

Mark Pruhenski  
Town Manager

E-mail: [mpruhenski@townofgb.org](mailto:mpruhenski@townofgb.org)  
[www.townofgb.org](http://www.townofgb.org)



Town Hall, 334 Main Street  
Great Barrington, MA 01230

Telephone: (413) 528-1619 x2900  
Fax: (413) 528-2290

## TOWN OF GREAT BARRINGTON MASSACHUSETTS

### OFFICE OF THE TOWN MANAGER

#### **Selectboard Meeting via Zoom and in person at 334 Main Street, Great Barrington, MA** Order of Agenda for Monday, February 12<sup>th</sup>, 2024, at 6:00 PM

Please click the link below to join the webinar: <https://us02web.zoom.us/j/86048727526>

Webinar ID: 860 4872 7526

Dial-in, audio-only: (929) 205 6099

*Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and Governor Healey's March 29, 2023 Revised Order extending remote participation by all members in any meeting of a public body, this meeting of the Selectboard will be conducted both in-person and via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on town's website, at [www.townofgb.org](http://www.townofgb.org). For this meeting, members of the public and committee members may attend the meeting in person, or, for those who wish to do so remotely may by following the instructions at the top of this agenda. For those who are not in-person every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means.*

#### CALL TO ORDER SELECTBOARD REGULAR MEETING

##### 1. APPROVAL OF MINUTES

- a. Selectboard Meeting – January 8<sup>th</sup>, 2024
- b. Selectboard Meeting – January 22<sup>nd</sup>, 2024
- c. Selectboard Priority Planning Meeting – January 29<sup>th</sup>, 2024

##### 2. SELECTBOARD'S ANNOUNCEMENTS/STATEMENTS

##### 3. TOWN MANAGER'S REPORT

- a. Housatonic Water Works
- b. Update on Housatonic Homeownership development on North Plain Rd.

##### 4. LICENSES AND PERMITS

- a. Application for Access to a Public Way/Driveway Permit – 24 Berkshire Heights Rd.
- b. Steam Noodle Annual Weekday Entertainment License Application – 286 Main St.
- c. Vote to amend Library Board of Trustees One-Day Liquor License from 3/2/24 to 3/9/24

##### 5. PUBLIC HEARINGS

##### 6. NEW BUSINESS

- a. Transmit proposed zoning amendments to the Planning Board for a Public Hearing
- b. W.E.B. Du Bois Legacy Committee – Committee Appointments
- c. Open Meeting Law Complaint – Eileen Mooney
- d. Letter of Support for H. 4138, The Affordable Homes Act

- e. Proposed Agreement Between Town of Great Barrington and The Berkshire Regional Planning Commission (as fiscal host for the Berkshire Public Health Alliance) to enter into an inter-municipal agreement regarding the delivery of public health services

7. CITIZEN SPEAK TIME

*Citizen Speak Time is an opportunity for the Selectboard to listen to residents. Topics of particular concern or importance may be placed on a future agenda for discussion. This time is reserved for town residents only unless otherwise permitted by the chair, and speakers are limited to 3 minutes each.*

8. SELECTBOARD'S TIME

9. MEDIA TIME

10. ADJOURNMENT

NEXT SELECTBOARD MEETING

February 26, 2024

March 11, 2024

March 25, 2024

April 8, 2024



Mark Pruhenski, Town Manager

*Pursuant to MGL. 7c. 30A sec. 20 (f), after notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body, or may transmit the meeting through any medium. At the beginning of the meeting, the chair shall inform other attendees of any such recordings. Any member of the public wishing to speak at the meeting must receive permission of the chair. The listings of agenda items are those reasonably anticipated by the chair, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may be brought up for discussion to the extent permitted by law*



craigz@comcast.net

Town of Great Barrington

Selectboard

Agenda 4 a.

Form date: August 2015

Paid cash on 12-6-23  
Fee \$50.00

Application for Access to a Public Way / Driveway Permit

Number \_\_\_\_\_

**INSTRUCTIONS**

RETURN FIVE (5) COPIES OF THIS FORM AND ALL ACCOMPANYING PLANS, ALONG WITH THE \$50.00 FEE to the Department of Public Works office in Town Hall, 2nd Floor, 334 Main Street, Great Barrington, MA 01230. Plans must show the location of the driveway on the property and must also indicate all details needed in order to determine that driveway regulations are met, including paving material, width, grade, drainage, culverts, angle to street, etc. See Chapter 153 of the Town Code for driveway regulations.

Application Date December 6, 2023

Name of Applicant / Property Owner John and Caroline Baughman

Mailing address 1208 Armistead Bridge Rd., Norfolk, VA 23507

Phone number Caroline Baughman, cell # 917-562-2730; Carol Craig, Landscape Designer, cell # 610-331-0438

Location of proposed driveway / highway entrance 24 Berkshire Heights Rd

Contractor who will perform the work Hugo Cifuentes

Address & phone number of contractor 505 Westport Avenue, Norwalk, CT 06851 cell # 914-565-1194

Proposed construction date February 2024

Type of driveway (gravel, asphalt, etc.) Gravel base and processed gravel surface

Print Form

**Submit five (5) copies of completed form and plans.**

Applicant hereby agrees to notify the Great Barrington DPW Superintendent of the date and time of driveway construction at least 24 hours before construction is begun. Applicant further agrees to conform to all requirements of the Town of Great Barrington regulations governing access to public ways and to all conditions that may be placed on this permit. See Chapter 153 of the Town Code for regulations and design requirements.

Applicant's Signature: C. A. Baughman

**FOR STAFF USE ONLY**

**RECOMMENDATION OF DPW / HIGHWAY SUPERINTENDENT**

After consultation with review staff, and after full consideration of the application and the applicable requirements, I recommend that this application be:

- ☐ approved as submitted
- ☐ approved with conditions attached
- ☐ disapproved for reasons attached
- ☐ resubmitted with changes suggested per attached

**Staff Reviews Received:**

	Received	Conditions Recommended	Other Permits Required
Conservation:	( )	( )	( )
Fire Chief:	( )	( )	( )
Planning:	( )	( )	( )

**PERMIT FOR ACCESS TO A PUBLIC WAY / DRIVEWAY**

Pursuant to its vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed, at its meeting on \_\_\_\_\_, the Great Barrington Selectboard granted permission to construct or alter this access to a public way at the address and in the location indicated in this application, in accordance with the plans accompanying this application, and subject to any conditions attached.

For the Selectboard: \_\_\_\_\_, its \_\_\_\_\_  
(signature) (title) (date)

Fire Dept.

**Josh Risen**

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**From:** Scott Turner  
**Sent:** Monday, January 29, 2024 4:07 PM  
**To:** Josh Risen  
**Subject:** Off Berkshire Heights Rd. driveway

Josh,

After reviewing the permit for the proposed driveway on Berkshire Heights Rd., I would recommend the Selectboard vote to approve the project.

Regards,  
Scott



**Scott Turner**

Fire Chief

413-528-0788 ex 4301  
sturner@townofgb.org

Town of Great Barrington  
Fire Department  
37 State Road  
Great Barrington MA 01230



The Secretary of State's office has determined that most e-mails to and from municipal offices and officials are public records. Consequently, confidentiality should not be expected.

# Planning Board

**Lisa Richards**

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**From:** Chris Rembold  
**Sent:** Wednesday, January 10, 2024 4:13 PM  
**To:** Lisa Richards; Joseph Aberdale; Scott Turner; Paula Ely  
**Subject:** RE: Off Berkshire Heights Road Driveway Permit application

This looks fine to me as well.



**Christopher Rembold, AICP**

Assistant Town Manager /  
Director of Planning and  
Community Development  
413-528-1619, x. 2401  
crembold@townofgb.org

Town of Great Barrington  
334 Main Street  
Great Barrington MA 01230

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**From:** Lisa Richards <LRichards@Townofgb.org>  
**Sent:** Wednesday, January 10, 2024 11:55 AM  
**To:** Joseph Aberdale <jaberdale@townofgb.org>; Chris Rembold <crembold@Townofgb.org>; Scott Turner <sturner@Townofgb.org>; Paula Ely <PEly@Townofgb.org>  
**Subject:** FW: Off Berkshire Heights Road Driveway Permit application

Good afternoon,

A response from the Engineer working on this project contacted the office this morning 1/10/2024. Attached is an updated drawing for the project and Joe Aberdales original request for more information.

I have hard copies in my office if needed.

Conservation has already signed off.

Thank you  
Lisa Richards

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**From:** Lisa Richards  
**Sent:** Friday, December 8, 2023 4:38 PM  
**To:** 'hc0407@hotmail.com' <hc0407@hotmail.com>  
**Subject:** FW: Off Berkshire Heights Road Driveway Permit application

Good afternoon Hugo,

# Wastewater

**Lisa Richards**

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**From:** Paula Ely  
**Sent:** Friday, January 12, 2024 12:25 PM  
**To:** Lisa Richards  
**Subject:** RE: Off Berkshire Heights Road Driveway Permit application

Lisa,  
I have reviewed the permit, we do have sewer on this street but it should not be an issue.  
This looks ok to me.

Thank you,  
Paula

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**From:** Lisa Richards <LRichards@Townofgb.org>  
**Sent:** Friday, January 12, 2024 11:17 AM  
**To:** Paula Ely <PEly@Townofgb.org>  
**Subject:** FW: Off Berkshire Heights Road Driveway Permit application

Hi Paula  
Do you have sewer on this street? Can you sign off on this driveway application?  
Thank you  
Lisa

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**From:** Lisa Richards  
**Sent:** Friday, January 12, 2024 11:08 AM  
**To:** Scott Turner <sturner@Townofgb.org>  
**Subject:** FW: Off Berkshire Heights Road Driveway Permit application

Hi Scott,  
Mr. Fuentes was here and I think he was confused. He said he had an appointment with the Chief Storti. Chief came over to meet with him. Did you make an appointment to meet with him regarding the driveway permit?  
Thank you  
Lisa  
413-528-0867 x1

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**From:** Lisa Richards  
**Sent:** Wednesday, January 10, 2024 11:55 AM  
**To:** Joseph Aberdale <jaberdale@townofgb.org>; Chris Rembold <crembold@townofgb.org>; Scott Turner <sturner@Townofgb.org>; Paula Ely <PEly@Townofgb.org>  
**Subject:** FW: Off Berkshire Heights Road Driveway Permit application

Good afternoon,

A response from the Engineer working on this project contacted the office this morning 1/10/2024.  
Attached is an updated drawing for the project and Joe Aberdales original request for more information.

I have hard copies in my office if needed.

DPW

## Lisa Richards

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**From:** Joseph Aberdale  
**Sent:** Friday, January 19, 2024 3:25 PM  
**To:** Lisa Richards  
**Cc:** Scott Turner  
**Subject:** FW: Off Berkshire Heights Road Driveway Permit application  
**Attachments:** Berkshire Heights Road - Driveway drawing.pdf; Drawing-Driveway permit-off Berkshire Heights Road.pdf

Lisa,

The plan submitted for the 30 & 24 Berkshire Heights Road. The Foresight Land Services Plan dated November 16, 2023 addresses all my concerns.

I would recommend the SB approve the driveway permit with the following conditions 1.) Driveway to be constructed in accordance with the plan referenced above; 2.) The driveway does not discharge any water onto the town roadway.

Thanks

Joe

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**From:** Lisa Richards <LRichards@Townofgb.org>  
**Sent:** Wednesday, January 17, 2024 2:16 PM  
**To:** Joseph Aberdale <jaberdale@townofgb.org>; Scott Turner <sturner@Townofgb.org>  
**Subject:** FW: Off Berkshire Heights Road Driveway Permit application

Good afternoon,  
Please review the attached application for a driveway permit. The homeowners were hoping to get it on the next select board meeting on the 22<sup>nd</sup>, if possible.  
I have hard copies in the DPW office if needed.  
Thank you  
Lisa

---

**From:** Lisa Richards  
**Sent:** Wednesday, January 10, 2024 11:55 AM  
**To:** Joseph Aberdale <jaberdale@townofgb.org>; Chris Rembold <crembold@townofgb.org>; Scott Turner <sturner@Townofgb.org>; Paula Ely <PEly@Townofgb.org>  
**Subject:** FW: Off Berkshire Heights Road Driveway Permit application

Good afternoon,

A response from the Engineer working on this project contacted the office this morning 1/10/2024.  
Attached is an updated drawing for the project and Joe Aberdales original request for more information.

I have hard copies in my office if needed.

Conservation has already signed off.

Thank you

Lisa Richards

---

**From:** Lisa Richards  
**Sent:** Friday, December 8, 2023 4:38 PM  
**To:** 'hc0407@hotmail.com' <[hc0407@hotmail.com](mailto:hc0407@hotmail.com)>  
**Subject:** FW: Off Berkshire Heights Road Driveway Permit application

Good afternoon Hugo,  
Please find attached information regarding your driveway permit.  
After reviewing and giving us additional information. You can either email it or bring it in to Town Hall.

I will be away on Monday, however, you can drop it off at the Town Managers office.

Thank you  
Lisa Richards



**Lisa A. Richards**  
DPW Administrative Assistant  
413-528-0867  
[lrichards@townofgb.org](mailto:lrichards@townofgb.org)

Town of Great Barrington  
334 Main Street  
Great Barrington MA 01230



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# Conservation Commission

**Lisa Richards**

---

**From:** Great Barrington Conservation Commission  
**Sent:** Friday, December 15, 2023 12:16 PM  
**To:** Lisa Richards  
**Subject:** RE: Application

Lisa:

I have visited the site and have seen the stakes that the applicant and his architect put in to illustrate the route of the driveway. There are no Scenic Mountain or wetland concerns and the applicants do not need a permit from the Conservation Commission.

Regards,

-Shep



**Shepley W. Evans**

Conservation Agent  
Animal Control Officer  
Animal Inspector  
413-528-1619 X2 then X8  
[conservation@townofgb.org](mailto:conservation@townofgb.org)

Town of Great Barrington  
334 Main Street  
Great Barrington MA 01230



The Secretary of State's office has determined that most e-mails to and from municipal offices and officials are public records. Consequently, confidentiality should not be expected.

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**From:** Lisa Richards <[LRichards@Townofgb.org](mailto:LRichards@Townofgb.org)>  
**Sent:** Tuesday, December 12, 2023 3:54 PM  
**To:** Great Barrington Conservation Commission <[conservation@townofgb.org](mailto:conservation@townofgb.org)>  
**Subject:** FW: Application

---

**From:** Lisa Richards  
**Sent:** Tuesday, December 12, 2023 12:54 PM  
**To:** Shep Evans <[sevens@Townofgb.org](mailto:sevens@Townofgb.org)>  
**Subject:** Application

Hi Shep



## APPLICATION FOR ACCESS TO A PUBLIC WAY/DRIVEWAY PERMIT –

LOCATION: \_\_ OFF BERKSHIRE HEIGHTS ROAD – GRAVEL & PROCESS DRIVEWAY

### Approval Contacts

Great Barrington Conservation Commission <conservation@townofgb.org>; Joe Aberdale <jaberdale@townofgb.org>; Paula Ely <PEly@Townofgb.org>; Scott Turner <sturner@Townofgb.org>; John Malumphy <JMalumphy@Townofgb.org>

✓ DPW APPROVAL – John Malumphy, Joe Aberdale – *more information needed.*  
1-18-24

✓ CONSERVATION – SHEP – 12/15/23

✓ PLANNING – Chris Rembold – 1/11/24

✓ FIRE DEPT. – Scott Turner 1/26/24

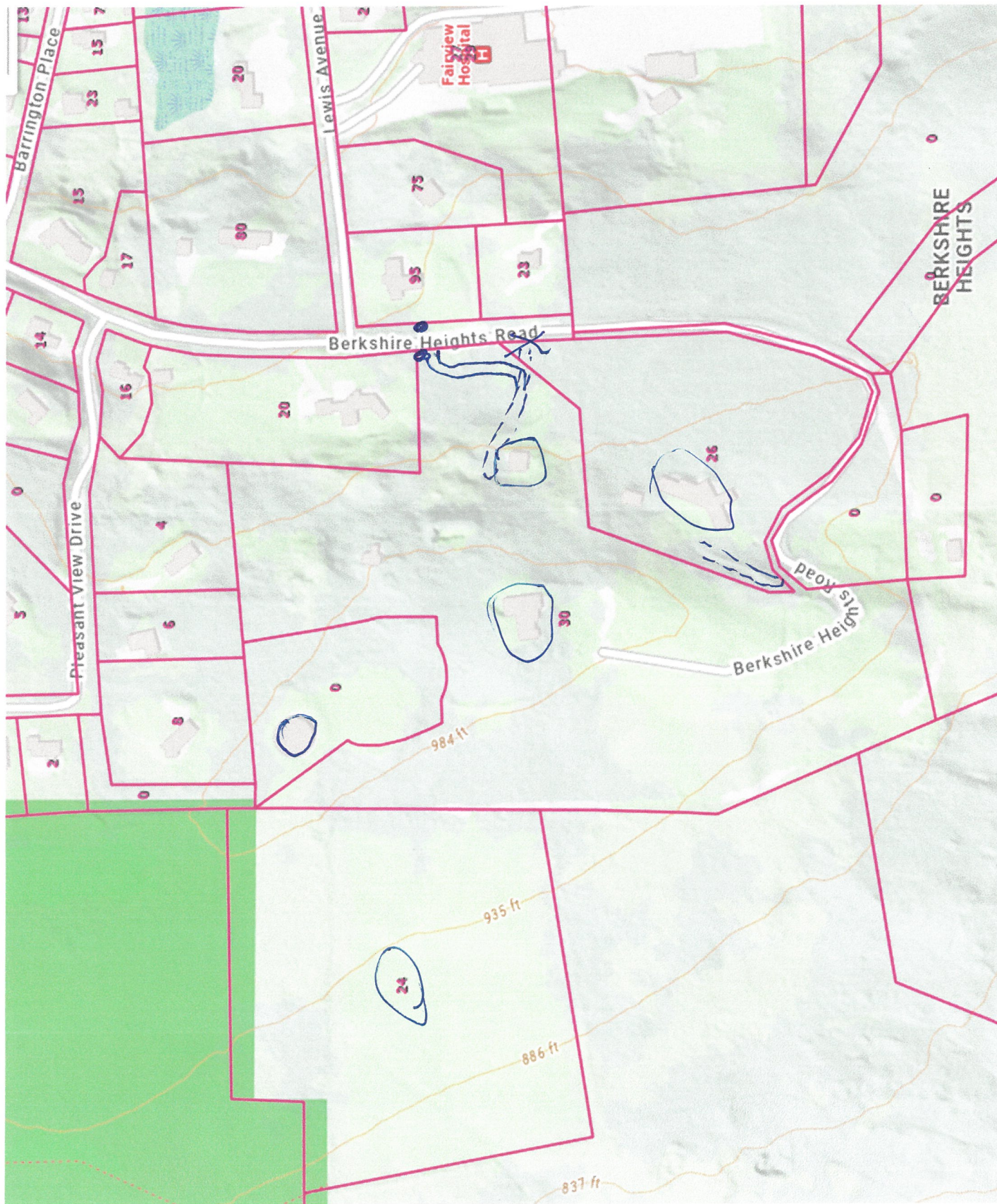
✓ WASTEWATER – Paula Ely

✓ Chief Stortie

GIVE TO AMY TO PUT ON SELECTBOARD HEARING SCHEDULE

APPLICANT MUST ATTEND NEXT SELECTBOARD MEETING FOR APPROVAL.





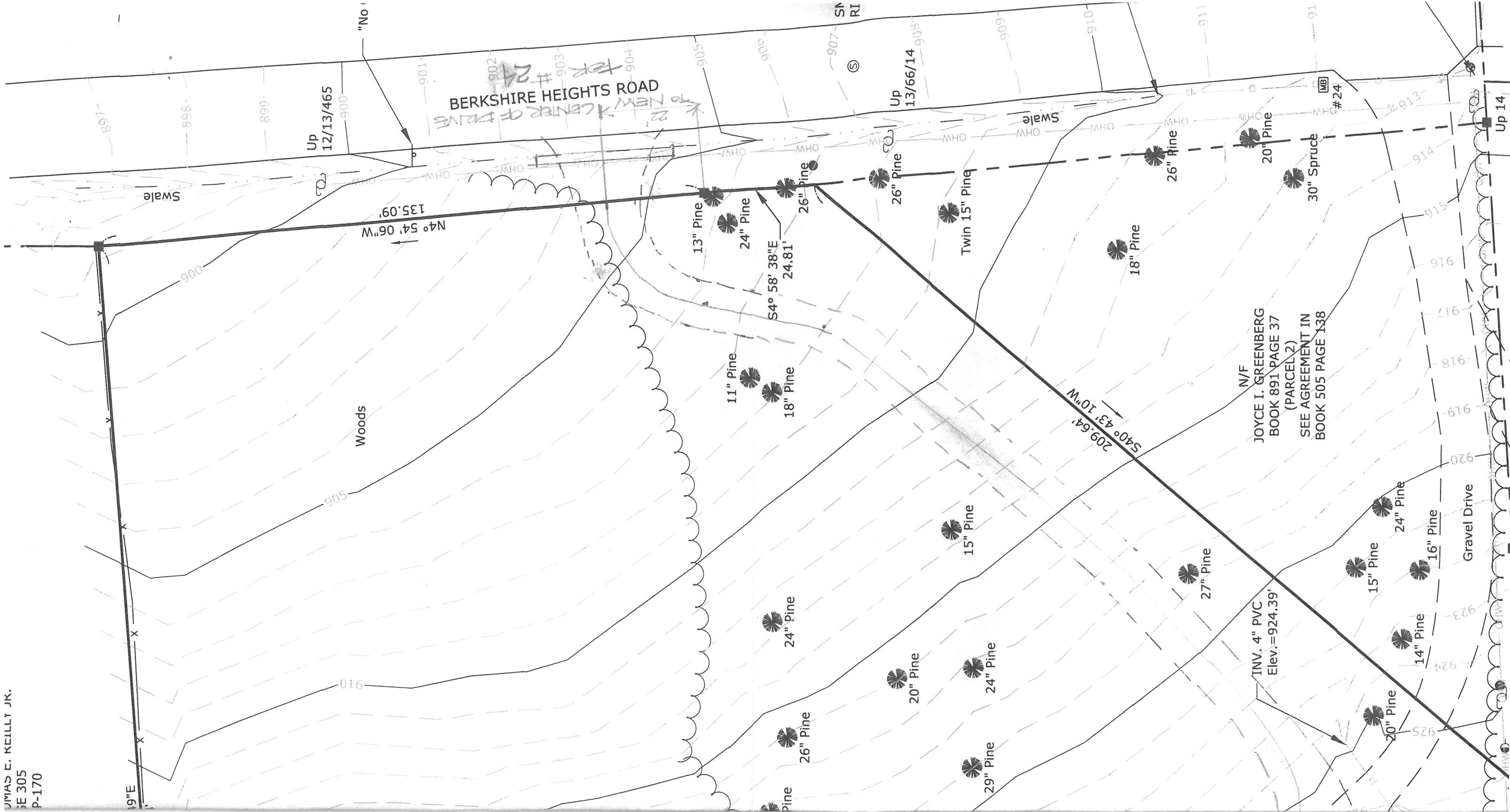


**More information is need on the driveway:**

**With in the Town Right-of-Way (ROW):**

- 1.) A detail that shows the driveway sloping away from the road edge so water from the driveway does not enter the road
- 2.) The detail need to provide the size of the culvert, minimum 15" required.
- 3.) The detail needs to provide all the dimensions of the driveway in the Town ROW

**Demonstrate on the drawing that the grades of the driveway are less than the maximums identified in the Town Regulation**



FEB 02 2024

SELECT BOARD &  
TOWN MANAGER'S OFFICE

**TOWN OF GREAT BARRINGTON**  
**Annual Weekday Entertainment License Application**  
**(INDOOR ONLY)**  
**\$25.00**

The undersigned hereby applies for a license in accordance with the provisions of MA General Laws, Ch.140 Sec.183A amended, Ch.351, Sec.85 of Acts of 1981 and Ch.140 Sec.181.

Name: Jem Ezinga-Laiwong

Business/Organization: Steam Noodle Cafe LLC

D/B/A (if applicable): \_\_\_\_\_

Address: 286 Main St Great Barrington

Mailing Address: 286 Main St. Great Barrington, MA 01230

Phone Number: (413) 566-6353

Email: Jem@SteamRestaurant

**TYPE:** (Check all that apply) ☐ Concert ☐ Dance ☐ Exhibition ☐ Cabaret ☐ DJ

☒ Live band with up to 3 pieces, including singers ☒ Public Show

**INCLUDES:** ☒ Live music ☐ Recorded music ☐ Dancing by entertainers/ performers

☐ Dancing by patrons ☐ Amplification system ☐ Theatrical exhibition

☐ Floorshow ☐ Play ☐ Moving picture show ☐ Light show ☐ Jukebox

As part of the entertainment, will any person be permitted to appear on the premises in any manner or attire as to expose to public view any portion of the pubic area, anus, or genitals, or any simulation thereof, or whether any person will be permitted to appear on the premises in any manner or attire as to expose to public view a portion of the breast below the top of the areola, or any simulation thereof? (M.G.L. Chp.140 Sec.183A)

\_\_\_\_ YES

☒ NO

Exact Location of Entertainment (include sketch): Steam Noodle Cafe  
286 Main Street Great Barrington MA 01230

Days of Entertainment\*: Saturday March 16 2024  
**\*Does not include SUNDAY**

Start & End Times of Entertainment: 8.00 pm. - 11.00 pm.

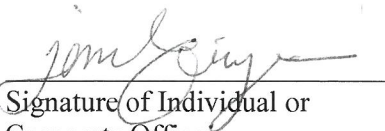
**Does your event involve any of the following? (Check all that apply)**

- ☒ Food   ☐ Temporary Bathrooms   ☐ Tents   ☐ Stages   ☐ Temporary Signs  
☐ Electrical Permits   ☐ Building Permits   ☐ Police Traffic Details   ☐ Street Closures

**ALL entertainment licenses will be reviewed by the Design Review Team (DRT), which is comprised of several Town departments, for comments/concerns on this application.**

**In the event of a change in type of entertainment or hours/days different than indicated above, a new application will be required and a new license will be issued.**

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

  
Signature of Individual or  
Corporate Officer

02/02/2024  
Date

82-463181  
SS# or FID#

**TOWN USE ONLY:**

DRT Review with Conditions: DRT has reviewed and has  
no concerns. (CD) 2/6/24

APPROVAL DATE: \_\_\_\_\_

LICENSE # \_\_\_\_\_



*The Commonwealth of Massachusetts*  
*Department of Industrial Accidents*  
*1 Congress Street, Suite 100*  
*Boston, MA 02114-2017*  
*www.mass.gov/dia*

**Workers' Compensation Insurance Affidavit: General Businesses.**  
**TO BE FILED WITH THE PERMITTING AUTHORITY.**

**Applicant Information**

**Please Print Legibly**

Business/Organization Name: STEAM NOODLE CAFE LLC

Address: 286 MAIN STREET FRONT

City/State/Zip: GREAT BARRINGTON MA 01230

Phone #: 413-566-6353

**Are you an employer? Check the appropriate box:**

1. ☒ I am a employer with 8 employees (full and/or part-time).\*
2. ☐ I am a sole proprietor or partnership and have no employees working for me in any capacity.  
[No workers' comp. insurance required]
3. ☐ We are a corporation and its officers have exercised their right of exemption per c. 152, §1(4), and we have no employees. [No workers' comp. insurance required]\*\*
4. ☐ We are a non-profit organization, staffed by volunteers, with no employees. [No workers' comp. insurance req.]

**Business Type (required):**

5. ☐ Retail
6. ☒ Restaurant/Bar/Eating Establishment
7. ☐ Office and/or Sales (incl. real estate, auto, etc.)
8. ☐ Non-profit
9. ☐ Entertainment
10. ☐ Manufacturing
11. ☐ Health Care
12. ☐ Other \_\_\_\_\_

\*Any applicant that checks box #1 must also fill out the section below showing their workers' compensation policy information.

\*\*If the corporate officers have exempted themselves, but the corporation has other employees, a workers' compensation policy is required and such an organization should check box #1.

***I am an employer that is providing workers' compensation insurance for my employees. Below is the policy information.***

Insurance Company Name: THE HARTFORD

Insurer's Address: ONE HARTFORD PLAZA

City/State/Zip: HARTFORD CT 06155

Policy # or Self-ins. Lic. # 08 WEC AB5KGS

Expiration Date: 05/04/22

**Attach a copy of the workers' compensation policy declaration page (showing the policy number and expiration date).**

Failure to secure coverage as required under Section 25A of MGL c. 152 can lead to the imposition of criminal penalties of a fine up to \$1,500.00 and/or one-year imprisonment, as well as civil penalties in the form of a STOP WORK ORDER and a fine of up to \$250.00 a day against the violator. Be advised that a copy of this statement may be forwarded to the Office of Investigations of the DIA for insurance coverage verification.

***I do hereby certify, under the pains and penalties of perjury that the information provided above is true and correct.***

Signature: Robbin Ezinga

Date: 1/13/2022

Phone #: 413-376-8286

**Official use only. Do not write in this area, to be completed by city or town official.**

City or Town: \_\_\_\_\_ Permit/License # \_\_\_\_\_

Issuing Authority (circle one):

1. Board of Health 2. Building Department 3. City/Town Clerk 4. Licensing Board 5. Selectmen's Office  
6. Other \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_



Fee: \$25.00 (per day)



**APPLICATION FOR ONE DAY LIQUOR LICENSE**

TO THE LICENSING AUTHORITY:

The undersigned hereby applies for a License in accordance with the provisions relating thereto:

Applicant's Name: Pat Hollenback

Organization Name: Board of Library Trustees

Applicant's Address: 231 Main St. G.B. 01230

Telephone Number: 413-525-2403

Type of License: ONE DAY BEER & WINE ONE DAY ALL ALCOHOLIC  
(Circle one)

Event: Film Series [Date Change] From 3/2/24 to 3/9/24

Date: March 9 Start Time: 6:00 End Time: 9:30

Event Address: 231 Main St.

Is the Event on Town property? YES NO

**PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:**

1. TIPS or ServSafe Alcohol certification for anyone serving alcohol.
2. Certificate of Insurance showing proof of Liquor Liability coverage.  
(If the event is on Town property, the certificate must name the Town of Great Barrington as additional insured.)
3. If the event is not on applicant's property, a letter of permission from the owner is required.

Liability: The below individual agrees to take responsibility for the above-noted event and further agrees to indemnify, save harmless, and defend the Town of Great Barrington, its officers, employees and agents, from and against any and all liabilities, claims, penalties, forfeitures, suits, and the costs and expenses incident thereto, which may occur in connection with this event.

Pat Hollenback  
Signature of Applicant

2-6-24  
Date

**FOR TOWN USE:**

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Postponed \_\_\_\_\_

**This is your official TIPS certification card. Carry it with you as proof of your TIPS certification.**

**Congratulations!**

This card certifies that you have successfully completed the TIPS (Training for Intervention ProcedureS) program. We value your participation and dedication to the responsible sale, service, and consumption of alcohol.

By using the techniques you have learned, you will help to provide a safer environment for your patrons, peers, and colleagues and reduce the tragedies resulting from intoxication, underage drinking, and drunk driving.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 800-438-8477.



ID#: 5813237 Name: Edward D Abrahams  
Exam Date: 9/6/2022 Expiration Date: 9/6/2025

**TIPS** eTIPS On Premise 3.1 **CERTIFIED**  
Issued: 9/6/2022 Expires: 9/6/2025  
ID#: 5813237

Edward D Abrahams  
15 Pleasant St  
Great Barrington, MA 01230-1324

For service visit us online at [www.gettips.com](http://www.gettips.com)

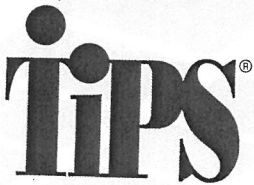


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Congratulations!

This card certifies that you have successfully completed the TIPS (Training for Intervention ProcedureS) program. We value your participation and dedication to the responsible sale, service, and consumption of alcohol.

By using the techniques you have learned, you will help to provide a safer environment for your patrons, peers, and colleagues and reduce the tragedies resulting from intoxication, underage drinking, and drunk driving.

If you have any information you think would enhance the TIPS program, or if we can assist you in any way, please contact us at 800-438-8477.



A 360 TRAINING COMPANY

ID#: 5813235 Name: Holly Hamer  
Exam Date: 9/6/2022 Expiration Date: 9/6/2025



eTIPS On Premise 3.1

**CERTIFIED**

Issued: 9/6/2022

Expires: 9/6/2025

ID#: 5813235

Holly Hamer  
99 Seekonk Cross Rd  
Great Barrington, MA 01230-1565

For service visit us online at [www.gettips.com](http://www.gettips.com)

Town Hall, 334 Main Street  
Great Barrington, MA 01230



Telephone: (413) 528-1619  
Fax: (413) 528-2290

TOWN OF GREAT BARRINGTON  
MASSACHUSETTS

PLANNING BOARD

February 8, 2024

Stephen Bannon, Chair  
Great Barrington Selectboard

Re: Proposed Zoning Bylaw Amendments for the 2024 Annual Town Meeting

Dear Steve:

Enclosed please find proposed zoning amendments from the Planning Board for the next Annual Town Meeting. We ask the Selectboard to refer these zoning proposals, as well as any other zoning proposals you may have received, such as Citizens Petitions or Landowner Proposals, back to the Planning Board for a public hearing in accordance with MGL Ch. 40A, s.5, and to place these proposals on the Annual Town Meeting warrant.

The Planning Board's public hearing is tentatively scheduled for Thursday, March 14, 2024 at 6:00 PM.

Sincerely,

Brandee K. Nelson, Chair

cc: Town Clerk  
Building Inspector  
Town Manager  
Director of Planning & Community Development

## **COLIVING RESIDENTIAL DEVELOPMENT**

This proposal is to amend the zoning bylaw by adding the following definition, the following new Section 8.11, and the following proposed changes to the Table of Use Regulations

*Amend Section 11 to add the following definition:*

**COLOVING RESIDENTIAL DEVELOPMENT:** A building or part thereof that contains sleeping units where residents share bathrooms or kitchen facilities or both

*Add new section 8.11 as follows:*

### **8.11 COLIVING RESIDENTIAL DEVELOPMENT**

**8.11.1 Purpose.** The purpose of this section is to encourage the development of Coliving, a housing option that generally is more affordable to residents because typical housekeeping facilities are shared in common with other residents. Coliving developments generally have no more than two persons per unit and typically comprise one or two rooms per unit.

**8.11.2 General.** Coliving, as defined in Section 11.0 of this bylaw, may be permitted by right or by special permit as set forth in the Table of Use Regulations. All Coliving developments shall require site plan approval in accordance with Section 10.5.

#### **8.11.3 Requirements.**

1. Area: Individual Coliving units shall have a minimum of 150 square feet of net usable area.
2. Management: All Coliving development projects shall file a management plan with the Planning Board at the time of site plan application. The management plan shall contain management policies, maintenance plans, rental procedures, tenant rules, security procedures, trash collection and recycling, and contact information of management and owner, and the plan shall be updated as necessary and filed concurrently with annual inspections.
3. Common bathrooms: Common bathrooms must be located on any floor with units that do not have their own full bathrooms. Common bathrooms shall contain a minimum of one  
a) one water closet for every eight occupants on the floor, (b) one lavatory for every eight occupants on the floor, and (c) one bath or shower for every eight occupants on the floor.
4. Common cooking and kitchen facilities: Complete common cooking facilities/kitchens shall be provided if any unit within the project does not have a kitchen. Any area that may be used for common cooking and food preparation must be defined in building plans

and shall meet the applicable health and building codes, licensing, and inspection requirements of the Commonwealth of Massachusetts and local Board of Health.

5. Parking: Off-street parking for residents shall be provided at a rate of at least one space for each Coliving unit. Employee parking shall be provided at a rate of at least one space per two employees.
6. Bicycle parking: Projects shall provide at least one bicycle parking space per four units. The bicycle parking spaces shall allow for the secure storage of bicycles, shall be protected from the weather, and shall be located in a clearly designated safe and accessible location.
7. Laundry facilities: Projects with up to 10 units shall have a minimum of two washers and two dryers provided in a separate room in the development. For more than 10 units, additional washers and dryers shall be provided at a rate of a minimum one washer and one dryer for every 10 units.
8. Common Space: Projects shall have at least 10 square feet of common usable open space per unit; no project, however, shall provide less than 200 square feet each of common outdoor and indoor open space. Maintenance areas, laundry facilities, storage (including bicycle storage), and common hallways shall not be included as usable indoor common space. Landscape areas that are less than eight feet wide shall not be included as outdoor common space.
9. The Planning Board may, by special permit pursuant to Section 10.4, authorize a deviation from the requirements of this section.

*Amend Section 3.1.4, Table of Use Regulations, to add a new row A(12) as follows:*

Permitted Use		ZONING DISTRICT <sup>1</sup>														
		R1A	R1B	R2	R3	R4	B	HVC	B1	B2	B2A	B2X	B3	MXD	I	I2
A. Residential uses																
(12)	Coliving development	Y	Y	SB	Y	SB	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

## BY RIGHT HOUSING

This proposal is to amend the Table of Use Regulations, rows A(1), A(2), A(3), and A(7) as follows:

Proposed deletions are ~~struck through~~  
Proposed additions are underlined

Permitted Use		R1A	R1B	R2	R3	R4	B	HVC	B1	B2	B2A	B2X	B3	MXD	I	I2
<b>A. Residential uses</b>																
(1)	Dwelling, single unit	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	SB	<del>SB</del> <u>Y</u>
(2)	Dwelling, two- and three-unit														SB	Y
(3)	Dwelling, multi-unit															
	4 to 8 units	SB	SB	SB	SB	N	Y	<del>SB</del> <u>Y</u>	<del>SB</del> <u>Y</u>	Y	SB	Y	Y	Y	<del>N</del> <u>SB</u>	<del>SB</del> <u>Y</u>
	9 units or more	N	N	N	SB	N	<del>SB</del> <u>Y</u>	<del>SB</del> <u>Y</u>	N	<del>SB</del> <sup>2</sup> <u>Y</u>	SB	<del>SB</del> <u>Y</u>	Y	<del>SB</del> <u>Y</u>	<del>N</del> <u>SB</u>	<del>SB</del> <u>Y</u>
(7)	Mixed use	N	N	N	N	N	Y	Y	<del>SB</del> <u>Y</u>	<del>SB</del> <u>Y</u>	SB	Y	Y	Y	PB	Y

## TREES

This proposal is to amend Section 6.3.5 as follows:

Proposed deletions are ~~struck through~~  
Proposed additions are underlined

**6.3.5 Maintenance of Landscaped Areas.** The owner of the property used for nonresidential purposes shall be responsible for the maintenance, repair and replacement of all landscaping materials installed in accordance with this section and shall have a continuing obligation to comply with the provisions set forth herein. All plant materials required by this Bylaw shall be maintained in a healthful condition, and trees planted as required by this Bylaw shall be replaced if they die with a tree at the original planting size.

Black Water Realty, LLC  
82 Maple Ave  
Great Barrington, MA 01230

January 30<sup>th</sup>, 2024

Great Barrington Planning Board & Town Planner  
34 Main Street  
Great Barrington, MA 01230

Re: Request for Rezoning of 35 silver street – Map 24 Parcel 6

Dear Planning Board and Town Planner,

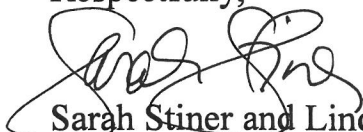
We are the owners of 35 Silver Street, the land shown on the 2015 Town of Great Barrington Assessors' Map 24 as Parcel 6. We respectfully petition the Town of Great Barrington for a change in zoning for Parcel 6 from R-2 to MXD.

In order to address Great Barrington's housing needs, we, the owners of the property at 35 Silver St., in coordination with the owners of the property at 33 Silver St., seek to permit multi-unit dwellings on the properties. Currently, Silver Street has 4 zoning districts [MXD, B-2/R-2 and R-1-A].

The parcels at 33 Silver St. and 35 Silver St. are well-situated for a multi-unit dwelling. These Silver Street lots are within walking distance to Main Street and Route 23, and the street currently has the Beech Tree Apartments at 24 Silver Street, a 66-unit apartment complex; Ward's Nursery at the end of the street, and several single-family homes. The proposed zoning change to MXD is consistent with both current zoning and the multi-dwelling use of the street. The zoning change to MXD will permit needed housing density in the walkable center of town.

Although MXD permits commercial as well as residential use, concurrent with our request, we shall record deed restrictions prohibiting non-residential commercial use of our property. Our sole purpose is to increase housing stock.

Respectfully,



Sarah Stiner and Linda Shafiroff  
Managers of Black Water Realty, LLC

The Haddad Family  
33 Silver Street  
Great Barrington, MA 01230

January 30<sup>th</sup>, 2024

Great Barrington Planning Board & Town Planner  
34 Main Street  
Great Barrington, MA 01230

Re: Request for Rezoning of 33 silver street – Map 24 Parcel 7A & 7C

Dear Planning Board and Town Planner,

We are the owners of 33 Silver Street, the land shown on the 2015 Town of Great Barrington Assessors' Map 24 as Parcel 7A & 7C. We respectfully petition the Town of Great Barrington for a change in zoning for Parcels 7A & 7C from R-2 to MXD.

In order to address Great Barrington's housing needs, we, the owners of the property at 33 Silver St., in coordination with the owners of the property at 35 Silver St., seek to permit multi-unit dwellings on the properties. Currently, Silver Street has 4 zoning districts [MXD, B-2/R-2 and R-1-A].

The parcels at 33 Silver St. and 35 Silver St. are well-situated for a multi-unit dwelling. These Silver Street lots are within walking distance to Main Street and Route 23, and the street currently has the Beech Tree Apartments at 24 Silver Street, a 66-unit apartment complex; Ward's Nursery at the end of the street, and several single-family homes. The proposed zoning change to MXD is consistent with both current zoning and the multi-dwelling use of the street. The zoning change to MXD will permit needed housing density in the walkable center of town.

Although MXD permits commercial as well as residential use, concurrent with our request, we shall record deed restrictions prohibiting non-residential commercial use of our property. Our sole purpose is to increase housing stock.

Respectfully,

The Haddad Family





# TOWN MEETING - CITIZEN'S ARTICLE

DATE and TIME this paper received by  
Registrars 1/21/24 11:13AM KVV

To ask Town residents to vote to amend Zoning Bylaw §9.11 as set forth below, and to amend the Zoning Map accordingly:

1. Amend a portion of Section 9.11, Mixed Use Traditional Zone (MXD) as follows:

**9.11.2 Location.** The MXD shall consist of the land shown on the 2015 Town of Great Barrington Assessors' Map 22 as Parcels 2, 3A, 4-13, 18-63, 66-88, Map 24 as Parcels 6, 7A, 7C, and Map 25 as Parcels 1-4.

2. Amend the Zoning Map by placing the following parcels in MXD zone, as follows: the land shown on the 2016 Town of Great Barrington Assessors' Map 24 as Parcels 6, 7A and 7C.

Purpose of the Amendment: In order to address Great Barrington's housing needs, the owners of the properties at 33 Silver St. and 35 Silver St. seek at Town Meeting to permit multi-unit dwellings on the properties. Prior to Town Meeting, the owners of each property shall record deed restrictions prohibiting non-residential commercial uses of the properties.

name and residence in your presence.

on to write your

I		II	III		IV		PRINTED NAME
C	h	Signatures to be made in person with name substantially as registered (except in case of physical disability as stated above)	Now Living At (Street and Number)	W	P		
e	c			a	r		
c	k			r	e		
				d	c		
				0	1		
1			19 EAST Mountain RD	0	1		PETER J. MOST
2			19 East Mountain Rd	0	1		Ann Z. Most
3			2 BEDSHIRE HTS	0	1		JOSEPH L. LEWIS
4			83 Hurlbut Road	0	1		Michael Gallenstein
5			5 Abbey Hill Dr.	0	1		Pachano o Pulcro
6			286 North Plain Rd	0	1		Schuchty, Scott
7			14 Hemlock Hill Rd	0	1		Raymond B. Murray Jr
8			14 Hemlock Hill Rd	0	1		MARIA DAREN MAER
9			22 E Mountain Rd	0	1		Marx Taylor
10			22 E Mountain Rd	0	1		Emily Taylor
11			43 W. PLAIN RD	0	1		JONATHAN HATTEN
12			173 Castle St.	0	1		Michael Wise
13			72 Seabrook Cross Rd	0	1		JACKIE KAIN
14			208 Pleasant St	0	1		BEN ELLIOTT
15				0	1		
16				0	1		
17				0	1		
18				0	1		
19				0	1		
20				0	1		

## Instructions to Registrars

You must time-stamp or write in date and time these papers are received.

Check thus ✓ against the name of qualified voter to be certified. For names not certified, use the codes opposite.

N no such registered voter at that address.

S unable to identify signature or address as that of voter because of form of signature or address, or illegible.

W wrong district or community.

T already signed this petition.

## CERTIFICATION OF SIGNATURES

We certify that ( ) signatures

checked thus ✓ are names of voters of the Town of Great Barrington and are qualified to sign this petition.

(at least three Registrars= names must be signed or stamped below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Registrars of Voters of the Town of Great Barrington



**ARI ZORN**



**EDUCATION:**

*Newbury College, Brookline, Massachusetts*

Associate Degree: Hotel and Restaurant Management 1990

Associate Degree: Culinary Arts 1989

*Culinary Institute of America, Associates Degree* 1986

**EXPERIENCE:**

**Co-Founder of New Green LLC** June 2019 to present

Responsible for finding investors and product for the retail location which is awaiting licensure with the CCC. Roles and responsibilities will be further determined as the business develops.

**Zorn Core Fitness, South Egremont MA** 2007 to present

*Owner/Personal Trainer.* Formed and operates a successful personal training business. Provide personal training services to 40-60 clients per week, including Boot Camp and private sessions. Conduct all aspects of business, including marketing, sales, operations, finances, and customer relations.

**Eagleton School, Great Barrington MA** 2002 – 2006

*Director of Food:* Responsible for menu planning and overseeing food preparation, inventory and ordering at all-boys residential school. Also responsible for keeping the school up to date to all OSHA, OCCS, and Board of Health regulations and for keeping residential living quarters current with all regulations relating to the kitchen. Held several additional titles and responsibilities including Administrator On Duty, Restraint Coordinator, NAPPI Team Leader (Non Aggressive Physical and Psychological Intervention), and Dorm Leader. Awarded Support Staff of the Month three times, decreased the food cost by 15% in one year, implementing a healthier menu, and guided the school through renovation of the kitchen to increase efficiency and cleanliness. One of fastest in history of the school to move up the administrative ladder, and first kitchen staff invited to sit on the board of directors.

**Dos Amigos, Great Barrington MA** 1997-2002

*Owner/Chef.* Owned and operated a mid-scale Mexican restaurant located in a heavy seasonal tourist community, with a dining capacity of 60. Conducted all aspects of business, including hiring and managing approximately 15 employees, marketing, operations, and finances.

**Thelmas Roadside, Great Barrington MA** 1995-1996

*Chef/Manager.* Responsible for interviewing, hiring, developing menu, and all food preparation. Helped remodel and decorate interior and exterior of restaurant. Actively participated in business decisions with owner.

**Dos Amigos**, Great Barrington MA

1993-1995

*Chef/Manager* Managed large volume mid-scale Mexican restaurant located in a heavy seasonal tourist community. Responsibilities included developing menus, ordering, scheduling, integrating the work of the front and back of the house, covering kitchen, and book-keeping.

**Babson Executive Conference Center**, Brookline MA

1991-1993

Participated in large scale conference banquets and every day service at large, up-scale, high quality corporate conference center. Responsible for quality control, efficiency of service, and knowledge of specialty menu items.

#### VOLUNTEER POSITIONS

Egremont Land Trust, Assistant Land Steward

2019 to present

Friends of Smiley's Pond, Founder

(Environmental conservation)

2018 to present

Trails and Greenway Committee

Berkshire Environmental Action Team (BEAT)

The Great Barrington Rotary Club

Blackshires VP and founder

# Dena Fisher, Ph.D.

## PROFESSIONAL SUMMARY

Non-profit organizational development and consultation; public health & social service delivery administration; project design and supervision, management & development workshops in Spanish & English; social justice advocacy.

## KEY SKILLS

- Administration and management of non-profit organizations
- Public health program development, program monitoring, and evaluation
- Workshops for front-line staff and managers on program planning and connections to fundraising for organizational needs in the U.S. and Latin America
- Microsoft Word, Excel, PowerPoint, Publisher and PCs/Mac; Google docs, spreadsheet, sharing, video communication
- Intervention regarding social justice for undocumented individuals and families.
- Spanish

## EDUCATION

Ph.D. Health and Social Policy, Brandeis University,  
Heller School for Social Policy and Management, Waltham, MA  
Pew Advanced Fellowship and VA Fellowship in Health Services Research  
Post-Graduate Certificate (A.B.D.), Social and Health Planning, Columbia University, NY,  
School of Social Work, N.I.M.H. Fellowship  
M.S.W. Social Work Practice, New York University, New York, N.I.M.H. Fellowship  
B.A. Mathematics/Sociology, Queens College of the City University of New York

## PROFESSIONAL EXPERIENCE

**Community Health Programs, Berkshire County, MA** Nov 2022-present  
Board Member of the only Western MA Federally Qualified Health Center, serving 32,000 patients, employing 220 clinicians and support staff with an annual budget of \$25.9 million serving a diverse population of the insured and uninsured; citizens and residents regardless of immigration status.

**Volunteers in Medicine, Great Barrington, MA** Nov 2020-present  
Assisting with registration, screening, and care management; services to undocumented immigrants and their families.

**Berkshire Alliance in Support of the Immigrant Community (B.A.S.I.C.)** Sept. 2020-present  
Chair of multi-agency work groups: Financial Literacy for Immigrants with emphasis on right to work, benefits, and pathway to financial stability: Advocacy (including educational campaign, that supported the driver's license initiative.

**Admin. Coordinator/Social Work Manager, New Sanctuary Coalition** Dec. 2016-May 2021  
Office organization and administration. Case management of undocumented immigrants in stages of detention and deportation; manage families impacted by policies that break up families. Supervision of graduate social work interns from N.Y.U., Hunter College, and Fordham University and undergraduate interns from Columbia, N.Y.U., the New School, and Tufts. Liaison to volunteer immigration attorneys. During the pandemic managed 50 breakout rooms that included immigrant seeking help, interpreter and volunteer note taker, application assistance and connected to social work interns to assist in community resources. Program was based on a multi-faith approach located at Judson Memorial Church in NYC.

**Sharing the Dream, Panajachel, Guatemala** 2014-2019  
Consultant to NGO Sharing the Dream promoting sustainable fair trade by providing fair wages, training and employment opportunities to low-income artisans and services to elders (mostly women.) Evaluated on-the-ground project and determined need for staff change; recruited new Executive Director. Returning for brief followup consultation February 2024.

**Director, Outreach, El Taller Latino Americano** July 2012-Jan. 2016  
Administrative supervision, strategic planning, budget, grant preparation, supervision, and reporting; development of school contracts for after-school and teaching non-Spanish speaking teachers to introduce Latin American language and culture in the classroom. El Taller is a NYC non-profit organization teaching Spanish of the Americas through music, art and culture.

**Consultant CIVITAS** Dec. 2011-July 2012  
Grant application, management, reporting, and support for CIVITAS, promoting environmental justice collaboration between New York's Upper East Side and East Harlem.

**U.S. Literacy Brigade in support of Círculos de Alfabetización in El Salvador** Jun 2012-July 2012  
Provided accompaniment through CISPES (Committee for Solidarity with the People of El Salvador) to rural and urban literacy circles run with the support of Cuba educators & materials.

**Human Rights/Accompaniment: Honduras** Oct. 2011-Nov. 2011  
Visited the Aguan Valley to help develop a project of international observation of the role of government and private landowners to remove farmers and their families from land.

**Peace Corps:** Mar. 2010-Jun. 2011  
**Rural Community Development/San Ignacio Office** serving 17 rural villages in Cayo District, Belize; organization, program planning, & community dev. consultant; Conducted in Spanish project design, management and fund development in rural communities with emphasis on low literacy skills. Also assisted a newly created domestic violence program obtaining grants, board development, budget preparation, and provided direct counseling to DV clients.

**Health and Social Services-domestic and international:** Jan. 2008 to Mar. 2014

**Consultant:** Program evaluation and accountability, improving foundation fund-raising strategies and revenues, preparing proposals, reporting, targeting major donors, managing donor databases, and developing fundable health, social service, and environmental justice projects in the U.S. and Central America. Workshops on successful grant preparation and program accountability are provided. Client consultations included Doctors for Global Health,

Mary Open Door, Belize Rural Development, Bridges to Community, Centro de Educación de Trabajadores, Counseling in Schools, and One Stop Senior Services.

**Dos Pueblos: New York-Tipitapa Sister City Project**, New York Jul. 2003 to Jan. 2008

**Executive Director:** Responsible for managing a non-profit organization whose mission was to maintain a relationship begun in 1987 between the people of New York City and Tipitapa, Nicaragua. Prepare grants, organize events, lead delegation trips, manage donor base, and develop healthy environment/health promotion projects. Generate and manage foundation support..

**Seeds of Peace**, New York, NY; Washington, DC; Maine; Jerusalem, Gaza, West Bank

Oct. 2000 to Sep. 2003

- a) **Executive Director (Oct. 2001 to Sep. 2003):** Responsible for day-to-day operations of a \$6 million non-governmental organization--supervision of staff of 12 responsible for development, events planning, speaking engagements including Seeds of Peace youth, educational program, grants coordination, press and media relations. Secured and managed \$3 million in federal & foundation grants. Program for children from regions of conflict to develop peace-making skills.
- b) **Grants Officer (Oct. 2000-Oct. 2001):** Responsible for development of proposals plan, grants coordination, database system creation, for this extraordinary NGO whose mission is to bring together youth from regions of conflict for peaceful coexistence/ conflict resolution programs at its international summer camp in Maine and its Center for Coexistence in Jerusalem. Focus has been Palestinian, Arab Israeli and Jewish Israeli youth, and Arab youth from Egypt, Jordan, Yemen, Qatar, Tunisia, and Morocco, and expansion into the Balkans, the divided island of Cyprus, India-Pakistan, Afghanistan, and U.S. youth (over 2000 youth are actively involved in peacemaking activities).

**(Almost-)Fulbright Scholar in Public Health (awarded May 2000 to begin Jan. 2001):**

Awarded to conduct a community assessment under the auspices of Birzeit University, West Bank, Palestine (delayed and eventually canceled due to Intifada) – then was awarded to go to Beirut, Lebanon but I turned it down because I had accepted position at Seeds of Peace. Then I was awarded a Fulbright fellowship in epidemiology that was approved but not funded (2004-5) in Nicaragua.

**Westchester County Department of Health**, New Rochelle, NY Nov. 1990 to May 2000

**Assistant Commissioner:** Responsible for planning health services and facilities improvements, vital statistics collection and data analysis, program evaluation, grants development/coordination, systems development/ coordination/liaison, contract management, and policy development for county health department serving a diverse population of 1 million residents. Supervised staff of management analysts, biostatisticians, program administrators, researchers and support staff and administration of Greenburgh Neighborhood Health Center (FQHC); supervised graduate policy and public health students from New York Medical College, Sarah Lawrence College and others; responsible for all data systems including new systems design and maintenance, prepared community health assessment and public health services plan required by State law to obtain state aid and other funding; represented department at local, state, regional, professional and public health planning meetings. Support and maintain over \$10 million in grants.



**Continuing Care Consulting**, New York and Massachusetts 1987 to 1990  
Built a consulting business which specialized in helping health care institutions adjust to a rapidly changing environment: supervising preparation for meeting regulatory body reporting requirements, utilization policy, preparation of grant proposals, research, computerization analyses, and optimal use of health and social resources. Clients included general, rehabilitation, and psychiatric hospitals, private physicians offices, family agencies, home care agencies, lawyers-guardians, insurance companies, employer groups, and individuals and families with a focus on planning, evaluation, and research in areas of utilization management, discharge planning, use of alternative delivery systems, and revenue enhancement (while completing Ph.D.)

**Presbyterian Health Resources, Inc.**, New York 1985 to 1987  
**Director, Alternative Healthcare Services:** for-profit corporation of the Columbia-Presbyterian Medical Center, designed revenue producing "soft" services programs for hospitals and other health providers. Consulted with large health care systems on program evaluation and planning in the area of health services delivery and post-care planning.

**Columbia-Presbyterian Medical Center, North Central Bronx Hospital, Englewood Hospital**  
**Director, Social Work, Utilization Review, and Discharge Planning** 1971 to 1985  
Developed multidisciplinary programs in large voluntary, teaching hospital, public hospital and community hospital to assure optimal use of resources; prepared grants for outpatient care, rape crisis intervention, child abuse and neglect services, services to the elderly; supervised staff of approximately 150 including all social work and utilization management staff.  
Developed the first HIV/AIDS social service program at the beginning of the pandemic.

### ACADEMIC APPOINTMENTS

**New York Medical College**, Valhalla, New York 1993 to 2003  
**Visiting Lecturer:** Department of International and General Public Health  
**University of Lowell**, Lowell, Massachusetts 1989 to 1990  
**Adjunct Lecturer:** Responsible for teaching health care organizational behavior emphasizing administration, program design and evaluation, organization development, and policy planning to Masters level students.  
**Columbia University College of Physicians and Surgeons**, New York 1982 to 1987  
**Assistant Professor:** Department of Medicine  
**St. Peter's College**, Englewood Cliffs, New Jersey 1978 to 1981  
**Adjunct Instructor:** Department of Health Management, responsible for teaching health organization and management to undergraduate students in the health sciences.

### PUBLICATIONS

1993 "Testing the Effectiveness of a Fabric Boom in Improving Water Quality at a Bathing Beach." Co-author. Journal of Environmental Health, 56, 7, Mar., pp 7-12.  
1990 "Women, Myocardial Infarction, and Dementia in the Very Old." Co-author. Neurology, Jul., pp. 1102-1106.  
1990 "The Attitude of Physicians Toward Health Care Cost Containment Policies." Co-authored. Health Services Research, Apr. 25:1, pp. 25-42.  
1988 Review of Steven Kelman's Making Public Policy: A Hopeful View of American Government. In New England Journal of Human Services, VIII, 4.

- 1987 "Clarification on PPS." Health/PAC Bulletin, Jun. 17:3, p. 31.
- 1987 "Problems for Social Work in a Strike Situation: Professional, Ethical, and Value Considerations." Social Work, May-Jun., 3, pp. 252-261.
- 1987 "High-Risk Screening: Has Its Time Passed?" Discharge Planning Update. published by the American Hospital Association.
- 1986 Review of Crisis Intervention by Karl A. Slaikeu. Newton, MA: Allyn and Bacon. In Social Work in Health Care, 11, 3.
- 1985 "Designing Information Systems for Hospital Management." Co-author. In Computers in Human Services, 1,3.
- 1984 "Discharge Planning Coordination." The Coordinator, 3,8
- 1984 Review of Medicaid and Nursing Home Care: Cost Increases and the Need for Services . . . U.S. Government Printing Office. In Discharge Planning Update. published by the American Hospital Association.
- 1983 Review of Home Hospital by Lois Barclay Murphy. In Social Work in Health Care, 9,2.
- 1980 "Response to 'Concepts in the Financial Management of Hospital Social Work Depts.'," In Social Work in Health Care, 5,3.
- 1979 "The Hospitalized Terminally Ill Patient." In Caryl Germain, Social Work Practice: People and Environment. Columbia University Press, pp. 3-45

## PROFESSIONAL PRESENTATIONS

Workshops on Issues of Immigration: Dec. 2016-present

Workshop: Fundraising 101: Grants, Major Donors, Data Systems; Managua, Nicaragua, February 2009; Belize, Dec. 2010 and Mar. 2011

Workshop on Development, Doctors for Global Health, Iowa City, IA, July 2008

Workshop on Nicaragua for National High School Model United Nations, NYC, March 2008

Workshop on grant writing: Bridges to Community, Masaya, Nicaragua, February 2008

Presentations in four workshops: human rights, advocacy and collaboration, youth projects, labor rights, and fund raising techniques in the U.S. at the International Conference of Sister Communities, Managua, Nicaragua, Jul. 2005 and Jul. 2007

Frequent presentations on the Seeds of Peace Program throughout the US 2000.-2003

Developing and Maintaining a Public Health Immunization Registry and Barriers to Expansion to the Private Sector." 34th National Immunization Conference, U.S. Dept. of Health and Human Services, Public Health Service, CDC,. Washington, DC, Jul. 2000 presented by co-author D. Bruno, M.D.

"Developing an Automated Immunization Registry and Information System Using an Existing Management Information and Billing System." 124th Annual Meeting, American Public Health Association, New York, NY, Nov. 1996.

"Characteristics of a Countywide Lead Poisoning Prevention Program." Co-author. 124th Annual Meeting. American Public Health Association, New York, NY, Nov. 1996.

"Infant Mortality and Low Birthweight Trends: Issues of Race." New York State Public Health Association Annual Conference, White Plains, NY, Jun. 1995.

"Provisions for Learning Opportunities for Graduate Students: New Programs for Health Agencies, and Potential Jobs for Both." 122nd Annual Meeting, American Public Health Association, Washington, DC, Nov. 1994.

"Targeting High Risk Populations: Using Focused Small-Area Analysis of 1990 Census Data: Childhood Lead Poisoning Prevention." Co-authored. 122nd Annual Meeting, American Public

Health Association, Washington, DC, Nov. 1994.

"Techniques for Community Health Assessment in Rural Areas" and "Use of EPI-INFO" presented in Spanish. U.S.-El Salvador Colloquium on Health, Medical School of El Salvador, San Salvador, El Salvador, Oct. 1994.

"Health Care in El Salvador." Westchester County Department of Health, Hawthorne, NY, Jan. 1994.

"Using Grants to Create/Expand/Maintain Innovative Programs." New York State Association of County Health Officials, Albany, NY, Oct. 1993.

"Designing Data Management Systems." National Conf. on Childhood Lead Poisoning, U.S. Public Health Service, Centers for Disease Control and Prevention, Atlanta, GA, Dec. 1992.

"Public Health and Health Services in Cuba." Westchester County Department of Health, Hawthorne, NY, Sep. 1992, and New York Medical College, Valhalla, NY, Jun. 1992.

"Use of Vital Statistics." Seminar in Epidemiology. Health Sciences Program, New York Medical College, Valhalla, NY, Jun. 1992.



# ALEXANDRIA RUSSELL

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## EDUCATION

- University of South Carolina, *Columbia, South Carolina* December 2018  
**Ph.D. in *History***  
Dissertation: Sites Seen & Unseen: Mapping African American Women's Public Memorialization
- College of Charleston, *Charleston, South Carolina* December 2009  
**B.A. in *Political Science***  
**B.S. in *Secondary Education***  
South Carolina Teacher Certification in Secondary Social Studies

## RESEARCH & SCHOLARSHIP

### BOOKS

- ❖ ***Black Women Legacies: Public History Sites Seen & Unseen***  
*University of Illinois Press* (Fall 2024)

### ARTICLES

- ❖ **“‘In Them She Built Monuments’: Celia Dial Saxon & American Memory”**  
*Journal of African American History* (Summer 2021)

## FELLOWSHIPS

- ❖ **W.E.B. Du Bois Research Center, Hutchins Family Fellow** August 2023—May 2024  
Hutchins Center, Harvard University
- ❖ **Charles Warren Center American Democracy Fellow** July 2022—June 2023  
Harvard University
- ❖ **W.E.B. Du Bois Center Postdoctoral Fellow** Summer 2019  
University of Massachusetts-Amherst

## PROFESSIONAL EXPERIENCE

- ❖ **Interim Vice President of Education & External Engagement** January 2024—Present  
*Boston Symphony Orchestra*
- ❖ **Equity, Diversity, & Inclusion Curator** March 2023—December '23  
*Boston Symphony Orchestra*
- ❖ **Research Fellow for digital humanities** July 2021—July 2023  
*Harvard and the Legacy of Slavery, Harvard Radcliffe Institute, Cambridge, MA*
- ❖ **Scarlet & Black Post-Doctoral Associate** July 2019—July 2021  
*Rutgers University Department of History, New Brunswick, NJ*

## TEACHING EXPERIENCE

- ❖ **Instructor, “THE AMERICAN UNIVERSITY”** May 2020  
*Mellon Price Summer Institute, Rutgers University-Newark, NJ*
- ❖ **Instructor, “U.S. HISTORY SINCE 1865”** Fall 2017  
*University of South Carolina Department of History, Columbia, SC*
- ❖ **United States History Teacher Assistant** Fall 2014—Spring 2015  
*University of South Carolina Department of History, Columbia, SC*
- ❖ **Social Studies Teacher (Grades 7 & 8)** Fall 2011—June 2014  
*Sangaree Middle School, Berkeley County Public Schools, Ladson, SC*

## PUBLIC HISTORY & COMMUNITY ENGAGEMENT EXPERIENCE

- ❖ **Founder & Executive Director, Black Women Legacies, Inc.** August 2022—Present  
*Columbia, SC*
- ❖ **Education Consultant “Angela Davis—Seize the Time” Exhibition** Spring 2021  
*Zimmerli Art Museum, Rutgers University*
- ❖ **Historical Consultant, City of Women Project** Spring 2019  
*Historic Columbia, Columbia, SC*
- ❖ **Education Coordinator, Columbia '63 Public History Project,** Summer 2015  
*Columbia, SC*
- ❖ **Education Committee Member, SC African American History Calendar** Fall 2013  
*Columbia, SC*
- ❖ **Teacher Ranger Teacher, Charles Pinckney NPS Historic Site** Summer 2013  
*Mt. Pleasant, SC*

## DIGITAL HUMANITIES EXPERIENCE

- ❖ **Project Development Director** Fall 2022—Present  
*Black Women Legacies Digital Mapping Program*
- ❖ **Project Manager & Lead Content Developer** May 2022—June 2023  
*[The Garden Initiative for Black Women’s Religious Activism](#)*
- ❖ **Project Development Director** July 2021—July 2023  
*[Harvard & the Legacy of Slavery Tour Experience](#) (Webby nominated), and “[A Legacy of Leadership](#)”*

- ❖ **Project Development Liaison** Fall 2021—Summer 2022  
[WeClaimSpace.org](http://WeClaimSpace.org)  
 Harvard & The Legacy of Slavery, and  
 Museum of African American History (Boston)
- ❖ **Digitization Director** Spring 2019—Spring 2020  
*Alice Jennings Archibald Local History Room*  
 Scarlet & Black Project, New Brunswick A.M.E. Church

## PROFESSIONAL PRESENTATIONS

### INVITED PRESENTATIONS

- ❖ **“MAPPING BLACK WOMEN LEGACIES IN SOUTH CAROLINA,”** *Lower Richland Heritage & Genealogy Society* (August 2023)
- ❖ **“MAPPING BLACK WOMEN LEGACIES THROUGH THE DIGITAL HUMANITIES,”** *Norman B. Leventhal Map Center, Boston Public Library* (July 2023)
- ❖ **“FINDING CELIA DIAL SAXON: RECOVERING HISTORIES OF AFRICAN AMERICAN WOMEN,”** *Professor Jazmya Sutton, Miami University* (March 2023)
- ❖ **“ENGAGING THE PUBLIC WITH COMPLEX HISTORIES: THE HARVARD & THE LEGACY OF SLAVERY TOUR EXPERIENCE,”** *Slave Legacy History Coalition* (December 2022)
- ❖ **“SLAVERY & PUBLIC HISTORY: PAINTING A DIGITAL LANDSCAPE OF ENSLAVEMENT,”** *Professor Tiya Miles, Slavery & Public History Seminar, Harvard University* (November 2022)
- ❖ Moderator, **“ISSUES IN BLACK ARCHIVAL WORK,”** *“Angela Davis—Seize the Time” Exhibition, Zimmerli Art Museum, Rutgers University* (October 2021)
- ❖ **“RECKONING WITH ERASURE: HIGHLIGHTING AFRICAN AMERICAN PUBLIC HISTORY IN MONUMENT DISCOURSE,”** *Public Humanities & the Democratic Commons Conference, Hunter College, City University of New York* (April 2021)
- ❖ Scarlet & Black Project, **“EXPLORING BLACK HISTORY IN NEW JERSEY: NEW DISCOVERIES & RESEARCH,”** *New Jersey Historical Commission* (February 2021)
- ❖ Scarlet & Black Project, **“ALICE JENNINGS ARCHIBALD MURAL UNVEILING,”** *coLAB Arts, New Brunswick, NJ* (January 2021)
- ❖ International Lecturer, **“COMMEMORATING FREEDOM: AFRICAN AMERICAN WOMEN’S PUBLIC HISTORY IN THE JIM CROW ERA,”** *Uncomfortable Oxford Public Lecture Series, Oxford, UK* (October 2020)
- ❖ **“AFRICAN AMERICANS IN EARLY NEW JERSEY,”** *Edwin B. Forsythe National Wildlife Reserve Virtual Presentation Series* (June 2020)



- ❖ **“W.E.B. DU BOIS & THE PHILLIS WHEATLEY BRAND: MAPPING BLACK WOMEN’S MEMORIALIZATION IN THE EARLY TWENTIETH CENTURY,”** *The W.E.B. Du Bois Center*, University of Massachusetts-Amherst (October 2019)
- ❖ **“FROM THEORY TO MONUMENTS: PAST, PRESENT, & FUTURE TRAJECTORIES OF AFRICAN AMERICAN WOMEN’S PUBLIC MEMORIALIZATION,”** *But What Does Wonder Do?: A Conference of Emergent Black Studies*, Stanford University (April 2019)
- ❖ **CHARLES K. HYDE VISITING PRACTITIONER,** *“The Museum in African America,”* University of Massachusetts-Amherst (March 2019)
- ❖ **“HINE SITES: BLACK WOMEN AND THE RE-CONSTRUCTION OF AMERICAN PUBLIC HISTORY,”** *“Hinesite: A Symposium on the Work of Darlene Clark Hine,”* Northwestern University (May 2017)
- ❖ **“EXPLORING AFRICAN AMERICAN WOMEN’S MEMORIALIZATION IN COLUMBIA THROUGH THE MANN-SIMONS SITE,”** *South Carolina Federation of Museums Conference*, Historic Columbia Foundation (March 2017)
- ❖ **“CELIA DIAL SAXON: AFRICAN AMERICAN WOMEN’S GENDERED LABOR,”** *Critical Interactives Digital Humanities Seminar*, University of South Carolina (January 2017)

## CONFERENCE PRESENTATIONS

- ❖ **“Highlighting the Historical & Commemorative Significance of the 1973 Phillis Wheatley Poetry Festival,”** *50<sup>th</sup> Anniversary PWPF Conference*, Jackson State University (November 2023)
- ❖ **“Resisting Erasure: Celebrating Black Women Legacies in the Digital Humanities,”** *Association for the Study of African American Life & History Conference* (September 2023)
- ❖ Panel Organizer & Panelist, **“State of the Field: Black Women’s Public History,”** *National Council of Public History Annual Conference* (April 2023)
- ❖ **“‘An Occasion of Great Distinction’: Celebrating the 50<sup>th</sup> Anniversary of the Phillis Wheatley Poetry Festival,”** *Association of Black Women Historians Symposium* (December 2022)
- ❖ **“Fighting Erasure: Celebrating Black Cultural Landscapes in University Slavery Initiatives”** *American Anthropological Association Annual Meeting* (November 2022)
- ❖ **“Confronting Complex Legacies: Reckoning with the Landscape of Enslavement at Harvard,”** *Universities Studying Slavery Conference*, University of Virginia (October 2022)
- ❖ **“African American Women Memorials in the West in the 20<sup>th</sup> Century,”** *Western History Association Pre-Con Conference* (October 2021)
- ❖ **“And She Was Loved’: Memorials to African American Women in the United States,”** *National Council of Public History Annual Meeting* (March 2021)
- ❖ **“The Mary Clubs: Named Memorials of the National Association of Colored Women in the Early Twentieth Century,”** *10<sup>th</sup> Annual Lemon Project Spring Symposium at William & Mary* (March 2021)

- ❖ **“Historic Columbia at Deckle Edge: City of Women Project,”** *Deckle Edge South Carolina’s Literary Festival* (March 2019)
- ❖ **“Legacies of Triumph: African American Women’s Memorialization in Public History Sites,”** *American Historical Association 133<sup>rd</sup> Annual Meeting* (January 2019)
- ❖ **“Creating Their Own World: African American Women’s Public History,”** *Association of Black Women’s Historians Symposium, Our Foremother’s Keepers: The Art and Practice of Black Women’s History* (December 2018)
- ❖ **“The Phillis Wheatley Brand: African American Women’s Memorialization in the Early Twentieth Century,”** *Graduate Association for African American History Conference, The University of Memphis* (October 2018)
- ❖ **“Sites Seen & Unseen: The Memorialization of African American Women in National Park Service Historic Sites,”** *Association for the Study of African American Life & History Centennial Conference* (September 2015)

### GRANT & AWARDS

- ❖ **South Carolina Preservation Service Award** June 2023  
SC Department of Archives & History,  
Preservation South Carolina, Office of the Governor
- ❖ **Smith Richardson Travel Grant** March 2017  
University of South Carolina History Department
- ❖ **Rose Library Research Fellowship** April 2017  
Emory University
- ❖ **Scholarship Award** June 2017  
Digital Humanities Summer Institute, *University of Victoria*
- ❖ **Honorable Mention** Spring 2015  
Ford Foundation Predoctoral Fellowship

### ADDITIONAL PROFESSIONAL EXPERIENCE

- ❖ **Library Circulation Specialist** Spring 2018—Fall 2018  
*University of South Carolina Thomas Cooper Library, Columbia, SC*
- ❖ **USC History Department Graduate Research Assistant** August 2016—May 2017  
*Center for Civil Rights History & Research, Columbia, SC*
- ❖ **USC History Department Graduate Research Assistant** August 2015—May 2016  
*Richland County Conservation Commission, Columbia, SC*
- ❖ **Scheduler** April 2010—July 2011  
*Rep. James E. Clyburn, Assistant Democratic Leader, Washington, DC*

- ❖ **Staff Assistant** May 2009—April 2010  
*Office of Rep. James E. Clyburn, House Majority Whip, Washington, DC*
  
- ❖ **Reading Room Attendant & Tour Guide Intern** Fall 2005—Spring 2007  
*Avery Research Center at College of Charleston, Charleston, SC*

### PROFESSIONAL SERVICE

- ❖ **Mentor** Fall 2019—Present  
Undergraduate & Graduate Student Research Assistants
  
- ❖ **President & Co-Founder** May 2015—May 2017  
*African American Studies Graduate Society, University of South Carolina*
  
- ❖ **Jubilee: Festival of Black History & Culture Volunteer** Summer 2014—2016  
*Historic Columbia Foundation*
  
- ❖ **Traveling Trunk Elementary School Presenter** Fall 2014  
*Historic Columbia Foundation*
  
- ❖ **Conference & Special Program Volunteer** 2012—2014  
*Avery Research Center*

### PROFESSIONAL AFFILIATIONS

- ❖ American Historical Association
- ❖ American Association for State & Local History
- ❖ Association of Black Women Historians
- ❖ Association of African American Museums
- ❖ Association for the Study of African American Life & History
- ❖ Coordinating Council for Women in History
- ❖ National Council for Public History
- ❖ Sigma Gamma Rho Sorority, Incorporated
- ❖ Universities Studying Slavery
- ❖ Western History Association

# Dubois Thomas

## Education

### **Bucknell University - Lewisburg, PA**

*Bachelor of Arts – M. Philosophy m. Sociology & m. Education (2002 - 2006)*

## Professional Experience

### **Blackshires Community Empowerment Foundation - Berkshires, MA**

#### **Co-Founder & Lead Facilitator**

- Currently serving as President of the Board
- Co-Manager and Lead Facilitator of the Blackshires Leadership Accelerator Program

### **Central Berkshire Habitat for Humanity - Pittsfield, MA    Jul 2019-Sep 2022**

#### **Neighborhood Revitalization Director**

- Recruit, onboard, and supervise a team of Community Navigators
- Recruit, onboard, and supervise Commonwealth Corps Service Members
- Plan and facilitate regular community meetings and workshops
- Liaise with Pittsfield City government and partner organizations to explore opportunities for collaboration to the benefit of vulnerable community members
- Oversee the development of a comprehensive plan to improve the quality of life in and around the Westside Neighborhood of Pittsfield
- Produce program proposals for grant and funding requests
- Manage and maintain internal databases tracking program activities
- Produce regular statistical and narrative reports for funders and supporters.

### **Cypress Hills LDC – Brooklyn, NY**

Mar 2016-May 2018

#### **Director of Tenant Organizing and Counseling**

- Hire, train, supervise and evaluate tenant organizers, counselors, and interns



- Create and facilitate workshops about housing rights, responsibilities, laws, and processes
- Complete surveys of distressed buildings and work with tenant organizers to organize tenants
- Hold regular meetings with tenants to identify and prioritize issues for building improvement campaigns (e.g. repairs, unresponsive management or landlords, shoddy maintenance, breach of rent-stabilization regulations)
- Connect Cypress Hills residents to city-wide affordable housing campaigns as part of a city-wide coalition of low-income immigrant communities fighting for housing justice.
- Counsel tenants individually as needed, and provide ongoing assistance to tenants to resolve their housing problems, through case management, advocacy, and tenant organizing
- Manage and maintain databases for contract reporting and complete quarterly reports for funders
- Provide monthly narratives and statistical reports on work accomplished

**NYS HCR, Tenant Protection Unit – Jamaica, NY**

Sep 2015-Feb 2016

**Project Assistant – Auditor**

- Collect and disseminate evidence of landlord fraud and systemic non-compliance. Review data, analytical reports, agency case files, agency databases, other municipal databases, and open source material
- Analyze and investigate Individual Apartment Improvement (IAI) claims by owners by analyzing rent records (including rent rolls, contracts, invoices, receipts, work orders, mortgages, municipal approvals, and deeds) and preparing correspondence to owners based on findings, and determining steps to finalize investigations
- Collaborate with a team of auditors, paralegals, investigators, inspectors, and attorneys
- Communicate with landlords, their managing agents, tenants, and tenant advocates regarding tenant complaints and TPU initiatives

**Cypress Hills LDC - Brooklyn, NY**

Feb 2013-Aug 2015

**Senior Tenant Organizer/Counselor**

- Responsible for the leadership development of tenants in order to create and sustain tenant associations and build community power
- Manage tenant services clinic in the Cypress Hills/East New York Community including coordinating legal services, direct advocacy in housing court, and facilitating workshops on legal and rent issues to groups of tenants
- Responsible for conducting surveys of multi-unit buildings (major systems and individual apartments) and distressed properties in the local community under a contract with the NYC Department of Housing Preservation and Development (HPD) Division of Neighborhood Preservation
- Supervise and coach new organizing staff and interns
- Organizing member of City-wide coalitions campaigning for housing justice

**JLP Metro Management – Bronx, NY**

Nov 2010-Jan 2013

**Real Estate Manager**

- Manage a portfolio of multiple dwelling properties, some during foreclosure proceedings on behalf of the court-appointed receiver
- Respond to tenant and shareholder issues in low-income cooperative (HDFC) buildings
- Manage conflicts and legal proceedings between ownership, tenants, and shareholders
- Oversee repair, remodel, and construction projects
- Coordination of city, state, and federal agency violations, licenses, permits, fees, and subsidy payments
- Coordination of service contractors, vendors and site employees

**Garcia Building Management– Bronx, NY**

May 2004-Nov 2010

**Associate Property Manager**

- Manage a portfolio of multiple dwelling properties subsidized by city, state, and federal affordable housing programs
- Respond to Tenant and Shareholder issues in the portfolio of low-income cooperative (HDFC) buildings
- Oversee special projects including Citizens Energy Oil Heat Program and free refurbished computer distribution and installation to all Tax Credit units
- Maintain accounts, supervise bookkeeping and accounts payable/receivable for the entire portfolio of 26 buildings with 540 units

**Skills/Certifications**

- Proficient in Spanish
- Center for Neighborhood Leadership NYC Organizing Academy graduate
- Harvard Kennedy School of Executive Education Certificate of Completion
  - Leadership, Organizing, and Action: Leading Change      Spring 2021

**Mark Pruhenski**

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**From:** [REDACTED]  
**Sent:** Wednesday, January 31, 2024 7:22 AM  
**To:** Ny Whitaker; Mark Pruhenski  
**Subject:** Du Bois Legacy Committee - Consideration to Fill Vacancy  
**Attachments:** ABOUT NY WHITAKER November 2023.pdf

**\*\*CAUTION:\*\***

**\*\*This is an external email, be vigilant\*\***

**\*\*\*Do not click links or open attachments unless you recognize the sender (and their email address) and know the content is safe\*\*\***

My name is Professor Nylissa E. Whitaker, and I am honored to serve as the new Executive Director of The W. E. B. Du Bois Center for Freedom and Democracy in Great Barrington.

*([Du Bois Freedom Center appoints Ny Whitaker as new director](#) | [South Berkshires](#) | [berkshireeagle.com](#))*

I humbly submit my background for consideration to fill a vacant seat on the Du Bois Legacy Committee as I truly believe that all of the local organizations who are committed to uplifting the legacy of Du Bois should work in partnership to celebrate his birthday and contributions to our society by anchoring his legacy as we build bonds with all who live, work in, and visit our community.

Growing up in East Harlem, we celebrated African American legends like Arturo Schomburg, James Baldwin, and Langston Hughes. As a member of the Community Board, I worked with my colleagues to elevate their work and wisdom for all to connect with, and also identified a second African American burial in East Harlem which we advocated to have designated as a sacred site for all to pay their respects to our elders.

It is my hope as a new member of the Great Barrington community, to work in partnership with the Town's leadership to incorporate our Du Bois Freedom Center collection and our future site as well as leverage our collective networks to support the work of the Committee.

I admire Gwendolyn VanSant and would be honored to work in collaboration with her, the Town, and the Legacy Committee to make its mission a reality.

Thank you in advance for your consideration.

All the Best,

**NY WHITAKER**

**Executive / Consultant / Entrepreneur / Educator / Coach**  
**Former White House Presidential Appointee**  
**Executive Director, The W. E. B. Du Bois Center for Freedom and Democracy**  
**Chief Strategist, PROJECT NYNE & EVENTS BY NY**  
**Founder, New York for Biden+Harris**





### **ABOUT NY WHITAKER**

Ny Whitaker is an entrepreneur who has also served as corporate and nonprofit executive, an educator, political strategist, elected official, and philanthropist. She has founded three companies over two decades to address the growing needs of her broad and eclectic client base.

In her role as Founder & Chief Strategist at PROJECT NYNE PRODUCTIONS, Ms. Whitaker is responsible for the company's overall vision, branding, political and community partnerships, managing client relations, and the strategic development of all client projects.

Ms. Whitaker has more than 20 years of experience in government, policy and public affairs, event management, business development, sales, fundraising, and marketing which she honed while serving in leadership positions in the technology, entertainment, toy, gift, education, political, healthcare, nonprofit, and media industries. She leverages proven industry best practices, mission-based marketing, access to her extensive personal and professional network, and cost-saving methodologies to help organizations maximize their human and financial capital to innovatively exceed project expectations.

Ms. Whitaker is an event marketer who has developed conferences, trainings, fundraisers, and special events for corporate and nonprofit clients on topics such as business innovation, workforce development, community organizing, education, nonprofit leadership, art & design, talent management, environmental sustainability, e-business, psychopharmacology, private equity, fashion & beauty trends, domestic violence, and diversity. She has managed these events from concept to completion and assisted with key elements including outreach, site selection, contract negotiations, budget management, event logistics, staffing, catering, marketing/branding, sponsorship sales & fundraising, theme & agenda development, speaker/honoree recruitment, database management, registration, and on-site support to name a few of her company's consulting services.

Ms. Whitaker has cultivated and managed relationships with C-suite executives, strategic partners, investors, and donors to develop social impact projects both locally and nationally. She has produced cause/community awareness initiatives by successfully implementing fundraising and sponsorship programs for clients such as The NY Health and Hospitals Corporation, The Altman Foundation, New York University, Parsons School of Design, Working Mother Media, St. John's University, GovernanceMatters, Mount Sinai Hospital, DealFlow Media, Transitions Optical, Carl Zeiss Vision, W Magazine, and The World Federation of United Nations. She has won awards for producing events for the Joe Torre's Safe at Home Foundation, iStar Financial, and President Mikhail Gorbachev's Global Green USA; and worked in partnership with Ogilvy Healthworld and Abbott Labs to launch the I Stand with Magic campaign for the Magic Johnson Foundation which included the production of a national series of free community concerts in honor of World AIDS Day.

For more than 15 years, Ms. Whitaker has taught Politics, Corporate Sponsorships, Strategic Communications, PR & Digital Media, and Events Marketing graduate level courses at NYU's School of Professionals Studies and has developed curriculum on Event Production as a Public Relations Tool, Minority Entrepreneurship, Women in Business, Re-Branding YOU and more. She has written articles on sponsorship program development, workplace diversity, entrepreneurship, education reform, domestic violence, and public/private partnerships. She is often contacted by the media for her opinion regarding event industry trends, gender politics and women's empowerment.

Ms. Whitaker is a political strategist and active community leader. A former Obama Alumni, in 2012, Ms. Whitaker had the privilege of telling the story as a single mother in Harlem prior to introducing President Obama when he spoke at The Apollo Theater which is currently featured in an HBO documentary about the historic venue. She is involved with the Participatory Budgeting Project, is a County Committee Member, Vice Treasurer & Event Director for the Manhattan County Democratic Party, and a NYS Delegate for the Democratic National Convention.

The former Executive Director of Emerge - which recruits and trains Democratic women to run for office nationally, she was the first ever - and first woman of color - to be appointed Women's Vote Director for the State of New York Democratic Party.

Ms. Whitaker helped uninsured New Yorkers #Get Covered and was featured in an advertising campaign to launch New York State of Health under the Affordable Health Care Act. In June of 2020, Ms. Whitaker founded New York for Biden+Harris 2020, a group of 70,000+ with the second highest national virtual volunteer activity into swing states during this first presidential campaign during a pandemic resulting in record wins up and down the ballot.

A proud union member, Ms. Whitaker holds degrees in Psychology, Marketing and Journalism as well as a certificate in Civic Engagement and Leadership from the CUNY School of Labor & Urban Studies. She serves on the Boards of CB11 Manhattan, the Association of Fundraising Professionals, the International Special Events Society, the Center for Arts Education, VoteMama, Meeting Planners International, and the Alumnae Board of Convent of the Sacred Heart School where she founded the school's first Minority Financial Aid Endowment Fund to increase diversity in the Upper School. She is known to frequently donate her services to nonprofits seeking to improve fundraising results and board engagement.

In 2019, she received the African American Day Parade Award for Community Service from Manhattan Borough President Gale Brewer among other accolades. In the Spring of 2022, Ms. Whitaker received a Presidential Appointment and served as the Senior Advisor for Communications & Intelligence in the Office of the Secretary at the United States Department of Agriculture where she provided strategic guidance to strengthen internal and external stakeholder engagement and oversaw a diverse portfolio of projects that advanced the goals of the Biden+Harris administration. She recently moved back to East Harlem and is focused on uplifting our diverse communities and increased economic empowerment for the people of NYC/NYS.

To contact Ny Whitaker, please email [REDACTED]





## OPEN MEETING LAW COMPLAINT FORM

Office of the Attorney General  
One Ashburton Place  
Boston, MA 02108

Please note that all fields are required unless otherwise noted.

### Your Contact Information:

First Name: Eileen Last Name: Mooney

Address: Post Office Box 567

City: Housatonic State: MA Zip Code: 01236

Phone Number: 4132746100 Ext.

Email: thenewsltr@gmail.com

Organization or Media Affiliation (if any): THE NEWSletter

Are you filing the complaint in your capacity as an individual, representative of an organization, or media?

(For statistical purposes only)

☐ Individual ☐ Organization ☒ Media

### Public Body that is the subject of this complaint:

☒ City/Town ☐ County ☐ Regional/District ☐ State

Name of Public Body (including city/town, county or region, if applicable): Great Barrington Selectboard

Specific person(s), if any, you allege committed the violation: Selectmen Steve Bannon, Leigh Davis, Eric Gabriel, Garfield Reed and Ben Elliott

Date of alleged violation: Jan. 31, 2024



## Description of alleged violation:

Describe the alleged violation that this complaint is about. If you believe the alleged violation was intentional, please say so and include the reasons supporting your belief.

Note: This text field has a maximum of 3000 characters.

The Selectboard went into executive session to "Motion: Move that the Board meet in executive session pursuant to MGL Ch. 30A sec. 21(a) for the following purpose: (3) To discuss strategy with respect to potential litigation if an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares and return to public session."

In open session after the executive session, the board agreed to hire an investigator to review the Police Department's handling of an incident involving that department's going to the Berkshire Hills Regional School District's middle-school classroom after school hours and with the administration's permission to seek a book about which the department had received a complaint.

The letter requesting the investigation and apparently providing the reason "potential litigation" was given as the reason to go into executive session was provided with the meeting's agenda as a public document.

I question whether the board's executive session was legitimate as hiring an investigator seems appropriate for discussion in public and nothing in the letter seems to indicate that litigation is pending.

As the Attorney General's Open Meeting Law Guide states:

Litigation Strategy: Discussions concerning strategy with respect to ongoing litigation obviously fit within this purpose but only if an open meeting may have a detrimental effect on the litigating position of the public body. Discussions relating to potential litigation are not covered by this exemption unless that litigation is clearly and imminently threatened or otherwise demonstrably likely. That a person is represented by counsel and supports a position adverse to the public body's does not by itself mean that litigation is imminently threatened or likely. Nor does the fact that a newspaper reports a party has threatened to sue necessarily mean imminent litigation.

What action do you want the public body to take in response to your complaint?

Note: This text field has a maximum of 500 characters.

I want the Selectboard to provide evidence that litigation is imminent and why discussion of having an investigation needed to be -- and under the Open Meeting Law could be -- in an executive session.

## Review, sign, and submit your complaint

### I. Disclosure of Your Complaint.

**Public Record.** Under most circumstances, your complaint, and any documents submitted with your complaint, is considered a public record and will be available to any member of the public upon request.

**Publication to Website.** As part of the Open Data Initiative, the AGO will publish to its website certain information regarding your complaint, including your name and the name of the public body. The AGO will not publish your contact information.

### II. Consulting With a Private Attorney.

The AGO cannot give you legal advice and is not able to be your private attorney, but represents the public interest. If you have any questions concerning your individual legal rights or responsibilities you should contact a private attorney.

### III. Submit Your Complaint to the Public Body.

The complaint must be filed first with the public body. If you have any questions, please contact the Division of Open Government by calling (617) 963-2540 or by email to [openmeeting@state.ma.us](mailto:openmeeting@state.ma.us).

By signing below, I acknowledge that I have read and understood the provisions above and certify that the information I have provided is true and correct to the best of my knowledge.

Signed: Eileen Mooney

Date: February 5, 2024

For Use By Public Body

Date Received by Public Body:

For Use By AGO

Date Received by AGO:

Stephen C. Bannon, Chair  
Leigh Davis  
Eric Gabriel  
Garfield Reed  
Ben Elliott



Town Hall, 334 Main Street  
Great Barrington, MA 01230

Telephone: (413) 528-1619 x2900  
Fax: (413) 528-2290

## TOWN OF GREAT BARRINGTON MASSACHUSETTS

### SELECTBOARD

February 8<sup>th</sup>, 2024

The Honorable James Arciero  
Chair, Joint Committee on  
Housing State House, Room 146  
Boston, MA 02133

The Honorable Lydia Edwards  
Chair, Joint Committee on Housing  
State House, Room 413-C  
Boston, MA 02133

Re: H.4138 *The Affordable Homes Act*

Dear Chairs Arciero and Edwards:

We write to you as municipal officials and staff who work each day to provide livable and affordable housing for our residents to express our enthusiastic support for *The Affordable Home Act*, particularly its provisions to enable local option transfer fees. We also wish to voice our support for the over a dozen home rule petitions that were filed in this and previous sessions.

We are incredibly grateful to Governor Healey for her inclusion of a local option transfer fee in H.4138 *The Affordable Homes Act*, and urge you to keep this provision in the final bill. We strongly believe that this critical tool will give our communities the ability to address local housing needs, and further our partnership with the Commonwealth as we work to address our housing challenges together.

The extreme housing costs that residents across the Commonwealth face today are the direct result of decades of underfunding and underproducing the housing that those residents need. We need a legislative solution that addresses these challenges from all angles, and we think that Transfer Fees must be part of the solution, alongside the state investments that are also proposed in *The Affordable Homes Act*. Transfer fees alone will not solve our housing crises, but taken together with state investments and other policy changes, transfer fees will allow us to invest local money in our local challenges and deliver better results for residents.

#### Transfer fees also offer the following benefits:

1. **If a community does not want a transfer fee, they do not have to opt in.** Allowing communities who choose to do so to collect these fees to support affordable housing, while not requiring that any community do so, recognizes the diversity of housing needs across the state.
2. **Transfer fees tie housing prices to the resources communities have to produce housing.** Transfer fees are assessed as a percentage of sale price, ensuring the resources we have to address our local affordable housing needs can keep pace with

the cost of housing.

3. **Transfer fees are targeted to high-end real estate transactions, where those who pay the fee can afford to do so.** While notable alternative funding mechanisms for affordable housing levy surcharges on all property owners, transfer fees will only impact those residents buying or selling a home over \$1,000,000 or the county median, meaning most residents selling high-end properties will pay them only once or twice in their lifetime, not every year as we do with property taxes.
4. **Fees are modest.** Collecting a fee of between .5% and 2% on high-end real estate transactions represents a small fraction of the value of property sold, a significantly lower amount than other closing costs, such as realtor fees.

As you know, a total of 17 communities have now requested the ability to use this tool, beginning with Provincetown in 2010. In the years since this initial request from Provincetown, circumstances have only become more dire. More than a dozen other communities have requested the tool, and other municipalities like Falmouth and Great Barrington are in the process of exploring options to do the same. Realizing this synergy across the state, several of our communities came together in support of Representative Connolly and Senator Comeford's H.2747/S.1771, and we are glad to see these and other parallel efforts come to fruition in the Governor's inclusion of a transfer fee in *The Affordable Homes Act*.

Our housing crisis is simply too great to leave funding and financing tools on the table. We must be able to use this tool that will allow us to generate additional resources for local affordable housing.

In the years we have spent working toward a transfer fee, we have identified several elements which are critical in ensuring transfer fees are accessible and useful tools for all communities. **As you consider the Governor's proposal, we again urge you to include local option transfer fees in all subsequent versions of the bill, with particular attention to the inclusion of the following components:**

Provision	Reason for Inclusion
<b><i>Local Option</i></b>	Transfer fees must remain local option so communities that don't want or need them can simply choose not to opt in.
<b><i>Appropriate Threshold for Statewide Use</i></b>	Home sale prices vary greatly across Massachusetts, with rural communities and Gateway cities often having property values well below \$1 million. A final bill should include a mechanism to make the tool available to these communities.
<b><i>Threshold Flexibility</i></b>	Allowing communities to set a threshold higher than the statewide threshold will allow them to tailor local transfer fees to local needs and market conditions.
<b><i>Reg'l Affordable Housing Commissions</i></b>	Allowing collaboration between multiple municipalities through regional affordable housing commissions is critical to making the tool available for rural communities across the Commonwealth.
<b><i>Fee Bearer Flexibility</i></b>	Allowing communities flexibility to determine whether buyers or sellers of a property bear fees will enable them to tailor their local transfer fee to local needs and market conditions.

<b><i>Further Local Exemptions</i></b>	Allowing municipalities to create further local exemptions to transfer fees such as exemptions for first time homebuyers or lower income seniors will enable them to protect vulnerable populations in their communities. Vulnerable populations differ by community, and thus further local exemptions are also necessary in some cases to prevent vulnerable communities.
<b><i>Applying Fees to Full Transaction</i></b>	Allowing municipalities to apply fees to the full amount of transactions, rather than only the amount in excess of the threshold, will allow communities with higher needs and sales prices closer to the \$1,000,000 threshold to generate significantly more revenue which is desperately needed to fund the increasing costs of affordable housing development

We know that housing production alone cannot solve our housing crisis. We firmly believe that in addition to revenue raising measures like local option transfer fees, the Commonwealth must also prioritize policies which provide vulnerable tenants and homeowners with additional protections and resources to guard against displacement.

Together, all of these investments, new tools, simplified zoning processes, and homeowner and tenant protections can help us to both meet the needs of our residents and start down the path necessary to produce adequate housing to resolve these challenges in the decades to come.

Thank you for your consideration of this letter. If you have any questions, please do not hesitate to reach out to Matt Walsh ([mwalsh@mapc.org](mailto:mwalsh@mapc.org)) and Mark Martinez ([mmartinez@mlri.org](mailto:mmartinez@mlri.org)).

Sincerely,

The Town of Great Barrington Selectboard

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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Agreement**

**By and Between**

**The Town of Great Barrington**

**And**

**The Berkshire Regional Planning Commission**

(as fiscal host for the Berkshire Public Health Alliance)

THIS AGREEMENT made as of the 5th day of February, 2024, is by and between the Town of Great Barrington and the Berkshire Regional Planning Commission, acting as fiscal host for the Berkshire Public Health Alliance, hereinafter called the COMMISSION.

WHEREAS, the TOWN OF GREAT BARRINGTON has entered into an Intermunicipal Agreement with other municipalities and the Berkshire Regional Planning Commission to create the Berkshire Public Health Alliance to improve the delivery of public health services;

WHEREAS, the Berkshire Regional Planning Commission has been designated as the Host Agency for the Berkshire Public Health Alliance;

WHEREAS, professional services are sought to assist the TOWN OF GREAT BARRINGTON in providing public health services and the Board of Health has agreed to appoint the Berkshire Public Health Alliance and its inspectors as health agent for this purpose.

NOW, THEREFORE THE PARTIES HERETO DO AGREE AS FOLLOWS:

1. **ENGAGEMENT OF COMMISSION:** The TOWN OF GREAT BARRINGTON hereby engages the COMMISSION to perform the services set forth herein and the COMMISSION hereby accepts the engagement.
2. **SCOPE OF SERVICES:** The COMMISSION shall perform the necessary services as described in Attachment A.
3. **RESPONSIBILITY OF THE TOWN OF GREAT BARRINGTON:** The TOWN OF GREAT BARRINGTON shall assume responsibility for assisting the COMMISSION insofar as possible for the purpose of efficiency and furnishing the COMMISSION with information needed to satisfactorily complete the services. The TOWN OF GREAT BARRINGTON shall appoint the Alliance and/or any individuals working for the Alliance as health agents for the Board of Health prior to any services being performed.
4. **REPORTING:** The COMMISSION will submit written reports to the TOWN OF GREAT BARRINGTON on the status of professional services as specified in Attachment A, or at other times as required.
5. **TIME OF PERFORMANCE:** The services of the COMMISSION are to commence on or about February 5, 2024, and shall be undertaken and completed in sequence as to assure their expeditious completion. All services required hereunder shall be completed no later than June 30, 2024.
6. **COMPENSATION:** The TOWN OF GREAT BARRINGTON will pay the COMMISSION \$80/hour for work as specified in Attachment A based on a mutually agreed upon invoice procedure.



7. **TERMINATION:** The TOWN OF GREAT BARRINGTON or COMMISSION may withdraw from this agreement for cause upon 15 days written notice. In case of withdrawal, all finished and unfinished material shall become the property of the TOWN OF GREAT BARRINGTON. In the event of termination by the TOWN OF GREAT BARRINGTON, the COMMISSION will be compensated for services provided to the date of termination.
8. **AMENDMENTS:** This agreement may be amended as agreed to in writing by the signatories hereto.
9. **NON-DISCRIMINATION:** The COMMISSION shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, or national origin.
10. **INDEMNIFICATION:** To the extent permitted by law, the TOWN OF GREAT BARRINGTON shall indemnify and hold the COMMISSION free from damages or liability resulting from the design, construction, operation or maintenance of the project, and from any subsequent future damage resulting from acts of mature, negligence, vandalism or other causes.
11. **CONFLICT OF INTEREST:** The COMMISSION shall adhere to the mandates of the Massachusetts Conflict of Interest Statute.
12. **GOVERNING LAW:** This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Massachusetts.
13. **COPYRIGHT:** No material prepared in whole or in part under this agreement shall be subject to copyright in the United States of America or in any other country. All material produced under the terms of this agreement is public property and cannot be copyrighted by either the COMMISSION or the TOWN OF GREAT BARRINGTON.
14. **SEVERABILITY:** If any provision of this Agreement is held invalid, the remainder of the agreement shall not be affected thereby, and all other parts of this agreement shall nevertheless be in full force and effect.
15. **ASSIGNMENT:** This Agreement may not be assigned by either party.

**IN WITNESS** thereof, the **TOWN OF GREAT BARRINGTON** and the **COMMISSION** have executed this agreement as of the date above written.

**TOWN OF GREAT BARRINGTON:**

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Town of Great Barrington**

**COMMISSION:**

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Thomas Matuszko, Executive Director**

**Attachment A**  
**Scope of Services**

Under the direction and control of the Great Barrington Board of Health, the Berkshire Public Health Alliance, c/o the Berkshire Regional Planning Commission as Fiscal Host, shall perform the following public health inspectional services as requested:

- **Septic Systems:** Witnessing of Soil Evaluation/Perc Tests and Title 5 Inspections (see note below), reports, inspections and witnessing as necessary for new construction, repairs and transfers of property. Review plans for Disposal Works Construction Permits
- **Wells:** Review site plans for new/decommissioning of wells/private water supplies.
- **Food Establishments:** Conduct inspection services, including review of permit applications and all required food inspections.
- **Housing:** Conduct housing inspections/complaints and follow up. Abandoned or other long-standing housing cases addressed as time allows. Orders to correct and re-inspections, as needed. Quote does not include court time. Court time will be billed at a separate hourly rate of \$80/hr.
- **Public Health Nuisance Complaints:** Inspection and follow-up nuisance complaints that are a risk to public health. These services include orders to correct and re-inspections as needed.
- **Recreational Camps for Children, Pools, Beaches, Family Campgrounds:** Review applications, conduct inspections and re-inspections and submit annual reporting to State (as required).
- **Communication to BOH:** Reporting to the Board of Health throughout the month, as needed, and monthly or quarterly reports to the BOH. Attendance at Board of Health meetings as requested. Filing state mandated reports, as required.
- **Online Permitting:** Provide technical support for online permitting.
- **Follow up:** Answer questions by BOH members, public and professionals.
- **Training/Mentorship:** The Alliance and the Berkshire/Hampden Training Hub will assist in training and mentoring the new inspector hired by Great Barrington as requested by the Board of Health.
- **Other:** All other work normally in the scope of a public health agent's responsibilities.

All services provided will be by fully qualified and certified public health professionals. Work under this contract is as needed, and will only be done after an explicit request from the Great Barrington Health Agent or the Great Barrington Board of Health.

**SERVICES PROVIDED BY THE TOWN OF GREAT BARRINGTON:**

This quote assumes the Town of Great Barrington will provide administrative/clerical assistance, including:

- **Appointment of the Alliance as Health Agent:** The Great Barrington Board of Health shall appoint the Alliance and its inspectors as a Health Agent for any work done at the Board's request. Evidence of appointment shall be provided to the Alliance prior to the initiation of work under this contract.
- **Interact with the Public:** Provide permit applications to individuals or businesses as requested and answer basic questions. Answer phone calls/emails from the public regarding public health matters and leave messages for the Alliance inspector if unable to answer the question and a return call or email is needed. Provide file information requests.
- **Applications/Payments:** Accept completed paperwork and payments. Process and track payments. Review paperwork/applications for completeness.
- **Notification of Alliance Inspector:** Notify Alliance inspector of permit applications/plans received by the office.
- **Annual Renewals:** Mail permit renewals and permits as directed by the inspector/BOH. Process applications and payments through Full Circle and issue permits as directed by the BOH.
- **Mailings:** Mail Order to Correct and T5 Non-Compliance Letters by both first class and certified mail.
- **Board of Health Meeting:** Draft and post meeting agenda, draft meeting minutes, compile packets for BOH meetings.
- **Filing:** Implement filing system as suggested, and file completed paperwork.

**ATTACHMENT B**  
**PAYMENT SCHEDULE**

Payment on this contract shall be made as follows:

Public Health Inspectional Services

This AGREEMENT shall be in effect from February 5, 2024 through June 30, 2024. The ALLIANCE will bill the Town of Great Barrington monthly as follows:

\$80/hr for services requested by the Town up to an average of 6 hours per week.  
Minimum billing period is 3 hours. There is no charge for travel time to and from Great Barrington.

Payments shall be due within 30 days of invoicing.