

MONTACHUSETT REGIONAL PLANNING COMMISSION
June 16, 2016 MEETING MINUTES

1. OPEN MEETING AND INTRODUCTIONS

J. Telepciak called the meeting to order at 7:00 p.m. Introductions took place.

2. ELECTION OF OFFICERS

A. Cyganiewicz moved that the Montachusett Regional Planning Commission elect the Nominating Committee's Recommendation of Officers for the upcoming year effective July 1, 2016.

Chairman - John A. Telepciak
Vice Chairman - Guy Corbosiero
Treasurer - Alan Pease
Assistant Treasurer - Roger Hoyt
Secretary - Mike Pineo
Members at Large- Phil Duffy and Paula Caron

The motion was seconded and passed unanimously.

7:10 PM 3. ADMINISTRATIVE MATTERS

3.1 Salary Adjustments

The Executive Director is requesting one step increases for the following staff members effective July 1, 2016. See attached handout regarding details on increases.

Holly Ford	Administrative Assistant
Noam Goldstein	Regional Planner
Chantell Fleck	Principal Planner
Brian Doherty	Regional Planner
Sheri Bean	Principal Planner
Brian Keating	Principal Planner
Bobbi Jo Johnson	Fiscal Director
Jason Stanton	GIS/IT Director
George Snow	Principal Planner
Linda Parmenter	HR/Administrative Director
George Kahale	Transit Director
Glenn Eaton	Executive Director

The Executive Director is recommending a four step increase for John Hume, MRPC's Planning and Development Director; from \$66,190 (Grade 6/Step 5) to \$73,062 (Grade 6/Step 9). After the layoffs in

December 2014, Mr. Hume assumed the responsibility for the management of two Departments , Comprehensive Planning and Community Development. Mr. Hume has also been instrumental in obtaining a number of funding opportunities for the agency. This salary increase will also bring his salary in line with other Directors with a similar experience, education and management skills.

Brad Harris, Transportation Director will receive an annual merit payment of 2.0% (or \$1,767.36) in accordance with the vote by the Commission at its February 2014 meeting regarding employees who have reached their top step (“they will be eligible to receive annual compensation up to the most recent CPI increase for most recent year, five, or ten year span that data is available, funding available.”)

Discussion occurred regarding an email from Brad Harris, Transportation Director to the Executive Director indicating that he would not pursue a grievance at this time regarding his salary and offered alternative options regarding his salary.

Please note that the Executive Director and Administrative and Human resources Director will complete all salary market study tasks necessary for the presentation of a new pay scale no later than July 2016.

M. Pineo moved that the Montachusett Regional Planning Commission approve the salary adjustments as presented by the Executive Director effective July 1, 2016. The motion was seconded and passed unanimously.

3.2 FY17 Budget Approval

Mr. Eaton proposed the adoption of the FY17 budget for this agency. Please note the new format which has been prepared in accordance with our Auditor’s request (Roland Lambalot, CPA). He explained the budget in detail adding a correction that equipment costs have increased due to the purchase of new computer hardware. The original estimated cost was \$33,462 and equipment costs are now at \$44,583. See handout.

M. Pineo moved that the Montachusett Regional Planning Commission approve the FY2017 budget as presented by the Executive Director with the amendment of the equipment purchase line item. The motion was seconded and passed unanimously.

Discussion also occurred regarding leasing of MRPC office space and MRPC overhead rates.

4. ADJOURNMENT

There being no further business the meeting adjourned at 8:00 p.m.

DOCUMENTS/EXHIBITS DISTRIBUTED AT MEETING

June 16, 2016 MRPC Handout

Email from B. Harris to G. Eaton

MRPC pay adjustments

FY2017 Budget

FY2017 Proposed Budget Summary Memo

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
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	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

GUESTS PRESENT: Mark Goldstein, MRPC Legal Counsel