

MONTACHUSETT METROPOLITAN PLANNING ORGANIZATION (MMPO)

MINUTES OF JANUARY 9, 2013

Ned Codd called the meeting to order at 1:06 p.m.

I. INTRODUCTION

Ned Codd, MassDOT; Mohammed Khan, MART; Noreen Piazza, Subregion 4, Lancaster; Frank Maxant, Ayer; Peter Johnston, Ayer; Pauline Hamel, Ayer; Victor Koivumaki, MRPC, Lancaster; Laurie Scarbrough, MassDOT District 2; Bonnie Mahoney, MART; Paula Bertram, Lunenburg, Subregion 3; Doug Walsh, Athol; Arthur Frost, MassDOT District 3; Phil Duffy, Clinton; Heather Hannon, MassDOT

STAFF PRESENT

Brian Doherty, George Snow, Sheri Bean, Brad Harris, George Kahale, Glenn Eaton, Stephanie Brow

II. APPROVAL OF NOVEMBER 7, 2012 MINUTES

N. Piazza made a motion to approve the minutes of November 7, 2012. The motion was seconded and passed unanimously.

III. DRAFT MONTACHUSETT LIMITED ENGLISH PROFICIENCY (LEP) ACCESS PLAN

- PRESENTATION AND REVIEW

B. Harris presented the Draft Limited English Proficiency (LEP) Access Plan. Mr. Harris indicated that as a recipient of state and federal funding, an LEP plan is mandatory based on Title VI requirements.

S. Bean presented the Draft Montachusett LEP Plan to the committee. Ms. Bean indicated that the MPO undertook a U.S. Department of Transportation four factor LEP analysis which considers the following:

- The number or proportion of LEP persons eligible in the service area or who are likely to encounter an MPO program, activity or service.
- The frequency with which LEP individuals come into contact with an MPO program
- The nature and importance of this program, activity or service provided by the MPO to the LEP population;
- The resources available to the MPO and overall costs to provide LEP assistance.

B. Harris indicated that in addition to the LEP plan the Title VI Complaint Procedure has also been reviewed and is also available. These documents will be translated into Spanish and posted on the MRPC website. Staff has also added a Google Translator feature to the MRPC website, so that the text can be translated to any of the languages provided.

H. Hannon indicated that the Draft LEP should be put out for public comment, and revisited at the next MPO meeting.

The MPO voted to release the draft LEP to the public. The document will be made available online as well as distributed to those on the public participation mailing list. Any comments received will be reviewed and discussed at the next MPO meeting. Adoption of the LEP will also be sought.

IV. TITLE VI ASSURANCES

- REVIEW AND APPROVAL

B. Harris presented the Title VI Assurances from the Federal Transit Administration (FTA) and the Federal Highway Administration (FHWA) to the committee. These assurances need to be endorsed by the MPO and in order to meet FTA and FHWA regulations.

The committee discussed and reviewed the applicable FTA and FHWA assurances. The MPO then agreed to have the chair sign for the MPO the FTA and FHWA assurances.

V. Koivumaki made a motion to approve the Title VI assurances as presented by staff. The motion was seconded and passed unanimously.

V. Koivumaki indicated that since the MRPC provides staff to the MPO and is a sub-recipient of FHA and FHWA funding, the MRPC should also sign the assurances. It was decided that the FTA and FHWA assurances should be brought to the full MRPC for their review, approval and signature.

V. UPDATES

- MASSDOT HIGHWAY DIVISION

A. Frost indicated that the Lancaster Fiver Corners project has the 100% design plans under review. In FY2014 the Route 13 Corridor in Leominster is at 20% design. A public hearing date has not yet been set on this project.

L. Scarbrough indicated that Royalston Bridge replacement over North Fitzwilliam Road Public Hearing is scheduled for tomorrow at 7:15 pm in Royalston. Winchendon resurfacing project will be advertised on February 9, 2013.

- TRANSIT

G. Kahale discussed the preconstruction work on the Wachusett Commuter Rail Station in Fitchburg and on the MBTA's Commuter Rail Layover Facility at the Westminster Business Park got underway December 3, 2012. S&R Construction Enterprises will be removing approximately 118,000 cubic yards of sand and gravel from the 18.6 acre parcel Lot I-4 in order to reduce the grade of the land by 20 feet to make the site Rail access ready for construction of the Layover facility; as part of the reconstruction work S&R will be setting up field office, creating construction access and installing silt fencing and storm water protection. Excavated material will be moved to other areas of the Business Park thereby reducing vehicular traffic on Theodore Drive and Batherick Road. The preconstruction phase is expected to be completed by end of March, 2013 with construction planned to begin in April, 2013 and completed by December, 2014.

G. Kahale and B. Mahoney also indicated that the MART solar array has been generating power since it was connected in November 2012. The next building to be outfitted with solar is going to be the Gardner MART facility.

On behalf of the Town of Ayer, MART has submitted the TEAM application to FTA; as soon as MART gets the approval on the application; then negotiation with properties owner will start. Mr. Kahale continues to assist MART, FTA and Town of Ayer to move forward the construction of the proposed project of Ayer Commuter Rail Surface Parking Lot for 200 parking spaces at Ayer Rail Trail parking lot Location at Park Street; the State has awarded Ayer the Mass Works Infrastructure Program Grant in the Amount of \$266,667 to be used as matching funds to be combined with Town and MART funds to utilize the \$3.2 million federal grant.

- MJTC

There will be a presentation from MassRIDES at the next MJTC meeting on January 16th regarding their program and our participation with them.

Staff just received new traffic counting hardware from MioVision out of Canada. Requests for turning movements and other counts have already been received, so this new tool will be used to complete these requests.

- MRPC

V. Koivumaki indicated that MRPC is still looking into relocating their office space and is discussing with MART the facility across the street on North Main Street, Leominster.

VI. ADMINISTRATIVE MATTERS

- NEXT MPO MEETING

The next MPO meeting will be held on Wednesday February 13, 2013 at 1:00 p.m.

VII. ADJOURNMENT

There being no further business, N. Codd adjourned the meeting at 2:15 p.m.

DOCUMENT/EXHIBITS PRESENTED AT MEETING

November 7, 2012 MPO Minutes

January 9, 2013 MPO Agenda

Draft LEP Plan

Title VI Assurances FTA