

**MINUTES OF THE MEETING
OF THE
MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)**
464 Abbott Avenue, Leominster, MA
THURSDAY, APRIL 5, 2018
7:00 PM

1. OPEN MEETING, INTRODUCTIONS AND ANNOUNCEMENTS

John Telepciak called the meeting to order at 7:00 p.m. All present introduced themselves.

2. APPROVAL OF MARCH 1, 2018 MRPC MEETING MINUTES

T. Bratko moved that the Montachusett Regional Planning Commission approve the March 1, 2018 minutes as printed. The motion was seconded and passed unanimously.

3. TREASURER'S REPORT

3.1 Financial Oversight Transition

G. Eaton informed the MRPC about a transition in the financial oversight of the MRPC. Mr. Eaton indicated that an advertisement has been placed for the hiring of a Fiscal Manager. During the transition period, the Executive Director, Executive Assistant and Human Resource and Administrative Director will work as a team on financial tasks. Discussion took place regarding the transfer of \$10,000 from the Consultant Fee Line Item of the Budget to the Accounting/Legal and Training line items if needed. Mr. Eaton added that the Consultant Fee Line Item in the amount of \$10,000 was previously approved by the MRPC to hire a Compensation Consultant.

3.2 Cash Schedule

Presentation of the cash schedule was postponed.

4. ELECTION OF NOMINATING COMMITTEE

J. Telepciak indicated that at the March 1, 2018 MRPC Meeting Guy Corbosiero, Roger Hoyt and John Telepciak volunteered to serve on the Nominating Committee.

The Nomination Committee will meet and present its Slate of Officers at the May 3, 2018 MRPC meeting.

L. Shifrin moved that the Montachusett Regional Planning Commission approve the nominations of Guy Corbosiero, Roger Hoyt and John Telepciak to serve on the Nominating Committee. The motion was seconded and passed unanimously.

5. PRESENTATION OF FISCAL YEAR 2017 AUDIT BY ROLAND LAMBALOT, CPA

R. Lambalot distributed and explained in detail the Fiscal Year 2017 Audit. He referred to the MRPC's Statement of Net Position, Statement of Revenues and Expenditures, Schedule of Findings and Questioned Costs.

Questions were asked by Commissioners and answered by Roland Lambalot and Glenn Eaton.

L. Shifrin moved to accept the FY017 audit as presented by Roland Lambalot. The motion was seconded and passed unanimously.

After further discussion, M. Pineo moved that the Montachusett Regional Planning Commission prohibit cash advances to employees. In addition, expense reports for conferences submitted by the Executive Director must be reviewed and approved by the Chairman or Treasurer of the Commission. The MRPC's Personnel Policies and Procedures Handbook will be revised to reflect both changes effective immediately. The motion was seconded and passed unanimously.

6. ADMINISTRATIVE MATTERS

6.1 Department of Conservation and Recreation Acquisition of an Interest of 21 +/- Acres of Land 120 Day Waiver Form Town of Hubbardston

J. Telepciak reported that the MA Department of Conservation and Recreation has under consideration the acquisition of an interest in approximately 21 +/- acres of land in the Town of Hubbardston. The property is primarily wooded, wooded wetland and open meadow with some upland open areas of land now reverting to successional forest cover. The properties road front area was the site of a fabricating businesses. All buildings and infrastructure are now gone and an Environmental Site Assessment followed by remediation work. DCR owned property abuts the property. The property is located off Route 62 and Upper Intervale Road. The property will be managed under the Quabbin Land Management Plan Guidelines. DCR is asking that that the 120-day notification period be shortened so to complete this transaction as soon as possible.

M. Pineo moved that the Montachusett Regional Planning Commission authorizes its Executive Director to endorse a waiver agreeing to waive the 120-day notice period and approve the acquisition in less than 120 days. The motion was seconded and passed unanimously.

7. STATUS REPORTS

7.1 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

MRMapper & MOBILE APPS (GENERAL)

MRPC is in the beginning stages of updating the public *MRMapper* WebApps to the most current version (2.7) of the software.

COMMUNITY DEVELOPMENT

All Community Development Block Grant (CDBG) projects are completed.

COMMUNITY-RELATED

Fitchburg Parcel Enhancements – No new information.

Shirley Cemetery Mapping - MRPC completed mapping of the Center and Village cemeteries. Additionally, we have created a MRMapper application that the Town can use to populate their cemetery records in. The Town is currently entering data into this application. Data entry should be completed by the end of the fiscal year. Once data entry is complete, the end results will be internal and public applications for the two cemeteries.

Clinton Street Map – No new information.

Shirley Street Map – No new information.

Harvard Zoning – A Ground Water Protection Overlay District (GWPOD) map was completed for the Town. If the Town approves the GWPOD additional updates to the Official Zoning map will be required at a later date.

Ashby Open Space - MRPC completed a draft Open Space map for the Town's Open Space Plan consultant. Additional work may be required on an as-needed basis.

Shirley Assessor Mapping – MRPC is currently working on FY19 assessor data and parcel mapping updates. Once this phase is complete we will update the Town's current internal and public MRMapper sites. This project is expected to be completed in late March/early April.

COMPREHENSIVE PLANNING

Community Health Needs Assessment - MRPC is currently creating maps which will be used in the final report. The purpose of this project is to improve health services in our region. The latest maps we created for this project showed total patient admittances per hospital by patient zip code. We will continue to work on this project as needed by the planners. This project will be ongoing into Summer 2018.

TRANSPORTATION-RELATED

Shirley Village Railroad Crossing – This project is complete.

Roadway Safety Improvement Project Selection Report – This project is complete. We will work to update the data on MRMapper in April.

Trail Guide Update – Trail data has been updated for Lancaster Town Forest. GIS and Transportation staff met with the CR Stewardship Coordinator from Mass Wildlife to go over which of their trails they would like displayed on our Regional Trail Brochure. We still have to complete updates for Groton, Lunenburg, Shirley, and Townsend. We are also still accepting new trail data so we may have more updates to do in the future if communities send us more data. This stage of the project is expected to be completed in Summer 2018.

MISCELLANEOUS

Light Detection and Ranging (LiDAR) Data processing – No new information.

7.2 PLANNING AND DEVELOPMENT

Comprehensive Planning Division

FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)

As part of this contract, MRPC provides assistance to communities seeking grant funds to improve economic vitality. MRPC staff assisted the communities of Lancaster, Shirley, Townsend, and Winchendon to put together Community Development Block Grant applications. Applications

were submitted to the Massachusetts Department of Housing and Community Development (DHCD) on March 2, 2018.

FEDERAL ENVIRONMENTAL PROTECTION AGENCY (EPA), MONTACHUSETT REGION BROWNFIELDS ASSESSMENT PROGRAM

A minimal amount of funds for environmental site assessments (ESA) may be available. Please contact John Hume (jhume@mrpc.org) for information.

DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA)

Projects that MRPC staff are working on include:

- Town of Winchendon: Assistance to complete previous work on individual chapters of Winchendon's Master Plan and compile each chapter into a complete Master Plan document.
- Town of Athol: Transportation Master Plan Chapter Update.
- Town of Ayer: Assistance with identifying and prioritizing existing and potential conservation lands in Ayer.

HEYWOOD HEALTHCARE ECONOMIC IMPACT REPORT

MRPC continues to work on an Economic Impact of Healthcare Report based upon Heywood Healthcare's contribution to its Service Area. Economic census information has been gathered and analyzed. The Service Area includes the following communities: Ashburnham, Athol, Erving, Gardner, Hubbardston, New Salem, Orange, Petersham, Phillipston, Royalston, Warwick, Wendell, Westminster, and Winchendon.

COMMUNITY HEALTH ASSESSMENT OF NORTH CENTRAL MASSACHUSETTS

MRPC staff continue to work on the update of a Community Health Assessment of North Central Massachusetts. The report will consist of a broad scope of data from multiple sources including but not limited to primary and secondary data sources, input from stakeholder interviews, community member focus groups, and survey(s) in order to provide a status of health in the service area.

CHEMICAL SAFETY AND CLIMATE CHANGE PREPAREDNESS TRAINING

MRPC staff is working on a grant from the Massachusetts [Office of Technical Assistance and Technology](#) (OTA) and the US Environmental Protection Agency (EPA) to sponsor workshops designed to educate city officials, community leaders, Fire Departments, Departments of Public Works, Local Emergency Planning Committees (LEPCs) and businesses about the toxic chemicals stored, used and transported through their communities. The goal is to make our region's communities more capable of addressing climate change-related disasters by providing critical information and thoughtful preparation needed for targeted planning and reducing the use of toxics in the communities.

The training workshop for Tuesday, March 13th at 9:00am – 12:00pm for businesses **was cancelled** due to the snowstorm. The training workshop is being rescheduled.

MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES (DOER)

MRPC was awarded grant funds from the Massachusetts Department of Energy Resources (DOER) to assist the Town of Hubbardston, Royalston, and Templeton to become Green Communities and to assist with administration of existing Green Communities for Fitchburg, Lunenburg, and Westminster. The towns of Ashby and Athol have expressed interest in participating in the program.

MRPC has recently been contacted by DOER for the opportunity to amend our Municipal Energy Technical Assistance Grant to add/change communities who need assistance with Green Communities tasks. MRPC can assist with annual reporting, competitive grant applications and procurement activities. The new amendment to the grant is due to DOER on April 12th. Any MRPC community interested in this service should contact MRPC staff person Karen Chapman (kchapman@mrpc.org.)

Community Development Division

ROYALSTON WHITNEY HALL REUSE STUDY

No change in status.

WINCHENDON ASHBY FY2016 CDBG

Housing Rehab Program: All twelve housing projects have had loans closed. 98% of housing rehab funds have been expended or committed. Despite the recent snow, septic installations have started.

WINCHENDON FY17 CDBG

Housing Rehab: Four applications have been submitted for two projected projects. One applicant was not income eligible. The others are pending documentation.

Fuel Assistance: The grant limit of 25 applications have been approved. To date five deliveries have been made for a total of \$2,127. Deliveries are expected to increase now that applicants' LIHEAP benefits are being exhausted.

Chestnut St: The Request for Proposals (RFP) was released on March 15th. Bids will be opened on April 17th. Construction is expected to begin in mid- May and project completion is expected in mid-August.

SHIRLEY FY17 CDBG

Housing Rehab: Nine applications for assistance have been received. One has been determined to be not income eligible. The other eight projects are being scheduled for program intake and initial inspections. The target goal for this program is 15 units of housing to be repaired.

Fuel Assistance: Eleven applications for fuel assistance have been received and approved. Two deliveries for a total of \$1,215 have been made.

CDBG APPLICATIONS

Applications for Winchendon, Shirley, Lancaster and Townsend were submitted on March 2nd

MONTACHUSETT ENTERPRISE CENTER (MEC)

RECEIVERSHIP – 207 ADAMS DRIVE, ATHOL

Several showings have taken place at 207 Adams Drive. No offers yet. The list price is now negotiable.

ASHBURNHAM 40B PROJECTS

Repairs to drywall have been completed. No change in status of comprehensive permit. Ads have been placed to rent to new tenants at will.

7.3 TRANSIT

AYER PARKING FACILITY

MRPC attended a meeting with the consultant Weston and Sampson regarding the design issues of the Parking Facility. MRPC reviewed the project design plans submitted by the consultant and provided MART with comments.

COORDINATED TRANSIT PLAN UPDATE

No change in status.

7.4 TRANSPORTATION

MONTACHUSETT MPO FFY 2019-2023 TRANSPORTATION IMPROVEMENT PROGRAM (TIP)

The Montachusett Metropolitan Planning Organization (MPO) met on March 28th and reviewed various funding scenarios for FFY 2019 to 2023. These scenarios were based upon information provided at the February MPO meeting, TIP Readiness Day with MassDOT, local support information and the revised Transportation Evaluation Criteria (TEC). At the meeting, MPO members discussed options and developed a preferred scenario. With a preferred funding scenario, the next step will be the development of a draft document for MPO and MJTC review in order to release it for public comment after the April MPO meeting.

Federal Aid target figures for the FFY 2019-2023 TIP are as follows:

Total Federal Aid Target

FFY 2019	\$10,253,853
FFY 2020	\$10,636,366
FFY 2021	\$10,851,652
FFY 2022	\$11,072,618
FFY 2023	\$11,314,453

The MPO developed a funding scenario is available as a handout.

FFY 2019 UNIFIED PLANNING WORK PROGRAM (UPWP)

Staff is continuing working on the development of the next UPWP. At the last MPO meeting, staff reviewed several potential tasks as well as a draft budget. The town of Lunenburg has been in contact with the MRPC regarding a potential study. Once the request is received, a task will be developed to address the town's concerns. The major work task will be the development and

completion of the 2020 Regional Transportation Plan (RTP). A draft will be prepared for the April MPO meeting for review and release for public comment. The UPWP is a budget and programming tool that outlines our work activities for the year that will cover FFY 2019 - October 1, 2018 to September 30, 2019. Our PL allocation for FY 2019 is set at \$661,146.

Next MJTC Meeting – April 11, 2018 at 6:30 PM, Westminster Town Hall

Next MPO Meeting – April 18, 2018 at 1:00 PM

G. Eaton informed the Commission that MRPC's MassDOT liaison, Nikki Tishler passed and he asked if MRPC would be agreeable to donate \$200.00 in her memory.

M. Pineo moved that the Montachusett Regional Planning Commission approve the donation of \$200.00 in Ms. Tishler's memory. The motion was seconded and passed unanimously.

8. ADJOURNMENT

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	
Rebecca Bialecki	A	Athol	7.2017		X
Vacant	M	Ayer			X
Vacant	A	Ayer			X
Duffy, Phil	M	Clinton	12.2011		X
Vacant	A	Clinton			X
Lowitt, Peter	N/V	DREZ	7.2001		X
Caron, Paula	M	Fitchburg	7.2002		X
Vacant	A	Fitchburg			X
Gross, Allen	M	Gardner	2.2005		X

Cruz, Maribel	A	Gardner	8.2017	X	
Burke, Russ	M	Groton	7.2016		X
Vacant	A	Groton			X
Maiores, Rich	M	Harvard	7.2017		X
Vacant	A	Harvard			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	
Vacant	M	Leominster			X
Vacant	A	Leominster			X
Prokowieiw, David	M	Lunenburg	7.2015		X
Jeffreys, Michael Ray	A	Lunenburg	8.2017		X
Vacant	M	Petersham			X
Allen, Nancy	A	Petersham	7.2015		X
Vacant	M	Phillipston			X
Telepciak, John	A	Phillipston	10.201	X	
Natrowicz, Kyle	M	Royalston	7.2015		X
Barclay, James	A	Royalston	7.2017		X
Widing, Sarah	A	Shirley	7.2015		X
Yocum, Barbara	M	Shirley	8.2017	X	
Pineo, Michael	M	Sterling	7.2014	X	
Kilcoyne, John	A	Sterling	7.2014		X
Rich, Dennis	M	Templeton	7.2017		X

Terenzini, Carter	A	Templeton	9.2016		X
Shifrin, Laura	M	Townsend		X	
King, Cindy	A	Townsend	7.2016		X
Weist, Linda	M	Westminster	7.2017		X
Vacant	A	Westminster			X
Corbosiero, Guy	M	Winchendon	7.2011		X
Cyganiewicz, Austin	A	Winchendon	7.2015		X

Staff Present: Glenn Eaton, Brad Harris, George Kahale, Jason Stanton, Linda Parmenter

Guests: Roland Lambalot, CPA, Auditor; Scott Lambalot, Auditor

DOCUMENTS DISTRIBUTED AT MEETING:

April 5, 2018 MRPC Meeting Handout

March 1, 2018 MRPC Meeting Minutes

Audit Report Year Ended June 30, 2017

Statement of Net Position

Statement of Revenues and Expenditures

Schedule of Findings and Questioned Costs.

Culvert Replacement Municipal Grant Assistance Program