

# MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)



Thursday, November 5, 2020

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. G. Corbosiero read the roll call.

### 2. Approval of October 1, 2020 MRPC Minutes

B. Swartz moved that the Montachusett Regional Planning Commission approve the October 1, 2020 minutes as distributed. The motion was seconded.

Roll call vote followed.

Barbara Yocum— yes  
Jacqueline Doherty— yes  
Guy Corbosiero — yes  
Laura Shifrin— yes  
Matthew Brenner— yes  
Mike Smith — yes  
Bob Swartz — yes  
Roger Hoyt— yes  
Shaun Copeland— yes  
Stacey Donahue— yes  
Veronica Kell— yes

### 3. Cash Schedule – October 2020

L. Shifrin read the October 2020 cash schedule.

Opening Balance \$384,078.23; Total receipts this month \$263,363.95; Total cash on hand before this warrant \$647,442.18; Less: amount of this warrant \$211,400.57; Balance after this warrant \$436,041.61.

L. Shifrin moved to accept the October 2020 cash schedule as read subject to audit and to be placed on file. The motion was seconded.

Roll call vote followed.

Barbara Yocum— yes

Jacqueline Doherty– yes  
Guy Corbosiero – yes  
Laura Shifrin– yes  
Matthew Brenner– yes  
Mike Smith – yes  
Bob Swartz – yes  
Roger Hoyt– yes  
Shaun Copeland– yes  
Stacey Donahue– yes  
Veronica Kell– yes

#### **4. Administrative Matters**

##### **4.1 COVID-19 Office Space Management Update**

G. Eaton continues to monitor the daily COVID-19 statewide case reports. This data and other relevant information will guide MRPC’s management in determining when to reopen the office to the general public. The office remains closed to the public and staff continues to work on alternate day schedules for safety.

L. Parmenter, Administrative and Human Resources Director issued the Governor’s new COVID-19 Order Number 55 to all MRPC employees increasing safety protocols.

##### **4.2 Update Concerning H. 48: An Act Relative to Non-commonwealth Entities within the State Employees’ Retirement System**

G. Eaton stated that all regional planning agencies are in the process of educating respective legislative delegations concerning the adverse financial impacts of H. 48 upon regional planning agencies and councils of government in Massachusetts.

G. Corbosiero asked if the funds requested would be retroactive or going forward? G. Eaton replied both.

##### **4.3 Attorney General Grant (AGO) to MRPC, Small Business Assistance Program (SBAP)**

G. Eaton indicated that marketing literature and application materials for this \$1,000 direct-grants-to-businesses program, were uploaded to the MRPC website on September 8<sup>th</sup>. More than a dozen grant applications have been received. MRPC is in the process of contacting all applicants attempting to obtain additional application materials for virtually every grant applicant. A letter will go out by November 10<sup>th</sup> to all applicants to request all pending documentation. Awards of funds are anticipated prior to the Thanksgiving Holiday. MRPC is waiting for the approval of an extension to our contract through this December 31<sup>st</sup>. We are still awaiting the original contract with the AGO as well as the extension.

##### **4.4 FY20 Community Development Block Grant, COVID Response Award of \$296,100 to Shirley (lead community), Lunenburg, Royalston, Townsend, and Westminster**

G. Eaton stated that highlights include the following:

- The Executive Assistant and Executive Director have been completing due diligence to move this project forward and the following tasks have been completed.
  - Preparation of contracts for the three food banks (Lunenburg, Shirley, and Townsend).

- Preparation of Microenterprise Assistance Program (MAP) implementation guidelines along with multiple submissions and edits to satisfy the Department of Housing and Community Development (DHCD), CDBG program management.
- Brochure and application for the Microenterprise Assistance Program (MAP) are being edited for distribution (marketing of the program) as soon as the grant management contract has been fully executed; and,
- One quarterly report and approximately four weekly reports have been filed with the DHCD.
- The grant management contract has been signed by MRPC's Executive Director; and,
  - This contract is under legal review by Shirley's Town Counsel and upon the completion of their review Shirley's Town Administrator will be able to sign the contract.

S. Donahue asked if Loaves and Fishes in Devens would be participating.

G. Eaton confirmed the following food banks would be involved: Loaves and Fishes will be included for residents of Shirley, Lunenburg Lions Club for Lunenburg residents and the Townsend Ecumenical Outreach for Townsend residents.

#### **4.5 Strategic Planning for the Montachusett Regional Planning Commission (MRPC) and its Affiliate the Montachusett Enterprise Center, Inc. (MEC)**

G. Eaton stated that the Montachusett Enterprise Center, Inc. (MEC) commenced its strategic planning process at the annual meeting of the Board of Directors that took place on September 25, 2020. The Executive Director requests that a significant amount of time be allocated to this topic at the monthly meeting of the Commissioners to take place on December 3<sup>rd</sup>.

The goal would be to develop one strategic plan for both organizations to be completed by the spring 2021.

Elements of this plan are proposed to include the following:

- Mission statement;
- An assessment of current resources; and,
- Outline of goals, objectives, and activities for the future.

One draft and several final strategic plan examples were provided to the attendees of the meeting. Commissioners and staff are asked to review these documents prior to the December 3<sup>rd</sup> meeting of the Commissioners.

#### **4.6 Budget Updates for Commissioners' Requested Approval and Related Policy Matters**

G. Eaton indicated that the following issues are relevant to the requested approval of a new budget showing a significant increase in revenue to the MRPC:

- The Massachusetts Executive Office of Energy and Environmental Affairs (EEA) recently awarded a grant in the amount of \$98,000 to the MRPC (\$52,000 for FY21 and another \$46,000 for FY22) for the development of Master Plan elements for Hubbardston & Sterling and new downtown zoning for Athol;
- In FY21 the MRPC will earn approximately \$38,622 for the management of a CDBG-CV award (of a total of \$296,100) for the management of a Microenterprise Assistance Program (MAP) and Food Banks Assistance Program in the towns of Shirley, Lunenburg, Royalston, Townsend, and Westminster;

- MRPC employees completed two grant proposals on behalf of Athol and Ayer for ADA compliance planning and earned a total of \$1,000 for grant preparation services.
- The total revenue in FY21 projected for the agency, at \$1.9+/- million, has provided an additional \$180,000 in FY21 or an excess of more than 10%;
- MRPC has recently hired a senior planner to help with the workload and enable the agency to invoice for services.
- MRPC request the hiring of experienced full-time equivalent (FTE) staff (possibly a combination of full- and part-time planners and one or more interns) in order to provide sufficient staffing to deliver all contracted services where the total cost to the agency will not exceed total amount of funds awarded and contracted to the Commission.

G. Eaton presented in detail the FY21 budget.

J. Doherty moved that the MRPC hereby authorize the Executive Director to hire a maximum of two, additional, qualified and experienced full-time equivalent (FTE) staff (possibly a combination of full- and part-time planners and one or more interns) in order to provide sufficient staffing to deliver all contracted services.

R. Hoyt asked about the sustainability of the new positions. G. Eaton explained new staff like all staff would need to sustain their positions.

The motion was seconded.

Roll call vote followed:

Barbara Yocum— yes  
 Jacqueline Doherty— yes  
 Guy Corbosiero – yes  
 Laura Shifrin— yes  
 Matthew Brenner— yes  
 Mike Smith – yes  
 Bob Swartz – yes  
 Roger Hoyt— yes  
 Shaun Copeland— yes  
 Stacey Donahue— yes  
 Veronica Kell— yes  
 Maribel Cruz- yes  
 Phil Duffy- abstained as he was not present for the whole presentation.

## **2. Request for the Increase in the Annual Compensation of Kayla Kress, GIS Analyst**

G. Eaton recommends that Kayla Kress, GIS Analyst annual compensation be increased to \$49,470 to bring her salary in line with the Compensation Plan prepared by Compensation and HR Group. The difference in the annual salary is an increase of about \$130.

L. Shifrin moved that the Commissioners of the MRPC hereby authorize the increase in the annual salary of Kayla Kress, GIS Analyst to be annual compensated at \$49,600 in accordance with the new Compensation Plan. The motion was seconded.

Roll call vote followed:

Barbara Yocum— yes

Jacqueline Doherty– yes  
Guy Corbosiero – yes  
Laura Shifrin– yes  
Matthew Brenner– yes  
Mike Smith – yes  
Bob Swartz – yes  
Roger Hoyt– yes  
Shaun Copeland– yes  
Stacey Donahue– yes  
Veronica Kell– yes  
Maribel Cruz- yes  
Phil Duffy- yes

### **3. For Informational Purposes and Discussion: Change to Personnel Policies**

G. Eaton indicated that at a future meeting he will recommend a series of changes to personnel policies in order to achieve a reduction in administrative costs which will result in a decline in the overhead/indirect cost rate.

He distributed the current Compensatory Time and Personal Time Policies for reference. He explained when employees earn “comp time” and “personal time/inclement weather,” the time earned has a dollar value. That dollar value is the mathematical product of the employees’ hourly rates multiplied by the number of hours accrued by each employee. The total accrual for the fiscal year is the result of the “comp time”-related dollars accrued by all employees throughout the fiscal year (from July 1<sup>st</sup> through June 30<sup>th</sup>).

While preparing for FY20 audit, the Fiscal Manager and Administrative and Human Resources Director using MRPC’s financial accounting software estimated MRPC’s overhead (OH) rate for the most recent fiscal year (FY20) to be 143.22 (subject to audit). Concurrently, they advised the Executive Director that the “comp time” and “personal time/inclement weather” accruals have an effect upon the MRPC’s overhead/indirect cost rate. The 21-year median and mean averages of the OH rate for the MRPC is approximately 125%; The FY20 end-of-year balance for compensatory time accrual is \$16,924.33 and the personal time accrual is \$11,986.86 totaling \$28,911.19; This figure (\$28,911.19) is contained with the agency’s total indirect costs for FY20, of \$811,714.90; The total amount of funds expended in FY20 was \$1,520,580.97; \$811,714.90 in indirect expenses and another \$566,759.40 in direct salaries; The OH rate is calculated, as follows →  $\$811,714.90 \text{ (total all indirect costs)} / \$566,759.40 \text{ (total all direct salaries)} = 1.4322 \text{ or } 143.22\%$ .

If the comp time and personal time/inclement weather policies had been eliminated as benefits prior to FY20, then the FY20 OH rate would have been 1.3812 or 138.12%, a reduction of 0.051 or 5.1% ( $\$811,714.90 - \$16,924.33 \text{ [FY20 compensatory time accrual]} - \$11,986.86 \text{ [personal time accrual]} = \$782,803.71 / \$566,759.40 = 1.3812 \text{ or } 138.12\%$ ).

The above paragraph’s “take away” is that the combined accrual, related to the comp and personal time/inclement weather policies, is approximately 5% of this agency’s OH rate (only 13% higher from our OH-rate-21-year average of 125%, versus 18%).

Management’s recommendation would be to:

- Eliminate the existing Compensatory Time benefit from the MRPC’s Personnel Policies enabling the MRPC to eliminate the negative financial impact on the agency’s overhead rate’ and;

- Eliminate section “**5.A. INCLEMENT WEATHER**” from the Personnel Policies; and insert into the *MRPC Personnel Policies and Employee Procedures Handbook* a new policy enabling employees to work at home during inclement weather reducing the negative financial impact on the agency’s overhead rate.

Additional research will be completed by the management team before recommendations that will be made to the Commissioners this fiscal year including, but not limited to, the narrative implementation date.

Commissioner asked with the amount of time employees have worked from home this year, financially, what would be the difference. G. Eaton replied expenses are primarily salary along with insurances and heating, etc. We have not really eliminated expenses.

Commissioner asked will the compensatory time policy change per levels or across the board? G. Eaton replied compensatory time is the same for all salaried employees with the exception of rate of pay.

#### **4.7 Discussion of the Compensation Plan and Proposed for Implementation on July 1, 2021**

G. Eaton stated that a Compensation Plan was completed by James Gray, Principal, Compensation and HR Group (CHRG) of Burlington, MA. The Plan was distributed to the Commissioners. According to the plan:

*The compensation program report was developed by the Compensation & HR Group for Montachusett Regional Planning Commission. The report contains compensation information for 17 positions with salary survey data aged to July 1, 2020.*

*Data provided by the organization, including job descriptions, full-time salaries, and reporting relationships, were used to match jobs to reliable employer-reported salary survey data. The survey data that best represents the organization’s industry or geographic recruiting area were used. The market analysis report reflects base pay at the 25th, 50th, 75th percentiles and average as well as the average bonus and total compensation for each position.*

*In preparing this report, we utilized survey data from the following sources:*

- *CHRG Benchmark Compensation Survey - contains input from almost 500 organizations on over 1,200 jobs*
- *Economic Research Institute (ERI) Salary Assessor - compiles data from the major surveys covering 10,500 jobs in over 1,100 industries*
- *Proprietary Source (we are required to maintain the confidentiality of this survey source)*

*The salary ranges for all grades have a 50% spread from minimum to maximum with a 10% midpoint differential.*

The Executive Director requests that the Compensation Plan be adopted so that it will be in full force and effect commencing on July 1, 2021 (the beginning of FY22) .

B. Yocum moved that the Montachusett Regional Planning Commission:

- Adopts the Compensation Plan to go into effect on July 1, 2021
- Directs the management team to make every attempt to bring all qualifying employees’ salaries in-line with current market conditions and recommended minimum ranges (Section III, p. 6), at least, identified within the “2020 Compensation Program Report,” funding allowing; and,
- Will obtain internal or external assistance to update the salaries of all positions no later than the end of FY23.

The motion was seconded.

Roll call vote followed:

Barbara Yocum– yes  
Jacqueline Doherty– yes  
Guy Corbosiero – yes  
Laura Shifrin– yes  
Matthew Brenner– yes  
Mike Smith – yes  
Bob Swartz – yes  
Roger Hoyt– yes  
Shaun Copeland– yes  
Stacey Donahue– yes  
Veronica Kell– yes  
Maribel Cruz- yes  
Phil Duffy- yes

## 5. CONTRACT 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

#### Community-Related:

1. **Athol Groundwater Protection Overlay District Map:** Project to create maps depicting the DEP's Zone IIs in Athol for inclusion in the Town's Groundwater Protection Bylaw; Project Lead/Staff – Kayla Kress

- MRPC staff created three maps showing the locations of the DEP's Zone IIs in Athol.
- Staff is currently waiting for feedback from the Town.

2. **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

- Staff added the data into the MRPC's existing trail inventory.
  - Once the Trail Data Collection App and instruction materials have been finalized and are available to the public, they will be sent to the Committee so they can use it to GPS the trails that were not GPS'ed by MRPC staff. The new trail data from the committee will be incorporated into the Trail Map of the Crocker Pond Recreation Area and sent to the Committee for review.

3. **Harvard Special Zoning Map:** Project to create a specialized zoning map to aid the Town in a zoning project;  
Project Lead/Staff – Jason Stanton/Kayla Kress

- MRPC staff edited the Town's existing zoning map to reflect the desires of the Town.
- Staff printed the map and are coordinating pick-up.

4. **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
  - Staff received and processed GPX data of 17 trail updates/additions. Staff are in the process of adding them to the trail inventory.
  - Staff currently waiting for a response to an inquiry regarding the specifics of the map design.
5. **Templeton Cemetery:** Project to update the Town’s cemetery GIS data which will be used to create internal (with editing/database maintenance functionality) and public *MRMapper* WebApps; Project Lead/Staff – Jason Stanton
  - A draft data set was sent to the Town for their review and we are awaiting a response to finalize the data. A draft WebApp has been created and tested. Once the data is finalized, we will finalize the WebApp and present it to the Town for their review. This project is currently on hold until the Town can get back to us regarding some database questions.
6. **Winchendon Zoning Map Updates:** Project to update the Town’s Official Zoning Map; Project Lead/Staff – Jason Stanton
  - The decision was made to update the zoning layers to match the current parcel data where applicable. This project is currently on hold until the Town can collect data regarding the origins of the zoning districts and provide it to the MRPC.

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 staff 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 recently began the data collection process. This project remains ongoing.
2. **Fitchburg COVID-19 Dashboard and Data Visualization:** A project to create and continuously update graphics and a data dashboard containing information about the cases of COVID-19 in the City of Fitchburg; Project Lead/Staff – Jason Stanton/Kayla Kress
  - GIS staff continue to update the data dashboard and graphics whenever new data is received
3. **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 mapped the area of interest for analysis by planning staff.
4. **Harvard Buildout Analysis:** A DLTA project to update the Build-Out Analysis and Analyze Fiscal Impact; Project Lead/Staff – John Hume/Jason Stanton



- We are currently working with the Town on a buildout style analysis. We will develop a scenario-modeling spreadsheet and series of maps detailing current areas of developed, absolute and partial development constraints and developable lands in Town. The goal will be to assess what current zoning will result in regarding full development in terms of residential and commercial development.
- MRPC, with assistance from a subcontractor (Mullin Associates) will then perform a fiscal impact analysis evaluating each of the land uses provided by the buildout analysis. Mullin Associates will build a residential model and non-residential model and MRPC will use the models for scenario simulations.

**5. Lancaster Village-Center Overlay District:** A DLTA project to draft language for a new Center-Village overlay district; Project Lead/Staff – Karen Chapman/Kayla Kress

- GIS staff identified the parcels within the potential Center-Village Over District.
- GIS staff is working on identifying the number of buildings on each parcel. Once that is done, GIS staff will finalize the spreadsheet of parcels within the potential Center-Village Overlay District and send to MRPC planning staff.

**6. Shirley Affordable Housing Production Plan:** A DLTA project to identify undeveloped town-owned properties that could potentially be developed for affordable housing; Project Lead/Staff – Karen Chapman/Kayla Kress

- GIS staff is waiting for feedback regarding the list and map of town-owned properties with the potential for affordable housing production. Once that is received, any edits will be made, as necessary.

**7. Sterling Housing Production Plan Implementation:** A DLTA project to explore the adoption of affordable housing on non-complying lots; Project Lead/Staff – Karen Chapman/Kayla Kress

- Committee members of the Housing Initiatives Committee provided conflicting criteria for identifying a non-complying lot. The Committee and MRPC planning staff are meeting to finalize the criteria. Once the criteria is finalized, GIS staff will identify the undeveloped, non-environmental constrained, non-complying lots.

**8. Sterling Transportation Master Plan Chapter:** A DLTA project to update the Transportation Chapter of the Sterling Master Plan; Project Lead/Staff – John Hume/Jonathan Vos and Kayla Kress

- GIS staff created a map depicting the locations of regularly conducted traffic counts.
- GIS staff updated data and the map of existing trails in Sterling and sent it to the Town for review. Any feedback from the Town will be incorporated.

**9. Townsend Chapter 43D Feasibility Study:** A DLTA project to confirm the feasibility of the Town adopting M.G.L 43D – Expedited Local Permitting Program; Project Lead/Staff – John Hume/Kayla Kress

- Utilizing the criteria in the application, GIS staff analyzed eight properties to potentially include and presented the findings to the Townsend Planning Board on September 28<sup>th</sup>. Three properties were chosen to focus on.
- GIS staff is working with Town staff to investigate these three properties further.

10. **Westminster Open Space and Recreation Plan Update:** A DLTA project to update the maps, the statistics generated from the maps, and the data tables; Project Lead – Kayla Kress

- GIS staff finalized the acreage of tax-exempt lands within the Town so the Town Planner can complete an appendix.
- GIS staff is waiting to receive the items that the Town want shown on the Unique & Scenic Resources and the Action Plan maps.

Transportation-Related:

1. **Freight Corridor Analysis:** Program to examine various freight corridors in the region and determine and issues or deficiencies; Project Lead/Staff – Brian Doherty/George Snow and Kayla Kress

- GIS staff created maps of the two major freight corridors highlighted in the Analysis. Maps depicted the study area roads, high crash locations, and the freight crashes by corridor.

2. **Local ADA Transition Plan Development:** 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/Jason Stanton

- We have completed the process of developing surveys, based on Esri's Survey123 technology, to be used in collecting ADA compliance data on PROW's in the Montachusett Region. There will be four different surveys in the app, focusing on Curb Ramps, Crosswalks, Pedestrian Signals and Sidewalks. We anticipate that field data collection by transportation staff will begin soon.

3. **Pavement Management Systems:** Program to collect, analyze and support pavement conditions on regional roadways; Project Lead/Staff – Jason Stanton/Brian Doherty

- We have completed mapping and data analysis work to wrap up the Pavement Management project for the year.

4. **Popular Bike Routes Comment App:** Program to develop data related to popular bike routes in the Montachusett Region; Project Lead/Staff – Jason Stanton/Sheri Bean

5. **Regional Bike & Ped Plan:** Program to develop a regional bike plan based upon the statewide bike plan; Project Lead/Staff – Sheri Bean/George Snow, Kayla Kress, and Jason Stanton

- GIS staff summarized the number of bicycle crashes and the crashes by severity by corridor as well as the number of corridors, crashes, and crashes by severity by community
- GIS staff created a map of 2008-2017 bicycle crashes by severity to be analyzed by Transportation staff
- An app was developed to allow the public to create popular bike route data and add/vote on comments made by others.
- Data will be finalized and analyzed once this process has been completed.

6. **Trail Data Application:** Program to develop a handheld app for use in the field to collect data on trails throughout the region; Project Lead/Staff – Jason Stanton/Brad Harris, Sheri Bean

- This project is complete, and we are currently in the process of rolling this out to interested communities and organizations.

#### Transit-Related:

**1. Shirley Station Commuter Parking:** Project to redevelop and improve the Shirley MBTA Station Commuter Parking Lot; Project Lead/Staff – George Kahale/Kayla Kress

- GIS staff processed CAD files provided by two consultants
- Staff highlighted the tracks and parcel lines on a PDF CAD plan created by a consultant in 2010. Staff drew in 2020 parcel lines and calculated and added the distances from the centerline of the tracks to the old and new parcel lines
- GIS staff created three maps with similar extents of the PDF CAD plan that have an orthophoto background with the old parcel lines and lines 15 feet from the centerline of the track. Another three maps were created with the previous three as templates, but the surveyed boundary of Front Street was added.

## **5.2 PLANNING AND DEVELOPMENT**

### ***Comprehensive Planning Division***

#### **FEDERAL ECONOMIC DEVELOPMENT ADMINISTRATION (EDA)**

Chris McDermott began a full review of the region's Comprehensive Economic Development Strategy (CEDS). The CEDS was published in 2019 and therefore needs to be updated to account for COVID-19 and the ensuing economic downturn it precipitated. This review is focused upon identifying any information which needs to be compiled and any priorities that need to be removed, revised, or added. Work to locate and access any necessary data sources and draft potential revisions will likewise proceed.

The MRPC also assisted the North Central Massachusetts Chamber of Commerce in their effort to gauge the pandemic's impact on area businesses. The two organizations partnered to distribute a survey addressing the effect of COVID-19 and the ensuing closures it produced. Intended for business owners and managers at larger employers, the survey covers a range of topics including the pandemic's impact on staffing, hours of operation, and the general health of the businesses involved. While respondents may identify themselves should they choose to, the survey is completely anonymous. The data it produces will be aggregated and published as part of a recovery plan the Chamber is currently producing on behalf of the regional business community. It will also be utilized by the MRPC as they work to update the five - year Comprehensive Economic Development Strategy published in 2019.

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

This 3-year grant award, beginning October 1, 2019, is for \$300,000. A virtual Montachusett Brownfields Group meeting is scheduled for November 4, 2020 at 1:00 p.m. Agenda items include Overview of Recent Activities and Review of Site Assessment Requests from Groton, Athol, and Winchendon.

Please contact John Hume, Planning and Development Director concerning this program.

## **MASSACHUSETTS EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS (EOEEA)**

MRPC was awarded an FY20 Planning Assistance grant for \$48,000 last winter to fund Master Plan Chapters for the Town of Hubbardston. MRPC has completed a draft Services and Facilities that was presented to the Planning Board. MRPC continues to work on a Housing Element and an Open Space Element.

Please contact John Hume, Planning and Development Director and/or Jonathan Vos, Regional Planner for further information concerning this project for Hubbardston.

### **DISTRICT LOCAL TECHNICAL ASSISTANCE (DLTA)**

MRPC staff is working on the following projects:

1. Ashburnham: Housing Master Plan Chapter and Wetlands Bylaw Update; Project Manager, Karen Chapman
  - A scope of work and contract has been executed and work has commenced. Karen Chapman held a virtual meeting with the Planning Board on September 23<sup>rd</sup> to discuss housing survey questions and recommendations for housing goals and objectives. Karen will meet with the Planning Board on October 28<sup>th</sup> to discuss revised survey questions as well as a map and spreadsheet of town owned parcels to potentially be used to develop affordable housing the project. Karen is also revising Ashburnham's zoning bylaws with recommendations for wetlands and water protection district bylaw revisions.
2. Ashby: Natural Resource Protection Bylaw; Project Managers, John Hume and Karen Chapman
  - John Hume and Karen Chapman continue communication with the Ashby Land Use Planner to work on the project as a team. A rough draft bylaw has been put together and is being refined.
3. Athol: Millers River Greenway Planning Assistance; Project Manager, John Hume and Karen Chapman.
  - MRPC staff continues to work with the Franklin Regional Council of Governments who are partners in this project and are working for the Town of Orange. MRPC and FRCOG will be meeting soon to plan a date for a virtual Athol – Orange Public Forum to obtain public input.
4. Athol: Urban Renewal Planning Assistance (Phase 2);
  - MRPC's Executive Director, Glenn Eaton, attended a walk - through of the area with local officials on September 16<sup>th</sup>. Work on this project continues.
5. Ayer: ADA Self-Evaluation and Transition Plan. Project matched with ADA Planning Grant from MA Office on Disability to the Town of Ayer. Project Managers, John Hume and Jonathan Vos.
  - John Hume and Jonathan Vos completed a self-evaluation assessment at all municipal buildings and specified parks. Evaluation of ramp slopes is being scheduled with the community.
6. Harvard: Build-Out Analysis Update and Fiscal Impact Analysis; Project Manager, John Hume

- Jason Stanton, has nearly completed developing draft buildout maps and narrative report of results. Communication continues with the Harvard Town Planner and MRPC's subcontractor (Mullin Associates) to discuss final details.

7. Hubbardston: Land Use Master Plan Chapter; Project Manager, John Hume

- MRPC continues to put together a draft Inventory and Analysis section that will be presented to the Planning Board in the fall.

8. Lancaster: Draft language for a new center-village zoning district or overlay district; Project Manager, Karen Chapman

- Karen Chapman put together a scope of work and Memorandum of Understanding which was signed by MRPC's Executive Director and the Town of Lancaster's Town Administrator. Work has been initiated. Karen met with the Planning Board on September 28<sup>th</sup> 2020 to discuss the project. Karen discussed the project with a consultant from Fine Point Associates who is providing a feasibility and marketing report as part of a MA Downtown Initiative grant. Fine Point has released a survey that will also inform some of the work on a Village Center Bylaw or Chapter 40R designation. Karen will meet with the Planning Board virtually on October 26<sup>th</sup> to discuss the differences between 40R and a Village Center Bylaw, as well as a map and spreadsheet created by Kayla Kress, our GIS Analyst, that summarizes all the potential parcels to be included in the new overlay district.

9. Lunenburg: ADA Self-Evaluation and Transition Plan (Phase 2); Project Managers, John Hume and Jonathan Vos.

- Phase 1 was completed using the last round of DLTA. Jonathan Vos and John Hume were in the field on Tuesday October 27<sup>th</sup> measuring and calculating ramp slopes on the exterior of municipal buildings. The next step is to write a draft report that will be presented for comment/edit to local officials and the public.

10. Petersham: Community survey, facilitating public input at community meetings, and identifying any funding options concerning the Nichewaug Inn & Academy building; Project Manager, Karen Chapman

- Karen Chapman has been meeting virtually with local officials all summer refining a survey that was released to the public on September 23<sup>rd</sup>. The survey was mailed to all households and was also available online via Survey Monkey. The survey will close on October 29<sup>th</sup>, at which time paper surveys will be entered online and results will be analyzed. MRPC will hold a public forum of some sort to present the survey results and solicit additional more detailed opinions on uses for the property. Karen will be researching all the funding possibilities for redevelopment of the property as part of the project.

11. Shirley: Housing Production Plan; Project Manager, Karen Chapman

- MRPC has a final scope of work and a signed contract with the community. Karen met virtually with the Planning Board on September 23<sup>rd</sup> to give a presentation on the Housing Needs Assessment and potential public survey questions. Karen will meet on October 28<sup>th</sup> with the Planning Board to discuss potential town-owned properties available for affordable housing as well as goals and objectives for affordable housing development.

12. Sterling: Transportation Master Plan Chapter; Project Manager, John Hume

- MRPC is in the process of addressing additional comments made by the Sterling Master Plan Committee. John Hume, Jonathan Vos, and Brian Doherty attended a virtual meeting with the Master Plan Committee on October 15<sup>th</sup> and presented a draft element in its entirety.

13. Sterling: Implementation of Housing Production Plan Action Items: A. Amend accessory apartment bylaw and incorporate accessory apartments into the Subsidized Housing Inventory, and B. Explore adoption of affordable housing on non-complying lots; Project Manager, Karen Chapman

- MRPC has a final scope of work and a signed contract with the community and met with Sterling's Housing Committee on September 14<sup>th</sup> to provide a draft bylaw for Accessory Dwelling Units and mapping work done by the GIS Analyst, Kayla Kress, for non-complying lots available for affordable housing. Changes to the draft bylaw were made as requested by the Housing Committee and will be presented at their next meeting on October 27<sup>th</sup>. Also, at the October 27<sup>th</sup> meeting, the Housing Committee members will discuss draft criteria for determining if non-complying lots would be a viable option for developing affordable housing. Additional research regarding Accessory Dwelling Units was done to determine the efficacy of counting ADUs as affordable on the town's Subsidized Housing Inventory.

14. Townsend: Amend zoning bylaws to provide more age restricted market rate housing opportunities in Town; Project Manager, John Hume

- John Hume has been meeting/communicating with the Land Use Department staff on a regular basis as refinement of the bylaw continues. A bylaw from the Town of Littleton is being used as a model.

15. Townsend: Provide statistical data to confirm the feasibility of the Town adopting M.G.L. 43D – Expedited Local Permitting Program; Project Managers, John Hume and Kayla Kress.

- John Hume and Kayla Kress have been meeting/communicating with the Townsend Land Use Department to discuss and determine potential Priority Development Sites that can be mapped. Some sites were chosen and mapping is being initiated.

16. Westminster: Open Space and Recreation Plan update assistance (maps and statistics generated from maps, and updating tables in Community Setting Section); Project Managers, John Hume and Jason Stanton

- Kayla Kress finalized the acreage of tax-exempt lands within the Town so the Town Planner can complete an appendix. Kayla is now waiting to receive the items that the Town want shown on the Unique & Scenic Resources and the Action Plan maps.

#### **AYER ADA SELF-EVALUATION AND TRANSITION PLAN**

The MRPC has a contract with the Town of Ayer for \$30,000 to complete this plan. The Town is utilizing an ADA Planning Grant Award from the MA Office on Disability to the Town of Ayer and is also using the DLTA Grant for matching funds. Moreover, MRPC is contributing to the project in terms of Public Rights of Way (PROW) where MRPC's Unified Planning Work Program (UPWP) (Transportation Department) funds are being used to complete this component.

John Hume and Jonathan Vos are in the process of completing ramp slopes of municipal buildings.

## **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. This contract ends December 2020. Research for comprehensive assessment continues. Staff are seeking a grant deadline extension to guarantee project completion by the end of the grant and help ameliorate difficulties created by the Covid-19 pandemic. .

## **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. MRPC received the executed contract on July 24, 2020. MRPC staff are currently finalizing a virtual public forum for all non-Age Friendly communities and several other participating organizations, including Fitchburg State University, to review the Age Friendly process, answer questions, and establish working groups with each participating community.

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

The Montachusett Enterprise Center (MEC) was awarded \$48,000 by Mass DOT. The executed contract was received July 23, 2020 with an end date of December 31, 2020. 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. MRPC staff will work to identify the resources and partners needed to create a Transportation Connections program to help address these gaps. MRPC staff and the Town of Ayer have assembled a steering committee that has begun to evaluate other community ride connector programs to service both health and employment needs. Currently areas of focus have been selected by the steering committee for in-depth data gathering and analysis to determine suitability with local resources and needs, which continues apace. Staff is currently seeking a grant deadline extension to guarantee project completion by the end of the grant and help ameliorate difficulties created by the Covid-19 pandemic.

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

The Montachusett Enterprise Center (MEC) was awarded \$24,000 by MassDOT. The executed contract received July 23, 2020 with an end date of December 31, 2020. 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. staff are continuing analysis of data to support the further development of various strategies that can be used to meet and mitigate these persistent gaps in local area transportation. Staff is currently seeking a grant deadline extension to guarantee project completion by the end of the grant and help ameliorate difficulties created by the Covid-19 pandemic.

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

A grant in the amount of \$104,039 has been received from the MA Department of Energy Resources (DOER). The DOER's Green Communities 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. MRPC will be scheduling outreach meetings and training in all our communities as soon as we are allowed to under COVID-19 restrictions. Holly Ford, Executive Assistant sent out an introductory email to all Housing Authorities and Councils on Aging in our region, including brochures from MassSave and the Low-Income

Energy Assistance Network (LEAN) to introduce these organizations to the services that are available. Some organizations have responded that they would like more information and we will be following up with them to provide additional information. MassSAVE and LEAN provide no cost audits of housing units and no cost (if income eligible) energy efficiency upgrades such as insulation, new windows, new furnaces/boilers, new a/c units, weatherstripping, etc.

## 5.4 TRANSIT

MRPC staff is working on the following projects:

**1. Support of 3C:** Provided 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 followings: local officials and member communities, state representatives and federal representatives. Project Lead/Staff – George Kahale

- **Littleton:** Staff reviewed a request to add a bus stop location at new Amazon Distribution Center located at Taylor Street in Littleton and its impact on the Shuttle schedule.
- **Devens:** Staff discussed with Mass Development representatives the issues of Shirley Meadows Bus Stop and Shelter at Hospital Road in Devens and the proposed Bus Stop and Shelter at Devens plaza on West Main Street in Ayer.
- **Fitchburg:** Staff discussed MART Bus Shelters issues with Fitchburg DPW Commissioner.
- **Shirley:** Staff discussed parking issues at Shirley MBTA Station with MBTA Engineer.
- **Ayer:** Staff attended a meeting with Ayer Director of Community and Economic Development regarding the design and the construction issues of Depot Square improvements and the Pedestrian Plaza Fountain. Also, attended 2 virtual meetings with Ayer Town Manager and Assistant Town Manager regarding the Depot Square improvement construction issues.
- **Public Meetings:** Staff attended MassDOT virtual public meeting regarding Water Street Bridges Replacement Project over Boulder Drive and Nashua River in Fitchburg on September 22<sup>nd</sup>. Staff attended Mass Mobility webinar regarding Marketing Community Transportation: Tips and tools for getting the word out about public transportation services to current and potential riders on September 30<sup>th</sup>. Staff attended MassDOT Innovation Webinar (New Tools to Characterize Geotechnical Site Conditions) on October 1<sup>st</sup>. Staff attended MassDOT Innovation Webinar (New Design Criteria & Design Justification Process for Pedestrian & Bicycle Facilities) on October 6<sup>th</sup>. Staff attended MassDOT Innovation Webinar (Transportation Community Innovation) on October 8<sup>th</sup>; Staff attended the Montachusett Metropolitan Planning Organization (MPO) Meeting on October 21<sup>st</sup>.

**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 RTA 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 and working with Summit Engineering to move forward the construction of Depot Square Pedestrian Plaza located at the MBTA Station. The project includes a transit vehicles turn around, Pedestrian Plaza, Restroom Facility, and pedestrian access to the Station and Commuters Shelter. Depot



Square Improvement Phase I and II has been completed. Phase III of the project is under design Staff reviewed design drawings of the Restroom Facility submitted by the Consultant and provided MART with recommendations. MART anticipates completion of the project by December 31, 2020.

- **Shirley Station Commuter Parking:** MRPC staff continues working with MBTA and the consultants HNTB and Fuss & O'Neill Engineering on redevelopment of the Shirley MBTA Station Commuter Parking Lot Improvement. On October 16, 2020 Staff met in Shirley with State Delegations Sen. Jamie Eldridge, Rep. Danillo Sena and Town Officials and presented the project outlines.
- **Athol-Orange Shuttle:** Staff continues working on monitoring the performance of the bus route and schedule for the Athol-Orange Shuttle and providing recommendations.
- **Gardner/Wachusett Shuttle:** Staff met with MART Staff regarding MBTA Commuter Rail New Schedule and its impact on MART Shuttles and Bus Services.
- **MART Comprehensive Regional Transit Plan Update 2020:** Staff continues to attend the bi-weekly virtual online meetings with AECOM Consultant regarding MART Comprehensive Regional Transit Plan Update 2020 and reviewed updates.
- **MART Operation Managers Meetings:** Staff attended MART Operation Managers monthly meeting Virtually online to discuss the operation strategies and update on the impact of COVID-19 on the Transit operation.

**3. Bus Stop ADA Accessibility Evaluation:** The Path to Accessible Transit Infrastructure (PATI) is assessing the accessibility of the bus stops in the Montachusett Regional Transit Authority (MART) Region. the purpose of the study is to determine the level of accessibility of each stop in MART system by collecting field information and determines its ranking for capital improvement (critical, high, medium, 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 multiyear project to cover all the stops in the MART system.

## 5.5 TRANSPORTATION

### Montachusett Joint Transportation Committee (MJTC)

The MJTC did not meet in October. The next MJTC meeting will be held on Tuesday November 10<sup>th</sup> at 2:30 PM. This is a change from the regular meeting date of the second Wednesday of the month because the second Wednesday in November is the 11<sup>th</sup>, Veterans Day.

### Montachusett Metropolitan Planning Organization (MPO)

The Montachusett MPO met on Wednesday October 21<sup>st</sup>. Items of discussion included the adoption of new statewide performance measure targets for emissions, a draft MOU from the Nashua Regional Planning Commission regarding cooperative transportation planning within the Nashua UZA (Urbanized Area) and upcoming amendments to the FFY 2021-2025 TIP.

### 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. In addition, prior tasks from the previous UPWP have been or will be wrapped up shortly.

**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

- A Bike Route meeting via zoom was held on 10/15 for a proposed bike route in Ayer, Devens, Harvard and beyond to the east. MRPC is partnering with MAPC and local communities on the proposed route and development.
- A meeting was held with the Southwest RPA in NH to discuss extending the North Central Pathway and/or Ware River Rail Trail north into New Hampshire to connect to their Cheshire Rail Trail.
- Staff attended a MassDOT webinar October 6<sup>th</sup> on the new Engineering Directive E-20001 - Controlling Criteria and Design Justification Process – released in January 2020 that applies to all projects led and reviewed by MassDOT.
- Staff attended a MassDOT CMAQ (Congestion Management Air Quality) Consultation Meeting on October 22<sup>nd</sup> to discuss various projects from across the state as part of the funding process.
- Staff attended a virtual Design Public Hearing on October 27<sup>th</sup> regarding the proposed Intersection Improvements at Crescent Street and Chestnut Hill Avenue in Athol.
- A MPO meeting was held on October 21<sup>st</sup>.

**2. Development of TIP:** Program to develop the annual TIP; Project Lead/Staff – Brian Doherty/Brad Harris

- Discussions were held with MART related to a possible FFY 2021 Transit Element Amendment.

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

- Staff coordinated with the GIS Department to finalize the regional heavy truck crash GIS shapefile and database to be used for the Freight Corridor Analysis task. The shapefile and database will also be used for other studies as well.
- Staff Finalized the Bike data outreach app.
- Athol Groundwater Protection Overlay District Map (Free GIS Planning Assistance): Project to create maps depicting the DEP's Zone IIs in Athol for inclusion in the Town's Groundwater Protection Bylaw; Project Lead/Staff – Kayla Kress
  - MRPC staff created three maps showing the locations of the DEP's Zone IIs in Athol
    - Staff is currently waiting for feedback from the Town
- Harvard Special Zoning Map (Free GIS Planning Assistance): Project to create a specialized zoning map to aid the Town in a zoning project; Project Lead/Staff – Jason Stanton/Kayla Kress
  - MRPC staff edited the Town's existing zoning map to reflect the desires of the Town
    - Staff printed the map and are coordinating pick-up
- Lunenburg Conservation Lands Mapping (Free GIS Planning Assistance): 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
  - Staff received and processed GPX data of 17 trail updates/additions. Staff are in the process of adding them to the trail inventory.
  - Staff currently waiting for a response to an inquiry regarding the specifics of the

**4. 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

- Staff conducted 19 traffic counts in September/October in the communities of Ayer, Devens, Fitchburg, Harvard, and Leominster

**5. Pavement Management Systems:** Program to collect, analyze and support pavement conditions on regional roadways; Project Lead/Staff – Brian Doherty

- Data collection finished for the FY 2020 program year
- Staff has completed mapping and data analysis work to wrap up the Pavement Management project for the year.
- 2020 Regional Pavement Profile report has been completed.

**6. Freight Corridor Analysis:** Program to examine various freight corridors in the region and determine and issues or deficiencies; Project Lead/Staff – Brian Doherty/George Snow

- Staff completed the draft safety analysis for the identified Freight Corridors. This safety analysis focuses on heavy truck crashes in the region with a focus on three freight corridors in the communities of Ayer (2 corridors) and Leominster (1 corridor).
- GIS staff created maps of the two major freight corridors highlighted in the Analysis. Maps depicted the study area roads, high crash locations, and the freight crashes by corridor
- 2020 Freight Connector Report has been completed.

**7. Performance Measures:** Program to develop and monitor regional performance measures; Project Lead/Staff – Brad Harris/George Snow, Sheri Bean, Brian Doherty

- Staff reviewed information from MassDOT regarding updates to emission target figures for PM3. MPO presentation and review conducted.

**8. Travel by Tourism:** Program to review and identify access to various local tourist destinations/sites: Program Manager – Project Lead/Staff – Sheri Bean/Kayla Kress

- Project has been completed.

**9. Climate Change Program:** Program to review and assess climate change issues and impacts on various vulnerable infrastructure in the region: Project Lead/Staff – Brian Doherty/

- 2020 Annual Data Update report has been completed.

**10. Regional Bike & Ped Plan:** Program to develop a regional bike plan based upon the statewide bike plan: Project Lead/Staff – Sheri Bean/George Snow

- Staff completed the safety analysis for the regional bike plan.
- Outreach conducted to trail coalition members and social media to collect additional bike route data via the newly developed GIS based bike app.
- GIS staff summarized the number of bicycle crashes and the crashes by severity by corridor as well as the number of corridors, crashes, and crashes by severity by community.
- An app was developed to allow the public to create popular bike route data and add/vote on comments made by others.

**11. Local ADA Transition Plan Development:** 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

- Staff completed first draft ADA public right of way data collection checklist for sidewalks, crosswalks, accessible pedestrian signals, and curb ramps (Ped facilities) to conduct field data

collection efforts. The collected data will be used for assessing the ADA compliance of the Ped facilities and other studies. The four (4) checklists have been inputted into ArcCollector software to create four (4) mobile apps. The apps will need to be reviewed and corrections made as needed. As part of the review process, the apps will need to be field tested.

- Staff has completed the process of developing surveys, based on Esri's Survey123 technology, to be used in collecting ADA compliance data on PROW's in the Montachusett Region. There will be four different surveys in the app, focusing on Curb Ramps, Crosswalks, Pedestrian Signals and Sidewalks. Staff anticipates that field data collection by transportation staff will begin soon.

**12. Trail Data Application:** Program to develop a handheld app for use in the field to collect data on trails throughout the region: Project Lead/Staff – Jason Stanton/Brad Harris, Sheri Bean

- App has been completed and user manuals developed.
- Staff identifying system to distribute app access to communities and interested users.

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.

J. Doherty mentioned her concerns with the commuter rail and how COVID-19 has affected their financial income. G. Kahale stated there is an upcoming meeting to address cuts to be made in the spring. He also mentioned there are 5 MART parking garages that have been empty since March 2020 due to nobody using the commuter rail into Boston. They have received funds from the CARES Act Fund which is what is helping during this time.

**Next MJTC Meeting – December 9, 2020 – 2:30pm to 4:00pm**

**Next MPO Meeting – December 16, 2020 - 1:00pm to 2:00pm (Remote GoToMeeting)**

## 6. Adjournment

There being no further business the meeting adjourned at 8:32 p.m.

Meeting Attendance					
Name	M/A	Representing	Appointment Date	PRESENT	ABSENT
Ashburnham BOS	A	Ashburnham	7.2020		X
Hoyt, Roger	M	Ashburnham	7.2011	X	
Pease, Alan	M	Ashby	7.2001		X
Vacant	A	Ashby			X
Doherty, Jacqueline	M	Athol	7.2020	X	
Rebecca Bialecki	A	Athol	7.2017		X
Vacant	M	Ayer			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
Skwierawski, Tom	A	Fitchburg	7.2020		X
Swartz, Robert	M	Gardner	7.2019	X	
Cruz, Maribel	A	Gardner	8.2017	X	
Burke, Russ	M	Groton	7.2016		X
Cunningham, Peter	A	Groton	9.2020		X
Donahue, Stacia	M	Harvard	7.2018	X	
Vacant	A	Harvard			X
Vacant	M	Hubbardston	7.2016		X
Stauder, Michael	A	Hubbardston			X
Christopher, Thomas	A	Lancaster	7.2016		X
Williston, Russell	M	Lancaster	11.2018		X
Carignan, Thomas	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	10.201		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
Maki, Dick	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, George Kahale, Jason Stanton, Linda Quinlivan, Holly Ford, Brad Harris, John Hume

**DOCUMENTS/EXHIBITS DISTRIBUTED AT MEETING:**

October 1, 2020 MRPC Minutes

November 5, 2020 Meeting Handout