

**MONTACHUSETT REGIONAL PLANNING COMMISSION MEETING MINUTES
MAY 25, 2010**

1. INTRODUCTION

- 1.1. Call to Order
- 1.2. Roll Call

PRESENT

J. Meehan (M), Athol; R. Grubb (A), Gardner; V. Andreliunas (M), Royalston; J. White (M), Winchendon; T. Bodkin (M), Lunenburg; V. Koivumaki (M), Lancaster; A. Pease (A), Ashby

ABSENT

M. Whitney (A), Ashburnham; B. Whitney (M), Ashburnham; W. Stacy (A), Ashby; J. Gibbons, (M), Ayer; C J. Ryan (A), Ayer; P. Lowitt (N/V), Devens; P. Caron (M), Fitchburg; 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; P. Hale (A), Hubbardston; E. Christoph (A), Lancaster; J. Raymond (A), Leominster; E. Anderson (A), Petersham; C. Colburn (M); J. Hardie (A), Royalston; G. Richard (M), Phillipston; Shirley; J. Lynch, (A) Shirley; C. Hajdu (M), Sterling; R. Columbus (A), Templeton; P. McCloy (A), Townsend; P. Haley (M), Templeton; N. Thalheimer (M), Townsend; A. Sears (M), Westminster; J. Kreidler (A), Winchendon

STAFF

Glenn Eaton, Stephanie Brow, Linda Parmenter, Brad Harris, Jennifer Siciliano, George Kahale, John Hume

GUESTS

Mark Goldstein, MRPC Legal Counsel; Tim Bauman, Ashby ConCom; Sally Bauman, Ashby ConCom; John Mickola, Ashby Public Library Trustee; Cathy Krisofferson, Ashby ConCom; Wanda Munding, Lancaster Housing Authority; Linda Wade, Lancaster Housing Authority; Jeanne Hollows, Townsend Planning Board and Land Use; Kathy Herrick, Lunenburg Town Clerk; Shirley Coit, Townsend EMD; David Maher, Ayer Economic Development; Joan Richards, Lancaster Historical Commission; Pam Haman, Townsend Cemetery & Parks Department; John Sonia, Lancaster; Shawn Winsor, Lancaster Board of Health; Laura Shifrin, Townsend Housing Authority

2. APPROVAL OF THE APRIL 27, 2010 MEETING MINUTES

R. Grubb made a motion to approve the minutes of April 27, 2010. The motion was seconded and passed unanimously.

3. SLATE OF OFFICERS, PRESENTED BY NOMINATING COMMITTEE

R. Grubb presented the Slate of Officers chosen by the Nominating Committee: Victor Koivumaki, Chair; Paula Caron, Vice-Chair; James Meehan, Treasurer; Robert Grubb, Assistant Treasurer; John White, Clerk and Vyto Andreliunas and Tom Bodkin as the two At-Large Committee Members.

Elections will be held at the June 29, 2010 MRPC meeting.

4. OPEN MEETING LAW PRESENTATION BY ATTORNEY MARK GOLDSTEIN

M. Goldstein gave a presentation regarding the new Open Meeting Law which will be taking effect on July 1, 2010. Mr. Goldstein highlighted the key parts of the changes being made to the Open Meeting Law such as:

-Notice for meetings shall include

- "a listing of topics that the chair reasonably anticipates will be discussed at the meeting"
- Must be posted in manner conspicuously visible to the public at all hours in or on municipal building housing the clerk's office
- Requires 48 hours in advance of meeting, excluding Saturdays, Sundays and legal holidays.

- Minutes shall include:

- A summary of the discussions on each subject
- The decisions made and actions taken, including a record of all votes
- A list of documents and other exhibits used by the body at the meeting

- The documents and other exhibits used

Mr. Goldstein discussed other aspects of the law as well, such as the enforcement procedures and exemptions to the Open Meeting Law.

A meeting guest asked if an electronic copy of the minutes and handouts would be sufficient enough for to meet the law.

Mr. Goldstein indicated that there needs to be one hard copy of the minutes containing all handouts made available at that particular meeting. Futures minutes may reference the location of the handouts in the previous meetings minutes.

A meeting guest asked if it would be acceptable to post an informational list of meeting dates, and then to include the agendas within the 48 hour time period before the actual meeting.

Mr. Goldstein replied that as long as a full meeting agenda was posted 48 hours prior to the start of the meeting, any informational postings about meeting dates/times was acceptable. Discussion followed about the various types of informational postings.

5. TREASURER'S REPORT

5.1. Cash Situation

5.2. Approval of the May 2010 Warrant

J. Meehan read the May 25, 2010 cash schedule. Balance after last warrant \$87,475.27; Total receipts this month \$45,682.07. Total cash on hand before this warrant \$135,128.45; Less: amount of this warrant \$73,181.84; Balance after last warrant \$61,947.61.

R. Grubb moved to accept the May 2010 cash schedule as read, subject to audit and placed on file. The motion was seconded and passed unanimously

6. REGIONAL REVIEWS

6.1. Department of Conservation and Recreation – Wachusett Mountain State Reservation Parkway Rehabilitation Project – Westminster and Princeton

This project requires submission of a Notice of Project Change (NPC) because the MEPA Certificate (EEA # 14520) for this project, issued on January 8, 2010 states that a NPC is required for any future activities proposed on the Summit. At the time the ENF was submitted to MEPA for The Parkway Road Rehabilitation System this past December of 2009, DCR did not have detailed plans for improvement to the Summit. This NPC details the proposed improvements to the Summit. There are no changes associated with the Parkway Rehabilitation portion of this project.

The project as most recently reviewed in December of 2009, consists of rehabilitation of the Wachusett Mountain State Reservation Parkway, located in the towns of Princeton and Westminster. This project is designed to make roadway safety improvements that meet the needs of the Reservation and its visitors while preserving the natural, historic and cultural resources and character of the area. Proposed improvements include the repair or reconstruction of drainage structures, retaining walls, guardrail and culverts and the reconstruction of approximately 5 miles of roadway.

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 Towns of Westminster and Princeton. The project meets MRPC goals of Regional Growth, Environmental Quality, Individual Opportunity and Welfare, Transportation and Economic Development. The motion was seconded and passed unanimously.

7. STATUS REPORTS

7.1. COMMUNITY DEVELOPMENT AND HOUSING

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

Nothing new to report on this month. Three applications have been submitted; they are being reviewed by DHCD. We hope to receive announcements in late June-early July.

Community Development Block Grant (CDBG) (Due December 2010)

MRPC continues to work with several towns that have expressed interest in having MRPC assist them in the next funding round of CDBG applications. This year's applications are due in December of 2010. Possible grant applications are as follows:

- Lunenburg – COA Parking lot, COA Outreach worker, housing rehab
- Westminster and Hubbardston-senior center design and housing rehab
- Lancaster and Sterling-ADA issues and housing rehab

REPORT for FY 2009

Ashby/Hubbardston Joint Housing Rehabilitation Grant:

Ashby: first four (4) housing rehab and two (2) septic cases are underway:

1 housing rehab unit completed

3 housing rehab units under construction

2 septic cases in design stage

Hubbardston: first four (4) housing rehab and two (2) septic cases are underway:

3 housing rehab units substantially completed

1 housing rehab unit under construction

2 septic cases in design stage

Once we have final project costs on a few more cases, we will add another housing rehab project to each town.

Financial Literacy Training and Counseling Sessions: The first financial training and budgeting sessions were held by MOC in April.

REPORT for FY 2007:

Lancaster Regional Housing Rehabilitation Program (LLTA): The emergency case in Townsend has been completed. Close out of this grant program can now be initiated with DHCD.

7.1.2 Septic Management Program

REPORT: Staff created the discharge paperwork for one of the betterments. We now need to create loan documents to replace the betterment.

7.1.3 American Dream Down Payment Initiative (ADDI)

REPORT: This program ends June 30, 2010. If funds have not been expended prior to June 30, 2010 the balance of funds will be returned to DHCD

7.2. COMPREHENSIVE PLANNING

7.2.1 Federal Economic Development Administration (EDA)

MRPC worked to prepare its EDA Capacity Building grant proposal which will be submitted to EDA during the week of May 25th.

A 319 Non-Point Source Pollution Grant is being prepared and will be submitted to the state's Department of Environmental Protection no later than June 2nd. The grant application, while still being drafted, will include a request for funding for free educational low impact development (LID) workshops throughout the Montachusett Region's municipalities that are in the Millers River Watershed. These communities include Ashburnham, Westminster, Hubbardston, Templeton, Phillipston, Winchendon, Petersham, Athol, Gardner, and Royalston. The Towns of Ashburnham, Westminster, and Winchendon have Low Impact Development Bylaws in place but for

communities without such a bylaw, free technical assistance would also be available to develop one that could be tailored to that specific community.

A Brownfield Area Planning Grant Application is being prepared by MRPC staff and will be submitted to the federal Environmental Protection Agency no later than June 1. The area that is targeted is located within the South West Downtown area of the Town of Athol. If funded, this planning project will develop an area-wide plan for the brownfields-impacted area, which will inform the assessment and cleanup of the brownfields site(s), and identify next steps and resources needed for plan implementation.

Ice Storm Grant

MRPC staff is preparing a disaster mitigation plan in support of emergency back-up power sources to increase resilience and sustainability in the face of future power outages caused by disasters. This particular project received special recognition in the form of an Article in the May 12th edition of "The Prospective", EDA's Philadelphia Regional Office Monthly Newsletter.

MRPC's consultant (CEG) continues its work to assess the capacity, structural deficiencies, and inadequacies of the electrical grid system throughout the region. CEG hopes to have draft recommendations to present in early summer at the next Montachusett Energy Advisory Committee meeting.

A survey was forwarded to regional assets (hospitals, supermarkets, gas stations, etc.) concerning their emergency backup power systems. After surveys are completed and returned in June, they will be analyzed over the summer and recommendations will be drafted.

MRPC held a workshop discussing how to prepare for power outages, which was presented by Charlie Coggins, Director of Leominster Emergency Management Department. It was held on Wednesday, April 28th, 2010 at 5 PM at the Mount Wachusett Community College Devens Campus. More than 20 persons attended.

7.2.2 Federal Environmental Protection Agency (EPA)

Montachusett Region Brownfields Reuse Initiative (MRBRI) 2009 Grant Award
Funding remains for approximately one Phase I Site Assessment of moderate cost. MRPC received a Site Nomination Request Form from Athol for 25 Exchange Street. MRPC and TRC (MRPC's Consultant) are in the process of determining whether or not sufficient grant funds are available to move forward on this potential project.

7.2.3 District Local Technical Assistance Program

7.2.3.1 Town of Ashby

Village Center Sewer District Feasibility Study: This proposal is directly related to the feasibility and cost of establishing a village center sewer district. A contract between MRPC and the Town of Ashby has been forwarded to the town to be signed by the Chairman of the Board of Selectmen on May 26.

7.2.3.2 Town of Shirley

Development Plan: Planning assistance to help the Town of Shirley work in collaboration with MassDevelopment and Devens to complete the first steps of a development plan for the Shirley Village Growth District I. Work will include collection and review of existing information and reports relevant to the study area, review of information collected, identification of issues and opportunities related to the subject development areas, and the identification of up to three possible development scenarios. A kick-off meeting was held for this project in the Town of Shirley on May 19th.

Chapter 43D Expedited Permitting: The Town is requesting assistance to establish a streamlined permitting process as part of a Chapter 43D program within the town. A joint meeting between Shirley and Westminister (Westminister also requested assistance for Chapter 43D) was held on May 14 at MRPC offices to discuss the Chapter 43D program and review potential permitting procedures available to each community.

Economic Development Portion of Master Plan: MRPC is assisting in developing the Economic Development section of Shirley's Master Plan. The Town is working to schedule the first kick-off meeting for this project.

7.2.3.3 Town of Westminster

MRPC Staff have scheduled a meeting to be held on April 21st with representatives of the Town of Westminster to discuss the scope of work for the following projects:

Chapter 43D Expedited Permitting: The Town is requesting assistance to establish a streamlined permitting process as part of a Chapter 43D program within the town. A joint meeting between Shirley and Westminster (Shirley also requested assistance for Chapter 43D) was held on May 14 at MRPC offices to discuss the Chapter 43D program and review potential permitting procedures available to each community.

Wind Energy Conversion System Bylaw: Westminster's request entails the development of a wind energy conversion system (WECS) bylaw. MRPC will make a presentation to local officials and the general public on Wind Energy Conversion System Bylaws at the Westminster Planning Board Meeting to be held on Monday, May 24th at 7p.m.

7.3. GEOGRAPHIC INFORMATION SYSTEMS (GIS)

7.3.1 Route 140 Task Force Mapping

Mapping continues to be completed regarding the Route 140 Task Force. Staff will be performing travel time analysis along Route 140 between Sterling and Westminster, using the GPS unit and TravTime 2.0 software. Testing for the TravTime data collection and processing has begun. This project is expected to be ongoing throughout the next several months.

7.3.2 Traffic Count Mapping

All data and maps for the Traffic Count Mapping project have been completed up to the year 2009. This information will be placed on the MRPC website in the next couple of weeks for viewing and downloading.

7.3.3 MRPC Favorable Wind Energy Areas Analysis

Analysis is being performed to determine areas in the region most suitable for potential wind energy sites. The MRPC will be utilizing the guidelines established by MassGIS while determining potential sites in the Cape Cod region. This analysis will involve mapping areas of exclusions, where physical or regulatory limitations completely prohibit wind development, as well as constraints, where factors may affect the likelihood of development but do not explicitly prohibit wind development. Areas of exclusion include, but are not limited to, insufficient wind speeds, wetlands, DEP Zone I buffers and non-road impervious surfaces. Areas of constraints include, but are not limited to, wildlife habitats, airfield proximity and Article 97 lands. At the conclusion of the analysis favorable wind energy areas will be mapped and information will be sent to appropriate community personnel upon completion. In addition, all maps and data will be uploaded to the MRPC website for viewing.

7.3.4 Safe Routes to School Mapping

SRTS mapping has begun and includes the Harvard Elementary School and the South Street Elementary and Memorial Middle Schools in Fitchburg. A series of maps have been, and will be completed, as part of this project. Some of the final maps will include Major Routes/Most Traveled Roadways, Dangerous Areas, Crash locations, Traffic Volumes and Sidewalk Locations. Work on this project will be ongoing in the next several months.

7.3.5 Ice Storm Grant Mapping

Forty plus data sets have been identified for this project. Data collection relative to Regional Assets has been completed in draft format. Further data collection tasks will need to be completed. This data will need to be verified for spatial and attribute accuracy by local officials, owners and managers of regional assets as well as site visits. Initial Emergency Back-up Power Sources surveys have been mailed to all current Regional Assets to determine the availability and usefulness of emergency back-up power sources. Survey results have begun to be entered. A series of maps will be created, and relevant data analysis will be performed as deemed necessary

by the Energy Advisory Committee. Work on this project will be ongoing in the next several months.

7.3.6 Townsend Open Space & Trail Mapping

A series of maps is being completed for the town relative to its' Open Space and Trail Networks. The MRPC is currently waiting on updated GPS trail data from the town to complete the project. These maps are intended to be placed on the town's website for citizens to view and print. The MRPC is currently waiting for additional GPS trail data from the town in order to complete the mapping. This project is expected to be completed in June.

7.4. TRANSIT

7.4.1 Wachusett Commuter Rail Station and Layover Facility

Westminster Board of Selectmen has approved the new location of the Layover facility in Westminster Business Park at Theodore Drive. The consultant has completed a Noise Assessment Study at the request of Westminster Board of Health and approved by the Town. MRPC staff is reviewing the Environmental Assessment report completed by the consultant to be submitted to the Federal Transit Administration (FTA); Also MRPC Staff are working on Request for Proposals RFP for land surveys and properties appraisals for the Wachusett Station and the layover facility project.

The proposed project of the Wachusett Station and the layover facility involves construction of a new passenger station and parking facility, and requires the relocation of train staging Facilities for both the MBTA and Pan Am Southern, as well as upgrades to one of the two existing mainline tracks from the present terminus of the Fitchburg Line to a proposed MBTA layover facility approximately 1.5 miles west of the proposed Wachusett Station. The project will benefit both passenger rail service and freight operations.

7.4.2 Expansion of MART Storage Facility

MRPC staff continues to work with the contractor Vanguard Construction to resolve construction issues. The removal of the contaminated soil has been completed. Roof installation over the existing building has commenced. MART anticipated a completion of the construction of the expansion of the Vehicle Storage and Bus Wash facility by December 2010.

7.4.3 Parking at North Leominster Station

MRPC staff continues to work with the FTA on the Categorical Exclusions study to purchase an abutting property for the expansion of N. Leominster parking garage structure facility for the four-hundred (400) plus parking spaces to be constructed at North Leominster Train Station.

7.4.4 Fitchburg Commuter Rail Improvement

The consultant HNTB Architecture & Engineering of Burlington continues to work on the design of the Fitchburg Line Improvement projects. Preliminary design should be completed by June 2010. They intend to start construction in May of 2010 and phase the project so work can begin in sections along the line. A Stimulus Federal Fund of approximately \$ 40,000,000 has been approved to construct the double tracks of about 10 miles between Ayer and South Acton, and new accessible Commuter Rail Station at Littleton.

7.4.5 Ayer Parking Facility

MRPC staff continues to assist MART and the Town of Ayer to move forward the construction of the Ayer Commuter Rail parking facility at the Rail Trail parking lot location at Park Street. A meeting with the State Transportation Secretary and the Town Officials was held in Boston on May 3, 2010 and follow up meeting will be held on May 20 with MBTA and MassDOT to discuss the federal funding and the scope of services for architecture & engineering consultant to work on the Ayer Commuter Rail parking facility.

7.4.6 Fitchburg Line Working Group

The next meeting of the Fitchburg Line Working Group will be held at 8:30 AM on Monday, May 17 at 33 Andrews Parkway, Devens.

Agenda:
 MBTA update
 South Acton Station redesign update
 Littleton Station design update
 Reports on transportation issues from all attendees

7.5. TRANSPORTATION

7.5.1 Montachusett FY2010-2013 Transportation Improvement Program (TIP) Amendment – MPO Endorsement

The Montachusett Metropolitan Planning Organization (MPO) met on May 12th to review comments received on the Draft Amendment to the FFY 2010 Element of the FFY 2010-2013 Montachusett Transportation Improvement Program (TIP) and to endorse the Amendment. The Amendment was triggered by a revised Accelerated Bridge Program Grant Anticipation Notes (ABP-GANS) project list, which added a bridge to *Section 2B Non-Federal Aid (NFA) Bridge Projects* of the Montachusett TIP. In addition, a TIGER grant recently awarded to the Montachusett Regional Transit Authority (MART) was added to the FFY 2010 Transit Element.

Comments received from MassDOT Highway Division Districts 2 and 3 resulted in the following changes to the FFY 2010 Element under *Section 1A Federal Aid Target Projects*:

Moved out of FFY 2010 due to design issues

Project	Town	Proj. No.	District	Fund Cat	Federal Amount	State Amount	Total Est Cost
South Street - Resurface and related work on a section of South Street	Westminster	602099	3	STP	\$2,049,196	\$512,299	\$2,561,495
South Street - Resurface and related work on a section of South Street	Westminster	602099	3	HSIP	\$401,360	\$44,596	\$445,955
Total							\$3,007,450

Moved into FFY 2010 from FFY 2013

Project	Town	Proj. No.	District	Fund Cat	Federal Amount	State Amount	Total Est Cost
Route 32/122 - Resurfacing from Barre Town Line to 1 mile north of Route 101	Petersham	605841	2	STP	\$2,405,960	\$601,490	\$3,007,450

Additionally, the MPO decided to set a regular meeting schedule date of the first Wednesday of the month at 1:00 pm. The next meeting is therefore scheduled for June 2nd.

7.5.2 Route 140 Safety Improvement Task Force

A meeting of the MRPC Route 140 Safety Improvement Task Force Study is scheduled for Thursday May 27, 2010 in the town of Westminster. MRPC staff will continue to review the status to date of the study including recent analyses of alternative improvements. The goal is to wrap up the study in the next few months.

7.5.3 MassDOT 5 Year Capital Investment Plan

Consistent with requirements laid out in Chapter 25 of the Acts of 2009 (An Act Modernizing the Transportation System of the Commonwealth), the Massachusetts Department of Transportation (MassDOT) is preparing a five-year capital investment plan for the MassDOT Highway Division. The Plan will include an analysis of the planned sources and uses of funding to be invested in the roads, bridges, bicycle/pedestrian facilities, and ancillary infrastructure of the Commonwealth.

The following Public Hearings were held to solicit public input:

Monday, May 17, 2010 - Northampton, MA 6:00 - 7:30 PM Council Chambers, Municipal Hall 212 Main Street	Tuesday, May 18 - Pittsfield, MA 5:30 - 7:00 PM Berkshire Regional Planning Commission One Fenn St., Suite 201
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<p>Wednesday, May 19 - Quincy, MA 6:00 - 7:30 PM Quincy New City Hall Foy Conference Room, 2nd Floor 1305 Hancock St.</p>	<p>Tuesday, May 25 - Framingham, MA 6:00 - 7:30 PM Framingham Town Hall (Memorial Building) 150 Concord St.</p>
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The draft plan is also available online at the following address:

<http://www.massdot.state.ma.us/planning/documents/2011-2015HwyCapInvestmentPlan.pdf>

For additional information, please contact:

MassDOT's Office of Transportation Planning
10 Park Plaza, Room 4150
Boston, MA 02116
617.973.7313
TDD 617.973.7089
planning@state.ma.us

8. COMMITTEE

8.1. FY2010 Budget Update

8.2. FY2011 Draft Budget Presentation

8.3. Strategic Planning

V. Koivumaki indicated that G. Eaton presented the FY2010 Budget Update, as well as the FY2011 Draft Budget and Strategic Planning at the Executive Committee meeting earlier this evening.

8.4. Executive Directors Report And Administrative Matters

Budget Issues

- a. A proposed, revised FY10 budget will be available at the meeting of the Commissioners to be held on June 29th.
- b. Two, draft budgets have been submitted to the Planning Commissioners for their consideration between May 25th and June 29th. The budgets reflect "step increase" and "no step increase" scenarios. Both draft budgets include current information on proposed insurance costs (see below). Addition details related to expense line items has been provided at tonight's meeting for the future convenience of all who review the MRPC budget.
- c. On April 28, 2010 the Massachusetts Group Insurance Commission (GIC) issued premium rate changes effective July 1, 2010. Rate changes affect all six health plans (twelve choices), GIC's dental/vision plan, and retiree's dental coverage. Also starting July 1st, premium amounts to be deducted through the payroll system from the employees will be 20% for employees hired on-or-before June 30, 2003 and 25% for employees hired after June 30, 2003. The premiums for Basic Life (\$5,000), the Optional Life Insurance, and the Long Term Disability (LTD) will remain unchanged.
- d. Edits and research concerning a proposed Employee Computer Purchase Policy continue. A final policy will be available for the Planning Commissioners at the meeting to be held on June 29, 2010. A funding issue is related to the possible adoption of this policy.
- e. Management is considering acquiring ESRI Business Analyst Online as a capital purchase prior to the end of FY10. Prices range from a \$149/day per user "Day Pass" plan, \$995/year per use "Basic" plan, and a \$2,500/year per user "Premium" plan. If purchased, MRPC's intended use of the software would be to provide market assessments of potential development projects. MRPC is also considering providing fiscal impact analyses services to communities. Such services would provide useful data to M-Region cities and towns in which housing, commercial, and industrial projects have been zoned or proposed. (This possible purchase is one of many under consideration by the Executive Director for June 2010.)

- f. Training for new Executive Directors will be provided by the National Association of Development Organizations (NADO) on August 28-31, 2010 in San Diego, CA. Attendance by the MRPC's Executive Director will only be proposed if sufficient funding exists. (The possible attendance at all training sessions will be more closely examined in FY11 by the Executive Director.)
2. MRPC's Emergency Back Up Power Sources project garnered national attention as the project was spotlighted in the Federal EDA's monthly newsletter *PROspective*.
3. Regionalization and DLTA. A legislative committee hearing was held on Friday, May 21st at the Ayer Town Hall. Orlando Pacheco, Town Administrator, Lancaster, Victor Koivumaki (Lancaster Local Official), Chairman/MRPC, James Meehan, Treasurer/MRPC (Athol Local Official), and Glenn Eaton, Executive Director/MRPC were three of the many who testified on the issue of regionalizing municipal services.
4. The first mailing of the Request for Services Delivery (RSD) under the District Local Technical Assistance – 3 (DLTA3) program was mailed to all 22 communities in the Montachusett Region in February 2010. The second and final mailing will be completed by June 7th. Proposals will be due no later than June 22nd with awards to be announced on June 29th (at the next meeting of the Planning Commission).
5. A draft of a document outlining the roles and responsibilities of officials appointed to the MRPC is available tonight for review and input. Public comments will be accepted through June 29th. In July, MRPC will issue the final version to all officials serving on the Planning Commission, its affiliates, and committees.
6. MRPC acknowledges and appreciates the contributions on this year's Nominating Committee. Volunteers are Mr. Vyto Andreliunas, Thomas Bodkin, and Robert Grubb.
7. Six MRPC employees volunteered their time to prime the interior walls of MEC's single family home under construction at 1236 Water Street, Fitchburg. The Executive Director appreciates their collective effort to reduce the cost of this project. Those volunteers were Shelly Hatch, Ann Carabba, Nancy Belliveau, Bobbi Jo Johnson, Brian Doherty, and John Hume.
8. *Montachusett Today*, MRPC's quarterly newsletter, will next be published in June.
9. The installation of a wind energy conversion system or windmill is now underway in Templeton. MRPC supplied services to local officials for the creation of a Wind Energy Conversion System [WECS] Zoning Bylaw several years ago. A few photos taken at the construction site, on Monday, May 24th, follow.
10. On a final lighter, but also serious, note when you first visited the MRPC did you ever wonder where to enter the building and/or how to find the offices of the employees? Wonder no longer. Directional signs to the MRPC's office have been installed.

G. Eaton then indicated that the Linda Parmenter, Administrative Director at MRPC had put together an Affirmative Action Plan for the agency to be included in the submittal of a 319 Nonpoint Source Pollution Grant. Mr. Eaton then noted that the plan had been reviewed by the Commission's legal counsel prior to submittal.

V. Koivumaki asked for a motion to accept the Montachusett Regional Planning Commission's updated Affirmative Action Plan. The motion was seconded and passed with R. Grubb opposing.

9. ADJOURNMENT

There being no further business, V. Koivumaki adjourned the meeting at 8:45 p.m.