

**MINUTES OF THE MEETING OF THE  
MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)  
Doyle Center  
464 Abbott Avenue  
Leominster, MA 01453**



**THURSDAY, DECEMBER 6, 2018  
7:00 PM**

**1. Open Meeting, Introductions and Announcements**

J. Telepciak called the meeting to order at 7:00 p.m. All present introduced themselves.

**2. Approval of November 1, 2018 MRPC Minutes**

A. Pease moved that the Montachusett Regional Planning Commission approve the November 1, 2018 minutes as printed. The motion was seconded and passed unanimously.

**3. Treasurer's Report**

**3.1 Approval of March 2018 through November 2018 Cash Schedules**

L. Quinlivan explained that she was hired as the Fiscal Manager in September 2018. The position was vacant from the end of March until the beginning of September. L. Quinlivan indicated she prepared the MRPC cash schedules for each month from March through November 2018. She also stated that behind each schedule was detailed back up documentation regarding the monies coming in to MRPC and the monies going out.

A. Pease read the March 2018 cash schedule. Balance after last warrant \$158,243.35; Total receipts this month \$331,573.51; Total cash on hand before this warrant \$489,816.86; Less: amount of this warrant \$249,737.68: Balance after this warrant \$240,079.18.

D. Tatasciore moved to accept the cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

A. Pease read the April 2018 cash schedule. Balance after last warrant \$240,079.18; Total receipts this month \$155,153.86; Total cash on hand before this warrant \$395,223.04; Less: amount of this warrant \$187,071.50: Balance after this warrant \$208,161.54.

B. Yocum moved to accept the cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

A. Pease read the May 2018 cash schedule. Balance after last warrant \$208,161.54; Total receipts this month \$180,840.91; Total cash on hand before this warrant \$389,002.45; Less: amount of this warrant \$117,090.77: Balance after this warrant \$271,911.68.

D. Tatasciore moved to accept the cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

A. Pease read the June 2018 cash schedule. Balance after last warrant \$271,911.68; Total receipts this month \$147,323.08; Total cash on hand before this warrant \$419,234.76; Less: amount of this warrant \$158,481.16: Balance after this warrant \$260,753.60.

D. Tatasciore moved to accept the cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

A. Pease read the July 2018 cash schedule. Balance after last warrant \$260,753.60; Total receipts this month \$151,463.19; Total cash on hand before this warrant \$412,216.79; Less: amount of this warrant \$338,563.79: Balance after this warrant \$329,224.29.

D. Tatasciore moved to accept the cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

A. Pease read the August 2018 cash schedule. Balance after last warrant \$329,224.29; Total receipts this month \$145,281.96; Total cash on hand before this warrant \$474,506.25; Less: amount of this warrant \$159,333.40; Balance after this warrant \$315,172.85.

D. Tatasciore moved to accept the cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

A. Pease read the September 2018 cash schedule. Balance after last warrant \$315,172.85; Total receipts this month \$97,178.86; Total cash on hand before this warrant \$412,351.71; Less: amount of this warrant \$67,528.13: Balance after this warrant \$344,823.58.

D. Tatasciore moved to accept the cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

A. Pease read the October 2018 cash schedule. Balance after last warrant \$344,823.58; Total receipts this month \$112,860.05; Total cash on hand before this warrant \$457,683.63; Less: amount of this warrant \$111,752.79: Balance after this warrant \$345,930.84.

D. Tatasciore moved to accept the cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

A. Pease read the November 2018 cash schedule. Balance after last warrant \$345,930.84; Total receipts this month \$105,587.47; Total cash on hand before this

warrant \$451,518.31; Less: amount of this warrant \$137,139.75: Balance after this warrant \$314,378.56.

D. Tatasciore moved to accept the cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

#### **4. Winchendon Community Development Block Grant**

G. Eaton explained that MRPC was hired by Winchendon to administer both the Federal Fiscal Year 16 and 17 Community Development Block Grant programs (both grants included Housing Rehabilitation and Home Heating Fuel Assistance programs benefitting low- and moderate-income homeowners in the community). Grants are awarded to cities and towns by the Massachusetts Department of Housing and Community Development (DHCD). DHCD typically monitors (or “audits”) program performance of each grant program. This state agency conducted pre-monitoring and full monitoring visits of the FFY16 grant in March and May 2018, respectively. While 80% of the administrative tasks required were completed by the MRPC, some significant management mistakes committed by the MRPC were found by the DHCD. The Community Development Manager is no longer an employee of the MRPC. He was assisted with program management tasks by the Executive Assistant, Holly Ford. The Executive Director, Glenn Eaton and Executive Assistant picked-up all administrative tasks upon the departure of the Community Development Manager. The Planning and Development Director, John Hume was assigned (by the Executive Director) to be the Interim CDBG Fiscal Manager in the absence of the MRPC’s former Fiscal Manager who departed in late March of this year.

In June of 2018 the Executive Director learned that neither the former Community Development Manager or former Fiscal Manager invoiced the town of Winchendon for any of the work completed by the MRPC since January 1, 2018. Mr. Eaton, Mr. Hume and Ms. Ford prepared an invoice for CDBG management services. For the period of January 1 through May 31, 2018 in the amount of \$19,027.80 for staff time including hours charged to this contract by Mr. Eaton, Mr. Keating, Ms. Ford, Mr. Hume and Regional Planners Ms. Molly Belanger and Mr. Noam Goldstein. Winchendon paid the invoice in-full. However, when Winchendon attempted to obtain reimbursement for this payment from the DHCD, the DHCD refused to reimburse the town based upon what the state agency said was management of the FFY17 CDBG programs which was below the DHCD’s standard.

On Tuesday, December 4<sup>th</sup> Mr. Eaton met with Keith Hickey, Town Manager and Tracy Murphy, Director of Planning and Development to determine if the total amount of the invoice could be lowered for the aforementioned reason; in this case the MRPC would reimburse Winchendon for a portion of the total that was previously paid to the MRPC. Mr. Eaton offered to remove all hours charged to this grant contract by the former Community Development Manager in addition to the hours charged to this contract by the two Regional Planners. The handout provided to the Commissioners at this evening’s meeting includes a follow-up email to Mr. Hickey and Ms. Murphy and a one-page table of the original and proposed invoice amounts of \$19,027.80 and \$8,627.40 (estimated),

respectively (estimated); in this case approximately \$8,627.40 would be returned to the Town of Winchendon.

A. Pease moved that the Montachusett Regional Planning Commission approves the return of approximately \$8,627.40 to the town of Winchendon for the reasons stated in the above report. The motion was seconded and passed unanimously.

## **5. Administrative Matters**

### **5.1 Funding and Hiring of Accounting Firm, Insource Services, Inc.**

G. Eaton explained that Ms. Quinlivan has been working through a significant backlog of financial tasks such as the completion of nine months of cash schedule. In addition to this and many other tasks, she is preparing this agency for its annual audit with assistance being provided by Linda Parmenter, Administrative and Human Resources Director (virtually full time) and Holly Ford, Executive Assistant.

In order to be prepared for the organization's annual audit (conducted by Roland Lambalot, [CPA] each winter) MRPC conducted procurement for and needs to engage an outside accounting firm and to assist our new Fiscal Manager with ensuring that the MRPC will be fully prepared for the FY18 Audit.

At this point in time, within the administrative budget, the balance of the "Accounting and Legal" account stands at \$18,000. Up to \$15,000 of this amount may be needed for the annual audit. The remaining balance in the "Accounting and Legal" line item is insufficient to pay for the outside accounting firm and for legal expenses anticipated this fiscal year. The balance of available funds in the "Office Supplies" account is \$13,000; approximately \$2,500 has been expended in the last five months.

The Executive Director recommends that \$5,000 be transferred out of the "Consulting Fees" line item and another \$5,000 be transferred out of the "Office Supplies" line item and that the combined total of \$10,000 be transferred into the "Accounting and Legal" line item to provide up to \$10,000 available to pay Insource Services, Inc. for accounting services.

Additional funds may, or may not, be needed to pay for accounting services. If so, this agency will have available to it a portion of MEC's repayment to the MRPC for past advances made to MEC for past receivership cases.

These two transfers of funds are respectfully requested by the Executive Director.

P. Duffy moved that the Montachusett Regional Planning Commission authorizes the transfer of \$5,000 from the "Consulting Fees" line item and \$5,000 from the "Office Supplies" line item into the "Accounting and Legal" line item for payments to Insource Services, Inc. so that the company may assist MRPC's staff with accounting services to better prepare the MRPC for the upcoming FY18 Audit.

The Commissioners also authorize the Executive Director to utilize a portion of the funds to be returned to the MRPC from MEC in the event that the total cost exceeds the \$10,000 budget.

In the event that a cost overrun (above the \$10,000 under discussion this evening) occurs prior to the next meeting of the Commissioners (January 3, 2019), the Executive Director may use his discretion to approve more funding. However, if the overrun is substantial (over \$2,000) he must acquire the approval of the Commission. The motion was seconded and passed unanimously.

## **5.2 Resignation of Regional Planner – Request for Authorization to Hire a New Regional Planner**

G. Eaton stated that there are fourteen employees on staff at the MRPC. Recently, one of our colleagues, Molly Belanger, Regional Planner submitted her resignation to this agency; her last day with the MRPC is December 6, 2018. Molly is moving-on to a fantastic, new opportunity to be a Town Planner in a municipality east of the Montachusett Region.

The Executive Director requests the approval of the Commissioners to hire a new Regional Planner to replace Ms. Belanger. Funding for this position is included within the FY19 budget.

This Regional Planner position has been supported through the following programs:

- Federal
  - Economic Development Administration (EDA)
  - Environmental Protection Agency (EPA) Brownfields Environmental Site Assessment (ESA) Program
  - Federal Transit Administration (FTA)
- State
  - District Local Technical Assistance (DLTA)
  - Massachusetts Department of Transportation (MASSDOT) “3C” Planning Program
- Local
  - Montachusett Regional Transit Authority (MART)
  - Town of Townsend, Public Outreach Contract for Local Master Plan

Programs that have been consistently funded include the EDA, FTA, DLTA, MASSDOT “3C” Planning Program and MART. Funding subject to the awarding of grants to this organization include the EPA, CDBG, DOER and local, municipal contracts.

Funding, from the above-referenced programs, supports the three existing positions in the Planning and Development Department; including the Planning and Development Director, Principal Planner and Regional Planner. Resources do

not exist to return to the level of staffing that this department had into early 2018 when five employees were in this department.

A summary concerning additional, potential funding follows.

#### Contract Pending Execution between The State and MRPC

- The Town of Orange approached and engaged the MRPC to prepare a Hazardous Mitigation Program grant on behalf of the town to address an improvement to a local bridge that would mitigate flooding of a dead-end road which is the only access to approximately fifty families in town. This proposal is due in January 2019 and the MRPC will be compensated up to \$6,500 for grant writing services.
- A new, two-year grant, the Affordable Access to Clean and Efficient Energy Initiative (AACEEI), has been awarded to the MRPC. The contract will be executed next month when work will commence. The AACEEI will address barriers to clean energy investment by the state's low-and moderate-income residents. Lead by the Department of Energy Resources (DOER) and the Department of Housing and Community Development (DHCD), in collaboration with the Massachusetts Clean Energy Center (MassCEC), the Affordable Access Initiative aims to help low- and moderate-income Massachusetts residents access cost-saving, clean and efficient energy technologies.

#### Pending Grant Requests

- Four Americans with Disabilities (ADA) grants, totaling \$200,000 recently were submitted by four communities to the MA Office on Disabilities. Award announcements are anticipated in mid-December.

#### New Programming and Potential Revenue

- Additional program funds that will fund the MRPC's ability to deliver additional services to its communities include the Municipal Vulnerability Preparedness (MVP) program as administered by the MA Executive Office of Energy and Environmental Affairs (EOEEA). A session explaining this program to interested, local officials will be held at the MRPC from 11:00 a.m. through 12:30 p.m. on December 19<sup>th</sup>. A handout concerning this meeting is available at tonight's meeting of the Planning Commissioners.
- This month, the MRPC will inform its communities that it is prepared to assist its communities with their pursuit of Americans with Disabilities Act (ADA) planning and

implementation funds available from the Massachusetts Office on Disabilities (MOD).

- In addition, additional funding for planning projects, in amounts of \$5,000 to \$50,000 for bylaw development and master planning will probably be available to communities in January. As the MRPC's Planning and Development Department delivers these services, this is another, potential source of revenue for the MRPC.

#### Local Requests for Assistance

- This afternoon, two communities asked for planning assistance. Both of these small projects may lead to additional local revenue to the MRPC.
- Lastly, the Executive Director and Planning and Development Director received an email from Mount Wachusett Community College this afternoon seeking a partner for an economic development, workforce development proposal.

The MRPC advertised the availability of this position in November. The salary range within the job posting was advertised between \$42,235 (Grade 2, Step 2) and \$45,483 (Grade 2, Step 5). Cover letters and resume's have been received. As of this point in time at least two interviews are in the process of being scheduled; possibly three.

If a qualified candidate is found during December, the Executive Director respectfully requests authorization to hire a new Regional Planner to fill the post vacated by Ms. Belanger as soon as possible due to the high workload that must be addressed by the Planning and Development Department.

A.Pease moved that the Montachusett Regional Planning Commission hereby authorizes the Executive Director to hire a qualified person to be a Regional Planner in the wake of Ms. Belanger's departure at an annual salary not to exceed \$45,483 (Grade 2, Step 5). The motion was seconded and passed unanimously.

## 6. Status Reports

### 6.1 Geographic Information Systems (GIS)

#### **MRMapper & MOBILE APPS (GENERAL)**

The public *MRMapper* WebApps have all been added to the most current version (2.7) of the software. One additional application has been added to the *MRMapper* homepage: Roadway Safety Improvement Project Targets

#### **COMMUNITY-RELATED**

- Shirley Cemetery Mapping – We have completed mapping of the Center and Village cemeteries. We are currently waiting for the Town to complete database entries regarding plots and interments. The end

result will be internal and public *MRMapper* applications for the two cemeteries.

- Harvard Zoning Mapping – This project has been completed; no further reports will be necessary.
- Westminster Assessor Mapping – We have updated the parcel data and maps for the Town of Westminster and are waiting for some final information from the Town before we can complete the project. Once complete the Town's *MRMapper* sites will be updated accordingly.
- Templeton Snow Plow Route Mapping – This project has been completed; no further reports will be necessary.
- Lancaster Housing Production Plan Mapping – This project has been completed; no further reports will be necessary.
- Ashby Housing Production Plan Mapping – This project has been completed; no further reports will be necessary.
- Royalston Assessor Mapping – We are working on updating the parcel data and maps for the Town of Royalston and are waiting for some final information from the Town before we can complete the project. Once completed the Town's *MRMapper* sites will be updated accordingly; no further reports will be necessary.

## COMPREHENSIVE PLANNING

- DLTA Brownfields – This project has been completed; no further reports will be necessary.
- DLTA Industrial Development Analysis – We are currently working on the identification of parcels in the region suitable for the development of an industrial park. A potential industrial park would ideally be at least 50 acres in size. We are utilizing assessor parcel, zoning, absolute and partial development constraints data to identify potential areas for additional site review. This project will be ongoing throughout the remainder of the calendar year.
- DLTA Lunenburg Business Brochure – We created the first draft of the map for a brochure of businesses and other attractions for the town of Lunenburg. The map was presented to the Lunenburg Business Association for their first review and they gave their first round of comments. We still have to update the map to reflect their comments. We are currently waiting for the text that will be on the back of the brochure. This project is expected to be completed by the end of Winter 2018.
- DLTA Ayer Conservation Lands – We created a series of maps pertaining to the current and potential conservation lands in the town of Ayer and its surrounding communities. These maps have been presented to the town for its review and we are waiting for the planning staff to give us the town's comments. This project is expected to be completed by the end of Winter 2018.
- DLTA Fitchburg Parking Study – We are assisting planning staff in the collection of parking data in dense residential areas of Fitchburg. We are



also providing GIS assistance/knowledge as needed (opening .KMZ files, enlightening them as to what geographic data is available, mapping the collected data). This phase of the project is expected to be completed by the end of Winter 2018.

#### **TRANSPORTATION-RELATED**

- Trail Guide Update –We redistributed the trail maps to the communities that have responded back with comments/edits and seven of the thirteen communities have approved their maps. The trail maps for Lunenburg and Petersham are currently being reviewed. If communities respond with additional changes we will make them accordingly. We have received changes from Leominster that still need to be done and we are currently waiting for updated trail data from Shirley and answers from Harvard. This phase of the project is expected to be completed at the end of Winter 2018.

#### **TRANSIT-RELATED**

- Littleton-Westford Regional Commuter Rail Shuttle – This project has been completed. However, if there are further changes to this route we will update the map as requested by transit staff.
- Athol-Orange Shuttle – The route map has been updated to reflect the change in the Cottage Street Apartments loop. We've also updated the loop in the North Quabbin Common shopping area and added an inset of the area. A bus transit stop at the Orange Innovation Center (OIC) has been added. This project is currently completed. However, if there are further changes to this route we will update the map as requested by transit staff or MART.
- MART Non-Rider Opinion Report – We've converted all of the responses from the paper surveys to a digital format and have begun to map out where the respondents live. We will create a map showing the percentage of respondents by community. We will also be writing a report describing the results of the survey. This project is expected to be completed by the end of 2018.

#### **MISCELLANEOUS**

- Light Detection and Ranging (LiDAR) Data processing – We have finalized the LiDAR data processing. We have generated 2ft contours for Community MRMapper applications. In the future we will extract building footprints and their heights.

## 6.2 Planning and Development

### *Comprehensive Planning Division*

#### **FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)**

MRPC hosted a Citizen Planner Training Collaborative (CPTC) workshop at MRPC offices (Doyle Conservation Center) on November 7<sup>th</sup>. The topic for the workshop was Special Permits and Variances presented by Pamela J. Brown, Esq. FAICP, Brown & Brown, PC, Bedford, MA. The workshop was well attended (approximately 21 registrants) and was about two hours. Handouts covering the subject were provided by the speaker. Alan Pease, Ashby Planning Board coordinated with Ashby's local cable access personnel to film the event on behalf of the CPTC.

#### **FEDERAL ENVIRONMENTAL PROTECTION AGENCY (EPA), MONTACHUSETT REGION BROWNFIELDS ASSESSMENT PROGRAM**

All funds for Phase I and Phase II Environmental Site Assessments have been expended. Program funds allocated for MRPC staff remain to map all sites that have been assessed through MRPC's Brownfields Program as well as existing brownfield sites throughout the region. MRPC will be applying to EPA for additional Brownfields Environmental Site Assessment funding this winter. The EPA grant application is now available online. Staff will prepare this grant proposal in January upon the completion of this year's DLTA projects.

#### **DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA)**

Projects that MRPC staff are working on include:

- Town of Winchendon: Assistance to complete previous work on individual chapters of Winchendon's Master Plan and compile each chapter into a complete Master Plan document.
- Town of Athol: Transportation Master Plan Chapter Update.
- Town of Ayer: Assistance with identifying and prioritizing existing and potential conservation lands in Ayer.
- Ashby: Housing Production Plan.
- Lunenburg: Community Business Brochure and Implementation Plan for the "Formation of a Business/Town Partnership" drafted in the 2017 DLTA round.
- Lunenburg: Permitting Guidebook.
- Fitchburg: Investigating/researching parking adjustments that can be made to support Smart Growth in the City's denser neighborhoods.
  - Fitchburg: Best practices review with recommendations for off-site student housing policy/procedures in University neighborhoods.
- Industrial Lands Inventory for the Montachusett Region.

#### **MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES (DOER)**

MRPC is utilizing grant funds from the Massachusetts Department of Energy Resources (DOER) to assist the Towns of Hubbardston, and Templeton to become

Green Communities and to assist with administration of existing Green Communities projects for Ashby, Athol, Harvard, Fitchburg, Lunenburg, Shirley, Townsend and Westminster. Staff assisted six communities with the preparation and submission of their respective Green Communities Annual Reports that were due on December 3<sup>rd</sup>, 2018; all six were submitted by the deadline. By submitting Annual Reports, these communities will also be eligible for additional Green Community Grant Funds.

### *Community Development Division*

#### **MONTACHUSETT ENTERPRISE CENTER, INC.**

Three of four of MEC's single-family homes were sold in the summer netting the MRPC a little more than \$190,000 in revenue. The final home to be sold, 30 Powers Mill Road, Phillipston will be rehabilitated and marketed in the spring 2019. Any rehabilitation completed this winter would prompt the increase in expenses to MEC for heating costs.

#### **FFY17 CDBG SHIRLEY HOUSING REHABILITATION AND HOME HEATING FUEL ASSISTANCE PROGRAMS**

An grant term extension request was submitted to the Massachusetts Department of Housing and Community Development (MA DHCD) on Monday, November 26<sup>th</sup> to extend the program's period of performance from December 31, 2018 through June 30, 2019. The unit goal is 15. To date, 17 households have applied for Housing rehabilitation assistance, nine have been approved, six are pending final review (for approval or denial) and two have been denied services as their respective incomes exceed the income limits. With a unit goal of 35, 24 households have applied for Home Heating Fuel Assistance, 16 have been approved, seven are pending final review (for approval or denial) and one has been denied.

### **6.3 Transit**

#### **AYER PARKING FACILITY**

During the past month MRPC assisted MART and the Town of Ayer in working with the Engineer (Weston & Sampson) to move forward with the construction of the Ayer Commuter Rail parking facility. MRPC assisted MART in reviewing the project Re-Bid Final Design Plans and documents submitted by the consultant on November 9, 2018 and provided MART with comments. MART advertised to re-bid the project.

#### **LITTLETON REGIONAL SHUTTLE SERVICE**

During the past month MRPC continues to work on updating the bus route to connect Littleton industries (IBM, Red Hat and Juniper) with the MBTA Littleton commuter rail station for the reverse commute (Last Mile/First Mile) and with the Park & Ride facilities in Littleton and Westford.

#### **ATHOL / ORANGE FIXED BUS ROUTE**

During the past month MRPC continued its work on updating the bus route and schedule for the new proposed service of the Athol-Orange Shuttle which went into effect on December 3, 2018.

#### 6.4 Transportation

##### **MONTACHUSETT MPO FFY 2019-2023 TIP AMENDMENT #1**

The Montachusett Metropolitan Planning Organization (MPO) met on November 28th at which time the members reviewed an Amendment to the FFY 2019-2023 Montachusett Transportation Improvement Program (TIP). The MPO members then voted to release for a 21-day public review and comment period, Draft TIP Amendment #1. Amendment #1 includes a change to a bridge project in FFY 2019 in the Highway Element. The project is under Section 2A – Bridge Program/On-System (Non-NHS) in Athol. The project cost has been adjusted from \$7,860,160 to \$4,500,000. A reduction of \$3,360,160. The project is also outside of our Federal Aid Target funds and therefore does not impact our fiscal constraint for the TIP.

The public comment period began on November 29, 2018 and will run until the close of business on Wednesday December 19, 2018.

Adjust Project Costs in Section 2A – Bridge Program/On-System (Non-NHS)

##### **From:**

Project #	Community	Description	Dist.	Fund Source	Total Funds	Federal Funds	State Funds
608612	Athol	ATHOL- BRIDGE REPLACEMENT, A-15-008, CRESCENT STREET OVER MILLERS RIVER	2	NHPP-Off	\$7,860,160	\$6,288,128	\$1,572,032

##### **To:**

Project #	Community	Description	Dist.	Fund Source	Total Funds	Federal Funds	State Funds
608612	Athol	ATHOL- BRIDGE REPLACEMENT, A-15-008, CRESCENT STREET OVER MILLERS RIVER	2	NHPP-Off	\$4,500,000	\$3,600,000	\$900,000

A.Pease moved that the MRPC has reviewed the FFY 2019-2023 Transportation Improvement Program (TIP) Amendment #1 and based upon this review as well as the review of any comments received, authorizes its Chairman to endorse the FFY 2019-2023 TIP Amendment #1 at an MPO meeting scheduled for Wednesday December 19, 2018 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

### **TRANSPORTATION ENHANCEMENT CRITERIA (TEC) REVISIONS**

The MJTC continued the process of revising the Transportation Evaluation Criteria (TEC) currently used to evaluate and score highway projects for the Transportation Improvement Program (TIP). Each year staff reviews those projects expected to compete for federal regional target funds and either updates existing TEC scores or conducts a TEC scoring for new projects. These scores help the MJTC and the MPO to prioritize projects so that the limited funds can address the highest scored projects. Although this is the goal of the TEC, sometimes high scoring projects have to be bypassed due to other issues, such as design status, etc., that would prevent it from being ready for inclusion in the TIP. The current version of the TEC has been used for a number of years and staff is using this time to review and re-evaluate the TEC to see where changes can be made that would result in a better scoring mechanism. The MJTC has conducted the revision process during the October and November meetings. A revised TEC will be reviewed in total in December and if all goes according to plan a new TEC will be in place for the development of the next TIP.

### **MONTACHUSETT REGIONAL TRANSPORTATION PLAN UPDATE**

The MJTC also continued the process of reviewing and updating the Goals and Objectives for the Montachusett Regional Transportation Plan (RTP) as part of the development of the planned update for the 2020 RTP. Again, the MJTC reviewed the Goals over the October and November meetings. An initial draft revision was compiled by MRPC staff and subsequently discussed with MJTC members. The seven RTP Goals have thus been reviewed and over the next couple of meetings will be refined and finalized. At that point they will be part of the overall outreach program for the 2020 RTP and subject to additional comments and revisions.

### **BOSTON URBANIZED AREA MEMORANDUM OF UNDERSTANDING (MOU)**

At the November 28th MPO meeting, MassDOT put forth a draft Boston Urbanized Area (UZA) Memorandum of Understanding (MOU) that seeks to outline coordination and cooperation efforts between the MPOs, state agencies, and RTAs located within the Boston UZA. With the last census, the designation of the Boston UZA expanded west, north and south to include parts of the Montachusett Region and parts of New Hampshire and Rhode Island. Additionally, as part of FHWA's certification reviews of other Massachusetts MPOs, a new UZA MOU was required as a result of the population growth of the Boston UZA. As mentioned, the UZA MOU sets forward procedures for coordination between all MPOs for a variety of different plans that involve performance measures and targets that are determined by UZA and not by State. The final MOU was developed over several months of review and discussion with the agencies and states involved. MassDOT discussed the MOU with the MPO in October and then came back in November for a formal MPO vote and endorsement. David Mohler as the Executive Director of the Office of Transportation Planning at MassDOT will be signing the MOU on behalf of all the Massachusetts MPOs. Endorsement by the Regional Transit Authorities (RTA) will be sought at a joint meeting of the RTA's.

- **Next MJTC Meeting – December 12, 2018 at 6:30 PM at MRPC Offices**
- **Next MPO Meeting – December 19, 2018 at 1:00 PM at MRPC Offices**

## 7. New Business

Discussion took place regarding a new bus route in Athol.

## 8. Adjournment

There being no further business the meeting adjourned at 8:05 p.m.

Meeting Attendance					
Name	M/A	Representing	Appointment Date	PRESENT	ABSENT
Johnson, Kyle	A	Ashburnham	7.2015		X
Hoyt, Roger	M	Ashburnham	7.2011	X	
Pease, Alan	M	Ashby	7.2001	X	
Stacy, Wayne	A	Ashby	7.2005		X
Truehart, Duane	M	Athol	7.2016	X	
Rebecca Bialecki	A	Athol	7.2017		X
Vacant	M	Ayer			X
Vacant	A	Ayer			X
Duffy, Phil	M	Clinton	12.2011	X	
Vacant	A	Clinton			X
Lowitt, Peter	N/V	DREZ	7.2001		X
Caron, Paula	M	Fitchburg	7.2002		X
Vacant	A	Fitchburg			X
Gross, Allen	M	Gardner	2.2005		X
Cruz, Maribel	A	Gardner	8.2017	X	
Burke, Russ	M	Groton	7.2016		X
Vacant	A	Groton			X

Donahue, Stacia	M	Harvard	7.2018		X
Vacant	A	Harvard			X
Vacant	M	Hubbardston	7.2016		X
Stauder, Michael	A	Hubbardston			X
Christopher, Thomas	M	Lancaster	7.2016		X
Vacant	A	Lancaster			X
Vacant	M	Leominster			X
Vacant	A	Leominster			X
Cole, Tanner	M	Lunenburg	7.2018	X	
Adams, Kathryn	A	Lunenburg	7.2018	X	
Vacant	M	Petersham			X
Allen, Nancy	A	Petersham	7.2015		X
Vacant	M	Phillipston			X
Telepciak, John	A	Phillipston	10.201	X	
Natrowicz, Kyle	M	Royalston	7.2015	X	
Barclay, James	A	Royalston	7.2017		X
Widing, Sarah	A	Shirley	7.2015		X
Yocum, Barbara	M	Shirley	8.2017	X	
Pineo, Michael	M	Sterling	7.2014		X
Kilcoyne, John	A	Sterling	7.2014		X
Rich, Dennis	M	Templeton	7.2017		X
Terenzini, Carter	A	Templeton	9.2016		X
Shifrin, Laura	M	Townsend			X
King, Cindy	A	Townsend	7.2016		X

Weist, Linda	M	Westminster	7.2017		X
Vacant	A	Westminster			X
Corbosiero, Guy	M	Winchendon	7.2011		X
Cyganiewicz, Austin	A	Winchendon	7.2015		X

**STAFF PRESENT:** Jason Stanton, Linda Quinlivan, Brad Harris, George Kahale, Glenn Eaton, Linda Parmenter

**GUESTS PRESENT:** Chris Ryan, Harvard Director of Community and Economic Development; Domenica Tatasciore, Sterling Town Planner; Josh Bedarian, Representative Benson Aide

EXHIBITS/DOCUMENTS PRESENTED AT MEETING

December 6, 2018 MRPC Handout  
November 1, 2018 MRPC Minutes  
Safe Routes to School Application Announcement Flyer  
Boston Urbanized Area Map  
FFY2019 Highway Amendment #1  
Draft Boston MA NH RI UZA MOU  
March, April, May, June, July, August, September, October, November 2018 Cash Schedules  
2019 Calendar of Meetings  
Winchendon Calculation Spreadsheet