

**MONTACHUSETT REGIONAL PLANNING COMMISSION MEETING MINUTES
JANUARY 27, 2009**

1. PRELIMINARIES

V. Koivumaki called the meeting to order at 7:05 p.m.

PRESENT

J. Meehan (M), Athol; R. Grubb (A), Gardner; P. Caron (M), Fitchburg; P. Hale (A), Hubbardston; V. Koivumaki (M), Lancaster; T. Bodkin (M), Lunenburg; V. Andreliunas, Royalston; J. White (M), Winchendon

ABSENT

B. Whitney (M), Ashburnham; M. Whitney (A), Ashburnham; A. Pease (M), Ashby; W. Stacy (A), Ashby; J. Gibbons, (M), Ayer; C J. Ryan (A), Ayer; P. Lowitt (N/V), Devens; A. Gross (M), Gardner; D. Manugian, (M) Groton; A. Eliot (A), Groton; K. McGuire Minar (M), Harvard; L. Wallace (A), Harvard; L. Brisbois (M), Hubbardston; E. Christoph (A), Lancaster; J. Raymond (A), Leominster; E. Anderson (A), Petersham; C. Colburn (M); J. Hardie (A), Royalston; Shirley; J. Lynch, (A) Shirley; C. Hajdu (M), Sterling; R. Columbus (A), Templeton; P. Haley (M), Templeton; P. McCloy (A), Townsend; N. Thalheimer (M), Townsend; A. Sears (M), Westminster; J. Kreidler (A), Winchendon

STAFF

Glenn Eaton, Stephanie Brow, Linda Parmenter, Jason Stanton, John Hume, Nancy Belliveau, Brad Harris

GUESTS

Mark Goldstein, MRPC Legal Counsel; Ron Pichierri, Sterling Planning Board; Rob Protano, Sterling Planning Board; Robert Rizzo, MWCC; Keith Lincoln; Andrew Duvall

2. APPROVAL OF THE DECEMBER 16, 2008 MEETING MINUTES

R. Grubb made a motion to approve the minutes of December 16, 2008. The motion was seconded and passed unanimously.

3. TREASURER'S REPORT

3.1 Cash Situation

3.2 Approval of the December 2008 and January 2009 Warrant

J. Meehan read the December 16, 2008 cash schedule. Balance after last warrant \$62,666.78; Total receipts this month \$30,773.78; Total cash on hand before this warrant \$95,384.96; Less: amount of this warrant \$77,133.75; Balance after last warrant \$18,251.21.

J. Meehan read the January 27, 2009 cash schedule. Balance after last warrant \$16,302.28; Total receipts this month \$389,022.20; Total cash on hand before this warrant \$407,273.41; Less: amount of this warrant \$188,829.45; Balance after last warrant \$218,443.96.

R. Grubb moved to accept the December 2008 and January 2009 cash schedules as read, subject to audit and placed on file. The motion was seconded and passed unanimously.

4. PRESENTATION OF FY2008 AUDIT BY ROLAND LAMBALOT

R. Lambalot presented the FY2008 Audit to the Planning Commission.

R. Grubb made a motion to accept the MRPC FY2008 Audit as presented. The motion was seconded and passed unanimously.

REGIONAL REVIEWS

5.1 Mount Wachusett Community College – MWCC Wind Energy Project Environmental Assessment -Presentation by Robert Rizzo, Director of Sustainability

Project Summary:

In January of 2009 MRPC reviewed the Notice of Scoping from the U.S. Department of Energy (DOE) of the prepared Environmental Assessment (EA), and documents made available for review under the Environmental Assessment (EA), for the proposed Mount Wachusett Community College (MWCC) Wind Energy Project in Gardner, Massachusetts.

The MWCC is located on a 300 acre state-owned site in Gardner, MA. The College proposes to install and operate up to 2 grid-connected megawatt scale wind turbine electric generators on campus to offset power purchases. The College has developed a renewable energy curriculum and is a recognized leader in the use of clean energy technology. The College has installed a biomass fired heating system, a biomass gasification and cogeneration system, and a photovoltaic array on the roof of the main building.

The proposed location for the wind turbines is the site of the current meteorological test tower. The site would not require significant site preparation or tree clearing. It is close to the primary electric load center for the college, and is at a maximum distance from residential neighborhoods.

The specific turbine model has not been identified but would be up to 2.1 megawatts (MW) each. The types of wind turbine being considered turn a maximum rate of approximately 32 revolutions per minute. The proposed turbines would be installed on monopole towers with a total height to the top of the blade arc a maximum of 415 feet above ground level. Final height and blade diameter determination will be made through an evaluation of optimized turbine power output and cost/availability. Power transmission from the turbine site to the interconnection at the main meter room for the campus would be through underground cable. Installation of the cable would consist of trenching within previously disturbed areas such as the open field, the two lane campus access road and lawn areas. A transformer would be installed near the base of the wind turbine. A short, narrow gravel service road, likely along the existing access for the met tower, would be constructed from the nearby campus access road to allow for construction and maintenance.

The project is approximately 3 miles from Gardner Municipal Airport. A Determination of No Hazard to Air Navigation has been issued by the FAA for the 415 foot maximum height. The structures will be lighted in accordance with the FAA Advisory Circular on Obstruction Marking and Lighting.

After reviewing the documents made available under the Environmental Assessment (EA), the project as proposed in the scope will have minimal environmental effects.

R. Grubb moved that the Montachusett Regional Planning Commission finds this proposal in conformity with regional goals, policies and objectives subject to local approval from the City of Gardner. The project meets MRPC goals of Environmental Quality, Individual Opportunity and Welfare, Economic Development, and Energy. The Commission recommends the Mount Wachusett Community College to continue to work with the U.S. Department of Energy (DOE) and the City of Gardner to bring this project to fruition. The motion was seconded and passed unanimously.

R. Pichierri asked what would happen if electricity was being generated with no necessary use at any given time.

R. Rizzo stated that power would get transferred into the grid and the college would be appropriately compensated for it.

R. Protano asked about the life span of each wind turbine.

R. Rizzo indicated that the turbines last for approximately 30 years. Mr. Rizzo also mentioned that all information regarding the wind turbines and the energy involved can be found at www.mwcc.edu/renewable

5.2 Orange, Athol, Phillipston, Single Environmental Impact Report – Route 2 Transportation Improvement Project

Project Summary:

MassHighway has prepared a Single Environmental Impact Report (SEIR) in response to a June 23, 2006 certificate of the Secretary of EOEPA on the Notice of Project Change. The project involves improvements to a 13 mile section of Route 2 in the communities mentioned.

In February 1999, MassHighway filed an ENF with MEPA for a proposed project consisting of Interim Improvements and Long-Term Improvements. The Interim Improvements, designed to address critical safety issues, included; upgrading the roadway's cross-section to support improved shoulders and the installation of Qwick Kurb® delineators along 7.5 miles of the roadway corridor so as to prevent passing at inappropriate locations; and lengthening of substandard acceleration and deceleration lanes wherever possible to meet current design standards. The long-term component of the project had as its key feature the double-barreling of this 13 mile stretch of roadway so as to increase the number of travel lanes for two to four. Included in the ENF was a request for a Phase One Waiver from the requirements to prepare an EIR for the Interim Improvements aspect of the project. In May 1999, MEPA granted the Phase One Waiver, but instructed MassHighway to make a supplemental filing once more information of the exact magnitude of impacts was known. MEPA also stated that a Notice of Project Change (NPC) would have to be filed if additional information indicated that impacts associated with Interim Improvements were found to exceed mandatory EIR threshold levels, with the waiver then being subject to consideration. In January of 2005, MassHighway completed a study addressing various issues with regard to the long-term improvements aspect of the project. The study concluded that, with the Interim Improvements in place, there did not appear to be a need for additional mainline Route 2 capacity through at least 2026. The study also noted the extensive impacts to wetlands that would result from construction of the long term Improvements, the difficulty that would be experienced in mitigating those impacts, and the projected cost of \$150 million.

As a result of the January 2005 study, MassHighway concluded that the continued pursuit of the long-term Improvements aspect of the project could no longer be justified. Accordingly, it submitted a new NPC and Request for Waiver to MEPA in April 2006 stating that the long-term Improvements were being dropped from further consideration and that the project would now consist solely of the interim improvements. In its Request for Waiver, MassHighway continued to acknowledge that the project exceeds several mandatory thresholds, but stated its position that none of the issues involved results in significant damage or impairment to the environment and that the project's mitigation measures would produce meaningful improvements to the environment. On June 9, 2006, a new Certificate was issued by MEPA providing a new scope requiring the preparation of an SEIR. The SEIR has been prepared in response to that certificate. The purpose of the Route 2 Improvement Project is to improve safety along this section of highway, with key safety concerns being the number and severity of crashes that have historically occurred, as well as the substandard length of the highway's acceleration and deceleration lanes at its interchanges with local streets.

MEPA's initial granting of a Phase One Waiver for what was then referred to as the interim improvements allowed construction of improvements (widened cross-section, Qwick Kurb® installation, truck climbing lane, truck weigh station, police pull-outs) to proceed once the necessary permits were obtained. Construction in Athol and Phillipston has been completed. Design in Orange is at 100% level, but construction has not yet commenced in that community, and will not do so until this SEIR has been approved and other necessary permits obtained. A key issue in the Orange portion of the project

regarding the extent of stormwater treatment in an Outstanding Resource Water area has been resolved in cooperation with the Town of Orange and the Massachusetts Department of Conservation and Recreation.

MRPC reviewed the NPC and request for Waiver on this project on April 2006 and acted favorably on it.

R. Grubb moved that the Montachusett Regional Planning Commission finds this proposal in conformity with its regional goals of transportation, regional growth and economic development and supports the improvement of Route 2 into a safer and more efficient highway. The SEIR should be presented to the Route 2 Safety Task Force for their review and comment as well. The motion was seconded and passed unanimously.

6. STATUS REPORTS

6.1 COMMUNITY DEVELOPMENT & HOUSING

6.1.1 Massachusetts Department of Housing and Community Development (DHCD), Community Development Block Grant (CDBG)

REPORT for FY 2009

Sterling: Due to the lack of finding qualified homes within the 2007 program, we decided to not pursue another grant application for Sterling this year.

Joint Housing Rehab Grant: We are working with the Towns of Ashby and Hubbardston to create a Joint Housing Rehabilitation program. Ashby will be the lead community. Staff has attended public forums and hearings in both of these towns. We have created a waiting list in both towns and show a large demand: Ashby (32) and Hubbardston (23). Mailings have been sent out in both towns to the waiting list applicants to attend the next round of public hearings and to write a support letter to include in the application. Community Development Strategies for both towns have been completed.

REPORT for FY 2007:

Lancaster Regional Housing Rehab Program (LLTA): Twenty-three (23) cases have been given to the housing rehab consultant for the current program. They are as follows:

Lancaster: 6 cases

3 septic: two completed, one in design phase

4 housing rehab: 2 completed, 2 withdrew

Lunenburg: 4 cases

2 housing rehab: 2 under construction, 2 completed

Townsend: 6 cases

5 housing rehab: 3 completed, 1 under construction, 1 in inspection stage

1 septic: 1 completed

Ashburnham: 6 cases

2 septic: 2 under construction

4 housing rehab: 3 completed, 1 withdrew

A public hearing was held in Lancaster on November 3, 2008 to request the DHCD for an extension to the Time of Completion. This grant is scheduled to expire on 12/31/2008 and we are requesting a six month extension until June 30, 2009. DHCD approved this request the end of November.

Because of this extension request, the four towns involved in this grant are exempt from applying in the FY'09 round.

LLTA First Time Homebuyer Program (FTHB): Sessions are being scheduled for the spring in Lancaster, Lunenburg and Townsend. The TCCDC, the consultant for this program, has requested an extension to complete their program.

Sterling Infrastructure and Housing Rehab Grant:

Infrastructure project: The construction on the project is ongoing and moving right along. All sewer and water lines have been completed and the binder coat of pavement has been installed. The contractor has asked for an extension to allow the pavement to settle and cure over the winter and then come back in the spring to lay down the top coat.

MRPC continues to work and meet with the Citizen Advisory Committee to assist with the infrastructure project at WVHA. Monthly pay requisition meetings will be held at the WVHA office at 10:00 a.m. the first Tuesday of every month during the construction of the new sewer system. WVHA officials, Underwood Engineering, MRPC, Breezeway Farm Consulting, Ricciardi Construction and RD officials will be present.

Over the winter months the construction company will continue to tie-in the individual homes as long as the weather holds out. If there is too much cold weather and the ground freezes too deeply, they will have to shut down until warmer weather.

Housing Rehab project: Nothing new to report this month, still having a difficult time in finding a suitable homeowner to participate in this program. We have worked with 3 homeowners to date and they either owe fees to the town, or don't own their land yet from the Waushacum Village Association. We are now going to try working with two new homeowners to see if they are eligible.

A public hearing was held in Sterling at the Waushacum Village Association meeting hall on November 22, 2008 to request the DHCD for an extension to the Time of Completion. This grant is scheduled to expire on 12/31/2008 and we are requesting a six month extension until June 30, 2009. DHCD approved this request in December.

Ashby DEP Funds for Septic Replacement Projects

REPORT: Four projects completed.

6.1.2 American Dream Down-Payment Initiative (ADDI)

REPORT: Five new cases to close in January-February. We have opened the program up to towns outside of the MRPC area in order for us to disburse the funds. We are currently working with a 40B development in Berlin.

6.1.3 Post Purchase Counseling:

REPORT: The fourth session was held on December 4th with issues being discussed regarding warranties, budgets and manuals. We will be talking about the importance of keeping manuals, warranties and other important documents.

6.2 COMPREHENSIVE PLANNING

6.2.1 Federal Economic Development Administration (EDA), Section 203 Capacity Building Grant

As part of this contract, MRPC provides assistance to communities seeking grant funds to improve economic vitality. MRPC has been assisting Hubbardston and Ashby to put together a Community Development Strategy. MRPC staff is now helping the Towns to prepare a regional FY09 Community Development Block Grant application. The Towns are seeking funds for housing rehabilitation to assist low and moderate income residential homeowners repair rundown and blighted residential properties. The Towns also intend to apply for funds to provide assistance to low and moderate income residents to maintain homeownership by providing programs that educate residents about the mortgage loan process and the responsibilities of solid financial planning. This year, block grants are due on February 13th.

6.2.2 Federal Environmental Protection Agency (EPA), Montachusett Region Brownfields Reuse Initiative (MRBRI)

Work was completed in December for the Phase I Environmental Site Assessment for 83 Jackson Avenue, Winchendon. Copies of the Phase I Environmental Site Assessment were forwarded to the Town of Winchendon and EPA.

Work was completed in December for the Phase I Environmental Site Assessment for Map 5A2, Parcel 38, sited on Franklin Street, Winchendon. Copies of the Phase I Environmental Site Assessment were forwarded to the Town of Winchendon and EPA.

Work was completed in December for the Phase I Environmental Site Assessment for 13-17 West Lynde Street, Gardner. Copies of the Phase I Environmental Site Assessment were forwarded to the City of Gardner and EPA.

Work was completed in December for the Phase I Environmental Site Assessment for 58 Rear Main Street, Gardner. Copies of the Phase I Environmental Site Assessment were forwarded to the City of Gardner and EPA.

Work on a previously approved site (210 Canal Street, Athol) continues to be delayed until Athol makes a determination whether or not to proceed because of possible liability issues.

Work has been proceeding for the Phase Two Environmental Site Assessment for Nashua River Rail Trail Parking Lot, Ayer with an anticipated completion date of Spring 2009.

Work on a previously approved site (Former CSX Railroad Line, Fitchburg and Leominster, MA) continues. However, this project is now pending CSX site access; site access was originally granted, it was approved by MRPC and EPA and then in some conversations with CSX (because they wanted to be involved) and their environmental department they then rescinded that site access. CSX had asked that the Cities have a purchase and sale agreement or other type of obligatory document before granting access to the site for the Phase II study. The Cities are not ready to make that commitment because they have not negotiated or discussed price at length. Since then, Leominster and Fitchburg have been diligently working with CSX representatives to gain site access and submitted CSX's site access application in December.

6.2.3 Commonwealth of Massachusetts, Expedited Permitting Services, MGL Chapter 43D:

MRPC assisted the Town of Clinton with its Ch. 43D Application and narrative for a technical assistance grant that needs to be submitted to the state's Interagency Permitting Board. MRPC also provided GIS maps to the community for submission.

MRPC reviewed the Town of Lancaster's draft Ch. 43D Application and narrative for a technical assistance grant that needs to be submitted to the state's Interagency Permitting Board. MRPC also provided GIS maps to the community for submission.

MRPC provided technical assistance to the Town of Westminster concerning its Ch. 43D Application and narrative for a technical assistance grant that needs to be submitted to the state's Interagency Permitting Board. MRPC also provided GIS maps to the community for submission.

Work under this contract concluded on December 31, 2008 according to MRPC's contract with the Department of Housing and Community Development (DHCD). MRPC submitted its Final Report to DHCD on January 14th, 2008 formally concluding this program.

6.2.4 Ayer Zoning and Chapter 43D

MRPC has been working to improve the Ayer Zoning Bylaw including taking existing language and cleaning up grammar, spelling, and errors as well as identifying flaws and providing a more logical set of sections, a better enumerative system, a complete Table of Contents, and a cross referencing system. The document was presented by MRPC staff to the Ayer Planning Board on November 6th.

Since then, MRPC has received necessary input from the Town and finalized the reorganization with one remaining exception; clarification is still needed pertaining to the Aquifer Protection District Bylaw. MRPC's consultant, Bill Scanlan, who has been working with the town on a draft version of zoning bylaw recommendations relating to the downtown area, is concluding work on this project in preparation for Spring Town Meeting.

6.2.5 Joint Board of Selectmen, Devens

MRPC executed a contract with the Joint Boards of Selectmen, Devens (JBOS) to deliver a variety of planning and administrative services to the JBOS through April 2009. The contract enables the JBOS to access MRPC on an "on call" basis. As part of this contract, MRPC has facilitated a JBOS discussion in December and again in January. Discussion has included comparing and contrasting Ayer, Devens, Harvard, and Shirley Success Criteria in direct relation to disposition and what could happen to the land within the Devens Regional Enterprise Zone. This task has also entailed gathering and analyzing Success Criteria and comparing similarities and differences.

6.3 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

6.3.1 Trail Inventory Project

Final mapping and data analysis continues to be performed for inclusion into the final plan.

6.3.2 Ayer Zoning Map

The MRPC and the Town of Ayer has received legal analysis regarding a couple of outstanding questions. Based on the results of the analysis it is anticipated this project will be completed by the end of the month.

6.3.3 Safe Routes to School (SRTS) Mapping

SRTS mapping has begun and includes the Elm Street School & Helen Mae Sauter Elementary School in Gardner and Laura A White School and Shirley Middle School in Shirley.

6.3.4 Sterling Open Space Plan Update Mapping

A contract has been signed in order to perform additional updates to data and maps related to their Open Space Update Plan. Additional work has been undertaken with final "wrap-up" of the project anticipated in the next couple of months.

6.3.5 Pictometry/Oblique Imagery

Regional and Community hard drives have been received by the MRPC. Letters have been sent to the Selectboards/City Councils as well as the Town Administrator/ Manager/Coordinators and Mayors. The letter requests that your community designate a point-of-contact to receive these hard drives. Additionally interested parties have been contacted regarding free training sessions performed by Pictometry. Anyone looking for additional information should contact Jason Stanton.

6.3.6 Ice Storm Mapping

A series of maps were created on a daily basis following the ice storm and delivered to the local radio station, as well as posted on the MRPC website, in order to deliver information to local residents and businesses. These maps depicted School Closings, Power Outages and Emergency Shelter locations.

6.3.7 Ch 43D (Expedited Permitting) Mapping

A series of maps were created depicting Priority Development Sites in Clinton, Lancaster and Westminster for inclusion to their Chapter 43D application. These maps depicted parcel boundaries, streets, parking lots, rail rights-of-way, major utilities, existing structures, environmental resources, steep slopes, protected open space and Orthophoto imagery.

6.3.8 CDBG Mapping

CDBG Mapping is being completed for inclusion to a block grant application submitted for Ashby and Hubbardston. These maps include Target Area, Housing Rehab and Windshield Surveys data.

6.3.9 Lancaster Open Space

A contract amendment is anticipated to be signed this month in order to perform mapping related to the Lancaster Open Space update.

6.4 TRANSIT

6.4.1 Wachusett Commuter Rail Station Facility

Mr. Kahale, MRPC, and the consultant McMahon Associates of Boston met with the Fitchburg Mayor Lisa Wong to go over the scope of design services and the feasibility study for the Wachusett Commuter Rail Station Facility and Gardner extension.

6.4.2 Fitchburg Commuter Rail Improvement

The consultant HNTB Architecture & Engineering of Burlington continue to work on the engineering design of the Fitchburg Line Improvement projects. Preliminary design should be completed by June 2009. They intend to start construction in March of 2009 and phase the project so work can begin in sections along the line. The consultant HNTB held a public meeting with the Conservation Commission of Leominster and Lunenburg to present the improvement of the Rail Line Tracks in these Communities.

6.4.3 Gardner MART Storage and Maintenance Facility

The project has been completed. MART received an Occupancy Permit and moved in the new facility. The Maintenance and Storage Facility consists of the following: (1) a storage area for six buses and 26 vans; (2) maintenance bays; (3) bus wash; (4) offices, (5) waiting room; (6) fueling area and (7) parking lot for 20 commuters. The parking lot will allow commuters to transfer to an inter-city bus to travel to Fitchburg to meet the commuter rail train.

6.4.4 Expansion of MART Storage Facility

The consultant Gannett Fleming Engineers and Planners of Braintree has submitted a 60% design completion of the architectural and the engineering design for the expansion of MART Storage Facility project in Leominster. MRPC is reviewing the submission plans, drawings and specifications.

6.4.5 Ayer Parking Facility

MRPC and MART have signed a consultant agreement for an assessment study and preliminary environmental study for Ayer Commuter Rail parking facility at the Rail Trail parking lot Location. MART and MRPC staff met with Ayer Selectmen to discuss the development of a Schedule to complete this project.

6.4.6 Parking Expansion at N. Leominster Station

Mr. Kahale continue to work with the consultant Jacobs Engineering of Boston on the architectural and the engineering design alternatives for the expansion of N. Leominster parking garage structure facility for the three-hundred fifty (350) plus parking spaces.

6.5 TRANSPORTATION

6.5.1 Route 140 Task Force

The Route 140 Task Force met on January 8, 2009 at the Chocksett Middle School in the Town of Sterling. Members of the Task Force continued to discuss the local issues on Rt. 140 in the communities of Westminster, Princeton and Sterling and the need for a study. In addition, members discussed the DLTA applications submitted to MRPC and CMRPC to provide funding assistance for a corridor profile study. The MRPC will be working and coordinating efforts with the CMRPC over the next few months as the corridor profile is developed for Route 140. The communities of Westminster and Sterling also indicated that they would be submitting a formal request letter to the MRPC for assistance with the study. The next meeting is scheduled for March 19, 2009 in Westminster.

6.5.2 Montachusett Metropolitan Planning Organization Memorandum of Understanding (MOU)

A draft MOU for the Montachusett MPO was released for a 30 day public review and comment period that ran from Monday December 15, 2008 to the close of business on Tuesday January 13, 2009.

The MPO originally voted to release the document at its meeting of October 29, 2008. During this time period, no comments were received by the MRPC.

The MPO MOU outlines the structure of the MPO, the organizations that comprise the Signatories and the roles and responsibilities of its members and staff. The revised MOU was developed in response to local concerns regarding the representative selection process and the MPO subregion composition. A MPO Working Group met over the past year and a half to update and revise the MOU. The current MOU was developed and endorsed in September 2001.

The MJTC reviewed the document at its January 21, 2009 meeting and by consensus recommended that the final MOU be approved and endorsed by the MRPC and the Montachusett MPO.

J. White moved that the MRPC has reviewed the draft Montachusett Metropolitan Planning Organization (MPO) Memorandum of Understanding (MOU) and based upon this review and the review and recommendation of the Montachusett Joint Transportation Committee (MJTC) authorizes it Chairman to endorse the Montachusett MPO MOU at an MPO meeting to be scheduled in early February. The motion was seconded and passed unanimously.

6.5.3 MARPA Quarterly Transportation Issues Meeting Held on January 16, 2009

The Massachusetts Association of Regional Planning Agencies (MARPA) met with the Executive Office of Transportation for their Quarterly meeting to discuss various transportation issues on January 16, 2009 at Holy Cross College in Worcester. MARPA meets regularly with the state to discuss the status of the MassHighway advertising program, the bridge program and the development the regional Transportation Improvement Programs (TIP) among other items. At this recent meeting, it was also planned to discuss potential projects under the economic stimulus package. As a result of the stimulus package, EOT is planning to hold, potentially, 2 MPO meetings in February to review a potential project list, release it for a reduced public comment period and then eventually endorse a TIP amendment. EOT provided a Preliminary Project List that contained approximately \$188 million from RTA's, \$419 million from MassHighway and \$964 million from MBTA.

7. COMMITTEE

7.1 Reviews and Awards for Services: District Local Technical Assistance

The MRPC's Executive Director respectfully reports that at least 9 communities have submitted 13 proposals for use of District Local Technical Assistance (DLTA) resources to provide a variety of services to communities within and outside of the Montachusett Region.

All of the requests from the municipalities meet the program's requirements of "sustaining land use" and "fostering municipal partnerships" as detailed by the contract execute between the Massachusetts Department of Housing and Community Development (DHCD) and the MRPC.

All MRPC employees reviewed the proposals submitted by the communities. The purpose of this was threefold:

- Ensuring that all employees understand the basic process of reviewing proposals. This is a key task that of which all public employees should be aware, such as one of the State's Procurement Statutes, MGL Chapter 30B (even though this was not a "30B procurement" task.)
- Expanding the awareness of all MRPC employees about the existence of the DLTA program, the services that we are able to deliver to our municipalities, and DLTA jargon.
- Building a base of knowledge among all MRPC employees who will all, at some point in the near future, be working on a DLTA-related planning or reporting task. (To this end I have identified which employees will be working on what DLTA "team" and shared this with all employees earlier today.)

DLTA Proposed Resolutions

J. White moved that the Montachusett Regional Planning Commission (MRPC) recommends that the following requests for District Local Technical Assistance (DLTA) be awarded (subject to the conditions listed below) the motion was seconded and passed unanimously.

1. Analysis of supplying shared conservation agent services, among Lancaster and other communities, willing and able to share the costs and rewards of said services. Proposed Lead community: Town of Lancaster.
2. Analysis, preparation and presentation of a report concerning supplying shared veterans agent services, among Lancaster and other communities, willing and able to share the costs and rewards of said services. Proposed Lead community: Town of Lancaster.
3. Analysis, preparation and presentation of a report on public sector group procurement models, among Lancaster and other communities, willing and able to share the costs and rewards of said services. Proposed Lead community: Town of Lancaster.
4. Analysis, preparation and presentation of a report on Route 140 Corridor Profile for the towns of Princeton, Sterling and Westminster. Proposed Lead community: Town of Princeton. (The Town of Princeton is located within the service area of the Central Massachusetts Regional Planning Commission [CMRPC]. The MRPC will coordinate all planning and administrative efforts with the Town of Princeton and the CMRPC to respect the Planning District boundaries of both the CMRPC and the MRPC.)
5. Analysis, preparation and presentation of a report on the improvements necessary to amend the local Wellhead Protection Bylaw and any applicable regulations needed to protect the City of Gardner's Snake Pond Wellhead Protection Area. Proposed Lead community: Town of Templeton.
6. Analysis, preparation and presentation of a report on the tasks needed to formalize and expand, where warranted, the 11-community Devens Regional Hazardous Waste Collection System. Proposed Lead community: Devens Enterprise Center (DEC).
7. Delivery of software training to municipal staff concerning utilizing the streamlining and tracking of municipal permits. Proposed Lead community: City of Gardner.
8. Analysis, preparation and presentation of a report on the "Best Practices" regarding Municipal Service Delivery Partnerships. Proposed Lead community: City of Gardner.
9. Analysis, preparation and presentation of a report on "Benchmarking" analysis of the towns of Ayer, Harvard, Shirley and the Devens Regional Enterprise Zone. Proposed Lead community: Town of Harvard.
10. Prepare for, sponsor, and attend a meeting uniting "all 9 (North Quabbin) towns and school systems for a meeting to develop a plan for sensible regionalization." The meeting will be held at 6:30 PM, Thursday, February 10, 2009 at the Athol Town Hall. Proposed Lead community: Town of Athol.
11. Analysis, preparation and presentation of a report on wastewater solution analysis. This analysis project of a "municipal-only solution" will have benefit to other Montachusett communities as most of the region is rural in nature and publicly-constructed, owned and operated wastewater management solutions have been sought by others (such as the Town of Petersham). Proposed Lead community: Town of Harvard.
12. "Harvard Town center sewer action plan". Appears the same as #11.
13. Implement a solid waste management and collection program for Hubbardston, Princeton and Templeton.

The above awards will be subject to the following conditions:

1. The services to be delivered to the communities will be completed commencing no earlier than a fully executed Memorandum of Understanding (MOU) between the subject (lead) community and the MRPC.
2. Services will be delivered to the subject community(ies) during the implementation of the District Local Technical Assistance (DLTA) program year (2009).
3. The award of services from the MRPC is subject to the:
 - a. Funding available to the MRPC during the program year (2009);
 - b. Successful negotiation of a detailed scope of services, schedule for the completion of the tasks identified in the scope of services, and budget utilizing DLTA and other funds, if available and eligible for the aforementioned project;
 - c. Execution of a Memorandum of Understanding (MOU) between the MRPC and the community(ies); and,
 - d. The MRPC's receipt of a letter from the Chief Elected Official (CEO) of all of the affected communities indicating agreement to this proposal and willingness to participate in this analysis. (Communities may agree to participate in this analysis after the full execution of

the MOU between the subject (lead) community and the MRPC but must agree to participate in order to receive the results of the report.)

4. Where and when possible the MRPC will deliver the tasks related to “analysis, preparation and presentation ... report(s) ...” as indicated above. The MRPC and the community requesting services will “outsource” consulting services only when absolutely deemed to be necessary by both the lead community and the MRPC.
5. This is an award of services from the MRPC to the applicable community(ies). This is not a cash award.

7.2 Public Meeting – Regional Pre-Disaster Mitigation (PDM) Planning Project

G. Eaton stated that public comments will be sought concerning the Regional PDM Plans through February. The public comment process will be completed by Tuesday, February 24, 2009.

7.3 FY2010 Budget – (to be presented February 24, 2009)

G. Eaton stated that he and the fiscal department have estimated potential expenses and possible revenue sources. As of January 2009, the budget gap is approximately 20%. We will present you with an FY 2010 budget in February (complying with the statutory requirement under MGL Chapter 40B Section 7). We will have five months to close the budget gap. We’ll seek out new customers and projects and attempt to obtain more “repeat business” from existing clients throughout FY 2010.

Mr. Eaton also mentioned that while attending training sessions and conferences is an issue every fiscal year, I will be examining the FY 2009 and FY 2010 budget more closely before making any recommendations concerning attending an educational opportunities in calendar-2009: I will make this recommendation on February 24, 2009.

8. OLD BUSINESS

G. Eaton referred to a handout on Community Planning Act/Land Use Partnership Act (LUPA)
The MRPC will invite planners to discuss the proposed legislation at the MRPC’s next Small Towns meeting scheduled to be held on February 18 or 25, 2009 here at the MRPC.

9. NEW BUSINESS

G. Eaton stated that MRPC employees have been asked to submit their respective narratives for the FY2009 Annual Report to Linda Parmenter for formatting. Mr. Eaton be editing the narratives through February and March and the anticipated publication date will be sometime in March 2009.

10. ADJOURNMENT

There being no further business, V. Koivumaki adjourned the meeting at 8:55 p.m.