

MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)
THURSDAY, JULY 7, 2022
7:00 PM
REMOTE MEETING ONLY
MINUTES

7:00 PM

1. Open Meeting, Introductions, and Announcements

Chairman G. Corbosiero called the meeting to order at 7:00 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.

7:05 PM

2. Approval of June 9, 2022, MRPC Minutes – Approval of Commissioners Requested

Having no objections to the June 9, 2022 minutes, A. Pease moved to accept the minutes as written. The motion was seconded. Roll call vote followed.

Roll Call

A. Pease- Yes
A. Reid- Yes
B. Oelfke- Yes
D. Valliere- Yes
S. Donahue-Yes
G. Corbosiero- Yes
L. Shifrin- Yes
P. Cunningham- Abstain
R. Swartz- Yes
R. Hoyt- Yes

7:10 PM

3. Cash Schedule – June 2022 – Acceptance of Commissioners Requested

L. Shifrin read the June 2022 cash schedule. The opening balance for June 2022 was \$718,602.54, total receipts this month were \$314,930.73, total cash on hand before this warrant was \$1,033,533.27, less the amount of this warrant \$242,709.92, left a balance after the warrant of \$790,823.35

L. Quinlivan pointed out that we received the balance of a Planning Assistance Grant (PAG) of roughly \$128,500.00. \$50,000 of this money was transferred to the MMDT account. This money can be transferred out at any point but will stay in to earn interest while it is not in use.

M. Bohart asked if the EPA Brownfield program income was just the money that comes in for the grant when awarded or if this is reoccurring income. G. Eaton explained that this is money that comes in as repayment of a loan we made in 2006. This is not new grant money.

Having no objections to the cash schedule, L. Shifrin moved to accept the June 2022 cash schedule as presented, subject to audit. The motion was seconded.

Roll call vote followed

A. Pease- Yes
A. Reid- Yes
B. Oelfke- Yes
D. Valliere- Yes
S. Donahue-Yes
J. Telepciak- Yes
L. Shifrin- Yes
P. Cunningham- Yes
R. Swartz- Yes
R. Hoyt- Yes
M. Bohart- Yes

7:15 PM 4. Guest Announcements and Questions

G. Corbosiero stated, that having no guest announcements or questions, we will move on to administrative matters.

7:20 PM 5. Administrative Matters- Presented by G. Eaton

Remote Meetings Update

- The House just released the House version of the Senate bill, to be voted on today.
- The Bill released by the House differs slightly from the Senate bill; the Senate extended remote meetings to December 15, while the House bill extends remote meetings to March 31.

Funding Update

- District Local Technical Assistance (DLTA) Program Year 15 (current program year) funds of \$165,000 will be used to complete projects and pay the staff from July 1st through December 31st, 2022. Usually, we expend approximately \$103,500 in a six-month period.
- Economic Development Administration (EDA) awarded MRPC an entitlement grant of \$210,000 grant for economic development planning for three years at \$70,000 per year, basically for FY23, FY24, and FY25.

- FY21 Planning Assistance Grant (PAG) = Sterling (MP), Hubb (MP), Athol (Parking bylaw) = \$98,000. The contract ended on 6/30/22. Projects are almost completed. Money spent. Hubb has \$6,000 to pay MRPC to wrap up the Implementation Chapter, hopefully by September.
- FY22 PAG = Ashburnham (MP), Hubb (Solar bylaw), Phillipston (climate resiliency), Townsend (OSRP) = \$148,000 total. EEA decided to give us the total amount so that's the deposit we received recently. Projects end 6/30/2023.
- FY23 PAG = Shirley \$25K (MP implementation), Lunenburg \$30K (MBTA Communities assistance). I believe EEA will send the total of \$55K to us once the contract is signed by EEA. Projects end 6/30/2024.
- State Department of Public Health awarded a \$300,000 grant to Fitchburg for COVID-19 health monitoring and related tasks. MRPC submitted a \$20,000 contract to Fitchburg for the expansion of a COVID-19 dashboard beyond Fitchburg to the other 12 Montachusett Public Health Network communities.
- Leominster applied for \$36,000 through the Commonwealth's One Stop grant program to engage a consulting entity to provide MBTA community planning services. Ideally, Leominster will engage the MRPC, but this is to be determined.

7:30 PM

6. Contract Status Report and Department Updates- April through June 2022

300980 LOCAL TECHNICAL ASSISTANCE

No new information to report at this time

300990 MISC. PROJECTS

No new information to report at this time

302230 MISC. GIS CONTRACTS

- **GEOGRAPHIC INFORMATION SYSTEMS (GIS):**
 - **Ayer GIS Assistance** – Completed updates and migration of the Ayer DPW Enterprise GIS environment.
 - **Ayer Parcels** – Completed edits to the parcel geography and sent new LOC IDs to the Assessor. Waiting for the extract for the Assessor database to move forward with the QA process. Will print maps and update MRMapper public and internal applications accordingly.
 - **Clinton Parcels** – Completed updates of parcels, annotation, and maps. Provided QA documentation and printed versions of the maps. MRMapper public and internal applications have been updated accordingly.
 - **Fitchburg Trail Maps** – Updated a series of trail maps to include a QR code and correct location information.
 - **Leominster Hill Street Trail Map** – Created two trail maps for Leominster's new land acquisition. One will be installed on the kiosk in the parking area and the other will be installed at trail intersections for wayfinding.
 - **Lunenburg Conservation Land Trail Maps** – Finalized a set of +150 trail maps to be installed at trail intersections and trailheads on 14 Lunenburg Conservation Commission

properties.

- **Shirley Parcels** – Completed updates of parcels, annotation, and maps. Provided QA documentation and printed versions of the maps. MRMapper public and internal applications have been updated accordingly.
- **Townsend Parcels** – Currently working on updating the parcel geography. MRMapper public and internal applications will be updated accordingly when parcel updates are complete.
- **Westminster / Bean Porridge Hill Rd Contamination Mapping** – Maps and data have been delivered to the Town's consultant to identify parcels that are potentially affected by contamination on **Bean Porridge Hill Rd**.

310000 MISCELLANEOUS TRAFFIC COUNTS

No new information to report at this time

303660 ROYALSTON GREEN COMMUNITY- ENDS 5/20/2022

- **PLANNING AND DEVELOPMENT** - The Final Report for Royalston's Designation Grant has been submitted and this project is complete.

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

- **PLANNING AND DEVELOPMENT** - Funds are nearly expended for this grant. Karen Chapman will be attending the National Brownfields Conference in August.

303870 AFFORDABLE ACCESS REGIONAL COORDINATION 10/9/19 -6/30/22

- **PLANNING AND DEVELOPMENT** - Planners have worked together to print, copy, and deliver outreach materials for this grant. The materials were given to town halls, senior centers, town clerks, building departments, and housing authorities. Print materials were distributed to 9 Environmental Justice Communities and 4 towns, Westminster, Townsend, Petersham, and Lunenburg, who expressed direct interest in the AARC program. Digital outreach materials and info were distributed by email region wide. In addition, a page on MRPC's website has been dedicated to outreach materials and info explaining energy efficiency programs, including energy audits, and financial funds, rebates, and incentives available for low- to moderate-income residents and property managers of affordable housing to reduce their energy consumption and perform energy efficiency measures. The grant ended on June 30th. This project is complete.
- **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – Staff created the webpage, uploaded documents, and inserted the information provided by the planners.

304200 ATHOL SOCIAL SERVICES PLAN 3/13/20 - 7/11/20

Plan to be completed this summer.

304300 MEC TUFTS GRANT 11/11/19 - 6/30/2022

- **PLANNING AND DEVELOPMENT** - MRPC staff are seeking an extension of this contract to 12/31/22.

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

- **PLANNING AND DEVELOPMENT** - MRPC staff are seeking an extension of this contract to 12/31/22.

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

- **PLANNING AND DEVELOPMENT** - The Final Comprehensive Economic Development Strategy (CEDS) is on the website for review and will be voted on by the MRCEDS Committee in July and sent to EDA for approval.
- **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – Staff continued to compile environmental constraints on development.

305900 HUBBARDSTON GREEN COMMUNITY 10/01/2020 - 12/31/2021

- **PLANNING AND DEVELOPMENT** - An extension to this contract is pending.

306200 PAG STERLING, HUBB, ATHOL 11/10/20-6/30/2022

Athol Downtown Zoning Amendments:

- **PLANNING AND DEVELOPMENT** – Project Complete

Hubbardston Master Plan Implementation:

- **PLANNING AND DEVELOPMENT** - A draft implementation chapter and housing chapter are being reviewed by the Hubbardston Planning Board. Once approved, MRPC staff will meet with Town Administrator and other officials to discuss the implementation of the goals and objectives in the Plan. Hubbardston will provide additional funds to take this project across the finish line as this grant ended on 6/30/22. A final completed Master Plan should be finalized by September.

Sterling Master Plan Implementation:

- **PLANNING AND DEVELOPMENT** – The final complete Master Plan was adopted by the town in June. This project is complete.

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

- **PLANNING AND DEVELOPMENT** - An extension of this contract will be sent to the town.

306500 DLTA 14 1/20/21- 12/31/21

- **Ashburnham Master Plan Land Use Chapter:**
 - **PLANNING AND DEVELOPMENT** – Senior Planner Jennifer Burney is completing the draft chapter for the Planning Board's review.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – No updates at this time.
- **Ashburnham Zoning Map:**
 - **PLANNING AND DEVELOPMENT** – No updates at this time.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – No updates at this time.
- **Ashburnham Infrastructure Mapping:**
 - **PLANNING AND DEVELOPMENT** – No updates at this time.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – No updates at this time.
- **Harvard Master Plan Transportation Chapter:**
 - **PLANNING AND DEVELOPMENT** – A draft of goals and actions were sent to the Transportation Advisory Committee, and they are reviewing. Once edits are received, the chapter can be completed.

- **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – Waiting for locations of future transportation projects to include on a new map. Updated the traffic count map with the latest count information and updating the crash map to include the newly released data
- **Hubbardston Town Center Overlay District:**
 - **PLANNING AND DEVELOPMENT** – MRPC staff met with the Economic Development Committee (EDC) and separately several times with the EDC chair. Completed a zoning analysis of Hubbardston, looked at peer towns and zoning analysis, and created a draft Visual Preference Survey, which staff is awaiting feedback on that has not been launched yet. The EDC would like to visit peer towns. MRPC staff are working on a rough draft for zoning & design guidelines which will include the visual preference survey results.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – No updates at this time.
- **Lancaster 40R District Development:**
 - **PLANNING AND DEVELOPMENT** – This project is complete. The Department of Housing and Community Development provided a preliminary conditional approval of the 40R materials MRPC developed, prepared, and submitted for Lancaster. GIS staff Kayla Kress played a critical role in the approval of this 40R application by the state.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – GIS staff updated the maps to depict the revised overlay district and the environmentally constrained lands more accurately. Provided updated land calculations and other technical assistance for completion of the application.
- **Leominster Open Space Update:**
 - **PLANNING AND DEVELOPMENT** – Final edits provided by the City and the MA Department of Conservation Services (DCS) conditional approval comments have been completed and the final Open Space and Recreation Plan has been submitted to the DCR for final approval.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – No new information at this time. Will provide assistance as requested.
- **Nashoba Regional Greenways:**
 - **PLANNING AND DEVELOPMENT** – Outreach materials have been completed and provided to NRG for review.
- **Sterling Streamlined Permitting Guidebook:**
 - **PLANNING AND DEVELOPMENT** – This project has been completed.

307100 COMBINED PLANNING GRANT (PL) 10/1/21-9/30/22

- **Support of 3C Process:**

TRANSIT AND TRANSPORTATION: MJTC meetings were held on 4/13/2022, 5/11/2022 and 6/8/2022. The next meeting is on 7/13/2022 at 2:30 pm. MPO meetings were held on 4/20/2022, 5/18/2022 and 6/15/2022. The next meeting is on 7/20/2022 at 1:00 pm. Staff also attended numerous meetings and webinars related to ongoing community level projects, state led projects, such as design public hearings and CMAQ consultation, and federal related topics including programs in the Bipartisan Infrastructure Law (BIL).

GEOGRAPHIC INFORMATION SYSTEMS (GIS): – No updates at this time.

- **Unified Planning Work Program:**

TRANSIT AND TRANSPORTATION: The FFY 2023 UPWP was developed, put out for a 21-day public

review and comment period, and then formally endorsed by the MPO at their June 15, 2022 meeting. The FFY 2023 program year runs from October 1, 2022 to September 30, 2023 and is budgeted at \$927,037 in FHWA PL and FTA 5303 funds. This is an increase of \$179,058 from the prior year.

GEOGRAPHIC INFORMATION SYSTEMS (GIS): Staff developed various maps and tables related to Environmental Justice (EJ) and Title VI populations in order to conduct required equity analysis.

- **Public Information & Participation Program:**

TRANSIT AND TRANSPORTATION: Staff has been in the process of revising and updating the Montachusett MPO Public Participation Plan (PPP). Various webinars have been reviewed related to improving public outreach and inclusiveness in the transportation planning process. Other PPP's are also under review as guides for the planned update.

- **Development of TIP:**

TRANSIT AND TRANSPORTATION: The FFY 2023-2027 Montachusett Transportation Improvement Program (TIP) was developed, put out for a 21-day public review and comment period, and then formally endorsed by the MPO at their June 15, 2022 meeting. The FFY 2023-2027 TIP reflects increased target funds for our region due to the recently enacted BIL. In addition, TIP Amendments #3, 4, and 5 were developed, put out for public review and comment, and subsequently endorsed by the MPO.

GEOGRAPHIC INFORMATION SYSTEMS (GIS): Mapping of projects and populations conducted as part of required equity analysis.

- **Environmental Justice/Title VI:**

TRANSIT AND TRANSPORTATION: Various census data sets were identified and analyzed as part of the required equity analysis for the TIP and UPWP.

GEOGRAPHIC INFORMATION SYSTEMS (GIS): Census 2020 and ACS data researched and downloaded in order to update populations defined under EJ and Title VI.

- **Regional Demographics & Model:**

TRANSIT AND TRANSPORTATION: Staff attended several meetings of the MassDOT Socioeconomic Projections Committee in order to provide input and feedback related to the next round of demographic projections for the upcoming Regional Transportation Plan update in 2023.

GEOGRAPHIC INFORMATION SYSTEMS (GIS): Staff attended several meetings of the MassDOT Socioeconomic Projections Committee in order to provide input and feedback related to the next round of demographic projections for the upcoming Regional Transportation Plan update in 2023.

- **GIS Mapping & Analysis:**

TRANSIT AND TRANSPORTATION: Staff regularly attended meetings of the RPA Data User Group to discuss various issues related to the collection, use and verification of data sources. GIS analysis and support provided for several projects and studies included in the UPWP.

GEOGRAPHIC INFORMATION SYSTEMS (GIS): Staff addressed several local requests through the GIS assistance program for municipalities. In addition, several data layers were developed or revised based upon the studies under development by Transportation and Transit. This ranged from environmental analysis, land use, grades/contours, to crash locations.

- **Data Collection & Analysis Program:**

TRANSIT AND TRANSPORTATION: Staff is still in the process of addressing the need for traffic counting assistance for this year. An RFQ was developed and sent to several firms. To date, only one proposal has been received. Working with MassDOT, we hope to have this issue corrected in the near future.

GEOGRAPHIC INFORMATION SYSTEMS (GIS): Staff developed updated maps of regional count locations for review.

- **Pavement Management Systems:**

TRANSIT AND TRANSPORTATION: Staff has been in the process of developing inventory schedules and data collection sheets for those road segments to be reviewed this year. In addition, we have had discussions with MassDOT and UMass regarding the possible statewide purchase of a pavement management system for all RPA's. Three vendors provided demonstrations for the RPAs as a way to view and discuss their software and its applicability. UMass has been retained by MassDOT to assist in the evaluation and to work with the RPAs in the selection process. A decision may be made in the fall.

GEOGRAPHIC INFORMATION SYSTEMS (GIS):

- **Performance Measures:**

TRANSIT AND TRANSPORTATION: During the past quarter, staff has been reviewing the current performance measures developed as part of the 2020 RTP. In addition, data has been reviewed as part of the review of the MassDOT/MPO safety performance targets.

- **Regional Transportation Plan Update:**

TRANSIT AND TRANSPORTATION: Staff developed and compiled a draft RTP schedule that will lead to endorsement next spring. The schedule has been reviewed at MJTC and MPO meetings. In addition, staff has begun the process of updating the RTP Vision Statement. In the next few months, the MJTC and MPO will assist in finalizing the statement. Staff has regularly attended the MassDOT Socioeconomic Projections Committee meetings as part of the development of new demographic projects for the RTP update.

- **Mobility & Access Planning:**

TRANSIT AND TRANSPORTATION: Staff has developed a scope for the overall plan and its development. Various prior studies have been collected and reviewed as part of the inventory process. Staff has also participated in regular meetings of the Twin Cities Rail Trail Association.

- **Corridor Study:**

TRANSIT AND TRANSPORTATION: Staff has developed scopes of work for the Shirley and Ashburnham corridor studies. Local contact has continued with the development of “steering committees” to assist in the plan development. A public meeting was held in June with Shirley with the first Ashburnham meeting will be held in July. Several GIS data layers have been requested and provided as part of the establishment of conditions along the corridors. Analysis of this information as well as current existing traffic data is continuing.

GEOGRAPHIC INFORMATION SYSTEMS (GIS): Based upon requests, data layers and map analysis conducted along corridors identified in Shirley and Ashburnham. Data layers included land use, environmental constraints, crash locations, land contour and other needed identified features.

- **Climate Change & Resiliency Program:**

TRANSIT AND TRANSPORTATION: Staff participated with the city of Fitchburg on their Resiliency on the Falulah/Baker Brook Watershed project through public meetings and working groups. In addition, staff has attended various webinars held by the federal government on the EPA’s Clean School Bus Program established as part of the BIL. Various climate change applications are under review as part of the potential changes to the regular climate change study for the reason.

- **Community Trail Planning:**

TRANSIT AND TRANSPORTATION: Trail updates for various communities have been conducted on an ongoing process as data has come into the MRPC. Staff continues to maintain contact and participation with the Twin Cities Rail Trail Association. In addition, staff has continued to work with and assist communities with the Complete Streets program.

GEOGRAPHIC INFORMATION SYSTEMS (GIS): Revisions were made to several community trail maps based upon local review and input.

- **Intersection Analysis:**

TRANSIT AND TRANSPORTATION: Staff has worked with MassDOT through webinars related to Tools for Crash Data Analysis. Study scopes of work have been developed for Hubbardston and Leominster.

GEOGRAPHIC INFORMATION SYSTEMS (GIS): Various GIS data layers are under development and analysis.

- **Transportation Equity & Public Involvement:**

TRANSIT AND TRANSPORTATION: Staff prepared and participated in remote virtual meetings of the MRPC, MJTC and MPO as part of our coordination with MART. Staff also attended a webinar on the federal SS4A program and participated remotely in the MassDOT CIP Meeting for the Worcester County region. Staff also assisted with the development of the FFY 2023 UPWP and the FFY 2023-2027 TIP as they relate to transit projects and issues.

GEOGRAPHIC INFORMATION SYSTEMS (GIS): Staff continues to provide technical assistance for the remote, virtual meetings.

- **Short Range Transportation Planning:**

TRANSIT AND TRANSPORTATION: Staff maintained coordination with MART and as part of this has focused on new programs developed through the recently enacted BIL.

- **Technical Assistance to MART:**

TRANSIT AND TRANSPORTATION: Staff mapped out an additional deadhead route for the Gardner Heywood Shuttle and calculated the corresponding mileage. In addition, data of the bus routes and stops in Fitchburg for the City's Open Space and Recreation Plan was provided. Staff also updated maps of MART's service area to now include the Town of Phillipston as well as the new Heywood Hospital Shuttle route and its mileage by route segment

GEOGRAPHIC INFORMATION SYSTEMS (GIS): Staff developed updated system maps, route maps and demographic data for MART. Staff added Phillipston to coverage area maps and provided new route mileage calculations and additional refinements to existing data layers.

- **Bus Stop ADA Accessibility Evaluation:**

TRANSIT AND TRANSPORTATION: Staff continued the development of study location listings for the fixed route system in Gardner. In addition, through discussions with MART, additional potential stop locations identified in a prior study will be incorporated into the analysis process. Site visits are under development.

307200 DOER REGIONAL ENERGY PLANNING ASSISTANCE 10/1/21-5/31/23

- **PLANNING AND DEVELOPMENT** - All was quiet for this past quarter. The next round of Competitive Grants is due in October and Annual Reports are due in November, so MRPC staff will start reaching out to the towns we assist with Green Communities to gather information for these purposes.

307301 PAG ASHBURNHAM 12/8/21-6/30/23

- **PLANNING AND DEVELOPMENT** - MRPC staff will complete the following four (4) Master Plan Chapters as part of this contract: Natural & Cultural Resources, Services & Facilities, Circulation/Transportation, and an update to the Economic Development Chapter completed by MRPC in 2017. A public survey was developed and released to the public to solicit information

and opinions from residents on what they would like their town to be in all aspects of the community. The survey closed on July 5th and MRPC staff will analyze the results. In addition, demographic and other data is being collected and will be analyzed as well. A presentation to the public will be held in the fall of the survey results, data collected, and to solicit additional public comment and discuss goals and objectives.

307302 PAG HUBBARDSTON 12/8/21-6/30/23

- **PLANNING AND DEVELOPMENT** - MRPC staff will update the town's Large Scale Solar Photovoltaic Bylaw. A kick-off meeting is being planned in July.

307303 PAG PHILLIPSTON 12/8/21-6/30/23

- **PLANNING AND DEVELOPMENT** - The Transportation Dept, along with the P&D Dept will develop a Climate Vulnerability Assessment and Climate Resiliency Plan. A kick-off meeting is being planned.

307304 PAG TOWNSEND 12/8/21-6/30/23

- **PLANNING AND DEVELOPMENT** – Townsend has re-established their Open Space Committee and a kick-off meeting was held on April 12th with the Town's new Open Space Committee and Land Use Coordinator. The first four sections of the previous version of the plan were reviewed by MRPC and questions and suggested revision notes were provided to the Committee for review. A public survey was drafted by MRPC and finalized with input from the OSR Committee and Land Use Coordinator. The public survey ran from June 1st to June 30th and collected approximately 313 responses. Land Use data and Conservation, Recreation, and Open Space Land Inventories have been conducted. Draft requisite maps have been prepared, including a Land Inventory map. Community Goals and Community Actions will be established from Survey Results and OSR Committee Input in July and August and a Community Actions Map and Matrix will be established. Survey results will be analyzed by MRPC and reviewed with the Committee this month (July).
- **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – Staff received the open space land inventory from the Town and digitized the information. The majority of the Open Space and Recreation Plan maps have been finalized and provided to the Town for inclusion in the report. GIS staff is awaiting the final Action Plan items so that they can be digitized, and the last map can be created. Once all the maps have been completed, GIS staff will provide the map documents to the Town so they will have a copy and can make any desired edits. Digital maintenance of the open space inventory is strongly suggested.

307400 LEOMINSTER ZONING ORDINANCE 1/27/22 - 6/30/22

- **PLANNING AND DEVELOPMENT** - This contract has ended to perform edits to Leominster's zoning ordinance. A new contract was sent to Leominster for FY23.

307500 DLTA 15 1/26/2022 - 12/31/2022

1. **Ashburnham – MBTA Community Assistance**
- **PLANNING AND DEVELOPMENT** - MRPC staff awaiting Final Guidelines from the Department of Housing and Community Development (DHCD) before starting this project.
2. **Ashburnham – Goals & Objectives Master Plan Element**

- **PLANNING AND DEVELOPMENT** - Contract fully executed. See PAG Ashburnham contract 307301 for an update on Master Plan chapters.
3. **Ashby – MBTA Community Assistance**
 - **PLANNING AND DEVELOPMENT** - Contract has been executed. A meeting with the Planning Board is being scheduled.
 4. **Ayer – MBTA Community Assistance**
 - **PLANNING AND DEVELOPMENT** – Maps of various scenarios to comply with MBTA Communities law using Ayer’s Form Based Code District and some parcels from surrounding zoning districts. Zoning was reviewed with GIS staff and maps and parcels will be discussed with the Ayer planner on July 6th.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – Staff has completed preliminary parcel analysis to determine if existing zoning districts would comply with the new MBTA Communities law. A meeting is scheduled for July 6th to review the maps and parcel data.
 5. **Groton – MBTA Community Assistance**
 - **PLANNING AND DEVELOPMENT** - MRPC staff met with the Planning Board on April 19th to discuss the timeline and scope of services. Staff met with the Groton Land Use Planner on May 17th to review and discuss maps of preliminary options for placement of a multifamily zoning district to comply with the new MBTA Communities law. Staff met with the Planning Board on May 26th to review final maps showing two potential districts that would comply. After discussion, it was decided to put the project on hold until the final guidelines are released by DHCD.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – Staff created maps of two draft overlay districts using input from the Groton Land Use Planner. These draft districts currently comply with the draft guideline from DHCD. Staff presented these districts and the methodology used to create them at the Groton Planning Board meeting on May 26th.
 6. **Harvard – Update Open Space and Recreation Plan**
 - **PLANNING AND DEVELOPMENT** – Contract fully executed and MRPC staff attended Open Space Committee meeting on April 19th to kick-off the project. Since then, MRPC has fully reviewed and commented on the first four sections of the previous version of the plan – questions and suggested revision notes were provided to the Committee for review. A public survey was drafted by MRPC and finalized with input from the OS Committee and Land Use Administrator/Conservation Agent. The public survey ran from May 24th to June 30th and collected approximately 458 responses. Land Use data and Conservation, Recreation, and Open Space Land Inventories have been conducted by OS Committee, Land Use Administrator, and MRPC and are now being finalized. Several draft requisite maps have been prepared; some additional maps, including a Land Inventory map will be prepared this summer and fall. Community Goals and Community Actions will be established from Survey Results and OSR Committee Input in July and August and a Community Actions Map and Matrix will be established. Survey results will be analyzed by MRPC and reviewed with the Committee this month (July).
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – Staff has created most of the required Open Space and Recreation Plan maps. Staff has met with the Chair of the Open Space and Recreation Plan Committee and the Land Use Administrator/Conservation Agent twice to discuss the maps and the open space land inventory. There has been much electronic discussion regarding the inventory

and the methodology used to classify the lands. The Town is currently working on finalizing the inventory before sending it to the MRPC for digitizing. Once this inventory has been received, GIS staff can create drafts of the remaining maps.

7. Lancaster – Mixed Use Zoning on DCAMM Parcel to Comply w/ MBTA Communities

- **PLANNING AND DEVELOPMENT** – MRPC staff met with the Town Planner on May 10th to discuss the project scope and timeline. MRPC staff completed research on zoning for mixed use around the state and nation and presented the research at a meeting with the town planner on June 21st. MRPC staff will begin developing a mixed use bylaw and materials for a public meeting scheduled for the fall to solicit input for what residents would like to see at this location.

8. Royalston – Amend Zoning Bylaws for Assisted Living/Multifamily/Small Business

- **PLANNING AND DEVELOPMENT** – MRPC staff met with the Planning Board on May 26th to discuss the types of businesses they would like in a potential mixed use zoning district in South Royalston. Staff is working on bylaw amendments as well that would facilitate multifamily housing in the community.

9. Shirley – 40R Continuation/MBTA Community Assistance

- **PLANNING AND DEVELOPMENT** – Staff is awaiting Final Guidelines from the Department of Housing and Community Development (DHCD) before moving along with this project.
- **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – Staff is awaiting Final Guidelines from the Department of Housing and Community Development (DHCD) before moving along with this project. Groundwork has already been done as part of the 40R study.

10. Sterling – MBTA Community Assistance

- **PLANNING AND DEVELOPMENT** – Contract awaiting signature from Town.

11. Sterling – Regionalization Study for Sharing a Planner and/or Conservation Agent

- **PLANNING AND DEVELOPMENT** - Contract awaiting signature from Town.

12. Townsend – MBTA Community Assistance

- **PLANNING AND DEVELOPMENT** - MRPC staff met with Land Use Coordinator on May 18th to discuss the project. It was decided to wait until the final guidelines come from DHCD before proceeding.

13. Townsend – Assistance to Affordable Housing Trust for Action Plan and Housing Production Plan Implementation

- **PLANNING AND DEVELOPMENT** - Contract fully executed. MRPC staff met with Affordable Housing Trust to discuss timeline and scope of services on May 16th. GIS staff have completed a development constraints analysis on six parcels the Trust has control of, to verify if affordable housing can be built on the parcels. This will be discussed at a meeting on July 18th. Next steps will be to develop an action plan to facilitate construction of affordable housing on the available parcels.
- **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – Staff compiled town-wide environmental constraints on development and calculated the acreage of undevelopable and developable land of

each of the six Affordable Housing Trust parcels. Maps were created for each parcel that depict the undevelopable and developable lands.

14. Westminster – MBTA Community Assistance

- **PLANNING AND DEVELOPMENT** - MRPC staff met with the Town Planner to discuss the project on April 1st. Staff researched other communities' multi-family and transit-oriented development bylaws and sent samples to the Planner for review by the Planning Board. The Planning Board has recently decided to pursue 40R Smart Growth Zoning to comply with the new MBTA Communities law. MRPC staff will develop a roadmap for the Planner and Board to follow for how to adopt 40R.
- **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – MRPC Staff have delivered maps and data to the Town Planner for analysis on the development of a zoning district.

15. Winchendon – Housing Production Plan Development

- **PLANNING AND DEVELOPMENT** - MRPC staff met with the Planning Board on April 19th to discuss the project scope and timeline. Staff created a public survey regarding housing in Winchendon and met with the Planning Board on June 21st to discuss. The survey was released to the public on June 27th and will be open until August 8th. Staff are gathering data and other information to inform the Housing Production Plan analysis and development. A hybrid public meeting is tentatively scheduled for September 20th to discuss results of the survey and solicit additional public input.

307600 TOWNSEND GREEN COMMUNITY 3/8/22-12/31/22

- **PLANNING AND DEVELOPMENT** - MRPC staff are assisting the town to finish projects from their Competitive Grant and will develop and submit a final report to DOER once completed.

307700 GROWING PLACES USDA 4/19/22-10/30/23

- **PLANNING AND DEVELOPMENT** – Contract is fully executed. MRPC staff have met with the Food Works group several times to discuss the project and public outreach. Staff is reading previous reports completed for Growing Places and strategizing questions for a survey of stakeholders in preparation for the SOAR Analysis.

LANCASTER – HAZARD MITIGATION PLAN (from 2021)

- **PLANNING AND DEVELOPMENT** – Various components of the HMP have been reviewed, compiled, and developed including: Capabilities Assessment, Mission Statement, Goals & Objectives, Hazard Identification, Hazard Analysis, Risks & Vulnerabilities Analysis, Mitigation Action Plan, and Hazard Maps. A draft of the plan was prepared and presented to the public and Hazard Mitigation Plan Working Group for review. Below is a summary of the tasks undertaken:
- A public meeting was held on April 27, 2022 to present the DRAFT Plan to the public and initiate the public Review & Comment period
- Planning & Development staff attended a FEMA Local Hazard Mitigation Planning 2023 Policy-change Webinar on May 12, 2022.
- A Hazard Mitigation Planning Working Group (HMPWG) Meeting (#4) was held on May 12, 2022 to discuss any final comments and inputs on the review of the Draft plan and finalize hazards, capabilities, critical infrastructure, mitigation mission, goals, and objectives, risks & vulnerabilities, and mitigation actions.

- Mitigation Actions were developed according to HMPWG input, analysis and evaluation of hazards, risks, and vulnerabilities, and review of previously identified hazards from the 2016 HMP and 2020 Community Resilience Building Report.
- HMPWG and public comment and feedback were incorporated into the plan and the FEMA Local HMP Planners Guide Requirements Worksheets were reviewed to ensure completeness of required components – all sections of the plan were revised or updated accordingly.
- The Final Draft plan has been prepared and will be submitted to FEMA and presented to the Lancaster Select Board in July for simultaneous review and comment. Final approval by the Lancaster Select Board will follow pending review and approval by FEMA.
- **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – Digitized the locations of the critical facilities and identified those that are located within the 100- and 500-year flood zones. Created critical facilities map and highlighted the facilities located in the flood zone. Created a Local Hazards map based on information provided from MRPC Planning staff. Identified and mapped culverts of concern, Chapter 61A lands, and town-owned conservation areas for inclusion on this Local Hazards map.

8:00 PM 7. New Business

This time is being reserved for topics that the chair did not reasonably anticipate would be discussed.

8:15 PM 8. Adjournment

G. Corbosiero stated having no additional questions or comments, this meeting is adjourned at 7:52 pm.

This meeting will be recorded by the GoToMeeting app and will be made available for viewing on <https://www.youtube.com/user/MontachusettRegion/videos>.

This notice is subject to change with reasonable notice provided to all.

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	
Burke, Russell	A	Groton	7.2016		X
Cunningham, Peter	M	Groton	7.2022	X	
Minar, Kara	A	Harvard	7.2021		X
Donahue, Stacia	M	Harvard	7.2018	X	
Williams, Jeff	A	Hubbardston	7.2022		X
Livdahl, Alice	M	Hubbardston	7.2021		X
Jackson, Carol	A	Lancaster	7.2021		X
Williston, Russell	M	Lancaster	11.2018		X
Vacant	A	Leominster			X
Valliere, Dean	M	Leominster	7.2019	X	
Vacant	A	Lunenburg			X
Reid, Amanda	M	Lunenburg	7.2022	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
Sexton-Diranian, Chaz	A	Townsend	7.2022		X
Shifrin, Laura	M	Townsend	7.2018	X	
Vacant	A	Westminster			X
Buckman, Gregg	M	Westminster	7.2021		X
Ward, Rick	A	Winchendon	7.2019		X
Corbosiero, Guy	M	Winchendon	7.2011	X	

Staff: Glenn Eaton, Holly Ford, Karen Chapman, Jason Stanton, Linda Quinlivan, Brad Harris

DOCUMENTS/EXHIBITS DISTRIBUTED AT MEETING:

June 9, 2022 Minutes

July 7, 2022 Agenda

July 7, 2022 MRPC Meeting Handout

MassDEP Emission Reduction Program 2022

Northern Tier June Newsletter