



MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)

THURSDAY, JULY 15, 2021

7:00 PM

REMOTE: GoToMeeting App

MEETING MINUTES

1. Open Meeting, Introductions and Announcements

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.

2. Approval of June 3, 2021, MRPC Minutes – Approval of Commissioners Requested

B. Yocum suggested that Jason Stanton's name be added to the section of the June 2, 2021 minutes request for promotions to the MRPC staff as all others were mentioned.

H. Ford stated Jason Stanton's name would be added to the minutes before uploading the minutes to the website.

J. Telepciak moved to accept the minutes with the above-mentioned corrections. The motion was seconded.

Roll Call Vote Followed

Alyne Butland- yes
Barbara Yocum- yes
Jacqueline Doherty- yes
Jessica DeRoy- yes
John Telepciak- yes
Laura Shifrin- yes
Matthew Brenner- yes
Robert Swartz- yes
Roger Hoyt- yes
Shaun Copeland- yes
Stacia Donahue- yes
Veronica Kell- Abstain

Guy Corbosiero- yes

3. Cash Schedule – June 2021 – Approval of Commissioners Requested

L. Shifrin read the June 2021 cash schedule. Opening Balance \$493,912.87; Total receipts this month \$98,180.10; Total cash on hand before this warrant \$592,092.97; Less: amount of this warrant \$222,513.34; Balance after this warrant \$369,579.63.

J. Telepciak moved to accept the June 2021 cash schedule as read subject to audit and to be placed on file. The motion was seconded.

Roll Call Vote Followed

Alyne Butland- yes
Barbara Yocum- yes
Jacqueline Doherty- yes
Jessica DeRoy- yes
John Telepciak- yes
Laura Shifrin- yes
Matthew Brenner- yes
Robert Swartz- yes
Roger Hoyt- yes
Shaun Copeland- yes
Stacia Donahue- yes
Veronica Kell- yes
Guy Corbosiero- yes

4. Administrative Matters presented by the Executive Director

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

The MRPC office was opened on Monday, July 12th. Our office has resumed normal operations. Normal business hours are from 8:00 a.m. through 5:00 p.m., Monday through Friday.

Until further notice, Commissioners are welcome to attend monthly meetings in person beginning at 7:00 p.m., Thursday, July 15th.

MRPC's office may close the office if management deems this necessary for the protection of its employees, local officials, and the general public.

4.2 Update: H. 48: An Act Relative to Non-commonwealth Entities within the State Employees' Retirement System – Information

This matter is ongoing with no updates this month.

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

MRPC has increased its marketing efforts of the Microenterprise Assistance Program (MAP), but applications for small business grants up to \$25,000 remain low. We continue to struggle to find recipients as do others. This seems to be a Statewide issue. We will not give up, we will continue to push on as this grant ends December 31, 2021.

The distribution of food to inhabitants in need in the five towns is ongoing (the communities are Shirley, Lunenburg, Royalston, Townsend, and Westminster).

4.4 Update: Strategic Planning for the Montachusett Regional Planning Commission (MRPC) and its Affiliate the Montachusett Enterprise Center, Inc. (MEC) – Information

With all the staff changes and the office reopening, there has been limited time to work on the Strategic Planning. No new information this month.

4.5 FY22 Budget Revisions – Approvals of Commissioners Requested

Revisions to the FY22 Budget adopted in June will be presented for discussion and a requested vote of the Commissioners. Items include an update to potential revenue sources, the elimination of a contract and a corresponding reduction in staff, the submission of additional grant proposals submitted within the last four weeks, the replacement of the former Planning and Development Director, corrections to salary figures, and related financial matters.

Highlights of the FY22 Budget revisions proposed for this evening:

- MART Transit Planning Contract:
 - For the FY21 MART Transit Planning contract, MART did not pay the MRPC the required overhead rate of 133% for the fiscal year that just concluded, instead only paying the MRPC for its services at an overhead rate of 90% which led to a financial loss to this organization.
 - In June 2021, MART proposed to pay the MRPC at the same overhead rate of 90%.

- o The Executive Director decided to not sign this contract for FY22 due to the financial loss experienced in FY21.
 - o As the MART contract pays for the lion's share of the Transit Project Director's salary, the Executive Director had to lay off this individual and eliminate the position from the FY22 budget (the budget figure in the FY22 budget for this position is the amount paid to the Transit Project Director for salary through July 16th and leave time benefits accrued, per the MRPC Personnel Policies and Employee Procedures Handbook, as amended.
- We had two, other staff departures in June; one in Administration and the other Planning and Development.
 - o The Administrative and Human Resources Director retired, and her workload has been picked up by the Executive Director, Fiscal Director, and Administrative Manager;
- Due to the vacancy created by the outgoing Planning and Development Director, MRPC posted the vacancy and interviewed an internal candidate, Ms. Karen Chapman (in accordance with the MRPC Personnel Policies and Employee Procedures Handbook, as amended);

REPORT:

The Executive Director recommends the promotion of Karen Chapman, currently a Senior Planner with the MRPC, as the new Planning and Development Director. The applicable resolution, follows.

RESOLUTION

BE IT RESOLVED that the Montachusett Regional Planning Commission hereby accepts the promotion of Ms. Chapman to the position of Planning and Development Director commencing Sunday, July 25, 2021, and that she be compensated at an annual salary of \$78,000.00 and that based upon successful performance in the next six months her salary be increased to \$81,700.00 starting on the first payroll period following the meeting of the Commissioners to be held on January 6, 2022.

Roll Call Vote Followed

Alyne Butland- yes
Barbara Yocum- yes

Jacqueline Doherty- yes
Jessica DeRoy- yes
John Telepciak- yes
Laura Shifrin- yes
Matthew Brenner- yes
Robert Swartz- yes
Roger Hoyt- yes
Shaun Copeland- yes
Stacia Donahue- yes
Veronica Kell- yes
Guy Corbosiero- yes

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

MEC's annual meeting of the Board of Directors will take place by this September per MEC's Bylaws.

4.7 Other Administrative Matters

5. Status Reports

5.1 Geographic Information Systems (GIS)

MrMapper & Mobile Apps (General):

1. **Data & Applications:** Continuous project to update and maintain data and applications throughout the year; Project Lead/Staff- Jason Stanton
 - Updates to the data and applications on the site are continuously performed. Check back periodically at <https://mrmapper.mrpc.org> to see what's new.

Community-Related:

1. **Crocker Pond Recreation Area Trail Mapping:** Project to create a trail map of the Crocker Pond Rec. Area in Westminster with points of interest; Project Lead/Staff- Kayla Kress
 - The Chair of the Crocker Pond Recreation Area Committee reached out asking to discuss some edits to the trail map. GIS staff responded with availability and is currently waiting to hear back from them regarding a time for a call. Once feedback is received, GIS staff will incorporate any edits as requested.
2. **Lunenburg Conservation Lands Mapping:** Project to create a series of "You Are Here" trail maps that will be installed at the kiosks and intersections of multiple conservation lands owned by the town; Project Lead/Staff – Kayla Kress

- Town contact is collecting edits to the trail locations from the public. Once the edits have been compiled and sent to MRPC GIS staff, they will edit the trail data accordingly.
 - This project is ongoing.
3. **Royalston Parcel Updates:** Project to update the parcel data, maps and MRMapper sites for the Town of Royalston; Project Lead/Staff - Jason Stanton/Kayla Kress
 - GIS staff is working on the COGO and updating the parcel data and annotation. Four of the six updates are complete. Once all are completed, staff will send the assessor the necessary updates to their database.
 - This project is expected to be completed by the end of the summer.
 4. **Sterling Complete Streets:** A project conduct and complete a Complete Streets Tier 2 Prioritization Plan; Project Lead/Staff – Jen Burney and Sheri Bean/Kayla Kress, Rhiannon Dugan
 - GIS staff provided information regarding data availability and limitations and identified the Complete Streets Projects that fill a network gap, will affect an Environmental Justice population, are located within a mile from a school, are located within a quarter mile of a senior destination, and are located on a state-owned right-of-way.
 - GIS staff updated the individual project maps to include sidewalk, bike infrastructure, and vehicular crashes that involved bicyclists or pedestrians.
 - GIS staff also added a new proposed project to the town-wide map and created an individual project map.
 - This project is ongoing.

Comprehensive Planning-Related:

1. **ADA Compliance Checklist Survey Creation:** Project to facilitate the collection of data regarding the ADA compliance of features and amenities of public spaces; Project Lead/Staff – Jason Stanton/Kayla Kress
 - We have created four digital surveys that can be completed out in the field using tablets. They will be used by MRPC staff to inventory the features and amenities of public spaces to see if they are ADA compliant. We developed a training manual for data collectors to use to complete these digital surveys and we will continue to provide any technical assistance as needed until the project is complete. Planning staff is in the Process of collecting data.
 - GIS staff conducted another presentation/demonstration at the MJTC meeting regarding the Survey 123 for ArcGIS surveys that were created.
2. **Athol Exchange St Abutters Mapping:** A project to identify priority sites and property owners as the MRPC works to enable to the area's rejuvenation; Project Lead/Staff – Jason Stanton/Kayla Kress
 - GIS staff is expecting to receive map updates from MRPC planning staff.

- GIS staff was requested to begin creating a 3D model of the buildings adjacent to Exchange Street but cannot begin until the proper software is installed.
3. **Hubbardston Master Plan – Land Use:** A DLTA project to create a series of maps to be used in the Land Use chapter of Hubbardston’s Master Plan; Project Lead/Staff – Jason Stanton
 - We created a series of maps for the town related to the Land Use section of their Master Plan.
 - Maps are being updated as information from the Town is provided.
 - This project is ongoing.
 4. **Leominster Open Space and Recreation Plan Mapping Update:** A DLTA project to update the series of maps used in Leominster’s Open Space and Recreation Plan; Project Lead/Staff – Karen Chapman/Kayla Kress
 - After receiving information from the City, GIS staff created a Historic Resources & Unique Features map.
 - GIS staff created a digital geographic file of the City’s Open Space Inventory so that it can be depicted on the maps. GIS staff also compiled Chapter 61 parcels and parcels with Conservation Restrictions or Agricultural Preservation Restrictions. Using all this data, GIS staff created the first draft of the Open Space Inventory map. GIS staff is planning on discussing edits to the map with the Open Space Committee and will incorporate the edits and feedback after the discussion. Once the Open Space Inventory map and the Action Plan items have been finalized and approved, GIS staff will digitize the Action Plan items and create an Action Plan map with the Open Space Inventory as a base map. GIS staff will provide any data/stats as requested.
 - This project is expected to be completed by early July.
 5. **North Lancaster 40R Smart Growth Overlay District:** A DLTA project provide aid in the completion of a 40R application in North Lancaster; Project Lead/Staff – Karen Chapman/Kayla Kress
 - GIS staff has been asked to find the lot sizes of parcels in the proposed 40R Smart Growth Overlay District and the acreage of the undevelopable (environmentally constrained) land in these parcels. This information must be included in the application. GIS staff is working on compiling the environmental constraints data to complete this request.
 - GIS staff created a map depicting the parcels that have been proposed to be a part of this overlay district.
 - This project is ongoing.
 6. **Townsend Master Plan Mapping:** A DLTA project to create a series of maps to be used in Townsend’s Master Plan; Project Lead/Staff – Karen Chapman/Kayla Kress
 - Feedback regarding the updated or newly created maps has yet to be received but if any is received, GIS staff will incorporate it.
 - GIS staff received the Town’s Open Space Inventory, tied it to the newest parcel geography and pulled the dataset. GIS staff compiled Chapter 61 parcels and parcels

with Conservation Restrictions. Using this data, GIS staff created the first draft of the Open Space Inventory map.

- GIS staff is currently working on compiling environmental constraints for development to create a Developable Land map.
- Using the Open Space Inventory, GIS staff will also create a Recreation Inventory map. GIS staff will provide any data or statistics as requested.
- This project is expected to be completed by late June or early July.

Transportation-Related:

1. **Data Collection & Analysis Program:** Program to collect and analyze various data sources in support of studies and regional databases: Project Lead/Staff – Kayla Kress
 - MRPC GIS staff finished adding and updating data relating to bike/ped infrastructure to MassDOT's 2020 roadway inventory file. If the communities have any changes to the data, GIS staff will incorporate accordingly.
 - GIS staff was asked to identify any Areas of Persistent Poverty in the neighboring community of Orange with the hopes of partnering with them on a joint application for a federal RAISE grant opportunity. As Transportation staff continue with applying for this federal grant, GIS staff will provide any data, maps, or information as requested.
2. **Fitchburg Corridor Study:** Program to review and identify issues and deficiencies along the Route 12 corridor in Fitchburg; Project Lead/Staff – Brad Harris/George Snow, Sheri Bean, Brain Doherty, and Kayla Kress
 - This project is ongoing and GIS staff will assist as requested.
3. **Walkability Study(s):** Program to improve walkability and access in identified study areas in Sterling and Townsend; Project Lead/Staff – Sheri Bean / Brad Harris, Kayla Kress
 - GIS staff is waiting for Sterling crosswalk and pedestrian signage data that was collected by Transportation staff. Once received, GIS staff will digitize it and create an inventory map.
 - This project is ongoing.
4. **Regional Pedestrian Plan:** Program to develop a regional bike plan based upon the statewide bike plan. Additionally, a program to develop a handheld app for use in the field to collect data on trails throughout the region: Project Lead/Staff – Jason Stanton/Kayla Kress
 - Development of the app is complete, and we are currently in the Process of rolling this out to interested communities and organizations.
 - GIS staff finished incorporating the updates that were received from the communities regarding the bicycle and pedestrian infrastructure to the next iteration of MassDOT's roadway inventory file. GIS staff created second drafts of the maps that depict sidewalks, bike lanes, and rail trails/paved pathways so each community can approve the data or provide further feedback. These maps will also

be used to aid in the identification of priority areas for future transportation projects.

- This project is ongoing.

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

- GIS staff completed road and sidewalk maps for the Town of Athol to assist MRPC pavement and sidewalk condition data collection.
- GIS staff is working with the Town of Hubbardston to update their road inventory to complete an Official Street map for the Town.

Transit-Related:

1. **MART Human Service Transportation Brokerage Area Map Update:** Project to update the map that depicts MART's HST Brokerage Area; Project Lead/Staff – George Kahale/Kayla Kress

- GIS staff updated MART's HST Brokerage Area map to include Barre in MART's Transit Service Area.
- GIS staff will work on resizing the map to 11"x17" when time allows.

2. **MART Intercity Shuttle Map Update:** Project to update the map of MART's Intercity Shuttle route; Project Lead/Staff – George Kahale/Kayla Kress

- GIS staff updated the map based on the new schedule and sent it for review. No changes were requested so GIS staff will update the Fitchburg/Leominster system map when time allows.

3. **MART Route Calculations:** Project to update MART's route calculations; Project Lead/Staff – George Kahale/Kayla Kress

- GIS staff updated the calculations for MART's supplemental Fitchburg/Leominster routes.
- GIS staff will calculate the distance traveled by community for the new Clinton/Worcester shuttle and update the route calculations for the updated Wachusett schedule.

4. **MART Bus Stop Digital Survey**

- A survey was created to collect various data pertaining to the MART Bus Stops and the area surrounding. Data will be collected over the summer.

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

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5.2 Planning and Development

FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA): EDA Award Number: ED19PHI3020032 also Referred to as the MRPC's EDA Annual Planning Grant

Summary:

Task	Status
Task #1- MEC, Inc. Project Planning: MRPC will provide staff support to the Montachusett Enterprise Center, Inc., to: A. Support, develop, coordinate, and manage a variety of training programs that assist the rehabilitation and construction of housing (i.e. foreclosure, credit, home improvement training programs) and retention and creation of jobs (i.e. practice interviews, enhancing life skills through training, and assisting entrepreneurs in locating and obtaining financing to launch or expand their businesses); Project Implementation: 4/2021 – 3/2022	MRPC just recently received a contract EDA. MRPC staff is looking for opportunities to support MEC, including any grant funds available.
Task #1- MEC, Inc. Project Planning: MRPC will provide staff support to the Montachusett Enterprise Center, Inc., to: B. Support the planning and development of job retention and creation projects; and, Project Implementation: 4/2021 – 3/2022	MRPC is initiating staff support to MEC and investigating opportunities for this task.
Task #1- MEC, Inc. Project Planning: MRPC will provide staff support to the Montachusett Enterprise Center, Inc., to:	Passage of an age restricted development bylaw was achieved in May and is currently under review by the Attorney General Office for final implementation.

<p>C. Create plans for the development of affordable priced housing to low, moderate-, or middle-income families in the Montachusett Region by identifying affordable housing or “mixed-use” projects to be implemented by non-EDA planning funding within the next one year (short term), two to three years (moderate term), and more than three years (long term). Project Implementation: 4/2021 – 3/2022</p>	<p>Development of an updated housing production plan for the Town of Ashburnham is also under way.</p>
<p>Task #2- Provide Municipalities Technical Assistance Preparing Community and Economic Development Grant Requests: This will include providing assistance to at least three towns or cities with the pursuit of grant resources addressing local projects that improve economic vitality. These efforts will focus on- but not be limited to- food systems, energy systems and siting, sustainability, regionalize municipal services, housing related to the bolstering of the construction industry and workforce housing, transit and transportation planning and other related disciplines as they relate to the mobility of the workforce and the efficient movement of goods and services. The human resources, hardware, and software within the MRPC's Geographic Information System and Information Technology Department (GIS&IT) will provide data collection, warehousing, analysis, and 2d and 3d modeling of data supporting this and other tasks when appropriate. Project Implementation: 4/2021 – 3/2022</p>	<p>Drafted an ADA planning grant for the Town of Townsend in the winter of 2020. While this grant was not funded, a meeting was held with the Town and MOD at which resubmission was encouraged. The program’s 2021 RFP has since been released and Townsend’s BOS has voted to support reapplication. A meeting is being organized to discuss the details of this process.</p> <p>MRPC also drafted three Planning Assistance Grants to the state that were submitted on May 28, 2021. One grant was for a Solar Bylaw update for Hubbardston, the second was for an update of Townsend’s Open Space and Recreation Plan, and the third for drafting master plan chapters for the Town of Ashburnham.</p>
<p>Task #3- Continue Increasing Public and Private Sector Participation on the Montachusett Brownfields Group (MBG) Steering Committee and Obtain Additional</p>	<p>MRPC continues to work with the Public and Private Sector to enhance participation in this program. All current EPA funds have been allocated to</p>

<p>Environmental Protection Agency (EPA) Resources: Since 1998, MRPC has had a successful Brownfields Site Assessment Program, which utilizes EPA grant funds (most recently awarded on October 1, 2019). MRPC will work to increase the level of public/private sector participation in the MBG and complete one EPA Brownfields Grant Application for the reuse of brownfields sites within the Montachusett Region. Project Implementation: 4/2021 – 3/2022</p>	<p>projects. MPPC intends to apply for additional funds from EPA in fall 2021.</p>
<p>Task #4 Maintain the Regional CEDS: The Montachusett Region will continue to maintain and implement its long-term Comprehensive Economic Development Strategy so as to create a strong and diversified economy. Work is currently under way to update this critical document to account for COVID-19's impact on the region. MRPC will provide economic development data at least annually to community and economic development professionals; train student interns on a regular basis in fields directly or indirectly related to economic development; and complete other joint efforts that would foster job retention and creation in the Montachusett Region. Project Implementation: 4/2021 – 3/2022</p>	<p>2019 CEDS under review. See grant report for EDA COVID.</p>

Please contact Karen Chapman, Senior Planner, or Christopher McDermott, Economic Development Manager, concerning this program.

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FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA): EDA Award Number: ED20PHI3070074 also Referred to as the MRPC's EDA COVID19 Grant

Summary:

A full review of the region's Comprehensive Economic Development Strategy (CEDS) continues. In recent months, the 2019 report's tables and underpinning data were reviewed and updated to reflect the latest available information. A poll has also been distributed to regional stakeholders and municipal leaders, gauging their impressions of the region's economic vitality. In the coming weeks, a request will be shared with these officials seeking project proposals to be included in the updated document.

Task	Status
Recruit and onboard an Economic Development Manager: July 2020 – September 2020	Task completed Christopher McDermott hired as Economic Development Manager on 9/21/2020
Recruit and onboard an intern to assist the EDM: October 2020- November 2020	Task completed Nick Mellis hired as Economic Development Intern on 11/16/2020
Update the Comprehensive Economic Development Strategy (CEDS): October 2020 – September 2021 See subtasks, below.	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
Review 2019 CEDS: September 2020- October 2020	Completed. October 2020
Locate and obtain relevant data: October 2020- November 2020	Completed. November 2020.
Public Outreach See subtasks, below.	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX X
Present findings from demographic research and collect feedback: January 2021	Completed. February 2021.

Outreach to local officials/Draft and prioritize development goals based upon feedback: February 2021	Review and redraft of project request reform underway. Anticipated distribution-early June.
Distribute community leaders survey: March 2021	Completed. May 2021.
Distribute business leaders survey: April 2021	Completed.
Compile findings: May 2021	Completed. Demographic data throughout the report has been updated to reflect the latest available information. SWOT analysis responses have been collected and analyzed in comparison to 2019. The corresponding CEDS sections and tables are in the process of being updated accordingly.
Present Goals to MRCEDS Committee for approval: June 2021	A meeting of the MRCEDS Committee was held on 6/30/21, featuring a presentation on Fitchburg's redevelopment efforts and a discussion of the recently conducted SWOT Analysis.
30 Day Public Comment Period: July 2021	To be posted to MRPC website and shared with municipal clerks in July.
Publication and promotion: August 2021-September 2021	This task will be accomplished this summer.
Develop adequate technological capacity for MRPC Staff Members: July 2020 – June 30, 2022	Completed November 2020. Under continuous review as needs evolve.
Hire a Marketing Survey Consultant: December 2020	Recently, the North Central MA Chamber of Commerce completed an analysis of the regional market. MRPC's management and EDA staff decided to not duplicate this effort with taxpayer funding. MRPC has been advised that a significant benefit to the private sector would be the completion of a GIS mapping project that would include the locations of water and wastewater pipes and appurtenances located in proximity to industrially zoned

	<p>areas along major transportation routes in the Montachusett region.</p> <p>The EDA and GIS employees are collaborating on the development of a scope of services and cost estimating. Once completed, MRPC will request an amendment from the EDA in order to eliminate the market study tasks and replace it with the creation of the above-referenced mapping project.</p> <p>This issue is directly related to the MRPC's need to complete its Future Industrial Land ("FIL") grant proposal and submit it to the EDA. This project will complete an analysis, report, and related GIS mapping related to the most suitable sections within each community in which to zone land for industrial purposes. Input from local officials and the general public will be critically important to this study. Included within the final report will be zoning change recommendations for many of the region's communities. This report may be able to serve as a portion of the Montachusett Regional Policy Plan.</p>
Conduct a regional marketing study: March 2021	See above.
Publish and promote regional marketing study: July 2021	See above.
Locate and secure funding for CEDS priority projects: October 2021-June 2022	Pending update of CEDS projects.
Pursue goals and objectives identified within CEDS: October 2021- June 2022	Pending update of goals and objectives.
Conduct annual review of CEDS and project: May 2022-June 2022	Pending update.

**FEDERAL ENVIRONMENTAL PROTECTION AGENCY (EPA), MONTACHUSETT REGION
BROWNFIELDS ASSESSMENT PROGRAM**

This three-year grant award, beginning October 1, 2019, was for \$300,000. Funds have been utilized and allocated for six projects which includes \$244,000 for site assessments with the remainder for community outreach and administration. While all funds have been utilized/allocated, MRPC encourages communities to continue to submit Site Nominations in hope of additional future funding. MRPC will pursue additional funding this fall.

Mr. Eaton communicated with Winchendon on its project during the week of July 5th. During the week of July 12th, Mr. Eaton communicated with the US EPA and BETA Group about the quarterly reporting procedures.
Please contact Glenn Eaton for info on this project.

DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA)

MRPC has an executed contract with the Massachusetts Department of Housing and Community Development (DHCD). This is the 14th year of this State-funded initiative. Please contact Karen Chapman, Senior Planner, and/or Jonathan Vos, Regional Planner for further information concerning the DLTA program.

Ashburnham: Land Use Master Plan Chapter.

Status of project: Drafted contract with scope of work and sent to town on March 2nd for signature. MRPC is awaiting the return of this signed contract. Upon receipt, MRPC will fully execute the agreement and move forward with the tasks contained within the scope.

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

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

Status of project: The contract with scope of services is under development. A date is being scheduled to initiate this project in the next 2-3 weeks due to vacations of various stakeholders.

MRPC Team Leader, Karen Chapman, Senior Planner.
Other staff assigned: Jason Stanton, GIS and IT Director.

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

Status of project: A contract with scope of work has been prepared and sent to the town on March 2nd for signature. MRPC is awaiting the return of this signed contract. Upon receipt, MRPC will fully execute the agreement and move forward with the tasks contained within the scope.

MRPC Team Leader, Karen Chapman, Senior Planner.

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

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

Status of project: Jason and Karen had a kick-off meeting on July 8th with Alan Manoian and Mark Archambault of Ayer Planning & Development Department to discuss the project. Jason has provided Alan and Mark with preliminary mapping for them to provide more information on the parcels in question. Once details for the parcels are received from Ayer, Jason will do the analysis of the effect of the form-based code zoning on the downtown and Park Street areas.

MRPC Team Leader, Karen Chapman, Senior Planner.

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

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

Status of project: A kick-off meeting was held with Harvard, Karen Chapman, Brad Harris, and Glenn Eaton on July 1st. A scope of work is being finalized so that a contract can be developed and signed.

MRPC Team Leader, Karen Chapman, Senior Planner.

Other staff assigned: Transportation and other staff to be determined.

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

Status of project: A kick off meeting is being scheduled in the next 2-3 weeks to review the project with town officials.

MRPC Team Leader: Jennifer Burney, Senior Planner.

Other staff assigned: None as of this point in time.

Lancaster: 40R development/Village District Bylaw.

Status of project: Ms. Chapman has been meeting regularly with the Affordable Housing Trust (AHT) and the Economic Development Committee. Karen is working on the draft bylaw and other documents required of a community seeking 40R designation. Karen is working with Kayla to determine the details of each of the included parcels in order to fill out parts of the 40R application that require parcel data. The committees are deciding on dimensional requirements as well as other zoning aspects for the district and uses they would like to encourage/allow in the new 40R Smart Growth Zoning Overlay District. The next meeting with the town is scheduled for August 5th. The AHT has asked George Kahale about MART adding a bus stop to the area once the proposed 150 units of housing are constructed.

MRPC Team Leader: Karen Chapman, Senior Planner.

Other staff assigned: Kayla Kress, GIS/IT Analyst.

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

Status of project: A final updated Open Space and Recreation Plan including required maps was delivered to the City on July 9th. This project is complete.

MRPC Team Leader: Karen Chapman, Senior Planner.

Other staff assigned: Kayla Kress, GIS/IT Analyst.

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

Status of project: MRPC staff met with the executive committee of the NRG, as well as an MAPC representative virtually on June 23rd to discuss how to move the tasks forward. MRPC will be handling the outreach, marketing, and administrative portion of the project, while MAPC will be handling the route tracking and mapping for the project.

MRPC Team Leader: Karen Chapman, Senior Planner.

Other staff assigned: Jonathan Vos, Regional Planner; Sheri Bean, Principal Planner.

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

Status of project: Research of potential redevelopment funding options and two public meetings are anticipated to be completed this summer and fall, respectively.

MRPC Team Leader: Karen Chapman, Senior Planner.

Other staff assigned: Meagen Donoghue, Senior Planner.

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

Status of project: Karen met with the Royalston Planning Board on June 9th to discuss the project and what the town needs with regard to allowing businesses and multifamily housing.

MRPC Team Leader: Karen Chapman, Senior Planner.

Other staff assigned: None as of this point in time.

Shirley: MRPC will assess the feasibility of the creation of as-of-right zoning districts such as those eligible under the MA Department of 40R/Smart Growth statute including starter homes.

Status of project: A contract has been sent to Shirley for signature. Work will commence upon the date of the full execution of this contract.

MRPC Team Leader: Karen Chapman, Senior Planner.

Other staff assigned: None as of this point in time.

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

Status of project: No progress.

MRPC Team Leader: Karen Chapman, Senior Planner.

Other staff assigned: None as of this point in time.

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

Status of project: Maps have been finalized. Draft chapters will be provided by Townsend's Master Plan Committee by the end of July to MRPC staff to review for clarity and complete any data updates needed.

MRPC Team Leader: Karen Chapman, Senior Planner.

Other staff assigned: Kayla Kress, GIS/IT Analyst.

AYER ADA SELF-EVALUATION AND TRANSITION PLAN

MRPC submitted the self-evaluation checklist for all facilities and a photo record of deficient features. In addition, MRPC drafted the narrative of the self-evaluation and formatted the report with a table outline to organize the necessary retrofits. The Town of Ayer presented the draft report to the Board of Selectmen on Tuesday, June 15, 2021, to request conditional approval. BOS approved the town-wide plan. MRPC staff attended this meeting to answer questions and support Town staff. This project is complete.

MRPC Team Leader: Blair Haney, Senior Planner.

COMMUNITY HEALTH NEEDS ASSESSMENT (CHNA) REPORTS FOR HEYWOOD GROUP AND HEALTH ALLIANCE/UMASS MEMORIAL

MRPC contracted with Heywood Group and Health Alliance/UMass Memorial to update their Community Health Needs Assessment (CHNA) reports. To conduct and complete the CHNA, the project scope includes data collection, a public survey, and hosting focus groups. Work on this project has been initiated and is ongoing.

The datasets for community demographics, housing, and health are 90% complete. We are waiting for the final data tables from DPH. The hospitals continue to gather internal data, review for accuracy, and filter to ensure patient privacy.

The project team is drafting the report narrative and sharing chapter drafts with the hospital team leader for review. The narrative analyzes collected data, focus groups, and our survey to identify health trends and service gaps. Our goal is to complete the first draft by the end of July and present the findings at that time.

MRPC Team Leader, Blair Haney, Senior Planner.

Other staff assigned: Bruce Hughes, Senior Planner.

MASSACHUSETTS DEPARTMENT OF ENERGY RESOURCES (DOER)

MRPC is assisting our communities through Administrative Costs associated with community grant awards.

Status. Karen Chapman continues to assist the Towns of Royalston, Templeton, Lunenburg, and Hubbardston with their Green Communities Grant Awards through the Administrative Costs line item of their grant. Tasks associated with managing the grant awards include reporting, procurement, and data management, as well as project initiation and management. Royalston is looking to complete its Designation Grant projects and submit a competitive grant application this fall. Lunenburg is working on closing out their existing competitive grant awards and Karen will develop and submit a Final Report to DOER. Templeton and Hubbardston are

working on projects from their designation grant award. Karen is assisting to move these projects toward completion.

Using funding from REPA, Karen prepared and submitted Competitive Grant applications for the towns of Townsend and Harvard and the City of Fitchburg by the due date of April 9, 2021. These awards should be announced by the end of summer.

Also using REPA funds, Karen submitted a successful Green Communities Designation application to DOER on December 23, 2020, on behalf of the Town of Clinton who was awarded \$164,753 in grant funds in April 2021. Karen had a virtual meeting with Clinton officials June 30th to determine a list of prioritized projects based on the grant amount and submitted the required documentation to DOER by the July 2nd deadline. Clinton should hear from DOER soon to contract for their grant award and begin to work on projects.

A new technical assistance (REPA) grant solicitation was released by DOER in May and an application requesting \$80,500, along with supporting documentation was submitted by MRPC by the July 9, 2021 deadline. Included communities are Ashby, Athol, Fitchburg, Groton, Harvard, Hubbardston, Lancaster, Royalston, Shirley, Templeton, Townsend, and Westminster. If awarded, the grant will span September 2021 through May 2023. The tasks associated with the assistance include annual reports, competitive grant applications, and net-zero planning.

Please contact Karen Chapman, Senior Planner for further information concerning the Green Communities Program.

MA DEPARTMENT OF ENERGY RESOURCES (DOER), AFFORDABLE ACCESS REGIONAL COORDINATION (AARC)

A grant in the amount of \$104,039 was received from the MA Department of Energy Resources (DOER). The DOER's Energy Efficiency Division is funding regional planning agencies (RPAs) to develop programs and provide clean energy training to municipal or community organizations that support low-income populations. This funding will allow RPAs to increase knowledge of the Commonwealth's low-income residential clean energy programs, expanding the reach of existing successful programs. The contract began October 9, 2019 and ends September 30, 2021.

Status. DOER has given RPAs the opportunity to extend this contract to June 30, 2022 and MRPC has submitted a memo requesting such an extension. We have been unable to carry out many of the tasks associated with this grant due to COVID restrictions prohibiting in person meetings. Meagan Donoghue, one of our new Senior Planners has been working with several organizations in our region to develop this program to reach the highest number of low-income persons and property managers.

Please contact MRPC staff person, Senior Planner Meagan Donoghue, for information regarding this project.

HEALTHY AGING TUFTS MOMENTUM FUND

MEC has a \$10,000 grant for a pilot program to assist the Towns of Ashburnham, Westminster, and Winchendon to become certified Age Friendly. A contract extension was sought and obtained to extend this deadline to September 2021.

Status. Establishing points of contact with each community is being pursued to complete community assessment and engage in the creation of a working group that can meet with MRPC staff on a regular basis to review and provide feedback on draft documentation with the aim of providing an action plan suitable for each individual community to engage in age friendly best practices.

Contact Karen Chapman, Senior Planner and/or Jonathan Vos, Regional Planner for further information.

HEALTHY AGING TUFTS FUND

MRPC was awarded a \$75,000 grant to help all the non-Age Friendly communities in the Montachusett Region become certified as Age Friendly.

Status. MRPC staff met virtually with the grant manager at Healthy Resources in Action (grantor) on July 8th to review the scope of work and budget moving forward. Most of this project was delayed due to COVID and the grantor was amenable to revise the timeline and scope of work. Revised plans for a timeline of tasks and financial plans have been submitted to the grant manager. A quick fact sheet with the purpose of informing community points of contact and addressing frequently asked questions has been drafted and will be hosted on the MRPC website. Staff has moved forward with beginning to draft the presentation for a regional meeting, to serve as a collaboration and discussion event, while also reaching out to individual communities to begin assessment of their current age friendly status.

Contact Jonathan Vos, Regional Planner for further information.

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION (MA DOT), MORE RIDES PLANNING PROJECT

The Montachusett Enterprise Center (MEC) was awarded \$48,000 by Mass DOT and MRPC is contracted to do the work. The executed contract was received July 23, 2020, with an end date of June 30, 2021. Seniors and disabled residents within the Montachusett Region have expressed persistent gaps in transportation access for many needs – primarily medical, employment, education, and other health/social services. Status. MRPC staff have developed a plan that is being finalized for the creation of a volunteer Transportation Connections program to help address these gaps and allow for future expansion.

Contact Glenn Eaton, Executive Director and/or Jonathan Vos, Regional Planner for further information.

MASSACHUSETTS DEPARTMENT OF TRANSPORTATION (MA DOT) WINCHENDON VOLUNTEER DRIVER PLANNING PROJECT

The Montachusett Enterprise Center (MEC) was awarded \$24,000 by MassDOT to create a plan for a volunteer driver initiative in the Town of Winchendon and MRPC is conducting the work. The executed contract was received July 23, 2020, with an end date of June 30, 2021. The Town of Winchendon is a recognized food desert, and residents and community leaders have expressed persistent gaps in transportation access for many needs – primarily food security and medical, along with other health/social services.

Status. A plan for a Volunteer Driver Program for the Town of Winchendon has been developed with the primary focus of mitigating the impact of food desert status of the Town along with increasing access to medical transportation.

Contact Glenn Eaton, Executive Director and/or Jonathan Vos, Regional Planner for further information.

STERLING COMPLETE STREETS

The MassDOT Complete Streets Funding Program provides technical assistance and construction funding to eligible municipalities. A community must have an approved Tier 1 Complete Streets Policy, which Sterling has done, and develop a Tier 2 Prioritization Plan which MRPC is assisting the Town with. MRPC has a contract with the Town of Sterling to conduct and complete a Sterling Complete Streets Tier 2 Prioritization Plan. Once the Prioritization Plan is approved by the State, Sterling can apply for construction funding (Tier 3). The Tier 3 Funding Application is due September 2021. The Contract between Sterling and the MRPC is for \$39,839.25 to conduct and complete a Sterling Complete Streets Tier 2 Prioritization Plan. All services to be completed by 08/31/21. Through a procurement process MRPC engaged the engineering services of Fuss & O'Neil in the amount of \$9,930.

Status. MRPC staff Jen Burney and Sheri Bean have been compiling existing data and studies, conducted a town wide survey, and conducted a site visit with Town staff, Fuss and O'Neill to develop and prioritize a list of 15 projects. Jen and Sheri have attended Sterling Complete Streets (Planning Board and DPW) Meetings. The Prioritization list of projects is being finalized with associated costs and will be submitted to the town within the next few weeks.

Contact Jennifer Burney, Senior Planner for further information.

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS (EEA) PLANNING ASSISTANCE GRANT (PAG) FY19

MRPC received a Planning Assistance Grant in December 2019 in the amount of \$48,000 to complete five Master Plan Chapters for the Town of Hubbardston. The chapters are Open Space and Recreation, Housing, Services and Facilities, Vision and Goals, and Transportation. The Transportation Chapter was finalized and accepted by the Hubbardston Planning Board in 2020. The Open Space and Recreation, Housing, Services and Facilities, and Vision and Goals chapters are all in final draft stages and need to be brought before the Hubbardston Planning Board for acceptance. MRPC staff is scheduled to meet with the Hubbardston Planning Board on 7/15/2021. This contract ended 6/30/2021.

Contact Jen Burney, Principal Planner, and/or Jonathan Vos, Regional Planner for further info.

EEA PLANNING ASSISTANCE GRANT (PAG) FY21

MRPC received a Planning Assistance Grant in November 2020 in the amount of \$98,000 on behalf of Athol, Hubbardston, and Sterling. The contract period ends 6/30/2022.

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

Status: Senior Planner Meagen Donoghue has been working with the Athol Downtown Revitalization Committee attending a downtown tour of Athol, providing zoning information to the Committee, and reading the numerous reports from Athol that has informed the requested zoning changes.

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

Status: MRPC staff are working to pull together all of the chapter that were completed and approved by the Planning Board to develop an Implementation Chapter. A meeting with the Hubbardston Planning Board is scheduled for 7/15.

Sterling: \$40,000: To develop the following Master Plan Chapters – Historic/Cultural Resources, Services and Facilities, and Land Use.

Status: MRPC staff continue to work with the Sterling Master Plan Committee and VHB, the contractor for other MP chapters. There is a meeting scheduled with the Committee 7/15/21 to review progress and draft chapters.

Contact Karen Chapman, Senior Planner for info on this contract.

5.3 Transit

MRPC staff is working on the following projects:

1. **Support of Transportation Planning Operations (Referred to as "3C" which is defined as comprehensive, cooperative, and continuing transportation planning process):** To provide administrative and technical support to the 3C Process such as providing community liaison and short-term technical planning assistance on mass transit matters to the following: local officials and member communities, state representatives and federal representatives.

Project Lead/Staff – George Kahale

- Orange: Staff discussed the Town of Orange grant received for MassDOT's Shared Winter Streets and Spaces program with the Stantec Group regarding bus stop(s) and bus shelter(s) for the Athol Shuttle in Orange.
- Lancaster: Staff discussed public transit service extension to the new housing development off Lunenburg Road (Route 70) in North Lancaster with the representative of Lancaster Affordable Housing Trust.
- Public Meetings: Staff met virtually with the Montachusett Joint Transportation Committee (MJTC) – June 9th; and North Central Massachusetts Housing Alliance Group virtual meeting regarding North Central Housing in the region – June 10th.

2. **Technical Assistance to MART:** Provide technical planning services and assistance to the Montachusett Regional Transit Authority (MART), which included the coordination of short-range special transit planning projects, technical assistance at MART advisory board meetings. Project Lead/Staff – George Kahale

- Ayer Depot Square Pedestrian Plaza: During the past month, MRPC staff continues to assist MART and the Town of Ayer to move forward with the construction of Phase III of Depot Square Pedestrian Plaza located at the MBTA Station. Phase III of the project is the design and construction of a restroom facility at the Pedestrian Plaza, under design by the consultant Summit Engineering. MART anticipates the completion of the project by the fall of 2021.
- **Shirley Station Commuter Parking:** MRPC Staff continues working with MBTA representatives to redevelop the Shirley MBTA Station Commuter Parking Lot Improvement. This project is in the pre-design phase.
- **MART Operation Managers Meetings:** Staff attended MART Operation Managers' monthly meeting virtually to discuss the operation strategies and update on the impact

of COVID-19 on the Transit operation. One of the impacts is the low ridership system-wide and empty parking garages in MART's four facilities because of the low ridership on the MBTA system.

- **Fare Collection System (FCS):** During the past month, MRPC staff continued to assist MART with developing a Request for Proposals (RFP) of the Automatic Fare Box Collection System and attended a meeting with MART Staff and the consultant Genfare Technologies regarding the RFP of the FCS.

3. Bus Stop ADA Accessibility Evaluation: During the past month, MRPC staff created a digital survey that can be completed out in the field using a personal tablet to compile data on The Path to Accessible Transit Infrastructure (PATI)**, which is a state recommendation. The purpose of the study is to determine the level of accessibility of each stop in the MART system by collecting field information and then ranks the capital improvement (critical, high, medium, or low). The higher the "score," the less a bus stop complies with accessibility requirements and the more it needs capital improvement. This will be a multi-year project to cover all the stops in the MART system. Project Lead/Staff – George Kahale

*** (the Governor created a Council to assess the barriers to healthy aging and living independently in the communities; hence the Governor's Council to Address Aging was created (EO576). The Council had five workgroups, each focusing on significant barriers to independent living at an older age, including housing, employment, long-term care, transportation, and technology. The workgroups came back with a set of recommendations to the Governor at the end of 2018. Among other things, the transportation workgroup recommended that transit officials across the state understand the accessibility of each bus, rail, subway stop in the Commonwealth}.*

Contact George Kahale, Transit Projects Director, for further information.

5.4 Transportation

Montachusett Joint Transportation Committee (MJTC)

The MJTC met on June 9th. The Nominating Committee met and presented a slate of Nicolas Bosonetto, Fitchburg, for Chair, Dick Kilhart, Athol, for Vice Chair and Guy Corbosiero, Winchendon, for Secretary. The election will be held at the July 14th MJTC meeting.

Montachusett Metropolitan Planning Organization (MPO)

The Montachusett MPO did not meet in June. The July meeting is currently set for Wednesday the 21st.

Unified Planning Work Program FFY 2021

The MRPC has begun work on various tasks included in the FFY 2021 UPWP which runs from October 1, 2020 to September 30, 2021.

- 1. Support of 3C:** Program to provide assistance with Various meetings and activities with Communities, Regional Groups, Federal and State Officials; Project Lead/Staff – Brad Harris/George Snow, Sheri Bean, Brian Doherty
 - Staff attended several meetings during the month including:
 - Cheshire Trail Working Group – 6/2 via Zoom
 - Nashoba Regional Greenways Coalitions – 6/23 via Zoom.
 - Twin Cities Rail Trail 6/24 met at Barrett Park in Leominster
 - MJTC meeting 6/9/21
 - Staff began the development of the following RAISE Grant Applications:
 - Environmental & Design Feasibility Study for New Interchange on Route 2 at S Athol Rd:
 - This planning grant will fund the procuring of a consultant to examine the environmental and physical impacts related to the implementation of a new interchange on Route 2 at South Athol Road in Athol. The final outcome will determine if such an interchange could be constructed based upon environmental and design requirements. If construction is found to be possible, the consultant will then move onto design initiation following federal and State guidelines and criteria and work with all applicable entities to initiate construction through the TIP process.
 - Regionwide Climate Vulnerability Assessment and Resiliency Plan – This grant would seek to hire a consultant to review, update and develop a regionwide vulnerability assessment followed by a resiliency plan in order to address climate change issues.
 - Route 12 Reconstruction in Leominster – This application would fund the capital project currently included in the FFY 2022-2026 TIP in FFY 2024, 2025 and 2026 for approximately \$14 million.
- 2. GIS Mapping & Analysis:** Program to conduct GIS work & support; Project Lead/Staff – Jason Stanton/Kayla Kress
 - MRPC GIS staff finished adding and updating bike/ped infrastructure data to MassDOT's 2020 roadway inventory file. Maps depicting the latest data have been made and are currently being distributed to the communities for review.
 - GIS staff was asked to identify any Areas of Persistent Poverty in the neighboring community of Orange with the hopes of partnering with them on a joint application for a federal RAISE grant opportunity.
- 3. Data Collection & Analysis Program:** Program to collect and analyze various data sources in support of studies and regional databases: Project Lead/Staff – Brad Harris/George Snow, Sheri Bean, Brian Doherty
 - MRPC has hired 3 part-time temporary interns to assist with traffic counting and other various data collection efforts. Their start date was 6/28/21.

4. Walkability Study(s): Program to improve walkability and access in identified study areas in Sterling and Townsend; Project Lead/Staff –Sheri Bean / Brad Harris, Kayla Kress
 - Draft write ups are being put together and a final draft is expected to be completed by the end of July.
5. Fitchburg Corridor Study: Program to review and identify issues and deficiencies along the Route 12 corridor in Fitchburg; Program Manager – Project Lead/Staff – Brad Harris/ George Snow, Sheri Bean, Brian Doherty
 - Staff continued the safety profile analysis for this study. Beyond the three (3) High Crash Locations (HCLs) on this corridor (two (2) in the area of the Route 12 at Wanoosnoc/Bemis Rd intersection, one (1) each at the Route 12 at Laurel Street intersection and Route 12 at Birch Street intersection) a Pedestrian High Location exist from the Route 12 at Laurel Street intersection to Central Plaza. The safety problems that exist on the roadway from the Route 12 at Laurel Street intersection to Central Plaza will be addressed in the MassDOT TIP Project #608189. The project consists of replacing the Water Street bridge, the Nashua River bridge, and improvements to the existing pedestrian facilities. For more on the project, please click on this link: TIP Project #608189 then click on either the English or Spanish version of the Virtual Public Information Meeting September 22, 2020 link. The MassDOT public meeting presentation describes the improvements the project will provide.
6. Regional Pedestrian Plan: Program to develop a regional ped plan based upon the statewide ped plan; Project Lead/Staff – Sheri Bean/George Snow
 - GIS staff finished incorporating the updates that were received from the communities regarding the bicycle and pedestrian infrastructure to the next iteration of MassDOT’s roadway inventory file. GIS created second drafts of the maps that depict sidewalks, bike lanes, and rail trails/paved pathways so each community can approve the data or provide further feedback. These maps will also be used to aid in the identification of priority areas for future transportation projects.
 - Final sidewalk & bike lane maps have been completed. These maps will be re-sent out to the communities for final review.
7. ADA Prow Database: Program developed to provide technical assistance to member communities with issues related to the Public Right of Way (PROW) elements of their ADA Plans; Project Lead/Staff – George Snow/
 - GIS staff (Kayla Kress, GIS Analyst) conducted a presentation/demonstration of the digital ADA Public Right-of-Way Compliance surveys that were created using Survey 123 for ArcGIS. This digital survey app allows surveyors to collect data using mobile

handheld devices and has the potential to eliminate paper surveys altogether. The collected data is available immediately upon submission of the survey. For further information regarding this data collection app, please contact Jason Stanton at jstanton@mrpc.org

- Staff followed up on presenting the app to the Towns of Athol and Ayer with a presentation at the MJTC June meeting. The app was well received, and Ashburnham expressed interest in learning more about the app. Also, several questions from the sidewalk survey will be utilized in a sidewalk condition survey being undertaken by staff.

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

6. New Business

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

B. Yocum requested the list of MRPC Commissioners, and all staff changes be updated on the MRPC web page. G. Eaton stated both are currently being addressed.

7. Adjournment

Next MJTC Meeting – August 11, 2021 – 2:30pm to 4:00pm

Next MPO Meeting – August 18, 2021 - 1:00pm to 2:00pm (Remote GoToMeeting)

There being no further business the meeting adjourned at 8:35 p.m.

Meeting Attendance					
Name	M/A	Representing	Appointment Date	PRESENT	ABSENT
Janssens, Leo	A	Ashburnham	7.2021		X
Hoyt, Roger	M	Ashburnham	7.2011	X	
Pease, Alan	M	Ashby	7.2001		X
Stacy, Wayne	A	Ashby	7.2021		X
Doherty, Jacqueline	M	Athol	7.2020	X	
Rebecca Bialecki	A	Athol	7.2017		X

Kranz, Jonathan	M	Ayer	7.2021		X
Copeland, Shaun	A	Ayer	7.2020	X	
Duffy, Phil	M	Clinton	12.2011		X
Vacant	A	Clinton			X
Lowitt, Peter	N/V	DREZ	7.2001		X
Butland, Alyne	M	Fitchburg	7.2020	X	
Bohart, Mary Jo	A	Fitchburg	7.2021		X
Swartz, Robert	M	Gardner	7.2019	X	
DeRoy, Jessica	A	Gardner	7.2021	X	
Burke, Russ	M	Groton	7.2016		X
Haddad, Mark	A	Groton	7.2021		X
Donahue, Stacia	M	Harvard	7.2018	X	
Maiore, Richard	A	Harvard			X
Livdahl, Alice	M	Hubbardston	7.2021		X
Stauder, Michael	A	Hubbardston			X
Christopher, Thomas	A	Lancaster	7.2016		X
Williston, Russell	M	Lancaster	11.2018		X
Valliere, Dean	M	Leominster	7.2019		X
Vacant	A	Leominster			X
Brenner, Matthew	M	Lunenburg	7.2020	X	
Marino, James	A	Lunenburg	7.2020		X
Vacant	M	Petersham			X
Allen, Nancy	A	Petersham	7.2015		X
Vacant	M	Phillipston			X
Telepciak, John	A	Phillipston	10.2001	X	
Natrowicz, Kyle	M	Royalston	7.2015		X
Barclay, James	A	Royalston	7.2017		X
Oelfke, Bill	A	Shirley	7.2020		X

Yocum, Barbara	M	Shirley	8.2017	X	
Page, Patty	M	Sterling	7.2019		X
Kilcoyne, John	A	Sterling	7.2014		X
Rich, Dennis	M	Templeton	7.2017		X
Bennett, Jeff	A	Templeton	7.2020		X
Shifrin, Laura	M	Townsend	7.2018	X	
Kell, Veronica	A	Townsend		X	
Smith, Mike	M	Westminster	7.2019		X
Vacant	A	Westminster			X
Corbosiero, Guy	M	Winchendon	7.2011	X	
Ward, Rick	A	Winchendon	7.2019		X

STAFF PRESENT: Glenn Eaton, Holly Ford, Linda Quinlivan, Brad Harris, George Kahale, Karen Chapman

DOCUMENTS/EXHIBITS DISTRIBUTED AT MEETING:

June 3, 2021, MRPC Minutes

July 15, 2021, Meeting Handout

July 15, 2021, Meeting Agenda

FY22 Budget Update

Salaries Sheet FY22 Budget Update