



## **MONTACHUSETT REGIONAL PLANNING COMMISSION (MRPC)**

**THURSDAY, AUGUST 5, 2021**

**7:00 PM**

**REMOTE: GoToMeeting App**

### **MEETING MINUTES**

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

G. Corbosiero called the meeting to order at 7:05 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.

Roll Call:

Alan Pease  
Alyne Butland  
Bill Oelfke  
Jacqueline Doherty  
Roger Hoyt  
Jeff Bennett  
Jessica DeRoy  
Laura Shifrin  
Rick Ward  
Stacia Donahue  
Guy Corbosiero  
Bob Swartz

G. Corbosiero announced that he was broadcasting from the Winchendon Historical Society and welcomed all to visit. The hours are Thursday nights from 6-9 pm and Sundays from 1-4pm.

#### **2. Approval of July 15, 2021, MRPC Minutes – Approval of Commissioners Requested**

B. Oelfke spoke on behalf of B. Yocum requesting that the names of all people who had retired and or promoted be listed in the minutes. Currently the minutes only list the title of the employees.

G. Eaton stated the names of all employees would be added.

L. Shifrin moved to accept the minutes with the above-mentioned corrections. The motion was seconded.

Roll Call Vote Followed

Alan Pease- yes  
Alyne Butland-yes  
Bill Oelfke-yes  
Jacqueline Doherty-yes  
Roger Hoyt-yes  
Jeff Bennett-yes  
Jessica DeRoy-yes  
Laura Shifrin-yes  
Stacia Donahue-yes  
Guy Corbosiero-yes  
Bob Swartz-yes

### **3. Cash Schedule – July 2021 – Approval of Commissioners Requested**

L. Shifrin read the July 2021 cash schedule. Opening Balance \$369,579.63; Total receipts this month \$113,628.77; Total cash on hand before this warrant \$483,208.40; Less: amount of this warrant \$141,520.46; Balance after this warrant \$341,687.94.

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

Roll Call Vote Followed

Alan Pease- yes  
Alyne Butland-yes  
Bill Oelfke-yes  
Jacqueline Doherty-yes  
Jeff Bennett-yes  
Jessica DeRoy-yes  
Laura Shifrin-yes  
Roger Hoyt-yes  
Shaun Copeland- yes  
Stacia Donahue-yes  
Bob Swartz-yes

#### **4. Administrative Matters presented by the Executive Director**

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

Some public meetings held by the MRPC are now being held both online and in-person. In order to obtain attendee information, MRPC now requires online meeting attendees to register in advance of the meeting. This new procedure is being implemented in accordance with the Open Meeting Law as amended and enacted on June 16, 2021. The objective of implementing this new procedure is to account for all meeting attendees and prevent interference with meetings (i.e., “Zoom-bombing”).

*The Federal Centers for Disease Control has issued new mask-wearing guidance which will be implemented onsite.*

G. Eaton stated he would be hanging some additional posters from the Centers for Disease Control around the office and on the doors of the building stating we strongly recommend that if someone is unvaccinated that they wear a mask.

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

A public hearing was held by the Joint Committee on Public Service Wednesday, July 28<sup>th</sup>. Leaders of three regional planning agencies and councils of governments testified in addition to legislators. The deadline for submitting written testimony is Wednesday, August 4 at 5:00 p.m. MRPC will submit information to this Committee by the deadline.

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

The Executive Director continues to manage this program on behalf of the towns of Shirley, Lunenburg, Royalston, Townsend and Westminster.

Microenterprise Assistance Program (MAP):

Direct mailings to businesses were conducted to businesses in three of the five towns: over 100 in Lunenburg; 150+ in Shirley; and 350+ in Westminster. This task netted results as it boosted the number of inquiries and MAP applications. The Executive Director reached out to the North Central MA Chamber of Commerce/Development Corporation to conduct cross-marketing. MRPC received over 25 inquiries and a handful of incomplete applications under this program. No grants have been made due to as no applicant has yet to complete a full application for a \$25,000 business assistance grant. Potential applicants and applicants have informed MRPC

staff that there are many small business assistance programs available, and the CDBG microenterprise program requirements are too complex. It is possible that some, or all, of these unused funds will not be used and “returned” to the Massachusetts Department of Housing and Community Development (DHCD). Conversations will be held with the five communities on this point in July and August to request their collective input on this matter.

#### Food Bank Assistance Program

The three food banks operators have been providing food to those in need in Lunenburg, Shirley, and Townsend. The Executive Director conducted onsite monitoring of Loaves and Fishes (providing food service to Shirley residents) on July 21st and the Lunenburg Lion’s Club on July 28th. A monitoring will be scheduled with Townsend Ecumenical Outreach (TEO) in the near future.

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

This project is on hold until the current staff transitions have been completed.

G. Eaton expressed with the transitioning of K. Chapman into the role of Planning and Development Director, we now need to advertise for a Principal Planner to increase our staff capacity. We have a lot of work to do with the DLTA program, the EDA and other local contracts.

#### **4.5 Montachusett Enterprise Center, Inc. (MEC) – Information**

Members of the Board of Directors of MEC, Inc. were emailed to identify the best time and date to meet for the MEC’s annual meeting.

We have at least three new members to the MEC Board of Directors, if you would like more Information regarding MEC, please contact the Executive Director.

Meeting date and time will be emailed out next week.

#### **4.6 Other Administrative Matters**

##### **4.6.1 Housekeeping Editions to the MRPC Personnel Policies and Employee Procedures Handbook – Information August 5, 2021 and Action of the Commissioners will be Requested on September 2, 2021 – Information**

A list of recommended editions to the above Handbook was provided to the

Commissioners for their review and was explained by the Executive Director. Action on all the proposed changes will not be requested until the meeting of the Commissioners to be held on September 9th.

#### **4.6.2 Meeting Schedule of the Commissioners throughout FY22 – Information**

The Executive Director proposes a meeting schedule for FY22 for later adoption by the Commissioners. See below:

September 9, 2021
October 7, 2021
November 4, 2021
December 2, 2021
January 6, 2022
February 3, 2022
March 3, 2022
April 7, 2022
May 5, 2022
June 2, 2022

#### **4.6.3 US Environmental Protection Agency (EPA), Montachusett Brownfields Site Assessment Grant – Information**

The Executive Director will oversee this program through its successful completion. A Brownfields Group meeting will be held at 3:00 p.m. on September 16th in order to allocate the final assessment money to one or more projects. On or after Monday, August 2nd, please see the relevant public meeting notice available at <https://www.mrpc.org/calendar/month/2021-09>. This meeting will take place online and in-person at the MRPC office.

#### **4.6.4 US Economic Development Administration (EDA), Montachusett Economic Development District (MEDD) and Comprehensive Economic Development Strategy (CEDS) Meetings – Information**

Christopher McDermott, Economic Development Manager and the Executive Director held a series of three meetings on August 3rd, 4th, and 5th concerning multiple Notices of Funding Opportunity (NOFO's) released by the EDA during the week of July 19th. Attendance of the meetings was very high.

#### **4.6.5 MASSDOT Combined Planning Agreement – Information**

Brad Harris, Transportation Projects Director and the Executive Director created a staffing plan to ensure that the MRPC meets its contractual obligations and submitted the narrative to MASSDOT on July 27th.

### **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. Ayer Parcel Updates: Project to update the parcel data, maps and MRMapper sites for the Town of Ayer; Project Lead/Staff - Kayla Kress/Jason Stanton

- GIS staff worked on and completed the COGO, updates to the parcel and annotation data, Quality Assurance documents, and the export and printing of the maps. The Quality Assurance documents and the maps have been delivered. GIS staff will work on updating the Town's MRMapper parcel web app.
- This project is expected to be completed by the beginning of August.

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

- 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.

3. 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.

4. 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 has completed the COGO and the parcel and annotation updates. Staff has sent the assessor the necessary updates to their database. Once the assessor has returned the updated database, GIS staff can work on the Quality Assurance documents and export the final map products.
- This project is expected to be completed by the end of the summer.

5. Sterling Complete Streets: A project to conduct and complete a Complete Streets Tier 2 Prioritization Plan; Project Lead/Staff – Jen Burney and Sheri Bean/Kayla Kress

- GIS staff updated the individual project maps to include sidewalk, bike infrastructure, and vehicular crashes that involved bicyclists or pedestrians.
- This project is ongoing.

6. Townsend Parcel Updates: Project to update the parcel data, maps and MRMapper sites for the Town of Townsend; Project Lead/Staff - Kayla Kress/Jason Stanton

- GIS staff has worked on and completed the COGO and most of the updates to the parcel data. The assessor may send more merges which will require further parcel updates. In the meantime, GIS staff is working on annotation updates. Once the assessor sends the merges, GIS staff can complete the parcel updates and calculate the new Loc IDs.
- This project is expected to be completed by the end of August.

#### **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.

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. Green Communities: A DOER REPA project to assist communities in the region with tasks associated with maintaining status as a Green Community with a concentration on data collection, entry, and verification for annually reporting; Project Lead/Staff – Karen Chapman/Jonathan Vos and Kayla Kress

- GIS staff attended two training sessions regarding the MassEnergyInsight data portal and how to use it. MRPC Planning staff will further train other MRPC staff as needed.
- This project will be ongoing.

4. Hubbardston Master Plan – Land Use: A DLT 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/Kayla Kress

- We created a series of maps for the town related to the Land Use section of their Master Plan.
- After feedback was provided, GIS staff made the requested updates. An additional map depicting Mining Lands and Large Solar Installations was also requested and made.
- Since no further requests were made, this project is complete.

5. Leominster Open Space and Recreation Plan Mapping Update: A DLT project to update the series of maps used in Leominster's Open Space and Recreation Plan; Project Lead/Staff – Karen Chapman/Kayla Kress

- GIS staff and a member of the Open Space Committee met to discuss edits to the Open Space Inventory map. Edits were made and the map was deemed complete. Once the Action Plan Items were finalized, GIS staff and the Open Space Committee met to discuss the locations of the items. The items were digitized and the Action Plan map was created and finalized.
- Using the data on the maps, GIS staff created various appendices for the Open Space and Recreation Plan. GIS staff also updated some of the data and statistics within the plan.
- This project has been completed.

6. North Lancaster 40R Smart Growth Overlay District: A DLT project provide aid in the completion of a 40R application in North Lancaster; Project Lead/Staff – Karen Chapman/Kayla Kress



- GIS and Planning staff are working together to decipher the application and fill out the spreadsheet that details the acreage of constrained land, substantially developed land, undeveloped land, and more within the proposed 40R Smart Growth Overlay District.
- This project is ongoing.

7. 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

- GIS staff compiled environmental constraints for development and created a Developable Land map. Using the Open Space Inventory, GIS staff also created a Recreation Inventory map. Minor edits were requested by the Town and incorporated into the maps.
- This project has been completed.

8. Ayer Form Based Code Buildout: A DLTA project to analyze potential future impacts of Form Based Code Zoning on the Downtown Area; Project Lead/Staff – Karen Chapman/Jason Stanton

- GIS staff met with the Town of Ayer to discuss project specifics.
- Data was provided to the Town for them to begin their data collection for the analysis.
- GIS Staff will complete their analysis once the Town data has been received.

#### **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.
- As Transportation staff was completing the application for the federal RAISE grant, GIS staff was asked to provide various demographic and population data, with an emphasis on Environmental Justice populations, for the region as well as for other refined geographies. GIS staff was also asked to create maps of varying extents that highlight proposed project locations.

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

- GIS staff has been asked to create a series of maps for sidewalk data collection.
- 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.
- GIS staff aided in extracting photos from the Townsend public outreach day.
- 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

- GIS staff is waiting for feedback from the communities regarding updates or verification of the bicycle and pedestrian infrastructure data. Any updates will be incorporated into the dataset. GIS staff is also waiting for communities to identify their 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 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 – Kayla Kress

- 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 – 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 – Kayla Kress

- 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 Wachusett Shuttle Route Update: Project to update the map of MART's Wachusett Shuttle route; Project Lead/Staff – Kayla Kress

- GIS staff updated the map of the Wachusett Shuttle to reflect the new schedule that includes the Fitchburg Intermodal Center. No feedback has been received but if there is any, it will be incorporated. This project has been completed.

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

## 5.2 Planning and Development

### Comprehensive Planning Division

**1. Federal Economic Development Administration (EDA): EDA Award Number: ED19PHI3020032 also Referred to as the MRPC's EDA Annual Planning Grant.** Project Implementation: 4/2021 – 3/2022

**Task #1- MEC, Inc. Project Planning:** MRPC will provide staff support to the Montachusett Enterprise Center, Inc., to:

- 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).
  - **Status:** No progress on this task to report.
- Support the planning and development of job retention and creation projects.
  - **Status:** No progress on this task to report.
- 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).
  - **Status:** Development of an updated Housing Production Plan and Housing Master Plan Chapter for the Town of Ashburnham is under way under DLTA contracts.

### **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.

- **Status:**
  - MRPC staff are working with the Town of Townsend to submit an ADA Planning Grant application.
  - Staff are awaiting grant award announcements for three Planning Assistance Grants MRPC submitted on behalf of Ashburnham, Hubbardston, and Townsend.

**Task #3-** Continue Increasing Public and Private Sector Participation on the Montachusett Brownfields Group (MBG) Steering Committee and Obtain Additional Environmental Protection Agency (EPA) Resources: Since 1998, MRPC has had a successful Brownfields Site Assessment Program, which utilizes EPA grant funds (awarded for the period 10/1/2019-9/30/2022). 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.

- **Status:** No progress on this task.

**Task #4- Maintain the Regional CEDS:** The Montachusett Region will continue to maintain and implement its long-term Comprehensive Economic Development Strategy to create a strong and diversified economy. Work is currently underway 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.

- **Status:** See status report for EDA COVID Award below

Please contact Karen Chapman, Planning & Development Director, or Christopher McDermott, Economic Development Manager, regarding this program.

## **2. Federal Economic Development Administration (EDA): EDA Award Number: ED20PHI3070074 also Referred to as the MRPC's EDA COVID19 Grant**

**Task #1:** Recruit and onboard an Economic Development Manager - **COMPLETE**

**Task #2:** Recruit and onboard an intern to assist the EDM – **COMPLETE** -intern contract ended in May.

**Task #3:** Review 2019 CEDS according to subtasks below:

- **Subtask a:** Locate and obtain relevant data – **COMPLETE**
- **Subtask b:** Present findings from demographic research and collect feedback – **COMPLETE**
- **Subtask c:** Outreach to local officials/Draft and prioritize development goals based upon feedback – Review and redraft of project request form was completed and sent to stakeholders in June and July. MRPC staff is awaiting responses on the forms.
- **Subtask d:** Distribute business leaders survey – **COMPLETE**

- **Subtask e:** Compile findings and incorporate into CEDS - **COMPLETE**
- **Subtask f:** Present Goals to MRCEDS Committee for approval – **COMPLETE**
- **Subtask g:** 30 Day Public Comment Period – To be posted to MRPC website and shared with municipal clerks in late July, early August.
- **Subtask h:** Publication and promotion – To be accomplished in August.
- **Subtask i:** Develop adequate technological capacity for MRPC Staff Members – **COMPLETE** – under continuous review as needs evolve.
- **Subtask j:** Hire a Marketing Survey Consultant – **TO BE DELETED FROM SCOPE OF SERVICES-** due to North Central MA Chamber’s recent market analysis.
- **Subtask k:** GIS mapping project for regional water and sewer infrastructure locations in proximity to industrially zoned land along major transportation routes in the region – **IN PROCESS** - EDA & GIS staff are collaborating on the development of a scope of services and cost estimating. An amendment will be submitted to EDA to eliminate Subtask j in favor of this subtask k. This will be completed in conjunction with MRPC’s project to identify Future Industrial Lands in the region.
- **Subtask l:** Conduct a regional marketing study – **TO BE DELETED FROM SCOPE OF SERVICES-** see Subtask j.
- **Subtask m:** Publish and promote regional marketing study - **TO BE DELETED FROM SCOPE OF SERVICES-** see Subtask j.
- **Subtask n:** Locate and secure funding for CEDS priority projects – to be completed once revised CEDS is completed – October 2021-June 2022.
- **Subtask o:** Pursue goals and objectives identified within CEDS - to be completed once revised CEDS is completed – October 2021-June 2022.
- **Subtask p:** Conduct annual review of CEDS and projects – May 2022 – June 2022.

### **3. Federal Environmental Protection Agency (EPA), Montachusett Region Brownfields Assessment Program**

Grant Period: 10/1/2019 – 9/30/2022    Award Amount: \$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.

- **Status:** MRPC staff met with Joe McLoughlin of BETA Group to discuss amending the contract with them to have BETA manage the Assessment, Cleanup and Redevelopment Exchange System (ACRES) program for MRPC. ACRES tracks the projects MRPC communities and BETA are working on, and projects are categorized in the system by property address. Updates to the system are required regularly. Until MRPC staff learn the ACRES system, BETA will manage this portion of the contract.

A meeting of the Montachusett Brownfields Group is being scheduled for September.

Please contact Glenn Eaton for information regarding this project.

#### **4. District Local Technical Assistance (DLTA)**

MRPC has an executed contract with the Massachusetts Department of Housing and Community Development (DHCD). This is the 14<sup>th</sup> year of this State-funded initiative. The state FY22 budget includes DLTA funding for next year. An RSD will be released to communities in December 2021.

Please contact Karen Chapman, Planning & Development Director for more information on the DLTA program.

**Ashburnham:** Land Use Master Plan Chapter.

- **Status:** Contract is now fully executed, and work will begin soon.

MRPC Team Leader, Jen Burney, Senior Planner.

Other staff assigned: GIS staff for any needed mapping.

**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:** Contract is fully executed, and a date is being scheduled with town officials to initiate this project in the next 2-3 weeks.

MRPC Team Leader: Karen Chapman, Planning & Development Director.

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

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

- **Status:** Contract is now fully executed, and work will proceed on this project.

MRPC Team Leader: Karen Chapman, Planning & Development Director.

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:** MRPC staff are awaiting data from town officials in order to continue the project.

MRPC Team Leader, Karen Chapman, Planning & Development Director.

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

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

- **Status:** A draft scope of work for the Transportation Plan has been sent to Harvard officials for review. A draft scope for the agricultural staff study is being drafted.

MRPC Team Leader, Karen Chapman, Planning & Development Director.

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:** No progress on this project.

MRPC Team Leader: Jennifer Burney, Senior Planner.

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

**Lancaster:** 40R District Development/Village District Bylaw.

- **Status:** A meeting is scheduled with the Affordable Housing Trust on August 5<sup>th</sup> where the draft application and bylaw will be discussed.

MRPC Team Leader: Karen Chapman, Planning & Development Director.

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:** A final updated Open Space and Recreation Plan including required maps was delivered to the City on July 9<sup>th</sup>. This project is **COMPLETE**.

MRPC Team Leader: Karen Chapman, Planning & Development Director.

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:** No progress since last update.

MRPC Team Leader: Karen Chapman, Planning & Development Director.

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

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

- **Status:** No progress since last update.

MRPC Team Leader: Karen Chapman, Planning & Development Director.

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:** No progress since last update.

MRPC Team Leader: Karen Chapman, Planning & Development Director. 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:** 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, Planning & Development Director.  
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:** No progress since last update.

MRPC Team Leader: Karen Chapman, Planning & Development Director.  
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:** Maps have been finalized. Some draft chapters have been provided by Townsend's Master Plan Committee for MRPC staff to review for clarity and complete any data updates needed.

MRPC Team Leader: Karen Chapman, Planning & Development Director.  
Other staff assigned: Kayla Kress, GIS/IT Analyst.

## **5. 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.

Status: MRPC staff met with the two hospitals stakeholders to discuss data that is still unavailable. Needed data is being researched and staff are still waiting for the final data tables from DPH. The hospitals continue to gather internal data, review for accuracy, and filter to ensure patient privacy.

Mr. Haney will be presenting the first draft CHNA to Heywood Hospital on July 29<sup>th</sup>, as well as reviewing any missing data points.

MRPC Team Leader, Blair Haney, Senior Planner.  
Other staff assigned: Bruce Hughes, Senior Planner; Jonathan Vos, Regional Planner.



## **6. Massachusetts Department of Energy Resources (DOER)**

MRPC is assisting our communities through Administrative Costs associated with Green Communities 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.

Please contact Karen Chapman, Planning & Development Director for further information concerning the Green Communities Program.

## **7. 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).

- **Status:** MRPC staff have been unable to carry out many of the tasks associated with this grant due to COVID restrictions prohibiting in person meetings. Meagen Donoghue has been working hard to develop this program to reach the highest number of low-income persons and property managers. There has been little to no response from organizations and communities interested in this topic.

Please contact Meagen Donoghue, Senior Planner, for information regarding this project.

## **8. Healthy Aging Tufts Fund Momentum**

MEC has a \$10,000 grant for a pilot program to assist the Towns of Ashburnham, Westminster, and Winchendon to become certified Age Friendly.

- **Status:** No progress on this project since the last update.

Please contact Jonathan Vos, Regional Planner or Karen Chapman, Planning & Development Director for further information.

## **9. 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:** Additional meetings with the grant manager occurred to address issues that arose from the Covid-19 pandemic and ensure MRPC has adequate resources to meet project goals in line with the updated work plan have been scheduled, beginning in early August.

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.

#### **10. 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.

- **Status:** This contract ended June 30, 2021. MRPC staff is developing a final report for the project.

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

#### **11. 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.

- **Status:** This contract ended June 30, 2021. MRPC staff is developing a final report for the project.

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

G. Corbosiero asked when we thought this project would be finalized. G. Eaton stated K. Chapman and J. Vos are tying up loose ends on this. He will follow up Monday with an answer.

#### **12. Sterling Complete Streets**

Contract Amount: \$38,839.25 Contract End Date: 8/31/2021

The MassDOT Complete Streets Funding Program provides technical assistance and construction funding to eligible municipalities.

- **Status:** MRPC staff Jen Burney and Sheri Bean have been trying to set up a site visit with Town staff and Fuss and O'Neill to develop and prioritize a list of 15 projects.

Contact Jennifer Burney, Senior Planner or Sheri Bean, Principal Planner for further information.

#### **13. 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. This contract ended 6/30/2021.

- **Status:** This contract ended 6/30/2021 and draft chapters have been provided to Hubbardston officials for review. These chapters along with other chapters completed under DLTA will be combined together with an Implementation Plan under the FY21 PAG award.

Please contact Jen Burney, Senior Planner, and/or Jonathan Vos, Regional Planner for further information regarding this project.

#### **14. 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:** has drafted a shared parking bylaw for town officials to review.

Contact Senior Planner Meagen Donoghue for questions regarding this project.

**Hubbardston:** \$18,000: To develop an Implementation Element for 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 the chapters that were completed and approved by the Planning Board to develop an Implementation Chapter. A meeting with the Hubbardston Planning Board is scheduled for 8/5 to review progress.

Contact Senior Planner Jen Burney and/or Regional Planner Jonathan Vos for information regarding this project.

**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 8/12/21 to review progress and draft chapters.

Contact Senior Planner Jen Burney and/or Regional Planner Jonathan Vos for information regarding this project.

#### **15. Lancaster Hazard Mitigation Plan**

MRPC is contracted with the Town of Lancaster for \$25,000 to update their Hazard Mitigation Plan.

- **Status:** No progress on this project.

Contact Senior Planner Blair Haney for information on this project.

## **Community Development Division**

Reports concerning the Community Development Block Grant (CDBG) can be found above under section 4.3

## **MONTACHUSETT ENTERPRISE CENTER, INC.**

Reports concerning the Montachusett Enterprise Center, Inc. (MEC) can be found above under section 4.4

### **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 –

- Orange: MART Administrator Mohammed Khan has formally retired as of July 9th. Bruno Fisher was named as the Interim Administrator. A job posting is open until August.
- Lancaster: Staff continued to discuss 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 and MART.
- Public Meetings: Staff met virtually with the Montachusett Planning Organization (MPO) on July 21st.

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 –

- Ayer Depot Square Pedestrian Plaza: There is no new information regarding this project. Just that MRPC staff continues to assist MART and the Town of Ayer with the construction of Phase III of Depot Square Pedestrian Plaza located at the MBTA Station.
- Shirley Station Commuter Parking: There is no new information on this. Staff continues to work with MART and MBTA representatives to redevelop the Shirley MBTA Station Commuter Parking Lot.
- MART Operation Managers Meetings: MART has restored all of their transit routes, with the exception of the Littleton Shuttle. Route 11 and its service to Great Wolf Lodge in west Fitchburg is the last service to come back online.
- Fare Collection System (FCS): MRPC staff continued to assist MART when requested with developing a Request for Proposals (RFP) of the Automatic Fare Box Collection System.

- Devens Shuttle: MART staff will be meeting with the Devens Enterprise Group to discuss the shuttle service and potential changes and how it will connect with the Ayer/Shirley “First Mile Last Mile” workforce grant.
- Littleton: MART staff will be meeting with Littleton to discuss possible expansion of the Littleton-Westford shuttle. There is a desire by Littleton to expand the route to include some of the shopping areas along Route 119.

3. Bus Stop ADA Accessibility Evaluation: No new information this month.

Contact Brad Harris, Transportation Projects Director, for further information.

## **5.4 Transportation**

### **Montachusett Joint Transportation Committee (MJTC)**

The MJTC met in July. The next MJTC meeting will be held on Wednesday August 11<sup>th</sup> at 2:30 PM. The first order of business will be the election of officers for the 2021-2022 year. Nominees are Nicolas Bosonetto, Fitchburg, for Chair, Dick Kilhart, Athol, for Vice Chair and Guy Corbosiero, Winchendon, for Secretary.

### **Montachusett Metropolitan Planning Organization (MPO)**

The Montachusett MPO met on Wednesday July 21<sup>st</sup>. At the meeting, a draft Adjustment #1 to the FFY 2021 Highway Element was discussed and approved by the MPO. The next MPO meeting is scheduled for Wednesday August 18<sup>th</sup> at 1:00 pm.

### **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

Staff attended various meetings during the month including:

- Transportation Managers Meeting on 7/6/2021
- Northern Tier Rail Study Kick Off Meeting on 7/13/2021
- RPA Data Users Group Meeting on 7/14/2021
- MRPC Meeting on 7/15/2021
- MPO Meeting on 7/21/21

Staff completed and submitted to the U S DOT two Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Applications. These applications were as follows:

- **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.
- **Montachusett Region Climate Vulnerability Assessment and Climate Change Resilience Plan:** This planning grant will seek to hire a consultant to gather, review and update any and all Infrastructure Climate Vulnerability Assessments within the Montachusett Region. Where needed new plans will be developed. The final goal for all MRPC communities to be at the same level in their Climate Vulnerability Assessment Plans. The second phase of this program will be the development of individual or a regional Climate Change Resilience Plan.

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

The MPO reviewed add voted to endorse Adjustment #1 to the FFY 2021 Highway Element. This adjustment is based on reduced cost changes to two Federal Aid Target projects.

	Project #	Community	Description	Fund Source	FROM	TO	Change	Percent
1	608888	Gardner	RECLAMATION AND RELATED WORK ON PEARSON BOULEVARD	STBG	\$1,264,648	\$832,346	-\$432,302	-34.18%
2	608548	Winchendon	IMPROVEMENTS & RELATED WORK ON CENTRAL STREET (ROUTE 202), FROM FRONT STREET TO MAPLE ST.	STBG	\$4,508,785	\$4,102,216	-\$406,569	-9.02%

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

Please refer to the GIS Status Report.

**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

The traffic count season began on 6/28 with the hiring of 3 traffic technicians. The 32 MassDOT requested counts will be the priority this year as well as any counts needed for our local studies. The hope is to continue our usual count program next year or once things are fully back to normal.

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

The 2021 data collection program is underway. Staff will collect pavement data on federal aid eligible roadways in various communities and produce the annual profile report in September.

**6. Intersection Analysis:** Program to review regional locations in order to identify issues and/or deficiencies and develop potential alternatives to address them; Project Lead/Staff – Brian Doherty/George Snow

Work has begun on a review of the Main Street (Rt. 119)/Elm Street/W Elm Street in Townsend. Crash data analysis is ongoing.

**7. 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 reports are being prepared and it is expected that final drafts will be ready by the end of August or early September.

**8. 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

- Pavement and sidewalk condition data was collected along the corridor in July.
- Staff completed the safety profile for this study. The profile established potential priorities based on the analysis. They are separated into Top, Second and Third priorities.
- Staff will be meeting with city officials in the near future to discuss the corridor profile.

**9. Regional Pedestrian Plan:** Program to develop a regional ped plan based upon the statewide ped plan: Project Lead/Staff – Sheri Bean/George Snow

Staff has updated bike lane and sidewalk maps. These have been sent out to communities for approval over the next few weeks. The next steps will be to establish priority areas and future potential projects and funding sources.

**10. 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/

- Staff will be utilizing the four (4) ADA Public Right-of-Way Data Collection surveys to collect the pedestrian facility data for the Fitchburg Corridor Study.
- Staff presented the four (4) surveys that were created using ArcGIS Survey 123 at the MPO July meeting. The surveyor guides for the sidewalk; curb ramp; crosswalk; and accessible pedestrian signal surveys were also presented. The surveys and the survey guides were well received.

**11. Bus Stop ADA Accessibility Evaluation:** Program to conduct an analysis of fixed route transit stops for ADA compliance; Project/Lead Staff – Brad Harris/George Snow

- Staff began a review of the MART Bus Stop ADA Data Collection survey that was created using ArcGIS Survey 123.

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.

H. Ford brought to the attention of the Commissioners that any meeting held on the 1<sup>st</sup> or 2<sup>nd</sup> of the month presents a problem with sending out the Cash Schedule two days before the meeting.

L. Shifrin suggested amending the meetings to move any meetings to be held on the 1<sup>st</sup> or 2<sup>nd</sup> to be moved to the following week. This motion was seconded.

Roll Call Vote Followed

Alan Pease- yes  
 Alyne Butland-yes  
 Bill Oelfke-yes  
 Jacqueline Doherty-yes  
 Jeff Bennett-yes  
 Jessica DeRoy-yes  
 Laura Shifrin-yes  
 Roger Hoyt-yes  
 Shaun Copeland- yes  
 Stacia Donahue-yes  
 Bob Swartz-yes  
 Guy Corbosiero- yes



G. Corbosiero asked the Executive Director to speak about the three meetings which were held this past week.

G. Eaton stated there were Notices of Funding Opportunities (NOFO) were published by the Federal Economic Development Administration. EDA is under the Federal Department of Commerce. C. McDermott and G. Eaton held three meetings were Chambers of Commerce, Legislative Aides, and local Senators and Representatives attended. We are looking to tap into these funds to jumpstart our tourism economy, help infrastructure projects and help the manufacturing clusters we have. We need to do anything we can do.

## 7. Adjournment

**Next MJTC Meeting – September 8, 2021 – 2:30pm to 4:00pm**

**Next MPO Meeting – September 15, 2021 - 1:00pm to 2:00pm (Remote GoToMeeting)**

There being no further business the meeting adjourned at 8:03 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	
Maiores, 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
Nartowicz, 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			

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

**DOCUMENTS/EXHIBITS DISTRIBUTED AT MEETING:**

July 15, 2021, MRPC Minutes

August 5, 2021, Meeting Handout

August 5, 2021, Meeting Agenda

Personnel Policy Revision Checklist

MRPC Personnel Policy and Employee Procedures