



MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)

THURSDAY, JANUARY 6, 2022

7:00 PM

VIRTUAL MEETING

MINUTES

1. Open Meeting, Introductions and Announcements

Chairman Guy Corbosiero call the meeting to order at 7:01 p.m. G. Corbosiero stated in accordance with Governor Bakers Covid-19 Executive Order regarding the Open Meeting Law and remote participation, votes will be taken through Roll Call.

2. Approval of December 9, 2021, MRPC Minutes – Approvals of Commissioners Requested

R. Swartz moved that the Montachusett Regional Planning commission approve the December 9, 2021 minutes as distributed. The motion was seconded.

Roll call vote followed:

J. Telepciak- abstain
J. Kranz- yes
K. Nartowicz- abstain
L. Shifrin- yes
R. Swartz- yes
R. Hoyt- yes
S. Donahue- abstain

The minutes are accepted as printed.

3. Cash Schedule – December 2021 – Approvals of Commissioners Requested

L. Quinlivan read the December 2021 cash schedule.

Opening balance \$523,594.80: Total receipts this month \$80,455.46; Total cash on hand before this warrant \$604,050.26; Less: amount of this warrant \$135,663.70; Balance after this warrant \$468,3876.56.

L. Shifrin moved to accept the cash schedule as presented subject to audit. Motion was seconded.

Roll call vote followed:

Bill Oelfke- yes

D. Valliere- yes
G. Corbosiero- yes
J. Telepciak- yes
K. Nartowicz- yes
L. Shifrin- yes
R. Swartz- yes
R. Hoyt- yes
S. Donahue- yes

Cash schedule is accepted as presented subject to audit.

4. Guest Announcements and Questions

G. Kahale, MART representative- MART has launched a new app called Passio GO. The app. will allow passengers to track their bus in real time. This app. will allow passengers to know what time the bus is coming, where it will pick them up and when it will drop them off. MART bus riders can access information about individual routes, schedules and stops. Riders can also set bus arrival alerts and tag favorites. Additional alerts for route changes, delays or detours are also available.

5. Administrative Matters

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

Management is trying to keep the employees, families, and related groups as safe as possible. All employees have been informed that they can work remotely. The vast majority are doing so. Transportation staff is working in the office on MJTC and MPO meeting days. The Transportation Projects Director (Brad Harris), one of our Principal Transportation Planners (Brian Doherty), Fiscal Director (Linda Quinlivan), Fiscal Assistant (Christopher “Mac” McNamara), and the Executive Director (Glenn Eaton) are working in the office at least three days per week.

Management will not require an employee to attend an in-person meeting if the employee is concerned for his/her/their safety and does not wish to do so.

The office remains closed to the public. Staff may be seen in the office by appointment only. No local officials or other parties have requested in-office appointments since March 2020.

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

MRPC staff is winding down this program ensuring that the food bank operators receive all payments for food acquisition and delivery services.

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

No new information this month.

5.4 Administrative Matters

5.4.1 Housekeeping Editions to the MRPC Personnel Policies and Employee Procedures Handbook

The Employers Association of the NorthEast (EANE) and the Executive Director will be meeting during this month to advance this project.

5.4.2 Flexible Work Locations and Scheduling Policy – Information

Final edits have been completed.

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

MRPC has received no applications for the ARPA Director position.

5.5 Other Administrative Matters

5.5.1 Hiring an individual for the Principal Planner Position

Mr. Jeff Legros has been hired as the agency's new Principal Planner. He will work in the Planning and Development Department under the direction of Karen Chapman, Planning and Development Director. Jeff's start date will be January 10, 2022.

5.5.2 Posting of Economic Development Manager and ARPA SLFRF Grant Management and Compliance Director Positions

Economic Development Manager- Applications have been submitted and an interview has been held.

ARPA SLFRF Grant Management and Compliance Director- No applications have been submitted to the MRPC for this position.

We have received several applications for the Economic Development Manager, we have not received any applications for the ARPA SLFRF Grant Management and Compliance Director. We did have a first and a second interview with a candidate for the EDM, she is supposed to get back to us by January 7, 2022 to let us know if she will be accepting the position. If accepted, we look to have her start before the end of January.

5.5.3 ARPA SLFRF Update - Presentation and Discussion

Due to the Holidays, the December listening session was not held. Sessions will be held on the third Thursday of each month at Noon. These online meetings will be posted on the MRPC's website at www.mrpc.org. Registration for these meetings is required. The next meeting will be held on January 20th at Noon.

Invitations to these meetings will be sent out on a monthly basis.

- 5.5.4 Presentations by Karen Chapman, Planning and Development Director. A discussion among meeting participants is encouraged.

DLTA Program Year 15 Eligible Activities and Implementation Schedule

- We contract with the Commonwealth of Massachusetts Dept. of Housing and Community Development
- All RPA's get a 2.8-million-dollar budget to distribute to among the 13 RPA's
- Priority funding areas
 - Planning Ahead for Housing
 - Planning and implementation activities that encourage and support affordable and market-rate housing production opportunities which includes Housing Choice Initiative.
 - Planning Ahead for Growth
 - Planning and implementation activities that encourage and support economic development opportunities.
 - Support the Community Compact
 - Supporting municipalities who are seeking to adopt state best practices under the Community Compact Cabinet program.
 - Assisting MBTA Communities
- Process and timeline
 - MRPC will mail via USPS and email the 1st round Request for Service Delivery (RSD) the week of 1/10/2022 to the communities
 - Deadline for 1st Round Proposals from communities is February 1st for the February 3rd Commission meeting or March 1st for the March 3rd Commission meeting.
 - MRPC will mail and email 2nd round RSD to communities March 2nd. Deadline for communities will be April 5th for the April 7th Commission meeting.
- Questions:
 - G. Corbosiero- who will receive the mailing? K. Chapman stated it will be mailed to Commission Representative as well as the Executive Branch of the community.
 - V. Kell- Does DLTA application require BOS signatures? K. Chapman confirmed, yes. Due to the date of February 1st, it will be difficult, March 1st seems more reasonable.
 - K. Chapman reviewed some changes being considered when reviewing DLTA requests. MRPC is going to try to give communities one project per year. We would also like communities to evaluate other funding opportunities.

State ARPA Relief Funding Priorities

- The bill authorizes up to \$2.55 billion in spending from the \$5.286 billion ARPA Coronavirus State Fiscal Recovery Funds provided to Massachusetts in May 2021.
- Coupled with the authorized ARPA dollars, \$1.45 billion in spending is appropriated from the Transitional Escrow Fund, made up of state fiscal year 2021 surplus funds.
- Total Funds available = \$4 billion

- Approximately \$2.3 billion of the Coronavirus State fiscal Recovery Funds will remain to be further appropriated.
- Areas of where funds will be used:
 - Housing- see slide for more details
 - Health Care- see slide for more details
 - Workforce Development- see slide for more details
 - Economic Development- see slide for more details
 - Infrastructure Investment- see slide for more details
 - Education- see slide for more details
- The slide presentation will be sent to all communities.
- Questions:
 - J. Telepciak asked are the funds available to the state or to MRPC. K. Chapman stated this is money designated to the communities throughout Massachusetts, the assumption is that grants will be created, it has not been made clear yet.
 - J. Savoy asked about land swaps to build affordable housing. K. Chapman stated she would look into it.
 - J. Telepciak of Phillipston had a question for K. Nartowicz of Royalston. Phillipston has excellent broadband, but it appears that Royalston, our neighbors, do not. K. Nartowicz stated Royalston should have broadband next year with State funding assistance.

Multi-Family Zoning Requirement for MBTA Communities

- January 2021, the Economic Development Bill was passed
 - The purpose is to encourage MBTA communities to adopt zoning districts where multi-family zoning is permitted as of right, and that meet other requirements set forth in the statute.
- On December 15, 2021, DHCD released the Compliance Guidelines for Multi-family Districts Under Section 3A of the Zoning Act
- Karen reviewed MBTA Community types by Municipality
- Requirements of Section 3A reviewed and failure to comply
- How to be in compliance if you are not currently in compliance
 - Create an action plan no later than July 1, 2023
 - Implementation of action plan
 - Adoption of zoning amendment
 - Determination of full compliance
- SAVE-THE-DATE: Virtual Webinar on Multi-Family Zoning Requirement for MBTA Communities to be held on January 12, 2022 at 1:00 pm
- Slides will be made available after tonight's meeting
- Questions: S. Donahue asked, if we propose something to our town and the town rejects it, does the state have the authority to enforce it or do we just lose grant funding? K. Chapman was unsure.
- V. Kell stated they have a multi-family open space that has been on the books since 2008 which has never been developed, the permit has been renewed and renewed. Water is an issue and it is all septic, if we can't get the 20 units and the four buildings how are we going to get what we need to get? K. Chapman unsure what the answer is but stated you don't actually have to build it, you just have to allow it.
- G. Eaton stated we know we have an affordable housing problem. He feels this is an imposition on rural Mass. We will be preparing a letter on behalf of the

Regional Planning Commission and we will accept comments from our communities.

- K. Chapman if any communities are going to take advantage of that May 2nd date and need to present to your Board of Selectmen, we would be willing to speak at that meeting.
- K. Chapman also brought up the WAZE app. They have partnered up with City and Town officials to put traffic data on there. We will send this information out to the communities.

6. Status Reports

300980 LOCAL TECHNICAL ASSISTANCE

300990 MISC. PROJECTS

302230 MISC. GIS CONTRACTS

- **GEOGRAPHIC INFORMATION SYSTEMS (GIS):**
 - **Fitchburg Rollstone Hill Trail Map Update:**
 - Created a Trail Map for installation at trail intersections for wayfinding
 - **Leominster Trail Management App:**
 - Met with the Leominster Trail Stewards to discuss the scope of work
 - **Lunenburg Trail Maps:**
 - Completed final edits to the 8.5"x11" versions
 - Resized to 12"x18" for printing and sent for review

310000 MISCELLANEOUS TRAFFIC COUNTS

- **TRANSIT AND TRANSPORTATION** – No updates at this time.

303660 ROYALSTON GREEN COMMUNITY

ENDS 12/31/21

- **PLANNING AND DEVELOPMENT** – A contract extension will be executed to complete this project.

303800 EPA BROWNFIELDS

7/1/19 TO 9/30/22

- **PLANNING AND DEVELOPMENT** –
 - A draft Phase II Environmental Site Assessment was provided to EPA and Groton for 159 West Main Street by the consultant BETA Group. The funds for this grant are nearly exhausted.
 - A new grant for \$500,000 was applied for on December 1, 2021 by the application deadline. If awarded, the grant period will be from 10/1/2022-9/30/2025.

303870 AFFORDABLE ACCESS REGIONAL COORDINATION

10/9/19 -5/31/21

- **PLANNING AND DEVELOPMENT** – No updates at this time.

304200 ATHOL SOCIAL SERVICES PLAN

3/13/20 - 7/11/20

- **PLANNING AND DEVELOPMENT**
 - MRPC staff will complete this project this winter.

304300 MEC TUFTS GRANT**11/11/19 - 6/30/22**

- **PLANNING AND DEVELOPMENT** – No updates at this time.

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

- **PLANNING AND DEVELOPMENT** – New staff is becoming familiar with this project.

305100 EDA COVID-19**7/1/20 - 6/30/22**

- **PLANNING AND DEVELOPMENT** –
 - One applicant has been interviewed to fill the Economic Development Manager position which is funded through 6/30/2022.
- **GEOGRAPHIC INFORMATION SYSTEMS (GIS):**
 - Have identified the undeveloped, industrial- or commercial-zoned parcels within two miles of a major transportation route.

305900 HUBBARDSTON GREEN COMMUNITY**10/01/20 - 12/31/21**

- **PLANNING AND DEVELOPMENT** – No updates at this time.

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

- **PLANNING AND DEVELOPMENT**
 - This project has been completed. Final financial and other reporting will be completed this month.

306200 PLANNING ASSISTANCE GRANT STERLING, HUBBARDSTON, ATHOL**11/10/20-6/30/22**

- **Athol Downtown Zoning Amendments:**
 - **PLANNING AND DEVELOPMENT** – Complete – a shared parking bylaw was provided to the community which will be presented to the next Town Meeting.
- **Hubbardston Master Plan Implementation:**
 - **PLANNING AND DEVELOPMENT** – Implementation Chapter is still in development, with MRPC staff awaiting edits from the Town.
- **Sterling Master Plan Implementation:**
 - **PLANNING AND DEVELOPMENT** – Draft Implementation Chapter is completed. Staff resources in the Town have delayed this project.

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

- **Ashburnham Master Plan Land Use Chapter:**
 - **PLANNING AND DEVELOPMENT** – MRPC staff is completing a rough draft to present to Ashburnham next month based on the maps and data we have thus far. MRPC staff have been waiting for open space information from the town, but it has been difficult due to their limited staffing and resources.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – Created a series of eight maps to be used within the Land Use chapter. Will provide data as needed.

- **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.
- **Ayer Build-Out Study:**
 - **PLANNING AND DEVELOPMENT** – This project is complete.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – This project is complete.
- **Harvard Master Plan Transportation Chapter:**
 - **PLANNING AND DEVELOPMENT** – A draft of the chapter update has been sent to Harvard for revision and update from DPW on current Town projects and plans for most up-to-date information. Updated maps have been completed, along with a climate framework that is also being reviewed by Town Planner.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – Created three maps to be used within the chapter. Will provide data as needed.
- **Harvard Agriculture Commission Study:**
 - **PLANNING AND DEVELOPMENT** – MRPC staff presented a draft report to the Agricultural Advisory Commission on 12/15/21. Edits will be made and a final report provided at a meeting in January.
- **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, 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)** – A draft map for Town input was delivered. We are waiting on information from the Town in order to finalize.
- **Lancaster 40R District Development:**
 - **PLANNING AND DEVELOPMENT** – All final documents have been provided to the Town and submitted to DHCD for review. A public hearing by the Select Board will be attended on 1/19/22 by MRPC staff as part of the 40R process.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – Provided technical assistance for completion of the application.
- **Leominster Open Space Update:**
 - **PLANNING AND DEVELOPMENT** – MRPC staff are working on the final edits provided by the City and the MA Department of Conservation and Recreation conditional approval comments.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** - Completed maps and edits that were requested by the State.
- **Nashoba Regional Greenways:**
 - **PLANNING AND DEVELOPMENT** – MRPC staff met on 10/14 and 12/2 with the committee to discuss ongoing projects and are working on outreach strategies for the group. The NRG

will likely apply for DLTA 15 funds to continue the project.

- **Petersham Nichewaug Inn & Academy Redevelopment Evaluation:**
 - **PLANNING AND DEVELOPMENT** – Complete.
- **Royalston Village Center/Bylaw Amendments:**
 - **PLANNING AND DEVELOPMENT** – MRPC staff met with Royalston committee members on site in South Royalston on 12/5 to discuss a center village bylaw and ways to add multifamily and assisted living uses to their zoning bylaws.
- **Shirley 40R Feasibility:**
 - **PLANNING AND DEVELOPMENT** – MRPC staff are working on a draft feasibility study of utilizing 40R in Shirley. This will be presented to the Planning Board at their meeting on 1/26/22.
- **Sterling Streamlined Permitting Guidebook:**
 - **PLANNING AND DEVELOPMENT** – MRPC staff met with the Economic Development Committee to discuss on 11/29. Work is underway on the Guidebook.
- **Townsend Master Plan Update:**
 - **PLANNING AND DEVELOPMENT** – Complete.

306600 TEMPLETON GREEN COMMUNITY

2/10/21-3/31/22

- **PLANNING AND DEVELOPMENT** – No updates at this time.

306900 EDA YEAR 3 OF 3

4/1/21 - 3/31/22

- **PLANNING AND DEVELOPMENT** – This contract is used for tasks not currently under contract such as data collection requested by communities, developing grant applications, researching the latest planning practices, and keeping up with the latest laws, grants, and legislative actions, and various other tasks.

307000 LANCASTER HAZARD MITIGATION

5/20/21-12/15/21

- **PLANNING AND DEVELOPMENT** – MRPC staff met with the Lancaster Hazard Mitigation Planning (HMP) Committee on 12/10/21 to discuss elements of the HMP and to review the capacity capabilities of the town, critical facilities list, and the Hazards Maps. Timeline for completion of the HMP was discussed and a rep from MEMA suggested the town apply for Hazard Mitigation Grant Program (HMGP) funds (<https://www.epa.gov/sites/default/files/2015-10/documents/hmgp.pdf>) rather than the Building Resilient Infrastructure and Communities (BRIC) grant (<https://www.fema.gov/grants/mitigation/building-resilient-infrastructure-communities>) originally proposed. A final draft will be provided to the town in January.
- **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** - Updated floodplain and the potential loss value. Created a series of maps to be included in the report.

307100 COMBINED PLANNING GRANT (PL)

10/1/21-9/30/22

- **Support of 3C¹ Process:**
 - **TRANSIT AND TRANSPORTATION** – MJTC Meeting held on 12/8/2021. Next meeting

¹ Congress created MPOs in order to ensure that existing and future expenditures of governmental funds for transportation projects and programs are based on a **continuing, cooperative, and comprehensive ("3-C") planning process**.

1/12/2022 at 2:30 pm. MPO meeting held on 12/15/2021. Next meeting on 1/19/2022.

- **Development of UPWP**

- **TRANSIT AND TRANSPORTATION** – Staff has begun work on establishing a schedule for the development of the FFY 2023 Unified Planning Work Program (UPWP) that will run from October 1, 2022 to September 30, 2023.

- **Development of TIP1**

- **TRANSIT AND TRANSPORTATION** – The MPO voted on 12/15/2021 to release for a 21-day public review and comment period, an Amendment to the FFY 2022 Transit Element of the FFY 2022-2026 TIP. The Amendment reflects the addition of two (2) projects to the FFY 2022 Transit Element as well as cost changes to five (5) projects and the removal of two (2) projects. The comment period will run from Friday 12/24/2021 to the close of business on Thursday 1/13/2022.

RESOLUTION REQUIRING COMMISSION ACTION

Be it resolved that the MRPC has reviewed the Draft Amendment #1 to the FFY 2022 Element of the FFY 2022-2026 TIP and based upon this review and comments received to date, hereby authorizes its Chairman to endorse Amendment #1 at a MPO meeting scheduled for 1/19/2022.

J. Telepciak moved to accept the motion as read. Motion was seconded.

Roll call vote followed:

Bill Oelfke- yes
D. Valliere- yes
G. Corbosiero- yes
J. Telepciak- yes
J. Kranz- yes
K. Nartowicz- yes
L. Shifrin- yes
R. Swartz- yes
R. Hoyt- yes
S. Donahue- yes

- Staff has begun work on establishing a schedule for the development of the FFY 2023-2027 Transportation Improvement Program (TIP) that will begin October 1, 2022.

- **Public Participation Program:**

- **TRANSIT AND TRANSPORTATION** – Staff is working on the development of an update to the Public Participation Program for the Montachusett MPO. The PPP update will address online participation issues for attendance and participation.

- **Regional Demographics & Model:**

- **TRANSIT AND TRANSPORTATION** – Staff attended meetings of the MassDOT

Socioeconomic Projections Committee to discuss issues in the development of new state and community population projections as part of the next RTP.

- **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** - To aid in the creation of a land use allocation model being developed by the State to aid in the socio-economic projections process, staff has compiled the most recent zoning bylaws and geographic zoning data (base and overlay districts) of each community in the Montachusett Region. Staff is waiting for geographic zoning data from Ashby, Leominster, Phillipston, and Templeton.
- **GIS Mapping & Analysis:**
 - **TRANSIT AND TRANSPORTATION** – No updates at this time.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS):**
 - Submitted updates to MassDOT’s Road Inventory File for Hubbardston
 - Finalized the maps of pedestrian and bicycle infrastructure in each community
- **Data Collection & Analysis Program:**
 - **TRANSIT AND TRANSPORTATION** – Staff completed uploading all remaining traffic counts to the state’s MS2 website. MassDOT was also provided a final count list for 2021.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS):**
 - Investigated state-wide freight data
 - Made some edits to our regional trail database
- **Pavement Management Systems:**
 - **TRANSIT AND TRANSPORTATION** – Staff completed pavement data processing, mapping and data analysis updates for 2021.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** – All maps and data products have been delivered. This project is complete.
- **Regional Transportation Plan Update:**
 - **TRANSIT AND TRANSPORTATION** – Staff has begun drafting a scope and schedule for the development of the RTP due in 2023. Staff has also begun to review the regional vision and goals from the current RTP.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** - No updates at this time.
- **Mobility & Access Planning:**
 - **TRANSIT AND TRANSPORTATION** – Staff has begun to review current plans from member communities as part of the planning process.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** - No updates at this time.
- **Community Trail Planning:**
 - **TRANSIT AND TRANSPORTATION** – Staff completed a final Draft of the Regional Bike & Ped Plan. Staff also worked on the compilation of Scenic Byways data with FRCOG and BRPC.
 - Final Walkability reports were forwarded to Sterling and Townsend.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** - No updates at this time.

- **Intersection Analysis:**
 - **TRANSIT AND TRANSPORTATION** – Staff presented information from the Townsend Main Street (Rt 119) at West Elm Street / Canal Street intersection traffic study to the Board of Selectmen.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** - No updates at this time.
- **Technical Assistance to MART:**
 - **TRANSIT AND TRANSPORTATION** –
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS):**
 - Compiled demographic and employment data
 - Provided files of previously created maps and routes
 - Created a map and list of the major employers around Devens
 - Created a map of the Census Tracts and Block Groups in the communities around Devens
 - Updated the MART Service Area map
- **Bus Stop ADA Accessibility Evaluation:**
 - **TRANSIT AND TRANSPORTATION** – Staff completed the final draft of the Bus Stop ADA Analysis for the Fitchburg/Leominster Fixed Route Transit System. Staff also began the development of a schedule for the analysis of the Gardner Fixed Route Bus System.
 - **GEOGRAPHIC INFORMATION SYSTEMS (GIS)** - No updates at this time.

307200 MA DEPARTMENT OF ENERGY RESOURCES (DOER) REGIONAL ENERGY PLANNING ASSISTANCE (REPA) 10/1/21-5/31/23

- **PLANNING AND DEVELOPMENT** – MRPC staff completed and submitted Green Communities Annual Reports to DOER for the towns of Ashby, Athol, Fitchburg, Groton, Harvard, Hubbardston, Lancaster, Royalston, Shirley, Templeton, Townsend, and Westminster by the 11/19/21 deadline. MRPC staff expect questions from DOER on the Annual Reports in the coming weeks. MRPC staff completed and submitted Competitive Grant Applications for the towns of Ashby, Athol, and Westminster by the deadline of 10/8/21 and answered questions of the DOER reviewers. We are awaiting an announcement of awards.

307301 PLANNING ASSISTANCE GRANT ASHBURNHAM 12/8/21-6/30/23

- **PLANNING AND DEVELOPMENT** – This is a new contract in the amount of \$46,835. MRPC staff will complete the following four (4) Master Plan Chapters as part of this contract: Natural & Cultural Resources, Services & Facilities, Circulation, and an update to the Economic Development Chapter completed by MRPC in 2017. A kick-off meeting is being planned for January.

307302 PLANNING ASSISTANCE GRANT HUBBARDSTON 12/8/21-6/30/23

- **PLANNING AND DEVELOPMENT** – This is a new contract in the amount of \$28,101. MRPC staff will update the town's Large Scale Solar Photovoltaic Bylaw. A kick-off meeting is being planned for January.

307303 PLANNING ASSISTANCE GRANT PHILLIPSTON 12/8/21-6/30/23

- **PLANNING AND DEVELOPMENT** – This is a new contract in the amount of \$46,836. The

Transportation Dept, along with the P&D Dept will develop a Climate Vulnerability Assessment and Climate Change Resilience Plan. A kick-off meeting is being planned for January.

307304 PLANNING ASSISTANCE GRANT TOWNSEND

12/8/21-6/30/23

- **PLANNING AND DEVELOPMENT** – This is a new contract in the amount of \$26,228. MRPC staff will update the town's Open Space and Recreation Plan. A kick-off meeting is being planned for January.

6.1 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

- No additional information

6.2 PLANNING & DEVELOPMENT

- No additional information

6.3 TRANSIT & TRANSPORTATION

Please see the Mobility Management in Massachusetts flyer in the online meeting folder. This is a webinar that is free and will be held on February 3, 2022 at 10 am to noon.

7. New Business

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

8. Adjournment

There being no further business the meeting adjourned at 8:22 p.m.

This meeting will be recorded by 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	
Haddad, Mark	A	Groton	7.2021		x
Burke, Russell	M	Groton	7.2016		x
Minar, Kara	A	Harvard	7.2021		x
Donahue, Stacia	M	Harvard	7.2018	x	
Stauder, Michael	A	Hubbardston	7.2020		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	
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	7.2021	x	
Shifrin, Laura	M	Townsend	7.2018	x	
Buckman, Gregg	A	Westminster	7.2021		x
Smith, Michael	M	Westminster	7.2019		x
Ward, Rick	A	Winchendon	7.2019	x	
Corbosiero, Guy	M	Winchendon	7.2011	x	

Guests: George Kahale- MART Representative, Cindy Boundy- Townsend, Joan Savoy- Townsend, Jodie Deschenes- Townsend

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

DOCUMENTS/EXHIBITS DISTRIBUTED AT MEETING:

December 9, 2021 Minutes

January 6, 2022 Agenda

January 6, 2022 MRPC Meeting Handout

Mass Mobility Management Flyer