

<p style="text-align: center;">MONTACHUSETT REGIONAL PLANNING COMMISSION MEETING MINUTES JUNE 24, 2014</p>
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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 MAY 27, 2014 MEETING MINUTES

J. Bilotta made a motion to approve the minutes of May 27, 2014. The motion was seconded and passed unanimously.

3. TREASURER'S REPORT

A. Pease read the May 2014 cash schedule. Balance after last warrant \$68,197.52; Total Receipts this month \$147,659.49; Total cash on hand before this warrant \$215,857.01; Less: amount of this warrant \$188,136.38; balance after this warrant \$88,681.39.

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

4. ELECTION OF OFFICERS

The following Slate of Officers was presented by the Nominating Committee to the MRPC.

Chairman – Victor Koivumaki

Vice Chair – Paula Caron

Treasurer – Alan Pease

Assistant Treasurer – John Telepciak

Secretary – Joanna Bilotta-Simeone

Member At-Large – Roger Hoyt

Member At-Large – Guy Corbosiero

J. Bilotta made a motion to cast one ballot in unanimous favor of the presented Slate. The motion was seconded and passed unanimously.

5. REGIONAL REVIEWS

5.1 Athol Elementary School Environmental Notification Form (ENF)

MRPC staff will provide a report to the Planning Commissioners at the next meeting to be held on July 29, 2014

6. ADMINISTRATIVE MATTERS

6.1 Adoption of Alternative Posting of Meeting Notices

The Montachusett Regional Planning Commission currently forwards all meeting notices of MRPC and its subcommittees to every city and town clerk within its district for posting. The Executive Director is recommending that the MRPC adopt an alternative method of posting.

In accordance with the MA Open Meeting Law regional or district public bodies may, as an alternative method of posting, post meeting notices on the regional public body's website in lieu of filing notices in each community within its region.

As required, MRPC notified the Office of the Attorney General Division of Open Government in writing in May of its intent to possibly adopt this alternative method at its June 24, 2014 MRPC Meeting.

A. Pease moved that the Montachusett Regional Planning Commission adopts the alternative method of posting meeting notices on its website (www.mrpc.org) for MRPC and all of its subcommittees namely;

- Executive Committee
- Montachusett Joint Transportation Committee (MJTC)
- Montachusett Metropolitan Planning Organization (MPO)
- Montachusett Region Comprehensive Economic Development Strategy Committee (MRCEDS)
- Montachusett Region Energy Advisory Committee (MREAC)
- Montachusett Economic Development District (MEDD)
- Wachusett Smart Growth Steering Committee

As MRPC has to notify the Office of Attorney General Division of Open Government regarding this update this method will become effective August 1, 2014.

6.2 FY2014 Budget Adjustments

Please refer to the separate handout. The Planning Commissioners are requested to review, amend as needed, and adopt the revised budget for FY14. The adoption of an adjusted budget prior to the end of the year ensures that staff is communicating all revenue received and expenses made during the year and any changes in revenue and expenses are reported to the Commissioners prior to the subsequent audit (to take place within five to eight months of the completion of the fiscal year).

A. Pease moved that the Montachusett Regional Planning Commission adopts the adjusted FY14 budget as amended/as presented. The motion was seconded and passed unanimously.

6.3 FY2015 Budget Presentation and Adoption

See memorandum from the Executive Director and dated June 24, 2014 concerning the FY15 budget outlook.

Please refer to the separate handout. The Planning Commissioners are requested to review, amend as needed, and adopt the revised budget for FY15.

J. Bilotta moved that the Montachusett Regional Planning Commission adopts the FY15 budget as amended/as presented. The motion was seconded and passed unanimously.

6.4 Announcements

See memorandum from the Executive Director and dated June 24, 2014 concerning other agency issues.

7. STATUS REPORTS

7.1 COMMUNITY DEVELOPMENT AND HOUSING

7.1.1 FY11 CDBG Programs

Phillipston (lead community) with Royalston

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

7.1.2 FY12 CDBG Program

Phillipston (lead community) with Royalston

We submitted a request to DHCD to extend this grant until September 30, 2014 to allow additional time to complete the Powers Mill affordable housing project.

Affordable Housing – 30 Powers Mill Road. MEC closed on the property on June 3. We are preparing bid documents for the renovations.

Housing Rehabilitation Program. Three rehab projects are complete. We are placing new applicants on the waiting list.

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). DHCD usually announces awards in late summer.

7.1.4 Distressed Property Identification and Revitalization (DPIR) Grant Program

The Attorney General's Office revised the purpose of the grant. Grantees will now focus on bank REO residential properties only with the goal of getting REO properties re-occupied quickly. Department staff and interns identified one hundred sixty-six REO properties through the Warren Group and the local registries of deeds. These properties are being tracked through the program.

7.1.5 Hubbardston Community Development Needs Assessment.

This is a joint project with the Comprehensive Planning division. Our portion of the project is to survey Hubbardston residents to identify local community demographics and needs in employment, housing, social services, health and nutrition; compose and present a summary report of our survey findings; and prepare a resource guide for community and social services available to Hubbardston residents. We have prepared a draft social services guide and presented our survey analysis and observations on June 9. The final report is due in early July.

7.1.5 MEC - Receivership Projects

MEC completed preliminary safety repairs and secured the property at 107 Stevens Street. The Housing Court approved MEC's budget for 112 Harvard Street; project repairs will begin shortly. We completed a budget for 207 Adams Drive and await court approval to proceed. The Court has delayed action on 119 Everett Avenue pending the bank making repairs. Our next court date is June 18 in Worcester.

MEC Lancaster Affordable Housing Proposal. MEC submitted a proposal to the Lancaster Board of Selectmen to acquire 800 Main Street, the town's former ambulance headquarters and convert it to three units of affordable housing. Local action is pending.

7.1.6 MEC Ashburnham Affordable Housing Proposal. A local developer has offered MEC three buildable lots for affordable housing. He has requested that MEC partner with Montachusett Regional Vocational Technical School (Monty Tech) to construct one home this year and additional homes in subsequent years. We are working on the finance package and with Atty. Goldstein on the purchase and sales agreement.

7.2 COMPREHENSIVE PLANNING

7.2.1 Federal Economic Development Administration (EDA)

A Comprehensive Economic Development Strategy Committee meeting will be held on Thursday, June 26th at 5pm here at MRPC offices. Kim Mooers from MassDevelopment and Lyndon Nichols from the USDA will be discussing programs available to help finance infrastructure projects.

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

MRPC's contract with DEP concludes in June 2014. MRPC staff is currently putting together a final report on the project.

7.2.3 Hazard Mitigation Plan Update Project

MRPC Staff continues to work on draft plans to be presented to communities and schedule meetings with Boards of Selectmen to present draft plans.

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

Wachusett Corridor Smart Growth Analysis project (Fitchburg, Leominster, and Westminster). A draft of all elements of this plan is complete – The Final Plan will be presented at a meeting open to the public on Friday, June 20th at 9 a.m. at Can-Am Machinery (44 Old Princeton Road, Fitchburg). Speakers include:

Ernest Zupancic, Federal Department of Housing and Development (HUD)

Mayor Lisa Wong, City of Fitchburg

Joana Dos Santos, Executive Director, Cleghorn Neighborhood Center

Steven Wallace, Town Planner, Westminster

Ned Codd, Assistant Secretary for GreenDOT, MassDOT

State Representative Stephen DiNatale

Dick O'Brien, Co-Chair, Montachusett Regional Trails Coalition

7.2.5 District Local Technical Assistance (DLTA)

Projects that MRPC staff is working on include:

- Fitchburg: Investigating/researching appropriate changes in zoning changes around Wachusett
- Station and the new Great Wolf Lodge resort.
- Lancaster: Economic Development Plan.
- Winchendon: Master Plan Housing Element.
- Harvard: Design Standards for the Town Center.

- Shirley: Housing Production Plan.
- Clinton: Utilization of the Economic Development Self- Assessment Tool (EDSAT), an instrument made available to communities by the Dukakis Center at Northeastern University.
- Clinton: Downtown Housing Study.
- Lunenburg: Review and Analysis of the Feasibility of Providing Regional Animal Control Services.
- Lunenburg Housing Production Plan
- Lunenburg: Continuation of work on a Village District Bylaw.
- Lancaster: Continuation of work on a Village District Bylaw.
- Shirley: Continuation of work on an Overlay Bylaw for the Lancaster Road Priority Development Area.
- Royalston: Village District Bylaw.
- Winchendon: Economic Development Plan.
- Athol: Housing Production Plan.

7.2.6 Hubbardston Needs Assessment

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

7.3 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

7.3.1 MRMapper & Mobile Apps

We have recently added Mobile Apps designed for two main purposes- (1) informing the public and (2) improving efficiency in data collection and field work. Public apps are created to allow the public to view data online in any browser and on any device. Data collection apps require the ArcGIS app and are custom designed by the MRPC to the users' field of work or area of interest.

We are currently moving all web-based GIS services to the Amazon Cloud in order to significantly improve speed and efficiency.

We have recently added BioMap2 and NHESP applications and continuously work on updates to these systems and adding additional applications and functionality to the site.

7.3.2 Central Mass Evacuation Plan – Phase 2

Phase 2 of the project will begin soon and 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. 22 of the 23 Critical Facility Data meetings have been completed. This project will be ongoing for the next several weeks.

7.3.4 Westminster Master Plan Update Mapping

This project has been completed.

7.3.5 MART System Comprehensive Update

This project has been completed.

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 is anticipated to be complete by June 30, 2014.

7.3.7 MRPC Regional Trail Inventory Update

The MRPC has finalized the formal trail inventory along with all community maps. We are currently assisting in the creation of a region-wide brochure with the finalized trail data for 2014. This phase of the 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 this spring.

7.3.9 Leominster Open Space Update

This project has been completed.

7.3.10 Montachusett Region Emergency Planning Committee (MREPC) Mapping

This project has been completed.

7.3.11 Clinton Assessor's Mapping

The MRPC is currently working on a comprehensive mapping project for the Assessors' Department. Tasks include (1) the implementation of an advanced MRMapper site for internal purposes, including the integration of Property Record Cards, creation of an advanced MRMapper site for the public for testing purposes prior to implementation in early FY15, update parcels to current FY in the MassGIS Level 3 standards, the creation of a map book to automate the process of updating and printing assessor sheets and the delivery of one paper set of all assessor sheets. This project is expected to be completed by June 30th.

7.3.12 MassGIS Parcel Enhancements

The MRPC has been awarded a contract to complete Parcel Mapping Enhancements for a number of communities in the region. The communities of Ashburnham, Harvard,

Hubbardston, Lancaster, Lunenburg, Sterling, Townsend and Winchendon will be completed in FY14. The communities of Athol, Ayer, Fitchburg, and Leominster will be completed in FY15.

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 well underway. 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; also assisting MART and the Consultant in obtaining a temporary construction easement from the adjacent properties owners to construct the sidewalk on Authority Drive.

The Montachusett Metropolitan Planning Organization (MPO) has amended their Transportation Improvement Program (TIP) for FFY 2014; and added the construction project of the sidewalk on Authority Drive for a total cost of \$370,000 to link Princeton Road (Route 31) to Wachusett Station. MassDOT has flexed the fund to MBTA 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 the punch list of this project. MART has received a Temporary occupancy building permit, and permitting commuter to park at the facility free of charge for the month of June.

7.4.3 Ayer Parking Facility

On May 6, 2014 Staff attended the Ayer Board of Selectmen meeting and provided an update of the project. 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 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. 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.

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 fall 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 Monday, June 23, 2014 at MART Water Street offices.

7.5 TRANSPORTATION

7.5.1 Montachusett Metropolitan Planning Organization (MMPO) Meeting

The MPO will meet on June 25, 2014. At that meeting, the MPO will review comments received on several documents that had been released for public comment. These documents included:

1. FFY 2014 Transportation Improvement Program (TIP) Transit Element Amendment #3. This amendment corrected various project listings and costs in order to more accurately reflect funding amounts. No comments had been received on this Amendment.
2. FFY 2014 TIP Highway Element Amendment #4. This amendment adds to FFY 2014 project #607960 Ashburnham Route 101 at Williams and Corey Hill Road, Intersection Improvement Design, for \$278,000. The project is listed under target funds for the Highway Safety Improvement Program (HSIP) for the Montachusett Region. Before the addition of this project, the Montachusett Region did not have an identified HSIP project for FFY 2014. .
3. FFY 2015-2018 TIP. The TIP was out for a 30 day comment period that ran from May 19, 2013 to June 17, 2013. All comments received were reviewed by the MPO. 2014-2015 Unified Planning Work Program (UPWP). The UPWP is a budget and task tool that outlines work responsibilities for the upcoming program year. The upcoming program year will be budgeted at \$544,557 in transportation FY 2015 "PL" funds, \$74,967 in FTA funds and \$18,742 in local transit funds for a total budget of \$638,266. The UPWP was out for a 30 day comment period that ran from May 19, 2013 to June 17, 2013. .

7.5.2 FFY 2014 Montachusett MPO Title VI Program Report

As staff for the MPO, the MRPC prepared a program report detailing Title VI activities and procedures in response to Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) requirements. This report outlined current practices, attempted to address issues raised by MassDOT's review of previous annual reports and outline attempts to connect with various populations during the transportation/transit planning process.

7.5.3 MJTC Election of Officers

The Montachusett Joint Transportation Committee (MJTC) is currently in the process of electing a Chair, Vice Chair and Secretary for the upcoming year. A slate was presented at the June meeting and a formal election will occur at the July 16, 2014 meeting.

7.5.4 Next MPO Meeting – June 25, 2014 at 1:00 PM

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

7. ADJOURNMENT

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

LIST OF EXHIBITS DISTRIBUTED AT THIS MEETING:

May 27, 2014 Meetings Minutes

June 24, 2014 Handout

Executive Director Announcements

June 2014 Warrant

Public Input Memo FFY2015-2018 TIP

Draft TIP Summary

Draft UPWP Summary

FY2015 Budget Summary

June 24, 2014 Memorandum to Staff and Planning Commissioners RE: Budget Constraints

MRPC Meeting Attendance List

Alphabetically by Community

Name	M/A	Representing	Appointment Date	PRESENT	ABSENT
Davis, Nick	A	Ashburnham	7.2014		X
Hoyt, Roger	M	Ashburnham	7.2011	X	
Pease, Alan	M	Ashby	7.2001	X	
Stacy, Wayne	A	Ashby	7.2005		X
Lee, Susannah	A	Athol	4.2014	X	
Johnston, Peter	M	Ayer	12.2011		X
Maher, David	A	Ayer	7.2014		X
Duffy, Phil	M	Clinton	12.2011		X
Lowitt, Peter	N/V	DREZ	7.2001		X
Caron, Paula	M	Fitchburg	7.2002		X
Gross, Allen	M	Gardner	2.2005		X
Manugian, David	M	Groton	7.2009		X
Hutchinson, Joe	M	Harvard	7.2012		X
Jefts, Peter	M	Hubbardston	7.2012		X
Sheipers, Anita	A	Hubbardston	7.2013		X
Christoph, Eugene	A	Lancaster	7.1992		X
Koivumaki, Victor	M	Lancaster	7.2000	X	
Bilotta, Joanna	M	Lunenburg	2.201	X	
Bowen, Robert	A	Lunenburg	7.2003		X
Andersen, Ellen	A	Petersham	7.2004		X
Telepciak, John	M	Phillipston	10.201	X	
Andreluinias, Vyto	M	Royalston	2.1991	X	
Hardie, John	A	Royalston	7.2007		X
Hadju, Charles	M	Sterling	7.2014		X
Kilcoyne, John	A	Sterling	7.2014		X
Carroll, Charles	M	Templeton	7.2011		X
Shifrin, Laura	A	Townsend	7.2010		X
Shenk, Jay	M	Westminster	7.2014	X	
Corbosiero, Guy	M	Winchendon	7.2011	X	
Kreidler, James	A	Winchendon	7.2010		X

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

GUESTS: Mark Goldstein, MRPC Legal Counsel