

Mark Pruhenski
Town Manager

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Town Hall, 334 Main Street
Great Barrington, MA 01230

Telephone: (413) 528-1619 x2
Fax: (413) 528-2290

TOWN OF GREAT BARRINGTON MASSACHUSETTS

OFFICE OF THE TOWN MANAGER

SELECTBOARD'S MEETING AGENDA

MONDAY, JUNE 10, 2019

7:00 PM – REGULAR SESSION

TOWN HALL, 334 MAIN STREET

ORDER OF AGENDA

7:00 PM - OPEN MEETING

1. CALL TO ORDER:

2. APPROVAL OF MINUTES:

- March 25, 2019 Special Meeting.
- March 26, 2019 SB & Fin Com Joint Meeting.

3. SELECTBOARD'S ANNOUNCEMENTS/STATEMENTS:

- A. General Comments by the Board.

4. TOWN MANAGER'S REPORT:

- A. Department Updates

- B. Project Updates

5. PUBLIC HEARINGS:

- A. Terrence and Terri Coughlin for a Special Permit for a Tourist Home Bed and Breakfast establishment at 98 Division Street, Great Barrington, per Sections 7.16 and 10.4 of the Zoning Bylaw. The proposal includes the renovation of the existing single family home. (Discussion/Vote)
 - a. Open Public Hearing
 - b. Explanation of Project
 - c. Speak in Favor/Opposition
 - d. Motion to Close Public Hearing
 - e. Motion re: Findings
 - f. Motion re: Approval/Denial/Table

- B. Application of Berkshire Cooperative Association, Inc. d/b/a Berkshire Co-Op Market, Daniel

Esko, Manager for the following: to change the dba from Berkshire Co-op Market to Berkshire Food Co-op; to change the Manager from Daniel Esko to Jessica Bosworth; and to change the location from 42 Bridge Street to 34 Bridge Street, Great Barrington, MA 01230 on the Beer and Wine Package Store Liquor License. (Discussion/Vote)

- b. Explanation of Project
- c. Speak in Favor/Opposition
- d. Motion to Close Public Hearing
- e. Motion re: Findings
- f. Motion re: Approval/Denial/Table

6. LICENSES OR PERMITS:

- A. **Change** of LLC from **Berkshire Pleasure LLC** d/b/a The Barrington to **Berkshire Pleasure Hospitality, LLC** d/b/a The Barrington for the 2019 Innholders License at 281 Main Street Level 3, Great Barrington, MA. (Discussion/Vote)
- B. Robin Vickery/Great Barrington Fish and Game for One Day Beer and Wine Liquor License for the Annual Father's Day Lobster Shoot for June 16, 2019 from 11:00 am – 7:00 pm at 338 Long Pond Road. (Discussion/Vote)
- C. Susan Obel/Aston Magna Foundation for Five (5) One Day Beer and Wine Liquor Licenses for July 6, 13, 20, 27 and August 3, 2019 from 6:00 pm – 9:30 pm at St. James Place, 352 Main Street. (Discussion/Vote)
- D. Terry Chamberland/The Great Barrington Firefighter's Association for the 11th Annual Main Street Car Show on Thursday, August 1, 2019 (Rain Date Thursday, August 8, 2019), as follows:
 - for permission to close Main Street from Cottage Street to Bridge Street, including lower Castle Street and Railroad Street starting at 4:15 pm. (Discussion/Vote)
 - for One Day Weekday Entertainment License from 4:00 pm – 9:00 pm on Main Street from Cottage Street to Bridge Street, including Castle Street and Railroad Street. (Discussion/Vote)

7. OLD BUSINESS:

- A. SB – **Continuation** of Economic Development Committee Charge of Duties and Membership. (Discussion/Vote)
- B. SB – Continuation of Selectboard Policies and Procedures. (Discussion/Vote)

8. NEW BUSINESS:

- A. SB – Appointment of member to the Agricultural Commission. (Discussion/Vote)
- B. SB – Designation of Town Representative to the Berkshire Regional Transit Authority (BRTA) Advisory Board. (Discussion/Vote)
- C. SB – Appointment of Voting Representative to the Berkshire Health Group (BHG). (Discussion/Vote)
- D. SB – Appointment of Selectboard representative to the Community Preservation Committee (CPC). (Discussion/Vote)
- E. SB – Discussion re: Inclusionary Zoning Policy. (Discussion/Vote)

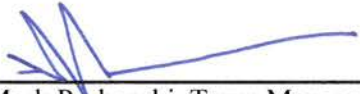
9. CITIZEN SPEAK TIME:

10. SELECTBOARD'S TIME:

11. MEDIA TIME:

12. ADJOURNMENT:

NEXT SELECTBOARD'S MEETING: Monday, June 24, 2019, 7:00 P.M.



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 also be brought up for discussion to the extent permitted by law.

SB SP# 891-19

NOTICE OF PUBLIC HEARING

The Great Barrington Selectboard will hold a public hearing on Monday, June 10, 2019 at 7:00 pm at Town Hall, 334 Main Street, Great Barrington, MA 01230 to act on the special permit application from Terrence and Terri Coughlin for a Special Permit for a Tourist Home Bed and Breakfast establishment at 98 Division Street, Great Barrington, per Sections 7.16 and 10.4 of the Zoning Bylaw. The proposal includes the renovation of the existing single family home.

Stephen C. Bannon, Chair

Please Publish Friday, May 17, 2019 and Friday, May 24, 2019

Berkshire Record - *emailed 5/13/19*

EXHIBIT A

FINDINGS OF FACT AND BASIS FOR DECISION

Re: Special Permit #891-19, Proposed B&B at 98 Division Street

A. Introduction

This Special Permit application was filed on May 9, 2019 by Applicants Terrence and Terri Coughlin, with permission of the property Owner. The Applicants are seeking a Selectboard Special Permit to convert the existing single family dwelling at 98 Division Street to a bed and breakfast / tourist home, in accordance with Sections 7.16 and 10.4 of the Zoning Bylaw.

The site plan accompanying the application was prepared by Pamela Sandler, Architect based on 1984 plans by Kelly, Granger, Parsons, and Associates. The architectural plans were prepared by Pamela Sandler, Architect. The proposal also includes the Special Permit application, description prepared by Attorney Catherine Chester of Hellman, Shearn, & Arient LLP.

B. General Findings

The property in the R-2 zone and consists of one large parcel, totaling 3.122 acres. The property has frontage along Division Street and North Plain Road, and is bounded on the east by the Housatonic Railroad. The property contains several structures, all of which will be retained. The surrounding land uses are mostly residential, with the exception of the Guthrie Center to the east.

As shown on the accompanying plans, the Applicants seek to make interior renovations to the existing dwelling in order to create five guest rooms and Owner's quarters. The only exterior alteration would be to add a wood deck and a ramp for handicapped access on the northeast corner of the existing dwelling, which was a change requested by the Planning Board during its site plan review. Parking for owners and guests would be in the existing garage and parking area. There are no changes proposed to landscaping, drainage, the driveway access, or to site lighting.

The Conservation Commission reviewed the special permit application and determined that it has no jurisdictional interest in the use of the property. It did however note that the property is within the 200-foot Riverfront Resource area of the Williams River. Alterations within that jurisdictional area would require permitted through the Conservation Commission.

The Board of Health reviewed the application and noted that it requires the Applicants to secure all necessary permits with the Health Department prior to beginning operation of the B&B. The Board recommended the Applicant conduct lead testing of the interior and exterior of the home.

The Planning Board approved the site plan review application for the project, contingent on handicapped access being provided, and made a positive recommendation on the special permit. The Planning Board also found that the proposal meets the requirements of Section 7.16.

C. Special Permit Criteria and Findings

§10.4.2 of the Zoning Bylaw, granting of a special permit requires a written determination by the Special Permit Granting Authority "that the adverse effects of the proposed use will not outweigh its beneficial impacts to the town or the neighborhood, in view of the particular characteristics of the site, and of the proposal in relation to that site." This determination shall include consideration of the following six criteria:

1. Social, economic, or community needs which are served by the proposal;
2. Traffic flow and safety, including parking and loading;
3. Adequacy of utilities and other public services;
4. Neighborhood character and social structures;
5. Impacts on the natural environment; and,
6. Potential fiscal impact, including impact on town services, tax base, and employment.

Consideration of the Criteria in relation to SP #891-19:

Per §10.4.2 of the Zoning Bylaw, granting of any special permit requires a determination by the Special Permit Granting Authority “that the adverse effects of the proposed use will not outweigh its beneficial impacts to the town or the neighborhood, in view of the particular characteristics of the site, and of the proposal in relation to that site.” The six criteria and the Board’s considerations in relation each are detailed below:

1. Social, economic, or community needs which are served by the proposal.
 - The B&B use will provide additional rooms to serve visitors to Town, and it will result in increased tax revenue to the Town.
2. Traffic flow and safety, including parking and loading.
 - There are no existing traffic safety and parking concern. The proposed use is low intensity. The very minor increase in traffic to and from the site as a result of this use will have little impact on the existing condition. Adequate parking for guests and Owner will be provided on site.
3. Adequacy of utilities and other public services.
 - There are adequate services for site, which in this case are private well and septic system of sufficient size. The use will have no impact on public utilities or services.
4. Neighborhood character and social structures.
 - The character of the area is residential. There are no exterior changes to the existing dwelling that would alter this character. As a B&B where the owners reside on site, and with only five guest rooms, there will be no noticeable change to the existing neighborhood or social structures.
5. Impacts on the natural environment.
 - While work activity within the Riverfront Area will require Conservation Commission permitting, the proposed use and the proposed site activities will have virtually no impact on the natural environment.
6. Potential fiscal impact, including impact on town services, tax base, and employment.
 - The proposal would allow a new business to open that would require minimal town services but would contribute to the tax base. The proposed use would generate increased property tax revenue and rooms tax revenue.

Finding:

In consideration of the above Findings, this Selectboard finds that the benefits of the proposal outweigh possible detrimental impacts.

D. Proposed Conditions No special conditions

SP # 889-19

Application from Terrence and Terri Coughlin for a Special Permit for a Tourist Home Bed and Breakfast establishment per Section 7.16 and 10.4 of the Zoning Bylaw, for the property at 98 Division Street, Great Barrington. The proposal includes the renovation of the existing single family home.

DRAFT MOTIONS

VOTE ON FINDINGS

(If the Board has amended the Findings based on the Public Hearing and its discussion, be sure to specify those changes and approve the findings "as amended.")

move to approve the Findings of Fact for Special Permit #889-19, as *submitted* and referenced as Exhibit A.

Second: _____

Roll call vote: Abrahams _____ Davis _____ Cooke _____
Bannon _____ Burke _____

VOTE ON SPECIAL PERMIT

in view of the approved Findings of Fact, move to approve Special Permit #889-19, as proposed.

[subject to the following conditions, if any...]

Second: _____

Roll call vote: Abrahams _____ Davis _____ Cooke _____
Bannon _____ Burke _____

Michael Lanoue, Chair
Peter Stanton, Vice Chair
Ruby Chang, M.D.
www.townofgb.org



Town Hall, 334 Main Street
Great Barrington, MA 01230

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TOWN OF GREAT BARRINGTON MASSACHUSETTS

BOARD OF HEALTH

June 7, 2019

Special Permit #891-19: Application from Terrence and Terri Coughlin for a Special Permit for a Tourist Home Bed and Breakfast establishment per Section 7.16 and 10.4 of the Zoning Bylaw, for the property at 98 Division Street, Great Barrington. The proposal includes the renovation of the existing single family home.

Dear Selectboard,

The Health Department reviewed Special Permit application #891-19 at the most recent Board of Health meeting on June 6, 2019. The Board of Health requires the homeowners to secure all necessary permits with the Health Department prior to beginning operation. The Board made the recommendation that the homeowners conduct lead testing of the interior and exterior of the home prior to opening to guests. The recommendation was made with the intention that the homeowners would be able to offer a disclaimer to guests with children under six years old if lead is present on the premise.

MOTION: Peter Stanton motioned to positively recommend Special Permit #891-19 to the Selectboard with the following conditions; the homeowners secure all necessary lodging, food, kitchen, or other Board of Health Permits prior to opening and that the homeowners consider testing the interior and exterior for the presence of lead.

SECOND: Dr. Ruby Chang

VOTE: 3-0

Sincerely,

Rebecca Jurczyk
GB BOH Agent



TOWN OF GREAT BARRINGTON
MASSACHUSETTS

PLANNING BOARD

June 2, 2019

Selectboard
Town Hall
Great Barrington, MA 01230

Re: Special Permit Coughlin

Dear Members of the Selectboard;

At its meeting of May 23, 2019, the Planning Board voted unanimously to send a positive recommendation on the application of Terrance & Terri Coughlin for the operation of a Tourist Home consisting of owner's quarters and 5 guest rooms at 98 Division Street.

Thank you for the opportunity to comment.

Sincerely,

Kimberly L. Shaw

Kimberly L. Shaw
Planning Board Secretary

Shepley Evans
Conservation Agent

E-mail: conservation@townofgb.org
www.townofgb.org



Town Hall, 334 Main Street
Great Barrington, MA 01230

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Fax: (413) 528-2290

TOWN OF GREAT BARRINGTON MASSACHUSETTS

CONSERVATION COMMISSION

May 28, 2019

The Selectboard
Town of Great Barrington
334 Main Street
Great Barrington, MA 01230

Re: SPECIAL PERMIT # 891-19
Application of Terrence & Teri Coughlin for a Special Permit for a Tourist Home Bed and Breakfast establishment on the property at 98 Division St., Great Barrington; Map 27 Lot 40.

At its regularly scheduled meeting on May 22, 2019, the Conservation Commission considered the anticipated change of use of the subject property from Single Family Residence to Tourist Home Bed and Breakfast and concluded that, with regard to use of the property, it has no clear jurisdictional interest. However, the Commission has determined that a substantial portion of the property immediately adjacent to Division Street lies within the 200 foot Riverfront Resource Area along the northern shore ("river left") of the Williams River and that any alteration of that part of the property, including cutting down trees or shrubs, or excavating or grading soil, will require permitting through the Conservation Commission. The Commission agreed unanimously that the Selectboard and the Applicant should herewith be advised of the Commission's jurisdictional interest in part of the subject property.

Respectfully,

Shepley W. Evans
Conservation Agent

CC: Jeffrey Cohen, Conservation Commission Chairman
Chris Rembold, Town Planner

REVISED PLANS

HELLMAN SHEARN & ARIENTI LLP
ATTORNEYS AT LAW

C. Nicholas Arienti
Catherine S. Chester*
Ethan S. Klepetar°

342 Main Street
Great Barrington, Massachusetts 01230
Telephone (413) 528-4800
Facsimile (413) 528-9988
www.hellmanshearn.com

*Also admitted in New York

VIA HAND DELIVERY

May 29, 2019

Mr. Stephen Bannon, Chairman
Great Barrington Selectboard
334 Main Street
Great Barrington, MA 01230

RE: **Application for Special Permit by Terrence & Terri Coughlin**
98 Division Street, Great Barrington, MA

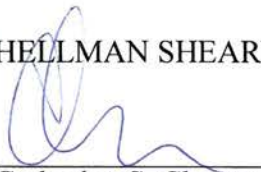
Dear Mr. Bannon:

On May 9, 2019, my office submitted an application on behalf of Terrence and Terri Coughlin for a special permit pertaining to property at 98 Division Street, Great Barrington, MA. On May 23, 2019, the Planning Board conducted its Site Plan Review of this project and approved the project subject to certain minor additions to the submitted plans to depict an ADA accessible parking space and ADA entryway. The plans have been revised accordingly, and I am providing the Selectboard copies of the following documents for their review in advance of the scheduled June 10, 2019 special permit hearing: (1) amended Site Plan; and (2) amended Proposed First Floor Plan.

Please do not hesitate to contact me with any questions regarding this submission.

Very truly yours,

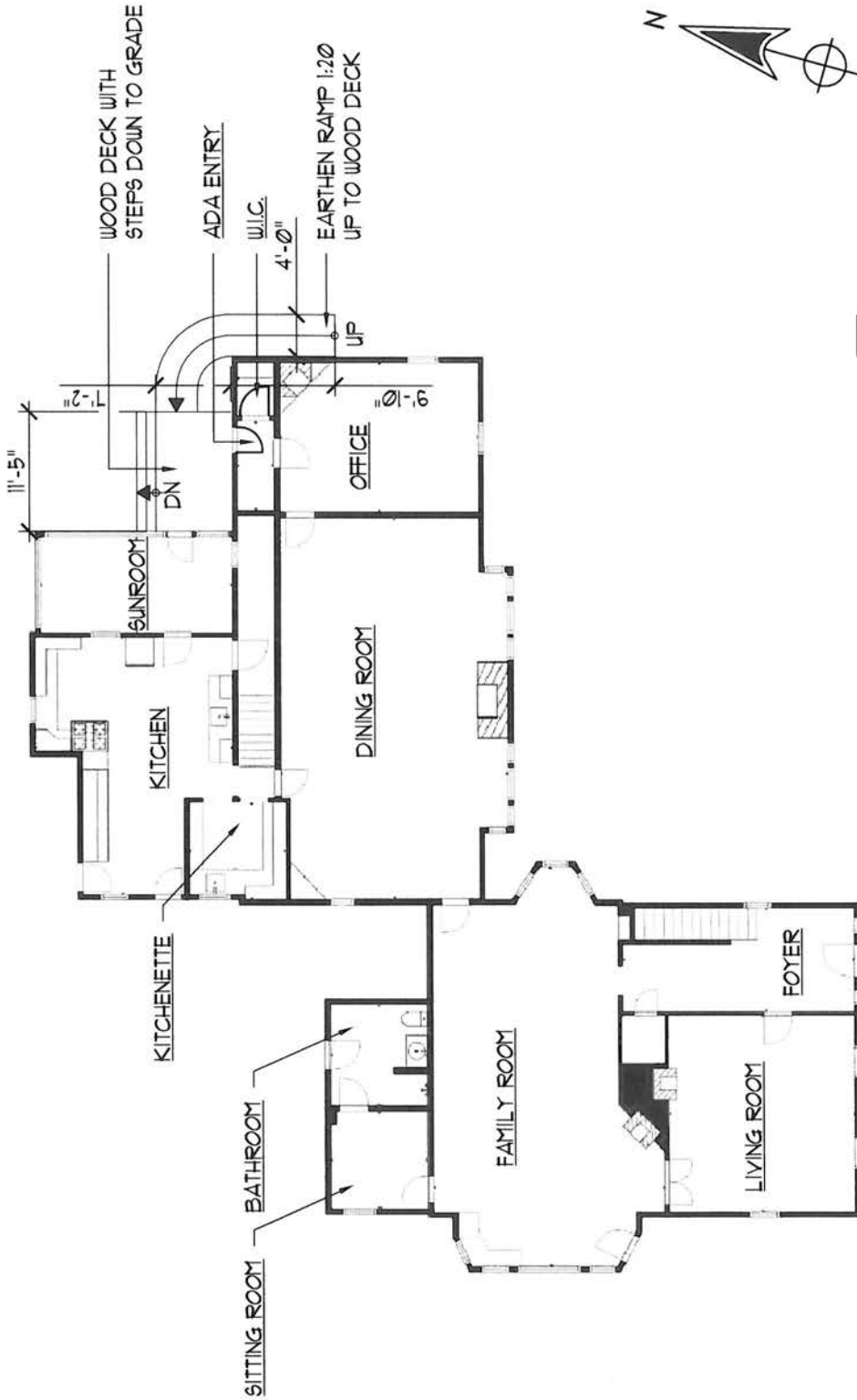
HELLMAN SHEARN & ARIENTI, LLP



Catherine S. Chester

Enclosures

Cc: Great Barrington Planning Board



1 PROPOSED FIRST FLOOR PLAN

1/16" = 1'-0"



31 Main Street, Box 114B | Rockbridge, MA 01502
 T: 413.298.4227 | F: 413.298.3768 | psr@pamelsandler.com

Drawing Name: **PROPOSED FIRST FLOOR PLAN**

Project Name: **98 DIVISION ST. GREAT BARRINGTON, MA 01230**

Issue Date: **05/24/2019**

Drawing Ref.:

Scale: **N.T.S.**

Drawn By: **MA**

Check By: **PS**

Sketch No.:

SD-101

SB file / Helen

TOWN OF GREAT BARRINGTON
Application for a Special Permit
to the ~~Board of Selectmen~~ or Planning Board

FORM SP-1
REV. 11-2013

FOR OFFICE USE ONLY

Number Assigned 891-19 Date Received 5/9/19
Special Permit Granting Authority SB
Copy to Recommending Boards 5/10/19
Advertised 5/17 & 5/24
Public Hearing 6/10/19
Fee: \$150.00 Paid: Yes

APPLICATION FOR SPECIAL
PERMIT UNDER TOWN ZONING
BYLAWS FOR TOWN OF
GREAT BARRINGTON,
MASSACHUSETTS

MAP 27 LOT 40 BOOK 2221 PAGE 176
40 ZONING DISTRICT(S) R-2

Site Address: 98 Division Street, Great Barrington

Date of Application: May 6, 2019

Applicant's name and complete mailing address: Terrence and Terri Coughlin, c/o Catherine S. Chester, Esq.,
Hellman Shearn & Arienti, LLP, 342 Main Street, Great Barrington, MA 01230

Applicant's phone number (413) 528-4800 Applicant's email address: echester@hellmanshearn.com

Name and Address of Owner of land exactly as it appears on most recent tax bill:

Diana F. Harwood and William Scott Harwood, Co-Trustees of the Diana F. Harwood Revocable Trust, 98
Division Street, Great Barrington, MA 01230

I (we) request a Special Permit for: Operation of a Tourist Home (bed & breakfast) consisting of an owner's quarters and
five (5) guest rooms

Under Section (s) 7.16 and 10.4 of the Great Barrington Zoning Bylaws.

APPLICANTS MUST READ AND COMPLY WITH THE FOLLOWING:


One Signed Original application with each of the items below, as applicable, and fourteen (14) exact copies of the entire application package are to be submitted. Applications must include:

1. Completed application form, including signatures.
2. Brief written description of how the project is in harmony with the Great Barrington Master Plan.
(Copies of the Master Plan are available for free download from the Town website. Hard copies can be read at the Clerk's office or the Town libraries.)
3. Site Plan, drawn to scale, applicable to the site and the proposed use of said site for which this special permit is requested.
4. Any other specifications necessary to further describe the site or proposed use for which a special permit is requested. At least one copy of any maps being submitted shall be no larger than 11" x 17". Plans should show all existing and proposed structures, property lines and dimensions, driveways, walkways and parking areas. All proposed landscaping, parking, loading, and similar improvements must be in compliance with the applicable sections of the Zoning Bylaw.
5. Certified list of abutters within 300' on the Assessors Maps to the subject property, including map and lot number. List must be obtained from the Assessors' Office.
6. Zoning Map designating the zoning district(s) and location for the area for which a special permit is requested, plus a USS map enlarged and showing the site location within the Town.


7. Drainage Plan indicating the destination of all runoff from the property. In the event of substantial increase in impervious surfaces, the SPGA may require calculations or expert analysis of the plan.
8. Landscaping Plan drawn to scale and showing existing and proposed landscaping.
9. If applicant and owner are different, a letter signed by the owner of the property authorizing the applicant to apply for the special permit.

SPECIFICS:

1. All site plans and specifications must be signed and dated by the preparer.
2. ALL OWNERS of property must also sign the application.
3. A copy of special permit procedures is available upon request.
4. Fee for application is \$150.00 to cover the cost of the public hearing notices in the newspaper and notification to parties in interest. If the cost exceeds \$150.00, the applicant shall pay the balance due upon notification from the Granting Authority.
5. Once all the necessary papers, maps, etc. are compiled into the required Original and Fourteen sets, call the Town Planner's office at 413-528-1619 ext. 7 to arrange an appointment to file your application. The application will be reviewed for completeness and a date for a public hearing before the Board of Selectmen or Planning Board will be scheduled. Meetings of recommending boards (e.g. Planning Board, Conservation Commission and Board of Health) will also be arranged at this time.



 Signature of Applicant

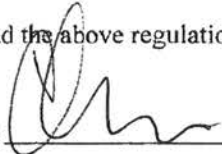
 May 8, 2019


 Signature of Co-Applicant (e.g. Property Owner, if different)

PLEASE READ AND SIGN BELOW

ALL COSTS INCURRED BY THE TOWN FOR THE EMPLOYMENT OF EXPERTS OR CONSULTANTS REQUIRED BY ANY TOWN BOARD, AND APPROVED BY THE BOARD OF SELECTMEN, FOR THE PURPOSE OF ANALYZING OR EVALUATING ANY PROJECT THAT IS A SUBJECT OF A SPECIAL PERMIT APPLICATION SHALL BE ASSESSED TO THE APPLICANT AND SHALL CONSTITUTE PART OF THE APPLICATION FEE. A COPY OF THIS REGULATION SHALL BE PROVIDED TO THE APPLICANT IF REQUESTED.

I have read the above regulation and agree to be bound by it.

Signature 

Signature of Co-Applicant (e.g. Property Owner) 

Date May 8, 2019

William Scott Harwood
98 Division Street
Great Barrington, MA 01230

May 1, 2019

Terrence & Terri Coughlin
1309 Boulevard
Westfield, NJ 07090

RE: Special Permit for 98 Division Street

Dear Mr. and Mrs. Coughlin:

Pursuant to our purchase & sale agreement, I hereby authorize you to apply for a Special Permit to operate a Tourist Home (bed & breakfast) at my property located at 98 Division Street, Great Barrington, MA. This authorization expressly includes permission to also apply for Site Plan Review with the Great Barrington Planning Board and to take any other reasonably related steps in your efforts to obtain the aforementioned Special Permit.

Very truly yours,



William Scott Harwood, Trustee
Diana F. Harwood Revocable Trust

MEMORANDUM IN SUPPORT OF SPECIAL PERMIT APPLICATION

BY TERRENCE AND TERRI COUGHLIN

The applicants, Terrence and Terri Coughlin (the “Coughlins” or “Applicants”), submit this memorandum in support of their application for a special permit at 98 Division Street, Great Barrington, Massachusetts (the “Site”), pursuant to the Great Barrington Zoning Bylaw (the “Bylaw”) Sections 7.16 and 10.4, to convert the existing home to a 5-guest room Tourist Home.

Zoning Status

The Site is located in the R-2 zone, and its current use is a single family residence. In recent decades, however, the property was operated as a bed & breakfast known as the Coffing-Bostwick House.

Proposal

The Coughlins hereby request a special permit pursuant to Bylaw Section 7.16 to operate a Tourist Home bed & breakfast consisting of five guest rooms and an owner’s quarters at their prospective¹ home at 98 Division Street (see proposed floor plans attached hereto as Exhibit 2). If successful in this application for a Special Permit, the Applicants’ planned work consists of interior renovations, the principal goal of which is to construct two additional guest bathrooms to provide each guest room with a private bath. There will be no change to the building’s existing footprint. Additionally, there is no proposed exterior site work, and the property is otherwise already configured for the proposed use with updated mechanicals and septic system thanks to its earlier use as a bed & breakfast.

Pursuant to the requirements of Section 7.16, there will be no fire escapes or outdoor stairways located on a street-facing side of the building; and all parking requirements of the Bylaw have been satisfied using the existing gravel driveway as shown on the submitted Site Plan (Exhibit 1).

Due to the absence of exterior site work contemplated by this application, the Applicants have requested a waiver pursuant to Bylaw Section 10.5.4 of the requirements to submit Drainage and Landscaping Plans.

Criteria

In order to grant the requested special permit, the Great Barrington Board of Selectmen, as the Special Permit Granting Authority (the “SPGA”) pursuant to Section 10.4 of the Bylaw,

¹ The Coughlins are parties to a purchase and sale agreement to purchase the Site property, contingent upon their receipt of a Special Permit to operate a Tourist Home.

are required to consider each of the following factors in determining that the adverse effects of the proposed use will not outweigh its beneficial impacts to the Town of Great Barrington or the neighborhood in view of the particular characteristics of the site, and of the proposal in relation to that site:

1. Social, economic or community needs which are served by the proposal;
2. Traffic flow and safety, including parking and loading;
3. Adequacy of utilities and other public services;
4. Neighborhood character and social structures;
5. Impacts on the natural environment; and
6. Potential fiscal impact, including impact on town services, tax base, and employment.

The Coughlins respectfully suggest that their application meets the above listed requirements, as follows:

1. Social, economic or community needs which are served by the proposal;

By converting this residence to a bed & breakfast Tourist Home, the Town will benefit economically both directly, through increased real estate tax revenue generated from the increased value of the property after the proposed renovations, and indirectly, through tourist revenue spent at local businesses. Guests staying at the Site will be a mere 2.5 miles from downtown Great Barrington as well as the village of Housatonic, where they will almost assuredly visit to explore, shop and patronize the local restaurants.

Furthermore, in an era where ever more chain hotels dot our local landscape and residents increasingly market and rent their properties through companies like Airbnb, this proposed project, by contrast, would cater to our growing tourist population through a more quaint and traditional – and, some say, shrinking – type of accommodation.

The proposed project is also largely consistent with Great Barrington's Community Master Plan for Land Use and Economic Redevelopment. The proposed use contemplates a renovation of an existing building and does not impact in any way on existing open space and does not require any additional curb cuts. As provided hereinabove, the proposed use is complementary to the goals of supporting local

small businesses in Great Barrington and ensuring their success by attracting visitors to Town and providing them with easy and close access both to the Downtown Business District and to the Village of Housatonic

2. Traffic flow and safety, including parking and loading;

With a mere five guest rooms, the proposed use will have a negligible effect on traffic flow and safety. As shown on the Site Plan (Exhibit 1), guest and owner parking is provided on the existing gravel driveway.

3. Adequacy of utilities and other public services;

The Site is currently served by a private septic system and well, both of which are adequate for the proposed use, and, thus, this project will have no negative effect on public services.

4. Neighborhood character and social structures;

The character of the neighborhood adjacent to the Site is predominantly residential, and a modest 5-room bed & breakfast in the existing house will blend seamlessly into this landscape, all the while serving as the year-round residence for the Applicants. Furthermore, while zoned R-2, this neighborhood is far from exclusively residential; the Arlo Guthrie Center is located a stone's throw from the Site, and numerous commercial and agricultural properties are also located within a mile of the Site, on Division Street, North Plain Road and Van Deusenville Road.

5. Impacts on the natural environment;

Grant of this special permit application will have virtually no impact on the natural environment. The proposed project involves interior renovations to the main building which will not increase the building's footprint. There will be no exterior site work.

6. Potential fiscal impact, including impact on town services, tax base, and employment.

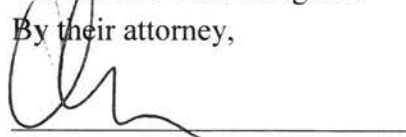
Grant of this special permit application would allow a new business (bed & breakfast Tourist Home) to open that would require minimal town services while also contributing to the tax base. The proposed use would generate increased

revenue for the town both through an increased tax assessment due to the Applicants' proposed improvements, as well as from collected Room Tax.

Additionally, as noted above, the guests staying at the Site will be an easy five-minute's drive from the Housatonic village center as well as from the heart of Great Barrington's downtown restaurants and shopping district, where guests will further support the Town's small businesses and, indirectly, the Town's coffers.

For the reasons stated above, we respectfully request that the Town of Great Barrington Board of Selectmen grant the requested special permit.

Terrence & Terri Coughlin
By their attorney,



Catherine S. Chester
Hellman Shearn & Arienti LLP
342 Main Street
Great Barrington, MA 01230
(413) 528-4800

Table of Exhibits

Memorandum in Support of Special Permit Application

- Exhibit 1: Site Plan
- Exhibit 2: Existing and Proposed Floor Plans
- Exhibit 3: Exterior building photos
- Exhibit 4: Zoning Map Location of Site
- Exhibit 5: Abutter's Notice

RECEIVED
 REGISTRY OF DEEDS
 GREAT BRITAIN, VIRGINIA

MAR 28 A.M. 1988

1609
 CLERK *William B. ...*
Catherine B. ...
Ray

OTHER LAND OF RADICE
 PROBATE DOCKET NO. 92031
 REMAINING LAND EXCEEDS ZONING MINIMUMS

LAND OF STERNI
 BK - 412 - PG - 169
 PARCEL - 1

LAND OF STERNI
 BK - 412 - PG - 169
 PARCEL - 2

LAND OF FOSTER
 BK - 320 - PG - 512

3.122 ACRES
 PROBATE DOCKET NO. 92031

OTHER LAND OF RADICE
 EXCEEDS ZONING MINIMUMS
 PROBATE DOCKET NO. 92031

LAND OF
 R.V. H. H. & HARTFORD BAILEY

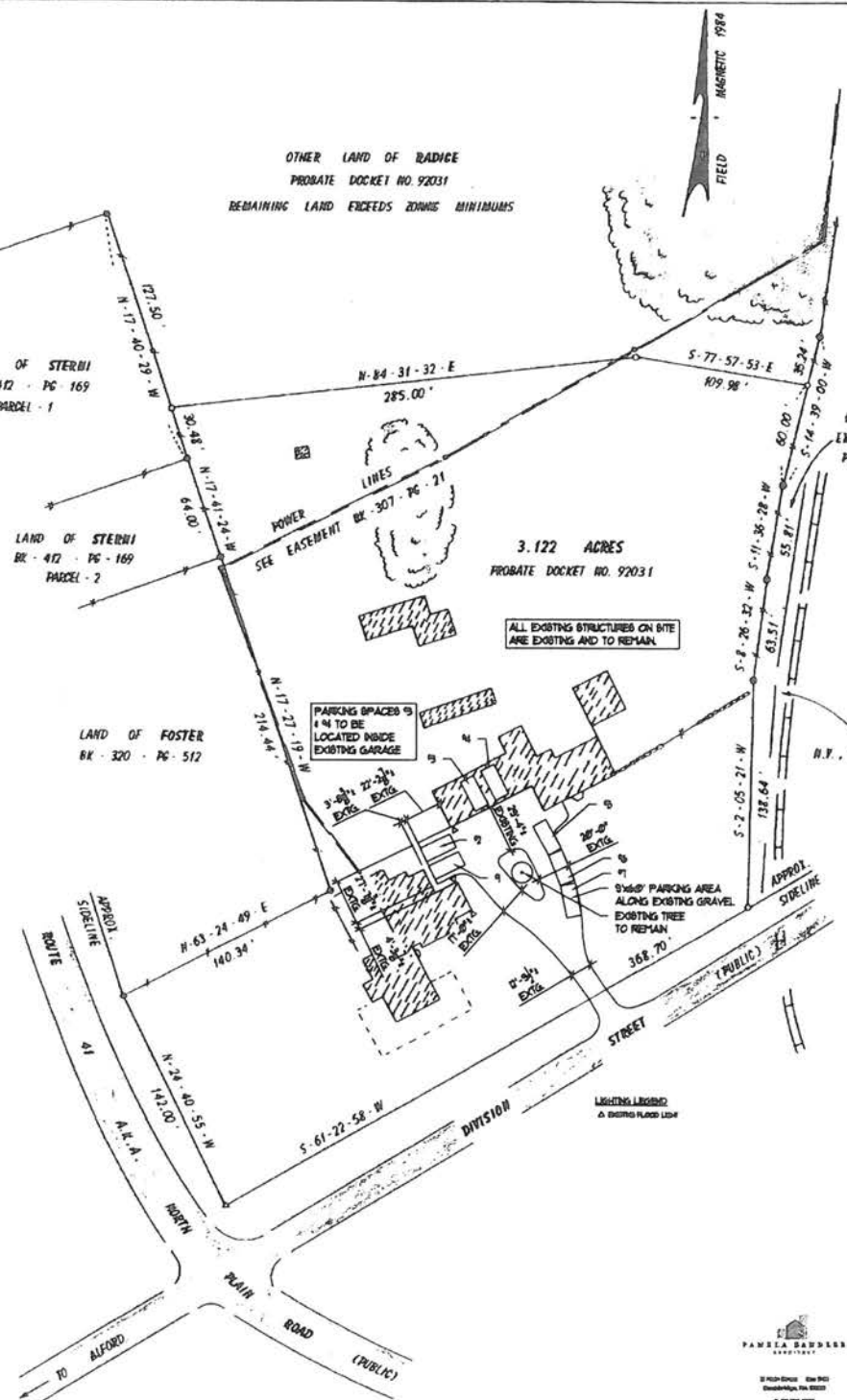
ALL EXISTING STRUCTURES ON SITE
 ARE EXISTING AND TO REMAIN

PARKING SPACES
 14 M TO BE
 LOCATED INSIDE
 EXISTING GARAGE

SWEEP PARKING AREA
 ALONG EXISTING GRAVEL
 EXISTING TREE
 TO REMAIN

- LEGEND
- IRON PIPE FOUND
 - IRON PIPE SET
 - IRON FENCE POST FOUND
 - WOOD FENCE POST FOUND
 - COMPUTED POINT
 - IRON ROD FOUND
 - FENCE LINE
 - STONE WALL
 - RAILROAD TRACKS
 - APPROX. EDGE OF WOODS

LIGHTING LEGEND
 ▲ EXISTING FLOOD LIGHT



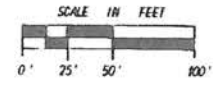
PAMELA DARDLER
 SURVEYOR
 2100-10th Street, Suite 101
 Chesapeake, VA 23041
 703-552-4000
 703-552-4001
 10000 Chesapeake Blvd.

INFORMATION COPIED FROM
 KELLY, GRANGER, PARSONS
 AND ASSOCIATES, INC.
 DATED FEBRUARY - 1984

I HEREBY REPORT THAT THE BUILDING(S) SHOWN ON THIS PLAN
 ARE APPROXIMATELY LOCATED ON THE GROUND AS SHOWN.
 BUILDINGS DO NOT BELIEVE TO BE WITHIN THE 100 YEAR FLOOD PLAIN AS
 SHOWN ON THE HUD-FLOOD MAP. THIS PLAN IS MADE FROM
 AN INTERIOR SURVEY AND IS NOT BEING REVIEWED FOR FLOODING.

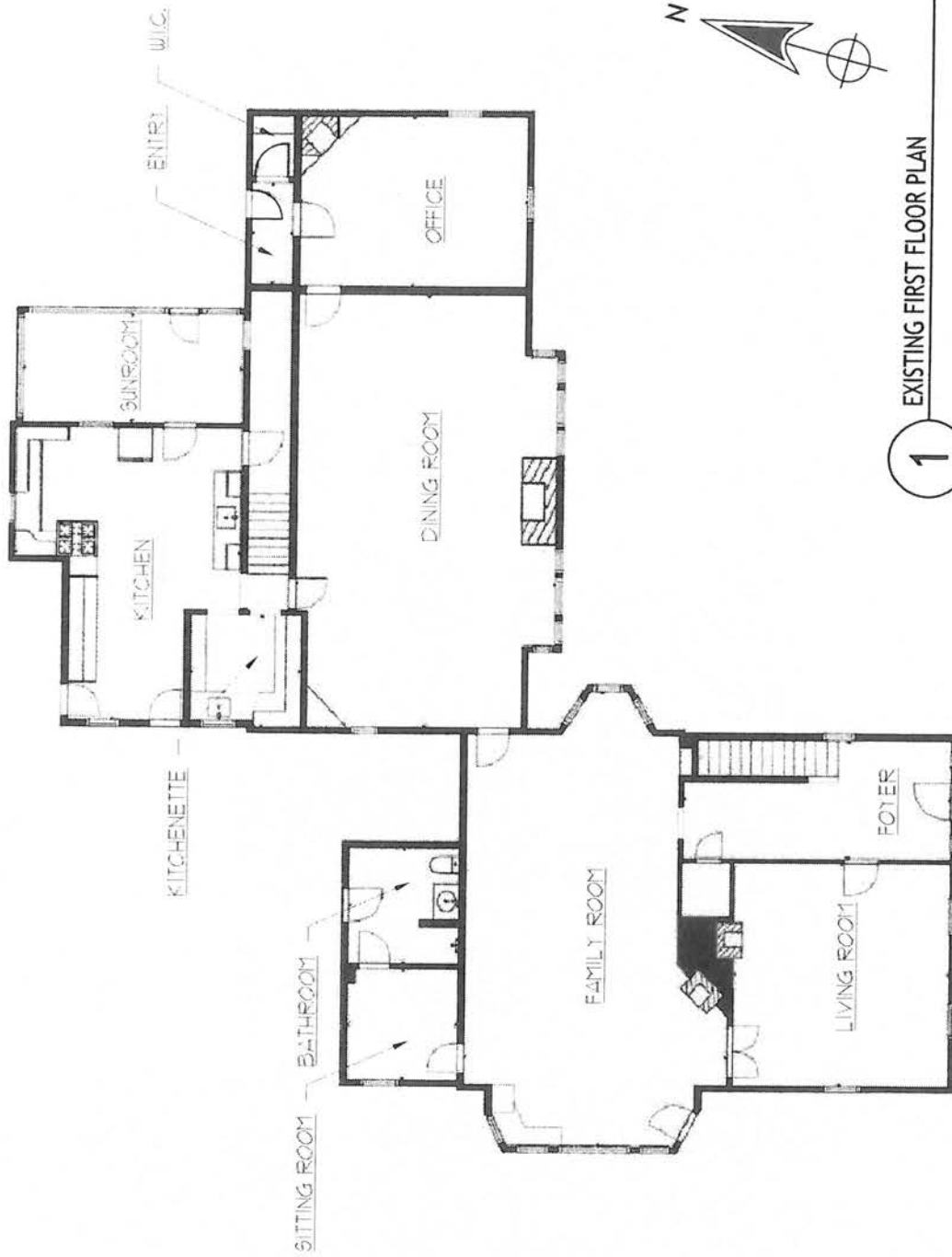
Pamela Dardler

THIS PLAN IS A SURVEY AND IS SUBJECT TO ANY STATEMENT OF
 FACTS A SURVEY MAY REVEAL.
 EXISTING EXTERIOR LIGHTING TO REMAIN
 05/21/2018



LOCAL DEED: BK - 221 PG - 116

THIS IS NOT A SURVEY AND IS SUBJECT TO ANY STATEMENT OF
 FACTS A SURVEY MAY REVEAL.
 EXISTING EXTERIOR LIGHTING TO REMAIN
 05/21/2018



1 EXISTING FIRST FLOOR PLAN

N.T.S.

Drawing Name: **EXISTING FIRST FLOOR PLAN**

Project Name: **98 DIVISION ST. GREAT BARRINGTON, MA 01230**

Issue Date: **05/07/2019**

Drawing Ref.: _____

Scale: **N.T.S.**

Drawn By: **MA**

Check By: **PS**

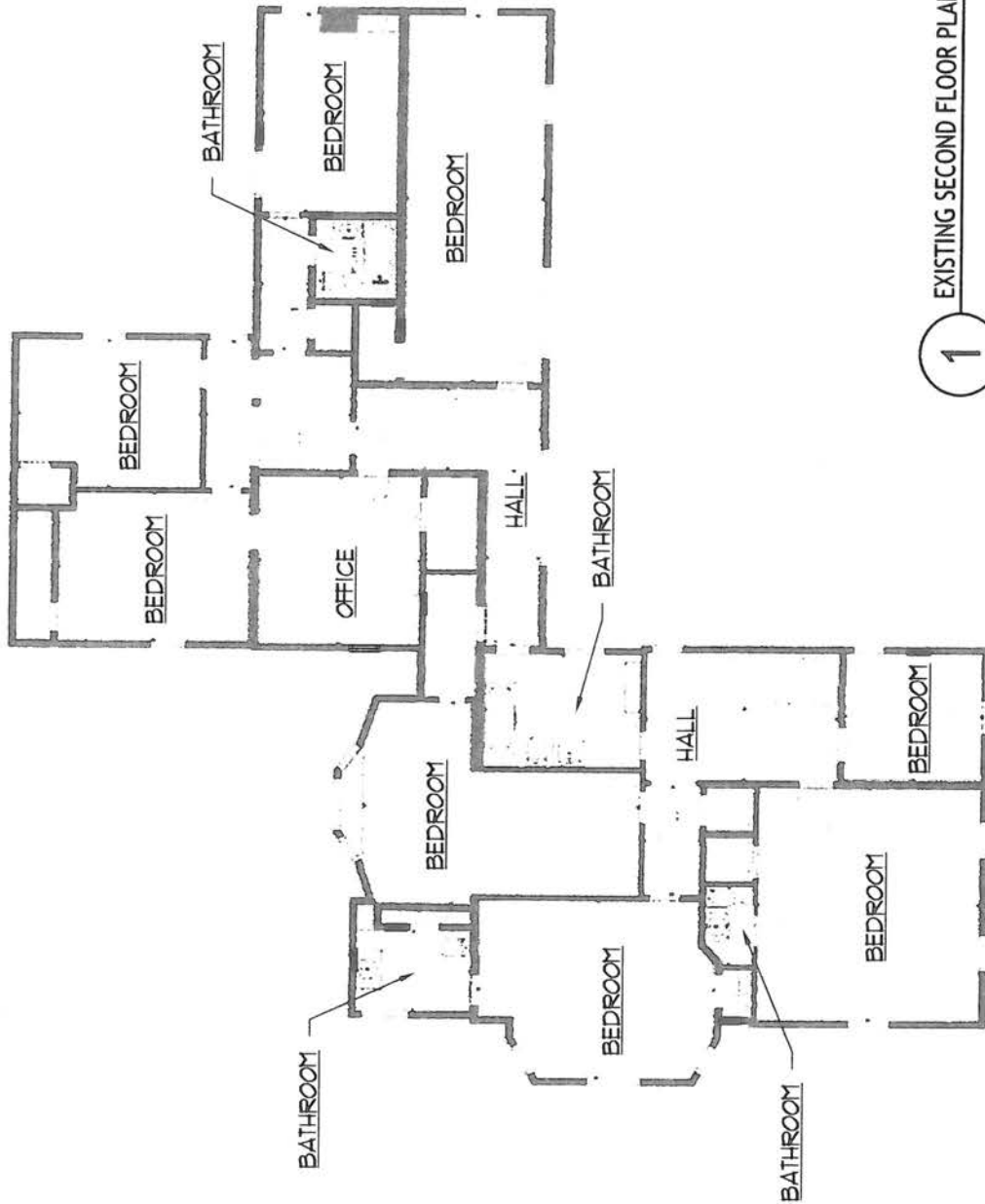
Sketch No.: _____

EX-101



PAMELA SANDLER
ARCHITECT

31 Main Street | Box 1148 | Stockbridge, MA 01582
T 413.286.4227 | F 413.258.3768 | psand@pamsandler.com



1 EXISTING SECOND FLOOR PLAN

N.T.S.

EXISTING SECOND FLOOR PLAN

Drawing Name: **EXISTING SECOND FLOOR PLAN**

Project Name: **98 DIVISION ST. GREAT BARRINGTON, MA 01230**

Issue Date: **05/07/2019**

Drawing Ref.:

Scale: **N.T.S.**
 Drawn By: **MA**
 Check By: **PS**

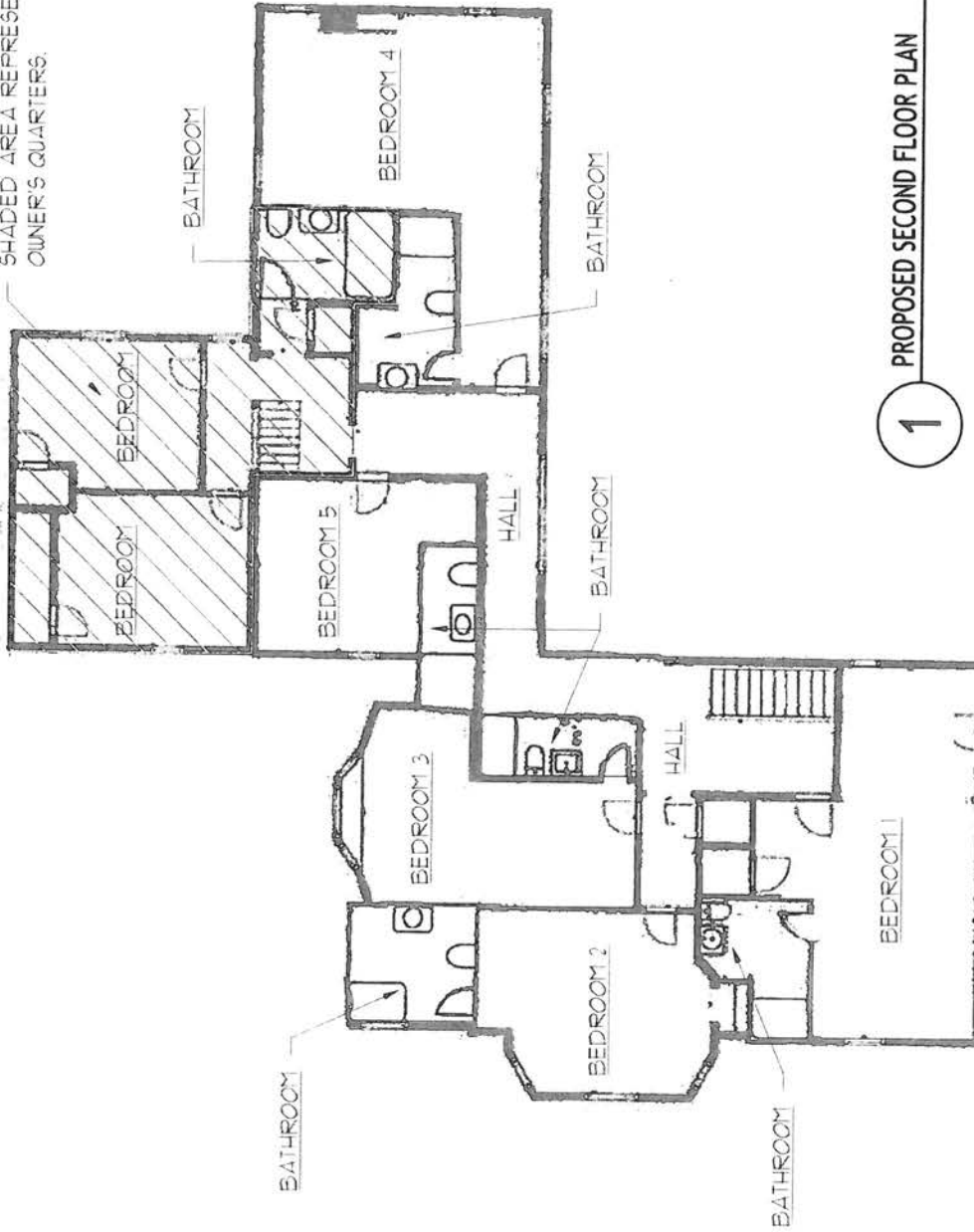
Sketch No.:

EX-102



31 Main Street | Box 148 | Southbridge, MA 01550
 T: 413.238.4327 | F: 413.238.3768 | ps@pamsandler.com

SHADED AREA REPRESENTS
OWNER'S QUARTERS.

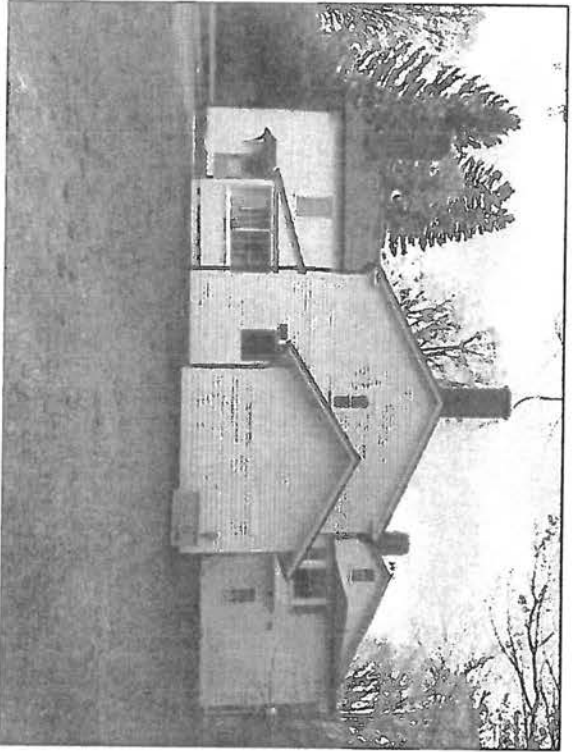


1 PROPOSED SECOND FLOOR PLAN
N.T.S.

PAMELA SANDLER
ARCHITECT
38 Main Street | West 116B | Southborough, MA 01888
T 419.280.4227 | F 419.280.3798 | psander@pamsandler.com

Drawing Name: **PROPOSED SECOND FLOOR PLAN**
Project Name: **98 DIVISION ST. GREAT BARRINGTON, MA 01230**
Issue Date: **05/07/2019** Drawing Ref.: _____

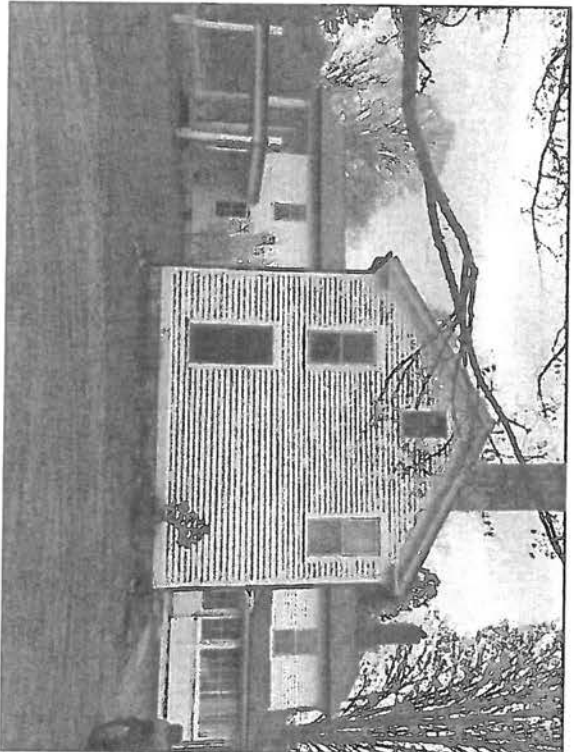
Scale: **N.T.S.**
Drawn By: **MA**
Check By: **PS**
Sketch No.: _____
SD - 102



1

EXISTING NORTH ELEVATION

N.T.S.



2

EXISTING EAST ELEVATION

N.T.S.

EX-400

Scale: N.T.S.
 Drawn By: MA
 Check By: PS

Drawing Name: **EXISTING BUILDING ELEVATIONS**

Project Name: **98 DIVISION ST. GREAT BARRINGTON, MA 01230**

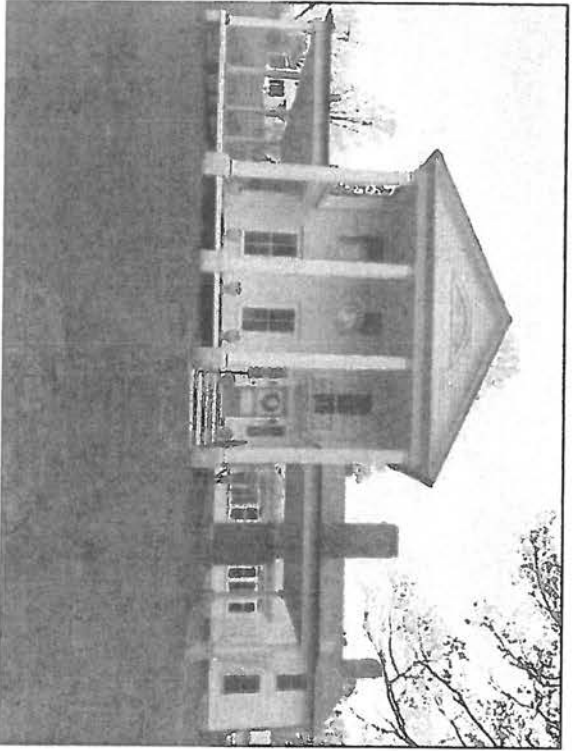
Issue Date: **05/07/2019**

Drawing Ref.: _____



PAMELA SANDLER
 ARCHITECT

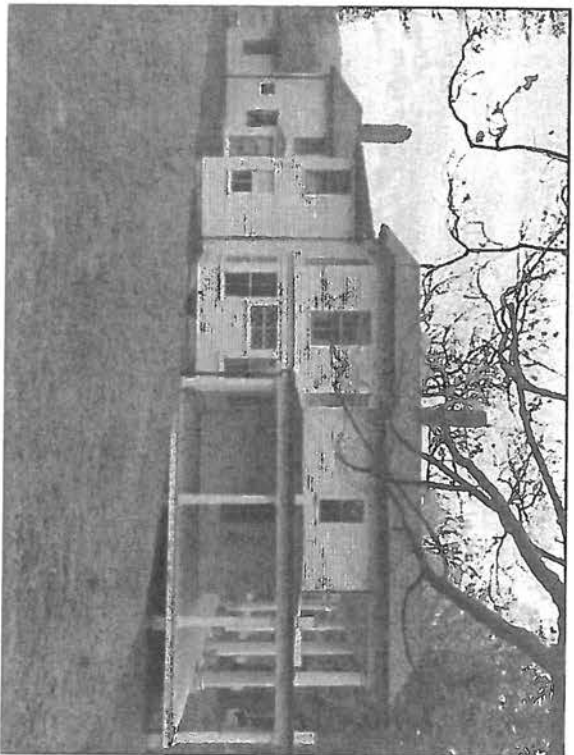
20 Main Street | West Field | Southborough, MA 01781
 T: 413.533.4227 | F: 413.533.4228 | info@sandlerarch.com



1

EXISTING SOUTH ELEVATION

N.T.S.



2

EXISTING WEST ELEVATION

N.T.S.

EX-401

Sketch No.:

Check By: PS

Drawn By: MA

Scale: N.T.S.

Drawing Name: EXISTING BUILDING ELEVATIONS

Project Name: 98 DIVISION ST. GREAT BARRINGTON, MA 01230

Issue Date: 05/07/2019

Drawing Ref.:

PAMELA SANDLER
ARCHITECT

20 Peck Street | East Tisbury | South Dennis, MA 01918
413.533.4227 | F 401.253.3795 | psan@sandler.com

R-2



SD-000

Sketch No.:

Check By: PS

Drawn By: MA

Scale: N.T.S.

Drawing Name:

ZONING PLAN

Project Name:

98 DIVISION ST. GREAT BARRINGTON, MA 01230

Issue Date:

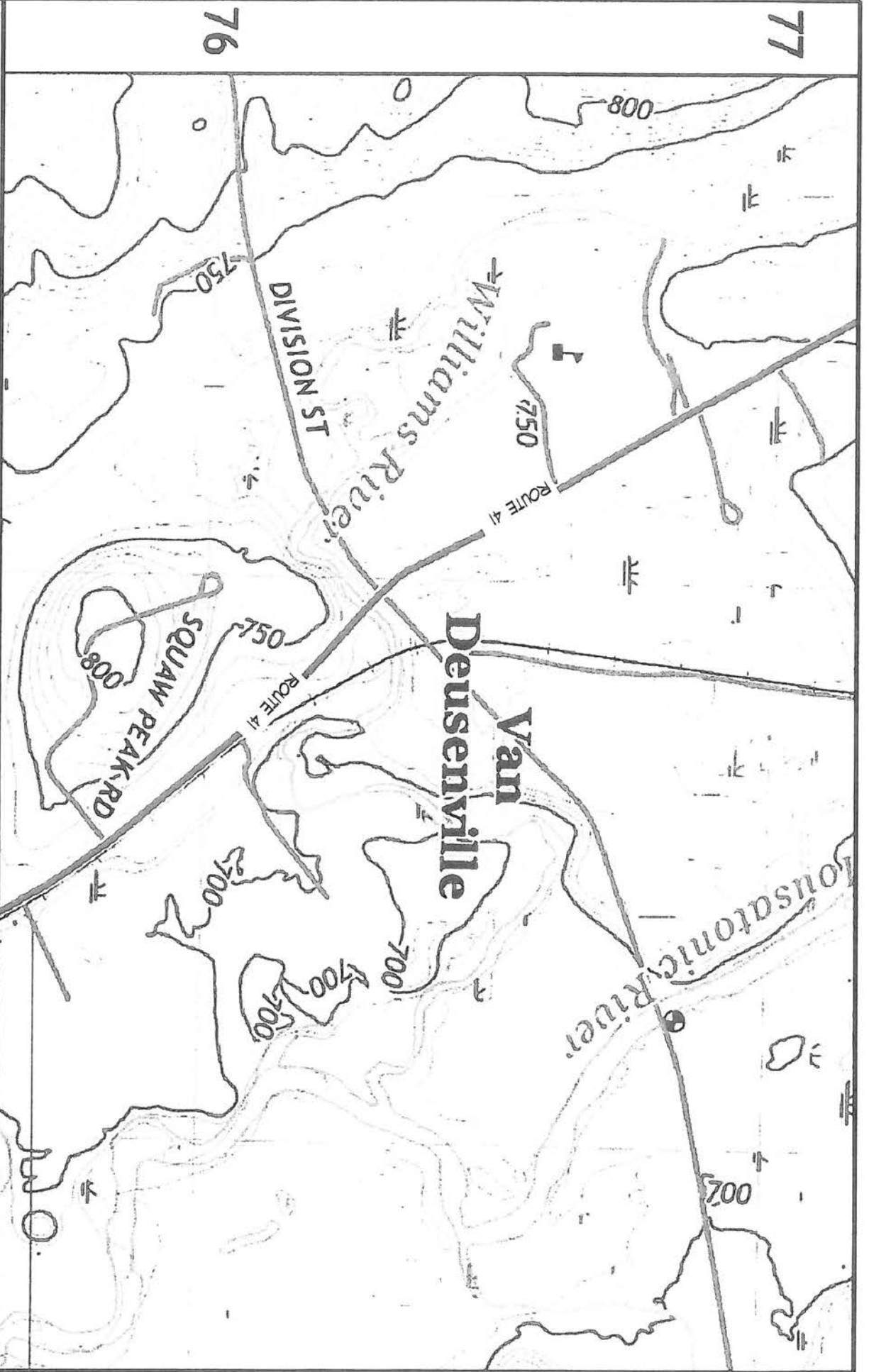
05/07/2019

Drawing Ref.:

PAMELA SANDLER
ARCHITECT



21 Main Street | East Field | Sunderland, MA 01202
T 413.239.4277 | F 413.239.2795 | psas@sandlerma.com



Sketch No.:
 Check By: PS
 Drawn By: MA
 Scale: N.T.S.

Drawing Name: USGS GREAT BARRINGTON QUAD, 2018 ed.
 SOURCE - U.S. DEPARTMENT OF INTERIOR

Project Name: 98 DIVISION ST. GREAT BARRINGTON, MA 01230

Issue Date: 05/07/2019

Drawing Ref.:

PAMELA SANDLER
 ARCHITECT

20 Main Street | Eastford | Shelburne/Vt., MA 07024
 T 413.233.4277 | F 413.253.3700 | psander@sandler.com

SD-001

Bruce Firger, Assessor
John Katz, Assessor

Shaun McHugh, Principal Assessor
E-mail: smchugh@townofgb.org

Carol Strommer
Administrative Assessor
E-mail: cstrommer@townofgb.org



Town Hall, 334 Main Street
Great Barrington, MA 01230

Telephone: (413) 528-2220 x 5
Fax: (413) 528-1026

TOWN OF GREAT BARRINGTON MASSACHUSETTS

ASSESSORS' OFFICE

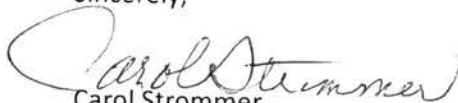
MAY 1, 2019

ABUTTERS TO PROPERTY OF: DIANA F. HARWOOD & WILLIAM SCOTT HARWOOD, CO-TRUSTEES
98 Division Street, Map 27 Lot 40 & Map 28 Lot 1, Book 2221 Pg. 176

<u>MAP</u>	<u>LOT</u>	<u>ABUTTER</u>
27	40A,20	Joseph A. & Barbara A. Radice, Trustees, 44 Oak Hill Rd., Pittsfield, MA 01201-1714
27	41,42	Richard A. Stenberg, 238 North Plain Rd., Housatonic, MA 01236-9736
27	43	D. Christopher Royer, 237 Tremont St., Newton, MA 02458-2111
27	6,7	Linda K. Carter, 68 St. Marks Place #B, New York, NY 10003-8149
27	8	Kevin t. Sullivan, 198 Jefferson St. Warrenton, VA 20186-3704
27	9	Guthrie Center Inc., 2 Van Deusenville Rd., Gt. Barrington, MA 01230-1153
27	71	Valerie Locher, 231 North Plain Rd., Housatonic, MA 01236-9736
27	71C	William & Laura Golding, 1 Freedom Hollow, Salem, MA 01970-6618
27	70	Bradford S. Duhon & Melinda J. Olds, 237 North Plain Rd., Housatonic, MA 01236-9736
27	72	Michael Lafontana, 235 North Plain Rd., Housatonic, MA 01236-9736
27	73	Jonathan Baumbach & V. Annette Grant, 241 North Plain Rd., Housatonic, MA 01236-9736
27	69	Stephen M. Handel, 239 North Plain Rd., Housatonic, MA 01236-9736
28	2,3	John D. Tracy & Linda J. Hoddy, 224 North Plain Rd., Gt. Barrington, MA 01230-1276
28	10	Klas Zigfrid & Marga Bergman, 89 Division St., Gt. Barrington, MA 01230-1117
28	11	Elizabeth Regina Gowan, 87 Division St., Gt. Barrington, MA 01230-1117
28	15	81 Division Street LLC, PO Box 216, Southfield, MA 01259-0216
28	12	Edith M. Gilson & Bernard K. Roos, Trustees, 85 Division St., Gt. Barrington, MA 01230-1117
32	24	Lewis C. Gershman & Russell J. Gershman, 37 Seaman Ave., Castleton on Hudson, NY 12033-1309
32	25	Michael Francis Zucco, Alice M. Zucco & Justin J. Zucco, 255 North Plain Rd., Housatonic, MA 01236-9736

The above list of abutters to the subject is correct
according to the latest records of this office.

Sincerely,


Carol Strommer
Administrative Assessor

Legal Notice
Town of Great Barrington
Public Hearing

The Selectboard will hold a public hearing on Monday, June 10, 2019 at 7:00 PM at the Town Hall, 334 Main Street, Great Barrington, MA 01230 to act on the Application of Berkshire Cooperative Association, Inc. d/b/a Berkshire Co-Op Market, Daniel Esko, Manager for the following: to change the dba from Berkshire Co-op Market to Berkshire Food Co-op; to change the Manager from Daniel Esko to Jessica Bosworth; and to change the location from 42 Bridge Street to 34 Bridge Street, Great Barrington, MA 01230 on the Beer and Wine Package Store Liquor License.

Stephen Bannon
Chair

Please publish May 17 and 24, 2019



The Commonwealth of Massachusetts
 Alcoholic Beverages Control Commission
 239 Causeway Street Boston, MA 02114
www.mass.gov/abcc

APPLICATION FOR MULTIPLE AMENDMENTS

1. BUSINESS ENTITY INFORMATION

Entity Name Berkshire Cooperative Association, Inc.	Municipality Great Barrington	ABCC License Number 89528-PK-0464
--	----------------------------------	--------------------------------------

Please provide a narrative overview of the transaction(s) being applied for. On-premises applicants should also provide a description of the intended theme or concept of the business operation. Attach additional pages, if necessary.

Berkshire Cooperative Association, Inc. has changed their DBA, replaced the Manager of the liquor license, changed their location and revised their display area with respect to beer and wine available for purchase

APPLICATION CONTACT

The application contact is the person who should be contacted with any questions regarding this application.

Name Dennis G. Egan Jr.	Title Attorney	Email degan@cohenkinne.com	Phone 413-553-0411
----------------------------	-------------------	-------------------------------	-----------------------

2. AMENDMENT-Change of License Classification

<input type="checkbox"/> Change of License Category All Alcohol, Wine and Malt, Wine Malt and Cordials	Last-Approved License Category	<input type="text"/>
	Requested New License Category	<input type="text"/>
<input type="checkbox"/> Change of License Class Seasonal or Annual	Last-Approved License Class	<input type="text"/>
	Requested New License Class	<input type="text"/>
<input type="checkbox"/> Change of License Type* i.e. Restaurant to Club *Certain License Types CANNOT change once issued*	Last-Approved License Type	<input type="text"/>
	Requested New License Type	<input type="text"/>

3. AMENDMENT-Change of Business Entity Information

<input type="checkbox"/> Change of Corporate Name	Last-Approved Corporate Name:	<input type="text"/>
	Requested New Corporate Name:	<input type="text"/>
<input checked="" type="checkbox"/> Change of DBA	Last-Approved DBA:	Berkshire Co-Op Market
	Requested New DBA:	Berkshire Food Co-Op
<input type="checkbox"/> Change of Corporate Structure LLC, Corporation, Sole Proprietor, etc	Last-Approved Corporate Structure	<input type="text"/>
	Requested New Corporate Structure	<input type="text"/>

4. AMENDMENT-Pledge Information

<input type="checkbox"/> Pledge of License	To whom is the pledge being made:	<input type="text"/>
<input type="checkbox"/> Pledge of Inventory		
<input type="checkbox"/> Pledge of Stock		

5. AMENDMENT-Change of Manager

Change of License Manager

A. MANAGER INFORMATION

The individual that has been appointed to manage and control the licensed business and premises.

Proposed Manager Name Date of Birth SSN

Residential Address

Email Phone

Please indicate how many hours per week you intend to be on the licensed premises Last-Approved License Manager

B. CITIZENSHIP/BACKGROUND INFORMATION

Are you a U.S. Citizen? Yes No *Manager must be a U.S. Citizen
 If yes, attach one of the following as proof of citizenship US Passport, Voter's Certificate, Birth Certificate or Naturalization Papers.

Have you ever been convicted of a state, federal, or military crime? Yes No

If yes, fill out the table below and attach an affidavit providing the details of any and all convictions. Attach additional pages, if necessary, utilizing the format below.

Date	Municipality	Charge	Disposition

C. EMPLOYMENT INFORMATION

Please provide your employment history. Attach additional pages, if necessary, utilizing the format below.

Start Date	End Date	Position	Employer	Supervisor Name
06/2018	present	Center Store Manager	Berkshire Food Co-Op	Ted Moy
01/2017	06/2018	Guest Services Manager	Kripalu Center	Scott Knapp
2001	2017	Natural Foods Manager	Guido's Fresh Marketplace	Thomas Barstow

D. PRIOR DISCIPLINARY ACTION

Have you held a beneficial or financial interest in, or been the manager of, a license to sell alcoholic beverages that was subject to disciplinary action? Yes No If yes, please fill out the table. Attach additional pages, if necessary,utilizing the format below.

Date of Action	Name of License	State	City	Reason for suspension, revocation or cancellation

I hereby swear under the pains and penalties of perjury that the information I have provided in this application is true and accurate:

Manager's Signature Date 7

7. AMENDMENT-Change of Premises Information

Alteration of Premises: (must fill out attached financial information form)

7A. ALTERATION OF PREMISES

Please summarize the details of the alterations and highlight any specific changes from the last-approved premises.

PROPOSED DESCRIPTION OF PREMISES

Please provide a complete description of the proposed premises, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

Total Sq. Footage	<input type="text"/>	Seating Capacity	<input type="text"/>	Occupancy Number	<input type="text"/>
Number of Entrances	<input type="text"/>	Number of Exits	<input type="text"/>	Number of Floors	<input type="text"/>

Change of Location: (must fill out attached financial information form)

7B. CHANGE OF LOCATION

Last-Approved Street Address

Proposed Street Address

DESCRIPTION OF PREMISES

Please provide a complete description of the premises to be licensed, including the number of floors, number of rooms on each floor, any outdoor areas to be included in the licensed area, and total square footage. You must also submit a floor plan.

See Additional Information Page for full description.

Total Sq. Footage	<input type="text" value="14000"/>	Seating Capacity	<input type="text" value="n/a"/>	Occupancy Number	<input type="text" value="n/a"/>
Number of Entrances	<input type="text" value="2"/>	Number of Exits	<input type="text" value="2"/>	Number of Floors	<input type="text" value="1"/>

OCCUPANCY OF PREMISES

Please complete all fields in this section. Please provide proof of legal occupancy of the premises. (E.g. Deed, lease, letter of intent)

Please indicate by what means the applicant has to occupy the premises

Landlord Name	<input type="text" value="n/a"/>	<input type="text"/>
Landlord Phone	<input type="text"/>	Landlord Email <input type="text"/>
Landlord Address	<input type="text"/>	

Lease Beginning Date	<input type="text"/>	Rent per Month	<input type="text"/>
Lease Ending Date	<input type="text"/>	Rent per Year	<input type="text"/>

Will the Landlord receive revenue based on percentage of alcohol sales?

Yes No

ADDITIONAL INFORMATION

Please utilize this space to provide any additional information that will support your application or to clarify any answers provided above.

The first floor shall consist of (a) 12 linear feet of wine and 8 linear feet of beer to be displayed for purchase located between the Grocery/Freezer Aisle and Service Deli Area and (b) various end cap and case stack displays for promotional purposes on the premises.

Beer and wine shall be stored on a shelving unit secured by doors and a wire cage in the dry storage area located on the right side in the back stockroom and refrigerated product shall be stored in the dairy refrigeration storage area located in the back stockroom on the premises.

Beer and wine purchases shall take place at the front registers of the premises and shall leave the premises via the two entrances and two exits located on the premises.

Bruce Firger, Assessor
John Katz, Assessor

Shaun McHugh, Principal Assessor
E-mail: smchugh@townofgb.org

Carol Strommer
Administrative Assessor
E-mail: cstrommer@townofgb.org



Town Hall, 334 Main Street
Great Barrington, MA 01230

Telephone: (413) 528-2220 x 5
Fax: (413) 528-1026

TOWN OF GREAT BARRINGTON MASSACHUSETTS

ASSESSORS' OFFICE

May 2, 2019

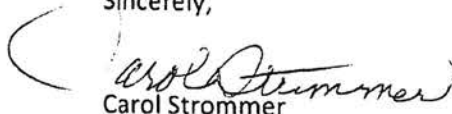
IMMEDIATE ABUTTERS FOR PROPERTY OF: POWERHOUSE SQUARE I LLC, Berkshire Co-op Market
LIQUOR AMENDMENT 34 Bridge Street, Map 19 lots 142, 142A, Book 2457 Page 36

MAP LOT ABUTTER

19	140,141,143	Wheeler & Taylor Inc., 333 Main St., Gt. Barrington, MA 01230-1813
19	152B	Powerhouse Square I LLC, applicant

The above list of immediate abutters to the subject property
is correct according to the latest records of this office.

Sincerely,


Carol Strommer
Administrative Assessor

CORPORATE VOTE

The Board of Directors or LLC Managers of

Berkshire Cooperative Association, Inc.

Entity Name

duly voted to apply to the Licensing Authority of

Great Barrington

and the

City/Town

Commonwealth of Massachusetts Alcoholic Beverages Control Commission on

Date of Meeting

For the following transactions (Check all that apply):

- New License
- Change of Location
- Change of Class (i.e. Annual / Seasonal)
- Change Corporate Structure (i.e. Corp / LLC)
- Transfer of License
- Alteration of Licensed Premises
- Change of License Type (i.e. club / restaurant)
- Pledge of Collateral (i.e. License/Stock)
- Change of Manager
- Change Corporate Name
- Change of Category (i.e. All Alcohol/Wine, Malt)
- Management/Operating Agreement
- Change of Officers/
Directors/LLC Managers
- Change of Ownership Interest
(LLC Members/ LLP Partners,
Trustees)
- Issuance/Transfer of Stock/New Stockholder
- Change of Hours
- Other
- Change of DBA

"VOTED: To authorize

Erica Spizz

Name of Person

to sign the application submitted and to execute on the Entity's behalf, any necessary papers and do all things required to have the application granted."

"VOTED: To appoint

Jessica Bosworth

Name of Liquor License Manager

as its manager of record, and hereby grant him or her with full authority and control of the premises described in the license and authority and control of the conduct of all business therein as the licensee itself could in any way have and exercise if it were a natural person residing in the Commonwealth of Massachusetts."

A true copy attest,

For Corporations ONLY

A true copy attest,

Corporate Officer /LLC Manager Signature


Corporation Clerk's Signature

(Print Name)

Jennifer Salinetti

(Print Name)

The Commonwealth of Massachusetts
Town of Great Barrington
DBA

No. 46-19

New
Renew

BUSINESS CERTIFICATE

In conformity with the provisions of Chapter one hundred and ten, Section five of the General Laws, as amended, the undersigned hereby declare(s) that a business under the title of

Berkshire Food CO-OP
is conducted at 42 BRIDGE STREET
for the purpose of (type of business) Retail Grocery Store
in Great Barrington, by the following person(s).

Please be advised that the attached Business Certificate is only valid if the business has followed the Town of Great Barrington Zoning Bylaws. It is the responsibility of the business owner to be sure that the business meets all the qualifications as required by law.

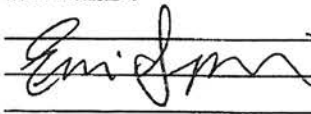
It is the responsibility of the person who has filed such a certificate, upon his discontinuing such business or changing location, to file a statement in the office of the Town Clerk and pay the fee per Mass General Law, C. 110, §5.

I have read the above statement and understand the terms of the Business Certificate provided to me by the Town clerk's Office.

FULL NAME

ERICA SPIZZ, BOARD
PRESIDENT

SIGNED:



**Residence Street Address
and Mailing Address**

7 FAIRFIELD STREET
PITTSFIELD, MA 01201

Phone#: (413) 443-0990

Federal Tax ID#:

04-~~2542~~ 2742501



**THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF GREAT BARRINGTON
BERKSHIRE COUNTY
BUSINESS CERTIFICATE
2019**

Date: DECEMBER 31, 2018

Personally appeared before me,

ERICA SPIZZ, BOARD PRESIDENT

DBA: BERKSHIRE FOOD CO-OP

And made an oath that the foregoing statement is true:

A certificate issued in accordance with this section shall be in force and effect for four years from the date of issue and shall be renewed each four years thereafter so long as such business shall be conducted and shall lapse and be void unless so renewed.

Expiration Date: JANUARY 1, 2023

Marie J. Ryan, MMC
Town Clerk



The Commonwealth of Massachusetts
William Francis Galvin

No Fee

Secretary of the Commonwealth, Corporations Division
 One Ashburton Place, 17th floor
 Boston, MA 02108-1512
 Telephone: (617) 727-9640

Certificate of Change of Directors or Officers of Domestic Business Corporations

(General Laws, Chapter 156B, Section 53)

Identification Number: 042742501

I, JENNIFER SALINETTI **Clerk** **Assistant Clerk**,

of BERKSHIRE COOPERATIVE ASSOCIATION, INC.

having a principal office at: 42 BRIDGE STREET GREAT BARRINGTON, MA 01230 USA

certify that pursuant to General Laws, Chapter 156B, Section 53, a change in the directors and/or the president, treasurer and/or clerk of said corporation has been made and that the name, residential street address, and expiration of term of the president, treasurer, clerk and each director are as follows: *(Please provide the name and residential street address of the assistant clerk if he/she is executing this certificate of change. Also, include the names of any additional officers of the corporation.)*

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code	Expiration of Term
PRESIDENT	ERICA SPIZZ	7 FAIRFIELD ST. PITTSFIELD, MA 01201 USA	2018
TREASURER	DANIEL SEITZ	P.O. BOX 178 GREAT BARRINGTON, MA 01230 USA	2020
SECRETARY	JENNIFER SALINETTI	12 MCCARTY ROAD TYRINGHAM, MA 01264 USA	2021
VICE PRESIDENT	MICHAEL MAGUIRE	115 HOLLENBECK AVE. GREAT BARRINGTON, MA 01230 USA	2019
DIRECTOR	JAKE LEVIN	1043 MILL RIVER GREAT BARRINGTON, MA 01230 USA	2020
DIRECTOR	JENNIFER SALINETTI	12 MCCARTY RD. TYRINGHAM, MA 01264 USA	2020
DIRECTOR	MOLLY DE ST. ANDRE	13 LAKE AVE. GREAT BARRINGTON, MA 01230 US	2020
DIRECTOR	LAURIE COYLE	132 CHRISTIAN HILL ROAD GREAT BARRINGTON, MA 01230 USA	2021
DIRECTOR	SAM HANDEL	127 MONUMENT VALLEY ROAD GREAT BARRINGTON, MA 01230 USA	2019
DIRECTOR	BETSY ALOISI-ANDRUS	16 HIGHLAND DR. GREAT BARRINGTON, MA 01230 USA	2019

SIGNED UNDER THE PENALTIES OF PERJURY, this 7 Day of February, 2019,
JENNIFER SALINETTI, Clerk / Assistant Clerk.

2019
COMMONWEALTH OF MASSACHUSETTS
TOWN OF GREAT BARRINGTON
APPLICATION FOR INNOLDERS LICENSE

(Change of LLC)

FEE: \$50.00 *N/A*

DATE: 6/4/19

LICENSE NUMBER: _____

TO THE LICENSING AUTHORITY:

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

OWNER(S) NAME: Berkshire Pleasure Hospitality, LLC c/o Carrie Chen, Manager

NAME OF BUSINESS: Berkshire Pleasure Hospitality, LLC

D/B/A (if applicable): The Barrington

BUSINESS MAILING ADDRESS: 281 Main Street, Level 3, Great Barrington, MA 01230

BUSINESS TELEPHONE: 206-972-4819 HOME TELEPHONE: 206-972-4819

LOCATION WHERE LICENSE IS TO BE USED: _____

281 Main Street, Level 3, Great Barrington, MA 01230

DAYS OF OPERATION: Monday-Sunday

HOURS OF OPERATION: 24 Hours/Day

DESCRIPTION OF PREMISES: Level 3 of 281 Main Street which consists of 7 Tourist Home Suites

NUMBER OF ROOMS: 7 tourist home suites

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.

Berkshire Pleasure Hospitality, LLC
Signature of Individual or Corporate Name

By: Carrie Chen
Corporate Officer (if applicable)

SS# _____ or FID# 83-4674301



**TOWN OF GREAT BARRINGTON
2019 Annual Innholders License**

License Fee \$50.00

This is to Certify that a license is hereby granted to:

Name:

Carrie Chen, Manager

Name of Business:

Berkshire Pleasure, LLC

D/B/A (if applicable):

The Barrington

Business Location:

281 Main Street Great Barrington MA 01230

Mailing Address (if different than above):

Days of Operation

Monday - Sunday

Hours of Operation:

24 Hours

Number of Rooms:

7

This license may be suspended or revoked for violation of the laws of the Commonwealth of Massachusetts relating to the licensing of Lodging House MGL Chapter 140 § 2, §6 and Innholder, MGL Chapter 140 §22, §25-§27.

License granted by the SELECTBOARD:

[Signature]
[Signature]

[Signature]
[Signature]

Expiration Date:

December 31, 2019



The Commonwealth of Massachusetts
William Francis Galvin

Minimum Fee: \$500.00

Secretary of the Commonwealth, Corporations Division
 One Ashburton Place, 17th floor
 Boston, MA 02108-1512
 Telephone: (617) 727-9640

Certificate of Organization

(General Laws, Chapter)

Identification Number: 001382576

1. The exact name of the limited liability company is: BERKSHIRE PLEASURE HOSPITALITY, LLC

2a. Location of its principal office:

No. and Street: 281 MAIN STREET, LEVEL 3
 City or Town: GREAT BARRINGTON State: MA Zip: 01230 Country: USA

2b. Street address of the office in the Commonwealth at which the records will be maintained:

No. and Street: 281 MAIN STREET
LEVEL 3
 City or Town: GREAT BARRINGTON State: MA Zip: 01230 Country: USA

3. The general character of business, and if the limited liability company is organized to render professional service, the service to be rendered:

TO OPERATE A TOURIST HOME, LODGING ESTABLISHMENT AND FOOD ESTABLISHMENT AND TO ALSO TO TAKE ANY OTHER ACTION AND ENGAGE IN ANY OTHER BUSINESS NOT PROHIBITED UNDER THE ACT OR OTHER APPLICABLE LAW.

4. The latest date of dissolution, if specified:

5. Name and address of the Resident Agent:

Name: KATHLEEN M. MCCORMICK
 No. and Street: 390 MAIN STREET, SUITE 2
 City or Town: GREAT BARRINGTON State: MA Zip: 01230 Country: USA

I, KATHLEEN M. MCCORMICK resident agent of the above limited liability company, consent to my appointment as the resident agent of the above limited liability company pursuant to G. L. Chapter 156C Section 12.

6. The name and business address of each manager, if any:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
MANAGER	CARRIE CHEN	281 MAIN STREET, LEVEL 3 GREAT BARRINGTON, MA 01230 USA

7. The name and business address of the person(s) in addition to the manager(s), authorized to execute documents to be filed with the Corporations Division, and at least one person shall be named if there are no managers.

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code

8. The name and business address of the person(s) authorized to execute, acknowledge, deliver and record any recordable instrument purporting to affect an interest in real property:

Title	Individual Name First, Middle, Last, Suffix	Address (no PO Box) Address, City or Town, State, Zip Code
REAL PROPERTY	CARRIE CHEN	281 MAIN STREET, LEVEL 3 GREAT BARRINGTON, MA 01230 USA

9. Additional matters:

**SIGNED UNDER THE PENALTIES OF PERJURY, this 7 Day of May, 2019,
CARRIE CHEN**

(The certificate must be signed by the person forming the LLC.)

THE COMMONWEALTH OF MASSACHUSETTS

I hereby certify that, upon examination of this document, duly submitted to me, it appears that the provisions of the General Laws relative to corporations have been complied with, and I hereby approve said articles; and the filing fee having been paid, said articles are

deemed to have been filed with me on:

May 07, 2019 04:02 PM

A handwritten signature in black ink, reading "William Francis Galvin". The signature is written in a cursive style with a large, prominent initial "W".

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth

Fee: \$25.00 (per day)

Pd.



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: Robin Vickery

Organization Name: Gt. Barrington Fish + Game

Applicant's Address: 338 Long Pond Rd Housatonic

Telephone Number: 274-6291

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

Event: Annual Father's Day Lobster Shoot

Date: 6-16-19 Start Time: 11 am End Time: 7 pm

Event Address: 338 Long Pond Rd Housatonic Ma 01236

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.

Robin M. Vickery
Signature of Applicant

5-17-19
Date

FOR TOWN USE:

Approved _____

Denied _____

Postponed _____

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: Susan Obel
Organization Name: Aston Magna Foundation
Applicant's Address: P.O. Box 28, Great Barrington 01230
Telephone Number: 413-528-3595

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

Event: Aston Magna Music Festival
Date: July 13, 20, 27 Start Time: 6:00pm End Time: 9:30pm
Event Address: Saint James Place 352 Main Street

Is the Event on Town property? YES NO

PLEASE ATTACH THE FOLLOWING TO YOUR APPLICATION:

- OK 1. TIPS or ServSafe Alcohol certification for anyone serving alcohol.
- OK 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.)
- OK 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.

Susan Obel
Signature of Applicant

5/1/19
Date

FOR TOWN USE:

Approved _____ Denied _____ Postponed _____



352 MAIN STREET
GREAT BARRINGTON, MA 01230

April 2, 2019

Susan Obel, Executive Director
Aston Magna Foundation for Music, Inc.
P.O. Box 28
Great Barrington, MA 01230

Dear Susan,

Please take this letter as confirmation of the ASTON MAGNA FOUNDATION FOR MUSIC's booking of the following events to be held at Saint James Place, and of our permission for alcohol to be served at post-performance receptions:

Saturday, July 6, 2019
Saturday, July 13, 2019
Saturday, July 20, 2019
Saturday, July 27, 2019
Saturday, August 3, 2019

We welcome ASTON MAGNA FOUNDATION FOR MUSIC's return to Saint James Place, and look forward, as always, to our continued relationship.

Sincerely,



Seth Keyes
General Manager

Great Barrington Firefighter's Association
37 State Road
Great Barrington, MA 01230

May 3, 2019

Great Barrington Selectboard
334 Main Street
Great Barrington, MA 01230

Dear Selectboard,

The Great Barrington Firefighter's Association plans to hold the 11th annual Main Street Car Show on Thursday, August 1. It has been a successful event in the past which brings over a thousand visitors, primarily locals, downtown for the evening. This show will be similar in size and scope to previous years.

We have enclosed an Entertainment Permit application along with a description and map of the event. We are also requesting permission to close Main Street from Cottage Street to Bridge Street for the duration of the event, including lower Castle Street and Railroad Street. The previous detour plan will be modified due to the Cottage Street Bridge being closed. Our revised plan is shown in the attached Event Plan. We will work with Chief Walsh to determine adjustments needed for the number and location of detail officers. All roads will remain accessible for emergency vehicles and tractor trailers will be escorted through Main Street to alleviate congestion on East Street.

Thank you for your consideration and we look forward to another successful event.

Sincerely,



Terry Chamberland
Event Coordinator

GBFD Car Show 2019

Event Plan

Date: August 1, 2019

Time: 16:00-21:00

Event Coordinator: Terry Chamberland

Description

Downtown streets will be used for a car show displaying all types of motorized vehicles with vendors set up along the sidewalks selling food and other merchandise. Olde Yankee Street Rods will play recorded music through speakers set up on Main Street. 250-350 show cars are expected with several thousand people over the course of the night.

Command Post

Command post and work pool will be located at Railroad and Main Streets. All event staff shall report to the command post for an assignment.

Display Parking

Timing: Vehicle owners may park in a parking spot as early as noon. However, double parking and diagonal parking will be forbidden until the road is shut down at 16:15. Violators may be towed.

Locations: Main Street from Castle Street to Cottage Street, Castle Street, Railroad Street, and in front of the Town Hall. Locations for parallel and diagonal parking will be clearly delineated to ensure adequate lanes remain for tractor trailer escorts and emergency vehicle access

Priority: Vehicles will first be parked on Main Street from Elm to Castle, then Castle Street, Railroad Street, and in front of the Town Hall. Cars will then be parked on Main Street north of Elm Street as far as needed. Vintage fire apparatus will park in front of the old fire house. In service fire apparatus will park on the south side of Castle Street.

Reserving Parking: The DPW will line the sidewalks with cones during the morning. Event workers will use the cones to reserve parking spaces as they open up starting at 14:00. All cars must remain properly parked until the road is closed at 15:45. At that time cars will be allowed to diagonally park on Main Street. They must be properly parked by 21:00 when the road is re-opened or they will be towed.

Registration: Show car registration will be done at one table located by Old Yankee Street Road's PA system in Main Street. After the majority of vehicles are parked staff will try to locate the owners of any unregistered cars.

Planters: Care will be taken to avoid pedestrians trampling the plant boxes on Main Street. Cars will be parked to allow spectators to walk around vehicles without stepping in the planters.

Public Parking

We are working with the owners of several downtown parking lots to lift parking restriction on their lots at 16:00 p.m. to ensure adequate parking for the public. Parking will be available on side streets and Main Street from Cottage Street to State Road.

Security

There will be police officers at both ends of the event for traffic details. No additional security is planned.

Traffic

Detour: Main Street will be shut down from Castle Street to Cottage Street. North bound traffic will be diverted down Bridge Street and across East Street. South Bound traffic will be diverted down East Street, and back up Bridge Street. Tractor Trailers will be escorted by firefighters down Main Street.

Signs & Baracades:

- Sign boards will be placed on the north and south sides on route 7 to notify traffic of the detours.
- Cones will be used to create a staging lane for trucks on Main Street between Taconic Ave and Castle Street while detouring all other traffic over Bridge Street. Signs will also be used to properly direct traffic.
- Signs will be placed at State/East, North Plain/Main, and Cottage/Main to direct traffic
- Dresser, Pleasant, Church, and Elm will have baracades across them to stop traffic from driving through the crowd

Detail Officers: Two police details will be located at Main/Bridge, one at East/Cottage, and one at State/East and one at State/North Plain. The stop signs on East Street at the Cottage Street intersection will be covered to facilitate a steady flow of through traffic. Main Street from State Road to Cottage street will remain open for local traffic. See traffic detour maps for more details.

Emergency Access: All roads will remain accessible for emergency vehicle access.

Tractor Trailers: Crews of firefighters will slowly escort tractor trailers through Main Street during the event to alleviate congestion through the detour.

Local Traffic: Church and Pleasant Streets will closed off at Main Street. Rosseter Street and Dresser Ave will be diverted north on Main Street. We will secure water filled baracades from the Sheriff's department for the side street road closures. Any necessary local traffic will be escorted by firefighters to their destinations.

Handicap: All disabled people requesting special accommodations in reaching a destination within the event area will be accommodated. The crews assisting tractor trailers will escort them to their destination. Either a convenient parking location will be found or a valet service will be offered. Parking options will be upper Railroad Street and the Berkshire Bank lot.

EMS

SBVAS will have a rig mobile posted at the event, but not committed. No elevated hazards are anticipated.

Fire/Rescue

An engine, ladder, and rescue will be staged and in service on Castle Street. No elevated hazards are anticipated.

Communications

Event: Fire Ground 3

Traffic (Truck Escorts): Fire Ground 3—a mobile radio will be used to communicate from Castle Street to Cottage Street.

Traffic (Police Details): Central

Emergency: Standard dispatch and communications policies will remain in effect for police, fire, and EMS.

Vendors

Locations: Venders are being coordinated with the Chamber of Commerce. They will be located so as to not block or obstruct access to any open business or occupied building.

Permit: It is the responsibility of the vendor to obtain all necessary permits for their operations.

Restrooms

Accessible porta potties will be located in front of 297 Main Street and 244 Main Street.

Signs

Sandwich Board advertising the event @ 390 Main Street. All other signs will be traffic detours.

Tents

None by the Firefighter's Association. Some vendors may use 10'x10' pop ups. They will be kept 10' from any structures.

Timeline

July 31, 2019

Get Traffic Control Equipment from Sheriff's Department

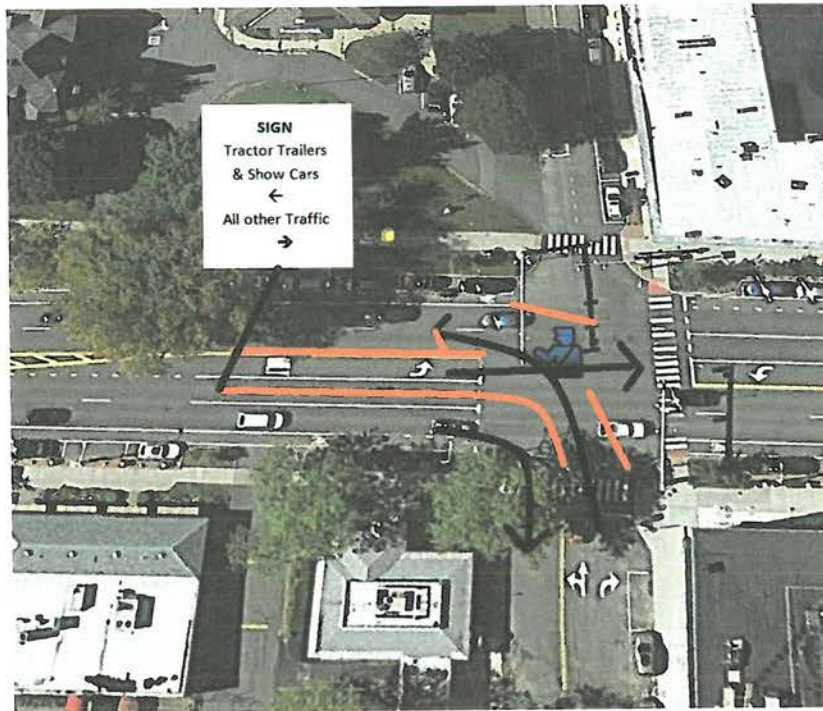
August 1, 2019

Morning: DPW sets out cones on the sidewalk

- 14:00: Command post is opened
Event workers begin reserving parking spots as they open up
Prestaged Traffic Detour Equipment
- Cones and signs in front of Wheeler & Taylor for creating a truck lane.
 - Road Closed Ahead/No Through Traffic signs at Main/North Plain
 - Road Closed sign and barricade at Main/Cottage
 - South bound traffic left, TT, Show Cars, & 41 North Traffic keep right at State/East
 - Trash Bags are placed at East/Cottage Stop Signs
 - Barricades will be placed at Dresser, Pleasant, Church, and Elm
- 15:00: Registration table is opened
- 15:45: Detail Officers arrive/In service apparatus park on Castle Street
- 16:15: Pre staged detour equipment is deployed
Main Street is closed from Cottage Street to Bridge Street
Cars are parked diagonally
- 16:30: Show officially begins
- 17:00: Start selling 50/50 tickets
Located the owners of unregistered vehicles and register them
- 18:00: Judging begins
- 20:00: Trophies and 50/50 are awarded
- 20:30: Assist vehicles in leaving and parallel parking
- 21:00: Main Street is re-opened, all cars are properly parked
- 21:30: Event cleaned up including sidewalks and garbage. Cones are stacked on the sidewalk at intersections.

Intersection Traffic Plans

Bridge & Main Street



North End





TOWN OF GREAT BARRINGTON
Temporary Weekday Entertainment License Application
\$25.00 per day

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: Terry Chamberland

Business/Organization: Great Barrington Firefighter's Association

D/B/A (if applicable): _____

Address: 37 State Road, Great Barrington, MA 01230

Mailing Address: Same

Phone Number: 413-429-1689

Email: tchamberland38@yahoo.com

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

Live band with up to ___ pieces, including singers Public Show

Other (please explain) _____

INCLUDES: Live music Recorded music Dancing by entertainers/ performers

Dancing by patrons Amplification system Theatrical exhibition

Floorshow Play Moving picture show Light show Jukebox

Other (please explain) _____

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



TOWN OF GREAT BARRINGTON MASSACHUSETTS

OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT

Christopher Rembold, AICP
Town Planner

Ph: (413) 528-1619, ext. 7
crembold@townofgb.org

EXECUTIVE SUMMARY

TITLE: Economic Development Committee

BACKGROUND: As recommended by the Master Plan, the Selectboard has been seeking to form an Economic Development Committee. At its March 25, 2019 meeting, the Selectboard appointed eight members and discussed a draft scope of duties. Since then, some changes have occurred, and additional people have expressed interest in serving on the Economic Development Committee. Also, some areas that were to be represented specifically have not been actively recruited.

At this time, with 13 people either appointed or interested, the Selectboard would have a full committee, with the number it originally envisioned.

The Selectboard should now review, discuss, and amend if needed, the draft resolution attached hereto, particularly the "charge of duties." The Selectboard can then adopt the resolution to create the Economic Development Committee. The committee structure will create staggered terms, and it allows for the elected Town boards represented thereon to have alternate members.

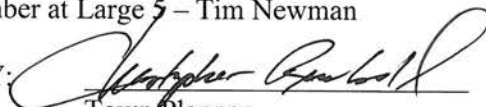
Also, for sake of clarity and as recommended below, the Selectboard should reappoint the members appointed on March 25, except for those who have withdrawn, and appoint new interested members.

FISCAL IMPACT: The primary impact will be on Town staff time to support the committee. Operating budget funds are available in FY20 to pay for Berkshire Regional Planning Commission economic development assistance.

RECOMMENDATION: The Selectboard (a) adopt the attached resolution to create the Economic Development Committee, and (b) appoint the following people to the Economic Development Committee:

1. Selectboard – Leigh Davis as Member
2. Planning Board – to be determined
3. Finance Committee – Meredith O'Connor, Member, Anne O'Dwyer, Alternate
4. Entrepreneurship Expert – Steve Picheny
5. Commercial Real Estate Expert – Tony Blair
6. Local K-12 Educational Institution – Sean Flynn
7. Local Higher Education Institution – Ian Bickford
8. Local Arts and Cultural Organization – Karin Watkins
9. Member at Large 1 – Richard Ruth
10. Member at Large 2 – Vivian Orlowski
11. Member at Large 3 – Michael Andelman
12. Member at Large 4 – Karen W. Smith
13. Member at Large 5 – Tim Newman

PREPARED BY:


Town Planner

DATE: 6/5/19

APPROVED BY:


Town Manager

DATE: 6-5-19

Resolution to Create an Economic Development Committee

Whereas, in accordance with the authority granted to it by the Town Charter, the Selectboard may create special purpose committees; and,

Whereas, the 2013 Great Barrington Master Plan approved by the Planning Board and Selectboard recommended the creation of Economic Development Committee;

Now therefore, on this ____ day of _____, 2019, the Selectboard hereby resolves and creates an Economic Development Committee, as set forth below.

Charge of Duties:

Advise the Selectboard, Planning Board, Town Manager and other boards and committees on economic development issues and trends.

Track, analyze, and understand our Town's changing economy and business needs.

Develop guidelines and recommendations, and support public and private initiatives, related to business retention, business attraction, business development, workforce development, entrepreneurship, infrastructure to support economic growth, and redevelopment of sites and buildings.

Analyze barriers to economic development, and develop draft bylaws, policies, regulations, and zoning regulations to address those barriers, to foster economic growth, and strengthen the local economy consistent with the goals of the Master Plan.

Develop recommendations to maximize business interest in our community, to support existing businesses, and to attract potential new businesses.

Undertake and support activities aimed at enhancing the economic well-being of the community by the promotion of a sustainable economy which will retain and create quality employment opportunities and a broadened tax base for the town and its residents.

Actively and regularly consult with existing small and large businesses in Town, with the Southern Berkshire Chamber of Commerce, and with the Downtown Great Barrington Cultural District.

Work with other public and private entities, and staff to promote the economic well-being of the community and participate in regional economic development efforts.

Promote Great Barrington's identity in the region.

Membership and Terms of Office:

The Committee shall have 13 members, unless expanded by vote of the Selectboard. The initial members shall represent the following areas/organizations, and need not be residents of the Town of Great Barrington.

1. Selectboard
2. Planning Board
3. Finance Committee

4. Entrepreneurship Expert
5. Commercial Real Estate Expert
6. Local K-12 Educational Institution
7. Local Higher Education Institution
8. Local Arts and Cultural Organization
9. Member at Large 1
10. Member at Large 2
11. Member at Large 3
12. Member at Large 4
13. Member at Large 5

All members shall have three-year terms, except: the initial appointments of Members 6 - 9 above shall be for two-year terms, and thereafter for three-year terms; the initial appointments of Members 10 – 13 above shall be for one-year terms, and thereafter for three-year terms.

The Selectboard, Planning Board, and Finance Committee may have an Alternate Member, also appointed by the Selectboard, to represent them on the Committee.

The Town Manager shall be an ex-officio, non-voting member, and may designate staff as appropriate to assist the Economic Development Committee.

For the Selectboard:

Stephen Bannon, Chair

Approved
1/14/19

Selectboard Policies and Procedures

I. Selectboard Roles

Leadership, governance and oversight responsibilities: promote the town, serve as advisor to town manager, oversight of town operations, management and strategic plan, set outcomes, evaluate impacts, measure performance, review agenda.

A. Legal responsibilities:

1. chief executive branch of town government
2. coordinates with other town elected committees, "government by committee"
3. appointments on boards, committees, assignments
4. local licensing authority
5. local permitting authority
6. a special permit granting authority
7. set policy and propose bylaws for town meeting warrant
8. oversee preparation of budget with finance committee and town manager
9. call for town meeting and approve all warrant articles for agenda
10. sets fees
11. create general rules and regulations for town operations
12. appoint town counsel and approve legal strategy
13. sign warrants to pay all town bills
14. serve as road commissioners
15. serve as sewer commissions
16. appoint town manager
17. conduct annual review of town manager
18. communications to public on issues and respond to citizen concerns

B. Annual Tasks

1. annual board organization: establish roles, responsibilities, and reassign liaisons as necessary
2. Selectboard appointments to boards and committees
3. Tax classification hearing – August
4. annual financial policy and budget plan
5. issue annual report
6. set policy and strategic direction
7. coordinate the activities of other boards
8. resolve problems that have not been settled at lower levels.
9. participate in the budget process
10. provide leadership in the development of the capital improvement program
11. identify town projects for CPA funding
12. set risk management policy
13. monitor financial performance of the town
14. sign payment of warrants / invoices
15. review budget policy establishing free cash and holding tax classification hearings
16. establish stabilization fund policy
17. review monthly and quarterly financial reporting
18. participate in audit process

II. Selectboard Responsibilities

- A. Liaison with Town Boards and Committees – assigned to one or more of the Town Boards and/or Committees, to attend meetings and activities when considered appropriate and maintain current information to be passed on to the Select Board upon request or as per regular agenda item.
- B. Liaison with Town Departments – assigned one or more of the Town departments to serve as a policy liaison, to maintain overall information on the department status and operations and objectives, to assist Town Manager with resolution of issues and to advise the Town Manager on overall policy and strategy. Provide expertise to Selectboard on department area to guide general oversight.
- C. Liaison with Outside Groups – assigned to serve as liaison or member of outside committees, to represent the Selectboard and exchange information.
- D. Selectboard Subcommittees: - formed by the Chair or Board members to address specific issues, strategies or projects.

III. The Officers of the Board

- A. The Chair: The Chair is chosen by fellow Selectboard members to serve a term of one year. The responsibilities of the Chair include: preparation of the agenda for all Selectboard meetings with the Town Manager, calling meetings of the Board, coordinating an annual evaluation of the Town Manager, presiding over all meetings and public hearings as per Robert's rule of order, recognizing others to speak during each meeting and encouraging complete discussion of all relevant issues before the Board. Being Chair does not mean the Chair forfeits the right to vote on any matter, the right to make a motion or the right to express himself as a Board member. The Chair of the Board shall sign all documents as required by law.
- B. Vice-Chair/Clerk: The Vice-Chair/Clerk is responsible for serving as Chair in the Chair's absence. Should the Chairman resign, the Vice-Chairman automatically succeeds him/her. The Clerk of the Board shall sign all documents as required by law.
- C. Designated Alternative: If the Vice Chair/ Chair are unable to perform their duties, the senior member of the board present at the time shall be designated to perform said duty.

IV. Meeting Schedule

- A. Regular Meetings: Regular meetings of the Selectboard shall be the second and fourth Mondays of the month. The Board shall not meet on days designated as legal holidays. When a meeting date is to be rescheduled because of a legal holiday, the Board shall agree on a date to reschedule. **Public comment(s) is addressed in Section VIII. Citizen Speak Procedures.
- B. Notice of Meetings : All meetings of the Selectboard shall be duly posted in compliance with MGL Open Meeting Law requirements. The Town Manager on behalf of the Chair is responsible for providing the Agenda to the Town Clerk in accordance with the Open Meeting Law for posting on the Town's website, notice board inside and outside of the Town Hall, and notifying the media.
- C. Meeting Procedures:
 - 1. Meetings are to be conducted in accordance with generally accepted rules of parliamentary procedure. Robert's Rules of Order is used as a guide in matters requiring clarification of definition. Motions to reconsider must be made no later than the next regularly scheduled business meeting following the meeting at which the original vote was taken.
 - 2. A quorum shall consist of the majority (3) members of the board. At times when only three members are present, all three members must vote similarly for a majority vote. Approvals of Special Permits shall require a majority vote of four (4) members of the Board.
 - 3. Any rules or procedures as to functioning of the Board may be amended, repealed or otherwise acted upon by a majority vote, at a duly posted meeting of the Selectboard, provided a quorum of members is in attendance.

4. In accordance with the Town bylaws, the Chair is encouraged to take public comment when appropriate. The press and the public have the right to be present at any open meeting, however they have no right to participate except during public hearings, citizen speak, or media time unless and until they are recognized by the Chair. All public inquiries shall be addressed to the Chair.
5. Meeting participants shall conduct themselves in a professional manner. No demonstrations or signs will be allowed in the meeting room. Individual shall refrain from verbal outbursts. Cell phones and pagers shall be silenced prior to the meeting.
6. Anyone addressing the Board during the meeting, including citizen speak time, shall proceed to the lectern after being recognized by the Chair, and adhere to the Citizen Speak Procedure. Before speaking, they shall state their name and address. There shall be a time limit of 3 minute per speaker unless extended by the Chair.

V. Preparing the Agenda

- A. The responsibility for preparing the agenda for the Selectboard meetings shall be the Chair, Vice Chair, and the Town Manager. Finalized agendas along with supporting background information shall normally be available no later than the close of business on the Friday of the week prior to the next scheduled meeting. The deadline for having requested items on the agenda is 12:00 P.M. the Wednesday of the week prior to the next scheduled meeting. All information relevant to the agenda topic shall also be provided by this time. All information shall be provided to the office of the Town Manager to be included in the agenda packets.
- B. Any items requested by members of the Board shall be placed on the agenda, however, the Chair, Vice Chair, and Town Manager will use discretion and may need to defer a topic to the next available meeting. Agenda items will be deferred to the next meeting if supporting documentation is received after the 12:00 PM deadline.
- C. Agenda items should include background information with the agenda packets so that Board members can review and prepare for discussion prior to the meeting. This procedure does not limit an individual member of the Selectboard from raising a concern about an issue under "Selectboard Time". However, no formal action shall be taken by the Board until a future meeting.
- D. Before raising issues publicly at a meeting, Board members should first advise the Town Manager prior to the meeting of issues, concerns, or complaints so that an appropriate response or update can be provided.

VI. Public Hearing Procedures

State law and various Town bylaws require the Selectboard to hold public hearings on certain issues before any action can be taken.

- A. The Board will schedule the dates for the hearings.
- B. The Chair will open the hearing by identifying the purpose of the hearing and the rules to be followed during the hearing. The Chair will ask for a motion to open the public hearing to be voted on by members of the Board.
- C. The Selectboard has the authority to subpoena a person or relevant information.
- D. The basic format of the hearing will be:
 1. Chair shall open the public hearing
 2. Explanation of project
 3. Speak in Favor/Opposition- Note if there are any letters submitted and if they were in favor or opposition
 4. Motion to close public hearing

5. Motion re: findings of fact
6. Motion re: approval/denial/table

VII. Approval of Licenses

- A. The applicant is strongly urged to appear at the Selectboard meeting when the license will be discussed. If no representative is present, the Board reserves its right to postpone the issue to the next business meeting of the Board or disapprove the application.
- B. If a license application is filed between Selectboard meetings, and the license, if not obtained before the next Selectboard meeting, would cause the applicant irreparable harm, the Chair will have authority to call a special Selectboard meeting. As stated above in the Meeting Procedures section, a quorum will consist of at least three members.

VIII. Board and Committee Speak Procedures

All boards and committees have the right to request agenda time to address the Board members on matters related to the board or committee. Prior to the meeting, the chair of the board or committee shall provide background material on the matter(s) to be discussed along with the results of any board or committee voting on the matter(s) being presented. All members of the board or committee shall be informed by its chair of said board or committee of the matter(s) that will be presented to the Selectboard and shall be the responsibility of the chair. When a board or committee addresses the Selectboard, the chair of said board or committee should be in attendance. If the chair cannot attend, the chair shall include with the background material a statement as to who will be speaking on behalf of the board or committee.

IX. Citizen Speak Procedures

- A. All citizens shall have the right to speak for a period not to exceed five (3) minutes after being recognized by the Chair unless a longer period of time is granted by the Chair.
- B. Citizens who choose to speak during Citizen Speak time shall have the opportunity to address the Selectboard once during each meeting.
- C. The speaker shall not engage in personal attacks against citizens or public officials and shall remain courteous and respectful at all times.
- D. Citizens shall speak for themselves and not speak on behalf of others who are not present unless specific permission is granted by the Chair. Generalized accusations and innuendoes will not be permitted.
- E. The Chair may rule the citizen out of order and the citizen will lose the right to speak, if the speaker fails to remain courteous and respectful.
- F. The Chair may respond to a citizen and put an item on a future agenda, but the Selectboard and chair are unable to problem solve or enter debate during Citizen Speak.

X. Minutes

- A. Regular Meeting: Minutes will be available to the public after review and approval by the Board.
 1. Draft meeting minutes are available in agenda packets, but are not considered public record until approved by the Board.
 2. Meeting minutes should be on the agenda of the next regular scheduled meeting or by 30 days post meeting at the latest.
- B. Executive Session Meeting Minutes: Minutes of executive sessions should be reviewed at reasonable intervals to determine if the Open Meeting Law warrants continued non-disclosure.
 1. Minutes shall be released, once they have been approved in executive session by the Board.
 2. Upon request for minutes of an executive session, the law requires a two-stage review of

minutes. First, to determine whether executive session purpose continues to warrant confidentiality and second, to determine whether the attorney-client privilege or one or more of the exemptions under the Public Records Law apply to withhold the minutes, or a portion thereof, from disclosure. After review, the Selectboard must respond to the requester and either make the minutes available or provide an explanation of what is being withheld and why. Please refer to MA M.L. c. 30A, § 22(f), (g)(2).

- C. All approved minutes are considered public record and will be available immediately. They will also be posted on the Town's website within 48 hrs.

XI: Town Manager Evaluations

The Selectboard is responsible for an annual evaluation of the Town Manager.

- A. The evaluation shall begin around April 1st and be completed no later than May 1st.
- B. Bi-annually (every other year) in lieu of a Selectboard evaluation, a comprehensive community evaluation will be conducted by a third party. Staff, press, elected officials, business owners, and residents will be selected at random to participate in the community evaluation.
- C. Copies of all Town Manager evaluations are public record.

XII. Selectboard Response on Received Communication

The Selectboard welcomes communication through whatever vehicle is chosen by its constituents, i.e. email, written letters, phone calls, personal contact. It is the intent to handle inquiries on a timely basis (within 24 hours) when possible. Communication sent to the Town Hall shall be considered public documents. When communication is addressed to the ENTIRE Selectboard, the Vice Chair/Clerk of the Selectboard will within 1 business day confirm receipt of inquiry to the individual and inform (CC) the rest of the Board and the Town Manager when a response has been sent. The Chair and Town Manager shall review the matter as follows:

- A. Routine Matters: If the matter can be routinely handled by staff, the Town Manager shall, within 1 business day from Vice Chair's email, contact the individual providing adequate information guide the individual with said matter. Appropriate staff should always be included in communication from Town Manager, where applicable.
- B. Non-Routine Matters: Should the matter be a non-routine administrative matter, the Chair and Town Manager shall arrange for the matter to be included on the agenda of the earliest/most convenient Selectboard meeting. The Chair shall notify the individual when the item will be on the Selectboard agenda. The Selectboard shall discuss the matter publicly and may refer the matter to the Town Manager and/or an appropriate board/commission/committee for further investigation. Should the matter be acted upon by the Selectboard, the Town Manager shall so inform the individual. Alternatively a meeting may be scheduled between the Chair, Town Manager and appropriate staff when appropriate.
- C. Should the matter be referred, a report from the referral entity shall be submitted at a regular meeting of the Selectboard as soon as possible.

This procedure is not intended in anyway to inhibit an individual Selectboard member from discussing any matter with his/her constituents. Individual members of the Selectboard may establish independent mechanisms for responding to inquiries including, but not limited to, forwarding the matter to the Town Manager for investigation and may forward to the Selectboard Chair also. However, those actions are the sole responsibility of the individual Selectboard member and should not be construed or conveyed to be the official policy of the Selectboard or Town of Great Barrington. Routine matters should always be sent to appropriate staff and include (CC) the Chair and Town Manager.

XIII. Executive Sessions

All Executive Sessions shall conform to the requirements of the open meeting law. There will be no outside discussion of the content of matters addressed in Executive Session, unless and until the Selectboard determines it appropriate to discuss an item in a public session. Recording secretary may be asked to attend. There shall be no audio recording of executive sessions.

XIV. Confidential & Personnel Information

Information provided to the Board on confidential personnel matters will not be shared with the public and to the extent permitted by law.

XV. Protocol for Implementing Zoning Bylaw for Housatonic Mills Revitalization Overlay District (HMROD)

When the HMROD is utilized, the following set of procedures shall be adhered to for implementation of any of the components of section 9.8. This is to ensure a smooth open process enabling all boards/commissions either elected or appointed and the public to have the proper ability to participate.

- A. When an individual/developer wishes to invoke the HMROD process, the initial step shall involve a meeting of the Development Review Team (DRT), which will examine the scope of the proposal. Within 30 days after the initial submittal to the DRT, a joint meeting of the Selectboard and Planning Board shall be scheduled where the two boards will review the DRT initial report and hear a presentation from the developer. All other boards/commissions of the Town of Great Barrington shall be notified of the joint meeting. Should both the Selectboard and Planning Board find merit in the concept proposal submitted, additional review meetings shall commence with the DRT, Planning Board and the developer to enable the developer to formally submit a special permit application. Upon receipt of the formal special permit application, the required public hearing shall be held within 65 days from date of submittal.
- B. The developer shall identify at the earliest possible stage any potential infrastructure inclusive, but not limited to, roadway or utility modifications desired, tax increment financing, property acquisition, and/or long term maintenance obligations to be borne by the Town of Great Barrington. These related matters will require concurrence of the Selectboard at the earliest opportunity and prior to the granting of any special permit by the Planning Board. A timeframe for development improvements inclusive of any improvements required by the Town of Great Barrington shall be subject to approval of the Selectboard and incorporated as necessary in the order of conditions in the issuance of a special permit.
- C. Minutes and agendas from all meetings involving potential developers utilizing the HMROD shall be distributed to the Selectboard and/or Planning Board.
- D. In the Planning Board deliberations with developers utilizing the HMROD, the Planning Board shall take into account the fiscal impact for the Town of Great Barrington inclusive of tax base revenues, infrastructure capability recognizing that various financial arrangements shall require Selectboard approval.
- E. This protocol for HMROD shall remain in full force and effect until modified by majority vote of both the Planning Board and Selectboard. This protocol shall be incorporated into the rules and regulations of the Planning Board, rules and regulations of the Selectboard and the permitting and development guidebook.

XVI. Special Permit Regulations

- A. Authority and Jurisdiction: These rules and regulations are established and promulgated by the Great Barrington Selectboard pursuant to the provisions of Massachusetts General Laws, Chapter 40A, Section 9 as amended; Chapter 593 of the Acts of 1989, and Section 10.4 of the Great Barrington Zoning Bylaw, and are intended to augment and complement said statutes and the Great Barrington Code.
- B. Effective Date: These rules and regulations shall take effect upon a majority vote of the Selectboard after a public hearing in a newspaper of general circulation in Great Barrington, said advertisement to be published not less than seven (7) days before the public hearing. They shall apply with the force of law to all special permit applications filed on or after the date of said vote.
- C. Applications: Applications for special permits shall be filed with the Town Clerk on either Form SP-1 (short form) or SP-2 (long form) according to the primary use as determined by the Town's Inspector of Buildings. At least one complete copy, including all maps, plans and other documentation, shall be on sheets no larger than 11 inches x 14 inches.
1. The long form (SP-2) shall be used for any special permit application under the following subsections of Section 3.1.4 of the Great Barrington Zoning Bylaw.
 - a. Subsection A (4) Assisted living residence A (8) Open space residential development A (9) Planned unit residential development (PURD) A (10) Publicly financed nonprofit age restricted housing
 - b. Subsection B (1) Camping facilities B (5) Commercial amusements B (8) Educational use, nonexempt B (9) Golf or country clubs B (10) Hospitals, sanitariums, nursing homes, convalescent homes or philanthropic institutions B (13) Riding stables B (14) Ski tows B (15) Summer camps
 - c. Subsection C (2) Fast food eating establishments C (3) Fuels storage and sales, excluding motor vehicle fuel stations C (4) Garages, public C (8) Hotels C (9) Institutional administrative offices or planned professional office developments or research centers C (10) Large scale commercial development C (11) Lumberyards C (12) Motels or overnight cabins C (13) Motor vehicle fuel stations
 - d. Subsection E (1) Aviation fields, public or private E(3)Freight terminals, truck or rail E (6) Personal wireless tower or structure
 - e. Subsection F (2) Gravel, loam, sand and stone removal for commercial purposes F (3) Light Manufacturing F (4) Sawmills and Manufacturing of Forest Products (Special provisions)
 2. All other special permit applications may be filed on Form SP-1 (short form) unless the Inspector of Buildings or the Special Permit Granting Authority (SPGA) by majority vote requires the filing of Form SP-2 (long form). Applications may be submitted to the Inspector of Buildings or a representative of the SPGA for review before filing with the Town Clerk.
 3. Elevation contours on plans submitted with any application filed under subsection F (2) of Section 3.1.4 shall be at intervals of no more than two (2) feet. Elevation contours on plans submitted with all other special permit applications may be at intervals of ten (10) feet, unless the SPGA shall require otherwise.

4. All plans submitted with special permit applications shall be drawn to scale and signed, sealed and dated by an engineer registered in Massachusetts. Specific scales on drawings and plans shall be as follows:
 - a. Site plan, parking plan, landscaping plan and drainage plan: one (1) inch shall equal forty (40) feet.
 - b. Separate plan showing general characteristics of land: one (1) inch shall equal a maximum of one hundred (100) feet.
 - c. Separate scaled drawing of the fully constructed building or change to the existing building shall be submitted. Any photos that are submitted shall be legible if reproduced.
 5. Every application for a special permit shall be accompanied by a drainage plan demonstrating that all drainage is either accommodated on the property or directed to a drainage system approved by the SPGA. If post-development flows off the property will differ in any way from pre-development flows, the drainage system shall be designed by a civil engineer registered in Massachusetts and shall be reviewed and approved by the town's consulting engineer at the applicant's expense as provided by Section D of these Rules and Regulations.
 6. Every application for a special permit shall be accompanied by a parking plan showing the specific locations of an adequate number of off street parking and loading places to comply with the provisions of Section 6.1 of the Great Barrington Zoning Bylaw and any additional requirements of the SPGA. Each parking space on the plan shall be numbered. Designated loading areas, employee parking and handicapped parking shall be labeled as such.
- D. If requested by the Planning Board, an application for special permit shall be accompanied by a landscaping plan satisfactory to that Board, and the Planning Board shall certify in writing to the SPGA its approval of the plan before the SPGA acts on the application. Shall a continuance of the hearing be necessary to complete and certify such plan, it may be granted by the SPGA upon request of the Planning Board.
- E. In the event of a continuance of the special permit hearing or decision beyond the statutory time limit set forth by MGL Ch. 40A, Sec. 9 is required for the purpose of completing any plan to the satisfaction of the SPGA, the Planning Board or any other Town Board or official, the applicant and the SPGA may agree in writing to such continuance.
- F. Failure of the applicant to agree to such continuance shall be prima facie evidence that the applicant is not in compliance with all provisions and requirements of Section 10.4 the Great Barrington Zoning Bylaw and these Regulations, and shall be grounds for rejection of the special permit application.
- G. Schedule of Fees
1. The minimum filing fee for a special permit shall be \$150. No special permit application shall be accepted without payment in full of the required filing fee. Notwithstanding the foregoing, the SPGA shall be empowered to waive all or part of any fee for applications submitted by municipal or charitable organizations.
 2. All reasonable costs approved by the majority vote of the SPGA as necessary for the employment of experts or consultants by any board, agency or official of the Town for the purpose of analyzing or evaluating any project that is the subject of a special permit application shall be assessed to the applicant and shall constitute part of the filing fee. Such costs shall be determined to the satisfaction of the SPGA on the basis of estimates from professionals such as civil engineers, traffic engineers,

hydrologists, botanists, and the like, as well as the experience of Town boards, departments, agencies and officials derived from similar projects.

3. Upon determination by the SPGA of the monies required for evaluation or analysis, the SPGA shall notify the applicant in writing, by first-class mail, postage prepaid, of the consultant or the consultants chosen to evaluate the project and the fees required for such evaluation. The SPGA shall notify all other parties in interest by first-class mail, postage-prepaid, of the nature of the evaluation and the choice of consultant.
4. All required fees shall be paid by the applicant to the Town within ten (10) business days of receipt of such notification. Payment shall be by check certified by a bank doing business in Massachusetts or issued by such a bank. For the purpose of this section, receipt of notification shall be construed to be two (2) business days after the date of written notification to the applicant, or the postmark thereon, if such postmark is a later date.
5. In the event additional evaluation of the project is requested by any board, agency or official of the Town after the initial deposit of funds, and if such additional evaluation is approved by a majority vote of the SPGA, the SPGA shall determine the additional monies required and shall require those amounts to be paid to the Town.
6. The SPGA shall notify the applicant in writing, by first-class mail, postage prepaid, of the consultant or consultants chosen and the fees required for such additional evaluation. The SPGA shall notify all other parties in interest by first-class mail, postage prepaid of the nature of the additional evaluation and the choice of consultant.
7. Such additional fees shall be paid with ten (10) business days of receipt of notification by the application. Payment shall be by a check certified by a bank doing business in Massachusetts or issued by such a bank. For the purpose of this section, receipt of notification shall be construed to be two (2) business days after the date of written notification to the applicant or the postmark thereon, if such postmark is a later date.
8. All fees paid under the provisions of Section D (2) shall be deposited in a special account established by the Town Treasurer in the Town Treasury and shall be kept separate and apart from other monies. The special account, including accrued interest, if any, shall be expended at the direction of the SPGA without further appropriation; provided, however, that such funds shall be expended only in connection with carrying out the responsibilities of such SPGA under law.
9. Any excess amount in the account attributable to a specific project, including any accrued interest at the completion of said project shall be repaid to the applicant or to the applicant's successor in interest, and a final report of said account shall be made available to the applicant or to the applicant's successor in interest. For the purposes of this regulation, a project shall be deemed complete upon issuance of a final Certificate of Occupancy by the Inspector of Buildings, or if no Certificate of Occupancy is required, by written certification by the Inspector of Buildings that the project has been completed to his satisfaction.
10. The Town Accountant shall submit annually to the Selectboard a report of such special account for their review. Said report shall be published in the annual town report, and the Town Accountant shall submit a copy of same annually to the director of the bureau of accounts.
11. Failure or refusal to pay any fee assessed to the applicant by the SPGA acting under the provisions of this regulation shall be grounds for summary denial of the special permit application.

G. Administrative Appeal:

In the event any party in interest in a special permit proceeding is dissatisfied with any consultant selected by any board, agency or official of the Town to analyze or evaluate any project that is the subject of said permit application, that person may file with the Selectboard a written appeal of the selection.

1. Any such appeal shall be accompanied by a filing fee of fifty dollars (\$50) and shall be filed within ten (10) business days of the appellant's receipt of notification of the selection of the consultant. For the

purpose of this section, receipt of notification shall be construed to be two (2) business days after the date of written notification or the postmark thereon if said postmark is a later date.

2. Any appeal filed under this section shall be administrative in nature and shall be limited in its grounds to claims that the consultant selected has a conflict of interest or does not possess minimum qualifications consisting of an educational degree in or related to the field at issue, or three or more years of practice in the field at issue or a related field.
3. The required time limits for action by the SPGA on the special permit application that is the subject of any such appeal shall be extended by the duration of the administrative appeal. In the event that no decision is made by the Selectboard within the one month following the filing of the appeal, the selection of the consultant shall stand.
4. Such an administrative appeal shall not preclude further judicial review, if otherwise permitted by law, on the grounds provided for in this section.

I. Severability:

The invalidity of any section or provision of these rules and regulations shall not invalidate any other section or provision thereof, nor shall it invalidate any special permit previously issued, not proceeding previously conducted thereunder.

J. Filing of Record of Proceedings and Order of Conditions:

The Town Manager shall cause to be filed the Order of Conditions and the Record of Proceedings on any Special Permit with the Town Clerk within 30 days following the Selectboard's vote approving or denying the Special Permit, but in no case later than 90 days following the close of the public hearing.

Revised 9/5/95

Revised 8/25/05

Revised 2/12/07

Revised 7/23/07

Revised 1/24/11

Revised 4/25/11

Revised 9/12/11

Revised 10/11/11

Revised 3/26/12

Revised 10/24/16

Revised 8/25/18

Revised 1/14/19

EXECUTIVE SUMMARY

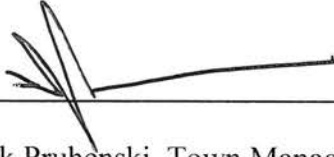
TITLE: Appointment of Agricultural Commission member.

BACKGROUND: The Town has advertised for a resident to serve as a member on the Agricultural Commission for a term to expire June 30, 2021. Jen Bloesch has applied for the vacancy.

FISCAL IMPACT: Not applicable; members serve without compensation.

RECOMMENDATION: Appoint Jen Bloesch to the Agricultural Commission for a term to expire June 30th, 2021.

PREPARED AND REVIEWED BY: _____


Mark Pruhenski, Town Manager

DATE: 6-7-19

June 3, 2019

Mr. Stephen Bannon, Chair
Selectboard
Town of Great Barrington
Town Hall, 334 Main Street
Great Barrington, MA 01230

Dear Mr. Bannon,

As someone who is devoted to local agriculture, I am applying to serve on the Great Barrington Agricultural Commission for the term expiring in 2021. I attended the Ag Commission's April 5, 2019 meeting and received their unanimous approval for my application to become a member.

I have been committed to issues of local and sustainable agriculture for a decade, beginning in my college years with a student organization called Slow Food University of Wisconsin-Madison. A campus chapter of the national organization Slow Food USA, our organization promoted local food on our campus by offering weekly affordable meals to students and to people living in underserved areas of our city. This incredible experience paired well with my academic interests, as in school I studied rural studies, farming, and food systems for my major of Community and Environmental Sociology.

After college, I worked on a CSA farm for one season, giving me an embodied experience of the farming I studied at school. This wetted my palate for my future interests in farming work. Around this time, I also worked for a campus ministry and had the opportunity to lead service-learning trips for students. I took students to Costa Rica to learn about sustainable agriculture and to North Dakota to learn about ranching and land management issues.

Today I am living in Great Barrington and working at Gideon's Garden, which is a collaborative project between Grace Church (Episcopal) and Taft Farms. At the Garden, I work with youth to manage a 2-acre farm where we grow vegetables, fruits, and flowers and raise chickens. All of our produce goes to food pantries and meal programs in our regional Berkshire community. My current work encapsulates my passion for local agriculture, educating young people about food and nature, and service in the community.

Over the years, I have had deep relationships with people involved in all aspects of the food system—farmers, grocers, advocates, food pantry patrons, restaurant owners, and consumers at a variety of income levels. These relationships have only strengthened my understanding and love of food and agriculture. I believe my knowledge and experience will be helpful in addressing the agricultural issues in Great Barrington, and I look forward to the possibility of serving the community in this way.

Thank you for considering my application.

Sincerely,
Jen Bloesch

24 Silver Street
Great Barrington, MA 01230

June 5, 2019

Mr. Steve Bannon, Chair
Selectboard
Town of Great Barrington
Town Hall, 334 Main Street
Great Barrington, MA 01230

Re: Agricultural Commission: new member recommendation

Dear Mr. Bannon,

At our April 5, 2019 meeting, the Agricultural Commission voted unanimously to recommend the appointment of Jen Bloesch (24 Silver Street) to fill the current vacancy on the Commission for the term expiring in 2021.

Jen Bloesch attended a recent meeting of the Agricultural Commission and wants to support local agriculture and youth outreach as a vital part of our community. The following brief highlights summarize some of her relevant experience:

- Program Director at Gideon's Garden in Great Barrington (a collaborative farming project of Grace Church (Episcopal) and Taft Farms).
- Working with local youth to grow vegetables, fruits, flowers and raise chickens at the Gideon's Garden 2-acre farm (located at Taft Farms on Division Street).
- Coordinating charitable donation of Gideon's Garden produce to community food pantries and meal programs such as People's Pantry, CHP-WIC, The Guthrie Center, Elder Services.
- Founding the University of Wisconsin-Madison's campus chapter of the national organization Slow Food USA, coordinating with local farms and providing community meals.
- Working at a CSA farm and leading student service-learning trips to farm and ranch sites in North Dakota and Costa Rica.
- Bachelor's degree from University of Wisconsin-Madison with a major in Community and Environmental Sociology specializing in rural studies, farming and food systems. Master's degree from Boston University with a focus on Farm and Dinner Churches in the Eastern US.

With the Agricultural Commission planning to meet on Tuesday June 11, we would greatly appreciate your considering appointment of Jen Bloesch to the Agricultural Commission at the June 10 Selectboard meeting. Thank you!

Sincerely,

Vivian Orłowski, Chair
Agricultural Commission
Town of Great Barrington

RECEIVED
TOWN MANAGER

MAY 22 2019

BOARD OF SELECTMEN
GREAT BARRINGTON, MA

May 13, 2019

Select Board Chair
Town of Great Barrington
334 Main Street
Great Barrington MA 01230

Please
*** Complete Fully**
*** Print Neatly**
*** Return Promptly**

Dear Select Board Chair:

According to MGL Ch. 161B, a Regional Transit Authority's (RTA's) Advisory Board is comprised of the chief elected official of each member community, or your designee.

Please advise who will represent the Town of Great Barrington on the Berkshire Regional Transit Authority (BRTA) Advisory Board. You may do so by simply annotating the space provided at the bottom of this letter and returning either this original or a copy of the annotated letter to the BRTA. Your response by **June 14, 2019** will be appreciated so that we may prepare for our annual audit of the BRTA.

Sincerely,



Robert Malnati
Administrator

_____ will represent the Town of Great
Barrington on the BRTA Advisory Board.

E-Mail Address for BRTA reports: _____

Daytime/Cell Number _____

Mailing Address _____

Executed by:

Date _____

***Please Print name/Title _____



June 10, 2019

Mary Beverly
c/o Gallagher Benefits Strategies
11 Midstate Drive, Suite 200
Auburn, MA 01501

Attn: Carol Cormier and Karen Carpenter

Re: Designation of Town's Representative
to Berkshire Health Group

Dear Ms. Beverly:

Please be advised that Mark Pruhenski has been designated by the Town of Great Barrington Selectboard as the voting representative to the Berkshire Health Group.

Also, this is to confirm that Tax Collector/Treasurer Karen Fink is the alternate representative from the Town of Great Barrington.

Sincerely,

Stephen Bannon, Chair

Cc: Tax Collector/Treasurer

I move that the Great Barrington selectboard initiate discussions with the planning board to explore a mandatory **Inclusionary Zoning Policy** for Great Barrington.

This motion is consistent with issues raised in Chapter Six of the town's master plan on Housing.

Inclusionary zoning uses the marketplace to generate low and moderate income housing by requiring developers to set aside a portion of a proposed market-rate development for low and moderate-income housing in concert with local zoning approval. Inclusionary zoning can be an effective tool in increasing the supply of affordable housing without requiring significant outlays by a municipality.

When effectively administered as part of a comprehensive affordable housing plan, inclusionary zoning can stimulate economic development by increasing the supply of moderately priced housing for local workers, while attracting new businesses, families and investment into a community.

Leigh Davis

(To be read into the minutes of the 6/10/19 selectboard meeting)

Helen Kuziemko

From: Mark A. Pruhenski <mpruhenski@rocketmail.com>
Sent: Thursday, May 30, 2019 2:39 PM
To: Helen Kuziemko
Subject: Fwd: June 10 selectboard agenda item
Attachments: L Davis Inclusionary zoning motion June 10 2019.pdf; ATT00001.htm

Hi Helen,

Can you please add this topic to the June 10th draft agenda? I spoke with Steve about this earlier. Thanks! See you Monday☺-m

Sent from my iPhone

Begin forwarded message:

From: Stephen Bannon <scbannon@gmail.com>
Date: May 30, 2019 at 10:04:02 AM EDT
To: Mark Pruhenski <mpruhenski@rocketmail.com>
Subject: Fwd: June 10 selectboard agenda item

FYI

Stephen Bannon
413-446-6957
Sent from my iPad

Begin forwarded message:

From: Leigh Davis <LDavis@Townofgb.org>
Date: May 30, 2019 at 9:58:11 AM EDT
To: Stephen Bannon <scbannon@gmail.com>
Cc: "leighdavis99@gmail.com" <leighdavis99@gmail.com>
Subject: June 10 selectboard agenda item

Good morning Steve,

I would like to have the attached item added to the June 10 selectboard agenda.

Please see motion attached. I'd be happy to meet with you to discuss.

Thanks, Leigh