

<p style="text-align: center;">MONTACHUSETT REGIONAL PLANNING COMMISSION MEETING MINUTES MARCH 25, 2014</p>

1. INTRODUCTIONS

V. Koivumaki called the meeting to order at 7:00 p.m.

A list of those members present and absent can be found on the last page of this document.

2. APPROVAL OF THE FEBRUARY 25, 2014 MEETING MINUTES

G. Corbosiero made a motion to approve the minutes of February 25, 2014. The motion was seconded and passed unanimously.

3. TREASURER'S REPORT

A. Pease read the February 2014 cash schedule. Balance after last warrant \$95,259.39; Total Receipts this month \$324,797.94; Total cash on hand before this warrant \$420,057.34; Less: amount of this warrant \$126,059.22; balance after this warrant \$294,182.75.

A. Pease read the March 2014 cash schedule. Balance after last warrant \$294,184.69; Total Receipts this month \$80,982.25; Total cash on hand before this warrant \$375,166.94; Less: amount of this warrant \$102,872.99; balance after this warrant \$258,428.74.

G. Corbosiero moved to accept the February and March cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

4. REGIONAL REVIEWS

A waiver request has been received from the Massachusetts Division of Conservation and Recreation to waive the 120 day notice of intent to facilitate a more timely acquisition of 19+/- acre parcel of land on Barker Hill Road, Townsend. See attached letter from Massachusetts Division of Conservation and Recreation and accompanying map. (see following pages for exhibits)

G. Corbosiero moved that the Montachusett Regional Planning Commission authorizes its Chairman to sign the 120 Waiver, as requested by the Massachusetts Division of Conservation to expedite acquisition of 19+/- acre parcel of land on Barker Hill Road, Townsend in order to increase the amount of protected land and open space in the community and region." The motion was seconded and passed unanimously.

5. NOMINATIONS TO THE NOMINATING COMMITTEE

Joanna Bilotta, John Telepciak and Rogert Hoyt all volunteered to serve on the Nominating Committee.

V. Koivumaki indicated that the Nominating Committee will meet a little before the May Planning Commission meeting next month and will report the Slate of Officers later that evening.

G. Eaton stated that staff will send out information regarding the Nominating Committee meeting also.

6. ADMINISTRATIVE MATTERS

6.1 840 North Main Street Office Relocation Update

G. Eaton indicated that MART and MRPC have been working together to arrange a time frame for the MRPC to move its office space to the 840 North Main Street, Leominster location. As of this moment, financing has not been obtained from the bank, and MRPC is waiting on lease terms from MART.

6.2 Review of Bids Received for Office Relocation/Leasehold Improvements

G. Eaton indicated that bids were reviewed at the Executive Committee Meeting and further action will be taken at the next planning commission meeting.

Both MRPC and MART have the same general counsel; Attorney Mark Goldstein. For the purpose of reviewing the proposed lease agreement for 840 North Main Street a MRPC-only legal advocate is proposed by the Executive Director. The total cost for these legal services is not anticipated to exceed \$2,000.

R. Hoyt moved that the Montachusett regional Planning Commission authorizes its Executive Director to engage an attorney for the above-mentioned project at a cost not to exceed \$2,000. The motion was seconded and passed unanimously.

6.3 Executive Director's Announcements

6.3.1 Legislative Update: Zoning Reform Bill Out of Committee

G. Eaton indicated that is out of the Senate Committee and now is going to the House of Representatives for their review. There are information packets available at this meeting.

V. Koivumaki asked if the Bill moves through to approval, if the MRPC could have another informational presentation.

G. Eaton indicated that staff will arrange another presentation if the Bill is passed.

7. STATUS REPORTS

7.1 COMMUNITY DEVELOPMENT AND HOUSING

7.1.1 FY11 CDBG Programs

Phillipston (lead community) with Royalston

All grant activities are completed. This grant is in closeout.

Townsend

One project is complete. A second project started. Work was suspended because the homeowner has asked for additional changes in the approved scope of work.

Clinton

All housing rehab projects are completed. This grant is ready to be closed.

7.1.2 FY12 CDBG Program

Phillipston (lead community) with Royalston

We submitted an amendment to DHCD to use surplus grant funds to underwrite acquisition and rehab of one or more homes for affordable housing. This project will implement recommendations of the towns' recently completed affordable housing plans.

Housing Rehabilitation Program. Three rehab projects are complete. An additional project is going out to bid. We are placing new applicants on the waiting list. We advertised for additional contractors for this and related programs.

Infrastructure projects.

Blossom and Park Streets, Royalston. All work is complete.

Brooks Village Road, Phillipston. All work is complete.

7.1.3 FY14 CDBG Program

We submitted two applications for five communities: Phillipston with Royalston (road reclamation and repaving, regional housing rehab); and Ashby, Ashburnham and Lancaster (regional housing rehab, road reclamation and repaving, ADA compliance). Awards are usually announced in late summer.

7.1.4 Distressed Property Identification and Revitalization (DPIR) Grant Program

The Attorney General's Office has revised the purpose of the grant. Grantees will now focus on bank REO residential properties only. The revised purpose of the program is to get REO properties re-occupied quickly. Department staff and interns have begun implementing the revised scope of work.

7.1.5 Receivership Projects

The Housing Court has granted MEC preliminary receivership status for 107 Stevens Street, Athol, so that MEC staff and consultant inspectors can inspect the property, determine the repair work necessary to rehabilitate the property, develop a project budget, and report back to the Court for permission to proceed with repairs. The next court date is early March.

7.2 COMPREHENSIVE PLANNING

7.2.1 Federal Economic Development Administration (EDA)

MRPC completed a draft update of the Montachusett Comprehensive Economic Development Strategy (CEDS) document that was presented at a CEDS meeting on February 20th at 5 pm at MRPC offices and will be presented at the March MRPC Commission Meeting. Also, MRPC will be holding a workshop about Renewable Energy and New Development that will be held at Devens at the Vicksburg Square Conference room at 33 Andrews Parkway on April 10 at 6PM.

In 1994, the communities within the Montachusett Region worked in cooperation with the Montachusett Regional Planning Commission (MRPC) to create this region's first CEDS. Since then, this document has been updated and maintained by MRPC so that communities in the Montachusett Region will be eligible to access federal Economic Development Administration funding (EDA) as needed. In February, draft updates of the CEDS were distributed to CEDS Committee Members, Montachusett Economic Development District Committee Members, and on the MRPC web site. It was indicated that comments would be taken for a minimum of

30 days up until March 23, 2014. Comments were received from Lancaster and Westminster and these comments will be addressed.

J. Telepciak moved that the MRPC endorses the updated Montachusett Region Comprehensive Economic Development Strategy document. The motion was seconded and passed unanimously.

MRPC submitted its EDA Capacity Building grant proposal to the EDA-Philadelphia Office. The Application was due no later than March 21, 2014.

G. Corbosiero moved that the Montachusett Regional Planning Commission will authorize up to \$17,500 in cash to match a \$70,000 Economic Development Administration Planning Assistance grant for the period beginning July 1, 2014 and ending June 30, 2015, enabling the MRPC to provide economic development and administrative support to:

Communities in the Montachusett Region
Montachusett Regional Planning Commission (MRPC)
Montachusett Region Comprehensive Economic Development Strategy (MRCEDS) Committee
Montachusett Region Brownfields Reuse Initiative (MRBRI) Steering Committee
Montachusett Enterprise Center, Inc. (MEC)
Montachusett Economic Development District (MEDD) Board of Directors

The purpose of this grant is to enable the MRPC to implement regional economic development strategies, provide economic development technical assistance to municipalities and implement the MRCEDS. A \$52,500 in-kind match was gained through in-kind services received from community and economic planning and development staff within municipalities in the Montachusett Region.

The motion was seconded and passed unanimously.

7.2.2 Department of Environmental Protection (DEP), promoting Low Impact Development (LID) in the Millers River Watershed

MRPC staff continues to work with Hubbardston on draft low impact development regulations. MRPC's contract with DEP concludes in June 2014.

Montachusett Regional Planning Commission (MRPC) is applying for funding to the MA Department of Environmental Protection (DEP) to develop an Otter River Non-Point Source Pollution Study. The Application is due no later than March 28, 2014. If this grant is funded, impervious surfaces would be identified within a one half mile buffer of the Otter River and its tributaries utilizing GIS land use data (earliest available and most current). Sites would then be field checked to verify the existence of these sites. Bylaws of three communities would then be read and analyzed as they relate to sites identified. Also, as part of this project, a Phase I Environmental Site Assessment(s) (ESA) will be conducted at a site that would identified by this study.

G. Corbosiero moved that the Montachusett Regional Planning Commission will authorize up to \$5,000 in cash to match the grant. The \$5,000 in funds will be used to conduct a Phase I ESA and will drawn from MRPC's EPA funded Brownfields Cleanup Revolving Loan Fund. The

motion was seconded and passed unanimously.

7.2.3 Hazard Mitigation Plan Update Project

MRPC Staff continues our work towards updating the Local Hazard Mitigation Plans for our 22 communities. MRPC Staff continues to initiate work on draft plans to be presented to communities for input/adoption in the spring/summer.

7.2.4 Federal Housing and Urban Development (HUD) Community Challenge Grant

Wachusett Corridor Smart Growth Analysis project (Fitchburg, Leominster, and Westminster). A steering committee meeting was held on Thursday, February 27th where the open space and recreation element and transportation element were discussed along with housing goals, objectives, and recommendations along with some thoughts on land use and zoning issues. The next meeting will be held on March 27th at 12 pm at CanAm Machinery, 44 Old Princeton Road, Fitchburg where a draft land use element will be presented.

7.2.5 District Local Technical Assistance (DLTA)

Meetings are being scheduled and held with communities to define a scope of work. The second deadline for DLTA applications was noon, March 14, 2014.

Reviews and Awards for Services: District Local Technical Assistance

In March 2014, a total of nine (9) proposals were received for use of District Local Technical Assistance (DLTA) resources to provide a variety of services. It should be noted that a total of nine (9) proposals were already received and approved at the January 2014 MRPC Commission Meeting. The nine proposals received are as follows:

1. **Fitchburg:** Investigating/researching appropriate changes in zoning changes around Wachusett Station and the new Great Wolf Lodge resort.
2. **Lancaster:** Economic Development Plan.
3. **Winchendon:** Master Plan Housing Element.
4. **Harvard:** Design Standards for the Town Center.
5. **Shirley:** Housing Production Plan.
6. **Royalston:** Wind Energy Conversion System Bylaw.
7. **Shirley:** Zoning Bylaw (Shirley Village Business District).
8. **Shirley:** Growing the Inventory of Commercial/Industrial Opportunities.
9. **Shirley:** Assistance with Economic Development Self-Assessment Tool (EDSAT) and Process.

Proposals were forwarded to the state's Department of Housing and Community Development (DHCD) and MRPC staff is waiting for comments/suggestions/approval.

G. Corbosiero moved_ that the Montachusett Regional Planning Commission (MRPC) recommends that #1 through #5 of the above-named proposals and project requests for District Local Technical Assistance (DLTA), if eligible, be **conditionally** awarded based upon further communication/ clarification with the applying communities and approval from the Massachusetts Department of Housing and Community Development (DHCD). All activities in some applications may not be awardable under the DLTA program: MRPC staff reserves the right to negotiate an awardable detailed scope of services.

MRPC staff estimates that projects exceed available DLTA resources and it is not possible to fund all nine proposals received in March. Therefore, proposals #6 (Royalston), #7 (Shirley), #8 (Shirley), and #9 (Shirley) shall not be awarded: Shirley received a DLTA award in January 2014 and has received ten awards since the year 2010 and MRPC would like to provide additional communities an opportunity for DLTA Services; Royalston also received a DLTA award in January 2014 for a larger scale project (Village District Bylaw assistance) and the town is working with MRPC to update its current zoning. The motion was seconded and passed unanimously.

Those requests conditionally awarded (#1 through #5) are subject to the conditions listed below.

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 (2014).
3. The award of services from the MRPC is subject to the:
 - a. Funding available to the MRPC during the program year (2014);
 - 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.
6. If at any time DHCD determines that the project is ineligible, the award of services will be null and void.

7. The municipality and all municipal departments shall provide MRPC with cooperation/access/assistance to public data applicable to the DLTA project including the provision of such materials. Related costs associated with this (data collection, photocopying, etc.) will be at the expense of the municipality(s).

7.2.6 Hubbardston Needs Assessment

MRPC has a contract to assist the Town of Hubbardston to evaluate its community needs. The project will consist of a town-wide survey, research on a number of demographic indicators (population trends, household income, educational attainment, etc.), focus group meetings, and an action plan as well as a resource manual. The project must be completed by June 30, 2014.

7.3 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

7.3.1 MRMapper & Mobile Apps

We have recently added Mobile Apps designed to improve efficiency in data collection and field work, allowing users to view, create and edit data on-the fly. All apps are custom designed to the users' field of work or area of interest and work on most Apple (iOS) and Android devices.

We have also recently upgraded our internet connection significantly to improve speed and efficiency.

We are continuously working on updates to these systems and adding additional applications and functionality to the site.

7.3.2 Central Mass Evacuation Plan – Phase 1B

This project has been completed. Phase 2 of the project will aid jurisdictions in practical use of the 'Tool Kit' developed in Phase 1B. This will be accomplished through the development and delivery of training workshops and exercises to assure that jurisdictions have the knowledge and capabilities to utilize this data during an actual event.

7.3.3 Hazard Mitigation Plan Five-Year Update Project

The MRPC has been working on Hazard Mitigation Plan Five-Year updates for all of the MRPC Communities, including Devens. The GIS Department will be working directly with the planners and local officials to update all relevant data for the project. All 23 Local Hazards meetings have been completed to date. In conjunction with the Central Mass Evacuation Plan, we are also currently working on updating Critical Facility data for the region. 18 of the 23 Critical Facility Data meetings have been completed (all Worcester County Communities) to date and the remainder (Middlesex County Communities) will be completed in the next few months. This project will be ongoing for the next several months.

7.3.4 Westminster Master Plan Update Mapping

The MRPC has been working on assisting the Town of Westminster with a series of maps that will be included in their Master Plan update. The mapping will be completed over the course of FY13 and FY14 and will include a total of 10 maps as well as GIS Technical Assistance & Set-Up for the Town Planners' office to be able to utilize the maps and data. Currently the Cell Tower Overlay, Infrastructure and Economic Development, Protected Lands, Road Status,

Fisheries & Wildlife, Regional Context, Soils & Geologic Features, Water Resources, Existing Land Use and Historic & Cultural Resources maps have been completed. The remaining three maps will be completed in the next few months.

7.3.5 MART System Comprehensive Update

This project is approximately 90% complete.

7.3.6 Wachusett Corridor Planning Study

The HUD Challenge Grant project has been completed.

The Open Space/Recreation, build-out study and Services & Facilities elements of the Wachusett Smart Growth Corridor Analysis has been completed in draft format and will be finalized by the end of the month. This project will be on going over the next year and a half.

7.3.7 MRPC Regional Trail Inventory Update

The MRPC has finalized the formal trail inventory along with all community maps. The next phase is to create a region-wide brochure with the finalized trail data for 2014. This phase project will continue through September 2014.

7.3.8 Clinton Open Space Update

The MRPC is currently working on mapping updates to the Clinton Open Space Plan. Currently the Environmental Justice Populations, Zoning, Open Space, Unique Features and Plant & Wildlife Habitat maps have been completed. The Action Plan map will be completed upon receipt of data from the town. It is anticipated that this project will be completed in March.

7.3.9 Leominster Open Space Update

The MRPC is currently working on mapping updates to the Leominster Open Space Plan. Currently the Regional Context, Justice Populations, Soils & Geologic Features, Unique Features Map and Water Resources maps have been completed. Open Space and Action Plan maps are in draft format and are being reviewed by the City of Leominster. It is anticipated that this project will be completed next month.

7.4 TRANSIT

7.4.1 Wachusett Commuter Rail Station and Layover Facility

The construction work on the Wachusett Commuter Rail Station in Fitchburg and on the MBTA's Commuter Rail Layover Facility at the Westminster Business Park is underway. The construction phase has been awarded to S&R Construction Enterprises for \$22.9 million. HNTB consultant has completed the track and signal design to the 60% level which is the level to which the plans are turned over to Pan Am for construction. Substantial project completion is expected by early 2015, with full completion in spring of 2015. Staff continues to work with Pan Am Railways and the City of Fitchburg to transfer 5th Mass Turnpike property to MART. MassDOT has requested MRPC the Planning Commission to amend their Transportation Improvement Program (TIP) for FFY 2014 to add the construction project of the sidewalk on Authority Drive for a total cost of \$370,000 to link Princeton Road (Route 31) to Station. The TIP Amendment is out for public review and comment until the close of business on Tuesday April 15, 2014. The final document will be forwarded for endorsement to the MPO at a meeting to be held on April 16, 2014; after that then MassDOT will flex the fund to MBTA for change order to construct the Sidewalk.

7.4.2 Parking Expansion at N. Leominster Station

Mr. Kahale continues to assist MART and provide technical assistance on this construction project of N. Leominster parking garage structure facility for Three-hundred Sixty (360) parking spaces; Staff continues to work with Consultant, Engineers and Contractor to complete this project. The construction schedule has been revised by the General Contractor for Project completion to be achieved by April, 2014; reason for the delay is some legal issues between TLT General Contractor and Subcontractors.

7.4.3 Ayer Parking Facility

At the present time MART has to procure an access between Main Street and the current Train Station in Ayer through private property. FTA officials indicated that MART has to resolve this access issues as soon as possible before the rest of the project can move forward. MART is discussing this matter with Ayer officials for a procurement of an access path, without any easement or any other condition. MART, MBTA and Town Officials had a visit to the proposed project site at the Station; and MBTA indicated their concerns for the lack of ADA accessibility and Safety issues on the proposed pathway and requested a meeting with FTA Civil Right Officer to discuss these issues. Mr. Kahale continues to assist MART, FTA and Town of Ayer to move forward the construction of the proposed project of Ayer Commuter Rail Surface Parking Lot for 200 parking spaces at Ayer Rail Trail parking lot Location at Park Street; the State has awarded Ayer the Mass Works Infrastructure Program Grant in the Amount of \$266,667 to be used as matching funds; and combined with Town and MART funds to utilize the \$3.2 million federal grant.

7.4.4 Fitchburg Commuter Rail Line Improvements

The project is currently funded at \$169 million with in State and Federal Funds for the Small Starts Project and replacement of the Route 62 Bridge. In addition, MBTA allocated another \$42 million in ARRA Stimulus and EOHED Funding to accomplish the double tracking and the improvements to Littleton Station, as well as another \$10 million for replacing CPF 43 in Lunenburg. Work on the project is continuing with the double tracking along the corridor getting underway this construction season and scheduled for completion in the summer of 2014. Major construction of Littleton Station was completed ahead of schedule; and the MBTA's commuter parking of 200 parking spaces is full to capacity daily.

7.4.5 MART Advisory Board

The next meeting of the MART Advisory Board will be held at 10:30 AM on Tuesday, March 25, 2014 at MART Water Street offices.

7.5 TRANSPORTATION

7.5.1 Montachusett Metropolitan Planning Organization (MMPO) Meeting

The MPO met on Wednesday March 12, 2014. At that meeting, the MPO voted to endorse the Amendment to the FFY 2014 Transit Element of the FFY 2014-2017 Montachusett Transportation Improvement Program (TIP) as reviewed by the MRPC last month.

Additionally, the MPO reviewed a second proposed Amendment to the FFY 2014 Highway Element of the FFY 2014-2017 Montachusett TIP. After discussion, the MPO voted to release for a 30 day public review and comment period, the Amendment to the FFY 2014 Highway Element. As a result of the time frame required to secure and settle all required Right-of-Way issues with the Leominster Reconstruction of Route 13 project (MassDOT #605651), this

project, that was originally scheduled for advertisement in FFY 2014, will not be ready by September 30, 2014. In order to assure that target funds allocated for the Montachusett Region are in fact utilized to benefit the region, an amendment is required. A separate handout outlines the proposed Amendment. The comment period for this Amendment runs from Monday March 17, 2014 until the close of business on Tuesday April 15, 2014. In order to maintain a full 30 day comment period and the TIP development schedule, the April MPO meeting has been rescheduled from April 9th to April 16th at 1:00 PM. The Montachusett Joint Transportation Committee (MJTC) reviewed all comments received to date at their regularly scheduled meeting on March 19, 2014. After a brief discussion, the MJTC recommended that the MRPC and the MPO endorse the Amendment to the FFY 2014 TIP as presented.

It is therefore requested that the MRPC authorize its Chairman and the MPO to endorse the Draft Amendment No. 2 to the FFY 2014 TIP at the April 16, 2014 MPO meeting.

C. Jones moved that the MRPC has reviewed the Amendment to the FFY 2014-2017 Transportation Improvement Program (TIP) and based upon this review of comments received and the recommendation of the MJTC, authorizes its Chairman to endorse the Amendment to the FFY 2014 TIP at a MPO meeting scheduled for Wednesday April 16, 2014 at 1:00 PM at the MRPC offices. The motion was seconded and passed unanimously.

7.5.2 FFY 2015-2018 Montachusett Transportation Improvement Program (TIP) Development

The Montachusett MPO and the Montachusett Joint Transportation Committee (MJTC) continued the development of the FFY 2015-2018 Montachusett TIP. At both meetings, the final ranking of federal aid target projects based upon the Transportation Evaluation Criteria (TEC) for the next TIP were reviewed and accepted. These final TEC rankings will be utilized to develop funding scenarios for each federal fiscal year of the TIP. In addition, the two groups reviewed the federal aid target estimates for the region developed by MassDOT. The following table summarizes the federal aid targets for FFY 2015-2018 and compares them to the estimates from the last TIP, i.e. FFY 2014-2017.

**Montachusett MPO FFY 2015-2018 TIP
Federal Aid Target Comparison**

		FFY 2014-2017 TIP	New Regional Targets	Difference
FFY 2015	STP	\$4,806,735	\$4,837,896	\$31,161
	TAP	\$74,990	\$74,990	\$0
	HSIP	\$495,506	\$495,506	\$0
	CMAQ	\$1,672,333	\$1,672,333	\$0
	<i>Total</i>	<i>\$ 7,049,564</i>	<i>\$ 7,080,725</i>	<i>\$31,161</i>

FFY 2016	STP	\$5,536,244	\$5,817,721	\$281,477
	TAP	\$74,990	\$127,980	\$52,990
	HSIP	\$495,506	\$445,955	-\$49,551
	CMAQ	\$1,672,333	\$1,393,611	-\$278,722
	<i>Total</i>	<i>\$ 7,779,073</i>	<i>\$ 7,785,267</i>	<i>\$6,194</i>

FFY 2017	STP	\$5,536,244	\$5,862,545	\$326,301
	TAP	\$74,990	\$83,156	\$8,166
	HSIP	\$495,506	\$445,955	-\$49,551
	CMAQ	\$1,672,333	\$1,393,611	-\$278,722
	<i>Total</i>	<i>\$ 7,779,073</i>	<i>\$ 7,785,267</i>	<i>\$6,194</i>

FFY 2018	STP	-	\$5,862,545	-
	TAP	-	\$83,156	-
	HSIP	-	\$445,955	-
	CMAQ	-	\$1,393,611	-
	<i>Total</i>	<i>-</i>	<i>\$ 7,785,267</i>	<i>-</i>

7.5.3 Title VI Update

MRPC staff met with representatives from the MassDOT Office of Diversity and Civil Rights (ODCR) to review our prior Title VI Annual Report submittals and discuss what changes and/or refinements are needed as part of the next planned submittal in June. ODCR provided feedback and sample documents that can be used to improve our Title VI compliance for reports, meetings, the website and public outreach. Staff will be reviewing and updating the necessary documents and procedures as part of our upcoming program submittal.

7.5.4 MassDOT Systematic Approach to Safety for Curves Along Roadways Program

The MassDOT has initiated a safety program that involves local municipality participation in an attempt to address issues related to lane departure crashes along curves through low cost safety improvements. Utilizing Highway Safety Improvement Program (HSIP) funds, the ***Systematic Approach to Safety for Curves along Roadways*** program seeks to address lane

departure crashes based on input from local town engineers and community officials as well as local Regional Planning Agencies.

Cities and towns that are interested in participating in this program are required to submit a brief application for each location to MassDOT. Complete information on the program and the application have been emailed to all member communities. Copies are available. Applications will be accepted by MassDOT through April 15, 2014.

The MRPC is willing to assist a city or town in identifying curves that may need improvement, compilation of crash reports, and/or in developing the three year post construction review.

7.5.5 Planned Weekend Service Stoppage on the Fitchburg Commuter Rail Line

The Montachusett Joint Transportation Committee (MJTC) continued discussions related to the planned stoppage of service of the Fitchburg Commuter Rail Line on weekends from May to November by the MBTA. The MBTA is planning to halt weekend trains between Fitchburg and North Station for several months as repairs and upgrades are made to the rail line. The fact sheet regarding the Fitchburg Line Improvement project indicates that the project includes:

Construction of a second track between Acton and Ayer;
A new Littleton Station with additional parking (*opening in May 2013*);
A new South Acton Station;
Upgraded signal system and track improvements to allow maximum train speed to be increased from 60 mph to 80 mph; and
Improvements to 7 bridges.

The MJTC has again raised concerns regarding the impacts to commuters who rely on the weekend service as well as the attempts by the MBTA to notify those affected.

7.5.6 Next MPO Meeting – April 16, 2014 at 1:00 PM

Next MJTC Meeting – April 16, 2014 at 7:00 PM

8. ADJOURNMENT

C. Jones asked the group if any of their town boards have been working on zoning for medical marijuana distribution facilities.

The group discussed this topic and none of the MRPC communities represented that evening have written bylaws pertaining to the new medical marijuana laws in Massachusetts.

There being no further business, V. Koivumaki adjourned the meeting at 8:15 p.m.

LIST OF EXHIBITS DISTRIBUTED AT THIS MEETING:

February 25, 2014 Meetings Minutes
March 25, 2014 Handout
Executive Director Announcements
Streamlined Permitting/Zoning Handouts
PED Bike Program Comment Memo
Public Input Memo FFY2015-2018 TIP
Draft TIP Project Elements

March 25, 2014 – MRPC MEETING ATTENDANCE

NAME	MUNICIPALITY	DELEGATION	APPOINTMENT DATE	PRESENT	ABSENT
R. Hoyt	Ashburnham	Member	7.2011	X	
D. Phyfe	Ashburnham	Alternate	7.2013		X
A. Pease	Ashby	Member	7.2001	X	
W. Stacy	Ashby	Alternate	7.2005		X
S. Lee	Athol	Member	4.2014	X	
	Athol	Alternate			
P. Johnston	Ayer	Member	12.2011		X
	Ayer	Alternate			
P. Duffy	Clinton	Member	12.2011		X
	Clinton	Alternate			
P. Lowitt	Devens	Non-Voting	7.2001		X
P. Caron	Fitchburg	Member	7.2002		X
	Fitchburg	Alternate			
A. Gross	Gardner	Member	2.2005		X
	Gardner	Alternate			
D. Manugian	Groton	Member	7.2009		X
A. Eliot	Groton	Alternate	7.2008		X
J. Hutchinson	Harvard	Member	7.2012		X
T. Clark	Harvard	Alternate	7.2011		X
A. Sheipers	Hubbardston	Member	7.2013		X
	Hubbardston	Alternate			
V. Koivumaki	Lancaster	Member	7.2000	X	
E. Christoph	Lancaster	Alternate	7.1992		X
	Leominster	Member			
	Leominster	Alternate			
J. Bilotta	Lunenburg	Member	2.2010	X	
R. Bowen	Lunenburg	Alternate	7.2003		X
R. Rocheleau	Petersham	Member	7.2011		X
E. Anderson	Petersham	Alternate	7.2004		X
J. Telepciak	Phillipston	Member	10.2010	X	
	Phillipston	Alternate			
V. Andreliunas	Royalston	Member	2.1991	X	
J. Hardie	Royalston	Alternate	7.2007		X
J. Greeno	Shirley	Member	7.2011		X
	Shirley	Alternate			
M. Radzicki	Sterling	Member	7.2011		X
B. Pattachiola	Sterling	Alternate	9.2012		X
C. Carroll	Templeton	Member	7.2011		X
	Templeton	Alternate			
C. Jones	Townsend	Member	2.2011	X	
L. Shifrin	Townsend	Alternate	12.2010		X
M. Fortin	Westminster	Member	7.2011		X
	Westminster	Alternate			
G. Corbosiero	Winchendon	Member	7.2011	X	
J. Kreidler	Winchendon	Alternate	7.2010		X

STAFF PRESENT: George Snow, George Kahale, Brad Harris, Bobbi Jo Johnson, Linda Parmenter, Kevin Flynn, Stephanie Brow, Brian Doherty, Sheri Bean, Glenn Eaton, John Hume

GUESTS: Mark Goldstein, MRPC Legal Counsel