



**MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)  
THURSDAY, JANUARY 6, 2022  
7:00 PM**

**AGENDA**

- 7:00 PM 1. Open Meeting, Introductions and Announcements**
- 7:05 PM 2. Approval of December 9, 2021, MRPC Minutes – Approvals of Commissioners Requested**
- 7:10 PM 3. Cash Schedule – December 2021 – Approvals of Commissioners Requested**
- 7:15 PM 4. Guest Announcements and Questions**
- 7:20 PM 5. Administrative Matters**

1.1 Update: COVID-19 Office Space Management and Safety – Information

Management is trying to keep the employees, families, and related groups as safe as possible. All employees have been informed that they can work remotely. The vast majority are doing so. Transportation staff is working in the office on MJTC and MPO meeting days. The Transportation Projects Director (Brad Harris), one of our Principal Transportation Planners (Brian Doherty), Fiscal Director (Linda Quinlivan), Fiscal Assistant (Christopher “Mac” McNamara), and the Executive Director (Glenn Eaton) are working in the office at least three days per week.

Management will not require an employee to attend an in-person meeting if the employee is concerned for his/her/their safety and does not wish to do so.

The office remains closed to the public. Staff may be seen by appointment. Virtually no local officials or other parties have requested in-office appointments since March 2020.

1.2 Update: FY19 Community Development Block Grant, COVID Response Award of \$296,100 to Shirley (Lead community), Lunenburg, Royalston, Townsend, and Westminster – Information

MRPC staff is winding down this program ensuring that the food bank operators receive all payments for food acquisition and delivery services.

1.3 Montachusett Enterprise Center, Inc. (MEC) – Information

No new information this month.

#### 1.4 Administrative Matters

##### 1.4.1 Housekeeping Editions to the MRPC Personnel Policies and Employee Procedures Handbook

The Employers Association of the NorthEast (EANE) and the Executive Director will be meeting during this month to advance this project.

##### 1.4.2 Flexible Work Locations and Scheduling Policy – Information

Final edits have been completed.

##### 1.4.3 American Rescue Plan Act (ARPA) – A New Federal Funding Program for Cities, Towns, Counties, and States

MRPC has received no applications for the ARPA Director position.

#### 1.5 Other Administrative Matters

##### 1.5.1 Hiring an individual for the Principal Planner Position

Mr. Jeff Legros has been hired as the agency's new Principal Planner. He will work in the Planning and Development Department under the direction of Karen Chapman, Planning and Development Director.

##### 1.5.2 Posting of Economic Development Manager and ARPA SLFRF Grant Management and Compliance Director Positions

Economic Development Manager- Applications have been submitted and an interview has been held.

ARPA SLFRF Grant Management and Compliance Director- No applications have been submitted to the MRPC for this position.

##### 1.5.3 ARPA SLFRF Update - Presentation and Discussion

Due to the Holidays, the December listening session was not held. Sessions will be held on the third Thursday of each month at Noon. These online meetings will be posted on the MRPC's website at [www.mrpc.org](http://www.mrpc.org). Registration for these meetings is required. The next meeting will be held on January 20<sup>th</sup> at Noon.

- 1.5.4 Presentations by Karen Chapman, Planning and Development Director. A discussion among meeting participants is encouraged.

DLTA Program Year 15 Eligible Activities and Implementation Schedule

State ARPA Relief Funding Priorities

Multi-Family Zoning Requirement for MBTA Communities

**7:50 PM      6.      Status Reports**

**6.1      GEOGRAPHIC INFORMATION SYSTEMS (GIS)**

**6.2      PLANNING & DEVELOPMENT**

**6.3      TRANSIT & TRANSPORTATION**

**8:05 PM      7.      New Business**

This time is being reserved for topics that the chair did not reasonably anticipate would be discussed.

**8:15 PM      8.      Adjournment**

*This meeting will be recorded by GoToMeeting app and will be made available for viewing on <https://www.youtube.com/user/MontachusettRegion/videos> .*

*This notice is subject to change with reasonable notice provided to all.*