



MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)

REMOTE MEETING

THURSDAY, AUGUST 3, 2023, 7:00 PM

Meeting Registration Link: [August 3, 2023 Meeting Registration Link](#)

QR Code:



MRPC Meeting Material: [August 3, 2023 MRPC Meeting Materials](#)

MINUTES

1. This meeting was held under Chapter 2 of the Acts of 2023, signed by Governor Healey on March 29, 2023, allowing local and regional governments to hold public meetings remotely or in a hybrid fashion. All votes will be taken by roll call.

Chairperson L. Shifrin called the meeting to order at 7:01 pm, August 3, 2023.

Roll call vote followed:

R. Swartz
K. Nartowicz
K. Munroe
T. Toth
G. Tillotson
S. Donahue
G. Corbosiero
R. Hoyt
L. Shifrin
A. Pease
A. Reid
F. Streeter
M. Bohart

B. Yocum

2. Chairperson Shifrin requested the Commissioners enter into an executive session in accordance with the G.L. of MA, c 30A, § 19(a) to discuss a pending litigation in that executive session as holding such discussion in an open meeting may have a detrimental effect on the litigating position of this public body.

G. Corbosiero made a motion to enter into an executive session. The motion was seconded.

Roll call vote followed:

R. Swartz
K. Nartowicz
K. Munroe
T. Toth
G. Tillotson
S. Donahue
G. Corbosiero
R. Hoyt
M. Bohart
B. Yocum
A. Pease
F. Streeter
A. Reid
L. Shifrin

L. Shifrin dismissed all guests and MRPC staff who were not relevant to the discussion.

The Commissioners reconvened in an open meeting at 7:48 pm.

2. **MRPC Minutes – June 8, 2023 – Approval of Commissioners Requested**

Having no objections, G. Tillotson moved to accept the June 8, 2023 minutes as presented. The motion was seconded.

Roll call vote followed:

R. Swartz- yes
K. Nartowicz -yes
K. Munroe - yes
T. Toth - yes
G. Tillotson - yes
S. Donahue - yes
G. Corbosiero - yes
R. Hoyt - yes
M. Bohart -Abstain
B. Yocum - Abstain
A. Pease - yes
F. Streeter - Abstain
A. Reid - yes

L. Shifrin -yes

4. **Cash Schedule – June and July 2023 – Acceptance of Commissioners Requested**

MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)			
CASH SCHEDULE			
6/1/2023-6/30/2023			
Meeting Date: 8/3/2023			
FY23			
OPENING BALANCES MAY 31, 2023			
CHECKING - ENTERPRISE BANK BALANCE		\$65,247.19	
OUTSTANDING CHECKS AS OF 5/31/2023		(\$5,298.00)	
MRPC DEBIT CARD ACCOUNT		\$569.20	
MASS. MUNICIPAL DEPOSITORY TRUST		\$366,117.13	
MASS. MUNICIPAL DEPOSITORY TRUST OTHER POST EMPLOYMENT BENEFITS		\$65,164.42	
ENVIRONMENTAL PROTECTION AGENCY PROGRAM INCOME ACCOUNT - ENTERPRISE		\$291,965.27	
MONTACHUSETT ENTERPRISE CENTER, INC.		\$22,310.52	
	TOTAL OPENING BALANCES		\$806,075.73
CASH RECEIPTS			
GROWING PLACES INVOICE # 2		\$1,092.67	
ENVIRONMENTAL PROTECTION AGENCY REVOLVING LOAN FUND JUNE PAYMENT		\$3,199.14	
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION APRIL INVOICE # 7		\$52,950.68	
MASS TRAILS INVOICE # 1		\$4,549.84	
TRANSFERS			
TRANSFER TO MASS. MUNICIPAL DEPOSITORY TRUS OTHER POST EMPLOYMENT BENEFITS		\$3,000.00	
TRANSFER TO DEBIT		\$300.00	
TRANSFER TO CHECKING		\$100,000.00	
INTEREST JUNE 2023 (all accounts)		\$1,555.81	
TOTAL RECEIPTS	TOTAL RECEIPTS		\$166,648.14
TOTAL CASH ON HAND BEFORE THIS WARRANT			\$972,723.87
LESS: AMOUNT OF THIS WARRANT (ALL CASH DISBURSEMENTS)			\$271,660.34
BALANCE AFTER THIS WARRANT			\$701,063.53
<hr/>			
ON DEPOSIT JUNE 30, 2023			
CHECKING - ENTERPRISE BANK BALANCE		\$62,177.56	
OUTSTANDING CHECKS AS OF 6/30/2023		(\$14,763.99)	
MRPC DEBIT CARD ACCOUNT		\$338.40	
MASS. MUNICIPAL DEPOSITORY TRUST		\$267,349.61	
MASS. MUNICIPAL DEPOSITORY TRUST OTHER POST EMPLOYMENT BENEFITS		\$68,450.73	
ENVIRONMENTAL PROTECTION AGENCY PROGRAM INCOME ACCOUNT - ENTERPRISE		\$295,200.52	
MONTACHUSETT ENTERPRISE CENTER, INC.		\$22,310.70	
	TOTAL ON DEPOSIT		\$701,063.53

R. Swartz presented the cash schedule. The opening balance for June 1,2023 was \$806,075.73, total receipts and transfers for the month were \$166,648.14, total cash on hand before this warrant was \$972,723.87, less the amount of this warrant \$271,660.34, left a balance after the warrant of \$701,063.53.

Having no objections, G. Corbosiero moved to accept the June 2023 cash schedule as presented subject to audit. The motion was seconded.

Roll call vote followed:

R. Swartz- yes
K. Nartowicz -yes
K. Munroe - yes
T. Toth - yes
G. Tillotson - yes
S. Donahue - yes
G. Corbosiero - yes
R. Hoyt - yes
M. Bohart -yes
B. Yocum - yes
A. Pease - yes
F. Streeter - yes
A. Reid - yes
L. Shifrin -yes

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MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)

CASH SCHEDULE

7/1/2023-7/31/2023

Meeting Date: 8/3/2023

FY24

OPENING BALANCES JUNE 30, 2023

CHECKING - ENTERPRISE BANK BALANCE	\$62,177.56
OUTSTANDING CHECKS AS OF 6/30/2023	(\$14,763.99)
MRPC DEBIT CARD ACCOUNT	\$338.40
MASS. MUNICIPAL DEPOSITORY TRUST	\$267,349.61
MASS. MUNICIPAL DEPOSITORY TRUST OTHER POST EMPLOYMENT BENEFITS	\$68,450.73
ENVIRONMENTAL PROTECTION AGENCY PROGRAM INCOME ACCOUNT - ENTERPRISE	\$295,200.52
MONTACHUSETT ENTERPRISE CENTER, INC.	\$22,310.70

TOTAL OPENING BALANCES \$701,063.53

CASH RECEIPTS

MASSACHUSETTS HOUSING PARTNERSHIP - ASHBURNHAM, ASHBY, GROTON, HARVARD, LANCASTER	\$18,607.78
STERLING GEOGRAPHIC INFORMATION SYSTEM 223-062023	\$222.88
SHIRLEY GEOGRAPHIC INFORMATION SYSTEM 223-06072023	\$5,534.61
AYER GEOGRAPHIC INFORMATION SYSTEM 223-060723	\$2,566.95
ROYALSTON GEOGRAPHIC INFORMATION SYSTEM 223-052223	\$628.55
FY24 ASSESSMENT - ASHBY, ATHOL & LUNENBURG	\$9,680.10
WESTMINSTER GEOGRAPHIC INFORMATION SYSTEM	\$4,243.32
FY24 ASSESSMENT - FITCHBURG	\$14,580.86
AYER HAZARD MITIGATION PLAN INVOICE # 1	\$1,900.00
FY24 ASSESSMENT - ASHBURNHAM, LANCASTER, LEOMINSTER, PHILLIPSTON, ROYALSTON, TEMPLETON	\$24,443.24
TOWNSEND GEOGRAPHIC INFORMATION SYSTEM	\$2,986.54
FY24 ASSESSMENT - SHIRLEY, AYER, GARDNER & TOWNSEND	\$15,751.41
FY24 ASSESSMENT - STERLING	\$2,840.50
MASSACHUSETTS DEPARTMENT OF TRANSPORTATION MAY INVOICE # 8	\$66,109.70
LANCASTER GEOGRAPHIC INFORMATION SYSTEM	\$301.42

TRANSFERS

TRANSFER TO MASS. MUNICIPAL DEPOSITORY TRUST OTHER POST EMPLOYMENT BENEFITS	\$3,000.00
TRANSFER TO DEBIT	\$1,700.00
INTEREST JULY 2023 (all accounts)	\$1,570.40

TOTAL RECEIPTS TOTAL RECEIPTS \$176,668.26

TOTAL CASH ON HAND BEFORE THIS WARRANT \$877,731.79

LESS: AMOUNT OF THIS WARRANT (ALL CASH DISBURSEMENTS) \$126,926.16

BALANCE AFTER THIS WARRANT \$750,805.63

ON DEPOSIT JULY 31, 2023

CHECKING - ENTERPRISE BANK BALANCE	\$96,289.24
OUTSTANDING CHECKS AS OF 7/31/2023	(\$4,275.00)
MRPC DEBIT CARD ACCOUNT	\$913.94
MASS. MUNICIPAL DEPOSITORY TRUST	\$268,567.59
MASS. MUNICIPAL DEPOSITORY TRUST OTHER POST EMPLOYMENT BENEFITS	\$71,764.84
ENVIRONMENTAL PROTECTION AGENCY PROGRAM INCOME ACCOUNT - ENTERPRISE	\$295,238.13
MONTACHUSETT ENTERPRISE CENTER, INC.	\$22,306.89

TOTAL ON DEPOSIT \$750,805.63

R. Swartz presented the cash schedule. The opening balance for July 1, 2023 was \$701,063.53, total receipts and transfers for the month were \$176,668.26, total cash on hand before this warrant was \$877,731.79, less the amount of this warrant \$126,926.16, left a balance after the warrant of \$750,805.63.

Having no objections, G. Corbosiero moved to accept the July 2023 cash schedule as presented subject to audit. The motion was seconded.

Roll call vote followed:

R. Swartz- yes
K. Nartowicz -yes
K. Munroe - yes
T. Toth - yes
G. Tillotson - yes
S. Donahue - yes
G. Corbosiero - yes
R. Hoyt - yes
M. Bohart -yes
A. Pease - yes
F. Streeter - yes
A. Reid - yes
L. Shifrin -yes

5. Guest Announcements and Questions

6. Administrative Matters

6.1 Proposed Budget Amendment and Hiring Report and Resolution for Multiple Positions

G. Eaton proposed the need to hire additional staff so we can deliver our services in a timely manner. In addition to the proposed changes in this meeting, we still need additional staff.

G. Eaton also addressed the need for updates to the office regarding technical needs and furniture needs using interest earned through the MMDT account.

Additionally, we will have three guests joining our next meeting in September.

HIRING REPORT AND RESOLUTION – AUGUST 3, 2023

G. Eaton presented evidence of an excess of surplus showing we need additional staff to complete work we've been hired to do.

REPORT

The following summarizes the activities and recommendations of the Executive Director concerning hiring, promoting, and raising salary levels of some Planning and Development (P&D) Department employees to build additional capacity in this department to address the significant increase in the workload caused by an influx of an unprecedented number of new contracts and related local and regional planning projects.

Mr. Mark Archambault was interviewed on June 8, 2023, and the Commissioners vote authorized the Executive Director to hire Mr. Archambault as a Principal Planner that evening. An offer was made to Mr. Archambault who later withdrew his interest in the position.

Ms. Tracy Murphy's hiring as a part-time Principal Planner was also authorized on June 8, 2023, by the Commissioners. Mr. Eaton offered her the position and Ms. Murphy commenced her employment on July 10, 2023 at an hourly rate of \$36.35 (\$70,882.50, annualized).

No applications for Intern were received prior to the Commissioners' meeting of June 8, 2023.

The Executive Director authorized the staff to readvertise the Intern and Principal Planner positions. An internal posting took place on July 18, 2023 and the positions were advertised on July 18, 2023. Due to the lack of applications received for Principal Planner, the Executive Director also authorized the advertising of a Senior Planner position with a salary range of \$70,000 to \$87,000 annually (\$35.90 to \$44.62, hourly). New applications were received for Senior Planner, Principal Planner, and Intern. Interviews were conducted with multiple applicants. Based upon multiple interviews, the Executive Director recommends the hiring and promoting of the above-named parties for the identified positions, as follows:

- Hiring:
 - Maitri Chandrashekar as a temporary, seasonal and Planning Intern at a rate of \$17.00 (hourly) for ten to 37.5 hours weekly commencing August 7th to support the Planning and Development and Administration Departments;
 - Meagen Donoghue, as a temporary, seasonal, Senior Planner at a rate of \$44.35 (hourly) for no more than 18.75 hours weekly commencing August 7, 2023 to support the Planning and Development;
- Promoting:

- Jeffrey Legros, promoting Mr. Legros from the position of Principal Planner to the full-time position of Senior Planner at a rate of \$86,500.00 (annually) commencing August 7, 2023 to support the Planning and Development; and,
- Tracy Murphy, promoting Ms. Murphy from the position of Principal Planner to the full-time position of Senior Planner at a rate of \$86,500.00 (annually) commencing August 7, 2023 to support the Planning and Development.
- Salary Increase:
 - An increase in the salary of Karen Chapman, commencing August 7, 2023, from \$90,074.25 to \$93,000 (annually) to reflect the increase in management and oversight responsibilities related to a significant number of new contracts, projects, and employees in the Planning and Development Department.

All positions are subject to the availability of continued funding to the MRPC.

RESOLUTION

BE IT RESOLVED that the Montachusett Regional Planning Commission hereby approves of the Executive Director's recommendation to make the adjustments in the FY24 Budget, as presented, and to hire and promote the above parties and raise salaries as described above based upon the completion of successful interviews, applicants' acceptance of the positions, and onboarding procedures.

L. Shifrin asked why there is not more of a difference between the proposed salary of K. Chapman and the Senior Planners? G. Eaton explained that both salaries presented are based on several variables. One of the variables was an online salary calculator through the American Planning Association. Market rate data was also considered along with several other variables.

G. Tillotson added that qualified people are worth paying for. L. Shifrin added that K. Chapman is a hard worker and brings in more money than most. G. Eaton stated that whatever is decided upon that the salary for all must be sustainable and justifiable. R. Hoyt added he thinks there should also be an increase in the intern salary.

R. Swartz moved to adopt the resolution as presented. Motion was seconded.

Roll call vote followed:

R. Swartz- yes
K. Munroe - yes
T. Toth - yes

G. Tillotson - yes
S. Donahue - yes
G. Corbosiero - yes
R. Hoyt - yes
M. Bohart -yes
B. Yocum - yes
F. Streeter - yes
A. Reid - yes
L. Shifrin -yes

6.2 Other Administrative Matters – Information Only

Capital investments in technology and furniture need to be made. It is time to replace some of our computer technology and acquire new furniture for the office.

Administrative staff will move forward with obtaining quotes for new furniture (mostly conference room tables/ chairs and desk units for employees) and they will work with the Information Technology staff on computer hardware and software improvements. An increase in the FY24 Budget line items for computer technology and furniture will be needed. We can address these proposed increases as early as September. Please watch this space for future reports.

7. Department Updates

7.1 Geographic Information Systems (GIS)

No updates at this time and no questions asked

7.2 Planning & Development

K. Chapman announced the new contracts received since the last meeting and gave an overview of what was happening with the department.

7.3 Transit & Transportation

B. Harris stated the MassDOT contract has been submitted.

8. New Business

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

S. Donahue asked if any communities have experience with the Specialized Stretch Code? G. Corbosiero said Winchendon rejected it. G. Tillotson shared his experience giving pros and cons. K. Munroe also shared Hubbardston experiences.

9. Adjournment - The date of the next MRPC meeting – September 7, 2023, 7:00 p.m.

Future MRPC meetings will be held remote only unless voted otherwise. Having no objections, R. Swartz moved to adjourn the meeting. Motions was seconded.

Roll call vote followed:

R. Swartz- yes
K. Nartowicz - yes
K. Munroe - yes
T. Toth - yes
G. Tillotson - yes
S. Donahue - yes
G. Corbosiero - yes
R. Hoyt - yes
B. Yocum - yes
F. Streeter - yes
A. Reid - yes
L. Shifrin -yes

Meeting adjourned at 8:47 p.m.

This meeting will be recorded by the GoToMeeting app and will be made available for viewing at <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	
Leab, Doug	A	Ashby	7.2023		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, Geoffrey	M	Ayer	7.2022	X	
Vacant	A	Clinton			X
Duffy, Phil	M	Clinton	12.2011		X
Angus, Neil	N/V	DREZ	7.2023		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	M	Groton	7.2022		X
Burke, Russell	A	Groton	7.2016		X
Minar, Kara	A	Harvard	7.2021		X
Donahue, Stacia	M	Harvard	7.2018	X	
Kresge, Mark	A	Hubbardston	7.2023		X
Munroe, Kristofer	M	Hubbardston	2.2023	X	
Dolan, Kelly	A	Lancaster	7.2023		X
Streeter, Frank	M	Lancaster	7.2023	X	
Vacant	A	Leominster			X
Valliere, Dean	M	Leominster	7.2019		X
Vacant	A	Lunenburg	7.2020.		X
Reid, Amanda	M	Lunenburg	7.2022	X	
Ermini, Annette	A	Petersham	7.2022		X
Vacant	M	Petersham			X
Telepciak, John	M	Phillipston	10.2001		X
Jackson, Melanie	A	Phillipston	7.2022		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	
Newman, Kristen	A	Sterling	7.2023		X
Page, Patty	M	Sterling	7.2019		X

Toth, Timothy	A	Templeton	7.2023	X	
Rich, Dennis	M	Templeton	7.2017		X
Sexton-Diranian, Charles	A	Townsend	7.2022		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: G. Eaton, H. Ford, L. Quinlivan, K. Chapman, B. Harris, J. Stanton

DOCUMENTS/EXHIBITS DISTRIBUTED AT THE MEETING:

June 8, 2023 MRPC Meeting Minutes
August 3, 2023 MRPC Meeting Agenda
August 3, 2023 MRPC Meeting Handout
Current Grant Opportunities Spreadsheet
FY24 Budget Presented
MRPC Cash Schedule June 2023
MRPC Cash Schedule July 2023