



MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)

Thursday, November 4, 2021

7:00 PM

REMOTE: GoToMeeting App

MEETING MINUTES - REVISED

1. Open Meeting, Introductions and Announcements

G. Corbosiero called the meeting to order at 7:02 p.m. G. Corbosiero stated in accordance with Governor Baker's Covid-19 Executive Order regarding the Open Meeting Law and remote participation, votes will be taken through Roll Call.

Roll Call Taken

Alan Pease- present
Dean Valliere- present
Guy Corbosiero- present
John Telepciak- present
Jonathan Kranz- present
Rick Ward- present
Stacia Donahue- present
Roger Hoyt- present

2. Approval of October 7, 2021, MRPC Minutes

R. Hoyt moved that the Montachusett Regional Planning Commission approve the October 7, 2021 minutes as distributed. The motion was seconded.

Roll call vote followed.

Alan Pease- Abstain
Dean Valliere- Abstain
Guy Corbosiero- Yes
John Telepciak- Yes
Jonathan Kranz- Abstain
Phil Duffy- Abstain
Shaun Copeland- Abstain
Stacia Donahue- Yes
Roger Hoyt- Yes
Veronica Kell- Abstain

3. **Cash Schedule – October 2021**

L. Quinlivan read the October 2021 cash schedule.

Opening Balance **\$488,545.55**; Total receipts this month **\$151,294.25**; Total cash on hand before this warrant **\$639,839.80**; Less: amount of this warrant **\$153,644.24**; Balance after this warrant **\$486,195.56**.

As requested by G. Eaton, we included the MEC accounts on the cash schedule. Showing on this month's cash schedule is the ending balance as of 10/31/21 of **\$31,107.51**. A total balance of accounts including MEC is **\$517,303.07**.

A Pease asked what the transfer between the MMDT account and the MRPC checking account was for. L. Quinlivan stated this happens each month. A. Pease wanted clarification if this was money coming in, L. Quinlivan confirmed it is not, it is just a transfer from one account to another.

L. Quinlivan stated that going forward, the MEC account information will be included with the opening balances of all the accounts, it was placed at the end of the report due to this being the first month of us including this account.

A Pease moved to accept the October 2021 cash schedule as read subject to audit and to be placed on file. The motion was seconded.

Roll call vote followed.

Alan Pease- Yes
Roger Hoyt- Yes
Dean Valliere- Yes
Guy Corbosiero- Yes
John Telepciak- Yes
Jonathan Kranz- Yes
Phil Duffy- Yes
Shaun Copeland- Yes
Stacia Donahue- Yes
Veronica Kell- Yes

4. **Administrative Matters presented by G. Eaton**

Information concerning the pending status of retirement legislation and strategic planning will return to the monthly meeting agenda when these matters move forward.

4.1 **Update: COVID-19 Office Space Management and Safety – Information**

The Executive Director has noticed an increase in COVID-19 cases in the eastern Montachusett region and the Greater Gardner area. We are watching the trends carefully. The office remains closed for general visitation, but open by appointment to visitors.

4.2 **Update: FY19 Community Development Block Grant, COVID Response Award of \$296,100 to Shirley (lead community), Lunenburg, Royalston, Townsend, and Westminster – Information**

A public hearing was unable to be advertised in October due to staff illness. The public hearing will be advertised in November and published accordingly concerning this program.

4.3 Montachusett Enterprise Center, Inc. (MEC) – Information

The annual meeting was held on October 14th. MEC's President, Mr. Guy Corbosiero, assisted staff with reviewing which documents must be filed to the Secretary of State for compliance. Documents, such as the Annual Report, Change of Directors, and Change in Address. MEC Public Charity paperwork has been filed, by the Auditor/Accountant, and the agency is in compliance with this requirement.

4.4 Administrative Matters

4.4.1 Housekeeping Editions to the MRPC Personnel Policies and Employee Procedures Handbook – Action of the Commissioners Requested

Temporarily on hold until management completes the hiring of the Principal Planner, Regional Planner, Economic Development Intern, Economic Development Manager, and ARPA SLFRF Grant Management and Compliance Direct (if necessary).

4.4.2 Flexible Work Locations and Scheduling Policy – Information

Temporarily on hold until management completes the hiring of the Principal Planner, Regional Planner, Economic Development Intern, Economic Development Manager, and ARPA SLFRF Grant Management and Compliance Director (if necessary).

4.4.3 American Rescue Plan Act (ARPA) – A New Funding Program for Cities, Towns, Counties, and States

We have advertised internally for both an ARPA Grant Management and Compliance Director and Economic Development Manager. Our current Economic Development Manager, Christopher McDermott gave his notice about three weeks ago.

The Executive Director will reengage communities, in November through December, on the topic of possibly delivering ARPA SLFRF grant management, procurement, compliance, reporting, and related tasks.

Updates to the Commissioners concerning the number of communities and the status of the quantity and quality of applicants that may need MRPC's services will be made on the evenings of December 9th and January 6, 2022.

4.5 Other Administrative Matters

4.5.1 Hiring Individual for the Principal Planner Position- Action Requested Report

The filling of this position is funded by multiple planning grants that are the responsibility of the Planning and Development Department. The position has been advertised. Multiple interviews have been made by the Planning and Development Director and the Executive Director. A candidate has been selected. The Executive Director recommends the hiring of Erica Roper for the position of Principal

Planner and to work for this agency on a full-time basis at an annual rate to be negotiated between management and the candidate. (This position includes benefits).

- *If the candidate is unable to accept this offer, management respectfully requests the approval of the Commissioners to allow management to continue advertising and interviewing candidates until a new, qualified candidate can be found and if a candidate can be identified prior to the next meeting of the Commissioners to be held on December 9, that management be allowed to hire that candidate at a figure not to exceed \$67,500, annually. (This position was advertised at \$60,000 through \$67,500 DOQ [grade 18 per 2020 Compensation Plan].)*

RESOLUTION

BE IT RESOLVED that the Montachusett Regional Planning Commission approves of the Executive Director's recommendation to hire Erica Roper, or another suitable candidate as per the above report, for the position of Principal Planner for the Planning and Development Department.

4.5.2 Hiring Individual for the Regional Planner Position

REPORT

A new grant, in the amount of \$80,500, has been awarded to the MRPC from the Massachusetts Department of Energy Resources (DOER) for the Regional Energy Planning Assistance (REPA) project; \$55,500 will be used for staff and office costs and \$25,000 will be used for consultant services.

The position has been advertised. Multiple interviews have been made by the Planning and Development Director and the Executive Director. A candidate has been selected. The Executive Director recommends the hiring of Tyler Godin for the position of Regional Planner and to work for this agency for 22.5 hours weekly, to start, at an hourly rate to be negotiated between management and the candidate and based upon the annual pay range as advertised (see below) where management would also be authorized to expand this new employee's hours to full time based upon a successful performance evaluation to be completed in no less than 30 and no more than 180 days from his first day of employment. This position will include benefits.

- *If the candidate is unable to accept this offer, management respectfully requests the approval of the Commissioners to continue advertising and interviewing candidates until a new, qualified candidate can be found and if a candidate can be identified prior to the next meeting of the Commissioners to be held on December 9, that management be allowed to hire that candidate at a figure not to exceed \$56,400, annually (minimum salary of \$45,100 through \$56,400 DOQ [grade 15 per 2020 Compensation Plan]).*
- *If this individual is hired for three days per week, the FY22 Budget salary expenses line item will increase by \$ 28,501.20 and the medical benefits line item will increase by \$1,395.16, the total projected expenses for the year would be \$1,851,568.36, revenue would be \$1,913,926.92 (as of this point in time), the total projected surplus would be \$62,358.56 (3.4%). The Executive Director requests that additional funds be added to the salary and medical expenses line items in order to fill the Regional Planner position.*

RESOLUTION

BE IT RESOLVED that the Montachusett Regional Planning Commission approves of the Executive Director's request for add funding to the budget as explained in detail, above and of his recommendation to hire Tyler Godin, or another suitable candidate as per the above report, for the Planning and Development Department

4.5.3 Hiring Individual for the Economic Development Intern Position – Action Requested

REPORT

This position is funded by the EDA COVID planning grant and has been vacant for some time. The position has been advertised. Multiple interviews have been made by the Planning and Development Director and the Executive Director. A candidate has been selected. The Executive Director recommends the hiring of Ryan Doherty for the position of Economic Development Intern and to work for this agency no more than 18 hours per week at an hourly rate of \$15.00 per hour (this position does not include benefits).

RESOLUTION

BE IT RESOLVED that the Montachusett Regional Planning Commission approves of the Executive Director's recommendation to hire Ryan Doherty as an Economic Development Intern for the Planning and Development Department.

G. Corbosiero summarized and confirmed that the three resolutions included allowing the Executive Director to hire another individual should any one or more of the candidates not accept the position offered. G. Eaton confirmed that is correct.

D. Valliere moved to accept the three resolutions as presented. The motion was seconded.

Roll call vote followed:

Alan Pease- Yes
Roger Hoyt- Yes
Dean Valliere- Yes
Guy Corbosiero- Yes
John Telepciak- Yes
Jonathan Kranz- Yes
Phil Duffy- Yes
Shaun Copeland- Yes
Stacia Donahue- Yes
Veronica Kell- Yes
Robert Swartz- Yes

All three motions passed unanimously.

4.5.4 Posting of Economic Development Manager and ARPA SLFRF Grant Management and Compliance Director Positions – Information

A job description for the ARPA SLFRF Grant Management and Compliance Director position has been created and the job was posted internally on November 1st. If there are no internal candidates, then this position will be publicly advertised no later than November 16th.

5. CONTRACT STATUS REPORTS

The management team will be discussing how to streamline the contracts' status reports function of each monthly meeting. Under consideration are the following:

1. Submission of contract status reports to the Commissioners on a quarterly basis to enable staff to expend more time delivering services versus reporting upon them.
2. Formatting the contracts' status reports section by contract versus by department; and,
3. Using the time expended on status reports for more meaningful discussions among member communities, such as discussing the three million square feet-plus distribution facility under review in Lancaster and its regional housing, transit, transportation, and other impacts.

Input from the Commissioners is welcome during the public meetings held on November 4th and December 9th. Additional Commissioner's comments will be welcome through December 10th via phone and email.

G. Corbosiero asked what the Commissioners like to see happen going forward with the status reports.

J. Kranz suggested that only the priorities be presented during the meeting. The Commissioners all receive the report and they read the report prior to the meetings; let's just discuss what is new or needs attention.

R. Hoyt suggested discussion on new contracts only. The report should include the status of all contracts however, discussion could be limited to new contracts and the details of those contracts. Highlight new contracts.

P. Duffy suggested a "red, yellow and green" system. This would help Commissioners to know where the contract was in the completion process.

S. Donahue suggested they get an update now and then when there are changes in the State level.

K. Chapman suggested maybe changing the format to listing the contracts and having all departments add their comments vs. having the report by department often times having contracts listed twice on the report. This may help towns to get a better overall picture of the whole status not just a department status.

P. Duffy likes the idea of spending more time on community driven discussions vs. just reading the status report.

H. Ford stated this is exactly why we are trying to make these changes. We want to have more discussion among the Commissioners. We want to talk about what you want to talk about. We want to get more involvement from staff and the communities.

J. Telepciak agrees with all. John stated there is even less communication going on now that we are all remote and not standing together in a room.

P. Duffy suggested a quarterly status report vs. a monthly report so long as staff is informing the Board of any and all priorities, new contracts, etc. But definitely in favor of moving meeting along with important matters.

K. Chapman asked about any topic ideas that they would like to hear about. P. Duffy said, ARPA and use of funds. J. Kranz would like to discuss anything to do with housing and 40B. R. Hoyt suggested the Housing Choice. P. Duffy suggested we invite the Johnny Appleseed Staff to our meetings to describe tourism in the region.

G. Corbosiero encouraged more ideas and suggestions to be emailed or sent in as they come up.

5.1 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

3022230 MISC. GIS CONTRACTS

1. Data & Applications: Continuous project to update and maintain data and applications throughout the year; Project Lead/Staff – Jason Stanton
 - Updates to the data and applications on the site are continuously performed. Check back periodically at <https://mrmapper.mrpc.org> to see what's new.
2. Crocker Pond Recreation Area Trail Mapping: Project to create a trail map of the Crocker Pond Rec. Area in Westminster with points of interest; Project Lead/Staff – Kayla Kress
 - No new information. This project is ongoing
3. Lunenburg Conservation Lands Mapping: Project to create a series of "You Are Here" trail maps that will be installed at the kiosks and intersections of multiple conservation lands owned by the town; Project Lead/Staff – Kayla Kress
 - Edits were received and incorporated into a new template. After receiving approval on the new template, GIS staff created drafts of all the 8.5"x11" maps and sent them to the Town contact. Further feedback will be incorporated and once the 8.5"x11" drafts are approved, GIS staff will recreate the maps at 12"x18."
 - This project is expected to be completed by mid-November
4. Royalston Parcel Updates: Project to update the parcel data, maps and MRMapper sites for the Town of Royalston; Project Lead/Staff - Jason Stanton/Kayla Kress
 - Parcel data and map updates are complete.
 - GIS staff is waiting on approval from the Town to update the Town's MRMapper web apps.
 - This project is expected to be completed in November.
5. Westminster Zoning Change Proposal Map: Project to create a set of maps that depict a potential zoning change; Project Lead/Staff – Kayla Kress/Jason Stanton
 - GIS staff was asked by the Westminster Planner to create a map that depicts the current zoning in a certain area and then another map of the same area that shows a proposed zoning change.
 - This project has been completed.

305100 EDA COVID-19 7/1/20-6/30/2022

Infrastructure Mapping: A subtask of the 2019 CEDS review to identify and map water and sewer infrastructure in the region; Project Lead/Staff – Christopher McDermott/Kayla Kress, Jason Stanton, and Karen Chapman

- GIS staff met with Planning staff to develop the scope of work. To ensure that the results of the project are impactful for industrial development, it was agreed that the mapping of water and sewer infrastructure would be focused on undeveloped,

industrial- or commercial-zoned parcels of five acres or more that are within two miles of a major transportation route. GIS staff have begun to develop a methodology for identify these parcels.

- This project is ongoing.

305400 COMBINED PLANNING GRANT (PL) 10/1/20-9/30/21

1. Public Information Reporting/Participation Program: Program to maintain an active Public Participation Program through various outreach methods; Project Lead/Staff – Brad Harris/George Snow, Sheri Bean, Brian Doherty, Jason Stanton
 - GIS staff is working on creating a MRMapper web app that depicts the Region’s high crash locations. This will be publicly available on the MRPC’s website and Municipalities will be encouraged to refer to it as they plan for transportation improvements.
2. GIS Mapping & Analysis: Program to conduct GIS work & support; Project Lead/Staff – Jason Stanton/Kayla Kress
 - GIS staff is working with the Town of Hubbardston to update their road inventory to complete an Official Street map for the Town. GIS staff processed all the edits and updates that were received from the Town. Questions were sent to the Town and staff are waiting to hear back from them. It is expected that this project will be completed in November.
3. Data Collection & Analysis Program: Program to collect and analyze various data sources in support of studies and regional databases: Project Lead/Staff – Kayla Kress
 - Six additional communities have provided information/updates to the bike/ped infrastructure data and GIS staff incorporated it into the dataset.
4. Pavement Management Systems: Program to collect, analyze and support pavement conditions on regional roadways; Project Lead/Staff – Brian Doherty, Jason Stanton
 - GIS staff is working on updating the regional pavement data maps, data and MRMapper applications.
5. Intersection Analysis: Program to review regional locations to identify issues and/or deficiencies and develop potential alternatives to address them; Project Lead/Staff – Brian Doherty/George Snow and Kayla Kress
 - No further edits, data, or maps were requested so this project has been completed.
6. Walkability Study(s): Program to improve walkability and access in identified study areas in Sterling and Townsend; Project Lead/Staff – Sheri Bean / Brad Harris, Kayla Kress
 - Feedback was received from Transportation staff and was incorporated by GIS staff.
 - This project has been completed.
7. Regional Pedestrian Plan: Program to develop a regional bike plan based upon the statewide bike plan. Additionally, a program to develop a handheld app for use in the field to collect data on trails throughout the region: Project Lead/Staff – Jason Stanton/Kayla Kress
 - Six additional communities have provided information/updates to the bike/ped infrastructure data and GIS staff incorporated it into the dataset.
 - Because feedback has been received from most of the communities, GIS staff is working on creating a map of each community that depicts existing pedestrian and bicycle infrastructure, future pedestrian and bicycle infrastructure, and priority areas for future pedestrian and bicycle infrastructure.

- GIS staff pulled the percentage of workers by community that walk or bike to work. This data will be analyzed by Transportation staff and used in the final report.
- This project is expected to be completed in November.

305500 COMBINED PLANNING GRANT (5303) 10/1/20 – 9/30/21

1. MART Bus Stop ADA Public Right-of-Way Data Collection: Project to collect data related to MART Bus Stop ADA accessibility
 - No new information. This project will be worked on as needed.

306200 PAG STERLING, HUBBARDSTON, ATHOL 11/10/20 – 6/30/22

Hubbardston Master Plan Maps: A project to develop Master Plan chapters for the Town of Sterling; Project Lead/Staff – Jen Burney and Jonathan Vos/Kayla Kress

- GIS staff incorporated the received Open Space data into the existing map to create a new draft of the Open Space map for the Town’s Master Plan. The map was approved by the Town.
- This project is ongoing and GIS staff will aid as requested.

306400 HEYWOOD COMMUNITY HEALTH ASSESSMENT 11/23/20 – 9/30/21

A project to update the Community Health Needs Assessment reports for Heywood Group and HealthAlliance/UMass Memorial; Project Lead/Staff – Blair Haney/Bruce Hughes, Jonathan Vos, and Kayla Kress

- No additional edits were received for the maps in the Heywood Group’s CHNA.
- GIS staff updated a map for the HealthAlliance/UMass Memorial’s CHNA to depict the correct data.
- This project will be complete if no further edits are requested.

306500 DLTA 14 1/20/21 – 12/31/21

1. Ashburnham Zoning Map Update: A project to update the Town of Ashburnham Zoning Map.
 - GIS Staff received edits from the Town and provided an updated map for review.
 - We are currently waiting on answers to a couple of specific questions in order to proceed with finalizing the map.
 - This project is expected to be completed in November.
2. Ayer Form Based Code Buildout: A project to analyze potential future impacts of Form Based Code Zoning on the Downtown Area; Project Lead/Staff – Karen Chapman/Jason Stanton
 - GIS staff met with the Town to review buildout potential in the district and are working to analyze that information.
 - This project is expected to be completed in November.
3. North Lancaster 40R Smart Growth Overlay District: A project provide aid in the completion of a 40R application in North Lancaster; Project Lead/Staff – Karen Chapman/Kayla Kress

- The Town has received feedback on their application from the state. GIS staff is waiting to receive any edits that need to be made to the maps or acreage spreadsheet. If none are needed, the GIS portion of this project will be complete.
- 4. Shirley 40R Feasibility Study: A project to assess the feasibility of the creation of as-of-right zoning districts such as those eligible under the MA Department of 40R/Smart Growth statute including starter homes; Project Lead/Staff – Karen Chapman/Kayla Kress
 - No new information. This project is expected to be completed by the end of the year.
- 5. South Royalston Village Center District: A project to prepare a bylaw which will increase potential small business opportunities; Project Lead/Staff – Karen Chapman/Kayla Kress
 - No new information. The GIS portion of this project is currently complete, but GIS staff will continue to provide products as they are requested. This project is expected to be completed by the end of the year.

306800 ATHOL ROADWAY SURVEY 2/16/21 - 9/30/2021

A project to inventory pavement conditions, sidewalk conditions and curb ramps in the Town of Athol

- GIS Staff developed an app to collect roadway survey data.
- The data was then edited, analyzed and mapped.
- A MRMapper app has been developed for the Town to be able to review their data.
- This project is complete.

307000 LANCASTER HAZARD MITIGATION 5/20/2021 - 12/15/2021

Lancaster Hazard Mitigation Plan Update: Project to update Lancaster's Hazard Mitigation Plan; Project Lead/Staff – Blair Haney/Kayla Kress

- GIS staff was asked to identify the data and information that will be needed to update the maps within the plan. After compiling the information that is needed, GIS staff sent it to the planning staff.
- This project will be ongoing until mid-December.

307200 DOER REGIONAL ENERGY PLANNING ASSISTANCE 10/1/2021 - 5/31/2023

Green Communities: A DOER REPA project to assist communities in the region with tasks associated with maintaining status as a Green Community with a concentration on data collection, entry, and verification for annually reporting; Project Lead/Staff – Karen Chapman/Jonathan Vos and Kayla Kress

- Data and information have been slowly rolling in and assisting staff have been entering it into MEI or the annual report directly. As the due date for the annual report is drawing near, assisting staff resent the request to the communities that haven't been heard from yet. The two assisting staff will enter data into MEI or into the annual report itself as data is received from the communities.

- This project will be ongoing until mid-November when the annual reports are due.

Please contact Jason Stanton, GIS/IT Director and/or Kayla Kress, GIS & IT Analyst for further information concerning GIS projects.

5.2 PLANNING AND DEVELOPMENT

303660 ROYALSTON GREEN COMMUNITY 6/30/21

Royalston will be completing this grant in time to apply for a Competitive Grant in April.

303800 EPA BROWNFIELDS 7/1/19 – 9/30/22

Grant Award Amount: \$300,000 Grant Period: 10/1/2019 – 9/30/2022

Status of properties:

- 43 Main Street, Ayer: Complete, no further action.
- 62 Canal Street, Athol: Phase I complete, Phase II in progress.
- 925 Mass Avenue, Lunenburg: Phase II complete, Phase III Remedial Planning is in progress.
- 159 West Main Street, Groton: Phase II complete.
- 49 Snow Street, Fitchburg: Phase II complete. Property in process of being sold and redeveloped.
- 4 Summer Street, Winchendon: Phase I, II, and III complete.

There were no new site assessment requests. Revolving Loan Fund and Reuse of Program Income was discussed with the committee and EPA representatives who were present.

A new Brownfields FY22 Brownfields Assessment, RLF and Cleanup Grant Guidelines have come out with the grant application due December 1, 2021. MRPC, with the assistance of BETA Group is planning on applying.

Please contact Glenn Eaton, Executive Director, for information regarding this project.

303870 AFFORDABLE ACCESS REGIONAL COORDINATION (AARC) (DOER) 10/9/19 – 9/30/21

Grant Award Amount: \$104,039 Contract End Date: 6/30/2022

Status: DOER provided contract documents for signature to extend the contract to May 31, 2022. No new information this month.

Please contact Karen Chapman, Planning & Development Director or Meagen Donoghue, Senior Planner, for information on this contract.

304300 MEC TUFTS GRANT 11/11/19 – 12/4/20

Grant Award Amount: \$10,000 Contract End Date: 6/30/2022

Status: No new information this month.

Please contact Jonathan Vos, Regional Planner or Karen Chapman, Planning & Development Director for further information.

305000 MONTACHUSETT AGE FRIENDLY PROJECT 7/1/20 – 6/30/22

Grant Award Amount: \$75,000 Contract End Date: 6/30/2022

Status: No new information this month.

Please contact Jonathan Vos, Regional Planner for further information.

305100 EDA COVID-19 7/1/20 – 6/30/22

Grant Award Amount: \$400,000 Contract End Date: 6/30/2022

- Recruit and onboard an Economic Development Manager - **COMPLETE**
- Recruit and onboard an intern to assist the EDM – **COMPLETE** -intern contract ended in May.
- Review 2019 CEDS according to subtasks below:
 1. Locate and obtain relevant data – **COMPLETE**
 2. Present findings from demographic research and collect feedback – **COMPLETE**
 3. Outreach to local officials/Draft and prioritize development goals based upon feedback – Review and redraft of project request form was completed and sent to stakeholders in June and July. MRPC staff is awaiting responses on the forms.
 4. Distribute business leaders survey – **COMPLETE**
 5. Compile findings and incorporate into CEDS - **COMPLETE**
 6. Present Goals to MRCEDS Committee for approval – **COMPLETE**
 7. 30 Day Public Comment Period – The CEDS update is complete and awaiting final edits prior to publication. Once these are implemented, the final draft will be published to the MRPC website and shared with municipal clerks to be posted for comment.
 8. Publication and promotion – To be accomplished in October.
 9. Develop adequate technological capacity for MRPC Staff Members – **COMPLETE** – under continuous review as needs evolve.
 10. Hire a Marketing Survey Consultant – **NO LONGER NEEDED** due to North Central MA Chamber's recent market analysis.
 11. GIS mapping project for regional water and sewer infrastructure locations in proximity to industrially zoned land along major transportation routes in the region – **IN PROCESS** - EDA & GIS staff are collaborating on the development of a scope of services and cost estimating. EDA has approved this change in project and an amendment is unnecessary as it represents less than 10% of the grant award. An internal meeting has been scheduled to discuss next steps. This will be completed in conjunction with MRPC's project to identify Future Industrial Lands in the region.
 12. Conduct a regional marketing study – **NO LONGER NEEDED** - see Subtask 10.

13. Publish and promote regional marketing study - **NO LONGER NEEDED** – see Subtask 10.
14. Locate and secure funding for CEDS priority projects – to be completed once revised CEDS is completed – October 2021-June 2022.
15. Pursue goals and objectives identified within CEDS - to be completed once revised CEDS is completed – October 2021-June 2022.
16. Conduct annual review of CEDS and projects – May 2022 – June 2022.

Please contact Christopher McDermott, Economic Development Manager or Karen Chapman, Planning & Development Director, regarding this program.

305900 HUBBARDSTON GREEN COMMUNITY 10/1/210 – 12/31/21

Status: No new information this month.

Contact Karen Chapman, Planning & Development Director for information on this contract.

306000 LUNENBURG GREEN COMMUNITY 9/16/20 – 9/30/21

Status: Karen is writing a Final Report for Lunenburg's Competitive Grant.

Contact Karen Chapman, Planning & Development Director for information on this contract.

306200 PLANNING ASSISTANCE GRANT (PAG) FY21 11/10/20 – 6/30/22

Grant Amount: \$98,000 Contact End Date: 6/30/2022

Athol: \$40,000: to use mapping and recommendations from various studies and reports to inform zoning district revisions for Athol's downtown area, develop new zoning use regulations and zoning district language to accommodate changes and begin drafting new zoning district map.

Status: Town stakeholders have reviewed a draft Shared Parking Bylaw developed by Meagen and she is working on the requested edits.

Contact Senior Planner Meagen Donoghue for questions regarding this project.

Hubbardston: \$18,000: To develop an Implementation Element for their Master Plan as well as formatting the entire Master Plan into a final document. This is the last chapter to be completed by MRPC.

Status: Final revisions for maps and data updates regarding newer US Census American Community Survey (ACS) data from the 2015-2019 5-Year ACS for older chapters is proceeding. A draft of an implementation matrix for priority assignment and delineation of goals and activities for every chapter is under development and will be shared with the Planning Board once final goals for all chapters are confirmed (Open Space Goals and Objectives have minor revisions to be made).

Contact Senior Planner Jen Burney and/or Regional Planner Jonathan Vos for information regarding this project.

Sterling: \$40,000: To develop the following Master Plan Chapters – Housing, Open Space, and Implementation.

Status: Final drafts posted online for several weeks of public input and review as of 9/27. The Implementation Chapter is under development, with a preliminary matrix having been drafted to be presented and reviewed with the Sterling Master Plan Committee in October.

Please contact Regional Planner Jonathan Vos for information regarding this project.

306400 HEYWOOD COMMUNITY HEALTH ASSESSMENT 11/23/20 – 9/30/21

Contract Award Amount: \$28,000 Contract End Date: 9/30/2021

Status: A final draft was sent to Heywood Hospital for review. Comments on the draft are being incorporated into the document and a final document will be sent to Heywood when completed.

Please contact Senior Planner Blair Haney for information on this project.

Other Contributors: Karen Chapman, Jonathan Vos, Bruce Hughes, Kayla Kress, Rhiannon Duggan, Nick Mellis.

306500 DLTA 14 1/20/21 – 12/31/21

Grant Award Amount: \$207,495 Contract End Date: 12/31/2021

Ashburnham: Land Use Master Plan Chapter.

Status: No new information this month.

MRPC Team Leader, Jen Burney, Senior Planner.

Other staff assigned: GIS staff for any needed mapping.

Ashburnham: MRPC will work with local officials to correct and improve the current Zoning Map. Information related to district boundaries shown on previous versions of the map is omitted from the current version of the map.

Status: See GIS section of Status Report.

MRPC Team Leader: Karen Chapman, Planning & Development Director.

Other staff assigned: Jason Stanton, GIS and IT Director.

Ashburnham: Infrastructure Mapping: water distribution system, sanitary sewer system, and storm drainage infrastructure.

Status: See GIS section of Status Report

MRPC Team Leader: Karen Chapman, Planning & Development Director.
Other staff assigned: Jason Stanton, GIS and IT Director.

Ayer: Create build-out study for parcels in the Downtown Ayer/Park Street Form Based Code Districts.

Status: MRPC staff received data from town officials on 8/24 and will meet with town officials if there are any questions. See GIS Status Report for more information.

MRPC Team Leader, Karen Chapman, Planning & Development Director.
Other staff assigned: Jason Stanton, GIS and IT Director.

Harvard: MRPC will create a sustainable transportation plan and an agricultural staff study.

Status: Contract is fully executed. Data collection is beginning.

MRPC Team Leader, Karen Chapman, Planning & Development Director.
Other staff assigned: Jonathan Vos and Transportation staff

Harvard: Agricultural Commission Staff Study

Status: MRPC is awaiting contract signature by Harvard and then work will begin.

MRPC Team Leader, Karen Chapman, Planning & Development Director.
Other staff assigned: None at this time.

Hubbardston: Town Center Overlay District Bylaw: examination of existing town center and zoning bylaws and the production of a relevant report for the purpose of zoning changes to enhance the Town Center visually and economically.

Status: Jen Burney has contacted the Economic Development Committee and a meeting is being scheduled for September.

MRPC Team Leader: Jennifer Burney, Senior Planner.
Other staff assigned: None as of this point in time.

Lancaster: 40R District Development/Village District Bylaw.

Status: Final documents will be provided to town officials for review by 9/1/2021.

MRPC Team Leader: Karen Chapman, Planning & Development Director.
Other staff assigned: Kayla Kress, GIS/IT Analyst.

Leominster: Open Space & Recreation Plan Mapping (nine maps), Revised Community Setting and tabulating a community survey.

Status: Karen presented MRPC's work on this project to the City Council on 9/27/21. Any and all comments from the public and city council will be incorporated into the Plan.

MRPC Team Leader: Karen Chapman, Planning & Development Director.
Other staff assigned: Kayla Kress, GIS/IT Analyst

Nashoba Regional Greenways (NRG): This project involves managing public outreach, coordinating meetings, and developing marketing materials for this group to fulfill its mission to illuminate bike and ped assets, mapping proposed connections of trails throughout the region. This project is related to a MRPC Unified Planning Work Program (UPWP) Task being completed by Sheri Bean, Principal Planner in Transportation.

Status: MRPC staff are working on a Strategic Outreach Plan for the NRG to approach communities to be presented at a meeting on October 14th. Staff will be managing the contact list for the group and developing one-page fact sheets for distribution.

MRPC Team Leader: Karen Chapman, Planning & Development Director.
Other staff assigned: Jonathan Vos, Regional Planner; Sheri Bean, Principal Planner.

Petersham: Nichewaug Inn and Academy Redevelopment Evaluation. This project involves presenting town wide survey results concerning this property's future, researching potential funding options, and two public meetings.

Status: Project is completed but may include one final public presentation.

MRPC Team Leader: Karen Chapman, Planning & Development Director.
Other staff assigned: none at this time.

Royalston: MRPC will continue work to prepare a bylaw for Assisted Living and Multi Family housing needs and to prepare a bylaw which will increase potential small business opportunities.

Status: Karen provided two maps, and a spreadsheet of parcels to accompany the maps, of the South Royalston area to the Royalston PB on 9/16/21 with details regarding parcel acreage, zoning, current uses, and potential for allowing more uses and possibly mixed uses. Meagen will be meeting with the Planning Board in October to discuss their zoning bylaw and opportunities for the addition of Assisted

Living and Multi Family housing to the bylaw and revisions to increase potential small business opportunities.

MRPC Team Leader: Karen Chapman, Planning & Development Director.

Other staff assigned: Kayla Kress, GIS/IT Analyst; Meagen Donoghue, Senior Planner

Shirley: MRPC will assess the feasibility of the creation of a 40R Smart Growth Zoning District and/or Starter Home District.

Status: Karen provided a map to the Planning Board on 9/13/21 of the parcels within a ½ mile and 1 mile buffer to the MBTA train station and MART bus stop to determine the parcels available for a 40R Smart Growth District. Karen met with the Planning Board to discuss the parcels and process of 40R on 9/22/21. Based on feedback from the PB and other research, Karen will complete a feasibility study of the area and the potential for 40R.

MRPC Team Leader: Karen Chapman, Planning & Development Director.

Other staff assigned: Kayla Kress, GIS/IT Analyst

Sterling: MRPC will complete a streamlined permitting guidebook for businesses and a supplemental study to review the Town's existing bylaws for any potential impediments to economic growth.

Status: Bruce Hughes has evaluated his evaluation of Sterling's Zoning Bylaws for impediments to economic growth, which will be discussed with the Economic Development Committee at a yet to be determined meeting.

MRPC Team Leader: Karen Chapman, Planning & Development Director.

Other staff assigned: Bruce Hughes, Principal Planner.

Townsend: MRPC will create maps for the Townsend Master Plan update and 24-32 hours of planner consulting for questions and review/update of relevant regional data.

Status: No new information this month. Project may be completed – master plan committee will notify MRPC if more assistance is needed.

MRPC Team Leader: Karen Chapman, Planning & Development Director.

Other staff assigned: Jonathan Vos, Regional Planner; Kayla Kress, GIS/IT Analyst.

306600 TEMPLETON GREEN COMMUNITY 2/10/21 – 3/31/22

Status: No new information this month.

MRPC Team Leader: Karen Chapman, Planning & Development Director.

306700 HEALTH ALLIANCE CLINTON COMM. HEALTH ASSESSMENT 2/18/21 – 9/30/21

Contract Award Amount: \$33,950 Contract End Date: 9/30/2021

Status: The UMass Memorial draft report and a PowerPoint presentation were provided to the Health Alliance representative for a Board of Directors meeting on 9/23. Any comments will be incorporated and a final report will be provided to the hospital.

Please contact Senior Planner Blair Haney for information on this project.

Other Contributors: Jonathan Vos, Bruce Hughes, Kayla Kress, Rhiannon Duggan, Nick Mellis.

306900 EDA YEAR 3 OF 3 4/1/21 – 3/31/22

Grant Award Amount: \$70,000 Contract End Date: 3/31/2022

Task #1- MEC, Inc. Project Planning: MRPC will provide staff support to the Montachusett Enterprise Center, Inc., to:

A. Support, develop, coordinate, and manage a variety of training programs that assist the rehabilitation and construction of housing (i.e., foreclosure, credit, home improvement training programs) and retention and creation of jobs (i.e., practice interviews, enhancing life skills through training, and assisting entrepreneurs in locating and obtaining financing to launch or expand their businesses).

Status: No new information this month.

B. Support the planning and development of job retention and creation projects.

Status: No new information this month.

C. Create plans for the development of affordable priced housing to low, moderate-, or middle-income families in the Montachusett Region by identifying affordable housing or “mixed-use” projects to be implemented by non-EDA planning funding within the next one year (short term), two to three years (moderate term), and more than three years (long term).

Status:

- Development of an updated Housing Production Plan and Housing Master Plan Chapter for the Town of Ashburnham are underway under DLTA contracts.
- A 40R Feasibility Study is being completed for the Town of Shirley under a DLTA contract.
- A 40R Bylaw and application are being developed for the Town of Lancaster under DLTA contract.

Task #2- Provide Municipalities Technical Assistance Preparing Community and Economic Development Grant Requests: This will include assistance to at least three towns or cities with the pursuit of grant resources addressing local projects that improve economic vitality. These efforts will focus on, but not be limited to, food systems, energy systems and siting, sustainability, regionalize municipal services, housing related to the bolstering of the construction industry and workforce housing, transit and transportation planning and other related disciplines as they relate to the mobility of the workforce and the efficient movement of goods and services. The human resources, hardware, and software within the MRPC's Geographic Information System and Information Technology Department (GIS&IT) will provide data

collection, warehousing, analysis, and 2d and 3d modeling of data supporting this and other tasks when appropriate.

Status:

- Christopher McDermott met with Town of Townsend stakeholders on August 1st to discuss improving upon their previously unfunded grant application for an ADA Planning Grant from the Mass Office on Disability, due by October 8th. Christopher provided a final draft of the grant application, based on stakeholder comments, to the town on September 17th for their review. The grant will provide Townsend the funds necessary to update their ADA Self-Evaluation and Transition Plan to allow them to apply for Action Grants to make necessary ADA improvements to their facilities and programs. Grant request - \$35K.
- Staff are awaiting grant award announcements for three Planning Assistance Grants MRPC submitted on behalf of:
 1. Ashburnham to complete several Master Plan Chapters - \$50K requested.
 2. Hubbardston to complete a solar bylaw - \$25K requested
 3. Townsend to update Open Space & Recreation Plan - \$28K requested

Task #3- Continue Increasing Public and Private Sector Participation on the Montachusett Brownfields Group (MBG) Steering Committee and Obtain Additional Environmental Protection Agency (EPA) Resources: Since 1998, MRPC has had a successful Brownfields Site Assessment Program, which utilizes EPA grant funds (awarded for the period 10/1/2019-9/30/2022). MRPC will work to increase the level of public/private sector participation in the MBG and complete one EPA Brownfields Grant Application for the reuse of brownfields sites within the Montachusett Region.

Status: See Brownfields status under the EPA section.

Task #4- Maintain the Regional CEDS: The Montachusett Region will continue to maintain and implement its long-term Comprehensive Economic Development Strategy to create a strong and diversified economy. Work to update this critical document to account for COVID-19's impact on the region is complete and awaiting final edits. MRPC will provide economic development data at least annually to community and economic development professionals; train student interns on a regular basis in fields directly or indirectly related to economic development; and complete other joint efforts that would foster job retention and creation in the Montachusett Region.

Status: See status report for EDA COVID Award below

Please contact Christopher McDermott, Economic Development Manager, or Karen Chapman, Planning & Development Director, regarding this program.

307000 LANCASTER HAZARD MITIGATION 5/20/21 – 12/15/21

Contract Award Amount: \$25,000 Contract End Date: 12/15/2021

Status: The Town of Lancaster engaged the MRPC to update their 2016 Hazard Mitigation Plan (HMP). The 2016 HMP was a Multi-Jurisdiction (MJ) HMP for all 22 MRPC communities and the plan expired May 2021.

A public meeting was held on Wednesday, September 15, 2021 with a committee of Lancaster stakeholders and open to the public. All hazards were discussed and documented.

Please contact Senior Planner Blair Haney for info on this project.

COMMUNITY DEVELOPMENT DIVISION

306100 SHIRLEY CDBG-CV 10/13/20 – 12/31/21

See Section 4, above.

MONTACHUSETT ENTERPRISE CENTER, INC.

We are in the process of updating all filings required by the Secretary of State. Submissions will be completed in November.

5.3 TRANSIT & TRANSPORTATION

307100 COMBINED PLANNING GRANT (PL/5303) CONTRACT NO. 114670 10/1/21 – 9/30/22

Montachusett Joint Transportation Committee (MJTC)

The MJTC met on October 13th. Discussions focused on the Safe Routes to School program with a presentation by state coordinators for the region. The next meeting will be on Wednesday December 8th at 2:30 pm.

Montachusett Metropolitan Planning Organization (MPO)

The Montachusett MPO did not meet in October. The next MPO meeting is scheduled for Wednesday November 17th at 1:00 pm.

Unified Planning Work Program FFY 2021

The MRPC began the new FFY 2022 UPWP year on October 1st. Additionally, work continued on various tasks from the prior FFY 2021 UPWP in order to finalize reports. The following summarizes the FFY 2022 UPWP work tasks.

- 1. Support of 3C Process:** Program to provide assistance with various meetings and activities with Communities, Regional Groups, Federal and State Officials; Project Lead/Staff – Brad Harris/George Snow, Sheri Bean, Brian Doherty
 - Staff attended a Transportation Managers Meeting on October 5th.
 - Staff attended a Socioeconomic Projections Committee Meeting on October 13th.
 - A MJTC Meeting was held on October 13th.
 - Staff held a virtual meeting with FHWA regarding Freight Assessment on October 15th.
 - On October 19th, staff participated in a webinar on possible transportation improvements through the ARPA funds. The webinar was organized by the

transportation advocacy group Transportation 4 Massachusetts and included a panel discussion with representation from RPA's and other transportation advocates/stakeholders in Massachusetts.

- Staff met with MassDOT Office of Transportation Planning regarding the appointment of a regional liaison. Chris Klem has replaced Derek Krevat as our primary contact with MassDOT. Derek Krevat has moved up to the MPO Manager position.
- Staff attended a CMAQ Consultation meeting with MassDOT on October 28th.

2. Regional Demographics & Model: Program to implement/maintain a regional model as well as various demographics for the region; Project Lead/Staff – Brad Harris/Kayla Kress, George Snow, Sheri Bean, Brian Doherty

- a. Staff attended the MA Socioeconomic Projections Committee meeting on October 13th. Discussions focused on the methodology that will be used by the UMass Donahue Institute and MAPC to create population and employments projections.

3. GIS Mapping & Analysis: Program to conduct GIS work & support; Project Lead/Staff – Jason Stanton/Kayla Kress

- Feedback on the maps for the Walkability Reports was received from Transportation staff and was incorporated by GIS staff.
- Six additional communities have provided information/updates to the bike/ped infrastructure data and GIS staff incorporated it into the dataset.
- Because feedback has been received from most of the communities, GIS staff is working on creating a map of each community that depicts existing pedestrian and bicycle infrastructure, future pedestrian and bicycle infrastructure, and priority areas for future pedestrian and bicycle infrastructure.
- GIS staff pulled the percentage of workers by community that walk or bike to work. This data will be analyzed by Transportation staff and used in the final report.

4. Data Collection & Analysis Program: Program to collect and analyze various data sources in support of studies and regional databases; Project Lead/Staff – Brad Harris/George Snow, Sheri Bean, Brian Doherty

- Staff purchased new traffic counters for next year. These new counters replace 4 obsolete or non-function counters purchased 10+ years ago.

5. Pavement Management Systems: Program to collect, analyze and support pavement conditions on regional roadways; Project Lead/Staff – Brian Doherty

- The 2021 Regional Pavement Profile report has been finished. Comparison of pavement conditions and overall trends in the region are included in the report. Preparation for the 2021/22 program year is already underway with staff is preparing data collection materials for several communities in the region.

6. Regional Transportation Plan Update: Program to begin the development of an update to the 2020 Regional Transportation Plan (RTP) for the Montachusett Region that was endorsed by the

Montachusett MPO on July 17, 2019: Project Lead/Staff – Brad Harris/George Snow, Sheri Bean, Brian Doherty

- Staff worked to complete the *Roundabouts and The MRPC Region* study. One section of this report discusses the new and recently released MassDOT Guidelines for the Planning and Design of Roundabouts (Guide). The Guide incorporates the latest research and information concerning roundabouts that has occurred over the past ten years. The pedestrian and bicycle material has drastically improved over previous guides. The Guide includes many Massachusetts examples. It is designed for Massachusetts and for use in Massachusetts. Click on this link for the Guide: [MassDOT Roundabout Guide](#).

7. Mobility & Access Planning: Program to combine existing reports, materials and data related to mobility and access in order to examine mobility and accessibility across the region for employment, medical, shopping and recreation: Project Lead/Staff – Brad Harris/ George Snow, Sheri Bean, Brian Doherty

- Staff finalized all pedestrian and bicycle infrastructure maps throughout the region. In addition, identified future plans and priority areas were incorporated.

8. Climate Change Program: Program to review and assess climate change issues and impacts on various vulnerable infrastructure in the region: Project Lead/Staff – Brian Doherty/Kayla Kress

- The 2021 Montachusett Regional Climate Change Data Update has been finished. This report monitors transportation infrastructure vulnerable to climate change effects and is consulted when making important transportation planning decisions throughout the year.

9. Community Trail Planning: Program to assist all Montachusett communities, with a focus on Sterling and Winchendon, with community trail planning: Project Lead/Staff – Sheri Bean/George Snow, Brian Doherty, Brad Harris

- MRPC Staff continues to participate in the Twin Cities Rail Trail Association and attended a meeting on October 7th.

10. Intersection Analysis: Program to conduct intersection analyses of intersections in Hubbardston at Rt 68/High St and in Leominster at Mechanic St/Leominster Connector/Commercial Rd: Project Lead/Staff – George Snow/Brad Harris, Sheri Bean, Brian Doherty

- Staff completed the intersection analysis of the Main Street (Route 119) at Canal Street / West Elm Street in Townsend.
- As part of the study. staff completed the following:
 - An examination of the existing conditions;
 - A traffic congestion analysis of the PM peak hour traffic at 4:45;
 - A safety profile for the 3-year period of 2015 to 2017, and;
 - A pavement condition (PC) profile.

- Based on the existing conditions, improvement alternatives were developed. This included:
 - Low-cost improvements such as pavement markings and signage;
 - Creating an alternate road for northbound traffic;
 - Creating an alternate route for southbound traffic, and;
 - Converting the intersection into a roundabout.
- Staff provided the study to the Town of Townsend.

11. Bus Stop ADA Accessibility Evaluation: Program to conduct an analysis of fixed route transit stops in the city of Gardner and the surrounding communities for ADA compliance;

Project/Lead Staff – George Snow/Brad Harris

- The Bus Stop survey was updated in the ArcGIS Survey 123 app.
- Field surveys have been completed for 13 sheltered bus stops in Fitchburg and Leominster.
- Staff has completed analyzing the data.
- Staff worked to finalize the final report on the ADA Bus Stop Survey for Fitchburg and Leominster.

Please contact Brad Harris, Transportation Project Director, George Snow, Principal Planner, Sheri Bean, Principal Planner and/or Brian Doherty, Principal Planner for further information concerning the Transit and Transportation programs.

As MART's representative, G. Kahale announced that as of September 21, 2021, Bruno Fisher has been appointed as MART Administrator.

G. Kahale reported the Ayer project received and reviewed new bids for the construction of Depot Square. The lowest bidder was Hudder Construction. Work is expected to be completed spring 2022.

Mart is in the process of installing automatic passenger counters on all buses which will include real time for location of buses. This will happen by end of November 2021. Updates to the website along with a new logo are in the works.

G. Kahale is in the process of reviewing all bus routes including the bus route in Winchendon. All comments are welcomed.

Next MJTC Meeting – November 10, 2021 – 2:30pm to 4:00pm

Next MPO Meeting – November 17, 2021 - 1:00pm to 2:00pm (Remote GoToMeeting)

S. Donahue asked about what is going on in Lancaster, G. Eaton had mentioned something earlier in the meeting. K. Chapman stated Target is looking to put in a distribution center in across the street from Kimball's. There is a map and more information on Lancaster's website. We will post a link to the website in the chat.

K. Chapman stated there are three or four other large projects going on as well however she didn't have all the details.

6. Adjournment

There being no further business the meeting adjourned at 8:17 p.m.

Meeting Attendance					
<u>Name</u>	<u>M/A</u>	<u>Representing</u>	<u>Appointment Date</u>	<u>Present</u>	<u>Absent</u>
Janssens, Leo	A	Ashburnham	7.2021		X
Hoyt, Roger	M	Ashburnham	7.2011	X	
Stacy, Wayne	A	Ashby	7.2021		X
Pease, Alan	M	Ashby	7.2001	X	
Bialecki, Rebecca	A	Athol	7.2017		X
Doherty, Jacqueline	M	Athol	7.2020		X
Copeland, Shaun	A	Ayer	7.2020	X	
Kranz, Jonathan	M	Ayer	7.2021	X	
Vacant	A	Clinton			X
Duffy, Phil	M	Clinton	12.2011	X	
Lowitt, Peter	N/V	DREZ	7.2001		X
Bohart, Mary Jo	A	Fitchburg	7.2021		X
Alyne Butland	M	Fitchburg	7.2020		X
DeRoy, Jessica	A	Gardner	7.2021		X
Swartz, Robert	M	Gardner	7.2019	X	
Haddad, Mark	A	Groton	7.2021		X
Burke, Russell	M	Groton	7.2016		X
Maiores, Richard	A	Harvard			X
Donahue, Stacia	M	Harvard	7.2018	X	

Stauder, Michael	A	Hubbardston			X
Livdahl, Alice	M	Hubbardston	7.2021		X
Christopher, Thomas	A	Lancaster	7.2016		X
Williston, Russell	M	Lancaster	11.2018		X
Vacant	A	Leominster			X
Valliere, Dean	M	Leominster	7.2019	X	
Marino, James	A	Lunenburg	7.2020		X
Brenner, Matthew	M	Lunenburg	7.2020		X
Allen, Nancy	A	Petersham	7.2015		X
Vacant	M	Petersham			X
Telepciak, John	A	Phillipston	10.2001	X	
Vacant	M	Phillipston			X
Barclay, James	A	Royalston	7.2017		X
Nartowicz, Kyle	M	Royalston	7.2015		X
Oelfke, William	A	Shirley	7.2020		X
Yocum, Barbara	M	Shirley	8.2017		X
Kilcoyne, John	A	Sterling	7.2014		X
Page, Patty	M	Sterling	7.2019		X
Bennett, Jeff	A	Templeton	7.2020		X
Rich, Dennis	M	Templeton	7.2017		X
Kell, Veronica	A	Townsend		X	
Shifrin, Laura	M	Townsend	7.2018		X
Vacant	A	Westminster			X
Smith, Michael	M	Westminster	7.2019		X
Ward, Rick	A	Winchendon	7.2019	X	
Corbosiero, Guy	M	Winchendon	7.2011	X	

GUESTS PRESENT: George Kahale

STAFF PRESENT: Glenn Eaton, Holly Ford, Linda Quinlivan, Kayla Kress

DOCUMENTS/EXHIBITS DISTRIBUTED AT MEETING:

October 7, 2021 MRPC Minutes

November 4, 2021 Meeting Handout

November 4, 2021 Meeting Agenda