
<td>$35.00</td>
</tr>
<tr>
<td>small arms ammunition primers (commercial use) &lt; 100,000 &gt; *</td>
<td>$35.00</td>
</tr>
<tr>
<td>small arms ammunition rim fire (private use) &gt; 10,000 &lt; 30,000 &gt; *</td>
<td>$35.00</td>
</tr>
<tr>
<td>small arms ammunition center fire (private use) &gt; 10,000 &lt; 50,000 &gt; *</td>
<td>$35.00</td>
</tr>
<tr>
<td>small arms ammunition shotgun (private use) &gt; 5,000 &lt; 50,000 &gt; *</td>
<td>$35.00</td>
</tr>
<tr>
<td>small arms ammunition primers &lt; 10,000 &gt; *</td>
<td>$35.00</td>
</tr>
<tr>
<td>small arms ammunition primers (commercial use) &lt; 100,000 &gt; *</td>
<td>$35.00</td>
</tr>
<tr>
<td>smokeless propellants (private) &gt; 16lbs &lt; 48lbs&gt; 48 *</td>
<td>$35.00</td>
</tr>
<tr>
<td>smokeless propellants (commercial) &lt; 100lbs &gt;100*</td>
<td>$35.00</td>
</tr>
<tr>
<td>Blasting</td>
<td>$50.00</td>
</tr>
<tr>
<td>Bonfire</td>
<td>$35.00</td>
</tr>
<tr>
<td>Carbon Monoxide Detector Installation w/Technical options</td>
<td>$35.00</td>
</tr>
<tr>
<td>Code Compliance Inspection (Annual)</td>
<td>$40.00</td>
</tr>
<tr>
<td>Cutting &amp; Welding/hot works</td>
<td>$35.00</td>
</tr>
<tr>
<td>Demolition</td>
<td>$35.00</td>
</tr>
<tr>
<td>Dumpster (temporary/annual)</td>
<td>$35.00</td>
</tr>
<tr>
<td>Entertainment</td>
<td>$35.00</td>
</tr>
<tr>
<td>Fire Alarm System/Sprinkler System Disable</td>
<td>$35.00</td>
</tr>
<tr>
<td>Fire Hydrant (Private) Installation/maintenance</td>
<td>$35.00</td>
</tr>
<tr>
<td>Fireworks</td>
<td>$50.00</td>
</tr>
<tr>
<td>Flame Test Materials</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Flammable/Combustible Liquids/Gases/Solids (Annual)

<table>
<thead>
<tr>
<th>Class</th>
<th>Type of Material</th>
<th>Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Liquid</td>
<td>&lt; 10,000 or &gt; 10,000 gallons *</td>
<td>$35.00</td>
</tr>
<tr>
<td>II</td>
<td>Liquid</td>
<td>&lt; 10,000 or &gt; 10,000 gallons *</td>
<td>$35.00</td>
</tr>
<tr>
<td>IIIA</td>
<td>Liquid</td>
<td>&lt; 10,000 or &gt; 10,000 gallons *</td>
<td>$35.00</td>
</tr>
<tr>
<td>IIIB</td>
<td>Liquid</td>
<td>&lt; 10,000 or &gt; 10,000 gallons *</td>
<td>$35.00</td>
</tr>
<tr>
<td>Solids</td>
<td>&lt; 100lbs or &gt; 100lbs *</td>
<td>$35.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Gases (within a building)</td>
<td>&lt; 3,000 cubic feet &gt; 3,000 cubic feet *</td>
<td>$35.00</td>
</tr>
<tr>
<td></td>
<td>Gases (outside a building)</td>
<td>&lt; 10,000 cubic feet &gt; 10,000 cubic feet *</td>
<td>$35.00</td>
</tr>
<tr>
<td></td>
<td>or Class II Combustible Liquids unattended within cargo tanks, portable tanks or transfer tanks on a parcel of land, &lt; 15,000 gallons &gt; 15,000 gallons *</td>
<td>$35.00</td>
<td></td>
</tr>
</tbody>
</table>

* requires an additional license issued by the City Clerk

Approved as to Form and Legality,

City Solicitor
City of Pittsfield

In the Year Two Thousand

AN ORDINANCE

AMENDING THE CODE OF THE CITY OF PITTSFIELD
CHAPTER 24, SCHEDULE OF FEES, FIRE DEPARTMENT

Be it ordained by the City Council of the City of Pittsfield, as follows:

Gunpowder/black powder (Annual)
  (private) < 5lbs > 5lbs* $35.00
  (commercial) < 50lbs > 50lbs* $35.00
* requires an additional license issued by the City Clerk

Hazardous Process (Annual) $35.00
Miscellaneous $35.00
Oil Burner/Tank Installation $35.00
Paint Spray Booths $35.00

Propane Exchange or filling station (Renew every 2 years) $50.00
Propane Fork truck (Renew every 2 years) $50.00
Propane Installation-AST/UST $35.00
Propane Temporary Usage/Seasonal $35.00
Re-Inspection (Any Permit) $25.00
Research of Tanks (UST/AST) $35.00
Rockets (storage of) (Annual) $35.00
Salamanders/Construction Heaters (Temporary permit) $35.00
Smoke/Co Detector Inspection
  1-2 Family $35.00
  3-6 Multi Family $50.00
  7-12 Multi Family $100.00
  13+ Multi Family $200.00

Sprinkler System Inspection (hydro tests and flush flow) $50.00
Suppression System for Gas Station & Food Trailer Permit & Puff Test $35.00
Tank Removal-AST/UST $35.00
Tank Terminate by Slurry $35.00
Tank Truck/Transfer Tank (Renew every 2 years) $50.00
Tar Kettles/roofing torching $35.00
Underground storage of flammable/combustible liquid (renew every 3 years) $100.00
Unvented Propane/Natural gas space heaters $35.00

SECTION II

This Ordinance shall take effect upon enactment.

Approved as to Form and Legality,

City Solicitor
<table>
<thead>
<tr>
<th>Current Fees (2016)</th>
<th>Pittsfield</th>
<th>Brockton</th>
<th>Everett</th>
<th>Fall River</th>
<th>Holyoke</th>
<th>Methuen</th>
<th>Peabody</th>
<th>Quincy</th>
<th>Salem</th>
<th>Springfield</th>
<th>Weymouth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ammunition Permit (Annual)</td>
<td>$25.00</td>
<td>$20.00</td>
<td>$25.00</td>
<td>$75.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Ansl System- Commercial</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
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<td>$25.00</td>
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<td>$50.00</td>
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</tr>
<tr>
<td>Blasting</td>
<td>$25.00</td>
<td>$80.00</td>
<td>$20.00</td>
<td>$60.00</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$50.00</td>
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<tr>
<td>Bon Fire</td>
<td>$10.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$100.00</td>
<td>$50.00</td>
<td>$50.00</td>
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</tr>
<tr>
<td>Code Compliance Inspection</td>
<td>$50.00</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$75.00</td>
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<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Cutting &amp; Welding</td>
<td>$25.00</td>
<td>$20.00</td>
<td>$25.00</td>
<td>$20.00</td>
<td>$20.00</td>
<td>$75.00</td>
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<tr>
<td>Demolition</td>
<td>$25.00</td>
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<tr>
<td>Dumpster (Annual)</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$10.00</td>
<td>$25.00</td>
<td>$50.00</td>
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</tr>
<tr>
<td>Flammable Fluid, Gas, Solid Storage-Class A up to 165 Gallons (Annual)</td>
<td>$25.00</td>
<td>$45.00</td>
<td>$20.00</td>
<td>$50.00</td>
<td>$25.00</td>
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</tr>
<tr>
<td>Flammable Fluid, Gas, Solid Storage-Class B up to 500 Gallons (Annual)</td>
<td>$25.00</td>
<td>$45.00</td>
<td>$20.00</td>
<td>$50.00</td>
<td>$25.00</td>
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</tr>
<tr>
<td>Flammable Fluid, Gas, Solid Storage-Class C up to 1000 Gallons (Annual)</td>
<td>$25.00</td>
<td>$45.00</td>
<td>$20.00</td>
<td>$50.00</td>
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</tr>
<tr>
<td>Flammable Fluid, Gas, Solid Storage Anything over 1001+ Gallons (Annual)</td>
<td>$25.00</td>
<td>$45.00</td>
<td>$20.00</td>
<td>$50.00</td>
<td>$25.00</td>
<td>$50.00</td>
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<td>$50.00</td>
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</tr>
<tr>
<td>Fire Hydrant Installation</td>
<td>$25.00</td>
<td>$25.00</td>
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<td>$50.00</td>
<td>$50.00</td>
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</tr>
<tr>
<td>Fire Hydrant Maintenance/Inspection</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
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<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Fire Works/Site Review</td>
<td>$50.00</td>
<td>$45.00</td>
<td>$60.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$100.00</td>
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<td>$100.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Flame Test materials</td>
<td>$10.00</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>FP-290 (Maintaining UST/AST Tanks)-FP-3</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
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<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Gunpowder/black powder (Annual)</td>
<td>$25.00</td>
<td>$10.00</td>
<td>$60.00</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$75.00</td>
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<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
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<tr>
<td>Installation of Oil Burner/Tank</td>
<td>$25.00</td>
<td>$55.00</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$20.00</td>
<td>$25.00</td>
<td>$50.00</td>
<td>$75.00</td>
<td>$50.00</td>
<td>$50.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Miscellaneous- Spill/Piping</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
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<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Paint Spray Booths (1 time Fee)</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
<td>$25.00</td>
</tr>
<tr>
<td>Propane Fork Truck (Renew every 2 years)</td>
<td>$25.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Propane Temporary Use</td>
<td>$25.00</td>
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<td>North Adams</td>
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<td>Becket</td>
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To the City Council of the City of Pittsfield: —

The Committee on ORDINANCE AND RULES

having considered the same, report and recommend that it be approved as amended. Listed below are the amendments.

Delete language.... a person or persons with investment experience;

Add language ... One or more members of the Board of Trustees shall have investment experience.

Respectfully submitted,

Melissa Messer
dec

Chairman
September 7, 2016

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

Submitted herewith for your consideration is an Ordinance amending Article XV of Section 6 of the City Code. The proposed amendments to Article XV of Section 6 will incorporate the changes made to Section 20 Massachusetts General Law Chapter 32B “Other Post Employment Benefits Liability Trust Funds” recently signed into law by Governor Baker as part of the Municipal Modernization Act.

Respectfully submitted,

Linda M. Tyer
Mayor

LMT/CVB
Enclosure
August 31, 2016

Honorable Linda M. Tyer, Mayor
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Mayor Tyer:

Submitted herewith for your consideration is an Ordinance amending Article XV of Section 6 of the City Code. The proposed amendments to Article XV of Section 6 will incorporate the changes made to Section 20 Massachusetts General Law Chapter 32B “Other Post Employment Benefits Liability Trust Funds” recently signed into law by Governor Baker as part of the Municipal Modernization Act.

Please contact me with any questions you may have.

Respectfully submitted,

Matthew M. Kerwood
Finance Director
AN ORDINANCE

AMENDING THE CODE OF THE CITY OF PITTSFIELD
CHAPTER 6, FINANCE AND TAXATION
ARTICLE XV, OTHER POST-EMPLOYMENT BENEFITS

Be it ordained by the City Council of the City of Pittsfield, as follows:

SECTION 1:

That the Code of the City of Pittsfield, Chapter 6, Finance and Taxation Article XV, Other Post-Employment Benefits, Section 6-83, Board of Trustee be amended by deleting the Section in its entirety and replacing it with:

There shall be a Board of Trustees consisting of seven members, including the Mayor or his/her designee; the City Treasurer; a City Councilor; an employee of the City of Pittsfield; a retiree of the City of Pittsfield, and two registered voters of the City of Pittsfield. One or more members of the Board of Trustees shall have investment experience. The Mayor, Treasurer and the City Councilor shall serve so long as they continue to hold office. The employee and retiree trustee shall be members of the Public Employee Committee. Said trustees shall serve so long as they are members of the Public Employee Committee. The trustee with investment experience and the registered voter trustees shall be appointed by the Mayor pursuant to Section 3-3 of the City Charter. The trustee with investment experience and the registered voters shall serve terms of three years. Upon the expiration of a term of any member of this Board, the Mayor shall, in accordance with Section 3-3 of the City Charter, appoint a successor. In the event that a member resigns, a vacancy will be deemed to exist, and the Mayor shall fill a vacancy for the remainder of the unexpired term.

SECTION 2:

That this ordinance shall take effect upon enactment.
That the Code of the City of Pittsfield, Chapter 6, Article XV, Section 6-83 be amended by deleting the Section in its entirety and replacing it with:

There shall be a Board of Trustees consisting of seven members, including the Mayor or his/her designee; the City Treasurer; a City Councilor; a person or persons with investment experience; an employee of the City of Pittsfield; a retiree of the City of Pittsfield, and two registered voters of the City of Pittsfield. The Mayor, Treasurer and the City Councilor shall serve so long as they continue to hold office. The employee and retiree trustee shall be members of the Public Employee Committee. Said trustees shall serve so long as they are members of the Public Employee Committee. The trustee with investment experience and the registered voter trustees shall be appointed by the Mayor pursuant to Section 3-3 of the City Charter. The trustee with investment experience and the registered voters shall serve terms of three years. Upon the expiration of a term of any member of this Board, the Mayor shall, in accordance with Section 3-3 of the City Charter, appoint a successor. In the event that a member resigns, a vacancy will be deemed to exist, and the Mayor shall fill a vacancy for the remainder of the unexpired term.
Chapter 6. Finance and Taxation

Article XV. OTHER POST-EMPLOYMENT BENEFITS

Sec. 6-83. Board of Trustees.

[Ord. No. 1082, § I, 8-12-2014]
There shall be a Board of Trustees consisting of three members. Pursuant to Section 2-10 of the City Charter, all three members shall be appointed by the Mayor with City Council approval. The Mayor or his designee shall be a member of this Board; a City Councilor shall be another member of this Board; and the final member shall be a registered voter of the City of Pittsfield. The City Treasurer shall serve as a non-voting member. The Mayor and the City Councilor shall serve so long as they continue to hold office. The registered voter shall serve a term of three years. Upon the expiration of a term of any member of this Board, the Mayor shall, in accordance with Section 3-3 of the City Charter, appoint a successor. In the event that a member resigns, a vacancy will be deemed to exist, and the Mayor shall fill a vacancy for the remainder of the unexpired term.
March 8, 2017

To the City Council of the City of Pittsfield:—

The Committee on Public Health and Safety

having considered the same, report and recommend that

the City of Pittsfield approve the Inter-Municipal Agreement

Respectfully submitted,

Lisa Tully
Chairman.
February 9, 2017

To the Honorable Members of the City Council
City of Pittsfield
70 Allen Street
Pittsfield, MA 01201

Dear Councilors,

Submitted herewith for your consideration is an Order authorizing the City of Pittsfield to enter into the Inter-Municipal Agreement of the Berkshire Public Health Alliance.

Respectfully submitted,

Linda M. Tyer
Mayor

LMT/CVB
Enclosure
City of Pittsfield
MASSACHUSETTS
IN CITY COUNCIL
AN ORDER

AUTHORIZING THE CITY OF PITTSFIELD TO
ENTER INTO THE INTER-MUNICIPAL AGREEMENT OF
THE BERKSHIRE PUBLIC HEALTH ALLIANCE

Ordered:

That the City of Pittsfield, by and through its Mayor is authorized to enter into the Inter-municipal Agreement of the Berkshire Public Health Alliance.

That the City of Pittsfield by and through its Mayor and City Council is further authorized to execute any and all documents necessary to implement this order.
DATE: February 7, 2017

TO: Mayor Linda Tyer

FROM: Gina Armstrong

RE: Request for Inter-Municipal Agreement with Berkshire Public Health Alliance

Dear Mayor Tyer,

At the October 5, 2016 meeting of the Board of Health, after a presentation by Laura Kittross, Director of the Berkshire Public Health Alliance (BPHA), the Board voted unanimously to recommend to City Council that the City of Pittsfield join the Alliance.

I ask for your approval and submission to City Council to approve an Inter-Municipal Agreement with the Alliance.

The Alliance was created in 2011 to address the need for shared public health services. Services such as public health nursing services, soil evaluations, perc tests and other inspectional services are available to member towns/cities however there is not a requirement to contract for all services. Our department has contracted services during position vacancies and gaps in staff certification credentials. Contract fees for non-member municipalities are higher than member fees.

Pittsfield’s membership will benefit the BPHA in obtaining grant funding for countywide public health initiatives such as Hepatitis C prevention. A Pittsfield Board of Health representative will serve on the Governing Board, participate in quarterly meetings and have a vote on all matters.

I have attached a summary about the Alliance and the Agreement that will require approval and a signature. The City Solicitor completed his review of the Agreement on January 11, 2017 and found it to be acceptable in form and legality.

Thank you for your consideration of this proposal.

Attachments
WHAT IS THE BERKSHIRE PUBLIC HEALTH ALLIANCE?

The Berkshire Public Health Alliance (Alliance) was formed in November, 2011 when 21 Berkshire County municipalities signed an Inter-Municipal Agreement (IMA) with each other and with the Berkshire Regional Planning Commission as fiscal host. The IMA allows, but does not require, the municipalities to share public health services. Since 2011, two additional municipalities have joined the Alliance for a total of 23. The Alliance is governed by a Board made up of one voting member and one alternate from each member municipality. The Governing Board meets approximately quarterly. There is no cost to belong to the Alliance, unless the municipality buys services.

WHAT SERVICES DOES THE ALLIANCE OFFER TO MUNICIPALITIES?

Inspectional Services: The Alliance offers Health Agent/Inspectional services of all types, including food inspections, housing inspections/enforcement, Title 5 services, pool inspections, camp inspections and other services as required on either an hourly, as needed basis, in a block of services with a predetermined number of hours, or on a comprehensive basis (all inspectional services for the municipality). All Alliance inspectors hold current certifications appropriate to the job assigned.

Public Health Nursing Services: The Alliance provides comprehensive public health nursing services currently to nine municipalities, and is also available for back up services, as needed, on an hourly basis for infectious disease investigation and surveillance through the Massachusetts Virtual Epidemiologic Network (MAVEN) system, Directly Observed Therapy (DOT) for Tuberculosis (TB) patients, flu clinics or other public health nursing services.

Technical Support: Alliance member municipalities and staff are generous with their time when new or inexperienced Board of Health members or staff have questions or concerns.

WHAT OTHER BENEFITS DOES THE ALLIANCE PROVIDE?

Grants: Berkshire County has become far more competitive for grants with the ability to apply on behalf of 23 member communities. Previously, even the largest municipalities were often not competitive on their own. Since 2011, the Alliance has brought in over $1,000,000 in grants in areas as diverse as regional services, opioid abuse prevention, public health nursing, immunization, food protection, on-line permitting and healthy aging.

Standardization of Public Health Services: The Alliance has worked to provide municipalities with a recommended fee schedule, standardized office procedures and forms and model well regulations. A current grant from the FDA is allowing the Alliance to provide extensive food protection training to health agents in the Alliance, as well as paying for up to three years of Board of Health on-line permitting software to allow for standardization of forms and procedures.
JOINING THE ALLIANCE

The Alliance Rules of Operation allow for municipalities that did not sign the original IMA to still sign that IMA under the same conditions as the original municipalities (approval from the Board of Health and the Board of Selectmen or City Council). The Alliance Governing Board may then vote to extend all the privileges and responsibilities associated with full membership.
JOINING THE ALLIANCE

The Alliance Rules of Operation allow for municipalities that did not sign the original IMA to still sign that IMA under the same conditions as the original municipalities (approval from the Board of Health and the Board of Selectmen or City Council). The Alliance Governing Board may then vote to extend all the privileges and responsibilities associated with full membership.
Inter-municipal Agreement
Berkshire Public Health Alliance

THIS AGREEMENT dated as of this 9th day of November, 2011 (the “Agreement”) is entered into by and between the municipalities of Adams, Alford, Becket, Clarksburg, Dalton, Egremont, Florida, Great Barrington, Hancock, Lanesborough, Mount Washington, New Ashford, New Marlborough, North Adams, Peru, Richmond, Sandisfield, Savoy, Sheffield, Washington, West Stockbridge, Williamstown, Windsor, Massachusetts, (collectively the “Municipalities”) and the Berkshire Regional Planning Commission (hereinafter “BRPC”) a governmental unit as defined under M.G.L. c. 40, s.4A.

WHEREAS, M.G.L. c. 40, s. 4A, as amended, authorizes the chief executive officer of a city or town to enter into agreements with one or more municipalities and other governmental units to jointly perform services and share costs which any one of them is authorized to perform;

WHEREAS, Boards of Health of the Municipalities are mandated to prevent disease and enforce public health laws and regulations;

WHEREAS, Boards of Health of the Municipalities desire to equitably, efficiently and consistently promote, protect, and preserve the Public Health;

WHEREAS, Boards of Health of the Municipalities, wish to improve public health capacity and access to trained and experienced public health professionals in order to improve services and meet community needs;

WHEREAS, the Municipalities are seeking to create regional coordination within Berkshire County of public health services and programs; and

WHEREAS, each party to this Agreement has obtained authority to enter into this Agreement pursuant to M.G.L. c.40, s. 4A. The Municipalities have obtained authorization for this joint undertaking by vote of their Boards of Selectmen or City Council with the approval of the Mayor as attested to by certified copies thereof contained in Appendix A. In addition, the Board of Health of each Municipality has recommended approval of this Agreement.

NOW, THEREFORE, the parties, in mutual consideration of the covenants contained herein, intending to be legally bound thereby, agree under seal as follows:

1. Term. The term of this Agreement shall be five (5) years, commencing upon execution by the Parties. It shall renew automatically for up to a total term of twenty-five (25) years unless earlier terminated as set forth herein.
2. **Governing Board.** There shall be a governing board (hereafter “the Board”), comprised of two representatives from each Municipality. Each Municipality shall have one vote on the Board. One representative shall be appointed by the Board of Health who shall be a full voting member of the Board and whose term shall be as determined by the Board of Health. The second representative shall be an associate member who shall be appointed by the Municipality’s appointing authority and who shall sit on the Board as a full member and may vote only when the full member is not in attendance. The Board shall direct the establishment of policies, programs and procedures and approve an annual operating budget and fee schedule. The Board shall advise the Host Agency on the services and programs the Board has determined should be provided under this Agreement and shall support as necessary the implementation of such services and programs. The Board shall, by majority vote of its voting members, create and maintain rules and regulations that govern its operating practices.

3. **Amendment.** This Agreement may be amended only in writing when signed by all member Municipalities duly authorized thereunto.

4. **Department.** During the term of this Agreement, subject to funding, there shall be established a common health department known as the Berkshire Public Health Alliance (hereinafter the “Department”) which shall be administered and managed by a Host Agency as hereinafter provided. The Municipalities may share the services and the associated costs of services provided by the Department, as agreed to by the Board, subject to appropriation by each Municipality. Where appropriate, staff members performing services for a Municipality shall be appointed as agent(s) of that Municipality’s Board of Health. Notwithstanding any provisions of this Agreement, each Municipality shall maintain its local Board of Health, which shall retain its own legal authority and autonomy as provided by law.

5. **Department Duties.** The Department may perform all the duties of local Boards of Health authorized under Massachusetts law and as agreed to by the Municipalities through the Board.

6. **Host Agency Duties.** BRPC shall act as the Host Agency for the Department and shall provide staff, office space and equipment necessary for operations subject to availability of funds and annual vote of the Board to continue to engage BRPC as Host Agency. All staff shall be subject to the personnel policies and procedures of BRPC. The Host Agency shall have the following duties and authority:
   - Prepare a proposed budget for review and approval by the Board
   - Apply for, receive and manage grants subject to approval and acceptance by the Municipalities where required by law
   - Enter into contracts for goods and services
2. **Governing Board.** There shall be a governing board (hereafter “the Board”), comprised of two representatives from each Municipality. Each Municipality shall have one vote on the Board. One representative shall be appointed by the Board of Health who shall be a full voting member of the Board and whose term shall be as determined by the Board of Health. The second representative shall be an associate member who shall be appointed by the Municipality’s appointing authority and who shall sit on the Board as a full member and may vote only when the full member is not in attendance. The Board shall direct the establishment of policies, programs and procedures and approve an annual operating budget and fee schedule. The Board shall advise the Host Agency on the services and programs the Board has determined should be provided under this Agreement and shall support as necessary the implementation of such services and programs. The Board shall, by majority vote of its voting members, create and maintain rules and regulations that govern its operating practices.

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   - Prepare a proposed budget for review and approval by the Board
   - Apply for, receive and manage grants subject to approval and acceptance by the Municipalities where required by law
   - Enter into contracts for goods and services
• Create and manage programs and activities
• Receive gifts and donations
• Maintain accurate and comprehensive records of services performed
• Maintain records of costs incurred and reimbursements and contributions received
• Maintain a performance bond or insurance as required by law
• Perform annual audits
• Preparation of semi-annual financial statements and issuance of such statements to the Municipalities

In addition, the Host Agency may have the following duties and authority:
• Hire, manage and share staff, contractors, services, equipment and/or facilities

Prior to providing any services as Host Agent, BRPC shall provide the Board, for its approval, a schedule of fees and costs it shall be paid for services rendered.

7. **Supermajority.** A supermajority vote of two-thirds (2/3) of the voting members of the Board shall be required to approve the annual Department budget and all decisions or actions requiring the allocation of funds.

8. **Grants.** BRPC may apply on behalf of the Municipalities for grants to fund services of the Department. BRPC may also partner with a member Municipality or Non-Profit Organization to apply for grants on behalf of the Municipalities. The Municipalities shall cooperate with BRPC in completing any grant applications as necessary and shall seek to obtain authorization to be signatory where appropriate for any such grants. Each Municipality shall also cooperate in the implementation of grants accepted by the BRPC on behalf of the Municipalities to the extent allowed by law.

9. **Fee Structure.** Prior to the commencement of the first fiscal year of operations, and each year thereafter, the Board shall adopt a budget which may include costs for administrative overhead and for the provision of direct services. Commencing with the first fiscal year of operations the Board shall prepare a Public Health Services Fee Schedule. Each service fee shall include an allocation of costs for basic administration and overhead, if any. Each Municipality may choose an available shared service and shall be assessed a fee only for the actual services contracted for. Any such fees may be offset by grants or donations received by the Host Agency on behalf of the Municipalities. Assessments for fees that are not funded by grants, gifts or other Department or Municipal resources shall be presented to the Municipalities legislative bodies for appropriation.

10. **Employees.** An employee of any one Municipality, a party to this Agreement, who performs services, pursuant to this Agreement on behalf of another Municipality, a party to this Agreement, shall be deemed to remain an employee of the employee’s hiring Municipality and shall retain all accrued benefits and shall be subject to standard personnel practices of such Municipality. The Host Agency may contract with Municipal employees for contract services
subject to the requirements of their existing municipal contracts, collective bargaining agreements and the Massachusetts Conflict of Interest Law, M.G.L. c. 268A.

11. **Indemnification.** Each party to this Agreement shall be liable for the acts and omissions of its own employees and not for the employees of any other party in the performance of their obligations under this Agreement to the extent provided by the Massachusetts Tort Claims Act, M.G.L. c. 258, except to the extent that such employees are acting upon the direction of another party, in which case the directing party shall be liable for the acts and omissions of those employees. By entering into this Agreement, none of the parties have waived any governmental immunity or limitation of damages, which may be extended to them by operation of law. The Municipalities and the Host Agency shall hold each other harmless from any and all claims related to employment or employee benefits, collectively bargained or otherwise, made by persons under their employ. Each Party shall indemnify and hold harmless the other parties to this Agreement from and against any claim arising from or in connection with the performance of this Agreement, to the extent the indemnifier would otherwise be liable under a direct claim pursuant to M.G.L. c. 258 including, without limitation, any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission or intentional misconduct.

12. **Municipal Withdrawal or Termination.** Any Municipality may withdraw from and terminate its participation in this Agreement upon the provision of at least one (1) year’s prior written notice to the other Municipalities and BRPC. In addition, a supermajority vote of two-thirds (2/3) of the voting members of the Board may terminate the participation in this Agreement of another Municipality for cause with ninety (90) days written notice. No such termination shall affect any obligation of indemnification or contractual obligation that may have arisen hereunder prior to such termination. If all party Municipalities vote simultaneously to terminate this Agreement, the required notice to BRPC or any other Host Agency shall be sixty (60) days. The Municipalities shall equitably adjust any payments made or due relating to the unexpired portion of the Term following such termination. Upon such termination, the terminating Municipality shall be solely responsible for the provision of public health services for the benefit of that Municipality. Upon such termination, the Board shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the terminating Municipality for payment within sixty (60) days thereafter. Termination or withdrawal by one or more of the Municipalities shall not invalidate this Agreement for the remaining Municipalities.

13. **Host Agency Withdrawal or Termination.** The Host Agency may withdraw and terminate its participation in this Agreement upon the provision of one (1) year’s prior written notice to the Board and member Municipalities. In addition, a supermajority vote of two-thirds (2/3) of the voting members of the Board may terminate the relationship with the Host Agency
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13. **Host Agency Withdrawal or Termination.** The Host Agency may withdraw and terminate its participation in this Agreement upon the provision of one (1) year’s prior written notice to the Board and member Municipalities. In addition, a supermajority vote of two-thirds (2/3) of the voting members of the Board may terminate the relationship with the Host Agency.
for cause or convenience. Upon termination for cause, the Board shall provide sixty (60) days written notice to the Host Agency. If termination is for convenience, the Board shall provide one (1) year’s written notice to the Host Agency. The Host Agency shall continue to provide services until the date of termination or withdrawal, unless otherwise agreed to by the Board and the Host Agency, and shall be paid for services rendered up until the date of termination or withdrawal minus any costs for damages incurred by the Municipalities resulting from the Host Agency’s default under this Agreement. Upon termination or withdrawal, the Host Agency shall deliver to the Board copies of all files and documents, without cost to the Municipalities, relating to the services provided by the Host Agency during the term of this Agreement.

14. Assignment. None of the Municipalities or BRPC shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of the other Municipalities and BRPC.

15. Severability. If any provision of this Agreement is held by a court of appropriate jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

16. Waiver. The obligations and conditions set forth in this Agreement may be waived only in writing signed by all Municipalities, a party to this Agreement, waiving such obligation or condition. Forbearance by a Municipality shall not be construed as a waiver, nor limit the remedies that would otherwise be available to that Municipality under this Agreement or applicable law. No waiver of any breach or default shall constitute or be deemed evidence of a waiver of any subsequent breach or default.

17. Governing Law. This Agreement shall be governed by, construed and enforced in accordance with the laws of the Commonwealth of Massachusetts.

18. Headings. The paragraph headings herein are for convenience only, are no part of this Agreement and shall not affect the interpretation of this Agreement.

19. Notices. Any notice permitted or required hereunder to be given or served on any Municipality shall be in writing signed in the name of or on behalf of the Municipality giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:
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Town of Alford
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5 Alford Center Road
Alford, MA 01230

Town of Becket
Town Clerk
Town Hall
557 Main Street
Becket, MA 01223

Town of Clarksburg
Town Clerk
Town Hall
111 River Road
Clarksburg, MA 01247

Town of Dalton
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Town Hall
462 Main Street
Dalton, MA 01226

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20. Complete Agreement. This Agreement constitutes the complete basic agreement between the Municipalities and BRPC concerning the subject matter hereof, superseding all prior agreements and understandings. Additional agreements or understandings between the Municipalities concerning the subject matter hereof may be made from time to time, but shall be in writing.
CITY OF PITTSFIELD
By the City Council and Approval of Mayor
Berkshire Public Health Alliance
Rules and Regulations of Operations
As Adopted March 12, 2015

Article I. Association and Purpose

Section 1. **Formation:** The municipalities of Adams, Alford, Becket, Clarksburg, Dalton, Egremont, Florida, Great Barrington, Hancock, Lanesboro, Mt. Washington, New Marlborough, North Adams, Peru, Richmond, Sandisfield, Savoy, Sheffield, Washington, West Stockbridge, Williamstown, Windsor hereinafter the """"Municipalities"""" and the Berkshire Regional Planning Commission hereinafter """"BRPC"""" have entered into an inter municipal agreement hereafter the """"Agreement"""" pursuant to M.G.L. c.40, section 4A creating the Berkshire Public Health Alliance, hereafter the """"Alliance,"""" for the purpose of promoting public health in Berkshire County through a coordinated regional effort.

Section 2. **Purpose:** The purpose of the Alliance shall be to equitably and consistently enforce public health laws and regulations and improve the public health by working together to enhance local public health capacity and provide access to trained and experienced public health professionals.

Article II. Membership

Section 1. **Membership:** The membership of the Alliance shall consist of those Municipalities that have entered into the Agreement as amended from time to time (hereafter referred to as """"Members"""").

Section 2. **Additional Members:** Any other municipality in or contiguous to Berkshire County may petition the Governing Board to join the Alliance. The Governing Board must vote to admit the new Member by a 2/3 majority of members present at a meeting at which a quorum is present, after which approval may be sought through an amendment to the IMA from all Members. The new member municipality shall be considered a provisional member and entitled to all the privileges and responsibilities of membership immediately following an affirmative vote of the Governing Board.

Section 3. **Non-Member Boards of Health:** Any Berkshire County or contiguous Local Board of Health in Massachusetts who has not entered into membership with the Alliance but seeks to receive services from the Alliance may do so subject to a vote of the Governing Board or the Alliance Director's Committee (ADC) and approval by BRPC as the Host Agency. Different rates and conditions may apply for services to non-members and members. Non-member boards shall not have representatives on the Governing Council. Non-member boards may be heard at Alliance meetings if allowed by a majority of the voting members present, but cannot vote.
Section 4. **Inactive Status:** A Member Board of Health shall automatically be placed on inactive status at the end of the second consecutive Governing Board meeting at which no representative from the Member municipality is present. An inactive municipality shall not count toward the quorum requirement for subsequent Board meetings until reinstated. A municipality shall be notified in writing that they have been placed on inactive status. Inactive municipalities shall be automatically converted to active status upon attendance at a Governing Board meeting.

**Article III. Host Agency**

Section 1. **Host Agency:** Pursuant to the Agreement, BRPC has agreed to act as fiscal and administrative agent of the Alliance hereafter called the “Host Agency”.

Section 2. **Duties:** Shall be as determined in the Agreement and as established from time to time by the Governing Board.

Section 3. **Administrative Expenses:** The Host Agency and the Governing Board shall establish annually as part of the budgeting processes the fees to be paid to the Host Agency, if any, for providing Host Agency services which may be paid through fees for services to the Members, grants or voluntary assessments to the Members subject to the municipality’s normal procurement processes, subject to Article VII, Section 3 of this document.

**Article IV: Governing Board Structure**

Section 1. **Governing Board:** Pursuant to the Agreement, the Alliance shall be governed by a Governing Board hereinafter the “Board,” comprised of two Representatives from each member Municipality. Representatives, one voting and one alternate, shall be chosen by each municipality in the manner described in the Agreement and shall serve terms as determined by the appointing authority in their municipality. It is the responsibility of the Member Board of Health to inform the Alliance in writing of the names and contact information for their municipality’s Representatives. It shall be assumed by the Alliance that the Representatives have not changed until the Member Board of Health informs the Alliance in writing of any new appointment. The Board shall accept the Member’s appointments without restriction, except that each Representative shall represent only one Member.

Section 2. **Board Officers:** The Board shall elect by majority vote a Chair and Vice-chair at the initial meeting of the Board and thereafter every two years from among the Representatives constituting the Board, except that the first Vice-chair shall serve only one year so as to stagger the terms of the Chair and Vice-chair. Should there be a mid-term vacancy in the office of Chair and/or Vice-chair, the Board shall immediately fill that vacancy at its next meeting from among the current Representatives. A Treasurer and Secretary may be elected by the Board.

Section 3. **Board Chair Duties:**
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Section 3. **Board Chair Duties:**
a. Set Agenda for all meetings
b. Preside at all meetings of the Board.
c. Call special meetings of the Board.
d. Perform all acts and duties usually pertaining to the office or as set by the Board from
time to time.
e. Act as a member *ex-officio* of all special committees.

Section 4. **Board Vice-chair Duties:**

The Vice-chair shall perform all the duties of the office of the Chair if the Chair is unable
to serve or as set by the Board or Board Chair from time to time.

Section 5. **Board Secretary Duties:**

a. Post Agenda as required by Open Meeting Law and requirements as set by the Board from
time to time
b. Keep a complete record of all meetings of the Board.
c. Serve all notices required by law or by these rules and regulations.
d. Perform all acts and duties usually pertaining to the office or as set by the Board.

Section 6. **Board Treasurer Duties**

a. Provide a draft budget annually by January 15.
b. Provide documentation for budget discussions
c. Provide budget reports as requested by the Board or the ADC.
d. Perform all acts and duties usually pertaining to the office or as set by the Board.

Section 7: **Delegation of Officer Duties:** Any duties of the Board’s Officers may be delegated to the
Host Agency or its contractors or employees by the Board.

Section 8: **Subcommittees:** May be formed by a vote of the Board and delegate powers as the Board
determines.

**Article V: Governing Board Operations**

Section 1: **Board Quorum:** A simple majority of Members shall constitute a quorum at any meeting
of the Board. If a Member’s representatives are absent two quarterly meetings in a year,
without cause, a letter may be sent to the Member Board of Health asking them to consider
appointment of a new Representative.

Section 2: **Board Voting:** Each Member shall have one vote exercised by its duly selected voting
Representative in decisions of the Board. In the absence of the voting Representative, the
non-voting Representative shall have authority to cast the vote for the Member. Unless
otherwise stated, all votes of the Board are by simple majority of the attending voting
members. In the case of a tie vote the motion fails.
Section 3: **Board Meetings:** The Board shall meet no less than three times each year, the date and place to be determined by the Board Chair. Notice of time and place of meetings of the Board shall be given by the Secretary at least ten business days prior to such meeting and shall be posted in compliance with the Massachusetts Open Meeting Law M.G.L. c.30A, section 20. A copy of such notice addressed to each Member’s addresses as it appears on the books of the Alliance shall be provided. It is the responsibility of the Member to update this address as needed.

Section 4: **Annual Elections Meeting:** Annually in July, or as otherwise determined by the Board, the Board shall hold a meeting to elect officers and address any other Alliance business, including but not limited to appointments and other membership issues.

Section 5: **Annual Performance Assessment Meeting:** An Annual Performance Assessment Meeting shall be held in September each year or as set by the Board, to assess Alliance needs, accomplishments and priorities for the coming fiscal year and recommend any new programs or initiatives to the Alliance.

Section 6: **Special meetings:** Special meetings may be called at any time by the Board Chair or his or her designee or upon request from 20% or more Members through their Board voting Representatives. Notice of such meetings shall be sent to the members at least ten business days prior to the appointed date. Emergency Meetings as may be determined by the Chair shall be posted at least three business days in advance. Such notice shall designate the time and place of such meeting, shall specify the matter or matters to be considered and shall be posted in accordance with the Massachusetts Open Meeting Law.

Section 7: **Parliamentary Authority:** Robert’s Rules of Order shall govern the procedures of Board meetings except where they are in conflict with these rules and regulations.

Section 8: **Executive Committee:** An Executive Committee, known as the “Alliance Director’s Committee” or “ADC” may be established the Board. The ADC shall consist of three members, including the Governing Board Chair acting ex-officio. The ADC shall have the authority, in consultation with the Alliance Director or other Alliance staff, to make all decisions and approvals necessary in between Governing Board meetings, subject to ratification, where possible, by the Board. The ADC will attempt to make all decisions consistent with Governing Board votes, directives and decisions, where known and possible. ADC members shall be appointed by the Board from among their members (voting and alternates), and shall serve two year terms. An ADC member who is no longer eligible to represent their municipality on the Governing Board may finish out their current two year ADC term. ADC meetings shall be posted in accordance with Open Meeting law and minutes of those minutes provided to all Board members.

**Article VI: Alliance Operations**

Section 1: **Staffing:** The Board may enlist volunteers or request that the Host Agency engage contractors or employees to perform certain staff duties as decided by the Board.
Section 3: **Board Meetings:** The Board shall meet no less than three times each year, the date and place to be determined by the Board Chair. Notice of time and place of meetings of the Board shall be given by the Secretary at least ten business days prior to such meeting and shall be posted in compliance with the Massachusetts Open Meeting Law M.G.L. c.30A, section 20. A copy of such notice addressed to each Member's addresses as it appears on the books of the Alliance shall be provided. It is the responsibility of the Member to update this address as needed.

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**Article VI: Alliance Operations**

Section 1. **Staffing:** The Board may enlist volunteers or request that the Host Agency engage contractors or employees to perform certain staff duties as decided by the Board.
Section 2. **Volunteers:** The Board may authorize a volunteer Director or other volunteers to assist with the programs and initiatives of the Alliance and administer programs and procedures as set by the Board. The Board shall have direct oversight of volunteers.

Section 3. **Independent Contractors:** The Host Agency on behalf of the Alliance may contract with vendors to provide assistance with the programs and initiatives of the Alliance, including a Director, inspectors or other personnel. All contractors shall be hired in accordance with Mass General Law chapter 30B as applicable. Oversight of independent contractors shall be by the Host Agency. The Board may require that the Host Agency terminate the performance of Alliance duties by a contractor for unsatisfactory performance or otherwise for cause. Contractors shall only be engaged subject to available funds.

Section 4. **Employees:** The Board may request that the Host Agency engage staff to assist with the programs and initiatives of the Alliance, including a Director, inspectors or other personnel, and may delegate authority to such Host Agency employees to administer policies, programs and procedures as set by the Board. Paid employees shall be subject to the personnel policies and procedures of the Host Agency. Oversight of employees shall be by the Host Agency. The Board may require for cause that an employee of the Host Agency providing services to the Alliance be terminated from providing such services.

Section 5. **Duties as Health Agents:** The Director and any staff or contractors of the Host Agency may be appointed as Health Agents by each Member Board of Health. All Alliance inspectors shall meet certification and training standards as set by the Board from time to time. If services are provided by the Director or any staff or contractors to a community, that community’s Board of Health shall appoint them as Health Agents of that Board of Health prior to any services being delivered.

Section 6. **Inspections and Forms:** The Board of Health in the municipality receiving services shall retain ultimate control and responsibility for inspections, reports and enforcement in their community unless otherwise contracted. Alliance provided inspections shall comply with MA General Laws. The Board of Health in each municipality shall make Alliance inspectors aware of any relevant local municipal bylaws prior to services being provided. All Alliance provided inspections shall use Alliance standardized inspection and reporting forms. Completed inspection forms or reports shall be provided to the Board of Health and to the Host Agency.

Section 7. **Member Communications:** Members and other municipalities receiving services may communicate problems or issue to the Host Agency or Alliance staff regarding any Alliance services. The Host Agency or Director may take such actions as are appropriate to respond to the complaint or action that is not in conformance with Alliance policies as established from time to time. Complaints requesting a specific action by the Board shall be submit in writing to the Host Agency and the Board. The Board may instigate an investigation of the request and may take any or all appropriate action as determined by the Board. Any Member may request that a given inspector not provide services in their municipality which may cause a delay in services.

Berkshire Public Health Alliance Rules of Operations _proposed changes 2/3/15
Article VII: Alliance Director

Section 1. **Alliance Director:** The Director shall work under the direction of the Board and the ADC to shall manage Alliance programs, policies and procedures as appropriate consistent with host agency policies and in accordance with Massachusetts Conflict of Interest Laws.

Section 2. **Director Appointment:** A Director and/or Deputy Director may be appointed by the Board. Directors and Deputy Directors receiving compensation shall be employees or contractors of the Host Agency and subject to the Host Agency’s policies and procedures.

Section 3. **Director Term:** The Director’s terms of service shall be as determined by the Board in conjunction with the Host Agency. Hiring shall be contingent upon available funding. The Host Agency shall relieve the Director of his/her duties at any time if a majority vote of the Board determines the Director’s performance is unsatisfactory. Staff hiring and termination by the Host Agency will be done in consultation with the Board and in accordance with Host Agency personnel policies.

Section 4. **Supervision:** The Director shall oversee volunteers, contractors and staff of the Host Agency that provide services to the Alliance in accordance with Board and Host Agency personnel policies.

Section 5. **Board Duties:** In the absence of a Director or other Board delegee the Board or the ADC shall administer the Alliance policies, programs and procedures as necessary.

Article VIII: Budgeting and Financial Matters

Section 1. **Annual Budget Meeting:** An annual Budget meeting shall be held no later than March 31 each year to review and approve a proposed budget.

Section 2. **Budget Approval:** The budget for the next fiscal year shall be approved by a two-thirds majority vote of those municipalities present at the meeting assuming a quorum is present by March 31 and said budget may be amended by two-thirds vote at any properly called meeting for that purpose. If the Board is unable to meet prior to March 31 the ADC may approve an operating budget that shall be ratified by the Board at their next meeting.

Section 3. **Municipal Financial Contributions:** Financial assessments, subject to normal Municipal appropriation procedures, may be apportioned to Members by a two-thirds vote of the Board for certain programs and services if not funded by grants or existing Municipal budgets. Any Member that does not agree to participate in a service or program provided by the Alliance subject to such an assessment may withdraw from the program or service with 60 days written notice and shall not owe any funds for services not received unless otherwise stated in a purchase order or service contract.
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Section 4. **Service Contracts:** If a Member Municipality wishes to receive public health services through the Alliance that require a financial contribution, it may be done through a purchase order or such other procedures as established by the Host Agency that specifies the services and obligations of all parties.

Section 5. **Fiscal Year:** The fiscal year of the Alliance shall commence July 1st and end on the 30th day of the following June.

**Article IX: Records, Forms and Reporting**

Section 1. **Records:** The Host Agency on behalf of the Board shall maintain such records and accounts, including property, personnel, and financial records, to assure a proper accounting for all funds. These records shall be made available for annual audit purposes under provisions of Sections 35, 40 and 41 of Chapter 44 of the Massachusetts General Laws.

Section 2. **Reporting:** Records of public health inspections, enforcement, and other work performed by the Host Agency staff must be provided to the Board of Health of the municipality concerned. All staff or contractors providing services shall comply with all reporting requirements of the Massachusetts Department of Public Health and Department of Environmental Protection.

**Article X: Amendment of these Rules**

Section 1. These Rules and Regulations of Operation may be amended only by a two-thirds vote of the voting Representatives of the Board present at a meeting called for that purpose and at which a quorum is present after thirty days’ written notice to all Members.
JOINING THE ALLIANCE

The Alliance Rules of Operation allow for municipalities that did not sign the original IMA to still sign that IMA under the same conditions as the original municipalities (approval from the Board of Health and the Board of Selectmen or City Council). The Alliance Governing Board may then vote to extend all the privileges and responsibilities associated with full membership.
WHAT IS THE BERKSHIRE PUBLIC HEALTH ALLIANCE?

The Berkshire Public Health Alliance (Alliance) was formed in November, 2011 when 21 Berkshire County municipalities signed an Inter-Municipal Agreement (IMA) with each other and with the Berkshire Regional Planning Commission as fiscal host. The IMA allows, but does not require, the municipalities to share public health services. Since 2011, two additional municipalities have joined the Alliance for a total of 23. The Alliance is governed by a Board made up of one voting member and one alternate from each member municipality. The Governing Board meets approximately quarterly. There is no cost to belong to the Alliance, unless the municipality buys services.

WHAT SERVICES DOES THE ALLIANCE OFFER TO MUNICIPALITIES?

Inspectional Services: The Alliance offers Health Agent/Inspectional services of all types, including food inspections, housing inspections/enforcement, Title 5 services, pool inspections, camp inspections and other services as required on either an hourly, as needed basis, in a block of services with a pre-determined number of hours, or on a comprehensive basis (all inspectional services for the municipality). All Alliance inspectors hold current certifications appropriate to the job assigned.

Public Health Nursing Services: The Alliance provides comprehensive public health nursing services currently to nine municipalities, and is also available for back up services, as needed, on an hourly basis for infectious disease investigation and surveillance through the Massachusetts Virtual Epidemiologic Network (MAVEN) system, Directly Observed Therapy (DOT) for Tuberculosis (TB) patients, flu clinics or other public health nursing services.

Technical Support: Alliance member municipalities and staff are generous with their time when new or inexperienced Board of Health members or staff have questions or concerns. The Alliance provides information on best practices, data, education and emerging issues in public health.

WHAT OTHER BENEFITS DOES THE ALLIANCE PROVIDE?

Grants: Berkshire County has become far more competitive for grants with the ability to apply on behalf of 23 member communities. Previously, even the largest municipalities were often not competitive on their own. Since 2011, the Alliance has brought in over $1,000,000 in grants in areas as diverse as regional services, opioid abuse prevention, public health nursing, immunization, food protection, on-line permitting and healthy aging.

Standardization of Public Health Services: The Alliance has worked to provide municipalities with a recommended fee schedule, standardized office procedures and forms and model well regulations. A current grant from the FDA is allowing the Alliance to provide extensive food protection training to health agents in the Alliance, as well as paying for up to three years of Board of Health on-line permitting software to allow for standardization of forms and procedures.
To the City Council of the City of Pittsfield:

The undersigned respectfully requests installation of left turn signals at the intersection of Center Street and Columbus Avenue for both northbound and southbound traffic.

Residents traveling this route, especially those in the senior housing complexes in the area, must sometimes wait through several traffic light cycles in order to make turns onto Columbus Avenue. Having a designated time for only left turns will allow those turns to be made safely and will alleviate traffic congestion.

Respectfully submitted,

Melissa Mazzeo
Councilor at Large

Christopher J. Connell
Ward 4 Councilor
To the City Council of the City of Pittsfield:-

The undersigned respectfully

Requests a waiver of all building permit fees for 94 Clarendon Street, Pittsfield, MA 01201. Pittsfield’s consolidated plan has highlighted the need for more affordable housing for low and moderate income families; this property will provide one unit 4 bedroom unit of affordable homeownership to a low income family in Pittsfield.

Multiple impacts:

- **Habitat Homeowners** pay over $57,000 in real estate taxes to the city each year and increase the stability in economically challenged neighborhoods through homeownership.
- Since 1992, Central Berkshire Habitat for Humanity has worked with low income families to build strength, stability and self-reliance through shelter.

Respectfully submitted,

Carolyn Valli
Executive Director
Central Berkshire Habitat for Humanity
314 Columbus Ave
Pittsfield, MA 01201
413-281-5051
cvalli@berkshirehabitat.org
To the City Council of the City of Pittsfield:

The undersigned respectfully

Requests that a Stop Sign be installed on the north side at the intersection of Curtis Street and Fourth Street.

Respectfully submitted,

Kevin J. Morandi
Ward 2 Councilor
To the City Council of the City of Pittsfield:

The undersigned respectfully requests that the southwest side of Orchard Street from North Street to First Street become a No Parking Zone.

Respectfully submitted,

Kevin J. Morandi
Ward 2 Councilor