



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

**Thursday, October 7, 2021**

**7:00 PM**

**REMOTE: GoToMeeting App**

## **MEETING MINUTES**

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

G. Corbosiero called the meeting to order at 7:02 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 Taken

Barbara Yocum- present  
Guy Corbosiero- present  
Jeff Bennett- present  
Jessica DeRoy- present  
John Telepciak- present  
Jonathan Kranz- present  
Rick Ward- present  
Stacia Donahue- present  
Russ Williston- present

Maribel Cruz also attending as a guest

### **2. Approval of September 7, 2021, MRPC Minutes**

B. Yocum asked who the point of contact for the town in regard to the Mass. Dept. of Energy Resources grant for Regional Energy Planning Assistance? K. Chapman confirmed Michael McGovern is the point of contact for the town of Shirley.

B. Yocum moved that the Montachusett Regional Planning Commission approve the September 7, 2021 minutes as distributed. The motion was seconded.

Roll call vote followed.

Barbara Yocum- yes  
Jeff Bennett- yes  
Jessica DeRoy- yes  
John Telepciak- yes  
Jonathan Kranz- yes  
Stacia Donahue- yes  
Russ Williston- yes

### **3. Cash Schedule – September 2021**

G. Eaton read the September 2021 cash schedule.

Opening Balance **\$509,260.60**; Total receipts this month **\$118,772.90**; Total cash on hand before this warrant **\$627,983.50**; Less: amount of this warrant **\$139,437.95**; Balance after this warrant **\$488,545.55**.

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

Roll call vote followed.

Barbara Yocum- yes  
Guy Corbosiero- yes  
Jeff Bennett- yes  
Jessica DeRoy- yes  
John Telepciak- yes  
Jonathan Kranz- yes  
Russ Williston- yes  
Stacia Donahue- yes

### **4. Administrative Matters presented by G. Eaton**

**Information concerning the pending status of retirement legislation and strategic planning will return to the monthly meeting agenda when these matters move forward.**

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

N95 masks were purchased and provided to all employees. Employees continue to work under a hybrid model.

#### **4.2 Previously Approved Salary Increase for Karen Chapman, Planning and Development Director — Change in Implementation Date Proposed - Approval of Commissioners Requested**

##### **REPORT**

On July 15, 2021, the Commissioners approved of a promotion and a corresponding rise in salary to Karen Chapman from Senior Planner to Planning and Development Director. Her salary rose from \$70,236.08 to \$78,000 annually; the new salary went into effect on July 25, 2021. As part of the report and resolution, the Executive Director would conduct an evaluation of Ms. Chapman's performance and if she performed well in her position, her salary would then increase to \$81,700 per year. (This is the salary that would have been earned by the prior Planning and Development Director as of July 1, 2021.)

The Executive Director completed an evaluation of Ms. Chapman's performance from July 16, 2021, through October 5, 2021. Ms. Chapman's performance is exemplary and she is exceeding expectations. Therefore, the Executive Director recommends that Ms. Chapman's salary increase proposed for January 1, 2022, begin on October 3, 2021.

## RESOLUTION

**BE IT RESOLVED** that the Montachusett Regional Planning Commission approves of the recommendation to compensate Ms. Chapman, Planning and Development Director at an annual rate of \$81,700 commencing October 3, 2021.

G. Corbosiero estimated the difference of pushing this through now and not January 1, 2022 would be about \$1,500. G. Eaton confirmed this to be correct.

B. Yocum moved to accept the resolution as presented. The motion was seconded.

Roll call vote followed.

Barbara Yocum- yes  
Guy Corbosiero- yes  
Jeff Bennett- yes  
Jessica DeRoy- yes  
John Telepciak- yes  
Jonathan Kranz- yes  
Russ Williston- yes  
Stacia Donahue- yes

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

No new information this month. We will be holding a public hearing where we will give a status report on the grant.

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

A meeting of the board of directors will be held next Thursday at 6:00 p.m. Staff will submit an Annual Report and other, required documents to the MA Secretary of State's Office as soon as possible. We will send out the agenda and the meeting link no later than Tuesday, October 12, 2021.

### **4.5 Other Administrative Matters**

#### **4.5.1 Housekeeping Editions to the MRPC Personnel Policies and Employee Procedures Handbook – Action of the Commissioners Requested**

This continues to be on hold until all new staff hiring has been completed.

#### **4.5.2 Flexible Work Locations and Scheduling Policy – Information**

This continues to be on hold until all new staff hiring has been completed.

#### **4.5.3 American Rescue Plan Act (ARPA) – A New Funding Program for Cities, Towns, Counties, and States**

##### **REPORT**

Municipalities across the Nation have received some or all of their respective ARPA funds from the Federal government. Approximately 30% of the communities in the Montachusett region have reached out to the MRPC and asked if we can provide grant management assistance. Three other municipalities have already outsourced grant management. MRPC will hold listening sessions next week (dates will be provided at the Commissioners' meeting to be held on the evening of October 7<sup>th</sup>.)

Whether or not the MRPC will provide services is dependent upon whether the MRPC will be able to earn enough revenue from the municipalities using their ARPA funds and upon the availability of trained personnel seeking employment at the MRPC to assist with the delivery of these services. Without advertising for such a position, MRPC will not know if we can deliver the service.

The Executive Director respectfully requests permission from the Commissioners to advertise such a position and report upon the search results at the November meeting and proceed accordingly.

##### **RESOLUTION**

BE IT RESOLVED that the Montachusett Regional Planning Commission authorizes the Executive Director to advertise a ARPA Grants Compliance Director position in November at a salary level commensurate with market conditions and report upon the search results at the November meeting of the Commissioners and where, at that time, the Commissioners and Executive Director will determine the appropriate course of action to implement.

G. Corbosiero asked if we would be taking in enough money to cover the salary of this person? Would we lose money by doing this? What will we know in 30 days? G. Eaton stated we will know what kind of interest we have in 30 days. We do still have to figure out how to price the job, but we are working on this now. We should know how much we could afford by the next meeting in November. G. Eaton stated we would not do this if we were going to lose money.

B. Yocum asked what communities have received ARPA funds. G. Eaton stated every community in the nation should have received at least 50% of the total funds allocated to their community. All MRPC communities have received ARPA funds.

G. Corbosiero asked if we could expand outside of our area to assist other communities? G. Eaton stated we may assist other agencies but we don't typically go outside of our communities. If we were invited to provided assistance outside our area, we would consider it.

B. Yocum moved to accept the resolution as read. The motion was seconded.

Roll call vote followed.

Barbara Yocum- yes  
Guy Corbosiero- yes  
Jeff Bennett- yes  
Jessica DeRoy- yes  
John Telepciak- yes  
Jonathan Kranz- yes  
Roger Hoyt- yes  
Russ Williston- yes  
Stacia Donahue- yes

There is a spreadsheet that was sent out that contains possible funding sources for all communities. Stacia Donahue had reached out to us and requested such information. K. Chapman had this information available. This is a first cut of what we will continue to provide. We will continue to update this information and have it available on our website.

K. Chapman asked who would be the best person to send this information to? G. Corbosiero stated T. Murphey for Winchendon. K. Chapman also requested that we are informed of any staff changes to help us better serve our communities.

## 5. CONTRACT STATUS REPORTS

### 5.1 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

#### 3022230 MISC. GIS CONTRACTS

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.
2. 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
  - Parcel data and map updates are complete.
  - GIS staff has completed updating the Town's MRMapper web apps.
  - This project has been completed and will no longer appear on the status report.
3. 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
  - No new information. This project is ongoing
4. Fitchburg Trail Map Update: Project to update the Northern Watershed trail maps; Project Lead/Staff – Kayla Kress
  - New trail data was provided to GIS staff to update the Northern Watershed trail maps. GIS staff added the new trail, additional wayfinding post numbers, and the areas that are not accessible to the public.
  - This project has been completed and will no longer appear on the status report.

5. 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
  - No new information. This project is ongoing.
6. 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
  - Parcel data and map updates are complete.
  - GIS staff is waiting on approval from the Town to update the Town’s MRMapper web apps.
  - This project is expected to be completed in October
7. 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
  - Parcel data and map updates are complete.
  - GIS staff has completed updating the Town’s MRMapper web apps.
  - This project has been completed and will no longer appear on the status report.

**305400                      COMBINED PLANNING GRANT (PL) 10/1/20 – 9/30/21**

1. Public Information Reporting/Participation Program: Program to maintain an active Public Participation Program through various outreach methods; Project Lead/Staff – Brad Harris/George Snow, Sheri Bean, Brian Doherty, Jason Stanton
  - GIS staff is working on creating a MRMapper web app that depicts the Region’s high crash locations. This will be publicly available on the MRPC’s website and municipalities will be encouraged to refer to it as they plan for transportation improvements.
2. 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. We received the updates from the Town and are working on processing those edits. It is expected that this project will be completed in October.
  - The Recreation Department of the City of Leominster has reached out and asked about utilizing the City’s free eight hours of GIS planning assistance. GIS staff has asked that they nail down the scope of work to ensure that the project can be completed within the eight hours.
3. Data Collection & Analysis Program: Program to collect and analyze various data sources in support of studies and regional databases: Project Lead/Staff – Kayla Kress
  - Four communities have provided information/updates to the bike/ped infrastructure data and GIS staff incorporated it into the dataset.

4. Pavement Management Systems: Program to collect, analyze and support pavement conditions on regional roadways; Project Lead/Staff – Brian Doherty, Jason Stanton
  - GIS staff has assisted in evaluating pavement management solutions from different vendors.
5. Intersection Analysis: Program to review regional locations to identify issues and/or deficiencies and develop potential alternatives to address them; Project Lead/Staff – Brian Doherty/George Snow and Kayla Kress
  - GIS staff edited the environmental constraint map and land use map and created an additional five maps that depict various improvement alternatives for the intersection. These will be used in the report and GIS staff will make any edits as requested.
  - This project is complete unless edits are received.
6. 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 created seven maps for each community's Walkability report.
  - GIS staff will make any edits as requested but this project is complete unless edits are received.
7. 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, Brian Doherty, and Kayla Kress
  - No new information. This project is ongoing and GIS staff will assist as requested.
8. Climate Change Report: Program to update the yearly Climate Change Report: Project Lead/Staff – Brad Harris/Brian Doherty and Kayla Kress
  - Transportation staff noticed discrepancies between this year's fed-aid eligible roadways and previous fed-aid eligible roadways and created a query to identify the previous fed-aid eligible roadways. GIS staff used this query to update the 22 community maps so that they properly show the fed-aid eligible roadways and local roadways within flood zones. GIS staff updated the mileage table to accurately capture the miles of fed-aid eligible and local roadways within and outside of flood zones.
  - GIS staff also created a map that shows the alternative fueling stations for passenger vehicles (mainly electric charging stations) in the region.
  - This project has been completed and will no longer appear on the status report.
9. 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
  - Four communities have provided information/updates to the bike/ped infrastructure data and GIS staff incorporated it into the dataset.
  - This project is ongoing.

**305500 COMBINED PLANNING GRANT (5303) 10/1/20 – 9/30/21**

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 resized the map from 30"x40" to 11"x17".
  - This project has been completed and will no longer appear on the status report.
2. MART Route Calculations: Project to update MART's route calculations; Project Lead/Staff – Kayla Kress
  - GIS staff calculated the distance traveled by community for the new Clinton/Worcester shuttle and the updated the route calculations by community for the updated Intercity route.
3. MART Bus Stop ADA Public Right-of-Way Data Collection: Project to collect data related to MART Bus Stop ADA accessibility
  - GIS staff completed updates to the data collection app.
  - This project will be worked on as needed.

**305600 STERLING COMPLETE STREETS 9/30/21 – 8/31/21**

This project has been completed and will no longer appear on this status report.

**306200 PAG STERLING, HUBBARDSTON, ATHOL 11/10/20 – 6/30/22**

Hubbardston Master Plan Maps: A project to develop Master Plan chapters for the Town of Sterling; Project Lead/Staff – Jen Burney and Jonathan Vos/ Kayla Kress

- GIS staff has been asked to update the Open Space map for the Town's Master Plan. New Open Space data has been received by the Town and GIS staff will work on updating/creating an open space land database which will serve as a base for the map.
- This project is ongoing.

**306400 HEYWOOD COMMUNITY HEALTH ASSESSMENT 11/23/20 – 9/30/21**

A project to update the Community Health Needs Assessment reports for Heywood Group and HealthAlliance/UMass Memorial; Project Lead/Staff – Blair Haney/Bruce Hughes, Jonathan Vos, and Kayla Kress

- GIS staff may have to make edits to the maps for Heywood Group's CHNA if they are requested.
- GIS staff will create additional draft maps for HealthAlliance/UMass Memorial's CHNA if data become available and will complete any changes to the maps if they are requested.

**306500 DLTA 14 1/20/21 – 12/31/21**

1. Ashburnham Zoning Map Update: A project to update the Town of Ashburnham Zoning Map.



- GIS Staff received edits from the Town and provided an updated map for review.
  - We are currently waiting on answers to a couple of specific questions to proceed with finalizing the map.
  - This project is expected to be completed in October.
2. Ayer Form Based Code Buildout: A 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 to review buildout potential in the district and are working to analyze that information.
    - This project is expected to be completed in October.
  3. North Lancaster 40R Smart Growth Overlay District: A project provide aid in the completion of a 40R application in North Lancaster; Project Lead/Staff – Karen Chapman/Kayla Kress
    - Staff filled 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. GIS staff also created the maps that were required for the application.
    - This project is on hold until the application has been reviewed. GIS staff will make any edits to the acreage table or maps as requested.
  4. Shirley 40R Feasibility Study: A project to assess the feasibility of the creation of as-of-right zoning districts such as those eligible under the MA Department of 40R/Smart Growth statue including starter homes; Project Lead/Staff – Karen Chapman/Kayla Kress
    - GIS staff created a map of the town that show parcel lines as well as a half mile and mile buffer from transit stops. This will aid in the identification of parcels to possibly be included within the zoning district.
    - GIS staff has been requested to create a list of parcels on Front Street and Ayer Road that are within a half mile of a transit stops. This list will aid in analyzing which parcels to potentially include in the zoning district.
    - This project is expected to be completed by the end of the year.
  5. South Royalston Village Center District: A project to prepare a bylaw which will increase potential small business opportunities; Project Lead/Staff – Karen Chapman/Kayla Kress
    - GIS staff created a map and list of the parcels to potentially be included within the Village Center District. GIS staff also created a map of the potential parcels as well as the environmental constraints for development.
    - The GIS portion of this project is currently complete, but GIS staff will continue to provide products as they are requested. This project is expected to be completed by the end of the year.

### **306800            ATHOL ROADWAY SURVEY 2/16/21 - 9/30/2021**

A project to inventory pavement conditions, sidewalk conditions and curb ramps in the Town of Athol

- GIS Staff developed an app to collect roadway survey data.

- The data was then edited, analyzed and mapped.
- A MRMapper app is currently in development for the Town to be able to review their data.
- This project is expected to be completed in October.

#### **306900                    EDA YEAR 3 OF 3   4/1/21 – 3/31/22**

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

- The identification of the data needed to complete each community's annual report was completed and the data needs were sent out to the communities. The two assisting staff will enter data into Mass Energy Insight (MEI) or into the annual report itself as data is received from the communities.
- This project will be ongoing until mid-November when the annual reports are due.

*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**

#### **303660                    ROYALSTON GREEN COMMUNITY 6/30/21**

Karen met with the Building Committee on Sept. 16<sup>th</sup> to review the status of their current Designation Grant. Royalston will be completing this grant in time to apply for a Competitive Grant in April.

#### **303800                    EPA BROWNFIELDS 7/1/19 – 9/30/22**

Grant Award Amount: \$300,000   Grant Period: 10/1/2019 – 9/30/2022

**Status:** A meeting of the Montachusett Brownfields Group was held on 9/16/21 at 3pm to discuss progress for properties, review any site assessment requests, and review the revolving loan fund.

##### **Properties:**

- 43 Main Street, Ayer: Complete, no further action.
- 62 Canal Street, Athol: Phase I complete, Phase II in progress.
- 925 Mass Avenue, Lunenburg: Phase II complete, Phase III Remedial Planning is in progress.
- 159 West Main Street, Groton: Phase II complete.
- 49 Snow Street, Fitchburg: Phase II complete. Property in process of being sold and redeveloped.
- 4 Summer Street, Winchendon: Phase I, II, and III complete.

There were no new site assessment requests. Revolving Loan Fund and Reuse of Program Income was discussed with the committee and EPA representatives who were present.

A new Brownfields FY22 Brownfields Assessment, RLF and Cleanup Grant Guidelines have come out with the grant application due December 1, 2021. MRPC, with the assistance of BETA Group is planning on applying.

Please contact Glenn Eaton, Executive Director, for information regarding this project.

**303870 AFFORDABLE ACCESS REGIONAL COORDINATION (AARC) (DOER) 10/9/19 – 9/30/21**

Grant Award Amount: \$104,039 Contract End Date: 6/30/2022

**Status:** DOER provided contract documents for signature to extend the contract to May 31, 2022. No new information this month.

Please contact Karen Chapman, Planning & Development Director or Meagen Donoghue, Senior Planner, for information on this contract.

**304300 MEC TUFTS GRANT 11/11/19 – 12/4/20**

Grant Award Amount: \$10,000 Contract End Date: 6/30/2022

**Status:** No new information this month.

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

**305000 MONTACHUSETT AGE FRIENDLY PROJECT 7/1/20 – 6/30/22**

Grant Award Amount: \$75,000 Contract End Date: 6/30/2022

**Status:** No new information this month.

Please contact Jonathan Vos, Regional Planner for further information.

**305100 EDA COVID-19 7/1/20 – 6/30/22**

Grant Award Amount: \$400,000 Contract End Date: 6/30/2022

- Recruit and onboard an Economic Development Manager - **COMPLETE**
- Recruit and onboard an intern to assist the EDM – **COMPLETE** -intern contract ended in May.
- Review 2019 CEDS according to subtasks below:
  1. Locate and obtain relevant data – **COMPLETE**
  2. Present findings from demographic research and collect feedback – **COMPLETE**
  3. 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.
  4. Distribute business leaders survey – **COMPLETE**
  5. Compile findings and incorporate into CEDS - **COMPLETE**
  6. Present Goals to MRCEDS Committee for approval – **COMPLETE**

7. 30 Day Public Comment Period – The CEDS update is complete and awaiting final edits prior to publication. Once these are implemented, the final draft will be published to the MRPC website and shared with municipal clerks to be posted for comment.
8. Publication and promotion – To be accomplished in October.
9. Develop adequate technological capacity for MRPC Staff Members – **COMPLETE** – under continuous review as needs evolve.
10. Hire a Marketing Survey Consultant – **NO LONGER NEEDED** due to North Central MA Chamber’s recent market analysis.
11. 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. EDA has approved this change in project and an amendment is unnecessary as it represents less than 10% of the grant award. An internal meeting has been scheduled to discuss next steps. This will be completed in conjunction with MRPC’s project to identify Future Industrial Lands in the region.
12. Conduct a regional marketing study – **NO LONGER NEEDED** - see Subtask 10.
13. Publish and promote regional marketing study - **NO LONGER NEEDED** – see Subtask 10.
14. Locate and secure funding for CEDS priority projects – to be completed once revised CEDS is completed – October 2021-June 2022.
15. Pursue goals and objectives identified within CEDS - to be completed once revised CEDS is completed – October 2021-June 2022.
16. Conduct annual review of CEDS and projects – May 2022 – June 2022.

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

**305900 HUBBARDSTON GREEN COMMUNITY 10/1/210 – 12/31/21**

**Status:** No new information this month.

Contact Karen Chapman, Planning & Development Director for information on this contract.

**306000 LUNENBURG GREEN COMMUNITY 9/16/20 – 9/30/21**

**Status:** Karen is writing a Final Report for Lunenburg’s Competitive Grant.

Contact Karen Chapman, Planning & Development Director for information on this contract.

**306200 PLANNING ASSISTANCE GRANT (PAG) FY21 11/10/20 – 6/30/22**

Grant Amount: \$98,000 Contact End Date: 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:** Town stakeholders have reviewed a draft Shared Parking Bylaw developed by Meagen and she is working on the requested edits.

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:** Final revisions for maps and data updates regarding newer US Census American Community Survey (ACS) data from the 2015-2019 5-Year ACS for older chapters is proceeding. A draft of an implementation matrix for priority assignment and delineation of goals and activities for every chapter is under development and will be shared with the Planning Board once final goals for all chapters are confirmed (Open Space Goals and Objectives have minor revisions to be made).

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 – Housing, Open Space, and Implementation.

**Status:** Final drafts posted online for several weeks of public input and review as of 9/27. The Implementation Chapter is under development, with a preliminary matrix having been drafted to be presented and reviewed with the Sterling Master Plan Committee in October.

Please contact Regional Planner Jonathan Vos for information regarding this project.

**306400                    HEYWOOD COMMUNITY HEALTH ASSESSMENT 11/23/20 – 9/30/21**

Contract Award Amount: \$28,000                    Contract End Date: 9/30/2021

**Status:** A final draft was sent to Heywood Hospital for review. Comments on the draft are being incorporated into the document and a final document will be sent to Heywood when completed.

Please contact Senior Planner Blair Haney for information on this project.

Other Contributors: Karen Chapman, Jonathan Vos, Bruce Hughes, Kayla Kress, Rhiannon Duggan, Nick Mellis.

**306500                    DLTA 14 1/20/21 – 12/31/21**

Grant Award Amount: \$207,495                    Contract End Date: 12/31/2021

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

**Status:** No new information this month.

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:** See GIS section of Status Report.

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:** See GIS section of Status Report

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 received data from town officials on 8/24 and will meet with town officials if there are any questions. See GIS Status Report for more information.

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:** Contract is fully executed. Data collection is beginning.

MRPC Team Leader, Karen Chapman, Planning & Development Director.  
Other staff assigned: Jonathan Vos and Transportation staff

**Harvard:** Agricultural Commission Staff Study

**Status:** MRPC is awaiting contract signature by Harvard and then work will begin.

MRPC Team Leader, Karen Chapman, Planning & Development Director.  
Other staff assigned: None at this time.

**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:** Jen Burney has contacted the Economic Development Committee and a meeting is being scheduled for September.

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:** Final documents will be provided to town officials for review by 9/1/2021.

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:** Karen presented MRPC's work on this project to the City Council on 9/27/21. Any and all comments from the public and city council will be incorporated into the Plan.

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

Other staff assigned: Kayla Kress, GIS/IT Analyst

**Nashoba Regional Greenways (NRG):** 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 Unified Planning Work Program (UPWP) Task being completed by Sheri Bean, Principal Planner in Transportation.

**Status:** MRPC staff are working on a Strategic Outreach Plan for the NRG to approach communities to be presented at a meeting on October 14<sup>th</sup>. Staff will be managing the contact list for the group and developing one-page fact sheets for distribution.

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:** Project is completed but may include one final public presentation.

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

Other staff assigned: none at this time.

**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:** Karen provided two maps, and a spreadsheet of parcels to accompany the maps, of the South Royalston area to the Royalston PB on 9/16/21 with details regarding parcel acreage, zoning, current uses, and potential for allowing more uses and possibly mixed uses. Meagen will be meeting with the Planning Board in October to discuss their zoning bylaw and opportunities for the addition of Assisted Living and Multi Family housing to the bylaw and revisions to increase potential small business opportunities.

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

Other staff assigned: Kayla Kress, GIS/IT Analyst; Meagen Donoghue, Senior Planner

**Shirley:** MRPC will assess the feasibility of the creation of a 40R Smart Growth Zoning District and/or Starter Home District.

**Status:** Karen provided a map to the Planning Board on 9/13/21 of the parcels within a ½ mile and 1 mile buffer to the MBTA train station and MART bus stop to determine the parcels available for a 40R Smart Growth District. Karen met with the Planning Board to discuss the parcels and process of 40R on 9/22/21. Based on feedback from the PB and other research, Karen will complete a feasibility study of the area and the potential for 40R.

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

Other staff assigned: Kayla Kress, GIS/IT Analyst

**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:** Bruce Hughes has evaluated his evaluation of Sterling's Zoning Bylaws for impediments to economic growth, which will be discussed with the Economic Development Committee at a yet to be determined meeting.



MRPC Team Leader: Karen Chapman, Planning & Development Director.  
Other staff assigned: Bruce Hughes, Principal Planner.

**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:** No new information this month. Project may be completed – master plan committee will notify MRPC if more assistance is needed.

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

**306600            TEMPLETON GREEN COMMUNITY 2/10/21 – 3/31/22**

**Status:** No new information this month.

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

**306700            HEALTH ALLIANCE CLINTON COMM. HEALTH ASSESSMENT 2/18/21 – 9/30/21**

Contract Award Amount: \$33,950            Contract End Date: 9/30/2021

**Status:** The UMass Memorial draft report and a PowerPoint presentation were provided to the Health Alliance representative for a Board of Directors meeting on 9/23. Any comments will be incorporated and a final report will be provided to the hospital.

Please contact Senior Planner Blair Haney for information on this project.

Other Contributors: Jonathan Vos, Bruce Hughes, Kayla Kress, Rhiannon Duggan, Nick Mellis.

**306900            EDA YEAR 3 OF 3 4/1/21 – 3/31/22**

Grant Award Amount: \$70,000            Contract End Date: 3/31/2022

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

A.        Support, develop, coordinate, and manage a variety of training programs that assist the rehabilitation and construction of housing (i.e., foreclosure, credit, home improvement training programs) and retention and creation of jobs (i.e., practice interviews, enhancing life skills through training, and assisting entrepreneurs in locating and obtaining financing to launch or expand their businesses).

Status: No new information this month.

B.        Support the planning and development of job retention and creation projects.

Status: No new information this month.

C. Create plans for the development of affordable priced housing to low, moderate-, or middle-income families in the Montachusett Region by identifying affordable housing or “mixed-use” projects to be implemented by non-EDA planning funding within the next one year (short term), two to three years (moderate term), and more than three years (long term).

Status:

- Development of an updated Housing Production Plan and Housing Master Plan Chapter for the Town of Ashburnham are underway under DLTA contracts.
- A 40R Feasibility Study is being completed for the Town of Shirley under a DLTA contract.
- A 40R Bylaw and application are being developed for the Town of Lancaster under DLTA contract.

Task #2- Provide Municipalities Technical Assistance Preparing Community and Economic Development Grant Requests: This will include 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:

- Christopher McDermott met with Town of Townsend stakeholders on August 1st to discuss improving upon their previously unfunded grant application for an ADA Planning Grant from the Mass Office on Disability, due by October 8th. Christopher provided a final draft of the grant application, based on stakeholder comments, to the town on September 17th for their review. The grant will provide Townsend the funds necessary to update their ADA Self-Evaluation and Transition Plan to allow them to apply for Action Grants to make necessary ADA improvements to their facilities and programs. Grant request - \$35K.

- Staff are awaiting grant award announcements for three Planning Assistance Grants MRPC submitted on behalf of:

1. Ashburnham to complete several Master Plan Chapters - \$50K requested.
2. Hubbardston to complete a solar bylaw - \$25K requested
3. Townsend to update Open Space & Recreation Plan - \$28K requested

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: See Brownfields status under the EPA section.

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 to update this critical document to account for COVID-19's impact on the region is complete and awaiting final edits. 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 Christopher McDermott, Economic Development Manager, or Karen Chapman, Planning & Development Director, regarding this program.

**307000            LANCASTER HAZARD MITIGATION 5/20/21 – 12/15/21**

Contract Award Amount: \$25,000      Contract End Date: 12/15/2021

**Status:** The Town of Lancaster engaged the MRPC to update their 2016 Hazard Mitigation Plan (HMP). The 2016 HMP was a Multi-Jurisdiction (MJ) HMP for all 22 MRPC communities and the plan expired May 2021.

A public meeting was held on Wednesday, September 15, 2021 with a committee of Lancaster stakeholders and open to the public. All hazards were discussed and documented.

Please contact Senior Planner Blair Haney for info on this project.

**COMMUNITY DEVELOPMENT DIVISION**

**306100            SHIRLEY CDBG-CV 10/13/20 – 12/31/21**

See Section 4, above.

**MONTACHUSETT ENTERPRISE CENTER, INC.**

An annual meeting was held. A quorum was not achieved. Another meeting with a quorum will be held. All documents that need to be filed with the MA Secretary of State's Office will be completed and submitted

**5.3            TRANSIT**

**305500            COMBINED PLANNING GRANT (5303) CONTRACT NO. 112305 10/1/20 – 9/30/21**

**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 – Brad Harris

- **Public Meetings:** Staff met virtually with the Montachusett Regional Planning Commission (MRPC) – September 9th; and a meeting with MassDOT as part of the Socioeconomic Projections Committee – September 8th.

**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 – Brad Harris

- **Human Service Transportation Brokerage Area:** Resized the 30x40 Human Service Transportation Brokerage Area map to 11x17
- **Wachusett Shuttle Map:** Completed updates to the Wachusett Shuttle map. Forwarded to MART for review.
- **MART Route Calculations:** Continued work on updating route calculations for the Fitchburg/Leominster Supplemental Routes, the new Clinton/Worcester shuttle route, the updated Intercity route and the updated Wachusett shuttle route.
- **Ayer Depot Square Pedestrian Plaza:** No new information.
- **Fare Collection System (FCS):** No new information.

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

- Draft report is under development; ADA surveys conducted at several locations in Fitchburg and Leominster; recommendations compiled.

*Contact Brad Harris, Transportation Project Director, for further information.*

## 5.4 TRANSPORTATION

**305400 COMBINED PLANNING GRANT (PL) CONTRACT NO. 112305 10/1/20 – 9/30/21**

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

The MJTC met did not meet in September. The next meeting will be on Wednesday October 13<sup>th</sup> at 2:30 pm.

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

The Montachusett MPO did not meet in September. The next MPO meeting is scheduled for Wednesday October 20<sup>th</sup> at 1:00 pm.

### **Unified Planning Work Program FFY 2021**

The MRPC continued work on various tasks included in the FFY 2021 UPWP which ended on September 30, 2021. The FFY 2022 UPWP year begins on October 1<sup>st</sup> and will run until September 30, 2022. The following summarizes the FFY 2021 UPWP work.

- 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
  - MRPC Staff recently completed the Tier 2 Complete Streets Prioritization Plan for the town of Sterling. S. Bean presented the final document as well as the development process to the Board of Selectmen on September 15<sup>th</sup>.
  - Staff participated in a meeting with the Harvard Transportation Advisory Committee to discuss aspects of their DLTA request to the MRPC.
  - Staff attended an RPA Data Users Group Meeting held remotely.
  - Staff also attended a Transportation Managers Meeting that was held remotely.
- 2. Public Information Reporting/Participation Program:** Program to maintain an active Public Participation Program through various outreach methods; Project Lead/Staff – Brad Harris/George Snow, Sheri Bean, Brian Doherty
  - Staff participated in an Every Day Counts (EDC) Virtual Public Involvement Committee meeting hosted by MassDOT.
- 3. Development of TIP:** Program to develop the annual TIP; Project Lead/Staff – Brian Doherty/Brad Harris
  - Staff met with the Town of Lunenburg to discuss possible future TIP projects for the town.
- 4. Regional Demographics & Model:** Program to implement/maintain a regional model as well as various demographics for the region; Project Lead/Staff – Brad Harris/Kayla Kress, George Snow, Sheri Bean, Brian Doherty
  - Staff attended a RPA Data Users Group Meeting held remotely.
  - Staff attended the initial meeting of the MassDOT Socioeconomic Projections Committee held remotely. This Committee will work on the development of projections for the next Regional Transportation Plan (RTP).
- 5. GIS Mapping & Analysis:** Program to conduct GIS work & support; Project Lead/Staff – Jason Stanton/Kayla Kress
  - The Recreation Department of the City of Leominster has reached out and asked about utilizing the City's free eight hours of GIS planning assistance. GIS staff has asked that they nail down the scope of work to ensure that the project can be completed within the eight hours.
- 6. 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
  - Due to a late start to the traffic counting season because of difficulty finding traffic technicians, as well as an extra rainy summer, the traffic count program was met with some challenges. To date, MRPC staff completed 38 traffic counts, 26 of which are MassDOT requests. Ten MassDOT requests remain and are expected to be conducted over the next month or two, as weather permits.

- Four communities have provided information/updates to the bike/ped infrastructure data and GIS staff incorporated it into the dataset
- 7. Pavement Management Systems:** Program to collect, analyze and support pavement conditions on regional roadways; Project Lead/Staff – Brian Doherty
- Staff has developed an Annual Pavement Profile for the region, which documents and analyses pavement condition data collected in the 2020/21 program year.
  - GIS staff has assisted in evaluating pavement management solutions from different vendors
- 8. Intersection Analysis:** Program to review regional locations to identify issues and/or deficiencies and develop potential alternatives to address them; Project Lead/Staff – Brian Doherty/George Snow
- GIS staff edited the environmental constraint map and land use map and created an additional five maps that depict various improvement alternatives for the intersection. These will be used in the report and GIS staff will make any edits as requested. This project expected to be completed by the end of September
  - Staff worked on finalizing the Townsend Intersection Analysis report and responded to an update request from the town.
- 9. 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
- Final drafts for both Sterling and Townsend have been completed that include pictures and maps. Both communities will receive final reports in early October.
  - GIS staff created seven maps for each community's Walkability report and will make any edits as requested.
- 10. Fitchburg Corridor Study:** Program to review and identify issues and deficiencies along the Route 12 corridor in Fitchburg; Program Manager – Project Lead/Staff – Brad Harris/ George Snow, Sheri Bean, Brian Doherty
- Staff continued to compile a draft report. Traffic flow information will not be included due to traffic count issues as well as the closure of Water Street around the Nashua River Bridge by the Fitchburg DPW since June.
- 11. 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/
- Developed 2021 Data Update report which identifies vulnerable transportation infrastructure in the region.
  - Transportation staff noticed discrepancies between this year's fed-aid eligible roadways and previous fed-aid eligible roadways and created a query to identify the previous fed-aid eligible roadways. GIS staff used this query to update the 22 community maps so that they properly show the fed-aid eligible roadways and local roadways within flood zones. GIS staff updated the mileage table to accurately capture the miles of fed-aid eligible and local roadways within and outside of flood zones.
  - GIS staff also created a map that shows the alternative fueling stations for passenger vehicles (mainly electric charging stations) in the region
- 12. Regional Pedestrian Plan:** Program to develop a regional ped plan based upon the statewide ped plan; Project Lead/Staff – Sheri Bean/George Snow

- MRPC staff has collected data for all 22 individual communities that include sidewalks and bike lanes as well as future projects that the community has planned over the next few years. Other priority projects were also identified.
- Four communities have provided information/updates to the bike/ped infrastructure data and GIS staff incorporated it into the dataset

**13. Roundabouts and The MRPC Region:** Program developed to review, analyze and document roundabouts in member communities: Project Lead/Staff – George Snow/

- A final version of the roundabout report is nearing completion and should be available in October.

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

- Staff has been analyzing data collected through the MRPC developed PROW Apps at identified Bus Stop locations in Fitchburg and Leominster.
- A draft report has been developed summarizing the results of the evaluation.

**Separate Contract with the Town of Athol - Pavement and Sidewalk Surveys:** Contract between Athol and MRPC to conduct surveys and analysis on town owned roadways; Project/Lead Staff – Brian Doherty

- Staff completed an inventory and analysis of conditions on approximately 90 miles of paved roadways and 30 miles of sidewalks. A report and database have been provided to the town.

*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.*

**Next MJTC Meeting – October 13, 2021 – 2:30pm to 4:00pm**

**Next MPO Meeting – October 20, 2021 - 1:00pm to 2:00pm (Remote GoToMeeting)**

## 6. Adjournment

There being no further business the meeting adjourned at 7:55 p.m.

Meeting Attendance					
<u>Name</u>	<u>M/A</u>	<u>Representing</u>	<u>Appointment Date</u>	<u>Present</u>	<u>Absent</u>
Janssesns, Leo	A	Ashburnham	7.2021		X
Hoyt, Roger	M	Ashburnham	7.2011	X	
Stacy, Wayne	A	Ashby	7.2021		X
Pease, Alan	M	Ashby	7.2001		X
Bialecki, Rebecca	A	Athol	7.2017		X

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



Barclay, James	A	Royalston	7.2017		X
Nartowicz, Kyle	M	Royalston	7.2015		X
Oelfke, William	A	Shirley	7.2020		X
Yocum, Barbara	M	Shirley	8.2017	X	
Kilcoyne, John	A	Sterling	7.2014		X
Page, Patty	M	Sterling	7.2019		X
Bennett, Jeff	A	Templeton	7.2020	X	
Rich, Dennis	M	Templeton	7.2017		X
Kell, Veronica	A	Townsend			X
Shifrin, Laura	M	Townsend	7.2018	X	
Vacant	A	Westminster			X
Smith, Michael	M	Westminster	7.2019		X
Ward, Rick	A	Winchendon	7.2019	X	
Corbosiero	M	Winchendon	7.2011	X	

GUESTS PRESENT: Maribel Cruz

STAFF PRESENT: Jason Stanton, Karen Chapman, Holly Ford, Glenn Eaton, Brad Harris and Linda Quinlivan

**DOCUMENTS/EXHIBITS DISTRIBUTED AT MEETING:**

September 9, 2021 MRPC Minutes

October 7, 2021 Meeting Handout

Funding Sources for MRPC Communities Spreadsheet

Safe Routes to School Flyer