

MONTACHUSETT REGIONAL PLANNING COMMISSION
March 29, 2016 MEETING MINUTES

1. INTRODUCTION

G. Corbosiero called the meeting to order at 7:00 pm. All present were introduced.

2. APPROVAL OF THE FEBRUARY 23, 2016 MEETING MINUTES

J. Telepciak moved that the Montachusett Regional Planning Commission approve the February 23, 2016 minutes as printed. The motion was seconded and passed unanimously.

3. TREASURER'S REPORT

A. Pease read the February 2016 cash schedule. Balance after last warrant \$154,157.20; Total receipts this month \$48,339.13; Total cash on hand before this warrant \$202,496.33; Less: amount of this warrant \$89,153.62: Balance after this warrant \$113,555.74.

M. Pineo moved to accept the February 2016 cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

4. NOMINATIONS TO THE NOMINATING COMMITTEE

A. Pease, J. Telepciak and R. Hoyt volunteered to serve on Nominating Committee. M. Pineo moved that the Montachusett Regional Planning Commission appoints A. Pease, J. Telepciak and R. Hoyt to serve on the Nominating Committee. The motion was seconded and passed unanimously.

5. FY2015 MRPC AUDIT PRESENTATION BY ROLAND LAMBALOT, CPA

R. Lambalot distributed the Year Ending June 30, 2015 Audit Report to all present. Mr. Lambalot explained in detail the results of the audit. Highlights were as follows:

New in the audit report this year is Gasb 68 which involves pensions and relates to a required accounting procedure regarding disclosure in financial statements. Regarding the current issue with the State Board of Retirement, MRPC is a special funding situation as the State is considered the non-employer entity and has been funding the MRPC retirees' pensions for the last fifty years. However, this particular designation is contrary to the report issued by the auditors of the MA State Board of Retirement. They are of the opinion that MRPC is not a special funding situation. Since, MRPC is taking the position it is a special funding situation and pursuing this matter legislatively, the disclosure made in the audit report is "The commission has taken the position that it is subject to a special funding situation as defined in GASB 68 and therefore is not required to make contributions to the plan. The contributions referred to in the report are those made by the State as pension support from a non-employer contributing entity as the Commission has no required contribution."

The dispute with the State Board of Retirement is also documented in the audit. Included in that documentation is a foot note that indicates should the MRPC be unsuccessful in pursuing legislative relief regarding this matter, the MRPC would have significant issues with obtaining funding for this purpose and this would also put the funding of OPEB liabilities at risk.

G. Eaton indicated that MRPC has included \$60,000 in the FY16 budget to transfer to a trust fund for retiree's health benefits which were approved by MRPC previously. He asked if the MRPC should vote to rescind moving those funds to a trust.

R. Lambalot explained that funding of health insurance is not a requirement, however, it has to be booked for financial statement purposes, but pension funding is another issue. MRPC needs to consider its financial position and also consider that the pension issue is unresolved.

Discussion followed regarding planning for funding the retirees health insurance benefits.

G. Eaton updated the MRPC on the status of the pension issue. A Legislative Committee was supposed to be formed in October last year and it has not yet been formed.

R. Lambalot explained the Statement of Net Position at June of 2015. MRPC went through a serious retrenchment in 2014 with staff layoffs and that had a dramatic impact on the financial statements. Contract receivables were down \$154,000. Related party receivables total \$105,812 which is monies owed to MRPC by MEC due to advances to MEC and work done on MEC receivership properties. MRPC faced a similar situation in 2010 and had to write off of \$85,000 which was deemed as uncollectable from MEC. MRPC's net position has gone down from 2011 to date. Net position unrestricted, which is the fund balance that MRPC has, will be affected if the MEC receivable is written off leaving the fund balance for MRPC in the red.

R. Lambalot explained contract revenues and direct salaries were down. Indirect costs have only gone down minimally in spite of the reduction in personnel. Indirect costs are essentially fixed and difficult to cut. These factors contributed to the overhead rate of 150.47%. There is a 30% change in overhead rate from last year. Higher overhead rates contribute to drawing down monies faster. Conclusion is that MassDOT monies of approximately \$60,000 were brought in to cover the costs of the year ending June 30, 2015.

A. Pease asked how MRPC reconciles this issue.

G. Eaton responded MRPC is working on new revenues that do not require matches. Currently, we have additional monies coming in and we have more monies for more staff. Ideally the next year will look better.

R. Lambalot added by obtaining more direct revenue dollars it will help reduce the overhead rate.

R. Lambalot added that this audit also books the EPA revolving loan fund liability. It is booked as a liability because it is not MRPC's money, it is the federal government's money and MRPC could be obligated to pay it back.

R. Lambalot briefed the MRPC on his management letter recommendations; Checking account overdraft – only write checks for the which the agency has funds to cover, not necessary to pay all invoices in the fiscal year they were incurred; Cash presentation on the warrant - Cash received and disbursed between meeting is what should be presented not the bank balances that existed at the month end before the MRPC meeting is held; and MA accrued sick time law - Present policy does not provide for the accrual of sick time for certain part-time employees. Policy should be reviewed in light of the requirement of one hour of sick time earned for every thirty hours worked.

6. ADMINISTRATIVE MATTERS

6.1 Status Report: New Revenue to the MRPC

G. Eaton presented a new revenue snapshot to the MRPC. He explained over the past year, MRPC has hired three employees to replace employees that were laid off or retired. MRPC's 3C contract has an excess in funding of approximately \$48,000 and the contract requires a transportation modeling task be undertaken. The modeling task requires an employee with GIS skills. MRPC lost its GIS Analyst during the layoffs. MRPC's GIS Director feels strongly that he does not need a full-time GIS person. With recent advertising for staff for the transportation and comprehensive planning departments we added the requirement of GIS skills. Therefore we would like to hire a planner for the transportation department.

G. Eaton indicated in addition we had a contract with the Town of Ashburnham to perform services for the Distressed Properties Identification and Revitalization Grant under the MA Attorney General's office which ended on December 31, 2015. The contract has a remaining balance of \$45,000 which we were unable to expend due to reduced staff level. MRPC was also awarded an additional \$120,000 to continue this project. Therefore, that leaves an additional \$165,000 to be expended over two years.

G. Eaton explained that MRPC was recently awarded \$100,000 to complete an Impact Study for Devens through a State earmark to the City of Leominster. MRPC has a short-time frame to perform his study from April 1 to June 30th to perform this study. He indicated that he would carry out the economic development portion of the study thereby charging to direct salaries helping to reduce overhead.

6.2 Status Report: Regional Planner Hiring

G. Eaton explained with approval received from the MRPC in January, we advertised for a Regional Planner. We received approximately ten applications of which one applicant was worthy of being interviewed. Unfortunately, that applicant withdrew. As per the MRPC's previous approval, we will re-advertise that position as a Principal Planner at a higher salary.

6.3 Report and Resolution: Request to Hire Additional Planner

G. Eaton reported that In January 2016, the Executive Director indicated that this agency's revenue and workload had been increasing and that at least one, if not two, new employees needed to be hired. That month the Commissioners approved of the hiring of one employee. The search for that employee continues.

The "3C" contract is building up unexpended funds this fiscal year and next fiscal year the "3C" funding allocation will increase. Equally as important the workload requires that another employee be engaged so as to address Unified Planning Work Program (UPWP) tasks such as the new transportation model. An additional Transportation Planner is needed. Hiring this Planner will enable the MRPC to deliver products included within the "3C" Transportation and other relevant contracts. This position will report to Mr. Brad Harris, Transportation Projects Director. Management's intent is to advertise for a Regional Planner at a starting salary not to exceed \$42,235 Grade 2, Step 2. Advertising would take place as early as this week.

R. Hoyt moved that the Montachusett Regional Planning Commission approves of the Executive Director's request to advertise for and hire a new, full-time (37.5 hours weekly) Regional Planner for the Transportation Department in accordance with the aforementioned salary, grade and step. The successful candidate(s) will be

hired based upon the candidate(s) combination of education and relevant experience that meet both the short and long term needs of the Commission. The motion was seconded and passed unanimously.

7. STATUS REPORTS

7.1 Geographic Information Systems (GIS)

MRMAPPER & Mobile Apps

MRPC is consistently adding data, applications and/or enhancing tools in *MRMapper* as the need arises so please check back frequently to see what's new. We are almost complete with converting all Flex/Flash (Legacy) applications to JavaScript/HTML5 (WebApps). This is a core change that will allow users to consume *MRMapper* content on most browsers and, most importantly, without plugins that currently restrict usage on mobile devices. Legacy applications will be available for a short time only and will not be updated.

In addition, Mobile Apps are becoming increasingly popular. They are 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 are custom designed by the MRPC to the users' field of work or area of interest.

Comprehensive Planning

Distressed Property Identification and Revitalization (DPIR) - We are currently gearing up to create several mobile apps for use in the DPIR program.

Transportation

Lancaster Complete Streets – This project is complete.

Harvard Town Center – We have completed a series of maps focusing on transportation elements for Harvard Town Center. This project is expected to be completed soon.

MART

Athol – Orange Fixed Route Shuttle - We are in the process of creating bus route and stops for the Athol – Orange Fixed Route Shuttle. This project is ongoing as necessary information is provided by MART.

Fitchburg/Leominster Bus Route System – We are in the process of updating the bus routes and stops for the Fitchburg/Leominster system. This will include updating a series of maps related to this data. This project is expected to be completed by the end of the month.

Gardner Bus Route System – We are in the process of updating the bus routes and stops for the Gardner system. This will include updating a series of maps related to this data. This project is expected to be completed by the end of the month.

Lunenburg Fixed Route Shuttle – We are in the process of updating bus route and stops for the Lunenburg Fixed Route Shuttle. This project is ongoing as necessary information is provided by MART.

Community-Related

Clinton CDBG - This project is complete.

Lancaster Zoning Overlay Updates – This project is complete.

Templeton Zoning Updates – We are in the process of updating the Town of Templeton's Zoning Map. This project is expected to be complete in March.

Harvard Open Space Plan Mapping - We are in the process of updating the Town of Templeton's Open Space Plan Maps. This project is expected to be completed in March or April.

North Lancaster Business Parcels Map – We are currently working on a map detailing the businesses in North Lancaster to be used in studying their water and sewer system expansion. This project is expected to be completed in March.

Lancaster Trail Connections Map – We are currently working on a map detailing trail connections in Lancaster. This project is expected to be completed in March or April.

Lunenburg Architectural Preservation District Map – We recently created a draft map of Lunenburg's Architectural Preservation District. This project is expected to be completed shortly.

7.2 PLANNING AND DEVELOPMENT DEPARTMENT

Federal Economic Development Administration (EDA)

A Comprehensive Economic Development Strategy (CEDS) meeting will be held March 31, 2016. Massachusetts Department of Conservation and Recreation representative Jeff Lacy will be presenting and answering questions about the concept of Natural Resource Protection Zoning. A Light Dinner will be served - please RSVP via: jhume@mrpc.org.

Federal Environmental Protection Agency (EPA), Montachusett Region Brownfields Assessment Program

Site Nominations submitted by Gardner, Clinton, and Leominster were reviewed for eligibility by EPA and then approved by the Montachusett Brownfields Group Steering Committee meeting held on March 10, 2016. Approved Site Nominations were as follows:

- *Former Residential / Limited Commercial Building - 246-248 Central Street, Gardner (Phase II ESA – Hazardous Funding)*
- *4.55-mile CSX rail corridor, Leominster and Fitchburg (Phase I ESA– Hazardous Funding)*
- *Former Manufacturing Building, Seventh Street, Leominster (Phase II ESA– Petroleum Funds)*
- *Gene's Auto Service, 329 High Street, Clinton (Phase I and II ESA– Petroleum Funds)*

Hazard Mitigation Plan Update Project

MRPC staff received comments from the Federal Emergency Management Agency (FEMA) that were addressed by MRPC. On March 17, 2016 the MRPC completed all required revisions and resubmitted the Plan to MEMA. It is our understanding that MEMA will review the revisions and then forward the revised Plan to FEMA for their review. Once approved by MEMA/FEMA the plan will be ready for adoption by communities.

District Local Technical Assistance (DLTA)

MRPC is awaiting approval of DLTA applications submitted by Fitchburg, Westminster, Lancaster, Winchendon, Ashby and Harvard that were approved by MRPC at the February Commission Meeting. MRPC staff is initiating work on the following DLTA projects previously approved by DHCD:

1. **Templeton:** Master Plan Land Use Element
2. **Shirley:** Feasibility Study comprised of recommendations to potentially join or not join a regional dispatch center. There are two regional dispatch centers in the neighboring communities of Groton and Devens. The study would evaluate each one and recommend the best option for Shirley.
3. **Sterling:** A DLTA report near completion for Sterling consists of recommendations to update zoning bylaws to encourage the development and redevelopment of commercial property in a manner that reflects the interests and needs of the community. This proposed project would implement recommendations.
4. **Townsend:** A DLTA report near completion for Townsend consists of recommendations to update bylaws to increase opportunities in Townsend. This proposed project would implement recommendations.
5. **Central Mass Grown:** Work with the Central Massachusetts Regional Planning Commission on Central Mass Grown by utilizing \$7,500 in DLTA funds. The mission of Central Mass Grown is to strengthen the purchases and awareness of local goods in Worcester County.
6. **Winchendon:** Master Plan Land Use Element
Proposals will be forwarded to the state's Department of Housing and Community Development (DHCD) and MRPC staff is waiting for comments/suggestions/approval.

Shirley Master Plan Update

MRPC staff continues to work on the Land Use Chapter and recommendations for the Historic and Cultural Resources, Services and Facilities Chapters.

Community Development Block Grants

Shirley- Lancaster Housing Rehabilitation/Fuel Assistance program

The Housing Rehabilitation and Fuel Assistance program continues to meet contract milestones and grant expectations. The Housing Rehabilitation Program has received 29 applications, conducted 24 client intakes and 17 housing inspections. The program has submitted 2 warrants to the town of Shirley for a total of \$55,095.45, or 6% the total grant value. A third warrant for \$11,142.49 is being submitted as a claim to DHCD this week. Of the expenses submitted for payment to date, \$33,028.26, or 50%, has been administrative costs incurred by MRPC.

The contracted Lead Inspector and Housing Rehab Specialist are working together to conduct housing inspections. Environmental reviews, including the Massachusetts Historical Commission's Property Notification Form and the statutory checklist are being submitted for each property. Two remaining properties are scheduled to be inspected.

The HR program has now received nine responses to the RFQ for qualified contractors to work with the program. These contractors participated in 13 bid showings as of March 18. Nine projects have been awarded to contractors who have submitted low bids on bid showings.

The Fuel Assistance Program has received 26 applications and has made 6 fuel deliveries. This number is lower than expected due to the warm winter and reduced demand for fuel oil. The delivery schedule is expected to increase now that applicants' LIHEAP benefits begin to be exhausted.

During the upcoming month the program will move into the contracting phase of the program and will begin work on 2-3 projects. Each project will be underwritten by a deferred payment loan (DPL), a no cost loan that will be forgiven after fifteen years as long as the homeowner resides in the home as a primary place of residence and does not violate any terms of the loan.

MEC, Inc. - Receivership Projects

Brian Keating, Community Development Manager and Holly Ford, Administrative Assistant/Community Development are now responsible for these MEC real estate-related projects. Glenn Eaton, Executive Director will continue to provide training and technical assistance to these employees as they transition into this work.

112 Harvard Avenue

- Nothing new to report this month.

41 Lewis Street

- All construction activities have been completed. The final accounting has been submitted to the Housing Court. MEC will seek Housing Court approval, on April 6th, to proceed toward auction this property.

207 Adams Drive

- All construction activities have been completed. The final accounting has been submitted to the Housing Court. MEC will seek Housing Court approval, on April 6th, to proceed toward auction this property.

119 Everett Avenue

- Financing was secured from the bank in mid-March to finish the exterior-only improvements on this house. A contract has been executed with the general contractor. All exterior work should be completed in early April. The Judge has requested a Status Hearing on this property on April 6th.

1158 Main Street

- The bank of record has taken possession of this property and paid-off the receiver's priority lien in full. MEC will seek termination of this receivership as early as April 6th.

1768-70 Main Street

- Nothing new to report this month.

MEC - Ashburnham Affordable Housing Project – 10 Monroe Drive

Work on the interior of this property continues.

MEC – 30 Powers Mill Road

Mr. Eaton instructed Mr. Keating to: A. Schedule and hold a meeting with MEC's Board of Directors; and, B. Initialize a loan application for this property subject to the Board's approval. Our intent is to repair this property and sell it this spring.

7.3 TRANSIT DEPARTMENT

Ayer Parking Facility

On March 2nd MRPC staff and MART attended a meeting with Town officials to discuss the project status. MBTA and the property owner continue negotiations to resolve the pedestrian access issues to the MBTA Station. The property transfer will enable access to the train station with a pedestrian walkway and a proposed driveway with a vehicular drop-off and turnaround.

Athol / Orange Fixed Bus Route

Additional locations have been added to the bus route of Athol and Orange to serve the Ralph C. Mahar Regional School and the 202/122 Intersection neighborhood.

Lunenburg Bus Route

Additional locations have been added to the Lunenburg bus route to serve Meadow Wood Park and the Fairlane Park neighborhood.

Fitchburg/Leominster and Gardner Bus Routes

Staff continues to assist MART in the development of new bus routes and schedule for Fitchburg/Leominster and Gardner area to implement recommendations from the Comprehensive Service Analysis (CSA) Study which was mandated in the Transportation Finance Bill of 2013 (Chapter 46 Section 63). The new bus routes and bus schedule for Fitchburg/Leominster area were implemented on March 1, 2016 and Gardner on March 14, 2016. The new schedule included a one hour extension in service on most bus routes.

Identification of Fixed Route Bus Stop Locations

The identification of fixed route bus stop locations is ongoing program. MRPC staff is working on compiling data for the bus stop locations in MART service area. As part of this study, data will be collected utilizing a Personal Digital Assistant (PDA) unit equipped with ArcPad and GPS technology. GIS maps for the bus stops locations will be created.

Fitchburg Commuter Rail Line Extension West

MRPC staff is working on compiling data to analyze the strength and weaknesses of extending the Fitchburg commuter rail line west of Wachusett Station to Gardner, North Quabbin (Athol/Orange), and Greenfield.

Wachusett Commuter Rail Station and Layover Facility

No New Update.

Fitchburg Commuter Rail Line Improvements

No New Update.

7.4 TRANSPORTATION DEPARTMENT

Transportation Improvement Program (TIP) FFY 2017-2021

MRPC staff is continuing work on the development of the next TIP that will cover FFY 2017-2021. The annual TIP Day, a meeting between MassDOT, the Districts and RPA's, is set for April 14th. At that meeting, several projects will be discussed in order to assure that everyone is working with the same information. Additionally, draft target figures for FFY 2017 to 2021 have been released to the MPO's. Final Transportation Evaluation Criteria (TEC) scoring will be completed by the MPO on April 20th and then funding scenarios can be developed with the overall goal being endorsement by the MPO in June. Because of the scheduling of TIP Day for April 14th, the MPO moved its next meeting to Wednesday April 20th.

DRAFT TARGET FIGURES					
	FFY 2017	FFY 2018	FFY 2019	FFY 2020	FFY 2021
STP	\$7,296,597	\$7,967,699	\$7,967,722	\$8,158,168	\$7,969,544
TAP	\$120,756	\$85,141	\$85,118	\$122,343	\$310,967
HSIP	\$445,955	\$445,955	\$445,955	\$445,955	\$445,955
CMAQ	\$1,393,611	\$1,114,889	\$1,114,889	\$1,114,889	\$1,114,889
Total	\$ 9,256,919	\$ 9,613,684	\$ 9,613,684	\$ 9,841,355	\$ 9,841,355

Montachusett MPO Public Participation Plan (PPP)

The MPO voted at their meeting on March 9th to release for a 45 day public review and comment period the Draft Public Participation Plan (PPP). The draft was revised based upon an initial review by FHWA and MassDOT of a pre-draft document. The 45 day public review and comment period commenced on Friday March 18, 2016 and will close at the end of business on Monday May 2, 2016. Notices were distributed to all on our current outreach lists. A copy of the memo is available. Copies of the Draft PPP can also be obtained online at the MRPC website at www.mrpc.org.

Federal laws and regulations require metropolitan planning areas to have a Continuing, Comprehensive, and Coordinated ("3C") transportation planning process that results in plans and programs that consider all transportation modes and supports metropolitan community development and social goals. These plans and programs shall lead to the development and operation of an integrated, Intermodal transportation system that facilitates the efficient, economic movement of people and goods. As part of these requirements, Metropolitan Planning Organizations (MPOs) must establish a "proactive public involvement process that provides complete information, timely public notice, full public access to key decisions, and supports early and continuing involvement." The PPP outlines the process for public involvement in the development of several required documents as well as any other major transportation study undertaken by the MMPO. The PPP outlines the process that the MMPO uses to reach out to persons identified under the regulations/laws of Title VI, Environmental Justice (EJ), Limited English Proficiency (LEP), Americans With Disabilities Act (ADA) and as well any other traditionally underrepresented population.

2016-2017 Unified Planning Work Program (UPWP)

MRPC staff has compiled a schedule for the development of the Unified Planning Work Program (UPWP) for the upcoming October 1, 2016 to September 30, 2017 program year. The UPWP is a budget and programming tool that outlines our work activities for the year. Some tasks remain constant from year to year such as the development of the TIP and UPWP as well as our Data Collection efforts. The schedule for development of the UPWP is based on a MPO endorsement date of June 2016. MRPC

recently received from MassDOT our FY2017 PL allocation figure of \$621,347. This is an increase of \$35,476 from our FY2016 allocation of \$585,871. Staff is currently awaiting information on areas of emphasis from MassDOT and FHWA that will help to shape tasks within the UPWP. We are also reaching out to communities regarding their needs to see if any other tasks can be developed.

Montachusett Metropolitan Planning Organization (MPO) Subregion Selection Process

The MRPC has been conducting and coordinating the selection process developed to name a Representative and Alternate to the MPO from the four Subregions that are comprised of the 19 towns within the region. Nominees from the various Boards of Selectmen were solicited and two dinner meetings were set up for the communities to come together to select a representative and alternate. Subregions 1 and 2 (comprised of Athol, Hubbardston, Petersham, Phillipston, Royalston, Templeton, Winchendon and Ashburnham, Ashby, Groton, Townsend, Westminster) met on March 24th at the Old Mill Restaurant in Westminster while Sub regions 3 and 4 (comprised of Ayer, Harvard, Lunenburg, Shirley and Clinton, Lancaster, Sterling) will meet on March 31st at the Bull Run Restaurant in Shirley.

Next MPO Meeting – April 20, 2016 at 1:00 PM

Next MJTC Meeting – April 20, 2016 at 7:00 PM – Expected presentation from VHB on the Complete Streets Program

8. ADJOURNMENT

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

DOCUMENTS/EXHIBITS DISTRIBUTED AT MEETING

March 29, 2016 MRPC Handout
February 23, 2016 Meeting Minutes
February 2016 Cash Schedule
Audit Year Ended June 30, 2015
TEC Scores TIP
Target Fund Review
Public Participation Plan Interested Parties Memo
Draft UPWP Budget
Public Participation Plan

MRPC Meeting Attendance List

Alphabetically by Community

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
Knapik, Garrett	M	Athol	7.2015		X
Grosky, Mitch	A	Athol	5.2015		X
Callahan, Jeremy	M	Ayer	7.2015		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
Cormier, Joshua	A	Gardner	7.2015		X
Collette, Michelle	M	Groton	7.2015		X
Graham, Don	M	Harvard	7.2015		X
Wallace, Lucy	A	Harvard	7.2015		X
DiPinto, Mary Ann	M	Hubbardston	7.2015	X	
Sheipers, Anita	A	Hubbardston	7.2013		X
Koivumaki, Victor	M	Lancaster	7.2000		X
Prokowieiw, David	M	Lunenburg	7.2015		X
Allen, Nancy	A	Petersham	7.2015		X
Telepciak, John	A	Phillipston	10.201	X	
Natrowicz, Kyle	M	Royalston	7.2015		X
Hardie, John	A	Royalston	7.2007		X
Widing, Sarah	M	Shirley	7.2015		X
Pineo, Michael	M	Sterling	7.2014	X	
Kilcoyne, John	A	Sterling	7.2014		X
Carroll, Charles	A	Templeton	7.2011		X
Shifrin, Laura	A	Townsend	7.2010		X
Fortin, Mike	M	Westminster	7.2015	X	
Corbosiero, Guy	M	Winchendon	7.2011	X	
Cyganiewicz, Austin	A	Winchendon	7.2015		X

STAFF PRESENT: Glenn Eaton, Linda Parmenter, Gorge Kahale, John Hume, Bobbi Jo Johnson

GUESTS PRESENT: Mark Goldstein, MRPC Legal Counsel, Roland Lambalot, CPA