

MINUTES OF THE MEETING OF THE MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC) JUNE 1, 2017

1. OPEN MEETING AND INTRODUCTIONS

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

2. APPROVAL OF MAY 4, 2017 MRPC MEETING MINUTES

G. Corbosiero moved that the Montachusett Regional Planning Commission approve the May 4, 2017 meeting minutes of the MRPC as printed. The motion was seconded and passed unanimously.

3. ELECTION OF OFFICERS

J. Telepciak indicated that the Slate of Officers based on the Nominating Committee's recommendation is as follows:

Chairman – John Telepciak
Vice Chairman – Guy Corbosiero
Treasurer – Alan Pease
Assistant Treasurer – Roger Hoyt
Secretary – Mike Pineo
Members at Large - Phil Duffy and Mike Fortin

J. Telepciak called for nominations from the floor. There were none.

G. Corbosiero moved that the Montachusett Regional Planning Commission elect the Slate of Officers as recommended by the Nominating Committee for the upcoming fiscal year July 1, 2017 to June 30, 2018. The motion was seconded and passed unanimously.

4. TREASURER'S REPORT

4.1 Approval of Cash Schedule

R. Hoyt read the May 1, 2017 – May 31, 2017 cash schedule. Balance after last \$136,444.57; Total receipts this month \$143,425.72; Total cash on hand before this warrant \$279,870.29; Less: amount of this warrant \$94,385.57: Balance after this warrant \$185,484.72.

G. Corbosiero moved to accept the May 1, 2017 – May 31, 2017 cash schedule cash schedule cash schedule as read subject to audit and to be placed on file. The motion was seconded and passed unanimously.

5. ADMINISTRATIVE MATTERS

5.1 Authorization to Hire GIS Technician

G. Eaton stated that MRPC needs to rebuild its capacity in the area of GIS. With the hiring of a part-time GIS Intern in January 2017 a backlog of most of the GIS projects in the que to be completed have been finished. However, the agency's GIS and IT Director is split between GIS and IT functions at a ratio of 75:25. Additional, consistent and full-time support is needed to enable his department to address all tasks on a timely basis. Therefore, the Executive Director proposes the hiring of an entry-level GIS Technician that would work full-time in the GIS Department. This position will report to the GIS and IT Director and would work on all planning-related disciplines plus 3D visualizations.

M Pineo moved that the Montachusett Regional Planning Commission authorizes its Executive Director to seek out and hire a GIS Technician to be paid no more than \$38,850 (Grade 1, Step 6). The motion was seconded and passed unanimously.

5.2 Authorization to Hire Temporary, Seasonal Secretary

G. Eaton indicated that a considerable amount of research, analysis and preparation of reports are needed to complete all tasks related to the Distressed Properties Identification and Revitalization (DPIR) project by the termination date of this contract (December 31, 2017). The hiring of a temporary, full time Administrative Secretary is needed to assist the Community Development Manager and Executive Assistant with the successful completion of this project. This position would terminate on or before the end of December.

M. Pineo moved that the Montachusett Regional Planning Commission authorizes its Executive Director to seek out and hire a temporary, full-time Administrative Secretary to be paid no more than \$17.61 per hour based on an annual salary rate of \$34,338 (Grade 1 Step 1) for no more than six months. The position would end on or before December 31, 2017. The motion was seconded and passed unanimously.

5.3 Request to Hire an Additional Part-Time Temporary Traffic Intern

G. Eaton reported that he was requesting authorization to hire an additional part-time, temporary traffic intern for the Transportation Department. Traffic Interns will work on MRPC's traffic counting program through MRPC's contract with MassDOT. Intern will work no more than 25 hours per week for three months at a rate of \$13.00 per hour with no benefits.

R. Hoyt recused himself.

G. Corbosiero moved that the Montachusett Regional Planning Commission approve the hiring of a part-time temporary traffic intern for no more than 25 hours per week for three months effective immediately. The motion was seconded and passed unanimously.

5.4 Review and Adoption of Final Revisions to FY17 Budget

G. Eaton distributed and explained the FY2017 budget to the Commission. Please refer to the accompanying handout. Final revisions to the FY17 budget are being proposed this evening.

Highlights include line item adjustments:

- Transfer of \$10,000 into the rent line item account raising the rent account to \$31,912.
- Liability insurance increase to \$10,015.44
- Advertising adjustment to \$1000.00
- Computer Software expenses to \$4000.00
- Additional line item for \$600.00 in moving expenses
- Interest expense adjustment to \$1,422.49
- Training and Education adjustment to \$1,181.00.
- Major Events adjustment to \$6,800 for relocation costs.

P. Duffy moved that the unspent \$6,800 under the Major Events line item be reallocated to cover the negative balance of the line items in red totaling \$6,412. The motion was seconded and passed unanimously.

P. Duffy moved that the Montachusett Regional Planning Commission hereby recommends the adoption of the FY17 Budget as presented by the Executive Director. The motion was seconded and passed unanimously.

5.5 Proposed Annual Salary Increases for MRPC Staff effective July 1, 2017

J. Telepciak reported that based on the recommendations of employees' Supervisors, The Executive Director is requesting one step increases for the following employees effective July 1, 2017.

It should be noted that the Grade and Step information under the column labeled "*Position From/To*" in the table below is derived from two different pay scales (MRPC's current 2016 pay scale) and MRPC's recently adopted pay scale which becomes effective July 1, 2017. Grades and steps remain the same for each employee, however, salary is different.

Name	Position From/To
Noam Goldstein	Regional Planner, Grade 1, Step 10 \$41,837 to Grade 1, Step 10, \$42,883
Brian Keating	Community Development Manager, Grade 6 Step 2

	\$ 61,464 to Grade 6 Step 2 \$63,001
Bobbi Jo Johnson	Fiscal Director, Grade 6, Step 4 \$64,576 to Grade 6, Step 4 \$66,190
Jason Stanton	GIS/IT Director, Grade 6, Step 9 \$73,062 to Grade 6 Step 9 \$74,888
John Hume	Planning and Development Director, Grade 6, Step 9 \$73,062 to Grade 6 Step 9 \$74,888
George Snow	Principal Planner, Grade 6, Step 6, \$67,845 to Grade 6, Step 6, \$69,541
Linda Parmenter	Administrative and HR Director, Grade 7 Step 6, \$80,057 to Grade 7 Step 6, \$82,059
George Kahale	Transit Director, Grade 7 Step 6, \$80,057 to Grade 7 Step 6, \$82,059
Brad Harris	Transportation Director Grade 7 \$88,809.84 to Grade 7, Step 10, \$90,578
Glenn Eaton	Executive Director Grade 8* Step 5, \$103,098 to Grade 9 Step 5, \$105,676

*(new pay scale - Grade 8 was changed to Grade 9, as an additional grade was added)

G. Corbosiero moved that based on the recommendations of the Supervisors of the above-named employees and the Executive Director, the Montachusett Regional Planning Commission approve a one-step salary increase for each employee as depicted in the table above effective July 1, 2017. The motion was seconded and passed unanimously.

B. Harris explained that he is recommending a two-step salary increase for Kaitlyn Olbrich, Regional Planner. Ms. Olbrich was hired as a Regional Planner for the Transportation Department in July 2016. Ms. Olbrich has shown consistently excellent work on all assignments given to her and constantly goes above and beyond of what is required. She has taken the initiative on projects related to the development of low income data for the region as well as population projections. Ms. Olbrich volunteers for projects outside of her originally scoped work assignments in order to improve her skills as well as aid the

Transportation Department's workload. Katie has taken on additional work efforts related to GIS mapping products for transit, Title VI/Environmental Justice and graphic design and development (i.e. trail mapping and brochures).

M. Pineo moved that based on the recommendation of her supervisor, the Montachusett Regional Planning Commission approve a two step increase for Kaitlyn Olbrich, Regional Planner from Grade 2, Step 2 \$42,235 (current pay scale) to Grade 2, Step 3 \$44,373 (new pay scale effective July 1, 2017). This would represent an additional \$1,082 in salary from a planned one step increase. Increase would take effect July 1, 2017. The motion was seconded and passed unanimously.

B. Harris explained he is recommending a promotion for Brian Doherty, Regional Planner to Principal Planner. Mr. Doherty was hired as a Regional Planner for the Transportation Department in August of 2007. Mr. Doherty has shown consistently excellent work on all assignments given to him. Additionally, he has added to his overall responsibilities in the last few years, especially in the areas of storm water management, climate change planning activities and the expansion of the pavement management program. Mr. Doherty has also volunteered on a regular basis for projects outside of his originally scoped work assignments in order to aid the GIS, Planning and Development, Transit and Transportation Departments and the Commission. It is for these reasons that Mr. Doherty merits such a promotion is merited.

G. Corbosiero moved that based on the recommendation of his supervisor, the Montachusett Regional Planning Commission approves a promotion for Brian Doherty, Regional Planner from Grade 4, Step 4 \$50,144 (current pay scale) to Principal Planner Grade 5, Step 2 \$52,501 (new pay scale effective July 1, 2017). This would represent an additional \$1,112 in salary from a planned one step increase. Increase would take effect July 1, 2017. The motion was seconded and passed unanimously.

G. Eaton explained in July 2015, a promotion was approved for Sheri Bean from Regional Planner to Principal Planner from Grade 4 Step 4 \$48,921 to Grade 4 Step 6 \$51,398. However, the Executive Director should have recommended the proposed increase in salary in the next highest grade (Grade 5) and not recommend that an increase occur within the same grade. Promotions must be an elevation to a higher pay grade not higher salaries within the same pay grade. Ms. Bean's current salary is Grade 4, Step 7 \$52,683 (current pay scale). Therefore, to correct this error, the Executive Director recommends Ms. Bean be elevated to *Grade 5* Step 4, \$55,159 (new pay scale effective July 1, 2017).

M. Pineo move that that the Montachusett Regional Planning Commission approve the correction to Sheri Bean's salary as explained above. The motion was seconded and passed unanimously.

5.4 Review and Adoption of FY18 Budget

The Executive Director distributed and explained the FY18 Budget.

M. Pineo moved that the Montachusett Regional Planning Commission hereby recommends the adoption of the FY18 Budget as presented by the Executive Director. The motion was seconded and passed unanimously.

6. STATUS REPORTS

6.1 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

MRMAPPER & Mobile Apps (General)

We are currently in the process of upgrading our WebApps to v2.4. This upgrade is expected to be completed in early June

Comprehensive Planning

Distressed Property Identification and Revitalization (DPIR) App – No new Information.

Community Development Block Grants (CDBG) Mapping – This project is complete.

Community-Related

Athol Downtown Parking Map – We are currently working on edits to the map as requested by the Town. We anticipate this project to be complete in late May/early June.

Fitchburg Parcel Enhancements – No new information.

Royalston Parcel Enhancements – The Town’s public MRMapper site is now ‘live’.

Shirley Open Space & Master Plan – No new information.

Lancaster Zoning Overlay Update – This project is complete.

Ayer Parcel Enhancements – The Town’s public MRMapper site is now ‘live’.

Transportation-Related

Freight Network Designation Mapping – This project is complete.

Montachusett Regional Transit Authority (MART)

Wachusett Shuttle – This project is complete.

Fitchburg/Leominster Route 11 – This project is complete.

Lunenburg Fixed Shuttle & ADA Mapping – This project is complete.

Proposed Fitchburg-Leominster-Devens Route – This project is complete.

Miscellaneous

Light Detection and Ranging (LiDAR) Data processing – Data for the region is currently being processed in order to create 2-foot contours, a Digital Surface Models (DSM) and a Digital Terrain Model (DTM). DTM data is complete. 2-foot contours and DSM data

creation is expected to be complete by early June. These products will be key in future 3D modeling and printing activities.

Legislative Districts Mapping Updates – MRPC Representative and Senator maps have been updated and placed on the MRPC website under the Resources\Maps section.

6.2 PLANNING AND DEVELOPMENT

MRPC staff is preparing a grant application to be submitted to the Massachusetts Department of Energy Resources. The intent of the grant opportunity is to provide funds to regional planning authorities to implement an Affordable Access Regional Coordination Program (AARC Program). The AARC Program seeks to improve access to clean energy technology for low income residents by: increasing and institutionalizing knowledge of clean energy as it relates to low income residents through capacity-building, education, coordination, education, or training at the local level.

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

A Montachusett Brownfields Group meeting will be held on June 1st at 1 p.m. at MRPC offices. A status of activities will be provided, and Environmental Site Assessment Site Nomination form(s) recently received will be reviewed.

District Local Technical Assistance (DLTA)

Projects that MRPC staff are working on include:

- **Hubbardston:** Master Plan Economic Development Element
- **Athol:** Master Plan Economic Development Element
- **Ashburnham:** Master Plan Economic Development Element
- **Shirley:** Create a Permitting Guidance Handbook
- **Lancaster:** Assist with the update of the 2010 Lancaster Open Space & Recreation Plan
- **Ayer:** Transit oriented Development Planning Project in the Downtown Ayer Rail Commuter Station/Depot Square and Park Street Corridor Area.

Projects pending Massachusetts Department of Housing and Community Development approval include:

- **Westminster:** Housing Production Plan.
- **Harvard:** Research and Recommend Land Use Strategy(s) for Protecting Water Supplies.
- **Sterling:** Feasibility Study of Future Sewage Services in Specified Regions of the Town.
- **Lunenburg:** Facilitate the Formation of a Business – Town Partnership including a Charrette, and Methods to Promote Economic Development.

Shirley Lancaster FY2015 Community Development Block Grant (CDBG)

Housing Rehab Program

The program is approaching grant close out. Three projects were recently completed and one project remains. By June 30, 2017, the program will have met its goal of twenty units rehabbed for low to moderate income homeowners in Shirley and Lancaster. The project budget of \$726,500 is expected to be entirely expended.

Fuel Assistance

Staff are reaching out to program beneficiaries who have not exhausted their program benefit of \$750.00. Due to circumstances previously reported this program will not have met its goal of providing fuel assistance to 50 homes in Shirley and Lancaster. As of the date of this report 26 homes have received fuel assistance.

Winchendon Ashby FY2016 Community Development Block Grant (CDBG)

Housing Rehab Program

The Services Agreement between the Town of Winchendon has been amended giving MRPC an expanded role in administering this grant. MRPC is now conducting intakes for the housing rehab applicants in both Winchendon and Ashby and administering the infrastructure program in Winchendon. To date, 17 applications from homeowners in Winchendon and 5 from Ashby have been processed. These applications have resulted in 5 intakes and 4 bid invitations. An unusually high number of applicants have been withdrawn due to income ineligibility, target area ineligibility and other reasons. Because of the transition in the administering agencies there has also been a delay in contracting the services of consultants.

Fuel Assistance

Applications are being processed in both towns for this program. To date 22 applicants have been processed. 66% of the targeted goal of 33 households. \$4,104 in fuel has been delivered, 16% of the total funds allocated for this activity.

CDBG Applications

MRPC submitted four single community applications to MA Department of Housing and Community Development on March 10, 2017. Award announcement is expected later this summer.

1. Winchendon - \$557,000 – Street repair, housing rehab and fuel assistance
2. Shirley - \$800,000 – Housing Rehab and fuel assistance
3. Townsend - \$800,000 – Housing Rehab and Fuel Assistance
4. Lancaster - \$800,000 – Housing Rehab, Architectural Barrier Removal

MONTACHUSETT ENTERPRISE CENTER (MEC)

Receivership Program

- 119 Everett Avenue - Bank of Record has paid the Receivers lien on this property. MEC received a check for \$55,939.
- 112 Harvard Avenue – The Housing Court has approved MEC’s purchase of this property after a prolonged effort to cure a defect in title. MEC has had a tenant in this property. MEC is now moving forward on the sale of this property and has reached out to the current tenant to determine if she is interested in this purchase.
- 207 Adams Drive – MEC is waiting on the response from Enterprise Bank and Trust (EBTC) for the loan request to complete renovations to this property in the amount of approximately \$8,000 so MEC can move forward with the sale of this property.
- 30 Phillipston Road. – Also waiting to hear from EBTC on loan request to complete this repair to the property in the amount of approximately \$32,000 so we can move forward on sale of property.

Ashburnham 40B Projects

MEC staff actively designing marketing plan for both 32 Whitney Drive and 10 Monroe Drive. MassHousing has approved MEC to act as sales agents for these properties. Excavation of retention pond in front of lot at 32 Whitney Drive complete, completing MEC’s obligation to developer. Both properties occupied by tenants on one year leases. Closing dates targeted for October.

6.3 TRANSIT

Wachusett Commuter Rail Station and Layover Facility

No new information.

Ayer/Shirley/Devens/Fixed Bus Route

On April 21, 2017 staff attended a meeting with Mass Development and Devens Enterprise Commission and discussed the start-up of the Shuttle Service. On April 24th, MART implemented the new service. Twenty-nine (29) riders utilized the shuttle in the first week and 31 riders in the second week. The bus objective of the shuttle is to connect Devens businesses to the MBTA commuter rail station for the reverse commute and with the Fitchburg/Leominster labor force; and to connect the residents of Ayer, Shirley and Devens with the Shopping Centers in Leominster.

Ayer Parking Facility

The Ayer Board of Selectmen approved the schematic (deck) design with a 7’ clearance to be designed and constructed at the Division of Conservation and Recreation (DCR) parcel. Staff continues to assist Montachusett Area Regional Transit (MART) in working with Federal Transit Administration (FTA), Massachusetts Bay Transportation Authority (MBTA), Executive Office of Energy and Environmental Affairs (EOEEA), Division of Capital Asset Management and Maintenance (DCAMM), Division of Conservation and Recreation (DCR), Town of Ayer and Weston & Sampson consultant to move forward with the construction of the proposed project.

6.4 TRANSPORTATION

Montachusett MPO Endorsements

At the MPO meeting held May 17th, the Montachusett Metropolitan Planning Organization (MPO) voted to endorse the following documents:

FFY 2017 Transit Element Amendment #4 of the FFY 2017-2021 TIP

Amendment #4 reflects changes to the cost of two projects as a result of anticipated funding changes. No comments were received during the comment period.

Montachusett Critical Urban Freight Corridors (CUFCs) and Critical Rural Freight Corridors (CRFCs) Additions

The Fixing America's Surface Transportation (FAST) Act requires the Federal Highway Administration (FHWA) Administrator to establish a National Highway Freight Network (NHFN) to strategically direct Federal resources and policies toward improved performance of the NHFN. The NHFN consists of the following four subsystems: (1) the Primary Highway Freight System (PHFS); (2) those portions of the Interstate System not part of the PHFS; (3) Critical Rural Freight Corridors (CRFCs); and (4) Critical Urban Freight Corridors (CUFCs). The Montachusett MPO was asked to designate and submit CRFCs and CUFCs to the FHWA Administrator and certify to the FHWA Administrator that their designated CRFCs and CUFCs meet the federal requirements. A draft of the road segments that were identified as meeting the Corridor criteria was put out for a 21-day comment period. One comment was received that led to the addition of Barnum Road into Devens. A corresponding equal length segment (0.84 miles of CUFCs) was removed in order to meet the required target mileage limits for the region; 14.75 miles of CRFCs and 3.36 miles of CUFCs. It should be noted that these designations can be revised in the future if situations/conditions change.

Montachusett FFY 2018-2022 TIP

The MPO voted to endorse the 2018-2022 TIP after a review and discussion related to comments received and target availability. Comments were received related program corrections and updates. The final TIP did not significantly reduce the available target funds "left on the table" in the individual federal fiscal years. A TIP project meeting held on May 10th before the MJTC meeting where communities could present additional projects did not result in any new ready projects for the TIP. The resulting endorsed TIP and projects will continue to be monitored throughout the year in order to advance and amend the document in the event of any change in any projects status.

Unified Planning Work Program (UPWP) 2017-2018

At the MPO meeting on May 17, 2017, the Montachusett Metropolitan Planning Organization (MPO) reviewed a Draft UPWP. The UPWP is a budget and programming tool that outlines our work activities for the year that will cover October 1, 2017 to September 30, 2018. The Montachusett Joint Transportation Committee (MJTC) will

review the draft UPWP as well as any comments received at its June 14th meeting. The UPWP is budgeted at \$725,176 (\$647,248 in "PL" funds and \$77,928 in FTA/Local funds).

The next MJTC meeting is scheduled for June 14, 2017 at 6:30 p.m. The next MPO meeting is scheduled for June 21, 2017 at 1:00 p.m.

After some discussion, Noreen Piazza moved that the Montachusett Regional Planning Commission cancel the July meeting of the MRPC. The next meeting will take place on Thursday, August 3, 2017. The motion was seconded and passed unanimously.

7. ADJOURNMENT

There being no further business the meeting adjourned at 8:15 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	
Dodge, Alan	A	Athol	7.2016		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
Graves, Scott	A	Gardner	7.2015		X
Burke, Russ	M	Groton	7.2016		X
Graham, Don	M	Harvard	7.2015		X
Bratko, Thomas	M	Hubbardston	7.2016		X
Stauder, Michael	A	Hubbardston	7.2016		X
Christopher, Thomas	M	Lancaster	7.2016		X
Piazza, Noreen	A	Lancaster	7.2016	X	
Prokoweit, 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
Terenzini, Carter	A	Templeton	9.2016		X
King, Cindy	A	Townsend	7.2016		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, Brad Harris, Bobbi Jo Johnson, John Hume, Linda Parmenter, Holly Ford, Jason Stanton

Guests Present: Barbara Yocum, Shirley

DOCUMENTS DISTRIBUTED AT MEETING:

June 1, 2017 MRPC Meeting Handout
 May 4, 2017 MRPC Meeting Minutes
 Cash Schedule (3 1 17 – 4 30 17)
 FY2017 Final Budget
 FY2018 Budget
 MRPC Organizational Chart
 FY2017 Final budget vs. Actual Expenses