

**MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)**

**THURSDAY, AUGUST 4, 2022**

**7:00 PM**

**REMOTE MEETING  
MINUTES**

**1. Open Meeting, Introductions, and Announcements**

Chairman G. Corbosiero called the meeting to order at 7:06 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.

**2. Approval of July 7, 2022, MRPC Minutes – *Approval of Commissioners Requested***

Having no objections to the July 7, 2022 minutes, R. Swartz moved to accept the minutes as written. The motion was seconded.

Roll call vote followed.

A. Pease- yes  
B. Yocum-yes  
G. Tillotson- Abstain  
G. Corbosiero- yes  
J. Telepciak- yes  
R. Swartz- yes  
R. Hoyt- yes  
S. Donahue- yes

**3. Cash Schedule – July 2022 – *Acceptance of Commissioners Requested***

G. Corbosiero read the July 2022 cash schedule. The opening balance for July 2022 was \$790,823.35, total receipts this month were \$155,577.30, total cash on hand before this warrant was \$946,400.65, less the amount of this warrant \$124,632.58, left a balance after the warrant of \$821,768.07.

L Shifrin suggested we move any extra cash from the checking account to a savings account to earn interest. G. Eaton agreed and will discuss this with the Fiscal Director.

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  
B. Yocum-yes  
G. Tillotson- yes  
G. Corbosiero- yes  
J. Telepciak- yes  
L. Shifrin- yes  
R. Swartz- yes  
R. Hoyt- yes  
S. Donahue- yes

**4. Guest Announcements and Questions**

There were no announcements, questions, or comments.

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

**5.1 Report from Executive Director Concerning EPA Brownfield Loan Terms between MRPC and 184 Stone Street Realty Trust**

The MRPC received a \$480,000 grant from the US Environmental Protection Agency (EPA) in 2001. One loan for \$350,000 was made to 184 Stone Street Realty Trust (Kevin Gervais, Trustee) in December 2005 and payments commenced on January 5, 2016

The loan was made at a fixed interest rate of 2%. A balance of \$188,293.65 remains to be paid in equal monthly installments of \$3,199.14 through September 5, 2027.

**5.2 Brief Update Concerning Personnel Policies and Employee Procedures Handbook and Dress Code (Ensuring Compliance with Applicable Laws and Regulations), and August 5<sup>th</sup> Event at MRPC**

Glenn Eaton, Executive Director, and Holly Ford, Administrative Manager will complete their review of the MRPC's Employee Policies and Personnel Procedures Handbook by the end of August before working with a human resources consultant to provide updates to the Commissioners and management for review, editing, and approval this fall or winter. The same is also true for our revisions to the current Dress Code.

**6. Department Updates**

**6.1 Geographic Information Systems (GIS)**

No new updates at this time

**6.2 Planning & Development**

### **6.2.1 Brownfields Update**

There is a new Brownfield grant coming out that we will be applying for. All of the EPA regions have provided technical assistance to each of the regions in the form of university programs and students that help with application reviews. We applied for technical assistance from UConn.

On Monday, August 8, 2022, G. Eaton and K. Chapman will be meeting with the EPA to have a debriefing about why our last application was rejected.

S. Donahue asked if we have heard anything about the MBTA community multi-family zoning. K. Chapman said she believes we may not hear anything until the end of summer.

### **6.3 Transit & Transportation**

B. Harris stated MRPC is looking into developing an application for Safe Streets and Roads for All (SS4A) Grant Program. This is a federal grant through the new bipartisan Infrastructure Law. We sent out a survey to our communities and we have received about six or so responses back. MRPC will compile that information and we will research more on the application process. We will have some outreach to the communities to discuss their involvement. We will address budgets as well.

Before we can apply for implementation funding for projects, we must have an action plan in place. MRPC will apply under the grant program to develop an action plan for the communities that are interested. The deadline is September 15, 2022. Any questions should be directed to B. Harris.

## **7. New Business**

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

### **New Grants Awarded, Karen Chapman, Planning and Development Director**

The following grants and corresponding contracts for services have been awarded, as follows:

- Planning Assistance Grant for Lunenburg: \$30,000
- Planning Assistance Grant for Shirley: \$25,000
- Green Communities for Ashby: \$946
- Green Communities for Athol: \$5,000

### **Verbal Report, Mr. Eaton, Executive Director**

MRPC was asked to be the venue for the event Ending Hunger and Food Event, on August 5, 2022. Mr. James McGovern will bring the Federal Cabinet Secretary for the US Health and Human Services Director, Xavier Becerra. This will be a private event.

The background on this event is Mr. McGovern approached the White House and pointed out that we

haven't had a conference on food and hunger and food insecurity since the Lyndon B. Johnson administration. The Biden administration agreed that this is a very important issue and asked that he work with Secretary Becerra.

## 8. Adjournment

G. Corbosiero stated having no additional questions or comments, the meeting was adjourned at 7:39 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	7.2020.		X
Doherty, Jacqueline	M	Athol	7.2020.		X
Copeland, Shaun	A	Ayer	7.2020.		X
Tillotson, Geof	M	Ayer	7.2022	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
Butland, Alyne	M	Fitchburg	7.2020.		X
DeRoy, Jessica	A	Gardner	7.2021	X	
Swartz, Robert	M	Gardner	7.2019	X	
Cunningham, Peter	A	Groton	7.2016		X

Burke, Russell	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	8.2021		X
Williston, Russ	M	Lancaster	11.2018		X
Vacant	A	Leominster			X
Valliere, Dean	M	Leominster	7.2019		X
Vacant	A	Lunenburg			X
Reid, Amanda	M	Lunenburg	7.2020.		X
Ermini, Annette	A	Petersham	7.2022		X
Vacant	M	Petersham			X
Jackson, Melanie	A	Phillipston	7.2022		X
Telepciak, John	M	Phillipston	7.2001	X	
Barclay, James	A	Royalston	7.2017		X
Nartowicz, Kyle	M	Royalston	7.2015		X
Oelfke, Bill	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	7.202		X
Shifrin, Laura	M	Townsend	7.2019	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, Brad Harris, Christopher McNamara

Guests: George Kahale, MART Representative

**DOCUMENTS/EXHIBITS DISTRIBUTED AT MEETING:**

July 7, 2022 Minutes

August 4, 2022 Agenda

August 4, 2022 MRPC Meeting Handout

Current Grant Opportunities Spreadsheet